UPLOAD VENDOR LIST PRICE IN ACS

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



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





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



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



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



VENDOR PRICING UPDATE EDIT LIST WILL CONFIRM THE FILE IS ACCURATE AND PROVIDE THE LIST OF ITEMS 

CLICK OK TO GENERATE THE LIST TO REVIEW



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





CLICK OK TO GENERATE THE UPDATED LIST



CHECK THE PDF BOX

CLICK EXECUTE TO GENERATE THE PDF



SAVE THIS PDF IN S:PRICING/VENDORS

REPEAT STEPS IN LR ACS SYSTEM