User Guide

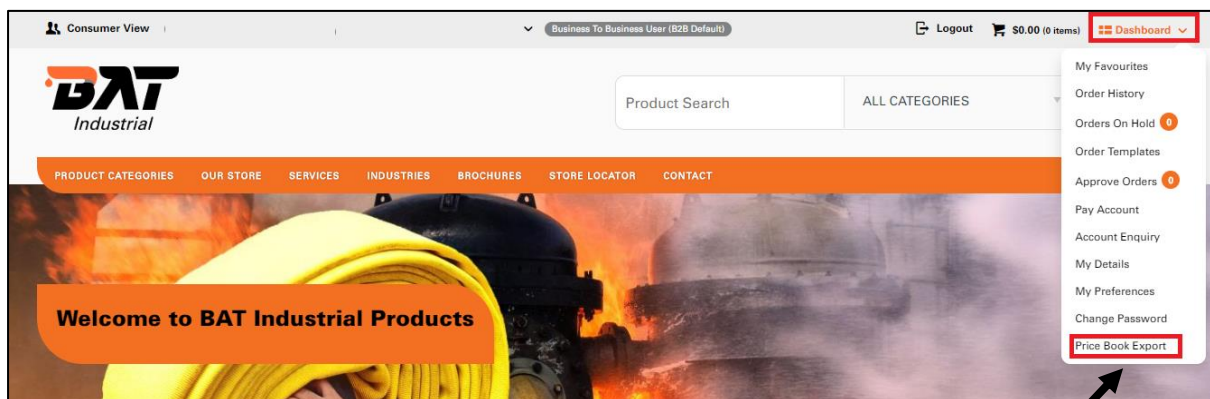## (For Online Account Holder Customer Only)

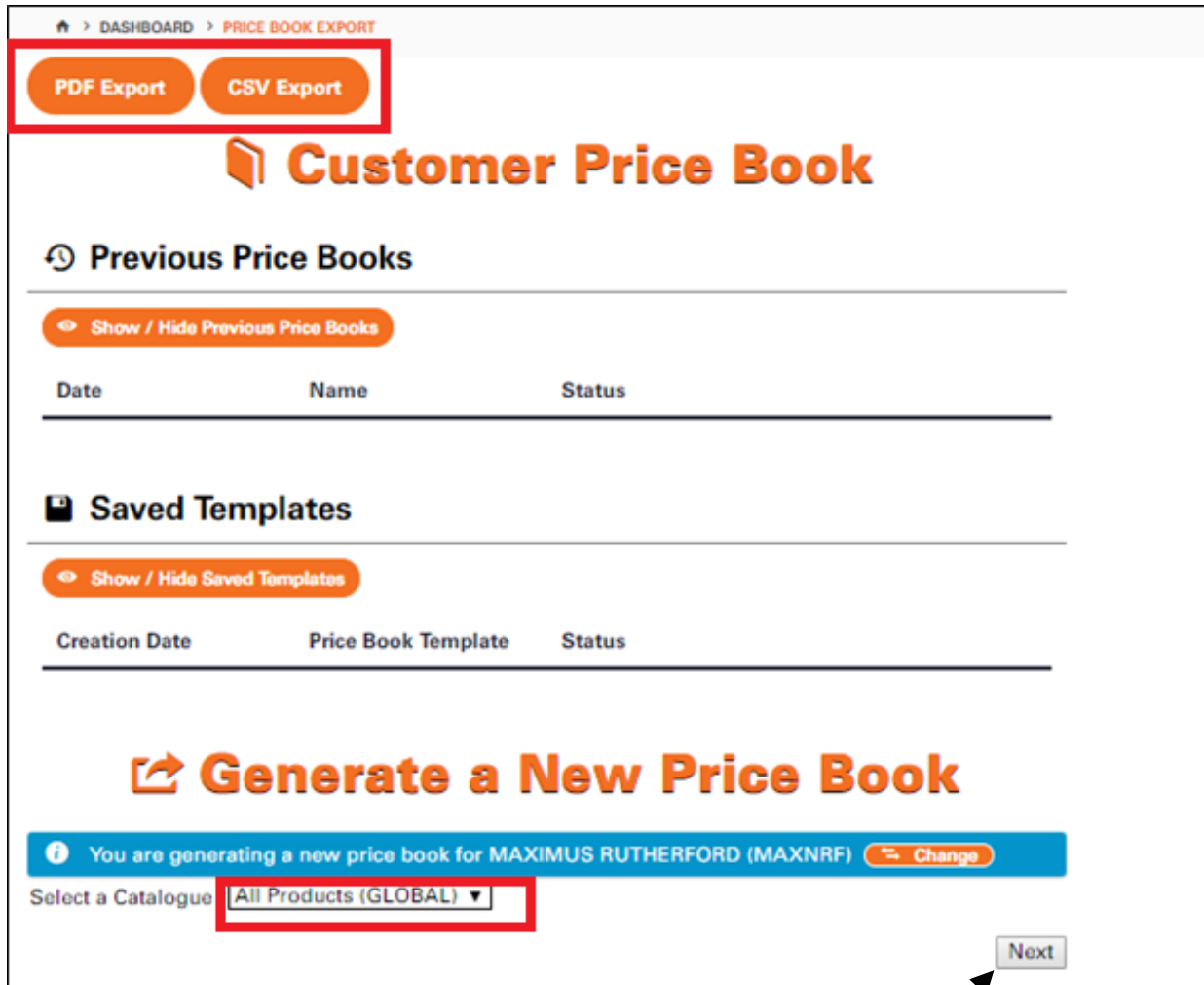# Price Book Export

Overview

Customer Price Book allows logged in users to export product data from the website (Price Book Export) in a CSV / PDF format.

Our Price Books include product codes, descriptions, and related data, including the customer's pricing. It allows the customer to save each profile for future use.

Step 1 – Login to your account, under Dashboard -> click **Price Book Export**:

Step 2 - Select the format (CSV / PDF) & Catalogue:

Step 3 - Select the entire category or drill down to specific sub-category:

Select Categories for your Price List Report

Select All   Un-select All

- ☐ CLAMPS & CLAMPING SYSTEMS
  - ☐ Banding
    - ☑ Band
    - ☑ Buckle
    - ☐ Hose
    - ☑ Pre-form
    - ☐ Tooling & Merchandisers
  - ☐ Clips
  - ☐ Heavy Duty Bolt Clamps
  - ☐ Pipe Coupling
  - ☐ Super Clamps
  - ☐ Worm Drive Clamps
- ☐ CONSUMABLE PRODUCTS
- ☐ HOSE REELS, GUNS & NOZZLES
- ☐ HYDRAULIC HOSE & FITTINGS
- ☐ INDUSTRIAL BRASS & PNEUMATICS
- ☐ INDUSTRIAL FITTINGS
- ☐ INDUSTRIAL HOSE & DUCTING
- ☐ INDUSTRIAL HOSE ASSEMBLIES
- ☐ INDUSTRIAL HOSE COUPLINGS
- ☐ INDUSTRIAL VALVES
- ☐ IRRIGATION PRODUCTS

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Step 4 - For CSV format, select the fields (not applicable for PDF exports):

Step 5 - For CSV format, select the order of the fields, and decide which field you'd like to sort the output by (not applicable for PDF exports):

Step 6: Enter the destination email address, and save the report profile for future exports (optional):

The report will then generate in the background and email the user once complete.
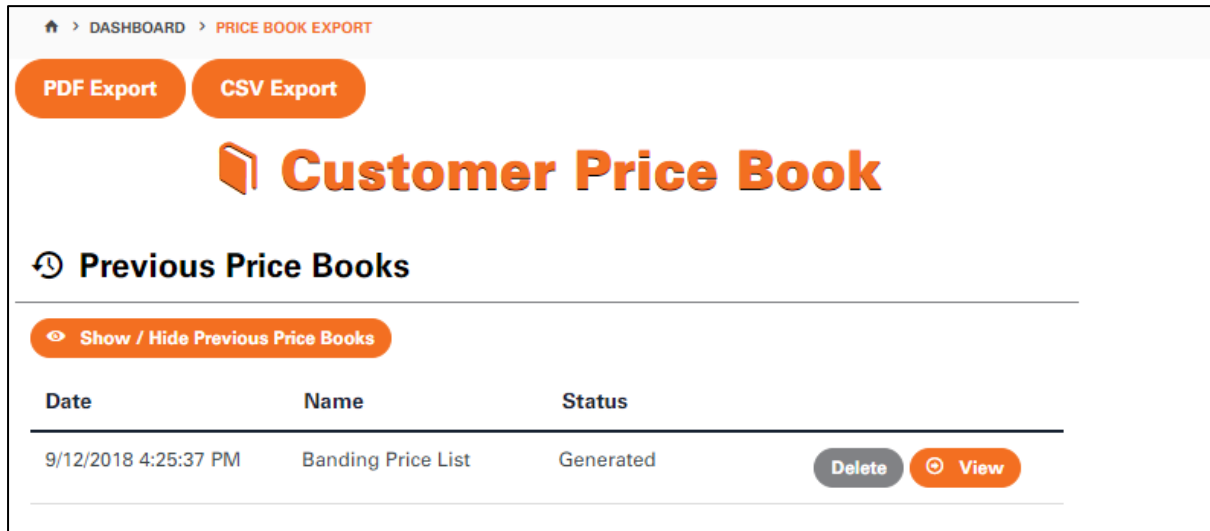
The user can see the status of the report and collect the CSV of PDF file from the export home page: