Loading Supplier Price Files

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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.

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.

Full NAGS Part Number in first column

Your cost in the second column

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

Excel

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.
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.
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.

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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