



SPA Setup



imple™

SPA Processing

Format Vendor Price Sheet - Excel

SPA Quote

- Enter SPA Quote
- Add Items
 - Individually
 - Upload Vendor Price Sheet
- Add Customers
 - Individually
 - By Classification
- Activate SPA Quote

Generate SPA Claims

Approve Vendor Claims

Vendor Register





Converting Your Excel Files

Price Sheet Uploads:

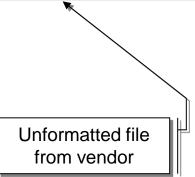
- Text files ONLY
 - Format using Excel
 - Save as Text (Tab Delimited)
- Specific column format
- 1st row = Header
- 11 Digit UPC
- 30 chars max Cat #
- No negative numbers
- No \$ signs





Working w/ Excel - (Open Vndr File)

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1						COL1	COL2	COL3								
2						18%	15%	12%								
3				(Cost	1.2195	1.1765	1.1364								
4																
5	10038	15A15 130V			\$0.65	\$0.79	\$0.76	\$0.74								
6	10129	40A15/CL/BL 1201	V		\$0.60	\$0.73	\$0.70	\$0.68								
7	10553	60A/CL 120V			\$0.32	\$0.39	\$0.38	\$0.36								
8	10644	25A 120V			\$0.46	\$0.56	\$0.54	\$0.52								
9	10645	25A 130V			\$0.48	\$0.59	\$0.56	\$0.55								
10	10693	25A/CL 120V			\$0.49	\$0.60	\$0.58	\$0.56								
11	10694	25A/CL 130V			\$0.49	\$0.60	\$0.58	\$0.56								
12	10983	32A19/49 130V			\$1.03	\$1.26	\$1.21	\$1.17								
13	11,059	40A 130V			\$0.31	, \$∩ 38	\$ ∩ 37	\$0,35								~
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_ lt	tem#	Mfr Cat #	Description	UOM	Dist	List	Col 1	Col 2	Col 3	Vndr Grp	Cmdt Cd	Zone	Pkg Qty	Prch Qty	Rtr	Smbl	
	10036	15A15 130V			\$0.65		\$0.79	\$ U.76	\$U.74								
	10129	40A15/CL/BL 120V		1	\$0.60		\$0.73	\$0.70	\$0.68								
	10553	60A/CL 120V		Ī	\$0.32		\$0.39	\$0.38	\$0.36								
	10644	25A 120V			\$0.46		\$0.56	\$0.54	\$0.52								
	10645	25A 130V			\$0.48		\$0.59	\$0.56	\$0.55								
	10693	25A/CL 120V			\$0.49		\$0.60	\$0.58	\$0.56								
		25A/CL 130V			\$0.49		\$0.60	\$0.58	\$0.56								
		32A19/49 130V			\$1.03		\$1.26	\$1.21	\$1.17								+
)		40A 130V		-	\$0.31		\$0.38	\$0.37	\$0.35								+
		40A/4/RP 120V					-								-		+
1					\$0.28		\$0.34	\$0.33	\$0.32						-		+
2		60A/4/RP 120V			\$0.28		\$0.34	\$0.33	\$0.32						-		+
3		60A 130V tep 4 - Mfr Cat # Size / Step	p 3- Merge UPC & Combine /	Stop 2	≗£0.31 Setup Cor	roct Ec	<u> </u>	\$0.37 	l	/ 700403	 5- Midatlant	ic Com	morcial /	Customers	on CE	0. /	< >

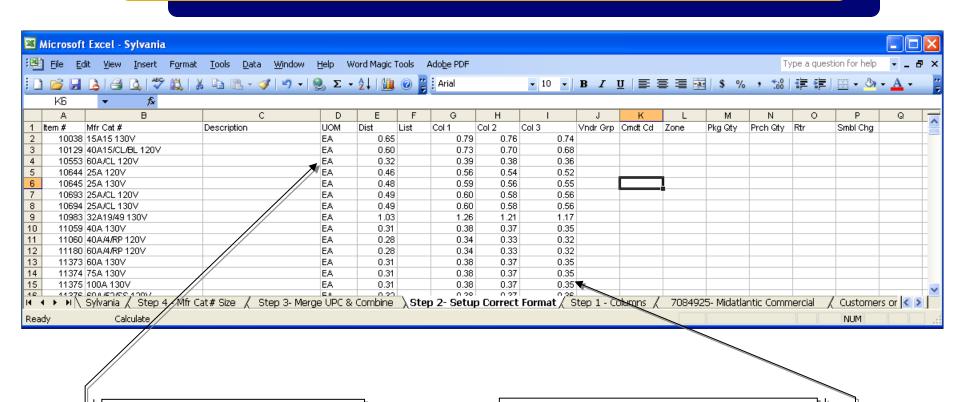
Column Format (16 Columns):

UPC | Cat # | Item Description | ISO UOM | Dist Cost | List Prc | Col 1 | Col 2 | Col 3 | Vndr Grp | Commodity Code | Zone Code | Std Pkg Qty | Min Purch Qty | Vnd Return | Chg Symbol





Working w/ Excel - (Format Data)



If UOM Not Supplied by Vendor, then Default = **EA**

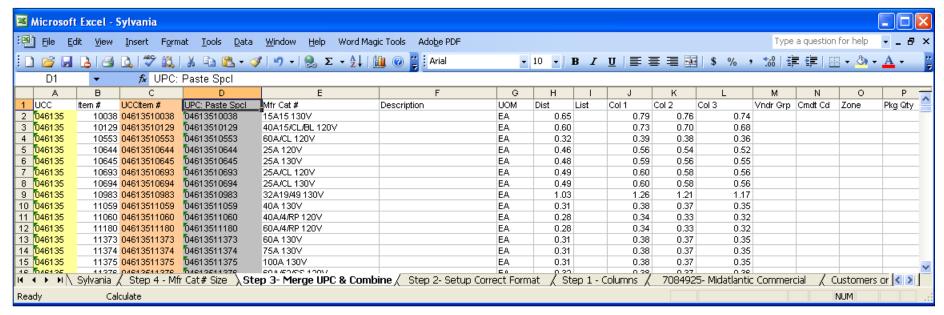
Number Format (no Symbols)

- Select Column
- Select Format Cell (popup menu)
- Number tab (Select Number)
- Click OK





Working w/ Excel - (Get UPC #)



If UPC # not given by vendor, then: UPC = Vndr UCC + Item

Create 3 New Columns

- 1 before the Item # and 2 after the Item Number
 - Column A = (Vndr UCC)
 - Column B = (Item #)
 - Column C = (=A:A&""&B:B)
 - Column D = Paste Special (Value) of Column 3

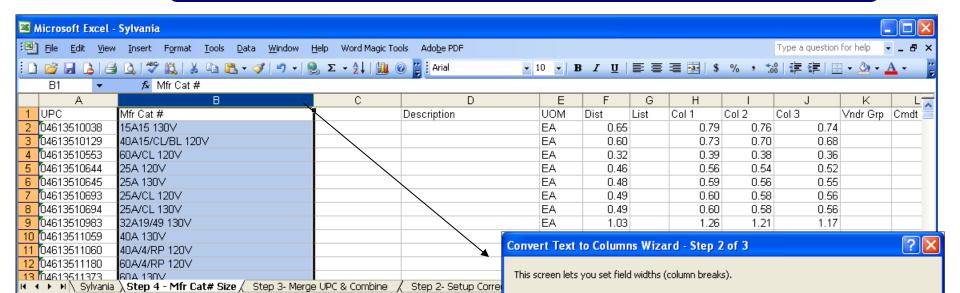
Format Columns A-D = Text

Delete Columns A-C





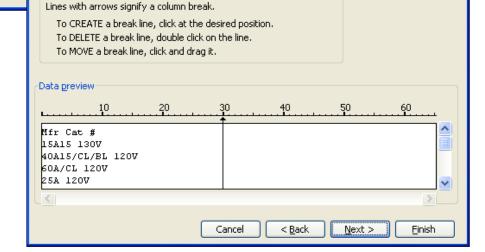




Mfr Cat# can ONLY be 30 characters long

Create 1 new column after column B

- Highlight Column B
 - Data -> Text to Column
 - Select 'Fixed Width'
 - Click Newt
 - Set to 30
 - Click Finish





Calculate

Ready

Working w/ Excel – (Format Mfr Cat #)



™ Microsoft Excel -	Sylvania							
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C80 ▼	f& SKU							
A	В	С	D	E F	G H	I	J	K L
73 04613514485	60PAR38/CAPIR/SP9 120V		EA	9.19	11.21	10.82	10.45	
74 04613514486	50PAR30LN/HAL/WFL50 130V		EA	4.03	4.92	2 4.74	4.58	
75 04613514500	50PAR20/HAL/NSP10 120V		EA	3.98	4.88	4.68	4.53	
76 04613514502	50PAR20/HAL/NFL30 120V		EA	3.53	4.30	4.15	4.01	
77 04613514509	50PAR30LN/HAL/NSP9 120V		EA	3.68	4.49	4.33	4.18	
78 04613514513	75PAR38/HAL/FL30 120V		EA	3.41	4.18	4.01	3.88	
79 04613514514	75PAR38/HAL/SP9 120V		EA	3.76	4.58	3 4.42	4.27	
80 04613514515	75PAR38/HAL/FL30 130V 15/CS 1/ 🚤	SKU	EA	3.46	4.22	4.07	3.93	
81 04613514516	75PAR38/HAL/SP9 130V		EA	3.46	4.22	4.07	3.93	
82 04613514517	75PAR38/HAL/WFL50 130V		EA	3.54	4.32	4.16	4.02	
83 04613514520	50PAR30LN/HAL/NFL25 120V		EA	3.68	4.49	4.33	4.18	
84 04613514526	50PAR30/HAL/NSP9/120V		EA		4.69		4.37	
85 04613514527	50PAR30/HAL/NP/25 120V		FA	3.84	4.69	A 52	4 37	~
◀ ▶ ▶ \Sylvania	Step 4 - Mfr Cat# Size / Step 3- Merge	e UPC & Combine 🧳	(Step 2- Setup Correct Format)	(Step 1 - Colum	ns / 7084925-M	idatlantic Com	mercial / Cust	omers or 🔇 🔰
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Data that was truncated

- Fix Mfr Cat # data as needed
- Delete column C

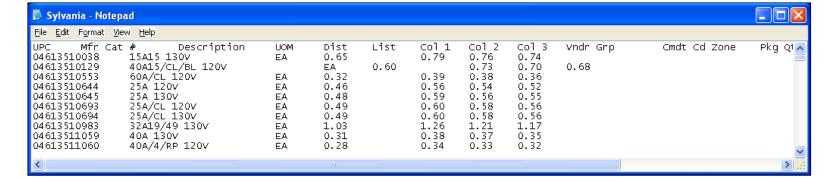




Working w/ Excel - (Save Text File)

Microsoft Excel	- Sylvania										
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A	В	С	D	E F	G	Н	I	J	K	L	
1 UPC	Mfr Cat #	Description	UOM	Dist List	Col 1	Col 2	Col 3	Vndr Grp	Cmdt Cd	Zone	Pk 🚞
2 04613510038	15A15 130V		EΑ	0.65	0.79	0.76	0.74				
3 04613510129	40A15/CL/BL 120V		EΑ	0.60	0.73	0.70	0.68				
4 04613510553	60A/CL 120V		EA	0.32	0.39	0.38	0.36				
5 04613510644	25A 120V		EA	0.46	0.56	0.54	0.52				
6 04613510645	25A 130V		EA	0.48	0.59	0.56	0.55				
7 04613510693	25A/CL 120V		EA	0.49	0.60	0.58	0.56				
8 04613510694	25A/CL 130V		EA	0.49	0.60	0.58	0.56				
9 04613510983	32A19/49 130V		EA	1.03	1.26	1.21	1.17				
10 04613511059	40A 130V		EA	0.31	0.38	0.37	0.35				
11 04613511060	40A/4/RP 120V		EA	0.28	0.34	0.33	0.32				
12 04613511180	60A/4/RP 120V		EA	0.28	0.34	0.33	0.32				
13 04613511373	60A 130V		FA	0.31	n 38	. 0.37					~
H → → H \ Sylvania	a 🖊 Step 4 - Mfr Cat # Size 🤾 Step 3- Merg	e UPC & Combine / Step 2-:	Setup Cor	rrect Format 📝 Ste	ep 1 - Column	s / 7084	925- Midatlanti	c Commerci	al / Cust	omers or	< >
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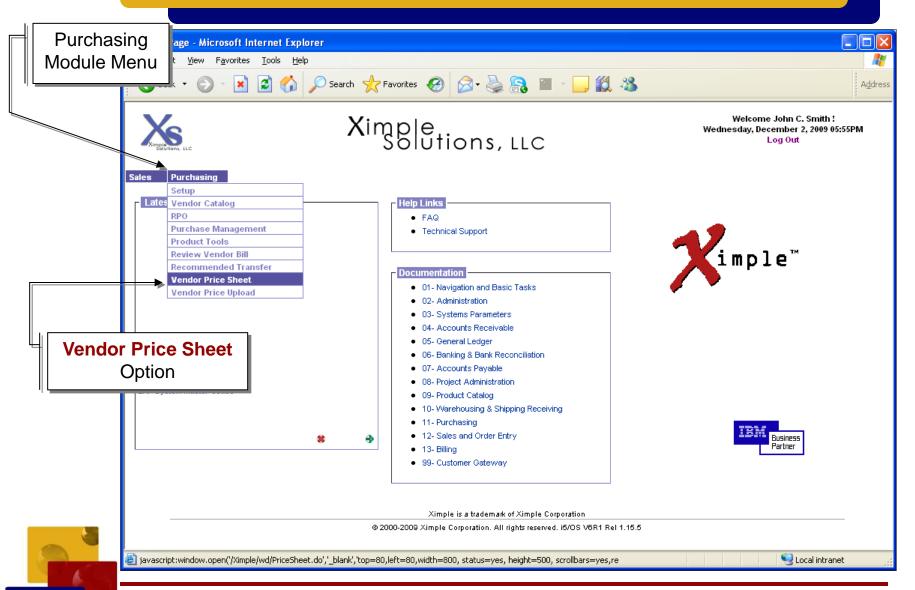
File -> Save As -> Text (Tab Delimited)





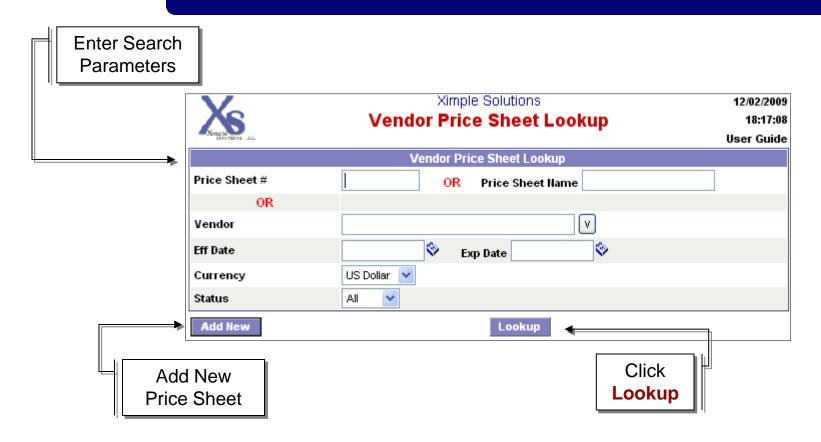


Vendor Price Sheets





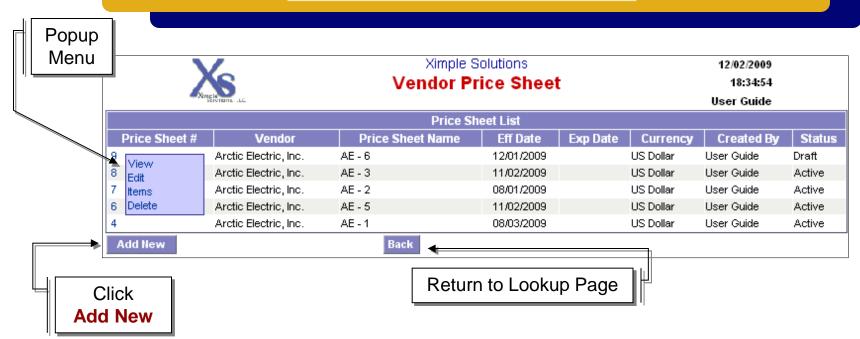
Vendor Price Sheet Lookup







Vendor Price Sheet



Popup Menu:

View: View price sheet detail information

Edit: Edit price sheet (Name, Description, Currency, Effective &

Expiration Dates, Status)

Items: Add items to price sheet

Delete: Delete price sheet





Add Price Sheet









Add Items to Price Sheet



2 ways to add items to Price Sheet:

- 1. Upload Price Sheet
- 2. Add Items Individually





Upload Price Sheet







Price Sheet Items







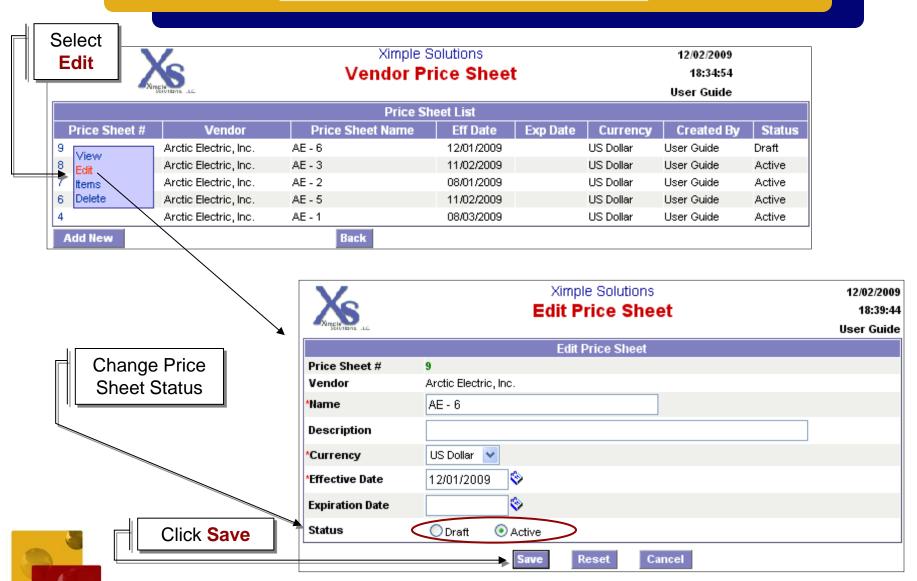
Add/Edit Price Sheet Items

V		Ximple Solutions		12/02/2009
~	Price	Sheet - Add Item		18:23:32
Solviens .LC				User Guide
		Add Item		
Pricesheet #	9			
*UPC	10001010002	*Mfg. Catalog	AE10002	
Item Description				
*Distributor Cost	53	Col1 Price		
List Price		Col2 Price		
*UoM	EA	Col3 Price		
Commodity Code		Zone Code		
Vendor Group				
Std Package Qty		Vendor Return	М	
Min Purchase Qty		Change Symbol		
	Save	Reset Cancel		
	Click Sav	/e		



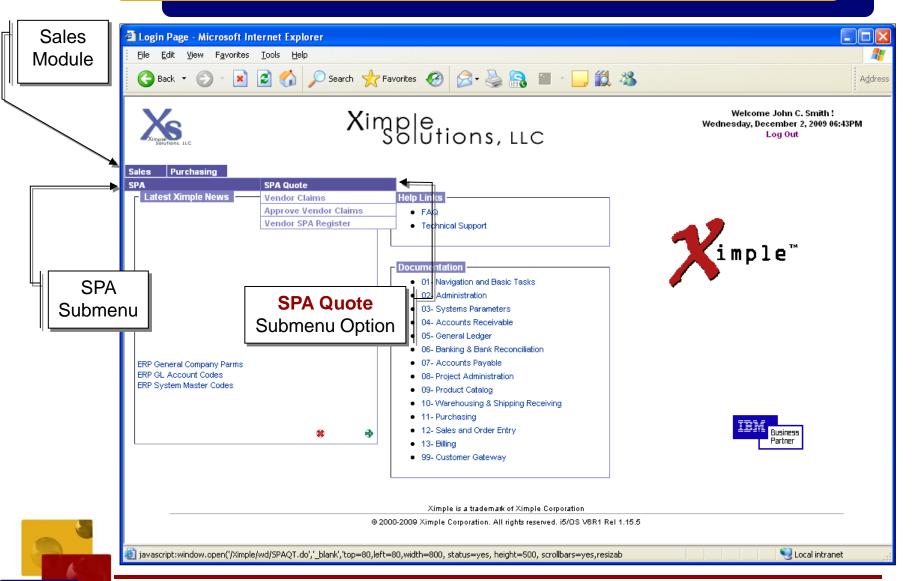


Activate Price Sheet





SPA Quote





SPA Quote List

Enter Lookup Ximple Solutions 12/02/2009 Criteria **SPA Quote Lookup** 18:45:36 User Guide SPA Quote Lookup SPA Quote # OR Quote Name OR ٧ ٧ Arctic Electric, Inc. Vendor Price Sheet OR ٧ Customer OR V ¥ **Cust Classification** OR UPC OR V Product OR Employee ٧ Add SPA AND Quote **③** ٩ Review Date **Effective Date Expiration Date** ΑII Branch Αll SPA Status Vend SPA Status ΑII Report Format • HTML OPDF OMS Excel Click Lookup Add New Lookup Clear All



SPA Quote List



Popup Menu:

View: View SPA header information

Edit: Edit SPA header information

Work With Items: View/Add/Edit/Delete items from SPA rebate section

Customers: View/Enroll/Un-enroll customer from SPA and View/Add custom

pricing for customer in SPA

Branches: View/Enroll/Un-enroll branches from SPA (Only if SPA is Branch

Specific)

Activate: Activate SPA

Delete: Delete SPA that has not been activated



Add New

imple™

Setting up an SPA

1. Create SPA Header

2. Enter SPA Quote Lines

These are the items that can generate claims.

3. Enroll Customer in SPA

 These are the customers for which invoices for items in the SPA Quote Lines section can be used to generate claims.

4. Enter Customer SPA Price*

 If the customer is to receive a special price for specific items in the SPA, these items/prices must be setup. These items are only used for getting the SO price at time of order entry.

5. Enroll Branch in SPA*

 If SPA is branch specific, the branch(es) the SPA is applicable in must be specified.

6. Activate SPA

* Depending on SPA type, this is not a necessary step.



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SPA Quote Types

The system only differentiates between:

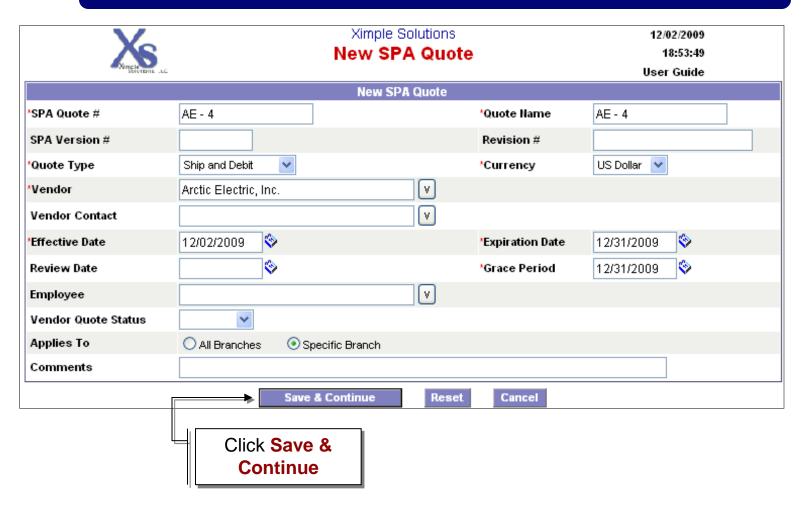
- Direct Ship
- Everything Else
 - Contract | Ship & Debit | Special Stock Sales: these are all handled the same way, it doesn't matter which one you choose.

Rebate Item vs. Customer Pricing

- Rebate
 - You want to generate vendor claims for products in SPA
 - Item MUST be part of SPA Quote Item
 - Customer MUST be enrolled in SPA
- Customer Pricing
 - Customer that is enrolled in SPA can get special pricing for items
 - Item does not need to be part of rebate section of SPA in order to be in the Customer SPA Quote Items section

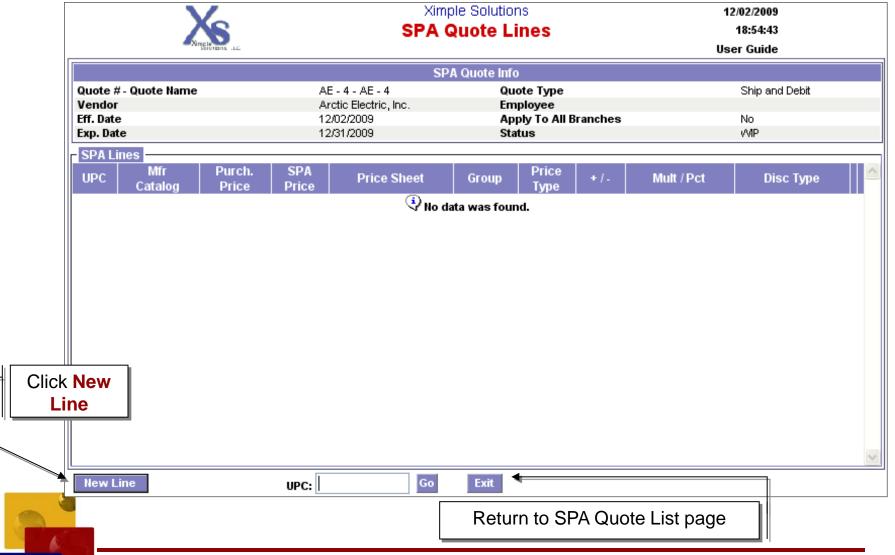






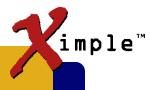


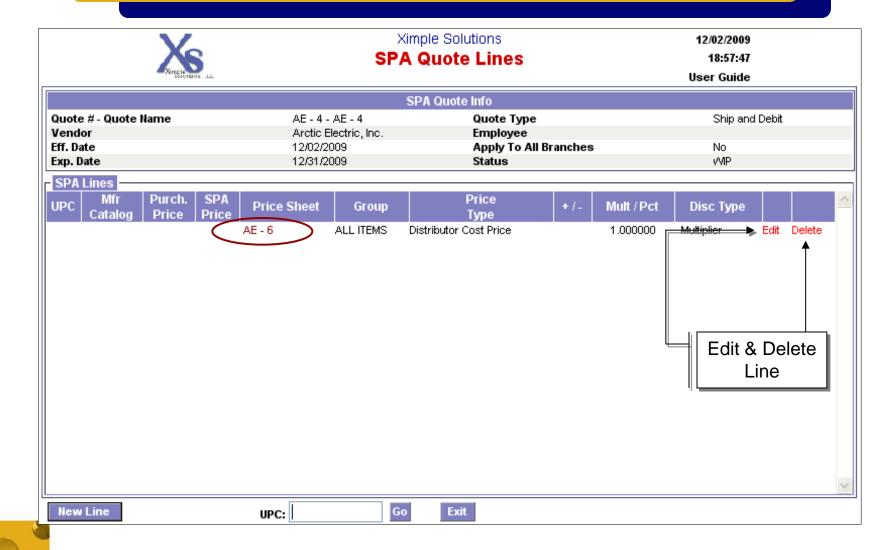




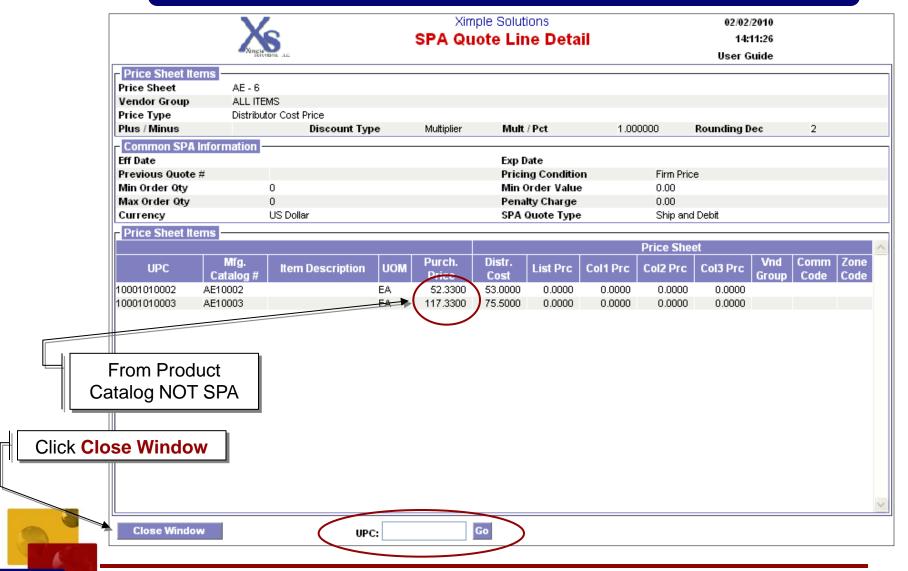


		Ximple Solutions	12/02/2009							
	Add	I SPA Quote Line	18:55:20							
-Nings	inens .cc		User Guide							
		SPA Quote Info								
Quote # - Quote Na		Quote Type	Ship and Debit							
Vendor Eff. Date	Arctic Electric, Inc 12/02/2009	Employee Apply To All Branches	No							
Exp. Date	12/31/2009	Status	V/IP							
Single Item										
Item UPC	OR Mfr. Cat	talog #								
SPA Price		Y								
OR OR										
Price Sheet Items		V								
Price Sheet	AE - 6									
Vendor Group	V OR □I	No Group Items OR 🗹 All Items								
Price Type	Distributor Cost Price									
Plus / Minus	O + O - Discount Type	Multiplier Mult / Pct 1	1 Rounding Dec 2							
AND										
Common SPA Info	ormation									
Effective Date	※	Expiration Date	>							
Previous Quote #		Pricing Condition	Firm Price							
Min Order Qty		Min Order Value								
Max Order Qty		Penalty Charge								
Currency	US Dollar 💟	*SPA Quote Type	Ship and Debit							
		Save Cancel								
	-	Click	Cancel When Finished							
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onvrighted materia	I cannot be reproduced without the	a concept of the author	Adding Items							



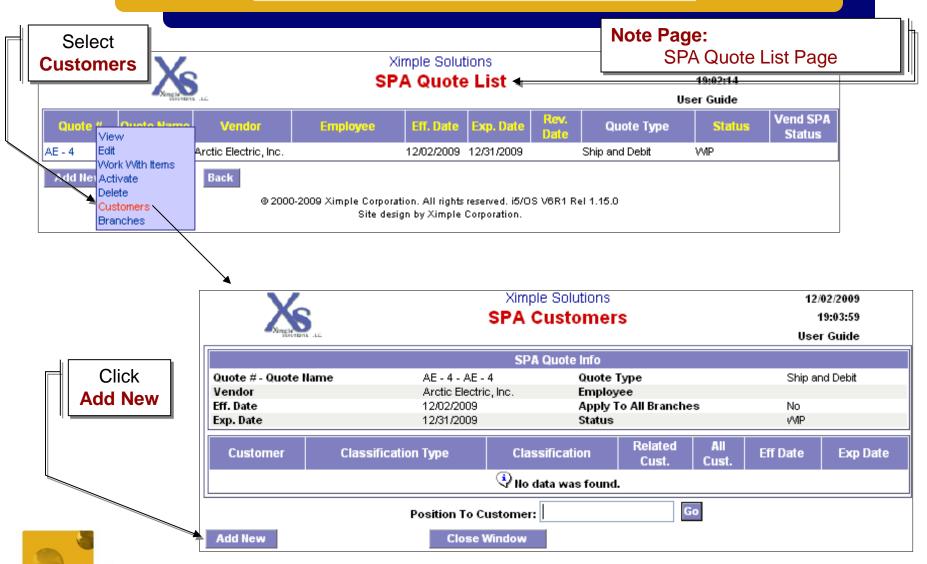






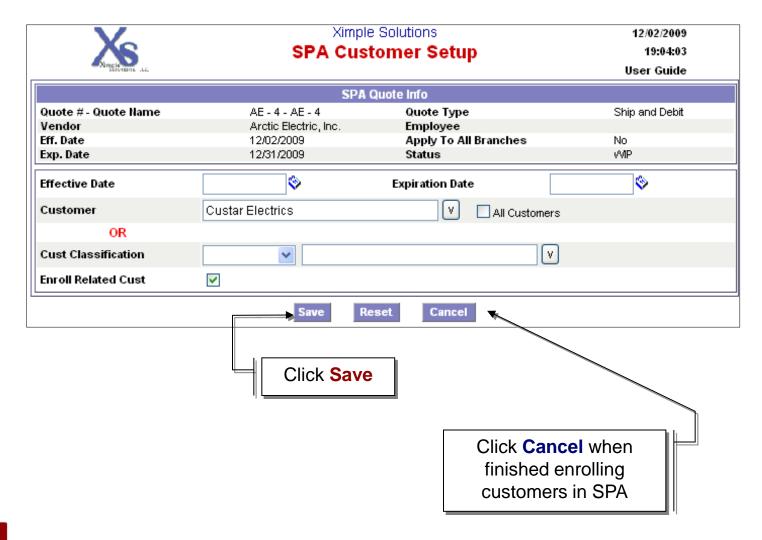


Enroll Customers in SPA





Enroll Customers in SPA







Customer SPA - Info



Popup Menu:

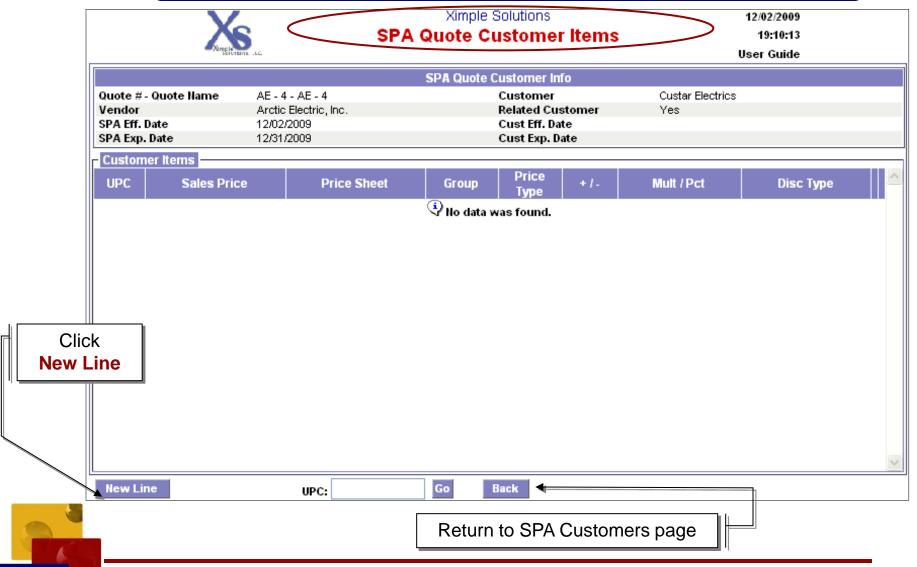
Pricing: View and add custom pricing for customer enrolled in SPA

Delete: Delete customer from SPA



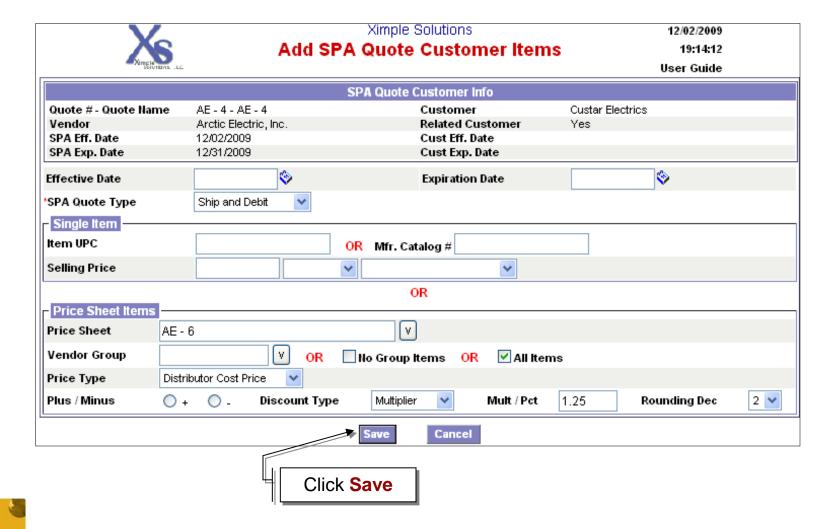


Set Pricing for Customer



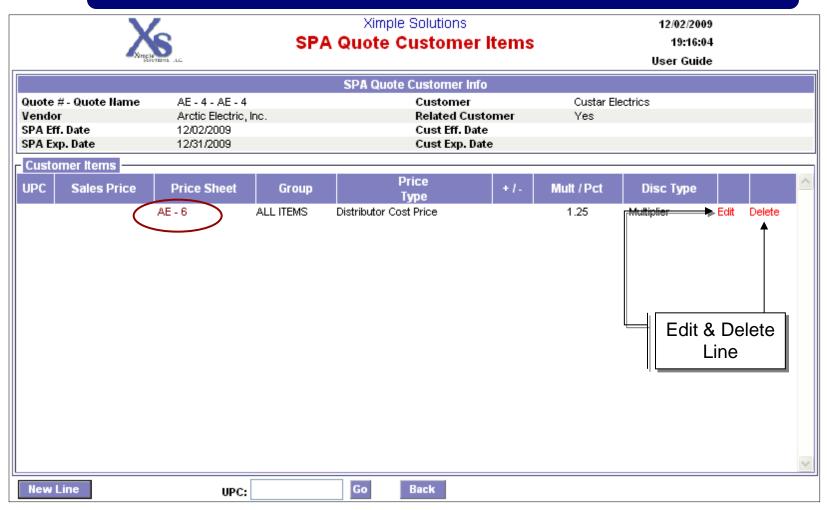


Set Pricing for Customer





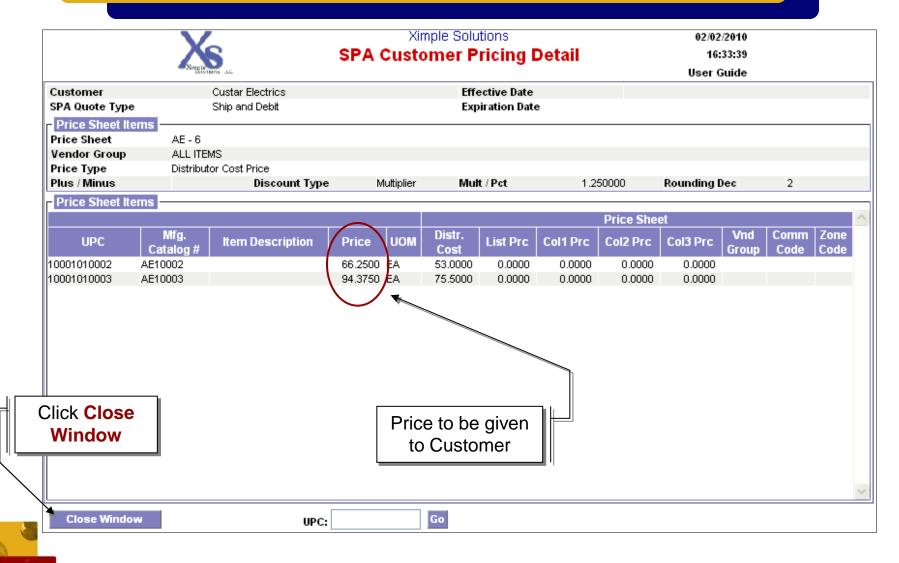
View Pricing for Customer







View Pricing for Customer





Select Branches for SPA

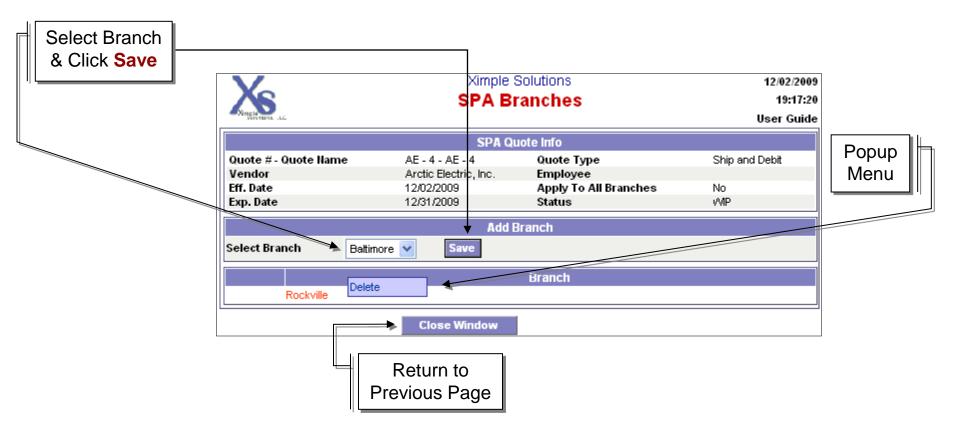


*Only appears if SPA applies to 'specific' branches.





Select Branches for SPA







Activate SPA



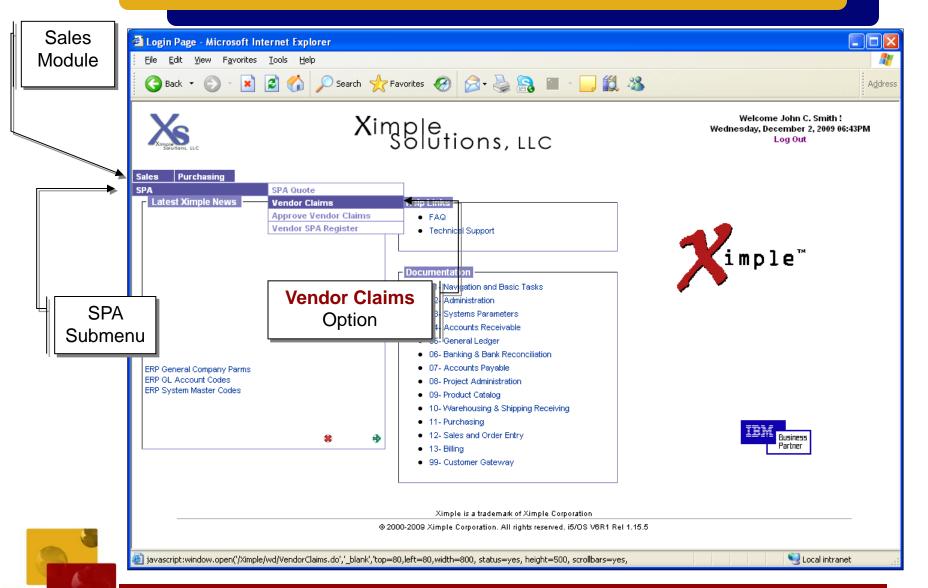
Select **Activate**

Once you "Activate" the SPA you CANNOT delete it.



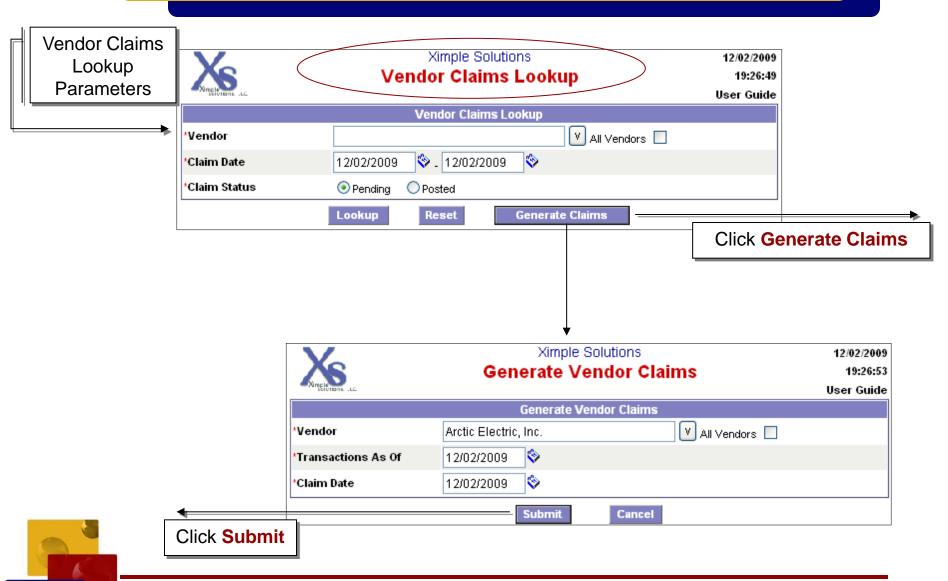


Vendor Claims





Vendor Claims





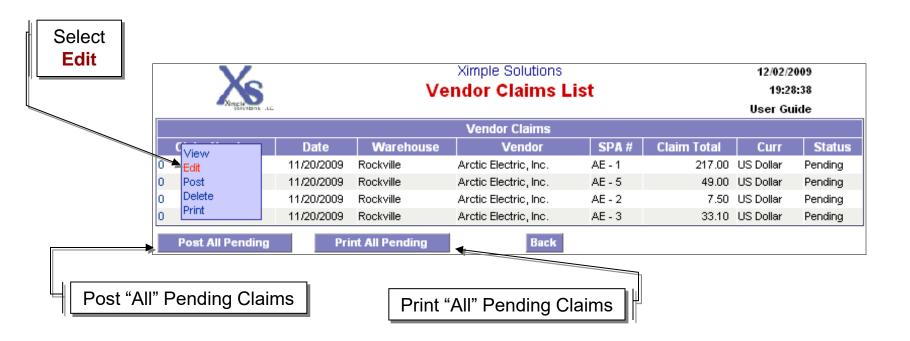
Vendor Claims Lookup







Vendor Claims Lookup



Popup Menu:

View: View items being claimed

Edit: View/Edit/Add/Delete items from claim

Post: Post claim

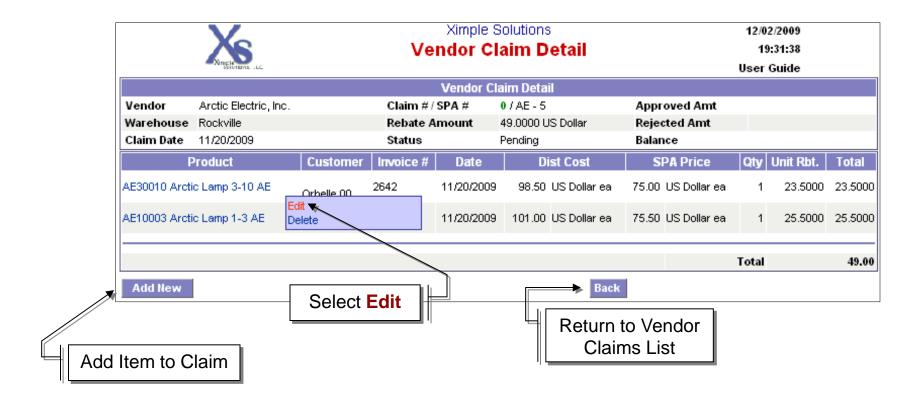
Delete: Delete claim (can be regenerated)

Print: Print claim





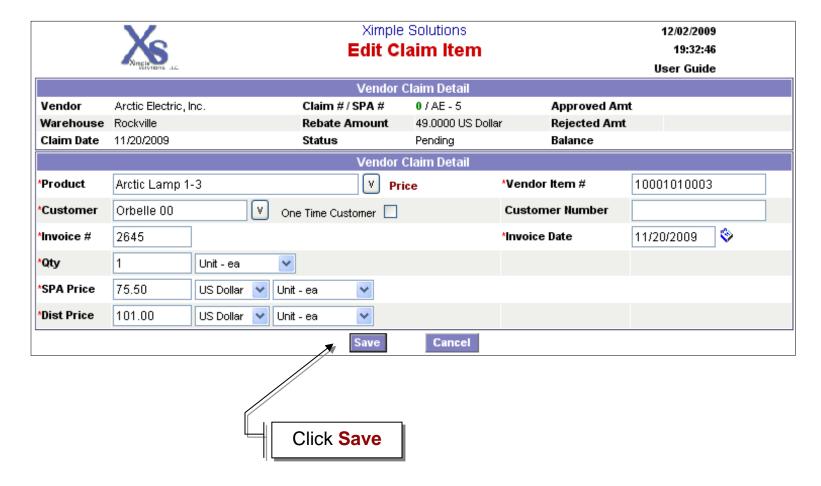
Edit Vendor Claim







Edit/Add Item to Vendor Claim







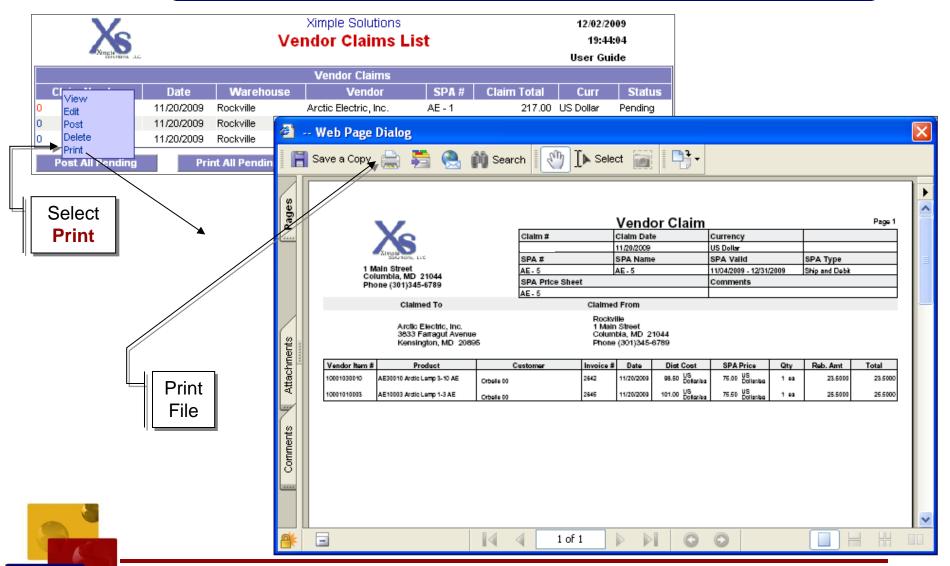
Edit Vendor Claim

Xe			Ximple Solutions Vendor Claim Detail				12/02/2009 19:37:44				
	Selvitors .LC			Vander Cl	aim Data	ii			User	Guide	
Vendor Warehouse Claim Date	Arctic Electric, Inc. Rockville 11/20/2009		Claim # / Rebate A Status		0 / AE - 5 49.0000 U Pending			oved Amt cted Amt			
	Product	Customer	Invoice #	Date		ist Cost	_	PA Price	Qty	Unit Rbt.	Total
AE30010 Arcti	ic Lamp 3-10 AE	Orbelle 00	2642	11/20/2009	98.50	US Dollar ea	75.00	US Dollar ea	1	23.5000	23.500
AE10003 Arcti	ic Lamp 1-3 AE	Orbelle 00	2645	11/20/2009	101.00	US Dollar ea	75.50	US Dollar ea	1	25.5000	25.500
									Total		49.0
Add New Back											
					H	Clic	k Bac	ck			



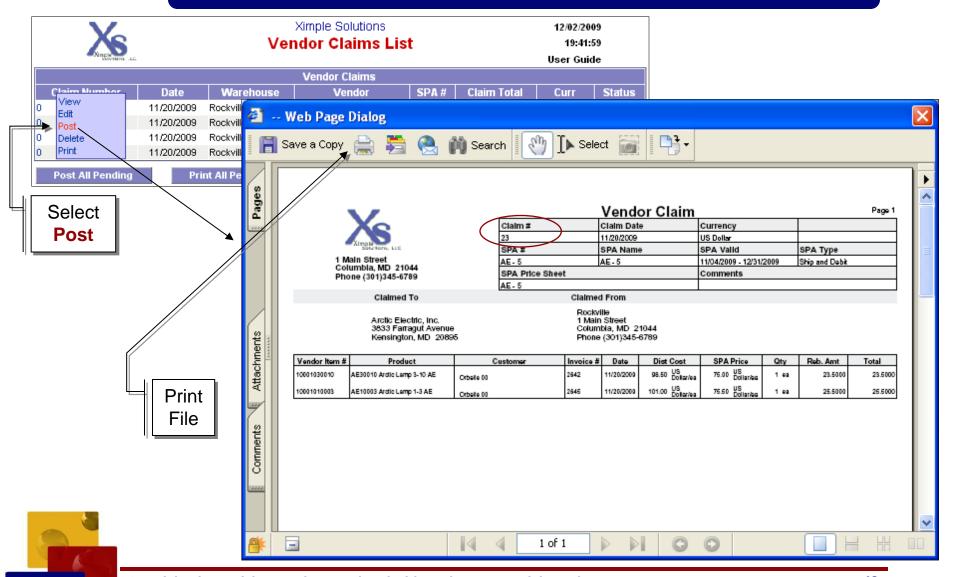


Print Vendor Claim



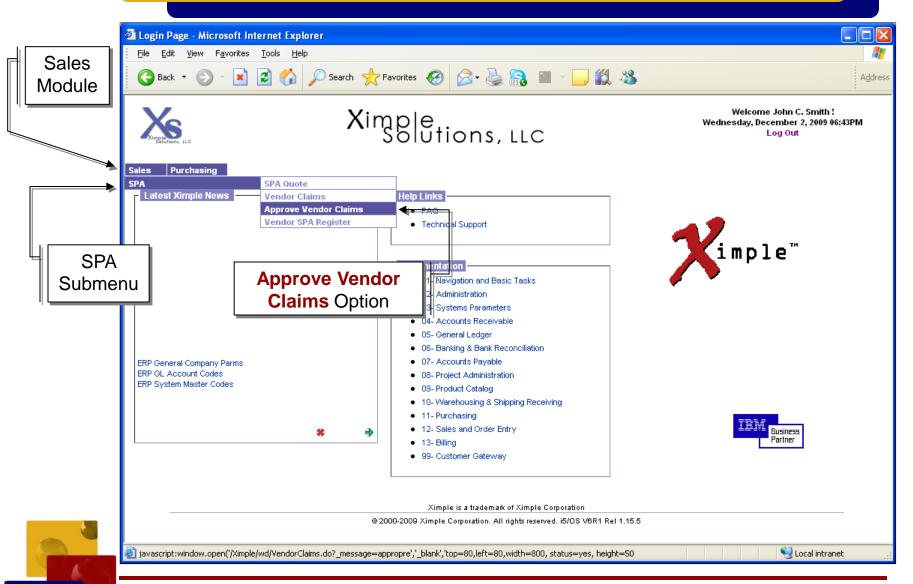


Post Vendor Claim





Approve Vendor Claims





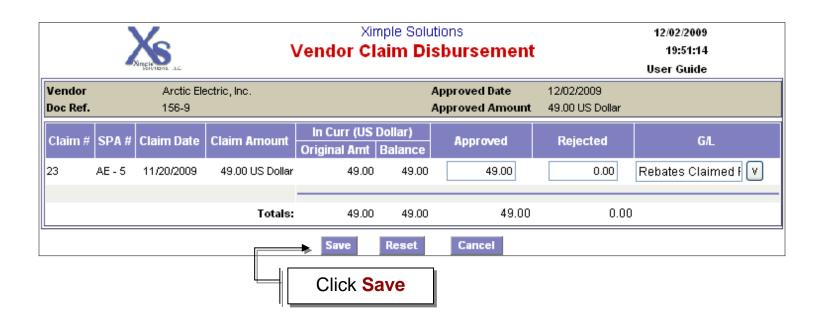
Approve Vendor Claims

Ningle Selvisors .LC	Ximple Solutions Approve Vendor Claims	12/02/2009 19:50:45 User Guide
	Approve Vendor Claims	
*Vendor	Arctic Electric, Inc.	
*Approved Date	12/02/2009	
*Approved Amount	49.00	
*Currency	US Dollar 💌	
*Ref. Number	156-9	
	Continue >> Cancel	
	Click Continue	





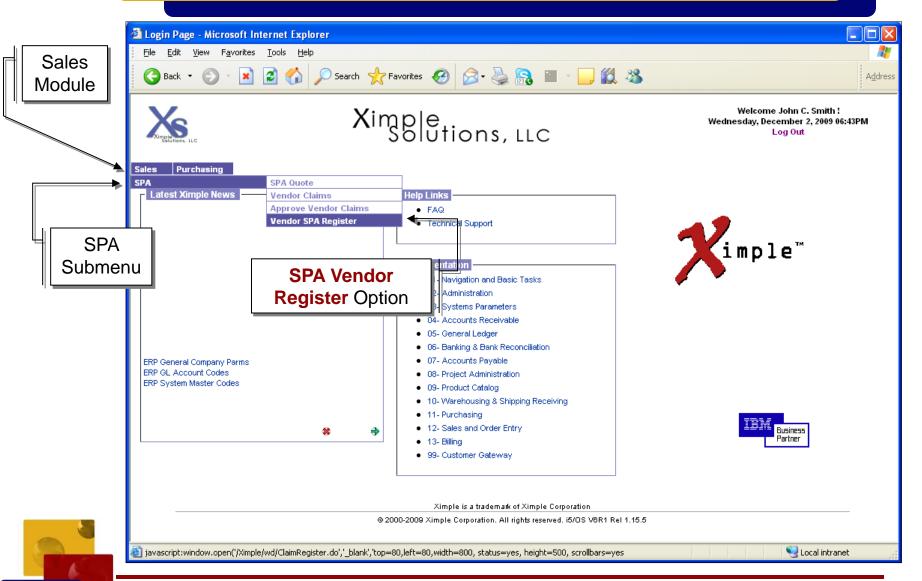
Approve Vendor Claims





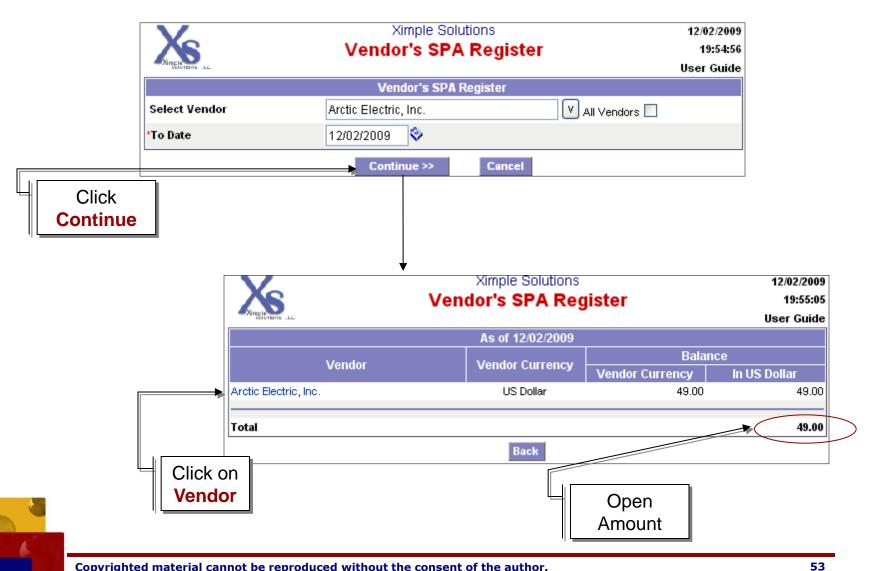


Vendor SPA Register



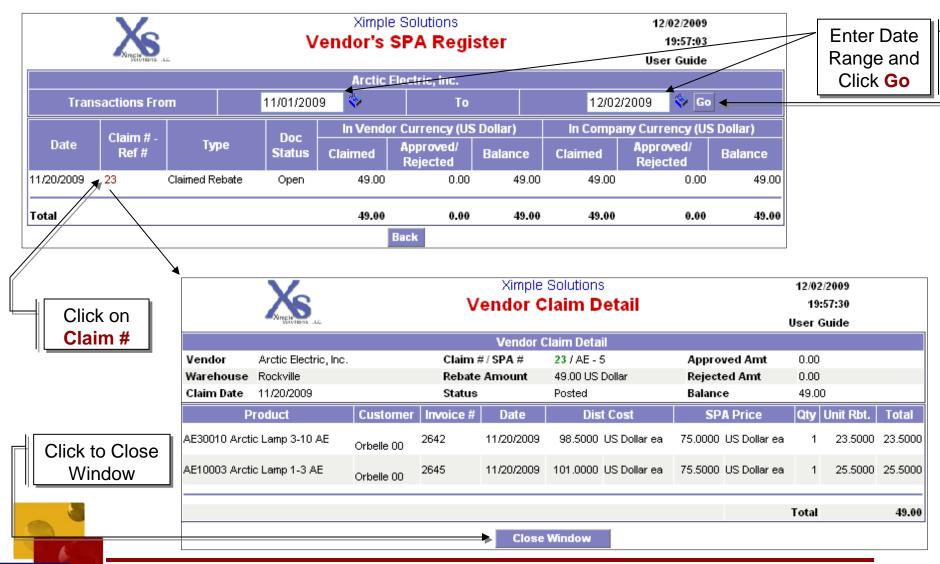


SPA Vendor Register





SPA Vendor Register





END SPA Overview

