Supplier Setup and Editing Data



Use this guide if you are a Supplier who wishes to view what the client sees, edit your data and export your data and images for new uploads.

1. Gunweb Systems will email you the Xebra Source Supplier Zip File. Save this to your Desk top and Right click it and select Extract to Here.



2. Once the files are extracted, open the folder and double click to open the red icon Supplier.exe



3. Enter your user name and password provided to you by Gunweb Systems and click OK.

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	User:			
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<u>0</u> K	Help	Change C	onnection Setti	ings



4. Once logged in you will see your company details. Feel free to update if needed. Once you close this screen the changes will be saved.

X Supplier	
File View Help Supplier ID: DYNHED Native Current Physical Address Company: Dynamic Headwear - Grace Collection Address 1: Unit 1, 30 Rivergate Place Address 2:	ncy: AUD Australian Dollar International Mailing Address Company: Dynamic Headwear - Grace Collection Address 1: PO Box 7 Address 2:
City: Murarrie State or Province: QLD Country: AUSTRALIA Postal Code: 4172 Ordering e-mail: jack@dynamicheadwear.com.au	City: Cannon Hill State or Province: QLD Country: AUSTRALIA Postal Code: 4170 Remittance e-mail: jack@dynamicheadwear.com.au
Phone: +61 7 3348 9844 F. Supplier Web Site: www.gracecollection.com.au Supplier Description:	ax: +61 7 3348 9112

5. Select View and then you can View the Preliminary Catalogue (what gets loaded first only viewable to the administrator and the supplier) and then Effective Catalogue which is what everyone sees.

File [View Help	/
	Preliminary Catalogue 🖌	Native Currency: AUD
	Effective Catalogue	✓ Interna
- Phy Comp	Blocked Distributors	n Mailing Add
Addre	ss 1: Unit 1, 30 Rivergate Place	Address 1:
Addre	ss 2:	Address 2:
	City: Murarrie	
Stat	te or Province: QLD	State or P



6. You can View the Effective Catalogue to Make Live Changes. You can search by Item Code, Name or Short Description. Double click an item to view it.

Item Item Item Item Item Item Item A001 A001 A001 A001 A002 AH001 AH003 AH005 AH010 AH011 AH012 AH014 Sub-category 1: Sub-category 2: AH028 AH028 AH038 AH047 AH047 AH047	Bill Name Eye Mask ID Tag Razor Cap Mountain Cap HBC Trim Design Cap HBC Wrap Over Cap Heavy Brushed Cotton S Unstructured HBC Suec Heavy Brushed Cotton S Splash Cap Unstructured HBC Cap Unstructured HBC Cap Unstructured HBC Cap	Short Description	Full Siz	e
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Sub-category 2: AH063	Cotton Twill Cap			A
ALINCO	Global Cap			
	Camo 6-Panel Can			
UOM: AH070	Wool Blend Cap			
icing (Australian Dollar) AH082	Madison Cap			
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Suggested Retail P	HBC Botated Panel Car	n		
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X Effective Catalogue		X
File Commands Actions Help		
Item #: AH001 Name: Razor Cap	Image Upload View Full Size	
Short Description:		
Long Description:		
Black/White/Drange, Bottle/White/Gold, Deep Grey/White/Black, Black/White/Drange, Bottle/White/Gold, Deep Grey/White/Black, Maroon/White/Deep Grey, Navy/White/Red, Navy/White/Sky, Navy/White/Gold, Red/White/Black, Royal/White/Red.	COSY-WASCH	
Category 1: Caps & Hats Sub-category 1: [None] Sub-category 2: [None]		
Category 2: [None]		
Sub-category 1: [None]	Related Items	Add
Sub-category 2: [None]	Item # Name	<u> </u>
UOM: Ea Minimum Quantity 0 Pricing (Australian Dollar) Suggested Retail Price: 0		
Price Table View price	e table here	



7. To make changes to the pricing click on Price Table. This opens up the pricing table section where you can change the Ordering Information, Quantities and Prices. Click OK to save. When updating the Ordering Information its best to say what Month and Year you've made your change so clients know it's the most recent pricing.

You can add more quantities and more lines under Undecorated if the item has a decorated price. Also include Setup on these lines as well.

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raering information: Catalogue Updated May 2015. Prices .ocal Stock Delivery.	exclude GST.	Discount Ad	ljustment %:	0 			F
Distributor Pricing (AUD)							
QUANTITIES	100+ units						
UNDECORATED	2.85						
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UOM: Ea	Minimum Quantity	0					
Pricing (Australian Dollar)							
Suggested Retail Price: 0							
Price Table							
Artabili Sala						Open	1

8. If you make a live change this way you must **inform Gunweb Systems** so they can update the data on all platforms so its all unified and up to date.



Other examples of how a price table can be setup:

🖞 Distributor Price Table	JB	's wear	INTRO SPORTS	DUCING WEAR RA	тне <i>NEW</i> NGE			
				0	rdering Inf	ormation:		
13-Function Stainless Steel Pliers			Supplier Iten	n #:	at time of o	rder placeme	Website i Subject to sto nt. Allow 10 or final deliver	s ck availability working days v to the
Supplier:	. Building		-	View	distributor's	address in e	ither Brisbane	, Sydney,
Distributor Pricing (AUD)								
Quantities	100	300	500	750	1000		SETUP	REPEAT
Decorated	7.04	6.65	6.44	6.07	5.85		80	40
Extra Colour:	0.5	ea	per colour	per position	n		60	60
				, 				_
Undecorated:	Reduce	by	0.05	ea			FREE	FREE
Less Than Minimum:	Not less	than	100	pieces		add:	100	
Individual Polybagging:	of bulk	packed	items			add	0.6	ea
	6	uritin a	Instrumente			bbc	0.25	03

X Distributor Price Table					e			
F	Promotiona Solution	BAI	WER NKS		Ordering Inform	mation:		
2 Colour World Globe Stress Relieve	i.		Supplier Iten	n #:	DESIGN SETU Repeat \$40 ov \$160, Repeat Direct Print - I	IPS: 1 Col 1 F ver 500 Free; \$80 over 500 New \$50, Rep	Pos Print - Ne 1 Col 2 Pos Free; 1 Pos Deat \$50 over	ew \$80, Print - New 4CP Digital 500 Free; 1
Supplier: Distributor Pricing (AUD)	NEARLY, (BLE)	MUTTING	h (++h+++)	View	Pos 4CP Trans	sfer Print - Ne	ew \$150, Rep	beat Free;
QUANTITY (* DENOTES INDENT	100	250	500	1000	2500	5000	10000	Setup New
Undecorated	0.8	0.75	0.7	0.65	0.6	0.55*	0.53*	
1 Col 1 Pos Print	1.05	1	0.95	0.9	0.85	0.61*	0.59*	80
1 Col 2 Pos Print	1.3	1.25	1.2	1.15	1.1	0.67*	0.65*	160
1 Pos 4CP Digital Direct Print	1.3	1.25	1.2	1.15	1.1			50
1 Pos 4CP Transfer Print			-	0.8*	0.75*	0.7*	0.68*	150
						-		
REPEAT SETUPS IN ORDERING II								
Prices listed are subject to change w	vithout notice	e. Additional	charges may	apply.				



9. If you wish to export the file to work on it you can by Viewing the Effective Catalogue, click on Actions and then Export Catalogue. Save the zip file to your desktop and unzip it to make changes.

X Effective Catalogue			
File Commands Actions Help			
🖹 📉 🙀 Export catalogue 🦛			
Item #: Delete entire effective catalogu	e Image-	Lipload	/iew Full Size
S Replace with preliminary catalo	gue		
Long Description:			
Category 1:			
Sub-category 1:	v .		
Sub-category 2:	<u></u>		
Category 2:			
Sub-category 1:	Related It	ems:	Add
Sub-category 2:	Item #	Name	
UOM: Minimum Quantity			
Suggested Betail Price:			
Price Lable			
Web Link:			<u>O</u> pen

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Exporting catalogue	
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Depending on how large the datafile is equates to how long the download process is.



10. Right click the zip file and select Extract to Here.



11. Open the Folder and change the file extension of catalog.txt to catalog.csv and press enter

Catalog.txt
Images 18/09/2015 12:23 File folder
catalog.csv 18/09/2015 12:18 Text Docum

Click YES to change the file extension

Name	
🌗 Images	
🔊 catalog.csv	

You can now open it as a CSV file and make your changes. Once you have make your changes, send the File AND the Images as a zip folder to gemma@gunwebsystems.com.au so we can upload it and process it for our other platforms.