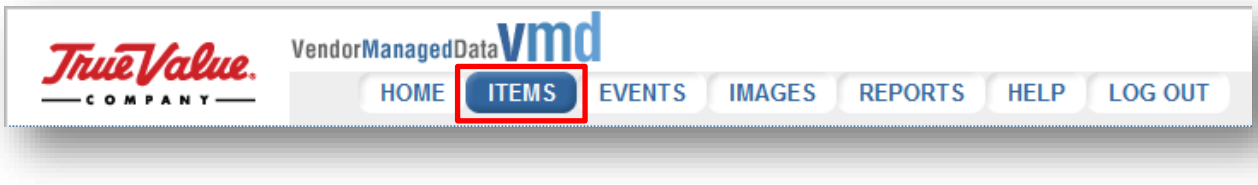
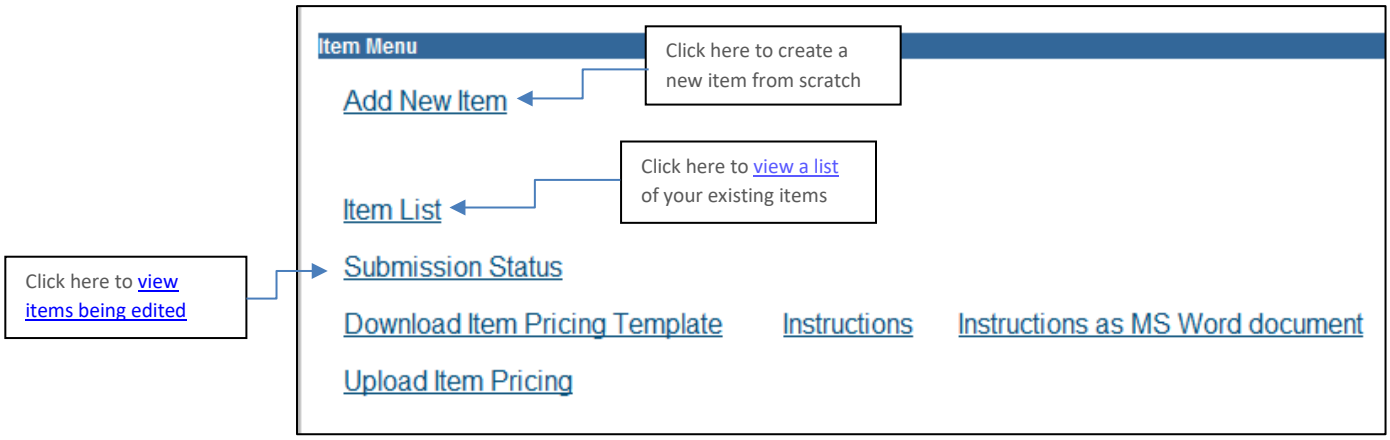
MAINTAINING WAREHOUSE ITEMS

MAINTAINING WAREHOUSE ITEMS

Warehouse items (**stock and non-stock**) are setup and maintained within the **VMD** application. The **ITEMS** tab is where you will go to add new and maintain existing items.



Within the **ITEMS** tab is the **Item Menu**. The Item Menu provides links to the activities needed to add and manage warehouse items.



IN THIS DOCUMENT…

Edit Items
Discontinue Items
Monitor Item Change Submissions

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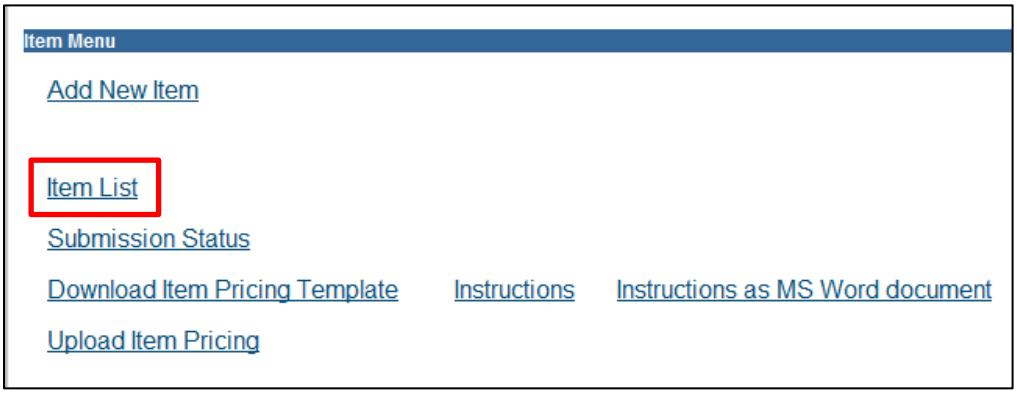
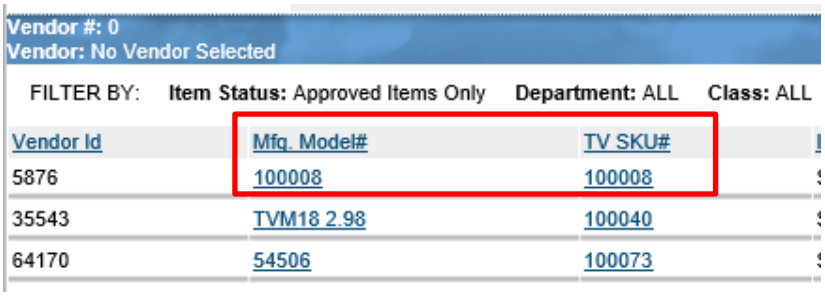
EDITING EXISTING ITEMS

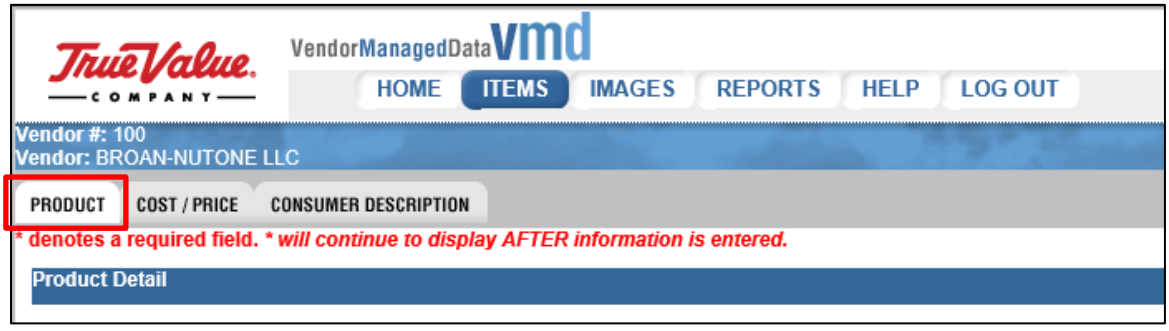
1. Go to **ITEMS** Tab.
2. Click on **Items List**



3. A list of all of your items that have been approved in VMD will appear
4. Click on the **Mfg. Model#** or **TV SKU#** to open an item



5. Click on the PRODUCT tab to edit item product information



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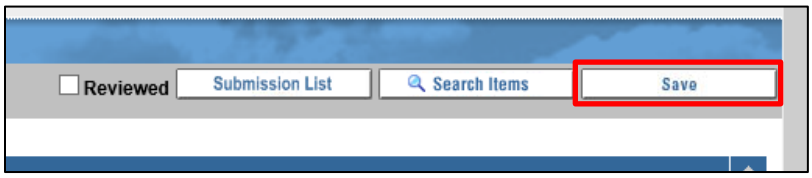
6. Click the **Save** button (located on the top OR bottom right-side of the form)

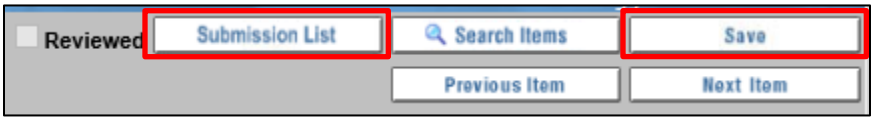


7. Click on the **COST/PRICE** Tab to edit **Cost Information** (Required field denoted with an asterisk *)

8. Click the **Save** button

NOTE At this point the item changes have not been submitted for approval.

9. Click on **Submission List** to go to your UNSUBMITTED tab



NOTE You may also click the HOME tab to get to UNSUBMITTED items

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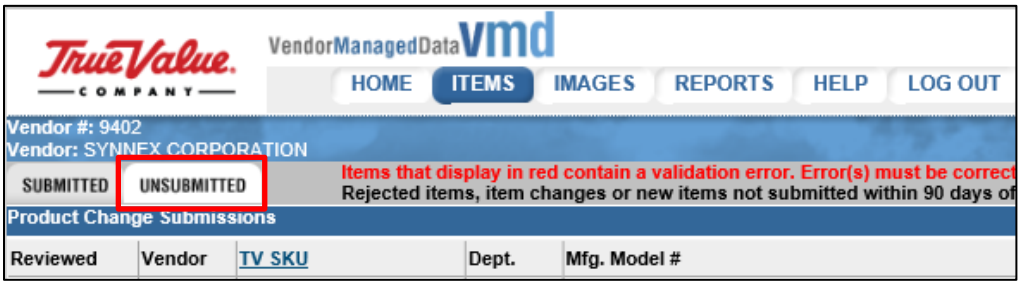
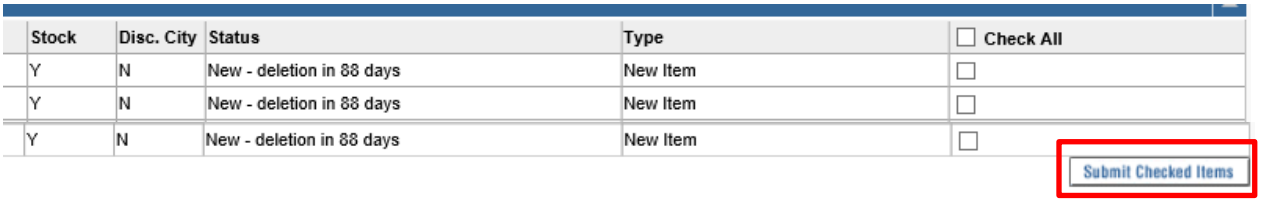
10. Your **UNSUBMITTED** tab will appear – A list of edited items will show under **Product Change Submissions** section



11. Check the box in your item row (under the **Check All** column) and click **Submit Checked Items**



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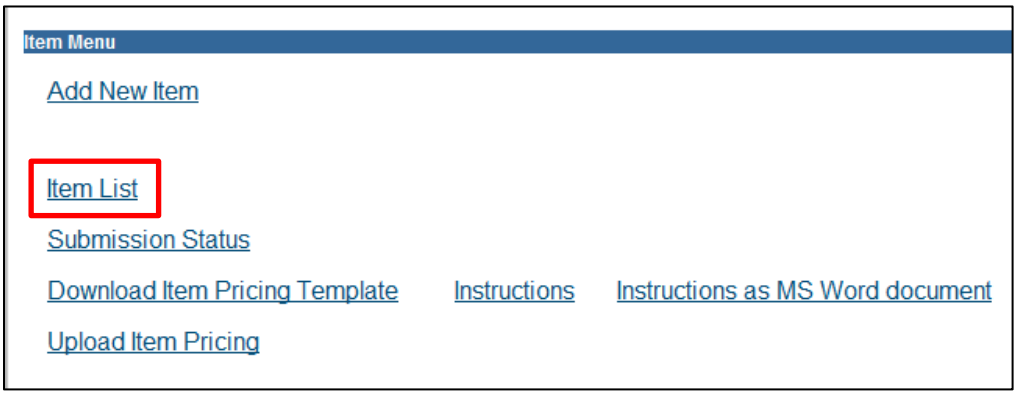
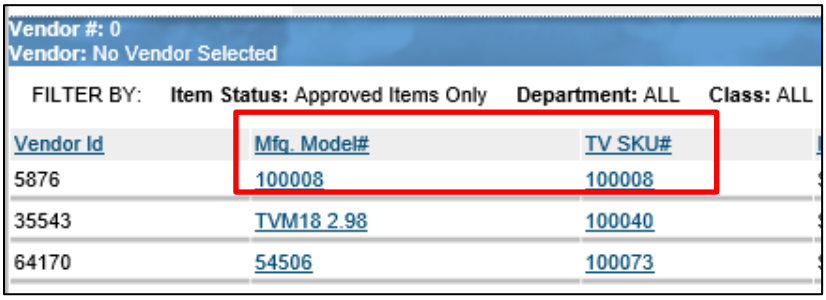
DISCONTINUE ITEMS

NOTE You may want to notify your Product Merchant that you are discontinuing items

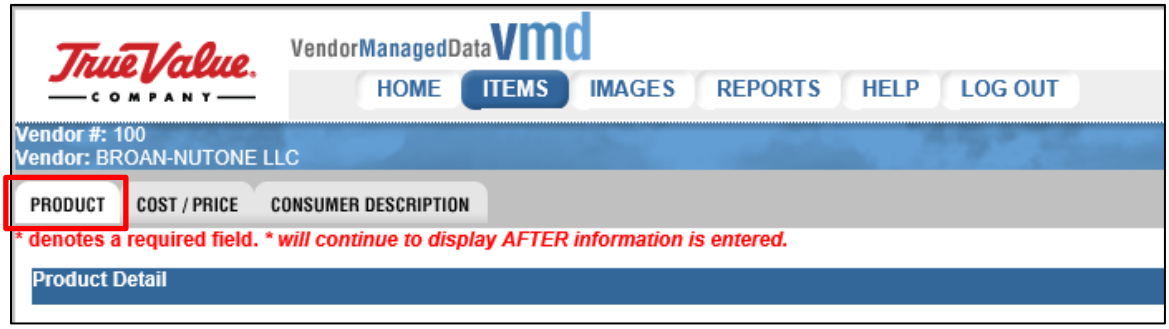
1. Go to **ITEMS** Tab.
2. Click on **Items List**



3. A list of all of your items that have been approved in VMD will appear
4. Click on the **Mfg. Model#** or **TV SKU#** to open an item



5. Click on the PRODUCT tab



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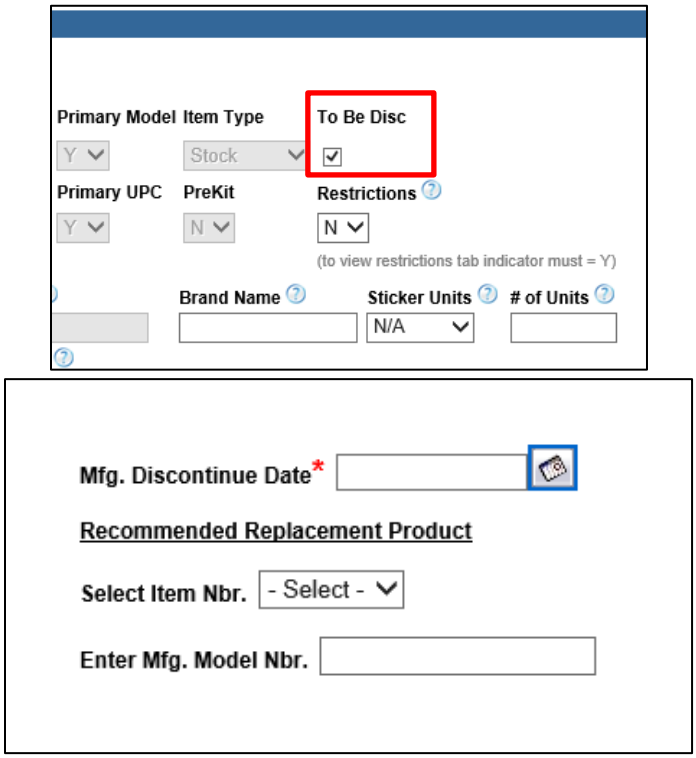
6. In the Product Info section, Check the **To Be Disc** indicator and fill out the fields that appear to the right of the indicator



7. Click on **Submission List** to go to your UNSUBMITTED tab

NOTE You may also click the HOME tab to get to UNSUBMITTED items

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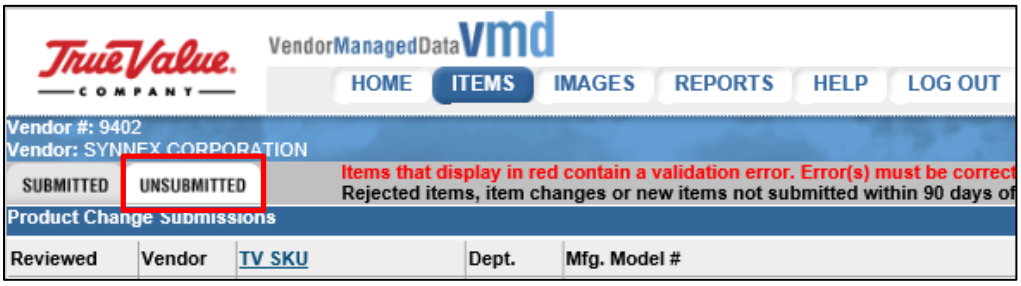
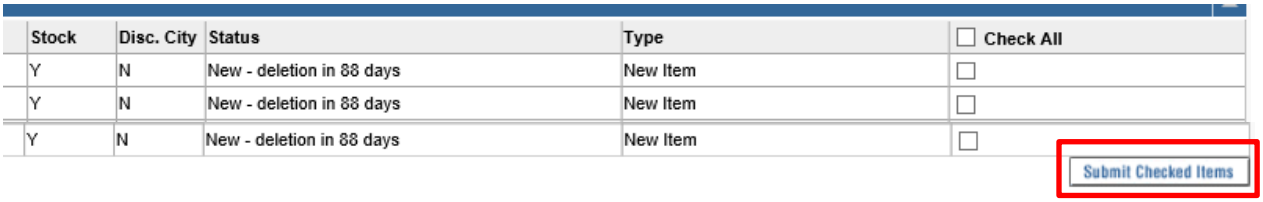
8. Your **UNSUBMITTED** tab will appear – A list of edited items will show under **Product Change Submissions** section



9. Check the box in your item row (under the **Check All** column) and click **Submit Checked Items**



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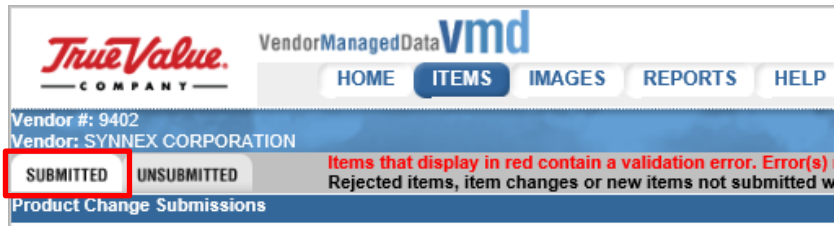
MONITORING ITEM CHANGE SUBMISSIONS

1. In your submission list, click on the **SUBMITTED** tab



2. The **SUBMITTED** tab will show a list of items you have edited and submitted for approval. Any item changes will go through a series of approvals before being processed in the VMD application.
3. You can view the **Status** your item in the approval workflow, the **Type** of change pending on the item, and the date you **Submitted On**

Stock	Disc City	Status	Type	Submitted On
Y	N	Pending Change	Cost	12/11/2019 9:21:17 AM
Y	N	Merchant Assistant	Cost Product Info	2/5/2020 3:40:20 PM
Y	N	Merchant Assistant	Discontinue Product Info	12/23/2019 4:12:15 PM
Y	N	Merchant Assistant	Discontinue Product Info	12/23/2019 4:15:04 PM

NOTE When an item is in a workflow, fields may be LOCKED from editing

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