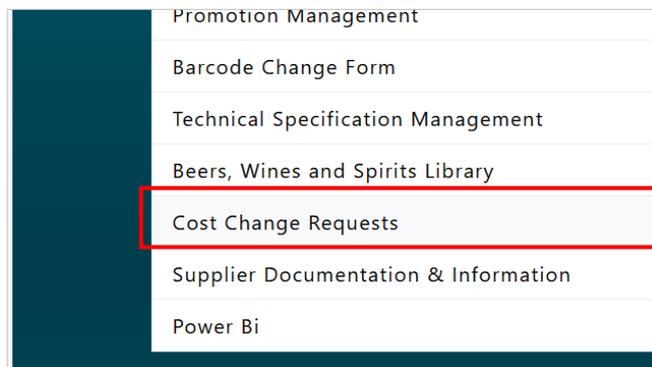
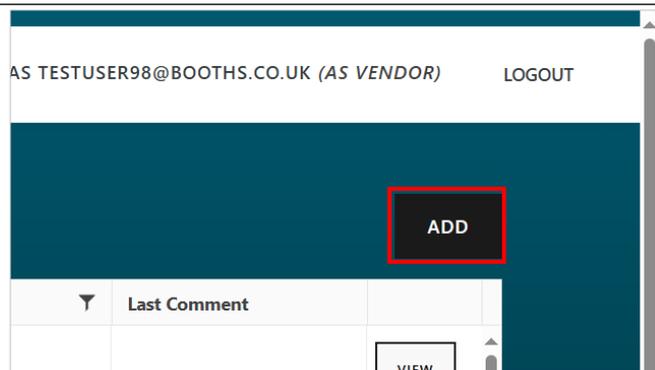


Submitting a cost change form

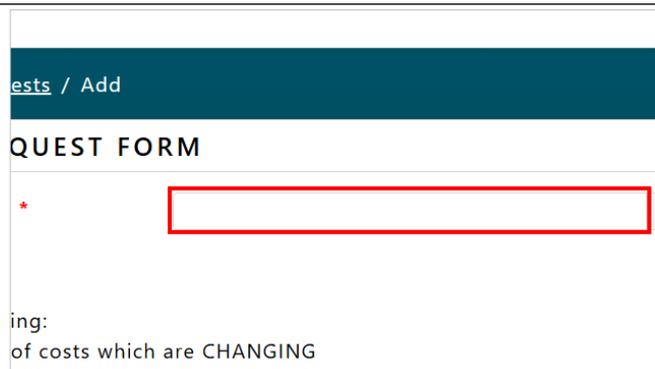
Firstly, click on the 'Cost Change Requests' option from the Home menu



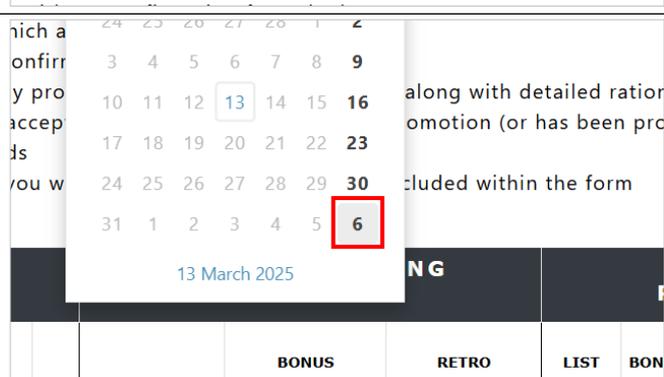
Click on 'Add' from the top right corner of the page



Click on the 'Proposed Effective Date' field



Select the appropriate date from the drop-down calendar. Here, click on the 6th of April 2025



Submitting a cost change form

Click on the 'Add items' button from below the Product table

PROPOSED PRICING STRUCTURE						
LIST PRICE *	BONUS PER CASE	RETRO PER CASE	% CHANGE	PROPOSED EFFECTIVE DATE (IF ON PROMOTION)	PROPOSED NEW RRP	
<div style="border: 2px solid red; padding: 5px; display: inline-block;">ADD ITEMS</div>						

Next, click on the 'Please select one or more products' input field

5 Busin... Booths Extranet - H... Promotion Manage... Booths Intranet - H...

Proposed Effective Date * 06/04/2025

ADD ITEMS TO LIST

Please select one or more products

1. Only
2. Cost
3. Four
4. Cost
Sund
5. Pleas

Select your required items. Here, click on the Ambleside Ale row

1. Only
2. Cost
3. Four
4. Cost
Sund
5. Pleas

- 000005 - 123 12
- 000006 - 123 12
- 000010 - 745632 8
- 012686 - ALC FREE SPK FREIXENET 0% ABV 75CL
- 000012 - Ambleside Ale 500ML
- 580203 - ANNAS THINS GINGER 150G
- 301463 - AQUAFRESH MILKTEETH T/PASTE 50ML

Once you have entered all required items, click the 'Add Selected Items' button from the right of the pop-up

ADD SELECTED ITEMS

G

PROPOSED PRICING STRUCTURE

Submitting a cost change form

Now, click on the 'List Price' field

CURRENT PRICING STRUCTURE		PROPOSED PRICING STRUCTURE			
BONUS PER CASE	RETRO PER CASE	LIST PRICE *	BONUS PER CASE	RETRO PER CASE	% CHANGE
0	0	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Enter the proposed list price

CURRENT PRICING STRUCTURE		PROPOSED PRICING STRUCTURE			
BONUS PER CASE	RETRO PER CASE	LIST PRICE *	BONUS PER CASE	RETRO PER CASE	% CHANGE
0	0	<input type="text" value="3"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Click on the 'Proposed New RRP' field

PROPOSED PRICING STRUCTURE				
RETRO PER CASE	% CHANGE	PROPOSED EFFECTIVE DATE (IF ON PROMOTION)	PROPOSED NEW RRP	NEW RRP MARGIN %
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

ADD ITEMS

If this item is on promotion and therefore cannot apply the cost change on the proposed date above, enter the new proposed effective date for this item

PROPOSED PRICING STRUCTURE				
RETRO PER CASE	% CHANGE	PROPOSED EFFECTIVE DATE (IF ON PROMOTION)	PROPOSED NEW RRP	NEW RRP MARGIN %
<input type="text"/>	9.37	<input type="text"/>	<input type="text" value="5"/>	<input type="text"/>

ADD ITEMS

Submitting a cost change form

Once all the correct information has been entered into this form, click 'Submit' from the bottom of the page

The screenshot shows a web form interface. At the bottom of the form, there are three buttons: 'CLOSE', 'SAVE FOR LATER', and 'SUBMIT'. The 'SUBMIT' button is highlighted with a red rectangular border. Below the buttons, there is a blue horizontal bar. At the very bottom of the screenshot, a Windows taskbar is visible, featuring a search bar on the left, the 'BOOTH'S' logo in the center, and several application icons on the right, including File Explorer, Calendar, Microsoft Excel, and a globe icon.