

## INSTALLING BRACKETS FOR MANUAL PRICE UPDATES

1. From the MENU MFGPRI, choose OPTION 10 and ENTER. Search and find the correct purchase group by using the “roll” keys (SHIFT and ROLL KEYS).
2. Once the correct purchase group is found, fill in the list and bracket percentage fields with the percentages found in the purchase group matrix (see attached).  
**NOTE: Purchase Groups are automatically added or deleted from the list as the buyers add or delete groups from the Purchase Group Master file.**
3. All the bracket prices are derived from the list price. If you want to use the existing list price currently in the system, enter 100% in the LIST field. If you want to increase the list by some percentage before the brackets are calculated, enter that percentage into the LIST field (i.e. raising the list 5% would be accomplished by keying in 105% into the LIST field).
4. Next, enter the bracket percentages. Each BRACKET field can have a percentage entered from 1 – 100%. Entering 100% means that you want the BRACKET price to be the same as the list. If you want a BRACKET 1 to be 10% off the list, you would key in 90% in the 1<sup>st</sup> BRACKET.
5. The COST bracket in the last column of the matrix allows you to raise all costs in a purchase group by a given percentage, if applicable. If a vendor provides you with an update notice of a given percentage, but doesn’t issue new price sheets, the necessary raise can be easily accomplished from here.
6. **NOTE: Each page of the purchase group matrix contains 15 purchase groups. If any updates are made on a given page, you must hit ENTER before rolling to a new page for the updates to be accepted in the system.**
7. Once the updates have been made and been ENTERED, you may exit the program by keying a CMD 3.
8. Next, choose OPTION 11 to enter the purchase group numbers to install or update the list and bracket prices. You are able to enter 15 purchase groups simultaneously. Once the purchase group numbers have been entered, you have the option to either LIST (L) or UPDATE (U) the changes you have requested. Listing the information gives a chance to review the changes before the changes are posted in the system. Updating will make the changes live in the system immediately.
9. After choosing 1 of the options, (L) or (U), then key a CMD 9. The computer will generally take a few minutes to generate the requested information and then “beep” a message, informing the user the job has been completed.
10. If you initially choose the (L) option, you will have to repeat step 8 and then choose the (U) option to post the changes.

## INSTALLING BRACKETS FOR ELECTRONIC PRICE UPDATES

1. From the MENU MFGPRI, choose OPTION 3, and enter the Vendor file name (if you don’t know it, you can find it by keying in a “?” and then ENTER). If the file doesn’t exist, you must first download it from Equinox, using OPTION 1.
2. Once the file is downloaded, key in OPTION 3, enter the file name and ENTER, and then key CMD 2 to set up the pricing options you desire (see attached

- samples). Then enter the list price, costs, and bracketing parameters for that purchase group, if needed. For an existing file, only the bracketing parameters would need updating.
3. For each bracket that you wish to display, you must put a “Y” in the update column beside each corresponding bracket. Each bracket must have a “Y” or “N” keyed in the update column.
  4. The adjoining column asks what price should be inserted into the bracket. You have a choice of inserting an “L”, “B”, “C”, or “R” into that field. In this case, we want to insert an “L”, since all of the bracket prices derive from the “LIST” price.
  5. Next, use the TAB key to move the cursor to the last column (Additional percentage off of list).
  6. The last column asks for any additional percentage off of the list price. For example, if you wanted the 1<sup>st</sup> bracket to be 90% of the list price, you would insert “10” in the 1<sup>st</sup> bracket field and then key the FIELD MINUS key. The result will be a price that is 10% lower than the list price (see attached samples).
  7. You would repeat this procedure for each bracket and insert the corresponding discounted amount until completed.
  8. Once the keying is complete, hit the ENTER key to accept your entries.

### **PRICE UPDATE PROCEDURE**

9. Next, key in OPTION 4. Choose the correct vendor file’s sequence number and ENTER. Then key in the correct PURCHASE GROUP number that you wish to update. This will create a work file, which matches any item that exists in that Purchase Group with the Vendor file that was downloaded from Equinox.  
NOTE: It will take a couple of minutes for the work file to build. The computer will “beep” and notify you with a message when the work file is complete.
10. When the work file is complete, key in OPTION 5 to view the work file. You need to check the pricing to assure yourself that it calculated as you desired. You also need to check for packaging differences (i.e. we sell something by the “each” and the downloaded file prices are priced by the “case”) and make any necessary changes.
11. You can manually key in any corrections to the pricing from the OPTION 5 screen.
12. If the prices didn’t calculate correctly, as desired, you will have to go back to OPTION 3 (as described above) and change your pricing parameters. Once done, you would run OPTION 4 again to create another work file. It will replace the previous work file. Do your checks again to see if the calculated prices are correct.
13. If your pricing is correct (within OPTION 5), key in the CMD 11 function to “POST” the new prices live within the system.
14. The pricing and/or bracketing update is now complete.