Check Stock & Pricing Transaction

FAQ’s and Help (updated 02/05/2007)

What does this transaction allow me to do?
The Check Stock & Pricing transaction displays quantity / current inventory at Hubbell warehouses, and pricing for standard stock items for shipment today.

What type of results will I get with this transaction?
• Inventory will be displayed based on the requested item and today’s date.
• Inventory displayed is a snapshot in time of materials available at the time of your inquiry.

PLEASE NOTE: Availability and pricing are not guaranteed and always subject to change. Availability is subject to change without notice, based on orders received prior to your order reaching the system. Also see “important notice” at bottom of this help sheet.

How do I use the Check Stock & Pricing functions?
The form is built to allow the user to “Tab” on your keyboard to advance to the next field. After you have entered an item number, you can either click the “Search” button on the bottom of the page or the Enter key on your keyboard. Allow a couple of seconds for search results to be displayed on your screen. Along with the inventory availability information, the pricing and product information is displayed below.
If inventory is available in either or both warehouses, the available quantity will be displayed.
• If no inventory is currently available, a value of “0” will be displayed.

Is the Pricing shown, published price or what my company is charged?
• Pricing shown is published price or List Price provided for your convenience and use for or calculating end user pricing.

Can I print the Search Results?
If the user wants to print the results of their search, simply use the print function on your Internet browser tool bar. The user may have to select the “landscape” page setup in order to print the entire width of the page.

Checking Stock and Pricing
The inventory and pricing transaction is comprised of one main screen and one sub-screen. The first screen is where the query is performed and results displayed and the second screen lists available accounts.
Screen 1: Multi Line - Check Stock Screen
This is the first screen that appears after clicking the “Check Stock & Pricing” link in detailed navigation folder of the portal.

1) Account Number Entry
If you have an account number to look-up current availability and pricing, you can enter it here. If you are unsure of the account you wish to search on, you can click the “Acct List” button which will take you to an account number selection screen (see screen 1a). This is a mandatory field.

2) Cat. No / Mfr. No*
If you have a Mfr. number to look-up current availability and pricing, you can enter it here. Mfr. numbers include standard stock items offered for sale. Custom, configurable, built to order items and non-stock items are not usually inventoried at Hubbell warehouses, so results may show the “Item is not a valid item” or “0” inventory may be displayed if the system recognizes a custom item.

*Note: For Hubbell Lighting Inc. and Progress Lighting check stock pages, enter fully qualified Catalog No. instead of Mfr. No.

3) Avail. Qty
Quantity shown in this field is the available inventory at the primary/secondary warehouses.

4) Std. Pkg. Qty / Min. Order Qty
Standard package and Minimum order qty of the material.

5) Search Button
Press the search button once the mandatory fields have been entered, to display current availability. You may also press the “Enter” key, with cursor in any of the Cat. No / Mfr. No fields, to yield the same results.

6) Clear button
Press this button to clear the search results and start from the beginning.
The Account Selection Screen (Screen 1b)
This screen is produced when the Acct List button is pressed. It produces a list of accounts linked to your user id. If there is an account that is not listed that should be there, you should contact support.

1) Account Selection
Clicking the box to the left of the row will allow the user to make a selection and return.

2) Page Jump
If the number of records is too large to fit in the screen, you can use arrow buttons to jump to the next or previous page of results.

3) Search button
If you want to filter the list displayed, enter any combination of Account #, Customer Name, City and press the Search Button. The smaller list is displayed.
Screen 2: Single Line - Check Stock / Pricing Screen
To screen is displayed on clicking the “Single Line – Check Stock / Pricing” tab.

**Screen 2 – Single Line - Check Stock / Pricing Screen**

1) **Catalog Number***
If you have to search a catalog number and do not have the actual catalog number, you can search by entering a partial catalog number here. List of all catalog numbers matching the search criteria is displayed in “More Items” drop down list. Current availability and pricing information is automatically displayed for the first item in the list. Please note that a minimum of two characters of the catalog string is required to perform this search. Catalog numbers include standard stock items offered for sale. Custom, configurable, built to order items and non-stock items are not usually inventoried at Hubbell warehouses, so results may show the “Item is not a valid item” or “0” inventory may be displayed if the system recognizes a custom item. Either Catalog Number or Mfr. Number is mandatory.

*Note: Catalog search is only available on Hubbell Lighting Inc. and Progress Lighting check stock pages.

2) **Mfr. Number**
If you have a Mfr. number to look-up current availability and pricing, you can enter it here. Mfr. numbers include standard stock items offered for sale. Custom, configurable, built to order items and non-stock items are not usually inventoried at Hubbell warehouses, so results may show the “Item is not a valid item” or “0” inventory may be displayed if the system recognizes a custom item.

3) **More Items***
If you perform a search by catalog number, the list of matching catalog numbers will be displayed in a drop down list. You can select any catalog number from this list to display its availability and pricing information.

**Note: This feature is used in conjunction with Catalog search and is available only on Hubbell Lighting Inc. and Progress Lighting check stock pages.

4) **Avail. Qty**
Quantity shown in this field is the available inventory at the primary/secondary warehouses.
5) Search Button
Press the search button once the mandatory fields have been entered, to display current availability. You may also press the “Enter” key, with cursor in any of the Catalog No / Manufacturer No or Requested Qty fields, to yield the same results.

Interpreting the Results

Screen 2b: The Single Line - Check Stock / Pricing Screen with results.
Pressing the “Search” button as specified in screen 2, step 5 should result in data displayed in the lower portion of the screen.

The results should look similar to what is shown below.

Screen 2b – Single Line - Check Stock / Pricing Screen results

1) Avail. Qty
Quantity shown in this field is the available inventory at the primary/secondary warehouses. If no inventory is currently available, a value of “0” will be displayed.

2) Description
Item description.

3) Summary Information
The summary information provides you with pricing and product information for the entered catalog number.

4) Additional Plants (not show in screen shot)
This table provides inventory information for additional plants the item could be stocked in. Please note
that visibility to additional plants is restricted to Hubbell Lighting Inc. and Progress Lighting sales reps/agents.

5) Quote Information (not show in screen shot)
This table provides a list of customer quotes created in the past 30 days. Please note that visibility to quotes is restricted to Hubbell Power System users.

IMPORTANT NOTICE: The interactive Inventory & Pricing transaction will display inventory on hand that is not currently committed to orders received. The inventory is dynamic and will change in real time. Quantities returned on your search are subject to change without notice. **Hubbell does not guarantee availability of any quantity at any time, as non-committed inventory is always subject to prior sale.**