

# Raising the Bar for Business in New Mexico

# ABQ LEAP

IDSP Business Academy

## Enterprise Mastery

League of Enterprise Accredited Professionals

16-Week Program

• E-Commerce

For the XpanZion  
Enterprise Platform

Worksheet 10 of 16

Product Name

Product Name

☒ Can be Sold

☐ Event Subscription

General Information | Inventory | Sales | Variants | Accounting | Notes

Product Type: Service

Internal Reference:

Barcode:

Barcode Sequence:

Barcode Mini Label Text:

Invoicing Policy: ☒ Ordered quantities, ☐ Delivered quantities, ☐ Invoice based on time and material

Not Archived, Not Published On Website, Sales

Sale Price: 1.00, Cost: 0.00

- 1) Select "Sales" from the menu
- 2) Select "Products"
- 3) Select the "Create" button
- 4) Enter Product Name
- 5) Select if Product can be Sold and/or is an event subscription
- 6) Select Product Type
- 7) Enter your tracking information
- 8) Enter Price and Cost

General Information | Inventory | Sales | Variants | Acc

### Sale Conditions

Warranty: 0.00 months

Customer Lead Time: 7.00 days

### Website

Website Categories:

Suggested Products:

Accessory Products:

- 9) Click Sales Tab
- 10) Enter Website Category & click Create

Product

Can be Sold

Event Subscription

General Information

- 11) Hover over image and Click Edit icon
- 12) Select Image from your computer
- 13) Click Save
- 14) Click "Publish on Website"
- 15) Click Publish on Shopping Cart Page

Online sales can be single items, event tickets or a catalog in a shopping cart.

Online products can be Stockable Products, Services or Consumables.

A single item can be embedded in a page or put in a cart.

Create product categories for easy shopping cart navigation.

Enter an item in your shopping cart. Publish the product and share it on social media.

Upload a photograph and add description. Optimize your shopping cart pages – especially main shop and category pages