



Product Manager Guide

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What is Product Manager?

The Product Manager provides a unified product database that any merchant can use to store frequently sold items for quick recall when performing new transactions.

Where can I use Product Manager?

Product Manager is available for use within the Virtual Terminal, Electronic Invoicing system and Enhanced Data (Level III) services.

Is there an additional cost for Product Manager?

Merchants can use this new feature at no additional cost.

How does Product Manager Work?

Enter in Your Items

Enter in your Item(s) and any associated information (SKU, Description, Category, Commodity Code, Unit, Cost, Tax and/or Discount) into the Product Manager.

Add Items:

Home / Product Manager / Products / Item Configuration

Item

SKU Description

1234B Blue Hat

Category Commodity Code Unit

Commodity Code Number of articles

Cost Tax Discount

10.0000 .80 1.00

Save

Edit/View:

Home / Product Manager / Products

The Product Manager allows you to store Items and Item Packages to help create efficient and consistent product centered transactions.

Items New Item

SKU	Description	Comm. Code	Unit	Cost	Tax	Disc.	Total
1234B	Blue Hat		NAR	10.0000	0.80	1.00	9.80
1234R	Red Hat		NAR	12.0000	0.96	1.20	11.76
1234Y	Yellow Hat		NAR	10.0000	0.80	1.00	9.80

Click on sku to edit item

Item Packages New Package

SKU	Description	Cat. Code	Unit	Cost	Tax	Disc.	Total
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Click on sku to edit item

Click to add new item



Create Packages

Creating Item Packages allows you to bundle multiple items within the Product Manager and shows the associated information for the Item Package.

Add Item Package:

Home / Product Manager / Products / Package Configuration

Package Configuration

SKU: 1234RR Description: Red Hat 3 Pk

Item Packages Add Row Remove Row

SKU	Description	Cat. Code	Qty.	Unit	Cost	Tax	Disc.	Total
1234f	Red Hat	0	3	NAR	12.0000	0.96	1.20	35.28
			0	NAR	0.0000	0.00	0.00	0.00
			0	NAR	0.0000	0.00	0.00	0.00
			0	NAR	0.0000	0.00	0.00	0.00
			0	NAR	0.0000	0.00	0.00	0.00
(SKU and Item Description are required)						Package total→ 35.28		

Save

Edit/View

Click to add new package

Item Packages New Package

SKU	Description	Cat. Code	Unit	Cost	Tax	Disc.	Total
1234RR	Red Hat 3 Pk	pkg	NAR	36.0000	2.88	3.60	35.28

Click on sku to edit item



Use Drop Down Menu to Select Items

Your Items and/or Item Packages are then stored in the Product Manager and can be accessed from a drop down menu, eliminating the need to key in the same product information each time (see screenshot on next page).

Auto Calculate Totals

Using the “click to set amount” function auto-calculates the total, inclusive of any tax and/or discounts and auto-populates the information into your form (see screenshot on next page).

Click the wrench icon and select the "x" next to the Product Manager table to remove.

Enter the sales details to charge a customer.

Billing Information

Credit Card Number Expiration Date CVV/CID

Amount Currency

Add to Customer Vault

Order Information

Order ID

Order Description

Tax

Products

Add Row **Remove Row**

SKU	Description	Comm. Code	Qty.	Unit	Cost	Tax	Disc.	Total
123	Blue Hat		1	NAR	10.0000	0.80	1.00	9.80
123	Yellow Hat		1	NAR	10.0000	0.80	1.00	9.80
123	Red Hat 3 Pk	pkg	1		0.0000	0.00	0.00	0.00
123	Red Hat		3		12.0000	0.96	1.20	35.28
			0	NAR	0.0000	0.00	0.00	0.00
				NAR	0.00	0.00	0.00	0.00
								Click to Set Amount → 54.88

Add New Items
 1234B
 1234R
 1234Y
 Packages
 1234RR

Last Name Company

Select the items you entered into the Product Manager from the drop down menu.

Click "Click to Set Amount" for the totals to auto-populate in your form.