

INVENTORY MANAGEMENT

PLATINUM VERSION

USER GUIDE

Version 1.4

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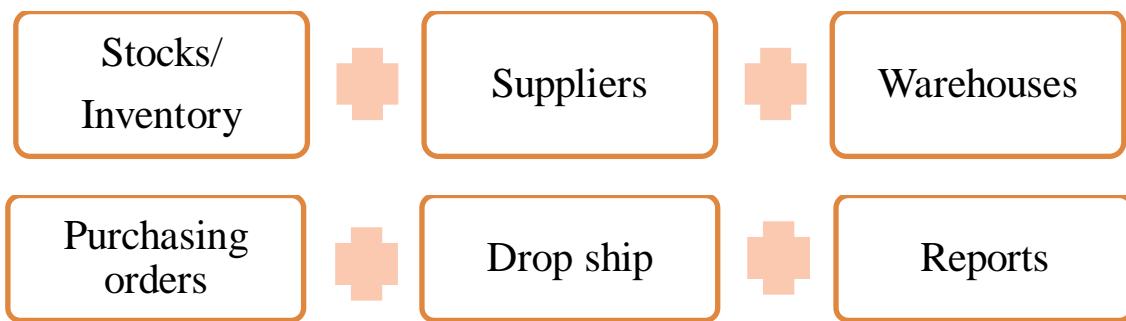
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1. INTRODUCTION

Do you know that 45 - 90% of all business expenses are as results of inventory costs? (upstreamcommerce.com). Therefore, it is vital to have an effective inventory management strategy in order to save costs and gain profits. With our Inventory Management extension, you will be able keep track of inventory status and eliminate common mistakes arising when you transfer stocks among warehouses and from warehouses to customers.



Here are some outstanding features for Admin users:

Manage Warehouses & Stock Movements

Manage Warehouses

- Can edit/ view warehouse's location and manager contact info
- List all products in each warehouse and their Qty. status
- Allow adjusting warehouse's stock by importing from CSV files or changing product Qty. manually
- Record all stock adjustments created
- Can view the list of customer orders that have products shipped from each warehouse
- Allow setting a default warehouse to temporarily subtract stock allocating in customer orders
- Can choose warehouses to ship products to Customers
- View all stock movements of each warehouse in only one single tab.

- Can assign permissions (edit warehouse, adjust stock and send/ request stock) to different admin users like website's admin, warehouse's owners
- Record history of any changes in each warehouse

Manage Stock Movements

- Allow sending stock from a source warehouse to another warehouse or other recipients
- Allow requesting stock for a destination warehouse from another warehouse or other senders
- Conveniently import a load of products by CSV files when sending or requesting stock
- Require reason(s) to adjust, send & request stock
- Validate admin permission when creating stock request & stock sending
- Auto-send notification email to admin users after creating stock request/ sending
- Can configure the period that allows cancelling stock sending and stock receipt after creating
- Can conveniently request stock when creating shipment for a customer order if the warehouse selected doesn't have enough Qty. to ship

Manage Stock Availability

Manage Inventory Products

- Manage a full list of stocks in the system with many data including suppliers, warehouses, total Qty., available Qty., etc.
- Can choose a warehouse view to filter inventory product data by warehouse
- Show product images on all product grid pages for more visual management
- Can update cost prices from purchase orders in 1 click using 3 calculation methods: LIFO, FIFO or Average

Add/ Edit Products

- Can select a warehouse and supplier when creating a new product
- Show information about warehouses stocking and suppliers providing a product
- Auto-change the "Stock Availability" status of a product when updating its Qty.

Manage Purchasing Process

Manage Supplier

- Manage all suppliers with comprehensive information such as products, total spent, total refunded, purchase orders, returned orders, etc.
- Conveniently import a load of products from CSV files when adding products provided by each supplier
- Record history of any changes in each supplier data

Manage Purchase Orders

- Manage a full list of purchase orders with a lot of information such as time of purchase, warehouse, supplier, payment & shipping details, order review, etc.
- Can purchase stocks and make delivery for many warehouses in one order
- Simplify purchasing process with only 2 status of purchase order: complete & awaiting delivery (**New**)
- Allow using different currencies and exchange rates for purchase orders (**New**)
- Support partial shipments & payment
- Allow adding/ editing payment terms and shipping methods to use in purchase order
- Can edit cost price, discount, tax of products when creating a new purchase order
- Auto-update product cost, discount, tax edited to supplier data based on the last purchase order or average values
- Can create return orders to send products back to the supplier

- Check admin permission when returning order to supplier
- Can import the list of purchasing/ delivering/ returning products from CSV files or select them manually
- Allow tracking Qty. ordered, received and returned of each warehouse
- Can print or email purchase order details to suppliers after creating/ editing purchase orders
- Record history of any changes in each purchase order

Manage Demand Planning

Forecast Supply Needs

- Predict supply needs of products in the whole system & each warehouse within a period
- Calculate min & max Qty. of products that need purchasing more using 2 methods: Exponential Smoothing or Average
- Can promptly create purchase orders based on the “Supply Needs” forecast

Manage Low Stock Notifications

- Show low stock notifications for warehouses or/ and the whole system in admin panel
- Filter all products in low stock level in the whole system and each warehouse when clicking on the notifications shown
- Automatically send emails to notify admin users about low stock products
- Allow setting the threshold Qty. to get low stock notifications

Manage Backorder Notifications

- Can make backorder requests when creating shipment for a customer order if there is not enough Qty. to ship in all warehouses
- Gather all backorder requests on one page to easily know what products are lacking

Access Comprehensive Reports

- Provide useful data of customer orders such as on which store the order is made, from which warehouse it is shipped, its shipping progress and so on
- Provide data about Qty. sold, total sales amount & sales rate of a warehouse and its products
- Can have overview info about purchase orders, deliveries and return orders of each supplier's product
- Can follow purchasing status of suppliers and supplier's products such as purchased Qty., received Qty., purchased value, etc.
- Show reports on detailed Qty. of inventory products and stock movements

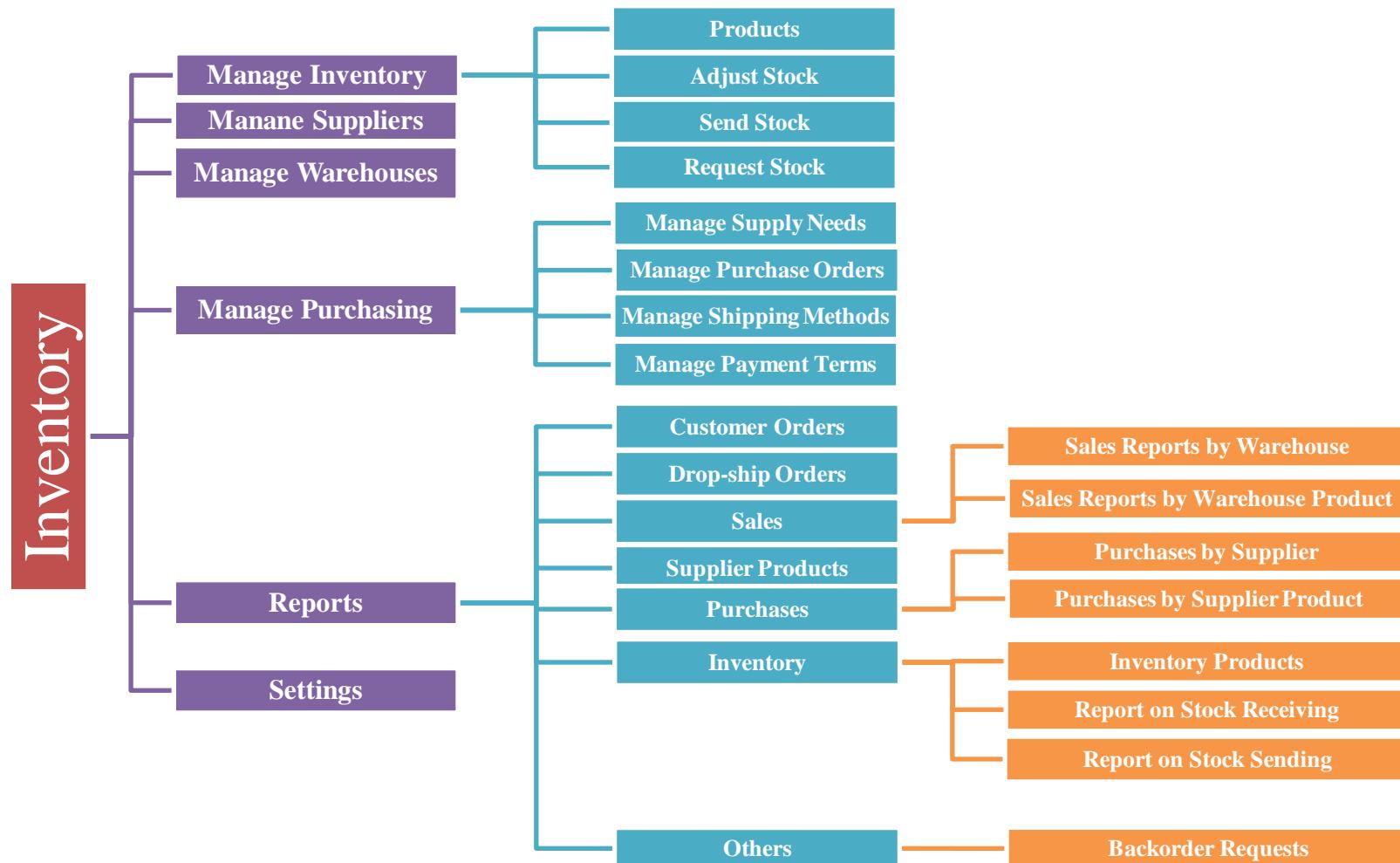
Integrate with Drop Shipping (Exclusive!)

- Provide a simple 4-step process to make drop shipments
- Can enable/ disable any of 4 steps provided to simplify the drop shipping process
- Gather all drop-ship orders on one page to manage easily
- Auto-send notification emails when admin and suppliers change drop-shipments' status
- Allow assigned suppliers to log in and update drop-shipments' status in frontend
- List all drop shipments of a supplier on Supplier Manager page

Others

- Magento Inventory Management system supports multiple stores
- Open source 100%
- License Certificate valid for 1 live Magento installation and unlimited test Magento installations (No license key required)
- Easy to install and configure
- User-friendly interface

2. HOW TO USE

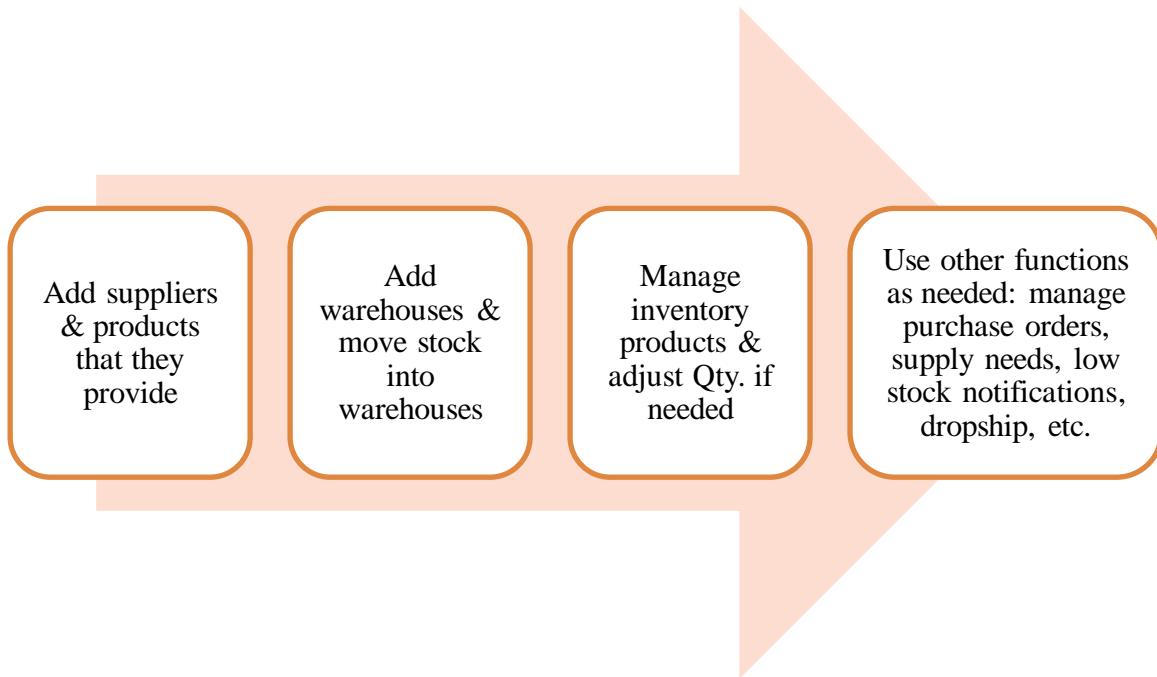


Above is the structure of Inventory extension on the menu in backend. Before going into details, you can take a quick look at the diagram and below table to know where to configure the functions or input data needed.

Path		Function/ Usage Purpose
Inventory	Manage Inventory	Products
		Adjust Stocks
		Send Stock
		Request Stock
Catalog → Manage Products → Add Product → Inventory tab		Select a warehouse and supplier when adding a new product
Inventory	Purchasing	Manage Suppliers
		Add/ edit information about your suppliers and their products
	Manage Warehouses	Add/ edit warehouses' information, control their stock availability as well as stock movements
		Calculate and predict the supply needs of each product by warehouse within a period
		Create/ edit purchase orders, manage deliveries from suppliers to warehouses and return items from warehouses to suppliers
	Manage Shipping Methods	Create/ edit shipping methods using for your purchase orders

Path		Function/ Usage Purpose
	<i>Manage Payment Terms</i>	Create/ edit payment terms using for your purchase orders
Inventory	<i>Customer Orders</i>	View all customers' orders on your site with shipping status and warehouse shipped
	<i>Drop-ship Orders</i>	View the list of customers' orders on your site that use drop shipping
	<i>Sales</i>	View Qty. sold, sales amount, sales rate of each warehouse and each product in each warehouse
	<i>Supplier Products</i>	View detailed reports on purchase orders, deliveries and return orders of each product by supplier
	<i>Purchases</i>	View detailed reports on Qty. ordered, received, returned and purchase amount by supplier or supplier's product
	<i>Inventory</i>	View reports on inventory products, stock receiving and stock sending
	<i>Others → Backorder Requests</i>	View notifications that were sent from the Shipment page in case all of your warehouses cannot provide enough products to ship an order
	Settings	Configure general settings, calculation methods, low-stock notification, drop-ship function, etc.
Sales → Order → Shipment		<ul style="list-style-type: none"> - Choose warehouses or use drop shipping when creating shipment for customer orders - Create backorder requests if product is out of stock in all warehouses

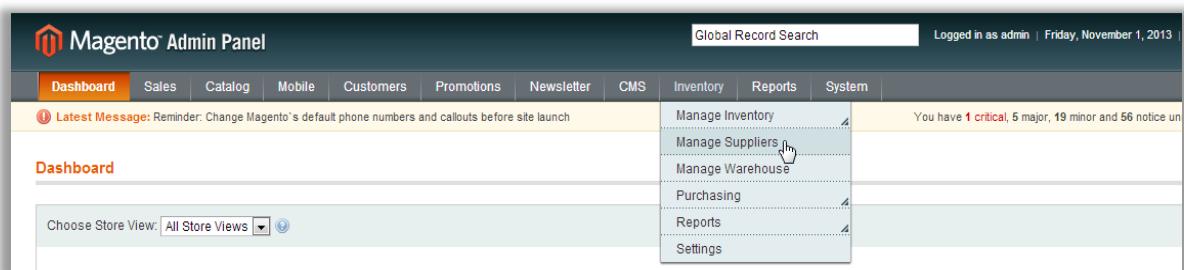
The following instructions are written based on the workflow of a new user after installing Inventory Management module.



2.1. Manage Suppliers

2.1.1. Supplier Manager

To add/ edit information about your suppliers and their products, go to **Inventory > Manage Suppliers**



Then you will be navigated to the **Supplier Manager** page shown as follows:

Supplier Manager									Add Supplier
Page <input type="button" value="1"/> of 1 pages View <input type="button" value="20"/> per page Total 5 records found		 Export to: CSV <input type="button" value="Export"/> <input type="button" value="Reset Filter"/> <input type="button" value="Search"/>							
Select All Unselect All Select Visible Unselect Visible 0 items selected									Actions
ID	Supplier Name	Create by	Total Orders	Spent	Refunded by supplier	Last Purchase Order On	Status	Action	Action
Any <input type="button" value="From:"/>	<input type="text"/>	<input type="text"/>	From: <input type="text"/>	From: <input type="text"/>	From: <input type="text"/>	From: <input type="text"/>	From: <input type="text"/>	<input type="button" value="Actions"/>	<input type="button" value="Submit"/>
To: <input type="text"/>			To: <input type="text"/>	To: <input type="text"/>	To: <input type="text"/>	To: <input type="text"/>	To: <input type="text"/>		
				In: <input type="button" value="USD"/>	In: <input type="button" value="USD"/>				
<input type="checkbox"/>	5 Supplier 5	admin	1	\$4,500.00	\$0.00	Oct 14, 2013	Enabled	Edit	
<input type="checkbox"/>	4 Supplier 4	admin	0	\$0.00	\$0.00	--	Enabled	Edit	
<input type="checkbox"/>	3 Supplier 3	admin	1	\$1,499.50	\$0.00	Oct 14, 2013	Enabled	Edit	
<input type="checkbox"/>	2 Supplier 2	admin	2	\$0.00	\$0.00	Oct 15, 2013	Enabled	Edit	
<input type="checkbox"/>	1 Supplier 1	admin	7	\$3,300.00	\$0.00	Oct 16, 2013	Enabled	Edit	

As can be seen, this page lists all of your suppliers with a lot of information such as name, total number of orders, spent amount, refunded amount, etc.

Right on this page, you can change status or delete suppliers one by one or in bulk. You can also export the supplier list to CSV/XML file by clicking on the **Export** button.

2.1.2. Add a Supplier

In order to add a new supplier to the system, click on the **Add Supplier** button on the top-right corner of the **Supplier Manager** page. Then the **Add Supplier** page will be shown with two tabs:

- ✓ **General Information** tab:

Supplier Information	Add Supplier
<input type="radio"/> Back <input type="radio"/> Reset <input checked="" type="radio"/> Save Supplier <input type="radio"/> Save And Continue Edit	
General Information	
Supplier Name *	<input type="text" value="Demo Supplier"/>
Contact Person *	<input type="text" value="Demo Contact"/>
Email *	<input type="text" value="democontact@gmail.com"/>
Telephone *	<input type="text" value="0123-456-789"/>
Fax	<input type="text"/>
Street *	<input type="text" value="311 Truong Chinh"/>
City *	<input type="text" value="Ha Noi"/>
Country	<input type="button" value="United States"/>
State/Province	<input type="button" value="Alabama"/>
Zip/Postal Code *	<input type="text" value="1236"/>
Website	<input type="text"/>
Description	<input type="text"/>
Status	<input type="button" value="Enabled"/>

In this tab, you should fill out all the required information including supplier name, contact person, email address, telephone, street, city, zip code.

Note: If you enable **Drop-ship** function in **Settings** (see section **2.8** for more details), the **Password Management** section will be shown here. You can set password and email it to the supplier. The supplier can use his email and this password to log in on the **Supplier** page in frontend to update drop shipments' status.

The screenshot shows the 'Add New Supplier' form. On the left, there's a sidebar with 'Purchase Orders' at the top, followed by 'Drop Shipments' and 'Change History'. A callout box with an orange border and white text says: 'If enabling Drop-ship, supplier can use this email and password to log in to frontend'. An orange arrow points from this box to the 'Email *' field in the main form. The main form has a header 'General Information' with a 'Back' button. It contains the following fields:

Created by	admin
Supplier Name *	Demo Provider
Contact Person *	demo
Email *	inventory@demo.com
Telephone *	04841651
Fax	
Street *	Baker Street
City *	London
Country *	United Kingdom
State/Province	
Zip/Postal Code *	04451
Website	
Description	
Status	Enabled

Below the 'General Information' section is a 'Password Management' section with a dark grey header. It contains:

New Password	demo1234
Send new password to supplier	<input checked="" type="checkbox"/>

✓ **Products tab:**

This tab allows you to add and manage products of the supplier you are creating. You can either import products from CSV files or select them manually.

The screenshot shows the 'Supplier Information' section with the 'Products' tab highlighted. The main area is titled 'Add Supplier' with buttons for 'Back', 'Reset', 'Save Supplier', and 'Save And Continue Edit'. A sub-section titled 'Import Products from CSV file' has a 'Choose File' button and an 'Import' button. To the right, there's a note about CSV file structure: 'SKU,COST,DISCOUNT,TAX'. Below it are fields for 'SKU', 'COST', 'DISCOUNT', and 'TAX'. An 'Example file' link is provided. The product list table has columns for ID, Name, SKU, Image, Price, Status, Cost, Tax(%), and Discount(%). It shows 208 records found across 11 pages. A specific product row for 'Sony' is selected, showing details like SKU 23234, Price \$700.00, and Enabled status.

- Import from a CSV file:

First, click on the **Choose File** button, select a CSV file from your computer and then click on **Import**. If you are not clear about the format of CSV file, you can refer to our example file using the **Download** link.

After importing data, our module will quickly update the list of products with SKU, discount, cost, tax from the CSV file. Then you can add/ delete products and edit their cost, tax and discount if needed.

- Choose products manually:

You can select the checkboxes of corresponding products that you want to add and then fill out their purchasing cost, tax and discount.

After configuring products for the supplier, remember to click on the **Save Supplier** or **Save and Continue Edit** button to save your work.

2.1.3. Edit a Supplier

On the **Supplier Manager** page, click on the row of the supplier you want to edit. Besides **General Information** and **Products** tabs as we mentioned in the last part, there are 3 other tabs on the **Edit Supplier** page that you should pay attention to:

- ✓ **Products** tab:

The screenshot shows the 'Edit Supplier' interface. On the left, a sidebar lists 'Supplier Information', 'General Information', 'Products', 'Purchase Orders', 'Return Orders', and 'Change History'. The main area is titled 'Edit Supplier 'supplier1''. It has tabs for 'Back', 'Reset', 'Delete Supplier', 'Save Supplier', and 'Save And Continue Edit'. A 'Import Products from CSV file' section allows choosing a CSV file and includes a 'Choose File' button, 'Import' button, and a 'Example File' link. Below this is a product grid table with columns: ID, Name, SKU, Price, Status, Cost, Tax(%), Discount(%), and Report. The table contains five rows of product data.

This tab lets you edit ***Cost***, ***Tax*** and ***Discount*** of the supplier's products if needed.

Tick the corresponding checkboxes and enter new values.

Especially, you can click on the [View](#) link at the **Report** column to see details of Purchase Orders, Deliveries, Return Orders related to that product via a pop-up:

The modal window is titled 'PURCHASE ORDER, DELIVERY, RETURN ORDER REPORT'. It displays supplier information: MK Supplier, Address: 1 -- NY, Telephone: 1, Email: administrator@bpw.co.za. To the right, it shows product details: Product Name: MK 3, SKU: MK 3, Total Qty: 66. Below this is a table titled 'Report on all purchase orders of the product provided by this supplier'. The table has columns: Purchase Order ID, Purchased On, Created By, Bill to Name, Warehouse, Qty Purchased, and Status. It lists four purchase orders: 189 (Apr 15, 2014, demomagestore, Bill Name, MK Warehouse, 50, Awaiting delivery), 192 (Apr 18, 2014, demomagestore, Bill Name, MK Warehouse, 10, Awaiting delivery), 193 (Apr 18, 2014, demomagestore, Bill Name, MK Warehouse, 34, Complete), and 196 (Apr 21, 2014, demomagestore, Michael, MK Warehouse, 12, New). At the bottom, there is another section header: 'Report on all partial shipments of the product provided by this supplier'.

✓ **Purchase Orders** tab:

Supplier Information		Edit Supplier 'Supplier 1'							
		<input type="button" value="Back"/> <input type="button" value="Reset"/> <input type="button" value="Delete Supplier"/> <input type="button" value="Save Supplier"/> <input type="button" value="Save And Continue Edit"/>							
		Page <input type="button" value="1"/> <input type="button" value="2"/> of 1 pages View <input type="button" value="20"/> per page Total 8 records found							
		Order Id		Create By	Purchased On	Grand Total Excl.TAX	Grand Total Incl.TAX	Paid	Status
		ID	From:	To :	From:	To :	From:	To :	Action
		16	admin	Sep 16, 2013	\$32,320.00		\$32,320.00	\$0.00	Awaiting delivery View
		15	admin	Oct 15, 2013	\$500.00		\$500.00	\$0.00	Cancelled View
		14	admin	Oct 15, 2013	\$1,000.00		\$1,000.00	\$0.00	Cancelled View
		13	admin	Oct 16, 2013	\$740.74		\$800.00	\$0.00	Cancelled View
		11	admin	Oct 15, 2013	\$1,000.00		\$1,000.00	\$0.00	New View
		8	admin	Oct 12, 2013	\$0.00		\$0.00	\$0.00	Awaiting delivery View

This tab shows all purchase orders placed with the supplier. You can see a lot of information, including order ID, purchased date, grand total exclude/include tax, total money paid and status of purchase orders. For more details of each purchase order, you can click on the [View](#) link at the end of each row and refer to section **2.5.2. Edit Purchase Order**.

✓ **Return Orders** tab:

Supplier Information		Edit Supplier 'Supplier 1'							
		<input type="button" value="Back"/> <input type="button" value="Reset"/> <input type="button" value="Delete Supplier"/> <input type="button" value="Save Supplier"/> <input type="button" value="Save And Continue Edit"/>							
		Page <input type="button" value="1"/> <input type="button" value="2"/> of 1 pages View <input type="button" value="20"/> per page Total 3 records found							
		ID		Return Date	Product Name	Warehouse	Qty Returned	Create by	
		ID	From:	To :	From:	To :	From:	To :	
		4	Oct 31, 2013 1:15:42 AM	My Computer	Store 2		10	admin	Test returning order
		3	Oct 31, 2013 1:15:42 AM	My Computer	Store 1		20	admin	Test returning order
		1	Oct 13, 2013 9:17:21 PM	HTC Touch Diamond	Ha Noi		100	luna	Quality of goods do not match our requirement

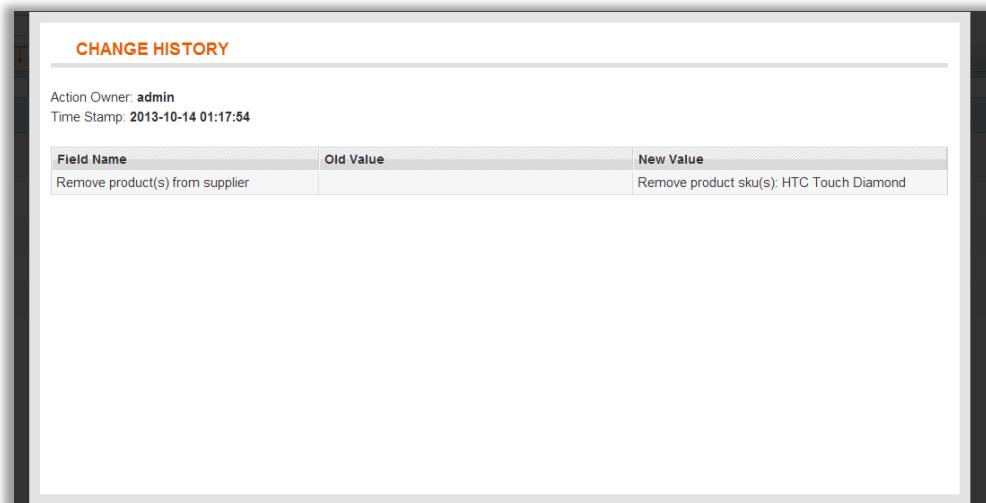
This tab records the return of products purchased from the supplier. Based on information providing here such as returned products, Qty. and reason(s), you can evaluate the supplier's performance.

✓ **Change History** tab:

In this tab, you can follow change logs of activities related to the supplier, such as *What changes are, Who did them and When*.

Supplier Information					
Edit Supplier 'Supplier 1'					
Page 1 of 1 pages View 20 per page Total 11 records found					
ID	Action Owner	Changed field(s)	Time Stamp	Action	
5	admin	Change product sku: micronmouse5000 Status	Oct 14, 2013 1:28:21 AM	View	
4	admin	Change product sku: mycomputer Status	Oct 14, 2013 1:26:42 AM	View	
3	admin	Remove product(s) from supplier	Oct 14, 2013 1:17:54 AM	View	
2	admin	Supplier Name	Oct 13, 2013 8:35:46 PM	View	
1	admin	admin created this supplier!	Oct 10, 2013 9:26:53 PM	View	

For more details, please click on the [View](#) link at the end of each row. Information will be shown in a pop-up window, providing the subject's status before and after being changed.



Please note that you can only edit data in the **General Information** and **Products** tabs. After editing, remember to click on the **Save Supplier** or the **Save and Continue Edit** button to save your work.

2.2. Manage Warehouses

2.2.1. Warehouse Manager

To add/ edit your warehouses' information and control their stock availability as well as stock movements, go to **Inventory > Manage Warehouses**. Then you will be navigated to the **Warehouse Manager** page:

ID	Name	Manager's Email	Telephone	Street	City	Country	Status	Action
58	Sales Rep A	demomagestore	manager@example.com	745 4421113	53 Main Street	Philadelphia	United States	Enabled Edit
57	bhivandi Jtplaza	demomagestore	sathguna@gmail.com	889322222	mango streer	bombay	India	Enabled Edit
56	johncarro	demomagestore	ali	852852852	alicaa	alicante	Spain	Enabled Edit
55	Bhivandi Jtplaza	demomagestore	sathguna@gmail.com	918893209999	Noda Street	Mumbai	India	Enabled Edit
54	Bodega 1	demomagestore	eduardoh@doggiedoor.com.mx	12121212	calle 123	ciudad	Mexico	Enabled Edit
53	DP	demomagestore	DP@dp.com	1234	1234	1234	Andorra	Enabled Edit
52	BS	demomagestore	test2@TEST.COM	0908787	hbnnbnb	989898989	Andorra	Disabled Edit

This page shows all warehouses in the system with a lot of information such as warehouse name, manager's contact info, address of warehouse.

Note: You may be wondering about a special warehouse called "**unWarehouse**", right? This warehouse is automatically created and contains all of the products on your site right after you have Inventory Management extension installed. After adding new warehouses to the system, you can send products from "unWarehouse" to those new ones. Please note that **unWarehouse** cannot be deleted or changed status to *Disable*.

Right on this page, you can change other warehouses' status or delete warehouses one by one or in bulk. You can also export the warehouse list to CSV/XML file by clicking on the **Export** button.

2.2.2. Add a Warehouse

In order to add a new warehouse to the system, click on the **Add Warehouse** button on the top-right corner of the **Warehouses Manager** page. Then the **Add Warehouse** page will be shown with two tabs:

- ✓ **Warehouse Information:** In this tab, you need to fill out all the required fields including warehouse name, manager name/email, telephone, street address, city and country.

The screenshot shows the 'Add Warehouse' interface. On the left, there's a sidebar with tabs: 'Warehouse Information' (selected), 'Permission', and 'Warehouse Manager'. The main area is titled 'Warehouse information' and contains the following fields:

Name *	Demo Warehouse
Manager Name *	Demo Manager
Manager Email *	demomanager@gmail.com
Telephone *	0123-456-789
Street Address *	311 Truong Chinh
City *	Ha Noi
Country *	Vietnam
State/Province	
Zip/Postal Code	
Status	Enabled

At the top right, there are buttons for Back, Reset, Save Warehouse, and Save And Continue Edit.

✓ **Permission:** This tab allows you to give different permissions to different administrators. Each admin account can *edit warehouse*, *send/request stock* and *adjust stock* when the corresponding checkboxes are ticked. In this way, you can extend the permission for those who you feel reliable and have responsibility for the tasks and limit the permission for those who are not. The admin who does not have *Edit* permission is able to view information of warehouses only.

Please note that the system will validate the permission when admin creates purchase order as well.

The screenshot shows the 'Add Warehouse' interface with the 'Permission' tab selected. On the left, there's a sidebar with tabs: 'Warehouse Information' (selected), 'Permission', and 'Warehouse Manager'. The main area is titled 'Permission' and shows a list of users with their assigned permissions:

Admin Id	User Name	Edit Warehouse	Send/Request Stock	Adjust Stock
From:		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
To:		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
1	admin	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2	demomagestore	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

At the top right, there are buttons for Back, Reset, Save Warehouse, and Save And Continue Edit. Below the table, there are buttons for Reset Filter and Search.

When finishing configuration, please remember to click on the **Save Warehouse** or **Save and Continue Edit** button to save your work.

2.2.3. Edit a Warehouse

On the **Warehouse Manager** page, just click on the row of the warehouse you want to edit. Besides the **Warehouse Information** and **Permission** tabs as we mentioned in

the last part, there are 6 other tabs of the **Edit Warehouse** page that you should pay attention to:

✓ **Products tab:**

Edit Warehouse 'mumbai'									
<input type="button" value="Back"/> <input type="button" value="Delete Warehouse"/> <input type="button" value="Send Stock"/> <input type="button" value="Request Stock"/> <input type="button" value="Save Warehouse"/> <input type="button" value="Save And Continue Edit"/>									
Page <input type="text" value="1"/> of 10 pages View <input type="text" value="20"/> per page Total 191 records found									
Click to create stock sending or stock request for this warehouse									
	ID	Name	SKU	Image	Status	Price	Qty	Avail. Qty	
<input type="checkbox"/>	263	display nokia	010203		Enabled	\$30.00	10	10	10
<input type="checkbox"/>	262	Rocket Science	111111111111		Enabled	\$700.00	300	300	300
<input type="checkbox"/>	261	Meatball	ETULFNiks		Enabled	\$700.00	125	125	125
<input type="checkbox"/>	260	Sony	23234		Enabled	\$1,111.00	5250	5250	5250
<input type="checkbox"/>	254	Iphone	7887		Enabled	\$100.00	10	10	10
<input type="checkbox"/>	251	Ravi_Test_product	Ravi_Test_product		Enabled	\$100.00	10	10	10
<input type="checkbox"/>	248	SamsungSamsung	123111		Enabled	\$20.00	20	20	20
<input type="checkbox"/>	247	ProductName	123123131		Enabled	\$10.00	5	5	5
<input type="checkbox"/>	246	productnameraj	123123		Enabled	\$11.00	31	31	31
<input type="checkbox"/>	245	edhardy-Large	7878798-Large		Enabled	\$76.00			

This tab shows all of the products storing in that warehouse. Each product has many data including **product ID**, **name**, **SKU**, **image**, **status**, **price** and most importantly, **Qty. (quantity)** and **Available Qty.** in the warehouse. Please note that every product in the warehouse has 2 values of quantity:

- ✓ **Quantity (Qty.):** the total number of product items existing in the warehouse
- ✓ **Available quantity (Avail. Qty.):** the number of product items which is available to sell or transfer. It equals the Total Qty. subtracts the Allocated Qty. (the number of product items has been ordered but not shipped yet)

Product Qty. within the warehouse can be changed through many stock movements, which you can find details in the **Transaction** tab. For newly created warehouses, you can add products by purchasing from suppliers and requesting stock (from other warehouses or other sources). Otherwise, there are **Send Stock** and **Request Stock** buttons on the top of the page, allowing you to conveniently transfer stock between warehouses, receive stock for or send stock from this warehouse.

Admin who is assigned with the permission to edit that specific warehouse (please refer to admin permission in **2.2.2**) can change product quantities by typing different values in the corresponding boxes of the **Qty.** column.

✓ **Customer Orders tab:**

Warehouse Information		Edit Warehouse 'Store 1'						
		<input type="button" value="Back"/> <input type="button" value="Delete Warehouse"/> <input type="button" value="Create Stock Transferring"/> <input type="button" value="Create Stock Issuing"/> <input type="button" value="Create Stock Receiving"/> <input type="button" value="Save Warehouse"/> <input type="button" value="Save And Continue Edit"/>						
		Page <input type="text" value="1"/> of 1 pages View <input type="text" value="20"/> per page Total 1 records found <input type="button" value="Reset Filter"/> <input type="button" value="Search"/>						
Order #	Purchased From (Store)	Purchased On	Bill to Name	Ship to Name	G.T. (Base)	G.T. (Purchased)	Status	
100000002	Main Website Main Store English	Oct 14, 2013 7:58:15 PM	dfg gfdg	dfg gfdg	\$3,775.00	\$3,775.00	Complete	
100000001	Main Website Main Store English	Oct 14, 2013 7:46:04 PM	dfg gfdg	dfg gfdg	\$3,775.00	\$3,775.00	Complete	

In this tab, you can see all customer orders that include products shipped from this warehouse. The grid provides many data including customer order ID, purchasing time, billing/shipping name, grand total and status of orders.

✓ **Transaction tab:**

Warehouse Information		Edit Warehouse 'store1'						
		<input type="button" value="Back"/> <input type="button" value="Delete Warehouse"/> <input type="button" value="Send Stock"/> <input type="button" value="Request Stock"/> <input type="button" value="Save Warehouse"/> <input type="button" value="Save And Continue Edit"/>						
		Page <input type="text" value="1"/> of 1 pages View <input type="text" value="20"/> per page Total 8 records found <input type="button" value="Reset Filter"/> <input type="button" value="Search"/>						
ID	Type	Sender/Recipient	Product Qty	Created At	Created By	Action		
From:		From:						
To:		To:						
100000016	Send stock to another Warehouse or other destination	store2		-3 Jun 9, 2014	admin	View		
100000015	Receive stock from another Warehouse or other destination	store2		3 Jun 9, 2014	admin	View		
100000013	Receive stock from another Warehouse or other destination	store2		3 Jun 9, 2014	admin	View		
100000011	Receive stock from another Warehouse or other destination	store2		3 Jun 9, 2014	admin	View		
100000009	Receive stock from another Warehouse or other destination	store2		3 Jun 9, 2014	admin	View		
100000005	Send stock to another Warehouse or other destination	store2		-2 Jun 9, 2014	admin	View		
100000003	Send stock to another Warehouse or other destination	store2		0 May 19, 2014	admin	View		
100000001	Send stock to another Warehouse or other destination	store2		0 May 19, 2014	admin	View		

This tab records all stock movements of the warehouse, including 6 types:

1. *Send stock to another Warehouse or other destinations*
2. *Receive stock from another Warehouse or other sources*
3. *Receive stock from Purchase Order Delivery*
4. *Send stock to Supplier for Return Order*
5. *Send stock to Customer for shipment*
6. *Receive stock from Customer Refund*

You can see each transaction record with a lot of information including ID, type, sender/recipient, product Qty. and created date. To view more details of each transaction, click on the **View** link at the end of each row.

The screenshot shows a 'Transaction Information' page with a sidebar containing 'General Information' and 'Products' tabs. The main content area displays a transaction record for 'View Transaction '100000736''. The transaction details are:

From	unWarehouse
To	mumbai
Created By	demomagestore
Created At	2014-06-19
Reason(s) for sending stock	Replenishment order #1

The screenshot shows a 'Transaction Information' page with a sidebar containing 'General Information' and 'Products' tabs. The main content area displays a list of transactions for 'View Transaction '100000736''. The table includes columns for ID, Name, SKU, and Qty. The data is:

ID	Name	SKU	Qty
260	Sony	23234	10
263	display nokia	010203	10

✓ Stock Adjustments tab:

The screenshot shows an 'Edit Warehouse 'store1'' page with a sidebar containing 'Warehouse Information', 'Customer Orders', 'Transaction', 'Stock Adjustments', 'Permission', and 'Change History' tabs. The main content area displays a table of stock adjustments for 'Edit Warehouse 'store1''. The table includes columns for ID, Created By, Created On, Warehouse Adjusted, and Action. The data is:

ID	Created By	Created On	Warehouse Adjusted	Action
7	admin	Jun 9, 2014	store1	View
5	admin	May 19, 2014	store1	View
4	admin	May 19, 2014	store1	View
1	admin	May 19, 2014	store1	View

This tab records all stocks adjusted in this warehouse. Please note that there are two ways to adjust stock:

- ✓ Go to **Inventory**→ **Manage Inventory**→ **Adjust Stock**→ **Add Stock Adjustment**
- ✓ Adjust stock right in the **Products** tab on the **Edit Warehouse** page (**Inventory**→ **Manage Warehouses**). You can change the product Qty. in the last column and click on the **Save Warehouse** or **Save and Continue Edit** button.

After adjusting, product Qty. will be updated instantly and you can see a record of the stock adjustment shown in this **Stock Adjustment** tab.

In order to view details of each stock adjustment, you can click on the **View** link of each row. The page will show you a list of all adjusted products with a lot of information including name, SKU, price, quantity before and after adjustment.

The screenshot shows the 'Stock Adjustment Information' page. At the top, it displays 'View Stock Adjustment No. '83''. Below this, there's a summary section with details like Warehouse: mumbai, Created by: demomagestore, and Created on: 2014-04-04. The main area is titled 'Products of Stock Adjustment' and lists 20 records found. The table includes columns for ID, Name, Status, SKU, Price, Current Qty, and Qty After Adjusting. The last two columns are highlighted with a red border. The table data is as follows:

ID	Name	Status	SKU	Price	Current Qty	Qty After Adjusting
227	naamproduct	Enabled	naamproduct	\$100.00	2	1
226	shoes test	Disabled	test	\$12.00	29	35
225	shoes test	Enabled	asdfasdf	\$12.00	24	0
224	Jpod	Enabled	5	\$12.00	12	0

Please refer to section **2.10. Manage Stock Adjustment** for more information.

✓ Change History:

This tab records all changes made in **Warehouse Information**, **Products** and **Permission** tabs of each warehouse. You can see what were changed, who changed and when.

The screenshot shows the 'Edit Warehouse 'myStore'' page. On the left, there's a sidebar with tabs: Warehouse Information, Products, Customer Orders, Transaction, Stock Adjustments, Permission, and Change History, with 'Change History' highlighted with a red border. The main area is titled 'Edit Warehouse 'myStore'' and shows 'Total 2 records found'. The table includes columns for ID, Action Owner, Changed field(s), Time Stamp, and Action. The last column is highlighted with a red border. The table data is as follows:

ID	Action Owner	Changed field(s)	Time Stamp	Action
43	demomagestore	Change permission of admin	Apr 28, 2014 10:45:17 AM	View
41	demomagestore	demomagestore created this warehouse!	Apr 27, 2014 8:25:57 AM	View

For more details, please click on the **View** link at the end of each row. Information will be shown in a pop-up window as follows:

Page 1 of 1 pages View 20 per page Total 5 records found		
ID	CHANGE HISTORY	
20	Action Owner: admin Time Stamp: 2013-10-14 19:21:55	
17		
14		
11		
1		

2.3. Manage Purchasing

2.3.1. Manage Shipping Method

To create/ edit shipping methods using in your purchase order, go to **Inventory** → **Manage Purchasing** → **Manage Shipping Methods**. The **Shipping Method Manager** page is shown as below:

ID	Method Name	Description	Status	Created By	Action
5	DPD		Active	demomagestore	Edit
4	MK Express	MK Express	Active	demomagestore	Edit
3	Aanya Logistics	cargo	Active	demomagestore	Edit
2	FEDEX	FEDEX	Active	admin	Edit
1	UPS	UPS	Active	admin	Edit

On this page, you can see information about each method used to deliver stocks from suppliers to your warehouses, including Method Name, Description, Status and Created User.

✓ Add a Shipping Method

In order to add a new shipping method, you could click on the **Add Shipping Method** button on the top-right corner of the **Manage Shipping Method** page. Then you will be navigated to the **Add Shipping Method** page:

On this page, simply fill out the shipping method's name (which will be shown as an option in "Shipping via" selector when creating purchase order), description then select the status. Please remember clicking on the **Save** or **Save and Continue Edit** button to save your work.

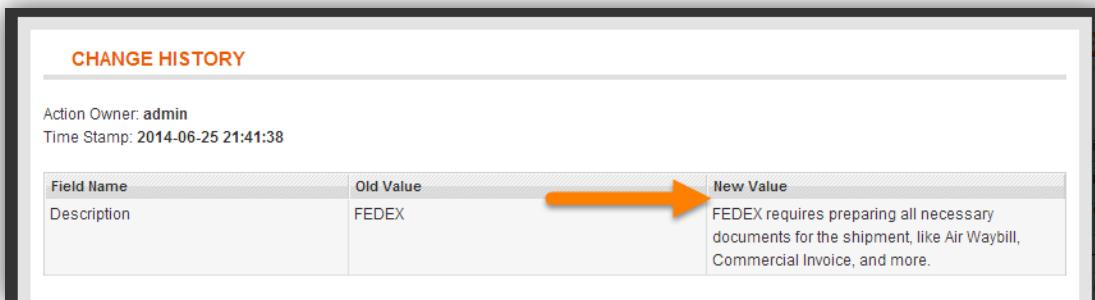
After that, this method will be shown on the **Shipping via** dropdown list on the **Add New Purchase Order** page.

✓ Edit a Shipping Method:

When editing a shipping method, in the **Change History** tab, you can see records of all changes related to this shipping method, who made the changes and when.

ID	Action	Owner	Changed field(s)	Time Stamp	Action
14	admin		Status	Oct 31, 2013 2:13:33 AM	View
13	admin		admin created this shipping method!	Oct 30, 2013 6:34:48 PM	View

For more details, you could click on the [View](#) link at the end of each row. Information will be shown in a pop-up window as follows:



2.3.2. Manage Payment Terms

To create/ edit payment terms using for your purchase order, go to **Inventory→ Manage Purchasing→ Manage Payment Terms**. The **Payment Term Manager** page is shown as follows:

The screenshot shows the 'Payment Term Manager' page within the Magento Admin. At the top right, there is a red arrow pointing to the 'Add Payment Term' button. The main area displays a grid of payment terms with columns for ID, Payment Term Name, Description, Payment Period (day), Status, Created By, and Action. The first three rows show 'Net 30', 'Net 60', and 'Cash on Delivery' respectively.

On the page, you can see information about each payment term used to pay the suppliers for your purchase orders, including Payment Term Name, Description, Payment term days, Status and Created User.

✓ Add Payment Term:

In order to add a new payment term, click on the **Add Payment Term** button on the top-right corner of the **Payment Term Manager** page. Then you will be navigated to the **Add Payment Term** page:

The screenshot shows the 'Add Payment Term' form. It has a 'General' tab selected. The 'Payment Term Name *' field contains 'Paypal'. The 'Description' field contains 'commonly used'. The 'Payment Period *' field contains '30'. A note below it says 'day(s). Payment should be completed within this period.' The 'Status' dropdown is set to 'Active'.

On this page, simply fill in the name of payment term (which will be shown as an option in "Payment Term" selector when creating purchase order), description, payment period and select its status as Active. Then click on the **Save** or **Save And Continue Edit** button to save your work.

After being saved, this payment term will be shown on the **Payment Term** dropdown list on the **Add new Purchase Orders** page.

✓ **Edit Payment Terms:**

When editing a payment term, in **Change History** tab, you can see an overview of activity change logs related to payment terms, including Action Owner, Changed Fields and Time Stamp.

Payment Term Information		Edit Payment Term 'Paypal'			
General		Action Owner		Changed field(s)	
ID	Action Owner	Changed field(s)	Time Stamp	Action	
4	admin	Payment day(s)	Oct 31, 2013 2:18:03 AM	View	
3	admin	admin created this payment term!	Oct 30, 2013 7:21:28 PM	View	

For more details, you can click on the [View](#) link at the end of each row. Information will be shown in a pop-up window as follows:



2.3.3. Manage Purchase Orders

To create/ edit purchase orders, manage deliveries from suppliers to warehouses and return items from warehouses to suppliers, go to **Inventory**→ **Purchasing**→ **Manage Purchase Orders**. Then you will see the **Purchase Order Manager** page as follows:

Order #	Purchased On	Supplier	Qty Requested	Qty Received	Subtotal	Status	Action	
255	Jun 11, 2014	demomagestore billing	unWarehouse ISTCEM	1312	0	\$0.00	Cancelled	
254	Jun 10, 2014	demomagestore billing name	unWarehouse Cemcicaret	15	15	\$166.50	Complete	
253	Jun 8, 2014	demomagestore 3	unWarehouse Gucci	55	55	\$742.50	Complete	
252	Jun 8, 2014	demomagestore s	unWarehouse Cemcicaret	32	32	\$800.00	Complete	
251	Jun 8, 2014	demomagestore mouse	unWarehouse Gucci	15	15	\$202.50	Complete	
250	Jun 8, 2014	demomagestore cat	unWarehouse Gucci	30	30	\$720.00	Complete	
249	Jun 8, 2014	demomagestore dog	Our Store WareHouse	Cemcicaret	15	15	\$300.00	Complete
248	Jun 8, 2014	demomagestore asdasd	eBay newsuppliers	1300	1300	\$418,600.00	Complete	
247	Jun 8, 2014	demomagestore asdd	mumbai Cemcicaret	100	100	\$30,000.00	Complete	

This page lists all purchase orders created with a lot of data including order ID, date, created user, billing name, warehouse, supplier, requested Qty., received Qty., subtotal and status of purchase orders.

2.3.3.1 Create a New Purchase Order

In order to create a new purchase order, you can click on the **Create New Order** button on the top-right of the page. Next, select a supplier and warehouses (our module allows you to select one or multiple warehouses at the same time).

Please note that when creating a purchase order for a warehouse, admin users need the permission to **Edit Warehouse**, **Send/ Request Stock** or **Adjust Stock** of that warehouse (please refer to section 2.2.2 for more details).

You can also choose a currency and exchange rate that the supplier uses. Cost price, tax, discount, shipping cost and payment will be calculated based on the selected currency. After that, click on the **Continue** button to continue creating the purchase order. There are 2 tabs that you need to add information:

✓ **General Information** tab:

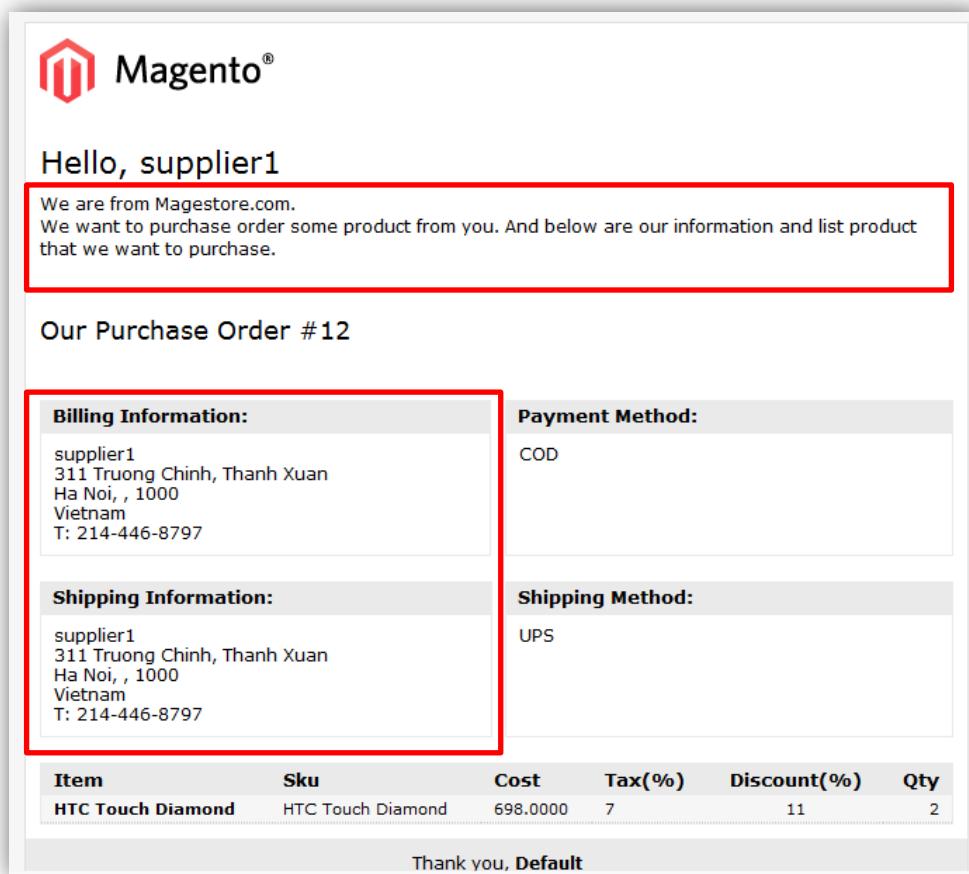
In this tab, you should configure all the required fields marked with a red star, such as dates, billing name, tax rate, shipping cost and status.

The screenshot shows the 'Purchase Order Information' interface with the 'General Information' tab selected. The form is titled 'Add New Purchase Order' and includes buttons for Back, Reset, Save Order, and Save And Continue Edit. The 'General information' section contains the following fields:

- Order Created On ***: 06/9/2014 02:44 AM
- Supplier**: supplier1
Address: 99 Nguyen Chi Thanh - Ha Noi
Telephone: 0944389065
Email: supplier1@gmail.com
- Billing Name ***: Billing Name
- Warehouse ***: store1
store2
- Order placed via ***: Email
- Start shipping date ***: 06/9/2014
- Cancellation date ***: 06/9/2014
If an "Awaiting delivery" purchase order has no delivery created, you can cancel it before this date.
- Expected delivery date ***: 06/9/2014
- Payment date ***: 06/9/2014
- Shipping via**: (dropdown menu)
- Payment terms**: (dropdown menu)
- Comment**: (text area)
- Currency**: South Korean Won
- Currency Exchange Rate**: (1 USD = 0.5 KRW)
- Tax Rate ***: (dropdown menu)
- Shipping Cost ***: KRW
- Money Paid**: ₩0.00
- Last paid payment**: KRW
- Delivery Process**: %
- Send email to supplier**: (checkbox)
- Status ***: Awaiting delivery

There are several optional fields to help you add extra information to your purchase order:

- **Shipping via** and **Payment terms** selectors: You can choose a shipping method and payment term used for this purchase order. Please refer to sections **2.3.1. Manage Shipping Method** and **2.3.2. Manage Payment Terms** for more information.
- **Last paid payment** text field: In the case that you've paid partly or fully for the purchase order, you can enter the amount here. Otherwise, leave it blank to update later.
- **Send email to supplier** checkbox: By ticking the checkbox, the extension will automatically send information to the supplier via email right after creating the purchase order. Here is a sample email that the supplier will receive:



***Note:** When creating a purchase order, there are 2 status options for you to select.

- If the purchase order is in the shipping process or not shipped, you can set its status as **Awaiting delivery**. You can create partial or all deliveries later and they will be updated in Delivery Process.
- If all your warehouses received all products in the purchase order, you can mark it as **Complete** the system auto creates all deliveries and the Delivery Process is 100%

✓ Products tab:

This tab allows you to select or import products from CSV file with purchasing details. If you are not clear about the format of the CSV file, you can download our example file by clicking on the [Download](#) link.

Purchase Order Information

Add New Purchase Order

Import Product By Csv file

Please choose CSV file to import
 No file chosen

If you want to import loads of products to Create a Purchase Order for many warehouses at once, such as mumbai, bangalore, Our Store Warehouse, Warehouse pusat and myStore, the structure for CSV file will be:
SKU,COST,TAX,DISCOUNT,warehouse_ID

SKU : SKU of product
COST : Cost price of product
TAX : Tax for product by percentage
DISCOUNT : Discount for product by percentage
warehouse_ID : Qty ordering for the warehouse identified by that ID number, such as:
warehouse_2 (Qty ordering for mumbai warehouse)
warehouse_3 (Qty ordering for bangalore warehouse)
warehouse_10 (Qty ordering for Our Store Warehouse warehouse)
warehouse_26 (Qty ordering for Warehouse pusat warehouse)
warehouse_39 (Qty ordering for myStore warehouse)

Example file ([Download](#))

	ID	Name	SKU	Image	Cost Price (GBP)	Tax(%)	Discount(%)	Qty ordering for mumbai	Qty ordering for bangalore	Qty ordering for Our Store Warehouse	Qty ordering for Warehouse pusat	
<input checked="" type="checkbox"/>	264	Test-SONy-Camera	988ewr		559.3 559.3	0 0	0 0	5 5	40 40	20 20	50 50	10 10
<input checked="" type="checkbox"/>	263	display nokia	010203		17.5 17.5	0 0	0 0	0 0	10 10	50 50	45 45	15 15

Please note that you can edit products' Cost Price, Tax and Discount when creating a new purchase order. Information changed will be automatically updated in **Manage Suppliers/ Products** section using the method selected in **Settings/ Supplier Configuration**.

To input the Qty. of each product ordering for each warehouse, simply tick corresponding checkboxes and enter desired numbers in the text fields.

When finishing your configuration, remember to click on the **Save Order** or **Save and Continue Edit** button to save your work. If you choose **Save and Continue Edit**, you can review the total value of the purchase order just created at the end of the page:

The screenshot shows the 'Edit Purchase Order' page. At the top, there's a progress bar labeled 'Delivery Process' at 0%. Below it, there are fields for 'Send email to supplier' (with a checked checkbox) and 'Status *' (set to 'Awaiting delivery'). To the right, a summary box displays financial details:

Subtotal	£84,422.10
Shipping Cost	£10.00
Tax	0%
Grand Total (excl. Tax)	£84,432.10
Grand Total (incl. Tax)	£84,432.10

On the top-right corner of the page, there is a **Print** button, allowing you to download a PDF file with full information of the purchase order.

The screenshot shows the 'Edit Order No. '262' page. At the top, there are several buttons: Back, Reset, Save Order, Save And Continue Edit, Cancel Order, Print (which is highlighted with a blue box), and Resend email to supplier. Below the buttons, there's a 'General information' tab. Under this tab, there are fields for 'Create by' (admin), 'Order Created On *' (6/26/14 2:06 AM), and 'Supplier' (Cemticaret, Istoc -- Ist, Telephone: 2234234, Email: asdf@asdf.net).

2.3.3.2. Edit Purchase Order

To edit a purchase order, on the **Purchase Order Manager** page, click on the **Edit** link at the end of the corresponding row.

***Note:** If an "Awaiting delivery" purchase order has no delivery created, you can cancel it before the **Cancellation date** chosen in tab **General**. The **Cancel Order** button is on the top-right corner of **Edit Purchase Order** page.

Edit Order No. '262'

Back Reset Save Order Save And Continue Edit Cancel Order Print Resend email to supplier

General information	
Create by	admin
Order Created On *	6/26/14 2:06 AM
Supplier	Cemticaret Istoc - Ist. Telephone: 2234234 Email: asdf@asdf.net

When editing purchase orders, besides updating info in **General Information** and **Products** tabs, you can see two more tabs to create Deliveries and Return Orders.

- **General Information** tab:

Dates and currency selected are not able to change. However, you can edit other fields such as billing name, shipping method, payment term, shipping cost and tax.

In **Last paid payment** text field, you can enter the latest payment's amount. It will be added into the Total Money Paid after you save.

Money Paid	£10,250.00
Last paid payment	<input type="text" value="10000"/> GBP
Delivery Process	0%
Send email to supplier	<input checked="" type="checkbox"/>
Status *	Awaiting delivery
Subtotal £84,422.10 Shipping Cost £10.00 Tax 0% Grand Total (excl. Tax) £84,432.10 Grand Total (incl. Tax) £84,432.10	

- **Deliveries** tab:

Whenever your warehouses receive items from a purchase order, you should create a delivery to update the actual stock Qty. in hand to your system.

If all items are shipped to your physical warehouses, by clicking on the **Create all deliveries** button, the module will automatically create deliveries for all products and warehouses at the same time, and then change the purchase order's status to **Complete**.

In case you receive stock in partial deliveries, you can create each delivery by clicking on the **Create a new delivery** button. The **Create New Delivery** page is as below:

This page shows you a lot of information about the ordered products including ID, name, SKU, cost, tax, discount, total ordered Qty. and total received Qty.

You should choose the date of delivery and fill out the Qty. delivered to each warehouse. You can import a list of products delivered from CSV files or configure

them manually. Then remember to click on the **Create Delivery** button to save your work.

After that, you will see the records of deliveries you have created shown in the **Deliveries** tab.

The received Qty. that you configured will also be added to the corresponding warehouse's inventory products.

When your warehouses receive all the ordered quantities, the purchase order will be complete.

✓ **Return Orders** tab:

In case you want to return goods to suppliers, this tab allows you to create return orders from your warehouses to suppliers.

Please select time create return order
2013-09-20

Reason(s) for returing order:
Test returning order

Import Product To Create Return Order By Csv file
Please choose CSV file to import
Choose File No file chosen Import Example File

Now, you want to Return Order from warehouse(s): Store 1 and Store 2.
So the structure for CSV file will be:
SKU,warehouse_2,warehouse_3
SKU : SKU of product
warehouse_2 (Return from Store 1)
warehouse_3 (Return from Store 2)

ID	Name	SKU	Price	Quantity Order	Quantity Received	Quantity Returned	Quantity Return from Store 1	Quantity Return from Store 2
165	My Computer	mycomputer		220	200	0	20	10
164	Gaming Computer	computer_fixed	\$4,999.95	148	148	0		
163	Computer	computer		81	65	0		

Firstly, you should click on the **Return Order** button. On the **Create Return Order** page, you should select the date, enter returning reason and fill out the Qty. you want to return from each warehouse.

After that, remember to click on the **Save** button to save your work. Now, you can see the records of all returned items shown in the **Return Orders** tab.

Purchase Order Information

Edit Order No. '16'

ID	Return Date	Name	Warehouse	Qty Returned	Create by	Reason(s)
4	Oct 31, 2013 1:15:42 AM	My Computer	Store 2	10	admin	Test returning order
3	Oct 31, 2013 1:15:42 AM	My Computer	Store 1	20	admin	Test returning order

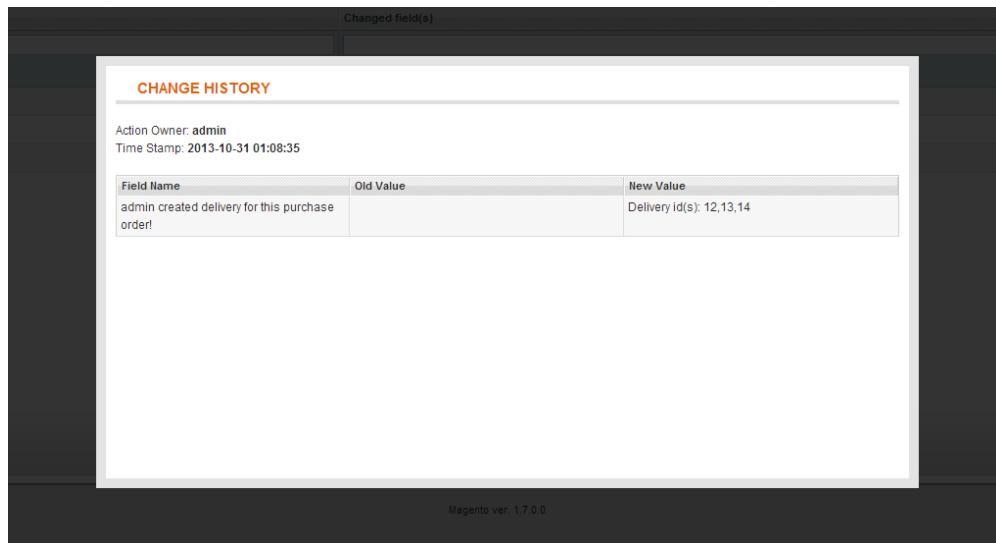
The returned Qty. that you configured will also be deducted from the corresponding warehouse's inventory products.

Please note that just the admin assigned with the permission to **Edit Warehouse**, **Transfer Stock** and **Adjust Stock** is able to create Delivery and Return Orders.

✓ Change History tab:

In this tab, you can follow all change logs of each purchase order, including Action owner, Changed field and Time stamp.

In order to view more details, you should click on the **View** link at the end of each row. Information will be shown in a pop-up window:



When you finish editing purchase orders, click on **Save** or **Save and Continue Edit** to save your work. After that, you can print the updated purchase order.

If you forget sending email to the supplier when creating the order or want to email the supplier again with updated information, you can click on the **Resend email to supplier** button.

2.3.4. Manage Supply Needs

To calculate the supply needs of products for each warehouse, go to **Inventory** → **Purchasing** → **Manage Supply Needs**

The screenshot shows the Magento Admin Panel dashboard. In the top navigation bar, there are links for Dashboard, Sales, Catalog, Mobile, Customers, Promotions, Newsletter, CMS, Inventory, Reports, and System. A message at the top left says "Latest Message: Reminder: Change Magento's default phone numbers and callouts before site launch". On the right, it says "You have 1 critical, 5 major, 19 minor and 56 notice unhandled". Under the Purchasing menu, "Manage Supply Needs" is highlighted with a mouse cursor. Other options in the Purchasing menu include Manage Inventory, Manage Suppliers, Manage Warehouse, Manage Purchase Order, Manage Shipping Method, and Manage Payment Terms.

You will see the **Supply Needs Manager** page as below:

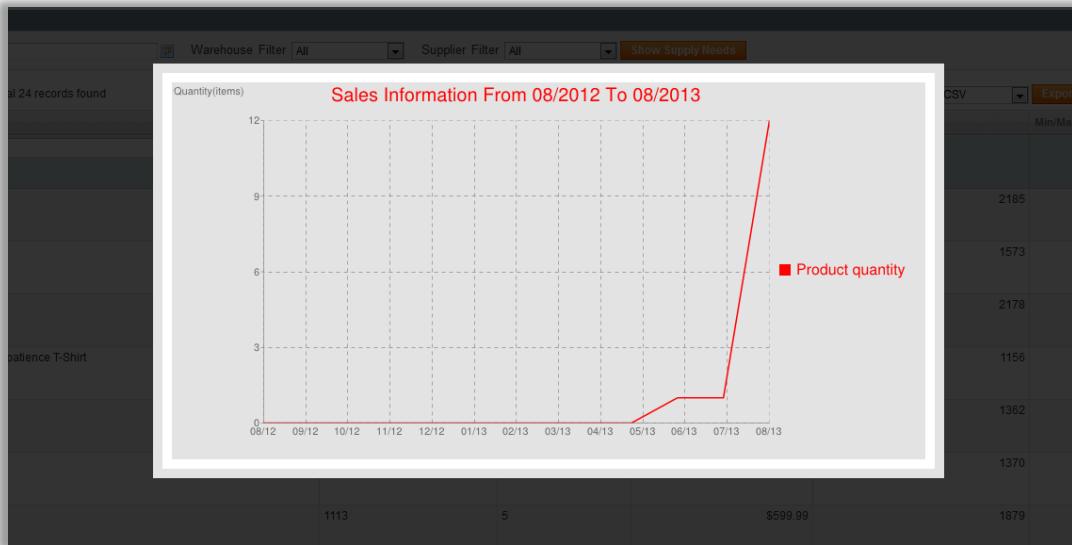
The screenshot shows the "Supply Needs Manager" page. At the top, there is a search bar with fields for "From" (21-07-2014), "To" (31-07-2016), "Warehouse" (unWarehouse), "Supplier" (Main provider 1), and a "Show Supply Needs" button. Below the search bar is a table with columns: ID, Product Name, SKU, Image, Total Qty in warehouse, Supplier, Min/Max Qty Needed More, and Qty to Purchase More. The table contains three rows of data. Each row has a "Sales History" link next to the supplier information. Dashed arrows point from the "Sales History" links to a callout box on the right side of the table, which displays the minimum and maximum sales history for each product. The callout box for the first product shows "Min: 1 - Max: 2 Sales History", "Min: 12 - Max: 14 Sales History", and "Min: 0 - Max: 0 Sales History".

ID	Product Name	SKU	Image	Total Qty in warehouse	Supplier	Min/Max Qty Needed More	Qty to Purchase More
39	The Get Up Kids: Band Camp Pullover Hoodie	4fasd5f5		0	Main provider 1 - Cost price: \$5	Min: 1 - Max: 2 Sales History	<input type="button" value="Min"/> <input type="button" value="Max"/>
45	Argus QC-2185 Quick Click 5MP Digital Camera	QC-2185		0	Main provider 1 - Cost price: \$20	Min: 12 - Max: 14 Sales History	<input type="button" value="Min"/> <input type="button" value="Max"/>
51	Ottoman	1111		12	Main provider 1 - Cost price: \$50	Min: 0 - Max: 0 Sales History	<input type="button" value="Min"/> <input type="button" value="Max"/>

This page helps you calculate and predict the supply needs of each product so that you can make decisions about the proper Qty. to purchase more from suppliers.

In order to see the forecast supply needs for a period, simply select the start date, end date, and then click on the **Show Supply Needs** button. You also can choose a specific warehouse and a supplier to filter data for more details. The system will calculate the minimum/ maximum supply needs by Exponential Smoothing or Average method and show the results.

Besides, you can review the sales history of each product by clicking on the **Sales History** link in the corresponding row. The extension will show you a chart displaying the sales information in the last 12 months as below:



It is very useful that you can instantly create purchase orders right from this page.

- Firstly, you should click on the **Min/Max/Min All/Max All** buttons to fill out product Qty. into text boxes in the **Supply Needs** column.
- Secondly, please select the warehouse and supplier. Remember that you can select one or many warehouses to create purchase orders later.
- After that, click on the **Create New Purchase Order** button and you will be navigated to the **Create Purchase Order** page. Please refer to the section **2.3.3.2. Manage Purchase Order** for more information.

2.4. Manage Inventory

2.4.1. Manage Inventory Products

To manage inventory products and update their cost prices, go to **Inventory → Manage Inventory → Products**

Then the **Inventory Manager** page will be shown as follows:

ID	Name	SKU	Image	Price	Cost Price	Total Qty	Available Qty	Total Amount	Warehouses (Total/Avail. Qty)	Supplier	Status
16	Nokia 2610 Phone	n2610		\$149.99	\$49.77	45556	47868	\$2,267,458.79	unWarehouse (0/0) mumbai (1358/1358) bangalore (22/22)		Enabled
17	BlackBerry 8100 Pearl	bb8100		\$349.99	\$250.00	922	923	\$230,500.00	unWarehouse (0/0) mumbai (218/218) bangalore (39/39)		Enabled
18	Sony Ericsson W810i	sw810i		\$399.99	\$228.06	-47	3	-\$10,718.64	unWarehouse (0/0) mumbai (1/1) bangalore (0/0)		Enabled

On this page, you can see all products in your site with a lot of information including product ID, name, type, SKU, price, cost price, total quantity, total amount, warehouses storing and suppliers providing each product.

You can filter inventory product data by warehouse when you choose a specific **Warehouse View** on the top-left corner of the page.

ID	Name	SKU	Image	Price	From:	To:
16	Nokia 2610 Phone	n2610		\$149.99		
17	BlackBerry 8100 Pearl	bb8100		\$349.99		

One thing you should pay special attention to on this page is the column "**Cost price**". A same product can be provided by many suppliers at different cost prices. Our module calculates the cost prices of each product by three methods: LIFO, FIFO and Average (Please refer to section **3.1.Settings** for more information).

When you click on the **Update cost price** button on the top-right corner of the page, our module will calculate and update the value in the **Cost price** column. The latest update time will be shown next to the **Update cost price** button.

In order to see a product's details, just click directly on the corresponding row to be navigated to its **Product View** page. This page shows more detailed information about the product including: Qty. in each warehouse, cost/tax/discount of each supplier, list of purchase orders and return orders having that product, etc.

✓ General Information:

ID	Warehouse Name	Qty	Status	Action
16	uniWarehouse	863	Enable	View
18	Store 1	1143	Enable	View
20	Store 3	86	Enable	View
19	Store 2	30	Enable	View

ID	Supplier Name	Last Purchase Order	Cost	Tax(%)	Discount(%)	Status	Action
6	Supplier 1	2013-09-16	\$10.00	94	24	Enable	View
8	Supplier 3	2013-07-18	\$6.00	46	22	Enable	View
11	Demo Supplier		\$20.00	5	10	Enable	View

✓ Purchase Orders:

Order Id	Purchased On	Grand Total Excl. TAX	Grand Total Incl. TAX	Paid	Status
200000086	Sep 16, 2013	\$23,197.20	\$23,197.20	\$23,197.20	Awaiting delivery
200000082	Sep 11, 2013	\$1,986.30	\$1,986.30	\$1,986.30	Complete
200000046	Aug 25, 2013	\$2,546.50	\$2,546.50	\$1,985.50	Awaiting delivery
200000045	Aug 25, 2013	\$10,000.00	\$10,000.00		New

✓ Returned Orders:

General Information		Nokia 2610 Phone				
Purchase Orders						
Return Orders						
Page	1	of 1 pages	View	20	per page	Total 1 records found
Return Order Id	Returned On	Grand Total Excl .TAX	Grand Total Incl.TAX	Quantity Return		
300000036	Sep 17, 2013	\$1,105.00	\$1,105.00	65		
From:	To :	From:	To :	From:	To :	
In :		In :		In :		

2.4.2. Manage Stock Sending

With this feature, you can send stock from a warehouse to any other destinations.

- If you send stock from a warehouse to another one, the stock transfer will be auto-completed. The Qty. transferred is updated instantly in both warehouses while the total Qty. in your system remains unchanged.
- If you send stock to other destination besides your warehouse, the total Qty. in your system will be subtracted correspondingly.

Only admin with the permission to **Send/Request Stock** (please refer to admin permission in **2.2.2** for more details) can create stock sending for assigned warehouses.

To manage stock sending, go to **Inventory → Manage Inventory → Send Stock**

The screenshot shows the Magento Admin Panel with the 'Inventory' tab selected. A context menu is open over the 'Inventory' tab, with 'Send Stock' highlighted. Other options in the menu include 'Products', 'Adjust stocks', and 'Request Stock'. The main area displays the 'Inventory Manager' with a list of 120 records, pagination, and search filters.

The **Stock Sending Manager** page shows you a list of stock sending created in the system.

Stock Sending Manager							
Page <input type="button" value="1"/> of 1 pages View <input type="button" value="20"/> per page Total 3 records found		<input type="button" value="Export to: CSV"/> <input type="button" value="Export"/> <input type="button" value="Reset Filter"/> <input type="button" value="Search"/>					
ID	Source Warehouse	Destination	Qty. Sent	Created On	Created by	Status	Action
100000003	store2	Others	-3	Jun 9, 2014	admin	Complete	Edit
100000002	store1	store2	-2	Jun 9, 2014	admin	Complete	Edit
100000001	store1	Others	-10	May 19, 2014	admin	Complete	Edit

- To add new Stock Sending, click on the **Create Stock Sending** button to go to the **New Stock Sending** page:
- ✓ **General tab:**

The screenshot shows the 'New Stock Sending' form in the 'General Information' tab. The 'Source Warehouse' field is set to 'store2' with a note: 'Stock will be sent from this warehouse to another warehouse or other destination.' The 'Destination' field is set to 'store1'. At the bottom right is a blue 'Continue' button.

Please choose a **Source Warehouse** and **Destination**, then click **Continue** and fill in the **Reason(s) for sending stock** field.

The screenshot shows the 'New Stock Sending' form in the 'Products' tab. The 'Source Warehouse' field is set to 'store2' with a note: 'Stock will be sent from this warehouse to another warehouse or other destination.' The 'Destination' field is set to 'store1'. Below these fields is a large text area labeled 'Reason(s) for sending stock*' which is currently empty. At the top right are buttons for 'Back', 'Reset', 'Save Stock Sending', and 'Save And Continue Edit'.

- ✓ **Products** tab: in this tab, you can select manually or import products from a CSV file, and then configure the quantity of each product sent from this warehouse.

New Stock Sending

Please choose a CSV file to import
Chọn tệp Không có tệp nào được chọn Import

If you want to send stock from a warehouse by importing loads of products, the structure of CSV file is as follows:
SKU,QTY

SKU : SKU of product sent
QTY : Quantity of product sent
Example file ([Download](#))

	ID	Name	SKU	Image	Total Qty in Source Warehouse	Qty. Sent
<input checked="" type="checkbox"/>	166	HTC Touch Diamond	HTC Touch Diamond		21	1
<input checked="" type="checkbox"/>	165	My Computer	mycomputer		18	2
<input type="checkbox"/>	161	Logitech diNovo Edge Keyboard	logidinovo		20	

When you finish, please remember to click on the **Save Stock Sending** or **Save and Continue Edit** button to save your configuration.

If you click on **Save and Continue**, you can review instantly that **Stock Sending**:

Stock sending was successfully created.

Edit Stock Sending No.'100000025'

ID	Name	SKU	Image	Qty. Sent
52	Chair	1112		-50
41	Akio Dresser	384822		-4
25	Apple MacBook Pro MA464LL/A 15.4" Notebook PC	MA464LL/A		-3

After you successfully create stock sending, the system automatically sends a notification email as below:

Send stock No.7

From **store2**
306 Nguyen Trai- Ha Noi
Vietnam

To **store1**
311 Truong Chinh,- Ha Noi
Vietnam

Information
Created By: admin
Created on: 2014-06-09
Reasons: 'Reason for sending stock'

Product	SKU	Qty
My Computer	mycomputer	-1
HTC Touch Diamond	HTC Touch Diamond	-2

Thank you, Default

➤ To review/ edit stock sending, click on a row on the **Stock Sending Manager** page: The system allows you to cancel stock sending between warehouses within a number of days as set in **Settings** (Please note that if the **Destination** of stock sending is **Others**, the stock sending cannot be cancelled).
To cancel stock sending between 2 warehouses, click on the **Cancel** button on the top-right corner of the **Edit Stock Sending** page.

Edit Stock Sending No.'100000025'

Stock Sending Information

From Warehouse	unWarehouse
To Warehouse	bangalore
Reason(s) for sending stock	update data

The page at demo-extension.magestore.com says:

Are you sure you want to cancel this stock sending? The Qty. sent will be instantly added to the total Qty. in your source warehouse.

When stock sending is cancelled, the system automatically sends a notification email as below:

Cancel send stock No.7

From
store2
306 Nguyen Trai- Ha Noi
Vietnam

To
store1
311 Truong Chinh,- Ha Noi
Vietnam

Information
Created By: admin
Created on: 2014-06-09
Reasons: 'Reason for sending stock'

Product	SKU	Qty
My Computer	mycomputer	-1
HTC Touch Diamond	HTC Touch Diamond	-2

Thank you, Default

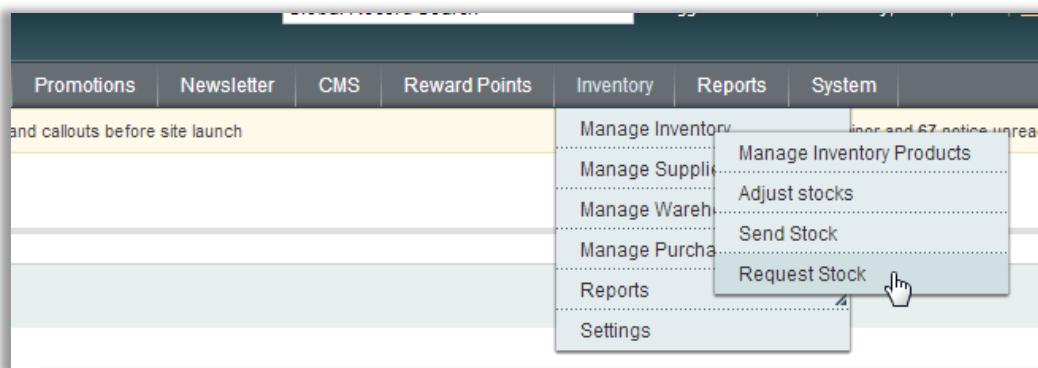
2.4.3. Manage Stock Requests

With this feature, you can request stock for a warehouse from other sources.

- If you request stock for a warehouse from another one, the stock transfer will be auto-completed. The Qty. transferred is updated instantly in both warehouses while the total Qty. in your system remains unchanged.
- If you request stock from other sources besides your warehouses, the total Qty. in your system will be increased correspondingly.

Only admin with the permission to **Send/Request Stock** (please refer to admin permission in **2.2.2** for more details) can create stock request.

To manage stock requests, go to **Inventory**→ **Manage Inventory**→ **Request Stock**



The **Request Stock Manager** page will show you a list of stock requests created in the system.

Request Stock Manager								Create Stock Request
Page <input type="button" value="1"/> of 1 pages View <input type="button" value="20"/> per page Total 3 records found		Export to: CSV <input type="button" value="Export"/> <input type="button" value="Reset Filter"/> <input type="button" value="Search"/>						
ID	Source	Destination Warehouse	Qty requested	Created On	Created by	Status	Action	
			From: <input type="text"/> To: <input type="text"/>	From: <input type="text"/> To: <input type="text"/>				
100000003	Others	store2	1	Jun 9, 2014	admin	Complete	View	
100000002	store2	store1	2	Jun 9, 2014	admin	Complete	Edit	
100000001	Store2	Store1	5	May 19, 2014	admin	Complete	Edit	

- To create a new stock request, click on the **Create Stock Request** button to go to the **New Stock Request** page:
 - ✓ **General** tab:

The screenshot shows the 'New Stock Request' interface. On the left, there's a sidebar titled 'Stock Requesting Information' with a 'General Information' tab selected. The main area is titled 'New Stock Request' and contains a 'Stock Request Information' section. In this section, the 'Source' field is set to 'store2' and the 'Destination Warehouse' field is set to 'store1'. Below these fields is a large orange 'Continue' button.

Please choose a **Source** and **Destination Warehouse**, click on **Continue** and fill in the **Reasons for requesting stock** field.

The screenshot shows the 'New Stock Request' interface with the 'Products' tab selected in the sidebar. The main area is titled 'New Stock Request' and contains a 'Stock Request Information' section. The 'Source' field is 'store2' and the 'Destination Warehouse' field is 'store1'. Below these fields is a large text area labeled 'Reason(s) for requesting stock *' with the placeholder 'Reason for requesting stock'.

- ✓ **Products** tab: in this tab, you can select manually or import products from a CSV file, and then configure the quantity of each product requested for this warehouse.

Stock Requesting Information

New Stock Request

Import Products By Csv file

Please choose CSV file to import
 Không có tệp nào được chọn

If you want to request stock for a warehouse by importing loads of products, the structure of CSV file is as follows:
SKU,QTY

SKU : SKU of product requested
QTY : Quantity of product requested
Example file ([Download](#))

Page 1 of 1 pages | View 20 per page | Total 3 records found

ID	Name	SKU	Image	Total Qty in Destination Warehouse	Requesting Qty
166	HTC Touch Diamond	HTC Touch Diamond		15	6
165	My Computer	mycomputer		14	
161	Logitech diNovo Edge Keyboard	logidinovo		20	

When you finish, please remember to click the **Save** or **Save and Continue** button to save your settings.

If you click on **Save and Continue** button, you can instantly review that stock request.

Stock Requesting Information

Edit Stock Request No.'100000029'

Stock request was successfully created.

Page 1 of 1 pages | View 20 per page | Total 5 records found

ID	Name	SKU	Image	Requesting Qty
16	Nokia 2610 Phone	n2610		25
17	BlackBerry 8100 Pearl	bb8100		24
19	AT&T 8525 PDA	8525PDA		19

After you successfully create a stock request, the system automatically sends a notification email as below:

The screenshot shows the Magento Request Stock interface. At the top left is the Magento logo. Below it, the title "Request Stock" is displayed. The "From" section shows "store2" with address "306 Nguyen Trai- Ha Noi Vietnam". The "To" section shows "store1" with address "311 Truong Chinh, - Ha Noi Vietnam". On the right, "Information" details are listed: "Created By: admin", "Created on: 2014-06-09", and "Reasons: Reason for requesting stock". A table below lists a single item: "HTC Touch Diamond" with SKU "HTC Touch Diamond" and Qty "6". A message at the bottom says "Thank you, Default".

- To edit/ review a stock request, click on a row on the **Stock Request Manager** page:

The system allows you to cancel stock requests between warehouses within a number of days as set in **Settings** (Please note that if the **Source** of stock requests is **Others**, these stock requests cannot be cancelled).

To cancel a stock request between 2 warehouses, click on the **Cancel** button on the top-right corner of the **Edit Stock Request** page.

The screenshot shows the "Edit Stock Request" page. A confirmation dialog box is centered, asking "Are you sure you want to create this stock request? The Qty. requesting will be instantly added to the total Qty. in your destination warehouse." It has "OK" and "Cancel" buttons. In the background, the main table shows a row for "Nokia 2610 Phone" with ID 16, SKU n2610, and Requesting Qty 25. A red arrow points from the "Cancel" button in the dialog to the "Cancel" button in the top-right corner of the main interface.

When a stock request is cancelled, the system automatically sends a notification email as below:

The screenshot shows a Magento Admin interface for managing stock adjustments. At the top, the Magento logo is visible. Below it, a section titled "Cancel Request Stock #000000004" displays transaction details:

- From:** store2
306 Nguyen Trai- Ha Noi
Vietnam
- To:** store1
311 Truong Chinh, - Ha Noi
Vietnam
- Information:**
Created By: admin
Created on: 2014-06-09
Reasons: Reason for requesting stock

A table lists the product details:

Product	SKU	Qty
HTC Touch Diamond	HTC Touch Diamond	6

Below the table, a message says "Thank you, Default".

2.4.4. Manage Stock Adjustment

To adjust stock Qty. in warehouses, go to **Inventory** → **Manage Inventory** → **Adjust Stocks**, you will be navigated to the **Stock Adjustment Manager** page.

The screenshot shows the "Stock Adjustment Manager" page. At the top, there are several status messages and a navigation bar with tabs like Dashboard, Sales, Catalog, etc., and a dropdown menu for "Inventory". The "Inventory" tab is selected. A dropdown menu under "Inventory" has "Adjust stocks" highlighted with a red box.

The main area displays a table of stock adjustments:

ID	Created on	Created by	Adjusted Warehouse	Warehouse's Contact	Warehouse's Email	Warehouse's Phone	Warehouse's Country	Action
131	Jul 21, 2014	demomagestore	mumbai	gunjan	michael@magestore.com	0936410188	India	View
130	Jul 21, 2014	demomagestore	mumbai	gunjan	michael@magestore.com	0936410188	India	View
129	Jul 21, 2014	demomagestore	mumbai	gunjan	michael@magestore.com	0936410188	India	View

This page shows all stock adjustments of warehouses with many details including adjusted date, adjusted warehouse and so on.

➤ Add Stock Adjustment:

In order to adjust stock in your system, click on the **Add Stock Adjustment** button on the top-right corner of the page.

The screenshot shows a dropdown menu titled 'Please select Warehouse to adjust stock:' with three options: 'Store 1', 'Store 2', and 'Store 3'. A red box highlights the 'Continue' button at the bottom of the menu.

You first need to select a warehouse from a drop-down list then click on the **Continue** button. An admin user will only see the warehouses that he has the permission to adjust stock (please see admin permission in **2.2.2** for more details).

The screenshot shows the 'Add Stock Adjustment' page. In the 'Import Products for Stock Adjustment' section, there is a red box around the 'Choose File' input field and the 'Import' button. To the right, a yellow box contains instructions for CSV file structure: 'SKU, QTY' and 'SKU: SKU of product need adjusting, QTY: Quantity of product need adjusting'. It also includes a link to 'Example file [Download]'. Below this is a table titled 'Choose Products for Stock Adjustment' showing two products: 'Nokia 2610 Phone' and 'BlackBerry 8100 Pearl'. Red boxes highlight the checkboxes for selecting products and the quantity adjustment columns for both products.

	ID	Name	Status	SKU	Image	Price	Current Qty	Adjusted Qty
<input type="checkbox"/>	16	Nokia 2610 Phone	Enabled	n2610		\$149.99	1118	1000
<input checked="" type="checkbox"/>	17	BlackBerry 8100 Pearl	Enabled	bb8100		\$349.99	297	290

On the **Add Stock Adjustment** page, our module allows you to import a load of products from CSV file or select manually on list below. If you are not clear about the format of CSV file, you can download our example file.

After entering the new quantities, click on the **Save Stock Adjustment** or **Save and View** button to save your adjustment. Product quantities in the warehouse will be updated according to the quantities adjusted.

2.4.5. Add New Products

When you add a new product to your website, in the **Inventory** tab, our module enables you to configure the warehouse and supplier for that product.

Product Information

- General
- Prices
- Meta Information
- Images
- Description
- Design
- Recurring Profile
- Gift Options
- Inventory**
- Websites
- Categories
- Related Products
- Up-sells
- Cross-sells
- Custom Options

New Product (Default)

Inventory

Manage Stock	Yes <input checked="" type="checkbox"/> Use Config Settings	[GLOBAL]
Qty*	1000	[GLOBAL]
Qty for Item's Status to become Out of Stock	0 <input checked="" type="checkbox"/> Use Config Settings	[GLOBAL]
Minimum Qty Allowed in Shopping Cart	1 <input checked="" type="checkbox"/> Use Config Settings	[GLOBAL]
Maximum Qty Allowed in Shopping Cart	10000 <input checked="" type="checkbox"/> Use Config Settings	[GLOBAL]
Qty Uses Decimals	No <input checked="" type="checkbox"/>	[GLOBAL]
Backorders	No Backorders <input checked="" type="checkbox"/> Use Config Settings	[GLOBAL]
Notify for Quantity Below	1 <input checked="" type="checkbox"/> Use Config Settings	[GLOBAL]
Enable Qty Increments	No <input checked="" type="checkbox"/> Use Config Settings	[GLOBAL]
Stock Availability	In Stock <input checked="" type="checkbox"/>	[GLOBAL]
Select Warehouse for Product	Store 1 <input checked="" type="checkbox"/>	
Select Supplier for Product	Supplier 1 <input checked="" type="checkbox"/>	
Tax For Product(%)		
Discount By Supplier(%)		

You just need to select a warehouse and supplier in the drop down lists and then save them.

And if you view an existing product, you can see information about warehouses stocking and suppliers providing that product.

Gift Options

- Inventory
- Websites
- Categories
- Related Products
- Up-sells
- Cross-sells
- Product Reviews
- Product Tags
- Customers Tagged Product
- Custom Options

Warehouse

ID	Warehouse Name	Qty	Status	Action
1	unVarehouse	849	Enable	View
2	Store_1	60	Enable	View
3	Store_2	180	Enable	View
4	Store_3	30	Enable	View

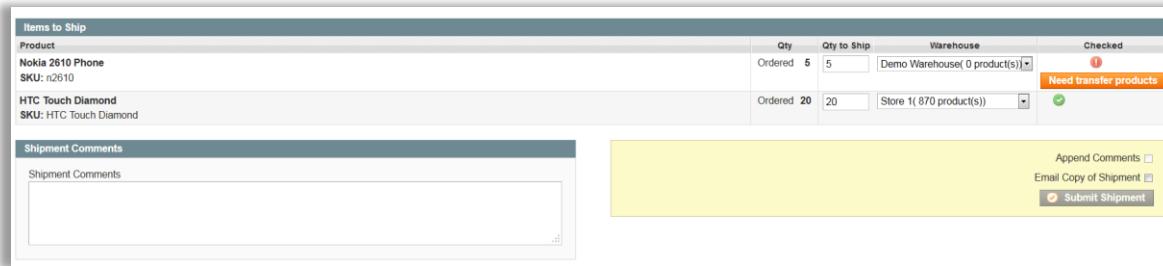
Supplier

ID	Supplier Name	Last Purchase Order	Cost	Tax(%)	Discount(%)	Status	Action
2	Supplier_2	2013-10-15	\$0.00	0	0	Enable	View
3	Supplier_3	2013-10-14	\$0.00	0	0	Enable	View
4	Supplier_4		\$50.00	5	5	Enable	View
5	Supplier_5	2013-10-14	\$150.00	5	5	Enable	View

When the stock quantity is updated, our extension will change the stock availability's status correspondingly. For example, when the quantity of a product is zero, the stock availability of that product will be automatically updated to "**"Out of Stock"**". You can configure this function in **Settings**.

2.5. Create Shipments for Customer Orders

When you create a shipment for a customer order, our module allows you to select a warehouse from which each product is shipped.

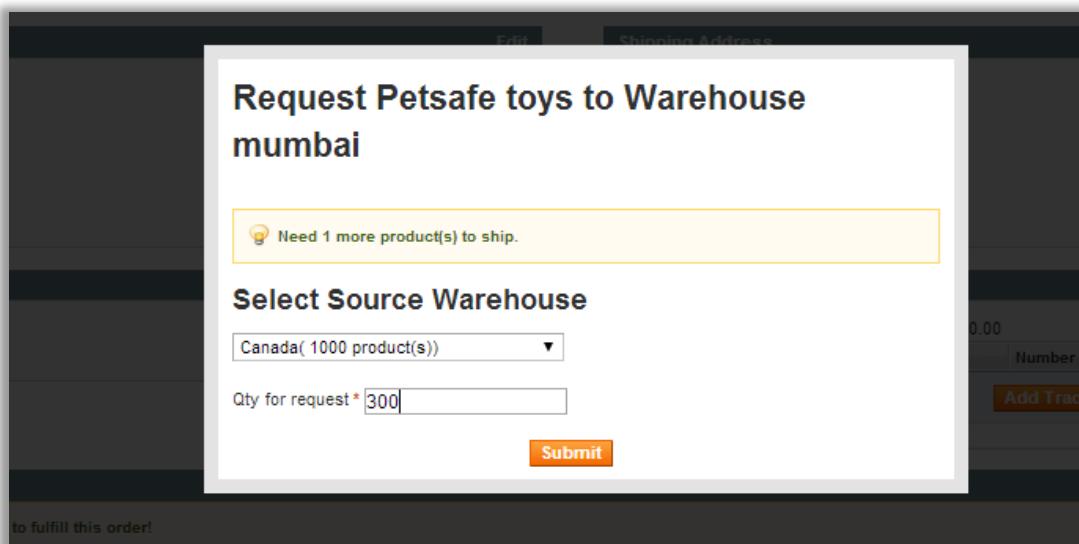


On the **Shipment** page, our module adds two more columns:

- **Warehouse:** this is a drop down list box including all warehouses and the quantity of a product in each warehouse.
- **Checked:** this column shows a notification to let you know whether the warehouse you selected have enough product items to ship or not.

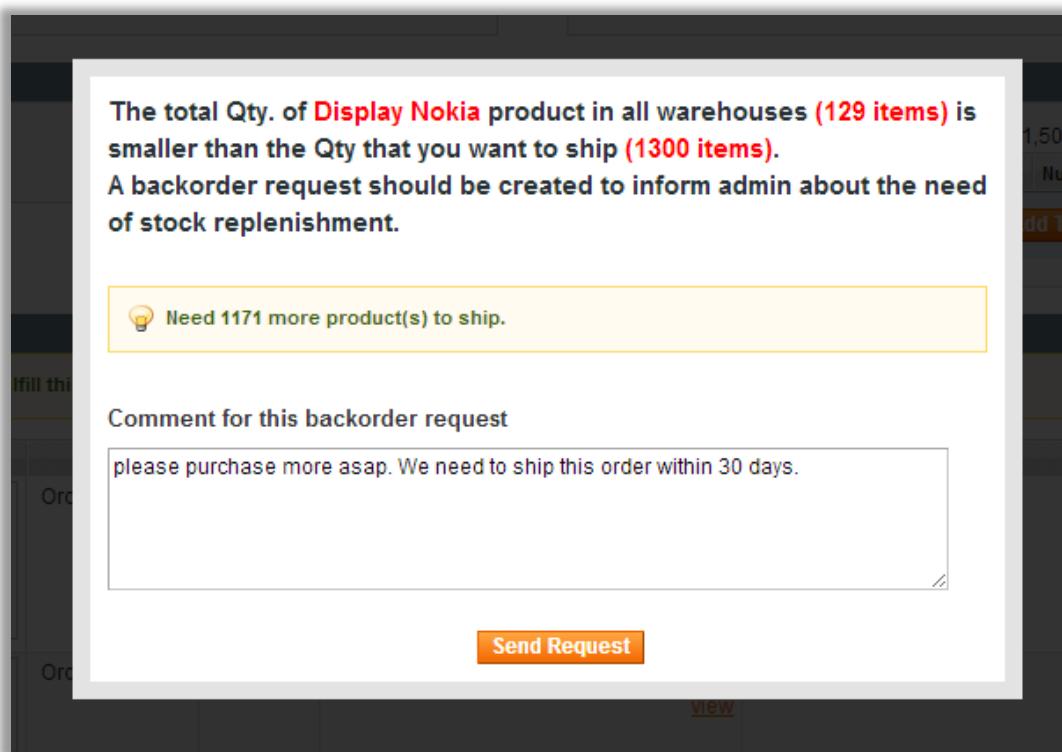
There are some special cases you should pay attention to:

- If the warehouse you choose does not have enough Qty. to ship, the **Submit Shipment** button will be disabled. In that case, you can create a stock request for that warehouse by clicking on the **Need to receive stock** button. The module will show a popup window to help you quickly transfer stock from another warehouse to the selected one:



Then you should select a source warehouse and enter the quantity needed before clicking on the **Submit** button. The Qty. requested will be instantly added and subtracted in the corresponding warehouses. Then, you can continue to create the shipment.

- In case the total Qty. of a product in all warehouses is not enough to ship for an order, you can click on the **Need to receive stock** button and our module will allow you to send a backorder notification about this situation. These requests can be reviewed later on the **Backorder Request Report** page (please go to **Inventory → Reports → Other Reports → Backorder Requests** and see section **2.6.7** for more details).



2.6. Reports

2.6.1. Report on Customer Orders

To view reports on sales orders, go to **Inventory → Reports → Customer Orders**

ID	Name	SKU	Cost Price	Sales Price
264	Test-SONy-Camera	988ewr	\$99.00	\$799.00

Then you will be navigated to the **Customer Orders** page as below:

Customer Orders Manager										
Order #	Purchased From (Store)	Purchased On	Bill to Name	Ship to Name	G.T. (Base)	G.T. (Purchased)	Status	Shipping Progress	Warehouses Shipped	Action
100000054	Main Website Main Store English	Sep 12, 2013 1:57:55 AM	Sarah Nguyen	Sarah Nguyen	\$2,649.98	\$2,649.98	Pending	Not ship	None	View / Ship
100000053	Main Website Main Store English	Sep 12, 2013 1:37:04 AM	Sarah Nguyen	Sarah Nguyen	\$3,249.85	\$3,249.85	Processing	In progress	Store 1 Store 3	View / Ship
100000052	Main Website Main Store English	Sep 12, 2013 1:35:26 AM	Sarah Nguyen	Sarah Nguyen	\$509.98	\$509.98	Processing	In progress	Store 1	View / Ship
100000051	Main Website Main Store English	Sep 12, 2013 1:08:04 AM	Sarah Nguyen	Sarah Nguyen	\$509.98	\$509.98	Complete	Totally shipped	Store 1	View
100000050	Main Website Main Store English	Sep 12, 2013 1:06:25 AM	Sarah Nguyen	Sarah Nguyen	\$499.98	\$499.98	Complete	Totally shipped	Store 1	View

Besides general information of each order as shown on the default **Orders** page, this report also provides you with shipping status and warehouses shipped of sales orders.

To view more detailed information of each order, you can click on the [View](#) link at the end of each row.

If the **Shipping Progress** of an order is “*Not ship*” or “*Partial*”, there is a [Ship](#) link in the **Action** column. When clicking on it, you will be navigated to the order’s shipment page to process this task quickly and conveniently.

2.6.2. Report on Drop-ship Orders

If you enable Drop Shipping feature in **Settings**, all sales orders with drop shipment will be shown on this report (please refer to section **2.8** on page 66 for more details).

Go to **Inventory**→ **Reports**→ **Drop-ship Orders**

The screenshot shows the Magento Admin Panel with the 'Drop-ship Orders' page selected. A context menu is open, with 'Drop-ship Orders' highlighted. Other options in the menu include 'Customer Orders', 'Sales', 'Supplier Products', 'Purchases', 'Inventory', and 'Others'. The main grid displays two orders: one from Main Website Main Store German and another from Main Website Main Store.

Then the **Drop-ship Orders** page will be shown.

Drop-ship Orders									
Page <input type="button" value="1"/> of 1 pages View <input type="button" value="20"/> per page Total 6 records found									
Order #	Purchased From (Store)	Purchased On	Bill to Name	Ship to Name	G.T. (Base)	G.T. (Purchased)	Status	Action	
200000002	Main Website Main Store German	Jun 9, 2014 1:16:07 AM	ash k k	ash k k	\$1,400.00	\$1,400.00	Processing	View	
200000001	Main Website Main Store German	Jun 8, 2014 5:04:06 PM	Rajeev G	Rajeev G	\$6,000.00	\$6,000.00	Complete	View	
100000136	Main Website Main Store English	May 29, 2014 12:46:12 AM	Zackie Frank	Zackie Frank	\$1,804.99	\$1,804.99	Pending	View	
100000134	Main Website Main Store English	May 29, 2014 12:44:10 AM	Zackie Frank	Zackie Frank	\$1,804.99	\$1,804.99	Pending	View	

When clicking on the [View](#) link at the end of each row, you will navigate to the **Order Details** page. Then, change to the **Drop Shipments** tab to have more information about the drop shipping process of each order. Here you can follow instructions in **2.8. Drop ship plug-in** (page 66) to quickly update Drop Shipments' status.

2.6.3. Report on Sales

Go to **Inventory** → **Reports** → **Report for Sales**

- **Sales Reports by Warehouse:** with this report, you can follow sales status and sales amount of each warehouse.

Sales Report by Warehouse						
Filter From: 2013-09-01 To: 2013-09-17 Period Filter Day Report						
Page 1 of 1 pages View 20 per page Total 4 records found Export to: CSV Export Reset Filter Search						
Period	Name	Manager's Email	Total Qty Sold	Total Sales Amount	Sales Rate (items/day)	
From: Sep 10, 2013 To: Sep 12, 2013	Store 1 Store 2 Store 1 Store 3	justin@gmail.com michael@gmail.com justin@gmail.com sarah@gmail.com	13 1 23 2	\$725.98 \$699.99 \$10,449.87 \$299.98	0.76 0.06 1.35 0.12	
Total			39	\$12,175.82	2.29	

Sales Reports by Warehouse provides you with information about warehouse, total quantity sold, total sales amount and sales rate (item/day).

You can also see reports in different periods by selecting the date and period filter.

In order to export reports to CSV/XML files, you can select the file format and then click on the **Export** button.

- **Sales Reports by Warehouse's Products:** with this report, you can follow sales status and sales amount of each product in a warehouse.

Sales Report By Warehouse Product								
Filter		Report						
From:	To:	Warehouse Filter	Store 1	Period Filter	None	Report	Export to CSV	Export
Page	1	of 1 pages	View	20	per page	Total 10 record found	Export to CSV	Export
ID	Product Name	SKU	Price	Qty Sold	From:	To:	Sales Amount	Sale Rate (items/day)
From:			From:		From:	To:	From:	To:
To:			To:		To:			
16	Nokia 2610 Phone	n2610	\$149.99	19			\$2,849.81	0.22
17	BlackBerry 8100 Pearl	bb8100	\$349.99	9			\$3,149.91	0.10
51	Ottoman	1111	\$299.99	11			\$3,299.89	0.13
52	Chair	1112	\$129.99	20			\$2,598.80	0.23
53	Couch	1113	\$599.99	1			\$599.99	0.01
132	SLR Camera Tripod	ac674	\$99.00	4			\$396.00	0.05
133	Universal Camera Case	ac9003	\$34.00	5			\$170.00	0.06
155	Seagate 250GB HD - 5400RPM	250gb5400	\$0.00	2			\$0.00	0.02
160	Logitech Cordless Optical Trackman	logitechcord	\$79.99	2			\$159.98	0.02
166	HTC Touch Diamond	HTC Touch Diamond	\$750.00	26			\$19,500.00	0.30
Total				99			\$32,725.38	1.13

Sales Report by Warehouse Products provides you with information about product name, SKU, price, quantity sold, sales amount and sales rate (item/day).

You can also see data within a specific period by selecting date and period filter before clicking on the **Report** button.

In order to export reports to CSV/XML files, you can select a file format and then click on the **Export** button.

2.6.4. Report on Supplier Product

Go to Inventory → Report → Report for Supplier Product:

The screenshot shows the Magento Admin Panel with the 'Inventory' tab selected. In the 'Supplier Product Reports' section, there is a 'Select a Supplier to Show Report' dropdown set to 'Cemticaret'. A context menu is open over the 'Reports' link, listing various reporting options: Customer Orders, Drop-ship Orders, Sales, Supplier Products, Purchases, Inventory, and Others.

The **Supplier Product Reports** page will be displayed as below:

Supplier Product Reports										
Select a Supplier to Show Report										
Supplier Filter: Cemticaret										
Page	1	of 2 pages	View	20	per page	Total 21 records found	Export to:	CSV	Export	Reset Filter
ID	Name	SKU	Image	Price	Status	Cost	Tax(%)	Discount(%)	Report	
264	Test-SONy-Camera	988ewr		\$899.00	Enabled	799	0	0	View	
263	display nokia	010203		\$30.00	Enabled	25	0	0	View	
261	Meatball	ETULFNIKS		\$11.00	Enabled	6.25	4	1.25	View	
260	Sony	23234		\$700.00	Enabled	300	0	0	View	
258	Cuttle fish	F100001		\$100.00	Enabled	0	0	0	View	
254	Iphone	7887		\$1,111.00	Enabled	0	0	0	View	
245	edhardy-Large	7878798-Large		\$76.00	Enabled	0	0	0	View	

Please select a supplier in the **Supplier Filter**'s dropdown list. General information of all products from that supplier will be listed in a grid, including ID, Name, SKU, Price, Status, Cost, Tax and Discount.

You can click on the [View](#) link in the **Report** column to see a detailed info about Purchase Orders, Deliveries and Return Orders of that product:

REPORT PURCHASE ORDER, DELIVERY, RETURN ORDER

Supplier Infomations		Product Infomations	
Supplier: supplier1		Product Name: HTC Touch Diamond	
Address: Truong Chinh - Ha Noi		SKU: HTC Touch Diamond	
Telephone: 0123456789		Qty: 901	
Email: supplier1@gmail.com			

Report all purchase orders for the product provided by this supplier.

Purchase Order ID	Purchased On	Created By	Bill Name	Warehouse	Qty Purchased	Status
1	October 26, 2013	admin	fkfjhkjk	store1 store2	20	Complete
3	October 29, 2013	admin	dfgfshgdhg	unWarehouse store1 store2	30	Complete
7	October 29, 2013	admin	sdgfdg	unWarehouse	2	Complete

Report all partial shipment for the product provided by this supplier

Order ID	Order Date	Customer	Warehouse	Qty Shipped	Status
164	2013-10-26 10:20:00	Gaming Computer	computer_fixed	54,999.95	Enabled
				4999.00	10

2.6.5. Report on Purchases

Go to **Inventory**→ **Reports**→ **Purchases**

The screenshot shows the Magento Admin Panel with the 'Inventory' tab selected. In the 'Supplier Product Reports' section, a context menu is open over a table row. The menu includes options like 'Customer Orders', 'Drop-ship Orders', 'Sales', 'Supplier Products', 'Purchases by Supplier', and 'Purchases by Supplier Product'. The 'Purchases by Supplier' option is highlighted.

- **Purchases by Supplier:** this report helps you follow purchasing status of each supplier.

The screenshot shows the 'Purchases Report by Suppliers' page. The table data is as follows:

Supplier Name	Street Address	City	Country	Purchase Amount	Total Products	Total Products Received
Supplier 1	abc	abc	Andorra	\$204,622.68	5004	2848
Supplier 3	abc	abc	Andorra	\$1,650.00	22	10
Total				\$206,272.68	5026	2858

The **Purchases by Supplier** page provides information about supplier, purchase amount, total Qty. ordered and total Qty. received.

You can also see reports in different periods by selecting the date and period filter. In order to export reports to CSV/XML files, you can select a file format and then click on the **Export** button.

- **Purchases by Supplier Products:** with this report, you can follow purchasing status of each product from a supplier.

Purchases Report by Supplier Products								
Please select to report								
From:		To:	Supplier Filter	Supplier 1	Period Filter	None	Report	
Page 6 of 6 pages View 20 per page Total 116 records found		Export to: CSV Export		Reset Filter Search				
ID #	Product Name	SKU	Warehouse	Total Products Request	Total Products Received	Total Products Returned	Purchase Amounts	
				From: _____ To: _____	From: _____ To: _____	From: _____ To: _____	From: _____ To: _____ In: USD	
18	Sony Ericsson W810i	sw810i	Store 1	220	200	0	\$17,602.20	
31	Steven by Steve Madden P rhyme Pump	steve_4	Store 1	10	0	0	\$122.10	
39	The Get Up Kids: Band Camp Pullover Hoodie	4fasdf5f	Store 1	20	0	0	\$516.20	
123	The Only Children: Paisley T-Shirt	oc	unWarehouse	60	60	0	\$4,341.60	
124	The Only Children: Paisley T-Shirt	oc_med	unWarehouse	225	225	0	\$2,032.40	
37	The Only Children: Paisley T-Shirt	oc_sm	Store 1	56	0	0	\$2,862.72	
133	Universal Camera Case	ac9003	Store 11	61	60	0	\$3,392.21	
Total				652	425	0	\$16,027.43	

The **Purchases by Supplier Products** page provides information about product, purchased warehouse, total Qty. ordered, received, returned and purchased values.

You can also see reports in different periods by selecting date and period filter before clicking on the **Report** button.

In order to export reports to CSV/XML files, you can select a file format and then click on the **Export** button.

2.6.6. Report on Inventory

Go to **Inventory → Reports → Report for Inventory**

ID	Product Name	Product SKU	Image
263	display nokia	010203	
263	display nokia	010203	
263	display nokia	0203	
263	display nokia	0203	
263	display nokia	0203	
263	display nokia	0203	

- Report on Inventory Products:** this report provides you with information about storing status of each product in your site. You can quickly know how many items left and their values in total and in each warehouse as well as which suppliers are providing them.

Inventory Product Reports										
Page <input type="button" value="1"/> of 11 pages View <input type="button" value="20"/> per page Total 209 records found Export to: CSV <input type="button" value="Export"/> <input type="button" value="Reset Filter"/> <input type="button" value="Search"/> 										
ID	Name	SKU	Image	Price	Cost price	Qty	Total Amount	Stock Availability by Warehouse	Supplier	Status
From: <input type="text"/>	<input type="text"/>	<input type="text"/>		From: <input type="text"/>	From: <input type="text"/>	From: <input type="text"/>	From: <input type="text"/>			
To: <input type="text"/>				To: <input type="text"/>	To: <input type="text"/>	To: <input type="text"/>	To: <input type="text"/>			
264	Test-Sony-Camera	988ewr		\$899.00	\$799.00	0	\$0.00	unWarehouse : (0 products => \$0.00)	Cemicaret;	Enabled
263	display nokia	010203		\$30.00	\$25.00	107	\$2,675.00	unWarehouse : (0 products => \$0.00) Our Store WareHouse : (40 products => \$1,000.00) Bodega 1 : (92 products => \$2,300.00) Kennards (Unit 220) : (10 products => \$250.00) web portal : (5 products => \$125.00)	Cemicaret; Gucci; Ingram Micro;	Enabled

In order to export reports to CSV/XML file, you can select a file format and then click the **Export** button.

- Report on Stock Receiving:** this report gives information about products that your system received from purchased orders and customer refunds. For each product, you can quickly see the Qty. and value received.

Stock Receipt Reports									
Page <input type="button" value="1"/> of 15 pages View <input type="button" value="20"/> per page Total 282 records found Export to: CSV <input type="button" value="Export"/> <input type="button" value="Reset Filter"/> <input type="button" value="Search"/> 									
ID	Product Name	SKU	Image	Qty Received	Received On	Value Received	Reason for Receiving	From:	To:
From: <input type="text"/>	<input type="text"/>	<input type="text"/>		From: <input type="text"/>	From: <input type="text"/>	From: <input type="text"/>	From: <input type="text"/>		
To: <input type="text"/>				To: <input type="text"/>	To: <input type="text"/>	To: <input type="text"/>	To: <input type="text"/>		
263	display nokia	010203		30	Jun 9, 2014	\$24.00	Purchase Order Delivery		
263	display nokia	010203		15	Jun 9, 2014	\$13.50	Purchase Order Delivery		
263	display nokia	010203		15	Jun 9, 2014	\$20.00	Purchase Order Delivery		
263	display nokia	010203		32	Jun 9, 2014	\$25.00	Purchase Order Delivery		
263	display nokia	010203		55	Jun 9, 2014	\$13.50	Purchase Order Delivery		
262	Rocket Science	111111111111		12	Jun 7, 2014	\$449.99	Purchase Order Delivery		
262	Rocket Science	111111111111		4	Jun 7, 2014	\$449.99	Purchase Order Delivery		

In order to export reports to CSV/XML files, you can select a file format and then click on the **Export** button.

- Report on Stock Sending (Issuing):** this report gives information about products that your system issued to return purchased items and fulfill sales orders. For each product, you can quickly see the Qty. and value issued.

Stock Issue Reports								
Page	1	of 12 pages	View	20	per page	Total 222 records found	Export to:	CSV
ID	Product Name	Product SKU	Image	Qty Issued	Issued on	Value Issued	Reason for Issuing	
From:		From:		From:		From:		Reset Filter
To:		To:		To:		To:		Search
262	Rocket Science	111111111111		1	Jun 3, 2014	\$1.00	Shipment	
260	Sony	23234		11	May 12, 2014	\$671.04	Return Order	
260	Sony	23234		150	Jun 8, 2014	\$105,000.00	Shipment	
258	Cuttle fish	F100001		10	May 27, 2014	\$1,000.00	Shipment	
254	Iphone	7887		1	May 5, 2014	\$1,111.00	Shipment	
254	Iphone	7887			May 29, 2014	\$0.00	Shipment	
252	RajBAG	RB123		1	May 4, 2014	\$100.00	Shipment	

In order to export reports to CSV/XML files, you can select a file format and then click on the **Export** button.

2.6.7. Report on Backorder Requests

Go to **Inventory** → **Reports** → **Other Reports** → **Backorder Requests**

Sales Catalog Customers **Inventory** System

Latest Message: Magento Community Edition 1.9.2.4 - You have 1 new message.

Choose Warehouse View: All Warehouses

Inventory Product Manager

Page 1 of 11 pages | View 20 per page

ID	Name	SKU	Cost Price	Total Qty	Available Qty
From:			From:	From:	From:
To:			To :	To :	To :
264	Test-SONy-Camera	988ewr	Others	\$799.00	0

Manage Inventory

Manage Suppliers

Manage Warehouses

Manage Purchasing

Reports

Customer Orders

Drop-ship Orders

Sales

Supplier Products

Purchases

Inventory

Others

Backorder Requests

Then the **Backorder Requests** page will be shown as follows:

Sales	Catalog	Customers	Inventory	System	Get help for this page
! Latest Message: Magento Community Edition 1.9 is now available! Read details					You have 1 critical, 5 major, 19 minor and 56 notice unread message(s). Go to messages inbox
Backorder Request Reports					
Page <input type="text" value="1"/> of 1 pages View <input type="text" value="20"/> per page Total 16 records found					
Select All	Unselect All	Select Visible	Unselect Visible	0 items selected	Export to: CSV Export Reset Filter Search
ID	Requested Date	Description	Comment	Status	
Any	From:	From:			
To :		To :			
<input type="checkbox"/>	16 May 29, 2014	We lack 8 of product (Argus QC-2185 Quick Click 5MP Digital Camera) to ship for an order . You need to purchase an order of at least (8).	fulfill asap	UNREAD	
<input type="checkbox"/>	15 May 29, 2014	We lack 8 of product (Argus QC-2185 Quick Click 5MP Digital Camera) to ship for an order . You need to purchase an order of at least (8).	fulfill asap	UNREAD	
<input type="checkbox"/>	14 May 27, 2014	We lack 3 of product (Cuttle fish) to ship for an order . You need to purchase an order of at least (3).	admin	UNREAD	
<input type="checkbox"/>	13 May 6, 2014	We lack 1 of product (james bond) to ship for an order . You need to purchase an order of at least (1).		UNREAD	
<input type="checkbox"/>	12 May 6, 2014	We lack 10 of product (iphone) to ship for an order . You need to purchase an order of at least (10).		UNREAD	
<input type="checkbox"/>	11 May 5, 2014	We lack 1 of product (james bond) to ship for an order . You need to purchase an order of at least (1).		UNREAD	

This report shows you all notifications that were sent from the **Shipment** page when Qty. in all of your warehouses can not provide enough products to ship for an order. For each notification, you will see its requested date, product name and lacked quantity. You can see more information by clicking on the [order](#) link. After checking a notification, you should change its status to *Read* and save.

Please refer item **2.5** on page 53 for more details about how a shipment notification is created.

2.7. Manage Low Stock Notifications

Inventory Management extension allows you to configure the threshold Qty. to receive low stock notification. When any products' Qty. in warehouses or the whole system is equal or under the minimum Qty. set in **Settings**, notifications will be shown on the admin panel, letting you know that some warehouses or your system need receiving more items.

The screenshot shows the Magento Admin Panel dashboard. At the top, there's a message: "One or more of the Cache Types are invalidated: Blocks HTML output. Click here to go to Cache Management and refresh cache types". Below it is another message: "Latest Message: Important Magento Community Edition Patch [Read details](#)". A third message, "Stock Notification:", lists various warehouses with low stock levels, each with a link to view more details.

You can click on [Click here](#) links to view the detailed list of low stock products.

The screenshot shows the 'Edit Warehouse' page for 'bangalore'. It displays a grid of products with low stock levels. The grid includes columns for ID, Name, SKU, Image, Status, Price, and Qty. A red box highlights the 'Qty' column, which shows values like 8, 0, and 0, indicating low stock levels. The products listed are PRODUCTCT, 24" Widescreen Flat-Panel LCD Monitor, CN Clogs Beach/Garden Clog, Sony VAIO VGN-TXN27NB 11.1" Notebook PC, and Acer Ferrari 3200 Notebook Computer PC.

Admin will receive an email notification about low stock products as below:

Hello store 2
Warehouse store2 need to purchase more products
Click on the link to view
http://localhost.com/Magento1.7/inventory171/index.php/inventoryadmin/adminhtml_warehouse/edit/filter/cXR5J

Warehouse's manager also receives an email about low stock situation.

Hello Managers
You need to purchase more products for your system
Click on the link to view
http://localhost.com/Magento1.7/inventory171/index.php/admin/catalog_product/index/product_filter/cXR5JTVCdC

2.8. Drop-ship

All business owners want to minimize the number of backorders with minimal inventory cost. If so, the best way is contact with your suppliers to send products directly to customers without stocks transit in and out of your warehouses. Our Drop-ship feature can help you achieve this business model in four simple steps. They can be enabled/ disabled flexibly to fit your needs the best.

2.8.1. Drop-ship Process



➤ **Step 1: Admin sends drop-ship request**

When creating an order's shipment in backend, in the **Items to ship** section, you can tick the **Use drop shipping** checkbox.

The drop-down list in the **Supplier** column will show all available suppliers that provide corresponding products. You can choose among these suppliers as preferred.

Items to Ship					
Product		Image	Qty Ordered	Qty to Ship	Supplier
HTC Touch Diamond SKU: HTC Touch Diamond			1		supplier1 supplier1 supplier2 supplier3
<input type="checkbox"/> Use drop shipping					
Shipment Comments Shipment Comments <input type="text"/>					
Append Comments <input type="checkbox"/> Email Copy of Shipment <input type="checkbox"/> <input checked="" type="button"/> Submit Drop Shipment					

After that, click on the **Submit Drop Shipment** button to send drop-ship requests to the suppliers chosen.

The **Drop Shipments** tab will appear on the **Order View** page to save the drop-ship requests created. The status of these drop shipments in backend is *Awaiting supplier's confirmation*.

Order View					
Information	Awaiting supplier's confirmation				
Invoices	<input checked="" type="checkbox"/> The drop shipment(s) has been created!				
Credit Memos	Order # 100000039 Mar 5, 2014 11:53:31 PM				
Shipments	<input type="button"/> Back <input type="button"/> Edit <input type="button"/> Cancel <input type="button"/> Send Email <input type="button"/> Hold <input type="button"/> <input type="checkbox"/> Invoice <input type="checkbox"/> Ship <input type="checkbox"/> Reorder				
Comments History					
Transactions					
<input checked="" type="button"/> Drop Shipments	Page <input type="button"/> 1 <input type="button"/> of 1 pages View <input type="button"/> 20 per page Total 1 records found <input type="button"/> Reset Filter <input type="button"/> Search				
	Drop Shipments #	Ship to Name	Ship from Supplier	Date Created	Status
	From:			From: <input type="button"/>	To: <input type="button"/>
	To:				
		Hannah Nguyen	supplier1	Mar 5, 2014 11:53:58 PM	Awaiting supplier's confirmation <input type="button"/> Edit

➤ **Step 2: Suppliers confirm the available Qty. that can be provided.**

Each supplier selected will receive a notification email about the drop-ship request as below:



Dear supplier1(supplier1),

On behalf of Default, I would like to place a drop-ship order for the following products from your company. The detailed order list is provided below.

Please confirm the status of products that you can ship direct to our customer. After review, we will send you the customer's information for delivery.

Your Drop Ship #40 (placed on 2014-03-06 07:53:58)

Product	SKU	Qty Request
HTC Touch Diamond	HTC Touch Diamond	1

Please [log into](#) our system with the provided account and confirm your stock availability!

Thank you, Default

As being instructed in the email, the supplier should follow the login link, go to the **Supplier Manager** page and then fill in the Qty. that he can ship.

SUPPLIER

Drop Ship
Supplier Information

Did you know?
Our customer service is available 24/7
(555) 555-0123
Hold on, help is on the way.

Drop Shipment #39 - Awaiting confirmation

Drop-ship Date: Thu, 6 Mar, 2014

Product Name	SKU	Qty Requested	Qty Confirmed
HTC Touch Diamond	HTC Touch Diamond	1	<input type="text"/>

[« Back to your drop shipments](#)

Cancel **Confirm**

Note: If you enable **Drop-ship** function, when adding/ editing a supplier (see section **2.1** for more details), the **Password Management** section will be shown in tab **General Information**. You can set password and email it to the supplier. The supplier can use his email and password to log in on the **Supplier** page and update drop shipments' status.

Purchase Orders
Add New Supplier
Return Orders

Drop Shipments
Change History

If enabling Drop-ship,
supplier can use this
email and password to
log in to frontend

General Information	
Created by	admin
Supplier Name *	Demo Provider
Contact Person *	demo
Email *	inventory@demo.com
Telephone *	04841651
Fax	
Street *	Baker Street
City *	London
Country *	United Kingdom ▾
State/Province	
Zip/Postal Code *	04451
Website	
Description	
Status	Enabled ▾

Password Management

New Password	demo1234
Send new password to supplier	<input checked="" type="checkbox"/>

➤ *Step 3: Admin approves the Qty. to ship from suppliers.*

After a supplier confirm, you will receive a notification email as below:



Dear Alex Nguyen,

Thank you for placing drop-shipping order from supplier1

We have received your drop shipment request for the item(s) as mentioned in the list below. Based on our current stock availability, we would like to confirm that your drop-ship ID #40 can be fulfilled as follows:

Drop Shipment #40 (placed on 2014-03-06 07:53:58)

Product	SKU	Qty Requested	Qty Confirmed
HTC Touch Diamond	HTC Touch Diamond	1	1

Thank you, **supplier1**

Then, you need to go to **Sales → Orders → Drop Shipment** tab on the **Order View** page to approve the Drop Shipment.

Drop shipment #40 for Order #100000039 - Awaiting approval

Order # 100000039 (the order confirmation email was sent)

Order Date	Mar 5, 2014 11:53:31 PM
Order Status	Pending

Account Information

Customer Name	Hannah Nguyen
Email	hannahnguyen@gmail.com

Billing Address

Hannah Nguyen
311 Truong Chinh
Ha Noi, 10000
Vietnam
T: 0944389065

Shipping Address

Hannah Nguyen
311 Truong Chinh
Ha Noi, 10000
Vietnam
T: 0944389065

Supplier Information

supplier1
99 Nguyen Chi Thanh -- Ha Noi
Telephone: 0944389065
Email: supplier1@gmail.com

Items to Drop Ship

Product	Sku	Qty Requested	Qty Confirmed	Qty Approved	Qty Shipped
HTC Touch Diamond	HTC Touch Diamond	1	1	<input type="text" value="0"/> Maximum: 1	0

[Cancel Drop Shipment](#) [Approve](#)

You should fill the product Qty. allowed suppliers to ship in the **Qty Approved** column then click on the **Approve** button. (Please note that the maximum Qty. you can enter is the Qty. confirmed by the supplier).

- *Step 4: Suppliers ship goods directly to customers and confirm the shipped Qty.*

After your approval, each supplier will receive a notification email with customer information as below:

The screenshot shows an email from Magento to a supplier. The email header includes the Magento logo and the word "Magento®". The body of the email starts with "Dear supplier1(supplier1),". It contains a message from "Default" thanking the supplier for their confirmation. It states that an order has been placed for drop shipment ID #40 with confirmed quantities. Below this, it provides detailed information, including customer information (name: Hannah Nguyen, email: hannahnguyen@gmail.com), billing information (address: 311 Truong Chinh, Ha Noi, 10000, Vietnam, phone: 0944389065), and shipping information (same details). A table at the bottom lists a single product (HTC Touch Diamond) with a quantity of 1 needed to be shipped. The email concludes with a request for the supplier to log into the system and update the drop shipment's status, followed by a "Thank you, Default" message.

Product	SKU	Qty Need To Ship
HTC Touch Diamond	HTC Touch Diamond	1

Please [log into](#) our system with the provided account and update your drop shipment's status when you delivery.

Thank you, Default

As being instructed in the email, when suppliers ship product directly to the customer, they should notify you about the delivery process. Suppliers simply go to their

Supplier Manager page, fill the Qty. of products shipped in the **Qty to Ship** column then click on the **Ship** button.

If the Qty. need to ship is equal to the Qty. shipped, the drop shipment is complete.

SUPPLIER

Drop Ship

Supplier Information

Drop Shipment #40 - Complete

✓ Drop ship was successfully shipped!

Did you know?

Our customer service is available **24/7**

(555) 555-0123

Hold on, help is on the way.



Drop-ship Date: Thu, 6 Mar, 2014

Customer Information:

Customer Name: Hannah Nguyen
Email: hannahnguyen@gmail.com

Billing Information:

Hannah Nguyen
311 Truong Chinh
Ha Noi, 10000
Vietnam
T: 0944389065

Shipping Information:

Hannah Nguyen
311 Truong Chinh
Ha Noi, 10000
Vietnam
T: 0944389065

Product Name	SKU	Qty Need To Ship	Qty Shipped
HTC Touch Diamond	HTC Touch Diamond	1	1

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Then you will receive an notification email about the completion as below:

 **Magento®**

Dear Alex Nguyen,

On behalf of supplier1, we are glad to confirm you that products requested in the drop shipment ID #40 have been delivered to your customer.

Drop Shipment #40 (placed on 2014-03-06 07:53:58)

Product	SKU	Qty Shipped
HTC Touch Diamond	HTC Touch Diamond	1

Thank you, **supplier1**

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Inventory Management v1.4 User Guide

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If customers want to return products shipped from suppliers, you can select whether these products will be returned to your warehouses or to the suppliers.

2.8.2. Manage Drop-ship Orders in Backend

- Go to **Inventory**→**Reports**→**Drop-ship Orders**:

Any orders which include drop shipments will be displayed in the grid as follows:

Drop-ship Orders								
Page	1	of 2 pages	View	20	per page	Total 35 records found	Reset Filter	Search
Order #	Purchased From (Store)	Purchased On	Bill to Name	Ship to Name	G.T. (Base)	G.T. (Purchased)	Status	Action
		From: <input type="text"/> To: <input type="text"/>			From: <input type="text"/> To: <input type="text"/>			
100000039	Main Website Main Store English	Mar 5, 2014 11:53:31 PM	Hannah Nguyen	Hannah Nguyen	\$755.00	\$755.00	Processing	View
100000038	Main Website Main Store English	Mar 5, 2014 11:32:30 PM	Hannah Nguyen	Hannah Nguyen	\$755.00	\$755.00	Pending	View
100000037	Main Website Main Store English	Mar 5, 2014 10:19:39 PM	Kelly Dao	Kelly Dao	\$2,265.00	\$2,265.00	Processing	View
100000036	Main Website Main Store English	Mar 4, 2014 11:02:50 PM	Hannah Nguyen	Hannah Nguyen	\$755.00	\$755.00	Pending	View
100000035	Main Website Main Store English	Mar 3, 2014 12:38:41 AM	Alex	Alex	\$3,775.00	\$3,775.00	Complete	View
100000034	Main Website Main Store English	Mar 3, 2014 12:03:56 AM	Micheal	Micheal	\$755.00	\$755.00	Pending	View

You can click on the **[View](#)** link in the **Action** column to review or take actions related to drop shipments.

- Go to **Inventory** → **Manage Suppliers** → **Edit Supplier** → **Drop Shipments** tab:

This tab lists all orders with drop shipments of a supplier. You can click on the [Edit](#) link in the **Action** column to review or take actions related to drop shipments.

Supplier Information					
Edit Supplier 'supplier1'					
Page 1 of 2 pages View 20 per page Total 40 records found					
Drop Shipments #	Ship to Name	Order #	Date Created	Status	Action
From:	To:		From:	To:	
40	Hannah Nguyen	100000039	Mar 5, 2014 11:53:58 PM	Complete	Edit
39	Hannah Nguyen	100000038	Mar 5, 2014 11:39:12 PM	Awaiting approval	Edit
38	Kelly Dao	100000037	Mar 5, 2014 10:25:40 PM	Complete	Edit
37	Kelly Dao	100000037	Mar 5, 2014 10:22:16 PM	Complete	Edit
36	Hannah Nguyen	100000036	Mar 5, 2014 1:32:36 AM	Canceled	Edit
35	Alex	100000035	Mar 3, 2014 12:40:11 AM	Complete	Edit
34	Kelly Dao	100000034	Mar 3, 2014 12:04:10 AM	Awaiting supplier's shipment	Edit
33	Alex	100000033	Mar 2, 2014 11:23:47 PM	Complete	Edit
32	Micheal	100000032	Mar 2, 2014 11:15:09 PM	Complete	Edit
31	Hannah Nguyen	100000032	Mar 2, 2014 11:09:50 PM	Complete	Edit
30	Hannah Nguyen	100000031	Mar 2, 2014 11:00:26 PM	Awaiting approval	Edit
29	Hannah Nguyen	100000030	Mar 2, 2014 8:33:12 PM	Complete	Edit
28	Kelly Dao	100000029	Mar 2, 2014 8:20:35 PM	Complete	Edit
27	Alex	100000028	Mar 2, 2014 8:16:14 PM	Complete	Edit
26	Micheal	100000027	Mar 2, 2014 8:14:13 PM	Complete	Edit
25	Micheal	100000026	Mar 2, 2014 7:51:45 PM	Awaiting supplier's shipment	Edit
24	Kelly Dao	100000025	Mar 2, 2014 7:42:53 PM	Complete	Edit
23	Hannah Nguyen	100000024	Mar 2, 2014 7:36:28 PM	Complete	Edit
22	Hannah Nguyen	100000023	Mar 2, 2014 7:24:56 PM	Awaiting supplier's shipment	Edit
21	test 1	100000023	Mar 2, 2014 7:24:33 PM	Awaiting supplier's confirmation	Edit

2.8.3. Manage Drop Shipments in Frontend

To help suppliers follow all their drop shipments easier, the module provides a separate page in frontend, namely **Supplier Page**, where suppliers can log in and track all related information.

Suppliers will fill their email and the password received in the **Supplier Login** form as below:

SUPPLIER LOGIN

Email Address *

Password *

* Required Fields

[Forgot Your Password?](#)

After suppliers log in successfully, the **Supplier Page** will be displayed:

Drop Shipment #	Date Created	Status	Action
36	Wed, 5 Mar, 2014	Awaiting confirmation	View
35	Mon, 3 Mar, 2014	Complete	View
34	Mon, 3 Mar, 2014	Awaiting shipment	View
33	Mon, 3 Mar, 2014	Complete	View
32	Mon, 3 Mar, 2014	Complete	View
31	Mon, 3 Mar, 2014	Complete	View
30	Mon, 3 Mar, 2014	Awaiting admin's approval	View
29	Mon, 3 Mar, 2014	Complete	View
28	Mon, 3 Mar, 2014	Complete	View
27	Mon, 3 Mar, 2014	Complete	View

➤ Drop Shipments tab:

This tab shows Drop Shipment #, Date Created and Status. To see more details and edit each drop shipment, suppliers simply click on the [View](#) link in the Action column. There are 6 types of status for drop shipments, including ***Awaiting confirmation***, ***Awaiting admin's approval***, ***Awaiting shipment***, ***Partially shipped***, ***Canceled*** and ***Complete***. Suppliers should take different actions depending on the status.

- Drop Shipments with ***Awaiting confirmation*** status are the ones that provide the quantity requested from admin/ store owner and need suppliers to confirm the available Qty. before shipping.

Suppliers should enter the Qty. that they can send directly to the customer in the **Qty. confirmed** column, then click on the **Confirm** button. A confirmation email will be sent automatically to you (admin/ store owner) for approval.

SUPPLIER

Drop Ship
Supplier Information

Drop Shipment #36 - Awaiting confirmation

Drop-ship Date: Wed, 5 Mar, 2014

Product Name	SKU	Qty Requested	Qty Confirmed
HTC Touch Diamond	HTC Touch Diamond	1	0

Did you know?
Our customer service is available **24/7**
(555) 555-0123
Hold on, help is on the way.

[« Back to your drop shipments](#)

Cancel **Confirm**



- Drop Shipments with **Awaiting admin's approval** status are the ones that suppliers have confirmed the available Qty. that can be provided and are waiting for you to approve this Qty.
If suppliers want to change the Qty. confirmed, they can view and edit it in the field box, then click on the **Confirm** button. A confirmation email will be re-sent to you (admin/ store owner) for approval.

SUPPLIER

Drop Ship
Supplier Information

Drop Shipment #30 - Awaiting admin's approval

Drop-ship Date: Mon, 3 Mar, 2014

Product Name	SKU	Qty Requested	Qty Confirmed
HTC Touch Diamond	HTC Touch Diamond	1	1

Did you know?
Our customer service is available **24/7**
(555) 555-0123
Hold on, help is on the way.

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Cancel **Confirm**



- Drop Shipments with **Awaiting shipment** status are the ones that you have approved the Qty. to ship based on supplier's confirmation and provided suppliers with the drop-ship order's information. Thus suppliers can deliver stock directly to the customer.
When shipping products, suppliers should inform you about the process by entering the Qty. shipped in the **Qty. to ship** column and click on the **Ship** button. The system will automatically send you a notification email and keep you updated with the delivery progress.

SUPPLIER

Drop Ship
Supplier Information

Did you know?
Our customer service is available **24/7**

(555) 555-0123
Hold on, help is on the way.



Drop Shipment #41 - Awaiting shipment

Drop-ship Date: Mon, 10 Mar, 2014

Customer Information:
Customer Name: Hannah Nguyen
Email: hannahnguyen@gmail.com

Billing Information: Hannah Nguyen 311 Truong Chinh Ha Noi, 10000 Vietnam T: 0944389065	Shipping Information: Hannah Nguyen 311 Truong Chinh Ha Noi, 10000 Vietnam T: 0944389065
---	--

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Ship

- Drop Shipments with **Partially shipped** status are the ones that are being shipped from suppliers to the customer. However, the Qty. to ship is not delivered at once but divided into several shipments.

During the partial shipping process, suppliers should keep you updated by entering the partial Qty. shipped into the **Qty. to ship** column and click on the **Ship** button. The system will automatically send you a notification email and keep you updated with the delivery progress.

SUPPLIER

Drop Ship
Supplier Information

Did you know?
Our customer service is available **24/7**
(555) 555-0123
Hold on, help is on the way.


Drop Shipment #41 - Partially shipped

Drop-ship Date: Mon, 10 Mar, 2014

Customer Information:
Customer Name: Hannah Nguyen
Email: hannahnguyen@gmail.com

Billing Information:
Hannah Nguyen
311 Truong Chinh
Ha Noi, 10000
Vietnam
T: 0944389065

Shipping Information:
Hannah Nguyen
311 Truong Chinh
Ha Noi, 10000
Vietnam
T: 0944389065

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[« Back to your drop shipments](#) **Ship**

- Drop Shipments with **Complete** status are the ones that all Qty. that need to ship has been delivered to customers. Suppliers can review information of completed drop shipments.

SUPPLIER

Drop Ship
Supplier Information

Did you know?
Our customer service is available **24/7**
(555) 555-0123
Hold on, help is on the way.


Drop Shipment #40 - Complete

Drop-ship Date: Thu, 6 Mar, 2014

Drop ship was successfully shipped!

Customer Information:
Customer Name: Hannah Nguyen
Email: hannahnguyen@gmail.com

Billing Information:
Hannah Nguyen
311 Truong Chinh
Ha Noi, 10000
Vietnam
T: 0944389065

Shipping Information:
Hannah Nguyen
311 Truong Chinh
Ha Noi, 10000
Vietnam
T: 0944389065

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NEWSLETTER

- In the case that suppliers haven't confirmed drop-ship requests yet or their confirmations are pending for your approval, you can cancel these drop shipments in backend. Suppliers will receive an email about this cancellation and can review it on the Drop Shipment detailed page in frontend.

SUPPLIER

Drop Ship
Supplier Information

Drop Shipment #36 - Canceled

Drop-ship Date: Wed, 5 Mar, 2014

Product Name	SKU	Qty Requested	Qty Confirmed
HTC Touch Diamond	HTC Touch Diamond	1	1

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(555) 555-0123
Hold on, help is on the way.

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➤ **Supplier Information tab:**

SUPPLIER

Drop Ship
Supplier Information

Edit Supplier Information

Supplier Information

Supplier Name *
supplier1

Contact Person *
supplier1

Email *
supplier1@gmail.com

Telephone *
0944389065

Street *
99 Nguyen Chi Thanh

City *
Ha Noi

State/Province

Zip/Postal Code *
10000

Country *
Vietnam

Website
admin

Change Password

* Required Fields

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Save

In this tab, supplier can edit their information such as Name, Contact Person, Email, Telephone, Address and Password. All changes will be updated in the **General Information** tab of the **Supplier Manager** page in backend or vice versa. Thus, you can easily contact suppliers whenever having drop-ship requests.

2.8.4. How to Configure Drop-ship Function

- Go to **Inventory**→ **Settings**→ **Dropship Configuration**

Dropship Configuration

Enable Dropship plugin	Yes	[STORE VIEW]
Send notification email to supplier	Yes	[STORE VIEW]
Allow returning product to supplier	Yes	[STORE VIEW]

No.	Field	Sample	Description
1	Enable Dropship Plugin	Yes	Allow using drop-shipping method to ship goods directly from suppliers to customers
2	Send notification email to supplier	Yes	You and suppliers will receive emails notifying about the status of drop shipments
3	Allow returning product to supplier	Yes	Allow customers to return products to suppliers when creating credit memos

- **Drop shipping process:**

Drop shipping process

Require supplier's confirmation of available Qty.	Yes	[STORE VIEW]
Require admin's approval for Qty. to ship from supplier	Yes	[STORE VIEW]
Require supplier's confirmation of shipped Qty. after shipping	No	[STORE VIEW]

Among 4 steps of the drop shipping process, **Step 1 - Send drop-ship request to supplier** is compulsory. The other 3 steps can be enabled/ disabled flexibly in **Settings**

as shown in the above image. There are 3 configurable fields including ***Require supplier's confirmation of available Qty***, ***Require admin's approval for Qty. to ship from supplier*** and ***Require supplier's confirmation of shipped Qty. after shipping***.

With all these configurations, there are 8 cases that you can set.

	Require supplier's confirmation of available Qty.	Require admin's approval for Qty. to ship from supplier	Require supplier's confirmation of shipped Qty. after shipping.
1	Yes	Yes	Yes
2	Yes	Yes	No
3	Yes	No	Yes
4	Yes	No	No
5	No	Yes	Yes
6	No	Yes	No
7	No	No	Yes
8	No	No	No

It depends on how you configure the Drop-ship process in **Settings**, the workflow is changed accordingly.

- **Case 1:**

The plugin will perform step by step as described in section **2.8.1**.

- **Case 2:**

1. You send drop-ship requests to suppliers.
2. Suppliers sign in to the **Supplier Manager** system to confirm the product Qty. that they can provide.
3. After receiving suppliers' confirmation of available Qty., you go to the **Drop Shipments** page and approve the Qty. allowed shipping to the customer. Customer's information then will be attached to the email sent to suppliers.

4. Suppliers don't need to sign in and submit the Qty. shipped on the **Supplier Manager** page. They can send goods to customers then notify you by email, phone, text message, etc. You can submit shipped Qty. and complete drop shipments in backend yourself.

- **Case 3:**

1. You send drop-ship requests to suppliers.
2. Suppliers sign in to the **Supplier Manager** system to confirm the product Qty. that they can provide.
3. The system will automatically approve the Qty. allowing suppliers to ship according to the Qty. confirmed. Customer's information then will be attached to the auto email sent to suppliers.
4. After delivery, suppliers sign in and confirm the Qty. shipped on **Supplier Manager** page. A notification email will be auto-sent to you and a shipment will be created in backend based on supplier's confirmation.

- **Case 4:**

1. You send drop-ship requests to suppliers. The Qty. requested in this case are the Qty. approved supplier to ship.
2. Suppliers confirm your request and send products to customers. Shipments will be auto-created and completed.

- **Case 5:**

1. You send drop-ship requests to suppliers and approve the Qty. that suppliers can ship.
2. Suppliers receive customer's information and the Qty. required to ship. They don't need to re-confirm the available Qty. to ship with you.
3. After delivery, suppliers sign in and confirm the Qty. shipped on the **Supplier Manager** page. A notification email will be auto-sent to you and a shipment will be created in backend based on supplier's confirmation.

- **Case 6:**

When you create drop-ship requests and send customer's information to suppliers along with your approval, drop shipments are created automatically for the suppliers.

- **Case 7:** Similar to Case 5
- **Case 8:** Similar to Case 6

➤ Email Templates

These two sections allow you to configure templates of notification emails from suppliers to you and vice versa.

Template of emails from admin to supplier		
Email template when sending drop shipment request	Email template when sending drop shipment r ▾	[STORE VIEW]
Email template when canceling drop shipment request	Email template when canceling drop shipment ▾	[STORE VIEW]
Email template when approving drop shipment confirmation	Email template when approving drop shipment ▾	[STORE VIEW]
Email template when refunding	Email template when refunding from admin to : ▾	[STORE VIEW]
Email template when resetting supplier's password	Email template when resetting supplier's pass ▾	[STORE VIEW]

Template of emails from supplier to admin		
Email template when refusing drop shipment request	Email template when refusing drop shipment r ▾	[STORE VIEW]
Email template when confirming drop shipment request	Email template when confirming drop shipmer ▾	[STORE VIEW]
Email template when confirming shipped order	Email template when confirming shipped order ▾	[STORE VIEW]

3. HOW TO CONFIGURE

Go to **Inventory** → **Settings**, the configuration page contains several sections as below:

Inventory  Save Config

General Configuration

Enable	<input type="text" value="Yes"/>	[STORE VIEW]
Auto change "Stock Availability" when updating stock quantity	<input type="text" value="Yes"/>	[STORE VIEW]
Select warehouse to subtract stock when customers create order	<input type="text" value="Warehouse with the largest product Qty."/> ▲ Qty allocated to customer orders will be temporarily subtracted from Available Qty. of the chosen warehouse until being shipped or cancelled.	[STORE VIEW]

Calculation Method Configuration

Calculation method for supply needs	<input type="text" value="EXPONENTIAL SMOOTHING"/> ▲ Used to calculate the min/max Qty that needs purchasing more on the Supply Needs Manager page	[STORE VIEW]
Calculation method for products cost price	<input type="text" value="LIFO"/> ▲ Used to calculate the cost price of products on the Inventory Manager page	[STORE VIEW]

Supplier Configuration

Auto-update cost, discount and tax to Supplier's Products after purchasing order	<input type="text" value="Yes"/>	[STORE VIEW]
Method for updating	<input type="text" value="LAST PURCHASE ORDER"/>	[STORE VIEW]

Stock Notification

Stock Notification	<input type="text" value="Yes"/>	[STORE VIEW]
Get notification when Qty. in stock is equal or under:	<input type="text" value="0"/>	[STORE VIEW]
Get stock notification for products in:	<input type="text" value="BOTH WAREHOUSE AND SYSTEM"/>	[STORE VIEW]
Send notification email to admin	<input type="text" value="Yes"/>	[STORE VIEW]
Admin's email address to receive notification	<input type="text" value=""/>	[STORE VIEW]

Email For Stock Notification			
Notification email template for low stock level in Warehouse	Inventory Warehouse Email Notice (Default Templa	[STORE VIEW]	
Notification email template for low stock level in System	Inventory System Email Notice (Default Templa	[STORE VIEW]	
Email sent to Supplier when Purchase Order is created/edited			
Email Subject	Please process our purchase order	[STORE VIEW]	
Sender's Email Address	demomagestore@gmail.com	[STORE VIEW]	
Sender's Name	Magestore	[STORE VIEW]	
The opening of the email	Please process our purchase order	[STORE VIEW]	

No.	Field	Sample	Description
General Configuration			
1	Enable	Yes	Enable the module
2	Auto change "Stock Availability" when updating stock quantity	Yes	Enable the module to auto-change the availability of a product (In stock/Out of stock) when updating stock quantity
3	Select warehouse to subtract stock when customers create order	Warehouse with the largest product Qty.	Temporarily subtract Qty. allocated in customer orders from the warehouse with the largest Qty. until orders are shipped
Calculation Methods Configuration			
4	Calculation method for supply needs	Exponential Smoothing	Calculate the minimum/maximum supply needs by exponential smoothing method
5	Calculation method for product's cost price	LIFO	Calculate the cost prices of goods on the Inventory Manager page by LIFO method

No.	Field	Sample	Description
Supplier Configuration			
6	Auto-update cost, discount and tax to Supplier's Products after purchasing order	Yes	Enable the module to auto-update the cost, discount and tax of products in Manage Suppliers after creating a new purchase order with information changed.
7	Method for updating	Last purchase order	Auto-update products' cost, discount and tax in Manage Suppliers/Products corresponding to information changed in the last purchase order
Low Stock Notification			
8	Enable Low Stock Notification	Yes	Enable low stock notification function
9	Threshold Inventory Qty.	10	Show low stock notifications when the product Qty. in warehouses or system is equal or under 10 items
10	Get stock notification for products in	Both Warehouse and System	Apply low stock notification to products in both warehouses and the whole system
11	Send notification email to admin	Yes	Allow notifying admin about low stock situations via email
12	Admin's email address to receive notification	marko@magestore.com ; michael@magestore.com	Set emails of admin or warehouse' managers to receive Stock Notification

No.	Field	Sample	Description
Notification Email			
13	Email template when notifying about stock sending/requesting		Set template of notification email when you create stock sending or stock request
14	Notification email template for low stock level in Warehouse		Set template of notification email when the Qty. in a warehouse is equal or below the minimum threshold Qty.
15	Notification email template for low stock level in System		Set template of notification email when the Qty. in the whole system is equal or below the minimum threshold Qty.
Request Stock/Send Stock Setting			
16	Send notification email to admin when sending/requesting stock	Yes	Allow the system to send notification emails when you create stock sending or stock request
17	Allow cancelling stock sending and request within (days)	30	Allow cancelling stock sending or stock request between 2 warehouses within 30 days

-----The End-----