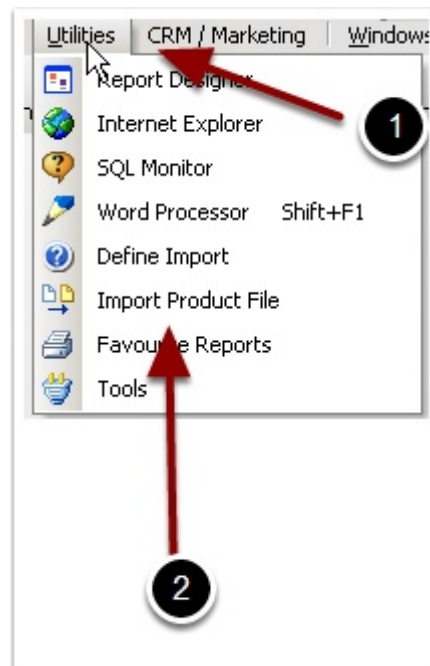To import the full Tradesupply catalogue you will need to download the latest terms file from the FTP server, you will also need to save the images in the same location as the product file

The import routine will cross reference to the Spicers 5 Star compatible cartridges and the Vow Office Basics cartridges
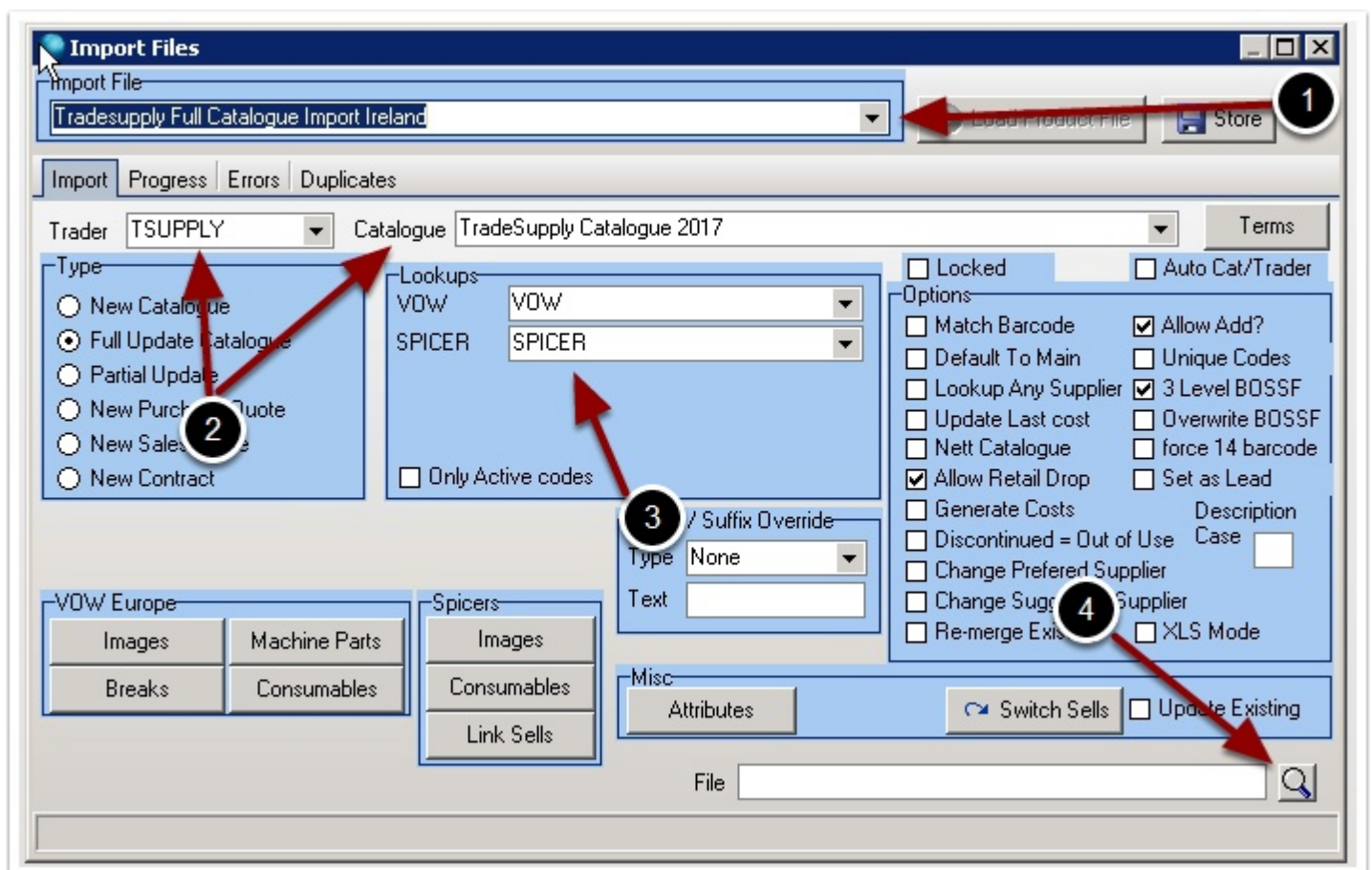
Utilities in main Horizon Menu

1. Select Utilities from the main Horizon menu
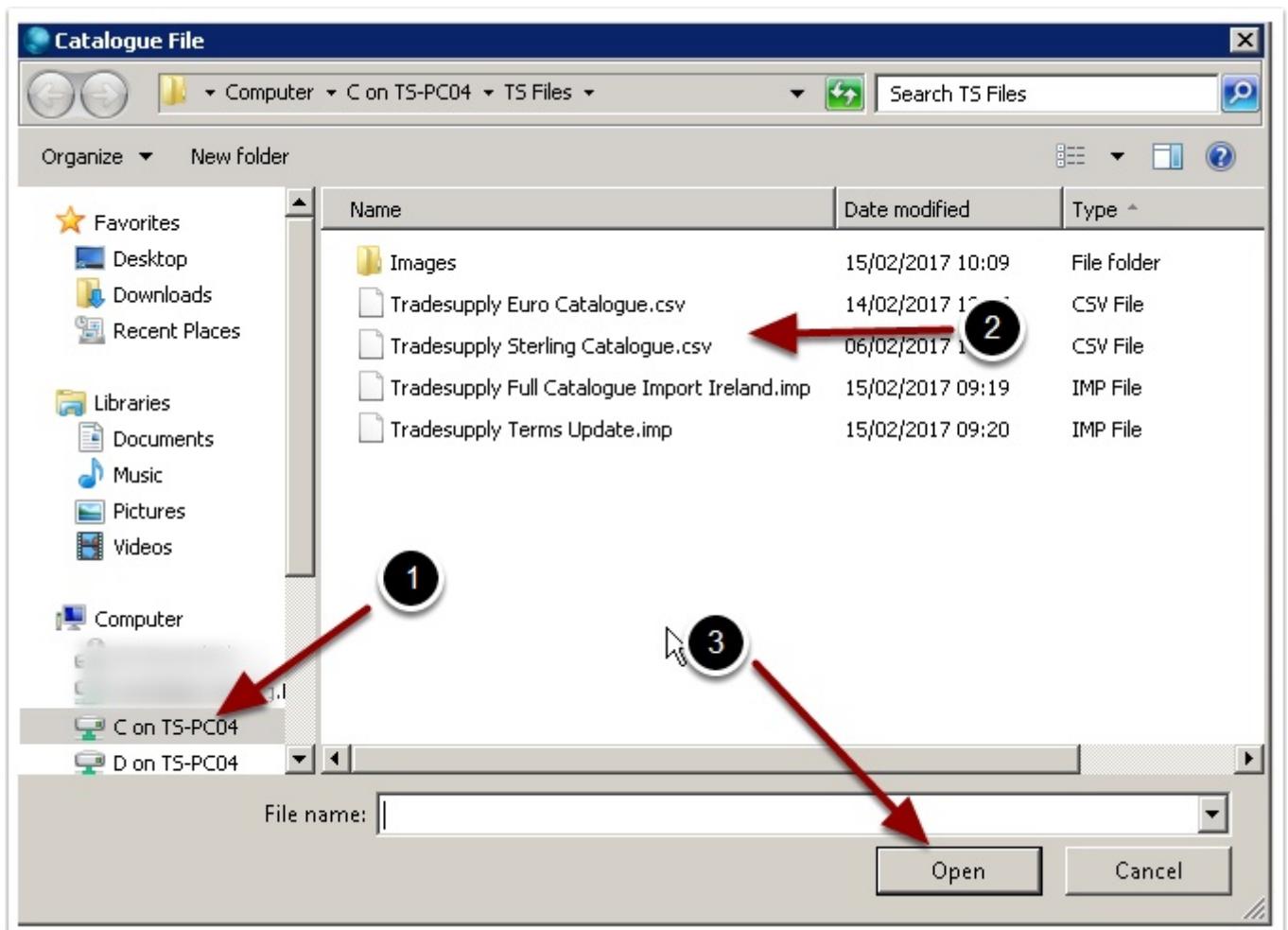
2. Select Import Product File

Import Screen

1. From the dropdown list select Tradesupply Full Catalogue Import Ireland (or UK) from the list

2. Select your TradeSupply account code from the Trader dropdown (we recommend code TSUPPLY) and select the current TradeSupply Catalogue

3. Select your Spicer & Vow codes if Different

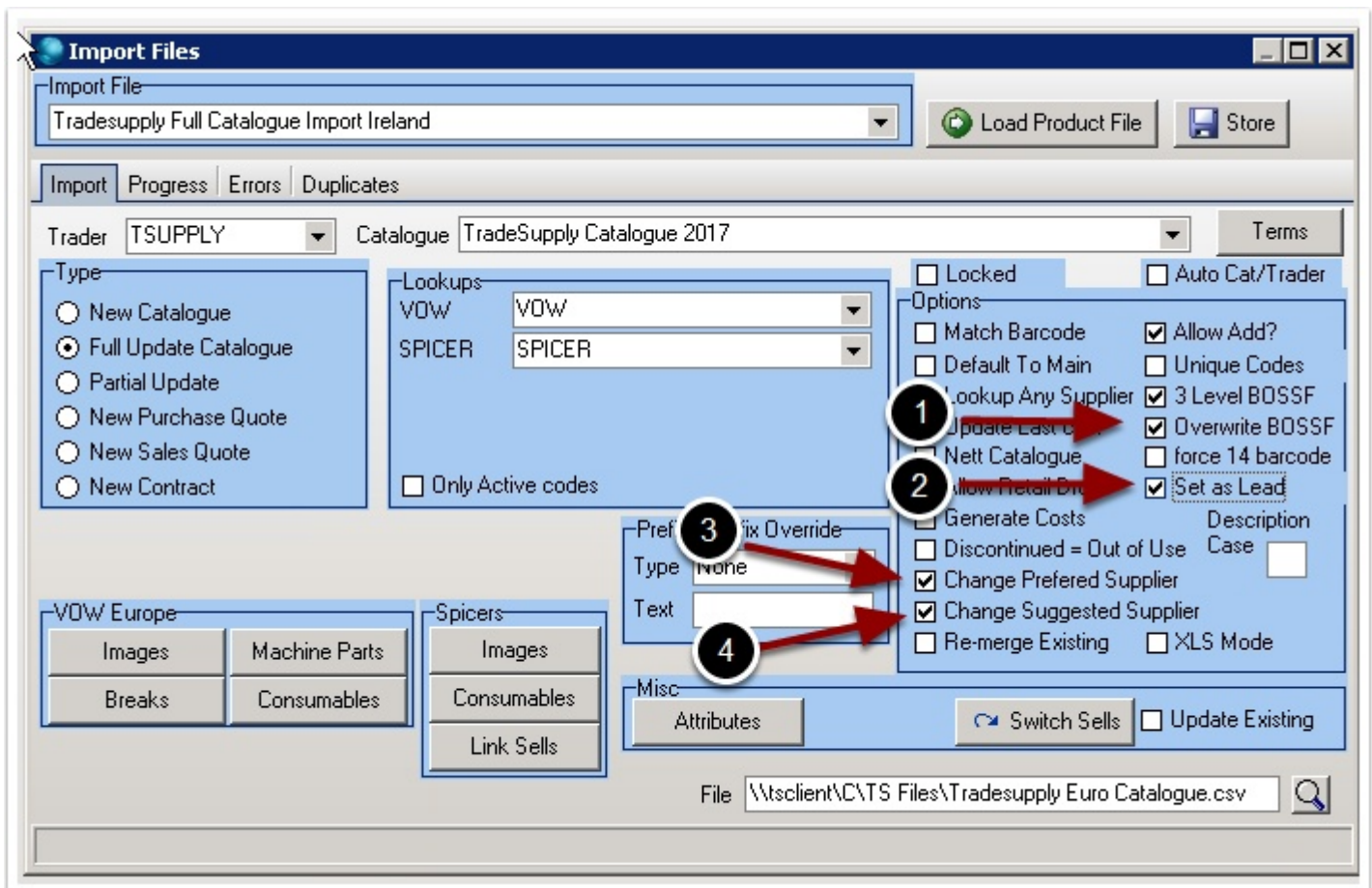4. Click on the Search button to nagivate to the catalogue file

Finding Catalogue File

1. Select the location saved the file on your PC, in our case its saved in C:\TS Files you may have it saved in a different location

2. Select the relevant catalogue CSV file

3. Press Open to select file

Optional Extras

1. Overwrite BOSSF: This option will update the BOSSF codes on any existing products

2. Set as Lead: This import will cross reference to Spicers & Vow compatible cartridges, selecting this option will change the lead catalogue on the product card to the TradeSupply catalogue

3. Change Perferred Supplier: This is used in conjunction with option 2 above and will change the supplier on the product card to Tradesupply

4. Change Suggest Supplier: This option will change the suggested supplier for existing items, normally used with option 2 & 3 above

Load Product File

Please refer to option extras step below this step before running

1. You will see the file location populated

2. Press Load Product File to begin process