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How Do You Add a Single Vendor Wearable Item - Customer Owned Item?

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Single vendor wearable items are wearables that are purchased and processed/decorated by the same vendor.

1. Set up a matrix code for this item. See Matrix Design Procedure Overview section.

2. Click Add. Enter the item number in the base item field. The item number will be your catalog item number. You may enter the customer number for the customer that owns the product in the cust # field. If you enter a number in this field, it will limit the original look up during any type of order entry, to display just the items that have this customer number on them. (If this customer number is in the ship from customer field on the program master that is used in the order)

See the F1 (Help) in Profitmaker for field definitions.

*Note:*Start the item number with the program letters. Items will be grouped together for look up purposes.

3. Enter in the description that is in your catalog. This is the description your customer and vendor will see. The first line of the description prints on reports and packing lists and should contain the most pertinent information. If you need more than the two lines of description, once you hit add there will be an extended description button available.

4. The item type will be FG (bought as finished). The method of inventory will be Stock (ST).

See the F1 (Help) in Profitmaker for field definitions.

5. Change the Owned by to Customer. If you choose to not enter a customer number in the customer number field, the following question will be asked. "If customer number is zero, should be owned by house. Is customer owned correct?"   Answer yes to the question.

6. Enter the matrix code you set up for this item.

7. Enter the prebill program # in the program field. Any report selected by that program will include this item.

8. On the Order info tab, enter the standard material (std mtl) cost of the item. Include an estimate per piece freight charge(std frt). Enter a price. Enter the appropriate product code, line item code and category.

9. On the vendor tab, click edit vendors and then add. Enter the vendor(s) that you will be purchasing this item from on the Vendors tab. Ninety-nine different vendors may be added. Vendor sequence # 1 will be the default vendor for a purchase order. Enter the vendor's item number, per, lead time, minimum order quantity, unit of measure and the cost the vendor charges you. If a secondary vendor is setup, changing the vendor number on the purchase order will bring in their information. Click Save and Close.

10. On the Activity Screen enter the minimum and maximum you want to stock in your warehouse.

(Profitplus/Multiple Location)

11. A minimum of one site and one bin location to track inventory is required. The location site will default in based on the warehouse entered in company information and can be changed.

Click edit bins and add. A lookup is available and will display all available bins for that location site. Click edit site and edit to select a "stored at" site.

Note: *See item master maintenance, location tab for detailed information.*

Note: *Use the F1 help key in Profitmaker for additional information.*

12. Save the item.

13. Click Add and enter the same item number that you just completed, in the Base item # field. Hit tab. If you used a customer number enter it and

hit tab. If you did not use a customer number just hit tab. If you entered a matrix code on the item wearable matrix setup screen will appear. On the matrix window, the colors and sizes will be checked. Clicking process will create item masters for these colors and sizes. If needed, enter a second line of description.

14. After the sizes and colors are created, make any changes that need to be made for price and cost on the larger sizes.