



MyPromoSource

Manually setting a product margin

If you have any difficulty with following the steps outlined in this help document, please don't hesitate to contact our help team by calling (02)

4302 0160 or via email at

help@gunwebsystems.com.au

Document Overview

This document outlines and explains the process of setting a product margin manually.

- Navigate to quote and edit margin function
- Editing the margin
- Saving and finalising work

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Step 1.0 – Navigate to quote then select Edit Price

Navigate to the desired quote and select update.

Update Web Quote 19-000044

Header Details CRM Quotation Details File Attachments Sign Off Terms All

Quotation Details

No	Image	Product	Description	Decoration	Qty	Selling Price Ex GST	Total Ex GST
1		P3208_BIZ Mens Elite Polo	SIZES S - 3XL 5XL Size Guide FABRIC BIZ COOL 100% Breathable	embroidery small Edit Decorations	100	54.39	5439

Sub Total : 5,439.00
GST : 543.90
Total : 5,982.90

Add New Quotation Details

Select update on your desired quote, then select "Edit Price"

Step 2.0 – Change margin

Edit Price

Product

Cost Price: 16.5 Mark Up: 1.67 40 (%)

Discount (%): 0 Marked Up Price: 27.56

\$\$ Freight: 0

\$\$ Freight Unit: 0 \$\$ Freight Mark-Up: 1.67 40 (%)

\$\$ Marked Up Cost: 0

Total: 27.56

Decoration

No	Code	Unit Price	Mark-Up	Marked-Up Price
1	ps1	3	1.67 40 (%)	5.01
	LegoSetup: 0	0.00	1.67 40 (%)	0.00

Decoration Total: 5.01

Other Cost

Costs: 0 Mark Up: 1.67 40 (%)

Marked Up: 0

Override Markup & Margin Calculate Save Close

Manually change the mark up margin.

Step 3.0 – Update and save

