



Paladin Best Practices: Managing Discontinued and Replacement Inventory Items with EDI Vendors

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WHAT YOU'LL LEARN

- How to discover discontinued and replacement products in your system.
- The importance of the EDI reporting for maintaining a healthy inventory.
- Consequences for ignoring discontinued and replacement items.
- Best process for cleaning up neglected discontinued and replacement items.
- Using the merge feature to streamline inventory item replacement management.

How to discover discontinued and replacement products in your system



Inventory	Order Control	Pricing
Part # <input type="text" value="16650"/>	Desc 1 <input type="text" value="C+K I/E HG BRN 1/2PT"/>	
Alt # <input type="text" value="082901166504"/>	Desc 2 <input type="text" value="DISCONTINUED FOR 1020085"/>	

1 Stock Information	
Order Qty:	<input type="text" value="0"/>
Order %:	<input type="text" value="100"/>

- Most EDI vendors send down discontinued and replacement items with the nightly/weekly EDI downloads.
- Typically, the “Description 2” field will be replaced with the word(s) “Discontinued” or “Discontinued for 0000000” (new part number).
- The “Order Qty” field in the Inventory Module under the Order Control tab, is set to zero “0” and locked. In some cases, the “Max Qty” field is also locked at zero.

How to discover discontinued and replacement products in your system (continued)



The screenshot shows a 'Stock Information' form with the following fields and values:

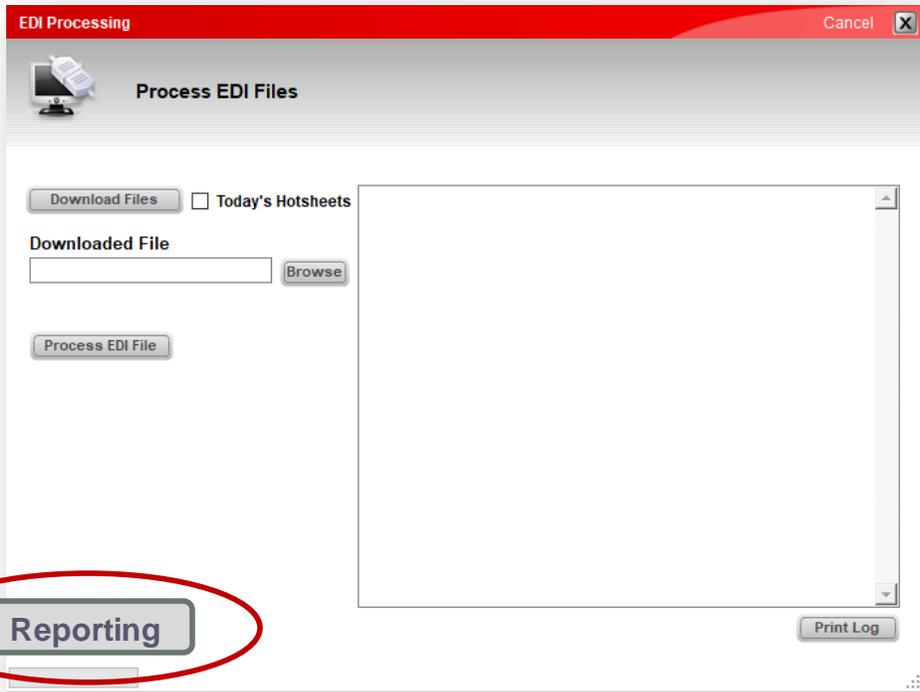
Field	Value	Lock Status
Order Qty	0	Locked
Min/Display	0	Unlocked
Max Qty	0	Locked
Order %	100	Unlocked
Sug. Min	0	Unlocked
Sug. Max	2	Unlocked

The 'Order Qty' and 'Max Qty' fields are circled in red in the image, indicating they are locked at zero.

- When the “Order Qty” and/or the “Max Qty” fields are locked at zero, these items are immediately ignored by the Suggested Order report.
- The EDI download process generally locks the “Order Qty” field at zero.
- The “Max Qty” field is usually locked by a store manager in order to prevent it from reordering a discontinued or one-time special-order item.
- Some suppliers will recognize the “Max Qty” lock and following the nightly upload, will mark the item as not being carried by the store.
- An alternative to locking the “Max Qty” may be to use location code ranges instead.



The importance of the EDI reporting for maintaining a healthy inventory



EDI Processing

Process EDI Files

Download Files Today's Hotsheets

Downloaded File Browse

Process EDI File

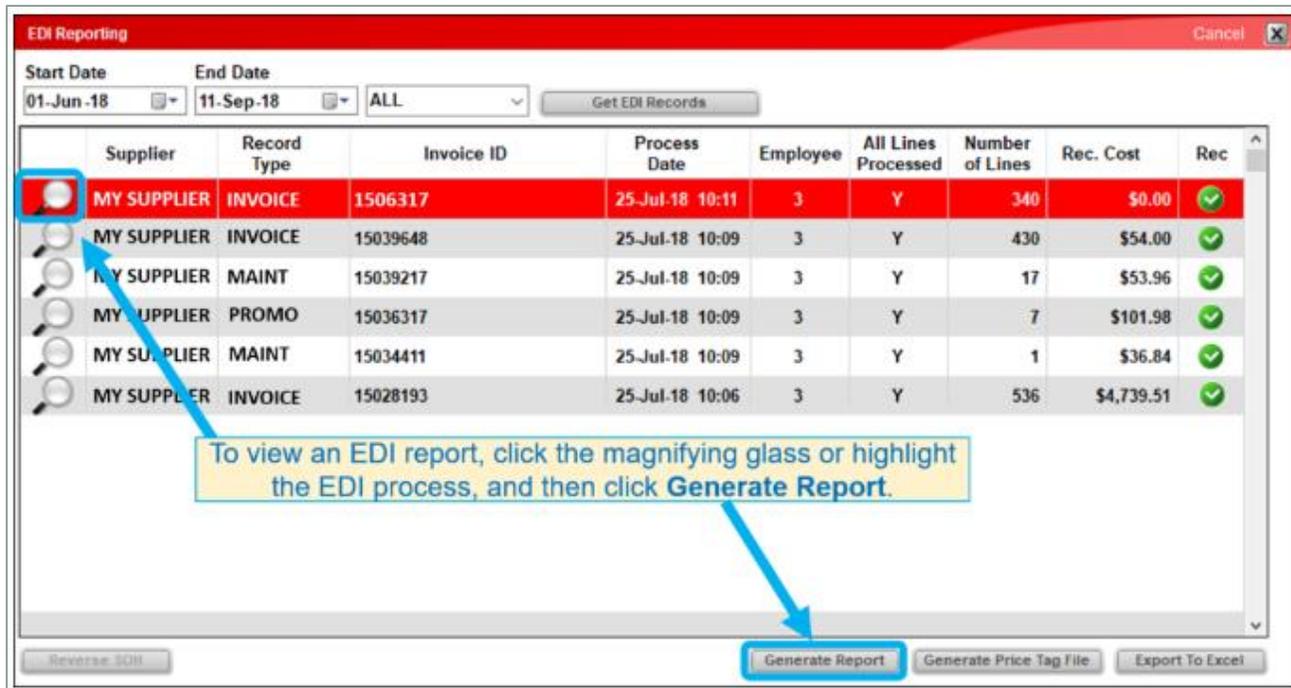
Print Log

Reporting

- When you're ready to receive your delivery, process the EDI file from your EDI supplier.
- Inspect the progress of the transmission, record any errors, and print the log if necessary.
- Next, click on the **Reporting** button and review the changes made by EDI.



The importance of the EDI reporting for maintaining a healthy inventory (continued)



EDI Reporting

Start Date: 01-Jun-18 End Date: 11-Sep-18 ALL Get EDI Records

Supplier	Record Type	Invoice ID	Process Date	Employee	All Lines Processed	Number of Lines	Rec. Cost	Rec
MY SUPPLIER	INVOICE	1506317	25-Jul-18 10:11	3	Y	340	\$0.00	✓
MY SUPPLIER	INVOICE	15039648	25-Jul-18 10:09	3	Y	430	\$54.00	✓
MY SUPPLIER	MAINT	15039217	25-Jul-18 10:09	3	Y	17	\$53.96	✓
MY SUPPLIER	PROMO	15036317	25-Jul-18 10:09	3	Y	7	\$101.98	✓
MY SUPPLIER	MAINT	15034411	25-Jul-18 10:09	3	Y	1	\$36.84	✓
MY SUPPLIER	INVOICE	15028193	25-Jul-18 10:06	3	Y	536	\$4,739.51	✓

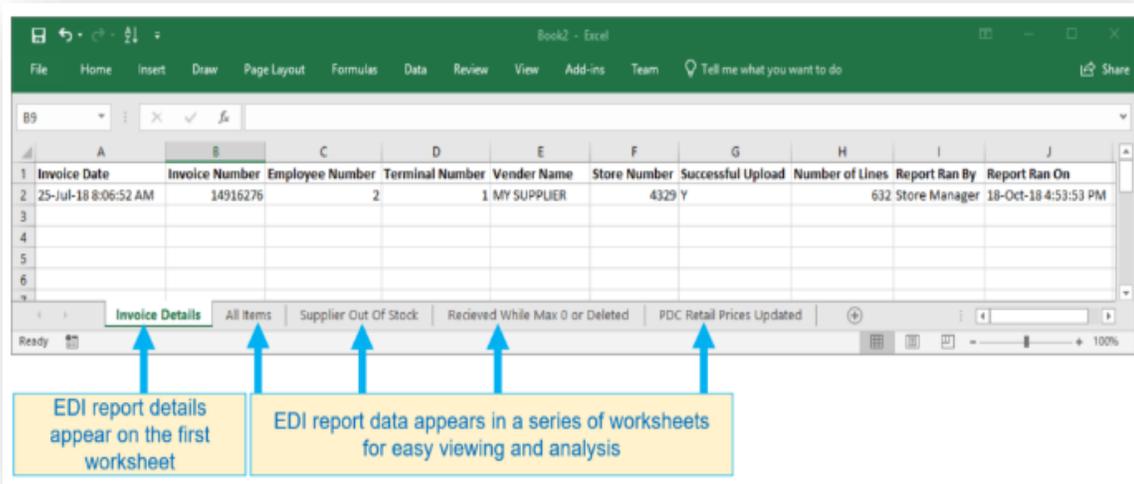
To view an EDI report, click the magnifying glass or highlight the EDI process, and then click **Generate Report**.

Reverse 301 Generate Report Generate Price Tag File Export To Excel

- In the **EDI Reporting** window, search for the EDI process report that you want to view using the **date range** and **EDI type** drop down.
- The EDI invoices, maintenance files, and promotional files will be displayed by order of process date. Select the desired report and click on the **Generate Report** button.



The importance of the EDI reporting for maintaining a healthy inventory (continued)

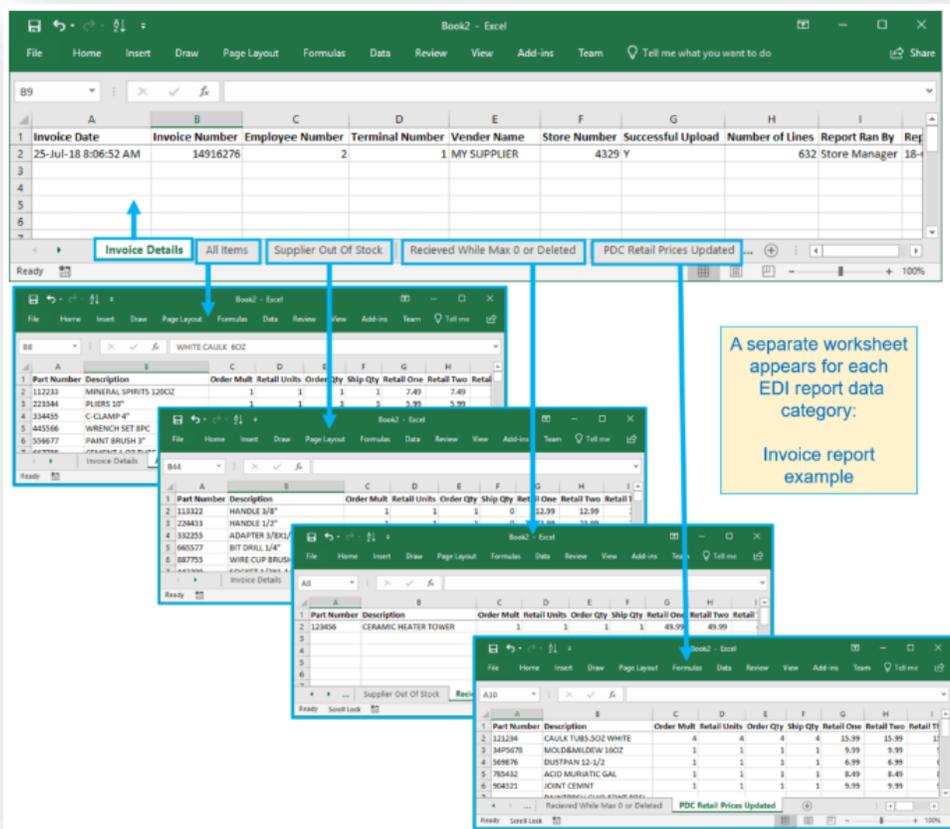


Invoice Date	Invoice Number	Employee Number	Terminal Number	Vender Name	Store Number	Successful Upload	Number of Lines	Report Ran By	Report Ran On
25-Jul-18 8:06:52 AM	14916276	2	1	MY SUPPLIER	4329 Y		632	Store Manager	18-Oct-18 4:53:53 PM

- The EDI reporting analysis can be presented as an Excel workbook with individual Excel worksheets for each EDI report section.
- Clearly-labeled worksheet tabs and columns identify the data and match the categories from the original PDF versions of the report.



The importance of the EDI reporting for maintaining a healthy inventory (continued)



The screenshot shows an Excel spreadsheet with a main sheet titled 'Invoice Details' and several other sheets visible in the background. The main sheet has columns for Invoice Date, Invoice Number, Employee Number, Terminal Number, Vendor Name, Store Number, Successful Upload, Number of Lines, and Report Run By. Below the main sheet, there are several smaller windows showing different worksheets, each representing a different EDI report data category. A yellow callout box points to these worksheets with the text: 'A separate worksheet appears for each EDI report data category: Invoice report example'.

Invoice Date	Invoice Number	Employee Number	Terminal Number	Vendor Name	Store Number	Successful Upload	Number of Lines	Report Run By
25-Jul-18 8:06:52 AM	14916276	2		1 MY SUPPLIER	4329	Y	632	Store Manager 18-

- The power of **Excel** makes it easy to organize, sort, and analyze the data on each spreadsheet.
- This example shows how the workbooks are separated for selective viewing.
- You'll want to look for the workbook with the title **Discontinued** or **Replacement**.



Selecting EDI report type

EDI

- Enable EDI
- Include Supplier Order Number in Item Lookup during EDI
- Put New Inventory Items in Specified Class*
- Enable Special Promotional Coupons
- Default Margin on New EDI items
- Enable EDI Inventory Ownership by Primary Supplier
- Disable publisher global lock
- Limit Supplier Ratio updates to specific classes (United Only)

Ace EDI

- Ace Items from Obscure or Corporate Use Supplier Rounding Scheme
- Create Pricing Plans for all Sales
- Enable API

- Always Prompt Before Transmitting PO Files
- Manage Pack Prices for Custom Supplier Ratio Items
- Revert to PDF Reporting
- Disable Overnight Hotsheet Processing of Lower Retail Prices



Go to **File->Setup->Company->EDI** section and find **Revert to PDF Reporting**.



The default should be set as **unchecked**. When unchecked, the report uses **Excel**.



If the setting is **checked**, a **PDF document** will be used instead.



We recommend Excel if the Excel application is available on your computer.



Selecting EDI settings

File Downloading

Download Site

Download Username

Download Password

Maintenance File Name

Update Descriptions
Yes
No

Update Departments
Yes
No
Default Department

Update Classes
Yes
No

Departments Based On
Departments
Commodity Groups

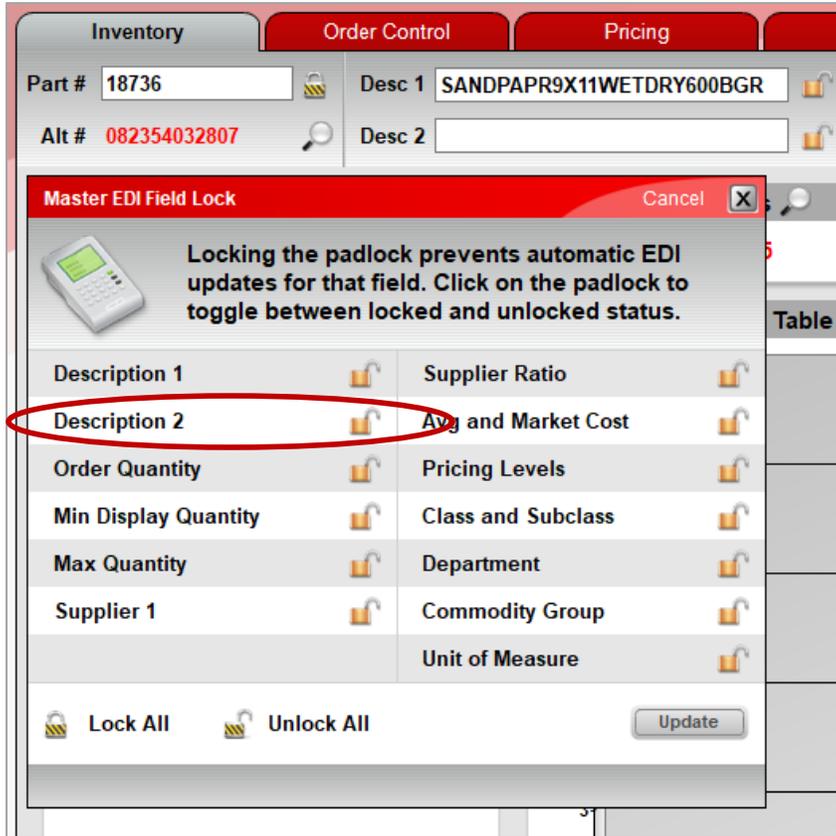
Retail Price Location
Price Stream 1
Price Stream 2
Price Stream 3
Price Stream 4

Updated Retails
Yes
No
Only If Higher
Rounding
Rounding Only If Higher

- There are a myriad of choices to make when downloading EDI files.
- Updating of supplier:
 - Descriptions
 - Departments
 - Classes
- Update Retails:
 - Yes
 - No
 - Only if higher



Inventory level EDI settings



Inventory Order Control Pricing

Part # 18736 Desc 1 SANDPAPR9X11WETDRY600BGR
Alt # 082354032807 Desc 2

Master EDI Field Lock Cancel [X]

Locking the padlock prevents automatic EDI updates for that field. Click on the padlock to toggle between locked and unlocked status.

Description 1	🔒	Supplier Ratio	🔒
Description 2	🔒	Avg and Market Cost	🔒
Order Quantity	🔒	Pricing Levels	🔒
Min Display Quantity	🔒	Class and Subclass	🔒
Max Quantity	🔒	Department	🔒
Supplier 1	🔒	Commodity Group	🔒
		Unit of Measure	🔒

🔒 Lock All 🔓 Unlock All Update

- Inventory item level lockouts exists to block certain fields from updating during the EDI download process.
- Do not lock the **Description 2** field in order to assure that the discontinued and replacement descriptors come down with the EDI process.
- A hand full of suppliers may automatically override the **Description 2** lock for discontinued items.

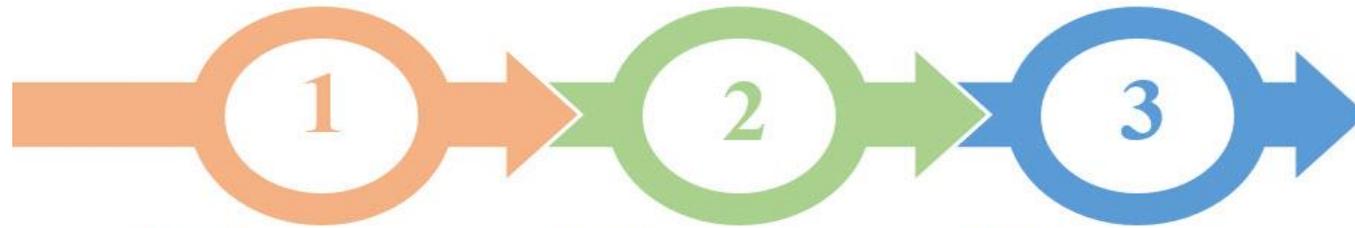
Consequences for ignoring discontinued and replacement items



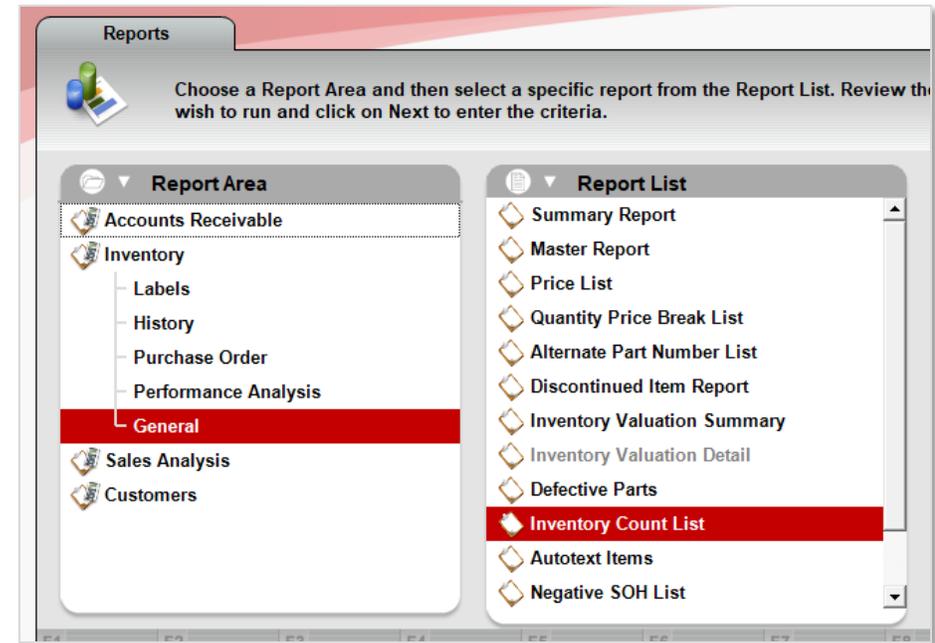
“You don’t want it to become a pain in the neck!”

- Unnecessary products in your active inventory.
- EDI cost and price updates may be jeopardized.
- Duplicate items in inventory (old and new).
- Phantom inventory items with no UPC codes.
- Potentially wrong or discontinued items scanning at checkout.
- Increased risk of ordering discontinued items on the PO.

Best process for cleaning up neglected discontinued and replacement items



1. Generate the **Inventory Count List** for all inventory items.
2. Sort report by “**Description 2**”.
3. Remove all columns where **Description 2** does not contain the word “**Discontinued**”.
4. This report shows all discontinued and replacement items that may require attention.
5. Use this list to delete, replace, or merge the discontinued or replacement items, as appropriate.



Best process for cleaning up neglected discontinued and replacement items (continued)

Sample excerpt of the **Inventory Count List** report sorted by **“Description 2”** with all unnecessary columns removed.

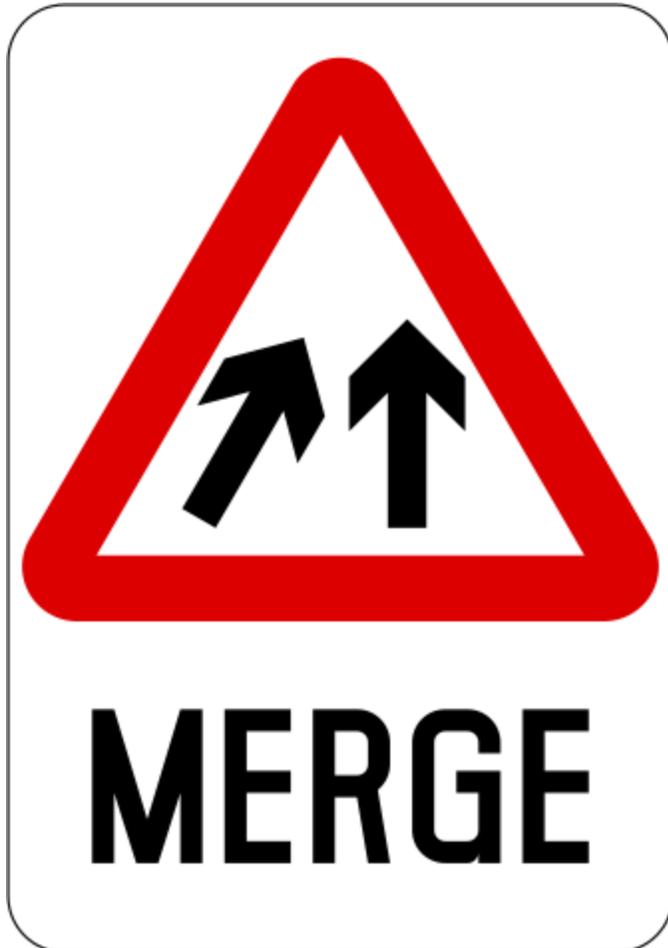
PART NUMBER	PRIMARY ALTERNATE	DESCRIPTION 1	DESCRIPTION 2	YTD	6 WEEK
9369885	072874073510	PETCARE FIRSTAID KIT21PC	DISCONTINUED	0	0
9686544	037103333285	SCISSORS SS 10"MTL HNDL	DISCONTINUED	3	1
ZZZ139793		HAND SAW/BOW SAW SET	DISCONTINUED	2	0
1494962		ROLLER CVER 4X1/2" 2PC	DISCONTINUED FOR 1006681	0	0
12062		THOMPSON WTRSEAL1.2GL	DISCONTINUED FOR 1269844	12	3
11337		OIL LINSEED BOILED GAL	DISCONTINUED FOR 1438480	0	0
12270		ACETONE PT ACE	DISCONTINUED FOR 1455922	8	2
6162044		PAPER TOWEL MG 1 RL WHT	DISCONTINUED FOR 1558964	0	0
1379965		ULTRA DAWN ORIG 21.6OZ	DISCONTINUED FOR 1860493	0	0
2137156		WET SAW CONTRACTOR	DISCONTINUED FOR 2204287	0	0
20220		SAW HOLE 1" BIMTL V-A	DISCONTINUED FOR 2305209	4	0
20221		SAW HOLE 1-1/8"BIMTL V-A	DISCONTINUED FOR 2305217	0	0
22758		SAW DRYWALL15"8PT CNT GD	DISCONTINUED FOR 25879	0	2
ZZZ1729		HANDL AXE BOY'S 28"	DISCONTINUED FOR 2861359	0	0
3014636		20/50 AMP RECPTCL COVER	DISCONTINUED FOR 3459757	3	0
4209128	082901153702	URNIAL SPUD 1"DX3/4" BRS	DISCONTINUED FOR 4029674	0	0
44538	082901445388	COMP CONNECTR 7/16X1/4"B	DISCONTINUED FOR 4287710	0	1

Best process for cleaning up neglected discontinued and replacement items (continued)

- Preserving the year-to-date (YTD) and last 6 weeks columns on the **Inventory Count List** report, enables you to see any recent sales activity.
- This information can be useful in understanding if the discontinued or replacement products are still moving.

PART NUMBER	PRIMARY ALTERNATE	DESCRIPTION 1	DESCRIPTION 2	YTD	6 WEEK
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Using the merge feature to streamline inventory item replacement management



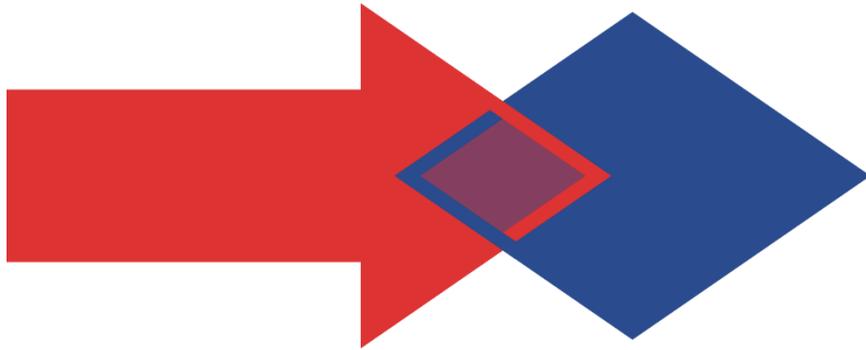
- The inventory merge feature lets you search for and merge duplicate items into a single item.
- After the merge...
 - the primary item will retain the duplicate item's part number and alternate part numbers as alternates.
 - the primary item SOH will be the sum of the primary and the duplicate item's SOH numbers.
 - the primary and the duplicate sales history will be combined.
 - the duplicate item suppliers are added to the primary item supplier's list.

Using the merge feature to streamline inventory item replacement management (continued)



Using the merge feature to streamline inventory item replacement management (continued)

- The merge process is simple – just follow these few easy steps:



1. Recall the primary item's part number. Typically, this is the newest item pulled in from the EDI download.
2. Hold down the **CTRL** key and press the letter "M" (Ctrl M). This function initiates the merge process.
3. Using the Keyword search field, type in a keyword that best matches the description or part number of the similar item.
4. Select the checkbox of the item(s) you wish to merge and press the **Merge** button.

Using the merge feature to streamline inventory item replacement management (continued)

Inventory Merge

Class Department Location Supplier Keyword Exact Phrase Include Special Order Items

BULB LED A19 Find >>

Select	Part Number	Mfg PartNumber	Description	Tax	SOH	ORD	Qty	Pri
<input type="checkbox"/>	001-4548	73888	BULB LED 10YR 60W A19 27K 4P	<input checked="" type="checkbox"/>	6.00	0.00	11.99	
<input type="checkbox"/>	001-5628	78101	BULB LED A19 FRST 27K 4PK 10	<input checked="" type="checkbox"/>	6.00	0.00	22.55	
<input type="checkbox"/>	001-5651	78102	BULB LED A19 FRST 35K 4PK 10	<input checked="" type="checkbox"/>	3.00	0.00	22.55	
<input checked="" type="checkbox"/>	021-3483		BULB LED A19 FRST 35K 4PK 10	<input checked="" type="checkbox"/>	1.00	0.00	1.00	
<input type="checkbox"/>	031-1373	79284	BULB LED 10YR 60W A19 5K 4PK	<input checked="" type="checkbox"/>	2.00	0.00	11.99	

Inventory Data Merge

Merge Done

The following warning message is displayed:

Database Merge

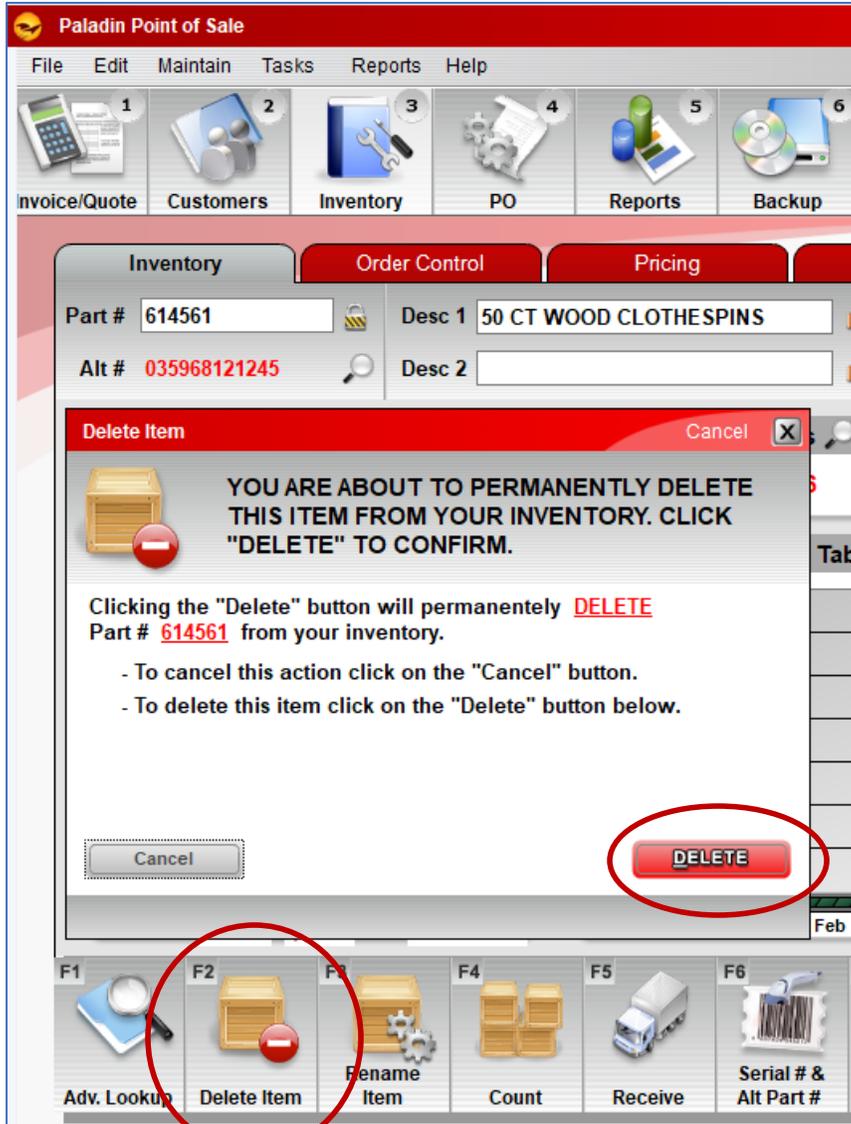
Are you sure you want to continue?

Merge cannot be UNDONE

Ensure there is a current backup of the database before you continue.

Yes No

If you are sure these items are the same, press the “Yes” button.



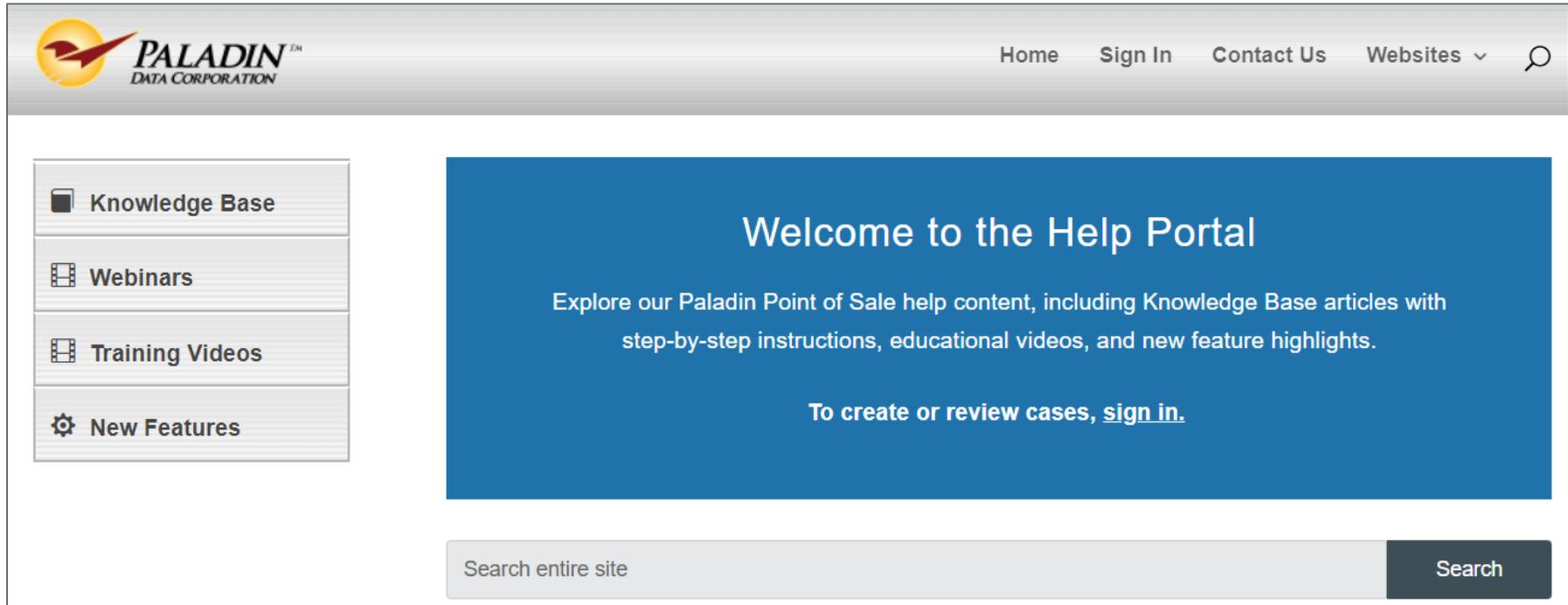
Using the F2/Delete option to remove discontinued items from inventory

- If the inventory items are out-of-date and no longer relevant, then you can simply delete the item from inventory.
- Deleting items will move any remaining stock on hand quantities to the shrinkage report.
- The history is never deleted, and these items may be re-instated at any time.

Where to find more information

<http://portal.paladinpos.com>

- Detailed written instructions are available on the Paladin knowledge base.
 - Knowledge base article (KBA) instructions
 - Webinar presentations



The screenshot shows the Paladin Data Corporation Help Portal. The header includes the company logo and navigation links for Home, Sign In, Contact Us, and Websites. A search icon is also present. The main content area features a blue banner with the text "Welcome to the Help Portal" and a description of the help content. Below the banner is a search bar with the text "Search entire site" and a "Search" button. On the left side, there is a sidebar with four menu items: Knowledge Base, Webinars, Training Videos, and New Features.

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Next webinar:

**Paladin Pointers:
Best Practices for Reviewing Inventory
November 15 at 9am PT**

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