

July 29, 2026

Product

Applications › Add new › Product

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Products List > New product

Name

Category

Select...

Internal Product No.

Group

Select...

Sales Unit

Select...

Purchase Unit Of Measure

Select...

Weight (kg)

Volume (m3)

Barecode

External product id

Description

☐ For Internal Use

Bill of Material

+ Product

Product	BOM Qty	Unit
No data		

Count: 0

Product — Add new › Product › Product

+ Product

Overview

Use the Product screen to select and maintain product records used in sales, purchasing, Warehouse, and project-related work. Sales representatives, purchasing officers, warehouse managers, project managers, and finance users can use this screen when a product must be available for operational records or when supporting files must be associated with a product.

The screen provides a product selection control and a file area. Use it to select the required product, attach relevant documentation when needed, and save the record.

Workflow

1. Open **Add new**, select **Product**, and open **Product**.

Product	Description	Category	Group	Withdrawal	Valuation	Internal product no.
Corrosion Inhibitor Base Plat	Tag No.: 101-ME12	Baseplate	Scrap			.103
Gasket	150GSK-VA Viton - 1 1/2"	Gaskets	Standard product			.101
Grease slinger	Grease slinger DE/NDE SN:7151607	Spare Parts Motors	Standard product			.102
Groove Nut	Groove Nut DE/NDE SN: 7152527	Spare Parts Motors	Standard product			.107
Motor Type WP-DF132STX-D	WP-DF132STX-D 4P 5.5KW V1 EXE...	Storable Product	Standard product			
1 Thrust Bearing Assy	1 Thrust Bearing Assy	Storable Product	Standard product			
1 Thrust Bearing Assy	1 Thrust Bearing Assy	Storable Product	Standard product			
10402590, Hydraulic hose DN 8x 3...	10402590, Hydraulic hose DN 8x 3...	Spare parts loading arm	Assembled product			.102
10402591, Hydraulic hose complet...	10402591, Hydraulic hose comple...	Spare parts loading arm	Standard product			.103
10402592, Hydraulic Hose DN 8x 1...	10402592, Hydraulic Hose DN 8x ...	Spare parts loading arm	Standard product			.104
10402593, Hydraulic Hose kpl. DN ...	10402593, Hydraulic Hose kpl. DN...	Spare parts loading arm	Standard product			.105
11112 FOR TEST	؛لجكم	Storable Product	Standard product			.335
1M1LD-V0.4F-200D1RSP	1M1LD-V0.4F-200D1RSP Mat./TAG ...	Storable Product	Standard product			
4-1062-2231-064/GG 4195	Motor Speed Description: GG4195...	Storable Product	Standard product			
4-2520-264D-527/KK4126A	Model: KK4126A SD HITNG TNG 5...	Storable Product	Standard product			
4-4430-664A-036-1/Q4224A	Model: Q4224A ST HIHI 189 JH 4" F...	Storable Product	Standard product			
5 years spare parts	RECOMMENDED SPARE PARTS FO...	Spare parts Agitators	Standard product			.105
AC motor	OMEC AC motor T3C-IE3 225M-6 3...	Motors	Standard product			.101
Actuator service kit1	3989.5041, Actuator service kit AIF...	Storable Product	Standard product			.169

Count: 861

1 2 3 4 5 ... 29 >

Product — Add new > Product > Product

Review the screen before making changes. The available product control is **Select...**, and the file area is **files[]**.

2. Decide whether to select a product or abandon the entry.
 - To continue, use **Select...** to choose the required product, then confirm the selection with **Select**.
 - If you do not want to create or change the record, select **Cancel**. This leaves the Product screen without saving the current work.

Note: Only select a product that is appropriate for the sales, purchasing, Warehouse, or project activity you are preparing. The Product screen does not display additional product-detail fields in the available view.

3. Decide whether supporting documentation is required.

- If documentation is needed, select **Attach** and use the **files[]** area to associate files with the product record.
- If no documentation is required, leave the file area unchanged and continue.

Attachments can be used for product-related documents that users may need while working with the product record.

4. Decide how to finish the record.

- Select **Save** to keep the record and remain on the Product screen.
- Select **Save and Close** to keep the record and close the screen.
- Select **Delete** only when the product record should be removed rather than retained.
- Select **Ok** when it is presented to acknowledge or complete the current screen action.

Warning: Use **Delete** carefully. Confirm that you are working on the intended product before removing it.

Products

The Products view holds product records and displays product-related list information, including Product, BOM, Qty, and Unit. Use this view to review the products currently available in the list and to identify whether product records are present; the screen also displays a count of the listed records.

The available controls do not identify a specific action for moving a record into or out of the Products view. Use the view to review the records shown, then open the Product screen when you need to select a product, manage attached files, or save changes.

Examples

A purchasing officer is preparing Buyout activity for a project and needs to retain supporting information with the selected product.

1. Open **Add new > Product > Product**.
2. In **Select...**, choose the required product, for example, the product already identified for the project purchase. Select **Select** to confirm the choice.
3. Select **Attach** and add a supporting file, such as `supplier-data-sheet.pdf` , to **files[]**.
4. Select **Save and Close** to retain the selected product and its attached document, then return to the relevant purchasing or project work.

This approach keeps the product selection and its supporting documentation together before the purchasing officer continues with the related RFQ, Direct order, or Buyout activity.

Tips

Tip: Use **Save** when you need to remain on the Product screen and review the selected product or attached files before leaving.

Tip: Use **Save and Close** when the product selection and any required files are complete.

Note: If the Products view shows a count of zero, there are no product records currently shown in that list.

Troubleshooting

Symptom	Likely cause	Fix
The required product is not yet confirmed.	A value has not been selected in Select....	Use Select... , choose the appropriate product, and select Select to confirm it.
The product selection is lost after leaving the screen.	The record may have been cancelled or closed without saving.	Reopen Product , select the product again if necessary, and use Save or Save and Close .
A supporting document is not associated with the product.	No file has been added to files[] .	Select Attach , add the required file, and save the record.

Symptom	Likely cause	Fix
The Products view does not show any records.	The displayed record count is zero.	Review the Products view and use the Product screen to select and save the required product record.

Related pages

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