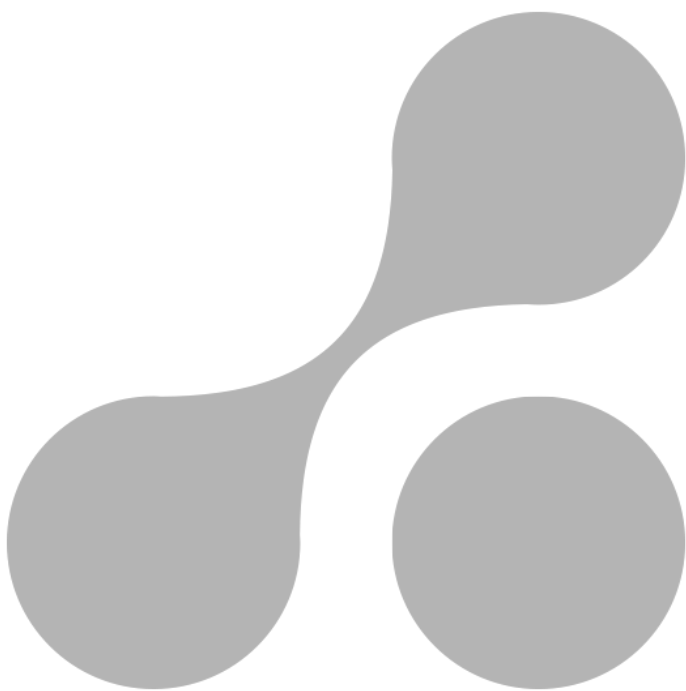




# PriceBook Collaboration For Suppliers

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## Introduction

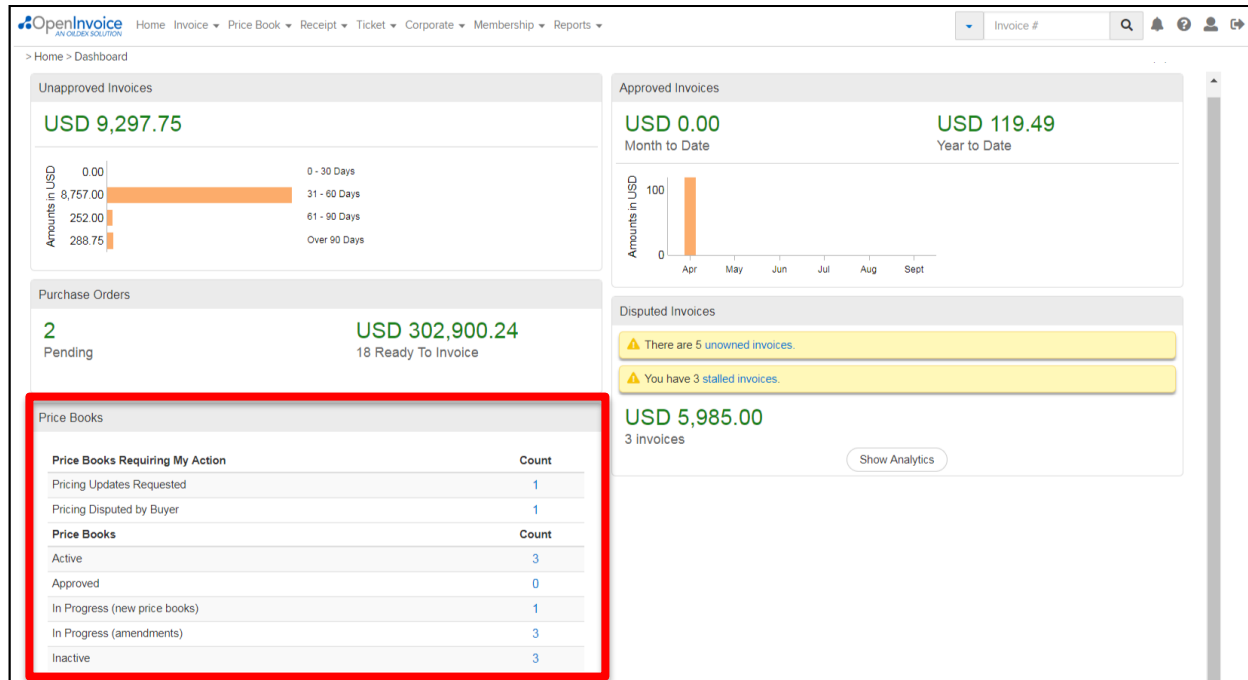
Price books are negotiated between buyers and suppliers outside of the OpenInvoice Platform. Once the price book is finalized, it is entered into OpenInvoice by the buyer. Suppliers are able to reference price book names and select pricing records in OpenInvoice, however buyers can also collaborate with their suppliers on price books by providing suppliers the ability to edit them in OpenInvoice

OpenInvoice PriceBooks provide:

- Consistent descriptions on products and services.
- Allow for control and tracking of negotiated and expired rates
- Less data entry for suppliers
- Compliance alerts that advise buyers and suppliers when an invoice is or is not in compliance.

# Price Book Dashboard

Log into OpenInvoice to view the Price Books Dashboard.



The Price Books Portlet contains two sections: **Price Books Requiring My Action** and **Price Books**.

## Price Books Requiring My Action

The **Price Books Requiring My Action** portlet displays counts and provides direct access to the price books you are responsible for updating. **Please Note:** Only users with the Price Book Modify permission will see the Price Books Requiring My Action section. The price books in this section can be modified if the Buyer has enabled Price Book Collaboration.

- **Pricing Updates Requested** – displays the number of price books that require updates.
- **Pricing Disputed by Buyer** – displays the number of price books that the buyer has disputed and requires action to resolve.

## Price Books

The **Price Books** section displays counts and provides direct access to all price books that exist between your company and its operators.

**Please Note:** Price Book View permission is required to see the Price Books section.

- **Active** – displays price books that have been approved at least once and the current date is between the price book's active and expiration dates.

- **Approved** – displays price books that have been approved at least once and the current date is before the price book's active date.
- **In Progress (new price books)** – displays price books that have never been approved and have a working status of New, Requested, Submitted, Disputed, or Resubmitted.
- **In Progress (amendments)** – displays price books that have been approved at least once and have a working status of Requested, Submitted, Disputed, or Resubmitted for which the user has view permission.
- **Inactive** – displays price books that are in a Cancelled, Terminated or Expired status.

Price Books	
Price Books Requiring My Action	Count
Pricing Updates Requested	1
Pricing Disputed by Buyer	1
Price Books	Count
Active	5
Approved	0
In Progress (new price books)	2
In Progress (amendments)	4
Inactive	3

## Price Book Permissions

Price Book View allows users to view and export all price books that exist between your company and its operators. Price Book Modify allows users to modify price books. Inherits Price Book View access.

Ask your company's Membership Admin to assign Price Book Modify and Price Book View permissions to the appropriate users at your company. See the Administrator Guide for Suppliers in the Resource Center for detailed instructions on adding permissions.

# How to Update Price Books

## Modify using File Upload

The File Import method is recommended when adding multiple price records to a price book. To complete this process, you must have the Price Book Modify permission.

**Please Note:** The export/import file is an excel file. If you have templates that you maintain outside of OpenInvoice, you will need to update them and then save the file in excel format.

To make pricing updates to a price book assigned to you, click the count next to **Pricing Updates Requested**.

Price Books	
<b>Price Books Requiring My Action</b>	<b>Count</b>
Pricing Updates Requested	1
Pricing Disputed by Buyer	1
<b>Price Books</b>	<b>Count</b>
Active	5
Approved	0
In Progress (new price books)	2
In Progress (amendments)	4
Inactive	3

The price books in this category are displayed. To open and view a price book, click the price book name.

Pricing Updates Requested											
Price Book Name	Company	Description	Agreement Number	Active Date	Expiry Date	Price Book Status	Proposed Pricing Status	Currency	Estimated Value	Collaborate	
RES2018	Marmotte Construction	RES2018	RES2018	06/20/2018		Active	Requested	USD		Yes	

The Price Book Summary is displayed. **Please Note:** When a price book is being edited by either the buyer or supplier, the price book is locked to all other users and an alert is displayed. This prevents other users from editing the price book while it is locked for changes by another user.

Use the tabs to navigate the price book. The Summary Tab is shown by default. Details listed in the price book's header, including the price book name, agreement number, associated buyer name, price book status, currency, price book description, project information, and price book values are displayed. You can also see if Supplier Collaboration has been enabled.

Click the **Price Entries** tab to view or make changes to product and service pricing agreed upon between you and the buyer.

Price Book Name: RES2018 - Marmotte Construction

- You currently have this price book locked.

Supplementary Information

Summary

Price Entries

Price Book Name:

RES2018

Agreement Number:

RES2018

Buyer Name:

Marmotte Construction

Active Date:

06/20/2018 MM/DD/YYYY

Expiry Date:

Price Book Description:

RES2018

Project

Project ID:

Project Name:

Project Description:

Price Book Status:

Active

Proposed Pricing Status:

Requested

Currency:

USD - U.S. Dollar

Supplier Collaboration:

On

Estimated Value

Price Book:

Maximum:

Minimum:

Configured Buyer Sites

Suppliers can reference this price book on Invoices and Tickets submitted to the sites below:

All sites (plus future sites)

Configured Supplier Sites

Suppliers can reference this price book on Invoices and Tickets originating from the sites below:

All sites (plus future sites)

Submit for Approval

Cancel Amendment

Comment

Send Message

Print Preview

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Click **Export Price Book** to download and save the existing price book products and services with their associated pricing records. Use this file to modify existing price book items. Save the PriceBook.xlsx file to your desktop and click Save.

Price Book Name: RES2018 - Marmotte Construction

- You currently have this price book locked.

Supplementary Information

SummaryPrice Entries

Filter

Description:

Active Pricing Between:

Expired Pricing Between:

Apply Filter

Clear Filter

Batch Update

Date From:

Date To:

Adjustment:

Note: For fields marked with "%", enter percentage values (e.g. for 10.5%, enter 10.5, instead of .105)

Apply To Selected

Add Product/Service

Import/Update

Export Price Book

Select items on all pages

AlertDescriptionPart # / Item IDCommentsDelete

0 records found.

Submit for Approval

Cancel Amendment

Comment

Send Message

Print Preview

In the exported file, modify the pricing records as needed. Please note the descriptions provided in the first row. The descriptions provide a detailed explanation of the actions or data required in each column. Please refer to these instructions while modifying the file. The descriptions do not need to be removed from the file to import.

OpenInvoice automatically determines if a record needs to be added or modified based on the data of the records in the excel file. Leave the **Action** column blank for records that are added or modified. Enter **Delete** in the **Action** column to remove the pricing record from the price book. Lines removed from the file itself will not be deleted from the Price Book.

Do not modify or delete values in the **Row#(DO NOT MODIFY/DELETE)** column.

Save your updated file in excel format.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
SUPPLIER ONLY: Required for the service or product.	Required: This must match the description of the service or product from your accounting system. Must be unique. Duplicates are not allowed.	Optional: Service code or product code from your accounting system. Must be unique. Duplicates are not allowed.	BUYER ONLY: Buyer's spend category of the service or product.	Optional: Inventory ID for the service or product.	Optional: Start date that negotiated pricing applies.	Optional: Last date that the negotiated pricing will apply.	Optional: Use this cell for additional comments for this service or product. Example: weekend pricing.	Optional: Differentiates price tiered pricing or bulk discounts.	Optional: Used for price tiered pricing or bulk discounts. Enter the minimum quantity required. Example: HRI, GAL.	Required: Unit of measure for the service or product is sold in. Example: HRI, GAL.	Required: Minimum rate. Must be less than or equal to the Max Rate.	Optional: Min and Max Rate should be the same unless there is variable pricing.	Optional: Used for adjustments to the rate. Accepted values: Discount, Premium, Included.	Optional: Percentage used to calculate the Min and Max adjusted rates.	Optional: Use this cell for additional comments about pricing. Example: At cost, etc.	Applies to existing Price Books. 'Delete' in this cell if you want to delete an item.	Applies to existing Price Books. Leave this value blank when updating an existing record. Blank out the value only if you copied and pasted a new row.
2	Service Category	Service Description Part # Item ID	Purchase Category Item Master	Date From	Date To	Detail Comments	Qualifier	Quantity Threshold	Units	Min Rate	Max Rate	Adjustment Type	Adjustment Percent	Pricing Comments	Action		Row# (Do not modify)
3	Labor - Mechanic	LAB-MEC-JR							HRI	\$60.00	\$60.00	Discount	0.0				g5Dus-d8K-S7w
4	Labor - Mechanic	LAB-MEC-SR							HRI	\$60.00	\$60.00	Discount	0.0				Ndq134LJN/Dn
5	Labor - Mechanic	LAB-MEC-SR							HRI	\$60.00	\$60.00	Discount	0.0				Ndq134LJN/Dn
6	Labor - Mechanic	LAB-MEC-JR						100.00	HRI	\$65.00	\$65.00	Discount	0.0				5/um2SecJ+TtOK
7	Labor - Mechanic	LAB-MEC-JR						100.00	HRI	\$65.00	\$65.00	Discount	0.0				5/um2SecJ+TtOK
8	Labor - Mechanic	LAB-MEC-SR						100.00	HRI	\$65.00	\$65.00	Discount	0.0				u2zAc0Fpuu0f6
9	Labor - Mechanic	LAB-MEC-SR						100.00	HRI	\$65.00	\$65.00	Discount	0.0				u2zAc0Fpuu0f6
10	Labor - Mechanic	LAB-MEC-SR						100.00	HRI	\$65.00	\$65.00	Discount	0.0				u2zAc0Fpuu0f6
11	Overtime Labor	*1024					REG	125.00	HRI	\$125.00	\$125.00	Included	0.0				FI4G5YdVdV2Z76
12	Overtime Labor	*1024					STAT	160.00	HRI	\$160.00	\$160.00	Discount	0.0				0E2aU2p3nCv04

In OpenInvoice, click **Import/Update** on the Price Entries tab.

### Price Book Name: RES2018 - Marmotte Construction

- You currently have this price book locked.

Supplementary Information

Summary Price Entries

Filter

Description:

Active Pricing Between:  and  MM/DD/YYYY

Expired Pricing Between:  and  MM/DD/YYYY

Apply Filter Clear Filter

Batch Update

Date From:  MM/DD/YYYY Min Rate: ☐ Increase ☐ Decrease by:  %

Date To:  MM/DD/YYYY Max Rate: ☐ Increase ☐ Decrease by:  %

Adjustment:  % Included

Note: For fields marked with "\*", enter percentage values (e.g. for 10.5%, enter 10.5, instead of .105)

Apply To Selected

Add Product/Service Import/Update Export Price Book

Select items on all pages

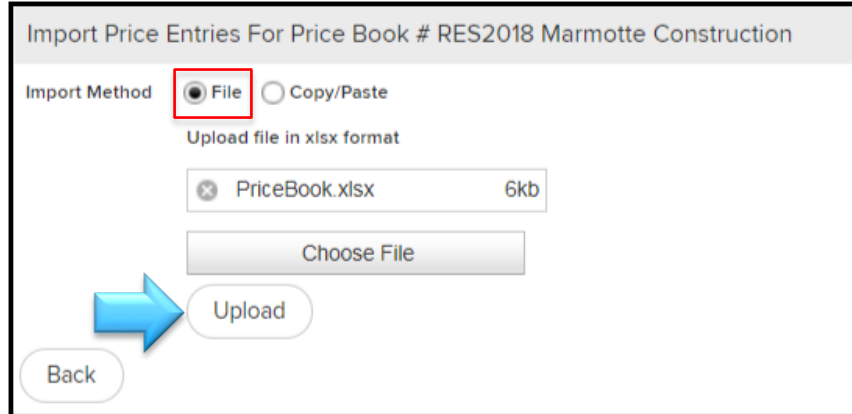
Alert Description Part # / Item ID Comments Delete

0 records found.

Submit for Approval Cancel Amendment Comment Send Message Print Preview

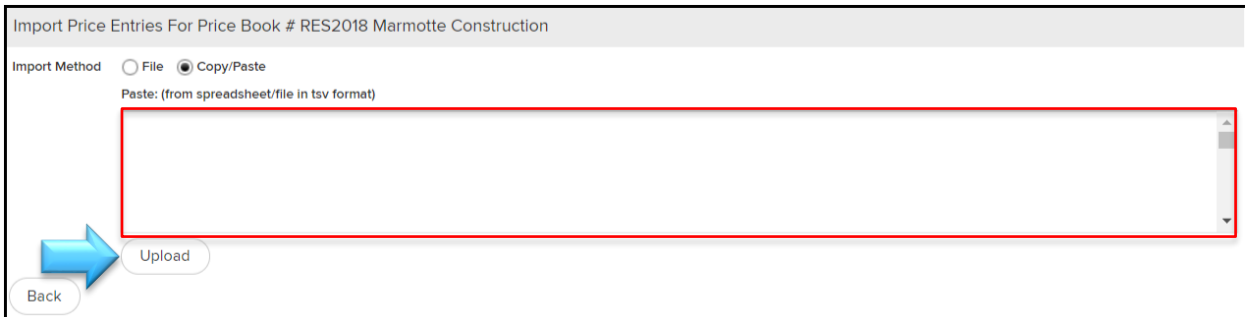
On the Import screen, you can upload price book changes using one of the following two options:

**Option 1:** To upload a file saved on your desktop, select **File** as the import method, click **Choose File**, navigate to the file on your computer, and click **Open**, and click **Upload**.




**Option 2:** To copy the contents of a spreadsheet, select **Copy/Paste** as the import method, copy all rows and columns in your excel file, paste it into the box, and click **Upload**.

**Please Note:** The descriptions in the first row of the excel file do not need to be removed.



In the **Price Book Import Staging Area**, review the proposed changes to the price book. Select the changes to apply.

**Please Note:** You can select the checkbox in the list header to select all pricing records in the list.

Click **Apply Changes**. The price entries in your imported file are added to the price book.

Price Book Import Staging Area

Legend

Item will be added to supplier's catalog, but similar items exist.

Item exists in the supplier's catalog but without a part # or category. It will be updated.

Item exists in the supplier's catalog with a different category and/or description.

Item will be added to the supplier's catalog.

Red text indicates a record that was changed (updated).

Strikethrough text indicates data that was deleted.

Select All Items

Catalog

Action

Price

Book

Action

Category

Description

Added

Hot Shots

Price Book Action

Date From

Date To

Units

Qualifier

Added

unit

Apply Changes

Cancel

Once a price book is approved and all changes are made, invoices can be generated. To create an invoice from a price book, please reference “OpenInvoice User Guide for Suppliers” in the Resource Center.

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If you would like to send a message to your buyer, click the **Send Message** button. Select the user you would like to contact from the To drop down and type a message. You may also select the **Priority** (Low, Normal, or High) and the **Visibility** (Public or Private) of the message. Click **Submit** to send the message.

**Price Book Name: RES2018 - Marmotte Construction**

- You currently have this price book locked.

Supplementary Information

Summary Price Entries

Filter

Description:

Active Pricing Between:  and  MM/DD/YYYY

Expired Pricing Between:  and  MM/DD/YYYY

Apply Filter Clear Filter

Batch Update

Date From:  MM/DD/YYYY Min Rate: ☐ Increase ☐ Decrease by:  %

Date To:  MM/DD/YYYY Max Rate: ☐ Increase ☐ Decrease by:  %

Adjustment:  % Included

Note: For fields marked with "%", enter percentage values (e.g. for 10.5%, enter 10.5, instead of .105)

Apply To Selected

Add Product/Service Import/Update Export Price Book

Select items on all pages

Alert	Description	Part # / Item ID	Comment	Delete
0 records found.				

Submit for Approval Cancel Amendment Comment Send Message Print Preview

## Create New Message

To:

Regarding: Price Book

Priority: ☐ Low ☒ Normal ☐ High

Visibility: ☒ Public ☐ Private

Public messages are accessible by both company's users. Private messages are accessible only by the recipients.

Submit Cancel

If you are finished adding product/service records and are ready to submit the Price Book to the Buyer for approval, click the **Submit for Approval** button.

**Price Book Name: RES2018 - Marmotte Construction**

- You currently have this price book locked.

Supplementary Information

Summary Price Entries

Filter

Description:

Active Pricing Between:  and  MM/DD/YYYY

Expired Pricing Between:  and  MM/DD/YYYY

Apply Filter Clear Filter

Batch Update

Date From:  MM/DD/YYYY Min Rate: ☐ Increase ☐ Decrease by:  %

Date To:  MM/DD/YYYY Max Rate: ☐ Increase ☐ Decrease by:  %

Adjustment:  % Included

Note: For fields marked with "%", enter percentage values (e.g. for 10.5%, enter 10.5, instead of .105)

Apply To Selected

Add Product/Service Import/Update Export Price Book

Select items on all pages

All description Part # / Item ID Comments Delete

0 results found.

Submit for Approval Cancel Amendment Comment Send Message Print Preview

Add a comment for your buyer and click **Submit**. The price book is sent to the buyer for approval and is no longer editable by you.

**Comments for Submit Price Book for Approval**

⚠ Your comments will be visible to the buyer.

Please enter any comments associated with this action.

Submit Cancel

## Add a Product or Service

The manual method is recommended when adding a small number of price records to a price book. To complete this process, you must have the Price Book Modify permission.

Open a price book and click on the **Price Entries** tab.

Price Book Name: RES2018 - Marmotte Construction

- You currently have this price book locked.

Supplementary Information

Summary

Price Entries

Price Book Name:

RES2018

Agreement Number:

RES2018

Buyer Name:

Marmotte Construction

Active Date:

06/20/2018 MM/DD/YYYY

Expiry Date:

Price Book Description:

RES2018

Project

Project ID:

Project Name:

Project Description:

Price Book Status:

Active

Proposed Pricing Status:

Requested

Currency:

USD - U.S. Dollar

Supplier Collaboration:

On

Estimated Value

Price Book:

Maximum:

Minimum:

Configured Buyer Sites

Suppliers can reference this price book on Invoices and Tickets submitted to the sites below:

All sites (plus future sites)

Configured Supplier Sites

Suppliers can reference this price book on Invoices and Tickets originating from the sites below:

All sites (plus future sites)

Submit for Approval

Cancel Amendment

Comment

Send Message

Print Preview

Click **Add Product/Service** to add a new product or service to the price book.

Price Book Name: RES2018 - Marmotte Construction

- You currently have this price book locked.

Supplementary Information

SummaryPrice Entries

Filter

Description:

Active Pricing Between:

and

MM/DD/YYYY

Expired Pricing Between:

and

MM/DD/YYYY

Apply Filter

Clear Filter

Batch Update

Date From:

MM/DD/YYYY

Min

Rate:

Increase

Decrease

by:

%

Date To:

MM/DD/YYYY

Max

Rate:

Increase

Decrease

by:

%

Adjustment:

%

Included

Note: For fields marked with "%", enter percentage values (e.g. for 10.5%, enter 10.5, instead of .105)

Apply To Selected

Add Product/Service

Import/Update

Export Price Book

Select items on all pages

Alert

Description

Part # / Item ID

Comments

Delete

0 records found.

Submit for Approval

Cancel Amendment

Comment

Send Message

Print Preview

Enter all or part of a description in the **Select Product/Service** field, using an asterisk to denote the unknown part of the description, and click the **Search** icon.

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Select the product/service from the pop-up and click **Submit**. The Product/Service Code and Description fields will populate automatically. **Please Note:** The following three fields, Purchase Category, Item Master, and Detail Comments are optional fields completed by the Buyer and do not need to be populated by you.

Supplier Product/Service Search

Enter all or part of the supplier Product/Service name and then select the search button.  
Enter \* (asterisk) to retrieve all.

PRODUCT - Product

Note: Use of single characters and/or wildcards may result in searches which take longer to complete.  
Search results do not include products/services that are currently defined on the price book.

Click the edit row icon to put the row into edit mode and add the appropriate Units, a Min Rate and/or Max Rate, and any other applicable fields such as Qualifier, Adjustment, or Adjustment Type.

Click **Continue** and then click **Submit** to save changes.

Add Item For Price Book Name: RES2018 Marmotte Construction

Use the Submit button to save changes

Select Product/Service:

Product/Service Code: PRODUCT

Description: Product

Purchase Category:

Item Master:

Detail Comments:

Date From	Date To	Units	Qualifier	Quantity Threshold	Min Rate	Max Rate	Adjustment (%)	Adjustment Type	Comments	Delete
		EACH	-	-	40.00	50.00	0.00	Discount	-	

The Product/Service record is added to the Price Entries tab on the price book.

To add additional product/service records, click **Add Product/Service** and repeat this process.

To delete a product/service record, click the delete icon.

If you are finished adding product/service records and are ready to submit the price book to the Buyer for approval, click the **Submit for Approval** button. Add a comment for your buyer and click **Submit**. The price book is sent to the buyer for approval and is no longer available to edit.

Price Book Name: RES2018 - Marmotte Construction

- You currently have this price book locked.

Supplementary Information

Summary Price Entries

Filter

Description:

Active Pricing Between:  and  MM/DD/YYYY


Expired Pricing Between:  and  MM/DD/YYYY

Apply Filter Clear Filter

Batch Update

Add Product/Service Import/Update Export Price Book


Select items on all pages

Alert	Description	Part # / Item ID	Comments	Delete
	Product	PRODUCT		


Date From	Date To	Units	Min Rate	Max Rate	Adjustment	Min Adj. Rate	Max Adj. Rate
		EACH	40.00	50.00	0.00% Discount	40.00	50.00

Submit for Approval Cancel Amendment Comment Send Message Print Preview

Comments for Submit Price Book for Approval

 Your comments will be visible to the buyer.

Please enter any comments associated with this action.

 Submit Cancel

## Managing Disputed Price Books

In select cases, buyers may dispute a price book back to the supplier for changes. Disputed price books may be updated by the supplier and submitted for approval. The following section explains how to manage disputed price books.

To make changes to a disputed price book assigned to you, click the count next to **Pricing Disputed by Buyer**.

**Please Note:** You will need the Price Book Modify permission to resolve a disputed invoice.

To open and view the price book, click the Price Book name.

Price Books	
<b>Price Books Requiring My Action</b>	<b>Count</b>
Pricing Updates Requested	1
Pricing Disputed by Buyer	1
<b>Price Books</b>	<b>Count</b>
Active	5
Approved	0
In Progress (new price books)	2
In Progress (amendments)	4
Inactive	3

Pricing Disputed by Buyer										
Price Book Name	Company	Description	Agreement Number	Active Date	Expiry Date	Price Book Status	Proposed Pricing Status	Currency	Estimated Value	Collaborate
RES2018	Marmotte Construction	RES2018	RES2018	06/20/2018		Active	Disputed	USD		Yes
1 record found.										

The Price Book Summary is displayed. **Please Note:** The Proposed Pricing Status is labeled as Disputed.

Click the icon next to Supplementary Information to expand the Price Book Journal and view any dispute comments from the Buyer.

The **Price Book Journal** includes all actions taken since the price book's creation. In the case of a dispute, a comment from the buyer is displayed, explaining the reason for the dispute and changes required to resubmit for approval. In this example, the buyer has asked the supplier to correct the price record rate.

**Please Note:** Suppliers can also subscribe to receive emailed notifications regarding disputes.

Click the **Price Entries** tab.

Price Book Name: RES2018 - Marmotte Construction

Supplementary Information

Summary Price Entries

Price Book Name: RES2018  
 Agreement Number: RES2018  
 Buyer Name: Marmotte Construction  
 Active Date: 06/20/2018 MM/DD/YYYY  
 Expiry Date:  
 Price Book Description: RES2018

Price Book Status: Active  
**Proposed Pricing Status: Disputed**  
 Currency: USD - U.S. Dollar  
 Supplier Collaboration: On

Project  
 Project ID:  
 Project Name:  
 Project Description:

Estimated Value  
 Price Book:  
 Maximum:  
 Minimum:

Configured Buyer Sites  
 Suppliers can reference this price book on Invoices and Tickets submitted to the sites below:  
 All sites (plus future sites)

Configured Supplier Sites  
 Suppliers can reference this price book on Invoices and Tickets originating from the sites below:  
 All sites (plus future sites)

Submit for Approval Comment Send Message Print Preview

Price Book Journal

**Amendment Disputed** on 09/12/2018 at 11:11:06 AM MDT - by Buyer  
*Please correct Max Rate.*

**Price Entries Updated** on 09/10/2018 at 12:50:46 PM MDT - by Jane Smith

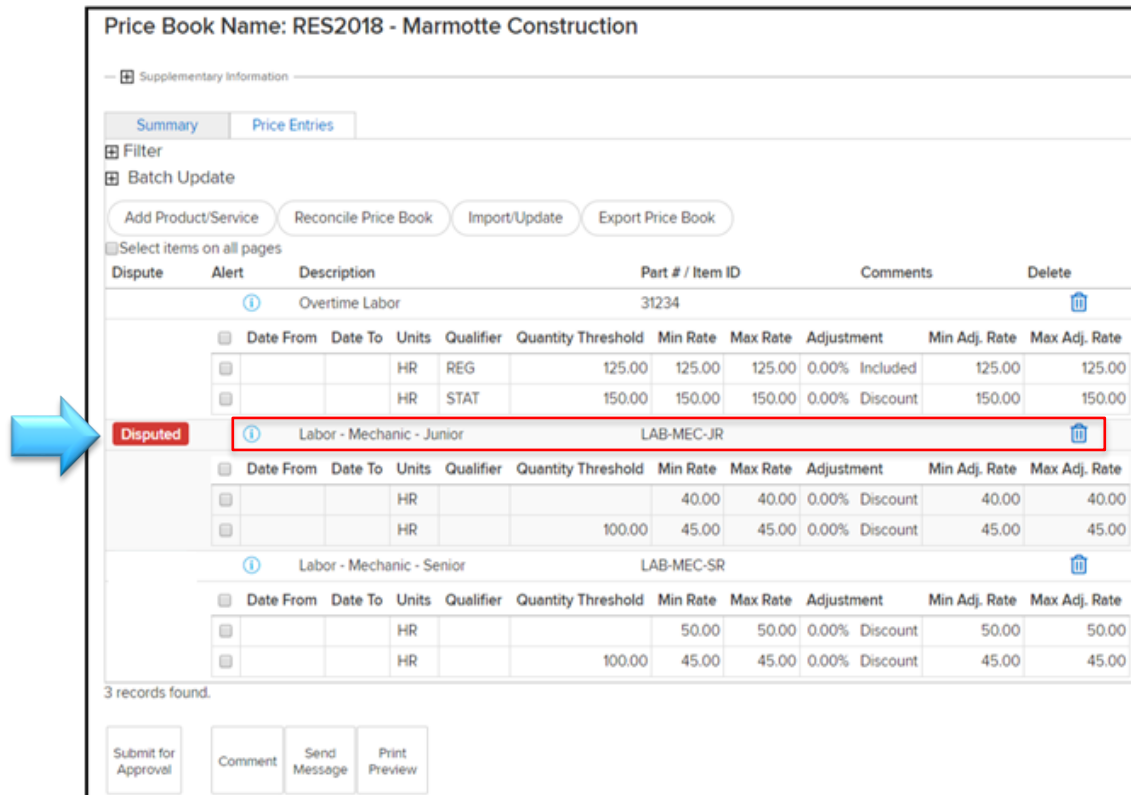
**Amendment Requested** on 09/10/2018 at 12:19:51 PM MDT - by Jane Smith  
*Request for edit*

**Sent Collaboration Notification** on 09/10/2018 at 12:15:19 PM MDT - by Buyer

**Activated** on 09/10/2018 at 12:04:51 PM MDT - by the System  
*Auto-activated by system*

A red Disputed icon is displayed at the line item level, identifying the specific line item that has been disputed by the Buyer.

Click the line item description to make the requested changes to the line item.



Price Book Name: RES2018 - Marmotte Construction

Supplementary Information

Summary Price Entries

Filter

Batch Update

Add Product/Service Reconcile Price Book Import/Update Export Price Book

Select items on all pages

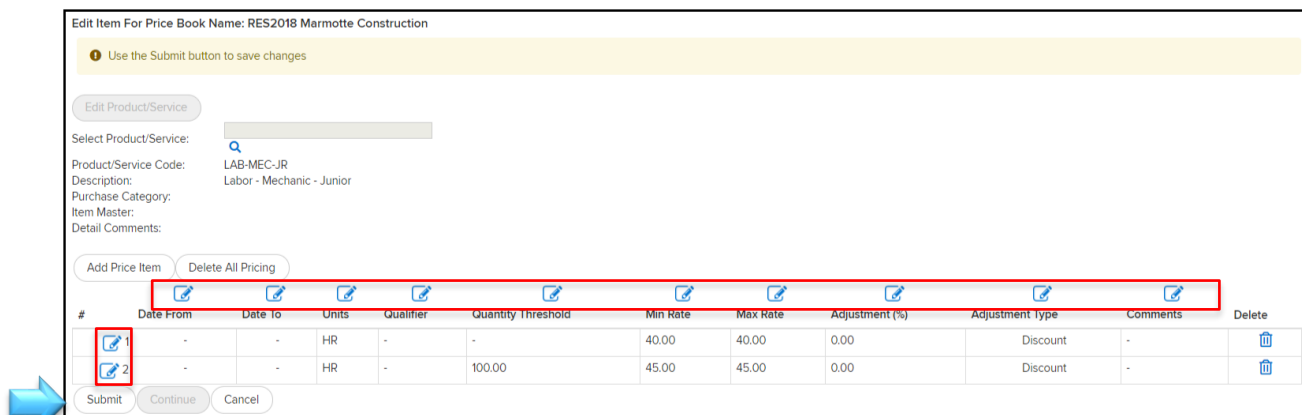
Dispute	Alert	Description	Part # / Item ID	Comments	Delete
		Overtime Labor	31234		
		Date From Date To Units Qualifier Quantity Threshold Min Rate Max Rate Adjustment Min Adj. Rate Max Adj. Rate			
		HR REG 125.00 125.00 125.00 0.00% Included 125.00 125.00			
		HR STAT 150.00 150.00 150.00 0.00% Discount 150.00 150.00			
Disputed		Labor - Mechanic - Junior	LAB-MEC-JR		
		Date From Date To Units Qualifier Quantity Threshold Min Rate Max Rate Adjustment Min Adj. Rate Max Adj. Rate			
		HR 40.00 40.00 0.00% Discount 40.00 40.00			
		HR 100.00 45.00 45.00 0.00% Discount 45.00 45.00			
		Labor - Mechanic - Senior	LAB-MEC-SR		
		Date From Date To Units Qualifier Quantity Threshold Min Rate Max Rate Adjustment Min Adj. Rate Max Adj. Rate			
		HR 50.00 50.00 0.00% Discount 50.00 50.00			
		HR 100.00 45.00 45.00 0.00% Discount 45.00 45.00			

3 records found.

Submit for Approval Comment Send Message Print Preview

Click the edit row icon to put the row into edit mode or click the Edit Column icon to put the column into edit mode.

Make the changes requested by the Buyer, click **Continue**, and then click **Submit**.



Edit Item For Price Book Name: RES2018 Marmotte Construction

Use the Submit button to save changes

Edit Product/Service

Select Product/Service:

Product/Service Code: LAB-MEC-JR

Description: Labor - Mechanic - Junior

Purchase Category:

Item Master:

Detail Comments:

Add Price Item Delete All Pricing

#	Date From	Date To	Units	Qualifier	Quantity Threshold	Min Rate	Max Rate	Adjustment (%)	Adjustment type	Comments	Delete
1	-	-	HR	-	-	40.00	40.00	0.00	Discount	-	
2	-	-	HR	-	100.00	45.00	45.00	0.00	Discount	-	

Submit Continue Cancel

Once the changes have been made and you are ready to resubmit to the Buyer, click the **Submit for Approval** button.

Add comments, explaining all changes made to the price book and click **Submit**. The Price Book Journal is updated with your comments and the price book is back in the Buyer's workflow for approval.

**Price Book Name: RES2018 - Marmotte Construction**

Supplementary Information

Summary Price Entries

Filter

Batch Update

Add Product/Service Reconcile Price Book Import/Update Export Price Book

Select items on all pages

Dispute	Alert	Description	Part # / Item ID	Comments	Delete
		Overtime Labor	31234		
		Date From Date To Units Qualifier Quantity Threshold Min Rate Max Rate Adjustment Min Adj. Rate Max Adj. Rate			
		HR REG 125.00 125.00 125.00 0.00% Included 125.00 125.00			
		HR STAT 150.00 150.00 150.00 0.00% Discount 150.00 150.00			
Disputed		Labor - Mechanic - Junior	LAB-MEC-JR		
		Date From Date To Units Qualifier Quantity Threshold Min Rate Max Rate Adjustment Min Adj. Rate Max Adj. Rate			
		HR 40.00 40.00 0.00% Discount 40.00 40.00			
		HR 100.00 45.00 0.00% Discount 45.00 45.00			
		Labor - Mechanic - Senior	LAB-MEC-SR		
		Date From Date To Units Qualifier Quantity Threshold Min Rate Max Rate Adjustment Min Adj. Rate Max Adj. Rate			
		HR 50.00 50.00 0.00% Discount 50.00 50.00			
		HR 100.00 45.00 0.00% Discount 45.00 45.00			

2 items found.

Submit for Approval Comment Send Message Print Preview

**Comments for Submit Price Book for Approval**

⚠ Your comments will be visible to the buyer.

Please enter any comments associated with this action.

Submit Cancel

**Price Book Journal**

Amendment Submitted on 09/12/2018 at 11:41:08 AM MDT - by Jane Smith
The Max Rate has been corrected on two line items.
Amendment Disputed on 09/12/2018 at 11:11:06 AM MDT - by Buyer
Please correct Max Rate.
Price Entries Updated on 09/10/2018 at 12:50:46 PM MDT - by Jane Smith
Amendment Requested on 09/10/2018 at 12:19:51 PM MDT - by Jane Smith
Request for edit
Sent Collaboration Notification on 09/10/2018 at 12:15:19 PM MDT - by Buyer
Activated on 09/10/2018 at 12:04:51 PM MDT - by the System
Auto-activated by system