Purchase Manifest

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Overview

The **Purchase Manifest** functionality is typically used by sellers who purchase large quantities of returns or open-box items in bulk. The purpose of a manifest is:

- To create SKUs that do not exist in Sellercloud yet.
- To calculate costs and create purchase orders for SKUs.
- For the Manifest Cost, it prorates/divides the cost based on the item's Minimum Retail Selling Price (MSRP).

Client setting **Enable Purchase Order Manifest** must be enabled for this workflow!

Create a Purchase Manifest

To create a purchase manifest:

1. Navigate to **Inventory > Purchase manifest**.

2. Click **Upload New Manifest**.

3. Click **Download Template**.

4. Populate the tab-delimited .txt file, then import it back into Sellercloud. If you see that a specific item will be discarded, you do not have to add the item to the manifest.

5. Click **Upload Manifest**.

Create SKUs and POs

To create SKUs and purchase orders from a purchase manifest:

1. Click the manifest **ID**.

2. If the SKU doesn't exist, it will be red. If you click on the SKU, it will show a page where you can add that SKU into Sellercloud manually or from Amazon.

3. Alternatively, if you have the ASINs populated in the file, you can create all SKUs that don't currently exist in Sellercloud this way:

   a. Check the box to the left of the SKU.

   b. Click the **Select Action** drop-down menu.

   c. Select **Create SKUs based on ASIN.**

4. Next, you can click **Select Action** and select **Calculate Item Cost**, then click **Go**.

5. Finally, click **Select Action** and select **Create PO** to create the purchase order.

6. If SKU splitting is required, it will happen after you receive the PO.