



## Stock Definition

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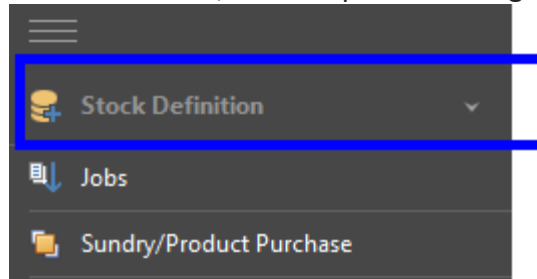
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## 1. Introduction

This guide details the process to set up your stock (Products, Sundries, Kits, and Product Unit and Price Lists)

To access this feature, click on **Stock Definition**, in the top of the Navigation Bar.



## 2. Categories

This section describes the process to follow to the categories that will be using for sundries and kits.

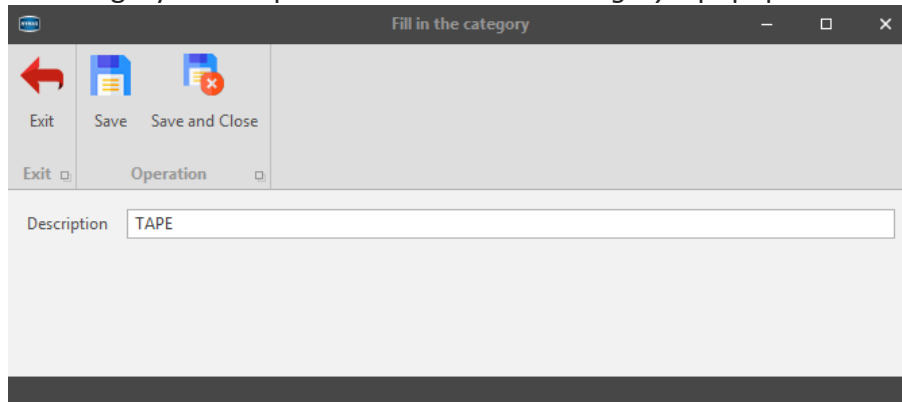
### a. Add Category

To add a new category that will be used in creating sundries and kits:

- i. Click on Categories.
- ii. In the Menu bar, click on Add.



- iii. Enter the category's description in the *Fill in the category's* popup.



- iv. Click Save and Close to close the popup window upon saving.



b. Edit/Delete Category

To Edit or Delete a category, choose a category then one of the below options.



**3. Products**

Once you install GIMS with HyMix Pro software, all products will be imported from HyMix Pro to GIMS automatically upon the first launch of HyMix Pro.

a. Edit a Product

- i. Click on Products
- ii. In the Menu bar, click on Edit.
- iii. Enter the Min and Max Order Point for a product.

- iv. Click on Save.

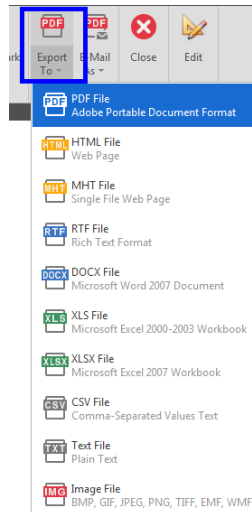
b. Export Products

- i. In the Menu bar, click on Export.





- ii. Export the file as different types.



#### 4. Sundry

Sundries are all the additional items that are needed to get the job done.

- a. Add Sundry
- Click on Sundry
  - In the Menu bar, click on Add
  - Fill the sundry's information in the *Entry Sundry's* popup

A screenshot of the 'Entry Sundry' window. The window has a title bar 'Entry Sundry' and a toolbar with icons for Exit, Save, Save and Close, Add, and delete. Below the toolbar is a section with the following fields: Description (3M TAPE), Code (1584), Min. Order Point (5), Max. Order Point (50), and a Category dropdown menu. Below these fields is a table with the following structure:

Drag a column header here to group by that column		
Description UOM	Base UOM	Formula

- iv. Select the category you want to set for the item from the dropdown. ([View Category Section](#))

A screenshot of the 'Category' dropdown menu. The dropdown is open, showing a list of categories. The category 'TAPE' is selected and highlighted with a blue border.



- v. Set a UOM (Unit of Measurement) for the Sundry:
- Description UOM: the Unit of Measurement used.
  - BASE UOM: choose the primary UOM that will be used in transactions.
  - Formula: quantity based on every UOM.
  - To add multiple UOM, click on Add, in the Menu bar.

Drag a column header here to group by that column

Description UOM	Base UOM	Formula
→ BOX	<input checked="" type="checkbox"/>	24
PIECE	<input type="checkbox"/>	1

- vi. Click on Save.

## 5. Kits

This section describes the method to group multiple sundries into **a single** kit that will be assigned to a job.

The purpose of the kit is to increase the data entry speed; adding a kit instead of multiple sundries will increase performance and decrease mistakes.

- a. Add Kits
- Click on Kits
  - In the menu bar, click on Add



- iii. Fill the kit's information in the *Kit Entry's* popup.

Description	KIT1	Category	MISCELLANEOUS
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iv. Assign Sundries to the Kit.

Drag a column header here to group by that column

Sundry	Unit	Quantity
3M TAPE	PIECE	2

Description	Min. Order Point	Max. Order Point
3M TAPE	5.0	50.0
→ SAND PAPER	50.0	300.0
POLISH	20.0	100.0
GLOVES	50.0	300.0

v. Click on Save.

## 6. Product Unit

This field displays the HyMax Products' Units that are available. The user can only order quantities based on the list.

## 7. Sundry Price List/ Product Price List

Two sections have the same job: Adding price for products and sundries.

a. Adding Price

- Click on Sundry Price List or Product Price List
- In the Menu bar, click Add.
- Select the supplier.

Supplier

iv. From the list, add the products/sundries, Select the Unit, and Enter the Price.

Products	Code	Unit	Price
→ 2K CLEAR	T000	0.25L	9
BASECOAT BRIGHT YELLOW	B290	Liter	6
BASECOAT PURPLE	B470	5L	15
LEMON YELLOW	B310	Half Liter	5
RED LUMINA	B410	Half Liter	13
VIOLET EXTREME	W742	Liter	8

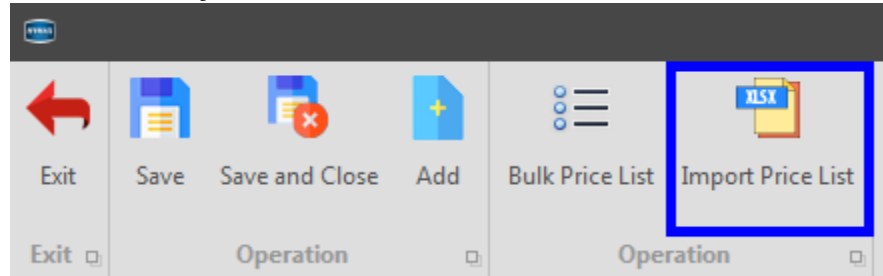
v. Click on Save.



b. Import Price List

Once you created a new price list, import a price list from your PC by clicking on Import Price List button.

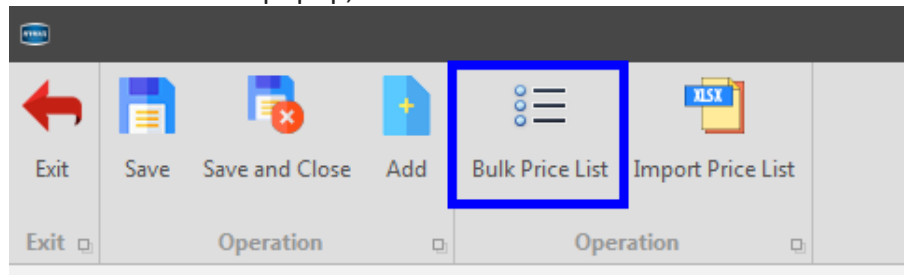
**P.S: the file type should be one of the below: xls, xlsx, xlsx, csv.**



c. Bulk Price List

For feasibility purposes, the user can also use the “Bulk Price List”.

- i. Select a Price List.
- ii. In the Menu bar, Click on Edit.
- iii. In the *Product Price List's* popup, click on Bulk Price List.



- iv. In the *Bulk Price List's* popup:
  - Choose whether to change the prices by a percentage or by value
  - Choose whether to increase or decrease the prices
  - Select the Amount.
  - Click on Enter Data.

Bulk PriceList

☒ Percentage  
☐ Value

☐ Decrease  
☒ Increase

Amount 25

Enter Data Exit



d. Export Price List

You can always export a price list as a file to your PC as CSV or other types using one of these two buttons.



**8. Contact information**

For more information or comments, please do not hesitate to contact our Software support team by email at [support.it@hymax.biz](mailto:support.it@hymax.biz)

Or by phone at +961 9 925 990

We are available from 8:00AM (GMT) to 8:00PM (GMT).