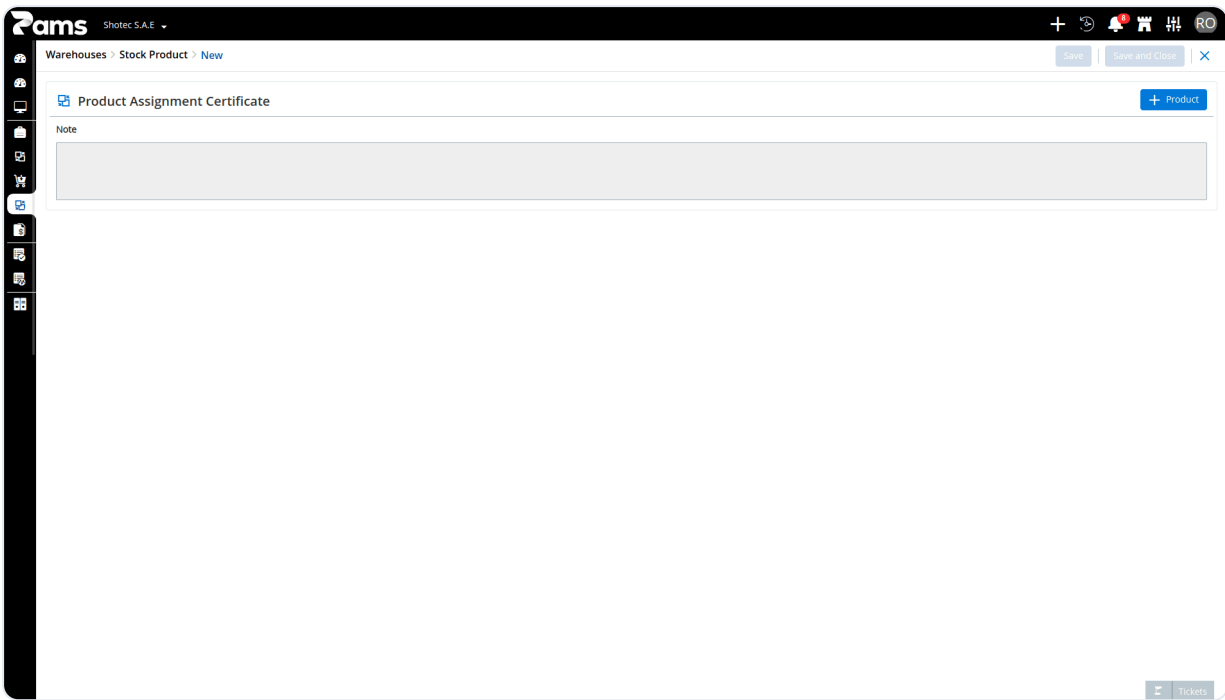


Stocking

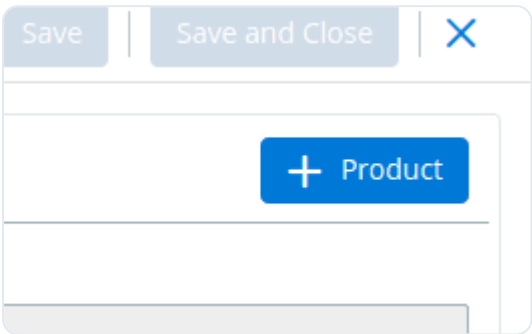
August 8, 2026

Stocking

Applications > Warehouse



Stocking

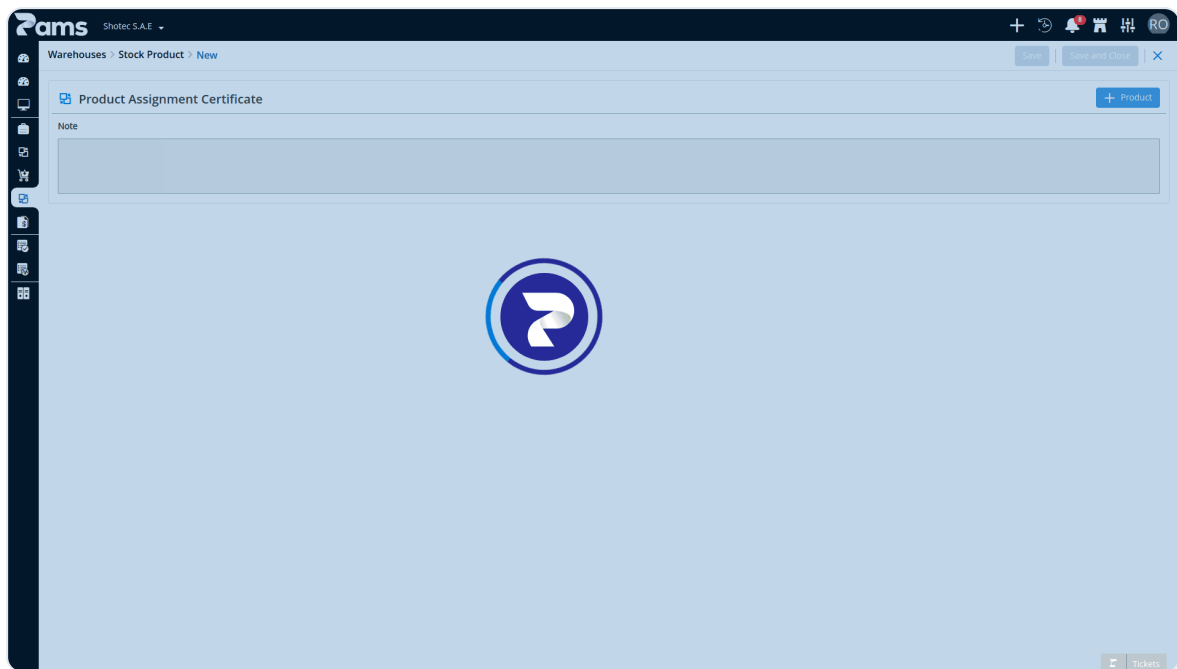


Overview

Use Stocking to create and save a stock product record in the Warehouse application. Warehouse and inventory users use this workspace when they need to record a product-related entry, add a note, and include supporting files. Save the record when it is ready to remain open for further work, or save and close it when the entry is complete.

Workflow

1. Open the Warehouse application and select **Stock Product** to start a new stocking record.



Stocking

2. Decide whether the record requires product, ticket, note, or file information before saving.
 - Select **Product** when you need to work with product information.
 - Select **Tickets** when the stocking record is associated with tickets.
 - Enter any relevant details in **Note**.
 - To include supporting documentation, select **Attach** or drag the file to **Drop a file here**.
 - If a confirmation window is displayed after one of these actions, select **Ok** to confirm.

Tip: Add a clear note that identifies the purpose of the stocking record, especially when attaching supporting files.

3. Decide whether to continue working on the record or finish it.
 - Select **Save** to retain the entered information and keep the record open for further review or additions.
 - Select **Save and Close** to retain the entered information and leave the record.

Note: Attach files before saving when they form part of the record's supporting documentation.

Examples

A warehouse user needs to create a stocking record for a replacement pump received for internal stock.

1. In Warehouse, the user selects **Stock Product**.
2. The user selects **Product** and works with the relevant pump product entry.
3. In **Note**, the user enters: "Replacement pump for warehouse stock; delivery documentation attached."
4. The user selects **Attach** and adds the supplier delivery document. If prompted, the user selects **Ok**.
5. Because the record is complete, the user selects **Save and Close**.

The stocking record is saved with its note and attached documentation.

Tips

Tip: Use **Save** when you expect to add more information, such as a further note or attachment.

Warning: Select **Save and Close** only after confirming that the note and required attachments have been added.

Troubleshooting

- **Symptom:** The supporting document is not included in the record.
Likely cause: The file was not added through **Attach** or **Drop a file here** before saving.
Fix: Add the file, confirm with **Ok** if prompted, and then select **Save**.
- **Symptom:** The record remains open after saving.
Likely cause: **Save** was selected instead of **Save and Close**.
Fix: Select **Save and Close** when you have finished the record.

Related pages

- [Return Note](#)
- [Transfer Order](#)
- [Warehouse — Learning Path](#)
- [Warehouse — Overview](#)
- [Delivery Note](#)
- [External Service](#)
- [Inspection](#)
- [Issue Goods](#)
- [Awaiting Inspection](#)
- [Awaiting Storage](#)
- [Delivery Note](#)
- [External Service](#)
- [Inspection](#)
- [Issue Goods](#)
- [Packages](#)