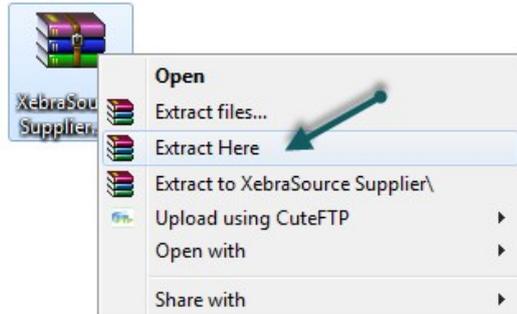


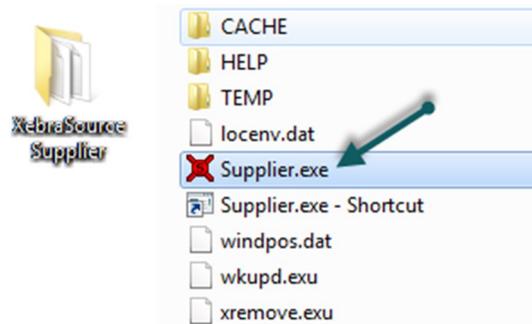
## Supplier Setup and Editing Data

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

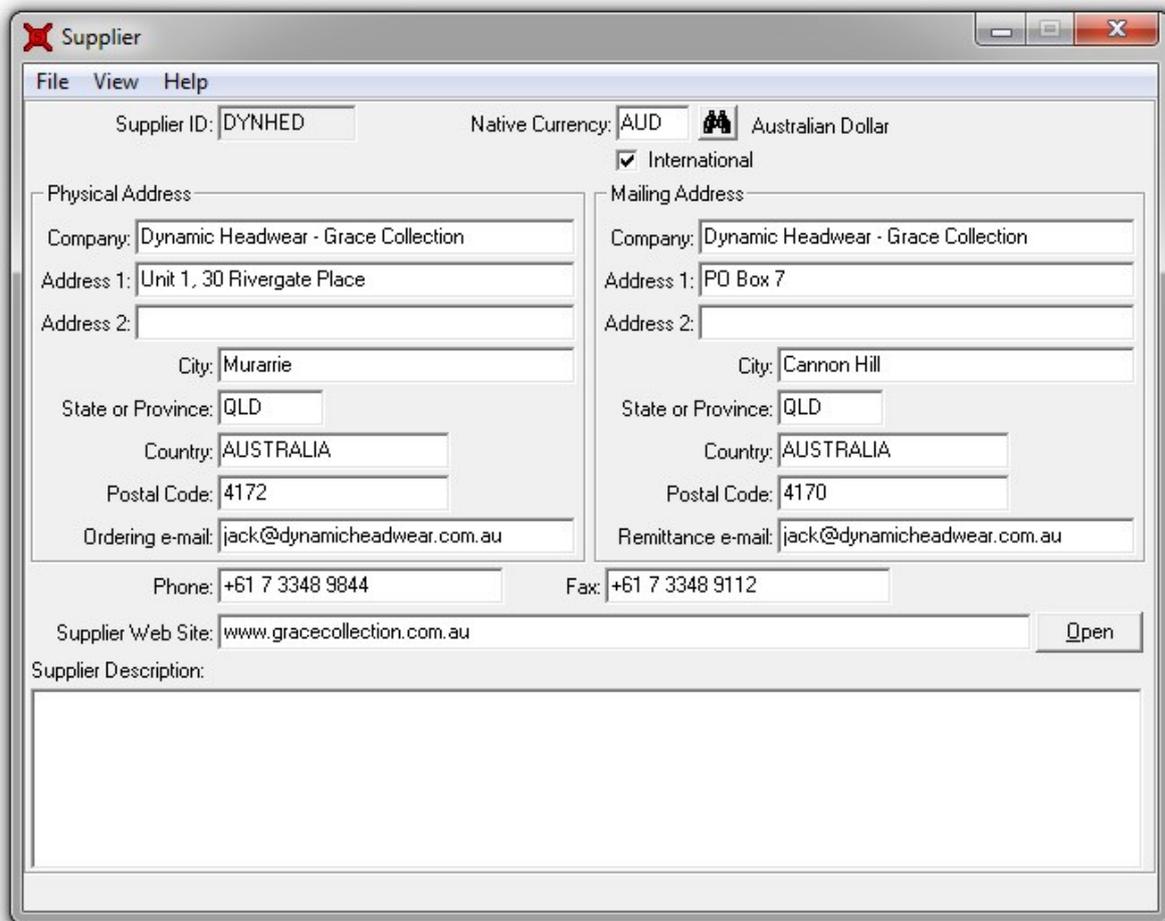


3. Enter your user name and password provided to you by Gunweb Systems and click OK.



**Supplier Setup and Editing Data**

- 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.



**Supplier**

File View Help

Supplier ID: DYNHED Native Currency: AUD Australian Dollar

International

**Physical Address**

Company: Dynamic Headwear - Grace Collection

Address 1: Unit 1, 30 Rivergate Place

Address 2:

City: Murarrie

State or Province: QLD

Country: AUSTRALIA

Postal Code: 4172

Ordering e-mail: jack@dynamicheadwear.com.au

Phone: +61 7 3348 9844 Fax: +61 7 3348 9112

Supplier Web Site: www.gracecollection.com.au

**Mailing Address**

Company: Dynamic Headwear - Grace Collection

Address 1: PO Box 7

Address 2:

City: Cannon Hill

State or Province: QLD

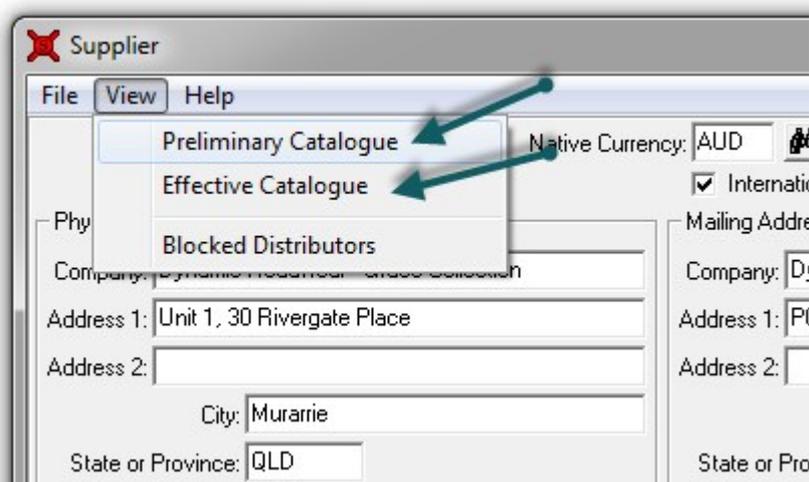
Country: AUSTRALIA

Postal Code: 4170

Remittance e-mail: jack@dynamicheadwear.com.au

Supplier Description:

- 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.



**Supplier**

File **View** Help

- Preliminary Catalogue
- Effective Catalogue
- Blocked Distributors

Native Currency: AUD Australian Dollar

International

**Physical Address**

Company: Dynamic Headwear - Grace Collection

Address 1: Unit 1, 30 Rivergate Place

Address 2:

City: Murarrie

State or Province: QLD

**Mailing Address**

Company: Dynamic Headwear - Grace Collection

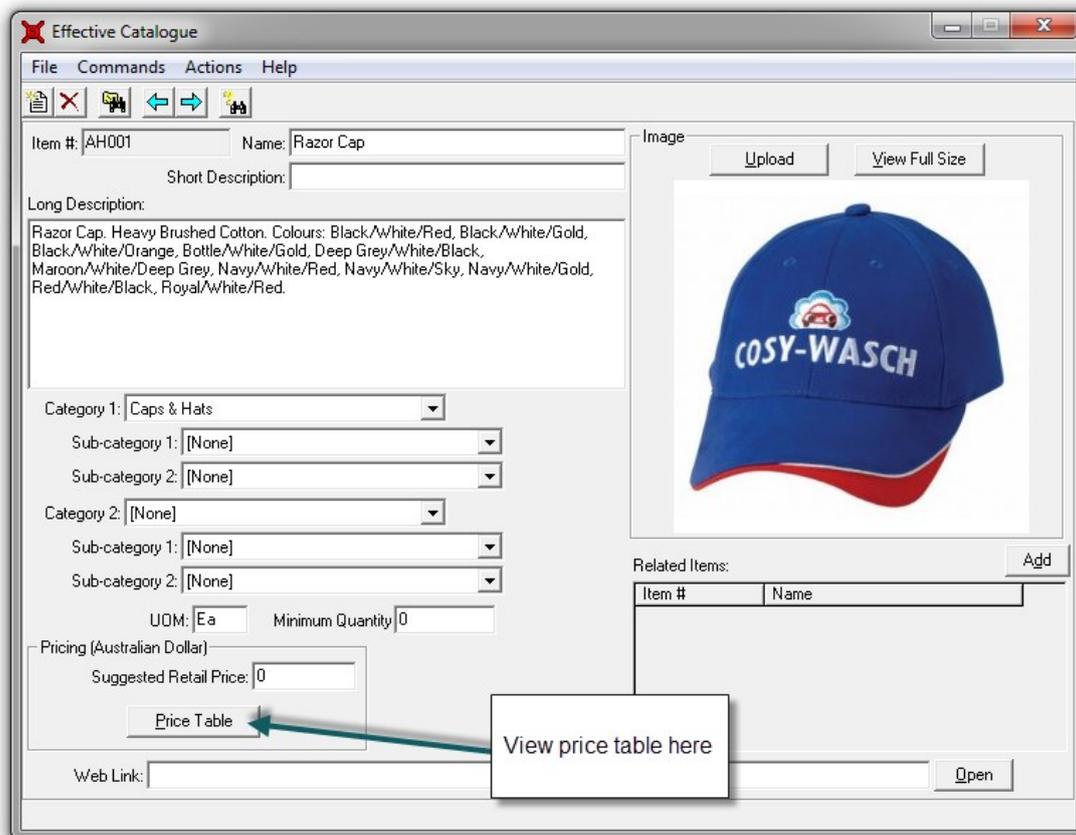
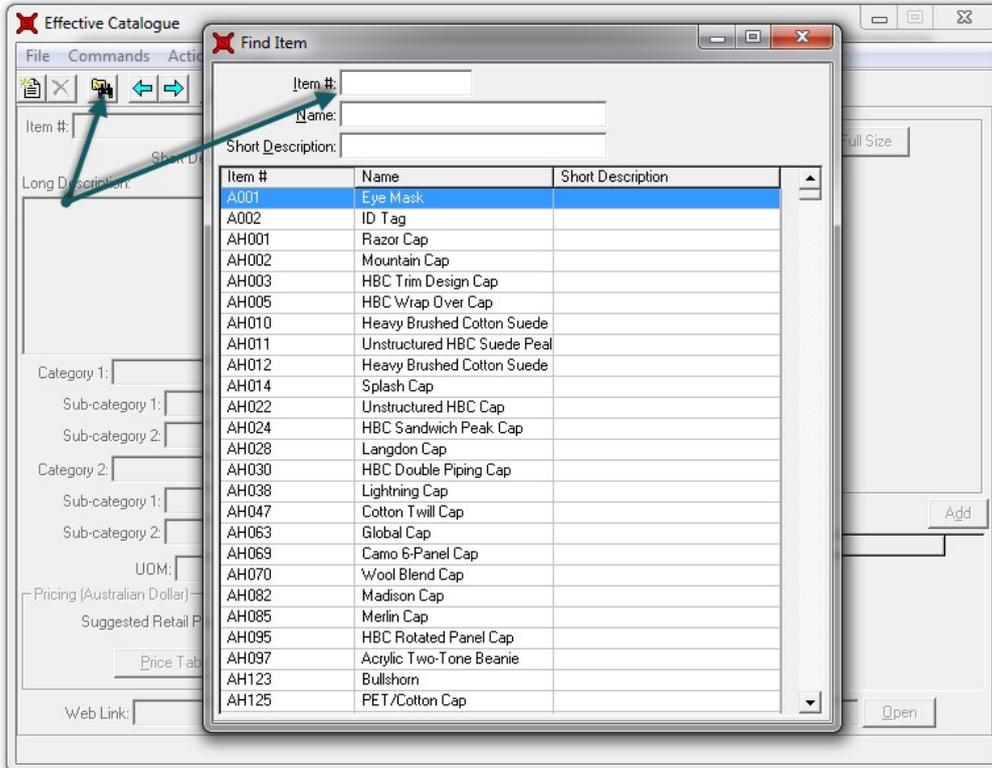
Address 1: PO Box 7

Address 2:

State or Province: QLD

**Supplier Setup and Editing Data**

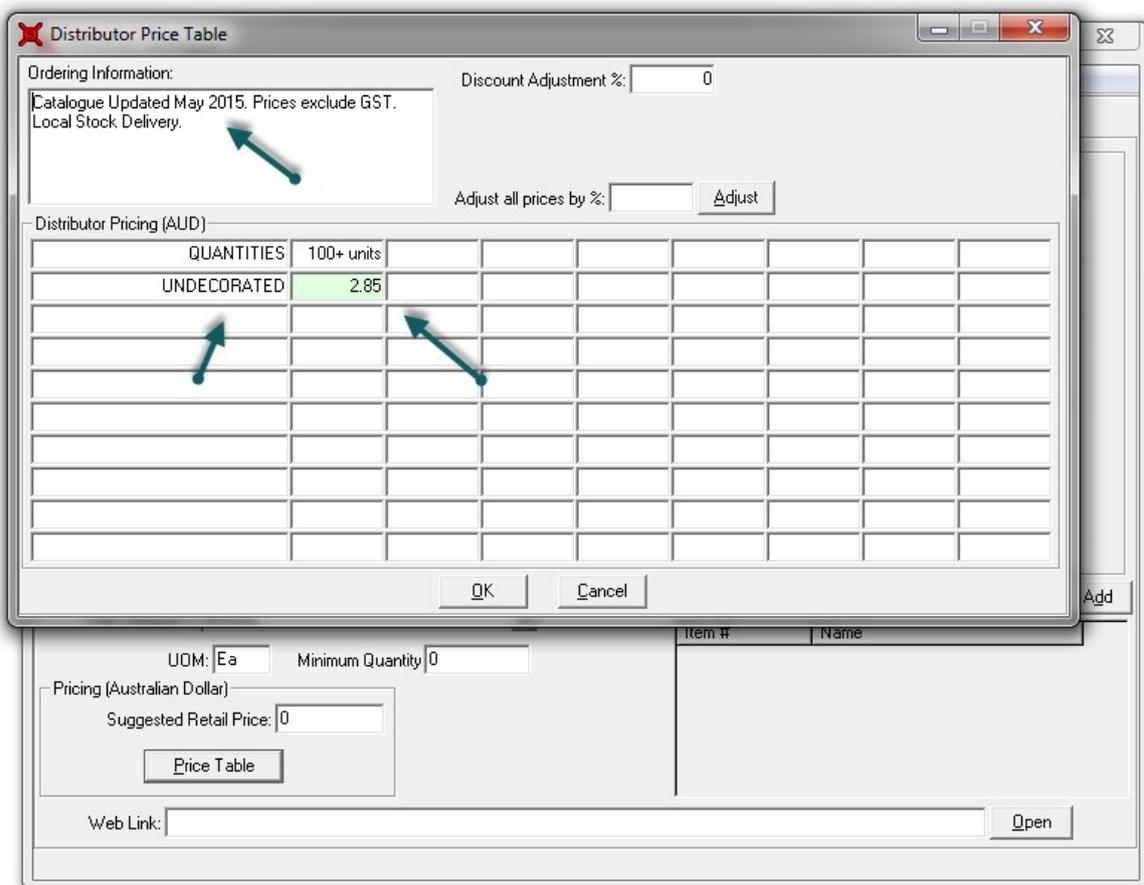
- You can View the Effective Catalogue to Make Live Changes. You can search by Item Code, Name or Short Description. Double click an item to view it.



**Supplier Setup and Editing Data**

- 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.



- 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.

**Supplier Setup and Editing Data**

Other examples of how a price table can be setup:

Distributor Price Table



13-Function Stainless Steel Pliers  
Supplier Item #:

Supplier:

Ordering Information: Website is  Subject to stock availability at time of order placement. Allow 10 working days from artwork approval for final delivery to the distributor's address in either 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			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
Individual Polybagging:	of	writing	instruments			add	0.25	ea

Prices listed are subject to change without notice. Additional charges may apply.

Distributor Price Table



2 Colour World Globe Stress Reliever  
Supplier Item #:

Supplier:

Ordering Information: DESIGN SETUPS: 1 Col 1 Pos Print - New \$80, Repeat \$40 over 500 Free; 1 Col 2 Pos Print - New \$160, Repeat \$80 over 500 Free; 1 Pos 4CP Digital Direct Print - New \$50, Repeat \$50 over 500 Free; 1 Pos 4CP Transfer Print - New \$150, Repeat Free;

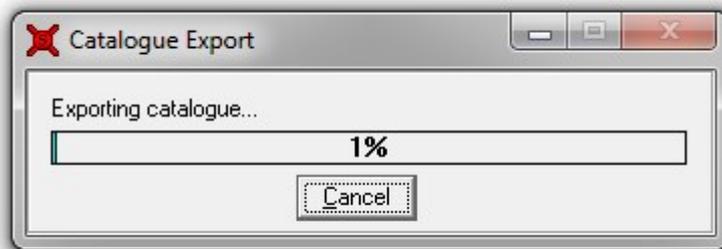
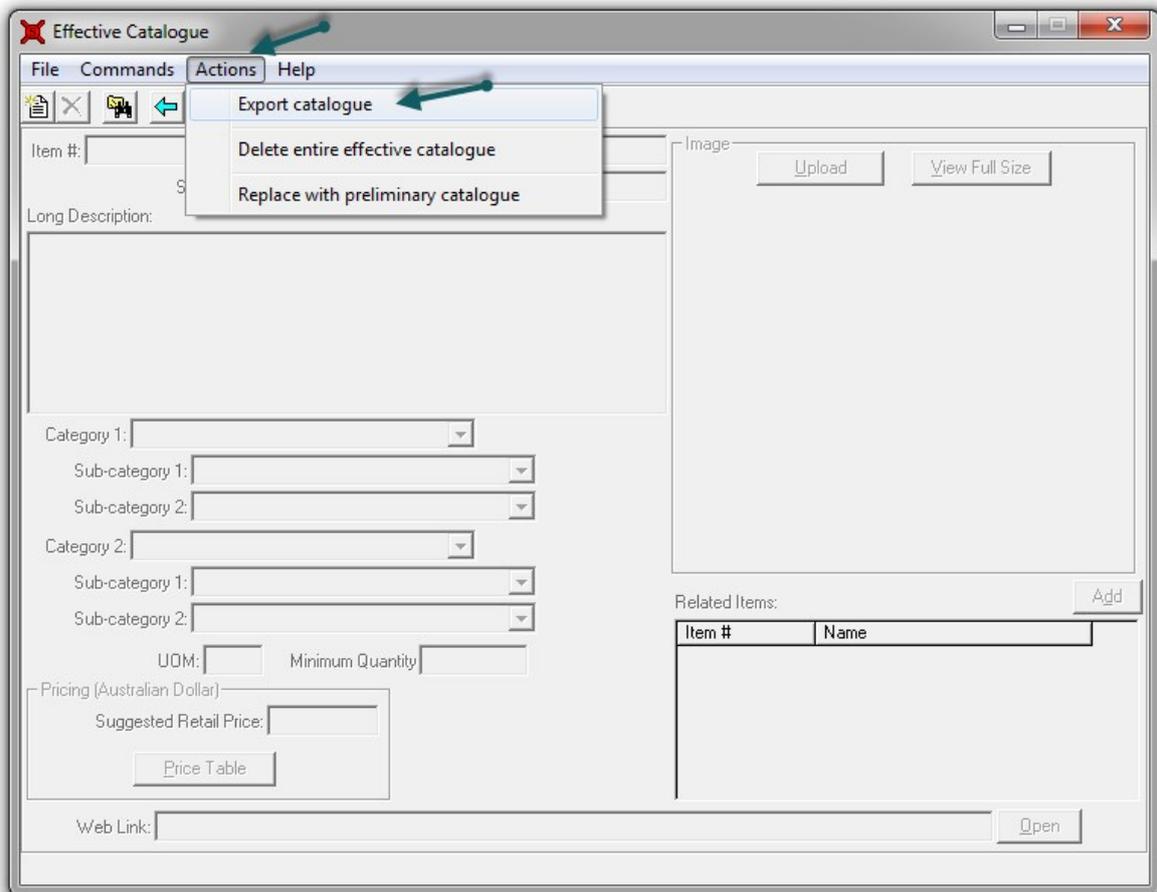
Distributor Pricing (AUD)

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 without notice. Additional charges may apply.

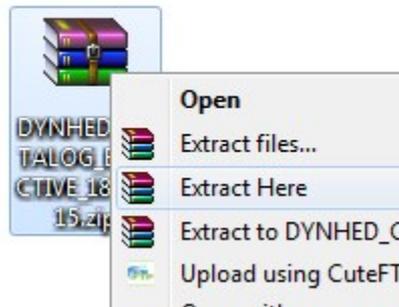
Supplier Setup and Editing Data

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.

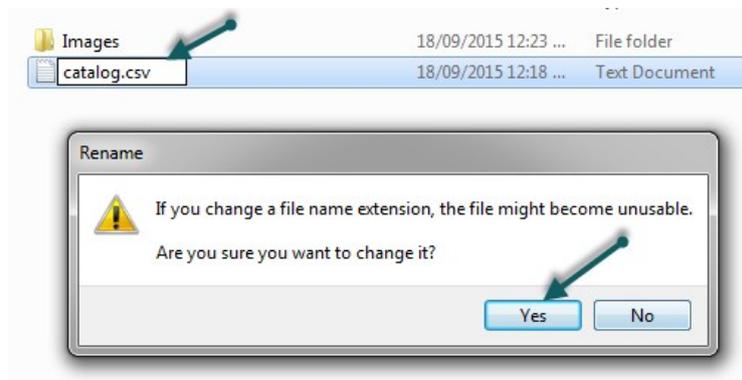
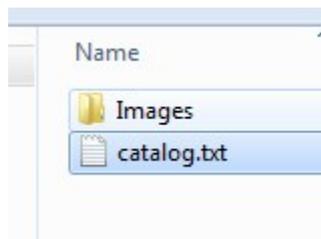


Depending on how large the datafile is equates to how long the download process is.

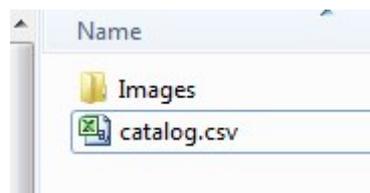
10. Right click the zip file and select Extract to Here.



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



Click YES to change the file extension



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](mailto:gemma@gunwebsystems.com.au) so we can upload it and process it for our other platforms.