

# collateral inventory

Use this guide to add and maintain your Pure Privilege<sup>sm</sup> collateral inventory items.

## Adding The Pure Privilege Enrollment Pack

1. From SalonBiz<sup>®</sup>/SpaBiz<sup>®</sup> menu bar, click on the Blueprints Icon.
2. Click on the Inventory button.
3. Click on the Add button.
4. Type in Pure Privilege Enrollment Pack (50) in the product name field.
5. Click in the Product Code field and scan the item, or manually type in the code.
6. Click the Add button.
7. Choose Aveda from the Manufacturer drop down list.
8. Enter the Manufacturer's Product Number in the Manufacturer Code field.
9. Choose the appropriate Vendor from the Vendor drop down menu.
10. Type in the Vendor Product Number in the Vendor Code field.
11. Type in \$0.00 in the Purchase Price field.
12. Type in \$0.00 in the Retail Price field.
13. Select Pure Privilege from the Category drop down menu.
14. Select Pure Priv from the Sub-Category drop down menu.
15. Select No in the Is the Product Taxable drop down menu.
16. Choose Promotional in the Product Type drop down menu.
17. Click on the Purchasing and Inventory tab and enter the inventory level of your choice in the Min/Max Qty fields. Note: for each 1 item ordered you will receive a pack of 50 enrollment forms and brochures.
18. Click the Return to Previous Screen button.

## Adding The Pure Privilege Envelope

1. From SalonBiz<sup>®</sup>/SpaBiz<sup>®</sup> menu bar, click on the Blueprints Icon.
2. Click on the Inventory button.
3. Click on the Add button.
4. Type in Pure Privilege Envelope in the product name field.
5. Follow steps 5-18 above.

## Adding The Pure Privilege Brochure

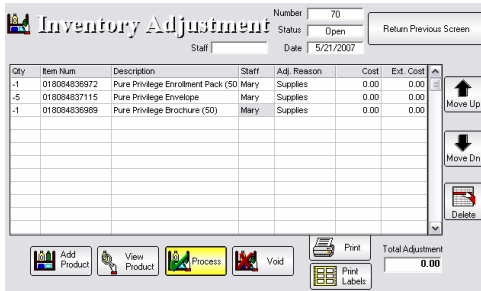
1. From SalonBiz<sup>®</sup>/SpaBiz<sup>®</sup> menu bar, click on the Blueprints Icon.
2. Click on the Inventory button.
3. Click on the Add button.
4. Type in Pure Privilege Brochure (50) in the product name field.
5. Follow steps 5-18 above.





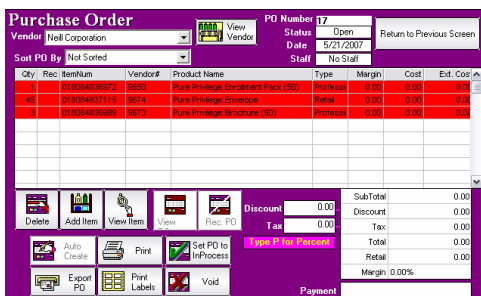
## Receiving The Collateral Items Into Your Inventory

1. From the SalonBiz®/SpaBiz® menu bar, click on the Inventory icon.
2. Click on the New RO No PO button.
3. Choose the appropriate vendor from the Vendor drop down menu.
4. Click in the Product Name field and add the:
  - Pure Privilege Enrollment Pack (50)
  - Pure Privilege Envelopes
  - Pure Privilege Brochures (50)
5. Select the Pure Privilege item you have received from the list displayed.
6. Enter the quantity of items received in the Rec column.
7. Verify that the SalonBiz®/SpaBiz® subtotal matches your invoice subtotal.
8. Click the Process button to process the order and receive the items into your inventory.
9. A confirmation screen will ask if you are sure you wish to receive the items. Click the Yes button.
10. Click the Return to Previous Screen button.



## Maintaining Your Collateral Inventory Levels

Maintaining the inventory for your Pure Privilege collateral is integral to the success of the program. You can create your own procedure that works best for your location. We recommend that you utilize the min/max settings in the individual product Purchasing & Inventory tab, and then create a manual adjustment system for the items as you use them. When you are ready to place your order, you can simply auto-create a purchase order for the items, they will appear on your purchase order when they fall below your minimum setting.



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