



## Adding **Retail** Products & Services

If you sell retail items through PetExec you will add those items as Products/Services. You will want to add a product/service for anything that you want to add to a customer's cart.

To add your retail products begin in the PetExec main menu, Products & Services --> Add Product/Service.

The following fields are relevant to scheduled service products/services:

1. Product/Service Name: This product name will be what you see when adding this item to an owners shopping cart.
2. Service Type: The following are the available defaults for service type that apply to retail items: Clothing, Product, Service, Toys, and Treatment. You cannot delete these default service types.

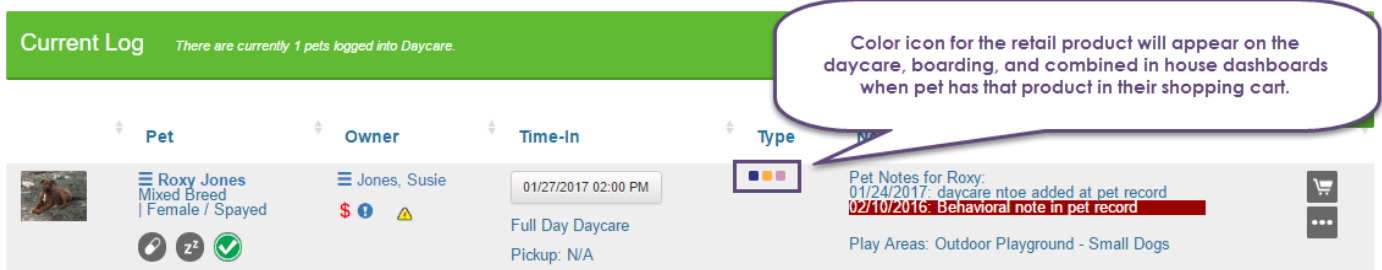
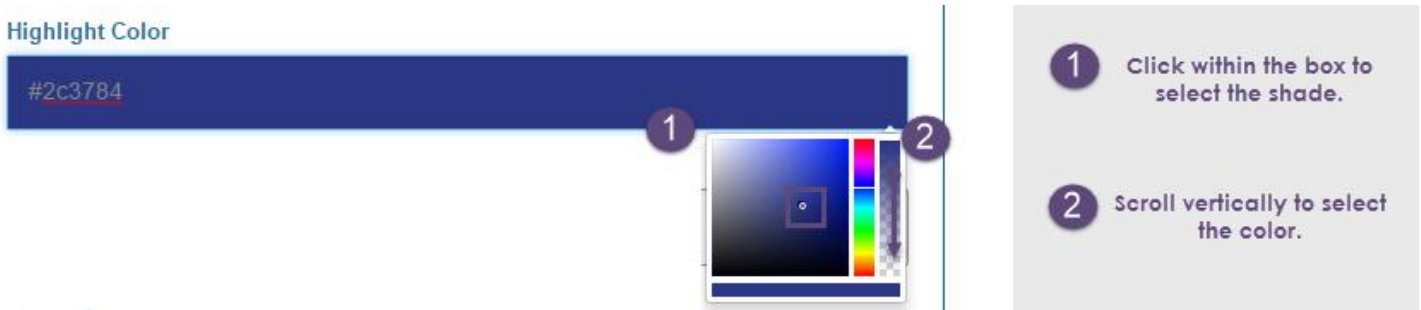
### Service Type \*

Additional Charges
<b>Additional Charges</b>
Boarding
Boarding Package
Clothing
Daycare
Daycare Packages
Food
Grooming
Group Training
Product
Service
Toys
Treatment

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You have the option of adding additional service types for your retail items (for example, "Retail Food"). Adding service types for your retail items will allow you to access data on the "stats by service type report." Click here for details on [Adding Service Types](#).

3. Color code your products. If you select a color for your retail product, you will see that color on the daycare, boarding, or combined in house dashboard to indicate they have the product added to their cart.



4. SKU - bar code. If using a bar code scanner, enter the bar code value here. This number will then identify the product when scanned with a USB scanner in any of the PetExec checkout screens.

5. Enter price for the retail product.

6. Quantity should always be "1". See #8 below for inventory tracking.

7. Sort Order does not apply to retail items.

8. Taxable - Click if you charge tax for this product. Remember, to update your tax rates under [Company Preferences-->Financial Settings-->Maintain Taxes](#).

9. When finished, click to Add Product/Service.

10. Inventory Tracking

- Track Quantity Left - PetExec will decrement the quantity every time this item is purchased. You can also see these items in the Product On-Hand Report.
- Hide Zero Quantity Left - When checked, PetExec will not allow the item to be purchased after reaching a Quantity On-Hand value of 0. When the Quantity On-Hand value reaches 0, PetExec will hide this item from the products/services list when making an owner purchase,

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modifying a cart, or adding products to an order. If this is NOT checked, PetExec will allow the items to be purchased and continue with negative Quantity On-Hand values.

- Quantity On-Hand - Enter quantity of the item that you currently have in stock. The Quantity On-Hand value is decremented when an item is added to the cart, not at checkout. The Quantity On-Hand field can also be updated for multiple retail items on the Modify Product/service screen.

## 11. Vendor Information

- Notes, add a note about the retail product at your discretion.
- Associated Vendors can be added to PetExec from the PetExec menu-->Products & Services-->Add Vendor. Once added they will be displayed here. From that area of the PetExec menu you can also see a complete product list and modify vendors.
- Vendor Price, store the vendor price for the item. The price in #5 above is your sales price.

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## Add Product or Service (i)

### Product / Service Details

**1** Product / Service Name \*  
Snap and Go Collar

**2** Service Type \*  
Product

Description  
Description

**3** Highlight Color  
#2c3784

**4** SKU  
123456789

**5** Price \*  
8.00

**6** Quantity \*  
1

Paw Points  
0

**7** Sort Order  
0

**8** Taxable

Hourly Service?  Minimum One Hour Charge?  No Commission?

Include on EVERY Checkout?  Make Available to Owners?

**9** [Modify Product / Service](#)

**10** Inventory Tracking

Track Quantity Left  Hide Zero Quantity Left  Quantity On-Hand  
12

**11** Vendor Information

Notes  
These are our best selling collars. Purchase them from Amazon

Associated Vendors  
Select a Vendor  
Amazon  
The Paw Connection

Vendor Price  
5.00

Only fields relevant to Retail products/services have been described. For details on all the fields on the add product/Service page, click here: [Add Product/Service - General Overview](#).

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