

VM3COP27.57 Editing Available Stock on Viamed Shopify

When an order is received through Shopify, please check the stock in Intrastats against what we have listed on the website. As a rule we add 10% of sellable stock to the website. If quantity available is under 10, there should only be 1 listed unless confirmed with Goods out.

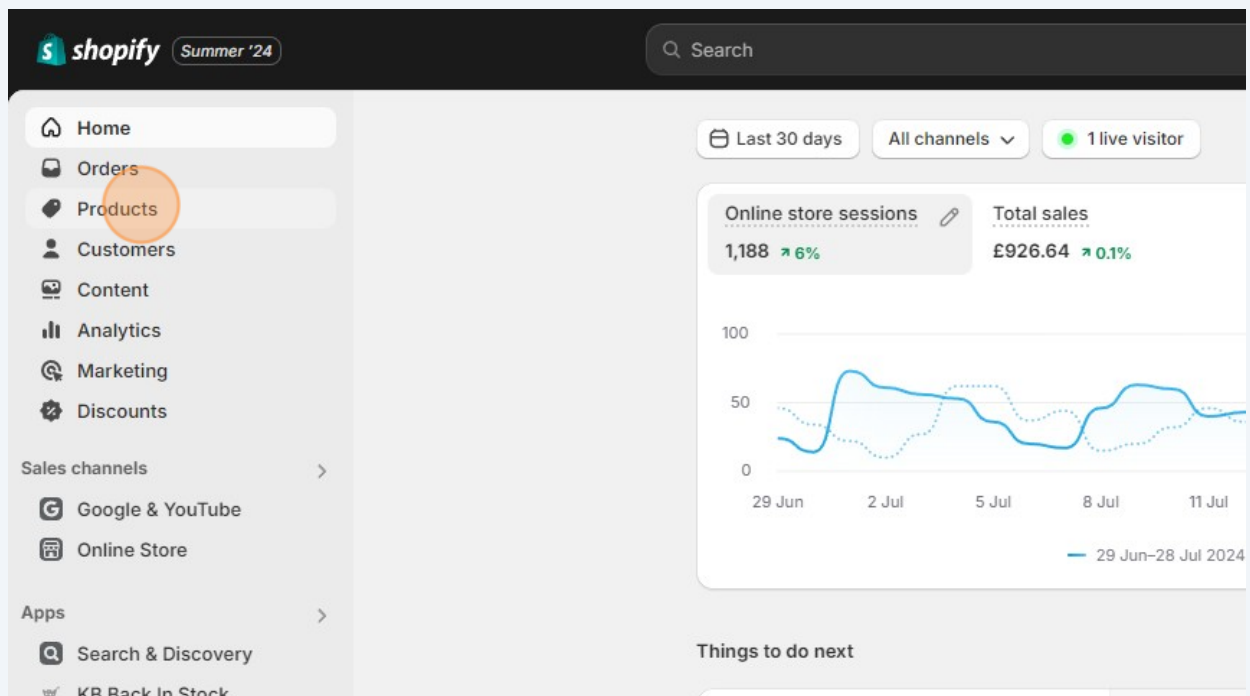
See the following procedure to do this.

- 1 Navigate to relevant Shopify admin page:

<https://viamed.online/admin>

<https://automotive.viamed.co.uk/admin>

- 2 Click "Products"



3 Click Search & Filter icon.

The screenshot shows a web application interface. At the top, there is a dark header bar with a 'CTRL K' button, a bell icon, and a 'VL Viamed Ltd' logo. Below the header, there is a light gray bar with buttons for 'Export', 'Import', 'More actions', and 'Add product'. The main content area is divided into two sections. The left section is titled 'Inventory remaining' and shows a table with columns for 'Inventory', 'Sales channels', 'Markets', 'Category', 'Type', and 'Vendor'. The right section is titled 'ABC product analysis' and shows a table with columns for 'A-grade', 'B-grade', and 'C-grade'. A search and filter icon (magnifying glass with a list icon) is highlighted with an orange circle. Below the search and filter icon, there is a table with three rows of data.

Inventory	Sales channels	Markets	Category	Type	Vendor
Inventory not tracked	1	2		Accessories	Viamed Ltd Online
Inventory not tracked	1	2		Accessories	Viamed Ltd Online
Inventory not tracked	1	2		Accessories	Viamed Ltd Online

4 Type Part Number or Description of Product in search box.

5 Click the relevant product.

The screenshot shows a product catalog interface. On the left is a sidebar with navigation links: Products, Collections, Inventory, Purchase orders, Transfers, Gift cards, Customers, Content, Analytics, Marketing, Discounts, Channels, Google & YouTube, Online Store, and Search & Discovery. The main area has two tabs: 'Products by sell-through rate' (3.7% to 42%) and 'Products by days of inventory remaining' (0 days, 1-30 days, 31-90 days, 91+ days). A search bar contains '0110017'. Below the search bar are filters for 'Product vendor', 'Tagged with', 'Status', and 'Add filter +'. A table lists products with columns for checkboxes, Product, Status, Inventory, and Sales. The product 'R-17MED Oxygen Sensor' is highlighted with an orange circle. Its status is 'Active' and inventory is '42 in stock'. A link 'Learn more about pr' is visible at the bottom right.

	Product	Status	Inventory	Sales
<input type="checkbox"/>	R-17MED Oxygen Sensor	Active	42 in stock	

6 Scroll down to the Inventory Section and click the quantity under "Available"

The screenshot shows the inventory section for the 'R-17MED Oxygen Sensor'. At the top, there are input fields for '017' and '5051826000700'. Below these are checkboxes for 'Track quantity' and 'Continue selling when out of stock'. A table shows inventory status with columns: Unavailable, Committed, Available, and On hand. The 'Available' column shows '42' with a dropdown arrow, which is highlighted with an orange circle. Below the table, there is a section for 'Weight' with a checkbox 'This is a physical product' and a dropdown for 'lb'. At the bottom, there is a link 'View customs information'.

Unavailable	Committed	Available	On hand
0	0	42	42

7 Alter stock to 10% of sellable stock

Location

	Unavailable	Committed	Available	On hand
15 Station Road	0	0	42	42

Shipping

☒ This is a physical product

Weight: 0.0002 lb

[Add customs information](#)

[Add options like size or color](#)

Category metafields: Medical in Business & Industrial

Adjust Available

Adjust by: 1

New: 43

Reason: Correction (default)

Cancel Save

8 Click "Save"

Location

	Unavailable	Committed	Available	On hand
15 Station Road	0	0	42	42

Shipping

☒ This is a physical product

Weight: 0.0002 lb

[Add customs information](#)

[Add options like size or color](#)

Category metafields: Medical in Business & Industrial

Adjust Available

Adjust by: 1

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Reason: Correction (default)

Cancel Save