

New UOM Form

This guide shows how to submit a new case size in the Booths Vendor Portal



9/12/2024

E H Booth	a & Co Limited	lairey1@booths.co
New U	JOM Form	September 12, 2024 2/8
Select the relevant item from the dropdown	gnum	SELECT
	3E	SELECT
	E	SELECT
Select the correct date. You can also use the arrow buttons to navigate to a different month	PF02 Victo 0.00	19ust 2024 ► E TH FR SA SU 22 23 24 25 3 29 30 31 1 5 6 7 8
Click on the Quantity per case box	Victo	ria Anderson 🔻 2024

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ClickLearn	New UOM Form	September 12, 2024 3/8
Enter relevant text	Victoria	a Anderson
	24/08/20	24
Click on the Outer Case Barcode box		
	24/08/20	24
Enter relevent text		
	24/08/20	24
	12.00	
Click on the Pallet Case Barcode box	24/08/20	24
	12.00	
	12345	

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CIICKLEATT	New UOM Form	September 12, 20
Enter relevant text	24/09/0	024
		024
	122.00	
	12345	
Click on the List Price box		
	0	
	14.4	
Enter the price		
	0	
	14.4	
	1	
Click on the List Price UOM box	0	
	14.4	
	15	
	e	

New UOM Form

Click on the button Details for Case Measurement
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Click on the button Details for Case Measurement
Click on the button Details for Case Measurement
Click on the button Details for Case Measurement DETAILS Click on the input boxes and enter the relevant case height, width and depth. The units should be in millimeters CASE MEASUREMENTS CASE MEASUREMENTS CASE HEIGHT (mm)
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height, width and depth. The units should be in millimeters CASE MEASUREMENTS X
CASE MEASUREMENTS × CASE HEIGHT (mm)
CASE HEIGHT (mm)
CASE HEIGHT (mm)
CASE WIDTH (mm) 0.00
Click on the Case Weight box
CASE DEPTH (mm) 50
CASE WEIGHT (g) 0.00
CASE WEIGHT (g) 0.00

OlickLearn	E H Booth &	Co Limited	lairey1@booths.co .uk September 12, 2024 6/8
			0/0
Enter the case weight in grams			50.00
		CASE DEPTH (mm)	50.00
		CASE WEIGHT (g)	5
			CLOSE
Click on the button Close		r (g) 5d	ETAILS
			CLOSE
			DETAILS

You can repeat these steps for Layer Measurements and Pallet Measurements if needed

) units	DETAILS DETAILS
	DETAILS
0 SE PACKAGING	
LUMINIUM (g)	
TEEL (g)	
) units Distesting were and a state of the s

9/12/2024

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ClickLearn	New UOM Form	.uk September 12, 2024 7/8
Enter the relevant weight for that materia		
	SE PACKAGING	
	LUMINIUM (g)	а
	TEEL (g)	
Click on the button Close		
	and we need to make the di / Booths.	istinction clear.
		CLOSE
		🧧 🧮 - 🖓 сы сыс
Click on the Additional Comments box	Aluminium:	30g, Paper: 50g
	1	
Enter any comments	Aluminium:	30g, Paper: 50g
	Ą	

9/12/2024



New UOM Form

Click on Select files and choose relevant files	C Open
	\leftrightarrow \rightarrow \checkmark \uparrow
	Organize 👻 New folder
	A Home Image: Contacts Desktop Documents
	■ Desktop
Move the mouse to the button Submit	
	Supporting Information Select files
	CLOSE SAVE FOR LATER SUBMIT
	TICE: The system you are accessing includes information and data that is proprietary and confiden st be safeguarded strictly in accordance with applicable Booths policies, your legal agreements, o th obligations could result in revocation of your ability to access such information or data, termina