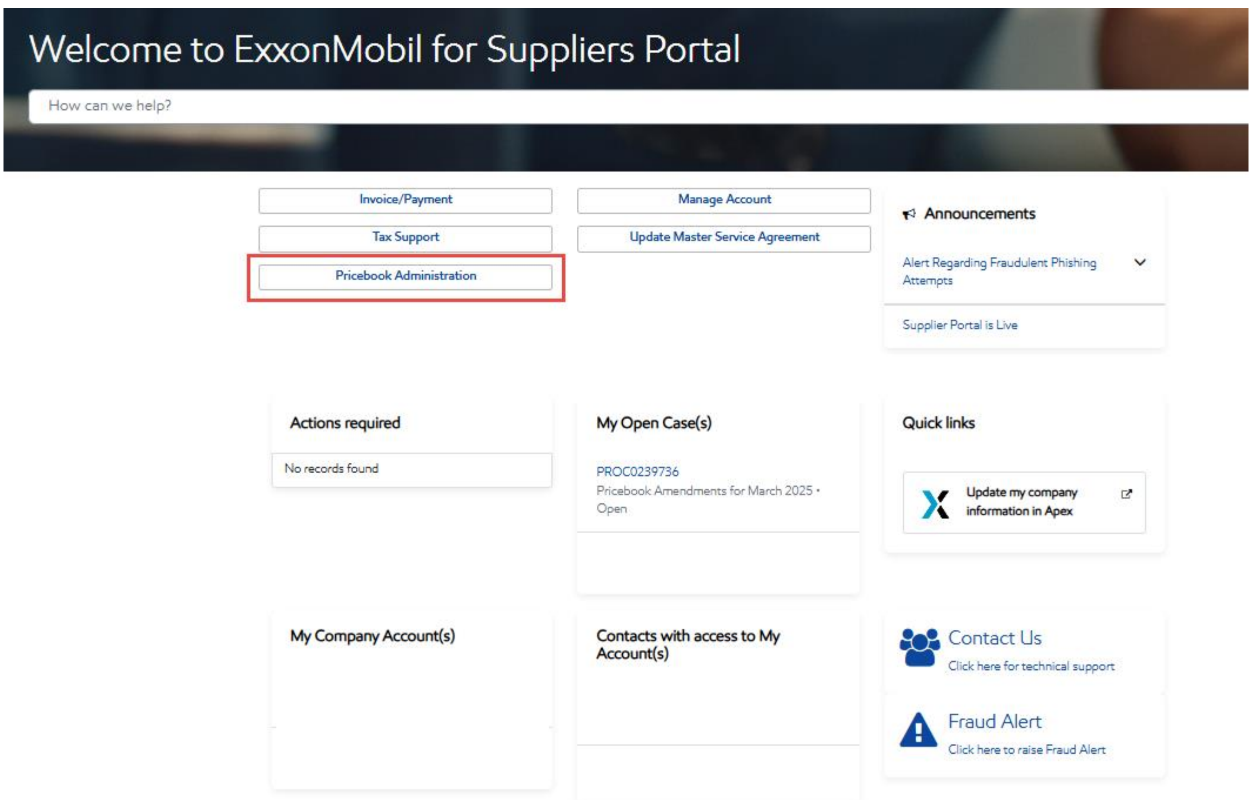
Submitting a Pricebook

Follow the steps below to submit a Pricebook request:

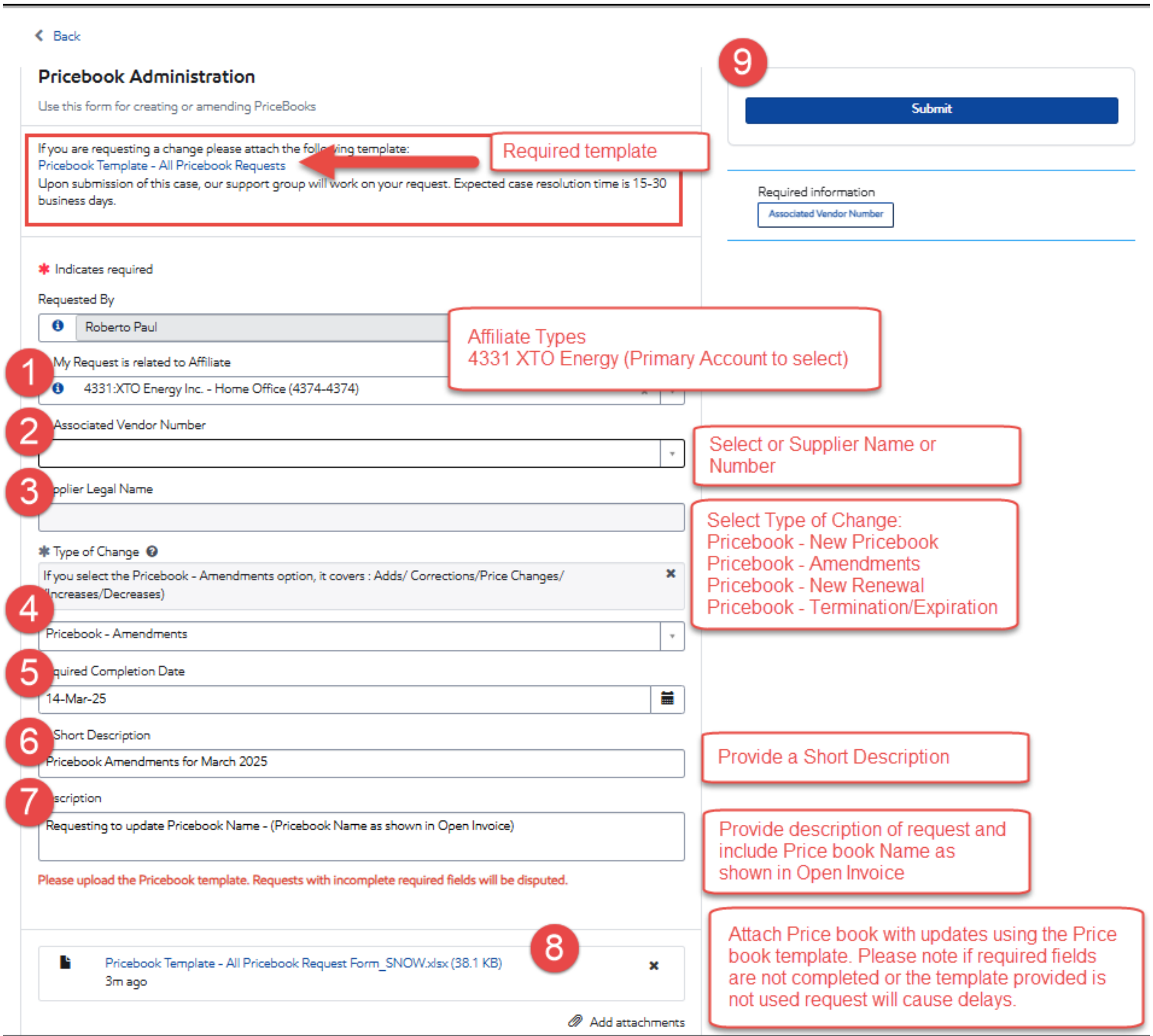
1. **Access the Pricebook Administration Page**
   - From the main menu, select **"Pricebook Administration."**
   - This will take you to the **Pricebook Request** section.
2. **Register Your Vendor Number**
   - To view the Pricebook Administration option, you must first **register your vendor number for XTO**.
   - If your vendor number is not registered, the option will not be visible.
3. **Need Help?**
   - If you do not see the **"Pricebook Administration"** option, click on **"Contact Us"** for support.



Form Submission Instructions

To successfully submit the form, please follow these steps:

1. **Complete Fields 1–9**
   - Ensure all required fields are accurately filled out.
2. **Submitting Multiple Pricebooks**
   - If your request includes multiple pricebooks, you may **submit them all within a single form**.
   - There is **no need to submit separate forms** for each pricebook. This will create multiple cases
3. **Review Before Submission**
   - Double-check that **all required fields** are completed in the template **before submitting**. submit the form complete fields 1 – 9



Supplier Submission Notification & Case Tracking

After submitting your request, you will receive a Case Number beginning with "PROC" followed by a series of numbers. This case number allows you to track the progress of your submission.

Case Status Overivew:

- **Awaiting Approval** – Your case has been assigned and is pending initial review.
- **Work in Progress / Pending** – The request is under Procurement review or is being prepared for upload into OpenInvoice.
- **Resolved** – The Pricebook has been successfully loaded into OpenInvoice and is ready for use.

Tasks/To-Dos

This section displays any **task numbers** assigned to the requestor that require action. Be sure to complete these tasks promptly to avoid delays.

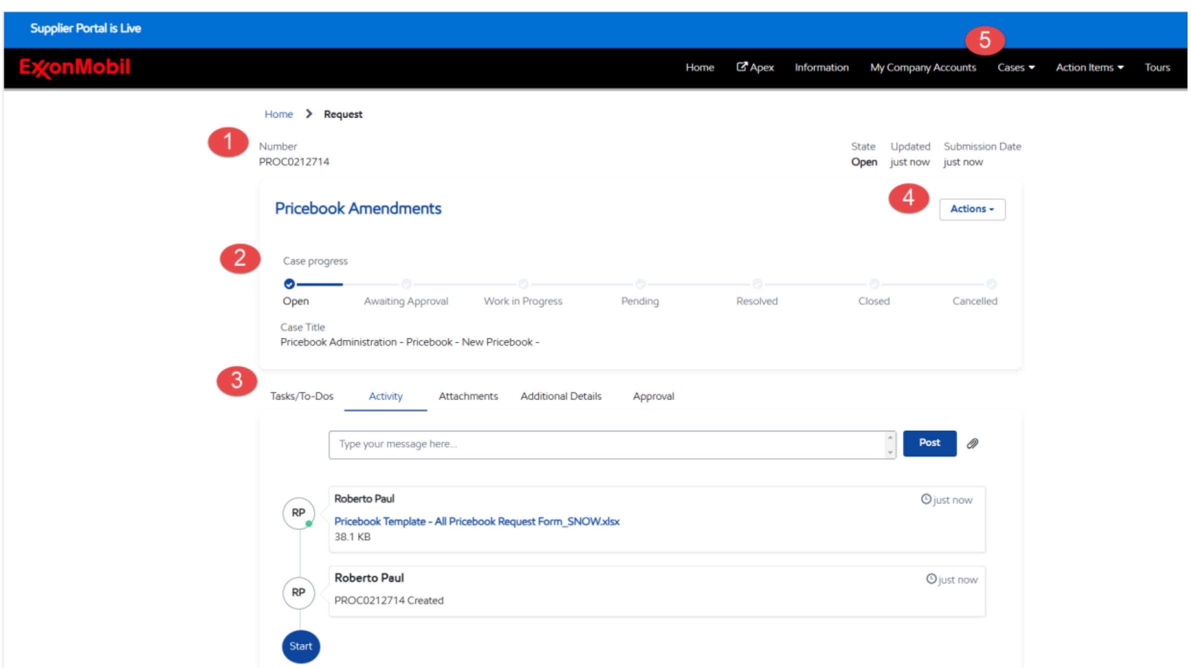
Activity

- Use this section to **enter messages** related to your request.
- It also provides a **detailed audit trail** of all actions taken in the case.
- **Important:** Do not reattach the same document unless you are specifically assigned a task requesting an update to the original submission

Viewing Your Cases

If you need to **cancel your request**, select the **"Actions"** menu and choose **"Cancel"**.**Cases**

Requestor can view cases by selecting "cases" on the top ribbon or supplier home page



Avoiding Duplicate Case Submissions

To help prevent delays, please do not submit a new case if one is already in progress.

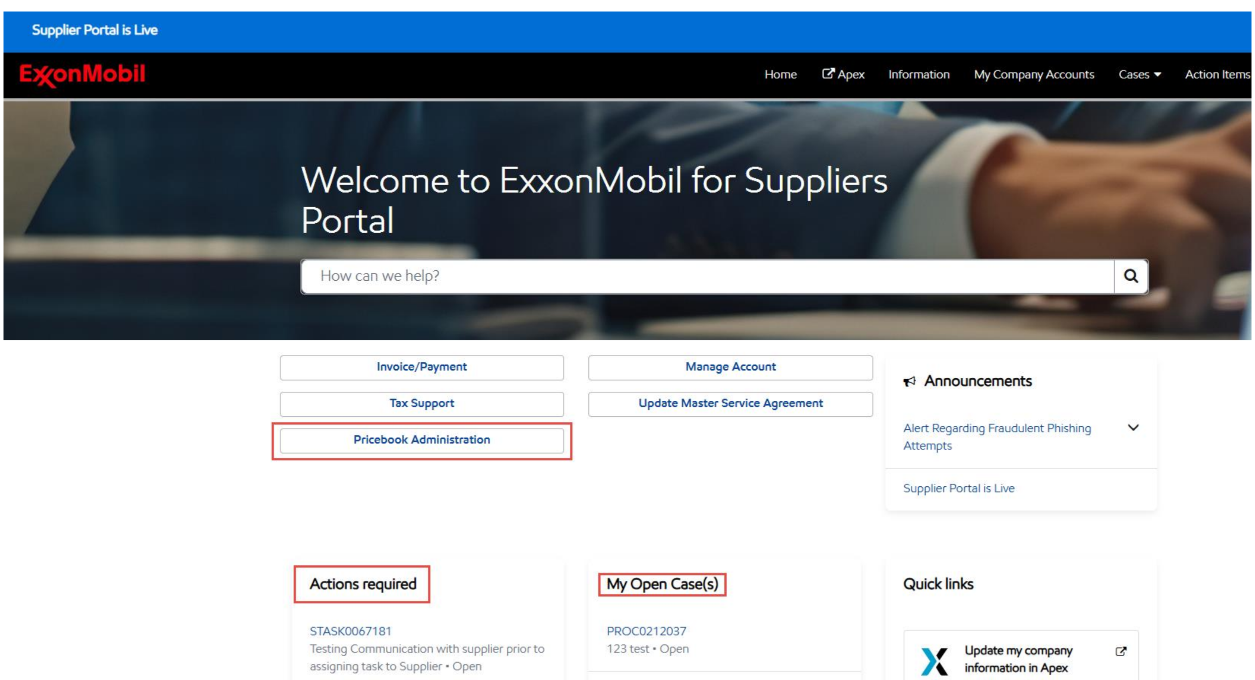
For updates or changes to an existing case:

- Use the Supplier Portal to locate your active case.
- Upload the revised template or additional information directly within the case.

How to view Tasks and Cases

To track your requests and complete assigned actions:

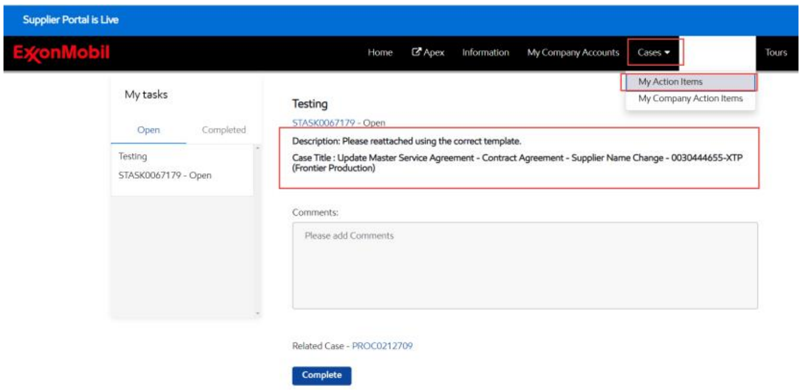
1. **Viewing Cases**
    - Navigate to the **top ribbon** or the **Supplier Home Page**.
    - Select **"Cases"** or go to **"My Open Cases"** to view your active submissions.
2. **Viewing Assigned Tasks**
    - The **"Actions Required"** section displays any tasks that have been assigned to you for completion.
3. **Task Notifications**
    - If a task is assigned, you will receive an **email notification** from **Enterprise Service Management** (emprod@service-now.com) prompting you to take action.



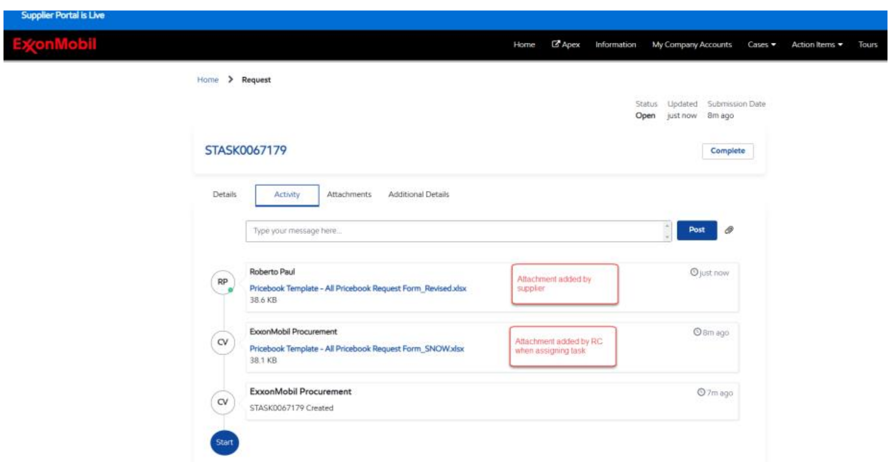
How to take Action on a Task

To update a task or case with the required information:

1. **Access Action Items**
    - From the navigation menu, select **"Action Items."**
2. **Update a Case**
    - Select the **related case number** to upload or update attachments in the **Activity** tab.



3. **Update a Task**
    - Select the **related task number** to provide the required attachment in the **Activity** tab.



4. **Add Comments**
    - If you have additional information or context to share, you may enter comments directly in the **Activity** section