

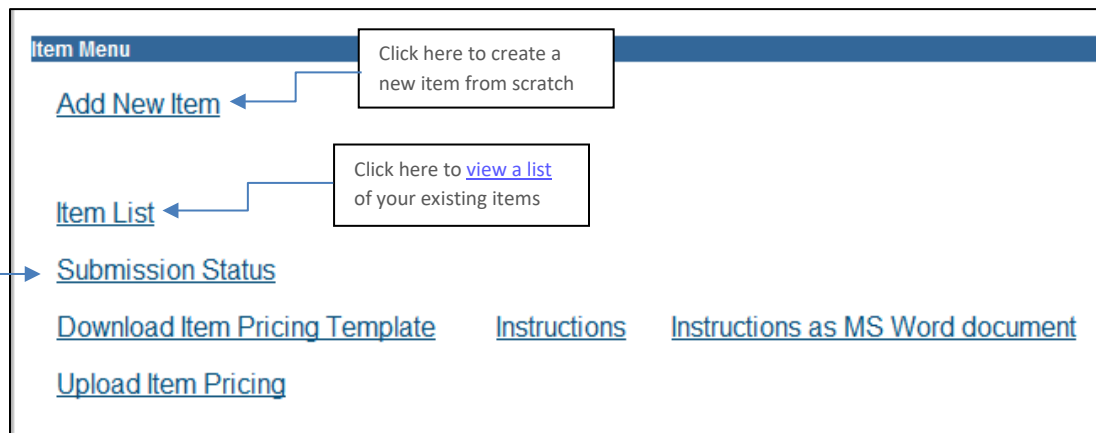
MAINTAINING WAREHOUSE ITEMS

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](#)

EDITING EXISTING ITEMS

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

Item Menu

[Add New Item](#)

[Item List](#)

[Submission Status](#)

[Download Item Pricing Template](#) [Instructions](#) [Instructions as MS Word document](#)

[Upload Item Pricing](#)

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

Vendor #: 0 Vendor: No Vendor Selected			
FILTER BY: Item Status: Approved Items Only Department: ALL Class: ALL			
Vendor Id	Mfg. Model#	TV SKU#	
5876	100008	100008	!
35543	TVM18 2.98	100040	!
64170	54506	100073	!

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

TrueValue. VendorManagedData **vmd**

— COMPANY —

HOME **ITEMS** IMAGES REPORTS HELP LOG OUT

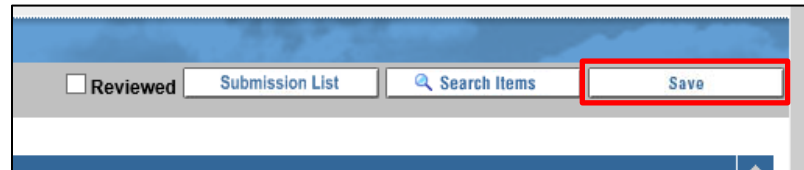
Vendor #: 100
Vendor: BROAN-NUTONE LLC

PRODUCT COST / PRICE CONSUMER DESCRIPTION

* denotes a required field. * will continue to display AFTER information is entered.

Product Detail

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



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



- Click the **Save** button

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

- Click on **Submission List** to go to your UNSUBMITTED tab



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



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

The screenshot shows the TrueValue VendorManagedData vmd interface. At the top, there's a navigation bar with links: HOME, ITEMS (highlighted), IMAGES, REPORTS, HELP, and LOG OUT. Below this, the user information is displayed: Vendor #: 9402, Vendor: SYNEX CORPORATION. A red box highlights the 'UNSUBMITTED' tab. To the right of the tabs, a red warning message states: 'Items that display in red contain a validation error. Error(s) must be corrected. Rejected items, item changes or new items not submitted within 90 days of...'. Below the warning, the 'Product Change Submissions' section is visible, showing a table with columns: Reviewed, Vendor, TV SKU, Dept., and Mfg. Model #.

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

Stock	Disc. City	Status	Type	<input type="checkbox"/> Check All
Y	N	New - deletion in 88 days	New Item	<input type="checkbox"/>
Y	N	New - deletion in 88 days	New Item	<input type="checkbox"/>
Y	N	New - deletion in 88 days	New Item	<input type="checkbox"/>

Submit Checked Items

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

Item Menu

[Add New Item](#)

[Item List](#)

[Submission Status](#)

[Download Item Pricing Template](#) [Instructions](#) [Instructions as MS Word document](#)

[Upload Item Pricing](#)

3. A list of all of your items that have been approved in VMD will appear
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Vendor #: 0			
Vendor: No Vendor Selected			
FILTER BY: Item Status: Approved Items Only Department: ALL Class: ALL			
Vendor Id	Mfg. Model#	TV SKU#	
5876	100008	100008	
35543	TVM18 2.98	100040	
64170	54506	100073	

5. Click on the PRODUCT tab

TrueValue. — COMPANY — VendorManagedData **vmd**

HOME **ITEMS** IMAGES REPORTS HELP LOG OUT

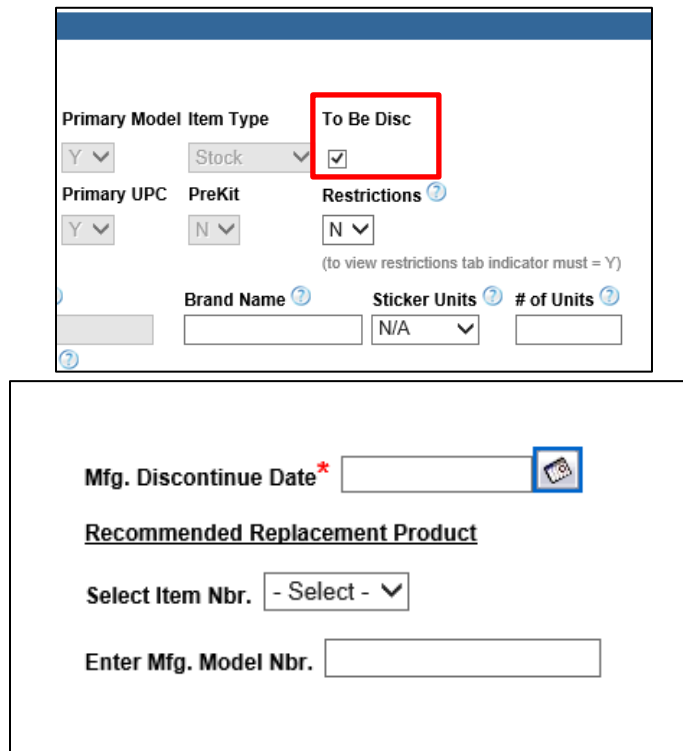
Vendor #: 100
Vendor: BROAN-NUTONE LLC

PRODUCT COST / PRICE CONSUMER DESCRIPTION

* denotes a required field. * will continue to display AFTER information is entered.

Product Detail

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



The screenshot shows a form with the following fields and values:

- Primary Model Item Type:** Y (dropdown), Stock (dropdown), **To Be Disc** (checkbox, checked and highlighted with a red box).
- Primary UPC:** Y (dropdown).
- PreKit:** N (dropdown).
- Restrictions:** N (dropdown, with a help icon).
- (to view restrictions tab indicator must = Y)
- Brand Name:** (text input field).
- Sticker Units:** N/A (dropdown).
- # of Units:** (text input field).
- Mfg. Discontinue Date:** (text input field with a calendar icon).
- Recommended Replacement Product:**
 - Select Item Nbr.:** - Select - (dropdown).
 - Enter Mfg. Model Nbr.:** (text input field).

- Click on **Submission List** to go to your UNSUBMITTED tab



The screenshot shows a toolbar with the following buttons:

- Reviewed** (checkbox)
- Submission List** (button, highlighted with a red box)
- Search Items** (button with a magnifying glass icon)
- Save** (button, highlighted with a red box)
- Previous Item** (button)
- Next Item** (button)

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



The screenshot shows a navigation bar with the following elements:

- TrueValue.** — COMPANY —
- VendorManagedData **vmd**
- HOME** (tab, highlighted with a red box)
- ITEMS** (tab)
- IMAGES** (tab)
- REPORTS** (tab)
- Vendor #: 100

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

The screenshot shows the TrueValue VendorManagedData vmd interface. At the top, there's a navigation bar with links: HOME, ITEMS (highlighted), IMAGES, REPORTS, HELP, and LOG OUT. Below this, the user information is displayed: Vendor #: 9402, Vendor: SYNEX CORPORATION. A red box highlights the 'UNSUBMITTED' tab, which is currently selected. To the right of the tabs, a red warning message states: 'Items that display in red contain a validation error. Error(s) must be corrected. Rejected items, item changes or new items not submitted within 90 days of...'. Below the tabs, the 'Product Change Submissions' section is visible, showing a table with columns: Reviewed, Vendor, TV SKU, Dept., and Mfg. Model #.

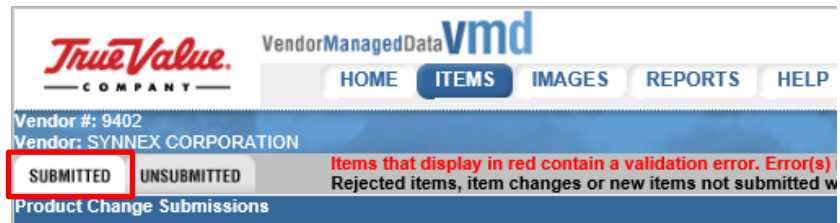
- Check the box in your item row (under the **Check All** column) and click **Submit Checked Items**

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Y	N	New - deletion in 88 days	New Item	<input type="checkbox"/>
Y	N	New - deletion in 88 days	New Item	<input type="checkbox"/>
Y	N	New - deletion in 88 days	New Item	<input type="checkbox"/>

Submit Checked Items

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