



Product Maintenance

Overview:

Product Maintenance allow merchants to create their new or existing Stock Items in the system. Other stock details such as Unit of Measurement, Unit Price, Item Image and further Item Description can be added too. This information shall be displayed in their Customer's Portal/Profile.

Scenario:

A new product will be added in the list of items for sale.

Procedure:

1. In Navigation Pane, go to *My Premises*, look for the company where to add the new product and click *Open*



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2. Go to Catalog > Products and Click Add Product button

	⊡ 8				•	99+) J Ø ()	R) User	
MAIN	Product List					Add Product		
🖉 Dashboard								
🕀 My Premises								
🛱 My Vendors								
All Orders	Search stock code	or name	Search					
🖪 Merchant 🗸 🗸	All Category	\sim						
\equiv Catalog ^	, in eutegory							
Products								
Product Categories	Cover	Stock Code 🌲	Title 🌲		Category	Active		

3. Key-in the unique Stock Code, Stock Name, Based Unit of Measurement and Unit Price then click *OK* button

Product List						+ Add Product	
	Create Product						
Search stock	* Stock Code:	GPH9					
All Category	* Title :	GO PRO HERO 9					
Cover	* UOM:	UNIT(S)			Category	Active	
	* Price:	29000					Ū
			Cancel	ОК	FG		



Newly created item is successfully added in the system Product List. Item Image and other needed Description can be further indicated.

Product List				+ Add	Product
GPH9 All Category		Search			
Cover	Stock Code 👙	Title 💠	Category	Active	
	GPH9	GO PRO HERO 9			Ð

How does it Work?

In Customer Portal/Profile, product added is already displayed and available for ordering.





For further concerns regarding this matter, please contact support to assist you or create ticket thru this link <u>https://support.qne.com.ph</u>

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