

HOW TO CREATE ITEM KITS

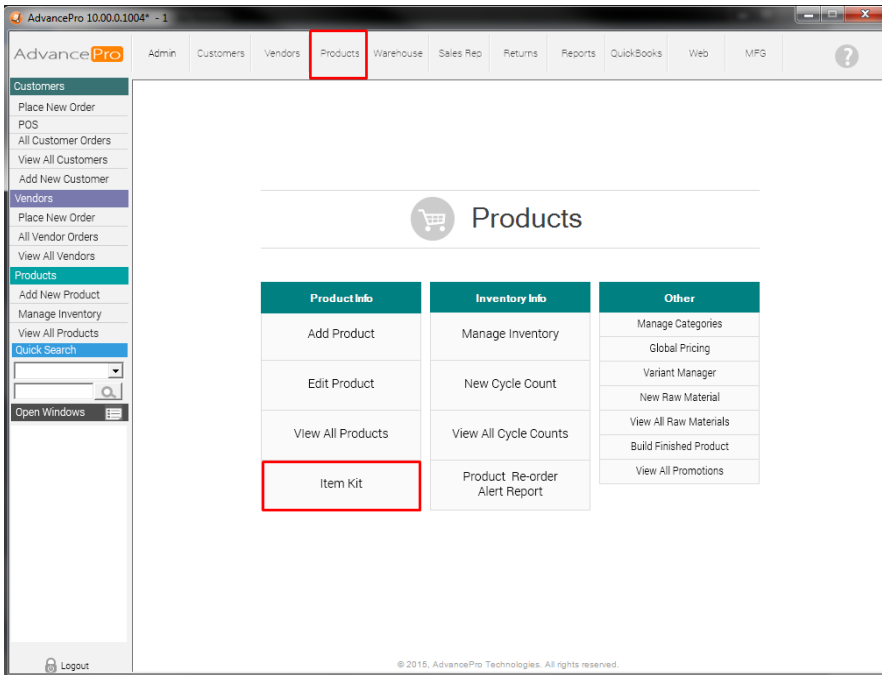
Creating Item Kits

Mandatory Fields

- Product Name
- Internal SKU

1. From the **Products** Switchboard, click **Item Kit**. Alternately, you can:

- Click **CTRL + ALT + I + K** on your keyboard.

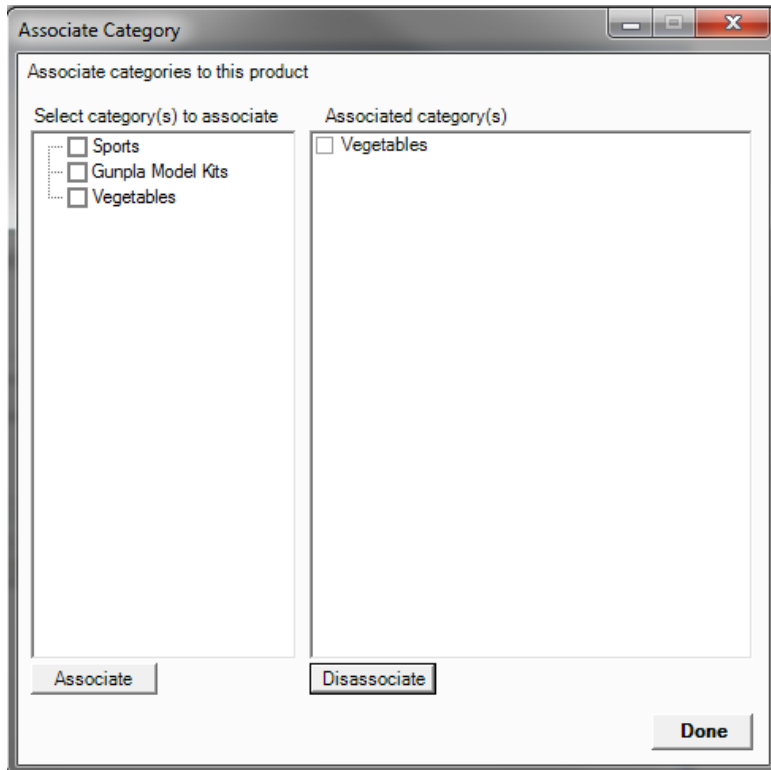


2. The Item Kit form will open. Enter the item kit name.

The screenshot shows the 'Item Kit' form. The form has a title bar 'Item Kit' and a menu bar with 'Serial #'s, 'Commissions', 'Images/Hyperlinks', and 'Cross Sellers'. Below the menu bar are tabs for 'Product Information', 'Product Info', 'Pricing Info', 'Customer Pricing', and 'Additional Info'. The 'Product (Item Kit) Name' field is highlighted in red and contains the text 'Sample Kit 1'. Below this field is an 'Associated Categories' section with a 'Select' button. The 'Product Info' section includes fields for 'Internal SKU #', 'UPC #', 'Unit Measurement' (set to 'N/A'), and 'Customer Min Order Qty.' (set to '1'). There is a checkbox for 'Item Kit is Inactive'. The 'Product Description' section includes a 'NOTE: For web use only' and two text areas for 'B2B Description' and 'B2C Description', both with 'Sell on B2B website' and 'Sell on B2C website' checkboxes checked. A 'Copy >' button is between the text areas. At the bottom are 'Save & Close', 'Save & Next', and 'Close' buttons.

3. If you wish to associate this product to categories, click the **Select** button. The Associate Category window will open. Select the categories for the product on the left and click **Associate**. Click **Done** when finished.

Note: You must have created the category first. You can associate the product to more than one category.



4. Enter any other information as necessary, including:

- UPC #
- Set the appropriate unit of measure in which you will sell the kit.
- The customer minimum order quantity

5. If you wish to create an item kit but activate it later, or if you wish to temporarily make it unavailable, click the **Item Kit is Inactive** checkbox.

6. Use the checkboxes at the bottom of this tab to indicate whether you are selling this item kit on your B2B or B2C website. Web Services must be enabled.

• If you are, you may want to create a description for the kit in the bottom boxes. You can copy the description from one to the other if necessary.

7. Click **Save & Next**. (You can click Save & Close at this point, but your item kit contains no products.)