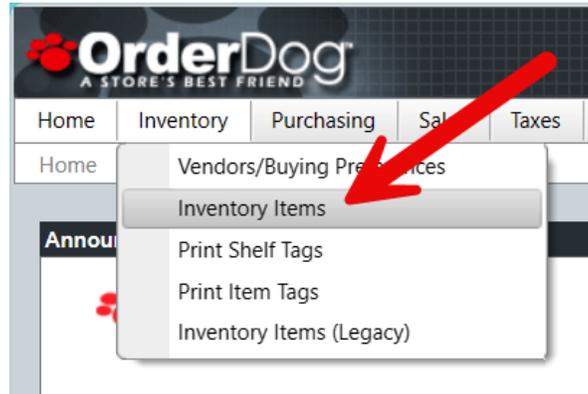




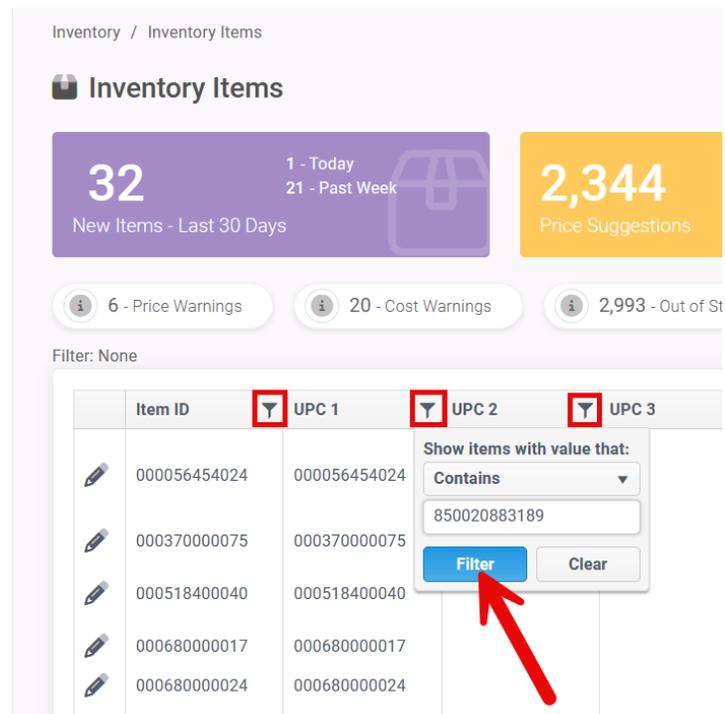
Setting Up Pack Pricing (Portal)

User Guide > Inventory Items and Management

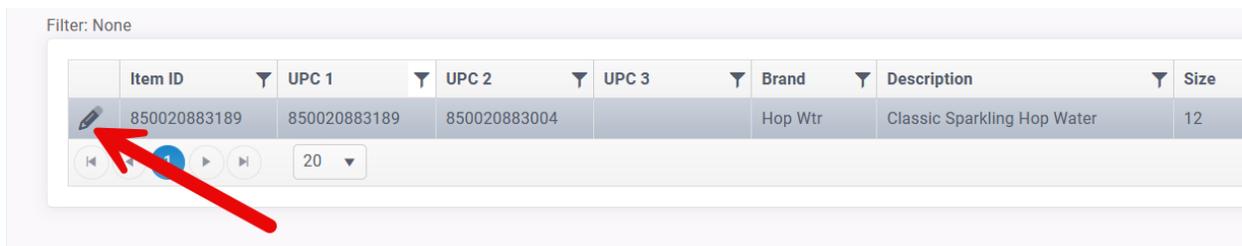
1. Starting on the OrderDog portal, navigate under “Inventory” and click “Inventory Items”.



2. Look up the UPC you wish to set up pack pricing for.



3. Press the pencil icon next to the item entry to edit it.



4. Hover over the “Price” header and click the pencil that pops up next to it.

Inventory Item - Edit

Item ID
Item ID: 850020883189
UPCs: 850020883189, 850020883004

Item Info
Hop Wtr
Classic Sparkling Hop Water 12 Ounce
Soda: PENDING
Type: STANDARD

General Information | Advanced | Vendors | Suggestions (0) | Change History | Inventory History

Taxes
Texas: ✓
EBT Eligible: —

Inventory
On-Hand: 0
On Order: 0
Par Min / Max: 0 / 0
Cost: \$0.00

Price (highlighted with a red box)
Regular Price: **\$2.10**
Minimum Price: \$0.00

Discounts (+)
No Discounts Found

A red arrow points from the 'Price' header to a pencil icon.

5. A pop out called “Edit Price Information” will appear to the right, where you’ll be able to toggle “Use Pack Pricing”.

Edit Price Information (X)

Price: \$2.10 (with a red arrow pointing to the Use Pack Pricing toggle)

Minimum Price: \$0.00

Edit Price Information (X)

Use Pack Pricing

Pack 1 (with a red arrow pointing to the Name field)
Name: _____
Quantity: 0 | Price: \$0.00

Pack 2 (with a red arrow pointing to the Name field)
Name: _____
Quantity: 0 | Price: \$0.00

Pack 3 (with a red arrow pointing to the Name field)
Name: _____
Quantity: 0 | Price: \$0.00

6. We will be filling out at least 2 pack entries, one for the pack version of the item, and another for the individual version/another pack version. You may have up to 3 pack pricing entries for pack items, one for each UPC that is linked to the item record already.
 - a. We suggest naming the single version of an item either “Single” or “Individual”. For pack items, we suggest naming them “# Pack”. Make sure to include the number to differentiate between different packs.
 - b. Next, enter the quantity in individual amounts, not by case. For instance, an individual bottle is a quantity of 1, and a pack of 6 is a quantity of 6.

NOTE: It is important to set up packs in this way. OrderDog’s on hand values are based on eaches rather than by cases. When you receive pack items, you should also receive by eaches (individual amounts).

- c. Enter the price that corresponds with that version of the item.
- d. Fill out the same fields for “Pack 2” with its corresponding name, quantity, and retail price.

Edit Price Information

[Cancel Changes](#)

Use Pack Pricing

Pack 1

Name

Quantity Price

Pack 2

Name

Quantity Price

Pack 3

Name

Quantity Price

7. Once you have double checked that everything is properly grouped, press the save icon in the top right of the pop out. These items now have pack pricing set up and are ready to have shelf tags made for them.



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:

<https://orderdog-inc.kayako.com/>

