# Adding products into a PO/GM in 301

The **301 tab**, also known as the **purple tab**, is used to create and manage POs/GMs that already exist within Win Prism. Most POs/GMs used during receiving should be located here first before moving to the 201 (blue tab).

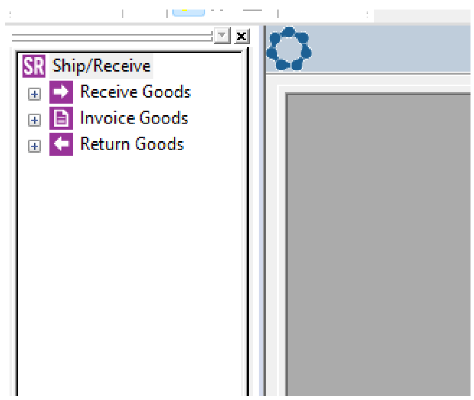
This section explains how to **create a PO/GM in 301** when one exists but is **empty or needs to be completed**.

## Accessing the 301 (Purple Tab)

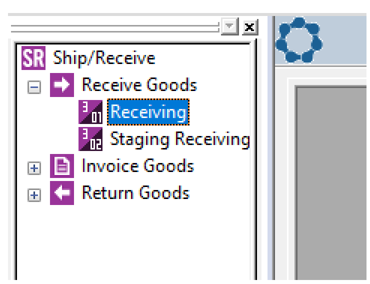
1. Log in to **Win Prism** using your credentials.
2. Navigate to the **301 tab**, also referred to as **Tab 3** or the **purple tab**.
3. This is the primary area used to locate and work with existing POs/GMs during receiving.


(Above in the red box is where you would find 301 or the purple tab)

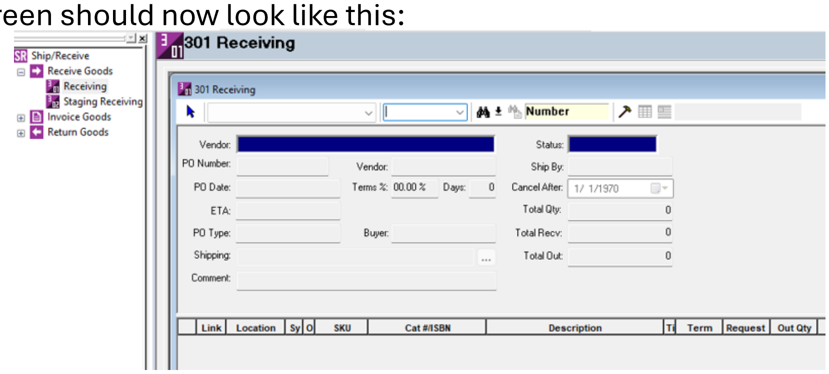
4. Once you click the purple tab you will see this screen.




5. Click the + Receiving Good, once you clicked that you will see two options. click Receiving




6. Your screen should now look like this:



## Locating the PO/GM in 301

Before creating anything, always search to confirm the PO/GM already exists.

Use the search bar near the "All Locations" and use one of the following methods:

- **PO or GM number**, if available
- **Vendor name**
- **Item description**, if needed

**Refer to "Finding POs/GMs in 201" to understand the process more.**

If the PO/GM is found and contains information **check with a shift lead or manager**, then proceed with posting.

If the PO/GM is found but **empty**, follow the steps below to create it.

## Adding items to the PO/GM

Once you have confirmed the PO/GM is empty:

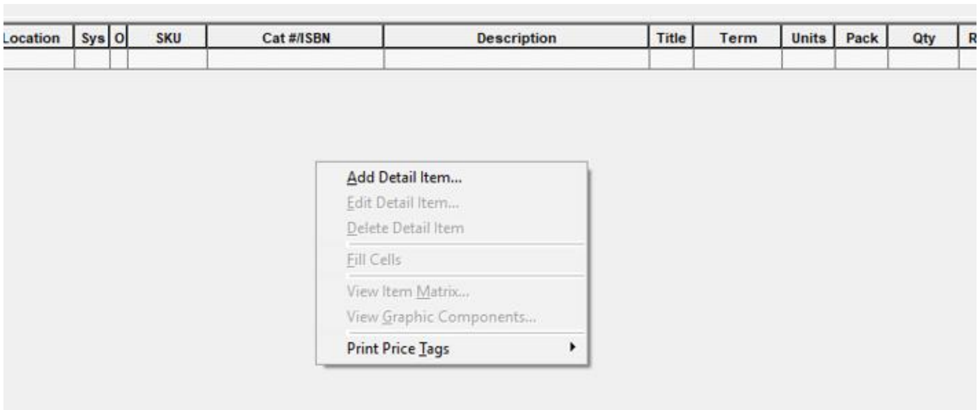
1. Open the PO/GM record in **301**.
2. Use the **invoice** to enter the required information, including:
   - Vendor
   - Item details
   - Quantities
   - Any additional required fields shown on the invoice.
3. Carefully verify all information matches the invoice before proceeding.

This step ensures accuracy before posting and prevents receiving errors.

**BUT** keeping this in mind we also must check within our system (Win Prism) if the item we want to add into the PO/GM has already been created.

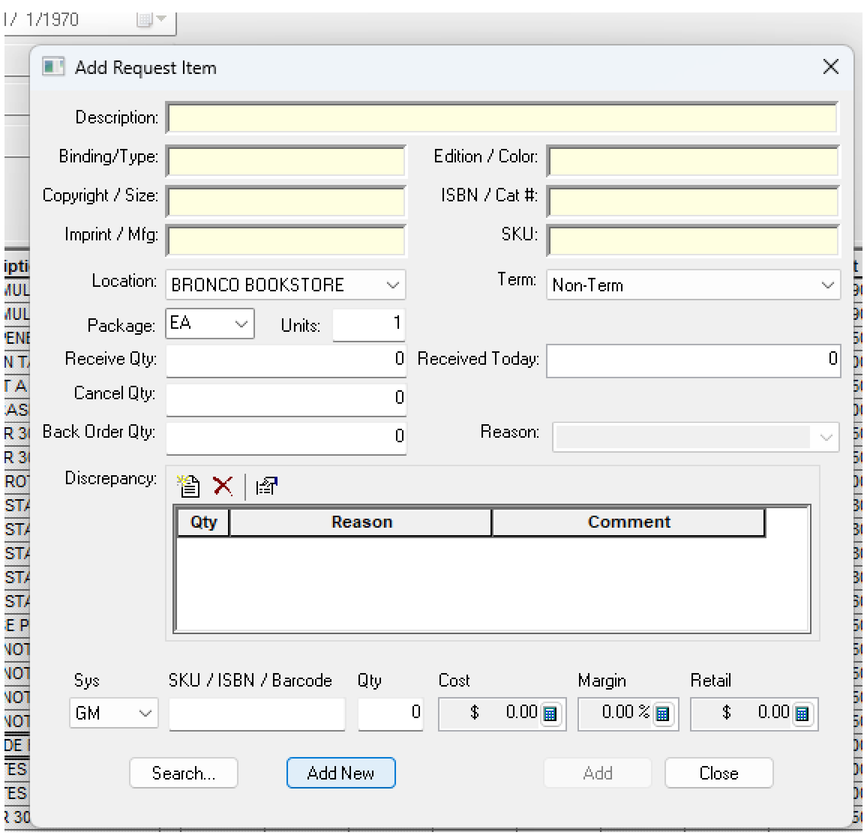
## How to do add an existing item:

1. Within the same page as step 6 in Accessing the 301 we want to right click anywhere with the page for example like this:

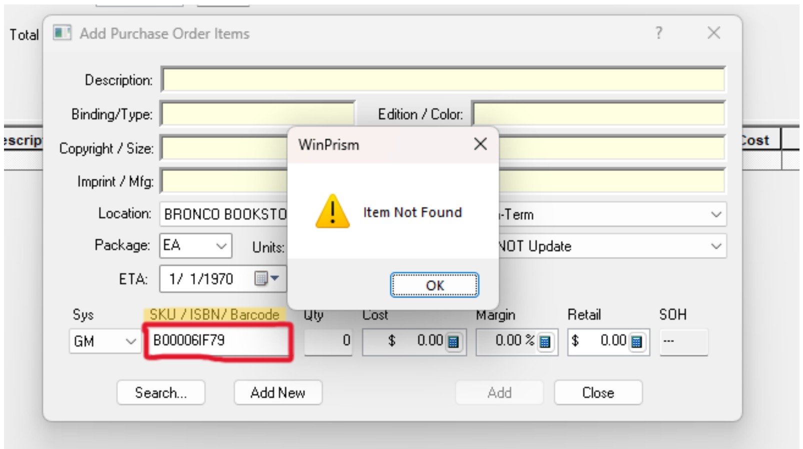



(As you can see, we have an option of "Add Detail Item" that is where we want to be to find if the item we are trying to add to a certain PO/GM already existed or needs to be created. We also have many different options to choose from, but we can get into this later.

2. Once you click on "Add Detail Item" you should now see this prompt:



3. While within the prompt of step 2 we want to add the product, we are trying to find/add. For this example, let's say we have the catalog # plug it into the "SKU/ISBM/BARCODE." Below is a pic of that section highlighted and within the red box is a catalog number. As you can also see, there is an error message meaning when we click enter our system or Win Prism didn't find anything within the catalog # category of our system.




4. Since that didn't work, we still have 3 more ways to search and see if an item we are trying to add is in our system BEFORE we make a new one.

**Refer to "Finding POs/GMs in 201" to understand the process.**

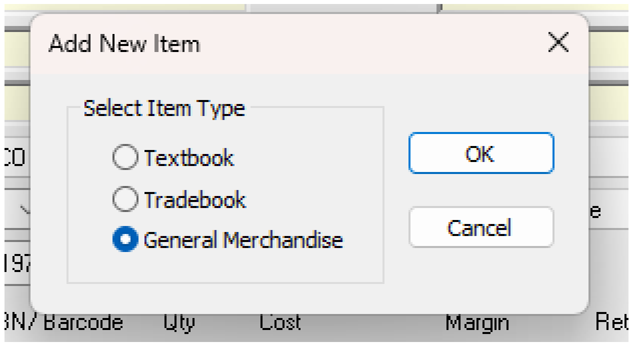
**Reminder this step is crucial and should be done before creating a new item, there have been many steps where someone will create a new item that already exists and now our inventory is messed up.**

## Making a brand-new SKU

If you did the other steps that are included in "Finding POs/GMs in 201" and still haven't found the item, you are trying to add. Below are the steps on how to do that **WHILE** within 301.

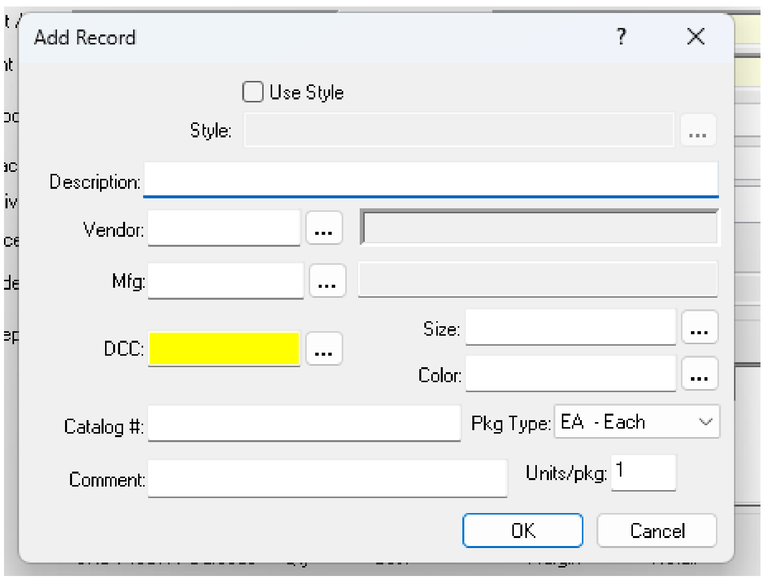
Step 1: While are you on the same page or area as step 3 from **How to do add an existing item:**. Near the bottom left corner, you should see two buttons "Search" and "Add New." Please click "Add New."

Step 2: You should them be given this prompt:




We must ALWAYS click “General Merchandise” we will never use the other unless someone ordered you too but for now, please keep in mind that you are ALWAYS clicking “General Merchandise.”

Step 3: Once you click the “OK” button you should then be lead to this prompt:



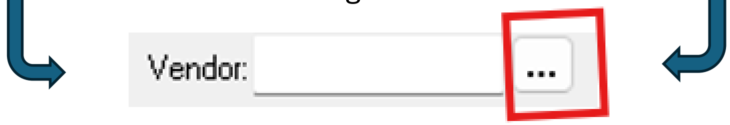

As said before from **Adding items to the PO/GM**, we need all the information from that section; Which includes the Item Description, Vendor code, Mfg. code, DCC, color if it has a color, Size if it’s a food item (Ex. 12 OZ), catalog #, and Units/pkg.

Below are the reasons why we need this information:

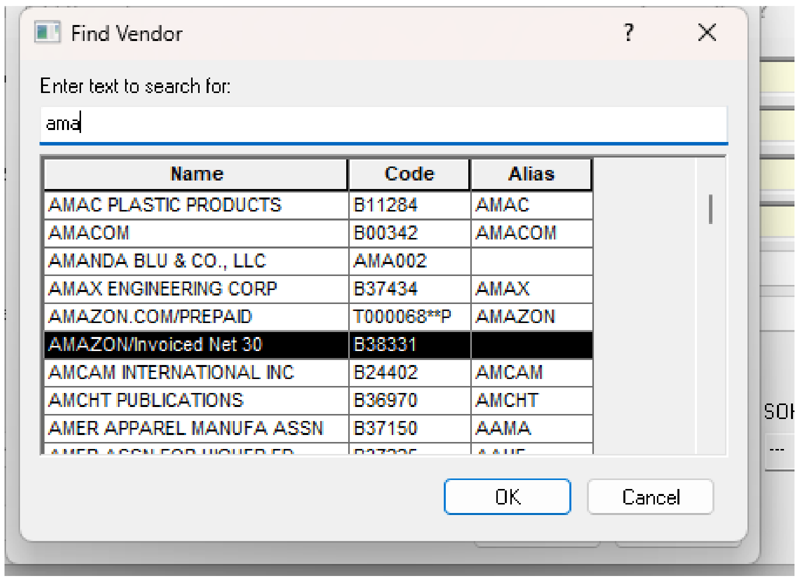
- Item Description: Is obviously to know what item which item is KEEP IN MIND when you are typing this Item Description IT MUST BE IN CAPS. WE MUST ALWAYS TYPE IN CAPS, never LOWER CASE. If you are ever confused on what to write based on the situation you can copy it from the invoice if you have one OR ask a lead/ manager

OR if you feel comfortable enough you can create a description if it is obvious to what the item is.

- Vendor Code: if you look within step 3 never vendor code there are 3 dots to the right.



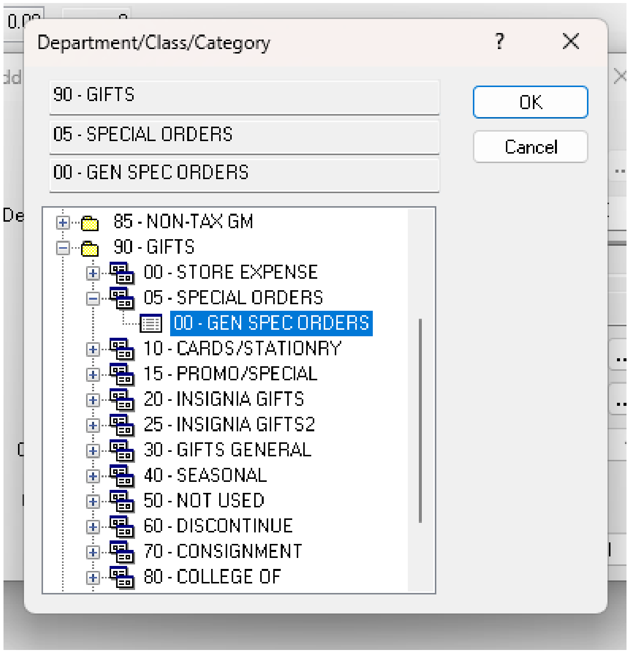

Once you click those 3 dots you should be given this prompt




If you notice within the pic “Name” is the first option which in the “Enter text to search for” someone is type ama which is for AMAZON/Invoiced Net 30 BUT when this prompt opens up “Code” will be the first option on how to move name to become the first option simple just grab the name section and push it all the way to the left which we make “Name” first. Then you can begin searching.

- Mfg. code: We don’t have to really worry about this so we can just copy and paste the vendor code into the Mfg. code or type whichever is easier for you.

- DCC: DCC stands for department class category, what that means is that you are categorizing items to fit within our system for example.



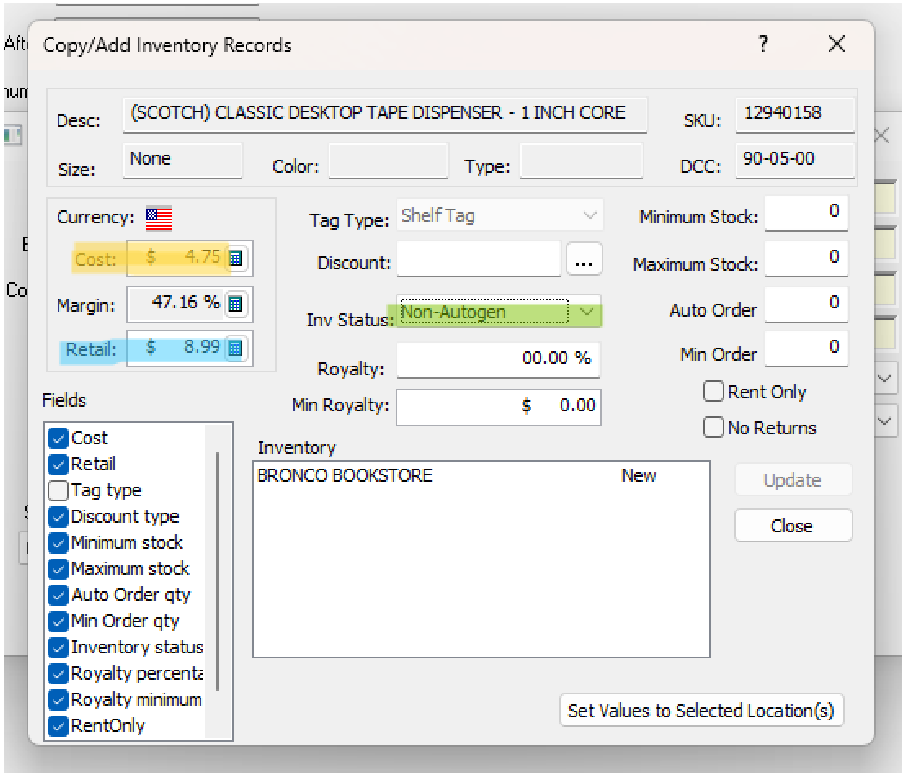

As you can see to the left this is how the 3 dots near the DCC prompt looks like when you click it. Depending on the item at hand you will click what is need for this example we are creating a Gifts (90), and it is a Special Order (05) so it will go in General Special Orders (00).

If you are confused at any moment of this, please seek out a lead or manager and they can help!

As you can see all these examples help correlate what goes with what BUT if you have any questions please seek your team lead or manager and they can guide you.

- Color/ Size: This is just asking if the item has a color or size if it doesn't you can leave it blank if it does, please add it.
- Catalog #: Is QUITE important if you have an invoice, you can use the catalog # it has if you don't have an invoice but there's a barcode most of the times the catalog # shows right above it. IF that doesn't work, we can always use the internet to help us. IF THAT DOESN'T work try asking a lead or manager and if nothing else works leaving it blank is okay but we must do the if states.
- Units/Pkg.: Just means if it comes in a pack so like there will be items that when you count them come in two different boxes but within one box it has 6. Adding up to 12 in total, things like this is when you would put 6 in the Units/Pkg: section. If all comes in separately 1 within the units/Pkg is good as well. But for extra precautions asking your lead or manager is always helpful as well.

Step 4: Once all this is done you can press okay; Then we will move on to adding the cost and retail of the item. This is the prompt you should see:

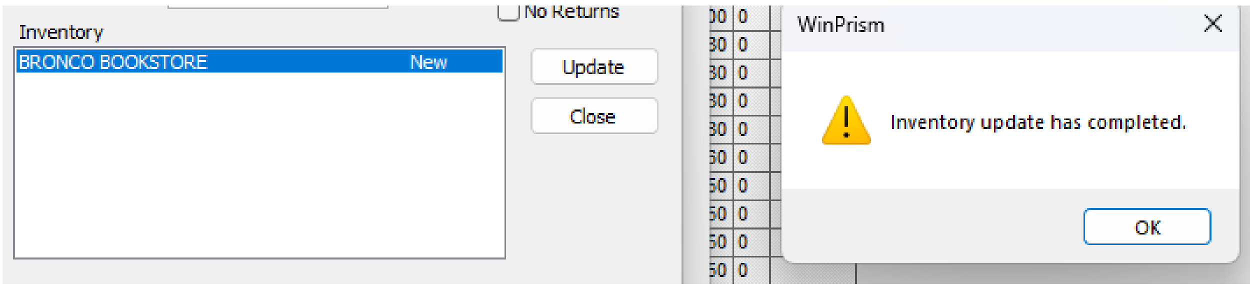



In the yellow highlight we have the cost of the item; How we find this depends on what we have so if we have an invoice the invoice will usually tell us. In a section that says Cost Per Units OR it will say Ext. Cost which means the total of the items. For example, if something cost $12 dollars for 6 items, we would do the math by doing 12.00 divide by 6 which equals $2 dollars which is our cost.

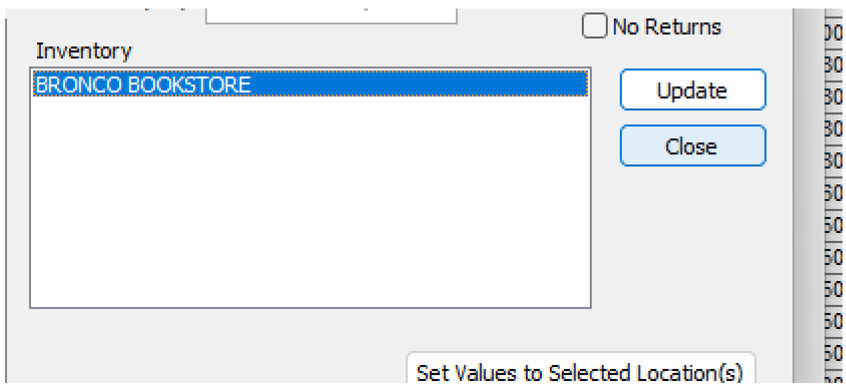
In the green highlight is our inv starts. Which means if the item we are creating can be 1. Active, 2. non-Autogen, and our 3. discontinued. If you are making an item for GM, you can leave it as Active unless said differently from a higher up.

In the blue highlight is our retail. How we get our retail is going based on the math we just did so if our cost was $2 we would times that by 2 which equals 4 **BUT**, in the bookstore, **SPECIFICALLY** general merchandise (GM) we **ALWAYS** do either 4.49 or 4.99 whatever it is so that or Margin which you see between cost and retail is above 50%.

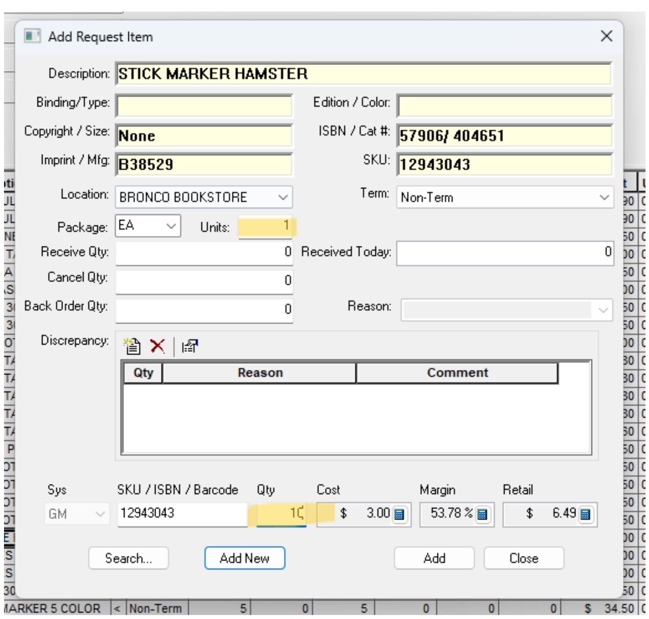
Step 5: Once you are done with adding all the pricing and such now it is time to save the item if you notice near the bottom there is “BRONCO BOOKSTORE” in caps click it then click update. You will see a Win Prism pop up saying the following below, simply press okay leading to the next step.




Step 6: When you click okay from the “Inventory update …” Click “BRONCO BOOKSTORE” in caps again but instead of clicking “Update” click “Close.”




Step 7: When you click “Close” you should now see this prompt:



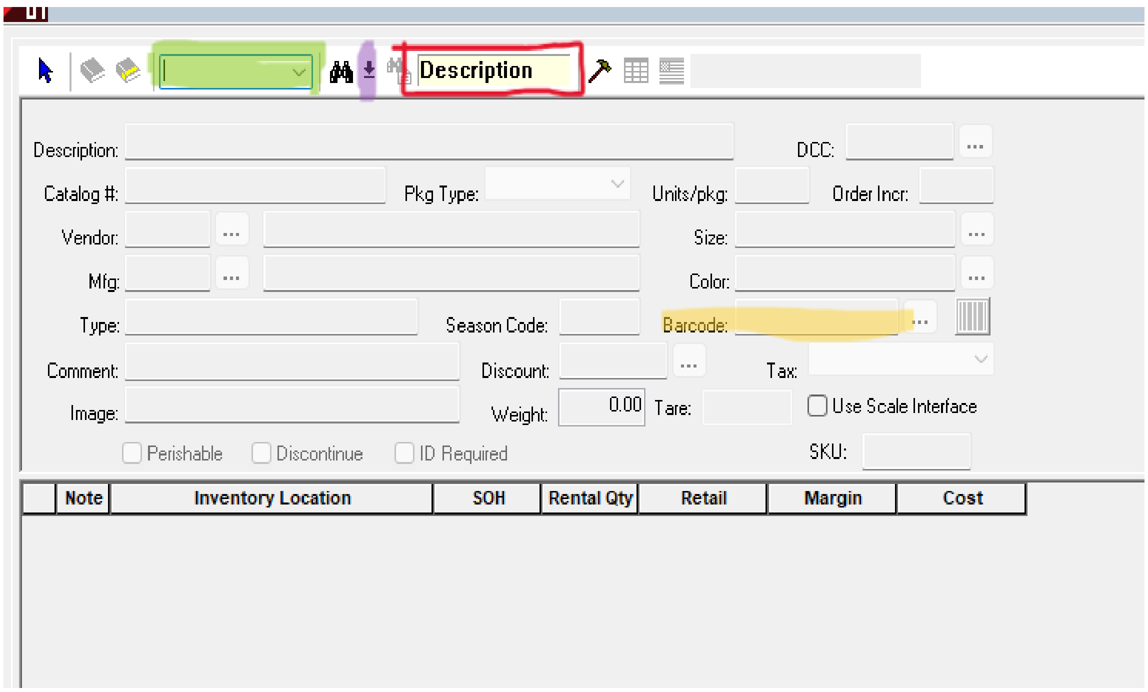

Like we talked about in Step 3 above where we talking about the Units/Pkg section as you can see this item as a Unite of 1 but ON the bottom near the “SKU/ISBN/Barcode” to the right is a “Qty” we are adding 10 items of qty so now when we post the PO/GM we need to verify/ count that there are 10 items of this item.

ONCE this is done click “Close” on the right corner and you officially created a new item!

## Adding an XERF to an item

How to add an “XERF” or “Barcode to an item will be using the red tab or 101. Please refer to “Finding POs/GMs in 201” to understand 101 a little more. But basically, the process is.

1. Go to the red tab or 101 and make sure you are on the GM tab.
2. Using the pointing down arrow near the yellow box that says “Description” within the pull-down arrow choose “SKU” now within that yellow box it should say “SKU.”
3. Near the top there are two little box to the left is the search box enter the “SKU” of the item you are trying to add the XERF too. Then press enter you should now see the item pop up.




(The picture above is a visual to highlight the difference between the steps. In the green highlight is the “search bar” where you would type the “SKU.” In the purple highlight is the pointing down arrow which will give you the different categories to search by. In the red box is where that category would show you make sure you are searching by description, SKU, XERF, etc. Then lastly in the yellow highlight is where you will add the “Barcode”)

## Posting the PO/GM

After the PO/GM has been completed:

1. Click the **hammer icon** within the PO/GM.
2. Select **Post**.
3. Once posted, print the **receiving document** associated with the PO/GM.
4. Attach the printed receiving document to the corresponding boxes.

This document must stay with the boxes until the receiving process is complete.

### Reminder

- Always search for **301 first** before using the 201 tab.
- Do not post a PO/GM until all information has been verified against the invoice. Unless said otherwise from your lead or manager. Since you are new, please always ask the people around you for help.
- Printed receiving documents must match the boxes they are attached to.

### Common Mistakes

- Creating a PO/GM without checking if one already exists
- Posting a PO/GM before verifying invoice details
- Attaching the wrong receiving document to boxes
- Skipping the print step after posting

### What to Do If You're Unsure

If you are unsure whether a PO/GM should be created or how to proceed:

1. **Pause the process** = do not guess.
2. Review the invoice and PO/GM information again.
3. Ask the Lead**, Receiving Manager, or GM Manager** for clarification.

4. If still unclear, **set the boxes aside** and notify the team via chat.

### How This Fits into Receiving

- **301 (Purple Tab)** → Used first for existing POs/GMs
- **201 (Blue Tab)** → Used if the PO/GM is not found in 301
- Both processes end with **posting, printing, and attaching documents.**