

MAINTAINING WAREHOUSE ITEM PRICING

Cost Change Submission Monday.com Form

90 Days prior to updating pricing in VMD you must submit a Cost Change Submission form to your Product Merchant. The form will be reviewed and approved by the Merchandising team before any changes in VMD should occur.

Form Location

1. Log into VOL
2. Click on VMD in the blue bar
3. Click on VMD Application in the quick links
4. It will be the first box (see picture below)

How to fill out the form

1. Download the cost change request form
2. Fill it out carefully to avoid having to resubmit. If a cell turns pink, it needs correcting.
3. Use the hyperlink to submit the form into Monday.com (Form Displayed below)

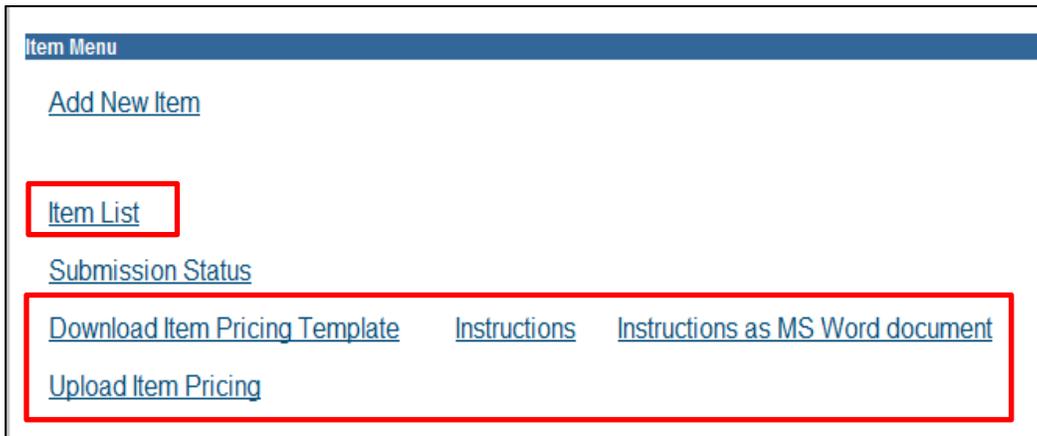
The screenshot shows the VMD application interface. At the top, there is a navigation bar with links: Home, Contacts, Inventory, Invoices & Payments, Scorecard, Transportation, VMD, Vendor Info, Reunion, VOL Admin, and Admin. Below the navigation bar, the user is logged in as Amy Westphal. The main content area displays a "VMD Agreement" section with a warning: "Cost changes require 90 DAY NOTIFICATION prior to VMD submission." A red-bordered box highlights the following text: "Click here to access Cost Change Request form." Below this, it says "Use the below link to submit the Cost Change form:" followed by the URL forms.monday.com/forms/474c6cc8fe84b03956d955b5e70298ca?r=use1. A note below the URL reads: "(Please follow form directions carefully to avoid having to re-submit.)" Below the red box, it says "Once approved, follow these instructions:" followed by a link to "VMD Pricing Instructions". At the bottom, it says "Questions? Please contact Product Merchant."

Managing Existing Items in VMD

If you would like to manage existing items within VMD, click on the **ITEMS** page.

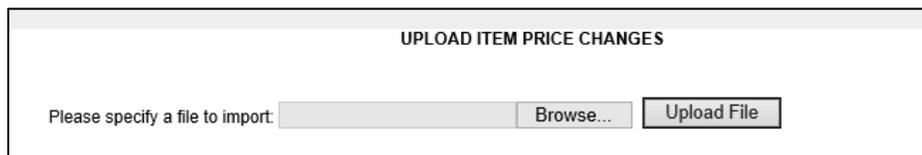


Within the **ITEMS** page is the **Item Menu**. The Item Menu provides links to the activities needed to add and manage warehouse items pricing. You can update item pricing [individually](#) or use the [Item Pricing Template](#).



Managing Item Pricing in Bulk in VMD

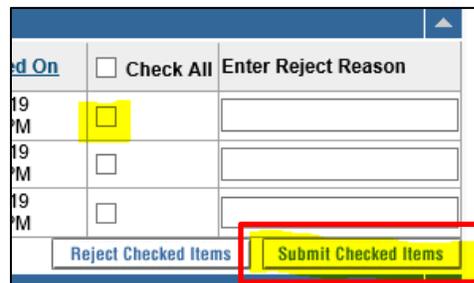
1. Go to **ITEMS** page
2. Click **Instructions** to review Item Pricing Template guidelines
3. On **ITEMS** page, click **Download Item Pricing Template**
4. When you are done with the template, **save as a .xml file**, then click **Upload Item Pricing**
5. **Browse** and **Upload File**



- Once your file has successfully upload, click on the **HOME** page to get to your **UNSUBMITTED ITEMS** tab.



- Select the items under **Check All** column and click **Submit Checked Items**



Managing Individual Item Pricing in VMD

- Go to **ITEMS** page - Click on **Item List** link
- Select the **Mfg. Model#** or **TV SKU#** of the item you would like to edit.

Vendor Id	Mfg. Model#	TV SKU#	Item Type	Merch. Dept.	Merch. Class	Short Desc.
20164	122266	101912	Stock	hardware, lumber & building	wall hardware	4PK 10LB Clas STL Hook
20164	122268	101926	Stock	hardware, lumber & building	wall hardware	3PK20LB Class STL Hook

- Select the **COST/PRICE** tab



4. Enter the **Acquisition Cost** change.
5. Enter **Effective Date** (This date MUST be in the **FUTURE**)

Acquisition Cost

RDC Group - A
Includes Zones - 1

01-HARVARD
02-CLEVELAND
03-MANCHESTER
04-ATLANTA
06-ALLENTOWN
07-KANSAS CITY
08-KINGMAN
09-CORSICANA
10-MANKATO
12-DENVER
13-WOODLAND
26-SPRINGFIELD
27-WILKES_BARRE

Acq Cost* ? Eff Date

 📅

Change Reason

NOTE Discontinued Items will be grayed out – You cannot make changes to them.

6. Enter **Alt. SR, MAPP SR and iMAPP SR** change, if applicable.
7. Enter **Effective Date** (This date MUST be in the **FUTURE**)

Pricing Fields

Amount	Eff Date	Exp. Date	UOM Qty	UOM
Direct Ship Cost ? <input type="text" value="717.6500"/>	<input type="text" value="3/18/2022"/> 📅	<input type="text"/>		
SR				
Alt SR ? <input type="text"/>	<input type="text"/>	<input type="text"/>		Each ▼
MAPP SR ? <input type="text" value="999.00"/>	<input type="text" value="3/18/2022"/> 📅	<input type="text"/>		N/A ▼
iMAPP SR ? <input type="text" value="999.00"/>	<input type="text" value="3/18/2022"/> 📅	<input type="text"/>		

NOTE Do not enter expiration date **UNLESS** removing pricing completely.

8. Hit **Save** (top right of the screen)
9. Click on the **HOME** page to get to your **UNSUBMITTED ITEMS** tab.



10. Select the items under **Check All** column and click **Submit Checked Items**

Add On	<input type="checkbox"/> Check All	Enter Reject Reason
19 M	<input checked="" type="checkbox"/>	
19 M	<input type="checkbox"/>	
19 M	<input type="checkbox"/>	