

Exporting Sparex Stock Orders

Before starting ensure that you have the following information as supplied by Sparex.

1. **Sparex Website:** User Name and Password
2. **Dealer Account Number:** Numeric account number of variable format.

Note: Contact Sparex directly if any of these are not known.

Set Up

(System Management / Parts Control / Stock Order Transmission Details)

Key Entry Fields

Prefix Code	Enter the supplier prefix code used for Sparex. E.g. SP
Supplier Account	Enter the Gold Purchase Ledger account for Sparex (if omitted a prompt is given at the time of order creation).
Dealer Account	Numeric Dealer Account number as supplied by Sparex
Supplier Export Code	x - Sparex Note - this is lower case x
Save to DOS-PC	Set to - "Yes - Save to Designated PC"
File Transfer ID	Select a File Transfer ID. This can be any transfer ID but should be set to save the file to a specific directory on the PC.

Export Orders from Gold

(Communications, Export Stock Orders, Export Supplier Stock Orders)

When creating stock orders in either the **Stock Order Entry/Amend** program or the **Print Final Stock Order** program in the Parts Control menu, set the option for Export Order to 'Yes'.

Orders can then be exported through the **Export Supplier Stock Orders** program.

Key Entry Fields

Supplier Code	Enter the supplier prefix code used for Sparex. E.g. SP
Order Number	Enter the order number to be exported or leave blank for ALL Sparex orders.

The orders will be sent to a file in the designated directory. The file name will be displayed on-screen as it is prepared. Make a note of the file name, e.g. SPX1999.txt.





Sparex Website

- Go to www.sparex.com
- Log on to the Sparex Account using the "Login to Account" link



- Enter Username and Password supplied by Sparex.

- Select "View Order Form".

Featured Promotions			
	27.50 GBP Each S.20776 POWER PACK-12V 20A.H 400AMP Offer Expires: 31/03/08		14.95 GBP Each S.52374 ANGLE GRINDER- 4.1/2"-850W Offer Expires: 31/01/08
	50.00 GBP Each S.27358 WELDING MASK - ELECTRONIC Offer Expires: 31/01/08		0.45 GBP Each S.11744 DISC-CUTTING- METAL-DISH-4" Offer Expires: 31/01/08

- Select "Import from Text File".

Sparex Home Search Catalogues Find Distributor Contacts

Quick Search: Part No. or OEM No. or Keyword Search [Advanced](#) [View Order Form](#) | [Account Info.](#) | [Order Pad](#) | [Check Out](#) | [Logout](#)

Order Form

Item 10 was successfully removed from the order form

Add to Order
 You can add an item directly to the order by entering a Part No. (and a Qty. if more than one unit is required) and clicking the 'Add to Order' button.

Enter Part No. Qty [Import from text file](#)

Part No.	Description	Price GBP	Per	Min. Qty	Qty	Line Value
Your Order Form is currently empty						

- Use the "Browse" button to locate the order file as created by Gold.

Sparex Home Search Catalogues Find Distributor Contacts

Quick Search: Part No. or OEM No. or Keyword Search [Advanced](#) [View Order Form](#) | [Account Info.](#) | [Order Pad](#) | [Check Out](#) | [Logout](#)

Import from Text File

To import items into your order from a text file, please select the text file:-

Clear current order form before importing

- Click "Import" to complete the order import.

Import Results

3 items successfully imported ([View Order Form](#))

Part No.	Quantity	Price	Line Value
11744	5	0.45	2.25
20776	4	27.5	110.00
27358	3	50	150.00

1 items not imported

Part No.	Quantity	Reason Not Imported
1026	2	Item not found

- Review Import results and select "View Order Form".

Order Form

3 items were successfully added/updated. ⚠ One or more of these items have stock issues

Add to Order
 You can add an item directly to the order by entering a Part No. (and a Qty. if more than one unit is required) and clicking the 'Add to Order' button.

[Import from text file](#)

Order Totals

Number of Items	3
Sub Total (GBP)	262.25
VAT (@ 17.5%)	45.89
Total (GBP)	308.14

Part No.	Stock	Description	Price GBP	Per	Min. Qty	Qty	Line Value		
S.11744	✓	DISC-CUTTING-METAL-DISH-4"	0.45	P	1	1	2.25	5	Remove
S.20776	✗	POWER PACK-12V 20A/H 400AMP	27.50	P	1	1	110.00	4	Remove
S.27358	✓	WELDING MASK - ELECTRONIC	50.00	P	1	1	150.00	3	Remove

[Continue Shopping](#) | [Update Order](#) | [Clear Order Form](#) | [Check Out](#)

- Stock availability can be reviewed. Items can be added or removed from the order if required.
- To complete and submit the order click on “**Check Out**”.