

## Generating Spreadsheet Price Lists

On an annual basis we provide all our UK NHS customers with an up-to-date pricing spreadsheet. Please follow the following steps to generate this:

1. Open Stock Group  
Sales → Sales Groups: Stock/Account Group Menu → Currently showing My Groups - Click to Change to Show All Groups

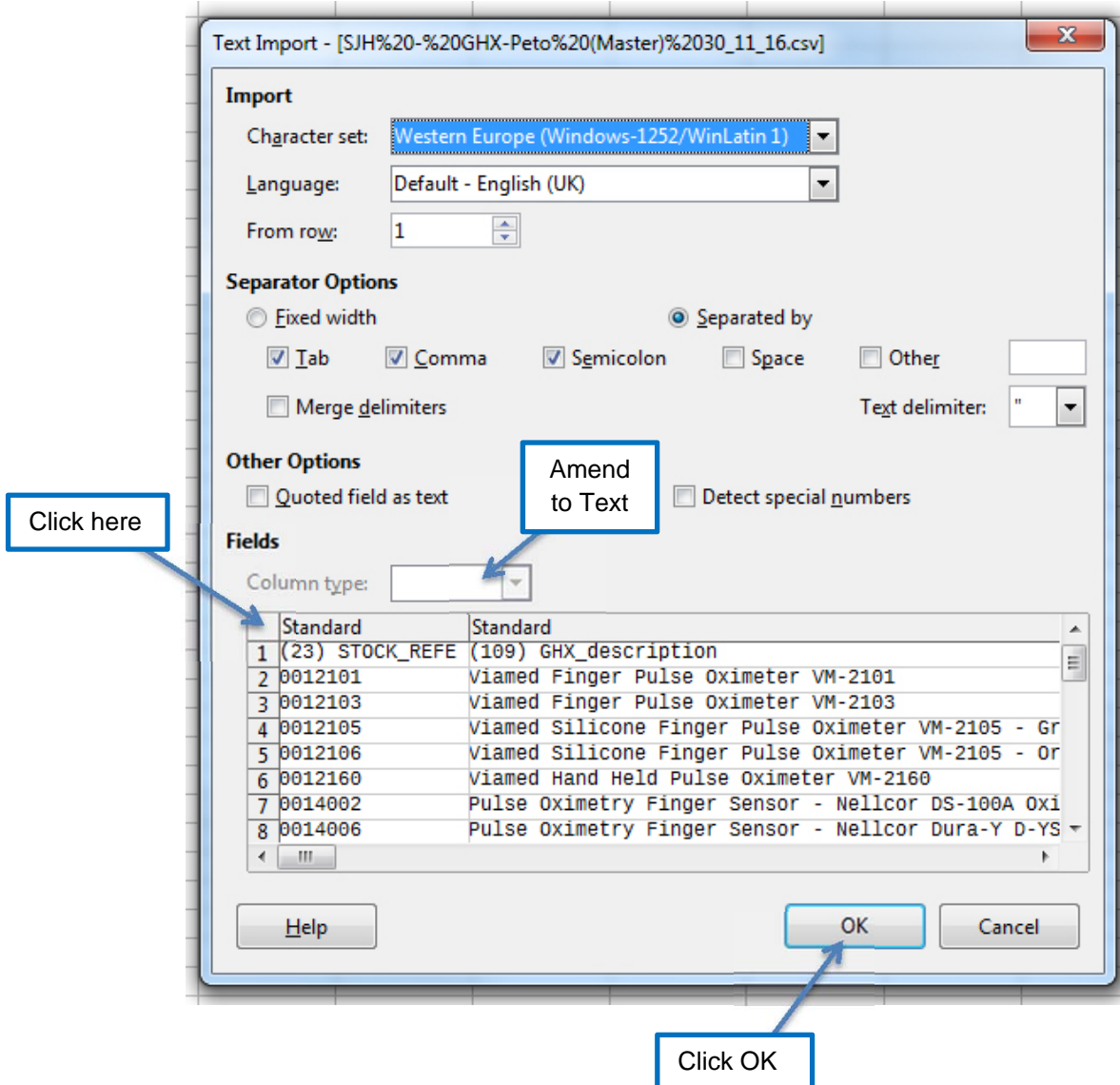
Select **Steve Hardaker SJH - GHX/Peto (Master)** and click Use.

2. Select Export Data (Export Routines → EXPORT DATA)  
This will open a page of Export Templates. You need to use:

GHX

UK GBP End User

3. By clicking UK GBP End User this will download the spreadsheet for you. Due to the nature of this type of file you need to close this copy and reopen in LibreOffice Calc so that it gives you the option to determine the cell types.



This will open the file with all the leading Zeros and numbers in the right format.

4. You will now need to delete some of the columns, these are:  
 Column T – (77) webimageurl  
 Column U – (78) webimageurl  
 Column W – (241) UOM
5. To help the NHS out we now need to rename the columns so that they are easy to understand, this also makes it easier should you require to upload this to GHX website. The columns should be named as follows:
  - A. Part Number
  - B. Description
  - C. Long Description
  - D. Selling Price
  - E. List Price (ultimately the same but helps for checking purposes)
  - F. Quantity Break 1
  - G. Quantity Break 1 Special Price
  - H. Quantity Break 2
  - I. Quantity Break 2 Special Price
  - J. Quantity Break 3
  - K. Quantity Break 3 Special Price
  - L. Quantity Break 4
  - M. Quantity Break 4 Special Price
  - N. EAN 13/GTIN
  - O. COSHH
  - P. Electromedical
  - Q. Latex
  - R. Environmentally Friendly
  - S. Ethically Sourced
  - T. NHS EClass
  - U. UOM
  - V. UOM Description
  - W. Unit Size
  - X. Brand
  - Y. Warranty
  - Z. Manufacturers Name
  - AA. Manufacturers Product Code
6. Create a folder in u:\Year\Month\Pricing Updates and save a copy as .csv and .xls file as Viamed Pricing Update \*full date backwards\*.\*\*\*  
 i.e. Viamed Pricing Update 2016-11-30.xls
7. Should a copy of this require to be sent using the Mailchimp system COP ?? check with Steve Hardaker or Catrin Hollings.

Note: Should a customer request a tailored spreadsheet price list for just the products they specify/purchase you can follow the above steps from 2 onwards once you have created a relevant stock group.