

# adding products

Follow these steps to add items to your inventory.

## Adding Inventory Items

1. From the SalonBiz®/SpaBiz® menu bar, click the Blueprints icon.
2. Click the Inventory button.
3. Click the Add button.
4. Type in the name of the item in the Product Name field.
5. In the Product Code field enter the item number (this is the SKU or scan code), it is best to scan the actual product.
6. Click the Add button.
7. Choose the Manufacturer from the list displayed.
8. Enter the Manufacturer's product number in the Manufacturer's Code field.
9. Choose the Vendor from the list displayed.
10. Enter the Vendor's product number in the Vendor Code field. This is how the product is electronically ordered. Please be very careful when entering this number.
11. Enter the cost of the product in the Purchase Price field.
12. Enter the retail price of the product in the Retail field.
13. Choose a category from the list displayed.
14. Choose the sub-category from the list displayed.
15. Choose Yes (for retail items) or No (for professional items) in the area on the right side of the screen that asks if the product is taxable.
16. Choose the product type from the list displayed.
  - If this is a retail product, choose Retail as the product type.
  - If this is a product used to perform a service, choose Professional as the product type.
  - If this is a product used as a supply, choose Special Use as the product type.
  - If this is a product used to promote the salon/spa, choose Promotional as the product type.
17. Click on the Purchasing and Inventory tab, determine the inventory purchasing levels, min/max/reorder settings and enter them in their corresponding fields.
18. Click the Return to Previous Screen button when you are finished.

**Adding a New Product**

Product Name  
New Product

Product Code  
00202022938372

Add Cancel

Generate Product Code

**Product** New Product

Information Purchasing & Inventory

Name: New Product

Item Number: 00202022938372

Manufacturer: [dropdown] Vendor: [dropdown]

Manufacturer's Code: 00202022938372 Vendor's Code: 2345

Purchase Price: 10.00 Retail: 20.00

Category: [dropdown] Sub-Category: [dropdown]

Product Type: [dropdown]

**Product** New Product

Information Purchasing & Inventory

Bar Code Label Name: [dropdown]

Product Information:

Weight: [dropdown] Qty On Hand: [dropdown] Product Status: Active

Height: [dropdown] Qty On Order: [dropdown] Last Purchased: No Date

Depth: [dropdown] Avg Cost: \$0.00 Last Sold: No Date

Weight: [dropdown] Location: [dropdown] Last Counted: No Date

Inventory Purchase Information:

Min Qty: 10 Max Qty: 10 Reorder Qty: [dropdown]

Seasonal Adjustments:

From Date: [dropdown] End Date: [dropdown]

Min Qty For Date Range: [dropdown] Max Qty For Date Range: [dropdown]

Add Delete

