

# Price Discrepancies

How to resolve price discrepancy issues with purchase order process.

**Role:** Supply Chain Buyer Staff

**Frequency:** As Needed

\*\*Notification of price issue via GHX/Supplier

- Go into the PO, make sure you're looking at the correct line
- Scroll to the right to see if the item is tied to a contract in SAP

\*\*If on contract, there will be a Requirement #, Outline Agreement #, and a Contract Item # listed

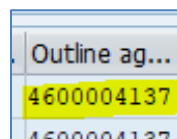
Reqmt No.	Requisitioner	IM Material	Info rec.	R...	F...	T..	Purch.Req.	Req...	Outline ag...	Con...	C
UK8454		236381	5300100...	<input type="checkbox"/>	<input type="checkbox"/>		20542266	1	4600004137	180	
UK8454		236383	5300100...	<input type="checkbox"/>	<input type="checkbox"/>		20542266	2	4600004137	200	

\*\*If not on contract, these fields will be blank as shown below:

\*\*Update these discrepancies but request Management approval for increases over

Reqmt No.	Requisitioner	IM Material	Info rec.	R...	F...	T..	Purch.Req.	Req...	Outline ag...	Con...	Cer
	HMPA236	237697	5300098...	<input type="checkbox"/>	<input type="checkbox"/>		20543079	1			

- Double click the Outline Agreement # to go into the contract



- Click the Header Details (Top-Hat) to see more information

**Display Contract : Item 00180**

Account Assignments

Agreement Item: 4600004137 180 Item Cat.: AcctAssCat

Material: 236381 Matl Group: 27 Plant:

Short Text: BRONCHOSCOPE BFLEX 5.8 SU Stor. Loc.:

Quantity and Price

Target Quantity: 999,999 PAC RelOrdQty: 1

Net Order Price: 1,530.00 USD / 1 PAC Price Date: 12/31/9999

Qty Conversion: 1 PAC <-> 1 PAC InfoUpdate:

## Price Discrepancies

\*\*From here, you can see validity dates and what Sourcing Specialist owns the contract

**Display Contract : Header Data**

Agreement: 4600004137 Company Code: UK00 Purchasing Group: 127  
Agreement Type: WK Purch. Organization: UK00  
Supplier: 126508 Verathon Inc

Administrative Fields  
Agreement Date: 06/20/2019 Item Number Interval: 10 Subitem Interv.: 1  
Validity Start: 06/29/2023 Validity End: 06/30/2026 Language: EN  
☐ GR Message

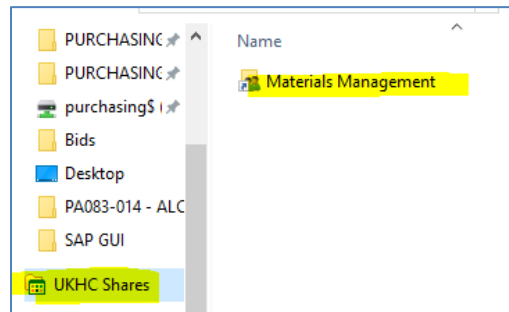
\*\*If you don't know the buyer #, you can click the files box and get the list of buyer names

Purchasing Group: 127  
Purch. Organization: UK00

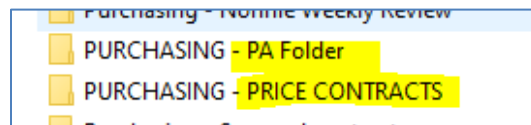
- If the contract is valid, check the paperwork to ensure everything is correct

\*\*Paperwork can be found both in the filing cabinet as well as the Materials Drive, best to check both

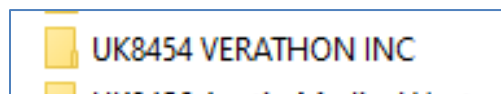
- Go to the Materials Drive



- Go to the correct folder depending on if it is a PA or a UK contract



- Find the correct folder



## Quick Reference Card

# Price Discrepancies

- Go into the newest folder

Name	Date modified
UK8454 - Verathon - Mod #1	3/21/2023 3:56 PM
UK8454 - Verathon - Mod #2	7/6/2023 12:47 PM
UK8454 - Verathon - PCT Award	4/13/2020 1:31 PM
UK8454 - Verathon - Mod #1	4/13/2020 1:35 PM

- From here, you're looking for a final document (usually noted "FE")

\*\*This should have all the documents combined into one file

Name	Date modified
AG_University of Kentucky AMEND4 (7-7...	7/8/2021 12:56 PM
binder1	6/23/2023 2:29 PM
Binder2	6/9/2023 2:03 PM
UK8454 - Verathon - Mod #2 - Attachme...	6/9/2023 1:55 PM
UK8454 - Verathon - Mod #2 - FE	7/6/2023 12:51 PM
UK8454 - Verathon - Mod #2	6/9/2023 1:50 PM
UK8454 Verathon - Update Vizient with M...	5/12/2023 4:34 PM
UK8454 Verathon Amend 6	5/12/2023 4:26 PM
UK8454 Vizient Page-Expires 5.5.23	5/12/2023 4:28 PM

\*\*You're looking for a few things to confirm this contract is valid

- Ensure the end date has not passed, there is signature from both parties, and the pricing listed matches the pricing on the Purchase Order

\*\*The end date is typically confirmed at the start of the document

PRICE CONTRACT NO.: UK8454	TERMS: Net 30
MODIFICATION NO.: 2	DELIVERY: FRE – Destination Prepay and Add
RENEWAL OPTION THRU: Mutually agreed upon	DATE: 3/22/23
COMMODITY/SERVICES: Glidescopes Disposables	

The modification(s) indicated below are to be incorporated as a part of the above referenced Price Contract. All other terms and conditions remain in effect.

**DESCRIPTION**

Modification #2 will be effective upon countersignature and valid through **June 30, 2026**, per attached.

Please reference price contract number UK8454 on all documentation.

\*\*"Per Attached" works as a signature if we signed their document agreeing to its terms/price

<b>OFFICIAL APPROVAL</b> <b>UNIVERSITY OF KENTUCKY</b>	<b>OFFICIAL SIGNATURE</b>
Patrick Cox	PER ATTACHED
_____ Patrick Cox / (859) 323-7947 Paul Reister	_____ Signature Date
_____ Director/Assistant Director Date	_____ Typed or Printed Name, Title
Barry Swanson	

## **Price Discrepancies**

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- If our system pricing is incorrect per the signed document, inform the Sourcing Specialist who owns the contract and update the PO to resolve the issue

**\*\*Not everything is black and white, it's best to communicate internally and come to a mutual decision**

- If our system pricing is correct per the signed document but vendor has a higher/lower price, inform vendor and provide the signed document for reference and CC the Sourcing Specialist