Appendix B – Science Warehouse (Advanced) Price File Process During Contractual Term

Part of the process for all Science Warehouse suppliers is the requirement to submit price files if you want to change or add items to your catalogue. This process also deals with the changing of prices.

This communication will take place with the appointed Category Manager and is vital to getting your price file approved and ensuring that there are no delays processing your price file into Science Warehouse.

To ensure that this process runs smoothly, please see the steps below that you are required to follow. If this process is not adhered to, UK Shared Business Services Ltd will not approve the file, and will reject it back through Science Warehouse which will mean that the Go Live that you have requested will not take place:

STEP 1 - Supplier activity – 4 weeks prior to requested Go live date of new price files

Contact the relevant Category Manager 4 weeks prior to the intended Go Live date to advise of price changes or new items that you would like to submit. Please provide reasons behind the requested price change, and the date you would like the changes to take effect (the Go Live date)

STEP 2 - Supplier activity – Immediately following step 1, 4 weeks prior to go live date

Submit your new pricing to Science warehouse via the price update process.

STEP 3 - Category Manager to initiate discussion

Upon receipt of the documents required in Step 2, the Category Manager may wish to discuss the proposed changes and the reasons that have led to requesting a price change. These discussions/negotiations will take place within 2 weeks following receipt of the documents.

STEP 4 - by the end of Week 2

By the end of week 2, all discussions regarding price should be finalized and a price amendment agreed. Upon confirmation of agreement from the relevant Category Manager, please re-submit your final agreed price file if necessary (modified as a result of the discussions with the Category Manager) into Science Warehouse so that it can be uploaded for approval by UK Shared Business Services Ltd.

Please be aware that when the price file is submitted into Science Warehouse, the process for upload has several stages:
  a) Supplier to submit the agreed price file to Science Warehouse
  b) Science Warehouse send the price file to UK Shared Business Services Ltd
  c) The relevant Category Manager checks against the agreed pricing from steps 1 – 4 above, and then approves the file
  d) Once approved by UK Shared Business Services Ltd, Science Warehouse will then process the price file through final Supplier approval steps before the changes are made visible on the catalogue

Once this final supplier approval under d) has been completed, please also amend your back-office systems at this point, in order to prevent invoice miss-matches. The price on Science Warehouse is the price that UK Shared Business Services Ltd will pay.

This end-to-end process from Step 1 to 4 (completion) should take no more than 4 weeks.

N.B. all files that are to add new items to Science Warehouse must include the list price as well as the contracted price.