Interstate Supplier Training
V7 Procurement System

Overview

- Logging In
- Viewing the Existing Catalog Online
- Updating the Supplier Catalog Via Import/Export
- Updating the Supplier Catalog Online
- Responding to Incoming Purchase Order Requests

Login

Use this link to Log In:

http://ihrco.birchstreetsystems.com

ihr

v7

Enter Login ID (Provided by Interstate Hotels & Resorts)

Login ID: KurtG

Password: ●●●●●●

Sign in

Enter Password (Provided by Interstate Hotels & Resorts)

Click on "Sign In"

excellent

arch All Catalogs

oducts ▼ [   ] GO

atalogs | **In Box** | **Supplier PO**

All PO's Needing Response ▼

First Previous Next Last Refresh

Search Column: All ▼ ▼

Search Text: [   ] GO

Page 1 of 1 / Rows 1-160 of 160 found

To access your contact Information Click on the <u>My Settings</u> link

	Reject PO	View / Print PO	Buyer Contact	History

	Buyer PO num	PO Status	Subject	Sent date (PST)	△PO date	Req deliv date	PO Total
◉	000000000000314	Viewed by supplier	**Subject:** **Buyer Name:**Hilton Garden Inn Folsom	04/11/2003 18:35:58	04/11/2003	04/11/2003	$276.00
○	000000000000988	Supplier response pending	**Subject:**Approval 113 **Buyer Name:**Hilton Garden Inn Anaheim/Garden Grove	04/10/2003 10:04:05	04/10/2003	04/13/2003	$260.71
○	000000000000308	Viewed by supplier	**Subject:**3/12/03 **Buyer Name:**Hilton Garden Inn Folsom	03/11/2003 10:13:20	03/11/2003	03/13/2003	$90.09
○	000000000000820	Supplier response pending	**Subject:**meat **Buyer Name:**Hilton Garden Inn Anaheim/Garden Grove		02/27/2003	02/28/2003	$381.97
○	000000000000822	Supplier response pending	**Subject:**Sleepy Time **Buyer Name:**Hilton Garden Inn Anaheim/Garden Grove		02/27/2003	03/17/2003	$597.61
○	000000000000825	Supplier response pending	**Subject:**paper **Buyer Name:**Hilton Garden Inn Anaheim/Garden Grove		02/27/2003	05/01/2003	$13.22
○	000000000000295	Supplier response pending	**Subject:**guest room order **Buyer Name:**Hilton Garden Inn Arcadia/Pasadena Area		02/27/2003	03/25/2003	$11.59
○	000000000000862	Supplier response pending	**Subject:**Supplies **Buyer Name:**Hilton Garden Inn Anaheim/Garden Grove		02/27/2003	03/28/2003	$10.06
○	000000000000303	Supplier response pending	**Subject:**food **Buyer Name:**Hilton Garden Inn Arcadia/Pasadena Area		02/27/2003	02/28/2003	$20.90
○	000000000000301	Supplier response pending	**Subject:**meat order **Buyer Name:**Hilton Garden Inn Arcadia/Pasadena Area		02/27/2003	03/10/2003	$32.05

Enter newly personalized password created in the previous step

Confirm/Change Name, Phone Number and other Contact Information

Enter Email address(es). (If more than one, separate with a semi-colon: " ; ")

Click Save

ome Kurt Gardner

Home   **Help**   **Tutorial**   **Hide Logo**

ave | **Print**

My settings

Login name	KurtG
Change password	******
Verify password ▶	******
Salutation	Mr.
First name	Kurt
Middle initial	
Last name	Gardner
Full name	Kurt Gardner
Message delivery option	J4 Msg inbox and email ▼
Phone 1 country code	
Phone 1	(800) 123-4567
Ext 1	
Email address	kgardner@hiltonsupplier.com
Job title	Distribution Manager
Department	Purchasing
Default tab for front page	Supplier PO ▼
Hide menu upon login	☑

arch All Catalogs

oducts ▼ [   ] **GO**

In Box
New: 0   **Total: 8**

atalogs   In Box   **Supplier PO**

| **Accept PO** | **Reject PO** | **View / Print PO** | **Buyer Contact** |

PO's Needing Response ▼

First Previous Next Last Refresh

Search Column: All ▼ ▼
Search Text: [   ] GO

Page 1 of 1 / Rows 1-4 of 4 found

	Buyer PO num	**PO Status**	**Subject**	△ **PO date**	**Req deliv date**	**PO Total**
⦿	000000000000413	Viewed by supplier	**Subject:**PO Co Sub **Buyer Name:**Hilton Garden Inn Anaheim/Garden Grove	01/24/2003	01/27/2003	$104.58
○	000000000000309	Viewed by supplier	**Subject:**PO Co Sub **Buyer Name:**Hilton Garden Inn Anaheim/Garden Grove	01/02/2003	01/05/2003	$328.39
○	000000000000094	Viewed by supplier	**Subject:**Test cancel **Buyer Name:**Hilton Garden Inn Folsom	12/09/2002	12/24/2002	$632.50
○	000000000000095	Viewed by supplier	**Subject:**Test cancel **Buyer Name:**Hilton Garden Inn Folsom	12/09/2002	12/24/2002	$529.00

Login In Completed

Forgot Password?

Login ID: | KurtG

Password: | �

Sign in

Enter Login ID

Enter Personalized Password

Click "Sign In"

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In Box
New: 0   **Total: 8**

atalogs | In Box | **Supplier PO**

| Accept PO | Reject PO | View / Print PO | Buyer Contact |

PO's Needing Response ▼

First Previous Next Last Refresh

Search Column: All ▼ ▼
Search Text: [   ] GO

Page 1 of 1 / Rows 1-4 of 4 found

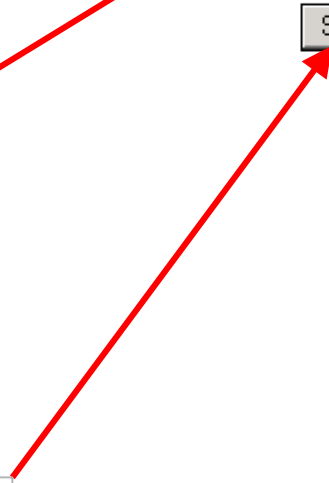|	Buyer PO num	PO Status	Subject	⊿ PO date	Req deliv date	PO Total
⦿	000000000000413	Viewed by supplier	**Subject:**PO Co Sub **Buyer Name:**Hilton Garden Inn Anaheim/Garden Grove	01/24/2003	01/27/2003	$104.58
○	000000000000309	Viewed by supplier	**Subject:**PO Co Sub **Buyer Name:**Hilton Garden Inn Anaheim/Garden Grove	01/02/2003	01/05/2003	$328.39
○	000000000000094	Viewed by supplier	**Subject:**Test cancel **Buyer Name:**Hilton Garden Inn Folsom	12/09/2002	12/24/2002	$632.50
○	000000000000095	Viewed by supplier	**Subject:**Test cancel **Buyer Name:**Hilton Garden Inn Folsom	12/09/2002	12/24/2002	$529.00

Login In Completed

Viewing the Supplier Catalog Online

14- Hotel Food Service Supplies ▾

☑ **Hide Menu**   **Home**   **My Settings**   **Help**   **Tutorial**   **Logo**

arch All Catalogs

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In Box
New: 19   **Total: 23**

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Accept

PO's Needing Response ▾

First Previous Next Last Refresh

Search Column: All ▾ ▼

Search Text: [ ] GO

Page 1 of 1 / Rows 1-14 of 14 found

On the "Search All Catalogs" Frame

Click on this Drop Down Box

Select "Suppliers"

	Buyer PO num	PO Status	Subject		∠ PO date	Req deliv date	PO Total
⦿	000000000000195	Supplier response pending	**Subject:**Print View **Buyer Name:**Hilton Garden Inn Folsom		02/11/2003	02/17/2003	$476.58
○	000000000000151	Viewed by supplier	**Subject:**PO Co Sub **Buyer Name:**Hilton Garden Inn Folsom		02/05/2003	02/10/2003	$567.16
○	000000000000153	Supplier response pending	**Subject:**PO Co Sub **Buyer Name:**Hilton Garden Inn Folsom		02/05/2003	02/07/2003	$241.59
○	000000000000154	Viewed by supplier	**Subject:**PO Co Sub **Buyer Name:**Hilton Garden Inn Folsom		02/05/2003	02/07/2003	$53.53
○	000000000000439	Supplier response pending	**Subject:**PO Co Sub **Buyer Name:**Hilton Garden Inn Anaheim/Garden Grove		02/03/2003	02/06/2003	$2,025.00
○			**Subject:**PO Co Sub				

arch All Catalogs

ppliers ▼ | Hotel Food Service S | **GO**

In Box
New: 19   **Total: 23**

atalogs | **In Box** | **Supplier PO**

| **Accept PO** | **Reject PO** | **View / Print PO** | **Buyer Contact** |

PO's Needing Response ▼

First Previous Next Last Refresh

Search Column: All ▼ ▼

Search Text: [   ] GO

Page 1 of 1 / Rows 1-14 of 14 found

> Wait until the Supplier Name appears
> in Grey and then Click "GO"

	Buyer PO num	PO Status	Subject	∠ PO date	Req deliv date	PO Total
◉	000000000000195	Supplier response pending	**Subject:**Print View **Buyer Name:**Hilton Garden Inn Folsom	02/11/2003	02/17/2003	$476.58
○	000000000000151	Viewed by supplier	**Subject:**PO Co Sub **Buyer Name:**Hilton Garden Inn Folsom	02/05/2003	02/10/2003	$567.16
○	000000000000153	Supplier response pending	**Subject:**PO Co Sub **Buyer Name:**Hilton Garden Inn Folsom	02/05/2003	02/07/2003	$241.59
○	000000000000154	Viewed by supplier	**Subject:**PO Co Sub **Buyer Name:**Hilton Garden Inn Folsom	02/05/2003	02/07/2003	$53.53
○	000000000000439	Supplier response pending	**Subject:**PO Co Sub **Buyer Name:**Hilton Garden Inn Anaheim/Garden Grove	02/03/2003	02/06/2003	$2,025.00
○			**Subject:**PO Co Sub			

14- Hotel Food Service Supplies ▼

☑ **Hide Menu**

Home   **My Settings**   **Help**   **Tutorial**   Logo

arch All Catalogs

ppliers ▼ | Hotel Food Service S | **GO**

In Box
New: 19   **Total: 23**

atalogs | *In Box* | *Supplier PO*

1 Supplier(s) Found

Supplier(s)

Hotel Food Service Supplies   View Products
Contact: Mike Mitchell   (800)123-4567   agarg@sagensesystems.com
3984 Blackbird Rd.
Boston   MA   02101

Click on "View Products"

ome Michael M Mitchell   14- Hotel Food Service Supplies ▼   ☑ **Hide Menu**   **Home**   **My Settings**   **Help**   **Tutorial**   **Logo**

arch All Catalogs
uppliers ▼ | Hotel Food Service S | **GO**

In Box
New: 19   **Total: 23**

atalogs | **In Box** | **Supplier PO**

Catalog: **UP**
Products: **67**
Pages: **1**

Use the Scroll Bars to Navigate on the Screen

Item#	Product Name Supplier	Mfr	Pack/Size	UOM	Min Qty	Ord Qty Price	Select ☐
000SKU140001 More Product Info	**Coffee Makers D40201 Test A** Hotel Food Service Supplies	Best Small Appliances	1 /	EA	2	$111.59	☐
000SKU140002 More Product Info	**Coffee Makers D40202 Test A** Hotel Food Service Supplies	Best Small Appliances	1 /	EA	2	$9.89	☐
000SKU140003 More Product Info	**Coffee Makers D49224 Test A** Hotel Food Service Supplies	Best Small Appliances	1 /	EA	2	$12.54	☐
000SKU140004 More Product Info	**Coffee Makers D40103 Test A** Hotel Food Service Supplies	Best Small Appliances	1 /	EA	2	$11.77	☐

Update the Supplier Catalog Via Export/Import

- Exporting the Catalog into Excel
- Saving the Workbook as a new .csv file
- Formatting the Workbook for easier changes
- Making Changes to the Catalog
  - Updating existing Records
  - Deleting Unchanged Records
  - Inserting New Records
- Importing the changes back into the v7 Procurement System

Login In Complete

Exporting the Catalog into Excel

arch All Catalogs
uppliers ▼ | Hotel Food Service S | **GO**

In Box
New: 19   **Total: 23**

Catalogs | In Box | **Supplier PO**

| **Accept PO** | **Reject PO** | **View / Print PO** | **Buyer Contact** |

PO's Needing Response ▼

First Previous Next Last Refresh

Search Column: All ▼ ▼
Search Text: [ ] GO

Page 1 of 1 / Rows 1-14 of 14 found

Click on the "Home" Link

	Buyer PO num	PO Status	Subject	PO date	Req deliv date	PO Total
⦿	000000000000195	Supplier response pending	**Subject:**Print View **Buyer Name:**Hilton Garden Inn Folsom	02/11/2003	02/17/2003	$476.58
○	000000000000151	Viewed by supplier	**Subject:**PO Co Sub **Buyer Name:**Hilton Garden Inn Folsom	02/05/2003	02/10/2003	$567.16
○	000000000000153	Supplier response pending	**Subject:**PO Co Sub **Buyer Name:**Hilton Garden Inn Folsom	02/05/2003	02/07/2003	$241.59
○	000000000000154	Viewed by supplier	**Subject:**PO Co Sub **Buyer Name:**Hilton Garden Inn Folsom	02/05/2003	02/07/2003	$53.53
○	000000000000439	Supplier response pending	**Subject:**PO Co Sub **Buyer Name:**Hilton Garden Inn Anaheim/Garden Grove	02/03/2003	02/06/2003	$2,025.00
○			**Subject:**PO Co Sub			

14- Hotel Food Service Supplies ▼

☑ Hide Menu

Home   **My Settings**   **Help**   **Tutorial**   **Logo**

arch All Catalogs

ppliers ▼ | Hotel Food Service S | **GO**

In Box
New: 19   **Total: 23**

Catalogs | **In Box** | **Supplier PO**

Export   **Import**

Catalog Name

General Merchandise

HSM Master

Limited General Merchandise

Click on the "Export" Button

Delete Filter   **Help**

Save Filter Selection As [   ]

Open Existing Filter Selection [▼] Filter Criteria

*Price Update
*Supplier F&B
*Supplier Non-food

Click on the Drop Down Box to Select the appropriate Filter for Exporting the catalog

Select the "Supplier Products" Template. Do NOT use the Price Update Filter.

GO   **Delete Filter**   **Help**

Save Filter Selection As   [*Supplier Non-food]

Open Existing Filter Selection [*Supplier Non-food ▾]   Filter Criteria [All Criteria Met ▾]

TEM EXPORT

d filter criteria if you wish to limit the products to be exported. Use no filter criteria if you wish to export all of your products.

ributes	Sort Direction	Sort Order	Filter Type	Filter Value 1	Filter Value 2
Item number	▾	▾	Do not Filter ▾	🔍	🔍
Product name	▾	▾	Do not Filter ▾		
Brand name	▾	▾	Do not Filter ▾		
Mfg name	▾	▾	Do not Filter ▾		
Mfg prod ID	▾	▾	Do not Filter ▾		
Product desc	▾	▾	Do not Filter ▾		
Prod origin	▾	▾	Do not Filter ▾		
Prod expires	▾	▾	Do not Filter ▾	📅	📅
Prod color	▾	▾	Do not Filter ▾		
Prod size	▾	▾	Do not Filter ▾		
Case dimension	▾	▾	Do not Filter ▾		
Will break case	▾	▾	Do not Filter ▾	Select Entry ▾	Select Entry ▾
Case wt in lb.	▾	▾	Do not Filter ▾		
Items per case	▾	▾	Do not Filter ▾		
Price UOM code	▾	▾	Do not Filter ▾	🔍	🔍
Min order qty	▾	▾	Do not Filter ▾		
Unit price	▾	▾	Do not Filter ▾		
Tier 2 brk qty	▾	▾	Do not Filter ▾		
Tier 2 price	▾	▾	Do not Filter ▾		
Tier 2 multiply	▾	▾	Do not Filter ▾		

Click on "GO"

14- Hotel Food Service Supplies ▼

☑ **Hide Menu**   **Home**   **My Settings**   **Help**   **Tutorial**   Logo

arch All Catalogs
ippliers ▼ Hotel Food Service S **GO**

In Box
New: 19   **Total: 23**

Catalogs   **In Box**   **Supplier PO**

| Export | Import |

Catalog Name

General Merchandise

HSM Master

Limited General Merchandise

File Download   _ ☐ ✕

File Download   ✕

? You are downloading the file:

MikeM_1045077943950.csv from 192.168.1.85

Would you like to open the file or save it to your computer?

| Open | Save | Cancel | More Info |

☑ Always ask before opening this type of file

| Open | Open Folder | Cancel |

Click on "Open"

Arial   10

A1   =   ACTION

MikeM_1045077943950[1]

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
	ACTION	HILTONITE	HILTONITE	HILTONITE	HILTONITE	HILTONITE	HILTONITE	HILTONITE	HILTONITE	HILTONITE	HILTONITE	HILTONITE	HILTONITE	HILTONITE	HILTONIT
	N	Item numb	Product na	Brand nam	Mfg name	Mfg prod II	Detailed pr	Product or	Product ex	Product co	Product si:	Case dime	Willing to I	Avg weight	Items per
	N	STRING(50	STRING(50	STRING(12	STRING(50	STRING(12	STRING(40	STRING(50	DATE		STRING(10	STRING(70	STRING(12	NUMERIC	NUMERIC	NUMERIC
	U	#0000362€	Vibrating Matress Co	Jiggly Slee	#0021314:	Vibrating Mattress Co	#########						0		
	U	#000SKU1	Coffee Mal	Brand nam	Best Smal	#000MFG1	Commerci:	Product or	#########	Prod color			0		
	U	#000SKU1	Coffee Makers D4020:	Best Smal	#000MFG1	Commercial Coffee Makers Models D40201 & D40202 Test A						0		
	U	#000SKU1	Coffee Makers D4922·	Best Smal	#000MFG1	Commercial Coffee Makers Model D49224 Test A						0		
	U	#000SKU1	Coffee Makers D4010:	Best Smal	#000MFG1	Commercial Coffee Makers Models D40103 & 40104 Test A						0		
	U	#000SKU1	Coffee Makers D4010:	Best Smal	#000MFG1	Commercial Coffee Makers Models D40103 & 40104 Test A						0		
	U	#000SKUE	Coffee Makers D40103 Test A		#		Commercial Coffee Makers Models D40103 & 40104 Test A						0		
	U	#27724	Bose ® 3-:	Bose	Bose	#27724	Introducing the Bose® 3-2-1 syst	Black		Media cen	21.440L x		0	50	
	U	#27725	Bose ® Li	Lifestyle 1:	Bose	#	Product highlights: * Digital 5.1 decoding plus Videostage® 5 deco						0		
	U	#27726	Bose ® Wave® Radi	BOSE	#12345	Product highlights: ? Acoustic waveguide sp	Size		Package d			0		
	U	#27748	Bose ® W Wave		#	Product highlights: ? Acoustic waveguide speaker technology deliv						0		
	U	#463									-7/8"x15		0	37	200
	U	#463									-7/8"x15		0	38	300
	U	#463									-7/8"x15		0	37	200
	U	#Bea									A		0		
	U	#Bea2	Woven Wood Salad Bowl 18" bea	#	Woven Wood Salad Bowl 18							0		
	U	#Bea3	Woven Wood Salad Bowl 20" bea	#	Woven Wood Salad Bowl 20"							0		
	U	#Bea4	Woven Wood Salad Bowl 6" bea	#	Woven Wood Salad Bowl 6"							0		
	U	#Bea5	Woven Wood Salad Bowl 8" bea	#	Woven Wood Salad Bowl 8"							0		
	U	#EGGBAC	Fresh Egg Bagel - Medium size	#								0		
	U	#HBG-1/PI	H/H Buffet\	Holloware	Update Int	#HBG-1/PI	H/H Buffetware w/Gold Inlaid Solid Spoon						0	33	12
	U	#HBG-10/F	H/H Buffet\	Holloware	Update Int	#HBG-10/F	H/H Buffetware w/Gold Inlaid Spout Ladle						0	35	12
	U	#HBG-2/PI	H/H Buffet\	Holloware	Update Int	#HBG-2/PI	H/H Buffetware w/Gold Inlaid Slotted Spoon						0	32	12
	U	#HBG-3/PI	H/H Buffet\	Holloware	Update Int	#HBG-3/PI	H/H Buffetware w/Gold Inlaid Knotched Spoon						0	32	12
	U	#HBG-4/PI	H/H Buffet\	Holloware	Update Int	#HBG-4/PI	H/H Buffetware w/Gold Inlaid Deep Ladle						0	36	12
	U	#HBG-5/PI	H/H Buffet\	Holloware	Update Int	#HBG-5/PI	H/H Buffetware w/Gold Inlaid Pastry Server						0	34	12
	U	#HBG-6/PI	H/H Buffet\	Holloware	Update Int	#HBG-6/PI	H/H Buffetware w/Gold Inlaid Pie Server						0	34	12
	U	#HBG-7/PI	H/H Buffet\	Holloware	Update Int	#HBG-7/PI	H/H Buffetware w/Gold Inlaid Cold Meat Fork						0	26	12
	U	#HBG-8/PI	H/H Buffet\	Holloware	Update Int	#HBG-8/PI	H/H Buffetware w/Gold Inlaid Pot Fork						0	23	
	U	#HBG-9/PI	H/H Buffet\	Holloware	Update Int	#HBG-9/PI	H/H Buffetware w/Gold Inlaid Carving Knife						0	30	
	U	#HG-A016	Hilton Gari	Rising Sigi	Rising Sigi	#HG-A016	Hilton Garden Inn Sign: Handicap Symbol.	6" x 8"					0		
	U	#PC-2	Pizza Cutt	Smallware	Update Int	#PC-2	Pizza Cutter, 2-1/2"						0	36	12

\.csv]MikeM_1045077943950[1] /

Excel Automatically opens and the Catalog is Displayed in a Spread Sheet Format

Saving the file in a .csv format

Click on the "File" Menu and drag down to the "Save As" Selection

Edit View Insert Format Tools Data Window Help

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MikeM_1045077943950[1]

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
	ACTION	HILTONITE	HILTONITE	HILTONITE	HILTONITE	HILTONITE	HILTONITE	HILTONITE	HILTONITE	HILTONITE	HILTONITE	HILTONITE	HILTONITE	HILTONITE	HILTONIT
	N	Item numb	Product na	Brand nam	Mfg name	Mfg prod ID	Detailed pr	Product or	Product ex	Product cc	Product si	Case dime	Willing to l	Avg weight	Items per
	N	STRING(5C	STRING											C	NUMERIC
	U	#00003626	Vibratir												
	U	#000SKU1	Coffee												
	U	#000SKU1	Coffee												
	U	#000SKU1	Coffee												
	U	#000SKU1	Coffee												
	U	#000SKU1	Coffee												
	U	#000SKUE	Coffee												
	U	#27724	Bose (											50	
	U	#27725	Bose (											0	
	U	#27726	Bose (											0	
	U	#27748	Bose (											0	
	U	#46371	Embas											0	37	200
	U	#46373	Double											0	38	300
	U	#46374	Hilton (											0	37	200
	U	#Bea1	Coffee												
	U	#Bea2	Woven												
	U	#Bea3	Woven												
	U	#Bea4	Woven												
	U	#Bea5	Woven												
	U	#EGGBAC	Fresh E												
	U	#HBG-1/PI	H/H Bu												12
	U	#HBG-10/F	H/H Bu											0	35	12
	U	#HBG-2/PI	H/H Buffet	Holloware	Update Int	#HBG-2/PI	H/H Buffetware w/Gold Inlaid Slotted Spoon						0	32	12
	U	#HBG-3/PI	H/H Buffet	Holloware	Update Int	#HBG-3/PI	H/H Buffetware w/Gold Inlaid Knotched Spoon						0	32	12
	U	#HBG-4/PI	H/H Buffet	Holloware	Update Int	#HBG-4/PI	H/H Buffetware w/Gold Inlaid Deep Ladle						0	36	12
	U	#HBG-5/PI	H/H Buffet	Holloware	Update Int	#HBG-5/PI	H/H Buffetware w/Gold Inlaid Pastry Server						0	34	12
	U	#HBG-6/PI	H/H Buffet	Holloware	Update Int	#HBG-6/PI	H/H Buffetware w/Gold Inlaid Pie Server						0	34	12
	U	#HBG-7/PI	H/H Buffet	Holloware	Update Int	#HBG-7/PI	H/H Buffetware w/Gold Inlaid Cold Meat Fork						0	26	12
	U	#HBG-8/PI	H/H Buffet	Holloware	Update Int	#HBG-8/PI	H/H Buffetware w/Gold Inlaid Pot Fork						0	23	12
	U	#HBG-9/PI	H/H Buffet	Holloware	Update Int	#HBG-9/PI	H/H Buffetware w/Gold Inlaid Carving Knife						0	30	12
	U	#HG-A016	Hilton Gard	Rising Sig	Rising Sig	#HG-A016	Hilton Garden Inn Sign: Handicap Symbol.	6" x 8"					0		
	U	#PC-2	Pizza Cutt	Smallware	Update Int	#PC-2	Pizza Cutter, 2-1/2"						0	36	2

\.csv]MikeM_1045077943950[1] /

Save As

Save in: U7AMNKSC

MikeM_1045077943950[1]

History

My Documents

Desktop

Favorites

My Network Places

File name: MikeM_1045077943950[1]

Save as type: CSV (Comma delimited)

The File Name assigned by the system will be highlighted. Simply type an appropriate file name (i.e.: *Your Company Name* IHR Import)

Do NOT Change the file type. The file type MUST be "CSV (comma delimited)"

Menu bar: Edit View Insert Format Tools Data Window Help

Cell reference: A1 = ACTION

Title bar: MikeM_1045077943950[1]

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
	ACTION	HILTONITE	HILTONITE	HILTONITE	HILTONITE	HILTONITE	HILTONITE	HILTONITE	HILTONITE	HILTONITE	HILTONITE	HILTONITE	HILTONITE	HILTONITE	HILTONIT
	N	Item numbe	Product na	Brand nam	Mfg name	Mfg prod ID	Detailed pr	Product or	Product ex	Product co	Product si	Case dime	Willing to t	Avg weight	Items per
	N	STRING(5(	STRING(										NUMERIC	NUMERIC	NUMERIC
	U	#0000362E	Vibratir												0
	U	#000SKU1	Coffee												0
	U	#000SKU1	Coffee												0
	U	#000SKU1	Coffee												0
	U	#000SKU1	Coffee												0
	U	#000SKU1	Coffee												0
	U	#000SKUE	Coffee												0
	U	#27724	Bose (												
	U	#27725	Bose (												
	U	#27726	Bose (												
	U	#27748	Bose (												
	U	#46371	Embas												
	U	#46373	Double												
	U	#46374	Hilton (												
	U	#Bea1	Coffee												
	U	#Bea2	Woven												
	U	#Bea3	Woven												
	U	#Bea4	Woven												
	U	#Bea5	Woven												
	U	#EGGBAG	Fresh E												
	U	#HBG-1/PI	H/H Bu												12
	U	#HBG-10/F	H/H Bu												12
	U	#HBG-2/PI	H/H Buffet	Holloware	Update Int	#HBG-2/PI	H/H Buffetware w/Gold Inlaid Slotted Spoon						0	32	12
	U	#HBG-3/PI	H/H Buffet	Holloware	Update Int	#HBG-3/PI	H/H Buffetware w/Gold Inlaid Knotched Spoon						0	32	12
	U	#HBG-4/PI	H/H Buffet	Holloware	Update Int	#HBG-4/PI	H/H Buffetware w/Gold Inlaid Deep Ladle						0	36	12
	U	#HBG-5/PI	H/H Buffet	Holloware	Update Int	#HBG-5/PI	H/H Buffetware w/Gold Inlaid Pastry Server						0	34	12
	U	#HBG-6/PI	H/H Buffet	Holloware	Update Int	#HBG-6/PI	H/H Buffetware w/Gold Inlaid Pie Server						0	34	12
	U	#HBG-7/PI	H/H Buffet	Holloware	Update Int	#HBG-7/PI	H/H Buffetware w/Gold Inlaid Cold Meat Fork						0	26	12
	U	#HBG-8/PI	H/H Buffet	Holloware	Update Int	#HBG-8/PI	H/H Buffetware w/Gold Inlaid Pot Fork						0	23	12
	U	#HBG-9/PI	H/H Buffet	Holloware	Update Int	#HBG-9/PI	H/H Buffetware w/Gold Inlaid Carving Knife						0	30	12
	U	#HG-A016	Hilton Gar	Rising Sig	Rising Sig	#HG-A016	Hilton Garden Inn Sign: Handicap Symbol.	6" x 8"					0		
	U	#PC-2	Pizza Cutt	Smallware	Update Int	#PC-2	Pizza Cutter, 2-1/2"						0	36	12

Sheet tab: .csv]MikeM_1045077943950[1]

Save As dialog box:

Save in: U7AMNKSC

Tools ▼

- Desktop
  - My Computer
    - 3½ Floppy (A:)
    - Local Disk (C:)
      - Documents and Settings
        - Erogo Employee
          - Local Settings
            - Temporary Internet...
              - Content.IE5
                - U7AMNKSC
    - Compact Disc (D:)
  - My Network Places
  - My Documents
  - FTP Locations
  - Add/Modify FTP Locations

Sidebar: History, My Documents, Desktop, Favorites, My Network Places

File name: HSM Catalogue Import

Save as type: CSV (Comma delimited)

Callout: Click on the Down Arrow in the "Save In" Drop Down Box and a Folder Structure appears. The Save-In default folder ("U7AMNKSC" in this example) is NOT where you would typically save your working documents.

Using the Pointer, Select the Folder (or series of Folders) that takes you to where you would normally save your work. In this example, click once on the "Erogo Employee" Folder

Arial   10

A1   = ACTION

MikeM_1045077943950[1]

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
	ACTION	HILTONITE	HILTONITE	HILTONITE	HILTONITE	HILTONITE	HILTONITE	HILTONITE	HILTONITE	HILTONITE	HILTONITE	HILTONITE	HILTONITE	HILTONITE	HILTONIT
	N	Item numb	Product na	Brand nam	Mfg name	Mfg prod II	Detailed pr	Product or	Product ex	Product co	Product si:	Case dime	Willing to b	Avg weight	Items pe
	N	STRING(5(	STRING(									NUMERIC	NUMERIC	NUMERIC
	U	#0000362€	Vibratin										0		
	U	#000SKU1	Coffee										0		
	U	#000SKU1	Coffee										0		
	U	#000SKU1	Coffee										0		
	U	#000SKU1	Coffee										0		
	U	#000SKU1	Coffee												
	U	#000SKUE	Coffee												
	U	#27724	Bose ®												50
	U	#27725	Bose ®												
	U	#27726	Bose ®												
	U	#27748	Bose ®												
	U	#46371	Embas											37	200
	U	#46373	Double											38	300
	U	#46374	Hilton (											37	200
	U	#Bea1	Coffee												
	U	#Bea2	Woven												
	U	#Bea3	Woven												
	U	#Bea4	Woven												
	U	#Bea5	Woven												
	U	#EGGBAC	Fresh E										0		
	U	#HBG-1/PI	H/H Bu										0	33	12
	U	#HBG-10/F	H/H Bu										0	35	12
	U	#HBG-2/PI	H/H Buffet	Holloware	Update Int	#HBG-2/PI	H/H Buffetware w/Gold Inlaid Slotted Spoon						0	32	12
	U	#HBG-3/PI	H/H Buffet	Holloware	Update Int	#HBG-3/PI	H/H Buffetware w/Gold Inlaid Knotched Spoon						0	32	12
	U	#HBG-4/PI	H/H Buffet	Holloware	Update Int	#HBG-4/PI	H/H Buffetware w/Gold Inlaid Deep Ladle						0	36	12
	U	#HBG-5/PI	H/H Buffet	Holloware	Update Int	#HBG-5/PI	H/H Buffetware w/Gold Inlaid Pastry Server						0	34	12
	U	#HBG-6/PI	H/H Buffet	Holloware	Update Int	#HBG-6/PI	H/H Buffetware w/Gold Inlaid Pie Server						0	34	12
	U	#HBG-7/PI	H/H Buffet	Holloware	Update Int	#HBG-7/PI	H/H Buffetware w/Gold Inlaid Cold Meat Fork						0	26	12
	U	#HBG-8/PI	H/H Buffet	Holloware	Update Int	#HBG-8/PI	H/H Buffetware w/Gold Inlaid Pot Fork						0	23	12
	U	#HBG-9/PI	H/H Buffet	Holloware	Update Int	#HBG-9/PI	H/H Buffetware w/Gold Inlaid Carving Knife						0	30	12
	U	#HG-A016	Hilton Gar	Rising Sig	Rising Sig	#HG-A016	Hilton Garden Inn Sign: Handicap Symbol.		6" x 8"			0		
	U	#PC-2	Pizza Cutt	Smallware	Update Int	#PC-2	Pizza Cutter, 2-1/2"						0	36	

Save As dialog box:

Save in: Erogo Employee

- Cookies
- Desktop
- Favorites
- My Documents
- Start Menu

History

My Documents

Desktop

Favorites

My Network Places

File name: HSM Catalogue Import

Save as type: CSV (Comma delimited)

Save   Cancel

The Erogo Employee Folder now occupies the "Save in" Drop Down Box. Since I wish to save my catalog file in the "My Documents" folder, I must double-click this folder to open it and place it in the "Save-In" Drop Down Box

.csv]MikeM_1045077943950[1]

Arial   10   **B** *I* <u>U</u> $ %

A1   = ACTION

MikeM_1045077943950[1]

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
	ACTION	HILTONITE	HILTONITE	HILTONITE	HILTONITE	HILTONITE	HILTONITE	HILTONITE	HILTONITE	HILTONITE	HILTONITE	HILTONITE	HILTONITE	HILTONITE	HILTONIT
	N	Item numb	Product na	Brand nam	Mfg name	Mfg prod I[	Detailed pr	Product or	Product ex	Product cc	Product si:	Case dime	Willing to t	Avg weight	Items per
	N	STRING(5(	STRING										NUMERIC	NUMERIC	NUMERIC

Save As dialog box:

Save in: My Documents

My Pictures

History
My Documents
Desktop
Favorites
My Network Places

File name: HSM Catalogue Import

Save as type: CSV (Comma delimited)

[Save] [Cancel]

Once the folder you wish to save in occupies the "Save in:" Drop Down Box, click on the "Save" Button

U	#0000362E	Vibratir											0		
U	#000SKU1	Coffee											0		
U	#000SKU1	Coffee											0		
U	#000SKU1	Coffee											0		
U	#000SKU1	Coffee											0		
U	#000SKU1	Coffee											0		
U	#000SKUE	Coffee											0		
U	#27724	Bose (											0	50	
U	#27725	Bose (											0		
U	#27726	Bose (											0		
U	#27748	Bose (													
U	#46371	Embas													200
U	#46373	Double													300
U	#46374	Hilton (													200
U	#Bea1	Coffee													
U	#Bea2	Woven											0		
U	#Bea3	Woven											0		
U	#Bea4	Woven											0		
U	#Bea5	Woven											0		
U	#EGGBAG	Fresh E											0		
U	#HBG-1/PI	H/H Bu											0	33	12
U	#HBG-10/F	H/H Bu											0	35	12
U	#HBG-2/PI	H/H Buffet	Holloware	Update Int	#HBG-2/PI	H/H Buffetware w/Gold Inlaid Slotted Spoon							0	32	12
U	#HBG-3/PI	H/H Buffet	Holloware	Update Int	#HBG-3/PI	H/H Buffetware w/Gold Inlaid Knotched Spoon							0	32	12
U	#HBG-4/PI	H/H Buffet	Holloware	Update Int	#HBG-4/PI	H/H Buffetware w/Gold Inlaid Deep Ladle							0	36	12
U	#HBG-5/PI	H/H Buffet	Holloware	Update Int	#HBG-5/PI	H/H Buffetware w/Gold Inlaid Pastry Server							0	34	12
U	#HBG-6/PI	H/H Buffet	Holloware	Update Int	#HBG-6/PI	H/H Buffetware w/Gold Inlaid Pie Server							0	34	12
U	#HBG-7/PI	H/H Buffet	Holloware	Update Int	#HBG-7/PI	H/H Buffetware w/Gold Inlaid Cold Meat Fork							0	26	12
U	#HBG-8/PI	H/H Buffet	Holloware	Update Int	#HBG-8/PI	H/H Buffetware w/Gold Inlaid Pot Fork							0	23	12
U	#HBG-9/PI	H/H Buffet	Holloware	Update Int	#HBG-9/PI	H/H Buffetware w/Gold Inlaid Carving Knife							0	30	12
U	#HG-A016	Hilton Gar	Rising Sig	Rising Sig	#HG-A016	Hilton Garden Inn Sign: Handicap Symbol.		6" x 8"				0		
U	#PC-2	Pizza Cutt	Smallware	Update Int	#PC-2	Pizza Cutter, 2-1/2"							0	36	

\.csv]MikeM_1045077943950[1]

Edit View Insert Format Tools Data Window Help

= ACTION

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
	ACTION	HILTONITE	HILTONITE	HILTONITE	HILTONITE	HILTONITE	HILTONITE	HILTONITE	HILTONITE	HILTONITE	HILTONITE	HILTONITE	HILTONITE	HILTONITE	HILTONIT
	N	Item numb	Product na	Brand nam	Mfg name	Mfg prod ID	Detailed pr	Product or	Product ex	Product cc	Product si	Case dime	Willing to l	Avg weight	Items per
	N	STRING(50	STRING(50	STRING(1	STRING(50	STRING(1	STRING(40	STRING(50	DATE	STRING(10	STRING(70	STRING(12	NUMERIC	NUMERIC	NUMERIC
	U	#000						########					0		
	U	#000						########	Prod color				0		
	U	#000						kers Models D40201 & D40202 Test A					0		
	U	#000						kers Model D49224 Test A					0		
	U	#000						kers Models D40103 & 40104 Test A					0		
	U	#000						kers Models D40103 & 40104 Test A					0		
	U	#000						kers Models D40103 & 40104 Test A					0		
	U	#277						3·2·1 syst	Black	Media cen	21.440L x		0	50	
	U	#277						* Digital 5.1 decoding plus Videostage® 5 deco					0		
	U	#27726	Bose ® Wave® Radi	BOSE		#12345	Product highlights: ? Acoustic waveguide sp	Size		Package d			0		
	U	#27748	Bose ® W	Wave		#	Product highlights: ? Acoustic waveguide speaker technology deliv					0		
	U	#46371	Embassy	Hoffmaster	Hoffmaster	#46371	13"x17" 3 Ply Tissue Dinner N					0		
	U	#46373	Doubletree	Hoffmaster	Hoffmaster	#46373 Te	13"x17" 3	Test F Modified					0		
	U	#46374	Hilton Gard	Hoffmaster	Hoffmaster	#46374	13"x17" 3 Ply Tissue Dinner N					0		
	U	#Bea1	Coffee Makers D40104 Test A			#	Commercial Coffee Makers M					0		
	U	#Bea2	Woven Wood Salad Bowl 18" bea			#	Woven Wood Salad Bowl 18"					0		
	U	#Bea3	Woven Wood Salad Bowl 20" bea			#	Woven Wood Salad Bowl 20"					0		
	U	#Bea4	Woven Wood Salad Bowl 6" bea			#	Woven Wood Salad Bowl 6"					0		
	U	#Bea5	Woven Wood Salad Bowl 8" bea			#	Woven Wood Salad Bowl 8"					0		
	U	#EGGBAG	Fresh Egg Bagel - Medium size			#									
	U	#HBG-1/PI	H/H Buffet	Holloware	Update Int	#HBG-1/PI	H/H Buffetware w/Gold Inlaid S							
	U	#HBG-10/F	H/H Buffet	Holloware	Update Int	#HBG-10/F	H/H Buffetware w/Gold Inlaid S							
	U	#HBG-2/PI	H/H Buffet	Holloware	Update Int	#HBG-2/PI	H/H Buffetware w/Gold Inlaid S							
	U	#HBG-3/PI	H/H Buffet	Holloware	Update Int	#HBG-3/PI	H/H Buffetware w/Gold Inlaid K							
	U	#HBG-4/PI	H/H Buffet	Holloware	Update Int	#HBG-4/PI	H/H Buffetware w/Gold Inlaid D							
	U	#HBG-5/PI	H/H Buffet	Holloware	Update Int	#HBG-5/PI	H/H Buffetware w/Gold Inlaid F							
	U	#HBG-6/PI	H/H Buffet	Holloware	Update Int	#HBG-6/PI	H/H Buffetware w/Gold Inlaid Pie Server					0	34	12
	U	#HBG-7/PI	H/H Buffet	Holloware	Update Int	#HBG-7/PI	H/H Buffetware w/Gold Inlaid Cold Meat Fork					0	26	12
	U	#HBG-8/PI	H/H Buffet	Holloware	Update Int	#HBG-8/PI	H/H Buffetware w/Gold Inlaid Pot Fork					0	23	
	U	#HBG-9/PI	H/H Buffet	Holloware	Update Int	#HBG-9/PI	H/H Buffetware w/Gold Inlaid Carving Knife					0	30	
	U	#HG-A016	Hilton Gard	Rising Sign	Rising Sign	#HG-A016	Hilton Garden Inn Sign: Handicap Symbol.	6" x 8"				0		
	U	#PC-2	Pizza Cutt	Smallware	Update Int	#PC-2	Pizza Cutter, 2-1/2"					0	36	

HSM Catalogue Import

You likely will receive the following warning. Click the "Yes" button to proceed with the save in the CSV format

Microsoft Excel

HSM Catalogue Import.csv may contain features that are not compatible with CSV (Comma delimited). Do you want to keep the workbook in this format?

• To keep this format, which leaves out any incompatible features, Yes.
• To preserve the features, click No. Then save a copy in the latest Excel format.
• To see what might be lost, click Help.

Help

Yes   No

A1 = ACTION
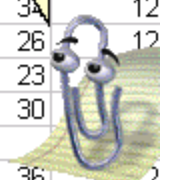
HSM Catalogue Import

> You will be able to confirm that the save completed successfully by confirming that the new file name you selected now shows in the Title Bar of the new Workbook

	A	B	C	D	E	...	L	M	N	O
	ACTION	HILTONITE	HILTONITE	HILTONIT			TONITE	HILTONITE	HILTONITE	HILTONIT
	N	Item numb	Product na	Brand na			se dime	Willing to t	Avg weight	Items per
	N	STRING(5(	STRING(5(	STRING(			RING(12	NUMERIC	NUMERIC	NUMERIC
	U	#00003626	Vibrating Matress C					0		
	U	#000SKU1	Coffee Mal	Brand na				0		
	U	#000SKU1	Coffee Makers D402				A	0		
	U	#000SKU1	Coffee Makers D492					0		
	U	#000SKU1	Coffee Makers D401					0		
	U	#000SKU1	Coffee Makers D401					0		
	U	#000SKUE	Coffee Makers D401				A	0		
	U	#27724	Bose ® 3-1	Bose		Introducing the 2000 E Media cen	21.440L x	0	50	
	U	#27725	Bose ® Li	Lifestyle 1:	Bose	#	Product highlights: * Digital 5.1 decoding plus Videostage® 5 deco	0		
	U	#27726	Bose ® Wave® Radi	BOSE	#12345	Product highlights: ? Acoustic waveguide sp	Size	Package d	0	
	U	#27748	Bose ® W	Wave		#	Product highlights: ? Acoustic waveguide speaker technology deli	0		
	U	#46371	Embassy :	Hoffmaster	Hoffmaster	#46371	13"x17" 3 Ply Tissue Dinner Nap white	13"x17"	22-7/8"x15	0	37	200
	U	#46373	Doubletree	Hoffmaster	Hoffmaster	#46373 Te	13"x17" 3 Test F Modified white Test	13"x17" Te	22-7/8"x15	0	38	300
	U	#46374	Hilton Gard	Hoffmaster	Hoffmaster	#46374	13"x17" 3 Ply Tissue Dinner Nap white	13"x17"	22-7/8"x15	0	37	200
	U	#Bea1	Coffee Makers D40104 Test A		#	Commercial Coffee Makers Models D40103 & 40104 Test A	0		
	U	#Bea2	Woven Wood Salad Bowl 18" be:	#	Woven Wood Salad Bowl 18"	0		
	U	#Bea3	Woven Wood Salad Bowl 20" be:	#	Woven Wood Salad Bowl 20"	0		
	U	#Bea4	Woven Wood Salad Bowl 6" bea'	#	Woven Wood Salad Bowl 6"	0		
	U	#Bea5	Woven Wood Salad Bowl 8" bea'	#	Woven Wood Salad Bowl 8"	0		
	U	#EGGBAC	Fresh Egg Bagel - Medium size	#		0		
	U	#HBG-1/PI	H/H Buffet\	Holloware	Update Int	#HBG-1/PI	H/H Buffetware w/Gold Inlaid Solid Spoon	0	33	12
	U	#HBG-10/F	H/H Buffet\	Holloware	Update Int	#HBG-10/F	H/H Buffetware w/Gold Inlaid Spout Ladle	0	35	12
	U	#HBG-2/PI	H/H Buffet\	Holloware	Update Int	#HBG-2/PI	H/H Buffetware w/Gold Inlaid Slotted Spoon	0	32	12
	U	#HBG-3/PI	H/H Buffet\	Holloware	Update Int	#HBG-3/PI	H/H Buffetware w/Gold Inlaid Knotched Spoon	0	32	12
	U	#HBG-4/PI	H/H Buffet\	Holloware	Update Int	#HBG-4/PI	H/H Buffetware w/Gold Inlaid Deep Ladle	0	36	12
	U	#HBG-5/PI	H/H Buffet\	Holloware	Update Int	#HBG-5/PI	H/H Buffetware w/Gold Inlaid Pastry Server	0	34	12
	U	#HBG-6/PI	H/H Buffet\	Holloware	Update Int	#HBG-6/PI	H/H Buffetware w/Gold Inlaid Pie Server	0	34	12
	U	#HBG-7/PI	H/H Buffet\	Holloware	Update Int	#HBG-7/PI	H/H Buffetware w/Gold Inlaid Cold Meat Fork	0	26	12
	U	#HBG-8/PI	H/H Buffet\	Holloware	Update Int	#HBG-8/PI	H/H Buffetware w/Gold Inlaid Pot Fork	0	23	12
	U	#HBG-9/PI	H/H Buffet\	Holloware	Update Int	#HBG-9/PI	H/H Buffetware w/Gold Inlaid Carving Knife	0	30	
	U	#HG-A016	Hilton Gard	Rising Sig	Rising Sig	#HG-A016	Hilton Garden Inn Sign: Handicap Symbol.	6" x 8"	0		
	U	#PC-2	Pizza Cutt	Smallware	Update Int	#PC-2	Pizza Cutter, 2-1/2"	0	36	

\ HSM Catalogue Import /

Formatting the Workbook to Make Changes

HSM Catalogue Import

A1 = ACTION

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
	ACTION	HILTONITE	HILTONITE	HILTONITE	HILTONITE	HILTONITE	HILTONITE	HILTONITE	HILTONITE	HILTONITE	HILTONITE	HILTONITE	HILTONITE	HILTONITE	HILTONIT
	N	Item numb	Product na	Brand nam	Mfg name	Mfg prod ID	Detailed pr	Product or	Product ex	Product co	Product si	Case dime	Willing to t	Avg weight	Items per
	N	STRING(50	STRING(50	STRING(12	STRING(50	STRING(12	STRING(40	STRING(50	DATE	STRING(10	STRING(70	STRING(12	NUMERIC	NUMERIC	NUMERIC
	U	#00003628	Vibrating Matress Co	Jiggly Slee	#00213143	Vibrating Mattress Co	#########					0		
	U	#000SKU1	Coffee Mak	Brand nam	Best Smal	#000MFG1	Commercia	Product or	########	Prod color			0		
	U	#000SKU1	Coffee Maker	D40201	Best Smal	#000MFG1	Commercial Coffee Makers Models D40201 & D40202 Test A						0		
	U	#000SKU1	Coffee Makers D4922	Best Smal	#000MFG1	Commercial Coffee Makers Model D49224 Test A						0		
	U	#000SKU1	Coffee Makers D4010	Best Smal	#000MFG1	Commercial Coffee Makers Models D40103 & 40104 Test A						0		
	U												0		
	U														200
	U														300
	U														200
	U	#Bea4	Woven Wood Salad Bowl 6" bea	#	Woven Wood Salad Bowl 6"							0		
	U	#Bea5	Woven Wood Salad Bowl 8" bea	#	Woven Wood Salad Bowl 8"							0		
	U	#EGGBAG	Fresh Egg Bagel - Medium size	#								0		
	U	#HBG-1/PI	H/H Buffetw	H								0	33	12
	U	#HBG-10/F	H/H Buffetw	H								0	35	12
	U	#HBG-2/PI	H/H Buffetw	H								0	32	12
	U	#HBG-3/PI	H/H Buffetw	H								0	32	12
	U	#HBG-4/PI	H/H Buffetw	H								0	36	12
	U	#HBG-5/PI	H/H Buffetw	H								0	34	12
	U	#HBG-6/PI	H/H Buffetw	H								0	34-	12
	U	#HBG-7/PI	H/H Buffetw	Holloware	Update Int	#HBG-7/PI	H/H Buffetware w/Gold Inlaid Cold Meat Fork						0	28	
	U	#HBG-8/PI	H/H Buffetw	Holloware	Update Int	#HBG-8/PI	H/H Buffetware w/Gold Inlaid Pot Fork						0	23	
	U	#HBG-9/PI	H/H Buffetw	Holloware	Update Int	#HBG-9/PI	H/H Buffetware w/Gold Inlaid Carving Knife						0	3	2
	U	#HG-A016	Hilton Gard	Rising Sig	Rising Sig	#HG-A016	Hilton Garden Inn Sign: Handicap Symbol.			6" x 8"			0		
	U	#PC-2	Pizza Cutt	Smallware	Update Int	#PC-2	Pizza Cutter, 2-1/2"						0	36	12

Callout: Columns with Alphanumeric Characters that exceed the width of the cell are truncated (cut off) making the information difficult to ascertain

Callout: Columns with Number Signs ("####") filling the visible space indicate that the column is not wide enough to display the value in the cell properly

Callout: The Workbook is now ready for changes but in it's current form changes will be difficult to make as not all the information is visible.

Menu bar: Edit View Insert Format Tools Data Window Help

Cell reference: A1 = ACTION

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
	ACTION	HILTONITE	HILTONITE	HILTONITE	HILTONITE	HILTONITE	HILTONITE	HILTONITE	HILTONITE	HILTONITE	HILTONITE	HILTONITE	HILTONITE	HILTONITE	HILTONITE
N		Item numbr	Product na	Brand nam	Mfg name	Mfg prod ID	Detailed pr	Product or	Product ex	Product co	Product si	Case dime	Willing to k	Avg weight	Items per
N		STRING(50	STRING(50	STRING(12	STRING(50	STRING(12	STRING(40	STRING(50	DATE		STRING(10	STRING(70	STRING(12	NUMERIC	NUMERIC	NUMERIC
U		#00003626	Vibrating Matress Cov	Jiggly Slee	#00213143	Vibrating Mattress Co	#########						0		
U		#000SKU1	Coffee Mak	Brand nam	Best Smal	#000MFG1	Commercia	Product or	#########	Prod color			0		
U		#000SKU1	Coffee Makers D40201	Best Smal	#000MFG1	Commercial Coffee Makers Models D40201 & D40202 Test A							0		
U		#000SKU1	Coffee Makers D49224	Best Smal	#000MFG1	Commercial Coffee Makers Model D49224 Test A							0		
U		#000SKU1	Coffee Makers D40103	Best Smal	#000MFG1	Commercial Coffee Makers Models D40103 & 40104 Test A							0		
U		#000SKU1	Coffee Makers D40103	Best Smal	#000MFG1	Commercia									
U		#000SKUE	Coffee Makers D40103 Test A		#		Commercia									
U		#27724	Bose ® 3-2	Bose	Bose	#27724	Introducing						0		
U		#27725	Bose ® Li	Lifestyle 12	Bose	#	Product hig								
U		#27726	Bose ® Wave® Radi	BOSE	#12345	Product hig									
U		#27748	Bose ® W	Wave		#	Product hig								
U		#46371	Embassy S	Hoffmaster	Hoffmaster	#46371	13"x17" 3 P							7	200
U		#46373	Doubletree	Hoffmaster	Hoffmaster	#46373 Te	13"x17" 3 T							8	300
U		#46374	Hilton Gard	Hoffmaster	Hoffmaster	#46374	13"x17" 3 P							7	200
U		#Bea1	Coffee Makers D40104 Test A		#		Commercia								
U		#Bea2	Woven Wood Salad Bowl 18" bea		#		Woven Woo								
U		#Bea3	Woven Wood Salad Bowl 20" bea		#		Woven Woo								
U		#Bea4	Woven Wood Salad Bowl 6" bea		#		Woven Woo								
U		#Bea5	Woven Wood Salad Bowl 8" bea		#		Woven Woo								
U		#EGGBAG	Fresh Egg Bagel - Medium size		#										
U		#HBG-1/PI	H/H Buffetw	Holloware	Update Int	#HBG-1/PI	H/H Buffetw							33	12
U		#HBG-10/F	H/H Buffetw	Holloware	Update Int	#HBG-10/F	H/H Buffetware w/Gold Inlaid Spout Ladle						0	35	12
U		#HBG-2/PI	H/H Buffetw	Holloware	Update Int	#HBG-2/PI	H/H Buffetware w/Gold Inlaid Slotted Spoon						0	32	12
U		#HBG-3/PI	H/H Buffetw	Holloware	Update Int	#HBG-3/PI	H/H Buffetware w/Gold Inlaid Knotched Spoon						0	32	12
U		#HBG-4/PI	H/H Buffetw	Holloware	Update Int	#HBG-4/PI	H/H Buffetware w/Gold Inlaid Deep Ladle						0	36	12
U		#HBG-5/PI	H/H Buffetw	Holloware	Update Int	#HBG-5/PI	H/H Buffetware w/Gold Inlaid Pastry Server						0	34	12
U		#HBG-6/PI	H/H Buffetw	Holloware	Update Int	#HBG-6/PI	H/H Buffetware w/Gold Inlaid Pie Server						0	34	12
U		#HBG-7/PI	H/H Buffetw	Holloware	Update Int	#HBG-7/PI	H/H Buffetware w/Gold Inlaid Cold Meat Fork						0	26	
U		#HBG-8/PI	H/H Buffetw	Holloware	Update Int	#HBG-8/PI	H/H Buffetware w/Gold Inlaid Pot Fork						0	23	
U		#HBG-9/PI	H/H Buffetw	Holloware	Update Int	#HBG-9/PI	H/H Buffetware w/Gold Inlaid Carving Knife						0	3	2
U		#HG-A016	Hilton Gard	Rising Sigr	Rising Sigr	#HG-A016	Hilton Garden Inn Sign: Handicap Symbol.		6" x 8"				0		
U		#PC-2	Pizza Cutt	Smallware	Update Int	#PC-2	Pizza Cutter, 2-1/2"						0	36	12

Callout box: To adjust all the columns automatically to a width sufficient enough for easy viewing of all the data, first select all the data on the workbook by clicking on the Grey Box above Row " 1 " and to the left of Column " A "

Sheet tab: HSM Catalogue Import

HSM Catalogue Import

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	ACTION	HILTONITE	HILTONITE	HILTONITE	HILTONITE	HILTONITE	HILTONITE	HILTONITE	HILTONITE	HILTONITE	HILTONITE	HILTONITE	HILTONITE	HILTONITE	HILT
2	N	Item numb	Product na	Brand nam	Mfg name	Mfg prod ID	Detailed pr	Product or	Product ex	Product co	Product si	Case dime	Willing to t	Avg weight	Item
3	N	STRING(5(	STRING(5(	STRING(12	STRING(5(	STRING(12	STRING(4(	STRING(5(	DATE	STRING(1(	STRING(7(	STRING(12	NUMERIC(	NUMERIC(	NUI
4	U	#0000362F	Vibrating Matress Co	Jiggly Slee	#0021314	Vibrating Mattress Co	########					0		
5	U	#000SKU1	Coffee Mak	Brand nam	Best Smal	#000MFG1	Commerci	Product or	########	Prod color			0		
6	U	#000SKU1	Coffee Makers D4020:	Best Smal	#000MFG1	Commercial Coffee Makers Models D40201 & D40202 Test A					0			
7	U	#000SKU1	Coffee Makers D4922	Best Smal	#000MFG1	Commercial Coffee Makers Model D49224 Test A					0			
8	U											0		
9	U											0		
10	U											0		
11	U											0	50	
12	U											0		
13	U											0		
14	U											0		
15	U											0	37	
16	U											0	38	
17	U											0	37	
18	U											0		
19	U	#Bea2	Woven Wood Salad Bowl 18" be	#		Woven Wood Salad Bowl 18"					0			
20	U	#Bea3	Woven Wood Salad Bowl 20" be	#		Woven Wood Salad Bowl 20"					0			
21	U	#Bea4	Woven Wood Salad Bowl 6" bea'	#		Woven Wood Salad Bowl 6"					0			
22	U	#Bea5	Woven Wood Salad Bowl 8" bea'	#		Woven Wood Salad Bowl 8"					0			
23	U	#EGGBAC	Fresh Egg Bagel - Medium size	#							0			
24	U	#HBG-1/PI	H/H Buffet	Holloware	Update Int	#HBG-1/PI	H/H...Gold Inlaid Solid Spoon					0	33	
25	U	#HBG-10/F	H/H Buffet	Holloware	Update Int	#HBG-10/F	H/H Buffetware w/Gold Inlaid Spout Ladle					0	35	
26	U	#HBG-2/PI	H/H Buffet	Holloware	Update Int	#HBG-2/PI	H/H Buffetware w/Gold Inlaid Slotted Spoon					0	32	
27	U	#HBG-3/PI	H/H Buffet	Holloware	Update Int	#HBG-3/PI	H/H Buffetware w/Gold Inlaid Knotched Spoon					0	32	
28	U	#HBG-4/PI	H/H Buffet	Holloware	Update Int	#HBG-4/PI	H/H Buffetware w/Gold Inlaid Deep Ladle					0	36	
29	U	#HBG-5/PI	H/H Buffet	Holloware	Update Int	#HBG-5/PI	H/H Buffetware w/Gold Inlaid Pastry Server					0	34	
30	U	#HBG-6/PI	H/H Buffet	Holloware	Update Int	#HBG-6/PI	H/H Buffetware w/Gold Inlaid Pie Server					0	34	
31	U	#HBG-7/PI	H/H Buffet	Holloware	Update Int	#HBG-7/PI	H/H Buffetware w/Gold Inlaid Cold Meat Fork					0	26	
32	U	#HBG-8/PI	H/H Buffet	Holloware	Update Int	#HBG-8/PI	H/H Buffetware w/Gold Inlaid Pot Fork					0	23	
33	U	#HBG-9/PI	H/H Buffet	Holloware	Update Int	#HBG-9/PI	H/H Buffetware w/Gold Inlaid Carving Knife					0	30	
34	U	#HG-A016	Hilton Gard	Rising Sigi	Rising Sigi	#HG-A016	Hilton Garden Inn Sign: Handicap Symbol. 6" x 8"					0		
35	U	#PC-2	Pizza Cutt	Smallware	Update Int	#PC-2	Pizza Cutter, 2-1/2"					0	36	

Next, take the mouse and position it in the Column Heading on any of the lines that separate the columns. It doesn't matter which one you choose. Once The Pointer changes from its standard "Arrow" to an object shaped like the following, Double-Click on the Column Heading

Ready

Sum=5780816.23   NUM

Arial   10

A1   = ACTION

HSM Catalogue Import

	A	B	C	D	E	
	ACTION	HILTONITEMS.SUPPLIER_SKU	HILTONITEMS.ITEM_DESCRIPTION	HILTONITEMS.BRAND_NAME	HILTONITEMS.MFG_NAME	H
	N	Item number	Product name	Brand name	Mfg name	M
	N	STRING(50)	STRING(500)	STRING(128)	STRING(50)	S
	U	#000SKU140001	Coffee Makers D40201 Test A	Brand name	Best Small Appliances	#
	U	#000SKU140002	Coffee Makers D40202 Test A		Best Small Appliances	#
	U	#000SKU140003	Coffee Makers D49224 Test A		Best Small Appliances	#
	U	#000SKU140004	Coffee Makers D40103 Test A		Best Small Appliances	#
	U	#000SKU140005	Coffee Makers D40104 Test A		Best Small Appliances	#
	U	#000SKUBEA	Coffee Makers D40103 Test A			#
	U	#27724	Bose ® 3·2·1 system	Bose	Bose	#
	U	#27725	Bose ® Lifestyle® 12 Series II Home Theater System	Lifestyle 12	Bose	#
	U	#27726				#
	U	#27748				#
	U	#46371			er	#
	U	#46373			er Test F Modified	#
	U	#46374			Hoffmaster	#
	U	#Bea1	Coffee Makers D40104 Test A			#
	U	#Bea2	Woven Wood Salad Bowl 18" bea's testing			#
	U	#Bea3	Woven Wood Salad Bowl 20" bea's testing 01/20/03			#
	U	#Bea4	Woven Wood Salad Bowl 6" bea's testing 01/20/03			#
	U	#Bea5	Woven Wood Salad Bowl 8" bea's testing 01/20/03			#
	U	#EGGBAGEL	Fresh Egg Bagel - Medium size			#
	U	#HBG-1/PH	H/H Buffetware w/Gold Inlaid Solid Spoon	Holloware	Update International	#
	U	#HBG-10/PH	H/H Buffetware w/Gold Inlaid Spout Ladle	Holloware	Update International	#
	U	#HBG-2/PH	H/H Buffetware w/Gold Inlaid Slotted Spoon	Holloware	Update International	#
	U	#HBG-3/PH	H/H Buffetware w/Gold Inlaid Knotched Spoon	Holloware	Update International	#
	U	#HBG-4/PH	H/H Buffetware w/Gold Inlaid Deep Ladle	Holloware	Update International	#
	U	#HBG-5/PH	H/H Buffetware w/Gold Inlaid Pastry Server	Holloware	Update International	#
	U	#HBG-6/PH	H/H Buffetware w/Gold Inlaid Pie Server	Holloware	Update International	#
	U	#HBG-7/PH	H/H Buffetware w/Gold Inlaid Cold Meat Fork	Holloware	Update International	#
	U	#HBG-8/PH	H/H Buffetware w/Gold Inlaid Pot Fork	Holloware	Update International	#
	U	#HBG-9/PH	H/H Buffetware w/Gold Inlaid Carving Knife	Holloware	Update International	#
	U	#HG-A016H	Hilton Garden Inn Sign: Handicap Symbol	Rising Signs	Rising Signs	#
	U	#PC-2	Pizza Cutter, 2-1/2"	Smallwares	Update International	#
	U	#PC-4	Pizza Cutter, 4"	Smallwares	Update International	#

The columns should now be adjusted to accommodate all data in each individual column.

◄ ► ►| \ **HSM Catalogue Import** /

In order to make the Column and Row descriptions visible at all times, it is necessary to use the "Freeze Panes" functionality

Arial   10   **B** *I* <u>U</u> $ %

D4   =   Brand name

HSM Catalogue Import

	A	B	C	D	E	
	ACTION	HILTONITEMS.SUPPLIER_SKU	HILTONITEMS.ITEM_DESCRIPTION	HILTONITEMS.BRAND_NAME	HILTONITEMS.MFG_NAME	H
	N	Item number	Product name	Brand name	Mfg name	M
	N	STRING(50)	STRING(500)	STRING(128)	STRING(50)	S
	U	#000SKU140001	Coffee Makers D40201 Test A	Brand name	Best Small Appliances	#
	U	#000SKU140002	Coffee Makers D40202 Test A		Best Small Appliances	#
	U	#000SKU140003	Coffee Makers D49224 Test A		Best Small Appliances	#
	U	#000SKU140004	Coffee Makers D40103 Test A		Best Small Appliances	#
	U	#000SKU140005	Coffee Makers D40104 Test A		Best Small Appliances	#
	U	#000SKUBEA	Coffee Makers D40103 Test A			#
)	U	#27724	Bose ® 3·2·1 system	Bose	Bose	#
	U	#27725	Bose ® Lifestyle® 12 Series II Home Theater System	Lifestyle 12	Bose	#
2	U	#27726				#
3	U	#27748				#
4	U	#46371			er	#
5	U	#46373			er Test F Modified	#
5	U	#46374			er	#
7	U	#Bea1				#
3	U	#Bea2				#
9	U	#Bea3				#
)	U	#Bea4				#
	U	#Bea5	Woven Wood Salad Bowl 8" bea's testing 01/20/03			#
2	U	#EGGBAGEL	Fresh Egg Bagel - Medium size			#
3	U	#HBG-1/PH	H/H Buffetware w/Gold Inlaid Solid Spoon	Holloware	Update International	#
4	U	#HBG-10/PH	H/H Buffetware w/Gold Inlaid Spout Ladle	Holloware	Update International	#
5	U	#HBG-2/PH	H/H Buffetware w/Gold Inlaid Slotted Spoon	Holloware	Update International	#
5	U	#HBG-3/PH	H/H Buffetware w/Gold Inlaid Knotched Spoon	Holloware	Update International	#
7	U	#HBG-4/PH	H/H Buffetware w/Gold Inlaid Deep Ladle	Holloware	Update International	#
3	U	#HBG-5/PH	H/H Buffetware w/Gold Inlaid Pastry Server	Holloware	Update International	#
9	U	#HBG-6/PH	H/H Buffetware w/Gold Inlaid Pie Server	Holloware	Update International	#
)	U	#HBG-7/PH	H/H Buffetware w/Gold Inlaid Cold Meat Fork	Holloware	Update International	#
	U	#HBG-8/PH	H/H Buffetware w/Gold Inlaid Pot Fork	Holloware	Update International	#
2	U	#HBG-9/PH	H/H Buffetware w/Gold Inlaid Carving Knife	Holloware	Update International	#
3	U	#HG-A016H	Hilton Garden Inn Sign: Handicap Symbol	Rising Signs	Rising Signs	#
4	U	#PC-2	Pizza Cutter, 2-1/2"	Smallwares	Update International	#
5	U	#PC-4	Pizza Cutter, 4"	Smallwares	Update International	#

Select the cell immediately to the right of the last column which you wish to remain visible at all times AND immediately below the last row that you wish visible at all times.

◄ ► ►│ \ **HSM Catalogue Import** /

Click on the Window Menu

Select the "Freeze Panes" Option. If it is not immediately visible on your list, wait a few seconds and it will appear.

Edit View Insert Format Tools Data Window Help

D4 = Brand name

HSM Catalogue Import

	A	B	C	D	E	
	ACTION	HILTONITEMS.SUPPLIER_SKU	HILTONITEMS.ITEM_DESCRIPTION	HILTONITEMS.BRAND_NAME	HILTONITEMS.MFG_NAME	H
	N	Item number	Product name	Brand name	Mfg name	M
	N	STRING(50)	STRING(500)	STRING(128)	STRING(50)	S
	U	#000SKU140001	Coffee Makers D40201 Test A	Brand name	Best Small Appliances	#
	U	#000SKU140002	Coffee Makers D40202 Test A		Best Small Appliances	#
	U	#000SKU140003	Coffee Makers D40224 Test A		Best Small Appliances	#
	U	#000SKU140004	Coffee Makers D40103 Test A		Best Small Appliances	#
	U	#000SKU140005	Coffee Makers D40104 Test A		Best Small Appliances	#
	U					#
	U			Bose	Bose	#
	U		Theater System	Lifestyle 12	Bose	#
	U				BOSE	#
	U			Wave		#
	U		Best one	Hoffmaster	Hoffmaster	#
	U			Hoffmaster Test F Modified	Hoffmaster Test F Modified	#
	U		e Best one	Hoffmaster	Hoffmaster	#
	U					#
	U	#Bea2	Woven Wood Salad Bowl 18" bea's testing			#
	U	#Bea3	Woven Wood Salad Bowl 20" bea's testing 01/20/03			#
	U	#Bea4	Woven Wood Salad Bowl 6" bea's testing 01/20/03			#
	U	#Bea5	Woven Wood Salad Bowl 8" bea's testing 01/20/03			#
	U	#EGGBAGEL	Fresh Egg Bagel - Medium size			#
	U	#HBG-1/PH	H/H Buffetware w/Gold Inlaid Solid Spoon	Holloware	Update International	#
	U	#HBG-10/PH	H/H Buffetware w/Gold Inlaid Spout Ladle	Holloware	Update International	#
	U	#HBG-2/PH	H/H Buffetware w/Gold Inlaid Slotted Spoon	Holloware	Update International	#
	U	#HBG-3/PH	H/H Buffetware w/Gold Inlaid Knotched Spoon	Holloware	Update International	#
	U	#HBG-4/PH	H/H Buffetware w/Gold Inlaid Deep Ladle	Holloware	Update International	#
	U	#HBG-5/PH	H/H Buffetware w/Gold Inlaid Pastry Server	Holloware	Update International	#
	U	#HBG-6/PH	H/H Buffetware w/Gold Inlaid Pie Server	Holloware	Update International	#
	U	#HBG-7/PH	H/H Buffetware w/Gold Inlaid Cold Meat Fork	Holloware	Update International	#
	U	#HBG-8/PH	H/H Buffetware w/Gold Inlaid Pot Fork	Holloware	Update International	#
	U	#HBG-9/PH	H/H Buffetware w/Gold Inlaid Carving Knife	Holloware	Update International	#
	U	#HG-A016H	Hilton Garden Inn Sign: Handicap Symbol	Rising Signs	Rising Signs	#
	U	#PC-2	Pizza Cutter, 2-1/2"	Smallwares	Update International	#
	U	#PC-4	Pizza Cutter, 4"	Smallwares	Update International	#

After the "Freeze Frame" Option has been selected a solid vertical and horizontal line will be present on the screen

HSM Catalogue Import

Arial   10

D4   = Brand name

HSM Catalogue Import

	A	B	C	F	
	ACTION	HILTONITEMS.SUPPLIER_SKU	HILTONITEMS.ITEM_DESCRIPTION	HILTONITEMS.MFG_PART_NUMBER	HILTONITEMS.LONG_D
	N	Item number	Product name	Mfg prod ID	Detailed product desc
	N	STRING(50)	STRING(500)	STRING(128)	STRING(4000)
	U	#000SKU140001	Coffee Makers D40201 Test A	#000MFG140001	Commercial Coffee Mak
	U	#000SKU140002	Coffee Makers D40202 Test A	#000MFG140002	Commercial Coffee Mak
	U	#000SKU140003	Coffee Makers D49224 Test A	#000MFG140003	Commercial Coffee Mak
	U	#000SKU140004	Coffee Makers D40103 Test A	#000MFG140004	Commercial Coffee Mak
	U	#000SKU140005	Coffee Makers D40104 Test A	#000MFG140005	Commercial Coffee Mak
	U				Commercial Coffee Mak
	U				Introducing the Bose®
	U				Product highlights: * Dig
	U				Product highlights: ? Ac
	U				Product highlights: ? Ac
	U				13"x17" 3 Ply Tissue D
	U			Test F Modified	13"x17" 3 Ply Tissue D
	U	#46374	Hilton Garden Inn Dinner Napkins The Best one	#46374	13"x17" 3 Ply Tissue D
	U	#Bea1	Coffee Makers D40104 Test A	#	Commercial Coffee Mak
	U	#Bea2	Woven Wood Salad Bowl 18" bea's testing	#	Woven Wood Salad Bow
	U	#Bea3	Woven Wood Salad Bowl 20" bea's testing 01/20/03	#	Woven Wood Salad Bow
	U	#Bea4	Woven Wood Salad Bowl 6" bea's testing 01/20/03	#	Woven Wood Salad Bow
	U	#Bea5	Woven Wood Salad Bowl 8" bea's testing 01/20/03	#	Woven Wood Salad Bow
	U	#EGGBAGEL	Fresh Egg Bagel - Medium size	#	
	U	#HBG-1/PH	H/H Buffetware w/Gold Inlaid Solid Spoon	#HBG-1/PH	H/H Buffetware w/Gold
	U	#HBG-10/PH	H/H Buffetware w/Gold Inlaid Spout Ladle	#HBG-10/PH	H/H Buffetware w/Gold
	U	#HBG-2/PH	H/H Buffetware w/Gold Inlaid Slotted Spoon	#HBG-2/PH	H/H Buffetware w/Gold
	U	#HBG-3/PH	H/H Buffetware w/Gold Inlaid Knotched Spoon	#HBG-3/PH	H/H Buffetware w/Gold
	U	#HBG-4/PH	H/H Buffetware w/Gold Inlaid Deep Ladle	#HBG-4/PH	H/H Buffetware w/Gold
	U	#HBG-5/PH	H/H Buffetware w/Gold Inlaid Pastry Server	#HBG-5/PH	H/H Buffetware w/Gold
	U	#HBG-6/PH	H/H Buffetware w/Gold Inlaid Pie Server	#HBG-6/PH	H/H Buffetware w/Gold
	U	#HBG-7/PH	H/H Buffetware w/Gold Inlaid Cold Meat Fork	#HBG-7/PH	H/H Buffetware w/Gold
	U	#HBG-8/PH	H/H Buffetware w/Gold Inlaid Pot Fork	#HBG-8/PH	H/H Buffetware w/Gold
	U	#HBG-9/PH	H/H Buffetware w/Gold Inlaid Carving Knife	#HBG-9/PH	H/H Buffetware w/
	U	#HG-A016H	Hilton Garden Inn Sign: Handicap Symbol	#HG-A016H	Hilton Garden In
	U	#PC-2	Pizza Cutter, 2-1/2"	#PC-2	Pizza Cutter,
	U	#PC-4	Pizza Cutter, 4"	#PC-4	Pizza Cutter, 4"

Using the Horizontal and Vertical Scroll bars to Navigate across and down the workbook, will move the columns and rows "behind" the Freeze Panes.

◄ ► ►| \HSM Catalogue Import /

Making Changes to the Catalog

- Updating existing Records
- Deleting Unchanged Records
- Inserting New Records

A1   =   ACTION

HSM Catalogue Import

	A	B	C	D	E
	ACTION	HILTONITEMS.SUPPLIER_SKU	HILTONITEMS.ITEM_DESCRIPTION	HILTONITEMS.BRAND_NAME	HILTONITEMS.MFG_NAME
	N	Item number	Product name	Brand name	Mfg name
	N	STRING(50)	STRING(500)	STRING(128)	STRING(50)
	U	#000SKU140001	Coffee Makers D40201 Test A	Brand name	Best Small Appliances
	U	#000SKU140002	Coffee Makers D40202 Test A		Best Small Appliances
	U	#000SKU140003	Coffee Makers D49224 Test A		Best Small Appliances
	U	#000SKU140004	Coffee Makers D40103 Test A		Best Small Appliances
	U	#000SKU140005	Coffee Makers D40104 Test A		Best Small Appliances
	U	#000SKUBEA	Coffee Makers D40103 Test A		
	U	#27724	Bose ® 3·2·1 system	Bose	Bose
	U	#27725			Bose
	U	#27726			BOSE
	U	#27748			
	U	#46371			Hoffmaster
	U	#46373		t F Modified	Hoffmaster Test F Modified
	U	#46374	Hilton Garden Inn Dinner Napkins The Best one	Hoffmaster	Hoffmaster
	U	#Bea1	Coffee Makers D40104 Test A		
	U	#Bea2	Woven Wood Salad Bowl 18" bea's testing		
	U	#Bea3	Woven Wood Salad Bowl 20" bea's testing 01/20/03		
	U	#Bea4	Woven Wood Salad Bowl 6" bea's testing 01/20/03		
	U	#Bea5	Woven Wood Salad Bowl 8" bea's testing 01/20/03		
	U	#EGGBAGEL			
	U	#HBG-1/PH			Update International
	U	#HBG-10/PH			Update International
	U	#HBG-2/PH			Update International
	U	#HBG-3/PH	H/H Buffetware w/Gold Inlaid Knotched Spoon	Holloware	Update International
	U	#HBG-4/PH	H/H Buffetware w/Gold Inlaid Deep Ladle	Holloware	Update International
	U	#HBG-5/PH	H/H Buffetware w/Gold Inlaid Pastry Server	Holloware	Update International
	U	#HBG-6/PH	H/H Buffetware w/Gold Inlaid Pie Server	Holloware	Update International
	U	#HBG-7/PH	H/H Buffetware w/Gold Inlaid Cold Meat Fork	Holloware	Update International
	U	#HBG-8/PH	H/H Buffetware w/Gold Inlaid Pot Fork	Holloware	Update International
	U	#HBG-9/PH	H/H Buffetware w/Gold Inlaid Carving Knife	Holloware	Update International
	U	#HG-A016H	Hilton Garden Inn Sign: Handicap Symbol	Rising Signs	Rising Signs
	U	#PC-2	Pizza Cutter, 2-1/2"	Smallwares	Update International
	U	#PC-4	Pizza Cutter, 4"	Smallwares	Update International

The Top 3 Rows are System Defined and must not be altered in ANY WAY

ALL Columns are critical to the import. Do NOT Delete OR Reorder ANY Columns.

◄ ► ►│ \ **HSM Catalogue Import** /

Columns that Must Contain Data
Export Filter = "Supplier Products"

Columns that Must Contain Data
Export Filter = "Supplier Products"

- **Column A**: ACTION: Existing Records will default to "U" (Update) New Records Must have "I" (Insert)

- **Column B**: SUPPLIER ITEM NUMBER: Must be entered with a leading "#" The # sign will be stripped off when the file is uploaded back into the System

- **Column C**: ITEM DESCRIPTION Primary Description Label used by Buyers. If you really want the Buyer to know something about an item then make sure to enter it here

- **Column M**: WILLING TO BREAK CASE: Enter "1" for YES and "0" for NO

Columns that Must Contain Data
Export Filter = "Supplier Products"

- **Column O:** ITEMS PER CASE: Make sure to enter a value greater than or equal to 1

- **Column P:** PRICE UOM: Price Unit of Measure Codes. Use Codes Available from HELP Lists

- **Column Q:** MINIMUM ORDER QUANTITY: Make sure to enter a value greater than or equal to 1

- **Column R:** UNIT PRICE: Enter Numeric Values ONLY (i.e. $57.779 would be entered: 57.779) Do NOT enter "Call For Quote". If the price is uncertain enter "0" (Zero). Put "Call For Quote" in the Description field , Column C

- **Column Y:** EFFECTIVE DATE: This is an important change from Purchase Pro. All Price Changes/Additions MUST Have an Effective Date. Enter in format MM/DD/YY

Columns that Must Contain Data
Export Filter = "Supplier Products"

- **Column Z:** EXPIRATION DATE: Also known as the "End Date". This is the Date that this price will expire. It is only an estimate but it is required by Interstate. If you don't have a specific end date for the price enter the estimated date that you will next update your catalog. Buyers will still be able to place orders for products after this date.

- **Column AG:** CATEGORY ID: Buyers will only be able to view your Catalog items if they have an associated category. Enter the Category ID as identified from the Help List

Updating Existing Records

- Discontinued Items
- Discontinued Items replaced by Like Items
- Updating Category IDs

Arial   10

A4   = U

HSM Catalogue Import

A	B	C	X	
ACTION	HILTONITEMS.SUPPLIER_SKU	HILTONITEMS.ITEM_DESCRIPTION	HILTONITEMS.PERCENT_BREAK_MULTIPLIER3	HILTONITE
N	Item number	Product name	Tier 3 multiplier	Price effect
N	STRING(50)	STRING(500)	NUMERIC(38,10)	DATE
U	#000SKU140003	Coffee Makers D49224 Test A		
U	#000SKU140004	Coffee Makers D40103 Test A		
U	#000SKU140005	Coffee Makers D40104 Test A		
U	#000SKUBEA	Coffee Makers D40103 Test A		
U	#27724	Bose ® 3·2·1 system		
U	#27725	Bose ® Lifestyle® 12 Series II Home Theater System		
U	#27726	Bose ® Wave® Radio/CD		
U	#27748	Bose ® Wave® Radio		
U	#46371	Embassy Suites Dinner Napkin The Best one		
U	#46373	Doubletree Dinner Napkin Jan 22	0.08	
U	#46374	Hilton Garden Inn Dinner Napkins The Best one		
U		a's testing		
U		a's testing 01/20/03		
U		's testing 01/20/03		
U	#bea3	Woven Wood Salad Bowl 8" bea's testing 01/20/03		
U	#EGGBAGEL	Fresh Egg Bagel - Medium size		
U	#HBG-1/PH	H/H Buffetware w/Gold Inlaid Solid Spoon		
U	#HBG-10/PH	H/H Buffetware w/G		
U	#HBG-2/PH	H/H Buffetware w/G		
U	#HBG-3/PH	H/H Buffetware w/G		
U	#HBG-4/PH	H/H Buffetware w/G		
U	#HBG-5/PH	H/H Buffetware w/G		
U	#HBG-6/PH	H/H Buffetware w/G		
U	#HBG-7/PH	H/H Buffetware w/Gold Inlaid Cold Meat Fork		
U	#HBG-8/PH	H/H Buffetware w/Gold Inlaid Pot Fork		
U	#HBG-9/PH	H/H Buffetware w/Gold Inlaid Carving Knife		
U	#HG-A016H	Hilton Garden Inn Sign: Handicap Symbol		
U	#PC-2	Pizza Cutter, 2-1/2"		
U	#PC-4	Pizza Cutter, 4"		
U	#PC-4WH	Pizza Cutter, 4" Diameter Wheel, Wood Handle		
U	#PT-CS10	Aluminum Pizza Tray Coupe Style 10"		

Make sure that Column A (Action) contains the letter U

Make sure that Column C (Item Description) has as much critical information regarding the item as possible

◄ ► ►│ \ HSM Catalogue Import /

Arial ▼ 10 ▼ **B** *I* U

I5 ▼ = 2/13/2003

HSM Catalogue Import

	A	B	C	I	J
	ACTION	HILTONITEMS.SUPPLIER_SKU	HILTONITEMS.ITEM_DESCRIPTION	HILTONITEMS.EXPIRATION_DATE	HILTONITEMS.PRODUCT_
	N	Item number	Product name	Product expiration date	Product color
	N	STRING(50)	STRING(500)	DATE	STRING(100)
	U	#000SKU140003	Coffee Makers D49224 Test A		
	U	#000SKU140004	Coffee Makers D40103 Test A	2/13/2003	
	U	#000SKU140005	Coffee Makers D40104 Test A		
	U	#000SKUBEA	Coffee Makers D40103 Test A		
	U	#27724	Bose ® 3·2·1 system		Black
	U	#27725	Bose ® Lifestyle® 12 Series II Home Theater System		
	U	#27726	Bose ® Wave® Radio/CD		
	U	#27748	Bose ® Wave® Radio		
	U	#46371	Embassy Suites Dinner Napkin The Best one		white
	U	#46373	Doubletree Dinner Napkin Jan 22		white Test F Modified
	U	#46374	Hilton Garden Inn Dinner Napkins The Best one		white
	U	#Bea1	Coffee Makers D40104 Test A		
	U	#Bea2	Woven Wood Salad Bowl 18" bea's testing		
	U	#Bea3	Woven Wood Salad Bowl 20" bea's testing 01/20/03		
	U	#Bea4	Woven Wood Salad Bowl 6" bea's testing 01/20/03		
	U	#Bea5	Woven Wood Salad Bowl 8" bea's testing 01/20/03		
	U	#EGGBAGEL	Fresh Egg Bagel - Medium size		
	U				
	U				
	U				
	U				
	U				
	U				
	U				
	U	#HBG-7/PH	H/H Buffetware w/Gold Inlaid Cold Meat Fork		
	U	#HBG-8/PH	H/H Buffetware w/Gold Inlaid Pot Fork		
	U	#HBG-9/PH	H/H Buffetware w/Gold Inlaid Carving Knife		
	U	#HG-A016H	Hilton Garden Inn Sign: Handicap Symbol		
	U	#PC-2	Pizza Cutter, 2-1/2"		
	U	#PC-4	Pizza Cutter, 4"		
	U	#PC-4WH	Pizza Cutter, 4" Diameter Wheel, Wood Handle		
	U	#PT-CS10	Aluminum Pizza Tray Coupe Style 10"		

If an Item has been Discontinued. Make Sure to enter a Product Expiration Date. Do NOT delete the record in the CSV file as this will not delete the record in the database

◄ ► ►I \ **HSM Catalogue Import** /

B9   = #27725

HSM Catalogue Import

A	B	C	I	J
ACTION	HILTONITEMS.SUPPLIER_SKU	HILTONITEMS.ITEM_DESCRIPTION	HILTONITEMS.EXPIRATION_DATE	HILTONITEMS.PRODUCT_
N	Item number	Product name	Product expiration date	Product color
N	STRING(50)	STRING(500)	DATE	STRING(100)
U	#000SKU140003	Coffee Makers D49224 Test A		
U	#000SKU140004	Coffee Makers D40103 Test A	2/13/2003	
U	#000SKU140005	Coffee Makers D40104 Test A		
U	#000SKUBEA	Coffee Makers D40103 Test A		
U	#27724	Bose ® 3·2·1 system		Black
U	#27725	Bose ® Lifestyle® 12 Series II Home Theater System		
U	#27726	Bose ® Wave® Radio/CD		
U	#27748	Bose ® Wave® Radio		
U	#46371	Embassy Suites Dinner Napkin The Best one		white
U	#46373	Doubletree Dinner Napkin Jan 22		white Test F Modified
U	#46374	Hilton Garden Inn Dinner Napkins The Best one		white
U	#Bea1	Coffee Makers D40104 Test A		
U	#Bea			
U	#Bea			
U	#Bea			
U	#Bea			
U	#EGOBAGEL	Fresh Egg Bagel - Medium size		
U	#HBG-1/PH	H/H Buffetware w/Gold Inlaid Solid Spoon		
U	#HBG-10/PH	H/H Buffetware w/Gold Inlaid Spout Ladle		
U	#HBG-2/PH	H/H Buffetware w/Gold Inlaid Slotted Spoon		
U	#HBG-3/PH	H/H Buffetware w/Gold Inlaid Knotched Spoon		
U	#HBG-4/PH	H/H Buffetware w/Gold Inlaid Deep Ladle		
U	#HBG-5/PH	H/H Buffetware w/Gold Inlaid Pastry Server		
U	#HBG-6/PH	H/H Buffetware w/Gold Inlaid Pie Server		
U	#HBG-7/PH	H/H Buffetware w/Gold Inlaid Cold Meat Fork		
U	#HBG-8/PH	H/H Buffetware w/Gold Inlaid Pot Fork		
U	#HBG-9/PH	H/H Buffetware w/Gold Inlaid Carving Knife		
U	#HG-A016H	Hilton Garden Inn Sign: Handicap Symbol		
U	#PC-2	Pizza Cutter, 2-1/2"		
U	#PC-4	Pizza Cutter, 4"		
U	#PC-4WH	Pizza Cutter, 4" Diameter Wheel, Wood Handle		
U	#PT-CS10	Aluminum Pizza Tray Coupe Style 10"		

If an item has been discontinued and replaced by a new item,
DO NOT change the Item #.

◄ ► ►| \ HSM Catalogue Import /

Edit View Insert Format Tools Data Window Help

A9 = U

HSM Catalogue Import

	A	B	C	I	J
	ACTION	HILTONITEMS.SUPPLIER_SKU	HILTONITEMS.ITEM_DESCRIPTION	HILTONITEMS.EXPIRATION_DATE	HILTONITEMS.PRODUCT_
	N	Item number	Product name	Product expiration date	Product color
	N	STRING(50)	STRING(500)	DATE	STRING(100)
	U	#000SKU140003	Coffee Makers D49224 Test A		
	U	#000SKU140004	Coffee Makers D40103 Test A	2/13/2003	
	U	#000SKU140005	Coffee Makers D40104 Test A		
	U	#000SKUBEA	Coffee Makers D40103 Test A		
	U	#27724	Bose ® 3·2·1 system		Black
	U	#27725	Bose ® Lifestyle® 12 Series II Home Theater System		
	U	#27726	Bose ® Wave® Radio/CD		
	U	#27748			
	U	#46371			
	U	#46373			
	U	#46374			
	U	#Bea1			
	U	#Bea2			
	U	#Bea3	Woven Wood Salad Bowl 20" bea's testing 01/20/03		
	U	#Bea4	Woven Wood Salad Bowl 6" bea's testing 01/20/03		
	U	#Bea5	Woven Wood Salad Bowl 8" bea's testing 01/20/03		
	U	#EGGBAGEL	Fresh Egg Bagel - Medium size		
	U	#HBG-1/PH	H/H Buffetware w/Gold Inlaid Solid Spoon		
	U	#HBG-10/PH	H/H Buffetware w/Gold Inlaid Spout Ladle		
	U	#HBG-2/PH	H/H Buffetware w/Gold Inlaid Slotted Spoon		
	U	#HBG-3/PH	H/H Buffetware w/Gold Inlaid Knotched Spoon		
	U	#			
	U	#			
	U	#			
	U	#HBG-8/PH	H/H Buffetware w/Gold Inlaid Pot Fork		
	U	#HBG-9/PH	H/H Buffetware w/Gold Inlaid Carving Knife		
	U	#HG-A016H	Hilton Garden Inn Sign: Handicap Symbol		
	U	#PC-2	Pizza Cutter, 2-1/2"		
	U	#PC-4	Pizza Cutter, 4"		
	U	#PC-4WH	Pizza Cutter, 4" Diameter Wheel, Wood Handle		
	U	#PT-CS10	Aluminum Pizza Tray Coupe Style 10"		

HSM Catalogue Import

The proper procedure is to expire the first Item and Enter a New Item. If you would like to use the discontinued Item as a template then follow the following procedures:

Select the Entire Row by clicking on the Row Number to the Left

Edit View Insert Format Tools Data Window Help

| | | | | | Arial | | 10 | **B** *I* <u>U</u> |

Undo Typing "2/13/03" in I5   Ctrl+Z

Cut   Ctrl+X

Copy   Ctrl+C

Paste   Ctrl+V

Paste Special...

Fill

Clear

Delete

Find...   Ctrl+F

Links...

		C	I	J
SKU	HILTONITEMS.ITEM_		IS.PRODUCT_	
	Product name	**From the Edit Menu select "Copy"**		
	STRING(500)		NG(100)	
	Coffee Makers D49224 Test A			
	Coffee Makers D40103 Test A	2/13/2003		
	Coffee Makers D40104 Test A			
	Coffee Makers D40103 Test A			
	Bose ® 3·2·1 system		Black	
	Bose ® Lifestyle® 12 Series II Home Theater System			
	Bose ® Wave® Radio/CD			
U	#27748	Bose ® Wave® Radio		
U	#46371	Embassy Suites Dinner Napkin The Best one		white
U	#46373	Doubletree Dinner Napkin Jan 22		white Test F Modified
U	#46374	Hilton Garden Inn Dinner Napkins The Best one		white
U	#Bea1	Coffee Makers D40104 Test A		
U	#Bea2	Woven Wood Salad Bowl 18" bea's testing		
U	#Bea3	Woven Wood Salad Bowl 20" bea's testing 01/20/03		
U	#Bea4	Woven Wood Salad Bowl 6" bea's testing 01/20/03		
U	#Bea5	Woven Wood Salad Bowl 8" bea's testing 01/20/03		
U	#EGGBAGEL	Fresh Egg Bagel - Medium size		
U	#HBG-1/PH	H/H Buffetware w/Gold Inlaid Solid Spoon		
U	#HBG-10/PH	H/H Buffetware w/Gold Inlaid Spout Ladle		
U	#HBG-2/PH	H/H Buffetware w/Gold Inlaid Slotted Spoon		
U	#HBG-3/PH	H/H Buffetware w/Gold Inlaid Knotched Spoon		
U	#HBG-4/PH	H/H Buffetware w/Gold Inlaid Deep Ladle		
U	#HBG-5/PH	H/H Buffetware w/Gold Inlaid Pastry Server		
U	#HBG-6/PH	H/H Buffetware w/Gold Inlaid Pie Server		
U	#HBG-7/PH	H/H Buffetware w/Gold Inlaid Cold Meat Fork		
U	#HBG-8/PH	H/H Buffetware w/Gold Inlaid Pot Fork		
U	#HBG-9/PH	H/H Buffetware w/Gold Inlaid Carving Knife		
U	#HG-A016H	Hilton Garden Inn Sign: Handicap Symbol		
U	#PC-2	Pizza Cutter, 2-1/2"		
U	#PC-4	Pizza Cutter, 4"		
U	#PC-4WH	Pizza Cutter, 4" Diameter Wheel, Wood Handle		
U	#PT-CS10	Aluminum Pizza Tray Coupe Style 10"		

HSM Catalogue Import

Edit View Insert Format Tools Data Window Help

Copied Cells
Rows
Columns
Worksheet
Chart...

Function...
Name

Picture
Hyperlink... Ctrl+K

A9

HSM Catalo

From the Insert Menu select "Copied Cells"

A			
ACTION	R_SKU	HILTONITEMS.ITEM	DUCT
N		Product name	
N		STRING(500)	DATE	STRING(100)
U		Coffee Makers D49224 Test A	
U		Coffee Makers D40103 Test A	2/13/2003
U		Coffee Makers D40104 Test A	
U		Coffee Makers D40103 Test A	
U	#27724	Bose ® 3·2·1 system	Black
U	#27725	Bose ® Lifestyle® 12 Series II Home Theater System	
U	#27726	Bose ® Wave® Radio/CD	
U	#27748	Bose ® Wave® Radio	
U	#46371	Embassy Suites Dinner Napkin The Best one	white
U	#46373	Doubletree Dinner Napkin Jan 22	white Test F Modified
U	#46374	Hilton Garden Inn Dinner Napkins The Best one	white
U	#Bea1	Coffee Makers D40104 Test A	
U	#Bea2	Woven Wood Salad Bowl 18" bea's testing	
U	#Bea3	Woven Wood Salad Bowl 20" bea's testing 01/20/03	
U	#Bea4	Woven Wood Salad Bowl 6" bea's testing 01/20/03	
U	#Bea5	Woven Wood Salad Bowl 8" bea's testing 01/20/03	
U	#EGGBAGEL	Fresh Egg Bagel - Medium size	
U	#HBG-1/PH	H/H Buffetware w/Gold Inlaid Solid Spoon	
U	#HBG-10/PH	H/H Buffetware w/Gold Inlaid Spout Ladle	
U	#HBG-2/PH	H/H Buffetware w/Gold Inlaid Slotted Spoon	
U	#HBG-3/PH	H/H Buffetware w/Gold Inlaid Knotched Spoon	
U	#HBG-4/PH	H/H Buffetware w/Gold Inlaid Deep Ladle	
U	#HBG-5/PH	H/H Buffetware w/Gold Inlaid Pastry Server	
U	#HBG-6/PH	H/H Buffetware w/Gold Inlaid Pie Server	
U	#HBG-7/PH	H/H Buffetware w/Gold Inlaid Cold Meat Fork	
U	#HBG-8/PH	H/H Buffetware w/Gold Inlaid Pot Fork	
U	#HBG-9/PH	H/H Buffetware w/Gold Inlaid Carving Knife	
U	#HG-A016H	Hilton Garden Inn Sign: Handicap Symbol	
U	#PC-2	Pizza Cutter, 2-1/2"	
U	#PC-4	Pizza Cutter, 4"	
U	#PC-4WH	Pizza Cutter, 4" Diameter Wheel, Wood Handle	
U	#PT-CS10	Aluminum Pizza Tray Coupe Style 10"	

HSM Catalogue Import

A9   = U

HSM Catalogue Import

A	B	C	I	J
ACTION	HILTONITEMS.SUPPLIER_SKU	HILTONITEMS.ITEM_DESCRIPTION	HILTONITEMS.EXPIRATION_DATE	HILTONITEMS.PRODUCT_
N	Item number	Product name	Product expiration date	Product color
N	STRING(50)	STRING(500)	DATE	STRING(100)
U	#000SKU140003	Coffee Makers D49224 Test A		
U	#000SKU140004	Coffee Makers D40103 Test A	2/13/2003	
U	#000SKU140005	Coffee Makers D40104 Test A		
U	#000SKUBEA	Coffee Makers D40103 Test A		
U	#27724	Bose ® 3·2·1 system		Black
U	#27725	Bose ® Lifestyle® 12 Series II Home Theater System		
U	#27725	Bose ® Lifestyle® 12 Series II Home Theater System		
U	#27726	Bose ® Wave® Radio/CD		
U	#27748	Bose ® Wave® Radio		
U	#46371	Embassy Suites Dinner Napkin The Best one		white
U	#46373	Doubletree Dinner Napkin Jan 22		white Test F Modified
U	#46374	Hilton Garden Inn Dinner Napkins The Best one		white
U	#Bea1	Coffee Makers D40104 Test A		
U	#Bea2	Woven Wood Salad Bowl 18" bea's testing		
U	#Bea3	Woven Wood Salad Bowl		
U	#Bea4	Woven Wood Salad Bowl		
U	#Bea5	Woven Wood Salad Bowl		
U	#EGGBAGEL	Fresh Egg Bagel - Medium		
U	#HBG-1/PH	H/H Buffetware w/Gold Inlaid		
U	#HBG-10/PH	H/H Buffetware w/Gold Inlaid Spout Ladle		
U	#HBG-2/PH	H/H Buffetware w/Gold Inlaid Slotted Spoon		
U	#HBG-3/PH	H/H Buffetware w/Gold Inlaid Knotched Spoon		
U	#HBG-4/PH	H/H Buffetware w/Gold Inlaid Deep Ladle		
U	#HBG-5/PH	H/H Buffetware w/Gold Inlaid Pastry Server		
U	#HBG-6/PH	H/H Buffetware w/Gold Inlaid Pie Server		
U	#HBG-7/PH	H/H Buffetware w/Gold Inlaid Cold Meat Fork		
U	#HBG-8/PH	H/H Buffetware w/Gold Inlaid Pot Fork		
U	#HBG-9/PH	H/H Buffetware w/Gold Inlaid Carving Knife		
U	#HG-A016H	Hilton Garden Inn Sign: Handicap Symbol		
U	#PC-2	Pizza Cutter, 2-1/2"		
U	#PC-4	Pizza Cutter, 4"		
U	#PC-4WH	Pizza Cutter, 4" Diameter Wheel, Wood Handle		

A duplicate Row has been inserted above the original Row.

◄ ► ►│ \ **HSM Catalogue Import** /

I9 = 2/13/2003

HSM Catalogue Import

	A	B	C	I	J
	ACTION	HILTONITEMS.SUPPLIER_SKU	HILTONITEMS.ITEM_DESCRIPTION	HILTONITEMS.EXPIRATION_DATE	HILTONITEMS.PRODUCT_
	N	Item number	Product name	Product expiration date	Product color
	N	STRING(50)	STRING(500)	DATE	STRING(100)
	U	#000SKU140003	Coffee Makers D49224 Test A		
	U	#000SKU140004	Coffee Makers D40103 Test A	2/13/2003	
	U	#000SKU140005	Coffee Makers D40104 Test A		
	U	#000SKUBEA	Coffee Makers D40103 Test A		
	U	#27724	Bose ® 3·2·1 system		Black
	U	#27725	Bose ® Lifestyle® 12 Series II Home Theater System	2/13/2003	
	U	#27725	Bose ® Lifestyle® 12 Series II Home Theater System		
	U	#27726	Bose ® Wave® Radio/CD		
	U	#27748	Bose ® Wave® Radio		
	U	#46371	Embassy Suites Dinner Napkin The Best one		white
	U	#46373	Doubletree Dinner Napkin Jan 22		white Test F Modified
	U	#46374	Hilton Garden Inn Dinner Napkins The Best one		white
	U	#Bea1	Coffee Makers D40104 Test A		
	U	#Bea2	Woven Wood Salad Bowl 18" bea's testing		
	U	#Bea3	Woven Wood Salad Bowl 20" bea's testing 01/20/03		
	U	#Bea4			
	U	#Bea5			
	U	#EGGBAGEL			
	U	#HBG-1/PH			
	U	#HBG-10/PH			
	U	#HBG-2/PH			
	U	#HBG-3/PH			
	U	#HBG-4/PH	H/H Buffetware w/Gold Inlaid Deep Ladle		
	U	#HBG-5/PH	H/H Buffetware w/Gold Inlaid Pastry Server		
	U	#HBG-6/PH	H/H Buffetware w/Gold Inlaid Pie Server		
	U	#HBG-7/PH	H/H Buffetware w/Gold Inlaid Cold Meat Fork		
	U	#HBG-8/PH	H/H Buffetware w/Gold Inlaid Pot Fork		
	U	#HBG-9/PH	H/H Buffetware w/Gold Inlaid Carving Knife		
	U	#HG-A016H	Hilton Garden Inn Sign: Handicap Symbol		
	U	#PC-2	Pizza Cutter, 2-1/2"		
	U	#PC-4	Pizza Cutter, 4"		
	U	#PC-4WH	Pizza Cutter, 4" Diameter Wheel, Wood Handle		

Use the First Row for the item to be discontinued. Enter an Expiration Date for the Item.

HSM Catalogue Import

A10   = |

HSM Catalogue Import

	A	B	C	I	J
	ACTION	HILTONITEMS.SUPPLIER_SKU	HILTONITEMS.ITEM_DESCRIPTION	HILTONITEMS.EXPIRATION_DATE	HILTONITEMS.PRODUCT_
	N	Item number	Product name	Product expiration date	Product color
	N	STRING(50)	STRING(500)	DATE	STRING(100)
	U	#000SKU140003	Coffee Makers D49224 Test A		
	U	#000SKU140004	Coffee Makers D40103 Test A	2/13/2003	
	U	#000SKU140005	Coffee Makers D40104 Test A		
	U	#000SKUBEA	Coffee Makers D40103 Test A		
	U	#27724	Bose ® 3·2·1 system		Black
	U	#27725	Bose ® Lifestyle® 12 Series II Home Theater System	2/13/2003	
		#27725	Bose ® Lifestyle® 12 Series II Home Theater System		
	U	#27726	Bose ® Wave® Radio/CD		
	U	#27748	Bose ® Wave® Radio		
	U	#46371	Embassy Suites Dinner Napkin The Best one		white
	U	#46373	Doubletree Dinner Napkin Jan 22		white Test F Modified
	U	#46374	Hilton Garden Inn Dinner Napkins The Best one		white
	U	#Bea1	Coffee Makers D40104 Test A		
	U	#Bea2	Woven Wood Salad Bowl 18" bea's testing		
	U	#Bea3	Woven Wood Salad Bowl 20" bea's testing 01/20/03		
	U	#Bea4	Woven Wood Salad Bowl bea's testing 01/20/03		
	U	#Bea5			
	U	#EGGBAGEL			
	U	#HBG-1/PH			
	U	#HBG-10/PH			
	U	#HBG-2/PH			
	U	#HBG-3/PH			
	U	#HBG-4/PH			
	U	#HBG-5/PH	H/H Buffetware w/Gold Inlaid Pastry Server		
	U	#HBG-6/PH	H/H Buffetware w/Gold Inlaid Pie Server		
	U	#HBG-7/PH	H/H Buffetware w/Gold Inlaid Cold Meat Fork		
	U	#HBG-8/PH	H/H Buffetware w/Gold Inlaid Pot Fork		
	U	#HBG-9/PH	H/H Buffetware w/Gold Inlaid Carving Knife		
	U	#HG-A016H	Hilton Garden Inn Sign: Handicap Symbol		
	U	#PC-2	Pizza Cutter, 2-1/2"		
	U	#PC-4	Pizza Cutter, 4"		
	U	#PC-4WH	Pizza Cutter, 4" Diameter Wheel, Wood Handle		

Use the Other Row as the Template for the new Item to be discontinued. Enter an "I" in Column A (Action).

◄ ► ►| \ HSM Catalogue Import /

Arial   10   **B** *I* U

C10   =   NEW Bose ® Lifestyle® 12 Series II Home Theater System

HSM Catalogue Import

	A	B	C	I	J
	ACTION	HILTONITEMS.SUPPLIER_SKU	HILTONITEMS.ITEM_DESCRIPTION	HILTONITEMS.EXPIRATION_DATE	HILTONITEMS.PRODUCT_
	N	Item number	Product name	Product expiration date	Product color
	N	STRING(50)	STRING(500)	DATE	STRING(100)
	U	#000SKU140003	Coffee Makers D49224 Test A		
	U	#000SKU140004	Coffee Makers D40103 Test A	2/13/2003	
	U	#000SKU140005	Coffee Makers D40104 Test A		
	U	#000SKUBEA	Coffee Makers D40103 Test A		
	U	#27724	Bose ® 3·2·1 system		Black
	U	#27725	Bose ® Lifestyle® 12 Series II Home Theater System	2/13/2003	
	I	#27725-1	NEW Bose ® Lifestyle® 12 Series II Home Theater Sys		
	U	#27726	Bose ® Wave® Radio/CD		
	U	#27748	Bose ® Wave® Radio		
	U	#46371	Embassy Suites Dinner Napkin The Best one		white
	U	#46373	Doubletree Dinner Napkin Jan 22		white Test F Modified
	U	#46374	Hilton Garden Inn Dinner Napkins The Best one		white
	U	#Bea1	Coffee Makers D40104 Test A		
	U	#Bea2	Woven Wood Salad Bowl 18" bea's testing		
	U	#Bea3	Woven Wood Salad Bowl 20" bea's testing 01/20/03		
	U	#Bea4	Woven Wood Salad Bowl 6" bea's testing 01/20/03		
	U	#Bea5			
	U	#EGGBAGEL			
	U	#HBG-1/PH			
	U	#HBG-10/PH			
	U	#HBG-2/PH	H/H Buffetware w/Gold Inlaid Slotted Spoon		
	U	#HBG-3/PH	H/H Buffetware w/Gold Inlaid Knotched Spoon		
	U	#HBG-4/PH	H/H Buffetware w/Gold Inlaid Deep Ladle		
	U	#HBG-5/PH	H/H Buffetware w/Gold Inlaid Pastry Server		
	U	#HBG-6/PH	H/H Buffetware w/Gold Inlaid Pie Server		
	U	#HBG-7/PH	H/H Buffetware w/Gold Inlaid Cold Meat Fork		
	U	#HBG-8/PH	H/H Buffetware w/Gold Inlaid Pot Fork		
	U	#HBG-9/PH	H/H Buffetware w/Gold Inlaid Carving Knife		
	U	#HG-A016H	Hilton Garden Inn Sign: Handicap Symbol		
	U	#PC-2	Pizza Cutter, 2-1/2"		
	U	#PC-4	Pizza Cutter, 4"		
	U	#PC-4WH	Pizza Cutter, 4" Diameter Wheel, Wood Handle		

Continue making any other necessary change for the new item

◄ ► ►│\ HSM Catalogue Import /

R10   = 900

HSM Catalogue Import

	A	B	C	R	S	HIL
	ACTION	HILTONITEMS.SUPPLIER_SKU	HILTONITEMS.ITEM_DESCRIPTION	HILTONITEMS.UNIT_PRICE	HILTONITEMS.BREAK_QTY	
	N	Item number	Product name	Unit price	Tier 2 break qty	Tier
	N	STRING(50)	STRING(500)	NUMERIC(38,10)	NUMERIC(38,10)	NUI
	U	#000SKU140003	Coffee Makers D49224 Test A	12.54		
	U	#000SKU140004	Coffee Makers D40103 Test A	11.77		
	U	#000SKU140005	Coffee Makers D40104 Test A	11.77		
	U	#000SKUBEA	Coffee Makers D40103 Test A			
	U	#27724	Bose ® 3·2·1 system	999.99		
	U	#27725	Bose ® Lifestyle® 12 Series II Home Theater System	897		
	I	#27725-1	NEW Bose ® Lifestyle® 12 Series II Home Theater Sys	900		
	U	#27726	Bose ® Wave® Radio/CD	412.23		
	U	#27748	Bose ® Wave® Radio	325.45		
	U	#46371	Embassy Suites Dinner Napkin The Best one	30		
	U	#46373	Doubletree Dinner Napkin Jan 22	30	15000	
	U	#46374	Hilton Garden Inn Dinner Napkins The Best one	30		
	U	#Bea1	Coffee Makers D40104 Test A			
	U	#Bea2	Woven Wood Salad Bowl 18" bea's testing			
	U	#Bea3	Woven Wood Salad Bowl 20" bea's testing 01/20/03			
	U	#Bea4	Woven Wood Salad Bowl 6" bea's testing 01/20/03			
	U	#Bea5	Woven Wood ... 03			
	U	#EGGBAGEL	Fresh Egg B...	0.12		
	U	#HBG-1/PH	H/H Buffetware w/Gold Inlaid Solid Spoon	2.78		
	U	#HBG-10/PH	H/H Buffetware w/Gold Inlaid Spout Ladle	4.31		
	U	#HBG-2/PH	H/H Buffetware w/Gold Inlaid Slotted Spoon	2.88		
	U	#HBG-3/PH	H/H Buffetware w/Gold Inlaid Knotched Spoon	2.88		
	U	#HBG-4/PH	H/H Buffetware w/Gold Inlaid Deep Ladle	4.84		
	U	#HBG-5/PH	H/H Buffetware w/Gold Inlaid Pastry Server	2.73		
	U	#HBG-6/PH	H/H Buffetware w/Gold Inlaid Pie Server	3.27		
	U	#HBG-7/PH	H/H Buffetware w/Gold Inlaid Cold Meat Fork	2.65		
	U	#HBG-8/PH	H/H Buffetware w/Gold Inlaid Pot Fork	2.51		
	U	#HBG-9/PH	H/H Buffetware w/Gold Inlaid Carving Knife	3.5		
	U	#HG-A016H	Hilton Garden Inn Sign: Handicap Symbol	33		
	U	#PC-2	Pizza Cutter, 2-1/2"	1.48		
	U	#PC-4	Pizza Cutter, 4"	1.76		
	U	#PC-4WH	Pizza Cutter, 4" Diameter Wheel, Wood Handle	1.74		

Price Changes

HSM Catalogue Import
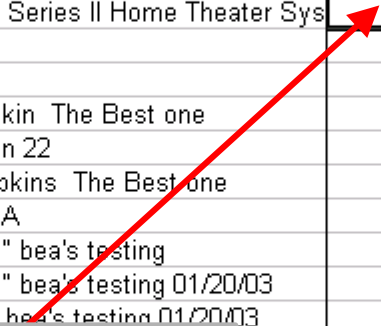
HSM Catalogue Import

A	B	C	Y	Z	
ACTION	HILTONITEMS.SUPPLIER_SKU	HILTONITEMS.ITEM_DESCRIPTION	HILTONITEMS.PRICE_EFFECTIVI	HILTONITEMS.PRICE_EXPIRATIO	HILTON
N	Item number	Product name	Price effective date	Price end date	Tax ex
N	STRING(50)	STRING(500)	DATE	DATE	NUME
U	#000SKU140003	Coffee Makers D49224 Test A	6/1/2002 0:00	1/17/2003 0:00	
U	#000SKU140004	Coffee Makers D40103 Test A	6/1/2002 0:00	1/17/2003 0:00	
U	#000SKU140005	Coffee Makers D40104 Test A	6/1/2002 0:00	1/17/2003 0:00	
U	#000SKUBEA	Coffee Makers D40103 Test A			
U	#27724	Bose ® 3·2·1 system	7/1/2002 0:00	1/17/2003 0:00	
U	#27725	Bose ® Lifestyle® 12 Series II Home Theat	10/1/2002 0:00	1/17/2003 0:00	
I	#27725-1	NEW Bose ® Lifestyle® 12 Series II Home	2/13/2003 0:00	1/17/2003 0:00	
U	#27726	Bose ® Wave® Radio/CD	10/10/2002 0:00	1/17/2003 0:00	
U	#27748	Bose ® Wave® Radio	10/1/2002 0:00	1/17/2003 0:00	
U	#46371	Embassy Suites Dinner Napkin The Best o	12/30/2001 0:00	1/17/2003 0:00	
U	#46373	Doubletree Dinner Napkin Jan 22	12/29/2001 0:00	1/17/2003 0:00	
U	#46374	Hilton Garden Inn Dinner Napkins The Best	12/31/2001 0:00	1/17/2003 0:00	
U	#Bea1	Coffee Makers D40104 Test A			
U	#Bea2	Woven Wood Salad Bowl 18" bea's testing			
U	#Bea3	Woven Wood Salad Bowl 20" bea's testing (			
U	#Bea4	Woven Wood Salad Bowl 6" bea's testing 0'			
U	#Bea5	Woven Wood Salad Bowl 8" bea's			
U	#EGGBAGEL	Fresh Egg Bagel - Medium size			3 0:00
U	#HBG-1/PH	H/H Buffetware w/Gold Inlaid Solid Spoon	5/1/2002 0:00	1/17/2003 0:00	
U	#HBG-10/PH	H/H Buffetware w/Gold Inlaid Spout Ladle	5/1/2002 0:00	1/17/2003 0:00	
U	#HBG-2/PH	H/H Buffetware w/Gold Inlaid Slotted Spoon	5/1/2002 0:00	1/17/2003 0:00	
U	#HBG-3/PH	H/H Buffetware w/Gold Inlaid Knotched Spo	5/1/2002 0:00	1/17/2003 0:00	
U	#HBG-4/PH	H/H Buffetware w/Gold Inlaid Deep Ladle	5/1/2002 0:00	1/17/2003 0:00	
U	#HBG-5/PH	H/H Buffetware w/Gold Inlaid Pastry Server	5/1/2002 0:00	1/17/2003 0:00	
U	#HBG-6/PH	H/H Buffetware w/Gold Inlaid Pie Server	5/1/2002 0:00	1/17/2003 0:00	
U	#HBG-7/PH	H/H Buffetware w/Gold Inlaid Cold Meat For	5/1/2002 0:00	1/17/2003 0:00	
U	#HBG-8/PH	H/H Buffetware w/Gold Inlaid Pot Fork	5/1/2002 0:00	1/17/2003 0:00	
U	#HBG-9/PH	H/H Buffetware w/Gold Inlaid Carving Knife	6/1/2002 0:00	1/17/2003 0:00	
U	#HG-A016H	Hilton Garden Inn Sign: Handi	6/1/2002 0:00	1/17/2003 0:00	
U	#PC-2	Pizza Cutter, 2-1/2"	5/1/2002 0:00	1/17/2003 0:00	
U	#PC-4	Pizza Cutter, 4"	5/1/2002 0:00	1/17/2003 0:00	
U	#PC-4WH	Pizza Cutter, 4" Diameter Wheel Wood Ha	5/1/2002 0:00	1/17/2003 0:00	

Price Effective and End Dates

◄ ► ►| \ HSM Catalogue Import /

AG10   = 486

HSM Catalogue Import

	A	B	C	AG	AH	AI	AJ
	ACTION	HILTONITEMS.SUPPLIER_SKU	HILTONITEMS.ITEM_DESCRIPTION	HILTONITEMS.CATEGORY_ID			
	N	Item number	Product name	Category ID			
	N	STRING(50)	STRING(500)	NUMERIC(10,0)			
	U	#000SKU140003	Coffee Makers D49224 Test A	17			
	U	#000SKU140004	Coffee Makers D40103 Test A	17			
	U	#000SKU140005	Coffee Makers D40104 Test A	17			
	U	#000SKUBEA	Coffee Makers D40103 Test A				
	U	#27724	Bose ® 3·2·1 system	486			
	U	#27725	Bose ® Lifestyle® 12 Series II Home Theater System	486			
	I	#27725-1	NEW Bose ® Lifestyle® 12 Series II Home Theater Sys	486			
	U	#27726	Bose ® Wave® Radio/CD	486			
	U	#27748	Bose ® Wave® Radio	486			
	U	#46371	Embassy Suites Dinner Napkin The Best one	890			
	U	#46373	Doubletree Dinner Napkin Jan 22	890			
	U	#46374	Hilton Garden Inn Dinner Napkins The Best one	890			
	U	#Bea1					
	U	#Bea2					
	U	#Bea3					
	U	#Bea4					
	U	#Bea5					
	U	#EGGBAGEL					
	U	#HBG-1/PH					
	U	#HBG-10/PH					
	U	#HBG-2/PH					
	U	#HBG-3/PH					
	U	#HBG-4/PH					
	U	#HBG-5/PH					
	U	#HBG-6/PH					
	U	#HBG-7/PH					
	U	#HBG-8/PH					
	U	#HBG-9/PH					
	U	#HG-A016H					
	U	#PC-2					
	U	#PC-4	Pizza Cutter, 4"	1090			
	U	#PC-4WH	Pizza Cutter, 4" Diameter Wheel, Wood Handle	1090			

If you need to update a Category ID for a record you must use the Application tools for this process. Updating the Category ID for EXISTING records in the Workbook will NOT change the Category in the system. If you are Inserting a NEW record you may add 1 category ID during the import process. You will need to retrieve the list of Category IDs sorted by both ID and Description. To access these lists Change applications back to the Browser with the v7 application

\HSM Catalogue Import /

Main Menu
y Menu
nowledgebase
▼ Advanced
▼ Procurement
   Accept a PO
   Setup Individual Items Within a Catalog
   Assign a Catalog Item to a Catalog Cate
   Auto Price Update
   Manual Price Update for Price Regulate
   Company Application Setting
▼ Administration

Search All Catalogs
Suppliers ▼ | Hotel Food Service S | GO

In Box
New: 22   **Total: 27**

Catalogs | **In Box** | **Supplier PO**

| Accept PO | Reject PO | View / Print PO |

PO's Needing Response ▼

First Previous Next Last Refresh

Search Column: All ▼ ▼
Search Text: [_____] GO

Page 1 of 1 / Rows 1-14 of 14 found

	Buyer PO num	PO Status	Subject	
○	000000000000516	Supplier response pending	**Subject:**PO Co Sub **Buyer Name:**Hilton Garden Inn Anaheim/Garden Grove	0
○	000000000000515	Supplier response pending	**Subject:**PO Co Sub **Buyer Name:**Hilton Garden Inn Anaheim/Garden Grove	0
●	000000000000151	Viewed by supplier	**Subject:**PO Co Sub **Buyer Name:**Hilton Garden Inn Folsom	0
○	000000000000154	Viewed by supplier	**Subject:**PO Co Sub **Buyer Name:**Hilton Garden Inn Folsom	0
○	000000000000439	Supplier response pending	**Subject:**PO Co Sub **Buyer Name:**Hilton Garden Inn Anaheim/Garden Grove	0
○			**Subject:**PO Co Sub	

Click "Home"

Λr

Main Menu
y Menu
owledgebase
Advanced
Procurement
   Accept a PO
   Setup Individual Items Within a Catalog
   Assign a Catalog Item to a Catalog Cate
   Auto Price Update
   Manual Price Update for Price Regulate
   Company Application Setting
Administration

Search All Catalogs
Suppliers ▼ | Hotel Food Service S | **GO**

In Box
New: 22   **Total: 27**

Catalogs | *In Box* | *Supplier PO*

| Export | Import |

Catalog Name
General Merchandise
HSM Master
Limited General Merchandise

Click "Export"

Edit   View   Favorites   Tools   Help

GO | Delete Filter   **Help**

Save Filter Selection As   [   ]

Open Existing Filter Selection [▼] Filter Criteria [All Criteria Met ▼]

Click "Help"

GO   Delete Filter   Help

] Save Filter S

Open Existin

Updating Catalog Product Data - Microsoft Internet Explorer

Updatin

Click on Both Links: "Sorted by Category ID" and "Sorted by Category Description" to retrieve separate lists used to update Category information in the workbook

A good w   , make
modificati   system.
Changes   ailable in the
system th

The file yo   is file will have
the .CSV file extension. (CSV stands for Comma Separated Values).

Steps for Updating Catalog Product Data via Export

Filtering Export Data

Creating your own Filter Selections

Category ID Lookup

Sorted by Category ID

Sorted by Category Description

Steps for Updating Catalog Product Data via Export

1.   Select "Export" from the Catalog tab

Deleting Unchanged Records

- If the record has no changes to be made to it then follow the instructions on the next slides to delete it.

- Deleting a record in the workbook WILL NOT delete the item once the workbook is imported back into the system. Deleting items improves the speed of the upload process.

A4   = U

HSM Catalogue Import

	A	B	C	X	
	ACTION	HILTONITEMS.SUPPLIER_SKU	HILTONITEMS.ITEM_DESCRIPTION	HILTONITEMS.PERCENT_BREAK_MULTIPLIER3	HILTONITE
	N	Item number	Product name	Tier 3 multiplier	Price effect
	N	STRING(50)	STRING(500)	NUMERIC(38,10)	DATE
	U	#000SKU140001	Coffee Makers D40201 Test A		
	U	#000SKU140003	Coffee Makers D49224 Test A		
	U	#000SKU140004	Coffee Makers D40103 Test A		
	U	#000SKU140005	Coffee Makers D40104 Test A		
	U	#000SKUBEA	Coffee Makers D40103 Test A		
	U	#27724	Bose ® 3·2·1 system		
	U	#27725	Bose ® Lifestyle® 12 Series II Home Theater System		
	U	#27726	Bose ® Wave® Radio/CD		
	U	#27748	B		
	U	#46371	E		
	U	#46373	D		0.08
	U	#46374	H		
	U	#Bea1	C		
	U	#Bea2	Woven Wood Salad Bowl 18" bea's testing		
	U	#Bea3	Woven Wood Salad Bowl 20" bea's testing 01/20/03		
	U	#Bea4	Woven Wood Salad Bowl 6" bea's testing 01/20/03		
	U	#Bea5	Woven Wood Salad Bowl 8" bea's testing 01/20/03		
	U	#EGGBAGEL	Fresh Egg Bagel - Medium size		
	U	#HBG-1/PH	H/H Buffetware w/Gold Inlaid Solid Spoon		
	U	#HBG-10/PH	H/H Buffetware w/Gold Inlaid Spout Ladle		
	U	#HBG-2/PH	H/H Buffetware w/Gold Inlaid Slotted Spoon		
	U	#HBG-3/PH	H/H Buffetware w/Gold Inlaid Knotched Spoon		
	U	#HBG-4/PH	H/H Buffetware w/Gold Inlaid Deep Ladle		
	U	#HBG-5/PH	H/H Buffetware w/Gold Inlaid Pastry Server		
	U	#HBG-6/PH	H/H Buffetware w/Gold Inlaid Pie Server		
	U	#HBG-7/PH	H/H Buffetware w/Gold Inlaid Cold Meat Fork		
	U	#HBG-8/PH	H/H Buffetware w/Gold Inlaid Pot Fork		
	U	#HBG-9/PH	H/H Buffetware w/Gold Inlaid Carving Knife		
	U	#HG-A016H	Hilton Garden Inn Sign: Handicap Symbol		
	U	#PC-2	Pizza Cutter, 2-1/2"		
	U	#PC-4	Pizza Cutter, 4"		
	U	#PC-4WH	Pizza Cutter, 4" Diameter Wheel, Wood Handle		

Select the Row Number of the Row with no changed information.

◄ ► ►| \ **HSM Catalogue Import** /

Edit View Insert Format Tools Data Window Help

Arial — 10

A21 = U

	A	B	C	Y	Z	HILTOI
	ACTION	HILTONITEMS.SUPPLIER_SKU	HILTONITEMS.ITEM_DESCRIPTION	HILTONITEMS.PRICE_EFFECTIVE	HILTONITEMS.PRICE_EXPIRATIO	HILTOI
	N	Item number	Product name	Price effective date	Price end date	Tax ex
	N	STRING(50)	STRING(500)	DATE	DATE	NUME
	U	#Bea3	Woven Wood Salad Bowl 20" bea's testing			
	U	#Bea4	Woven Wood Salad Bowl 6" bea's testing 0			
	U	#Bea5	Woven Wood Salad Bowl 8" bea's testing 0			
	U	#EGGBAGEL	Fresh Egg Bagel - Medium size	10/1/2002 0:00	1/17/2003 0:00	
	U	#HBG-1/PH	H/H Buffetware w/Gold Inlaid Solid Spoon	5/1/2002 0:00	1/17/2003 0:00	
	U	#HBG-10/PH	H/H Buffetware w/Gold Inlaid Spout Ladle	5/1/2002 0:00	1/17/2003 0:00	
	U	#HBG-2/PH	H/H Buffetware w/Gold Inlaid Slotted Spoon	5/1/2002 0:00	1/17/2003 0:00	
	U	#HBG-3/PH	H/H Buffetware w/Gold Inlaid Knotched Spo	5/1/2002 0:00	1/17/2003 0:00	
	U	#HBG-4/PH	H/H Buffetware w/Gold Inlaid Deep Ladle	5/1/2002 0:00	1/17/2003 0:00	
	U	#HBG-5/PH	H/H Buffetware w/Gold Inlaid Pastry Server	5/1/2002 0:00	1/17/2003 0:00	
	U	#HBG-6/PH	H/H Buffetware w/Gold Inlaid Pie Server	5/1/2002 0:00	1/17/2003 0:00	
	U	#HBG-7/PH	H/H Buffetware w/Gold Inlaid Cold Meat For	5/1/2002 0:00	1/17/2003 0:00	
	U	#HBG-8/PH	H/H Buffetware w/Gold Inlaid Pot Fork	5/1/2002 0:00	1/17/2003 0:00	
	U	#HBG-9/PH	H/H Buffetware w/Gold Inlaid Carving Knife	5/1/2002 0:00	1/17/2003 0:00	
	U	#HG-A016H	Hilton Garden Inn Sign: Handicap Symbol	6/1/2002 0:00	1/17/2003 0:00	
	U	#PC-2	Pizza C		17/2003 0:00	
	U	#PC-4	Pizza C		17/2003 0:00	
	U	#PC-4WH	Pizza C		17/2003 0:00	
	U	#PT-CS10	Aluminu		17/2003 0:00	
	U	#PT-CS11	Aluminu		17/2003 0:00	
	U	#PT-CS12	Aluminu		17/2003 0:00	
	U	#PT-CS13	Aluminu		17/2003 0:00	
	U	#PT-CS14	Aluminu		17/2003 0:00	
	U	#PT-CS15	Aluminu		17/2003 0:00	
	U	#PT-CS16	Aluminu		17/2003 0:00	
	U	#PT-CS17	Aluminu		1/17/2003 0:00	
	U	#PT-CS18	Aluminum Pizza Tray Coupe Style 18"	5/1/2002 0:00	1/17/2003 0:00	
	U	#PT-CS8	Aluminum Pizza Tray Coupe Style 8"	5/1/2002 0:00	1/17/2003 0:00	
	U	#PT-CS9	Aluminum Pizza Tray Coupe Style 9"	5/1/2002 0:00	1/17/2003 0:00	
	U	#PT-WR10	Aluminum Pizza Tray Wide R		5/1/2002 0:00	1/17/2003 0:00	
	U	#PT-WR11	Aluminum Pizza Tray Wide R		5/1/2002 0:00	1/17/2003 0:00	
	U	#PT-WR12	Aluminum Pizza Tray Wide R		5/1/2002 0:00	1/17/2003 0:00	

HSM Catalogue Import

If a number of contiguous rows have no changes then they can be selected for deletion by clicking on the first row number to be deleted and dragging down to the last row to be deleted.

	Undo Delete	Ctrl+Z
✂	Cut	Ctrl+X
	Copy	Ctrl+C
	Paste	Ctrl+V
	Paste Special...	
	Fill	▶
	Clear	▶
	Delete	
🔍	Find...	Ctrl+F
	Links...	

B	C	X	
SUPPLIER_SKU	HILTONITEMS.ITEM_DESCRIPTION	HILTONITEMS.PERCENT_BREAK_MULTIPLIER3	HILTONITE
	Product name	Tier 3 multiplier	Price effect
	STRING(500)	NUMERIC(38,10)	DATE
1	Coffee Makers D40201 Test A		
3	Coffee Makers D49224 Test A		
4	Coffee Makers D40103 Test A		
5	Coffee Makers D40104 Test A		
	Coffee Makers D40103 Test A		
	Bose ® 3·2·1 system		
	Bose ® Lifestyle® 12 Series II Home Theater System		
	Bose ® Wave® Radio/CD		
U	#27726		
U	#27748		
U	#46371		
U	#46373	Doubletree Dinner Napkin Jan 22	0.08
U	#46374	Hilton Garden Inn Dinner Napkins The Best one	
U	#Bea1	Coffee Makers D40104 Test A	
U	#Bea2	Woven Wood Salad Bowl 18" bea's testing	
U	#Bea3	Woven Wood Salad Bowl 20" bea's testing 01/20/03	
U	#Bea4	Woven Wood Salad Bowl 6" bea's testing 01/20/03	
U	#Bea5	Woven Wood Salad Bowl 8" bea's testing 01/20/03	
U	#EGGBAGEL	Fresh Egg Bagel - Medium size	
U	#HBG-1/PH	H/H Buffetware w/Gold Inlaid Solid Spoon	
U	#HBG-10/PH	H/H Buffetware w/Gold Inlaid Spout Ladle	
U	#HBG-2/PH	H/H Buffetware w/Gold Inlaid Slotted Spoon	
U	#HBG-3/PH	H/H Buffetware w/Gold Inlaid Knotched Spoon	
U	#HBG-4/PH	H/H Buffetware w/Gold Inlaid Deep Ladle	
U	#HBG-5/PH	H/H Buffetware w/Gold Inlaid Pastry Server	
U	#HBG-6/PH	H/H Buffetware w/Gold Inlaid Pie Server	
U	#HBG-7/PH	H/H Buffetware w/Gold Inlaid Cold Meat Fork	
U	#HBG-8/PH	H/H Buffetware w/Gold Inlaid Pot Fork	
U	#HBG-9/PH	H/H Buffetware w/Gold Inlaid Carving Knife	
U	#HG-A016H	Hilton Garden Inn Sign: Handicap Symbol	
U	#PC-2	Pizza Cutter, 2-1/2"	
U	#PC-4	Pizza Cutter, 4"	
U	#PC-4WH	Pizza Cutter, 4" Diameter Wheel, Wood Handle	

Click on the Edit Menu and select "Delete"

◀ ▶ ▶| \ HSM Catalogue Import /

Arial   10

A4   = U

HSM Catalogue Import

A	B	C	X	
ACTION	HILTONITEMS.SUPPLIER_SKU	HILTONITEMS.ITEM_DESCRIPTION	HILTONITEMS.PERCENT_BREAK_MULTIPLIER3	HILTONITE
N	Item number	Product name	Tier 3 multiplier	Price effect
N	STRING(50)	STRING(500)	NUMERIC(38,10)	DATE
U	#000SKU140003	Coffee Makers D49224 Test A		
U	#000SKU140004	Coffee Makers D40103 Test A		
U	#000SKU140005	Coffee Makers D40104 Test A		
U	#000SKUBEA	Coffee Makers D40103 Test A		
U	#27724	Bose ® 3·2·1 system		
U	#27725	Bose ® Lifestyle® 12 Series II Home Theater System		
U	#27726	Bose ® Wave® Radio/CD		
U	#27748	Bose ® Wave® Radio		
U	#46371	Embassy Suites Dinner Napkin The Best one		
U	#46373	Doubletree Dinner Napkin Jan 22	0.08	
U	#46374	Hilton Garden Inn Dinner Napkins The Best one		
U	#Bea1	Coffee Makers D49184 Test A		
U	#Bea2			
U	#Bea3			
U	#Bea4			
U	#Bea5			
U	#EGGBAGEL			
U	#HBG-1/PH			
U	#HBG-10/PH	H/H Buffetware w/Gold Inlaid Spoot Ladle		
U	#HBG-2/PH	H/H Buffetware w/Gold Inlaid Slotted Spoon		
U	#HBG-3/PH	H/H Buffetware w/Gold Inlaid Knotched Spoon		
U	#HBG-4/PH	H/H Buffetware w/Gold Inlaid Deep Ladle		
U	#HBG-5/PH	H/H Buffetware w/Gold Inlaid Pastry Server		
U	#HBG-6/PH	H/H Buffetware w/Gold Inlaid Pie Server		
U	#HBG-7/PH	H/H Buffetware w/Gold Inlaid Cold Meat Fork		
U	#HBG-8/PH	H/H Buffetware w/Gold Inlaid Pot Fork		
U	#HBG-9/PH	H/H Buffetware w/Gold Inlaid Carving Knife		
U	#HG-A016H	Hilton Garden Inn Sign: Handicap Symbol		
U	#PC-2	Pizza Cutter, 2-1/2"		
U	#PC-4	Pizza Cutter, 4"		
U	#PC-4WH	Pizza Cutter, 4" Diameter Wheel, Wood Handle		
U	#PT-CS10	Aluminum Pizza Tray Coupe Style 10"		

\HSM Catalogue Import /

The previous Record 5 is now Record 4.
Delete all Records with no Changes prior
to Uploading the Changed Catalog
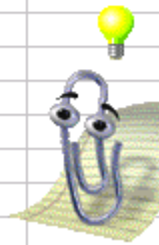
Inserting New Records

- Prior to Inserting New Records gather all information necessary to do so.

- If this information is in an Excel Workbook then Copying and Pasting is a good method for entering data in the .csv file to be Imported.

- Make Sure to Enter an "I" in Column A (Action)

Importing the changes back into the v7 Procurement System

- Make Sure to enter Data in All Required Fields
- Prior to Importing make sure to Save the .csv file
- Make sure you know in which folder the saved .csv file is located

ome Michael M Mitchell | 14- Hotel Food Service Supplies ▼ | ☑ **Hide Menu** | **Home** | **My Settings** | **Help** | **Tutorial** | **Logo**

arch All Catalogs
ppliers ▼ | Hotel Food Service S | **GO**

In Box
New: 19   **Total: 23**

Catalogs | **In Box** | **Supplier PO**

Export | **Import**

Catalog Name

General Merchandise

HSM Master

Limited General Merchandise

If not already on this Screen, Click "Home"

Click on the Import Button

lect file to upload

e type: Select Entry   ▼

Select Entry
Price Update
Supplier F&B
Supplier Non-food

e name: ings\Erog   Browse...

Submit
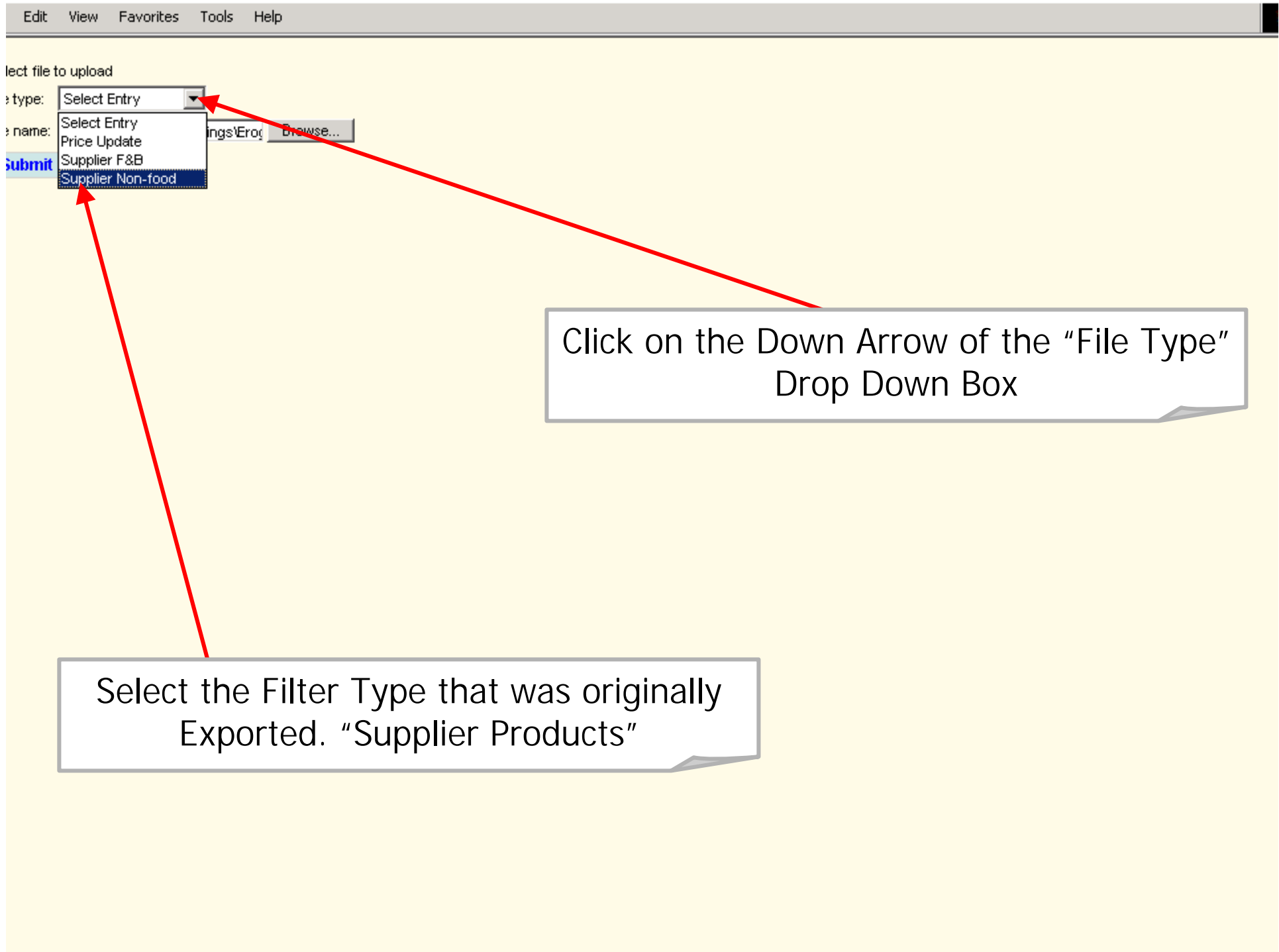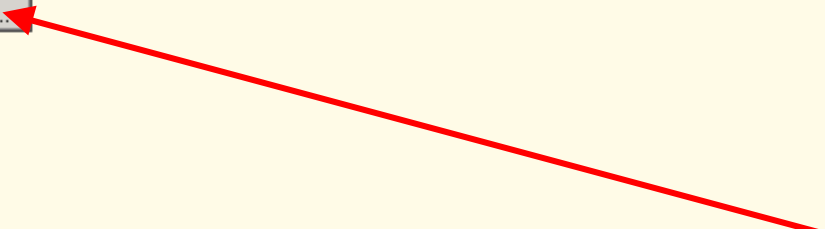
Click on the Down Arrow of the "File Type"
Drop Down Box

Select the Filter Type that was originally
Exported. "Supplier Products"

lect file to upload

type: [Select Entry   ▼]

name: [   ] [Browse...]

Submit

Click on the "Browse" Button to
select the .csv file to Import

se file

Look in: My Documents

My Pictures
HSM Catalogue Import

History

Desktop

y Documents

ly Computer

Network P...

File name: HSM Catalogue Import

Files of type: All Files (*.*)

Open

Cancel
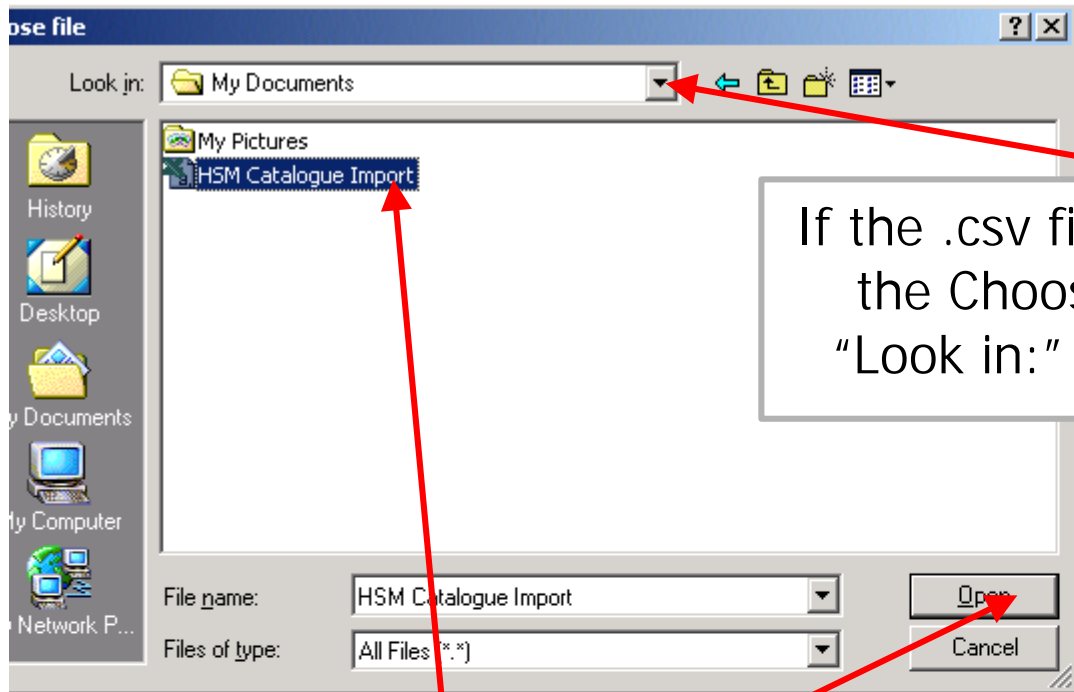
If the .csv file is not immediately visible in the Choose file Window then use the "Look in:" Drop Down Box to Locate it.

Click on the .csv file to Select it. Then Click Open

Microsoft Internet Explorer

⚠ Your Changes were Imported Successfully. Your changes will be available tomorrow.

OK
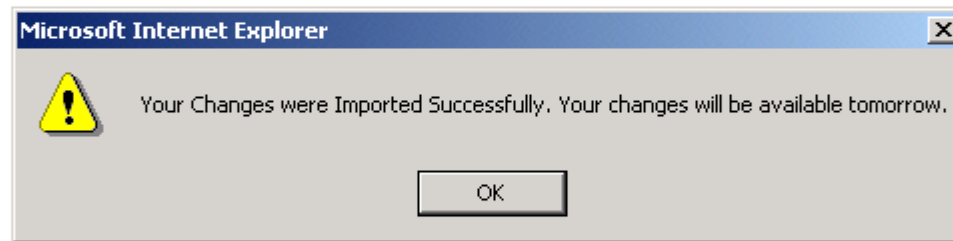
The Updated Catalog has been successfully imported. Changes will be available TOMORROW. Click "OK" to Continue

Updating the Supplier Catalog Online

- Edit Individual Items within a Catalog
- Insert New Items within a Catalog
- Assign a Catalog Item to a Catalog Category

arch All Catalogs
oducts ▾ | | GO

In Box
New: 23   **Total: 28**

Catalogs | In Box | **Supplier PO**

| Accept PO | Reject PO | View / Print PO | Buyer Contact |
| History |

PO's Needing Response ▾

First Previous Next Last Refresh

Search Column: All ▾ ▼
Search Text: | GO
Page 1 of 1 / Rows 1-14 of 14 found

Click OFF the "Hide Menu" Check Box

	Buyer PO num	PO Status	Subject	∟PO date	Req deliv date	PO Total
⦿	000000000000533	Supplier response pending	**Subject:**History recorded **Buyer Name:**Hilton Garden Inn Anaheim/Garden Grove	02/13/2003	02/18/2003	$15.61
○	000000000000515	Supplier response pending	**Subject:**PO Co Sub **Buyer Name:**Hilton Garden Inn Anaheim/Garden Grove	02/12/2003	02/13/2003	$624.62
○	000000000000151	Viewed by supplier	**Subject:**PO Co Sub **Buyer Name:**Hilton Garden Inn Folsom	02/05/2003	02/10/2003	$567.16
○	000000000000154	Viewed by supplier	**Subject:**PO Co Sub **Buyer Name:**Hilton Garden Inn Folsom	02/05/2003	02/07/2003	$53.53
○	000000000000439	Supplier response pending	**Subject:**PO Co Sub **Buyer Name:**Hilton Garden Inn Anaheim/Garden Grove	02/03/2003	02/06/2003	$2,025.00
○			**Subject:**PO Co Sub			

Click "V7 Procurement" From the Main Menu

ilton

Main Menu
- y Menu
- owledgebase
- ▼ Advanced
- ▼ **Procurement**
  - **Accept a PO**
  - **Setup Individual Items Within a Catalog**
  - **Assign a Catalog Item to a Catalog Cate**
  - **Auto Price Update**
  - **Manual Price Update for Price Regulate**
  - **Company Application Setting**
- ▼ **Administration**

Search All Catalogs
| Products ▼ | | GO |

In Box
New: **23**   Total: 28

Catalogs | **In Box** | **Supplier PO**

| Accept PO | Reject PO | View / Print PO |
| History |

PO's Needing Response ▼

First Previous Next Last Refresh

Search Column: All ▼

Search Text: [   ] GO

Page 1 of 1 / Rows 1-14 of 14 found

Buyer PO num	PO Status	Subject	
⦿ 000000000000533	Supplier response pending	**Subject:**History recorded **Buyer Name:**Hilton Garden Inn Anaheim/Garden Grove	0
○ 000000000000515	Supplier response pending	**Subject:**PO Co Sub **Buyer Name:**Hilton Garden Inn Anaheim/Garden Grove	0
○ 000000000000151	Viewed by supplier	**Subject:**PO Co Sub **Buyer Name:**Hilton Garden Inn Folsom	0
○ 000000000000154	Viewed by supplier	**Subject:**PO Co Sub **Buyer Name:**Hilton Garden Inn Folsom	0
		Anaheim/Garden Grove	0
			0

The Tree Structure Opens Up. Click "Setup Individual Items Within a Catalog"

Edit   View   Favorites   Tools   Help

hr

Product #:
Price UOM:

lcome Michael M Mitchell   **Home**   **My Settings**   **Help**   **Tutorial**   **Hide Logo**   ○ **Entry** ○ **List** ◉ **Vertical** ○ **Horizontal**   **Close**

dvanced Search

t Previous Next Last New Refresh

rch Column: [All ▾] ▼

rch Text: [   ]   GO

ge 1 of 1 / Rows 1-74 of 74 found

| **New** | **Save** | **Save As** | **Print** | **Set Defaults** |

Catalog item   **Item attributes**   **Item price**   **Price breaks**

oduct name
rating Matress Cover
ffee Makers D40201 Test A
ffee Makers D40202 Test A
ffee Makers D49224 Test A
ffee Makers D40103 Test A
ffee Makers D40104 Test A
ffee Makers D40103 Test A
se ® 3·2·1 system
se ® Lifestyle® 12 Series II Home Thea
se ® Wave® Radio/CD
se ® Wave® Radio
bassy Suites Dinner Napkin The Best c
ubletree Dinner Napkin Jan 22
on Garden Inn Dinner Napkins The Bes
ffee Makers D40104 Test A
ven Wood Salad Bowl 18" bea's testin
ven Wood Salad Bowl 20" bea's testin
ven Wood Salad Bowl 6" bea's testing
ven Wood Salad Bowl 8" bea's testing
esh Egg Bagel - Medium size
d Buffetware w/Gold Inlaid Solid Spoor
d Buffetware w/Gold Inlaid Spout Ladle
d Buffetware w/Gold Inlaid Slotted Spo
d Buffetware w/Gold Inlaid Knotched S

Product # ▶ [   ]

Product name ▶ [   ]

Product effective date ▶ [   ] 📅   Product expiration date [   ] 📅

Minimum order quantity [   ]

Maximum lead time days [1   ]

Minimum lead time days [   ]

Price UOM ▶ [   ] 🔍   Sell in only one UOM ☑

Willing to break case ☐

Items per UOM [   ]

Case   **Piece**

Dimensions [   ]   Size [   ]

Long description

The Add/Edit Item Screen Appears. All V7 Screens are made up of a number of Panels

Product #:
Price UOM:

ḥr

lcome Michael M Mitchell   **Home**   **My Settings**   **Help**   **Tutorial**   **Hide Logo**   ○ **Entry** ○ **List** ◉ **Vertical** ○ **Horizontal**   **Close**

dvanced Search

t Previous Next Last New Refresh

rch Column: | All | ▼ | ▼

rch Text: | | GO

ge 1 of 1 / Rows 1-74 of 74 found

| **New** | **Save** | **Save As** | **Print** | **Set Defaults** |

Catalog item   **Item attributes**   **Item price**   **Price breaks**

oduct name

rating Matress Cover
ffee Makers D40201 Test A
ffee Makers D40202 Test A
ffee Makers D49224 Test A
ffee Makers D40103 Test A
ffee Makers D40104 Test A
ffee Makers D40103 Test A
se ® 3-2-1 system
se ® Lifestyle® 12 Series II Home Thea
se ® Wave® Radio/CD
se ® Wave® Radio
bassy Suites Dinner Napkin The Best o
ubletree Dinner Napkin Jan 22
on Garden Inn Dinner Napkins The Bes
ffee Makers D40104 Test A
ven Wood Salad Bowl 18" bea's testin
ven Wood Salad Bowl 20" bea's testin
ven Wood Salad Bowl 6" bea's testing
ven Wood Salad Bowl 8" bea's testing
esh Egg Bagel - Medium size
d Buffetware w/Gold Inlaid Solid Spoon
d Buffetware w/Gold Inlaid Spout Ladle
d Buffetware w/Gold Inlaid Slotted Spo
d Buffetware w/Gold Inlaid Knotched S

Product # ▶ | |
Product name ▶ | |
Product effective date ▶ | | 🗓   Product expiration date | | 🗓
Minimum order quantity | |
Maximum lead time days | 1 |
Minimum lead time days | |
Price UOM ▶ | | 🔍   Sell in only one UOM ☑
Willing to break case ☐

Case

The "Logo" Panel contains important links and the ability to reposition and hide panels as necessary

Long description

hr

Product #:
Price UOM:

lcome Michael M Mitchell   **Home**   **My Settings**   **Help**   **Tutorial**   **Hide Logo**   ○ **Entry** ○ **List** ◉ **Vertical** ○ **Horizontal**   **Close**

dvanced Search

t Previous Next Last New Refresh

arch Column: | All | ▼ | ▼

arch Text: [   ]   GO

ge 1 of 1 / Rows 1-74 of 74 found

| New | Save | Save As | Print | Set Defaults |

Catalog item   **Item attributes**   **Item price**   **Price breaks**

oduct name	
rating Matress Cover	
ffee Makers D40201 Test A	
ffee Makers D40202 Test A	
ffee Makers D49224 Test A	
ffee Makers D40103 Test A	
ffee Makers D40104 Test A	
ffee Makers D40103 Test A	
se ® 3-2-1 system	
se ® Lifestyle® 12 Series II Home Thea	
se ® Wave® Radio/CD	
se ® Wave® Radio	
bassy Suites Dinner Napkin The Best c	
ubletree Dinner Napkin Jan 22	
on Garden Inn Dinner Napkins The Bes	
ffee Makers D40104 Test A	
ven Wood Salad Bowl 18" bea's testin	
ven Wood Salad Bowl 20" bea's testin	
ven Wood Salad Bowl 6" bea's testing	
ven Wood Salad Bowl 8" bea's testing	
esh Egg Bagel - Medium size	
d Buffetware w/Gold Inlaid Solid Spoon	
d Buffetware w/Gold Inlaid Spout Ladle	
d Buffetware w/Gold Inlaid Slotted Spo	
d Buffetware w/Gold Inlaid Knotched S	

Product # ▶ [   ]

Product name ▶ [   ]

Product effective date ▶ [   ] 📅   Product expiration date [   ] 📅

Minimum order quantity [   ]

Maximum lead time days [1   ]

Minimum lead time days [   ]

Price UOM ▶ [   ] 🔍   Sell in only one UOM ☑

Willing to break case ☐

Items per UOM [

Case

Dimensions [

The "Navigation" or "List" Panel allows for searching and selecting of information to be processed

Long description [

Edit   View   Favorites   Tools   Help

hr
Product #:
Price UOM:

Welcome Michael M Mitchell   ○ Entry ○ List ● Vertical ○ Horizontal **Close**

The "Entry" Panel allows for quick data entry

Advanced Search
Previous Next Last New Refresh

Search Column: All ▼

Search Text: _____ GO

Page 1 of 1 / Rows 1-74 of 74 found

| **New** | **Save** | **Save As** | **Print** | **Set Defaults** |

Catalog item   **Item attributes**   **Item price**   **Price breaks**

Product name
rating Matress Cover
ffee Makers D40201 Test A
ffee Makers D40202 Test A
ffee Makers D49224 Test A
ffee Makers D40103 Test A
ffee Makers D40104 Test A
ffee Makers D40103 Test A
se ® 3·2·1 system
se ® Lifestyle® 12 Series II Home Thea
se ®Wave® Radio/CD
se ®Wave® Radio
bassy Suites Dinner Napkin The Best c
ubletree Dinner Napkin Jan 22
on Garden Inn Dinner Napkins The Bes
ffee Makers D40104 Test A
ven Wood Salad Bowl 18" bea's testin
ven Wood Salad Bowl 20" bea's testin
ven Wood Salad Bowl 6" bea's testing
ven Wood Salad Bowl 8" bea's testing
esh Egg Bagel - Medium size
d Buffetware w/Gold Inlaid Solid Spoor
d Buffetware w/Gold Inlaid Spout Ladle
d Buffetware w/Gold Inlaid Slotted Spo
d Buffetware w/Gold Inlaid Knotched S

Product # ▶ _____

Product name ▶ _____

Product effective date ▶ _____   Product expiration date _____

Minimum order quantity _____

Maximum lead time days 1

Minimum lead time days _____

Price UOM ▶ _____ 🔍   Sell in only one UOM ☑

Willing to break case ☐

Items per UOM _____

Case   **Piece**

Dimensions _____   Size _____

Long description

Edit Existing Items Online

- Searching for Items
- Editing Item Information

Product #:
Price UOM:

Welcome Michael M Mitchell   **Home**   **My Settings**   **Help**   **Tutorial**

Advanced Search

First Previous Next Last New Refresh

Search Column: All

Search Text: GO

Page 1 of 1 / Rows 1-74 of 74 found

Coffee Makers D40202 Test A
Coffee Makers D49224 Test A
Coffee Makers D40103 Test A
Coffee Makers D40104 Test A
Coffee Makers D40103 Test A
Bose ® 3-2-1 system
Bose ® Lifestyle® 12 Series II Home Thea
Bose ® Wave® Radio/CD
Bose ® Wave® Radio
Embassy Suites Dinner Napkin The Best
Doubletree Dinner Napkin Jan 22
Hilton Garden Inn Dinner Napkins The Bes
Coffee Makers D40104 Test A
Woven Wood Salad Bowl 18" bea's testin
Woven Wood Salad Bowl 20" bea's testin
Woven Wood Salad Bowl 6" bea's testing
Woven Wood Salad Bowl 8" bea's testing
Fresh Egg Bagel - Medium size
I/H Buffetware w/Gold Inlaid Solid Spoor
I/H Buffetware w/Gold Inlaid Spout Ladle
I/H Buffetware w/Gold Inlaid Slotted Spo
I/H Buffetware w/Gold Inlaid Knotched S
I/H Buffetware w/Gold Inlaid Deep Ladle
I/H Buffetware w/Gold Inlaid Pastry Serv
I/H Buffetware w/Gold Inlaid Pie Server

New | Save | Save As | Print

Catalog item | Item attributes | Item price | Price breaks

Product #
Product name
Product effective date   Product expiration date
Minimum order quantity
Maximum lead time days   1
Minimum lead time days
Price UOM
Willing to break case
Items per UOM

Case   **Piece**

Dimensions   Size

Long description

The "Navigation" Panel is used for Search and List Functions.

Items to be edited can be retrieved via Search Functionality

Or Items to be edited can be selected off the available List.

If desired, click on the Search Column Drop Down Box Down Arrow to Display a list of Searchable Columns. Selecting a Search Column reduces the time required to search. If "All" is selected the Search will look at all values in the data set.

File   Edit   View   Favorites   Tools   Help

ihr

Product #:   PT-WR12
Price UOM: EA

Welcome Michael M Mitchell   **Home**   **My Settings**   **Help**   **Tutorial**   **Hide Logo**   ○ **Entry** ○ **List** ⦿ **Vertical** ○ **Horizontal**   **Close**

Advanced Search

First Previous Next Last New Refresh

Search Column: | All ▾ | ▼
Search Text: | Toaster | GO

Page 1 of 1 / Rows 1-74 of 74 found

| New | Save | Save As | Print | Set Defaults |

Catalog item   *Item attributes*   *Item price*   *Price breaks*

Coffee Makers D40202 Test A
Coffee Makers D49224 Test A
Coffee Makers D40103 Test A
Coffee Makers D40104 Test A
Coffee Makers D40103 Test A
Bose ® 3-2-1 system
Bose ® Lifestyle® 12 Series II Home Thea
Bose ® Wave® Radio/CD
Bose ® Wave® Radio
Embassy Suites Dinner Napkin The Best o
Doubletree Dinner Napkin Jan 22
Hilton Garden Inn Dinner Napkins The Bes
Coffee Makers D40104 Test A
Woven Wood Salad Bowl 18" bea's testin
Woven Wood Salad Bowl 20" bea's testin
Woven Wood Salad Bowl 6" bea's testing
Woven Wood Salad Bowl 8" bea's testing
Fresh Egg Bagel - Medium size
H/H Buffetware w/Gold Inlaid Solid Spoon
H/H Buffetware w/Gold Inlaid Spout Ladle
H/H Buffetware w/Gold Inlaid Slotted Spo
H/H Buffetware w/Gold Inlaid Knotched S
H/H Buffetware w/Gold Inlaid Deep Ladle
H/H Buffetware w/Gold Inlaid Pastry Serv
H/H Buffetware w/Gold Inlaid Pie Server

Product # | PT-WR12 |
Product name | Aluminum Pizza Tray Wide Rim 12" |
Product effective date | 10/01/2002 | 📅   Product expiration date | | 📅
Minimum order quantity | 1 |
Maximum lead time days | 5 |
Minimum lead time days | |
Price UOM | EA |
Willing to break case | ☐ |
Items per UOM | |

Case   **Piece**

Dimensions | | Size | |

Aluminum Pizza Tray Wide Rim 12"

Long description

Type in a value to Search and Click "Go"

Product #:   PT-WR12
Price UOM: EA

ihr

Welcome Michael M Mitchell   **Home**   **My Settings**   **Help**   **Tutorial**   **Hide Logo**   ○ **Entry** ○ **List** ◉ **Vertical** ○ **Horizontal**   **Close**

Advanced Search

First Previous Next Last New Refresh

Search Column: [All ▼] ▼

Search Text: [Toaster]   GO

Page 1 of 1 / Rows 1-4 of 4 found

Product name
Toaster 24305 Number 1 Updated
Toaster 24308 Number 2 Updated
Toaster 22475 Number 3 Updated
Toaster 22477 Number 4 Updated

New   **Save**   **Save As**   **Print**   **Set Defaults**

Catalog item   **Item attributes**   **Item price**   **Price breaks**

Product #   [PT-WR12]

Product name   [Aluminum Pizza Tray Wide Rim 12"]

Product effective date [10/01/2002]   Product expiration date [   ]

Minimum order quantity [   ]

Maximum lead time days [5]

The Search Returns all Records containin the text string entered. Click on the desired Item to Load it for Editing

Minimum lead time days [   ]

Price UOM   [EA]

Willing to break case ☐

Items per UOM   [   ]

Case   **Piece**

Dimensions [   ]   Size [   ]

Long description   [Aluminum Pizza Tray Wide Rim 12"]

ihr

Product #:   SKU140006
Price UOM: EA

Welcome Michael M Mitchell   **Home**   **My Settings**   **Help**   **Tutorial**   **Hide Logo**   ○ **Entry** ○ **List** ● **Vertical** ○ **Horizontal**   **Close**

Advanced Search

First Previous Next Last New Refresh

Search Column: [All ▾] ▾

Search Text: [Toaster]   GO

Page 1 of 1 / Rows 1-4 of 4 found

Product name
Toaster 24305 Number 1 Updated
Toaster 24308 Number 2 Updated
Toaster 22475 Number 3 Updated
Toaster 22477 Number 4 Updated

Loading...

Catalog Item   **Item attributes**   **Item price**   **Price breaks**

Product #   [SKU140006]

Product name   [Toaster 24305 Number 1 Updated]

Product effective date   [06/04/2002]   Product expiration date   [   ]

Minimum order quantity   [1]

Maximum lead time days   [1]

Minimum lead tim

Pri

Willing to bre

Items p

"Loading" Message displays until the record is ready for editing

Case   **Piece**

Dimensions   [   ]   Size   [   ]

Commercial Toasters Model 24305 4 slice

Long description

Product #:   SKU140006
Price UOM: EA

Welcome Michael M Mitchell   **Home**   **My Settings**   **Help**   **Tutorial**   **Hide Logo**   ○ Entry ○ List ◉ Vertical ○ Horizontal   **Close**

Advanced Search

st Previous Next Last New Refresh

Search Column: [All ▾] ▼

Search Text: [Toaster]   GO

ge 1 of 1 / Rows 1-4 of 4 found

| **New** | **Save** | **Save As** | **Print** | **Set Defaults** |

Catalog item   **Item attributes**   **Item price**   **Price breaks**

oduct name

aster 24305 Number 1 Updated
aster 24308 Number 2 Updated
aster 22475 Number 3 Updated
aster 22477 Number 4 Updated

Product #   [SKU140006]

Product name   [Toaster 24305 Number 1 Updated]

Product effective date [06/04/2002] 📅   Product expiration date [   ] 📅

Minimum order quantity [1]

Maximum lead time days [1]

Minimum lead time days [   ]

Price UOM [EA] 🔍   Sell in only one UOM ☑

Willing to break case ☐

Items per UOM [1]

ase   **Piece**

Dimensions [   ]   Size [   ]

Long description

```
Commercial Toasters Model 24305 4 slice
```

> Use the Entry Panel to Edit the record just loaded onto the form

hr

Product #:   SKU140006
Price UOM: EA

Welcome Michael M Mitchell   Home   My Settings   Help   Tutorial   Hide Logo   ○ Entry ○ List ● Vertical ○ Horizontal   **Close**

Advanced Search
First Previous Next Last New Refresh

Search Column: All ▼
Search Text: Toaster   GO
Page 1 of 1 / Rows 1-4 of 4 found

Product name
Toaster 24305 Number 1 Updated
Toaster 24308 Number 2 Updated
Toaster 22475 Number 3 Updated
Toaster 22477 Number 4 Updated

New   Save   Save As   Print   Set Defaults

Catalog item | Item attributes | Item price | Price breaks

Product #   SKU140006
Product name   Toaster 24305 Number 1 Updated
Product effective date   06/04/2002   Product expiration date
Minimum order quantity   1
Maximum lead time days   1
Minimum lead time days
Price UOM   EA   Sell in only one UOM ☑
Willing to break case   ☐
Items per UOM   1

Case   **Piece**

Dimensions   Size

Long description   Commercial Toasters Model 24305 4 slice

For example: This particular item has been discontinued but is missing the Product Expiration Date

Product #:   SKU140006
Price UOM: EA

lcome Michael M Mitchell   **Home**   **My Settings**   **Help**   **Tutorial**   **Hide Logo**   ○ Entry ○ List ◉ Vertical ○ Horizontal   **Close**

dvanced Search

st Previous Next Last New Refresh

rch Column: All ▼

rch Text: Toaster   GO

ge 1 of 1 / Rows 1-4 of 4 found

oduct name

aster 24305 Number 1 Updated
aster 24308 Number 2 Updated
aster 22475 Number 3 Updated
aster 22477 Number 4 Updated

New   **Save**   **Save As**   **Print**   **Set Defaults**

Catalog item   **Item attributes**   **Item price**   **Price breaks**

Product #   SKU140006

Product name   Toaster 24305 Number 1 Updated

Product effective date   06/04/2002   Product expiration date   12/31/03

Minimum order quantity   1

Maximum lead time days   1

Minimum lead time days

Price UOM   EA   Sell in only one UOM   ☑

Willing to break case   ☐

Items per UOM   1

Case   **Piece**

Dimensions   Size

Commercial Toasters Model 24305 4 slice

Long description

Type in the Date or Click on the Calendar Icon....
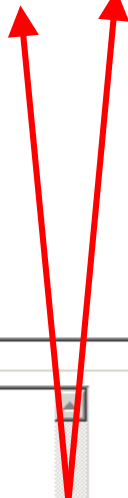
Product #: SKU140006
Price UOM: EA

Welcome Michael M Mitchell   **Home**   **My Settings**   **Help**   **Tutorial**   **Hide Logo**   ○ Entry ○ List ● Vertical ○ Horizontal   **Close**

Advanced Search

First Previous Next Last New Refresh

Search Column: All ▼

Search Text: Toaster   GO

Page 1 of 1 / Rows 1-4 of 4 found

Product name

Toaster 24305 Number 1 Updated
Toaster 24308 Number 2 Updated
Toaster 22475 Number 3 Updated
Toaster 22477 Number 4 Updated

New **Save** **Save As** **Print** **Set Defaults**

Catalog item   **Item attributes**   **Item price**   **Price breaks**

Product #   SKU140006

Product name   Toaster 24305 Number 4 Updated

Product effec...   Product expiration date   02/28/2003

Minimum orde...

Maximum lead t...

Minimum lead t...   Sell in only one UOM   ☑

P...

Willing to br...

Items...

Case   **Piece**

Di...   Size

4 slice

Long description

Calendar - Microsoft Internet Expl...   _ □ ✕

February ▼   <<   2003   >>

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

...and Pick a Date

Product #:   SKU140006
Price UOM: EA

come Michael M Mitchell   **Home**   **My Settings**   **Help**   **Tutorial**   **Hide Logo**   ○ **Entry** ○ **List** ⊙ **Vertical** ○ **Horizontal**   **Close**

dvanced Search
t Previous Next Last New Refresh

arch Column: All ▼ ▼

arch Text: Toaster   GO

ge 1 of 1 / Rows 1-4 of 4 found

oduct name
aster 24305 Number 1 Updated
aster 24308 Number 2 Updated
aster 22475 Number 3 Updated
aster 22477 Number 4 Updated

New   **Save**   **Save As**   **Print**   **Set Defaults**

Catalog item   **Item attributes**   **Item price**   **Price breaks**

Product #   SKU140006

Product name   Toaster 24305 Number 1 Updated

Product effective date   06/04/2002   Product expiration date   02/28/2003

Minimum order quantity   1

Maximum lead time days   1

Minimum lead time days

Price UOM   EA   Sell in only one UOM   ☑

Willing to break case   ☐

Items per UOM   1

Case   **Piece**

Dimensions   Size

Commercial Toasters Model 24305 4 slice

Long descriptio

Make any other product informational
changes required...

lhr

Product #:   SKU140006
Price UOM: EA

lcome Michael M Mitchell   **Home**   **My Settings**   **Help**   **Tutorial**   **Hide Logo**   ○ **Entry** ○ **List** ● **Vertical** ○ **Horizontal**   **Close**

dvanced Search

t Previous Next Last New Refresh

rch Column: All ▼   ▼

rch Text: Toaster   GO

ge 1 of 1 / Rows 1-4 of 4 found

oduct name
aster 24305 Number 1 Updated
aster 24308 Number 2 Updated
aster 22475 Number 3 Updated
aster 22477 Number 4 Updated

New   **Save**   **Save As**   **Print**   **Set Defaults**

Catalog item   **Item attributes**   **Item price**   **Price breaks**

Product #   SKU140006

Product name   Toaster 24305 Number 1 Updated

Product effective date   06/04/2002   Product expiration date   02/28/2003

Minimum order quantity   1

Maximum lead time days   1

Minimum lead time days

Price UOM   EA   🔍   Sell in only one UOM   ☑

Willing to break case   ☐

Items per UOM

Case

Dimensions

Changes in price require the addition of a New Price and Price Effective and End Dates to the system. Click on the Item Price Tab to add a New Price.

Long description

hr

Product #:   SKU140006
Price UOM: EA

lcome Michael M Mitchell   **Home**   **My Settings**   **Help**   **Tutorial**   **Hide Logo**   ○ **Entry** ○ **List** ● **Vertical** ○ **Horizontal**   **Close**

dvanced Search

t Previous Next Last New Refresh

rch Column: All ▼

rch Text: Toaster   GO

ge 1 of 1 / Rows 1-4 of 4 found

oduct name
aster 24305 Number 1 Updated
aster 24308 Number 2 Updated
aster 22475 Number 3 Updated
aster 22477 Number 4 Updated

New **Save** **Save As** **Print** **Set Defaults**

Catalog item   **Item attributes**   **Item price**   **Price breaks**

Add Row ▼ ▲ ▶ ◀   Search Column: Unit price ▼ ▼ Search Text: [   ] GO   page 1 of 1   Rows per page 50

	Unit price	Price eff date	Price end date	Price status
Edit	7.56	06/04/2002	01/17/2003	Active
Edit	9.23	06/03/2002	01/17/2003	Active
Edit	9.23	01/16/2003	01/17/2003	Pending

To Add a New Price, Click on "Add Row".
Do NOT Edit existing prices.

Edit   View   Favorites   Tools   Help

Product #:   SKU140006
Price UOM: EA

lcome Michael M Mitchell   Home   My Settings   Help   Tutorial   Hide Logo   ○ Entry ○ List ⦿ Vertical ○ Horizontal   **Close**

dvanced Search
st Previous Next Last New Refresh
rch Column: All
rch Text: Toaster   GO
ge 1 of 1 / Rows 1-4 of 4 found

oduct name
aster 24305 Number 1 Updated
aster 24308 Number 2 Updated
aster 22475 Number 3 Updated
aster 22477 Number 4 Updated

New   Save   Save As   Print   Set Defaults

Catalog item | Item attributes | Item price | Price breaks

Add Row ▼ ▲ ▶ ◀   Search Column: Unit price ▼ Search Text: _____ GO page 1 of 1 Rows per page 50

	Unit price	Price eff date	Price end date	Price status
Edit	7.56	06/01/2002	01/17/2003	Active
Edit	9.23	06/03/2002	01/17/2003	Active

OK   Cancel   Copy as New Row

Price UOM   EA
Unit price   12.33
Price effective date 02/13/2003
Price end date   12/31/2003
Price Adjustments
Price adjustment event
Price adjustment status Active
Price last updated on

Click "OK" to Add the new price information to the Price Grid

Enter the new price, price effective date and price end date in the respective fields

Product #:	SKU140006
Price UOM:	EA

lcome Michael M Mitchell   **Home**   **My Settings**   **Help**   **Tutorial**   **Hide Logo**   ○ **Entry** ○ **List** ⊙ **Vertical** ○ **Horizontal** **Close**

dvanced Search

st Previous Next Last New Refresh

arch Column: All ▼

arch Text: Toaster   GO

ge 1 of 1 / Rows 1-4 of 4 found

New	**Save**	**Save As**	**Print**	**Set Defaults**

Catalog item	**Item attributes**	**Item price**	**Price breaks**

Add Row ▼ ▲ ▶ ◀ Search Column: Unit price ▼ ▼ Search Text: _____ GO page 1 of 1 Rows per page 50

oduct name
aster 24305 Number 1 Updated
aster 24308 Number 2 Updated
aster 22475 Number 3 Updated
aster 22477 Number 4 Updated

	Unit price	Price eff date	Price end date	Price status
Edit	7.56	06/01/2002	01/17/2003	Active
Edit	9.23	06/03/2002	01/17/2003	Active
Edit	9.23	01/16/2003	01/17/2003	Pending
Edit	12.33	02/13/2003	12/31/2003	Active

The New Price Information has been added to the Price Grid but is not yet Saved to the Record

hr

Product #:   SKU140007
Price UOM: EA

lcome Michael M Mitchell   **Home**   **My Settings**   **Help**   **Tutorial**   **Hide Logo**   ○ **Entry** ○ **List** ⦿ **Vertical** ○ **Horizontal**   **Close**

dvanced Search

st Previous Next Last New Refresh

arch Column: [All ▼] ▼

arch Text: [Toaster]   GO

ge 1 of 1 / Rows 1-4 of 4 found

oduct name
aster 24305 Number 1 Updated
aster 24308 Number 2 Updated
aster 22475 Number 3 Updated
aster 22477 Number 4 Updated

New **Save** **Save As** **Print** **Set Defaults**

Catalog item   *Item attributes*   **Item price**   *Price breaks*

Add Row ▼ ▲ ► ◄ Search Column: [Unit price ▼] ▼ Search Text: [   ] GO page [1] of 1 Rows per page [50]

	Unit price	Price eff date	Price end date	Price status
Edit	7.57	06/01/2002	01/17/2003	Active
Edit	23.25	06/03/2002	01/17/2003	Active
Edit	23.25	01/16/2003	01/17/2003	Pending
Edit	12.33	02/13/2003	12/31/2003	Active

The Item Attributes tab is for additional detailed information to be added to the product document

Product #:   SKU140006
Price UOM: EA

New	Save	Save As	Print	Set Defaults

dvanced Search

st Previous Next Last New Refresh

arch Column: All ▾

arch Text: Toaster   GO

ge 1 of 1 / Rows 1-4 of 4 found

oduct name

aster 24305 Number 1 Updated

aster 24308 Number 2 Updated

aster 22475 Number 3 Updated

aster 22477 Number 4 Updated

Catalog item | **Item attributes** | **Item price** | **Price breaks**

Image name

Medium image file name [   ]

Item Attributes

Product origin [   ]

Grade [   ]

NAMP number [   ]

Stock status [Select Entry ▾]

Product color [   ]

Information on this tab is optional

Product #:   SKU140007
Price UOM: EA

dvanced Search

t Previous Next Last New Refresh

rch Column: All ▼

rch Text: Toaster   GO

ge 1 of 1 / Rows 1-4 of 4 found

oduct name
aster 24305 Number 1 Updated
aster 24308 Number 2 Updated
aster 22475 Number 3 Updated
aster 22477 Number 4 Updated

New **Save** **Save As** **Print** **Set Defaults**

Catalog item   **Item attributes**   **Item price**   **Price breaks**

Add Row ▼ ▲ ► ◄   Search Column: Unit price ▼ ▼ Search Text: [   ] GO   page 1   of 1   Rows per page 50

	Unit price	Price eff date	Price end date	Price status
Edit	7.57	06/01/2002	01/17/2003	Active
Edit	23.25	06/03/2002	01/17/2003	Active
Edit	23.25	01/16/2003	01/17/2003	Pending
Edit	12.33	02/13/2003	12/31/2003	Active

....If you try to change to a different record before Clicking on "Save"....

.... you will get this Message Box

Click on the Cancel button to return to the record and continue with the Save process

Product #:   SKU140006
Price UOM: EA

lcome Michael M Mitchell   **Home**   **My Settings**   **Help**   **Tutorial**   **Hide Logo**   ○ Entry ○ List ● Vertical ○ Horizontal   **Close**

New   **Save**   **Save As**   **Print**   **Set Defaults**

Catalog item | **Item attributes** | **Item price** | **Price breaks**

Add Row ▼ ▲ ► ◄ Search Column: Row ▼ ▼ Search Text: [   ] GO page 1 of 1 Rows per page 50

	Row ▽	Price UOM	Break qty	Multiply factor	Adj flat amt
Edit	1	EA	10	.9	

oduct name
aster 24305 Number 1 Updated
aster 24308 Number 2 Updated
aster 22475 Number 3 Updated
aster 22477 Number 4 Updated

Click "Save" to write the changes to the Record to the Database

Adding New Items to the Online Catalog

Edit   View   Favorites   Tools   Help

Back | Search   Favorites   Media

Product #:   SKU140006
Price UOM: EA

Welcome Michael M Mitchell   Home   My Settings   Help   Tutorial   Hide Logo   ○ Entry ○ List ● Vertical ○ Horizontal   **Close**

Advanced Search

First Previous Next Last New Refresh

Search Column: All ▼

Search Text: Toaster   GO

Page 1 of 1 / Rows 1-4 of 4 found

Product name

Toaster 24305 Number 1 Updated
Toaster 24308 Number 2 Updated
Toaster 22475 Number 3 Updated
Toaster 22477 Number 4 Updated

New   **Save**   **Save As**   **Print**   **Set Defaults**

Catalog item   **Item attributes**   **Item price**   **Price breaks**

Add Row   ▼ ▲ ► ◄   Search Column: Row ▼   ▼ Search Text: [   ] GO   page 1 of 1   Rows per page 50

	Row ▽	Price UOM	Break qty	Multiply factor	Adj flat amt
Edit	1	EA	10	.9	

To Add New Items to the Catalog. Click on the "Catalog Item" Tab....

hr

Product #:
Price UOM:

lcome Michael M Mitchell   **Home**   **My Settings**   **Help**   **Tutorial**   **Hide Logo**   ○ **Entry** ○ **List** ⦿ **Vertical** ○ **Horizontal**   **Close**

dvanced Search

t Previous Next Last New Refresh

arch Column: | All | ▼ | ▼

arch Text: | | GO

ge 1 of 1 / Rows 1-74 of 74 found

| **New** | **Save** | **Save As** | **Print** | **Set Defaults** |

Catalog item   **Item attributes**   **Item price**   **Price breaks**

ffee Makers D40202 Test A
ffee Makers D49224 Test A
ffee Makers D40103 Test A
ffee Makers D40104 Test A
ffee Makers D40103 Test A
se ® 3-2-1 system
se ® Lifestyle® 12 Series II Home Thea
se ® Wave® Radio/CD
se ® Wave® Radio
bassy Suites Dinner Napkin The Best c
ubletree Dinner Napkin Jan 22
on Garden Inn Dinner Napkins The Bes
ffee Makers D40104 Test A
ven Wood Salad Bowl 18" bea's testin
ven Wood Salad Bowl 20" bea's testin
ven Wood Salad Bowl 6" bea's testing
ven Wood Salad Bowl 8" bea's testing
sh Egg Bagel - Medium size
d Buffetware w/Gold Inlaid Solid Spoor
d Buffetware w/Gold Inlaid Spout Ladle
d Buffetware w/Gold Inlaid Slotted Spo
d Buffetware w/Gold Inlaid Knotched S
d Buffetware w/Gold Inlaid Deep Ladle
d Buffetware w/Gold Inlaid Pastry Serv
d Buffetware w/Gold Inlaid Pie Server

Product # ▶ | |
Product name ▶ | |
Product effective date ▶ | | 📅   Product expiration date | | 📅
Minimum order quantity | |
Maximum lead time days | 1 |
Minimum lead time days | |
Price UOM ▶ | | 🔍   Sell in only one UOM ☑
Willing to break case ☐
Items per UOM | |

Case   **Piece**

Dimensions | | Size | |

Long description

....and Click on the New button ...

hr

Product #:
Price UOM:

lcome Michael M Mitchell   **Home**   **My Settings**   **Help**   **Tutorial**   **Hide Logo**   ○ Entry ○ List ◉ Vertical ○ Horizontal   **Close**

dvanced Search

st Previous Next Last New Refresh

rch Column: All ▼ ▼

rch Text: _____ GO

ge 1 of 1 / Rows 1-74 of 74 found

ffee Makers D40202 Test A
ffee Makers D49224 Test A
ffee Makers D40103 Test A
ffee Makers D40104 Test A
ffee Makers D40103 Test A
se ® 3-2-1 system
se ® Lifestyle® 12 Series II Home Thea
se ® Wave® Radio/CD
se ® Wave® Radio
bassy Suites Dinner Napkin The Best c
ubletree Dinner Napkin Jan 22
on Garden Inn Dinner Napkins Th Bes
ffee Makers D40104 Test A
ven Wood Salad Bov
ven Wood Salad Bov
ven Wood Salad Bov
ven Wood Salad Bov
sh Egg Bagel - Mediu
d Buffetware w/Gold
d Buffetware w/Gold
d Buffetware w/Gold Inlaid Slotted Spo
d Buffetware w/Gold Inlaid Knotched S
d Buffetware w/Gold Inlaid Deep Ladle
d Buffetware w/Gold Inlaid Pastry Serv
d Buffetware w/Gold Inlaid Pie Server

New   **Save**   **Save As**   **Print**   **Set Defaults**

Catalog item   **Item attributes**   **Item price**   **Price breaks**

Product # ▶ _____

Product name ▶ _____

Product effective date ▶ _____ 📅   Product expiration date _____ 📅

Minimum order quantity _____

Maximum lead time days [1]

Minimum lead time days _____

Price UOM ▶ _____ 🔍   Sell in only one UOM ☑

Willing to break case ☐

Items per UOM _____

Case   **Piece**

Dimensions _____   Size _____

....and enter all the pertinent information for the item on this form. These white arrows in blue boxes indicate Required fields.

Magnifying Glasses indicate Look Up lists associated with that field

Edit   View   Favorites   Tools   Help

hr

Product #:
Price UOM: EA

lcome Michael M Mitchell   **Home**   **My Settings**   **Help**   **Tutorial**   **Hide Logo**   ○ **Entry** ○ **List** ● **Vertical** ○ **Horizontal**   **Close**

dvanced Search

UOM Lookup - Microsoft Internet Explorer   _ □ ✕

st Previous Next Las

Advanced Search

rch Column: All

First Previous Next Last Refresh

rch Text:

ge 1 of 1 / Rows 1-74

Search Column: All

Search Text: GO

ffee Makers D40202 T   Select DTL   Bottle   No   No
ffee Makers D49224 T   Select BX   Box   Yes   Yes
ffee Makers D40103 T   Select BKT   Bucket   No   No
ffee Makers D40104 T   Select CAN   Can
ffee Makers D40103 T   Select CTN   Carton
se ® 3-2-1 system   Select CS   Case
se ® Lifestyle® 12 Se   Select CWT   Century Weig
se ® Wave® Radio/CD   Select CHB   Chub   No
se ® Wave® Radio   Select CYL   Cylinder   No   No
bassy Suites Dinner N   Select DZ   Dozen   Yes   Yes
ubletree Dinner Napkin   Select DRM   Drum   No   No
on Garden Inn Dinner
ffee Makers D40104 T   Select EA   Each   No   No
ven Wood Salad Bow   Select FT   Feet   No   No
ven Wood Salad Bow   Select FIL   Fillet   No   No
ven Wood Salad Bow   Select FLT   Flat   No   No
sh Egg Bagel - Mediu   Select GAL   Gallons   No   No
d Buffetware w/Gold I
d Buffetware w/Gold I
d Buffetware w/Gold I
d Buffetware w/Gold Inlaiu iviuicrieu S
d Buffetware w/Gold Inlaid Deep Ladle
d Buffetware w/Gold Inlaid Pastry Serv
d Buffetware w/Gold Inlaid Pie Server

Look Up Lists have Search
Functionality as well as the ability
to simply scroll and select the Value

hr

Product #:
Price UOM: EA

come Michael M Mitchell   **Home**   **My Settings**   **Help**   **Tutorial**   **Hide Logo**   ○ Entry ○ List ◉ Vertical ○ Horizontal   **Close**

dvanced Search

t Previous Next Last New Refresh

rch Column: All ▼

rch Text: [   ]   GO

ge 1 of 1 / Rows 1-74 of 74 found

| **New** | **Save** | **Save As** | **Print** | **Set Defaults** |

Catalog item   **Item attributes**   **Item price**   **Price breaks**

ffee Makers D40202 Test A
ffee Makers D49224 Test A
ffee Makers D40103 Test A
ffee Makers D40104 Test A
ffee Makers D40103 Test A
se ® 3·2·1 system
se ® Lifestyle® 12 Series II Home Thea
se ® Wave® Radio/CD
se ® Wave® Radio
bassy Suites Dinner Napkin The Best o
ubletree Dinner Napkin Jan 22
on Garden Inn Dinner Napkins The Bes
ffee Makers D40104 Test A
ven Wood Salad Bowl 18" bea's testin
ven Wood Salad Bowl 20" bea's testin
ven Wood Salad Bowl 6" bea's testing
ven Wood Salad Bowl 8" bea's testing
esh Egg Bagel - Medium size
d Buffetware w/Gold Inlaid Solid Spoor
d Buffetware w/Gold Inlaid Spout Ladle
d Buffetware w/Gold Inlaid Slotted Spo
d Buffetware w/Gold Inlaid Knotched S
d Buffetware w/Gold Inlaid Deep Ladle
d Buffetware w/Gold Inlaid Pastry Serv
d Buffetware w/Gold Inlaid Pie Server

Product # ▶ [   ]
Product name ▶ [   ]
Product effective date ▶ [   ] 📅   Product expiration date [   ] 📅
Minimum order quantity [   ]
Maximum lead time days [1   ]
Minimum lead time days [   ]
Price UOM [EA   ] 🔍   Sell in only one UOM ☑
Willing to break case ☐
Items per UOM [1]

Case   **Piece**

Dimensions [   ]   Size [   ]

Long description

The Selected item from the Look up List is inserted into the field

Product #:   SKU4564122
Price UOM: EA

lr

come Michael M Mitchell   **Home**   **My Settings**   **Help**   **Tutorial**   **Hide Logo**   ○ Entry ○ List ⊙ Vertical ○ Horizontal   **Close**

dvanced Search

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rch Column: All ▾

rch Text: [   ]   GO

ge 1 of 1 / Rows 1-74 of 74 found

| New | Save | Save As | Print | Set Defaults |

Catalog item   **Item attributes**   **Item price**   **Price breaks**

ffee Makers D40202 Test A
ffee Makers D49224 Test A
ffee Makers D40103 Test A
ffee Makers D40104 Test A
ffee Makers D40103 Test A
se ® 3-2-1 system
se ® Lifestyle® 12 Series II Home Thea
se ® Wave® Radio/CD
se ® Wave® Radio
bassy Suites Dinner Napkin The Best
ubletree Dinner Napkin Jan 22
on Garden Inn Dinner Napkins The Bes
ffee Makers D40104 Test A
ven Wood Salad Bowl 18" bea's testing
ven Wood Salad Bowl 20" bea's testin
ven Wood Salad Bowl 6" bea's testing
ven Wood Salad Bowl 8" bea's testing
sh Egg Bagel - Medium size
Buffetware w/Gold Inlaid Solid Spoor
Buffetware w/Gold Inlaid Spout Ladle
Buffetware w/Gold Inlaid Slotted Spo
Buffetware w/Gold Inlaid Knotched S
Buffetware w/Gold Inlaid Deep Ladle
Buffetware w/Gold Inlaid Pastry Serv
Buffetware w/Gold Inlaid Pie Server

Product #   SKU4564122

Product name   Bagel Toaster

Product effective date 02/13/2003   Product expiration date [   ]

Minimum order quantity [1]

Maximum lead time days [1]

Minimum lead time days [5]

Price UOM   EA   Sell in only one UOM ☑

Willing to break case ☐

Items per UOM   [1]

Case   **Piece**

Dimensions   [   ]   Size [   ]

Long description

After all Catalog Item and Price
Information is added Click on Save

hr

Product #:
Price UOM:

lcome Michael M Mitchell   **Home**   **My Settings**   **Help**   **Tutorial**   **Hide Logo**   ○ Entry ○ List ⊙ Vertical ○ Horizontal   **Close**

dvanced Search

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arch Column: All ▼ ▼

arch Text: _____ GO

ge 1 of 1 / Rows 1-75 of 75 found

minum Pizza Tray Wide Rim 15"	
minum Pizza Tray Wide Rim 16"	
minum Pizza Tray Wide Rim 17"	
minum Pizza Tray Wide Rim 18"	
minum Pizza Tray Wide Rim 8"	
minum Pizza Tray Wide Rim 9"	
aster 24305 Number 1 Updated	
aster 24308 Number 2 Updated	
aster 22475 Number 3 Updated	
aster 22477 Number 4 Updated	
12 oz) Filet Mignon Price Update D	
w York Sirloin	
member Cheese (French)	
5 oz) Filet Mignon Update E	
7 oz) Filet Mignon bea's testing	
8 oz) Filet Mignon bea's testing	
gel Toaster	
ven Wood Salad Bowl 10" bea's testin	
ven Wood Salad Bowl 12" bea's testin	
ven Wood Salad Bowl 14" bea's testin	
ven Wood Salad Bowl 16" bea's testin	
ven Wood Salad Bowl 18" bea's testin	
ven Wood Salad Bowl 20" bea's testin	
ven Wood Salad Bowl 6" bea's testing	
ven Wood Salad Bowl 8" bea's testing	

New   **Save**   **Save As**   **Print**   **Set Defaults**

Catalog item   **Item attributes**   **Item price**   **Price breaks**

Product # ▶ _____

Product name ▶ _____

Product effective date ▶ _____ 📅   Product expiration date _____ 📅

M

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M

The New Item is Now visible
on the Search List

Price UOM ▶ _____ 🔍   Sell in only one UOM ☑

Willing to break case ☐

Items per UOM _____

Case   **Piece**

Dimensions _____   Size _____

Long description

Click on the Close Button to
Return to the Main Menu
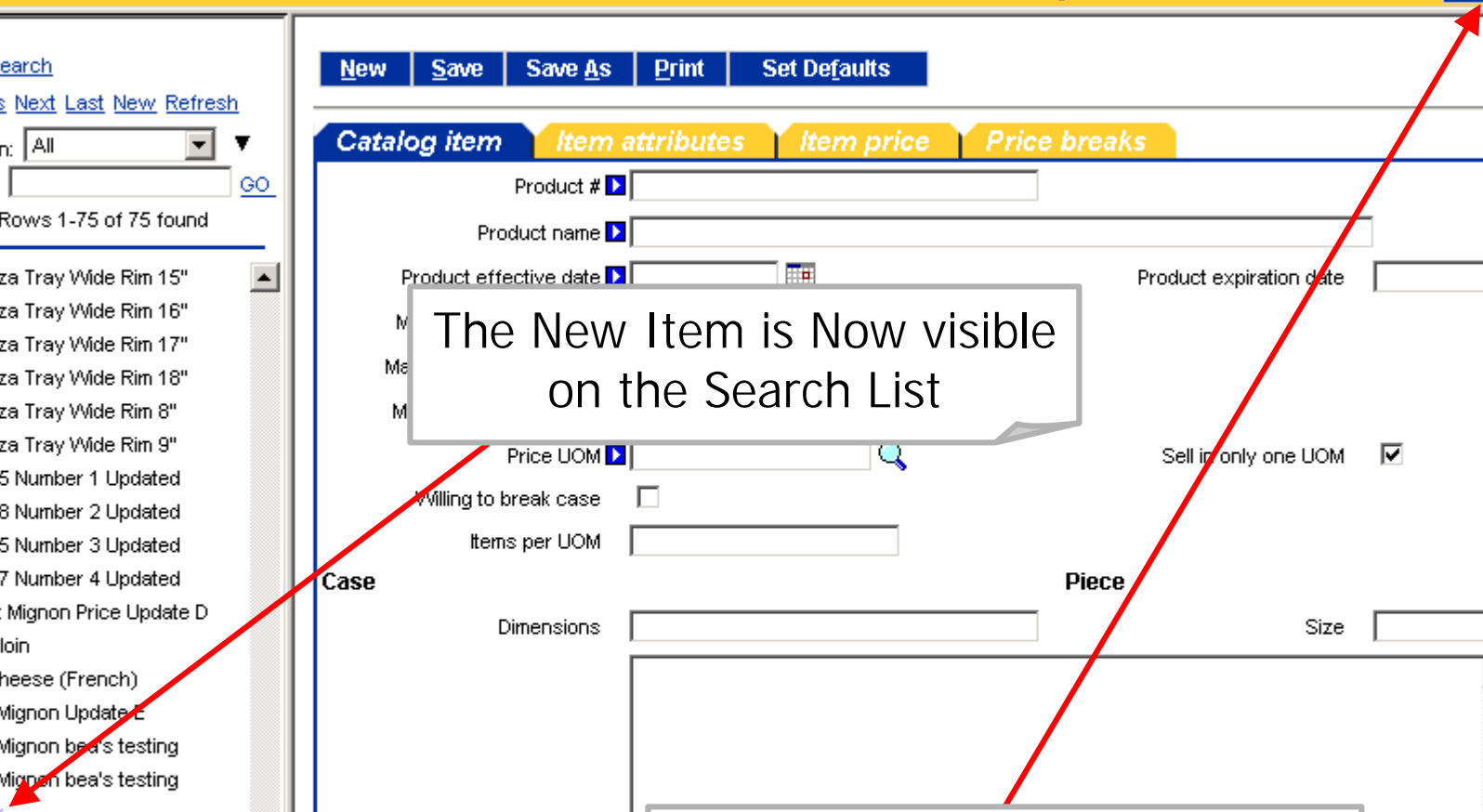
Assign an Item to a Catalog Category

- For Buyers to be able to purchase your items the items MUST be assigned to a Catalog Category

"V7 Procurement" From the Main Menu

lain Menu

y Menu

owledgebase

7 Advanced

7 Procurement

  Accept a PO

  Setup Individual Items Within a Catalog

  Assign a Catalog Item to a Catalog Category

  Auto Price Update

  Manual Price Update for Price Regulated Companies

  Company Application Setting

7 Administration

Search All Catalogs

Suppliers ▼ | Hotel Food Service S | GO

In Box
New: **19**   Total: 23

Catalogs   **In Box**   **Supplier PO**

Catalog:**HSM Master**   **UP**

Products: **0**

Pages: **1**

Item#	Product Name Supplier	Mfr	Pack/Size

Click on Assign a Catalog Item to a Catalog Category

hr

Welcome Michael M Mitchell   **Home**   **My Settings**   **Help**   **Tutorial**   **Hide Logo**   ○ Entry ○ List ● Vertical ○ Horizontal   **Close**

Advanced Search

st Previous Next Last New Refresh

Search Column: All ▼   ▼

Search Text: [   ]   GO

Page 1 of 1 / Rows 1-79 of 79 found

Item #
U140015
U140010
SB- 10
SB- 12
SB- 14
SB- 16
SB- 18
SB- 20
SB- 6
SB- 8
-CS10
-CS11
-CS12
-CS13
-CS14
-CS15
-CS16
-CS17
-CS18
-CS8
-CS9
-WR10
-WR11
-WR12

New   **Save**   **Delete**   **Print**   **Set Defaults**

Item categorization

Item category ID   [New]   🔑

Catalog ▶   [   ]   🔍

[   ]

Category ID ▶   [   ]   🔍

[   ]

Item #   [   ]   🔍

Item description   [   ]

The Item Categorization Screen

hr

Welcome Michael M Mitchell   **Home**   **My Settings**   **Help**   **Tutorial**   **Hide Logo**   ○ **Entry** ○ **List** ◉ **Vertical** ○ **Horizontal**   **Close**

Advanced Search

st Previous Next Last New Refresh

Search Column: [All ▼]   ▼

Search Text: [   ]   GO

ge 1 of 1 / Rows 1-79 of 79 found

m #
U140015
U140010
SB- 10
SB- 12
SB- 14
SB- 16
SB- 18
SB- 20
SB- 6
SB- 8
-CS10
-CS11
-CS12
-CS13
-CS14
-CS15
-CS16
-CS17
-CS18
-CS8
-CS9
-WR10
-WR11
-WR12

New | **Save** | Delete | **Print** | **Set Defaults**

Item categorization

Item category ID	[New]	🔑
Catalog	HSMMASTER	🔍
	HSM Master	
Category ID ▶		🔍
Item #		🔍
Item description		

Enter a valid Category ID # or Lookup the Category from the Look Up List

hr

Category - Microsoft Internet Explorer

dvanced Search

t Previous Next Las

rch Column: All

rch Text:

je 1 of 1 / Rows 1-79

m #

U140015

U140010

B- 10

B- 12

B- 14

B- 16

B- 18

B- 20

B- 6

B- 8

-CS10

-CS11

-CS12

-CS13

-CS14

-CS15

-CS16

-CS17

-CS18

-CS8

-CS9

-WR10

-WR11

-WR12

Category

☐ **Food & Beverage**
☐ **General**

Drill Down through the
"Tree" Structure .....

Product #:
Price UOM:

hr

lcome Michael M Mitchell   **Home**   **My Settings**   **Help**   **Tutorial**   **Hide Logo**   ○ Entry ○ List ◉ Vertical ○ Horizontal   **Close**

Category - Microsoft Internet Explorer   _ □ ✕

dvanced Search

st Previous Next Las

rch Column: All

rch Text:

ge 1 of 1 / Rows 1-75

Containers
Conveyors
☐ Cooking Equipment
        BBQ Cooking Equipment & Accessories
    ☐ Broilers & Ranges
    ☐ Burners
    ☐ Cookers, Steam
    ☐ Fryers
    ☐ Griddles & Grills
    ☐ Ovens
        Popcorn Equipment
        Roasters & Rotisseries
    ☐ Skillets
    ☐ Toasters, Foodservice
            Toasters, Automatic, Gas or Electric
            Toasters, Conveyor
    ☐ Waffle Irons & Woks
☐ Cookware
    Copperware
    Covers, Plate & Dish
    Crowd Control Equip., Accessories & Supplies
    Décor & Display Material
    Decorations, Holiday, Non-Food
☐ Dispensers, Cleaning Products
☐ Dispensers, Foodservice
☐ Dispensers, Paper Products
☐ Dispensers, Personal Hygiene Pro
☐ Doors
☐ Electrical Operating Supplies
    Elevator Maintenance
    Entertainment Systems
☐ Equipment Covers, Food & Beverage
☐ Equipment Covers, Public Space
    Fabrics

...and select the correct Category by Double-Clicking on it...

aminum Pizza Tray Wid
aminum Pizza Tray Wid
aminum Pizza Tray Wid
aminum Pizza Tray Wid
aminum Pizza Tray Wid
aminum Pizza Tray Wid
aminum Pizza Tray Wid
aster 24305 Number 1
aster 24308 Number 2
aster 22475 Number 3
aster 22477 Number 4
12 oz) Filet Mignon Pri
w York Sirloin
member Cheese (Frer
5 oz) Filet Mignon Upd
7 oz) Filet Mignon bea
8 oz) Filet Mignon bea
gel Toaster
ven Wood Salad Bow
ven Wood Salad Bow
ven Wood Salad Bow
ven Wood Salad Bowl 16" bea's testin
ven Wood Salad Bowl 18" bea's testin
ven Wood Salad Bowl 20" bea's testin

hr

Icome Michael M Mitchell   **Home**   **My Settings**   **Help**   **Tutorial**   **Hide Logo**   ○ Entry ○ List ● Vertical ○ Horizontal   **Close**

dvanced Search

st Previous Next Last New Refresh

rch Column: | All | ▼ | ▼

rch Text: | | GO

ge 1 of 1 / Rows 1-79 of 79 found

m #
U140015
U140010
B- 10
B- 12
B- 14
B- 16
B- 18
B- 20
B- 6
B- 8
-CS10
-CS11
-CS12
-CS13
-CS14
-CS15
-CS16
-CS17
-CS18
-CS8
-CS9
-WR10
-WR11
-WR12

New   **Save**   **Delete**   **Print**   **Set Defaults**

Item categorization

Item category ID	[New] 🔑
Catalog	HSMMASTER 🔍
	HSM Master
Category ID	752 🔍
	Toasters, Automatic, Gas or Electr
Item #	🔍
Item description	

...and the Category's Numeric ID and Description will be added to the record.

hr

Welcome Michael M Mitchell   **Home**   **My Settings**   **Help**   **Tutorial**   **Hide Logo**   ○ Entry ○ List ⦿ Vertical ○ Horizontal   **Close**

Advanced Search

First **Previous** **Next** **Last** **New** **Refresh**

Search Column: All ▼ ▼

Search Text: [   ] GO

Page 1 of 1 / Rows 1-80 of 80 found

Item #
U140015
U140010
SB- 10
SB- 12
SB- 14
SB- 16
SB- 18
SB- 20
SB- 6
SB- 8
-CS10
-CS11
-CS12
-CS13
-CS14
-CS15
-CS16
-CS17
-CS18
-CS8
-CS9
-WR10
-WR11
-WR12

New | **Save** | Delete | **Print** | **Set Defaults**

Item categorization

Item category ID   [New]   🔑

Catalog   HSMMASTER   🔍
                    HSM Master

Category ID   752   🔍
                    Toasters, Automatic, Gas or Electr

Item #   [   ]   🔍

Item description   [   ]

If you will be assigning multiple items to the same Category, Click on the Set Defaults Button to Save the current Catalog and Category as the Default.

Each time the New button is Clicked it will use these Defaults

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dvanced Search

t Previous Next Last New Refresh

rch Column: | All |▼ | ▼

rch Text: | | GO

ge 1 of 1 / Rows 1-79 of 79 found

m #
U140015
U140010
SB- 10
SB- 12
SB- 14
SB- 16
SB- 18
SB- 20
SB- 6
SB- 8
-CS10
-CS11
-CS12
-CS13
-CS14
-CS15
-CS16
-CS17
-CS18
-CS8
-CS9
-WR10
-WR11
-WR12

New | **Save** | **Delete** | **Print** | **Set Defaults**

Item categorization

Item category ID	[New]	🔑
Catalog	HSMMASTER	🔍
	HSM Master	
Category ID	752	🔍
	Toasters, Automatic, Gas or Electr	
Item #	SKU4564122	🔍
Item description	Bagel Toaster	

Type in the Item # to be assigned to this Category or select it from the Look Up List

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lcome Michael M Mitchell   **Home**   **My Settings**   **Help**   **Tutorial**   **Hide Logo**   ○ Entry ○ List ● Vertical ○ Horizontal   **Close**

dvanced Search

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rch Column: | All | ▼ | ▼

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ge 1 of 1 / Rows 1-79 of 79 found

m #
U140015
U140010
3B- 10
3B- 12
3B- 14
3B- 16
3B- 18
3B- 20
3B- 6
3B- 8
-CS10
-CS11
-CS12
-CS13
-CS14
-CS15
-CS16
-CS17
-CS18
-CS8
-CS9
-WR10
-WR11
-WR12

New   **Save**   **Delete**   **Print**   **Set Defaults**

Item categorization

Item category ID | [New] | 🔑

Catalog | HSMMASTER | 🔍
               | HSM Master |

Category ID | 752 | 🔍
                 | Toasters, Automatic, Gas or Electr |

Item # | SKU4564122 | 🔍

Item description | Bagel Toaster |

Click on Save

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lcome Michael M Mitchell   **Home**   **My Settings**   **Help**   **Tutorial**   **Hide Logo**   ○ Entry ○ List ◉ Vertical ○ Horizontal   **Close**

dvanced Search

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rch Column: All ▼

rch Text: [   ]   GO

ge 1 of 1 / Rows 1-81 of 81 found

m #
U140015
U140010
3B- 10
3B- 12
3B- 14
3B- 16
3B- 18
3B- 20
3B- 6
3B- 8
-CS10
-CS11
-CS12
-CS13
-CS14
-CS15
-CS16
-CS17
-CS18
-CS8
-CS9
-WR10
-WR11
-WR12

New   **Save**   **Delete**   **Print**   **Set Defaults**

Item categorization

Item category ID	191
Catalog	HSMMASTER
	HSM Master
Category ID	752
	Toasters, Automatic, Gas or Electr
Item #	SKU4564122
Item description	Bagel Toaster

Click on "New" to assign a category to a new item or to assign the same item to another category. You may categorize an item into as many categories as you deem appropriate. For an Item to be visible to Buyers it MUST be categorized into a minimum of 1 Category. "Close" to return to the Main Menu

Responding to Incoming Purchase Order Requests Online

- Accepting PO's
- Print/View PO's
- Rejecting PO's
- Buyer Contact Info
- Inbox

Click on
"Supplier PO"

Check the "Hide Menu"
Checkbox to maximize
the viewing space on
the Screen

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earch All Catalogs

oducts ▾ [   ] [GO]

In Box
New: 23   **Total: 27**

Catalogs | In Box | **Supplier PO**

PO's Needing Response ▾

First Previous Next Last Refresh

Search Column: All ▾ ▼
Search Text: [   ] GO

Page 1 of 1 / Rows 1-16 of 16 found

| Accept PO | Reject PO | View / Print PO | Buyer Contact |

○	Buyer PO num	PO Status	Subject	△PO date	Req deliv date	PO Total
⊙	000000000000518	Supplier response pending	**Subject:**PO Co Sub **Buyer Name:**Hilton Garden Inn Anaheim/Garden Grove	02/12/2003	02/14/2003	$1,184.06
○	000000000000518	Supplier response pending	**Subject:**PO Co Sub **Buyer Name:**Hilton Garden Inn Anaheim/Garden Grove	02/12/2003	02/14/2003	$1,184.06
○	000000000000515	Supplier response pending	**Subject:**PO Co Sub **Buyer Name:**Hilton Garden Inn Anaheim/Garden Grove	02/12/2003	02/13/2003	$624.62
○	000000000000516	Supplier response pending	**Subje** **Buyer**		02/13/2003	$624.62
○	000000000000151	Viewed by supplier	**Subje** **Buyer**		02/10/2003	$567.16
○			**Subje**			

Select the Radio Button next to the PO and then Click "View/Print PO"

Print   **Close**   **Notes**   **Attachment**   **Transfer**

PURCHASE ORDER

PO NUMBER : 000000000000518   Status: Viewed by supplier

Required Delivery Date : 02/14/2003

Supplier:
Hotel Food Service Supplies
3984 Blackbird Rd.,
Boston, MA, 02101, US
Att. Mr. Michael Mitchell
Title: Distribution Manager
Phone: (800) 123-4568
Fax:
Email: mmorris@sagence.com

Garden Grove, TX, 92840, US
Att. Receiving Department

> "Notes" contain additional info pertinent to the PO. "Attachment" contains other computer files pertinent to the PO. Transfer allows the PO to be transferred within the Supplier Organization

Sent From:
Hilton Garden Inn Anaheim/Garden Grove
Ms. Ann Nguyen
Title: Purchasing Agent   Partial Order Accepted: Yes
Phone: (800) 123-4567   Payment Method: Check
Fax: (652) 987-4587   Ship Via: Yellow Freight
                                             Payment Terms: Net 30 Days
                                             Early Payment Terms: 10% 10 Days- Net 30

> Review and Print if desired

> Close to return to PO Form

Notes and Attachments :

Header Notes :
No Notes
This Purchase Order has **0** Attachments

Click "OK".

ack   →   ⊗ ⟳ ⌂   Search   Favorites   Media   ⟳   ⟱·⟳ ✉ ▤

ss   http://192.168.1.85/QADEV/default.jsp   ▼   Go   Li

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come Michael M Mitchell | 14- Hotel Food Service Supplies ▼ | ☑ Hide Menu   **Hide Summary**   **Hide Logo**   **Home**   **My Settings**   **Help**   **Tutorial**   **Log**

earch All Catalogs
roducts ▼ [   ] GO

| In Box |
| **New: 23**   **Total: 27** |

Catalogs | In Box | Supplier PO

| Accept PO | Reject PO | View / Print PO | Buyer Contact |

| PO's Needing Response ▼ |

First Previous Next Last Refresh

Search Column: | All ▼ | ▼
Search Text: [   ] GO

Page 1 of 1 / Rows 1-15 of 15 found

○	Buyer PO num	PO Status	Subject	△ PO date	Req deliv date	PO Total
◉	000000000000518	Supplier response pending	**Subject:**PO Co Sub **Buyer Name:**Hilton Garden Inn Anaheim/Garden Grove	02/12/2003	02/14/2003	$1,184.06
○	000000000000516	Supplier response pending	**Subject:**PO Co Sub **Buyer Name:**Hilton Garden Inn Anaheim/Garden Grove	02/12/2003	02/13/2003	$624.62
○	000000000000515	Supplier response pending	**Subject:**PO Co Sub **Buyer Name:**Hilton Garden Inn Anaheim/Garden Grove	02/12/2003	02/13/2003	$624.62
○	000000000000151	Viewed by supplier		0/2003		$567.16
○	000000000000154	Viewed by supplier		7/2003		$53.53
○			**Subject:**PO Co Sub			

If the PO is un-acceptable Click on "Reject PO"

ack   →   Search   Favorites   Media

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come Michael M Mitchell | 14- Hotel Food Service Supplies ▾ | ☑ Hide Menu   **Hide Summary**   **Hide Logo**   **Home**   **My Settings**   **Help**   **Tutorial**   **Logo**

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| In Box |
| **New: 23**   **Total: 27** |

Catalogs | In Box | **Supplier PO**

| PO's Needing Response ▾ |

First Previous Next Last Refresh

Search Column: | All ▾ | ▾
Search Text: [   ] GO

Page 1 of 1 / Rows 1-15 of 15 found

| Accept PO | Reject PO | View / Print PO | Buyer Contact |

Microsoft Internet Explorer ✕

⚠ PO is Rejected

| OK |

	Buyer PO num	PO Status	S	△ PO date	Req deliv date	PO Total
⦿	000000000000518	Supplier response pending	**S**... **Buyer Name:**Hilton Garden Inn Anaheim/Garden Grove	02/12/2003	02/14/2003	$1,184.06
○	000000000000516	Supplier response pending	**Subject:**PO Co Sub **Buyer Name:**Hilton Garden Inn Anaheim/Garden Grove	02/12/2003	02/13/2003	$624.62
○	000000000000515	Supplier response pending	**Subject:**PO Co Sub **Buyer Name:**Hilton Garden Inn Anaheim/Garden Grove	02/12/2003	02/13/2003	$624.62
○	000000000000151	Viewed by supplier	**Subject:**PO Co Sub	02/05/2003	02/10/2003	$567.16
○	000000000000154	Viewed by supplier		05/2003	02/07/2003	$53.53

This Message is Displayed.
Click "OK".

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come Michael M Mitchell | 14- Hotel Food Service Supplies ▼ | ☑ Hide Menu   **Hide Summary**   **Hide Logo**   **Home**   **My Settings**   **Help**   **Tutorial**   Logo

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| In Box
| New: **23**   Total: 27

Catalogs | **In Box** | **Supplier PO**

| PO's Needing Response ▼ |

First Previous Next Last Refresh

Search Column: | All ▼ | ▼
Search Text: | | GO

Page 1 of 1 / Rows 1-14 of 14 found

| | Accept PO | Reject PO | View / Print PO | Buyer Contact |

	Buyer PO num	PO Status	Subject	∠PO date	Req deliv date	PO Total
○	000000000000516	Supplier response pending	**Subject:**PO Co Sub **Buyer Name:**Hilton Garden Inn Anaheim/Garden Grove	02/12/2003	02/13/2003	$624.62
○	000000000000515	Supplier response pending	**Subject:**PO Co Sub **Buyer Name:**Hilton Garden Inn Anaheim/Garden Grove	02/12/2003	02/13/2003	$624.62
◉	000000000000151	Viewed by supplier	**Subject:**PO Co Sub **Buyer Name:**Hilton Garden Inn Folsom	02/05/2003	02/10/2003	$567.16
○	000000000000154	Viewed by supplier	**Subject:**PO Co Sub **Buyer Name:**Hilton Garden Inn Folsom	02/05/2003	02/07/2003	$53.53
○	000000000000439	Supplier response				$2,025.00

For the Buyer's Contact Information Click "Buyer Contact"

To Close the Window use the "X" in the Windows Navigation Bar

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come Michael M Mitchell   [14- Hotel Food Service Supplies ▼]   ☑ **Hide Menu**   **Hide Summary**   **Hide Logo**   **Home**   **My Settings**   **Help**   **Tutorial**   **Logo**

earch All Catalogs			In Box	
roducts ▼		**GO**	**New: 23**	**Total: 27**

Catalogs   **In Box**   **Supplier PO**

	Accept PO	Reject PO	View / Print PO	Buyer Contact

[PO's Needing Response ▼]

First Previous Next Last Refresh

Search Column: [All ▼] ▼
Search Text: [   ] GO

Page 1 of 1 / Rows 1-14 of 14 found

	Buyer PO num	PO Status	Subject	△ PO date	Req deliv date	PO Total
○	000000000000516	Supplier response pending	**Subject:**PO Co Sub **Buyer Name:**Hilton Garden Inn Anaheim/Garden Grove	02/12/2003	02/13/2003	$624.62
○	000000000000515	Supplier response pending	**Subject:**PO Co Sub **Buyer Name:**Hilton Garden Inn Anaheim/Garden Grove	02/12/2003	02/13/2003	$624.62
⦿	000000000000151	Viewed by supplier	**Subject:**PO Co Sub **Buyer Name:**Hilton Garden Inn Folsom	02/05/2003	02/10/2003	$567.16
○	000000000000154	Viewed by supplier	**Subject:**PO Co Sub	02/05/2003	02/07/2003	$53.53
○	000000000000439	Supplier respons				$2,025.00

To Check for IHR v7 Procurement
Messages Use the "In Box" Tab

ack ◄ ► ◄ ⊗ ⟳ ⌂ | Search ★Favorites ⟳Media ⟳ | ⟳▾ ⟳ ⟳ ⟳

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ome Michael M Mitchell   [14- Hotel Food Service Supplies ▾]   ☑ Hide Menu   **Hide Summary**   **Hide Logo**   **Home**   **My Settings**   **Help**   **Tutorial**   Logo

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In Box
New: **23**   Total: 27

Catalogs   **In Box**   Supplier PO

[Unread in box ▾]

First Previous Next Last Refresh

Search Column: [All ▾] ▼
Search Text: [_____] GO

Page 1 of 1 / Rows 1-23 of 23 found

The Inbox has similar Search capabilities or can be viewed in total by using the Scroll Bars and Clicking "View"

	Subject				
View	A buyer's Purchase Order has arrived and is awaiting your response. Buyer PO number: 000000000000515	High	02/12/2003	Normal	Ann Nguyen
View	A buyer's Purchase Order has arrived and is awaiting your response. Buyer PO number: 000000000000516	High	02/12/2003	Normal	Ann Nguyen
View	A buyer's Purchase Order has arrived and is awaiting your response. Buyer PO number: 000000000000518	High	02/12/2003	Normal	Ann Nguyen
View	A buyer's Purchase Order has arrived and is awaiting your response. Buyer PO number: 000000000000518	High	02/12/2003	Normal	Ann Nguyen
View	A buyer's Purchase Order has arrived and is awaiting your response. Buyer PO number: 000000000000195	High	02/11/2003	Normal	Ed Trenner
View	A buyer's Purchase Order has arrived and is awaiting your response. Buyer PO number: 000000000000153	High	02/05/2003	Normal	Ed Trenner
View	A buyer's Purchase Order has arrived and is awaiting your response. Buyer PO number: 000000000000151	High	02/05/2003	Normal	Ed Trenner

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come Michael M Mitchell   14- Hotel Food Service Supplies   ☑ Hide Menu   **Hide Summary**   **Hide Logo**   Home   My Settings   Help   Tutorial   Logo

earch All Catalogs

roducts

Catalogs   *In Box*

Unread in box

First Previous Next Last Refresh

Search Column: All
Search Text:

Page 1 of 1 / Rows 1-23 of 23 fo

	Subject
View	A buyer's Purchase
View	A buyer's Purchase
View	A buyer's Purchase
View	A buyer's Purchase
View	A buyer's Purchase
View	A buyer's Purchase
View	A buyer's Purchase

Msg ensitivity	From
lormal	Ann Nguyen
lormal	Ann Nguyen
lormal	Ann Nguyen
lormal	Ann Nguyen
lormal	Ed Tranner

Message Box - Microsoft Internet Explorer

Link

Subject: A buyer's Purchase Order has arrived and is awaiting your response. Buyer PO numb

Message:
```
A buyer's Purchase Order has arrived and is awaiting your
response.Buyer PO number:  000000000000515
```

Click "OK" to close the Message Window

OK

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ome Michael M Mitchell   [14- Hotel Food Service Supplies ⏷]   ☑ **Hide Menu**   **Hide Summary**   **Hide Logo**   **Home**   **My Settings**   **Help**   **Tutorial**   **Logo**

earch All Catalogs
[roducts ⏷] [   ] [GO]

| In Box |
| **New: 23**   **Total: 27** |

Catalogs   **In Box**   **Supplier PO**

| Accept PO | Reject PO | View / Print PO | Buyer Contact |

[PO's Needing Response ⏷]

First Previous Next Last Refresh

Search Column: [All ⏷] ▼
Search Text: [   ] GO

Page 1 of 1 / Rows 1-14 of 14 found

	Buyer PO num	PO Status	Subject	PO date	Req deliv date	PO Total
○	000000000000516	Supplier response pending	**Subject:**PO Co Sub **Buyer Name:**Hilton Garden Inn Anaheim/Garden Grove	02/12/2003	02/13/2003	$624.62
○	000000000000515	Supplier response pending	**Subject:**PO Co Sub **Buyer Name:**Hilton Garden Inn Anaheim/Garden Grove	02/12/2003	02/13/2003	$624.62
⊙	000000000000151	Viewed by supplier	**Subject:**PO Co Sub **Buyer Name:**Hilton Garden Inn Folsom	02/05/2003	02/10/2003	$567.16
○	000000000000154	Viewed by supplier	**Subject:**PO Co Sub **Buyer Name:**Hilton Garden Inn Folsom	02/05/2003	02/07/2003	$53.53
○	000000000000439	Supplier response pending	**Subject:**PO Co Sub **Buyer Name:**Hilton Garden Inn Anaheim/Garden Grove	02/03/2003	02/06/2003	$2,025.00
○			**Subject:**PO Co Sub			

Click "Logout" to exit the Application

Conclusion

- ALL changes Made to your catalogs will be made available to Buyers on the FOLLOWING Day provided that:
  - Changes made via the Export/Import Process are imported prior to 3pm Pacific Time
  - Changes made via the Online Application Tools are saved prior to Midnight Pacific Time
  - Changes made after 3pm Friday and before 3 pm Sunday Pacific Time, will me available on Monday

THANK YOU FOR ATTENDING
SUPPLIER TRAINING