



Hello team,

We are incorporating a Ecommerce enabler named as '**Easyecom**' for the process of warehouse management, Accounting, and order processing. This is a platform which is used by current e-commerce giants like Himalaya, Buywow, Swiss Military and many other established E-commerce sellers.

**Easyecom** not only will increase the work done per day but will also reduce the work load on the entire team. As this is something new, You guys definitely have to push yourself and your team members to accept this new thing.

Here are some important processes that you all need to know about Easyecom

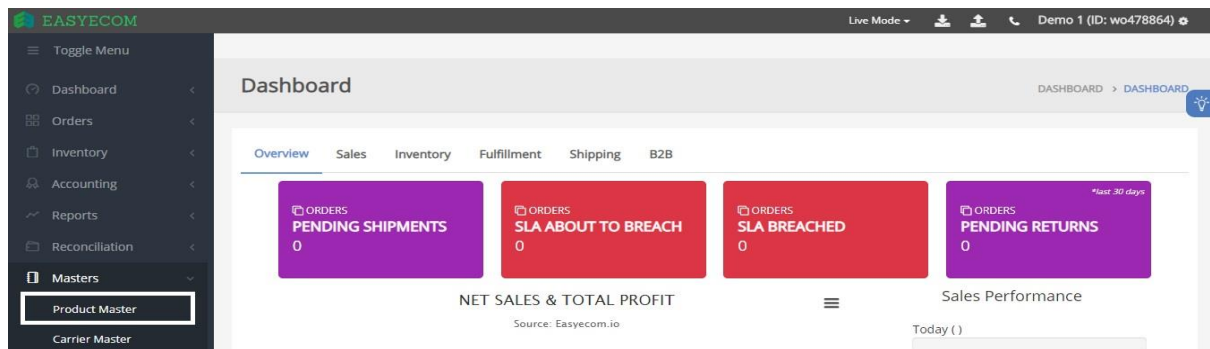
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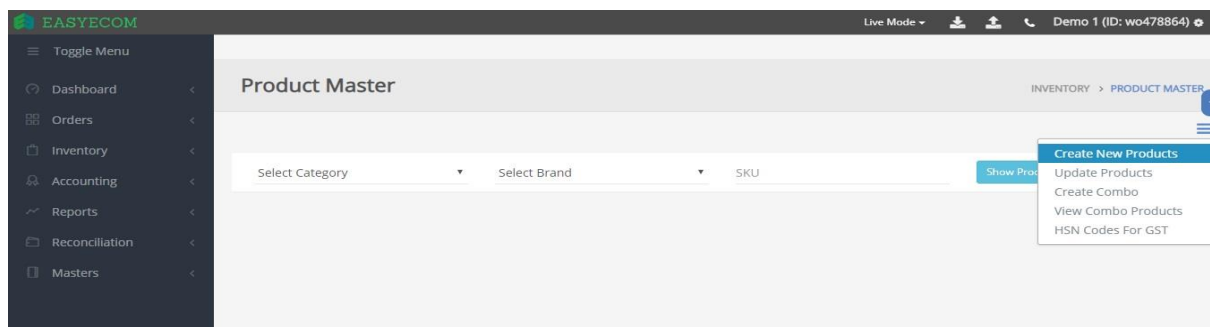
# Create new product

## 1.Steps to create Master sku in Easyecom

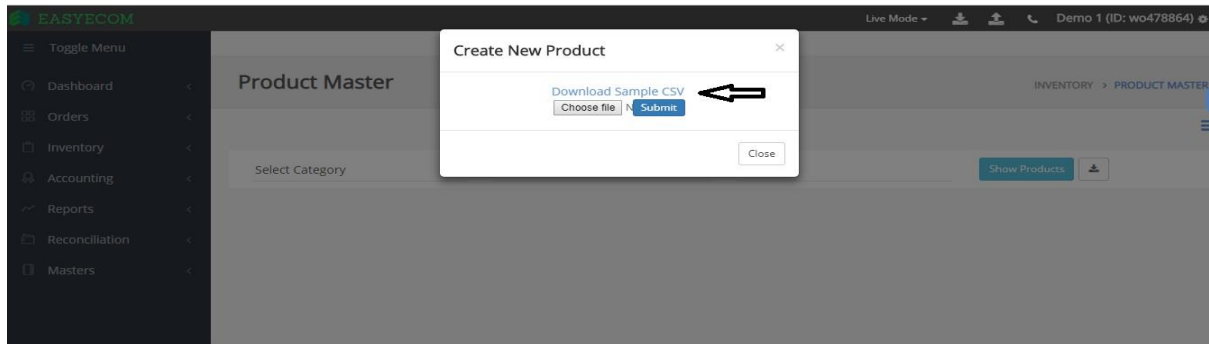
Step 1: Go to Masters -----> Product Master



Step 2: Click on burger and then Create New Products



Step 3: Click on Download the Sample CSV



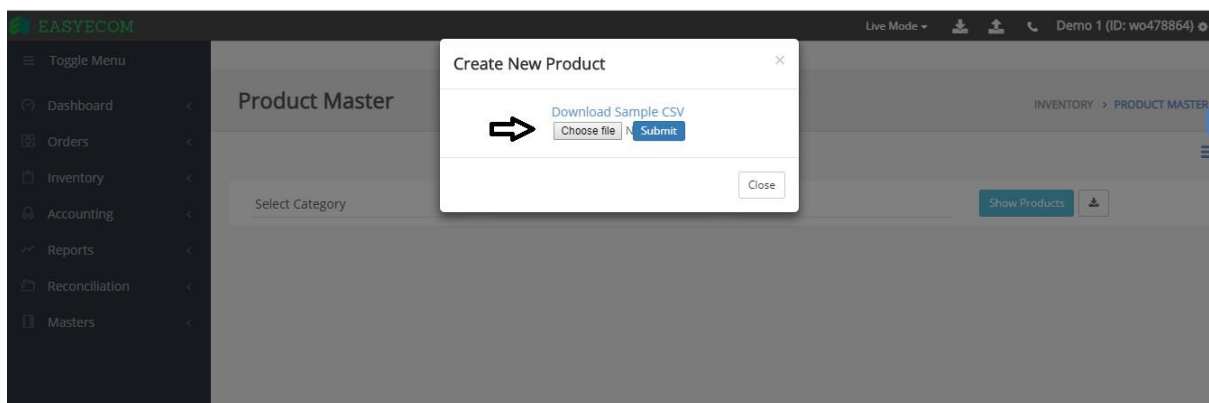
Step 4: Update this mandatory column which is colored to create the Master SKU

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
1	Serial	Nur Brand	Category	Model Na	Model Nu	Descriptic	EAN UPC	Sku	Mrp	Cost	Weight	Length	Height	Width	Image UR	Product Ti	Color	Size	Accountin	Accountin	TaxRu
2																					
3																					
4																					
5																					
6																					
7																					
8																					
9																					
10																					
11																					
12																					
13																					

In serial no. you have update as 1, 2, and so on

In Product Tax Code you have to update HSN code of the product.

Step 5: After updating the sheet, choose file and submit.



## 2.Steps to Create and View Combo SKU's

Step 1: Go to Masters -----> Combo Master

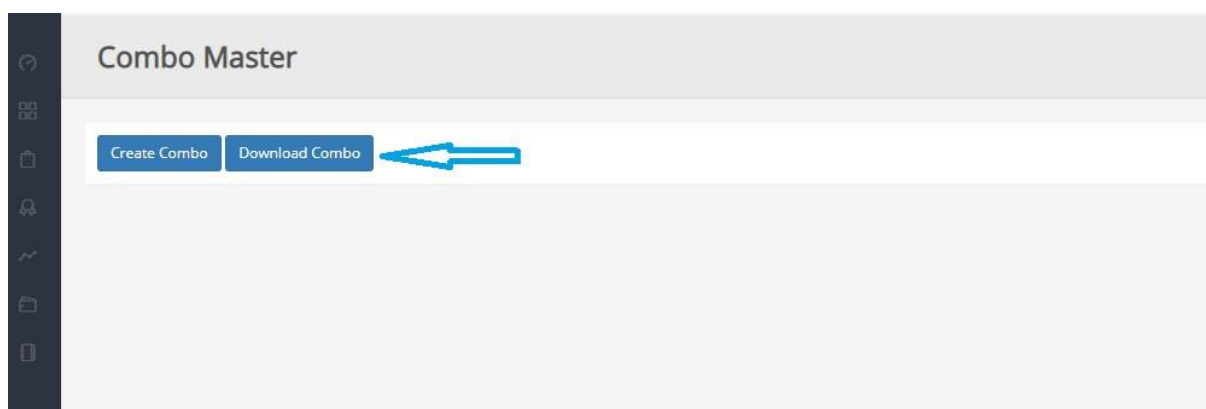


Step 4: Enter Parent SKU's name (with which the combo is made), 1st component's (product's) SKU, 2nd component's (product's) SKU and so on.  
 If there are multiple products then enter "&" after the SKU name and then the SKU quantity.  
 Syntax: "SKU&Quantity"  
 Ex : "Bottle" for 1 quantity of the SKU called "Bottle(Parent SKU)" and other products which you want to make as combo(components )

	A	B	C	D	E	F	G	H	I	J
1	PARENT SK	Compone	Compone	Compone	Compone	Component 5 - SKU				
2	Bottle	Green-B	Blue-B&2							
3										
4										
5										
6										
7										
8										
9										
10										
11										

Step 5: Choose file and upload. **NOTE:** For creating combo products you need to create MASTER SKU for both parent and component skus and its mandatory **If you want to see the created combo products, follow the below steps :**

Step 1: Click the Download combo csv sheet will be download. You can check created combo products in this excel sheet.

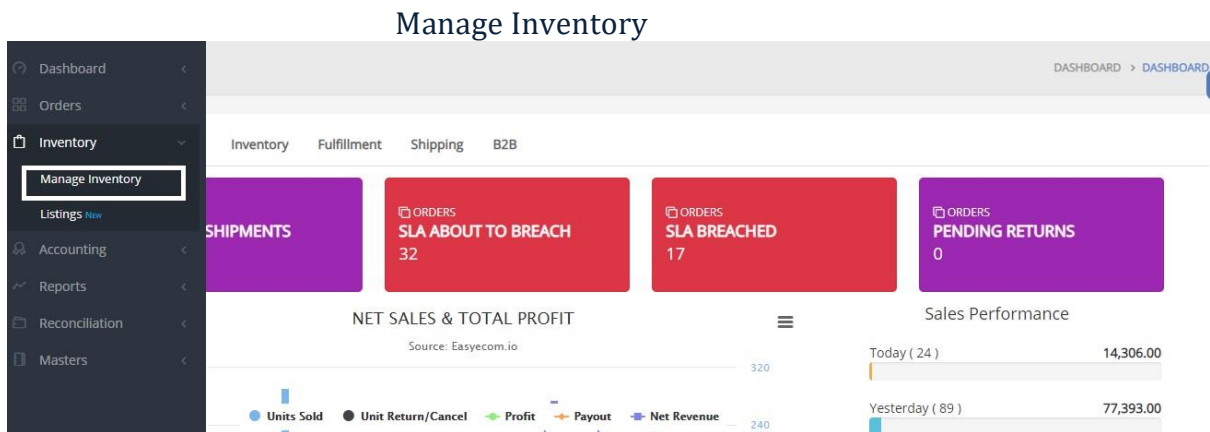


### 3. How to update single inventory for the given sku

Step 1: Go to

Inventory





Step 2: Enter the sku and click on search

### Update Inventory

Search SKU:   ☐ Search exact SKU

Upload CSV (Download Inventory):

CATEGORY	IMAGE	BRAND	SKU	PRODUCT NAME	MODEL NO	MRP	QUANTITY	VIRTUAL INVENTORY	EBAY_INDIA (1)	FLIPKART (412)	SNAP (2982)
Bags		Zwart	qwerby01	https://images-na.ssl-images-amazon.com/images/I/41vJGbbuo%2BL.jpg	Famanach-R	1700	172 Reserved: 0 Adjust Quantity	<input type="checkbox"/>	<input type="button" value="Save"/>		

Step 3: Click on QUANTITY column, enter the stock or inventory and click on save

Search:

CATEGORY	IMAGE	BRAND	SKU	PRODUCT NAME	MODEL NO	MRP	QUANTITY	FLIPKART (836)	AMAZON.IN (0)	PAYTM (623)	TATA CLIQ (685)
watch		Casio	A1000	A1000	LTP-E306L-4AVDF	3795	4 Reserved: 0 Adjust Quantity	A1000		A1000	A1000

## 4.Steps to Update inventory in Bulk

Step 1: Go to the



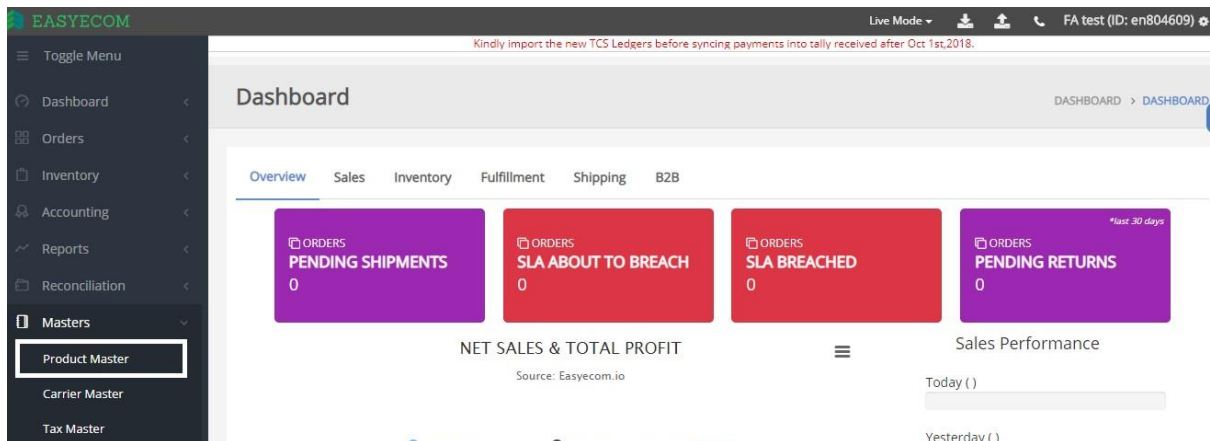


### Step 3 : Update the stock or inventory in new column

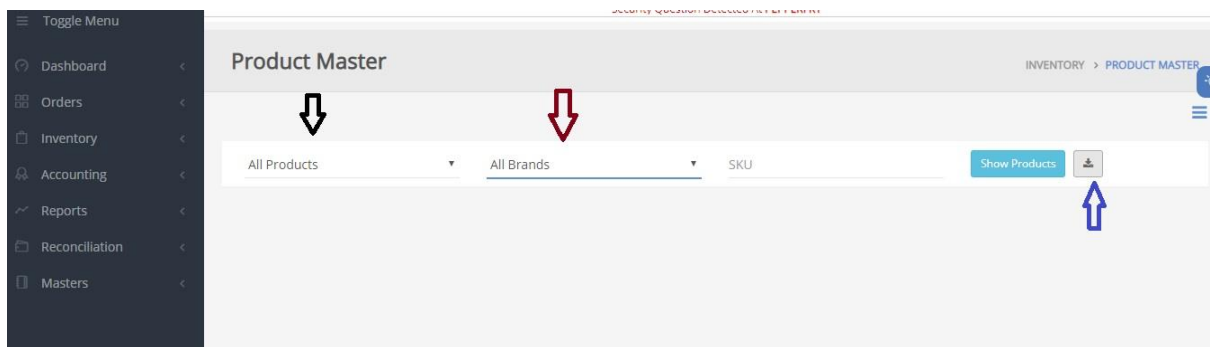
### Step 4: Upload the file and submit

## 5.Steps to update Products Attributes in EasyEcom

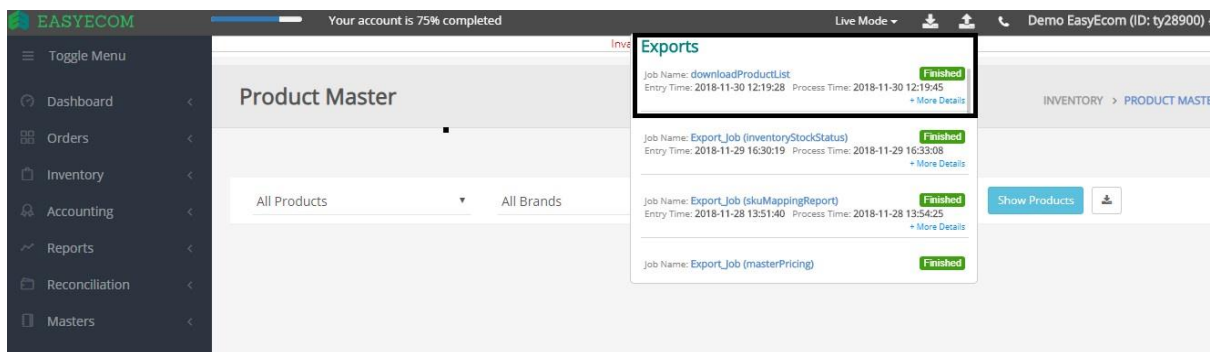
Step 1: Go to Masters -----> Product Master



Step 2: Select All Products in categories column , All brands and click on download button



Step 3: Download the sheet from exports job

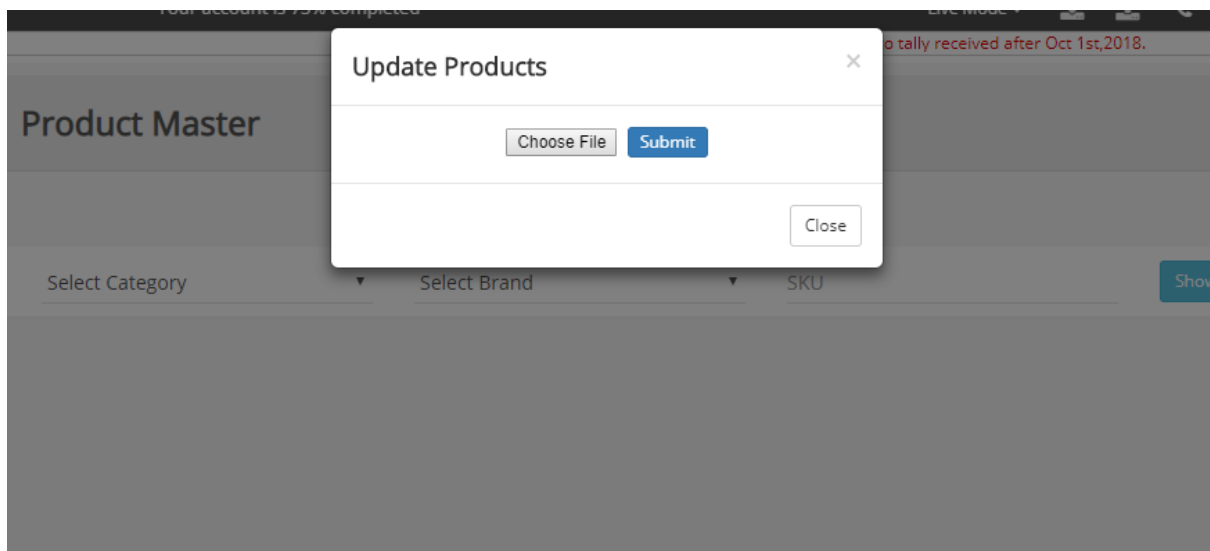
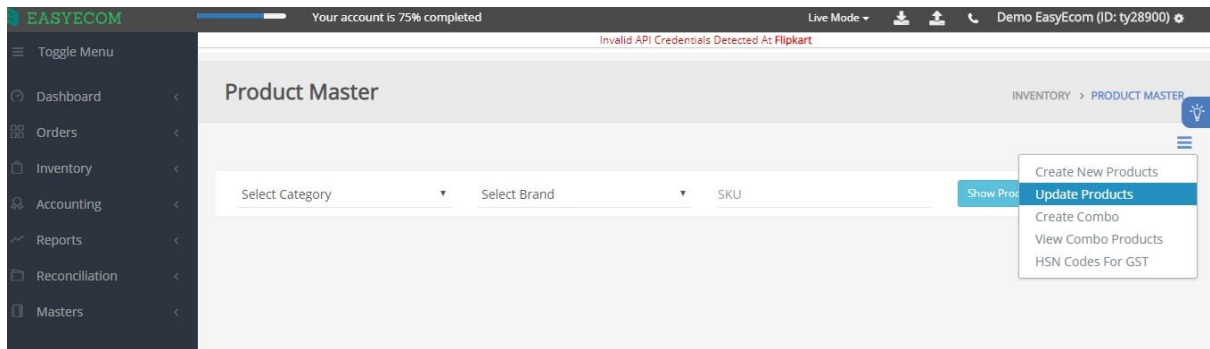


Step 4: Update the date which you want to edit in the excel sheet and save it.



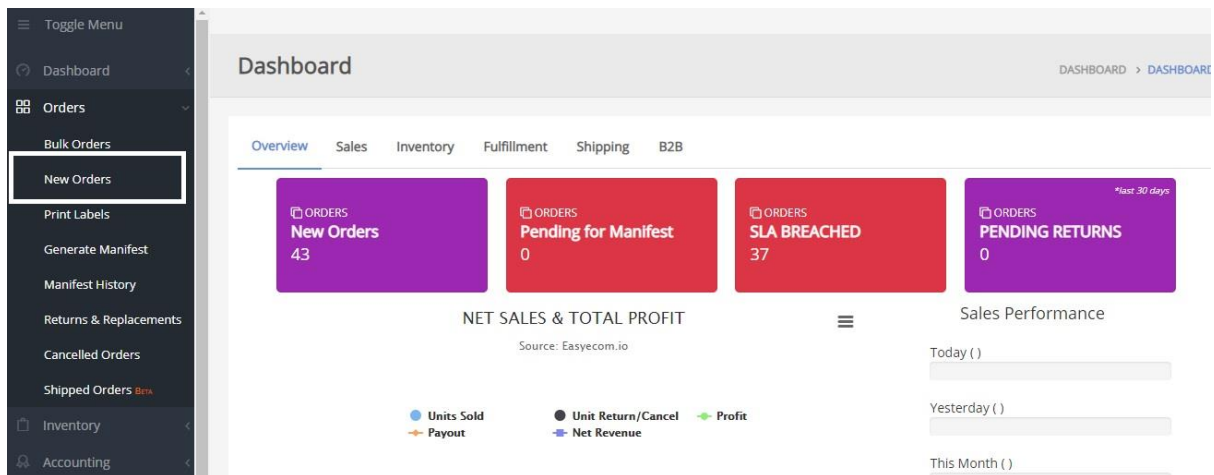
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
	Company	Status	MODEL No	Category	SKU	name	Product Title	Image URL	description	MRP	COST	Shipping	Shipping	product_u	colour	size	brands	weight (g)	length (cm)	height (cm)	width
2	14233107	active	Zebtronics	T-shirt	'Zebtronics_EM880_White_1					2000(Opti	500						Adiva	200	12		12
3																					
4																					
5																					
6																					

Step 5: Click on Update Products option, choose file and upload

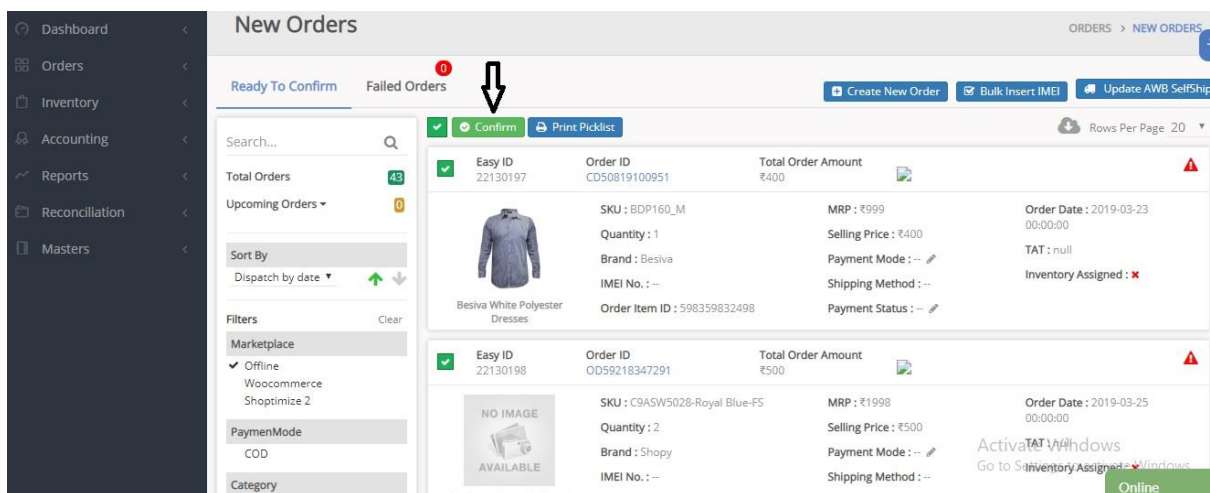


## 6.Steps to Process a New Order

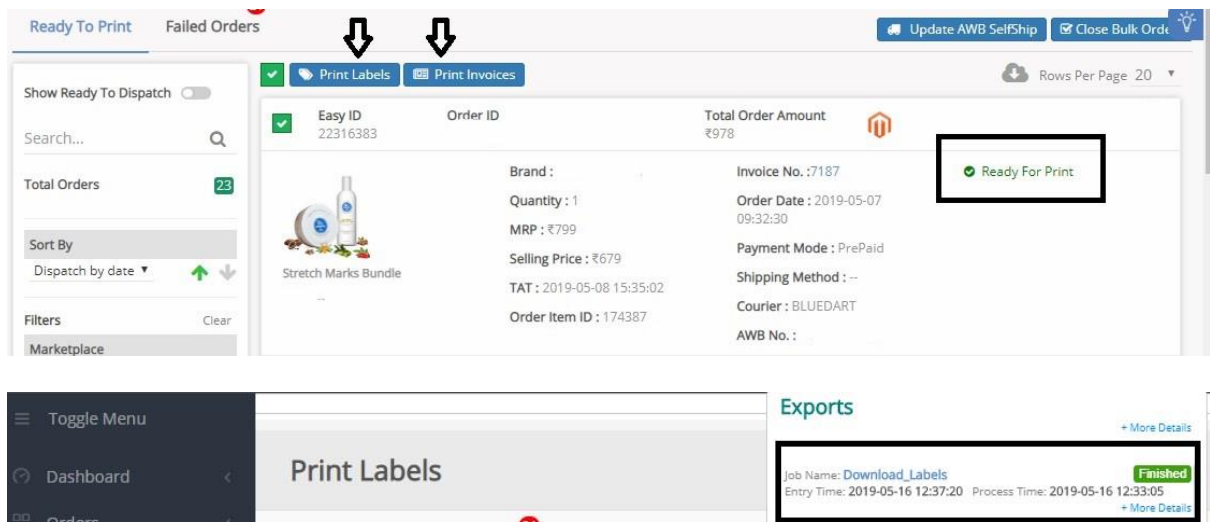
Step 1: Go to Orders -----> New Orders



Step 2: Select the order that you want to process and click on conform



Step 3: Go to Print Labels, when it shows Ready for Print click on Print Label, Print Invoice and download the labels from Exports job



Step 4: Click on Generate Manifest , select the Marketplace, courier name and then select the orders which you want to generate manifest and then click on Add to Manifest and Create Manifest, download the generated manifest from exports job

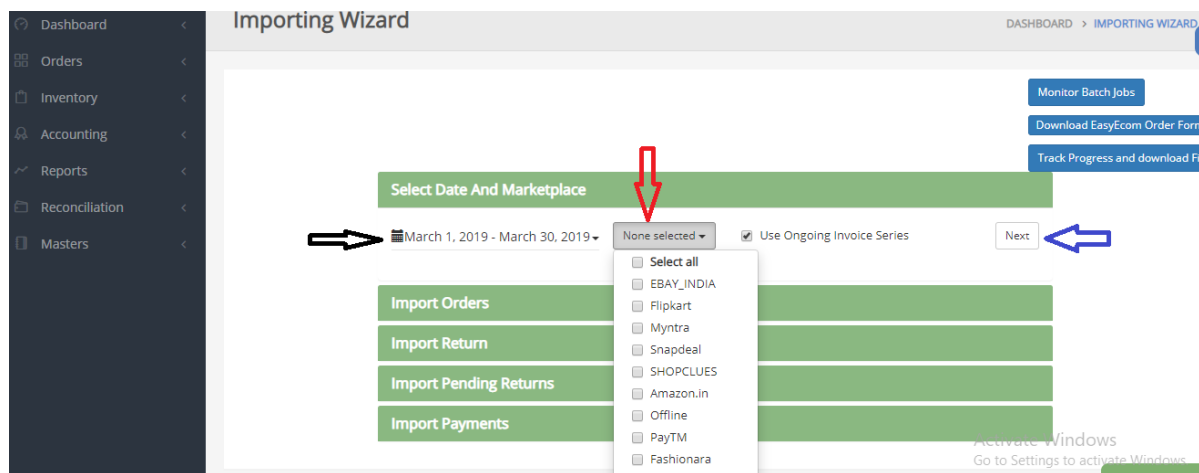
## 7.Steps to Import and Process Offline Orders

Step 1: Go to Dashboard -----> Importing Wizard

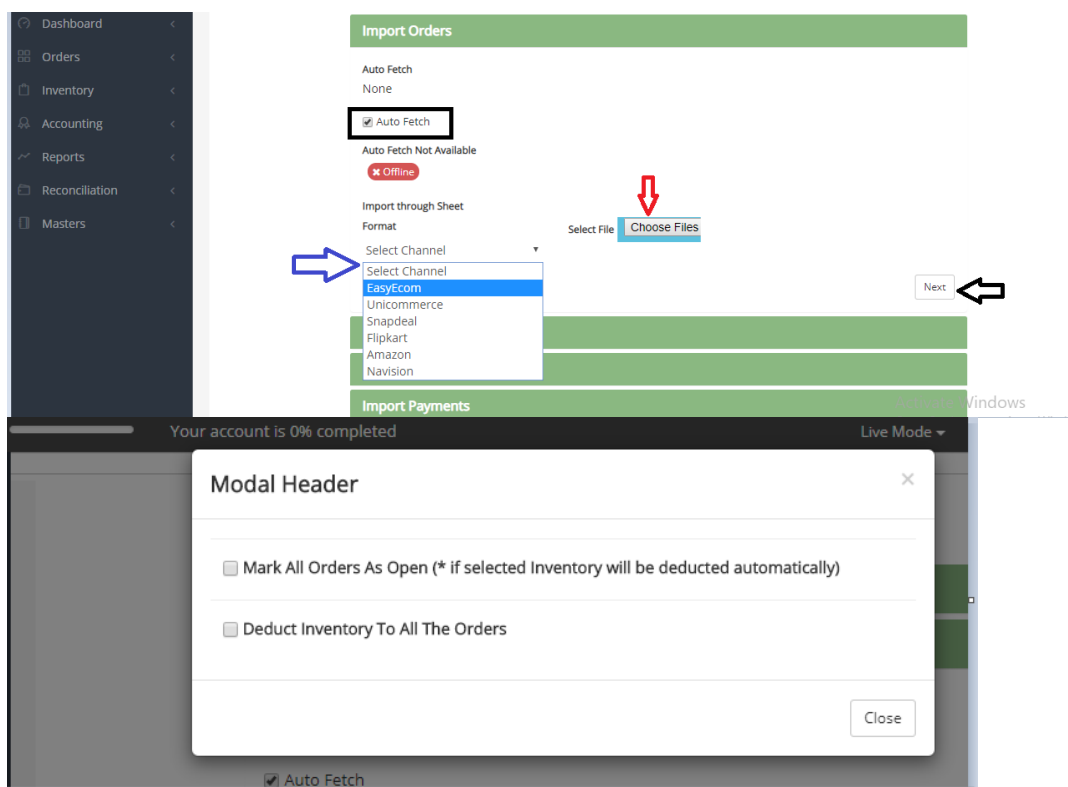
Step 2: Click on Download Easyecom Order Format

Step 3: Fill the details mentioned in the sheet.

Step 4: Select the date range, marketplace, and click on next



Step 5: Untick the Auto Fetch and select channel name as Easyecom, select 1st option in model header if you want to process orders through easyecom or click on 2nd option if you want to import the order with shipped status, choose file and upload, and click on next



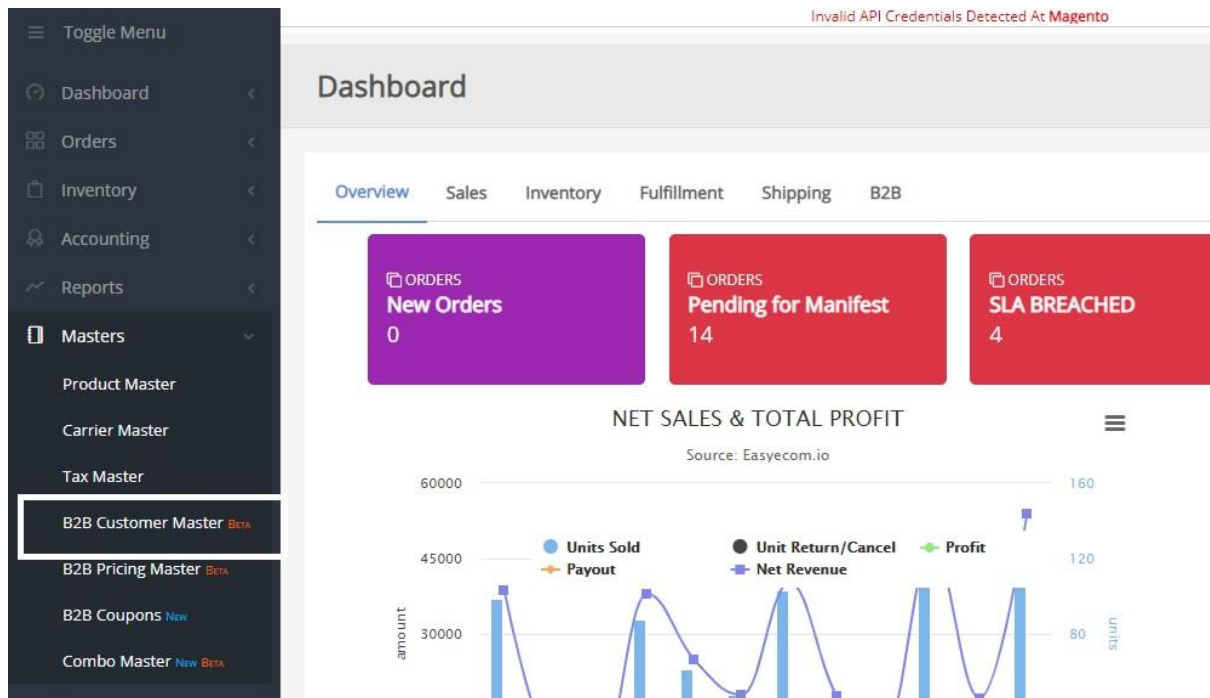
Step 4: Click on next -----> next -----> Submit

Step 5: Check the sheet status in imports job.

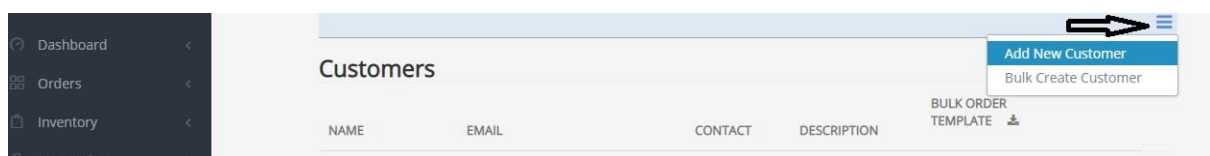
Step 6: Click the link and follow the steps to process the offline order

## 8.Steps to Create and Process the B2B orders

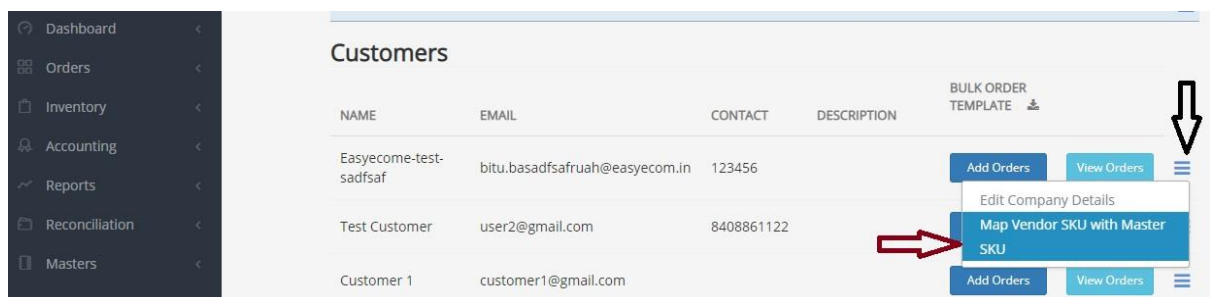
Step 1: Go to Masters -----> B2B Customer Master



Step 2: Add new customer by click the burger at right side, update the details and click on save.



Step 3: To map the vendor skus with master skus click on the option and download the csv sheet.



Step 4: Fill the sheet by adding the vendor sku, save it and upload

The screenshot shows a Microsoft Excel spreadsheet titled "Master-Vendor SKU Mapping Sheet - Microsoft Excel (Product Activation Failed)". The spreadsheet has columns A through M. Column A contains "Company Product ID" and Column B contains "Master SKU". Column C is highlighted in green and labeled "Vendor SKU". The data in the spreadsheet is as follows:

Company Product ID	Master SKU	Vendor SKU
15560	ABXYZ	
53406	abc	
53407	1141148B	
53408	testkkk	
53410	qwaszx	
53418	zxs	
53424	qwerty01	
53425	B00NBS53JG	
53426	Dell Venue 8 Pro (WiFi 32GB) Black	
53548	Fastrack	
53935		123
54936	Apple-iphone 3g	
763785	6ajantas_l	

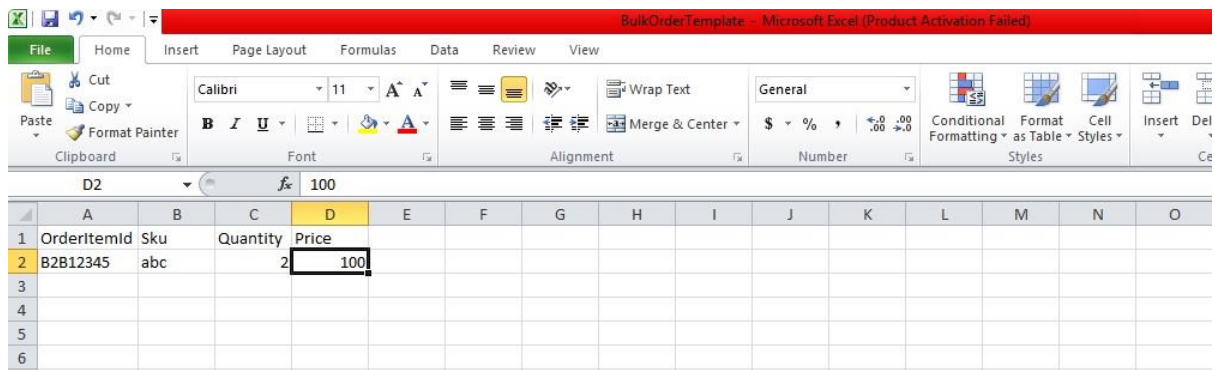
Below the spreadsheet, the EasyEcom interface is shown. A modal window titled "Map Vendor SKU with Master SKU" is open, displaying a "Download Mapping Sheet" button with a "Choose File" and "Submit" option. A red arrow points to the "Submit" button. The background shows the "Customers" section of the EasyEcom dashboard with a table of customer information.

Step 5: To add the orders you need to download the csv by clicking on Bulk Order Template

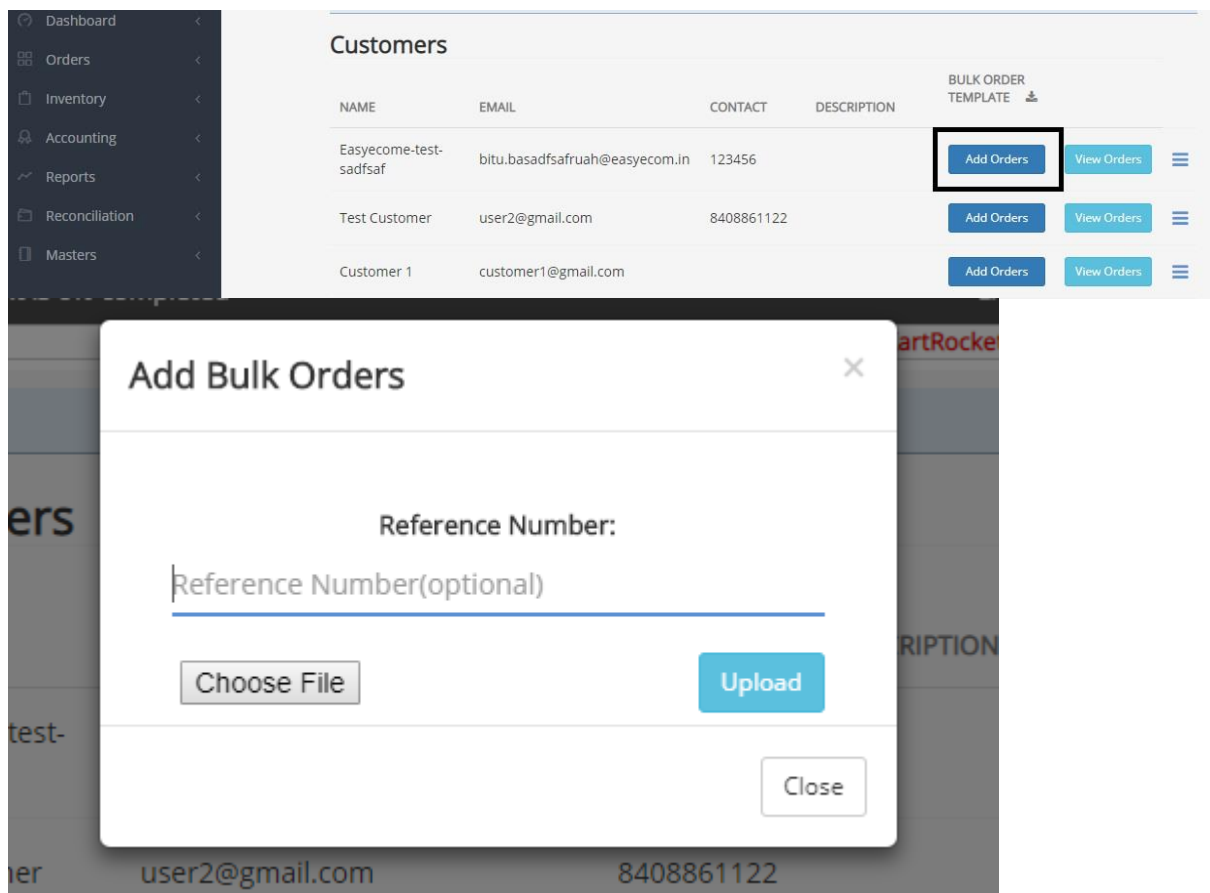
The screenshot shows the EasyEcom interface with the "Customers" section. A table lists customer information. A button labeled "BULK ORDER TEMPLATE" with a download icon is highlighted with a black box. The table data is as follows:

NAME	EMAIL	CONTACT	DESCRIPTION
Easyecome-test-sadfsaf	bitu.basadsafsafruah@easyecom.in	123456	
Test Customer	user2@gmail.com	8408861122	
Customer 1	customer1@gmail.com		

Step 6: Fill all the columns present in the csv like order number, sku, quantity, price(unit price).



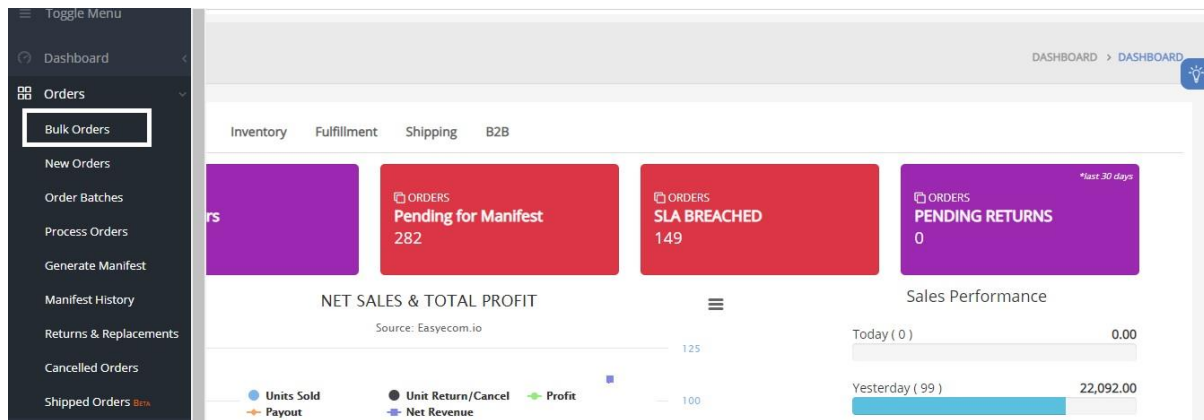
Step 7: Save the sheet, click on Add order, choose file and upload it



Step 8: By clicking on View Orders you can check the past orders

## Processing the B2B order :

Step 1: Go to Orders-----> Bulk Orders



Step 2: Click on Picklist to download and click on order number to process the order

Open Orders									
Pending Shipments									
Shipped Orders									
ORDER REF NUMBER	CHANNEL	PARTY NAME	TOTAL PARENT QTY	TOTAL ITEMS	REMAINING QTY	STATUS	PAYMENT STATUS	CREATED ON	
test121212	B2B	Easyecom-test-sadfsaf	20	20	15	APPROVED	Confirmed	2019-04-16 00:00:00	Picklist

Step 3: Select the order which you want to process and click on

Print Invoice : To generate invoice

Print Barcode: To generate Barcode

Generate Packing Slip: To generate Packing Slip of the order.

Purchase Order Items

ORDERS > BULK ORDERS

PURCHASE ORDER CODE

test121212

Print Invoice

Print Barcode

Generate Packing Slip

VENDOR NAME

Demo EasyEcom

FROM PARTY

TYPE

MANUAL

STATUS

APPROVED

Verify SKU

Scan SKU

Search:

<input checked="" type="checkbox"/>	S. NO.	ITEM TYPE	ITEM SKU	VENDOR SKU CODE	ORDERED QUANTITY	ASSIGNED QTY	REMAINING QUANTITY (SELECTED)	BRAND	COLOR	SIZE	MRP	UNIT PRICE	TOTAL PRICE
Total					20		15 (15 )				2995	75	1500
<input checked="" type="checkbox"/>	1	Mobile Phones		ABCKYZ	20	20	15 (15 )	Samsung	black	2	2995	75	1500



#### Step 4: Download the invoice report from exports job

Purchase Order Items

PURCHASE ORDER CODE	VENDOR NAME
test121212	Demo EasyEcom

Print Invoice Print Barcode Generate Packing Slip

Job Name: B2B\_Bulk\_Order\_Prints  
Marketplace: B2B  
Entry Time: 2019-04-16 17:43:17 Process Time: 2019-04-16 17:43:45  
+ More Details

Job Name: B2B\_Bulk\_Order\_Prints  
Marketplace: B2B  
Entry Time: 2019-04-16 17:38:42 Process Time: 2019-04-16 17:39:12  
+ More Details

Job Name: B2B\_Bulk\_Order\_Prints  
Marketplace: B2B  
Entry Time: 2019-04-16 17:38:42 Process Time: 2019-04-16 17:39:12  
+ More Details

STATUS  
APPROVED

venny SKU Scan SKU

## 9.Steps to create GRN and Auto GRN for Inward Process

### Steps to create GRN:

**Step1:** Go to the Inventory → Purchase Planning

Toggle Menu

Dashboard <

Orders <

Inventory ←

Manage Inventory

Listings New

Purchase Planning ←

Purchase Orders

Cycle Count

Shelving

Dashboard

Overview Sales Inventory Fulfillment Shipping

TODAY ORDERS 0

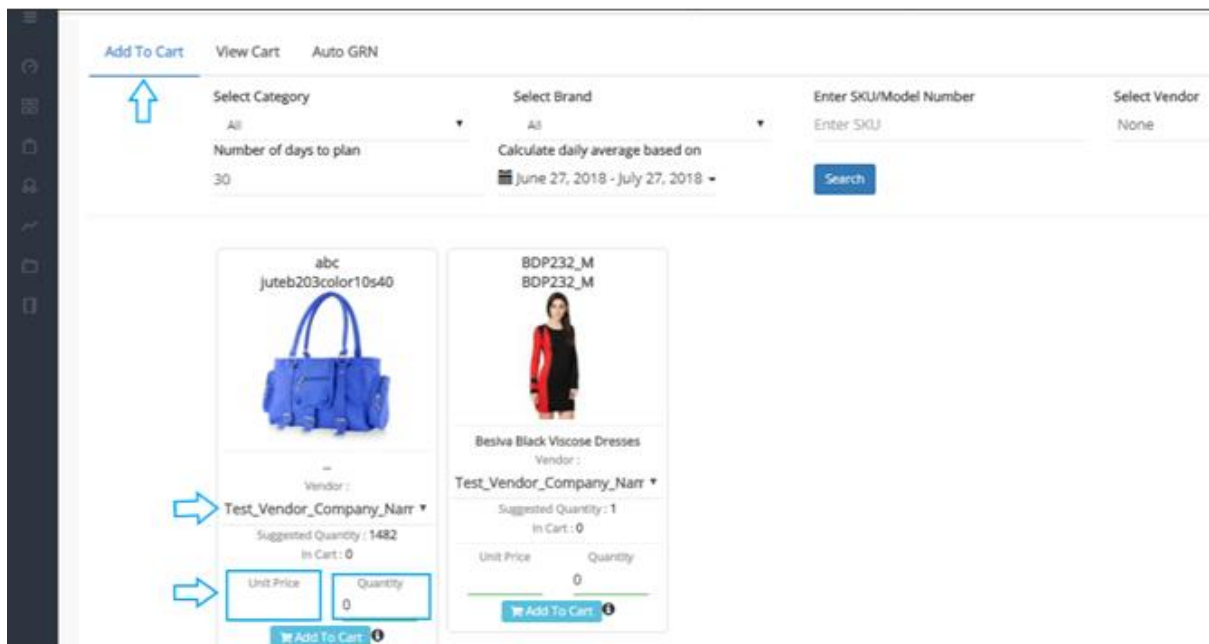
YESTERDAY ORDERS 1

TODAY REVENUE £ 0

ANNOUNCEMENTS

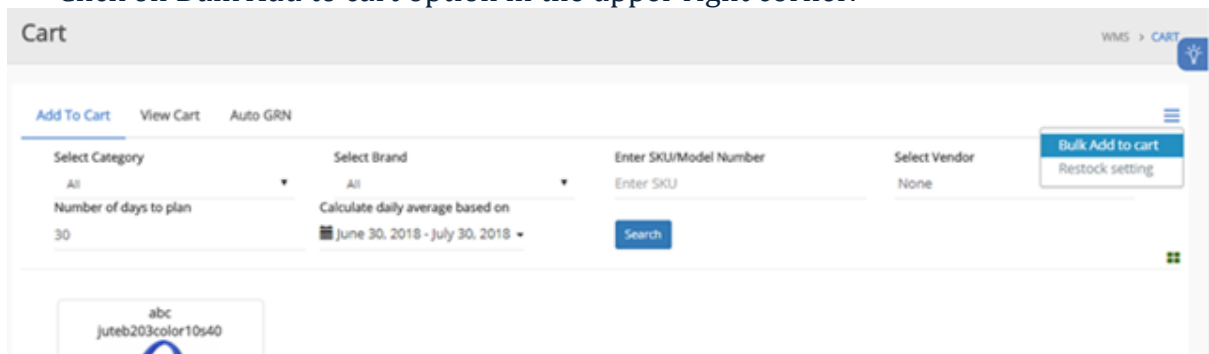
Amazon Flex Reconciliation Read More

**Step2:-** Under add to cart option, fill in the product details to be purchased and enter the vendor details, Unit Price, and Quantity.

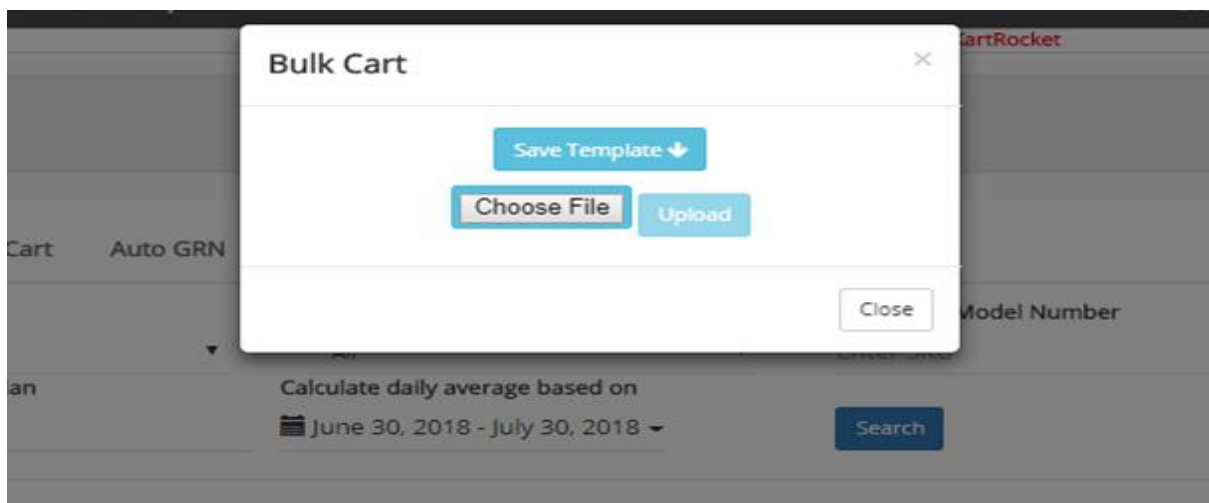


**Note:** - We also have an option to update the products in bulk.

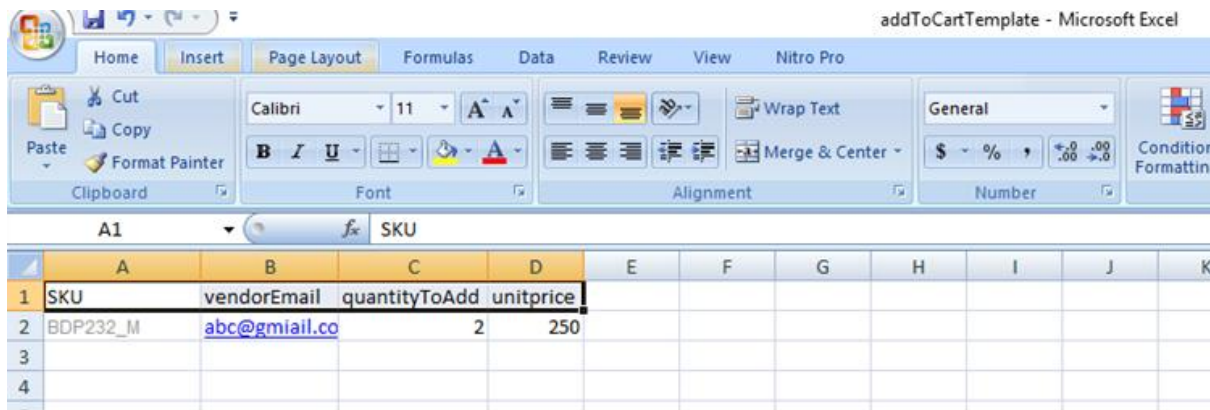
- Click on Bulk Add to cart option in the upper right corner.



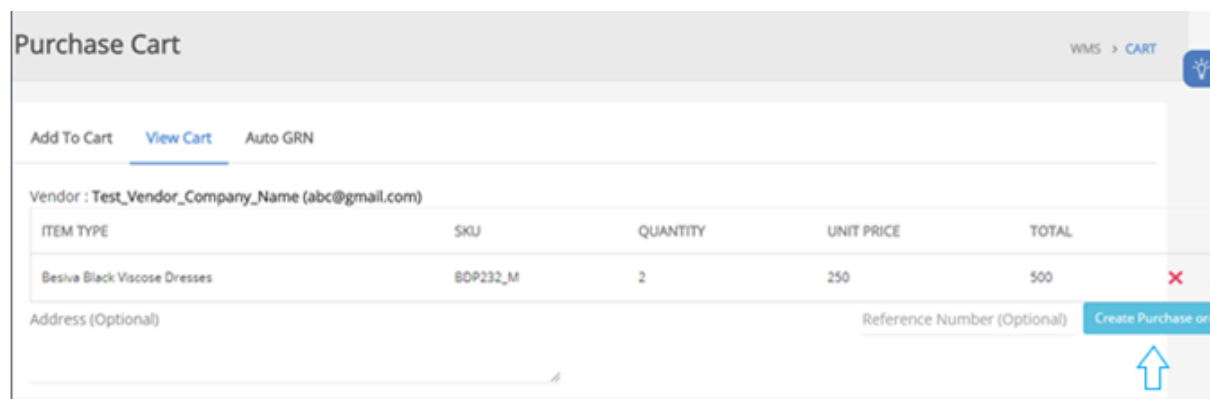
- Click on Save Template to download excel sheet.



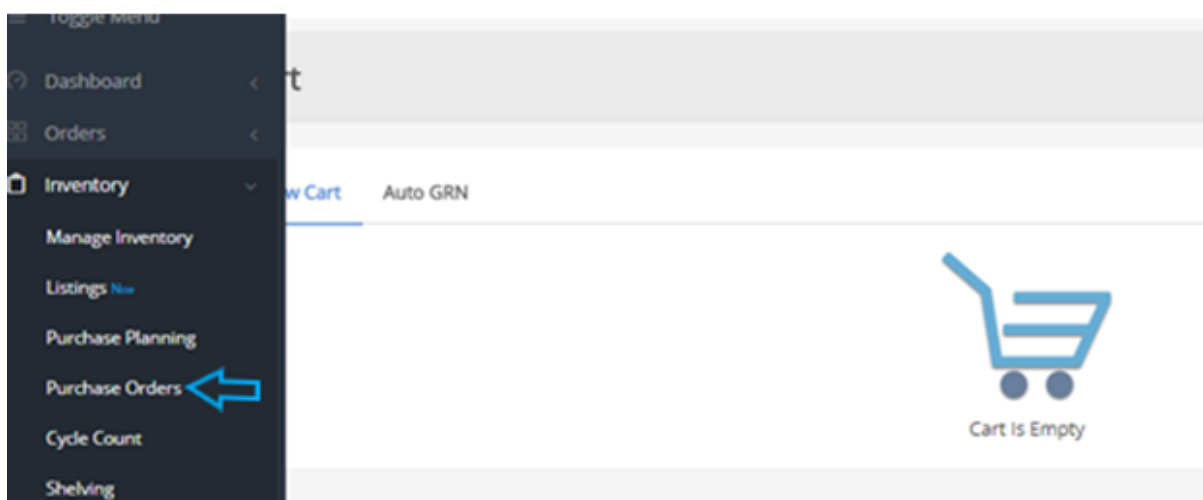
- Fill in the details and then, choose file and upload the updated excel sheet.



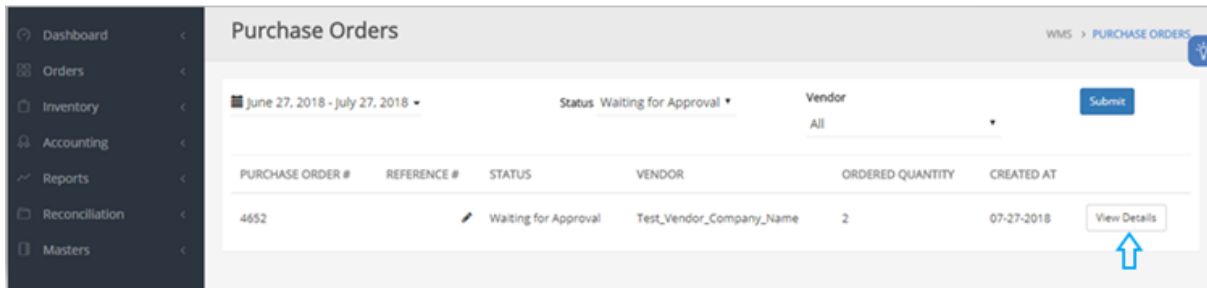
**Step 3:-** Go to view cart and click on Create Purchase Order.



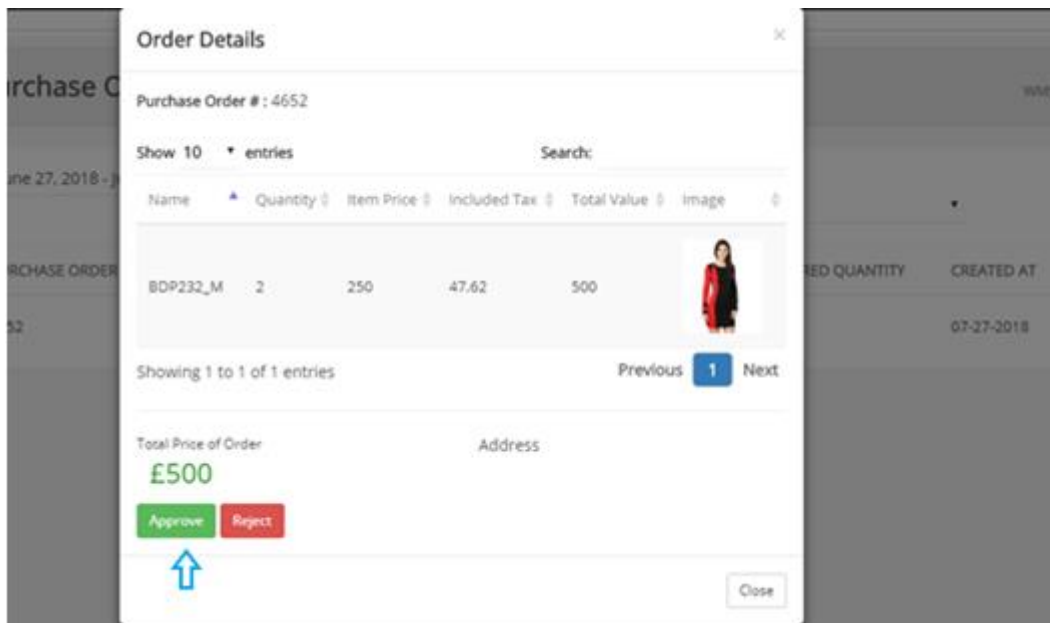
**Step4:-** After the PO is created, go to toggle menu and under inventory, click on Purchase Order



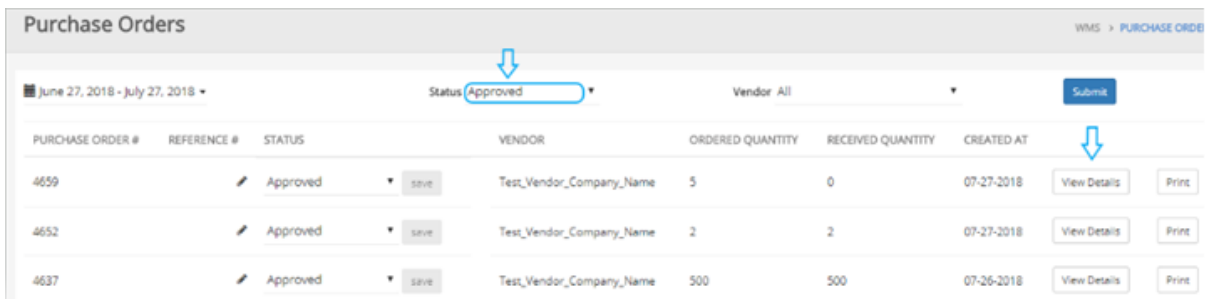
**Step 5:-** Click on view details.



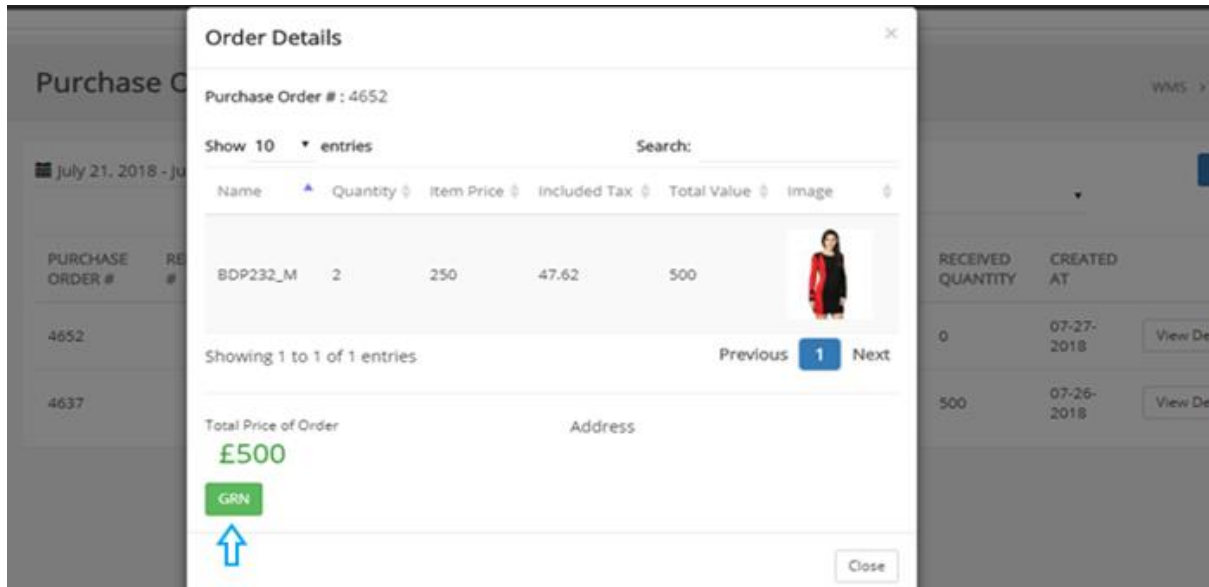
**Step6:-** Click on Approve if the details are correct or reject in case of any changes required.



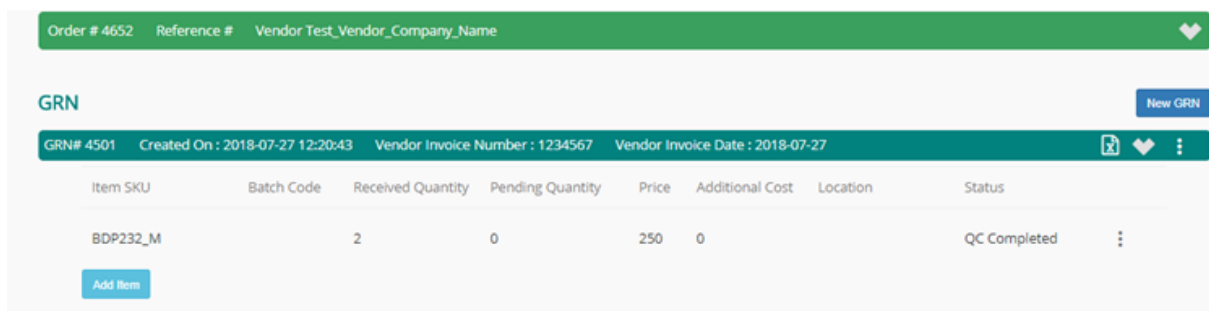
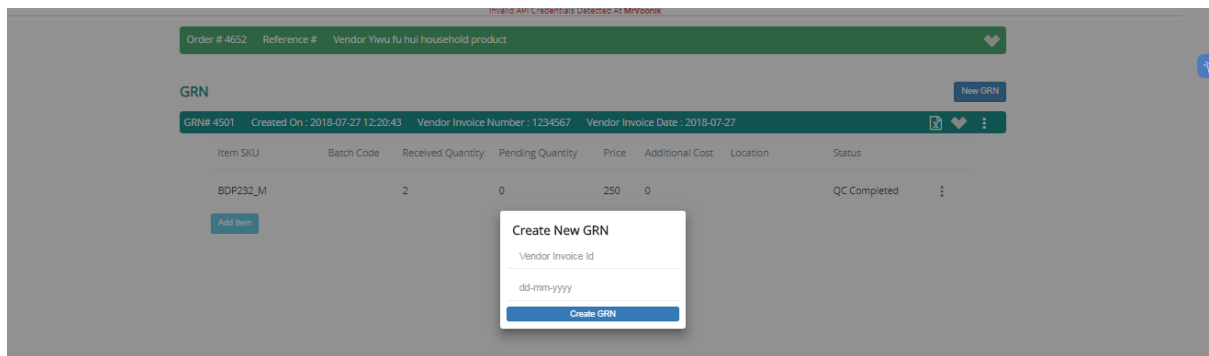
**Step7:-** Under Purchase Orders, change the status to Approved to receive all the approved order details.



**Step8:-** After clicking on view details, you will receive order details with an option to create GRN.

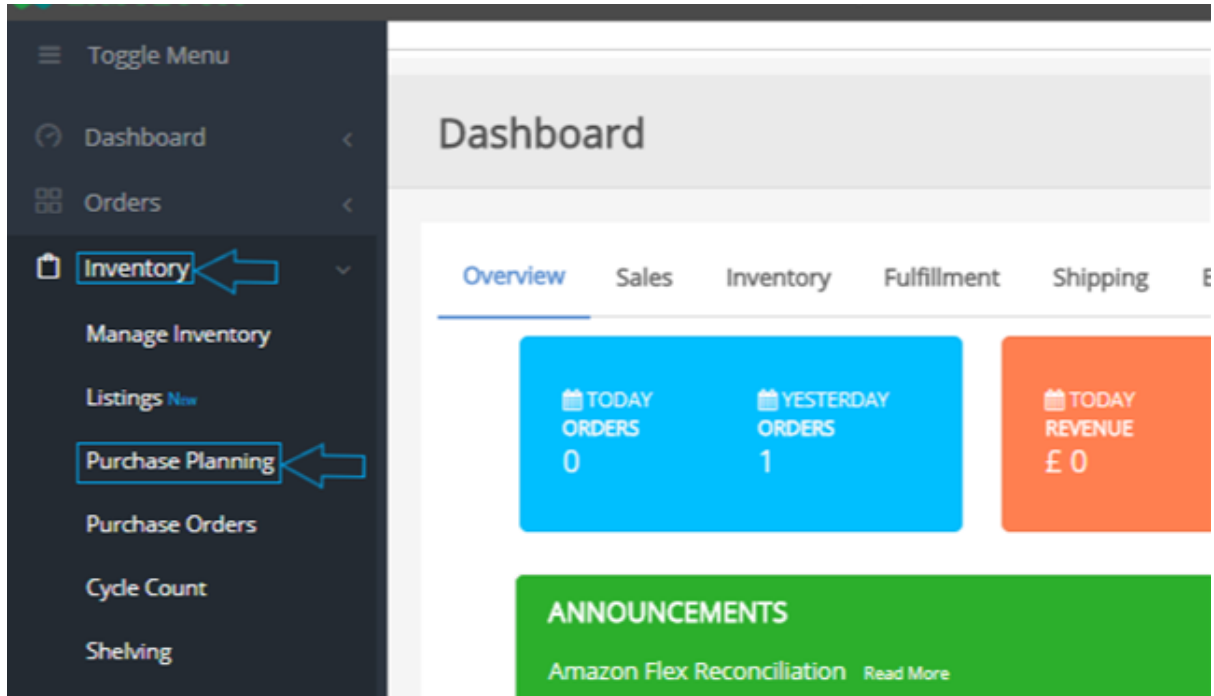


**Step9:-** On clicking GRN, you will receive a pop up wherein you can fill in the vendor invoice id and date, and then the page will be updated with new GRN.

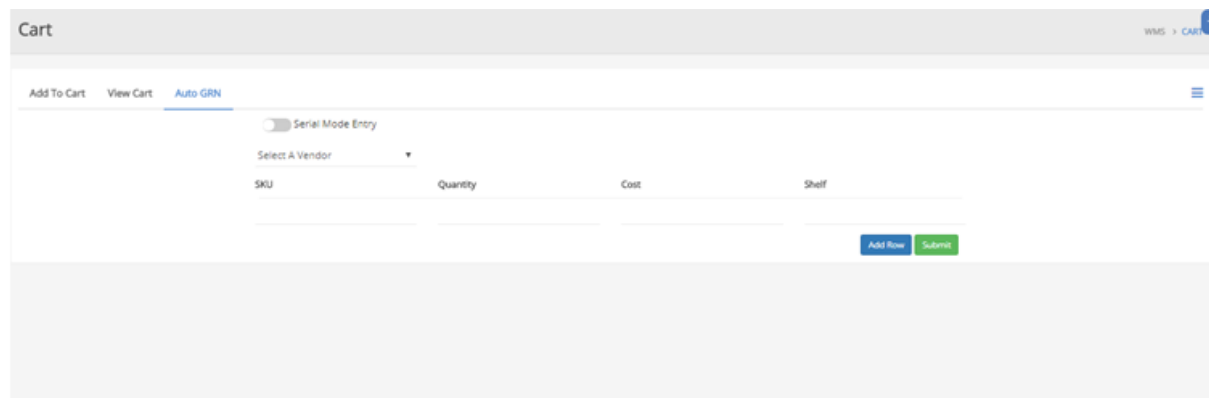


## Steps to create Auto GRN:

**Step1:-** Go to the Inventory → Purchase Planning



**Step2:-** Go to Auto GRN section.



*Note: Before Uploading the sheet please be ensured that TAX is updated for the entire category.*

**Step 3:-** Fill in the vendor details and, SKU, Quantity, cost, shelf. In case of additional products, go ahead and click on add row to fill in the other order details and then click submit.

Auto GRN

☐ Serial Mode Entry

Test\_Vendor\_Compar ▼

SKU	Quantity	Cost	Shelf
BDP232_M	2	250	

[Add Row](#) [Submit](#)

The GRN will be queued and inventory quantity will be successfully updated.

Note: To update the Auto GRN in Bulk, please follow below procedure,

- Click on Bulk Auto GRN

Auto GRN

☐ Serial Mode Entry

Select A Vendor ▼

SKU	Quantity	Cost	Shelf
-----	----------	------	-------

[Add Row](#) [Submit](#)

[Bulk Auto GRN](#)

- Select a Vendor Click on Save Template to download the GRN sheet.

Auto GRN

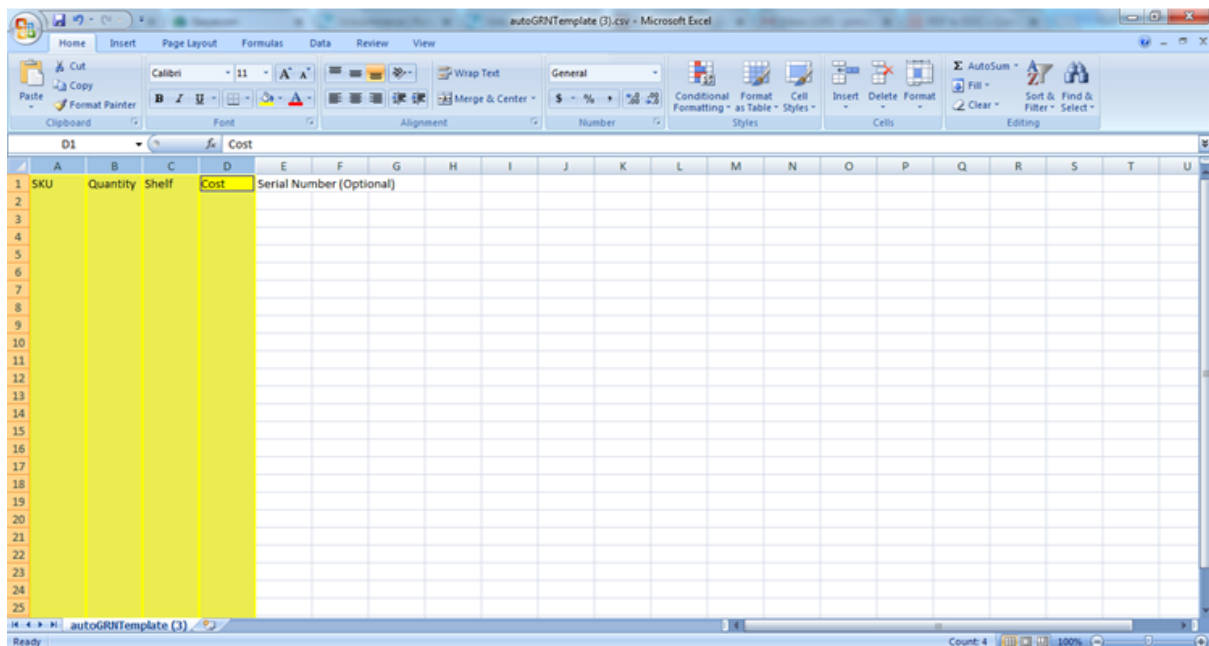
[Save Template](#)

Select a Vendor ▼

[Choose File](#) [Upload](#)

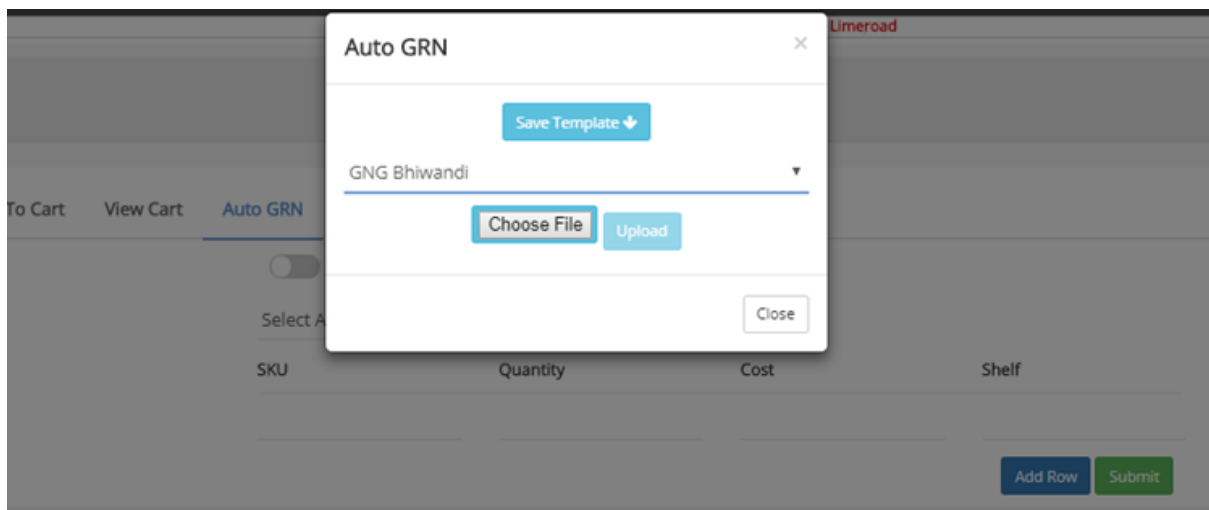
[Close](#)

- Update the details in the GRN sheet.



\*\*\*Update the highlighted column to generate the GRN

- Once the sheet is updated, save and Choose file to upload.



\*\*If any error comes after uploading the GRN sheet as Invalid master SKU (Create the Master SKU first and then upload the sheet)  
After the sheet is uploaded, the GRN will be queued and inventory quantity will be successfully updated.