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Price Sales Catalogs

Suppliers use price sales catalogs to communicate information about on product prices, discounts, promotions, and sales terms, ensuring buyers are informed about any pricing changes and special offers with buyers.

Create and submit an price sales catalogs

Perform this task to create and submit price sales catalogs.

Create and submit a price sales catalog

1. Select a [MPL Network] from the Network drop-down in the header.
2. Select a Team (e.g. your entire company or a Link to a specific Partner or internal location) in the header.
3. Select Commerce - Supplier from the left menu.
   Partners must have the correct roles assigned by using the owner's instance of Multienterprise Information Network Tower.
4. Select Price Sales Catalog.
5. Select the New + New button.
6. On the New Price Sales Catalogs screen, fill in the following fields:
   a. Catalog Number field – A unique identifier assigned to a price sales catalog. This field auto populates the value entered in New Price Sales Catalog screen.

   b. Catalog Version field – The version number of the price sales catalog.
   c. Date Created field – The date when price sales catalog transaction is created.
   d. Catalog Type field – The type of the price sales catalog.

7. Select the Save 

 button.

   The screen refreshes with the saved price sales catalog in the draft state.

8. In the Catalog Information section, fill in the following fields:
   a. Catalog Number field – . A unique identifier assigned to a price sales catalog.
   b. Catalog Version field – The version number of the price sales catalog.
   c. Date Created field – The date when price sales catalog transaction is created.
   d. Catalog Type field – The type of the price sales catalog.
   e. Catalog Description field – A description about the price sales catalog.
   f. Vendor field – The name of the manufacturer, supplier, or distributor responsible for creating and distributing the catalog.
   g. Line Item Count field – The total number of line items in the price sales catalog.
   h. Start Date field – The start date of the price sales catalog.
   i. End Date field – The end date of the catalog.
   j. Action field – A brief description stating the purpose of the transaction.
9. In the Manufacturer and Supplier section, fill in the following fields under Manufacturer group:
   a. Company type-ahead field – The name of the company producing the goods. This field pulls from the Owner's company and location master data.

      The remaining Manufacturer fields are auto populated with the values from the company or location's master data entry. If the name of the company is not present in the Owners master data, the company name must be entered manually.

   b. Address 1 field – The address of the particular location.
   c. Address 2 field – Any additional address information.
   d. Country drop-down – The two-letter country code with country name for this location.
   e. State field – The state or region for this location.
   f. City field – The city for this location.
   g. Postal Code field – The postal code for this location's main address.
   h. Contact Telephone Number field – The company or location's phone number.
   i. Contact Fax Number field – The company or location's fax number
   j. Party ID Type drop-down – The identifier type used for this company or location.
   k. Party ID Value field – The value associated with the identifier type.

10. In the Manufacturer and Supplier section, fill in the following fields under Supplier group:
    a. Company type-ahead field – The name of the company supplying the goods. This field pulls from the Owner's company and location master data.

       The remaining Supplier fields are auto populated with the values from the company or location's master data entry. If the name of the company is not present in the Owners master data, the company name must be entered manually.

    b. Address 1 field – The address of the particular location.
    c. Address 2 field – Any additional address information.
    d. Country drop-down – The two-letter country code with country name for this location.

   e. State field – The state or region for this location.
   f. City field – The city for this location.
   g. Postal Code field – The postal code for this location's main address.
   h. Contact Telephone Number field – The company or location's phone number.
   i. Contact Fax Number field – The company or location's fax number
   j. Party ID Type drop-down – The identifier type used for this company or location.
   k. Party ID Value field – The value associated with the identifier type.

11. In the Distributor and Customer section, fill in the following fields under Distributor group:

    a. Company type-ahead field – The name of the company who will create or share the price sales catalog with the customers. This field pulls from the Owner's company and location master data.

       The remaining Distributor fields are auto populated with the values from the company or location's master data entry. If the billing address is not present in the Owners master data, the billing address must be entered manually.

    b. Address 1 field – The address of the particular location.
    c. Address 2 field – Any additional address information.
    d. Country drop-down – The two-letter country code with country name for this location.
    e. State field – The state or region for this location.
    f. City field – The city for this location.
    g. Postal Code field – The postal code for this location's main address.
    h. Contact Telephone Number field – The company or location's phone number.
    i. Contact Fax Number field – The company or location's fax number

   j. Party ID Type drop-down – The identifier type used for this company or location.
   k. Party ID Value field – The value associated with the identifier type.

12. In the Distributor and Customer section, fill in the following fields under Customer group:

   a. Company type-ahead field – The name of the retailer who will receive the catalog and place an order of goods through a Purchase Order. This field pulls from the Owner's company and location master data.

      The remaining Customer fields in the section are auto populated with the values from the company or location's master data entry. If the billing address is not present in the Owners master data, the billing address must be entered manually.

   b. Address 1 field – The address of the particular location.
   c. Address 2 field – Any additional address information.
   d. Country drop-down – The two-letter country code with country name for this location.
   e. State field – The state or region for this location.
   f. City field – The city for this location.
   g. Postal Code field – The postal code for this location's main address.
   h. Contact Telephone Number field – The company or location's phone number.
   i. Contact Fax Number field – The company or location's fax number
   j. Party ID Type drop-down – The identifier type used for this company or location.
   k. Party ID Value field – The value associated with the identifier type.
13. In the Line Items section:
   a. Select the Add + icon. At least one line item is required to submit a price sales catalog.

b. In the New Line Item panel, fill in the following fields under Item Information:

   i. Line field – The number to identify the line item by (e.g. 50).
   ii. Item field – The name of the product. If the user enters an item code instead, the field automatically displays the corresponding item name.
      The Item Code Type, Item Code Value and Description fields are auto populated with the values from the Owner's product master data entry for the product. If the product is not present in the Owner's product master data then the product name must be entered manually.
   iii. Item Code Type field – The product code type (e.g. IN-Product Code). If the item code type is not present in the Owner's product master data then the item code type must be entered manually.
   iv. Item Code Value field – The product code. If the item code number is not present in the Owner's product master data then the item code value must be entered manually.
   v. Description field – A brief description of the product. If the description is not present in the Owners product master data then the description must be entered manually.
   vi. Quantity in Stock field – The name of the reporting location.
   vii. Unit of Measure field – The unit in which the line item is measured.
   viii. Unit Price field – The price that each unit of the product sells for.
   ix. Net Price field – The total cost of the line item calculated by multiplying the Unit Price by the Quantity.
   x. Lot Number drop-down – The lot number of line item.
   xi. Expiration Date field – The line item's expiration date.
   xii. Product Image URL drop-down – The name of the storage location.
   xiii. Packing Size field – The sub lot number of line items.
   xiv. Packing Unit of Measure drop-down – The type of reporting. (e.g

GLN)

  xv. Manufacturer field – The value of the reporting type. (e.g GLN number)
  xvi. Is Product Exempted switch – Indicates whether the product is exempted.
  xvii. Start Date field – The start date of the exemption status validity for the line item.
  xviii. End date field – The end date of the exemption status validity for the line item.
  xix. Code List Qualifier Code field – The code list qualifier for the line item's exemption status.
  xx. Industry Code field – The industry code associated with the line item's exemption status.
  xxi. Line Notes field – The date when the physical inventory count is conducted in the warehouse.

c. Select Apply.

   The new line item is added to the price sales catalog.

d. To add new pricing condition information to a line item, select a item line row and then select the branch icon and fill in the following fields under Discount Information:
  i. Discount Line field – The discount criteria for the line item.
  ii. Discount Percent field – The percent discount for the line item
  iii. Applicable Quantity field – The quantity required to qualify for the discount on the line item.
  iv. Discounted Net Price field – The discounted unit price for the line item.
  v. Valid From field – The start date of the discount condition for the line item.
  vi. Valid To field – The end date of the discount condition for the line

item.

e. Select Apply.

The discount information is added to line item.

f. Select the line item row drop down to view the discount information in a table.

14. In the Notes section, enter any additional comments or instructions.

15. To submit the price sales catalog:

To save the price sales catalog in a Draft state and finish it later, ensure the Move To button is not selected and then select the Save Save button in the draft state.

a. Select the Move To button at the top of the screen.

The submit status indicator circle is filled in with green to indicate the desired action upon selecting save.

b. Select the Save Save button.

The price sales catalog is submitted.

Tips

- In the Line Items section, do one of the following:
  - Select the Edit icon, to edit the details of an individual line item.
  - Select the Delete − icon, to delete an individual line item.
- In the Notes section, do one of the following:
  - Select the Add + icon, to add comments or instructions.
  - Select the Delete − icon, to remove comments or instructions.

Submit a draft price sales catalog

Perform this task to complete and submit a saved (draft) price sales catalog.

1. Select a [MPL Network] from the Network drop-down in the header.
2. Select a Team (e.g. your entire company or a Link to a specific Partner or internal location) in the header.
3. Select Commerce - Supplier from the left menu.
   Partners must have the correct roles assigned by using the owner's instance of Multienterprise Information Network Tower.
4. Select Price Sales Catalogs.
5. Filter to find a price sales catalog in the Draft state.
6. Select Catalog Number from the filter results.
7. Select the Edit Edit button.
8. In the Transaction Information section, select Submitted from the Process Status drop drown.
9. Select the Move To button at the top of the screen.

   The submit status indicator circle is filled in with green to indicate the desired action upon selecting save.
10. Select the Save Save button.

    The price sales catalog is submitted.

Tips

- To edit the details of an individual line item, select the Edit icon for the line item. in the **Line Item** section.

- To delete a price sales catalog in draft state, select the catalog number row and then select the Delete icon on the top of the screen.

A deleted transaction cannot be retrieved.

Search and view price sales catalog

Search for and view price sales catalog

Perform this task to search for and view price sales catalog sent by suppliers. Viewing the details of a prices sales catalogs enables suppliers to quickly access order information (e.g. the quantity for each line item in an order) in TraceLink without having to search through the actual B2B message.

1. Select a [MPL Network] from the Network drop-down in the header.
2. Select a Team (e.g. your entire company or a Link to a specific Partner or internal location) in the header.
3. Select Commerce - Supplier from the left menu.
   Partners must have the correct roles assigned by using the owner's instance of Multienterprise Information Network Tower.
4. Select Price Sales Catalogs.
5. Select the Filter Filter button.
6. In the Filters panel, fill in one or more of the following fields to filter the results:
   - Catalog Numberfield – The name of the product. If the user enters an item code instead, the field automatically displays the corresponding item name.
   - Catalog Version field – The name of the company or the company location name.

- State drop-down – The state of the inventory update:
  - Draft – The transaction is in the draft state.
  - Submit – The transaction has been created.
  - Processing – The application is getting ready to handle incoming transactions by doing some initial tasks, such as copying the files it receives.
  - Processed – The application changes the standard information into a format that is easy to use and specific to your transaction.
  - Preparing to Send – The application is getting ready to send out a transaction and is doing some initial tasks, like copying the necessary information for the process.
  - Sending –The application sends out business transactions to the buyer or supplier.
  - Sent – The transaction is successfully completed and shared with the receiving party.
- Date Created field – The date when transaction was created or issued.
- Receiver type-ahead – The name of the customer the price sales catalog was sent to.
  If the name of the customer is not present in the Owners master data then the customer's name must be entered manually
- Last Modified field – The period of time in which the materials issued was last updated:
  - Today – The transaction was modified within the last few hours.
  - Yesterday – The transaction was updated within the past 24 hours.
  - Last Week – The transaction was modified in the last 7 days.
  - Last Month – The transaction was modified in the last 30 days.
  - Last 3 Months – The transaction was modified in the last 90 days.
  - Last 6 Months – The transaction was modified in the last 180 days.
  - Custom Range – Select a specific period of time that the transaction

was modified in from the calendar.

7. Select Apply.

   A list of price sales catalog displays based on the filter results.

8. Select the link for the price sales catalog from the results table.

   The View Price Sales Catalogs screen displays.

9. View all the fields in the Transaction Information, Catalog Information, Manufacturer and Supplier, Distributor and Customer, Line Items, and Notes sections.
   For detail information about these fields, see **Create and submit a price sales catalog**.

Tips

- To view the details of an individual line item in the prices sales catalogs, select the View icon for the line item in the **Line Items** section on the Price Sales Catalog Details screen.

Resubmit price sales catalog

Resubmit price sales catalog

Perform this task if the user needs to resend a price sales catalog.

1. Select a [MPL Network] from the Network drop-down in the header.
2. Select a Team (e.g. your entire company or a Link to a specific Partner or internal location) in the header.
3. Select Commerce - Supplier from the left menu.
   Partners must have the correct roles assigned by using the owner's instance of Multienterprise Information Network Tower.
4. Select Price Sales Catalogs.

5. Filter to find a price sales catalog in the Draft state.
6. Select the Catalog Number in the results table.
7. Select the Edit Edit button..

   The state of the price sales catalog is automatically moved to Sending state.

8. Select the Move To button at the top of the screen.

   The submit status indicator circle is filled in with green to indicate the desired action upon selecting save.

9. Select the Save Save button.

   The price sales catalog is submitted.

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