Price List

Module Guide: Purchase Price List

Module Location

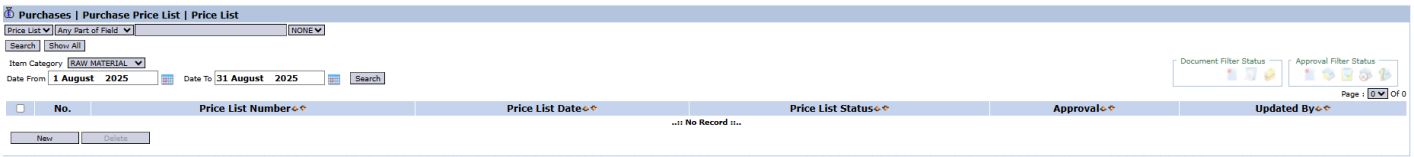
Purchasing > Price Settings > Price List

Module Objective

The **Purchase Price List** module is a tool for managing the master data containing the official purchase price lists from suppliers (vendors). The settings created here will become the standard price reference used by the system when creating a Purchase Order (PO), thereby ensuring the accuracy and consistency of purchase prices.

1. Main View (Price List)

The main page of this module displays a list of all Price List documents that have been created.



View Explanation & Filters

This page is for viewing and managing all existing purchase price lists.

- **Filters**: You can search for a specific price list by **Price List Number**, **Item Category**, or a date range (**Date From / Date To**).

- **Price List**: The table below will display all documents that match the filters, with columns such as **Price List Number**, **Price List Date**, **Price List Status**, and **Approval**.

Button Functions

- **New**: The primary button to create a new Price List.
- **Delete**: To delete a selected price list.

2. Steps to Create a New Price List

Step 1: Create a New Price List

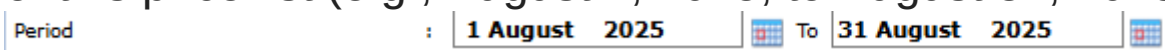
From the Main View, click the **New** button to open the **Create Price List** form.



Step 2: Fill in Header Information

On the form that appears, fill in the general information:

- **Period**: Define the start and end dates for the validity period of this price list (e.g., August 1, 2025, to August 31, 2025).



- **Memo**: Provide a clear description, for instance, "Raw Material Price List Vendor ABC - August 2025".



Step 3: Detail the Items and Prices

In the detail table at the bottom:

1. Click the **[+] Multiple Item [-]** link to add or remove rows.

2. Enter the **Item Code** whose price is being set.

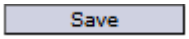
3. Fill in the **Price** column with the purchase price that has been agreed upon with the vendor.

4. The **History 1** and **History 2** columns display previous prices as a reference.

5. You can upload a supporting document (for example, a quotation from the vendor) in the **File upload** column.

Step 4: Save the Price List

After all data is filled in, use the buttons in the bottom-left section:

- **Save**: To save the price list as a draft. 

- **Confirm**: To finalize the price list and send it into the approval workflow.



- **Cancel**: To cancel the entry. 

Tips & Important Notes

- The price list that is created and approved here will become the primary reference when creating a **Purchase Order**.

- To avoid pricing and payment errors, ensure you always update the price list according to the latest agreements with vendors.

- A price list that has been **Confirmed** will likely go to a **Price List Inbox** for an approval process by a manager.

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