

**Vendor Setup (Inventory > Vendors > New Vendor)**

Make sure you have new vendors in place before adding products you will order from them.

<https://websitesupport.zendesk.com/hc/en-us/articles/205133923-Part-One-Setting-Up-Vendors>

**Department Setup (Products > Departments > New Vendor)**

You will only need to set up Departments once, most likely. Make sure they are in place before doing products. <https://websitesupport.zendesk.com/hc/en-us/articles/205554883-Part-Two-Setting-Up-Your-Departments>

**Category Setup (Products > Categories > New Category)**

You will want to create new categories as you add new products if you are doing a product line with its own subcategory. Make sure all categories are in place before adding product data. <https://websitesupport.zendesk.com/hc/en-us/articles/205324666-Part-Three-Setting-Up-Your-Categories>

**Entering Products by Catalog (Fast) (Products > New Product)**

One of the fastest ways to enter products is by Catalog. When creating a new product, you will see the Catalog Search near the top. <https://websitesupport.zendesk.com/hc/en-us/articles/205825806-Part-Four-Entering-Products-by-Catalog>

**Entering Products Manually (Products > New Product)**

For products not in the catalog, you can enter them manually and this can also be a fast way to enter them for products in a collection or a product line by using Save & Duplicate. <https://websitesupport.zendesk.com/hc/en-us/articles/205831996-Part-Five-Entering-Products-Manually>

**Entering Products by Spreadsheet (Plus Service Package or Higher) (Products > Bulk)**

If you are entering hundreds or thousands of products, uploading data by spreadsheet is best. The linked training is a little dated, but this part of the system still works as described. <https://websitesupport.zendesk.com/hc/en-us/articles/205074604-Products-Module-Part-Three-Updated-8-13-14>

**See the Recorded Products & Inventory Webinar**

For overview of these items and to see the Purchase Order / Receiving Order process, please watch the recorded webinar video. <https://websitesupport.zendesk.com/hc/en-us/articles/205360984-Products-and-Inventory>

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