Stock In Motion – Quick Reference Guide

1. Launch the Stock In Motion app from your list of available apps.

2. Select the "Pricing" tab, then choose your desired subscription plan and sign up for your free trial.

3. Once you've signed up, go to your settings tab to ensure you personalize the below:

   - Days to fulfillment to set customer expectations- this is simply how long it takes to accept inventory and process the shipment to your customer. The default is zero meaning it arrives and ships on the same day.
   - Variance days- date range to allow for any potential transit delays.
   - Verbiage shown on your storefront- customize to your own verbiage or utilize our "Stock In motion".

4. When you order inventory, make sure to get the carrier and tracking number from your supplier.

5. Go to your Inbound tab and select "Add Inbound". Select your carrier, add the tracking number, and select "Locate" (sometimes, destination is not available from the carrier, so select "Set Manually" and add a zip or city/state combination).

   - If your carrier is not shown in the drop down, simply select "Add Carrier" and our onboarding team will onboard them for you.

6. Once the tracking is complete, select your supplier and fulfillment center. Then, add the SKUs that are on the way and save your inbound – you have successfully created "Stock In Motion"!

7. Our software sets your items available for sale and holds all orders, so that your operations do not get confused by orders that are not in stock yet.

8. When your inventory arrives, go back to your Inbound tab in the Stock In Motion app and edit the inbound line item (you can search your inbound deliveries by SKU, product name or tracking number). Once in the detail page, select "Receive Inventory", put in the number of items you received and click "save". This releases your items for fulfillment automatically and completes the process!