How to generate a price list from Intrastats

Price Lists should only be generated as per Directors instructions and not on an ad Hock basis

1. Create a stock group of the items you want to include:
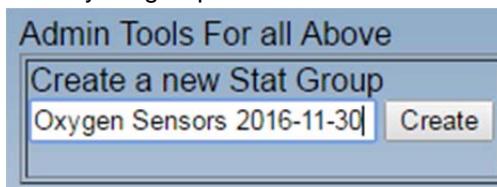   Sales → Sales Groups: Stock/Account Group Menu → Create New Stock Group

Input your first part number i.e. 0110017, Search

Name your group "Create a new Stat Group" and click Create

Go to the stock group options menu.

Add the rest of the products required for the price list.
Modify/View Group Items → Add Single Items

- **Add Single Items**

To check that all items have been added successfully go back to the Options menu and select Show Group Items.

Show Group Items

The following page will show, any items which are highlighted red have been discontinued or superseded. You can remove them from the group from here.

Oxygen Sensors 2016-11-30 Option's Menu
Stock Group - Oxygen Sensors 2016-11-30

Grey Rows - Implys the product is not logged in the OPERA Special Price List 0001
Discontinued

Item Count	#Order	Stock Reference	Description	REMOVE FROM GROUP	GHX Description	GTIN
1 / 1	0	0110017	Oxygen sensor R-17MED **Remove from Group**		Teledyne Oxygen sensor R-17MED	5051826000700
2 / 2	0	0110022	Oxygen sensor R-22MED **Remove from Group**		Teledyne Oxygen sensor R-22MED	5051826000717
3 / 2	0	0110030	Oxygen sensor R-30MED **Remove from Group**			5051826000809

reorder

2. Once the stock group is created you can create the price list.
   Modify/View Group Items → Price List

   Price List (Beta Test - Prices need checking)

   This will open the page where you can select the different price lists to print.

   SELECT PRICE LIST

   0001 UK End User
   0002 UK Distributor
   0003 International End User Euros
   0004 International Distributor Euros
   0005 International End User USD
   0006 International Distributor USD

   Click the one required, this will open the PDF of the price list in your browser. Check that all parts are present and correct.

   Should there be some parts which do not include a price list in Intrastats a warning will be shown underneath the list of price lists, speak with Steve Nixon regarding the correct price and input into Opera.

   0110030 0001 UK End User
   0110030 0002 UK Distributor
   0110030 0003 International End User Euros
   0110030 0004 International Distributor Euros
   0110030 0005 International End User USD
   0110030 0006 International Distributor USD

   When prices are updated in Opera it will take until the **next working day** for them to show in Intrastats.

3. Save price list into Z:\Information for Library
   Review the name the original price list was saved as in L drive.
   They usually are for example:
   Price List Title *Price List* Price List *Date in full backwards*.pdf
   i.e. Oxygen Sensors GBP Distributor Price List 2016-11-30.pdf

   Do this for each of the different currencies you are required to produce a price list for and save in Z:\.