

## ***Psion NEO REPLENISHMENT Installation Instructions***



**Ferguson ECOM Upload Application Installation Instructions For  
REPLENISHMENT**

You have received a Psion NEO device that has been previously configured with the ECOM Application. Prior to use, you must also install Windows Mobile Device Center/Active Sync and the Upload Application onto your PC or laptop. To do so, please perform the following steps in this manual.

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## Ferguson Online Neo Wireless Scanner – REPLENISHMENT Installation Instructions

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### *Equipment Validation and Windows version of your PC/Laptop*

- 1.) You should have received a NEO handheld device, a docking/charging station, power cord, and USB cord. Please validate that you have received each. If you are missing any equipment, please contact Adam Jatich at TRG. His contact info is as follows:

Adam Jatich  
Technology Recovery Group  
440-788-2293  
330-705-9366 (cell)  
[AJatich@TRGRepair.com](mailto:AJatich@TRGRepair.com)



- 2.) On your laptop or PC, please validate your version of Windows. To do so, find the “My Computer” or “Computer” icon on your Desktop. It will look like this:

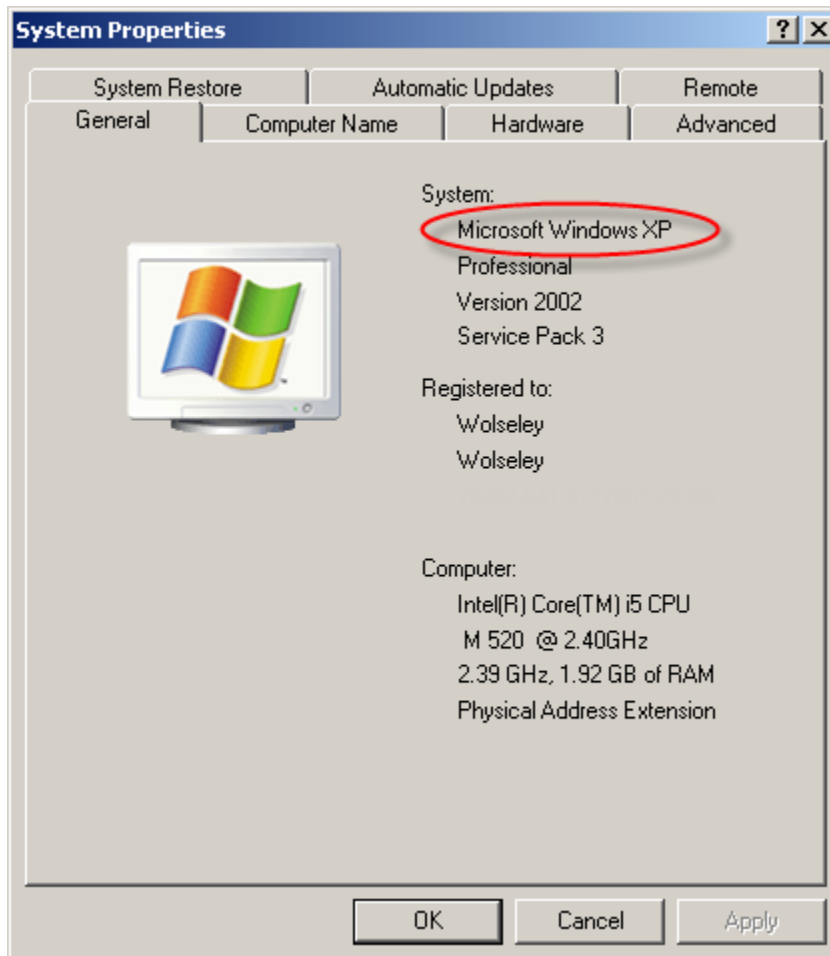


- 3.) Using your mouse, Right-Click on the “My Computer” icon and select “Properties”. A new screen will open and this will let you know the version of Windows that you have.

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**IF YOU SEE A WINDOW THAT LOOKS LIKE THIS ONE YOU HAVE WINDOWS XP. IF IT DOES NOT LOOK LIKE THIS, PLEASE SEE SEPARATE INSTRUCTIONS FOR WINDOWS 7 AND VISTA.**



## Ferguson Online Neo Wireless Scanner – REPLENISHMENT Installation Instructions

### *Installation Active Sync/Windows Mobile Device Center*

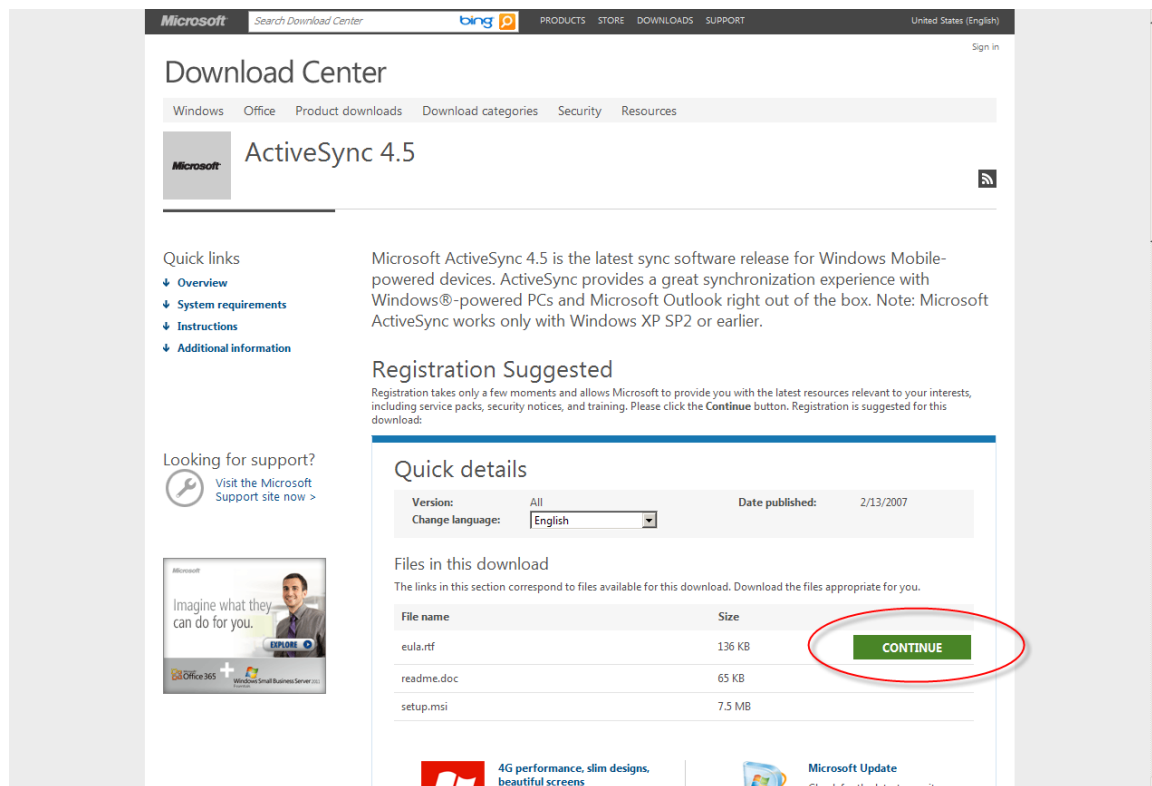
You now need to download Active Sync/Windows Mobile Device Center. As a FYI, the handheld does not need to be docked or in use to do this. This will be specifically for your laptop or PC. Open **Internet Explorer** (do not use Chrome or Firefox) and navigate to the web address listed below:

Follow this link and instructions if you have **Windows XP**.

<http://www.microsoft.com/download/en-us/details.aspx?id=15>

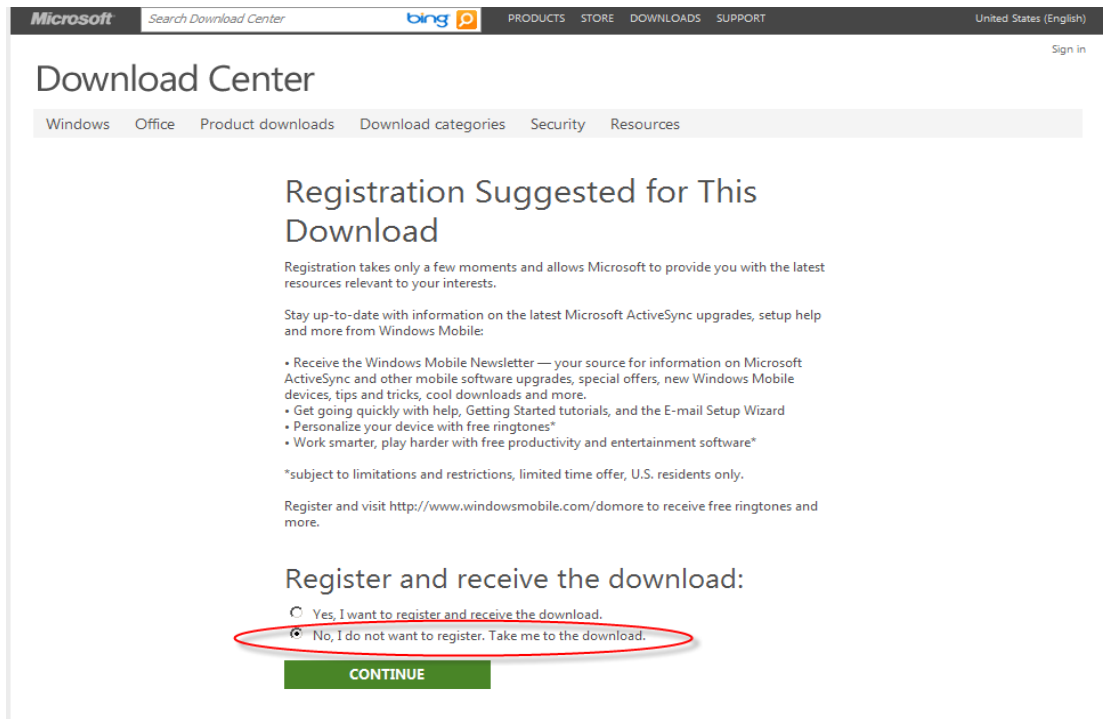
The following are the steps you will take:

1. Click “Continue”

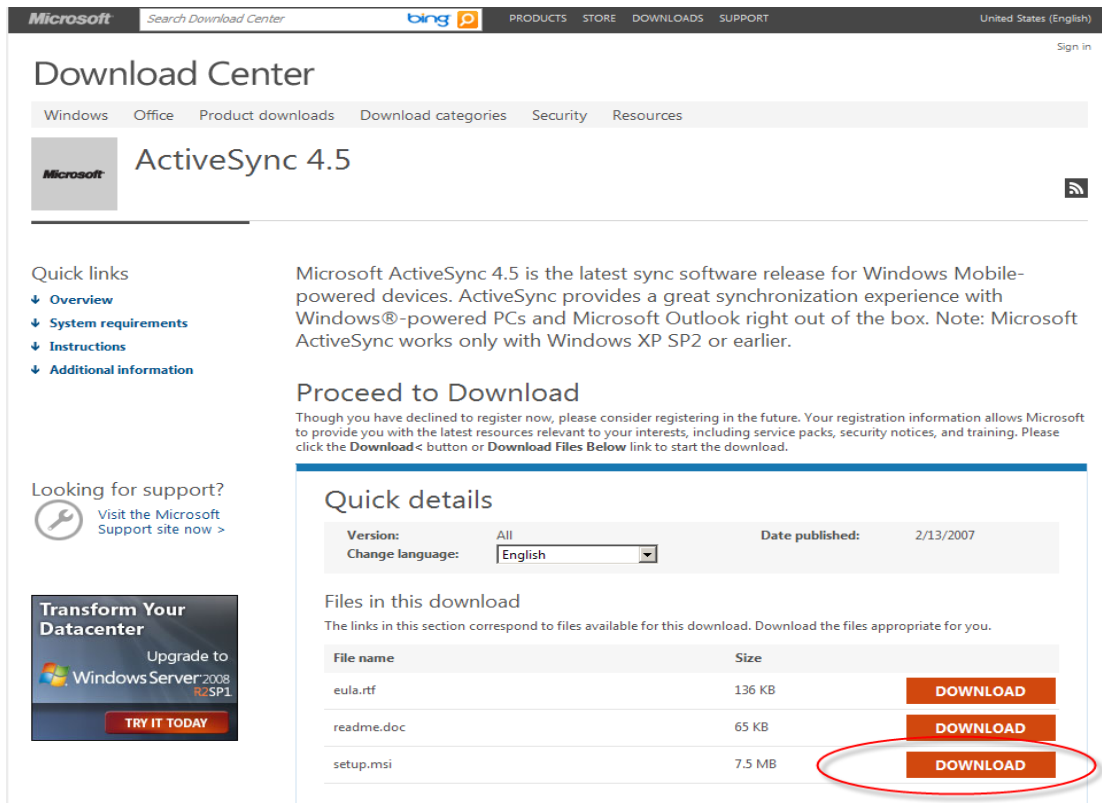


## Ferguson Online Neo Wireless Scanner – REPLENISHMENT Installation Instructions

2. Select the bullet that says “No, I do not want to register. Take me to the download.”

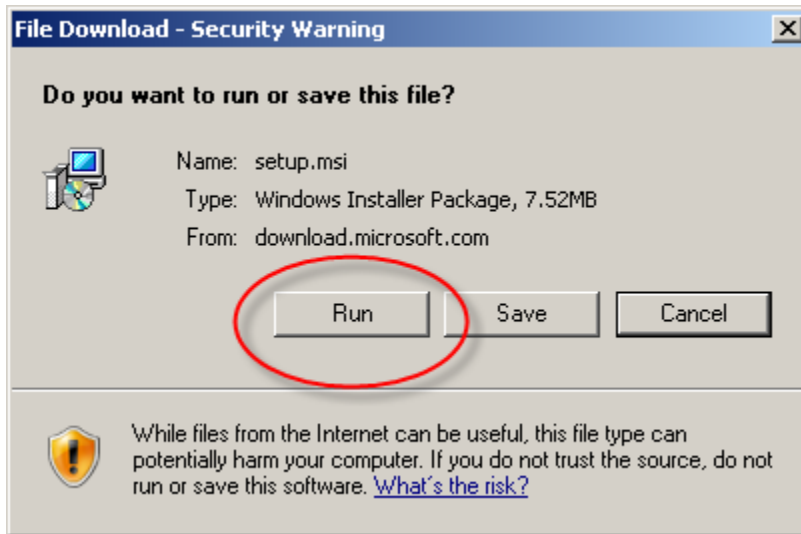


3. Click the “setup.msi” Download button.

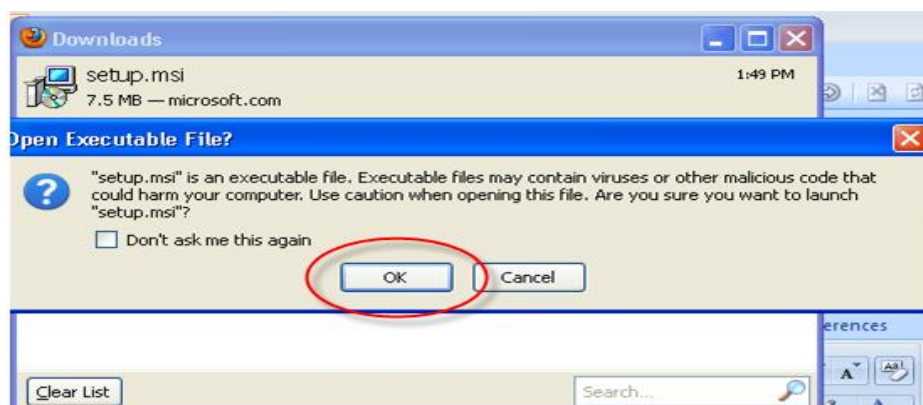
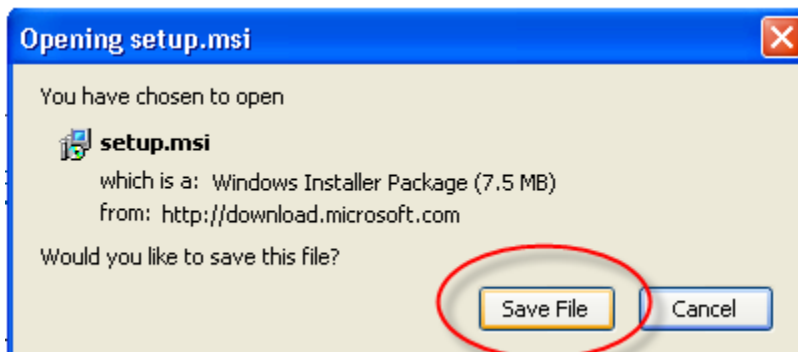


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4. Then click “Run”.



**Important Note:** If your window looks like the one below with no “Run” button, click “Save File” and “OK”.



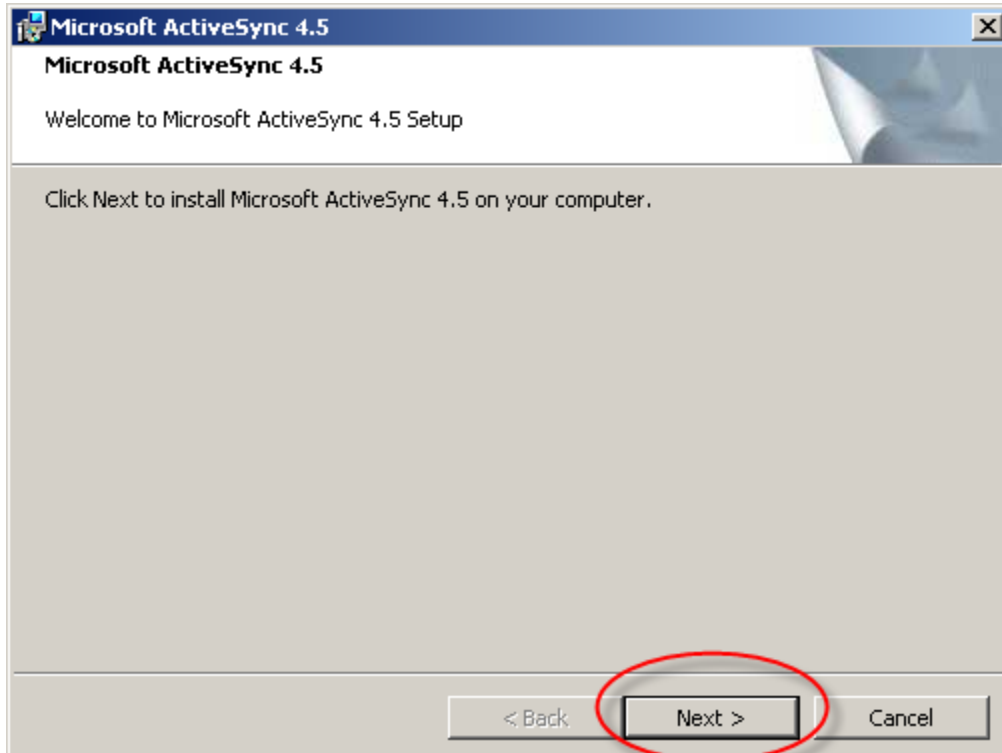
## Ferguson Online Neo Wireless Scanner – REPLENISHMENT Installation Instructions

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5. Click “Run” again.

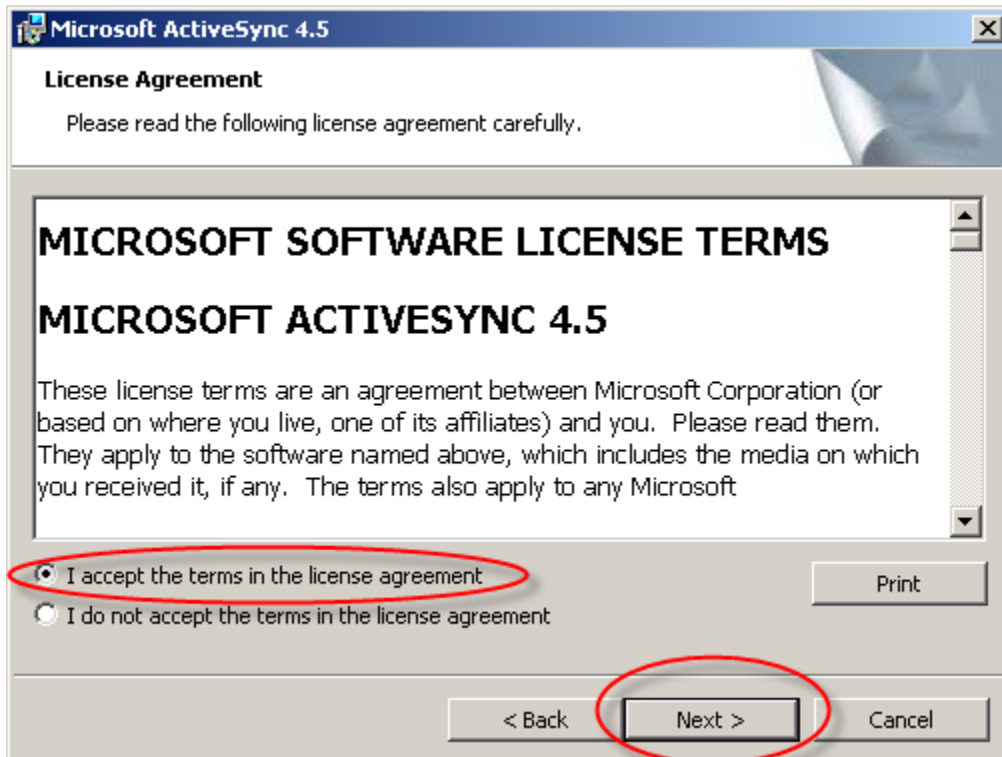


6. Click “Next”

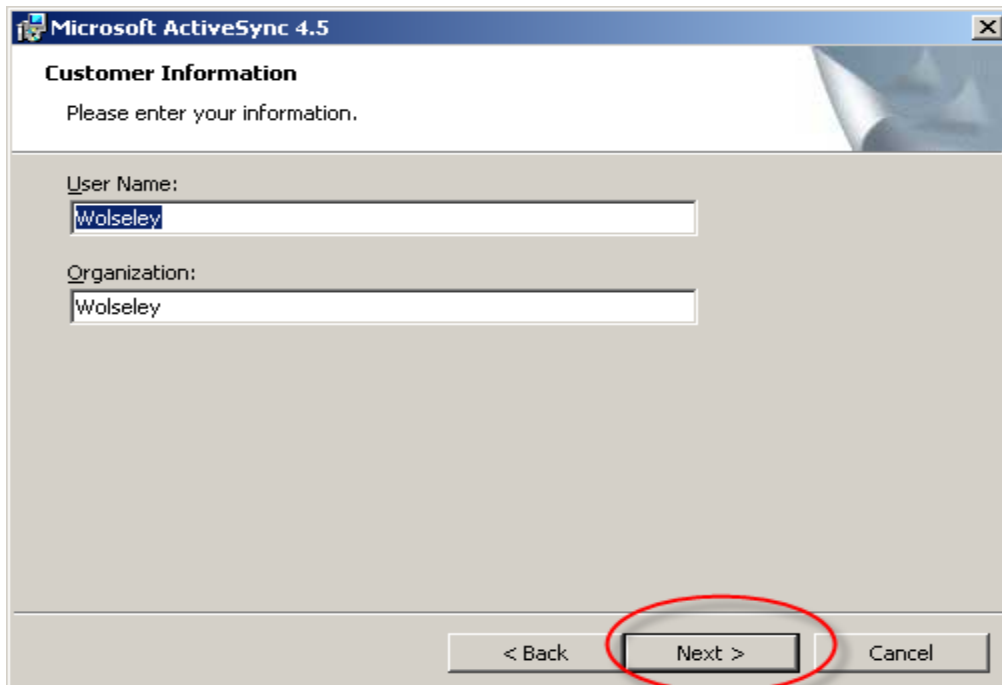


## Ferguson Online Neo Wireless Scanner – REPLENISHMENT Installation Instructions

7. Click “I accept the terms in the license agreement” and “Next”.

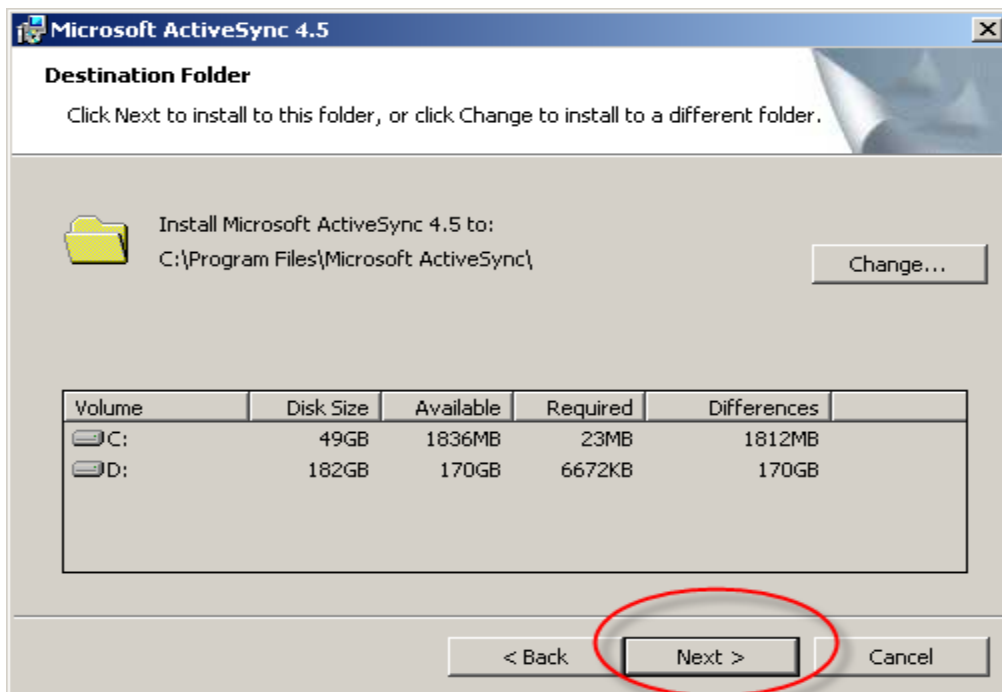


8. Click “Next”. Note: The User Name and Organization will vary based on your system. There is no need to change either.

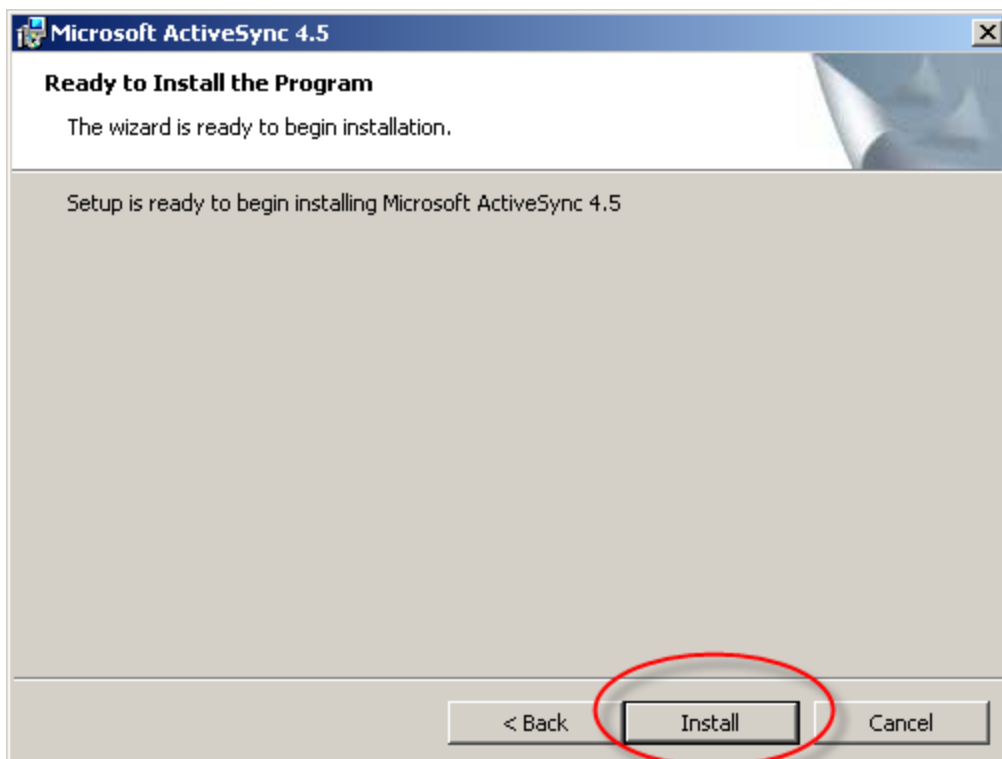


## Ferguson Online Neo Wireless Scanner – REPLENISHMENT Installation Instructions

9. If you would like to save ActiveSync somewhere other than the suggested folder, click “Change”. Otherwise, click “Next”.

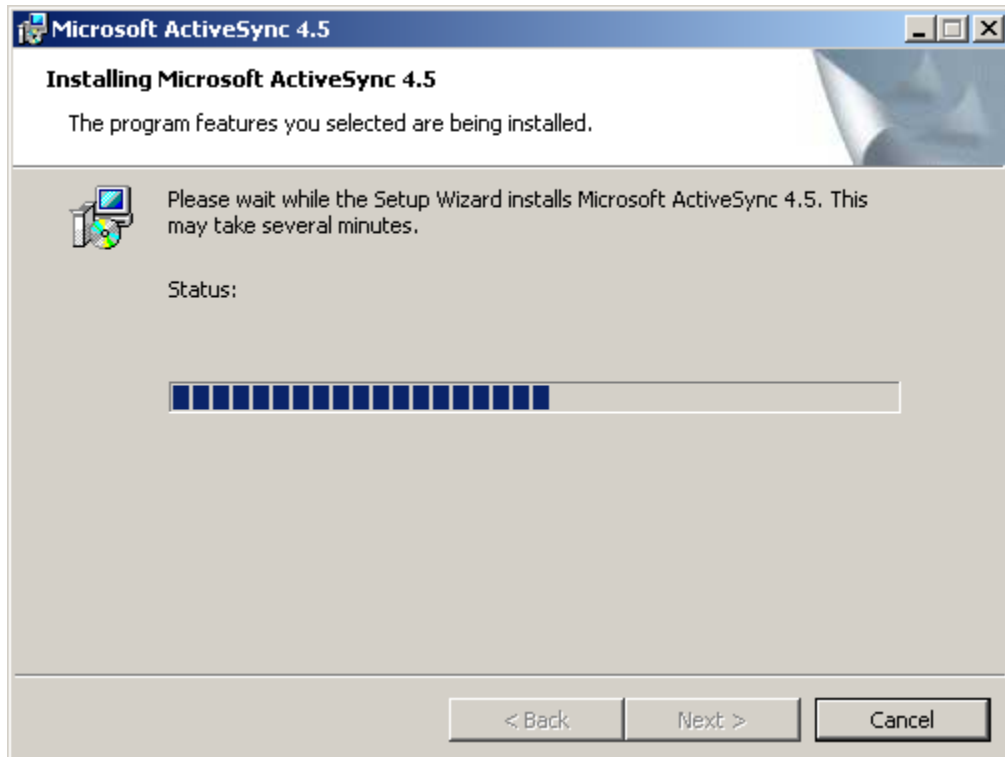


10. Click “Install”.

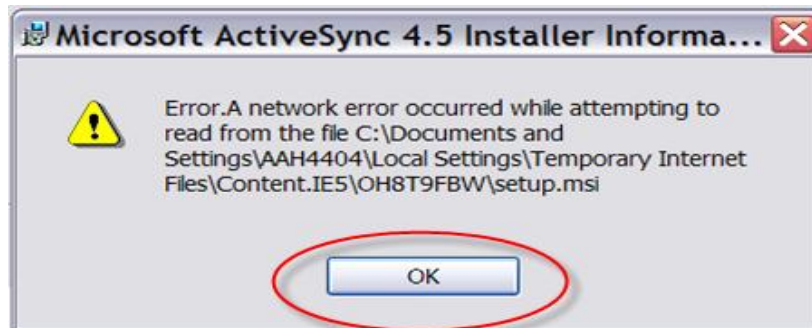


## Ferguson Online Neo Wireless Scanner – REPLENISHMENT Installation Instructions

This process may take several minutes. You will see the blue status bar move as it processes.



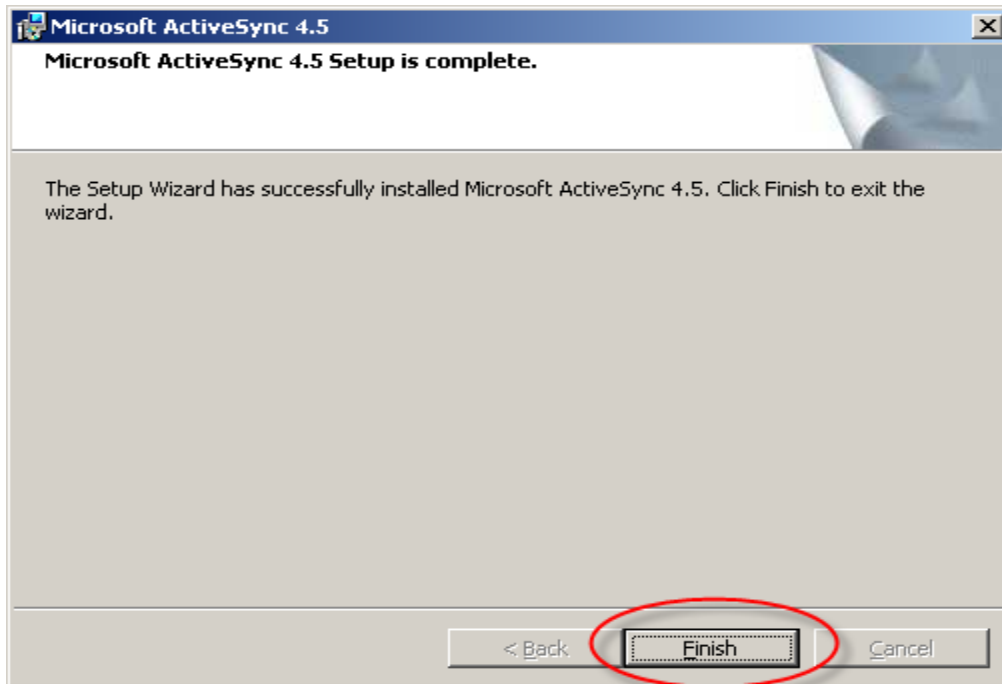
**Important Note:** If you get an error, click "OK". If not go on to step 11.



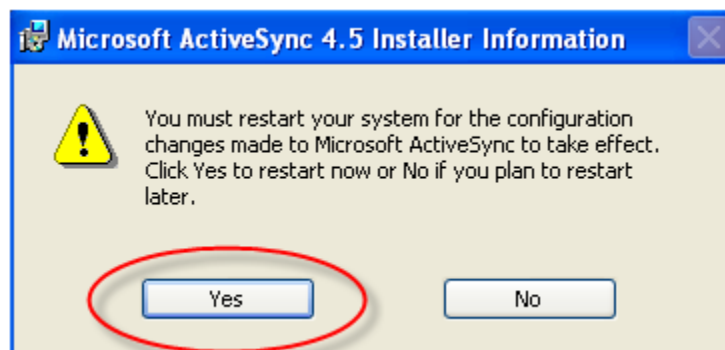
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11. When it finishes installing, click “Finish”.



12. You may get prompted to restart your computer. If so, restart and then continue with the instructions.



## Ferguson Online Neo Wireless Scanner – REPLENISHMENT Installation Instructions


### *ECOM Upload Application Download and installation*

It is now time to download the ECOM Upload Application. Please open Internet Explorer and navigate to the following webpage.



<http://www.ferguson.com/professional/technology-solutions/wireless-scanners>

It will be located under “download directions” section of this page under the image of the scan gun.

SIGN UP FOR HOT DEALS AND LOCAL EVENTS!




**FERGUSON**  
Nobody expects more from us than we do™

> **CUSTOMER INVENTORY MANAGEMENT**

**Technology Solutions**  
  
 Technology Solutions Home  
  
**Ferguson Online**  
[Online Bill Pay](#)  
[Search](#)  
[Product Information](#)  
[Real-Time Inventory Status](#)  
[Product Purchase History](#)  
[My Lists](#)  
[Order Inquiry](#)  
[Quick Order/Upload a Spreadsheet](#)  
[Accounts Payable](#)  
[Custom Homepage](#)  
[Save & Earn](#)  
[Register](#)  
[Sign In](#)  
  
**Customer Inventory Management**  
[Wireless Scanners](#)  
[Vending Solutions](#)



### Wireless Scanner Solutions

Use a bar code scanner, Ferguson Online, and barcode labels to make managing and replenishing inventory easy! Use barcodes in your warehouse, your trucks, or in your office. We can customize a barcode program for your specific needs and get you started on saving time and money right away.

**Benefits for your business**


- Reduce your replenishment process time
- Reduce errors during the order entry process
- Decrease warehouse labor
- Automate daily communication of replenishment needs
- No product knowledge required
- Save time by ordering quickly and efficiently

**Get a custom bar code solution for your inventory needs**

Your Ferguson associate will work with you to identify how to use bar codes and scanners to more effectively manage replenishment and inventory. We can customize and provide you with the right bar code solution specific to your unique inventory needs and requirements

- Bar code lists of the products you frequently buy
- Bin labels for your warehouse
- Bar coded truck stock lists

Your [local branch](#) can provide you with one or a combination of the following:




**Psion NEO Wireless Scanner Installation Instructions**


If you are an ~~existing Psion Neo~~ user, please follow these [download directions](#) for the transfer program.



For TRG customer support, dial 855-454-5408

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SIGN UP FOR HOT DEALS AND LOCAL EVENTS!  



🏠 > CUSTOMER INVENTORY MANAGEMENT

**Technology Solutions**  
  
 Technology Solutions Home  
  
**Ferguson Online**  
  
[Online Bill Pay](#)  
[Search](#)  
[Product Information](#)  
[Real-Time Inventory Status](#)  
[Product Purchase History](#)  
[My Lists](#)  
[Order Inquiry](#)  
[Quick Order/Upload a Spreadsheet](#)  
[Accounts Payable](#)  
[Custom Homepage](#)  
[Save & Earn](#)  
[Register](#)  
[Sign In](#)  
  
[Customer Inventory](#)



## Psion NEO Wireless Scanner Installation Instructions

(Note: to determine which system you have, right click on your **My Computer** icon on your desktop and select **Properties**).


**Scan Gun Installation Instructions**


- For Windows XP or Windows Vista, [click here](#).
- For Windows 7, [click here](#).

**Program Downloads**

- For Windows XP/Vista, download these programs in the order below:
  - 1 - [Active Sync](#)
  - 2 - [ECOM Transfer Program](#)
- For Windows 7, download these programs in the order below:
  - 1 - Windows Mobile Device Center - [64 bit](#) or [32 bit](#)
  - 2 - [ECOM Transfer Program](#)

**Psion NEO User Guide**

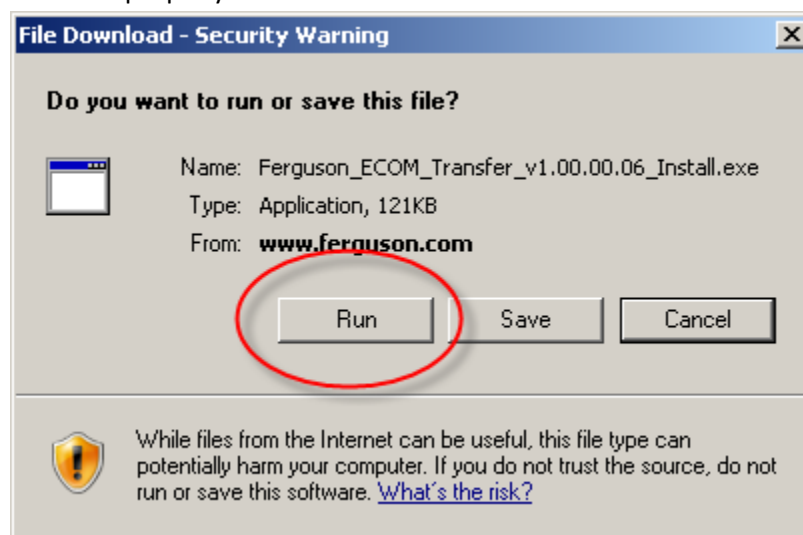
- To download the Ferguson Online NEO Scanner User Guide, [click here](#) 



1. You will be prompted to “Open” or “Save”. Click “Open”.

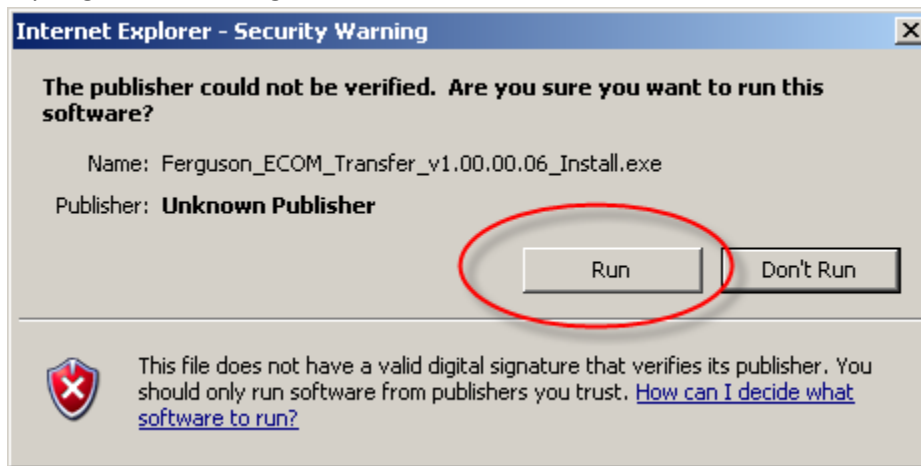
*Handwritten note:* 

**Important Note:** you need v1.00.00.06 in order for the Replenishment program to work properly.

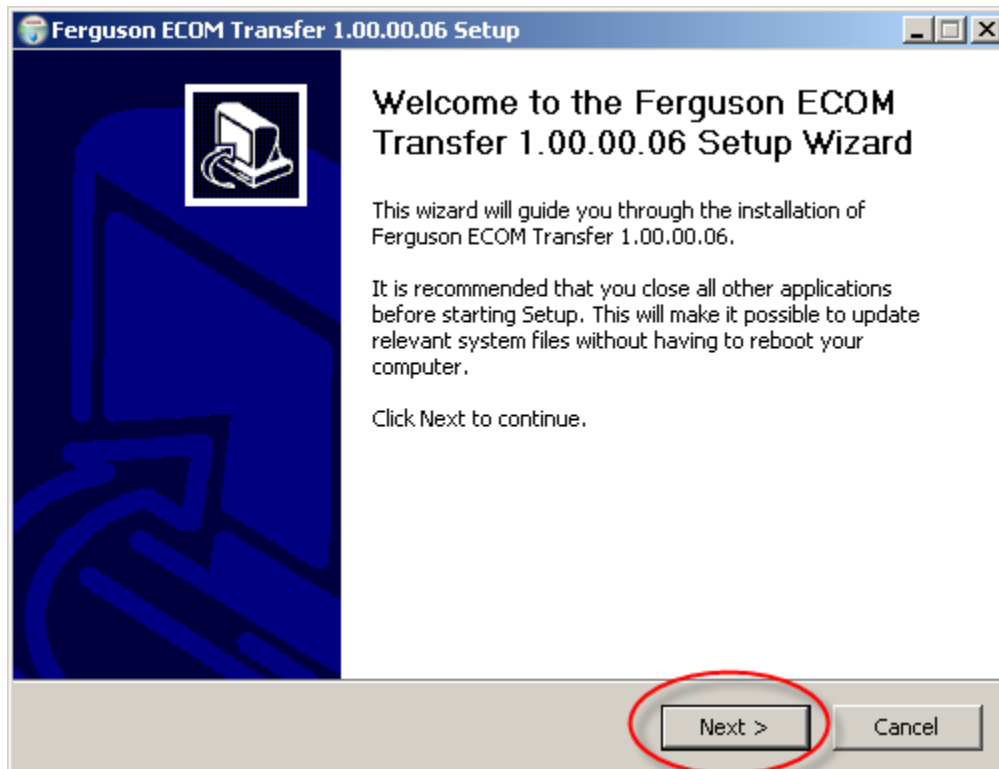


## Ferguson Online Neo Wireless Scanner – REPLENISHMENT Installation Instructions

If you get the following window, click “Run”.

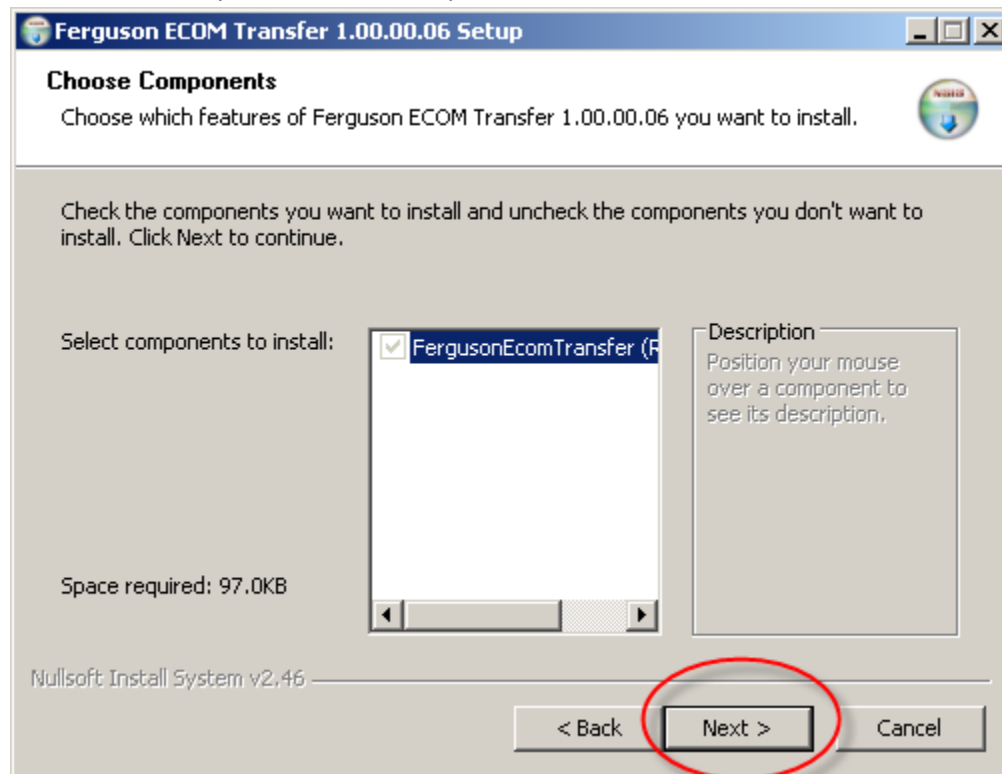


2. When you get to the Setup Wizard, click Next.

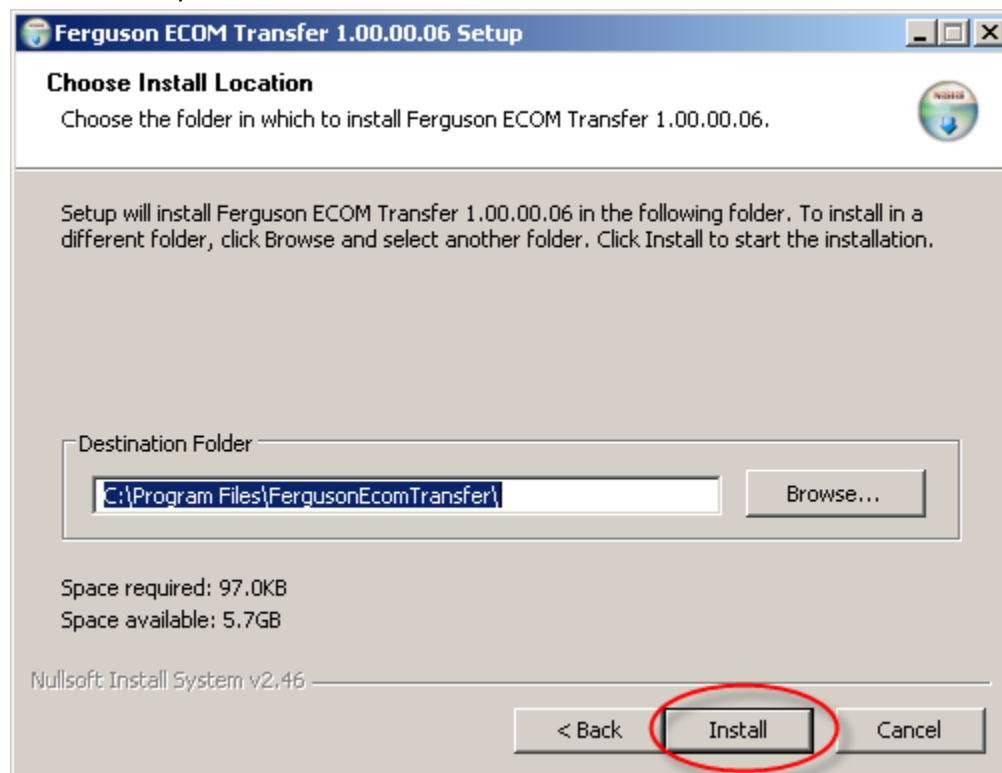


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- When it tells you to Choose Components, click “Next”.



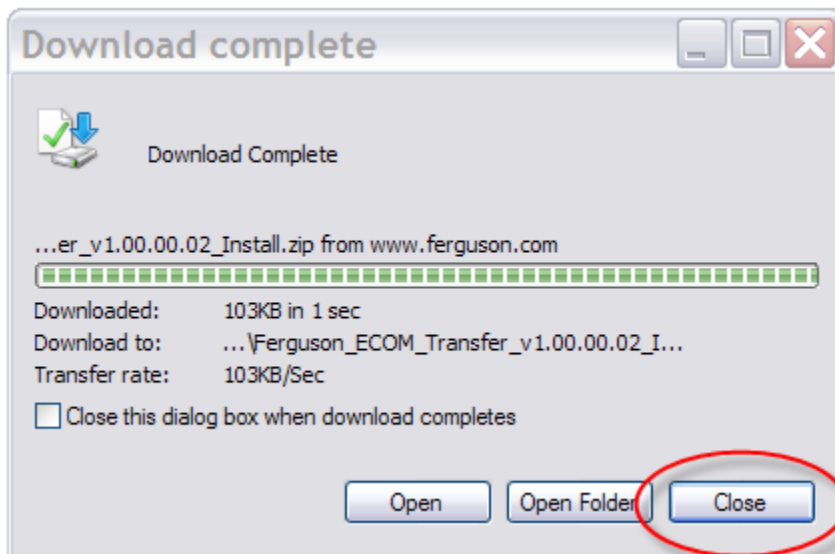
- It will ask you to choose install location. Click “Install”.



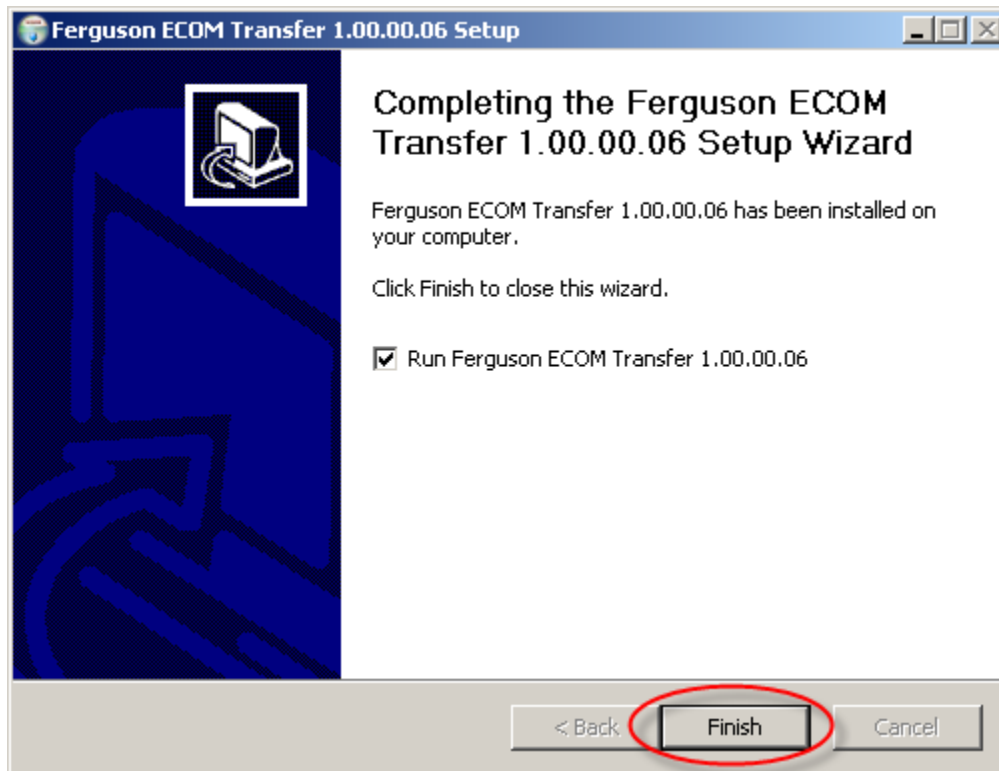
## Ferguson Online Neo Wireless Scanner – REPLENISHMENT Installation Instructions

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5. You may get this window. Click “close”. If not, skip to step 6.



6. You have completed the installation of the ECOM Transfer program. Click “Finish”.



7. The screen will disappear.

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### *Equipment Setup*

- 1.) Now that you have the required software to run the ECOM application, it is time to setup your equipment. Place the docking/charging system in a location within 6 feet of your PC and a power outlet so that the cords can reach. Plug the power cord into the back of the docking station and plug this into a wall outlet. This will allow you to charge the battery.



- 2.) Also, in the back of the docking station, place the smaller end of the USB cable into the plug with the US B marking.



- 3.) Plug the other end of the USB cable into your PC or laptop.

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- 4.) Place the NEO Device into the docking station as depicted. This will allow you to both charge the battery of the device and upload your scans.

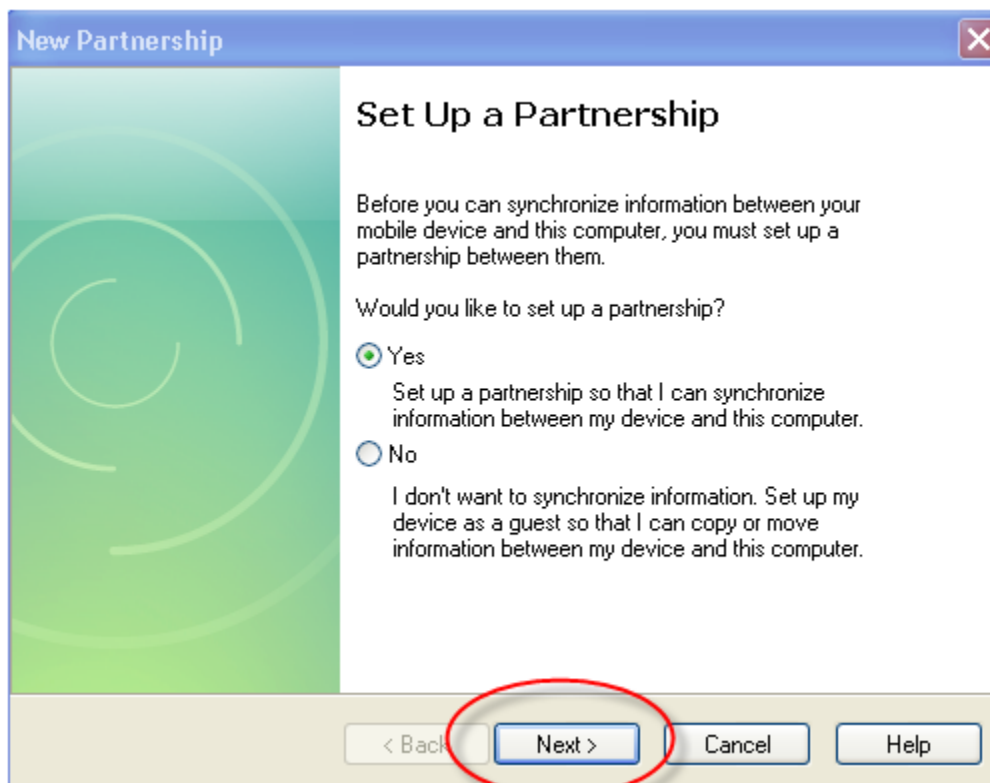


## Ferguson Online Neo Wireless Scanner – REPLENISHMENT Installation Instructions

### *Initial Active Sync Setup for Windows XP*

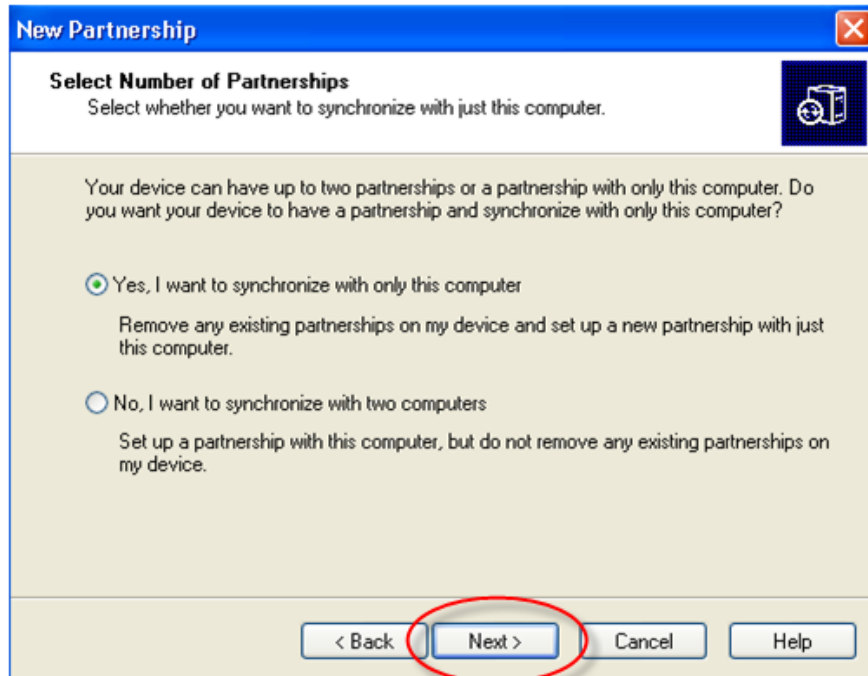
Upon docking your device for the first time, you will have to do a little bit of set up. Follow these instructions for the initial ActiveSync setup for Windows XP. After the initial setup you will not have to do anything when you dock your scan gun in its cradle. The ECOM upload application will begin to automatically upload the files that have been scanned.

- 1.) Begin by un-docking your gun and turning it on. Press and hold the red “Enter” button to turn on the gun.  Then dock the scan gun in its cradle. ActiveSync will automatically kick off.
- 2.) You will see the following window pop up the very first time you dock the gun. Click “Next”.

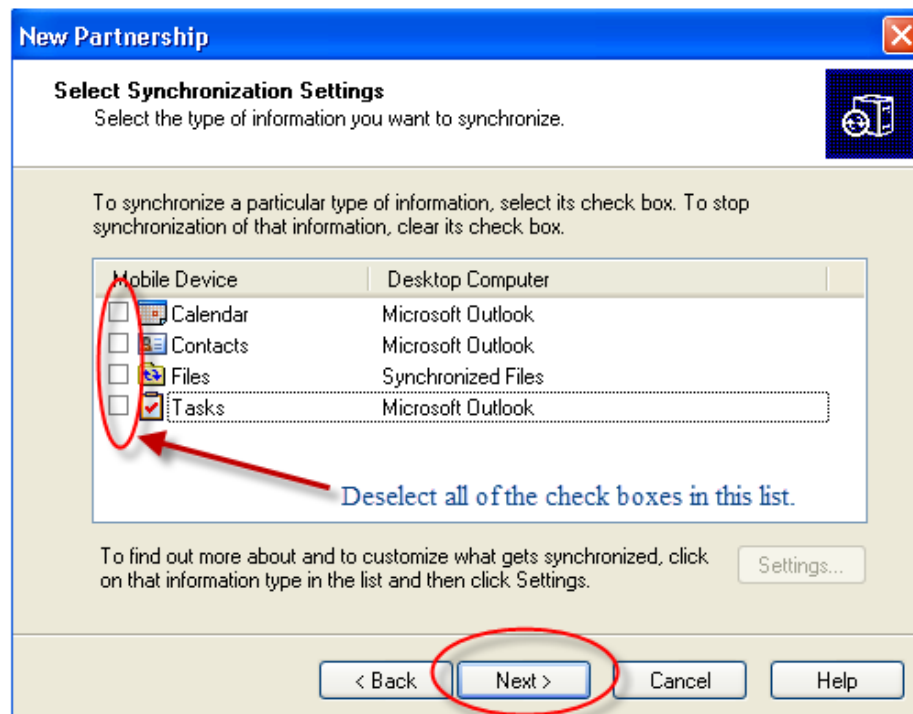


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- 3.) You will be prompted to select the number of partnerships you would like to establish. If you will only linking the gun to the one PC that it's attached to currently, leave the bullet on "Yes" and click "Next". Otherwise, change the bullet to "No" and click "Next".

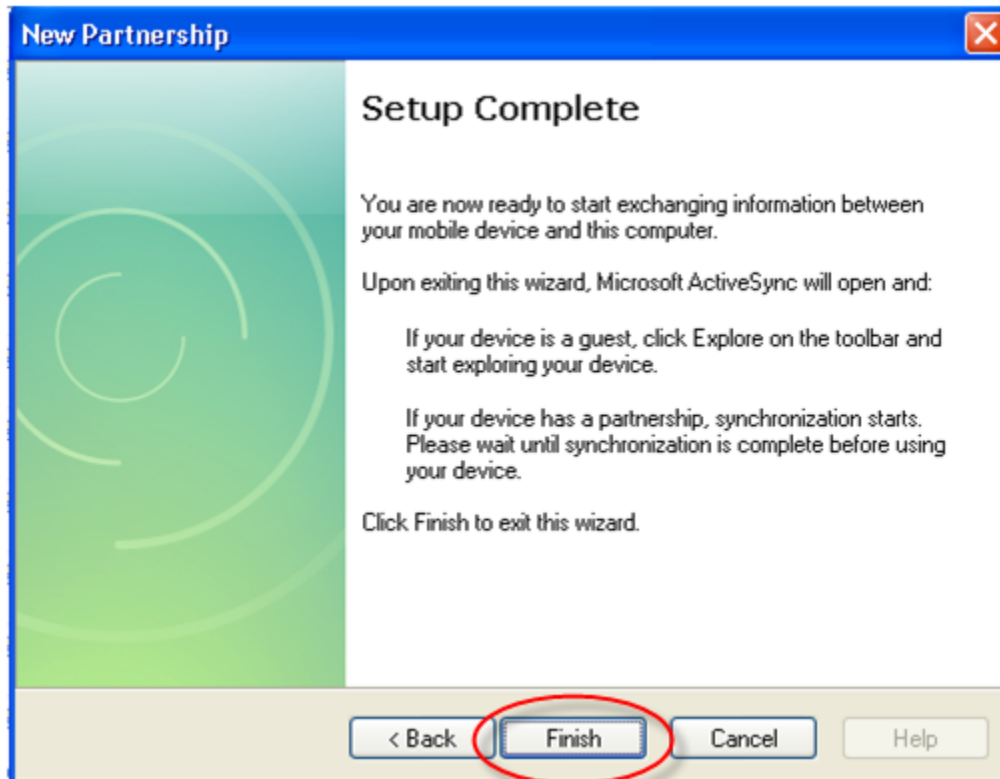


- 4.) On the "Select Synchronization Settings" window, uncheck/deselect all boxes and click "Next".

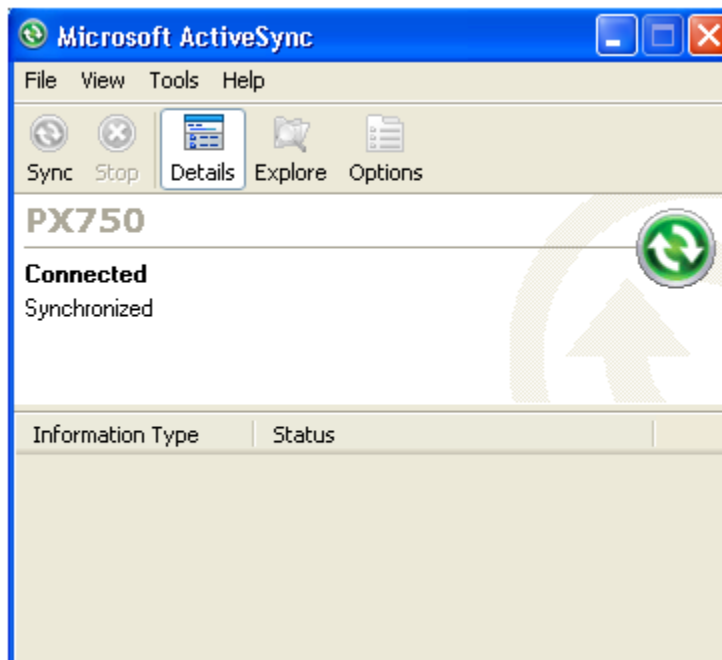


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- 5.) Once the “Setup Complete” window comes up, click “Finish”.



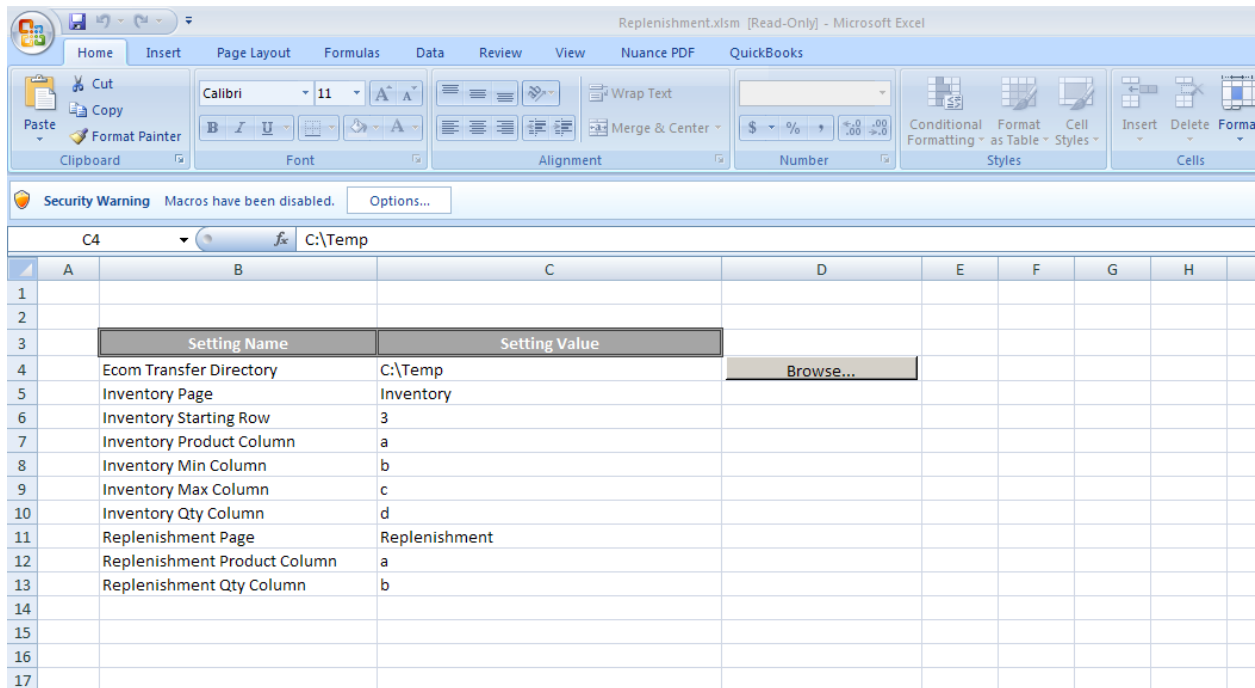
- 6.) Your ActiveSync window should be on your screen. This is the window you will see each time you dock the scan gun in its cradle.



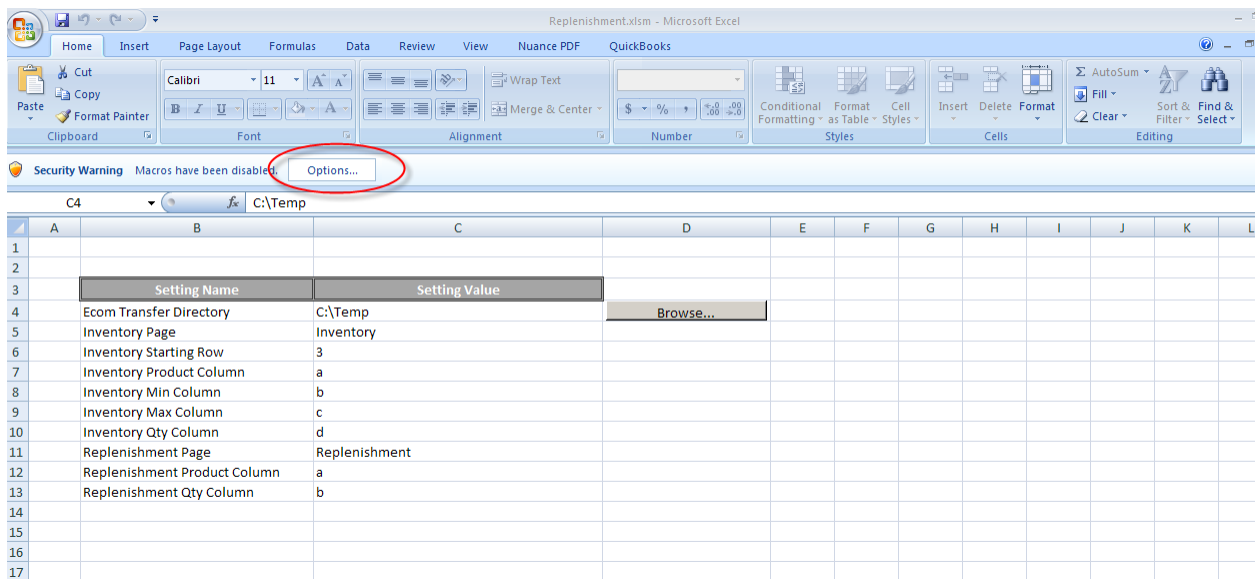
# Ferguson Online Neo Wireless Scanner – REPLENISHMENT Installation Instructions

## Getting Started With Replenishment

- 1.) Open the Replenishment excel spreadsheet [located here:](#)

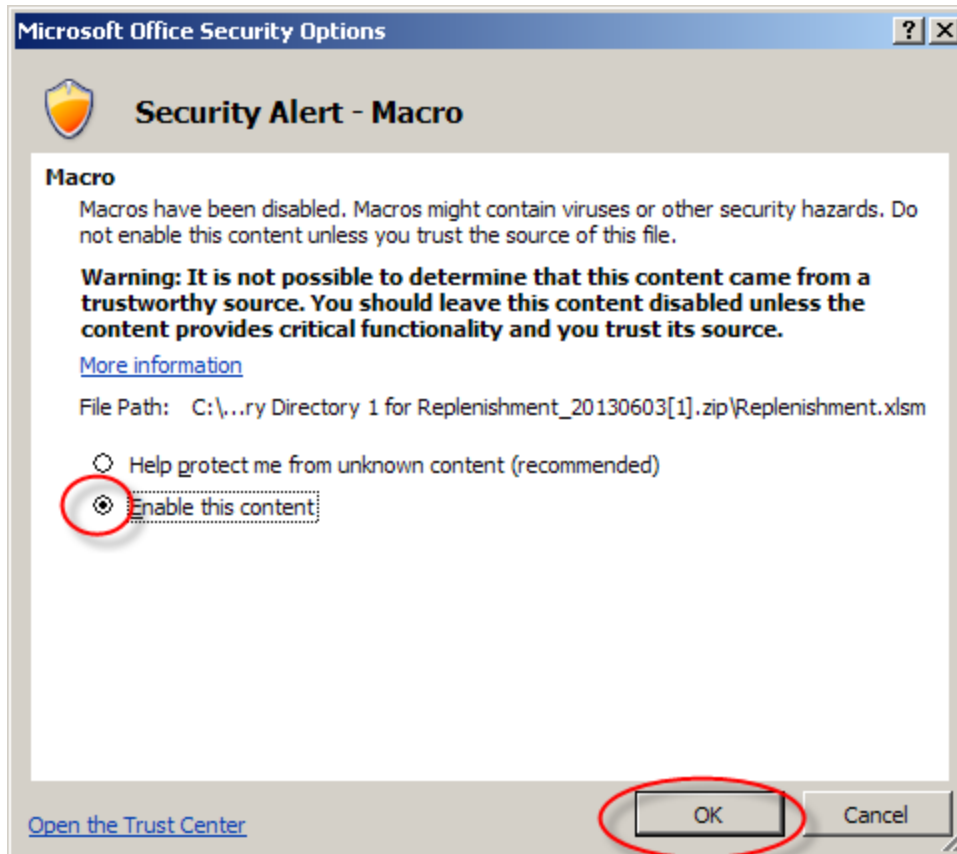


- 2.) You may see a Security Warning at the top telling you that Macros have been disabled. If so, then click “Options”.



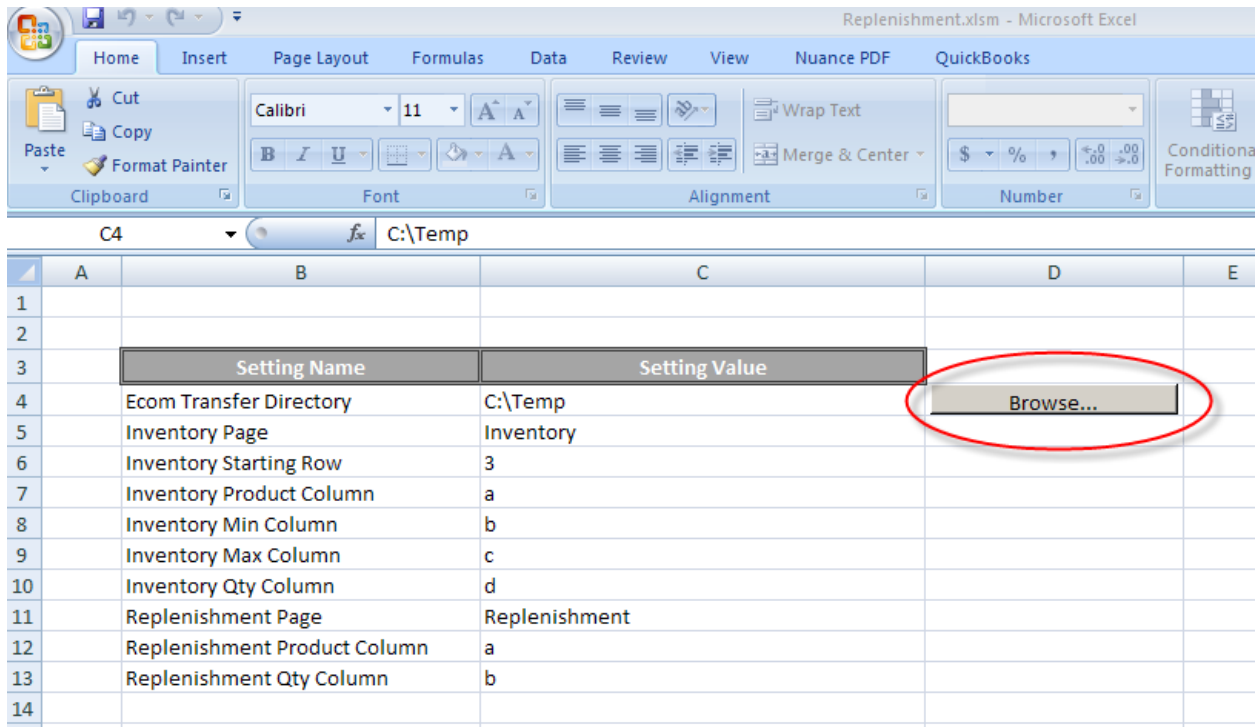
- 3.) On the window with the Security Alert – Macro, click the radio bullet that says “Enable this content”, then click OK.

## Ferguson Online Neo Wireless Scanner – REPLENISHMENT Installation Instructions

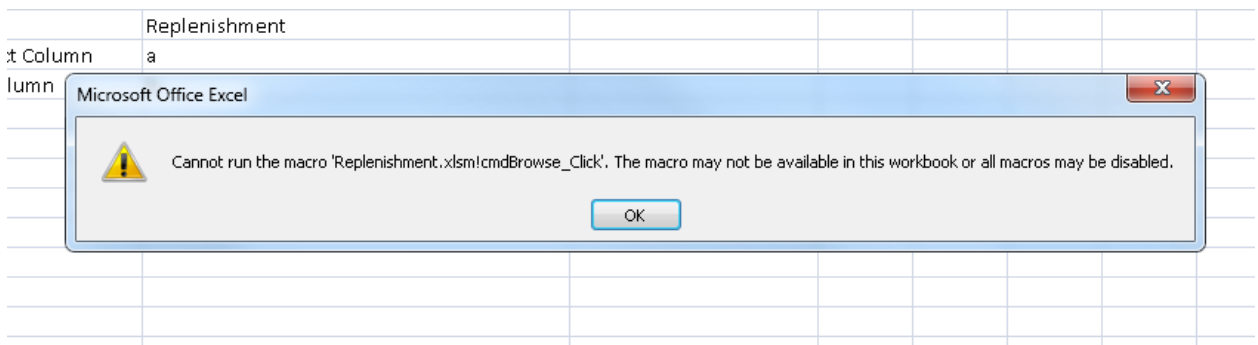


- 4.) On the “Settings” tab of the spreadsheet, click the “Browse” button and select the location that you would like the excel file to go to when the transfer is performed. It is easiest to find the files if you select the Desktop.

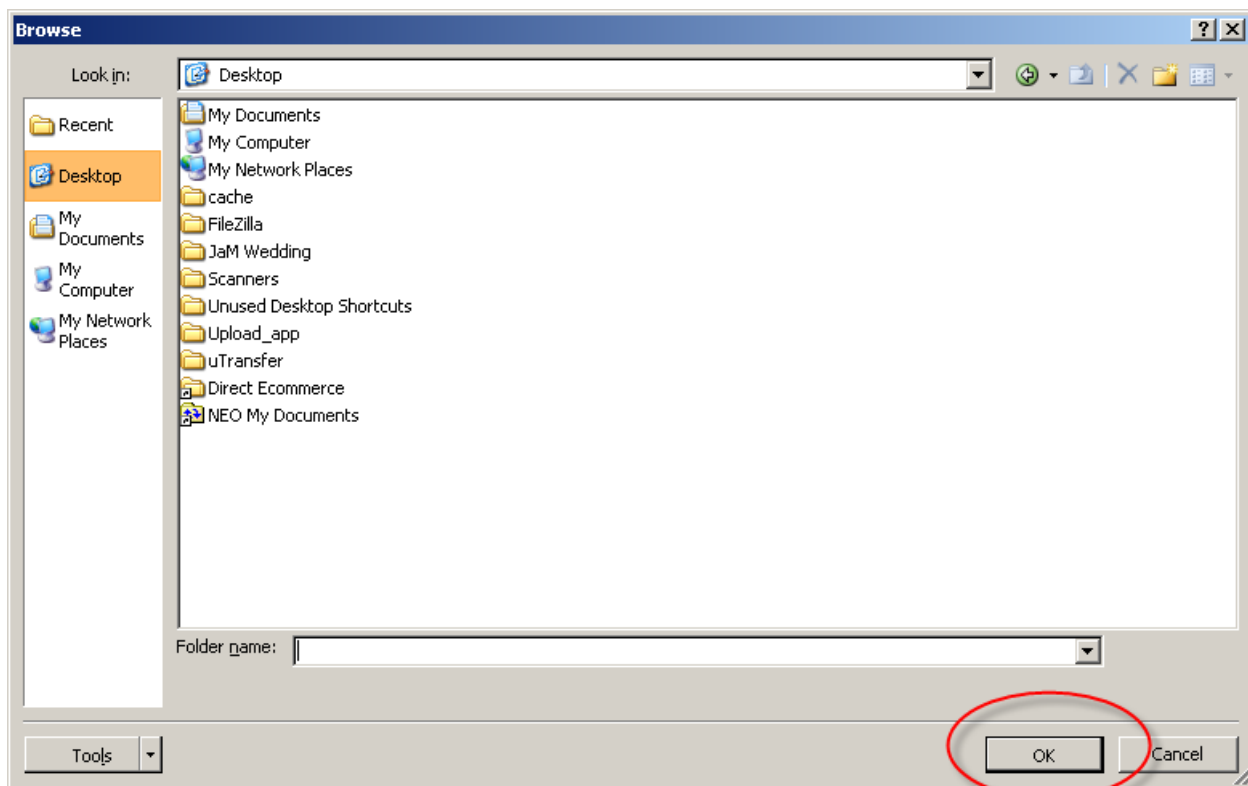
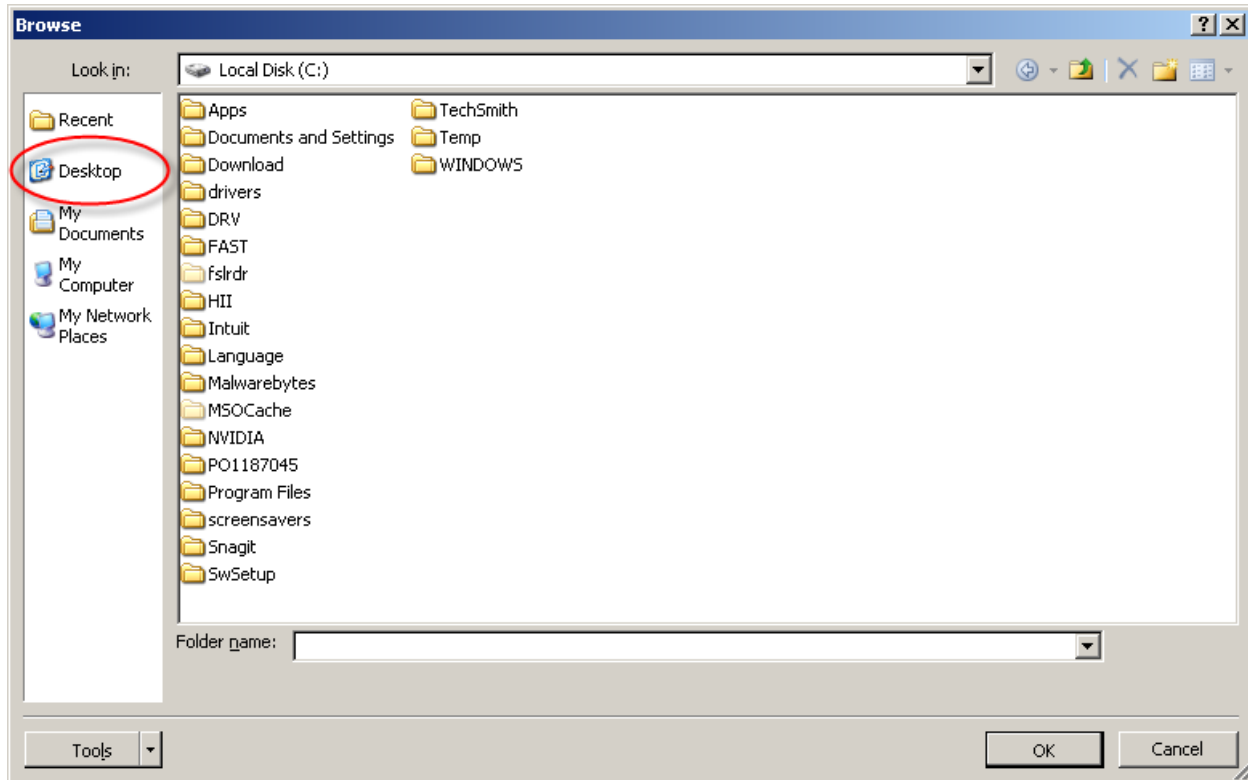
## Ferguson Online Neo Wireless Scanner – REPLENISHMENT Installation Instructions



**Important Note:** If you have not enabled your macros, you will get the following error when you try to browse:



## Ferguson Online Neo Wireless Scanner – REPLENISHMENT Installation Instructions



## Ferguson Online Neo Wireless Scanner – REPLENISHMENT Installation Instructions

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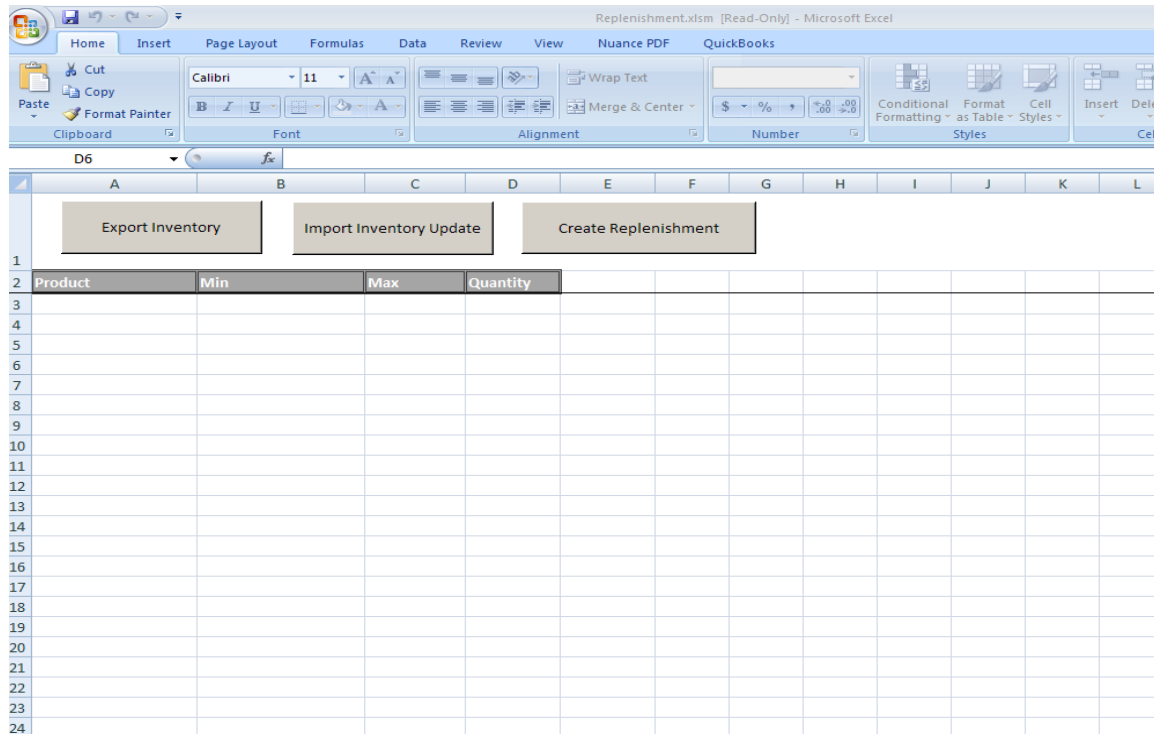
**Important Note:** We have password protected the spreadsheet, but please do not change any other values on the “Settings” tab of this spreadsheet or the program will not work properly.

### 5.) Getting familiar with the spreadsheet:

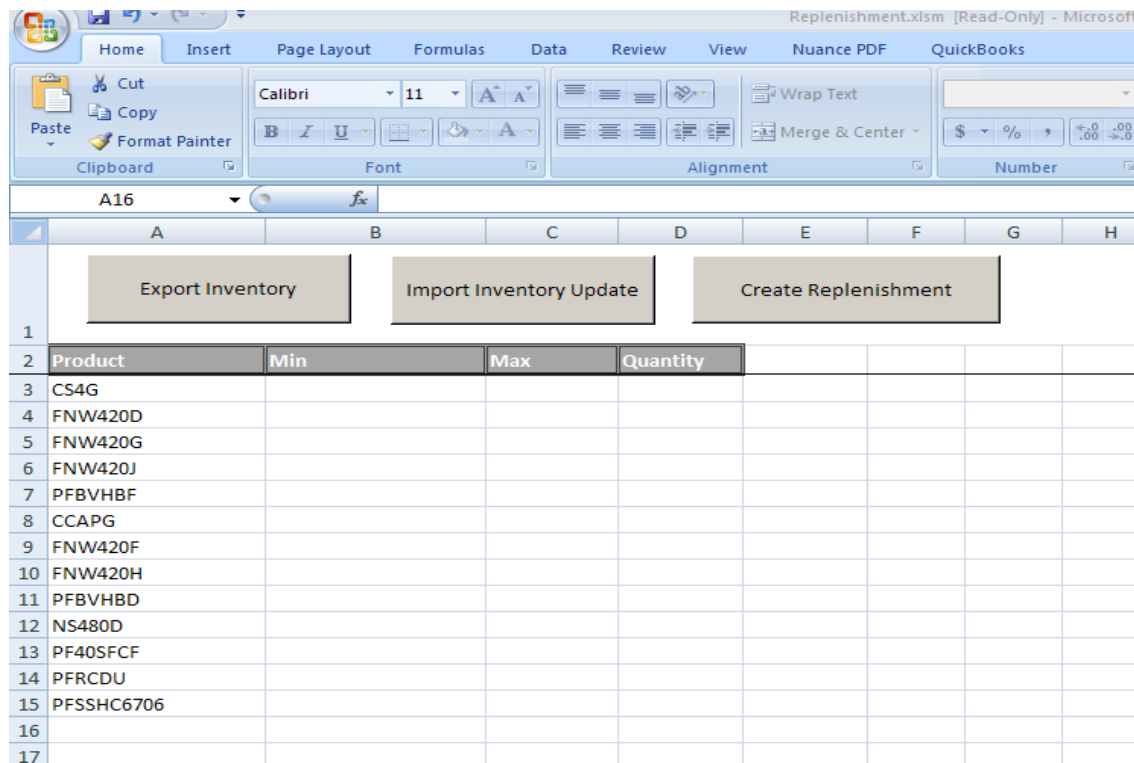
- a. The instructions tab will include information about how the spreadsheet works and where to put information throughout.
- b. The settings tab is where you go to change where the replenishment files will live.
- c. The inventory tab is where you put your product codes, min's, max's, and on-hand quantities. This is also the tab that controls the creation of files (more detail to come in this instruction document).
- d. The Replenishment tab is used to enter what products you have received and in what quantities. This tab can be used to update your on-hand balances when you receive product.

## Ferguson Online Neo Wireless Scanner – REPLENISHMENT Installation Instructions

6.) Click the “Inventory” tab.

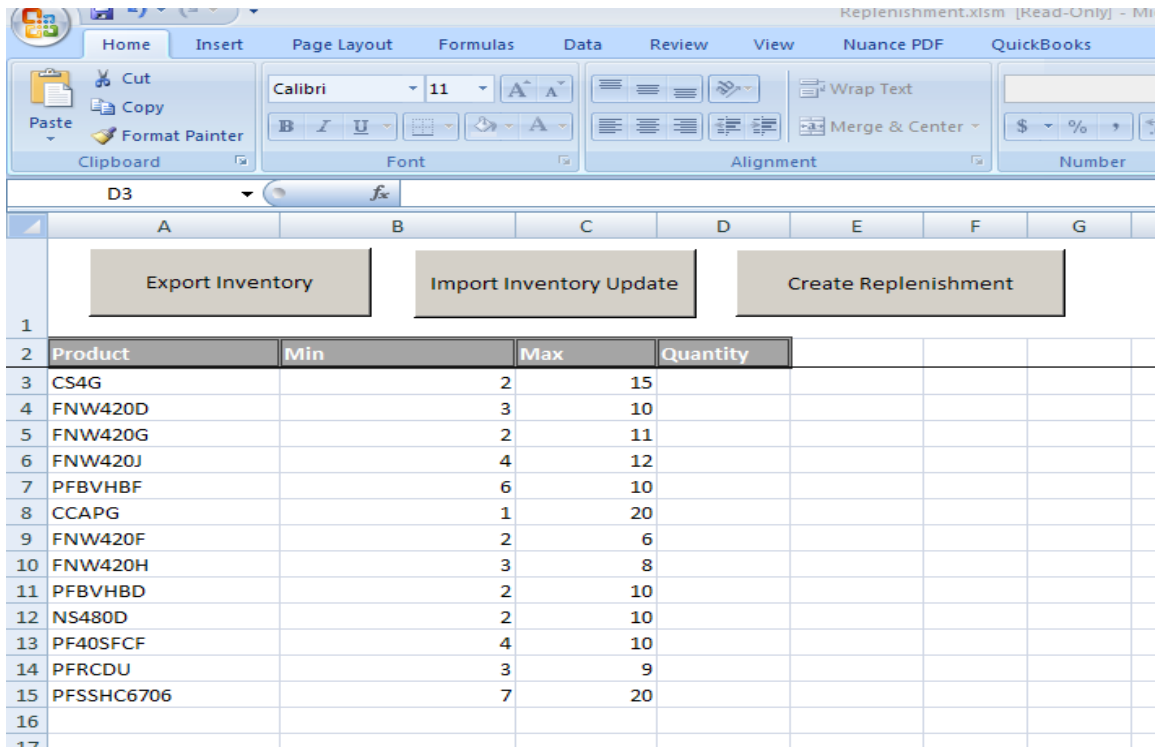


7.) In the “Product” column, enter the product codes that you currently have in inventory.



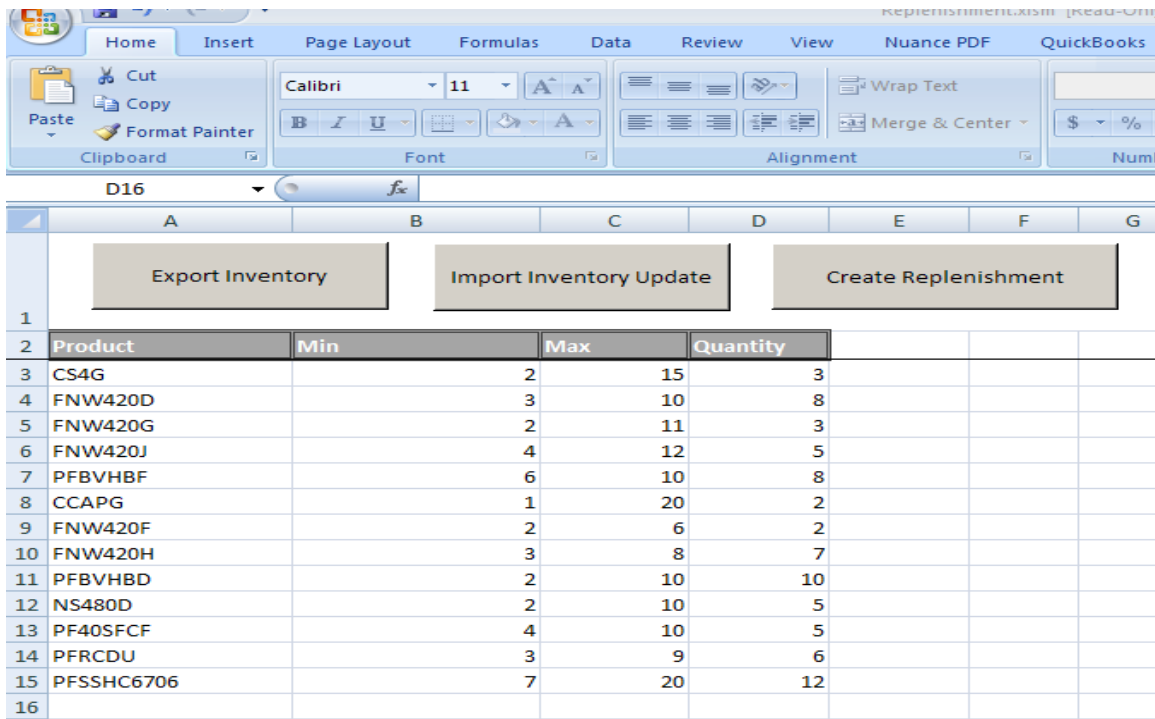
## Ferguson Online Neo Wireless Scanner – REPLENISHMENT Installation Instructions

- 8.) In the “Min” and “Max” columns, enter the minimum quantity and the maximum quantity you want to have on hand for each item.



	A	B	C	D	E	F	G
1	<div>Export Inventory</div> <div>Import Inventory Update</div> <div>Create Replenishment</div>						
2	Product	Min	Max	Quantity			
3	CS4G		2	15			
4	FNW420D		3	10			
5	FNW420G		2	11			
6	FNW420J		4	12			
7	PFBVHBF		6	10			
8	CCAPG		1	20			
9	FNW420F		2	6			
10	FNW420H		3	8			
11	PFBVHBD		2	10			
12	NS480D		2	10			
13	PF40SFCF		4	10			
14	PFRCDU		3	9			
15	PFSSHC6706		7	20			
16							

- 9.) In the “Quantity” column, enter the quantity you currently have on hand for each item.

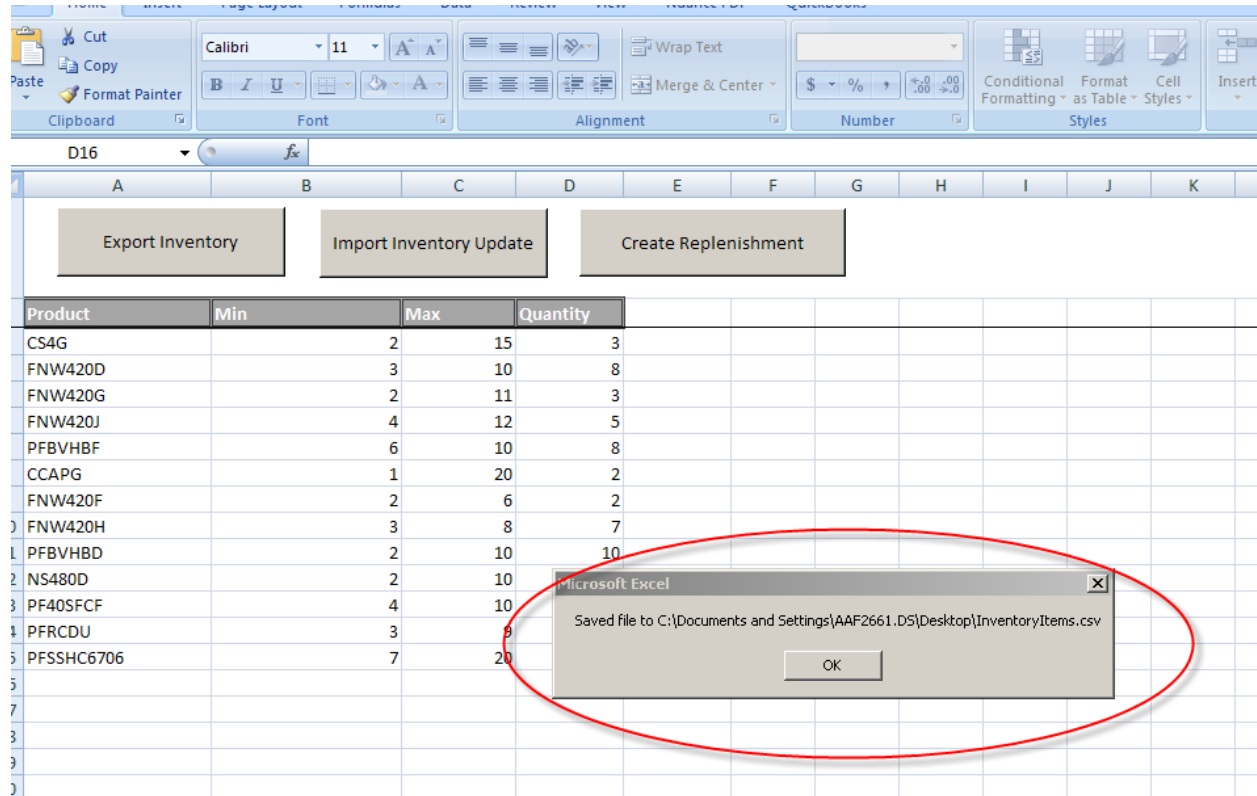


	A	B	C	D	E	F	G
1	<div>Export Inventory</div> <div>Import Inventory Update</div> <div>Create Replenishment</div>						
2	Product	Min	Max	Quantity			
3	CS4G		2	15	3		
4	FNW420D		3	10	8		
5	FNW420G		2	11	3		
6	FNW420J		4	12	5		
7	PFBVHBF		6	10	8		
8	CCAPG		1	20	2		
9	FNW420F		2	6	2		
10	FNW420H		3	8	7		
11	PFBVHBD		2	10	10		
12	NS480D		2	10	5		
13	PF40SFCF		4	10	5		
14	PFRCDU		3	9	6		
15	PFSSHC6706		7	20	12		
16							

## Ferguson Online Neo Wireless Scanner – REPLENISHMENT Installation Instructions

10.) Make sure to Save your file periodically.

11.) To create the file that will be loaded to the scan gun, click the “Export Inventory” button at the top. You will see a prompt box pop up that says “Saved file to C:\[wherever you selected on the “Settings” tab]”. In the example below, it was saved to my desktop. Click OK.



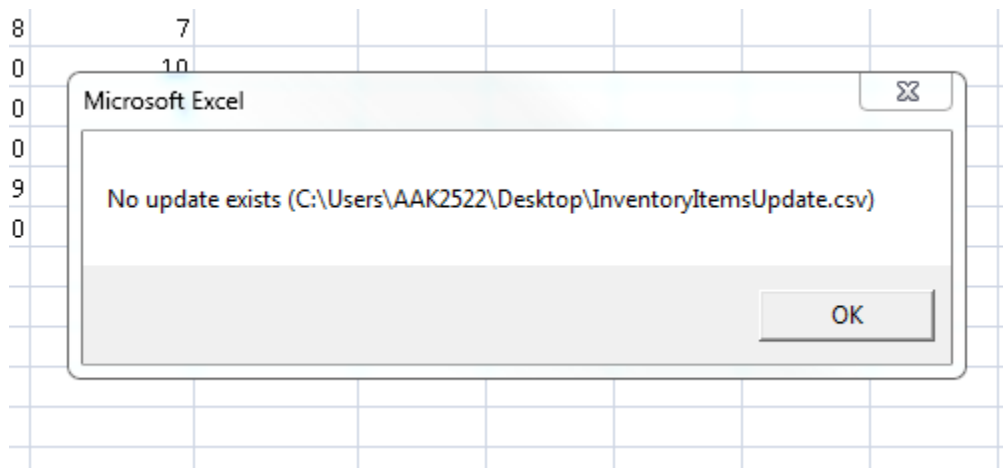
The screenshot shows the Ferguson Online Neo Wireless Scanner interface. At the top, there are three buttons: "Export Inventory", "Import Inventory Update", and "Create Replenishment". Below these buttons is a table with the following data:

Product	Min	Max	Quantity
CS4G	2	15	3
FNW420D	3	10	8
FNW420G	2	11	3
FNW420J	4	12	5
PFBVHBF	6	10	8
CCAPG	1	20	2
FNW420F	2	6	2
FNW420H	3	8	7
PFBVHBD	2	10	10
NS480D	2	10	
PF40SFCF	4	10	
PFRCDU	3	9	
PFSSHC6706	7	20	

A red oval highlights a confirmation dialog box that says: "Saved file to C:\Documents and Settings\AAF2661.DS\Desktop\InventoryItems.csv". The dialog box has an "OK" button.



**Important Note:** If you accidentally click “Import Inventory Update” instead of “Export Inventory”, you will get the following error:

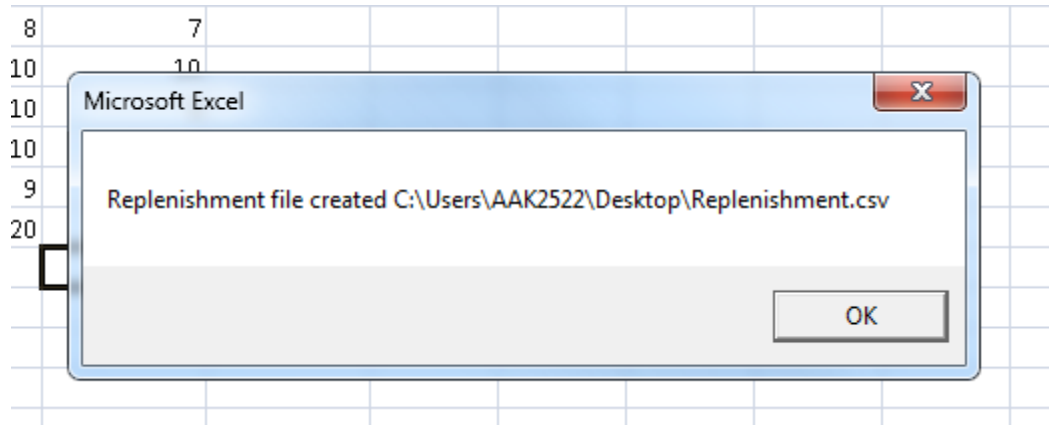


The screenshot shows the Ferguson Online Neo Wireless Scanner interface. A dialog box is displayed with the following text: "No update exists (C:\Users\AAK2522\Desktop\InventoryItemsUpdate.csv)". The dialog box has an "OK" button.

## Ferguson Online Neo Wireless Scanner – REPLENISHMENT Installation Instructions



**Important Note:** If you accidentally click “Create Replenishment” instead of “Export Inventory”, you will get the following notification. This has not created the inventory file to load into the gun. It will try to create a replenishment file to be loaded into Ferguson Online to restock your products, but it will not be a valid file.



- 12.) Close the window and double check that the file was generated by navigating to the location where it was saved. It will be named InventoryItems.csv.



- 13.) To move the file to the scan gun, simply turn the scan gun on, open the “Replenishment” program on the gun from the desktop on the gun, and dock it. If it was docked to begin with, turn it on, open the program, undock and redock the gun so that it “Sync’s” with your PC.



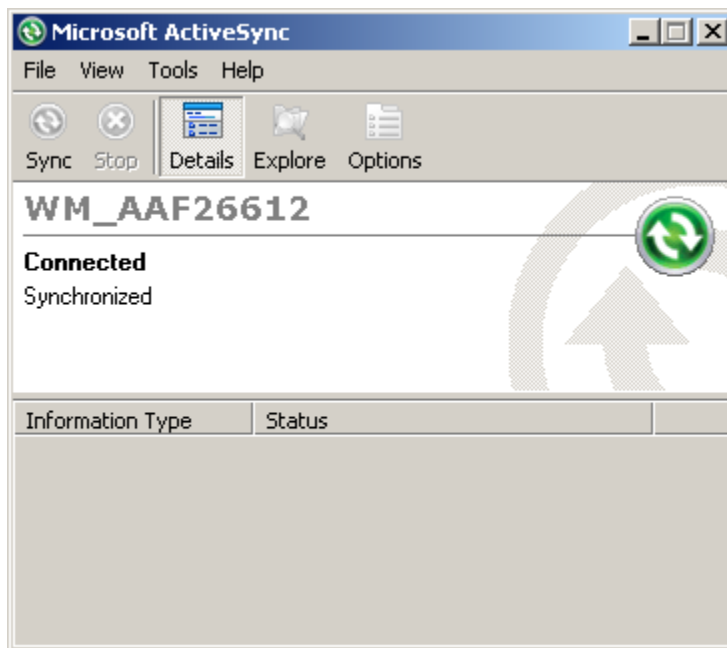
**Important Note:** Make sure that the ECOM Transfer program is running on your PC before docking the scanner to upload the inventory file and before docking the scanner after scanning to download the replenishment file.




**Important Note:** If you close your ECOM Transfer program, you may need to reinstall it to get it back. To check, go to the start menu on your PC and find Ferguson ECOM Transfer. Click it once and check to see that the file is still there. If it says empty, the ECOM Transfer program will need to be re-downloaded.

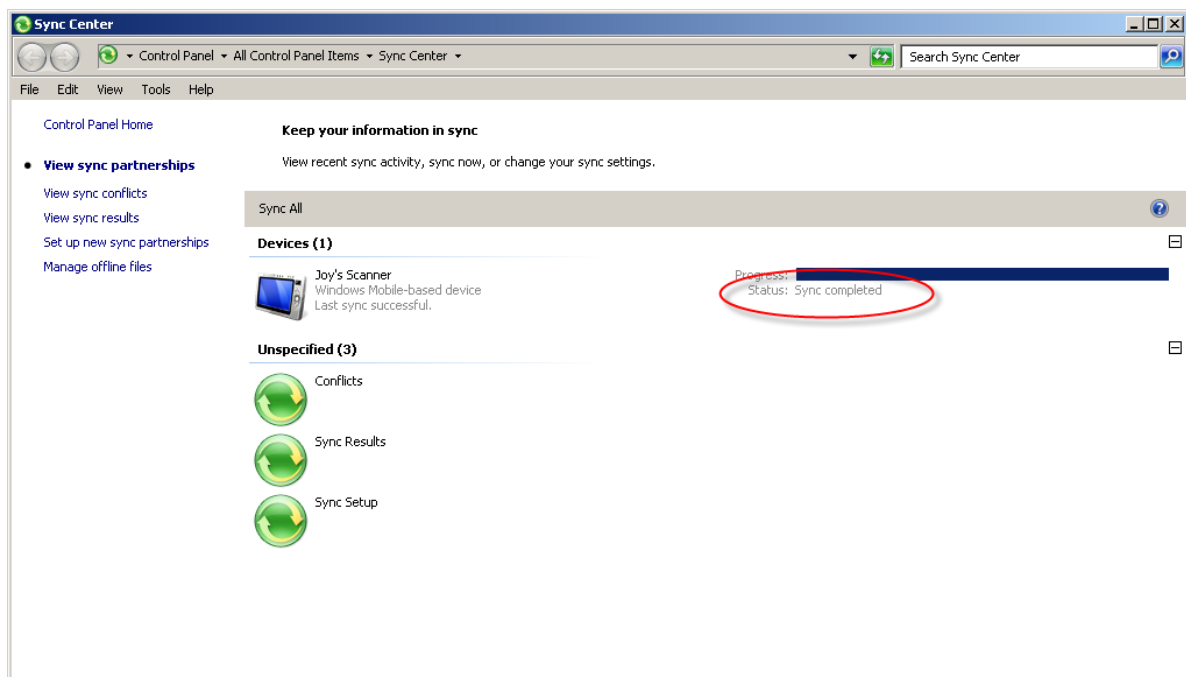
## Ferguson Online Neo Wireless Scanner – REPLENISHMENT Installation Instructions

14.) When it's done syncing, you will get this window, which tells you that the transfer is complete.



**Important Note:** If you are using Windows 7 you will see a small icon in the bottom right

task bar of your desktop that looks like this:  If you double click this icon, you will see the following screen that should tell you that the transfer was complete.



## Ferguson Online Neo Wireless Scanner – REPLENISHMENT Installation Instructions

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**Important Note:** To verify the file was uploaded to the scanner, go to Start on the scanner, select Computer, select your scanner, \file, my documents and verify that the file date was modified when you docked the scanner.



**Important Note:** If you have trouble getting the inventory items saved onto the scanner, you can do a cold reset on the scan gun. To do this, click the Windows icon (start menu) on the scan gun and select Cold Reset. It will run Total Recall and reset your gun. This process, however, may remove the Replenishment program from the scan gun. If that happens, contact TRG Customer Support at 855-454-5408. The support team will follow these steps:

- a) Locate the file called Replenishment Setup\_v\_0\_0\_0\_5.CAB. For our Ferguson EBusiness Support team, that is located on  
S:\eCommerce\eCommerce\B2B\Support\Scanner Replenishment.
  - b) On their PC, they need to go to Computer and find the drive on the computer that is being used for the scanner. Open that drive then open MyDocuments. Find the Flash Drive and open it. Then click and drag the CAB file from the place where it is saved to the Flash Drive on the scanner directory on the computer.
  - c) On the scan gun, go to My Device > My Documents > Flash Disk > double click the Replenishment CAB file to run it.
  - d) You can now use the Replenishment program again.
- 15.) To begin scanning inventory out, on the scan gun select the program that you would like to use and begin scanning items out of inventory.
- 16.) Once you've scanned everything and saved on the scan gun, re-dock the gun and allow it to sync with your PC. You will notice two new files are generated. One is called "Replenishment.csv". This file contains those items that were scanned that went below their minimum. The quantities in the file for each item are the quantities that would replenish those items to their maximum quantity. For those items that were scanned that did not go below their minimum, those items will not appear in the replenishment file.



## Ferguson Online Neo Wireless Scanner – REPLENISHMENT Installation Instructions

In the example below, we scanned quantity 2 of CS4G. Since we started with 3 on-hand and scanned 2, we went below our min of 2 on-hand. Thus, the program determined we would need qty 14 to get back to our max qty of 15.

Replenishment with inventory entered.xlsm

	A	B	C	D	E
	Export Inventory	Import Inventory Update		Create Replenishment	
1					
2	Product	Min	Max	Quantity	
3	CS4G		2	15	3
4	FNW420D		3	10	8
5	FNW420G		2	11	3
6	FNW420J		4	12	5
7	PFBVHBF		6	10	8
8	CCAPG		1	20	2
9	FNW420F		2	6	2
10	FNW420H		3	8	7
11	PFBVHBD		2	10	10
12	NS480D		2	10	5
13	PF40SFCF		4	10	5
14	PFRCDU		3	9	6
15	PFSSHC6706		7	20	12

Replenishment.csv

	A	B	C	D	E	F
1	14	CS4G		7/10/2013 6:38	joy	
2	9	FNW420J		7/10/2013 6:38	joy	
3	7	PF40SFCF		7/10/2013 6:39	joy	
4						
5						
6						
7						

17.) This "Replenishment.csv" file can be uploaded to Ferguson Online, with or without opening to review it. In this way you can easily place an order to replenish your stock.

18.) The second file that was generated is called "InventoryItemsUpdate.csv". This file is your usage.



19.) In order to update your on-hand balance to reflect your usage, go into your "Replenishment.xls" document. On the Inventory tab, click the button at the top called "Import Inventory Update".

## Ferguson Online Neo Wireless Scanner – REPLENISHMENT Installation Instructions

	A	B	C	D	E	F	G
1	Export Inventory		Import Inventory Update		Create Replenishment		
2	Product	Min	Max	Quantity			
3	CS4G		2	15	3		
4	FNW420D		3	10	8		
5	FNW420G		2	11	3		
6	FNW420J		4	12	5		
7	PFBVHBF		6	10	8		
8	CCAPG		1	20	2		
9	FNW420F		2	6	2		
10	FNW420H		3	8	7		
11	PFBVHBD		2	10	10		
12	NS480D		2	10	5		
13	PF40SFCF		4	10	5		
14	PFRCDU		3	9	6		
15	PFSSH6706		7	20	12		
16							
17							
18							
19							
20							
21							

Qty before usage is updated

## Ferguson Online Neo Wireless Scanner – REPLENISHMENT Installation Instructions

	A	B	C	D	E	F	G
1	Export Inventory		Import Inventory Update		Create Replenishment		
2	Product	Min	Max	Quantity			
3	CS4G		2	15	1		
4	FNW420D		3	10	8		
5	FNW420G		2	11	3		
6	FNW420J		4	12	3		
7	PFBVHBF		6	10	8		
8	CCAPG		1	20	2		
9	FNW420F		2	6	2		
10	FNW420H		3	8	7		
11	PFBVHBD		2	10	10		
12	NS480D		2	10	5		
13	PF40SFCF		4	10	3		
14	PFRCDU		3	9	6		
15	PFSSHC6706		7	20	12		
16							
17							
18							
19							
20							
21							

Qty after usage is updated

### Receiving Product Into Inventory

When product is shipped to you and you want to update your on-hand balances to show the receipt, follow these easy steps:

- 1.) Only on the very first use, you will need to enter all of the products that you have in inventory on the "Replenishment" tab of the spreadsheet in the first column called "Product".
- 2.) In the second column called "Additional QTY" enter 0's for every item.

## Ferguson Online Neo Wireless Scanner – REPLENISHMENT Installation Instructions

	A	B	C
1	Perform Replenishment		
2	Product	Additional QTY	
3	CS4G	0	
4	FNW420D	0	
5	FNW420G	0	
6	FNW420J	0	
7	PFBVHBF	0	
8	CCAPG	0	
9	FNW420F	0	
10	FNW420H	0	
11	PFBVHBD	0	
12	NS480D	0	
13	PF40SFCF	0	
14	PFRCDU	0	
15	PFSSHC6706	0	
16	S532815	0	
17	S745215	0	
18	PP700830	0	
19	PP700520	0	
20	S341002	0	
21	S31050962	0	
<div> <span>Instructions</span> <span>Settings</span> <span>Inventory</span> <span><b>Replenishment</b></span> </div>			

- 3.) After this first entry, going forward, to receive product you simply have to enter the total qty received for each product, leaving those not received as 0.
- 4.) In our example, we would expect to receive the following quantities of the items needing replenishment:
  - a. CS4G qty 14
  - b. FNW420J qty 9
  - c. PF40SFCF qty 7
- 5.) To update our On-Hand balance, we simply need to enter those quantities into column B (Additional QTY) of the Replenishment tab:

## Ferguson Online Neo Wireless Scanner – REPLENISHMENT Installation Instructions

	A	B	C
1	Perform Replenishment		
2	Product	Additional QTY	
3	CS4G	14	
4	FNW420D	0	
5	FNW420G	0	
6	FNW420J	9	
7	PFBVHBF	0	
8	CCAPG	0	
9	FNW420F	0	
10	FNW420H	0	
11	PFBVHBD	0	
12	NS480D	0	
13	PF40SFCF	7	
14	PFRCDU	0	
15	PFSSHC6706	0	
16	S532815	0	
17	S745215	0	
18	PP700830	0	
19	PP700520	0	
20	S341002	0	
21	S31050962	0	

Instructions Settings Inventory Replenishment

6.) The next step is to click the button at the top called “Perform Replenishment”.

	A	B	C
1	Perform Replenishment		
2	Product	Additional QTY	
3	CS4G	14	
4	FNW420D	0	
5	FNW420G	0	
6	FNW420J	9	
7	PFBVHBF	0	
8	CCAPG	0	
9	FNW420F	0	
10	FNW420H	0	
11	PFBVHBD	0	
12	NS480D	0	
13	PF40SFCF	7	
14	PFRCDU	0	
15	PFSSHC6706	0	
16	S532815	0	
17	S745215	0	
18	PP700830	0	
19	PP700520	0	
20	S341002	0	
21	S31050962	0	

Instructions Settings Inventory Replenishment

## Ferguson Online Neo Wireless Scanner – REPLENISHMENT Installation Instructions

7.) Before this step, our on hand balances for these three items was 1, 3, and 3 as seen below:

	A	B	C	D	E	F	G
1	Export Inventory		Import Inventory Update		Create Replenishment		
2	Product	Min	Max	Quantity			
3	CS4G		2	15	1		
4	FNW420D		3	10	8		
5	FNW420G		2	11	3		
6	FNW420J		4	12	3		
7	PFBVHBF		6	10	8		
8	CCAPG		1	20	2		
9	FNW420F		2	6	2		
10	FNW420H		3	8	7		
11	PFBVHBD		2	10	10		
12	NS480D		2	10	5		
13	PF40SFCF		4	10	3		
14	PFRCDU		3	9	6		
15	PFSSH6706		7	20	12		
16							
17							
18							
19							
20							
21							

Once we click “Perform Replenishment on the “Replenishment” tab, hour on-hand balances change to reflect the amount of product received into inventory:

## Ferguson Online Neo Wireless Scanner – REPLENISHMENT Installation Instructions

	A	B	C	D	E	F	G
1	Export Inventory		Import Inventory Update		Create Replenishment		
2	Product	Min	Max	Quantity			
3	CS4G		2	15	15		
4	FNW420D		3	10	8		
5	FNW420G		2	11	3		
6	FNW420J		4	12	12		
7	PFBVHBF		6	10	8		
8	CCAPG		1	20	2		
9	FNW420F		2	6	2		
10	FNW420H		3	8	7		
11	PFBVHBD		2	10	10		
12	NS480D		2	10	5		
13	PF40SFCF		4	10	10		
14	PFRCDU		3	9	6		
15	PFSSHC6706		7	20	12		
16							
17							
18							
19							
20							
21							



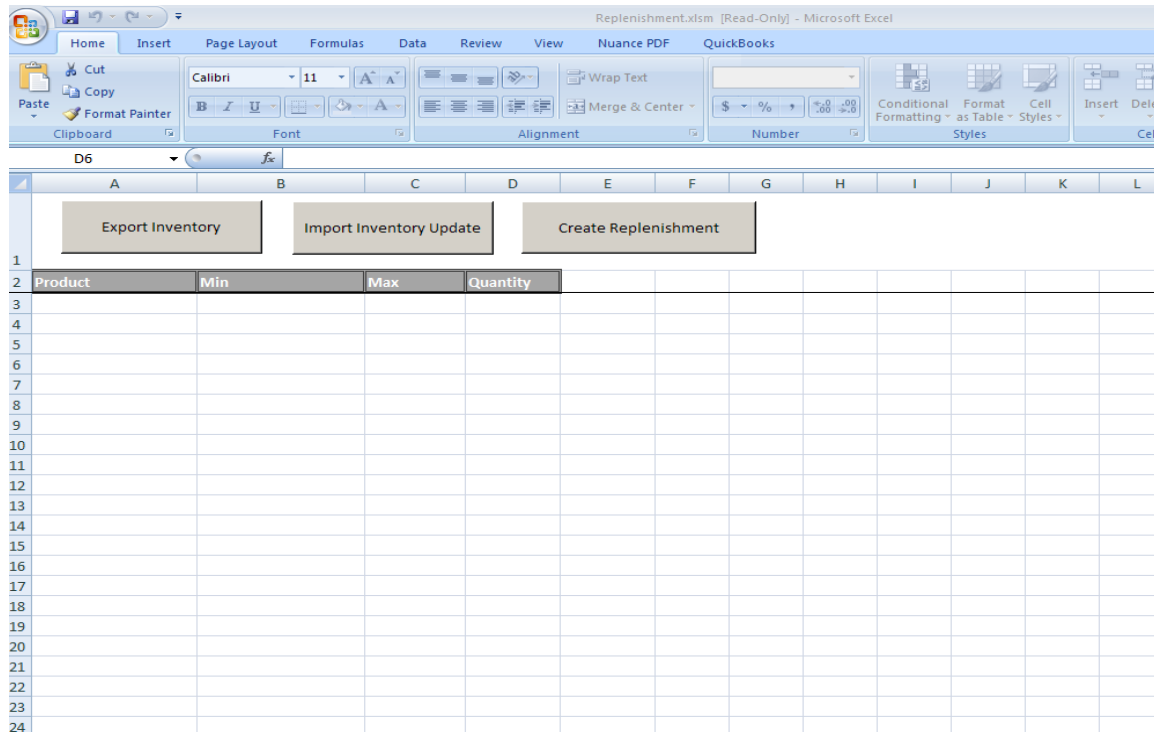
**Important Note:** The new on-hand balance should equal your maximum. Be sure to save your file frequently.

### *Using the Spreadsheet for Inventory Without a Scan Gun*

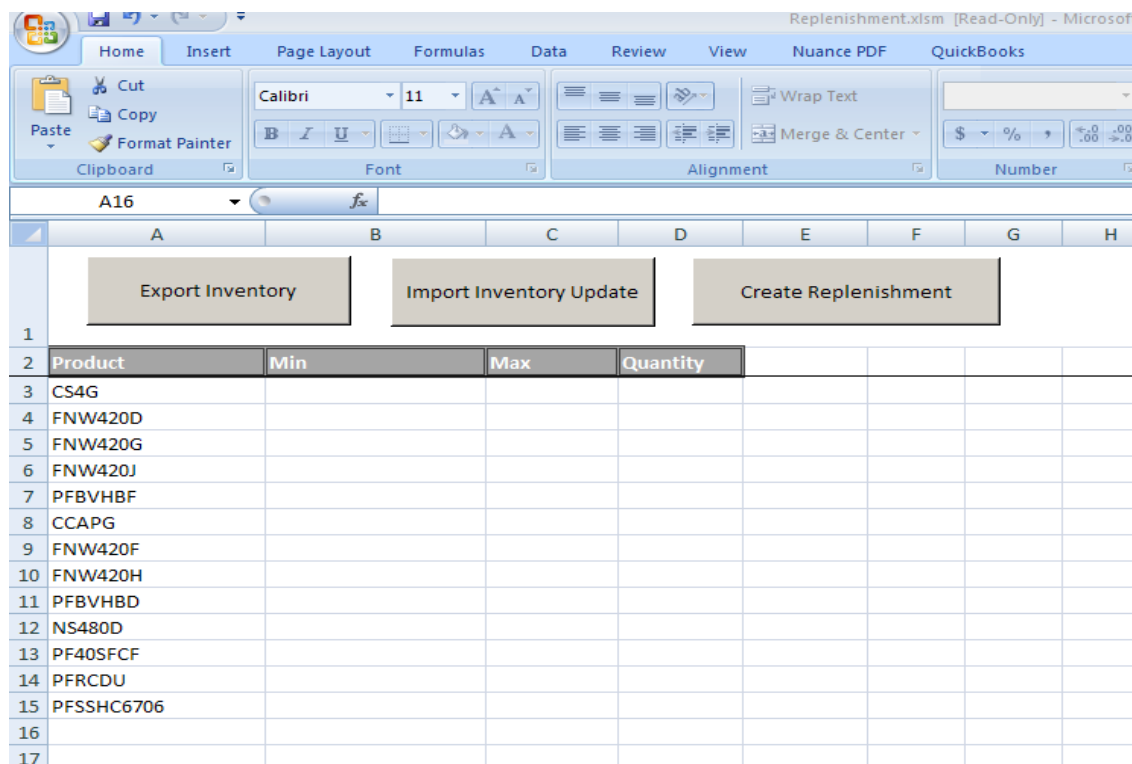
You can use the Inventory spreadsheet to manage your inventory without a scan gun. Follow these steps.

- 1.) Click the "Inventory" tab.

## Ferguson Online Neo Wireless Scanner – REPLENISHMENT Installation Instructions

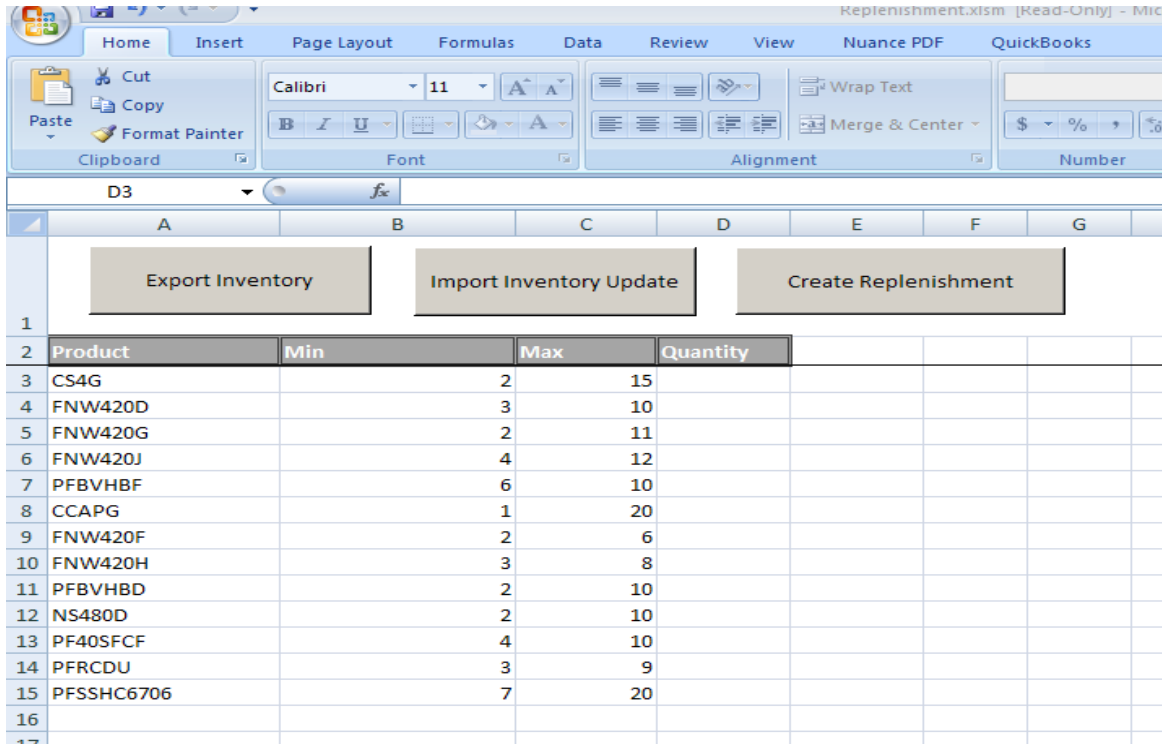


2.) In the “Product” column, enter the product codes that you currently have in inventory.



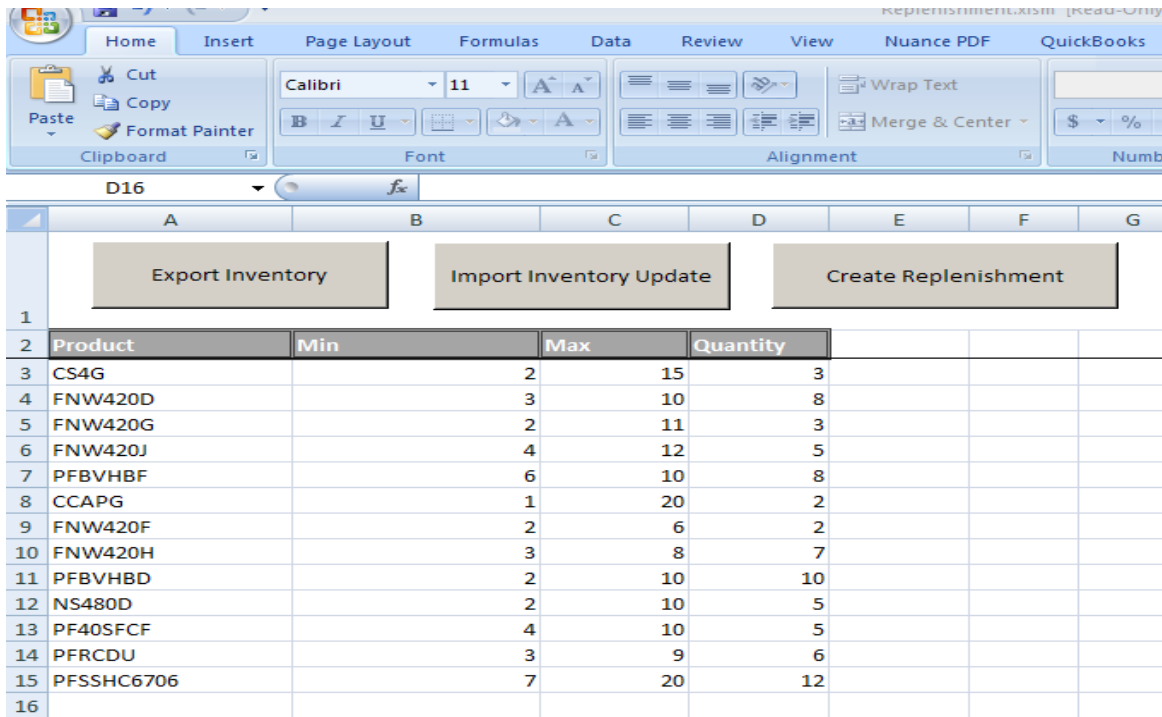
3.) In the “Min” and “Max” columns, enter the minimum quantity and the maximum quantity you want to have on hand for each item.

## Ferguson Online Neo Wireless Scanner – REPLENISHMENT Installation Instructions



	A	B	C	D	E	F	G
1	<div>Export Inventory</div> <div>Import Inventory Update</div> <div>Create Replenishment</div>						
2	Product	Min	Max	Quantity			
3	CS4G		2	15			
4	FNW420D		3	10			
5	FNW420G		2	11			
6	FNW420J		4	12			
7	PFBVHBF		6	10			
8	CCAPG		1	20			
9	FNW420F		2	6			
10	FNW420H		3	8			
11	PFBVHBD		2	10			
12	NS480D		2	10			
13	PF40SFCF		4	10			
14	PFRCDU		3	9			
15	PFSSHC6706		7	20			
16							

4.) In the “Quantity” column, enter the quantity you currently have on hand for each item.



	A	B	C	D	E	F	G
1	<div>Export Inventory</div> <div>Import Inventory Update</div> <div>Create Replenishment</div>						
2	Product	Min	Max	Quantity			
3	CS4G		2	15	3		
4	FNW420D		3	10	8		
5	FNW420G		2	11	3		
6	FNW420J		4	12	5		
7	PFBVHBF		6	10	8		
8	CCAPG		1	20	2		
9	FNW420F		2	6	2		
10	FNW420H		3	8	7		
11	PFBVHBD		2	10	10		
12	NS480D		2	10	5		
13	PF40SFCF		4	10	5		
14	PFRCDU		3	9	6		
15	PFSSHC6706		7	20	12		
16							

5.) Make sure to Save your file periodically.

## Ferguson Online Neo Wireless Scanner – REPLENISHMENT Installation Instructions

- 6.) Reduce the “Quantity” column by the number of each item you use. In our example, if I were to use qty 2 of FNW420G, I would enter a total “Quantity” of 1 since we currently have qty 3 on hand.

	A	B	C	D	E	F	G	H
	Export Inventory		Import Inventory Update		Create Replenishment			
1								
2	Product	Min	Max	Quantity				
3	CS4G		2	15	15			
4	FNW420D		3	10	8			
5	FNW420G		2	11	1			
6	FNW420J		4	12	12			
7	PFBVHBF		6	10	8			
8	CCAPG		1	20	0			
9	FNW420F		2	6	0			
10	FNW420H		3	8	7			
11	PFBVHBD		2	10	10			
12	NS480D		2	10	1			
13	PF40SFCF		4	10	10			
14	PFRCDU		3	9	2			
15	PFS5HC6706		7	20	12			
16								
17								
18								

On hand was 3,  
I used 2, so I  
entered a total  
on-hand of 1.

- 7.) To create the Replenishment file that can be uploaded into Ferguson Online to re-stock those items that fall below the minimum required qty, click the “Create Replenishment” button at the top.

	A	B	C	D	E	F	G	H
	Export Inventory		Import Inventory Update		Create Replenishment			
1								
2	Product	Min	Max	Quantity				
3	CS4G		2	15	15			
4	FNW420D		3	10	8			
5	FNW420G		2	11	1			
6	FNW420J		4	12	12			
7	PFBVHBF		6	10	8			
8	CCAPG		1	20	0			
9	FNW420F		2	6	0			
10	FNW420H		3	8	7			
11	PFBVHBD		2	10	10			
12	NS480D		2	10	1			
13	PF40SFCF		4	10	10			
14	PFRCDU		3	9	2			
15	PFS5HC6706		7	20	12			
16								
17								
18								

## Ferguson Online Neo Wireless Scanner – REPLENISHMENT Installation Instructions

- 8.) This will generate a file on your desktop called Replenish.csv. You do not have to open the file before uploading into Ferguson Online. However, if you want to review it, you will see that the items in the spreadsheet are only those items that have fallen below your minimum. The quantities in the spreadsheet are the quantities necessary to bring those products to your recorded maximum amounts. In our example, our on-hand went down to 1, so I would expect a total replenishment qty of 10 to get us to our maximum of 11.

	A	B	C	D	E	F
1	10	FNW420G		5/14/2014 14:22	Manual	
2	20	CCAPG		5/14/2014 14:22	Manual	
3	6	FNW420F		5/14/2014 14:22	Manual	
4	9	NS480D		5/14/2014 14:22	Manual	
5	7	PFRCDU		5/14/2014 14:22	Manual	
6						
7						
8						

- 9.) Once you receive the product, when you want to update your on-hand balances to reflect the receipt, go to the “Replenishment” tab of your inventory spreadsheet and enter the items and the quantities you received.

	A	B	C	D
	Perform Replenishment			
1				
2	Product	Additional QTY		
3	FNW420G	10		
4	CCAPG	20		
5	FNW420F	6		
6	NS480D	9		
7	PFRCDU	7		
8				
9				
10				
11				
12				
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## Ferguson Online Neo Wireless Scanner – REPLENISHMENT Installation Instructions

10.) Once you've entered everything you've received, click "Perform Replenishment" at the top. Before our receipt of product in our example our on-hand qty for FNW420G was 1.

	A	B	C	D	E	F	G	H
	Export Inventory		Import Inventory Update		Create Replenishment			
1								
2	Product	Min	Max	Quantity				
3	CS4G		2	15	15			
4	FNW420D		3	10	8			
5	FNW420G		2	11	1			
6	FNW420J		4	12	12			
7	PFBVHBF		6	10	8			
8	CCAPG		1	20	0			
9	FNW420F		2	6	0			
10	FNW420H		3	8	7			
11	PFBVHBD		2	10	10			
12	NS480D		2	10	1			
13	PF40SFCF		4	10	10			
14	PFRCDU		3	9	2			
15	PFSSHC6706		7	20	12			
16								
17								
18								

Once we click "Perform Replenishment" on the Replenishment tab, our on-hand balance reflects the receipt of qty 10 of the product, which is added to the on-hand of 1, giving us our maximum of 11.

	A	B	C	D	E	F	
	Export Inventory		Import Inventory Update		Create Replenishment		
1							
2	Product	Min	Max	Quantity			
3	CS4G		2	15	15		
4	FNW420D		3	10	8		
5	FNW420G		2	11	11		
6	FNW420J		4	12	12		
7	PFBVHBF		6	10	8		
8	CCAPG		1	20	0		
9	FNW420F		2	6	0		
10	FNW420H		3	8	7		
11	PFBVHBD		2	10	10		
12	NS480D		2	10	1		
13	PF40SFCF		4	10	10		
14	PFRCDU		3	9	2		
15	PFSSHC6706		7	20	12		
16							
17							

## Ferguson Online Neo Wireless Scanner – REPLENISHMENT Installation Instructions

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**Important Note:** If you attempt to enter a product on the Replenishment tab that does not also exist in the Inventory tab you will get the following error. To avoid this error, simply add the product code to both the Inventory and Replenishment tabs of the spreadsheet before clicking “Perform Replenishment”.

