**Cin7 Configuration  
Fashion**

Below are a series of questions designed for our setup team to complete the setup of your Cin7 account. You will need to login and view your current default setup to answer the questions below. We do our best to accommodate all requests but will email back any limitations and alternative options as quickly as we can.

**Please note that some of the requests below incur an additional cost for us to configure and are noted.**

After you finish this document, simply email your point of contact along with the name of your company in the subject.

# New CRM Contact

*This is located when you click “CRM (Customers and Suppliers)” from the home screen and then the orange “Create New Contact” button.*

Any new fields required? **Additional charge of $200 per 10 additional fields.**

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Any new payment terms required for customers?

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| [Click here](http://help.cin7.com/prod.asp?idWebPage=70305&CATID=83&ID=752&SID=14065195) on how to add additional payment terms into Cin7. |

Any new payment terms required for suppliers?

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| [Click here](http://help.cin7.com/prod.asp?idWebPage=70305&CATID=83&ID=752&SID=14065195) on how to add additional payment terms into Cin7. |

# CRM Module

*This is located when you click “CRM (Customers and Suppliers)” from the home screen*

Any CRM fields you want added as a column?

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# New Product

*This is located when you click “Products” from the home screen and then the orange “Create New Product” button.*

Any new fields required? **Additional charge of $200 per 10 additional fields.**

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# Products Module

*This is located when you click “Products” from the home screen*

Any product fields you want added as a column?

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# New Purchase Orders

*This is located when you click “Purchase Orders” from the home screen and then the orange “New Purchase Order” button or you can click “New Purchase Order” directly from the home screen.*

Any new fields required? In particular to display on PO invoices. **Additional charge, quoted at the time of request.**

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# Purchase Orders

*This is located when you click “Purchase Orders” from the home screen.*

Any invoice changes required to Cin7’s standard template? **Additional charge, quoted at the time of request.**

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Any contact log changes required? This is located under the “Review” section of a purchase order and can be a series of emails which are sent to your supplier.

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| [Click here](http://help.cin7.com/prod.asp?idWebPage=70305&CATID=91&ID=632&SID=544930458) on how to add / update contact log templates |

Do you need to search for Purchase Orders based on a particular field? **Additional charge, quoted at the time of request.**

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# New Sale Orders

*This is located when you click “Sales Orders” from the home screen and then the orange “New Sales Order” button or you can click “New Sales Order” directly from the home screen.*

Any new fields required? In particular for the display on sale invoices. **Additional charge, quoted at the time of request.**

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# Sale Orders

*This is located when you click “Sale Orders” from the home screen.*

Any invoice changes required? **Additional charge, quoted at the time of request.**

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Any contact log changes required? This is located under the “Review” section of a sale order and can be a series of emails which are sent to your customer.

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| [Click here](http://help.cin7.com/prod.asp?idWebPage=70305&CATID=91&ID=632&SID=544930458) on how to add / update contact log templates |

Do you need to search for Sale Orders based on a particular field? **Additional charge, quoted at the time of request.**

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