

# How to Enter Prices for Items (Suppliers)

## Price Versions

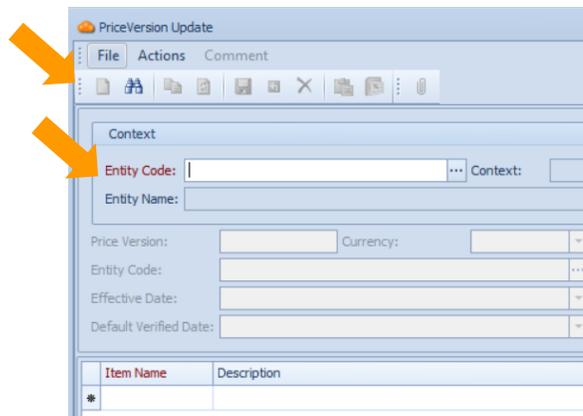
### Creating a Price Version

**Prerequisites:** You must have items and Suppliers/Manufacturers created before proceeding to this step.

You can access the Price Version Update feature from the main menu by clicking *Master Tables >> Miscellaneous >> PriceVersion Update*

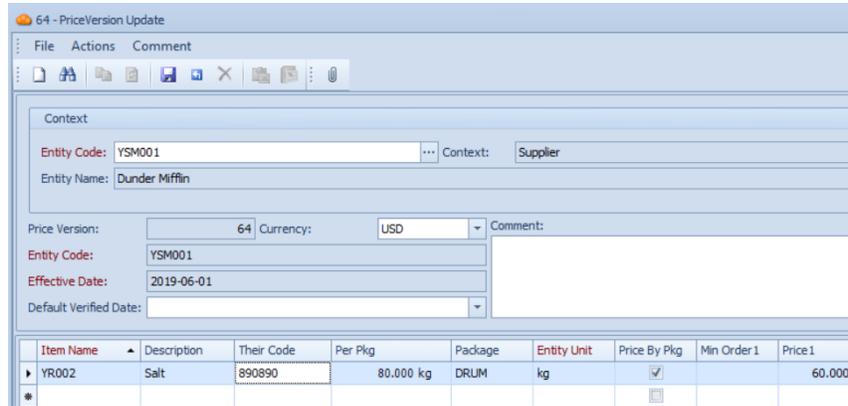
You can have more than one version of the price per vendor – i.e. dependent on effective date, volume, or other factors.

Enter the entity code by clicking the three dots and selecting the vendor, then click “New”. Enter an effective date as well.



Select an item from the list of available items from this specified vendor. This will update the item field in the space at the bottom half of the window. Fill out all relevant information.

**Their Code** refers to the code that the vendor uses for this specific item.



Item Name	Description	Their Code	Per Pkg	Package	Entity Unit	Price By Pkg	Min Order1	Price1
YR002	Salt	890890	80.000 kg	DRUM	kg	<input checked="" type="checkbox"/>		60.0000

Some definitions are explained below:

**Per Pkg:** The amount of the item per specified package.

**Package:** The specified package type that the item comes in.

**Entity Unit:** The default unit that the item is measured with.

**Price by Pkg:** If this field is checked this means that the specified price is per package.

On the right side of the field you can also enter different prices corresponding to the amount differences, as referred to by the **Min OrderX** columns. You can also enter other relevant information such as manufacturer details and delivery timing data.

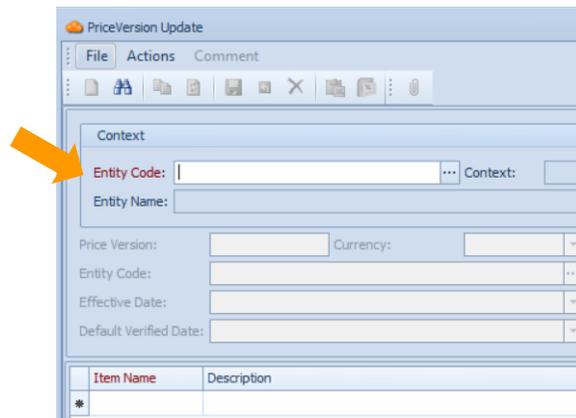
Save your progress by pressing **Ctrl + S** on your keyboard.

## Modifying an Existing Price Version

**Prerequisites:** You must have an existing Price Version created before proceeding to this step.

You can access the Price Version Update feature from the main menu by clicking *Master Tables >> Miscellaneous >> PriceVersion Update*

Enter the **Entity Code** by clicking on the three dots beside the Entity code field.



Click the Find button on the menu to find available items within this entity



You can modify the prices and items available as needed

Save your progress by pressing **Ctrl + S** on your keyboard.