

# Supplier Collaboration





## Quick Reference Guide

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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.
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- 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.
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- 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.

### 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

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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.