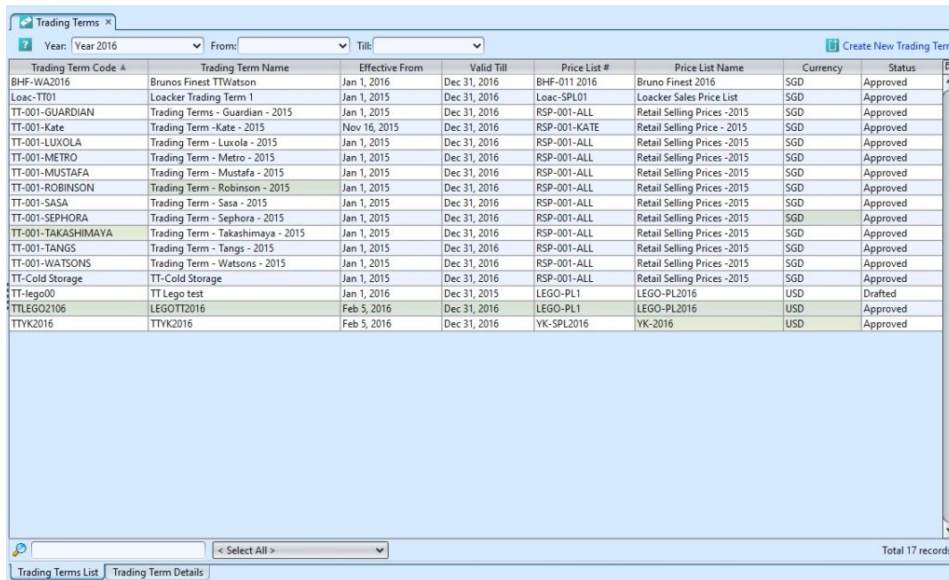# Trading Terms
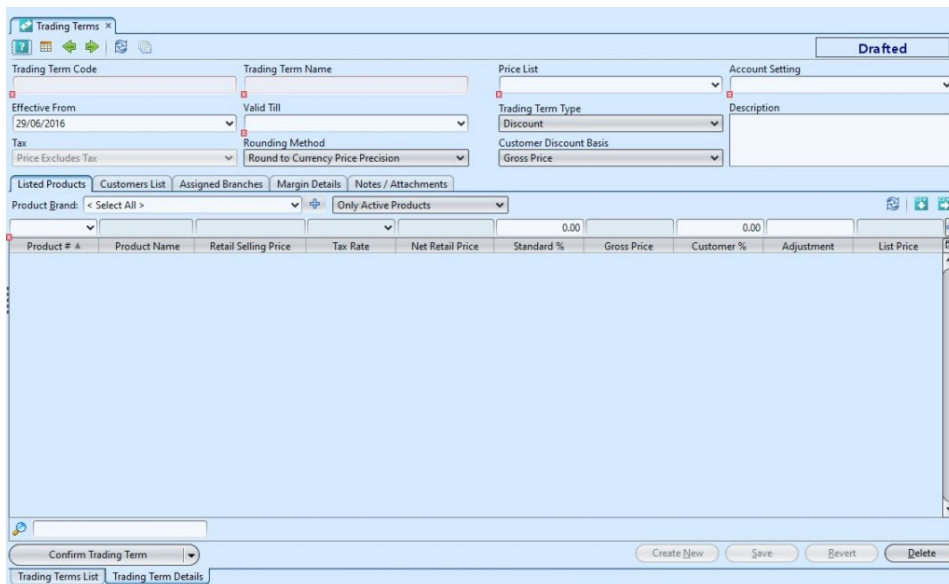
The trading terms are used to allow the business to keep track of trading terms to use in relation to the buyer. Below actions are available under *"Trading Terms"*:

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

Trading Terms — Customers List

Trading Term Code	Trading Term Name	Price List	Account Setting

Effective From: 29/06/2016 **Valid Till:** **Trading Term Type:** Discount **Description:**
Tax: Price Excludes Tax **Rounding Method:** Round to Currency Price Precision **Customer Discount Basis:** Gross Price

Tabs: Listed Products | Customers List | Assigned Branches | Margin Details | Notes / Attachments

Search: **Search:**

List of Business Partners				Selected Business Partners		
Partner Code ▲	Name	Currency		Partner C... ▲	Name	Currency

Confirm Trading Term | Create New | Save | Revert | Delete

Trading Terms List | Trading Term Details

Trading Terms — Assigned Branches

Trading Term Code	Trading Term Name	Price List	Account Setting

Effective From: 29/06/2016 **Valid Till:** **Trading Term Type:** Discount **Description:**
Tax: Price Excludes Tax **Rounding Method:** Round to Currency Price Precision **Customer Discount Basis:** Gross Price

Tabs: Listed Products | Customers List | Assigned Branches | Margin Details | Notes / Attachments

Available Branches			Assigned Branches	
Branch # ▲	Branch Name		Branch # ▲	Branch Name
HQ	Head Office			

Total 1 records.

Confirm Trading Term | Create New | Save | Revert | Delete

Trading Terms List | Trading Term Details

Trading Terms — Margin Details

Trading Term Code	Trading Term Name	Price List	Account Setting

Effective From: 29/06/2016 **Valid Till:** **Trading Term Type:** Discount **Description:**
Tax: Price Excludes Tax **Rounding Method:** Round to Currency Price Precision **Customer Discount Basis:** Gross Price

Tabs: Listed Products | Customers List | Assigned Branches | Margin Details | Notes / Attachments

Warehouse: TE01 - Main Warehouse   **Average Margin %:** 0

Product # ▲	Name:	List Price	Unit Cost	Margin Amount	Margin %

Confirm Trading Term | Create New | Save | Revert | Delete

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
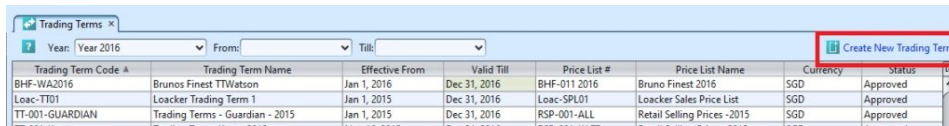
2. Fill up trading term's information on top of screen, choose a sales price list from the **"Price List"** drop-down list. This sales price list will be use as the trading term's products' **"Retail Selling Price"**
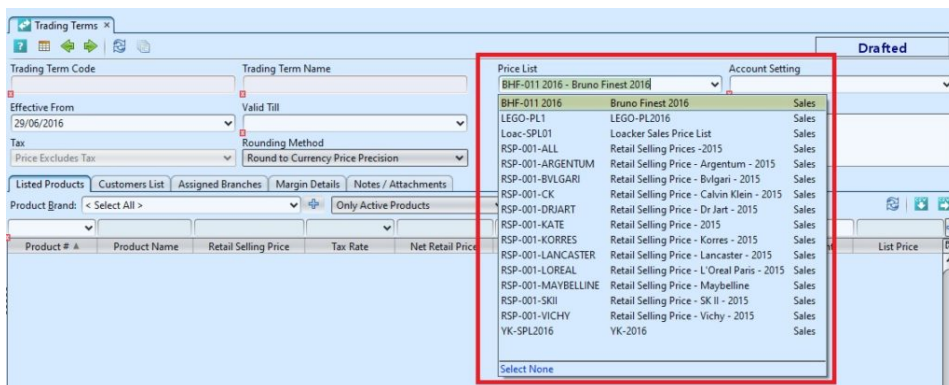
3. Click **"Save"** button at the bottom right side of screen to save
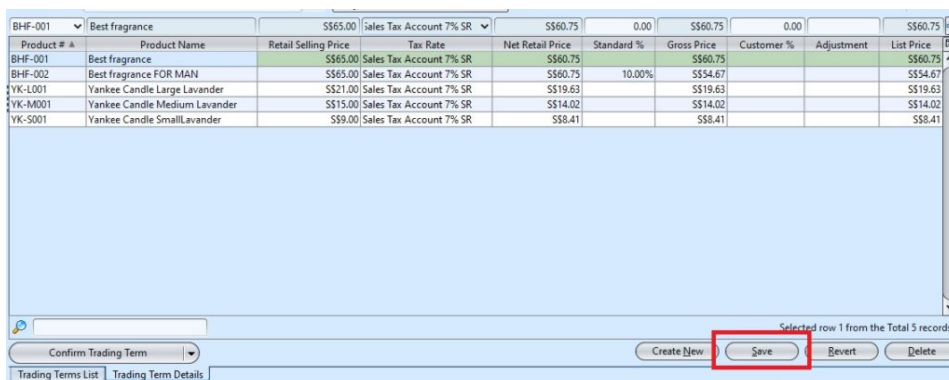
4. Filter the products list by selecting a brand from **"Product Brand"** drop-down list. Add product into the trading term by searching for the product from the

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
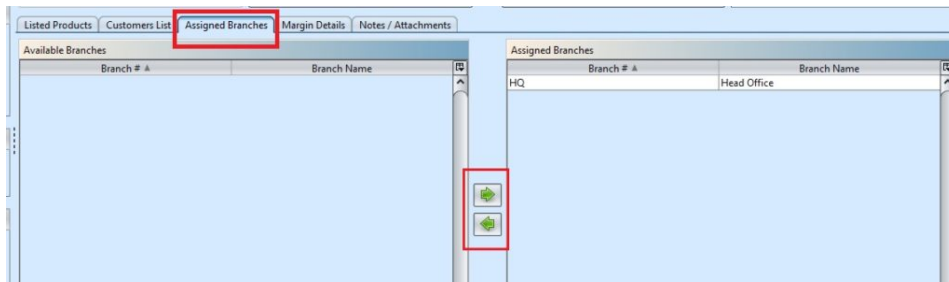**"List Price"** for the product will be automatically
calculated

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
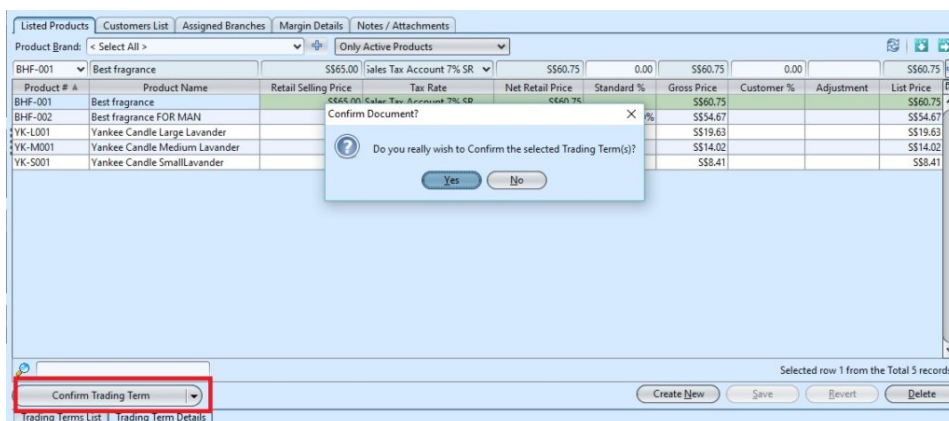left table and click " ➡ " button in middle of
screen

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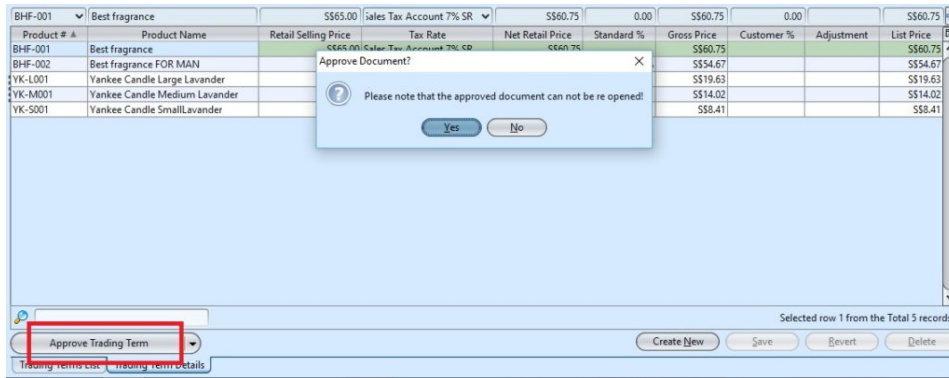

10. Click **"Save"** button at the bottom right side of screen to save

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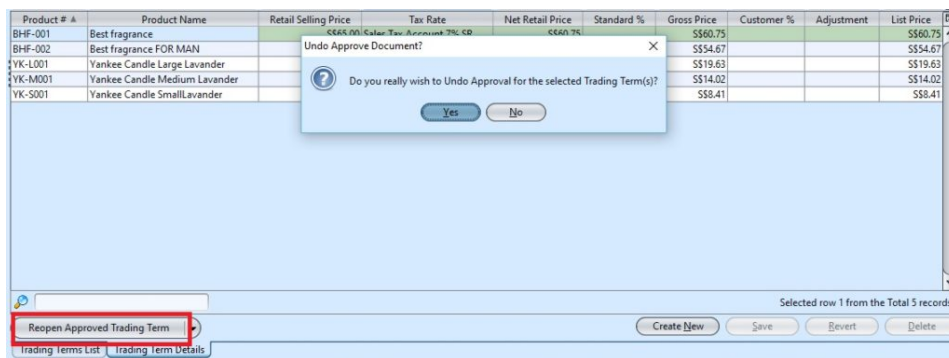

12. Click **"Approve Trading Term"** button at the bottom left side of screen and click **"Yes"** button to approve the trading term

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
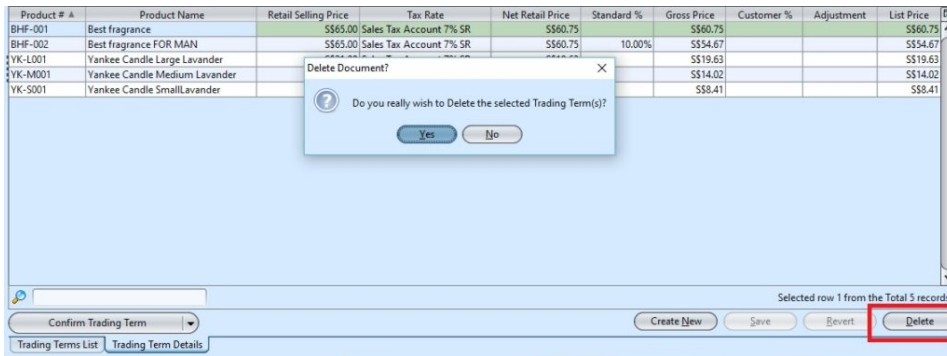
Delete Trading Term

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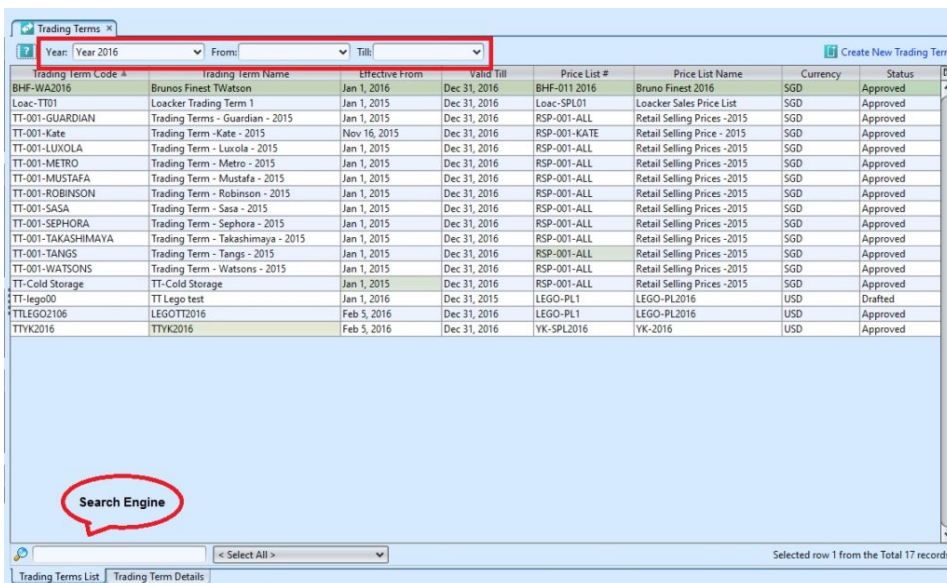
2. Click on **"Delete"** button at the bottom right side of screen

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

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