Vendor Pricing Inbox

Module Guide: Vendor Pricing Inbox

Module Location

Purchasing > Price Settings > Vendor Price > Vendor Pricing Inbox

Module Objective

The **Vendor Pricing Inbox** module serves as the approval center for all **Vendor Pricing Request** documents that have been created. This module is used by a superior or manager to conduct a review and provide approval before an official price quotation request is sent to the supplier (vendor).

1. Main View (Request List)

The main page of this module is an "inbox" that displays all Pricing Request documents requiring your action.



View Explanation & Filters

This page provides a summary of all pricing requests that are awaiting approval.

- **Filters**: You can search for a specific request by **Code** (Request Code) or a date range (**Date From / Date To**).

- **Request List**: The table below will display all requests awaiting action. The table currently shows "...No Record Found...".

Column Explanation

- **Code**: The unique code of the Pricing Request document.
- **Vendor**: The name of the supplier to whom the request will be sent.
- **Request Date**: The date the request was created.
- **Request Status / Approval**: Icons that indicate the document's status and the approval process status.

Button Functions

- **Approve**: The main action button to approve one or more selected pricing requests.

2. Approval Process Steps

The following is the standard workflow for an approver.

Step 1: Access the Inbox

Open the **Vendor Pricing Inbox** module to see the list of pricing requests that require approval.

Step 2: Review the Pricing Request Details

Click on one of the rows in the table to open its detail view. In the detail view, you can check all the information that has been input, such as the vendor's name and the list of items for which prices are

being requested.

Step 3: Provide Approval

After you have reviewed and are certain about the submitted pricing request:

1. Return to the main **Inbox** page.
2. Check the box in the leftmost column for one or more rows you wish to approve.
3. Click the **Approve** button located in the bottom-left section of the page to process the approval. 

3. Workflow & Integrated Business Process

1. **Submission**: A user (e.g., a purchasing staff) creates a document in the **Vendor Pricing Request** module.
2. **Entering the Queue**: The saved request automatically enters the queue in this **Vendor Pricing Inbox** module.
3. **Review & Approval**: A manager or approver opens this module, reviews, and provides approval.
4. **Further Processing**: After approval, the Pricing Request document becomes official and can be sent to the vendor. The quotation received from the vendor can then be used to update the purchase **Price List**.

Revision #1
Created 12 August 2025 10:00:45 by Sayu
Updated 12 August 2025 10:07:47 by Sayu