

<b>COMPANY OPERATING PROCEDURES</b>			
<b>Update Special Prices Intrastats and Online Shop</b>			
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**Instructions on Updating Intrastats Special Prices and the Viamed.co.uk Online Shop Prices.**

- 1 Open Opera UK,
- 2 S.O.P.
- 3 Special Prices.
- 4 For Online Prices / Quantity Break Prices in Intrastats Update the ZWEB Price list
- 5 For Customers Special Prices enter their Price List code.
- 6 Add / Update any Prices Required.
- 7 Exit Special Prices Ensuring you Apply Changes / Update Lists.
- 8 Run the Program
- 9 Y:\Update Special Prices\Update\_Special\_Prices.exe
- 10 Next Full Intrastats Update Both Intrastats and The Online Shop will be Updated.

**New Online Customer Requiring Special Price**

- 1 Using Opera Create Customer Account, and Special Price List
- 2 Follow the Above Instructions
- 3 Online Admin Mode
- 4 Customer Manager
- 5 Find New Customers Registration
- 6 Fill in the online details
- 7 In the Special Price list pull down select the Price List set up in Opera.