 

ADDING/UPDATING DISTRIBUTOR CODES FOR DIFFERENT PRODUCTS

The website, flpgroup.biz enables you to add or update distributor codes easily and efficiently in order to then order or update label sheets.

INSTRUCTIONS:

Log into the website using your username and password

From the TAGS tab on the top toolbar hover to reveal the dropdown menu and choose the viewing method that suits your needs best.

We suggest using the first tab of VIEW ALL TAGS if you are updating/adding a code for many Distributors

1. VIEW ALL TAGS: Will display all tags and their associated UPC Barcode.
	1. View/Edit will show you the details for that product including:
		1. Description of tag
		2. Category
		3. Expanded UPC
		4. Weight
		5. Box Count
		6. Each count
		7. Retail price – if needed
	2. Then there is a list of Distributor and their associated codes
		1. If you are adding or updating a code – enter it the in the space provided and then hit UPDATE SELECTION button. (You are required to add your name in the box at the very top of the listing so that we can contact you if need be – if there is a name in that slot, disregard. This just means that someone else has updated or added a code for this product.)
2. VIEW BY DISTRIBUTOR:
	1. List the Distributor – you choose the distributor you would like to view and all products that distributor carries will display with their associated code/pricing. If you would like to add or update – choose EDIT from this page
	2. Next page will allow you to update or add information. (You are required to add your name in the box at the very top of the listing so that we can contact you if need be – if there is a name in that slot, disregard. This just means that someone else has updated or added a code for this product.)
3. VIEW BY CATEGORY
	1. Click for next page which shows the product categories. – Select one
	2. Next page shows the listing in that category – Select one
	3. Next page shows that product’s details with the distributor codes list below
	4. Select “ All set” – return to VIEW ALL TAGS
	5. Select “Update / Add” allows for you to add or update codes per distributor
4. Update/Add Tag Codes
	1. Brings you to the categories page – follow instructions for #3