



\*\*\*\*\*PLEASE READ ALL EXAMPLES BEFORE FILLING OUT THIS SPREADSHEET\*\*\*\*\*

### STEP #1: ENTER YOUR VENDORS & CATEGORIES

1. In column A do nothing.
2. In column B list all your vendors by name.
3. In column C add any needed categories that are not already in the list.
4. In column D use the drop down to choose the correct category the item will be listed under. If you can't find it choose 'other'.

### STEP #2: ENTER IN YOUR INVENTORY ITEMS BY FILLING IN ALL FIELDS

1. In column F choose the category that best describes the item being entered.
2. In column G type the item code. This code must match Motor Information codes for the item to pull correctly in the eLube POS software.  
**EXAMPLE:** if you are using Pennzoil filters an oil filter item code would be entered as PZ1.
3. In column H type the description of the item that is most familiar to your lube techs.
4. In column I scan in the UPC code or barcode of the item being entered. (optional).
5. In column J choose from the list how you purchase the item from your vendor.
6. In column K type in the cost you pay your vendor to stock this item.  
**EXAMPLE:** If you receive items by the case put in the cost of the case.  
**EXAMPLE:** If you receive each item individually, even if it is delivered in a case, put in the cost of each item.
7. In column L choose how you are selling this item to your customers.  
**EXAMPLE:** If you receive items by the case, but sell them individually choose 'Each'.  
**EXAMPLE:** If you receive items by the gallon and sell them by the gallon choose 'Gallon'.
8. In column M you decide how your vendor units translate into retail units.  
**EXAMPLE:** If you receive a case of 12, but sell items individually put the number '12'.  
**EXAMPLE:** If you receive each item individually, even if it comes in a case, and sell items individually put the number '1'.
9. In column N type in the price your customers pay to purchase this item.
10. In column O type a per unit surcharge for this item. (optional)
11. In column P type a fixed surcharge for this item. (optional)
12. In column Q choose Yes or No whether this item will be taxable.
13. In column R choose the correct vendor for the item.