

*Note: To advance from slide to slide press your **Page Down** key
Or the right button on your mouse*

Chapter 9 – Supplier Catalog Maintenance

Offline Maintenance

- Export and Import

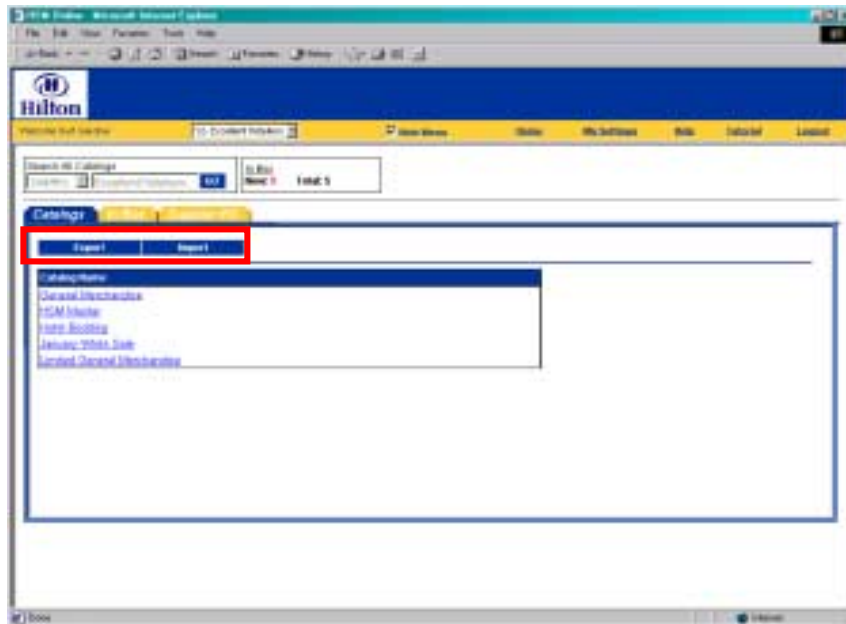
Online Maintenance

- Setup Individual Items
- Manual Price Update
- Auto Price Update

Catalog Maintenance > 2 Approaches

Offline Maintenance via Export and Import

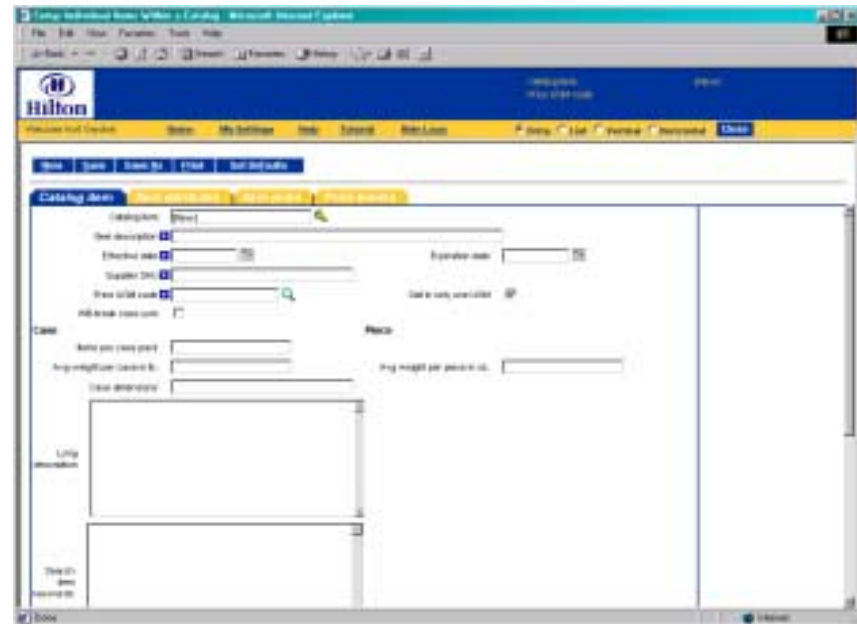
Catalog Item Export and Import are available from the Catalog Tab on the front page. Generally suppliers will maintain their catalog content via export and import. If they want to make a change they will export the item data. Make the change in the spreadsheet. Then import it back into the system.



Online Maintenance

The system provides the ability to maintain catalog item data via online maintenance screens. Functions are available for online catalog maintenance:

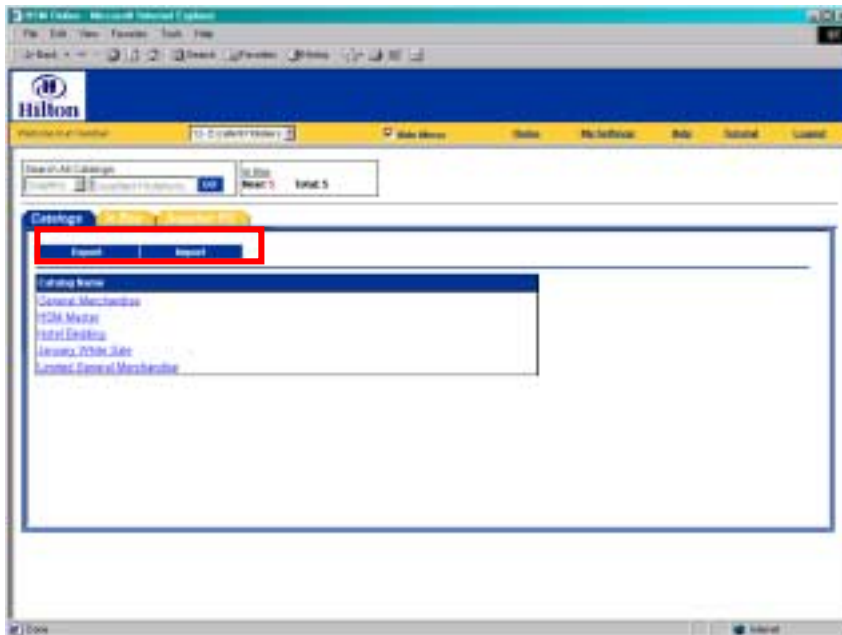
1. Setup Individual Items Within a Catalog
2. Manual Price Update for Price Regulated Suppliers
3. Auto Price Update
4. Update Auto Price Event Status (non-regulated)



Catalog Maintenance > Export & Import

Offline Maintenance via Export and Import

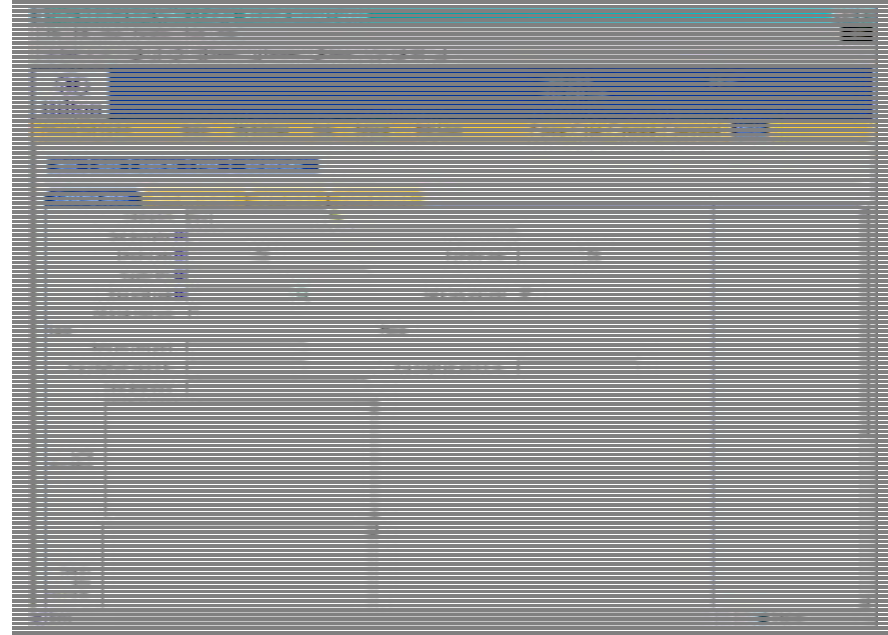
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Online Maintenance

The system provides the ability to maintain catalog item data via online maintenance screens. Functions are available for online catalog maintenance:

1. Setup Individual Items Within a Catalog
2. Manual Price Update for Price Regulated Suppliers
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Catalog Maintenance > Export & Import

Activate the 'Hide Menu' check box.

NOTE: this box can be checked by default by defining the corresponding preference in the 'My Settings' section

Catalogs Tab

Click the Catalogs Tab and locate the Export and Import buttons just below the tab.

Catalog Content

These are the catalogs that contain the suppliers products. Click on a name to drill down into the catalog structure

The screenshot shows the Hilton BSM Online interface in Microsoft Internet Explorer. The browser title is "BSM Online - Microsoft Internet Explorer". The page header includes the Hilton logo and navigation links: "Welcome: Hi!l Dealer", "12: Excellent Hoteliers", "Hide Menu", "Home", "My Settings", "Help", "Tutorial", and "Logout". Below the header is a search bar for "Search All Catalogs" with a "Suppliers" dropdown set to "Excellent Hoteliers" and a "GO" button. To the right of the search bar, it displays "In Box New: 5 Total: 5". The main content area features a "Catalogs" tab, with "Export" and "Import" buttons below it. A table lists the following catalogs: "General Merchandise", "HSH Master", "Hotel Bedding", "January White Sale", and "Limited General Merchandise". Red arrows and boxes highlight the "Hide Menu" checkbox, the "Catalogs" tab, the "Export" and "Import" buttons, and the list of catalog names.

Catalog Maintenance > Export

Export

Generally suppliers will maintain their catalog via export and import. The exported file can be opened in Excel and modified. The export format is CSV. The supplier can choose from a fixed set of export templates.

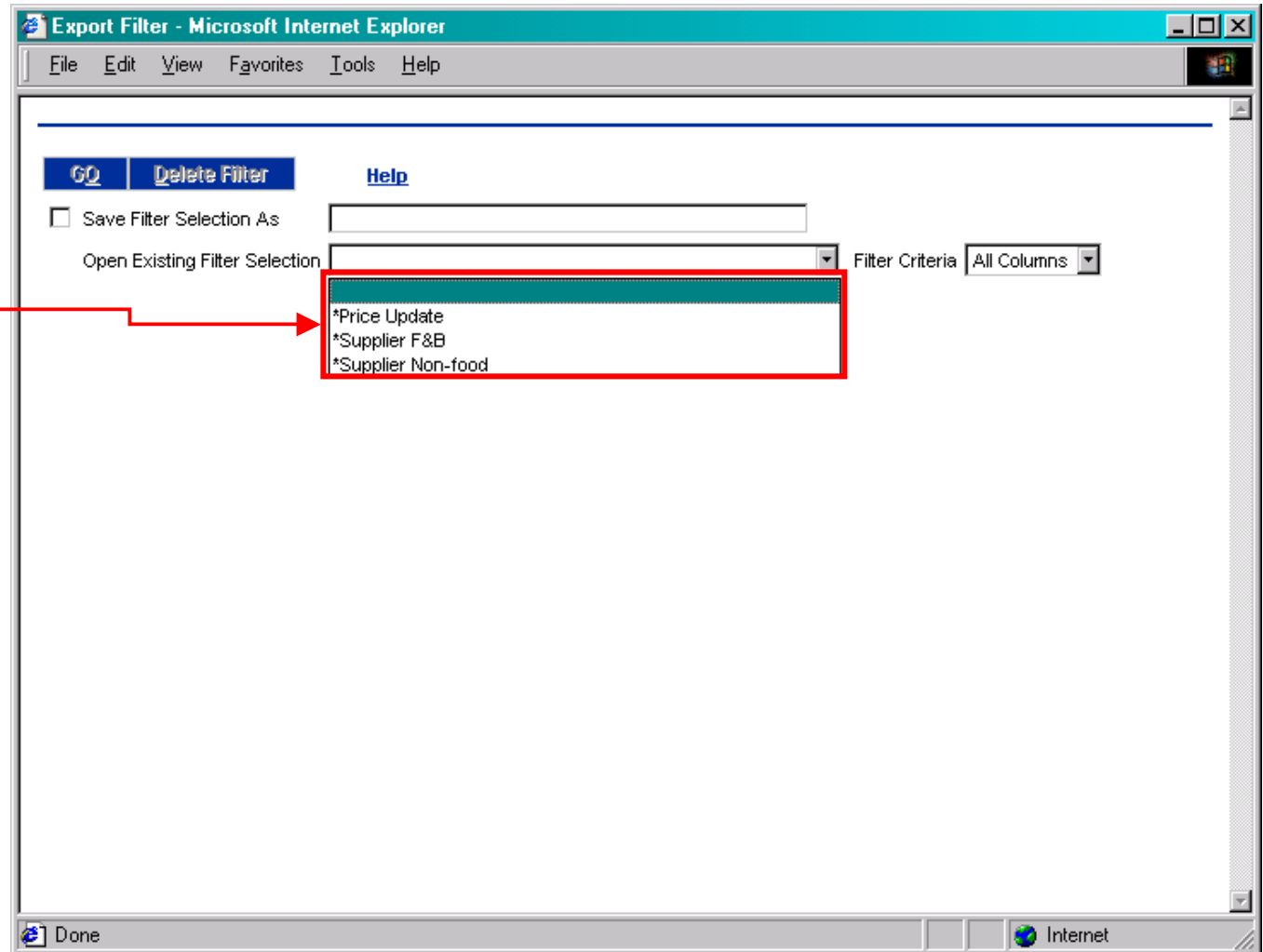
To start the export procedure, click this button.

The screenshot shows the Hilton HSM Online interface in a Microsoft Internet Explorer browser window. The page title is "HSM Online - Microsoft Internet Explorer". The browser's address bar shows "http://www.hilton.com/hsm/". The page features the Hilton logo and a navigation menu with links for "Home", "My Settings", "Help", "Tutorial", and "Logout". A search bar is present with the text "Search All Catalogs" and a "GO" button. Below the search bar, there are tabs for "Catalogs", "In Box", and "Supplier PC". The "Export" button is highlighted with a red box, and a red arrow points from the text box on the left to it. Below the "Export" button, there is a list of catalog names: "General Merchandise", "HSM Master", "Hotel Bedding", "January White Sale", and "Limited General Merchandise".

Catalog Maintenance > Export > Templates

Choose from one of the templates from the drop down list. The different templates each represent a unique set of columns to be exported, depending on the nature of the planned modification of the data. For example if the supplier intends to update prices, the '*Price Update' template is most suitable.

Choose the '*Price Update' template.



Catalog Maintenance > Export > Filters

Help

There is extensive Help available for the Export feature. Click the 'Help' link.

The Price Update template has a predefined set of columns that cannot be changed. However, the result set can be sorted and/or filtered on a column level.

| Attributes | Sort Direction | Sort Order | Filter Type | Filter Value 1 | Filter Value 2 |
|---|----------------|------------|---------------|----------------|----------------|
| <input checked="" type="checkbox"/> Item number | | | Do not Filter | | |
| <input checked="" type="checkbox"/> Product name | | | Do not Filter | | |
| <input checked="" type="checkbox"/> Product desc | | | Do not Filter | | |
| <input checked="" type="checkbox"/> Prod expires | | | Do not Filter | | |
| <input checked="" type="checkbox"/> Will break case | | | Do not Filter | Select Entry | Select Entry |
| <input checked="" type="checkbox"/> Items per case | | | Do not Filter | | |
| <input checked="" type="checkbox"/> Price UOM code | | | Do not Filter | | |
| <input checked="" type="checkbox"/> Min order qty | | | Do not Filter | | |
| <input checked="" type="checkbox"/> Unit price | | | Do not Filter | | |
| <input checked="" type="checkbox"/> Tier 2 brk qty | | | Do not Filter | | |
| <input checked="" type="checkbox"/> Tier 2 price | | | Do not Filter | | |
| <input checked="" type="checkbox"/> Tier 2 multiply | | | Do not Filter | | |
| <input checked="" type="checkbox"/> Tier 3 brk qty | | | Do not Filter | | |
| <input checked="" type="checkbox"/> Tier 3 price | | | Do not Filter | | |
| <input checked="" type="checkbox"/> Tier 3 multiply | | | Do not Filter | | |
| <input checked="" type="checkbox"/> Price eff date | | | Do not Filter | | |
| <input checked="" type="checkbox"/> Price end date | | | Do not Filter | | |
| <input checked="" type="checkbox"/> Category ID | | | Do not Filter | | |

Catalog Maintenance > Export > Filters

Sort Direction

Define whether the data will be sorted in ascending or descending order.

Export Filter - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Save Filter Selection As *Price Update
Open Existing Filter Selection *Price Update Filter Criteria All Columns

ITEM EXPORT

Add filter criteria if you wish to limit the products to be exported. Use no filter criteria if you wish to export all of your products.

| Attributes | Sort Direction | Sort Order | Filter Type | Filter Value 1 | Filter Value 2 |
|---|-------------------------|------------|---------------|----------------|----------------|
| <input checked="" type="checkbox"/> Item number | | | Do not Filter | | |
| <input checked="" type="checkbox"/> Product name | Ascending Descending | | Do not Filter | | |
| <input checked="" type="checkbox"/> Product desc | | | Do not Filter | | |
| <input checked="" type="checkbox"/> Prod expires | | | Do not Filter | | |
| <input checked="" type="checkbox"/> Will break case | | | Do not Filter | Select Entry | Select Entry |
| <input checked="" type="checkbox"/> Items per case | | | Do not Filter | | |
| <input checked="" type="checkbox"/> Price UOM code | | | Do not Filter | | |
| <input checked="" type="checkbox"/> Min order qty | | | Do not Filter | | |
| <input checked="" type="checkbox"/> Unit price | | | Do not Filter | | |
| <input checked="" type="checkbox"/> Tier 2 brk qty | | | Do not Filter | | |
| <input checked="" type="checkbox"/> Tier 2 price | | | Do not Filter | | |
| <input checked="" type="checkbox"/> Tier 2 multiply | | | Do not Filter | | |
| <input checked="" type="checkbox"/> Tier 3 brk qty | | | Do not Filter | | |
| <input checked="" type="checkbox"/> Tier 3 price | | | Do not Filter | | |
| <input checked="" type="checkbox"/> Tier 3 multiply | | | Do not Filter | | |
| <input checked="" type="checkbox"/> Price eff date | | | Do not Filter | | |
| <input checked="" type="checkbox"/> Price end date | | | Do not Filter | | |
| <input checked="" type="checkbox"/> Category ID | | | Do not Filter | | |

Done Internet

Catalog Maintenance > Export > Filters

Sort Order

Define the order in which order your criteria should apply (even if there is only one attribute). For example if you want to look at a certain price range and within that sort by Item number, choose:
1st for the Unit Price and
2nd for the Item number.

| Attributes | Sort Direction | Sort Order | Filter Type | Filter Value 1 | Filter Value 2 |
|---|----------------|------------|---------------|----------------|----------------|
| <input checked="" type="checkbox"/> Item number | | | Do not Filter | | |
| <input checked="" type="checkbox"/> Product name | | | Do not Filter | | |
| <input checked="" type="checkbox"/> Product desc | | | Do not Filter | | |
| <input checked="" type="checkbox"/> Prod expires | | | Do not Filter | | |
| <input checked="" type="checkbox"/> Will break case | | | Do not Filter | Select Entry | Select Entry |
| <input checked="" type="checkbox"/> Items per case | | | Do not Filter | | |
| <input checked="" type="checkbox"/> Price UOM code | | | Do not Filter | | |
| <input checked="" type="checkbox"/> Min order qty | | | Do not Filter | | |
| <input checked="" type="checkbox"/> Unit price | | | Do not Filter | | |
| <input checked="" type="checkbox"/> Tier 2 brk qty | | | Do not Filter | | |
| <input checked="" type="checkbox"/> Tier 2 price | | | Do not Filter | | |
| <input checked="" type="checkbox"/> Tier 2 multiply | | | Do not Filter | | |
| <input checked="" type="checkbox"/> Tier 3 brk qty | | | Do not Filter | | |
| <input checked="" type="checkbox"/> Tier 3 price | | | Do not Filter | | |
| <input checked="" type="checkbox"/> Tier 3 multiply | | | Do not Filter | | |
| <input checked="" type="checkbox"/> Price eff date | | | Do not Filter | | |
| <input checked="" type="checkbox"/> Price end date | | | Do not Filter | | |
| <input checked="" type="checkbox"/> Category ID | | | Do not Filter | | |

Catalog Maintenance > Export > Filters

Filter Type

Define what type of filter you want to apply. Depending on which filter you choose, specify one or two filter values. For example: if you are looking for prices ranging from \$X to \$Y choose the 'From/Through' filter on the unit price column and type values X and Y in the respective value fields. (Do not use \$ symbol.)

Export Filter - Microsoft Internet Explorer

File Edit View Favorites Tools Help

GO Delete Filter Help

Save Filter Selection As *Price Update

Open Existing Filter Selection *Price Update Filter Criteria All Columns

ITEM EXPORT

Add filter criteria if you wish to limit the products to be exported. Use no filter criteria if you wish to export all of your products.

| Attributes | Sort Direction | Sort Order | Filter Type | Filter Value 1 | Filter Value 2 |
|---|----------------|------------|---------------|----------------|----------------|
| <input checked="" type="checkbox"/> Item number | | | Do not Filter | | |
| <input checked="" type="checkbox"/> Product name | | | Do not Filter | | |
| <input checked="" type="checkbox"/> Product desc | | | Do not Filter | | |
| <input checked="" type="checkbox"/> Prod expires | | | Do not Filter | | |
| <input checked="" type="checkbox"/> Will break case | | | Do not Filter | | |
| <input checked="" type="checkbox"/> Items per case | | | Do not Filter | | |
| <input checked="" type="checkbox"/> Price UOM code | | | Do not Filter | | |
| <input checked="" type="checkbox"/> Min order qty | | | Do not Filter | | |
| <input checked="" type="checkbox"/> Unit price | | | Do not Filter | | |
| <input checked="" type="checkbox"/> Tier 2 brk qty | | | Do not Filter | | |
| <input checked="" type="checkbox"/> Tier 2 price | | | Do not Filter | | |
| <input checked="" type="checkbox"/> Tier 2 multiply | | | Do not Filter | | |
| <input checked="" type="checkbox"/> Tier 3 brk qty | | | Do not Filter | | |
| <input checked="" type="checkbox"/> Tier 3 price | | | Do not Filter | | |
| <input checked="" type="checkbox"/> Tier 3 multiply | | | Do not Filter | | |
| <input checked="" type="checkbox"/> Price eff date | | | Do not Filter | | |
| <input checked="" type="checkbox"/> Price end date | | | Do not Filter | | |
| <input checked="" type="checkbox"/> Category ID | | | Do not Filter | | |

Done Internet

Catalog Maintenance > Export > Filter Example

Example

The current filter settings result in a set of products where the supplier will break a case sorted by Item number.

| Attributes | Sort Direction | Sort Order | Filter Type | Filter Value 1 | Filter Value 2 |
|---|----------------|------------|---------------|----------------|----------------|
| <input checked="" type="checkbox"/> Item number | | | Do not Filter | | |
| <input checked="" type="checkbox"/> Product name | Ascending | 1st | Do not Filter | | |
| <input checked="" type="checkbox"/> Product desc | | | Do not Filter | | |
| <input checked="" type="checkbox"/> Prod expires | | | Do not Filter | | |
| <input checked="" type="checkbox"/> Will break case | Ascending | 2nd | = | Yes | Select Entry |
| <input checked="" type="checkbox"/> Items per case | | | Do not Filter | | |
| <input checked="" type="checkbox"/> Price UOM code | | | Do not Filter | | |
| <input checked="" type="checkbox"/> Min order qty | | | Do not Filter | | |
| <input checked="" type="checkbox"/> Unit price | | | Do not Filter | | |
| <input checked="" type="checkbox"/> Tier 2 brk qty | | | Do not Filter | | |
| <input checked="" type="checkbox"/> Tier 2 price | | | Do not Filter | | |
| <input checked="" type="checkbox"/> Tier 2 multiply | | | Do not Filter | | |
| <input checked="" type="checkbox"/> Tier 3 brk qty | | | Do not Filter | | |
| <input checked="" type="checkbox"/> Tier 3 price | | | Do not Filter | | |
| <input checked="" type="checkbox"/> Tier 3 multiply | | | Do not Filter | | |
| <input checked="" type="checkbox"/> Price eff date | | | Do not Filter | | |
| <input checked="" type="checkbox"/> Price end date | | | Do not Filter | | |
| <input checked="" type="checkbox"/> Category ID | | | Do not Filter | | |

Catalog Maintenance > Export > Saving Filter Settings

Saving Filters

If there is a specific filter setting that you want to save, you can do that by removing the asterisk (*), then checking the box and naming the filter. Existing templates (marked with *) cannot be altered, and therefore need to be renamed.

Once you click OK, the export will run and your newly created filter will be available in the drop down list. Going forward, you can alter it or delete it.

Click 'GO' to execute the file Export.

| Attributes | Sort Direction | Sort Order | Filter Type | Filter Value 1 | Filter Value 2 |
|---|----------------|------------|---------------|----------------|----------------|
| <input checked="" type="checkbox"/> Item number | | | Do not Filter | | |
| <input checked="" type="checkbox"/> Product name | Ascending | 1st | Do not Filter | | |
| <input checked="" type="checkbox"/> Product desc | | | Do not Filter | | |
| <input checked="" type="checkbox"/> Prod expires | | | Do not Filter | | |
| <input checked="" type="checkbox"/> Will break case | Ascending | 2nd | = | Yes | Select Entry |
| <input checked="" type="checkbox"/> Items per case | | | Do not Filter | | |
| <input checked="" type="checkbox"/> Price UOM code | | | Do not Filter | | |
| <input checked="" type="checkbox"/> Min order qty | | | Do not Filter | | |
| <input checked="" type="checkbox"/> Unit price | | | Do not Filter | | |
| <input checked="" type="checkbox"/> Tier 2 brk qty | | | Do not Filter | | |
| <input checked="" type="checkbox"/> Tier 2 price | | | Do not Filter | | |
| <input checked="" type="checkbox"/> Tier 2 multiply | | | Do not Filter | | |
| <input checked="" type="checkbox"/> Tier 3 brk qty | | | Do not Filter | | |
| <input checked="" type="checkbox"/> Tier 3 price | | | Do not Filter | | |
| <input checked="" type="checkbox"/> Tier 3 multiply | | | Do not Filter | | |
| <input checked="" type="checkbox"/> Price eff date | | | Do not Filter | | |
| <input checked="" type="checkbox"/> Price end date | | | Do not Filter | | |
| <input checked="" type="checkbox"/> Category ID | | | Do not Filter | | |

Catalog Maintenance > Export

Result

The result will be a .csv file that can be opened and modified in Excel. Once you are done, make sure to save the file in .csv format again.

| ACTION | HILTONITEMS.CATALOG_ITEM | HILTONITEMS.SUPPLIER_SKU | HILTONITEMS.ITEM_DESCRIPTION | HILTONITEMS.LONG_DESCRIPTION |
|--------|--------------------------|--------------------------|-------------------------------------|---|
| N | Catalog Item | Supplier SKU | Item description | Long description |
| N | STRING(50) | STRING(50) | STRING(500) | STRING(4000) |
| N | AC000000000045 | SKU12008 | Guest Soap | Guest soap, Hilton logo |
| N | CAT00000015118 | V3600F TN | Velux Blankets, Full | Velux Blankets, Full |
| N | CAT00000015119 | V3600K IV | Velux Blankets, King | Velux Blankets, King |
| N | CAT00000015120 | V3600T TN | Velux Blankets, Twin | Velux Blankets, Twin |
| N | CAT00000015121 | V3600Q IV | Velux Blankets, Queen | Velux Blankets, Queen |
| N | CAT00000015122 | V3600Q TN | Velux Blankets, Queen | Velux Blankets, Queen |
| N | CAT00000015123 | V3600T IV | Velux Blankets, Twin | Velux Blankets, Twin |
| N | CAT00000015124 | V3600K TN | Velux Blankets, King | Velux Blankets, King |
| N | CAT00000015125 | V3600TF IV | Velux Blankets, Twin/Full | Velux Blankets, Twin/Full |
| N | CAT00000015126 | V3600TF TN | Velux Blankets, Twin/Full | Velux Blankets, Twin/Full |
| N | EC000000000101 | SKU12007 | Budget Pillow | Budget - Where dollars are important and quality is |
| N | EC000000000102 | SKU12001 | Economy Pillow | Economy, our best seller for sure! Cotton blend w |
| N | EC000000000103 | SKU12002 | Feather Down | Feather Down Pillow, Sweet dreams are ensured w |
| N | EC000000000104 | SKU12003 | Foss Guard | Foss Guard Pillow - Always remains fluffy, Machine |
| N | EC000000000105 | SKU12004 | Foss Guard Healthcare | Fossfill Healthcare Pillows - As Above with Anti M |
| N | EC000000000106 | SKU12005 | Pillow Protectors | Goldsmith Quality Pillow Protectors are the smart |
| N | EC000000000107 | SKU12006 | Blankets - Ultra Woven | Ultra Woven by Owen Mills. |
| N | EC000000000108 | SKU12009 | Budget Pillow January Sale | Budget - Where dollars are important and quality is |
| N | EC000000000109 | SKU12010 | Economy Pillow January Sale | Economy, our best seller for sure! Cotton blend w |
| N | EC000000000110 | SKU12011 | Feather Down January Sale | Feather Down Pillow, Sweet dreams are ensured w |
| N | EC000000000111 | SKU12012 | Foss Guard January Sale | Foss Guard Pillow - Always remains fluffy, Machine |
| N | EC000000000112 | SKU12013 | Foss Guard Healthcare January Sale | Fossfill Healthcare Pillows - As Above with Anti M |
| N | EC000000000113 | SKU12014 | Pillow Protectors January Sale | Goldsmith Quality Pillow Protectors are the smart |
| N | EC000000000114 | SKU12015 | Blankets - Ultra Woven January Sale | Ultra Woven by Owen Mills. |

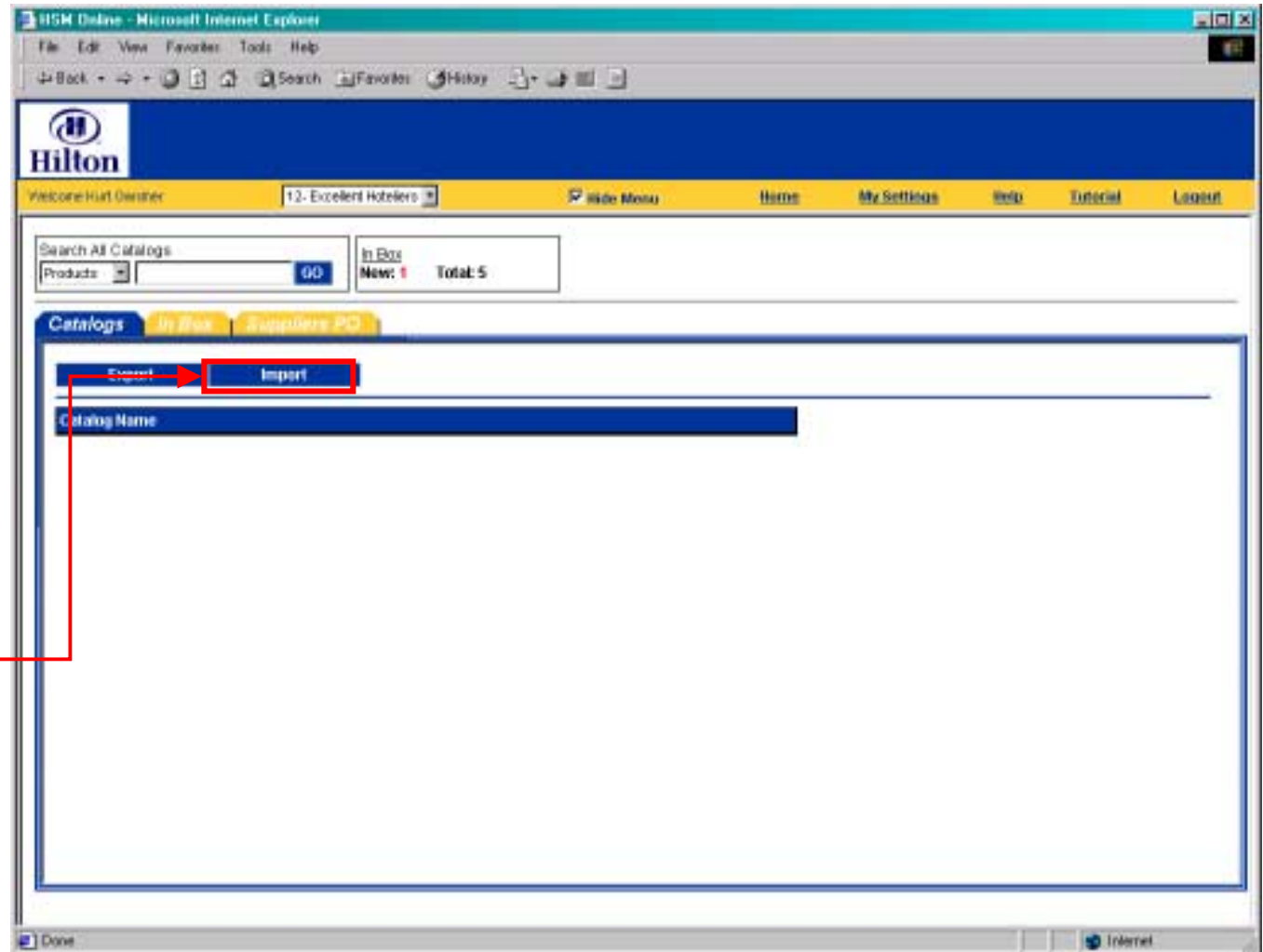


Catalog Maintenance > Import

Import

After making changes to the spreadsheet, you can import the updated data

To start the import Procedure, click this button.



Catalog Maintenance > Import

To start the import Procedure, click this button.

Specify the file type and locate the file you want to import and click submit. Once the file has been successfully submitted you will get a confirmation message.

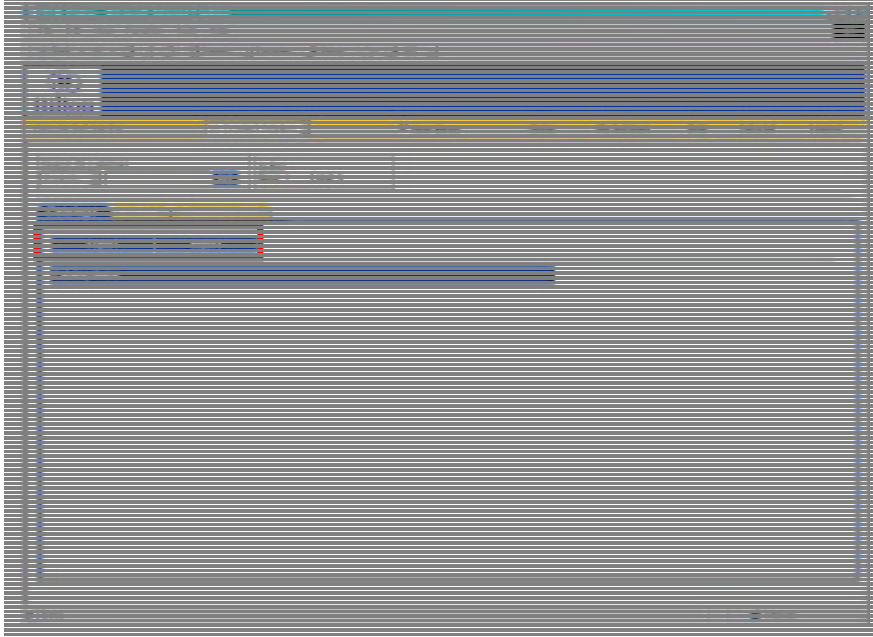
All files that have been submitted by 11:00 AM PST will be available in the system the next business day. Changes made by Price regulated suppliers however will be available after approval by Hilton

The screenshot shows the Hilton HSM Online interface in Microsoft Internet Explorer. The main page has a blue header with the Hilton logo and a yellow navigation bar. Below the navigation bar is a search area with a search box and a 'GO' button. The main content area is titled 'Catalogs' and has two tabs: 'In Flux' and 'Supplier PC'. Under the 'Supplier PC' tab, there are two buttons: 'Export' and 'Import'. The 'Import' button is highlighted with a red box. Below the buttons is a list of catalog names: 'General Merchandise', 'HSM Master', 'Hotel Bedding', 'January White Sale', and 'Limited General Merchandise'. A red arrow points from the 'Import' button to a smaller window titled 'Select Upload File'. This window has a 'File type' dropdown menu set to 'Select Entry', a 'File name' input field, and a 'Browse...' button. A 'Submit' button is at the bottom left of the window. A red arrow also points from the first text box to the 'Import' button.

Catalog Maintenance > Online Maintenance

Offline Maintenance via Export and Import

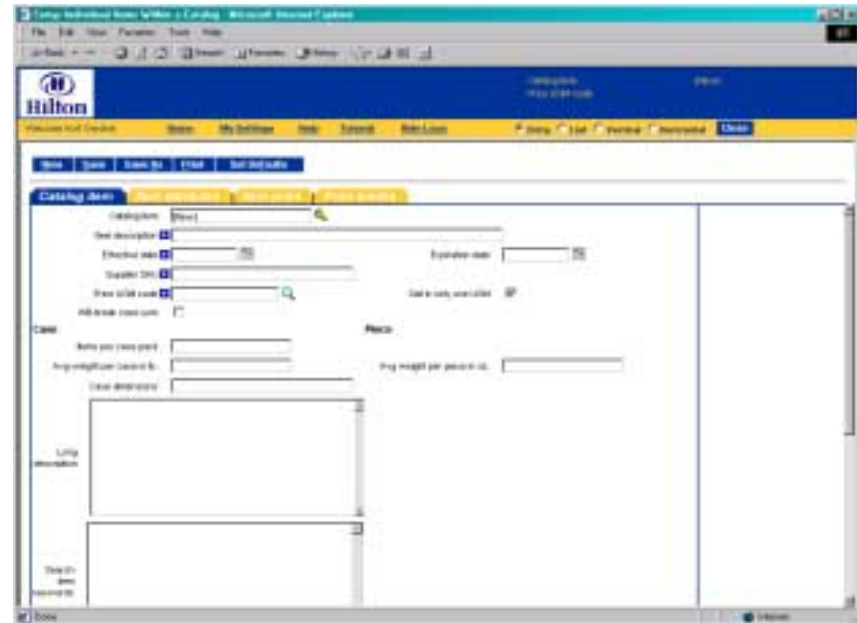
Catalog Item Import and Export are available from the Catalog Tab on the front page. Generally suppliers will maintain their catalog content via export and import. If they want to make a change they will export the item data, make the change in the spreadsheet, then import it back into the system.



Online Maintenance

The system provides the ability to maintain catalog item data via online maintenance screens. Functions are available for online catalog maintenance:

1. Setup Individual Items Within a Catalog
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Catalog Maintenance > Online Maintenance

Differences in Supplier Status

Depending on the relationship with Hilton, there are two different types of suppliers as it relates to maintaining catalog items:

- Non-price regulated
- Price regulated

The Status affects the way prices can be updated in the system. For example, regulated suppliers will update individual prices through a different interface than non-regulated suppliers and price changes are made active by Hilton Supply Management.



Catalog Maintenance > Setup Individual Items

Uncheck the Hide Menu box.

The screenshot shows the Hilton HSM Online interface in Microsoft Internet Explorer. The browser title is "HSM Online - Microsoft Internet Explorer". The page features the Hilton logo and a navigation bar with "Welcome! Hi! Guest User" and "12: Excellent Hoteliers". A red box highlights the "Hide Menu" checkbox, which is currently checked. A red arrow points from a text box on the left to this checkbox. Below the navigation bar is a search section with "Search All Catalogs" and "Supplier: Excellent Hoteliers" with a "GO" button. It also shows "In Box: New: 5 Total: 5". The main content area is titled "Catalogs" and has tabs for "In Box" and "Supplier PO". Below this are "Export" and "Import" buttons. A table lists catalog names: "General Merchandise", "HSM Master", "Hotel Bedding", "January White Sale", and "Limited General Merchandise".

Catalog Maintenance > Setup Individual Items

From the 'V7 Procurement' menu, choose 'Setup Individual Items Within a Catalog.'

The screenshot displays the Hilton V7 Procurement web application interface. The browser window title is "HSM Online - Microsoft Internet Explorer". The page features a blue header with the Hilton logo and a yellow navigation bar with options like "Home", "My Settings", "Help", "Tutorial", and "Logout". A search bar is visible with the text "Search All Catalogs" and a "GO" button. The main content area is divided into a left sidebar and a right main panel. The sidebar, titled "Main Menu", contains a tree view with "V7 Procurement" expanded, and "Setup Individual Items Within a Catalog" highlighted with a red box. A red arrow points from the text box on the left to this menu item. The main panel shows a "Catalogs" section with a list of catalog names: "General Merchandise", "HSM Master", "Hotel Bedding", "January White Sale", and "Limited General Merchandise".

Catalog Maintenance > Setup Individual Items

Click the 'Vertical' radio button to display the list of items.

The screenshot shows a web browser window titled "Setup Individual Items Within a Catalog - Microsoft Internet Explorer". The page features the Hilton logo and a navigation bar with buttons for "Home", "My Settings", "Help", "Tutorial", "Hide/Show", "Entry", "List", "Vertical", "Horizontal", and "Close". Below the navigation bar is a toolbar with "New", "Save", "Save As", "Print", and "Set Defaults". The main content area has tabs for "Catalog item", "Item attributes", "Item prices", "Price breaks", and "Item UOM". The "Catalog item" tab is active, showing a form with various input fields: "Product #", "Product name", "Product effective date", "Product expiration date", "Minimum order quantity", "Maximum lead time days", "Minimum lead time days", "Price UOM", "Willing to break case", "Case" (with "Items per case pack" and "Avg weight per case in lb"), "Place" (with "Portion size" and "Dimensions"), and "Long description". A red box highlights the "Vertical" radio button in the navigation bar, with a red arrow pointing to it from a callout box on the left.

Catalog Maintenance > Setup Individual Items

Use this screen to edit item information. This screen allows you to change item information one item at a time. All the fields associated with an item are available from this screen if you are not price regulated.

(Price regulated suppliers will not be able to change price from this screen.)

The screenshot shows a web browser window titled "Setup Individual Items Within a Catalog - Microsoft Internet Explorer". The interface features a blue header with the Hilton logo and navigation links like "Home", "My Settings", "Help", "Tutorial", and "Hide/Show". Below the header, there are tabs for "New", "Save", "Save As", "Print", and "Set Defaults". The main content area is divided into sections: "Catalog item", "Item attributes", "Item price", and "Price breaks". The "Catalog item" section contains various input fields for "Product #", "Product name", "Product effective date", "Product expiration date", "Minimum order quantity", "Maximum lead time days", "Minimum lead time days", "Price UOM", and "Sell in only one UOM". There are also checkboxes for "Willing to break case". The "Case" section includes fields for "Items per case pack", "Avg weight per case in lb.", and "Size". The "Piece" section includes fields for "Partition size" and "Dimensions". A large text area at the bottom is labeled "Long description". On the left side, there is an "Advanced Search" section with a search column dropdown, a search text input, and a list of product names including "Guest Soap", "Velux Blankets, Full", "Velux Blankets, King", "Velux Blankets, Twin", "Velux Blankets, Queen", "Eugel Pillow", "Economy Pillow", "Feather Down", "Foss Guard", "Foss Guard Headboard", "Pillow Protectors", "Blankets - Ultra Woven", "Eugel Pillow January Sale", "Economy Pillow January Sale", "Feather Down January Sale", "Foss Guard January Sale", "Foss Guard Headboard January Sale", "Pillow Protectors January Sale", and "Blankets - Ultra Woven January Sale".

Catalog Maintenance > Setup Individual Items

If you are modifying an item, choose it from the list below by clicking on its name. The item will load in the Entry (right) section of the screen.

Search your catalog items for a specific item. Specify a column to be searched (or search All columns), type a search text in the respective field and hit 'GO.'

The selected item loads in the entry section and can be modified.

Advanced Search
First Previous Next Last New Refresh Item
Search Column: All
Search Text: GO
Page 1 of 27 / Rows 1-200 of 5338 found

Product name
Guest Soap
Vellux Blankets, Full
Vellux Blankets, King
Vellux Blankets, Twin
Vellux Blankets, Queen
Vellux Blankets, Queen
Vellux Blankets, Twin
Vellux Blankets, King
Vellux Blankets, TwinFull
Vellux Blankets, TwinFull
Budget Pillow
Economy Pillow
Feather Down
Foss Guard
Foss Guard Healthcare
Pillow Protectors
Blankets - Ultra Woven
Budget Pillow January Sale
Economy Pillow January Sale
Feather Down January Sale
Foss Guard January Sale
Foss Guard Healthcare January Sale
Pillow Protectors January Sale
Blankets - Ultra Woven January Sale

Product #
Product name
Product effective date
Product expiration date
Minimum order quantity
Maximum lead time days
Minimum lead time days
Price UOM
Set in only one UOM
Yelling to break case
Case
Items per case pack
Avg weight per case in lb
Size
Piece
Portion size
Dimensions
Long description

Catalog Maintenance > Setup Individual Items

Select an item.

Save/Save As

Important: Click the 'Save' button to confirm your changes. Click 'Save As' to save the current item under a new name.

Print

Click 'Print' to see a printer-friendly HTML version of the entry screen.

Set Defaults

Click this button to set the current settings as defaults for new items that are created during this session. (If the browser window is closed, the defaults are cleared.)

The screenshot shows the 'Setup Individual Item' page in Microsoft Internet Explorer. The page title is 'Setup Individual Item Within a Catalog - Microsoft Internet Explorer'. The browser address bar shows 'http://www.hilton.com'. The page has a blue header with the Hilton logo and 'Product #', 'Price UOM'. Below the header is a yellow navigation bar with 'Welcome Hunt Gardner', 'Home', 'My Settings', 'Help', 'Tutorial', 'Help Loan', 'Entry', 'List', 'Vertical', 'Horizontal', and 'Close'. The main content area is divided into a left sidebar and a main form. The sidebar has an 'Advanced Search' section with a search bar and a list of items. The main form has a 'Catalog Item' section with tabs for 'Item attributes', 'Price', and 'Price breaks'. The 'Item attributes' tab is active, showing fields for 'Product #', 'Product name', 'Product effective date', 'Product expiration date', 'Minimum order quantity', 'Minimum lead time days', 'Price UOM', and 'Will ship to break case'. There are also sections for 'Case' (Items per case pack, Avg weight per case in lb, Size) and 'Piece' (Portion size, Dimensions). A 'Long description' field is at the bottom. At the top of the main form, there are four buttons: 'Save', 'Save As', 'Print', and 'Set Defaults'. Red boxes and arrows highlight these buttons and the 'Value Blankets, Full' item in the list.

Catalog Maintenance > Setup Individual Items

Item attributes

Further product attributes can be specified here, such as the product image.

The screenshot displays the 'Setup Individual Items' web application. The left sidebar shows a list of product names, including 'Guest Soap', 'Velux Blankets, Full', 'Velux Blankets, King', 'Velux Blankets, Twin', 'Velux Blankets, Queen', 'Velux Blankets, Queen', 'Velux Blankets, Twin', 'Velux Blankets, King', 'Velux Blankets, Twin/Full', 'Velux Blankets, Twin/Full', 'Eugel Pillow', 'Economy Pillow', 'Feather Down', 'Foss Guard', 'Foss Guard/Headboard', 'Pillow Protectors', 'Blankets - Ultra Woven', 'Eugel Pillow January Sale', 'Economy Pillow January Sale', 'Feather Down January Sale', 'Foss Guard January Sale', 'Foss Guard/Headboard January Sale', 'Pillow Protectors January Sale', and 'Blankets - Ultra Woven January Sale'. The right pane shows the 'Item attributes' form, which includes a 'Medium image file name' field, and 'Item Attributes' section with fields for 'Product origin', 'Grade', 'NAMP number', and 'Product color'. The 'Item attributes' tab is highlighted with a red box, and a red arrow points from the text box on the left to it.

Catalog Maintenance > Setup Individual Items

Item price

Prices can be changed manually by adding additional price rows. (For tracking purposes, historical prices should not be edited.)

Price Regulated Suppliers

Price regulated suppliers will have display only access to this tab, since special price change rules apply. Individual Prices are updated with the Manual Price Update procedure described later on.

The screenshot shows the 'Setup Individual Items' page in Microsoft Internet Explorer. The page features a search bar, a list of products, and a table of prices. The 'Item price' tab is highlighted with a red box. The 'Add Row' button is also highlighted with a red box. A red arrow points from the 'Add Row' button to the 'Item price' tab. A red box also highlights the 'Add Row' button, with a red arrow pointing to a callout box that says 'Click the 'Add Row' button.'

| | Unit price | Price eff date | Price end date | Price status |
|------|------------|----------------|----------------|--------------|
| Edit | 12.04 | 01/01/2002 | | Active |
| Edit | 12.04 | 12/02/2002 | | Active |

Click the 'Add Row' button.

Catalog Maintenance > Setup Individual Items

To create a new price record, specify the new price and the effective date. The end date is for informational/ reporting purposes only.

To set a date you can also click the calendar icon and select a date from the calendar pop-up window.

IMPORTANT: To make changes permanent, click the OK button to save the detail record, then the SAVE button to save the record.

The screenshot shows the 'Setup Individual Item' form in Microsoft Internet Explorer. The form is titled 'Setup Individual Item Within a Catalog' and is for Product # V3900T TH, Price UOM EA. The form has tabs for 'Catalog item', 'Item attributes', 'Item price', and 'Price breaks'. The 'Item price' tab is active, showing a table with columns 'Unit price', 'Price eff date', and 'Price end date'. The table contains two rows: one with '12.04' and '01/01/2002', and another with '12.04' and '12/31/2002'. Below the table are buttons for 'OK', 'Cancel', and 'Copy as New Row'. The 'OK' button is highlighted with a red box. Below the table are fields for 'Price UOM' (EA), 'Unit price' (12.04), 'Price effective date' (01/01/2002), and 'Price end date'. A calendar icon is next to the 'Price effective date' field. Below these fields are 'Price Adjustments' fields: 'Price adjustment event', 'Price adjustment status' (Active), and 'Price last updated on'. A calendar pop-up window is visible on the right side of the form, showing the date 01/01/2002 selected. A red arrow points from the 'OK' button to the 'Price effective date' field, and another red arrow points from the calendar icon to the calendar pop-up window.

| Unit price | Price eff date | Price end date |
|------------|----------------|----------------|
| 12.04 | 01/01/2002 | |
| 12.04 | 12/31/2002 | |

Click 'OK' to save the new price entry.

Catalog Maintenance > Setup Individual Items

Price breaks

Specify Price break quantities and price adjustments on this tab.

Click the 'Add Row' button.

The screenshot shows the 'Setup Individual Items Within a Catalog' page in Microsoft Internet Explorer. The page features a search bar with 'Search Column' set to 'All' and 'Search Text' empty. Below the search bar is a list of products, with 'Velux Blankets, Twin' selected. To the right of the product list is a table with columns: 'Row', 'Price UOM', 'Break qty', 'Multiply factor', and 'Add flat amt'. The 'Price breaks' tab is highlighted with a red box, and the 'Add Row' button is also highlighted with a red box. The page title is 'Setup Individual Items Within a Catalog - Microsoft Internet Explorer'.

Catalog Maintenance > Setup Individual Items

Specify the quantity where a price break will occur. Choose between a flat amount adjustment or a multiplier adjustment or both.

Multiplier:

Enter a multiple of 1 here to reflect a price change. E.g. 0.95 reflects a 5% reduction in price, whereas 1.05 indicates a 5% price increase.

Flat Amount:

Enter a flat amount. Negative values reflect a flat price decrease and positive values a corresponding increase.

Click 'OK' to confirm your entries.

Setup Individual Item Within a Catalog - Microsoft Internet Explorer

Hilton

Product # V3900T TH
Price UOM EA

Advanced Search

Search Column: All
Search Text:

Page 1 of 27 / Rows 1-200 of 5338 found

| Product name |
|-------------------------------------|
| Guest Soap |
| Velux Blankets, Full |
| Velux Blankets, King |
| Velux Blankets, Twin |
| Velux Blankets, Queen |
| Velux Blankets, Queen |
| Velux Blankets, Twin |
| Velux Blankets, King |
| Velux Blankets, Twin/Full |
| Velux Blankets, Twin/Full |
| Budget Pillow |
| Economy Pillow |
| Feather Down |
| Foss Guard |
| Foss Guard/Healthcare |
| Pillow Protectors |
| Blankets - Ultra Woven |
| Budget Pillow January Sale |
| Economy Pillow January Sale |
| Feather Down January Sale |
| Foss Guard January Sale |
| Foss Guard/Healthcare January Sale |
| Pillow Protectors January Sale |
| Blankets - Ultra Woven January Sale |

New Save Save As Print Set Defaults

Catalog Item Item attributes Item price Price breaks

Add Row

| Row | Price UOM | Break qty | Multiply factor | Adj flat amt |
|-----|-----------|-----------|-----------------|--------------|
| 1 | EA | 50 | 0.95 | |

OK Cancel Copy as New Row Delete Row

Row: 1
Price UOM: EA
Price break quantity: 50
Multiply factor for price break: 0.95
Adjust by flat price amount:
New price (does not include % conversion factor): \$ 11.44

Catalog Maintenance > Setup Individual Items

The price break you just entered is displayed here.

IMPORTANT: To make changes to the item permanent, you need to click the **SAVE** button.

Product # V3900T TH
Price UOM EA

Close

New Save Save As Print Set Defaults

Catalog item Item attributes Item price Price breaks

Add Rate Search Column: Row Search Text: page 1 of 1 Rows per page 50

| Item # | Price UOM | Break rate | Multiplier factor | Alt Rate uom |
|--------|-----------|------------|-------------------|--------------|
| 1 | EA | 50 | 0.95 | |

Product name

- Guest Soap
- Velux Blankets, Full
- Velux Blankets, King
- Velux Blankets, Twin
- Velux Blankets, Queen
- Velux Blankets, Queen
- Velux Blankets, Twin
- Velux Blankets, King
- Velux Blankets, Twin/Full
- Velux Blankets, Twin/Full
- Budget Pillow
- Economy Pillow
- Feather Down
- Foss Guard
- Foss Guard/Headboard
- Pillow Protectors
- Blankets - Ultra Woven
- Budget Pillow January Sale
- Economy Pillow January Sale
- Feather Down January Sale
- Foss Guard January Sale
- Foss Guard/Headboard January Sale
- Pillow Protectors January Sale
- Blankets - Ultra Woven January Sale

Done

This concludes the Individual Setup of Items.

Click the 'Close' button to return to the FrontPage.

Catalog Maintenance > Manual Price Update for Regulated Suppliers

This screen is used for creating price records for individual items that are manually entered.

If you are a Price Regulated Supplier, choose 'Manual Price Update for Price Regulated Companies' from the 'V7 Procurement' menu.

All price changes will be considered pending until approved (made active) by Hilton Supply Management. Once the price changes are approved, the price will go into effect.

The screenshot displays the Hilton V7 Procurement web application. The main menu on the left includes 'V7 Procurement' with sub-options: 'Accept a PO', 'Setup Individual Items Within a Catalog', and 'Manual Price Update for Price Regulated Companies'. The latter option is highlighted with a red box and a red arrow. The right side of the screen shows a search bar, a 'Suppliers PO' section with 'Accept PO', 'Reject PO', and 'View' buttons, and a table with columns for 'Buyer PO num', 'PO Status', and 'Subject'.

Catalog Maintenance > Manual Price Update for Regulated Suppliers

Manual price changes will be grouped in a Price Event. One Price event can contain multiple price change requests.

1. Enter a description for this price event.

Note:
The Status is Pending price regulation

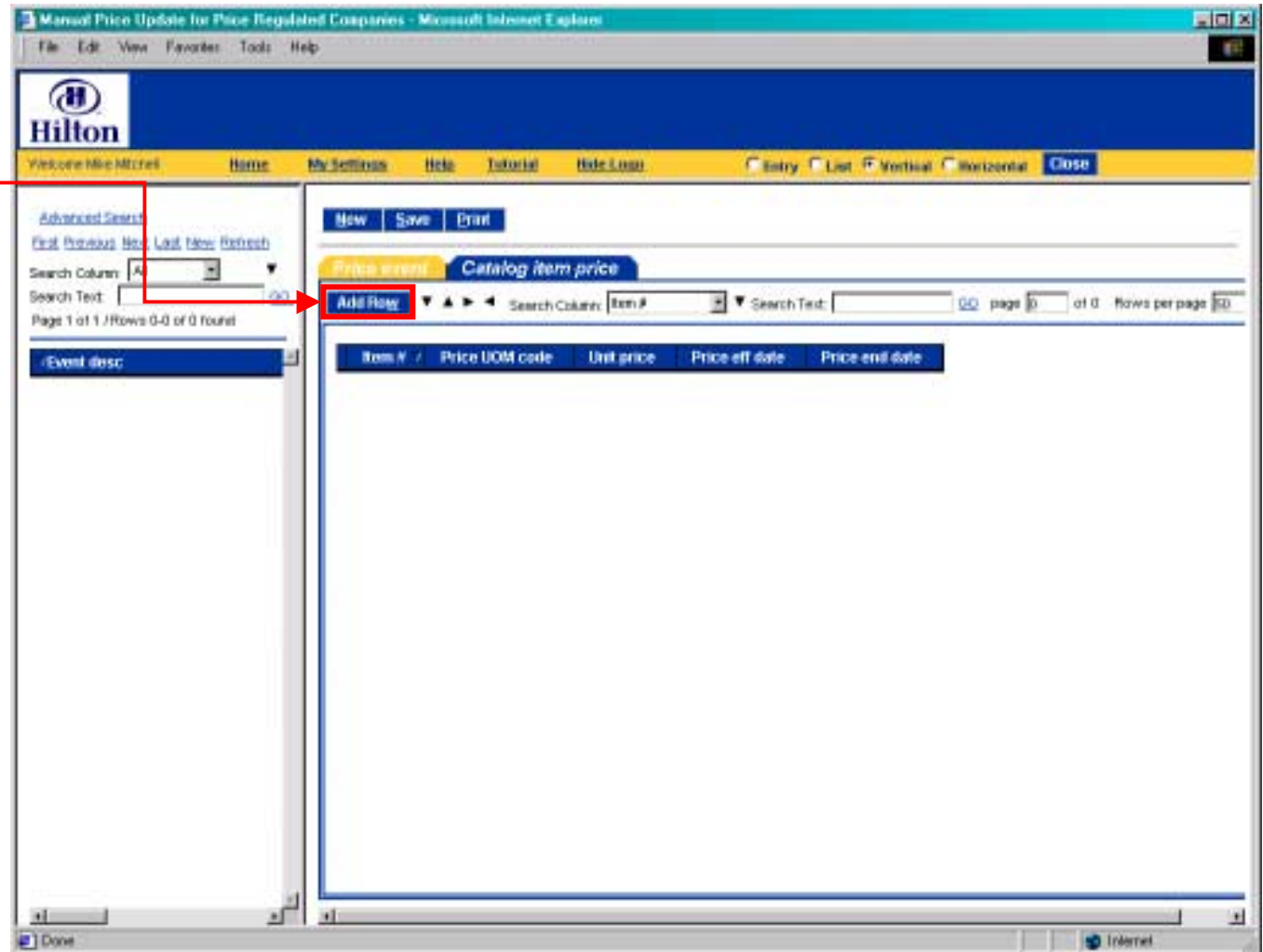
The screenshot shows a web browser window titled "Manual Price Update for Price Regulated Companies - Microsoft Internet Explorer". The page features the Hilton logo and a navigation menu with options like "Home", "My Settings", "Help", "Tutorial", and "Hide Logo". Below the navigation, there is a search section with "Advanced Search" and "First Previous Next Last New Refresh" buttons. A search column is set to "All", and the search text is empty. The page displays "Page 1 of 1 / Rows 0-0 of 0 total".

The main content area has a "New Save Print" header. Below it, there are two tabs: "Price event" (highlighted in red) and "Catalog Item price" (highlighted in yellow). The "Price event" tab is active, showing an "Event description" field and a "Status" dropdown menu set to "Pending price regulation".

Red arrows from the text boxes point to the "Price event" tab, the "Event description" field, and the "Catalog Item price" tab.

Catalog Maintenance > Manual Price Update for Regulated Suppliers

Click the Add Row button.



Catalog Maintenance > Manual Price Update for Regulated Suppliers

Type in the Item# (SKU) and the new unit price as well as the price effective date.

The screenshot displays the 'Manual Price Update for Price Regulated Companies' web application. The interface is divided into two main sections. On the left, there is an 'Advanced Search' section with a search bar and a table of search results. On the right, there is a 'Price update' section with a 'Catalog item price' sub-section. This sub-section contains a table with columns for 'Item #', 'Price UOM code', 'Unit price', 'Price eff date', and 'Price end date'. Below the table, there are input fields for 'Item #', 'Unit price', 'Price effective date', 'Price end date', and 'Internal item number'. A red box highlights these input fields, and a red arrow points from the text box to the 'Item #' field.

Catalog Maintenance > Manual Price Update for Regulated Suppliers

After you have added all the items necessary, click 'Save,' which will save the event and send it to Hilton Supply Management for approval.

Click 'OK' to confirm. If you want to include more item price changes in the same event, click 'Add Row' again.

Hilton Supply Management will review the Price event and mark it either Active (approved) or Inactive (disapproved).

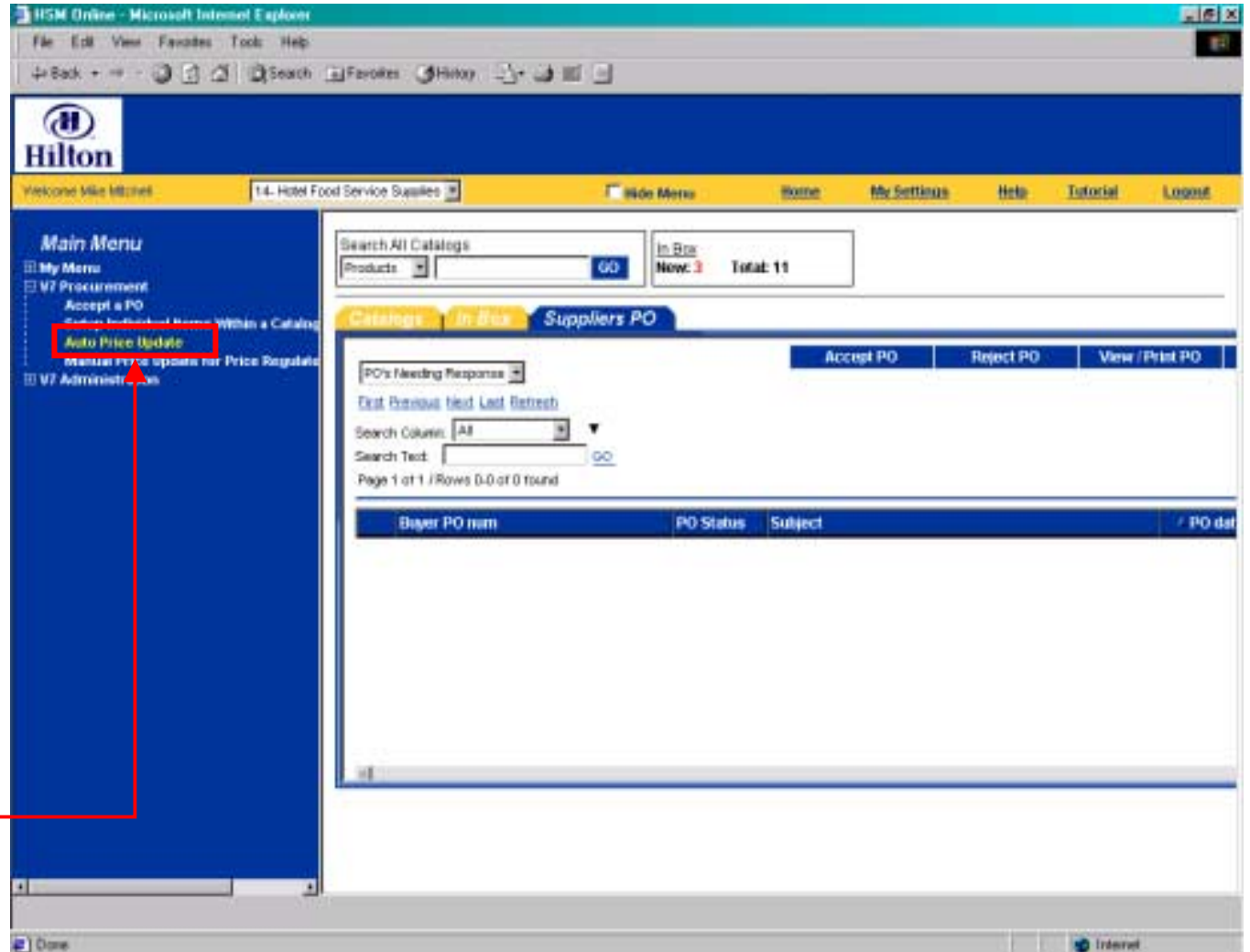
The screenshot shows the 'Manual Price Update for Price Regulated Companies' interface in Microsoft Internet Explorer. The page features a search bar with 'Search Column' set to 'All' and 'Search Text' empty. Below the search bar, there are navigation buttons: 'First', 'Previous', 'Next', 'Last', 'New', and 'Refresh'. A table with the following columns is visible: 'Item #', 'Price UOM code', 'Unit price', 'Price eff date', and 'Price end date'. Below the table, there are buttons for 'Add Row', 'Cancel', and 'Copy as New Row'. A form for adding a new row is displayed below the table, with fields for 'Item #' (840-11425-87885), 'Price UOM code', 'Unit price' (152.15), 'Price effective date' (01/30/2003), 'Price end date', and 'Internal item number'. The 'Save' button is highlighted with a red box, and a red arrow points from the first callout box to it. The 'OK' button is also highlighted with a red box, and a red arrow points from the second callout box to it.

Catalog Maintenance > Auto Price Update

The Auto Price Update screen is used by price regulated and non-price regulated suppliers to change prices for a group of items based on a percentage.

Price changes made with this screen will be set to a status of "Pending" until the price change is approved either by HSM for a price regulated supplier or by a non-price regulated supplier himself.

Click on the 'Auto Price Update' from the 'V7 Procurement' menu.



Catalog Maintenance > Auto Price Update

Scope of Auto Price Updates:

Auto Price Updates can be done for:

- a) All your items.
- b) All your items within a specific catalog.
- c) All your items within a specific catalog and category.

Specify a name for the auto update.

a) All Item Update
Check this box to update all your item prices in all catalogs.

The screenshot shows the 'Auto Price Update' web application. The interface includes a search bar on the left and a main form on the right. The form has the following sections:

- Auto price update ID:** A text input field.
- Auto price update name:** A text input field, highlighted with a red box.
- Scope:** A section with a checked checkbox for 'Include all items in' and an unchecked checkbox for 'Include all catalog items'.
- Price Recurrence Values:** Fields for 'Multiplier', 'Price effective date', and 'Price end date'.
- Price Example:** Fields for 'Original base price' (value: 100), 'x Multiplier', and 'New base price'.

Red arrows point from the text boxes on the left to the 'Auto price update name' field and the 'Include all items in' checkbox.

Catalog Maintenance > Auto Price Update > All Items

Multiplier

Define a multiplier, e.g. 1.05 for a 5% price increase or 0.95 for a 5% price decrease.

Price Effective Date

Specify when the price changes will take effect.

Example

Shows the impact of the defined multiplier based on an item priced at \$100.

Auto Price Update - Microsoft Internet Explorer

Hilton

Welcome Mike Mitchell

Home My Settings Help Tutorial Help Loan Entry List Vertical Horizontal Close

Advanced Search

First Previous Next Last New Refresh

Search Columns: All

Search Text:

Page 1 of 1 / Rows 1-1 of 1 found

Auto price name

Coffee Makers

New Save Print Get Records

Auto price update

Auto price update ID:

Auto price update name:

Scope

Include all my items

Price Record Values

| | |
|----------------------|------------|
| Multiplier | 1.05 |
| Price effective date | 01-31-2003 |
| Price end date | |

Price Example

| | |
|---------------------|-----------|
| Original base price | 100 |
| x Multiplier | 1.05 |
| New base price | \$ 105.00 |

Catalog Maintenance > Auto Price Update > All Items

Save

You have to save the event before you can execute the price update. Reload the record from the list on the left.

Execution

To execute the price update, click 'Gen Records', which will generate a price update event. In the case of a price regulated supplier, the event will be sent to Hilton Supply Management for approval.

Non-regulated suppliers will need to activate their own new prices. (See next slide.)

The screenshot shows a web browser window titled "Auto Price Update - Microsoft Internet Explorer". The page features the Hilton logo and a navigation menu with options like "Home", "My Settings", "Help", "Tutorial", and "Help Loan". The main content area is titled "Auto price update" and includes a search bar, a list of items (e.g., "Coffee Makers"), and a detailed form for creating a price update event. The form fields include "Auto price update ID", "Auto price update name" (set to "General Price Increase"), "Scope" (with "Include all my items" checked), "Price Record Values" (Multiplier: 1.05, Price effective date: 01-31-2003), and "Price Example" (Original base price: 100, New base price: \$105.00). A red box highlights the "Save" and "Gen Records" buttons, with red arrows pointing from the text boxes to these buttons.

Catalog Maintenance > Auto Price Update > All Items

Price Activation for Non-Price Regulated Suppliers

Non-price regulated suppliers will need to activate their own new prices. Click the 'Update Auto Price Event Status' from the 'V7 Procurement' menu.

(Price Regulated Suppliers will not have this menu option.)

The screenshot displays the Hilton V7 Procurement system interface within a Microsoft Internet Explorer browser window. The page title is 'HSM Online - Microsoft Internet Explorer'. The interface includes a navigation bar with the Hilton logo, a search bar, and a main menu on the left. The main menu is expanded to show the 'V7 Administration' section, where the 'Update Auto Price Event Status' option is highlighted with a red box. A red arrow points from this option to the text in the callout box. The main content area shows a search bar for 'All Catalogs' and a table of 'PO's Needing Response' with columns for 'Buyer PO num', 'PO Status', and 'Subject'. The table is currently empty, and the page indicates 'Page 1 of 1 / Rows 0.0 of 0 found'.

Catalog Maintenance > Auto Price Update > All Items

Click on the price event that you need to activate.

The screenshot shows a web browser window titled "Update Auto Price Event Status - Microsoft Internet Explorer". The page features the Hilton logo and a navigation menu. On the left, there is an "Advanced Search" section with a search column set to "All" and a search text field. Below the search field, a search results table is displayed, with one row highlighted in red: "Controlled Category PBrows increase 5%". A red arrow points from a text box on the left to this row. On the right, there is a "Update" section with a form titled "Update auto price event status". The form includes fields for "Event ID" (with a "New" button), "Event description", and "Status" (with a "Select Entry" button).

Catalog Maintenance > Auto Price Update > All Items

After you have updated the status, click the Update button to confirm your change and close the screen.

Select 'Active' From the drop down menu.

The screenshot shows the 'Update Auto Price Event Status' page in Microsoft Internet Explorer. The page features the Hilton logo and navigation tabs: Home, My Settings, Help, Tutorial, Hide/Show, Entry, List, Vertical, Horizontal, and Close. Below the navigation is an 'Advanced Search' section with a search column dropdown set to 'All', a search text input, and a search button. A table displays one event description: 'Consolidated Category Pkg's Increase 5%'. To the right of the table is a form titled 'Update auto price event status' with an 'Event ID' input field and a 'Status' dropdown menu currently set to 'Inactive'. A red box highlights the 'Update' button, and another red box highlights the 'Status' dropdown menu. Red arrows point from the text boxes on the left to these elements.

Catalog Maintenance > Auto Price Update

To return to the Auto price update screen, click on 'Auto Price Update' from the 'V7 Procurement' menu.

The screenshot displays the Hilton V7 Procurement system interface within a Microsoft Internet Explorer browser window. The browser title is "HSM Online - Microsoft Internet Explorer". The page header includes the Hilton logo, a welcome message "Welcome Mike Mitchell", and a dropdown menu for "14- Hotel Food Service Supplies". Navigation links include "Home", "My Settings", "Help", "Tutorial", and "Logout".

The main content area is divided into a left sidebar and a main panel. The sidebar, titled "Main Menu", contains a tree view with the following items:

- My Menu
- V7 Procurement
 - Accept a
 - Auto Price Update (highlighted with a red box and a red arrow pointing from the callout box)
- V7 Administration

The main panel features a search bar for "Search All Catalogs" with a "GO" button and "In Row: Now: 3 Total: 11" information. Below the search bar are tabs for "Catalogs", "In Row", and "Suppliers PO". The "Suppliers PO" tab is active, showing a table with columns "Buyer PO num", "PO Status", and "Subject". The table is currently empty. Above the table, there are buttons for "Accept PO", "Reject PO", and "View / Print PO". A search section below the table includes a "PO's Needing Response" dropdown, "First Previous Next Last Refresh" links, a "Search Column" dropdown set to "All", a "Search Text" input field, and a "GO" button. The page status is "Page 1 of 1 / Rows 0-0 of 0 found".

Catalog Maintenance > Auto Price Update > Catalog

To update all items within a specific catalog, check the 'Include all catalog items' box.

The screenshot displays the 'Auto Price Update' interface in Microsoft Internet Explorer. The page title is 'Auto Price Update - Microsoft Internet Explorer'. The Hilton logo is visible at the top left. The main content area is divided into two sections: a search results table on the left and a form for editing an auto price update on the right.

Search Results Table:

| Auto price name |
|-----------------|
| Coffee Makers |

Form Fields:

- Auto price update ID: []
- Auto price update name: General Price Increase
- Scope:
 - Include all my items:
 - Include all catalog items:
 - Catalog code: []
- Price Recurrence Values:
 - Multiplier: 1.05
 - Price effective date: 01-31-2003
 - Price end date: []
- Price Example:
 - Original base price: 100
 - x Multiplier: 1.05
 - New base price: \$ 105.00

Catalog Maintenance > Auto Price Update > Catalog

Specify which catalog you want to update. Note that the field has become required. Click the magnifying glass to display a list of all available catalogs.

Select a catalog by clicking on its name.

Proceed as described under 'All item update.'

The screenshot shows the Hilton Auto Price Update interface. The main window has a search bar for 'Auto price update' with a 'Catalog code' field highlighted. A secondary window titled 'Catalog Code Lookup' is open, showing a table of catalogs. The table has two columns: 'Catalog' and 'Catalog name'.

| Catalog | Catalog name |
|------------|----------------------------------|
| spirits | Frantoni's Beverages and Spirits |
| FFGARDENBN | General Merchandise |
| HSMMASTER | HSM Master |
| bedding | Hotel Bedding |
| 14002 | Hotel Furniture Fall 2002 |
| appliances | Hotel Small Appliances |
| janwhite | January White Sale |
| FFHOMWOOD | Limited General Merchandise |

Catalog Maintenance > Auto Price Update > Categories

To update all items within specific categories, click the Categories tab.

Auto price update

Auto price update id: []

Auto price update name: General Price Increase

Scope

Include all my items:

Include all catalog items:

Catalog code: []

Price Recurrence Values

Multiplier: 1.05

Price effective date: 01-31-2003

Price end date: []

Price Example

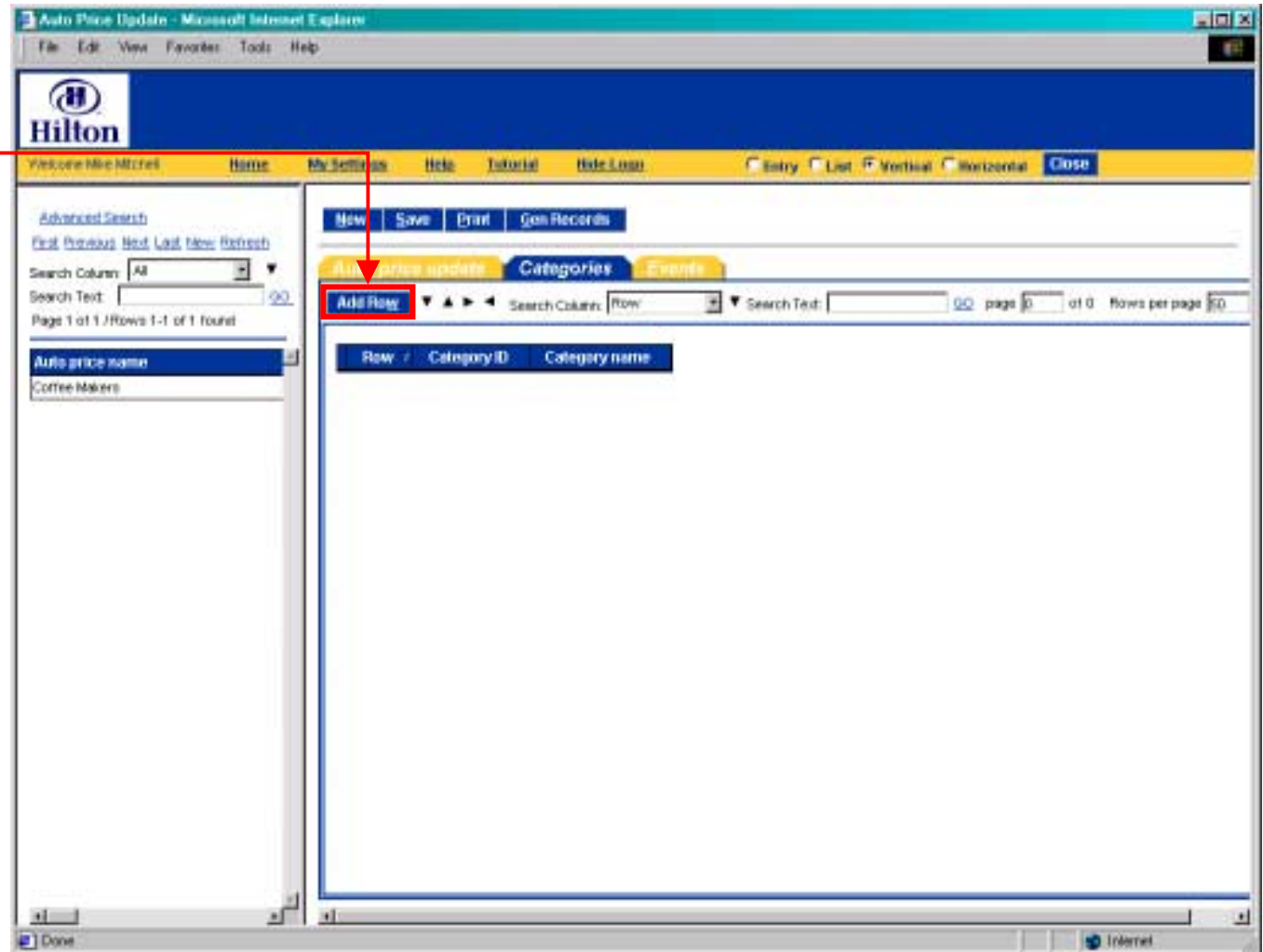
Original base price: 100

x Multiplier: 1.05

New base price: \$ 105.00

Catalog Maintenance > Auto Price Update > Categories

Click the 'Add Row' button.



Catalog Maintenance > Auto Price Update > Categories

Click the magnifying glass to select a category from a list of all available categories.

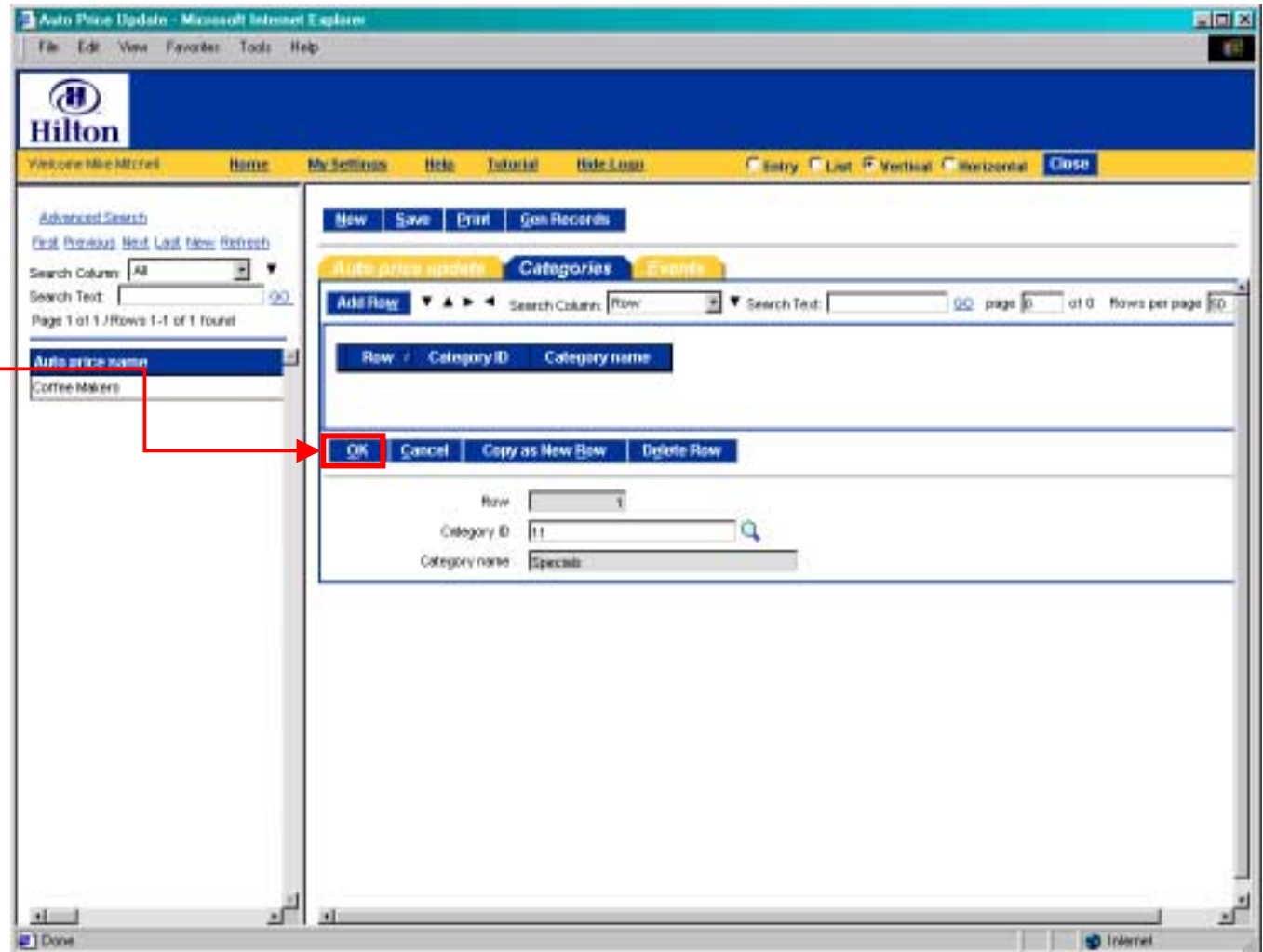
Note: Enter a catalog on the Auto price update tab to limit the list to one catalog.

Double click on a category name to select it.

The screenshot shows the Hilton Auto Price Update interface. The main window has a search bar and a table with columns 'Row', 'Category ID', and 'Category name'. A magnifying glass icon is highlighted with a red box. A secondary window titled 'Category - Microsoft Internet E...' is open, displaying a list of categories. A red arrow points from the magnifying glass icon to the secondary window.

Catalog Maintenance > Auto Price Update > Categories

Confirm by clicking OK.



Catalog Maintenance > Auto Price Update > Categories

If you want to include other categories in this update event, click 'Add Row' again.

Note: The same price multiplier will apply to all selected categories.

Proceed as described under 'All item update.'

| Row | Category ID | Category name |
|-----|-------------|---------------|
| 1 | 11 | Specials |