

## **PRODUCTS** HOME > ACTIONS > ADD NEW PRODUCTS

| Products          |                             |
|-------------------|-----------------------------|
| ☆ Home > Products |                             |
|                   |                             |
| ి products        | Actions                     |
| Show 15 V         | Add New Products<br>Search: |

## 1. New Product Form: Basic Details – Fill out the following:

| New Product Form                  |                         |                    |                         | ×             |
|-----------------------------------|-------------------------|--------------------|-------------------------|---------------|
| Basic Details Product Ch          | aracteristics Allergens | Dimensions Storage | e & Distribution        | i ~           |
| Basic Details                     |                         |                    |                         |               |
| Main Product View                 |                         | Top View           | Front View              | Left View     |
| Main+Product+View                 |                         | no filmage         | notimage                | no timage     |
|                                   |                         | Select image       | Select image            | Select image  |
|                                   |                         | Bottom View        | Back View               | Right View    |
|                                   |                         | no timage          | no filma ge             | no timage     |
| Select image                      |                         | Select image       | Select image            | Select image  |
| Labeling Instructions             |                         |                    |                         |               |
| Add labeling instructions         |                         |                    |                         | 11            |
| Product Code                      | Product Name            |                    |                         |               |
| Enter product code                | Enter product name      |                    |                         |               |
| Vendor Code                       | Vendor Name             | Product Category   | (Spec                   | ify if other) |
| Select 🗸                          | Select                  | Select category    | / 🗸 (lf :               | not in list)  |
| Ingredient List                   |                         | Description        |                         |               |
| Enter product ingredients Add pro |                         | Add product desc   | Add product description |               |



| Main Product View | Displays all view angles of the product image.                        |  |
|-------------------|---|--|
|                   | (Top, Front, Left, Bottom, Back, and Right view)                      |  |
|                   | Click Select image to upload images.                                  |  |
| Labeling          | Input any product labeling instructions similar to the product        |  |
| Instructions      | specification/packaging.  |  |
| Product Code      | Input an assigned product code.                                       |  |
| Product Name      | Input the product name.   |  |
| Vendor Code       | Input an assigned vendor code, if any.                                |  |
| Vendor Name       | Select a vendor name (registered in the Supplier module.)             |  |
|                   | Choose from the dropdown list.  |  |
| Product Category  | Select a category or type of the product.                             |  |
|                   | Choose from the dropdown list.  |  |
|                   | If not available in the default list, specify the category in Others. |  |
| Ingredient List   | Input the product ingredients.  |  |
| Description       | Input a brief product description.                                    |  |



| Packaging Details                    |                          |            |
|--------------------------------------|--------------------------|------------|
| Primary/Unit                         | Intended Use             |            |
| Enter primary/unit packaging         | Select intended use 🗸    |            |
| Secondary/Case                       | Intended Consumers       |            |
| Enter secondary/case packaging       | Enter intended consumers |            |
| Tertiary/Master Pack                 | Product Claims           |            |
| Enter tertiary/master pack packaging | All Natural Halal        | Organic    |
| Packaging Temperature                | Dairy Free Kosher        | Soy Free   |
| Enter packaging temperature          | Fair Trade Low Fat       | Sugar Free |
|                                      | Gluten-Free Non-GMO      | Vegan      |
|                                      |                          |            |
|                                      |                          | Close Save |

| De else gin g Deteile | In put the following  |  |
|-----------------------|---|--|
| Packaging Details     | Input the following:  |  |
|                       | Primary or unit packaging   |  |
|                       | Secondary or case packaging   |  |
|                       | Tertiary or master packaging  |  |
| Packaging             | Input the required product packaging temperature.                   |  |
| Temperature           | (Ambient, Chilled, Frozen, Temperature range, etc.)                 |  |
| Intended Use          | Select the intended use of the product.                             |  |
|                       | Choose from the dropdown list.                                      |  |
| Intended Consumer     | Input the intended consumer/s.                                      |  |
| Product Claims        | Identify the product's nutrient content, structural/functional, and |  |
|                       | health claim.   |  |
|                       | Check the applicable box/es.  |  |
| Save                  | Click to save input progress.                                       |  |