



## **Verify Newly Added Components (inventory items)**

*Estimated Time for a Primary Vendor (250+ items): 1-2 hours*

With your vendor(s) order guide now loaded in efish, you are ready to verify all items are present and the base unit is correct (how you use it in the store)

navigate to: **[Administration > Component Admin]**

### **1. First, verify all items you currently purchase are listed.**

Have a copy of the order guide you have been using to order

In Component Admin select the correct company, then the vendor you are verifying

All the items will be listed at the bottom of the page

Make a list of any items you are currently ordering that are not listed in efish

### **2. Second, Verify the Base Unit THIS IS REQUIRED FOR THE INVENTORY TO WORK**

This step verifies how you use the item in the store either in a recipe, how its sold or how you use it. It is critical for accurate counting and ordering.

From the Component Admin Screen, Select the company and the vendor you are verifying

Under the base unit column either confirm or change then confirm the base unit of measure

- Note: Normally 10% to 30% of the items will need to be changed

You will not be able to change a components base unit after it is confirmed.

If a base unit is set incorrectly, you will need to contact Point Blank Support via email to change it for you.

Email any missing items to your sales support rep and let them know you have confirmed the base units of measure.