

# User Guide

## Version 1.4

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## IN THIS SECTION

**How To: login to the system**

**How To: use the audit log**

**How To: change your account details**

**How To: change your preferences**

**How To: change your account configuration**

**T**he first thing you will need to do after receiving your login details, is to launch a web browser and navigate to <https://nexus.ghxeurope.net> and then login. You can then start to prepare customer catalogues for publication.

This section describes how to...

## My Account

# How To: login to the system

Use your email address and the supplied password to login.

## TIP

*You will need to obtain a verification code from your trading account manager before you can request a new user account by clicking on the new user button.*

## Login

Launch a web browser and navigate to <https://nexus.ghxeurope.net>

- 1 Enter your email address in the "Email Address:" text box.
- 2 Enter your password in the "Password:" text box and then click on the "Secure Login" button.

The screenshot shows the Nexus login page in a web browser. The page has a blue header and a light blue background. On the left, there are two sections: "New Trading Account:" and "New User Account:". The "New Trading Account:" section has a text box for email address and a "New Account" button. The "New User Account:" section has a text box for email address and a "New User" button. On the right, there is a section titled "Existing Accounts:". It contains a text box for "Email Address:" with the value "andy.bishop@ghxeurope.net" and a "1" callout. Below it is a text box for "Password:" and a "Secure Login" button with a "2" callout. At the bottom of the "Existing Accounts:" section, there is a link "Forgotten your password? Then click [here](#)." At the very bottom of the page, there is a footer with the text "Terms of Use - Privacy statement" and "(c) 2007 GHX UK Ltd. All rights reserved".

# How To: use the audit log

Use the audit log to resolve queries relating to published changes. It is possible to identify who changed what, when.

**TIP**

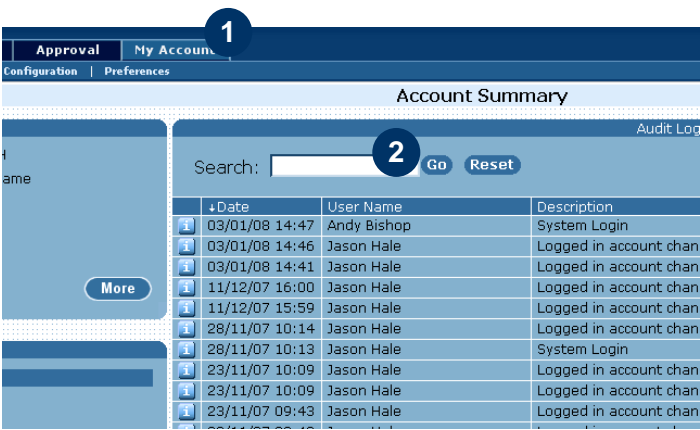
Only the trading account manager has access to the account summary.

**TIP**

The value of this log will be impaired if users are permitted to share logins.

## Trading Account Summary

- 1 Click on the "My Account" menu to view the trading account summary.
- 2 Enter the search criteria in the "Search" text box and then click on the "Go" button.



# How To: change your account details

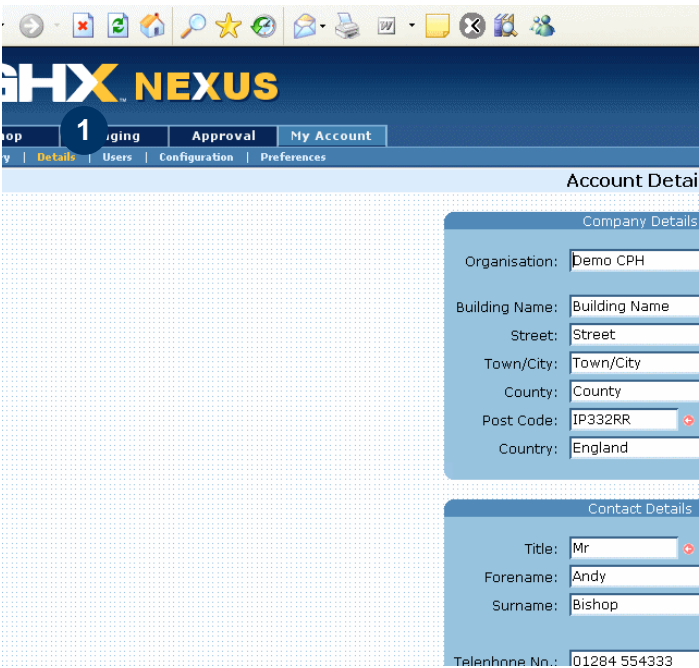
Make sure that your personal contact details are accurate.

**TIP**

*The sub menu options, summary, details, users, configuration and preferences, are only available if you are the trading account manager.*

## My Account Details

- 1 Click on the "My Account" menu and then the "Details" sub menu.



# How To: create a new user account

Each user has a login and each login can have a defined role with specific permissions.

## Note

For speed and ease of use when creating new accounts, email all users and ask them to navigate to <https://nexus.ghxeurope.net> Where they can create their own account. You must provide them with the verification code, which is shown on the “My Account/Users” menu.

They will receive an automatic email with their login password once you have approved and unlocked their account.

## User Accounts

- 1 Send users the verification code so that they can create their own user account. The verification code is used to tie the details entered on the new user account request form, to the appropriate trading account.
- 2 Click on the “New User” button to create a new account.

My Account

Preferences

Account Users

User Accounts For This Trading Account		
	Contact Name	Telephone No
X	Jason Hale	01842 760804
X	Steve Wyatt	01842 760807

New User

Trading Account Verification Code

If you want users to request new accounts by themselves you will need to inform them of this trading account's verification code. This code is used on the new user account request form to link the new user account to this trading account.

Here is this trading account's Verification Code:

**0671-4680-48**

- 1 Select the appropriate permissions depending on the user's role.

Preferences

Rows Per Page: 20

Administrator Permissions

Administrator permissions gives the user full staging and approval permissions and allows them to share catalogues, include them in the shop search and to delete them.

Administrator? ☐

Staging Permissions

Catalogues: None

Contracts: None

Customers can allow suppliers to maintain their customer catalogue on their behalf. Suppliers can specify the on behalf permissions a user has for these catalogues here.

On Behalf: None

Approval Permissions

Catalogues: None

Save Cancel

# How To: change your preferences

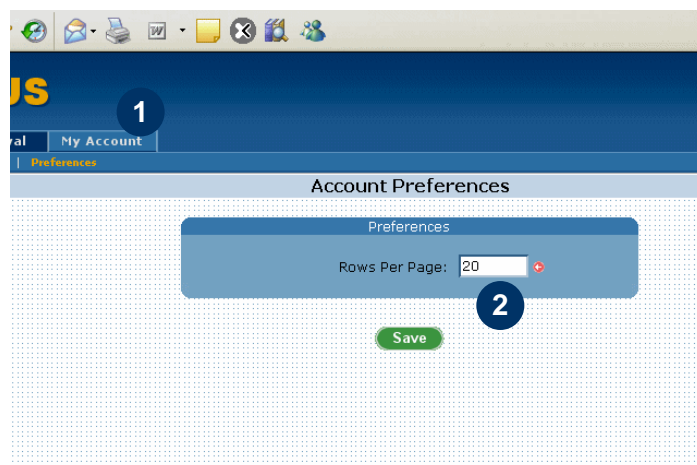
All preferences are user specific, change the settings to suit the way you work

## Note

*Additional preference's are in development. You will soon be able to determine which of the email notifications and alerts you personally receive.*

## My Account Preferences

- 1 Click on the "My Account" menu and then the "Preferences" sub menu.
- 2 Enter a value that represents the number of rows you would like shown per page when looking at a list of items and then click on the "Save" button.





# How To: change your account configuration

The majority of the account configuration settings are used to either automate the distribution of, or provide access to, published information.

## My Account Configuration

- 1 Click on the "My Account" menu and then the "Configuration" sub menu.
- 2 Enter values in the "Trading ID's" section that will identify your organisation to another system.
- 3 Enter a password in the "Trading Shared Secret" section. This password will be used to authenticate integrated systems trying to access the published information.
- 4 Enter values in the "UOM Code Conversions" section. The list shows every permutation of UOM/QOM combination for all published catalogue items. Use this list to define a standard set of values that meet the defined requirements of the integrated procurement system. The converted value will be shown in the shop and returned in the search results sent in response to the search request of an integrated system.

**NEXUS**

Appro | **My Account** | Configuration | Preferences

### Account Configuration

**Trading ID's**

Nexus ID: 50048

Exchange ID:

ANA NO:

DUNS NO:

EAN NO:

**Trading Shared Secret**

Trading Shared Secret Entered: No

New Trading Shared Secret:

Confirm Trading Shared Secret:

**UOM Code Conversions**

UOM Code	QOM	Converted UOM Code
BOX	15	= <input type="text"/>
BOX	50	= <input type="text"/>
BX	3	= <input type="text"/>
BX	12	= <input type="text"/>

- 1 Set the default classification standard that has been adopted by your organisation.
- 2 During the publication of a catalogue, the publisher will need to specify whether the latest version is a new issue or revision.

Integrated systems setup to automatically receive the latest changes, can elect to receive either the complete catalogue every time a new issue is published or changed items every time a new issue or revision is published.

**Trading Shared Secret**

Trading Shared Secret Entered: No

New Trading Shared Secret:

Confirm Trading Shared Secret:

**UOM Code Conversions**

UOM Code	QOM	Converted UOM Code
BOX	15	= <input type="text"/>
BOX	50	= <input type="text"/>
BX	3	= <input type="text"/>
BX	12	= <input type="text"/>
BX	24	= <input type="text"/>
CARTON	10	= <input type="text"/>
CARTON	100	= <input type="text"/>
PACK	15	= <input type="text"/>
PACK	50	= <input type="text"/>

**Settings**

Default Item Category Type: NHS eClass v4

Customer Catalogue Distribution: None

Hide Expired Prices From Shop? ☒

**Save**

## IN THIS SECTION

**How To: classify products**

**How To: populate a customer catalogue using a data source**

**How To: import product information**

**How To: validate and correct data content alerts**

**How To: improve my content by using a data source**

**How To: grant the associated supplier shared access**

**How To: submit a publication request for approval**

**How To: review data source changes effecting my products**

**How To: backup modified items prior to making mass updates**

**T**his section describes how to use the staging area to create and maintain your catalogues. The staging area is a working environment; you can make changes with confidence of knowing that the changes will not affect the published information until approved.

## Staging

# How To: classify products

The system supports multiple classification standards that can be used to perform online classification or to validate imported classification codes.

TIP

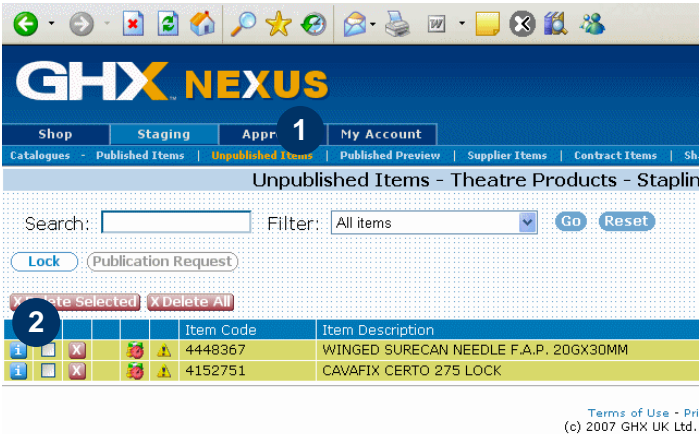
Classify multiple items at once by setting an import default or by exporting the items into a spreadsheet, where you can use the sort and drag features prior to re-importing. See import existing product information.

TIP

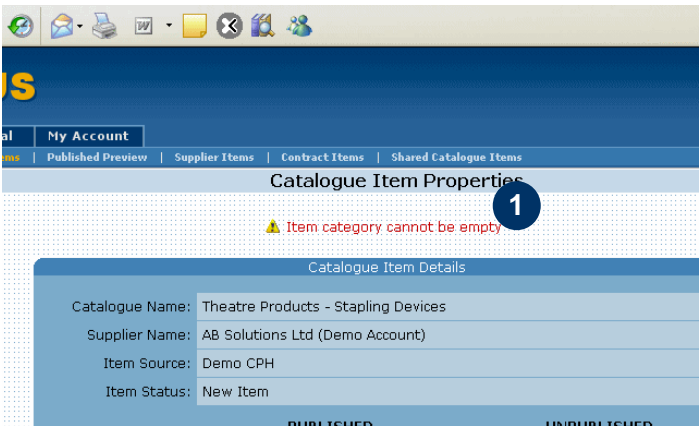
If the associated supplier catalogue (data source) is classified to your preferred standard, then benefit from this work by updating your catalogue items with this information. See improve my content using a data source.

## Catalogue Item Properties

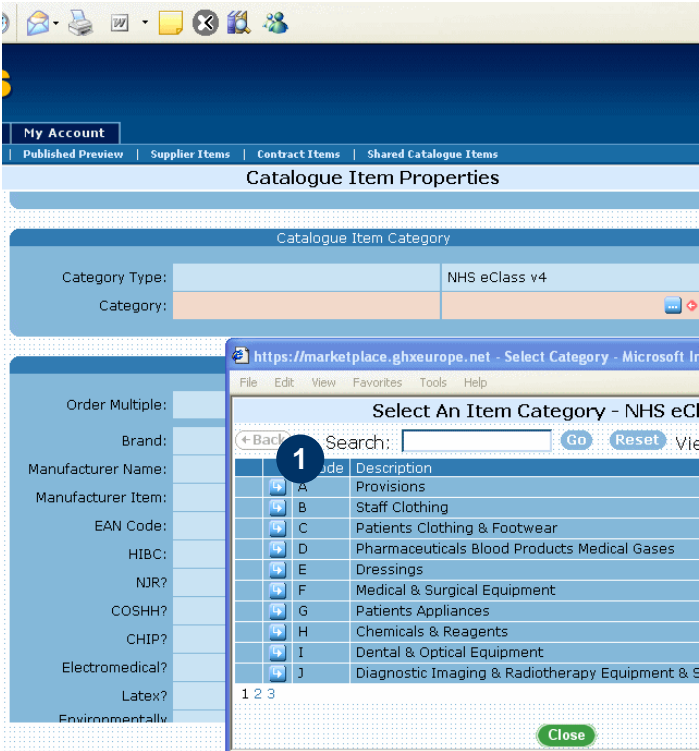
- 1 Click on the "Staging" menu and then the "Unpublished Items" sub menu.
- 2 Click on the "I" information button associated with the item you would like to classify.



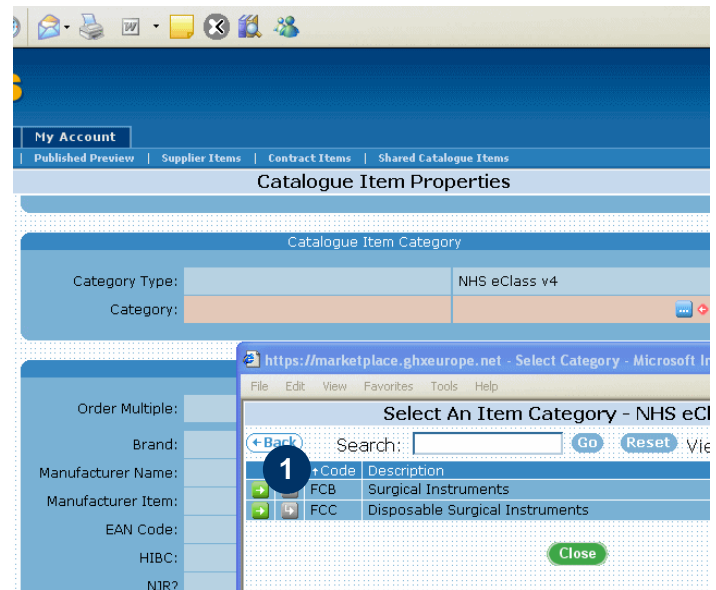
- 1 The classification code is a mandatory field and therefore must be defined.



- 1 Drill through the hierarchy by clicking on the arrow button of the selected category.



- 1 Drill through the hierarchy by clicking on the return button until you reach the lowest level indicated by a green arrow. Click on the green arrow button to select the preferred category.



# How To: populate a customer catalogue using a data source

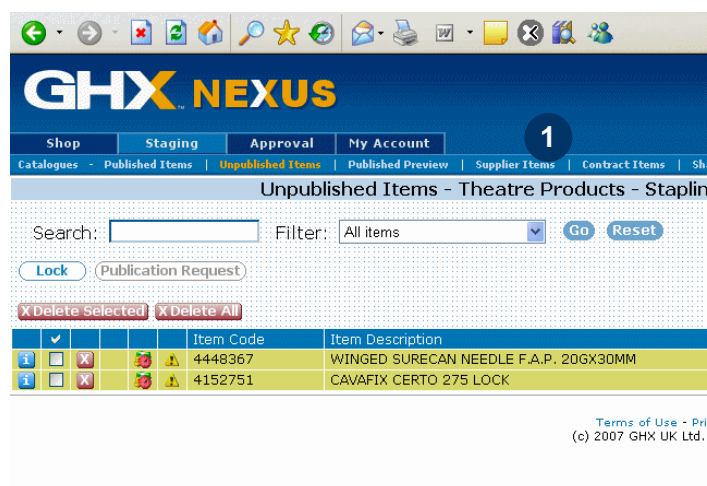
Catalogue items can be selected from a supplier managed catalogue containing their entire product range; locally loaded contracts or third party managed contracts that have been shared with you or third party managed customer catalogues that have been shared with you.

## TIP

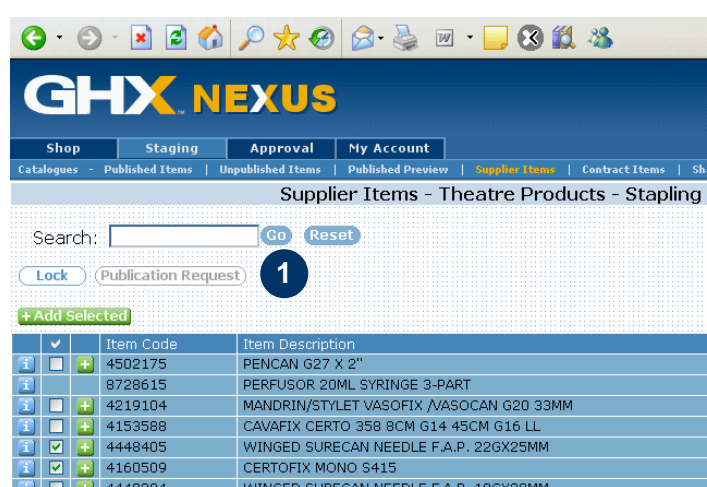
Once you have selected all of the items, export the information into a spreadsheet for advance manipulation prior to re-importing the information. See improve my content using a data source.

## Supplier Items

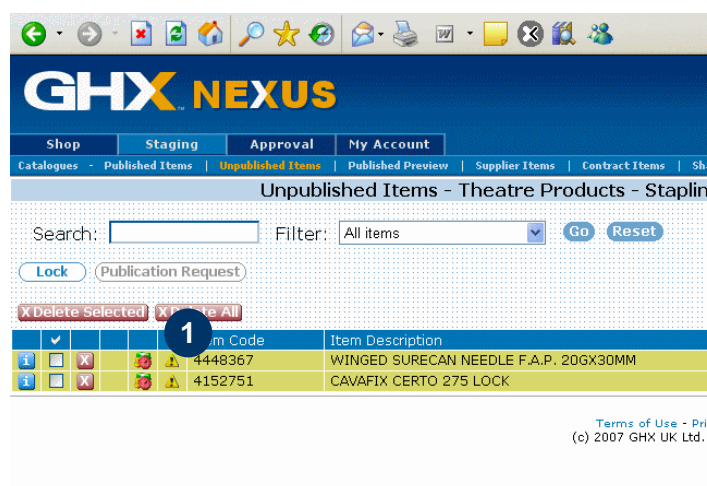
- 1 Click on the "Staging" menu and then the "Unpublished Items" sub menu and select the appropriate catalogue. Click on the "Supplier Items" sub menu to view and select from the associated suppliers entire product range.



- 1 Enter the search criteria in the "Search" text box and then click on the "Go" button.
- 2 Either select multiple rows by clicking on the check box of the associated item before clicking on the "+Add Selected" button, or selected item individually by clicking on the "+" button of the associated item.



- 1 The selected items will be copied into your customer catalogue. The alert indicator will appear if any of the mandatory information required in a customer catalogue is not available.



# How To: import product information

Before being able to import product information, you must create a customer catalogue within the staging environment. You are then ready to import existing information.

## TIP

Import information in sizable chunks so that you can resolve content issues and then publish the first version within a reasonable time frame and then add to or make amendments to published items as an on going process.

Import all items and then use the search filter to select all "unknown items" and then temporarily work on the valid items as a quick win. You can re-import without affecting the published items at a later date.

## TIP

If the supplier cannot be found then contact the GHX Helpdesk. Only GHX can create new supplier accounts as part of the supplier engagement process.

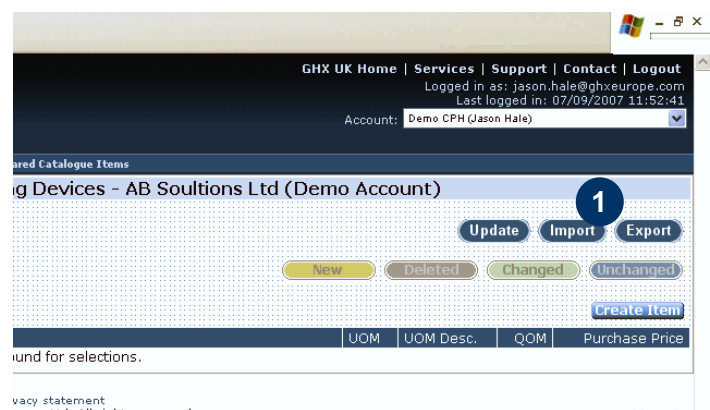
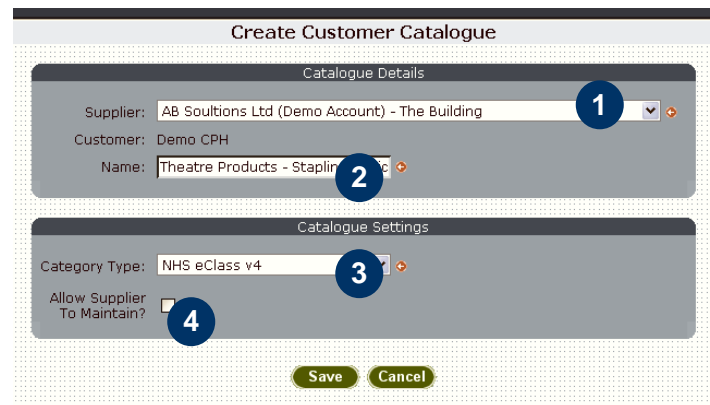
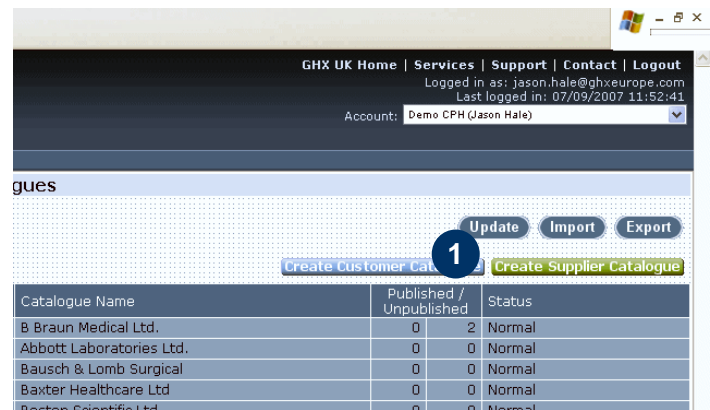
## Catalogue Import

- 1 Click on the "Staging" menu and then the "Unpublished Items" sub menu. Click on the "Create Customer Catalogue" button.

- 1 Select the associated supplier.
- 2 Type the name of the catalogue.
- 3 Select the default for the preferred classification standard.
- 4 Check this box if you would like to provide users associated with the supplier's trading account, permission to view and maintain this catalogue.

- 1 Drill into the catalogue items list by clicking on the associated arrow button.

- 1 Click on the "Import" button





1 The correct import type and catalogue will automatically be identified and set from the catalogue type.

2 Check this box if you are importing a new version of the complete catalogue, and you would like previously published products not included in the import file to be marked for deletion.

1 Select the import file by clicking on the "Browse" button, and then navigate to where the import file is stored.

2 Select a file type that matches that of the import file.

1 If the import file contains column headers then set the starting position for the import to row 2

2 Check the box "Use Headers From 1<sup>st</sup> Row" if the import file contains column headers and you would like to use these headers when matching the import file columns to the corresponding field within the catalogue.

3 If the file type selected on the previous screen is not space delimited then you will need to select the appropriate delimiter.

	Column1	Column2	Column3	Column4
	Product Description	Sales Unit	Numerator	Price
	Poor Description	Carton	50	3
	Poor Description	Carton	10	2
	Poor Description	Carton	100	1
	Poor Description	Pack	15	2
	Poor Description	Pack	15	3
	Poor Description	Pack	15	5
	Poor Description	Pack	15	4
	Poor Description	Pack	15	6
	Poor Description	Pack	15	5

## TIP

Field names that don't have either a column mapped or a default value will assume the same value as already published. Using this technique you could import just the classification codes without any other data being affected. If you would like to clear the data associated with a specific field then enter "\*blank" in the default value column.

- 1 Map the column header or column number with the corresponding catalogue field name.
- 2 You can specify a default value that will be applied to each record as it's imported. You can use this function to add a static value to every row imported i.e. a manufacturer's name or the start and expiry date for each item.

### Import Customer Items

Select Data To Import

Select the columns to map to the appropriate fields. To clear unmapped fields enter "\*blank" in the default value.

Field Name	Column To Map To	Default Value
Item Code	Column 0 (Product Code)	
Description	Column 1 (Product Description)	
Long Description		
Unit Of Measure Code	Column 2 (Sales Unit)	
Unit Of Measure Description		
Quantity of Measure	Column 3 (Numerator)	
List Price		
Purchase Price	Column 4 (Price)	
Contract Number		
Price Start Date		01/01/2007
Price Expiry Date		01/01/2008
VAT Code		
VAT Rate		
Expense Code		
Brand		
Manufacturer Name		AR Solutions Ltd

- 1 Type the name of the email recipient that should be notified once the import has completed.

### Import Customer Items

Email Settings

Recipient Email Address:

An email will be sent to the above address updating you of the status of this import.

- 1 Finally click on the "Finish" button and return to the catalogues list. The catalogue should show a status of "Queued for Import", "Import in Progress" and then "Normal".

### Import Customer Items

Import Summary

Import type: **CustomerItems**

How to Import: **jobqueue**

Catalogue: **Theatre Products - Stapling Devices**

Import file type: **CSV**

Create deletes for items not imported: **No**

CSV Delimiter: **Comma**

Text Qualifier: **doublequote**

Use First Row As Column Headings: **Yes**

Start Import At Row: **2**

Field mappings have been specified.

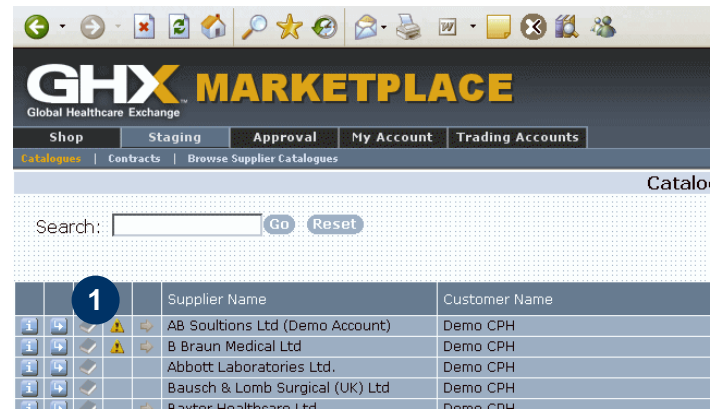
Recipient email address: **jason.hale@domain.com**

Click 'Finish' to submit your Import to the job queue

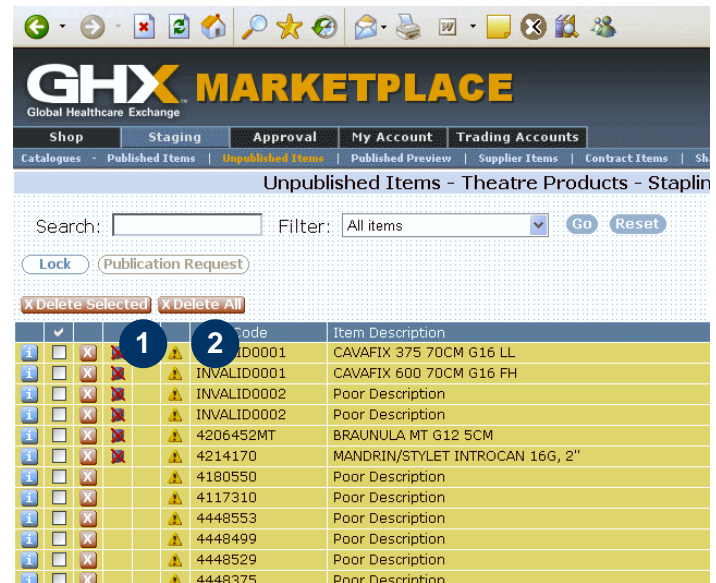
**Cancel** **Back** **Finish**



- 1 Once the import has completed, drill into the catalogue items list by clicking on the associated arrow button.



- 1 The imported items will now appear in the "Unpublished Items" list of the "Staging" environment. During the import, the system will automatically check and highlight items that don't exist in the supplier's catalogue.



- 2 An item is created with an alert if any of the mandatory fields are not populated. The import will also highlight duplicate product code/qom combinations by adding a ".DUP" followed by an incremental number suffix to the item.

# How To: validate and correct data content alerts

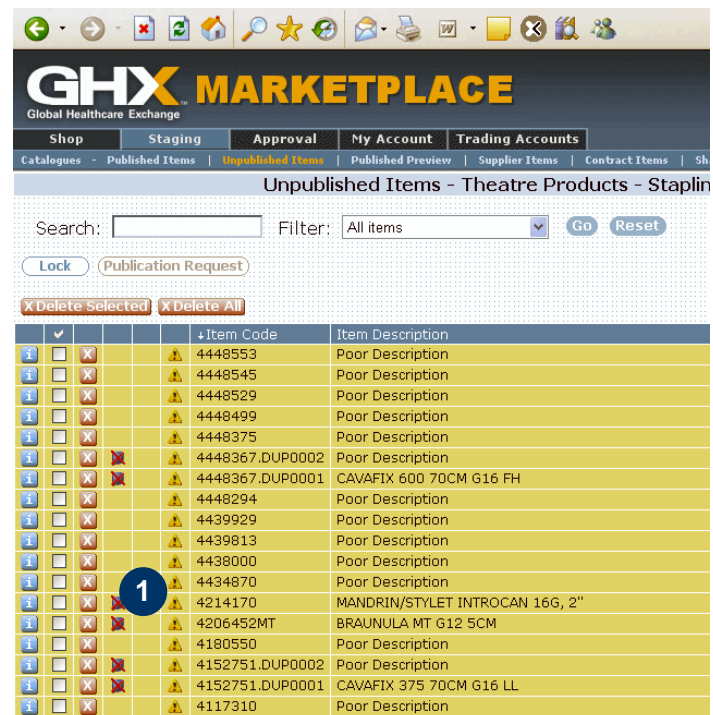
Use the indicators and alerts to ensure that all data content issues are resolved prior to publication.

## TIP

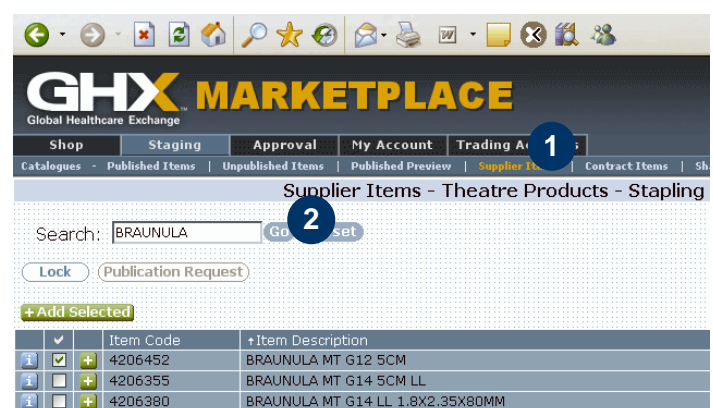
Use the "Update" button to improve your information using the available data sources. See "How to improve my data using a data source"

## Unpublished Items

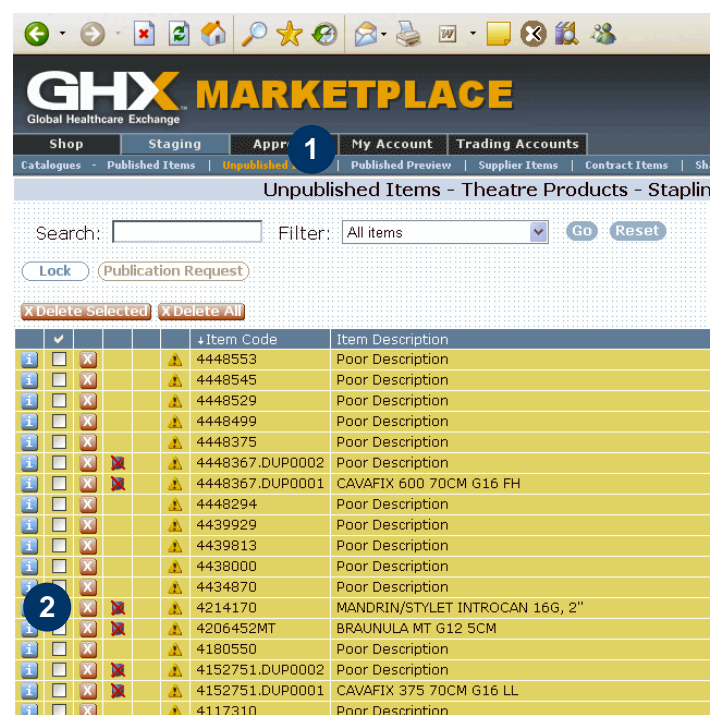
- 1 Click on the "Staging" menu and then the "Unpublished Items" sub menu for the selected customer catalogue. Products that are not found in the full supplier catalogue are highlighted with a crossed icon.



- 1 Click on the "Supplier Items" sub menu to search the supplier's full catalogue.
- 2 Enter the search criteria in the "Search" text box and then click on the "Go" button



- 1 Return to the "Unpublished Items" list by clicking on the "Unpublished Items" sub menu.
- 2 Click on the "I" information button of the unknown product.



- 1 Enter the correct code obtained from the full supplier catalogue.
- 2 Click on the "Save" button to record the product code change. Repeat this exercise for all unknown items.

**Catalogue Item Properties**

⚠ Item category cannot be empty

**Catalogue Item Details**

Catalogue Name: Theatre Products - Stapling Devices  
 Supplier Name: AB Solutions Ltd (Demo Account)  
 Item Source: Demo CPH  
 Item Status: New Item

Item Code: 4206452MT  
 Description: BRAUNULA MT G12 5CM  
 Long Description:  
 UOM Code: BOX  
 UOM Description:  
 QOM: 50

1

2

Save Cancel

- 1 It's not possible to store duplicate product code/qom items. If duplicate items are included in an import file, the system will add a suffix during the import process.
- 2 Click on the "Item Code" column header to compare duplicated items side by side.

Click on the delete button of the product that you would like to remove and then remove the suffix of the product you would like to keep by clicking on the "I" Information button of the item and removing the suffix before clicking "Save"

**GHX MARKETPLACE**  
Global Healthcare Exchange

Shop Staging Approval My Account Trading Accounts

Catalogues Published Items Unpublished Items Published Preview Supplier Items Contract Items

**Unpublished Items - Theatre Products - Staplin**

Search: Filter: All items Go Reset

Lock Publication Request

X Delete Selected X Delete All

					Item Code	Item Description
					4448553	Poor Description
					4448545	Poor Description
					4448529	Poor Description
					4448499	Poor Description
					4448375	Poor Description
					4448367.DUP0002	Poor Description
					4448367.DUP0001	CAVAFIX 600 70CM G16 FH
					4448294	Poor Description
					4439929	Poor Description
					4439813	Poor Description
					4438000	Poor Description
					4434870	Poor Description
					4214170	MANDRIN/STYLET INTROCAN 16G, 2"
					4206452MT	BRAUNULA MT G12 5CM
					4180550	Poor Description
					4152751.DUP0002	Poor Description
					4152751.DUP0001	CAVAFIX 375 70CM G16 LL
					4117310	Poor Description

2

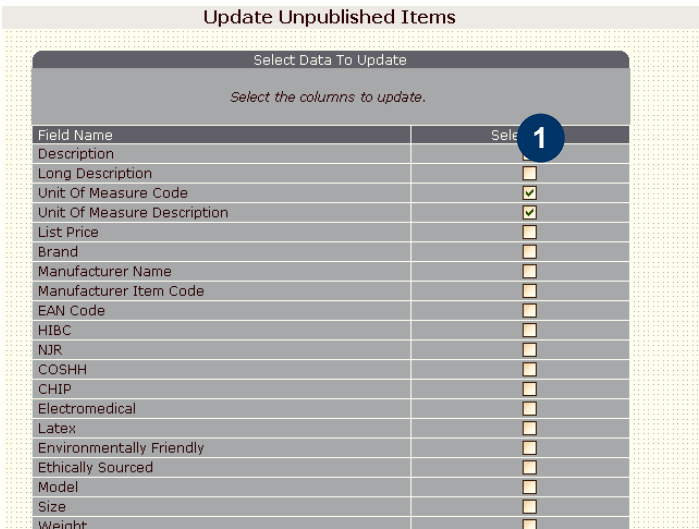
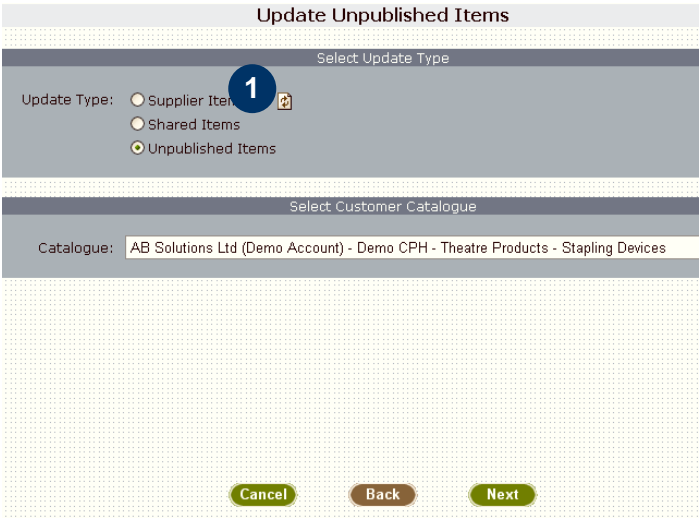
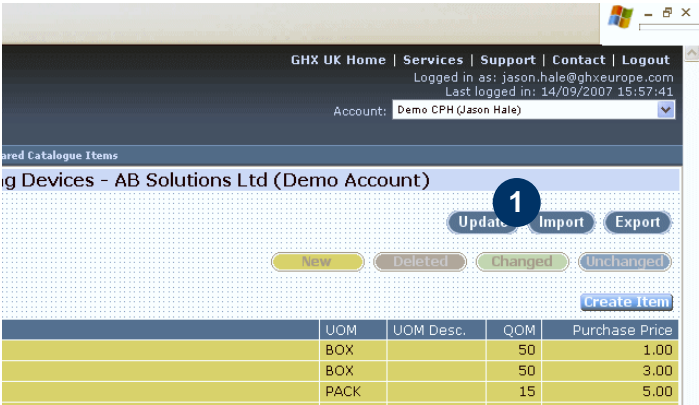
1

# How To: improve my content by using a data source

Use the update button to improve the quality of your initial catalogue load by updating the products using the latest supplier managed information.

## Catalogue Update

- 1 Click on the "Staging" menu and then the "Unpublished Items" sub menu for the selected customer catalogue. Click on the "Update" button
- 1 Select "Unpublished Items" and the system will update each of the "Unpublished Items" with information found in the full supplier's catalogue. The "Supplier Items" and "Shared Items" options are used to update your published items by creating unpublished items with the changes from the specified data source.
- 1 Select which of the available fields you would like to update from the suppliers full catalogue.



The data is now cleansed and ready for publication.

Unpublished Items - AB Solutions Ltd

Search:  Filter: All items Go Reset

Lock Publication Request

X Delete Selected X Delete All

	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Item Code	Item Description
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		4206452	BRAUNULA MT G12 5CM
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		4152751	CAVAFIX CERTO 275 LOCK
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		4180550	CAVAFIX CERTODYN 335
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		4117310	SANGOFIX B DIN 58360 LUER LOCK
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		4439813	SURECAN BENT G22X15MM
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		4434870	SURECAN NEEDLE ANGLED 22G/35MM
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		4438000	SURECAN PORT CANNULA G19/15MM, 90 DEGR
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		4439929	SURECAN PORT CANNULA G20/15MM, 90 DEGR
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		4448499	WINGED SURECAN N.W.Y-SITE F.A.P.20GX25MM
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		4448529	WINGED SURECAN N.W.Y-SITE F.A.P.22GX15MM
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		4448545	WINGED SURECAN N.W.Y-SITE F.A.P.22GX25MM
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		4448553	WINGED SURECAN N.W.Y-SITE F.A.P.22GX30MM
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		4448294	WINGED SURECAN NEEDLE F.A.P. 19GX20MM
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		4448367	WINGED SURECAN NEEDLE F.A.P. 20GX30MM
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		4448375	WINGED SURECAN NEEDLE F.A.P. 22GX12MM

# How To: grant the associated supplier shared access

You can provide the supplier with access to individual catalogues containing their products. This would enable the supplier to correct unknown product codes and validate pricing information to ensure it matches their sales order entry system.

## TIP

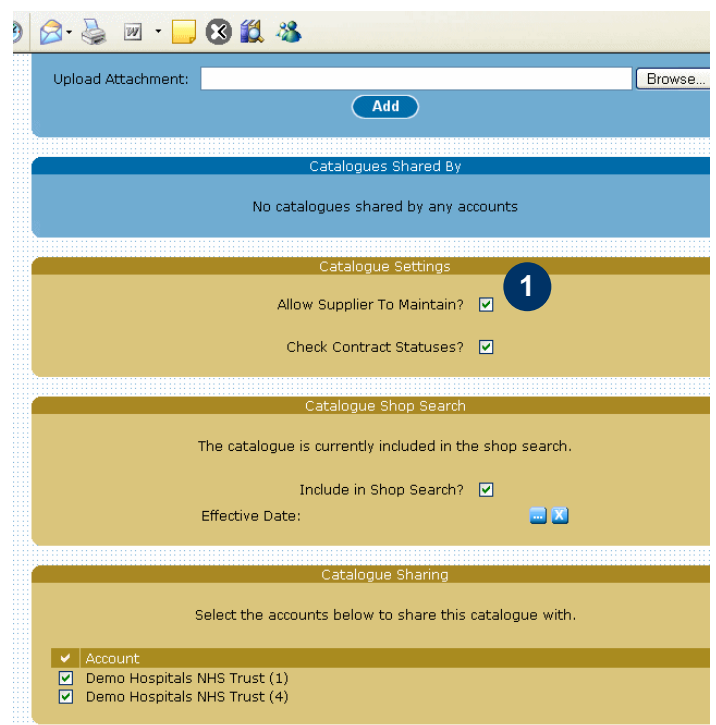
*Only the trading account manager or user administration has the required permissions to perform the task.*

## Catalogue Properties

- 1 Click on the "Staging" menu and then the "I" Information button of the selected customer catalogue.



- 1 Click on the "Allow Supplier To Maintain" checkbox to grant permission. Then click on "Save". Once saved all users associated with the suppliers trading account and with the correct permissions will be able to see your catalogue. A supplier can make changes and submit a publication request for approval. All changes will be recorded in you audit log.



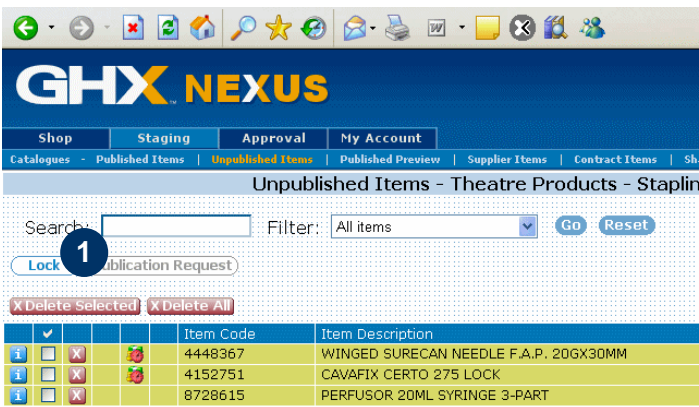


# How To: submit a publication request for approval

All changes made within the staging environment can be completed with the confidence of knowing that the published items will not be affected without an important approval process. A publication request must be submitted for approval.

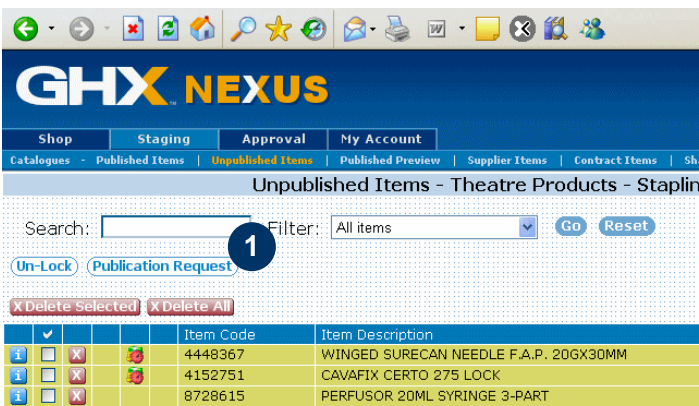
## Publication Request

- 1
- Click on the "Staging" menu and then the "Unpublished Items" sub menu for the selected customer catalogue. Click on the "Lock" button to ensure that no more changes are made to the catalogue by any number of other users, whilst you do a final check before submitting the publication request.



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- 1
- Click on the "Publication Request" button.

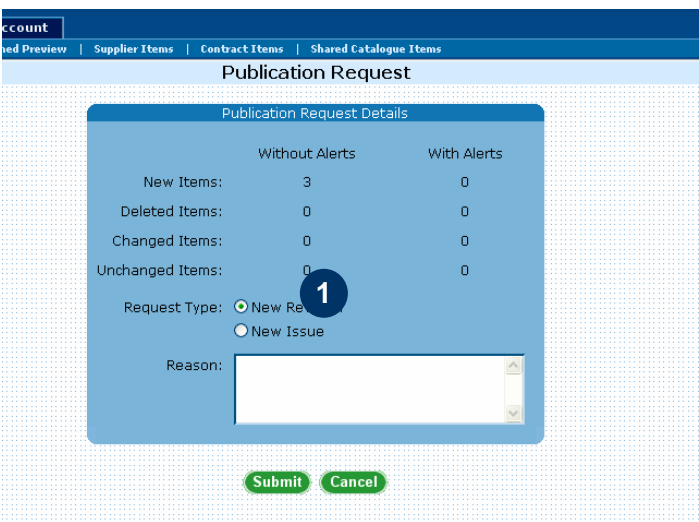


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- 1
- Select the option that indicates whether the latest version of the catalogue is either a new issue or revision.

Integrated systems setup to automatically receive the latest changes, can elect to receive either the complete catalogue every time a new issue is published or changed items every time a new issue or revision is published.

A system setup only to synchronise with each new issue, would not receive the new revision updates. These should generally be cosmetic changes not warranting a complete synchronisation.



- 1 Once the publication has been submitted the catalogue status changes to "Awaiting Approval".

The status will return back to "Normal" once approved.



The screenshot shows the GHX UK Home web application. The header includes navigation links (Home, Support, Contact, Logout), user information (Logged in as: andy.bishop@ghxeurope.com, Last logged in: 03/01/2008 14:47:26), and an account dropdown (Account: Demo CPH). Below the header, there are buttons for 'Update', 'Import', and 'Export'. A section titled 'Catalogues' contains two links: 'Create Customer Catalogue' and 'Create Supplier Catalogue'. A table below lists catalogues with columns for 'Catalogue Name', 'Published / Unpublished', and 'Status'. The first row, 'Theatre Products - Stapling Devices', has 13 published and 3 unpublished items, and its status is 'Awaiting Approval', which is highlighted with a red circle and the number 1. The other catalogues have 0 published and 0 unpublished items, and their status is 'Normal'.

Catalogue Name	Published / Unpublished	Status
Theatre Products - Stapling Devices	13 / 3	Awaiting Approval
Abbott Laboratories Ltd.	0 / 0	Normal
B Braun Medical Ltd.	0 / 0	Normal
CR Bard Ltd	0 / 0	Normal
Bausch & Lomb Surgical	0 / 0	Normal
Baxter Healthcare Ltd	0 / 0	Normal
Boston Scientific Ltd	0 / 0	Normal
Cardinal Health Ltd.	0 / 0	Normal

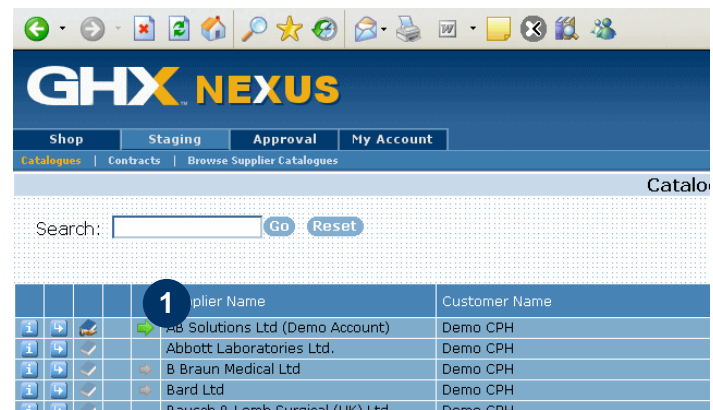


# How To: review data source changes effecting your products

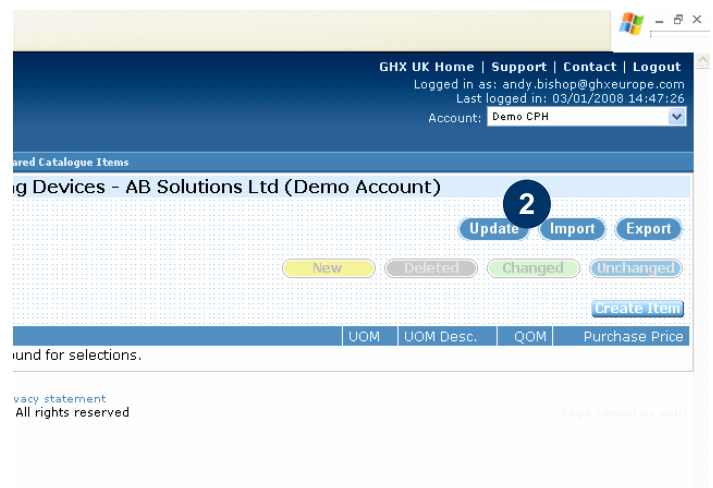
The managed data source will enable you to focus only on the changes that affect you.

## Catalogue Update

- 1 Each time a data source is changed the system checks to see if any of the changes affect a customer catalogue. The managed catalogue "arrow" indicator turns green if an update affects your catalogue.



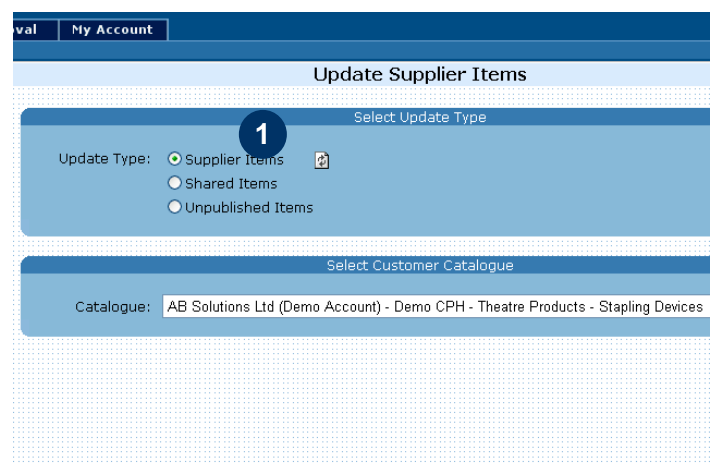
- 1 Click on the "Staging" menu and then the "Unpublished Items" sub menu for the selected customer catalogue that indicates changes are pending.



- 2 Click on the "Update" button

- 1 Select the appropriate "Update Type".

The "Supplier Items" and "Shared Items" options are used to update your published items by creating unpublished items with the changes from the specified data source. The "Unpublished Items" option updates your unpublished items with the details from the supplier items data source.



- 1 Select which of the available fields should be included when checking for differences.

Field Name	Selected
Description	<input checked="" type="checkbox"/>
Long Description	<input checked="" type="checkbox"/>
Unit Of Measure Code	<input checked="" type="checkbox"/>
Unit Of Measure Description	<input checked="" type="checkbox"/>
List Price	<input checked="" type="checkbox"/>
Order Multiple	<input type="checkbox"/>
Brand	<input checked="" type="checkbox"/>
Manufacturer Name	<input checked="" type="checkbox"/>
Manufacturer Item Code	<input checked="" type="checkbox"/>
EAN Code	<input checked="" type="checkbox"/>
HIBC	<input checked="" type="checkbox"/>
NJR	<input checked="" type="checkbox"/>
COSHH	<input checked="" type="checkbox"/>
CHIP	<input checked="" type="checkbox"/>
Electromedical	<input checked="" type="checkbox"/>
Latex	<input checked="" type="checkbox"/>
Environmentally Friendly	<input checked="" type="checkbox"/>
Ethically Sourced	<input checked="" type="checkbox"/>

- 1 The catalogue status will change to "Queued for Update".  
  
You will receive email notification and the status will return back to "Normal" once the update has completed.

Catalogue Name	Published / Unpublished	Status
Theatre Products - Stapling Devices	13 / 0	Queued for Update
Abbott Laboratories Ltd.	0 / 0	Normal
B Braun Medical Ltd.	0 / 0	Normal
CR Bard Ltd	0 / 0	Normal
Bausch & Lomb Surgical	0 / 0	Normal
Baxter Healthcare Ltd	0 / 0	Normal
Boston Scientific Ltd	0 / 0	Normal
Cardinal Health Ltd.	0 / 0	Normal

- 1 Click on the "Staging" menu and then the "Unpublished Items" sub menu for the selected customer catalogue. Any published items that differ from the data source for the select fields will be listed.  
  
Click on the "I" Information button of the changed item to review the difference.

Item Code	Item Description
4206452	BRAUNULA MT G12 5CM
4438000	SURECAN PORT CANNULA G19/15MM, 90 DEGR
4448545	WINGED SURECAN N.W.Y-SITE F.A.P.22GX25MM
4448529	WINGED SURECAN N.W.Y-SITE F.A.P.22GX15MM
4448553	WINGED SURECAN N.W.Y-SITE F.A.P.22GX30MM
4448294	WINGED SURECAN NEEDLE F.A.P. 19GX20MM
4439813	SURECAN BENT G22X15MM
4434870	SURECAN NEEDLE ANGLED 22G/35MM
4180550	CAVAFIX CERTODYN 335
4448499	WINGED SURECAN N.W.Y-SITE F.A.P.20GX25MM

- 1 The differences are highlighted in green and can be compared side by side.

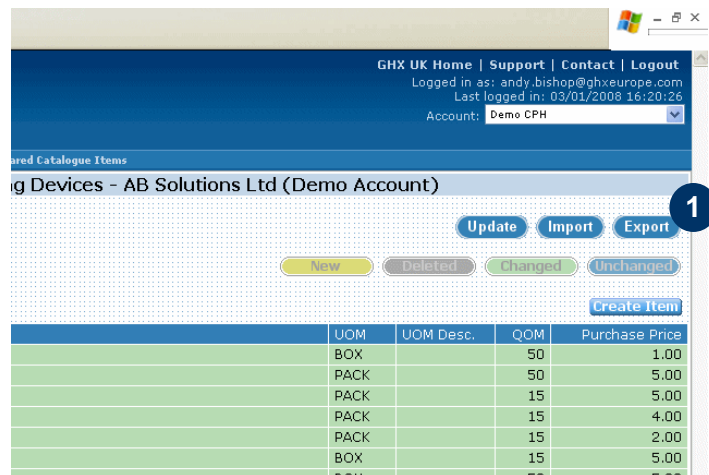
My Account	
Published Preview	Supplier Items
Contract Items	
Shared Catalogue Items	
Catalogue Item Properties	
Expense Code:	
Catalogue Item Category	
Category Type:	NHS eClass v4
Category:	FXJ - Needles
Catalogue Item Other Details	
Order Multiple:	
Brand:	
Manufacturer Name:	
Manufacturer Item:	4448545
EAN Code:	4022500000000
HIBC:	
NJR?	
COSHH?	

# How To: backup modified items prior to making mass updates

If you are going to perform a mass update from an available data source but you have already made a significant number of manual corrections, it would be prudent to take a copy of your work.

## Catalogue Export

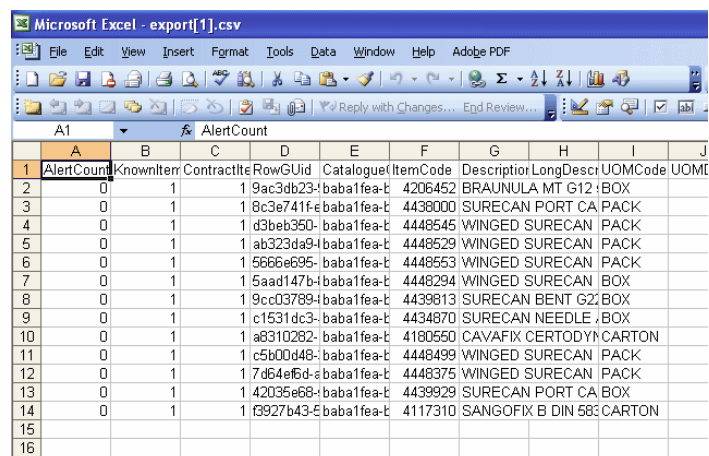
- 1 Click on the "Staging" menu and then the "Unpublished Items" sub menu for the selected customer catalogue. Click on the "Export" button.



- 1 The correct catalogue and export type and catalogue will automatically be identified and set from the catalogue type.
- 2 Select when you would like the export to take place.



- 1 If you elect to run now and you have Excel associated with the .CSV file type, Excel will automatically be launched and you will be able to review the export data.



## IN THIS SECTION

**How To: process a publication request**

**How To: publish approved items and return a publication response**

**How To: make a published catalogue visible to your customers**

**How To: share a published catalogue with group members.**

**T**his section describes the approval process. The approver has overall responsibility for the publication of any changes to products made available to their buying community. This is an important quality control step.

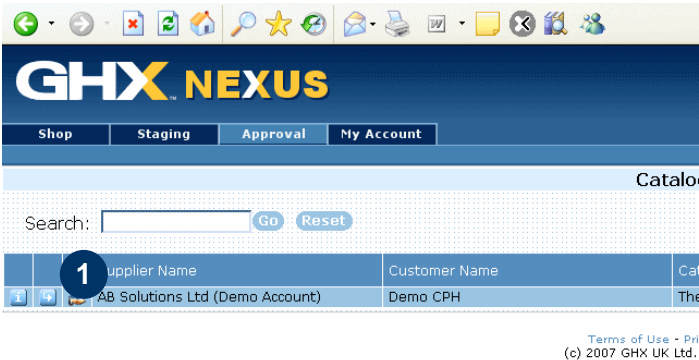
## Approval

# How To: publish approved items and return a publication response

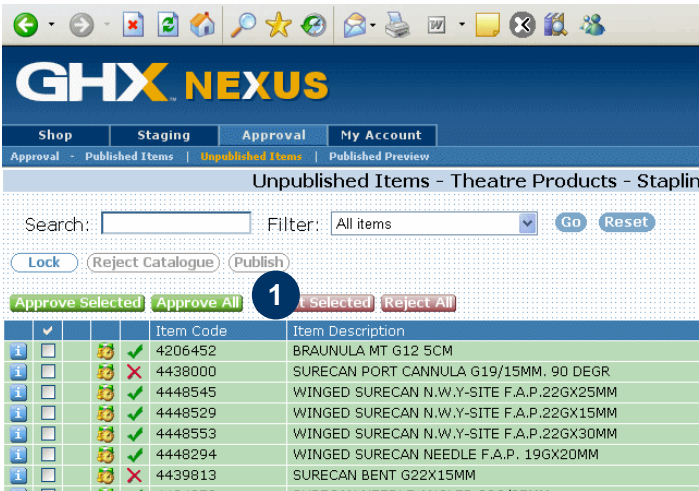
Compare the published items with the latest version that has been submitted for approval and then either accept or reject the changes completing the publication.

## Catalogue Publication

- 1
- Click on the "Approval" menu and then drill into the customer catalogue you would like to publish by clicking on the associated arrow.

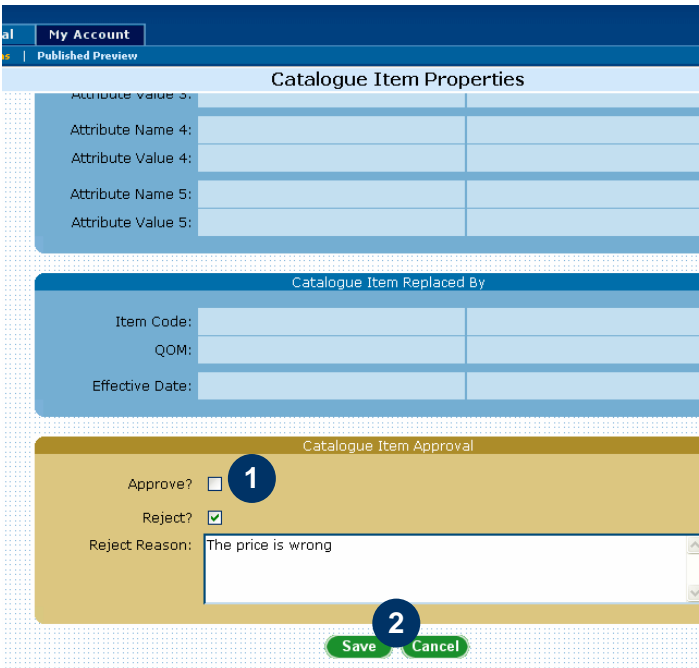


- 1
- Either select multiple rows by clicking on the check box of the associated item before clicking on the "Approve/Reject Selected" button, or select an item individually by clicking on the "i" Information button of the associated item.

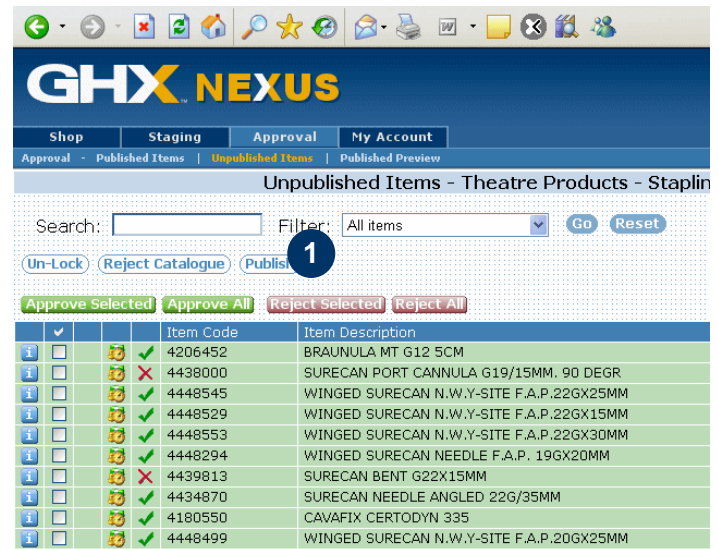


- 1
- Click on the Approve check box if you would like the item to be published or the reject check box with reason if you would like to reject the item.

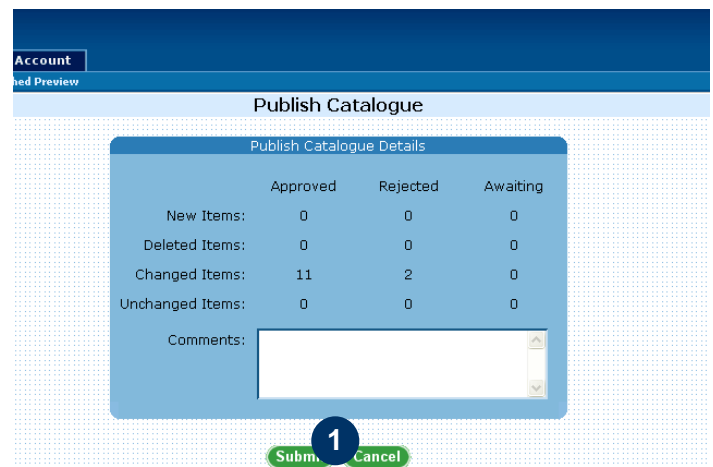
- 2
- Click on the "Save" button.



- 1 Click on the "Publish" button after first clicking on the "Lock" button to ensure that no more changes are made to the catalogue by any number of other users, whilst you do a final check before completing the publication.



- 1 Click on the "Submit" button after reviewing the summary.



- 1 The catalogue status will then change to "Queued for Publication" and then normal once the approved items have been published. The catalogue will disappear from the approvals list and an alert indicator will be set in the staging catalogue list if any of the items were rejected.



- 1 Items that have been rejected will remain in the “Unpublished Items” list within “Staging”. The authors will be able to review the rejected reason and if possible correct the problem ready for the next release.

My Account

Published Preview | Supplier Items | Contract Items | Shared Catalogue Items

### Catalogue Item Properties

1

⚠ Item rejected by approver. Reason: The price is wrong. ✖

#### Catalogue Item Details

Catalogue Name:	Theatre Products - Stapling Devices	
Supplier Name:	AB Solutions Ltd (Demo Account)	
Item Source:	Demo CPH	
Item Status:	Changed Item	
	<b>PUBLISHED</b>	<b>UNPUBLISHED</b>
Item Code:	4438000	
Description:	SURECAN PORT CANNULA G19/15MM. 90 DEGR	SURECAN PORT CANNULA G19/15MM. 90 DEGR
Long Description:		
UOM Code:	PACK	PACK
UOM Description:		
QOM:	50	

Save Cancel



# How To: make a published catalogue visible to your customers

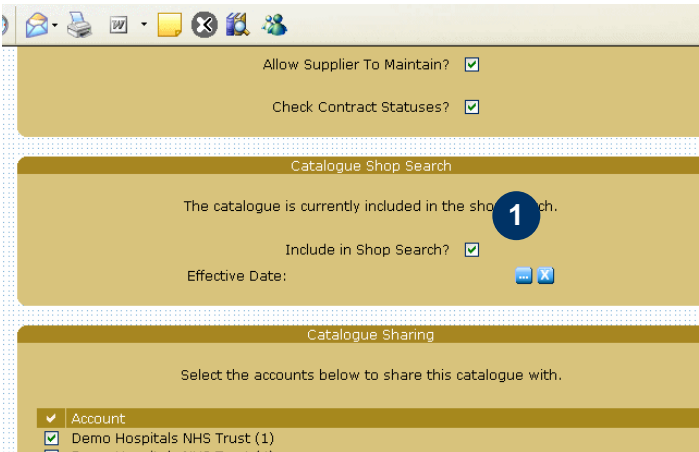
It is possible to create and publish a new catalogue whilst being hidden until a defined effective date. The effective date could correspond with the deactivation effective date of an associated catalogue.

## Catalogue Properties

- 1
- Click on the "Staging" menu and then the "I" Information button of the selected customer catalogue.



- 1
- Click on the "Include in Shop Search" checkbox and set the effective date. Then click on "Save". The catalogue will remain hidden from the buying community until the effective date.



# How To: share a published catalogue with group members

Share your managed information as a data source that can be used by your group members.

## Catalogue Properties

- 1
- Click on the "Staging" menu and then the "I" Information button of the selected customer catalogue.

GHX NEXUS

Shop | **Staging** | Approval | My Account

Catalogues | Contracts | Browse Supplier Catalogues

Catalogue

Search:  Go Reset

1

	Supplier Name	Customer Name
	AB Solutions Ltd (Demo Account)	Demo CPH
	Abbott Laboratories Ltd.	Demo CPH
	B Braun Medical Ltd	Demo CPH
	Bard Ltd	Demo CPH
	Bausch & Lomb Surgical (UK) Ltd	Demo CPH
	Baxter Healthcare Ltd.	Demo CPH
	Boston Scientific Ltd	Demo CPH

Upload Attachment:  Browse...

Add

Catalogues Shared By

No catalogues shared by any accounts

Catalogue Settings

Allow Supplier To Maintain? ☒

Check Contract Statuses? ☒

Catalogue Shop Search

The catalogue is currently included in the shop search.

Include in Shop Search? ☒

Effective Date: ... X

Catalogue Sharing

Select the accounts below to share this catalogue with.

1

Unit

☒ Demo Hospitals NHS Trust (1)

☒ Demo Hospitals NHS Trust (4)

## IN THIS SECTION

**How To: review  
published information**

**T**he shop can be used to search all of the catalogue items that have been published for the associated trading account.

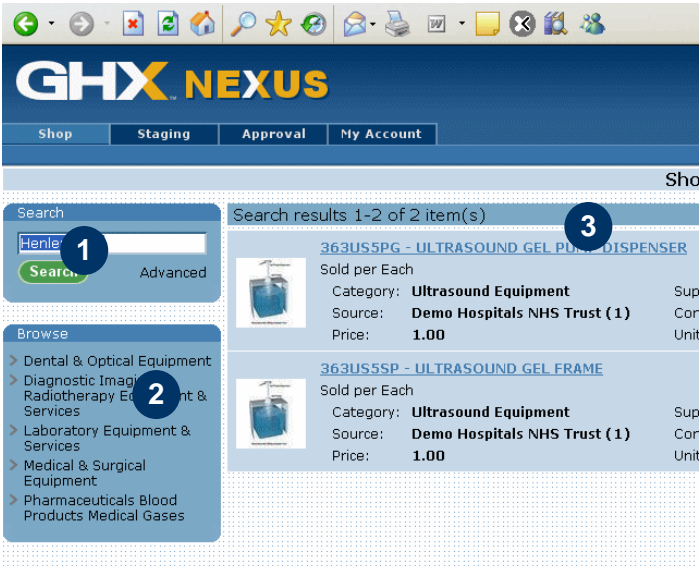
**Shop**

# How To: review published items

Provide each of your buyers with access to your published information via the web.

## Shop View

- 1 Enter the search criteria in the "Search" text box and then click on the "Search" button. The search will be performed over all available fields. Click on the "Advanced" button to search on a specific field.
- 2 Drill through the classification hierarchy to find products
- 3 Click on the product code/description hyper link to view all the full product details.



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- 1 Click on "Back" to return to the full list.

