Create New Inventory/SKUs

Initial Creation

1. Select Inventory from the side-navigation
2. Press the blue **Create Inventory** button at the top right
3. Here you will see a very simple page to fill out.

Title	Description
Name	The name of the new item
SKU	The item's SKU
Secondary SKU	As above, however this in unlikely needed, as Helm give control over linking many alternate SKUs in their linking page.
Item Type	Select **Inventory** or **Group**. More detail can be found in our Item Types document
Batching Type	Typically **No Batching**, but if you do make use of batches for this inventory item, set to **Batch Numbers**, not Serial Numbers

Inventory Page

With a basic inventory item created, you will be redirected to its full inventory page. If you have not been, inventory can be accessed via the side-navigation, selecting Inventory, finding or searching for the SKU/Item name and clicking the blue icon at the right of the item.

From here you have access to a plethora more options, I will cover some of these that have been deemed most important here. If you have these, fill them out.

General Inventory Info

Title	Description
Cost Price	£7.95
Retail Price	£7.95
HS Code	A 6+ digit code to classify what an item is for customs. Built from categories, materials, etc.
Country of Origin	United Kingdom
Description	A description of the item

Title	Description
Customs Description	An alternate description to briefly detail what the item if for customs on international orders. This could be Fabrics, Food Goods, etc.
Declared Value	The declared value of the inventory if the item value is 0, free item, etc.

Barcodes

Any barcodes for this inventory item. Typically there is only one. We use this to scan the items to verify for picking and packing, so please ensure this is correct.

Packing Parameters

This will have a row in here by default named **#1** with **Type PCS**.

This row is to represent a single piece of stock for this inventory item, and as such requires the weight, and measurements of a single piece of stock. This is used to determine packaging, and delivery options, the more correct this is the less likely for shipping issues to occur.

Stock Location Information

We at OFC will manage this, but this will give an overview of where the stock exists in our warehouse, and how much there is.

Import Inventory via CSV

Inventory can also be created via a CSV import, especially useful if you have hundred, or thousands of SKUs.

1. Go to Imports/Exports->Inventory
2. Select **General Inventory**
3. Import the CSV (ensure the mapping is correct)

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