

Price Adjustments in the Supplier Portal

Martin & Servera have digitized the item data flow for requests and agreements on price adjustments. Starting May 2023, we accept all price adjustments via our supplier portal.

The feature in the portal has been developed with the aim of simplifying and clarifying the process as well as the communication flow and confirmations. Through this solution, we also provide existing business data, such as item number, current list prices and item name directly from our system. This data is not possible for you to revise.

We ask you to follow the steps using this guide.

When you use the supplier portal for price adjustments, your notifications will be saved in the system, which also gives you a reduced person-related dependence regarding agreed list prices.

General tips before you start:

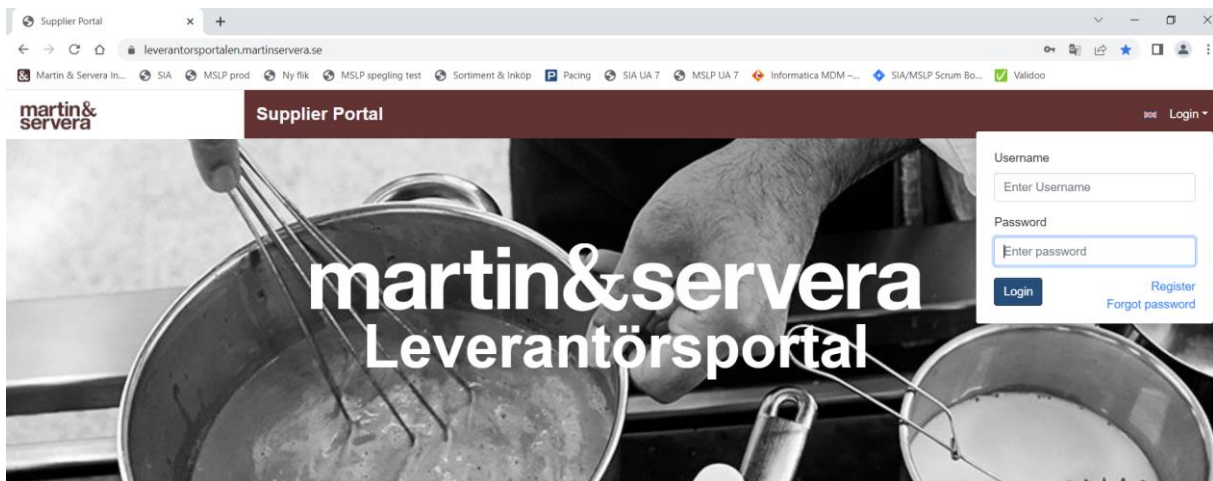
- If you have questions, you can contact your Category Manager directly or Master Data Item/Supplier at artikeldata@martinservera.se.
- There must be a price adjustment letter uploaded for you to submit the price adjustment request. Please also upload a valid list with list prices of your entire range. These files must be in PDF.
- By hovering over the icons, you get an explanation of what the icon leads to.
- The prices that you get in the Excel file from our system are the list prices that we have registered as agreed between us.
- Once you have pressed save, it is not possible to go back. It is possible to overwrite previously entered information, but it is not possible to undo it. If you have deleted a notification, it is gone. It is not possible to recreate it.
- The main reason for the price adjustment must be of a nature that affects the product in question. General writing does not work. For example: "Increasing world market prices of soy and wheat" is only accepted if the item contains both soy and wheat.
- If you choose to perform mass updates for price adjustments on the items, remember that you must provide supporting information about the reason on the individual item. When you have specified the reason for each item, you cannot perform a mass update for price adjustment, if you do that, the information will be overwritten.

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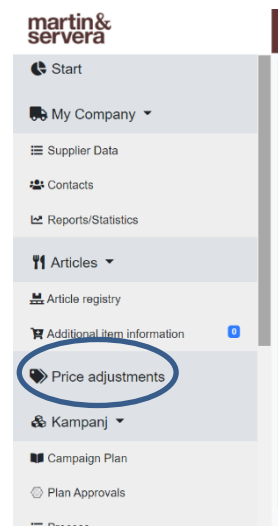
- Export an Excel file where you check that you have entered everything correctly, before sending the notification request to Martin & Servera. It is not possible to recall a released document. The only way to get it back is a remittance from the Category Manager responsible for your products. This is a way to avoid extra work by ensuring correct information before submitting.
- An item can only be included one time in the price window. You cannot notify the same item multiple times. Therefore, you will not find items in the selection list when you have already created a price adjustment for a price window that includes the item.
- Stick to one Price Adjustment List per window unless otherwise agreed with the Category Manager.

1. Go to: <https://leverantorsportalen.martinservera.se/>

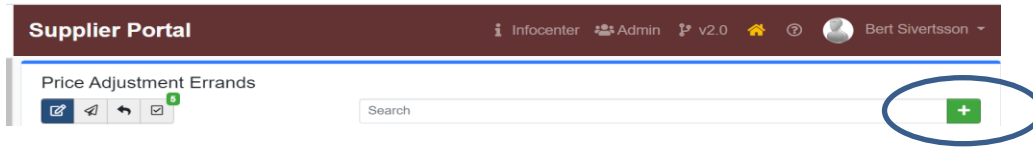
- Press Login in the right corner. Sign in with your registered email address and chosen password. You can change the language by clicking the flag to the left of the Login icon.



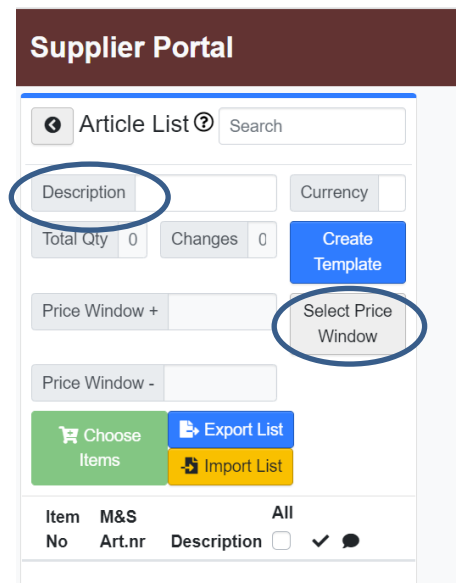
2. Select Price adjustments in the left menu.



3. Click on the plus.

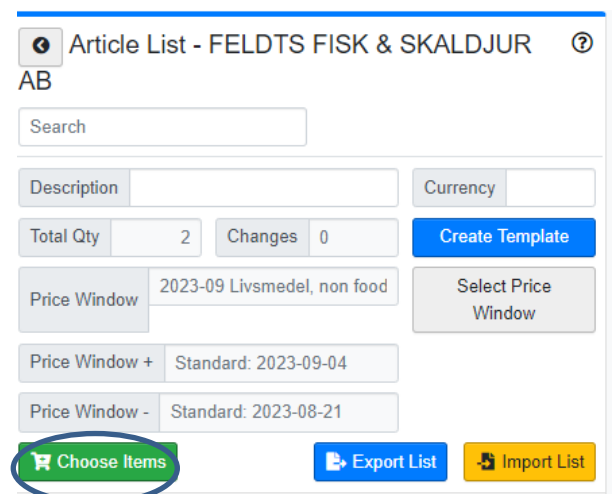


4. Start by entering the name of the notification in the "Description" field. This description will then be searchable in your overview of your price adjustments in the system, so feel free to choose a structure which is best suited for you. For example: "Price Window Month Year".

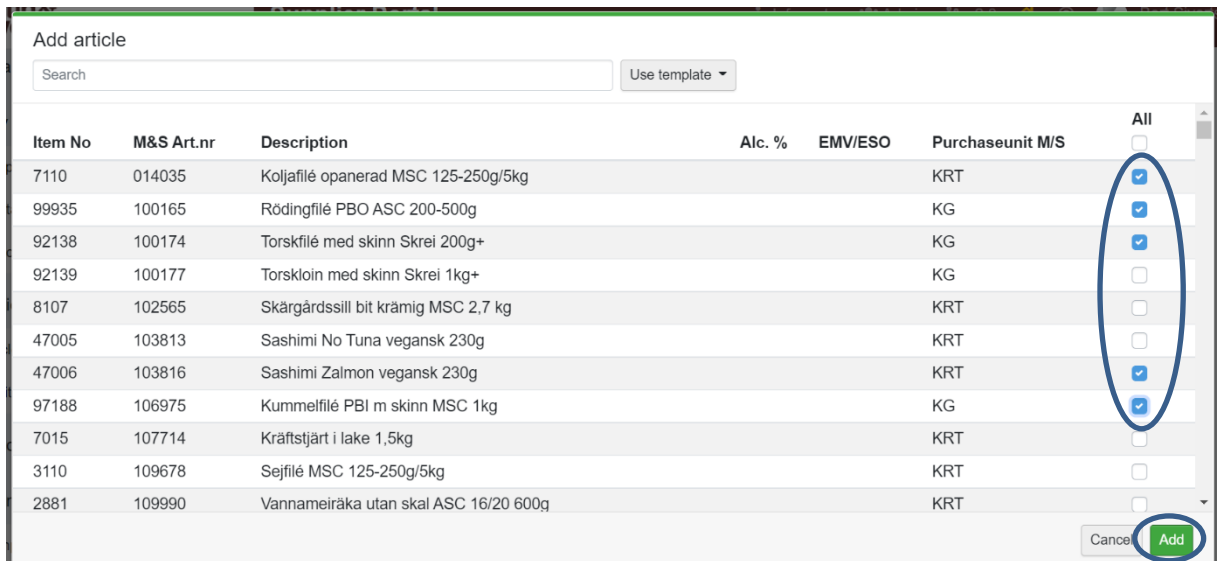


5. Click on "Select Price Window", mark the price window you wish to work with and click on "select". You will then see the dates for when the price adjustments have implementation dates (Price Window + for price change upwards and Price Window - for price change downwards).

6. Select the green icon "Choose Items". You will receive a list of active items that are listed at Martin & Servera. If you have items that have a different price change structure, they should not be included in the list.



Here you can select all items in the list by ticking "All", or individual items by ticking at the item level. It is also possible later in the process to add and subtract items from the price notification document if you wish. In the image below, 5 items have been selected. If you select items and choose not to perform a price change on these items and submit the form, you will not be able to change them later to the same date.



The screenshot shows the 'Add article' interface. At the top, there is a search bar and a 'Use template' dropdown. Below is a table with columns: Item No, M&S Art.nr, Description, Alc. %, EMV/ESO, Purchaseunit M/S, and All. Five items are selected, indicated by blue checkmarks in the 'All' column. The 'Add' button at the bottom right is highlighted with a green circle.

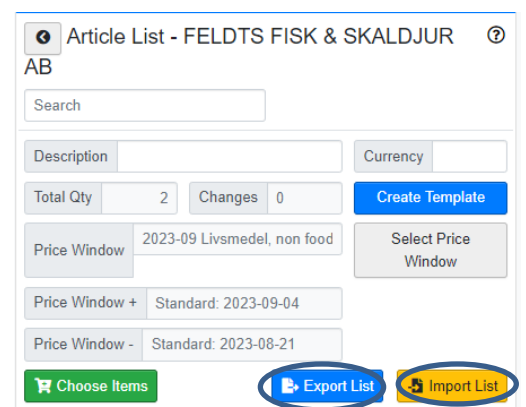
Item No	M&S Art.nr	Description	Alc. %	EMV/ESO	Purchaseunit M/S	All
7110	014035	Koljafilé opanerad MSC 125-250g/5kg			KRT	<input checked="" type="checkbox"/>
99935	100165	Rödingfilé PBO ASC 200-500g			KG	<input checked="" type="checkbox"/>
92138	100174	Torskilé med skinn Skrei 200g+			KG	<input checked="" type="checkbox"/>
92139	100177	Torskloin med skinn Skrei 1kg+			KG	<input type="checkbox"/>
8107	102565	Skärgårdssill bit krämig MSC 2,7 kg			KRT	<input type="checkbox"/>
47005	103813	Sashimi No Tuna vegansk 230g			KRT	<input type="checkbox"/>
47006	103816	Sashimi Zalmon vegansk 230g			KRT	<input checked="" type="checkbox"/>
97188	106975	Kummelfilé PBI m skinn MSC 1kg			KG	<input checked="" type="checkbox"/>
7015	107714	Kraftstjart i lake 1,5kg			KRT	<input type="checkbox"/>
3110	109678	Sejfilé MSC 125-250g/5kg			KRT	<input type="checkbox"/>
2881	109990	Vannameiråka utan skal ASC 16/20 600g			KRT	<input type="checkbox"/>

Once you have selected your items, click on the green "Add" icon.

You can now continue working in the portal with your price notification or you can export the list to Excel and fill in the data there instead.

If you want to work in Excel, select Export List, fill in the data, save the document on your computer and when you are done, select Import List.

Note that you may not change pre-filled information. If you do, it will not be uploaded. This means that changes made in the Excel to Item no, M/S item number, name, current list price and the fields that are calculated by formula will not be loaded.



The screenshot shows the 'Article List - FELDTS FISK & SKALDJUR' interface. It includes a search bar, a description field, a currency dropdown, and buttons for 'Total Qty', 'Changes', 'Create Template', 'Price Window', 'Select Price Window', 'Choose Items', 'Export List', and 'Import List'. The 'Export List' and 'Import List' buttons are highlighted with blue circles.

By clicking on an item, you get a box on the right where you make the notification. Only the boxes that are white are editable, other information, that is light grey, is generated from Martin & Servera's business system. All information must be provided in the unit that is Martin & Servera's purchasing unit.

You enter the desired new list price at New price/Purchase unit.

The screenshot displays the software interface. On the left, there is a sidebar titled 'Article List - FELDTS FISK & SKALDJUR' with a search bar and a table of items. The table has columns for 'Item No', 'M/S Art.nr', and 'Description'. Item 7110 (014035) is highlighted. Below the table are buttons for 'Choose Items', 'Export List', and 'Import List'. On the right, a detailed form for item '014035 - Koljafilé opanerad MSC 125-250g/5kg' is shown. This form includes fields for 'Supplier Article ID', 'M/S Art.nr', 'Product', and 'Weight/Purchase unit'. It also has sections for 'Present price/Purchase unit', 'New price/Purchase unit', 'Changes in value/Purchase unit', and 'Changes in %/Purchase unit'. There are similar sections for 'Present Price/KG', 'New Price/KG', 'Changes in Value/KG', and 'Changes in %/KG'. A 'Reason For Price Change' section includes 'Raw Material', 'Cost share in the product', and 'If adjustment, how many percent'. There are also fields for 'Currency', 'Currency-affect price', 'Present Exchange Rate', and 'Present Year/Month'. At the bottom, there is a 'Category comments' section with a search bar and a 'Save' button.

The price adjustment you wish to implement must be substantiated with what generates the adjustment. On all items, the relevant main reason must be filled in, as well as a specification of which reason is given, such as raw material, other costs, or currency. If there is a need for more fields, such as raw material, click on the plus. Repeat it until you are done with your notification.

If you have an overall "Reason for price change", you can choose to update several items at the same time by either ticking "All" or ticking several blue boxes. You can then state, "Reason for Price Change" and a common adjustment. For example, this could be if several items have the same type of packaging, and the price rises by 1 euro per carton. Then the price impact will be the same on all affected items. It is important to remember that you need to specify further information per item. If you choose this, you also overwrite any previously entered information in the field on individual items.

Edit Batch

Pick Type: Value * Reason For Price Change *

Item No	M/S Art.nr	Description
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

When you are done, select Save. You will then see a number in a green box, see image below. It shows how many fields are filled in the item, on the first item 4 fields.

7. When you are finished, click on the arrow at the top left of "Article list".

Article List -

Search

Description Currency

Total Qty Changes [Create Template](#)

Price Window [Select Price Window](#)

Price Window +

[Choose Items](#) [Export List](#) [Import List](#)

Item No	M/S Art.nr	Description	All
7110	014035	Koljafilé opanerad MSC 125-250g/5kg	<input checked="" type="checkbox"/>
99935	100165	Rodingfilé PBO ASC 200-500g	<input type="checkbox"/>

014035 - Koljafilé opanerad MSC 125-250g/5kg

Supplier Article ID	M/S Art.nr	Product	Weight/Purchase unit
<input type="text"/>	<input type="text"/>	Koljafilé opanerad MSC 125-250g/5kg	<input type="text"/>
Present price/Purchase unit	New price/Purchase unit	Changes in value/Purchase unit	Changes in %/Purchase unit
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Present Price/KG	New Price/KG	Changes in Value/KG	Changes in %/KG
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Reason For Price Change <input checked="" type="checkbox"/>			
Raw Material	Cost share in the product	If adjustment, how many percent	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Currency	Currency-affect price	Present Exchange Rate	Present Year/Month
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>
Other Changes		Cost share in product	Change of Cost in %
<input type="text"/>		<input type="text"/>	<input type="text"/>
Category comments			
<input type="text"/>			

[Save](#)

When you click on the arrow, you will be taken to an overview/status page of the Price Adjustments you have in the portal. You can choose what Price Adjustment to show in the list by selecting the icons on the top left (which turn blue when selected).

Therefore, pay attention to which ones you have selected. In the image below, there are currently marked "Open" cases, which are therefore visible in the list.

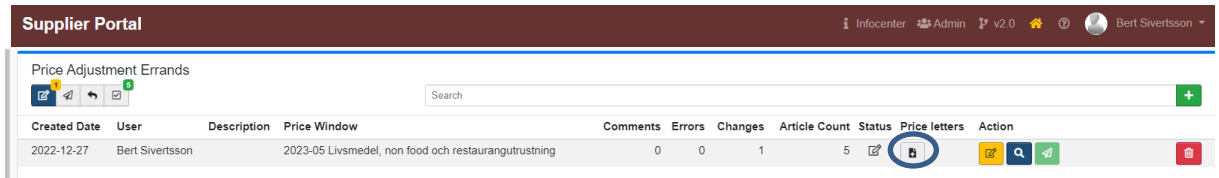
In the list below, you can see that there are 5 items selected in the database, but only 1 to which there are changes. This means that only 1 item will be forwarded to Martin & Servera.

Supplier Portal Infocenter Admin v2.0 Bert Sivertsson

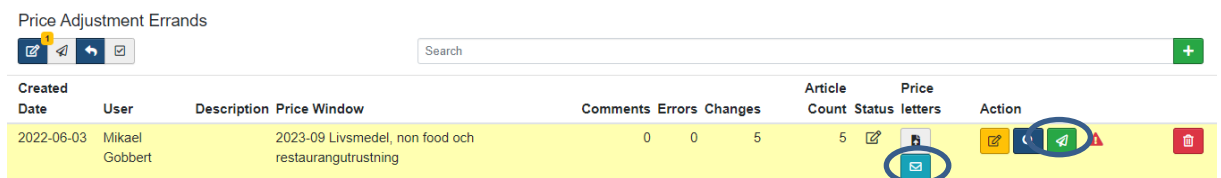
Price Adjustment - Frands Search

Created Date	User	Description	Price Window	Comments	Errors	Changes	Article Count	Status	Price letters	Action
2022-12-27	Bert Sivertsson	2023-05 Livsmedel, non food och restaurangutrustning		0	0	1	5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- Each Price Adjustment case must be accompanied by a price notification letter. It is not possible to submit a price adjustment without an attached file. The system only accepts PDF format; size limit is 20 MB. We also want you to upload your price list of your entire range. NOTE: this does not mean that we validate your price list against the listed prices in our system. You can see the prices we have in the system if you export a price adjustment document from the supplier portal.








You upload the documents by clicking on the black icon with an upward arrow under the heading "Price letters", see the picture above. When a file is uploaded, a blue icon lights up under "Price letters", see the picture below.



The green Send icon (with the "airplane" on it) will turn a shade greener when you have uploaded a file and is then clickable.


- When you are done with the notification, send it to Martin & Servera by clicking on the green icon with a small airplane on it, under the heading "Action". Once you have sent the notification, it will no longer be editable for you. You can see your submitted price adjustment by clicking on the airplane in the left corner.
- When you have submitted your price adjustment, you will receive confirmation via email.
- There are two possibilities in the system for feedback to you as a supplier. One is that the errand is re-referred from the Category Manager. You can see this by the fact that there is an arrow under the heading "Status" and the notification is visible when the icon second to the far right is blue marked (see image below). You will see comments from your Category Manager as to why the notification has been resubmitted. If you have a resubmitted notification, you can see it by a red icon lighting up with the number of resubmitted cases, see picture below.

Price Adjustment Errands

Created Date	User	Description	Price Window	Comments	Errors	Changes	Article Count	Status	Price letters	Action
2022-06-03	Mikael Gobbert	2023-09 Livsmedel, non food och restaurangutrustning		0	0	5	5			    






The second is that the request is approved, you will then see the approved request under completed matters. There is then a tick in the box under the heading "status" and the notification is visible when the icon on the far right is blue marked (see picture below).

Price Adjustment Errands

Created Date	User	Description	Price Window	Comments	Errors	Changes	Article Count	Status	Price letters	Action
2022-06-03	Mikael Gobbert	2023-09 Livsmedel, non food och restaurangutrustning		0	0	5	5	<input checked="" type="checkbox"/>		

12. In case of remittance. Click on the yellow icon under "Action" Read the comments you find at the item level, act on them and when you are done, resubmit the notification.

Price Adjustment Errands

Created Date	User	Description	Price Window	Comments	Errors	Changes	Article Count	Status	Price letters	Action
2022-06-03	Mikael Gobbert	2023-09 Livsmedel, non food och restaurangutrustning		0	0	5	5			    

13. When your price change request is approved, you will see it by the fact that there will be a number at the top of the left panel on the icon with a square with a tick in it. Click so that it becomes blue, the others should be clicked white, and you will see the notification in the list. You will see under the status that there is a box with a tick in it.

Price Adjustment Errands

Created Date	User	Description	Price Window	Comments	Errors	Changes	Article Count	Status	Price letters	Action
2022-06-03	Mikael Gobbert	2023-09 Livsmedel, non food och restaurangutrustning		0	0	5	5	<input checked="" type="checkbox"/>		