HOW TO PRICE CHECK

➢ PRICING CLERK/COST ANALYST – RETAIL 1 DEPARTMENT

1. Click **PO vs Proforma (per item)** submenu
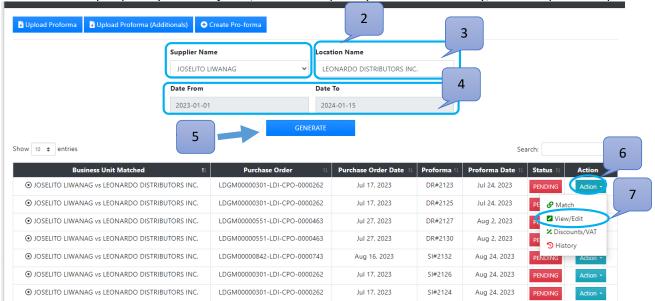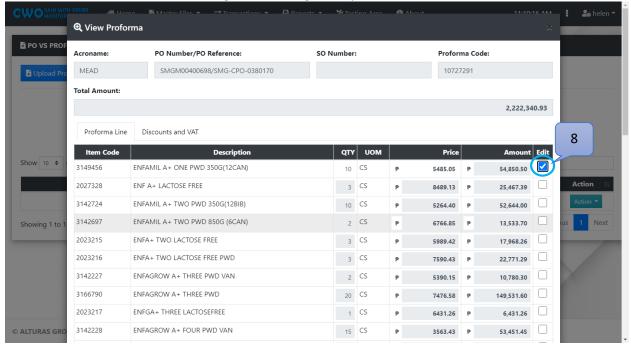

Viewing/Editing and Matching of PO vs. Proforma Sales Invoice

2. Select Supplier name from the list
3. Select Location Name from the list
4. Select Date Range
5. Click **Generate** button
6. Click **Action** button
7. Select View/Edit *(Note, for user can only edit quantity and price with manager's key, allow edit quantity once the supplier will over put quantity in the Proforma/SI versus the quantity that is in the PO only, allow edit price once price is changed)*

8. Double check the items in the Proforma, if quantity and price is changed, click the small box at the end of each item then user allow to change with manager's key

9. Click Update button to save the changes
10. Managers Key to authorize *(Note: Don't give away the Managers key)*