HSM Supplier Training V7 Procurement System

Introductory Session

Overview

- Logging In for the First Time
- Subsequent Log Ins
- Viewing the Existing Catalog Online
- Updating the Supplier Catalog Via Import/Export
- Updating the Supplier Catalog Online
- Responding to Incoming Purchase Order Requests

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ess 🔵 http://www.hsm-online.com/index.html   ▾ ⟳Go Li

Support: Call (949) 567-7030

v7support@birchstreetsystems.com

Welcome to HSM Online !

Please click on the link below to login to v7;

v7 e-Procurement Login

<- Select this link to review the
Tutorials and Product Overview

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you may experience delays in
response times and should contact
your internet provider.

Enter http://www.hsm-online.com/ in the
Address field in your browser

Click   v7 e-Procurement Login

Hilton
Supply Management®

Enter Login ID (Provided by Hilton Supply Management)

Forgot Password?

Login ID: KurtG

Password: ●●●●●●

Sign in

Enter Password (Provided by Hilton Supply Management)

Click on "Sign In"

Welcome to HSM Online!

Making your selling experience more efficient.

Before we can get started, we need to take care of a few details. First, we would like you to review and acknowledge your acceptance of the Terms of Use regarding this electonic commerce site. Next, we will ask you to change your password. Finally, we will ask you to complete your profile information and select a few personal settings to customize the system for your needs.

After setting up your personal settings, we suggest that you review the turtorials by clicking on the "Tutorial" link in the top right of the home page. There are a number of tutorials that you can access at any time.

Summary of Initial Login Steps
- Site Usage and Information Agreement
- Change your password
- Review and Update My Setttings

Thank you for using HSM Online!

Continue

Click Continue

SITE USAGE AND INFORMATION AGREEMENT

I.   IMPORTANT! THIS IS A BINDING LEGAL AGREEMENT (this "Agreement"). PLEASE READ THESE TERMS AND CONDITIONS OF USE CAREFULLY BEFORE USING THE MARKETPLACE.

This Agreement governs your use of the Branded Private Marketplace and associated web site (collectively, the "Marketplace") and is by and between Hilton Hotels Corporation (referred to herein as "HHC", "we", "us", or "our") and you, on behalf of yourself and the buyer, member or supplier for which you have registered ("you"). By using, viewing, transmitting, caching, storing and/or otherwise utilizing the Marketplace, the services or functions offered in or by the Marketplace and/or the contents of the Marketplace in any way, you have agreed to each and all of the terms and conditions set forth below, and waive any right to claim ambiguity or error in this Agreement. **If you do not agree to each and all of these terms and conditions** please do not use the Marketplace and leave the Marketplace immediately. We reserve the right, at our sole and absolute discretion ... unless otherwise indicated, such changes will become ... ntinued use of the Marketplace following the posting ... copy of this Agreement, as it may be changed from ti...

PLEASE READ THIS AGREEMENT.

IT IS A BINDING LEGAL CONTRACT

II.   ELIGIBILITY

The Marketplace is available only to individuals and entities that can form legally binding contracts under applicable law. Without limiting the foregoing, the Marketplace and the services offered by the Marketplace are not available to minors. If you do not qualify, click here to leave the Marketplace and do not use the Marketplace.

III.   RESTRICTIONS ON USE OF MATERIALS

Click on "Accept"

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Hilton

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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	☑

Enter newly personalized password created in the previous step

Confirm/Change Name, Phone Number and other Contact Information

Choose Message Delivery Option

If Message Delivery Option includes "Email", enter Email address(es). (If more than one, separate with a semi-colon: " ; ")

Click Save

arch All Catalogs

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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

Subsequent Log Ins

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v7support@birchstreetsystems.com

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response times and should contact
your internet provider.

Enter http://www.hsm-online.com/ in the
Address field in your browser

Click v7 e-Procurement Login

![Hilton Supply Management]

Enter Login ID

Forgot Password?

Login ID: KurtG

Password: ●●●●●●●

Sign in

Enter Personalized Password

Click "Sign In"

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

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Accept PO	Reject PO	View / Print PO	Buyer Contact

PO's Needing Response ▼

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

	Buyer PO num	PO Status	Subject	△ PO date	Req deliv date	PO Total
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○	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

© 2002 Birch Street Systems

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New: 19   **Total: 23**

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Accept

PO's Needing Response ▼

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

	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			

On the "Search All Catalogs" Frame

Click on this Drop Down Box

Select "Suppliers"

arch All Catalogs

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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
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○			**Subject:**PO Co Sub			

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

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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"

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

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

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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

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

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| **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
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○	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

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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

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

] Save Filter Selection As   [   ]

Open Existing Filter Selection   [▼] Filter Criteria

*Price Update
*Supplier F&B
*Supplier Non-food
JPH Price Update
My Filter (A through G)
Price Update 46373
Price Update SKU14
Supplier F&B SKU140010
Supplier Non-food 46373

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

Select either "Supplier F&B" for Food and Beverage Suppliers or "Supplier Non-Food" for all other types of Suppliers. 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

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

atalogs | **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"

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	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	#0000362E	Vibrating Matress Cov	Jiggly Slee	#00213143	Vibrating Mattress Co	#########						0		
	U	#000SKU1	Coffee Mak	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 ® 3-1	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" 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	#EGGBAG	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 Gar	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	

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

\.csv]MikeM_1045077943950[1] /

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]

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	N	Item numb	Product na	Brand nam	Mfg name	Mfg prod ID	Detailed p	Product or	Product ex	Product cc	Product si	Case dime	Willing to l	Avg weight	Items per
	N	STRING(5(	STRING	STRING										C	NUMERI(
	U	#0000362€	Vibratin												
	U	#000SKU1	Coffee												
	U	#000SKU1	Coffee												
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	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	#EGGBAG	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 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

.csv]MikeM_1045077943950[1]

Save As

Save in: 📁 U7AMNKSC

History

📄 MikeM_1045077943950[1]

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 (ie.: Your Company Name HSM Import)

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

Edit View Insert Format Tools Data Window Help

Arial   10   B I 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 ID	Detailed pr	Product or	Product ex	Product co	Product si	Case dime	Willing to t	Avg weight	Items per
	N	STRING(50	STRING(										NUMERIC	NUMERIC	NUMERIC

Save As

Save in: U7AMNKSC

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

History
My Documents
Desktop
Favorites
My Network Places

File name: HSM Catalogue Import
Save as type: CSV (Comma delimited)

Tools

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.

U	#00003628	Vibratir
U	#000SKU1	Coffee
U	#000SKU1	Coffee
U	#000SKU1	Coffee
U	#000SKU1	Coffee
U	#000SKU1	Coffee
U	#000SKUE	Coffee
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
U	#HBG-10/F	H/H Bu

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 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]

Menu: Edit View Insert Format Tools Data Window Help

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 co	Product si	Case dime	Willing to l	Avg weight	Items per
	N	STRING(50	STRING(										NUMERIC	NUMERIC	NUMERIC

Save As dialog:

Save in: U7AMNKSC

- 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

History
My Documents
Desktop
Favorites
My Network Places

File name: HSM Catalogue Import

Save as type: CSV (Comma delimited)

Save   Cancel

Callout:
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

Lower spreadsheet rows:
#HBG-2/PI H/H Buffet Holloware Update Int #HBG-2/PI H/H Buffetware w/Gold Inlaid Slotted Spoon   0 32 12
#HBG-3/PI H/H Buffet Holloware Update Int #HBG-3/PI H/H Buffetware w/Gold Inlaid Knotched Spoon   0 32 12
#HBG-4/PI H/H Buffet Holloware Update Int #HBG-4/PI H/H Buffetware w/Gold Inlaid Deep Ladle   0 36 12
#HBG-5/PI H/H Buffet Holloware Update Int #HBG-5/PI H/H Buffetware w/Gold Inlaid Pastry Server   0 34 12
#HBG-6/PI H/H Buffet Holloware Update Int #HBG-6/PI H/H Buffetware w/Gold Inlaid Pie Server   0 34 12
#HBG-7/PI H/H Buffet Holloware Update Int #HBG-7/PI H/H Buffetware w/Gold Inlaid Cold Meat Fork   0 26 12
#HBG-8/PI H/H Buffet Holloware Update Int #HBG-8/PI H/H Buffetware w/Gold Inlaid Pot Fork   0 23 12
#HBG-9/PI H/H Buffet Holloware Update Int #HBG-9/PI H/H Buffetware w/Gold Inlaid Carving Knife   0 30 12
#HG-A016 Hilton Gard Rising Sig Rising Sig #HG-A016 Hilton Garden Inn Sign: Handicap Symbol. 6" x 8"   0
#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

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 ID	Detailed pr	Product or	Product ex	Product co	Product si	Case dime	Willing to b	Avg weight	Items pe
	N	STRING(50	STRING										NUMERIC	NUMERIC	NUMERIC
	U	#0000362E	Vibratir										0		
	U	#000SKU1	Coffee										0		
	U	#000SKU1	Coffee										0		
	U	#000SKU1	Coffee										0		
	U	#000SKU1	Coffee												
	U	#000SKU1	Coffee												

Save As dialog:

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

	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	#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	
	U	#HG-A016	Hilton Gar	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	

\.csv]MikeM_1045077943950[1]

Arial   10   **B** *I* 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 ID	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
	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 (												
	U	#27726	Bose (												
	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	#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	

\.csv]MikeM_1045077943950[1]

Save As ? X

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

Tools ▾

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

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

Edit View Insert Format Tools Data Window Help

A1   =   ACTION

HSM Catalogue Import

	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	Avg weight	Items pe
	N	STRING(5(	STRING(5(	STRING(			RING(1:	NUMERIC	NUMERIC	NUMERIC
	U	#0000362E	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-:	Bose			la cen	21.440L x	0	50	
	U	#27725	Bose ® Li	Lifestyle 1:	Bose	#	Product highlights: * Digital 5.1 decoding plus Videostage® 5 dec	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 Gar	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/P	H/H Buffet	Holloware	Update Int	#HBG-1/P	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/P	H/H Buffet	Holloware	Update Int	#HBG-2/P	H/H Buffetware w/Gold Inlaid Slotted Spoon			0	32	12
	U	#HBG-3/P	H/H Buffet	Holloware	Update Int	#HBG-3/P	H/H Buffetware w/Gold Inlaid Knotched Spoon			0	32	12
	U	#HBG-4/P	H/H Buffet	Holloware	Update Int	#HBG-4/P	H/H Buffetware w/Gold Inlaid Deep Ladle			0	36	12
	U	#HBG-5/P	H/H Buffet	Holloware	Update Int	#HBG-5/P	H/H Buffetware w/Gold Inlaid Pastry Server			0	34	12
	U	#HBG-6/P	H/H Buffet	Holloware	Update Int	#HBG-6/P	H/H Buffetware w/Gold Inlaid Pie Server			0	34	12
	U	#HBG-7/P	H/H Buffet	Holloware	Update Int	#HBG-7/P	H/H Buffetware w/Gold Inlaid Cold Meat Fork			0	26	12
	U	#HBG-8/P	H/H Buffet	Holloware	Update Int	#HBG-8/P	H/H Buffetware w/Gold Inlaid Pot Fork			0	23	
	U	#HBG-9/P	H/H Buffet	Holloware	Update Int	#HBG-9/P	H/H Buffetware w/Gold Inlaid Carving Knife			0	30	
	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	

◄ ► ►| \ HSM Catalogue Import /

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

Formatting the Workbook to Make Changes

Edit View Insert Format Tools Data Window Help

Arial   10

A1 = ACTION

HSM Catalogue Import

	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 numb	Product na	Brand nam	Mfg name	Mfg prod ID	Detailed pr	Product or	Product ex	Product co	Product si	Case dime	Willing to	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	#00213143	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						0		
	U	#000SKUE	Coffee Makers D40103 Test A	#		Commercia								
	U	#27724	Bose ® 3:	Bose	Bose	#27724	Introducing						0		
	U	#27725	Bose ® Li	Lifestyle 1:	Bose	#	Product hig								
	U	#27726	Bose ® Wave® Radi	BOSE	#12345	Product hig								
	U	#27748	Bose ® W	Wave		#	Product hig								
	U	#46371	Embassy :	Hoffmaster	Hoffmaster	#46371	13"x17" 3 F						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 F						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	#EGGBAC	Fresh Egg Bagel - Medium size	#										
	U	#HBG-1/PI	H/H Buffetv	Holloware	Update Int	#HBG-1/PI	H/H Buffetw						33	12
	U	#HBG-10/F	H/H Buffetv	Holloware	Update Int	#HBG-10/F	H/H Buffetware w/Gold Inlaid Spout Ladle					0	35	12
	U	#HBG-2/PI	H/H Buffetv	Holloware	Update Int	#HBG-2/PI	H/H Buffetware w/Gold Inlaid Slotted Spoon					0	32	12
	U	#HBG-3/PI	H/H Buffetv	Holloware	Update Int	#HBG-3/PI	H/H Buffetware w/Gold Inlaid Knotched Spoon					0	32	12
	U	#HBG-4/PI	H/H Buffetv	Holloware	Update Int	#HBG-4/PI	H/H Buffetware w/Gold Inlaid Deep Ladle					0	36	12
	U	#HBG-5/PI	H/H Buffetv	Holloware	Update Int	#HBG-5/PI	H/H Buffetware w/Gold Inlaid Pastry Server					0	34	12
	U	#HBG-6/PI	H/H Buffetv	Holloware	Update Int	#HBG-6/PI	H/H Buffetware w/Gold Inlaid Pie Server					0	34	12
	U	#HBG-7/PI	H/H Buffetv	Holloware	Update Int	#HBG-7/PI	H/H Buffetware w/Gold Inlaid Cold Meat Fork					0	26	
	U	#HBG-8/PI	H/H Buffetv	Holloware	Update Int	#HBG-8/PI	H/H Buffetware w/Gold Inlaid Pot Fork					0	23	
	U	#HBG-9/PI	H/H Buffetv	Holloware	Update Int	#HBG-9/PI	H/H Buffetware w/Gold Inlaid Carving Knife					0	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

◄ ► ►I \ HSM Catalogue Import /

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 "

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
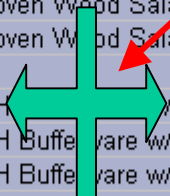
A1   =   ACTION

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	N
	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** /

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
	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 ® Lifestyle® 12 Series II Home Theater System	Lifestyle 12	Bose
	U	#27726	Bose ® Wave® Radio/CD		BOSE
	U	#27748	Bose ® Wave® Radio	Wave	
	U	#46371	Embassy Suites Dinner Napkin The Best one	Hoffmaster	Hoffmaster
	U	#46373	Doubletree Dinner Napkin Jan 22	Hoffmaster Test 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			
	U	#Bea3			
	U	#Bea4			
	U	#Bea5			
	U	#EGGB			
	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

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

◄ ► ►│ \ **HSM Catalogue Import** /

Arial   ▾ 10 ▾ **B** *I* 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	#
6	U	#46374			er	#
7	U	#Bea1				#
8	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	#
6	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	#
8	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** /

Arial   10   **B** *I* U $ %

D4   =   Brand name

HSM Catalogue Import

Window menu:
- Hide
- Unhide…
- Freeze Panes
- ✓ 1 HSM Catalogue Import
- 2 Time Sheet Feb 03

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.

	A	B	C		AME	H
	ACTION	HILTONITEMS.SUPPLIER	_DESCRIPTION			M
	N	Item number				
	N	STRING(50)		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	Co			#
U	#27724	Bo				#
U	#27725	Bo				#
U	#27726	Bo				#
U	#27748	Bo				#
U	#46371	Em				#
U	#46373	Do				#
U	#46374	Hilton Garden Inn Dinner Napkins The Best one	Hollmaster	Hollmaster	#
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	#

◄ ► ►| \ **HSM Catalogue Import** /

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

Making Changes to the Catalog

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

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
	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 Non-Food"

- If you used the Filter for "Supplier F&B" (Food & Beverage), Skip 3 Slides

- Columns not listed on the following slides should be populated if the information is known and pertinent

Columns that Must Contain Data
Export Filter = "Supplier Non-Food"

- **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 Non-Food"

- **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 (ie. $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 Non-Food"

- **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 Hilton. 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

Columns that Must Contain Data
Export Filter="Supplier F&B " Food & Beverage

- If you used the Filter for "Supplier Non-Food", Skip the next 3 slides

- Columns not listed on the following slides should be populated if the information is known and pertinent

Hilton
Supply Management

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V7

Columns that Must Contain Data
Export Filter="Supplier F&B " Food & Beverage

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

Columns that Must Contain Data
Export Filter="Supplier F&B" Food & Beverage

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

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

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

- **Column V:** UNIT PRICE: Enter Numeric Values ONLY (ie. $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 AC:** 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 F&B " Food & Beverage

- **Column AD:** 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 Hilton. 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 AK:** 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 B I U $ %

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		bea's testing		
U		bea'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

◄ ► ►| \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	#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"		

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

HSM Catalogue Import

Arial   ▼ 10 ▼ **B** *I* <u>U</u> ≡ ≡ ≡ ≣ $ % ≇ ▦ ▼ ◇ ▼ **A** ▼

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			
2	U	#46371			
3	U	#46373			
4	U	#46374			
5	U	#Bea1			
6	U	#Bea2			
7	U	#Bea3	Woven Wood Salad Bowl 20" bea's testing 01/20/03		
8	U	#Bea4	Woven Wood Salad Bowl 6" bea's testing 01/20/03		
9	U	#Bea5	Woven Wood Salad Bowl 8" bea's testing 01/20/03		
0	U	#EGGBAGEL	Fresh Egg Bagel - Medium size		
1	U	#HBG-1/PH	H/H Buffetware w/Gold Inlaid Solid Spoon		
2	U	#HBG-10/PH	H/H Buffetware w/Gold Inlaid Spout Ladle		
3	U	#HBG-2/PH	H/H Buffetware w/Gold Inlaid Slotted Spoon		
4	U	#HBG-3/PH	H/H Buffetware w/Gold Inlaid Knotched Spoon		
5	U	#			
6	U	#			
7	U	#			
8	U	#			
9	U	#HBG-8/PH	H/H Buffetware w/Gold Inlaid Pot Fork		
0	U	#HBG-9/PH	H/H Buffetware w/Gold Inlaid Carving Knife		
1	U	#HG-A016H	Hilton Garden Inn Sign: Handicap Symbol		
2	U	#PC-2	Pizza Cutter, 2-1/2"		
3	U	#PC-4	Pizza Cutter, 4"		
4	U	#PC-4WH	Pizza Cutter, 4" Diameter Wheel, Wood Handle		
5	U	#PT-CS10	Aluminum Pizza Tray Coupe Style 10"		

ified

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

◄ ► ►|\ **HSM Catalogue Import** /

Edit View Insert Format Tools Data Window Help

Menu	
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…	

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

From the Edit Menu select "Copy"

		SKU	HILTONITEMS.ITEM_	C	I	J	IS.PRODUCT_
			Product name				
			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				
2	U	#46371	Embassy Suites Dinner Napkin The Best one		white		
3	U	#46373	Doubletree Dinner Napkin Jan 22		white Test F Modified		
4	U	#46374	Hilton Garden Inn Dinner Napkins The Best one		white		
5	U	#Bea1	Coffee Makers D40104 Test A				
6	U	#Bea2	Woven Wood Salad Bowl 18" bea's testing				
7	U	#Bea3	Woven Wood Salad Bowl 20" bea's testing 01/20/03				
8	U	#Bea4	Woven Wood Salad Bowl 6" bea's testing 01/20/03				
9	U	#Bea5	Woven Wood Salad Bowl 8" bea's testing 01/20/03				
0	U	#EGGBAGEL	Fresh Egg Bagel - Medium size				
1	U	#HBG-1/PH	H/H Buffetware w/Gold Inlaid Solid Spoon				
2	U	#HBG-10/PH	H/H Buffetware w/Gold Inlaid Spout Ladle				
3	U	#HBG-2/PH	H/H Buffetware w/Gold Inlaid Slotted Spoon				
4	U	#HBG-3/PH	H/H Buffetware w/Gold Inlaid Knotched Spoon				
5	U	#HBG-4/PH	H/H Buffetware w/Gold Inlaid Deep Ladle				
6	U	#HBG-5/PH	H/H Buffetware w/Gold Inlaid Pastry Server				
7	U	#HBG-6/PH	H/H Buffetware w/Gold Inlaid Pie Server				
8	U	#HBG-7/PH	H/H Buffetware w/Gold Inlaid Cold Meat Fork				
9	U	#HBG-8/PH	H/H Buffetware w/Gold Inlaid Pot Fork				
0	U	#HBG-9/PH	H/H Buffetware w/Gold Inlaid Carving Knife				
1	U	#HG-A016H	Hilton Garden Inn Sign: Handicap Symbol				
2	U	#PC-2	Pizza Cutter, 2-1/2"				
3	U	#PC-4	Pizza Cutter, 4"				
4	U	#PC-4WH	Pizza Cutter, 4" Diameter Wheel, Wood Handle				
5	U	#PT-CS10	Aluminum Pizza Tray Coupe Style 10"				

◄ ► ►│ \ HSM Catalogue Import /

Edit View Insert Format Tools Data Window Help

Arial   10   **B** *I* U

A9

HSM Catal...

	A			
	ACTION		R_SKU	HILTONITEMS.ITEM
	N			Product name
	N			STRING(500)
	U			Coffee Makers D49224 Test A
	U			Coffee Makers D40103 Test A
	U			Coffee Makers D40104 Test A
	U			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
	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
	U		#PT-CS10	Aluminum Pizza Tray Coupe Style 10"

Insert Menu:
- Copied Cells
- Rows
- Columns
- Worksheet
- Chart...
- Function...
- Name
- Picture
- Hyperlink...   Ctrl+K

Right columns:
...DUCT_	STRING(100)
DATE	
2/13/2003	
	Black
	white
	white Test F Modified
	white

From the Insert Menu select "Copied Cells"

◄ ► ►|\ HSM Catalogue Import /

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

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 Inla		
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** /

Arial   10   **B** *I* U

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

Arial ▾ 10 ▾ **B** *I* <u>U</u> $

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. the item to be discontinued. Enter an "I" in the Column A (Action).

◄ ► ►| \ **HSM Catalogue Import** /

B10   =   #27725-1

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	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 Sala		
	U	#EGGBAGEL	Fresh Egg Bagel -		
	U	#HBG-1/PH	H/H Buffetware w/		
	U	#HBG-10/PH	H/H Buffetware w/		
	U	#HBG-2/PH	H/H Buffetware w/		
	U	#HBG-3/PH	H/H Buffetware w/		
	U	#HBG-4/PH	H/H Buffetware w/		
	U	#HBG-5/PH	H/H Buffetware w/		
	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		

Change Column B (Item Number) to a different Unique Item Number.
Remember to prefix the number with the "#" sign.

HSM Catalogue Import

Arial   10

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		

HSM Catalogue Import

Continue making any other necessary change for the new item

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

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)	NU
	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 Woo... ...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 / |

Y10 = 2/13/2003 12:00:00 AM
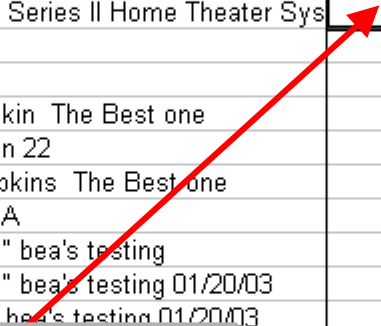
HSM Catalogue Import

	A	B	C	Y	Z	
	ACTION	HILTONITEMS.SUPPLIER_SKU	HILTONITEMS.ITEM_DESCRIPTION	HILTONITEMS.PRICE_EFFECTIVE	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	12/28/2001 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 01			
	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 Forl	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: 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	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		1056			
	U	#HBG-1/PH		613			
	U	#HBG-10/PH		613			
	U	#HBG-2/PH		613			
	U	#HBG-3/PH		613			
	U	#HBG-4/PH		613			
	U	#HBG-5/PH		613			
	U	#HBG-6/PH		613			
	U	#HBG-7/PH		613			
	U	#HBG-8/PH	H/H Buffetware w/Gold Inlaid Pot Fork	613			
	U	#HBG-9/PH	H/H Buffetware w/Gold Inlaid Carving Knife	613			
	U	#HG-A016H	Hilton Garden Inn Sign: Handicap Symbol	1154			
	U	#PC-2	Pizza Cutter, 2-1/2"	1090			
	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 will need to retrieve the list of Category Ids sorted by both ID and Description. Change applications back to the Browser with the v7 application

\HSM Catalogue Import /

ilton

ain 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**

| 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"
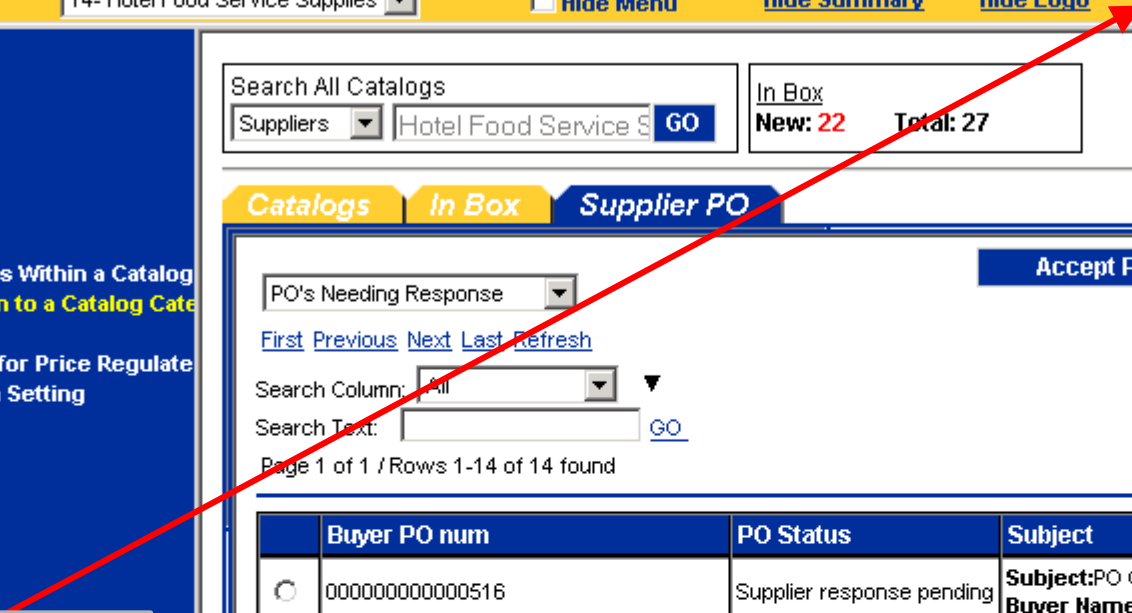
14- Hotel Food Service Supplies ▼

☐ Hide Menu   **Hide Summary**   **Hide Logo**   **Home**   **My Settings**   **Help**   **Tutorial**   Log

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"

GO   **Delete Filter**   **Help**
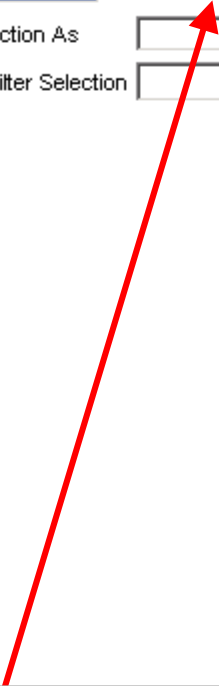
Save Filter Selection As   [   ]

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

Click "Help"

GO Delete Filter Help

Save Filter S

Open Existir

Updating Catalog Product Data - Microsoft Internet Explorer

Updatir

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.

Arial   10   **B** *I* U

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

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

A21   = U

HSM Catalogue Import

	A	B	C	Y	Z	HILTO
	ACTION	HILTONITEMS.SUPPLIER_SKU	HILTONITEMS.ITEM_DESCRIPTION	HILTONITEMS.PRICE_EFFECTIVI	HILTONITEMS.PRICE_EXPIRATIO	HILTO
	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.

Click on the Edit Menu and select "Delete"

Edit View Insert Format Tools Data Window Help

A4   = U

	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 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"		

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

HSM Catalogue Import
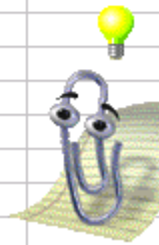
Inserting New Records

- 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

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**

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
e name: Supplier F&B   ings\Erog   Browse...
Submit   Supplier Non-food
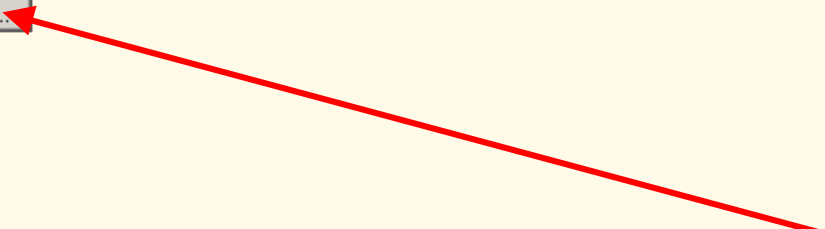
Click on the Down Arrow of the "File Type"
Drop Down Box

Select the Filter Type that was originally
Exported. Either "Supplier F&B" or
"Supplier Non-Food"

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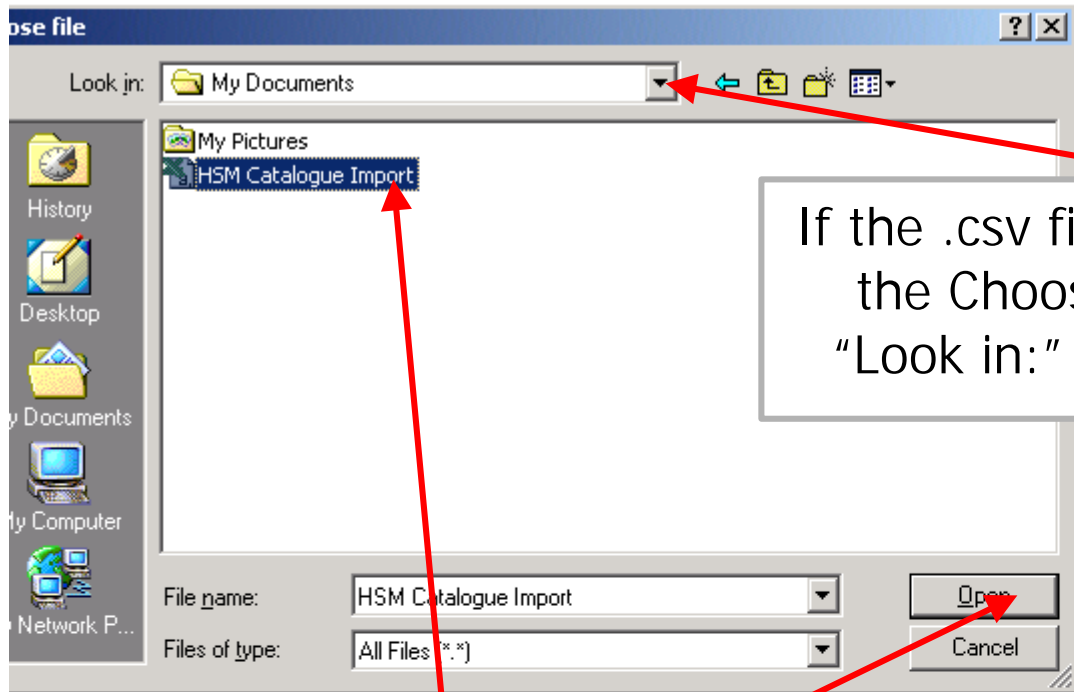
If the .csv file is not immediately visible in
the Choose file Window then use the
"Look in:" Drop Down Box to Locate it.

History

Desktop

y Documents

y Computer

Network P...

File name: HSM Catalogue Import ▾   Open

Files of type: All Files (*.*) ▾   Cancel

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

lect file to upload

e type: Supplier Non-food ▼

e name: C:\Documents and Settings\Erog   Browse...

Submit

Click on the "Submit" Button

Microsoft Internet Explorer

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

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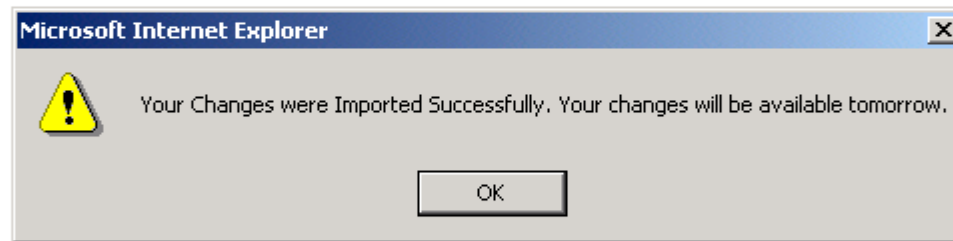
The Updated Catalog has been successfully imported. Changes will be available TOMORROW. Click "OK" to Continue

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

© 2002 Birch Street Systems

14- Hotel Food Service Supplies ▼ ☑Hide Menu **Hide Summary** **Hide Logo** **Home** **My Settings** **Help** **Tutorial** Log

arch All Catalogs

oducts ▼ [ ] **GO**

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

atalogs | In Box | **Supplier PO**

PO's Needing Response ▼

First Previous Next Last Refresh

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

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

14- Hotel Food Service Supplies ▼

☐ Hide Menu   **Hide Summary**   **Hide Logo**   **Home**   **My Settings**   **Help**   **Tutorial**   Log

ain 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

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

Edit   View   Favorites   Tools   Help

Product #:
Price UOM:

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

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 Ruffetware w/Gold Inlaid Knotched S

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

Long description

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

ilton

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

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
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

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 ☐

Case

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

Long description

Product #:
Price UOM:

ilton

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 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

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
Long description

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

Edit   View   Favorites   Tools   Help

Hilton

Product #:
Price UOM:

Welcome Michael M Mitchell

○ Entry ○ List ● Vertical ○ Horizontal   **Close**

The "Entry" Panel allows for quick data entry

Advanced Search

First Previous Next Last New Refresh

Search Column: All ▼

Search Text: _____ GO

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

Product name
Perforating Matress Cover
Coffee Makers D40201 Test A
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
Gold Buffetware w/Gold Inlaid Solid Spoon
Gold Buffetware w/Gold Inlaid Spout Ladle
Gold Buffetware w/Gold Inlaid Slotted Spo
Gold Buffetware w/Gold Inlaid Knotched S

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 _____

Long description

Edit Existing Items Online

- Searching for Items
- Editing Item Information

e   Edit   View   Favorites   Tools   Help

Hilton

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 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
- 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.

File   Edit   View   Favorites   Tools   Help

Hilton

Product #:
Price UOM:

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: | Prod eff date   GO
Prod expires
Page 1 of 1 / Ro   Product #
Product name
Coffee Makers D Sell one UOM
Coffee Makers D Size
Coffee Makers D Tax exempt
Coffee Makers D UNSPSC
Coffee Makers D UPC
Coffee Makers D Will break case
Bose ® 3·2·1 syst All
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 Spoor
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

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
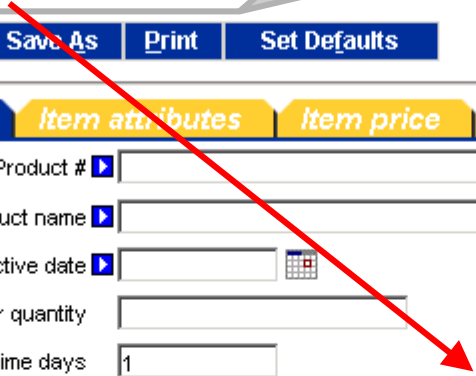
Minimum lead time days

Price UOM ▶

Willing to break case

Items per UOM

Case

Dimensions

Long description

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.

Hilton

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

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

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   [1]

Maximum lead time days   [5   ]

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"   ]

Type in a value to Search and Click "Go"

File Edit View Favorites Tools Help

Hilton

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 1-4 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]

Minimum lead time days   [ ]

Price UOM   [EA]

Willing to break case   [ ]

Items per UOM   [ ]

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

Case   **Piece**

Dimensions   [ ]   Size   [ ]

Long description

[Aluminum Pizza Tray Wide Rim 12"]

Hilton

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 ti...

Pri...

Willing to bre...

Items p...

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

Case   **Piece**

Dimensions   [   ]   Size   [   ]

Long description   [Commercial Toasters Model 24305 4 slice]

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 [   ] 📅
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**
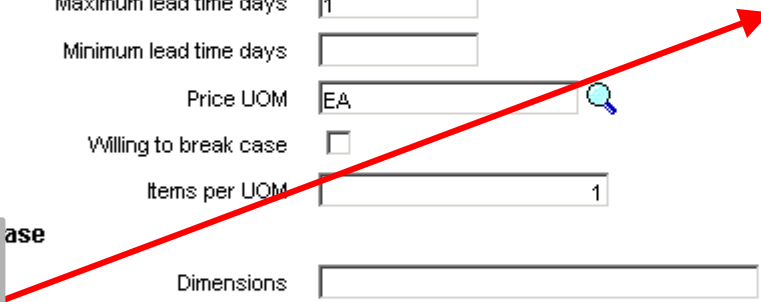
Dimensions [   ]   Size [   ]

Long description   Commercial Toasters Model 24305 4 slice

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

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 [   ] 📅
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

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

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
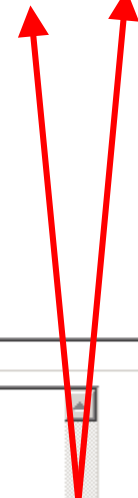
Case   **Piece**

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

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 4 Updated

Product effec   Product expiration date   02/28/2003 ▦

Minimum orde

Maximum lead

Minimum lead   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

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: 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...

Product #:   SKU140006
Price UOM: EA

come 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

e 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

Long description

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.

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

| **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

| **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.

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

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	7.56	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 record

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

ilton

Product #:   SKU140006
Price UOM: EA

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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

| 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 document

Product #:   SKU140007
Price UOM: EA

ilton

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	7.57	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

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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**

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

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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

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

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	06/01/2002	01/17/2003	Active
Edit	9.23	06/03/2002	01/17/2003	Active
Edit	9.23			nding
Edit	12.33			tive

Microsoft Internet Explorer   ✕

? 134- Do you want to discard changes?

OK   Cancel

.... 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

come 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	

advanced 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

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

Adding New Items to the Online Catalog

ilton

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: 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....

Edit   View   Favorites   Tools   Help

Hilton

Product #:
Price UOM:

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

Advanced Search

st 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 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 ▶   🔍   Sell in only one UOM ☑
Willing to break case ☐
Items per UOM

Case   **Piece**

Dimensions   Size

Long description

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

Edit   View   Favorites   Tools   Help

Product #:
Price UOM:

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 1-74 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 Bow
Woven Wood Salad Bow
Woven Wood Salad Bow
Woven Wood Salad Bow
Fresh Egg Bagel - Mediu
Gold Buffetware w/Gold
Gold Buffetware w/Gold
Gold Buffetware w/Gold Inlaid Slotted Spo
Gold Buffetware w/Gold Inlaid Knotched S
Gold Buffetware w/Gold Inlaid Deep Ladle
Gold Buffetware w/Gold Inlaid Pastry Serv
Gold 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

Product #:
Price UOM: EA

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

UOM Lookup - Microsoft Internet Explorer   _ □ ✕

dvanced Search

st Previous Next Las

Advanced Search

First Previous Next Last Refresh

arch Column: All

arch Text: Search Column: All ▾

ge 1 of 1 / Rows 1-74   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		
se ® Wave® Radio	**Select** CYL	Cylinder		No
bassy Suites Dinner N	**Select** CYL	Cylinder	No	No
ubletree Dinner Napkin	**Select** DZ	Dozen	Yes	Yes
on Garden Inn Dinner	**Select** DRM	Drum	No	No
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

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

Buffetware w/Gold
Buffetware w/Gold
Buffetware w/Gold
Buffetware w/Gold Inlaid Knotched
Buffetware w/Gold Inlaid Deep Ladle
Buffetware w/Gold Inlaid Pastry Serv
Buffetware w/Gold Inlaid Pie Server

Product #:
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

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**

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

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 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
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

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

Product #:   SKU4564122
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

arch Column: All ▾   ▼

arch 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
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

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

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

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

Product #:
Price UOM:

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 1-75 of 75 found

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

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

- 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
- membert 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

Product # ▶ _____

Product name ▶ _____

Product effective date ▶ _____   Product expiration date _____

Price UOM ▶ _____   Sell in only one UOM ☑

Willing to break case ☐

Items per UOM _____

Case   **Piece**

Dimensions _____   Size _____

Long description

The New Item is Now visible on the Search List

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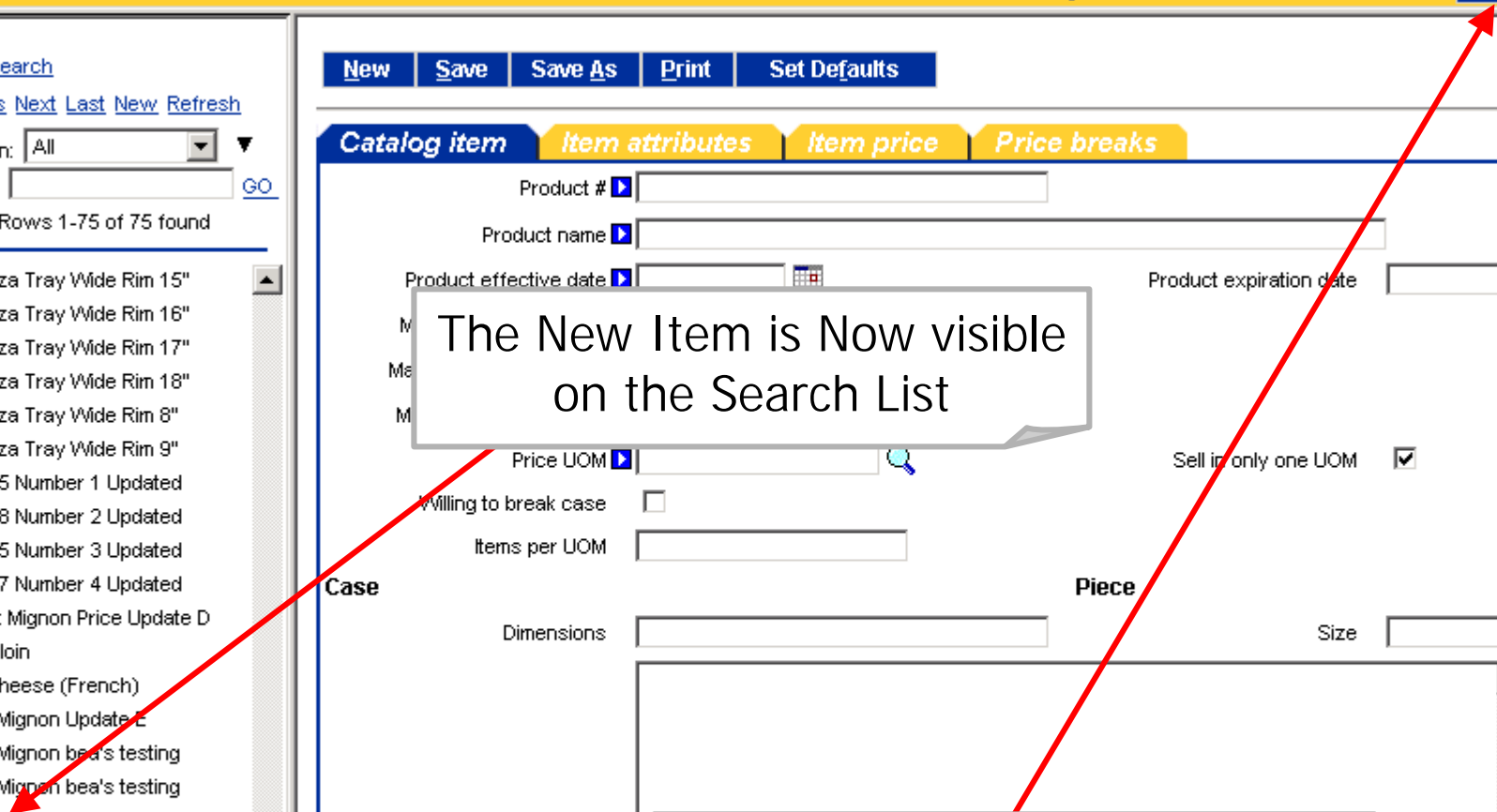
Assign an Item to a Catalog Category

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

"V7 Procurement" From the Main Menu

Hilton

lain Menu

y Menu
owledgebase
Advanced
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
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

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t Previous Next Last New Refresh

arch Column: | All | ▼ | ▼

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

em #
U140015
U140010
GB- 10
GB- 12
GB- 14
GB- 16
GB- 18
GB- 20
GB- 6
GB- 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

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

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arch Column: [All ▾] ▼
arch Text: [   ] GO
ge 1 of 1 / Rows 1-79 of 79 found

em #
U140015
U140010
GB- 10
GB- 12
GB- 14
GB- 16
GB- 18
GB- 20
GB- 6
GB- 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   [   ]

Type in "HSMMASTER"

Enter a valid Category ID # or Lookup the
Category 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**

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m #

U140015

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GB- 10

GB- 12

GB- 14

GB- 16

GB- 18

GB- 20

GB- 6

GB- 8

-CS10

-CS11

-CS12

-CS13

-CS14

-CS15

-CS16

-CS17

-CS18

-CS8

-CS9

-WR10

-WR11

-WR12

Category - Microsoft Internet Explorer

Category

☐ **Food & Beverage**
☐ **General**

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

Product #:
Price UOM:

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

Category – Microsoft Internet Explorer   _ □ ×

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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 (Fre
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

- 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...

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

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

| 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	

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

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

Hilton

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
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
t Previous Next Last New Refresh

rch Column: All ▼ ▼

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e 1 of 1 / Rows 1-79 of 79 found

m #
U140015
U140010
SB- 10
SB- 12
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SB- 16
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-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

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

dvanced Search

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m #
U140015
U140010
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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 "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

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

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

atalogs	In Box	**Supplier PO**

| PO's Needing Response ▼ |

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

First Previous Next Last Refresh

Search Column: | All ▼ | ▼

Search Text: | | GO

Page 1 of 1 / Rows 1-16 of 16 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
○	000000000000518	Supplier response pending	**Subject:**PO Co Sub **Buyer Name:**Hilton Garden Inn Anaheim/Garden Glove	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
○			**Subie**			

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

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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

> "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

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

Sent From:
Hilton Garden Inn Anaheim/Garden Grove
Ms. Ann Nguyen

> Review and Print if desired

Partial Order Accepted: Yes

Title: Purchasing Agent   Payment Method: Check
Phone: (800) 123-4567   Ship Via: Yellow Freight
Fax: (652) 987-4587   Payment Terms: Net 30 Days
                                   Early Payment Terms: 10% 10 Days- Net 30

> Close to return to PO Form

Notes and Attachments :

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

ack ▾   → ▾   ⊗ ⬙ ⌂   Search   Favorites   Media   ⬙   ⬙▾ ⬙ ⬙ ⬙

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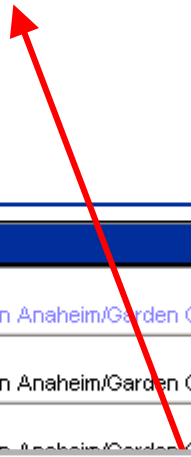
If the PO is un-acceptable Click on "Reject PO"

Hilton

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

	Buyer PO num	PO Status	S	△PO date	Req deliv date	PO Total
⦿	000000000000518	Supplier response pending	S...y... **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

Microsoft Internet Explorer   ⊠

⚠   PO is Rejected

[OK   ]

This Message is Displayed.
Click "OK".

Hilton

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

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

Catalogs | In Box | **Supplier PO**

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

| PO's Needing Response ▾ |

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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				$2,025.00

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

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

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

Search 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 ▾] ▼
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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 HSM v7 Procurement
Messages Use the "In Box" Tab

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roducts ▾ | [   ] | **GO** |

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

Search   Favorites   Media

http://192.168.1.85/QADEV/default.jsp   Go

Hilton

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 ▼ | [   ] | 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