How to update the Pricing Export Tool spreadsheet before sharing it with Customers

The Pricing Export Tool allows for the export of real-time customer specific prices from Concourse. Before sending the spreadsheet to a customer, however, a few quick updates need to be made.
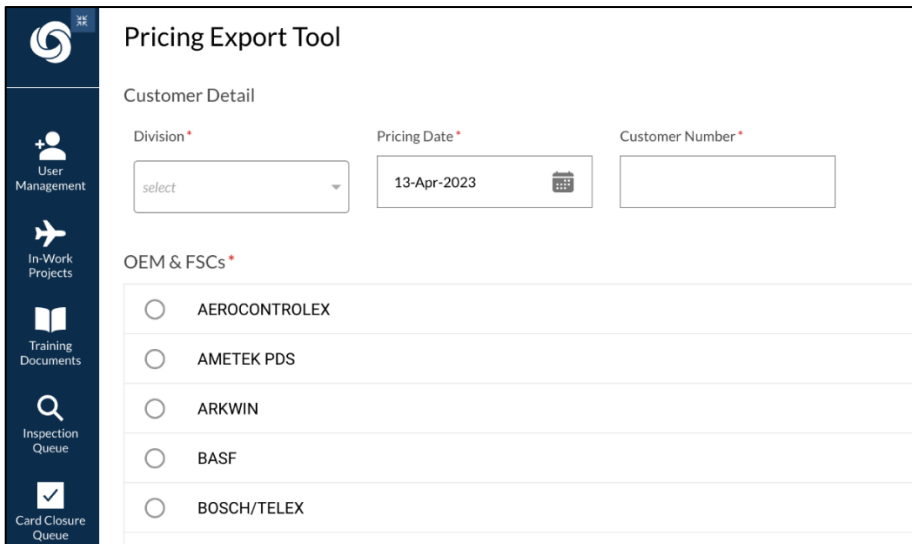
Below are the steps required to export and edit the spreadsheet before sharing it with a customer.

The process will only take a few minutes!

NOTE! Only 1 OEM at a time can be exported in Concourse at this time. A future release will allow for *all* OEM's to be exported from Concourse.

1 – EXPORT THE PRICING DATA FROM CONCOURSE TO EXCEL

- Open Concourse and click the "*Pricing Export Tool*" tile.
- Enter the required information:
    - Division
    - Pricing Date (defaults to today)
    - Customer Number
- Select an OEM
- Click "*Export Pricing*" to download the pricing data to an Excel spreadsheet.

2 – REMOVE "INTERNAL INFORMATION" COLUMNS

- Remove the highlighted columns:

    - UPLOAD_STATUS
    - PRICE_DERIVATION
    - BATCH_NO
    - DT_CREATED
    - USR_CREATED

- When you're finished, the following columns will be remaining, and the file can be sent to the customer:
  - OEM
  - FSC
  - PART
  - PART_DESC
  - PRICE
  - EFFECTIVE_DATE
  - EXPIRATION_DATE

3 – CHANGE COLUMN "PRICE" OF $0 TO "QUOTE UPON REQUEST"

- In the "*PRICE*" column, replace every price of $0 with the text "*Quote Upon Request.*" This will encourage customers to contact AAR directly to receive a quote.

These steps are necessary to update a Pricing Export Tool spreadsheet before sending it to a customer.

If you have any questions along the way, please let us know!

Questions? Comments? We are listening!

Contact Annica Schael.