Instructions to request price adjustments (the instruction numbers correspond to the numbers in the images below)

1. Login and click on Price Agreements. 2. Select relevant Buyer. Expand the relevant Price Agreement by clicking the + sign in the Price Agreement column. 3. Click the Request Price Adjustments (New) tab. 4. Expand the relevant items for which price adjustments are required.	5. Click the pencil icon to edit the relevant record. On the next screen that appears, make changes and click Submit. 6. If needed, items can be filtered in the column headers. 7. All filtered/visible items can be adjusted by the same %. For price reductions, prefix the figure with "-", example -5 for a 5% reduction.	8. Insert a Price Expiry Date. 9. Click on Update Filtered Items. 10. Alternatively, click the Download in Excel Format icon to work offline in Excel exactly in the same way as to respond to Tenders/RFQ's. Once done, click the Upload File button in the Excel spread sheet's Instructions worksheet. Note, only filtered/visible records will be downloaded.

Edit Form

Line No	4	Vendor Material Number	
Quantity	8	Vendor Part Number	850030
Vendor Brand Name	Pratley	Specifications	
Usage Factor	1	Price Per Unit	
Price Conversion Factor	1	Currency Of Price	ZAR
Base Currency Of Price	ZAR	Currency Conversion Rate Used	1
Currency Sensitive Percentage Of Price	1 %	Price Expiry Date	04 Oct 2014 11:43:44 AM
Settlement Discount (%)	0	Settlement Days	30
Description Delivery Point	BUYER PREMISES	IncoTerms	
LeadTime Days	7	Warrenty Period Months	0
Transport Method		Local Manufacture	0% to 9%
Local Assembly	0% to 9%	Conformance To Standards	Yes
Country Of Origin	South Africa		

5 → Submit   ⊗ Cancel

11. Click the Request Price Adjustments (Pending) tab to view pending requests for price adjustments. 12. If there are pending items which have not yet been approved by the Buyer they will be shown in this tab. If no items are shown, then no adjustments have been requested, or requested adjustments have been approved by the Buyer and can be viewed in the Price Agreement Detail tab.	13. As in the case of requesting new price adjustments, pending requests can be changed (up or down) either by applying the same % and Price Expiry Date to all visible/filtered items, or by adjusting items individually. 14. Insert a Price Expiry Date. 15. Click Update Filtered Items. 16. Items can be filtered in the column headers.	17. Filtered/Visible items can be downloaded in Excel format and handled as described in point 10 above. 18. Filtered/Visible items can be removed for example in the case of withdrawing a request for price adjustments. Do this by clicking on Remove Filtered Items. 19. Click on Notify Buyer to send a notification to the buyer of a pending request for price adjustments.

Price Agreement Detail | Documents | Request Price Adjustments (New) | Request Price Adjustments (Pending) 11

List of Items   Download in Excel Format 17   Adjust Filtered items by this %: 0.0 13

Instructions for pending price adjustments
You can adjust filtered items with the same % (+ or -) by inserting the figure in the "Adjust filtered items by this %" box on the right. Use the minus (-) sign for price reductions. Filtered items will also be adjusted with the same "Price Expiry Date" inserted in the "Price Expiry Date box on the right. When done, click the "Update Filtered Items" button or click Remove Filtered Items to remove filtered items. Alternatively individual items can be updated directly online or via the Excel spread sheet.

Price Expire Date: 14

Update Filtered Items 15   Remove Filtered Items 18   Notify Buyer 19

Action	LineNo	Vendor Material Number	Vendor Part Number	Vendor Brand Name	Specifications	Usage Factor	Price Per Unit
	16						

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