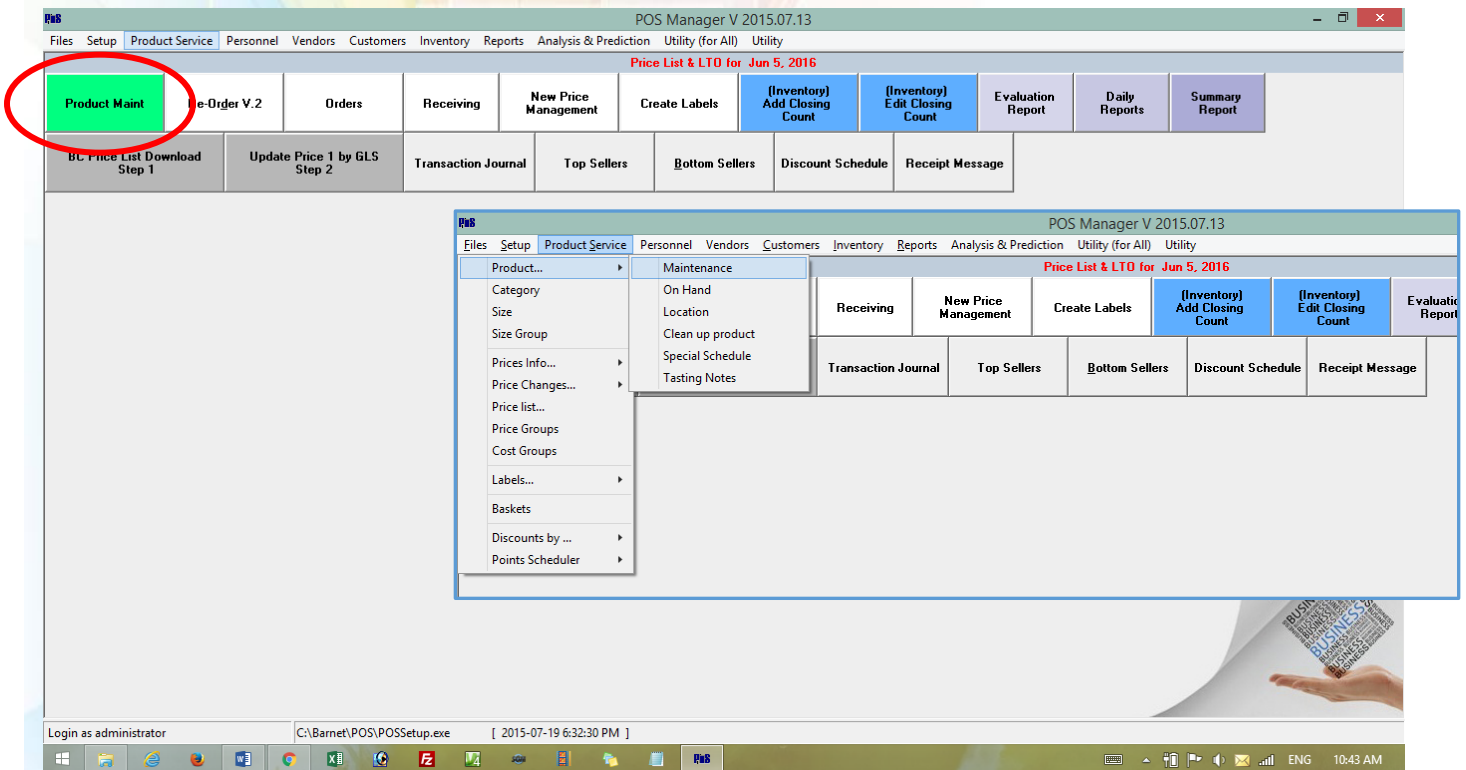




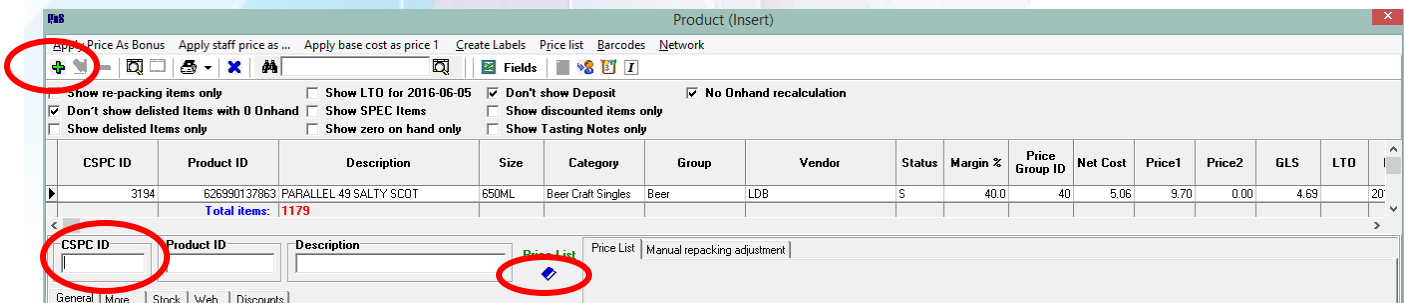
Tip-Sheet Add New Product

From the main PO Manager screen, go to **PRODUCT MAINTENANCE**
If you do not have a "Speed Button", go to, **PRODUCT SERVICES > PRODUCT > MAINTENANCE**



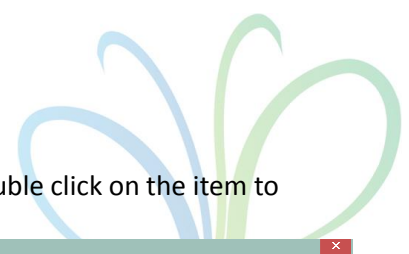
The screenshot shows the POS Manager V 2015.07.13 interface. The 'Product Maint' button is circled in red. An inset window shows the 'Product Service' menu with 'Maintenance' selected.

Click on the **ADD (+) icon**
Enter the product **CSPC (SKU)** or use the **Bluebook** shortcut to find the product in the **LDB** database.



The screenshot shows the Product (Insert) window in POS Manager. The ADD (+) icon is circled in red. The CSPC ID field is also circled in red.

| CSPC ID | Product ID | Description | Size | Category | Group | Vendor | Status | Margin % | Price Group ID | Net Cost | Price1 | Price2 | GLS | LTO |
|---------|--------------|------------------------|-------|--------------------|-------|--------|--------|----------|----------------|----------|--------|--------|------|-----|
| 3194 | 626990137863 | PARALLEL 49 SALTY SCOT | 650ML | Beer Craft Singles | Beer | LDB | S | 40.0 | 40 | 5.06 | 9.70 | 0.00 | 4.69 | 20 |



When using the Bluebook shortcut, search the LDB database to find the product. Double click on the item to import shared product details.

Price List (Last update: June 05,2016);

| Product ID | CSPC ID | Description | Description | Base Cost | GLS | LTO | Status | Lite per unit | Size Rate for Singles | Vendor | CategoryID |
|---------------|---------|-----------------------------------------|-----------------------------------------|-----------|--------|-----|--------|---------------|-----------------------|------------------------|------------|
| 85976033931 | 5561 | CONCORD - MANISCHEWITZ KOSHER | CONCORD - MANISCHEWITZ KOSHER | 6.95 | 8.99 | | S | 0.75 | 1 | CANANDAIGUA | Red Wine |
| 642855112608 | 66001 | HEBREW GENESIS PALE ALE KOSHER | HEBREW GENESIS PALE ALE KOSHER | 10.73 | | | X | 0.355 | 6 | SCHMALTZ BF USA | |
| 3760180470617 | 96390 | CABERNET SAUVIGNON - DAVID KINDR KOSHER | CABERNET SAUVIGNON - DAVID KINDR KOSHER | 14.98 | 18.49 | | S | 0.75 | 1 | MILLESIME SL Red Wine | |
| 86395091007 | 114777 | TAKARA - SHO CHIKU BAI SAKE KOSHER | TAKARA - SHO CHIKU BAI SAKE KOSHER | 115.15 | 149.99 | | S | 18 | 1 | TAKARA SAKE USA | |
| 736040525554 | 127027 | VIOGNIER - GALIL MOUNTAIN KOSHER | VIOGNIER - GALIL MOUNTAIN KOSHER | 13.83 | 16.99 | | S | 0.75 | 1 | GALIL MOUNT White Wine | |
| 7290008836197 | 132670 | MERLOT - TEPPERBERG ISRAELI KOSHER | MERLOT - TEPPERBERG ISRAELI KOSHER | 13.83 | 16.49 | | S | 0.75 | 1 | TEPPERBERG 1 Red Wine | |
| 7290100940945 | 178822 | SPEC-CABERNET SAUVIGNON - TERROSO KOSHE | SPEC-CABERNET SAUVIGNON - TERROSO KOSHE | 10.05 | 12.29 | | X | 0.75 | 1 | LISHI TRADINI Red Wine | |

OR

When entering a correct/current NEW PRODUCT CSPC/SKU, the product info should appear in the LDB info screen

Product (Insert)

Apply Price As Bonus Apply staff price as ... Apply base cost as price 1 Create Labels Price list Barcodes Network

Fields

Show re-packing items only Show LTO for 2016-06-05 Don't show Deposit No Onhand recalculation
 Don't show delisted items with 0 Onhand Show SPEC Items Show discounted items only
 Show delisted items only Show zero on hand only Show Tasting Notes only

| CSPC ID | Product ID | Description | Size | Category | Group | Vendor | Status | Margin % | Price Group ID | Net Cost | Price1 | Price2 | GLS | LTO |
|---------|--------------|------------------------|-------|--------------------|-------|--------|--------|----------|----------------|----------|--------|--------|------|-----|
| 3194 | 626990137863 | PARALLEL 49 SALTY SCOT | 650ML | Beer Craft Singles | Beer | LDB | S | 40.0 | 40 | 5.06 | 9.70 | 0.00 | 4.69 | 20 |

Total items: 1179

CSPC ID: 5561 Product ID: Description: Price List

General | More... | Stock | Web | Discounts

Category, Group & Cond.Group

Size Price Group

Price 1 Price 2 Price 8 Old price

Cost Margin \$ Margin % Net Mark Up %

Vendor Agent

Taxes Deposit price

CSPEC ID Deposit price

Status LTO Direct Delivery Sweetness Alcohol %

Price List | Manual repacking adjustment |

PRICE LIST:
 Product ID: 85976033931; CSPC ID: 5561
 Description: CONCORD - MANISCHEWITZ KOSHER
 Case ID:
 Category: Wine USA
 Group ID: Wine
 Category ID: Red Wine
 Base Cost: 6.95
 Deposit Price: 0.1
 Date Effect: 2016-01-31
 Sweetness: 9
 Alcohol %: 11
 Size: 0.75
 Type: IMPORT R 2
 Distributor: CONSTELLATION BRANDS CANADA INC.

GLS
 Net Price: \$ 8.990 With Taxes \$ 8.990
 Margin: 23%
 Date Effect: 2016-05-01

Insert Save Close Search [F3] Edit by LDB Price List [F5]

Click on "PRICE LIST" icon to import shared details (NOT the Bluebook)

Product (Insert)

Apply Price As Bonus Apply staff price as ... Apply base cost as price 1 Create Labels Price list Barcodes Network

Fields

Show re-packing items only Show LTO for 2016-06-05 Don't show Deposit No Onhand recalculation
 Don't show delisted items with 0 Onhand Show SPEC Items Show discounted items only
 Show delisted items only Show zero on hand only Show Tasting Notes only

| CSPC ID | Product ID | Description | Size | Category | Group | Vendor | Status | Margin % | Price Group ID | Net Cost | Price1 | Price2 | GLS | LTO |
|---------|--------------|------------------------|-------|--------------------|-------|--------|--------|----------|----------------|----------|--------|--------|------|-----|
| 3194 | 626990137863 | PARALLEL 49 SALTY SCOT | 650ML | Beer Craft Singles | Beer | LDB | S | 40.0 | 40 | 5.06 | 9.70 | 0.00 | 4.69 | 20 |

Total items: 1179

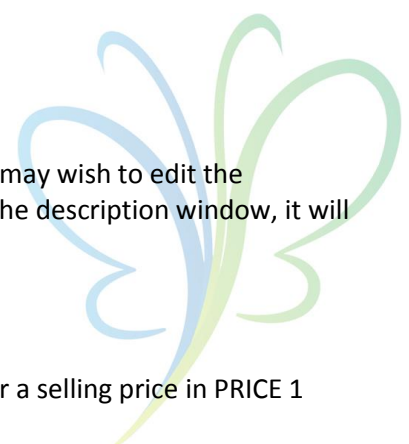
CSPC ID: 5561 Product ID: 85976033931 Description: CONCORD - MANISCHEWITZ KOSH Price List

General | More... | Stock | Web | Discounts

Category, Group & Cond.Group

Price List | Manual repacking adjustment |

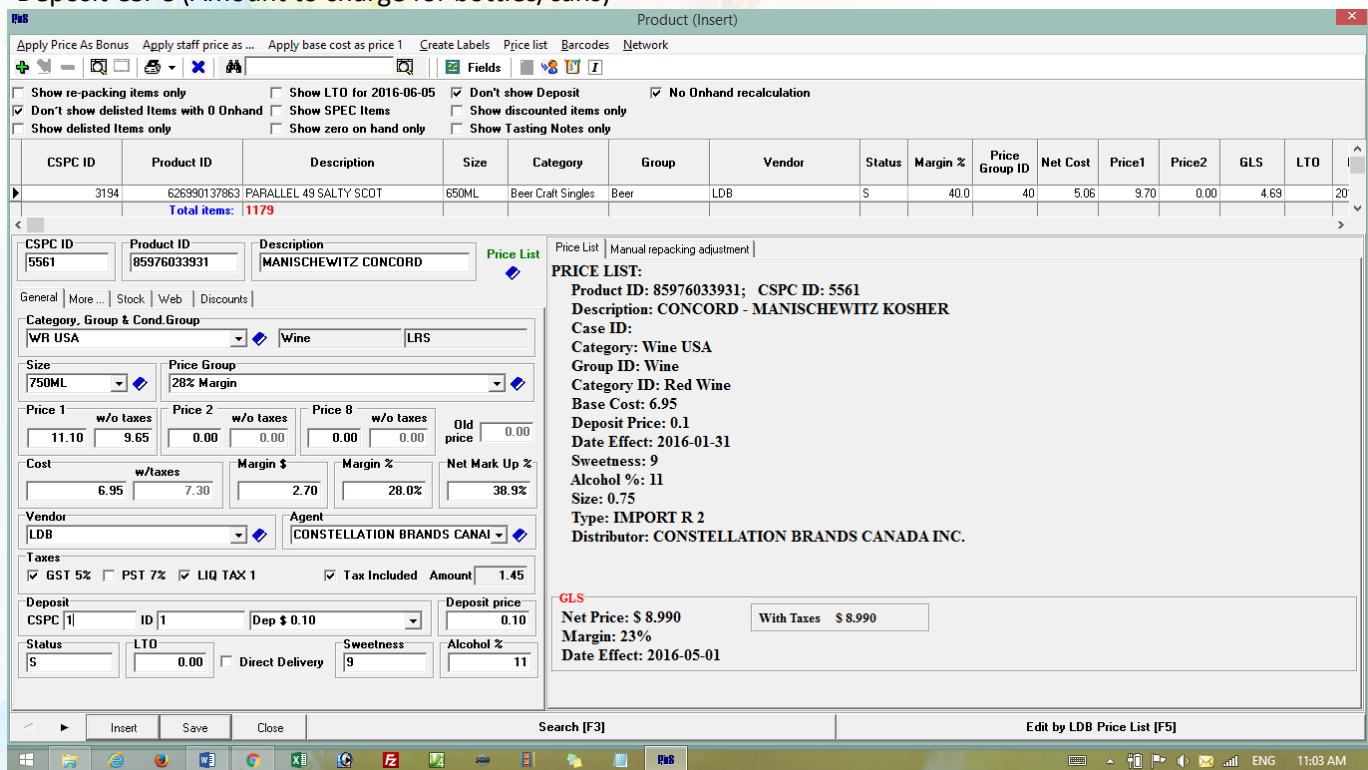
PRICE LIST:
 Product ID: 85976033931; CSPC ID: 5561
 Description: CONCORD - MANISCHEWITZ KOSHER
 Case ID:



Add/Edit NEW PRODUCT details (Often, the LDB names are too long or obscure. You may wish to edit the description to make searching, inventory and labeling easier. Tip: If the name fits in the description window, it will typically fit on standard shelf labels.)

Select the:

- Category
- Cost
- Price Group (auto-generates a selling price if the cost is available) OR Manually enter a selling price in PRICE 1
- Vendor
- Deposit CSPC (Amount to charge for bottles/cans)



Product (Insert)

Apply Price As Bonus Apply staff price as ... Apply base cost as price 1 Create Labels Price list Barcodes Network

Fields

Show re-packing items only Show LTO for 2016-06-05 Don't show Deposit No Onhand recalculation
 Don't show delisted items with 0 Onhand Show SPEC Items Show discounted items only
 Show delisted items only Show zero on hand only Show Tasting Notes only

| CSPC ID | Product ID | Description | Size | Category | Group | Vendor | Status | Margin % | Price Group ID | Net Cost | Price1 | Price2 | GLS | LTO |
|---------|--------------|------------------------|-------|--------------------|-------|--------|--------|----------|----------------|----------|--------|--------|------|-----|
| 3194 | 626990137863 | PARALLEL 49 SALTY SCOT | 650ML | Beer Craft Singles | Beer | LDB | \$ | 40.0 | 40 | 5.06 | 9.70 | 0.00 | 4.69 | 20 |

Total items: 1179

CSPC ID: 5561 Product ID: 85976033931 Description: MANISCHEWITZ CONCORD Price List

Price List | Manual repacking adjustment |

PRICE LIST:
 Product ID: 85976033931; CSPC ID: 5561
 Description: CONCORD - MANISCHEWITZ KOSHER
 Case ID:
 Category: Wine USA
 Group ID: Wine
 Category ID: Red Wine
 Base Cost: 6.95
 Deposit Price: 0.1
 Date Effect: 2016-01-31
 Sweetness: 9
 Alcohol %: 11
 Size: 0.75
 Type: IMPORT R 2
 Distributor: CONSTELLATION BRANDS CANADA INC.

GLS
 Net Price: \$ 8.990 With Taxes \$ 8.990
 Margin: 23%
 Date Effect: 2016-05-01

General | More ... | Stock | Web | Discounts

Category, Group & Cond.Group
 WR USA Wine LRS

Size: 750ML Price Group: 28% Margin

Price 1 w/o taxes: 11.10 w/taxes: 9.65 Price 2 w/o taxes: 0.00 w/taxes: 0.00 Price 8 w/o taxes: 0.00 w/taxes: 0.00 Old price: 0.00

Cost w/taxes: 6.95 Margin \$: 2.70 Margin %: 28.0% Net Mark Up %: 38.9%

Vendor: LDB Agent: CONSTELLATION BRANDS CANAI

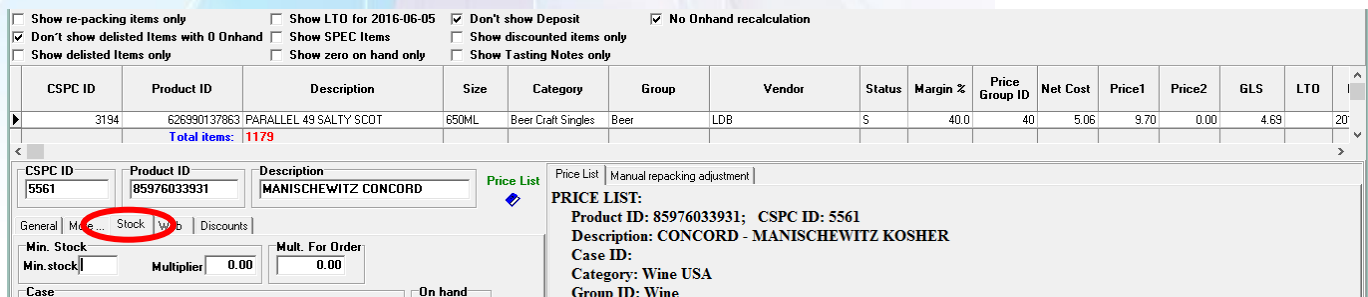
Taxes: GST 5% PST 7% LIQ TAX 1 Tax Included Amount: 1.45

Deposit
 CSPC ID: | ID: | Dep \$: 0.10 Deposit price: 0.10

Status: \$ LTO: 0.00 Direct Delivery: Sweetness: 9 Alcohol %: 11

Insert Save Close Search [F3] Edit by LDB Price List [F5]

Select the STOCK tab to set ordering details. (These are VERY IMPORTANT details, often overlooked but needed for the reorder guides to make proper suggestions.)



Product (Insert)

Apply Price As Bonus Apply staff price as ... Apply base cost as price 1 Create Labels Price list Barcodes Network

Fields

Show re-packing items only Show LTO for 2016-06-05 Don't show Deposit No Onhand recalculation
 Don't show delisted items with 0 Onhand Show SPEC Items Show discounted items only
 Show delisted items only Show zero on hand only Show Tasting Notes only

| CSPC ID | Product ID | Description | Size | Category | Group | Vendor | Status | Margin % | Price Group ID | Net Cost | Price1 | Price2 | GLS | LTO |
|---------|--------------|------------------------|-------|--------------------|-------|--------|--------|----------|----------------|----------|--------|--------|------|-----|
| 3194 | 626990137863 | PARALLEL 49 SALTY SCOT | 650ML | Beer Craft Singles | Beer | LDB | \$ | 40.0 | 40 | 5.06 | 9.70 | 0.00 | 4.69 | 20 |

Total items: 1179

CSPC ID: 5561 Product ID: 85976033931 Description: MANISCHEWITZ CONCORD Price List

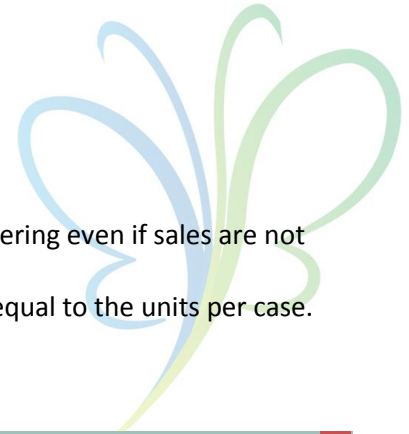
Price List | Manual repacking adjustment |

PRICE LIST:
 Product ID: 85976033931; CSPC ID: 5561
 Description: CONCORD - MANISCHEWITZ KOSHER
 Case ID:
 Category: Wine USA
 Group ID: Wine

General | **Stock** | Web | Discounts

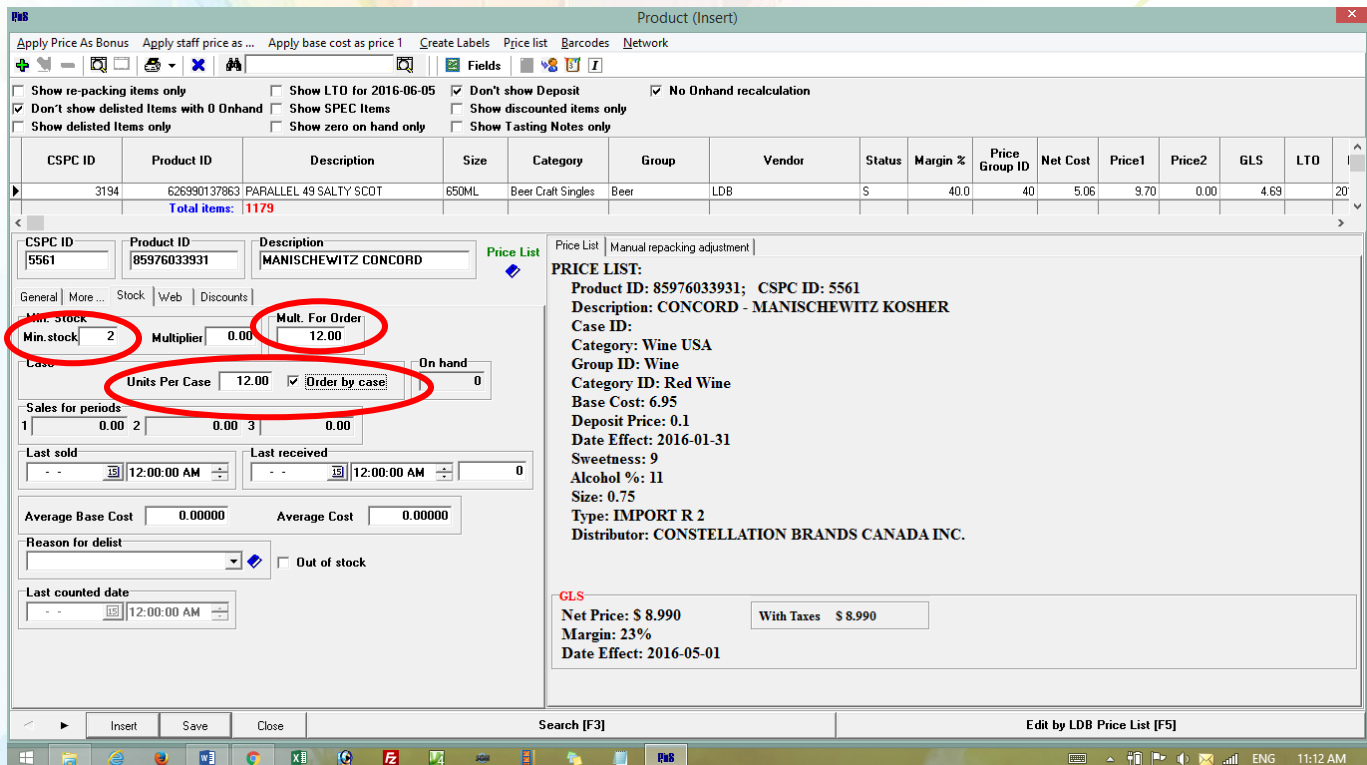
Min. Stock: Multiplier: 0.00 Mult. For Order: 0.00

Case: On hand:



Enter

- Min Stock (How many units you are willing to let the shelf run down to before reordering even if sales are not met fore-ordering) This number is typically higher for top selling skus.
- Mult. For Order – The minimum units that can be ordered. Typically this number is equal to the units per case.
- Enter the Units Per Case (if this info was not part of the imported shared details)
- Tick Order By Case
- Click SAVE



The screenshot shows the 'Product (Insert)' window in the barnet POS system. The main table lists product details for 'PARALLEL 49 SALTY SCOT'. Below this, the 'Product ID' is 85976033931 and the 'Description' is 'MANISCHEWITZ CONCORD'. The 'Min. stock' is set to 2, 'Multiplier' is 0.00, and 'Mult. For Order' is 12.00. The 'Units Per Case' is 12.00 and the 'Order by case' checkbox is checked. The 'Price List' section on the right provides detailed information for the selected product, including 'Product ID: 85976033931', 'CSPC ID: 5561', 'Description: CONCORD - MANISCHEWITZ KOSHER', 'Category: Wine USA', 'Group ID: Wine', 'Category ID: Red Wine', 'Base Cost: 6.95', 'Deposit Price: 0.1', 'Date Effect: 2016-01-31', 'Sweetness: 9', 'Alcohol %: 11', 'Size: 0.75', 'Type: IMPORT R 2', and 'Distributor: CONSTELLATION BRANDS CANADA INC.'. The 'GLS' section shows 'Net Price: \$ 8.990' and 'With Taxes \$ 8.990'.

IMPORTANT! MOST product is “Ordered by the case” but occasionally, a product may be ordered by the unit. If this is the case, enter the number of individual bottles/units to order in the “Mult For Order” box and do not tick the “Order By Case” box.

During the RE-ORDER process, you will be ordering BY THE UNIT but the system will convert the orders to CASES on the Purchase Order for the Vendor.

TIP: After adding a new product, it is a good idea to scan the item. Often barcodes are updated on a product way before they are in the LDB database. If the product does not scan, update the barcode in the system with the barcode on the product.

-END