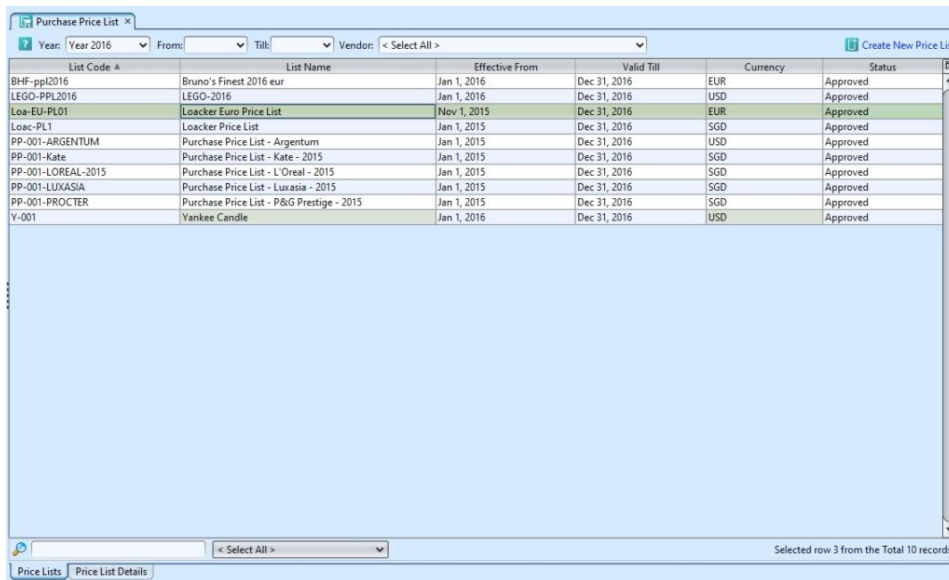# Purchase Price List

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

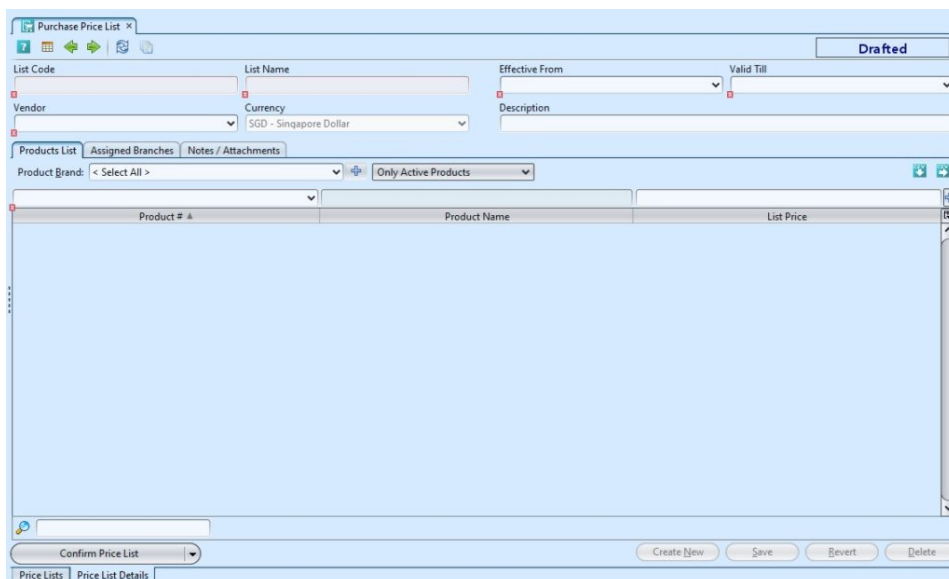- View and search for purchase price list details

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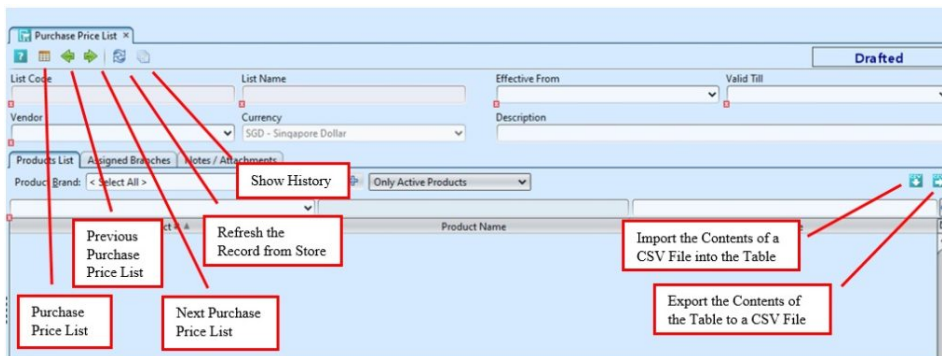
3. Click *"Save"* button at the bottom right side of screen

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

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 **"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
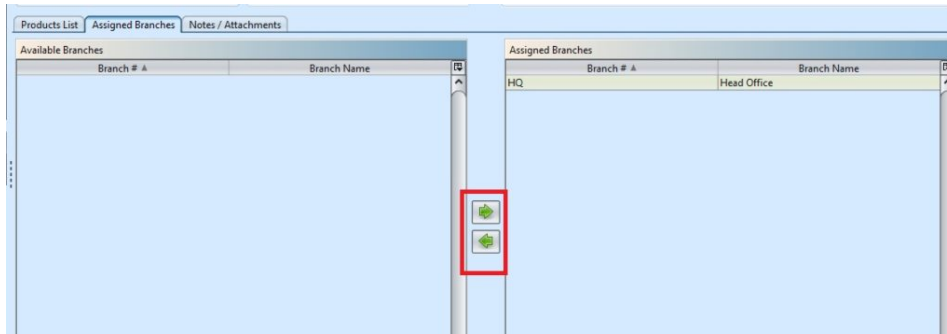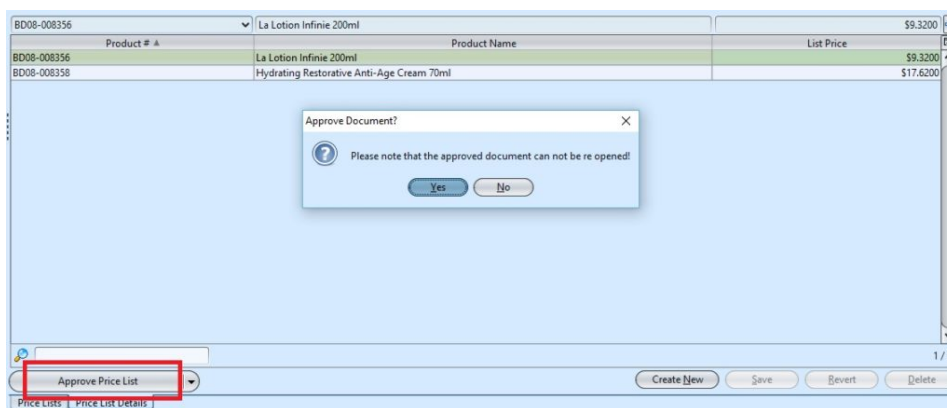
8. Click **_"Save"_** button at the bottom right side of screen when done

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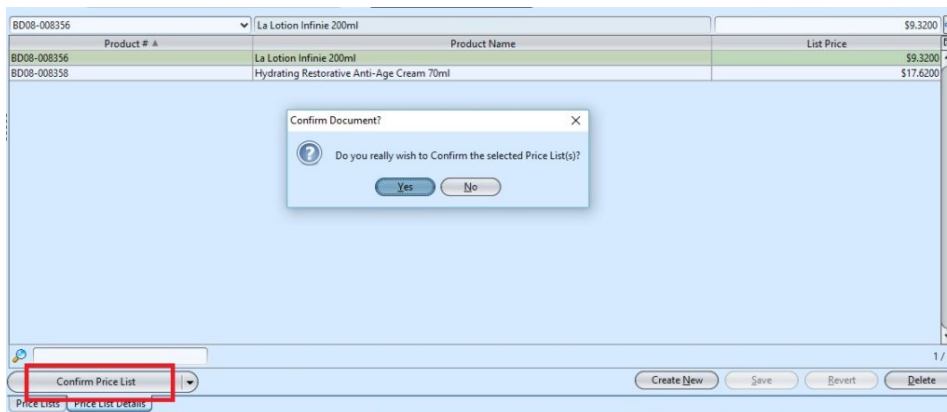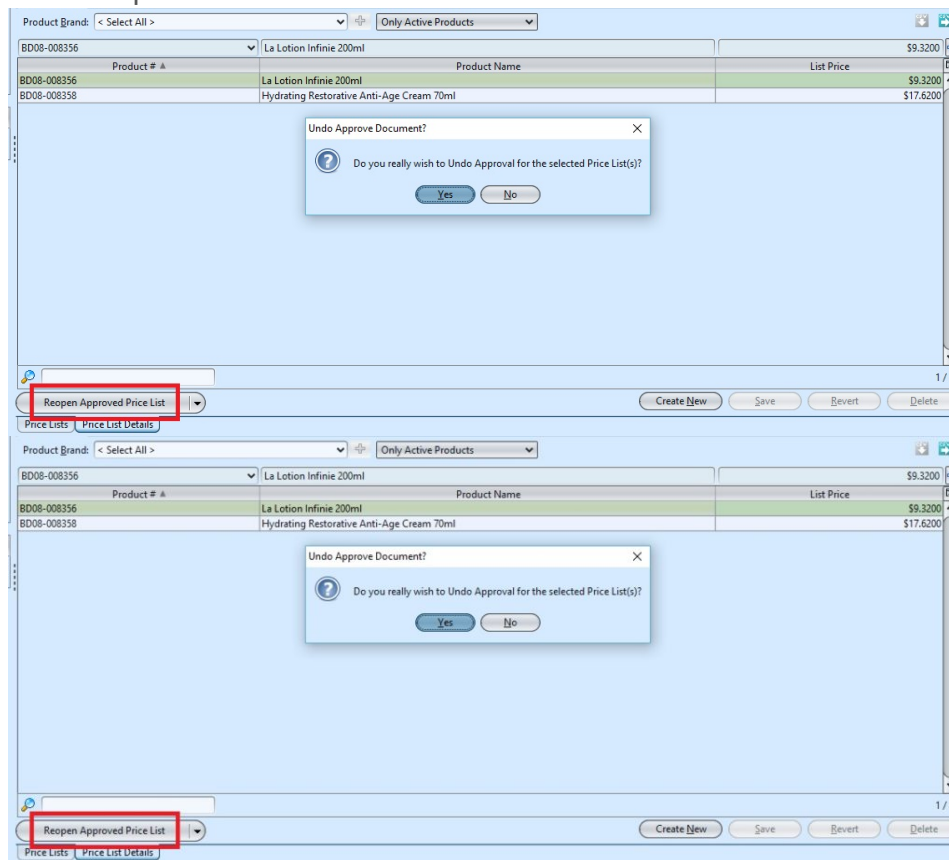

10. Click **_"Approve Price List"_** button at the bottom left side of screen and click **_"Yes"_** button to approve the price list

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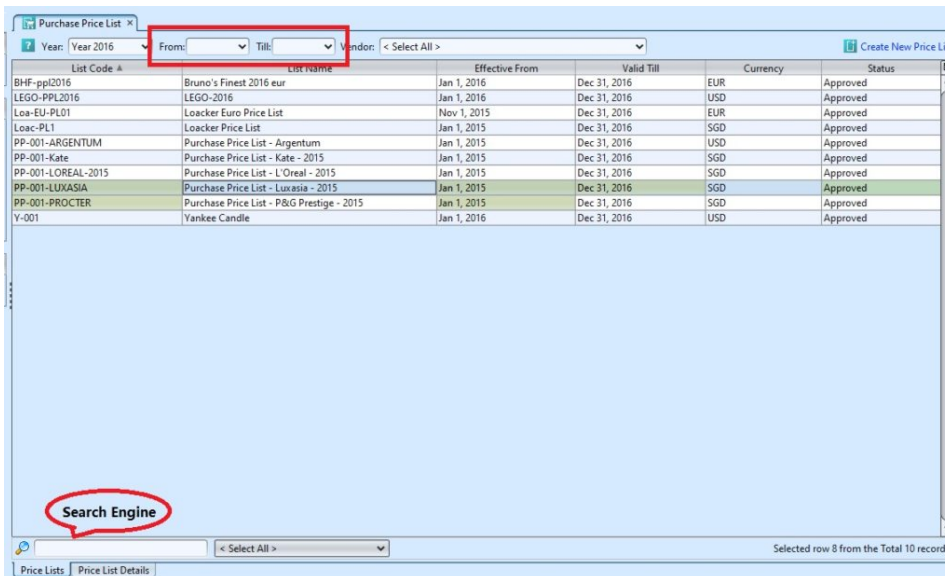
2. Click on *"Delete"* button at the bottom right side

of screen

3. Click on "*Yes*" button on the pop-up window to confirm price list deletion
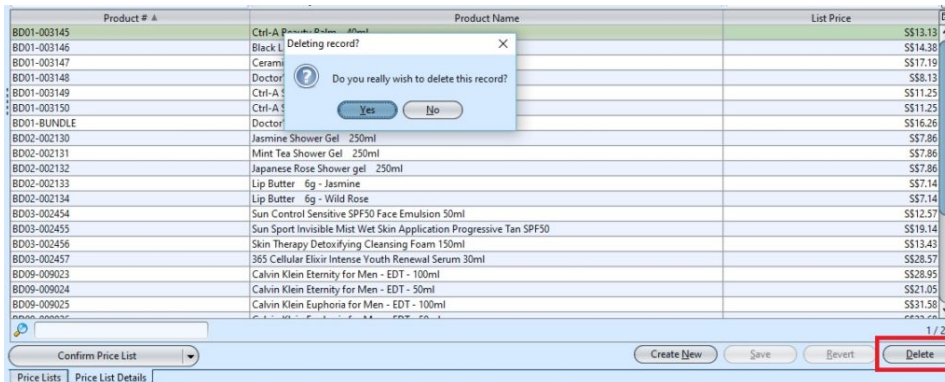
View and Search for Purchase Price List Details:

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

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