




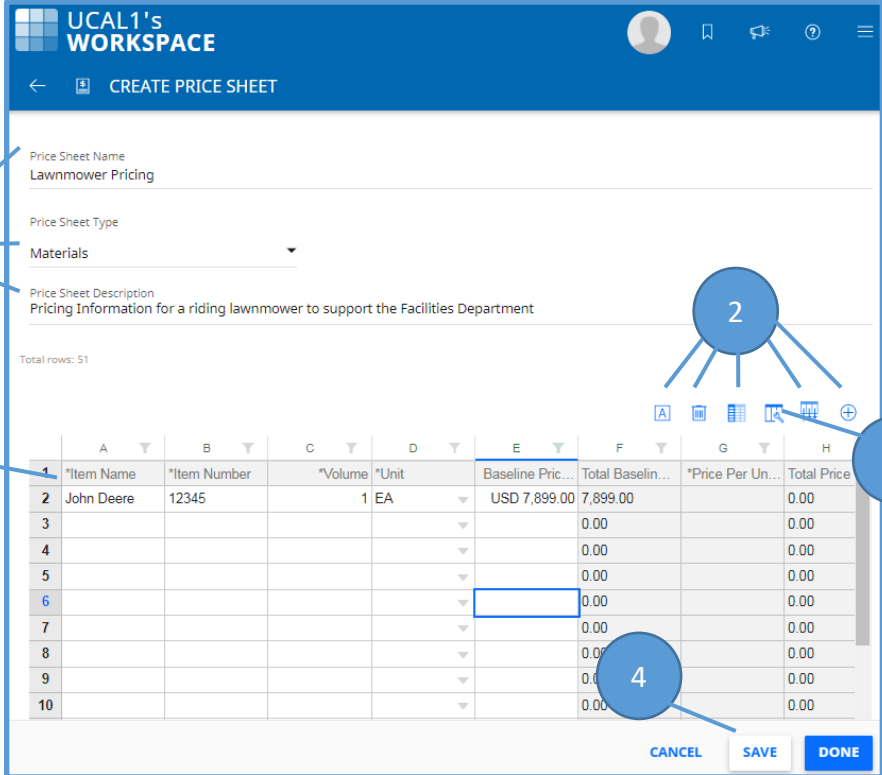


Adding New Price Sheets

Price Sheets enable you to create specific pricing details you wish to receive from your Suppliers (i.e. item name, description, unit of measurement, price, etc.). You can either create a new price sheet or use an existing Price Sheet imported from Repository. An event can have one or more price sheets.

Instructions for creating a New Price Sheet

- Complete the **Basic Information** section by entering a **Price Sheet Name** for your price sheet. Select the **Price Sheet Type** as either Materials or Services and enter a good description of what suppliers should enter in their price sheets in the **Price Sheet Description** field.
- Use the following formatting icons to format your price sheets:
 -  Format font/color, cell alignment/color
 -  Delete rows/columns
 -  Freeze/Unfreeze
 -  Show/Hide Columns
 -  Add Rows
- Enter the details of the item or service you wish the Supplier to quote in the pricing information fields (i.e. **Item Name**, **Item Number**, **Volume** (or Quantity), **Unit** (unit of measurement), **Baseline Price**, etc.).
- Click **Save**.
- Click the **Manage Columns** icon to edit and add to the standard column, move/reorganize columns, define what is required, visible etc. The price sheet will consist of categories based on the type of price sheet you select (Materials or Services).



UCAL1's WORKSPACE

CREATE PRICE SHEET

Price Sheet Name
Lawnmower Pricing

Price Sheet Type
Materials

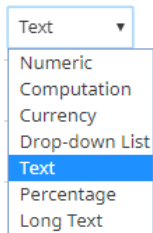
Price Sheet Description
Pricing Information for a riding lawnmower to support the Facilities Department

Total rows: 51

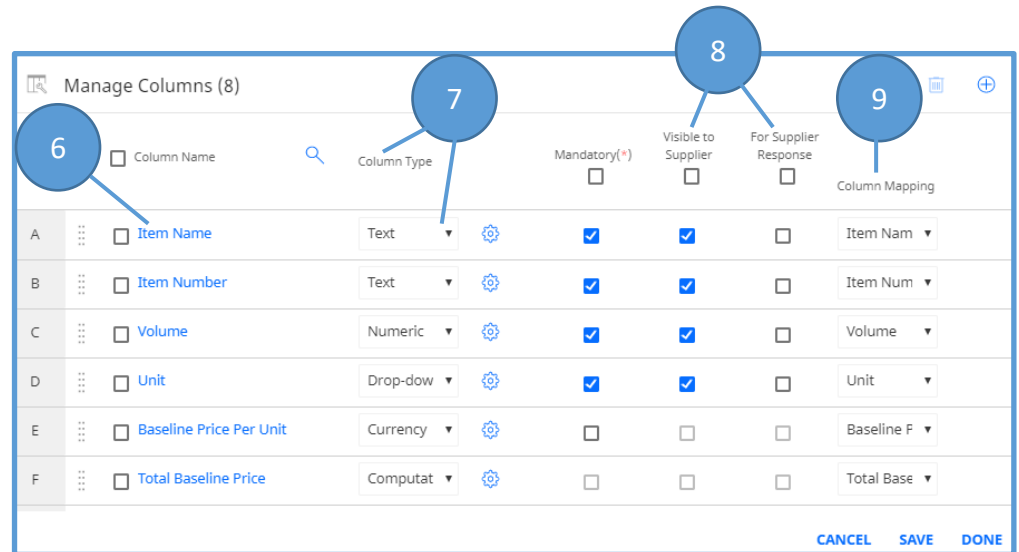
	A	B	C	D	E	F	G	H
	*Item Name	*Item Number	*Volume	*Unit	Baseline Pric...	Total Baselin...	*Price Per Un...	Total Price
2	John Deere	12345	1	EA	USD 7,899.00	7,899.00		0.00
3						0.00		0.00
4						0.00		0.00
5						0.00		0.00
6						0.00		0.00
7						0.00		0.00
8						0.00		0.00
9						0.00		0.00
10						0.00		0.00

CANCEL SAVE DONE


- You can rename any of the Column headings in the **Column Name** column simply by clicking on the blue text.
- Select the dropdown in the **Column Type** column to choose the column type and the corresponding settings icon to configure each column type in the dropdown that displays:



- Select the appropriate boxes in the **Visible to Supplier** and **For Supplier Response** fields to configure the settings for Suppliers: mandatory, visible, and for their response (to allow supplier input).
- When creating a Price Sheet, you can create it without the standard columns by using the settings in the **Column Mapping** column. (**Item Name**, **Item Number**, **Volume**, **Unit**, etc.) Instead, you can add columns to the price sheet based on your specific requirements and then map the added columns to the standard columns. For example, instead of the standard **Volume** column, you can create a column called Quantity and map it to the **Volume** column.



Tips

- For any column marked as **Currency type**, the currency will be displayed next to column name.
- If you select the **Computation** column type, you must enter a computation formula. To enter the formula, click the respective settings  icon, enter the formula in the formula section, and then click **Validate**. The values displayed in the Computation columns will be auto-calculated.
- When you select **Long Text** as the column type, the respective column on the Price Sheet displays **Add** in the column which when clicked, provides a Description field where you can enter your long text message.
- When you create customized columns, you must map them to the standard columns to enable the application to:
 - Derive savings and historical spends for each supplier.
 - Propose scenarios for selecting the best supplier(s) when performing a quantitative analysis for awarding an RFx.
 - Split quantity between suppliers and to derive allocated price of each supplier when awarding the RFx.
 - Enable information to flow correctly when converting the RFx to a contract, purchase order, auction.