

Editing Unmanaged Items (Portal)

User Guide > Unmanaged Vendors & Items

Please note: It is important to set up unmanaged vendors and items in the way we have outlined previously to ensure that things like reports and orders function properly.

1. Starting on the OrderDog portal, navigate under "Inventory" and click "Inventory Items".



2. Search for the unmanaged item by using the filters.

i 5 er: Nor	- Price Warnings	(i) 16 - Cos	t Warnings	2,989 - Out of Stock			
	Item ID 🛛 🔻	UPC 1	Y UPC 2 Y	UPC 3	Brand Y	Description T	Size
	000056454024	000056454024	Show items with value t Contains	that:	Beauty Without Cruelty	Organic Aromatherapy Facial Cleanser 3% Alpha Hydroxy Complex	8.5
	000370000075	000370000075	333333333333	ar	Eco-Dent	Spicy Cool Cinnamon Daily Rinse	8
Ø	000518400040	000518400040			Rainbow Research	Hair Henna Brown Medium	4
	000680000017	000680000017			Nesert Essence	100% Australian Tea Tree Oil	1

3. Once you have located the item, click the pencil icon next to it.

New It	tems - Last 30 Days	s		Price			Tax Suggestions	
i 5	- Price Warnings	i 16 - Cos	t W	'arnings	2,989 - Out of Stock			
	iem ID 🝸	UPC 1	T	UPC 2	UPC 3 🔻	Brand T	Description T	Size
	3333333333333	33333333333333				Example Un-Managed Vendor	Unmanaged Item Example	
		20 🔻						

4. From here, you can edit just about every detail of the unmanaged item, including the UPC, price, item description, and so on. Just hover over any of the purple headers and click on the pencil icon that appears next to it. Save your changes by pressing the save icon (floppy disc) in the pop-out menu when you're done.



Item ID 33333 UPCs 33333	3333333	Example Un-Managed Vendor Unmanaged Item Example		
		General Merchandise Type: STANDARD	PENDING	
General Information	Advanced Vendors	Suggestions (0) Change History Inventor	ry History	
		(s) Price		
i 🏗 Taxes		0		
Taxes Texas EBT Eligible	~	Regular Price	\$15.99	
Est Eligible	✓ 	Regular Price	\$15.99 \$0.00	

Best Practice: When updating the price for an item, make sure to update the vendor prices as well to avoid generating unnecessary price changes later.

5. To update the vendor prices, navigate to the "Vendors" tab and press "Add Vendor".

الله Taxes						S Pri	се									
Texas EBT Eligible	~					Regular Pri	се		[\$10.9	9					
-																
-																
- Information Advanced	Vendors	Suggestions (0)	Chang	e History	Invent	tory History										
Information Advanced	Vendors	Suggestions (0)	Chanç	e History	Invent	tory History)		+ Add	/en
Information Advanced dors	Vendors	Suggestions (0)	Chang	e History	Invent	tory History Min Qty	Max Qty	Y Multi	Case Pack	Divisor	Ţ	Status		n Transit	+ Add	√en

6. Enter the same information that the vendor entry had before, but this time update the MSRP to be the new price you are selling the item for. Press the save icon when you're done.

					Add Vendor	5
				-	Vandar Nama *	Cancel Changes
					Example Un-Managed Vendor	•
					UPC *	
					33333333333	
					Item ID *	
					33333333333	
					MSRP	
					\$10.99	
					Price	
Price T	Min Qty 🛛 🍸	Max Qty 🛛 🍸	Multi Y	Y Divise	\$0.00	
				1	Minimum Quantity	

7. As long as you didn't change the Item ID or the UPC, then the old vendor entry should be replaced with the new entry with its updated prices.

Vendor	T UPC	T Item ID	MSRP	T	Price	T	Min Qty	T	Max Qty	Multi	T	Case Pack	Diviso	r T	Status	T	In Transit	T	
Example Un-Managed Vendor	3333333333333	3333333333333	\$10.99		\$6.49		1		0	1			1		ACTIVE		0		
H (1) H 2	.0 🔻															Sh	owing 1 to 1 o	of 1 en	ntries

YOU'RE DONE!

If you have any questions or concerns regarding this tutorial, or any other inquiries, please feel free to contact us at:

Email: support@orderdog.com

Call: 1-866-673-3736 Our hours: 8 AM – 6 PM CST

Monday – Friday

After Hours Support Available

Visit our website for more tutorials and resources: <u>https://orderdog-inc.kayako.com/</u>

