



WEB TUTORIALS

Custom Products



Create Custom Products

Products and Pricing

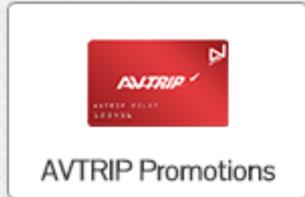


Home ▾ Transactions ▾ Lookup ▾ Customer Profiles ▾ Products and Pricing ▾ AVTRIP Promotions ▾ Merchant Account ▾ help

Selected Account: 2985 - Merchant Training Account (Switch Account)



Transactions



AVTRIP Promotions



Customer Profiles



Merchant Account

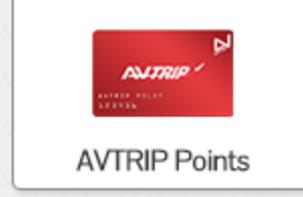


Products and Pricing

quickLINKS



New Sale



AVTRIP Points



Customer Lookup

To begin, select “Products and Pricing” from the top navigation bar or the “Products and Pricing” button from main menu buttons.

Note

The custom product must be added first in “Add Products” before it can be viewed in “Custom Products” Menu.

Select “Add Products”



Home ▾ Transactions ▾ Lookup ▾ Customer Profiles ▾ Products and Pricing ▾ AVTRIP Promotions ▾ Merchant Account ▾ Help

Account: 2985 - Merchant Training Account (Switch Account)

quikLINKS

- Transactions
- AVTRIP Promotions
- Customer Profiles
- Merchant Account
- Products and Pricing
- New Sale
- AVTRIP Points
- Customer Lookup

Products and Pricing dropdown menu:

- Manage Products
- Manage Taxes
- Fuel
- Create Tax
- Additives
- View Taxes
- Ground Services
- Custom Products
- Add Products
- Display Order

Select “Add Products” from the “Products and Pricing” menu in the top navigation bar or the “Products and Pricing” button from the main menu buttons.

Add Custom Products



Add Product

* Product

* Unit of Measure

Cost

Markup

Base Price

- Ice
- Into-Truck/Bladder Fee
- Jet A Fuel Into Truck
- Jet A Fuel With FSII Additive Into Truck
- Jet A1 Fuel
- Jet A1 Fuel Into Truck
- Jet A1 Fuel With FSII Additive Into Truck
- Jet A1 Fuel with FSII Additive
- Jet B with FSII Additive
- Jet Fuel JP-4
- Jet Fuel JP8 Into Truck
- Joint Venture Fee
- Lavatory Fee
- Loading Fee
- Massport
- Minimum Uplift Fee
- Miscellaneous**
- Navigation Fee
- Newspaper
- Nitrogen
- Office Post

Apply Tax

To add a custom product, select "Miscellaneous" in the drop down box.

Contact Support: 8-5PM CST M-F | +1-913-217-9368 | theavfuelhub@avfuel.com

Note There are 5 Custom Product options: Miscellaneous, Oil, Parts, Pilot Supplies and Ramp Fee. Each requires a description of the custom product when creating the product.

Add Custom Products



Add Product

* Product

* Description

* Unit of Measure

Cost

Markup

Base Price

Selecting “Miscellaneous” allows for a description to be entered for the product. Type in the name of the custom product. You may input a value for cost, markup and base price if desired.

Add

Add & Apply Tax

Note

Only 15 custom products can be added under Miscellaneous. 30 custom products can be added under Oil, Parts, and Pilots Supplies, and 10 custom products can be added under Ramp Fee. To add another product under one of the custom products once the limit is reached, one of the current products must be removed.

Add Custom Products



Add Product

* Product

* Description

* Unit of Measure

Cost

Markup

Base Price

To add the product without including any taxes, select "Add".

Add Products without Tax



✓ Product saved

Add Product

* Product

* Unit of Measure

Cost

Markup

Base Price

Add

Add & Apply Tax

This confirmation will appear when the product has been added successfully.

View Custom Products



Home Transactions ▾ Customer Profiles ▾ **Products and Pricing ▾** AVTRIP Promotions ▾ Merchant Account ▾ Help

Selected Account: 2985 - Merchant Training Account

- Manage Products
- Manage Taxes
- Fuel
- Create Tax
- Additives
- View Taxes
- Ground Services
- Custom Products
- Add Products
- Display Order

✓ Product saved

Add Product

* Product

* Unit of Measure

Cost

Markup

The custom product can now be viewed by selecting “Custom Products” from the “Products and Pricing” menu.

View and Update Custom Products



Custom

Product	Unit of Measure	Cost	Markup	Base Price	Tax	Total Price	DLA Contract	
Miscellaneous - Office Rent	Each							Edit
Pilot Supplies - Example	Each			\$2.00	\$1.1955	\$3.1955		Edit

The product will be viewed here and is listed as it will be shown in the product dropdown box in the transaction screen.

Note

Custom Products can be edited and deleted as with any product. Please see the “View and Update Products” section of the manual.