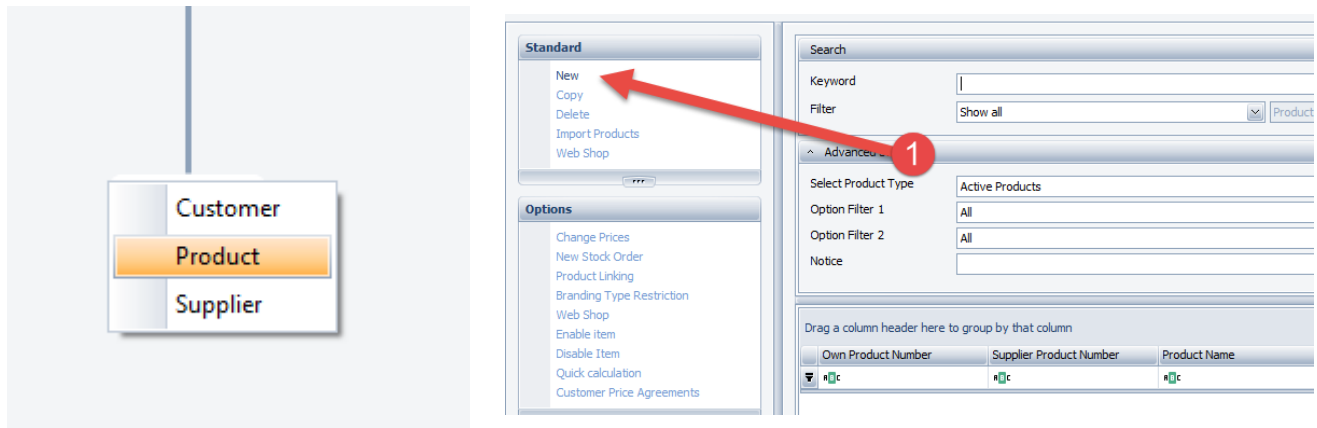




# How to create a new product

In this guide I will show you how to add a new product to your database.

1<sup>st</sup>: First go to the products overview, once there in the top left under the tab “standard” click “new”. This will generate a small window, click “new product”. This will then generate a blank product page for you to fill in.



2<sup>nd</sup>: Once you’ve filled in the relevant fields such as “Supplier product number”, “Own product number”, “product name”, “product description”, “Supplier name”. Once this has been completed click OK.

The image shows a screenshot of the 'New Product' form in the Sourcing City interface. The form is divided into several sections. The top section contains fields for 'Supplier Product Number', 'Supplier Name', 'Own Product Number', and 'Automatically Generate Product Num'. The middle section contains a large text area for 'Product Name' and 'Product Description'. The bottom section contains a table for 'Text type' and 'Language', and a section for 'Options' with checkboxes for 'Active', 'Discount Possible', 'Commission Possible', 'Stock', and 'Automatically Calculate Margin'. Red arrows with numbers 1 through 6 point to the following fields: 1. Supplier Product Number, 2. Supplier Name, 3. Own Product Number, 4. Product Name, 5. Product Description, and 6. The 'OK' button at the bottom right.

3<sup>rd</sup>: This will then add the product to your database.