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

	 Login and click on Price Agreements. Select relevant Buyer. Expand the relevant Price Agreement by clicking the + sign in the Price Agreement column. Click the Request Price Adjustments (New) tab. Expand the relevant items for which price adjustments are required. 						 Click the pencil icon to edit the relevant record. On the next screen that appears, make changes and click Submit. If needed, items can be filtered in the column headers. All filtered/visible items can be adjusted by the same %. For price reductions, prefix the figure with "-", example -5 for a 5% reduction. 							 Insert a Price Expiry Date. Click on Update Filtered Items. 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. 					
My Pro Resoui	file rce Center	Select Lange	Buyer to view r Heinrich Ura	v Price Agre	td 2														
Registe	er with buyers	Price	Agreeme	nts Sumi	mary					_				-					
Outsta	nding orders	Pri	ce Agreement		Tra	nsaction Desc	ription			Ef	fective Date		Expiry	Date	~	No of Iter	ms		
Price a	greements				9 2 T			_		8			• 8		- 1	7			
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Performance profile		0 GEI	VERAL CONSU						11/1/2015										
RFQ Ite	ems History	F	Price Agreemen	t Detail D	ocuments	Request P	Price Adj	justments (New)	Req	uest Pric	e Adjustment	ts (Pending)	11						
Fender	Items History		l ist of Iten	ns				C Downio	ad in I	Excel Fo	ormat 10	Adjust Fil	torod itoms k	w this %	0.0	7			
Notifica	ations <mark>6</mark>		Instructions	for new pr	rice adju	stments		1033 1033			10	Aujustin	Drise Eve	iro Dato:	0.0	×			
Help C	enter		You can adjust this %" box on the same "Price "Update Filtere spread sheet.	filtered items the right. Use Expiry Date d Items" butto	with the s the minus inserted i on. Alternat	ame % (+ or - s (-) sign for pr in the "Price E tively individua) by inse ice redu xpiry Da al items	erting the figure in uctions. Filtered ite ate box on the righ can be updated d	the "Adems will nt. Whe lirectly of	djust filte I also be n done, online or	adjusted with click the via the Exce	1 		pdate Filter	ed Iter	^{ns} 9			
			Price Agree	ment	V	Line No	v 1	Material No	V	Mater	ial Group	6 🖻	Description	ı		Description E	Extended		
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	E4 6					6	4 10-00-01-1003 GEI			GENE	ENERAL CONSUMABLES			PUTTY;WHT;HANDY P PACK;125GM T U			RATLEYPUTTY;COLOR:W YPE:HAND Y PACK;QUAN NIT PACKAGE :125GM;M		
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Edit Form					
Line No	4		Vendor Material Number		
Quantity	8		Vendor Part Number	850030	
Vendor Brand Name	Pratley		Specifications		^
					\sim
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	•

Submit 🚺 Cancel

5

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South Africa

2

Country Of Origin

11. Click the Request Price Adjustments	13. As in the case of requesting new price	17. Filtered/Visible items can be downloaded
(Pending) tab to view pending requests	adjustments, pending requests can be	in Excel format and handled as described
for price adjustments.	changed (up or down) either by applying	in point 10 above.
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	 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. 	 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
have been approved by the Buyer and	16. Items can be filtered in the column	notification to the buyer of a pending
Detail tab.	neauers.	request for price adjustments.

Price Agreen	nent Detail	Documen	ts Request Price Adj	justments (New)	Request I	Price Adjustm	nents (Pen	ding)	11						
List of It	ems ons for pend	ling price	e adjustments	rmat 17			Adjust Filtered	d items by this % Price Expire Date	: 0.0	1	3	- 14			
vou can adj items by this be adjusted When done, filtered items sheet.	s %" box on th with the same , click the "Up s. Alternative!	e right. Us e "Price Exp date Filtere y individual	same % (+ or -) by ins e the minus (-) sign for i piry Date" inserted in the d Items" button or click items can be updated o	erting the figure in f price reductions. Fi e "Price Expiry Date Remove Filtered It directly online or via	the Adjust ltered items e box on the ems to remo a the Excel	will also e right. ove spread	Update	Filter	red Items	Remove Filtered	Item	s Notify	Buyer 9		
Action	LineNo	Vend	or Material Number 💌	Vendor Part Num	ber 💌	Vendor Bra	nd Name	•	Specifications		•	Usage Factor	•	Price Per Unit	•
[10	8	Ŷ		8			7			Ŷ		Ŷ		9