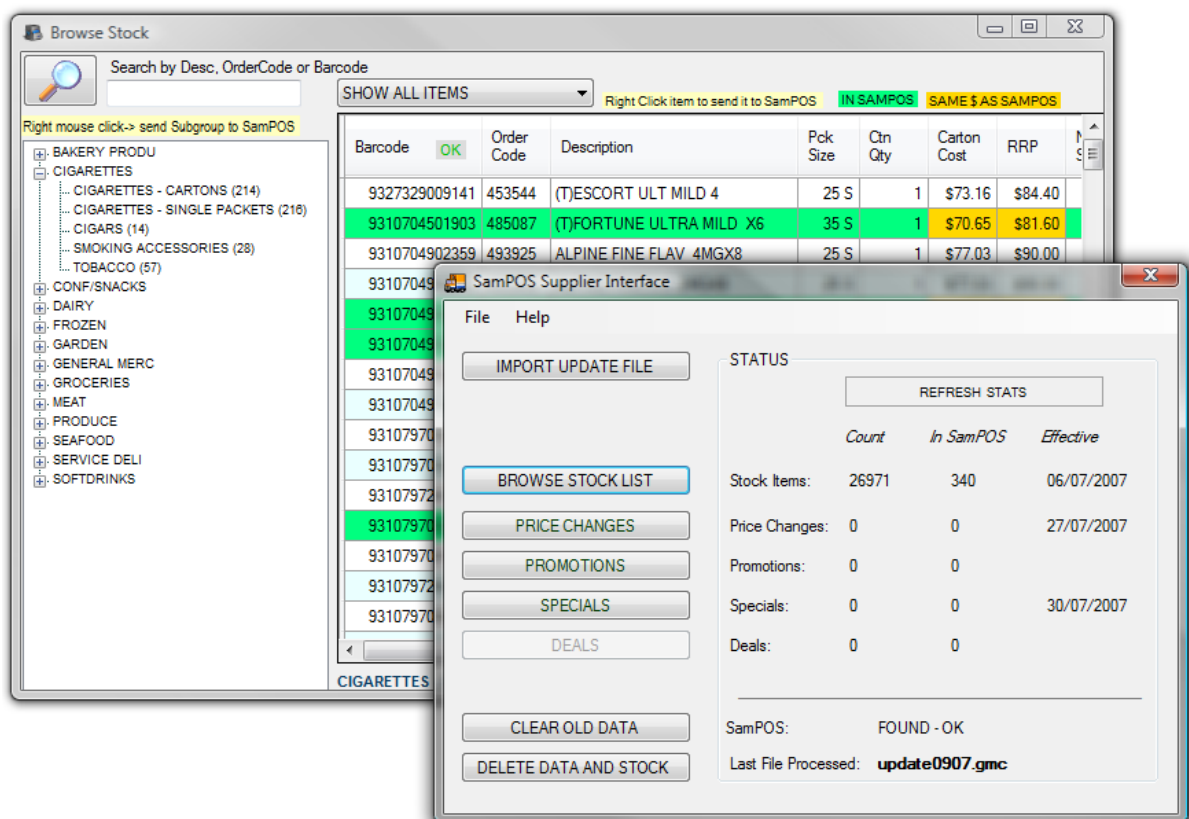


SamPOS Supplier Interface

For SamPOS Express

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1.0 INTRODUCTION

Each week, major grocery suppliers release informational updates that encompass the following

- Various changes to stock items including RRP and wholesale cost
- Details on upcoming promotions
- Details on upcoming specials
- Details on upcoming deals

SamPOS Supplier Interface allows you to do the following with this information in the quickest and easiest possible manner.

Browse, find and examine host products .

Add new items to SamPOS .

Align selected item costs and/or RRP pricing to SamPOS .

Queue new specials into SamPOS specials.

Queue new Promotions into SamPOS specials.

Browse though past price changes, Specials and Promotions as required.

SamPOS Supplier Interface is designed for the following operating systems

Windows 2000 (All Versions)

Windows XP (All Versions)

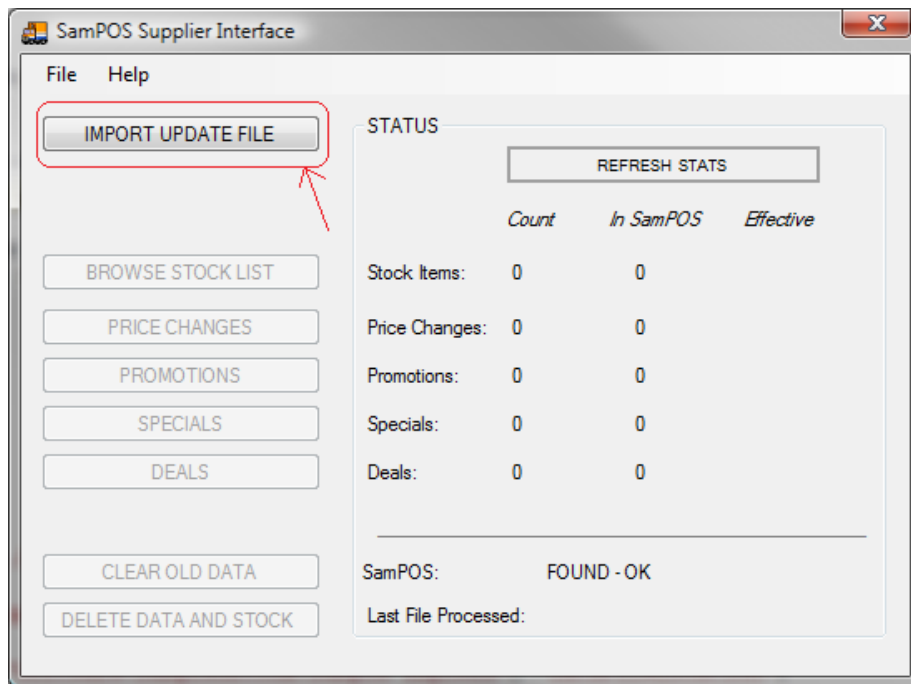
Windows Vista SP1 (all Versions)

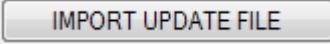
GETTING STARTED.

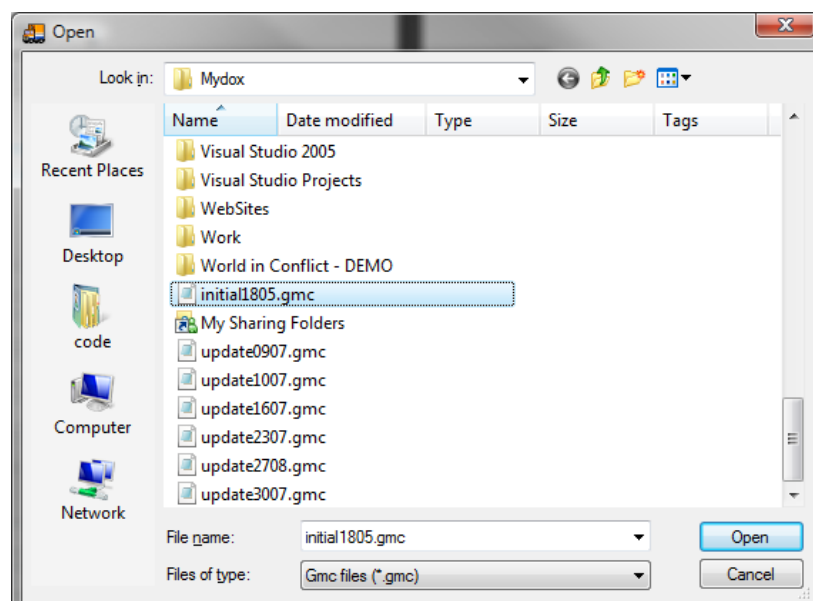
As a “once-off” event your very first data file will be an INITIAL file. This is supplied by your wholesaler and is usually named similar to **Initial0805.GMC** (**Initial<day><month>.GMC**). This initial file holds the entire up to date stock and other information in one single file.

Here’s how to get started.

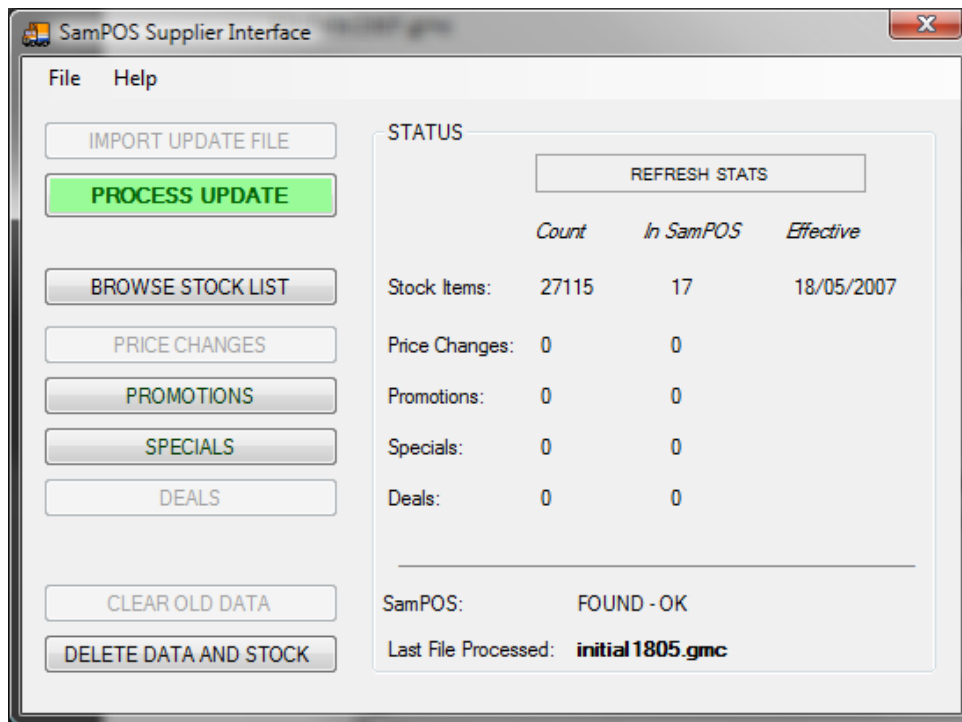
- 1) Start the program, you will see the following.



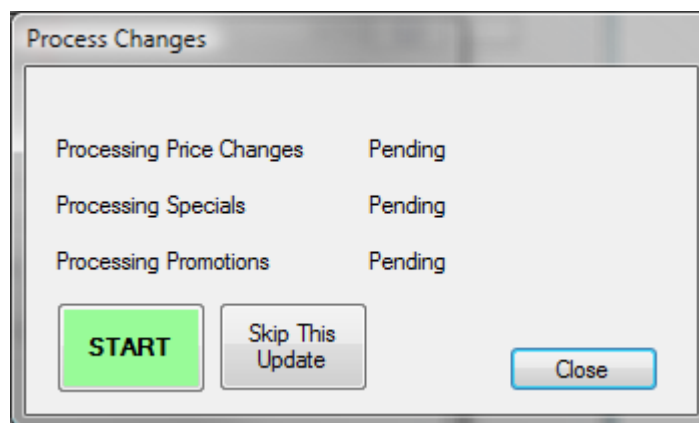
- 2) Click on  button
- 3) Locate and open your supplied **INITIAL** file



- 4) It will take a few minutes to process the file into the Supplier Interface's database. Once finished it will appear like this.



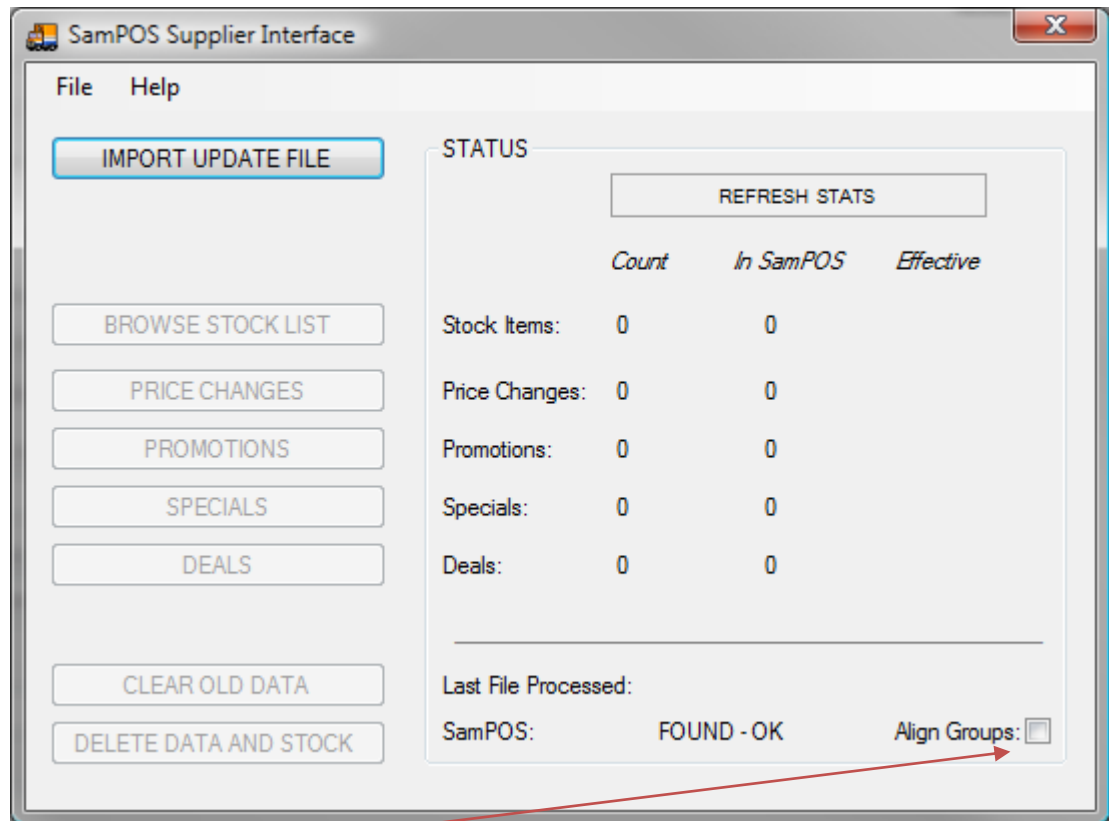
- 5) Click on **PROCESS UPDATE**, and the following will appear.



- 6) Click on the **Skip This Update** button, confirm YES and then **Close**. You're all done.

- 7) If you wish to align the DEPARTMENTS in the Host File to the GROUPS in SamPOS then now is the time to do the following.

Notice the **Align Groups:** ☐ tick box at the bottom right of the main screen.



Tick this to have this feature turned on. It will stay on unless you 'untick' it at some later date.

When first ticked it will create the required Groups in SamPOS immediately, If groups already exist in SamPOS they will be overwritten.

When "Align Groups" is ticked, hence forth, in any screen the target group will always be automatically selected for you when sending items to SamPOS.

2.0 My weekly Procedures

Each week Host File updates are issued by major wholesalers to retailers. The format supported by this package is **fixed length GMC files**. They are usually named like the following

Update0907.gmc

Update1607.gmc

Update2307.gmc

And so on. Inside the files look like the following.

```
I000289 9310012774297W200519030478ATRILL CANARY SEED MIX 500GM TRILL CANARY001000100015551000278N1N N G0100000031C
I105507 9300667005174W000508730481BCONT RM CHOW MEIN MNCE 30GM CONT C/MEIN001500150019571000171N1N N Z0000000043C
I000297 9310012772293W200519030478ATRILL BUDGIE SEED MIX 500GM TRILL BUDGIE001000100015551000278N1N N G0100000031C
I000326 9310012773290W200519030478ATRILL BUDGIE SEED MIX 1KG TRILL BUDGIE000600060017481000429N1N N G0100000035C
I000369 9310022079900W200518430478A(T) PED CHKN/MARROWBONE BO 700GM PED CHKN/MAR002000200020061000142N1N N G0100000040C
I000393 9322930000198W000519030975AN/BET SMALL PARROT MIX 5KG SMALL PARROT000100010006791000989N1N N G0100000013C
I000406 9322930000075W000519030975AN/BEST CANARY MIX 5KG CANARY MIX 000100010006791000989N1N N G0100000013C
I000414 9322930000037W000519030975AN/BEST BUDGIE MIX 5KG BUDGIE MIX 000100010006791000989N1N N G0100000013C
```

These **GMC** files need to be “imported” into the Supplier Interface each week as the Supplier Interface becomes your reference point for supplier stock information.

Weekly Procedures consist of accomplishing following once a week...

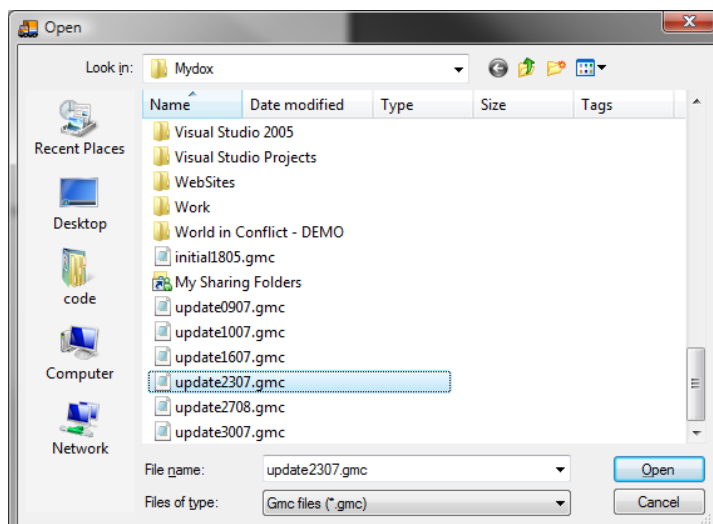
- Importing weekly data file
- Queuing new Specials to SamPOS
- Queuing new Promotions to SamPOS
- Applying any cost/RRP changes to SamPOS data file

The quick and easy method is as follows.

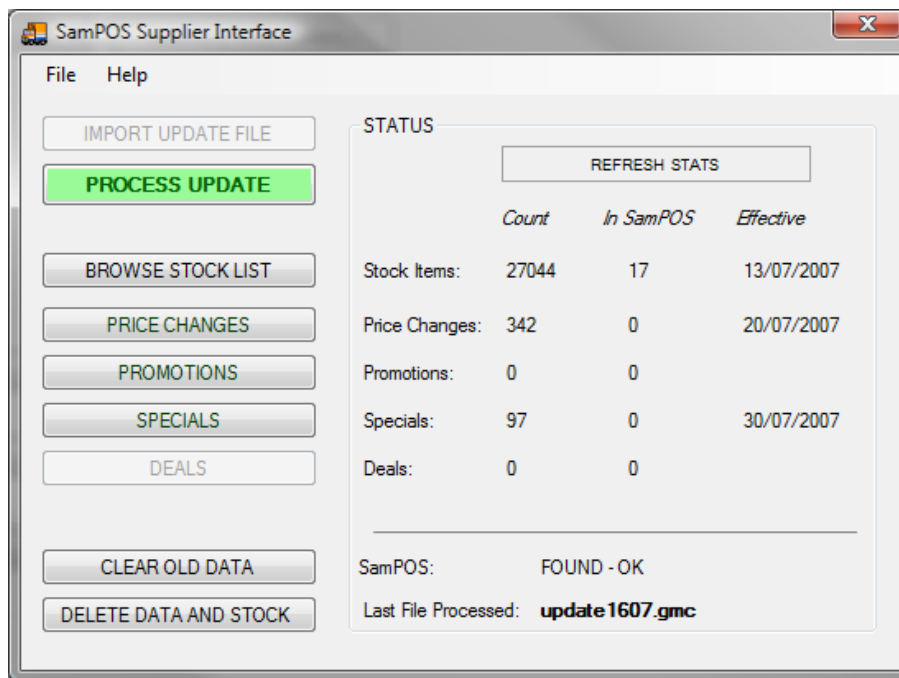
1) At the Main screen, click on the **IMPORT UPDATE FILE** button.

2) Select your weekly **GMC** file to process. And click

Open



That will result in your main screen looking like this

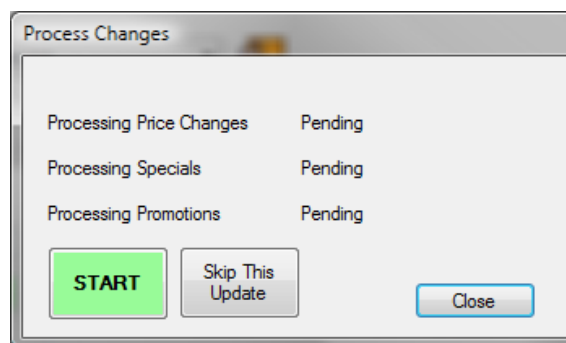


Note: 342 items have had changes (0 in SamPOS), 0 promotions this week and 97 upcoming specials have been introduced. (Just FYI, none applicable to any in SamPOS this week though)

The weeks new changes need to be “processed” before any new update files can be imported.

3) To proceed, click on

PROCESS UPDATE



4) Click on

START

to apply changes to sister items in SamPOS.

Note: the following actually occurs to stock items that are applicable in SamPOS

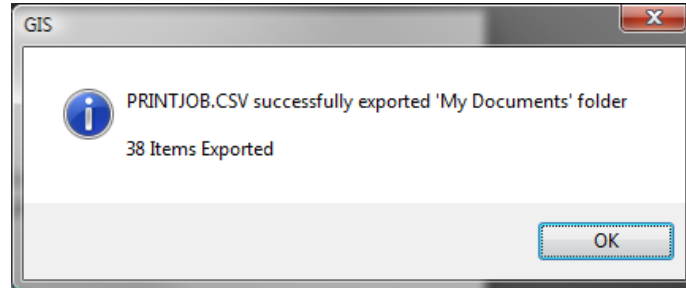
Cost and Price changes are applied to items in SamPOS

Specials are added to the Specials queue in SamPOS

Promotions are added to the Specials queue in SamPOS

Though detailed later on in this manual, you may flag particular items to never go on Special and to never have their RRP reduced. These are called NO-SPECIAL and NO-PRICE-DECREASE flags (page 12).

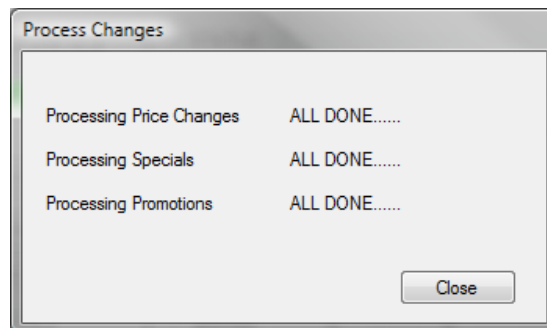
- 5) If there are any changes applicable to SamPOS, the following will appear.

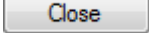


PRINTJOB.SCV is a text file containing all pertinent changes suitable for printing off new labels. The contents of it look like this.

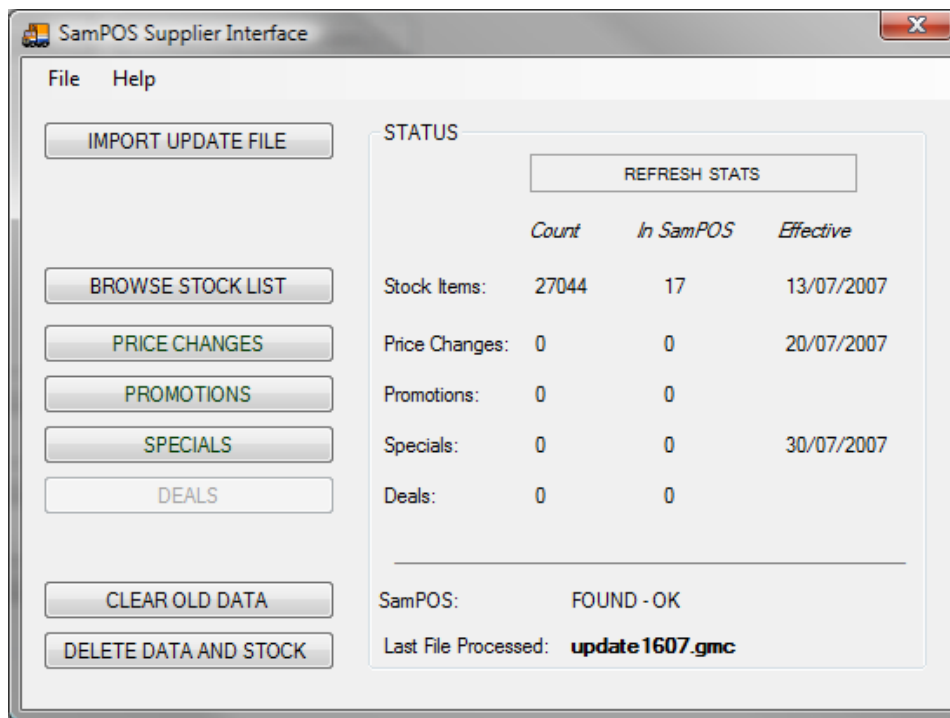
```
OrderCode, Description, Barcode, Price, RecordDate, Type
210542, ANGAS PARK APRIC FANCY, 9310121011238, $4.25, 30/07/2007, User Spec
236988, SAN WEETBIX KIDS, 9300652013337, $3.15, 30/07/2007, User Spec
245673, GOULBURN WHL PEELED TOM, 9310093000650, $0.89, 30/07/2007, User Spec
256305, ORANGE POWER M/P CLNR, 9317241008384, $3.65, 30/07/2007, User Spec
285333, SANITARIUM HONEY WEETS, 9300652046250, $4.35, 30/07/2007, User Spec
338829, SAN CORN FLAKES, 9300652030259, $2.19, 30/07/2007, User Spec
```

PRINTJOB.CSV may then be imported into your Avery Label Wizard equipped MS Word for Label and shelf talker printing.



- 6) Click on  to return to the Main Screen.

Now your main screen will now look like this.



Apart from printing off the labels in your label package, there is nothing more to be done.

We recommend the very easy to use and FREE Avery label wizard for MS Word available from the Avery Web Site <http://www.avery.com>

Easier, Step-By-Step Formatting
Customize Index Maker® Clear Label Dividers with Design & Print Online
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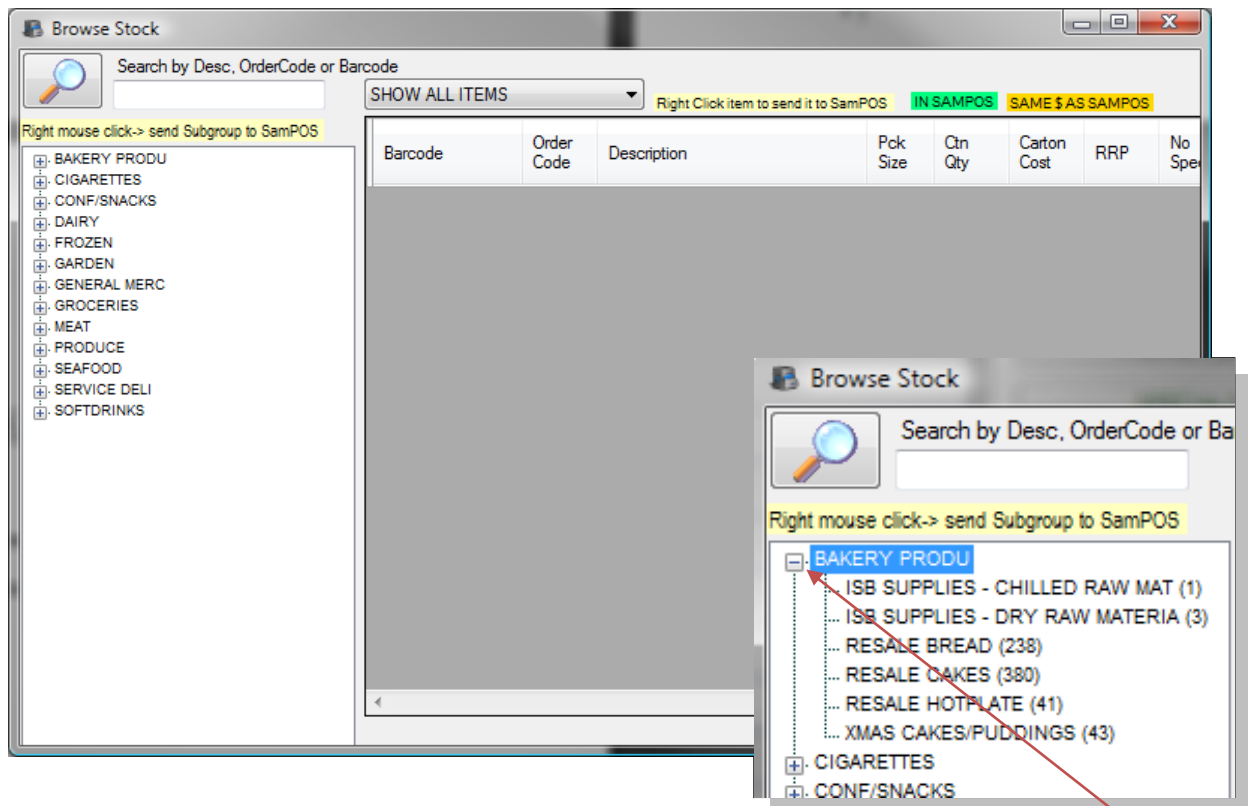
3.0 Adding Stock to SamPOS

At the Main Menu click on

BROWSE STOCK LIST

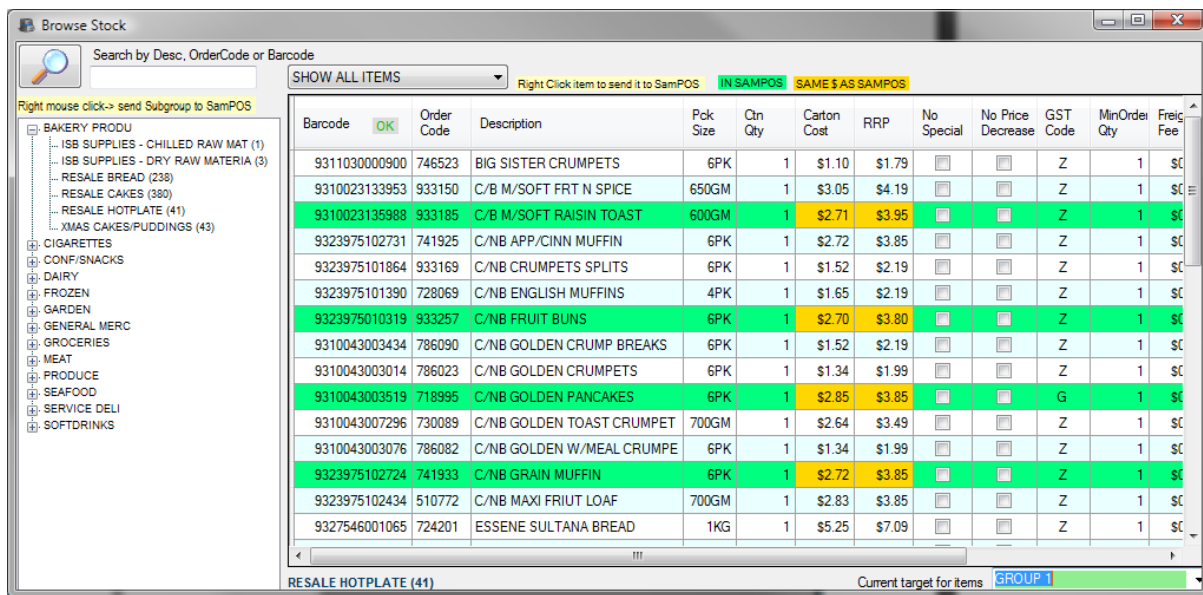
This will open up the Stock List Screen; this is the best place to..

- Browse and find Items to check their details and status.
- Add an item to SamPOS.
- Add an entire subgroup of items to SamPOS.



Clicking on any of the items with a (+) on it, will display the **Sub-Department** within any listed **Dept.**

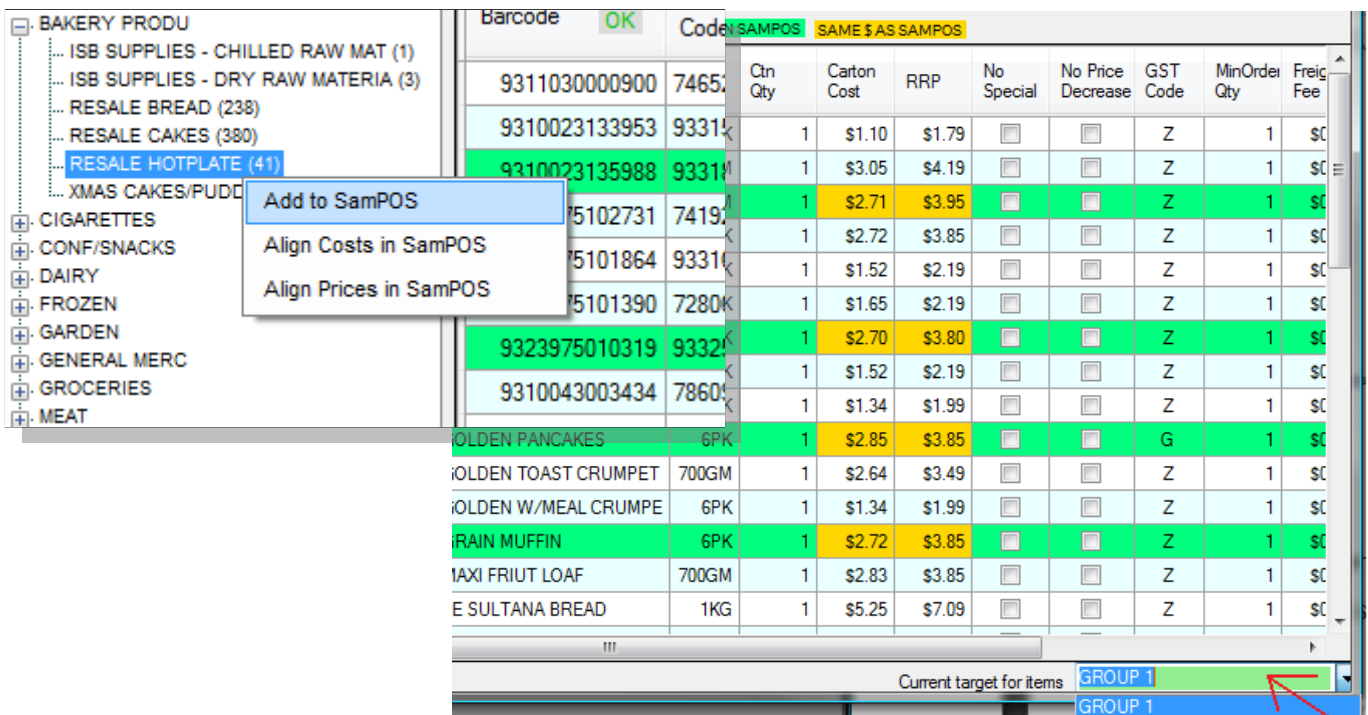
Clicking on any **Sub-Department** will display all the items within that **Sub-Department**.



NOTE: *Items in green are already in SamPOS.*
Cost and RRP squares that are gold mean the figures match in SamPOS

TO ADD AN ITEM, single right click on any item in the list and it is immediately added.

TO ADD AN ENTIRE SUB-DEPARTMENT, Select a target Group from the drop down on the bottom right of the screen then right click on the open group (shown here) and select **(Add to SamPOS)**



Note

4.0 Browsing through the Stock File

The default for the Brows Stock screen is to display all items. You may search for particular items by partial order code, partial barcode or partial description. To do so, type in your search and click the



button. Only items matching the criteria will be available for browsing.

Browse Stock

Search by Desc, OrderCode or Barcode
MILK

SHOW ALL ITEMS

Right Click item to send it to SamPOS

IN SAMPOS SAME \$ AS SAMPOS

Right mouse click-> send Subgroup to SamPOS

Barcode	OK	Order Code	Description	Pck Size	Ctn Qty	Carton Cost	RRP
9300617379003		268840	(T)CAD HOLLOW MILK SANTA	180GM	23	\$60.87	\$3.99
9300605001046		317040	(T)NES MILKYBAR MILK CART	240GM	12	\$53.05	\$5.99
9414779201437		817678	CAMP MILK CHOC M/M SNOWME	120GM	18	\$39.91	\$3.19
7614500034033		802724	TOBLERONE MILK CHOC 400GM	400GM	10	\$78.63	\$11.00

CHRISTMAS CONFECTIONERY (4) Current target for items GROUP 1

Hint: Double-Clicking on any item at any time will show all items details both in SamPOS and the Supplier stock file

Browse Stock

Search by Desc, OrderCode or Barcode
MILK

SHOW ALL ITEMS

Right Click item to send it to SamPOS

IN SAMPOS SAME \$ AS SAMPOS

Right mouse click-> send Subgroup to SamPOS

Barcode	OK	Order Code	Description	Pck Size	Ctn Qty	Carton Cost	RRP
9300617379003		268840	(T)CAD HOLLOW MILK SANTA	180GM	23	\$60.87	\$3.99
9300605001046		317040	(T)NES MILKYBAR MILK CART	240GM	12	\$53.05	\$5.99
9414779201437		817678	CAMP MILK CHOC M/M SNOWME	120GM	18	\$39.91	\$3.19

SamPOS

PLU Description Unit Cost Supplier Code

817678 CAMP MILK CHOC M/M SNOWME 120GM \$2.21 817678

ECR Desc Group Family Gst

XMAS CHC120G GROUP 1 ALL Yes

Sales Area Price Margin % Barcodes

ECR Station \$3.19 69 9414779201437

Supplier File

Order Code Description Barcode

817678 CAMP MILK CHOC M/M SNOWME 120GM 9414779201437

Department Sub-Department

CONF/SNACKS CHRISTMAS CONFECTIONERY

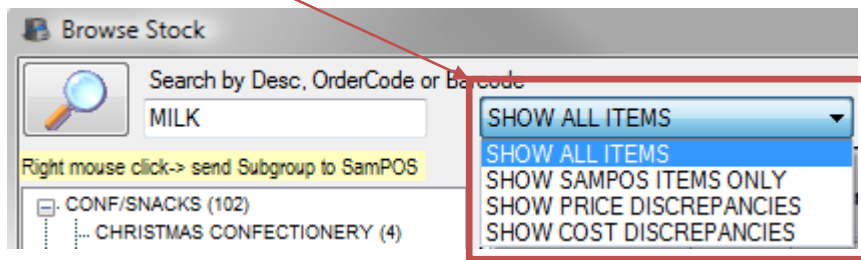
Supplier Ctn Qty Ctn Cost Cost

METCASH TRADING LIMITED 18 \$39.91 \$2.21

Min Reorder Gst Code Freight Fee RRP Multiple RRP

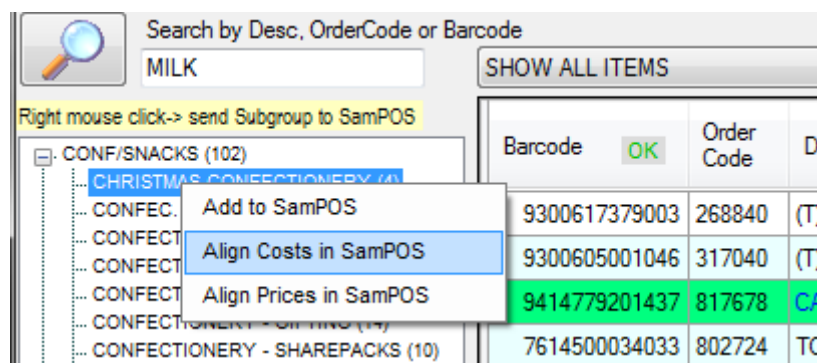
18 G \$0.80 1 \$3.19

In addition to the search you can further filter items in four criteria as per the drop down list at the top of the form.



- SHOW ALL ITEMS:** Pretty obvious
- SHOW SAMPOS ITEMS ONLY:** Show only items in both supplier file and SamPOS
- SHOW PRICE DISCREPANCIES:** Show SamPOS items with pricing differing to Supplier file RRP
- SHOW COST DISCREPANCIES:** Show SamPOS items with cost differing to Supplier file item cost

Hint: You may quickly align Costs or Prices from here to SamPOS for an entire Sub-Department by right clicking on the open sub-department and selecting the desired option.



NO SPECIAL and NO PRICE DECREASE...

Each item has these two options.

Barcode	OK	Order Code	Description	Pck Size	Ctn Qty	Carton Cost	RRP	No Special	No Price Decrease	GST Code	MinOrder Qty	Freight Fee	Freight Flag	InSampo	Sampos Price	Se Ctn Co
9310036018001		691171	(T)PAULS CRM DOLL BRNDY	2PK	12	\$28.38	\$3.50	<input type="checkbox"/>	<input type="checkbox"/>	Z	12	\$1.31	C	1	\$3.50	\$28.38
9310077219672		689071	*B/GOLD CREAM	600ML	12	\$16.44	\$2.12	<input type="checkbox"/>	<input type="checkbox"/>	Z	12	\$0.76	C	1	\$2.12	\$16.44
9310077203763		689063	*B/GOLD CREAM	300ML	12	\$9.12	\$1.16	<input type="checkbox"/>	<input type="checkbox"/>	Z	12	\$0.42	C	1	\$1.16	\$9.12
9311572200073		932158	BETTA CREAM PAST CTN	600ML	1	\$1.77	\$2.30	<input type="checkbox"/>	<input type="checkbox"/>	Z	1	\$0.00	C	1	\$2.30	\$1.77

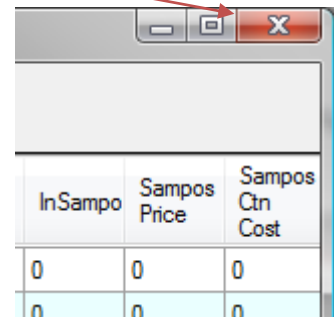
Single clicking these in any form will activate/deactivate such for each item

NO SPECIAL means the ticked item will never be pushed to the Specials queue in SamPOS even if it is listed in any supplier specials lists or promotions.

NO PRICE DECREASE means the ticked item in SamPOS will not be affected by a *downward* change in RRP via price changes coming through the supplier file weekly updates.

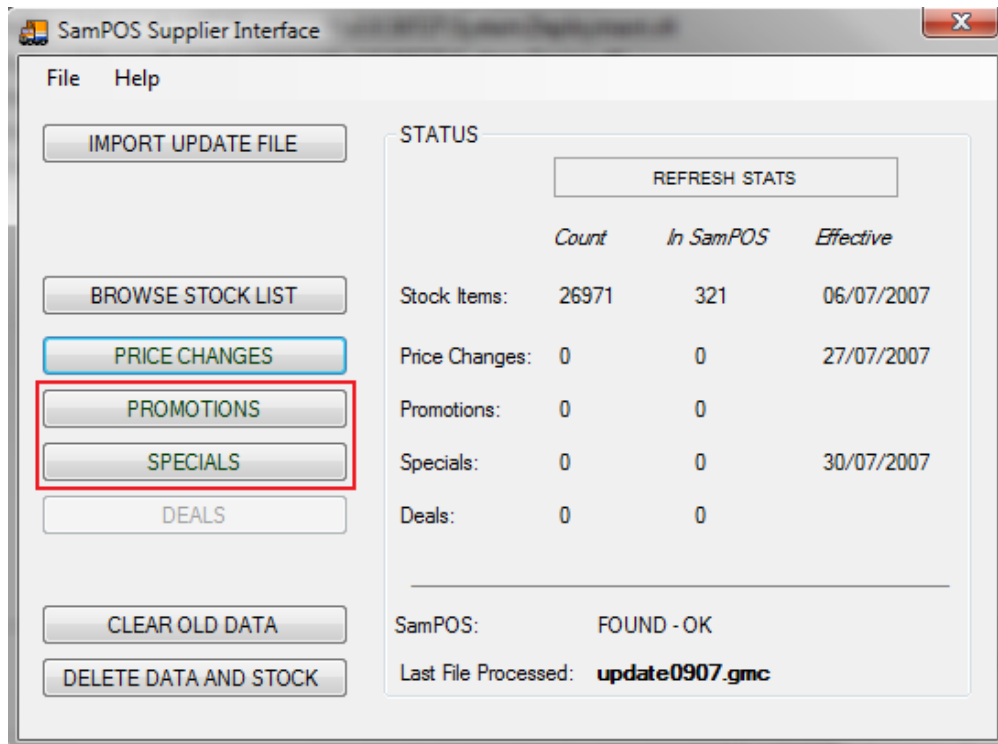
Hint: Clicking on any column header will sort the list by that column

To close the Browsing screen and return to Main Menu, just click on the **X** on the top right



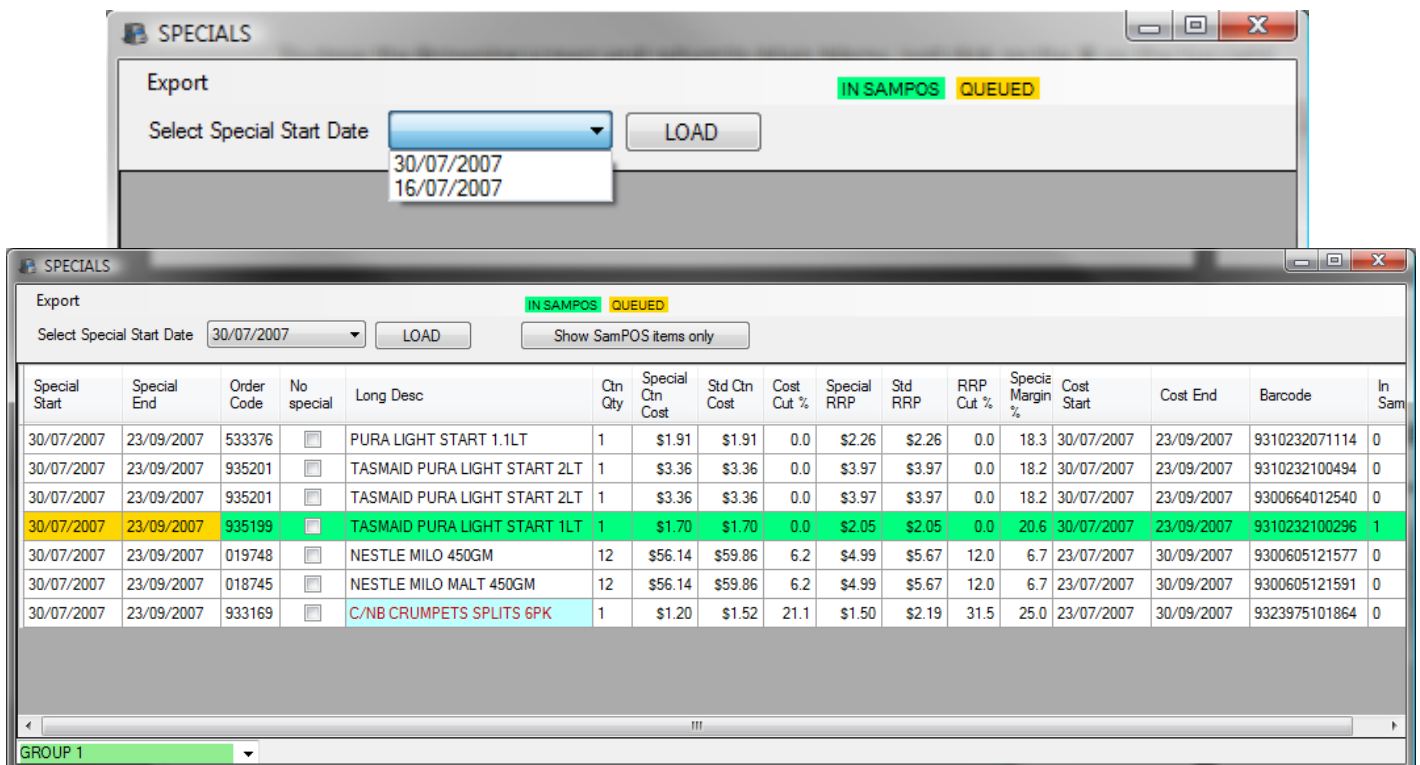
5.0 Browsing Specials and Promotions

Click on either to access the relevant Screen



Both the Specials and Promotions screens look and behave in exactly the same. We will focus on specials here but all these functions also pertain to the Promotions screen.

In the Specials Screen select the specials Start Date as listed in the pull down. And click on



In this Screen we can do the following.

- Browse specials
- Add item to SamPOS
- Queue Item into SamPOS specials
- Set NO SPECIAL flags on items
- Export displayed list to a text file (for importing into label package or spreadsheet)

Browse Specials:

Any items that are also in SamPOS will show up as a green line in the list. Any Items that are currently active or queued in SamPOS Specials will have the Special start and end dates in Gold.

Clicking on the [Show SamPOS items only] button will cause SamPOS items to be listed.



It will also change appearance to the following

The screenshot shows the 'SPECIALS' window with the 'Show ALL items' button highlighted with a black border. Below the buttons is a table with the following data:

Special Start	Special End	Order Code	No special	Long Desc	Ctn Qty	Special Ctn Cost	Std Ctn Cost	Cost Cut
30/07/2007	23/09/2007	935201	<input type="checkbox"/>	TASMAID PURA LIGHT STA...	1	\$3.36	\$3.36	0.
30/07/2007	23/09/2007	935201	<input type="checkbox"/>	TASMAID PURA LIGHT STA...	1	\$3.36	\$3.36	0.

Clicking on the [Show ALL items] only button will cause all items to be listed again.

Add Item to SamPOS

To add an item to SamPOS simply right click on it. This will cause to be added immediately. It will prompt you for a target group if one isn't selected at the bottom of the screen.



Queue Item into SamPOS specials

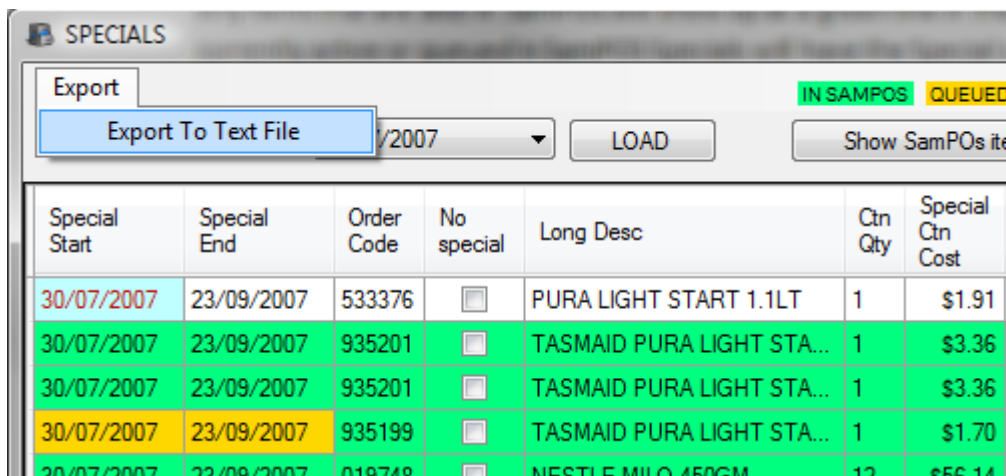
To Queue an item into SamPOS specials on the fly, right click the item's SPECIAL START or SPECIAL END fields. The fields will turn gold to confirm it has been done.

Set NO SPECIAL flags on items

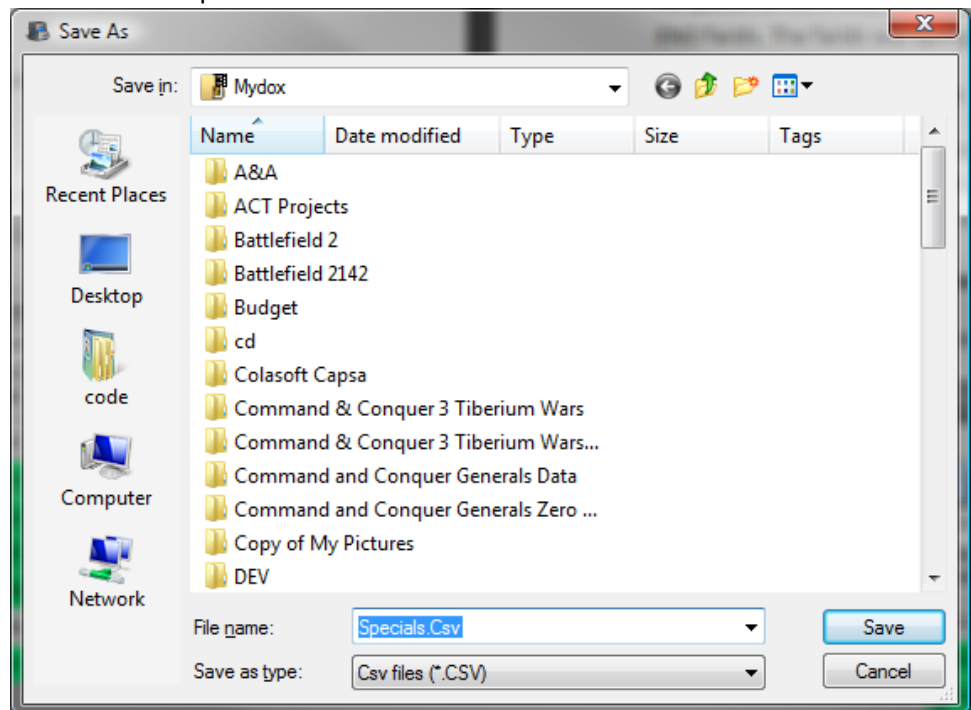
To ensure the item does not get exported to SamPOS specials simply tick the NO SPECIAL field. Please note if an item is already queued in SamPOS it will not remove it. It only prevents further specials/promotions being sent to SamPOS

Export displayed list to a text file

To export the displayed list to a text file, select the following from the top left of the screen.

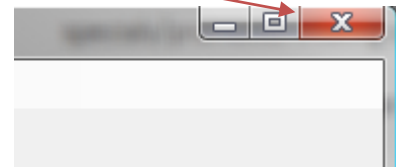


You will then be prompted as to where to put the file.



Click on SAVE and it's done.

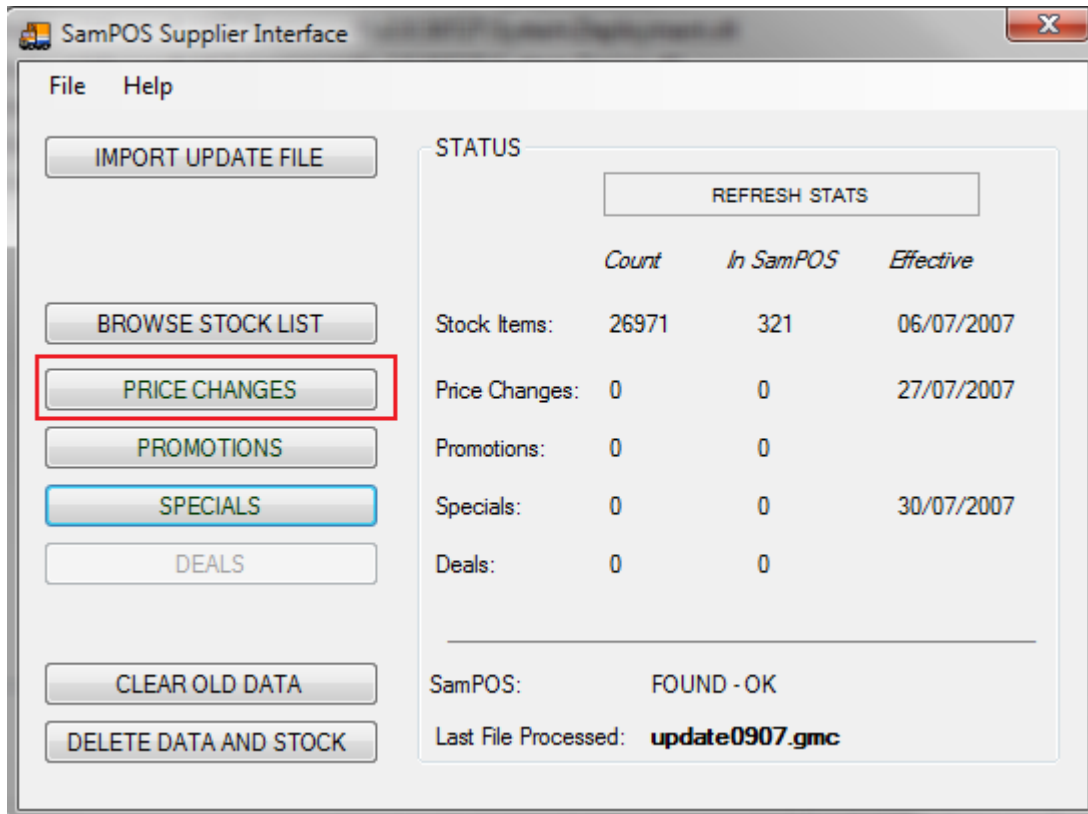
To close the Browsing screen and return to Main Menu, just click on the **X** on the top right



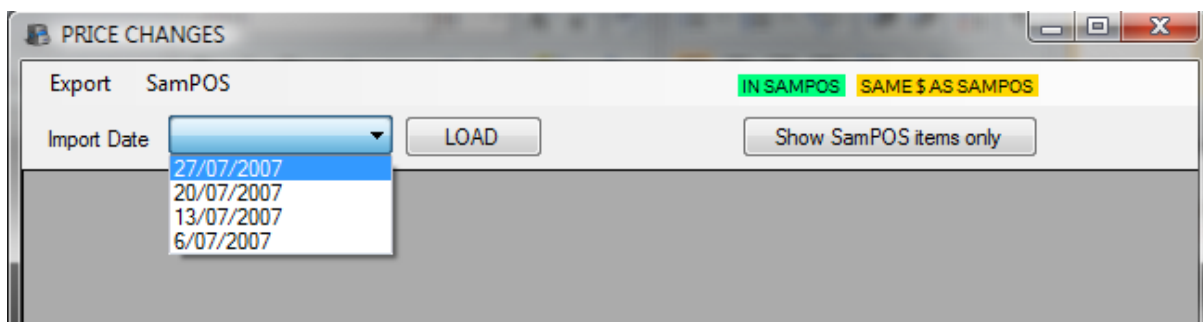
6.0 Browsing Price Changes

This screen allows perusal of past price changes for all items. Its main benefit is to scroll through price and cost changes that have just come down the pipeline. In addition to this, you can review historical price moves.

Select the PRICE CHANGES button at the main menu to access the screen.



Once open, select the desired weekly update date to view those price changes then click on **LOAD**



Such will bring up the following

PRICE CHANGES

Export SamPOS IN SAMPOS SAME \$ AS SAMPOS

Import Date: 27/07/2007 LOAD Show SamPOS items only

Type	Desc	Order Code	Ctn Cost	RRP	Old Ctn Cost	Old RRP	No Special	No Price Decrease	Freight Fee	Old Freight Fee	Ctn Qty	Old Ctn Qty	RRF Mult	In samPOS	Barcode
DEC	#GUYLIAN TWISTS 200GM	266570	\$41.07	\$9.39	\$49.13	\$11.61	<input type="checkbox"/>	<input type="checkbox"/>	\$0.66	\$0.98	6	6	1	0	5410976376019
DEC	#KEENS MUSTARD POWD...	183409	\$32.42	\$3.79	\$33.99	\$3.72	<input type="checkbox"/>	<input type="checkbox"/>	\$0.58	\$0.00	12	12	1	1	9300683071276
DEC	#KEENS MUSTARD POWD...	183409	\$32.42	\$3.79	\$32.42	\$3.79	<input type="checkbox"/>	<input type="checkbox"/>	\$0.58	\$0.58	12	12	1	1	9300683071276
DEC	#KINDER BUENO 6 FINGER...	248444	\$43.42	\$5.09	\$41.93	\$5.09	<input type="checkbox"/>	<input type="checkbox"/>	\$0.70	\$0.68	12	12	1	0	9300698000971
INC	#KRAFT CHEDDAR SNACK...	153832	\$27.18	\$2.85	\$27.18	\$2.73	<input type="checkbox"/>	<input type="checkbox"/>	\$0.44	\$0.44	12	12	1	1	9300650951914
INC	#N/EASY R/TOUCHUP BLK ...	216960	\$18.65	\$13.29	\$18.04	\$13.15	<input type="checkbox"/>	<input type="checkbox"/>	\$0.30	\$0.36	2	2	1	0	381519012501
INC	#NAPRO L/COLOUR A/COP...	208194	\$19.38	\$4.55	\$19.38	\$4.50	<input type="checkbox"/>	<input type="checkbox"/>	\$0.32	\$0.32	6	6	1	1	9310714040225
INC	#OB INDICATOR+ 40 S/ME...	265404	\$18.15	\$3.95	\$17.22	\$3.85	<input type="checkbox"/>	<input type="checkbox"/>	\$0.30	\$0.34	6	6	1	0	8806006541095
INC	#OB INDICATOR+ 40 SOFT ...	265412	\$18.15	\$3.95	\$17.22	\$3.85	<input type="checkbox"/>	<input type="checkbox"/>	\$0.30	\$0.34	6	6	1	1	8806006541088
INC	#ORAL B C/ACT P/BRSH R...	394265	\$52.11	\$11.79	\$49.48	\$11.40	<input type="checkbox"/>	<input type="checkbox"/>	\$0.85	\$0.99	6	6	1	0	4210201364368
INC	#ORAL B EXTRA SOFT HEA...	361535	\$195.04	\$19.85	\$185.30	\$19.05	<input type="checkbox"/>	<input type="checkbox"/>	\$3.16	\$3.71	12	12	1	0	4210201149699

GROUP 1

In this Screen we can do the following.

- Browse price changes
- Add item to SamPOS*
- Align prices and costs into SamPOS **
- Set NO SPECIAL or NO PRICE DECREASE flags on items
- Export displayed list to a text file (for importing into label package or spreadsheet)

Browse Price Changes:

Any items that are also in SamPOS will show up as a green line in the list. Items with matching COST and/or RRP values with SamPOS will show in gold.

Clicking on the [Show SamPOS items only] button will cause only SamPOS items to be listed.

PRICE CHANGES

Export SamPOS IN SAMPOS SAME \$ AS SAMPOS

Import Date: 27/07/2007 LOAD Show SamPOS items only

Type	Desc	Order Code	Ctn Cost	RRP	Old Ctn Cost	Old RRP	No Special	No Price Decrease
------	------	------------	----------	-----	--------------	---------	------------	-------------------

It will also change appearance to the following

PRICE CHANGES

Export SamPOS IN SAMPOS SAME \$ AS SAMPOS

Import Date: 27/07/2007 LOAD Show ALL items

Type	Desc	Order Code	Ctn Cost	RRP	Old Ctn Cost	Old RRP	No Special	No Price Decrease
DEC	#KEENS MUSTARD POWD...	183409	\$32.42	\$3.79	\$32.42	\$3.79	<input type="checkbox"/>	<input type="checkbox"/>

Clicking on the [Show ALL items] button will cause all items to be listed again.

Add Item to SamPOS

To add an item to SamPOS simply right click on it. This will cause it to be added immediately. You may be prompted for a target group if one isn't selected at the bottom of the screen.

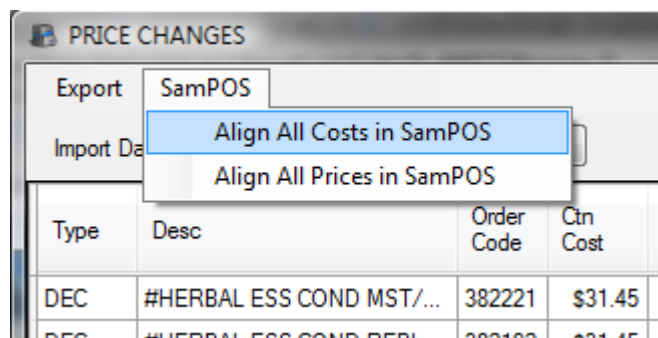
***CAUTION:** *If viewing an OLD price change entry be aware the cost and RRP may be out of date.*



Align prices and costs into SamPOS

As shown below selection option as desired. This will align all SamPOS items shown in the screen below.

****CAUTION:** *It is not advisable to do this if displaying an old out-of-date price change list.*



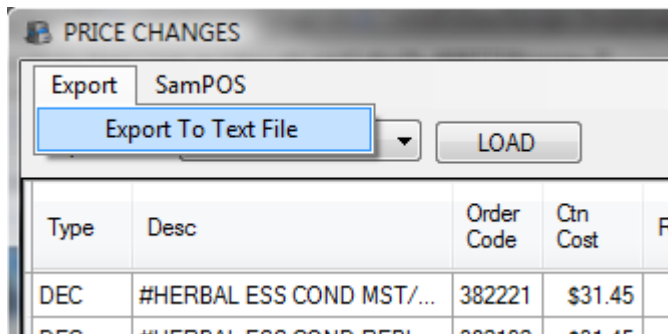
Set NO SPECIAL or NO PRICE DECREASE flags on items

Simply tick the NO SPECIAL field to ensure the item does not get exported to SamPOS specials. Please note if an item is already queued in SamPOS it will not remove it. It only prevents further specials/promotions being sent to SamPOS

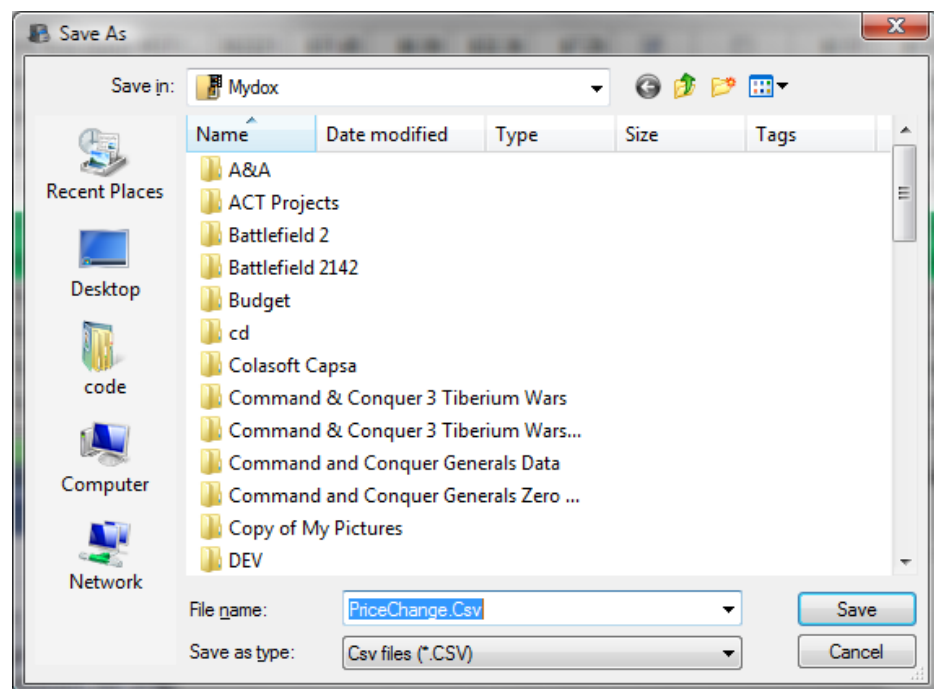
Desc	Order Code	Ctn Cost	RRP	Old Ctn Cost	Old RRP	No Special	No Price Decrease
#HERBAL ESS COND MST/...	382221	\$31.45	\$6.99	\$32.36	\$7.29	<input checked="" type="checkbox"/>	<input type="checkbox"/>
#HERBAL ESS COND REPL ...	382192	\$31.45	\$6.99	\$32.36	\$7.29	<input type="checkbox"/>	<input checked="" type="checkbox"/>
#HERBAL ESS SPOO MST/...	382184	\$31.45	\$6.99	\$32.36	\$7.29	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
#HERBAL ESS SPOO REPL...	382176	\$31.45	\$6.99	\$32.36	\$7.29	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
#KINDER BUENO 6 FINGER...	248444	\$41.93	\$5.09	\$41.93	\$4.99	<input type="checkbox"/>	<input type="checkbox"/>
#KRAFT CHEDDAR SNACK...	153832	\$27.18	\$2.73	\$26.04	\$2.82	<input type="checkbox"/>	<input checked="" type="checkbox"/>
#NAPRO L/COLOUR A/COP...	208194	\$19.38	\$4.50	\$19.31	\$4.60	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Export displayed list to a text file

To export the displayed list to a text file, select the following from the top left of the screen.

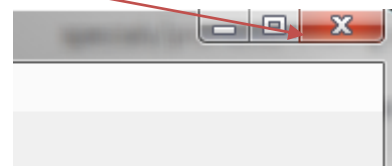


You will then be prompted as to where to put the file.



Click on SAVE and it's done.

To close the Browsing screen and return to Main Menu, just click on the **X** on the top right

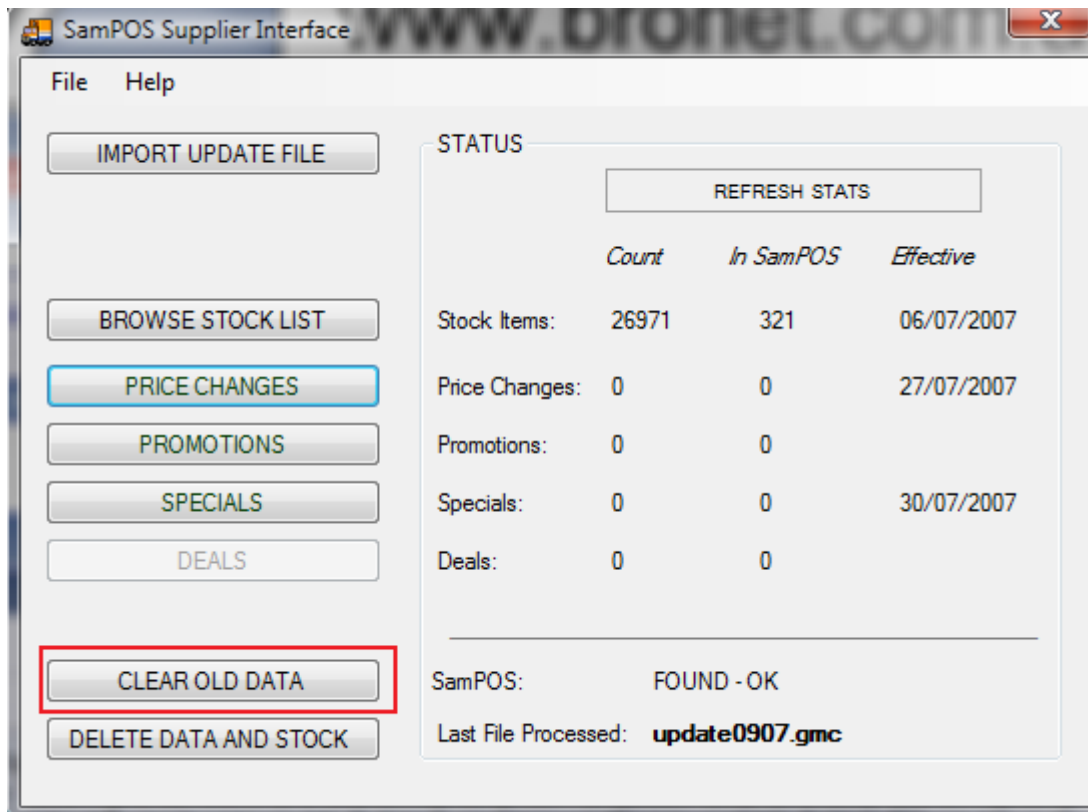


7.0 Utilities and Installation

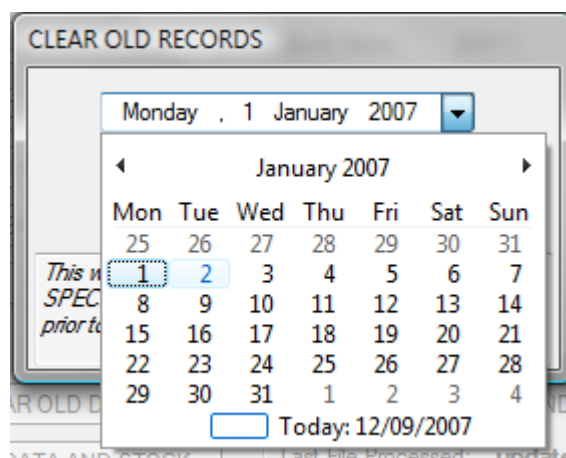
CLEAR OLD DATA

After quite a number of months it may be handy to clear some dead wood out of the database. After several months it would be advisable to delete historical data changes from the database Price changes, special and promotions from six months ago and more are probably of no real use by now. Clearing old data will ensure maximum response times.

You may clear out old data by doing the following. Select CLEAR OLD DATA on the main screen.

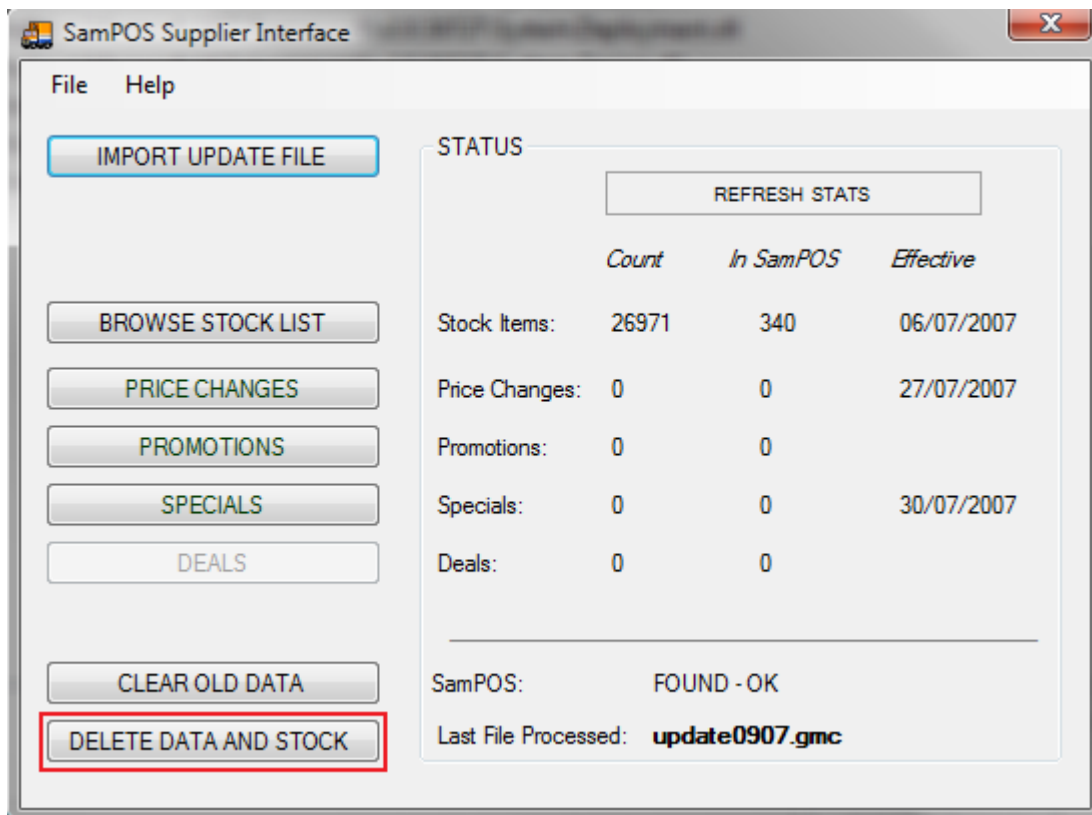


You may then select a cut-off date and proceed [OK], or click on [CANCEL] to back out with no change.



DELETE DATA AND STOCK

If you wish to start with a fresh host file and effectively start from scratch, select the following as shown.

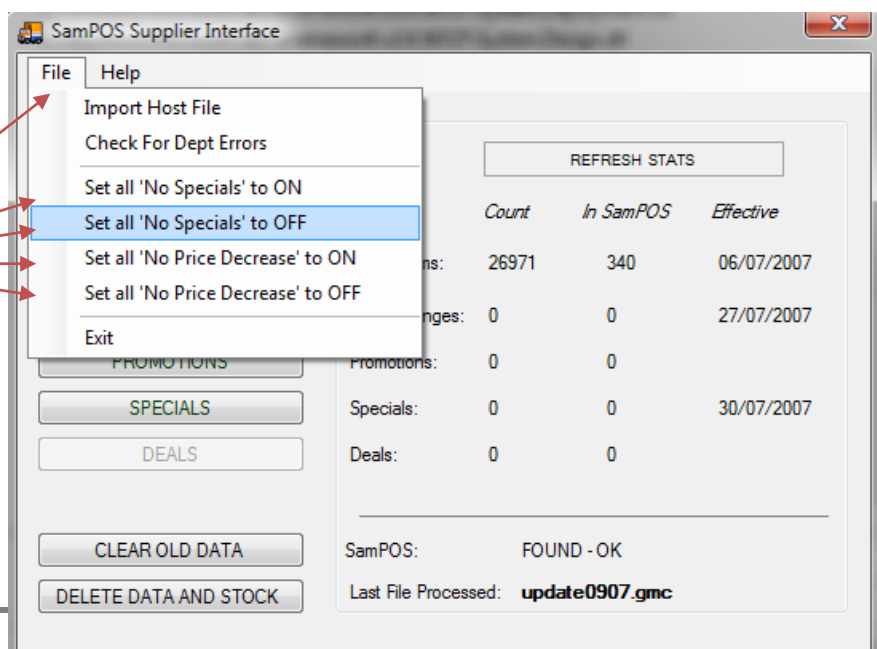


After being asked to confirm your decision, All data will be cleared and the program will be ready to start with a new Host initial file. Please note, NO data will be affected in SamPOS in any way.

SETTING NO-SPECIAL and NO-PRICE-DECREASE globally

It is possible to flag all item flags (NO-SPECIAL, NO-PRICE-DECREASE) on or off in one global operation.

It is a one-click operation at the main screen as shown here



INSTALLATION

Prerequisites

SamPOS Supplier Interface is designed for the following operating systems

Windows 2000 (All Versions)
Windows XP (All Versions)
Windows Vista SP1 (all Versions)

Windows 2000 and Windows XP require the pre-installation of Microsoft .NET Framework 2.0 which is available on the Microsoft website (22.4MB)

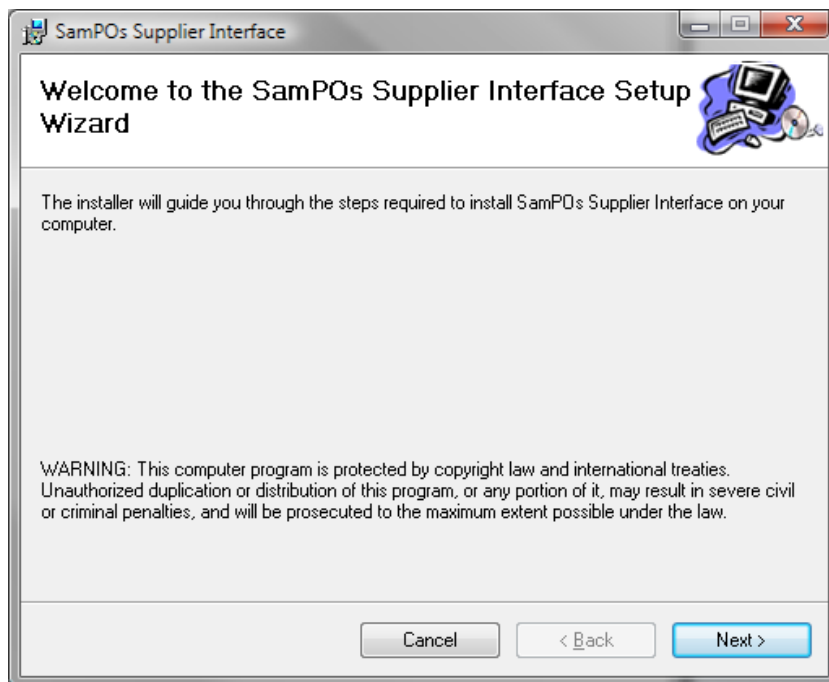
<http://www.microsoft.com/downloads/details.aspx?FamilyID=0856EACB-4362-4B0D-8EDD-AAB15C5E04F5&displaylang=en>

It is also available from

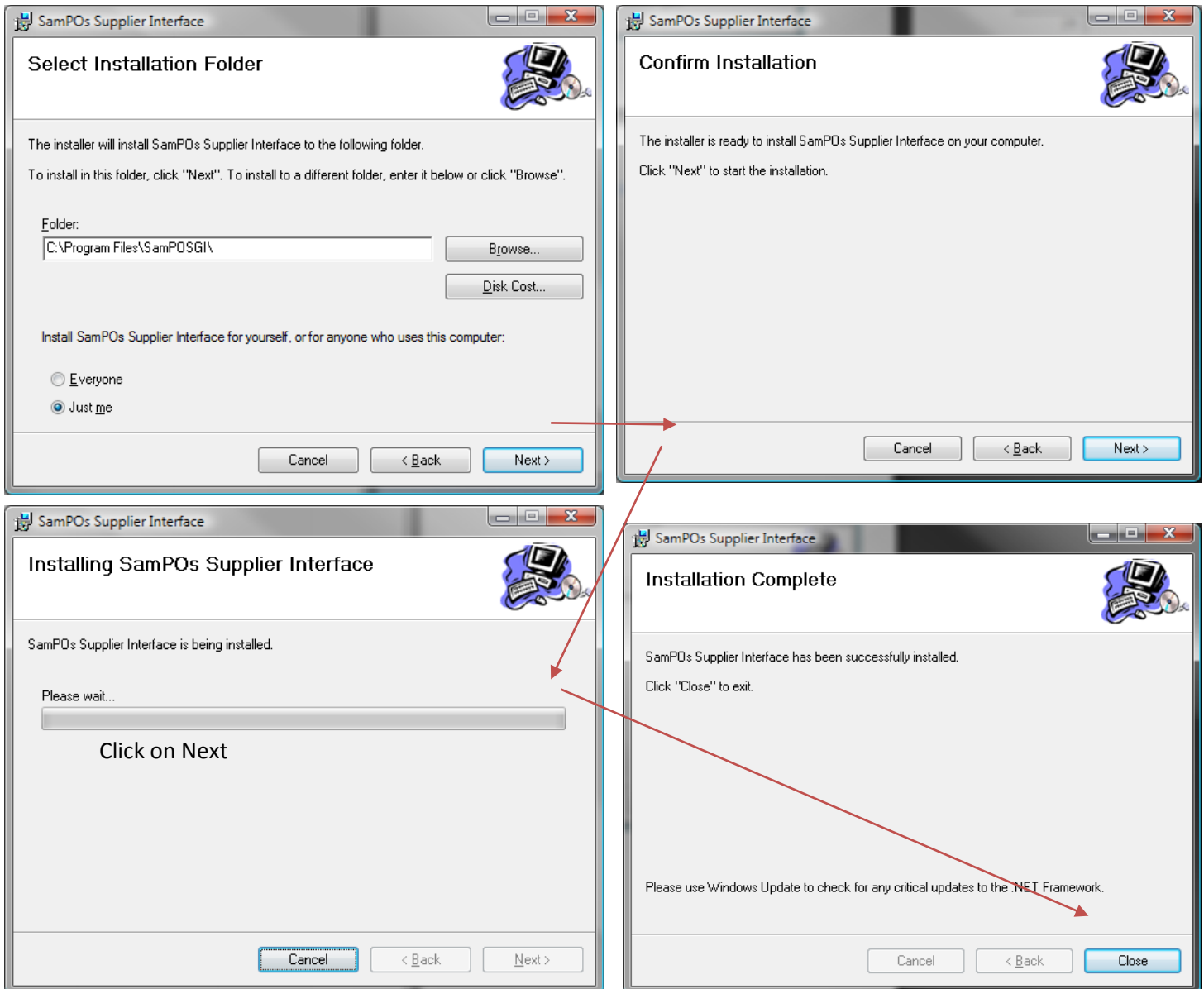
<http://sampos.com/files/dotnetfx.exe>

Installation Steps

Double Click on SSI.MSI to bring up the following.



Click on Next, then Next, then Next, then Close



SamPOS Supplier interface is now installed.

SamPOS Supplier Interface will now appear in your Windows [START] [All Programs] menu. Click here to start the program

