## **Update Material Prices by Supplier**

Material prices can be updated via a feature in the Suppliers window by the use of a Microsoft® excel spread sheet.

## **IMPORTANT NOTE:** It is best practice to create a backup of your DATA folder before running this update.

From the OPTO ribbon, select the 'Contacts' tab and **click** on the 'New/Edit Suppliers' icon to open the 'Supplier' window. **Press** <**F2**> in the supplier code, select supplier from the pop-up list to highlight and **click** <u>OK</u>, **Press** <**TAB**> to generate the supplier window. **Click** on the 'Materials' tab to display the list of materials for that supplier.

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**Click** on the 'Print' icon to open the 'Print Table Data' window and un-tick column boxes except *Material Code*, *UOM1 Price*, and *UOM2 Price* (These boxes <u>MUST</u> be ticked). **Click** on the *Microsoft Excel* radio button and then **click** on the 'Preview' icon.

💷 Print Table Data						×
Report Title						
Material used from	Bob's Bearing Su	upplies (BOBB	EAR)			
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Show/Hide Columns						
Material Code	Srn 🗌	Sub	Description	Pref Supplier UOM1 Price		
		1000	Description			
M OOM2 Price						
Material Code	UOM1 Price	UOM2 Price				
000123-XYZ-A1111	50.0000	50.0000				~
000123-XYZ-B1111	7.8386	7.8386				
000123-XYZ-C1111	9.5000	9.5000				
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The Excel® spread sheet opens, ensure the spread sheet has the required columns. Edit the material prices as required and resave the spread sheet as 'Text (Tab Delimited)' file and then close the 'Print Table Data' window.

File name:	BOBBEAR_PRICES
Save as type:	Text (Tab delimited)

With the 'Supplier' window and the "Materials" tab still open - **Click** in the **Upd Mat Prices** box, and **click** on the 'Browse' button. Locate your saved text file and then **click** on the 'Open' button. The file path is inserted into the update field.

BOBBEAR		- Bob	's Bearing Sup	olies				6 🗸	GST
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1 000123	-XYZ-A1111	10	TEST -	LII BOBBEAR	50.0000	50.0000	50.0000	50.00	00
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3 000123	-XYZ-C1111	10	TEST -		9.5000	9.5000	9.5000	9.50	00
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6 123-21	11	10	TEST -	AL BOBBEAR	10.0000	10.0000	20010000	200100	
7 123111	1	10	TEST -	AI BOBBEAR	5.0000	5.0000			
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9 ABS102	-11111	10	Materi	al SHIMMET	10.0000	10.0000			
10 ABS102	-21111	10	2Mate	ria SHIMMET	10.0000	10.0000			
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12 ABS102	1111 TECT	10	RATCH		15.0000	15.0000			
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**Click** on the 'Refresh' icon (circled below) to update the table. The material prices will update automatically as seen in the **UPD1 Price** column below.

Supp	blier									
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etails	Supplier Info More Ir	nfo P	urchase	s Deliver	y Materials	Financial His	t Notes QN	VIS		
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viace				<b>.</b>			<b>— W</b> + <b>U</b>			
	Supp I	viat Co	de L	Active M	laterial only	lo Order	Weight	Price Cha	nge Date	
	Material Code	Grp	Sub	Descri	Pref Supplier	UOM1 Price	UPD1 Price	UOM2 P 🔺	UPD2 Price	U
1	123-21111	10		TEST - AD	BOBBEAR	10.0000	10.0000			
2	1231111	10		TEST - AD	BOBBEAR	5.0000	5.0000			
3	4561111	10		Test Mate	BOBBEAR	5.0000	5.0000			
4	AB\$102-11111	10		Material	SHIMMET	10.0000	10.0000			
5	AB\$102-21111	10		2Materia	SHIMMET	10.0000	10.0000			
6	AB\$102-31111	10		Material	SHIMMET	10.0000	10.0000			
7	AB\$1021111	10		Material	SHIMMET	15.0000	15.0000			
8	BATCH TEST	10		BATCH TE	BOBBEAR	1.0000	1.0000			
9	OPTO9001111	10		Material	SHIMMET	100.0000	100.0000			
10	OPTOKIT 11111	10		nsdhncch	BOBBEAR	.0000	.0000			
11	OPTOKIT 21111	10		nsdhncch	BOBBEAR	10.0000	10.0000			
12	OPTOP MAT 011111	10		FIXED SEI	BOBBEAR	50.0000	50.0000			
13	OPTO BATCH	10		TEST BATC	BOBBEAR	10.0000	10.0000			
14	ABC4031111	12	200	Material -	SHIMMET	.0000	.0000			
15	OPTOBOLT-8.0-60-HEX-ZI	20		M8 X 60-I	BOBBEAR	2,2000	2,2000			
16	ABC221111	30		Drum of	STATEWIDE M	.0000	.0000			
17	DISC TEST	999		DISCOUN	BOBBEAR	60.0000	60.0000			
18	000123-XYZ-D1111	10		TEST - LIN	BOBBEAR	45.0000	45.0000	.0000	.000	0
19	OPTO6001-FAB1111	10		TEST FOR	BOBBEAR	75.0000	75.0000	.0000	.000	0
20	OPTOLIT TUB 7MMX30M	11		C/SPLIT TI	STATEWIDE M	.0000	.0000	.0000	.000	0 ~
L	OPTO_DOCUMENTATION	OPTO_I	HF\Opto	Help Files\R	leady for Revie	w\Attachment f	or this Supplier		Browse	



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