
Easy3PL Supplies and Package/Box Definitions Guide

How warehouse supplies, label stock, box definitions, automatic eOrder consumption, cost tracking, and reorder controls work together.

Who should use this guide

- Administrators who maintain supply items, package definitions, costs, and reorder points.
- Warehouse leads who receive supply purchases and investigate usage history.
- Shipping users who select boxes during eOrder label buying and need to understand what is consumed automatically.

Table of Contents

- 1. The Short Version
- 2. Supplies Screen Overview
- 3. Recommended Supply Fields
- 4. Setting Up 4x6 Shipping Labels
- 5. Receiving and Correcting Supply Stock
- 6. Package/Box Definitions Screen Overview
- 7. Linking a Box to Supply Stock
- 8. How eOrder Label Buying Consumes Supplies
- 9. Practical Examples
- 10. Cost Analysis and Reorder Alerts
- 11. Troubleshooting
- 12. Go-Live Checklist

1. The Short Version

Supplies are warehouse-owned consumables such as labels, cartons, mailers, tape, bubble wrap, stretch wrap, pallet corner boards, and other material used to operate the warehouse. They are not client-owned inventory and they are not items/SKUs that clients sell.

Package/Box Definitions are the shipping package catalog. They describe dimensions, max weight, and package codes used by label buying and rate shopping. Boxes and mailers can appear in both places because the two records answer different questions.

Question	Use Supplies	Use Package/Box Definitions
How many do we have?	Yes	No
What did it cost?	Yes	No
When should we reorder?	Yes	No
What dimensions should carrier labels use?	No	Yes
Which box should the label modal suggest or use?	No	Yes

Question	Use Supplies	Use Package/Box Definitions
Which physical supply should be deducted when that box is used?	Link from Package/Box Definition to Supply	Stores the link

2. Supplies Screen Overview

The Supplies screen is the supply inventory control center. It stores the catalog of warehouse consumables, current stock through the ledger, unit cost, reorder rules, supplier, and billing attributes.

On-hand quantity is calculated from the supply ledger. This matters because every change has a reason: receive, consume, count, adjustment, waste, eOrder label use, or eOrder package use.

- Use one supply item per warehouse and physical consumable. Example: LBL-4X6 at Unico FL is separate from LBL-4X6 at another warehouse.
- Use clear codes that match purchasing and warehouse language, such as LBL-4X6, CTN-12X10X8, MAILER-10X13, or TAPE-2IN-CLEAR.
- Use the consumption unit as the thing that gets deducted. For labels and boxes, this is usually Each.
- Use the purchase unit to describe how supplies are bought. For labels, this might be Roll or Case. For cartons, this might be Bundle or Case.

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● Dashboard

● Receipts

● Orders

● eOrders

● Inventory

● Administration

● Supplies

● Package/Box Definitions

Administration > Supplies

Welcome, Administrator

Supplies List

Warehouse supply inventory, cost, reorder status, and auto-use setup live here.

Total
8

Active
7

Low Stock
2

Stock Value
\$1,482.36

Warehouse: Unico FL

Category: All

Active

Low stock

New

Code	Name	Category	Auto Use	On Hand	Reorder Pt	Unit Cost
LBL-4X6	4x6 Thermal Shipping Label	Labels	eOrder Labels	1,250	1,000	\$0.0360
CTN-12X10X8	12x10x8 Carton	Boxes	-	430	250	\$0.8200
TAPE-2IN-CLEAR	2 inch clear carton tape	Tape	-	36	48	\$2.4500
BUBBLE-12	12 inch bubble wrap roll	Packing Material	-	9	6	\$18.7500

Supplies List

Warehouse supply inventory, cost, reorder status, and auto-use setup live here.

3. Recommended Supply Fields

A good supply record is specific enough for users to select correctly and for managers to understand usage and reorder needs. Avoid vague records such as Labels or Boxes without size or type.

Field	Recommended Use	Example
Warehouse	The physical warehouse where this supply is stocked and consumed.	Unico Freightways FL LLC
Supplier	Optional preferred vendor for ordering and cost review.	Uline
Code	Short unique code per warehouse. Match purchasing terms when possible.	LBL-4X6
Name	Human-readable name users can recognize.	4x6 Thermal Shipping Label

Field	Recommended Use	Example
Category	Broad grouping for filtering and reporting.	Labels, Boxes, Tape, Packing Material
Purchase UOM	How you buy it.	Roll
Consumption UOM	How Easy3PL deducts it.	Each
Units per Purchase UOM	How many consumption units are in one purchased unit.	500 labels per roll
Unit Cost	Cost per consumption unit, not per roll or case.	$\$18.00 / 500 = \0.0360
Reorder Point	When the item should appear as low stock.	1,000 labels
Reorder Qty	Normal reorder quantity in consumption units.	5,000 labels

4. Setting Up 4x6 Shipping Labels

4x6 labels belong in Supplies only. They are not a Package/Box Definition because they are not the shipping container and should not be used for carrier dimensions or rate shopping.

Track labels as individual labels. If one roll contains 500 labels and you receive two rolls, receive 1,000 labels into the supply ledger.

1. Open Administration > Supplies.
2. Click New or edit the existing label supply item.
3. Set Code to LBL-4X6.
4. Set Name to 4x6 Thermal Shipping Label.
5. Set Category to Labels.
6. Set Purchase UOM to Roll or Case, depending on how you buy them.
7. Set Consumption UOM to Each.
8. Set Units per Purchase UOM to the number of labels in the roll or case.
9. Set Unit Cost to the cost per individual label.
10. Check Auto-consume for eOrder labels.
11. Save the supply item.

- Only one supply item per warehouse should be checked for Auto-consume for eOrder labels. Saving one checked item clears that setting from the others in the same warehouse.
- Manual tracking-only entries do not consume label stock because they do not represent a physical Easy3PL-generated or uploaded label.
- Every stored eOrder label consumes one label supply item for the eOrder warehouse.

4x6 Label Supply Setup

For label stock, track quantity as individual labels and mark the warehouse label supply.

5. Receiving and Correcting Supply Stock

Supply stock changes are entered through transactions. This is intentionally separate from editing the supply item itself. The supply item describes the item; the ledger explains why stock changed.

Transaction	Meaning	Quantity Behavior
Receive	New supply stock arrived from a vendor or transfer.	Adds the positive quantity entered.
Consume	Manual use outside an automatic workflow.	Subtracts the quantity entered.

Transaction	Meaning	Quantity Behavior
Waste	Damaged or unusable supply stock.	Subtracts the quantity entered.
Adjust	Correction by signed delta.	Positive adds, negative subtracts.
Count	Physical count correction.	System calculates delta from current on-hand to counted quantity.

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- Dashboard
- Receipts
- Orders
- eOrders
- Inventory
- Administration
- Supplies**
- Package/Box Definitions

Administration > Supplies > Transaction

Welcome, Administrator

Receiving Supply Stock

Use supply transactions for purchased stock, adjustments, counts, waste, and non-eOrder usage.

Current

1,250 Each

Mode

Quantity

Result

LBL-4X6 - 4x6 Thermal Shipping Label

Transaction

Receive

Quantity

1000

Unit Cost

0.0360

Reference

Uline PO 10928

Notes

2 rolls x 500 labels

Date	Type	Delta	Reference	User
Jul 28, 2026 8:40 AM	receive	+1,000	Uline PO 10928	Admin
Jul 28, 2026 9:15 AM	eorder_label	-1	SO-382194	System
Jul 28, 2026 9:12 AM	eorder_label	-1	SO-382193	

Cancel

Save

Receiving Supply Stock

Use supply transactions for purchased stock, adjustments, counts, waste, and non-eOrder usage.

6. Package/Box Definitions Screen Overview

Package/Box Definitions should remain the shipping package list. This is the list already used when purchasing labels and requesting rates. It stores the dimensions and carrier-facing package behavior.

Do not replace Package/Box Definitions with Supplies. Instead, link a Package/Box Definition to a Supply item when the package represents a physical consumable that should be deducted.

- Boxes, cartons, and mailers usually need both records: a Package/Box Definition for dimensions and a Supply item for stock/cost.
- Tape, labels, bubble wrap, and other non-container supplies usually need only a Supply item.
- The Supply Link column shows which supply item will be consumed when that package is used by eOrder packaging.

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- Dashboard
- Receipts
- Orders
- eOrders
- Inventory
- Administration
- Supplies
- Package/Box Definitions**

Administration > Shipping > Package/Box Definitions

Welcome, Administrator

Package/Box Definitions

Dimensions and carrier package behavior stay in Package/Box Definitions.

Client: All
Active only
New
Template
Import CSV

Client	Name	Code	Supply Link	L	W	H	Volume ft3
All	12x10x8 Carton	CTN-12X10X8	CTN-12X10X8 - 12x10x8 Carton	12	10	8	0.56
All	10x8x6 Carton	CTN-10X8X6	CTN-10X8X6 - 10x8x6 Carton	10	8	6	0.28
Client A	Padded Mailer 10x13	MAILER-10X13	MAILER-10X13 - Padded Mailer	10	13	1	0.08

Package/Box Definitions

Dimensions and carrier package behavior stay in Package/Box Definitions.

7. Linking a Box to Supply Stock

The link between a box definition and a supply item is the bridge between shipping behavior and supply inventory. The eOrder label modal can continue using the package definition, while the supply ledger knows which physical supply item to decrement.

1. Create or confirm the Supply item first. Example: CTN-12X10X8, 12x10x8 Carton, Category Boxes, Consumption UOM Each.
2. Open Administration > Shipping > Package/Box Definitions.
3. Create or edit the package definition for the same physical box.
4. Enter the package dimensions and max weight as usual.

5. Set Consumes Supply Item to the matching supply item.
6. Save the package definition.
 - The supply item controls stock, cost, reorder, and ledger history.
 - The package definition controls label/rate package dimensions and package selection.
 - A package definition without a supply link can still be used for labels, but it will not deduct box stock.

Administration > Shipping > Package/Box Definitions > Edit Package

Welcome, Administrator

Link a Box Definition to Supply Stock

The package definition tells labels and rates what the box is. The supply link tells inventory what to deduct.

Edit Package

Client	Name
All	12x10x8 Carton
Code	Consumes Supply Item
CTN-12X10X8	CTN-12X10X8 - 12x10x8 Carton
Length	Width
12	10
Height	Dimension Unit
8	IN
Max Weight	Weight Unit
40	LBS

Cancel
Save

Link a Box Definition to Supply Stock

The package definition tells labels and rates what the box is. The supply link tells inventory what to deduct.

8. How eOrder Label Buying Consumes Supplies

Automatic consumption happens at two different moments because labels and boxes are different physical supplies.

When label records are stored for an eOrder, Easy3PL consumes the configured eOrder label supply for that warehouse. When a saved package run is marked used for labels, Easy3PL consumes the supply linked to each selected package definition.

During label buying, Easy3PL also checks the configured label supply and each selected linked box supply. Low, negative, unconfigured, and wrong-warehouse supply situations are shown as warnings before the user buys labels.

Automatic Event	Consumes	Idempotency Rule
eOrder label is stored	One configured eOrder label supply item per elabel row.	elabel:{label_id}:shipping-label-supply
Packaging run is marked used for labels	One linked package supply item per saved package row.	eorder-pack-package:{package_id}
Manual tracking-only row is saved	Nothing.	Skipped because it is not a generated/uploaded label.
Shipment or label is voided/deleted later	No automatic reversal.	Use a manual transaction if physical supplies are returned to stock.

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● Dashboard

● Receipts

● Orders

● eOrders

● Inventory

● Administration

● Supplies

● Package/Box Definitions

eOrders > Buy Labels

Welcome, Administrator

eOrder Label Buying Uses Both Lists

Label buying consumes label supplies, and selected boxes consume linked box supplies.

Package 1
12x10x8 Carton

Labels
2 generated

Label Supply
LBL-4X6 -2

Box Supply
CTN-12X10X8 -2

Step	What Easy3PL Uses	What Gets Consumed
Select shipping box	Package/Box Definitions	No supply change yet
Purchase/store labels	Configured label supply	1 LBL-4X6 per elabel
Mark package run used	Box definition supply link	1 carton per package row

eOrder Label Buying Uses Both Lists

Label buying consumes label supplies, and selected boxes consume linked box supplies.

9. Practical Examples

Supply or Package	Where to Create It	What to Enter
4x6 thermal labels	Supplies only	Code LBL-4X6, Category Labels, Consumption UOM Each, Auto-consume for eOrder labels checked.
12x10x8 carton	Supplies and Package/Box Definitions	Supply stores cost/on-hand/reorder. Package Definition stores dimensions and links to the supply.
Padded mailer 10x13	Supplies and Package/Box Definitions	Same as cartons if it is selected as the shipping package.
Tape	Supplies only	Track by roll or each depending on how you want usage recorded. No automatic eOrder consumption yet unless entered manually.
Bubble wrap	Supplies only	Track by roll, foot, or sheet. Manual consumption/counting unless later automated.

10. Cost Analysis and Reorder Alerts

The first level of cost analysis comes from unit cost multiplied by ledger usage. The system can show stock value, low-stock count, and transaction history. This is enough to answer practical questions such as which warehouse is low on labels, how many boxes were consumed by eOrders, and whether supplies are being counted correctly.

Reorder Point and Reorder Qty are entered in the consumption unit. If LBL-4X6 is tracked as individual labels, enter 1,000 as the reorder point rather than 2 rolls.

The Reorder Queue shows active supplies that are negative or at/below reorder point. The Usage Summary shows consumption, eOrder label use, eOrder packaging use, waste, receiving, adjustments, usage cost, movement count, and last movement for the selected date range.

- Review low-stock supplies daily or weekly depending on shipping volume.
- Use the CSV buttons to export the current Reorder Queue and Usage Summary for purchasing or management review.
- Use Count transactions after a physical supply count to realign the ledger to reality.
- Use Reference on receive transactions for vendor invoice number, PO number, or order number.
- Use Notes to explain unusual waste or adjustments.

Easy3PL

● Dashboard

● Receipts

● Orders

● eOrders

● Inventory

● Administration

● Supplies

● Package/Box Definitions

Administration > Supplies

Welcome, Administrator

Reorder Queue and Usage Summary

Managers can export reorder needs and review supply usage without leaving the Supplies screen.

Reorder Alerts

Suggested Spend

30-Day Usage

Usage Cost

2

\$238.50

1,438

\$122.18

From: 2026-06-28

To: 2026-07-28

CSV Reorder

CSV Usage

Panel	Code	Warehouse	Metric	Action
Reorder Queue	LBL-4X6	Unico FL	850 on hand / point 1,000	Order 5,000 labels
Reorder Queue	TAPE-2IN-CLEAR	Unico FL	36 on hand / point 48	Order 24 rolls
Usage Summary	LBL-4X6	Unico FL	1,250 labels used	\$45.00 usage cost
Usage Summary	CTN-12X10X8	Unico FL	188 boxes used	\$154.16 usage cost

Reorder Queue and Usage Summary

Managers can export reorder needs and review supply usage without leaving the Supplies screen.

11. Troubleshooting

Symptom	Likely Cause	Fix
Labels are not deducting	No active supply item is checked for Auto-consume for eOrder labels in that eOrder warehouse.	Edit LBL-4X6 in Supplies and check Auto-consume for eOrder labels.
Boxes are not deducting	The Package/Box Definition has no Consumes Supply Item link.	Edit the package definition and select the matching supply item.
Label buying shows a supply warning	The selected box supply or configured label supply is low, negative, missing, or linked to another warehouse.	Fix the supply count, create the missing label supply, or correct the Package/Box Definition supply link.
Wrong box supply is deducting	The package definition is linked to the wrong supply item.	Correct the Consumes Supply Item field. Future usage will use the corrected link.

Symptom	Likely Cause	Fix
Stock is negative	Automatic or manual consumption exceeded received/count quantity.	Receive missing purchases or enter a Count transaction after physical verification.
Deleted supplies do not show	Active-only and deleted filters can hide inactive/deleted rows.	Use the Deleted filter when searching for deleted supply items.
Voided shipment did not return supply stock	Easy3PL does not assume the physical label or box is reusable.	Enter a manual Receive or Adjust transaction only if the supply is physically returned to stock.

12. Go-Live Checklist

- Create one LBL-4X6 supply item per warehouse that prints shipping labels.
- Check Auto-consume for eOrder labels on the correct label supply item for each warehouse.
- Receive the current physical label stock using a Receive or Count transaction.
- Create supply items for common cartons and mailers that should be tracked.
- Link each tracked carton or mailer Package/Box Definition to the matching supply item.
- Enter reorder points and reorder quantities in the consumption unit.
- Confirm Admin and Warehouse Manager roles have supplies.view, supplies.manage, and supplies.transactions rights.
- Train shipping users that labels go in Supplies, while boxes/mailers use Package/Box Definitions plus a Supply link.
- Open eOrders > Buy Labels and confirm selected boxes show supply stock status in the Shipping Box dropdown.
- Review low-stock rows after the first day of label purchases to confirm automatic consumption is working.