



# Run Price Bulletin Report (Generate Report in “DOLC” Company)

## Description

Use this task to run the *Price Bulletin* report. This report displays the current and historic retail and wholesale prices by month.

## Trigger

Perform this task when there is a need to view current and historic prices for items.

## Prerequisites

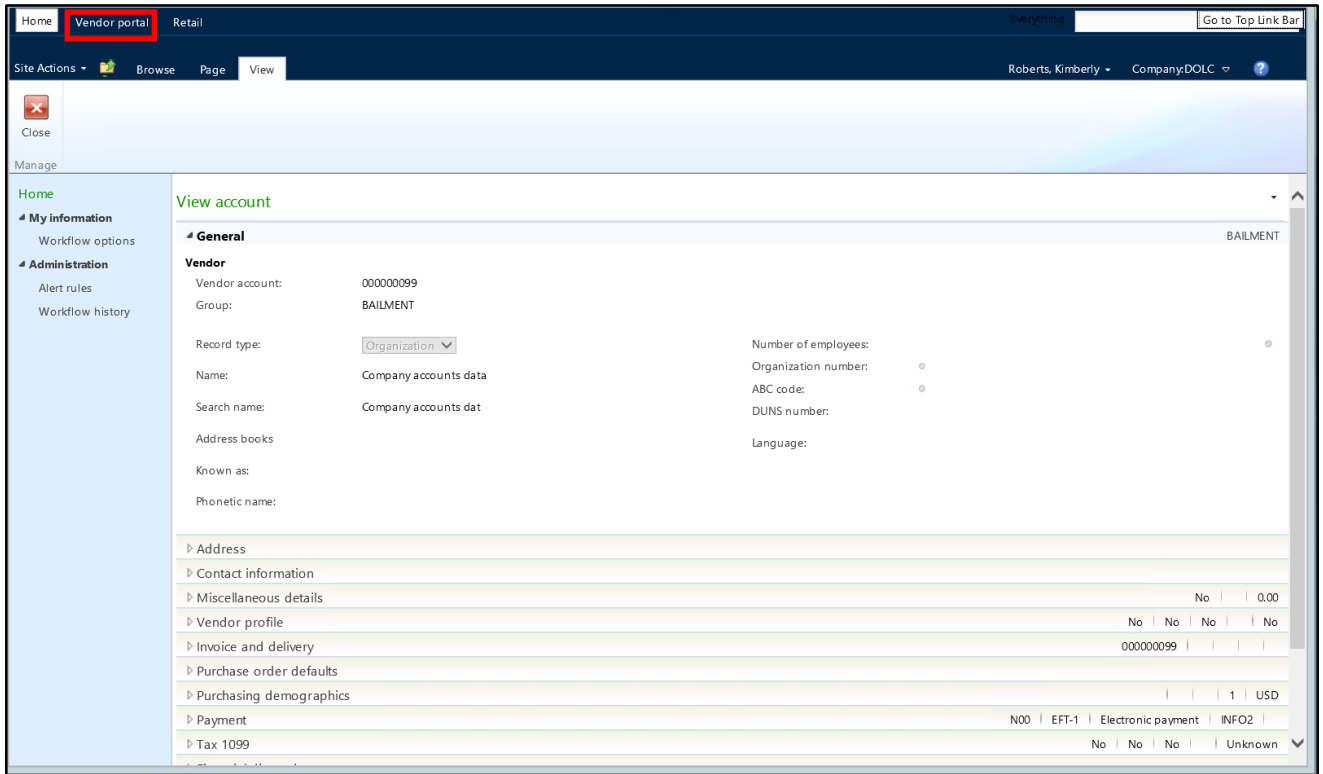
The most current prices have been updated in the system.

## Helpful Hints

When the report is run for the first time, it runs for the current month. It may take several minutes for the report to run because it contains a large amount of data.

# Procedure

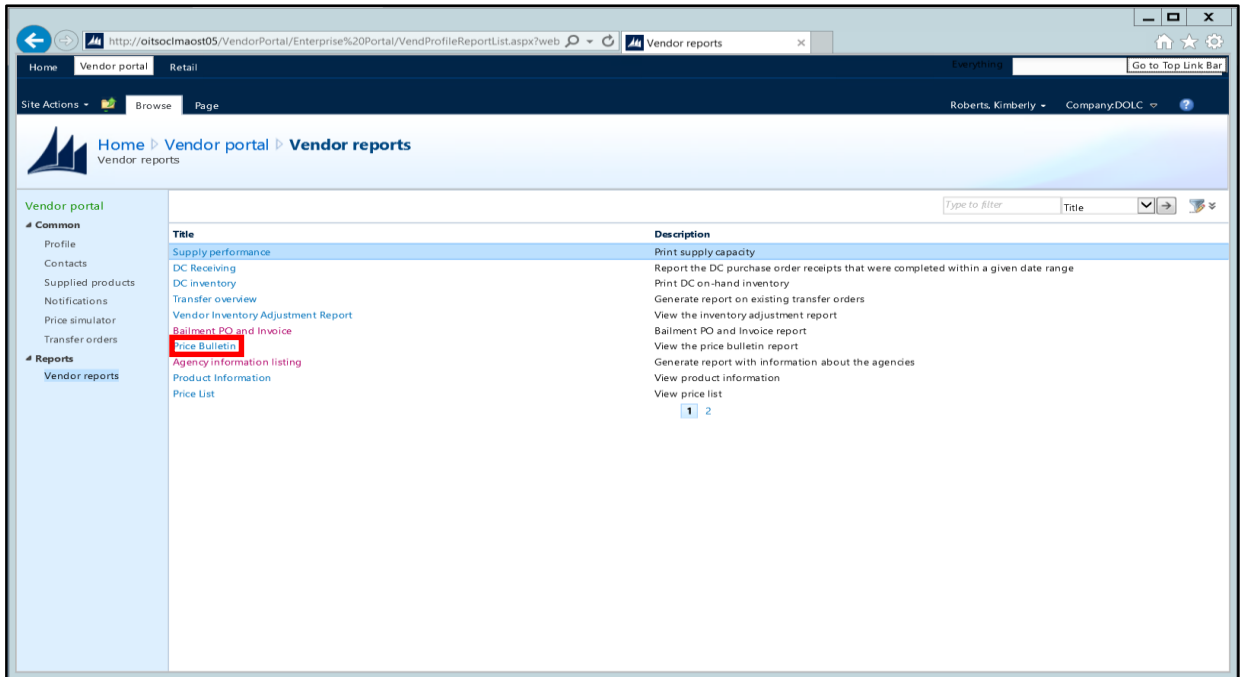
1. Begin this task by logging into the Enterprise Portal.
2. Click **Vendor portal** on the toolbar.



3. Click **Vendor reports** in the Vendor portal panel.

The screenshot shows a web application interface for a Vendor portal. At the top, there is a navigation bar with 'Home', 'Vendor portal', and 'Retail' tabs. Below this is a search bar and a 'Go to Top Link Bar' button. The main header area includes 'Home > Vendor portal' and 'Profile - Vendor account: 000000099, BACARDI USA INC'. On the left, a sidebar menu is visible under 'Vendor portal', with sub-sections 'Common' and 'Reports'. The 'Reports' section contains a link for 'Vendor reports', which is highlighted with a red rectangular box. The main content area is divided into two sections: 'Company information' and 'Contacts'. The 'Company information' section lists details for BACARDI USA INC, including Name, Language (en-us), Currency (USD), and Address (2701 LE JEUNE RD, Miami, FL 33134). The 'Contacts' section is a table with columns for Name, E-mail, Telephone, Job title, and Manager, but it is currently empty, displaying the message 'This grid is empty.'

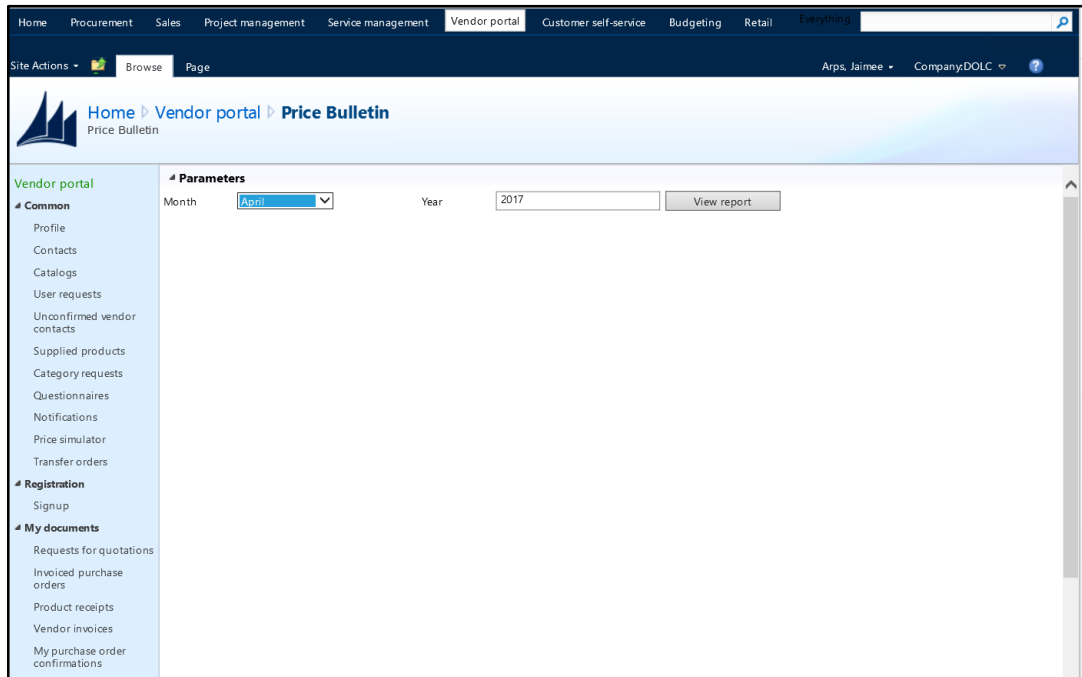
4. Click **Price Bulletin** to display the search parameters to run the *Price Bulletin* report.



5. Click **View report** to run the report for the current month.



The **Month** and **Year** fields default to the current month and year. They can be changed to a previous month or year to run the report if the need ever arises.



6. Review the displayed information.

7. Enter a product name in the search field to the left of **Find** to locate a specific product in the report. In this example, enter “Cruz Del Sol.”

8. Click **Find** to initiate the search for the product. The product name will be highlighted in blue.



Click **Next** to go to the next occurrence of the product. If only one exists, a notification that no more matches found will display.

Price Bulletin for April, 2017

Change	Brand	Name	Category	UPC	Ounces	Proof	Old Retail Price	New Retail Price	Old Wholesale Price	New Wholesale Price	Vendor Name	Vendor Number
Price Changes	0072L	ACQUA DI CEDRO	Brandy	0098709011526	33.80	58.0	\$44.62	\$44.62	\$41.95	\$41.95	WINEBOW INC	000001150
	0119B	AMRUT TWO INDIES	Rum	0836202200074	25.40	80.0	\$22.90	\$22.90	\$21.53	\$21.53	PURPLE VALLEY IMPORTS USA LLC	000003592
	0128B	AMRUT PEATED SINGLE MALT	Scotch	0836202000322	25.40	92.0	\$69.80	\$69.80	\$65.62	\$65.62	PURPLE VALLEY IMPORTS USA LLC	000003592
	0202D	DEWARS	Scotch	0080480230005	59.20	80.0	\$43.99	\$43.99	\$41.36	\$41.36	BACARDI USA INC	000000099
	0231B	ARMAGNAC CASTEREDE	Brandy	0345096000566	25.40	80.0	\$50.42	\$50.42	\$47.40	\$47.40	DOMAINE SELECT WINE ESTATES LLC	000003571
	0281D	JAMESON	Scotch	0080432500187	59.20	80.0	\$56.99	\$56.99	\$53.58	\$53.58	PERNO RICARD USA LLC	000000090
	0341B	ASBACH URALT	Brandy	0082496801019	25.40	80.0	\$23.46	\$23.46	\$22.06	\$22.06	DUGGANS DISTILLERS PROD CORP	000000304
	0382B	AVENTINUS EDELSTER	Bourbon	0062067031106	25.40	80.0	\$72.05	\$72.05	\$67.73	\$67.73	CAVALIER DISTRIBUTING INC	000000822
	0577B	BATAVIA-ARABACMAN	Cordial	9024153100432	25.40	100.0	\$28.09	\$28.09	\$26.41	\$26.41	MHW LTD	000000566

## 9. Review the displayed information.

Vendor portal

Common

- Profile
- Contacts
- Supplied products
- Notifications
- Price simulator
- Transfer orders

Reports

- Vendor reports

Parameters

Month: May Year: 2017 View report

1 of 93 100% Find | Next

Price Bulletin for May, 2017 Page 1 of 1  
06/08/2017 04:51 PM

Change	Brand	Name	Category	UPC	Ounces	Proof	Old Retail Price	New Retail Price	Old Wholesale Price	New Wholesale Price	Vendor Name	Vendor Number
New Items	5910B	LIBERTY SPIRITS MOONSHINE	Blend	0869519000211	25.40	100.0	-	\$20.00	-	\$18.80	LIBERTY SPIRITS LLC	Z10153001
	5911B	LIBERTY SPIRITS RUM	Rum	0869519000235	25.40	80.0	-	\$20.00	-	\$18.80	LIBERTY SPIRITS LLC	Z10153001
	5912B	LIBERTY SPIRITS VODKA	Vodka	0869519000204	25.40	80.0	-	\$20.00	-	\$18.80	LIBERTY SPIRITS LLC	Z10153001

## 10. Click any link in the **Vendor portal** panel to perform another task.

### Results

You have run the *Price Bulletin* report.