

How do I create a new structured product?

Log in to Loomis-Pay Admin and go to Products. Click Create new product and then New structured product.

Fill in name, product group, item number, and optionally barcode, image, and description. The bottom part of the product card is used to add which items, variant items, or services the structured product should include.

Price

The price of the structured product is automatically set to the sum of its components. This can be overridden if you want a package price – either higher or lower than the total of the individual parts.

Cost Price

Always calculated automatically based on the cost prices of the components and cannot be changed manually.

Quantity

You can specify the quantity for each individual component, allowing the same part to be used multiple times in the structured product.

VAT

If the components have different VAT rates, the field “Price excl. VAT” is removed from the structured product.

Price List

The structured product is included in price lists. You can set custom prices per price list.

No Discount

Discounts cannot be applied to the structured product, neither in orders nor at checkout.

Hide Details from Receipt

If you activate this, only the name of the structured product will appear on the receipt and order PDF – not its contents. Note: This cannot be changed after the structured product is created.

How do I add a structured product to the shopping cart?

You can add a structured product the same way as other items: via quick button, barcode scan, or the search field at checkout.

If the structured product contains a variant item, you must select the variant when adding it to the cart. A window will appear showing Price and Contents. Under Contents, you can choose the variant within the structured product.

Example: If the structured product “POP Icon Combo” consists of:

1. 1 POP Icon Mouse Pink
2. 1 POP Icon Keyboard (variant item with variants: Pink and off-white & Orange and off-white)

You must then select a variant for the “POP Icon Keyboard” when adding “POP Icon Combo” to the cart.

How do I add structured products to goods receipt and purchase orders?

When you add a structured product to a purchase or goods receipt, all components of the structured product are automatically added.

If the structured product contains a variant item, you must specify which variant to use.

Can I use structured products in orders?

Structured products can be used in both customer orders and work orders.

If the structured product contains variants, you must define the variant when creating it.

The “Break apart” function allows you to split the structured product into individual components:

- **Keep prices:** Components retain the structured product’s price distribution.

- **Use standard prices:** Components are priced according to their regular prices, as if sold individually.

All items in the structured product must be in stock for you to generate a packing slip.