

Item Maintenance



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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.

X				ENGLISH (UT		MPANY ADMIN EXIGODEMOV6 NADA) 2018-2.1.5		8
ime >	Items		ADD ITEM + S	HOW ALL MANAGE GROUPS	WEB CATEGORIES	- c i	>	>
istomer >	ITEM CODE	DESCRIPTION						
	@ _1004_v6_fx7	m					EDIT	3
100	@ _10122_v6	fest					EDIT	
-	G 02311	Ryanitem					EDIT	
	1004	PureCare Xtreme Spray					EDIT	- 3
	@ 1005edd	tostestt					EDIT	
1	1006	PureCare Celebrate - Super Strength					EDIT	1
Vendors	1007	PureCare Xperience Facial Spray					EDIT	- 3
	1009	PureCare Success Guide					EDIT	
1	100PowerCrystal	SENUVO POWER CRYSTALS					EDIT	
	@ 1010L	PureCare Ballcap - Large					EDIT	13
	@ 1010M	PureCare Ballcap - Medium					EDIT	2
	1010S	PureCare Ballcap - Small					EDIT	
	@ 1011	PureCare Bottle Opener					EDIT	
	@ 1012	PureCare Pocket Knifed					EDIT	i j
	10122	Builders Pack					EDIT	
A	@ 1013	PureCare Training DVD					EDIT	- 3
	1014	PureCare Distributor Training Kit					8 DIT	9
	1015	PureCare Gift Basket					EDIT	3
<u>, A</u>	@ 111112345	Theresa Test Static kit					EDIT	
	1234	15					EDIT	
	12418 Test Item	Create Item From Model Test5					EDIT	
ninistration >	12418 Test Item 2	Create Item From Model Tests					EDIT	1
Powered by	ied 1	ied					EDIT	
exiao	0 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.





neral	Warehouse	Pricing	Availability	Taxation	Bill of Materials	Subs/Points	К	it Categories		
	Description	PureCare	e Celebrate - S	uper Streng	th				l	-
	Item Code	1006				Weight	1.40	000		
	Notes	Notes								
•	Available in al	l Countries	/ Regions		Triggers whe	n order is ac	cepte	ed:		
•	Taxable in all of Allow for Recu	urring Orde	0					l under Subs tab) tail under Points tab)		
	Print BOM on				Create Payme	ent Card		Not Selected	•	
	Hide from Sea	arch			Create Gift Ca	Create Gift Card 🔲 Referral Points				
	Virtual Item				Upgrade Cust	omer Type		Distributor	•	
Ite	em Type St	andard		,	Create Recurr	-		Monthly	•	
U	ser-defined Se	ettings			Stop Incremer	n			•	
	5% Promotion				Metal Type				•	
	East BackOrd	er			AutoShipItem					
	West BackOrd	ler			Discount %					
	Activity Pack				Tax Classificat GL Code	lion			•	
A	uto 1 Au	ito 1	Weekly		 KR Description 	n				
					Category				•	

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.**

Edit Pro	duct: 1006	5							53	×	E
General	Warehouse	Pricing	Availability	Taxation	Bill of Materials	Subs/Points	Kit Categories			_	
This	s Item has beel	n made ava	ailable in all Co	untries / Re	egions. See Genera	al Settings for de	etails.				ļ
								CANCEL	SAVE CHAN	GES	

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.

Wa	rehouse		Availability	Taxation	Bill of Materials	Subs	/Points	Kit Categories	
		United Of							
	Country	United Sta	ates						0
	Select All	1							
		United :	States						
	Alabama								
	Arkansas	Canada	1						
	D.C.	Albania							
	Hawaii	Alderne							
	Indiana	Alderne	:y						
	Louisiana	Afghani	stan, Islamid	State of					
	Michigan	Algeria							
	Montana								
	New Ham	America	an Samoa						
	North Dal	Andorra	a, Principality	of					
	Oregon	Angola							
	South Dal	Angola							
	Vermont	Argenti	na			_			
	West Virg	inia	Wiscon	sin 👘	Wyoming		AA Milita	iry	
	AE Militar	у	AP Milit	ary 🔲	Puerto Rico		Virgin Isl	lands	
	US								
_									

- 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	
--	---------	--------	-------------	---------	--

Edit Product: 1006								
General Warehouse	Pricing Availabili	ty Taxation	Bill of Materials	Subs/Points	Kit Categories			
This Item has been	made taxable in all	Countries / Reg	jions. See General	Settings for det	ails.			
						CANCEL	SAVE CHANG	ES

• 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.

General	War	rehouse	Pricing	Av	ailability Tax	ation	Bill of Mat	erials	Subs	/Points	Kit Categories	 _
		Country	United Sta	tes			•	0 s	elect A	ll For All	Countries	
			I.									
		Select All	United S									
		Alabama		statte	15			amoa		Arizona	1	
		Arkansas	Canada							Connec	ticut	
		D.C.	Albania							Georgia	i.,	
		Hawaii	Alderne	2						Illinois		
		Indiana								Kentuc	ky	
		Louisiana	Afghani	stan	, Islamic State	lo				Massad	chusetts	
		Michigan	Algeria							Missou	ri	
		Montana	America	n S	атоа					New M	exico	
		New Ham								North C	tarolina	
		North Dal	Andorra	, Pr	ncipality of					Norther	n Mariana Islands	
		Oregon	Angola					ld		South 0	Carolina	
		South Dal	Argentir	a						Utah		
		Vermont	,	U	virginia	U	wasningto	n		United	States Minor Outlying Islands	
		West Virgi			Wisconsin		Wyoming					
		AE Military	Y		AP Military		Puerto Ric	0		Virgin I:	slands	
		US										



- 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.

General	١	Warehouse	Pricing	Availability	Taxation	Bill of Materials	Subs/Poi	ints	Kit Categories		
	/aila	ble in all Wa	arehouses								
	WA	REHOUSE				MANAGED BY		МАХ	QUANTITY ON ORDER		i
1						Not Managed	•	Max	Quantity on Order		
						Not Managed	•	Max	Quantity on Order		
		Australia				Not Managed	•	100	0000000		
1		Canada				ſ		100	0000000		
1		Conferenc	es			Not Managed		100	0000000		
		Crossroad	ls Main			Managed By In	ventory	100	0000000		
		DOW - Alv	arez			Discontinued		100	0000000		
		East Ware	house			On BackOrder		100	0000000		
		Empty				Managed by In		100	0000000		
1		Israel				Auto BackOrde	r	100	0000000		
		KR Main				Not Managed	•	100	0000000		
		Main				Not Managed	•	100	0000000		
		ManTestW	/arehouse			Not Managed	•	100	0000000		
		Modere Te	est Warehou	lse		Not Managed	•	100	0000000		

- 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.

Create Payment Card		Not Selected	
Create Gift Card		Referral Points 🔹	
Upgrade Customer Type		Distributor 🗸	
Create Recurring Order			
Stop Increment			
		Distributor	
Metal Type		CustomerType1	
AutoShipItem		IL Distributor	
Discount %			
Tax Classification	-	Brand Ambassador	
GL Code		Retail Customer	
KR Description		CA Distributor	
Category	-		
		AU Distributor	
		SG Distributor	s
	-	Preferred Customer	
		Employee	

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**.

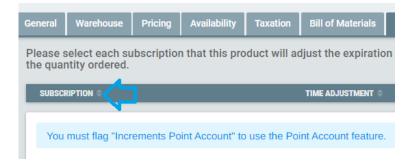
Advance Subscription(s) (detail under Subs tab)

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



dit Product: 10							23	
Seneral Warehou:	e Pricing	Availability	Taxation	Bill of Materials	Subs/Points	Kit Categories		
Marco and the st	Indatas Dida	adation Franks		the Subscription fe	-			
You must hag	opdates Subs	chpuon Expira	uon to use	ute subscription te	aure.			
								-
You must flag "	Increments Po	oint Account" to	o use the Po	int Account feature				
You must flag "	Increments Po	bint Account" to	o use the Po	int Account feature				

- 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)



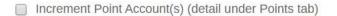
Genera	l Warehouse	Pricing	Availability	Taxation	Bill of Materials	Subs/Points	Kit Categories	
Pleas by the	e select each s quantity order	ubscription red.	n that this pro	duct will a	djust the expiration	on date for. The	e time increment here	will be multiplied
	UBSCRIPTION				_	TIME ADJUSTN	IENT	
7 1	Backoffice Fe	atures				0		
						days		
7 0	Renewal					0		
						days		
9 0	Replicated Sit	e				0 days		
9 0	Accum Test					0 days		
7 0	Pay Forward					0		
	= Pay Forward	lest				days		
70	Reset Test					0		
100						days		
7 0	Cleanings					0		
						days		
7 0	TEST					0		
						days		
7 0	BOSS					0		
						days		
70	Test For Ryte					0 davs		

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**.

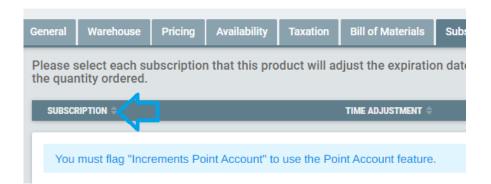


• If there is **not** a check mark in this box in the **General Tab page**, the **Sub/Points Tab will not allow** you to Increment Point Accounts.

Edit Product: 1006										
General	Warehouse	Pricing	Availability	Taxation	Bill of Materials	Subs/Points	Kit Categories			_
You	must flag "Upc	lates Subs	cription Expira	tion" to use t	the Subscription fea	ature.				
You	must flag "Incr	ements Po	int Account" to	use the Poi	int Account feature.					
								CANCEL	SAVE CHANG	iES

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)





Seneral	Warehouse	Pricing	Availability	Taxation	Bill of Materials	Subs/Points	Kit Categories
seneral	warenouse	Pricing	Availability	Taxation	Bill of Materials	Subs/Points	Kit Categories
YOU	must hag "Opt	Jates Subs	cription Expira	tion- to use	the Subscription fe	ature.	
POII	IT ACCOUNT					POIN	IT INCREMENT
	Referral Points					0.00	000
						Poin	nt(s)
I	Rewards Progr	ram				0.00	
						Poin	
1	Wallet Account	US				0.00	
_						Poin	
	Wallet Account	Pesos				0.00 Poin	
-						0.00	
	Party Plan Cre	dits				Poin	
	virtual Bank					0.00	000
	Virtual Darik					Poin	
	Cleanings					0.00	000
	5					Poin	nt(s)
	Credit Account					0.00	
						Poin	nt(s)
1	O2 Credit					0.00	
						Poin	nt(s)

- 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.**

	duct: 1006								8	×
General	Warehouse	Pricing	Availability	Taxation	Bill of Materials	Subs/Points	Kit Categories			
This	Item is not a K	Cit								
This	Item is not a k	(it								
This	Item is not a k	(it								
This	Item is not a k	(it						CANCEL	SAVE CHANG	GES
	Item is not a k are Xperience		y					CANCEL	SAVE CHAN(GES

• 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.

General Warehouse Pricing	Availability Taxation Bill of Ma	iterials Subs/Points Kit Categories	
ADD ITEM			
ITEM CODE	DESCRIPTION	QUANTITY	
ITEM CODE			
	* ADD YOUR F	IRST ITEM *	
Calculate Tax on Kit Detail			
Calculate Shipping on Kit I	Detail		

- 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.

Item Kit Setup	
Item Code	SEARCH ITEMS
Quantity 0	
	CANCEL ADD ITEM

- 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**.

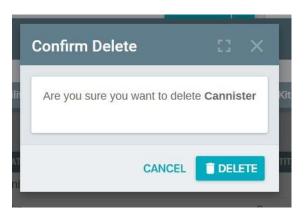
REMOVING A PRODUCT FROM A KIT

- 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,

eneral Wa	rehouse Pric	ing Availability	Taxation	Bill of Materials	Subs/Points	Kit Categories	
ADD CATEG	ORY						
	ID	KIT CATEGO	RY		QU	ANTITY	
	4	Cannister			2		DELETE
	6	Shake			2		DELETE
Calculate	e Tax on Kit Det	ail					
Calculate	e Shipping on K	it Detail					

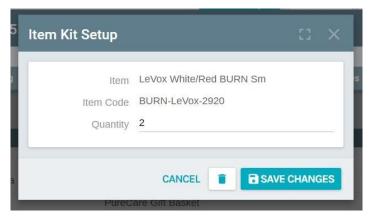
• Click Save Changes when the screen prompts you and the Item will be removed from the kit.





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.

neral Warehouse	Pricing Availability	Taxation Bill of	Materials Subs/Point	ts Kit Categories	
Currency	Dollars (US)		▼ EXTENDED	PRICING	
	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



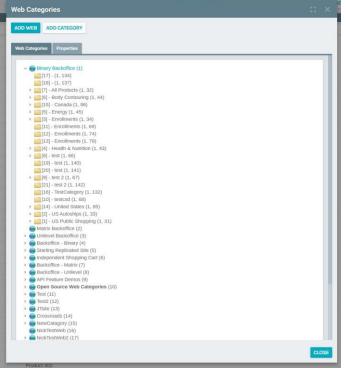
KIT CATEGORIES TAB

• 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**.

General	Warehou	se Pricin	g	Availability	Taxat	ion Bill of Mater	ials	Subs/Points Kit Categories	
	Sel	ect All							
	🖉 Drir	ks		Sprays		Transformation		Cannister	
	24	Packs		Shake		Widgets		Suppliments	
	Fac	ial Cream		Breakfast		Beverage - Tea		Beverage - Coffee	
	Pro	Tanks		Batteries		Case		Wicks	
	Wid	gets		Test Drinks		Eyes		lips	
	Che	eks		Lashes		TEST Category		testtesttest	

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.

Pick Item		:: ×
Search Search By	Search Item Code	
		CLOSE

- 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

					ENGLISH, (UTC-08:00) P	WELCOME, I E ACIFIC TIME (US & CANAD	XIGODEMO	DV6	Q	•
Home	2 Items		ADD ITEM 👻	SHOW ALL	MANAGE GROUPS	WEB CATEGORIES	(IX	c 1	Σ	лį,
Customer	> ITEM CODE	DESCRIPTION								
		Test Item								
	000001	Test Item							EDI	т. і.,
	@ A123	Create from Model Test Item1					/ Ec	lit Item		
	testcode	test item						lit Web Info		
	и							ew Item Su		6
1							∎ De	elete		
							_			

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



Web	
MODIFY DEFAULT ENGLISH SETTTIN	4GS
ENGLISH TRANSLATION	
SPANISH TRANSLATION	
GERMAN TRANSLATION	
KOREAN TRANSLATION	
BELORUSSIAN TRANSLATION	
JAPANESE TRANSLATION	
FRENCH TRANSLATION	
MANDARIN TRANSLATION	
CHINESE-TAIWAN TRANSLATION	
THAI TRANSLATION	
TAGALEC-PHILLIPINO TRANSLATION	a
HUNGARIAN TRANSLATION	
FINNISH TRANSLATION	
NORSK TRANSLATION	
MALAY TRANSLATION	
INDONESIAN TRANSLATION	
PORTUGUESE TRANSLATION	
ITALIAN TRANSLATION	
DUTCH TRANSLATION	
RUSSIAN TRANSLATION	
SLOVAKIA TRANSLATION	
CYRILLIC TRANSLATION	
ESTONIAN TRANSLATION	
CZECH REPUBLIC TRANSLATION	

- 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.

ort Descriptions	Long Description	Long Description 2	Long Description 3	Long Description 4		
1985		- 48 - 41. -		1882 12		
Spanish:			En	glish:		
Item Name:			Tes	st Item		
Short Descrip	otion					
Short Descrip	otion 2	10				
		30				
Short Descrip	otion 3					
Short Descrip	otion 4	12				