

UreyukiBox Operation Manual

This manual explains how to operate UreyukiBox. It is written for partners — editors, agencies and consultants — who will introduce the app to merchants, and avoids jargon so that readers unfamiliar with Shopify apps can follow it. Button and field names are given exactly as they appear on screen, so you can lift them straight into an article or a customer walkthrough.

A note on language

The interface follows your Shopify admin language — an English admin gets English screens, purchase-order PDFs and barcode labels. **Notification emails, Slack and LINE messages, and the purchase orders you email to suppliers have also been available in English since 31 July 2026**, and **support is provided in Japanese and English** — notifications follow the store's country rather than the admin language. Throughout this manual, screen and button names are given in Japanese as they appear in a Japanese admin, with the English wording alongside — for example 「今すぐ同期」 (**Sync now**). If your admin is in English you will see the English label directly.

- This manual illustrates the **Business plan**, where every feature is available. Plan requirements are noted at the start of each chapter.
- The screenshots were taken by operating the app against demo data in a development environment. A real store will show its own products and figures.
- Key procedures come with a **verification table** — "action → expected result". You can walk it line by line, so it doubles as a checklist for demos and article writing.

1. What UreyukiBox is

UreyukiBox is an inventory app that supports purchasing for Shopify stores. It was built for stores selling in Japan, as the destination for merchants leaving Stocky — Shopify's own inventory app, which ends on 31 August 2026.

1.1 Three things it does

1. Tells you when stock is running low

It checks how each product is selling, every day, and sends an alert by email, Slack or LINE when it is time to reorder before you run out.

The alert is a **demand forecast combining sales velocity with safety stock and seasonality** (Japanese mid-year and year-end gift seasons, public holidays). The reasoning — replenishment target – on hand – incoming — stays visible on screen.

2. Creates purchase orders

It groups products by supplier into a purchase order. On the Free plan you type the quantities; on Starter and above the required quantity is suggested automatically. Adjust quantity, unit price and tax category on screen, then export as PDF or CSV, or email it to the supplier.

3. Brings your Stocky data across

Suppliers, purchase orders, stock adjustments and purchase tax types (excluding sales-purpose rows) accumulated in Stocky can be imported with their relationships intact (chapter 3).

1.2 How it divides work with Shopify's native features (stated plainly)

UreyukiBox is not an app that tries to do everything. It **concentrates on forecasting and purchase orders, and shares the inventory ledger with Shopify's native features**. Purchase-order status (ordered, awaiting delivery) and receiving both complete inside the app, and only the quantity you record is written back to Shopify's inventory ledger. Here is the division as it stands.

- **It does not rewrite your Shopify stock behind your back (by design).**

UreyukiBox writes to Shopify inventory **only when you act in the app**. Specifically: ① recording a receipt with "reflect in Shopify inventory" selected, ② recording a stock adjustment, ③ confirming a stocktake, ④ recording a transfer between locations. Syncing, forecasting and drafting purchase orders are read-only throughout, so installing the app cannot cause your stock numbers to change on their own.

- **Receiving completes inside UreyukiBox.**

Record what arrived on the 「発注済み・入荷」 (ordered / receiving) page — partial deliveries supported — and only that quantity posts to **the same Shopify inventory ledger Stocky used**. You can keep using Shopify's native receiving instead; if you do, turn off "reflect in Shopify inventory" in the app to avoid double counting.

- **Purchase-order status (ordered, partially received, received) is managed in one place.**

When you mark a purchase order as ordered, the awaited quantity is deducted from the next suggestion, preventing double ordering.

- **Purchase orders are built from products that exist in Shopify.**

A purchase order is built from Shopify products that have a supplier assigned. On Free you enter quantities by hand; on Starter and above the required quantity is suggested (chapter 6). Writing in a product that does not exist in Shopify is not supported today.

1.3 What happens automatically each morning

Every morning UreyukiBox runs the following on its own. Nothing is required from the store.

[Automatic, every morning]

(1) Pull the latest Shopify data

Reads products, orders, inventory and locations

|



(2) Recalculate sales velocity

Computes a per-product "daily sales rate"

from the last 30 days of orders

|



(3) Check stock levels

Finds products that have fallen below

"days until delivery + days of buffer"

|



(4) Alert + draft purchase orders

Sends an alert by email / Slack / LINE and

auto-drafts a purchase order per supplier

2. Installing and initial setup

2.1 Adding it from the Shopify App Store

1. Sign in to your Shopify admin.
2. Search the Shopify App Store for "UreyukiBox" and open its page.
3. Press **Install**.
4. Review the permission screen and approve it.



2.2 What the permissions mean (read, plus inventory write)

The permissions shown at install are **read access** (`read_products` / `read_orders` / `read_all_orders` / `read_inventory` / `read_locations`) and **inventory write access** (`write_inventory`).

- **Read** — products, orders, inventory and locations feed the demand forecast and the purchase orders. (`read_all_orders` is what allows order history older than 60 days to be used in the forecast.) The screen says "view customer data" because order records contain customer and device data; it is used only for forecast aggregation.
- **Inventory write** — required to update stock when you record a receipt, a stock adjustment, a stocktake or a transfer between locations.

Stock changes **only when the merchant acts in the app**: ① recording a receipt with "reflect in Shopify inventory" selected, ② recording a stock adjustment, ③ confirming a stocktake, ④ recording a transfer between locations. Syncing, forecasting and drafting purchase orders are read-only. And by Shopify's own design, write permission does not take effect until **the store owner approves it on that screen**.

If a merchant asks "could my stock change without me knowing?", the accurate answer is: **"The morning sync only reads. Stock changes only when you yourself record a receipt, a stock adjustment, a stocktake, or a transfer between locations."**

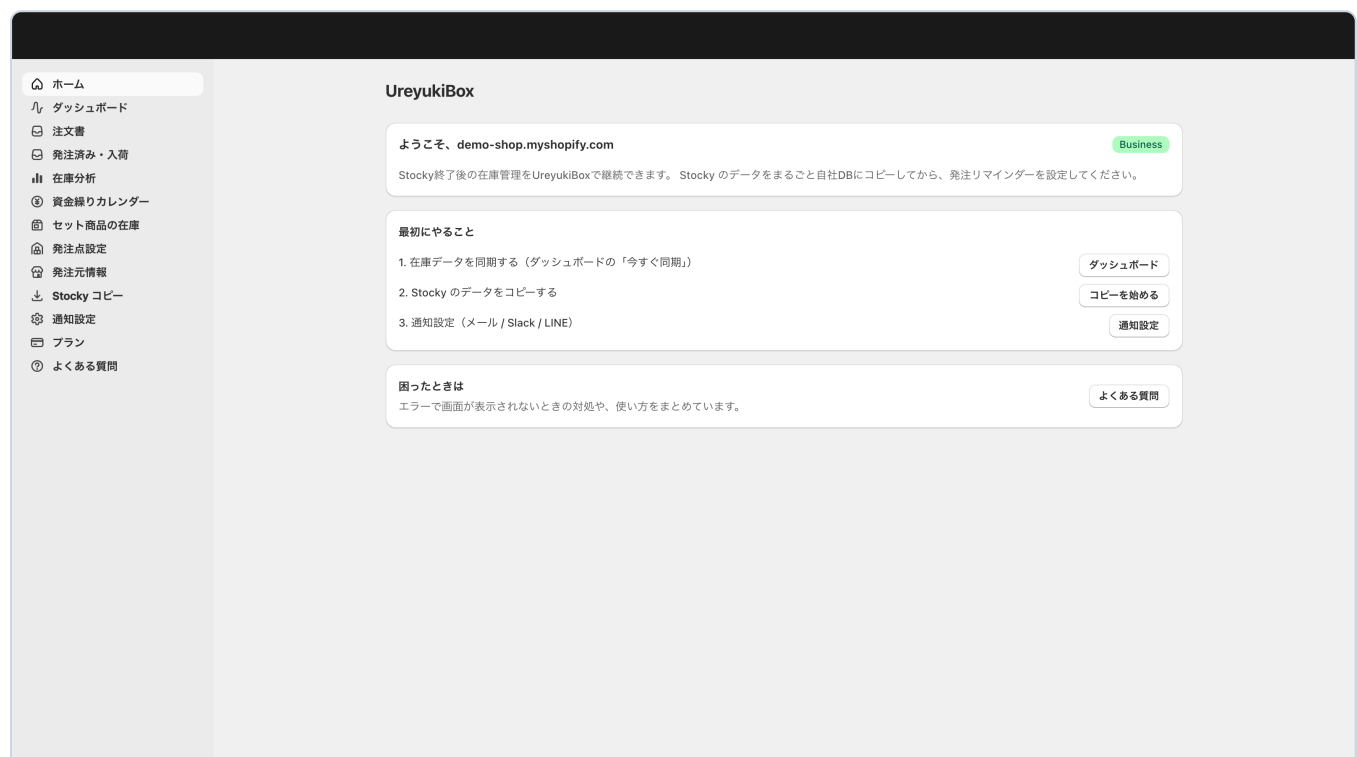
2.3 The first data import

Once installed, the home screen (titled "UreyukiBox") opens. Below a "Welcome, (your store domain)" line you will find a 「最初にやること」 (first steps) checklist.

1. **Copy your Stocky data** — the 「コピーを始める」 (start the copy) button leads to chapter 3. Skip it if you never used Stocky.
2. **Check your stock position on the dashboard** — the 「ダッシュボード」 (Dashboard) button leads to chapter 4.
3. **Set up notifications (email / Slack)** — the 「通知設定」 (notification settings) button leads to chapter 7.

The Shopify import runs automatically each morning. To see results immediately, press 「今すぐ同期」 (Sync now) at the top right of the dashboard.

⚠ If the store used Stocky, run 「今すぐ同期」 (Sync now) once before copying. Immediately after installation UreyukiBox holds no products. If you run the chapter 3 copy in that state, the step that infers product-to-supplier links from Stocky's purchase history has nothing to match against, and **only "product-to-supplier links" comes through as 0** (the other four import normally). Sync first and one run brings all five supported record types listed in chapter 3. If you sync afterwards, simply run the copy again — repeating it never duplicates anything.



2.4 Choosing a plan

Until a plan is selected, the home screen prompts you to choose one. The 「プランを見る」 (view plans) button opens the 「プラン」 (Plan) screen. Free costs nothing to start. Paid plans include a 14-day free trial. See the comparison table in chapter 8.

Note on the currency displayed: JPY-billed Shopify stores pay fixed JPY prices (Free ¥0 / Starter ¥2,980 / Pro ¥5,980 / Business ¥12,800). Every non-JPY store pays fixed USD prices (\$0 / \$19 / \$39 / \$83). The USD amount is a separate fixed plan price, not an approximate conversion of the yen amount. Development and test stores use USD billing.

Sources (Shopify official documentation):

- [shopBillingPreferences](#) [\(Admin GraphQL\)](#) — "The currency used to pay for apps and services. **Use this to create app charges in the merchant's local billing currency.**"
- [appSubscriptionCreate](#) [\(Admin GraphQL\)](#) — the mutation that specifies the charge amount and currency.

Verification table for this chapter

#	Action	Expected result
1	Approve Install on the App Store	The permission screen lists the read permissions plus inventory write
2	Installation completes	The home screen shows "Welcome, (store domain)" and the first-steps checklist
3	Press 「プランを見る」 (view plans)	The Plan screen shows four plan cards

3. Bringing your Stocky data across

If the store never used Stocky, skip this chapter entirely. Every feature — syncing inventory, setting reorder points, creating purchase orders — works without any migration. Go to chapter 4.

A four-step wizard imports what you built up in Stocky. The navigation item is 「Stocky コピー」 (Stocky copy); the screen is titled "Copying your Stocky data".

On the wording: the app consistently says "copy" — Stocky's own data is duplicated into UreyukiBox and left untouched on the Stocky side. "Migration" in this chapter means that copy operation. Some screenshots still show the older wording and are being replaced.

- **Plans:** available on every plan, including Free. Migrating from Stocky costs nothing to start.
- **Refund guarantee:** if the Stocky API copy cannot be completed for reasons on our side, we refund the full subscription fee for the billing month immediately following the migration. CSV and paste imports are excluded.
- **Before you start:** run 「今すぐ同期」 (Sync now) once (§2.3). Without products in UreyukiBox, product-to-supplier links come through as 0.
- **Deadline:** every Stocky API stops on **31 August 2026**. Stocky then remains read-only for export for at least 90 days, but suppliers cannot be exported. Complete the API copy before the deadline.

What can be brought across

Data	Description
Suppliers	The supplier records held in Stocky
Purchase orders	Details stored in the database; the completion screen shows a count (no browse / export UI for historical details)
Stock adjustments	Details stored in the database; the completion screen shows a count (no browse / export UI for historical details)
Purchase tax types	Master stored in the database excluding sales-purpose rows; current-product tax assignments are not migrated automatically

Data	Description
Product-to-supplier links	Inferred from past purchase orders — which product was bought from which supplier — and assigned automatically

These come across with their mutual relationships intact. Suppliers and product links feed current operations. Historical PO / adjustment details and purchase-tax-type masters (excluding sales-purpose rows) remain in the database after shutdown, but the current UI exposes their import counts rather than a historical-detail browser or export.

3.1 Step 1: read the explanation

The first screen carries the on-screen heading "We will rescue all of your Stocky data" and shows **a warning to sync your inventory data first**, the three stages of the copy, and a note about the refund guarantee. Here, "all" means the supported API record types and limitations in the table above; it does not mean that every Stocky record becomes browsable after migration. The warning repeats §2.3: copying before syncing leaves only the product-to-supplier links at 0.

1. Read it through.
2. Press 「次へ」 (Next).



3.2 Step 2: enter your Stocky credentials

The screen is headed "Enter your Stocky credentials". There is only one thing to enter.

1. **Stocky API key** — a string issued by Stocky, rather like a spare key, used for system-to-system transfer. Generate it in the Stocky admin: person icon → **Preferences** → **API access** → **Generate**. The screen links to these instructions.

Beneath the field it states plainly that the key is used only for the copy and is not stored. It never remains on the UreyukiBox side. The source store name is set automatically from the store you are signed in to, so there is nothing to type.

2. Press 「コピーを開始する」 (start the copy). 「戻る」 (Back) returns to the previous screen.

Shopify ドキュメント を参照。'. There is a text input field for 'Stocky API key' with a masked value '.....'. Below the field, it says 'このキーはコピー処理にのみ使用し、保存しません' and 'コピー元のストアは、いまログインしているストアから自動で設定されます (入力不要)'. At the bottom of the form are two buttons: '戻る' (Back) and 'コピーを開始する' (Start Copy)."/>

3.3 Step 3: wait for the import

The screen is headed "Copying data", with a spinner and a message that suppliers, purchase orders, stock adjustments and tax categories are being fetched from Stocky. It shows whether the copy is running or has ended; it does not invent a percentage or per-stage progress bar. In that UI label, the tax-category copy means purchase tax types only; sales-purpose rows are excluded.

- It usually finishes in 1–10 minutes. **Leave the page open while it runs.**
- On failure the screen shows "The copy failed" with a 「やり直す」 (retry) button, which returns you to Step 2. Check the Stocky API key and run it again.



3.4 Step 4: confirm completion and the record counts

On completion the screen reports that the copy finished and lists the number of records imported for suppliers, purchase orders, stock adjustments, tax categories and product-to-supplier links. The tax-category count covers purchase tax types only and excludes sales-purpose rows.

1. Check the counts look right. **If only "product-to-supplier links" is 0**, you most likely copied before syncing: run 「今すぐ同期」 (Sync now), then run the copy again (nothing is duplicated).
2. Press 「ダッシュボードへ」 (to the dashboard) to continue.



Please compare these against your Stocky data and confirm the counts match, as in the image above. If an error appears, send the message or a screenshot to support@ureyukibox.app and call +81 50-6864-5901. We will deal with it straight away.

3.5 Non-API import routes

Separate from the API copy, ① Low Stock CSV imports reorder points and lead times, ② each stocktake CSV preserves that stocktake history, and ③ pasting Stocky's Vendor → Order limits table imports MOQs. These routes cover different data. **The stock_adjustments obtained through the API are general adjustments and cannot identify stocktake history; each stocktake CSV is required for that history.** Suppliers cannot be exported from Stocky and therefore cannot be carried over this way.

Verification table for this chapter

#	Action	Expected result
0	(Beforehand) run 「今すぐ同期」 (Sync now) on the dashboard	Products are imported. Skipping this leaves product-to-supplier links at 0 in step 3
1	Press 「次へ」 (Next) on Step 1	The "Enter your Stocky credentials" screen appears
2	Enter the Stocky API key and press 「コピーを開始する」	The view switches to the "Copying data" spinner; no percentage or per-stage progress is shown
3	Wait for it to finish	"The copy of your Stocky data is complete" appears, with counts for all five data types

#	Action	Expected result
4	Press 「ダッシュボードへ」	The dashboard opens with the imported data in place

4. Reading the dashboard

The 「ダッシュボード」 (Dashboard) screen shows the store's current stock position at a glance.

What to look at

- **最終同期 (Last sync)**: when the Shopify import last ran. "未同期" (never synced) means no import has happened yet.
- **在庫合計 (Total stock)**: the sum of stock across all imported products.
- **売れ筋 TOP 10 (Top 10 sellers)**: the ten best-selling products over the last 30 days.
※ On Free and Starter this covers the last 7 days, and the screen says so, noting that 30-day history unlocks on Pro.
- **未対応アラート (Open alerts)**: the list and count of alerts you have not yet reviewed, such as products running low.

Using the buttons

1. 「今すぐ同期」 (Sync now) — top right — runs the Shopify import immediately. Use it just after adding products.
2. 「再計算」 (Recalculate) — next to the open alerts — re-runs the import and the velocity calculation to refresh the alerts.

The screenshot displays the UreyukiBox Dashboard for the store "demo-shop.myshopify.com". The interface includes a sidebar with navigation links and a main content area with three sections: Store Info, Top 10 Sellers, and Open Alerts.

Store Info: demo-shop.myshopify.com, 最終同期: 2026/6/13 10:30:00 / 在庫合計: 4,823 個, Business

売れ筋 TOP 10 (直近 30 日):

SKU	商品名	売上数量 (直近 30 日)
FD-COFFEE-200G	スペシャルティ珈琲豆 200g	482
AP-TEE-WHT-M	オーガニックコットンTシャツ ホワイトM	341
FD-TEA-AS-50P	アッサム紅茶 ティーバッグ 50P	298
ZK-CANDLE-WD	木の香りキャンドル	256
FD-CHOCO-DARK	ダークチョコレート 80g	233
AP-TEE-BLK-L	オーガニックコットンTシャツ ブラックL	189
FD-JAM-STRAW	国産いちごジャム 200g	174
ZK-INCENSE-3P	和の香り お香 3種セット	142
FD-COOKIE-MIX	アソートクッキー詰め合せ	128
FD-COFFEE-DRIP	ドリップバッグ珈琲 10P	117

未対応アラート (3)

在庫切れ ZK-CANDLE-WD
木の香りキャンドル / 現在 0 個 (しきい値 0) [対応済みにする](#)

在庫低下 FD-COFFEE-200G
スペシャルティ珈琲豆 200g / 現在 12 個 (しきい値 24) [対応済みにする](#)

5. Deciding when to reorder (reorder points) — Starter and above

The 「発注点（リードタイム）設定」 (reorder point / lead time settings) screen is where you set the threshold at which you want to be told to reorder. It requires Starter or above; on Free the screen explains that upgrading unlocks it. Once reorder points are set, the morning stock check starts sending reorder reminders (chapter 7).

5.1 Two required inputs, two optional ones

For each product, start with two figures. UreyukiBox does the arithmetic.

Field	Meaning
「リードタイム（日）」 (Lead time, days)	Days from placing the order to the goods arriving
「安全在庫（日）」 (Safety stock, days)	Days of buffer you want to hold, just in case

Two more can be set as needed; both can be left blank.

Field	Meaning
「目標サービスレベル」 (Target service level)	How hard you want to avoid stockouts (90% / 95% / 99%). For products with enough variability data, a statistical safety stock matching the chosen level is added to the reorder point, and the row shows the breakdown
「最低発注数量（MOQ）」 (Minimum order quantity)	The smallest lot your supplier accepts. Once set, the suggested quantity (chapter 6) never falls below it
「補充日数」 (Days of cover)	How many days of stock a single order should replenish. Left blank, you are replenished exactly to the reorder point. Enter 30 and the suggestion restores you to "reorder point + 30 days of expected sales" — the replenishment target . Blank means stock lands exactly at the reorder point and a few sales trigger the next order, so set a figure here for products you prefer to buy in bulk or suppliers with high shipping costs

The reorder point is fundamentally "daily sales rate × (lead time + safety stock)". For a product selling 2 a day, arriving in 10 days, with 5 days of buffer, you are alerted when stock

falls below 30. Products with variability data add statistical safety stock on top, and the sales rate is adjusted by a seasonal coefficient during Japanese gift seasons.

5.2 Setting a product

1. Products are grouped by supplier. Each row shows stock and 「日販」 (daily sales rate).
2. Enter 「リードタイム (日)」 and 「安全在庫 (日)」.
3. Press 「保存」 (Save).
4. Once set, the row carries a 「発注点 ○」 (reorder point) badge. Products already below it show 「要発注」 (reorder needed); products with nothing entered show 「未設定」 (not set).

発注点 (リードタイム) 設定

仕入先ごとにリードタイム (発注～入荷までの日数) と安全在庫日数を入力すると、販売速度から発注点を自動計算します

StockyのCSVから取り込む バーコードラベル (印刷)

ホーム
ダッシュボード

発注
注文書
発注済み・入荷
発注点設定
季節性の商品別設定
発注元情報

倉庫
在庫調整
棚卸し
拠点間移動
セット商品の在庫

分析
在庫分析
資金繰りカレンダー
レポート

データ・設定
Stocky コピー
Stocky CSV 取り込み
通知設定
プラン
よくある質問

山田珈琲焙煎所 リードタイム日数 一括適用

スペシャルティ珈琲豆 200g
FD-COFFEE-200G 在庫 (全拠点合算) 12 ・ 日販 1.6 **要発注 (発注点 24)**

発注点 (手動) 補充日数

自動計算 リードタイム (日) 安全在庫 (日) 目標サービスレベル 発注点まで 最低発注数量 (MOQ)

空欄＝販売速度から自動計算 10 5 90% (標準) 1回の発注で何日分まで補充するか 未設定 保存

仕入先別の条件

アッサム紅茶 ティーバッグ 50P
FD-TEA-AS-50P 在庫 (全拠点合算) 80 ・ 日販 1.2 **発注点 14**

発注点 (手動) 補充日数

自動計算 リードタイム (日) 安全在庫 (日) 目標サービスレベル 発注点まで 最低発注数量 (MOQ)

空欄＝販売速度から自動計算 7 5 90% (標準) 1回の発注で何日分まで補充するか 未設定 保存

仕入先別の条件

国産いちごジャム 200g
FD-JAM-STRAW 在庫 (全拠点合算) 5 ・ 日販 0.8 **要発注 (発注点 12)**

発注点 (手動) 補充日数

自動計算 リードタイム (日) 安全在庫 (日) 目標サービスレベル 発注点まで 最低発注数量 (MOQ)

空欄＝販売速度から自動計算 10 5 90% (標準) 1回の発注で何日分まで補充するか 未設定 保存

仕入先別の条件

5.3 Applying a lead time across a supplier

Products from the same supplier usually take about the same time to arrive. Enter a figure in 「リードタイム日数」 at the top right of a supplier group and press 「一括適用」 (apply to all) to set the lead time for every product from that supplier at once.

ホーム

ダッシュボード

発注

注文書

発注済み・入荷

発注点設定

季節性の商品別設定

発注元情報

倉庫

在庫調整

棚卸し

拠点間移動

セット商品の在庫

分析

在庫分析

資金繰りカレンダー

レポート

データ・設定

Stocky コピー

Stocky CSV 取り込み

通知設定

プラン

よくある質問

発注点（リードタイム）設定

仕入先ごとにリードタイム（発注～入荷までの日数）と安全在庫日数を入力すると、販売速度から発注点を自動計算します

StockyのCSVから取り込む

バーコードラベル（印刷）

山田咖啡焙煎所

10

一括適用

スペシャルティ珈琲豆 200g

FD-COFFEE-200G 在庫（全拠点合算） 12 ・ 日販 1.6 要発注（発注点 24）

発注点（手動）

自動計算

リードタイム（日）

10

安全在庫（日）

5

目標サービスレベル

90%（標準）

補充日数

発注点まで

最低発注数量（MOQ）

未設定

1回の発注で何日分まで補充するか

保存

仕入先別の条件

アッサム紅茶ティーバッグ 50P

FD-TEA-AS-50P 在庫（全拠点合算） 80 ・ 日販 1.2 発注点 14

発注点（手動）

自動計算

リードタイム（日）

7

安全在庫（日）

5

目標サービスレベル

90%（標準）

補充日数

発注点まで

最低発注数量（MOQ）

未設定

1回の発注で何日分まで補充するか

保存

仕入先別の条件

国産いちごジャム 200g

FD-JAM-AS-STRAW 在庫（全拠点合算） 5 ・ 日販 0.8 要発注（発注点 12）

発注点（手動）

自動計算

リードタイム（日）

10

安全在庫（日）

5

目標サービスレベル

90%（標準）

補充日数

発注点まで

最低発注数量（MOQ）

未設定

1回の発注で何日分まで補充するか

保存

仕入先別の条件

Verification table for this chapter

#	Action	Expected result
1	Enter lead time and safety stock, press Save	The row gains a reorder-point badge (daily rate × (lead time + safety stock)); products with variability data add statistical safety stock)
2	Look at a product already below its reorder point	The badge is red and reads "reorder needed"
3	Enter a lead time on a supplier group	The "apply to all" button becomes active

6. Creating and sending purchase orders

This is the heart of the app. Open 「注文書を作成」 (create purchase order) and you already have purchase orders grouped by supplier. How the quantities arrive depends on your plan.

- **Free plan (manual):** products with a supplier assigned are listed by supplier. Type a quantity for what you want to order and the amount, consumption tax and total calculate themselves, ready to export as PDF or CSV.
- **Starter and above (suggested):** only products that have fallen below their reorder point are collected, with the quantity to order already filled in. Nothing to build from scratch.

6.1 How the draft is produced

Starter and above (automatic): as the screen explains, products that have fallen below their reorder point — based on sales velocity, stock and incoming — are collected per supplier into a single draft, with quantities filled in.

Free (manual): without reorder points, products with a supplier assigned are simply listed. Quantities are blank and you enter what you want; the screen prompts you to do so. Entering a quantity calculates the amount, consumption tax and total.

- The selector at the top switches between suppliers.
- If no products appear, assign a supplier to them first — products without one never appear on a purchase order. On Starter and above they also have to fall below the reorder point before appearing in a draft.

6.2 Editing line items (quantity, unit price, tax category)

The draft's line items form a table. The columns, from the left, are product name, SKU, stock, incoming, quantity, unit price, tax category, amount, change supplier, and exclude.

- **SKU** is the code that distinguishes one product variant from another.
- **Quantity**: on Starter and above the suggested figure is already there — keep it or change it. Below the field is the breakdown "replenishment target ○ – stock ○ – incoming ○ = ○", so **why this number** is answered on the spot. (For products without days-of-cover set (chapter 5), the replenishment target equals the reorder point.) Because quantities already ordered but not yet arrived are deducted, you will not double-order. Products with a minimum order quantity never go below it. On Free the field is blank and you type the quantity yourself.
- **Unit price**: the per-unit cost at the time of order. Typing one attaches a 「手動」 (manual) badge and it is remembered next time; 「デフォルトに戻す」 (reset to default) undoes it.
- **Tax category**: choose from the purchasing-tax preset for the store's country (53 countries). Japan gets reduced 8% and standard 10%. US, CA, BR, HK, ID and MY get named categories with no prefilled rate; set the applicable rate on the tax-rates screen.
- **Change supplier**: moves a product to a different supplier's purchase order. A single SKU can have several suppliers registered (chapter 10).
- **Exclude**: ticking this leaves the product off this purchase order.

Why some unit prices are marked 「目安」 (estimate)

Shopify has no formal field for purchase cost. For products without a cost recorded, UreyukiBox calculates from the selling price and labels the figure an estimate; the screen notes that unit prices are estimates. Type the real cost into the unit-price field, or record a cost against the product in Shopify, and the figures become exact.

The screenshot displays the '注文書を作成' (Create Purchase Order) interface. The main form area includes a 'ステップ確認' (Step Confirmation) section with a '手動修正プレビュー' (Manual Correction Preview) button. Below this is a '商品発注書に追加' (Add to Purchase Order) section with a '商品名またはSKUで検索' (Search by product name or SKU) field. The bottom section is a table for '商品名' (Product Name) with columns for SKU, ABC, 在庫 (Inventory), 入荷予定 (Expected Arrival), 数量 (Quantity), 単価 (Unit Price), 税区分 (Tax Category), 金額 (Amount), and 除外 (Exclude). The table shows two items: 'スベシ FD-COFFEE-200G' and '角箱 ZK-MUG-01'. The right sidebar contains a '費用サマリー' (Fee Summary) table with a total of ¥17,858, a '注文書の詳細' (Purchase Order Details) section with fields for '発行日' (Issue Date), '参照番号' (Reference Number), and '希望納品日' (Desired Delivery Date), and a 'サプライヤー情報' (Supplier Information) section with a progress bar and contact details.

6.3 Recording a qualified-invoice registration number

The 「サプライヤー情報」 (supplier information) card on the right manages the supplier's qualified-invoice registration number.

1. Press 「編集」 (Edit).
2. In the registration-number field enter "T" followed by 13 digits (for example T1234567890123).
3. Press 「保存」 (Save) — or 「取消」 (Cancel) to abandon it.

Registered suppliers show a "qualified invoice issuer" badge; unregistered ones show "registration number not recorded". For unregistered suppliers (tax-exempt businesses and similar), only part of the consumption tax paid is deductible under Japan's transitional measures, so the screen warns you with the deductible percentage and amount. The accounting consequence is visible at the moment you order.

6.4 Exporting as PDF and CSV

The finished purchase order is exported from the buttons at the top right. The most prominent dark button is 「注文済みとしてマーク」 (mark as ordered) — that confirms the order (§6.5). The three export options are:

1. 「CSVダウンロード」 (download CSV): saves the purchase order for the supplier as a spreadsheet file — line items, reduced/standard subtotals, registration number. This is the authoritative qualified-invoice document.
2. 「PDF (印刷・保存)」 (PDF, print or save): opens a print view you can print or save as PDF.

3. 「Shopify注文書用CSV」 (CSV for Shopify purchase orders): an import file for Shopify's native purchase-order screen only — a flat format of SKU, barcode, quantity, cost and tax rate. It cannot be used for bulk product import or the inventory screen (see §6.6). On narrow screens it sits inside 「その他の操作」 (more actions).

The exported purchase order carries the line items and amounts (subtotal and consumption tax for reduced and standard separately), the supplier's registration number, and your own business details from chapter 8. Fields on the right let you adjust the issue date and similar entries.

If you run ordering through to receiving entirely inside UreyukiBox, you do not need the bridge at all (§6.5). Use 「その他の操作」 → 「Shopify注文書用CSV」 only when you also want incoming and receipts managed on Shopify's native purchase-order screen (see document 05 for the full picture). Registering the same order in both places deducts it twice, so manage each order in one place only. The supplier-facing CSV and PDF are laid out as purchase orders with line items and tax categories, and are not for the native import field. Direct API integration is not available today and has no committed delivery date or guarantee.

発行日: 2026-07-12
配送先: 東京倉庫
発注元
デモ商店株式会社
〒150-0001 東京都渋谷区神宮前1-2-3
TEL: 03-1234-5678
登録番号: T1234567890123

発注書

山田珈琲焙煎所 御中
仕入先 登録番号: T1234567890123

SKU	商品名	在庫	発注数	仕入単価	税区分	小計
FD-COFFEE-200G	スペシャルティ珈琲豆 200g	12	4	¥800	軽減 8%	¥3,200
ZK-MUG-01	陶器マグカップ	6	20	¥500	標準 10%	¥10,000
FD-JAM-STRAW	国産いちごジャム 200g	5	7	¥450 (目安)	軽減 8%	¥3,150

軽減税率8%対象
うち消費税

¥6,350
¥508

標準税率10%対象
うち消費税

¥10,000
¥1,000

合計 (税込)

¥17,858

※「目安」表示の仕入単価は、Shopifyに仕入原価が未設定のため販売価格を暫定使用しています。

6.5 Confirming the order and recording receipts

Confirming an order through to receiving and writing back to stock completes inside the app, on every plan.

1. Once you are happy with the draft — quantities, unit prices, exclusions — press the dark 「注文済みとしてマーク」 (mark as ordered) button at the top right. Check the item and unit counts in the confirmation dialog and press OK; the order is confirmed and a number such as PO-2026-0001 is assigned.

- Confirmed purchase orders appear on the 「発注済み・入荷」 (ordered / receiving) page as awaiting delivery. Quantities not yet received are deducted from the next suggestion, so there is no risk of ordering the same product twice.
- When goods arrive, enter what came and press 「入力した数量を入荷登録」 (record the entered quantity). If only part arrived, record that and the order becomes partially received, with the remainder still tracked. Barcode scanning can be used to identify products. Actual receipts also feed the lead-time statistics behind safety stock.
- Tick 「Shopifyの在庫に反映する」 (reflect in Shopify inventory) before recording and only that quantity is added to Shopify stock. The tick is **off by default**, and once changed it is remembered per store. **Leave it off in stores that also process the same receipt on the Shopify side** to prevent double counting. Selectable destinations follow the plan cap: Free 1, Starter 2, Pro 5, Business unlimited. (Recording receipts and deducting them from suggestions works on every plan.)
- A purchase order confirmed by mistake can be withdrawn with 「発注をキャンセル」 (cancel order), as long as it has not been fully received.

発注済み・入荷

「注文済みとしてマーク」で登録した発注書の入荷を記録します。入荷待ちの数量は発注提案から自動で差し引かれます

☐ Shopifyの在庫に反映する (東京倉庫)
入荷登録した数量を Shopify の在庫へ加算します。Shopify 側でも同じ入荷を処理する場合はオフにしてください (二重計上防止)。

PO-2026-0007 (山田珈琲焙煎所) 入荷待ち 発注をキャンセル

スペシャルティ珈琲豆 200g
SKU: FD-COFFEE-200G
アッサム紅茶 ティーバッグ 50P
SKU: FD-TEA-AS-50P

発注 24 / 入荷済み 0 / 残 24

発注 18 / 入荷済み 0 / 残 18

PO-2026-0006 (大阪アパレル卸) 一部入荷 発注をキャンセル

オーガニックコットンTシャツ ホワイトM
SKU: AP-TEE-WHT-M

発注 30 / 入荷済み 20 / 残 10

「Shopifyの在庫に反映する」がオンのとき、入荷登録した数量だけを Shopify の在庫へ加算します (それ以外の場面で在庫を自動で書き換えることはありません)。入荷実績はリードタイムの統計 (安全在庫の精度) にも使われます。

⚠ If you also manage the same order through Shopify's native purchase orders (the bridge in §6.6), register it in one place only. Registering both deducts the incoming quantity twice and the next suggestion comes out lower than it should.

6.6 Importing the exported CSV into Shopify's native purchase orders (the bridge)

UreyukiBox's 「Shopify注文書用CSV」 is exported in a format Shopify's native purchase-order screen can import, so an order built in UreyukiBox can ride on the native incoming and receiving machinery.

1. On the UreyukiBox purchase-order screen press 「その他の操作」 → 「**Shopify注文書用 CSV**」 and save the file. (This is a different file from the supplier-facing CSV and PDF.)
2. In the Shopify admin open **Products** → **Purchase orders**.
3. Press **Create purchase order** (or open an existing one), choose the supplier and destination, then use **Import** → **Add file inside the purchase-order screen** to load the file from step 1.
 ⚠ It must be imported **inside that purchase-order screen**. Putting the same file into the Products import (for bulk product creation) or the Inventory import (for bulk stock updates) produces errors such as "the product name column is required" or "invalid CSV header", because those expect different columns.
4. Review the contents (product, quantity, cost, tax rate) and confirm. The native side matches products **by SKU or barcode**, so each Shopify product needs one or the other (after an inventory sync they normally do). Products with neither are not included in the CSV; add them manually on the native purchase order if you need them.
5. Confirming the order lets you create an **inventory transfer** linked to it. Once the transfer is in transit it appears in the native "incoming" figures. (UreyukiBox's drafts deduct incoming automatically, so there is no double-ordering risk.)

On arrival: receiving posts to stock automatically

When goods arrive, run **receive** on the inventory transfer linked to the purchase order.

Shopify adds the received quantity to on-hand stock itself — no write comes from UreyukiBox on this route. UreyukiBox's own stock display catches up on the next automatic sync (daily) or a manual one. If you complete receiving inside the app instead, use 「発注済み・入荷」 (§6.5). Processing the same receipt in both places double-counts, so choose one.

Why there are two CSVs

The formal purchase order sent to a supplier (qualified-invoice compliant) carries line items, tax categories and the registration number — that is the PDF and 「CSVダウンロード」 from UreyukiBox. Shopify's native purchase orders, meanwhile, cannot be written to directly by an external app (a Shopify constraint), and the only sanctioned bridge is a CSV import in the native format (SKU, barcode, quantity, cost, tax rate). Hence a separate 「**Shopify注文書用 CSV**」. Imported, it appears in native incoming; received, it posts to stock (see document 05 for the full picture).

6.7 Switching the destination (location caps by plan)

Stores with several locations — warehouses, shops — can switch the delivery destination up to the plan cap: Free 1, Starter 2, Pro 5, Business unlimited.

1. Choose the destination in the selector at the top. Only real locations are listed; until you choose, the primary location is selected. (There is no "all locations" aggregate option.)
2. Choosing a location switches the draft to that location's stock position, and the location is printed on the purchase order as the destination.

Stores with one location see no selector; that location is used automatically. Locations above the plan cap remain visible but cannot be selected. Transfers between locations still require Business.

注文書を作成

販売速度・在庫・入荷予定から発注点を割った商品をサプライヤー別に集計します

CSVダウンロード PDF (印刷・保存) その他の操作 注文済みとしてマーク

季節補正プレビュー
実際の日付で計算

① お中元の季節補正を適用中

直近の販売速度を1.30倍して発注点と推奨数量を計算しています。数量欄の下で、補正後の発注点・在庫・入荷予定を確認できます。

サプライヤー: 山田珈琲焙煎所 → 配送先: 大阪倉庫

「注文済みとしてマーク」を押すと発注が確定し、入荷待ちの数量は次回の発注提案から自動で差し引かれます。入荷の記録は「発注済み・入荷」ページで行います。Shopify 純正の注文書で入荷・受領まで管理している場合は、「その他の操作」の「Shopify注文書用CSV」で純正へ渡せます（同じ発注を両方に登録すると二重に差し引かれるため、どちらか一方で管理してください）。

商品を発注書に追加

商品名またはSKUで検索

追加する商品
商品を選択 追加

商品は今回の発注書にだけ一時追加されます。商品の仕入先設定や、次回以降の発注書には影響しません。

仕入単価をまとめて保存

費用サマリー

軽減税率 8% 対象	¥16,000
うち消費税	¥1,280
標準税率 10% 対象	¥0
うち消費税	¥0
合計 (税込)	¥17,280

注文書の詳細

発行日
07/28/2026

参照番号
例: PO-2026-001

希望納品日
mm/dd/yyyy

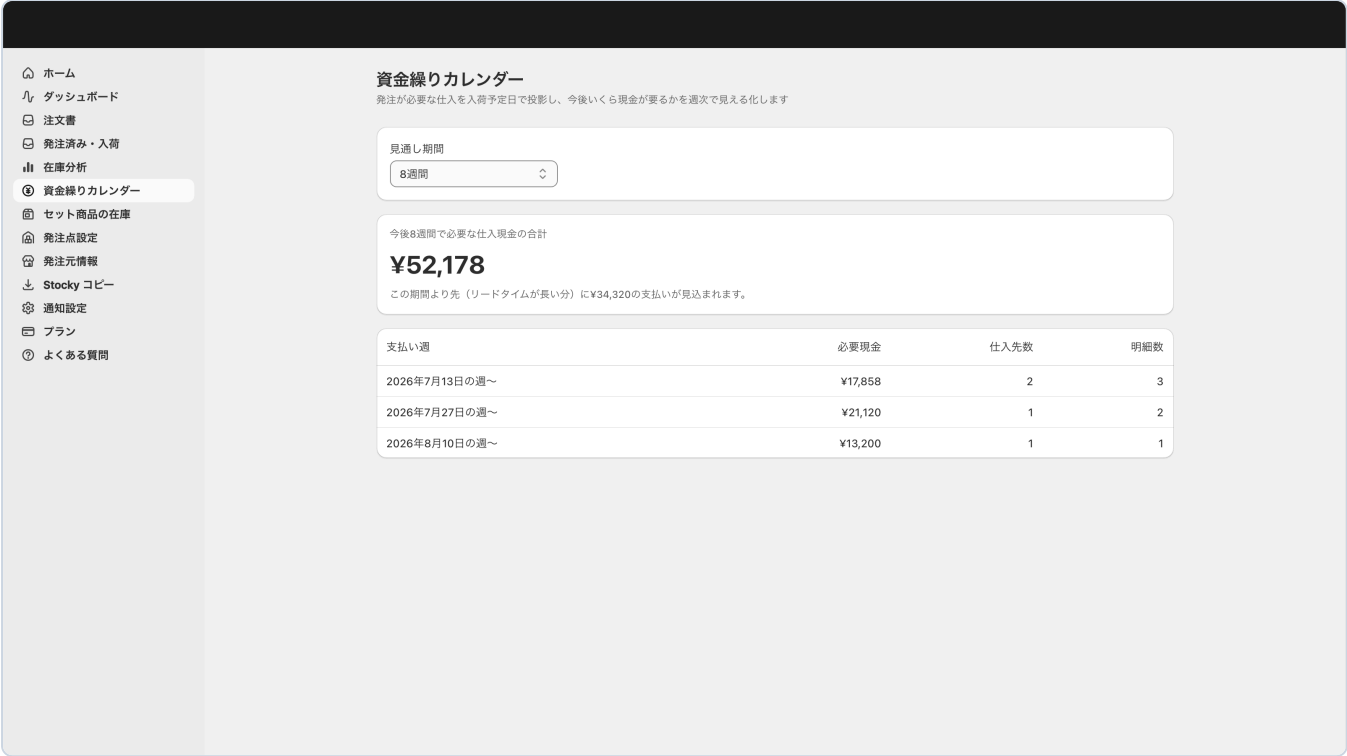
サプライヤーへのメモ

サプライヤー情報

速格請求書発行事業者
T1234567890123
編集

6.8 Cash-flow calendar — Starter and above

The 「資金繰りカレンダー」 (cash-flow calendar) shows **when, and how much, purchasing spend is expected** if you place the current drafts, broken down by week. Arrival weeks are estimated from each product's lead time (chapter 5) and aggregated into weekly expected payments. It lets you check, before ordering, whether payments are bunching into a single week.



Verification table for this chapter

#	Action	Expected result
1	Open "create purchase order" (Starter and above)	Products below their reorder point are grouped per supplier with quantities filled in
1	Open "create purchase order" (Free)	Products with a supplier are listed with blank quantities and a prompt to enter them
2	Type a unit price on a line	A "manual" badge appears with a "reset to default" link
3	Look at a product with no cost recorded	The unit price is marked "estimate" with a note that unit prices are estimates
4	Save a registration number on the supplier card	The "qualified invoice issuer" badge appears
5	Press "PDF (print or save)"	A purchase order opens showing your details, the registration number, and reduced/standard subtotals
6	Press "mark as ordered" and confirm	A purchase-order number is assigned and it appears under "ordered / receiving" as awaiting delivery; the outstanding quantity is deducted from the next suggestion
7	Enter a received quantity and press "record the entered quantity"	A partial amount becomes "partially received" with a remainder; with "reflect in Shopify inventory" on, only that quantity is added to Shopify stock

#	Action	Expected result
8	(Only if also using native) save the Shopify PO CSV and import it on the native screen	The order appears in native incoming, and receiving posts it to stock
9	(Within the plan cap) choose a location as the destination	The draft switches to that location's stock and the quantity breakdown uses that location's figures

7. Receiving alerts (notification settings)

The 「通知設定」 (notification settings) screen sets where alerts go. UreyukiBox's alerts are reorder reminders based on a **demand forecast combining sales velocity with safety stock and seasonality** (Japanese gift seasons, public holidays). Every alert that arrives explains the reasoning behind it.

Plans: because reorder reminders are judged against the reorder point, they require **Starter or above** (reorder points, chapter 5, are a prerequisite). Free cannot set reorder points and so receives no reorder reminders; on Free you check stock while building manual purchase orders (chapter 6). **Of the destinations, email is available from Starter, while Slack and LINE require Pro or above.**

Email, Slack and LINE can be combined; alerts go to every destination configured. They arrive after the automatic morning run (chapter 1).

7.1 By email

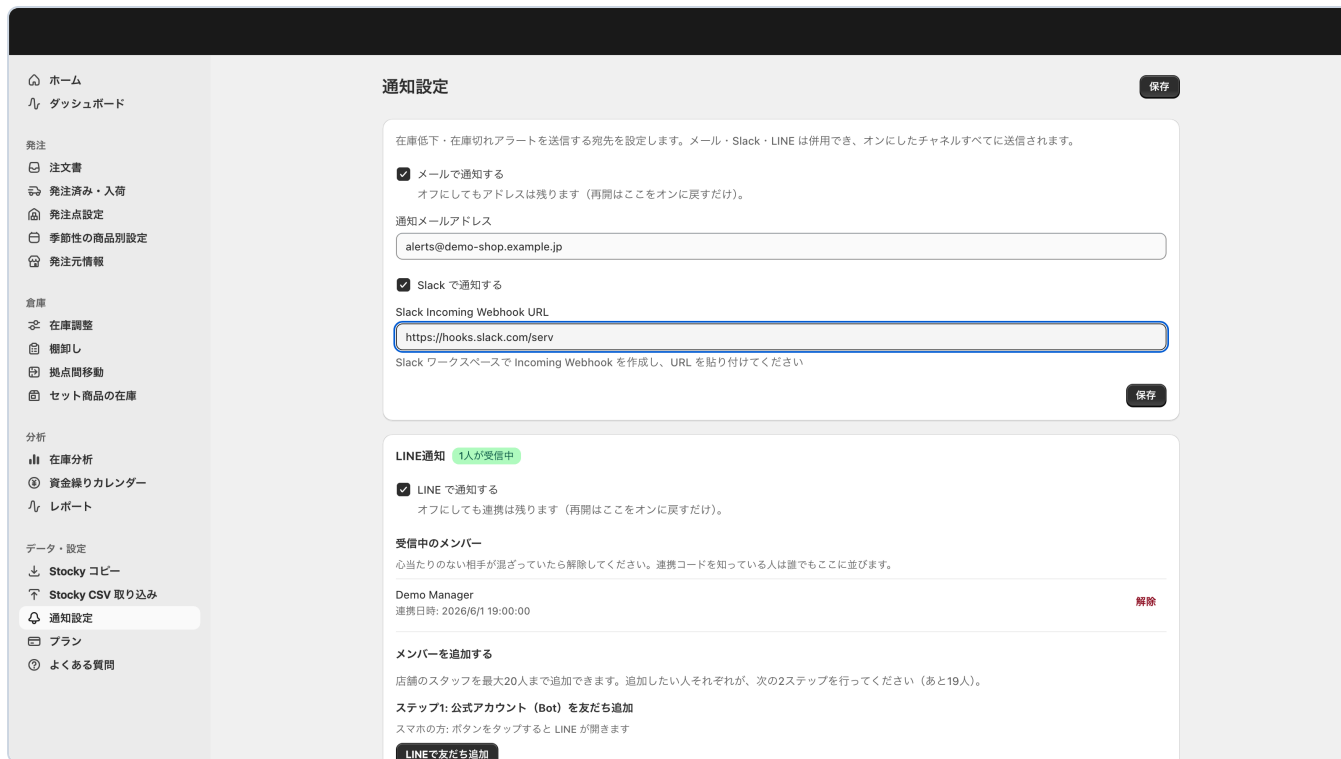
1. Open 「通知設定」 .
2. Enter the address in 「通知メールアドレス」 (notification email address).
3. Press 「保存」 (Save). A "settings saved" message confirms it.

7.2 By Slack (Pro and above)

Slack is a team chat tool. UreyukiBox alerts can be delivered straight into a team channel.

1. Create an **Incoming Webhook** in Slack — a receive-only URL issued by Slack that posts whatever is sent to it into a channel. The screen includes instructions.
2. Paste the URL into 「Slack Incoming Webhook URL」 .
3. Press 「保存」 (Save).

※ On Free and Starter the Slack field is disabled and an upgrade prompt appears.



7.3 By LINE (Pro only)

LINE alerts are a Pro feature. Once a day, a digest of that day's alerts arrives on LINE. There is no fiddly configuration — two steps, as shown on screen.

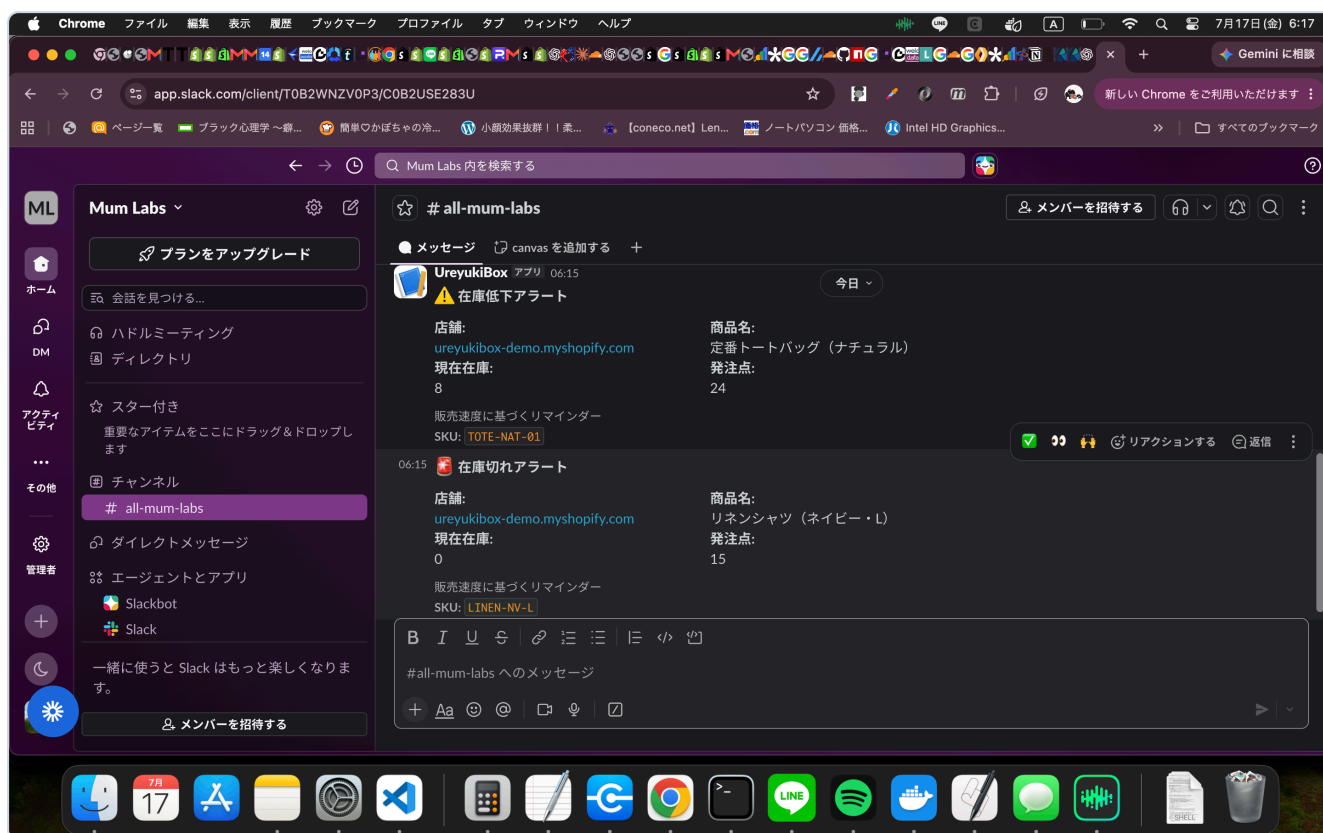
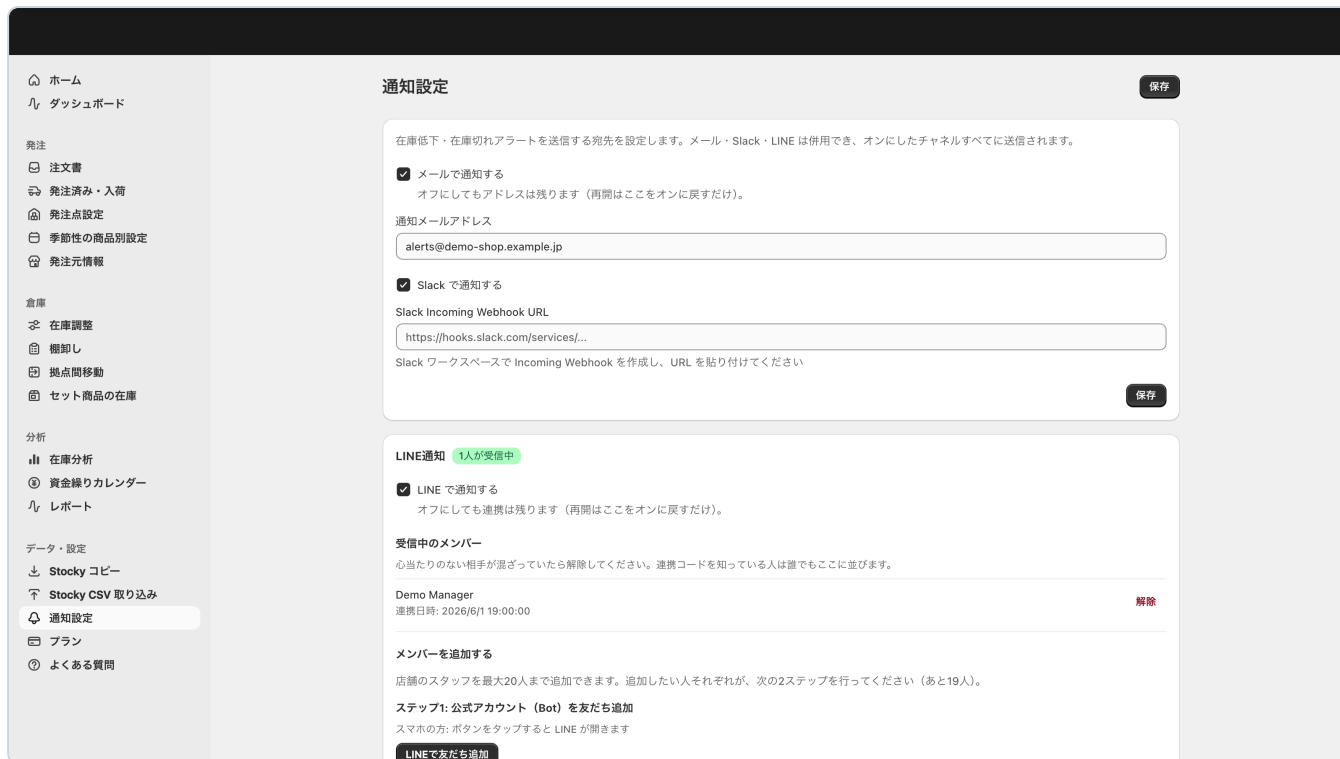
1. Step 1: add the official account (bot) as a friend

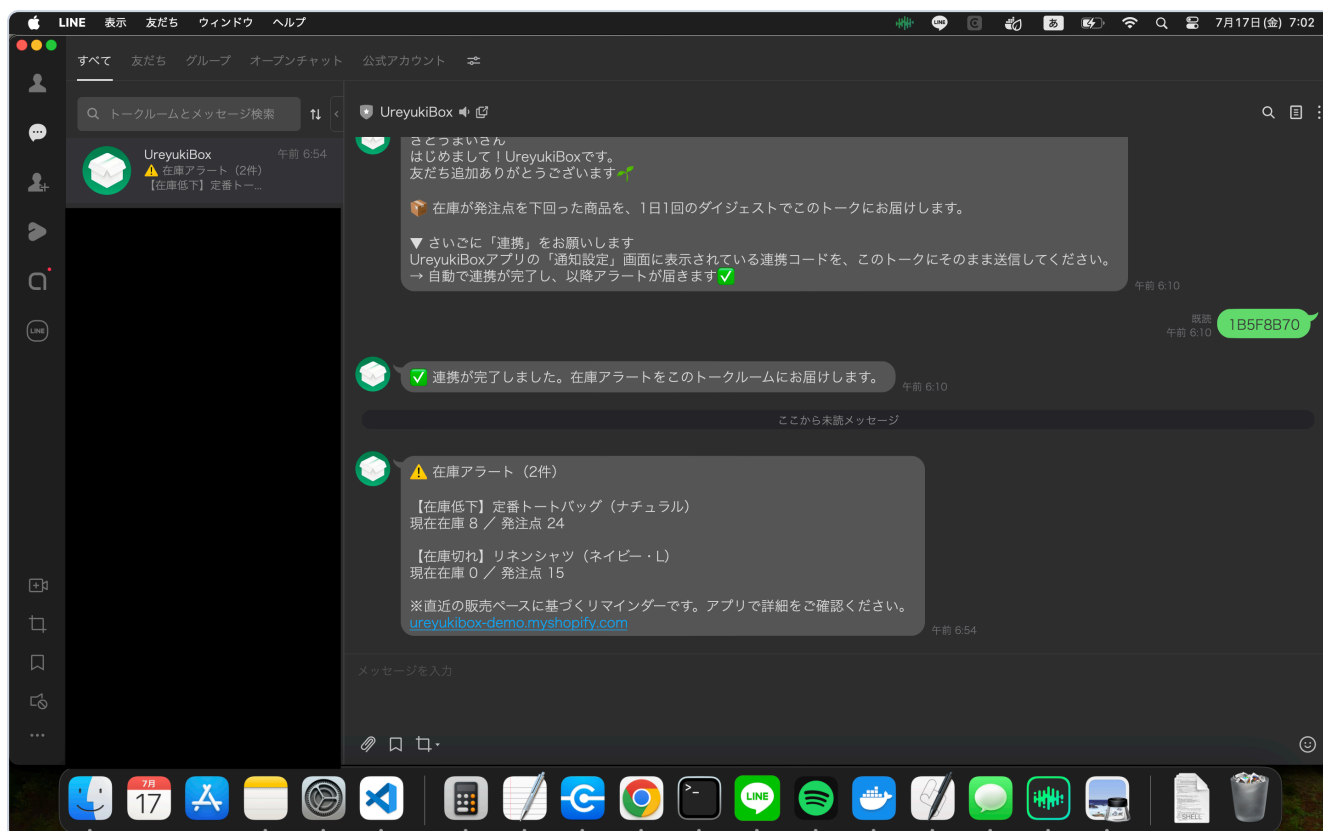
On a phone, tap the "add friend on LINE" button. On a computer, scan the QR code shown on screen with LINE.

2. Step 2: send the linking code in the chat

Copy the linking code shown on screen with 「コードをコピー」 (copy code), paste it into the chat with the account you just added, and send. Linking completes automatically; reload the page and a "linked" badge appears.

To stop, press 「連携を解除」 (unlink) at any time.





Verification table for this chapter

#	Action	Expected result
1	Enter a notification email address and press Save	"Settings saved" appears
2	Paste a Slack webhook URL and press Save	Subsequent alerts also arrive in that channel
3	Send the linking code in the LINE chat	Reloading the page shows a "linked" badge
4	Open an alert received after the next morning's run	It explains each time that this is a reminder based on sales velocity

8. Your business details, and the plans

8.1 Your business details (printed on purchase orders)

What you record on the 「発注元情報」 (your business details) screen is printed in the purchase-order header as the ordering party, on both PDF and CSV. Left unset, no ordering party appears. Always record it before sending purchase orders to suppliers.

1. Open 「発注元情報」.
2. Enter the following:
 - Company or trading name
 - Postcode
 - Telephone number
 - Address
 - Qualified-invoice registration number (optional) — only if your business is a registered qualified-invoice issuer. Enter "T" followed by 13 digits; a wrong format is rejected on the spot.
3. Press 「保存」 (Save). A confirmation message appears.

The screenshot displays the '発注元情報' (Business Details) screen. On the left is a sidebar with navigation links: ホーム, ダッシュボード, 注文書, 発注済み・入荷, 在庫分析, 資金繰りカレンダー, セット商品の在庫, 発注点設定, 発注元情報 (highlighted), Stocky コピー, 通知設定, プラン, and よくある質問. The main area is titled '発注元情報' and contains a form with the following fields:

- 発注書 (PDF・CSV) のヘッダに「発注元」として表示される自社情報です。未設定の場合、発注書に発注元が表示されません。登録番号は自社が適格請求書発行事業者の場合のみ入力してください。
- 会社名・屋号: デモ商店株式会社
- 郵便番号: 150-0001
- 電話番号: 03-1234-5678
- 住所: 東京都渋谷区神宮前1-2-3
- 適格請求書登録番号 (任意): T1234567890123

At the bottom of the form, there is a note: 自社が適格請求書発行事業者の場合のみ。「T」+ 数字13桁。 A '保存' (Save) button is located at the bottom right of the form.

8.2 Plan comparison

You can upgrade, downgrade or cancel at any time on the 「プラン」 (Plan) screen. Every plan above Free includes a 14-day free trial, and the plan buttons say so.

	Free	Starter	Pro	Business
Monthly	¥0	¥2,980	¥5,980	¥12,800
Monthly for non-JPY stores	\$0	\$19	\$39	\$83
Product limit	100	1,000	10,000	Unlimited
Location limit	1	2	5	Unlimited
Suits	Stocky migration, manual operation	Starting to automate ordering	Managing stock by the numbers	Multiple locations, team use
Data import and top 10 sellers	○	○	○	○
Stocky data migration	○	○	○	○
Manual purchase orders (typed quantities, PDF/CSV)	○	○	○	○
Emailing purchase orders to suppliers	○	○	○	○
Receiving and purchase-order status	○	○	○	○
Stock adjustments, stocktakes, barcode	○	○	○	○
Reorder points (incl. service level and MOQ)	—	○	○	○
Suggested order quantities (automatic drafts)	—	○	○	○
Cash-flow calendar (weekly expected payments)	—	○	○	○
Alerts by email	—	○	○	○
Alerts by Slack	—	—	○	○
Alerts by LINE (one digest a day)	—	—	○	○

	Free	Starter	Pro	Business
Inventory analysis (valuation, ABC)	—	—	○	○
Dead-stock detection	—	—	○	○
Buildable quantity for bundles (BOM)	—	—	○	○
30-day top-seller aggregation	—	—	○	○
PO destination selection	Primary only	Up to 2	Up to 5	Unlimited
Per-location inventory analysis	—	—	Up to 5	Unlimited
Transfers between locations	—	—	—	○
Priority support	—	—	—	○

🏠 ホーム

📊 ダッシュボード

📄 注文書

📦 発注済み・入荷

📈 在庫分析

📅 資金繰りカレンダー

📦 セット商品の在庫

📍 発注点設定

📄 発注元情報

📄 Stocky コピー

🔔 通知設定

📄 プラン

👤 よくある質問

プラン

いつでもアップグレード・ダウングレード・解約できます。Free 以外は 14 日間の無料トライアル付き。
Pro の「在庫分析 (評価額・ABC)」を見る

Free

Stocky からの移行と手動運用に

無料

商品数 100 件まで

・Shopify 在庫の同期

・Stocky 完全データ移行

・手動で注文書を作成 (数量手入力・PDF/CSV)

・売れ筋 TOP 10・在庫の見える化

選ぶ

Starter

発注の自動化を始めたい方へ

¥2,980 / 月

商品数 1,000 件まで

・Free のすべて

・発注点の自動計算 (発注点管理)

・メールで発注リマインダー

・発注数量を自動提案 (自動注文書)

14日間無料で試す

Pro

在庫を数字で管理したい

¥5,980 / 月

商品数 10,000 件まで

・Starter のすべて

・在庫分析 (評価額・ABC分析)

・30 日売上履歴

・LINE・Slack 通知

14日間無料で試す

Business

複数ロケーション・チーム運用

¥12,800 / 月

商品数 無制限

・Pro のすべて

・拠点別の在庫・注文書・在庫分析

・優先サポート

現在のプラン

9. Inventory analysis (valuation and ABC) — Pro and above

Open 「在庫分析」 (inventory analysis) from the navigation. This screen makes stock visible along two axes: money, and contribution to revenue. It requires Pro or above; Free and Starter see an upgrade prompt.

9.1 Inventory valuation

Shows what the stock you are holding is worth in total.

- The **total valuation** is displayed prominently at the top.
- The calculation is the sum of cost × quantity. Cost is taken in the order: **manually entered unit price > cost recorded in Shopify > selling price** (the screen says the same).
- Products with no cost recorded fall back to the selling price and are marked "estimate", with a note to that effect. Recording costs on the Shopify product makes it exact (the same logic as chapter 6).
- The table columns are product name, SKU, stock, unit price and valuation.

9.2 ABC analysis (seller ranking)

Ranks products A, B or C by their contribution to revenue — the Pareto principle, that most revenue comes from a minority of products.

- The columns are product name, SKU, units sold, revenue, cumulative share and rank. Rank appears as a badge: A (strong, green), B (blue), C (neutral).
- **A caution for stores with few products:** with a small catalogue the analysis skews — even your best seller can land in C. In that case the table is collapsed behind a note that the ranks are indicative, with a button to show it anyway. Accuracy improves as the catalogue grows.

9.3 Per-location inventory analysis (Pro / Business)

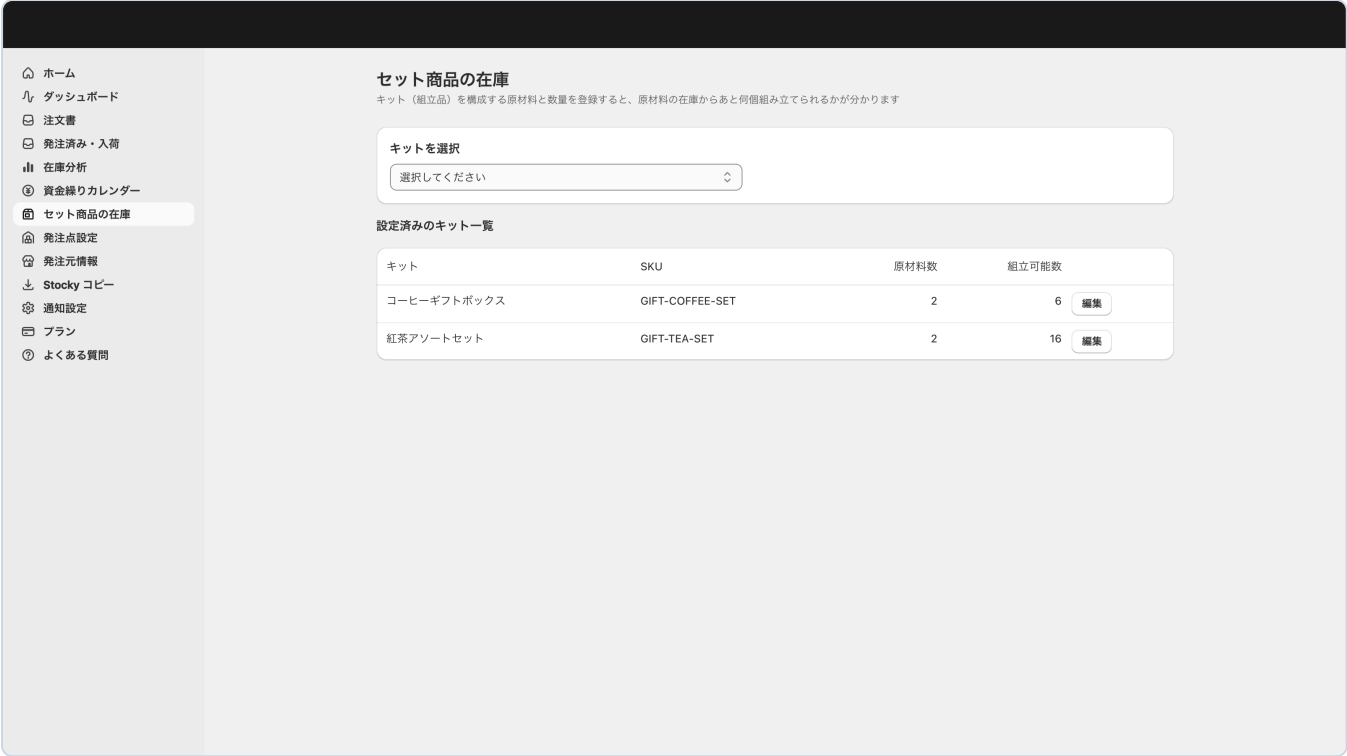
Multi-location stores can view valuation and ABC analysis per location: up to 5 locations on Pro, unlimited on Business. Free and Starter do not include inventory analysis itself.

9.4 Dead-stock detection

The same screen lists products that have not sold at all within a chosen window (90 days by default) but still hold stock. You see the days since the last sale and the value tied up, which gives you the basis for a sale or a write-off.

9.5 Bundle stock (buildable quantity)

Register a bundle (kit) and its component parts on the 「セット商品の在庫」 (bundle stock) screen and it shows **how many more sets you can build** from current stock, identifying the component that is the bottleneck. Like inventory analysis, this requires Pro or above.



Verification table for this chapter

#	Action	Expected result
1	Open inventory analysis (Pro and above)	Total valuation plus the valuation and ABC tables appear
2	Look at a product with no cost recorded	The unit price is marked "estimate" with the accompanying note
3	Open it on a store with few products	"ABC ranks are indicative" appears, with a button to show the table anyway
4	Open it on Free or Starter	An upgrade prompt appears (unlocks at Pro)

🏠 ホーム

📊 ダッシュボード

📄 注文書

📦 発注済み・入荷

📊 在庫分析

📅 資金繰りカレンダー

📦 セット商品の在庫

📍 発注元設定

📄 発注元情報

📦 Stocky コピー

🔔 通知設定

📄 プラン

🔍 よくある質問

在庫分析

在庫評価額と売れ筋（ABC分析）で在庫を金額と貢献度の2軸で見える化します

在庫評価額

¥117,450

原価（手入力 > Shopify原価 > 販売価格の順） × 在庫数の合計です。

商品名	SKU	在庫	単価	評価額
オーガニックコットンTシャツ ブラックL	AP-TEE-BLK-L	60	¥1,200	¥72,000
アッサム紅茶 ティーバッグ 50P	FD-TEA-AS-50P	80	¥300	¥24,000
スペシャルティ咖啡豆 200g	FD-COFFEE-200G	12	¥800	¥9,600
オーガニックコットンTシャツ ホワイトM	AP-TEE-WHT-M	8	¥1,200	¥9,600
国産いちごジャム 200g	FD-JAM-STRAW	5	¥450	¥2,250

ABC分析（売れ筋ランク）

商品名	SKU	販売数	売上	累積構成比	ランク
オーガニックコットンTシャツ ホワイトM	AP-TEE-WHT-M	341	¥818,400	31%	A
スペシャルティ咖啡豆 200g	FD-COFFEE-200G	482	¥771,200	59%	A
オーガニックコットンTシャツ ブラックL	AP-TEE-BLK-L	189	¥453,600	76%	A
アッサム紅茶 ティーバッグ 50P	FD-TEA-AS-50P	298	¥268,200	86%	B
木の香りキャンドル	ZK-CANDLE-WD	256	¥230,400	95%	B
国産いちごジャム 200g	FD-JAM-STRAW	174	¥135,720	100%	C

10. Warehouse operations (adjustments, stocktakes, transfers, barcode)

Physical work is recorded in the app and the result is written to Shopify inventory. **Every action in this chapter changes stock only when you perform it** — nothing happens automatically. Transfers between locations require Business; multiple suppliers per SKU require Pro or above.

10.1 Stock adjustments (with reason codes)

Record stock increasing or decreasing for reasons other than a sale — damage, loss, samples given out.

1. Open 「在庫調整」 (stock adjustments) in the navigation.
2. Choose the product (SKU) and enter the change in quantity. You can scan a barcode to identify the product.
3. Choose a **reason code** (damage, loss, return, sample, and so on).
4. Press 「登録」 (Record). The adjustment is kept in the history and written to Shopify inventory.

Reason codes are mandatory so that "why did stock move?" can be answered later. They also help when analysing stocktake discrepancies.

10.2 Stocktakes (physical counts)

Compare what you actually counted against what the system holds, then commit the difference.

1. Open 「棚卸し」 (stocktakes) and create a new one, choosing the location.
2. Enter the counted quantity per product. **Barcode scanning** can be used to call up products as you go (each scan adds one). For large counts, import the quantities from a CSV instead.
3. "**Counted N of M products (K left)**" shows how far you have got. Tick "**Show only uncounted**" to leave just the products you have not reached yet; you can also search by product name or SKU.
4. Press "**Save counted quantities**" to keep your work and resume later. **Quantities you typed but did not save are not kept if you leave the screen.**
5. Review, then press "**Write back to inventory**". The differences are recorded as stock adjustments and Shopify inventory is updated to match your count.

Nothing changes until you commit. If you spot a miscount, correct it before committing.

10.3 Transfers between locations — Business

Record stock moving from a warehouse to a shop, or between shops.

1. Open 「拠点間移動」 (transfers between locations).
2. Specify the **origin location**, the **destination location**, the product and the quantity.
3. Press 「登録」 (Record). Stock falls at the origin and rises at the destination — both ends update together.

Shopify's native inventory transfers are difficult to withdraw once in progress. UreyukiBox deliberately does not create native transfers: it implements this as **its own movement record plus a stock adjustment at each end**. That makes corrections straightforward and never leaves un-cancellable data on the native side.

10.4 Barcode scanning and label printing

- **Scanning**: on the receiving, stock-adjustment and stocktake screens you can scan a barcode (JAN or SKU) to identify a product. Ordinary USB or Bluetooth barcode readers that behave as a keyboard work. The scan field clears itself and keeps focus after each scan, so you can scan continuously. **Scanning with a smartphone camera is not supported.**
- **Label printing**: print barcode labels for your products (from the purchase-order, reorder-point and receiving screens). **Products with no barcode on the Shopify side are skipped** — after printing, the screen reports how many labels were produced and how many products were left out.

10.5 Multiple suppliers per SKU — Pro and above

A single product (SKU) can have several suppliers registered — a primary and a backup — and you can switch between them when building a purchase order (「サプライヤー変更」, §6.2). Lead time and unit price are held separately per supplier.

Verification table for this chapter

#	Action	Expected result
1	Record a stock adjustment with a quantity and reason code	The adjustment is kept in the history and Shopify stock changes by that amount
2	Enter stocktake quantities, press "Save counted quantities", then leave	The entries are saved and can be resumed later (stock unchanged so far)
3	Commit the stocktake	Differences are recorded as adjustments and Shopify stock matches your count
4	Record a transfer with origin, destination and quantity	Origin stock falls and destination stock rises

#	Action	Expected result
5	Scan a barcode	The matching product is identified and added to the line items

11. Landed cost (allocating freight and duties) — Pro and above

What you paid for stock is not just the goods. Freight, duties and inspection fees — the charges that arrive on separate invoices — decide what a unit actually cost you. UreyukiBox works that out per purchase order.

11.1 Adding a charge

1. Open 「発注済み・入荷」 (Ordered & receiving) in the left menu.
2. On the purchase order, press 「諸掛と実原価」 (Additional costs & landed cost) to expand the panel.
3. Choose a **type** (shipping / freight, duties / import taxes, other), enter the **amount**, choose an **allocation method**, then press 「諸掛を追加」 (Add cost). The note is optional.
4. Each charge appears in a list and can be removed at any time with 「削除」 (Delete).

11.2 Choosing an allocation method

Method	How it splits	Suits
「金額比で配分」 (Allocate by value)	In proportion to line amount (unit price × ordered quantity)	Duties, insurance — anything proportional to value
「数量比で配分」 (Allocate by quantity)	In proportion to ordered quantity	Freight — anything proportional to units or volume

Allocation is weighted by **ordered quantity**, not received quantity: before anything arrives, received quantity is zero on every line and the feature could not work at all. **Lines with a quantity of zero receive no allocation**, including under allocation by value.

11.3 What is shown

Field	Meaning
「商品計」 (Goods)	Total of the line amounts
「諸掛計」 (Additional costs)	Total of the charges you added
「実原価合計」 (Landed total)	Goods + additional costs
「配分された諸掛」 (Allocated cost)	The share assigned to that line
「実原価 (1個あたり)」 (Landed unit cost)	(line amount + allocated cost) ÷ ordered quantity

The allocated amounts always add up to the charge total exactly. Any rounding remainder is absorbed by the last line with a positive weight.

● **Landed cost is display only. It is never written back to the product cost** (Shopify cost or your manual unit price). Editing a line would make a stored figure stale, so it is recalculated every time the panel is opened. Receiving in instalments does not change the landed unit cost, because allocation uses the ordered quantity.

Chapter checklist

#	Action	Expected result
1	Add one charge	It is allocated across the lines and the landed total increases
2	Delete the charge	The allocation is undone and the landed cost returns to the goods total
3	Allocate on an order containing a zero-quantity line	The zero-quantity line receives nothing

12. Reports (profit and suppliers) — Pro and above

「レポート」 (Reports) in the left menu shows two sets of figures over a date range. It opens on the last 30 days. Days are cut using **the store's own timezone**.

12.1 Profit by product

Revenue, cost, gross profit and margin per product, with the totals for the whole period above the table.

 **Anything excluded from the totals is always reported as a count.**

Reason for exclusion	What you see	What to do
Product has no cost set	"Products with no cost set: N"	Press 「原価を設定する」 (Set product costs) and enter a cost
Revenue has not synced yet	"Line items whose revenue has not synced yet: N"	They are included automatically after the next sync

Counting a product with no cost as 100% margin would overstate profit, so those lines are left out — and the count is disclosed rather than hidden.

 **Costs come from the product's current setting** (Shopify does not store a unit cost on the order line). Change a cost later and past margin changes with it. These are not frozen historical figures.

 The table lists the top 50 products. **The totals above cover every product, including the ones not listed** — adding up the table will not reproduce them. The number of products in scope is shown beneath the table.

12.2 Suppliers

Column	Meaning
Order count	Orders placed in the period
Ordered amount	Total value ordered in the period
Average lead time	Mean days from order to receipt
On time	Share received by the expected date

 **A supplier with no receipts shows "—" for lead time and on-time rate**, never 0 days or 0%: "measured, and it was zero" is a different statement from "not measured yet".

⚠ **There is no location filter.** Orders do not carry a synced location, so a filter here would quietly return everything while appearing to narrow the result.

Chapter checklist

#	Action	Expected result
1	Change the dates and press 「この期間で表示」 (Show this range)	The figures are recalculated for that period
2	Open it while some products have no cost	The excluded count and 「原価を設定する」 are shown
3	Look at a supplier with no receipts	Lead time and on-time rate show "—"

13. Quality assurance (automated verification)

On every release, UreyukiBox automatically verifies the following in an environment equivalent to production.

1. **That authentication works correctly** — only access with valid credentials succeeds; requests with no token or an expired one are rejected.
2. **That screens render real data** — the dashboard (top sellers, alerts) and purchase-order drafts render correctly against actual data.
3. **That privacy (GDPR) webhooks are handled** — Shopify's personal-data notifications (data requests, deletion requests) are answered correctly, and unsigned or forged notifications are rejected.

The procedures and verification tables in this manual were checked against the same screens and the same actions as that automated verification. If something does not behave as documented during an article or a demo, please tell us at contact@mumulabo.com.

14. FAQ and troubleshooting

Contact: contact@mumulabo.com

We reply in order, mainly on weekdays. Even if you are in a hurry, please start with an email.

Q1. Does this app actually predict demand?

Yes. It combines sales velocity with safety stock, intermittent demand and a 51-country seasonal calendar. Event timing does not require a full year of history, but quantities use the store's own sales; where there is no basis, no numeric suggestion is produced. The calculation stays visible on screen.

Q2. Could my Shopify stock be rewritten without me knowing?

No. Syncing, forecasting and drafting purchase orders are read-only throughout. UreyukiBox writes to Shopify inventory only when the merchant acts in the app, and only via four routes: ① recording a receipt with "reflect in Shopify inventory" selected (§6.5 — off by default), ② recording a stock adjustment, ③ committing a stocktake, ④ recording a transfer between locations (all in chapter 10). By design, the app never writes stock automatically.

Q3. Will the migrated data survive after Stocky shuts down?

Yes. Suppliers feed current operations. Historical PO / adjustment details and purchase-tax-type masters (excluding sales-purpose rows) remain in the database, but the current UI exposes import counts rather than a browse / export view for those historical details. Current-product tax assignments are not migrated automatically.

Q4. What happens if the migration goes wrong?

If it fails partway, the 「やり直す」 (retry) button lets you run it again as many times as needed. Most failures come down to a mistyped Stocky API key. If that does not resolve it, contact contact@mumulabo.com. If the Stocky API copy cannot be completed for reasons on our side, we refund the full subscription fee for the billing month immediately following the migration; CSV and paste imports are excluded.

Q5. Alerts are not arriving. What should I check?

In this order:

1. On 「通知設定」, is the destination saved (email address, Slack URL, LINE link)?
2. On the dashboard, does 「最終同期」 (last sync) show a timestamp? If it says never synced, press 「今すぐ同期」 (Sync now).
3. If you use reorder points (Starter and above), are the relevant products showing 「未設定」 (not set)?
4. If nothing has actually fallen below its reorder point, no alert is sent — that is normal.

Q6. Why is a purchase-order unit price marked "estimate"?

Because Shopify has no formal field for purchase cost. Products with no cost recorded are calculated from the selling price. Type the real cost into the unit-price field, or record a cost on the Shopify product, and the figure becomes exact.

Q7. A feature says it requires a higher plan.

That feature is not included in the current plan. Upgrading from the 「プラン」 (Plan) screen unlocks it. See the comparison in chapter 8. You can downgrade again at any time.

Q8. How do I cancel?

Cancel or downgrade at any time from the 「プラン」 (Plan) screen. You can also switch to Free and keep using the app at no cost. Uninstalling the app also stops any further charges. If anything is unclear, contact contact@mumulabo.com.

Q9. Is the app available in English?

Yes, for the screens. The interface follows your Shopify admin language, so an admin set to English shows UreyukiBox in English, including purchase-order PDFs and barcode labels.

Notification emails, Slack and LINE messages, and the purchase orders you email to suppliers have also been available in English since 31 July 2026, and support is provided in Japanese and English — notifications follow the store's country rather than the admin language. This manual gives each screen and button in Japanese as it appears in a Japanese admin, with the English wording alongside, so it works either way.