

## Product Setup in RepDesk

There are many fields involved in product (item) setup in RepDesk. In this article we will explain how to use the product fields and how they behave in RepDesk

Catalog Item
Communication ▾  (0)

Vendor XYZ



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Item#	<input type="text"/>
UPC	<input type="text"/>
Description	<div style="border: 1px solid #ccc; height: 60px;"></div>
Notes	<div style="border: 1px solid #ccc; height: 60px;"></div>
Qty Break Group	<input type="text"/>
Discontinued	<input type="checkbox"/>
Customizable	<input type="checkbox"/>

Available:	<input type="text"/>
In Stock:	<input type="text"/>
On S/O	<input type="text"/>
On P/O	<input type="text"/>
Case Pack	<input type="text"/>
Inner Case	<input type="text"/>
Min	<input type="text"/>
Back Order	<input type="text"/>

Min Qty	Price
LEVEL1	
<input type="text"/>	<input type="text"/>
LEVEL2 - Platinum wholesale	
<input type="text"/>	<input type="text"/>

Sale Min Qty:	<input type="text"/>
Sale Price:	<input type="text"/>

➕ ADD CATEGORY

SAVE

### Basic fields:

- **Item #:** This is the product ID. It can be used as product SKU
- **UPC:** Universal Product Code
- **Description:** text description of the product
- **Qty Break Group:** Name of a quantity break group. This group can be used in mix and match quantity breaks where the user buys x qty from product 1 and y qty from product 2. The total of x + y is available for the quantity break group discounted price
- **Discontinued:** whether this product is discontinued or still in production

- Note: discontinued product items don't show up in the marketplace (OneMart)
- Customizable: whether this product is a customizable product

**Advanced fields:**

- *Available*: number of items of product available for sale
- *In Stock*: number of items of product that are present in stock
- *On S/O*: # of product items committed/sold on sales orders
- *On P/O*: # of product items coming in from purchase order (future expected)
  - Note: the difference between products on P/O and S/O is what can be sold in advance (more than that might not be fulfilled)
- *Case Pack*: If this product is sold in cases this is the number of product items in a case
  - This is kept only for information purposes; no calculations are performed in RepDesk

Example: if you want to sell in packs of 10 you should define 2 products. The first for a case pack of 10, the second for units of 1 (regular). This way, buyers can achieve any desired qty by combining the case and the single unit (to achieve a total of 11 for example)

- *Inner case*: the case pack might have inner cases; this is the number of product items in the case
  - Example: if case pack is 4 and inner case is 3; then total items would be  $4 \times 3 = 12$  items
- *Min*: the minimum quantity of product required for an order
- *Back Order*: date on which this product will be in stock
- *Level 1*: Levels are assigned by vendor to customers. Level 1 is the only level where RepDesk allows Quantity breaks. Therefore, you see the Min Qty and Price breakdown in Level 1. in the below example, the min qty is 1 and price is \$10, a second breakdowns min qty 10 and price is \$9. This means that if a customer buys quantities 1-9 of the product, then the price is \$10. If the customer buys qty 10-49, then the price becomes \$9. For quantities of 50 and above the price is \$7.

Emil



thumbnail  
1001.jpg

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1001.jpg

CLEAR CACHE

Item#	1001
UPC	u1001
Description	Mug1
Notes	
Qty Break Group	
Discontinued	<input type="checkbox"/>
Customizable	<input type="checkbox"/>

Available:	
In Stock:	
On S/O	
On P/O	
Case Pack	
Inner Case	
Min	
Back Order	

Min Qty	Price
<b>LEVEL1</b>	
1	10
10	9
50	7
<b>LEVEL2 - Platinum wholesale</b>	
2	8

Sale Min Qty:	10
Sale Price:	12

ADD CATEGORY

SAVE CANCEL

- *Level 2 (and subsequent levels):* customer on this level (that can be renamed per the example above 'Platinum Wholesale') gets a special price of \$8 for buying the min quantity of 2 items and above. If a customer is assigned as a level 2 customer, they automatically get the level 2 pricing if they make an order:
  - In RepDesk
  - On the Marketplace (OneMart)

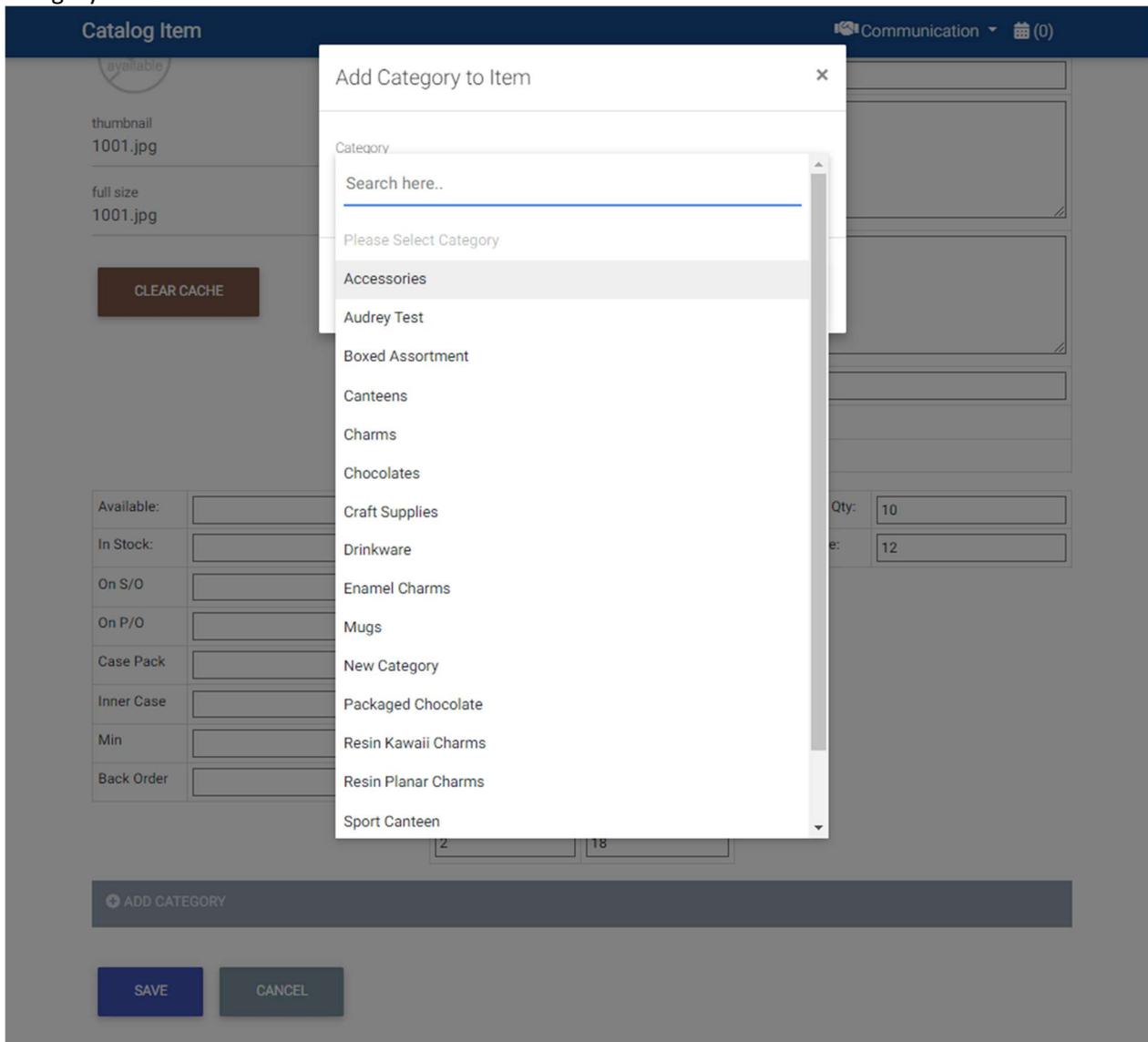
Note: Pricing Level Allowed Discounts are percentage base discounts that are assigned to pricing levels from the Vendor page (see below):

## Pricing Levels +

	Level#	Name	Allowed Discount
	1	LEVEL1	100.0%
 	2	LEVEL2 - Platinum wholesale	100.0%

- *Sale Min Qty*: min quantity that needs to be purchased to get the sale price
- *Sale Price*: special price if the product item is on sale

*Category assignments*: This is where you can assign a product to a specific category  
Once you have your product categories set up in the category section, you can simply assign the product category as below:



The screenshot displays the 'Add Category to Item' dialog box. The dialog has a search bar labeled 'Search here..' and a list of categories. The categories listed are: Accessories, Audrey Test, Boxed Assortment, Canteens, Charms, Chocolates, Craft Supplies, Drinkware, Enamel Charms, Mugs, New Category, Packaged Chocolate, Resin Kawaii Charms, Resin Planar Charms, and Sport Canteen. The background shows the 'Catalog Item' form with fields for 'Available', 'In Stock', 'On S/O', 'On P/O', 'Case Pack', 'Inner Case', 'Min', and 'Back Order', along with 'Qty' and 'e' fields.

### Assigning customer pricing level

If you want to assign a pricing level to a customer:

- Open the customer record
- Go to Vendor Info tab
- Click the + icon near vendor pricing
- Choose vendor
- Choose pricing level

Customer + New Sale ⚙️ Actions ▾ 🗨️ Communication ▾ 📅 (0)

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123 Sales Group [🔗](#) (filed on 10/4/2021)

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Sales Rep [🔗](#) Categories  
Guy SalesRep  ⚙️

Territory [🔗](#)

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Federal Tax Id: [🔗](#)

**GENERAL** INFO COMMUNICATIONS **VENDORS INFO**

**Bill-To** [🔗](#) 📍

Jane Doe  
123 Sales Group  
103 Sales St.  
Minneapolis, MN 55330  
(123) 555-7890 (tel)  
[jane@doe.com](mailto:jane@doe.com)

**Ship-To** [🔗](#)

Minneapolis  
Minneapolis, MN 55330

Resale Num: \_\_\_\_\_  
Shipping Account: \_\_\_\_\_

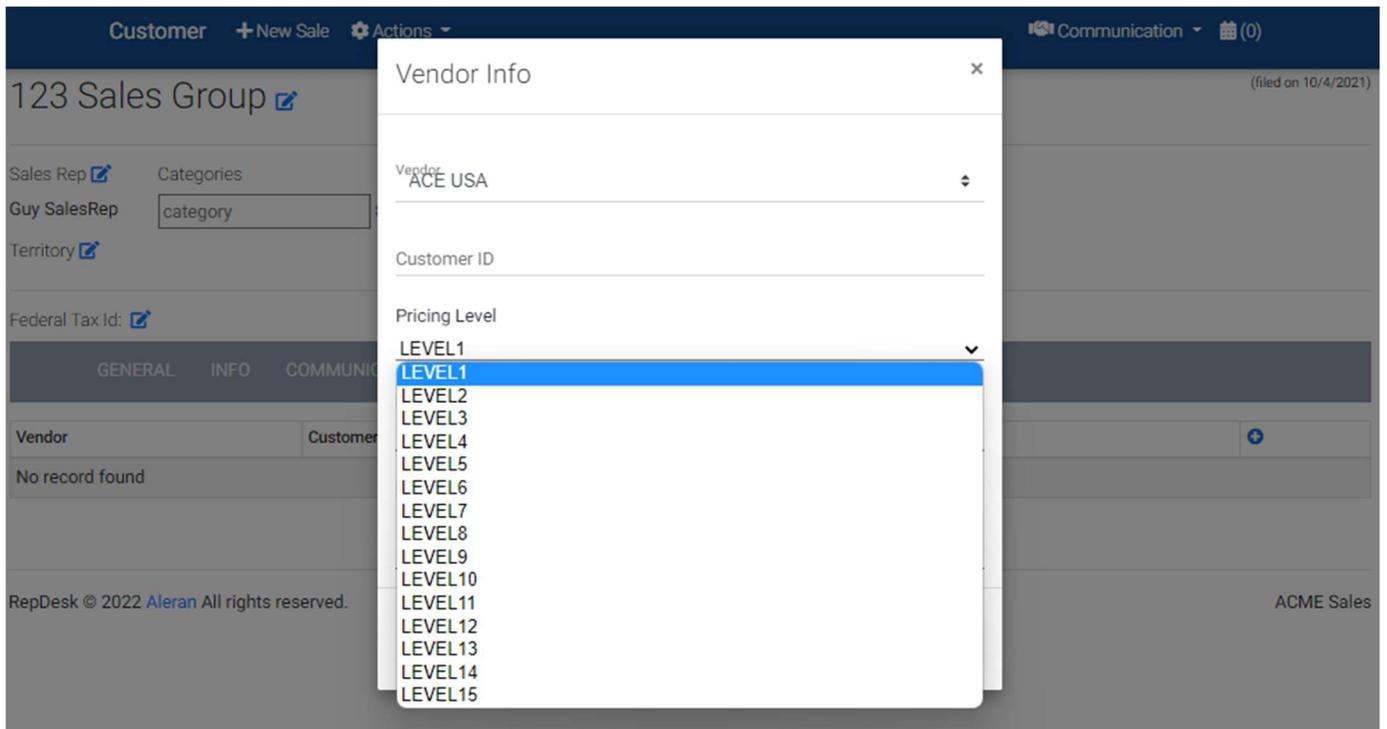
Notes [🔗](#)

Contacts [+](#)

Fname	Lname	Tel.	Email	Custom Fields	Notes
No record found					

Ship-to addresses [+](#)

Fname	Lname	Tel	Email	Company	Addr	City	State	Zip	Resale#	ShipAcctnt
No records found										



Note: This can also be assigned while creating an order by opening the customer hyper linked name on the order and following the same steps.