InfoGlobalTech

*Innovative Solutions for your Enterprise*

# CoSaCS

## Product Technical Document

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# REVISION HISTORY

NOTE: The revision history cycle begins once changes or enhancements are requested after the initial version of the Technical Document has been completed.

| Date | Version | Description | Author |
|---|---|---|---|
| 16/12/2020 | 1.0 | Initial | Kirti Vaishnavi M |
| | | | |
| | | | |

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# 1 PRODUCT MODULE OVERVIEW

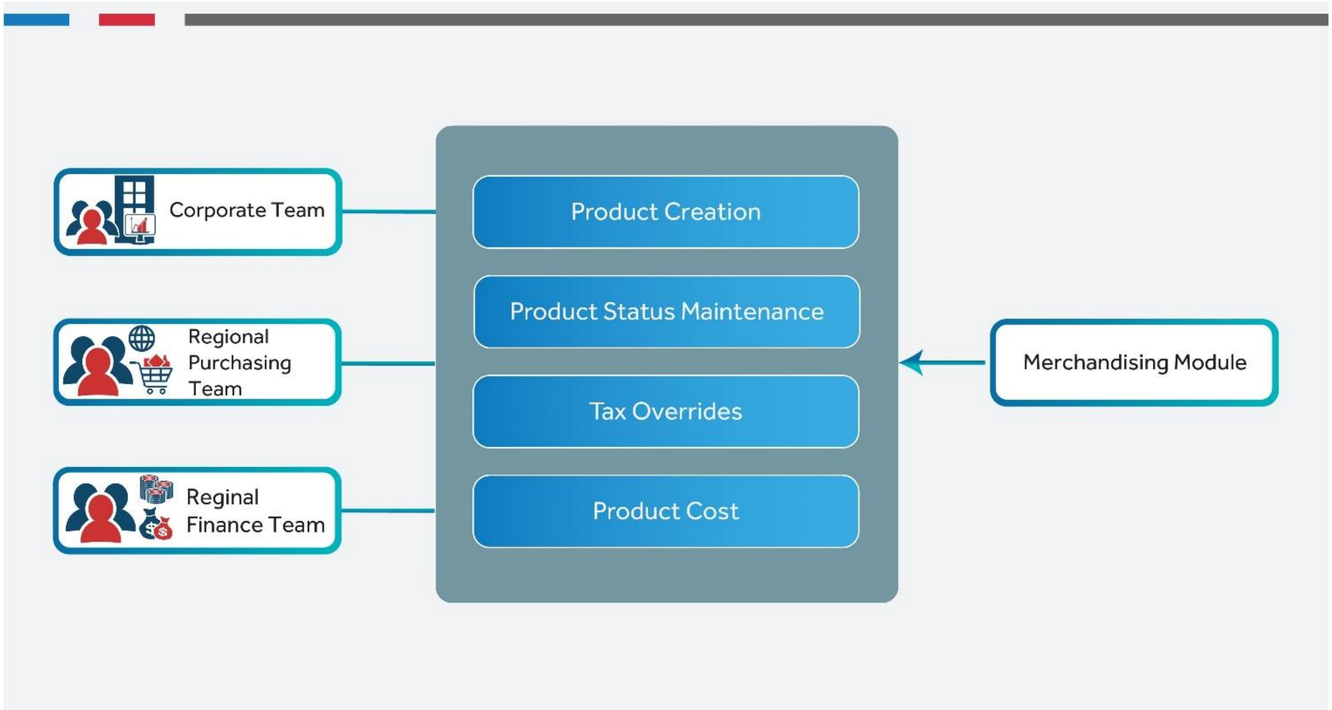
For Unicomer, a product is any item that can be sold to the customer. In the system, products are maintained in six categories. They are as follows:

1. Regular Stock
2. Product Without Stock
3. Repossessed Stock
4. Spare Parts
5. Sets
6. Combos

The below sections deal with product creation and maintenance.

## 1.1 Use Case

The below diagram shows in brief the users and processes involved in the Product module:



## 1.2 Product Creation

Products are the heart of retail for Unicomer Courts. All Products are created by the El Salvador team in the RI system. There are a few types of products like spare parts and repossessed products which are created by the local purchasing team. Each Product must be linked with the vendor for it to get populated into the system.

Products and vendors are populated from El Salvador into the CoSaCS system by the web interface, and it is updated the moment products and vendors are created in their respective systems. (The RI System is used for Products while Oracle EBS and vendor portal are used for Vendor creation).

Once a Product is created in the system, it is given a unique status at each stage based on the information updated on the product. Below is the list of product status:

- **Non-Active** – Newly created products for which the cost and retail price update are pending are given the Non-Active status. The cost and retail price are updated by the purchasing and finance team (After the EOD process, the status of the Product will change to *Active New*. EOD is mandatory to change the status from *Non-active* to *Active new*).
- **Active New** – Once localized information is updated by the Purchasing and Finance team, its status becomes *Active New*. This status is dependent on the configuration settings. Example: 30 days, 90 days, etc.
- **Active Current** – After the *Active New* period has completed (as configured), a Regular Stock product's status becomes *Active current*.
- **Aged** – If an item has not been received from a Vendor at any DC/store in the 'X' days period, this will be set and its status becomes *Aged*.
- **Discontinued** – Products that are not for future ordering but may have stocks to sell.
- **Deleted** – Products that are out of stock and will no longer be ordered fall under this status.
- **Phased** – This status is set when the item is processed to be discontinued.

**Steps for Product Creation - Regular Stock:**

Below is the generic process followed for Product Creation in the system:

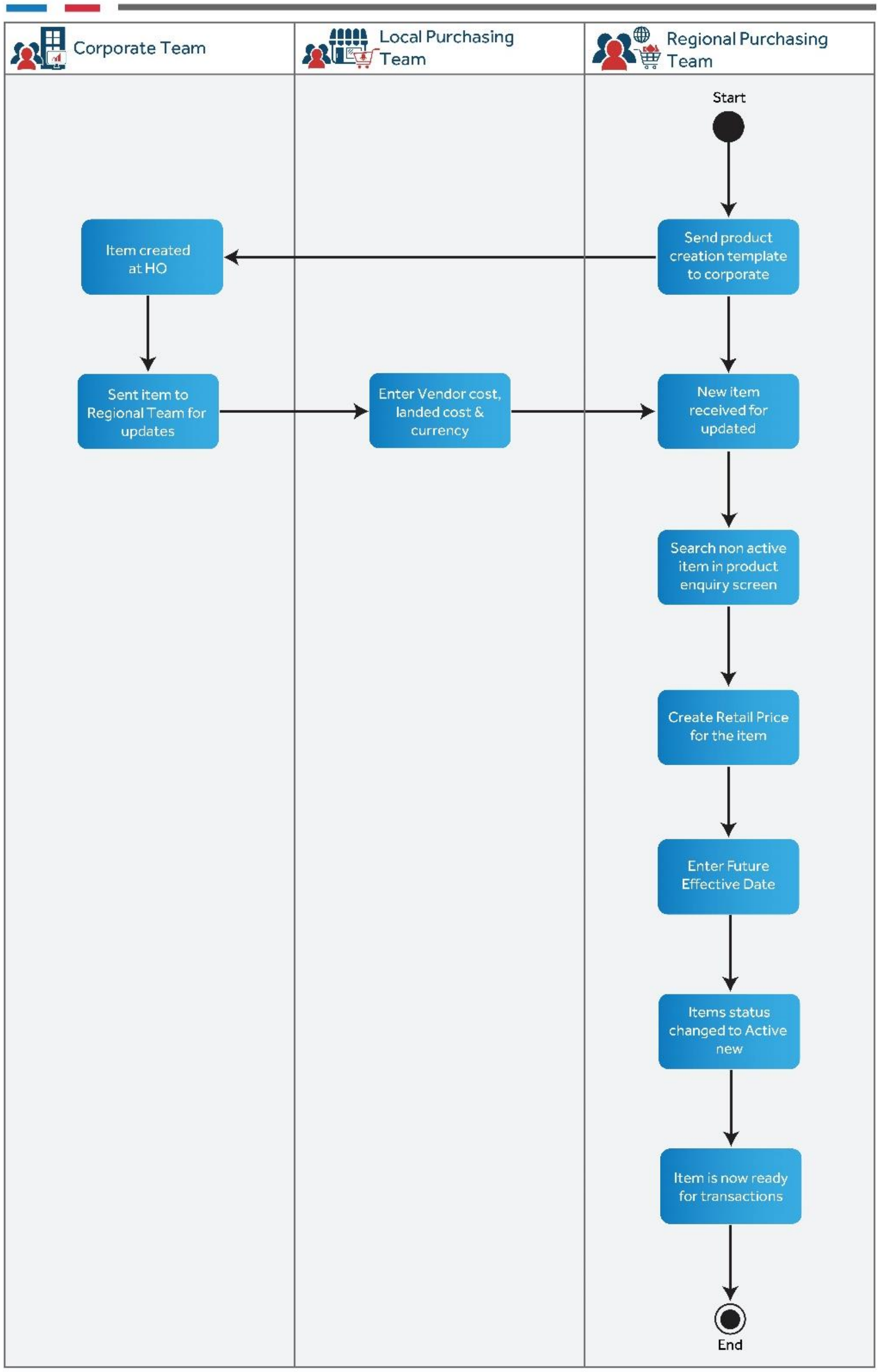
- The Regional Purchasing team sends the new product request, in the Product Creation Template, to the El Salvador team.
- Based on the request, the product is created in the RI system by filling in information like "POS Description", "Long Description", "Vendor Code", "Vendor Model No", "Brand", "Attributes", "Features and Benefits", "Hierarchy Details", etc.
- After the product is created by the El Salvador team, it is entered into CoSaCS with the status as *Non-Active*.
- For international vendors, the RWT (Regal Worldwide Trade) team updates the "Cost Price", "Last Landed Cost" if any, and "Currency" (USD for international and local currency for local vendor) and saves the details. In the case of CARICOM or a local vendor, the Regional/Local Finance team updates the "Cost Price". The status remains as *Non-Active*.
- The Purchasing team navigates to the Product Enquiry screen and searches for *Non-Active* products.
- The Purchasing team will then enter the "Fascia", "Effective Date", "Cash Price", "Regular Price", and "Duty-free Price".
- Now the Product Status changes from *Non-active* to *Active new*.
- Enter the "Tax Rate", "Tax Name" and "Effective date" in the Product Tax Overrides section if any additional tax is applicable for that specific country.
- The Standard Tax Rate can be set up in the Merchandising Configuration.
- After saving these details, the product is ready for distribution.
- Now the status of the product is *Active New*.

### 1.2.1 Business Rules:

- Regular Stock is new physical stock. They can be received from a vendor through a Purchase Order and will require delivery when sold.
- If a product has the same price in all ‘Courts’ stores, a user can set up the price against the Courts Fascia and it will apply to all Courts locations. If there is one Courts location with a different price, this exception can be set up and will override the Courts price at that location.
- Prices can also be set up to start on future dates.

### 1.2.2 Process flow – International Product Creation

The below diagram depicts the steps involved when creating an International Product:

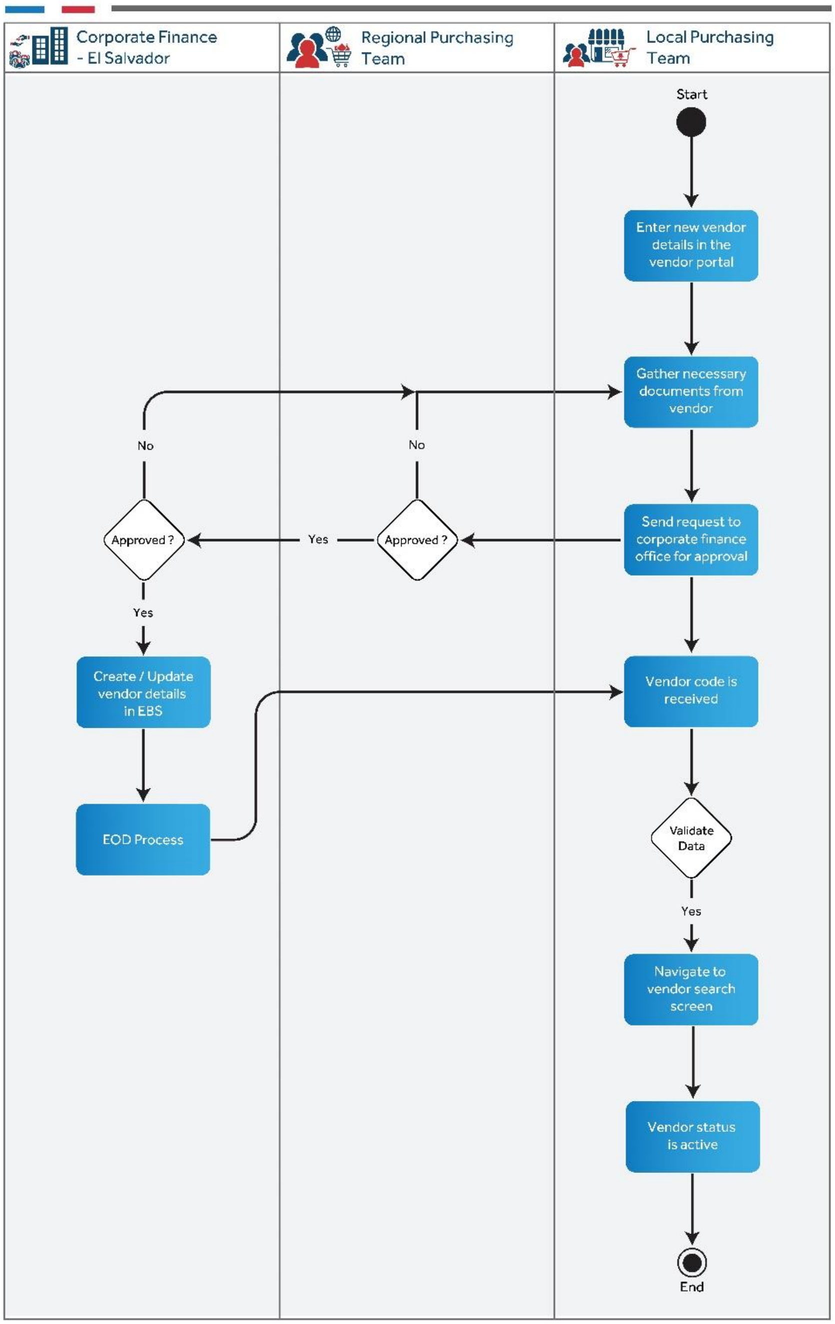


**Steps for Product Creation – Local Products:**

- The Local Purchasing team sends the new product request, in the product creation template, to the El Salvador team.
- Based on the request, the product is created in the RI system by filling in basic information like POS description, long description, Vendor code, hierarchy details, etc.
- After the product is created by El Salvador, it is interfaced to the CoSaCS system. Now it has the status as *Non-Active*.
- In the case of CARICOM or a local vendor, the regional/local finance team updates the "Cost Price", "Last Landed Price", and "Local Currency". The status remains as Non-Active.
- The Local Purchasing team navigates to the Product Enquiry screen and searches for *Non-Active* products.
- They will then enter the "Fascia", "Effective Date", "Cash Price", "Regular Price", And "Duty-Free Price".
- Now the Product Status is changed from *Non-Active* to *Active new*.
- The local country-level tax is applicable to these products as per configuration settings.
- After saving these details, the product is ready for distribution.

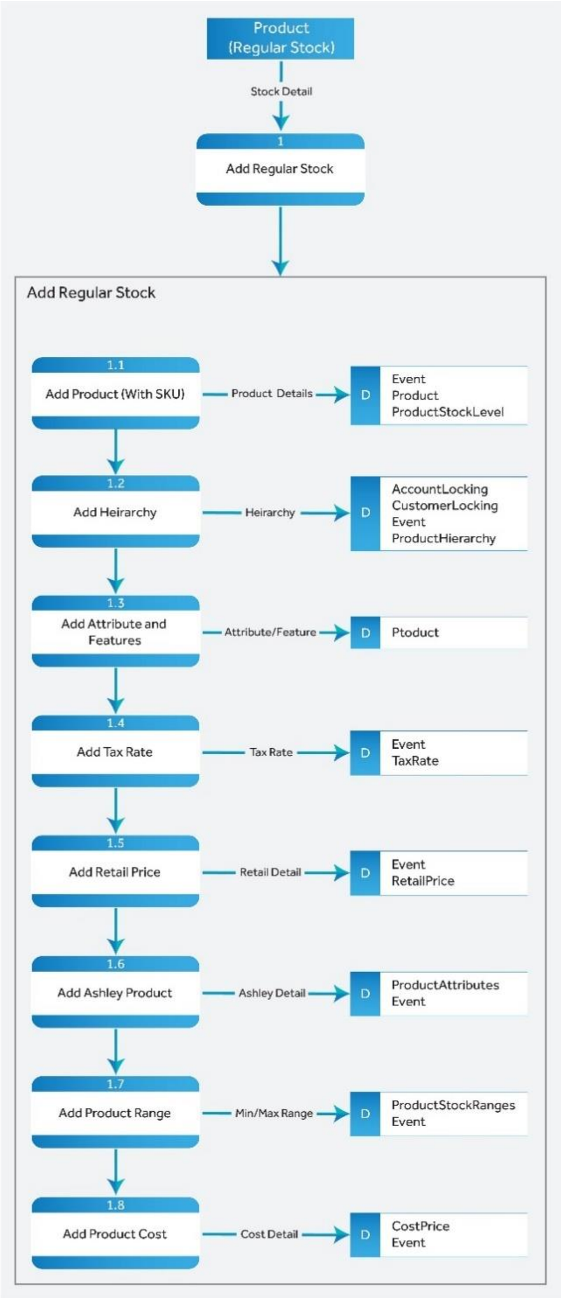
### 1.2.3 Process flow – Local Product Creation

The below diagram depicts the steps involved when creating a Local Product:



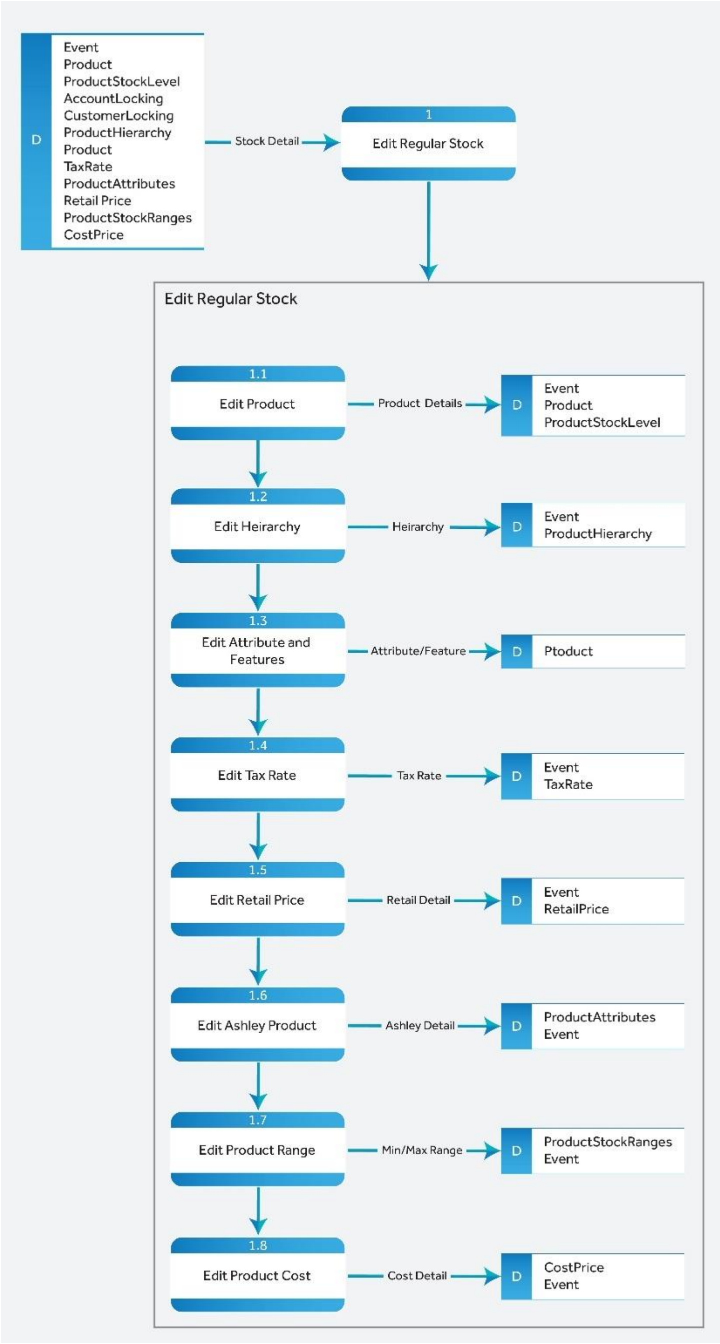
## 1.2.4 Data Flow Diagram – Add Regular Stock

The below Data Flow Diagram describes the data flow involved when adding Regular Stock:



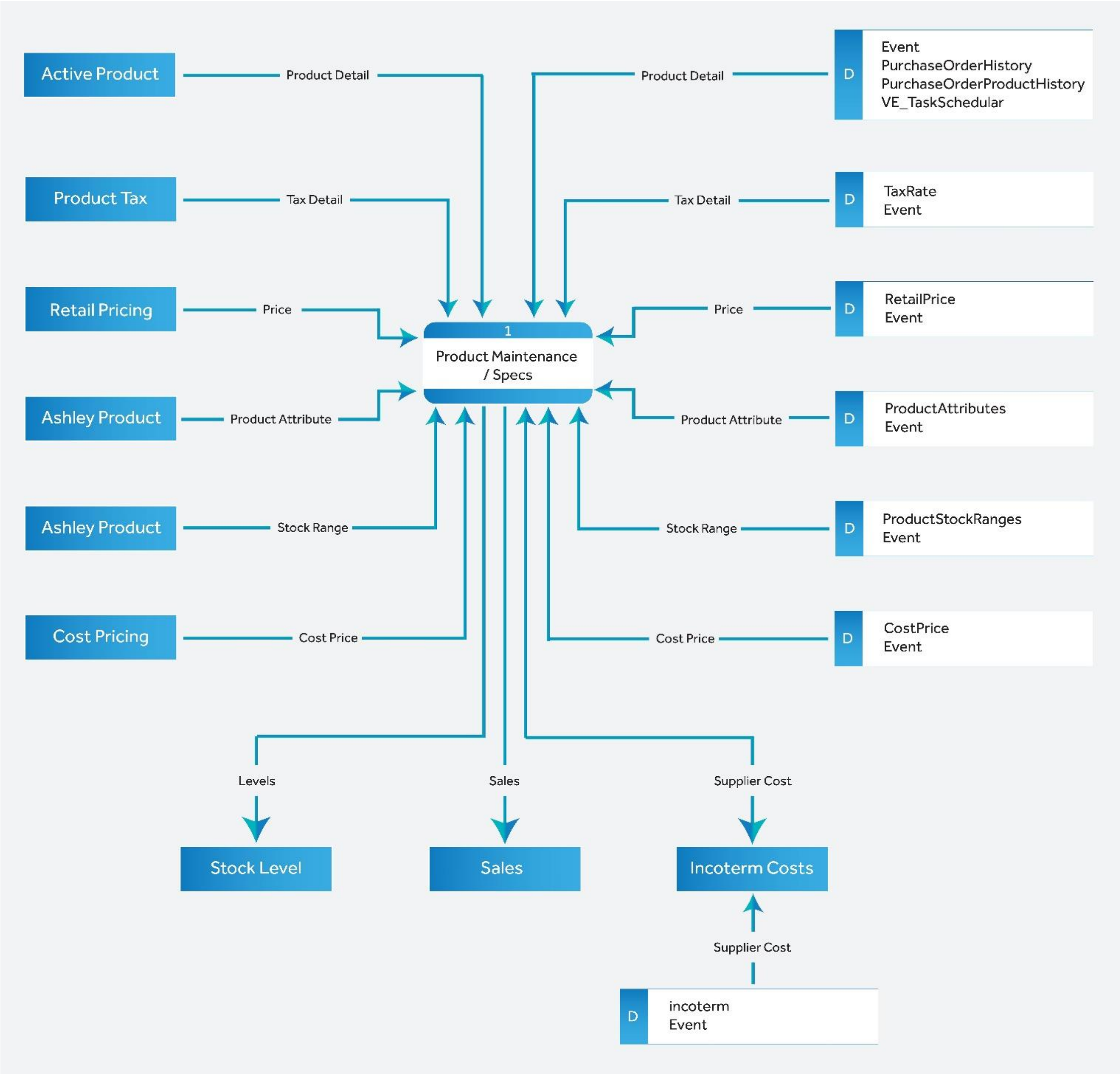
### 1.2.5 Data Flow Diagram – Edit Regular Stock

The below Data Flow Diagram describes the data flow involved when editing Regular Stock:



### 1.2.6 Data Flow Diagram – Product Maintenance

The below Data Flow Diagram describes the data flow involved during Product Maintenance:



## 1.3 Repossessed Product

Repossession is the entire process that deals with Unicomer re-claiming products from delinquent customers. This section covers the creation and maintenance of the repossessed codes and their corresponding stock quantities.

**Condition of Repossessed Products**

When an item is repossessed and taken into one of the locations, the receiving personnel should immediately note the condition in which the item was received. To simplify the process, the Regional team has agreed on the below four conditions:

1. Excellent
2. Fair
3. Poor
4. Write-Off

**Steps to create a Repossessed Product:**

- Repossessed Products can only be created from Regular Stock.
- Search the Regular Stock in the product enquiry screen.
- In the Regular Stock maintenance screen, press the create repossessed codes button.
- This will create four products with suffix E, F, P and W. E – Excellent, F – Fair, P – Poor, and W – Write-off.
- Enter the Hierarchy for each product and save the details.
- Retail Pricing is automatically calculated by the system.
- Enter the "Cost Price".

### Format of a Repossessed Product code

In the Merchandise System, the format for all Repossessed Product codes will be:

RP code = Original Product Code + Condition prefix

Using Merchandising → Repossessed Conditions, each island will do a one-time setup to tell the system the list of conditions to use following the below steps.

- Click "+" to add the conditions,
- Type the unique condition name in the field 'Name.
- Type the unique letter that should be used to identify this condition in the field named "SKU Suffix".
- Review before clicking on save or undo.
- Repeat the above for each condition that is to be created.

| | Name | SKU Suffix |
|---|---|---|
| | Excellent | E |
| | Fair | F |
| | Poor | P |
| | Write-off | W |

*Figure 1 Repossessed conditions screen*

**Maintaining the list of conditions**

The system will allow the user to trash or edit a saved condition, however:

- If the condition is already in use, i.e. repossessed codes were created referencing this condition and there is stock on hand or stock movement or allocated sales for the product code, it is not recommended to either edit or trash that condition.
- If there are no RP codes with any stock on hand or allocated stock or stock movement for this condition, then the user may edit or trash it. Example: After creating the condition name 'Good' represented by 'G', one set of RP product code was created. However, no transaction was processed. Then the business could decide on second thought that existing condition name Fair could suffice. In this case, the user can trash or edit the condition named 'Good'.

**Prices for Repossessed items**

The prices for Repossessed Products are managed by a percentage assigned to each condition. Example: an item that is in the 'Excellent' condition will be valued at 70% of the current retail price. The percentage setup is done at "Take On" and the system will allow the setup to be done at any level of the Product Hierarchy. The key thing is whichever product Unicomer wants to repossess, the setup should be done for that Division, Department or Class. Given below are two examples:

- If all the products in Division name 'Audio Visual' are eligible to be repossessed, then do the setup on the Division level.
- If only some classes from Division 'Automotive' are eligible for repossession, then the percentage setup should be done only on the specific classes that are eligible.

**Percentage setup for RP price**

Merchandising → Hierarchy Detail Setup

**Business process** – A basic template will be provided from a Regional level as to the percentage to be used.

**System Process** – If the setup should be done at a Division/Department/Class level, then.

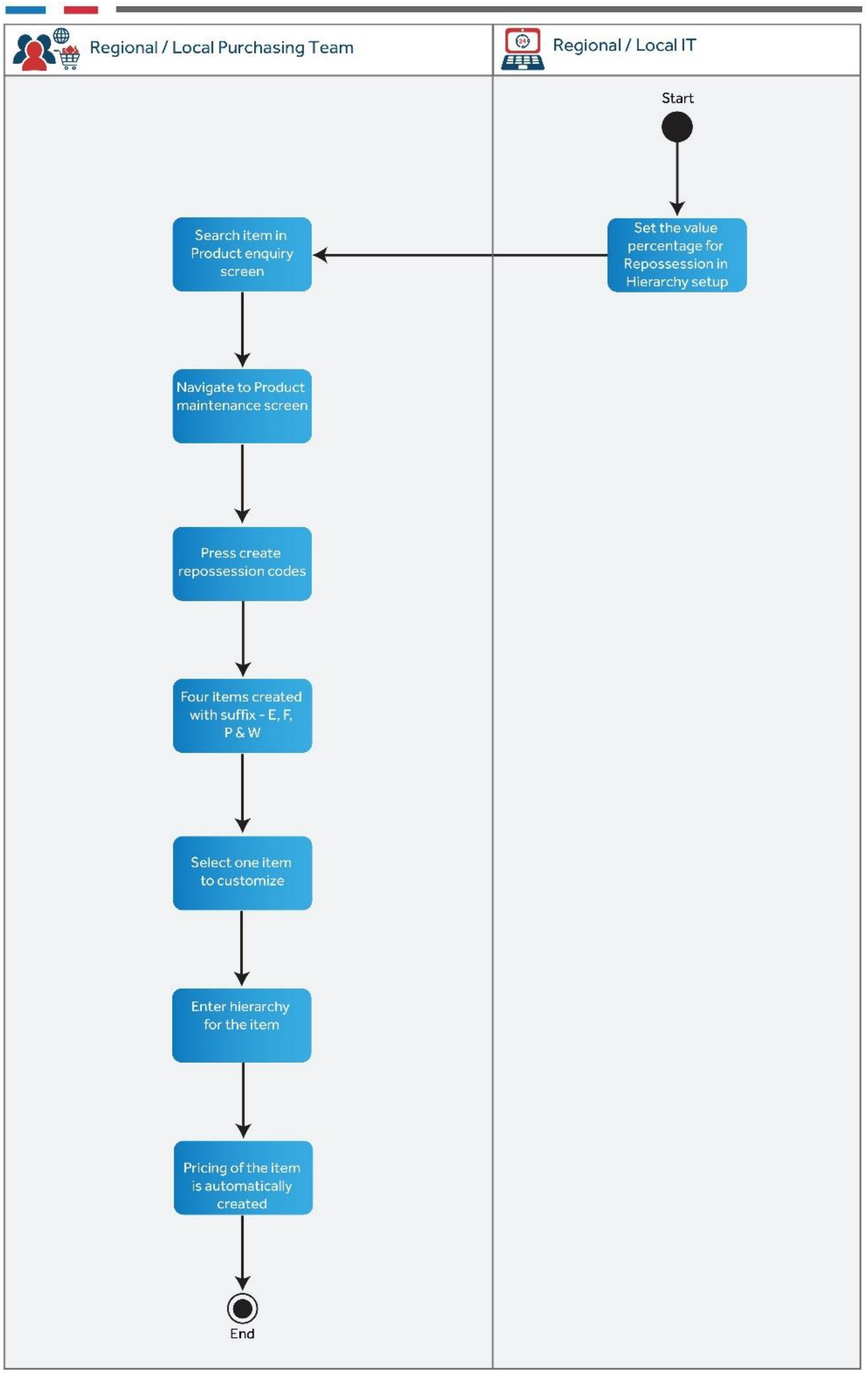
- Locate the Division/Department/Class name.
- Click the pencil icon to edit the fields.
- Enter the values for each condition that is listed.
- The user will not be able to save until they have entered a value for each condition. Please note that "0" is a valid value.
- Review the values entered.
- If correct, click on Save. Otherwise, edit the incorrect value or undo everything.
- Repeat the above for each Division, Department or Class if required.

### 1.3.1 Business Rules:

- The Retail Prices for a Repossessed Product cannot be changed by the user. These prices are calculated using the markdowns configured in the Hierarchy Detail Screen.
- On creation, all Repossessed Products will have "Cost Prices" of $0. The "Cost Prices" are then updated each time a repossession is performed under that code.

### 1.3.2 Process flow

The below diagram depicts the steps involved when creating Repossessed Products:



## 1.4 Set Product

At times, the business would want to bundle some products and offer them for sale at a reduced price. To achieve this, the Merchandising System allows the user to create a ‘Set’. A Set is a parent code with two or more components. As the user must enter only one code, instead of two codes - one for the product and one for the Discount Code, it makes the sales process quicker.

**Steps for Set Product Creation:**

**Pre-requisites:**

- ➢ The component codes that the business plans to use must exist and must not be in a status of *Non-Active* or *Deleted*
- ➢ The user must know the reduced price that they want to offer for the set.

**Eligible and ineligible products:**

- ✓ Regular Stock
- ✕ Spare Parts
- ✕ Repossessed Stock
- ✕ Combo Codes

**Steps:**

A Set is a collection of products that, when sold together attract a discount. Set Products are created by the Local Purchasing team.

- Enter the Hierarchy.
- When creating a Set, the user must enter the description and set the status before components can be added.
- Add the components to the Set.
- Add “Retail Price” and “Effective Date”.

- Enter the “Discounted Price”.
- The system will automatically calculate the “Price” of each component.
- When saving, the system will automatically generate an “SKU” in the format of ‘KITX0000’ where ‘X’ is the country code. Example: ‘A’ for ‘Guyana’, and ‘00000’ is a numeric sequence.
- The kit is saved successfully.

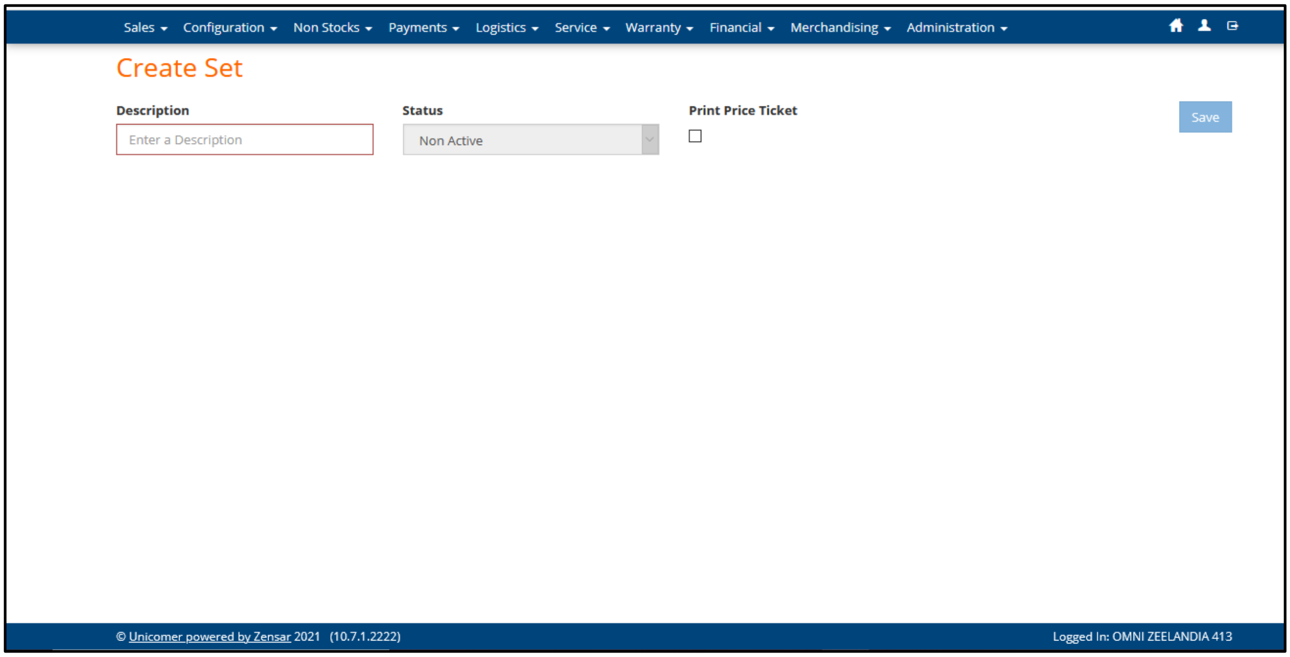



*Figure 2 Create Set Products screen*

### 1.4.1 Business Rules:

- Once the location is added, the user needs to edit and add a “Regular”, “Cash”, and “Duty-Free” price.

## 1.5 Combo Product

Combos, like a Set, allows a customer to buy several products as a package and receive a discount. Combo Products are created by the Local Purchasing team. A combo is a timed promotion. So, a Start and End date must be chosen.

**Steps for Combo Product Creation:**

- Enter the Hierarchy.
- When creating a Combo, the user must enter the description and set the status before components can be added.
- Add the components to the Combo.
- Add retail price and effective date.
- Enter the “Combo Cash Price”, “Regular Price”, and “Duty-free price”.
- When saving, the system will automatically generate an SKU in the format of ‘COMX0000’ where ‘X’ is the “Country Code”. Example - ‘A’ for ‘Guyana’, and ‘00000’ is a numeric sequence.
- The Combo is saved successfully.

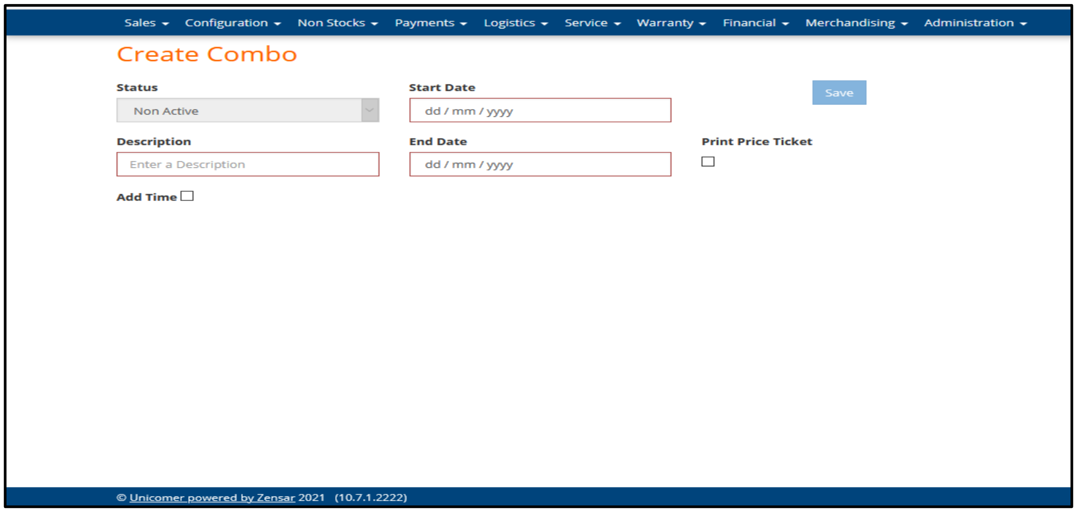


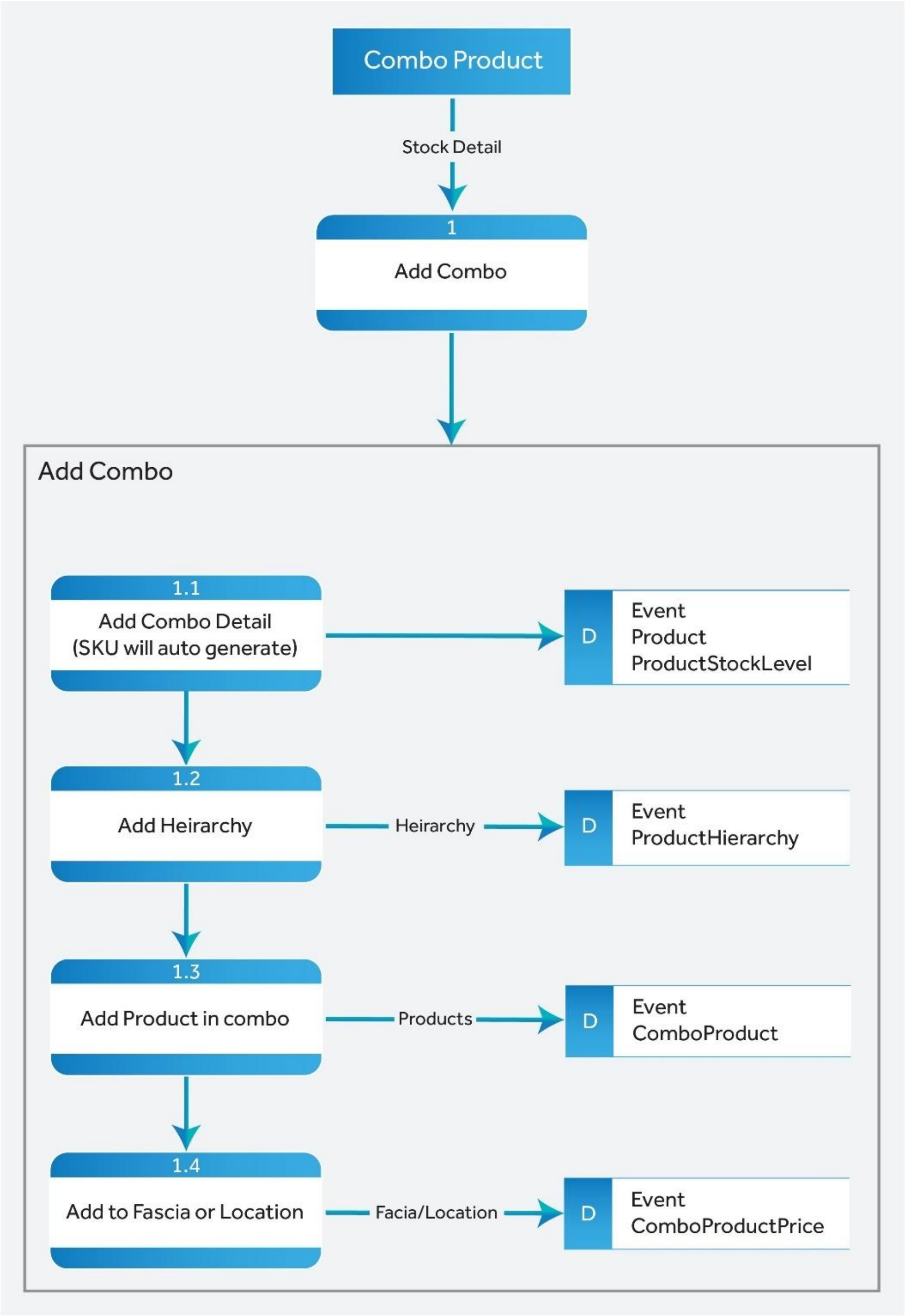

*Figure 3 Combo Product creation screen*

### 1.5.1 Business Rules:

- The Combo Start date will default to today and the End date will default to one year from today.
- Components added in the Combo and the Combo Products should be in the same Facia.

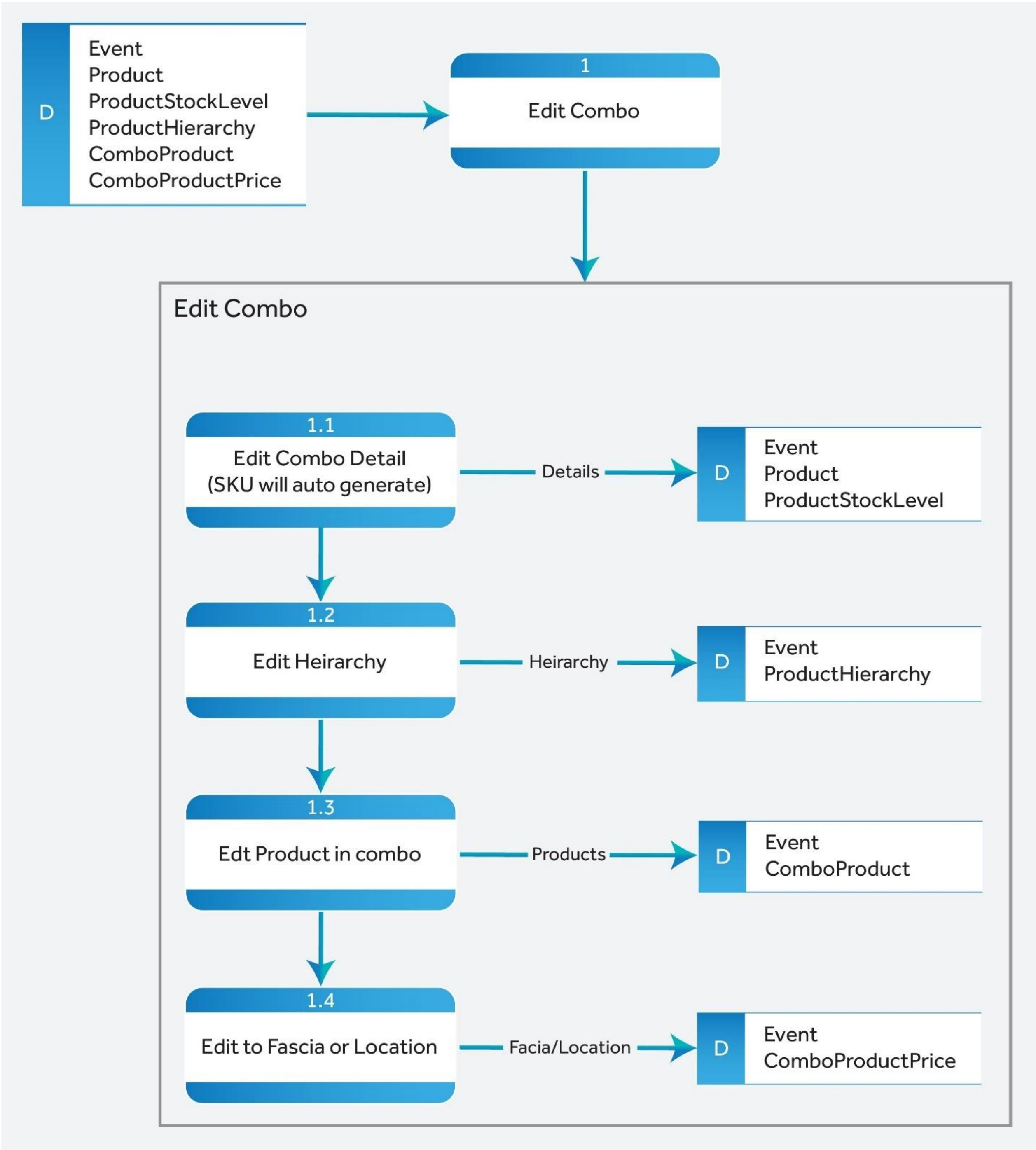
### 1.5.2 Data Flow Diagram – Add new Combo Products

The below Data Flow Diagram describes the data flow when new Combo Products get created:



### 1.5.3 Data Flow Diagram – Edit Combo Products

The below Data Flow Diagram describes the data flow when Combo Products get edited:



## 1.6 Spare Parts Product

Spare Part Products are maintained by the local team.

**Steps for Spare Parts Product Creation:**

- Enter "Description", "Long Description", "Part No", "Vendor Mobile No", "Warranty", and "Primary Vendor".
- Enter "Attribute", "Features", and "Benefits of the Part".
- Enter the Hierarchy.
- When creating a spare part, the "SKU" will be automatically generated in the format of 'X00000SP' where 'X' is the country code of the installation. Example - 'A' for 'Guyana', and '00000' is a numeric sequence.
- Enter "Tax Rate", "Cost Price", and "Retail Price".
- The Spare Part is saved successfully.

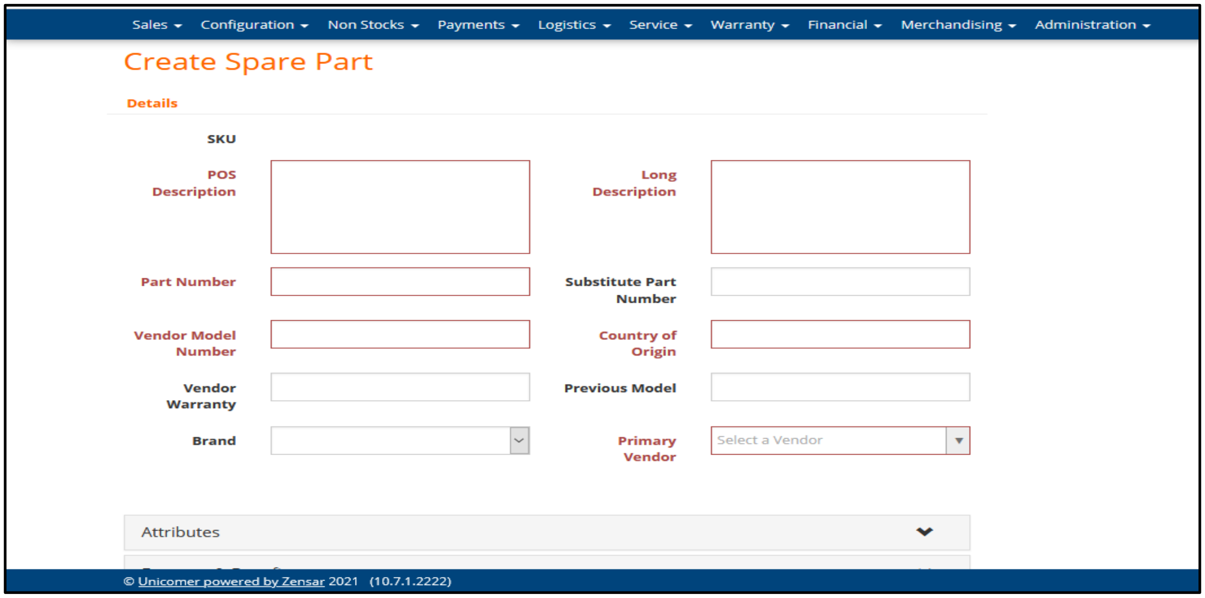


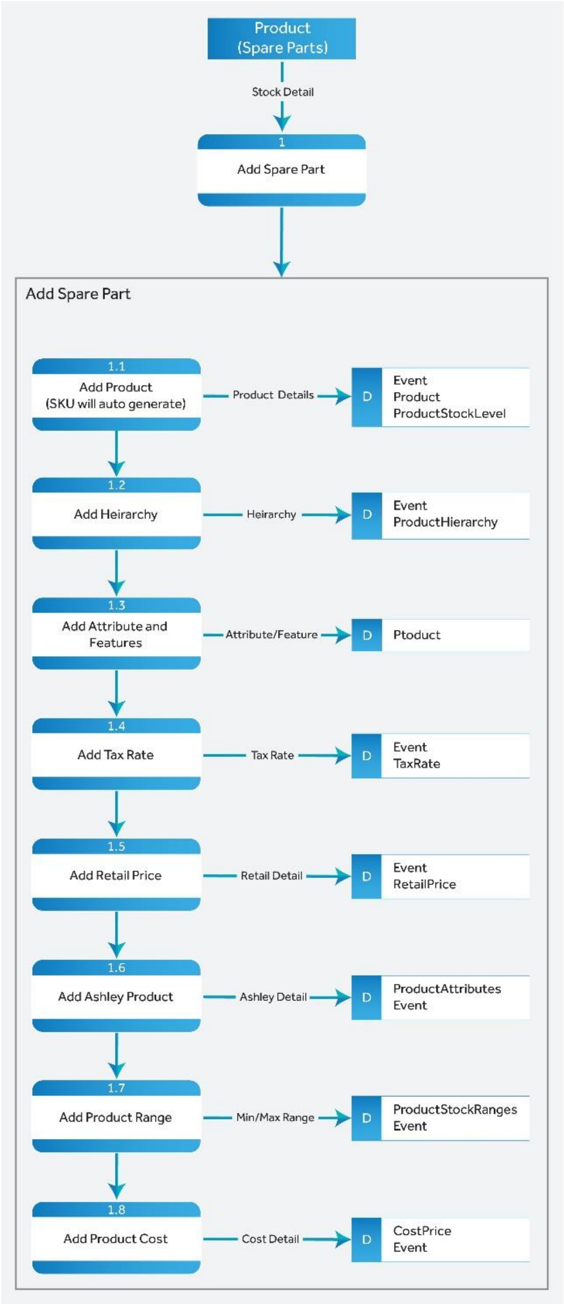

*Figure 4 Create Spare Products screen*

### 1.6.1 Business Rules:

- On creation, the Spare Part Product will have the status ‘*Inactive*’. The “Retail Prices”, ”Costs”, and a “Vendor” must be assigned before the status can be changed to ‘*Active*’.
- Spare Part Product prices are the same across all the Fascia.

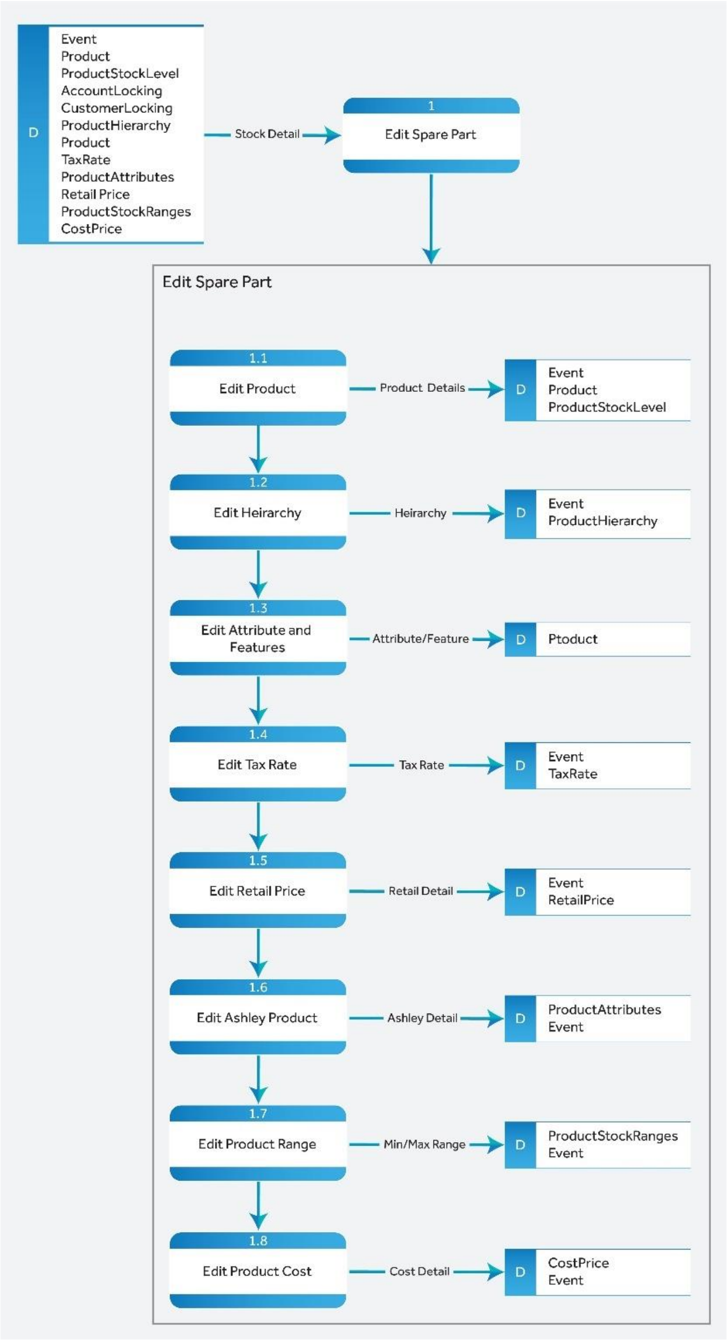
## 1.6.2 Data Flow Diagram – Add new Spare Parts Product

The below Data Flow Diagram describes the data flow when new Spare Parts Products get created:



### 1.6.3 Data Flow Diagram – Edit Spare Parts Product

The below Data Flow Diagram describes the data flow when Spare Parts Products get edited:



## 1.7 Non-Stock Product

Menu items available under Non-Stocks are as follows:

- New Non-Stock
- Non-Stocks/Product link
- Search Non-Stocks
- Non-Stock Promotions
- Non-Stocks Export

The Non-Stock module provides an interface for configuring Non-Stock items available for sale in CoSaCS. There are six types of Non-Stock items that can be created:

1. Installation
2. Ready Assist
3. Assembly Cost
4. Generic Service
5. Discount
6. Annual Service Contract

### New Non-Stock Item

**Steps for creating new Non-Stock item**

- Open the New Non-Stock screen.
- Enter the SKU code.

- Now the system will validate the “SKU” code for duplication. If the code already exists, an error will be generated.
- Enter the “Short Description”, “Long Description”, “Tax Rate (optional)”, and “Hierarchy”.
- Save the record.
- Navigate to Search Non-Stocks and search the Non-Stock item that was just created.
- Click on the three dots for that product’s row. Then click on the ‘+’ icon to add a new “Price” for the newly created Non-Stock item.
- Navigate to the Non-Stock/Product Link screen.
- Link the new Non-Stock to a Product Hierarchy. Now, when the standard product is selected in the POS, the Non-Stock item will be automatically populated.
- Save the pricing created.

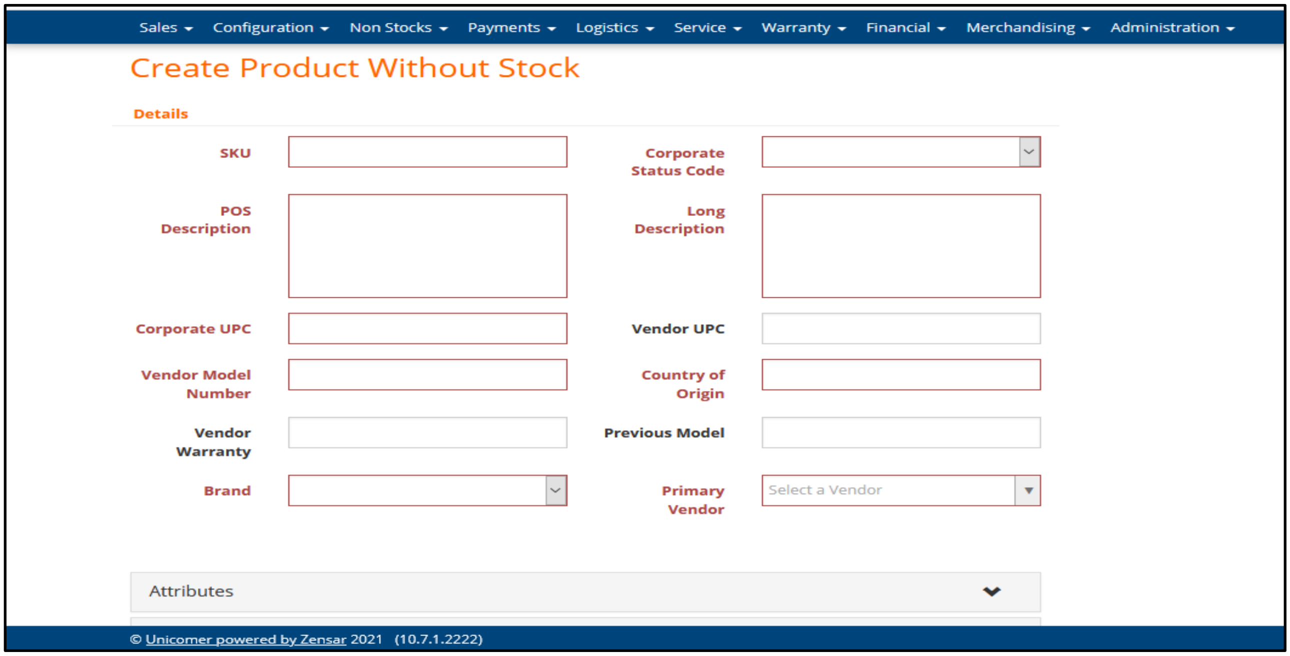



*Figure 5 Create Non-Stock Product screen*

## Non-Stocks/Product Link

The Non-Stocks/Product Link page is used to link some Non-Stock products (i.e., Installations, Assembly Costs, and optional Annual Service Contracts) to other standard products. To create a new link between Non-Stock products and other products, click Add New at the top of the page.

The Non-Stock product is linked to the products matching the Division, Department, and Class. Only the Non-Stock products like Installations, Assembly Costs, Discounts, and Annual Service Contracts may be linked.

To save a Product Link, ensure that the Products and the Associated Non-Stock areas are saved individually. Then click the "Save" icon at the top right-hand corner of the Product Link area.

## Non-Stocks Promotions

The Non-Stocks Promotions page is used to configure time-limited promotional prices for Non-Stock products.

- Navigate to the Non-Stock Promotions screen.
- Enter the Non-Stock item for Promotion.
- Enter "Fascia" and "Branch" (optional).
- Enter the Promotion "Start" and "End" date.
- Enter the "Promotion Type" if it is price value or percentage.
- Based on the "Promotion Type", enter the value.

## Export Non-Stocks

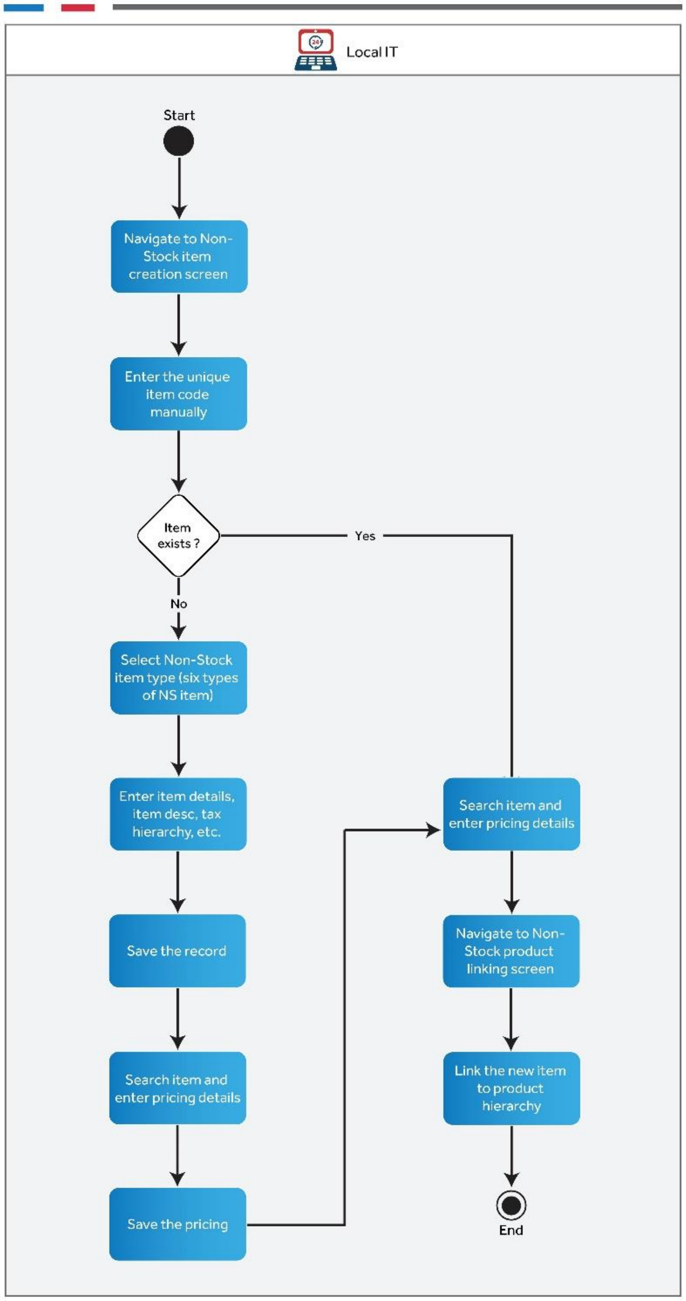
The Non-Stocks Export page is used to export all Non-Stock Configurations.

- Export Product and Price changes.
- Export Promotion changes.

- Export Product Link changes.
- Export All.

### 1.7.1 Process flow

The below diagram depicts the steps when creating Non-Stock Products:



## 1.8 Product Status Maintenance

The ability to classify products based on their stage in the product life cycle has been facilitated using product statuses. The list of product statuses available in the system is the ones that are approved by the Regional Purchasing. The system will allow the user some amount of flexibility to add and remove product statuses.

**Eligible products**

- ✓ Regular Stock
- ✓ Spare Parts
- ✓ Repossessed Stock
- ✓ Combo Codes
- ✓ Set

**Product Status**

Merchandising → Product Status Maintenance

Product Status can be classified into two broad categories as follows:

1. Manual – Created and maintained by the user.

2. System – Provided as default, some are maintained by the users and others by the system.

Product Status

Manual

| | Name |
|---|---|
| + | |

*Figure 6 Product Status - Manual screen*

System

| Name |
|---|
| Non Active |
| Active New |
| Active Current |
| Discontinued |
| Deleted |
| Aged |
| Phased |

*Figure 7 Product Status - System screen*

**Manual**

As mentioned above it is created and maintained by the user. Users can create and maintain as many product statuses as the business needs. No new status should be added without first getting the approval of Regional Purchasing. Product Status names must be unique throughout the entire system.

Status names that are created by the users will never have their status changed to or from this status name by the system. Example: if the user needs to add a status name 'Phased Discontinuation' the user will need to change the status for a product to 'Phased Discontinuation' and when they no longer want the code to have this status, they will need to make the change from 'Phased Discontinuation' to whatever is the new status.

After saving, the new product status code is available for use in the Product Maintenance Screen.

**Removing a Product Status**

If the user no longer needs a Product Status, they may delete/trash that status.

- Use the Product Enquiry screen to confirm that there are no product codes whose status = the status they want to delete.
- If the enquiry reveals that there are currently products with this status, then the status of those products must first be changed to the next status.
- Once there are no products linked to that status, they can continue.
- Locate the status in the list under Manual.
- Click to delete/remove the status.
- The status will be deleted immediately without any message in an orange banner.
- In the Product Maintenance Screen, the Product Status name will no longer be displayed in the list for "Status".
- Repeat the above steps to delete other statuses, if required.

**System**

The status are the default values and cannot be edited by the user. The system product status is:

1. Non-Active
2. Active New
3. Active Current
4. Phased
5. Discontinued
6. Aged
7. Deleted

**The below sections describe the system product status in detail:**

**1. Non-Active**

Every Regular product code is automatically assigned product Status *Non-Active*, once the 'Details' segment of the code is created and saved, or the details were interfaced to the MerSys.

**a) Functions the code can perform:**

A product code whose status = *Non-Active* can do nothing in the system. It should not be sent in any files or reports and should not be able to perform any function in the system.

**By whom and to what the status can be changed:** If a product status = *Non-Active* the only other statuses that it can be changed to are:

- *Deleted* – A user can change the product status to '*Deleted*'.
- *Active New* - The system will automatically change the product status to '*Active New*' once product customization is completed (As seen earlier).

The normal progression is - *Non-Active* to *Active New*.

**2. Active New**

The system will automatically update a product status to 'Active New' once the product is completely customized. This is to signify that the product is 'Brand New'.

**a) Functions the code can perform:**

A product code whose status = *Active New* can perform every function throughout the system and is eligible to be in every report and file. i.e. PO, GRN, STN, Adj, cprd, Sales, RP3, etc.

**b) By whom and to what the status can be changed:**

If a product status is *Active New* it can be changed to a new status based on who or what is doing the change.

If a user is doing the change THEN the user can change the status to -

i. *Active Current* - NOT recommended that the user make this change. Instead, allow the system to make the change after the requisite # of Days has elapsed.
*ii.* *Discontinued*
*iii.* *Deleted*
*iv.* *Phased*

If the system is doing the change THEN the system will only change the status to –

*i.* *Active Current*

**3. Active Current**

This status signifies that the product is no longer a 'Brand New' product but a relatively new product. A product code will get updated to this status once X number of days has elapsed. The X number of days is managed by the system parameter name "Active New Migration Period".

**a) Functions the code can perform:**

A product code whose status = Active Current can perform every function throughout the system and is eligible to be in every report and file. i.e. PO, GRN, STN, Adj, cprd, Sales, RP3, etc.

**b) By whom and to what the status can be changed:**

If the user is doing the change THEN the user can change the status to –

i. *Phased*
ii. *Discontinued*
iii. *Deleted*

If the system is doing the change THEN the system can only change the status to –

i. *Aged*

The normal progression is - FROM *Active Current* TO *Phased*.

**4. Phased**

This is a stage before '*Discontinued*'.

**a) Functions the code can perform:**

A product code whose status = Phased, can perform every function throughout the system EXCEPT the creation of a PO, i.e. one can still do GRN, STN, Adj, cprd, Sales, RP3, etc. Please note that the exception for creating a PO is only applicable for POs that a user will try to create in the

MerSys. If a PO that is been interfaced from El Salvador has a code whose status is Phased, that PO and all its contents will be received automatically in the MerSys and is eligible to be in every report and file.

**b) By whom and to what the status can be changed:**

If the user is doing the change THEN the user can change the status to –

ii. *Active New - NOT recommended*
iii. *Active Current*
iv. *Discontinued*
v. *Deleted.*

If the system is doing the change THEN the system can only change the status to –

i. *Aged*

The normal progression is - FROM *Phased* TO *Discontinued*.

**5. Discontinued**

The business will no longer be ordering any of this product and efforts will be made to sell the quantity that they have on hand.

**a) Functions the code can perform:**

A product code whose status = *Discontinued* can perform every function throughout the system EXCEPT the creation of a PO, i.e. one can still do GRN, STN, Adj, cprd, Sales, RP3, etc.  Please note that the exception for creating a PO is only applicable for POs that a user will try to create in the MerSys. If a PO that is been interfaced from El Salvador has a code whose status is *Discontinued*, that PO and all its contents will be received automatically in the MerSys and is eligible to be in every report and file.

**b) By whom and to what the status can be changed:**

If the user is doing the change THEN the user can change the status to –

i. *Active New - NOT recommended*
ii. *Active Current*
iii. *Phased*
iv. *Deleted*

If the system is doing the change THEN the system can only change the status to –

i. *Aged*

The normal progression is - FROM Discontinued TO Aged.

**6. Aged**

Not much goods receipt is being done from the vendor for this code.

**a) Functions the code can perform:**

A product code whose status = *Aged* can perform every function throughout the system EXCEPT the creation of a PO, i.e. one can still do GRN, STN, Adj, cprd, Sales, RP3, etc. Please note that the exception for creating a PO is only applicable for Purchase Orders that a user will try to create in the MerSys. If a PO that is been interfaced from El Sal has a code whose status is *Aged*, that PO and all its contents will be received automatically in the MerSys and is eligible to be in every report and file.

**b) By whom and to what the status can be changed:**

Only the system can change a product code to status = *Aged*. The criteria for a product to be classified as Aged is "If there is no Goods/direct receipt in x number of Days the product status will be changed automatically by the system to status = *Aged*".

The ‘X’ number of days is controlled by the menu name ‘Hierarchy Detail Setup’. The values used are provided by Regional Purchasing.

If the user is doing the change THEN, the user can only change the status to –

i. *Deleted*

If the system is doing the change THEN, the system can only change the status –

i. if a Direct/Goods Receipt is processed. The status will be changed back to the status before *Aged i.e., Active Current*
ii. *Phased*
iii. *Discontinued*

The normal progression is - FROM Discontinued TO Aged.

**7. Deleted**

Once every product code has reached the end of its life cycle the status should be updated to *Deleted*.

**a) Functions the code can perform:**

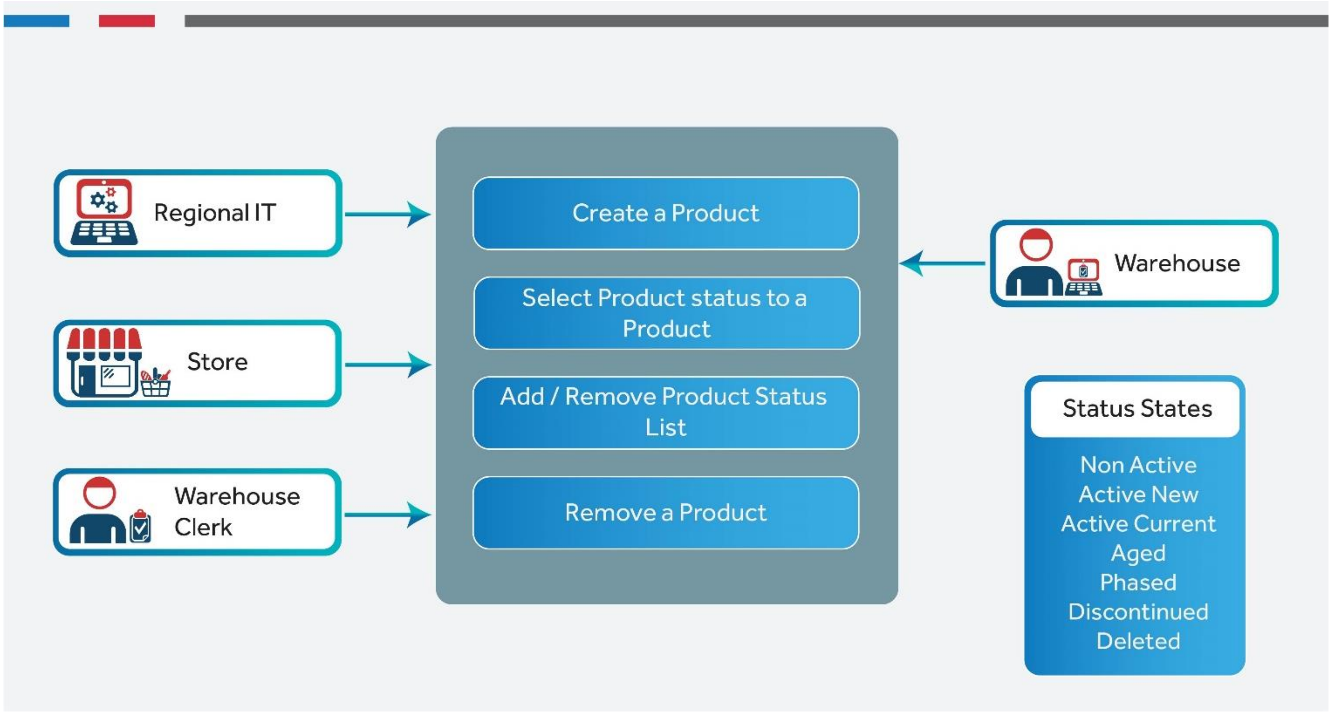
A product code whose status = *Deleted* AND STK on Hand qty = 0 should not be able to do function in the system and should be excluded from all exports/files and reports. A product code whose status = *Deleted* AND STK on Hand qty > 0 will be allowed to do all functions except the creation of a PO. Should not be excluded from any exports/files and reports.

**b) By whom and to what the status can be changed:**

i. Only a user can change a product status = *Deleted*.
ii. A product status should not be changed to *Deleted* unless the companywide STK on Hand qty=0.
iii. If the status is falsely changed to *Deleted* and the STK on hand > 0, the pre-caution in the system is to report this code so that corrective action can be taken.

### 1.8.1 Use case

The below diagram illustrates the users and processes involved in Product Status Maintenance:



## 1.9 Product Tax Overrides

The Merchandising System will assume that each code attracts the current Standard Tax Rate unless told otherwise. If the code the users are customizing attracts the Standard Tax Rate, then this process is not necessary. However, if the product attracts a different Tax Rate then, the user must tell the system the Product specific tax rate to be applied by completing the below steps:

**Creating a Product Specific Tax Rate**

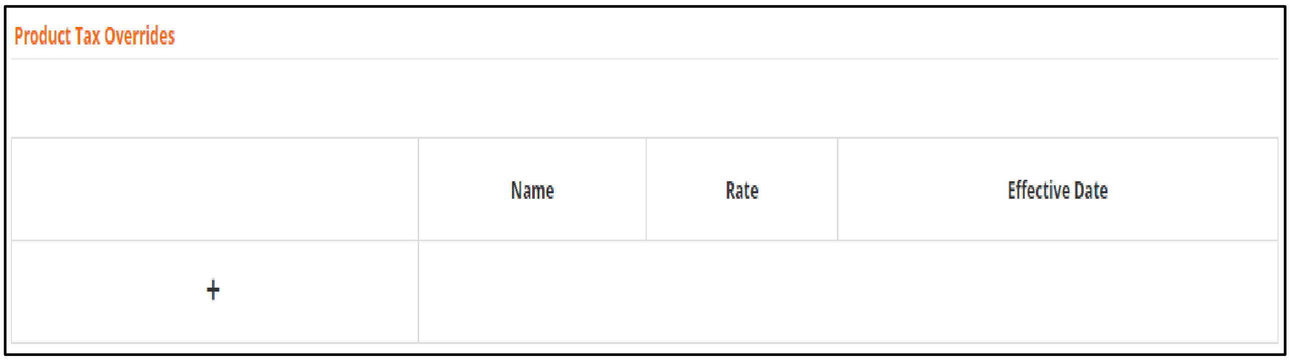



*Figure 8 Product Tax Overrides screen*

- Click on the "+" sign,
- Type the name that has been used. Example: 'Zero-rated', 'No Tax', 'PC Tax', 'Special Tax', etc.
- Enter the rate (numeric values only). Do not need to enter the % sign.
- Click save or undo. Note that once the Tax Rate is effective it cannot be undone.

**Names for Tax Rate**

The system will not allow the user to use the same tax name twice on a product. However, the system will allow the user to use the same tax name of different products.

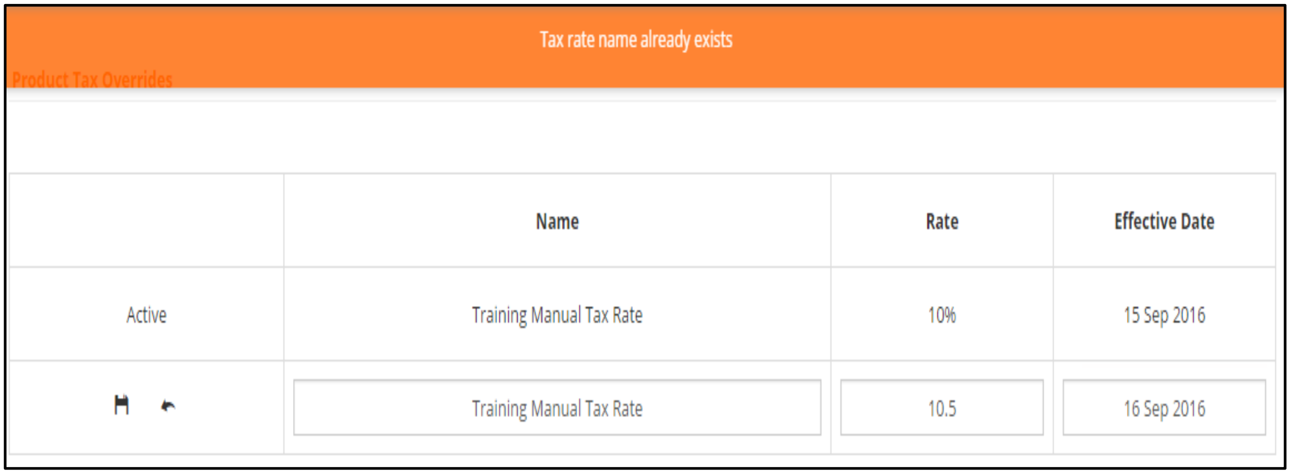



*Figure 9 Add new Tax Rate screen*

Therefore, if two codes attract the same Product Specific Tax Rate and the user types the name 'Zero rated' on one product and 'No Tax' on the next product, the system will accept this.

**Correcting a Product Specific Tax Rate**

1. **Correcting Tax Rate that is Active**

If the user has made a mistake with the value for the Tax Rate and this rate is now effective/Active, to correct the error they will need to create a new rate to override the incorrect rate. Example: In the below screen, the user has entered 10 instead of 10.5 and the rate is now Active.

| | Name | Rate | Effective Date |
|---|---|---|---|
| Active | Training Manual Tax Rate | 10% | 15 Sep 2016 |
| + | | | |

*Figure 10 Individual Product Tax screen*

To correct it to 10.5 the user will need to do perform the above-mentioned steps, but this time Enter a difference in the Tax name. Select an effective date, at least one day greater than today's date or the active date whichever is greater.

**Product Tax Overrides**

| | Name | Rate | Effective Date |
|---|---|---|---|
| Active | Training Manual Tax Rate | 10% | 15 Sep 2016 |
| 🗑 | Training-Manual Tax Rate | 10.5% | 16 Sep 2016 |
| + | | | |

*Figure 11 Individual Product Tax screen after correction*

## 2. Correcting a Tax Rate that is not Active

To delete a Tax Rate that is not active, the user will need to follow the steps for creating a Product Specific Tax Rate, then click on the trash bin beside the rate.

## Retail Pricing

To create a new Retail Price, the user will need to complete the table shown on the below screen.

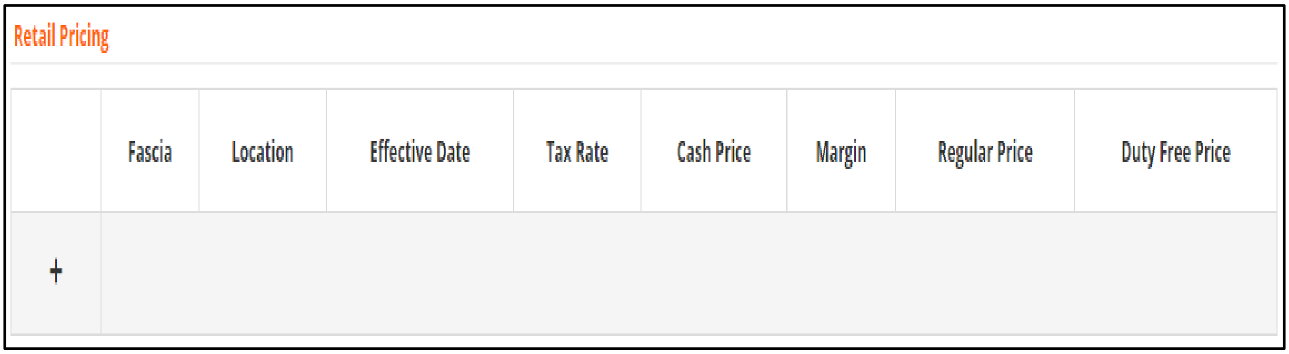



*Figure 12 Retail Pricing screen*

Please note that it is mandatory to enter a value for Duty-Free price even if 'Duty-Free' sale is not offered in the island/country.

| # | Field name | Narration |
|---|---|---|
| 1a. | Fascia | The dropdown list is populated with details from the system setting. |
| 1b. | Location | The dropdown list is populated with details from the location setup menu. |
| 2. | Effective Date | For phase 1 where the communication between MerSys and the sales system is delayed, this date should always be in the future. Select the date from the calendar. |
| | Tax Rate | This is automatically added based on what is in or not in Product Tax Override and the effective date selected |
| 3. | Cash Price | Enter either the tax inclusive or tax exclusive values. Based on the option entered the system will calculate the other. |
| | Margin | This is automatically calculated and displayed. |
| 4. | Regular Price | Enter either the tax inclusive or tax exclusive values. Based on the option entered the system will calculate the other. |

| 5. | Duty-Free Price | Enter either the tax inclusive or tax exclusive values. Based on the option entered the system will calculate the other. |
|---|---|---|

Once the details are entered, the user can save them by clicking on the save, or click on and redo.

**Retail Pricing**

| | Fascia | Location | Effective Date | Tax Rate | Cash Price | Margin | Regular Price | Duty Free Price |
|---|---|---|---|---|---|---|---|---|
| | Courts | | 17 Sep 2016 | 10.5% Inclusive<br>10.5% Exclusive | $ 2,000<br>$ 1,810 | 100% | $ 2,000<br>$ 1,810 | $ 2,000<br>$ 1,810 |
| + | | | | | | | | |

*Figure 13 Retail Pricing screen after the new price is added*

If the product is available in more than one Fascia, repeat the steps above for each Fascia. If the product is available in more than one location but not in all locations in a fascia, repeat the steps above for each location. If the product is available in a Fascia and some location(s) within that Fascia and has the product for a different price, repeat the steps above for each location.

## Margin

The formula used by the system to calculate margin throughout the system is:

*Margin = (Cash Price Excl tax – AWC) / Cash price Excl tax*

When a Retail Price is created for the very first time, and there is no AWC yet, the margin will always be 100% i.e.

Margin = [ (1810 – 0) / 1810 ] * 100

Margin = 100%

### Correcting a Retail Price

#### 1. Correcting a Retail Price that is not yet Active

The system allows the user to trash any Retail Price which is not yet active by clicking on the trash icon can beside the price. A pop-up message will be displayed requesting the user to confirm the deletion. Upon selecting the delete option the orange banner will be displayed if the delete was successful.

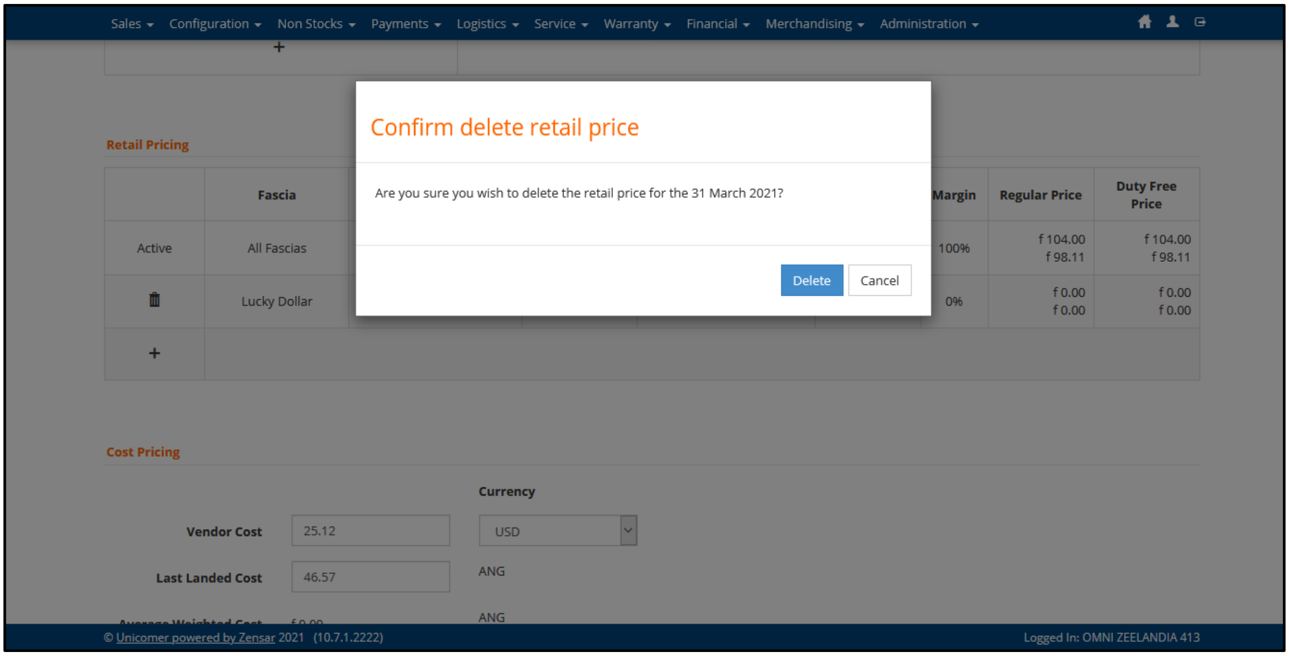



*Figure 14: Delete Retail Price confirm dialogue box*

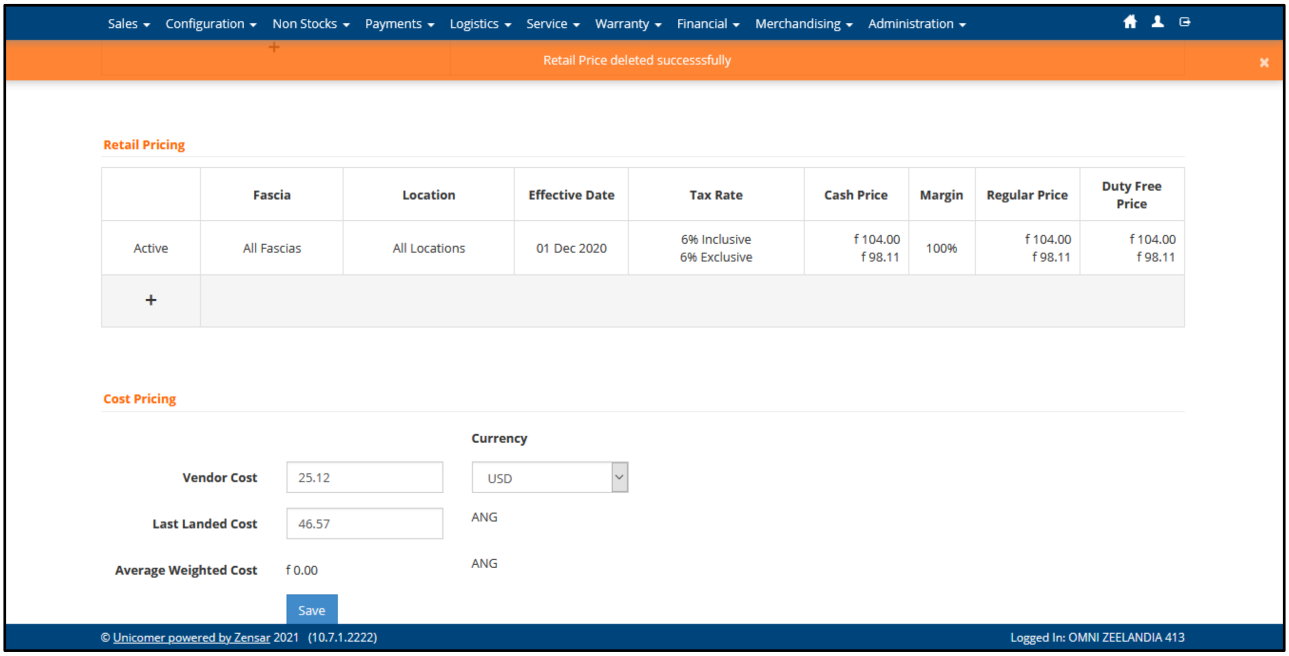



*Figure 15: After successful delete message*

## 2. Correcting a Retail Price that is Active

If the user wishes to delete an active Retail Price, they need to create a new Retail Price to override the incorrect price. The user should create the new price effective as soon as possible with the earliest possible Effective Date.

## 1.10 Cost Pricing

To add cost to a product, the user needs to complete the mandatory fields:

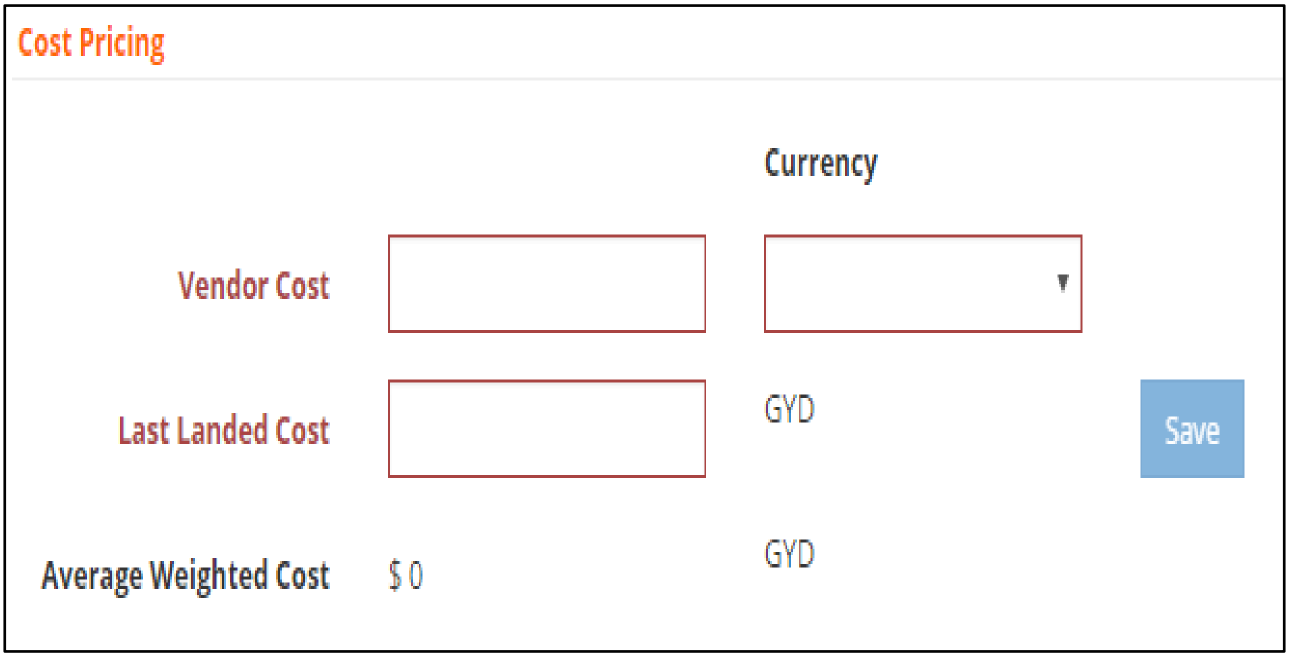



*Figure 16 Cost Pricing screen*

| # | Field Name | Guidance |
|---|---|---|
| 1 | Vendor Cost | Enter the value that is agreed between Unicomer and the vendor. This value is mainly used for purchase orders. |
| 2 | Currency | Select the currency from the dropdown list |

| | | |
|---|---|---|
| 3 | Last Landed cost | This is Vendor cost + other cost associated with purchasing the item. This reflects the total cost for the item. If the vendor cost is in USD, first convert it to local currency then add all other costs. The value entered here is the local currency.<br><br>Note:<br><br>a. For products supplied by a local vendor, the vendor cost and last Landed cost should be the same value.<br><br>b. For imported products, the vendor cost and last landed cost will be different. |

Click on Save to save the changes. Upon clicking, the orange banner will notify the user that the cost is successfully saved.

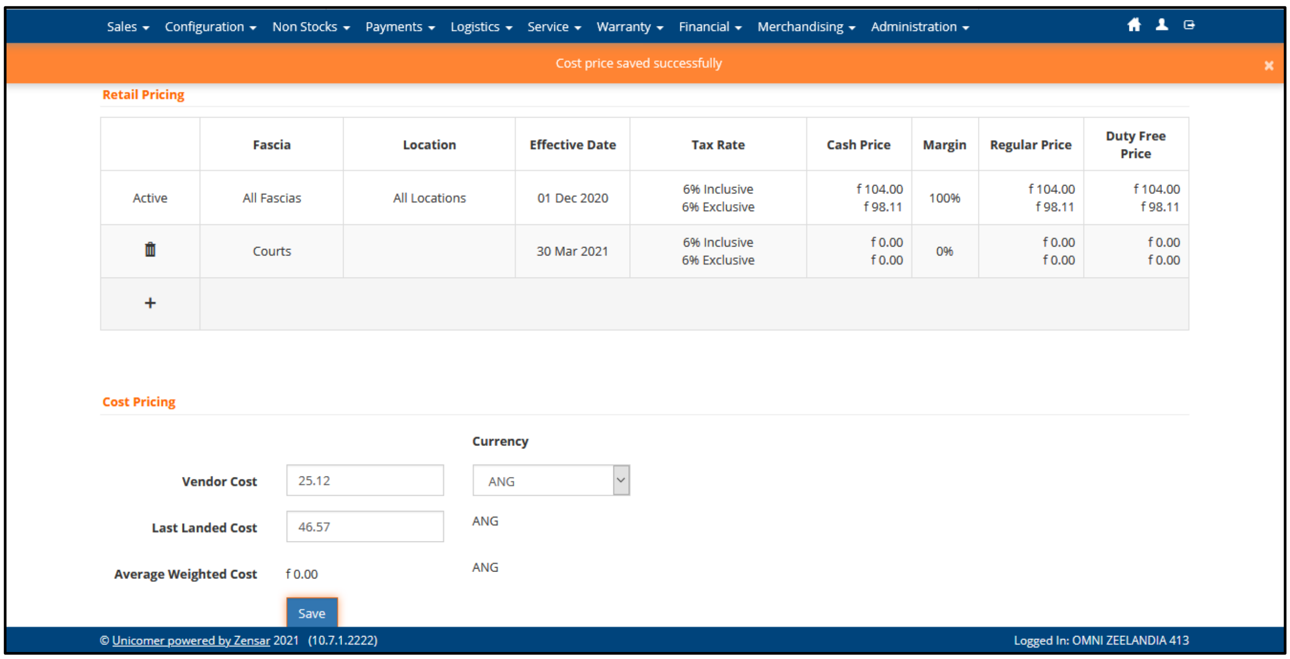



*Figure 17: Cost Pricing changes saved successfully*

The user does not have the option to amend ‘Average Weighted Cost’, as this is a system-calculated value.

## 1.11 Additional Vendors

Merchandising → Search → Product Enquiry

One product can be supplied by more than one vendor, i.e., Primary Vendor – main vendor and Additional Vendors – secondary vendors, only used when the primary vendor is not available.

The Merchandising System will allow the user to assign more than one vendor to a product at any given time. However, only the costing for one vendor at a time can be accommodated in the system.

**Steps to assign additional vendors:**

- Find the product that the user wants to assign additional vendors. Navigate to Product Maintenance.
- The "Additional Vendors" field to the right of the screen may be blank or has previous assigned vendors.
- Start typing the name of the additional vendor in the field.
- Select from the autosuggestions provided.
- Click to assign and save this vendor to this product code.
- Once the additional vendor(s) is saved Product Enquiry will now display the names of all the vendors.

  Note: Before creating a Purchase Order for a product by using one of the Additional Vendors, review and confirm that the current costing of the product in Product Maintenance is updated to reflect the details for the desired vendor. It is highly recommended that the costing data remain specific for the vendor until the PO is completed/Cancelled and all GRNs have been processed and approved.