Vendor Pricing Request

Module Guide: Vendor Pricing Request

Module Location

Purchasing > Price Settings > Vendor Price > Vendor Pricing Request

Module Objective

The **Vendor Pricing Request** module serves as a tool to create and send official price quotation request documents to suppliers (vendors). This module is used by the purchasing team to request the latest price list for specific items before creating or updating the purchase price list in the system.

1. Main View (Request List)

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



View Explanation & Filters

This page is for viewing and managing all pricing requests that have been sent to vendors.

- **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 that match the filters, with columns such as **Code**, **Vendor**, **Request Date**, and **Request Status**.

Button Functions

- **New**: The primary button to create a new Pricing Request.
- **Delete**: To delete a selected request.

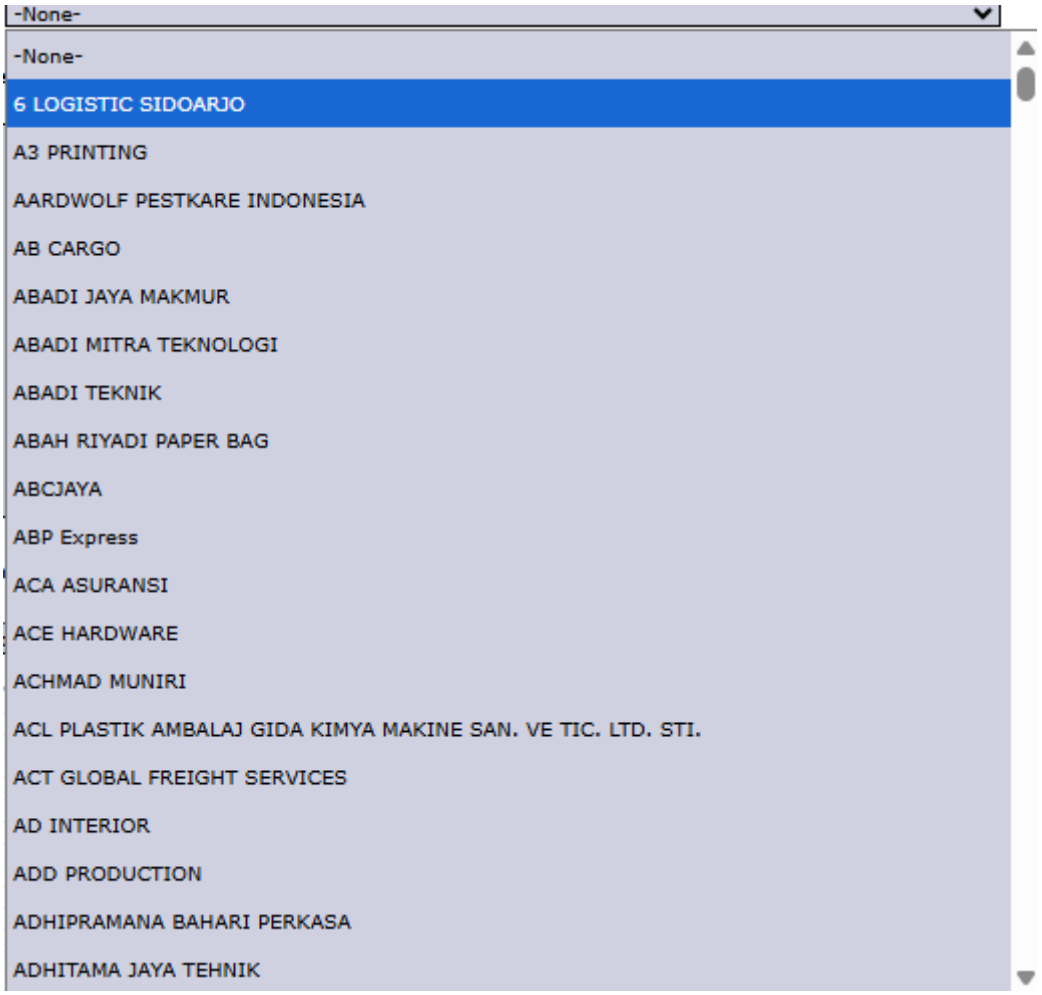
2. Steps to Create a Pricing Request

Step 1: Create a New Request

From the Main View, click the **New** button to open the **Request | New - Step 1** form. 

Step 2: Select Vendor and Items (Step 1)

1. On the form that appears, select the **Vendor** from the dropdown to whom you will send the pricing request.



2. In the **Available Item(s)** section, select all the products whose prices you want to inquire about. Move the items from the left box to the **Selected Item(s)** box on the right using the **>>** button.

3. Click **Next** to proceed to the next step. 

Step 3: Complete and Save the Request

On the next screen (not shown in the image), you will likely be asked to fill in additional details such as the request date and notes for the vendor, before finally saving the pricing request document.

Tips & Important Notes

- Use this module to keep all price request processes to vendors **well-documented** within the system.
- The document generated from here can be printed and sent officially to the vendor.
- The response or price offer from the vendor to this request will become the basis for creating or updating the purchase **Price List** in the next module.

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