



New Client Inbound Guidelines

Overview

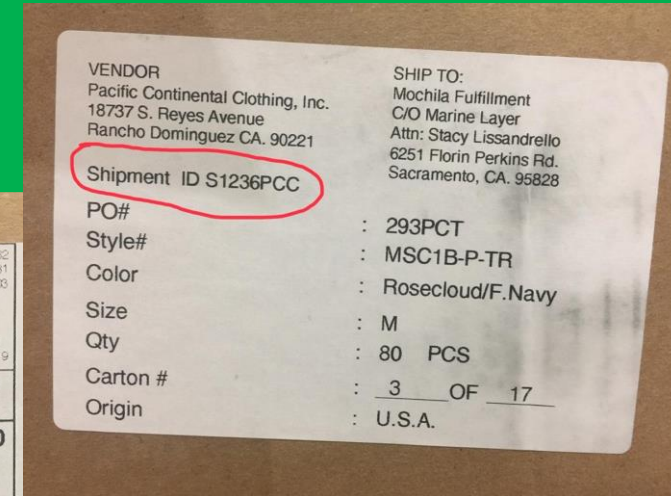
- Ways we receive your product
- What suppliers need to know
- How to set up new items into Mochila's systems
- How to upload an ASNs (Advanced Shipping Notifications)

Ways we receive your Product

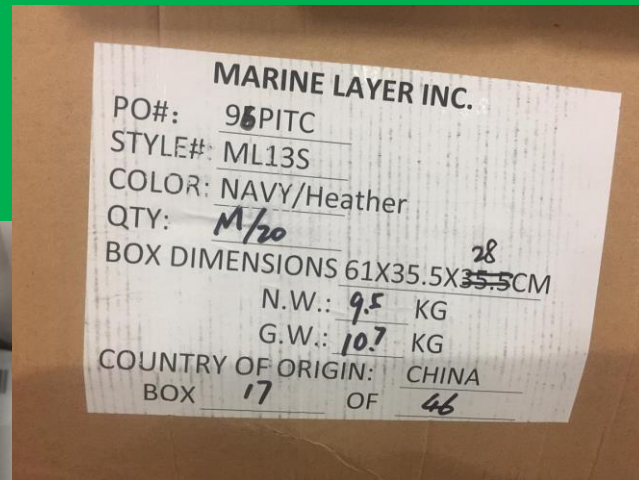
- There are three ways your product can be received into
 - By the CASE or Pallet (Quantity Receive)
 - By the EACH (Each Receive)
 - Pallet (Most cost effective. The entire pallet must be the same UPC and wrapped)
- Knowing how you want us to receive your shipments will dictate how you set up items in the system
- We cannot Quantity receive mixed cases (More than one UPC in a CASE)
- POLICY: If we have to open and manipulate the CASE or Pallet in any way, we EACH receive to ensure accuracy

What suppliers need to know

- All Shipments need to have the ASN (Shipment ID) clearly marked on the outside
- Examples to do this are
 - On the shipment label
 - On the shrink-wrapped pallet
 - On the individual carton



What suppliers need to know



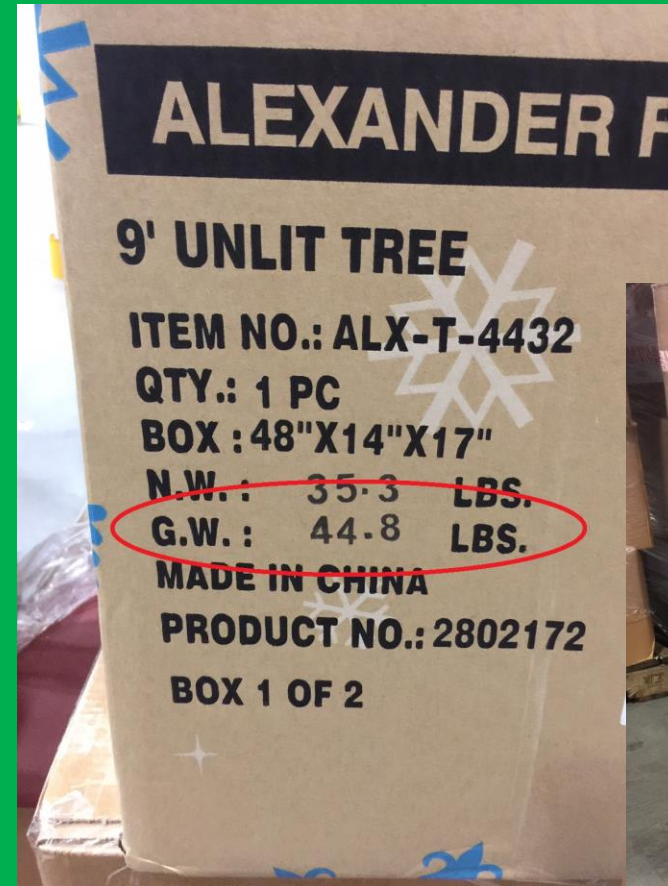
Mixed CASE



- Do not mix UPCs inside cartons you want Quantity received
 - If Mixed, label the outside of the box "MIXED CARTON"
 - Mixed cases will be EACH received
- Label the outside of the box with the item description and quantity
- If receiving CASE, the case quantity must be identical across all CASEs of the UPC
- See the full list of [Inbound Guidelines](#)

What suppliers need to know

- If loading on pallets, make sure they are
 - A four way pallet - Meaning a fork lift can pick it up from all four sides of the pallet
 - Made of wood. **CARDBOARD PALLETS ARE NOT PERMITTED**
- The Gross weight of the box **MUST** be printed on the box



How to upload and manage items in Mochila's systems

- Every ITEM and CASE needs to have a unique UPC in the Mochila system
- Every CASE UPC is a composite item that must have a child ITEM UPC tied to it, along with the corresponding child quantity
- This is how our system knows to virtually “break open” the CASE and start shipping the INNER item
- Using case quantities also saves you time and money when placing large orders for items that can be fulfilled by shipping CASE quantities
- UPCs must be unique in our system
 - Two PARENTs can not have the same CHILD
 - A PARENT can not have the same UPC as the CHILD.

Item Composite Example

I have a store that sells baseballs. I sell them in packs of 12 (UPC 123).



When I get shipments of baseballs, I receive a CASE of 6 boxes (UPC 456).

In this example, the CASE is one UPC (456), the box of balls is another (123)

How to upload and manage items in Mochila's systems

- To start the process, you will need to create a file for the new items
 - Here is a link to a [Template and Instructions](#)
- The first tab explains what each field represents
- You will need to put in the item information for each ITEM and CASE
- Save the sheet as a CSV file
- Send the file to help@mochilafulfillment.com and we will upload it into our system

NEW ITEM SET UP									
client_id	Your client ID number								
sku	This field must corispond exactly with Shopify (If integrated with Shopify)								
upc	Must corispond to bar code on item								
sioc	0 = Items ship in an overbox (Requires packing) 1 = Item ships in its own container								
width, length, and height	Numerical value only. Must be in inches.								
weight	Numerical value only. Must be in lbs.								
is_composite	0 = Single Unit 1 = CASE 2 = BUNDLE 3 = KIT								
item_value	Numerical value only.								
is_package	0 = Not packaging 1 = Is packaging								
COMPOSITE SET UP									
parent_upc	If case, use CASE_ then use the child upc								
parent_item_name	If case, use CASE_ then use the child name, then end with the quantity in ().								
	There can only be one CASE per child, so the case quantity must be consistant.								

How to upload and manage items in Mochila's systems

- Now that the ITEM and CASE are set up in the system, you will need to define the relationship
- Fill out the information using the guide in the first tab
- Save the sheet as a .csv file and send it to help@mochilafulfillment.com
- You can send both the item set up and the composite set up in the same e-mail and we will upload both

How to upload ASNs

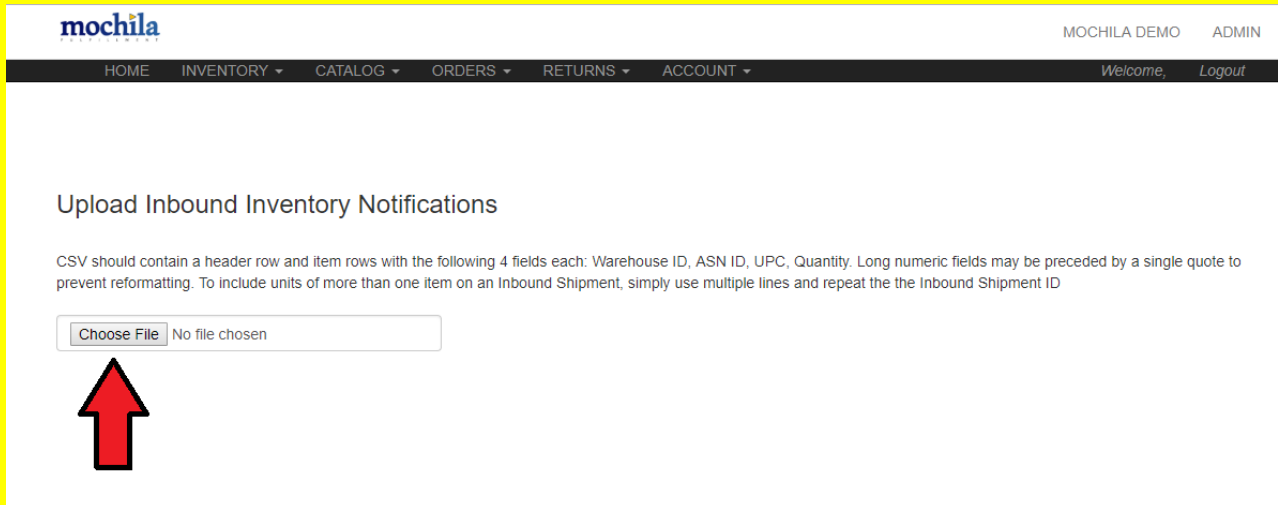
- Now you have items incoming to the warehouse, but you have to let the warehouse know they are coming
 - Follow the [Guidelines for Scheduling Inbound Shipments](#)
- You must submit an ASN (Advance Shipment Notice). This is like a virtual packing list and tells the warehouse what is coming
 - NOTE: If you list items by the EACH, the warehouse assumes EACH receive. By the CASE, they will assume CASE receive.
- It is important to be exact with quantities
 - Variances will be research at the warehouse and will delay your items being put into inventory
 - Giving Mochila advance notice of the expected quantities helps maintain high inventory accuracy

How to upload ASNs

- First you will need to create your CSV file for the ASN
 - Here is a link on how to set up your [ASN File](#)
- Next, you will need to navigate to the Mochila Client Portal under “Inventory”, then select “Upload Inbound Inventory”



How to upload ASNs



The screenshot shows the Mochila system interface. At the top, there is a navigation bar with the Mochila logo on the left and 'MOCHILA DEMO' and 'ADMIN' on the right. Below this is a dark navigation menu with links: HOME, INVENTORY, CATALOG, ORDERS, RETURNS, and ACCOUNT. A secondary navigation bar shows 'Welcome,' and 'Logout'. The main content area is titled 'Upload Inbound Inventory Notifications'. Below the title, there is a text block explaining the CSV format: 'CSV should contain a header row and item rows with the following 4 fields each: Warehouse ID, ASN ID, UPC, Quantity. Long numeric fields may be preceded by a single quote to prevent reformatting. To include units of more than one item on an Inbound Shipment, simply use multiple lines and repeat the the Inbound Shipment ID'. Below this text is a file upload interface with a 'Choose File' button and the text 'No file chosen'. A large red arrow points to the 'Choose File' button.

- At the next screen you will **Choose File** to select your .csv file
- After selecting your .csv file, the system will automatically upload your ASN and let you know your shipment is in the system.
- You can edit your ASN as long as the warehouse has not closed it out
 - To edit, simply add lines of UPCs
 - To remove an item, set it's QTY to "0".