**Price Check Standard Operating Procedure (SOP)**

**Purpose:**  
This procedure outlines the steps for verifying vendor invoices to ensure accurate cost recording and correct client billing.

**1. Expectations**

* All invoices received from vendors must be price-checked following this SOP before the corresponding ticket closes.
* The goal is to ensure that TPC’s costs are accurate and clients are charged the correct amounts.
* Any discrepancies must be updated and reported to the Policy & Purchasing Manager.

**2. Procedure**

**Step-by-Step Instructions**

**2.1 Locate the Vendor Invoice**

1. Open the Support email account (support@theprintingco.biz).
2. Navigate to the "Invoice" folder to locate the vendor invoice.
3. Identify the PO or job number on the invoice:
   * PO numbers are 4 digits (e.g., 8545).
   * Job numbers are 6 digits, often in the format "PO - Job#" (e.g., 8545 - 229127 or just 229127).

**2.2 Access the Purchase Order (PO)**

1. Log in to tpc.mypresswise.com.
2. Navigate to "Purchasing" > "List Purchase Orders."
3. Enter the PO or job number into the search box and press "Enter."
4. Click the pencil icon next to the PO or job number to open the Purchase Order.

**2.3 Verify Line Items**

1. In the "Line Item" portion of the PO, locate the job number under the "Job#" category (e.g., N229127). Click it to open the job ticket.
2. Identify the line item with the PO number in blue (e.g., +PO 8545).
3. Scroll to the "Description" section and click the pencil icon next to the relevant line item. This is where the invoice is price-checked.
4. Compare the quantity on the vendor invoice to the quantity in the line item. They should be the same, if they are different:
   * And the vendor key notes exact quantity. Alert the Policy & Purchasing Manager before continuing
   * but the vendor key does not note exact quantity, proceed with updating the quantity of the line item and the project name and continue with the remaining steps.
5. Compare the "Cost" column of the line item to the vendor invoice:
   * Verify the price per piece matches the invoice.
   * Confirm setup costs are recorded accurately.
6. Notify the Policy & Purchasing Manager of any discrepancies and proceed as directed.
7. Repeat steps 9-12 for all line items.

**2.4 Verify Shipping Costs**

1. Check the shipping cost based on the ticket’s shipping method:
   * **Delivery, Pickup, or Rep Deliver for Branded Merch/Apparel:** Follow step 15 below.
   * **Shipped (e.g., UPS Ground, FedEx Ground) or Outsourced Print:** Follow step 16 below.
2. For Delivery/Pickup/Rep Deliver:
   * Access the "Ship To" box on the ticket.
   * Click the pencil icon and update:
     + Enter the vendor cost in the "Cost" section.
     + Enter cost + 17% markup in the "Price" section.
   * Save changes and set the "Shipping Cost Flag" to "Fixed."
3. Navigate back to the PO screen and:
   * Verify that the "Grand Total" of the PO matches the vendor invoice.

**2.5 Add New Items for Setups**

1. Add PO items for setups associated with the job:
   * Click "Add New PO Item."
   * In the "Finishing Task" column, search the 5-digit number associated with the job (e.g., 69557).
   * Click the plus sign next to the relevant task to add it.
   * Repeat for all finishing tasks.
2. Add freight charges located under "Purchase Order Info" at the top of the PO.

**2.6 Final Verification**

1. Ensure the "Grand Total" of the PO matches the vendor invoice.

**3. Common Issues and Solutions**

**3.1 Missing PO or Job Numbers**

* **Issue:** PO or job numbers are not visible on the invoice.
  + **Solution:** Contact the vendor for clarification or refer to the Purchasing records for cross-referencing.

**3.2 Discrepancies in Pricing**

* **Issue:** Vendor costs do not match TPC’s PO records.
  + **Solution:** Notify the Policy & Purchasing Manager and proceed as directed.

**4. FAQs**

1. **Where can I find the vendor invoice?**
   * In the "Invoice" folder of the Support email account.
2. **How do I update shipping costs for delivery tickets?**
   * Update the "Cost" and "Price" fields in the "Ship To" box and set the "Shipping Cost Flag" to "Fixed."
3. **What should I do if a line item is missing from the PO?**
   * Add the item to the PO using the "Add New PO Item" option.

**5. References**

* TPC Purchasing System (tpc.mypresswise.com).
* Vendor Invoice Folder in Support Email.
* Markup Policy Documentation.