How to manually create products - front end

This guide shows you how to manually create products in effectmanager front end with Master data, Chains, and Prices.





In effectmanager a product exists of 3 elements:

- Product Master data
- Retail Chain Units (not of relevance if you do no have the promotion module)
- Prices (not of relevance if you do no have the promotion module)

Products can be created directly in effectmanager front end or by using an export/import Excel-file.

To create a product with an export/import file, please see our guide <u>How to manually create products - export file</u>

Product Master Data

1. To create a new product in the effectmanager front end, in the top menu press *Settings* and then select *Products* in the side menu.

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Settings	«	Products	Units									
Search		Search	\otimes	Filter	Add group $\left \lor ight $	+ Add product	🖍 Edit					
Users Permissions Roles Plans Retail chains Products Promotion properties Trade terms Sales Integrations Logs Scheduled tasks		Name Vuncategori O(2 L O(3) 2 L O(3) 2 L O(5 L O(5 L O(5 L O(5) 2 L	zed		EAN	Order EAN	I Product Gro	bup No.		EAN		
Pictures		 Retail chain 	units	_	Retail	chain unit prices		•	•	C Page	0 of 0	



2. Before creating products, you must create categories. To do this press *Add group* and then select Add *top-level group*. In the pop-up window, input the name of the category and finish by pressing *Save*.

Settings	«	Products	Units												
Search		Search		\otimes	T Filter	+ A	dd group $ $ \vee	🕂 Ad	d product	/ Ed	dit				
Users		Name				+ /	Add top level g	group	Order EA	N	Prod	duct Group No.	EAN		
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Sales							×								
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3. Select the category in which you want to create the new product - When marked with blue, the category is selected. To add a new product in the category, press *Add Product*.

Products U	Units								
Search	S Filter Add	l group 🗸 🔶 Add p	oroduct 💉 E	dit – Delete	C Reload Mov	ve selection Uplo	ad Photo Overal	l product delete	
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> Uncategorize	d								
> 0,2 L									
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✓ 1,5 L									
 Coconut v 	water								
Cherr	y & Pomegranate 1,5I	5700417991254	1	1,5 L	Coconut water	Milliliters	Bottle		
Lime	& Elder flower 1,5l	5700417006804	1	1,5 L	Coconut water	Milliliters	Bottle		
Natur	al 1,5l	7310350117413	1	1,5 L	Coconut water	Milliliters	Bottle		
Orang	ge & Guava 1,5l	7310350117024	1	1,5 L	Coconut water	Milliliters	Bottle		
> Mineral w	/ater +								
> 2 L									
4									•



4. In a pop-up window, input the master data, select *Active* and finish by pressing *Save*.

NB! The fields *Category, Brand, Optional 1, Optional 2, Optional 3,* and *Optional 4* are necessary if you have POS data. The POS data in the cube is categorized using these fields.

See our guide <u>How to maintain categorization of POS data</u>

Product	×
Name:	Product description - Mandatory
EAN:	Sales unit EAN - Mandatory
Order EAN:	Order EAN - optional
Internal Number:	Your item number - Mandatory
Colli size:	Units in order unit - <i>optional</i>
Category:	Your Category - Optional
Brand:	Your Brand - Optional
Optional One:	Optional ~
Optional Two:	Optional \checkmark
Optional Three:	Optional ~
Optional Four:	Optional \checkmark
Measure:	Unit measure - Mandatory ~
Amount:	Unit amount - Mandatory
Active:	
	Save Cancel



Retail Chains

This step is only necessary if you are using the promotion module in effectmanager.

5. After creating a product, you need to add chains. Select the product you want to add chains to. In the window go to *Retail chain units* and press *Add*.

Repeat until all desired chains have been created on the product or use the export/import file.

If you need to add/edit multiple chains for products, please see our guide for using the export/import file <u>here</u>

Settings	Products Units	Product units
Search	Search 🛞 🍸 Filter 🕂 Add group 🗸 🕂 Add product 🖍 Edit	Edit — Remove
Users Permissions	Name EAN Order EAN Product G > Uncategorized	roup No. Product EAN Raspberry & Apple 0,51 5700417991247
Roles Plans Retail chains	> 0.2L > 0.33L > 0.5L	
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Integrations Logs Scheduled tasks Pictures	Raspberry & Apple 0,51 5700417991247 > 1,5 L > 2 L	
	Retail chain units Retail chain unit price	ces
	Add / Edit Reload Import Export Add / Edit	Remove
	Retail Chain External Product Number Assort	Cost price Billing price Inn price
	SuperBest 06/02/2014 Rema1000 01/01/2000	7.65 10 11 7 10 11



6. In a pop-up window put in the chain information, select *Active* and press *Save* - the chain is now created on the product.

The fields Assortment Code, Assortment Start Date, and Assortment End Date are optional and can be filled in if you want to use these.

Add Record	×
Retail Chain:	Choose a chain - <i>Mandatory</i> ~
External Product Number:	Chains product number - <i>optional</i>
Assortment Code:	optional
Assortment Start Date:	optional The second sec
Assortment End Date:	optional 👘
Active:	
	Save Cancel

Retail chain units						
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Retail Chain	External Product Number	Assortment Code	Assortment Start Date	Assortment End Date	Active	Τ
SuperBest						^
SPAR						
Føtex						
Netto						
SuperSpar						
Fakta						
Kvickly						
SuperBrugsen						
EuroSpar						
Rema1000						
DagligBrugsen						*
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Prices

This step is only necessary if you are using the promotion module in effectmanager.

7. After adding chains to the products, you need to add prices.In the window, mark the chain you want to add a price too.Go to *Retail chain unit prices* and press *Add*.



8. In a pop-up window, put in the price information, and finish by pressing *Save*.

- **Cost price**: The price of manufacturing or ordering the products possibly with freight costs, tariff, and insurance. The price is excl. VAT per delivery unit.
- **Billing price**: The wholesaler's purchase price at the manufacturer incl. various costs, such as freight, etc. The price is excl. VAT per delivery unit.
- Inn price: The chain's purchase price at the manufacturer incl. various costs, such as freight, etc. The price is excl. VAT per delivery unit.



- **ESP**: The chain's sales price to consumers incl. VAT per sales unit.
- **ESP Promotion**: The chain's promotion sales price to consumers incl. VAT per sales unit.
- **VAT**: The products VAT default is 25%. Select another value, if VAT is different from 25%.
- **Default unit cost**: The amount given by the vendor to the chain per item sold in connection with promotions. Unit costs are only registered on the product if it applies to all promotions. Specified excl. VAT per sales unit.
- **Default percentage cost**: The percentage amount of the billing price given by the supplier to the chain per sold unit in connection with promotions. Default percentage costs are only registered on the product if it applies to all promotions.
- **Elasticity**: Enter price elasticity if you have calculated these, otherwise enter 1.

Add Record		×
Date:	Price valid from date - Mandatory	
Cost price:		$\hat{}$
Billing price:		$\hat{}$
Inn price:		$\hat{}$
Freight:		$\hat{}$
ESP:		$\hat{}$
ESP Promotion:		$\hat{}$
VAT:	25	$\hat{}$
Default unit cost:		$\hat{}$
Default percentage cost:		$\hat{}$
Elasticity:		$\hat{}$
List Price:		$\hat{}$
Tax:		$\hat{}$
	Save Can	cel