

F&Y Furniture Manufacturers CC – Reg No: 2003 / 029145 / 23

**Furniture Manufacturers & Importers of Quality Furniture**

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**Price Change SOP**

**Introduction:**

The following process provides guidance and instructions on how to carry out price changes at a respective store.

**Scope:**

This process applies to all store managers and admin clerks who play a role in monitoring the price changes of stores.

**Standard Operating Procedure:**

1. Email must be sent to [admin@multiwood.co.za](mailto:admin@multiwood.co.za) informing them of all price changes.
2. The admin department will delegate the task to a person or complete the task as a group depending on the number of price changes.
3. Port Shepstone company to be used for price changes.
4. An excel spreadsheet labelled Price Change Log must be completed on each price change done.

Graphical user interface, application, table, Excel

Description automatically generated

1. After completion, an email will be sent to the respective store for the store to confirm the price change on the system.
2. The store must thereafter advise the admin team via email that the price change is reflecting on the system.
3. The store must also confirm on email if they have actioned the price changes on the floor.
4. Report must be printed and signed off by manager.

**For New Items:**

1. Hamida to create code at head office for new item, after prices are changed an email must be sent to [admin@multiwood.co.za](mailto:admin@multiwood.co.za).
2. Admin team to action changing of prices on those items at Port Shepstone Company.
3. From the port Shepstone company, the prices will sync to all other companies.

**APPROVED BY:**

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| **Name** | **Designation** | **Signature** | **Date** |
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