

❑ 10 : ADDING PARTS & PRICES TO PART FILE

1. STEPS TO LOAD PARTS & PRICES FROM CDROM OR INTERNET
2. MAIN MENU #4
3. PRESS 6 - PRICE UPDATE SERVICES. PRESS 1 FOR PARTS GENIE CDROM, 2 FOR PARTS GENIE FROM INTERNET, OR 3 FOR WAREHOUSE NET PRICING DISC. (NET PRICING INSTRUCTIONS WILL BE BASED ON YOUR SUPPLIER).
4. PRESS 1 - MAJOR MANUFACTURERS.
5. PRESS 1 FOR NEW CHANGES SINCE LAST MONTH, OR 2 FOR COMPLETE LISTING.
6. ALL FILES AVAILABLE WILL BE DISPLAYED. USE PAGE UP AND DOWN BUTTONS TO VIEW MORE FILES. USE ARROW DOWN TO THE FILE WANTED AND PRESS ENTER.
7. THE SELECTED FILE WILL NOW BE DISPLAYED TO THE SCREEN WITH ALL AVAILABLE MANUFACTURERS PRICING.
8. WHEN FINISHED VIEWING PRESS F2.
9. YOU WILL NOW BE ON THE UPDATE PRODUCT LINE SCREEN. INPUT THE PRODUCT LINE CODE YOU USE IN THE AIS SYSTEM FOR THIS PRODUCT LINE AND PRESS ENTER.
10. YOU WILL NOW BE ON THE UPDATE WHSE / QTY LINE. "Y" WILL LOAD THE UNIT PACK QUANTITY TO THE PART NUMBER. (ONLY IF AVAILABLE), OR LEAVE BLANK TO IGNORE AND PRESS ENTER.
11. YOU WILL NOW BE ON THE SET SUBLINE LINE. THIS WILL LOAD A SUBLINE OF YOUR CHOICE TO ALL NUMBERS IN THIS PRICE FILE, OR LEAVE BLANK TO IGNORE AND PRESS ENTER.
12. YOU WILL NOW BE ON THE DISCOUNT (JOBBER TO COST) LINE. INPUT THE DISCOUNT % FROM JOBBER YOU GET FROM YOUR SUPPLIER ON THIS PRODUCT LINE AND PRESS ENTER.

NOTES

13. CHECK THAT YOUR PRICE ID LEVELS ARE CORRECT.
14. PRESS F1 TO EXECUTE.
15. DISPLAYED WILL BE THE POP CODES, HOW MANY NEW NUMBERS, AND ADD NEW NUMBERS "Y". YOU CAN CHOSE BY POP CODE TO ADD OR NOT. TO NOT ADD THE NEW NUMBERS CHANGE THE "Y" TO "BLANK" WITH SPACE BAR BY EACH POP CODE LINE.
16. MAKE ANY CHANGES YOU WANT AND PRESS F1 TO EXECUTE.
17. IT WILL ADD NEW PRICES AND PARTS TO FILE.
18. WHEN FINISHED IT WILL BE ON SELECT MANUFACTURER SCREEN.
19. IF YOU HAVE MORE LINES TO PROCESS, REPEAT STEPS 6 THRU 18 UNTIL ALL LINES NEEDED HAVE BEEN PROCESSED.
20. WHEN FINISHED PRESS F2 BACK TO MAIN MENU.

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