How to Create Products with Product Manager





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



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.



 Women's Vansport Strata ...

 Vantage

 Vantage

 Colors:
 Black, Log Deep ...

 Sizes:
 VS 300, ...

 Price
 Totol Quc

 D
 \$26.85 - \$28.85
 7,840



Colors: 📕 Black, 📗 Grey

D \$20.80 - \$22.80 5,058

Total Que

Sizes: S 3XL ...

Vantage

Vansport

Price

÷

Vansport Omega Long Sl... Vantage Vansport Colors: Black, Grey Sizes: S LoT ... Price Totol Que D \$20.80 - \$24.80 9,835



Vantage Vansport Colors: Berry... Black Sizes: X5 4xL ... Price Totol Quor D \$16.99 - \$20.99 66,23!



Vansport Omega Solid M... We

Vantage Vansport Colors: Berry... Black Sizes: S LaT... Price Totol Quar D \$16.99 - \$22.99 152,94



Women's Vansport Pro Ri... Vantage Vansport

 Colors:
 Atlanti...
 Seagu

 Sizes:
 XS
 3XL
 ...

 Price
 Totol Que
 ...
 1,477



Vansport Pro Riviera Polo Vantage Vansport Colors: Atlanti... Seagu Sizes: S (5xL) ...

Vansport Pro Clubhouse ... Vantage Vansport Colors: Black, Navy

Sizes: S 5XL ...



Women's Vansport Pro Ea... Vantage Vansport Colors: Black/... Caroli. Sizes: XS (34) ...



Vansport Pro Eagle Polo Vantage Vansport Colors: Black/... Caroli. Sizes: S (5xL) ...



Women's Vansport Pro H... Vantage Vansport Colors: Black, Deep ... Sizes: XS (3XL)...



Vansport Pro Horizon Polo Vantage Vansport Colors: Black, Deep ... Sizes: s (SXL)...



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.

4

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.

lank Details							
Supplier Account		- Configuration Typ	e	Price Type		EQP Status	
Special	-	Blank		Customer	-	False	
Account to be used to interact with s	upplier	Configuration ty	ype for blank costs	Price type for blank costs		EQP program status for blank	costs
Contraction of the local division of the loc	Yas		Product Id	Brand			
	1	1	2602	Vansport			
1	a 10	Track	Color				
	- Internet	STATION.	Black Grey Navy	Royal Sport Red			
	TY SHALL		Size				
ALLEY V		-	S M L XL	2XL 3XL 4XL 5XL XLT	2XLT LGT		
	-		Price	Quantity			
		1	D \$20.80 - \$24.80	9,839			
			Description				
		A REAL	Round out any uniform pro-	gram with a long-sleeve polo option. Or	ur most popular per	formance fabric ensures co	mfortable wear
			and easy-care to keep asso	ciates looking their best.			
			Categories				
		144	Polos Big & Tall Tag	gless Neck Label			
		S Here	Sub Categories				
	1		Performance Solids	Rib-knit Collar Men's			
18 IC	t	22112					
			Keywords				
			N/A				
	A REAL PROPERTY AND A REAL	1 000 0000					

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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.

Program	Details m	ct belongs to.	ernal Product ID que identifier for the h duct.	Product Name /ansport C Name of the storefront.)mega L product	ong Sleeve : as it will appea	Solid Mes	sh Tech Pc			
Addition	al informati	on or special instructions about the	product for internal use.			Sizes					
The availa	ble color op	tions for this product		+ Add a	color	The availab	le size opt	ions for this product	(-	- Add	a size
	\checkmark	Supplier Color Color name as specified by the supplier.	Color Nickname Alternate name for the color.				\checkmark	Supplier Size Size designation provided by the supplier.	Size Nickname Alternate name for the size.		
H	\checkmark	Black	Black	1	Î		\checkmark	S	S	1	Î
H	\checkmark	Grey	Grey	1	Î		\checkmark	м	М	1	Ξ.
	\checkmark	Navy	Νανγ	1	Ĩ		\checkmark	Ĺ	L	1	Î
H	\checkmark	Royal	Royal	1	Î		\checkmark	XL	XL	/	ii.
	\checkmark	Sport Red	Sport Red	/	Î		\checkmark	2XL	2XL		ii.
							\checkmark	3XL	3XL	1	ii.

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.

6

ige your product.						
-						
lank Details					← Select	t Another Product
pplier Information						
Supplier	Supplier Product ID					
Supplier providing this blank product.	Unique identifier for the product of the supplier.	assigned by				
ternal Details						
Program	Internal Product ID	Product Name				
Program this product belongs to.	Unique identifier for the product.	Name of the product storefront.	as it will appear in th	system or		
Notes						
Additional information or special instructions	about the product for internal use.					
] Is Repeated 🚯						
blors e available color options for this product		+ Add a color	Sizes The available size	options for this product		+ Add a size
Color name as specified	Color Nickne	ame		Supplier Size	Size Nickname	
No colors have	e been provided for the product			supplier.	size.	
	provided for the product			No sizes have been	and the differentiation of the second second	

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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.



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.**

8

Ready for Blank PO	~
Blank Details	
Blank Costs	
Ready for Decorated PO	~
Ready for Blank PO	
O Design	
-	
Ready for Storefront	^
Ready for Blank PO	
O Sales & GPM	
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.

Internal SKUs		
Internal SKUs Internal SKUs to be used in the product.		C Generate SKUs
Part Color, size and design variant combination.	Blank Part Id Unique identifier provided by the supplier.	My SKU Unique identifier for internal use.
Black-M	2602BLKMD	demoproduct001-Black-M
Black-L	2602BLKLG	demoproduct001-Black-L
Black-2XL	2602BLKS2XLG	demoproduct001-Black-2XL
Black-4XL	2602BLKS4XLG	demoproduct001-Black-4XL
Black-5XL	2602BLKS5XLG	demoproduct001-Black-5XL

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

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

← A Home / Designs	
Designs	
Decorator Decorator details for product	
▼ Select	
Supplier who will decorate the blank products.	
Design Variants	
Unique design options available this product.	
\$	Select a decorator to add new variant

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

← ♠ Home / Designs		
Designs Decorator Decorator details for product Vantage Supplier who will decorate the blank products. Design Variants Unique design options available this product.		
	Add new variant Add a new design variant for your product.	

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

ew Desigr	Nariant	
	Code	
	01	Name
	The code that will be used to	The name of the design variant that will be used
	identify this design variant.	for storefront or internal reference.
	Increase UDI	

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.

	r vallant. E090			Manage Reference Hum
	Code 01	Logo		
2	The code that will be used to identify this design variant. Image URL https://caa-po-production	The name of the design variant that for storefront or internal reference. .s3.us-east-2.amazonaws.com/5e1f55	will be used	
	Include an image here to desc	ribe this variant.		
ations of	allable Locations	^{ed.} Please select a location from t	the list below or add a new custom location	+ Add Custom Loca
ations t	hat supplier provides			
	Left Chest Laser Etching, Die Mold Transfers, Embroidery, Heat Transfer, Screen	Right Chest Direct To Film Heat Transfers, Scre Printing, Heat Transfer, Die Mold	een Back Yoke Die Mold Transfers, Laser Etching, Embroidery, Screen Printing, Heat	Full Back Screen Printing, Laser Etching
				Above Dight Cuff
	Left Bicep Laser Etching, Die Mold Transfers, Heat Transfer, Embroidery, Screen Printing,	Right Bicep Direct To Film Heat Transfers, Scre Printing, Heat Transfer, Embroidery	Above Left Cuff Embroidery	Embroidery

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

← ♠ Home / Design / Design Vari	iant: Logo / New Location: Full Bac	ck / New Decor	ation					
New Decoration								
Туре	Colors	-						
Screen Printing Laser Etching	Blank product colors for this dec assigned.	oration to be						
Artwork Description	Instructions		Reference Ar	twork Id				
Details about the design or artwork to send to decorator.	Specific guidelines, instructions of process.	or notes for the	A pre-shared a supplier to find	rtwork Id that can b and reference the a	e used by the intwork			
Geometry	✓ Diameter 0	0 Height		O Width				
Shape or outline of the decoration area. Artwork Files								+ Add a file
No artwork files added to this decoration								
Decoration Charges								+ Add a charge
Charge Id Name	Description		Туре			Cost Tiers		
	N	o decorated chard	ues has been provi	ded	Initial		Repeat	
			,					

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**.

List	•	Y Quantity	Ch	narge Types 🔻
				Clear Q Search
vailable Su	pplier Servic	ces		2 charges four
Screen Printin Screen Printing S Type: Setup LTM Applies: No	g Setup ^{etup}			Select
X Min Qty	Y Min Qty	Price	Repeat Price	Discount Code
1 EA	1 Colors	\$31.25	\$0.00	v
1 EA	2 Colors	\$62.50	\$0.00	V
1 EA	3 Colors	\$93.75	\$0.00	V
1 EA	4 Colors	\$125.00	\$0.00	v
	5 Colors	\$156.25	\$0.00	V
1 EA		4107.50	¢0.00	V
1 EA 1 EA	6 Colors	\$187.50	\$0.00	•
1 EA 1 EA 1 EA	6 Colors 7 Colors	\$187.50	\$0.00	v
1 EA 1 EA 1 EA 1 EA	6 Colors 7 Colors 8 Colors	\$187.50 \$218.75 \$250.00	\$0.00 \$0.00	v v v
1 EA 1 EA 1 EA 1 EA 1 EA	6 Colors 7 Colors 8 Colors 9 Colors	\$187.50 \$218.75 \$250.00 \$281.25	\$0.00 \$0.00 \$0.00 \$0.00	v v v v

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

Add a charge or s	select from e	xisting	
) Select charge from ex	isting 🔘 Add a cl	narge	
Charge ID		Charge Type	•
Charge Name		Description	
Min Quantity	Initial Price	Repeat Price	Discount Code
	(+ A	dd a price	

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

ecoration Charge	es					+ Add a charge
Charge Id	Name	Description	Туре	Cost Initial	Tiers Repeat	
31	Screen Printing Setup	Screen Printing Setup	Setup	\$31.25	\$0.00	/ 1
32	Screen Printing Run	Screen Printing Run	Run	\$2.70	\$2.70	/ 1

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.

Sales & GPM			
Sales Prices Sales prices for product parts that will be used on store.			\$ Auto Pricing
Part Color, size and design variant combination.	Blank Part Id Unique identifier provided by the supplier.	My SKU Unique identifier for internal use.	Sales Price +
Black-M-01	2602BLKMD	demoproduct001-Black-M-01	\$ 45.00
Black-M-02	2602BLKMD	demoproduct001-Black-M-02	\$ 45.00
Black-L-01	2602BLKLG	demoproduct001-Black-L-01	\$ 45.00
Black-L-02	2602BLKLG	demoproduct001-Black-L-02	\$ 45.00
Black-2XL-01	2602BLKS2XLG	demoproduct001-Black-2XL-01	\$ 45.00
~			A 15 AA

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

Profit Details	0												
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**.

Images Ltmages Ltmages Ltmages Ltmages Ltmages Ltmages Ltmages Ltmages Ltmages Ltmag
LLUpload ImageSupplier Images
Upload Image Supplier Images

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.

Vansp Program Gokhan	ort Omega Long Slee Internal Product ID demoproduct001	ve Solid Mesh Tech Polo Blank Product ID 2602	Preview
A Home / Eulfillment Method			
Fulfillment Method	*		
PO On Demand Profill			

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**.

	×
and a	Vansport Omega Long Sleeve Solid Mesh Tech Polo
	\$45.00
	Round out any uniform program with a long-sleeve polo option. Our most popular performance fabric ensures comfortable wear and easy-care to keep associates looking their best.
	Colors
	Design Variants
	Sizes
	$ \begin{array}{cccccccccccccccccccccccccccccccccccc$

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