Purchase Order Quantities Explained

Overview

When using the **purchasing tool** to create and manage your POs and when handling your products' received units, it's important to know the **different quantity modes** and **types** in Sellercloud and their meaning and application. This article explains each type and when to use it.

Check out the following articles on PO creation and advanced functionalities:

- Managing POs: Basic Functions
- Managing POs: Advanced Functions

Case Quantity

Sellercloud lets you purchase products in cases and sell those products as individual units. Once a Purchase Order is received, the inventory of individual units is updated based on **Adjusted Case Quantity**.

The system will automatically divide the **Case Cost** by units and will use that value as an item cost. To sell an item by the case or individually, you should create that case as a Kit. Alternatively, you can also add a Kit to the PO.

To allow purchasing by case, the following Client Settings must be enabled.

CLIENT SETTING	DEFINITION
Enable Per Case Qty Mode	Enables purchasing products by case
Enable Case Qty for New Purchase Orders	Makes the above setting default to all Purchase Orders

To configure the case settings:

1. Go to **Inventory** > **Manage Inventory**.

2. Select the appropriate product.

3. Click **Toolbox** and select **Purchasing**.

4. In the upper right, click **Edit**.

5. Go to the **Inventory** panel.

6. Expand **Case Information**, and enter the requested case quantity in the **Qty Per Case** field.

7. Navigate to the **Cost** panel and enter the **Cost Per Case**.

You can also set Qty per Case per Vendor SKU, allowing you to have separate values based on how each individual vendor operates. Sellercloud prioritizes the Vendor SKU Case quantities when you add new products to a PO with Case Mode enabled.

When adding items to PO, click the **Enable Case QTY** option on the **Items** panel.

Alternatively, click **Actions** on the PO page and select **Enable Per Case Qty**.

The PO will update with the following fields: **Qty Ordered** – number of units ordered – Case Qty **x** Case Qty to Order **=** Qty Ordered
Case Qty Ordered— number of cases ordered, **Qty/Case** – number of units in each case.

Pallet Quantity

While you cannot purchase by pallet quantity, the pallet quantity of a product can be tracked on a PO. This feature works together with purchasing by the case and lets you track how many pallets were ordered and how many units there are per pallet.

1. Go to **Inventory** > **Manage Inventory**.

2. Select the appropriate product.

3. Click **Toolbox** and select **Purchasing**.

4. In the upper right, click **Edit**.

5. Go to the **Inventory** panel.

6. In the **Qty Per Pallet**, enter the quantity of product units per one pallet NOT the case quantity per a pallet.

7. Expand **Case Information** and enter the **Qty Per Case**.

8. Click **Save**.

INVENTORY	
Inventory On Hand	183
Qty In Independent Kits	0
Inventory Non Sellable	4
Inventory Low Stock Notice On (QTY)	0
Qty Per Palet	0
∧　Case Information	
Qty Per Case	2
Case Weight(Lbs)	0
Case Dimensions	0 in　0 in　0 in

ReOrder Quantity

The **ReOrder QTY** field sets a static quantity for purchasing.
This field is only for analytic purposes. The Order quantity on a PO will not default to the ReOrder QTY.

To adjust the **ReOrder QTY** per product:

1. Go to **Inventory** > **Manage Inventory**.

2. Select the appropriate product.

3. Click **Toolbox**, and select **Purchasing**.

4. In the upper right, click **Edit**.

5. Go to the **General** panel and change the **ReOrder QTY** to the number of items that need to be re-ordered.

6. Save the changes.

GENERAL	
☐ Discontinued	
Last Instock Date	05/24/2021 04:00 AM
Buyer	System
Default Vendor	Select +
Vendor SKU	
Dropship Mode	Ship from Site
ReOrder Qty	56
ReOrder Days	0
Minimum Qty For PO	1

If the quantity ordered exceeds the **ReOrder QTY** (and **ReOrder QTY** > 0), the item line on a PO will be highlighted in green to alert the user of a possible error in the purchased quantity.

Minimum Quantity for PO

Vendors may be required to purchase a minimum quantity of a particular product. This PO-related parameter will prevent the item from being added to a PO with less than the minimum quantity.

To set the product's minimum quantity for purchasing:

1. Go to **Inventory** > **Manage Inventory**.

2. Select the appropriate product.

3. Click **Toolbox**, and select **Purchasing**.

4. In the upper right, click **Edit**.

5. On the **General** panel, set the **Minimum QTY For PO.**

6. Save the changes.

Quantity On Order

The **Quantity On Order** (quantity of unreceived POs) window shows how many units are currently on open POs. This parameter allows you to determine how many other units must be purchased. You can review the **Quantity On Order** either within the Predictive Purchasing page or on the product's Purchasing page.

To make the QTY on Order appear, the related POs must be either approved or emailed.

1. Go to **Inventory** > **Manage Inventory**.

2. Select the appropriate product.

3. Click **Toolbox** and select **Purchasing**.

4. Go to **Purchasing and Sales Stats** panel.

Alternatively, go to **Purchasing** > **Tools** > **Predictive Purchasing**.

SKU COMPANY NAME ASIN	PRODUCT NAME	AVAIL. QTY / AVAIL. QTY IN IND. KITS / COMBINED AVAIL. QTY / QTY ON ORDER	FBA PENDING ORDERS / FBA RESERVED QTY / FC TRANSFER TOTAL / FC PROCESSING	BUY BOX PRICE / AMAZON FEE / SALES RANK	AVERAGE PROFIT / SITE COST / EFFECTIVE MARGIN	VENDOR / VENDOR PRICE / VENDOR LEAD TIME / REORDER QTY	QTY SOLD / DAILY VELOCITY / QTY SOLD 365 / DEFICIT	QTY TO ORDER
123456789 Test Company	123456789	-1 / 0 / -1 / 80	0 / 0 / 0 / 0	$0.00 / 0 / 0	($14.17) / $20.00 / 0	$0.00 / 0 / 56	7 / 0.16 / 7 / 0	0
2TEST Test Company	2test	11 / 0 / 11 / 0	0 / 0 / 0 / 0	$0.00 / 0 / 0	$0.50 / $10.00 / 0	$0.00 / 0 / 0	2 / 0.04 / 2 / 0	0

PreSell Quantity

PreSell Quantity allows you to offer products for sale even before they arrive at your warehouse. For example, let's say you have 0 available quantity of a product and create a PO for 100 units. With this feature, you can count some or all of the units on the PO toward the product's available inventory even before you receive them.

See PreSell Quantity for more information and step-by-step instructions.

Overview

Adapting your POs to meet the needs of your business and vendors is easy in Sellercloud. The Purchasing feature gives you complete insight into various quantities, including reorder, minimum, On Order, and more. Some vendors set specific required quantities for POs, which can be set as static quantities to ensure you're always meeting vendor requirements. This lets you focus on maintaining healthy relationships with your vendors while simultaneously fulfilling your inventory needs.

Check out the following articles on PO creation and advanced functionalities:
- Managing POs: Basic Functions
- Managing POs: Advanced Functions

ReOrder Quantity

The **ReOrder Qty** field sets a static quantity for purchasing. This field is only for directive purposes and is used for a baseline; the order quantity on a PO will not default to the ReOrder Qty. To access:

Product > **Toolbox** > **Purchasing**

However, if the amount ordered exceeds the ReOrder Qty (and the ReOrder Qty > 0), the item line on the PO will be highlighted in green to alert the user of a possible error in order quantity.

Reorder quantity is visible:

On the PO item line— Click the icon above SKU to open a window with purchasing and sales information

On the preview line— When adding products to a PO from the Manage Inventory page

Reordering inventory with low quantity

Sellercloud offers a service that lets you track inventory with low quantity and initiate reorders.

Go to **Inventory** > Product > **Toolbox** > **Purchasing**.

In the **Inventory Low Notice On** field, set an inventory low level at which the product will be filtered for notice of reorder.

Set the field to a number for the Low Level quantity, for example 5 > **Save**.

Go to **Inventory** > **Unfillable Products**.

Select **Below Inventory Low Level**. As soon as this item's inventory level dips below 5, it will appear in this grid.

When selecting **Unfillable Orders,** all unavailable items of back orders will be listed in the grid. Use the **Order** drop down to filter items that have already been ordered. Please be aware that for this to work, the status of a PO must have been changed from **Saved** or **Pending** to **Ordered**.

You can also filter items by vendor so that the purchase order will only contain items for a particular vendor

Select the items you want to order > **Select Action** > **Add to Purchase Order**.

Another option is to drag and drop an item from the main grid into the purchase order cart. Then click **Edit Cart** and set up the rest of the purchase order on the following page.
When setting inventory low levels with a bulk update, use the column header **InventoryLowStockNotice**.
Predictive purchasing can help you organize inventory levels and predict what quantities to order in the future based on past sales. Predictive purchasing can also be set up to automatically create/suggest purchase orders via a schedule task. Read more here.

Minimum Quantity for PO

Vendors may have a minimum purchase amount per product, i.e., product **X** has a minimum qty of 6 that must be ordered. This setting will prevent the item from being added to a PO with less than the minimum qty. To set the minimum quantity:

Open a product > **Toolbox** > **Purchasing**.

Go to **Minimum Qty for PO** > Enter a quantity > **Save**.

In addition, the predictive purchasing calculations will factor in the minimum qty when returning the suggested order amount. For example, an item with a minimum PO qty of 6 for which the real suggestion is 15 will return an order qty of 18 (as a multiple of 6).

Quantity On Order

The quantity **On Order** shows how many units are on an open PO. It is used to determine if and how many units must be ordered. After this is calculated for a given time period, the available and **On Order** quantities will be factored in to determine how much stock still needs to be ordered.

There are several places in Sellercloud where you can view the quantity **On Order** (quantity on an unreceived PO) of a product. For example, on the product's Purchasing page and on the predictive purchasing page.

To view the quantity **On Order**, you must:

Approve or email the PO

Set the related order's status to **Ordered**

You can set a PO Default that sets any new PO to Approved status.

Case Quantity

Check out this video about case quantities in Sellercloud.

Sellercloud supports purchasing by the case. This means you can purchase quantities by the case from a vendor and sell those products as individual units. When the purchase order for the case is received, the inventory of the individual units are updated based on predefined case quantities.

For example, let's say you are selling a package of markers. Your vendor only sells them by the case, at 50 units per case. When ordering the SKU from the vendor, you must order the case quantity of 1, not the unit quantity of 50. With Case Quantity on the PO, you can order a case of 1, which will update your individual unit count by 50.

Likewise, you can set the cost per case instead of per item. Sellercloud will divide the case cost by the units and use that figure as the item cost.

Using the example above, if the cost per case is set at $40.00, that cost will be automatically set on the PO when ordering by the case. However, the $40.00 will be divided by the 50 units for an item cost of $0.80 per package of markers.

To sell the item by the case and as an individual item, create the case as a kit. You can then add the kit to the PO.

Go to **Client Settings** > Check **Enable Per Case Qty Mode.**

On the product level, click **Toolbox** > **Purchasing**.

Locate the **Qty Per Case** field. Define the case quantity of the item, e.g., 50, > **Save**.

Locate the **Cost per Case** field. Enter the cost per case if applicable , e.g., 40, and Save. This will be the default cost

per case.

Qty Per Pallet:	0
Qty Per Case:	2
Case Weight:	0 (LBs)
Case cs(L x W x H):	0 x 0 x 0
Bin Max Cap:	0
On Order:	64
Last Cost:	$0.00
Sales Rep Cost:	4.04
Average Cost:	$5.60 Details
Gross Cost:	9 Details
Cost per Case:	11

Note: If you have multiple vendors for the case, you can set cost per case for each vendor separately on the Product > **Toolbox** > **Vendor Prices**, and under **Settings** > **Toolbox** > **Vendors** > Select Vendor > Products.

After creating a PO, open its Action Menu > Choose **Enable Per Case Qty**.

To default to always create new POs in Per Case Qty mode, save the client setting **Enable Case Qty for new purchase orders**.

The PO will refresh with the following fields:

Qty Ordered— number of units ordered – Case Qty **x** Case Qty to Order **=** Qty Ordered

Case Qty Ordered— number of cases ordered.

Qty/Case— number of units in a case

If set, the cost case will be added, either the default case cost or based on the vendor selected for the PO.

After receiving the case quantity on the PO, the inventory of the individual units will update based on the **Qty Ordered**.
When a PO has **Case Quantity** enabled, the quantity you add manually is the case quantity and the price is also per case price, not individual unit price.
When **Case Quantity** is set by default for Purchase Orders and you use Predictive Purchasing**,** the supplied units are added to the PO as Case Units.

Pallet Quantity

While you cannot purchase by pallet quantity, the pallet quantity of a product can be tracked on a PO. This feature works together with purchasing by the case and enables you to track how many pallets were ordered and how many

units there are per pallet.

Go to **Client Settings** > Check **Enable Per Case Qty Mode** and **Display Qty per case and Qty per pallet on Product Home page** (optional)

At the product level, click **Toolbox** > **Purchasing**.

In the **Qty Per Case** field, enter the quantity of units per case; for example, 12 units per case.

In the **Qty Per Pallet** field, enter the pallet quantity of the item (not the case quantity per pallet); for example, 240 units per pallet.

Click **Save**.

After creating a PO, **Select Action** > **Enable Per Case Qty**.

To show the number of pallets, click **Select Action** > **Print to PDF**.

PreSell Quantity

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See PreSell Quantity for more information and step-by-step instructions.