

Maintaining Retail Prices

This section ensures that your consultants are quoting the correct retail price to your customers.

If a product does not have a RRP, (eg. some linings) then you will need to create your own retail price on the **'Maintain Retail Prices'** section under **'My Account'**

If there is an RRP present on the supplier catalogue for the products you are using and you are happy with this RRP, then you are not required to complete any of this section for these products

To enter a Retail Price Adjustment

Select **'My Account'**

Home	My Account	Products	Orders	Resources	About Us
My Account	Account Balance				MCP New Zealand Ltd
Maintain Retail Prices	Windowizard Messages • No new messages				
Maintain Curtain Details	Total \$ 0.00				
Maintain Roman Blind Details	Current \$ 0.00				
Maintain Other Fabrics	1 Month \$ 0.00				
Terms & Conditions	2 Months \$ 0.00				
	3+ Months \$ 0.00				

Select **'Maintain Retail Prices'**

Home	My Account	Products	Orders	Resources	About Us			
My Account	Retail Price Adjustments				Ken Birmler Limited			
Maintain Retail Prices	Priority	Description	Discount Method	Discount %	Item Category	Product Group	Item Description	Save
Maintain Curtain Details	100	All other	Cost Plus	100 %				
Maintain Roman Blind Details								
Maintain Other Fabrics								
Terms & Conditions								

Select the Supplier from the drop-down box in the top right hand corner of the screen

Orders	Resources	About Us
		James Dunlop Textiles
Item Category	Product Group	Item Description
		Save

Enter the product

Priority – Enter a number selected by you

The lower the number the higher up the list the product will be. (Eg: 1 would be the highest priority and 100 would be the lowest priority)

The computer will stop searching for a product once it has found a match (we suggest you start from 100 and work in descending order)

Home	My Account	Products	Orders
My Account	Retail Price Adjustments		
Maintain Retail Prices	Priority	Description	Discount Method
Maintain Curtain Details	100		Cost Plus
Maintain Roman Blind Details	1	All Products	Cost Plus
Maintain Other Fabrics			100 %
Terms & Conditions			

Priority	Description	Discount Method	Discount %	Item Category	Product Group	Item Code
100	All Other Products	Cost Plus	100%	Left Blank	Left Blank	Left Blank

This will ensure that if any product comes through without a Recommended Retail will be marked up to 100%

Description – Type a description to enable you to recognize a product

Home	My Account	Products	Orders
My Account	Retail Price Adjustments		
Maintain Retail Prices	Priority	Description	Discount Method
Maintain Curtain Details	100	Megaline 150 Blockout	Cost Plus
Maintain Roman Blind Details	1	All Products	Cost Plus
Maintain Other Fabrics			100 %
Terms & Conditions			

Discount Percentage

This is the percentage increase or decrease you would like to charge the customer
See **'How to Calculate the Percentage'** below

Home	My Account	Products	Orders	Resource		
My Account						
Retail Price Adjustments						
Maintain Retail Prices	Priority	Description	Discount Method	Discount %	Item Category	Product Group
Maintain Curtain Details	100	Megaline 150 Blockout	Cost Plus	100		
Maintain Roman Blind Details	1	All Products	Cost Plus	100 %		
Maintain Other Fabrics						
Terms & Conditions						

Item Category

Supplier item category eg. Pegasus (select from the drop-down box). Leave this field blank if it is a Lining.

Home	My Account	Products	Orders	Resource		
My Account						
Retail Price Adjustments						
Maintain Retail Prices	Priority	Description	Discount Method	Discount %	Item Category	Product Group
Maintain Curtain Details	100	Megaline 150 Blockout	Cost Plus	100		
Maintain Roman Blind Details	1	All Products	Cost Plus	100 %		
Maintain Other Fabrics					<ul style="list-style-type: none"> Drapery Estate Gen./Edito Indent James Duni Linings Pegasus Sundry Sundry Upholstery Wallpaper 	
Terms & Conditions						

Product Group

Supplier Product Group eg. Perfect Plains (selected from drop-down box). If you are doing a Lining, then the Product Group = Lining.

Home	My Account	Products	Orders	Resources			
My Account							
Retail Price Adjustments							
Maintain Retail Prices	Priority	Description	Discount Method	Discount %	Item Category	Product Group	Item Desc
Maintain Curtain Details	100	Megaline 150 Blockout	Cost Plus	100		SOHO	
Maintain Roman Blind Details	1	All Products	Cost Plus	100 %			
Maintain Other Fabrics						<ul style="list-style-type: none"> SMD SOHO SPRINGFIELD ST TROPEZ STATEMENT STOCKLOT STRICTLY STRIPES STRIPES & PLAINS Sundry SWATCH BOX TEMPO TEXTURES & CHENILLE TIMELESS TOISCA TRAPANI TRAPANURE TRIMMINGS TULA TWINKLE STAR VALENCIA 	
Terms & Conditions							

Item Code

Select supplier item code from the drop down box eg. Membrane Tumble

Home	My Account	Products	Orders	Resources	About Us		
My Account		Retail Price Adjustments				James Dunlop Te	
Maintain Retail Prices	Priority	Description	Discount Method	Discount %	Item Category	Product Group	Item Description
Maintain Curtain Details	100	Megaline 150 Blockout	Cost Plus	100		SOHO	MEMBRANE TUMBLE
Maintain Roman Blind Details	1	All Products	Cost Plus	100 %			MEGALINE 285 UC (WWW*)
Maintain Other Fabrics							MELBA
Terms & Conditions							MELFORD
							MELIA
							MELISSA
							MELODY
							MELVIN 13685
							MEMBRANE
							MEMBRANE METALLIC
							MEMBRANE T/M
							MEMBRANE TUMBLE
							MENDHAM
							MENTON 13322
							MERAZZI 11153
							MERCEDES
							MERCURY

Once you have entered all details select 'Save'

Products	Orders	Resources	About Us	
James Dunlop Te				
Discount Method	Discount %	Item Category	Product Group	Item Description
Cost Plus	100		SOHO	MEGALINE 150 BLOCKOUT
Cost Plus	100 %			

Entering products with no RRP present in Supplier Catalogue

This example shows two of the linings that you use are "Megaline 150 Blockout" and "Sunteen 150", you can also use any other linings offered by the suppliers in the system.

If for example you required the following retail pricing:

"Megaline" to be 100% of the supplier piece price (as per price book)

"Sunteen" to be 110% of the supplier piece price (as per price book)

"All Other Linings" to be 120% of the supplier piece price (as per price book)

The system will pick-up the product that has the highest priority first, so in the above example if the consultant has selected "Lining" the system will offer the "Megaline" first as it has the highest priority but if they have specified "Sunteen" then the system will keep searching until it finds the "Sunteen". If you have requested a lining that is not "Megaline" or "Sunteen" then the discount from the "All other Linings" entry will be used.

Home	My Account	Products	Orders	Resources	About Us			
My Account		Retail Price Adjustments				James Dunlop Textiles		
Maintain Retail Prices	Priority	Description	Discount Method	Discount %	Item Category	Product Group	Item Description	Save
Maintain Curtain Details	1	All Products	Cost Plus	100 %				
Maintain Roman Blind Details	98	Megaline 150 Blockout	Cost Plus	100 %			MEGALINE 150 BLOCKOUT	
Maintain Other Fabrics	99	Sunteen 150	Cost Plus	110 %			SUNTEEN 150	
Terms & Conditions	100	All Other Linings	Cost Plus	120 %	JDTLinings			

Cost plus Percentage

How to Calculate the 'Cost Plus' Percentage

When using 'Cost Plus' all you need to know is your sell price and the suppliers piece from their price book

<p>Sell Price less GST divided by Piece Price = answer</p> <p>Then simply discard the '1.' and this will tell you the percentage that you need to input.</p>	<p>For Example:</p> $\frac{\$12.95 - 12.5\%}{\$7.95} = 1.4479$ <p>Now remove the 1 and use the 4479 as a percentage = 44.8%</p>
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To delete a line, enter only the priority number of the line you wish to delete and then select **'Save'**

Home	My Account	Products	Orders	Resources	About Us			
My Account		Retail Price Adjustments				Ken Birmler Limited		
Maintain Retail Prices	Priority	Description	Discount Method	Discount %	Item Category	Product Group	Item Description	Save
Maintain Curtain Details	50	Non RRP Product	Cost Plus	100 %				
Maintain Roman Blind Details								
Maintain Other Fabrics								
Terms & Conditions								

Enter the priority number only of the line you wish to edit
Overtyping any changes and select **'Save'**

My Account	Products	Orders	Resources	About Us			
Retail Price Adjustments		Ken Birmler Limited					
Priority	Description	Discount Method	Discount %	Item Category	Product Group	Item Description	Save
50	Non RRP Product	Cost Plus	75				
50	Non RRP Product	Cost Plus	100 %				

Once you have completed these two steps your account has been customised and is ready to start creating Client Proposals