HOW TO CREATE A LOT ON A SALES ORDER

PRICE CALCULATOR

The Price Calculator allows for two uses:

- 1. Create a Lot and Price a group of items so that the customer will see a single "Lot Price" instead of individual line prices.
- 2. Price a group items together without creating a lot. The customer will see individual line prices for each item in the group.

To create a Lot or use the Calculator to price items click the Calculator icon.

REMOVE ITEMS

1. Remove any items that should not be part of the lot/priced scheme. To remove an item from being lot priced, select the Remove checkbox for the item and click the Remove Items button



LOT PRICED ORDER - SINGLE PRICE FOR A GROUP OF ITEMS

Grouping items together into a 'LOT' and pricing the 'Lot' results in the individual line prices to go up or down accordingly. The customer will only see a single price for the group of items. **Note:** Lot prices can only be changed at the Lot level.

- 1. Click the Create Lot checkbox
- 2. Enter a Name for the Lot. (This name will appear on the Sales Acknowledgement and the Customer Invoice.)
- 3. Enter the amount to charge the customer for the 'Lot' in the My Total field. OR price the lot by a GM%.
- 4. Click the Calculate button. (The system will pro-rate each line. In the case where the GM or Ext Total is decreasing, the system will calculate the decrease in price as a discount percentage. This percentage must meet the sales person's discount allowance in order for the lot to be saved/updated.)
- 5. Click the Update Price button when done. You will be returned to the Order Items page.



PRICING A GROUP OF ITEMS WITHOUT CREATING A LOT

Pricing a group of items without creating a lot results in the individual line prices to go up or down accordingly without grouping the items into a lot. The user will still be able to edit individual lines and change the price.

- 1. To price a group of items without creating a 'Lot', choose one of the following:
 - To price the Lot to a specific extended amount, enter the total you want to charge for the lot in the Total Amount field.

OR

- To price the Lot so that your total GM hits a specific percentage, enter the GM% you want to make on the sale in the GM% field.
- 2. Click the Calculate button. (The system will pro-rate each line. In the case where the GM or Ext Total is decreasing, the system will calculate the decrease in price as a discount percentage. This percentage must meet the sales person's discount allowance in order for the lot to be saved/updated.)
- 3. Click the Update Price button when done. You will be returned to the Order Items page.

