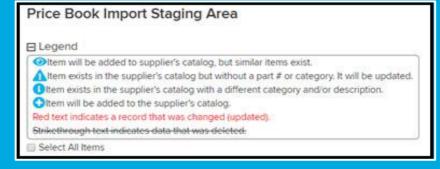


Supplier Collaboration

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Part numbers are not required for DE suppliers. If used, however, every unique line item description must have a unique part number. Duplicate descriptions only matter for B2B; duplicate part numbers create issues.
Contract dates (dates to and date from) MUST match the contract.
Unit of Measure MUST be based off of the Unit of Measure family table in OpenInvoice. Please refer to the Supplier Guidelines section under the Resource Center for this document.
Min and max price MUST be the same. Ranges will not be accepted.
Min and max prices MUST include all discounts and reflect the final rate to be charged.
Prices MUST match the contract.
If the rate sheet has comments, add comments for each line item in the Pricing Comment section (Column P) of the pricebook.
Items that are not covered in the contract CANNOT be added to the pricebook.
Cost plus items should be left unpriced.
Review the Legend below in the Price Book Import Staging Area to determine what changes need to be made before your final pricebook upload.





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 Below are instructions for each of the columns when modifying the pricebook

Column Name	Instructions
Item Master	Optional: Inventory ID for the service or product.
Date From	Optional: Start date that negotiated pricing applies.
Date To	Optional: Last date that the negotiated pricing will apply.
Detail Comments	DO NOT USE
Qualifier	DO NOT USE
Quantity Threshold	DO NOT USE
Units	Required: Unit of measure that the service or product is sold in. Example: HR, GAL. Please refer to the Supplier Guidelines section under the Resource Center for this table.
Min Rate	Required: Minimum rate. Must be less than or equal to the Max Rate.
Max Rate	Optional: Min and Max Rate should be the same unless there is variable pricing.
Adjustment Type	Always populate as "Included"
Adjustment Percent	Always populate as "0"
Pricing Comments	Optional: Use this cell for additional comments about pricing. Example: At cost, etc.
Action	DO NOT USE
Row#(Do not modify/delete)	Applies to existing Price Books. Leave this value here when updating an existing record. Blank out the value only if you copied and pasted a row.