ASSOCIATE VENDOR PRICING

InEight® CHANGE

⬡ ASSOCIATE A VENDOR PRICING ITEM TO AN EXISTING CONTRACT VCO

The vendor must already be added to the Pricing page. The vendor must not have pricing items that have already been associated to a VCO. A value in the Vendor Change order ID-Description column on the pricing grid indicates that a VCO has already been created.
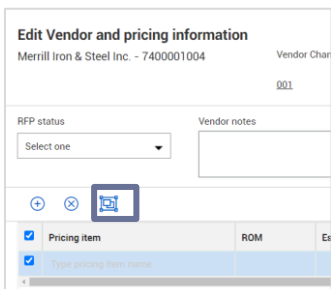
1. Click the **Edit vendor and pricing information** icon for a vendor.
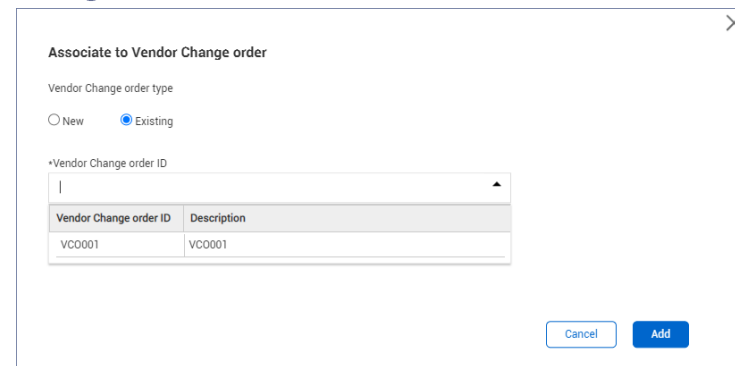
2. Select one or more pricing items. The Associate to Vendor Change order icon becomes enabled.

3. Click the **Associate to Vendor Change order** icon. The Associate to Vendor Change order dialog box opens.

4. Select **Existing** as the Vendor Change order type. Enter the **Vendor Change order ID**.

5. Click **Add**. Information from the VCO populates the fields in the pricing item grid on the Edit vendor and pricing information slide-out panel.

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