Stock Definition

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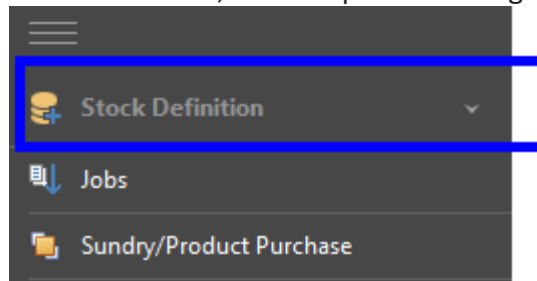## 1. Introduction

This guide details the process to set up your stock (Products, Sundries, Kits, and Product Unit and Price Lists)

To access this feature, click on **Stock Definition**, in the top of the Navigation Bar.

2. Categories

This section describes the process to follow to the categories that will be using for sundries and kits.
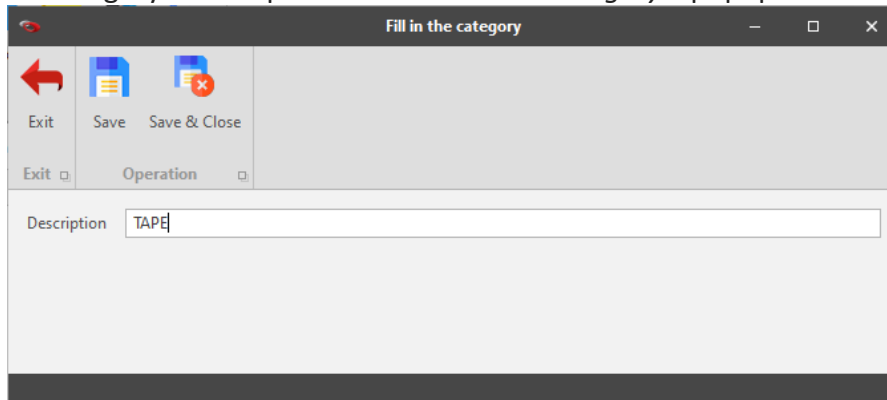
    a. Add Category
        To add a new category that will be used in creating sundries and kits:

    i.   Click on Categories.
    ii.   In the Menu bar, click on Add.

    iii.   Enter the category's description in the *Fill in the category*'s popup.

    iv.   Click Save and Close to close the popup window upon saving.

b. Edit/Delete Category
   To Edit or Delete a category, choose a category then one of the below options.
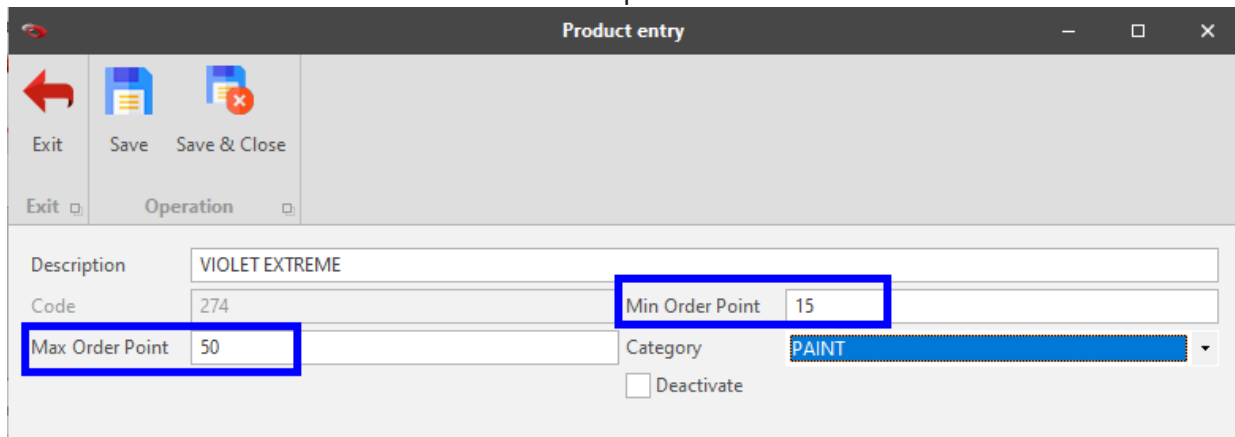

3. Products

Once you install GIMS with Genmix Pro software, all products will be imported from Genmix Pro to GIMS automatically upon the first launch of Genmix Pro.

a. Edit a Product
i.   Click on Products
ii.   In the Menu bar, click on Edit.
iii.   Enter the Min and Max Order Point for a product.
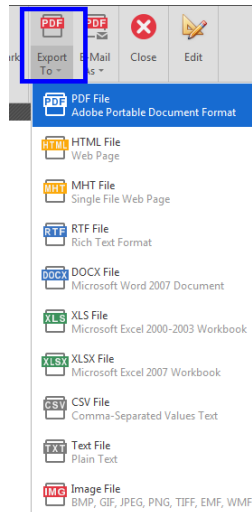

iv.   Click on Save.

b. Export Products
i.   In the Menu bar, click on Export.

ii.   Export the file as different types.

4. Sundry

Sundries are all the additional items that are needed to get the job done.

a. Add Sundry
i.   Click on Sundry
ii.   In the Menu bar, click on Add
iii.   Fill the sundry's information in the *Entry Sundry*'s popup

iv.   Select the category you want to set for the item from the dropdown. *(View Category Section)*

v.   Set a UOM (Unit of Measurement) for the Sundry:
- Description UOM: the Unit of Measurement used.
- BASE UOM: choose the primary UOM that will be used in transactions.
- Formula: quantity based on every UOM.
- To add multiple UOM, click on Add, in the Menu bar.

vi.   Click on Save.

5. Kits

This section describes the method to group multiple sundries into **a single** kit that will be assigned to a job.

The purpose of the kit is to increase the data entry speed; adding a kit instead of multiple sundries will increase performance and decrease mistakes.

a. Add Kits

i.   Click on Kits

ii.   In the menu bar, click on Add

iii.   Fill the kit's information in the *Kit Entry's* popup.

iv.   Assign Sundries to the Kit.

v.   Click on Save.

6. Product Unit

This field displays the General Paint Co Products' Units that are available. The user can only order quantities based on the list.

7. Sundry Price List/ Product Price List

Two sections have the same job: Adding price for products and sundries.

a. Adding Price

i.   Click on Sundry Price List or Product Price List

ii.   In the Menu bar, click Add.

iii.   Select the supplier.

iv.   From the list, add the products/sundries, Select the Unit, and Enter the Price.

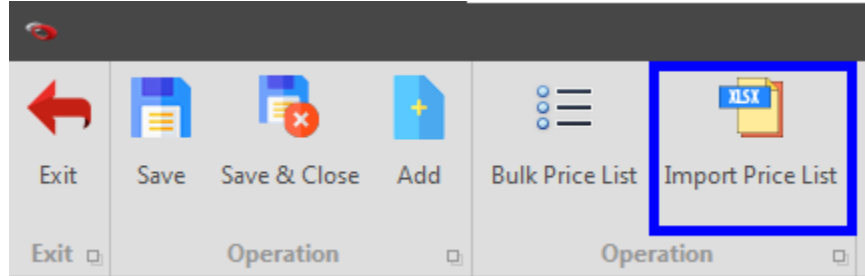| Product	Code	Unit	Price
METALLIC ADDITIVE	360	Liter	22.0
VIOLET EXTREME	274	Half Liter	15
2K TRANSPARENT YELLOW	634	Half Liter	6
BASECOAT CLEAR	700	Liter	17
BASECOAT PURPLE	747	0.25L	5
2K MOLYBDATE RED	640	Liter	19

v.   Click on Save.

b. Import Price List

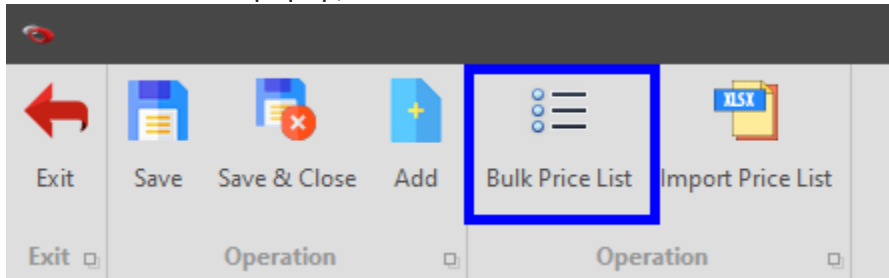Once you created a new price list, import a price list from your PC by clicking on Import Price List button.

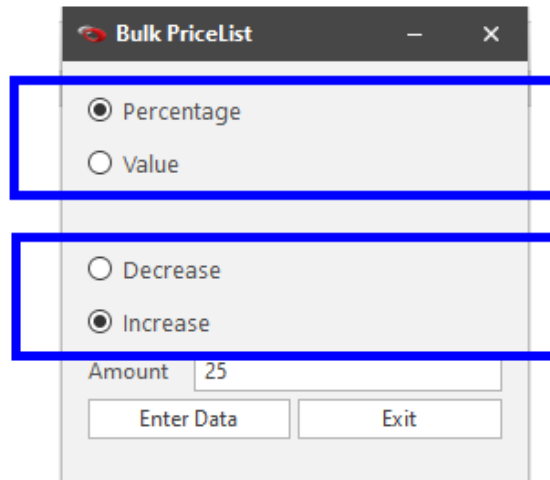**P.S: the file type should be one of the below: xls, xlsx, xlsm, csv.**

c. Bulk Price List

For feasibility purposes, the user can also use the "Bulk Price List".

i.   Select a Price List.

ii.   In the Menu bar, Click on Edit.

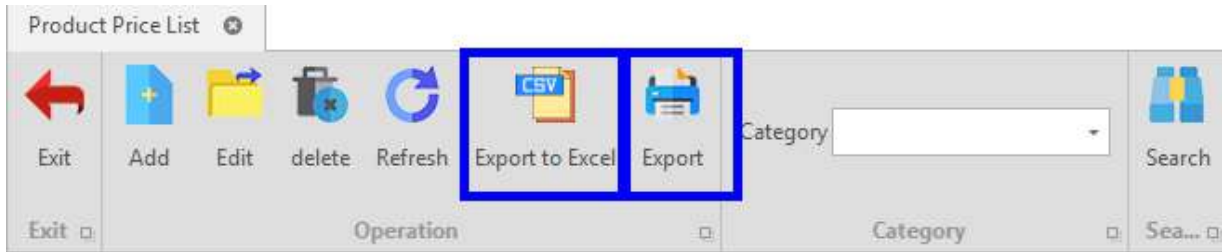iii.   In the *Product Price List's* popup, click on Bulk Price List.

iv.   In the *Bulk Price List's* popup:

• Choose whether to change the prices by a percentage or by value
• Choose whether to increase or decrease the prices
• Select the Amount.
• Click on Enter Data.

d. Export Price List

You can always export a price list as a file to your PC as CSV or other types using one of these two buttons.

8. Contact information

For more information or comments, please do not hesitate to contact the General Paint Software support team by email at support.it@generalpaint.biz
Or by phone at +961 9 925 990
We are available from 8:00AM (GMT) to 8:00PM (GMT).