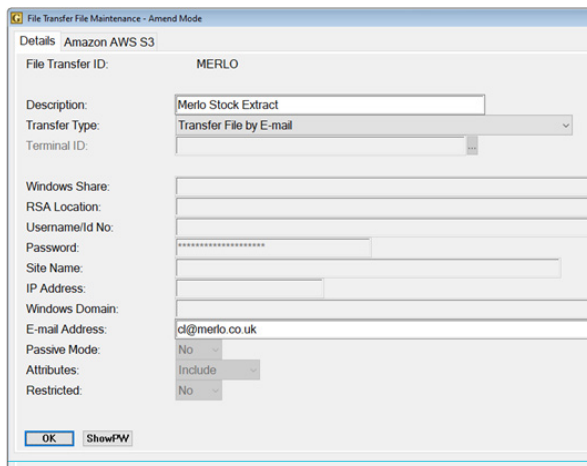# Merlo Stock Extract
A guide on uploading current stock position by email to Merlo

Current stock can be automatically emailed to Merlo on a monthly basis by following the setup instructions below.

1. SET UP

In Gold, navigate to
System Management > Security > File Transfer Details

1. Fill in the details using the table below and select **OK** when complete.

Field	Entry
File Transfer ID	MERLO
Description	Merlo Stock Extract
Transfer Type	Select **Transfer File by E-mail**
Email	This should be set to **cl@merlo.co.uk**

2. BATCH QUEUE

Follow the steps below to set up a batch queue.

Ensure you are logged into Classic Gold as user Gold rather than Root. Then, navigate to
System Management > Utilities > Batch Queue Maintenance

1. In the **Details** tab, fill in the details using the table below.

Field	Default	Entry
Batch Option		Enter a Batch Option reference, e.g. MER
Delete Request	No Yes	Select No
Type	Update Report Schedule Task	Set to Update

2. Merlo require the stock to be uploaded on a monthly basis. In the Timing **Timing** tab, fill in the details using the table below to set this.

| Field	Entry
Run	Select Monthly
Day of the Month	Set the batch to run during the final week of the month, e.g. 28th
Run at	Select a time for the batch to run e.g. 04:30

3. Select **OK** when complete.

3. STOCK EXTRACT

In Gold, navigate to
Communications > Manufacturer Stock Export

1. Fill in the details using the table below.

Field	Title
Prefix Code	Enter the supplier prefix code used for Merlo, e.g. ME
Export Layout	CSV
File Transfer ID	As created above, e.g. MERLO

2. Select **Save** to save the settings.

3. Select ***Batch** to set the appropriate batch queue for the stock extract (as set up above).

4. Select **OK** to run the stock extract.

5. Select **Yes** when promoted with the **Print Batch Selection Details?** screen.
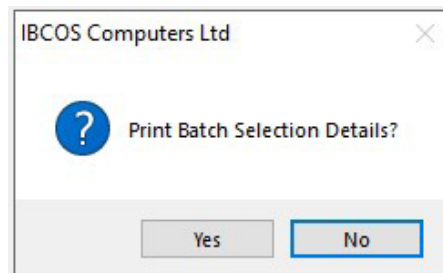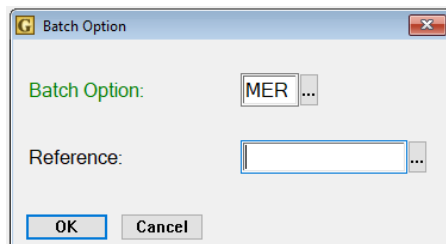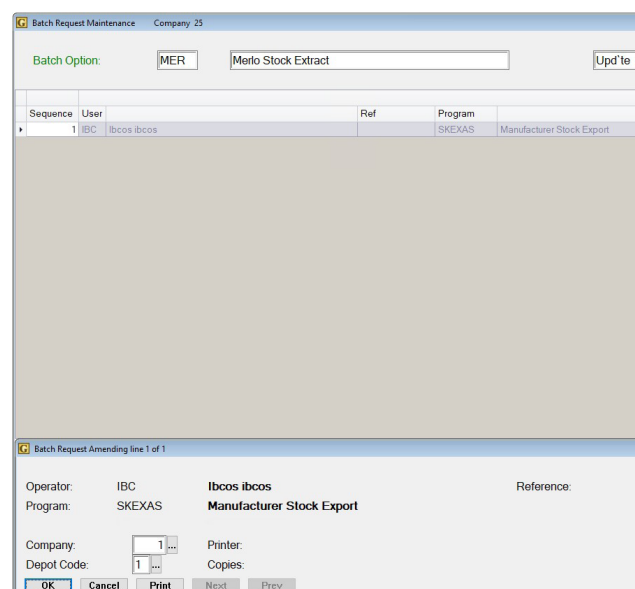

4. CHECK BATCH SETUP

Once you've created the batch, follow the steps below to check that the extract has been successfully added to the batch.

In Gold, navigate to
System Management > Utilities > Batch Request Maintenance

1. Select the batch created (MER).

2. Select **OK** when complete.

Did you know? You can manually process this by select Process, which will send a file to Merlo immediately.

4. USEFUL INFORMATION

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