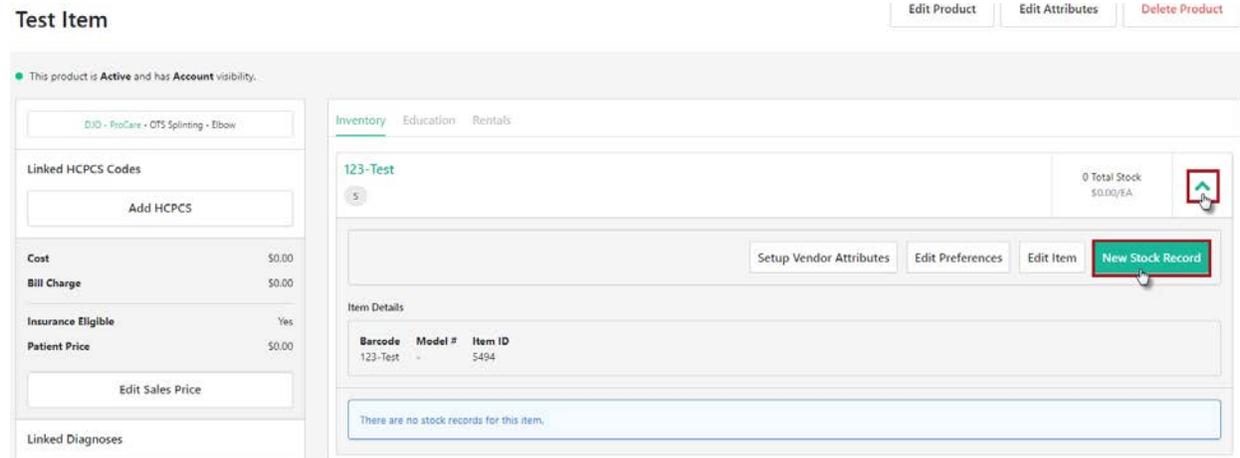


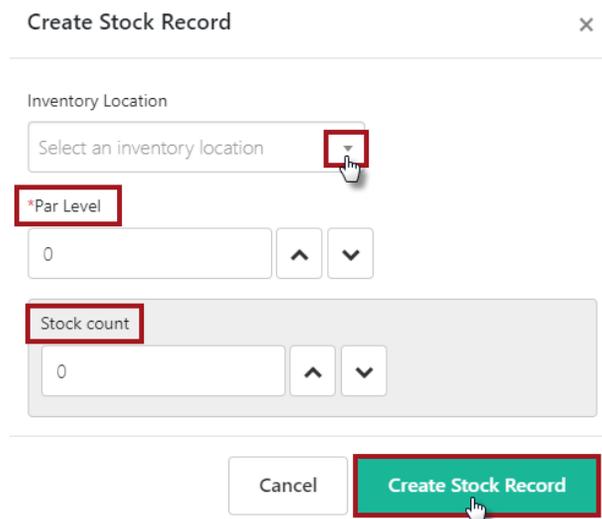
## ADDING A STOCK RECORD

To create a new stock record for an Inventory Item, navigate to the Product and expand the SKU. Utilize the **New Stock Record** button to select the location.

NOTE: The option to set Vendor Attributes and Preference is also available if they haven't been previously set.



A pop-up box will appear to select the Inventory Location. Adjust Par Level and Stock Counts as needed. Once complete, select **Create Stock Record**.



Repeat these steps for each Inventory Item that needs stock records created.

NOTE: If there are several items that need stock records created, there is an option to Mass Upload vs. Manual creating stock records. Reference the [Inventory Upload Instructions](#) guide for additional information.