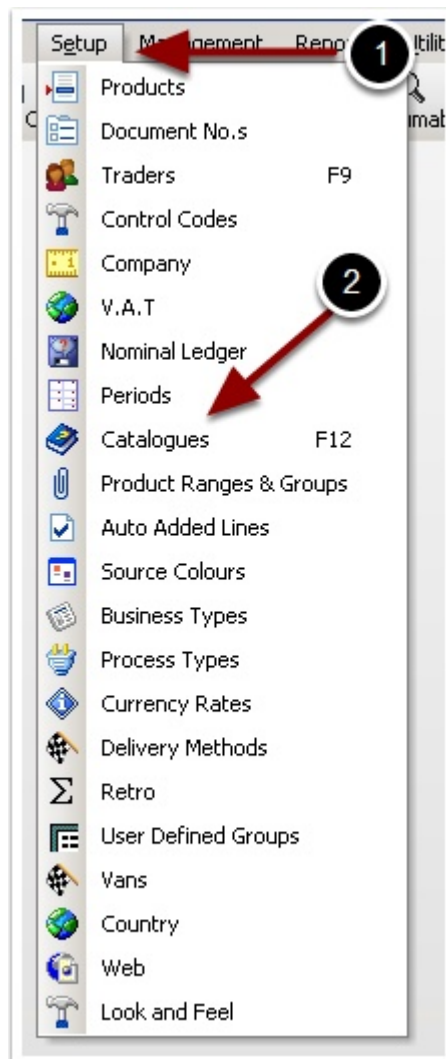


Access Catalogues

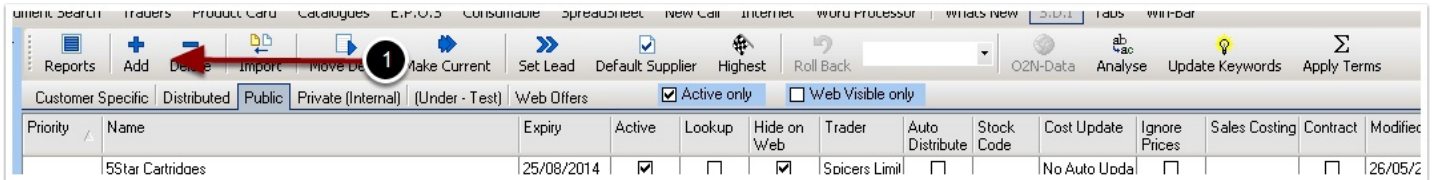
1. Select Setup in the main Horizon menu
2. Select Catalogues

You can also press the F12 key on your keyboard



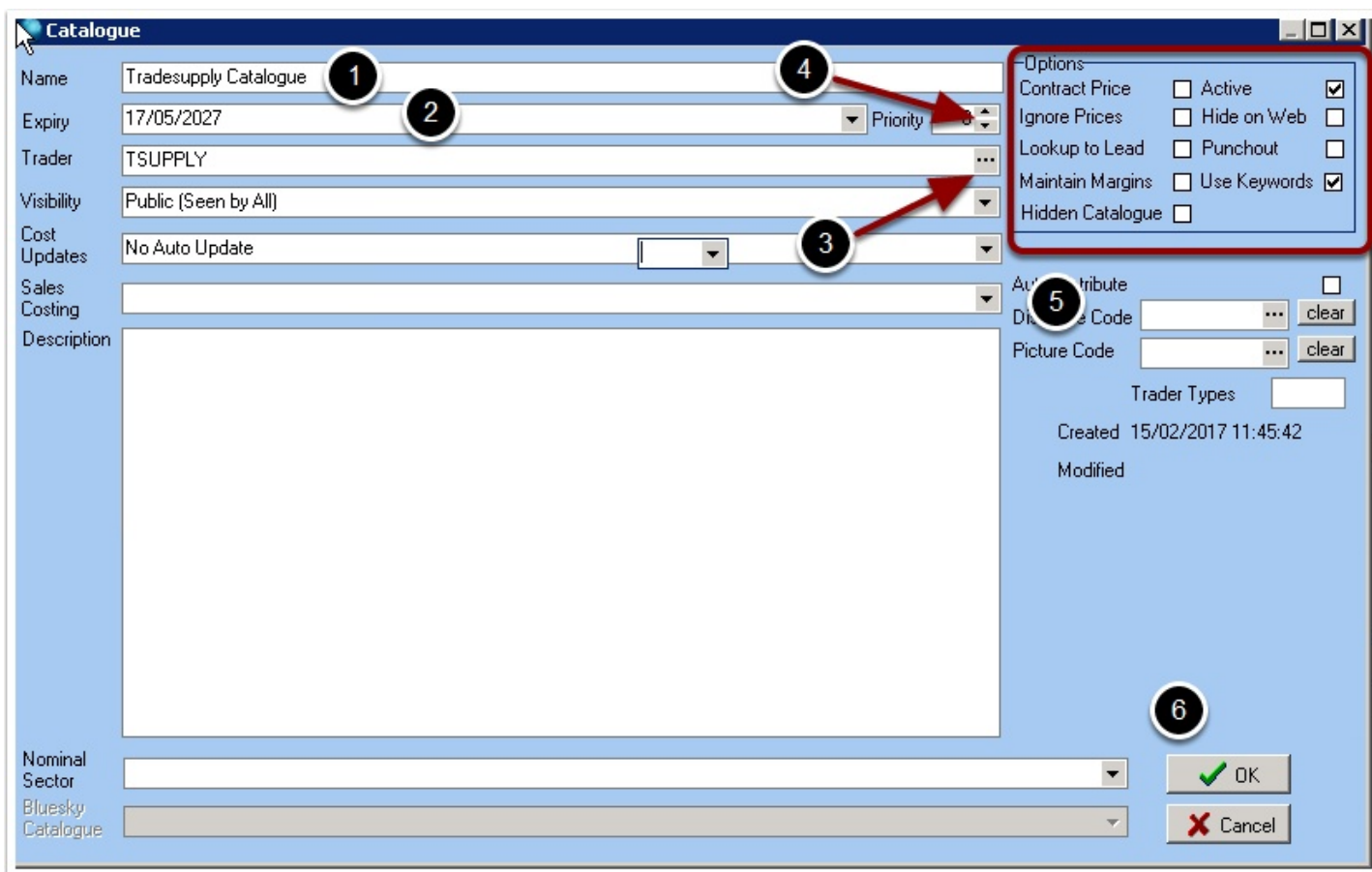
Add Catalogue

1. Press Add in the catalogue screen



Catalogue Options

1. Name the Catalogue
2. Set the Expiry date, normally end of year
3. Press Selection Box and find TradeSupply Account
4. Set the Priority level to a higher priority than Spciers or Vow so orders will back to back to Tradesupply
5. Select Options as outlined in Box, enable keywords for use with Horizon Web
6. Select OK to save catalogue
7. Close and reopen Horizon



The screenshot shows the 'Catalogue' form with the following fields and options:

- Name:** Tradesupply Catalogue (1)
- Expiry:** 17/05/2027 (2)
- Trader:** TSUPPLY (3)
- Visibility:** Public (Seen by All)
- Cost Updates:** No Auto Update (4)
- Priority:** 8 (4)
- Options (Red Box):**
 - Contract Price Active
 - Ignore Prices Hide on Web
 - Lookup to Lead Punchout
 - Maintain Margins Use Keywords
 - Hidden Catalogue
- Additional Fields:**
 - Contribute
 - Discount Code (5) [clear]
 - Picture Code [clear]
 - Trader Types
 - Created: 15/02/2017 11:45:42
 - Modified
- Buttons:** OK (6), Cancel
- Footer:** Nominal Sector, Bluesky Catalogue