tradegecko
inventory management

Complete Features List

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Inventory

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☐ INVENTORY LIST

View all your products as a complete list or split by different filters. Every product on the list can display its stock-on-hand (for each location), committed stock (for each location), cost, moving average cost (MAC), re-order point, and stock history.

☐ PRODUCT LIST

Each product can be edited to contain image, variants, SKU code, barcode, supplier code, color, size, weight, buy price, wholesale price, retail price, sellable option, taxable option, description, notes.

☐ PRODUCT STATUS

Active state is for products that your business is currently using. Disabled state is for products that you do not intend on selling anymore, or products that you are not looking to sell temporarily (for example, seasonal products). You have options to exclude 'Disabled' products from your reports.

☐ PRODUCT HISTORY

Each product has its stock history, making it easy to see what were the restocks (quantity, date, assignee).

☐ STOCK-ON-HAND SYNCED WITH SALES ORDERS

Stock on hand values are updated when orders are fulfilled.

☐ VARIANTS

Each product can contain different variants for different weight, size and color.

☐ STOCK-ON-HAND SYNCED WITH RECEIVED PURCHASE ORDERS

Mark a purchase order as 'Received' and the stock on hand is updated.

☐ COMPOSITE VARIANTS AND KITTING

Define groups of items that are sold as one unit.

☐ STOCK ADJUSTMENTS

Increase & decrease stocks when doing returns, promotions or when having damaged goods. This can be multi-item Stock Adjustments.

Locations

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MULTIPLE WAREHOUSES

Create multiple stock locations, shift stock between them, receive and send goods into / from a specific location.

BIN LOCATIONS & PICK LISTS

You can track the locations of your product variants in different warehouses, & print out Pick Lists once your orders reach the Shipping stage.

STOCK TRANSFERS

Move stock between your different warehouses and stock locations

CONSIGNMENT

Set up a stock location and do a Stock Transfer to move stock into that consignment location. You then have the ability to create sales orders from that location.

Sales

Payments

PAYMENT TERMS

Payments terms define the amount of time you allow the buyer to pay for the goods. The payment terms will define the due date of the invoices.

Sales Quotes

SALES QUOTES

Create simple, professional sales quotes for customers with one click.

EMAIL SALES QUOTES

You can email sales quotes directly from TradeGecko.

Products Catalogue

MOBILE SALES APP AND PRODUCT CATALOG

Equip your sales staff with up-to-date customer and inventory data wherever they are. Your staff can place orders through the Mobile Sales App on their tablet or mobile phone. These orders push directly into your TradeGecko account, waiting for fulfillment.

Sales Orders

☐ **CREATE AND EDIT SALES ORDERS**

Create sales orders from your wholesale requests, or automatically add them via your online sales channels.

☐ **EMAIL STATUS**

See details of email opens/clicks to Sales Order activity feed.

☐ **MARK TAX INCLUSIVE / EXCLUSIVE**

A Sales Order can be marked as Tax Inclusive/Exclusive.

☐ **DATA SYNCED WITH SALES ON OWNED ONLINE SHOPS**

Sync sales on your online shop built with WooCommerce, Shopify or Magento with the stock levels.

☐ **DATA SYNCED WITH SALES ON MARKETPLACES**

Sync sales on marketplaces like Amazon where you sell products, with the stock levels.

☐ **BIN LOCATIONS & PICK LISTS**

Draft state is for tentative orders. You can use this page to send your customer a Sales Quote, and edit it to add or remove items from it. In the Active state, stock has been assigned to the order, but not deducted from total stock just yet. The stock is 'committed' to the order and, for example, it will not be available on your online shop front.

You can also receive full or partial payments for your order in this mode. Once you are ready to begin fulfilling the order, choose to 'Finalize' your order. You can mail an invoice to your customer and also mark the Sales Order as paid/unpaid.

If you are fulfilling part of the order, you can partially fulfill the order. Once you have completely fulfilled the order, choose to 'fulfill' the order. The fulfilled state indicates that all the goods in the order have been shipped out. You can still use this mode to print invoices and mark the order as paid/unpaid.

☐ **SELF-CARE FOR YOUR CUSTOMERS**

Your customers can place orders them-selves, using their dedicated price list. Use the free private B2B eCommerce add-on to enable this.

Purchases

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Costs

☐ **MULTI-CURRENCY**

Buy in different currencies while keeping your accounting records in your base currency.

☐ **LANDED COSTS**

Add extra costs to your purchases, like transport costs and taxes.

☐ **MAC (MOVING AVERAGE COST)**

Automatically sums the product's purchase cost with the additional landed costs to reflect total cost.

Purchase Orders

☐ **CREATE AND EDIT PURCHASE ORDERS**

As opposed to manually extracting and entering information from an assortment of messy spreadsheets, the Purchase Order function of the TradeGecko app puts all your supplier information at your fingertips.

☐ **EMAIL PURCHASE ORDERS**

Email purchase orders to your suppliers directly from TradeGecko.

☐ **ADD ITEMS ON A PO VIA A BARCODE SCANNER**

Simply scan the barcode of a product you want to restock and it will appear on your purchase order.

☐ **PARTIAL RECEIVING OF PURCHASE ORDERS**

Select the lines you want to receive or the quantity per line.

☐ **PURCHASE ORDERS STATE**

The draft state is for tentative purchase orders. The active state is perfect for when you want to start receiving the goods on the purchase order. You can choose to partially receive purchase orders or receive all the goods.

You can also add landed costs to your received delivery if required. The Purchase Order can still be edited if required. Once you have received all your goods, the Purchase Order's status is changed to 'Received'. The received state indicates that all goods have been received. You can also print or mail the purchase order in this state.

☐ SALES HISTORY REPORT

Check the list of all sales orders with their details and status. Each sales order will show: issue date, shipment date, customer name, invoice number, payment status, fulfillment status, sales volume, sales value, tax, cost, profit, and profit margin.

☐ SALES HISTORY REPORT BY PRODUCT OR VARIANT

Filter the sales history report by product name or variant name.

☐ SALES HISTORY REPORT BY CHANNEL

Filter the sales history report by sales coming from each specific online shop.

☐ SALES ORDER REPORT BY CUSTOMER

Filter the sales history report by customer name.

☐ SALES HISTORY REPORT BY ASSIGNEE

Filter the sales history report by your personnel or sales representatives.

☐ SALES ORDER REPORT BY CUSTOMER

Sort your top customers by generated revenue or profit. For each customer, it displays the generated sales volume, sales value, COGS, number of orders, average sales, average profit and projected profit.

☐ SALES ORDER REPORT BY PRODUCT OR VARIANT

Sort your top products/variants by revenue or profit generated. For each product / variant, it displays the generated sales volume, sales value, COGS, number of orders, average sales, average profit and projected profit.

☐ SALES ORDER REPORT BY PRODUCT TYPE

Understand your top performing product categories when it comes to revenues and profit.

☐ SALES ORDER REPORT BY BRAND

Understand which product brand is generating more revenue or profit among different brands.

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☐ SALES ORDER REPORT BY CHANNEL

Understand which sales channels are generating more revenue or profit among your B2C or B2B online shops.

☐ SALES ORDER REPORT BY SALES REP

Understand who amongst your sales team is generating the most revenue or profit.

☐ SALES ORDER REPORT BY LOCATION

See which warehouse or stock location is generating the most revenues or profits.

☐ SALES REPORT BY TIME PERIOD

See your daily, weekly or monthly sales reports, showing sales value, sales volume, costs, profits and profit margins.

☐ INVENTORY STOCK ON HAND REPORT

See your total units on hand, total costs for the stock on hand, total retail value for the stock on hand, and the total profit value for the stock on hand. For each product or variant, see the number of units in stock, if they are taxable or not, the MAC, the retail price, the inventory value, the retail value, the profit value and the profit margin.

☐ INCOMING STOCK REPORT

Understand your top incoming stock by supplier and the top cost by supplier. For each product or variant it displays the supplier name, the number of purchase orders, the stock on hand, the incoming stock, and the total cost of incoming stock.

☐ LOCATION REPORT

Select a warehouse or stock location and check its stock-on-hand, committed stock, last ordered stock, last purchased stock, inventory value, profit value, profit margin.

☐ SALES ORDER REPORT BY LOCATION

Check the overall total stock on hand, total stock available, and total units committed. The details are also available split by each product and variant.

☐ RE-ORDER REPORT

Check all products and variants that have fallen below the re-order point, in a list which displays for each the supplier name, number of products/ variants to re-order, and a link to the re-order page.

⚠ Alerts

☐ **OUT OF STOCK**

Warning if trying to fulfill order without enough stock on hand.

☐ **RE-ORDERING**

Re-order point alert.

CRM

☐ **CUSTOMER AND SUPPLIER DATABASE**

All your customer and supplier data in one place.

☐ **SET DEFAULT DISCOUNT LEVEL PER COMPANY**

A default tax rate and discount level can be set for a company.

☐ **NOTES**

Assign notes to customers and suppliers that can be viewed by the team.

☐ **CUSTOMER ORDER HISTORY**

See all the orders with their details and status made by every customer in your database.

Fulfillment

☐ **MULTIPLE FULFILLMENTS FOR A SALES ORDER**

Add the ability to fulfil a Sales Order in multiple fulfillments.

☐ **SHIPPING DOCUMENTATION**

Send shipping documentation along with your deliveries and save time.

☐ **PARTIAL FULFILLMENT**

You can create one Sales Order and send one good at a time, or half of the goods at any given time etc (while still being marked and updated accurately in the system).

☐ **SHIPPING DOCUMENTS EXPORT TO 3PLS**

If you ship with 3PL Central or Tiger, you can send your orders to them in their template through TradeGecko. Use the free 3PL exporter add-on to enable this.

Accountancy

Taxes

☐ TAX TYPES

Allows you to predefine "bundles" of taxes (sales tax, local sub taxes, compound tax etc.), in various percentages or combined. You can create as many tax types as you want, and you can use them when you create sales or purchase orders. Very useful for selling in multiple locations.

Invoices

☐ CREATING INVOICES

Create invoices from orders with just one click.

☐ SEND AN INVOICE TO A CUSTOMER

Rather than juggling with your email browser, you can send customers an invoice directly from the TradeGecko app without exiting.

☐ ACCOUNTING SYNC

No matter what currency you are selling in, TradeGecko will convert your invoices back to your base currency before pushing the invoice into your accounting system.

☐ SPLIT INVOICING

You can now invoice part of a Sales Order without having to split it into multiple orders, greatly streamlining the back-ordering process

☐ MULTIPLE SALES LEDGERS

You can assign different customer types, sales channels, and variants to different custom ledger accounts to track and monitor profits from a specific account.

Admin

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Edit

BULK EDIT

Allows you to bulk edit: SKUs, Variant Names, Tags, and Prices (Wholesale, Buy, Retail)

CUSTOMIZABLE DOCUMENT NAMES

You can edit document titles under the Settings tab.

Users

MULTI-USER

Take advantage of the ability for your entire team to work together with updates in real-time. You are able to invite team members to the platform.

USER SWITCHING

If you manage multiple inventories for different businesses, you can switch between your separate TradeGecko accounts in one click.

USER PERMISSIONS

Control how your team members access TradeGecko and protect certain data. Each invited team member can have one of the following types of access: read and write / read-only / no access.

TEAM TIMELINE

All actions of your team are recorded so you can see who has done what and when. This creates transparency and also eliminates the "who did that?" questions.

Data Import

SALES ORDERS

Create Sales Orders via CSV.

PURCHASE ORDERS

Create Purchase Orders via CSV.

ADJUSTMENTS & TRANSFERS

Create Adjustments & Transfers via CSV.

PRICE LISTS

Import Price Lists via CSV.

Admin (continued)

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☐ **INITIAL COST PRICE**

Import initial cost price via CSV.

☐ **PRODUCTS**

Import products via CSV.

☐ **BARCODE SCANNER**

Import products via Barcode Scanner.

☐ **RELATIONSHIPS**

Import relationships via CSV.

☐ **SUPPLIERS**

Import suppliers via CSV.

Data Export

☐ **PRODUCTS**

Product export via CSV.

☐ **CUSTOMERS**

Customer export via CSV.

☐ **SUPPLIERS**

Supplier export via CSV.

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