

Utilizing Item Aliases

Last Modified on 08/03/2023 12:14 pm EDT

Overview:

Utilizing Item Aliases can be extremely helpful. Aliases allow you to use multiple names (SKUs) for the same item. This helps when you and your manufacturer call the same part by different names, or if you have a name for a part, but call it something different for your customers.

Use Cases:

Customer Facing - Different Customers may have different names for the same Item. You can list those under each item.

- Select your Item from your Items list.
- Select the Customer Aliases tab.
- Select the green Add button towards the right hand portion of the screen.

The screenshot displays the OrderTime system interface. At the top, there is a navigation bar with tabs for Home, Sales, Purchasing, Production, Warehouse, and Reports. Below the navigation bar, the breadcrumb trail shows 'Home > Items > Item'. The main content area is titled 'Item - BPA1004-12' and contains several sections: 'General', 'Summary', and 'Note'. The 'General' section includes fields for Description, Type, Group, UOM, Price, and Std. Cost. The 'Summary' section includes fields for Available, Required, Net Available, On hand, Committed, In Transit, and On order. The 'Note' section is currently empty. Below these sections, there is a tabbed interface with tabs for 'Inventory', 'Custom', 'On Order Detail', 'Required Detail', 'Transactions', 'Vendors', 'Related Items', 'Customer Aliases', 'Item Image', and 'Attachments'. The 'Customer Aliases' tab is selected and active. In the bottom right corner of the 'Customer Aliases' tab, there is a green 'Add' button. Two red arrows point to the 'Add' button and the 'Customer Aliases' tab.

CUSTOMER	CUSTOMER PART NO	NOTE	ACTIONS
Kevin's Shot Spot	Pure Aero 4-12-100	Babolot Pure Aero 100" w/ 4-1/2 Grip	🗑️ 🔄
Match Point Tennis	BPA-Yellow100	Babolot Pure Aero 100" w/ 4-1/2 Grip	🗑️ 🔄

Total Records: 2

- Selecting the Add button will present the Customer Aliases window.
- Within the Customer Aliases window select the Drop Down from the Customer field to select the customer to update the Item Alias.
- Update the Customer Part No. and the Note fields as needed.
- Click the Save button.

Customer Aliases ✕

General **Custom**

Customer

Customer Part No

Note

« ... »



- Once Saved the Customer Alias has been added to the Customer Aliases listing.

OrderTime TennisTime | login

Home Sales Purchasing Production Warehouse Reports

Home > Items > Item Created By Mike Moore 7/13/2023 1:36 PM Modified By Mike Moore 7/25/2023 4:16 PM

Item - BPA1004-12 New

General	Summary
Description: Babolat Pure Aero 100" (4-1/2)	Available: 0
Type: Part	Required: 0
Group: Parts Group Change group	Net Available: 0
UOM: EA	On hand: 0
Price: 240.00	Committed: 0
Std. Cost: 120.00	In Transit: 21
	On order: 0

Note New

Inventory Custom On Order Detail Required Detail Transactions Vendors Related Items **Customer Aliases** Item Image Attachments

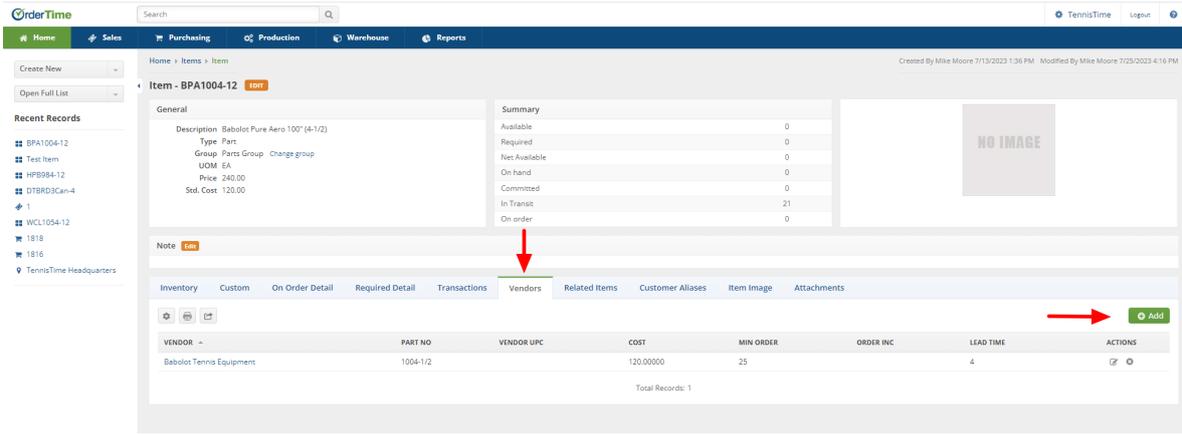
CUSTOMER	CUSTOMER PART NO	NOTE	ACTIONS
Kevin's Shot Spot	Pure Aero 4-12-100	Babolot Pure Aero 100" w/ 4-1/2 Grip	<input type="checkbox"/> <input type="checkbox"/>
Match Point Tennis	BPA:Yellow100	Babolot Pure Aero 100" w/ 4-1/2 Grip	<input type="checkbox"/> <input type="checkbox"/>
Racquet Sports	BabPurAer1004-12	Babolot Pure Aero 100" w/ 4-1/2 Grip	<input type="checkbox"/> <input type="checkbox"/>

Total Records: 3

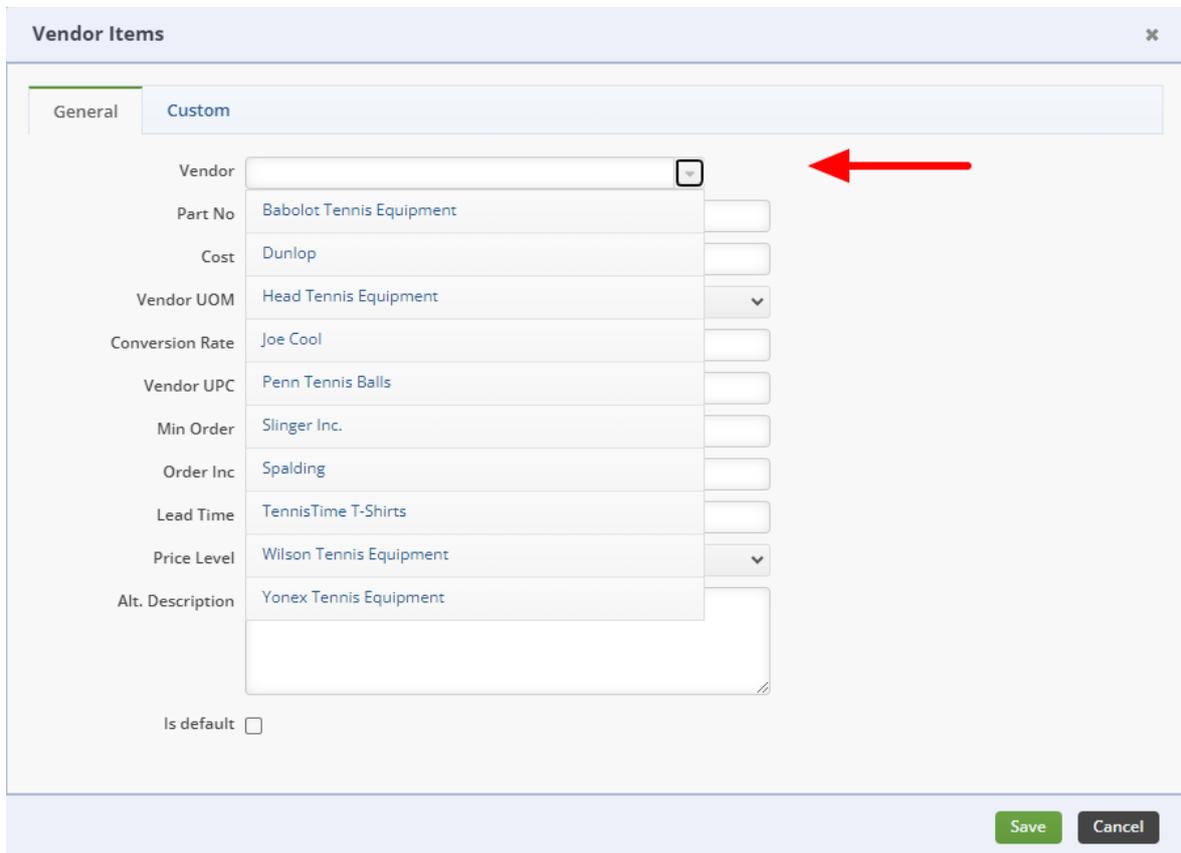


Vendor Facing - Different Vendors may have different names for the same Item. You can list those under each item.

- Select your Item from your Items list.
- Select the Vendors tab.
- Select the green Add button towards the right hand portion of the screen.



- Selecting the Add button will present the Vendor Items window.
- Within the Vendor Items window select the Drop Down from the Vendor field to select the Vendor to update the Item Alias.
- Update the additional fields as needed.
- Click the Save button.



- Once Saved the Vendor Alias has been added to the Vendor listing.

OrderTime

Home Sales Purchasing Production Warehouse Reports

Home > Items > Item

Item - BPA1004-12

General

Description: Babolat Pure Aero 100" (4-1/2)
 Type: Part
 Group: Parts Group Change group
 UOM: EA
 Price: 240.00
 Std. Cost: 120.00

Summary

Available: 0
 Required: 0
 Net Available: 0
 On hand: 0
 Committed: 0
 In Transit: 21
 On order: 0

Note

Inventory Custom On Order Detail Required Detail Transactions Vendors Related Items Customer Aliases Item Image Attachments

VENDOR	PART NO	VENDOR UPC	COST	MIN ORDER	ORDER INC	LEAD TIME	ACTIONS
Babolot Tennis Equipment	1004-112		120.00000	25		4	
Joe Cool	JCBPA100412		175.00000				

Total Records: 2

Manufacturer Facing - Different Manufacturers may have different names for the same Item. You can list those under each item.

- Select your Item from your Items list.
- Select the Alias tab.
- Select the green Add button towards the right hand portion of the screen.

OrderTime

Home Sales Purchasing Production Warehouse Reports

Home > Items > Item

Item - BPA1004-12

General

Description: Babolat Pure Aero 100" (4-1/2)
 Type: Part
 Group: Parts Group Change group
 UOM: EA
 Price: 240.00
 Std. Cost: 120.00

Summary

Available: 0
 Required: 0
 Net Available: 0
 On hand: 0
 Committed: 0
 In Transit: 21
 On order: 0

Note

Inventory Custom On Order Detail Required Detail Transactions Vendors Related Items Customer Aliases Item Image Attachments Alias

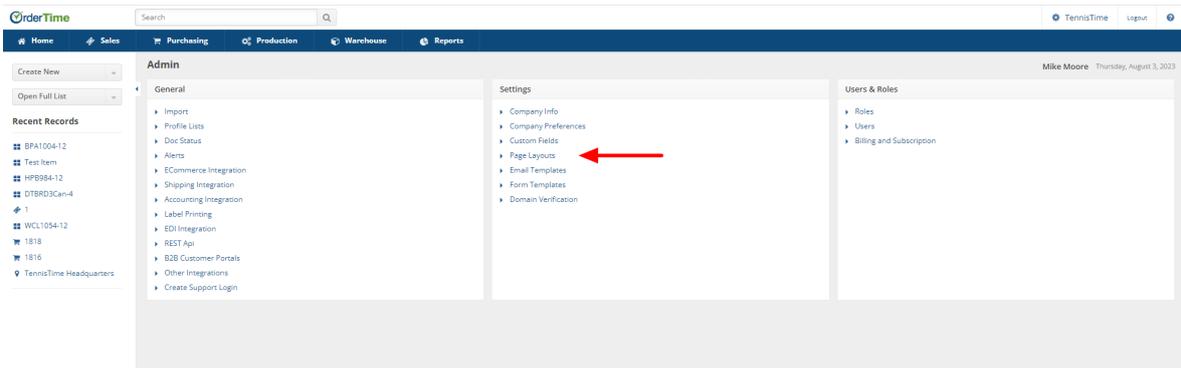
ALIAS NO.	PRICE	COMMENT	ACTIONS
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Add

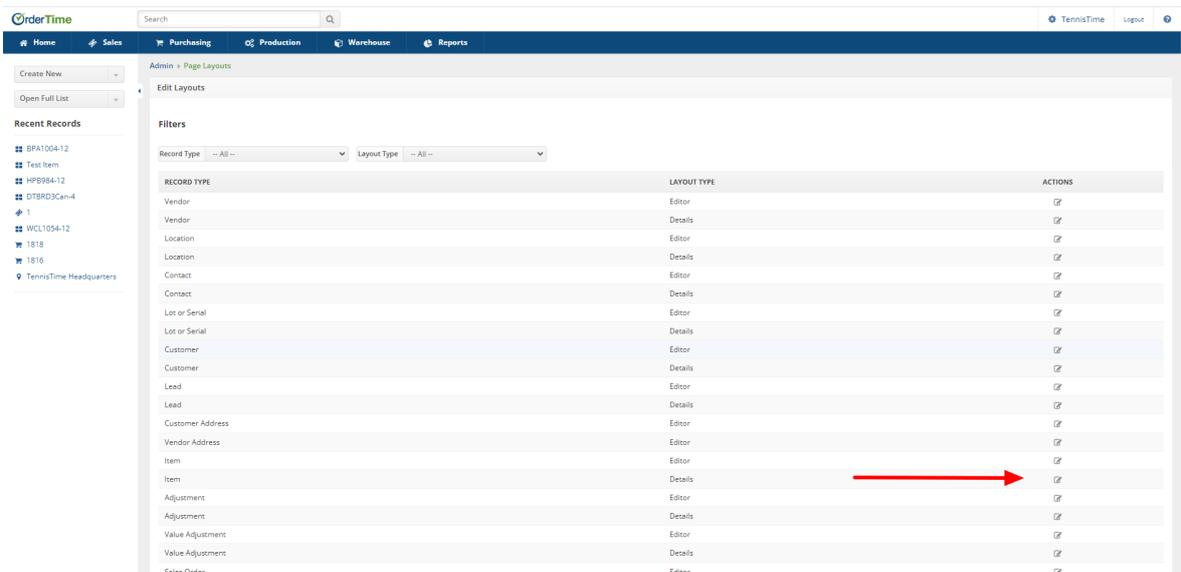


If you do not see the Alias tab you need access Page Layout from the Admin screen and select Item Details in order to make the Alias tab "Visible".

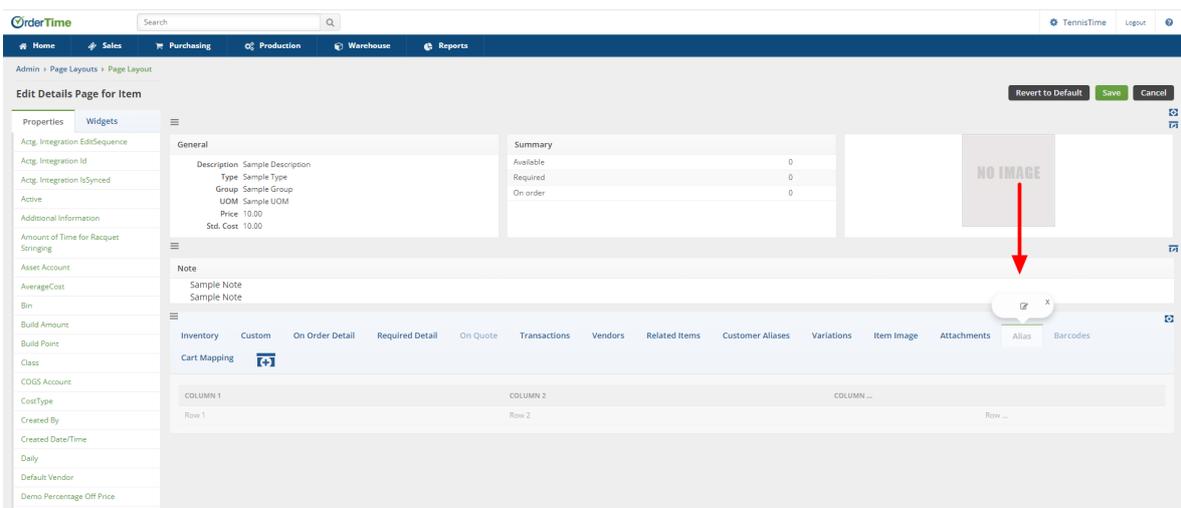
- Should the Alias tab not be reflected in your Item List, go to Admin and within the Settings column you will select Page Layout.



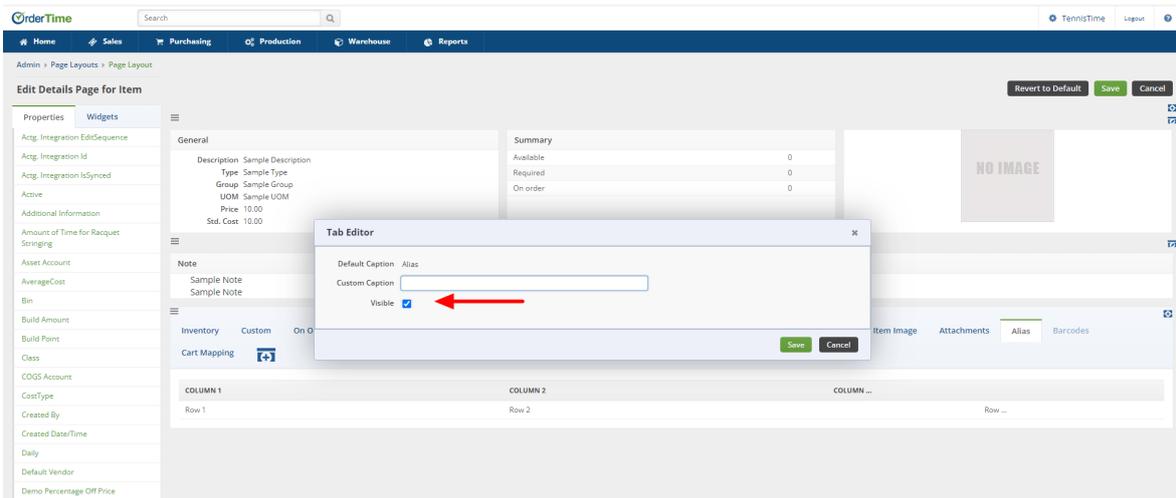
- Selecting Page Layouts will bring you to the Edit Layouts screen where you will select the Item Details the Edit icon towards the right side of the screen.



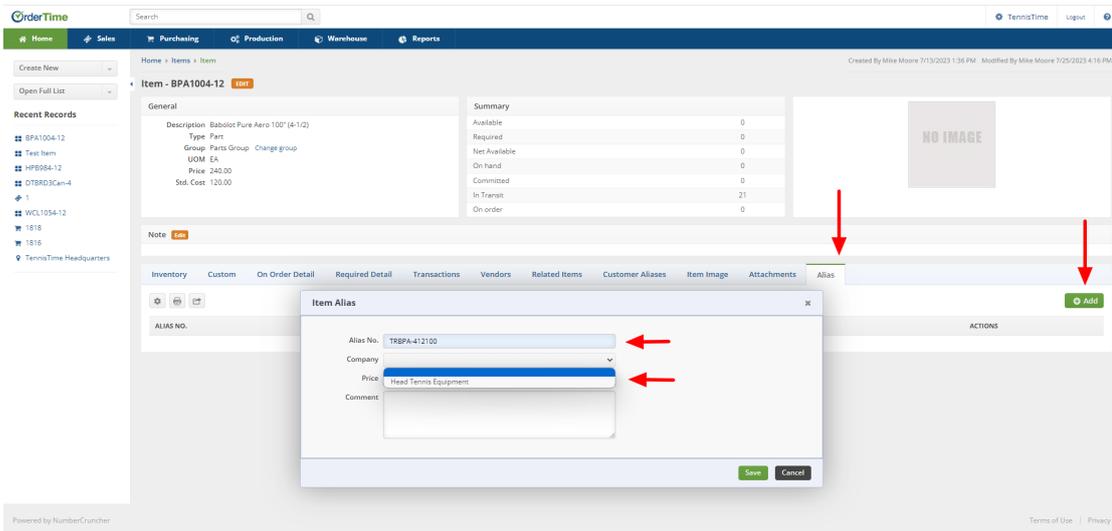
- You will locate the Alias tab which should be "grayed out" and click on the tab. This will open a window with an Edit button which you will click.



- The Tab Editor window will appear and you must check the Visible box in order for the Alias tab to become visible within the Item screen. Once checked, click the Save button.



- With the Alias tab now being visible select the green Add button towards the right hand side of the screen.
- This will open the Item Alias window.
- You may input your Alias No., the Company, the Price and any needed comments.
- Click the green Save button towards the bottom right hand corner of the window.



- The Alias tab will now reflect the Information associated with a manufacturer.

