

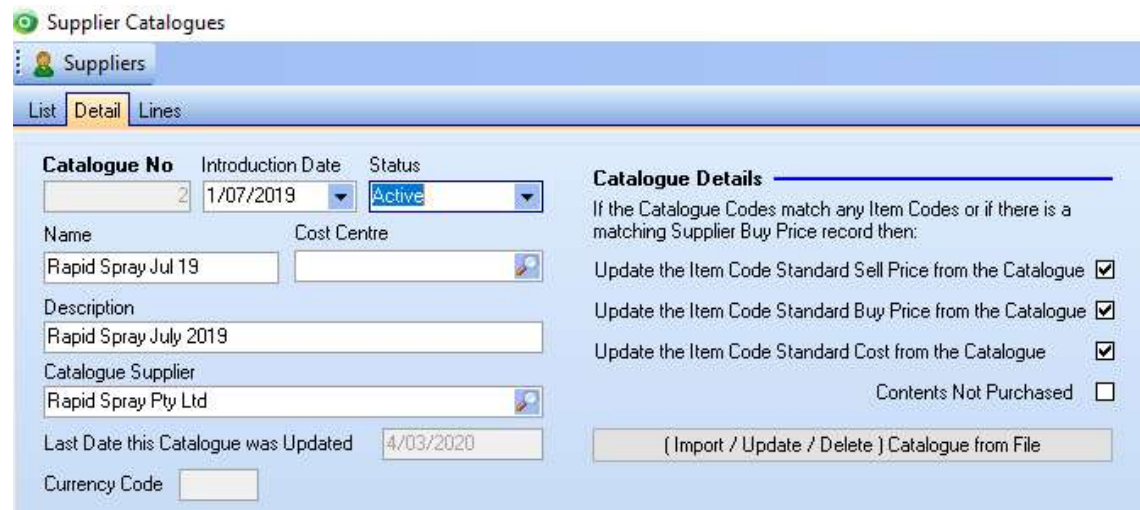
## ADDING SUPPLIER CATALOGUES TO OSTENDO

Suppliers will provide catalogues in any number of different formats, it is assumed here that a single product record is stored per line other formats will need to be altered to match.

### CREATING A NEW CATALOGUE

In Ostendo

1. Click Purchasing
2. Click Supplier Catalogues
3. For a new catalogue click **Add (F5)**
4. Add the Name for the Catalogue, the Catalogue Supplier and a Description
5. Tick the options you want to update (Typically this would be Sell and Buy Price)
6. Click **Save (F6)**



The screenshot shows the 'Supplier Catalogues' window in Ostendo. The 'Suppliers' tab is selected, and the 'Detail' view is active. The form contains the following fields and options:

- Catalogue No:** 2
- Introduction Date:** 1/07/2019
- Status:** Active
- Name:** Rapid Spray Jul 19
- Cost Centre:** (empty)
- Description:** Rapid Spray July 2019
- Catalogue Supplier:** Rapid Spray Pty Ltd
- Last Date this Catalogue was Updated:** 4/03/2020
- Currency Code:** (empty)

**Catalogue Details**

If the Catalogue Codes match any Item Codes or if there is a matching Supplier Buy Price record then:

- Update the Item Code Standard Sell Price from the Catalogue ☒
- Update the Item Code Standard Buy Price from the Catalogue ☒
- Update the Item Code Standard Cost from the Catalogue ☒
- Contents Not Purchased ☐

( Import / Update / Delete ) Catalogue from File

## PREPARING THE CATALOGUE LINES FOR IMPORT

1. Open Pricelist and **Save As** an .XLS file (Excel 97-2003 Workbook)
2. Pricelist must at least have the following fields:
  - a. CATALOGUECODE this is the supplier's item code
  - b. CODEDESCRIPTION the product description
  - c. STDBUYPRICE this is the price offered by the supplier
  - d. STDSELLPRICE this field is your default sell price
  - e. CODEUNIT this is the unit of measure (in most instances this would be "Each")
3. See sample below

	A	B	C	D	E
1	CATALOGUECODE	CODEDESCRIPTION	STDBUYPRICE	STDSELLPRICE	CODEUNIT
2	AADK4M	Gravity feed DEF dispen	235.64	294.55	Each
3	AAGAS20	Stainless steel auto shut	291.64	364.55	Each
4	AALB060	Stainless steel splash re	138.91	173.64	Each
5	AALC001CCF	Non-vented pad-lockabl	177.46	221.82	Each

4. Ideally supplier has accommodated these fields for you see below original Pricelist.
  - a. In this example Rapid Spray have accommodated 4 out of the 5 fields required


	A	B	C	D	E	F	G
1	Rapid Spray Dealer Pricelist 1 Jul 2019						
2	Version 2.0 Data Import						
3	STOCK CODE	DESCRIPTION	PRICE GROUP	DISC (%)	WHOLESALE (ex. GST)	LIST PRICE (ex. GST)	RRP (inc. GST)
4	AADK4M	Gravity feed DEF dispensing kit with 4m of delivery hose, fittings & manual nozzle to suit IBCs	PG04	20	235.64	294.55	324.00
5	AAGAS20	Stainless steel auto shut-off handgun for Rapid Blue units, 3/4 inch inlet	PG04	20	291.64	364.55	401.00
6	AALB060	Stainless steel splash resistant DEF breather complete	PG04	20	138.91	173.64	191.00
7	AALC001CCF	Non-vented pad-lockable filler cap with EPDM seals, strainer & anti-loss chain	PG04	20	177.46	221.82	244.00

5. Recommendation is to insert Row below Price Level Header and use Ostendo Name noted in Step 2

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Rapid Spray Dealer Pricelist 1 Jul 2019													
2	Version 2.0 Data Import													
3	STOCK CODE	DESCRIPTION	PRICE GROUP	DISC (%)	WHOLESALE (ex. GST)	LIST PRICE (ex. GST)	RRP (inc. GST)	BARCODE	OLD REF	L (mm)	W (mm)	H (mm)	(Kg)	
4	CATALOGUECODE	CODEDESCRIPTION	STDBUYPRICE	STDSELLPRICE										CODEUNIT
5	AADK4M	Gravity feed DEF dispensing kit with 4m of delivery hose, fittings & manual nozzle to suit IBCs	PG04	20	235.64	294.55	324.00	934257002492						Each
6	AAGAS20	Stainless steel auto shut-off handgun for Rapid Blue units, 3/4 inch inlet	PG04	20	291.64	364.55	401.00	934257002305						Each
7	AALB060	Stainless steel splash resistant DEF breather complete	PG04	20	138.91	173.64	191.00	9342570022947						Each
8	AALC001CCF	Non-vented pad lockable filler cap with EPDM seals, strainer & anti-loss chain	PG04	20	177.46	221.82	244.00	9342570022954						Each
9	AB0006	Boomer 5880 boomless nozzle - 2 x OC06 off centre tips, 3 x Veejet nozzles	PG03	20	496.54	598.18	598.00	9342570022732						Each

6. We have then added **CODEUNIT** to the end and prefilled all records with "Each"
7. Save File and make sure the import TAB is the first one in Excel sheet

28	ABS030	3 metre folding boom kit for Silver Selection sprayers
29	ABS040	4 metre folding boom kit for Silver Selection sprayers
30	ABT005L	0.5 metre shrouded boom - left hand side
31	ABT005R	0.5 metre shrouded boom - right hand side
32	ABT010L	1 metre shrouded boom - left hand side

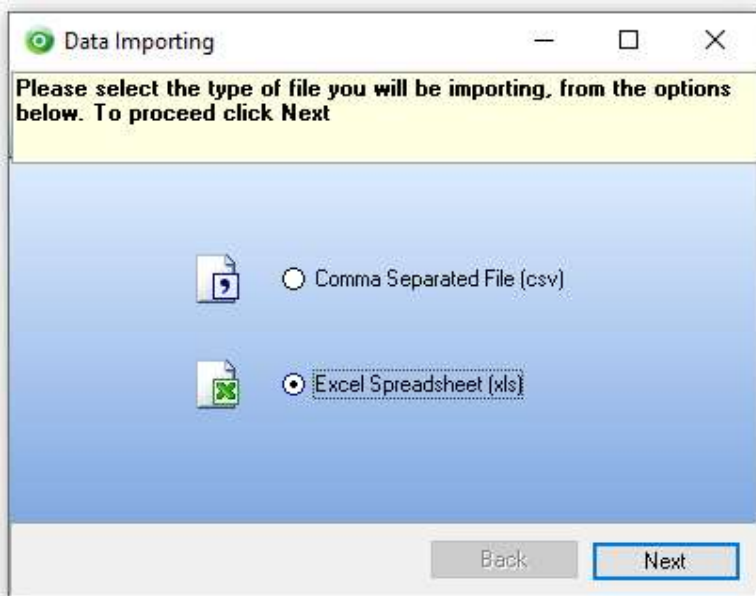

Sample Upload Pricelist
Template
Original Pricelist
+

## ADDING OR UPDATING LINES IN A SUPPLIER CATALOGUE

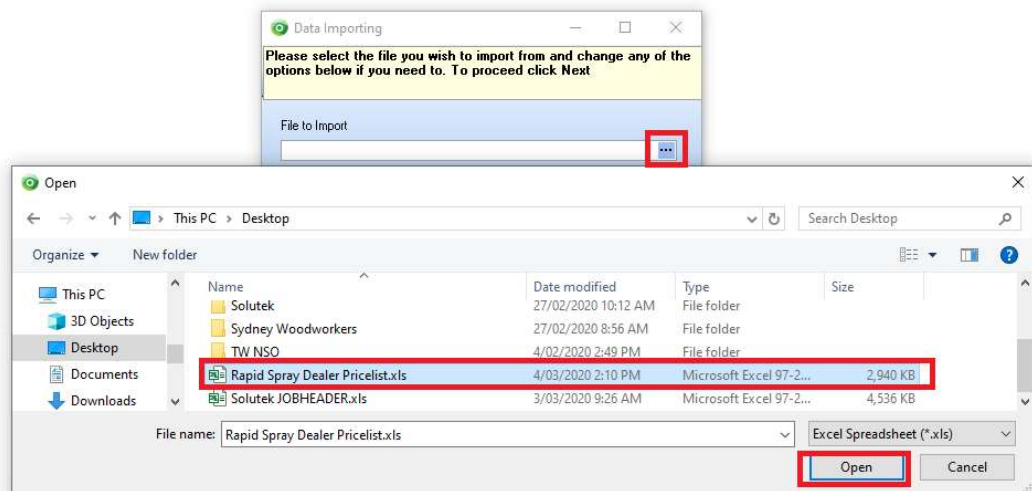
1. Click **Purchasing**
2. Click **Supplier Catalogues**
3. Select the catalogue built in “CREATING A NEW CATALOGUE” process
4. In the details tab click (Import / Update /Delete) Catalogue from file

( Import / Update / Delete ) Catalogue from File

5. This will open the import wizard.



6. Select Excel
7. Click Next
8. Browse to XLS file you saved
9. Click Open



10. Update **Start at Row** to match field with first data record
11. Update **This row contains Field Names** to match row where you have put Ostendo field names CATALOGUECODE etc.
12. Click Next

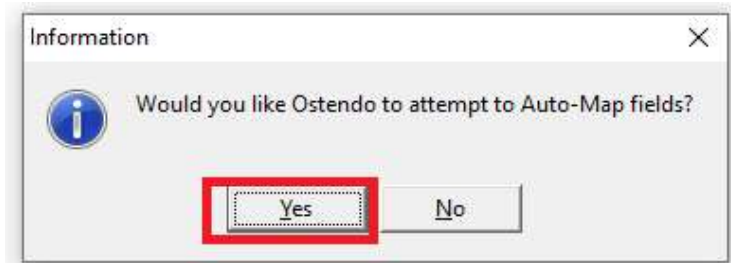
The screenshot shows the 'Data Importing' dialog box with the following settings:

- File to Import: C:\Users\vaaron.milne\Desktop\Rapid Spray Dealer Pricelist.xls
- Start at row: 5
- This row contains Field Names: 4

Below the dialog box, the Excel spreadsheet is visible. The first two rows are headers: 'Rapid Spray Dealer Pricelist 1 Jul 201' and 'Version 2.0 Data Import'. The third row is a header: 'STOCK CODE DESCRIPTION'. The fourth row is a header: 'CATALOGUECODE CODEDESCRIPTION'. The fifth row is the first data record: 'AADK4M Gravity feed DEF dispensing kit with 4m of delivery hose,'. The sixth row is the second data record: 'AAGAS20 Stainless steel auto shut-off handgun for Rapid Blue unit'. The seventh row is the third data record: 'AALB060 Stainless steel splash resistant DEF breather complete'.

A blue arrow points to the 'CATALOGUECODE' header in row 4, and a red arrow points to the first data record in row 5.

13. Click Yes



**Data Importing**

Map fields from your source import file (shown in the grid below) to the appropriate destination fields

CATALOGUECODE	CODEDESCRIPTION		
AADK4M	Gravily reed DEF dispen	PG04	20
AAGAS20	Stainless steel auto shut	PG04	20
AALB060	Stainless steel splash res	PG04	20
AALC001CCF	Non-vented pad-lockabl	PG04	20
ABJ006	Boomjet 5880 boomless	PG03	20
ABJ010	Boomjet 5880 boomless	PG03	20
ABJ020	Boomjet 5880 boomless	PG03	20
ABJ040	Boomjet 5880 boomless	PG03	20

Back Next

14. Click Next
15. Update Tax Group and Analysis Group as required
16. Click Next

**Data Importing**

Select default values to be used when importing the Catalogue

Use the following Tax Group: GST

Use the following Analysis Group: Materials

Back Next

17. Click Next



**Data Importing**

Alter any of the date, number and logical formats below to match your import file if you need to

Date Order: **DMY** ☒ Four digit year ☒ Leading zeros in date

Date Delimiter: **/** Time Delimiter: **:**

Logical Values: True Value: **True** False Value: **False**

Decimal Symbol: **.** Thousands Separator: **,** Currency Symbol: **\$**

**Back** **Next**

18. If new upload use "Append Add Records"
19. If update use "Copy Delete all records in destination and repopulate"
20. Click Next

**Data Importing**

Select the appropriate Import Mode to suit your needs

Key Field(s) Used to match records: **No Key Fields Selected**

☒ **Append: Add records**

☐ Update: Update matching record (Key Field Req)

☐ Append / Update: If record exists update it, otherwise add it (Key Field Req)

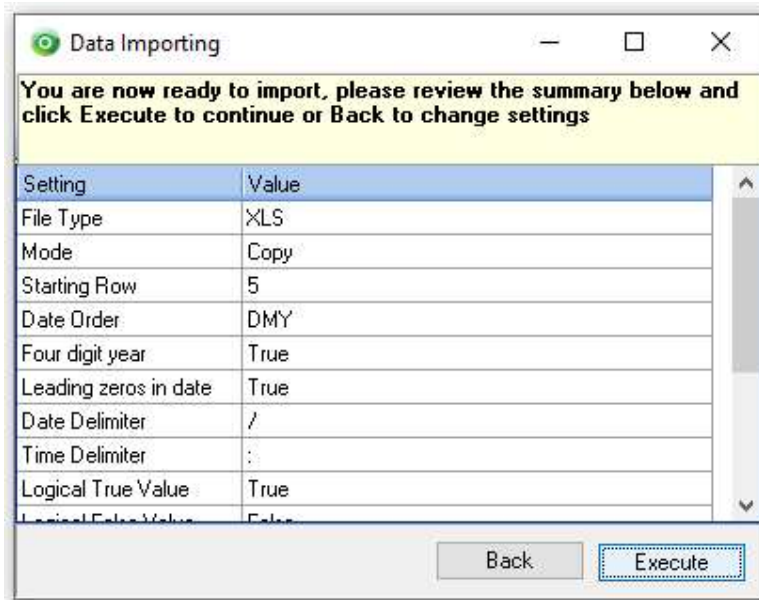
☐ Delete: Delete matching record (Key Field Req)

☒ **Copy: Delete all records in destination and repopulate**

☐ Append New: Add records only if they do not already exist (Key Field Req)

**Back** **Next**

21. Click Execute



22. Wait for data to be imported
23. Click OK once import has completed successfully

