

Step 1:

Login to Landis Web Portal using credentials provided in E-Mail.



If you have not received your portal credentials or are unable to login contact your account manager for assistance.

Step 2:

Click the “Product/Offer” button located in your main navigation bar, and then click on “Product Inquiry” or “Inquire on Offers”

This step-by-step guide will start with “Product Inquiry” and then explore “Inquire on Offers”



The difference between a product and an offer is that a product is the physical item on the shelf.

An Offer is one or many products picked and packed for an order.

When an order is submitted - the user orders an offer which is then translated to the floor into which products they need to pick.

A Product does not always have to be its own offer, but an offer must have one or more products.

If you have questions about what is a product and what is an offer, please contact your account manager for clarification

This guide will look at the following tabs within Product Inquiry: Inventory, Versioning or Lot Control, UPC's, History, Offer List and Offers

The guide will look at following tabs within Inquire on Offers: Status, Products/Clusters, and Offer History

Step 3: Product Inquiry

After selecting the "Product Inquiry" option, the pop-up opens to select the product you want to view. Searches may include the whole Product ID or Description or partial and it will still populate in the search.

The screenshot shows a 'Find Product' window with the following search filters:

- Search String: (empty text box)
- Owner: All (dropdown menu)
- Search By: ☒ Product ID, ☒ Product Description, ☐ Unique ID, ☐ UPC, ☐ Include Deactivated
- Product Type: All (dropdown menu)

The table below displays the search results:

Product ID	Description	Owner	On Hand	Available	Deactiva...
S2-EL9F-R4CX	BABY BED BAG	LLC	854	854	
B010M6TKO	KV--2XIB--ZI25 - CARTON OF 6	LLC	39	39	
B01DX3BG76	GREY - CARTON OF 4	LLC	4	4	
B01DX1TORC	STAINLESS STEEL - CARTONS OF 4	LLC	71	71	
B01DX1TQDO	STAINLESS STEEL AND BLACK - CARTON OF 4	LLC	78	78	
B01DX3904C	WHITE - CARTON OF 4	LLC	4	4	
B00UNQT2LO	0L--1HBO--RUU7 - CARTON OF 4	LLC	24	24	

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Product Review

The first screen that opens after selecting your product will be the inventory review page. At the top of the page you will see the “Product ID” you selected and the “Product Description”. If you have any questions whether you are looking at a product or offer, the “Build Type” will denote the type of item you are looking at.

The screenshot shows a web application interface for a 'Product Inquiry'. At the top, there is a 'Find Product' button. Below it, the 'Product ID' is 'B01DX3BG76' and the 'Description' is 'GREY - CARTON OF 4'. To the right, 'Build Type' is 'Product', 'Lead Days' is blank, 'Cost Center' is blank, and 'History Detail' is 'Use Owner Default'. Below these fields is an 'Owner' field with a dropdown menu and a 'Comments' text area. A horizontal menu bar contains various tabs: Warehouse Parameters, Physical Characteristics, Serial Numbers, Shipping Characteristics, On Order, Display, Valuation & Pricing, Billing Factors, UPCs, Sort Groups, Versioning, Variable Info, Offer, **Inventory** (highlighted), History, Offer List, Kits, Change History, Purchase Orders, Graphs, Spoilage, and Billing Containers. Below the menu bar, the inventory status is displayed in a table:

On Hand:	4	Expected:	0
Reserved:	0	On Order:	1
Unavailable:	0	Back Ordered:	0
Available:	4		

Inventory

The lower half of the screen that pops up when the product is selected is a real-time snap shot of inventory for the product. The Inventory tab will automatically populate once a product is selected.

- On Hand Inventory: how many products are physically on the shelf
- Reserved Inventory: if any products were reserved for orders by clicking on the blue link “Reserved” a pop-up will appear with a description of how many and to which order they are reserved
- Unavailable Inventory: is any stock that is on hold for any reason including Quality Control Hold or if a particular lot is unusable and requested to not use on orders
- Available Inventory: equals on hand inventory minus reserved, minus unavailable
- Expected Inventory: will indicate any PO’s that are outstanding that have not been received by Landis. By clicking on the blue link “Expected”, it will list all outstanding PO’s
- On Order: will show any outstanding product for partially received PO’s in which the vendor short shipped the product or had a backorder and will ship later.
- Back Ordered: will show total quantity of products to be shipped once product is received. By clicking on the blue link “Back Ordered” a pop-up will show a breakdown of each order and quantity ordered.

On Hand:	4	Expected:	0
Reserved:	0	On Order:	1
Unavailable:	0	Back Ordered:	0
Available:	4		

Versioning

Versioning is relevant if a product needs to be controlled by a LOT or specific identifying characteristic. If a specific LOT is to be used, please notify your account manager to ensure it is selected when the order is processed.

The Versioning tab will show you how many lots existed under a product and whether they are active or not. Some accounts will need to put certain lots on hold and can be reviewed in this tab.

Versioning is not to be confused with tracking a product's UPC history.

The screenshot shows a software interface with a top navigation bar containing tabs: Warehouse Parameters, Physical Characteristics, Serial Numbers, Shipping Characteristics, On Order, Display, Valuation & Pricing, Billing Factors, and UPCs. Below this is a secondary bar with tabs: Sort Groups, Versioning (selected), Variable Info, Offer, Inventory, History, Offer List, Kits, Change History, Purchase Orders, Graphs, and Spoilage. The main content area is titled 'Billing Containers' and contains the following fields:

- Version Track:** ☐
- UID:** 19940
- Version Date:**
- Expiration Date:**
- Status:** ☒ OK To Use ☐ Do Not Use

UPC

Universal Product Codes (UPC's) tab will track if a product's UPC has ever changed. Most products will only have one UPC in their existence, but sometimes receiving products from different suppliers without changing the Product ID, will result in a history of UPC's per product.

UPC's can be added to a Product ID or uploaded with the initial implementation.

The screenshot shows the 'UPCs' tab selected in the software interface. The top navigation bar is the same as in the previous screenshot, but the 'UPCs' tab is highlighted. The secondary bar also remains the same. The main content area is titled 'UPCs' and contains a table with the following data:

Code	Unit Quantity
762047968117	1

History

This tab will show all orders, receipts, adjustments and any other requests that would affect inventory levels.

Double clicking on any line will bring up a summary of the transaction.

If the history extends to more than one page, please click on the bottom arrows to see older transactions.

Warehouse Parameters

Physical Characteristics

Serial Numbers

Shipping Characteristics

On Order

Display

Valuation & Pricing

Billing Factors

UPCs

Sort Groups

Versioning

Variable Info

Offer

Inventory

History

Offer List

Kits

Change History

Purchase Orders

Graphs

Spoilage

Billing Containers

Warehouse: All Warehouses

Warehouse	Version	Type	Date	Quantity	Running Total
LLWHSE		S - Shipment	1/18/2017	-6	4
LLWHSE		S - Shipment	11/22/2016	-15	10
LLWHSE		S - Shipment	10/12/2016	-8	25
LLWHSE		S - Shipment	9/20/2016	-6	33
LLWHSE		S - Shipment	9/9/2016	0	39
LLWHSE		S - Shipment	8/18/2016	-10	39
LLWHSE		R - Receipt	7/29/2016	49	49

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Double click on any line in history will generate a pop-up box with every order that shipped on that date. If only one order shipped that day then only one like item will appear. If 700 orders shipped for this product in one day, all 700 lines will appear in the pop-up. Navigate like previous pages with the arrows at the bottom of the pop-up to see all orders.

* Double clicking on any order in the pop-up will take you to the order in the “[Order Inquiry](#)”

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Offer List

The “Offer List” tab will show all offers the product belongs to. The example below shows that the offer can be ordered as itself in the 4 pack, but is also included in the 8 and 12 pack.

There are other combinations and advantages to customizing offers for your products, that all account managers can help with on an individual level. Please see them with any questions.

Warehouse Parameters

Physical Characteristics

Serial Numbers

Shipping Characteristics

On Order

Display

Valuation & Pricing

Billing Factors

UPCs

Sort Groups

Versioning

Variable Info

Offer

Inventory

History

Offer List

Kits

Change History

Purchase Orders

Graphs

Spoilage

Billing Containers

Offer ID	Offer Description	Start Date	End Date	Quantity Included
IA_C_1518_L_4PK	HANES CLASSICS TAGLESS STRETCH BOXER BRIEFS WITH COMFORT FLEX WAISTBAND - L (4-PACK)			1
C_1518_L_8PK	8 PAIRS: HANES CLASSIC TAGLESS STRETCH BOXER BRIEFS W/COMFORT FLEX WAISTBAND - LARGE			2
C_1518_L	12 PAIRS: HANES CLASSIC TAGLESS STRETCH BOXER BRIEFS W/COMFORT FLEX WAISTBAND - LARGE			3

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1

of 1

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Double clicking on any offer will take you to “Inquire on Offer” - described later on page 7-9

Offer (tab)

The Offer tab within product inquiry displays and operates as the “Inquire on Offer” screen. If the user does not want to flip between pages, they can use this screen.

The Offer tab only displays offers that are for the product in it’s single form. If a product does not have a single offer but belongs to a kit or offer/cluster the Offer tab will be blank.

Warehouse ParametersPhysical CharacteristicsSerial NumbersShipping CharacteristicsOn OrderDisplayValuation & PricingBilling FactorsUPCsSort GroupsVersioningVariable Info**Offer**InventoryHistoryOffer ListKitsChange HistoryPurchase OrdersGraphsSpoilageBilling Containers

Create Offer:☒

Offer ID:

Description:GREY - CARTON OF 4

Bill Of Materials:Product List

SettingsStatusStringsPricing**Products/Clusters**RestrictionsCustomizationImagesLinksQuantitiesCustom CategoriesCategorizaUp-SellOrder HistoryChange HistoryGraphsReorderRecurrence

Product ID	Description	Quantity	Primary Reve...	Reven... Amount	Revenue Center	Backorder Treatment	Exclude From Availability	Don't Ship Alone	On Hand	Available
B01DX3BG76 <i>Product</i>	GREY - CARTON OF 4	1	<input type="radio"/>	0.00		Use System Default	<input type="checkbox"/>	<input type="checkbox"/>	4	4

Step 4: Inquire on Offer

On the main tool bar, in the drop down menu for Products/Offer's select the "Inquire on Offers" selection.



Offer List

Offers can only be searched by Offer Id or Offer Description. The additional search box is for any customer who has "compressed" products that are no longer in use.

Double click on the offer you wish to inquire about.

Select An Offer

Search For:

In: ☒ Offer ID ☒ Offer Description ☐ Additional Search Text

Advanced

ID	Description	Start Date	End Date	Inact...
S2-EL9F-R4CX	BABY BED BAG			<input type="checkbox"/>
B010MI6TKO	KV-2XIB-ZI25 - CARTON OF 6			<input type="checkbox"/>
B01DX3BG76	GREY - CARTON OF 4			<input type="checkbox"/>
B01DX1TORC	STAINLESS STEEL - CARTONS OF 4			<input type="checkbox"/>
B01DX1TQDO	STAINLESS STEEL AND BLACK - CARTON OF 4			<input type="checkbox"/>
B01DX3904C	WHITE - CARTON OF 4			<input type="checkbox"/>
B00UNQT2LO	0L-1HBO-RUU7 - CARTON OF 4			<input type="checkbox"/>

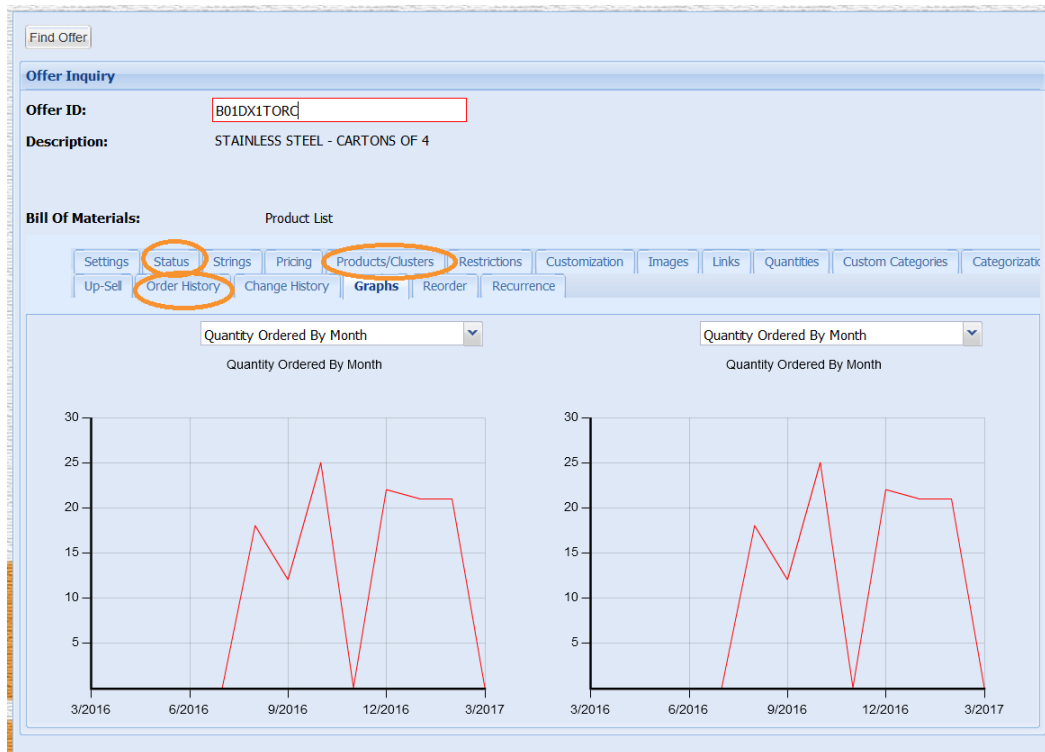
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Cancel Submit

Once the offer has been selected. The "Graphs" tab appears first. Single click on the tab marked "Status".

We will also be exploring the "Products/clusters" tab and the "Order history".



Status

The status of an offer is important. Offers can be available for a specific date range, organized by your account manager. An Offer can also become inactive. If the offer is not available in your order screen when you submit an order, or fails in an API upload, it could be because the offer is inactive and therefore unable to order.

Any questions about the status of an inactive offer, please see your account manager.

The screenshot shows the 'Offer Inquiry' page for Offer ID B01DX1TORC, described as 'STAINLESS STEEL - CARTONS OF 4'. The 'Status' tab is highlighted with an orange circle. Below the tabs, there is a section for 'Start Date' and 'End Date'. The 'Inactive' checkbox is highlighted with an orange circle and is currently unchecked.

Find Offer

Offer Inquiry

Offer ID: B01DX1TORC

Description: STAINLESS STEEL - CARTONS OF 4

Bill Of Materials: Product List

Settings | Status | Strings | Pricing | **Products/Clusters** | Restrictions | Customization | Images | Links | Quantities | Custom Categories | Categoriz
 Up-Sell | Order History | Change History | Graphs | Reorder | Recurrence

Product ID	Description	Quantity	Primary Reve...	Revenue Amount	Revenue Center	Backorder Treatment	Exclude From Availability	Don't Ship Alone	On Hand	Available
B01DX1TORC <i>Product</i>	STAINLESS STEEL - CARTONS OF 4	1	<input checked="" type="radio"/>	0.00		Use System Default	<input type="checkbox"/>	<input type="checkbox"/>	71	71

Products/Clusters

A one for one offer as shown above has one product in its offer regardless of the quantity ordered.

A multi-product offer as shown below has three products when the offer is ordered.

As explained earlier, a product does not have to be an offer. Some products will only be picked when a particular offer is ordered like below; “INSTRUCTIONS” is only picked when this offer is ordered. Conversely, if “INSTRUCTIONS” was available for individual sale then it must be its own one for one offer in addition to existing offers.

Offer Inquiry

Offer ID: FA-US-O-1000-2000-02

Description: Fairbell, 1000CM-2000LED Warm white, USA plug

Bill Of Materials: Product List

Settings | Status | Strings | Pricing | **Products/Clusters** | Restrictions | Customization | Images | Links | Quantities | Custom Categories | Categorization | Up-Sell | Order History | Change History | Graphs
 Reorder | Recurrence

Product ID	Description	Quantity	Primary Revenue	Revenue Amount	Revenue Center	Backorder Treatment	Exclude From Availability	Don't Ship Alone	On Hand	Available
FA-US-O-1000-2000-02 <i>Product</i>	Fairbell, 1000CM-2000LED Warm white, USA plug	1	<input checked="" type="radio"/>	0.00		Use System Default	<input type="checkbox"/>	<input type="checkbox"/>	63	63
INSTRUCTIONS <i>Product</i>	INSTRUCTIONS-HOW TO CONNECT THE CABELS	1	<input type="radio"/>	0.00		Use System Default	<input type="checkbox"/>	<input type="checkbox"/>	98	98
FSP0236 <i>Product</i>	TRANSFER DIODE CABLE	1	<input type="radio"/>	0.00		Use System Default	<input type="checkbox"/>	<input type="checkbox"/>	102	102

Offer History

Offer history is similar to the product history, in that it shows every order that ordered the offer, however instead of lumping a days worth of orders together it will list each order as one line. By double clicking on the order line it will bring you to the “Order Inquiry”. Please see the [Order Inquiry step-by-step guide](#) for any questions.

If you do not see the order you are looking for, use the search tools highlighted in orange to narrow or broaden your search.

Find Offer

Offer Inquiry

Offer ID:

B01DX1TORC

Description:

STAINLESS STEEL - CARTONS OF 4

Bill Of Materials:

Product List

Settings

Status

Strings

Pricing

Products/Clusters

Restrictions

Customization

Images

Links

Quantities

Custom Categories

Categorizati

Up-Sell

Order History

Change History

Graphs

Reorder

Recurrence

01/01/2017

03/02/2017

Search

Order Id	Reference #	Entry Date	Ship To	Offer Qty
29		02/23/2017 08:44 AM	AMAZON	15
26		02/14/2017 11:35 AM	AMAZON	6
25		01/13/2017 03:25 PM	AMAZON	6
23		01/13/2017 09:18 AM	AMAZON	15