

Stibo Item Details UOM

Selecting and Populating the Correct Multiplier / Pack Quantity

Use this job aid when populating the Items Details page and Base UOM. Refer to the

1

On the item details page, select ***Item UOM** Tab

2

Base UOM – use the drop down and select **EA**
- Note: most packaged goods have a base UOM of EA (each)

3

Click **Add Reference**

4

Click on the tree icon in the Reference Target box

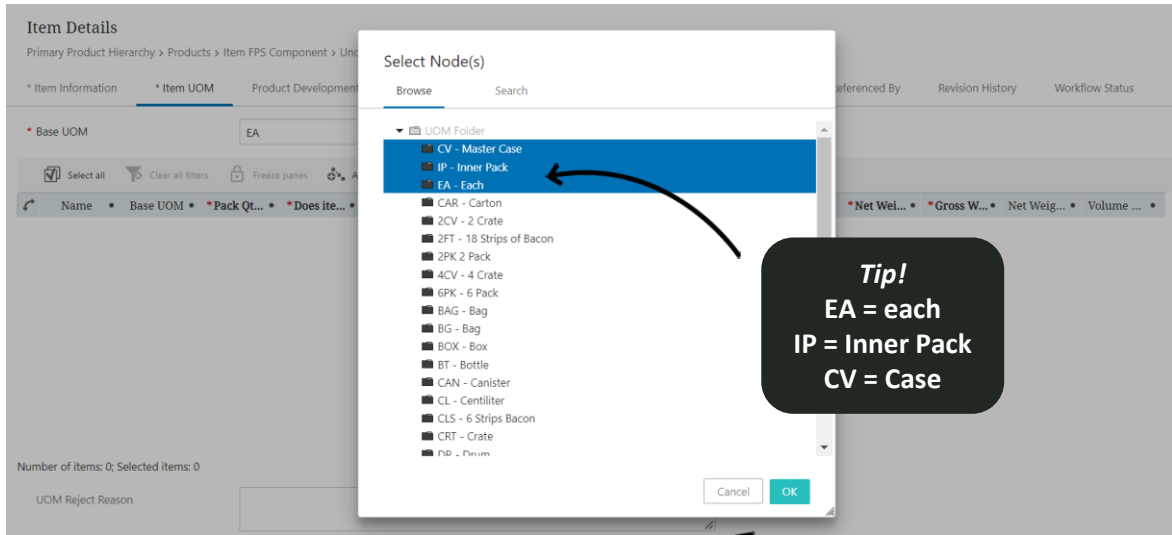
5

The Select Nodes box will appear. Click the UOM folder drop down

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6

Select the UOM appropriate to your product. The 3 most commonly used UOMs are listed at the top

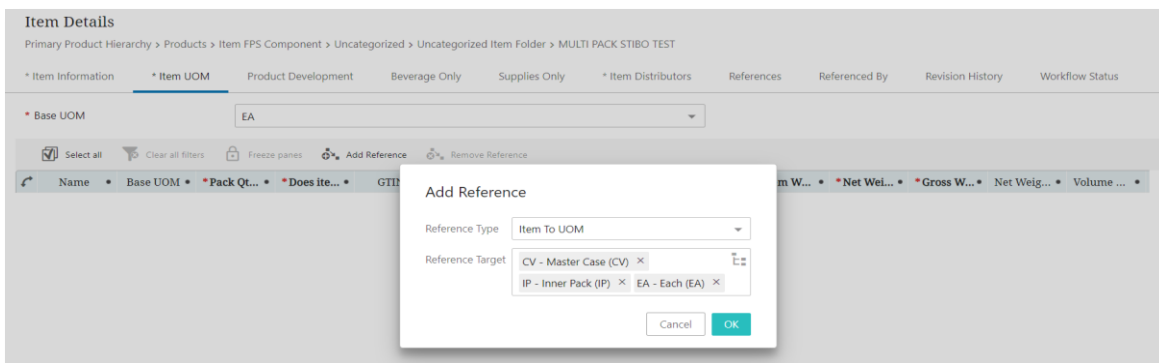


7

Click **OK** to add these to your Reference

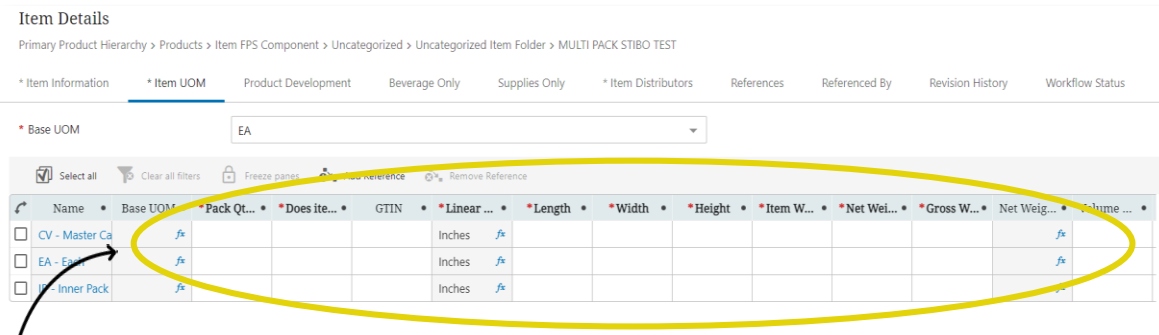
8

Click **OK** to confirm your Reference



9

The UOM table appears



The UOM for your product is now displayed in a table format. Each attribute marked with an asterisk is a required field and must be populated for each UOM listed.

Here is some additional information to assist you when filling out unit of measure (UOM) table:

- CV (Master Case): Pack Quantity/Multiplier is the number of individual selling items in the case.
- EA (Each): the base unit of measure. Consider this: You are selling **one** individual unit to customer, therefore; the Multiplier/Pack Quantity for EA is 1.
- IP (Inner Pack): the Pack Quantity/Multiplier for an IP is how many individual selling items (EAs) are in the Inner Pack. It is NOT how many inner packs are in a case.
- Refer to the Supplier Attribute List by Role Job Aid for detailed descriptions of each attribute.