How to add serialized inventory

In this guide: Receive devices that must be tracked individually by IMEI or serial number.

Before you start

- The product must belong to a Serialized category.
- Have the vendor, purchase cost, IMEI or serial number, and device details ready.
- Confirm you are receiving into the correct location.

Steps

1. Open **Inventory > Purchases** and select **New Purchase**.
2. Choose the vendor and add the serialized product.
3. Enter each IMEI or serial number exactly as printed on the device.
4. Add purchase cost and any available device details.
5. Review the purchase total and payment information.
6. Save or complete the purchase.
7. Open **Inventory > Serialized Inventory** and verify that each unit is available at the correct location.

Important

Each serialized unit must have its own unique identifier and quantity of one. If an identifier already exists, review the existing record instead of creating a duplicate.

Revision #2
Created 2026-09-13 02:22:51 UTC by Sunny
Updated 2026-09-13 02:32:40 UTC by Sunny