

# Company

## How to Add a New Product

### Where is Add a Product Located?

- **Company > Start a Task > New Product**

### Why & When to Add a New Product

Add a new product to your current product list when a commodity has a variety, subvariety, grade, pack or any other Product Element change. Example: a new package not previously handled.

### How to Add a New Product

1. **Access the new product menu in one of the following ways:**
  - **Company > Start a Task > New Product**
  - **Company > Find > + Commodities > Click New**
2. Populate the **Commodity** and **Stage** fields and the associated element headings will automatically appear.
  - Use the dropdown menu available in the Commodity fields to select a product from the list, or type the first letter of the product.
  - Use the dropdown menu in the Stage field to choose the Stage.
3. Continue to populate the **Product Description** fields and any applicable **Product Attribute** fields, including SKU.
4. **Save**, and this should populate the weight fields. If you have assigned weights and they do not appear after saving, **STOP**. Check your weight definitions
  - Weight definition issues must be resolved before a product is created. A product without an associated weight causes major data inconsistencies. ([How to Adjust Weight Definitions.](#))
5. **Save and Close** when you have entered all necessary information and weights populate correctly.

### Troubleshooting & Tips

- **Data doesn't appear in list of products, partial data appears:** Click the refresh button located in the upper left-hand side.
- **Can't find the element value you need:** Be sure to add the element first. See [How to Add a New Product](#) for specific instructions.
- The ability to create new products is controlled at the User level.
- If you are using GTIN Identifiers, be aware the GTIN number is not automatically generated when the product is created.
- When adding materials, assign a SKU to simplify the process.

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