

Gift Pack Wizard

Category	Product
Course	Stock Records
Version	1.0
Client	Generic
Software	2.14.100

A gift pack is a product that's made up of other products, for example Christmas Hampers. The bundle sells for the nominated price, but the SOH of each product in the bundle is decreased by the relevant quantity.

Hints and Tips

- ✓ A gift pack doesn't have a stock record. All the information is created and maintained via the Gift Pack Wizard function.
- ✓ There's no inventory control of a gift pack; the system only reduces the SOH of the products in the gift pack.
- ✓ **To edit a saved gift pack:**
Note: you cannot delete a gift pack, or remove ALL the products from a pack.
 - At step 2, select **Edit Existing Gift Pack** instead.
- ✓ The optional fields are usually not used:
 - The **Stock Levels Minimum and Maximum** are not used anywhere in SUREfire.
 - The **Extended Descriptions 1 and 2:** extra text to print on promotional tickets (the description only prints if the label template looks up these field/s).
 - **Extended Description 3:** Records the label location of the product in the store (this may be configured to print on tickets).

Procedure to Create a New Gift Pack


1.	From the BOS/HOS Tools menu, select Gift Pack Wizard .	
2.	Select Create a New Gift Pack .	
3.	Click .	
4.	In the Short Description field, type the text that might be used at POS or on tickets. <i>*Maximum 12 characters.*</i>	
5.	In the Description field, type a description of the gift pack; this usually displays at POS and on receipts. <i>*Maximum 30 characters.*</i>	
6.	In the Size Desc field, type the size of one selling unit of the gift pack. <i>*This is usually set to [EA] for gift packs.*</i>	
7.	In the Stock Code field, type an in-store code to identify the gift pack. <i>*Usually 6 characters, maximum 12 characters.*</i> <i>*It can be characters and/or digits.*</i>	
8.	Select the Stocked check box.	
9.	Click .	

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Hints and Tips

- ✓ **Important:** According to Australian Tax Office regulations, if a gift pack contains items that are GST free and GST inclusive, packaging must be included in the GST calculation if the packaging is of 'lasting value'.
 - If packaging is required in the gift pack calculation, you need to create a stock record for the packaging, and include this as an item in the gift pack.
 - Refer to [PRO-1a Create a New Stock Record Fact Sheet](#).


10. In the **EAN Item** field, type, or click to search for, the products that you want to include in the gift pack; press **Enter** or **Tab** if you typed the EAN.
The product details are displayed.
See Hints and Tips.



EAN Code	Description	Pack Description	Weighted	Quantity
9336266000012	BH DANISH SHORTBREAD	120GM	No	1
9312865096229	E/HILLIER MINI XMAS PUDD BOX	140GM	No	1
9311074001000	ITAL ALMOND TART	500GM	No	1
9312865022334	E/HILLIER CHOC ASST	90GM	No	1
0732657005106	CA-CARAMEL NUTS POPCORN	105GM	No	1


11. **To:** change the quantity of a product included in the pack
then: click the product to highlight it.
 In the **Quantity** field above the grid, type the new quantity.
 Press **Enter** or **Tab**.

remove a product from the pack
 click the product to highlight it.
 Click .
The product is removed.



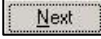
12. Click .

13. Select the Department hierarchy the gift pack will report under.
If there isn't an appropriate hierarchy, you'll need to select any hierarchy for now, then create a new hierarchy in Codes and Descriptions, and edit the saved gift pack to add the correct hierarchy; refer to the TECH-4b Configure Department Hierarchies Fact Sheet.



14. Click .



15. In the **EAN** field, type a barcode for the pack.
The EAN can be any length, up to 14 digits/characters; the system will front-pad with [0]'s if necessary.
You can make the EAN the same as the stock code you entered at step 7.
16. In the **Pack Size** field, type the quantity that the gift pack is sold in; this displays on shelf tickets.
A gift pack is usually sold as 1pk.
17. In the **Label Qty** field, type the default number of tickets that'll print during an in-store ticket request.
18. In the **Label Type** field, type [A] to set a normal shelf ticket.
When you print tickets, the label report may filter to only print products with a matching label type.
19. Click  .
20. In the **Normal Retail Price** field, type the selling price of the gift pack (GST inclusive).
The **Retail Margin is auto-populated; once a retail price has been entered, you can change the margin and it will adjust the retail price.**
The total **Current Cost of all the products in the gift pack is also displayed for your reference.**
21. In the **Normal Loyalty Points** field, type the number of points a customer will earn when they purchase this gift pack.
This is usually 1 point per dollar, so you enter the same value as the retail price.
You must complete this field, even if your business doesn't run a loyalty points program.



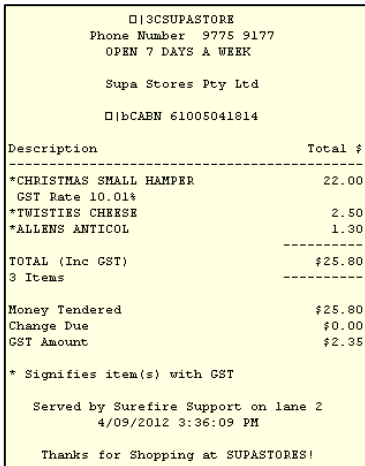
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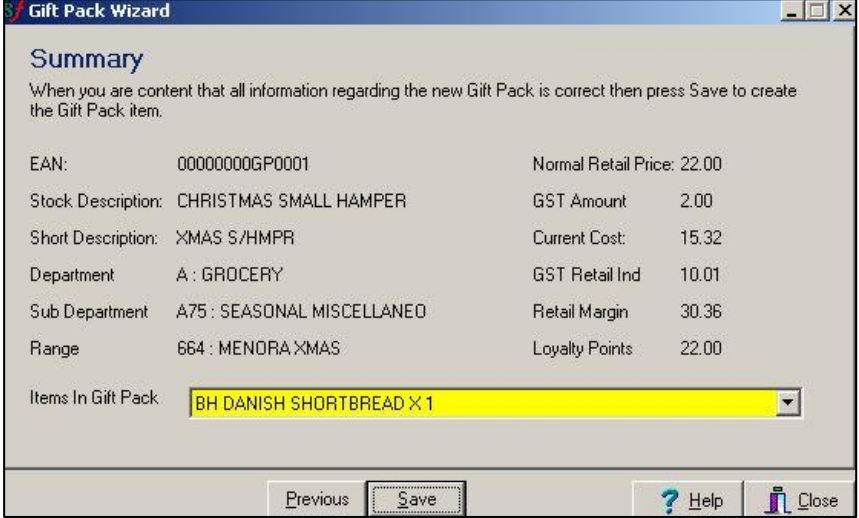
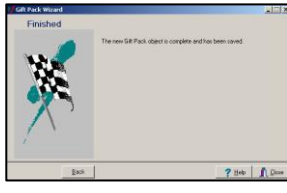
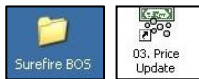
Hints and Tips

✓ **Sample shelf ticket/talker:**



✓ **Sample receipt for a gift pack sale:**



<p>22. Click <input type="button" value="Next"/>.</p> <p><i>*A summary of the gift pack is displayed.*</i></p> 	
<p>23. If: you need to change any information</p> <p>then: click <input type="button" value="Previous"/> to move back through the screens. Edit the fields as required.</p> <hr/> <p>If: you're finished</p> <p>then: click Save. <i>*A confirmation is displayed.*</i> Click <input type="button" value="Back"/> to create another gift pack, or <input type="button" value="Close"/> to exit.</p>	
<p>24. If: a head office (HOS) user</p> <p>then: the record is sent to stores when HOS Export is run.</p> <hr/> <p>If: a store (BOS) user</p> <p>then: run Price Update (via BOS folder) to update POS. <i>*OR let the automatic update apply changes overnight.*</i></p>	
<p>25. If a store user, print a shelf ticket/talker for the gift pack shelf location.</p> <p><i>*Refer to the PRO-5h Print Replacement Tickets Fact Sheet.*</i></p>	
<p>26. Select ONE of the following options so that you can identify the gift pack at the POS:</p> <ul style="list-style-type: none"> • Add the EAN to the Quick Items Menu. <i>*Refer to the TECH-1f Configure Quick Items Fact Sheet.*</i> • OR print adhesive labels and apply them to each gift pack. <i>*This is only an option if you have a Zebra printer hooked up to the BOS computer.*</i> <i>*Refer to the PRO-5h Print Replacement Tickets Fact Sheet.*</i> 	

