



[Knowledgebase](#) > [SalesPad](#) > [Purchasing](#) > [Vendor Special Costing](#)

Vendor Special Costing

Megan De Freitas - 2024-11-22 - [Purchasing](#)

Overview

The Special Costing tab on the Vendor Card displays existing special costing and, with proper security, allows users to add new special costing and change cost levels.

If a customer wants to purchase a product and Vendor Special Costing has been defined for that product and customer, the feature will prioritize the cost to pull from that instance. It will also generate the Purchase Order with that vendor and cost.

Note: Vendor Item Special Costing does not use Vendor Item Costing in GP; it only pulls from the SalesPad Vendor Item Special Costing module. Last Vendor Invoice Cost is the option for PO Cost Selection that will pull from GP's Vendor Item Costing.

Setup

Security

To enable the Special Costing tab on the Vendor Card, *Vendor Special Costing* must be enabled in the Security Editor. Set the security sub-settings as needed (refer to the Sales Pad Security Settings guide for details). To allow addition of new special costing, *New Vendor Special Costing* must be enabled.

Security

☒ Select All

☐ Select None

Acc...	Name
<input checked="" type="checkbox"/>	New Vendor Special Costing
<input checked="" type="checkbox"/>	Vendor Special Costing*

☒ Contains([Name], 'Vendor Special Costing') Or Contains([Nam...

Misc

Can Add Cost Levels	True
Can Delete Cost Levels	True
Can Edit Cost Levels	True
Can View Cost Details	True

Can Add Cost Levels

Allows a user to add a new price cost to the Vendor's Special Costing. Defaults to 'False'.

Settings

Under Settings, search for use vendor to find the setting *Use Vendor Costing for Vendor Selection*.

The screenshot shows the 'Settings' application window. The top bar includes 'Application', the date '8/26/2013', version 'v4.2.21.7', and user 'sa'. The main toolbar contains icons for Sales, Inventory, and Purchasing. The 'Sales' category is selected, and the 'Settings' window is open. The 'Filter' field contains 'use vendor'. The 'Sales' category is expanded, showing the 'Use Vendor Costing For Vendor Selection' setting, which is set to 'True'. Below the settings list, a description reads: 'Use Vendor Costing For Vendor Selection. When set to true, the default vendor for purchase plan items will be set based on vendor costing. Defaults to 'False'.'

When set to True and if vendor special costing has been defined for an item and a customer, it will default the vendor for the purchase plan when generating a Purchase Order.

Usage

Open a vendor from Vendor Search, and view the Special Costing tab. Existing special costing for the current vendor will display in this tab. You can edit the Begin Date, End Date, Start and End Quantity, and Discount Percent from here. You can also delete any existing special costing.

The screenshot shows the 'Special Costing' tab in the application. The table displays custom costing entries for two items: 'Redken Quick ...' and 'Redken Force...'. The columns include Item Number, Item Description, Customer Num, UOM, Cost, Vendor Item, Vendor Item, Begin Date, End Date, Qty Start, and Qty End.

Item Number	Item Description	Customer Num	UOM	Cost	Vendor Item	Vendor Item	Begin Date	End Date	Qty Start	Qty End
00105	Redken Quick ...		EACH	7.50	R-00105	Redken Quick ...	9/13/2012	9/13/2013	1	1,000,000
00106	Redken Force...		EACH	6.50	R-00106	Redken Force...	9/13/2012	9/13/2013	1	1,000,000

To add new special costing for the current vendor, click **New**. The following screen appears:

Special Costing for Equipment Supply Corporation

Item Number	<input type="text"/>
Item Description	<input type="text"/>
Item Class	<input type="text"/>
Vendor Item Number	<input type="text"/>
Vendor Item Description	<input type="text"/>
Customer Num:	<input type="text"/>
UoM	<input type="text"/>
Cost	<input type="text"/>
Begin Date	8/26/2013
End Date	8/26/2014
Start Quantity	1
End Quantity	1000000

Ok Cancel

Enter the item number to add the special costing to (or click the ellipsis (...) to search for the item number). The item and vendor item information should fill automatically.

Enter or adjust the unit of measure, cost, begin and end dates, and start and end quantities, and then click **OK**.

The new special costing will be added to the Special Costing tab, and will be effective for future Purchase Orders to the current vendor.

You can also use the Customer Number column to set the customer num field when creating new entries.