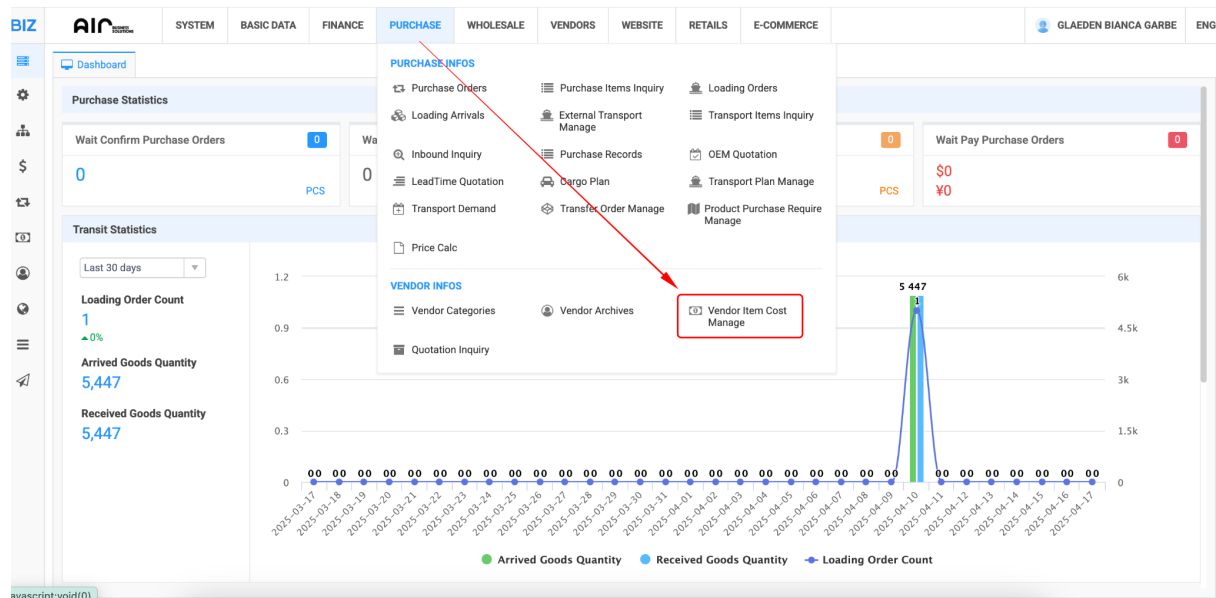


# Purchase - Vendor Item Cost Manage

## Navigation: How to Access the Vendor Item Cost Manage Tab

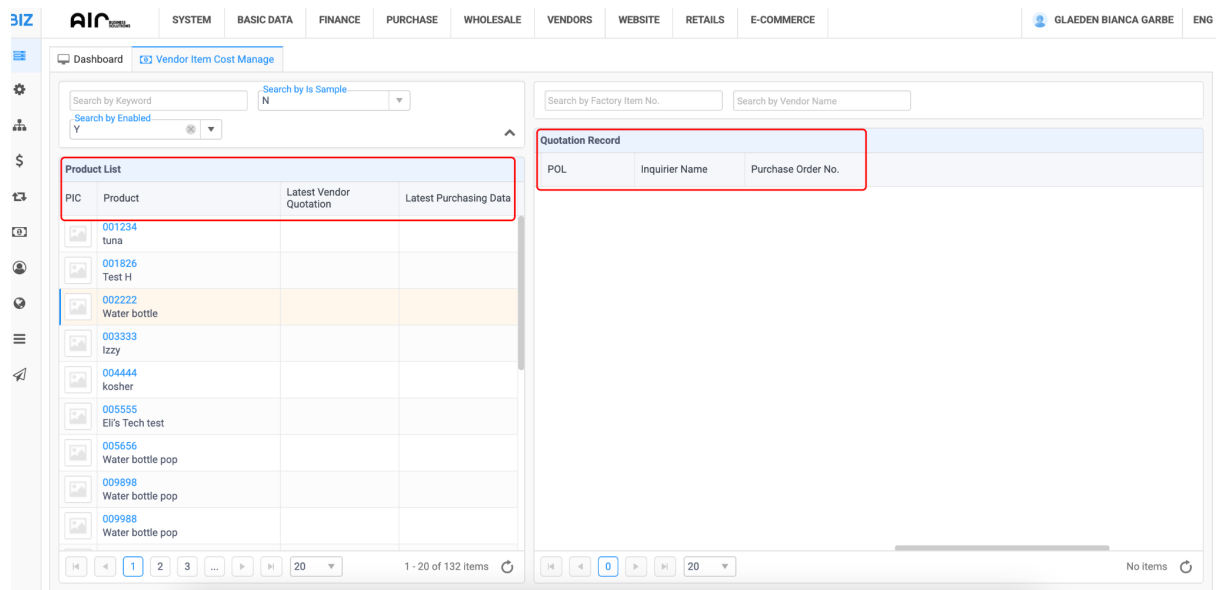
To access the **Vendor Item Cost Manage** tab:



1. **Login** to the ERP system using your credentials.
2. Navigate to the **"Purchase"** module in the main menu.
3. Select **"Vendor Item Cost Manage"** from the dropdown options.
4. You will be directed to the vendor pricing management interface.

## Overview

The **Vendor Item Cost Manage** tab provides a clear view of **vendor quotations and item cost comparisons**. It helps buyers review historical data, track updates from multiple vendors, and make **cost-effective purchasing decisions** based on accurate, up-to-date vendor information.



This tab is divided into two main sections:

## 1. Product List Section

Displays a summary of each product with relevant vendor pricing:

- **Picture** – Image of the product.
- **Product** – Product name or code.
- **Latest Vendor Quotation** – The most recent quoted price from a vendor.
- **Latest Purchasing Data** – Historical purchase details for reference.

## 2. Quotation Record Section

Provides detailed quotation entries from each vendor:

1. **Vendor** – Name of the supplier.
2. **Vendor Code** – Internal code assigned to the vendor.
3. **Quotation Date** – Date when the quotation was provided.
4. **Factory Item No.** – Item code used by the manufacturer or factory.
5. **Unit Purchase Price** – Quoted price per unit.

6. **CHINA LC cost** – Cost including China Letter of Credit if applicable.
7. **Volume (PCS/m³)** – Packaging volume in pieces per cubic meter.
8. **Freight (m³)** – Freight cost per cubic meter.
9. **MOQ** – Minimum order quantity required by the vendor.
10. **Inc. Pkg.** – Indicates if the price includes packaging.
11. **Production Cycle** – Estimated manufacturing or lead time.
12. **POL** – Port of Loading.
13. **Inquirer Name** – Buyer or staff who requested the quote.
14. **Purchase Order No.** – Related PO number, if applicable.

## Searching & Filtering Options

Easily find specific records using the filters:

The screenshot displays the 'Vendor Item Cost Manage' interface. At the top, there is a navigation bar with tabs for SYSTEM, BASIC DATA, FINANCE, PURCHASE, WHOLESALE, VENDORS, WEBSITE, RETAILS, and E-COMMERCE. The 'VENDORS' tab is active. Below the navigation bar, there is a search section with three filters: 'Search by Keyword' (with a dropdown for 'Search by Enabled' set to 'Y'), 'Search by Is Sample' (set to 'N'), and 'Search by Factory Item No.' and 'Search by Vendor Name'. A red box highlights these search filters. Below the search section, there is a 'Product List' table with columns: PIC, Product, Latest Vendor Quotation, and Latest Purchasing Data. The table lists several products, including '001234 tuna', '001826 Test H', '002222 Water bottle' (highlighted in orange), '003333 Izzy', '004444 kosher', '005555 Eli's Tech test', '005656 Water bottle pop', '009898 Water bottle pop', and '009988 Water bottle pop'. At the bottom of the table, there is a pagination bar showing '1 - 20 of 132 Items'. To the right of the product list, there is a 'Quotation Record' section with columns: POL, Inquirer Name, and Purchase Order No. The bottom of the interface shows a status bar with 'No Items' and a refresh icon.

- **Search by Keyboard** – Type any keyword to filter products or vendor details.
- **Search by Is Sample** – Filter items marked as samples.
- **Search by Enabled** – Show only enabled or active records.

- **Search by Factory Item No.** – Search by the manufacturer's item code.
- **Search by Vendor Name** – Quickly locate records by vendor name.

**For a detailed walkthrough, please refer to the video guide.**

The **Vendor Item Cost Manage** tab empowers procurement teams to **analyze vendor offers, track price trends, and manage supplier quotes efficiently**. It enhances your ability to make cost-effective and timely purchase decisions by consolidating all quotation and vendor cost data in one place.

Stay up to date with vendor pricing by using the **quotation record log** and leveraging the **filtering options** to work faster and smarter.