Check Codes

30/07/2025 11:24 am BST

Summary

Check Codes checks your internal list of codes against the supplier's price file ensuring that all codes remain valid so that your prices and stock levels are able to update automatically.

It is recommended to run a check codes report after every new price file import.

Using Check Codes

1. Navigate to Inventory> Wholesale > Check Codes tab.

2. Select the Supplier from the drop down list. By default this will select your site's default supplier.

3. Users have the option to display a list of Multiple Codes or Invalid/Missing Codes. Multiple Codes means a supplier code is present more than once within your code entry. Invalid/Missing means there is either no matching supplier code in the price file, or there is no supplier code at all within code entry.

4. The list of codes will display.

5. For Invalid/Missing codes, users can right click a line item and then 'Select Supplier Code'.

This will then display the full suppliers catalogue for the user to search for the item and assign the correct supplier code.

5. For any duplicate codes, users will need to go into Code Entry and deactivate the duplicate code.