

How to add serialized inventory to a purchase

In this guide: Receive phones, tablets, computers, or other devices tracked individually.

Before you start

The product must belong to a Serialized category. Every physical unit needs one unique IMEI or serial number.

Steps

1. Start a new purchase and select the serialized product.
2. Open the serial-entry area when prompted.
3. Scan or enter the first IMEI or serial number exactly as printed on the device.
4. Enter the purchase cost for that unit.
5. Add any available device details or notes.
6. Repeat for every physical unit. Each serial must appear only once.
7. Save the serial rows and review the purchase.
8. Save the purchase.
9. Open **Inventory > Serialized Inventory** and verify every identifier, cost, location, and Available status.

Important

Serialized quantity is always one per identifier. If RepairNest POS reports that a serial already exists or is already in the purchase, find the existing record before continuing.

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