

2014

ProTrac's Electronic Pricing Program

Pricing updates with no manual processes

If you want to know the effectiveness of your manual pricing, ask your sales people how much time they spend searching for current pricing when doing an order or a quote.

Next go to purchasing and find out how much time they spend tracking down the right item and the correct price, before they can create a Purchase Order

Now go to Accounts Payable and see how many invoices are waiting for a pricing question to be answered before a bill is paid

To manually update pricing determine how many hours are spent each month updating pricing. Now take those hours times \$25.00 for salary, benefits, and overhead.

[This document walks you through ProTrac's Electronic Price Increase.](#)



ProTrac Vendor Price Updates

A vendor sends a pricing update in an Excel Format

Their Excel document has many columns of which ProTrac only needs four or five.

	A	B	C	D	E	F	G	H	I	J
1	Item #	Descriptions	Cost	List	Jobber	Price A	Price B	Price C	Retail	
2	1001	All Purpose Electricians Tool	13.06	26.02	19.52	21.52	20.51	19.62	26.02	
3										
4										
5										
6										
7										

This is a sample of an Excel Price Up Load from Klien Tools this document may have 20 to 30 columns and the columns will change positions with each new update.

The information that ProTrac wants to see is the document below.

You would copy the columns from the above screen and paste them into a new Excel Document. When done save it to the PRICE UPLOAD file. I have called this upload **C:\price upload\KLE-3.doc.xlsx**

Create an excel document readable by ProTrac.

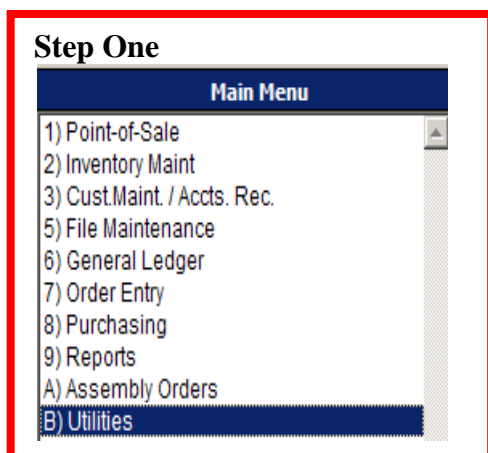
	A	B	C	D	E	F	G	H
1	Product Line	Item #	Cost	Descriptions				
2	KLE	1001	13.06	All Purpose Electricians Tool				
3								
4								
5								
6								
7								

This is the CSV price file update that is pulled into ProTrac

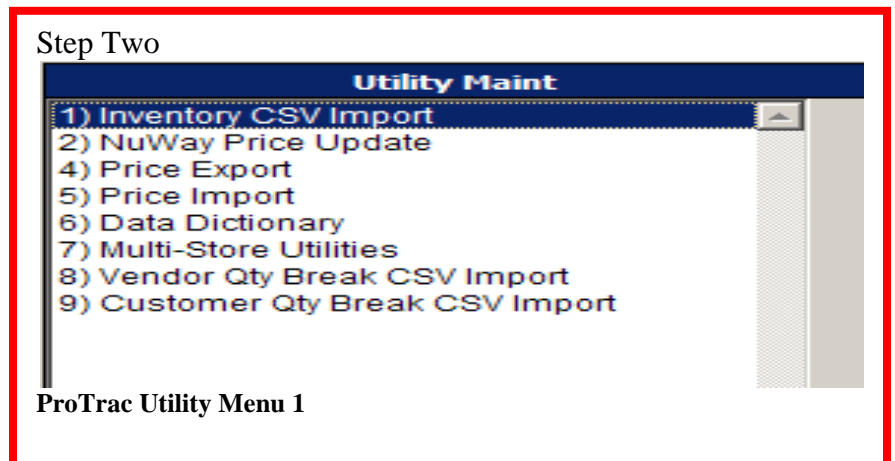
You might include the UPC code from the vendor's document. There is no need to capture the pricing because ProTrac can Reprice for all of your customers, contracts, quotes, special customer pricing when it updates all of the new pricing from this download.

Now Go Into ProTrac

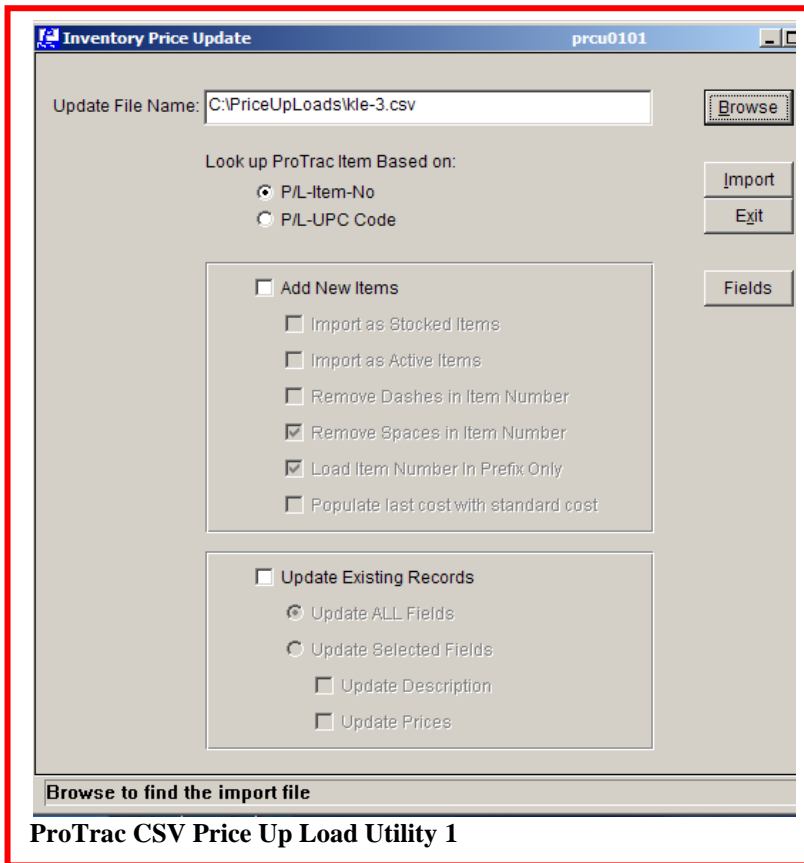
Step 1. Go to the Main Menu and select Utilities



Step 2. Open Utilities and select the first option



ProTrac Vendor Price Updates



When you select Utility Maintenance and the Inventory CSV Import you will get this screen.

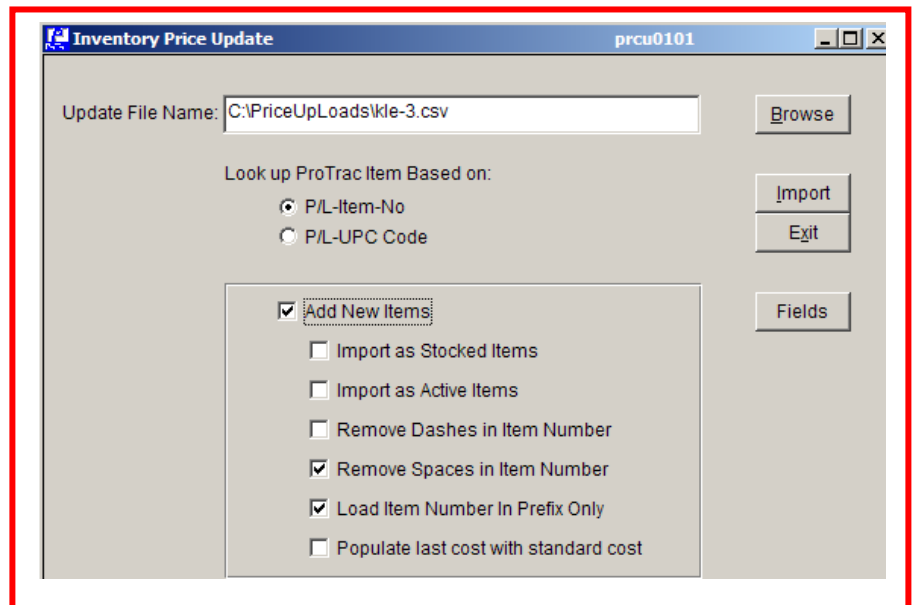
Determine if there are any new items on this run or will you be just updating existing Item files.

If this price update included new items then you would check the new items box and any new items on the update would be created.

When you make that selection, then ProTrac gives you some options. You can:

- Remove Spaces and dashes
- Load Item Number in the Prefix Only has been selected
- You can bring on this new item as:
 - **Active Non Stocked** (you can sell the item, but there is none available)
 - **Active and Stocked** (you want to carry this item and you want it to show up on a ProTrac replenishment report.)

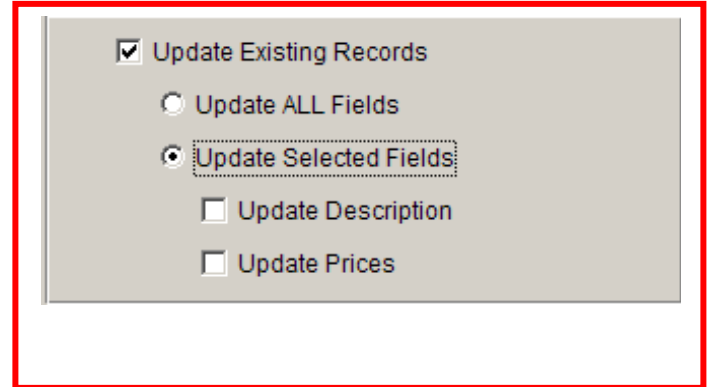
Populate the last cost with the Standard Cost of the items.



ProTrac Vendor Price Updates

If this price update only has items that are currently in your data base then you would select to **Update Existing Records**.

- When you make that choice, you can update all fields with available information
- Update only selected fields, or just the description and/or pricing.

A screenshot of a software interface for updating vendor records. It features a list of options with radio buttons and checkboxes. The first option, 'Update Existing Records', is checked with a black checkmark. Below it are three radio button options: 'Update ALL Fields' (unselected), 'Update Selected Fields' (selected with a black dot), and 'Update Description' (unselected). At the bottom are two checkbox options: 'Update Description' (unselected) and 'Update Prices' (unselected). The entire interface is enclosed in a red rectangular border.

Note: As you make various selections, other selections will be grayed out and will not be usable.

Once you have made your selections, all you need do is to depress the Import key and ProTrac will automatically update the selected files or add new items as you have directed.

Important: Once you have updated pricing in a Product Line

1. Go to the **Order and Price Option** in the ProTrac's Inventory Utility
2. Run the **Pricing Update for the Product Lines** impacted by the new pricing.
3. If an item's cost has gone up, this utility will recalculate all of your pricing levels automatically.

This process takes from 3 to 10 minutes for the initial vendor update. Once set up it takes a minute or two to review and update.

The advantages of electronic pricing, includes:

- The speed in which it can be done
- It does not take a clerical hours to update pricing
- Since there are no manual processes then pricing errors are eliminated
- It ensures that when an item is sold that it is at the correct price
- This reduces the amount of time that your people spend looking up current pricing in the vendor's catalog or on their website

Manual pricing has historically caused wholesalers to add an additional .02 cents worth of expense to be taken out of each sales dollar. Electronic Price updates eliminate that added expense.

If you forget any of the steps, just call our Support Team and they will walk you through the upload.