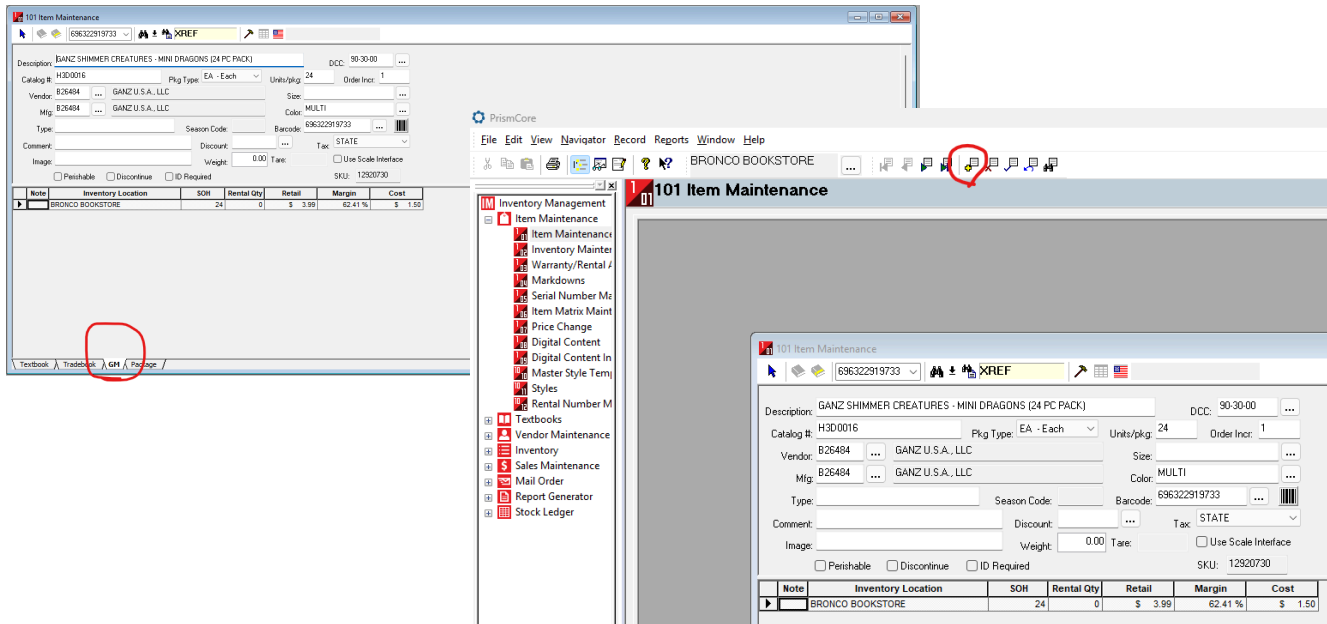


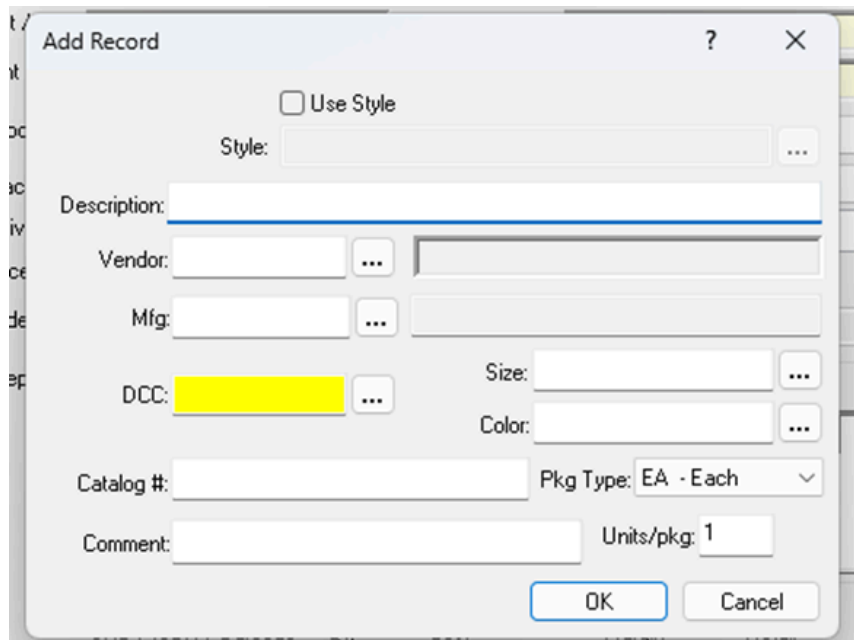
How to Make a SKU in 101

If an item doesn't exist in the system, you will need to make/ add it to our system using 101 (Item Maintenance).

To begin, open 101, and select the GM tab. Then, click on the plus icon at the top.



1. Afterwards, a popup will appear. Start by naming the item in the description field by either using a similar item, the packing list/invoice, or a description of the item as a reference. **Make sure to do this in ALL CAPS.**



- Now, click on the three dots next to the Vendor field. Another popup will appear, and here you will need to find the vendor and select it. Do the same for the Mfg field, as they are both the same.

The 'Add Record' dialog box contains the following fields and controls:

- Use Style
- Style: ...
- Description:
- Vendor: ... (highlighted with a red circle)
- Mfg: ...
- DCC: ... (highlighted in yellow)
- Size: ...
- Color: ...
- Catalog #: Pkg Type: EA - Each
- Comment: Units/pkg: 1
- Buttons: OK, Cancel

The 'Find Vendor' dialog box shows a search for 'ama'. The results table is as follows:

| Name | Code | Alias |
|-------------------------------|---------------|--------|
| AMAC PLASTIC PRODUCTS | B11284 | AMAC |
| AMACOM | B00342 | AMACOM |
| AMANDA BLU & CO., LLC | AMA002 | |
| AMAX ENGINEERING CORP | B37434 | AMAX |
| AMAZON.COM/PREPAID | T000068**P | AMAZON |
| AMAZON/Invoiced Net 30 | B38331 | |
| AMCAM INTERNATIONAL INC | B24402 | AMCAM |
| AMCHT PUBLICATIONS | B36970 | AMCHT |
| AMER APPAREL MANUFA ASSN | B37150 | AAMA |
| AMER ASSN FOR HIGHED ED | B37205 | AAHE |

Buttons: OK, Cancel

- For the DCC, another popup will appear, and here you will need to classify the item based on the descriptions provided. For example, if it is a candy item, you would go to 20 - FOOD/BEV, then 20 - NONTX FOOD/BEV, and then 30 - CANDY/GUM/MINTS. Select this and then click OK. Also, add the Catalog number in the Catalog # field, if applicable. You will usually find this on the packing list/invoice if you don't have an invoice you can try using the website of the vendor if this is the case talk to a lead or manager.
- If the item is a clothing item, click on the three dots next to the Size field and select the corresponding size. Do the same for the Color field if the item comes in different colors, even if it is not a clothing item. **Though clothing items are already created because of item matrices if we do need someone to create a new one please talk to Pattelynn or Keith.**
- If the item came in a display or container of many, set the Units/pkg field to however many items are in each package. After all this is finished, click OK in the bottom right.

6. Now, one more popup will appear, and here we will set the prices for the product. In the Cost field, we will put the price that we paid for the item, which will be found on the invoice/packing list. If the item came in a pack of multiple, divide the total cost by however many it came with, and put that price in the field.
7. Now, for the Retail field, we will mark up the price to as close to a 50% margin as possible. **However, the price MUST end in either .49 or .99.** After the price is set, select the field that says BRONCO BOOKSTORE, and then click Update in the bottom right.

Copy/Add Inventory Records

Desc: DUMMY SKU: 12943609

Size: None Color: Type: DCC: 20-20-30

Currency: Tag Type: Shelf Tag Minimum Stock: 0

Cost: \$ 1.90 Discount: ... Maximum Stock: 0

Margin: 52.38 % Inv Status: Active Auto Order: 0

Retail: \$ 3.99 Royalty: 00.00 % Min Order: 0

Min Royalty: \$ 0.00 Rent Only

No Returns

Fields

- Cost
- Retail
- Tag type
- Discount type
- Minimum stock
- Maximum stock
- Auto Order qty
- Min Order qty
- Inventory status
- Royalty percent
- Royalty minimum
- RentOnly

Inventory

| | |
|------------------|-----|
| BRONCO BOOKSTORE | New |
|------------------|-----|

Update Close

Set Values to Selected Location(s)

- Finally, the popup will close. Now, simply select the Barcode field and either scan or type in the XREF of the product you are adding. Afterwards, click on the Save Record icon on the top of the screen (checkmark icon), and the item is officially done being added.

| Note | Inventory Location | SOH | Rental Qty | Retail | Margin | Cost |
|------|--------------------|-----|------------|---------|---------|---------|
| | BRONCO BOOKSTORE | 0 | 0 | \$ 3.99 | 52.38 % | \$ 1.90 |

Below in the red circle is the checkmark

PrismCore

File Edit View Navigator Record Reports Window Help

BRONCO BOOKSTORE

101 Item Maintenance

101 Item Maintenance

Description: DUMMY DCC: 20-20-30

Catalog #: Pkg Type: EA - Each Units/pkg: 10 Order Incr: 1

Vendor: AD0001 ADORAMA Size:

Mfg: AD0001 ADORAMA Color:

Type: Season Code: Barcode:

Comment: Discount: Tax: NOT TAXABLE

Image: Weight: 0.00 Tare: Use Scale Interface

Perishable Discontinue ID Required SKU: 12943609

| Note | Inventory Location | SOH | Rental Qty | Retail | Margin | Cost |
|------|--------------------|-----|------------|---------|---------|---------|
| | BRONCO BOOKSTORE | 0 | 0 | \$ 3.99 | 52.38 % | \$ 1.90 |

What is an XREF?

An XREF is essentially a barcode, not to be confused with a SKU. (A SKU is an identification number for a product). Whereas a SKU is a stock keeping unit, XREFs are simply cross reference codes used to quickly identify items based on manufacturer provided barcodes. They're what is scanned at a register to purchase an item. When a barcode is scanned, the system automatically recognizes the product. Each barcode has a distinct pattern of lines with numbers corresponding. You can scan a barcode to pull up the XREF without having to type in all the numbers.



Example of a barcode with an XREF underneath.

Adding in XREFS to already existing products - Occasionally, new clothing items being received will already have been added onto the system, albeit with only the SKU, in cases like these, once clothing items are checked in and counted, the barcodes on their existing tags will need to be added.

101 Item Maintenance

12733651 SKU

Description: CPP ZIP BRONCOS ON HOOD / CPP FRONT DARK GREEN DCC: 70-10-60

Catalog #: 2971/BRONCOS Pkg Type: EA - Each Units/pkg: 1 Order Incr: 1

Vendor: B05127 WIDEWORLD SPORTSWEAR Size: ..S

Mfg: B05127 WIDEWORLD SPORTSWEAR Color: DK GREEN

Type: Season Code: Barcode: [red box] [barcode icon]

Comment: Discount: Tax: STATE

Image: Weight: 0.00 Tare: Use Scale Interface

Perishable Discontinue ID Required SKU: 12733651

| Note | Inventory Location | SOH | Rental Qty | Retail | Margin | Cost |
|------|--------------------|-----|------------|----------|---------|----------|
| | BRONCO BOOKSTORE | 10 | 0 | \$ 70.95 | 50.46 % | \$ 35.15 |

- Scan the SKU onto 101 using the receiving document, afterwards scan the products XREF (Refer to product tag), and add it onto the barcode section, remember to save after.



- This is an example of the barcode you will add onto Prism (101). For clothing items, make sure that the correct barcodes are added for each size.
- **WARNING!** If a barcode is attached to an already existing SKU, checking for any duplicate items on WinPrism is necessary to see if they exist due to a vendor error or that a duplicate had already existed being made accidentally.

When in doubt ask questions

If you are ever unsure or confused about any aspect of **Merchandising**, please reach out to **Lori**, a **lead**, or another team member with more experience. Do **not** keep questions to yourself.

Asking questions is strongly encouraged and helps prevent mistakes, delays, and confusion. If something doesn't make sense, **always ask** we are here to support each other.