A product is a specific item offered in your store, such as a "Box 10x10x10" or a "Yellow legal notepad." Every product is associated with a department.

Keep in mind that certain items you sell in your store may not require having a product created for them. For example, you may sell pencils in a jar on your counter. If you are not interested in tracking your inventory of pencils, or your pencil profit, you may wish to ring your pencil sales as a ***soft sale*** into your Office Supplies Department. A soft sale is a dollar amount applied to the general department (i.e. 5 x $.25 pencils). A ***hard sale*** is the sale of a specific dollar amount for a specific product with a constant wholesale (i.e. 5 x pencils. When wholesale and retail are entered for this product.)

Adding Products

Products can be added and/or edited in two places:

- In PostalMate under ***Tools > PostalMate Settings > Departments & Products***.
- In PostalMate or POS under ***Edit > Product...***

Choose ***Add***

Fill in each field on each tab in order to have the most accurate reporting. Some fields are optional and will be indicated as such here.

General tab

Reference

- **SKU: (**Stock Keeping Unit) You may create your own sku or you may scan the sku of an item directly into this field with your barcode scanner. If you need to create labels based on the sku you have entered, you may do so with the label button at the bottom of the screen.
- **Full name:** the name of the product you are entering. This is how the name will appear on the receipt and in your search functions. Be consistent in your naming conventions.
- **Button name:** (optional) should you decide that this product needs to be on a button, enter the name here. If no text is entered any button created will be blank.
- **Register shortcut key:** (optional) you may enter a letter or key combination to be used as a shortcut to ringing this item up from the register.
- **Register icon:** (optional) you may assign a picture to go on the register button from a list of pre loaded icons.

Enter all pertaining information for this product. Make sure to select a Department and Sales Tax category.

See TechNote titled Product Bar Code Labels for information on creating custom bar code labels.

If this product is used for packing material, choose "Yes".

See Page 5 for information on 'Add and duplicate' mode.

Department: Select a department to categorize this item under.

Sales Tax: Choose the appropriate Sales Tax Category for this item.

Physical Description: Color, Style, Location and size are optional fields you may fill in.

Packing Material: If this item is a packing material such as a box, or loose fill choose *Yes* so that you may use the Pro Pack feature.

Pricing tab

The pricing tab is very important for regular pricing and discounting.

Unit of Measure: The "Sold by the" field helps the register program with important sell vs. buy information for inventory management. Examples of sell by units are: ea (each), box, bndle, ream, etc.
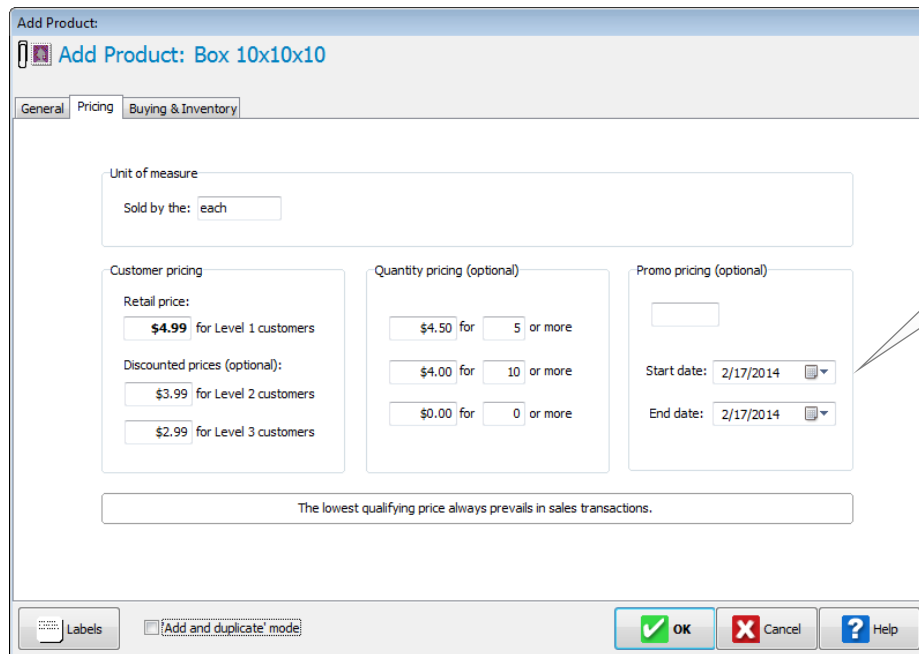
Customer Pricing:

- **Retail price:** a level 1 customer is your average walk-in customer. Enter into this field what you would normally charge for the product.

- **Discounted prices:**

    - **Level 2:** if you have set up a customer on level 2 pricing, this is where you would enter their price.

    - **Level 3:** if you have set up a customer on level 3 pricing, this is where you would enter their price.

Quantity Pricing: You may offer price breaks based on quantity. Fill in the price then the amount for charging based on quantity. The customer receipt will show the quantity pricing automatically.

Promo Pricing: enter a price then the start and stop dates of a promotional sale period for a given item. The register will automatically charge the entered price for just the period you select.

If a level 2 customer buys 5 of these boxes during a promotional period, the lowest price will always prevail.

Buying and Inventory

This tab will configure your inventory management features. It is important that these fields are filled in correctly and completely for the feature to function as designed. Once complete you will be able to use the many reports and features associated with inventory management to assist you in ordering and receiving products as well as managing which products are selling well in your store.

Inventory exempt: if you do not wish to keep track of inventory for this item choose yes.

Vendor Info: the register has a vendor database that will allow you to keep a record of where your supplies come from and information about your contact at the supplier. You can also record the stock number of this item.
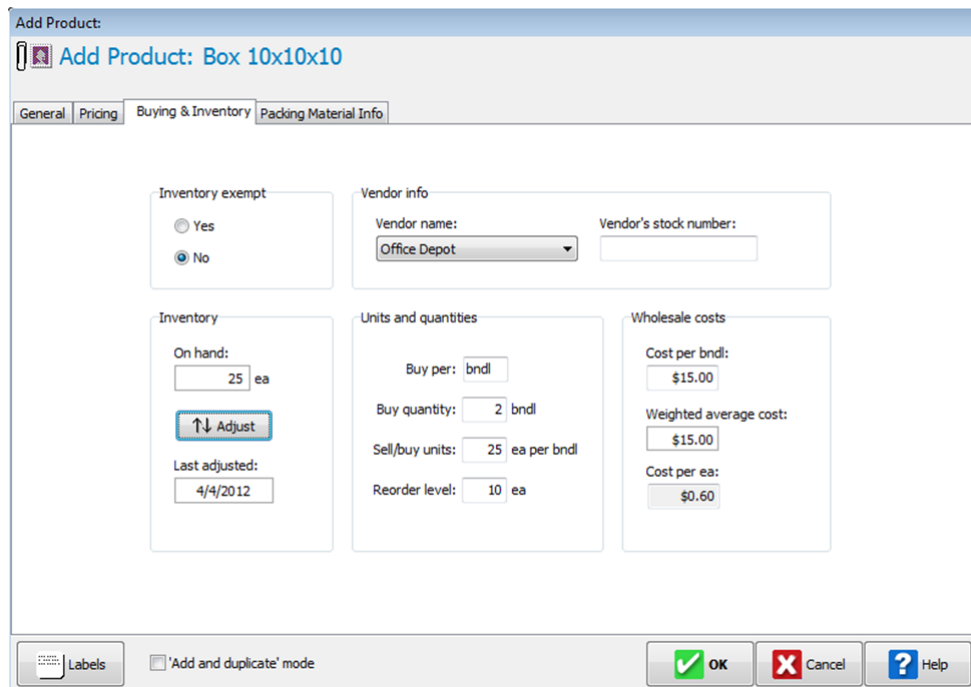
Units and quantities:

- **Buy per:** how do you purchase this item? By the case? The bundle (bdl), by the each? Enter that information here

- **Buy quantity:** how many of the buy units do you buy at a time? How many cases or bundles?

- **Sell/buy units:** how many items come in each buy unit? How many boxes per bundle or pens per box?

- - **Reorder level:** when you get down to a certain number of a given item, the item will be added to your purchasing report. You may choose that quantity here.

Wholesale costs: enter the cost of the buy unit.

Once this is done you may use the ***Adjust*** button to enter your current inventory.

Save Time: You can adjust all of your inventory at one time in the POS after your products have been entered. Find this in the POS under Tools > Adjust Inventory.

Packing Material tab

If the item is a packing material such as a box or filler, you will want to fill in this information. You may use this product in the Pro Pack estimating feature.

Save Time: PostalMate's Pro Pack setup feature allows you to set up all of this information for each product in one convenient grid and will save you time. See TechNote titled Setting up Pro Pack.
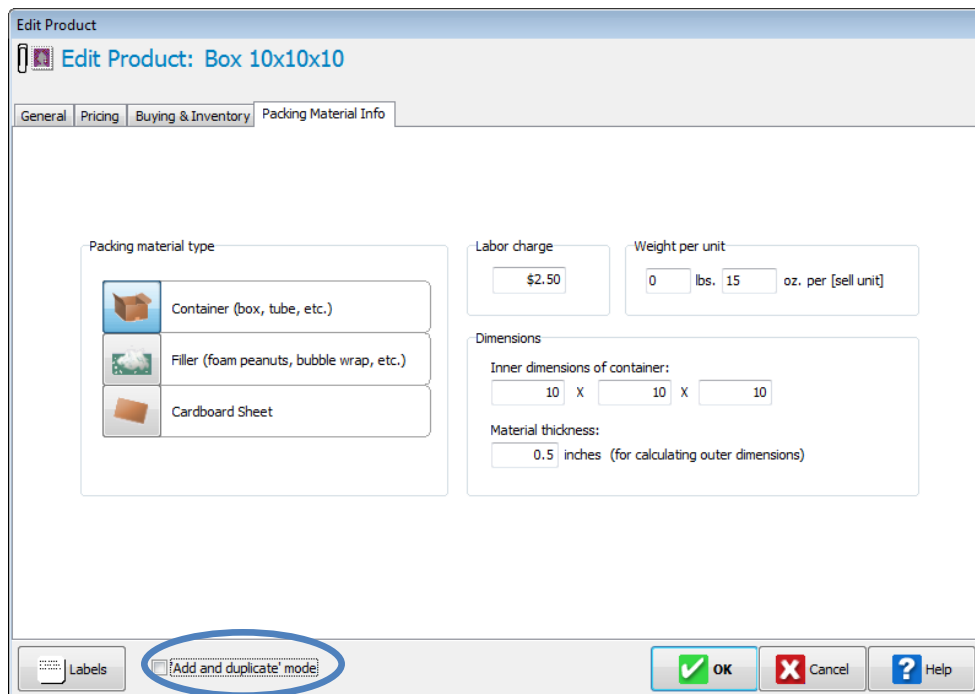
Packing material type: Select Container, Filler or Cardboard Sheet.

Labor charge: Labor can be assigned to each product if needed. ***See technote for [Setting up Pro Pack](#)*** *for other ways to assign labor charges.*

Weight: In order for the estimator to work properly, you'll need to weigh each item and enter the weight here.

Dimensions: Enter the inner dimensions of the shell. This is the amount printed on the box and will be used to determine if the object you are packing will appropriately fit inside.

Material thickness: This is the difference between the inside and outside dimensions of the box. The thickness of the box wall. This will determine the shipping dimensions of the box.

If you will be entering similar products, use the ***'Add and duplicate' mode*** check box to save steps on adding your next similar product. Add and duplicate will automatically select Department, Sales Tax and Pricing (if you choose) and you will only need to enter the field that make the next product unique.

Otherwise, click ***OK*** to save your product addition.