

Compeat Help

[Home](#) > [Vendor Management Solutions](#) > [Get Started with VMS](#)

Get Started with VMS

Contents

[What is Vendor Management Solutions?](#)

[Order Guides](#)

[Orders](#)

[Invoices](#)

[Ready to get started?](#)

What is Vendor Management Solutions?

Excellent question! We designed our Vendor Management Solutions program to allow for a digital exchange of flat-files between you and your vendors.

Our program has three main modules: Order Guides, Orders, and Invoices. You can use these modules independently or in conjunction with one another.

Order Guides

An Order Guide is a price list provided for vendors. Importing Order Guides allows customers to automatically update vendor item codes and prices for their items on the Par

Levels/Vendor Info tab (Restaurant Inventory Items) in Compeat. This ensures that when orders or invoices are created in Compeat, the most up-to-date vendor prices and item codes are used. This function replaces the utilization of the Vendor Price Maintenance Tool.

Orders

- » If a vendor has the requisite technology, then you can electronically transmit your orders via FTP upload, web-portal, or e-mail.
- » This process streamlines order entry for both the customer and the vendor, and allows the customer to place orders directly from their Compeat system. This function replaces e-mailing PDF orders to sales reps or entering orders on a vendor's website.

Invoices

Electronic Invoices and Credit Memo files can be imported from vendors at the line-item detail level. This eliminates the need to hand-key or verify invoice line items. This is an alternative to converting orders to invoices in Compeat. It is also possible to import GL account level data if your vendor can provide it.

Ready to get started?

To initiate a Vendor Management Solution or inquire further about the process, please complete and submit the **Vendor Management Solution Request Form** and a member of our team will reach out with more information on the process and pricing. Once we have your approval on the quote and the necessary vendor and customer information, we can begin the Vendor Management Solution setup.

Updated on May 26, 2021