1. Login
2. Choose the correct inventory flow
3. Hover your mouse over Inventory and select “Add Inventory” from the drop-down menu

Graphical user interface, application, Word

Description automatically generated

1. Choose the merchant.
2. Pull together the below information using the [Item Info for Customer/External Use](https://5050497.app.netsuite.com/app/common/search/searchresults.nl?searchid=3410&whence=) and [Inventory Quantities](https://5050497.app.netsuite.com/app/common/search/searchresults.nl?searchid=708&saverun=T&whence=) saved searches.

A screenshot of a computer

Description automatically generated with medium confidence

1. In the Vendor SKU field, list our item number, UPC code (optional), and the product description.

A screenshot of a computer

Description automatically generated with medium confidence

1. Under Merchant SKU, list the customer’s SKU number (ex. Staples SKU number). Make sure to list the UOM.

Background pattern

Description automatically generated

1. Under Location Details, list the on-hand inventory, then click Submit.

