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



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.



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



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



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

