



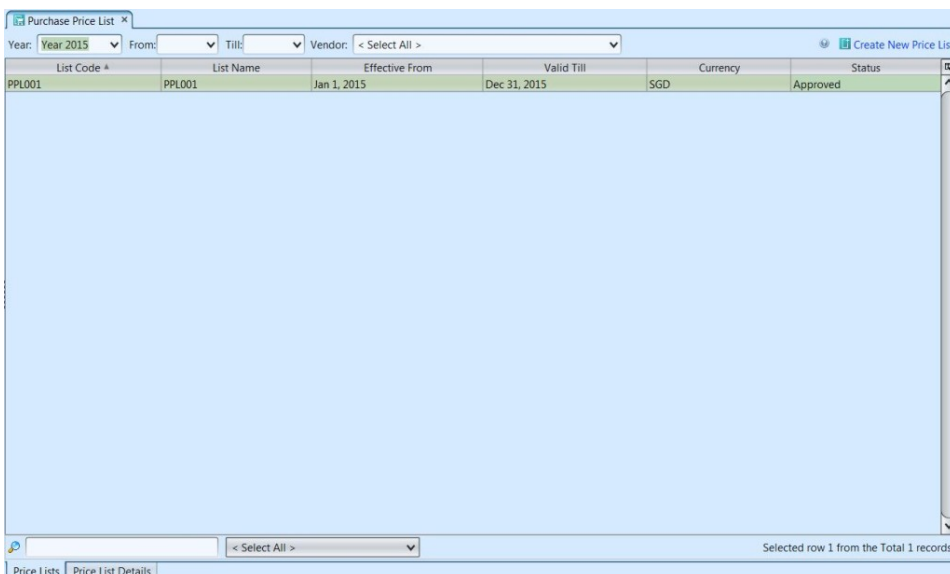


# Purchase Price List

Purchase Price List view allows the user to create and manage vendors' purchase price list. Below are available actions for the user from "**Purchase Price List**" view:

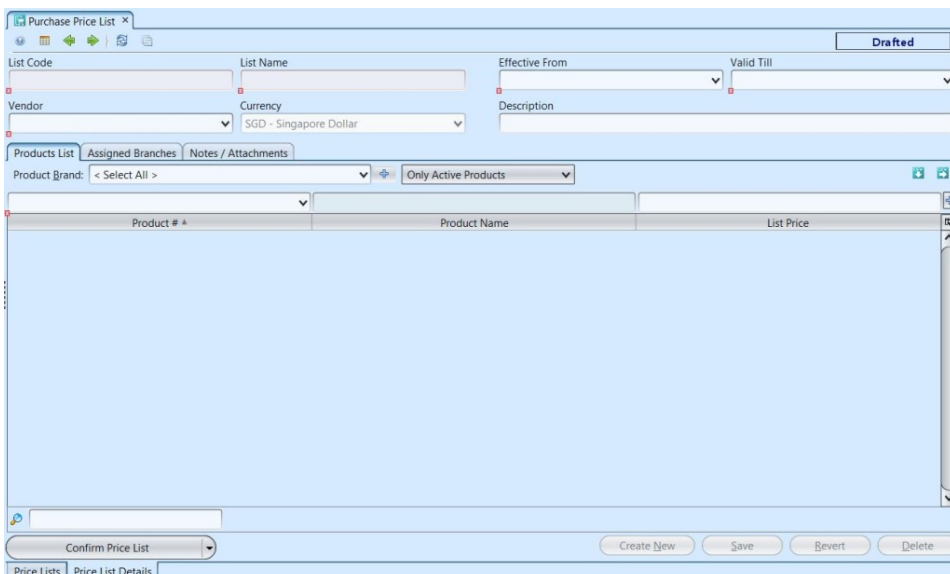
-  Create new purchase price list
-  Update purchase price list details
-  Delete purchase price list
-  View and search for purchase price list details



The screenshot shows the 'Purchase Price List' view. At the top, there are filters for Year (2015), From, Till, and Vendor (< Select All >). A 'Create New Price List' button is visible. Below the filters is a table with the following data:

List Code *	List Name	Effective From	Valid Till	Currency	Status
PPL001		Jan 1, 2015	Dec 31, 2015	SGD	Approved

At the bottom, there is a search bar with '< Select All >' and a status indicator: 'Selected row 1 from the Total 1 records.' Navigation tabs for 'Price Lists' and 'Price List Details' are at the bottom left.



The screenshot shows the 'Purchase Price List' view in 'Drafted' mode. The form includes the following fields:

- List Code:
- List Name:
- Effective From:
- Valid Till:
- Vendor:
- Currency:
- Description:

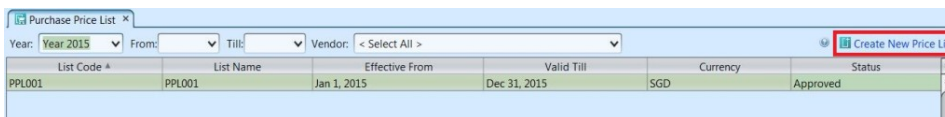
Below the form are tabs for 'Products List', 'Assigned Branches', and 'Notes / Attachments'. The 'Products List' tab is active, showing a table with columns: Product #, Product Name, and List Price. The table is currently empty.

At the bottom, there is a 'Confirm Price List' dropdown menu and buttons for 'Create New', 'Save', 'Revert', and 'Delete'. Navigation tabs for 'Price Lists' and 'Price List Details' are at the bottom left.

Field Name	Description	Mandatory Information
List Code	The code of purchase price list for vendor	Y
List Name	The name of purchase price list for vendor	Y
Effective From	Start date of purchase price list validity for vendor	Y
Valid Till	End date of purchase price list validity for vendor	Y
Vendor	The vendor of whom the purchase price list belongs to	Y
Currency	Currency of vendor for payment purpose	Y
Description	Description of purchase price list for vendor	N
Product Brand	Select product brand(s) to filter products	N
Product #	Product code of vendor	Y
Product Name	Product name of vendor	N
List Price	List price of the product of vendor	N

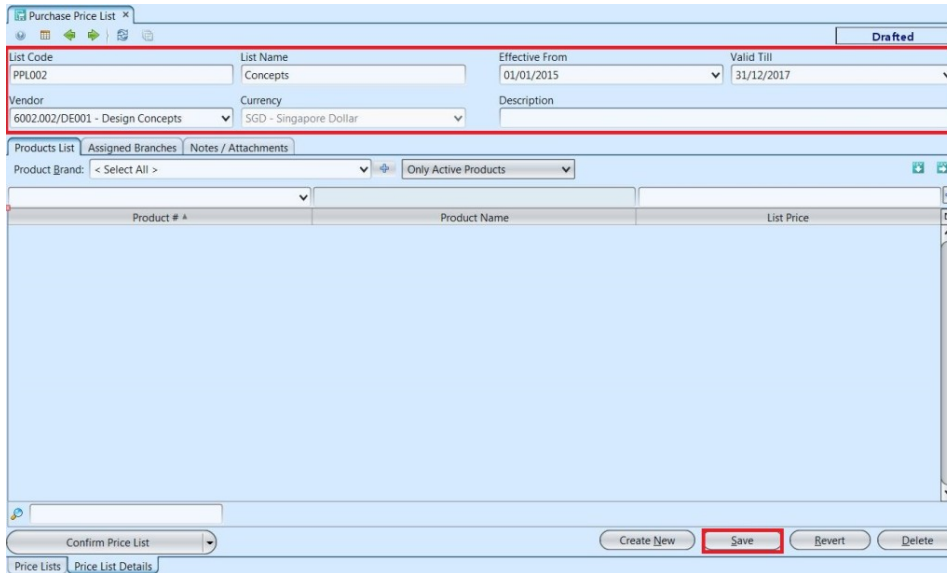
## Create New Purchase Price List:

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



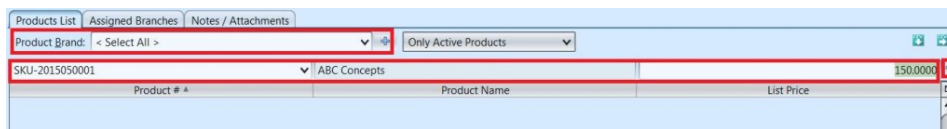
2. Fill up price list’s information on top of screen

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




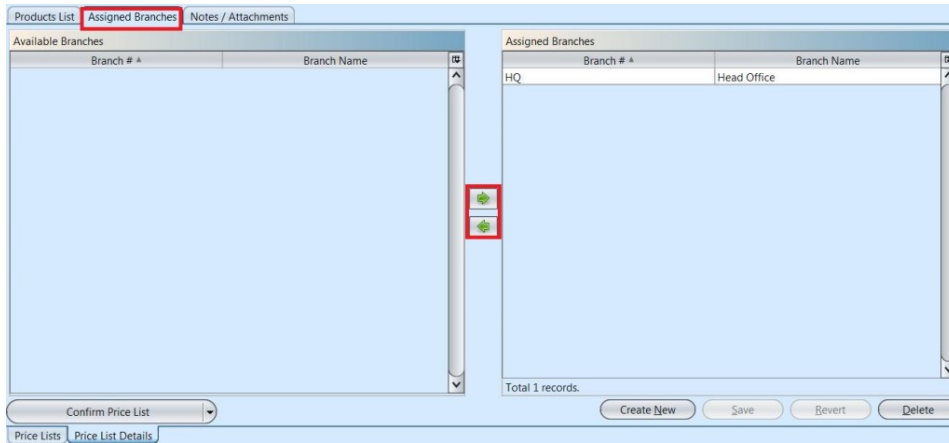
4. Filter the products list by selecting a brand from **“Product Brand”** drop-down list. Add product into the price list by searching for the product from the product number drop-down list in the table on **“Product List”** tab. Ensure the product is not listed in other purchase price lists during the same period

5. Enter the product’s **“List Price”** info and click  button to add the product into the price list



6. Repeat steps 4-5 to add more products into the price list

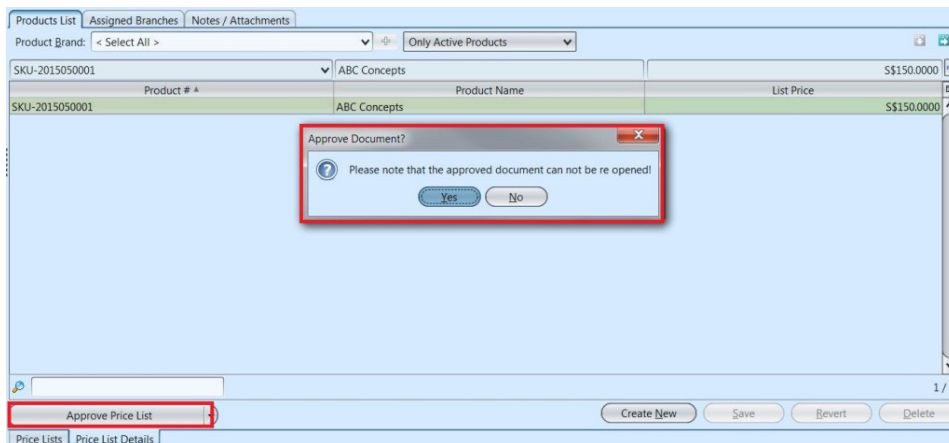
7. On **“Assigned Branches”** tab, a default branch (e.g. HQ) has been automatically assigned for the new price list. To assign another branch for the price list, select available branch from the bottom left table and click  button in middle of screen



8. Click **“Save”** button at the bottom right side of screen when done

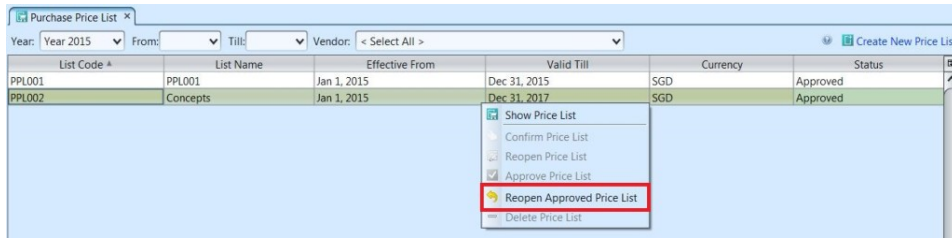
9. Click **“Confirm Price List”** button at the bottom left side of screen and click **“Yes”** button to confirm

10. Click **“Approve Price List”** button at the bottom left side of screen and click **“Yes”** button to approve the price list



## Update Purchase Price List Details:

1. Double click on price list to be updated, it will bring up the selected price list details on the **“Price List Details”** tab. If a price list’s status is **“Confirmed”** or **“Approved”**, right click on the list and reopen the list first



2. Click **“Save”** button at the bottom right side of the screen when done with the updates
3. Click **“Confirm Price List”** button at the bottom left side of screen and click **“Yes”** button to confirm
4. Click **“Approve Price List”** button at the bottom left side of screen and click **“Yes”** button to approve the price list

## Delete Purchase Price List:

1. Double click on price list to be deleted, it will bring up the selected price list on the **“Price List Details”** tab. If a price list’s status is **“Confirmed”** or **“Approved”**, right click on the list and reopen the list 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 price list deletion

## View and Search for Purchase Price List Details:

1. On **“Price Lists”** tab enter search parameter to filter the result, i.e. type in period of the purchase price list in the **“From”** & **“Till”** textfield boxes or select from drop-down lists

List Code *	List Name	Effective From	Valid Till	Currency	Status
PPL001	PPL001	Jan 1, 2015	Dec 31, 2015	SGD	Approved
PPL002	Concepts	Jan 1, 2015	Dec 31, 2017	SGD	Approved

2. Result can be sorted alphabetically by clicking the fields' columns

3. Double click on price list to view full details of the price list, it will bring up the details on "**Price List Details**" tab for the selected price list

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