

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 OK**, **Press <TAB>** to generate the supplier window. **Click** on the 'Materials' tab to display the list of materials for that supplier.

Supplier Code: BOBBEAR Supplier Name: Bob's Bearing Supplies Tax Code: 6 GST

Details Supplier Info More Info Purchases Delivery **Materials** Financial Hist Notes QMS

Group: <Any> Sub Group: <Any> Upd Mat Prices Search

Material supplied by this Supplier

Supp Mat Code Active Material only To Order Weight Price Change Date Loc

	Material Code	G...	Sub	Description	Pref Supplier	UOM1 Price	UOM2 Price
1	000123-XYZ-A1111	10		TEST - LINE 2 MATERIAL	BOBBEAR	50.0000	50.0000
2	000123-XYZ-B1111	10		TEST - LINE 5 MATERIAL	BOBBEAR	7.8386	7.8386
3	000123-XYZ-C1111	10		TEST - LINE 6 MATERIAL	BOBBEAR	9.5000	9.5000
4	000123-XYZ-D1111	10		TEST - LINE 9 MATERIAL	BOBBEAR	45.0000	.0000
5	000123-XYZ1111	10		TEST - LINE 1 MATERIAL _alternate substit	BOBBEAR	200.0000	200.0000
6	123-21111	10		TEST - ADDED LINE ITEM MATERIAL 2	BOBBEAR	10.0000	
7	1231111	10		TEST - ADDED LINE ITEM MATERIAL	BOBBEAR	5.0000	
8	4561111	10		Test Material 2	BOBBEAR	5.0000	
9	ABS102-11111	10		Material 102 INV NSTK	SHIMMET	10.0000	
10	ABS102-21111	10		2Material 102 INV NSTK	SHIMMET	10.0000	
11	ABS102-31111	10		Material 102 INV NSTK	SHIMMET	10.0000	
12	ABS1021111	10		Material 102 INV NSTK	SHIMMET	15.0000	
13	BATCH_TEST	10		BATCH TEST	BOBBEAR	1.0000	
14	OPTO6001-FAB1111	10		TEST FOR NEWCASTLE MS	BOBBEAR	75.0000	.0000
15	OPTO9001111	10		Material 900 is a Currency item	SHIMMET	100.0000	
16	OPTOKIT_11111	10		nsdhncchvhg	BOBBEAR	.0000	
17	OPTOKIT_21111	10		nsdhncchvhg2	BOBBEAR	10.0000	
18	OPTOP_MAT_011111	10		FIXED SELL PRICE MATERIAL 01	BOBBEAR	50.0000	
19	OPTO_BATCH	10		TEST BATCH FUNCTION	BOBBEAR	10.0000	
20	OPTOLIT TUB 10MMXH1	11		C/SPLIT TUBING 10mm (10M)	STATEWIDE	125.0000	125.0000

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 MUST be ticked). **Click** on the **Microsoft Excel** radio button and then **click** on the 'Preview' icon.

Report Title: Material used from Bob's Bearing Supplies (BOBBEAR)

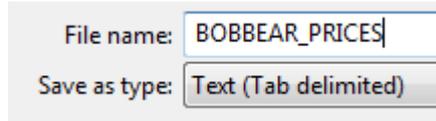
Show/Hide Columns: Material Code Grp Sub Description Pref Supplier UOM1 Price UOM2 Price

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
000123-XYZ-D1111	45.0000	.0000
000123-XYZ1111	200.0000	200.0000
123-21111	10.0000	
1231111	5.0000	
4561111	5.0000	
ABS102-11111	10.0000	
ABS102-21111	10.0000	
ABS102-31111	10.0000	
ABS1021111	15.0000	
BATCH_TEST	1.0000	
OPTO6001-FAB1111	75.0000	.0000

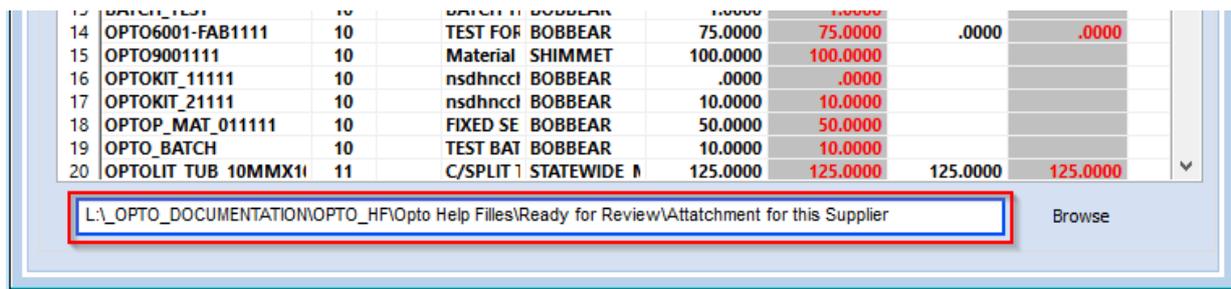
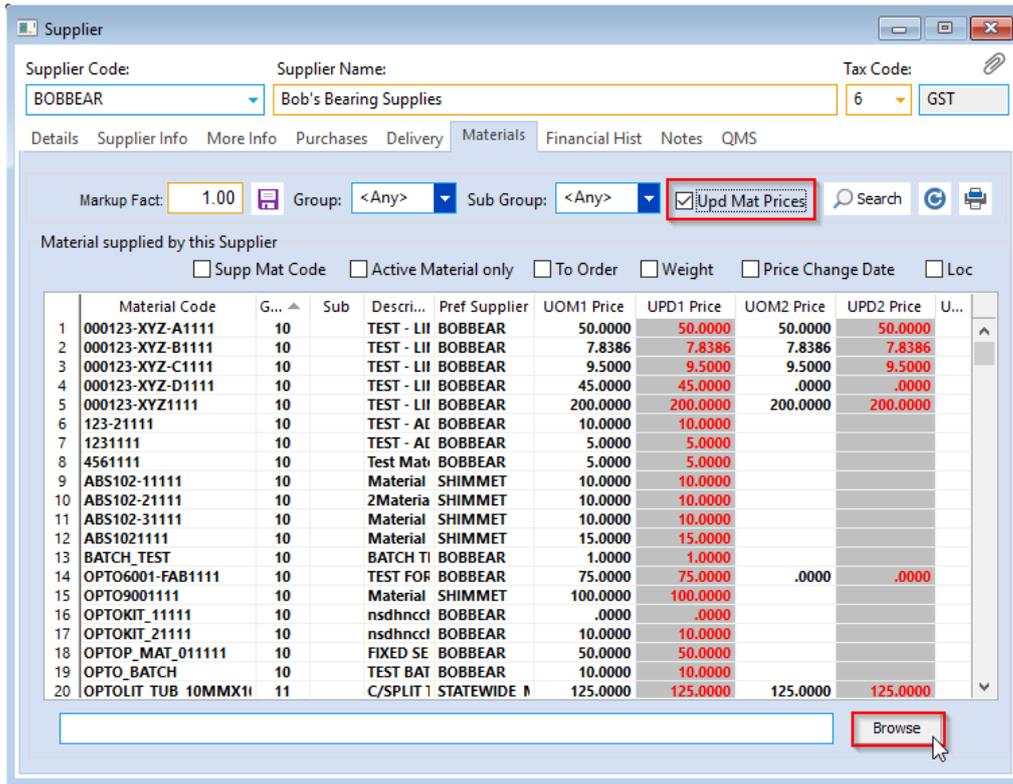
Print to Printer Word Document Microsoft Excel Email this file as Attachment

Portrait Landscape

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.



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.



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.

Supplier Code: Supplier Name: Tax Code:

Details Supplier Info More Info Purchases Delivery **Materials** Financial Hist Notes QMS

Markup Fact: Group: Sub Group: Upd Mat Prices  

Material supplied by this Supplier

Supp Mat Code Active Material only To Order Weight Price Change Date Loc

	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	ABS102-11111	10		Material	SHIMMET	10.0000	10.0000			
5	ABS102-21111	10		2Material	SHIMMET	10.0000	10.0000			
6	ABS102-31111	10		Material	SHIMMET	10.0000	10.0000			
7	ABS1021111	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		nsdhnccl	BOBBEAR	.0000	.0000			
11	OPTOKIT_21111	10		nsdhnccl	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	.0000	
19	OPTO6001-FAB1111	10		TEST FOR	BOBBEAR	75.0000	75.0000	.0000	.0000	
20	OPTOLIT TUB 7MMX30M	11		C/SPLIT TI	STATEWIDE M	.0000	.0000	.0000	.0000	

L:_OPTO_DOCUMENTATION\OPTO_HF\Opto Help Files\Ready for Review\Attachment for this Supplier