
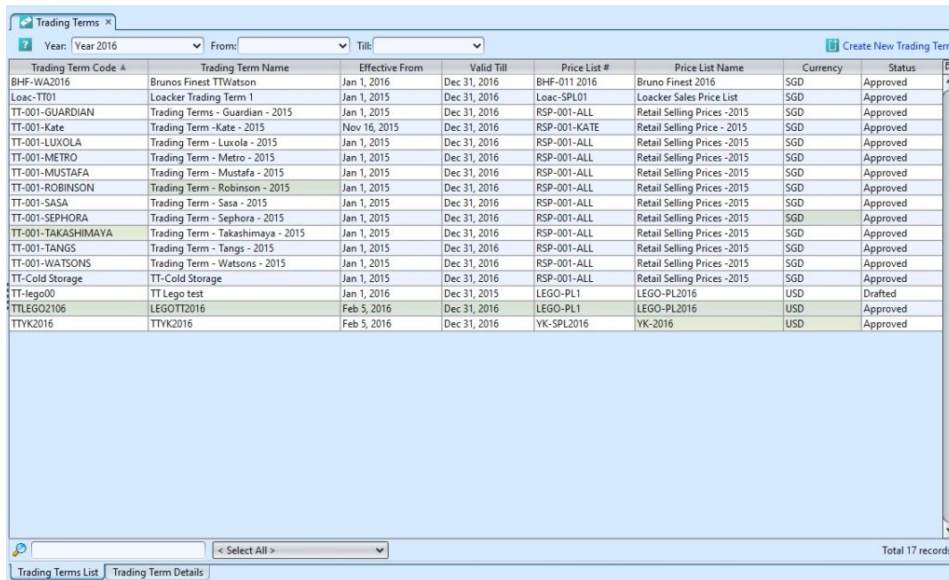


Trading Terms

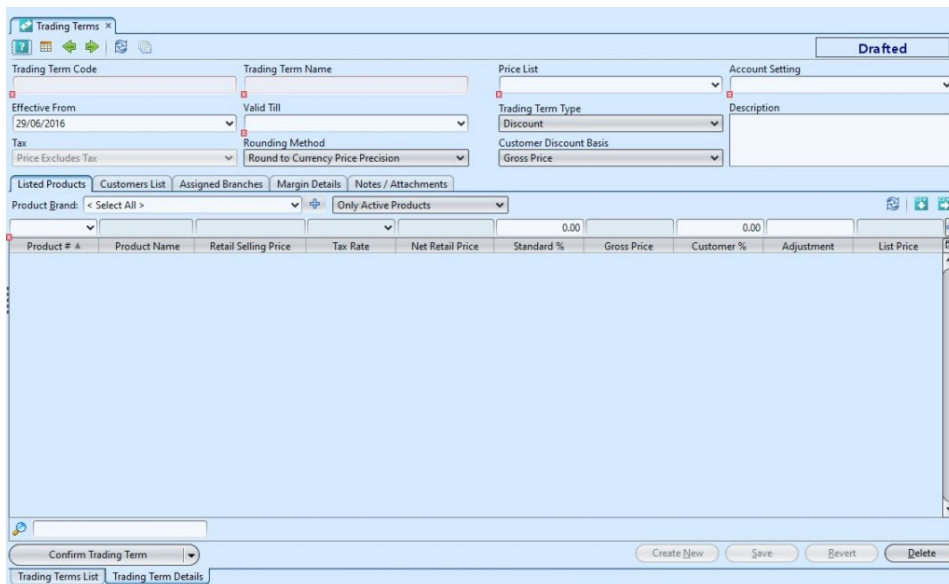
The trading terms are used to allow the business to keep track of trading terms to use in relation to the buyer. Below actions are available under **“Trading Terms”**:

 Create new trading term; update, delete, view and search for trading term details



Trading Terms List Screenshot: A table showing a list of trading terms with columns for Trading Term Code, Trading Term Name, Effective From, Valid Till, Price List #, Price List Name, Currency, and Status. The table contains 17 records, including terms like BHF-WA2016, Loac-TTD1, TT-001-GUARDIAN, etc.

Trading Term Code	Trading Term Name	Effective From	Valid Till	Price List #	Price List Name	Currency	Status
BHF-WA2016	Brunos Finest TT/Watson	Jan 1, 2016	Dec 31, 2016	BHF-011 2016	Bruno Finest 2016	SGD	Approved
Loac-TTD1	Loacker Trading Term 1	Jan 1, 2015	Dec 31, 2016	Loac-SPL01	Loacker Sales Price List	SGD	Approved
TT-001-GUARDIAN	Trading Terms - Guardian - 2015	Jan 1, 2015	Dec 31, 2016	RSP-001-ALL	Retail Selling Prices - 2015	SGD	Approved
TT-001-Kate	Trading Term - Kate - 2015	Nov 16, 2015	Dec 31, 2016	RSP-001-KATE	Retail Selling Prices - 2015	SGD	Approved
TT-001-LUXOLA	Trading Term - Luxola - 2015	Jan 1, 2015	Dec 31, 2016	RSP-001-ALL	Retail Selling Prices - 2015	SGD	Approved
TT-001-METRO	Trading Term - Metro - 2015	Jan 1, 2015	Dec 31, 2016	RSP-001-ALL	Retail Selling Prices - 2015	SGD	Approved
TT-001-MUSTAFA	Trading Term - Mustafa - 2015	Jan 1, 2015	Dec 31, 2016	RSP-001-ALL	Retail Selling Prices - 2015	SGD	Approved
TT-001-ROBINSON	Trading Term - Robinson - 2015	Jan 1, 2015	Dec 31, 2016	RSP-001-ALL	Retail Selling Prices - 2015	SGD	Approved
TT-001-SASA	Trading Term - Sasa - 2015	Jan 1, 2015	Dec 31, 2016	RSP-001-ALL	Retail Selling Prices - 2015	SGD	Approved
TT-001-SEPHORA	Trading Term - Sephora - 2015	Jan 1, 2015	Dec 31, 2016	RSP-001-ALL	Retail Selling Prices - 2015	SGD	Approved
TT-001-TAKASHIMAYA	Trading Term - Takashimaya - 2015	Jan 1, 2015	Dec 31, 2016	RSP-001-ALL	Retail Selling Prices - 2015	SGD	Approved
TT-001-TANGS	Trading Term - Tangs - 2015	Jan 1, 2015	Dec 31, 2016	RSP-001-ALL	Retail Selling Prices - 2015	SGD	Approved
TT-001-WATSONS	Trading Term - Watsons - 2015	Jan 1, 2015	Dec 31, 2016	RSP-001-ALL	Retail Selling Prices - 2015	SGD	Approved
TT-Cold Storage	TT-Cold Storage	Jan 1, 2015	Dec 31, 2016	RSP-001-ALL	Retail Selling Prices - 2015	SGD	Approved
TT-lego00	TT Lego test	Jan 1, 2016	Dec 31, 2015	LEGO-PL1	LEGO-PL2016	USD	Drafted
TTLEGO2106	LEGO TT2016	Feb 5, 2016	Dec 31, 2016	LEGO-PL1	LEGO-PL2016	USD	Approved
TTYK2016	TTYK2016	Feb 5, 2016	Dec 31, 2016	YK-SPL2016	YK-2016	USD	Approved



Trading Term Details Screenshot: A form for creating or editing a trading term. It includes fields for Trading Term Code, Trading Term Name, Effective From, Valid Till, Price List, Account Setting, Trading Term Type, Description, Tax, Rounding Method, and Round to Currency Price Precision. There are also tabs for Listed Products, Customers List, Assigned Branches, Margin Details, and Notes / Attachments. The form is currently in 'Drafted' status.

Trading Term Details Form Fields:

- Trading Term Code: [Empty]
- Trading Term Name: [Empty]
- Effective From: 29/06/2016
- Valid Till: [Empty]
- Price List: [Empty]
- Account Setting: [Empty]
- Trading Term Type: Discount
- Description: [Empty]
- Tax: Price Excludes Tax
- Rounding Method: Round to Currency Price Precision
- Customer Discount Basis: Gross Price

Buttons: Confirm Trading Term, Create New, Save, Revert, Delete.

Trading Terms

Drafted

Trading Term Code: Trading Term Name:

Price List: Account Setting:

Effective From: Valid Till:

Tax: Rounding Method:

Price Excludes Tax: Round to Currency Price Precision:

Trading Term Type: Description:

Customer Discount Basis: Gross Price:

Listed Products Customers List Assigned Branches Margin Details Notes / Attachments

Title File Size By User On Date

Title: Description:

File Name: Size: bytes (1)

Create New Save Revert Delete

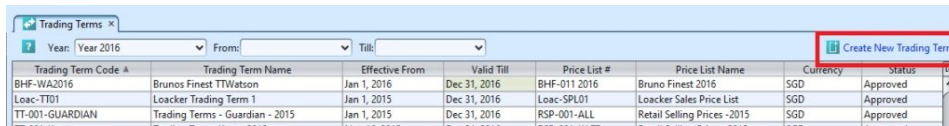
Confirm Trading Term

Trading Terms List Trading Term Details

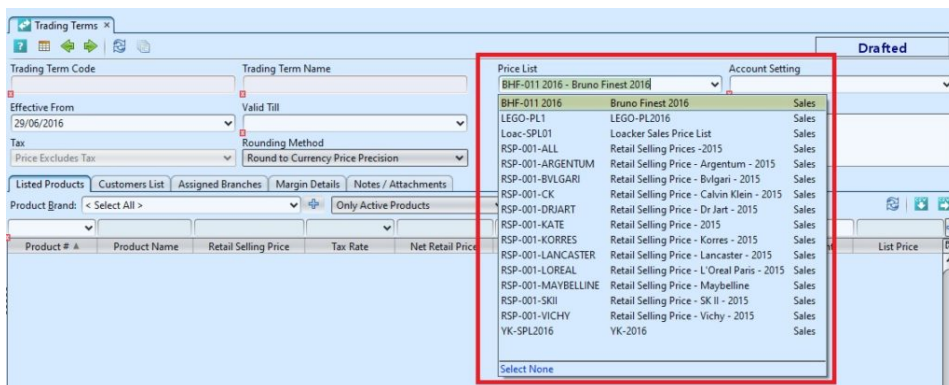
Field Name	Description	Mandatory Information
Trading Term Code	Custom code for the trading term	Y
Trading Term Name	Name of trading term	Y
Price List	Sales price list	Y
Account Setting		Y
Effective from	Date start for trading term	N
Valid till	Date end for trading term	Y
Trading Term Type	Types of trading term	N
Description	Description	N
Rounding Method	Rounding is a method used to shorten numbers. Rounding involves either increasing or decreasing a number to the next digit.	N
Customer Discount Basis		N
Listed Products – Product #	Product's code	Y
Listed Products – Product Name	Name of product	Y
Listed Products – Retail Selling Price		Y
Listed Products – Tax Rate		Y
Listed Products – Net Retail Price		Y
Listed Products – Standard		N
Listed Products – Gross Price	Price before deductions.	Y
Listed Products – Customer		N
Listed Products – Adjustment		N

Create New Trading Term

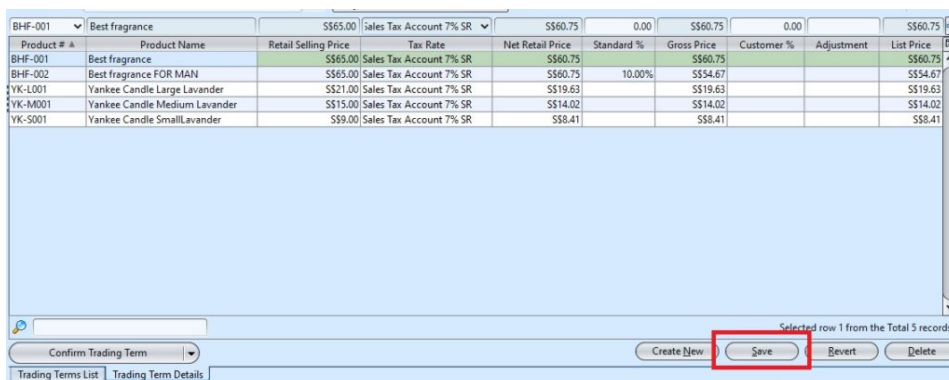
1. Click **“Create New Trading Term”** at the top right side of **“Trading Terms Lists”** tab, it will open **“Trading Term Details”** tab with new form



2. Fill up trading term's information on top of screen, choose a sales price list from the **“Price List”** drop-down list. This sales price list will be use as the trading term's products' **“Retail Selling Price”**



3. Click **“Save”** button at the bottom right side of screen to save




4. Filter the products list by selecting a brand from **“Product Brand”** drop-down list. Add product into the trading term by searching for the product from the


product number drop-down list in the table on **"Product List"** tab. Ensure the product is not listed in other trading terms during the same period for the same customers list


5. Enter the product's **"Standard %"** discount, **"Customer %"** discount, and **"Adjustment"** info (if any) and click  button to add the product into the trading term. **"Net Retail Price"**, **"Gross Price"**, and **"List Price"** for the product will be automatically calculated

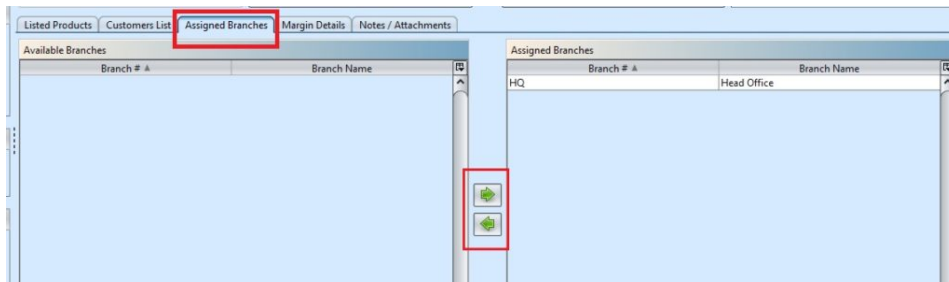
Listed Products Customers List Assigned Branches Margin Details Notes / Attachments									
Product Brand: < Select All >		Only Active Products							
BHF-001	Best fragrance	\$565.00	Sales Tax Account 7% SR	\$560.75	0.00	\$560.75	0.00		\$560.75
Product #	Product Name	Retail Selling Price	Tax Rate	Net Retail Price	Standard %	Gross Price	Customer %	Adjustment	List Price
BHF-001	Best fragrance	\$565.00	Sales Tax Account 7% SR	\$560.75		\$560.75			\$560.75
BHF-002	Best fragrance FOR MAN	\$565.00	Sales Tax Account 7% SR	\$560.75	10.00%	\$54.67			\$554.67
YK-L001	Yankee Candle Large Lavander	\$521.00	Sales Tax Account 7% SR	\$519.63		\$519.63			\$519.63
YK-M001	Yankee Candle Medium Lavander	\$515.00	Sales Tax Account 7% SR	\$514.02		\$514.02			\$514.02
YK-S001	Yankee Candle Small Lavander	\$59.00	Sales Tax Account 7% SR	\$58.41		\$58.41			\$58.41

6. Repeat steps 4-5 to add more products into the trading term

User can enter list price for multiple products of the same brand. Click on  button next to **"Product Brand"** filter, it will show new window to create / update price list. Select a product brand from the list, select a product from the table to create / update the **"List Price"**, enter the **"List Price"** value and press ENTER key. Click **OK** button when done and to close the window.

7 On **"Customers List"** tab, assign business partners for the trading term by selecting available partner(s) from the bottom left table and click  button in middle of screen. Hold Ctrl or Shift key then mouse left-click to select multiple partners

8. On **"Assigned Branches"** tab, a default branch (e.g. HQ) has been automatically assigned for the new trading term. To assign another branch for the trading term, select available branch from the bottom left table and click  button in middle of screen

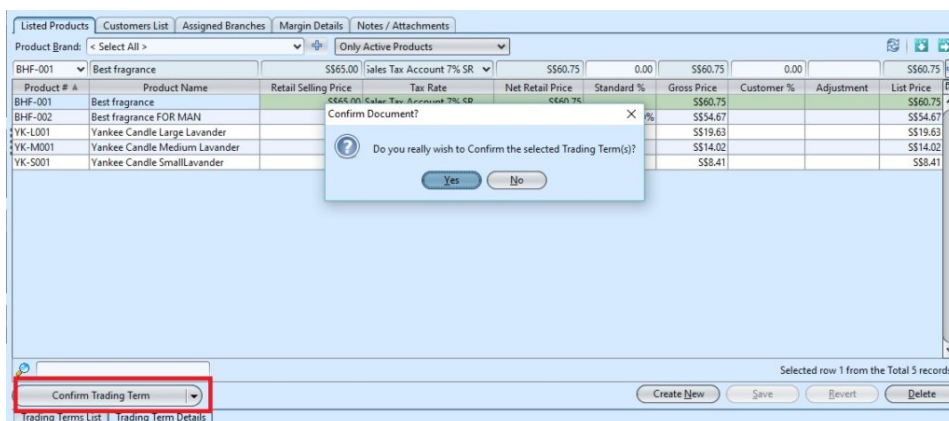


9. On **"Margin Details"** tab, the products' **"Margin Amount"** and **"Margin %"** were automatically calculated based on the trading term new **"List Price"**

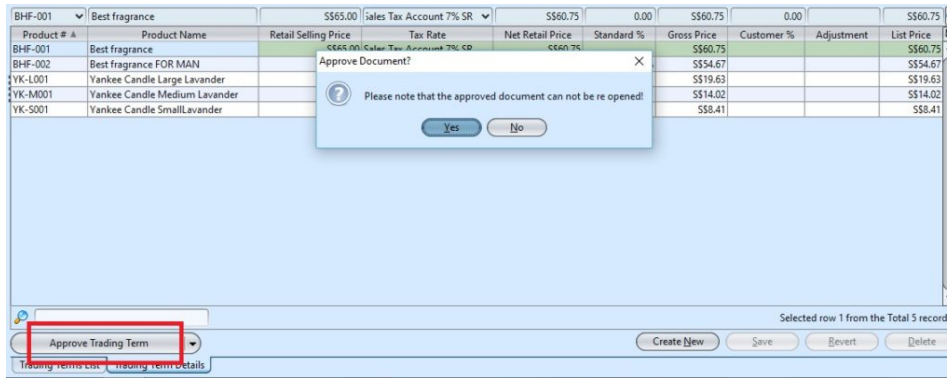
Listed Products Customers List Assigned Branches Margin Details Notes / Attachments					
Warehouse: TE01 - Main Warehouse					
Product # A	Name:	List Price	Unit Cost	Margin Amount	Margin %
BHF-001	Best fragrance	\$560.75			0.0%
BHF-002	Best fragrance FOR MAN	\$554.67			0.0%
YK-L001	Yankee Candle Large Lavander	\$519.63	\$511.446667	\$8.18	41.67%
YK-M001	Yankee Candle Medium Lavander	\$514.02	\$58.175556	\$55.84	41.65%
YK-S001	Yankee Candle Small Lavander	\$58.41	\$4.906111	\$53.50	41.62%

10. Click **"Save"** button at the bottom right side of screen to save

11. Click **"Confirm Trading Term"** button at the bottom left side of screen and click **"Yes"** button to confirm

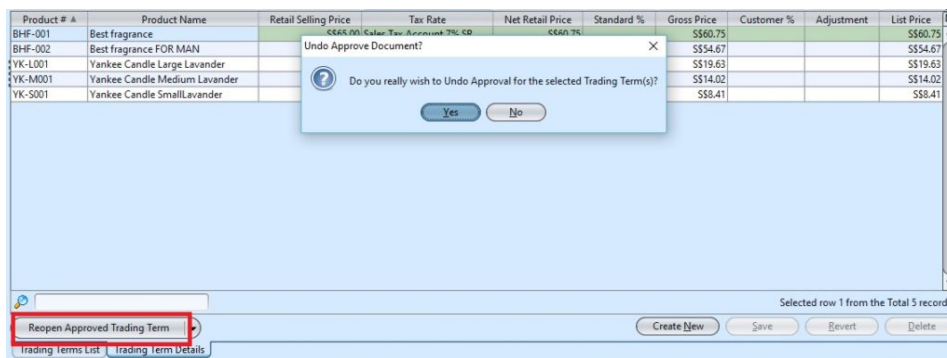


12. Click **"Approve Trading Term"** button at the bottom left side of screen and click **"Yes"** button to approve the trading term



Update Trading Term Details

1. Double click on trading term to be updated, it will bring up the selected trading term details on the **"Trading Term Details"** tab. If a trading term's status is **"Confirmed"** or **"Approved"**, right click on the trading term and **reopen** the trading term first



2. Click **"Save"** button at the bottom right side of the screen to save
3. Click **"Confirm Trading Term"** button at the bottom left side of screen and click **"Yes"** button to confirm
4. Click **"Approve Trading Term"** button at the bottom left side of screen and click **"Yes"** button to approve the trading term

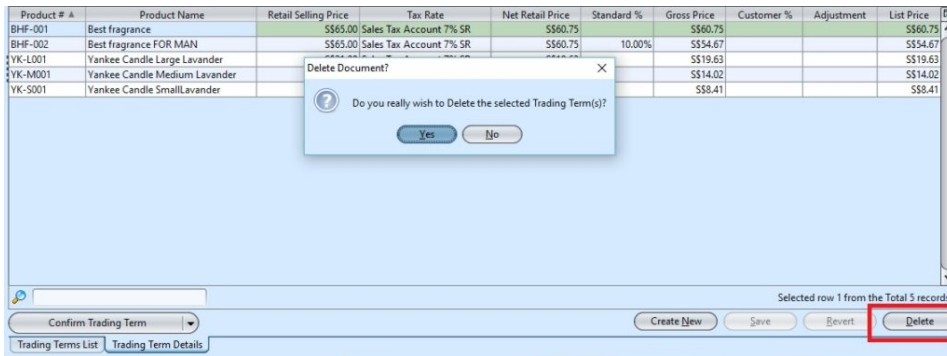
Delete Trading Term

1. Double click on trading term to be deleted, it will bring up the selected trading term on the

"Trading Term Details" tab. If a trading term's status is **"Confirmed"** or **"Approved"**, right click on the trading term and reopen the trading term first

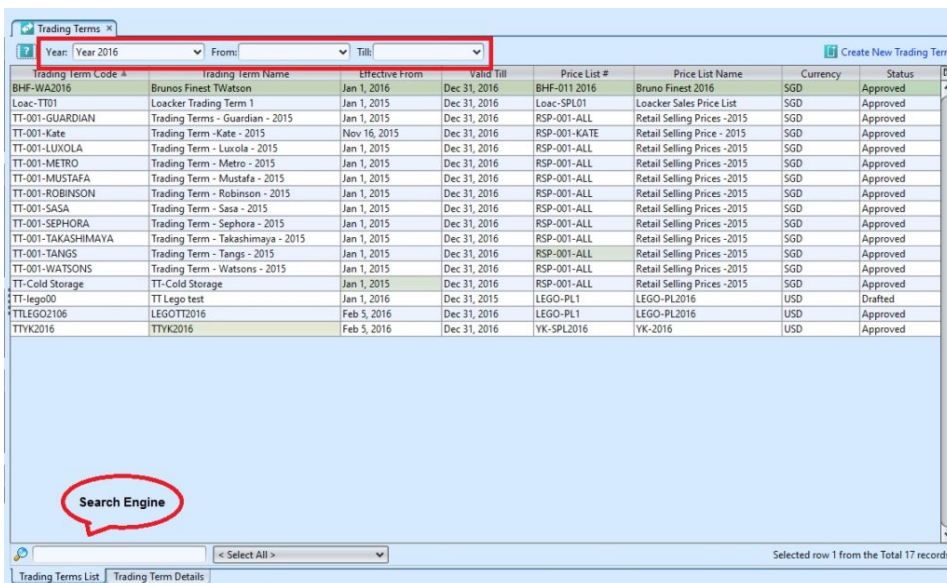
2. Click on **"Delete"** button at the bottom right side of screen

3. Click on **"Yes"** button on the pop-up window to confirm trading term deletion



View and Search for Trading Term Details

1. On **"Trading Terms Lists"** tab enter search parameter to filter the result, i.e. type in period of the trading term in the "From" & "Till" textfield boxes or select from drop-down lists



2. Result can be sorted alphabetically by clicking

the fields' columns

Trading Terms							
Year:	Year 2016	From:		To:		Create New Trading Term	
Trading Term Code	Trading Term Name	Effective From	Valid Till	Price List #	Price List Name	Currency	Status
Loac-TT01	Loacker Trading Term 1	Jan 1, 2015	Dec 31, 2016	Loac-SPL01	Loacker Sales Price List	SGD	Approved
TT-001-GUARDIAN	Trading Terms - Guardian - 2015	Jan 1, 2015	Dec 31, 2016	RSP-001-ALL	Retail Selling Prices - 2015	SGD	Approved
TT-001-LUXOLA	Trading Term - Luxola - 2015	Jan 1, 2015	Dec 31, 2016	RSP-001-ALL	Retail Selling Prices - 2015	SGD	Approved

3. Double click on trading term to view full details of the trading term, it will bring up the details on **“Trading Term Details”** tab for the selected trading term
