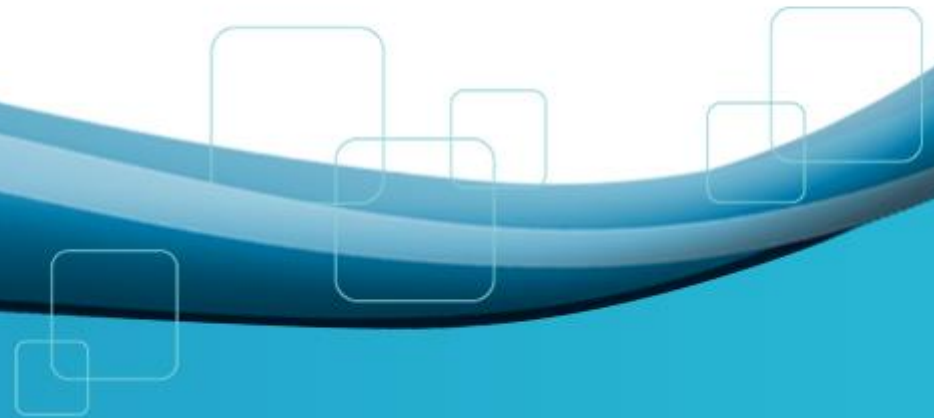




mitchell





Mitchell **GlassMate**<sup>®</sup>

Auto glass software

# Loading Supplier Price Files

A decorative graphic at the bottom of the slide consists of a blue wave that curves from the left towards the right. Overlaid on this wave are several light blue, rounded square outlines of varying sizes and positions, some overlapping each other.

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## How to Load Supplier Price Files in GlassMate

If your glass supplier provides you an electronic price file, you can load that file into GlassMate and see your cost for that supplier and part. That cost can also be used with GlassMate's Cost Based price profiles to generate the final net price for your customers.

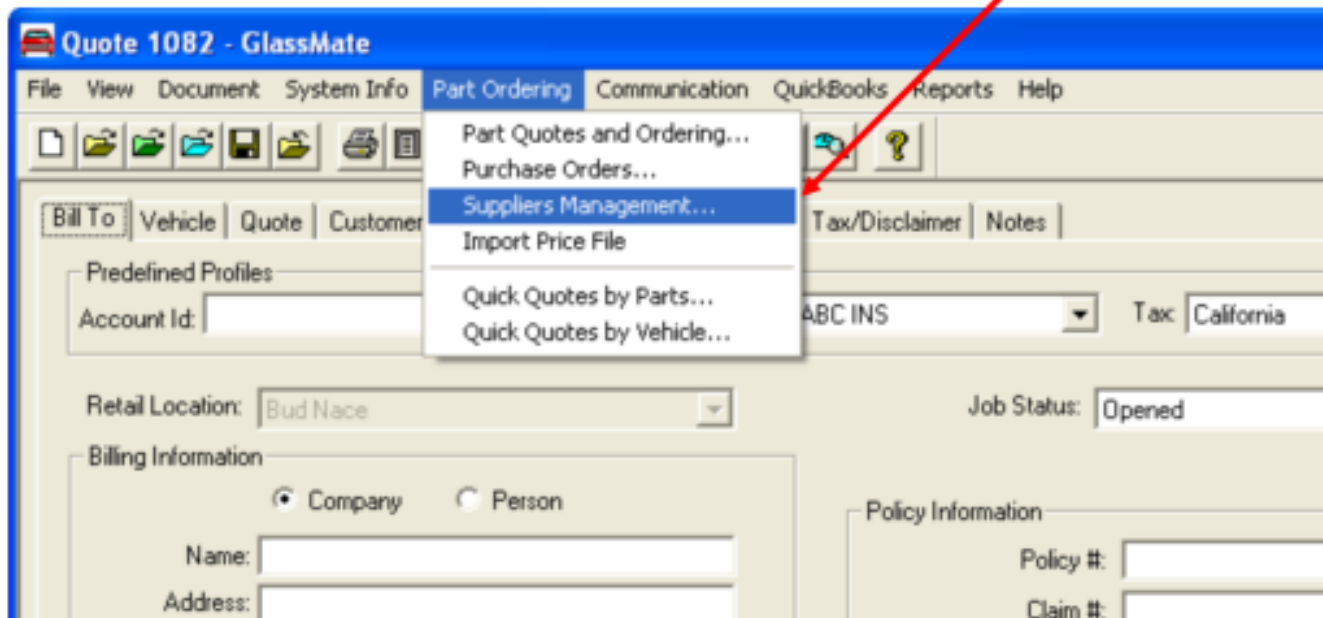
This document will take you through the following steps to load a price file:

- Create the supplier profile in GlassMate
- Format the price file for import
- Import the price file into GlassMate
- Check the supplier pricing in GlassMate

## Creating a Supplier Profile in GlassMate (1 of 3)

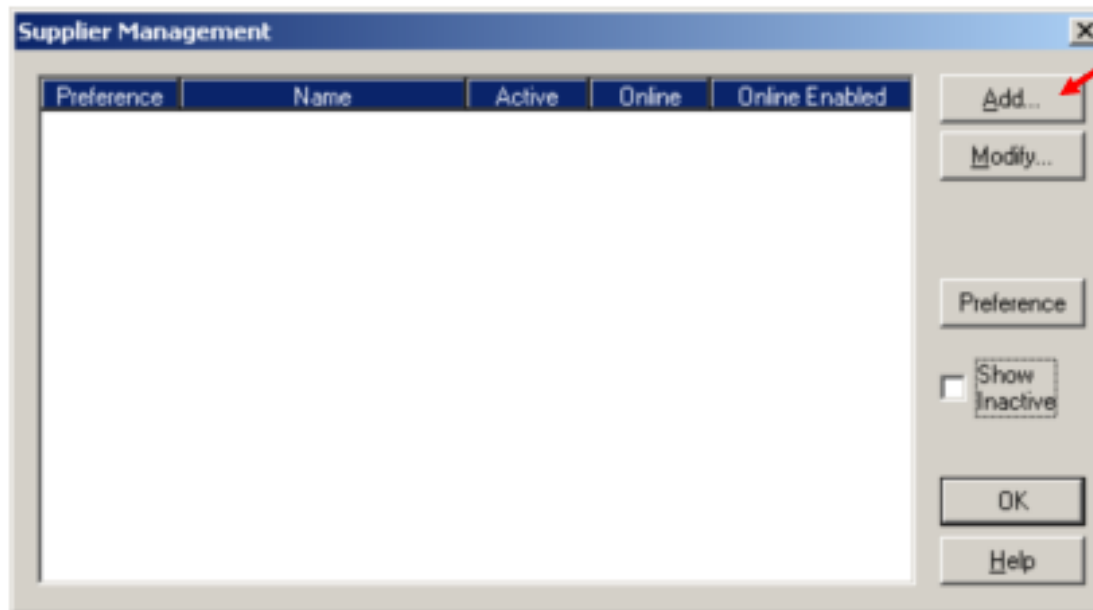
In order to import a supplier price list, you must create a profile for that supplier in GlassMate.

From the *Part Ordering* menu, choose *Suppliers Management*.



## Creating a Supplier Profile in GlassMate (2 of 3)

Step 2: On the Supplier Management screen appears, click the *Add...* button.



## Creating a Supplier Profile in GlassMate (3 of 3)

On the left side of the Supplier screen, complete the information about the supplier. The only required field is the name of the supplier, although it may be convenient to provide the additional details for future reference.

Location ID	Description
(None)	Primary Location

Once you have added the supplier name and any other desired information, click **OK**. Click **OK** again on the Supplier Management screen to return to the GlassMate main screen.

## Formatting the Price File (1 of 1)

In order to import supplier pricing correctly, GlassMate requires the price data to be in 'Comma Separated' format, commonly referred to as a '.csv' file. Many applications can create '.csv' files; this screen shows how the file would look in Microsoft Excel or Microsoft Notepad. Regardless of what application you use to create the file, the data must appear in the same order.

	A	B	C	D
295	DB08812YPNN	1.00		
296	DB08812YPYN	1.00	MOP	
297	DB08838GTNN	1.00		
298	DB08839GTYN	1.00	MOP	
299	DB08840YPYN	1.00	MOP	
300	DB08844GTYN	1.00	MOP	
301	DB08859GTYN	1.00		
302	DB08862GTYN	1.00	CAR	
303	DB08866GTYN	1.00	CAR	
304	DB08930GTYN	1.00		

**Excel**

Full NAGS Part Number in first column

Your cost in the second column

Manufacturer or Trademark information, which is optional, in the third column.

```
DD10876GTNN,1.00,  
DD10877GTYN,1.00,  
DD10878GTYN,1.00,  
DD10884GTYN,1.00,  
DD10885GTYN,1.00,  
DD10886GTNN,1.00,  
DD10887GTNN,1.00,  
DD10912GTNN,1.00,  
DD10912GTNN,1.00,MOP  
DD10913GTNN,1.00,  
DD10913GTNN,1.00,MOP  
DD10914GTNN,1.00,  
DD10914GTNN,1.00,MOP  
DD10915GTNN,1.00,  
DD10915GTNN,1.00,MOP
```

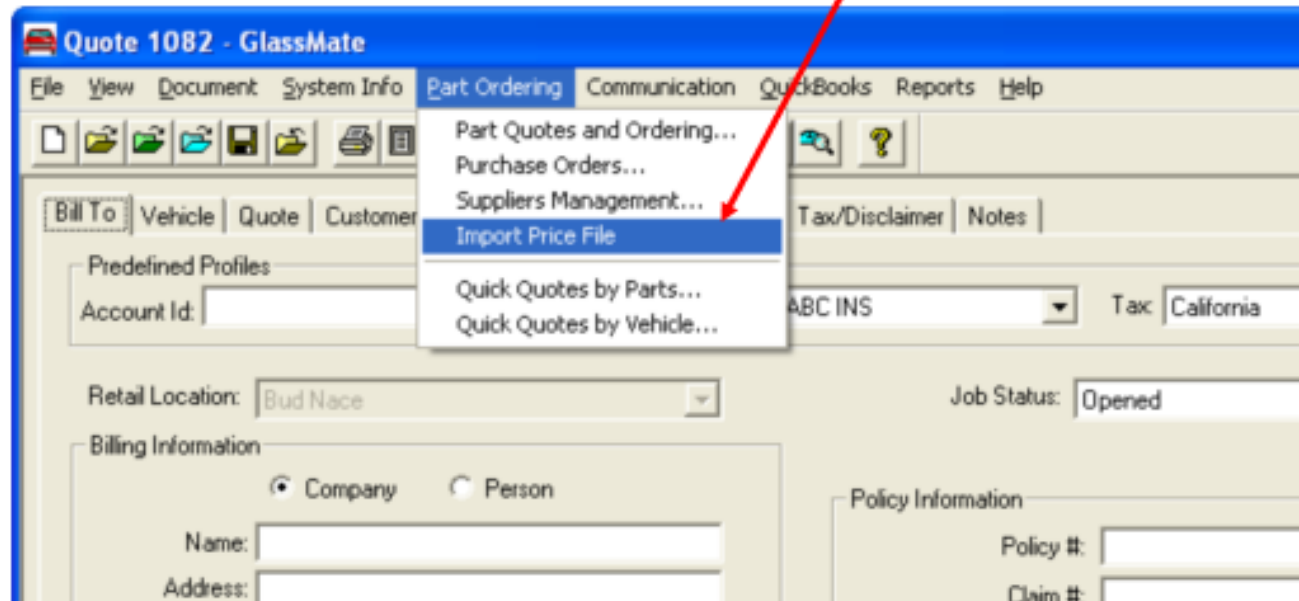
**Notepad**

All prices set to \$1.00 for the purposes of this tutorial.  
Not representative of any suppliers actual pricing.

## Importing the Price File (1 of 2)

Once you have created a supplier profile, and formatted the price file, you are ready to import that file into GlassMate.

From the *Part Ordering* menu, choose *Import Price File*.





## Importing the Price File (2 of 2)

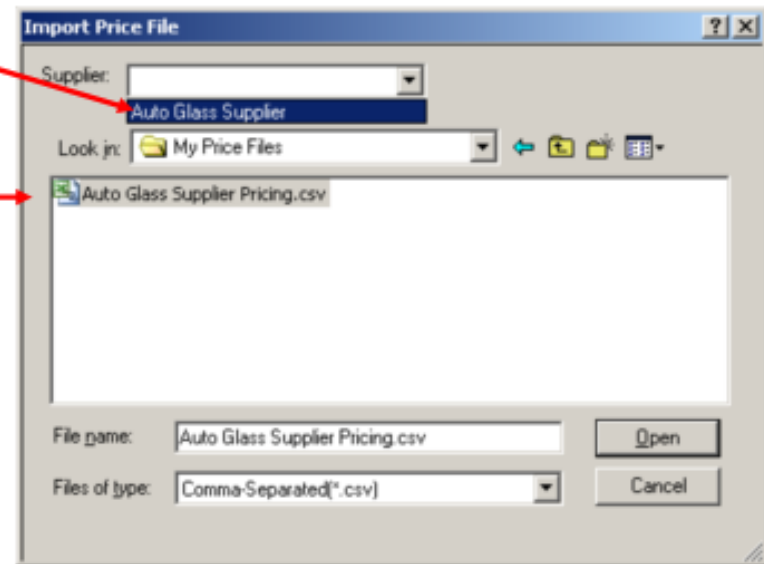
Choose the supplier whose file you want to import from the *Supplier* drop-down.

Locate the formatted file you wish to import.

Select the *Open* button.

GlassMate will confirm the number of prices to be loaded and ask you if you wish to proceed.

For larger files, this may take a few moments.



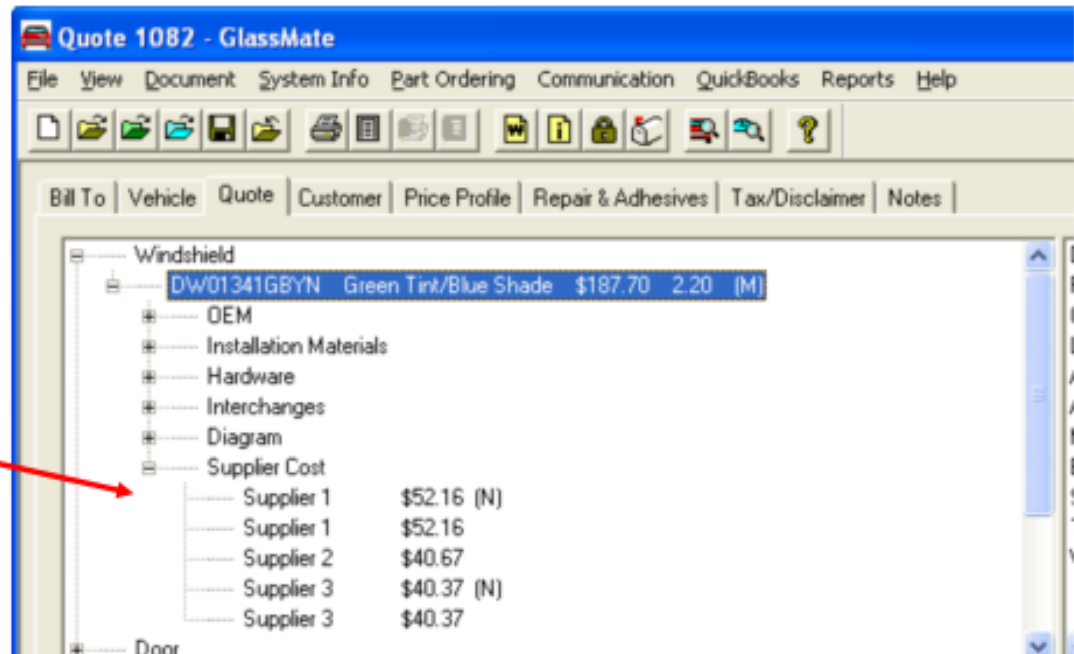
## Checking the Supplier Pricing in GlassMate (1 of 4)

Once loaded, Supplier's prices appear in the tree when building a quote.

Create a New Quote. Select a vehicle that includes a part from your supplier's file. For this example, we will look for the price on a DW01341GBYN, using a Chevrolet Silverado C1500 Standard Cab.

Go to the Quote Tab and add expand the DW01341GBYN.

Your supplier cost(s) now appears in the quote tree.



## Checking the Supplier Pricing in GlassMate (2 of 4)

You can also use the *Item Cost* screen to view and change your cost information,

Create a New Quote.

Select a vehicle that includes a part from your supplier's file. For this example, we will look for the price on a DW01341GBYN, using a Chevrolet Silverado C1500 Standard Cab.

Go to the Quote Tab and add the DW01341GBYN to the quote.

Right-click on the DW01341 and choose Item Cost.



Qty	Parts/Service	Description	Item Cost	List Price	Markup/Disc	Net Price	Labor Hours	Labor Amt	Total Amt.
1	DW01341GB	Green Tint/B	\$0.00	\$188.60	-20.00	\$150.88	2.20		

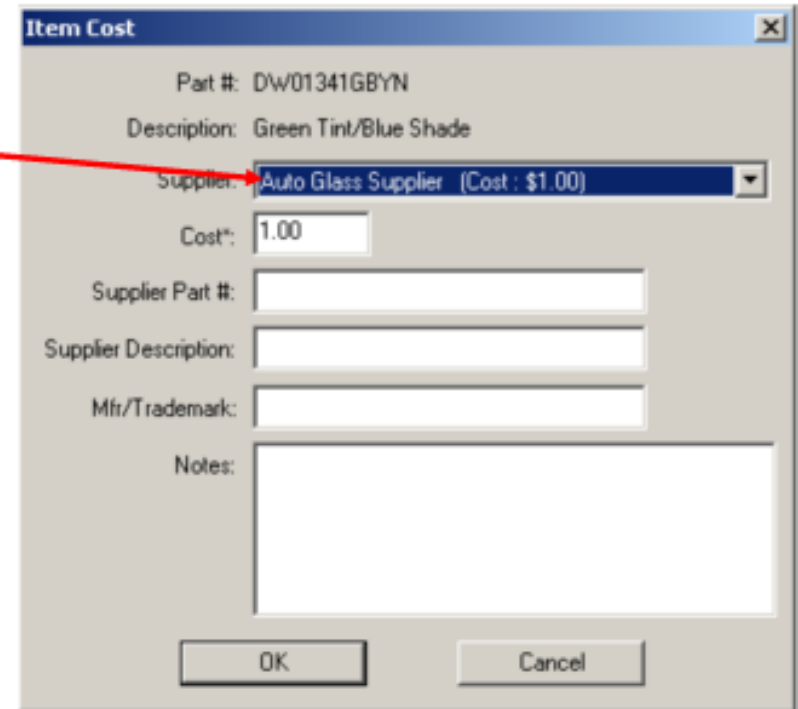
- Modify Line
- Delete Line
- Authorize Part...
- Add User Defined Part
- Add Laminated Safety Glass
- Item Cost

## Checking the Supplier Pricing in GlassMate (3 of 4)

If a price existed in the price file for the part, it now appears next to the supplier name.

GlassMate automatically chooses your preferred supplier and populates the Cost field. You will always have the opportunity to change the item cost if necessary.

If this is your true cost for the part, select the OK button to return to the Quote Screen.




The screenshot shows a dialog box titled "Item Cost" with the following fields and values:

- Part #: DW01341GBYN
- Description: Green Tint/Blue Shade
- Supplier: Auto Glass Supplier (Cost : \$1.00)
- Cost: 1.00
- Supplier Part #: (empty)
- Supplier Description: (empty)
- Mfr/Trademark: (empty)
- Notes: (empty)

Buttons: OK, Cancel

## Checking the Supplier Pricing in GlassMate (4 of 4)

Once you click OK, GlassMate will track your item cost for that part on that quote.



Qty	Parts/Service	Description	Item Cost	List Price	Marku	Net Price	Labor Hours	Labor Amt	Total Amt
1	DW01341GB	Green Tint/Blue Shade	\$1.00	\$188.60	-20.00	\$150.88	2.20	\$85.00	\$235.88

If you are using GlassMate's Cost Based Price Profiles, this is the cost that will be used to determine your quoted price for the part.



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