# Purpose

Trade Agreements are used primarily by the Gough Group Transport businesses to set pricing for Customers or Vendors.  The Caterpillar business uses the Sell rate table in NAXT. Trade Agreements for the Caterpillar business can be set up with the approval of the National Parts Manager.

For Customers this is by a flat price or a discount %.

For Vendors it is by a flat price.

A value in here takes precedence over the Released Product pricing.

If you wish to use cost plus pricing for (Transport) Customers, please use the Sell Rate table.

**What is covered in this guide**

[Task 1. Create a new trade agreement 2](#_Toc519501230)

[Task 2. Validate a journal 7](#_Toc519501231)

[Task 3. Post a journal 9](#_Toc519501232)

[Task 4. Updating Existing Trade Agreements 10](#_Toc519501233)

[Task 5. Change Dates 12](#_Toc519501234)

[Task 6. Deleting lines 13](#_Toc519501235)

[Task 7. Viewing trade agreements from elsewhere in NAXT 14](#_Toc519501236)

[Task 8. Customer trade agreements 16](#_Toc519501237)

[Task 9. Vendor trade agreements 17](#_Toc519501238)

# Use of icons

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|  | **Business rule** |  | **Key point / Tips** |  | **Information** |

1. Create a new trade agreement

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| 1. If you are setting up a trade agreement    1. for a Customer:   **GGNZ>Sales and marketing>Journals**  Select **Price>discount agreement journals**   * 1. For a Vendor:   **GGNZ>Procurement and sourcing>Journals**  Select **Price>discount agreement journals** |
| The screen defaults to show Open journals.  Trade agreements are not valid until they have been posted. Unposted trade agreements can’t be applied to sales quotes/orders or purchase orders using those Customers/Vendors. |
| 1. To create a new trade agreement,    1. Choose **Open** or **All**    2. Select **New** |
| A list of Names will display   1. Select the dropdown and choose the **Agreement Type** appropriate to your business unit. |
| The Description field will automatically populate.   1. Edit description field as necessary    1. Sales trade agreements should include  * **Branch warehouse code:** identifying the branch creating the Trade Agreement e.g. 10c for TWL Wiri * **Customer number and name**   1. Vendor trade agreements should include * **Vendor number and name** |
| The description field will be used for filtering later to find your trade agreement  The Agreement type is also useful for future filtering. |
| 1. Select **Lines**   Choose the most appropriate option for your trade agreement from the drop-down list:   * **Price (purch**): Use this for a vendor. * **Price(sales):** Use this for a customer charged at a flat rate * **Line discount (sales)** Use this for customers charged on a % based discount |
| **DO NOT CHOOSE** any other options, they are either:   * **not used** by the Gough Group (Line disc. Purch), or * **not configured** to be used (Multiline and Total). |
| 1. Select one of the three options for **Account Code**;  * **Table**: Use this to apply to a single Customer or Vendor * **Group**: Use this for a group of Customers (Vendor group not used by Gough Group) or Items and only used for line discount (sales) in Transport’s Discount Matrix. * **All**: Use for all Customers (All Vendors not used by Gough Group) and not used for All items. |
| 1. Select one of the following options for the **Account selection** field:  * Customer account * Customer group * Vendor account |
| The **Account selection** field won’t be editable for **Account codes** type = **All** |
| 1. Select one of the three options for **Item code:**  * **Table:** Use this to apply to a single item. * **Group:** Use this to apply to a group of items, it should only be used for line discount (sales) in Transports discount matrix. * **All:** Use this to apply to all items, DO NOT USE this option. |
| Equipment trade agreements are use: Configuration  Parts items don’t use: Configuration, Site, and Warehouse |
| The **From** and **To** fields are used for quantity breaks only.  The To field provides values less than what is entered in here for example;  To include numbers 1 to 10, set your fields at **from** 1 **to** 11. |
| 1. Do not populate the following fields:  * Attribute-based pricing ID * Sales pool * Contract id * Dimension validation * Cash price * Site * Warehouse |
| The Unit field should automatically populate if the Item code is set to Table. If the unit field does not import it can mean   * The Item may not have been set up properly (review item setup), or * Atlas import is incorrect, you will need to fix the errors in populated Atlas template * Item code has been set to Group or All (this is expected take no action). |
| 1. Depending on your line choice (Price (purch) or Price (sales)) you may need to amend   **Amount in currency** |
| 1. The **currency** field should auto-populate based on the item (for sales) or the vendor (for purchases). |
| You can use From date and To date if your agreements have a date specific range.  You can leave either or both of these fields blank, but it is a good idea to at least populate the From date with the date the trade agreement is to start.  Populating dates on the line auto populates, the area below overview |
| 1. In the next section of this screen the following fields are not used  * Price charges * Price unit * Discount percentage 2 * Lead time * Working days * Include generic currency * Find next |
| 1. Depending on your trade agreement type complete the following fields (under overview tab area);  * **Line discount sales** **Discount percentage 1, Find best** * **Price (purch)** **Disregard lead time** needs to be selected so the vendors lead time will be used. * **Price (sales)** **Find best**   **Notes** apply to all agreement types, can be used to enter text to remind users what the Trade agreement is being used for e.g. Roadzone June 2018  C:\Users\steph\AppData\Local\Temp\SNAGHTML1551274.PNG |
| Selecting **Find Best** ensures when a Customer buys an item, the Customer will receive the lowest net price for the item. Items can be on multiple discounts (Group/Table) and/or flat pricing.  Find best should not be used for:   * Purchases as items to a single vendor should only be on 1 trade agreement, for ease of filtering and updating. |
| 1. To add details for a new line, use the down arrow on your keyboard   Add details as necessary (from step Select **Lines**5 of Task 1) |

1. Validate a journal

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| 1. From the journal lines window |
| 1. After all Lines have been populated, Validate the content   Select **Validate>Validate all lines** |
| 1. The price discount journal posting notification appears   Select **ok** |
| 1. If there are any Validation errors, an Infolog of warning message(s) will appear.   Check what the errors are and adjust as necessary  Select **Close** |
| 1. Line issues will be marked on the Trade agreement window   Check these lines and adjust where necessary, then run the Validation again (Step 15). |
| 1. If everything is correct, an Infolog message confirming the Journal is OK will appear   Select **Close** |

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| 1. From the journal lines discount agreement window |
| 1. Ensure all lines have been validated |
| 1. Select **Post** |
| 1. Select **Ok** |
| 1. The price/discount journal posting window appears   Select **ok** |
| 1. An Infolog confirms the Journal has been posted   Select **Close** |

1. Post a journal
2. Updating Existing Trade Agreements

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| 1. If you are setting up a trade agreement    1. for a Customer:   **GGNZ>Sales and marketing>Journals**  Select **Price>discount agreement journals**   * 1. For a Vendor:   **GGNZ>Procurement and sourcing>Journals**  Select **Price>discount agreement journals** |
| 1. Ensure that show **All** has been selected |
| 1. Filter on Name and Description to find the Trade agreement you wish to update. |
| 1. Select **Reverse posting.** |
| If you had previously filtered on Posted instead of All trade agreements, the trade agreement you selected would now disappear from your view  As soon as the journal is unposted any lines on it will not take effect. Try and make updates to these outside of normal business hours. |
| 1. Select **Yes** on the Infolog |
| 1. Select **Lines** |
| 1. Update and edit as necessary |
| For any Atlas import updates please ensure a Trade Agreement has been reversed first and then posted again otherwise any updates will not take effect. |

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| 1. To update the dates on multiple lines   Select update journal dates |
| 1. Enter new **To date**   Select **OK** |
| 1. A warning message appears   Select **Yes** |

1. Change Dates
2. Deleting lines

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| 1. Find the unposted Trade Agreement | |
| 1. Select any/all lines you wish to delete | |
| 1. Press **Alt+F9** on your keyboard | |
| 1. A warning message appears   Select **Yes** |

1. Viewing trade agreements from elsewhere in NAXT

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| 1. If you are looking at a Released product for a Vendor   Select **GGNZ>Product information management>Common>Released products** |
| 1. Filter to find the item   Select item |
| 1. To find the vendor pricing   Select **Purchase tab>View trade agreements** |
| This will give you a view of what Vendor/Customer trade agreements are set up for this item, including any expired lines.  Please note this will not tell you the specific Trade Agreement it is on. |
| 1. Select **Sell tab> View trade agreements** |
| This will give you a view of what Customer trade agreements are set up for this item, including any expired lines. Please note this will not tell you the specific Trade Agreement it is on.  For the example below the item is in a Group called INHELLA so it also shows all discounts that contain the INHELLA group. |

1. Customer trade agreements

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| 1. To find Trade agreements for Customers select  * **GGNZ>Accounts receivable>Common>Customers>All customers**   Or   * **GGNZ>Sales and marketing>Common/Customers>All customers** |
| 1. Filter to find customer   Select the line to highlight it |
| 1. Select **Sell tab>Agreements** |
| This will show all applicable discounts:   * to the Customer, * or to a group the Customer is in, * or to a trade agreement for All Customers |

1. Vendor trade agreements

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| 1. To find Trade agreements for vendors open  * **GGNZ>Accounts receivable>Common> Vendors>All vendors**   Or   * **GGNZ>Sales and marketing>Common> Vendors>All vendors** |
| 1. Select **Procurement>Trade agreements** |
| This will show all applicable discounts to the Vendor |