

## Products and services



This module is designed to keep track of items and services you use in sale or logistics.

Each item is identified by a unique code. You can link various information to each item like prices, images, barcodes, data or stock.



Products and services modules helps you to maintain and manage your items.

You can quickly search existing items

Or view an item list

And create any type of item or service.

Those item will be used in other modules if available:

- Sales (invoice,s quotes, purchases)
- Logistics (Orders, deliveries)

## Items

Search

Items list

Create

Parameters

You can set some global parameters here

Enter item code, barcode or name

## Create

Item creation is divided in 4 parts:

- general description
- logistics data
- price references
- barcodes

Search Items list Create

active ▼

- Select - ▼

Item type. The first 3 letters of the type will be used to generate an item code for new item.

Main description

Extended description

**supplier item code**

supplier item code if any

**supplier name**

Not applicable ▼

item department

item family

item collection

item color

size

By default, item is set to active at creation point

When using multiple entities (companies) items can be assigned to specific entities

Type is used to classified item codes

Main and detailed description. Main will appear in most related documents like invoice for example

Supplier references if any

Various item tags that can help sort and classified items:  
Department tag  
Family tag  
Collection tag  
Color tag

- general description
- logistics data
- price references
- barcodes

Stock available can be entered here.  
Later stock values can be modified via logistic operations like receiving or delivery

Any type of measurement unit can be set

▼ Logistics

stock in units  stock in units ☐ unit measure

item size   
item size

pack size   
pack size

quantity per pack   
quantity per pack

20ft quantity   
quantity per 20ft container

40ft quantity   
quantity per 40ft container

minimum order   
minimum order quantity

Various logistics data:  
Item size (I.e 20x30x1 or 3L , etc...)  
Pack size (any packing configuration)  
Quantity per Pack  
Quantities per container size  
Minimum Order quantity

- general description
- logistics data
- price references
- barcodes

**Prices**

**purchase price:**  **purchase currency:**  ▼

date purchase

**local prices currency**  
 ▼

**normal price**

**promotion 10%**

**promotion 20%**

**export currency**  
 ▼

**discount 30%**

**export promotion price**

**export discount price**

Different prices can be maintained by item:  
Purchase  
Local (default)  
Export (default)

Prices can be expressed in different currencies when using multi-currencies configuration  
I.e import price in USD and local selling price in EUR

For local and export, 3 price types can be used:  
Normal price  
Promotion price  
Discount price  
However, you can override the price **type labels in parameters** if you need different categories.

- general description
- logistics data
- price references
- barcodes

▼ Barcodes

new barcode

add new barcode

**encoding**

EAN-13 ▼

- EAN-13
- UPC-A
- EAN-8
- UPC-E
- S205
- I2O5
- I25
- POSTNET
- CODABAR
- CODE128**
- CODE39
- CODE93

You can add barcode and add as many barcode as needed when editing item

List of standard barcode encoding system is available

You can search items created by any reference:










- id
- item code
- barcode
- main description

Once the item is selected, click 'open' to access the item card

## Items

Search box

ted

	11 Ted11 9555444100003 John Ted xyc-296
	17 Ted17 9555444100034 Angela Ted XYP-376
	18 Ted18 9555444100041 Travelling Ted XYP-481
	19 Ted19 9555444100041 Cooking Ted XYP-484
	20 Ted20 9555444100065 Your Friend Ted XYG-007
	21 Ted21 9555444100065 Happy Ted XYG-005
	23 Ted23 9555444100072 Blue Ted XYC-003
	1198 T1198 9555216563173 TESCO APRON BARCADI
	1218 B1218 9555444108399 TESCO APRON-BARCADI

Click on item to open view



The item card can be viewed with all details recorded.

## Product and services item

View Edit Clone Delete

Links to **edit** current item,  
**clone** current item into  
different item  
Or **delete** current item

Print in Pdf  
format

( Last edit: 2019-09-13)

My Company Ltd

Item code	Item type	Supplier	Supplier code
Ted11	Ted	Alpha et Omega	xyz-296

Main description

John Ted

Main description

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur.

Tag department	Kid	Tag size	n/a
Tag family	Teddy	Tag color	green
Tag collection			

Logistic

Prices

Barcodes

Images

Choose File No file chosen

Upload





## Item card

Logistic

Stock	175 box
Size	25cm
Packing size	30x25x15
Quantity per pack	1
Quantity per 20 feet container	
Quantity per 40 feet container	
Minimum order	


Images upload

Images

Choose File

No file chosen

Upload



Prices


Custom price labels

Purchase :	3.1 USD (2015-02-09)
normal :	9 USD
disc 10% :	8 USD
disc 20% :	7 USD
disc 30% :	6 MYR
disc 40% :	5 MYR
disc 50% :	4 MYR

Barcodes

978020137962

EAN-13



## Edit item 11

View

Edit

Clone

Delete

active ▼









My Company Ltd ▼

Ted

Item type

John Ted

Main description  
Use plain text format

**B** *I* ~~S~~ <sup>x²</sup> <sub>x₂</sub> | I<sub>x</sub> |   |   | “ ” |    | Format - |   Source

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur.

Secondary description or  
extended description  
Use formatted text input for  
HTML display options

Text format

Full HTML ▼

[About text formats ?](#)

supplier item code

xyc-296

supplier name

Alpha et Omega ▼

Kid ☐

item department

Teddy ☐

item family

☐

item collection

green ☐

item color

S

item size

▼ Logistics

175 stock in units box ☐ unit measure

25cm

item size

30x25x15

pack size

1

quantity per pack

20ft quantity

quantity per 20ft container

40ft quantity

quantity per 40ft container

minimum order

minimum order quantity

▼ Prices

purchase price:

3.1

purchase currency:

USD ▼

2015-02-09

date purchase

local prices currency

USD ▼

normal

9

Go to settings to customize  
price definition

disc 10%

8

disc 20%

7

export currency

MYR ▼

disc 30%

6

disc 40%

5

disc 50%

4

▼ Barcodes

Input new barcode

add new barcode

encoding

EAN-13 ▼

☐ delete barcode


Delete existing

barcode

encoding

EAN-13 ▼

▼ Images



Click for larger view

☐ delete image

Delete image

Record

Last edit: 2019-09-13

My Company Ltd

LOGO

Item code	Item type	Supplier	Supplier code
Ted11	Ted	Alpha et Omega	xyz-296

Main description

John Ted

Other description

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.  
Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur.

Department	Kid	Size tag	n/a
Family	Teddy	Color	green
Collection			

#### Logistics

Stock 175 box  
Size 25cm  
Packing size 30x25x15  
Quantity per pack 1  
Quantity per 20 feet container  
Quantity per 40 feet container  
Minimum order

#### Prices

Purchase 3.1 USD (2015-02-09)  
normal 9 USD  
disc 10% 8 USD  
disc 20% 7 USD  
disc 30% 6 MYR  
disc 40% 5 MYR  
disc 50% 4 MYR

#### Barcodes



#### Images



## Clone view

### Clone item 11


View

Edit

Clone

Delete

Data can be cloned.  
You can change them before  
saving item under different  
item code

 Item will be duplicated under different itemcode

active ▼

My Company Ltd ▼

Ted

Item type

John Ted

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.  
Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

Text format Restricted HTML ▼

[About text formats](#) ?

Allowed HTML tags: <a href hreflang> <em> <strong> <cite> <blockquote cite> <code> <ul type> <ol start type> <li> <dl> <dt> <dd> <h2 id> <h3 id> <h4 id> <h5 id> <h6 id>  
Lines and paragraphs break automatically.  
Web page addresses and email addresses turn into links automatically.

supplier item code

xyz-296

supplier name

Alpha et Omega ▼

Kid

item department

Teddy

item family



Items can be listed by criteria in 'items list' tab

## Products and services list

Search

Items list

Create

Parameters

Set item filter criteria and click 'Apply' to search or 'reset' to enter new criteria

▼ Filter

Entity \*

My Company Ltd ▼

Tags: Type ▼

Ted ▼

Status

Any ▼

Items per page: 25









Number of items to display per page

Apply

Reset

Export

Export list in excel format

Id	Item Code	Name		
11	Ted11	John Ted		View ▼
17	Ted17	Angela Ted		View ▼
18	Ted18	Travelling Ted		View ▼
19	Ted19	Cooking Ted		View ▼
20	Ted20	Your Friend Ted		View ▼
21	Ted21	Happy Ted		View ▼
23	Ted23	Blue Ted		View ▼
24	Ted24	Blue Ted Lorem ipsum dolor sit amet, justo noliisse cum ut, vivendo epicurei accommodare mea ad. Ei quo sensibus intellegam, an nec fastidii menandri hendrerit. Libris interesset quaerendum id his. Apeirian delicata occurreret eos in, ex nullam omittam has, iusto verterem dissentias ut mel.		View ▼

Item main references

For each item listed, a menu is available to access view or edit page. A delete option is also available

## Delete item

### Delete product or services

[Items list](#)

Item ref. B966

Item ref. THEO WALL CLOCK SQ 14 EG6o82

The stock value for this item is not null: 276 units. It cannot be deleted.

Item with positive stock  
cannot be deleted

### Delete product or services

[Items list](#)

Item ref. B966

Item ref. THEO WALL CLOCK SQ 14 EG6o82

Are you sure you want to delete this item ?

Delete

If item can be deleted, a  
confirmation is required

## Products and services parameters

Search

Items list

Create

Parameters

Go to parameters to change items settings

### ▼ Prices

#### 1st price label \*

normal

I.e. "normal price"

#### 2nd price label \*

disc 10%

I.e. "promotion price"

#### 3rd price label \*

disc 20%

I.e. "discount price"

#### 4th price label \*

disc 30%

I.e. "export normal price"

#### 5th price label \*

disc 40%

I.e. "export promotion price"

#### 6th price label \*

disc 50%

I.e. "export discount price"

You can define custom display labels for all price types

## Products and services parameters

Search

Items list

Create

Parameters

► Prices

▼ Autocomplete format

- ☐ barcode
- ☒ main description
- ☐ supplier code
- ☒ other description

Define information display in  
auto-complete searches

Record

