

# Vendor Price List

## Module Guide: Vendor Price List

### Module Location

Purchasing > Price Settings > Vendor Price > Vendor Price List

### Module Objective

The **Vendor Price List** module serves as a search or inquiry tool for viewing price lists associated with a specific supplier/vendor. This module provides a vendor-centric view, making it easy for users to find the applicable pricing schemes for a selected supplier.

## 1. Main View (Supplier List)

The main page of this module is a list that displays all suppliers in the system, serving as a starting point to view their price lists.

The screenshot shows the 'Purchase | Vendor Price List' interface. At the top, there is a search bar with a dropdown menu for 'Vendor Code' and a radio button for 'Any Part of Field'. To the right of the search bar is a 'NONE' dropdown menu. Below the search bar are two buttons: 'Search' and 'Show All'. Below the search bar is a table with three columns: 'No.', 'Vendor Code', and 'Vendor Name'. The table is currently empty, showing '...: No Record :...'. The table headers are 'No.', 'Vendor Code', and 'Vendor Name'. The table body is empty.

### View Explanation & Filters

This page is for finding the supplier whose price list you wish to see.

- **Filter:** You can search for a specific supplier using the search bar based on **Vendor Code** or name at the top.
- **Supplier List:** The table below will display the search results. The table currently shows "...No Record...".

## Column Explanation

- **Vendor Code:** The unique code for each supplier.
- **Vendor Name:** The official name of the supplier.
- **Vendor Address:** The address of the supplier.

## 2. Steps to Use the Module

### Step 1: Find the Supplier

Use the **Vendor Code** or name filter to search for the supplier whose price list you want to see, then click **Search**.

### Step 2: View the Price List

Click on the vendor's name in the displayed list. This action will likely take you to a new page that details all the active and previously created **Price Lists** for that vendor.

### Workflow & Integrated Business Process

- This is an **inquiry tool**. The actual price data is set up and managed in the **Purchase Price List** module.
- Use this module if you want to quickly see all the pricing schemes that apply to one specific vendor.

## Tips & Important Notes

- This is a **read-only** module for viewing information, not for inputting new data.

- It is very useful for the **Purchasing team** to quickly review the applicable prices from a vendor before creating a Purchase Order.

---

Revision #1

Created 12 August 2025 10:10:02 by Muhammad Ali Akbar

Updated 12 August 2025 10:15:59 by Muhammad Ali Akbar