

BUYiQ[®]

Spotlight Guide: Inventory

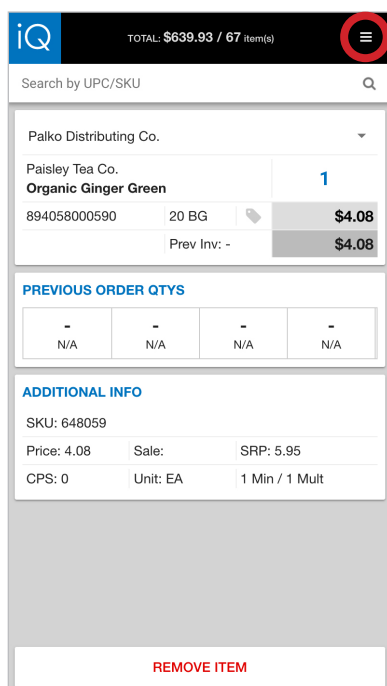
Overview

This user guide will explain how to utilize BUYiQ to conduct inventory.

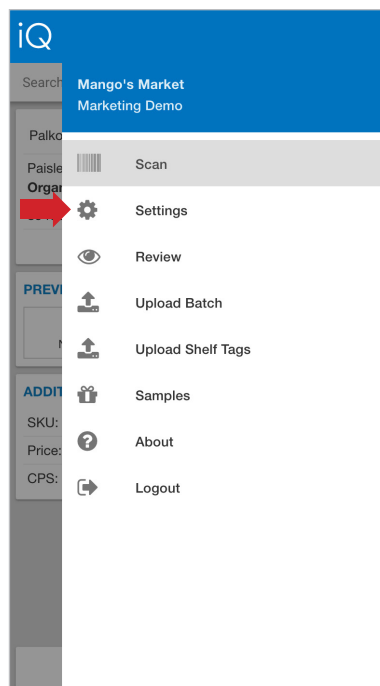
Conduct Inventory

1. Settings

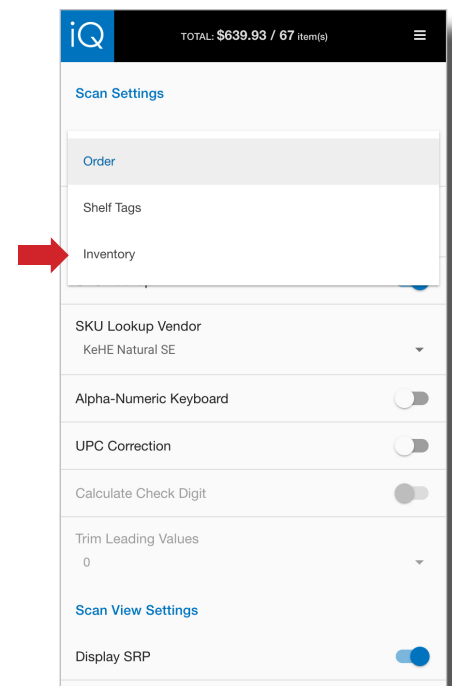
Select **Settings** from the **BUYiQ Menu** (☰), then tap on **Inventory** under **Scanning Mode**. Return to the BUYiQ Menu and select **Scan** to navigate to the inventory scan screen.



1



2




3

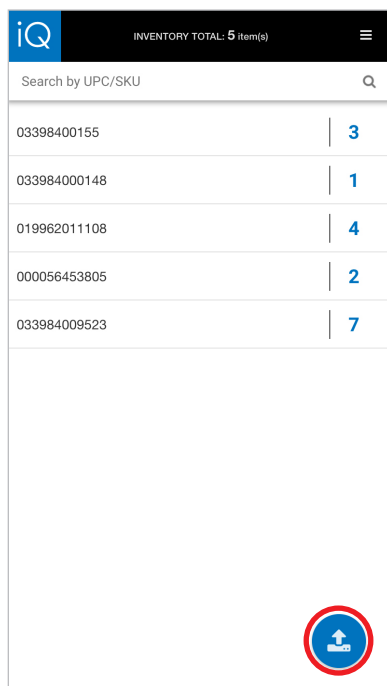
Quick Start Guide: How to Order

2. Scan

Scan or enter the UPC of the items you wish to inventory and enter the quantity for each item. You will see the UPC numbers for items scanned.

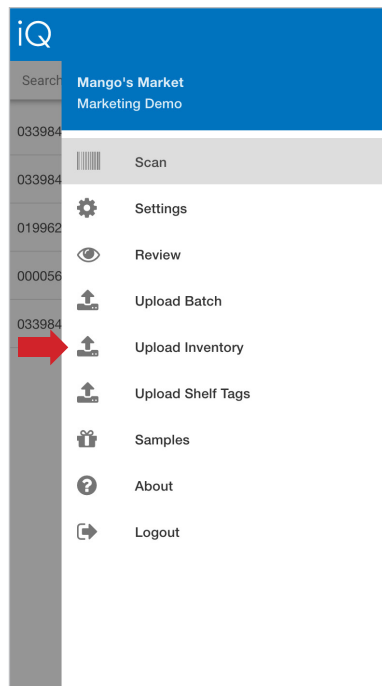
3. Upload

When you are finished scanning, tap the **Upload** icon () in the bottom right corner of the screen. A dialog box will appear to ask if you would like to upload your inventory items. Select **Upload** to send the batch to MyGeniusCentral.com. You can also upload your inventory items by tapping **Upload Inventory** in the main menu.

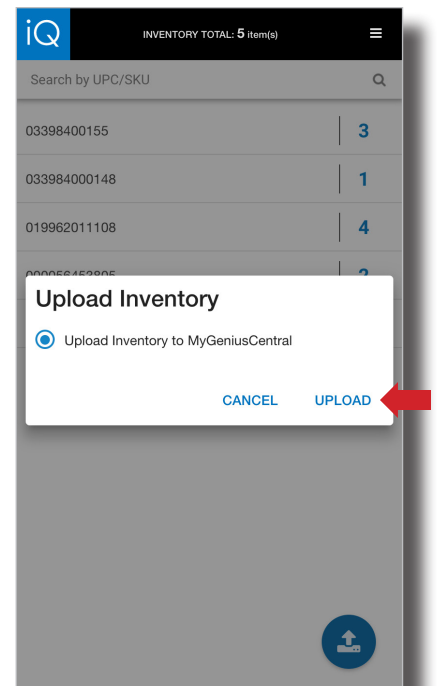


1

or



2



3

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4. MyGeniusCentral

In your MyGeniusCentral.com account, click on the menu item **Orders**, then **Inventory Exports** and select your inventory scan date in the **Inventory Date** drop down window. You can then view your inventory list in **View Products**.

The screenshot displays the MyGeniusCentral.com web application. At the top, a navigation bar includes a 'Welcome LN Demo' message, a settings gear icon, and a 'Cart - No Items' indicator. Below this, a main menu features 'ORDERS' (highlighted with a red arrow), 'SOM', 'EXCLUSIVE DEALS', 'CUSTOMERS', 'CAMPAIGNS', 'SETTINGS', and 'HELP'. A secondary menu below 'ORDERS' includes 'My Orders', 'New Order', 'Product Search', 'Supplier Accounts', 'Shelf Tags', 'Inventory Exports' (highlighted with a red arrow), 'Import Order', and 'Orders'. The main content area shows a 'Featured Specials' section with the 'now solutions' logo and a promotion for 'New Magnesium Flakes' with a 'View Deals' button. To the right are links for 'New Products' and 'Samples & Contests'. Below this, the 'Inventory Exports' section is active, showing a 'Store' dropdown set to 'Mango's Market' and an 'Inventory Date' dropdown set to '- All Inventories -'. A list of distributors is displayed under the heading 'Please rank your Distributors', including 'Alberts Organics - Twin Cities', 'Alberts Organics Inc-Denver', 'All Natural Distributors', 'Alternative Marketing & Wholesale', 'Amrita Aromatherapy', 'Associated Buyers', 'Avenue Gourmet', 'Cabana Natural Foods', 'Chex Finer Foods', 'Cusp Natural Products', 'Disc 12/23/2010 - J.A.M.B.', 'Europa Sports', 'Frontier Coop', and 'Garden Soot Distributors'. To the right of the list are buttons for 'Move To Top', 'Move Up', 'Move Down', 'Move To Bottom', 'Assign To Products', and 'View Products' (highlighted with a red arrow). A 'View More Deals' link is visible on the right side of the 'Inventory Exports' section.

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5. Exporting Inventory

Inventory items are listed in the order they were scanned with the most recent at the bottom of the list. You can press the **Export** button to export them as a .txt file, then import into an excel spreadsheet or POS system.

Inventory Exports

Store:

Inventory Date:

POS Template:

[Return to Vendor Ranking](#)

UPC	SKU	BRAND	PRODUCT NAME	Supplier
070617006238	00118059	Barbara's	CEREAL PUFFINS PNUT BTR 11 OZ	KeHE Natural SE
073416040588	00003734	Lundberg	RICE BRWN JASMINE ORG 32 OZ	KeHE Natural SE
078314811759	01423672	Madhava Honey	AGAVE NECTAR MAPLE 11.75 OZ	KeHE Natural SE
085696607207	00011542	Mori-Nu	TOFU FIRM LITE 12.3 OZ	KeHE Natural SE
306969998519	00002555	Boiron	OSCILLOCOCCINUM 6 TB	KeHE Natural SE
605069200073	20007	Botanique By Himalaya	Neem & Pomegranate Toothpaste 200 gm Paste	Himalaya Herbal Healthcare
632432962016	00003996	Guayaki	TEA MATE TRAD ORG 25 BG	KeHE Natural SE
666248001041	00010665	Herbatint	HR COLOR 5N CHESTNT LITE 4.56 OZ	KeHE Natural SE
715486506105	00012505	Olbas	PASTILLES 1.6 OZ	KeHE Natural SE
733739006707	0670	NOW	C 500 With Rose Hips 100 Tabs	Now Foods
733739014856	1485	NOW	Selenium 200 Mcg Yeast Free 90 Vcaps	Now Foods
733739081506	8150	NOW	European Clay Powder 6 Oz	Now Foods
744473945009	00131840	So Delicious	COCONUT MILK 11 OZ	KeHE Natural SE
853522000870	00005855	Enjoy Life	COOKIE GF CRNCHY DBLCHC 6.3 OZ	KeHE Natural SE
859908003046	00122816	Dang	COCONUT CHIP CRML SSALT 3.17 OZ	KeHE Natural SE

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[Export](#)

[View More Deals](#)

RIDGECREST
HERBALS
Offer Your Customers Relief!
15% OFF
Select Products

#1 Requested New Supplement
15% OFF
AMAZING HERBS
BLACK SEED
Inflammation
Allergy and Immune
System Response*
100% PURE COLD-PRESSED BLACK CUMIN SEED OIL

Jarrow FORMULAS **25% OFF**
SELECTED ITEMS
Industry Leading

Grade A Amber Color, Rich Taste
Grade A Dark Color, Robust Taste
Maple Syrup (12 oz & 32 oz)
Order Now!

25% off + 8% off!
Buy at Least 4
Mix 'n' Match

For Further Assistance

For further assistance with any aspect of your **BUYiQ software** or your **MyGeniusCentral.com** account, please contact Genius Central support at **800.360.2231** or by email at CustomerService@GeniusCentral.com