Introduction

This Quick guide will show you how to manage your product price lists.

Quick guide concept

Through a number of easy steps you learn how to use the software.

Each step is numbered and defines a phase. Each phase contains a short description and an illustration to show how to navigate or operate in the software.

The guide *may* contain important general notices. These will be marked with an exclamation icon.

Tips and tricks are marked with an Info-icon.

Questions & Answers note relevant to the topic at hand.

Managing price lists

In BMS price list are used to define the prices of the products in the system. There can be a Standard price list or it can be created a special price list for every customer if this is a case.

In the price lists it is possible to create a Cost price list and a Tax price list.

Standard price list

Standard price list exist in the system and it is where the system can map some standard gross prices for the products to use in the value calculations of the system.
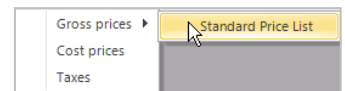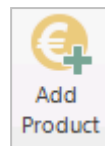
1   Open Price Lists

Click on the "Price Lists" icon on the navigation ribbon to open the list of the price lists.
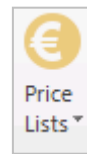
2   Select Standard Price List

Click on the "Gross prices" selection and the select the "Standard Price List" to open the corresponding window in the main screen.

3   Standard price list window

In the window we can add product(s) (manually or import from a file) and edit Gross prices, Retail prices and from-to dates of which the price for the specific product is valid.

NB! One product can be added several times and get several prices for different from-to dates.

Origin	Item number	Product name	Display	From Date	To Date	Gross Price (Sales units)	Gross Price (Consumer units)	Retail price (pricelist)	Multi-buy...	Retail price (ha...	Multi-buy (nor...	Retail price (nor...	Multi-buy (soft)	Retail price (soft)	Product state	Consumer units...	Brand Name	Pro
User	1000	Shampoo Normal	☑	01-01-2016	04-12-2017	360.00	30.00	24.95	0	0.00	0	0.00	0	24.95	Active	12	Excellent Essence	Hai
User	1000	Shampoo Normal	☐	05-12-2017	31-12-2027	0.00	0.00	0.00	0	0.00	0	0.00	0	0.00	Active	12	Excellent Essence	Hai
User	1001	Shampoo Color...	☐	01-01-2016	31-12-2027	360.00	30.00	24.95	0	0.00	0	0.00	0	24.95	Active	12	Excellent Essence	Hai
User	1002	Shampoo Shiny	☐	01-01-2016	31-12-2027	360.00	30.00	24.95	0	0.00	0	0.00	0	24.95	Active	12	Excellent Essence	Hai
User	1003	Shampoo Dry	☐	01-01-2016	31-12-2027	360.00	30.00	24.95	0	0.00	0	0.00	0	24.95	Active	12	Excellent Essence	Hai
User	2000	TOMATO Ketch...	☐	01-01-2016	31-12-2027	294.00	24.50	18.95	0	0.00	1	0.00	1	18.95	Active	12	Excellent Food	Sau
User	2001	TOMATO Ketch...	☐	01-01-2016	31-12-2027	418.80	34.90	28.43	0	0.00	1	0.00	1	28.43	Active	12	Excellent Food	Sau
User	3000	LIQUID Cleaner ...	☐	01-01-2016	31-12-2027	279.36	23.28	20.00	0	0.00	0	0.00	0	19.95	Active	12	Excellent Clean	Clea
User	3001	LIQUID Cleaner ...	☐	01-01-2016	31-12-2027	279.36	23.28	20.00	0	0.00	0	0.00	0	19.95	Active	12	Excellent Clean	Clea
User	3002	LIQUID Cleaner ...	☐	01-01-2016	31-12-2027	279.36	23.28	20.00	0	0.00	1	0.00	1	19.95	Active	12	Excellent Clean	Clea
User	3003	LIQUID Cleaner ...	☐	01-01-2009	31-12-2027	179.40	29.90	24.95	0	0.00	0	0.00	1	24.95	Active	6	Excellent Clean	Clea

4   Add Product(s) manually

From the navigation ribbon click on the icon "Add Product" to open the corresponding window with a full list of products in the system.
Select the product you want to add and click "Add and close" to add the products in the product list.

NB! Because the system lets you add a product several times, be careful of the product you select to add if you do not want them multiple times in the list.

4   Delete Product(s)

Select the product(s) you want to remove from the list and from the navigation ribbon click on the icon "Remove Product".
A confirmation window will open asking you to verify the action.

NB! Because a product may be added several times in the list, you should make sure you delete the correct line of the product or make sure to remove all the lines of the product if this is the case.

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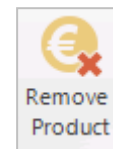
Price list

More than one standard price list can be created in the system in order to connect it to specific customer-s that might have a different price list for the products they buy.

1 Create a Price Lists

Click on File, then New and click on "Pricelist" icon to create and open a new price list.

File   Home

New

€

Pricelist

2 Name the Price List

When the tab of the new price list opens, a window will open to type in the name of the price list (e.g. Lidl pricelist 2018).

You can also type in the Currency, but this is used only for information.

Edit price list	X
Name:	New price list
Currency:	DKK
	Ok
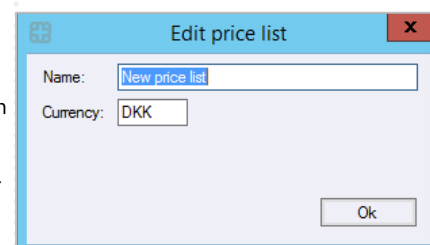
3 Add in the prices

In the window we can add product(s) (manually or import from a file) and edit Gross prices, Retail prices and from-to dates of which the price for the specific product is valid.
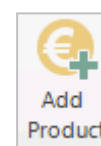
NB! One product can be added several times and get several prices for different from-to dates.

Lidl price list ✕									
Drag a column header here to group by that column.									
Origin	Item number	Product name	Display	From Date	To Date	Gross Price (Sales units)	Gross Price (Consumer units)	Retail price (pricelist)	Multi-buy... R
Search...									
User	1000	Shampoo Normal	■	14-06-2018	31-12-2028	0.00	0.00	0.00	0
User	1001	Shampoo Color...	☐	14-06-2018	31-12-2028	0.00	0.00	0.00	0
User	1002	Shampoo Shiny	☐	14-06-2018	31-12-2028	0.00	0.00	0.00	0
User	1003	Shampoo Dry	☐	14-06-2018	31-12-2028	0.00	0.00	0.00	0
User	2000	TOMATO Ketch...	☐	14-06-2018	31-12-2028	0.00	0.00	0.00	0
User	2001	TOMATO Ketch...	☐	14-06-2018	31-12-2028	0.00	0.00	0.00	0
User	3000	LIQUID Cleaner ...	☐	14-06-2018	31-12-2028	0.00	0.00	0.00	0
User	7006	Chocolate Stick...	☑	14-06-2018	31-12-2028	0.00	0.00	0.00	0
User	8000	Flower-pot Ø22...	☐	14-06-2018	31-12-2028	0.00	0.00	0.00	0
User	8001	Stool-Wooden ...	☐	14-06-2018	31-12-2028	0.00	0.00	0.00	0

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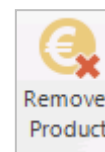
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Add Product

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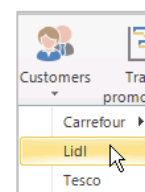
Assign the Price list to a customer

When you create a price list for specific customer(s), then you have to go to the customer and link him with the corresponding price list.

1 Select the customer

Click on the Customers icon on the navigation ribbon and select to open the customer you want to assign the specific price list.
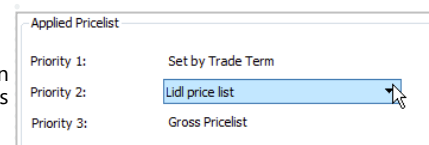
2 Find settings

On the left click on Setting from the tree menu.
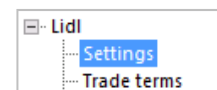
3 Apply Price list

In the main window is the Applied Pricelist area, in Priority 2 you can select from the drop down list the price list you want to assign to this customer.
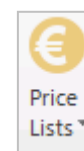
Edit Price lists

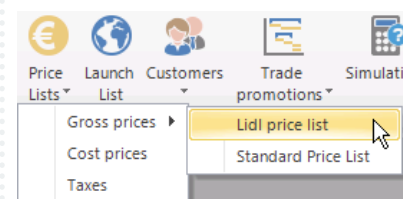You can change/edit the price lists and the products in it.

1 Open a Price Lists

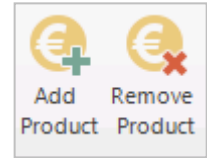Click on the "Price Lists" icon on the navigation ribbon to open the list of the price lists.

2 Select a Price List

Click on the "Gross prices" selection and the select the "Standard Price List" to open the corresponding window in the main screen.
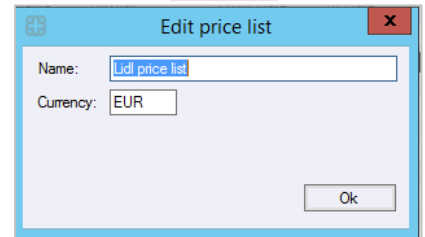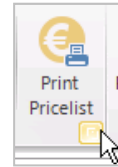
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3 Edit products

Add or remove products by clicking on the corresponding icon on the navigation ribbon.

4 Edit Price list name

Select the icon down from the icon of the "Print Pricelist" to open the window to edit the name and the currency of the price list.

5 Delete a Price list

Click on the Delete Pricelist icon on the navigation ribbon to delete the price list.

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