

Writing Sample

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Application Training

Pricing Agreements

The Pricing Agreement section in the Admin tool provides the ability to setup and maintain pricing agreements. Access is limited to the Pricing Coordinator and Pricing Approver roles. This section allows for the creation of the pricing form with workflow that sends the form to the proper person for approval. Pricing activities cannot be created for the Account Manager until the pricing form has been approved and posted. Two reports are associated with the Pricing Process: the Pricing Agreement Customer Summary and the Dead Net Detail. The Pricing Agreement Customer Summary is our execution monitoring report. The Dead Net Detail report lists all nets that were not posted to the backend system because they were flagged as dead nets and must be entered manually into the backend system after proper calculations are applied.

The Pricing Form — Pricing Coordinator

The Pricing Coordinator creates the Pricing Form by supplying the Super Channel to which the pricing form pertains, the Price Zone, The Beginning and Ending Effective Dates, and the Status of the Pricing Form.

Fields	Description
Super Channels	<p>The three Super Channels available include:</p> <ul style="list-style-type: none"> 1 — Food Stores 2 — Convenience Stores 9 — Drug Stores
Price Zone	<p>Price Zones include:</p> <ul style="list-style-type: none"> 001 - CHARLOTTE 002 - MINGES 003 - SC 004 - TEETER 005 - VENTURES EAST 006 - VENTURES WEST 007 - WILMINGTON 008 - AL HIGH SHARE 009 - AL LOW SHARE 010 - GA HIGH SHARE 011 - GA LOW SHARE 012 - VA 013 - WVA 014 - TN
Status	<p>Saved</p> <ul style="list-style-type: none"> • A form not routed for approval • Form can be edited or deleted <p>In Review</p> <ul style="list-style-type: none"> • A saved form that has been routed for approval • Form cannot be edited – it can only be viewed until approved or disapproved. • Once submitted for approval, an email will be sent to the Supervisor of the Pricing Coordinator <p>Rejected</p> <ul style="list-style-type: none"> • A saved form that has been routed for approval and has been rejected due to required changes • Once status is changed, an email notification is sent to the Pricing Coordinator

	<p>for appropriate action.</p> <ul style="list-style-type: none"> • Form can be edited or deleted <p>Approved</p> <ul style="list-style-type: none"> • A saved pricing form that has been routed to a manager and approved for publishing. • Approval of a form by an approver is mandatory before the Pricing Coordinator can publish the form. • Once status is changed, an email notification is sent to the Pricing Coordinator for appropriate action. • Form cannot be edited. • If edited after being approved, must be re-approved <p>Published</p> <ul style="list-style-type: none"> • A Pricing Coordinator must change the approved form to published status. • A form that has been made available to user for execution • Once published the form is locked for editing <p>Unpublished</p> <ul style="list-style-type: none"> • A form that was at one time published but has been removed from published status for correction • You can unpublish a Pricing Form when changes are needed after the form has been published. • You can only unpublish a Pricing Form provided the beginning date has not passed. If end date has passed, form cannot be unpublished. • Form can be edited
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Once the Pricing Form is created, it will need to be routed for approval. You can not request approval if:

- The Beginning Effective date is greater than or equal to the Beginning Effective date of an existing published form with the same Super Channel or Price Zone. **AND** The Beginning Effective date is less than or equal to the Ending Effective date of that same existing published form.
- The Ending Effective date is greater than or equal to the Beginning Effective date of an existing published form with the same Super Channel or Price Zone. **AND** The Ending Effective date is less than or equal to the ending effective date of that same existing published form.

Once a form is In Review or Published status, you will only be able to view the form. However, you will be able to sort by Super Channel number, Price Zone or Status and copy the form from the screen. Your screen can be used as a monitor and you will be able to track your Price Forms as they flow from one status to another.

As a Pricing Coordinator, you can view only the forms for the zone that you are authorized to view. Additionally, you will only be able to create or edit a form if it is not being used by another person.