



Product Manager Overview & Guide

What is Product Manager?

The Product Manager provides a unified product database that any merchant can use to store frequently sold items for quick recall when performing new transactions.

Where can I use Product Manager?

Product Manager will immediately be available for use within the Virtual Terminal, Electronic Invoicing system, and Enhanced Data (Level III) service.

Is there an additional cost for Product Manager?

Merchants can use this new feature at no additional cost!

How does Product Manager Work?

Enter in Your Items

Enter in your Item(s) and any associated information (SKU, Description, Category, Commodity Code, Unit, Cost, Tax and/or Discount) into the Product Manager.

Add Items:

Item

✓ SKU:

✓ Description:

Category:

Commodity Code:

Unit:

✓ Cost:

✓ Tax:

✓ Discount:

Edit/View:

Click to add new item

Items							New Item
SKU	Description	Comm. Code	Unit	Cost	Tax	Disc.	Total
1234B	Blue Hat		NAR	10.0000	0.80	1.00	9.80
1234R	Red Hat		NAR	12.0000	0.96	1.20	11.76
1234Y	Yellow Hat		NAR	10.0000	0.80	1.00	9.80

Click on sku to edit item

Get in touch with us to learn more:

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Create Packages

Creating Item Packages allows you to bundle multiple items within the Product Manager and shows the associated information for the Item Package.

Add Item Package:

SKU	Description
1234RR	Red Hat 3 Pk

Items										Add Row	Remove Row
SKU	Description	Cat. Code	Qty.	Unit	Cost	Tax	Disc.	Total			
1234R	Red Hat	0	3	NAR	12.0000	0.96	1.20	35.28			

(SKU and Description are the only required fields) Package total→ **35.28**

Click to add new package



Edit/View

Item Packages								New Package
SKU	Description	Cat. Code	Unit	Cost	Tax	Disc.	Total	
1234RR	Red Hat 3 Pk	pkg	NAR	36	2.88	3.6	35.28	

Click on sku to edit package

Use Drop Down Menu to Select Items

Your Items and/or Item Packages are then stored in the Product Manager and can be accessed from a drop down menu, eliminating the need to key in the same product information each time (see screenshot on next page).

Auto Calculate Totals

Using the “click to set amount” function auto-calculates the total, inclusive of any tax and/or discounts and auto-populates the information into your form (see screenshot on next page).

Hide Product Manager

A new user permission has been launched for Product Manager along with an ability to hide the new interface from within the Virtual Terminal (see screenshot on next page).

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Billing Information

Credit Card Number: 411111*****1111

Expiration Date: 1018 (mmyy)

* Amount: 54.88 (nn.nn)

Currency: USD

Card Security Code: 436 CVV2/CID [What is This?](#)

Add to Customer Vault [What Is This?](#)

Order Information

Order ID: 1122334455

Order Description: Colored Hats

Tax: 2.56 (nn.nn)

Products Add Row | Remove Row

SKU	Description	Cat. Code	Qty.	Unit	Cost	Tax	Disc.	Total
1234B	Blue Hat	0	1	NAR	10.0000	0.80	1.00	9.80
1234Y	Yellow Hat	0	1	NAR	10.0000	0.80	1.00	9.80
1234RR	Red Hat 3 Pk	pkg	1		0.0000	0.00	0.00	0.00
1234R	Red Hat	0	3	NAR	12.0000	0.96	1.20	35.28
					0.0000	0.00	0.00	0.00
					0.00	0.00	0.00	0.00

(Code/Qty/Cost are required) Click to Set Amount → **54.88**

Address

George

Smith

Click the gear icon and select the "x" next to the Product Manager table to remove.

Select the items you entered into the Product Manager from the drop down menu.

Click "Click to Set Amount" for the totals to auto-populate in your form.

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