Import Product File

2013

A guide to Import Product Files in Horizon.

Horizon v3.357

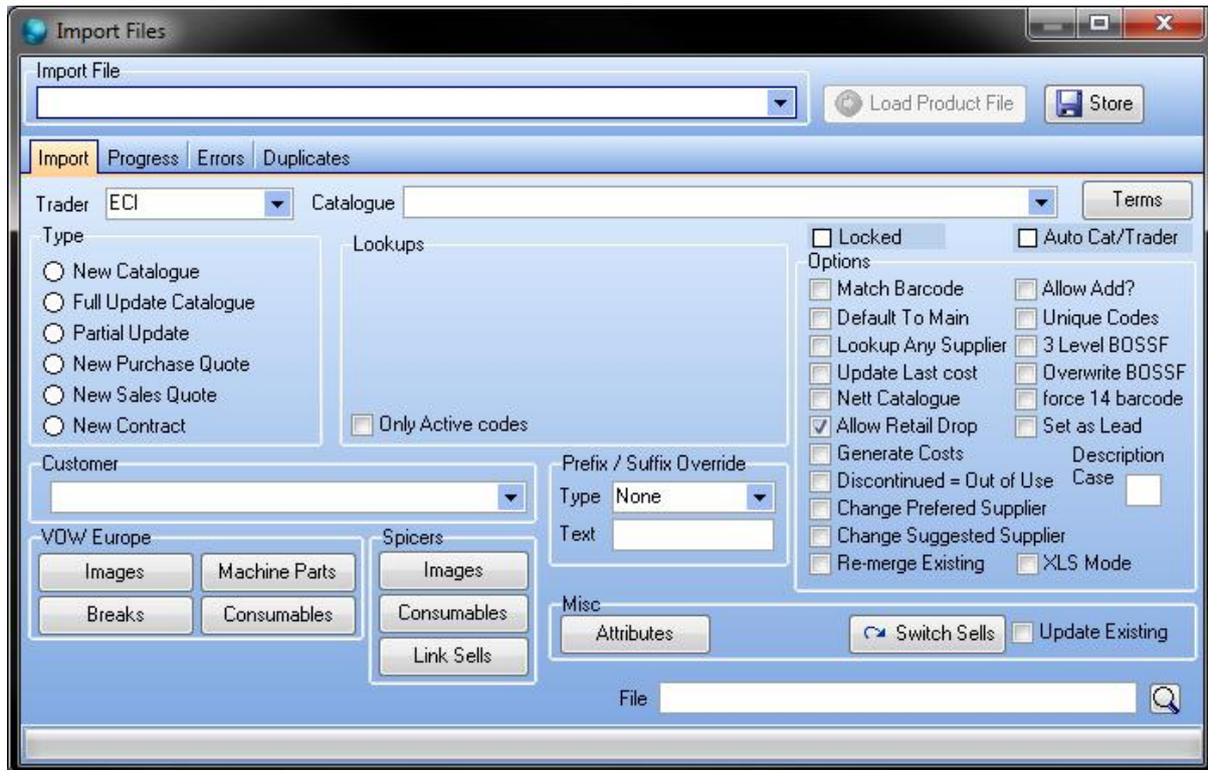# Contents

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.

1. Select Import Definition
2. Load Product File
3. Store
4. Trader Code
5. Trader Catalogue
6. Import Type
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    ii. Full Update Catalogue
    iii. Partial Update
    iv. New Purchase Quote
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    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).

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

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2. Advent Data

This section on Advent Data will outline:

- Main Catalogue
    - Layout
    - Import

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

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
A	(N/A)
B	Code
C	Description
D	(N/A)
E	Cost
F	(N/A)
G	Spicers Code
H	VOW Europe Code
I	Pack Size
J	VAT Code

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

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
A	(N/A)
B	Code
C	Description
D	(N/A)
E	Cost
F	(N/A)

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

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2.2.1 Loading Terms through Wholesale Comms

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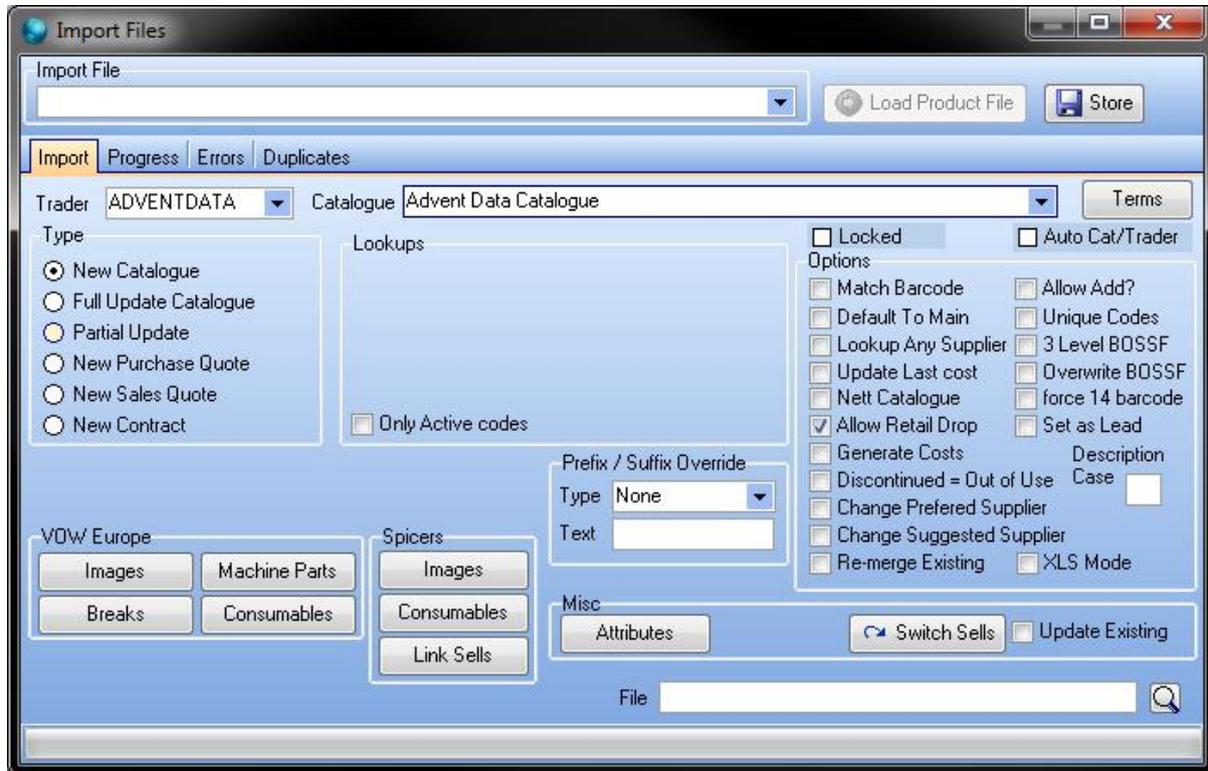
1. Select **Advent Data** from the trader selection.
2. Select the **Advent Data Catalogue** from the catalogue selection.
3. Click on the 'Terms'.
4. Select your Terms File.
   Your file must end in .tf for it to be picked up for selection
5. Select 'Open'.
6. Select 'Yes' or No' to whether you want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

3. Antalis

This section on Antalis will outline:

- Main Catalogue
  - Layout
  - 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
A	Code
B	Description
C	Manufacturer Code
D	Cost Price
E	Trade Price
F	Retail Price
G	Discount Exception
H	Nett Items
I	Dealer Lead Time
J	VAT Code
K	Pack Size
L	Pack Weight
M	Bossf Classification Code
N	Spicer Code
O	VOW Europe Code
P	Buying Group Code
Q	Catalogue Page Number
R	Brand
S	Barcode
T	UNSPSC Code

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

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
    - Layout
    - Import

- Terms File
    - Layout
    - Importing Through Wholesale Comms
    - 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
A	Code
B	Description
C	Pack
D	Per
E	Retail Price
F	Trade Price
G	Cost Price
H	Page Number
I	Nett Indicator
J	VAT Code
K	Spicer Code
L	VOW Europe Code
M	Hanmar Code
N	SMPN
O	Barcode
P	Pallet
Q	Bossf Classification Code

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

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
A	Code
B	Code *(N/A)*
C	Brand *(N/A)*
D	Description *(N/A)*
E	Cost Price

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

4.2.1 Loading Terms through Wholesale Comms

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.

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4.2.2 Loading Terms Manually

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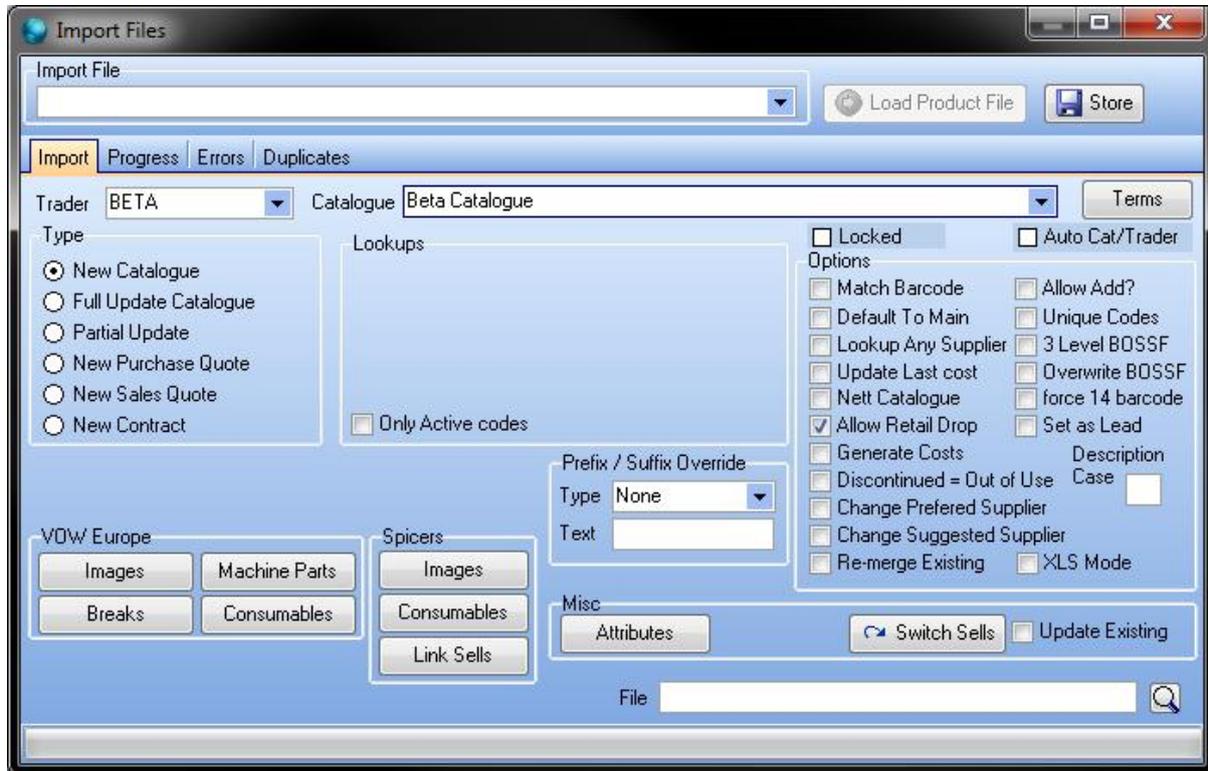
1. Select **Beta Distribution** from the trader selection.
2. Select the **Beta Catalogue** from the catalogue selection.
3. Click on the 'Terms'.
4. Select your Terms File.
   Your file must end in .tf for it to be picked up for selection
5. Select 'Open'.
6. Select 'Yes' or No' to whether you want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

5. ECi Atomic

This section on Integra will outline:

- Generic Catalogue
    - Layout
    - 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
A	Code
B	Description
C	VAT
D	Pack
E	Retail Price
F	Sell Price
G	Cost Price
H	Trade Price
I	VOW Europe Code
J	Spicers Code
K	Antalis Code
L	Boss Federation Code
M	Barcode
N	Brand
O	Manufacturer
P	Manufacturer Code
Q	Nett Flag
R	Green Flag
S	Page No
T	Page Item
U	Discontinued Flag
V	Non Returnable Flag
W	Lead Time
X	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.

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.
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.

6. Integra

This section on Integra will outline:

- Product File
  - Layout
  - None Nett Import
  - Nett Import

- Mailers
  - Layout
  - Import as Catalogue
  - Import as a Contract

- Images
  - Layout
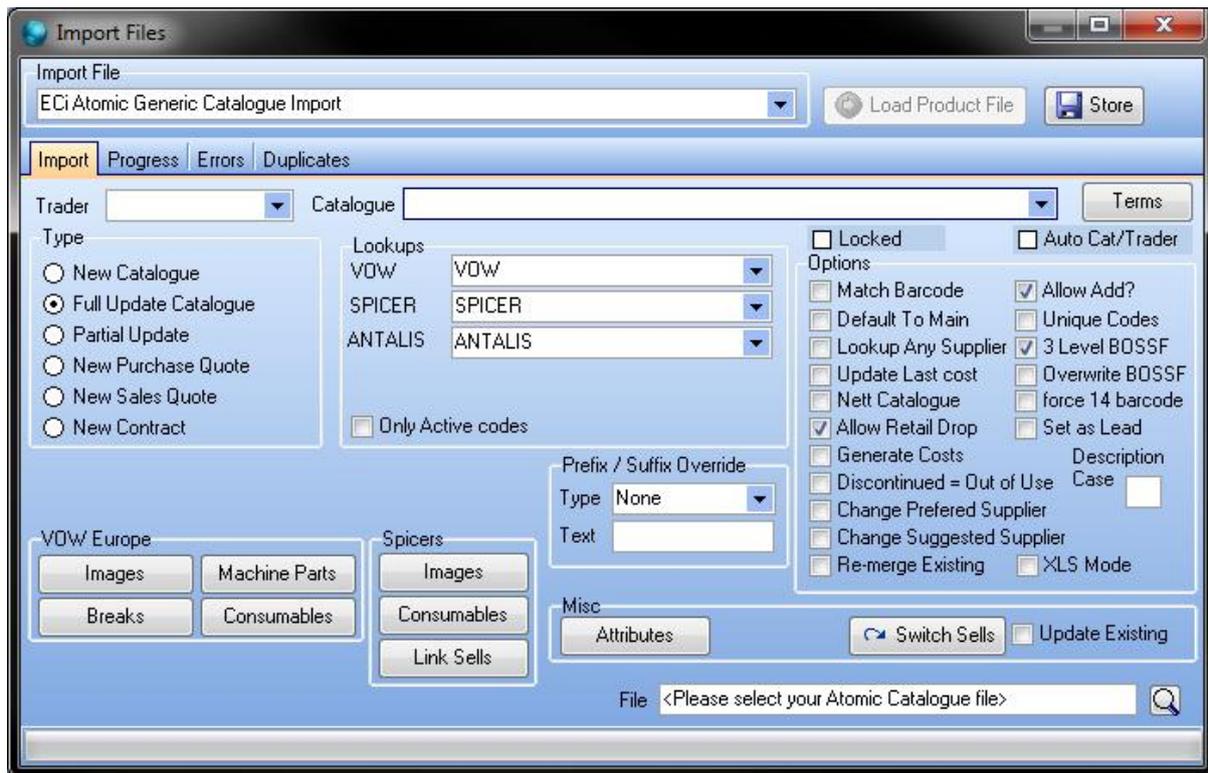 - Import

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
A	Code
B	Page Number
C	Description
D	Pack
E	Retail
F	Publication
G	Cost
H	Supplier
I	Supplier Code
J	Manufacturer
K	Manufacturer Code
L	Barcode
M	Antalis Code
N	Europa Direct Code
O	Spicers Code
P	VOW Europe Code
Q	Discount Exception Flag
R	Range ID
S	Group ID
T	Boss Federation Code
U	Media Code
V	VAT Code
W	Matrix
X	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

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

6.1.1 Product File
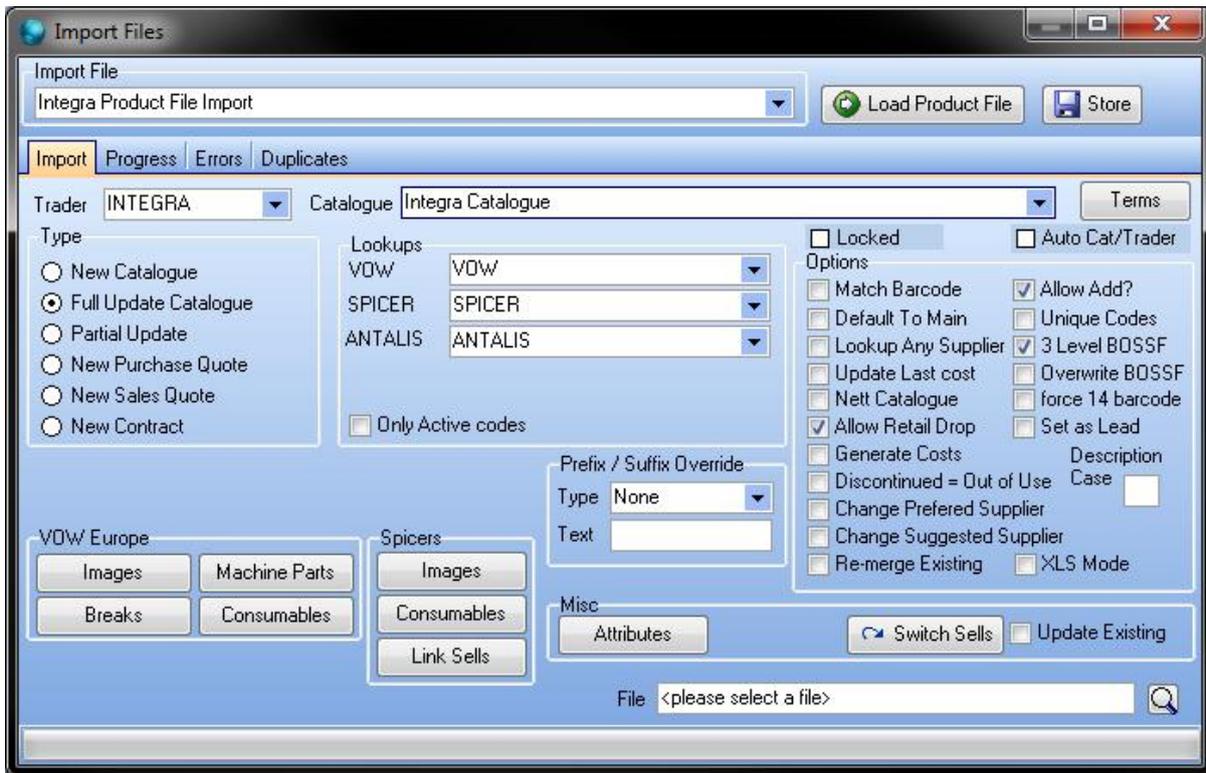
1. Select the **Integra Product File Import** from the drop down list.
2. Select **Integra** in the drop down list for 'Trader'.
3. Select the **Integra Catalogue** that you're updating in the drop down list for 'Catalogue'.
   Note: If you require importing as a new catalogue, then select 'New Catalogue' 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.
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.

6.1.2 Nett Product File
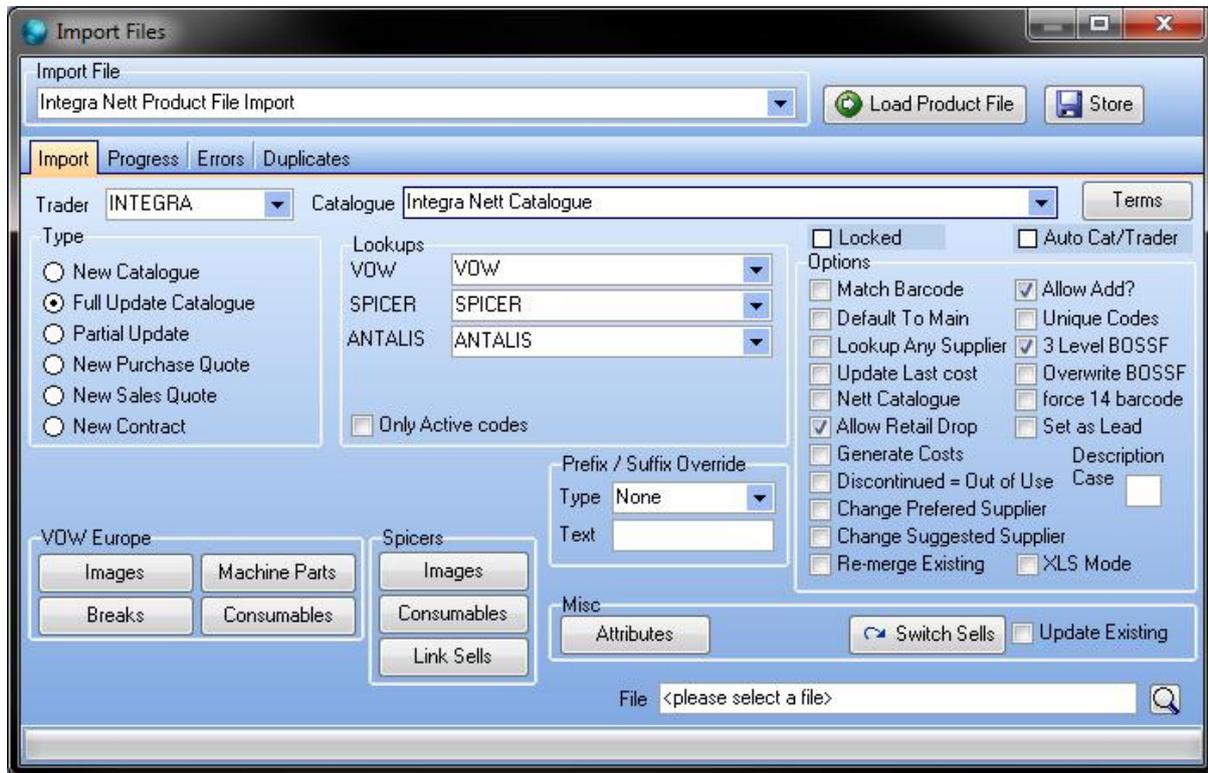
1. Select the **Integra Nett Product File Import** from the drop down list.
2. Select **Integra** in the drop down list for 'Trader'.
3. Select the **Integra Nett Catalogue** that you're updating in the drop down list for 'Catalogue'.
   Note: If you require importing as a new catalogue, then select '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.
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.

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
A	Code
B	Page Number
C	Description
D	Pack
E	Retail
F	Publication
G	Cost
H	Supplier
I	Supplier Code
J	Manufacturer
K	Manufacturer Code
L	Barcode
M	Antalis Code
N	Europa Direct Code
O	Spicers Code
P	VOW Europe Code
Q	Discount Exception Flag
R	Range ID
S	Group ID
T	Boss Federation Code
U	Media Code
V	VAT Code
W	Matrix
X	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

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

6.2.1 Import as a Catalogue

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.
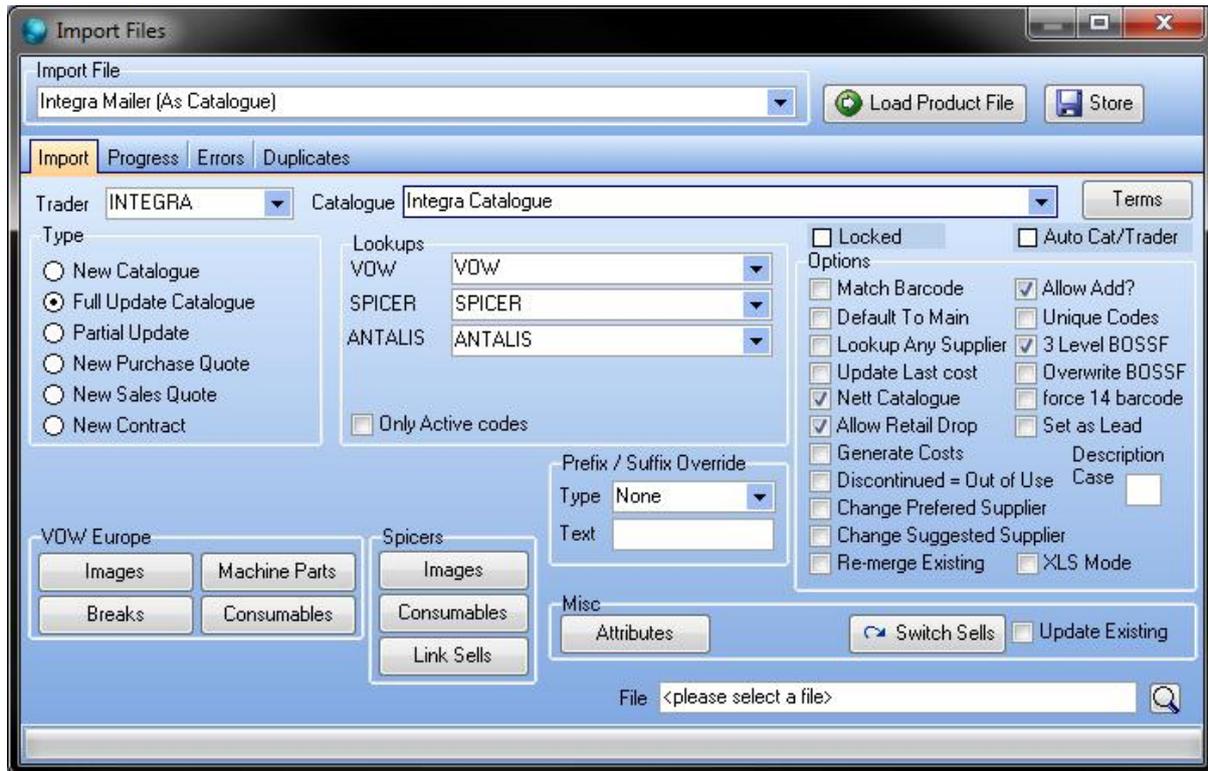9. Close the Import window.

6.2.2 Import as a Contract

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
A	Code
B	Cost Price

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

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.
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.

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:

Excel Spreadsheet Format:

Column	Description
A	Code
B	Image Name

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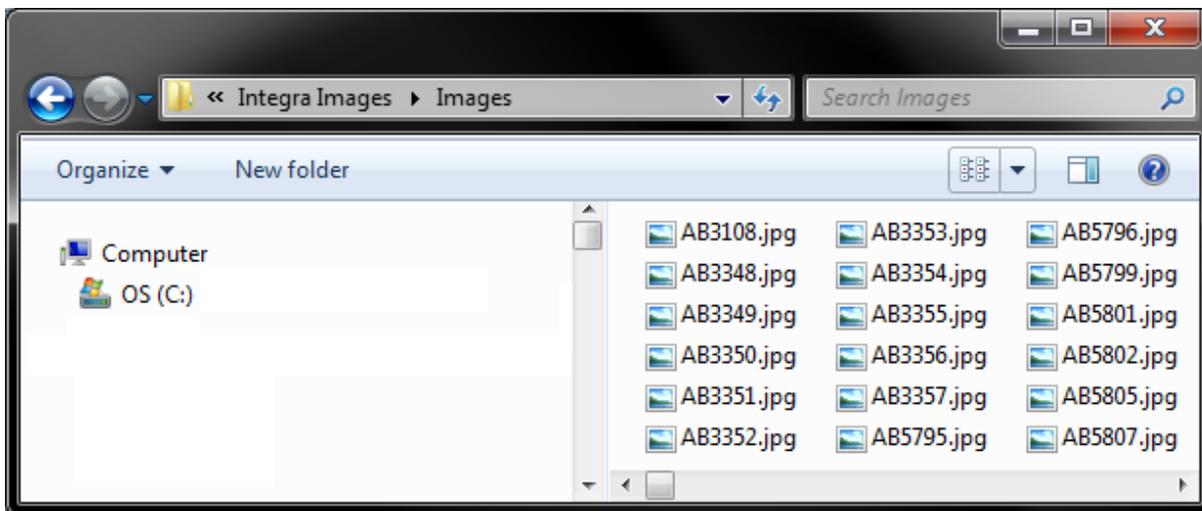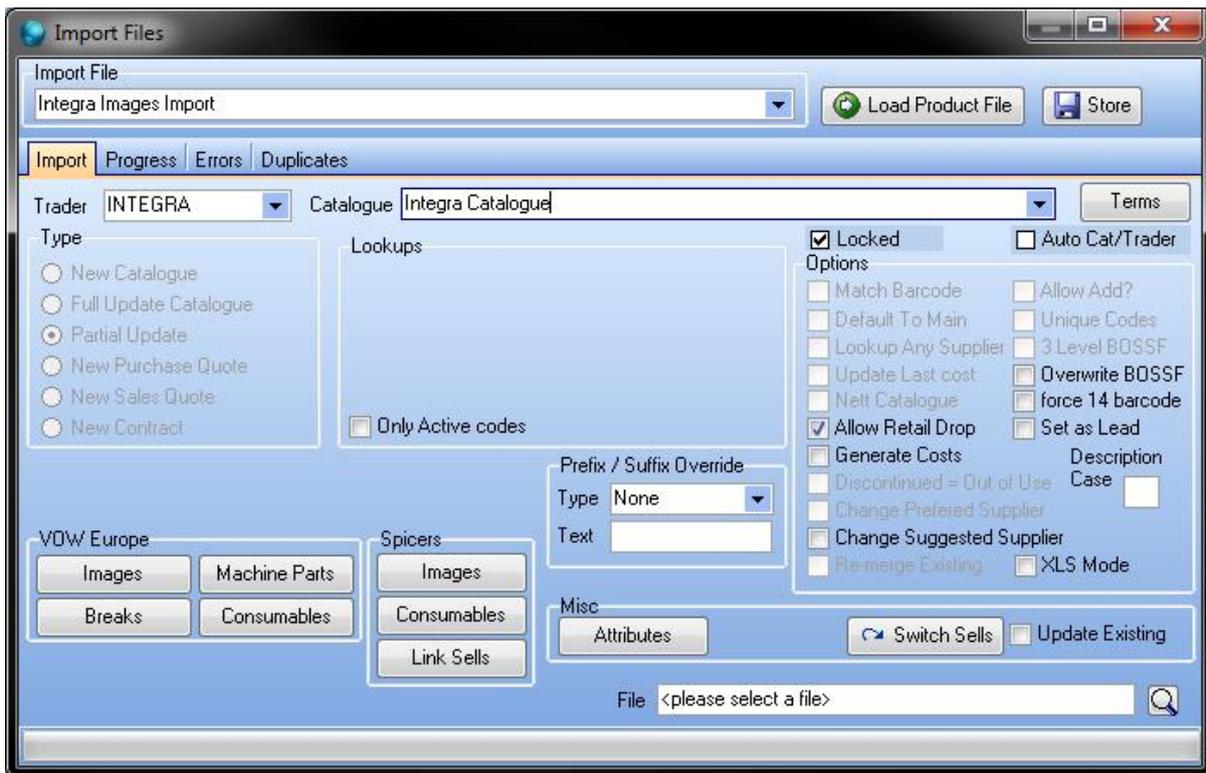
1. Select the **Integra Images Import** from the drop down list.
2. Select **Integra** in the drop down list for 'Trader'.
3. Select the **Integra Catalogue** that you're updating in the drop down list for 'Catalogue'.
4. Click on the Search button and locate the Images excel File.
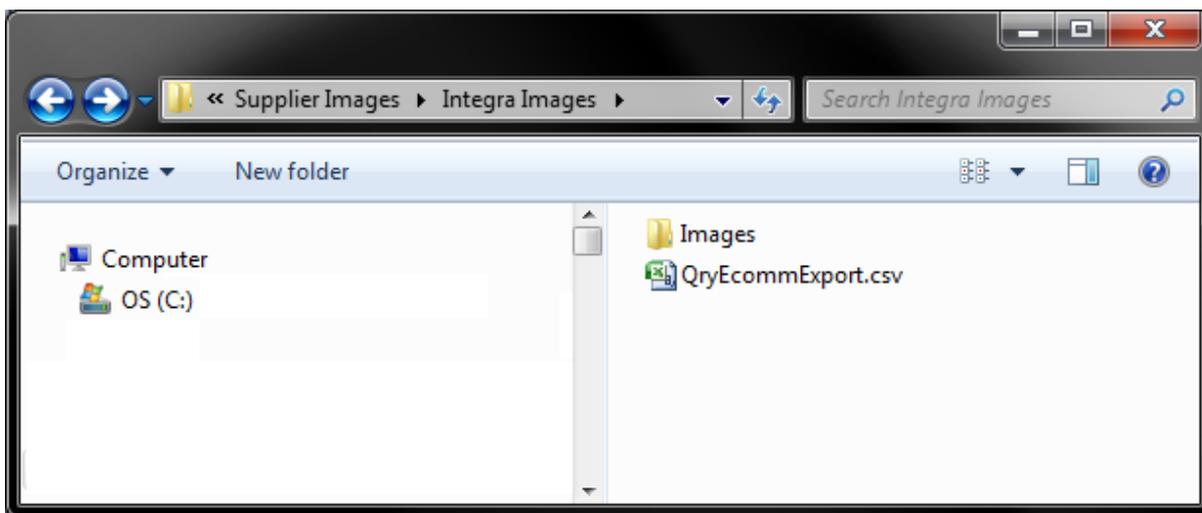5. Click on Load Product File button.

    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
    - Layout
    - Import

- Mailers
    - Layout
    - Import as Catalogue
    - Import as a Contract

- Images
    - Layout
    - 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
A	Code
B	Catalogue Page
C	Catalogue Item
D	Product Description
E	Pack Size
F	Retail Price
G	Trade Price
H	Nett Price
I	Preferred Supplier
J	Preferred Supplier ID
K	Preferred Supplier Code
L	Preferred Supplier Cost
M	Manufacturer
N	Manufacturer ID
O	Manufacturer Code
P	Barcode
Q	Spicer Code
R	VOW Code
S	Antalis Code
T	Nett Flag
U	Bossf Classification Code
V	VAT Code
W	Price Band Indicator
X	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

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

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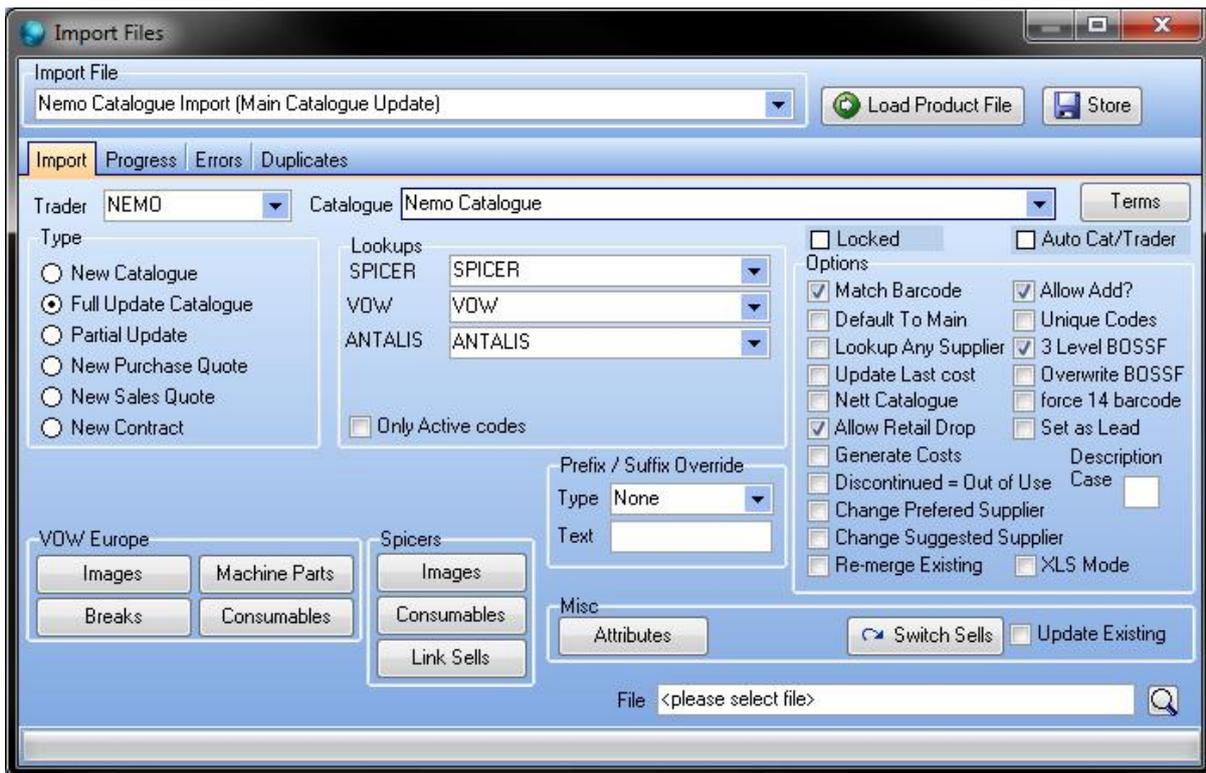7. Click the OK button to the finished message.
8. Close the Import window.
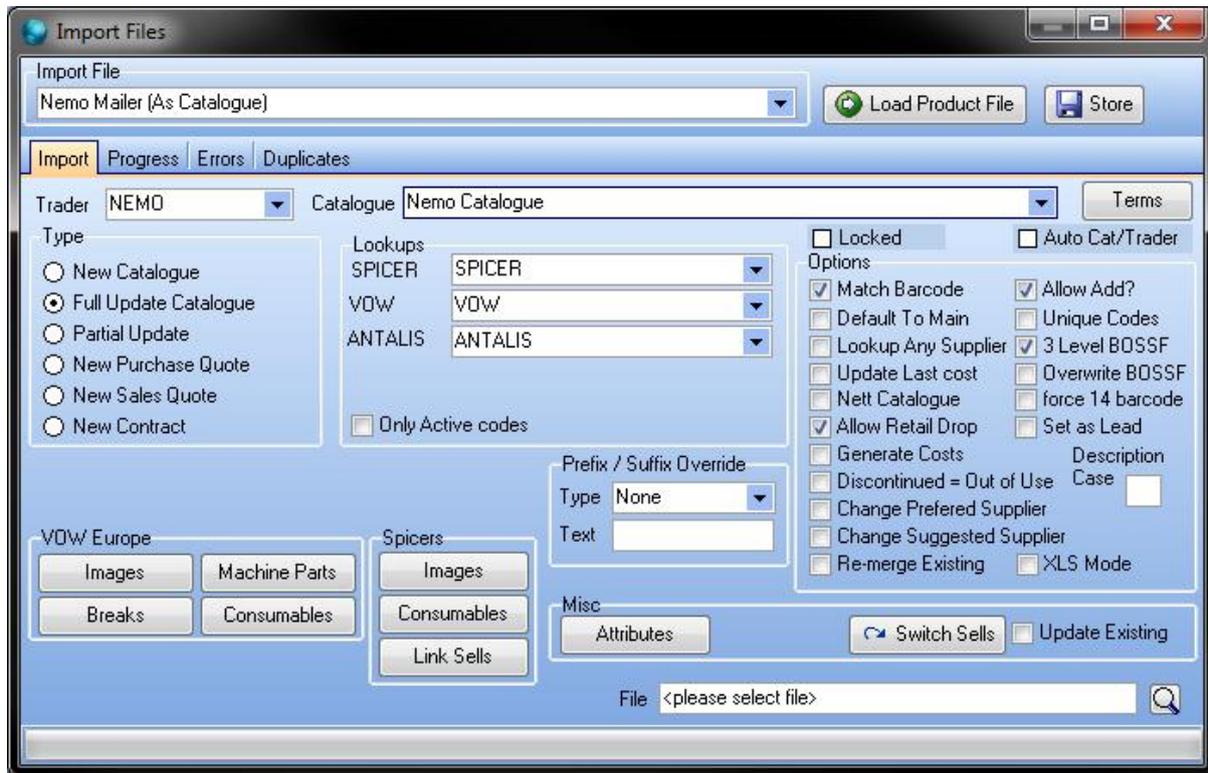
7.2 Mailer Import

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
A	Code
B	Catalogue Page
C	Catalogue Item
D	Product Description
E	Pack Size
F	Retail Price
G	Trade Price
H	Nett Price
I	Preferred Supplier
J	Preferred Supplier ID
K	Preferred Supplier Code
L	Preferred Supplier Cost
M	Manufacturer
N	Manufacturer ID
O	Manufacturer Code
P	Barcode
Q	Spicer Code
R	VOW Code
S	Antalis Code
T	Nett Flag
U	Bossf Classification Code
V	VAT Code
W	Price Band Indicator
X	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

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

7.2.1 Import as a Catalogue

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.

7.2.2 Import as a Contract

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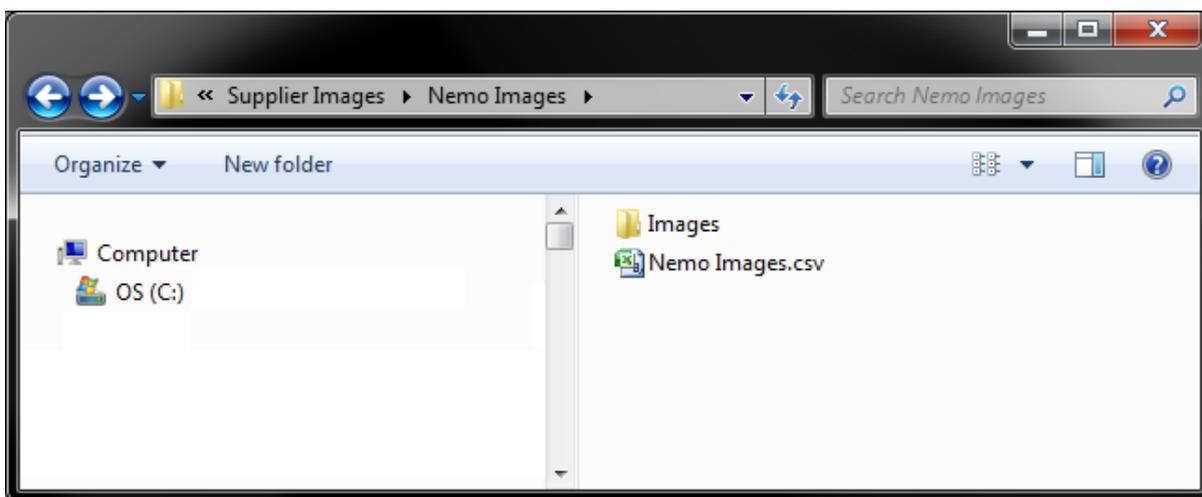   *Once you have checked over the quote and are happy it has imported correct you can now convert to a contract.*
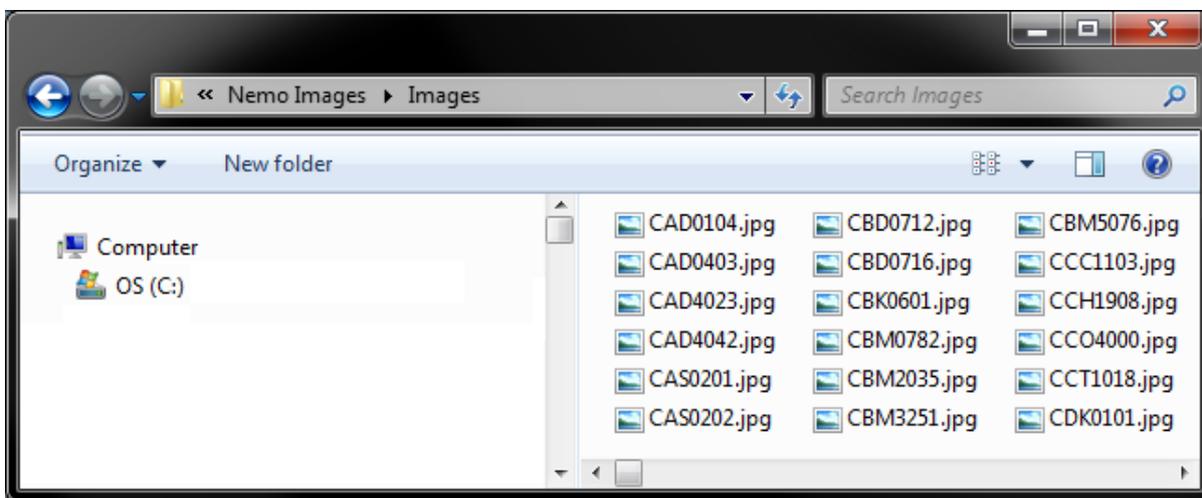
7.3 Images

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:

Excel Spreadsheet Format:

Column	Description
A	Code
B	Image Name
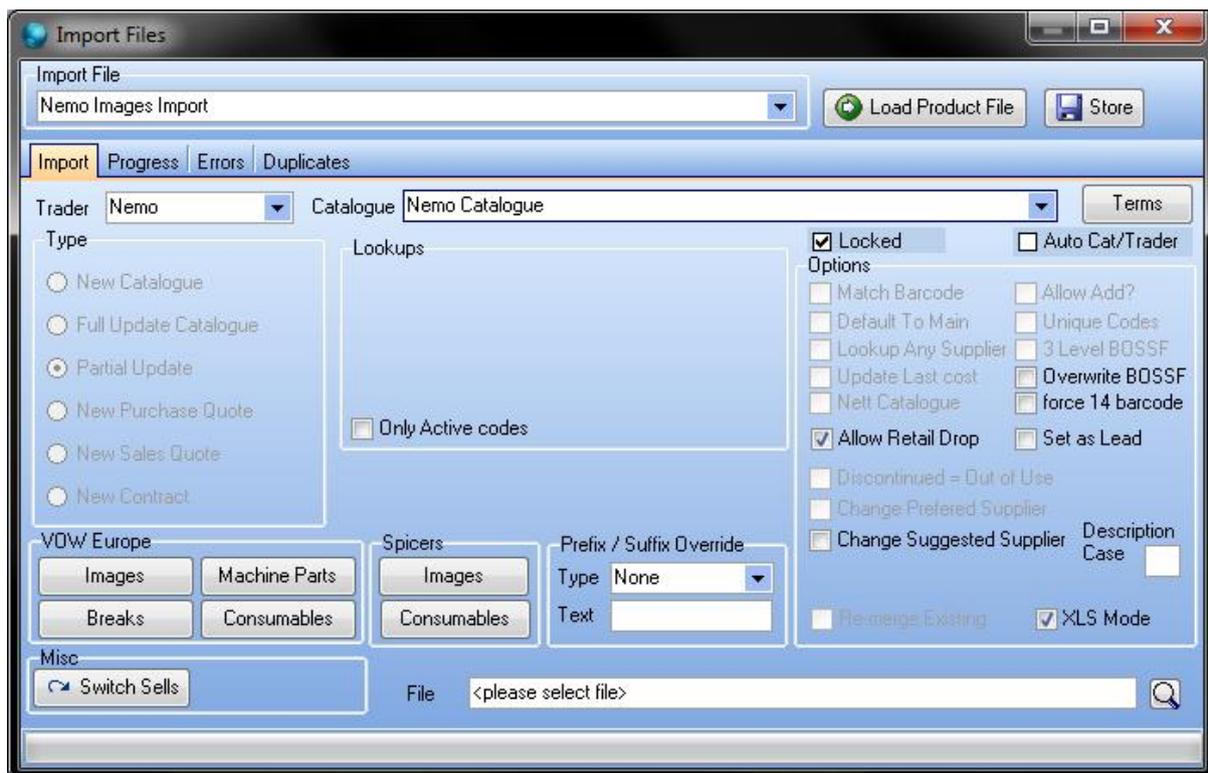
1. Select the **Nemo Images Import** from the drop down list.
2. Select **Nemo** in the drop down list for 'Trader'.
3. Select the **Nemo Catalogue** that you're updating in the drop down list for 'Catalogue'.
4. Click on the Search button and locate the Images excel File.
5. Click on Load Product File 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
  - Layout
  - Import

- Incremental File
  - Layout
  - Import

- Price Increase
  - Layout
  - Import

- EOS
  - Layout
  - Import

- Mailers
  - Layout
  - Import as Catalogue
  - Import as a Contract

- Terms
  - Importing Through Wholesale Comms
  - Importing Manually Through Import Product File

- Consumable Finder
  - Layout
  - Import

- Images
  - Layout
  - Import

- Linking and Association
  - 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.
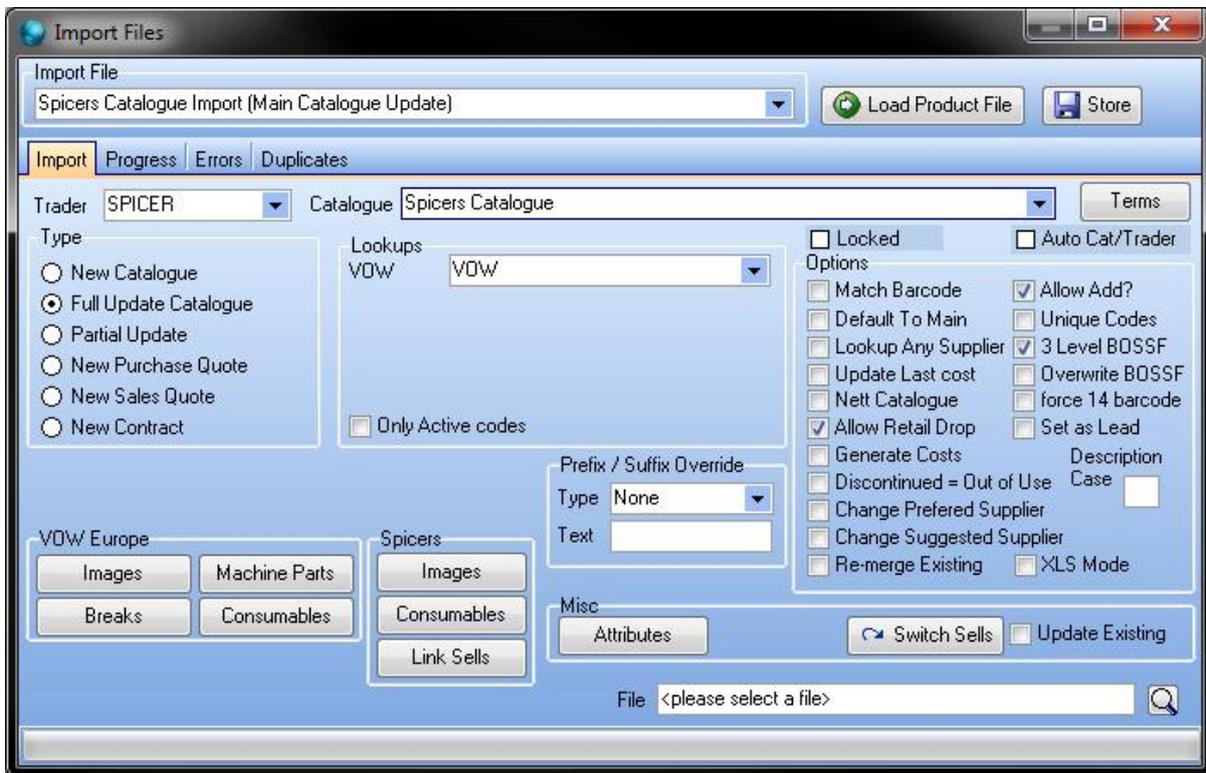The file should be in the following format:

Column	Description
A	Code
B	N/A
C	Description
D	Vat Code (S = 1, Z = 4)
E	Alternative Code
F	Product Range
G	Product Group
H	Retail
I	Trade
J	Per
K	Pack
L	Reserved
M	JH Code
N	VOW Europe Code
O	Sup Reference
P	Price Change
Q	Pack Change
R	Description Change
S	New Product
T	Discontinued
U	Discount Except
V	Previous Quarter Page No.
W	Previous Quarter Page Item.
X	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.

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.
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.
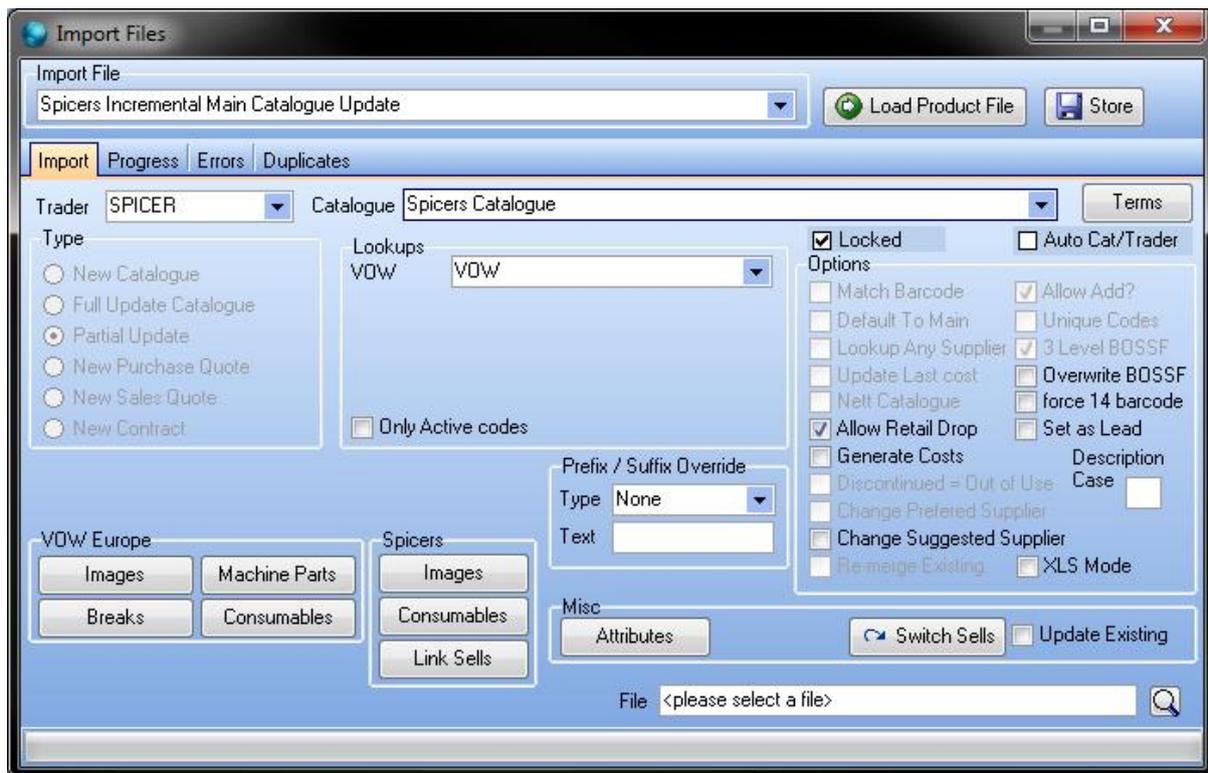
8.2 Incremental File Update

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
A	Code
B	N/A
C	Description
D	Vat Code (S = 1, Z = 4)
E	Alternative Code
F	Product Range
G	Product Group
H	Retail
I	Trade
J	Per
K	Pack
L	Reserved
M	JH Code
N	VOW Europe Code
O	Sup Reference
P	Price Change
Q	Pack Change
R	Description Change
S	New Product
T	Discontinued
U	Discount Except
V	Previous Quarter Page No.
W	Previous Quarter Page Item.
X	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.

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
A	Code
B	Description
C	New Trade
D	New Retail
E	Previous Trade
F	Previous Retail
G	Trade Difference (%)
H	Retail Difference (%)

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

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
A	Code
B	Description
C	Supplier Reference
D	Brand
E	Price

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

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.
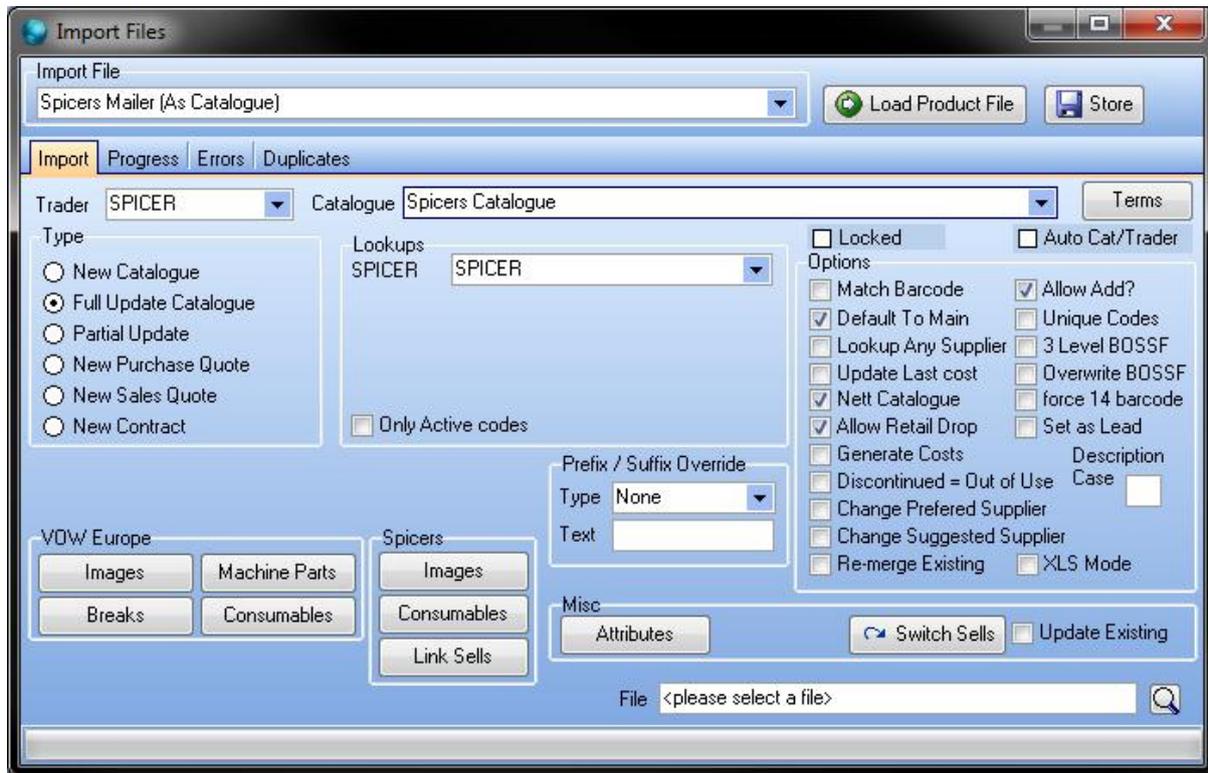
8.5 Mailer Import

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
A	Page
B	Code
C	Description
D	Pack
E	Retail
F	Trade
G	Discount Off Trade
H	Cost
I	Mailer Sell Price
J	Pack Size
K	Discount Off Retail
L	Dealer Margin

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

8.5.1 Import as a Catalogue

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

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.
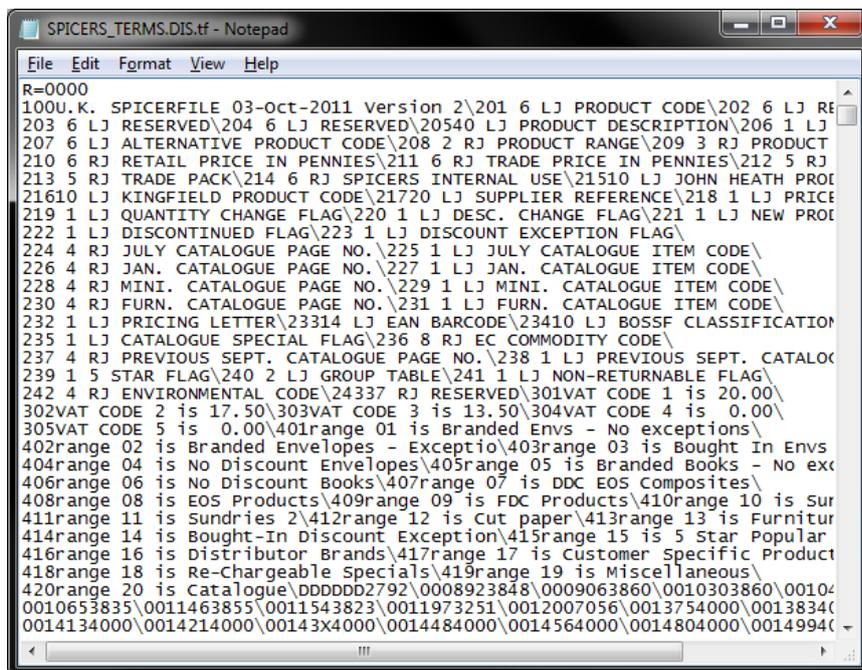8. Close the Import window.

   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.

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:

Code and Discount amount off Trade.

CCCCCCCDDDD

Which is separated by a backslash (\ ).

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

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

8.6.1 Loading Terms through Wholesale Comms

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.
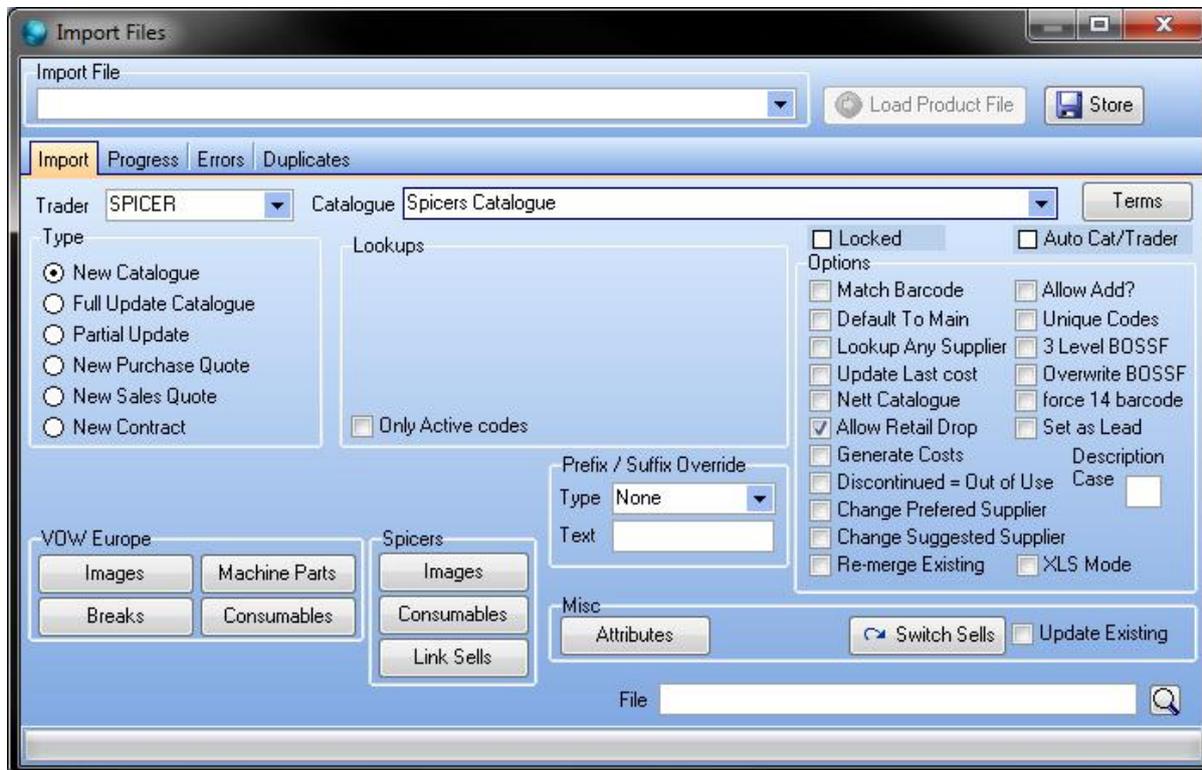
1. Select **Spicer** from the trader selection.
2. Select the **Spicer Catalogue** from the catalogue selection.
3. Click on the 'Terms'.
4. Select your Terms File.
   Your file must end in .tf for it to be picked up for selection
5. Select 'Open'.
6. Select 'Yes' or No' to whether you want to update 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
A	Machine
B	Machine Name
C	Manufacturer
D	Machine Type
E	Consumable Code
F	Consumable Description
G	Consumable Type
H	Rank
I	Discontinued Flag
J	Date Consumable Added

Providing your file matches the details above you can now import your file into Horizon.
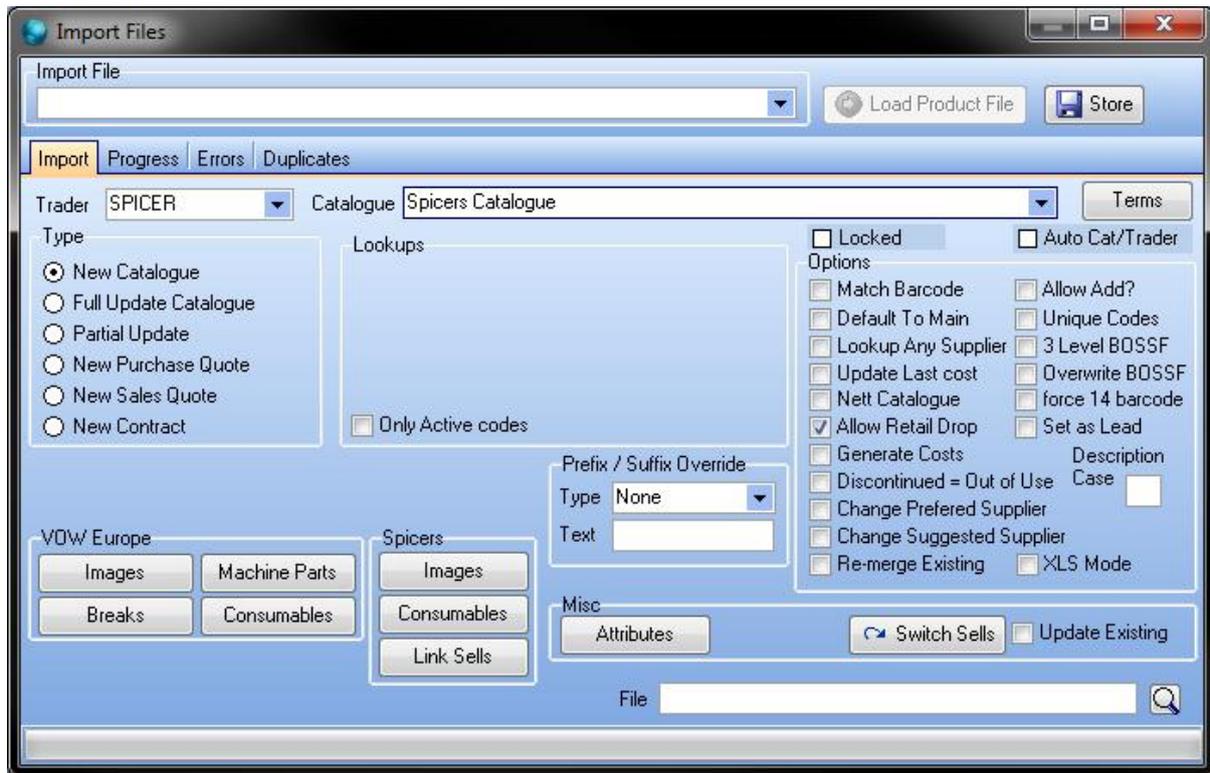
1. Select the Spicers **Consumables** button.
2. Locate the Consumables File and select 'Open'.
   Note: Once you've clicked 'Open' it will start importing the file.
3. Click the OK button to the finished message.
4. Close the Import window.

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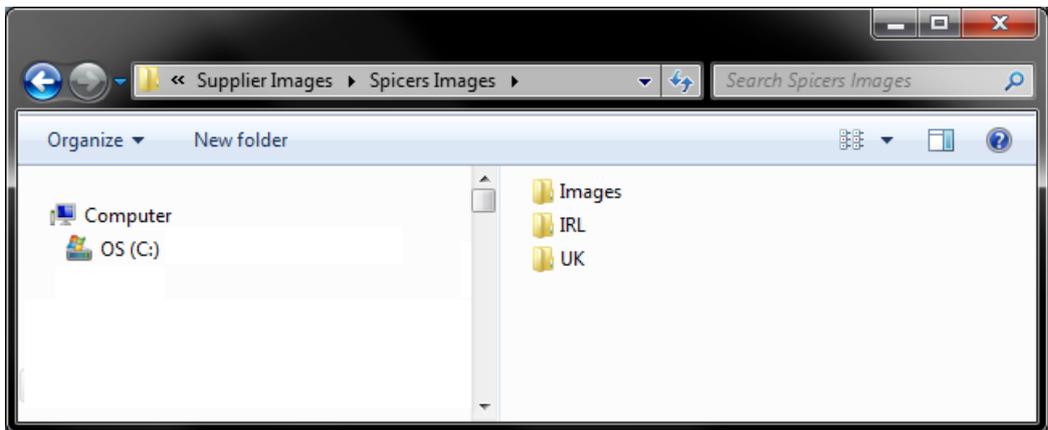
Inside the UK folder:
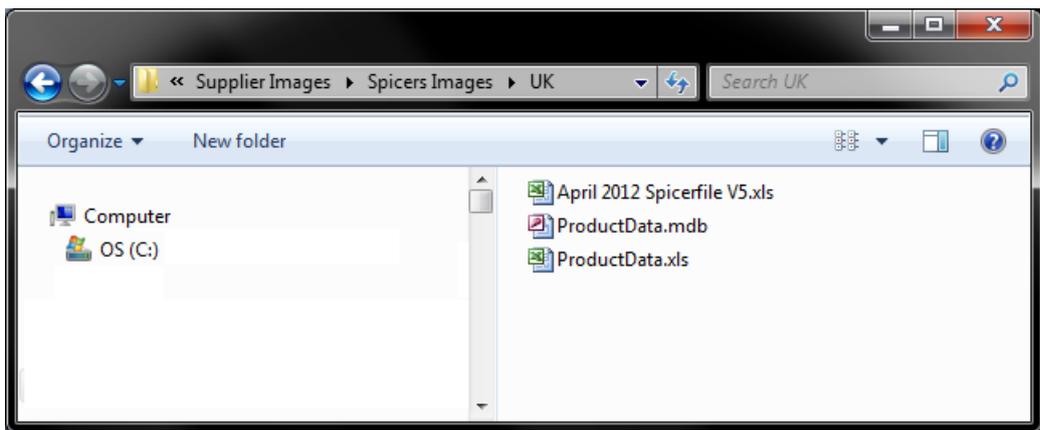
Inside the Images folder:
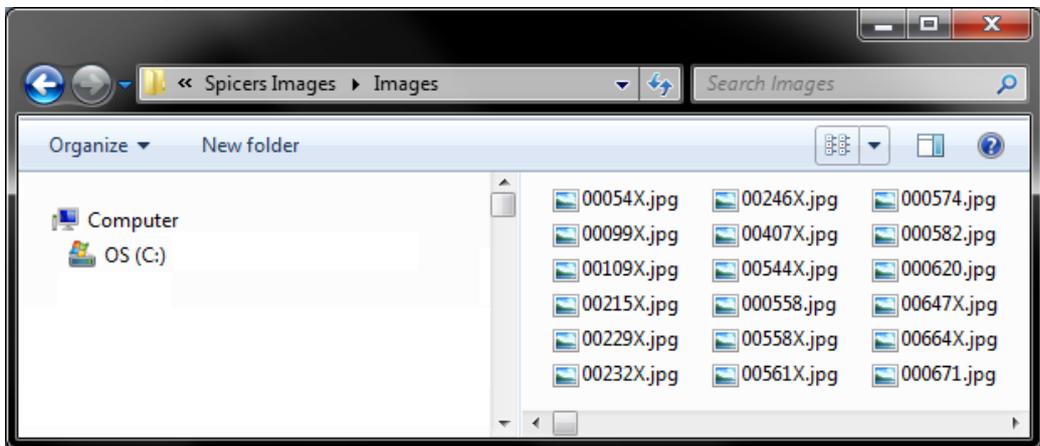
1. Select the Spicers **Images** button.
2. Locate the ProductData.mdb file that is inside the 'UK' folder and select 'Open'.
   Note: Once you've clicked 'Open' it will start importing the file.
3. Click the OK button to the finished message.
4. Close the Import window.

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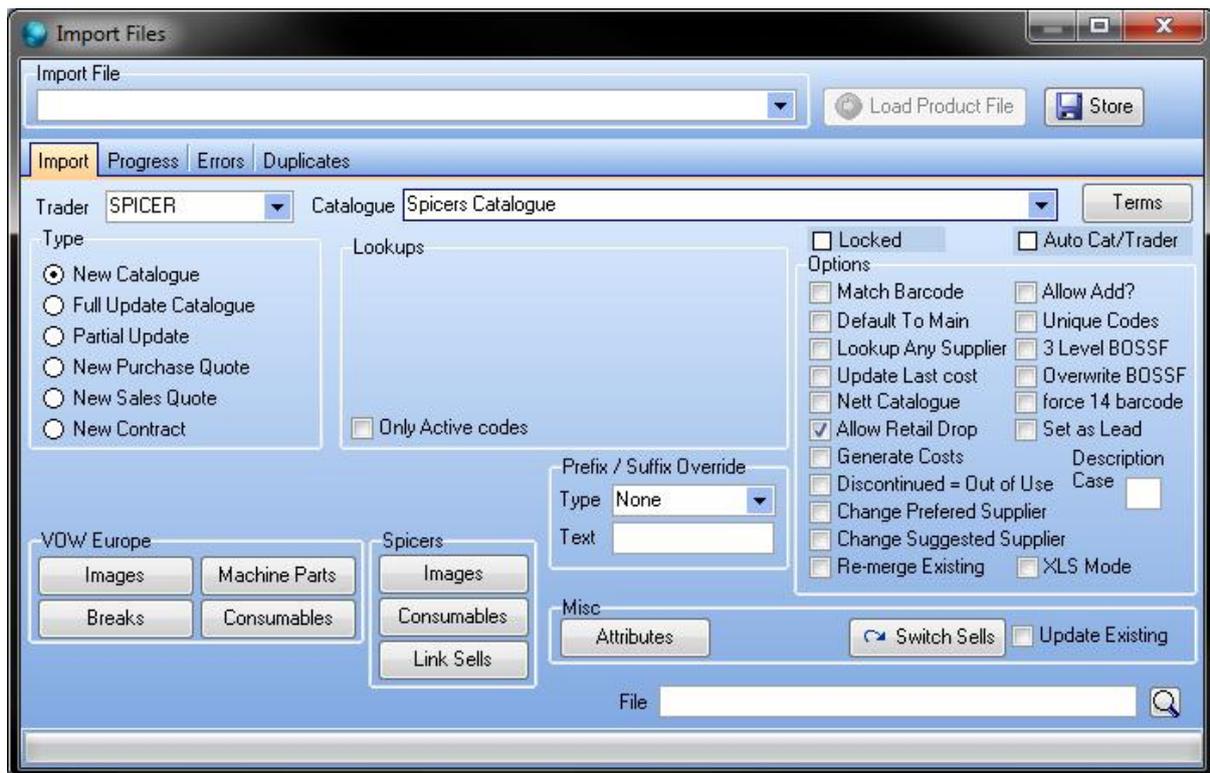
1. Select the Spicers **Link Sells** button.
2. Locate the Linking and Association (Month) (Year).mdb file.
   Note: Once you've clicked 'Open' it will start importing the file.
3. Click the OK button to the finished message.
4. Close the Import window.

9. Superstat

This section on Superstat will outline:

- Price List Full Details
    - o Layout
    - o Import as Catalogue
    - o 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
A	Code
B	Description
C	Pack
D	Page
E	Retail
F	Trade
G	Cost
H	Sell
I	Boss Federation Code
J	Supplier

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

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9.1.1 Import as a Catalogue

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

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
    - Layout
    - Import

- Truline VOW Catalogue
    - Layout
    - Import

- Truline Spicers Catalogue
    - Layout
    - Import

- Incremental File
    - Layout
    - Import

- Redundant Codes
    - Layout
    - Import

- Saver Pricing
    - Layout
    - Apply against Main Catalogue
    - Import as Contract

- Wisebuy Mailer
    - Layout
    - Import as Catalogue
    - Import Quantity Breaks against Wisebuy Mailer
    - Import as a Contract (Excluding Quantity Breaks)
    - Import as a Contract (Including Quantity Breaks)

- Terms
    - Layout
    - Import

- Consumable Finder
    - Layout
    - Import

- Images
    - Layout
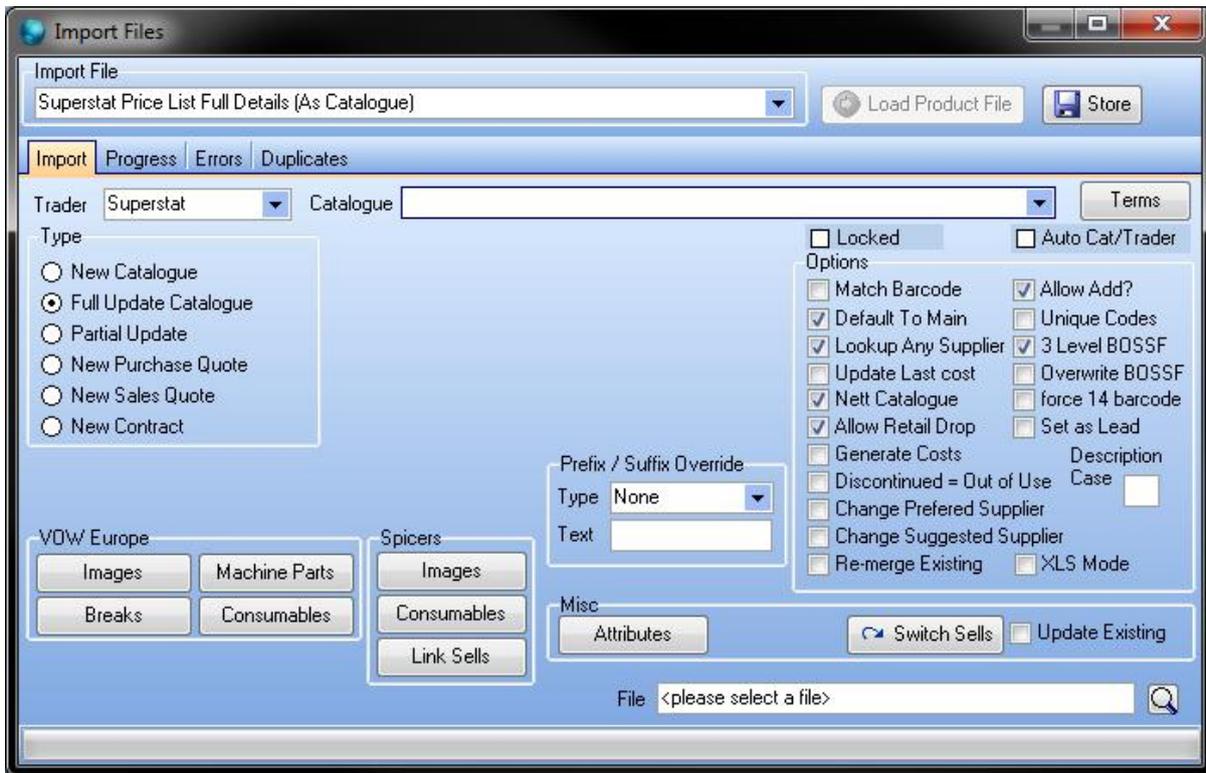   - Import

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
A	Product Code
B	Product Description
C	Pack Size
D	Per
E	VAT
F	Retail Price
G	Trade Price
H	Saver Catalogue Price
I	Matrix
J	Truline Cross Reference Code
K	Spicers Code
L	VOW Europe Code
M	Advantia Code
N	Boss Federation Code
O	EAN Number
P	EC Commodity Code
Q	Net Flag
R	Catalogue Page Number
S	Catalogue Page Letter
T	Manufacturer Code
U	Brand Name
V	Green Flag
W	Discontinued Flag
X	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

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

*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.
4. 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.
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.

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

10.2 Truline VOW Catalogue Update
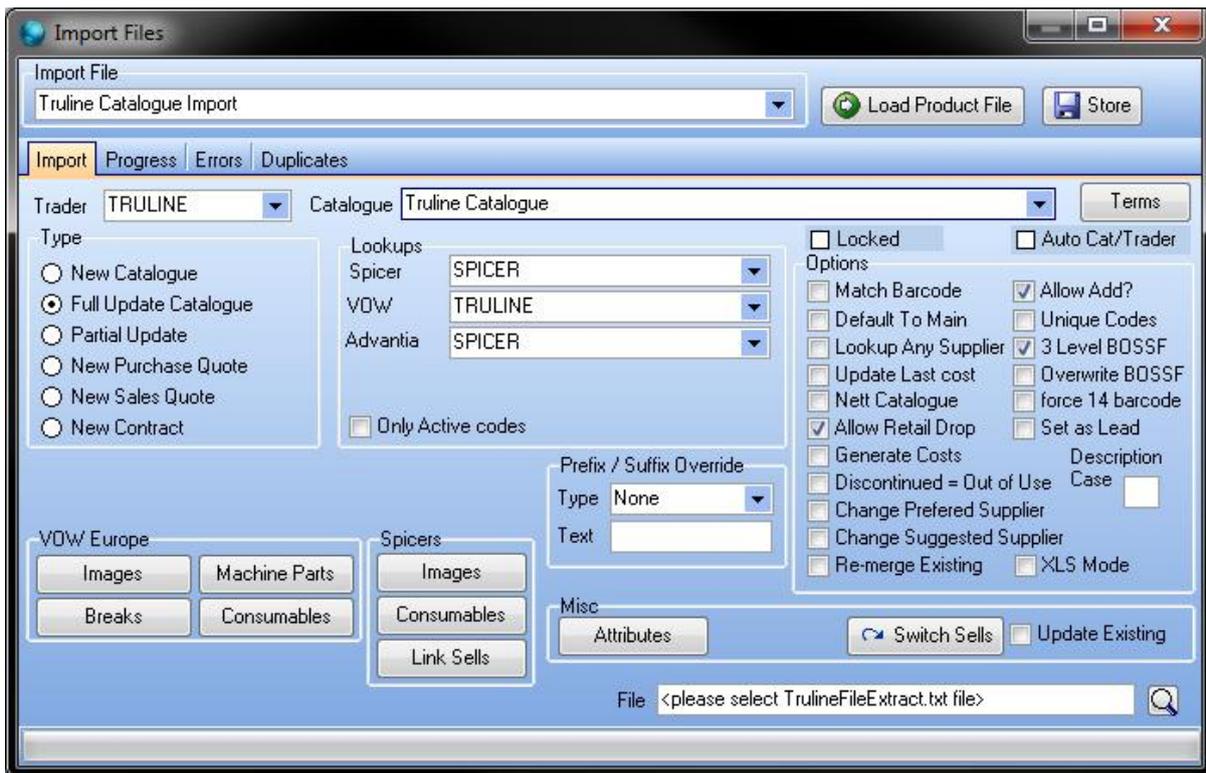
Before you import the catalogue file, please ensure that the layout of the Catalogue file you have received is correct.
The file should be in the following format:

Column	Description
A	Product Code
B	Product Description
C	Pack Size
D	Per
E	VAT
F	Retail Price
G	Trade Price
H	Saver Catalogue Price
I	Matrix
J	Truline Cross Reference Code
K	Spicers Code
L	VOW Europe Code
M	Advantia Code
N	Boss Federation Code
O	EAN Number
P	EC Commodity Code
Q	Net Flag
R	Catalogue Page Number
S	Catalogue Page Letter
T	Manufacturer Code
U	Brand Name
V	Green Flag
W	Discontinued Flag
X	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

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

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.
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.

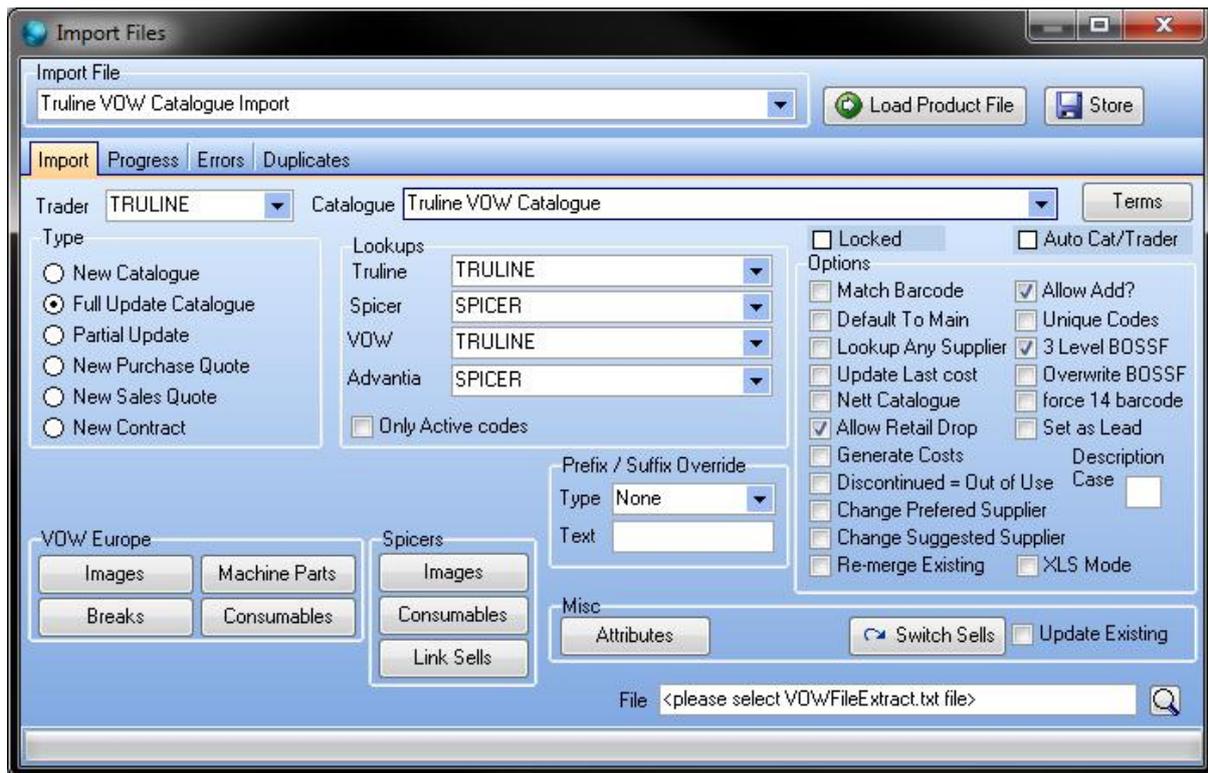*Note: Please refer to section 8.8 for importing Truline Terms.*

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
A	Product Code
B	Product Description
C	Pack Size
D	Per
E	VAT
F	Retail Price
G	Trade Price
H	Saver Catalogue Price
I	Matrix
J	Truline Cross Reference Code
K	Spicers Code
L	VOW Europe Code
M	Advantia Code
N	Boss Federation Code
O	EAN Number
P	EC Commodity Code
Q	Net Flag
R	Catalogue Page Number
S	Catalogue Page Letter
T	Manufacturer Code
U	Brand Name
V	Green Flag
W	Discontinued Flag
X	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

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

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.
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.

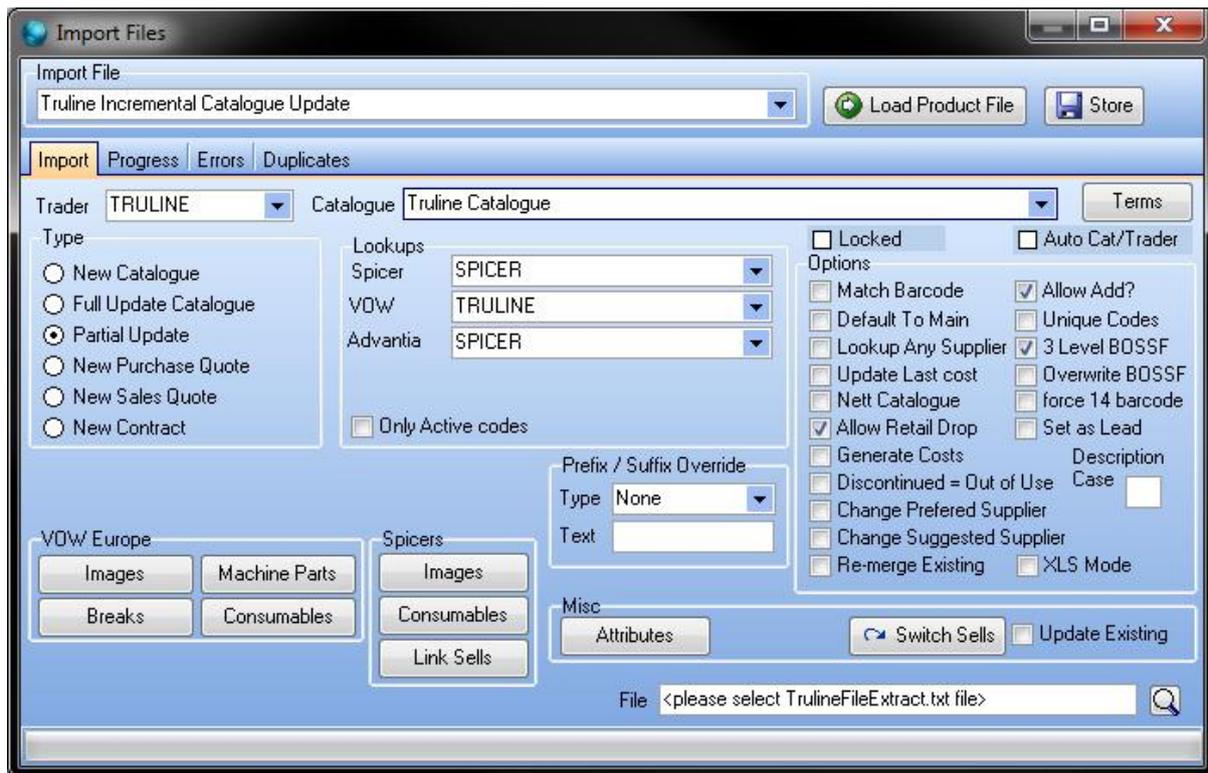*Note: Please refer to section 8.8 for importing Truline Terms.*

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
A	Code
B	Out Of Use Flag

Providing your file matches the details above you can now import your file into Horizon.
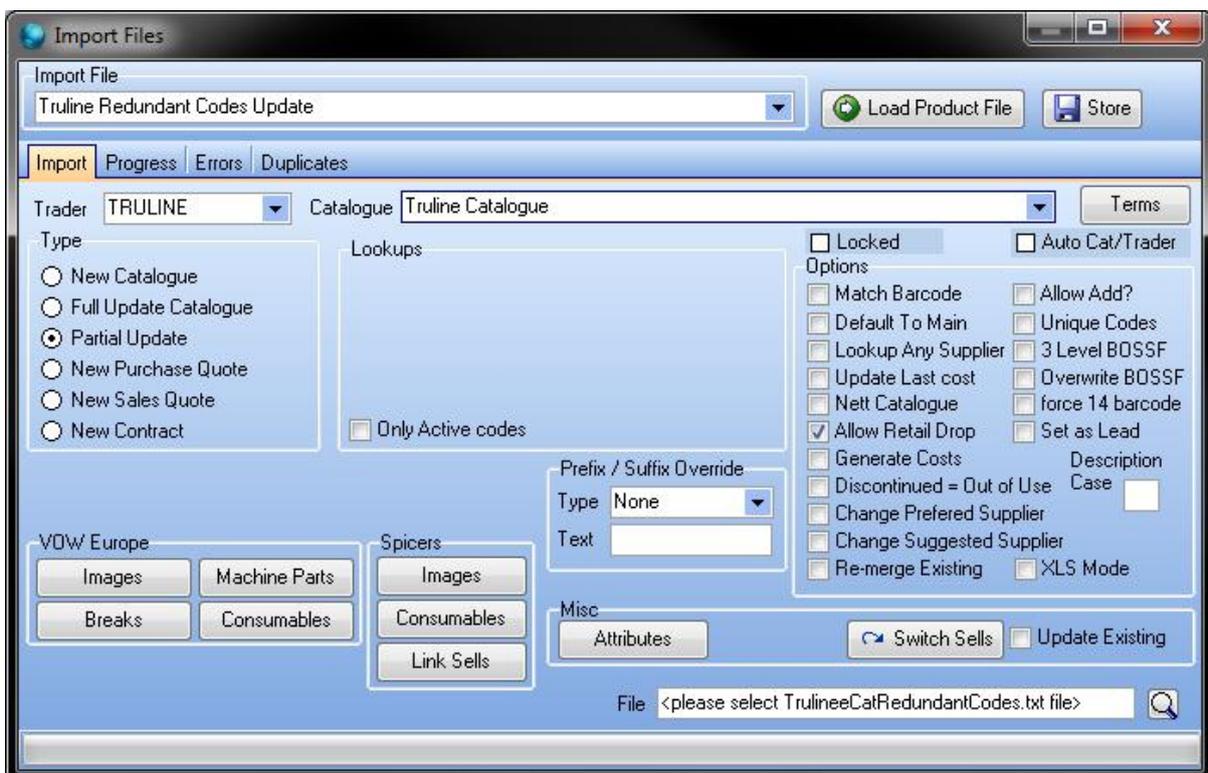
1. Select the **Truline Redundant Codes Update** Import from the drop down list.
2. Select **Truline** in the drop down list for 'Trader'.
3. Select the **Truline Catalogue** that you're updating in the drop down list for 'Catalogue'.
4. Click on the Search button and locate the Product File.
5. Click 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.

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
A	Product Code
B	Product Description
C	Pack Size
D	Per
E	VAT
F	Retail Price
G	Trade Price
H	Saver Catalogue Price
I	Matrix
J	Truline Cross Reference Code
K	Spicers Code
L	VOW Europe Code
M	Advantia Code
N	Boss Federation Code
O	EAN Number
P	EC Commodity Code
Q	Net Flag
R	Catalogue Page Number
S	Catalogue Page Letter
T	Manufacturer Code
U	Brand Name
V	Green Flag
W	Discontinued Flag
X	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

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

10.5.1 Apply against Main Catalogue

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.
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.

10.5.2 Import as a Contract

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.
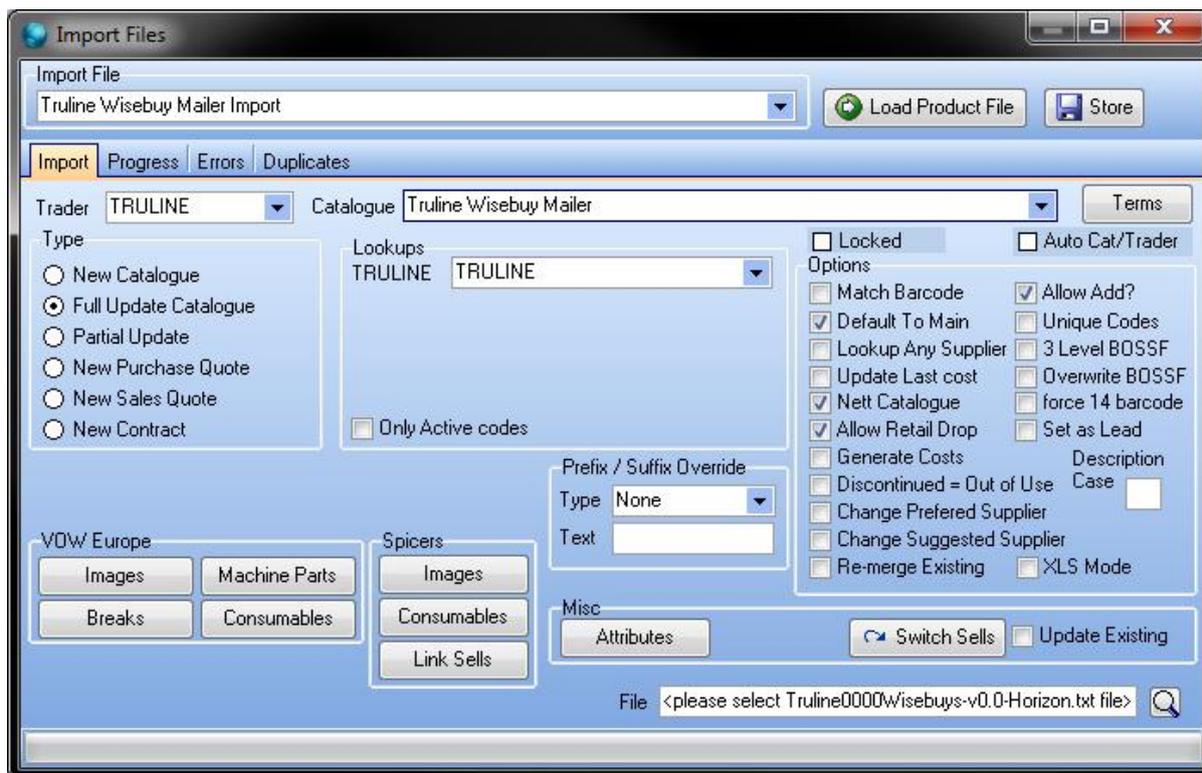
10.6 Wisebuy Mailer

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
A	Code
B	Short Description
C	Full Description
D	eCatalogue Description
E	Brand Name
F	Image Name
G	Product Unit
H	Composite Indicator
I	Product Superseded To
J	Alternative Group
K	Catalogue Page Number
L	Mini Catalogue Page Number
M	Manufacturers Name
N	Manufacturers Account Number
O	Manufacturers Part Number
P	Trade Pack Barcode
Q	Depth Of Part
R	Width Of Part
S	Height Of Part
T	Weight Of Part
U	Spicers Code
V	Boss Federation Classification
W	Major Group
X	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
AK	Status Description

Providing your file matches the details above you can now import your file into Horizon.
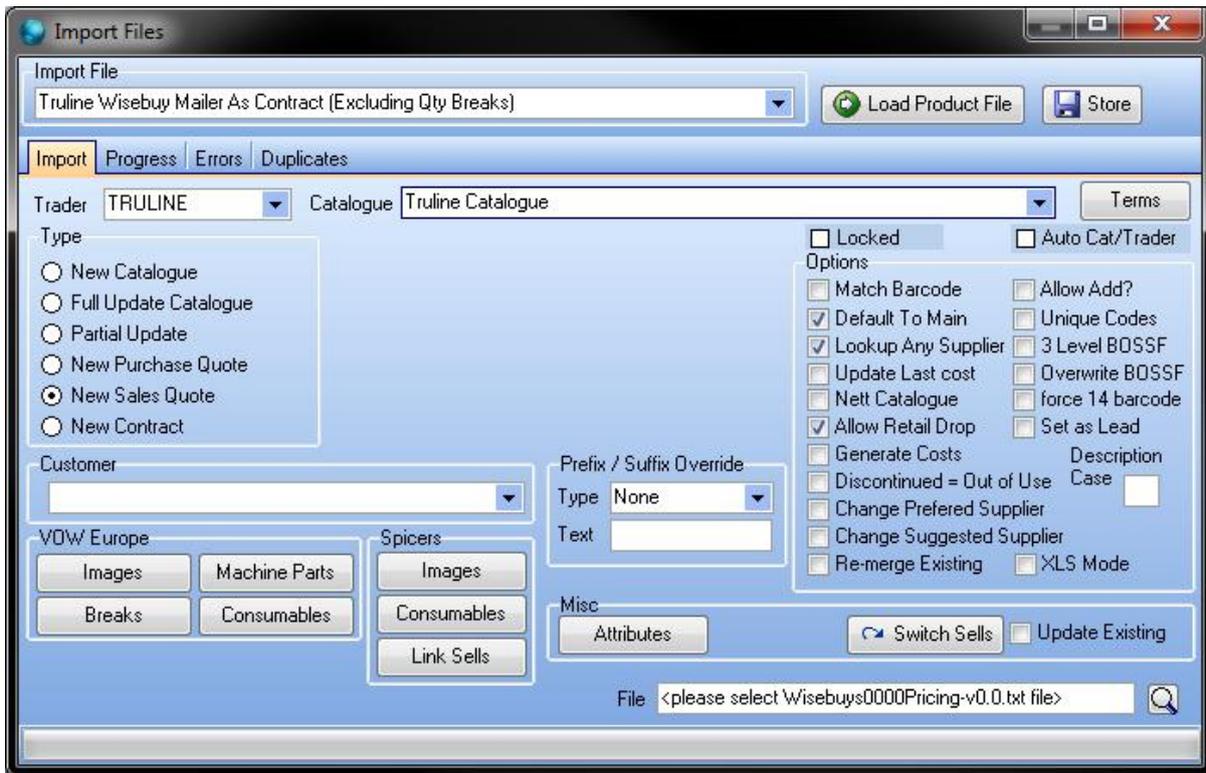
10.6.1 Import as a Catalogue

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

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.

10.6.3 Import as a Contract (Excluding Quantity Breaks)

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)

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.
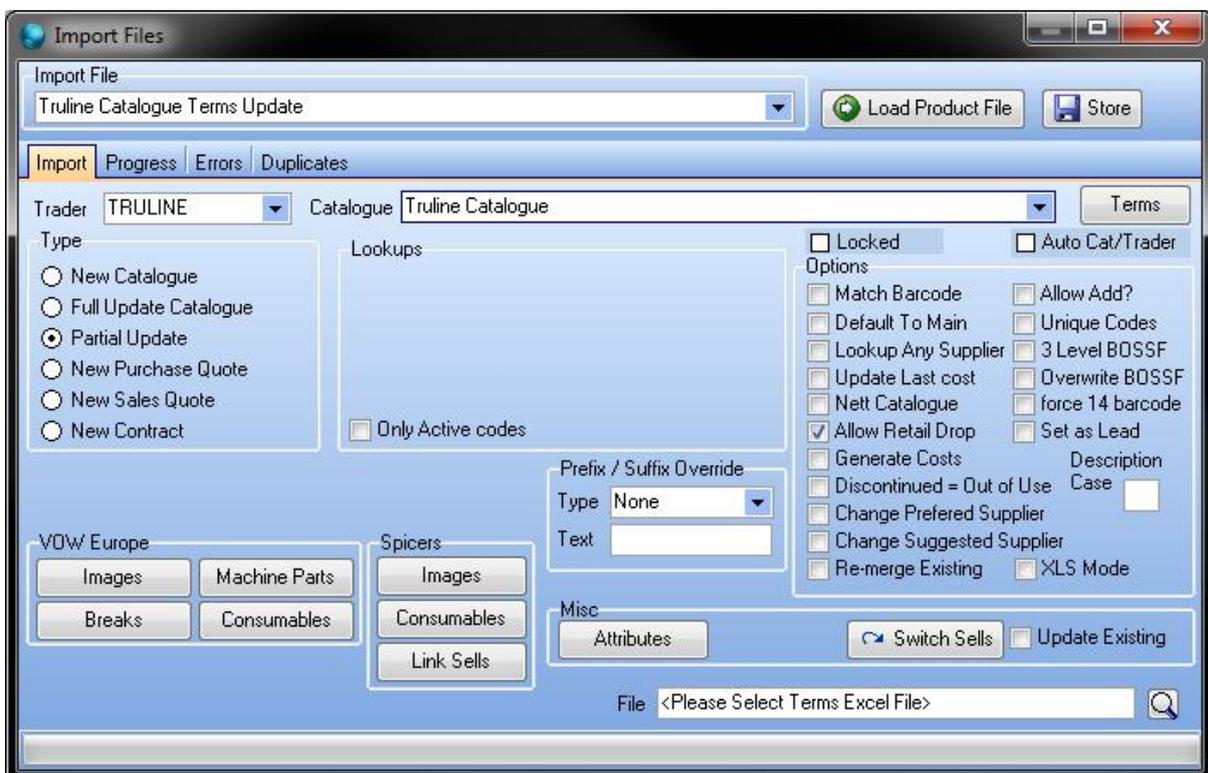
10.7 Terms

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
A	Code
B	Cost

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

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.
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.

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
B	Machine Maker
C	Machine Type
D	Consumable Type
E	Consumable Description
F	OEM
G	VOW Code
H	VOW Machine Part Code

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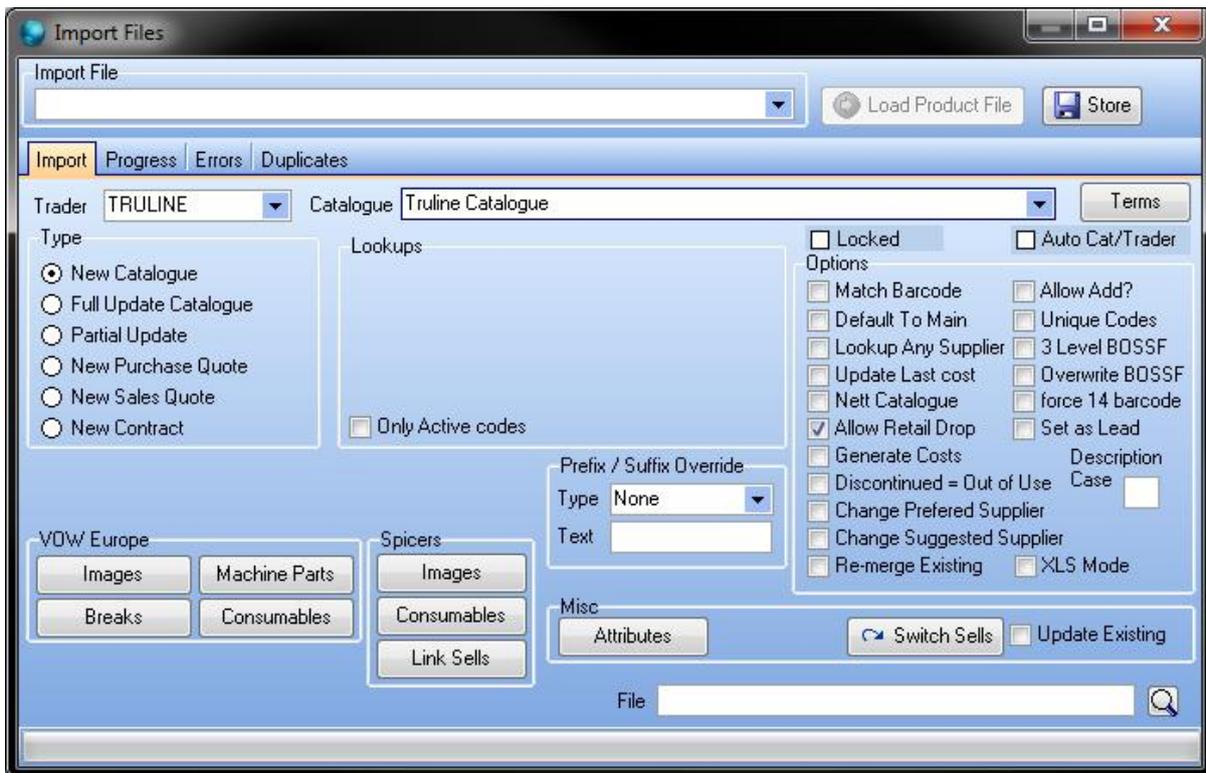

1. Select the VOW Europe **Consumables** button.
2. Locate the Consumables File and select 'Open'.
   Note: Once you've clicked 'Open' it will start importing the file.
3. Click the OK button to the finished message.
4. Close the Import window.
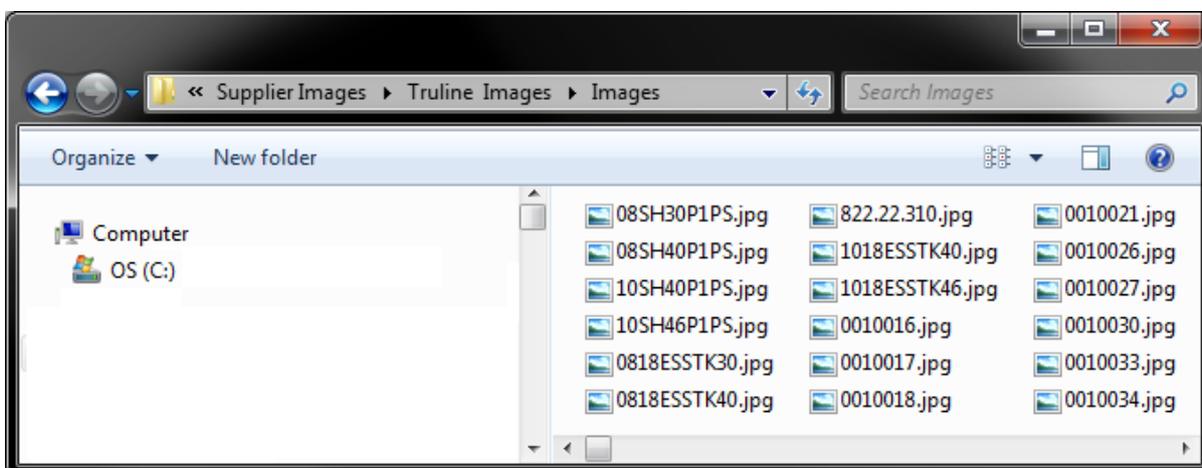
10.9 Images

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

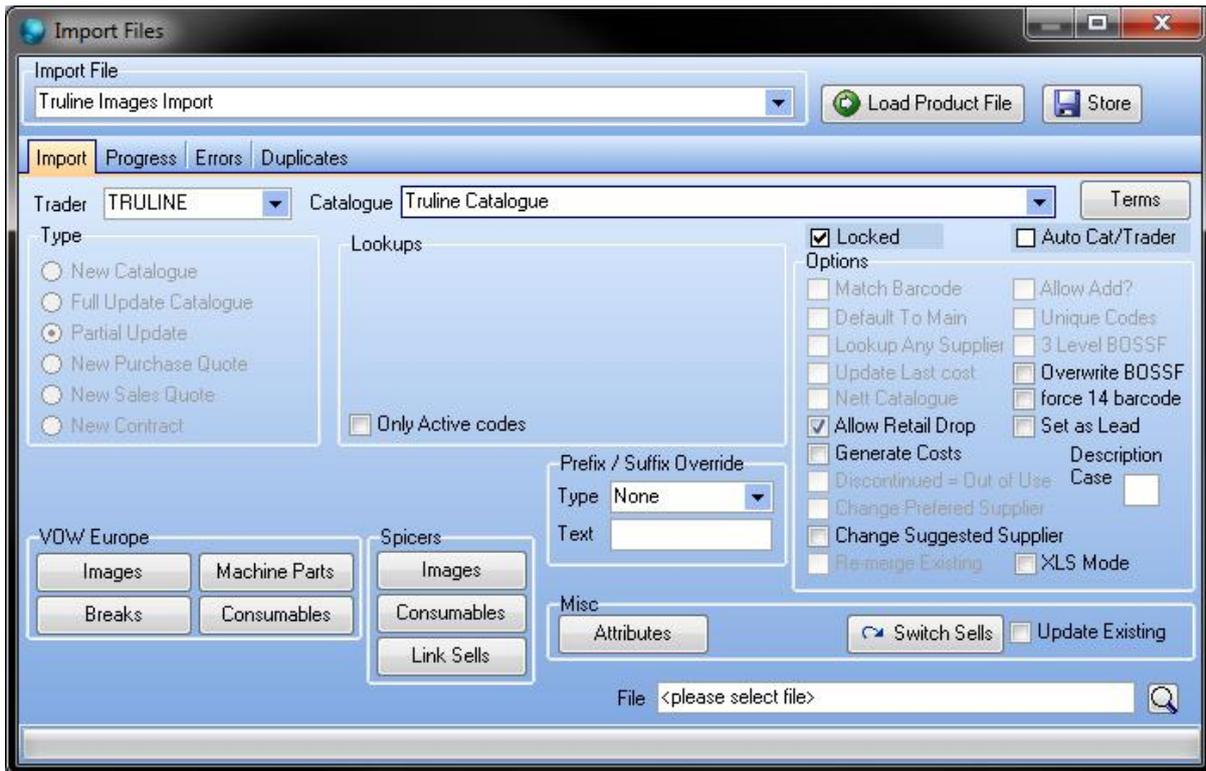The file should be in the following format:

File Format:
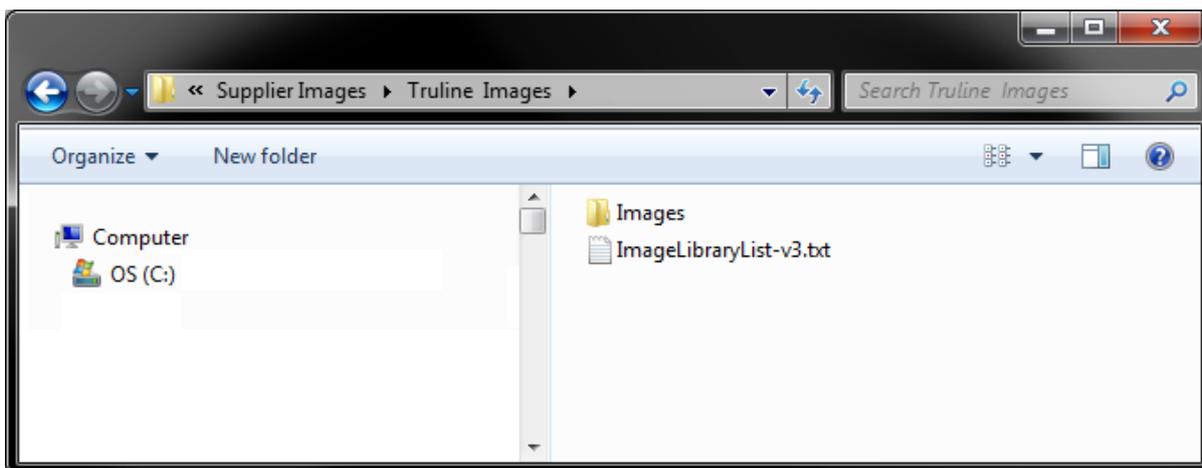
Inside the Images folder:

Excel Spreadsheet Format:

Column	Description
A	Code
B	Image Name

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
    - Layout
    - Import

- EOS
    - Layout
    - Import

- Mailers
    - Layout
    - Import as Catalogue (VOW Code Used)
    - Import as catalogue (VOW Mailer code Used)
    - Import as a Contract

- Terms
    - Importing Through Wholesale Comms
    - Importing Manually Through Import Product File

- Consumable Finder
    - Layout
    - Import
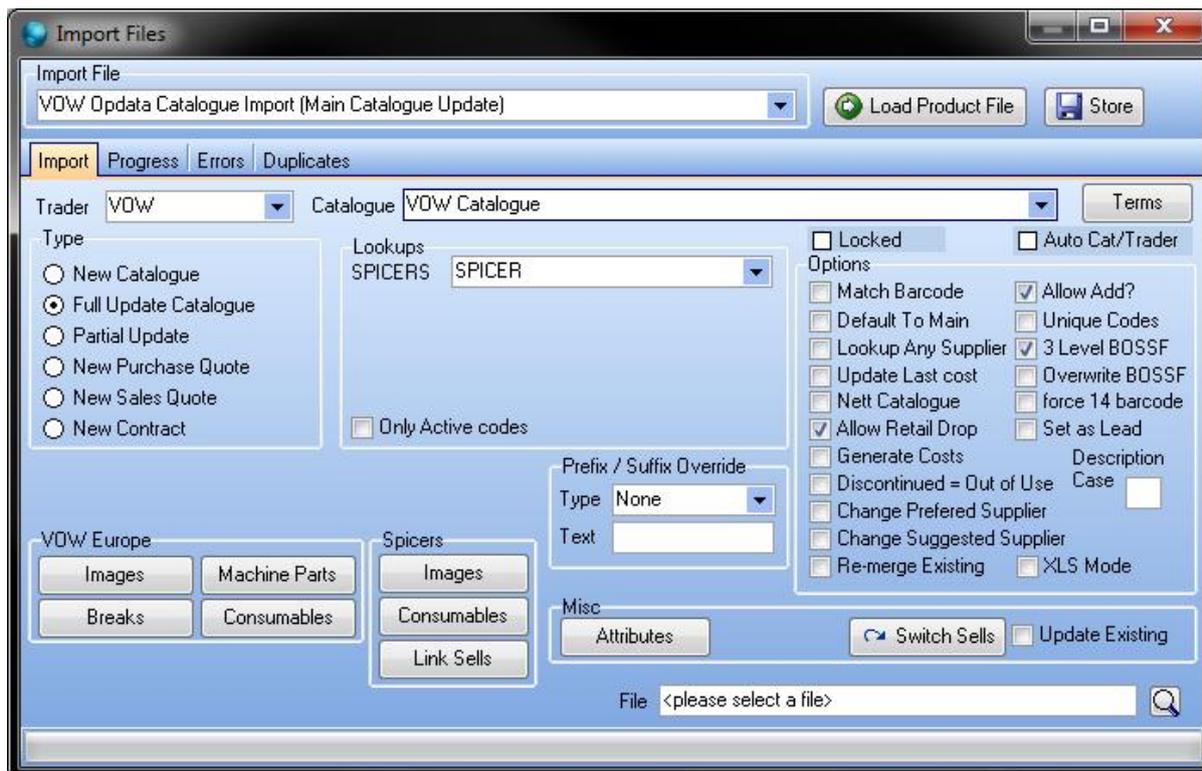
- Images
    - Layout
    - Import

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
A	Code
B	Short Description
C	Full Description
D	eCatalogue Description
E	Brand Name
F	Image Name
G	Product Unit
H	Composite Indicator
I	Product Superseded To
J	Alternative Group
K	Catalogue Page Number
L	Mini Catalogue Page Number
M	Manufacturers Name
N	Manufacturers Account Number
O	Manufacturers Part Number
P	Trade Pack Barcode
Q	Depth Of Part
R	Width Of Part
S	Height Of Part
T	Weight Of Part
U	Spicers Code
V	Boss Federation Classification
W	Major Group
X	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
AK	Status Description

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

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.
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.
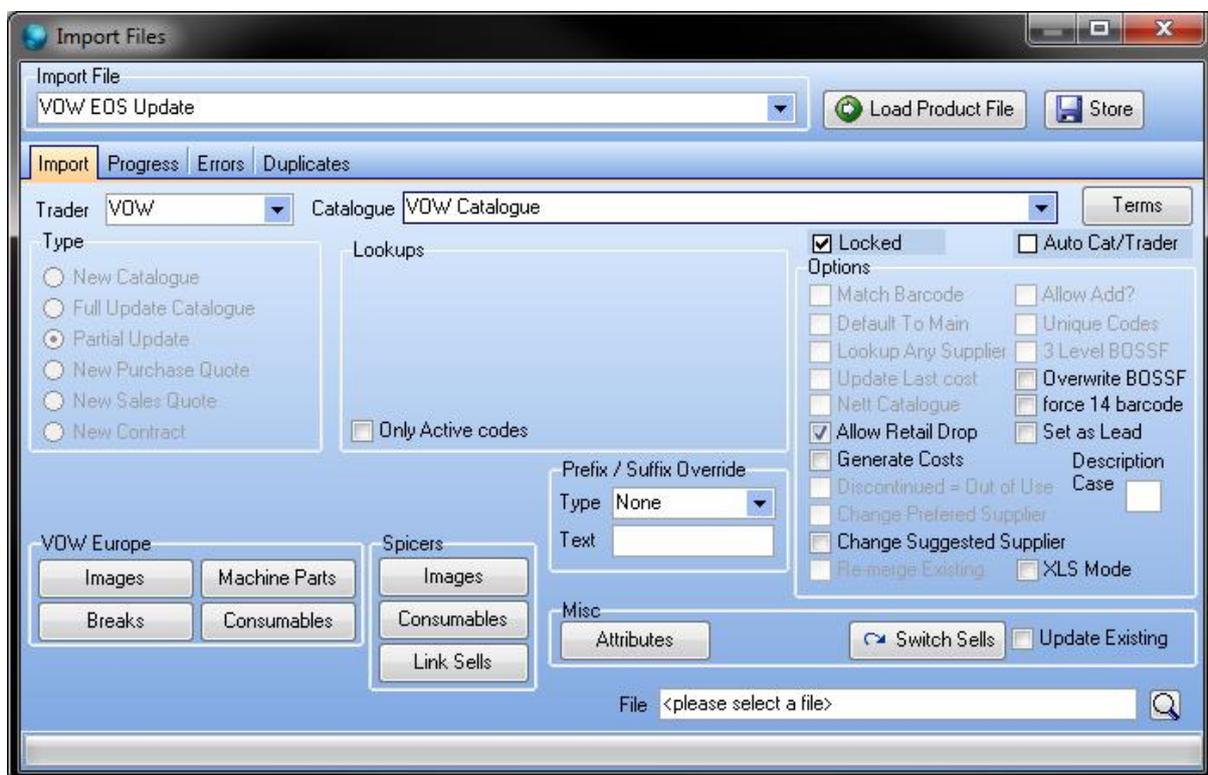
11.2 EOS Update

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
A	Code
B	
C	Cost

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

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.
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.

11.3 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
A	Mailer Code
B	Order Code
C	Description
D	Mailer Retail Price
E	Mailer Trade Price
F	Pack Size
G	Retail Price
H	Trade Price

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

11.3.1 Import as a Catalogue (Using VOW Code)

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)
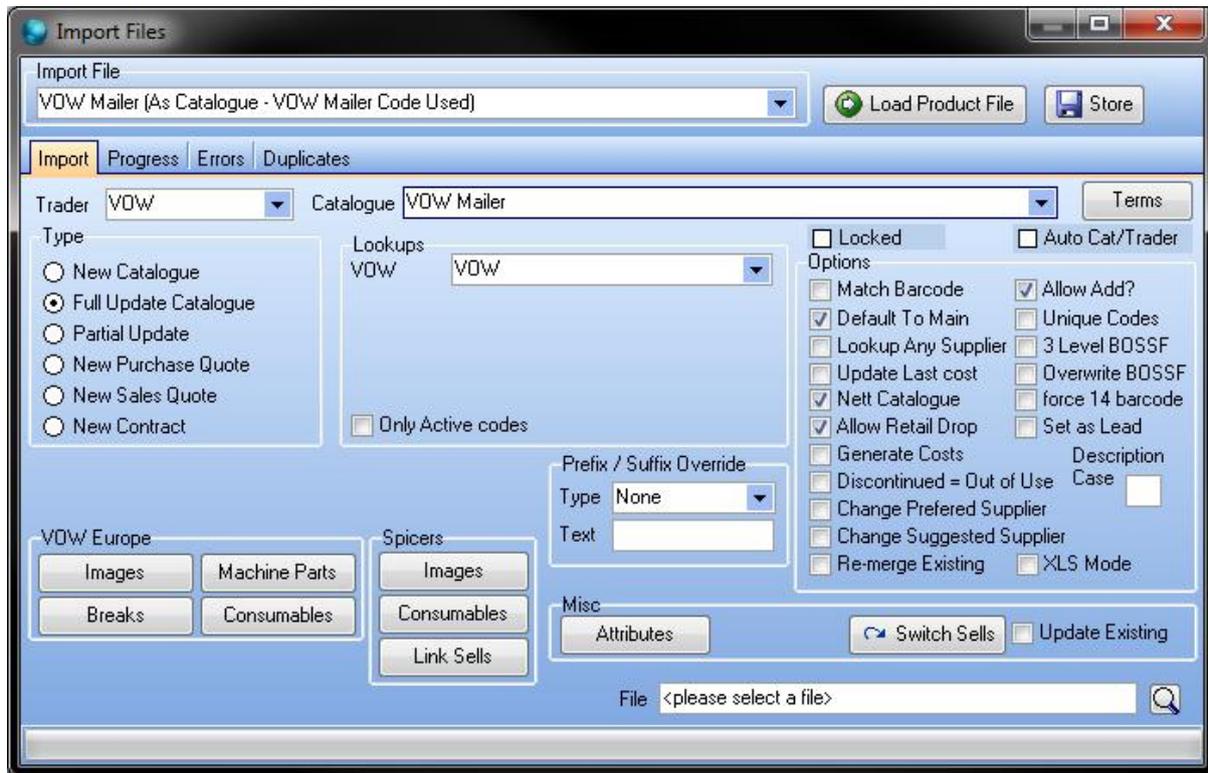
1. Select the **VOW Mailer (As Catalogue - VOW Mailer Code Used)** Import from the drop down list.
2. Select **VOW Europe** in the drop down list for 'Trader'.
3. Select the **VOW Europe Mailer** in the drop down list for 'Catalogue'.
   Note: If you require importing as a new catalogue, then select '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

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.

11.4 Terms

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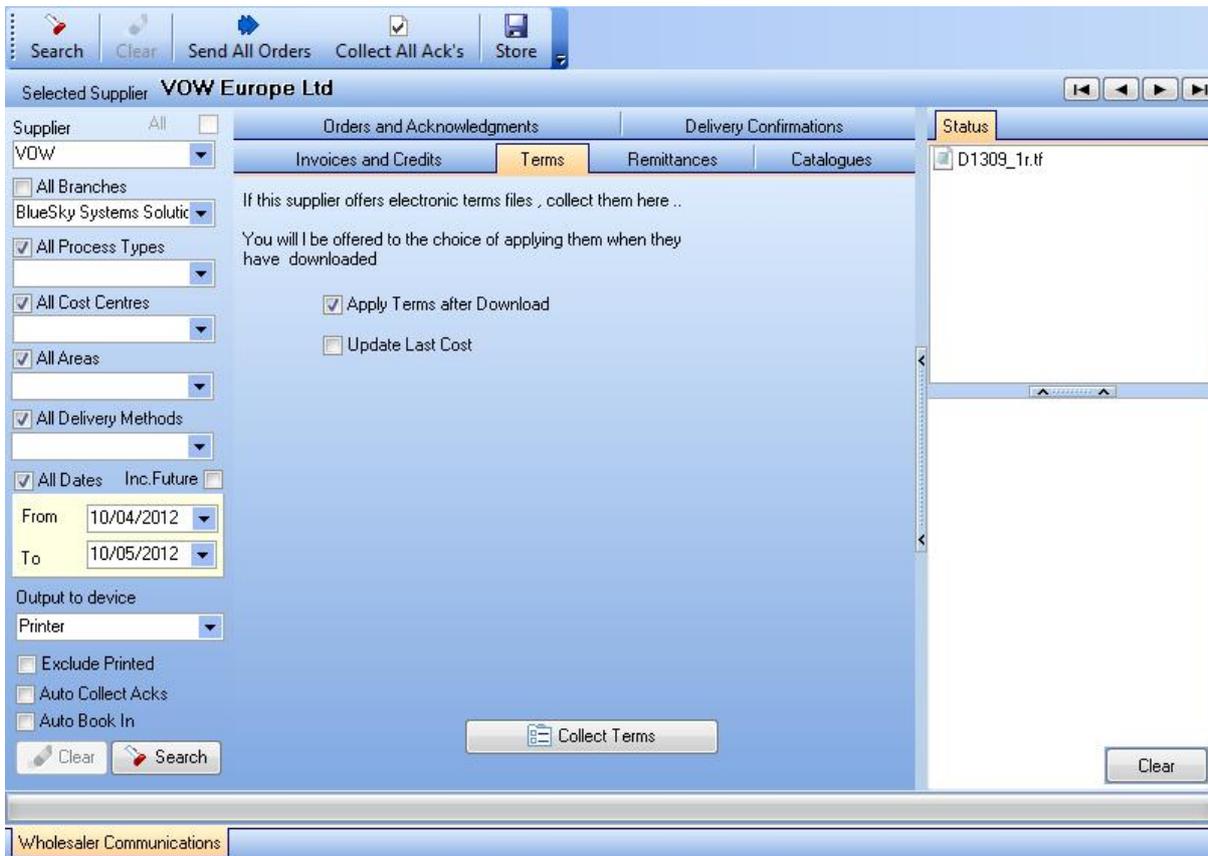
The file should be in the following format:

Column	Description
A	Order Code
B	Dealer Price
C	Retro Flag
D	Start Date
E	End Date

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

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

11.4.1 Loading Terms through Wholesale Comms

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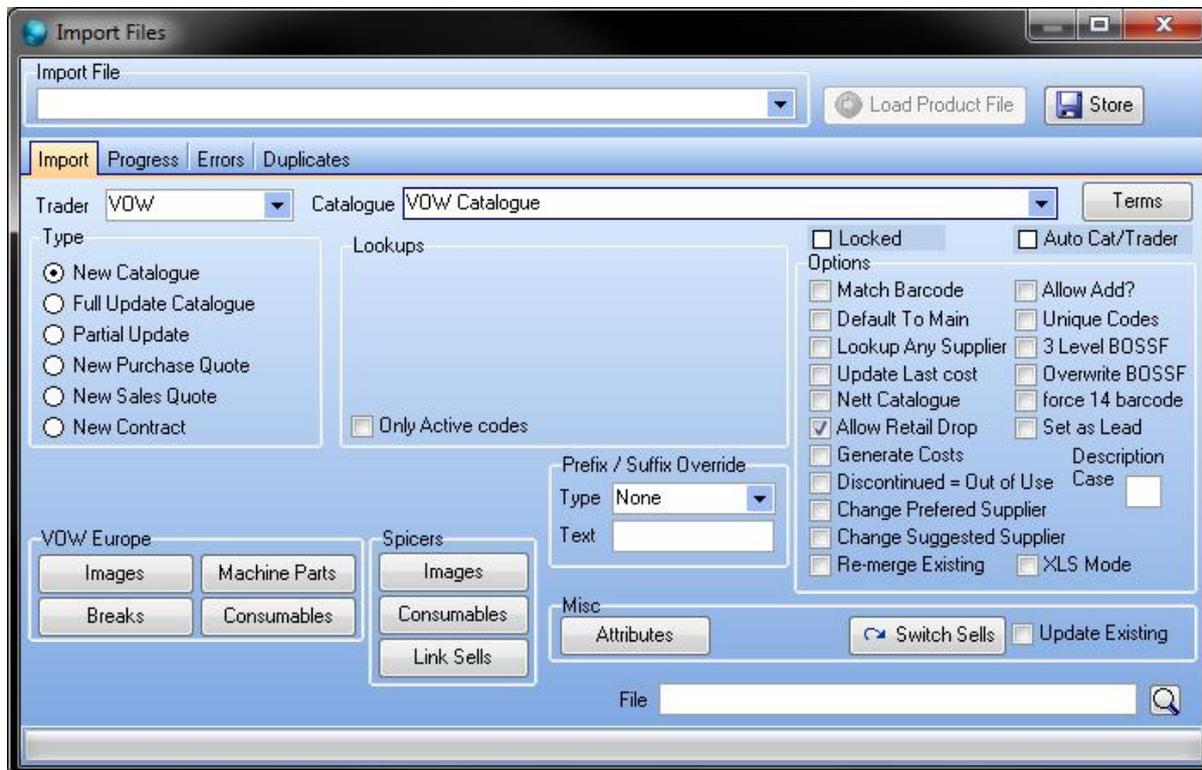
1. Select **VOW Europe** from the trader selection.
2. Select the **VOW Europe Catalogue** from the catalogue selection.
3. Click on the 'Terms'.
4. Select your Terms File.
   Your file must end in .tf for it to be picked up for selection
5. Select 'Open'.
6. Select 'Yes' or No' to whether you want to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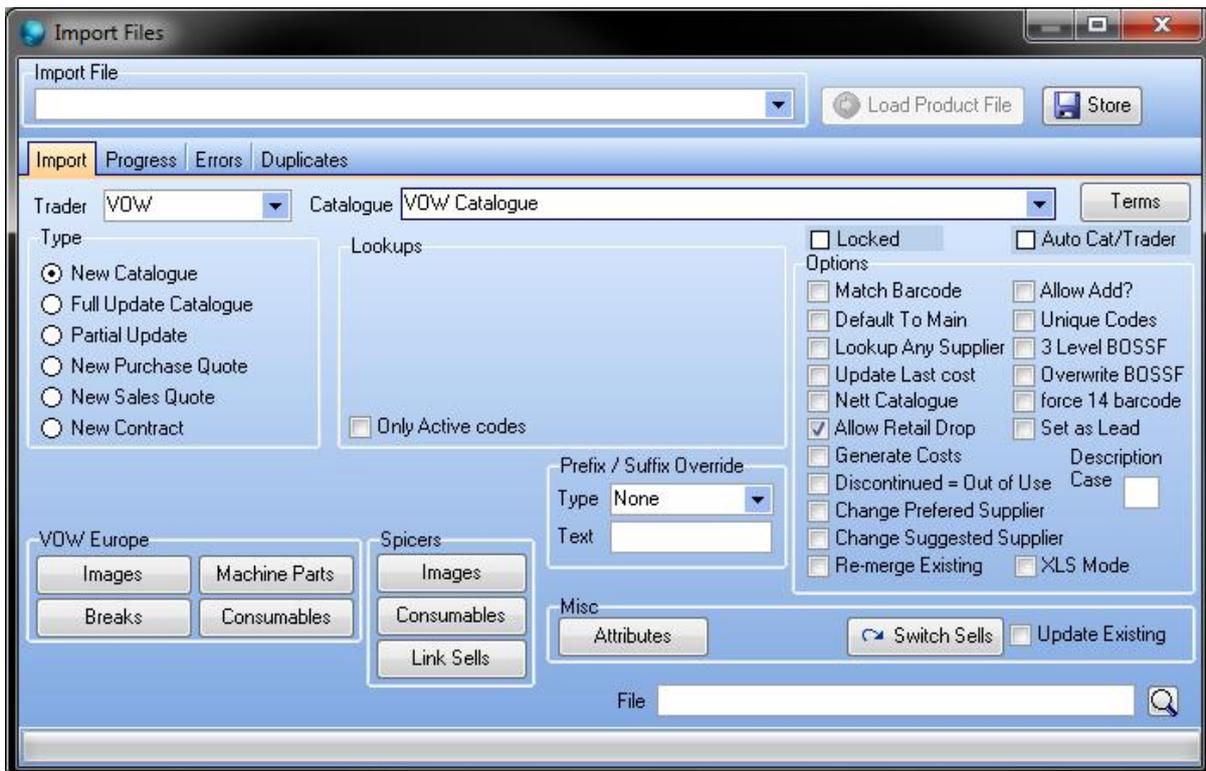
11.5 Consumables Finder

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
A	Machine Model
B	Machine Maker
C	Machine Type
D	Consumable Type
E	Consumable Description
F	OEM
G	VOW Code
H	VOW Machine Part Code

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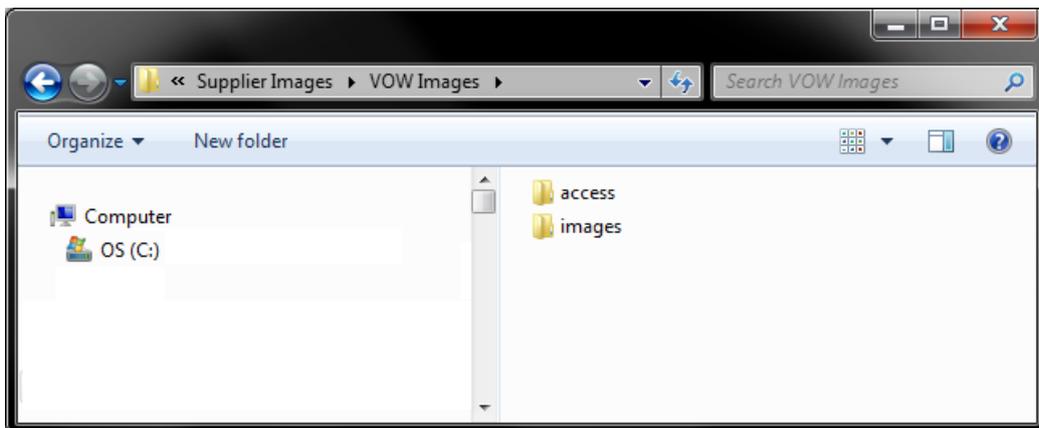

1. Select the VOW Europe **Consumables** button.
2. Locate the Consumables File and select 'Open'.
   Note: Once you've clicked 'Open' it will start importing the file.
3. Click the OK button to the finished message.
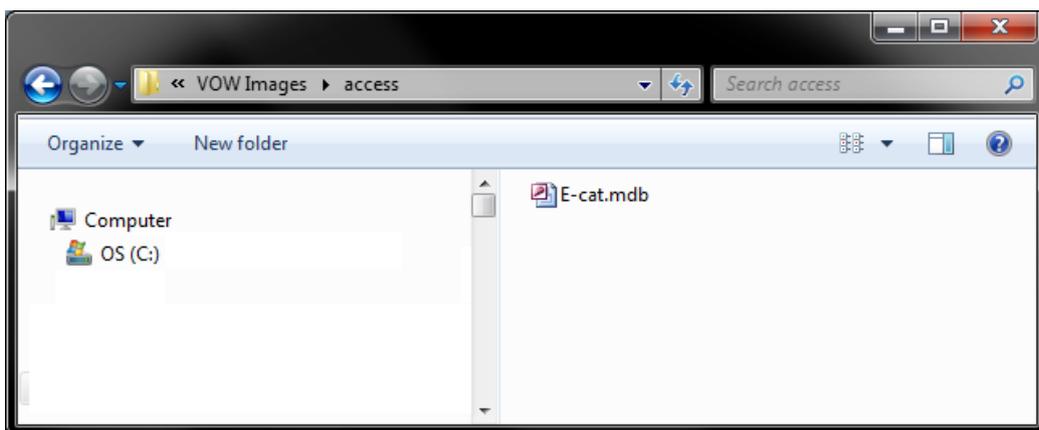4. Close the Import window.

11.6 Images

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

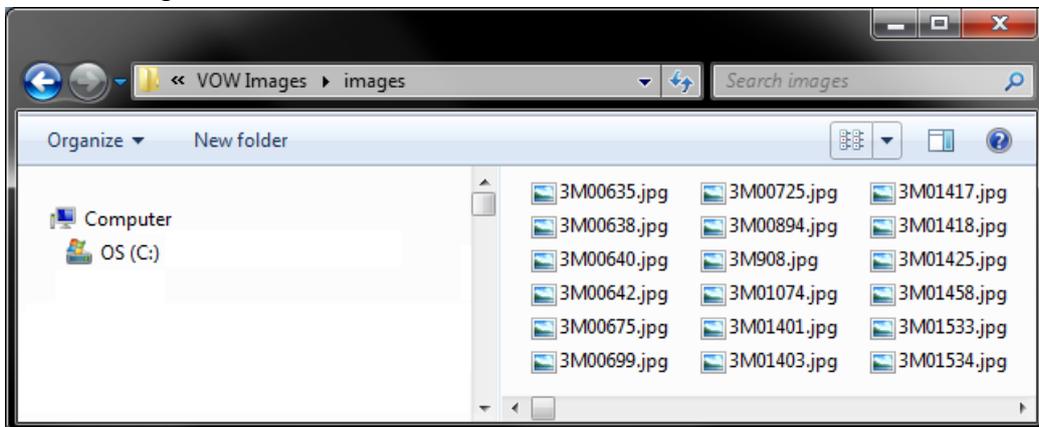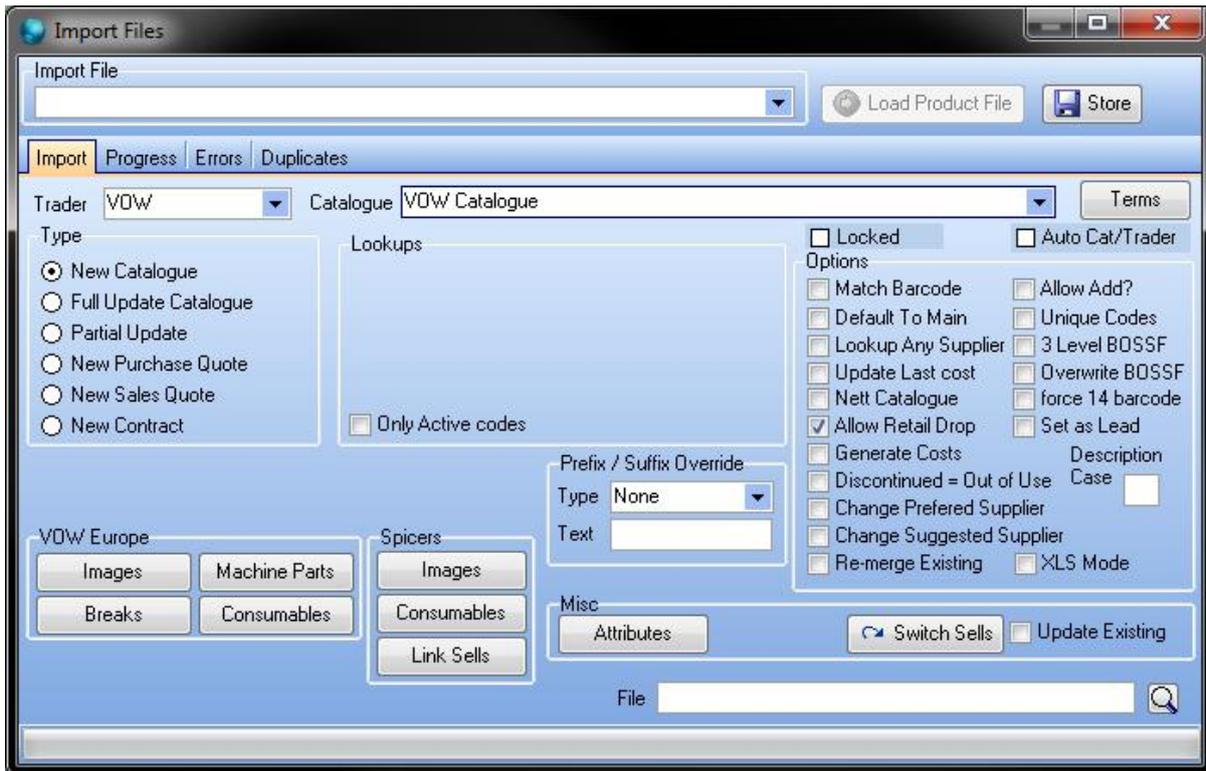The file should be in the following format:

File Format:

Inside the Access folder:

Inside the Images folder:

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
    - Import

- Switch Sells
    - Layout
    - Import

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12.1 Attributes

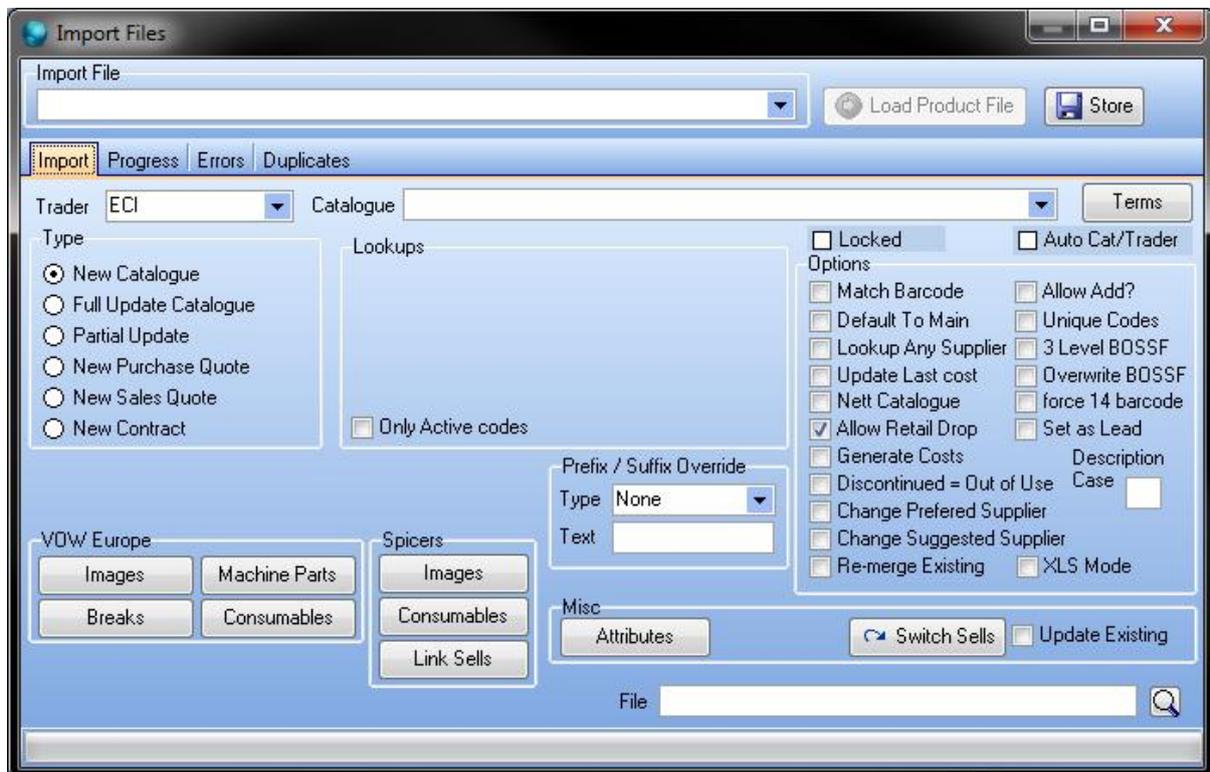Before you import your attributes file, please ensure that the layout of the file is correct.

The file should be in the following format:

Column	Description
A	Item Code
B	Attribute Name
C	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.

1. Select the Misc **Attributes** button.
2. 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
A	Code
B	Swap to Code
C	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)
H	Classification

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

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