# **Inventory Steps**

### **OEM Vendors**

- 1. Go to "Items" under "Point of Sale" in Portal Top Right hand corner click "Count Inventory"
- 2. Top Right hand corner click "Start New Count"
- 3. Right Column Under "Custom Count" use dropdown to choose "OEM Vendors"

Use the 2nd drop down to choose what OEM vendor you want to scan.

- a. I normally do Google and Apple together and then Samsung Separate
- 4. Click "start count"

## Non OEM Vendors

- 1. Same as steps 1 thru 3
- Right Column Under "Custom Count' use dropdown to choose "Non OEM Vendors"
- 3. Click "Start Count"

# <u>Tips</u>

- 1. Always try and finish the count you start same day
- 2. If you can't finish the count or can't find an item let me know and just keep the count open and I will look around next time I'm in the store and close out that inventory if I can't find it.
- 3. Weekdays are normally better to work on inventory than Fridays and Saturdays
- 4. 2 samsung counts, 2 google and apple counts, and at least 1 Non OEM count each month needs to be completed.
- 5. If you need help locating an item feel free to call.

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#### 1. Portal-> Point of Sale-> Items-> Count Inventory

#### 2. Start New Count

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 Customer Count-> Filter Drop Down-> OEM Vendors-> OEM Drop Down-> Select all 3 Samsung, Google, Apple to count all your OEM inventory or Select 1 or 2 at a time to split up the work throughout the week. (Recommend Samsung Seperate with Apple and Google together.)





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4. These items need to be counted every 2 weeks to stay ahead of consignment charges. It is up to you how you get this done every 2 weeks but I would recommend doing Samsung 1st and 3rd weeks of the month and Google and Apple the 2nd and 4th weeks of the month.