

Welcome to the BillStore Help Center.
Here you will find all the guides you need to get started quickly and easily.

Create and manage products

To help you spend as little time as possible creating invoices, you can save frequently used products and services along with their details in BillStore. When creating an invoice, you only need to select the desired product, and the invoice item will be prefilled – which you can still adjust manually if needed.

Create a new product

New products or services can be created in two ways:

- via the Products section (more information in this chapter)
- directly within the Invoice section (more information in the “Create Invoices” section)

Follow these steps to add a product or service.

1. Open the products section

Navigate to “Products” in the top menu bar.
There you will find an overview of all created products and services.

Products

NEW PRODUCT

Search...

EXPORT

Art.-Nr.	Type	Name	Description	Unit	Tax Rate	Net Price	Actions
No products							

Rows per page: 50 0 of 0 < >

2. Create a new product

Click “New Product” to create a new item.

3. Enter product information

Enter all relevant information about the product or service:

- Item number
- Product name
- Type (product or service)
- Description
- Unit (e.g. piece, hours)
- Tax rate
- Net price



The screenshot shows the 'New Product' form in the BILLSTORE application. The form is titled 'New Product' and contains several input fields and buttons. At the top, there is a navigation bar with the BILLSTORE logo and links for HOME, CUSTOMERS, INVOICES, PRODUCTS, and XBILLCON. On the right side of the navigation bar, there are links for MY ACCOUNT, a notification bell, a language dropdown set to ENG, and a LOGOUT link. The form itself has a light blue background and contains the following elements:

- Information** section with three input fields: 'Art.-Nr.' (empty), 'Name' (empty), and 'Type' (a dropdown menu).
- Description** section with a large text area (empty).
- Unit**, **Tax Rate**, and **Net Price** fields, all of which are empty.
- At the bottom of the form, there are two buttons: a blue 'CANCEL' button and an orange 'SAVE' button.

4. Save the product

After completing all fields, click "Save".
The product will now be created.

The screenshot shows the 'Products' table in the BILLSTORE application. The table is titled 'Products' and has a 'NEW PRODUCT' button in the top right corner. The table has a search bar and an 'EXPORT' button. The table contains one row of data. At the bottom of the table, there is a pagination control showing 'Rows per page: 50' and '1 of 1'.

Art.-Nr.	Type	Name	Description	Unit	Tax Rate	Net Price	Actions
123	Goods	Musterprodukt	xxxx	pcs	0%	9,99 €	 

Rows per page: 50 1 of 1 < >

Use in Invoices

After saving, the product becomes immediately available and can be:

- Selected in invoices
- Added as an invoice item

Product Overview

Once created, the product or service will appear in the product overview.

There you can view, among other things:

- Item number
- Product type (service or goods)
- Product name
- Description
- Unit
- Tax rate
- Net price

Manage Products

In the product overview, you can:

- Search for products
- Export product data
- Edit products
- Delete products