Price Point® User Manual

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Price Point Overview

Traditional methods of evaluating prices are simply not scalable. Our goal is to improve the acquisition of commercial items using data science. Price Point is a powerful, web-based price benchmarking and market basket analysis tool. Price Point joins proprietary, commercial, and open data to help buyers make "fair and reasonable" price determinations for commercial items, comply with acquisition mandates, and drive savings. This manual describes the basic features and functionality of the system.

Logging On to the System

To log on to Price Point, open a web browser and navigate to
https://pricepoint.xsb.com/pricing/

Here, you will be presented with the login screen pictured in Figure 1 - Login Screen below.

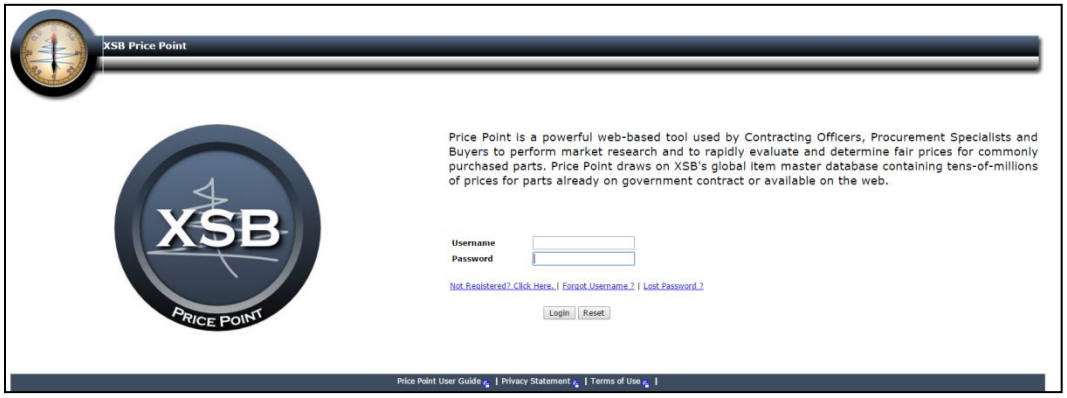


Figure 1 - Login Screen

Enter your username and password and click the Login button as shown in Figure 2 – Submitting the Login Form. Remember, usernames and passwords are case sensitive.

NOTE: If this is your first time accessing the system, please enter your username and the temporary password sent in your welcome email. Follow the instructions under the Account Settings section of this manual to reset your password.

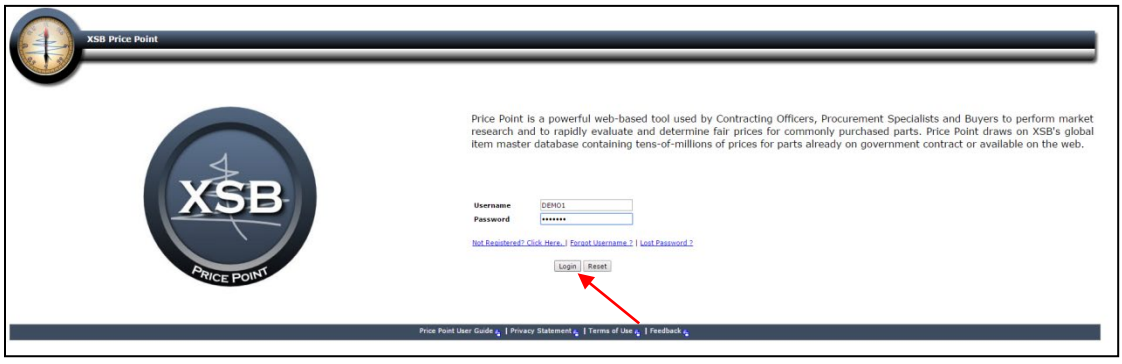


Figure 2 - Submitting the Login Form

Lost Password/Forgotten Username

If you cannot remember your username or password, please click on the appropriate link Forgot Username or Lost Password under the login dialog box on the home page to request a reset.

After clicking the Lost Password link, you will be directed to the page shown in Figure 3 – Resetting Your Password as shown below; here you can enter your email address and submit a password reset request.

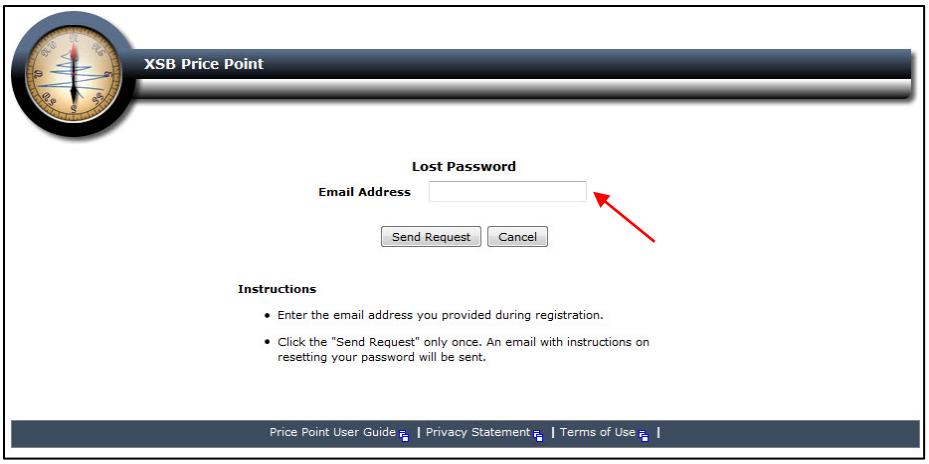


Figure 3 – Resetting Your Password

Once a request to reset the password has been submitted, an email notification will be sent to the email address supplied during registration. The email will contain a link enabling you to update and confirm your new password.

NOTE: This MUST match the email address used when registering for your account.

After clicking the Forgot Username link, you will be directed to the page shown in Figure 4 – Retrieve Your Username below, where you can enter your email address. If you have a valid Price Point account, your username will be sent to you via email.

NOTE: This MUST match the email address used when registering for your account.

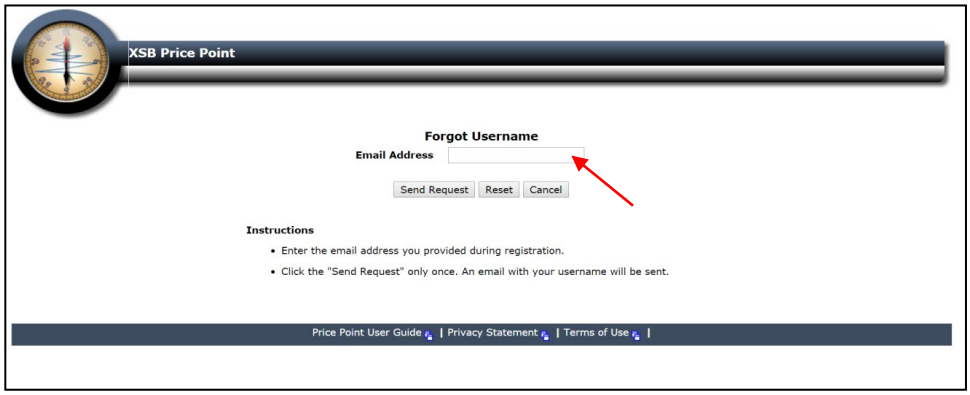


Figure 4 – Retrieve Your Username

NOTE: Contact our support team at pricepoint-support@xsb.com for assistance if needed.

Creating a Job - Uploading a Catalog for Analysis

Once logged in, the Price Point main dashboard will display a list of any previously created jobs.

In Price Point, a job represents a catalog file or list of SKUs to be analyzed by the system. It includes:

- job name
- data file containing the part identifying information
- a column mapping identifying the relevant fields in the file
- resulting report

To create a new job, click on the Create New Job link on the home screen, as shown in Figure 5 - Create a New Job.

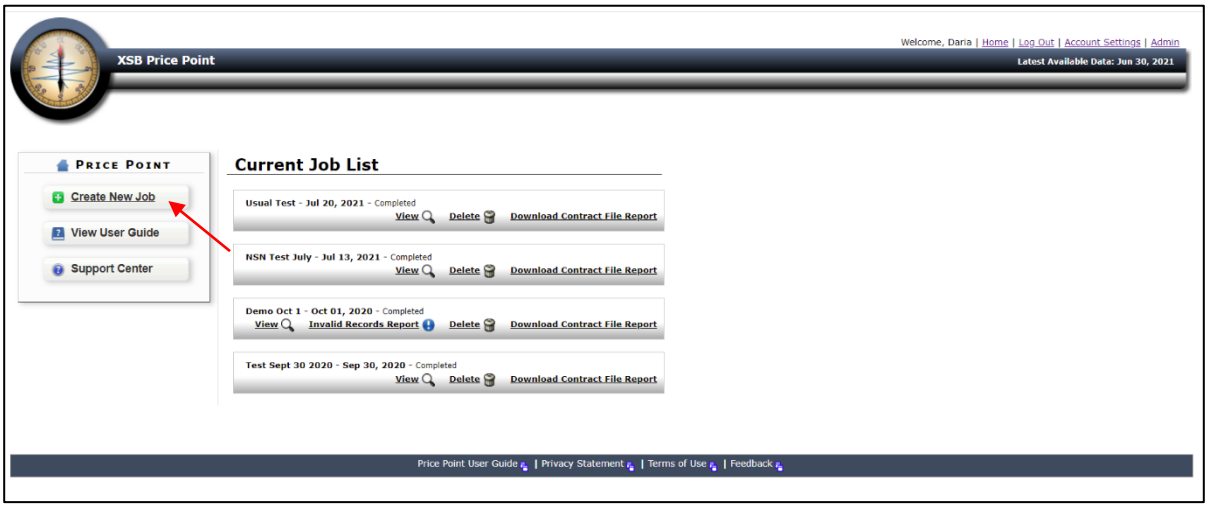


Figure 5 – Create a New Job

The New Job form shown in Figure 6a - Configuring the Job, will prompt you to provide a Job name and CAGE code (optional) associated with the catalog file; here you can also specify the data sources to be used in the data analysis.

Job Name: A unique name for the job must be provided. The name for the new job must be different from all previously-created jobs. The system will report an error if a duplicate name is chosen. A job name should consist of letters and numbers and should not include any special characters.

CAGE Code *(optional)*: The Commercial and Government Entity **Code**, or **CAGE Code**, is a unique identifier assigned to suppliers to various government or defense agencies. This number is used to identify the Supplier whose offer or catalog is being analyzed and is particularly helpful for analyzing supplier catalogs that may have their own unique part numbering systems. An example of this would be the WW Grainger part numbering system which often uses a vendor specific part number in place of the OEM part number. Knowing the CAGE code and using that code when creating a job will enable Price Point to determine the correlating OEM part number for each WW Grainger number to facilitate proper price comparison and risk assessment.

Source Data: XSB has collected, standardized, and enriched data on tens of millions of commercial parts across the government supply chain. This XSB Global Item Master integrates data from multiple government databases, Specs and Standards, and the commercial catalogs and makes it actionable to users across a variety of web-based applications that use this item master as their backbone. Price Point leverages the XSB global item master database in its analysis. This includes all items on contract and offered for sale through GSA Advantage, DoD FedMall, NASA SEWP and NSN data from FLIS. In addition, it includes product, pricing and supplier data from multiple manufacturer and distributor web sites. Price Point also provides data on sales transaction prices from GSA Advantage and DoD FedMall.

When creating a new job, you have the option of specifying which of the available data sources you want to have included in your price analysis. If you wish to exclude a particular data source from your analysis, deselect that data source during the job creation process as shown in Figure 6b – Specifying the Data Sources to Include in Analysis below.

NOTE: The system default is to include all data sources when processing a job.

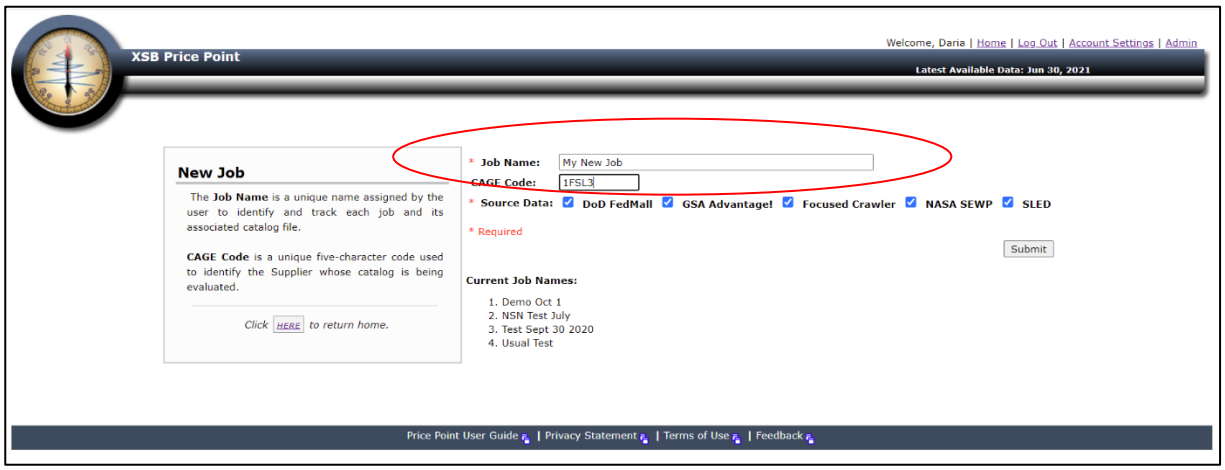


Figure 6a - Configuring the Job

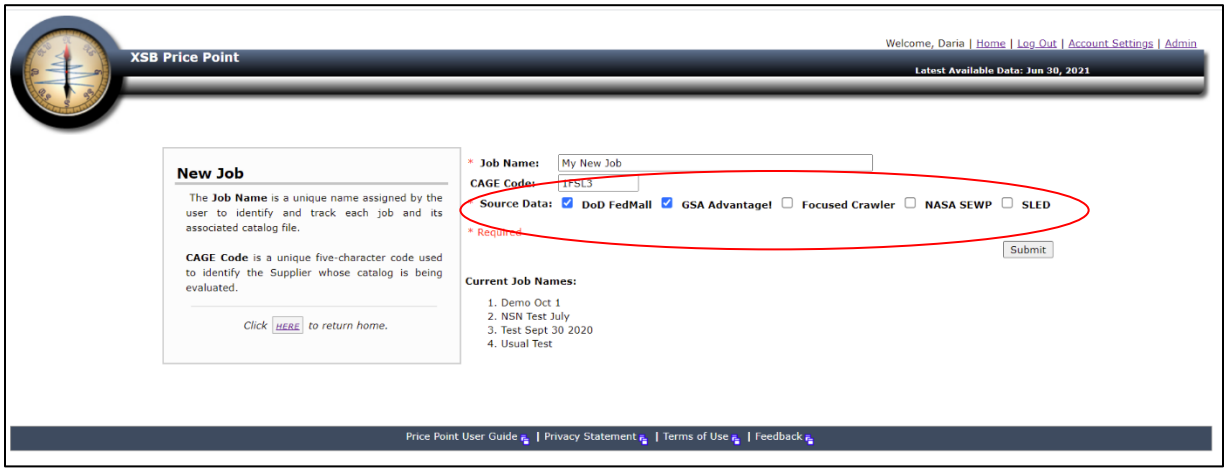


Figure 6b – Specifying the Data Sources to Include in Analysis

Once a Job Name, optional CAGE, and data sources are configured, click on Submit to continue.

Preparing a Catalog Data File

Catalog files loaded into the system must be Microsoft Excel workbooks in either .XLS or .XLSX file extension.

Tips for ensuring that catalog files will be uploaded successfully and without errors:

- The catalog information should be on the first tab of the workbook if it has multiple tabs.
- The first row of information in the worksheet containing the catalog data should be column headings. No graphics or misc. titles or other information should reside above the column headings.
  NOTE: *Check to see if the first row displayed is row 1 in the workbook, if not, some rows may be hidden above the header that contain information that prevent the file from uploading properly. Unhide rows above header and remove accordingly.*
- The workbook must have a column that can act as a unique identifier for each record. Part number fields can generally suffice for a unique identifier. In cases where the part number may be duplicated across different records, you can add a column which contains sequential numbered rows. This field will be the field that is eventually "mapped" to the Price Point "Part ID" field. (Records with duplicates in this field will not be processed).
- The description field must be sufficiently descriptive containing at least 6 characters. Descriptions such as "Nut", "Bolt", "Tie", etc. will not be accepted, and those records will not be processed. If no description is contained in your catalog, you can add a generic one providing it is longer than 6 characters. Example: "XYZ Products" or "No Description Given".
- The workbook must have a minimum of 5 columns of data; this includes the data fields listed below:
  - Part ID
  - Manufacturer name
  - Manufacturer Part Number or National Stock Number (NSN)
  - Description
  - Price
- Additional / Optional fields include:
  - Unit Package Quantity
  - Unit Package Type
  - Exterior Container Type

Additional tips for larger catalogs:

- In the case of very large files, it may be beneficial to split the workbook into multiple jobs. This will enable you to process and analyze results quickly on a smaller segment of the uploaded catalog while the remainder is still processing.

Uploading a Catalog Data File

Click Choose File to upload the file containing the catalog data that will be associated with the job as shown in Figure 7a - Bringing Up File Selection Dialog.

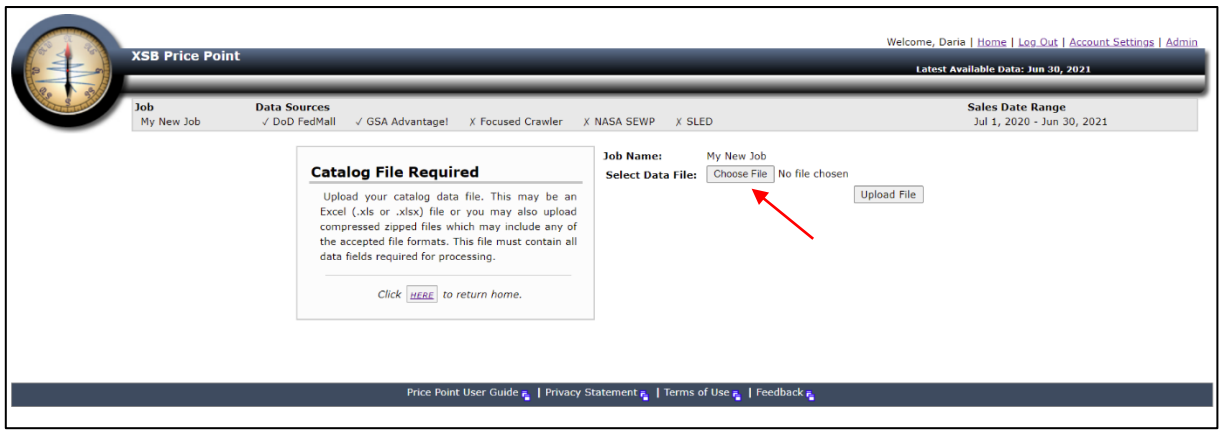


Figure 7a - Bringing Up File Selection Dialog

Clicking Choose File will cause the Open dialog box to appear. Here you can browse to and select the file from your local computer that contains the catalog data to be evaluated.

NOTE: This must be an MS Excel workbook (.XLS or .XLSX).

Once the file is selected, click Open. The Price Point form will display the selected filename written in the Select Data File field, as shown in Figure 7b - Uploading the Data File. Clicking the Upload File button will begin the process of uploading the data file.

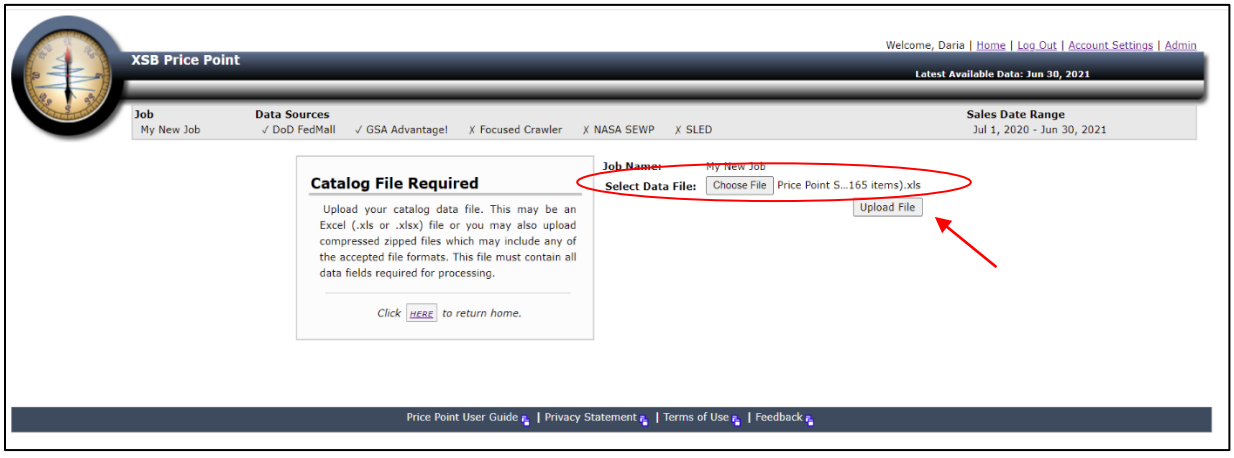


Figure 7b - Uploading the Data File

During the upload process, the system will display an upload progress screen. The display indicates how much data has been transferred and estimates how much longer the upload will take.

NOTE: The time required for file transfer depends on the size of the file being uploaded.

Column Mapping

After the file upload has completed, a column mapping screen is displayed, as shown in Figure 8 - Selecting Column Mapping. The purpose of this interaction is to associate fields (or columns) in the uploaded catalog file to the fields required by Price Point for processing. The screen consists of two columns, the Key Identifiers column, and the Catalog File Names column. The Key Identifiers column contains the various data elements that Price Point requires to process the catalog, and the Catalog File Names column contains a drop-down list containing all columns found in the uploaded data file. Select from the drop-down list which columns in the uploaded data file correspond to the Key Identifiers.

NOTE: The system remembers the column names previously mapped to the Key Identifiers in and the default mapping assignment will be the last remembered mapping for that column name.

Key Identifiers

- **Part ID** - The identifier (e.g., part number) used to identify an item of supply (required)
  NOTE: This must be a unique identifier for each record in the uploaded catalog. Records with duplicates in this field will not be processed and will be flagged for correction. For help, see the section on "Preparing a Catalog File".
- **Manufacturer Name** - The name of the manufacturer of an item (required).
- **Part Number** - The identifier assigned to the item by the manufacturer (e.g., manufacturer part number/OEM part number) (required).
- **National Stock Number (NSN)** - The identifier in the federal cataloging system that is associated with an item of supply. A 13-digit stock number consisting of the 4-digit Federal Supply Classification (FSC) code and the 9-digit National Item Identification Number (NIIN). (required, if Part Number not given).
- **Part Description** - A free-text description of an item of supply (required).
- **Price** - The offer price of the item to be analyzed (required).
- **Unit Package Quantity** - The number of items being sold in a single exterior container (optional)
- **Unit Package Type** - The packaging type (e.g., Pack, Ream, Each, etc.) (optional)
- **Exterior Container Type** - The packaging type (e.g., Box, Package, Pallet, etc.) (optional)

The system understands which column headers are typically found in the data files, so it is likely that verifying the correct column assignments is all that is necessary. The first three lines of the uploaded file are displayed below the Mapping panel to help in the column mapping process.

Once the column mapping step is complete, scroll to the bottom of the screen and click Submit.

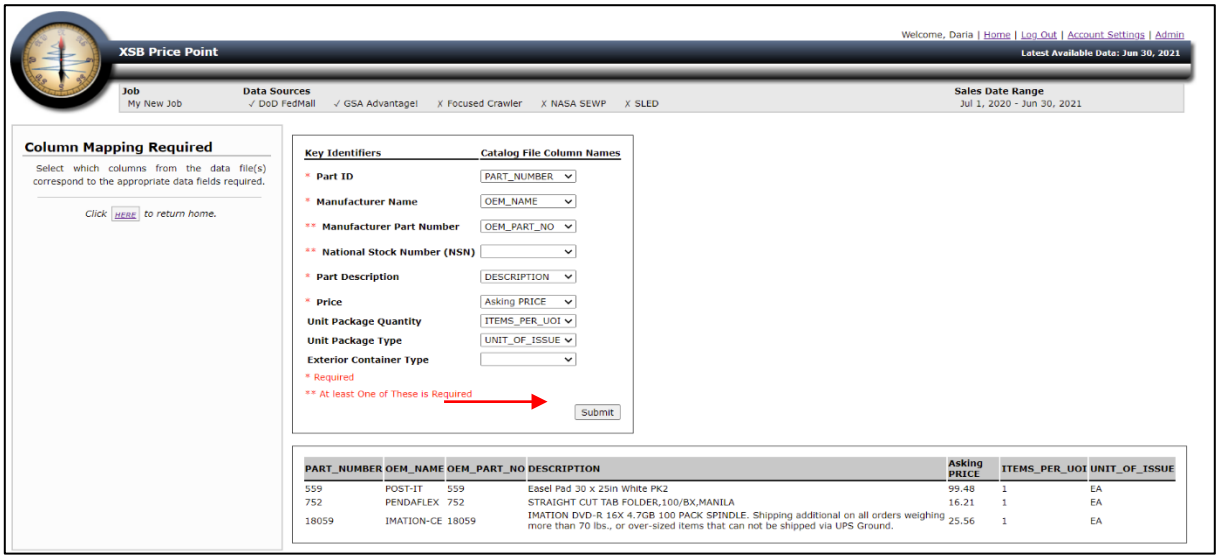


Figure 8 - Selecting Column Mapping

Validation

After submitting the column mappings, the system performs a simple validation of the records in the uploaded data. It ensures, among other things, that all required fields are properly populated, and that the specified Item ID for each row/item of supply is unique. Validation should take only a few minutes for a typical catalog, though larger catalogs may take longer.

NOTE: It may be preferential to return to Price Point after the email notification has been received when working with large files.

During the validation process, the job on the home page will indicate that it is Validating, as shown in Figure 9a - Job Validation In Progress. To see a change of status for a job, you must re-load or refresh the page, which can be done by selecting Home button in the upper right corner of the page.

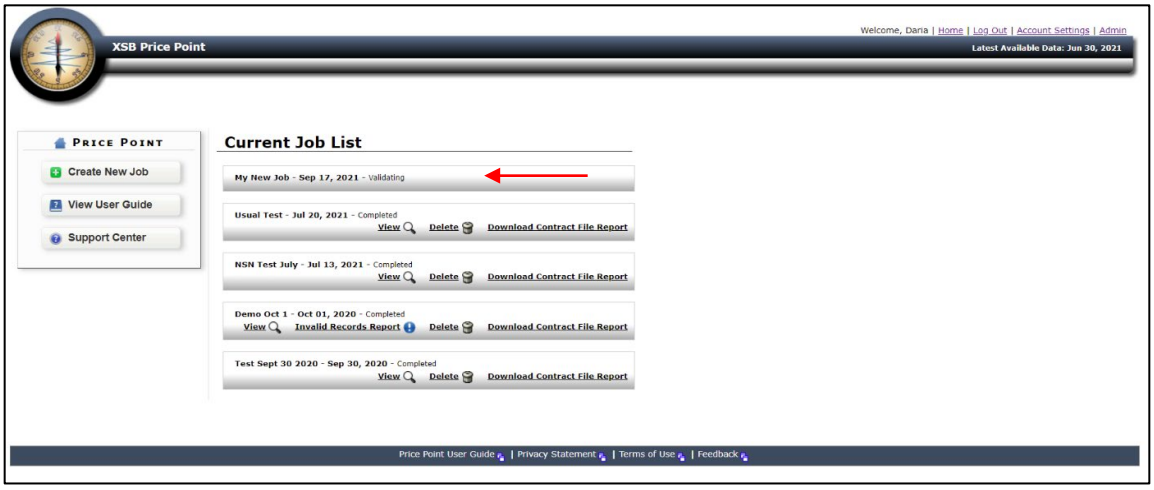


Figure 9a - Job Validation in Progress

When the system has finished validating the data, an email like the one shown in Figure 9b - Job Validation Complete email will be sent to the email address on file. You will now need to review the validation results and submit the job for processing.

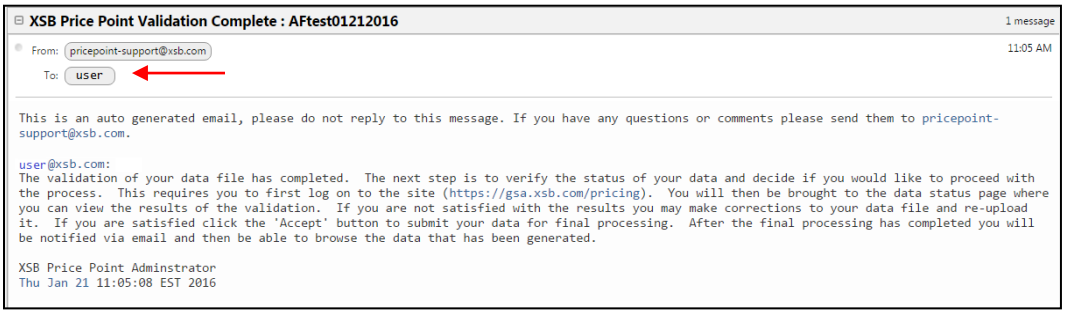


Figure 9b - Job Validation Complete Email

Approve Validation Results

After the system has completed the validation process, the Price Point home screen will display the job name with the message Validation Approval Required. The data must be approved for further processing by clicking on the View link for the job, as shown in Figure 10a - Job Requires Validation Approval. Clicking this link will display the screen shown in Figure 10b - Approving Valid Records for Further Processing.

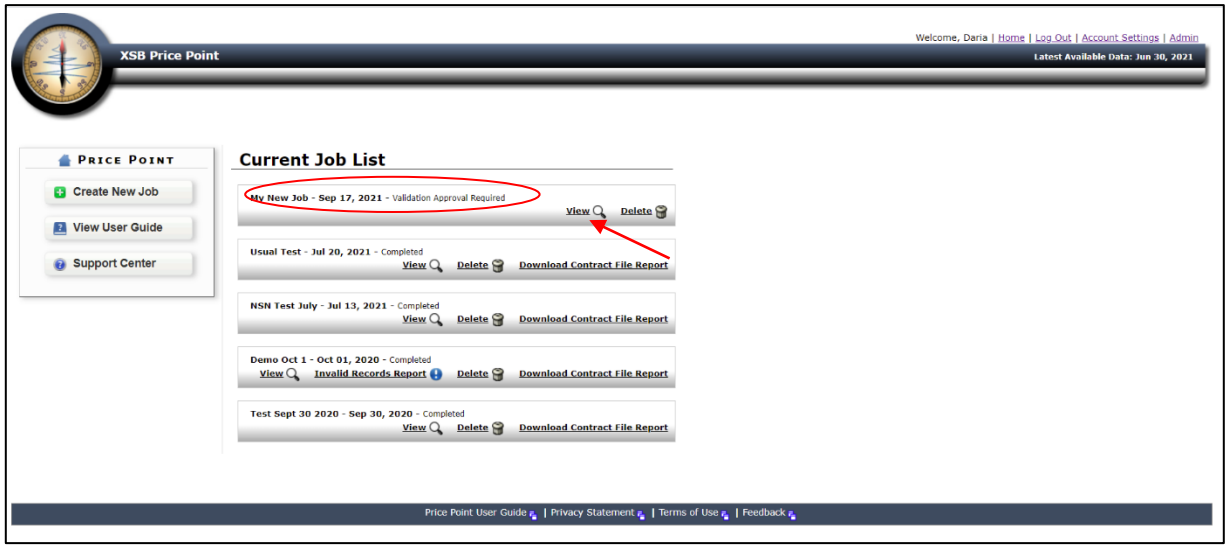


Figure 10a - Job Requires Validation Approval

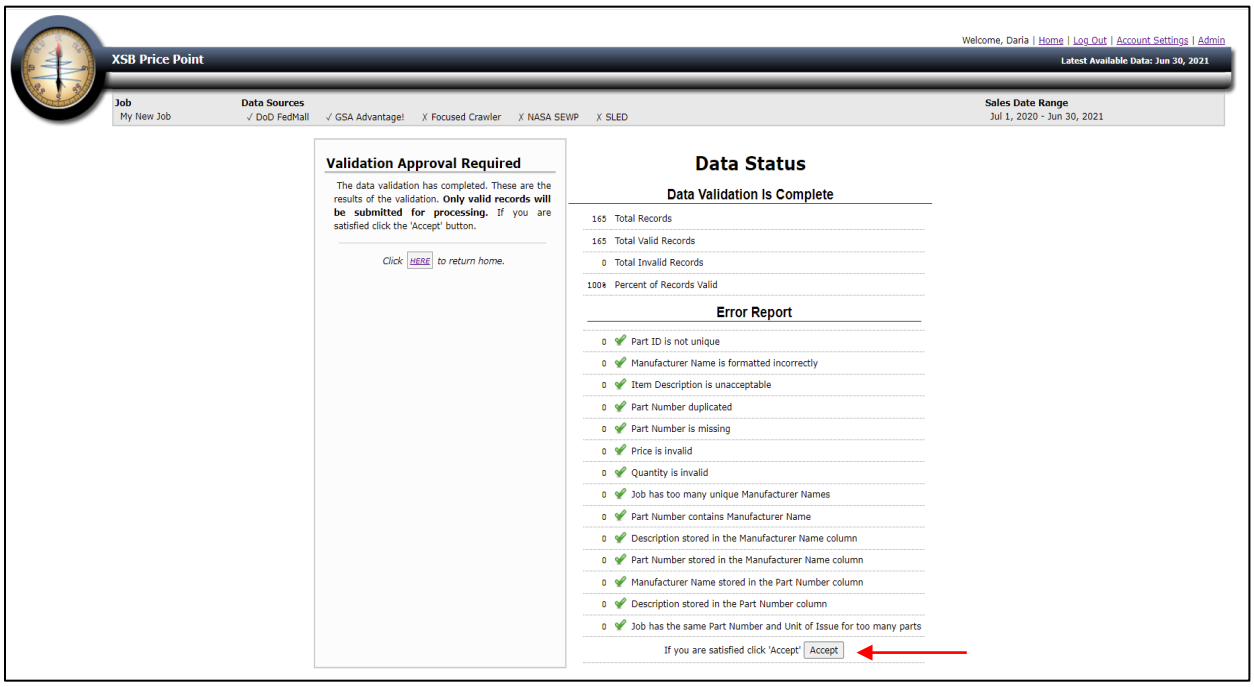


Figure 3 - Approving Valid Records for Further Processing

The Data Status screen lists the results of the preliminary validation process. The number of "valid" and "invalid" records is displayed, along with a count of the number of records that contain various kinds of errors.

To view any records with errors, click View Records with Errors.

To proceed with performing the analysis on all valid records, click the Accept button as shown in Figure 10b - Approving Valid Records for Further Processing. All invalid records will be ignored during later processing.

NOTE: There may be a daily limit to the number of jobs that can be Accepted by users in your organization within a day. If your organization has exceeded that limit, you will be notified, and the job will not be accepted.

Job Processing

A job undergoes various processing steps to complete the analysis. For a typical catalog (~20k SKUs) the entire process should take approximately an hour, but processing time can vary greatly based on the system load, the complexity of the descriptions, the number of price points known with the same manufacturer name and part numbers, as well as many other factors.

When the system has completed analyzing all the valid items in the catalog, the home screen will display the message Completed, as shown in Figure 11 - Job Processing Complete. An email will also be sent to the email address on file advising that the job has completed processing and results are available to you.

You can now login and click on View under the under the job name as shown in Figure 11 – Job Processing Complete to view the system generated reports.

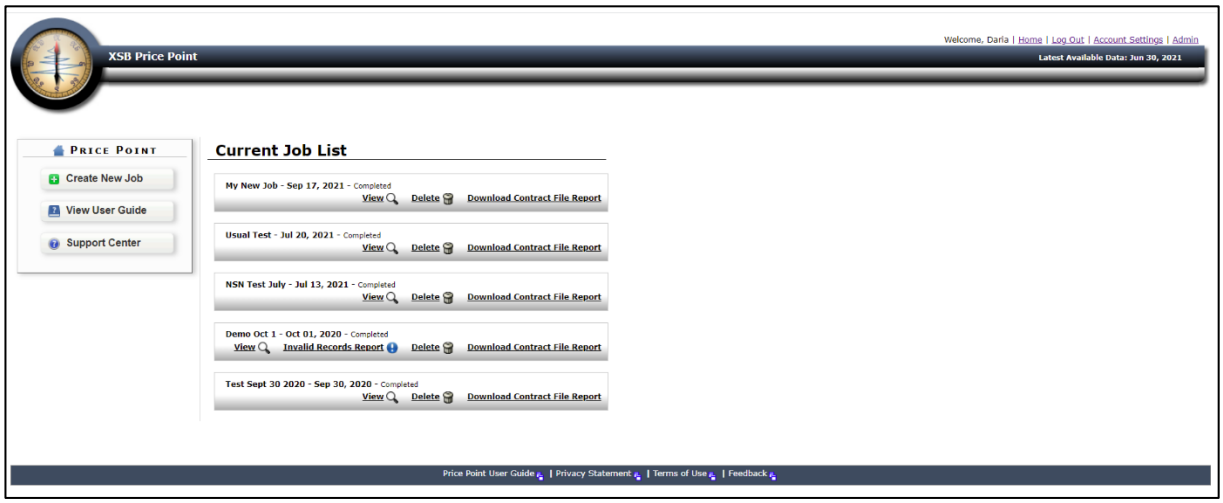


Figure 11 - Job Processing Complete

Report Tabs

Identical Match Tab:

There are multiple report tabs that will be displayed for each job processed by the system. By default, the Identical Match tab is displayed when you click on View to access your job's reports. The information available in the Identical Match report tab displays an analysis of the offered price for each item in the file by comparing this to all known prices for the identical items across the supply chain. This means the Price Point horizontal price analysis compares the input item against all items in the database with an identical standardized Manufacturer Name, Manufacturer Part Number and Package/Price Grouping assignment.

NOTE: The "Identical Match" is also known as the "Standard Report".

Each item analyzed receives a Risk Score, which indicates the likelihood that the offered item price is too high when compared to identical parts from other suppliers. The higher the score, the more likely it is that the offered price is not aligned with the market.

Price evidence from the XSB Global Item Master (using the data sources specified during the catalog upload process) is presented for each item analyzed:

- Minimum and Average catalog prices for the item (contract approved/list prices)
- Minimum and Average sales transaction prices for an item
- Median price with additional metrics such as supplier name and contract number which can be used to negotiate more competitive prices with the Supplier. See Figure 12 below – Identical Matches/Standard Report.

You can download the data in this report by selecting the Download Standard Report link on the right. Additionally, by clicking on any row of data in the report tab, you can view all the price evidence in the system associated with that part. This data includes all the vendors across the supply chain offering this part on their contract and their contract approved price. See Figure 13 below – Item Details Report.

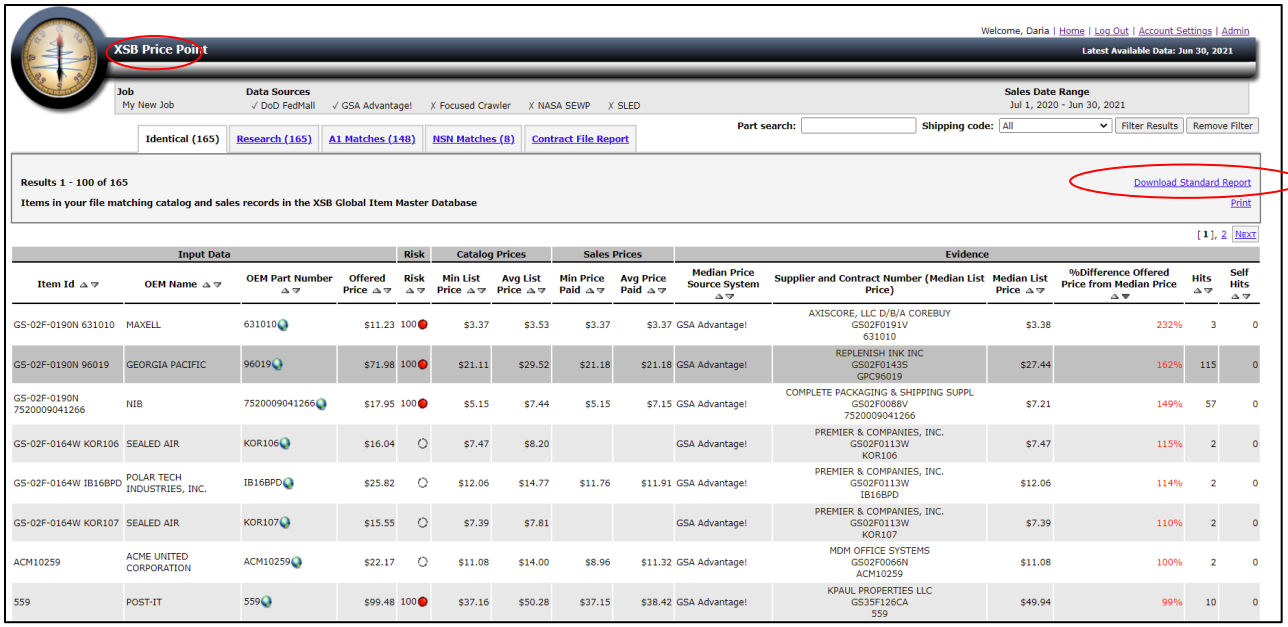


Figure 12 – Identical Match Tab/Standard Report

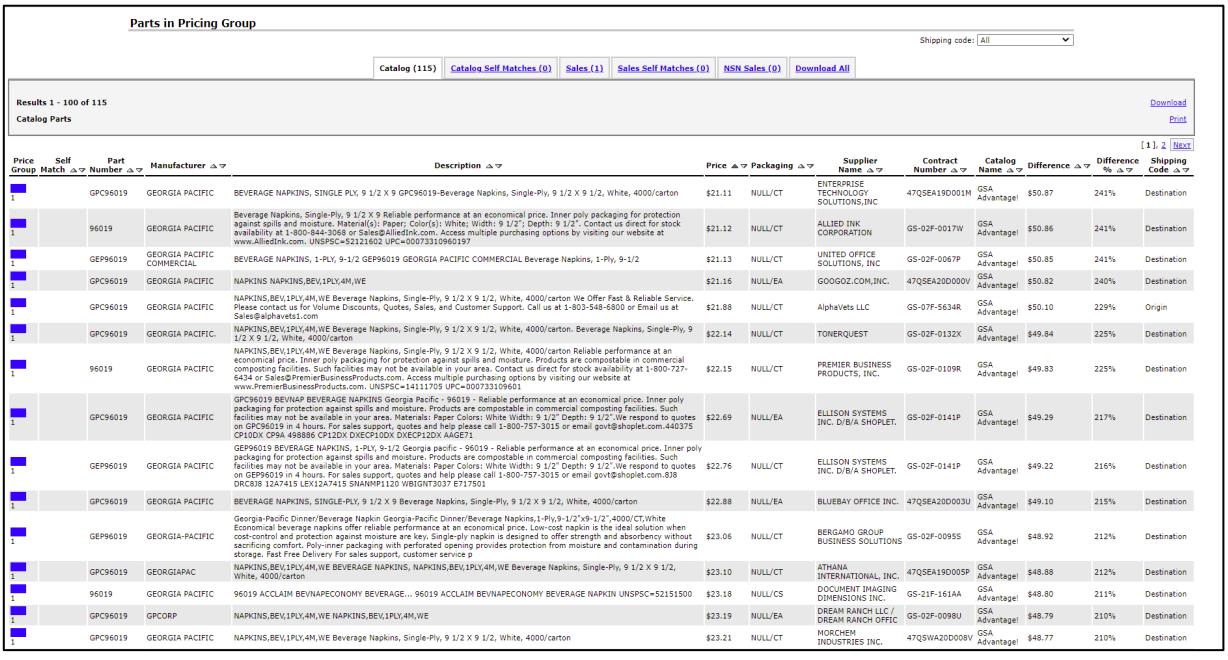


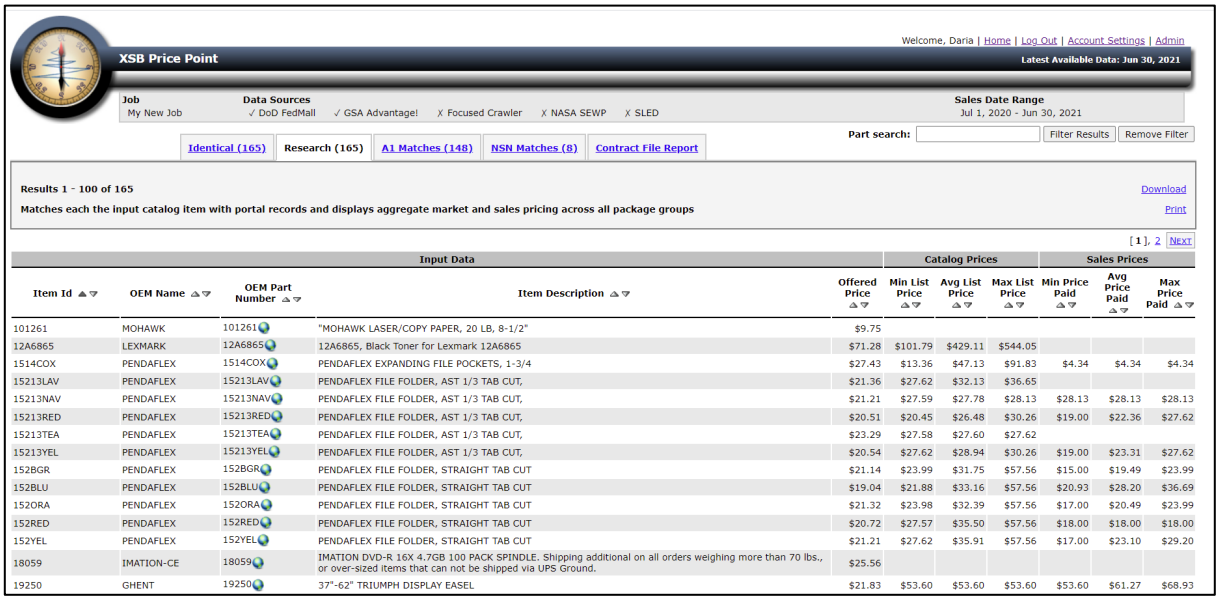
Figure 13 – Item Details Report

Research Tab:

In reviewing the results of a catalog analyzed by Price Point, you may find some items in the Identical Report Tab that the system cannot assign a Risk Score to. In these cases, Price Point may not have enough data on that item to provide a statistically valid risk assignment. However, it may also be the case that the offered price being evaluated is a true outlier for that MN/PN/Package group and requires further review. To assist in this review, a Research Tab has been added to the Price Point system. See Figure 14 – Research Tab Results.

By clicking on the Research Tab, users can view a report that lists all the items uploaded with their job or catalog file that were analyzed by the system. However, instead of looking at prices limited to the assigned Price Point subgroup (Price Point reasons about price clusters to infer packaging and groups identical items with identical inferred packaging), the Research Tab looks at prices across all the price or packaging groups in the XSB global item master for that item. This may help users identify true price outliers that fall outside the parameters of the packaging/price subgroups.

The Research Tab provides the minimum, maximum and average list or contract approved price for each item in the file, as well as, the minimum, maximum and average sales transaction price if the item has been purchased in the last 12 months. The Research Tab data can be downloaded by selecting the Download link at the top right of the report screen.



XSB Price Point

Welcome, Daria | Home | Log Out | Account Settings | Admin

Latest Available Data: Jun 30, 2021

Job: My New Job

Data Sources: ✓ DoD FedMall ✓ GSA Advantage! ✗ Focused Crawler ✗ NASA SEWP ✗ SLED

Sales Date Range: Jul 1, 2020 - Jun 30, 2021

Identical (165) | Research (165) | A1 Matches (148) | NSN Matches (8) | Contract File Report

Part search: Filter Results Remove Filter

Results 1 - 100 of 165

Matches each the input catalog item with portal records and displays aggregate market and sales pricing across all package groups

Download Print

[1], 2 Next

Input Data					Catalog Prices			Sales Prices		
Item Id	OEM Name	OEM Part Number	Item Description	Offered Price	Min List Price	Avg List Price	Max List Price	Min Price Paid	Avg Price Paid	Max Price Paid
101261	MOHAWK	101261	"MOHAWK LASER/COPY PAPER, 20 LB, 8-1/2"	$9.75						
12A6865	LEXMARK	12A6865	12A6865, Black Toner for Lexmark 12A6865	$71.28	$101.79	$429.11	$544.05			
1514COX	PENDAFLEX	1514COX	PENDAFLEX EXPANDING FILE POCKETS, 1-3/4	$27.43	$13.36	$47.13	$91.83	$4.34	$4.34	$4.34
15213LAV	PENDAFLEX	15213LAV	PENDAFLEX FILE FOLDER, AST 1/3 TAB CUT,	$21.36	$27.62	$32.13	$36.65			
15213NAV	PENDAFLEX	15213NAV	PENDAFLEX FILE FOLDER, AST 1/3 TAB CUT,	$21.21	$27.59	$27.78	$28.13	$28.13	$28.13	$28.13
15213RED	PENDAFLEX	15213RED	PENDAFLEX FILE FOLDER, AST 1/3 TAB CUT,	$20.51	$20.45	$26.48	$30.26	$19.00	$22.36	$27.62
15213TEA	PENDAFLEX	15213TEA	PENDAFLEX FILE FOLDER, AST 1/3 TAB CUT,	$23.29	$27.58	$27.60	$27.62			
15213YEL	PENDAFLEX	15213YEL	PENDAFLEX FILE FOLDER, AST 1/3 TAB CUT,	$20.54	$27.62	$28.94	$30.26	$19.00	$23.31	$27.62
152BGR	PENDAFLEX	152BGR	PENDAFLEX FILE FOLDER, STRAIGHT TAB CUT	$21.14	$23.99	$31.75	$57.56	$15.00	$19.49	$23.99
152BLU	PENDAFLEX	152BLU	PENDAFLEX FILE FOLDER, STRAIGHT TAB CUT	$19.04	$21.88	$33.16	$57.56	$20.93	$28.20	$36.69
152ORA	PENDAFLEX	152ORA	PENDAFLEX FILE FOLDER, STRAIGHT TAB CUT	$21.32	$23.98	$32.39	$57.56	$17.00	$20.49	$23.99
152RED	PENDAFLEX	152RED	PENDAFLEX FILE FOLDER, STRAIGHT TAB CUT	$20.72	$27.57	$35.50	$57.56	$18.00	$18.00	$18.00
152YEL	PENDAFLEX	152YEL	PENDAFLEX FILE FOLDER, STRAIGHT TAB CUT	$21.21	$27.62	$35.91	$57.56	$17.00	$23.10	$29.20
18059	IMATION-CE	18059	IMATION DVD-R 16X 4.7GB 100 PACK SPINDLE. Shipping additional on all orders weighing more than 70 lbs., or over-sized items that can not be shipped via UPS Ground.	$25.56						
19250	GHENT	19250	37"-62" TRIUMPH DISPLAY EASEL	$21.83	$53.60	$53.60	$53.60	$53.60	$61.27	$68.93

Figure 14 – Research Tab Results

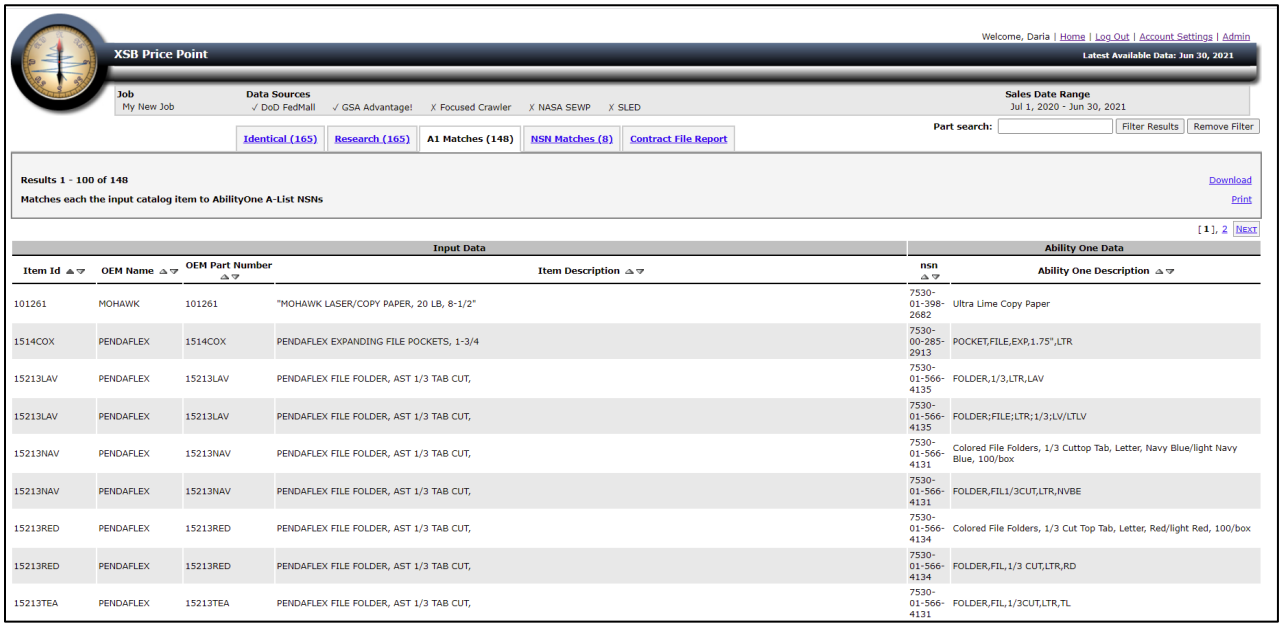
By clicking on a given item in the Research Tab, users can view all the price evidence in the XSB global item master associated with that part. This data includes all suppliers across the supply chain who carry this part on their contract and their contract approved price. In addition, Price Point displays the price difference between the Offered Price being evaluated and each of the evidence prices found.

A1 Match Tab:

The Javits-Wagner-O'Day Act, 41 U.S.C. 46-48c, established a procurement program to increase employment opportunities for individuals who are blind or have severe disabilities. The Committee for Purchase from People Who Are Blind or Severely Disabled maintains a procurement list of products which receive priority for purchasing over identical or similar commercially manufactured products.

The size and diversity of the supply chain, coupled with uneven data quality makes identifying these items in a Supplier's offer or catalog file a complex process. To assist users in determining which SKUs in a Supplier's offer are Essentially-the-Same (ETS) to an AbilityOne NSN, and flag which products must be removed from a Supplier's contract, we have included an A1 Match Report in Price Point.

This report, as shown in Figure 15 – AbilityOne Match Tab Results, leverages XSB's MDF technology and global item master database to identify all commercial items present in an offer that have been determined to be equivalent to items on the AbilityOne procurement A-List. The report includes the Input Item's Manufacturer Name (OEM Name) and Part Number (OEM Number), as well as the Supplier provided product or item description. It also provides the AbilityOne NSN the item was matched to, along with the AbilityOne product description. This enables you to review and validate matches and respond to Supplier challenges.



XSB Price Point

Welcome, Daria | Home | Log Out | Account Settings | Admin

Latest Available Data: Jun 30, 2021

Job: My New Job

Data Sources: ✓ DoD FedMall ✓ GSA Advantage! ✗ Focused Crawler ✗ NASA SEWP ✗ SLED

Sales Date Range: Jul 1, 2020 - Jun 30, 2021

Identical (165) | Research (165) | A1 Matches (148) | NSN Matches (8) | Contract File Report

Part search: Filter Results Remove Filter

Results 1 - 100 of 148

Matches each the input catalog item to AbilityOne A-List NSNs

Download Print

[1], 2 Next

Input Data				Ability One Data	
Item Id	OEM Name	OEM Part Number	Item Description	nsn	Ability One Description
101261	MOHAWK	101261	"MOHAWK LASER/COPY PAPER, 20 LB, 8-1/2"	7530-01-398-2682	Ultra Lime Copy Paper
1514COX	PENDAFLEX	1514COX	PENDAFLEX EXPANDING FILE POCKETS, 1-3/4	7530-00-285-2913	POCKET,FILE,EXP,1.75",LTR
15213LAV	PENDAFLEX	15213LAV	PENDAFLEX FILE FOLDER, AST 1/3 TAB CUT,	7530-01-566-4135	FOLDER,1/3,LTR,LAV
15213LAV	PENDAFLEX	15213LAV	PENDAFLEX FILE FOLDER, AST 1/3 TAB CUT,	7530-01-566-4135	FOLDER;FILE;LTR;1/3;LV/LTLV
15213NAV	PENDAFLEX	15213NAV	PENDAFLEX FILE FOLDER, AST 1/3 TAB CUT,	7530-01-566-4131	Colored File Folders, 1/3 Cuttop Tab, Letter, Navy Blue/light Navy Blue, 100/box
15213NAV	PENDAFLEX	15213NAV	PENDAFLEX FILE FOLDER, AST 1/3 TAB CUT,	7530-01-566-4131	FOLDER,FIL1/3CUT,LTR,NVBE
15213RED	PENDAFLEX	15213RED	PENDAFLEX FILE FOLDER, AST 1/3 TAB CUT,	7530-01-566-4134	Colored File Folders, 1/3 Cut Top Tab, Letter, Red/light Red, 100/box
15213RED	PENDAFLEX	15213RED	PENDAFLEX FILE FOLDER, AST 1/3 TAB CUT,	7530-01-566-4134	FOLDER,FIL,1/3 CUT,LTR,RD
15213TEA	PENDAFLEX	15213TEA	PENDAFLEX FILE FOLDER, AST 1/3 TAB CUT,	7530-01-566-4131	FOLDER,FIL,1/3CUT,LTR,TL

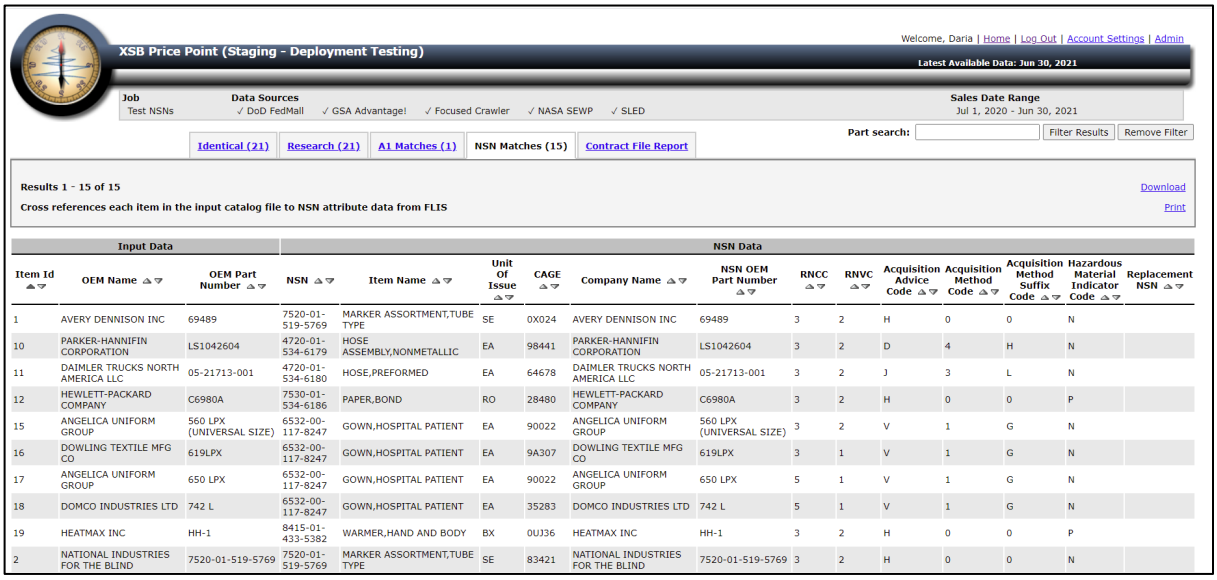
Figure 15 – AbilityOne Match Tab Results

NSN Match Tab:

The NSN Match Report tab provides a report cross referencing commercial items a catalog or offer to DLA managed NSNs and provides important procurement related attributes associated with the NSN from DLA FLIS (Federal Logistics Information System). See Figure 16 – NSN Match Tab Results

These attributes include, among others:

- Acquisition Advice Code
- Acquisition Method Code
- Acquisition Method Suffix Code
- Hazardous Material Indicator Code
- Replacement NSN
- RNCC and RNVC Codes



Input Data			NSN Data											
Item Id	OEM Name	OEM Part Number	NSN	Item Name	Unit Of Issue	CAGE	Company Name	NSN OEM Part Number	RNCC	RNVC	Acquisition Advice Code	Acquisition Method Code	Acquisition Method Suffix Code	Hazardous Material Indicator Code	Replacement NSN
1	AVERY DENNISON INC	69489	7520-01-519-5769	MARKER ASSORTMENT,TUBE TYPE	SE	0X024	AVERY DENNISON INC	69489	3	2	H	0	0	N	
10	PARKER-HANNIFIN CORPORATION	LS1042604	4720-01-534-6179	HOSE ASSEMBLY,NONMETALLIC	EA	98441	PARKER-HANNIFIN CORPORATION	LS1042604	3	2	D	4	H	N	
11	DAIMLER TRUCKS NORTH AMERICA LLC	05-21713-001	4720-01-534-6180	HOSE,PREFORMED	EA	64678	DAIMLER TRUCKS NORTH AMERICA LLC	05-21713-001	3	2	J	3	L	N	
12	HEWLETT-PACKARD COMPANY	C6980A	7530-01-534-6186	PAPER,BOND	RO	28480	HEWLETT-PACKARD COMPANY	C6980A	3	2	H	0	0	P	
15	ANGELICA UNIFORM GROUP	560 LPX (UNIVERSAL SIZE)	6532-00-117-8247	GOWN,HOSPITAL PATIENT	EA	90022	ANGELICA UNIFORM GROUP	560 LPX (UNIVERSAL SIZE)	3	2	V	1	G	N	
16	DOWLING TEXTILE MFG CO	619LPX	6532-00-117-8247	GOWN,HOSPITAL PATIENT	EA	9A307	DOWLING TEXTILE MFG CO	619LPX	3	1	V	1	G	N	
17	ANGELICA UNIFORM GROUP	650 LPX	6532-00-117-8247	GOWN,HOSPITAL PATIENT	EA	90022	ANGELICA UNIFORM GROUP	650 LPX	5	1	V	1	G	N	
18	DOMCO INDUSTRIES LTD	742 L	6532-00-117-8247	GOWN,HOSPITAL PATIENT	EA	35283	DOMCO INDUSTRIES LTD	742 L	5	1	V	1	G	N	
19	HEATMAX INC	HH-1	8415-01-433-5382	WARMER,HAND AND BODY	BX	0UJ36	HEATMAX INC	HH-1	3	2	H	0	0	P	
2	NATIONAL INDUSTRIES FOR THE BLIND	7520-01-519-5769	7520-01-519-5769	MARKER ASSORTMENT,TUBE TYPE	SE	83421	NATIONAL INDUSTRIES FOR THE BLIND	7520-01-519-5769	3	2	H	0	0	N	

Figure 16 – NSN Match Tab Results

Contract File Report:

The Contract File Report includes **all** data elements from the input catalog file, as well as detailed price evidence from the supply chain; this report is more comprehensive than the standard report and is typically used for contract file documentation and negotiation with the supplier. See Explanation of Report Columns for more information.

The Contract File Report can be downloaded by clicking on the Contract File Report Tab and following the download prompts or by selecting the Download Contract File Report link displayed under the job name on the homepage. See Figure 17 - Download Contract File Report below.

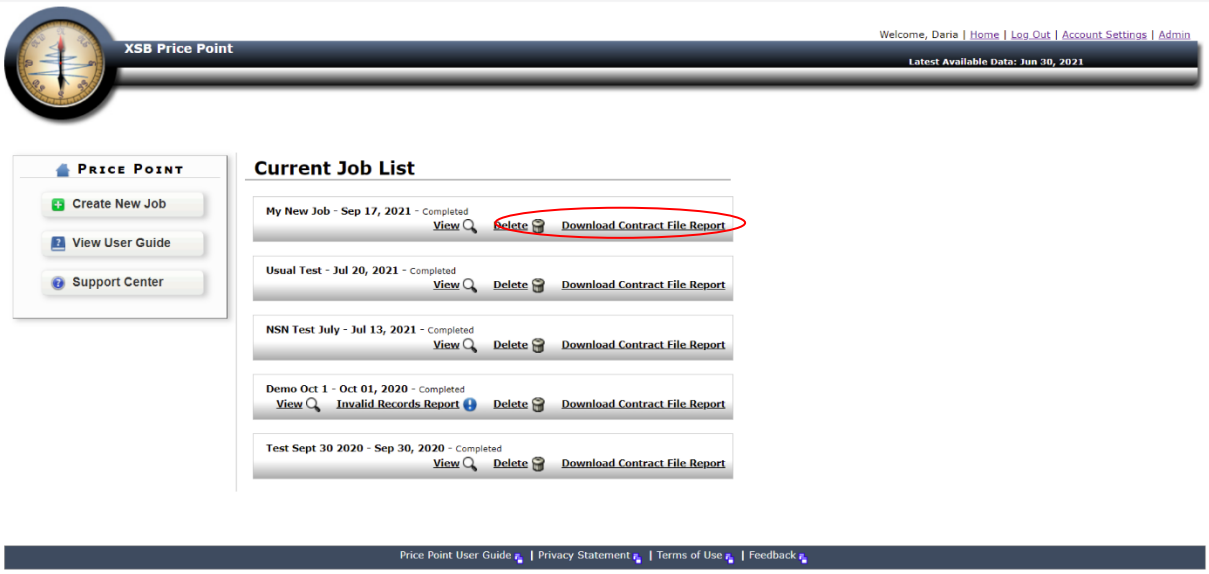


Figure 17 - Download Contract File Report

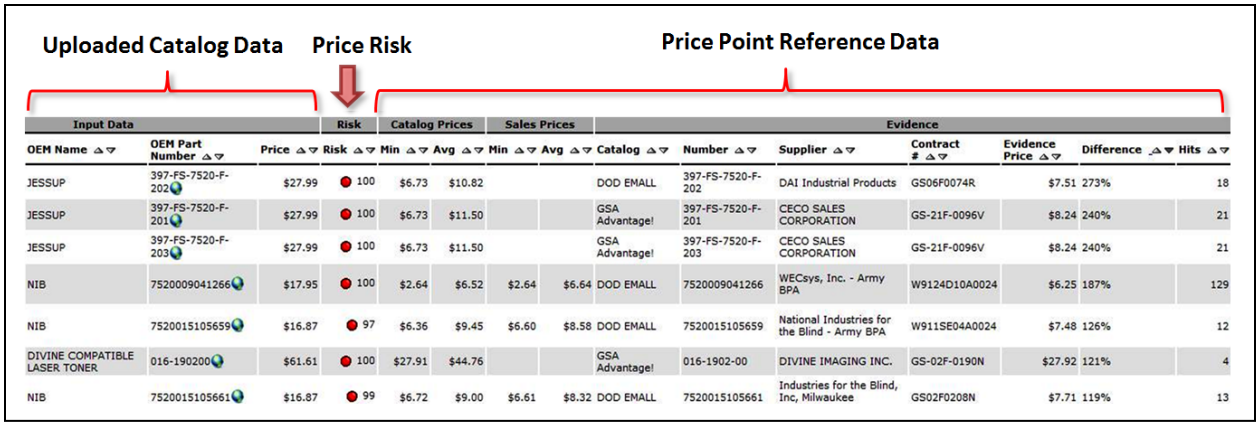
Explanation of Report Columns

The data returned for any job or catalog file, contains several sections of data: Input Data, Price Risk, and Reference Data as shown in Figure 18 – Price Point Results.

Uploaded Catalog Data/Input Data: The first four columns on this report (**Item ID, OEM Name**, **OEM Part Number** and **Offered Price**) are values taken directly from the input catalog file and are referred to as "Input Data". This information was defined in the column mapping window, specified before processing.

Risk: The Risk column is the estimated probability that the offered price for the item under evaluation is too high when compared to identical parts across the supply chain. This score ranges from 0 to 100. The higher the score, the more likely it is that the offered price is not reasonable and warrants further review and inspection. See Figure 19 – Risk Score Legend.

Reference Data: The remaining columns of data are evidence pricing from the global item master which is explained in more detail below.



Input Data			Risk	Catalog Prices		Sales Prices		Evidence						
OEM Name	OEM Part Number	Price	Risk	Min	Avg	Min	Avg	Catalog	Number	Supplier	Contract #	Evidence Price	Difference	Hits
JESSUP	397-FS-7520-F-202	$27.99	100	$6.73	$10.82			DOD EMALL	397-FS-7520-F-202	DAI Industrial Products	GS06F0074R	$7.51	273%	18
JESSUP	397-FS-7520-F-201	$27.99	100	$6.73	$11.50			GSA Advantage!	397-FS-7520-F-201	CECO SALES CORPORATION	GS-21F-0096V	$8.24	240%	21
JESSUP	397-FS-7520-F-203	$27.99	100	$6.73	$11.50			GSA Advantage!	397-FS-7520-F-203	CECO SALES CORPORATION	GS-21F-0096V	$8.24	240%	21
NIB	7520009041266	$17.95	100	$2.64	$6.52	$2.64	$6.64	DOD EMALL	7520009041266	WECsys, Inc. - Army BPA	W9124D10A0024	$6.25	187%	129
NIB	7520015105659	$16.87	97	$6.36	$9.45	$6.60	$8.58	DOD EMALL	7520015105659	National Industries for the Blind - Army BPA	W911SE04A0024	$7.48	126%	12
DIVINE COMPATIBLE LASER TONER	016-190200	$61.61	100	$27.91	$44.76			GSA Advantage!	016-1902-00	DIVINE IMAGING INC.	GS-02F-0190N	$27.92	121%	4
NIB	7520015105661	$16.87	99	$6.72	$9.00	$6.61	$8.32	DOD EMALL	7520015105661	Industries for the Blind, Inc, Milwaukee	GS02F0208N	$7.71	119%	13

Figure 18 – Price Point Results

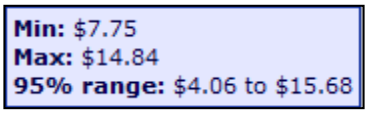
Risk Score Legend		
Undeterminable		Risk score could not be calculated.
0 - 69	***Low Risk***	Current price is in line with competitor pricing.
70 - 79	***Moderate Risk***	Current price is close to the average but higher than most.
80 - 89	***High Risk***	Current price is considerably more than the average.
90 - 94	***Very High Risk***	Current price is much higher than the average.
95 - 100	***Urgent Risk***	Current price is beyond the upper bound of comparable items.

Figure 19 – Risk Score Legend

Catalog Prices: To the right of the Risk column are the minimum and the average catalog (or contract approved) prices for the item under review; these are prices on an existing GSA Advantage, DOD FedMall, or NASA SEWP contract, or prices available in the open market for the item.

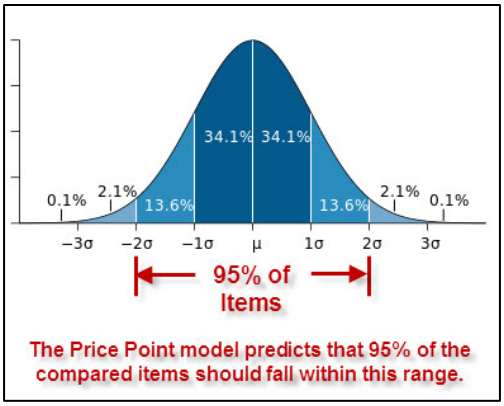
Note: Prices returned will be based on the data sources selected by the user during the job creation process.

When hovering over the "Avg" value for a Catalog or Sales Price, a pop-up with details appears as shown in the example below:



This shows the minimum and maximum price value and the 95% range. 95% range is defined as follows:

- For every line item, the average list price (μ) is calculated for matching items within the same pricing group, and then the standard deviation (σ) for each is determined. The values from min of -2σ and max of 2σ are then reported. 95% of the compared items should fall within this range.



Sales Prices: To the right of the Catalog Price Column, is the minimum and average sales transaction price. This reflects the prices actually paid for this item either through GSA Advantage or DOD FedMall in the last 12 months. If the item under evaluation has not been purchased in the last 12 months, these values will be null.

Evidence: Further to the right are five columns that report the following:

Catalog: The source of the evidence price (GSA Advantage, DOD FedMall, NASA SEWP, etc.)

Supplier: A combined field displaying the suppliers name, part number and contract number.

Evidence Price: The median price (or "middle" price) for which this item is listed. Here we can use this information to see how an item compares to the median prices found within DOD EMALL or GSA Advantage!

Difference: The price difference in percentage to the evidence price.

Hits: The number of known prices to which the item was compared.

Report Filtering and Sorting

Filtering by Part: Figure 20a – Filtering by Part below displays the filtering options of the displayed results. Results can be filtered by Part Number, NSN, or Manufacturer Name. Simply type the desired filter string in the Part Search dialog box and select Filter Results.

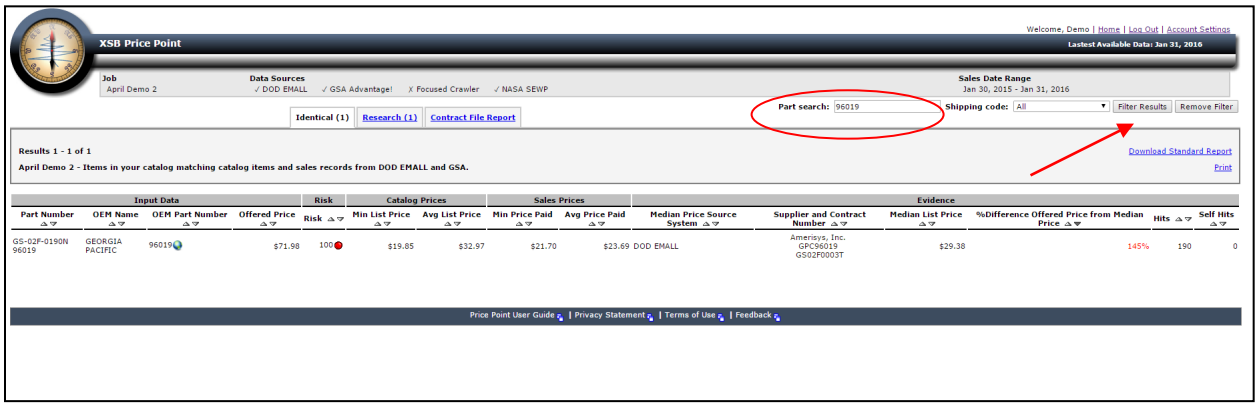


Figure 20a – Filtering by Part

Filtering by Shipping Code: You can also filter results displayed by selecting the desired Shipping code from the drop-down selector dialog box as shown in Figure 20b – Filtering by Shipping Code below.

Definition of shipping code selections:
Destination - Includes results where shipping is included in pricing.
Origin - Includes results where shipping is NOT included in pricing.
To remove all filters, simply click on the "Remove Filter" button to the far right.

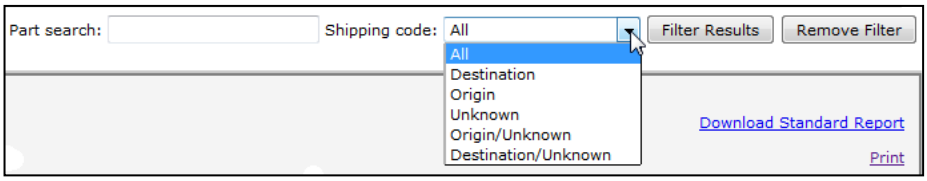


Figure 20b – Filtering by Shipping Code

Sorting: To sort by any column in ascending or descending order, simply click on the up or down arrow indicators within the column header section of the results shown.

Downloading Reports

There are two reports available for download: the Standard Report and Contract File Report. The Standard Report downloads only the fields that are shown in the view on the User Interface or Web Application screen. The Contract File Report downloads all the fields shown on the screen in addition to and including any columns from your original file upload that are not displayed on the screen. The Contract File Report also includes additional price evidence to support contract file documentation and negotiation with the Supplier. The Columns of Data included in each report are listed below:

Standard Report Data Fields

Column Name	Column Description
Part Number	Input Part Number for the Item Under Evaluation
OEM Name	Input Manufacturer Name for the Item Under Evaluation
OEM Part Number	Manufacturer Part Number for the Item Under Evaluation
Offered Price	Supplier Offer Price Being Evaluated
Risk	Probability score indicating that the Supplier's offered price is not competitive
Min List Price	Lowest offer or contract price across the market for this item
Avg List Price	Average of all offer or contract prices for this item
Min Price Paid	Lowest price paid for this item based on DOD EMALL and GSA Advantage! sales transaction data
Avg Price Paid	Average of all known prices paid for this item based on DOD EMALL and GSA Advantage! Sales transaction data
Median Price Source System	The source system of the median price (GSA Advantage!, DOD EMALL, etc.)
Supplier and Contract Number	Supplier and contract number associated with the median price
Median List Price	Median or "middle" price for which the item is offered for sale across all known sources
%Difference Offered Price from Median Price	Price difference in percent between the offered price and the median price
Hits	Number of prices for the identical item (same MN/PN/inferred package) that were analyzed to calculate the risk score
Self Hits	Number of prices for this SKU associated with contracts held by the supplier who's offer is being evaluated

Contract File Report Data Fields

Column Name	Column Description
Part Number	Input Part Number for the Item Under Evaluation
OEM Name	Input Manufacturer Name for the Item Under Evaluation
OEM Part Number	Manufacturer Part Number for the Item Under Evaluation
Item Description	Input Item Description
Offered Price	Supplier Offer Price Being Evaluated
Items per UOI	Input Quantity/Unit of Issue for the Item Being Evaluated
Unit of Issue	Input Unit of Issue for the Item Being Evaluated
Risk	Probability score indicating that the Supplier's offered price is not competitive
Median List Price	Median or "middle" price for which the item is offered for sale across all known sources
Median Price Source System	The source system of the median price (GSA Advantage!, DOD EMALL, etc.)
Supplier and Contract Number	Supplier and contract number associated with the median price
%Difference Offered Price from Median Price	Price difference in percent between the offered price and the median price
Min List Price	Lowest offer or contract price across the market for this item
Supplier and Contract Number (Min List Price)	Supplier and contract number associated with the minimum list price
Avg List Price	Average of all offer or contract prices for this item
Supplier and Contract Number (Avg List Price)	Supplier and contract number associated with the average list price
Max List Price	The highest offer or contract price across the market for this item
Supplier and Contract Number (Max List Price)	Supplier and contract number associated with the maximum list price
95% Range List Prices	Statistical model indicating that 95% of the list prices found fall within this range
Min Price Paid	Lowest price paid for this item based on DOD EMALL and GSA Advantage! sales transaction data
Supplier and Contract Number (Min Price Paid)	Supplier and contract number associated with the minimum price paid
Avg Price Paid	Average of all known prices paid for this item based on DOD EMALL and GSA Advantage! Sales transaction data
Supplier and Contract Number (Avg Price Paid)	Supplier and contract number associated with the average price paid
Max Price Paid	The highest price paid for this item based on DOD EMALL or GSA Advantage! Sales transaction data
Supplier and Contract Number (Max Price Paid)	Supplier and contract number associated with the maximum price paid
95% Range Prices Paid	Statistical model indicating that 95% of the prices paid fall within this range
Hits	Number of prices for the identical item (same MN/PN/inferred package) that were analyzed to calculate the risk score
Self Hits	Number of prices for this SKU associated with contracts held by the supplier who's offer is being evaluated

To download a report in MS Excel format, choose the desired report tab from the top of the web view, as shown in Figure 21a - Initiating Report Download, then click on the Download Report link on the top right hand side of that tab. This will cause a new window to open (shown in Figure 21b - Selecting Format for Report) which prompts the download format options. Choose Microsoft Excel (with formatting) and click on Download to download the results. This will bring up a window like the one shown in Figure 21c - Downloading Report. This interaction is browser dependent, but you will normally be asked for the name of the file on your local computer in which to save the report.

NOTE*: If your catalog is large, it may take a minute or longer for this window to appear.*

Once the download is complete, the price analysis will be saved in an MS Excel file on your computer. The contents of the MS Excel file will be like what is shown in Figure 22 - Downloaded Report.

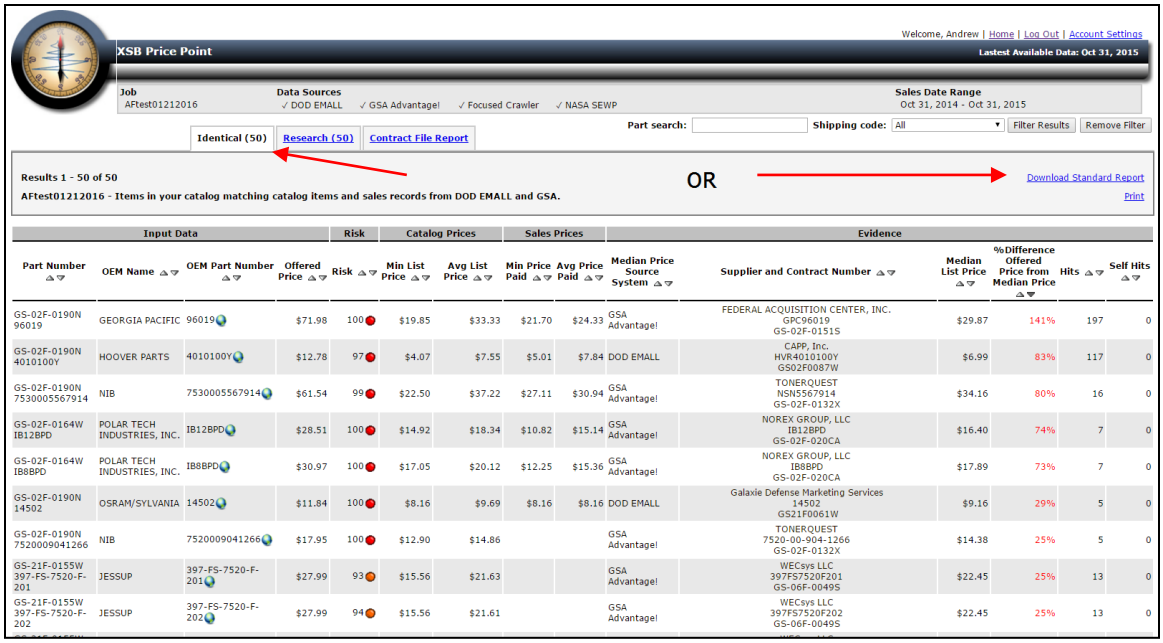


Figure 21a - Initiating Report Download

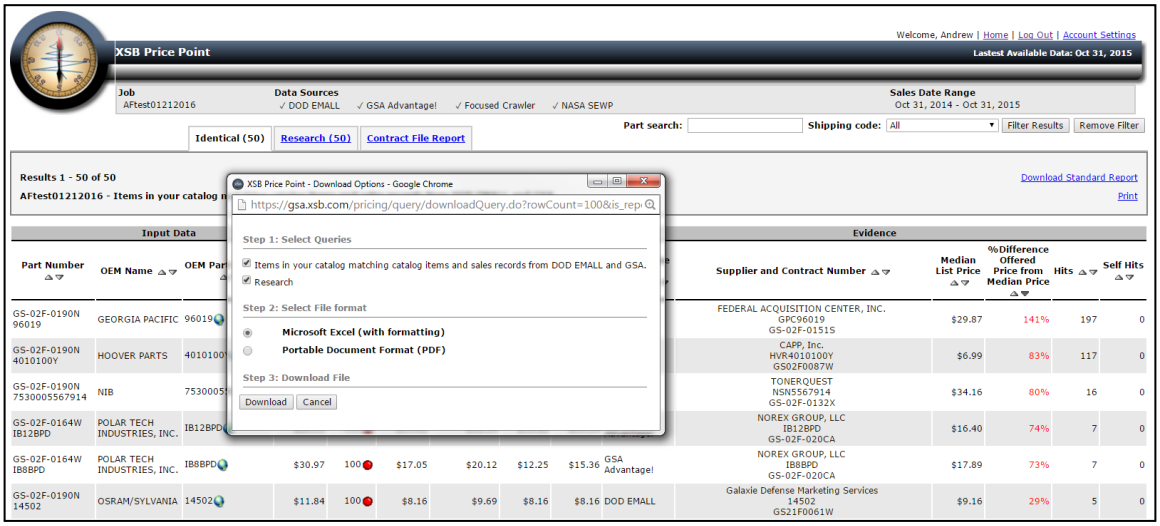


Figure 21b - Selecting Format for Report

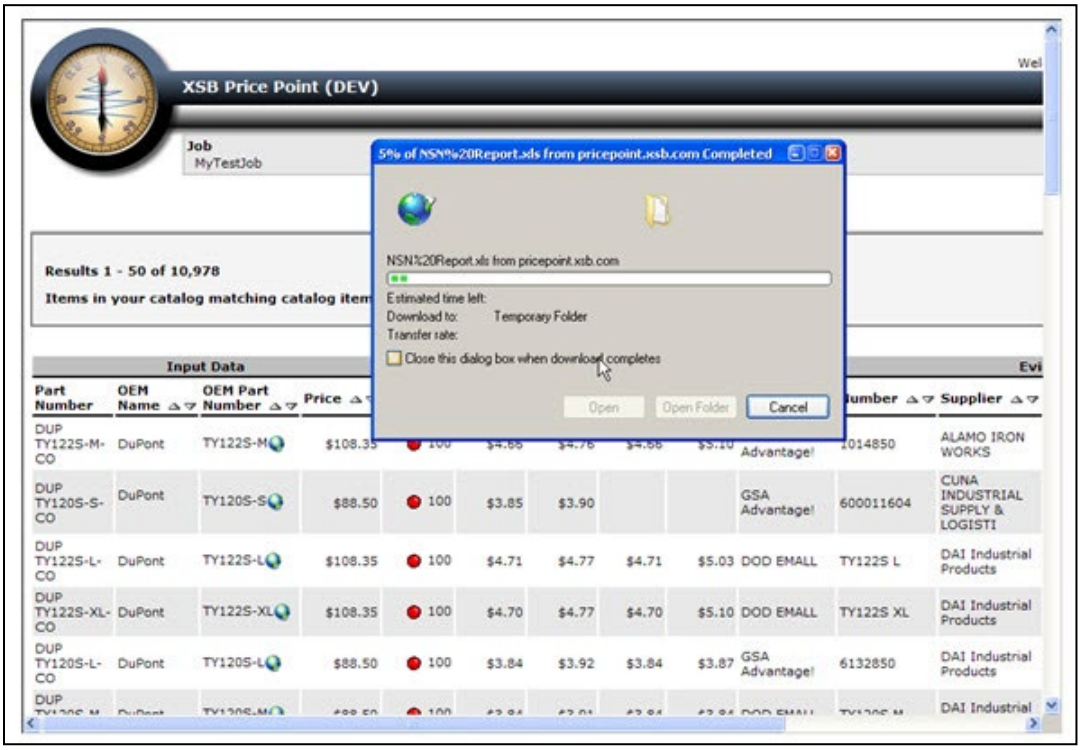
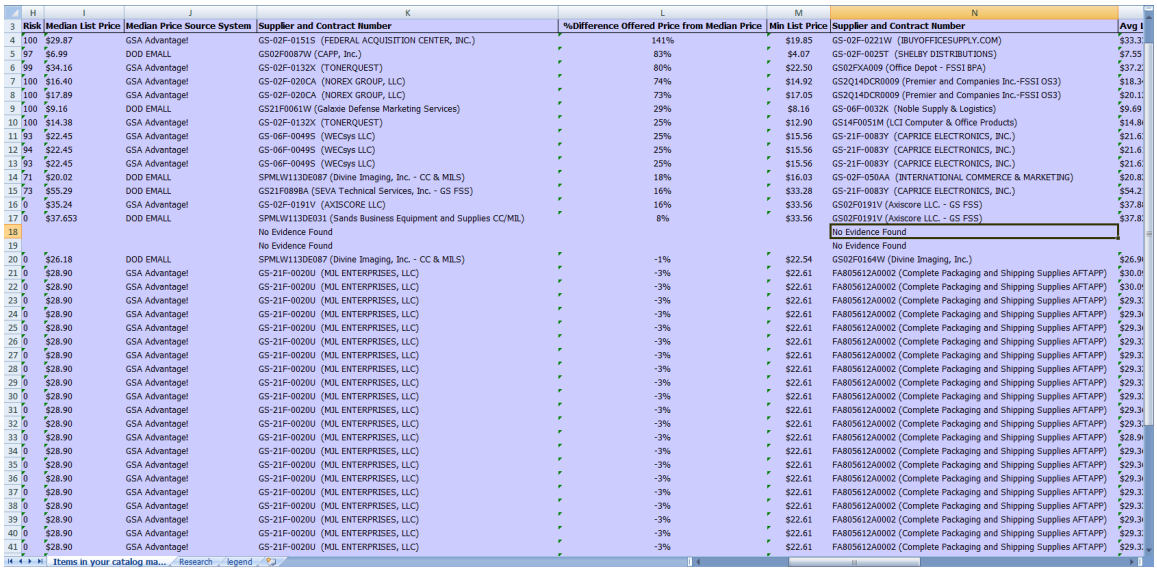


Figure 21c - Downloading Report



	H	I	J	K	L	M	N	
3	Risk	Median List Price	Median Price Source System	Supplier and Contract Number	%Difference Offered Price from Median Price	Min List Price	Supplier and Contract Number	Avg I
4	100	$29.87	GSA Advantage!	GS-02F-0151S (FEDERAL ACQUISITION CENTER, INC.)	141%	$19.85	GS-02F-0221W (IBUYOFFICESUPPLY.COM)	$33.3
5	97	$6.99	DOD EMALL	GS02F0087W (CAPP, Inc.)	83%	$4.07	GS-02F-0025T (SHELBY DISTRIBUTIONS)	$7.55
6	99	$34.16	GSA Advantage!	GS-02F-0132X (TONERQUEST)	80%	$22.50	GS02FXA009 (Office Depot - FSSI BPA)	$37.2
7	100	$16.40	GSA Advantage!	GS-02F-020CA (NOREX GROUP, LLC)	74%	$14.92	GS2Q14DCR0009 (Premier and Companies Inc.-FSSI OS3)	$18.3
8	100	$17.89	GSA Advantage!	GS-02F-020CA (NOREX GROUP, LLC)	73%	$17.05	GS2Q14DCR0009 (Premier and Companies Inc.-FSSI OS3)	$20.1
9	100	$9.16	DOD EMALL	GS21F0061W (Galaxie Defense Marketing Services)	29%	$8.16	GS-06F-0032K (Noble Supply & Logistics)	$9.69
10	100	$14.38	GSA Advantage!	GS-02F-0132X (TONERQUEST)	25%	$12.90	GS14F0051M (LCI Computer & Office Products)	$14.8
11	93	$22.45	GSA Advantage!	GS-06F-0049S (WECsys LLC)	25%	$15.56	GS-21F-0083Y (CAPRICE ELECTRONICS, INC.)	$21.6
12	94	$22.45	GSA Advantage!	GS-06F-0049S (WECsys LLC)	25%	$15.56	GS-21F-0083Y (CAPRICE ELECTRONICS, INC.)	$21.6
13	93	$22.45	GSA Advantage!	GS-06F-0049S (WECsys LLC)	25%	$15.56	GS-21F-0083Y (CAPRICE ELECTRONICS, INC.)	$21.6
14	71	$20.02	DOD EMALL	SPMLW113DE087 (Divine Imaging, Inc. - CC & MILS)	18%	$16.03	GS-02F-050AA (INTERNATIONAL COMMERCE & MARKETING)	$20.8
15	73	$55.29	DOD EMALL	GS21F0898A (SEVA Technical Services, Inc. - GS FSS)	16%	$33.28	GS-21F-0083Y (CAPRICE ELECTRONICS, INC.)	$54.2
16	0	$35.24	GSA Advantage!	GS-02F-0191V (AXISCORE LLC)	16%	$33.56	GS02F0191V (Axiscore LLC. - GS FSS)	$37.8
17	0	$37.653	DOD EMALL	SPMLW113DE031 (Sands Business Equipment and Supplies CC/MIL)	8%	$33.56	GS02F0191V (Axiscore LLC. - GS FSS)	$37.8
18				No Evidence Found			No Evidence Found	
19				No Evidence Found			No Evidence Found	
20	0	$26.18	DOD EMALL	SPMLW113DE087 (Divine Imaging, Inc. - CC & MILS)	-1%	$22.54	GS02F0164W (Divine Imaging, Inc.)	$26.9
21	0	$28.90	GSA Advantage!	GS-21F-0020U (MJL ENTERPRISES, LLC)	-3%	$22.61	FA805612A0002 (Complete Packaging and Shipping Supplies AFTAPP)	$30.0
22	0	$28.90	GSA Advantage!	GS-21F-0020U (MJL ENTERPRISES, LLC)	-3%	$22.61	FA805612A0002 (Complete Packaging and Shipping Supplies AFTAPP)	$30.0
23	0	$28.90	GSA Advantage!	GS-21F-0020U (MJL ENTERPRISES, LLC)	-3%	$22.61	FA805612A0002 (Complete Packaging and Shipping Supplies AFTAPP)	$29.3
24	0	$28.90	GSA Advantage!	GS-21F-0020U (MJL ENTERPRISES, LLC)	-3%	$22.61	FA805612A0002 (Complete Packaging and Shipping Supplies AFTAPP)	$29.3
25	0	$28.90	GSA Advantage!	GS-21F-0020U (MJL ENTERPRISES, LLC)	-3%	$22.61	FA805612A0002 (Complete Packaging and Shipping Supplies AFTAPP)	$29.3
26	0	$28.90	GSA Advantage!	GS-21F-0020U (MJL ENTERPRISES, LLC)	-3%	$22.61	FA805612A0002 (Complete Packaging and Shipping Supplies AFTAPP)	$29.3
27	0	$28.90	GSA Advantage!	GS-21F-0020U (MJL ENTERPRISES, LLC)	-3%	$22.61	FA805612A0002 (Complete Packaging and Shipping Supplies AFTAPP)	$29.3
28	0	$28.90	GSA Advantage!	GS-21F-0020U (MJL ENTERPRISES, LLC)	-3%	$22.61	FA805612A0002 (Complete Packaging and Shipping Supplies AFTAPP)	$29.3
29	0	$28.90	GSA Advantage!	GS-21F-0020U (MJL ENTERPRISES, LLC)	-3%	$22.61	FA805612A0002 (Complete Packaging and Shipping Supplies AFTAPP)	$29.3
30	0	$28.90	GSA Advantage!	GS-21F-0020U (MJL ENTERPRISES, LLC)	-3%	$22.61	FA805612A0002 (Complete Packaging and Shipping Supplies AFTAPP)	$29.3
31	0	$28.90	GSA Advantage!	GS-21F-0020U (MJL ENTERPRISES, LLC)	-3%	$22.61	FA805612A0002 (Complete Packaging and Shipping Supplies AFTAPP)	$29.3
32	0	$28.90	GSA Advantage!	GS-21F-0020U (MJL ENTERPRISES, LLC)	-3%	$22.61	FA805612A0002 (Complete Packaging and Shipping Supplies AFTAPP)	$29.3
33	0	$28.90	GSA Advantage!	GS-21F-0020U (MJL ENTERPRISES, LLC)	-3%	$22.61	FA805612A0002 (Complete Packaging and Shipping Supplies AFTAPP)	$28.9
34	0	$28.90	GSA Advantage!	GS-21F-0020U (MJL ENTERPRISES, LLC)	-3%	$22.61	FA805612A0002 (Complete Packaging and Shipping Supplies AFTAPP)	$29.3
35	0	$28.90	GSA Advantage!	GS-21F-0020U (MJL ENTERPRISES, LLC)	-3%	$22.61	FA805612A0002 (Complete Packaging and Shipping Supplies AFTAPP)	$29.3
36	0	$28.90	GSA Advantage!	GS-21F-0020U (MJL ENTERPRISES, LLC)	-3%	$22.61	FA805612A0002 (Complete Packaging and Shipping Supplies AFTAPP)	$29.3
37	0	$28.90	GSA Advantage!	GS-21F-0020U (MJL ENTERPRISES, LLC)	-3%	$22.61	FA805612A0002 (Complete Packaging and Shipping Supplies AFTAPP)	$29.3
38	0	$28.90	GSA Advantage!	GS-21F-0020U (MJL ENTERPRISES, LLC)	-3%	$22.61	FA805612A0002 (Complete Packaging and Shipping Supplies AFTAPP)	$29.3
39	0	$28.90	GSA Advantage!	GS-21F-0020U (MJL ENTERPRISES, LLC)	-3%	$22.61	FA805612A0002 (Complete Packaging and Shipping Supplies AFTAPP)	$29.3
40	0	$28.90	GSA Advantage!	GS-21F-0020U (MJL ENTERPRISES, LLC)	-3%	$22.61	FA805612A0002 (Complete Packaging and Shipping Supplies AFTAPP)	$29.3
41	0	$28.90	GSA Advantage!	GS-21F-0020U (MJL ENTERPRISES, LLC)	-3%	$22.61	FA805612A0002 (Complete Packaging and Shipping Supplies AFTAPP)	$29.3

Items in your catalog ma... | Research | legend

Figure 22 - Downloaded Report

NOTE: *For large files, or to download the Contract File Report directly from the current job list, simply click* ***Download Contract File Report*** *link under the job name on the main Price Point user dashboard as shown in Figure 23 - Download Contract File Report from Job List below.*

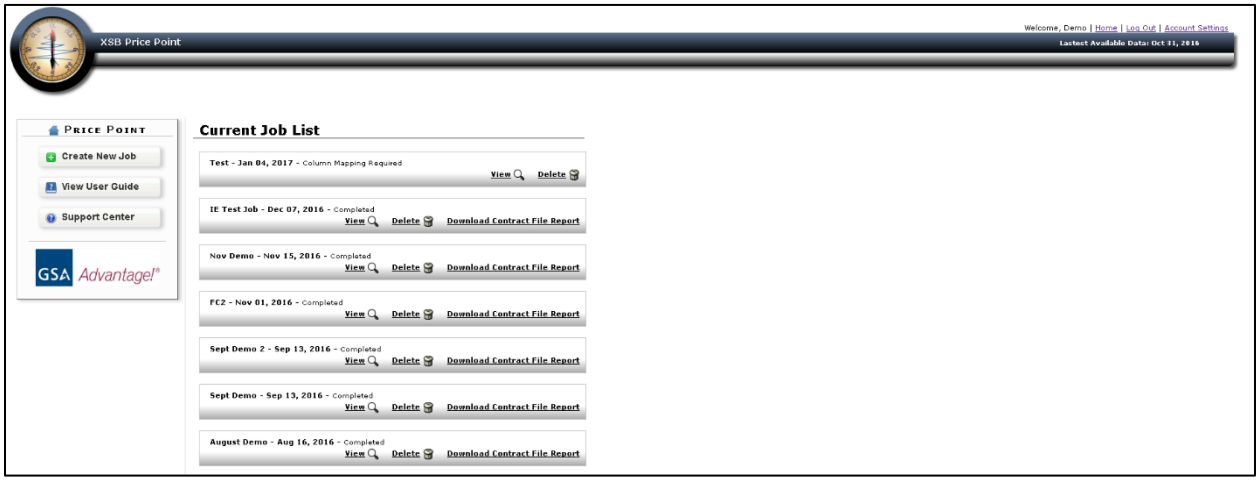


Figure 23 – Download Contract File Report from Job List

Google and Amazon Punch-Out Links

Price Point enables you to do additional price research by facilitating a punch-out to web sites including Amazon and Google. To initiate this, simply click on the globe icon next to any part number in your report and then select either Amazon or Google for your search as shown in Figure 24a – Using Price Point Web Links. The web search form will be pre-populated with the item you want to research as shown in Figure 24b – Search Results of Google Punch Out.

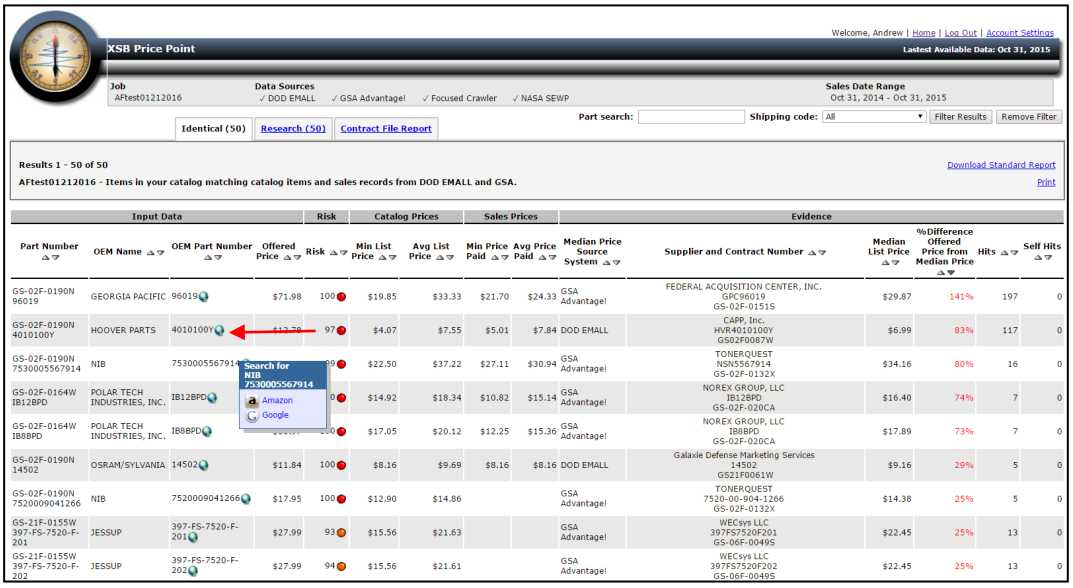


Figure 24a - Using Price Point® Web Links

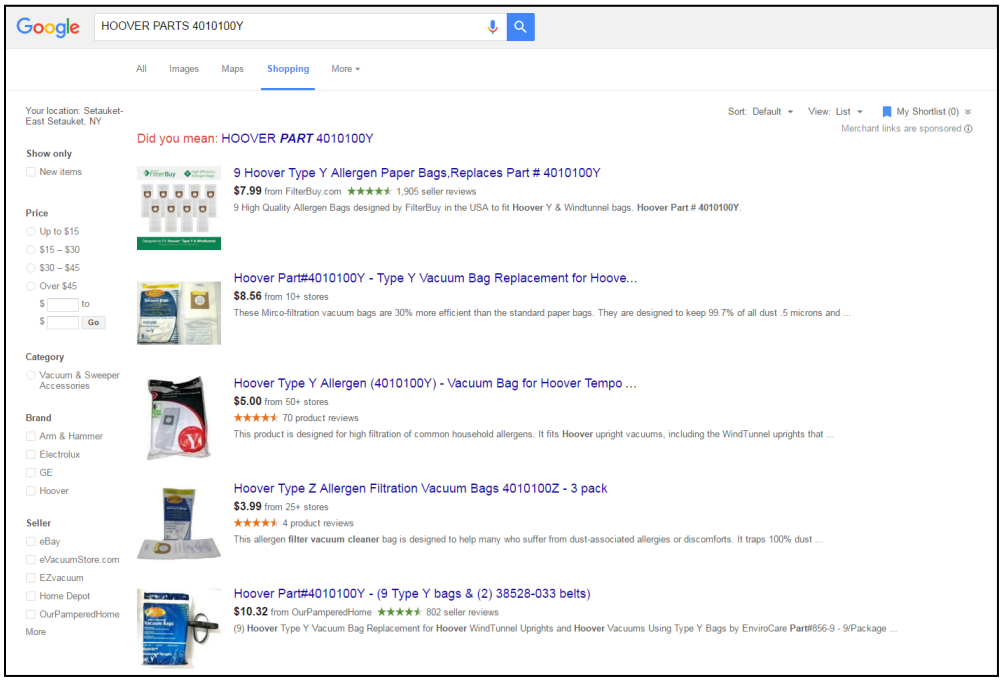
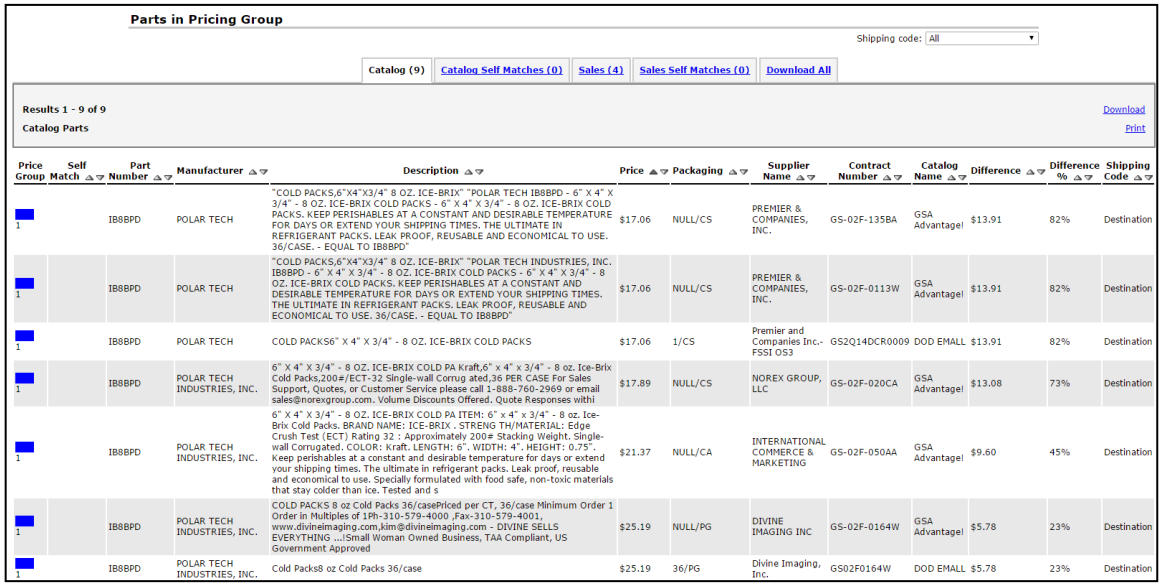


Figure 24b - Search Results of Google Punch-Out

View Details for All Matches

In Price Point you can view all the underlying supporting data that was used by the system for price analysis. This data includes price distribution graphs and product, price, supplier, and contract data for identical items used to determine price reasonableness of the item being analyzed. Simply click on a row of data in the Web UI match report; this will bring up the Item Match Details Report shown in Figure 25a - Match Details Report – Price Distribution Graphs and Figure 25b - Item Match Detail Data Table below.

Figure 25a – Item Match Details Report – Price Distribution Graphs



Parts in Pricing Group

Shipping code: All

Catalog (9) | Catalog Self Matches (0) | Sales (4) | Sales Self Matches (0) | Download All

Results 1 - 9 of 9
Catalog Parts

Download
Print

Price Group	Self Match	Part Number	Manufacturer	Description	Price	Packaging	Supplier Name	Contract Number	Catalog Name	Difference	Difference %	Shipping Code
1		IB8BPD	POLAR TECH	"COLD PACKS,6"X4"X3/4" 8 OZ. ICE-BRIX" "POLAR TECH IB8BPD - 6" X 4" X 3/4" - 8 OZ. ICE-BRIX COLD PACKS - 6" X 4" X 3/4" - 8 OZ. ICE-BRIX COLD PACKS. KEEP PERISHABLES AT A CONSTANT AND DESIRABLE TEMPERATURE FOR DAYS OR EXTEND YOUR SHIPPING TIMES. THE ULTIMATE IN REFRIGERANT PACKS. LEAK PROOF, REUSABLE AND ECONOMICAL TO USE. 36/CASE. - EQUAL TO IB8BPD"	$17.06	NULL/CS	PREMIER & COMPANIES, INC.	GS-02F-135BA	GSA Advantage!	$13.91	82%	Destination
1		IB8BPD	POLAR TECH	"COLD PACKS,6"X4"X3/4" 8 OZ. ICE-BRIX" "POLAR TECH INDUSTRIES, INC. IB8BPD - 6" X 4" X 3/4" - 8 OZ. ICE-BRIX COLD PACKS - 6" X 4" X 3/4" - 8 OZ. ICE-BRIX COLD PACKS. KEEP PERISHABLES AT A CONSTANT AND DESIRABLE TEMPERATURE FOR DAYS OR EXTEND YOUR SHIPPING TIMES. THE ULTIMATE IN REFRIGERANT PACKS. LEAK PROOF, REUSABLE AND ECONOMICAL TO USE. 36/CASE. - EQUAL TO IB8BPD"	$17.06	NULL/CS	PREMIER & COMPANIES, INC.	GS-02F-0113W	GSA Advantage!	$13.91	82%	Destination
1		IB8BPD	POLAR TECH	COLD PACKS6" X 4" X 3/4" - 8 OZ. ICE-BRIX COLD PACKS	$17.06	1/CS	Premier and Companies Inc.- FSSI OS3	GS2Q14DCR0009	DOD EMALL	$13.91	82%	Destination
1		IB8BPD	POLAR TECH INDUSTRIES, INC.	6" X 4" X 3/4" - 8 OZ. ICE-BRIX COLD PA Kraft,6" x 4" x 3/4" - 8 oz. Ice-Brix Cold Packs,200#/ECT-32 Single-wall Corrug ated,36 PER CASE For Sales Support, Quotes, or Customer Service please call 1-888-760-2969 or email sales@norexgroup.com. Volume Discounts Offered. Quote Responses withi	$17.89	NULL/CS	NOREX GROUP, LLC	GS-02F-020CA	GSA Advantage!	$13.08	73%	Destination
1		IB8BPD	POLAR TECH INDUSTRIES, INC.	6" X 4" X 3/4" - 8 OZ. ICE-BRIX COLD PA ITEM: 6" x 4" x 3/4" - 8 oz. Ice-Brix Cold Packs. BRAND NAME: ICE-BRIX . STRENG TH/MATERIAL: Edge Crush Test (ECT) Rating 32 : Approximately 200# Stacking Weight. Single-wall Corrugated. COLOR: Kraft. LENGTH: 6". WIDTH: 4". HEIGHT: 0.75". Keep perishables at a constant and desirable temperature for days or extend your shipping times. The ultimate in refrigerant packs. Leak proof, reusable and economical to use. Specially formulated with food safe, non-toxic materials that stay colder than ice. Tested and s	$21.37	NULL/CA	INTERNATIONAL COMMERCE & MARKETING	GS-02F-050AA	GSA Advantage!	$9.60	45%	Destination
1		IB8BPD	POLAR TECH INDUSTRIES, INC.	COLD PACKS 8 oz Cold Packs 36/casePriced per CT, 36/case Minimum Order 1 Order in Multiples of 1Ph-310-579-4000 ,Fax-310-579-4001, www.divineimaging.com,kim@divineimaging.com - DIVINE SELLS EVERYTHING ...!Small Woman Owned Business, TAA Compliant, US Government Approved	$25.19	NULL/PG	DIVINE IMAGING INC	GS-02F-0164W	GSA Advantage!	$5.78	23%	Destination
1		IB8BPD	POLAR TECH INDUSTRIES, INC.	Cold Packs8 oz Cold Packs 36/case	$25.19	36/PG	Divine Imaging, Inc.	GS02F0164W	DOD EMALL	$5.78	23%	Destination

Figure 25b – Item Match Detail Data Table

Account Settings

You can update your email address, password, or display/download preferences via the Account Settings link located at the top right of any screen as shown in Figure 26 – Account Settings below.

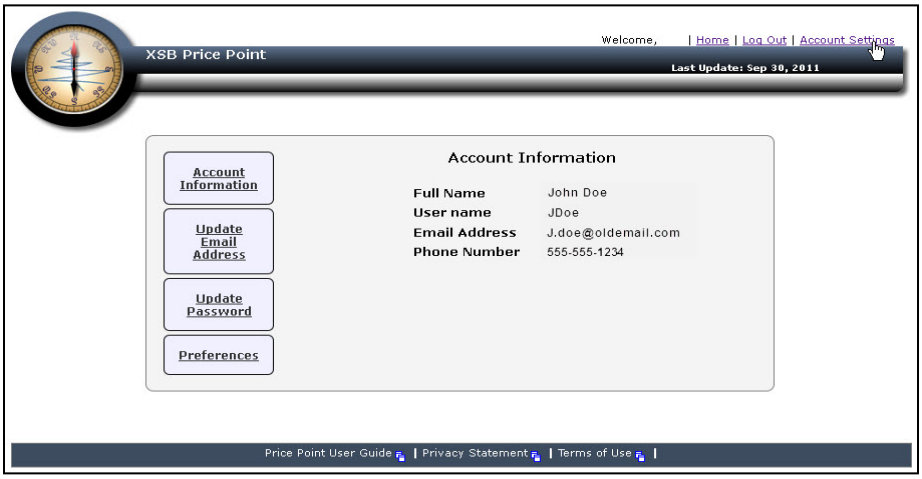


Figure 26 – Account Settings module

Account Information

When you initially access the Account Settings module, your current account Information will automatically be displayed; this information includes Full Name, User Name, Email Address, and Phone Number. This is one of four Account Setting sections; the others are:

- Update Email Address
- Update Password
- Preferences

Update Email Address

To update your email address, click on Update Email Address as shown in Figure 27a - Updating an Email Address.

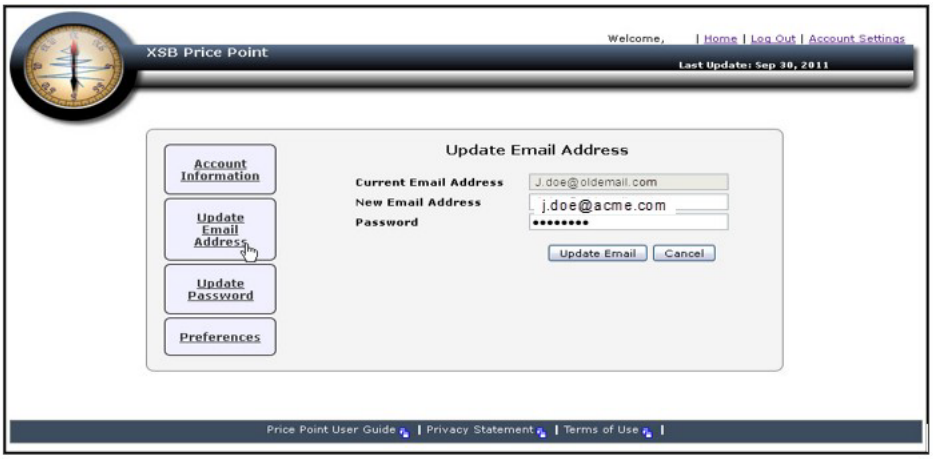


Figure 27a – Updating an Email Address

In the Update Email Address section, the current stored email address is shown as the first line. To update this, enter the new email address on the second line and type your user password on the third line as shown in Figure 27a – Updating an Email Address above. Click on the Update Email button to submit the email address change. Once submitted, an on-screen message as shown in Figure 27b - Email change request confirmation will be displayed. Additionally, an email will be sent to the new mail address which contains a confirmation of change link. You will need to click on that link to complete the change. You will then be directed to a page with a message stating that the email address has been successfully updated; this will display the new email address as shown in Figure 27c - Email change successful confirmation.

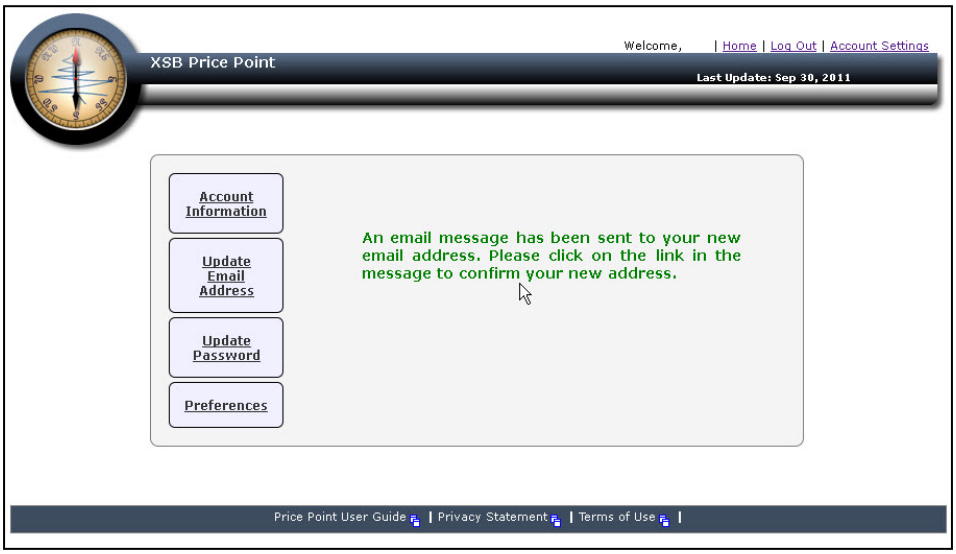


Figure 27b – Email change request confirmation

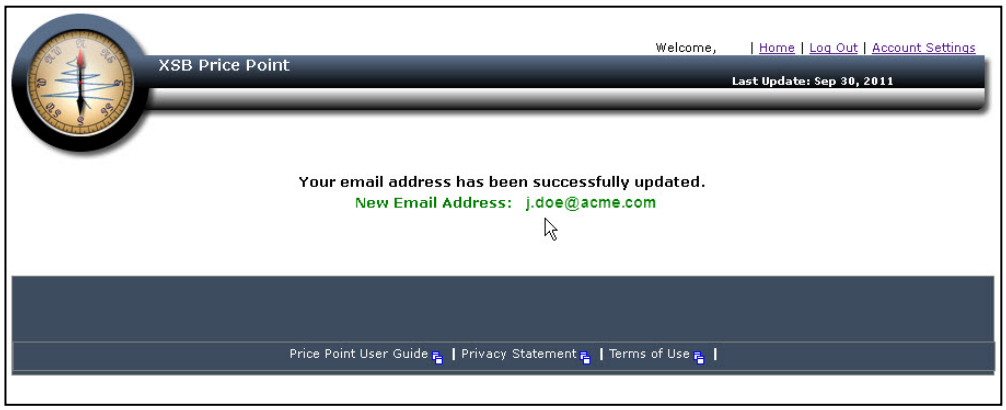


Figure 27c – Email change successful confirmation

Update Password

To update your password, click on Update Password on the left panel of the Account Settings module as shown in Figure 28a.

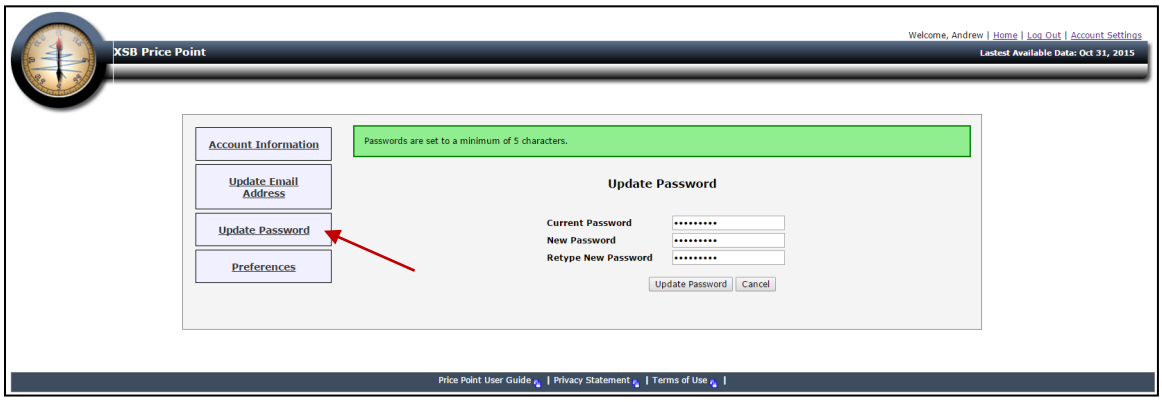


Figure 28a – Update Password

To create a new password, enter the current password, a new password, and retype the new password into the appropriate lines as shown in Figure 26a. To submit the change, click on the Update Password button. An on-screen message stating that the password has been updated will be displayed as shown in Figure 26b - Password Successfully Updated.

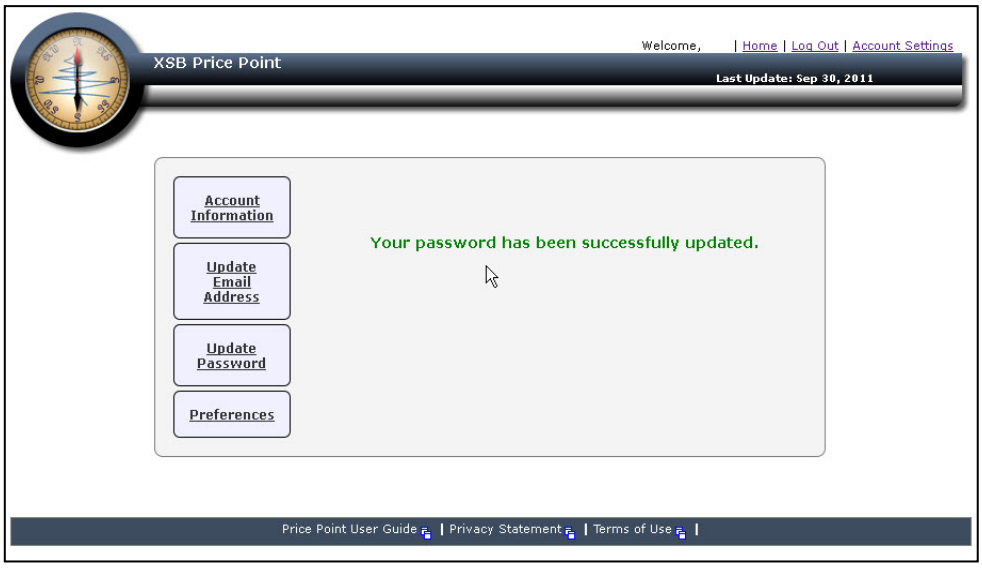


Figure 26b – Password Successfully Updated

Update Preferences

The Update Preferences section allows users to change the number of results displayed per page in the UI as well as set a preferred download format for reports. To update these settings in the Account Settings module, click on Preferences as shown in Figure 27a – Update Preferences.

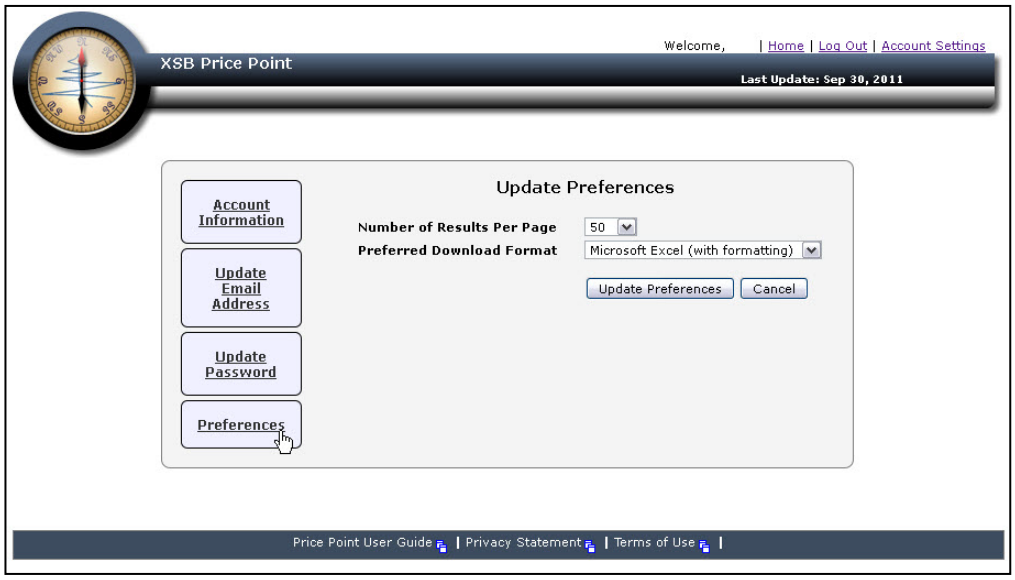


Figure 27a – Update Preferences

Select the Number of Results Per Page to display, select the Preferred Download Format, and click the Update Preferences button to submit the changes. Once the changes are submitted, an on-screen message stating that the preferences have been updated as shown in Figure 27b - Preferences Successfully Updated.

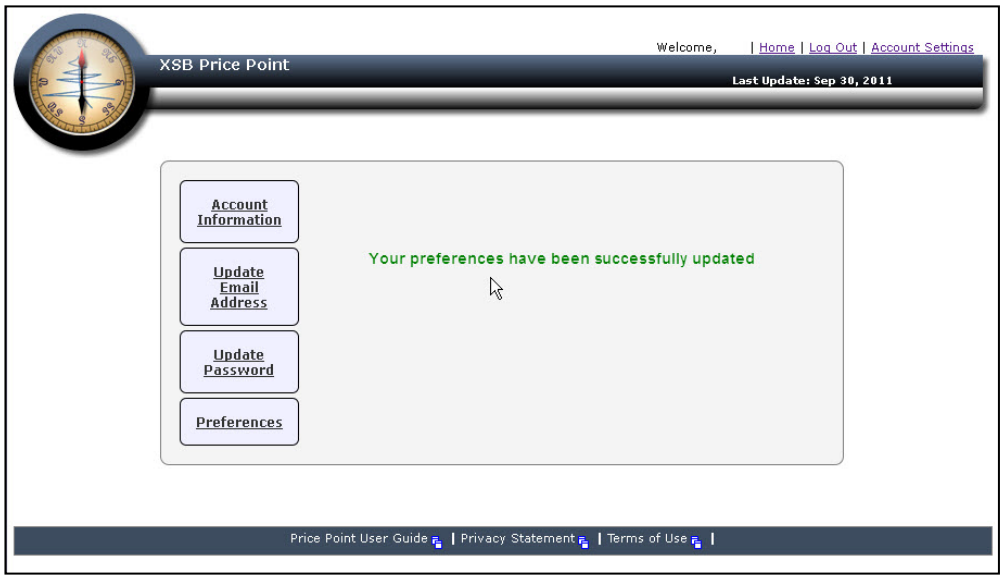


Figure 27b – Preferences Successfully Updated

Help and Support

If you need additional assistance or support with the system, please call our help desk at 833-501-5028; help is available M - F 9am - 6pm ET. You may also email us at pricepoint-support@xsb.com.

A list of frequently asked questions and system training slides are available via the Price Point Support Center; this can be accessed by clicking on the Support center panel on the left hand side of the main user display as shown in Figure 28 - Accessing the Support Center below.

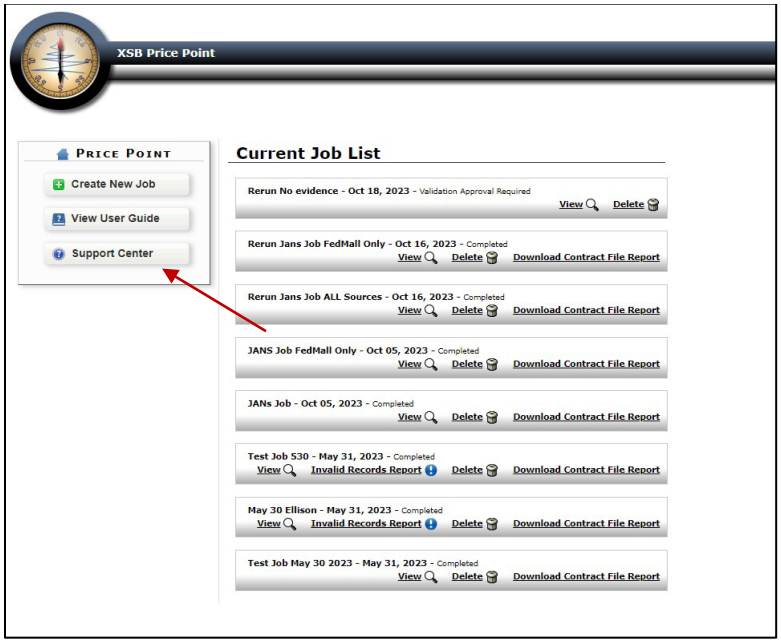


Figure 28 – Accessing the Support Center