Adding Vendor Price Levels

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Vendor Price Levels

Vendor Price Levels

There are 4 Types of **Vendor Price Levels**. They are:

- Vendor Discount discount from standard cost
- Vendor Volume Percentage Discount costs that change depending upon quantity per Vendor
- Vendor Volume Cost Discount costs that change depending upon quantity per Vendor
- Vendor Volume Tiered Costs specific cost that is set depending upon the quantity

Adding a Vendor Price Level

- To access the **Vendor Price Level** screen click on the <u>Gear</u> icon to the top right of the home screen.
- Select **Profile List** under General. In the Sales section, select **Price Levels**.

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- The Price Level screen will present on the left hand side of the screen the Status of Price Level records. These can be <u>Active</u>, <u>Inactive</u> or <u>Both</u> dependent upon the button checked.
- On the **Price Level** screen create and input the <u>Name</u> for your pricing strategy.
- Select the **Type** of **Vendor Price Level** from the drop-down list.
 - Dependent upon the **Type** chosen, you may need to set up timing (beginning/end for your pricing strategy), select items affected, adjust standard price or cost, add a new price.

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Applying Vendor Price Levels

Vendor Discount - discount from standard cost

- Create the <u>Name</u> for your Vendor Discount Price Level
- From the drop down menu of the **Type** field select **Vendor Discount**

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- When creating a **Vendor Discount** Price Level
- The system defaults the status of the Price Level as Active however you can always uncheck the Active checkbox and click Save to update the Price Level to Inactive if needed
- You may need to:
 - Set up timing (beginning/end for your pricing strategy)
 - To set up timing (the start/end dates for your pricing strategy) check the <u>Assign</u> <u>Start/End Dates</u> box and select the <u>Calendar</u> icon within the <u>Start Date/End Date</u> fields
- You will need to determine if the Vendor Discount needs to be a <u>Decrease</u> or <u>Increase</u> from Standard Cost. You can do this by choosing one of these two options from the drop down field for "The Price Level will..." and then the percentage of Decrease/Increase in the "item costs by" field
- Once all necessary fields are updated you can Save the Vendor Price Level by selecting the green Save button in the upper right hand corner of the screen

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Once Saved you can verify the applied Vendor Discount on the Defaults tab within the Vendor Information.

- Expand the side menu from your Admin screen
- From the Open Full Lists drop down menu select Vendors
- From your Vendors list select the Vendor receiving the Vendor Discount
- Click the Edit button next to the Vendor Name
- Click the Defaults tab
- Click the drop down arrow from the Price Level field and your Vendor Discount Price Level will appear

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Vendor Volume Percentage Discount - costs that change depending upon quantity per Vendor

- Create the <u>Name</u> for your Vendor Volume Percentage Discount Price Level
- From the drop down menu of the **Type** field select **Vendor Volume Percentage Discount**

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- Select the Assign Start/End Dates if needed
- Click the From field to input the beginning of your quantity range
- Click out of the From field and the system defaults the To field for that line to "And Above" and highlights the Discount % field
- Input the Discount % and click the next From field for your next discount based upon quantity
 - This example uses 0-3 items receive a 5% discount
 - The next line presents 4 items and above receive a 10% discount
 - As you enter the amounts in the From field the To field will update and auto-fill to 1 less than the next range once you click into the next field

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• Once all quantity ranges have been input into the respective fields you must click in the empty field in the bottom right hand corner and then click the Save button in the upper right hand corner of the screen.

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- The **Vendor Volume Percentage Discount** is now applied directly to the item and can be verified through the Vendors tab on the item
- From an/the item impacted by the Vendor Price Level select the Vendors tab and then click the green Add button towards the right hand portion of the screen

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- Selecting the green Add button will open the Vendor Items window
- Select the drop down from the Price Level field and the **Vendor Volume Percentage Discount** will reflect as an option to select and Save

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	Item - BPA1004-12 [EDIT					
and Brounds	General		Summary			
cent Records	Description Babolot Pure Aero 100	" (4-1/2)	Available		0	
BPA1004-12	Type Part Group Parts Group Changes	Vendor Items				×
BPA1004-34 Babolot Tennis Equipment	UOM EA					
Babolot Vibration Dampner	Std. Cost 141.18	General Custom				
2-Pack		Vendor		v		
Lob Lover Tennis		Part No				
Fuzzy Yellow Balls	Note Edit	Cost	0			
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- Select the Assign Start/End Dates <u>if needed</u>
- Click the From field to input the beginning of your quantity range
- Click out of the From field and the system defaults the To field for that line to "And Above" and highlights the Discount % field
- Input the Discount % and click the next From field for your next discount based upon quantity
 - This example uses 0-15 items receive a \$3 discount

- The next line presents 16 30 items receive a \$6 discount
- The third line presents 31 items and above receive a \$9 discount
- As you enter the amounts in the From field the To field will update and auto-fill to 1 less than the next range once you click into the next field

Ørder Time	Search			Q			
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VD Babolot 10%	8	0		15		3	×
Vol Disc by Price	0	16		30		6	*
VVPD Babolot Racquets	0	31		And Above		9	*
Total Records: 6		1				Ť	

- Once all quantity ranges have been input into the respective fields you must click in the empty field in the bottom right hand corner and then click the Save button in the upper right hand corner of the screen
- The **Vendor Volume Cost Discount** is now applied directly to the item and can be verified through the Vendors tab on the item
- From an/the item impacted by the Vendor Price Level select the <u>Vendors</u> tab and then click the green Add button towards the right hand portion of the screen

ØrderTime		Search		2									• TennisTime	Logout	6
# Home	🛷 Sales	🗮 Purchasing	OS Production	Warehouse	🔅 Reports										
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Babolot Tennis	s Equipment	Type Pa	n -			Required			0						
BPA1004-12		UOM EA	rts Group Change group			Net Available			0						
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Babolot Vibrati 2-Pack	tion Dampner	Std. Cost 14	1.18			Committed			0						
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		Joe Cool		JCBPA	100412			175.00000					G	8 0	
								Total Records: 2							

- Selecting the green Add button will open the Vendor Items window
- Select the drop down from the Price Level field and the **Vendor Volume Cost Discount** will reflect as an option to select and Save

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DTBCL3can	Type Pa	n	General Custom]	
Babolot Tennis Equipment	Group Pa	rts Group Change group	Vendo	<i>n</i>	
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			ls defaul	it 🗌	
				Save Cancel	

- Create the <u>Name</u> for your Vendor Volume Cost Discount Price Level
- From the drop down menu of the **Type** field select **Vendor Volume Tiered Costs**

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End of Summer Price Promotion	8	Assign Start/End Dates	Customer Discount - Discount from standard price Customer Markup - Markup on standard cost
Labor Day Extravaganza	8		Customer Item Price - Specific prices per item Item Markup - Markup from standard cost per item
VD Babolot 10%	0		Volume Discount by Percentage - Prices that change depending on quantity Customer, Item Group Discount - Discount from standard price per item group
Vol Disc by Price	0		Currency Price - Price for a specific currency
/VCD Dunlop TB Clay 3 Can	8		Customer item by recentage - woolny item prices uproown based on a percentage per item. Assigned on a customer by customer basis. Customer Pricing Group - A set of price level in aggregate. Assigned on a customer by customer basis.
VVPD Babolot Racquets	0		Customer Stacked Percentages - A set of percentage based price levels in aggregate. Assigned on a customer by customer basis. Volume Discount By Price - Prices that change depending on quantity
Total Records: 7			Vendor Discount - Discount from Standard Cost Vendor Volume Percentage Discount - Costs that change depending on quantity per Vendor Vendor Volume Cost Discourt - Costs that change depending on quantity per Vendor Customer Item Group Markup - Markup over standard cost per Item group Customer Item Wolume Prinds - Specific prinding per time per customer that is set depending on quantity
			Customer Item Volume Percentage Discount - Specific percentage discounts per item per customer that is set depending on quantity

- Select the Assign Start/End Dates <u>if needed</u>
- Click the From field to input the beginning of your quantity range
- Click out of the From field and the system defaults the To field for that line to "And Above" and highlights the Discount % field
- Input the Discount % and click the next From field for your next discount based upon quantity

- This example uses 0 2 items purchased cost \$230.00
- The next line presents 3 4 items purchased cost \$220.00
- The third line presents 5 items and above purchased cost \$200.00
- As you enter the amounts in the From field the To field will update and auto-fill to 1 less than the next range once you click into the next field

OrderTime		Search		Q		
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VVPD Babolot R	lacquets	•				
Total	Percenter 7					
1018	rnecorus. 7					

- Once all quantity ranges have been input into the respective fields you must click in the empty field in the bottom right hand corner and then click the Save button in the upper right hand corner of the screen
- The **Vendor Volume Tiered Costs** is now applied directly to the item and can be verified through the Vendors tab on the item
- From an/the item impacted by the Vendor Price Level select the <u>Vendors</u> tab and then click the green Add button towards the right hand portion of the screen

OrderTime		Search		Q										• TennisTime	Logout 🚱
# Home	🛷 Sales	📜 Purchasing	O _G F	roduction	🛛 Warehouse	🚯 Reports									
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Recent Records		General					Summary								
Recent Records	, 	Descriptio	m Wilson Clasi	h 105" (4-1/2)			Available				25				
WCL1054-12	L1054-12		Type Part				Required	Required 0							
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BPA1004-12		Pri	e 235.00				On hand				25				
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- Selecting the green Add button will open the Vendor Items window
- Select the drop down from the Price Level field and the **Vendor Volume Tiered Costs** will reflect as an option to select and Save

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	Home + Items + Item	· ·	•	Created By Mi	ke Moore 7/13/2023 2:28 PM
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BPA1004-12	Price 235.00	Part No	0		
Babolot Tennis Equipment	Std. Cost 117.50	Cos	* 0		
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