
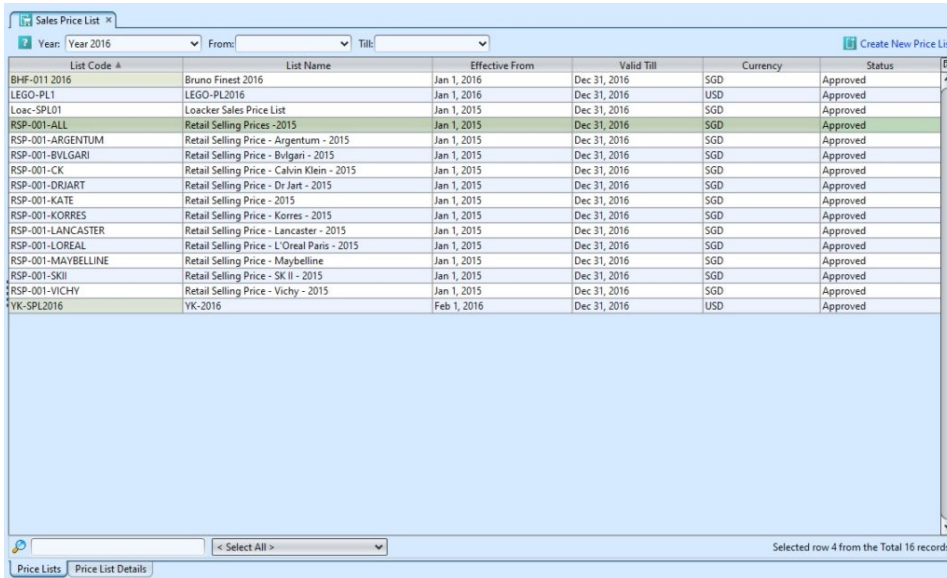


Sales Price List

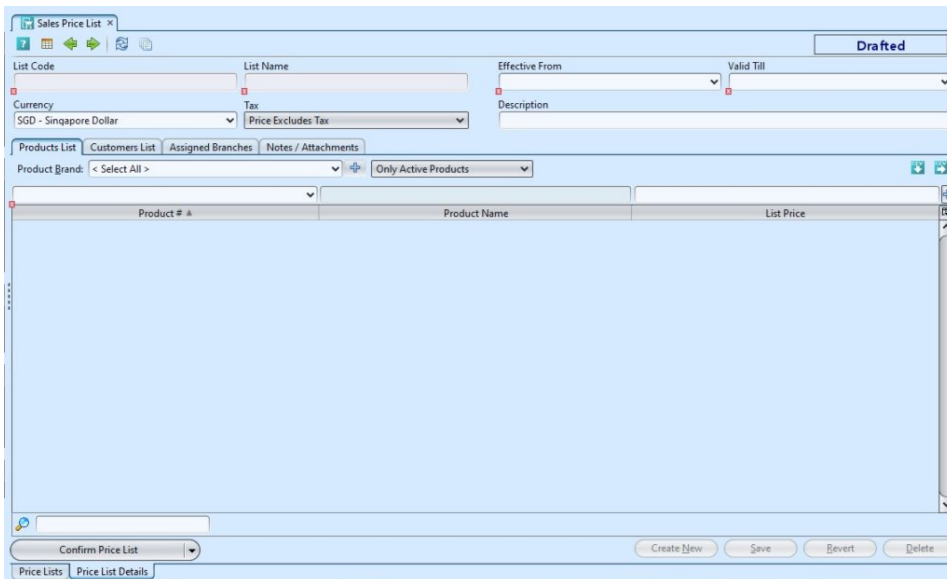
Sales Price List view allows user to manage product's selling price list. Below actions are available under "Sales Price List":

 Create new sales price list; update, delete, view and search for sales price list details



The screenshot shows a table with columns: List Code #, List Name, Effective From, Valid Till, Currency, and Status. The table contains 16 rows of data, with the 4th row highlighted in green. A status bar at the bottom indicates "Selected row 4 from the Total 16 records."

List Code #	List Name	Effective From	Valid Till	Currency	Status
BHF-011 2016	Bruno Finest 2016	Jan 1, 2016	Dec 31, 2016	SGD	Approved
LEGO-PL1	LEGO-PL2016	Jan 1, 2016	Dec 31, 2016	USD	Approved
Loac-SPL01	Loacker Sales Price List	Jan 1, 2015	Dec 31, 2016	SGD	Approved
RSP-001-ALL	Retail Selling Prices -2015	Jan 1, 2015	Dec 31, 2016	SGD	Approved
RSP-001-ARGENTUM	Retail Selling Price - Argentum - 2015	Jan 1, 2015	Dec 31, 2016	SGD	Approved
RSP-001-BVLGARI	Retail Selling Price - Bvlgari - 2015	Jan 1, 2015	Dec 31, 2016	SGD	Approved
RSP-001-CK	Retail Selling Price - Calvin Klein - 2015	Jan 1, 2015	Dec 31, 2016	SGD	Approved
RSP-001-DRJART	Retail Selling Price - Dr Jart - 2015	Jan 1, 2015	Dec 31, 2016	SGD	Approved
RSP-001-KATE	Retail Selling Price - 2015	Jan 1, 2015	Dec 31, 2016	SGD	Approved
RSP-001-KORRES	Retail Selling Price - Korres - 2015	Jan 1, 2015	Dec 31, 2016	SGD	Approved
RSP-001-LANCASTER	Retail Selling Price - Lancaster - 2015	Jan 1, 2015	Dec 31, 2016	SGD	Approved
RSP-001-LOREAL	Retail Selling Price - L'Oreal Paris - 2015	Jan 1, 2015	Dec 31, 2016	SGD	Approved
RSP-001-MAYBELLINE	Retail Selling Price - Maybelline	Jan 1, 2015	Dec 31, 2016	SGD	Approved
RSP-001-SKII	Retail Selling Price - SK II - 2015	Jan 1, 2015	Dec 31, 2016	SGD	Approved
RSP-001-VICHY	Retail Selling Price - Vichy - 2015	Jan 1, 2015	Dec 31, 2016	SGD	Approved
YK-SPL2016	YK-2016	Feb 1, 2016	Dec 31, 2016	USD	Approved

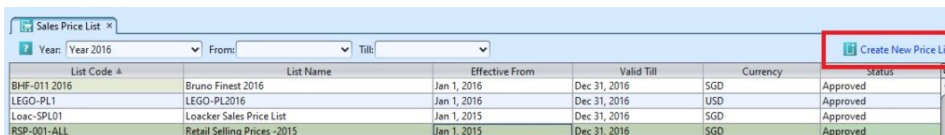


The screenshot shows a form for creating or editing a sales price list. It includes fields for List Code, List Name, Effective From, Valid Till, Currency (SGD - Singapore Dollar), Tax (Price Excludes Tax), and Description. Below these fields are tabs for Products List, Customers List, Assigned Branches, and Notes / Attachments. The Products List tab is active, showing a table with columns: Product #, Product Name, and List Price. The form is currently in a "Drafted" state. At the bottom, there are buttons for "Confirm Price List", "Create New", "Save", "Revert", and "Delete".

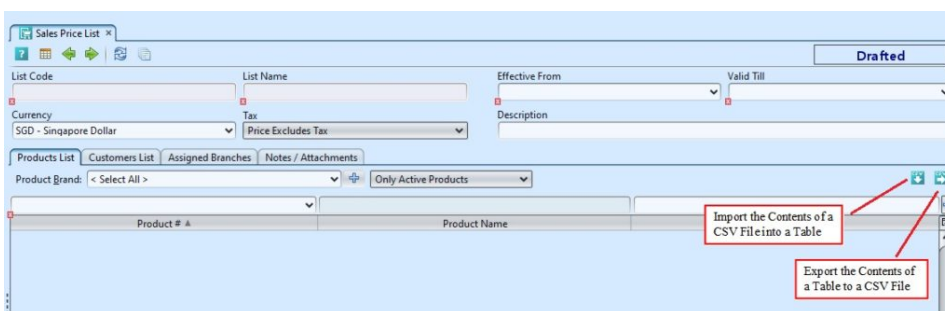
Field Name	Description	Mandatory Information
List Code	Custom code for the price list	Y
List Name	Name of price list	Y
Effective from	Date start for price list	Y
Valid till	Date end for price list	Y
Currency	Currency to use for the price list	N
Tax	A compulsory contribution to state revenue, levied by the government on workers' income and business profits, or added to the cost of some goods, services, and transactions.	N
Description	Self-explanatory	N
Product List - Product #	Product's code	Y
Product List - Product Name	Self-explanatory	Y
Product List - List Price	Product's sell price	Y

Create New Sales 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.



List Code	List Name	Effective From	Valid Till	Currency	Status
BHF-011-2016	Bruno Finest 2016	Jan 1, 2016	Dec 31, 2016	SGD	Approved
LEGO-PL1	LEGO-PL2016	Jan 1, 2016	Dec 31, 2016	USD	Approved
Loac-SPL01	Loacker Sales Price List	Jan 1, 2015	Dec 31, 2016	SGD	Approved
RSP-001-ALL	Retail Selling Prices -2015	Jan 1, 2015	Dec 31, 2016	SGD	Approved



Drafted

List Code: List Name: Effective From: Valid Till:

Currency: Tax: Description:

Products List | Customers List | Assigned Branches | Notes / Attachments

Product Brand: Only Active Products:

Product #: Product Name:

Import the Contents of a CSV File into a Table


Export the Contents of a Table to a CSV File

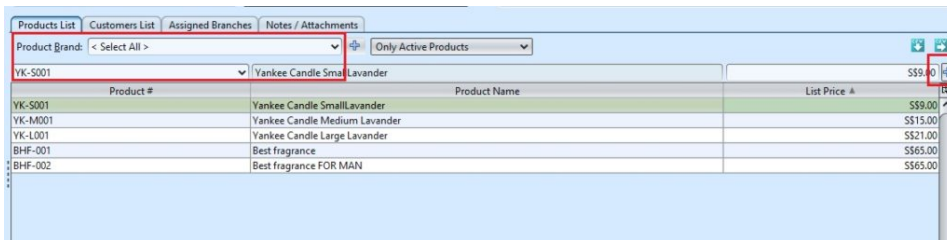
2. Fill up price list's information on top of screen

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


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 sales price lists during the same period for the same customers list

5. Enter the product's **"List Price"** info and click "  " button to add the product into the price list

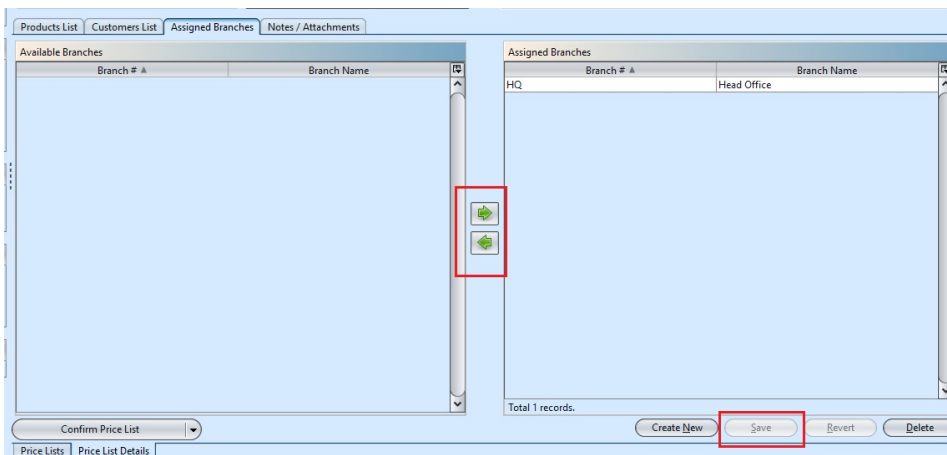


6. Repeat steps 4-5 to add more products into the price list

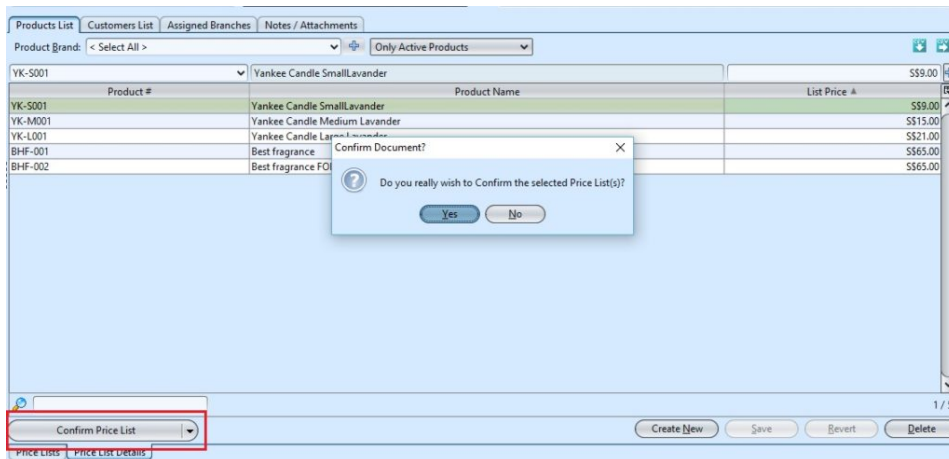
7. On **"Customers List"** tab, assign business partners for the price list by selecting available partner(s) from the bottom left table and click "  " button in middle of screen. Hold Ctrl or Shift key then mouse left-click to select multiple partners

8. On **"Assigned Branches"** tab, a default branch (e.g. HQ) has been automatically assigned for the new 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

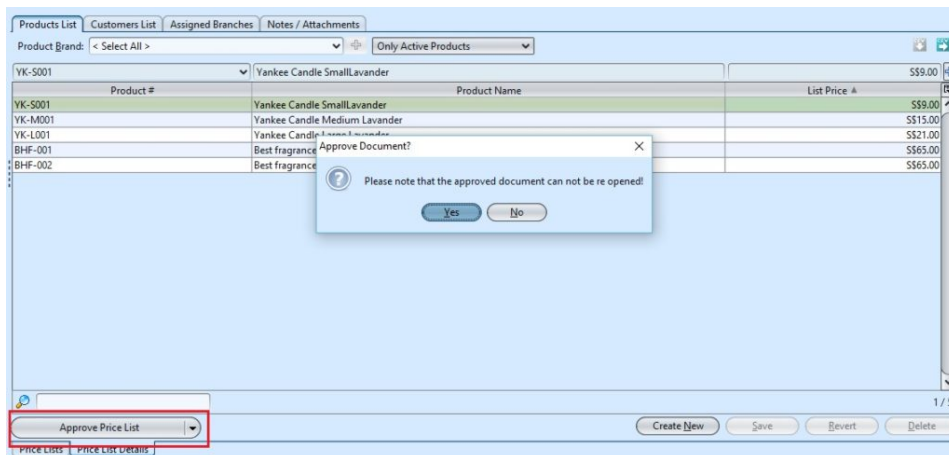
9. Click **"Save"** button at the bottom right side of screen to save



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

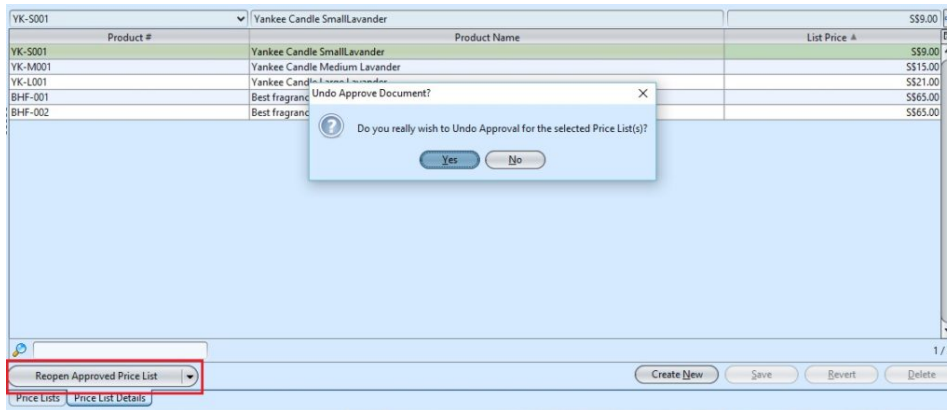


11. Click **“Approve Price List”** button at the bottom left side of screen and click **“Yes”** button to approve the price list



Update Sales Price List Details

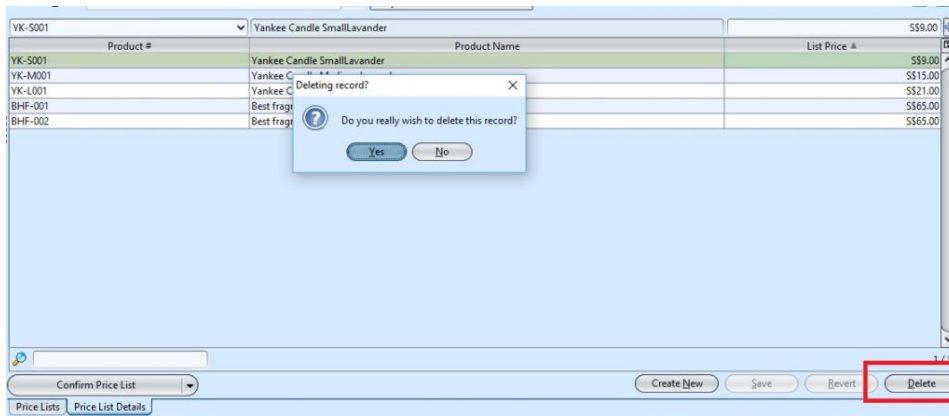
1. Double click on price list to be updated, it will bring up the selected price list details on the **“Price List Details”** tab. If a price list’s status is **“Confirmed”** or **“Approved”**, right click on the list and reopen the list first



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

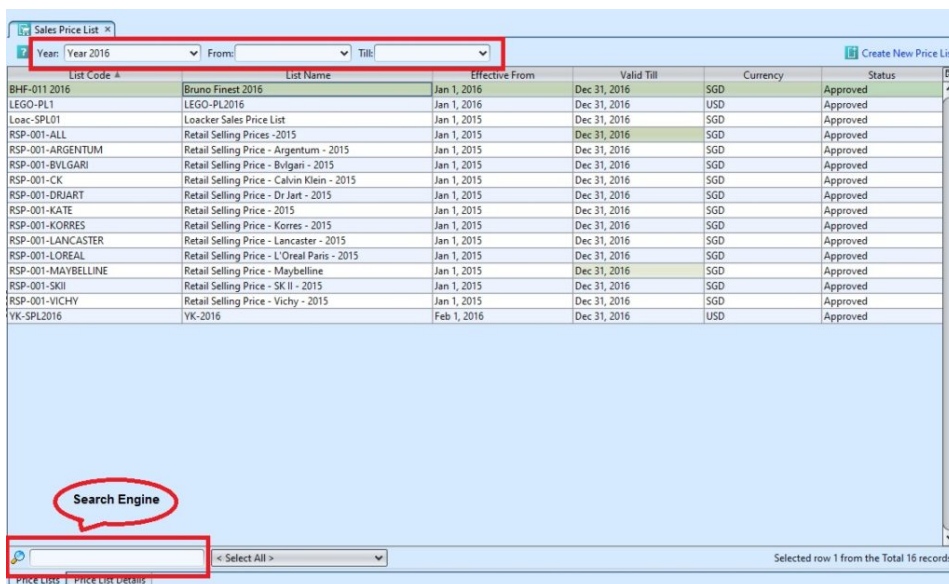
Delete Sales Price List

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

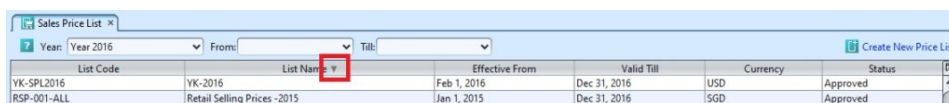


View and Search for Sales Price List Details

1. On **"Price Lists"** tab enter search parameter to filter the result, i.e. type in period of the sales 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

