Import Product File 2013

A guide to Import Product Files in Horizon.

Horizon v3.357

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 11. VOW Europe	



1. Introduction

Over the next couple of pages this will display the different options that you will see within the Import Product File section and what all the different Options Mean.

S Import Files	
Import File	Coad Product File
Import Progress Errors Duplicates Trader ECI Catalogue Type Lookups O New Catalogue Full Update Catalogue O Full Update Catalogue Partial Update O New Purchase Quote New Sales Quote O New Sales Quote Dolu Active codes	Terms Terms Auto Cat/Trader Options Match Barcode Allow Add? Default To Main Unique Codes Lookup Any Supplier 3 Level BOSSF Update Last cost Overwrite BOSSF Nett Catalogue force 14 barcode Allow Betail Drop Set as Lead
Customer Prefix / Suffix Override Type None	Generate Costs Description Discontinued = Out of Use Case Change Prefered Supplier
VOW Europe Images Machine Parts Breaks Consumables Link Sells Text Misc Attributes	Change Suggested Supplier Change Existing CM Switch Sells Update Existing
File	Q

- 1. Select Import Definition
- 2. Load Product File
- 3. Store
- 4. Trader Code
- 5. Trader Catalogue
- 6. Import Type
 - i. New Catalogue
 - ii. Full Update Catalogue
 - iii. Partial Update
 - iv. New Purchase Quote
 - v. New Sales Quote
 - vi. New Contract



7. Select Trader Code For Lookup

Note: (Only displays when using product lookups, this is so then importing codes into Horizon they are linked to the appropriate codes).

8. Select Customer Code

Note: (Only displays when using 'New Purchase Quote', 'New Sales Quote',' and 'New Contract').

- 9. VOW Europe Options
 - i. Load VOW Images
 - ii. Load VOW Machine Parts
 - iii. Load VOW Breaks
 - iv. Load VOW Consumables
- 10. Miscellaneous
 - i. Load Attributes
 - ii. Load Switch Sells
 - iii. Update Existing (Works in conjunction with 'Load Switch Sells')
- 11. Spicer Options
 - i. Load Spicer Images
 - ii. Load Spicer Consumables
- 12. Prefix/Suffix Override
 - i. Select Prefix/Suffix Type
 - ii. Enter Prefix/Suffix Text
- 13. Terms
- 14. Locked
- 15. Auto Cat/Trader
- 16. Options
 - i. Match Barcode
 - ii. Default To Main
 - iii. Lookup Any Supplier
 - iv. Update Last Cost
 - v. Nett Catalogue
 - vi. Allow Retail Drop
 - vii. Discontinued = Out Of Use
 - viii. Change Preferred Supplier
 - ix. Change Suggested Supplier
 - x. Re-Merge Existing
 - xi. Allow Add
 - xii. Unique Codes
 - xiii. 3 Level Bossf
 - xiv. Overwrite Bossf
 - xv. Force 14 barcode
 - xvi. Set as Lead
- 17. Description Case
- 18. XLS Mode
- 19. File Search



2. Advent Data

This section on Advent Data will outline:

- Main Catalogue
 - o Layout
 - o Import

• Terms File

- o Layout
- o Importing Through Wholesale Comms
- o Importing Manually Through Import Product File

7



2.1 Main Catalogue Update

Before you import the catalogue file, please ensure that the layout of the Catalogue file you have received is correct.

The file should be in the following format:

Column	Description
А	(N/A)
В	Code
С	Description
D	(N/A)
E	Cost
F	(N/A)
G	Spicers Code
Н	VOW Europe Code
I	Pack Size
J	VAT Code

S Import Files	
Import File	
Advent Data Catalogue Import	💌 🕜 Load Product File 🛛 🛃 Store
Import Progress Errors Duplicates	
Trader ADVENTDATA 💌 Catalogue Advent Data Cata	logue Terms
Type Lookups	Locked Auto Cat/Trader
O New Catalogue SPICER SPICER	Options
⊙ Full Update Catalogue V0W V0W	Match Barcode V Allow Add?
O Partial Update	Unique Lodes
🔿 New Purchase Quote	Update Last cost Overwrite BOSSE
O New Sales Quote	Nett Catalogue
🔿 New Contract 📃 Only Active codes	🔽 Allow Retail Drop 📄 Set as Lead
	Prefix / Suffix Override Generate Costs Description
	Tupe None
	Change Prefered Supplier
VOW Europe Spicers	Lext Change Suggested Supplier
Images Machine Parts Images	
Breaks Consumables Consumables	Misc
	Attributes Opdate Existing
	Hile <please a="" file="" select=""></please>

- 1. Select the Advent Data Catalogue Import Import from the drop down list.
- 2. Select Advent Data in the drop down list for 'Trader'.
- 3. Select the **Advent Data Catalogue** in the drop down list for 'Catalogue'. Note: If you require importing as a new catalogue, then select 'New Catalogue' from the 'Type' selection.
- 4. Fill in the Lookup field for 'VOW' and 'Spicers'; this is to ensure any new products are linked to their equivalent from other suppliers.
- 5. Click on the Search button and locate the Product File.
- 6. Click on Load Product File button.

Note: Once you've clicked 'Load Product File' it will start importing the file. It will also switch to the 'Progress' tab to display the progression of the import.

- 7. Click the OK button to the finished message.
- 8. Close the Import window.



2.2 Terms

The terms file should be automatically provided in the correct format by the supplier when downloading from Wholesale Comms.

The file should be in the following format:

Column	Description
А	(N/A)
В	Code
С	Description
D	(N/A)
E	Cost
F	(N/A)



2.2.1 Loading Terms through Wholesale Comms

Search Clear Send	All Orders Collect All Ack's	itore 🚽				
Selected Supplier Advent	Data					
Supplier All	Orders and Acknowledgr	ments	Delivery (Confirmations	Status	
ADVENTDATA 💌	Invoices and Credits	Terms	Remittances	Catalogues		
All Branches BlueSky Systems Solutic 👻	If this supplier offers electronic terms files , collect them here					
All Process Types	You will I be offered to the choice of have downloaded	applying them	i when they			
All Cost Centres	🔽 Apply Terms after Do	wnload				
▼ All Areas	🥅 Update Last Cost				<	
						A
All Delivery Methods						
All Dates Inc. Future						
From 01/05/2012 -						
To 31/05/2012 💌					<	
Output to device						
Printer 💌						
Exclude Printed						
Auto Collect Acks						
C Auto Book In		😑 Collec	t Terms			
Clear 🍃 Search						Clear
Wholesaler Communications						

- 1. Go into Wholesale Comms
- 2. Change the trader to Advent Data
- 3. Select the 'Terms' tab.

Select 'Apply Terms after Download' to automatically apply after download. Select 'Update Last Cost' to update your last costs where Advent Data is your default supplier.

- 4. Select 'Collect Terms'.
- 5. Select 'Ok' to the finished message.

The Import is now complete.



2.2.2 Loading Terms Manually

You can load in Beta Terms manually through Utilities > Import Product File.

😏 Import Files	
Import File	
	Coad Product File
Import Progress Errors Duplicates	
Trader ADVENTDATA 💌 Catalogue Advent Data Catalogue	
Type Lookups	Locked Auto Cat/Trader
New Catalogue Full Update Catalogue Partial Update New Purchase Quote New Sales Quote New Contract Only Active codes Prefix / Suffix Override Type None Text	Match Barcode Allow Add? Default To Main Unique Codes Lookup Any Supplier 3 Level BOSSF Update Last cost Overwrite BOSSF Nett Catalogue force 14 barcode Allow Retail Drop Set as Lead Generate Costs Description Discontinued = Out of Use Case Change Prefered Supplier
Images Machine Parts Images	Re-merge Existing
Breaks Consumables Consumables Misc Link Sells	C Switch Sells Update Existing
File	Q

- 1. Select Advent Data from the trader selection.
- 2. Select the Advent Data Catalogue from the catalogue selection.
- 3. Click on the 'Terms'.
- 4. Select your Terms File. Your file must end in .tf for it to be picked up for selection
- 5. Select 'Open'.
- 6. Select 'Yes' or No' to whether you want to update Last Cost. *It will now start to import the file.*



3. Antalis

This section on Antalis will outline:

- Main Catalogue
 - o Layout
 - o Import



3.1 Main Catalogue Update

Before you import the catalogue file, please ensure that the layout of the Catalogue file you have received is correct.

The file should be in the following format:

Column	Description
А	Code
В	Description
С	Manufacturer Code
D	Cost Price
E	Trade Price
F	Retail Price
G	Discount Exception
Н	Nett Items
I	Dealer Lead Time
J	VAT Code
К	Pack Size
L	Pack Weight
М	Bossf Classification Code
Ν	Spicer Code
0	VOW Europe Code
Р	Buying Group Code
Q	Catalogue Page Number
R	Brand
S	Barcode
Т	UNSPSC Code



🔛 Import Files			
Import File			
Antalis Catalogue Import (Main Cata	logue Update)		Load Product File
Import Progress Errors Duplicat	es		
Trader ANTALIS 🔽 Ca	atalogue Antalis Cata	ogue	
Туре	Lookups		Locked Auto Cat/Trader
🔿 New Catalogue	Spicers SPICE	R 💌	Options
 Full Update Catalogue 	VOW VOW	•	Match Barcode V Allow Add?
 Partial Update 	BuyingGroup	•	Lookun Any Supplier 2 31 evel BOSSE
New Purchase Quote			Update Last cost Overwrite BOSSF
O New Sales Quote			Nett Catalogue Force 14 barcode
O New Contract	📃 Only Active cod	les	Allow Retail Drop 📄 Set as Lead
		Prefix / Suffix Override	Generate Costs Description
		Type None 👻	Change Prefered Supplier
VOW Europe	Spicers	Text	Change Suggested Supplier
Images Machine Part			Re-merge Existing 📃 XLS Mode
Proska Consumption	Consumables	Misc	
Dieaks		Attributes	🖙 Switch Sells 📃 Update Existing
	Link Sells		
		File <please select<="" td=""><td>a file></td></please>	a file>

- 1. Select the Antalis Catalogue Import (Main Catalogue Update) Import from the drop down list.
- 2. Select Antalis in the drop down list for 'Trader'.
- 3. Select the Antalis Catalogue in the drop down list for 'Catalogue'. Note: If you require importing as a new catalogue, then select 'New Catalogue' from the 'Type' selection.
- 4. Fill in the Lookup field for 'VOW', 'Spicers' and also your 'Buying Group' if required, this is to ensure any new products are linked to their equivalent code from other suppliers.
- 5. Click on the Search button and locate the Product File.
- 6. Click on Load Product File button.

Note: Once you've clicked 'Load Product File' it will start importing the file. It will also switch to the 'Progress' tab to display the progression of the import.

- 7. Click the OK button to the finished message.
- 8. Close the Import window.



4. Beta

This section on Beta will outline:

- Main Catalogue
 - o Layout
 - $\circ \quad \text{Import} \quad$

• Terms File

- o Layout
- o Importing Through Wholesale Comms
- o Importing Manually Through Import Product File

4.1 Main Catalogue Update

Before you import the catalogue file, please ensure that the layout of the Catalogue file you have received is correct.

The file should be in the following format:

Column	Description
А	Code
В	Description
С	Pack
D	Per
E	Retail Price
F	Trade Price
G	Cost Price
Н	Page Number
I	Nett Indicator
J	VAT Code
К	Spicer Code
L	VOW Europe Code
М	Hanmar Code
Ν	SMPN
0	Barcode
Р	Pallet
Q	Bossf Classification Code



😜 Import Files			
Import File			
Beta Distribution Catalogue Import		-	Control Load Product File
Import Progress Errors Duplica	tes		
Trader BETA 🔽 C	atalogue Beta Catalogue		Terms
Туре	Lookups		Locked Auto Cat/Trader
New Catalogue Eul Undate Catalogue	SPICER SPICER		Match Barcode V Allow Add?
Partial Update	*0w		V Default To Main Durique Codes
O New Purchase Quote			Lookup Any Supplier V 3 Level BUSSF
🔿 New Sales Quote			Nett Catalogue
O New Contract	Conly Active codes		🔽 Allow Retail Drop 📃 Set as Lead
		Prefix / Suffix Override	Generate Costs Description
		Type None 💌	Change Prefered Supplier
VOW Europe	Spicers	Text	Change Suggested Supplier
Images Machine Par	s Images		Re-merge Existing XLS Mode
Breaks Consumable	s Consumables	Misc	
	Link Sells	Attributes	Switch Sells Update Existing
		File Kplease select a	a file>

- 1. Select the Beta Distribution Catalogue Import Import from the drop down list.
- 2. Select Beta Distribution in the drop down list for 'Trader'.
- 3. Select the **Beta Distribution Catalogue** in the drop down list for 'Catalogue'. Note: If you require importing as a new catalogue, then select 'New Catalogue' from the 'Type' selection.
- 4. Fill in the Lookup field for 'VOW' and 'Spicers'; this is to ensure any new products are linked to their equivalent from other suppliers.
- 5. Click on the Search button and locate the Product File.
- 6. Click on Load Product File button.

Note: Once you've clicked 'Load Product File' it will start importing the file. It will also switch to the 'Progress' tab to display the progression of the import.

- 7. Click the OK button to the finished message.
- 8. Close the Import window.



4.2 Terms

The terms file should be automatically provided in the correct format by the supplier when downloading from Wholesale Comms.

The file should be in the following format:

Column	Description
А	Code
В	Code (N/A)
С	Brand (N/A)
D	Description (N/A)
E	Cost Price



4.2.1 Loading Terms through Wholesale Comms

Search Clear Send	All Orders Collect All Ack's	Store 👳			
Selected Supplier BETA	DISTRIBUTION PLC				
Supplier All	Orders and Acknowledg	ments	Delivery (Confirmations	Status
BETA	Invoices and Credits	Terms	Remittances	Catalogues	PRICELIST.CSV.tf
All Branches BlueSky Systems Solutic 🗨	If this supplier offers electronic terms	: files , collect t	hem here		
All Process Types	You will I be offered to the choice of have downloaded	applying them	when they		
All Cost Centres	🔽 Apply Terms after Do	wnload			
All Areas	📄 Update Last Cost				× m
All Delivery Methods					
V All Dates Inc.Future					
From 10/04/2012 -					<
Output to device					
Printer					
Exclude Printed					
Auto Collect Acks					
Clear Search		E Collec	t Terms		Clear
Wholesaler Communications					

- 1. Go into Wholesale Comms
- 2. Change the trader to **Beta Distribution**
- 3. Select the 'Terms' tab.

Select 'Apply Terms after Download' to automatically apply after download. Select 'Update Last Cost' to update your last costs where Beta is your default supplier.

- 4. Select 'Collect Terms'.
- 5. Select 'Ok' to the finished message.

The Import is now complete.



4.2.2 Loading Terms Manually

You can load in Beta Terms manually through Utilities > Import Product File.

S Import Files	
Import File	
	Coad Product File
Import Progress Errors Duplicates	
Trader BETA Catalogue Beta Catalogue	
Type Lookups	Locked Auto Cat/Trader
New Catalogue O Full Undets Catalogue	Match Barcode Callow Add?
	Default To Main Dunique Codes
O New Purchase Quote	Update Last cost Overwrite BOSSF
New Sales Quote Delu Activo codes	Nett Catalogue force 14 barcode
New Contract Prefix / Suffix Duerride	Generate Costs Description
Type None	Discontinued = Out of Use Case
VDW Europe Spicers Text	Change Suggested Supplier
Images Machine Parts Images	Re-merge Existing XLS Mode
Breaks Consumables Consumables Misc	Contraction of the line of the
Link Sells	
File	

- 1. Select **Beta Distribution** from the trader selection.
- 2. Select the **Beta Catalogue** from the catalogue selection.
- 3. Click on the 'Terms'.
- 4. Select your Terms File. Your file must end in .tf for it to be picked up for selection
- 5. Select 'Open'.
- 6. Select 'Yes' or No' to whether you want to update Last Cost. *It will now start to import the file.*



5. ECi Atomic

This section on Integra will outline:

- Generic Catalogue
 - Layout
 - o Import



5.1 Generic Catalogue Import

Before you import the catalogue file, please ensure that the layout of the Catalogue file you have received is correct.

The file should be in the following format:

Column	Description
А	Code
В	Description
С	VAT
D	Pack
E	Retail Price
F	Sell Price
G	Cost Price
Н	Trade Price
I	VOW Europe Code
J	Spicers Code
К	Antalis Code
L	Boss Federation Code
Μ	Barcode
Ν	Brand
0	Manufacturer
Р	Manufacturer Code
Q	Nett Flag
R	Green Flag
S	Page No
Т	Page Item
U	Discontinued Flag
V	Non Returnable Flag
W	Lead Time
Х	Dealer Lead

Providing your file matches the details above you can now import your file into Horizon.

Note: please note that not all fields will be populated.



😏 Import Files			
Import File			
ECi Atomic Generic Catalogue Imp	port		Load Product File
Import Progress Errors Duplic	ates		
Trader 💽 🤇	Catalogue		
Туре	Lookups		Locked Auto Cat/Trader
O New Catalogue	VOW VOW	•	Uptions Match Barcode Vi Allow Add?
• Full Update Catalogue	SPICER SPICER	•	Default To Main Unique Codes
O Partial Update	ANTALIS ANTALIS	-	📕 Lookup Any Supplier 🔽 3 Level BOSSF
New Purchase Quote New Sales Quote			Update Last cost Overwrite BOSSF
New Contract	Only Active codes		V Allow Retail Drop Set as Lead
		Prefix / Suffix Override	Generate Costs Description
		Type None 👻	Discontinued = Out of Use Case
VOW Europe	Spicers	Text	Change Suggested Supplier
Images Machine Pa	rts Images		📃 Re-merge Existing 📄 XLS Mode
Breake Consumable	Consumables	Misc	
Consumable		Attributes	🖓 Switch Sells 🗌 Update Existing
	Link Sells		
		File <please select<="" td=""><td>your Atomic Catalogue file></td></please>	your Atomic Catalogue file>

- 1. Select the ECi Atomic Generic Import from the drop down list.
- 2. Select the Trader the Atomic File is for from the drop down list for 'Trader'.
- 3. Select the Catalogue you wish to update in the drop down list for 'Catalogue'. Note: If you require importing as a new catalogue, then select 'New Catalogue' from the 'Type' selection.
- 4. Fill in the Lookup field for 'VOW', 'Spicers' and also your 'Antalis' if required, this is to ensure any new products are linked to their equivalent code from other suppliers.
- 5. Click on the Search button and locate the Product File.
- Click on Load Product File button. Note: Once you've clicked 'Load Product File' it will start importing the file. It will also switch to the 'Progress' tab to display the progression of the import.
- 7. Click the OK button to the finished message.
- 8. Close the Import window.



6. Integra

This section on Integra will outline:

- Product File
 - \circ Layout
 - $\circ \quad \text{None Nett Import} \\$
 - o Nett Import
- Mailers
 - o Layout
 - o Import as Catalogue
 - Import as a Contract
- Images
 - o Layout
 - o Import



6.1 Product File Update

Before you import the catalogue file, please ensure that the layout of the Catalogue file you have received is correct.

The file should be in the following format:

Column	Description
А	Code
В	Page Number
С	Description
D	Pack
E	Retail
F	Publication
G	Cost
Н	Supplier
I	Supplier Code
J	Manufacturer
К	Manufacturer Code
L	Barcode
М	Antalis Code
Ν	Europa Direct Code
0	Spicers Code
Р	VOW Europe Code
Q	Discount Exception Flag
R	Range ID
S	Group ID
Т	Boss Federation Code
U	Media Code
V	VAT Code
W	Matrix
Х	Pallet Percentage Value
Y	Buy Pack
Z	EAN Number
AA	Net Price
AB	Brand
AC	Green Flag
AD	In Catalogue Flag
AE	Break 1 Qty
AF	Break 1 Price
AG	Break 2 Qty
AH	Break 2 Price
AI	Break 3 Qty
AJ	Break 3 Price
AK	Extended Description
AL	Full Description
AM	Image Name
AN	40 Character Description

6.1.1 Product File

😜 Import Files	
Import File Integra Product File Import	Coad Product File
Import Progress Errors Duplicates	
Trader INTEGRA 💽 Catalogue Integra Cata	logue Terms
Type Lookups	Locked Auto Cat/Trader
O New Catalogue VUW VUW	Match Barcode V Allow Add?
	Default To Main Unique Codes
O New Purchase Quote	Update Last cost Overwrite BOSSF
O New Sales Quote	Nett Catalogue force 14 barcode
O New Contract	Des Verreiner des Constantinon
	Tune None
VDW Europe Spicers	Text
Images Machine Parts Images	Re-merge Existing XLS Mode
Breaks Consumables Consumables	Misc
	Attributes 🖓 Switch Sells 🖓 Update Existing
	File <please a="" file="" select=""></please>

- 1. Select the Integra Product File Import from the drop down list.
- 2. Select Integra in the drop down list for 'Trader'.
- 3. Select the **Integra Catalogue** that you're updating in the drop down list for 'Catalogue'. Note: If you require importing as a new catalogue, then select 'New Catalogue' from the 'Type' selection.
- 4. Fill in the Lookup field for 'VOW', 'Spicers' and also your 'Antalis' if required, this is to ensure any new products are linked to their equivalent code from other suppliers.
- 5. Click on the Search button and locate the Product File.
- Click on Load Product File button. Note: Once you've clicked 'Load Product File' it will start importing the file. It will also switch to the 'Progress' tab to display the progression of the import.
- 7. Click the OK button to the finished message.
- 8. Close the Import window.



6.1.2 Nett Product File

😔 Import Files		
Import File Integra Nett Product File Import		Load Product File
Import Progress Errors Duplicate	es	
Trader INTEGRA 💽 Cat	talogue Integra Nett Cata	alogue Terms
Type New Catalogue Full Update Catalogue Partial Update New Purchase Quote New Sales Quote New Contract	Lookups VOW VOW SPICER SPICER ANTALIS ANTALIS	Locked Auto Cat/Trader Options Match Barcode Allow Add? Default To Main Unique Codes Lookup Any Supplier Ø 3 Level BOSSF Update Last cost Overwrite BOSSF Nett Catalogue force 14 barcode Allow Retail Drop Set as Lead Generate Costs Description Discontinued = Out of Use Case
VOW Europe Images Machine Parts	Spicers Images	Text Change Prefered Supplier Change Suggested Supplier Re-merge Existing XLS Mode
Breaks Consumables	Consumables Link Sells	Misc Attributes Switch Sells Update Existing
		File <please a="" file="" select=""></please>

- 1. Select the Integra Nett Product File Import from the drop down list.
- 2. Select Integra in the drop down list for 'Trader'.
- 3. Select the **Integra Nett Catalogue** that you're updating in the drop down list for 'Catalogue'. Note: If you require importing as a new catalogue, then select 'New Catalogue' from the 'Type' selection.
- 4. Fill in the Lookup field for 'VOW', 'Spicers' and also your 'Antalis' if required, this is to ensure any new products are linked to their equivalent code from other suppliers.
- 5. Click on the Search button and locate the Product File.
- Click on Load Product File button. Note: Once you've clicked 'Load Product File' it will start importing the file. It will also switch to the 'Progress' tab to display the progression of the import.
- 7. Click the OK button to the finished message.
- 8. Close the Import window.



6.2 Mailers

Before you import the catalogue file, please ensure that the layout of the Catalogue file you have received is correct.

The file should be in the following format:

Column	Description
А	Code
В	Page Number
С	Description
D	Pack
E	Retail
F	Publication
G	Cost
H	Supplier
	Supplier Code
J	Manufacturer
К	Manufacturer Code
L	Barcode
М	Antalis Code
Ν	Europa Direct Code
0	Spicers Code
Р	VOW Europe Code
Q	Discount Exception Flag
R	Range ID
S	Group ID
Т	Boss Federation Code
U	Media Code
V	VAT Code
W	Matrix
Х	Pallet Percentage Value
Y	Buy Pack
Z	EAN Number
AA	Net Price
AB	Brand
AC	Green Flag
AD	In Catalogue Flag
AE	Break 1 Qty
AF	Break 1 Price
AG	Break 2 Qty
AH	Break 2 Price
AI	Break 3 Qty
AJ	Break 3 Price
АК	Extended Description
AL	Full Description
AM	Image Name
AN	40 Character Description

6.2.1 Import as a Catalogue

😔 Import Files			
Import File Integra Mailer (As Catalogue)			Coad Product File
Import Progress Errors Duplica	ates		
Trader INTEGRA 🔽 C	atalogue <mark>Integra Catalogu</mark>	ie	
Туре	Lookups		Locked Auto Cat/Trader
O New Catalogue	VOW VOW		Match Barcode V Allow Add?
 Full Update Catalogue Partial Update 	SPICER SPICER	<u> </u>	🗖 Default To Main 🛛 🔲 Unique Codes
New Purchase Quote	ANTALIS ANTALIS	•	Lookup Any Supplier 🔽 3 Level BOSSF
O New Sales Quote			Vett Catalogue
O New Contract	📃 Only Active codes		🗸 Allow Retail Drop 📄 Set as Lead
		Prefix / Suffix Override	Generate Costs Description
		Type None 💌	Change Prefered Supplier
VOW Europe	Spicers	Text	Change Suggested Supplier
Images Machine Par	ts Images	1	Re-merge Existing XLS Mode
Breaks Consumable	s Consumables	- Misc	Cy. Curitale Calles E. Hadata Evisting
	Link Sells		Ca Switch Sells Dudde Existing
		File <please a<="" select="" td=""><td>file> Q</td></please>	file> Q

- 1. Select the Integra Mailer (As Catalogue) from the drop down list.
- 2. Select Integra in the drop down list for 'Trader'.
- 3. Select the Integra Mailer in the drop down list for 'Catalogue'. Note: If you require importing as a new catalogue, then select 'New Catalogue' from the 'Type' selection.
- 4. Fill in the Lookup field for 'VOW', 'Spicers' and also your 'Antalis' if required, this is to ensure any new products are linked to their equivalent code from other suppliers.
- 5. If you require to place a prefix or suffix on the code, in the 'Prefix/Suffix Override' section select from the drop down box either 'Code Prefix' or "Code Suffix' and then in the box below it place the letter(s) you wish to be added to the code.
- 6. Click on the Search button and locate the Product File.
- 7. Click on Load Product File button. Note: Once you've clicked 'Load Product File' it will start importing the file. It will also switch to the 'Progress' tab to display the progression of the import.
- 8. Click the OK button to the finished message.
- 9. Close the Import window.



6.2.2 Import as a Contract

😜 Import Files	
Import File Integra Mailer (As Contract)	Coad Product File
Import Progress Errors Duplicates	
Trader INTEGRA 🛛 🗸 Catalogue Integra Catalogue	Terms
Type New Catalogue Full Update Catalogue Partial Update New Purchase Quote New Contract Customer Prefix / Suffix Override Type None	Locked Auto Cat/Trader Options Match Barcode Allow Add? Default To Main Unique Codes Lookup Any Supplier J Level BOSSF Update Last cost Overwrite BOSSF Nett Catalogue force 14 barcode Allow Retail Drop Set as Lead Generate Costs Description Discontinued = Dut of Use Case
VOW Europe Spicers Text	Change Suggested Supplier
Images Machine Parts Images	Re-merge Existing XLS Mode
Breaks Consumables Consumables Misc Link Sells File <pre>consumables Attributes</pre>	r Switch Sells □ Update Existing

- 1. Select the Integra Mailer (As Contract) Import from the drop down list.
- 2. Select Integra in the drop down list for 'Trader'.
- 3. Select the Integra Catalogue in the drop down list for 'Catalogue'.
- 4. Select the Customer you wish to Import the Mailer against.
- 5. Click on the Search button and locate the Product File.
- 6. Click on Load Product File button.

Note: Once you've clicked 'Load Product File' it will start importing the file. It will also switch to the 'Progress' tab to display the progression of the import.

- 7. Click the OK button to the finished message.
- 8. Close the Import window.

Note: By default it is imported as a Sales Quote. To view go to Sales > Quotations and select the 'New' tab.

Once you have checked over the quote and are happy it has imported correct you can now convert to a contract.



6.3 EOS Update

Before you import the catalogue file, please ensure that the layout of the Catalogue file you have received is correct.

The file should be in the following format:

Column	Description
А	Code
В	Cost Price

S Import Files	
Import File Integra EOS Update	Coad Product File
Trader INTEGRA Catalogue Integra Catalogue	Terms
Image: Second state sta	Locked Auto Cat/ Trader Options Match Barcode Allow Add? Default To Main Unique Codes Lookup Any Supplier 3 Level BOSSF Update Last cost Overwrite BOSSF Nett Catalogue force 14 barcode Allow Retail Drop Set as Lead Generate Costs Description Discontinued = Out of Use Case Change Prefered Supplier
VOW Europe Images Machine Parts Breaks Consumables Link Sells File <please a<="" select="" th=""><th>Change Suggested Supplier Hermanne Exciting XLS Mode Witch Sells Update Existing file></th></please>	Change Suggested Supplier Hermanne Exciting XLS Mode Witch Sells Update Existing file>

- 1. Select the Integra EOS Update Import from the drop down list.
- 2. Select Integra in the drop down list for 'Trader'.
- 3. Select the Integra Catalogue that you're updating in the drop down list for 'Catalogue'.
- 4. Click on the Search button and locate the Product File.
- Click on Load Product File button. Note: Once you've clicked 'Load Product File' it will start importing the file. It will also switch to the 'Progress' tab to display the progression of the import.
- 6. Click the OK button to the finished message.
- 7. Close the Import window.



6.4 Images

Before you import Images, please ensure that the layout of the files provided is correct.

The file should be in the following format:

File Format:



Inside the Images folder:

				Į	
📀 🕘 - <u>ا</u> «	Integra Images 🕨 Images		• \$ <u>\$</u>	Search Images	Q
Organize 🔻	New folder				• 🔳 🔞
Ių Computer 🏭 OS (C:)			 AB3108.jpg AB3348.jpg AB3349.jpg AB3350.jpg AB3351.jpg AB3351.jpg AB3352.jpg 	AB3353.jpg AB3354.jpg AB3355.jpg AB3356.jpg AB3356.jpg AB3357.jpg AB5795.jpg	AB5796.jpg AB5799.jpg AB5801.jpg AB5802.jpg AB5805.jpg AB5807.jpg
		Ψ.	<		F

Excel Spreadsheet Format:

Column	Description
А	Code
В	Image Name



😏 Import Files			_ D <mark>_ X</mark>
Import File			
Integra Images Import	-	🖒 Load Product File	Store
Import Progress Errors Duplicates			
Trader INTEGRA 🔍 Catalogue Integra Catalogue			Terms
Type New Catalogue Full Update Catalogue Partial Update New Purchase Quote New Sales Quote New Contract T	Prefix / Suffix Override	Locked	Auto Cat/Trader Allow Add? Unique Codes 3 Level BOSSF Overwrite BOSSF force 14 barcode Set as Lead Description Case
VDW Europe Spicers T Images Machine Parts Images		Change Suggested Supp Remerge Existing	lier XLS Mode
Breaks Consumables Consumables Link Sells	Attributes	🖓 Switch Sells 🔲	Jpdate Existing
	File <please a="" file="" select=""></please>		Q

- 1. Select the Integra Images Import from the drop down list.
- 2. Select Integra in the drop down list for 'Trader'.
- 3. Select the Integra Catalogue that you're updating in the drop down list for 'Catalogue'.
- 4. Click on the Search button and locate the Images excel File.
- 5. Click on Load Product File button.

Note: Once you've clicked 'Load Product File' it will start importing the file. It will also switch to the 'Progress' tab to display the progression of the import.

- 6. Click the OK button to the finished message.
- 7. Close the Import window.



7. Nemo

This section on Nemo will outline:

- Main Catalogue
 - o Layout
 - $\circ \quad \text{Import} \quad$
- Mailers
 - Layout
 - Import as Catalogue
 - Import as a Contract
- Images
 - o Layout
 - o Import



7.1 Main Catalogue Update

Before you import the catalogue file, please ensure that the layout of the Catalogue file you have received is correct.

The file should be in the following format:

Column	Description
А	Code
В	Catalogue Page
С	Catalogue Item
D	Product Description
E	Pack Size
F	Retail Price
G	Trade Price
Н	Nett Price
I	Preferred Supplier
J	Preferred Supplier ID
К	Preferred Supplier Code
L	Preferred Supplier Cost
Μ	Manufacturer
Ν	Manufacturer ID
0	Manufacturer Code
Р	Barcode
Q	Spicer Code
R	VOW Code
S	Antalis Code
Т	Nett Flag
U	Bossf Classification Code
V	VAT Code
W	Price Band Indicator
Х	Matrix Band
Y	Pallet Percentage
Z	Pack Weight
AA	Pack Dimensions
AB	Brand
AC	Recycled
AD	Discontinued
AE	New Product
AF	Nemo Status
AG	Groups Bullet Text
АН	Long Description
AI	Picture Reference


😔 Import Files				
Import File				
Nemo Catalogue Import (Main Catalo	ogue Update)		-	🗘 Load Product File
Import Progress Errors Duplicate	es			
Trader NEMO 🔽 Ca	italogue <mark>Nem</mark> i	o Catalogue		Terms
Туре	Lookups			Locked Auto Cat/Trader
🔿 New Catalogue	SPICER	SPICER		Options
 Full Update Catalogue 	VOW	VOW	•	Match Barcode Allow Add r Default To Main Default To Main
 Partial Update 	ANTALIS	ANTALIS	•	Chique Codes
O New Purchase Quote				🔲 Update Last cost 🛛 📄 Overwrite BOSSF
O New Sales Quote		8		Nett Catalogue force 14 barcode
O New Contract	Unly Act	ive codes)	Allow Retail Drop Set as Lead
			Prefix / Suffix Override	Discontinued = Out of Use Case
			Type None 👻	Change Prefered Supplier
VOW Europe	Spicers		Text	Change Suggested Supplier
Images Machine Parts	; Ima	ages		Re-merge Existing XLS Mode
Breaks Consumables	Consu	imables	Misc	
		Selle	Attributes	Car Switch Sells Dupdate Existing
		0010		
			File Kplease select h	

- 1. Select the Nemo Catalogue Import (Main Catalogue Update) Import from the drop down list.
- 2. Select Nemo in the drop down list for 'Trader'.
- 3. Select the **Nemo Catalogue** in the drop down list for 'Catalogue'. Note: If you require importing as a new catalogue, then select 'New Catalogue' from the 'Type' selection.
- 4. Fill in the Lookup field for 'VOW', 'Spicers' and 'Antalis', this is to ensure any new products are linked to their equivalent from other suppliers.
- 5. Click on the Search button and locate the Product File.
- 6. Click on Load Product File button.

Note: Once you've clicked 'Load Product File' it will start importing the file. It will also switch to the 'Progress' tab to display the progression of the import.

- 7. Click the OK button to the finished message.
- 8. Close the Import window.



7.2 Mailer Import

Before you import the catalogue file, please ensure that the layout of the Catalogue file you have received is correct.

The file should be in the following format:

Column	Description
А	Code
В	Catalogue Page
С	Catalogue Item
D	Product Description
E	Pack Size
F	Retail Price
G	Trade Price
Н	Nett Price
Ι	Preferred Supplier
J	Preferred Supplier ID
К	Preferred Supplier Code
L	Preferred Supplier Cost
М	Manufacturer
Ν	Manufacturer ID
0	Manufacturer Code
Р	Barcode
Q	Spicer Code
R	VOW Code
S	Antalis Code
Т	Nett Flag
U	Bossf Classification Code
V	VAT Code
W	Price Band Indicator
Х	Matrix Band
Y	Pallet Percentage
Z	Pack Weight
AA	Pack Dimensions
AB	Brand
AC	Recycled
AD	Discontinued
AE	New Product
AF	Nemo Status
AG	Groups Bullet Text
AH	Long Description
AI	Picture Reference



7.2.1 Import as a Catalogue

😓 Import Files		
Import File Nemo Mailer (As Catalogue)		Load Product File
Import Progress Errors Duplicat	tes	
Trader NEMO 🔽 Ca	atalogue Nemo Catalogue	e Terms
Type New Catalogue Full Update Catalogue Partial Update New Purchase Quote New Sales Quote New Contract	Lookups SPICER SPICER VOW VOW ANTALIS ANTALIS	Locked Auto Cat/Trader Options Match Barcode Allow Add? Oefault To Main Unique Codes Lookup Any Supplier Ø 3 Level BOSSF Update Last cost Overwrite BOSSF Nett Catalogue force 14 barcode Allow Retail Drop Set as Lead Generate Costs Description Prefix / Suffix Override Discontinued = Out of Use Case
VOW Europe Images Machine Part Breaks Consumables	s Spicers Images Consumables	Text Change Suggested Supplier Change Suggested Supplier Re-merge Existing XLS Mode
	Link Sells	Attributes I Switch Sells Update Existing

- 1. Select the Nemo Mailer (As Catalogue) Import from the drop down list.
- 2. Select Nemo in the drop down list for 'Trader'.
- 3. Select the Nemo Mailer in the drop down list for 'Catalogue'.

Note: If you require importing as a new catalogue, then select 'New Catalogue' from the 'Type' selection.

- 4. Fill in the Lookup field for 'VOW', 'Spicers' and 'Antalis', this is to ensure any new products are linked to their equivalent from other suppliers.
- 5. If you require to place a prefix or suffix on the code, in the 'Prefix/Suffix Override' section select from the drop down box either 'Code Prefix' or "Code Suffix' and then in the box below it place the letter(s) you wish to be added to the code.
- 6. Click on the Search button and locate the Product File.
- 7. Click on Load Product File button.

Note: Once you've clicked 'Load Product File' it will start importing the file. It will also switch to the 'Progress' tab to display the progression of the import.

- 8. Click the OK button to the finished message.
- 9. Close the Import window.

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7.2.2 Import as a Contract

😏 Import Files	
Import File Nemo Mailer (As Contract)	Coad Product File
Import Progress Errors Duplicates	
Trader NEMO Catalogue Nemo Catalogue	Terms
Type Lookups New Catalogue Full Update Catalogue Partial Update New Purchase Quote New Sales Quote Only Active codes New Contract Prefix / Suffix Override Type None Vertice	Locked Auto Cat/Trader Options Match Barcode Allow Add? Default To Main Unique Codes Lookup Any Supplier 3 Level BOSSF Update Last cost Overwrite BOSSF Nett Catalogue force 14 barcode Allow Retail Drop Set as Lead Generate Costs Description Discontinued = Out of Use Case Change Prefered Supplier
VOW Europe Spicers Text Images Machine Parts Images Breaks Consumables Link Sells File <please a="" logo<="" select="" td=""><td>Change Suggested Supplier Compare Existing Compare Existing File> Compare Existing Compare</td></please>	Change Suggested Supplier Compare Existing Compare Existing File> Compare Existing Compare

- 1. Select the Nemo Mailer (As Contract) Import from the drop down list.
- 2. Select Nemo in the drop down list for 'Trader'.
- 3. Select the Nemo Catalogue in the drop down list for 'Catalogue'.
- 4. Select the Customer you wish to Import the Mailer against.
- 5. Click on the Search button and locate the Product File.
- 6. Click on Load Product File button.

Note: Once you've clicked 'Load Product File' it will start importing the file. It will also switch to the 'Progress' tab to display the progression of the import.

- 7. Click the OK button to the finished message.
- 8. Close the Import window.

Note: By default it is imported as a Sales Quote. To view go to Sales > Quotations and select the 'New' tab.

Once you have checked over the quote and are happy it has imported correct you can now convert to a contract.



7.3 Images

Before you import Images, please ensure that the layout of the files provided is correct.

The file should be in the following format:

File Format:



Inside the Images folder:

							x
🔆 🕙 - 📗 «	Nemo Images 🕨 Images		•	47	Search Images		Q
Organize 🔻	New folder					•	3
I록 Computer 🏝 OS (C:)			CAD0104.jp CAD0403.jp CAD4023.jp CAD4022.jp CAS0201.jp CAS0202.jp	9 9 9 9 9 9	CBD0712.jpg CBD0716.jpg CBK0601.jpg CBK0782.jpg CBM2035.jpg CBM2035.jpg CBM3251.jpg	CCC1103	i,jpg i,jpg i,jpg i,jpg i,jpg i,jpg
		Ŧ	•				•

Excel Spreadsheet Format:

Column	Description
А	Code
В	Image Name



S Import Files	
Import File Nemo Images Import	Co Load Product File
Import Progress Errors Duplicates	
Trader Nemo Catalogue Type Lookups New Catalogue Full Update Catalogue Partial Update Only Active codes New Purchase Quote Only Active codes New Contract Image: Catalogue	Locked Auto Cat/Trader Default To Main Lookup Any Supplier Lookup Any Supplier Lookup Any Supplier Allow Add? Default To Main Unique Codes Allow Add? Default To Main Unique Codes Allow Add? Default To Main Unique Codes Allow Add? Default To Main Default To Ma
VOW Europe Spicers Prefix / Suffix Override Images Machine Parts Images Type None Breaks Consumables Consumables Text Misc Switch Sells File <please file="" select=""></please>	Change Suggested Supplier Description Case

- 1. Select the Nemo Images Import from the drop down list.
- 2. Select Nemo in the drop down list for 'Trader'.
- 3. Select the Nemo Catalogue that you're updating in the drop down list for 'Catalogue'.
- 4. Click on the Search button and locate the Images excel File.
- 5. Click on Load Product File button.

Note: Once you've clicked 'Load Product File' it will start importing the file. It will also switch to the 'Progress' tab to display the progression of the import.

- 6. Click the OK button to the finished message.
- 7. Close the Import window.



8. Spicer

This section on Spicers will outline:

- Main Catalogue
 - o Layout
 - o Import
- Incremental File
 - o Layout
 - Import
- Price Increase
 - o Layout
 - o Import
- EOS
 - o Layout
 - o Import
- Mailers
 - o Layout
 - o Import as Catalogue
 - o Import as a Contract
- Terms
 - o Importing Through Wholesale Comms
 - o Importing Manually Through Import Product File
- Consumable Finder
 - o Layout
 - o Import
- Images
 - o Layout
 - o Import
- Linking and Association
 - o Import





8.1 Main Catalogue Update

Before you import the catalogue file, please ensure that the layout of the Catalogue file you have received is correct.

The file should be in the following format:

Column	Description
А	Code
В	N/A
С	Description
D	Vat Code (S = 1, Z = 4)
E	Alternative Code
F	Product Range
G	Product Group
Н	Retail
I	Trade
J	Per
К	Pack
L	Reserved
М	JH Code
Ν	VOW Europe Code
0	Sup Reference
Р	Price Change
Q	Pack Change
R	Description Change
S	New Product
Т	Discontinued
U	Discount Except
V	Previous Quarter Page No.
W	Previous Quarter Page Item.
Х	Current Quarter Page No.
Y	Current Quarter Page Item.
Z	Midi Catalogue Page No.
AA	Midi Catalogue Page Item.
AB	Furniture Catalogue Page No.
AC	Furniture Catalogue Page Item.
AD	Matrix Pricing Letter
AE	EAN
AF	Boss Federation Classification
AG	Catalogue Special Item
AH	EC Commodity Code
AI	Previous Quarter Page No.
AJ	Previous Quarter Page Item.
AK	5 Star Product
AL	Group Table
AM	Non Returnable Flag
AN	Environmental Code

Providing your file matches the details above you can now import your file into Horizon.

S Import Files	
Import File Spicers Catalogue Import (Main Catalogue Update)	Coad Product File
Import Progress Errors Duplicates	
Type Lookups O New Catalogue VOW O Full Update Catalogue VOW O Partial Update VOW O New Purchase Quote Only Active codes	Locked Auto Cat/Trader Options Match Barcode Allow Add? Default To Main Unique Codes Lookup Any Supplier 3 Level BOSSF Update Last cost Overwrite BOSSF Nett Catalogue force 14 barcode Allow Retail Drop Set as Lead Generate Costs Description
VOW Europe Images Machine Parts Breaks Consumables Link Sells File <please a<="" select="" td=""><td>Discontinued = Out of Use Case Change Prefered Supplier Change Suggested Supplier Re-merge Existing XLS Mode</td></please>	Discontinued = Out of Use Case Change Prefered Supplier Change Suggested Supplier Re-merge Existing XLS Mode

- 1. Select the Spicers Catalogue Import (Main Catalogue Update) Import from the drop down list.
- 2. Select **Spicers** in the drop down list for 'Trader'.
- 3. Select the **Spicers Catalogue** that you're updating in the drop down list for 'Catalogue'.

Note: If you require importing as a new catalogue, then select 'New Catalogue' from the 'Type' selection.

- 4. Fill in the Lookup field for 'VOW', this is to ensure any new products are linked to their VOW equivalent.
- 5. Click on the Search button and locate the Product File.
- Click on Load Product File button. Note: Once you've clicked 'Load Product File' it will start importing the file. It will also switch to the 'Progress' tab to display the progression of the import.
- 7. Click the OK button to the finished message.
- 8. Close the Import window.
- 9. You will now be required to run your terms file to ensure your buying cost is correct in Horizon.



8.2 Incremental File Update

Before you import the catalogue file, please ensure that the layout of the Catalogue file you have received is correct.

The file should be in the following format:

Column	Description
А	Code
В	N/A
С	Description
D	Vat Code (S = 1, Z = 4)
E	Alternative Code
F	Product Range
G	Product Group
Н	Retail
1	Trade
J	Per
К	Pack
L	Reserved
М	JH Code
Ν	VOW Europe Code
0	Sup Reference
Р	Price Change
Q	Pack Change
R	Description Change
S	New Product
Т	Discontinued
U	Discount Except
V	Previous Quarter Page No.
W	Previous Quarter Page Item.
х	Current Quarter Page No.
Y	Current Quarter Page Item.
Z	Midi Catalogue Page No.
AA	Midi Catalogue Page Item.
AB	Furniture Catalogue Page No.
AC	Furniture Catalogue Page Item.
AD	Matrix Pricing Letter
AE	EAN
AF	Boss Federation Classification
AG	Catalogue Special Item
AH	EC Commodity Code
AI	Previous Quarter Page No.
AJ	Previous Quarter Page Item.
AK	5 Star Product
AL	Group Table
AM	Non Returnable Flag
AN	Environmental Code



Providing your file matches the details above you can now import your file into Horizon.

S Import Files	
Import File Spicers Incremental Main Catalogue Update	Coad Product File
Import Progress Errors Duplicates	Terms
Type New Catalogue O Full Update Catalogue O Partial Update O New Purchase Quote O New Sales Quote O New Contract	Locked Auto Cat/Trader Options Match Barcode Allow Add? Default To Main Unique Codes Lookup Any Supplier S Level BOSSF Update Last cost Overwrite BOSSF Nett Catalogue force 14 barcode Allow Retail Drop Set as Lead Generate Costs Description Description
VOW Europe Images Machine Parts Breaks Consumables Link Sells File <please a<="" select="" th=""><th>Change Prefered Supplier Change Suggested Supplier Remerce Existing XLS Mode</th></please>	Change Prefered Supplier Change Suggested Supplier Remerce Existing XLS Mode

- 1. Select the Spicers Incremental Main Catalogue Update Import from the drop down list.
- 2. Select **Spicers** in the drop down list for 'Trader'.
- 3. Select the Spicers Catalogue that you're updating in the drop down list for 'Catalogue'.
- 4. Fill in the Lookup field for 'VOW Europe'; this is to ensure any new products are linked to their VOW equivalent.
- 5. Click on the Search button and locate the Product File.
- 6. Click on Load Product File button.

Note: Once you've clicked 'Load Product File' it will start importing the file. It will also switch to the 'Progress' tab to display the progression of the import.

- 7. Click the OK button to the finished message.
- 8. Close the Import window.
- 9. You will now be required to run your terms file to ensure your buying cost is correct in Horizon.



8.3 Price Increase Update

Before you import the catalogue file, please ensure that the layout of the Catalogue file you have received is correct.

The file should be in the following format:

Column	Description
А	Code
В	Description
С	New Trade
D	New Retail
E	Previous Trade
F	Previous Retail
G	Trade Difference (%)
Н	Retail Difference (%)



Providing your file matches the details above you can now import your file into Horizon.

S Import Files	
Import File Spicers Price Increase Update	Coad Product File
Import Progress Errors Duplicates	Terms
Trader SPICEN Catalogue Type New Catalogue Lookups Full Update Catalogue Partial Update New Purchase Quote New Sales Quote New Contract Only Active codes	Locked Auto Cat/Trader Options Match Barcode Allow Add? Default To Main Unique Codes Lookup Any Supplier Stevet BOSSF Update Last cost Overwrite BOSSF Nett Catalogue force 14 barcode Allow Retail Drop Set as Lead Generate Costs Description Discontinued = Out of Use Case
VOW Europe Images Machine Parts Breaks Consumables Link Sells File <please a="" f<="" select="" th=""><th>Change Prefered Supplier Change Suggested Supplier Remarge Existing Switch Sells Update Existing</th></please>	Change Prefered Supplier Change Suggested Supplier Remarge Existing Switch Sells Update Existing

- 1. Select the Spicers Price Increase Update Import from the drop down list.
- 2. Select **Spicers** in the drop down list for 'Trader'.
- 3. Select the Spicers Catalogue that you're updating in the drop down list for 'Catalogue'.
- 4. Click on the Search button and locate the Product File.
- 5. Click on Load Product File button.

Note: Once you've clicked 'Load Product File' it will start importing the file. It will also switch to the 'Progress' tab to display the progression of the import.

- 6. Click the OK button to the finished message.
- 7. Close the Import window.
- 8. You will now be required to run your terms file to ensure your buying cost is correct in Horizon.



8.4 EOS Update

Before you import the catalogue file, please ensure that the layout of the Catalogue file you have received is correct.

The file should be in the following format:

Column	Description
А	Code
В	Description
С	Supplier Reference
D	Brand
E	Price

Providing your file matches the details above you can now import your file into Horizon.

S Import Files	
Import File Spicers EOS Update	Coad Product File
Import Progress Errors Duplicates	
Trader SPICER Catalogue Spicers Catalogue	Locked Auto Cat/Trader Options Match Barcode Allow Add? Default To Main Unique Codes Lookup Any Supplier J Level BOSSF Update Last cost Overwrite BOSSF Vett Catalogue force 14 barcode Allow Retail Drop Set as Lead Generate Costs Description Discontinued = Out of Use Case
VOW Europe Images Machine Parts Breaks Consumables Link Sells File <please a<="" select="" th=""><th>Change Suggested Supplier</th></please>	Change Suggested Supplier

- 1. Select the Spicers EOS Update Import from the drop down list.
- 2. Select **Spicers** in the drop down list for 'Trader'.
- 3. Select the Spicers Catalogue that you're updating in the drop down list for 'Catalogue'.
- 4. Click on the Search button and locate the Product File.
- 5. Click on Load Product File button.

Note: Once you've clicked 'Load Product File' it will start importing the file. It will also switch to the 'Progress' tab to display the progression of the import.

- 6. Click the OK button to the finished message.
- 7. Close the Import window.



8.5 Mailer Import

Before you import the catalogue file, please ensure that the layout of the Catalogue file you have received is correct.

The file should be in the following format:

Column	Description
А	Page
В	Code
С	Description
D	Pack
E	Retail
F	Trade
G	Discount Off Trade
Н	Cost
I	Mailer Sell Price
J	Pack Size
К	Discount Off Retail
L	Dealer Margin



8.5.1 Import as a Catalogue

😌 Import Files	
Import File Spicers Mailer (As Catalogue)	Load Product File
Import Progress Errors Duplicates	
Trader SPICER Catalogue Type New Catalogue Lookups O New Catalogue SPICER SPICER O Full Update Catalogue SPICER SPICER O New Purchase Quote New Sales Quote Only Active codes O New Contract Prefix / Suffix Override	Locked Auto Cat/Trader Options Match Barcode Allow Add? Default To Main Unique Codes Lookup Any Supplier 3 Level BOSSF Update Last cost Overwrite BOSSF Nett Catalogue force 14 barcode Allow Retail Drop Set as Lead Generate Costs Description Discontinued = Out of Use Case
VOW Europe Images Machine Parts Breaks Consumables Link Sells File <please select<="" td=""><td>Change Prefered Supplier Change Suggested Supplier Re-merge Existing XLS Mode</td></please>	Change Prefered Supplier Change Suggested Supplier Re-merge Existing XLS Mode

- 1. Select the Spicers Mailer Import from the drop down list.
- 2. Select Spicers in the drop down list for 'Trader'.
- 3. Select the Spicers Mailer in the drop down list for 'Catalogue'.

Note: If you require importing as a new catalogue, then select 'New Catalogue' from the 'Type' selection.

- 4. Fill in the Lookup field for 'Spicers'; this is to ensure they are linked to their Spicer equivalent.
- 5. If you require to place a prefix or suffix on the code, in the 'Prefix/Suffix Override' section select from the drop down box either 'Code Prefix' or "Code Suffix' and then in the box below it place the letter(s) you wish to be added to the code.
- 6. Click on the Search button and locate the Product File.
- 7. Click on Load Product File button. Note: Once you've clicked 'Load Product File' it will start importing the file. It will also switch to the 'Progress' tab to display the progression of the import.
- 8. Click the OK button to the finished message.
- 9. Close the Import window.



8.5.2 Import as a Contract

😜 Import Files	
Import File Spicers Mailer (As Contract)	Load Product File
Import Progress Errors Duplicates	
Trader SPICER 🗾 Catalogue Spicers Catalogue	 Terms
Type O New Catalogue O Partial Update O New Purchase Quote O New Sales Quote O New Contract Customer Prefix / Suffix Override Type None Type None	Locked Auto Cat/Trader Options Match Barcode Allow Add? Default To Main Unique Codes Lookup Any Supplier 3 Level BOSSF Update Last cost Overwrite BOSSF Nett Catalogue force 14 barcode Allow Retail Drop Set as Lead Generate Costs Description Discontinued = Out of Use Case
VDW Europe Spicers Text Images	Change Suggested Supplier
Breaks Consumables Consumables Attributes	C Switch Sells Update Existing
File <please select<="" td=""><td>a file> Q</td></please>	a file> Q

- 1. Select the Spicers Mailer as Contract Import from the drop down list.
- 2. Select **Spicers** in the drop down list for 'Trader'.
- 3. Select the Spicers Catalogue in the drop down list for 'Catalogue'.
- 4. Select the Customer you wish to Import the Mailer against.
- 5. Click on the Search button and locate the Product File.
- 6. Click on Load Product File button.

Note: Once you've clicked 'Load Product File' it will start importing the file. It will also switch to the 'Progress' tab to display the progression of the import.

- 7. Click the OK button to the finished message.
- 8. Close the Import window.

Note: By default it is imported as a Sales Quote. To view go to Sales > Quotations and select the 'New' tab.

Once you have checked over the quote and are happy it has imported correct you can now convert to a contract.

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8.6 Terms

The terms file should be automatically provided in the correct format by the supplier when downloading from Wholesale Comms.

The file should be in the following format:

📄 SPICERS_TERMS.DIS.tf - Notepad
<u>File Edit Format View H</u> elp
R=0000 100U.K. SPICERFILE 03-Oct-2011 Version 2\201 6 LJ PRODUCT CODE\202 6 LJ RE 203 6 LJ RESERVED\204 6 LJ RESERVED\20540 LJ PRODUCT DESCRIPTION\206 1 LJ 207 6 LJ ALTERNATIVE PRODUCT CODE\208 2 RJ PRODUCT RANGE\209 3 RJ PRODUCT 210 6 RJ RETAIL PRICE IN PENNIES\211 6 RJ TRADE PRICE IN PENNIES\212 5 RJ 213 5 RJ TRADE PACK\214 6 RJ SPICERS INTERNAL USE\21510 LJ JOHN HEATH PROI 21610 LJ KINGFIELD PRODUCT CODE\21720 LJ SUPPLIER REFERENCE\218 1 LJ PRICE 219 1 LJ QUANTITY CHANGE FLAG\220 1 LJ DESC. CHANGE FLAG\221 1 LJ NEW PROI 224 4 RJ JULY CATALOGUE PAGE NO.\225 1 LJ JULY CATALOGUE ITEM CODE\ 226 4 RJ JAN. CATALOGUE PAGE NO.\227 1 LJ JAN. CATALOGUE ITEM CODE\ 228 4 RJ MINI. CATALOGUE PAGE NO.\221 1 LJ PUNN. CATALOGUE ITEM CODE\ 230 4 RJ FURN. CATALOGUE PAGE NO.\221 1 LJ PUNN. CATALOGUE ITEM CODE\ 231 1 J CATALOGUE PAGE NO.\221 1 LJ PUNN. CATALOGUE ITEM CODE\ 232 1 LJ PRICING LETTER\23314 LJ EAN BARCODE\23410 LJ BOSSF CLASSIFICATION 235 1 LJ CATALOGUE SEPT. CATALOGUE PAGE NO.\238 1 LJ PREVIOUS SEPT. CATALOG 237 4 RJ PREVIOUS SEPT. CATALOGUE PAGE NO.\238 1 LJ PREVIOUS SEPT. CATALOG 239 1 5 STAR FLAG\240 2 LJ GROUP TABLE\241 1 LJ NON-RETURNABLE FLAG\ 242 4 RJ ENVIROMENTAL CODE\24337 RJ RESERVED\301VAT CODE 1 is 20.00\ 305VAT CODE 2 is 17.50\303VAT CODE 3 is 13.50\304VAT CODE 4 is 0.00\ 305VAT CODE 5 is 0.00\401range 01 is Branded Envs - No exceptions\ 404range 04 is No Discount Envelopes\405range 05 is Branded Books - No exc 406range 06 is No Discount Envelopes\405range 07 is DDC EOS Composites\ 408range 08 is EOS Products\409range 09 is FDC Products\410range 10 is Sur 414range 14 is Bought-In Discount Exception\415range 13 is Furnitur 414range 14 is Bought-In Discount Exception\415range 13 is Furnitur 416range 16 is Distributor Brands\417range 17 is Customer Specific Product 418range 18 is Re-Chargeable Specials\419range 17 is Customer Specific Product 418range 18 is Re-Chargeable Specials\419range 17 is Customer Specific Product 418range 18 is Re-Chargeable Specials\419range 17 is Custom

Code and Discount amount off Trade.

CCCCCDDDD

Which is separated by a backslash (\setminus).

e.g. 0008923848\0009063860: Code – 000892, Discount – 38.48% Code – 000906, Discount – 38.60%



8.6.1 Loading Terms through Wholesale Comms

Search Clear Send	All Orders Collect All Ack's	Store 💂							
Selected Supplier Spicer	s Ltd								
Supplier All	Orders and Acknowledg	ments	Delivery 0	Confirmations		Status			
SPICERS 🗸	Invoices and Credits	Terms	Remittances	Catalogues					
All Branches BlueSky Systems Solutic	If this supplier offers electronic terms	; files , collect the	em here						
All Process Types	You will I be offered to the choice of have downloaded	applying them w	vhen they						
All Cost Centres	🔽 Apply Terms after Do	wnload							
▼ ▼ All Areas	🥅 Update Last Cost				<				
							•	•	
All Delivery Methods									
All Dates Inc Euture									
From 11/04/2012									
					<				
To 11/05/2012 -									
Output to device									
Printer 💌									
Exclude Printed									
Auto Collect Acks									
Auto Book In		😑 Collect 1	l erms						
Clear > Search									Clear
Wholesaler Communications									

- 1. Go into Wholesale Comms
- 2. Change the trader to **Spicers**
- 3. Select the 'Terms' tab.

Select 'Apply Terms after Download' to automatically apply after download. Select 'Update Last Cost' to update your last costs where Beta is your default supplier.

- 4. Select 'Collect Terms'.
- 5. Select 'Ok' to the finished message.

The Import is now complete.





8.6.2 Loading Terms Manually

You can load in Spicers Terms manually through Utilities > Import Product File.

S Import Files	
Import File	Load Product File
Import Progress Errors Duplicates	
Trader SPICER Catalogue Spicers Catalogue	
Dokups	Options
	Match Barcode 📃 Allow Add?
O Partial Update	Default To Main Unique Codes
O New Purchase Quote	Update Last cost
O New Sales Quote	Nett Catalogue
O New Contract	Allow Retail Drop Set as Lead
Prefix / Suffix Override	Discontinued = Out of Use Case
Iype None 👻	Change Prefered Supplier
VOW Europe Spicers	Change Suggested Supplier
Images Machine Parts Images	
Breaks Consumables Consumables Attributes	Col Switch Sells
Link Sells	
File	Q

- 1. Select **Spicer** from the trader selection.
- 2. Select the Spicer Catalogue from the catalogue selection.
- 3. Click on the 'Terms'.
- 4. Select your Terms File. Your file must end in .tf for it to be picked up for selection
- 5. Select 'Open'.
- 6. Select 'Yes' or No' to whether you want to update Last Cost. *It will now start to import the file.*



8.7 Consumables Finder

Before you import the consumable finder file, please ensure that the layout of the Catalogue file you have received is correct.

The consumables file should be called: Consumables Vertical.xls

The file should be in the following format:

Column	Description
А	Machine
В	Machine Name
С	Manufacturer
D	Machine Type
E	Consumable Code
F	Consumable Description
G	Consumable Type
Н	Rank
1	Discontinued Flag
J	Date Consumable Added



Import Files	Co Load Product File
Import Progress Errors Duplicates	
Trader SPICEN Type O New Catalogue Full Update Catalogue O Partial Update O New Purchase Quote O New Contract	Locked Auto Cat/Trader Options Match Barcode Allow Add? Default To Main Unique Codes Lookup Any Supplier 3 Level BOSSF Update Last cost Overwrite BOSSF Nett Catalogue force 14 barcode Allow Retail Drop Set as Lead Generate Costs Description Discontinued = Out of Use Case
VDW Europe Images Machine Parts Breaks Consumables Link Sells File	Change Prefered Supplier Change Suggested Supplier Re-merge Existing XLS Mode

- 1. Select the Spicers **Consumables** button.
- 2. Locate the Consumables File and select 'Open'. Note: Once you've clicked 'Open' it will start importing the file.
- 3. Click the OK button to the finished message.
- 4. Close the Import window.



8.8 Images

Before you import Images, please ensure that the layout of the files provided is correct.

The file should be in the following format:

File Format:



Inside the UK folder:



Inside the Images folder:





😏 Import Files	
Import File	
	Coad Product File
Import Progress Errors Duplicates	
Trader SPICER Catalogue Spicers Catalogue	Terms
Type Lookups New Catalogue Full Update Catalogue Partial Update New Purchase Quote New Sales Quote Only Active codes New Contract Prefix / Suffix Override Type None Vereite	Locked Auto Cat/Trader Options Match Barcode Allow Add? Default To Main Unique Codes Lookup Any Supplier 3 Level BOSSF Update Last cost Overwrite BOSSF Nett Catalogue force 14 barcode Allow Retail Drop Set as Lead Generate Costs Description Discontinued = Out of Use Case Change Prefered Supplier
VDW Europe Spicers Text Text	Change Suggested Supplier Re-merge Existing XLS Mode
Breaks Consumables Consumables Attributes	C* Switch Sells Update Existing
File	Q

- 1. Select the Spicers Images button.
- 2. Locate the ProductData.mdb file that is inside the 'UK' folder and select 'Open'. Note: Once you've clicked 'Open' it will start importing the file.
- 3. Click the OK button to the finished message.
- 4. Close the Import window.



8.9 Link Sells

Before you import Images, please ensure that the layout of the files provided is correct.

The Link Sells file should be called: Linking and Association (Month) (Year).mdb

Providing your file matches the details above you can now import your file into Horizon.

Note: Please be aware because of the amount of data contained within this file, it may take up to a minimum of 2 hours to load.

S Import Files	
Import File	
	Coad Product File
Import Progress Errors Duplicates	
Trader SPICER Catalogue Spicers Catalogue	Terms
Type Lookups	Locked Auto Cat/Trader
New Catalogue Definition	Match Barcode Allow Add?
O Partial Update	Default To Main Dunique Codes
O New Purchase Quote	Update Last cost
New Sales Quote Only Active codes	Nett Catalogue force 14 barcode
Prefix / Suffix Override	Generate Costs Description
Type None 👻	Change Prefered Supplier
VOW Europe Spicers Text	Change Suggested Supplier
Images Machine Parts Images	He-merge Existing XLS Mode
Breaks Consumables Consumables Misc Attributes	CM Switch Sells Update Existing
Link Sells	
File	Q

- 1. Select the Spicers Link Sells button.
- 2. Locate the Linking and Association (Month) (Year).mdb file. Note: Once you've clicked 'Open' it will start importing the file.
- 3. Click the OK button to the finished message.
- 4. Close the Import window.



9. Superstat

This section on Superstat will outline:

- Price List Full Details
 - o Layout
 - o Import as Catalogue
 - Import as a Contract



9.1 Price List Full Details Import

Before you import the catalogue file, please ensure that the layout of the Catalogue file you have received is correct.

The file should be in the following format:

Column	Description
А	Code
В	Description
С	Pack
D	Page
E	Retail
F	Trade
G	Cost
Н	Sell
I	Boss Federation Code
J	Supplier



9.1.1 Import as a Catalogue

S Import Files	
Import File Superstat Price List Full Details (As Catalogue)	Load Product File
Import Progress Errors Duplicates	
Trader Superstat 💌 Catalogue	Terms
Туре	Locked Auto Cat/Trader
 New Catalogue Full Update Catalogue Partial Update New Purchase Quote New Sales Quote New Contract Prefix / Suffix Override Type None	Match Barcode V Allow Add? V Default To Main Unique Codes V Lookup Any Supplier V 3 Level BOSSF Update Last cost Overwrite BOSSF V Nett Catalogue force 14 barcode V Allow Retail Drop Set as Lead Generate Costs Description Discontinued = Out of Use Case Change Prefered Supplier
VOW Europe Spicers Text	Change Suggested Supplier
Images Machine Parts Images	Themeige Existing
Breaks Consumables Consumables Attributes	Cal Switch Sells
Link Sells File <please sel<="" td=""><td>ect a file></td></please>	ect a file>

- 1. Select the Superstat Price List Full Details (As Catalogue) Import from the drop down list.
- 2. Select Superstat in the drop down list for 'Trader'.
- 3. Select the Superstat Catalogue in the drop down list for 'Catalogue'.

Note: If you require importing as a new catalogue, then select 'New Catalogue' from the 'Type' selection.

- 4. Click on the Search button and locate the Product File.
- 5. Click on Load Product File button. Note: Once you've clicked 'Load Product File' it will start importing the file. It will also switch to the 'Progress' tab to display the progression of the import.
- 6. Click the OK button to the finished message.
- 7. Close the Import window.



9.1.2 Import as a Contract

S Import Files	
Import File Superstat Price List Full Details (As Contract)	Load Product File Store
Import Progress Errors Duplicates	
Trader Superstat 💌 Catalogue	Terms
Type New Catalogue Full Update Catalogue Partial Update New Purchase Quote New Sales Quote New Contract Customer	Prefix / Suffix Override Prefix / Suffix Override Prefix / Suffix Override Contemporation Contempora
VOW Europe Images Machine Parts Breaks Consumables Link Sells	Text Change Suggested Supplier Herneige Existing XLS Mode Misc Attributes Switch Sells Update Existing File <please a="" file="" select=""></please>

- 1. Select the Superstat Price List Full Details (As Contract) Import from the drop down list.
- 2. Select Superstat in the drop down list for 'Trader'.
- 3. Select the Superstat Catalogue in the drop down list for 'Catalogue'.
- 4. Select the Customer you wish to Import the Mailer against.
- 5. Click on the Search button and locate the Product File.
- 6. Click on Load Product File button.

Note: Once you've clicked 'Load Product File' it will start importing the file. It will also switch to the 'Progress' tab to display the progression of the import.

- 7. Click the OK button to the finished message.
- 8. Close the Import window.

Note: By default it is imported as a Sales Quote. To view go to Sales > Quotations and select the 'New' tab.

Once you have checked over the quote and are happy it has imported correct you can now convert to a contract.



10. Truline

This section on Truline will outline:

- Main Catalogue
 - o Layout
 - $\circ \quad \text{Import}$
- Truline VOW Catalogue
 - o Layout
 - o Import
- Truline Spicers Catalogue
 - o Layout
 - o Import
- Incremental File
 - o Layout
 - o Import
- Redundant Codes
 - Layout
 - o Import
- Saver Pricing
 - o Layout
 - Apply against Main Catalogue
 - Import as Contract
- Wisebuy Mailer
 - o Layout
 - o Import as Catalogue
 - o Import Quantity Breaks against Wisebuy Mailer
 - Import as a Contract (Excluding Quantity Breaks)
 - Import as a Contract (Including Quantity Breaks)
- Terms
 - o Layout
 - o Import
- Consumable Finder
 - Layout
 - o Import
- Images
 - o Layout
 - o Import



10.1 Main Catalogue Update

Before you import the catalogue file, please ensure that the layout of the Catalogue file you have received is correct.

The file should be in the following format:

Column	Description
А	Product Code
В	Product Description
С	Pack Size
D	Per
E	VAT
F	Retail Price
G	Trade Price
Н	Saver Catalogue Price
I	Matrix
J	Truline Cross Reference Code
К	Spicers Code
L	VOW Europe Code
М	Advantia Code
N	Boss Federation Code
0	EAN Number
Р	EC Commodity Code
Q	Net Flag
R	Catalogue Page Number
S	Catalogue Page Letter
Т	Manufacturer Code
U	Brand Name
V	Green Flag
W	Discontinued Flag
Х	Out Of Use Flag
Y	Discount Except Flag
Z	Non Returnable Flag
AA	Image Reference
AB	Colour Code
AC	POA
AD	UOM Description
AE	Long Description
AF	Dealer Lead Time
AG	Consumer Lead Time
AH	Additional Text



😔 Import Files				
Import File				
Truline Catalogue Import			-	🔹 🕼 Load Product File
Import Progress Errors Duplica	ites			
Trader TRULINE 💌 C	atalogue <mark>Trulin</mark>	ie Catalogu	e	
Туре	Lookups			Locked Auto Cat/Trader
O New Catalogue	Spicer	SPICER	<u> </u>	Match Barcode V Allow Add?
 Full Update Catalogue 	VOW	TRULINE	•	Default To Main Unique Codes
O Partial Update	Advantia	SPICER	-	📄 Lookup Any Supplier 🔽 3 Level BOSSF
O New Purchase Quote				🔄 Update Last cost 👘 📄 Overwrite BOSSF
O New Sales Quote		6		Nett Catalogue force 14 barcode
O New Contract	Uniy Act	ive codes		V Allow Retail Drop Set as Lead
			Prefix / Suffix Override	Discontinued = Out of Use Case
			Type None 👻	Change Prefered Supplier
VOW Europe	Spicers		Text	Change Suggested Supplier
Images Machine Par	ts Ima	iges		Re-merge Existing XLS Mode
Breaks Consumable	s Consu	mables	Misc	
		Calla	Attributes	C ² Switch Sells Update Existing
	LINK	Sells		
			File <please select<="" td=""><td>TrulineFileExtract.txt file></td></please>	TrulineFileExtract.txt file>

Note: Please do not adjust the import definition to take into account the **Saver** price. Please refer to section 8.6 after importing the main catalogue file.

- 1. Select the Truline Catalogue Import from the drop down list.
- 2. Select Truline in the drop down list for 'Trader'.
- 3. Select the **Truline Catalogue** that you're updating in the drop down list for 'Catalogue'. Note: If you require importing as a new catalogue, then select 'New Catalogue' from the 'Type' selection.
- Fill in the Lookup field for VOW the lookup is 'Truline', for Spicers the lookup is 'Spicers' and for Advantia the lookup is 'Spicers', this is to ensure any new products are linked to their equivalent code from other suppliers.

Note: If you are importing the file for the *first* time, for VOW the lookup is 'VOW'.

- 5. Click on the Search button and locate the Product File.
- Click on Load Product File button. Note: Once you've clicked 'Load Product File' it will start importing the file. It will also switch to the 'Progress' tab to display the progression of the import.
- 7. Click the OK button to the finished message.
- 8. Close the Import window.
- 9. You will now be required to run your terms file to ensure your buying cost is correct in Horizon.

Note: Please refer to section 8.8 for importing Truline Terms.



10.2 Truline VOW Catalogue Update

Before you import the catalogue file, please ensure that the layout of the Catalogue file you have received is correct.

The file should be in the following format:

Column	Description
А	Product Code
В	Product Description
С	Pack Size
D	Per
E	VAT
F	Retail Price
G	Trade Price
Н	Saver Catalogue Price
I	Matrix
J	Truline Cross Reference Code
К	Spicers Code
L	VOW Europe Code
М	Advantia Code
Ν	Boss Federation Code
0	EAN Number
Р	EC Commodity Code
Q	Net Flag
R	Catalogue Page Number
S	Catalogue Page Letter
Т	Manufacturer Code
U	Brand Name
V	Green Flag
W	Discontinued Flag
Х	Out Of Use Flag
Y	Discount Except Flag
Z	Non Returnable Flag
AA	Image Reference
AB	Colour Code
AC	РОА
AD	UOM Description
AE	Long Description
AF	Dealer Lead Time
AG	Consumer Lead Time
AH	Additional Text

😒 Import Files				
Import File				
Truline VOW Catalogue Import			Load Product File	
Import Progress Errors Duplicat	tes			
Trader TRULINE 💌 Ca	atalogue <mark>Truli</mark>	ne VOW Ca	talogue	Terms
Туре	Lookups	r		Locked Auto Cat/Trader
 New Catalogue 	Truline	TRULINE	•	Match Barcode Allow Add?
 Full Update Catalogue 	Spicer	SPICER	•	Default To Main Unique Codes
O Partial Update	VOW	TRULINE	-	Cookup Any Supplier 🔽 3 Level BOSSF
O New Purchase Quote	Advantia	SPICER	•	🔄 Update Last cost 👘 Overwrite BOSSF
O New Sales Quote			Course 1	Nett Catalogue force 14 barcode
O New Contract	Unly Active codes			V Allow Hetail Drop Set as Lead
			Prefix / Suffix Override	Discontinued = Out of Use Case
			Type None 💌	Change Prefered Supplier
VOW Europe	Spicers	-	Text	Change Suggested Supplier
Images Machine Parts Images			Re-merge Existing 📃 XLS Mode	
Breaks Consumables	Cons	mables	Misc	
Diedks Consumables		Attributes	🖓 Switch Sells 📃 Update Existing	
	Lini	Sells		
			File <please select<="" td=""><td>VOWFileExtract.txt file></td></please>	VOWFileExtract.txt file>

- 1. Select the 'Truline VOW Catalogue Import' Import from the drop down list.
- 2. Select 'Truline' in the drop down list for 'Trader'.
- 3. Select the '**Truline VOW Catalogue**' that you're updating in the drop down list for 'Catalogue'. Note: If you require importing as a new catalogue, then select 'New Catalogue' from the 'Type' selection.
- 4. Fill in the Lookup field for Truline the lookup is 'Truline', for Spicers the lookup is 'Truline', for VOW the lookup is 'Truline' and for Advantia the lookup is 'Spicers', this is to ensure any new products are linked to their equivalent code from other suppliers.

Note: If you are importing the file for the *first* time, for VOW the lookup is 'VOW'.

- 5. Click on the Search button and locate the Product File.
- Click on Load Product File button. Note: Once you've clicked 'Load Product File' it will start importing the file. It will also switch to the 'Progress' tab to display the progression of the import.
- 7. Click the OK button to the finished message.
- 8. Close the Import window.
- 9. You will now be required to run your terms file to ensure your buying cost is correct in Horizon.

Note: Please refer to section 8.8 for importing Truline Terms.

10.3 Incremental Catalogue Update

Before you import the catalogue file, please ensure that the layout of the Catalogue file you have received is correct.

The file should be in the following format:

Column	Description
А	Product Code
В	Product Description
С	Pack Size
D	Per
E	VAT
F	Retail Price
G	Trade Price
Н	Saver Catalogue Price
I	Matrix
J	Truline Cross Reference Code
К	Spicers Code
L	VOW Europe Code
М	Advantia Code
Ν	Boss Federation Code
0	EAN Number
Р	EC Commodity Code
Q	Net Flag
R	Catalogue Page Number
S	Catalogue Page Letter
Т	Manufacturer Code
U	Brand Name
V	Green Flag
W	Discontinued Flag
Х	Out Of Use Flag
Y	Discount Except Flag
Z	Non Returnable Flag
AA	Image Reference
AB	Colour Code
AC	РОА
AD	UOM Description
AE	Long Description
AF	Dealer Lead Time
AG	Consumer Lead Time
АН	Additional Text


🔛 Import Files				
Import File				
Truline Incremental Catalogue Upd	ate		•	🚺 🙆 Load Product File
Import Progress Errors Duplica	tes			
Trader TRULINE 🔽 C	atalogue <mark>Truli</mark>	ne Catalogu	e	Terms
Туре	Lookups			Locked Auto Cat/Trader
🔿 New Catalogue	Spicer	SPICER	•	
 Full Update Catalogue 	VOW	TRULINE	•	Default To Main
 Partial Update 	Advantia	SPICER	-	Lookup Any Supplier V 3 Level BOSSF
New Purchase Quote		1	te de la companya de	Update Last cost Overwrite BOSSF
O New Sales Quote	1	21 - 22 - 23		Nett Catalogue 👘 force 14 barcode
O New Contract	📃 Only Ac	tive codes		Allow Retail Drop 🦳 Set as Lead
			Prefix / Suffix Override	Generate Losts Description Discontinued – Out of Use: Case
			Type None 👻	Change Prefered Supplier
VOW Europe	Spicers		Text	Change Suggested Supplier
Images Machine Parl	ts Im	ages		Re-merge Existing 📃 XLS Mode
Breaks Consumable	s Consi	umables	Mise	
		Calle	Attributes	🖓 Switch Sells 📃 Update Existing
File <please file="" select="" trulinefileextract.txt=""></please>				

- 1. Select the Truline Incremental Catalogue Import from the drop down list.
- 2. Select Truline in the drop down list for 'Trader'.
- 3. Select the Truline Catalogue that you're updating in the drop down list for 'Catalogue'.
- 4. Fill in the Lookup field for Spicers the lookup is 'Truline', for VOW the lookup is 'Truline' and for Advantia the lookup is 'Spicers', this is to ensure any new products are linked to their equivalent code from other suppliers.
- 5. Click on the Search button and locate the Product File.
- Click on Load Product File button. Note: Once you've clicked 'Load Product File' it will start importing the file. It will also switch to the 'Progress' tab to display the progression of the import.
- 7. Click the OK button to the finished message.
- 8. Close the Import window.
- 9. You will now be required to run your terms file to ensure your buying cost is correct in Horizon.

Note: Please refer to section 8.8 for importing Truline Terms.



10.4 Redundant Codes Update

Before you import the catalogue file, please ensure that the layout of the Catalogue file you have received is correct.

The file should be in the following format:

Column	Description
А	Code
В	Out Of Use Flag

😓 Import Files	
Import File Truline Redundant Codes Update	Load Product File
Import Progress Errors Duplicates	
Trader TRULINE Catalogue Indune Catalogue Type New Catalogue Full Update Catalogue Partial Update New Purchase Quote New Sales Quote New Contract Dnly Active codes Prefix / Suffix Override Tune None	Locked Auto Cat/Trader Options Match Barcode Allow Add? Default To Main Unique Codes Lookup Any Supplier 3 Level BOSSF Update Last cost Overwrite BOSSF Nett Catalogue force 14 barcode Allow Retail Drop Set as Lead Generate Costs Description Discontinued = Out of Use Case
VOW Europe Images Machine Parts Breaks Consumables Link Sells File <please select="" t<="" td=""><td>Change Prefered Supplier Change Suggested Supplier Re-merge Existing XLS Mode Switch Sells Update Existing</td></please>	Change Prefered Supplier Change Suggested Supplier Re-merge Existing XLS Mode Switch Sells Update Existing

- 1. Select the Truline Redundant Codes Update Import from the drop down list.
- 2. Select Truline in the drop down list for 'Trader'.
- 3. Select the Truline Catalogue that you're updating in the drop down list for 'Catalogue'.
- 4. Click on the Search button and locate the Product File.
- Click on Load Product File button. Note: Once you've clicked 'Load Product File' it will start importing the file. It will also switch to the 'Progress' tab to display the progression of the import.
- 6. Click the OK button to the finished message.
- 7. Close the Import window.



10.5 Saver Pricing

Before you import the catalogue file, please ensure that the layout of the Catalogue file you have received is correct.

The file should be in the following format:

Column	Description
А	Product Code
В	Product Description
С	Pack Size
D	Per
E	VAT
F	Retail Price
G	Trade Price
Н	Saver Catalogue Price
I	Matrix
J	Truline Cross Reference Code
К	Spicers Code
L	VOW Europe Code
М	Advantia Code
Ν	Boss Federation Code
0	EAN Number
Р	EC Commodity Code
Q	Net Flag
R	Catalogue Page Number
S	Catalogue Page Letter
Т	Manufacturer Code
U	Brand Name
V	Green Flag
W	Discontinued Flag
Х	Out Of Use Flag
Y	Discount Except Flag
Z	Non Returnable Flag
AA	Image Reference
AB	Colour Code
AC	РОА
AD	UOM Description
AE	Long Description
AF	Dealer Lead Time
AG	Consumer Lead Time
АН	Additional Text

10.5.1 Apply against Main Catalogue

S Import Files	
Import File Truline Saver Catalogue Update	Coad Product File
Import Progress Errors Duplicates	Terms
Type O New Catalogue O Full Update Catalogue O Partial Update O New Purchase Quote O New Sales Quote O New Contract Donly Active codes Prefix / Suffix Override Type None	Locked Auto Cat/Trader Options Match Barcode Allow Add? Default To Main Unique Codes Lookup Any Supplier S Level BOSSF Update Last cost Overwrite BOSSF Nett Catalogue force 14 barcode Allow Retail Drop Set as Lead Generate Costs Description Discontinued = Out of Use Case
VDW Europe Spicers Text Images Machine Parts Images Misc Breaks Consumables Link Sells File <please select="" t<="" th=""><th>Change Suggested Supplier</th></please>	Change Suggested Supplier

Note: This needs to be ran after importing the main catalogue update.

- 1. Select the Truline Saver Catalogue Update Import from the drop down list.
- 2. Select **Truline** in the drop down list for 'Trader'.
- 3. Select the Truline Catalogue that you're updating in the drop down list for 'Catalogue'.
- 4. Click on the Search button and locate the Product File.
- Click on Load Product File button. Note: Once you've clicked 'Load Product File' it will start importing the file. It will also switch to the 'Progress' tab to display the progression of the import.
- 6. Click the OK button to the finished message.
- 7. Close the Import window.



10.5.2 Import as a Contract

😜 Import Files	
Import File Truline Saver As Contract	Load Product File
Import Progress Errors Duplicates	Terms
Type Lookups O New Catalogue Full Update Catalogue O Full Update Catalogue Partial Update O New Purchase Quote New Sales Quote O New Contract Only Active codes	Locked Auto Cat/Trader Options Match Barcode Allow Add? Default To Main Unique Codes Lookup Any Supplier 3 Level BOSSF Update Last cost Overwrite BOSSF Nett Catalogue force 14 barcode Allow Retail Drop Set as Lead
Customer Customer Prefix / Suffix Override VOW Europe Spicers Images Machine Parts	Generate Costs Description Discontinued = Out of Use Case Change Prefered Supplier Change Suggested Supplier Remarge Existing XLS Mode
Breaks Consumables Consumables Attributes Link Sells File <please select<="" th=""><th>CM Switch Sells Update Existing</th></please>	CM Switch Sells Update Existing

- 1. Select the Truline Saver As Contract Import from the drop down list.
- 2. Select Truline in the drop down list for 'Trader'.
- 3. Select the Truline Catalogue in the drop down list for 'Catalogue'.
- 4. Select the Customer you wish to Import the Mailer against.
- 5. Click on the Search button and locate the Product File.
- 6. Click on Load Product File button.

Note: Once you've clicked 'Load Product File' it will start importing the file. It will also switch to the 'Progress' tab to display the progression of the import.

- 7. Click the OK button to the finished message.
- 8. Close the Import window.

Note: By default it is imported as a Sales Quote. To view go to Sales > Quotations and select the 'New' tab.

Once you have checked over the quote and are happy it has imported correct you can now convert to a contract.

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10.6 Wisebuy Mailer

Before you import the catalogue file, please ensure that the layout of the Catalogue file you have received is correct.

The file should be in the following format:

Column	Description
А	Code
В	Short Description
С	Full Description
D	eCatalogue Description
E	Brand Name
F	Image Name
G	Product Unit
Н	Composite Indicator
I	Product Superseded To
J	Alternative Group
К	Catalogue Page Number
L	Mini Catalogue Page Number
М	Manufacturers Name
N	Manufacturers Account Number
0	Manufacturers Part Number
Р	Trade Pack Barcode
Q	Depth Of Part
R	Width Of Part
S	Height Of Part
Т	Weight Of Part
U	Spicers Code
V	Boss Federation Classification
W	Major Group
Х	Minor Group
Y	Retail Price
Z	Trade Price
AA	Retail To Trade
AB	VAT Code
AC	Product Matrix Symbol
AD	Cat Price Discount
AE	Analysis Code
AF	Nett Flag
AG	Returnable Flag
AH	Consumer Lead Time
AI	Dealer Lead Time
AJ	Product Status
АК	Status Description

10.6.1 Import as a Catalogue

😏 Import Files	
Import File Truline Wisebuy Mailer Import	Coad Product File
Import Progress Errors Duplicates	
Trader TRULINE Catalogue Truline Wisebuy Mailer	Terms
Type Lookups	Locked Auto Cat/Trader
New Catalogue TRULINE TRULINE	Match Barcode V Allow Add? Default To Main Unique Codes Lookup Any Supplier 3 Level BOSSF Update Last cost Overwrite BOSSF V Nett Catalogue force 14 barcode V Allow Retail Drop Set as Lead Generate Costs Description Discontinued = Out of Use Case Change Prefered Supplier
VOW Europe Spicers	Change Suggested Supplier
Images Machine Parts Images	Re-merge Existing XLS Mode
Breaks Consumables Consumables Misc	Cx. Switch Sells Update Existing
Link Sells File <please select="" t<="" td=""><td>ruline0000Wisebuys-v0.0-Horizon.txt file></td></please>	ruline0000Wisebuys-v0.0-Horizon.txt file>

- 1. Select the Truline Wisebuy Mailer Import from the drop down list.
- 2. Select **Truline** in the drop down list for 'Trader'.
- 3. Select the **Truline Wisebuy Mailer** that you're updating in the drop down list for 'Catalogue'. Note: If you require importing as a new catalogue, then select 'New Catalogue' from the 'Type' selection.
- 4. Fill in the Lookup field for **Truline** the lookup is 'Truline', this is to ensure all products are linked to their Truline equivalent code.
- 5. If you require to place a prefix or suffix on the code, in the 'Prefix/Suffix Override' section select from the drop down box either 'Code Prefix' or "Code Suffix' and then in the box below it place the letter(s) you wish to be added to the code.
- 6. Click on the Search button and locate the Product File.
- 7. Click on Load Product File button. Note: Once you've clicked 'Load Product File' it will start importing the file. It will also switch to the 'Progress' tab to display the progression of the import.
- 8. Click the OK button to the finished message.
- 9. Close the Import window.



10.6.2 Import Quantity Breaks against Wisebuy Mailer

S Import Files	
Import File Truline Wisebuy Qty Break Update	Coad Product File
Import Progress Errors Duplicates	
Trader TRULINE 💌 Catalogue Truline Wisebuy Mailer	Terms
Type New Catalogue Full Update Catalogue Partial Update New Purchase Quote New Sales Quote New Contract Prefix / Suffix Override Tune None	Locked Auto Cat/Trader Options Match Barcode Allow Add? Default To Main Unique Codes Lookup Any Supplier 3 Level BOSSF Update Last cost Overwrite BOSSF Nett Catalogue force 14 barcode Allow Retail Drop Set as Lead Generate Costs Description Discontinued = Out of Use Case
VOW Europe Images Machine Parts Breaks Consumables Link Sells File <please select="" th="" w<=""><th>Change Prefeted Suppler Change Suggested Supplier Permage Existing XLS Mode C™ Switch Sells Update Existing isebuys0000Pricing-v0.0.txt file></th></please>	Change Prefeted Suppler Change Suggested Supplier Permage Existing XLS Mode C™ Switch Sells Update Existing isebuys0000Pricing-v0.0.txt file>

- 1. Select the Truline Wisebuy Qty Break Update Import from the drop down list.
- 2. Select Truline in the drop down list for 'Trader'.
- 3. Select the Truline Wisebuy Mailer that you're updating in the drop down list for 'Catalogue'.
- 4. Click on the Search button and locate the Product File.
- 5. Click on Load Product File button.

Note: Once you've clicked 'Load Product File' it will start importing the file. It will also switch to the 'Progress' tab to display the progression of the import.

- 6. Click the OK button to the finished message.
- 7. Close the Import window.

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10.6.3 Import as a Contract (Excluding Quantity Breaks)

S Import Files	
Import File Truline Wisebuy Mailer As Contract (Excluding Qty Breaks)	Load Product File
Import Progress Errors Duplicates	
Trader TRULINE 🔽 Catalogue Truline Catalogue	
Type New Catalogue Full Update Catalogue Partial Update New Purchase Quote New Sales Quote New Contract Customer Prefix / Suffix Over	Locked Auto Cat/Trader Options Match Barcode Allow Add? ✓ Default To Main Unique Codes ✓ Lookup Any Supplier 3 Level BOSSF Update Last cost Overwrite BOSSF Nett Catalogue force 14 barcode ✓ Allow Retail Drop Set as Lead Generate Costs Description Discontinued = 0 ut of Use Case
Type None	Change Prefered Supplier
VOW Europe Spicers Text	Change Suggested Supplier
Images Machine Parts Images	Re-merge Existing XLS Mode
Breaks Consumables Consumables Attributes Link Sells File <please< td=""><td>e select Wisebuys0000Pricing-v0.0.txt file></td></please<>	e select Wisebuys0000Pricing-v0.0.txt file>

- 1. Select the Truline Wisebuy Mailer as Contract (Excluding Qty Breaks) Import from the drop down list.
- 2. Select 'Truline' in the drop down list for 'Trader'.
- 3. Select the 'Truline Catalogue' in the drop down list for 'Catalogue'.
- 4. Select the Customer you wish to Import the Mailer against.
- 5. Click on the Search button and locate the Product File.
- 6. Click on Load Product File button.

Note: Once you've clicked 'Load Product File' it will start importing the file. It will also switch to the 'Progress' tab to display the progression of the import.

- 7. Click the OK button to the finished message.
- 8. Close the Import window.

Note: By default it is imported as a Sales Quote. To view go to Sales > Quotations and select the 'New' tab.

Once you have checked over the quote and are happy it has imported correct you can now convert to a contract.



10.6.4 Import as a Contract (Including Quantity Breaks)

S Import Files	
Import File Truline Wisebuy Mailer As Contract (Including Qty Breaks)	Load Product File
Import Progress Errors Duplicates	
Trader TRULINE 🗨 Catalogue Truline Catalogue	Terms
Type O New Catalogue Full Update Catalogue Partial Update New Purchase Quote New Sales Quote New Contract Customer Prefit	Locked Auto Cat/Trader Options Match Barcode Allow Add? Oefault To Main Unique Codes V Default To Main Unique Codes V Lookup Any Supplier 3 Level BOSSF Update Last cost Overwrite BOSSF Nett Catalogue force 14 barcode V Allow Retail Drop Set as Lead Generate Costs Description Discontinued = Out of Use Case
VDW Europe Spicers Text	Change Prefered Supplier
Images Machine Parts Images	Re-merge Existing 🔽 XLS Mode
Breaks Consumables Consumables Link Sells	Attributes Switch Sells Update Existing File <please file="" select="" wisebuys0000pricing-v0.0.txt=""></please>

- 1. Select the Truline Wisebuy Mailer As Contract (Including Qty Breaks) Import from the drop down list.
- 2. Select **Truline** in the drop down list for 'Trader'.
- 3. Select the Truline Catalogue in the drop down list for 'Catalogue'.
- 4. Select the Customer you wish to Import the Mailer against.
- 5. Click on the Search button and locate the Product File.
- 6. Click on Load Product File button.

Note: Once you've clicked 'Load Product File' it will start importing the file. It will also switch to the 'Progress' tab to display the progression of the import.

- 7. Click the OK button to the finished message.
- 8. Close the Import window.

Note: By default it is imported as a Sales Quote. To view go to Sales > Quotations and select the 'New' tab.

Once you have checked over the quote and are happy it has imported correct you can now convert to a contract.



10.7 Terms

Before you import the catalogue file, please ensure that the layout of the Catalogue file you have received is correct.

The file should be in the following format:

Column	Description
А	Code
В	Cost

Providing your file matches the details above you can now import your file into Horizon.

😌 Import Files				
Import File Truline Catalogue Terms Update				
Import Progress Errors Duplicates				
Type O New Catalogue O Full Update Catalogue O Partial Update O New Purchase Quote O New Contract D nly Active codes Prefix / Suffix Override	Locked Auto Cat/Trader Options Match Barcode Allow Add? Default To Main Unique Codes Lookup Any Supplier 3 Level BOSSF Update Last cost Overwrite BOSSF Nett Catalogue force 14 barcode Allow Retail Drop Set as Lead Generate Costs Description Discontinued = Out of Use Case			
VOW Europe Images Machine Parts Breaks Consumables Link Sells File <please select<="" td=""><td>Change Prefered Supplier Change Suggested Supplier Re-merge Existing XLS Mode Switch Sells Update Existing</td></please>	Change Prefered Supplier Change Suggested Supplier Re-merge Existing XLS Mode Switch Sells Update Existing			

- 1. Select the Truline Catalogue Terms Update Import from the drop down list.
- 2. Select Truline in the drop down list for 'Trader'.
- 3. Select the Truline Catalogue that you're updating in the drop down list for 'Catalogue'.
- 4. Click on the Search button and locate the Product File.
- Click on Load Product File button. Note: Once you've clicked 'Load Product File' it will start importing the file. It will also switch to the 'Progress' tab to display the progression of the import.
- 6. Click the OK button to the finished message.
- 7. Close the Import window.

Note: You will need to run the import for each Truline Catalogue.



10.8 Consumables Finder

Before you import the consumable finder file, please ensure that the layout of the Catalogue file you have received is correct.

The consumables file should be called: ConsumablesFinder-Vertical.xls

The file should be in the following format:

Column	Description
A	Machine Model
В	Machine Maker
С	Machine Type
D	Consumable Type
E	Consumable Description
F	OEM
G	VOW Code
Н	VOW Machine Part Code

S Import Files				
Import File				
	Control Load Product File			
Import Progress Errors Duplicates				
Trader TRULINE Catalogue Truline Catalogue				
Type Lookups	Locked Auto Cat/Trader			
New Catalogue	Match Barcode Allow Add?			
O Full Update Latalogue	🗖 Default To Main 🛛 🔲 Unique Codes			
O New Purchase Quote	Lookup Any Supplier 3 Level BOSSF			
O New Sales Quote	Nett Catalogue Force 14 barcode			
O New Contract Only Active codes	🔽 Allow Retail Drop 🛛 📄 Set as Lead			
Prefix / Suffix Override	Generate Costs Description			
Type None	Change Prefered Supplier			
VOW Europe Spicers Text	Change Suggested Supplier			
Images Machine Parts Images	Re-merge Existing XLS Mode			
Breaks Consumables Consumables Misc	Concernation of the state Estates			
Link Sells	Ca Switch Sells Dopuste Existing			
File				

- 1. Select the VOW Europe Consumables button.
- 2. Locate the Consumables File and select 'Open'. Note: Once you've clicked 'Open' it will start importing the file.
- 3. Click the OK button to the finished message.
- 4. Close the Import window.



10.9 Images

Before you import Images, please ensure that the layout of the files provided is correct.

The file should be in the following format:

File Format:



Inside the Images folder:

😌 🕘 - 💵 «	Supplier Images	 Truline Images 	► Images 🗸 👻	Search Images	٩
Organize 🔻	New folder			::	• 🔳 🔞
I도 Computer Magnetic Computer			08SH30P1PS.jpg 08SH40P1PS.jpg 10SH40P1PS.jpg 10SH46P1PS.jpg 0818ESSTK30.jpg 0818ESSTK40.jpg	 822.22.310.jpg 1018ESSTK40.jpg 1018ESSTK46.jpg 0010016.jpg 0010017.jpg 0010018.jpg 	 0010021.jpg 0010026.jpg 0010027.jpg 0010030.jpg 0010033.jpg 0010034.jpg
		-	•		Þ

Excel Spreadsheet Format:

Column	Description
А	Code
В	Image Name



Import Files	
Import File	
Truline Images Import	🗘 Load Product File
Import Progress Errors Duplicates	
Trader TRULINE Catalogue Truline Catalogue	
Type Lookups	Locked Auto Cat/Trader
 New Catalogue Full Update Catalogue Partial Update New Purchase Quote New Sales Quote New Contract Prefix / Suffix Override Type None	Options Match Barcode Allow Add? Default To Main Unique Codes Lookup Any Supplier 3 Level BOSSF Update Last cost Overwrite BOSSF Nett Catalogue force 14 barcode Allow Retail Drop Set as Lead Generate Costs Description Discontinued = Out of Use Case Change Prefered Supplier
VOW Europe Spicers Text	Change Suggested Supplier
Images Machine Parts Images	Elveneige casting Elves mode
Breaks Consumables Consumables Misc	Cu Suitab Salla
Link Sells	C Stylich Sens
File <please file<="" select="" th=""><th>» Q</th></please>	» Q

- 1. Select the **Truline Images Import** from the drop down list.
- 2. Select **Truline** in the drop down list for 'Trader'.
- 3. Select the Truline Catalogue that you're updating in the drop down list for 'Catalogue'.
- 4. Click on the Search button and locate the Product File.
- 5. Click on Load Product File button.

Note: Once you've clicked 'Load Product File' it will start importing the file. It will also switch to the 'Progress' tab to display the progression of the import.

- 6. Click the OK button to the finished message.
- 7. Close the Import window.



11. VOW Europe

This section on VOW Europe will outline:

- Main Catalogue
 - o Layout
 - $\circ \quad \text{Import} \quad$
- EOS
 - o Layout
 - o Import
- Mailers
 - o Layout
 - Import as Catalogue (VOW Code Used)
 - Import as catalogue (VOW Mailer code Used)
 - Import as a Contract
- Terms
 - o Importing Through Wholesale Comms
 - Importing Manually Through Import Product File
- Consumable Finder
 - o Layout
 - o Import
- Images
 - o Layout
 - o Import



11.1 Main Catalogue Update

Before you import the catalogue file, please ensure that the layout of the Catalogue file you have received is correct.

The file should be in the following format:

Column	Description		
А	Code		
В	Short Description		
С	Full Description		
D	eCatalogue Description		
E	Brand Name		
F	Image Name		
G	Product Unit		
Н	Composite Indicator		
I	Product Superseded To		
J	Alternative Group		
К	Catalogue Page Number		
L	Mini Catalogue Page Number		
М	Manufacturers Name		
Ν	Manufacturers Account Number		
0	Manufacturers Part Number		
Р	Trade Pack Barcode		
Q	Depth Of Part		
R	Width Of Part		
S	Height Of Part		
Т	Weight Of Part		
U	Spicers Code		
V	Boss Federation Classification		
W	Major Group		
Х	Minor Group		
Υ	Retail Price		
Z	Trade Price		
AA	Retail To Trade		
AB	VAT Code		
AC	Product Matrix Symbol		
AD	Cat Price Discount		
AE	Analysis Code		
AF	Nett Flag		
AG	Returnable Flag		
AH	Consumer Lead Time		
AI	Dealer Lead Time		
AJ	Product Status		
AK	Status Description		

🔛 Import Files			
Import File VOW Opdata Catalogue Import (Mai	n Catalogue Update)		Load Product File
Import Progress Errors Duplicate	85		
Trader VOW Ca Type O New Catalogue Full Update Catalogue Partial Update	talogue VOW Catalogue Lookups SPICERS SPICER		
 New Purchase Quote New Sales Quote New Contract 	Only Active codes	Prefix / Suffix Override Type None 💌	Lookap Any Stapping V Start BOSSF Update Last cost Overwrite BOSSF Nett Catalogue force 14 barcode Allow Retail Drop Set as Lead Generate Costs Description Discontinued = Out of Use Case Change Prefered Supplier
VOW Europe Images Machine Parts Breaks Consumables	Spicers Images Consumables Link Sells	Misc Attributes	Change Suggested Supplier Re-merge Existing XLS Mode
File <please a="" file="" select=""></please>			

- 1. Select the VOW Opdata Catalogue (Main Catalogue Update) Import from the drop down list.
- 2. Select **VOW Europe** in the drop down list for 'Trader'.
- 3. Select the **VOW Europe Catalogue** that you're updating in the drop down list for 'Catalogue'. Note: If you require importing as a new catalogue, then select 'New Catalogue' from the 'Type' selection.
- 4. Fill in the Lookup field for 'Spicers', this is to ensure any new products are linked to their Spicers equivalent.
- 5. Click on the Search button and locate the Product File.
- Click on Load Product File button. Note: Once you've clicked 'Load Product File' it will start importing the file. It will also switch to the 'Progress' tab to display the progression of the import.
- 7. Click the OK button to the finished message.
- 8. Close the Import window.
- 9. You will now be required to run your terms file to ensure your buying cost is correct in Horizon.



11.2 EOS Update

Before you import the catalogue file, please ensure that the layout of the Catalogue file you have received is correct.

The file should be in the following format:

Column	Description
А	Code
В	
С	Cost

S Import Files			
Import File VOW EOS Update	Coad Product File		
Import Progress Errors Duplicates			
Trader VDW Catalogue VDW Catalogue	Terms		
Type New Catalogue Full Update Catalogue Partial Update New Purchase Quote New Sales Quote New Contract Prefix / Suffix Override Type None	Locked Auto Cat/Trader Options Match Barcode Allow Add? Default To Main Unique Codes Lookup Any Supplier 3 Level BOSSF Update Last cost Overwrite BOSSF Nett Catalogue force 14 barcode Allow Retail Drop Set as Lead Generate Costs Description Discontinued = Out of Use Case Chance Prefered Supplier		
VOW Europe Spicers Text	Change Suggested Supplier		
Breaks Consumables Consumables Misc Link Sells Link Sells	CM Switch Sells Update Existing		
File <please a="" file="" select=""></please>			

- 1. Select the VOW EOS Update Import from the drop down list.
- 2. Select **VOW** in the drop down list for 'Trader'.
- 3. Select the VOW Europe Catalogue that you're updating in the drop down list for 'Catalogue'.
- 4. Click on the Search button and locate the Product File.
- Click on Load Product File button. Note: Once you've clicked 'Load Product File' it will start importing the file. It will also switch to the 'Progress' tab to display the progression of the import.
- 6. Click the OK button to the finished message.
- 7. Close the Import window.



11.3 Mailer Import

Before you import the catalogue file, please ensure that the layout of the Catalogue file you have received is correct.

The file should be in the following format:

Column	Description
А	Mailer Code
В	Order Code
С	Description
D	Mailer Retail Price
E	Mailer Trade Price
F	Pack Size
G	Retail Price
Н	Trade Price



11.3.1 Import as a Catalogue (Using VOW Code)

S Import Files			
Import File VDW Mailer (As Catalogue - VDW Code Used)			
Import Progress Errors Duplicates			
Trader VOW Catalogue VOW Mailer	Terms		
Type Lookups O New Catalogue VOW VOW	Locked Auto Cat/Trader Options Match Barcode VAllow Add?		
O Partial Update New Purchase Quote New Sales Quote	Default To Main Unique Codes Lookup Any Supplier 3 Level BOSSF Update Last cost Overwrite BOSSF Nett Catalogue force 14 barcode		
New Contract Only Active codes Profin / Suffin Querride	✓ Allow Retail Drop Set as Lead Generate Costs Description		
Type None	Discontinued = Out of Use Case Change Prefered Supplier		
VOW Europe Spicers Text	Change Suggested Supplier		
Images Machine Parts Images	Re-merge Existing XLS Mode		
Breaks Consumables Consumables Attributes	C Switch Sells Update Existing		
File <please a="" file="" select=""></please>			

- 1. Select the VOW Mailer (As Catalogue VOW Code Used) Import from the drop down list.
- 2. Select **VOW Europe** in the drop down list for 'Trader'.
- 3. Select the VOW Europe Mailer in the drop down list for 'Catalogue'.

Note: If you require importing as a new catalogue, then select 'New Catalogue' from the 'Type' selection.

- 4. Fill in the Lookup field for 'Spicers'; this is to ensure they are linked to their Spicer equivalent.
- 5. If you require to place a prefix or suffix on the code, in the 'Prefix/Suffix Override' section select from the drop down box either 'Code Prefix' or "Code Suffix' and then in the box below it place the letter(s) you wish to be added to the code.
- 6. Click on the Search button and locate the Product File.
- 7. Click on Load Product File button. Note: Once you've clicked 'Load Product File' it will start importing the file. It will also switch to the 'Progress' tab to display the progression of the import.
- 8. Click the OK button to the finished message.
- 9. Close the Import window.



11.3.2 Import as a Catalogue (Using VOW Mailer Code)

😏 Import Files	
Import File VOW Mailer (As Catalogue - VOW Mailer Code Used)	Load Product File
Import Progress Errors Duplicates	
Trader VOW 👻 Catalogue VOW Mailer	Terms
Type Lookups	Locked Auto Cat/Trader
New Catalogue VOW	Match Barcode V Allow Add? Default To Main Unique Codes Lookup Any Supplier 3 Level BOSSF Update Last cost Overwrite BOSSF V Nett Catalogue force 14 barcode V Allow Retail Drop Set as Lead Generate Costs Description Discontinued = Out of Use Case Chappe Prefered Supplier
VOW Europe Spicers Text	Change Suggested Supplier
Images Machine Parts Images	
Breaks Consumables Consumables Attributes	Ca Switch Sells
Link Sells	- SWICH SCIE
File <pre>current content cont</pre>	a file>

- 1. Select the VOW Mailer (As Catalogue VOW Mailer Code Used) Import from the drop down list.
- 2. Select VOW Europe in the drop down list for 'Trader'.
- 3. Select the VOW Europe Mailer in the drop down list for 'Catalogue'.

Note: If you require importing as a new catalogue, then select 'New Catalogue' from the 'Type' selection.

- 4. Fill in the Lookup field for 'VOW Europe'; this is to ensure they are linked to their VOW Europe equivalent.
- 5. If you require to place a prefix or suffix on the code, in the 'Prefix/Suffix Override' section select from the drop down box either 'Code Prefix' or "Code Suffix' and then in the box below it place the letter(s) you wish to be added to the code.
- 6. Click on the Search button and locate the Product File.
- 7. Click on Load Product File button.

Note: Once you've clicked 'Load Product File' it will start importing the file. It will also switch to the 'Progress' tab to display the progression of the import.

- 8. Click the OK button to the finished message.
- 9. Close the Import window.



11.3.3 Import as a Contract

💽 Import Files	
Import File VDW Mailer (As Contract)	Coad Product File
Import Progress Errors Duplicates	
Trader VOW Catalogue VOW Catalogue	Terms
Type New Catalogue Full Update Catalogue Partial Update New Purchase Quote New Sales Quote New Contract Customer Prefix / Suffix Override Type None	Locked Auto Cat/Trader Options Match Barcode Allow Add? Default To Main Unique Codes Lookup Any Supplier 3 Level BOSSF Update Last cost Overwrite BOSSF Nett Catalogue force 14 barcode Allow Retail Drop Set as Lead Generate Costs Description Discontinued = Out of Use Case Change Prefered Supplier
VDW Europe Spicers Text	Change Suggested Supplier
Images Machine Parts Images	He-meige Existing XLS Mode
Breaks Consumables Consumables Misc Link Sells	Switch Sells Update Existing
File Cpiedse select a	

- 1. Select the VOW Mailer (As Contract) Import from the drop down list.
- 2. Select **VOW Europe** in the drop down list for 'Trader'.
- 3. Select the VOW Europe Catalogue in the drop down list for 'Catalogue'.
- 4. Select the Customer you wish to Import the Mailer against.
- 5. Click on the Search button and locate the Product File.
- 6. Click on Load Product File button.

Note: Once you've clicked 'Load Product File' it will start importing the file. It will also switch to the 'Progress' tab to display the progression of the import.

- 7. Click the OK button to the finished message.
- 8. Close the Import window.

Note: By default it is imported as a Sales Quote. To view go to Sales > Quotations and select the 'New' tab.

Once you have checked over the quote and are happy it has imported correct you can now convert to a contract.

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11.4 Terms

The terms file should be automatically provided in the correct format by the supplier when downloading from Wholesale Comms.

The file should be in the following format:

Column	Description
А	Order Code
В	Dealer Price
С	Retro Flag
D	Start Date
E	End Date

e.g. 3M00234, 4.99, N, 02/04/2012, 01/07/2012

11.4.1 Loading Terms through Wholesale Comms

Search Clear Send	All Orders Collect All Ack's	Store =				
Selected Supplier VOW E	Europe Ltd					
Supplier All	Orders and Acknowledg	ments	Delivery (Confirmations	Status	
VOW	Invoices and Credits	Terms	Remittances	Catalogues	D1309_1r.tf	
All Branches BlueSky Systems Solutic 🗨	If this supplier offers electronic terms	files , collect	them here			
All Process Types	You will I be offered to the choice of have downloaded	applying the	m when they			
All Cost Centres	🔽 Apply Terms after Do	wnload				
▼ All Areas	🦳 Update Last Cost				<	······
All Delivery Methods						
All Dates Inc.Future						
From 10/04/2012 -						
To 10/05/2012 💌						
Output to device						
Printer						
Exclude Printed						
Auto Collect Acks						
Clear Search		E Colle	ct Terms			Clear
Wholesaler Communications						

- 1. Go into Wholesale Comms
- 2. Change the trader to VOW Europe
- 3. Select the 'Terms' tab.

Select 'Apply Terms after Download' to automatically apply after download. Select 'Update Last Cost' to update your last costs where Beta is your default supplier.

- 4. Select 'Collect Terms'.
- 5. Select 'Ok' to the finished message.

The Import is now complete.



11.4.2 Loading Terms Manually

You can load in the VOW Europe Terms manually through Utilities > Import Product File.

S Import Files	
Import File	
	Coad Product File
Import Progress Errors Duplicates	
Trader VDW Catalogue VOW Catalogue	Terms
Type Lookups	Locked Auto Cat/Trader
New Catalogue Full Update Catalogue Partial Update New Purchase Quote New Sales Quote New Contract Only Active codes Prefix / Suffix Override Type None Type None Text	Match Barcode Allow Add? Default To Main Unique Codes Lookup Any Supplier 3 Level BOSSF Update Last cost Overwrite BOSSF Nett Catalogue force 14 barcode V Allow Retail Drop Set as Lead Generate Costs Description Discontinued = Out of Use Case Change Prefered Supplier Change Suggested Supplier
Images Machine Parts Images Breaks Consumables Consumables	Re-merge Existing XLS Mode
File	Q

- 1. Select **VOW Europe** from the trader selection.
- 2. Select the **VOW Europe Catalogue** from the catalogue selection.
- 3. Click on the 'Terms'.
- 4. Select your Terms File. Your file must end in .tf for it to be picked up for selection
- 5. Select 'Open'.
- 6. Select 'Yes' or No' to whether you want to update Last Cost. *It will now start to import the file.*



11.5 Consumables Finder

Before you import the consumable finder file, please ensure that the layout of the Catalogue file you have received is correct.

The consumables file should be called: Consumables Vertical.xls

The file should be in the following format:

Column	Description
А	Machine Model
В	Machine Maker
С	Machine Type
D	Consumable Type
E	Consumable Description
F	OEM
G	VOW Code
Н	VOW Machine Part Code

S Import Files	
Import File	
	Coad Product File
Import Progress Errors Duplicates	
Trader VDW Catalogue VOW Catalogue	
Type Lookups	Locked Auto Cat/Trader
⊙ New Catalogue	Match Barcode Pallow Add?
	🧖 Default To Main 🛛 🔲 Unique Codes
O New Purchase Quote	Lookup Any Supplier SLevel BUSSF Update Last cost Overwrite BOSSF
O New Sales Quote	Nett Catalogue force 14 barcode
O New Contract Unly Active codes	Allow Retail Drop Set as Lead
Prehx / Suthx Uverride	Discontinued = Out of Use Case
VOW Europe Spicere Text	Change Prefered Supplier
Images Machine Parts Images	Re-merge Existing
Breaks Consumables Consumables Misc	
Link Sells	Car Switch Sells Update Existing
File	0
	3

- 1. Select the VOW Europe Consumables button.
- 2. Locate the Consumables File and select 'Open'. Note: Once you've clicked 'Open' it will start importing the file.
- 3. Click the OK button to the finished message.
- 4. Close the Import window.



11.6 Images

Before you import Images, please ensure that the layout of the files provided is correct.

The file should be in the following format:

File Format:



Inside the Access folder:

					l	-	x
<u>€</u> , u «	 VOW Images → access 		•	4 7	Search access		٩
Organize 🔻	New folder					•	0
ाम्म Computer 💒 OS (C:)		•	❷ੇ E-cat.mdb				

Inside the Images folder:

😌 🕞 🗕 🔐 « VOW Images 🕨 images		▼ ⁴ ₇	Search images	ـــــــــــــــــــــــــــــــــــــ
Organize 🔻 New folder				• • •
I Computer	*	 ➡ 3M00635.jpg ➡ 3M00638.jpg ➡ 3M00640.jpg ➡ 3M00642.jpg ➡ 3M00642.jpg ➡ 3M00675.jpg ➡ 3M00699.jpg 	 3M00725.jpg 3M00894.jpg 3M908.jpg 3M01074.jpg 3M01401.jpg 3M01403.jpg 	 3M01417.jpg 3M01418.jpg 3M01425.jpg 3M01458.jpg 3M01533.jpg 3M01534.jpg



💽 Import Files	
Import File	
	Load Product File
Import Progress Errors Duplicates	
Trader VDW Catalogue VOW Catalogue	Terms
Type New Catalogue Full Update Catalogue Partial Update New Purchase Quote New Sales Quote New Contract Prefix / Suffix Override Type None	Locked Auto Cat/Trader Options Match Barcode Allow Add? Default To Main Unique Codes Lookup Any Supplier 3 Level BOSSF Update Last cost Overwrite BOSSF Nett Catalogue force 14 barcode Allow Retail Drop Set as Lead Generate Costs Description Discontinued = Out of Use Case Change Prefered Supplier
VOW Europe Spicers Text Images	Change Suggested Supplier Re-merge Existing XLS Mode
Breaks Consumables Consumables Attributes	CM Switch Sells Update Existing
File	Q

- 1. Select the VOW Europe Images button.
- 2. Locate the ProductData.mdb file that is inside the 'UK' folder and select 'Open'. Note: Once you've clicked 'Open' it will start importing the file.
- 3. Click the OK button to the finished message.
- 4. Close the Import window.



12. Miscellaneous

This section on Integra will outline:

- Attributes
 - Layout
 - o Import
- Switch Sells
 - o Layout
 - o Import



12.1 Attributes

Before you import your attributes file, please ensure that the layout of the file is correct.

The file should be in the following format:

Column	Description
А	Item Code
В	Attribute Name
С	Attribute Value

Providing your file matches the details above you can now import your file into Horizon.

Note: Attributes are case-sensitive so when developing the data to import into Horizon, please ensure that it matches exactly to what already exists in Horizon, Otherwise it will cause duplicate entries in Horizon.

Import File Import Progress Import Progress Errors Duplicates Trader ECI Catalogue Import Type Lookups Options Auto Cat/Trader Options Match Barcode Allow Add? Auto Cat/Trader
Import Progress Errors Duplicates Trader ECI Catalogue Terms Type Lookups Dubics Auto Cat/Trader Options Match Barcode Allow Add? Full Update Catalogue Match Barcode Allow Add?
Type Lookups Locked Auto Cat/Trader O New Catalogue Match Barcode Allow Add?
O Partial Update Default Yo Main Unique Lodes O New Purchase Quote Lookup Any Supplier 3 Level BOSSF O New Sales Quote Update Last cost Overwrite BOSSF O New Contract Only Active codes Allow Retail Drop Set as Lead
VOW Europe Spicers Images Machine Parts
Breaks Consumables Consumables Attributes Switch Sells Update Existing File

- 1. Select the Misc Attributes button.
- Locate the Attributes File and select 'Open'. Note: Once you've clicked 'Open' it will start importing the file.
- 3. Click the OK button to the finished message.
- 4. Close the Import window.



12.2 Switch Sells

Before you import your switch sells file, please ensure that the layout of the file is correct.

The file should be in the following format:

Column	Description
А	Code
В	Swap to Code
С	Action (Additional, Replace, Switch)
D	If Swap In Stock (Y, N)
E	Offer Choice (Y,N)
F	If None Of Original (Y,N)
G	Info Only (Y,N)
Н	Classification

Providing your file matches the details above you can now import your file into Horizon.

🕞 Import Files			
Import File	Store		
Import Progress Errors Duplicates Trader ECI Catalogue Type Lookups Lookups O New Catalogue Full Update Catalogue O Full Update Catalogue New Purchase Quote O New Sales Quote	Terms Terms Auto Cat/Trader Options Match Barcode Allow Add? Default To Main Unique Codes Lookup Any Supplier 3 Level BOSSF Update Last cost Overwrite BOSSF Nett Catalogue force 14 barcode		
VOW Europe Spicers Text	Allow Hetail Drop Generate Costs Description Discontinued = Out of Use Change Prefered Supplier Change Suggested Supplier Re-merge Existing XLS Mode		
Breaks Consumables Consumables Attributes Switch Sells Update Existing File			

1. Select the Misc Switch Sells button.

Note: If you wish to update existing Switch Sells, select the tick box Update Existing.

- 2. Locate the Switch Sells File and select 'Open'. Note: Once you've clicked 'Open' it will start importing the file.
- 3. Click the OK button to the finished message.
- 4. Close the Import window.





13. F.A.Q

How often do we need to update our main catalogues?

Catalogue updates are performed quarterly throughout the year.

Quarter 1	1 st Week of January
Quarter 2	1 st Week of April
Quarter 3	1 st Week of July
Quarter 4	1 st Week of October

Why haven't my Range, Group and Sub-Group updated on the Stock Card?

When importing a update to update your range, group and sub-group you are require to tick the 'Overwrite BossF' option on the Import Product File screen.

Please check when you run your import that this option is ticked.

Note: To set the option is a manual task; it cannot be pre-defined on the import.

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