

Catalogue List

Clicking the Catalogue List button will display a list of all the Catalogues in the system. Each Catalogue will have a Name, the Supplier it is for, when it was created and who created it.

Catalogues

Catalogues

Name

Filter...

Test Catalogue

Test Catalogue1

Test Catalogue2

Test Catalogue3

Test Catalogue4

Test Catalogue5

Supplier

Filter...

Ostara Resource 1

Ostara Resource 1

Ostara Resource 2

Ostara Resource 2

Ostara Resource 3

Ostara Resource 3

Created Date

Filter...

06/09/2017 15:23:00

06/09/2017 15:24:27

06/09/2017 15:38:13

07/09/2017 10:42:22

05/09/2017 14:51:00

05/09/2017 17:04:29

Created By

Filter...

Ostara Resource 1

Ostara Resource 1

Ostara Resource 2

Ostara Resource 2

Ostara Resource 3

Ostara Resource 3

6 results

Close

Next

Double clicking a Catalogue or selecting a Catalogue and clicking "Next" will open the Catalogue and display the items in the Catalogue. Each item displays a number of details including the Name, Description and the Unit Price per Unit Of Purchase. The drop down on the Discontinued column can be changed to show Discontinued items (Yes) or to hide them (No). It is set to "No" by default.

Catalogue

Details

Name

Test Catalogue

Created Date

05/09/2017 17:07


Description

Ostara Resource 1

Created By

Ostara Resource 1

Catalogue Items

	Name	Description	Code	Equipment Type	Category	Manufacturer	UOP	Hazardous?	Unit Price per UOP	VAT Code	Delivery Inclusive
	Name	Desc	123	Purchasing - External FFE	Cat	Unknown	Each	No	£10.00	UK Supplier St...	No

Close

Double clicking an item will open up a separate tab displaying the details of only that item. This displays a more detailed view of the item. The User can view image of the item by clicking the "View" button and a pop up of the image will be displayed. Clicking "Close" will close the current screen.

Unapproved Catalogue Item 123

Item 123

123

Document

Uploaded

View

Manufacturer

Unknown

Task Type

Purchasing - External FFE

Category

Cat

Name

Name

Description

Desc

Purchase Unit

Each

Is Hazardous?

☐

Cost per Purchase Unit

£10.00

Delivery Inclusive?

☐

Tax Code

UK Supplier Standard Rate

Discontinued?

☐

Detail

Summary

Close

