UPLOAD VENDOR LIST PRICE IN ACS

OBTAIN LIST PRICE FILE FROM VENDOR. MOST VENDORS WILL SUPPLY IN EXCEL

Table, Excel

Description automatically generated

REVIEW AND CHANGE THE MFG P/N TO SAME P/N LOADED IN ACS, IF NECESSARY

Table

Description automatically generated

A picture containing text, receipt

Description automatically generated

CONFIRM ANY LIST PRICE ADDERS ARE CORRECTLY CALCULATED IN THE “LIST PRICE” FIELD

Graphical user interface, application, table

Description automatically generated

SAVE NEW TXT FILE WITH P/N, DESCRIPTION AND LIST PRICE IN ACS OUTPUT FILES: Z\OUTPUTFILES

Table

Description automatically generated

AT ACS MAIN SCREEN: INVENTORY - MAINTENANCE - VENDOR PRICING UPDATE EDIT LIST

Graphical user interface, text, application

Description automatically generated



VENDOR PRICING UPDATE EDIT LIST WILL CONFIRM THE FILE IS ACCURATE AND PROVIDE THE LIST OF ITEMS Graphical user interface, text, email

Description automatically generated



CLICK OK TO GENERATE THE LIST TO REVIEW

Graphical user interface, application, table

Description automatically generated

VENDOR PRICING UPDATE WILL UPDATE THE PRICE USING THE SAME STEPS:

Graphical user interface, text, application, chat or text message

Description automatically generated



Graphical user interface, text, application, email

Description automatically generated



CLICK OK TO GENERATE THE UPDATED LIST

Graphical user interface

Description automatically generated

CHECK THE PDF BOX

CLICK EXECUTE TO GENERATE THE PDF

Text

Description automatically generated with low confidence

SAVE THIS PDF IN S:PRICING/VENDORS

REPEAT STEPS IN LR ACS SYSTEM