

◆ 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.

Current value	Cost	Billing markup	Markup	Margin	Deductions
\$800.00	\$800.00	\$0.00	\$0.00	0.00%	\$0.00

Pricing summary		ROM	Estimate
Type material name			
Materials subtotal			
Small tools & supplies			
Type small tools & supplies name			
Small tools & supplies subtotal			
Direct cost subtotal			
Vendor total			
Merrill Iron & Steel Inc. - 7400001004			
Vendor subtotal			
Indirect cost total			
Time related overhead			

2. Select one or more pricing items. The Associate to Vendor Change order icon becomes enabled.

Edit Vendor and pricing information

Merrill Iron & Steel Inc. - 7400001004 Vendor Char 001

RFP status: Select one

Vendor notes

Pricing item
 Type pricing item name

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**.

Associate to Vendor Change order

Vendor Change order type

New
 Existing

*Vendor Change order ID

Vendor Change order ID	Description
VC0001	VC0001

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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