

WORKING NOTES: 7 – PREFERENTIAL DISCOUNTS

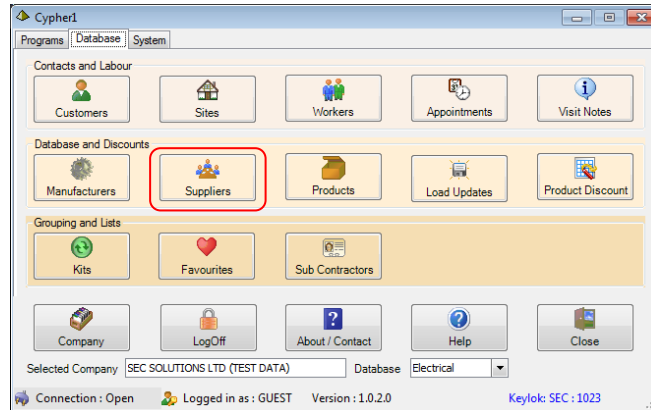
THIS CAN BE ONE OF THE MOST ARDUOUS TASKS IN SETTING UP ESTIMATING SOFTWARE.

THE CYPHER SYSTEM, AND THIS GUIDE, IS DESIGNED TO MAKE IT EASIER FOR YOU TO SET UP AND CONTROL.

STEP 1 – CREATING YOUR SUPPLIER FILE

*(NB - IF YOU USE **SAGE LINE 50 ACCOUNTS** IT IS POSSIBLE, IF DESIRED, TO IMPORT YOUR **COMPLETE** LIST OF CURRENT SUPPLIERS)*

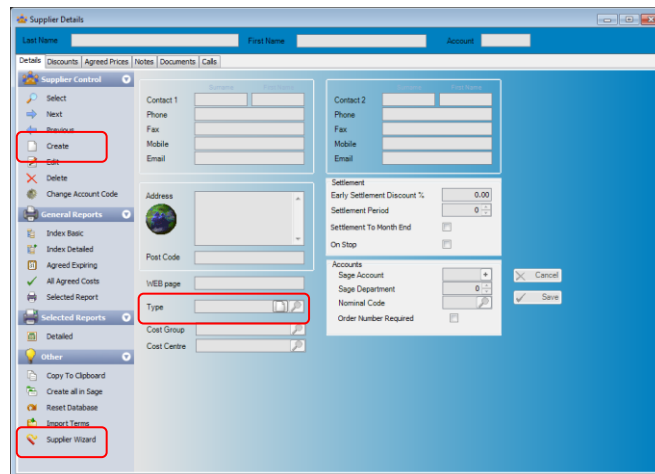
- 1) OPEN THE **DATABASE** TAB.
CLICK ON **SUPPLIERS**;



- 2) CLICK ON CREATE (OR USE THE **SUPPLIER WIZARD**)

- 3) COMPLETE ALL RELEVANT CONTACT DETAILS

*(NB – ADD THE SUPPLIERS CONTACT **EMAIL ADDRESS** AND ALLOCATE A **TYPE**, THESE WILL COME IN USEFUL LATER)*



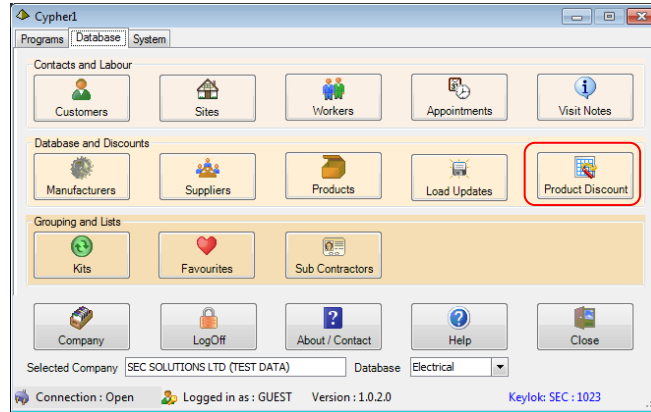
*(NB - YOU CAN CREATE YOUR **TYPES** (i.e. ELECTRICAL, MECHANICAL, OTHERS) FROM THE POP UP MENU, AND APPLY THE TYPE TO THE ASSOCIATED SUPPLIER)*

- 4) CLICK **SAVE** AND REPEAT THIS PROCESS FOR EACH SUPPLIER.

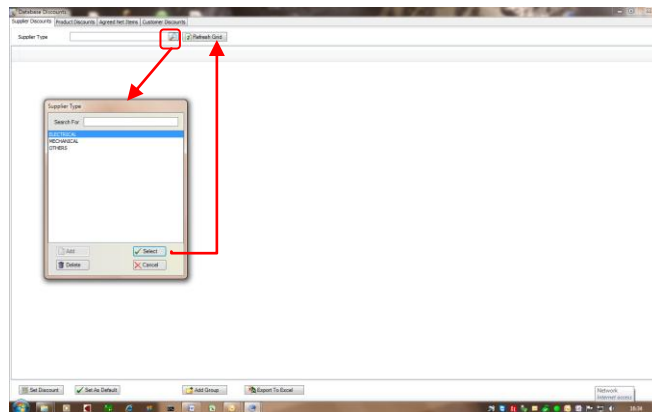
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STEP 2 – PREFERENTIAL DISCOUNTS (EMAILING)

1) FROM THE **DATABASE** TAB, CLICK ON **PRODUCT DISCOUNT**;



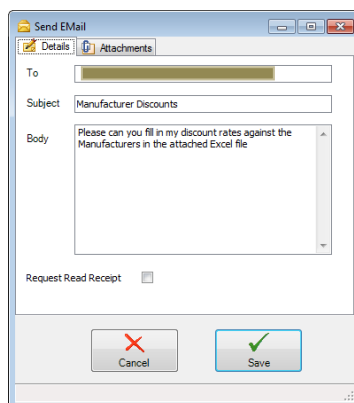
2) SELECT **SUPPLIER TYPE** FROM THE POP UP MENU THEN CLICK **REFRESH GRID**



3) THE GRID IS NOW READY TO **EXPORT TO EXCEL**.

NB: YOU WILL NEED EXCEL 2007 (OR LATER)

- THE EXPORT WILL ASK YOU TO SAVE A FILE
- SAVE IT TO YOUR PC (DESKTOP/MY DOCUMENTS ETC)
- YOU WILL THEN BE ASKED IF YOU WANT TO EMAIL TO THE SUPPLIERS
- CLICK YES AND YOU WILL SEE THE FOLLOWING SCREEN:



- EACH SUPPLIER WILL RECEIVE AN EMAIL WITH A SPREADSHEET ATTACHMENT
- ONLY THE DISCOUNT COLUMN WILL BE EDITABLE

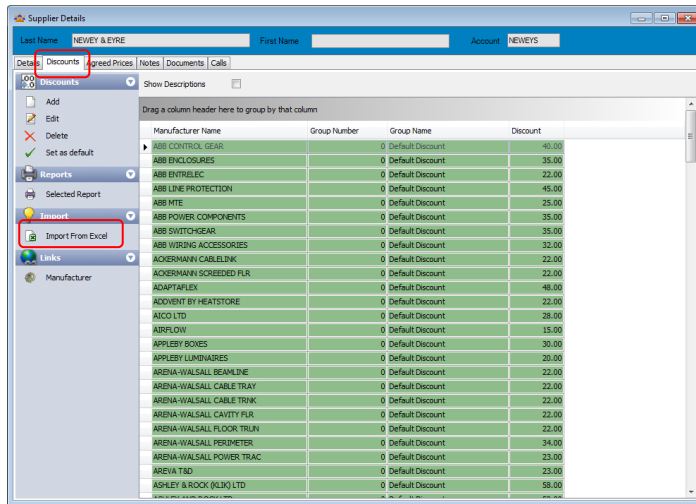
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4) IMPORTING FROM RETURNED SPREADSHEETS

SAVE THE SUPPLIER EMAIL ATTACHMENT TO YOUR DESKTOP
OPEN THE **SUPPLIERS** FILE IN CYPHER

- CLICK ON THE **DISCOUNTS** TAB
- FROM THE MENU OPTIONS CHOOSE **IMPORT FROM EXCEL**
- NAVIGATE TO THE SAVED SPREADSHEET AND CLICK **OPEN**

HERE'S A COMPLETED ONE (WITH GREEN **DEFAULT** SUPPLIER SET)



The screenshot shows the 'Supplier Details' window for 'NEWBY & EYRE'. The 'Discounts' tab is active, and the 'Import From Excel' option is highlighted in the left sidebar. The main table displays a list of suppliers with their respective discount rates.

Manufacturer Name	Group Number	Group Name	Discount
ABB CONTROL GEAR	0	Default Discount	40.00
ABB ENCLOSURES	0	Default Discount	35.00
ABB ENTRELEC	0	Default Discount	22.00
ABB LINE PROTECTION	0	Default Discount	45.00
ABB MTE	0	Default Discount	25.00
ABB POWER COMPONENTS	0	Default Discount	35.00
ABB SWITCHGEAR	0	Default Discount	35.00
ABB WIRING ACCESSORIES	0	Default Discount	32.00
ACKERMANN CABLELINK	0	Default Discount	22.00
ACKERMANN SCREEDED FUR	0	Default Discount	22.00
ADAPTALEX	0	Default Discount	48.00
ADORNBY HEATSTORE	0	Default Discount	22.00
AICO LTD	0	Default Discount	28.00
AIRFLOW	0	Default Discount	15.00
APPLEBY BONES	0	Default Discount	30.00
APPLEBY LUMINAIRES	0	Default Discount	20.00
ARENA-WALSALL BEAMLINE	0	Default Discount	22.00
ARENA-WALSALL CABLE TRAY	0	Default Discount	22.00
ARENA-WALSALL CABLE TRUNK	0	Default Discount	22.00
ARENA-WALSALL CAVITY FUR	0	Default Discount	22.00
ARENA-WALSALL FLOOR TRAY	0	Default Discount	22.00
ARENA-WALSALL PERIMETER	0	Default Discount	34.00
ARENA-WALSALL POWER TRAC	0	Default Discount	23.00
AREVA TSD	0	Default Discount	23.00
ASHLEY & ROCK (KLJK) LTD	0	Default Discount	58.00

- REPEAT FOR EACH SUPPLIER SPREADSHEET YOU HAVE RETURNED TO YOU

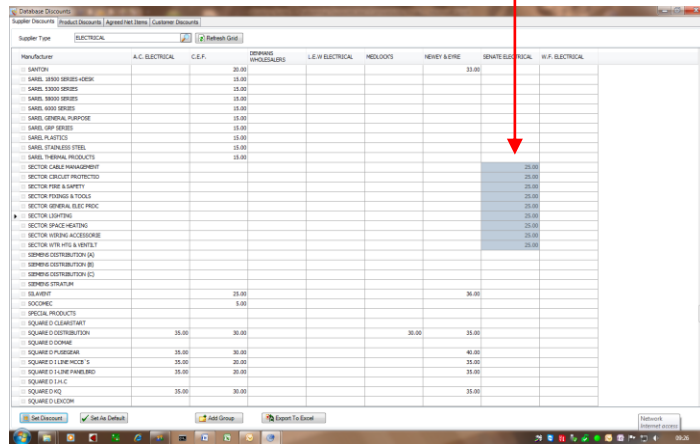
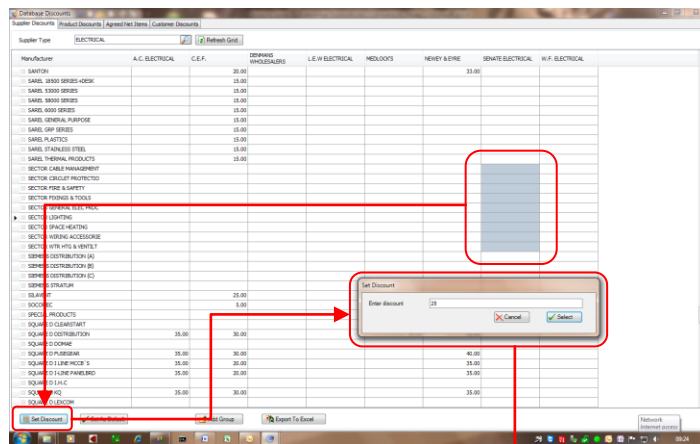
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STEP 2 – PREFERENTIAL DISCOUNTS (MANUAL)

TO ENTER YOUR DISCOUNTS MANUALLY, REPEAT THE PROCESS **STEPS 1** AND **2** (AS FAR AS 2.2) ABOVE.

YOU WILL HAVE AN EMPTY GRID IN FRONT OF YOU WITH **MANUFACTURER'S RANGES** DOWN THE LEFT AND YOU **SUPPLIERS** ACROSS THE TOP

- HIGHLIGHT THE CELL TO ENTER YOUR DISCOUNT INTO AND TYPE IN THE FIGURE
- YOU MAY MULTI SELECT FIELDS THAT SHARE THE SAME FIGURE AND CLICK ON SET DISCOUNT AT THE BOTTOM OF THE PAGE, EXAMPLE BELOW:



- YOU CAN ALSO NOW USE THE **SET AS DEFAULT** BUTTON HERE (SEE STEP 2.4 ABOVE) TO SET THAT DISCOUNT, AND THE SUPPLIER, AS THE DEFAULT ONE FOR ESTIMATING/BUYING PURPOSES