



Item Maintenance

v1.1

Contents

Items Management	2
Adding or Editing a New Product Item	2
General Tab	3
Choosing Product Specification to Add or Edit a New Product	3
Availability	4
Choosing a Specific Location for Product Availability	4
Taxation	5
Selecting a Warehouse	6
Allowing for Customer Upgrade	7
Allowing for Recurring Order.....	7
Updates Subscriptions Expiration.....	7
Increments Points Accounts	9
Allowing Partial Amounts	10
Item is a Kit	11
Adding a Product to a Kit.....	12
Removing a Product from a Kit.....	12
Editing a Product in a Kit	13
Pricing Tab	14
Extended Pricing.....	14
Kit Categories Tab.....	15
Web Categories	15
Item Translation	16

Items Management

Exigo Office allows you to quickly add, view, and edit Product Items. You may access Item records from the Accounting menu.

Note: Each function and section of Exigo requires security access. Only users with access to the menu will be able to see its functions.

ADDING OR EDITING A NEW ITEM

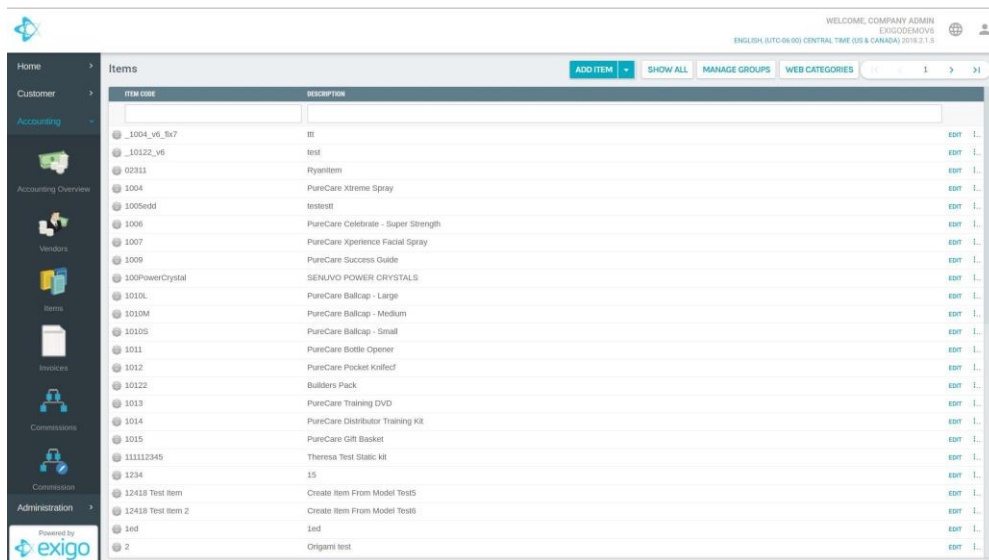
- You may add a new **Item** from the **Product List** screen.

Product Items Page

- Click on the “**Items**” button under the **Accounting** Menu.

Product List Screen

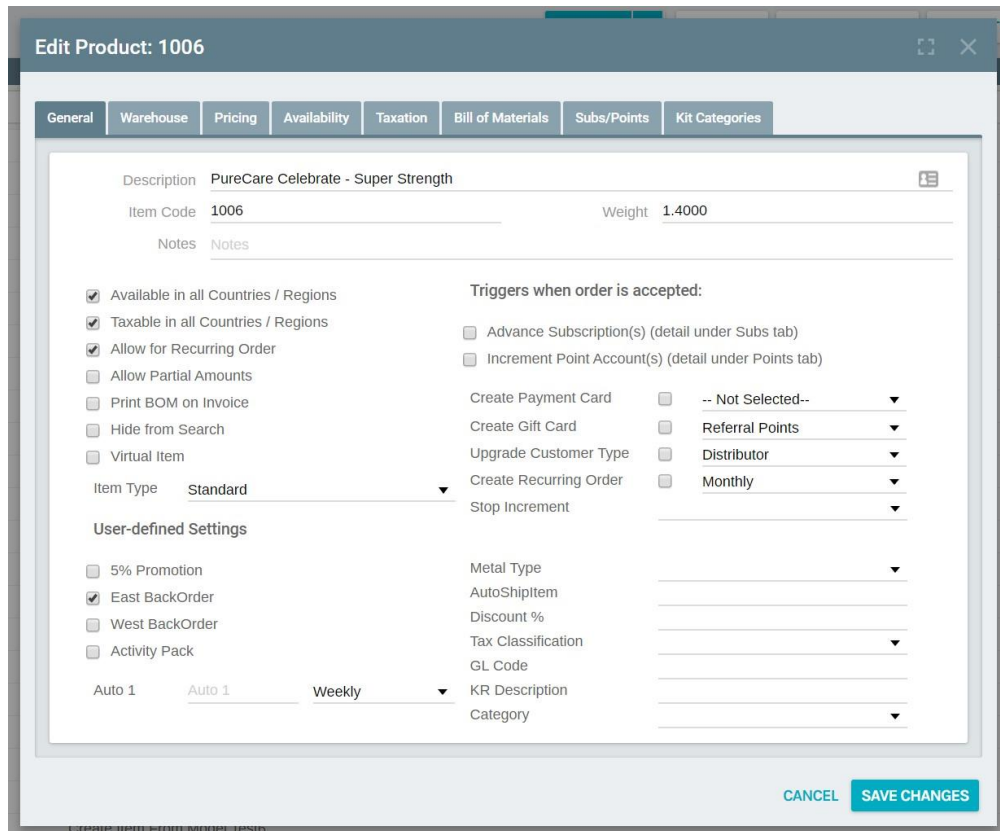
- The **Product List Screen** will open.



The screenshot shows the Exigo software interface. On the left is a dark sidebar menu with icons for Home, Customer, Accounting, Accounting Overview, Vendors, Items, Invoices, Commissions, and Administration. The main area is titled 'Items' and contains a table with columns for ITEM CODE, DESCRIPTION, and EDIT. The table lists various items such as '1004_v6_Bk7', '10122_v6', '02311', '1004', '1005edd', '1006', '1007', '1009', '100PowerCrystal', '1010L', '1010M', '1010S', '1011', '1012', '10122', '1013', '1014', '1015', '111112345', '1234', '12418 Test Item', '12418 Test Item 2', '1ed', and '2'. Each row has an 'EDIT' link. At the top right of the main area, there are buttons for 'ADD ITEM', 'SHOW ALL', 'MANAGE GROUPS', and 'WEB CATEGORIES'. The top right corner of the browser window shows 'WELCOME, COMPANY ADMIN' and 'ENGLISH (UTC-08:00) CENTRAL TIME (US & CANADA) 2018.7.13'.

ITEM CODE	DESCRIPTION	EDIT
_1004_v6_Bk7	III	EDIT
_10122_v6	test	EDIT
02311	RyanItem	EDIT
1004	PureCare Xtreme Spray	EDIT
1005edd	testestt	EDIT
1006	PureCare Celebrate - Super Strength	EDIT
1007	PureCare Xperience Facial Spray	EDIT
1009	PureCare Success Guide	EDIT
100PowerCrystal	SENUJO POWER CRYSTALS	EDIT
1010L	PureCare Ballcap - Large	EDIT
1010M	PureCare Ballcap - Medium	EDIT
1010S	PureCare Ballcap - Small	EDIT
1011	PureCare Bottle Opener	EDIT
1012	PureCare Pocket Knifed	EDIT
10122	Builders Pack	EDIT
1013	PureCare Training DVD	EDIT
1014	PureCare Distributor Training Kit	EDIT
1015	PureCare Gift Basket	EDIT
111112345	Theresa Test Static kit	EDIT
1234	15	EDIT
12418 Test Item	Create Item From Model Test5	EDIT
12418 Test Item 2	Create Item From Model Test8	EDIT
1ed	1ed	EDIT
2	Origami test	EDIT

- Click on the “**ADD ITEM**” button on the **Product Search toolbar** to add a new product to the list.
- The **New Product Screen** will open to the **General Tab**.



GENERAL TAB

- The **General Tab** is the **control center** of the **New Product Screen**. The boxes that are checked will affect the rest of the tabs in the screen.

Inputting Information to Add a New Product

To add a Product or Item you need to:

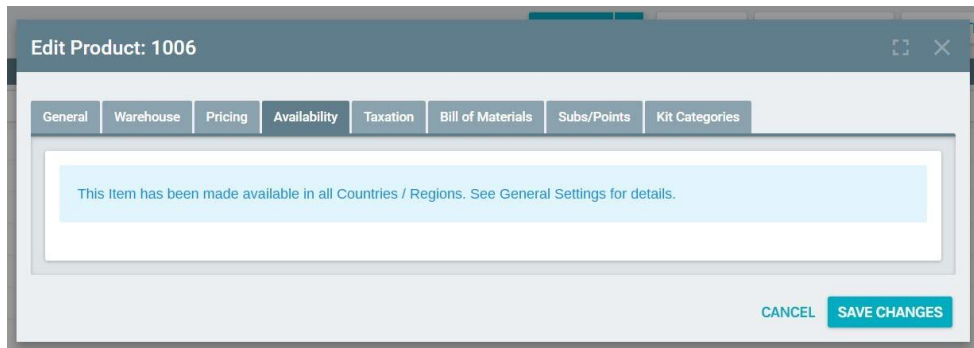
- Name the Product (Description)
- Input the Item Code
- Input the weight
- Input any notes about the Item or Product

CHOOSING ITEM SPECIFICATION TO ADD OR EDIT A NEW PRODUCT

- To add an item, you need to choose the **specifications** by clicking **into the box next to the desired specifications** in the **General Tab**.
- **Remember: these specifications will affect the rest of the tabs in this screen!**
- The **User Defined Settings** are **Custom Settings** that will be created by specification.

AVAILABILITY

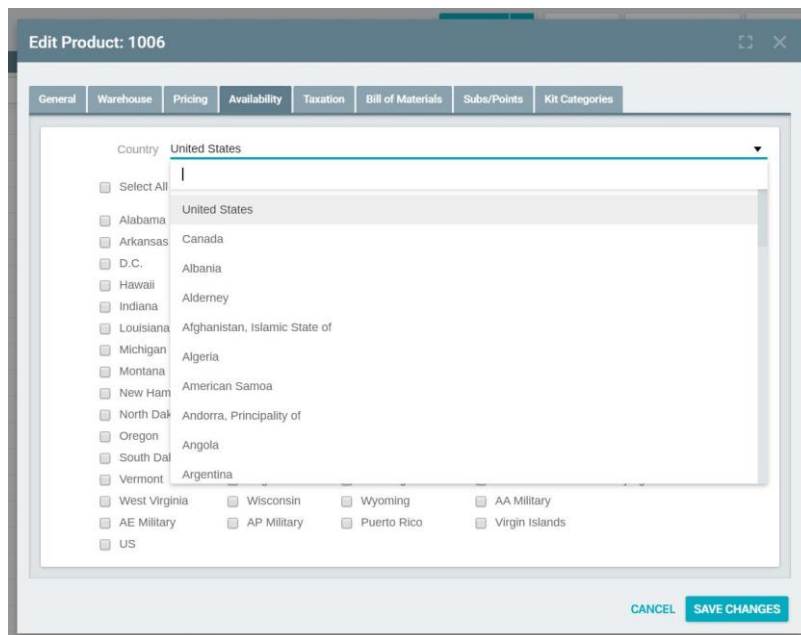
- You can make your product available in **all countries and regions**, by clicking **the box next to this specification** in the **General Tab**.
- Available in all Countries/Regions:
- If there is a check mark in this box, the **Availability Tab** will show that the item is **available in all countries and regions**.



CHOOSING A SPECIFIC LOCATION FOR PRODUCT AVAILABILITY

Available in all Countries / Regions

- If there is **not** a check mark in this box, the **Availability Tab** will allow you to choose the exact locations where the product will be available around the world.



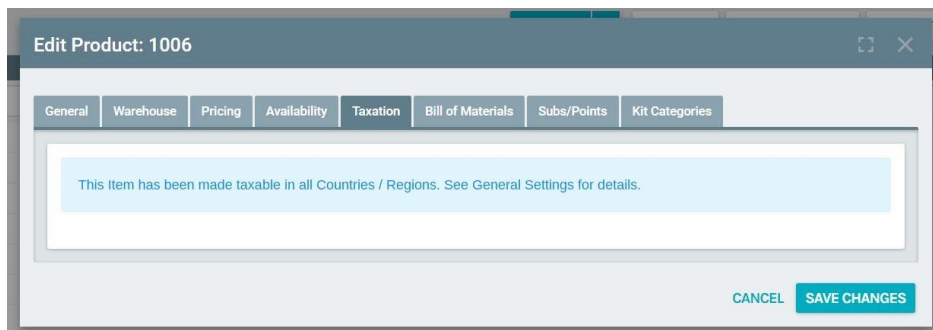
- Choose a country by clicking the **arrow** next to the word **Country** and **select and Highlight the desired country**.
- The **Availability Tab** will change for any country that is selected.

- The locations with the check marks will be the places the **Product will be available**.
- Click **SAVE CHANGES**

TAXATION

- You can input the **taxation of a product** in all countries and regions, by clicking the **box next to this specification** in the **General Tab**.

Taxable in all Countries / Regions

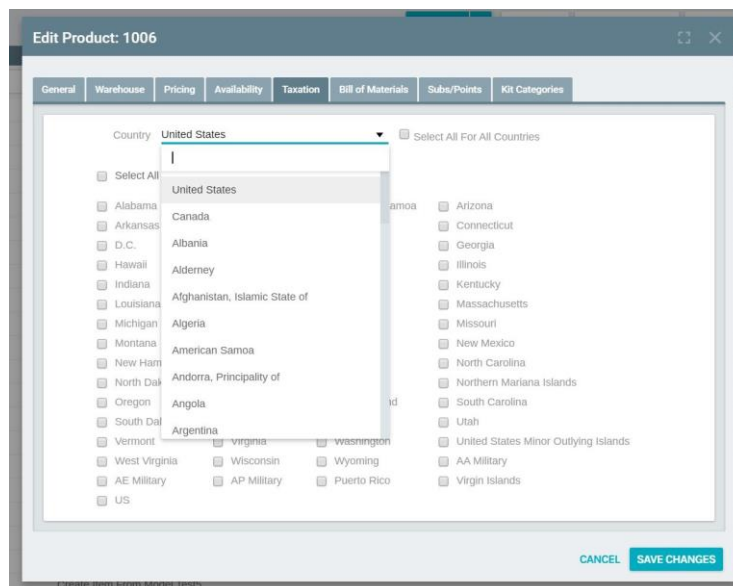


- If there is a check mark in this box, the Taxation Tab will show that the item **will be taxed in all countries and regions**.

Choosing a Specific Location for Product Taxation

Taxable in all Countries / Regions

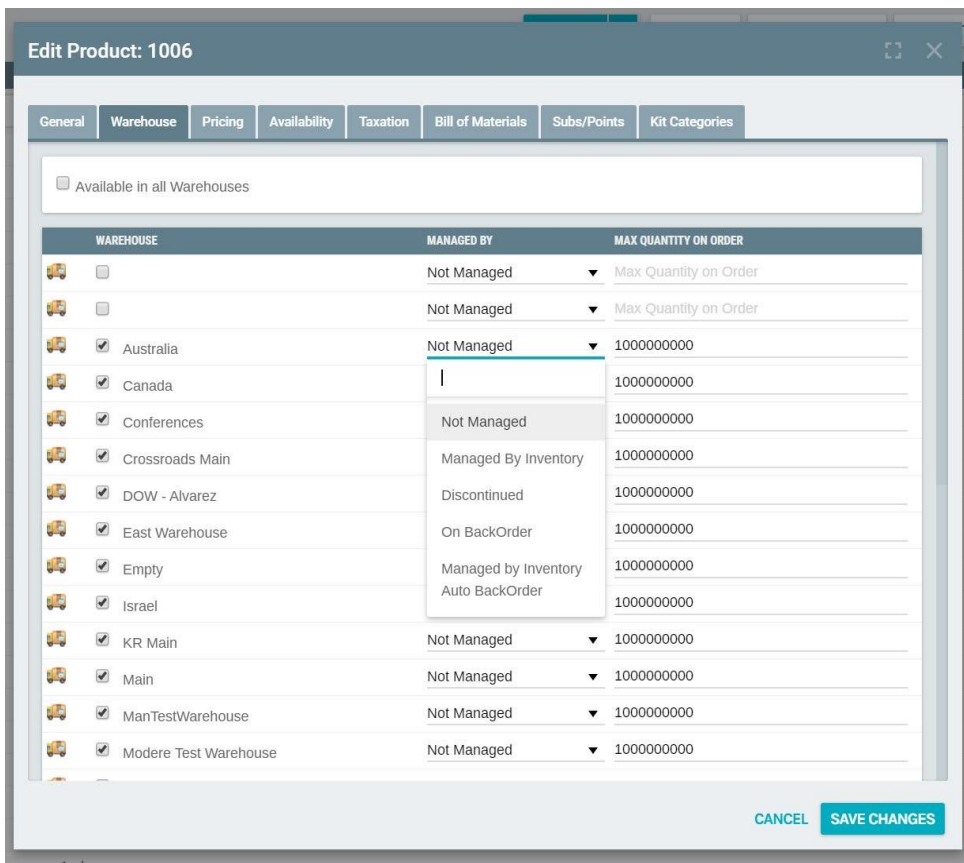
- If there is **not** a check mark in this box, the Taxation Tab **will allow you to choose the exact locations** where the product will be taxed around the world.



- Choose a country by clicking the **arrow next to the word Country** and **select and Highlight the desired country**. The Taxation Tab will change for any country that is selected.
- The locations with the check marks will be the places the product will be taxed.
- Click **SAVE CHANGES**
- The tax is **connected to the Ship to: Address**.
- All locations checked marked will be taxed according to **Domestic Tax Tables** or **International tax rules** found in your **Order Calculation Engine**.

SELECTING A WAREHOUSE

- You can select the **warehouse** or **warehouses a product can be shipped from** by clicking the **box next to this specification** in the **General Tab**.
 - Available in all Warehouses
- If there **is** a check mark in this box, the **Warehouse Tab** will show that the item ships from all the warehouses.
- **Manage a warehouse** by clicking the arrow under the **Managed By** section and select and **Highlight the Management style** for the product in the particular warehouse.



Edit Product: 1006

General Warehouse Pricing Availability Taxation Bill of Materials Subs/Points Kit Categories

Available in all Warehouses

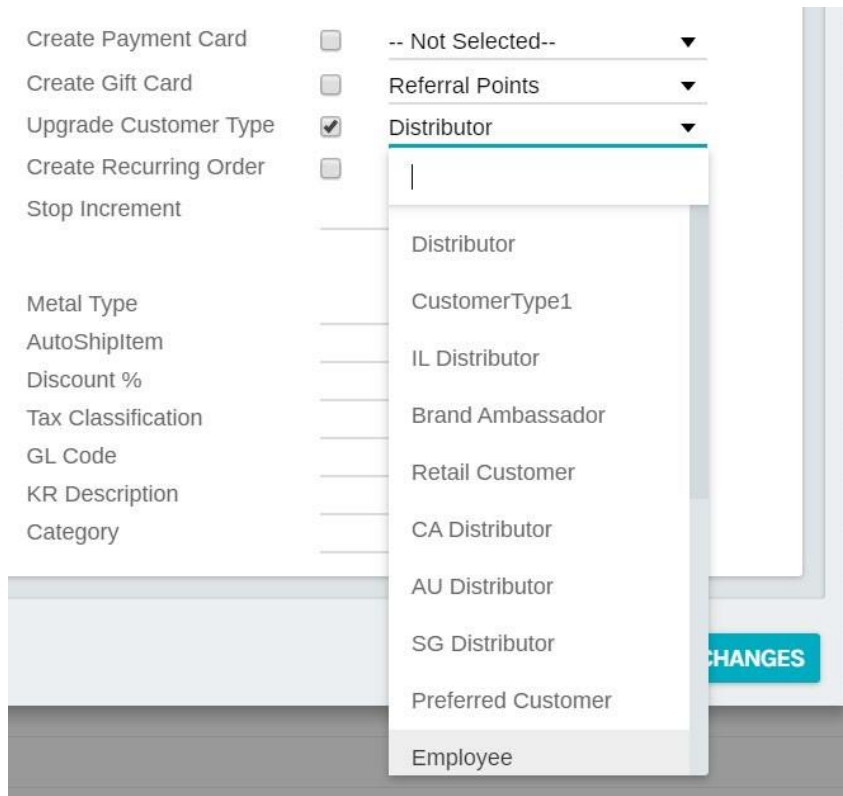
WAREHOUSE	MANAGED BY	MAX QUANTITY ON ORDER
<input type="checkbox"/>	Not Managed	Max Quantity on Order
<input type="checkbox"/>	Not Managed	Max Quantity on Order
<input checked="" type="checkbox"/> Australia	Not Managed	1000000000
<input checked="" type="checkbox"/> Canada		1000000000
<input checked="" type="checkbox"/> Conferences	Not Managed	1000000000
<input checked="" type="checkbox"/> Crossroads Main	Managed By Inventory	1000000000
<input checked="" type="checkbox"/> DOW - Alvarez	Discontinued	1000000000
<input checked="" type="checkbox"/> East Warehouse	On BackOrder	1000000000
<input checked="" type="checkbox"/> Empty	Managed by Inventory Auto BackOrder	1000000000
<input checked="" type="checkbox"/> Israel		1000000000
<input checked="" type="checkbox"/> KR Main	Not Managed	1000000000
<input checked="" type="checkbox"/> Main	Not Managed	1000000000
<input checked="" type="checkbox"/> ManTestWarehouse	Not Managed	1000000000
<input checked="" type="checkbox"/> Modere Test Warehouse	Not Managed	1000000000

CANCEL SAVE CHANGES

- The ReOrder Level can also be inputted in the **ReOrder Level Box** next to the **desired warehouses**.
- Click **SAVE CHANGES**
- **If there is not a check mark in this box, the Warehouse Tab will show no warehouses selected. The warehouse must be selected by clicking in the box next to the desired warehouse.**

ALLOWING FOR CUSTOMER UPGRADE

- You can allow **different customer type upgrades** by clicking the **box next to this specification** in the **General Tab** of the **New Product Screen**.



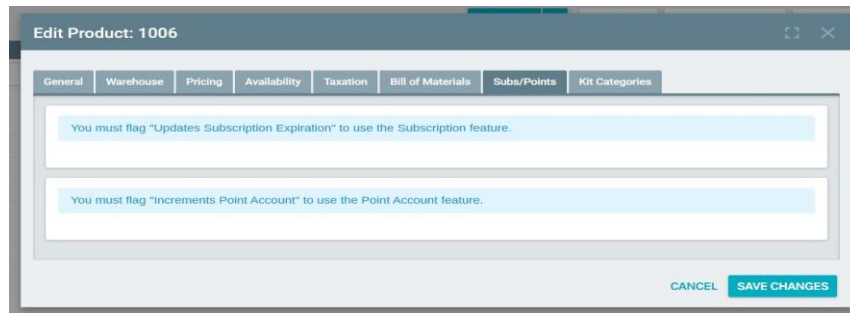
ALLOWING FOR RECURRING ORDER

- You can allow for a **Recurring Order** by clicking the **box next to this specification** in the **General Tab** of the **New Product Screen**.
- When there is a checkmark in this box the product can be sent to a customer on a **periodic schedule**.
 - Allow for Recurring Order

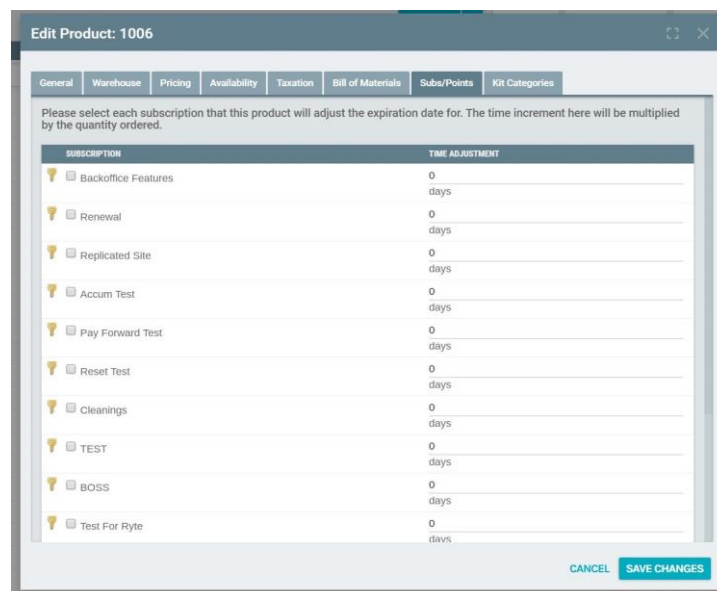
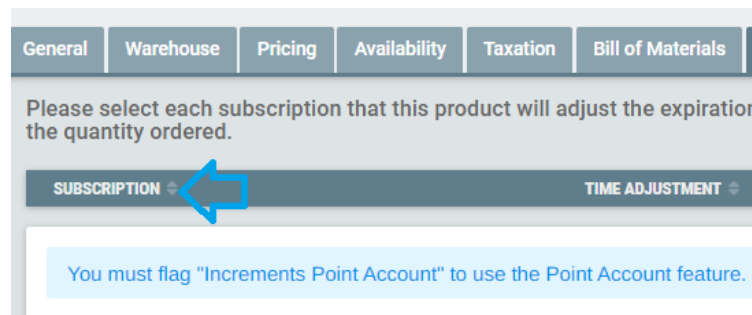
UPDATES SUBSCRIPTIONS EXPIRATION

- You can allow for **Updates of subscriptions Expiration** by clicking the **box next to this specification** in the **General Tab** of the **New Product Screen**.
 - Advance Subscription(s) (detail under Subs tab)

- If there is **not** a check mark in this box, the **Sub/Points Tab will not allow** you to update subscriptions expirations.



- Advance Subscription(s) (detail under Subs tab)
 - If there is a check mark in this box in the **General Tab**, the top half of the **Sub/Point Tab** will allow you to **select each subscription** that this product will adjust the expirations date for. The time increment here will be multiplied by the quantity ordered (click the arrows to expand the top half options for time adjustment)



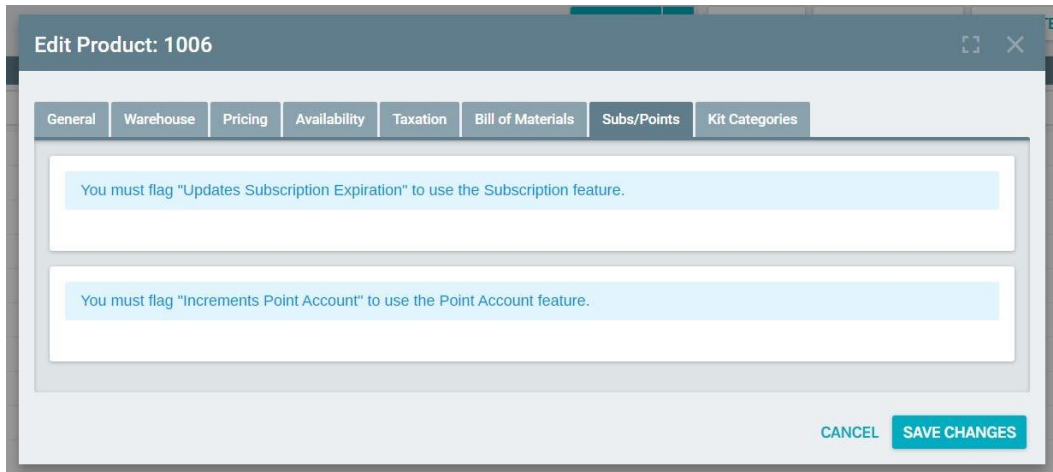
- Click **SAVE CHANGES**

INCREMENTS POINTS ACCOUNTS

- You can allow for **increments on a points account** by clicking the **box next to this specification** in the **General Tab** of the **New Product Screen**.

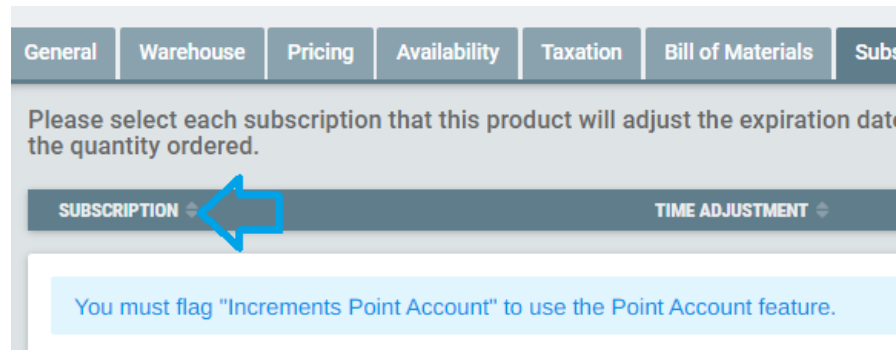
Increment Point Account(s) (detail under Points tab)

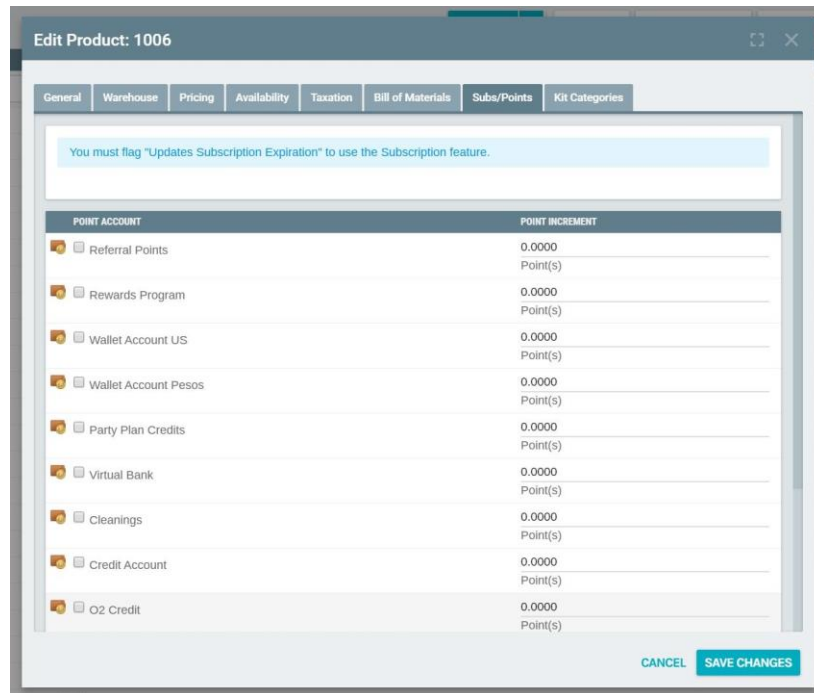
- If there is **not** a check mark in this box in the **General Tab page**, the **Sub/Points Tab will not allow** you to Increment Point Accounts.



Increment Point Account(s) (detail under Points tab)

- If there **is** a check mark in this box in the **General Tab page**, the **Sub/Points Tab will allow** you to Increment Point Accounts. (click the arrows to expand the point increment option)





You must flag "Updates Subscription Expiration" to use the Subscription feature.

POINT ACCOUNT	POINT INCREMENT
<input type="checkbox"/> Referral Points	0.0000 Point(s)
<input type="checkbox"/> Rewards Program	0.0000 Point(s)
<input type="checkbox"/> Wallet Account US	0.0000 Point(s)
<input type="checkbox"/> Wallet Account Pesos	0.0000 Point(s)
<input type="checkbox"/> Party Plan Credits	0.0000 Point(s)
<input type="checkbox"/> Virtual Bank	0.0000 Point(s)
<input type="checkbox"/> Cleanings	0.0000 Point(s)
<input type="checkbox"/> Credit Account	0.0000 Point(s)
<input type="checkbox"/> O2 Credit	0.0000 Point(s)

CANCEL SAVE CHANGES

- Click in the **box next to the Point Account** that is going to have point increments.
- Next specify the **amount of points** that will be incremented per purchase of the product. • Click **OK**

ALLOWING PARTIAL AMOUNTS

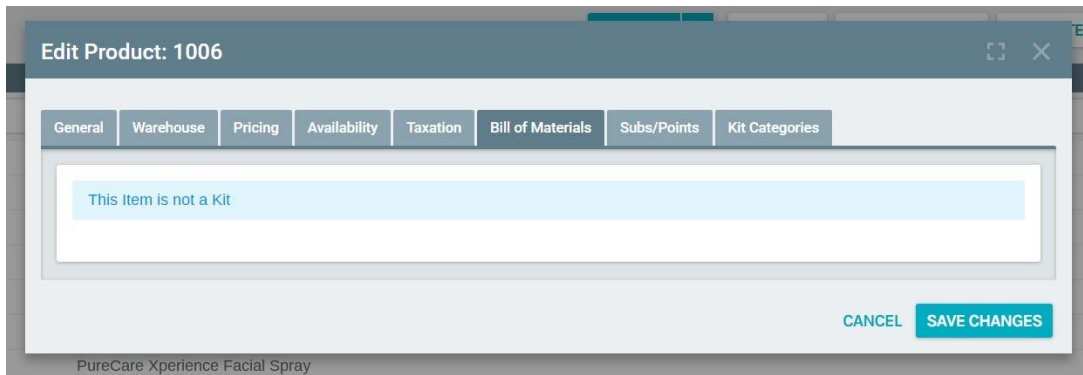
- If you plan to allow for **decimal quantities**, you will need to **check mark this**.
- For example, if I can order 2.5 units of a product, **this feature needs to be checked**.

ITEM IS A KIT

- You can create **Items as kits** or **group products** that are sold together as one by **clicking the box next to this specification** in the **General Tab** of the **New Product Screen**.

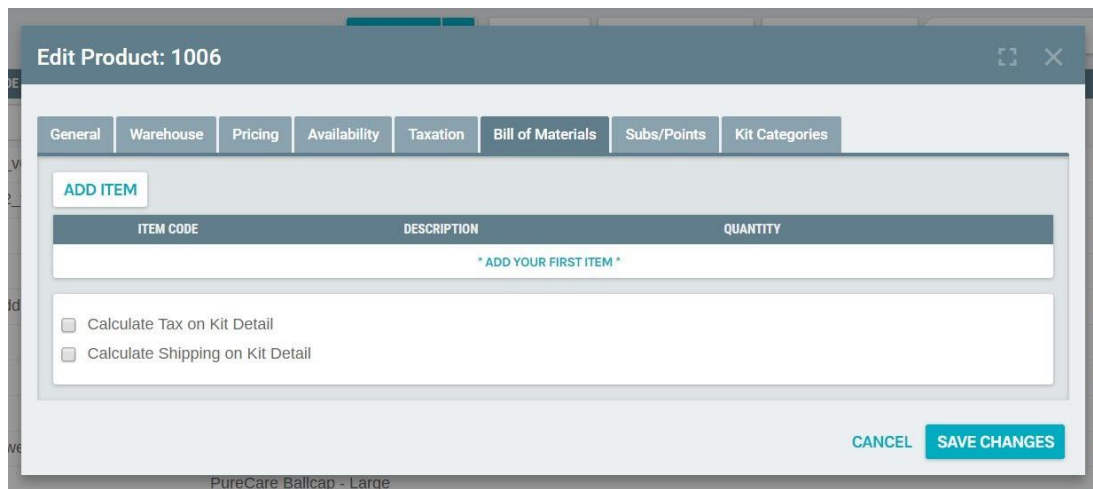
Item Type Standard ▼

- If there is **not** a check mark in this box in the General Tab page, the **Bill of Material Tab** will show that the **Item is not a Kit**.



Item Type Static Kit ▼

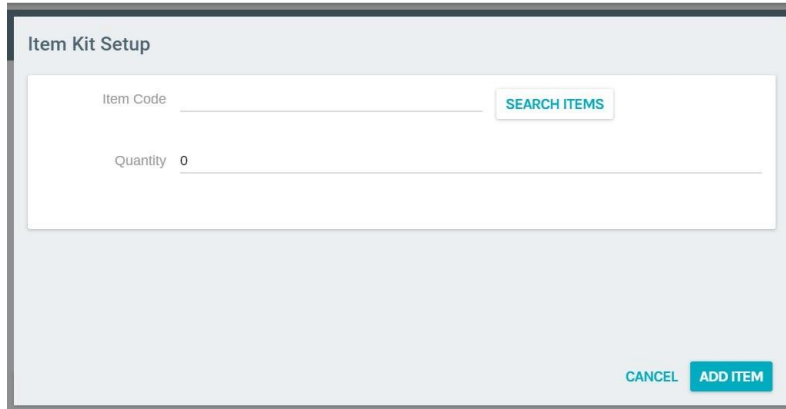
- If there is a check mark in this box in the General Tab page, the **Bill of Material Tab** will allow you to create the Kit.



- You can **Add, Remove, or Edit an Item in a Kit** by clicking on the **specific Buttons** on the top of the **Bill of Material Tab Screen**.
- When **all of the Items and Quantities** have been selected, your Kit will be created.
- Click **OK**

ADDING A PRODUCT TO A KIT

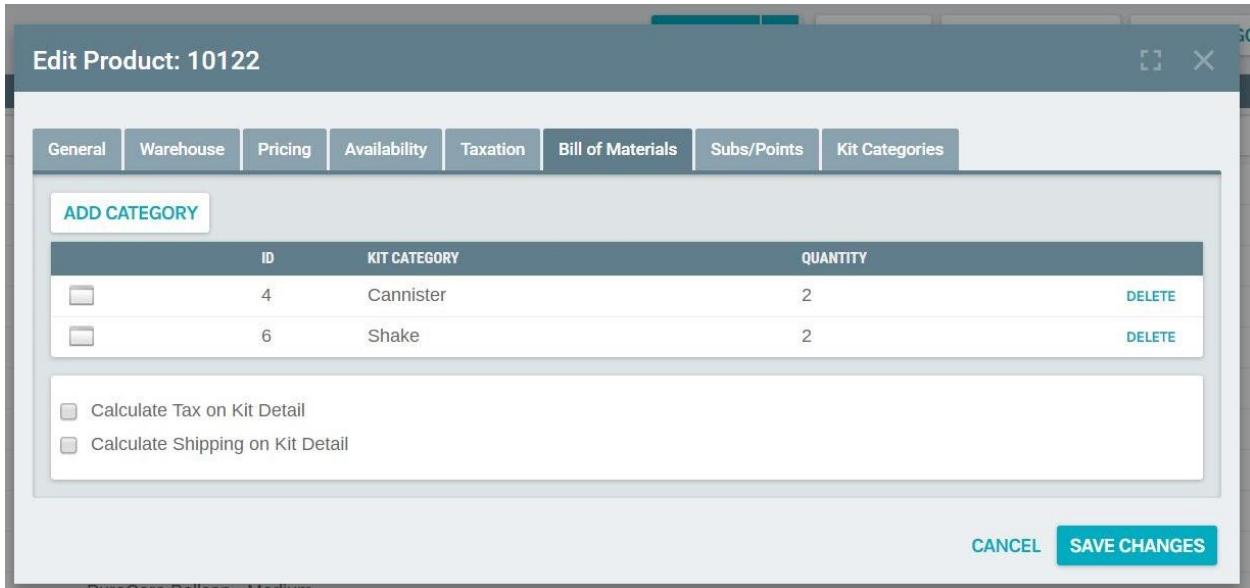
- You can **add a product to a kit** by clicking on the **Add Item Button** in the **Bill of Materials Tab Screen**. The **Add Product Screen** will appear.



- Enter the **Item Code** and the **Quantity**.
- Click **Add Item**
- The Item will appear on the **Bill of Materials Tab Screen** as **part of the Kit**.

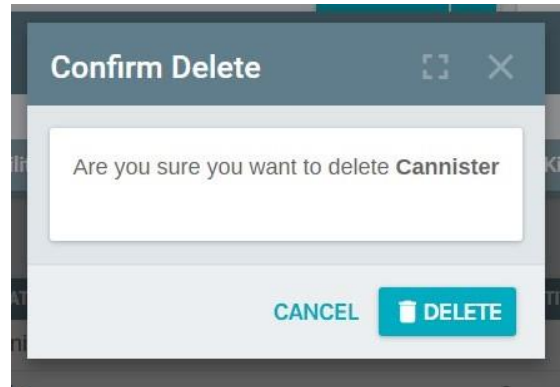
REMOVING A PRODUCT FROM A KIT

- You can **remove a product from a kit** in the **Bill of Materials Tab**.
- You can **remove a product from a kit** by clicking on the **Delete Button**,



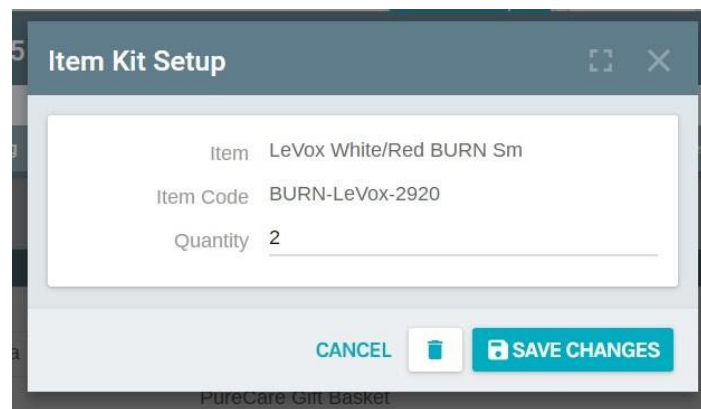
ID	KIT CATEGORY	QUANTITY	
4	Cannister	2	DELETE
6	Shake	2	DELETE

- Click **Save Changes** when the screen prompts you and the Item will be removed from the kit.



EDITING A PRODUCT IN A KIT

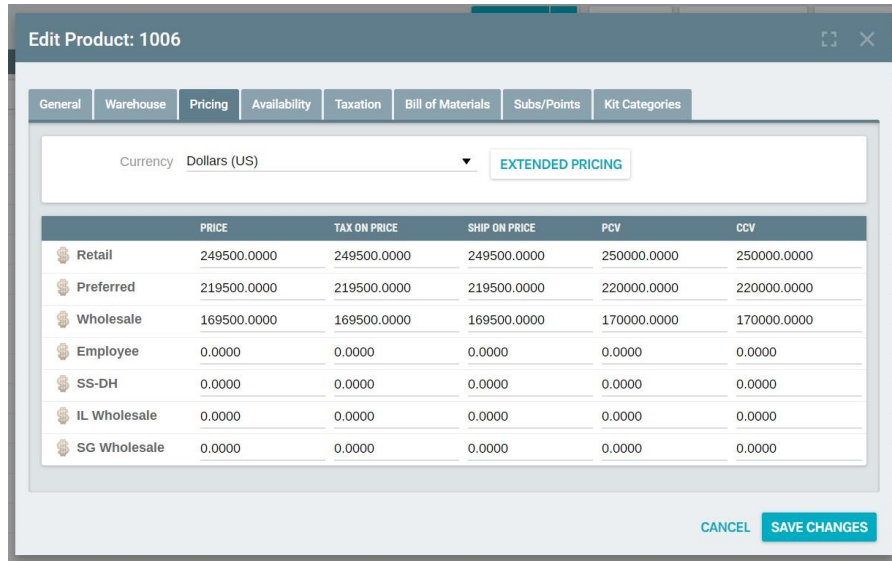
- You can **Edit a product from a kit** in the **Bill of Materials Tab**.
- You can **edit a product from a kit** by **highlighting the product** then clicking on the **Edit Button**, in the **Bill of Materials Tab Screen**



- The Edit Product Screen will open. **Adjust the Quantity**. Then
- Click **OK**
- The Product will be Edited in the Kit.
- This **edit will show** on the **Bill of Materials Tab Screen**.

PRICING TAB

- The Pricing Tab allows you to **set the price of an Item** at different levels for **different customer Types**.



	PRICE	TAX ON PRICE	SHIP ON PRICE	PCV	CCV
Retail	249500.0000	249500.0000	249500.0000	250000.0000	250000.0000
Preferred	219500.0000	219500.0000	219500.0000	220000.0000	220000.0000
Wholesale	169500.0000	169500.0000	169500.0000	170000.0000	170000.0000
Employee	0.0000	0.0000	0.0000	0.0000	0.0000
SS-DH	0.0000	0.0000	0.0000	0.0000	0.0000
IL Wholesale	0.0000	0.0000	0.0000	0.0000	0.0000
SG Wholesale	0.0000	0.0000	0.0000	0.0000	0.0000

- You must **first select the Currency** your product will be sold in. This can be done by **clicking the arrow** next to where it says **Currency** and **highlighting the selected currency**.
- The **BV** and **CV Prices** can be set.
- You can set the **TOP** or **Tax on Product**.
- The **SOP** or **Ship on Price** can also be set in the **Pricing Tab Screen**.

EXTENDED PRICING

- You can **access Extended Pricing** by clicking on the **Extend Pricing Button** in the **Pricing Tab**. You can **define up to 5 additional extended price types**.
- The **Extended Pricing Screen** will open.

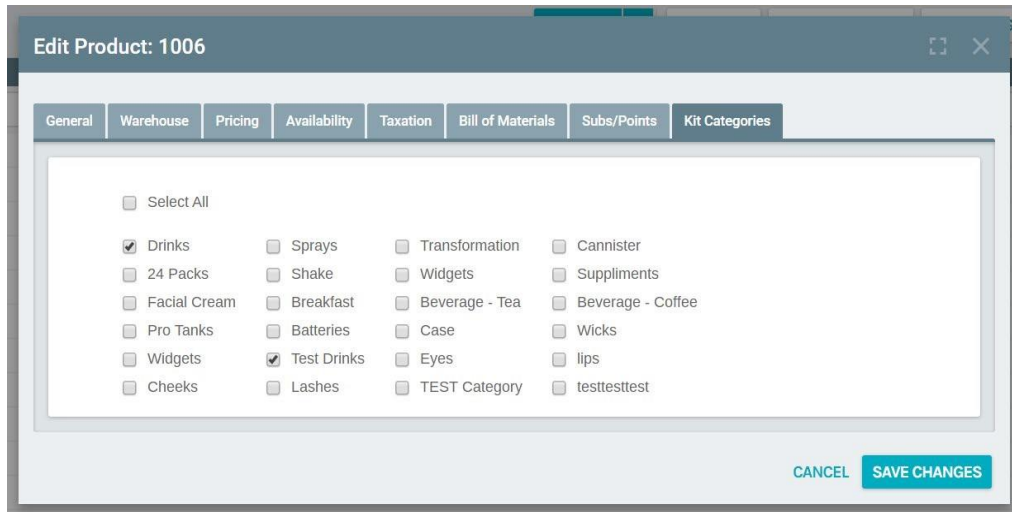


	PERFORMANCEPACK	RETAIL PROFIT	SALESVOLUME	15% RETAIL TIER	CHECKMATCH%	DRIVENQUALIFIERLEVEL1	3URFREECREDIT	OTHER8	OTHER9	OTHER10
Retail	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
Preferred	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
Wholesale	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
Employee	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
SS-DH	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
IL Wholesale	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
SG Wholesale	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000

- Enter the **Retail Difference** and **Bonus Pricing** for the **selected customer types**.
- Click **Save Changes**

KIT CATEGORIES TAB

- This tab allows you to associate the item to any of your **dynamic kit categories** so that the item will **appear in any dynamic kit drop down selection**.

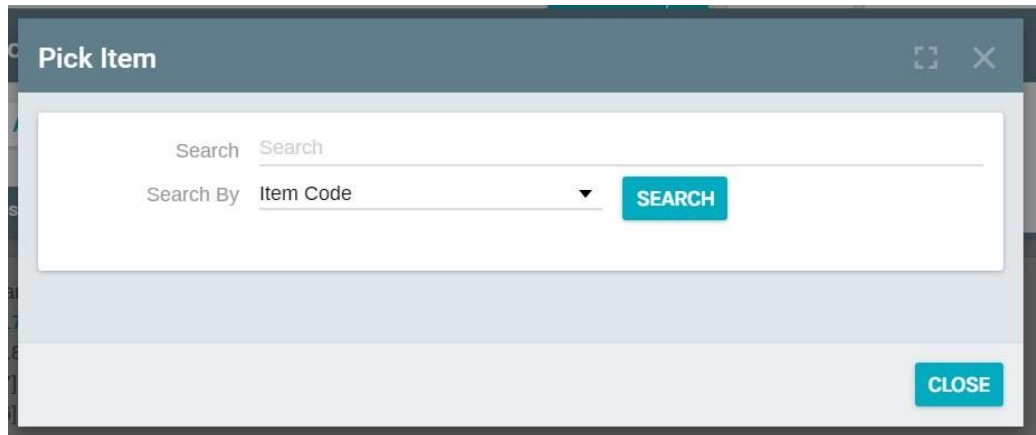


WEB CATEGORIES

- Once an item has been created, you can then make this item **available for the web** by **adding it to the applicable Web Categories**.
- In the top right tool bar, click on **Web Categories** and the popup screen will appear.



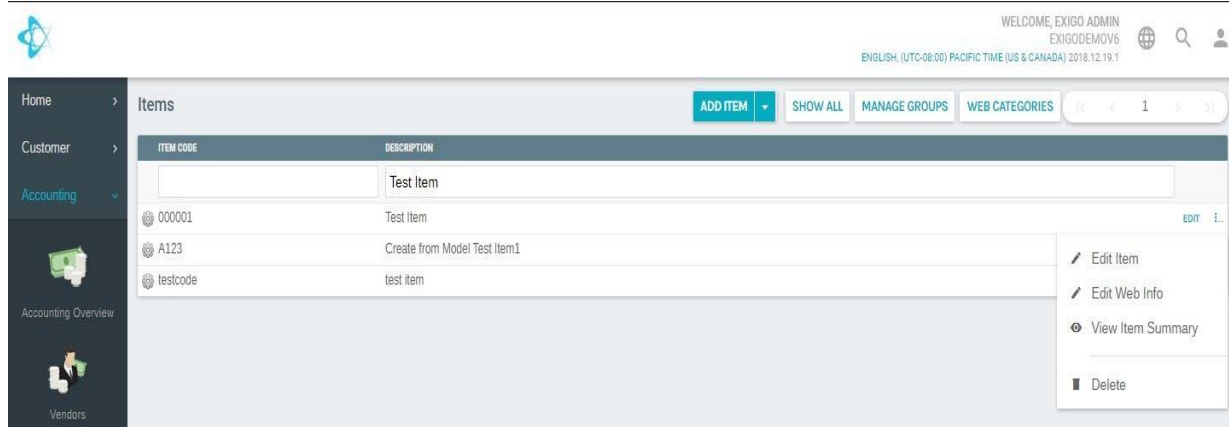
- **Select the category** you need to add the item to **highlight it** and then **click on Add Product button**. A search screen will appear.



- **Find the item** you want to add and **double click on the item**. It will then **appear on the list under the category**.
- You can do this as many times as you need if the item belongs to more than one category.
- **Please keep in mind that the moment you add the item to the category, it will now appear on your website if other filter criteria is met (warehouse, price type, etc).**

ITEM TRANSLATION

- You can create translations by going to **Accounting tab** and then clicking on **Items**.
- **Find the item** you want to **make changes** to and **click on the vertical ellipsis** on the righthand side.
- In the drop-down menu **click on View Item Summary**



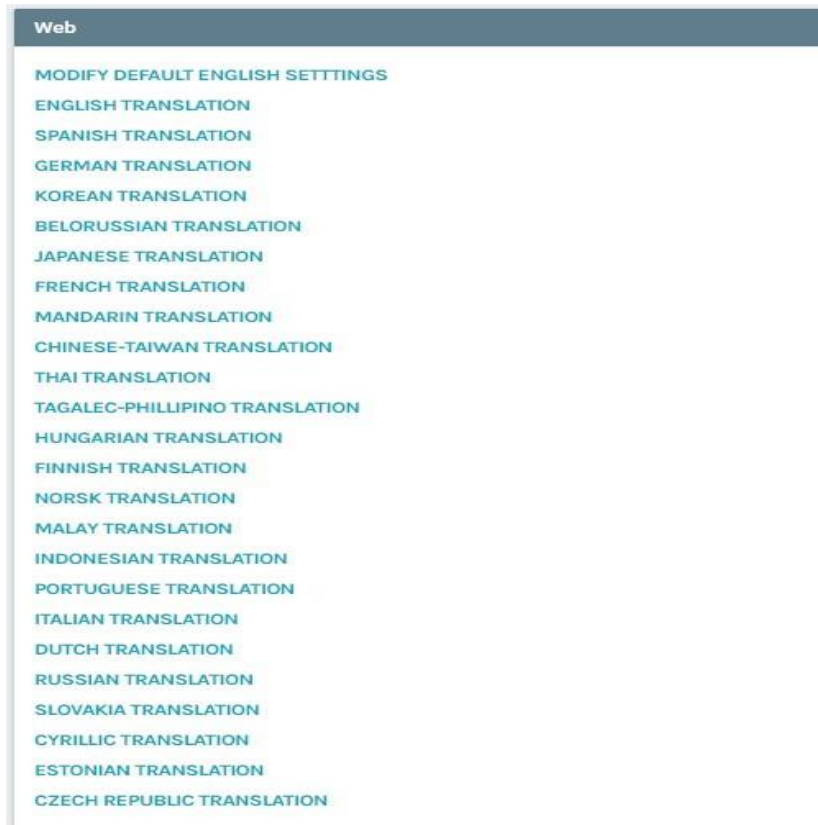
WELCOME, EXIGO ADMIN
EXIGODEMOV6
ENGLISH (UTC-08:00) PACIFIC TIME (US & CANADA) 2018.12.19.1

Home > Items ADD ITEM SHOW ALL MANAGE GROUPS WEB CATEGORIES << 1 >>

ITEM CODE	DESCRIPTION
	Test Item
000001	Test Item
A123	Create from Model Test Item1
testcode	test item

- Edit Item
- Edit Web Info
- View Item Summary
- Delete

- In the **Item Summary** scroll down till you see the **Web Panel**, this shows you all the languages the item can be translated to.



- Then **click on the desired language** the item needs to be translated to.
- This will open the **Item Descriptions in _____** page where you adjust the name and descriptions of the item in a different language.

