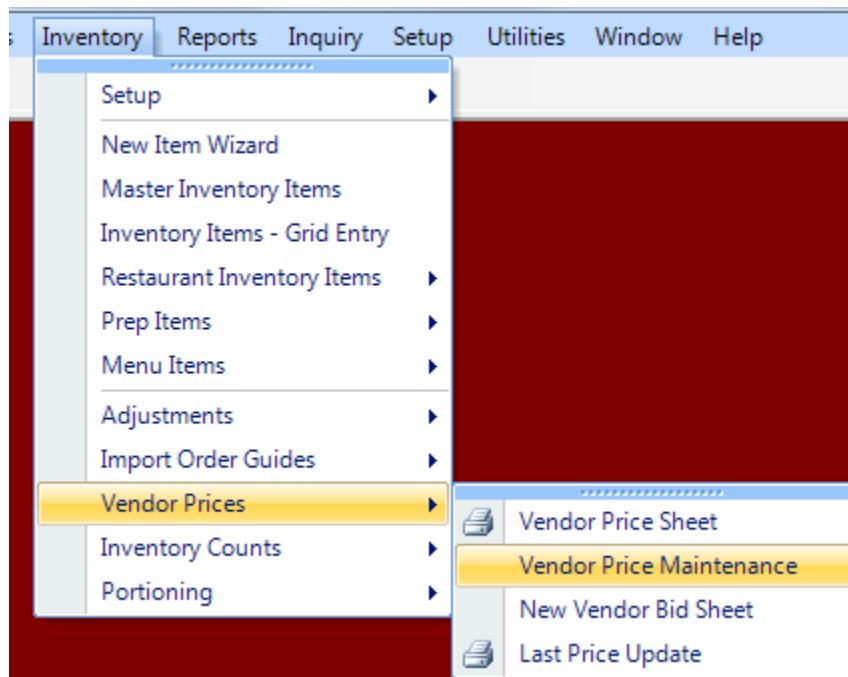


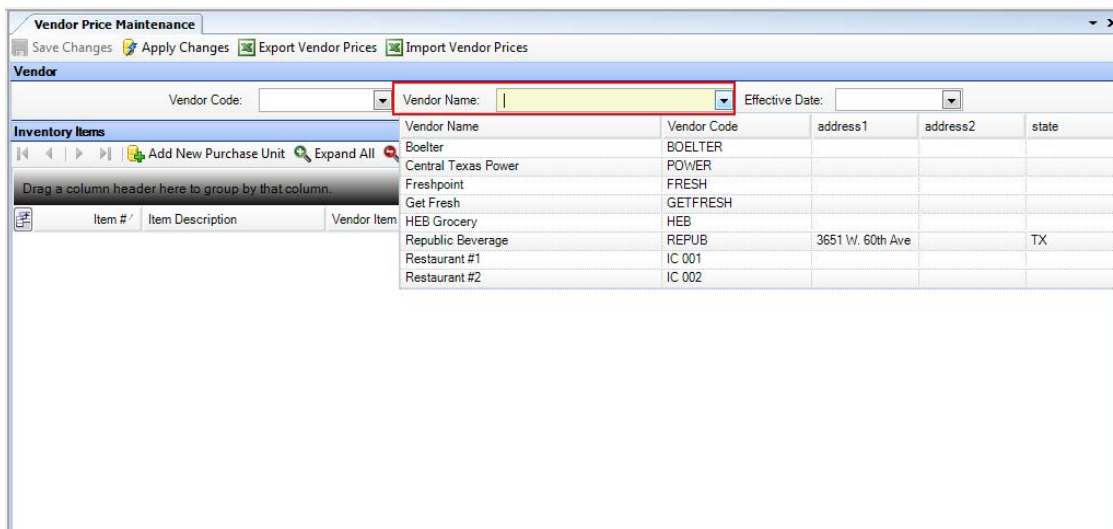
Vendor Price Maintenance

Updating prices in Compeat is an essential step if you want to use the bid item tool and have up to date pricing for each of the raw ingredients in question.

To maintain your vendor prices, navigate to Inventory → Vendor Prices → Vendor Price Maintenance:



Once on this screen, select a vendor from the drop down box:



This will load all inventory items associated with this vendor. At this point, click the “Export Vendor Prices” button to create a template spreadsheet to email to your vendor.

Vendor Price Maintenance

Save Changes Apply Changes **Export Vendor Prices** Import Vendor Prices

Vendor

Vendor Code: FRESH Vendor Name: Freshpoint Effective Date:

Inventory Items

Add New Purchase Unit Expand All Collapse All Export to Excel

Drag a column header here to group by that column.

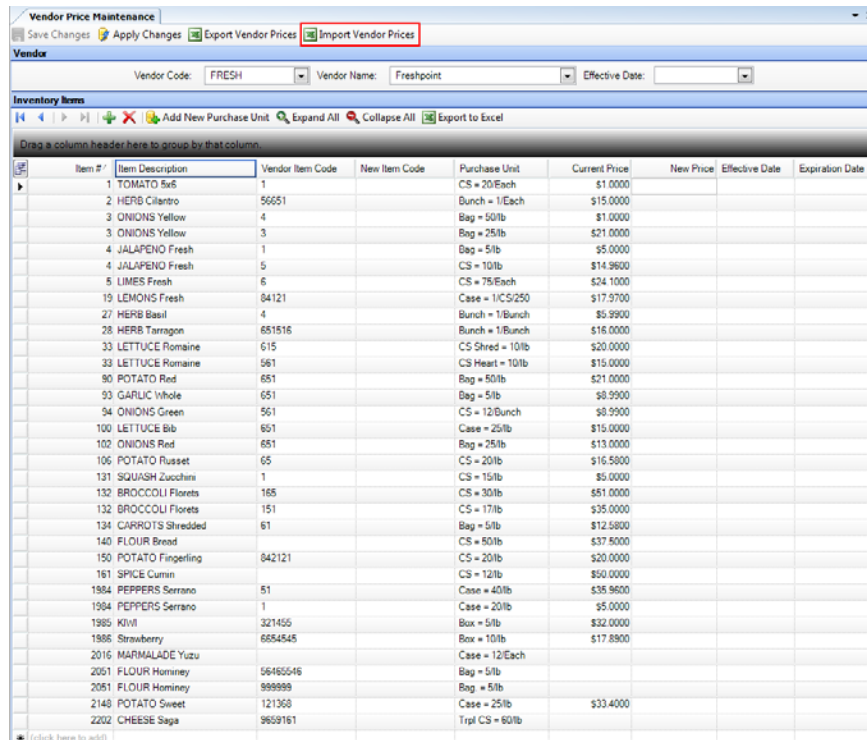
Item #	Item Description	Vendor Item Code	New Item Code	Purchase Unit	Current Price	New Price	Effective Date	Expiration Date
1	TOMATO 5x6	1		CS = 20/Each	\$1.0000			
2	HERB Cilantro	56651		Bunch = 1/Each	\$15.0000			
3	ONIONS Yellow	4		Bag = 50/lb	\$1.0000			
3	ONIONS Yellow	3		Bag = 25/lb	\$21.0000			
4	JALAPENO Fresh	1		Bag = 5/lb	\$5.0000			
4	JALAPENO Fresh	5		CS = 10/lb	\$14.9600			
5	LIMES Fresh	6		CS = 75/Each	\$24.1000			
19	LEMONS Fresh	84121		Case = 1/CS/250	\$17.9700			
27	HERB Basil	4		Bunch = 1/Bunch	\$5.9900			
28	HERB Tarragon	651516		Bunch = 1/Bunch	\$16.0000			
33	LETTUCE Romaine	615		CS Shred = 10/lb	\$20.0000			
33	LETTUCE Romaine	561		CS Heart = 10/lb	\$15.0000			
90	POTATO Red	651		Bag = 50/lb	\$21.0000			
93	GARLIC Whole	651		Bag = 5/lb	\$8.9900			
94	ONIONS Green	561		CS = 12/Bunch	\$8.9900			
100	LETTUCE Bib	651		Case = 25/lb	\$15.0000			
102	ONIONS Red	651		Bag = 25/lb	\$13.0000			
106	POTATO Russet	65		CS = 20/lb	\$16.5800			
131	SQUASH Zucchini	1		CS = 15/lb	\$5.0000			
132	BROCCOLI Florets	165		CS = 30/lb	\$51.0000			
132	BROCCOLI Florets	151		CS = 17/lb	\$35.0000			
134	CARROTS Shredded	61		Bag = 5/lb	\$12.5800			
140	FLOUR Bread			CS = 50/lb	\$37.5000			
150	POTATO Fingerling	842121		CS = 20/lb	\$20.0000			
161	SPICE Cumin			CS = 12/lb	\$50.0000			
1984	PEPPERS Serrano	51		Case = 40/lb	\$35.9600			
1984	PEPPERS Serrano	1		Case = 20/lb	\$5.0000			
1985	KIWI	321455		Box = 5/lb	\$32.0000			
1986	Strawberry	6654545		Box = 10/lb	\$17.8900			
2016	MARMALADE Yuzu			Case = 12/Each				
2051	FLOUR Hominy	56465546		Bag = 5/lb				
2051	FLOUR Hominy	999999		Bag = 5/lb				
2148	POTATO Sweet	121368		Case = 25/lb	\$33.4000			
2202	CHEESE Saga	9659161		Trpl CS = 60/lb				
* (click here to add)								

(Compeat assumes the effective date as the current date unless otherwise specified.)

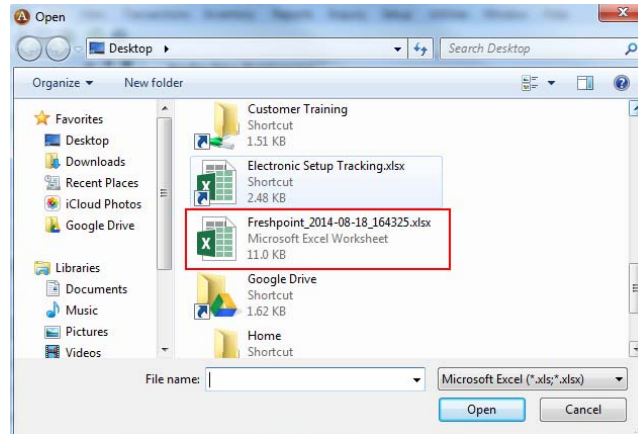
Vendor Code	FRESH								
Vendor Name	Freshpoint								
<i>Notes</i>									
<i>(1) Fill in yellow columns only. Empty effective dates default to current date.</i>									
<i>(2) Template layout must not be changed.</i>									
Compeat Item #	Item Description	Current Item Code	New Item Code	Purch Unit Desc	Last Price	Vendor Price	Effective Date	Expiration Date	
1	TOMATO 5x6	1	113	CS = 20/Each	\$1.00	\$2.00			
2	HERB Cilantro	56651	56486	Bunch = 1/Each	\$15.00	\$16.00			
3	ONIONS Yellow	4	456	Bag = 50/lb	\$1.00	\$2.00			
3	ONIONS Yellow	3	485	Bag = 25/lb	\$21.00				
4	JALAPENO Fresh	5	225	CS = 10/lb	\$14.96				
4	JALAPENO Fresh	1		Bag = 5/lb	\$5.00				
5	LIMES Fresh	6		CS = 75/Each	\$24.10				
19	LEMONS Fresh	84121		Case = 1/CS/250	\$17.97	\$17.99			
27	HERB Basil	4		Bunch = 1/Bunch	\$5.99				
28	HERB Tarragon	651516		Bunch = 1/Bunch	\$16.00				
33	LETTUCE Romaine	615		CS Shred = 10/lb	\$20.00	\$19.88			
33	LETTUCE Romaine	561		CS Heart = 10/lb	\$15.00				
90	POTATO Red	651		Bag = 50/lb	\$21.00	\$20.55			
93	GARLIC Whole	651		Bag = 5/lb	\$8.99	\$9.08			
94	ONIONS Green	561		CS = 12/Bunch	\$8.99				
100	LETTUCE Bib	651		Case = 25/lb	\$15.00	\$16.00			
102	ONIONS Red	651		Bag = 25/lb	\$13.00				
106	POTATO Russet	65		CS = 20/lb	\$16.58				
131	SQUASH Zucchini	1	126	CS = 15/lb	\$5.00				
132	BROCCOLI Florets	165		CS = 30/lb	\$51.00				
132	BROCCOLI Florets	151		CS = 17/lb	\$35.00				
134	CARROTS Shredded	61		Bag = 5/lb	\$12.58	\$12.55			
140	FLOUR Bread			CS = 50/lb	\$37.50				
150	POTATO Fingerling	842121		CS = 20/lb	\$20.00				
161	SPICE Cumin			CS = 12/lb	\$50.00	\$49.00			
1984	PEPPERS Serrano	51		Case = 40/lb	\$35.96				
1984	PEPPERS Serrano	1	14	Case = 20/lb	\$5.00				
1985	KIWI	321455		Box = 5/lb	\$32.00				
1986	Strawberry	6654545		Box = 10/lb	\$17.89				

Note that only the specific vendor codes and prices that changed were entered.

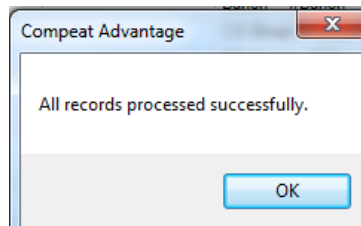
Once the vendor has emailed the template back, completed, use the “Import Vendor Prices” button the Vendor Price Maintenance screen:



Navigate to the file on your local machine:



And you should see the following message:

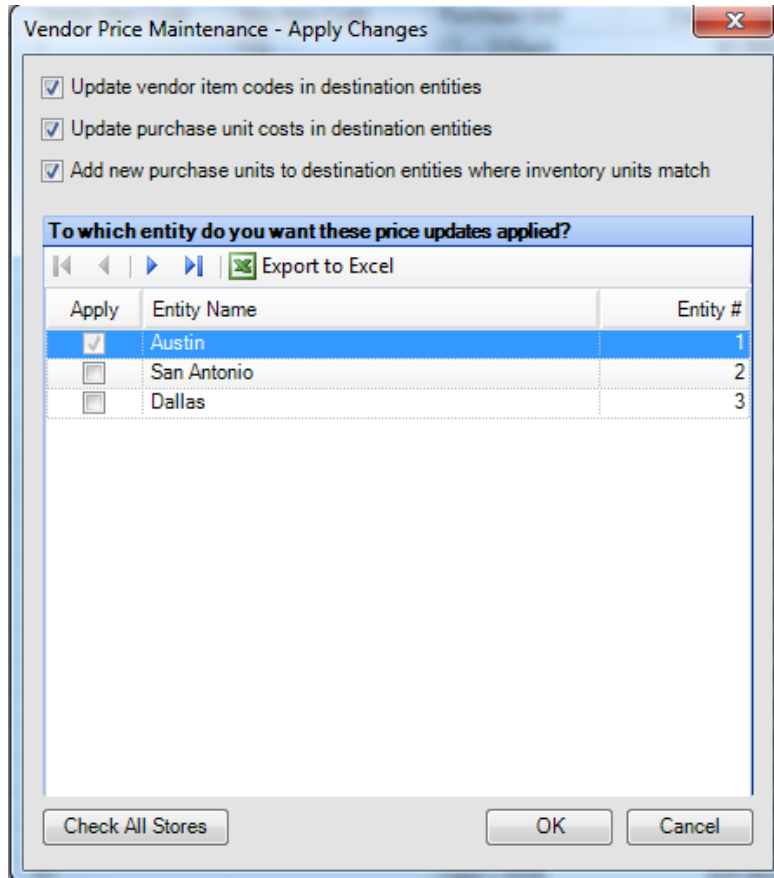


Once you are satisfied everything looks correct, click the "Apply Changes" button:

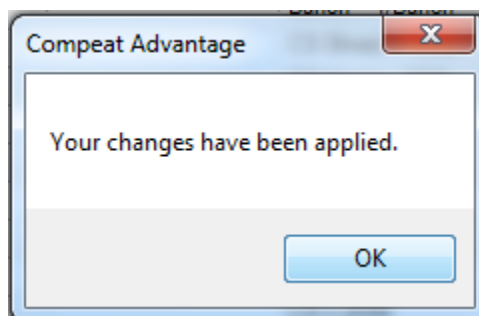
The image shows the 'Vendor Price Maintenance' application window. The 'Vendor' section is set to 'FRESH' and 'Freshpoint'. The 'Inventory Items' section contains a table with the following columns: Item #, Item Description, Vendor Item Code, New Item Code, Purchase Unit, Current Price, New Price, Effective Date, and Expiration Date. The 'Apply Changes' button is highlighted in the top toolbar.

Item #	Item Description	Vendor Item Code	New Item Code	Purchase Unit	Current Price	New Price	Effective Date	Expiration Date
1	TOMATO 5x6	1	113	CS = 20/Each	\$1 0000	\$2 0000	08/18/2014	
2	HERB Cilantro	56651	56486	Bunch = 1/Each	\$15 0000	\$16 0000	08/18/2014	
3	ONIONS Yellow	4	456	Bag = 50/lb	\$1 0000	\$2 0000	08/18/2014	
3	ONIONS Yellow	3	485	Bag = 25/lb	\$21 0000		08/18/2014	
4	JALAPENO Fresh	1		Bag = 5/lb	\$5 0000			
4	JALAPENO Fresh	5	225	CS = 10/lb	\$14 9600		08/18/2014	
5	LIMES Fresh	6		CS = 75/Each	\$24 1000			
19	LEMONS Fresh	84121		Case = 1/CS/250	\$17 9700	\$17 9900	08/18/2014	
27	HERB Basil	4		Bunch = 1/Bunch	\$5 9900			
28	HERB Tarragon	651516		Bunch = 1/Bunch	\$16 0000			
33	LETTUCE Romaine	615		CS Shred = 10/lb	\$20 0000	\$19 8800	08/18/2014	
33	LETTUCE Romaine	561		CS Heart = 10/lb	\$15 0000			
90	POTATO Red	651		Bag = 50/lb	\$21 0000	\$20 5500	08/18/2014	
93	GARLIC Whole	651		Bag = 5/lb	\$8 9900	\$9 0800	08/18/2014	
94	ONIONS Green	561		CS = 12/Bunch	\$8 9900			
100	LETTUCE Bib	651		Case = 25/lb	\$15 0000	\$16 0000	08/18/2014	
102	ONIONS Red	651		Bag = 25/lb	\$13 0000			
106	POTATO Russet	65		CS = 20/lb	\$16 8900			
131	SQUASH Zucchini	1	126	CS = 15/lb	\$5 0000		08/18/2014	
132	BROCCOLI Florets	165		CS = 30/lb	\$91 0000			
132	BROCCOLI Florets	151		CS = 17/lb	\$35 0000			
134	CARROTS Shredded	61		Bag = 5/lb	\$12 5800	\$12 5500	08/18/2014	
140	FLOUR Bread			CS = 50/lb	\$37 5000			
150	POTATO Fingerling	842121		CS = 20/lb	\$20 0000			
161	SPICE Cumin			CS = 12/lb	\$50 0000	\$49 0000	08/18/2014	
1984	PEPPERS Serrano	51		Case = 40/lb	\$35 9600			
1984	PEPPERS Serrano	1	14	Case = 20/lb	\$5 0000		08/18/2014	
1985	Kiwi	321455		Box = 5/lb	\$32 0000			
1986	Strawberry	6654545		Box = 10/lb	\$17 8900			
2016	MARMALADE Yuzu			Case = 12/Each				
2051	FLOUR Hominy	56465546		Bag = 5/lb				
2051	FLOUR Hominy	999999		Bag = 5/lb				
2148	POTATO Sweet	121368		Case = 25/lb	\$33 4000			
2202	CHEESE Sago	9659161		Tripl CS = 60/lb				

You will be prompted to apply these new changes to any entities you have access to, you can check or uncheck all of the entities associated with the updated information. Mind the 3 checkboxes at the top of the screen at this point, it is highly recommended to leave all 3 checked.



You will see the following message:



Your system is now updated with the current pricing for this vendor, and any Purchase Order will reflect the new pricing. Note that the new code and new price have flowed through to the current code and price respectively.

These new prices will be used to compare vendors against each other when an inventory item is marked as a “bid item”.

Vendor Price Maintenance

Save Changes Apply Changes Export Vendor Prices Import Vendor Prices

Vendor

Vendor Code: FRESH Vendor Name: Freshpoint Effective Date:

Inventory Items

Add New Purchase Unit Expand All Collapse All Export to Excel

Drag a column header here to group by that column.

Item #/	Item Description	Vendor Item Code	New Item Code	Purchase Unit	Current Price	New Price	Effective Date	Expiration Date
1	TOMATO 5x6	113		CS = 20/Each	\$2.0000			
2	HERB Cilantro	56486		Bunch = 1/Each	\$16.0000			
3	ONIONS Yellow	456		Bag = 50/lb	\$2.0000			
3	ONIONS Yellow	485		Bag = 25/lb	\$21.0000			
4	JALAPENO Fresh	1		Bag = 5/lb	\$5.0000			
4	JALAPENO Fresh	225		CS = 10/lb	\$14.9600			
5	LIMES Fresh	6		CS = 75/Each	\$24.1000			
19	LEMONS Fresh	84121		Case = 1/CS/250	\$17.9900			
27	HERB Basil	4		Bunch = 1/Bunch	\$5.9900			
28	HERB Tarragon	651516		Bunch = 1/Bunch	\$16.0000			
33	LETTUCE Romaine	615		CS Shred = 10/lb	\$19.8800			
33	LETTUCE Romaine	561		CS Heart = 10/lb	\$15.0000			
90	POTATO Red	651		Bag = 50/lb	\$20.5500			
93	GARLIC Whole	651		Bag = 5/lb	\$9.0800			
94	ONIONS Green	561		CS = 12/Bunch	\$8.9900			
100	LETTUCE Bib	651		Case = 25/lb	\$16.0000			
102	ONIONS Red	651		Bag = 25/lb	\$13.0000			
106	POTATO Russet	65		CS = 20/lb	\$16.5800			
131	SQUASH Zucchini	126		CS = 15/lb	\$5.0000			
132	BROCCOLI Florets	165		CS = 30/lb	\$51.0000			
132	BROCCOLI Florets	151		CS = 17/lb	\$35.0000			
134	CARROTS Shredded	61		Bag = 5/lb	\$12.5500			
140	FLOUR Bread			CS = 50/lb	\$37.5000			
150	POTATO Fingerling	842121		CS = 20/lb	\$20.0000			
161	SPICE Cumin			CS = 12/lb	\$49.0000			
1984	PEPPERS Serrano	51		Case = 40/lb	\$35.9600			
1984	PEPPERS Serrano	14		Case = 20/lb	\$5.0000			
1985	KIWI	321455		Box = 5/lb	\$32.0000			
1986	Strawberry	6654545		Box = 10/lb	\$17.8900			
2016	MARMALADE Yuzu			Case = 12/Each				
2051	FLOUR Hominey	56465546		Bag = 5/lb				
2051	FLOUR Hominey	999999		Bag = 5/lb				
2148	POTATO Sweet	121368		Case = 25/lb	\$33.4000			
2202	CHEESE Saga	9659161		Trpl CS = 60/lb				