VM3COP20.50 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. Unfortunately this can not be done in Microsoft Excel or OpenOffice Calc.
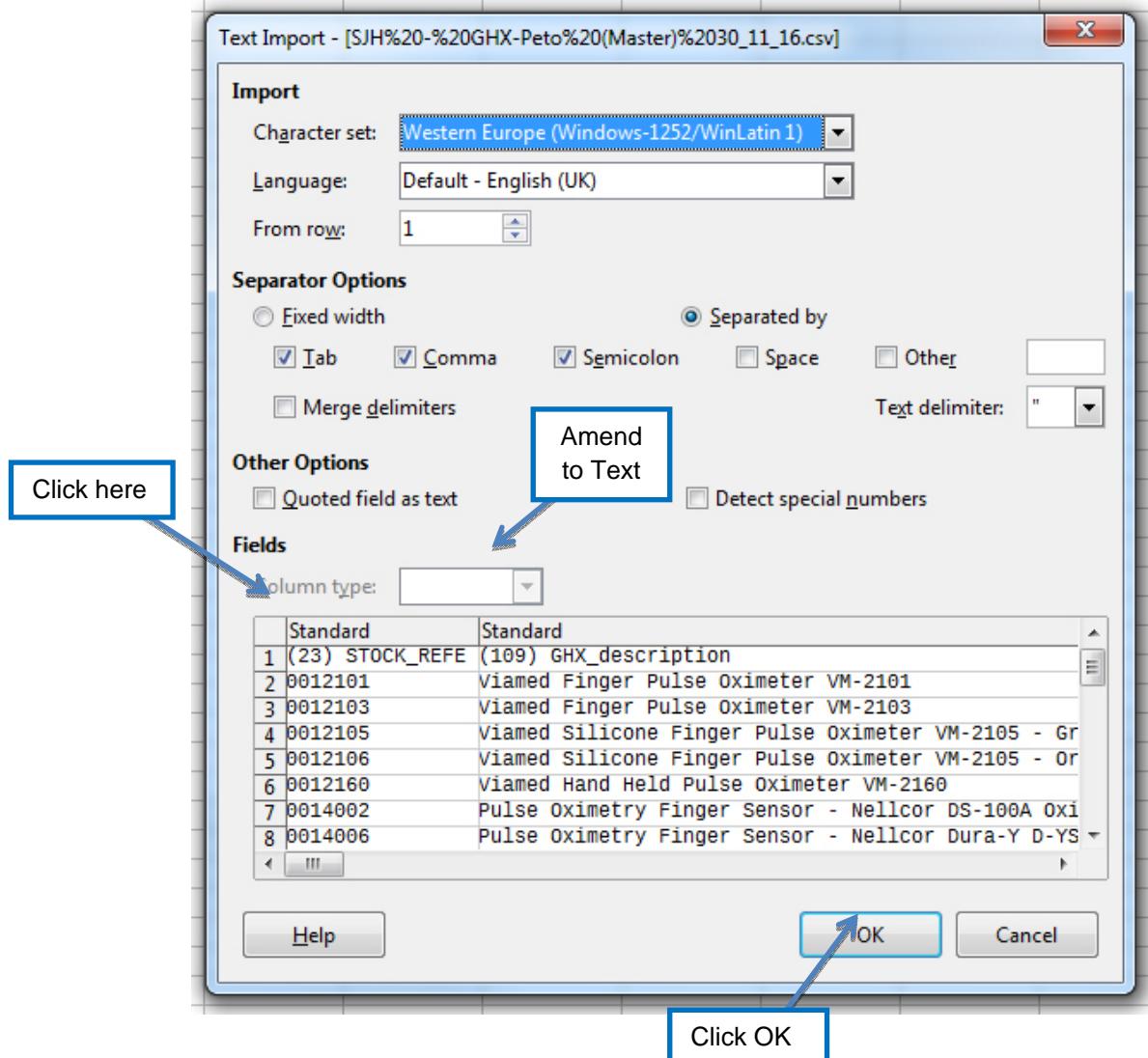
This will open the file with all the leading zeros and numbers in the right format.

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 be required to be sent using the Mailchimp system VM3COP20.49 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.

Creating Stock Groups

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

STOCK SALES

Search ref
0110017

search

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

Admin Tools For all Above

Create a new Stat Group

| Oxygen Sensors 2016-11-30 | Create |
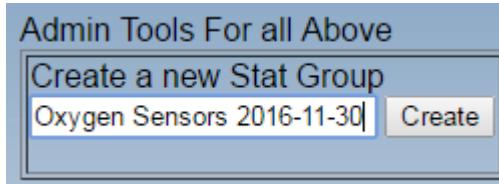
Go to the stock group options menu.

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

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