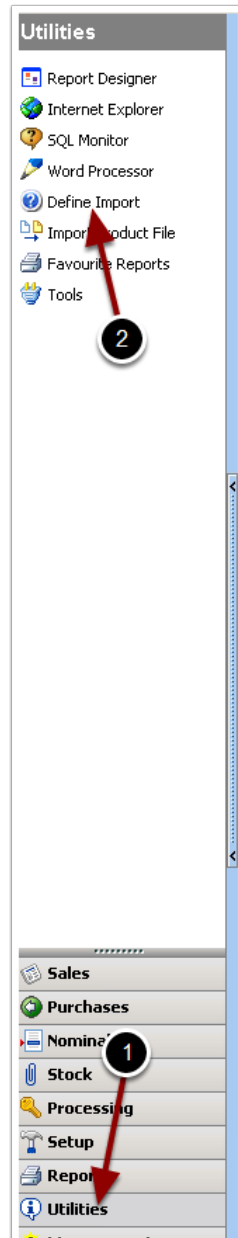


Utilites in Horizon Menu

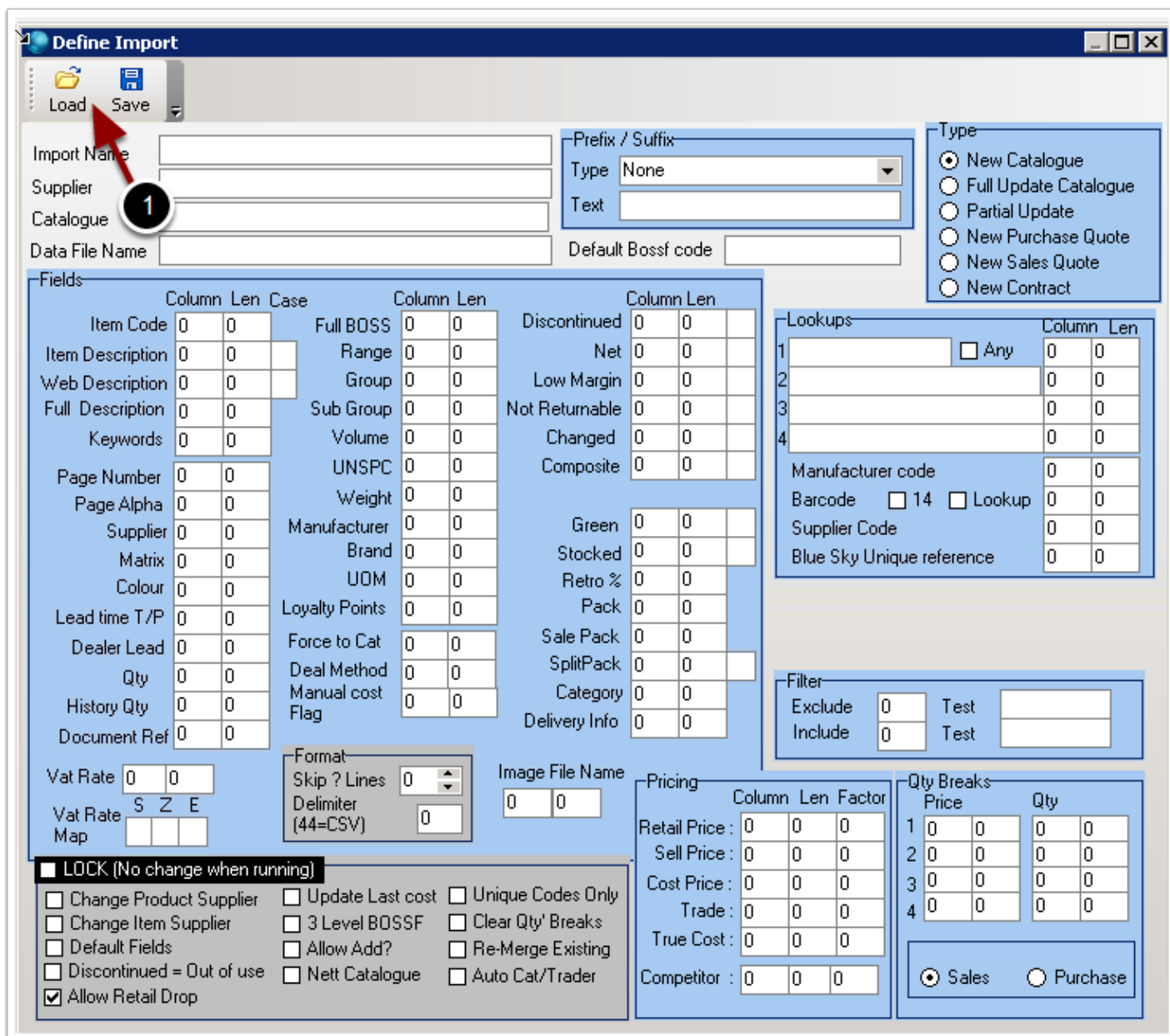
1. Select Utilities in the main Horizon Menu
2. Click on the Define Import option



Define Import Screen

This opens the Define Import screen where you can load the file supplied by TradeSupply

1. Press Load button



Define Import

Load Save

Import Name: _____
 Supplier: _____
 Catalogue: **1** _____
 Data File Name: _____

Prefix / Suffix
 Type: None
 Text: _____
 Default Bossf code: _____

Type
 New Catalogue
 Full Update Catalogue
 Partial Update
 New Purchase Quote
 New Sales Quote
 New Contract

Fields	Column	Len	Case	Column	Len	Column	Len
Item Code	0	0		Full BOSS	0	0	
Item Description	0	0		Range	0	0	
Web Description	0	0		Group	0	0	
Full Description	0	0		Sub Group	0	0	
Keywords	0	0		Volume	0	0	
Page Number	0	0		UNSPC	0	0	
Page Alpha	0	0		Weight	0	0	
Supplier	0	0		Manufacturer	0	0	
Matrix	0	0		Brand	0	0	
Colour	0	0		UOM	0	0	
Lead time T/P	0	0		Loyalty Points	0	0	
Dealer Lead	0	0		Force to Cat	0	0	
Qty	0	0		Deal Method	0	0	
History Qty	0	0		Manual cost	0	0	
Document Ref	0	0		Flag	0	0	

Discontinued: 0 0
 Net: 0 0
 Low Margin: 0 0
 Not Returnable: 0 0
 Changed: 0 0
 Composite: 0 0
 Green: 0 0
 Stocked: 0 0
 Retro %: 0 0
 Pack: 0 0
 Sale Pack: 0 0
 SplitPack: 0 0
 Category: 0 0
 Delivery Info: 0 0

Lookups

	Column	Len
1	0	0
2	0	0
3	0	0
4	0	0

Manufacturer code: 0 0
 Barcode: 14 Lookup: 0 0
 Supplier Code: 0 0
 Blue Sky Unique reference: 0 0

Filter
 Exclude: 0 Test: _____
 Include: 0 Test: _____

Vat Rate: 0 0
 Skip ? Lines: 0
 Delimiter (44=CSV): 0
 Image File Name: 0 0

Format: _____

LOCK (No change when running)
 Change Product Supplier
 Change Item Supplier
 Default Fields
 Discontinued = Out of use
 Allow Retail Drop
 Update Last cost
 3 Level BOSSF
 Allow Add?
 Nett Catalogue
 Unique Codes Only
 Clear Qty' Breaks
 Re-Merge Existing
 Auto Cat/Trader

Pricing
 Retail Price: 0 0 0
 Sell Price: 0 0 0
 Cost Price: 0 0 0
 Trade: 0 0 0
 True Cost: 0 0 0
 Competitor: 0 0 0

Qty Breaks

	Price	Qty
1	0 0	0 0
2	0 0	0 0
3	0 0	0 0
4	0 0	0 0

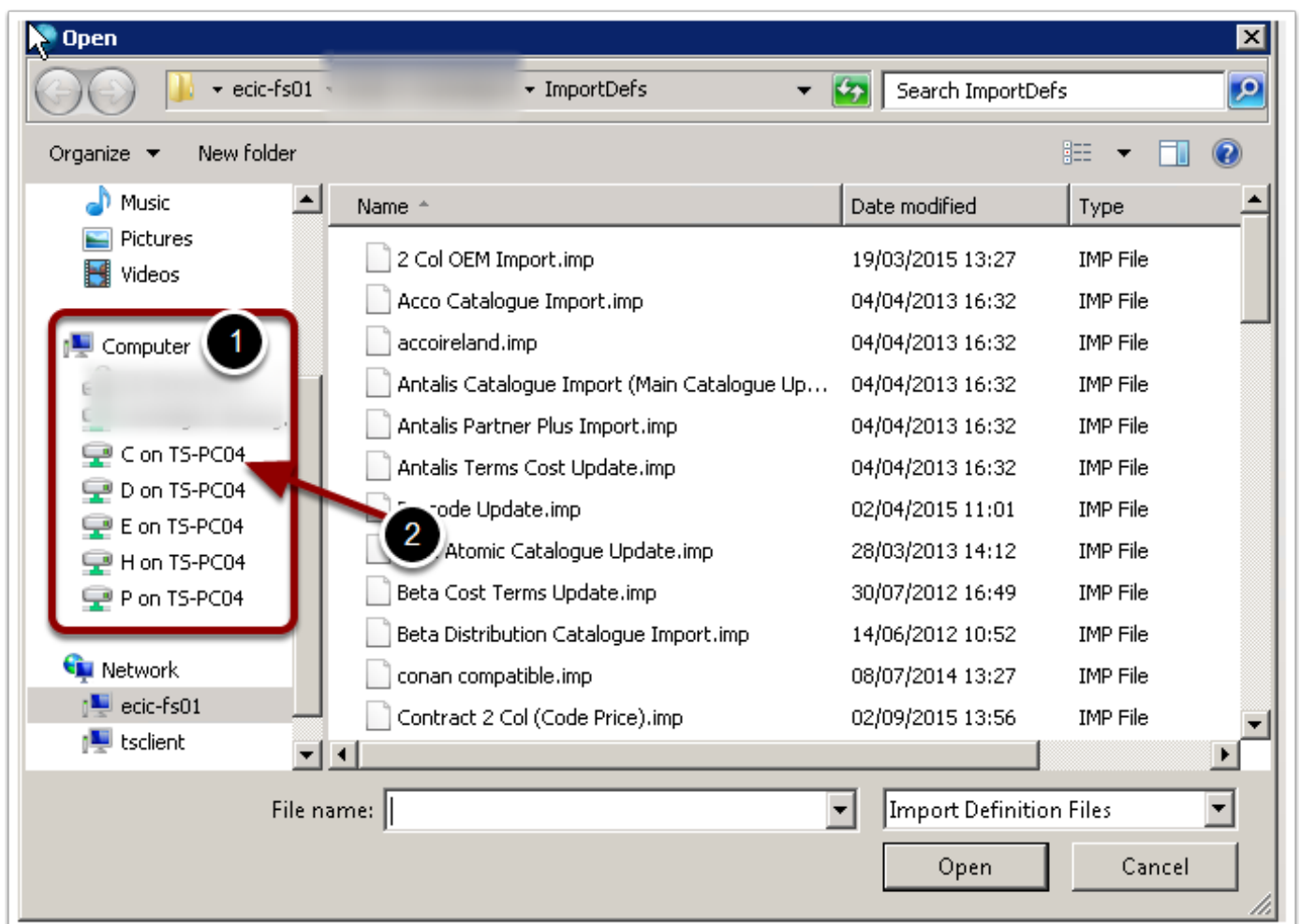
 Sales Purchase

File Finder

On pressing load the ImportDefs folder will open, this contains the existing import routines loaded into your Horizon system

The file supplied by Tradesupply should be saved into a folder on your PC that is accessible by Horizon, if you do not see the options highlighted in the box 1 below please refer to our file sharing troubleshooting guide.

Click on the relevant drive where you have saved the files supplied, in our case they are saved in C:\TS Files\



Navigate to Local Computer

In this case our files are saved in C:\TS Files your file location may vary, for example your downloads folder

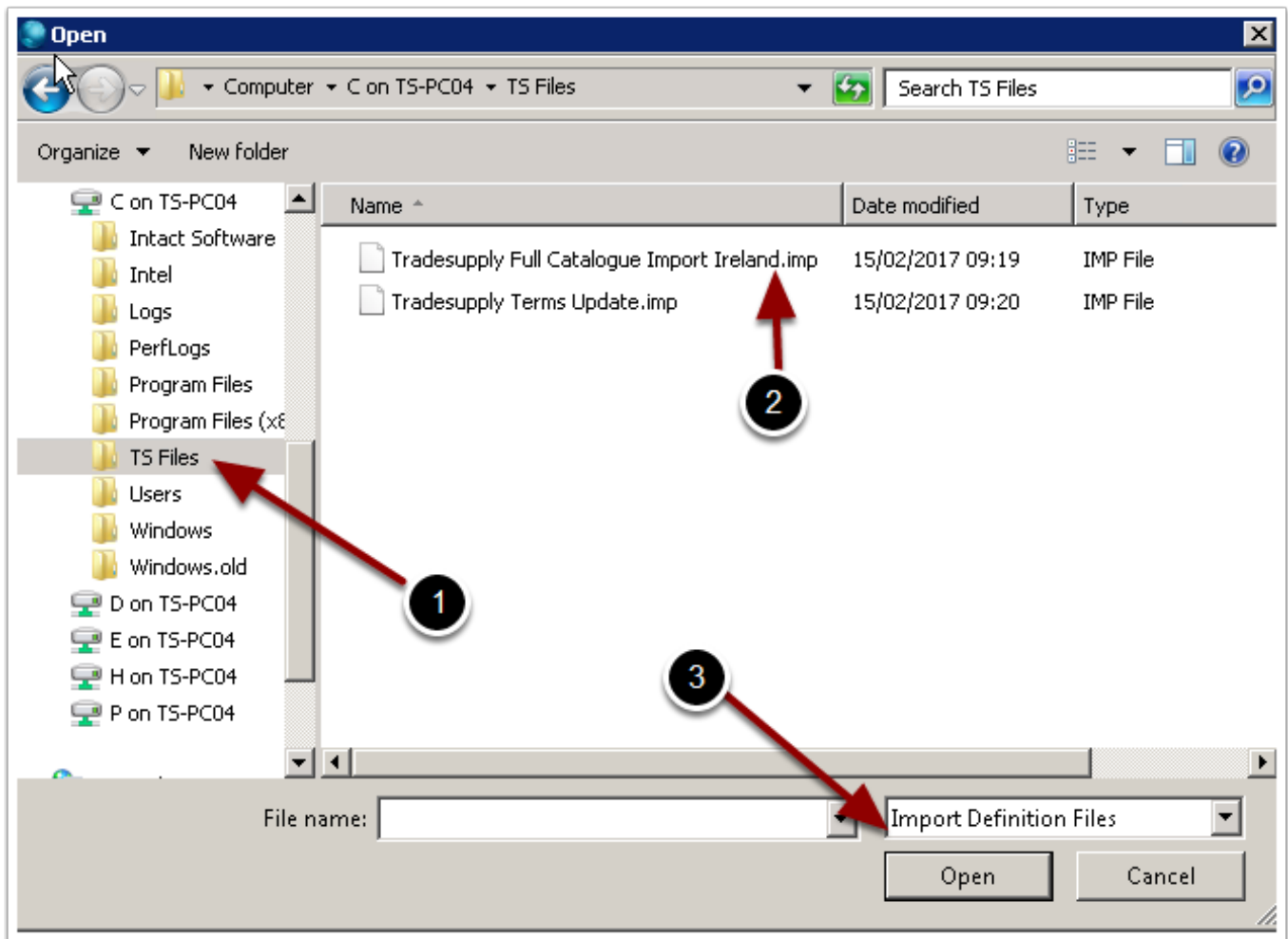
You will be supplied two files,

1. Tradesupply Full Catalogue Import Ireand.imp or Tradesupply Full Catalogue Import UK.imp (this will depend on your location)
2. Tradesupply Terms Updates.imp

Tradesupply Full Catalogue Import Ireland or UK file will contain the full details available for each product excluding your cost price

Tradesupply Terms Updates file will contain your agreed cost prices

1. Navigate to the location you have saved the file
2. Select the import file you wish to load
3. Open to open the file

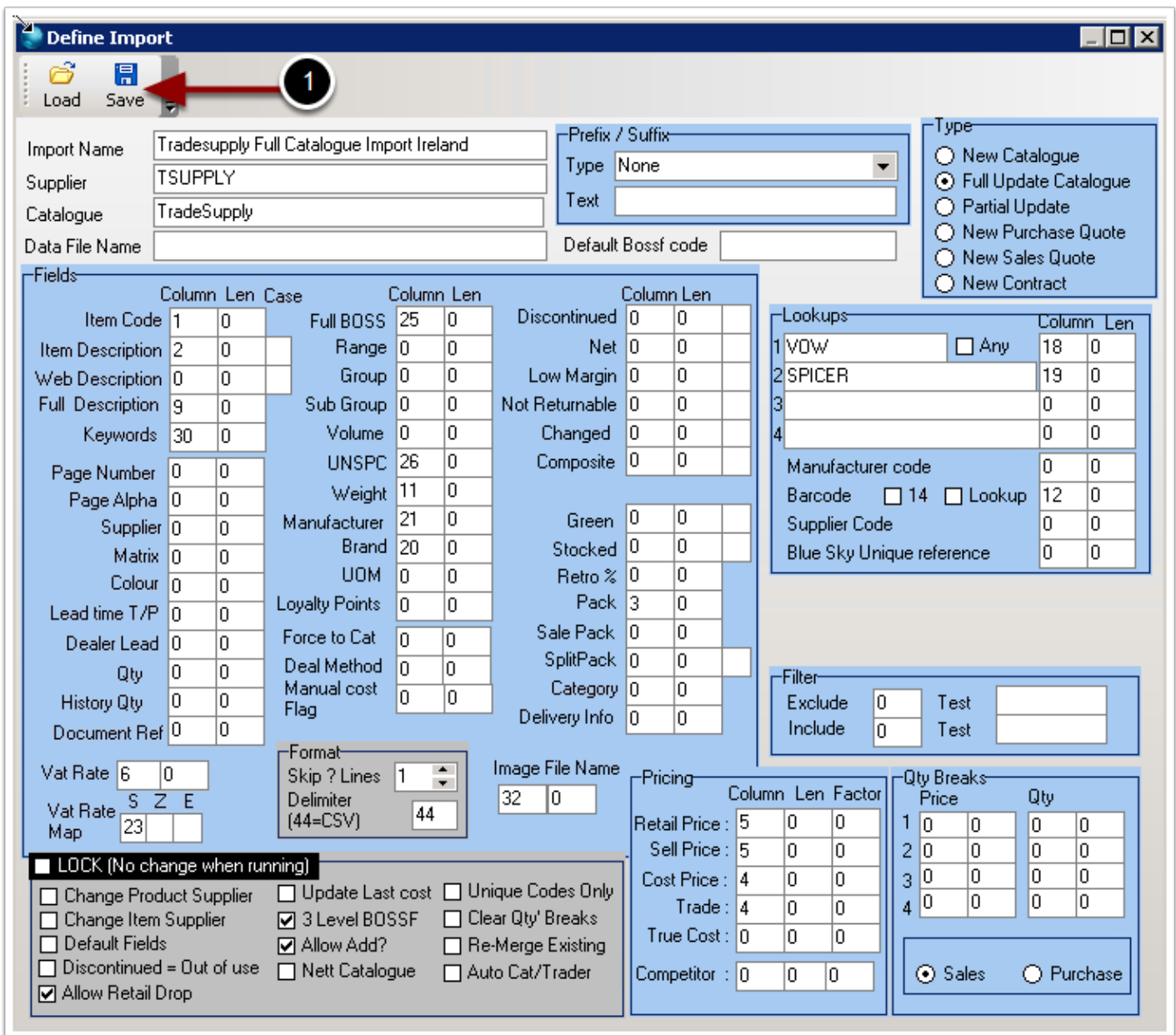


Imported File

The file will now populate the Define Import screen

You will now need to save this file so Horizon can access this import routine

1. Press Save button



Define Import

Load Save **1**

Import Name: Tradesupply Full Catalogue Import Ireland
 Supplier: TSUPPLY
 Catalogue: TradeSupply
 Data File Name:
 Prefix / Suffix Type: None
 Text:
 Default Bossf code:

Type:
 New Catalogue
 Full Update Catalogue
 Partial Update
 New Purchase Quote
 New Sales Quote
 New Contract

Fields	Column	Len	Case	Column	Len	Column	Len		
Item Code	1	0		Full BOSS	25	0	Discontinued	0	0
Item Description	2	0		Range	0	0	Net	0	0
Web Description	0	0		Group	0	0	Low Margin	0	0
Full Description	9	0		Sub Group	0	0	Not Returnable	0	0
Keywords	30	0		Volume	0	0	Changed	0	0
Page Number	0	0		UNSPC	26	0	Composite	0	0
Page Alpha	0	0		Weight	11	0	Green	0	0
Supplier	0	0		Manufacturer	21	0	Stocked	0	0
Matrix	0	0		Brand	20	0	Retro %	0	0
Colour	0	0		UOM	0	0	Pack	3	0
Lead time T/P	0	0		Loyalty Points	0	0	Sale Pack	0	0
Dealer Lead	0	0		Force to Cat	0	0	SplitPack	0	0
Qty	0	0		Deal Method	0	0	Category	0	0
History Qty	0	0		Manual cost Flag	0	0	Delivery Info	0	0
Document Ref	0	0							

Lookups:

	Column	Len
1 VOW <input type="checkbox"/> Any	18	0
2 SPICER	19	0
3	0	0
4	0	0

Manufacturer code: 0 0
 Barcode 14 Lookup: 12 0
 Supplier Code: 0 0
 Blue Sky Unique reference: 0 0

Filter:

Exclude	0	Test	<input type="text"/>
Include	0	Test	<input type="text"/>

Vat Rate: 6 0
 S Z E
 Vat Rate Map: 23

Format:
 Skip ? Lines: 1
 Delimiter (44=CSV): 44
 Image File Name: 32 0

LOCK (No change when running)

<input type="checkbox"/> Change Product Supplier	<input type="checkbox"/> Update Last cost	<input type="checkbox"/> Unique Codes Only
<input type="checkbox"/> Change Item Supplier	<input checked="" type="checkbox"/> 3 Level BOSSF	<input type="checkbox"/> Clear Qty' Breaks
<input type="checkbox"/> Default Fields	<input checked="" type="checkbox"/> Allow Add?	<input type="checkbox"/> Re-Merge Existing
<input type="checkbox"/> Discontinued = Out of use	<input type="checkbox"/> Nett Catalogue	<input type="checkbox"/> Auto Cat/Trader
<input checked="" type="checkbox"/> Allow Retail Drop		

Pricing:

	Column	Len	Factor
Retail Price :	5	0	0
Sell Price :	5	0	0
Cost Price :	4	0	0
Trade :	4	0	0
True Cost :	0	0	0
Competitor :	0	0	0

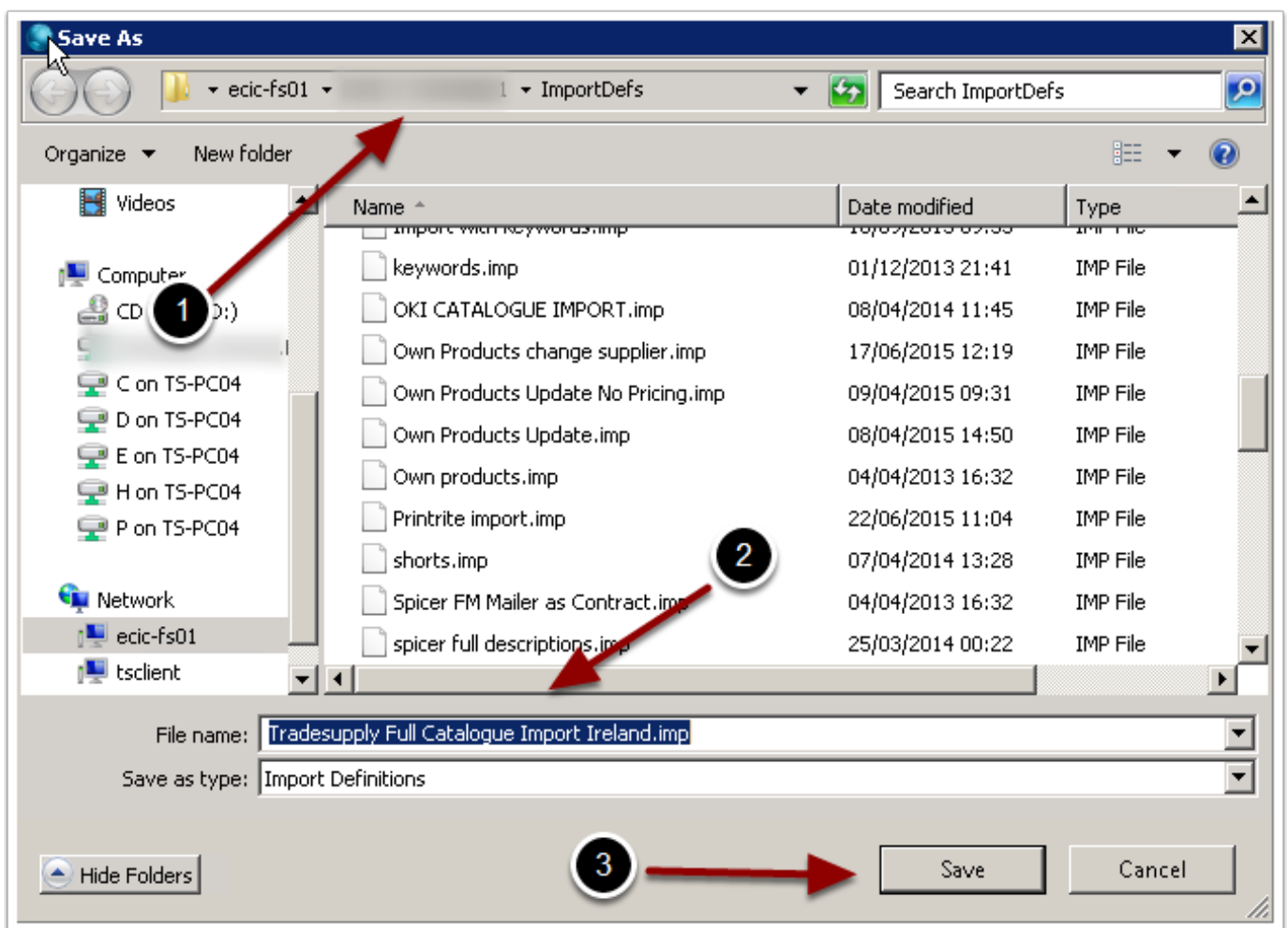
Qty Breaks:

	Price	Qty
1	0 0	0 0
2	0 0	0 0
3	0 0	0 0
4	0 0	0 0

Sales Purchase

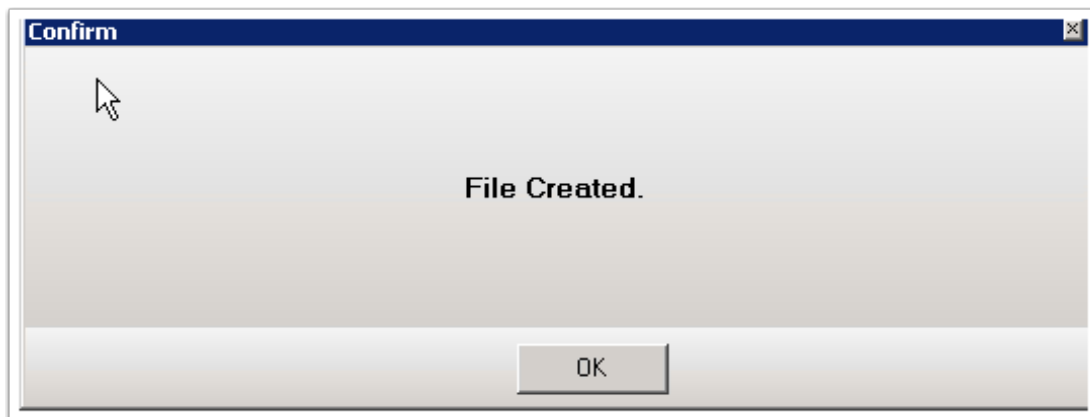
Name the new import

1. This will open a screen with a location to save the import routine, this path will vary however it could contain ImportDefs
2. Type in the name of the import, either Tradesupply Full Catalogue Import Ireand.imp or Tradesupply Full Catalogue Import UK.imp (this will depend on your location)
3. Press Save to save file



Success Message

Once successful saved the message File Created will appear and you are now ready to import the file



Now repeat the process and add the import routine for the Terms file, 'Tradesupply Terms Updates File'.