

# How to Create Purchase Price List

The video will show the user how to create Purchase Price List

Navigate to Purchase, Purchase Price List, Create New Price List.

Fill in the header info, i.e. Code, Name, Validity Period, Vendor.

Click Confirm and then Approve.

## STEP-BY-STEP:

1. Go to Purchase menu
  2. Select Purchase Price List
  3. Create New Price List
  4. Fill in the header info, i.e. Code, Name, Validity Period, Vendor.  
(mandatory fields in red color or marked with red x)  
Currency of the Price List is based on the Vendor's currency.
  5. Add Products and their price in the table below (Product # and List Price).  
User may filter the list of products by the Product Brand.  
Click + button or press ENTER to enter each line of data and saving the price list.
  6. User may assign which branch for the price list in the Assigned Branch tab.
  7. User may add notes or attachments for the price list in the Notes / Attachments tab.  
Enter the Title and Description for note, press + button to attach a file.  
Click Save button when done.
  8. Click Confirm Price List button in the Products List tab when done editing
  9. Click Approve Price List button to approve the price list.
- It will now be available in the Purchase modules transactions and reports.
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