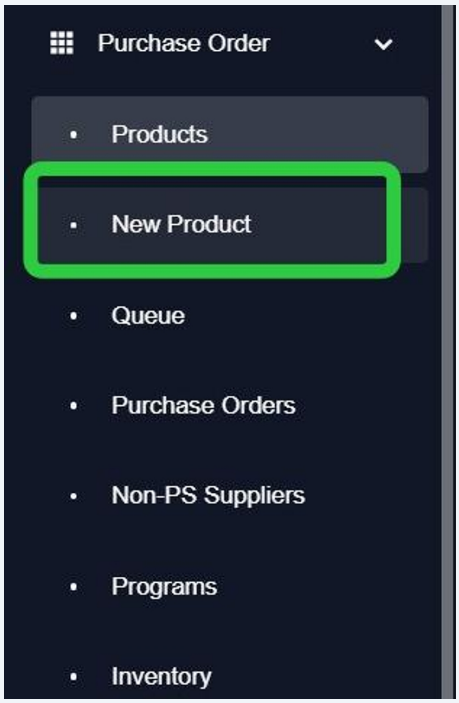
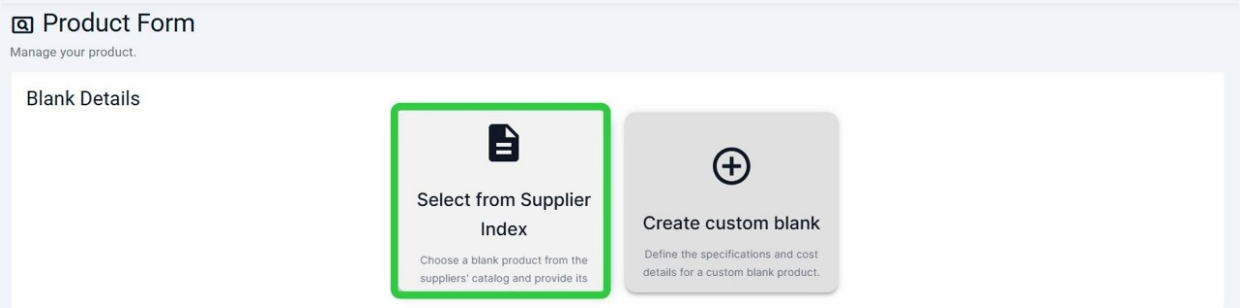
How to Create Products with Product Manager

1 You can use **Product Manage**r under **Purchase Order** app in your **PromoLink** portal.

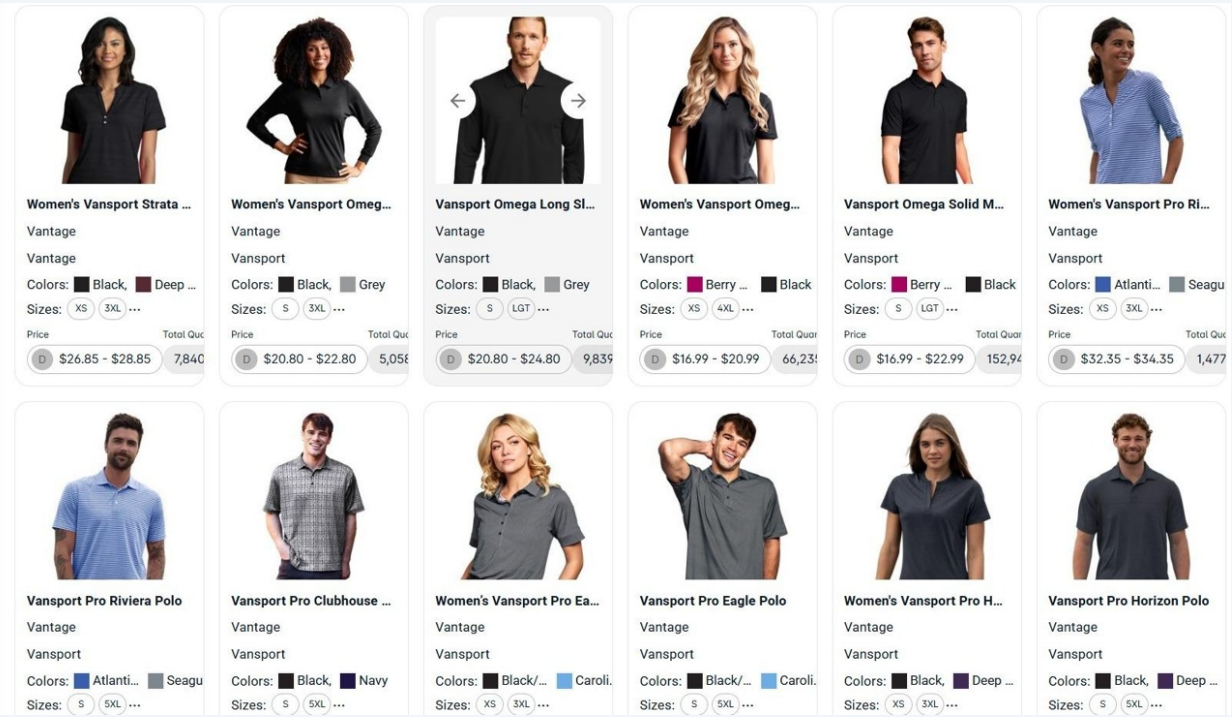
Navigate to **Purchase Order** on the sidebar and click **New Product.**



2 You can Select from **Supplier Index** to create your products. Alternatively, you can create custom blanks.



3 Select from **Supplier Index** shows you a list of products from your registered suppliers in your **PromoLink** portal. You can use filters to narrow your search down, or directly search products in the search field by product name, color, size, description and more.

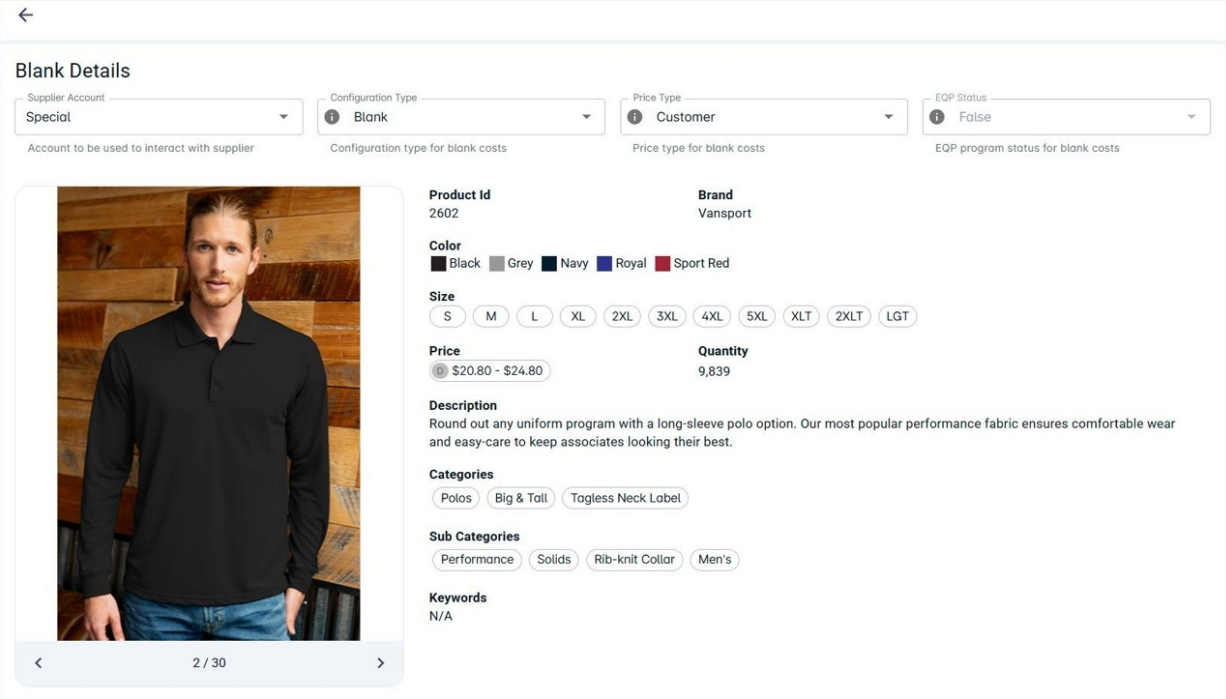


4

Selecting a product will bring blank details. You can see details like product ID, brand, colors, available sizes and quantity, price, assigned categories and sub categories.

You can also select configuration and price type. If enabled, you can also change the EQP status for the selected product.

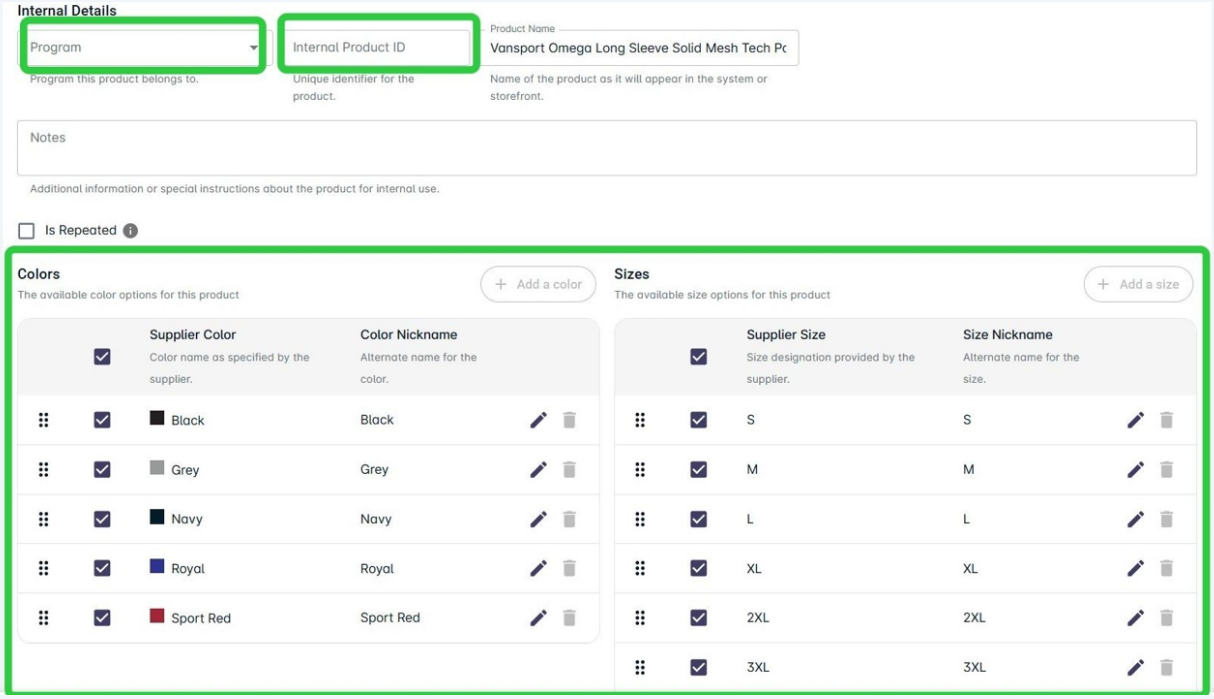
Click **Select Product** on the bottom-right of the page to proceed to product creation.



5

Selecting a product will bring you a brief documentation of the product's blank details. Choose a **Program** for your product and assign an **internal product ID**. Here you can edit the colors and sizes of the selected product.

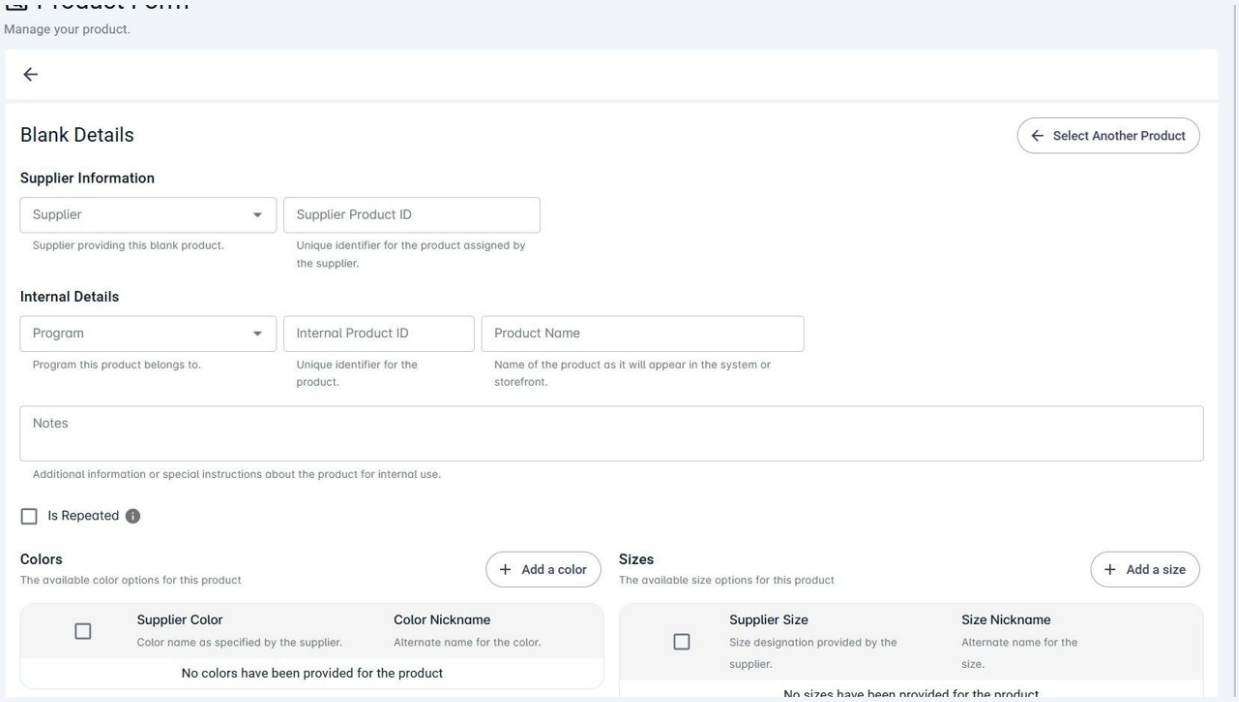
Once finished with the **Blank Details**, click **Save** to proceed.



6 If you want to **Create custom blanks** instead, fill out the Product Form by entering details manually.

Similarly, you can select a **Supplier** and **Program** for your product, as well as enter **Supplier Product ID, Product Name, Internal Product ID** and **Description**.

You can also add **Colors** and **Sizes** manually.

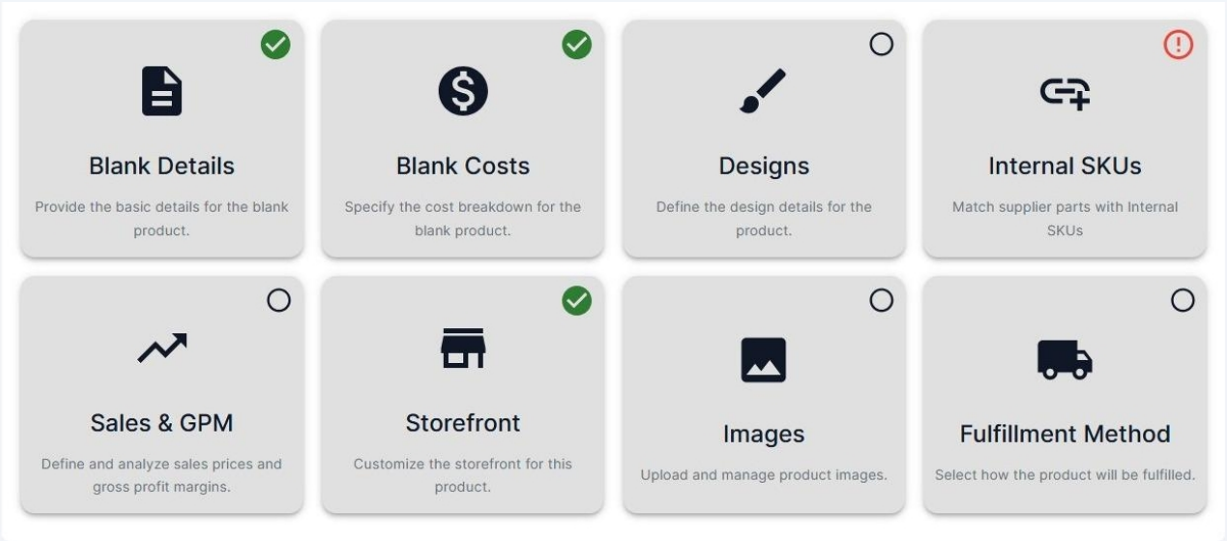


7 **Product Manager** offers you a comprehensive view of your product. You can edit **Blank Details, Blank Costs, Design** details, **Internal SKU** details;

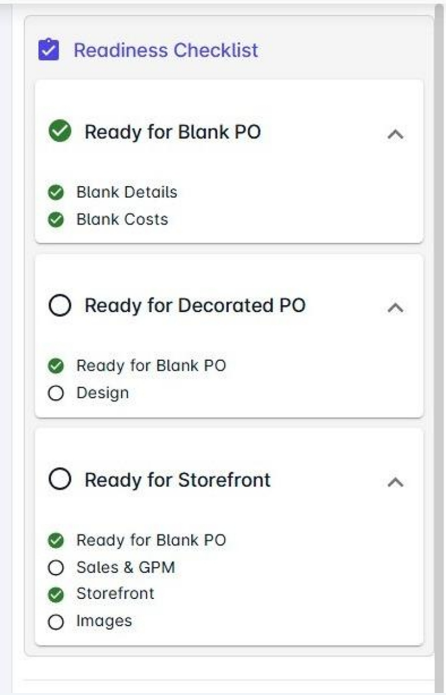
You can calculate **Sales & GPM** (Gross Profit Margin);

You can enable the product for **Storefront**, add & edit **Images**,

and you can assign a **Fulfillment Method** for the product.

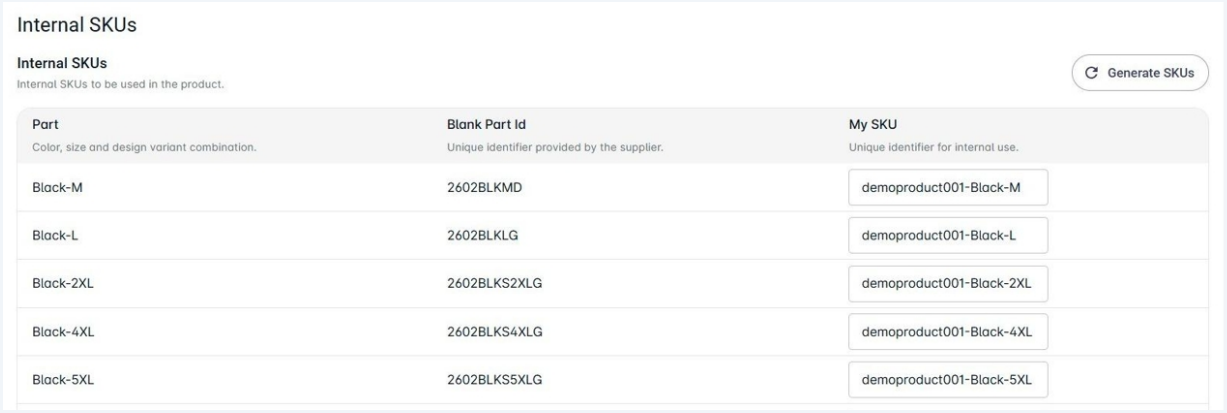


8 Sidebar on the right shows you the status of your product. As the required fields are complete, you will see check marks indicating the readiness of your product for either, or all, of **Blank POs, Decorated POs** and **Storefront.**



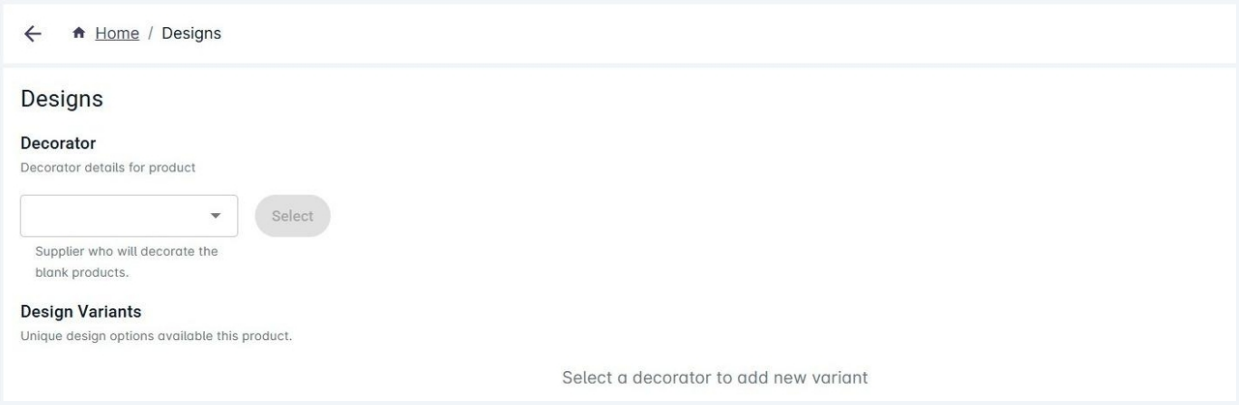
9 Click **Internal SKUs** to add unique identifiers to your product for internal use. **Generate SKUs** button will automatically produce unique internal SKUs with ease.

You can edit or enter SKUs without generating automatically.

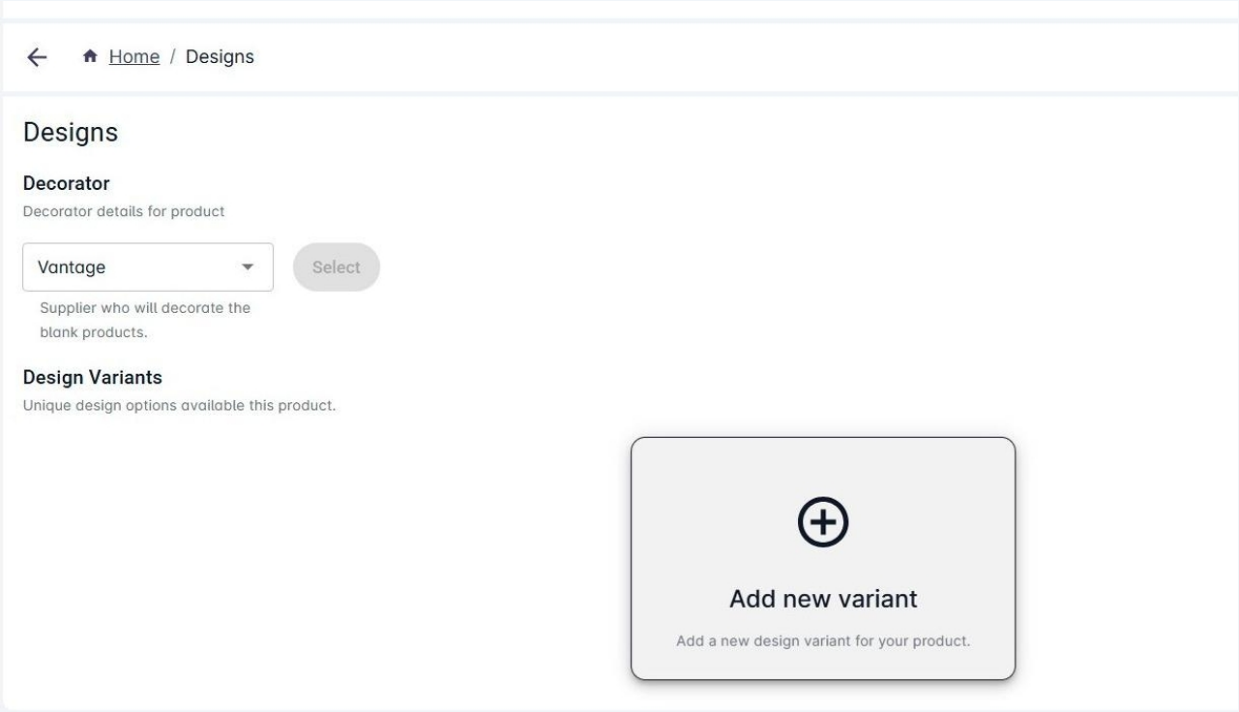


10 If you want decorations for your product, click **Designs**.

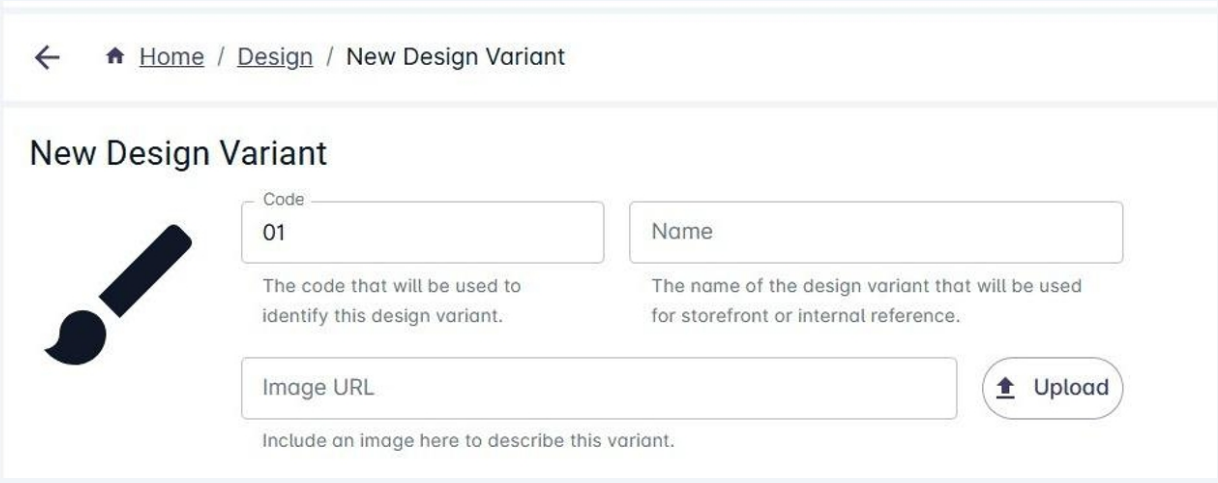
Here you must select a decorator for your designs, then save.



11 You can add multiple design variants for your product. Click **Add new variant** to create your first variant.

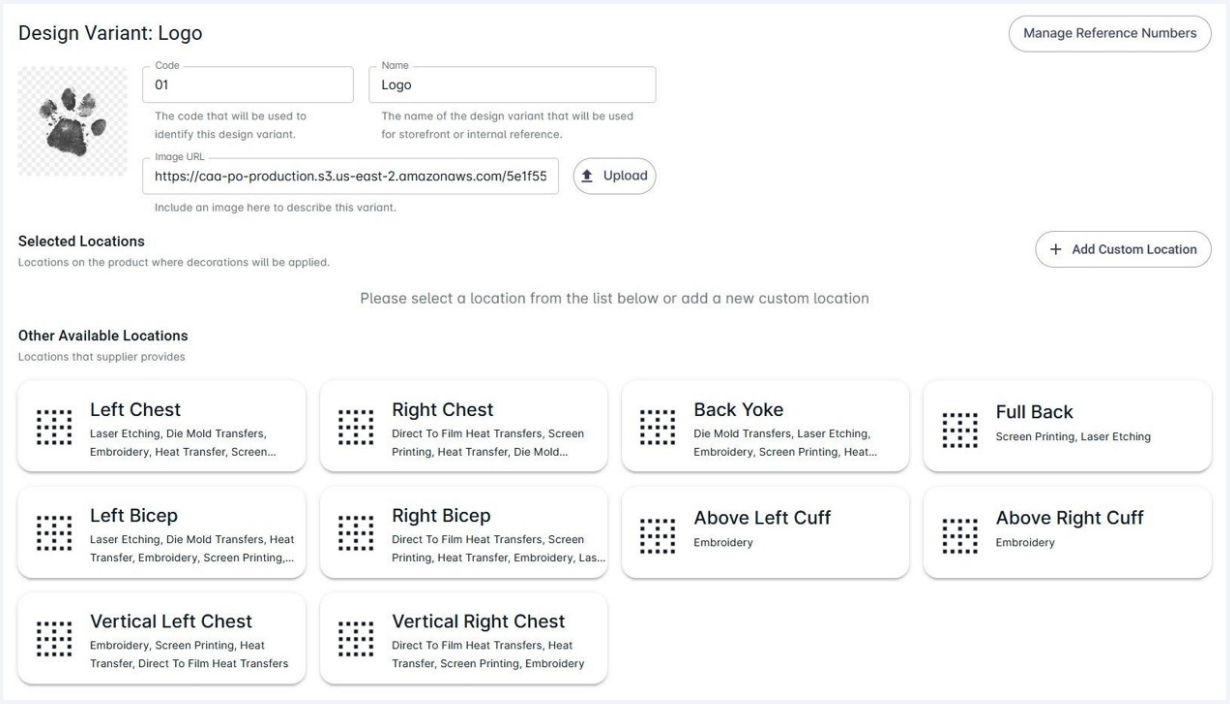


12 Name your variant in the next page. You can also upload an image for your variant for ease of use. Then save.

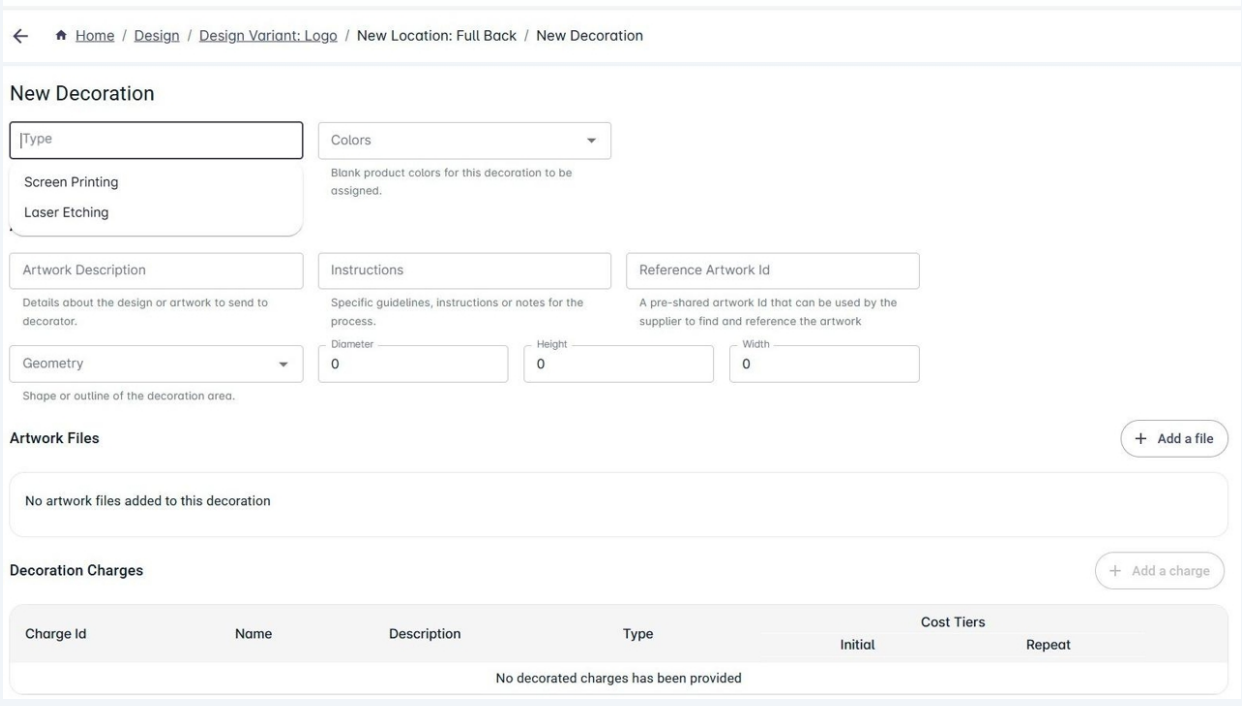


13 If your blank supplier and decorator are the same, you will see a list of pre-populated **Available Locations** for your designs. You can also see the applicable decoration options for any given location.

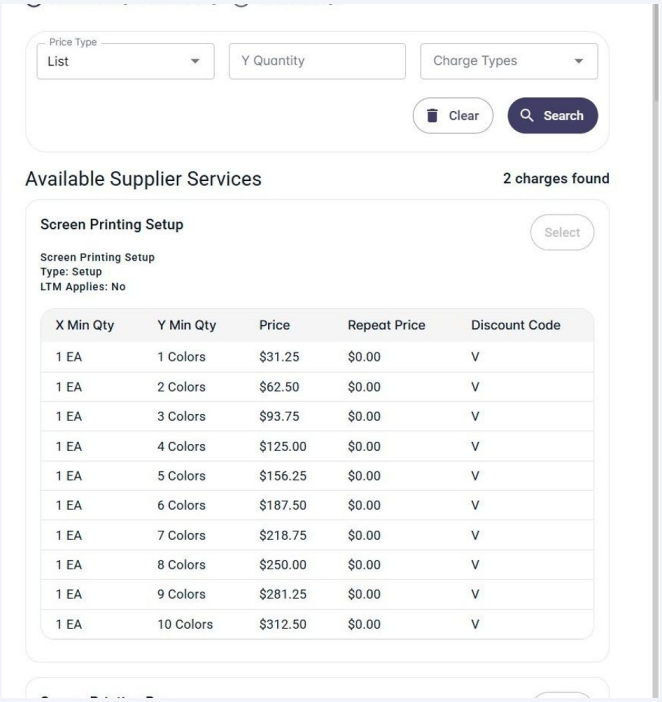
Select one to proceed.



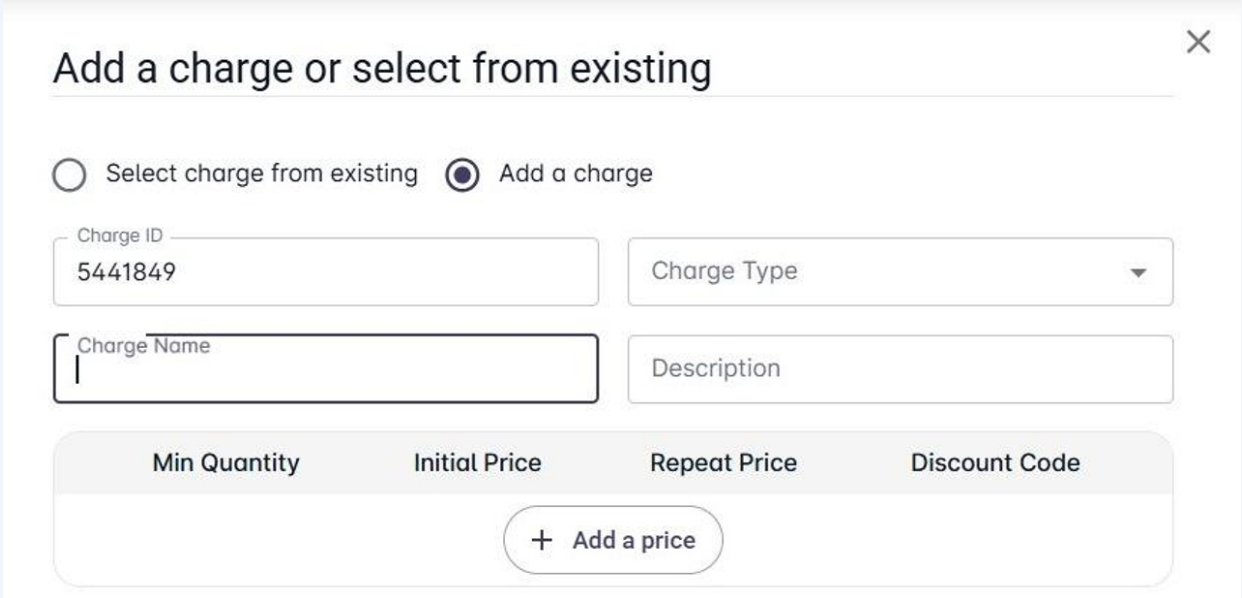
14 Enter and upload decoration details such as **Type, Artwork Description, Instructions, Reference Artwork ID** (if applicable), and **Geometry** details and **Artwork Files.**



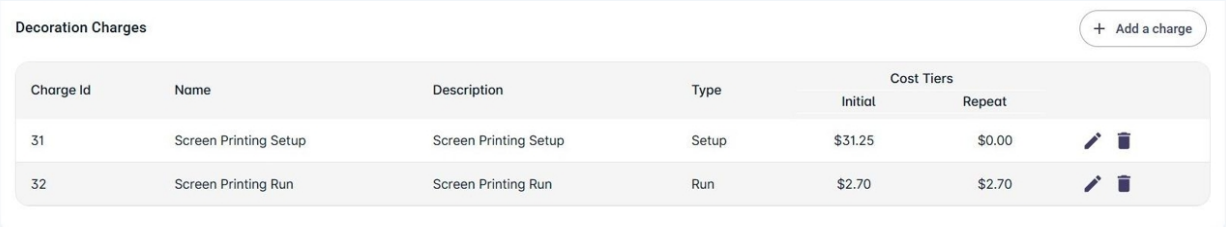
15 To add Decoration charges, click **Add a charge**. You can select charges directly from the list with respect to the **Price Type** and **Charge Types**.



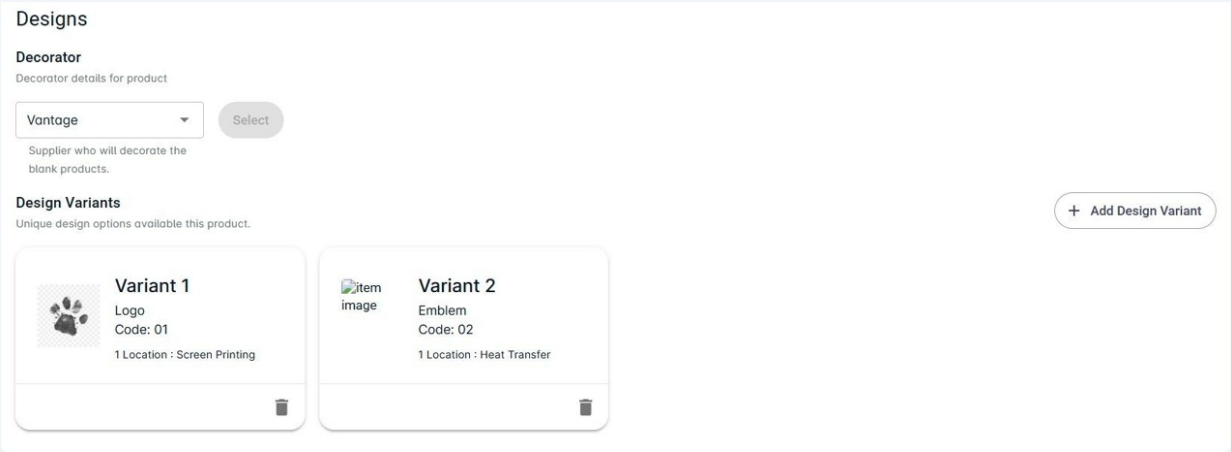
16 You can also manually **Add a charge** with **Charge ID, Charge Type, Charge Name, Description**, and **Discound Code.**



17 Once you add charges, you will see that they are listed under **Decoration Charges.**

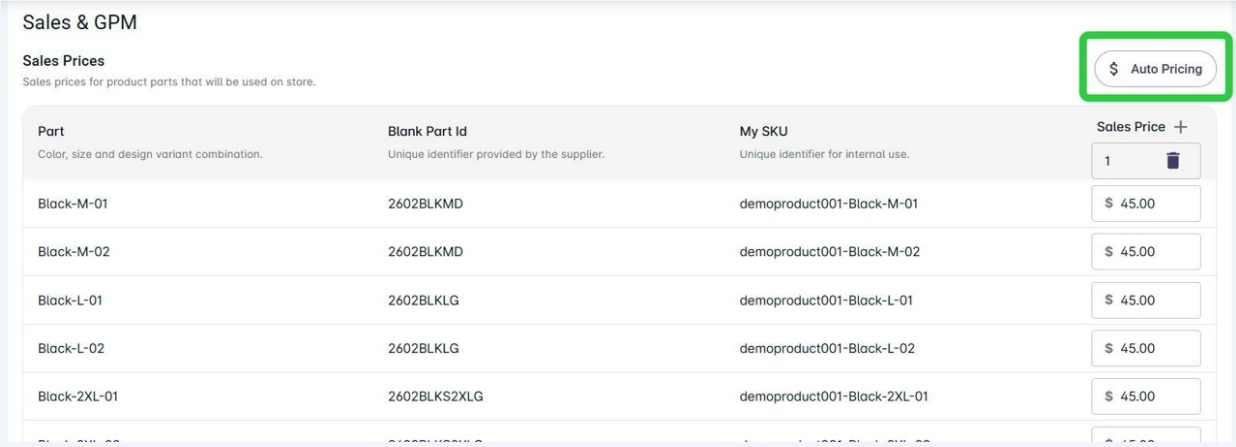


18 You can repeat these steps to add multiple variants for your designs.

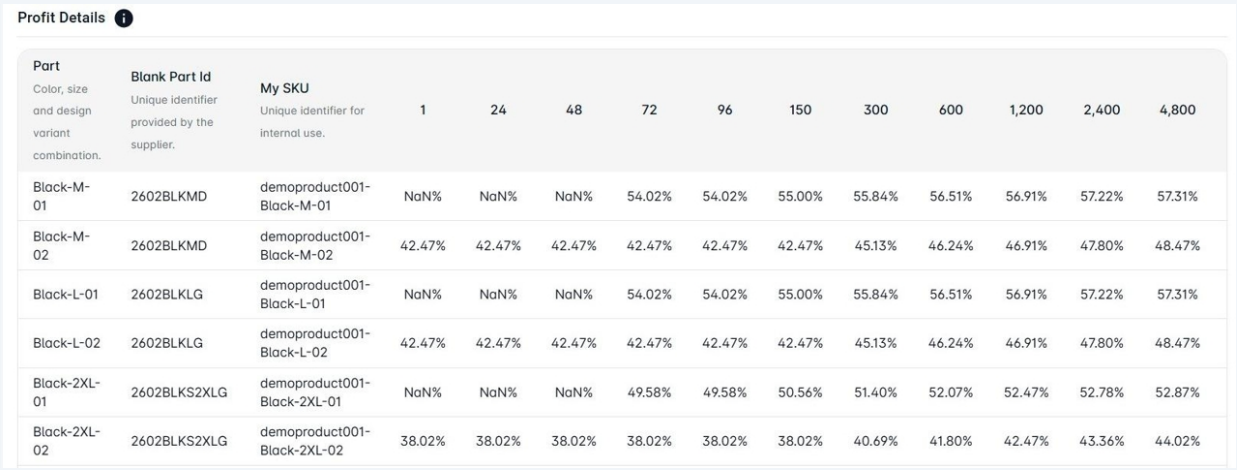


19 You can add **Sales** prices, and calculate **GPM** (Gross Profit Margin) easily using Sales & GPM.

Enter **Sales Price** for each SKU or use **Auto Price** to assign one price for each SKU under a tier. You can create multiple tiers.



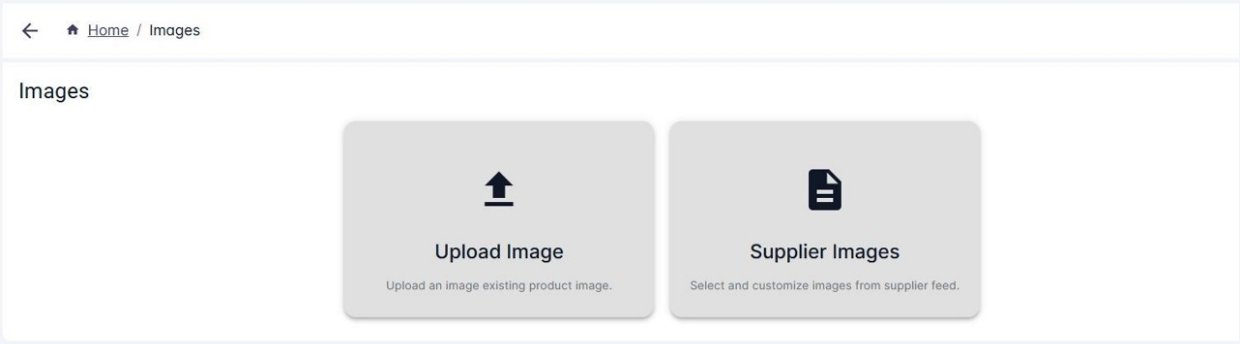
20 Below the page is **Profit Details.** This tool calculates your potential profit margins for any given tier and SKU.



Profit Details

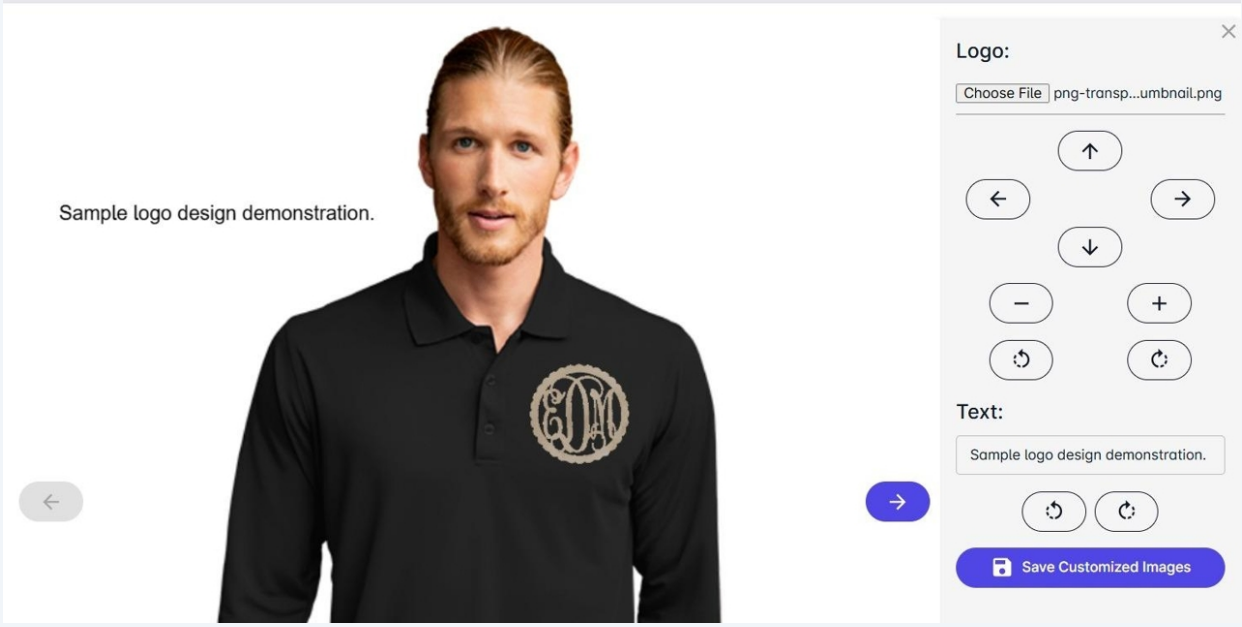
Part Color, size and design variant combination.	Blank Part Id Unique identifier provided by the supplier.	My SKU Unique identifier for internal use.	1	24	48	72	96	150	300	600	1,200	2,400	4,800
Black-M-01	2602BLKMD	demoproduct001-Black-M-01	NaN%	NaN%	NaN%	54.02%	54.02%	55.00%	55.84%	56.51%	56.91%	57.22%	57.31%
Black-M-02	2602BLKMD	demoproduct001-Black-M-02	42.47%	42.47%	42.47%	42.47%	42.47%	42.47%	45.13%	46.24%	46.91%	47.80%	48.47%
Black-L-01	2602BLKLG	demoproduct001-Black-L-01	NaN%	NaN%	NaN%	54.02%	54.02%	55.00%	55.84%	56.51%	56.91%	57.22%	57.31%
Black-L-02	2602BLKLG	demoproduct001-Black-L-02	42.47%	42.47%	42.47%	42.47%	42.47%	42.47%	45.13%	46.24%	46.91%	47.80%	48.47%
Black-2XL-01	2602BLKS2XLG	demoproduct001-Black-2XL-01	NaN%	NaN%	NaN%	49.58%	49.58%	50.56%	51.40%	52.07%	52.47%	52.78%	52.87%
Black-2XL-02	2602BLKS2XLG	demoproduct001-Black-2XL-02	38.02%	38.02%	38.02%	38.02%	38.02%	38.02%	40.69%	41.80%	42.47%	43.36%	44.02%

21 Go to **Images** to select product images. You can directly upload images from your device or select images from **Supplier Images.**

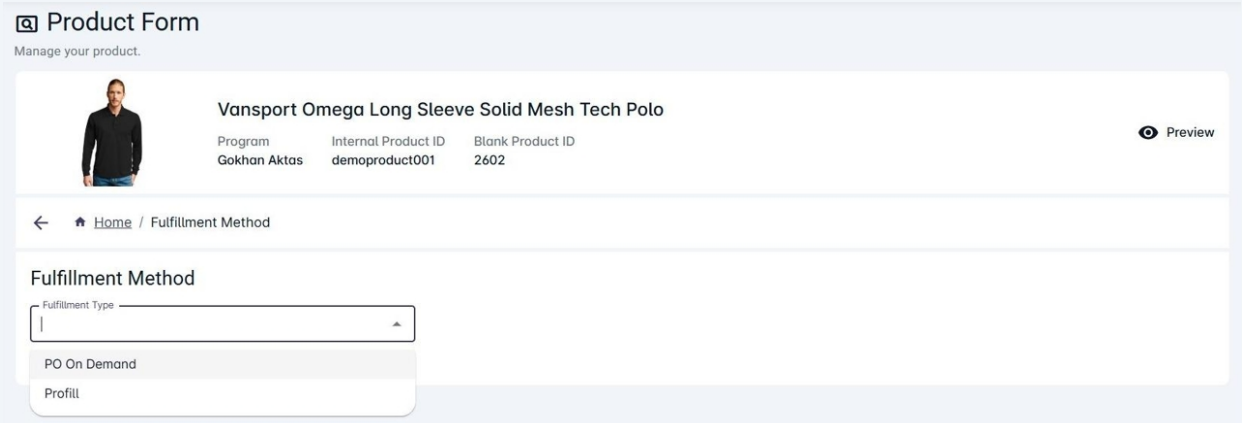


22 You can use **Customize Selected Images** tool to edit your product images.

Here you can upload other images to superimpose on the product image, align it as you like, and add descriptive texts on the image.

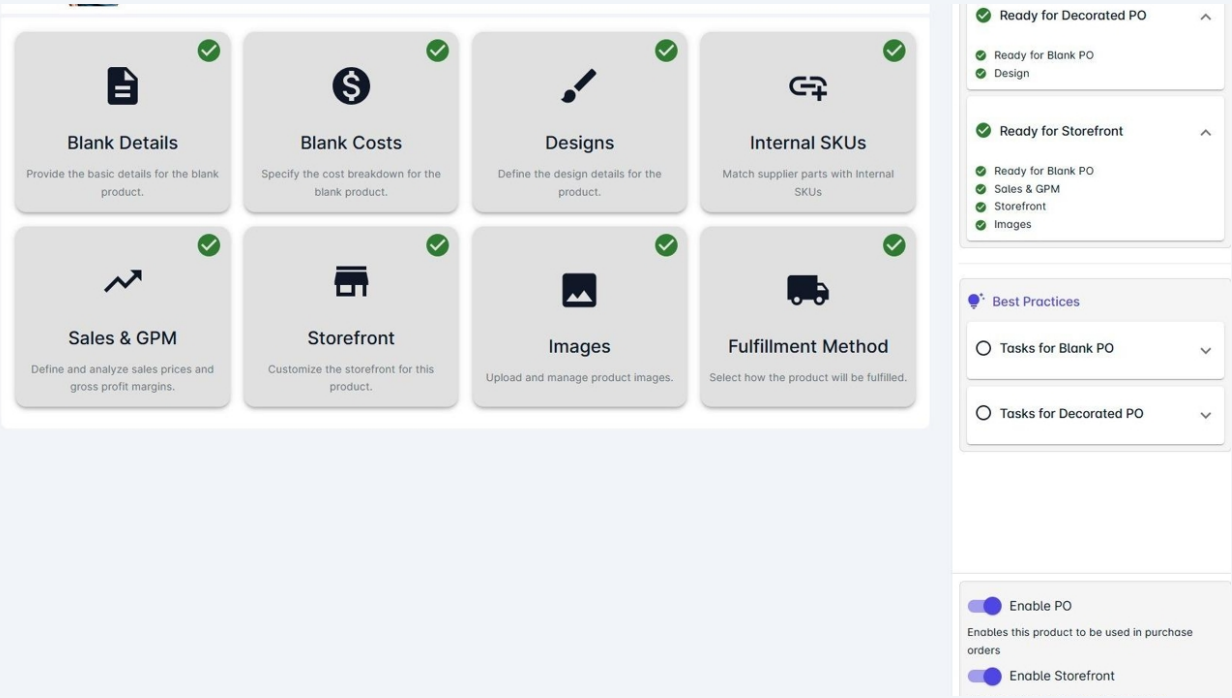


23 Lastly, you can assign a **Fulfillment Method** for your product.



24 Once complete, you can enable your product for PO sending and Storefront.

Enabling PO will activate this product for **Purchase Order** creations. Enabling **Storefront** will show this product in the store for your selected **Program**.



25 Click **Preview** to see how your product is shown on **Storefront**.