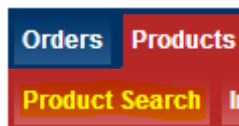# Adding stock to your warehouse (in COMS)

Etail Systems Tip Sheet

Objective: To add to stock to your warehouse(s) in COMS.

The following tells you how to achieve this;-

 Firstly, you'll need to go into the product by searching for it in Products > Product Search, & clicking the 'Stock' button.

You then see the screen below, which gives you a quick review of the stock on that item. Click 'Adj Stock'.

You'll then need to put your item in a warehouse bin. To do this, select a bin from the dropdown & click 'Add Bin'.

Once you've added the item to a bin, you need to input how much stock there is of that item in that particular bin.

To do this, you need to make sure 'Receipt' is selected in the dropdown, enter a quantity of stock, & you can also add a remark for your reference e.g. "item returned from order 12345". Then click 'Stock Adj'.

NB: If you needed to take any stock out of a warehouse that's not on a pick list, you'll need to select 'Issue' from the dropdown.

If you have an item that's in more than one warehouse, just repeat the process – each warehouse has its own line to input stock.

Client Ref.	SKU	Stock	Allocated	Bin qty	Pick Qty	Stock check	Location	Pick Order	
30515		10	0						Reset Allocation
				10	0		Test - A1 - Bay1 - Bin1	1 ▾	⟳
Transaction type: Receipt ▾				Quantity:			Remark:		Stock Adj
				0	0		Despatch - Small Items - Main - Shelf 1	2 ▾	⟳ ⊖
Transaction type: Receipt ▾				Quantity:			Remark:		Stock Adj

NB: Items will be picked from the bins in Pick Order priority. If you want to change the order of the bins, you can by using the dropdown under 'Pick order' & click the green 'update' button.

If you wish to transfer an item to another location, then you can select the new location from the "Location" dropdown, & click the "Update" button to finalise the change.

		Bin qty	Pick qty	Stock check	Target	Replenish	Location	Pick order	
		2	0	11/04/2014	5	5	Despatch - Shoes - 3 - Middle ▾	1 ▾	⟳
Transaction type: Please select ▾					Quantity:		Remark:		Stock Adj

You can keep track of your recent stock transactions by scrolling to the bottom of the screen.

Recent Stock transactions

Date	Time	User	Remark	Ref	Location	Type	Qty
19/06/2013	12:22	kim.ross			Despatch - Small Items - Main - Shelf 1	Issue	5
19/06/2013	12:22	kim.ross			Despatch - Small Items - Main - Shelf 1	Receipt	5
19/06/2013	12:19	kim.ross	TEST		Test - A1 - Bay1 - Bin1	Receipt	10

If you need any help adding stock to a warehouse, please call 0844 482 0908 or email support@etailsystems.com