

Exporting Spearhead Stock Orders

Before starting ensure that you have the website user id and password. Contact Spearhead directly if this is not known.

Set Up

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

Key Entry Fields

Prefix Code	Enter the supplier prefix code used for Spearhead, e.g. SP
Supplier Account	Enter the Gold Purchase Ledger account for Spearhead (if omitted a prompt is given at the time of order creation).
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.

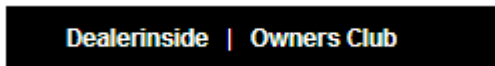
Key Entry Fields

Supplier Code	Enter the supplier prefix code used for Spearhead, e.g. SP
Order Number	Enter the order number to be exported or leave blank for ALL Spearhead 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.

Website

- Go to www.spearhead.uk.com
- Select "Dealerinside"



- Login with User ID and Password

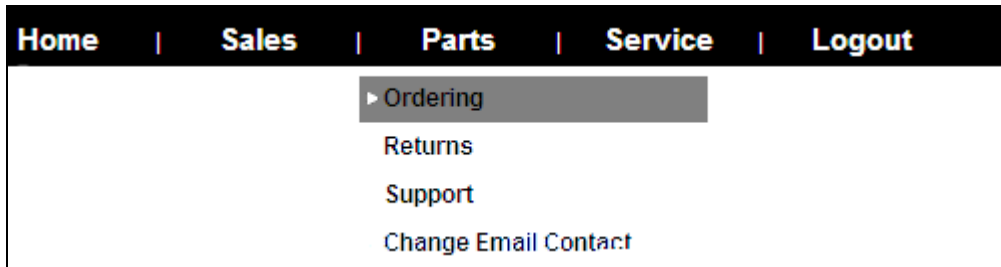
This is a secure Dealer only area.
You must have a logon to access it.

Please Enter the following:

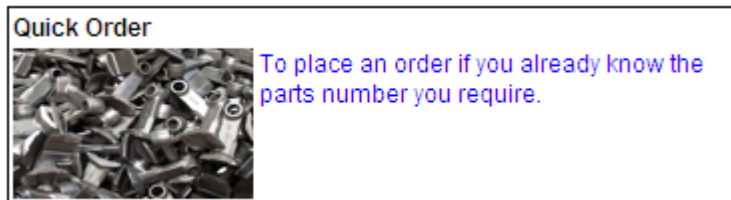
User Id:

Password:

- Select "Parts" then "Ordering".

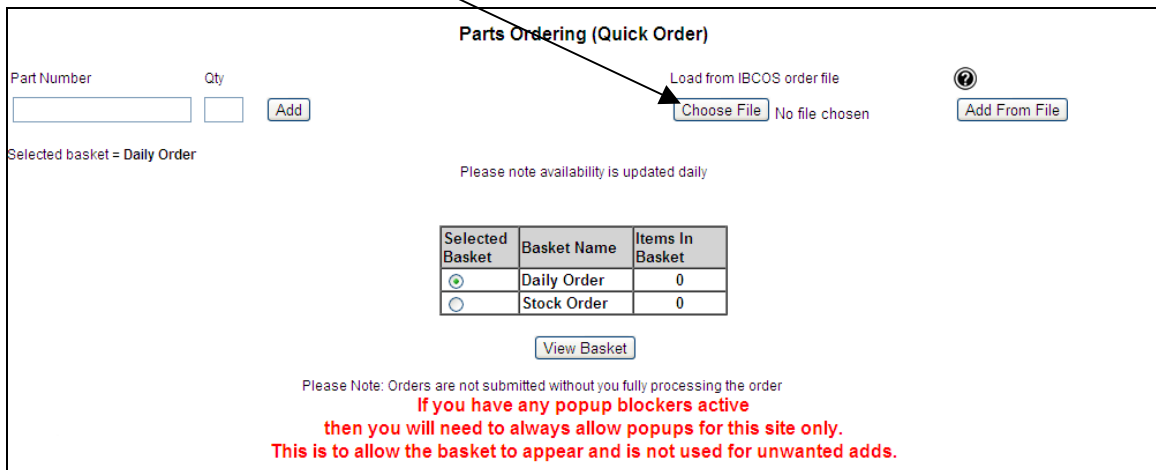


- Select "Quick Order".



- Select "Choose File". Browse to locate the order file created.

Then click "Add From File".



- Review the parts on screen then select the “Add All Items to Basket” button to continue.

Parts Ordering (Quick Order)

Part Number Qty Load from IBCOS order file No file chosen

Selected basket = Daily Order

	Part No	DESCRIPTION	Qty	List £	Net £	Total Net £	Stock Avail
<input checked="" type="checkbox"/>	00.372.01	LINCH PIN	100	1.54	1.54	154.00	Not Available
<input checked="" type="checkbox"/>	00756622	GEARBOX	1	1930.96	1930.96	1930.96	Not Available
<input checked="" type="checkbox"/>	07.114.06	PLUG	50	0.66	0.66	33.00	Not Available
<input checked="" type="checkbox"/>	21351.02	PLATE	2	38.3	38.30	76.60	Not Available
<input checked="" type="checkbox"/>	6001257	FINGER	1	17.15	17.15	17.15	Not Available
<input checked="" type="checkbox"/>	E158038	LEG	1	278.73	278.73	278.73	Not Available

Please note availability is updated daily

Selected Basket	Basket Name	Items In Basket
<input checked="" type="radio"/>	Daily Order	0
<input type="radio"/>	Stock Order	0

- Click “Process Order” to complete the order process.

BASKET (Daily Order) Show Net Prices

Part No	Description	Qty	List Price	Stock Avail		
00.372.01	LINCH PIN	<input type="text" value="100"/>	1.54	Not Available	<input type="button" value="Update"/>	<input type="button" value="Delete"/>
00756622	GEARBOX	<input type="text" value="1"/>	1930.96	Not Available	<input type="button" value="Update"/>	<input type="button" value="Delete"/>
07.114.06	PLUG	<input type="text" value="50"/>	0.66	Not Available	<input type="button" value="Update"/>	<input type="button" value="Delete"/>
21351.02	PLATE	<input type="text" value="2"/>	38.30	Not Available	<input type="button" value="Update"/>	<input type="button" value="Delete"/>
6001257	FINGER	<input type="text" value="1"/>	17.15	Not Available	<input type="button" value="Update"/>	<input type="button" value="Delete"/>
E158038	LEG	<input type="text" value="1"/>	278.73	Not Available	<input type="button" value="Update"/>	<input type="button" value="Delete"/>

Please note availability is updated daily

Retail Order Value £2490.44

Please Note: Orders are not submitted without you fully processing the order