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### About RELATED ITEMS

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**RELATED ITEMS** functionality allows you to set up relations between part numbers that other WarehouseTWO members might search for and the part numbers that you might upload to your WarehouseTWO account. This feature is useful for these circumstances:

- Your part numbers, as entered in your ERP item database, do not conform to your manufacturers' exact part numbering system.
- You want to offer substitutes to items that other WarehouseTWO members might search for, such as less common variations of more commonly used items.
- You stock components, not assembled or completed items. When other WarehouseTWO members search for an assembled or completed item, you want your stocked component(s) to also appear in the search result.

**RELATED ITEMS** is a premium feature. It is available only to accounts with memberships at level 3 or higher. Only account administrators can access this feature.

The screenshot shows the WarehouseTWO web application interface. At the top, there is a navigation bar with the WarehouseTWO logo, a search bar, and user information (Logged in as Mark Tomalonis). Below the navigation bar, there are tabs for 'SEARCH', 'MULTI-SEARCH', 'BARGAIN HUNT', 'POST INVENTORY', and 'ADMINISTRATIVE TOOLS'. The 'ADMINISTRATIVE TOOLS' tab is highlighted with a red box. A red arrow points from this tab to a dropdown menu that lists various administrative functions: 'Account Settings', 'Activity Metrics', 'System Notifications', 'Email Inventory Data Export Settings', 'FTP Inventory Data Export Settings', 'Export Member Records', and 'Related Items Maintenance'. The 'Related Items Maintenance' option is highlighted with a red box. Below the navigation bar, there is a search section with input fields for 'Part Number' and 'Description (keywords only)', and a search button. There are also sections for 'Search Options', 'Display Options', and 'Filter Search by Community'. At the bottom of the page, there is a disclaimer and a note about currency exchange rates.

## Functionality Overview

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Warehouse TWO<sup>®</sup>  
Inventory-Sharing Solution

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SEARCH MULTI-SEARCH BARGAIN HUNT POST INVENTORY ADMINISTRATIVE TOOLS

### Related Items Maintenance

- Upload a list of Related Items
- Click on the **UPLOAD** button
- Search for a specific related item record:
- Click on the **SEARCH** button
- Click on the **RESET** button
- Manage Related Items Records
- Download Posting Templates
- Relation Type Legend
- # Items per Page
- Page navigation

Currently posted items: 4 of 200000

Search String	My Search String	Relation Type
4-4 FBZ-SS-C	4MSC4N-316	E
4-4 FBZ-SS-C	4-4 FZ-SS	C
8-8 fbz-ss-c	8MSC8N-316	S
C4-4FN-1	C4-4FN-3	S

- 1 Upload a List of Related Items:** To upload a **RELATED ITEMS** file, click on the “**Browse...**” button, and then find the desired file on your computer.
- 2** Click on the **UPLOAD** button to upload your data file.
- 3 Search for a specific related item record:** to edit or delete a single related item record, enter a partial or complete part number here. (This is an unfiltered search, similar to an unfiltered search on the **SEARCH** screen.)
- 4** After entering a part number in the field to the left, click on the **SEARCH** button to find a specific related item record.
- 5** Click on the **RESET** button to clear your search results and your entry in the search field.
- 6 Manage Related Items Records:** Click on the link, “**Add New Item**” to enter a new related items record. Click on the link, “**Export Current Postings to File**” to download a complete list of all related items currently posted to your account. You can edit this file and then re-upload the edited file. Click on “**Delete All Related Items**” to completely delete all records currently posted to your account.
- 7 Download Posting Templates:** Click on either link to download a template file for either file format accepted: Excel file or pipe-character delimited text file.
- 8 Relation Type Legend:** This is display is for reference only. The types of relationships are:
  - “**Component**” (C): Your offered item, when assembled with one or more items, results in an assembly that has a different part number that buyers are likely to search for.
  - “**Equivalent**” (E): Your offered item is the exact same item that was searched for, but you use a different part number in your ERP system (e.g., not the manufacturer’s exact part number.)
  - “**Substitute**” (S): Your offered item is a functionally similar to what was searched for, but not an exact equivalent.
- 9 # Items per Page:** Change how many related items records will be displayed on each page. Choices are “10” (default), “25”, “50” and “100”. A browser cookie will remember your previous setting.
- 10 Page navigation:** This functionality allows you to advance to other pages of your uploaded records.

## How Related Items Appear in Search Results [Back to Contents](#)

The screenshot shows the Warehouse TWO search interface. At the top, there are navigation links for 'SEARCH', 'MULTI-SEARCH', 'BARGAIN HUNT', 'POST INVENTORY', and 'ADMINISTRATIVE TOOLS'. The 'SEARCH' tab is active, indicated by a red circle 1. Below the search bar, there are search options and display options. The 'Exact Match' option is selected, indicated by a red circle 2. The search results table shows several items, with related item codes (Rel) in the 'Rel' column. A red circle 3 points to the 'Rel' column header. A red circle 4 points to the 'C' code in the 'Rel' column for the '4-4 FZ-SS' item. A red circle 5 points to the 'S' code in the 'Rel' column for the '4MSC4N-316' item. A red circle 6 points to the 'E' code in the 'Rel' column for the 'PH 4-4 FBZ-SS-C' item. A red circle 7 points to the legend below the table.

**Search Options:**

- Exact Text
- Exact Match
- Exclude My Items
- Exclude WEB MARKET Items

**Display Options:**

- Show Communities
- Show Seller Names
- Show Phone Numbers
- 4 Decimal Places

**Filter Search by Community:** All

**# Items per Page:** 10

**\* Display Currency As:** Default (as posted)

**Your Location:** Carmel-by-the-Sea, CA, United States

**Distance UOM:** Miles

Part Number	Description (keywords only)	Rel	Qty	UOM	Price	Currency	Date Posted	Distance (mi)	SRC
4-4 FBZ-SS-C	1/4 X 1/4 MNPT CONNECTOR-SS W/C NUT		19	EA	5.95	\$ USD	2/5/2018	2,237	D
4-4 FBZ-SS-C	1/4x1/4 MALE CONNECTOR		268	EA	6.80	\$ USD	2/5/2018	2,750	D
4-4 FBZ-SS-C	1/4 MALE CONNECTOR 316 CPI		11	ea	5.75	\$ USD	1/15/2018	3,210	D
4-4 FZ-SS	test item only; not for sale	C	100	EA	5000.00	€ EUR	2/5/2018	1	D
4-4 FZ-SS	CPI MALE CONNECTOR	C	10829	EA		\$ USD	2/4/2018	2,245	M
4MSC4N-316	test item only; not for sale	S	100	EA	5000.00	€ EUR	2/5/2018	1	D
PH 4-4 FBZ-SS-C	male connector	E	345	EA	5000.00	€ EUR	2/5/2018	1	D

**Legend:**

- C = "component"
- E = "equivalent"
- S = "substitute"
- ? = undefined relation (found item is related to anything that may have appeared in your search result; this code appears in unfiltered and "Exact Text" searches only)

Please verify with the selling member the usability of a "related item" prior to purchasing the item.

**SRC ("source"):** D = "authorized wholesaler-Distributor" of this item. | OS = "Other Seller" who is not an authorized wholesaler-distributor of this item. | M = "Manufacturer" of this item. | WM = offered for sale to any WarehouseTWO member, using WarehouseTWO's "Web Market" functionality.

\* Prices displayed in converted currencies are estimates only, based on currency exchange rates published by FX Exchange Rate, updated daily. Contact the posting member to confirm exact offer price and member's policy on accepting orders in currencies other than the one in which his items have been posted to the site.

- The **RELATED ITEMS** functionality appears only in the search results on the **SEARCH** and **MULTI-SEARCH** pages.
- Assigned **RELATED ITEMS** relationship codes only appear in "Exact Match" searches. If a related item appears in any other search result, a question mark ("?") appears in the "Rel" (for "Related Item") column. This is because the related item that appears may be related to other items that appear in the search result, and the exact nature of the relation is indeterminable.
- RELATED ITEMS** appear in search results when these two conditions are met:
  - A seller has posted an item to his WarehouseTWO account, using the **POST INVENTORY** function
  - The seller has entered a relationship between the item the buyer has searched for (using a "Part Number" search) and the item the seller has posted to his WarehouseTWO account

There are three types of relations, each identified by a single letter code:

- "Component" (C):** This code identifies an item that can be used to create an assembly that is the item that is being searched for. For example, this might identify a tube fitting body that, when a nut and ferrule/sleeve are added, becomes the assembly item that was searched for.

- 5 “**Substitute**” (**S**): This code identifies items that are not exactly what was searched for, but may be acceptable replacement items. Examples include items with extra options that may not be needed, functional equivalents, similar items with slightly different specifications or capabilities, and generic replacements for branded items.
- 6 “**Equivalent**” (**E**): This code identifies the exact same item that was searched for, but for which the seller is using an alternative part number. This might be used by a member who does not have the manufacturer’s exact part numbers entered into his ERP system, but he wants his items to appear in search results when other members are searching by manufacturer’s exact part numbers.
- 7 **RELATED ITEMS Code Legend**: This text identifies the codes and explains why a question mark might appear next to a related item. (See item #2 above for this explanation.)

## How to Upload & Maintain Your Related Items Database [Back to Contents](#)

**Related Items Maintenance**

Upload a list of Related Items  No file selected. **2**

Search for a specific related item record:  **5**

**3**


 **1**

**Relation Type Legend**  
**C** Component  
**E** Equivalent  
**S** Substitute

# Items per Page: 10

Currently posted items: 4 of 200000

Search String	My Search String	Relation Type
4-4 FBZ-SS-C	4MSC4N-316	E
<b>4</b> 4-4 FBZ-SS-C	4-4 FZ-SS	C
8-8 fbz-ss-c	8MSC8N-316	S
C4-4FN-1	C4-4FN-3	S

- 1 **Download Posting Templates**: The **RELATED ITEMS** function accepts two types of data files: a completely unformatted Excel file or a pipe-character (“|”) delimited text file. A record in either file consists of three fields, in this sequence:
  - a) “**Search String**”: This is the text that you expect buyers to search for in the “Part Number” field in the **SEARCH** or **MULTI-SEARCH** functions.
  - b) “**My Search String**”: This is a part number that you might upload to your WarehouseTWO account using the **POST INVENTORY** function.
  - c) “**Relation Type**”: This is the single-letter code identifying the type of relation. The only acceptable values in this field are “**C**”, “**E**” and “**S**”.

The Excel template looks like this:

	A	B	C
1	Search_String	My_Search_String	Relation_Type
2	1 BZ-B	10-5 bz	S
3			
4	*****Remove Me before uploading*****		
5	*Guidelines for creating a correctly formatted related items file in Excel (*.xls or *.xlsx*):		
6	*#1: The first row MUST contain the column headers above, exactly as shown.		
7	*#2: The file may not have any blank rows between rows of data.		
8	*#3: Column A, "Search_String", should contain part numbers and/or descriptions that other users are likely to search for.		
9	*#4: Column B, "My_Search_String", should contain part numbers and/or descriptions for inventory records that you have posted.		
10	*#5: Column C, "Relation_Type", must contain one of these single letter codes:		
11	* C (if your item is a COMPONENT of the "Search_String" assembled item)		
12	* E (if your item is an exact EQUIVALENT to the "Search_String" item)		
13	* S (if your item is a reasonable SUBSTITUTE for the "Search_String" item)		
14	* #6: The Excel file must contain only one worksheet.		
15	* #7: There must be no formatting done to any cell in the Excel file.		
16	* #8: Refer to the on-line tutorial for additional information.		
17	*****Remove Me before uploading*****		

warehousetwo\_excel\_related\_temp

Guidelines for creating a correctly formatted **RELATED ITEMS** upload file in Excel (\*.xls or \*.xlsx) format:

- #1 **The first row MUST contain the column header values, exactly as shown.**
- #2 **The file may not have any blank rows between rows of data.**
- #3 **Column A, "Search\_String", should contain part numbers that buyers are likely to search for.**
- #4 **Column B, "My\_Search\_String", should contain part numbers that you have posted.**
- #5 **Column C, "Relation\_Type", must contain one of these single letter codes:**  
**C (if your item is a COMPONENT of the "Search\_String" assembled item)**  
**E (if your item is an exact EQUIVALENT to the "Search\_String" item)**  
**S (if your item is a reasonable SUBSTITUTE for the "Search\_String" item)**
- #6 **The Excel file must contain only one worksheet.**
- #7 **There must be no formatting done to any cell in the Excel file.**

Column widths in the final upload file are inconsequential.

A properly formatted Excel file should look similar to this:

	A	B	C
1	Search_String	My_Search_String	Relation_Type
2	4-4 FBZ-SS-C	PH 4-4 FBZ-SS-C	E
3	8-8 fbz-ss-c	8MSC8N-316	S
4	4-4 FBZ-SS-C	4-4 FZ-SS	C
5	C4-4FN-1	C4-4FN-3	S
6	4-4 FR7-SS-C	4MSC4N-316	S

upload\_file

The pipe-delimited template file looks like this:

```

warehousetwo_txt_related_template.txt — Edited
Search_String|My_Search_String|Relation_Type
1 BZ-B|10-5 bz|S

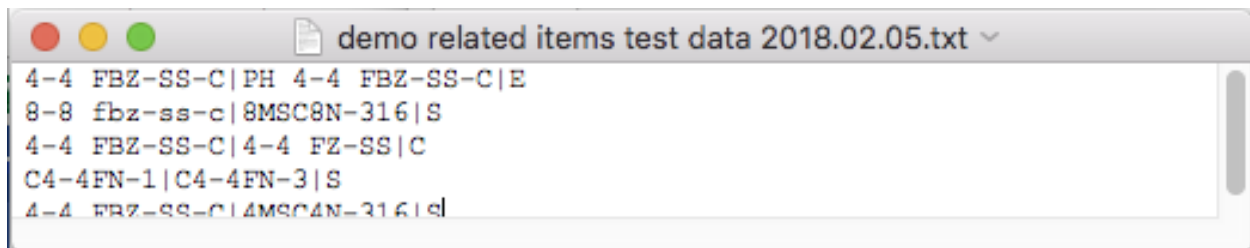
*****Remove Me before uploading*****
* Guidelines for creating a correct formatted related items file as a pipe-delimited text file (*.txt*):
* #1: Each record must be on its own line, separated by a carriage return and in the format of Field_1|Field_2|Field_3
* #2: The file may not have any blank rows between rows of data.
* #3: Field_1, "Search_String", should contain part numbers and/or descriptions that other users are likely to search for.
* #4: Field_2, "My_Search_String", should contain part numbers and/or descriptions for inventory records that you have posted.
* #5: Field_3, "Relation_Type", must contain one of these single letter codes:
* C (if your item is a COMPONENT of the "Search_String" assembled item)
* E (if your item is an exact EQUIVALENT to the "Search_String" item)
* S (if your item is a reasonable SUBSTITUTE for the "Search_String" item)
* #6: Refer to the on-line tutorial for additional information.
*****Remove Me before uploading*****

```

Guidelines for creating a correctly formatted **RELATED ITEMS** upload file in pipe-delimited text format (.txt):

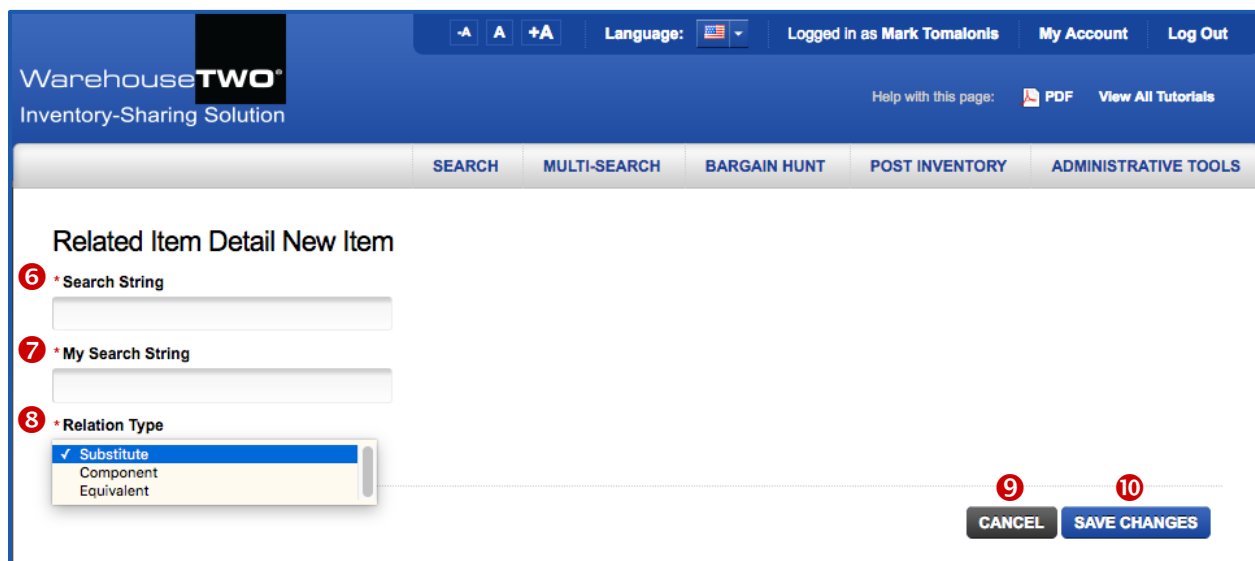
- #1 Each record must be on its own line, separated by a carriage return and in the format of Field\_1|Field\_2|Field\_3
- #2 The file may not have any blank rows between rows of data.
- #3 Field\_1, "Search\_String", should contain part numbers buyers are likely to search for.
- #4 Field\_2, "My\_Search\_String", should contain part numbers that you might post.
- #5 Field\_3, "Relation\_Type", must contain one of these single letter codes:
  - C (if your item is a COMPONENT of the "Search\_String" assembled item)
  - E (if your item is an exact EQUIVALENT to the "Search\_String" item)
  - S (if your item is a reasonable SUBSTITUTE for the "Search\_String" item)

A properly formatted pipe-delimited file should look similar to this:



```
4-4 FBZ-SS-C|PH 4-4 FBZ-SS-C|E
8-8 fbz-ss-c|8MSC8N-316|S
4-4 FBZ-SS-C|4-4 FZ-SS|C
C4-4FN-1|C4-4FN-3|S
4-4 FBZ-SS-C|4MSC4N-316|S
```

- 2 To upload a **RELATED ITEMS** file, click on the **"Browse..."** button. Find the desired file on your computer. Then click on the **UPLOAD** button to upload the data file. Your data file should get uploaded, and you should see the results, in less than one minute.
- 3 To add a new **RELATED ITEM** record manually, click on the **"Add New Item"** link.
- 4 To edit an existing **RELATED ITEM** record, click on the desired record by its **"Search String"** value.
- 5 To find a specific **RELATED ITEM** record, enter a part or all of either value in the record's **"Search String"** or **"My Search String"** record, and then click on the **SEARCH** button. Then click on the



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SEARCH MULTI-SEARCH BARGAIN HUNT POST INVENTORY ADMINISTRATIVE TOOLS

Related Item Detail New Item

6 \* Search String

7 \* My Search String

8 \* Relation Type

- Substitute
- Component
- Equivalent

9 CANCEL 10 SAVE CHANGES

desired item in the resulting search result list to edit or delete it.

To add a new **RELATED ITEM** record or to edit an existing one on the record edit screen (above):

- 6 Enter or edit the **"Search String"** field. This is the text that you expect buyers to search for in the "Part Number" field in the **SEARCH** or **MULTI-SEARCH** functions.



- 7 Enter or edit the “**My Search String**” field. This is a part number that you might upload to your WarehouseTWO account using the **POST INVENTORY** function.
- 8 Select the correct relation type in this drop-down list. Refer to the explanation of these three choices, in a previous section in this tutorial document.
- 9 To cancel your changes or the addition of a newly entered **RELATED ITEM** record, click on the **CANCEL** button.
- 10 To save your changes or the addition of a newly entered **RELATED ITEM** record, click on the **SAVE** button.

## Tips and Tricks [Back to Contents](#)

To get the best results with the **RELATED ITEMS** feature:

1. For each of your excess/dead items, enter one or more relations between that item and a similar, more common item. Price your item very competitively, such as 20% less than a competitive price of the common item.
2. Use the **RELATED ITEMS** functionality so that your posted items appear in search results, even if you do not use the manufacturer’s exact part number in your ERP system.
3. Carefully read the file format guidelines included here and in either data upload file. Virtually all upload errors are caused by disregarding one or more of these guidelines.
4. When considering purchasing a related item, first verify with the selling member the usability of the item prior to purchasing the item.

## Got a Question? [Back to Contents](#)

Got a question about this feature? Let us help:

- a) [Email us](#).
- b) Call us at 650.329.1592.
- c) Post your question to our LinkedIn group, [WarehouseTWO Users Forum](#).