

How to create a product

In this guide: Add a new product to your catalog so it can be stocked, searched, and sold.

Before you start

- Have the product name, selling price, cost, category, and tax information ready.
- Use a unique UPC/barcode or SKU whenever possible.
- Choose the correct product type: Itemized, Serialized, or Service.

Steps

1. Open **Inventory**, then select **Products**.
2. Select **New Product**.
3. Enter the product name and choose its category and department.
4. Enter the selling price, purchase cost, tax settings, and any description your team needs.
5. Add a UPC/barcode or SKU. Avoid reusing an identifier assigned to another product.
6. If you have multiple locations, review the location-specific price, cost, and availability.
7. Add a product image if desired, then select **Save**.

What happens next

The product appears in the Product List and can be found at the register by name, exact UPC/barcode, or exact SKU. Serialized products also require an available IMEI or serial record before they can be sold.

Tips

- Use Itemized for products tracked by quantity.
- Use Serialized for devices tracked one unit at a time by IMEI or serial number.
- Use Service for labor or other non-stock charges.