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# Sage 100 Tip:

How to Set up Vendor Specific Pricing during Purchase Order Entry in Sage 100

**DWD**  
TECHNOLOGY GROUP

9921 Dupont Circle Drive West, Suite 300  
Fort Wayne, IN 46825  
260-423-2414 Phone  
260-423-2419 Fax  
[www.DWDTechGroup.com](http://www.DWDTechGroup.com)

## Vendor Specific Pricing –

### How to set up vendor specific pricing to default prices during Purchase Order Entry.

Do you purchase the same items from multiple vendors? Would you like a way to have each vendor's pricing default in as the unit cost during purchase order creation? Sage 100 is designed to handle this out-of-the-box! Below are the steps to setup vendor specific price for an item.

In the example below, the item used is **1001-HON-H252LK**. The example shows the setup for a default cost for two different vendors: **01-CONT** and **01-UNITED**.

First, Open Inventory Management > Main > Item Maintenance and use the lookup to select the item you want to use. Then click on the arrow next to the MORE button and choose "Vendors".

The screenshot shows the Sage 100 Item Maintenance window for item 1001-HON-H252LK. The 'More...' dropdown menu is open, showing the following options: Vendors, Alias, Alternate, Reorder, Pricing, Price Lookup, Sales Promotion, Lot / Serial, and I Item. The 'Vendors' option is highlighted in yellow. The window displays various fields for item details, pricing, and quantities.

**Item Code:** 1001-HON-H252LK  
**Description:** HON 2 DRAWER LETTER FILE W/ LCK

**Product Line:** WF&A WORKSTATION FURN & ACCESS  
**Product Type:** Finished Good  
**Valuation:** FIFO  
**Procurement:** Buy

**Unit of Measure:** Standard: EACH, Purchases: EACH, Sales: EACH

**Price Code:** STD STANDARD QUANTITY PRICING  
**Default Whse:** 000 CENTRAL WAREHOUSE

**Primary Vendor:** 01-CONT Container Corporation  
**Warranty Code:** 60 DAY 60 days from shipment

**Sales:** Retail Price: 87.000, Standard Price: 87.000, Last Sold: 5/15/2020

**Purchases:** Standard Cost: 35.750, Average Cost: 37.117, Last Receipt: 5/1/2020

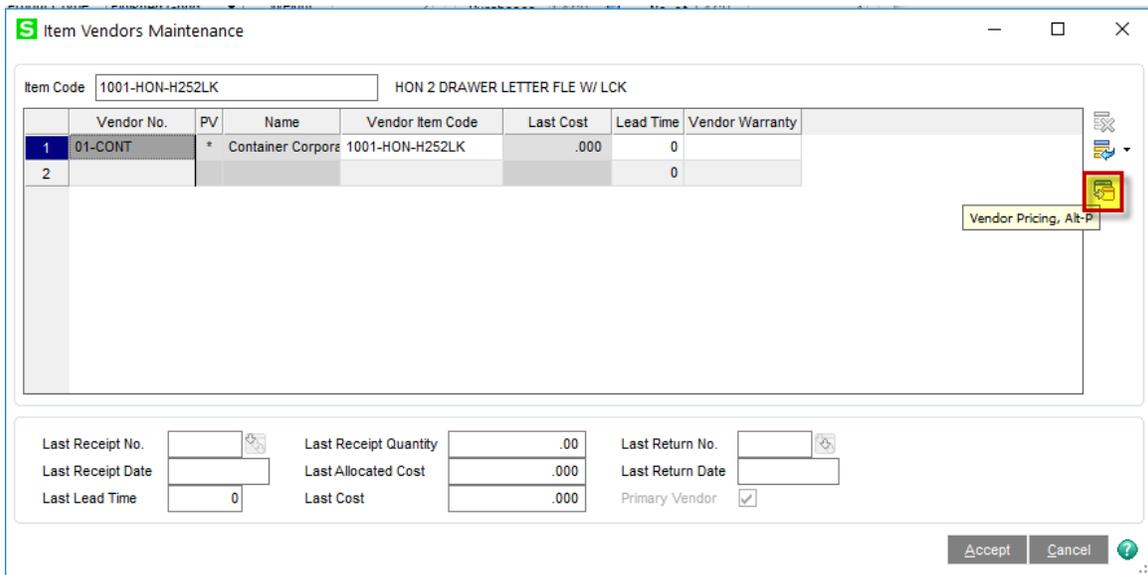
**Last Costs:** Item: 37.150, Allocated: .000, Total: 37.150

**Quantities:**

Whse	Description	On Hand	On PO	On SO	On Bk Ord	Committed	Available	In Shipping	On H
000	CENTRAL ...	73.00	10.00	.00	.00	.00	73.00	.00	
001	EAST WAR...	.00	.00	.00	.00	.00	.00	.00	
002	WEST WA...	8.00	.00	14.00	.00	14.00	6.00-	.00	

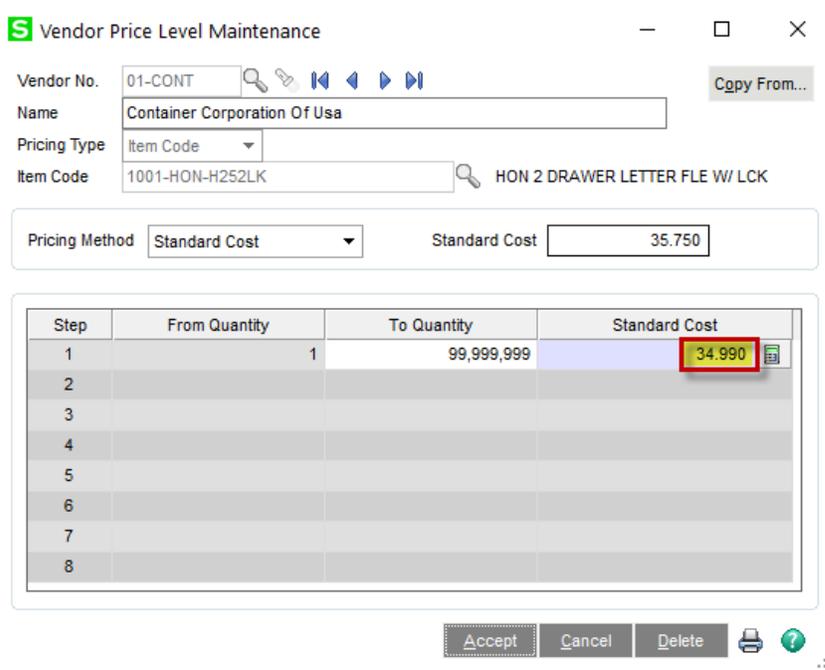
Once you are on the vendor screen, you may already see the vendor(s) that you want to setup pricing for. The vendors listed here are vendors from which you have previously received this item. If you don't see the vendors you want, don't worry, you can add them right from here.

In the example below, notice that only one of the two required vendors show on the screen. First setup the default unit cost for vendor **01-CONT** since it is listed here. Simply click on the line with that vendor, then click on the “Vendor Pricing” shortcut on the right of the screen (see the screen shot below):



Then a Vendor Price Level Maintenance screen appears with the Item code and vendor number already filled in. Note that the pricing method defaults to **Cost Discount %**. For this example a discount is not needed, instead standard cost as an over-ride will be used.

\*See Appendix A below for a description of the other pricing methods.



This vendor offers a standard cost of \$34.99. That price is valid for this vendor regardless of the number of units purchased. Click on ACCEPT button; notice that the screen remains open with the item code blanked out. That will allow you to continue on with different items for the same vendor if you wanted to take that approach. In this example, a different vendor is needed so click on the “X” to close the screen; that will take you back to the Item Vendors Maintenance Screen.

Now, to add the other vendor to the list, simply click on the row with a blank vendor code and enter or lookup the other vendor (**01-UNITED** in the example below); that vendor is now added to the list. To add pricing for this vendor, use the same button to open the Vendor Price Level Maintenance Screen. This vendor offers discounts based on the number of units purchased; so below is an example of how to setup three price levels. Notice that if more than 1,000 units are ordered, the price is only \$34.50 (less than the price offered from vendor **01-CONT**) so depending on how many units are purchased, it might be less expensive to buy from one vendor or the other.

The screenshot shows the 'Vendor Price Level Maintenance' window. At the top, the Vendor No. is '01-UNITED' and the Name is 'United Computers'. The Item Code is '1001-HON-H252LK' with the description 'HON 2 DRAWER LETTER FILE W/ LCK'. The Pricing Method is set to 'Standard Cost' with a value of '35.750'. Below this is a table with the following data:

Step	From Quantity	To Quantity	Standard Cost
1	1	100	35.750
2	101	1,000	35.000
3	1,001	99,999,999	34.500
4			
5			
6			
7			
8			

At the bottom of the window are buttons for 'Accept', 'Cancel', and 'Delete', along with a printer icon and a help icon.

Now that the default pricing has been setup, when users enter a purchase order from either of these two vendors for this item, Sage will bring in the appropriate cost for the item/vendor/quantity purchased.

## Appendix A – (From the Sage100 Help files)

Select the method for calculating the price (cost) of an item from the following methods:

- Select Standard Cost to specify a standard cost amount for each quantity break. The cost entered is used as the default unit cost during data entry.
- Select Cost Discount Amount to specify a discount amount for each quantity break. The entered discount amount is subtracted from the standard cost from the Inventory file.
- Select Cost Discount % to specify a discount percentage for each quantity break. The entered discount percentage is subtracted from the standard cost from the Inventory file.

Up to eight quantity breaks can be established.

### **Standard Cost**

This field displays the standard cost for the inventory item from the Inventory file, and can only be viewed.

### **From Quantity**

This value is set automatically based on the number entered in the To Quantity field, and can only be viewed.

### **To Quantity**

Enter the maximum number of items for each quantity break, or click the Calculator button to enter a quantity using the calculator.

### **Standard Cost / Discount Amount / Discount %**

If Standard Cost is selected in the Pricing Method field, enter the standard cost that applies to this break. If Cost Discount Amount is selected in the Pricing Method field, type the dollar amount of the discount that applies to this break. If Cost Discount % is selected in the Pricing Method field, type the percentage of the discount that applies to this break.

You can also click the Calculator button to enter an amount or percentage using the calculator.

If you have any questions on vendor specific pricing, please contact our Sage 100 support team at 260.423.2414.