



# **Items: Verification**

v 1.1

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## Verification of Items

This document explains how to conduct verification on Items. Each of the following steps will be included in this document. Please note that it is the client's responsibility to verify all Item fields even though data may have been imported. Verification must occur on EACH Item.

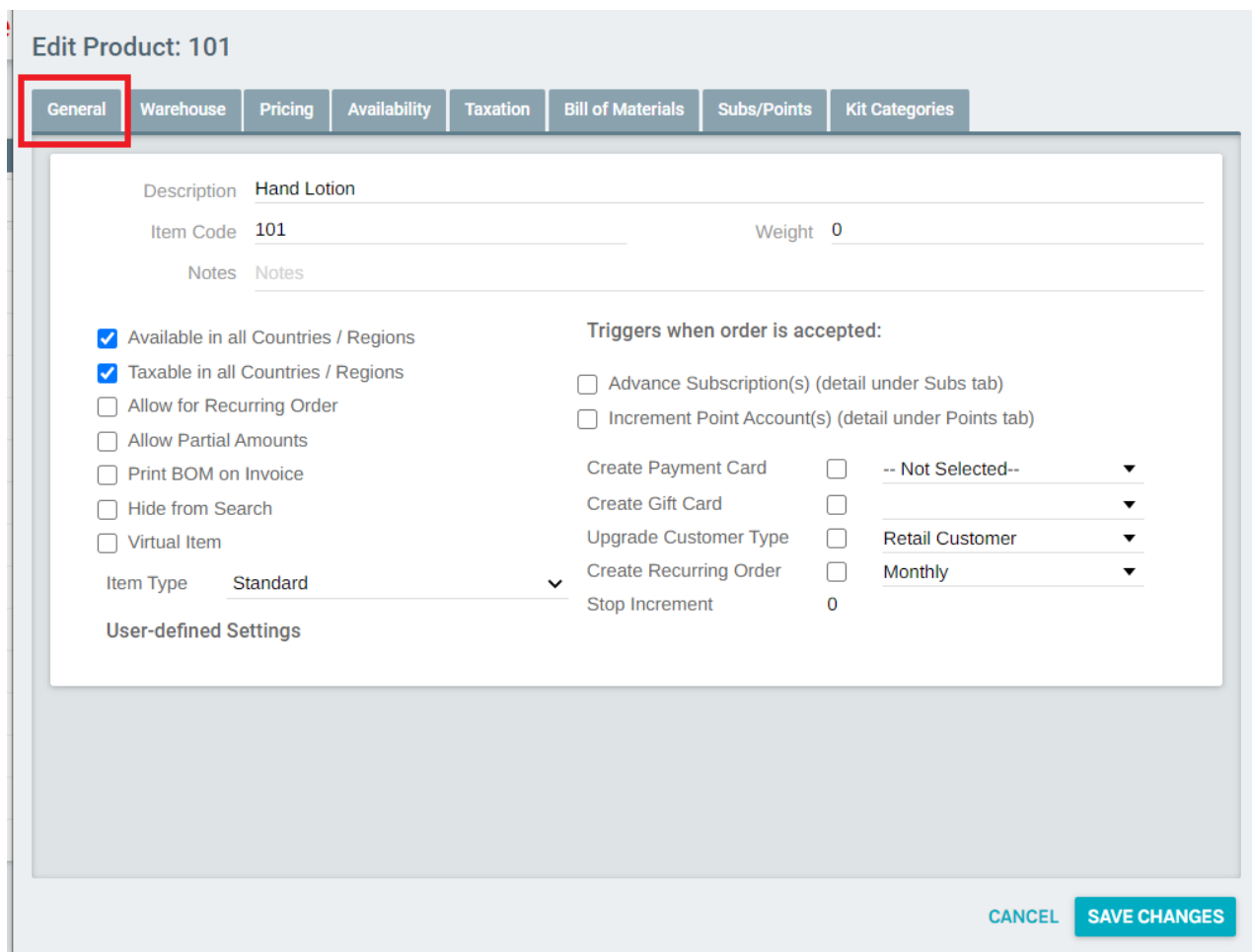
1. General Item Settings
2. Item Warehouse Assignment
3. Item Pricing
4. Item Availability
5. Item Taxation

\*This document covers on Standard Items. A separate exercise will be conducted for all Kits.

## General Item Settings

To verify the general settings of the Items, log into Exigo.com and go to Accounting > Items.

Click on an Item. The following window will be displayed.



**Edit Product: 101**

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

Description **Hand Lotion**

Item Code **101** Weight **0**

Notes **Notes**

Available in all Countries / Regions

Taxable in all Countries / Regions

Allow for Recurring Order

Allow Partial Amounts

Print BOM on Invoice

Hide from Search

Virtual Item

Item Type **Standard** ▼

User-defined Settings

**Triggers when order is accepted:**

Advance Subscription(s) (detail under Subs tab)

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

Create Payment Card  **-- Not Selected--** ▼

Create Gift Card  ▼

Upgrade Customer Type  **Retail Customer** ▼

Create Recurring Order  **Monthly** ▼

Stop Increment **0**

**CANCEL** **SAVE CHANGES**

Ensure the following settings are correct on this Tab:

1. Description
2. Weight
3. Item Code
4. Allow for Recurring Order

**Don't forget to "Save Changes" on each Page.**

## Item Warehouse Settings














To verify the warehouse settings of the Items, log into Exigo.com and go to Accounting > Items.

Click on an Item. The following window will be displayed. Click on Warehouse.

**Edit Product: 0004011**

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"/> US Warehouse	Not Managed	▼ Max Quantity on Order
 <input type="checkbox"/> MX Warehouse	Not Managed	▼ Max Quantity on Order
 <input type="checkbox"/> Hong Kong - China Capsule	Not Managed	▼ Max Quantity on Order
 <input checked="" type="checkbox"/> CA Warehouse	Managed By Inventory	▼ 1000000000
 <input type="checkbox"/> AS Australia	Not Managed	▼ Max Quantity on Order
 <input type="checkbox"/> CN China	Not Managed	▼ Max Quantity on Order
 <input type="checkbox"/> EC Western Europe	Not Managed	▼ Max Quantity on Order
 <input type="checkbox"/> EE Eastern Europe	Not Managed	▼ Max Quantity on Order
 <input type="checkbox"/> HK Hong Kong - IBO	Not Managed	▼ Max Quantity on Order
 <input type="checkbox"/> HU Hungary	Not Managed	▼ Max Quantity on Order
 <input type="checkbox"/> ID Indonesia	Not Managed	▼ Max Quantity on Order
 <input type="checkbox"/> IN India	Not Managed	▼ Max Quantity on Order
 <input type="checkbox"/> IS Israel	Not Managed	▼ Max Quantity on Order

CANCEL **SAVE CHANGES**

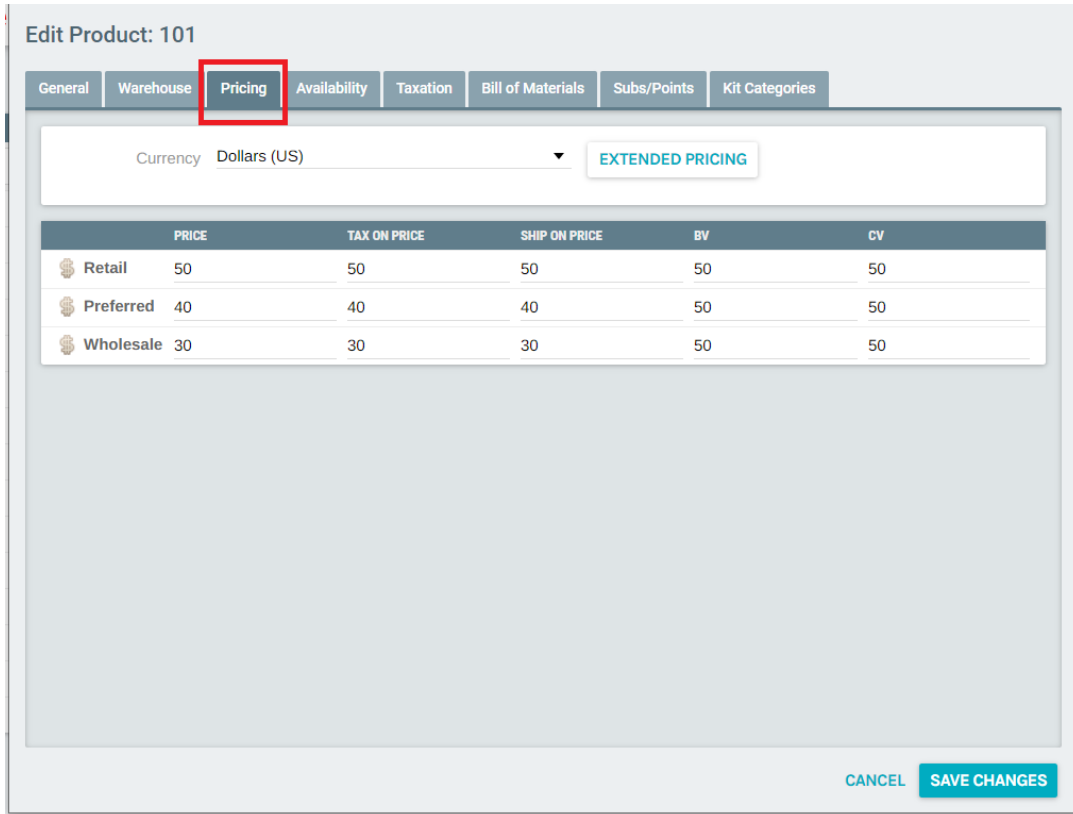
Ensure that the Item is assigned to the proper Warehouses. NOTE: This is critical and will affect the ability to sell the Item if it is not assigned to the proper warehouses.

**Don't forget to "Save Changes" on each Page.**

## Item Pricing Settings

To verify the pricing settings of the Items, log into Exigo.com and go to Accounting > Items.

Click on an Item. The following window will be displayed. Click on Pricing.



Edit Product: 101

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

Currency Dollars (US) EXTENDED PRICING

	PRICE	TAX ON PRICE	SHIP ON PRICE	BV	CV
🇺🇸 Retail	50	50	50	50	50
🇺🇸 Preferred	40	40	40	50	50
🇺🇸 Wholesale	30	30	30	50	50

CANCEL SAVE CHANGES

Ensure the following values are supplied for each Price Type: Retail, Preferred, Wholesale, etc.

**NOTE: This screen must be filled out for EACH Currency using the drop-down menu.**

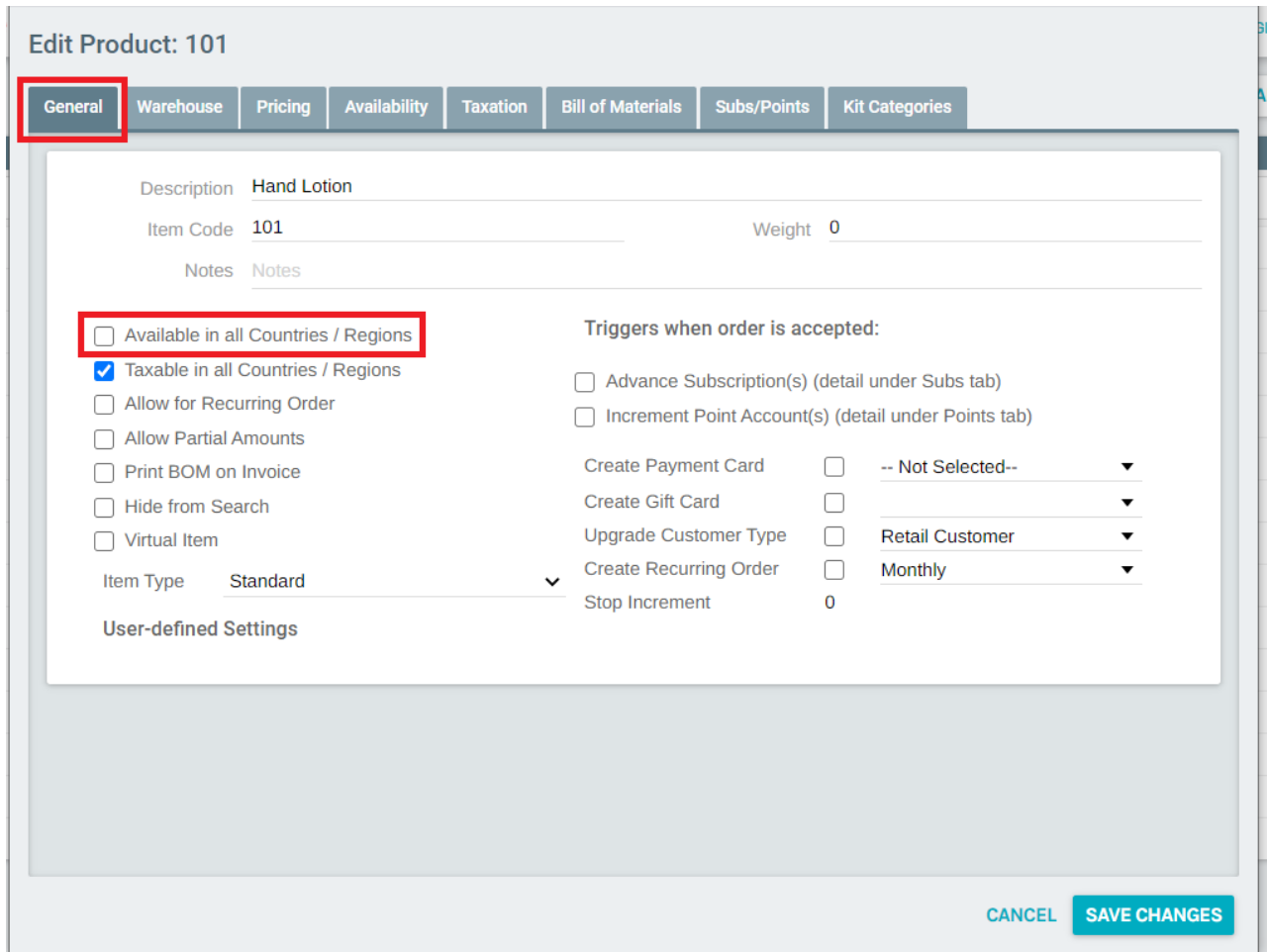
1. **Price:** This is the Price at which the Item will be sold. Each Price Type may have a different value.
2. **Tax on Price:** This is the Price at which taxation is calculated for the Item. Without population of this value, no tax will be charged.
3. **Ship on Price:** This is the Price at which shipping is calculated for the Item. Without population of this value, Shipping will not be calculated if you are calculating Shipping by Price.
4. **BV:** This value is commonly used to determine qualifications for Ranks and some Bonuses. If the value is blank, no volume will be awarded for the sale.
5. **CV:** This value is commonly used to determine Commissions Payout. If the value is blank, no volume will be awarded for the sale.

Don't forget to "Save Changes" on each Page.

## Item Availability Settings

To verify the availability settings of the Items, log into Exigo.com and go to Accounting > Items.

Click on an Item. The following window will be displayed. Click on General first.



**Edit Product: 101**

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

Description Hand Lotion

Item Code 101 Weight 0

Notes Notes

Available in all Countries / Regions

Taxable in all Countries / Regions

Allow for Recurring Order

Allow Partial Amounts

Print BOM on Invoice

Hide from Search

Virtual Item

Item Type Standard ▼

User-defined Settings

**Triggers when order is accepted:**

Advance Subscription(s) (detail under Subs tab)

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

Create Payment Card  -- Not Selected-- ▼

Create Gift Card  ▼

Upgrade Customer Type  Retail Customer ▼

Create Recurring Order  Monthly ▼

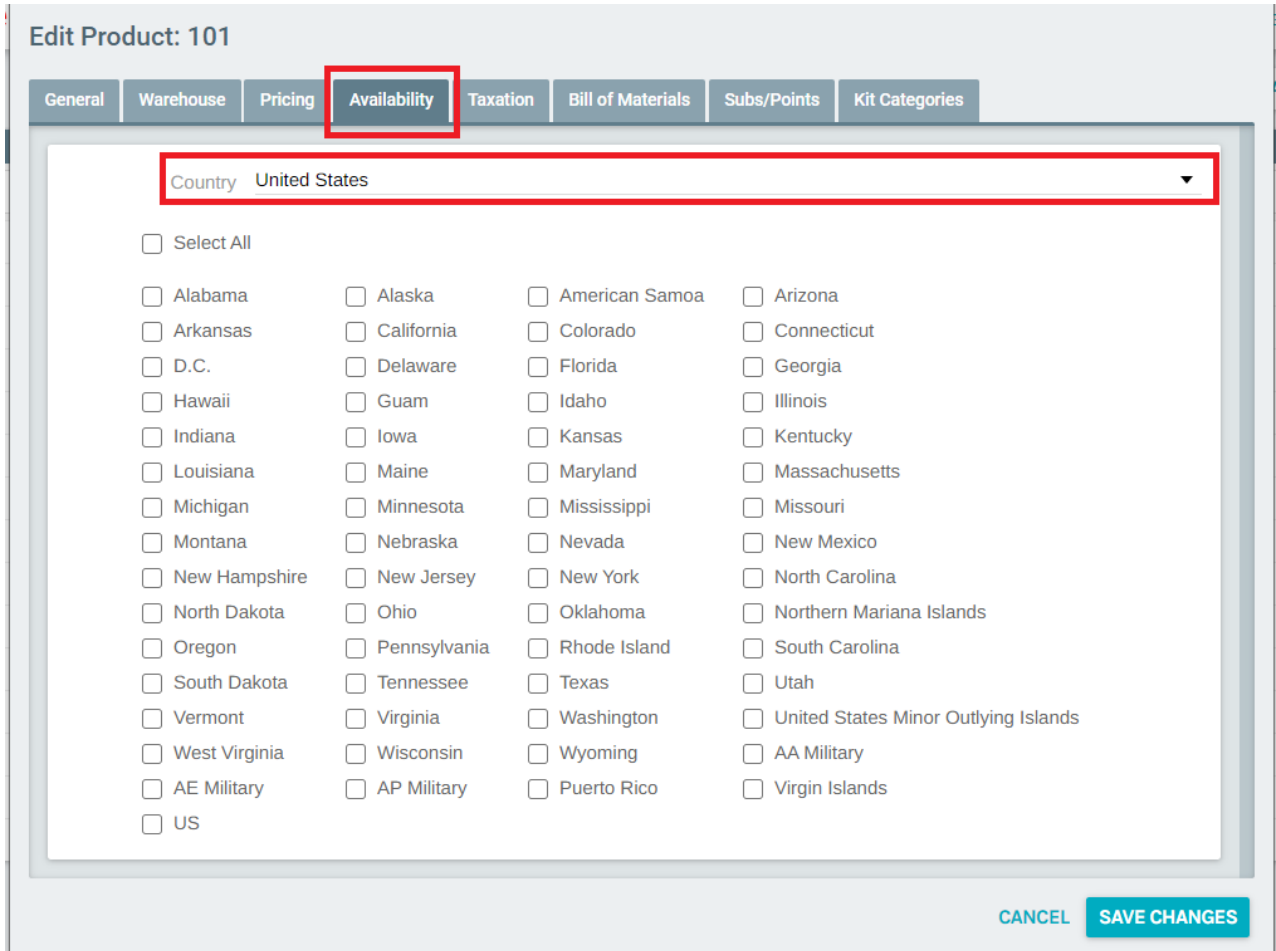
Stop Increment 0

CANCEL SAVE CHANGES

If the Item should be available for Sale in ALL Countries, check the box next to “Available in all Countries / Regions”.

Don't forget to “Save Changes” on each Page.

If the Item should only be available for Sale in specific Countries, leave the box unchecked and click on the Availability Tab. Clicking on the Availability Tab will open the following window:



**Edit Product: 101**

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

Country United States ▼

Select All

<input type="checkbox"/> Alabama	<input type="checkbox"/> Alaska	<input type="checkbox"/> American Samoa	<input type="checkbox"/> Arizona
<input type="checkbox"/> Arkansas	<input type="checkbox"/> California	<input type="checkbox"/> Colorado	<input type="checkbox"/> Connecticut
<input type="checkbox"/> D.C.	<input type="checkbox"/> Delaware	<input type="checkbox"/> Florida	<input type="checkbox"/> Georgia
<input type="checkbox"/> Hawaii	<input type="checkbox"/> Guam	<input type="checkbox"/> Idaho	<input type="checkbox"/> Illinois
<input type="checkbox"/> Indiana	<input type="checkbox"/> Iowa	<input type="checkbox"/> Kansas	<input type="checkbox"/> Kentucky
<input type="checkbox"/> Louisiana	<input type="checkbox"/> Maine	<input type="checkbox"/> Maryland	<input type="checkbox"/> Massachusetts
<input type="checkbox"/> Michigan	<input type="checkbox"/> Minnesota	<input type="checkbox"/> Mississippi	<input type="checkbox"/> Missouri
<input type="checkbox"/> Montana	<input type="checkbox"/> Nebraska	<input type="checkbox"/> Nevada	<input type="checkbox"/> New Mexico
<input type="checkbox"/> New Hampshire	<input type="checkbox"/> New Jersey	<input type="checkbox"/> New York	<input type="checkbox"/> North Carolina
<input type="checkbox"/> North Dakota	<input type="checkbox"/> Ohio	<input type="checkbox"/> Oklahoma	<input type="checkbox"/> Northern Mariana Islands
<input type="checkbox"/> Oregon	<input type="checkbox"/> Pennsylvania	<input type="checkbox"/> Rhode Island	<input type="checkbox"/> South Carolina
<input type="checkbox"/> South Dakota	<input type="checkbox"/> Tennessee	<input type="checkbox"/> Texas	<input type="checkbox"/> Utah
<input type="checkbox"/> Vermont	<input type="checkbox"/> Virginia	<input type="checkbox"/> Washington	<input type="checkbox"/> United States Minor Outlying Islands
<input type="checkbox"/> West Virginia	<input type="checkbox"/> Wisconsin	<input type="checkbox"/> Wyoming	<input type="checkbox"/> AA Military
<input type="checkbox"/> AE Military	<input type="checkbox"/> AP Military	<input type="checkbox"/> Puerto Rico	<input type="checkbox"/> Virgin Islands
<input type="checkbox"/> US			

CANCEL SAVE CHANGES

Use the drop-down menu to Select the Country and then check the box next to the appropriate State/Province to make the Item Available. NOTE: If the checkbox next to “Alabama” is not checked, the Item cannot be sold to anyone with an Alabama address. Please ensure this is completed for each Country in the drop-down list.

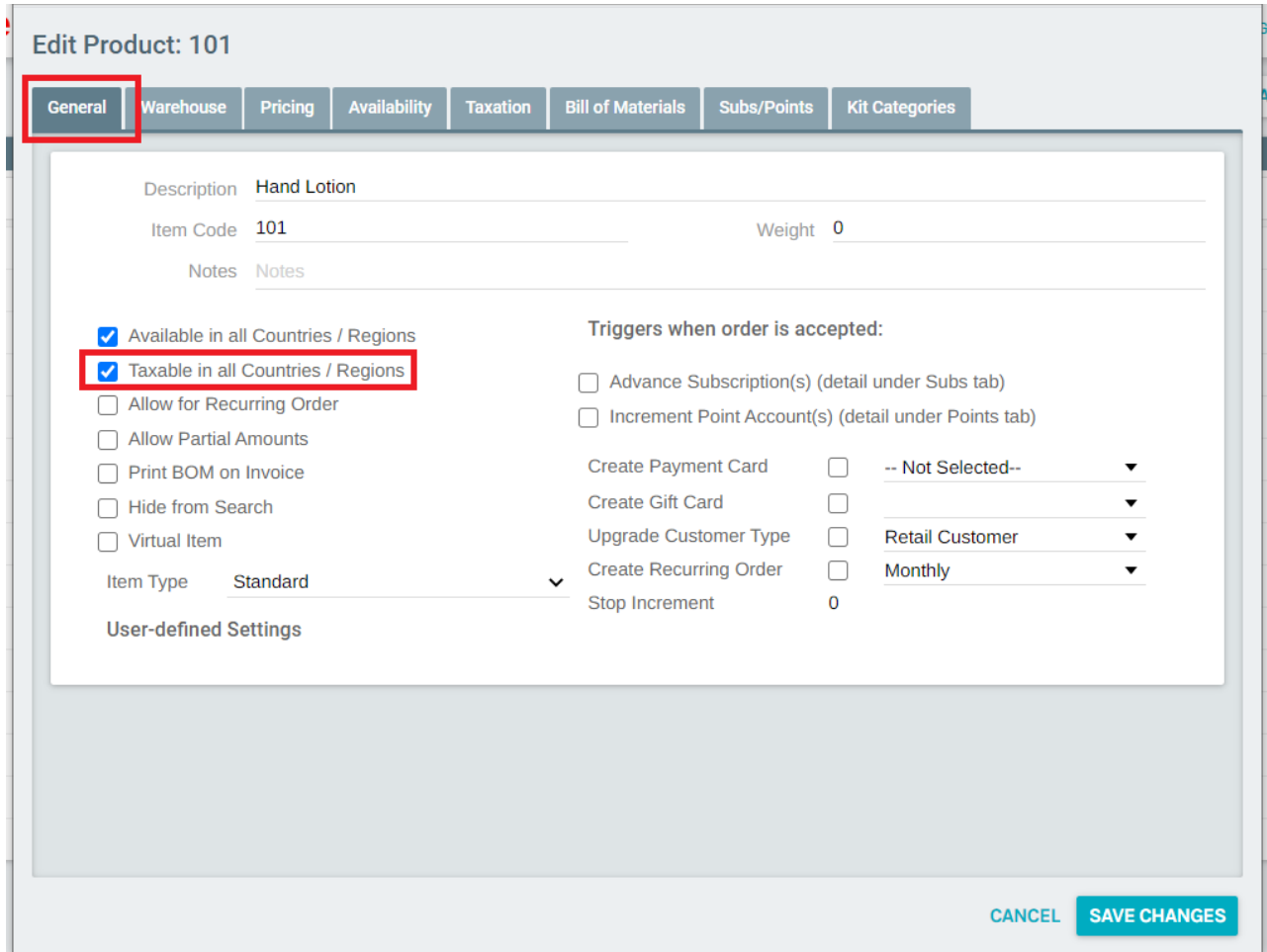
**Don't forget to “Save Changes” on each Page.**



## Item Taxation Settings

To verify the taxation settings of the Items, log into Exigo.com and go to Accounting > Items.

Click on an Item. The following window will be displayed. Click on General first.



**Edit Product: 101**

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

Description **Hand Lotion**

Item Code **101** Weight **0**

Notes **Notes**

Available in all Countries / Regions

Taxable in all Countries / Regions

Allow for Recurring Order

Allow Partial Amounts

Print BOM on Invoice

Hide from Search

Virtual Item

Item Type **Standard** ▼

User-defined Settings

**Triggers when order is accepted:**

Advance Subscription(s) (detail under Subs tab)

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

Create Payment Card  -- Not Selected-- ▼

Create Gift Card  ▼

Upgrade Customer Type  Retail Customer ▼

Create Recurring Order  Monthly ▼

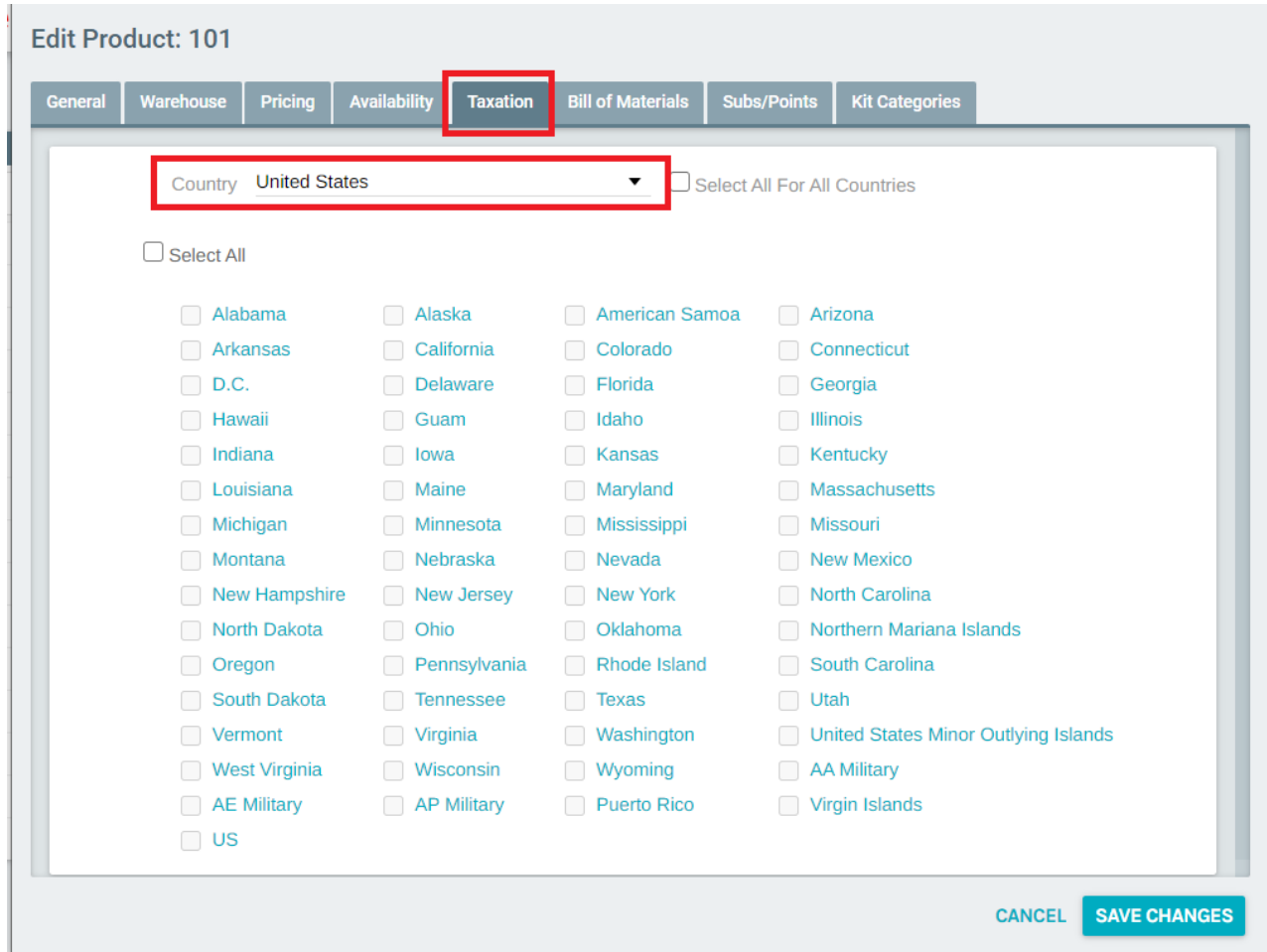
Stop Increment **0**

CANCEL SAVE CHANGES

If the Item should be Taxable in ALL Countries, check the box next to “Taxable in all Countries / Regions”.

Don't forget to “Save Changes” on each Page.

If the Item should only be Taxable in specific Countries, leave the box unchecked and click on the Taxation Tab. Clicking on the Taxation Tab will open the following window:



**Edit Product: 101**

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

Country **United States**  Select All For All Countries

Select All

<input type="checkbox"/> Alabama	<input type="checkbox"/> Alaska	<input type="checkbox"/> American Samoa	<input type="checkbox"/> Arizona
<input type="checkbox"/> Arkansas	<input type="checkbox"/> California	<input type="checkbox"/> Colorado	<input type="checkbox"/> Connecticut
<input type="checkbox"/> D.C.	<input type="checkbox"/> Delaware	<input type="checkbox"/> Florida	<input type="checkbox"/> Georgia
<input type="checkbox"/> Hawaii	<input type="checkbox"/> Guam	<input type="checkbox"/> Idaho	<input type="checkbox"/> Illinois
<input type="checkbox"/> Indiana	<input type="checkbox"/> Iowa	<input type="checkbox"/> Kansas	<input type="checkbox"/> Kentucky
<input type="checkbox"/> Louisiana	<input type="checkbox"/> Maine	<input type="checkbox"/> Maryland	<input type="checkbox"/> Massachusetts
<input type="checkbox"/> Michigan	<input type="checkbox"/> Minnesota	<input type="checkbox"/> Mississippi	<input type="checkbox"/> Missouri
<input type="checkbox"/> Montana	<input type="checkbox"/> Nebraska	<input type="checkbox"/> Nevada	<input type="checkbox"/> New Mexico
<input type="checkbox"/> New Hampshire	<input type="checkbox"/> New Jersey	<input type="checkbox"/> New York	<input type="checkbox"/> North Carolina
<input type="checkbox"/> North Dakota	<input type="checkbox"/> Ohio	<input type="checkbox"/> Oklahoma	<input type="checkbox"/> Northern Mariana Islands
<input type="checkbox"/> Oregon	<input type="checkbox"/> Pennsylvania	<input type="checkbox"/> Rhode Island	<input type="checkbox"/> South Carolina
<input type="checkbox"/> South Dakota	<input type="checkbox"/> Tennessee	<input type="checkbox"/> Texas	<input type="checkbox"/> Utah
<input type="checkbox"/> Vermont	<input type="checkbox"/> Virginia	<input type="checkbox"/> Washington	<input type="checkbox"/> United States Minor Outlying Islands
<input type="checkbox"/> West Virginia	<input type="checkbox"/> Wisconsin	<input type="checkbox"/> Wyoming	<input type="checkbox"/> AA Military
<input type="checkbox"/> AE Military	<input type="checkbox"/> AP Military	<input type="checkbox"/> Puerto Rico	<input type="checkbox"/> Virgin Islands
<input type="checkbox"/> US			

CANCEL **SAVE CHANGES**

Use the drop-down menu to Select Country and then check the box next to the appropriate State/Province to make the Item Taxable. NOTE: If the checkbox next to “Alabama” is not checked, the Item will not be taxed if sold to anyone with an Alabama address. Please ensure this is completed for each Country in the drop-down list.

**Don't forget to “Save Changes” on each Page.**