

How to Establish a Base Cost in Vendor Portal

Vendor View > Vendor Cost/Adjust List > Cost Book

Export 5 | Delete | Undelete | X 2

Filter By: COST_ZONE | Include "Any one of" | 99 | Add | Apply | Clear

COST_ZONE: Include "Any one of" 99

UPC EAN	CASE GTIN	ITEM DESCRIPTION	CASE PAC...	UNIT UOI	COST_ZONE	REGION
10700-02152	10010700021523	CDY MLK DUDS BIG BX		12 BX	99	Base Zone unless region override
10700-02192	00010700021922	SHPR CANDY SNACK SZ		1 SH	99	Base Zone unless region override
				BX	99	Base Zone unless region override
				BX	99	Base Zone unless region override
				PK	99	Base Zone unless region override
				PK	99	Base Zone unless region override
				PK	99	Base Zone unless region override

PLEASE SELECT FILE FORMAT

PDF

CSV (Comma delimited)

CSV (Comma delimited, Unformatted values)

Generate Report | Cancel

Vendor View > View Generated Report

Delete | Undelete | View 9

Filter By: Creation Date | Include "Any one of" | Add | Apply | Clear

Report Name	Creation Date	User Name
DcvVendorCostTemplate_Row	9/14/2017 10:37:02 AM	CANDYMAN
DcvVendorDealTemplate_Row	9/14/2017 10:02:31 AM	CANDYMAN
DcvVendorCostTemplate_Row	9/14/2017 9:18:58 AM	CANDYMAN

Do you want to open or save DcvVendorCostTemplate.csv | Open 10 | Save | Cancel

UPC_EAN	CASE_PAC	UNIT_UOI	FUTURE_CASE_COST	START_DATE	END_DATE	COST_ZONE	REGION
10700021526	12	BX				99	Base Zone
10700021922	1	SH				99	Base Zone
10700022912	12	BX				99	Base Zone
10700024404	12	BX				99	Base Zone
10700024718	45	PK				99	Base Zone

Vendor View > Electronic Imports

New 14 | Delete | Undelete

Filter By: | Apply | Clear

TransType ID: 0 15

Load From Excel

Select Excel file: DcvVendorCostTemplate.xlsx 16

Load 17

Import Data

UPC_EAN	CASE_GTIN	ITEM_DESCRIPTION	BRAND_CODE	CASE_PACK	UNIT_UOI	FUTURE_CASE_COST	START_DATE
10700021526	10010700021523	CDY MLK DUDS BIG BX	MILKDUDDS	12 BX	1.12	12/16/2017	99 Base Zone unless region override
0	1.2	K1			1.8	12/16/2017	99 Base Zone unless region override
					1.2	12/16/2017	99 Base Zone unless region override
					16/2017	99 Base Zone unless region override	0 10.2

CONFIRMATION

After Import you will not be able to edit input data. Continue?

Ok | Cancel

Save 18 | Close

Import Results

TransType ID: 0 | Submission Date:

Result

Number of rows: 21

Number of inserts: 21

Number of errors: 0

Number of warnings: 0

Number of exclusions: 0

1. Select **Cost Book**.
2. Filter by **COST_ZONE** and enter **99**.
3. Click **Add** and **Apply**.
4. System displays all items on selected contract.
5. Click **Export**.
6. Select **CSV** file format and click **Generate Report**. Click **OK** on confirmation message (not shown).
7. Select **View Generated Report**.
8. Select first report.
9. Click **View**.
10. Click **Open** or **Save** on pop-up.
11. When Excel spreadsheet opens, enter **FUTURE_CASE_COST** and **START_DATE** for items in your base Cost Zone.
12. Save as Excel spreadsheet on your PC.
13. Select **Electronic Imports**.
14. Click **New**.
15. Enter **0** (zero) for TransType ID.
16. Click **Select Excel file...** and select your spreadsheet (step 12).
17. Click **Load**.
18. When complete, click **Save**.
19. Click **Ok** on Confirmation message. Click **OK** on Inserted successfully message (not shown).
20. Costs are imported into DeCA's HQ system and results of the import are shown in the **Results** tab.