<u>VM3COP20.51 How to generate a price list from Intrastats</u>
Price Lists should only be generated as per Directors instructions and not on an ad hoc basis

How to generate a price list by generating a new stock group

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
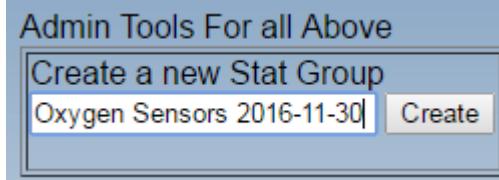
    Go to the stock group options menu.
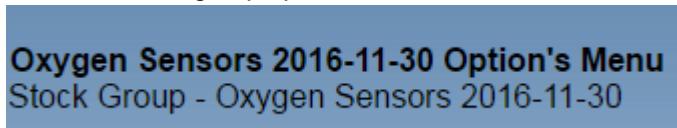
    Add the rest of the products required for the price list.
    Modify/View Group Items → Add Single Items

    To check that all items have been added successfully go back to the Options menu and select 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    The following page will show, any items which are highlighted red have been discontinued or superseded.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:\.

How to generate a price list by generating an existing stock group

1.

   Sales → Sales Groups: Stock/Account Group Menu

You can select from the drop-down menu any group which you have previously created or you can click "Currently showing My Groups - Click to Change to Show All Groups" which will show all groups available.

2. Select the group you would like and click use.
3. This will show you the menu for the stock group.
    To generate the price list:
    Modify/View Group Items → Price List

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

    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.

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

4. 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:\.

How to generate a price list from Leaflets

1. **1.** Go to CRM section of Intrastats and click Maketing → Leaflets
2. **2.** Search for the leaflet you require i.e. oxygen monitoring catalogue and click search. This will provide a list of the different leaflets with this title and show the number of stock links which are associated with it.
3. Click admin against the leaflet you are wanting a price list for.
4. On this screen, if you scroll to the bottom, shows the products which are linked to this leaflet. Check these are correct.
   To produce the price list scroll to the top of the page and find Produce Price Guide and click PriceGuide.

   Produce Price Guide   **PriceGuide**

   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.

5. 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