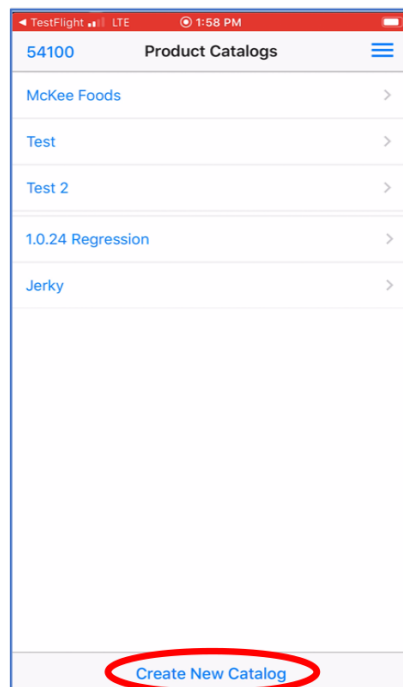
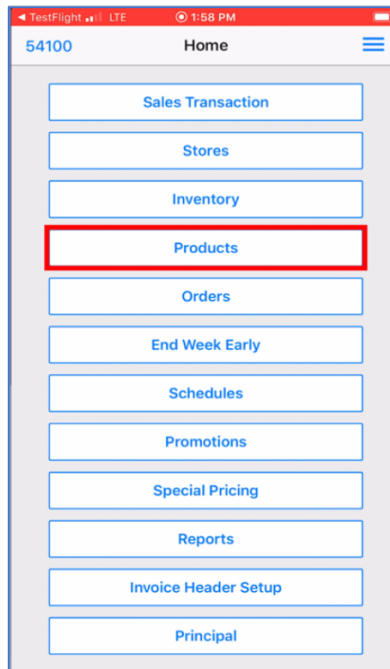


SELLING NON-McKEE PRODUCTS WITH MYBUSINESS

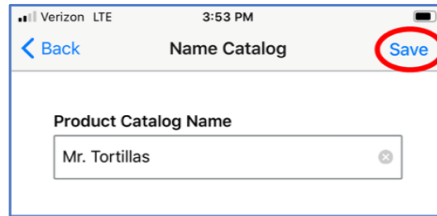
Now in the MyBusiness app, you have the ability to sell non-McKee products into a store. Remember, however, that you can only use this function with cash stores, not for those with central billing.

Creating Catalogs

To add in non-McKee products, first, tap on “Products” and set up your Non-McKee catalog by tapping, “Create New Catalog” ...



...in this case, Mr. Tortillas...and then tap “Save.”

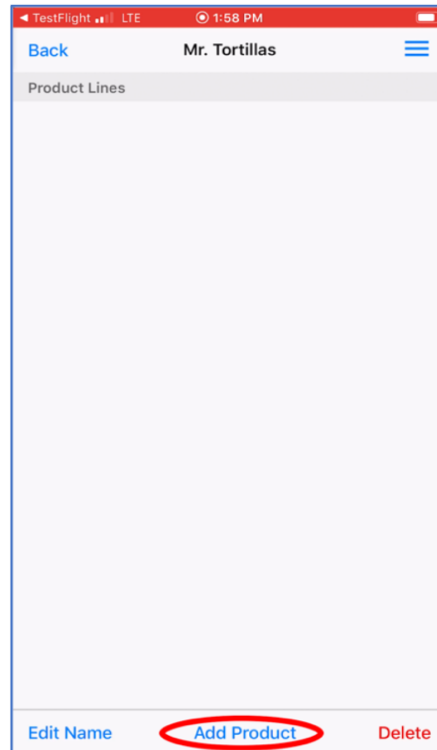


Verizon LTE 3:53 PM

< Back Name Catalog Save

Product Catalog Name

Mr. Tortillas



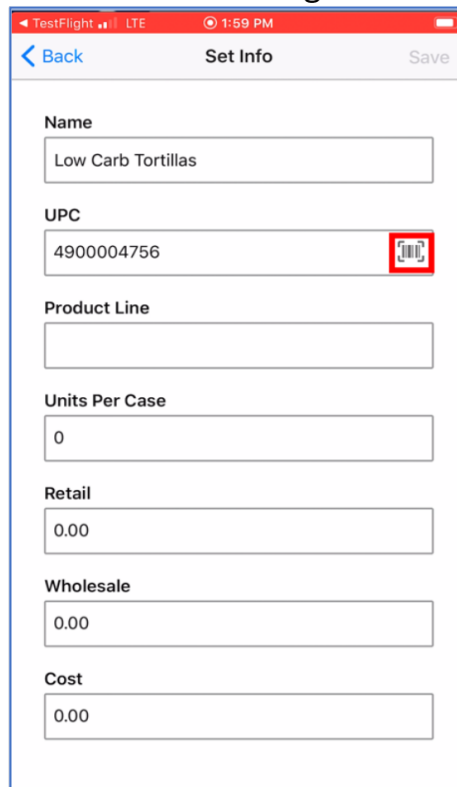
TestFlight LTE 1:58 PM

Back Mr. Tortillas

Product Lines

Edit Name Add Product Delete

Tap on “Add Product” to add a product to the catalog. In this case, “Low Carb Tortillas.”



TestFlight LTE 1:59 PM

< Back Set Info Save

Name

Low Carb Tortillas

UPC

4900004756

Product Line

Units Per Case

0

Retail

0.00

Wholesale

0.00

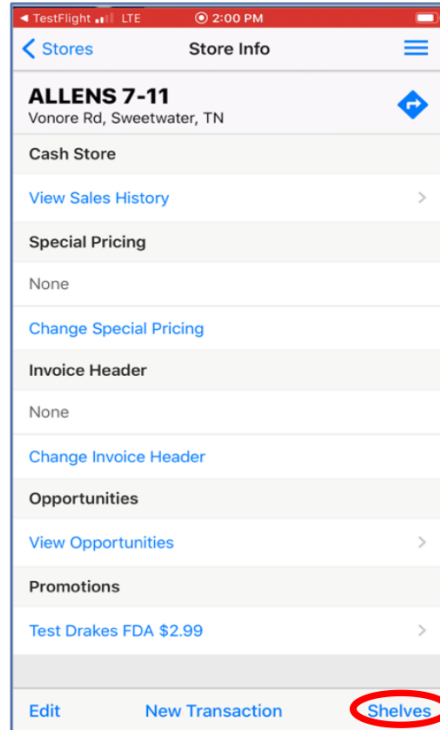
Cost

0.00

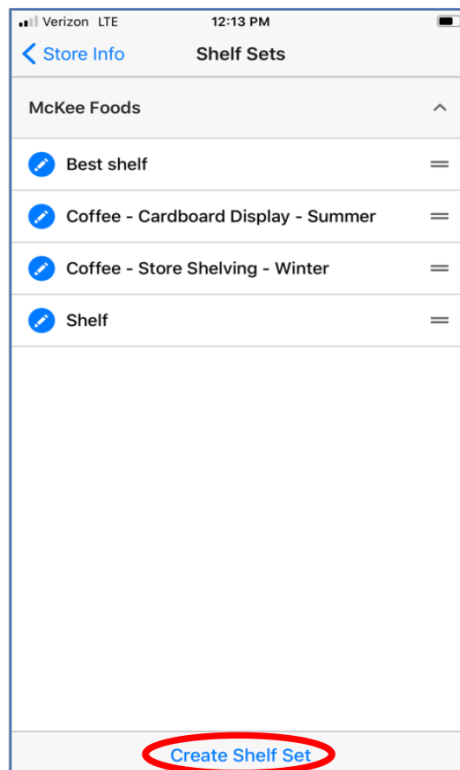
Scan the UPC by tapping on the bar code icon, which will activate your camera. Hold your camera over the UPC, and it will populate the field with the UPC number. Below the UPC, you enter “Retail,” “Wholesale” and “Cost.” Once you’ve entered this information, tap “Save.”

Creating Shelf Sets

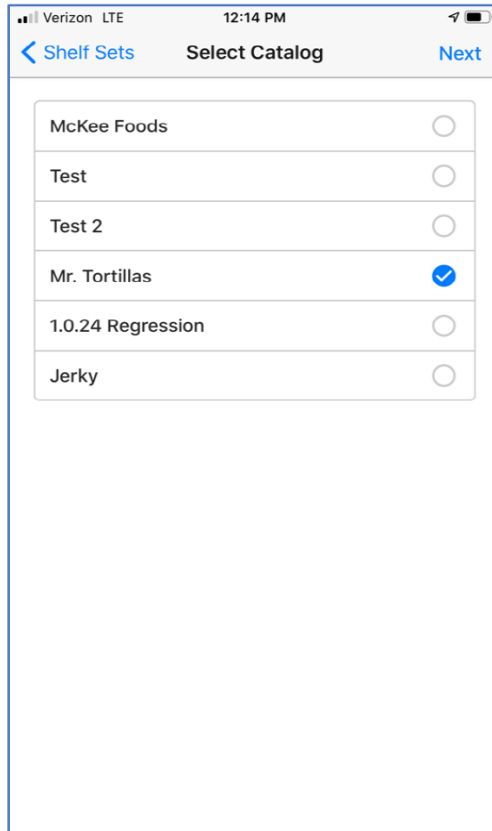
On your home page, tap on “Stores,” and go to a cash store. On the Store Info Screen, tap on “Shelves.”



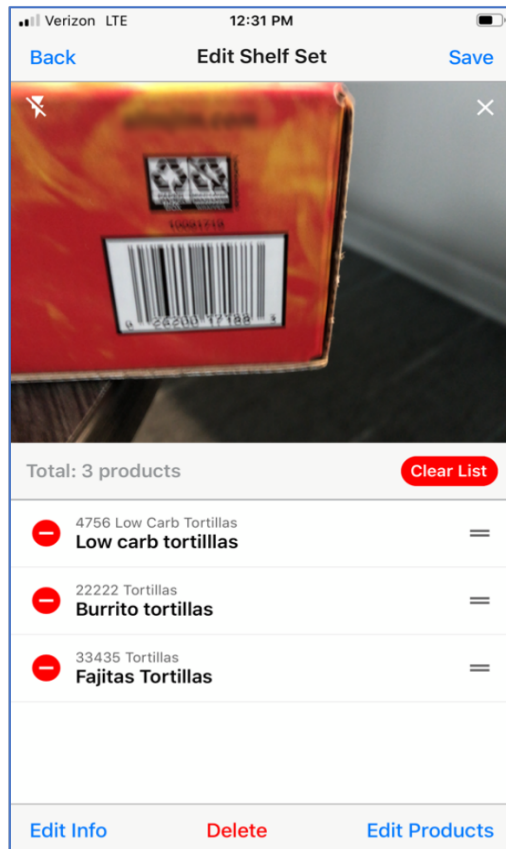
On the “Shelf Set” screen, tap on “Create Shelf Set.”



Choose the non-McKee catalog, in this case, "Mr. Tortillas."



On the shelf set bar code scanner screen, scan the bar codes of products you want to add to the shelf set.



Choose the store zone and the type of shelf. The season is optional. Then tap “Next”...

Verizon LTE 1:48 PM

Back Set Name Next

* Store Zone
Perimeter Front

* Type
Store Shelving

Season
Select season

* Name
Perimeter Front - Store Shelving

...and you will find yourself back on the “Shelf Set” screen, where you can create another shelf set or tap the “Store Info” link at the top left so you can go back to the Store Info screen.

Verizon LTE 12:32 PM

< Store Info Shelf Sets

McKee Foods ^

- Best shelf =
- Coffee - Cardboard Display - Summer =
- Coffee - Store Shelving - Winter =
- Shelf =

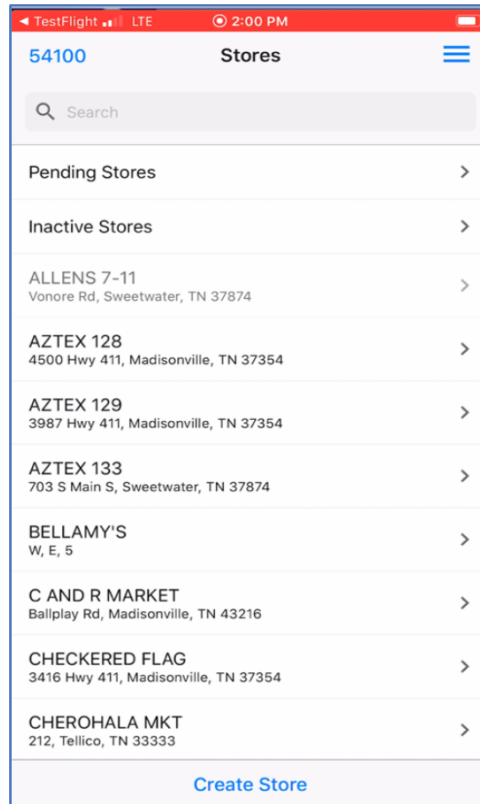
Mr. Tortillas ^

- Perimeter Front - Everyday Inline Space =

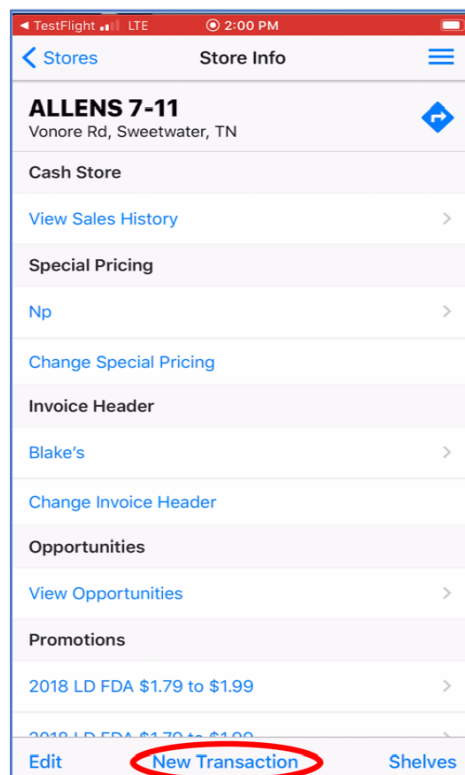
Create Shelf Set

Creating a Non-McKee Invoice

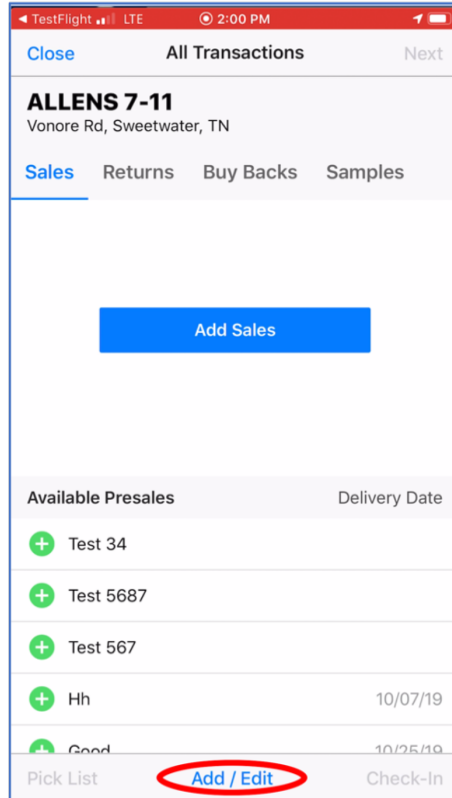
Then, to create an invoice, go back to your Homepage and tap on stores. Then, tap on the cash store you need, in this example, it's Allens 7-11.



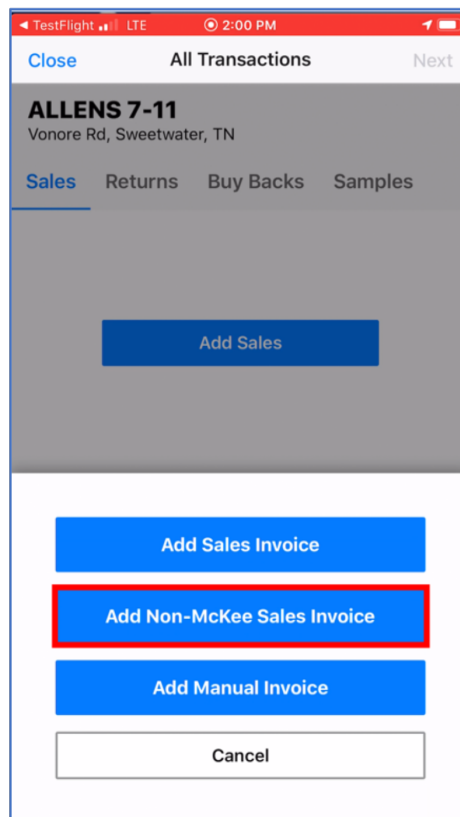
Under that store, tap on New Transaction...



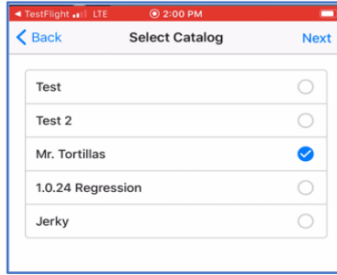
...then tap on "Add/Edit"...



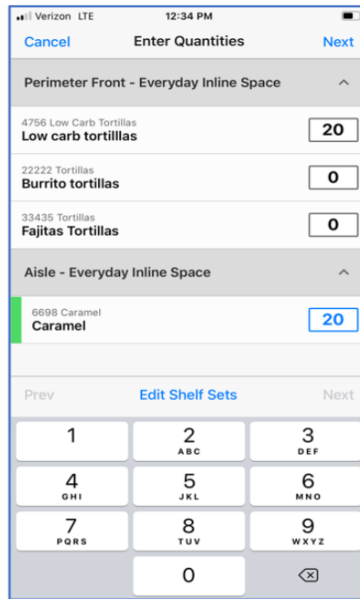
...and tap on "Add Non-McKee Sales Invoice."



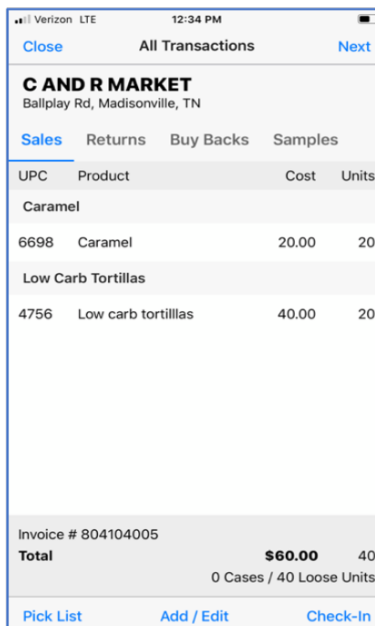
It will ask you which catalog to sell from, so choose the catalog, in this case, Mr. Tortillas...



and then enter the number of items in the shelf set(s) that you want to sell in to the store and tap “Next” when you’re done.



From here, you can choose to print your pick list or have it read to you or “Add/Edit” the items on the invoice. You can also print a check-in sheet. When you’re ready for the store’s receiver sign the invoice, tap on “Next,” and then you can print the invoice with the signature.



Remember that you must create a separate invoice for each different non-McKee catalog. Because these shelf sets all come from one catalog, Mr. Tortillas, we only need one invoice.

Back	Signature	Clear
Inv # 804104005	Total Due \$60.00	
		
Finalize		

And that's an overview of how to create catalogs, shelf sets and invoices for non-McKee products in the MyBusiness app.