CRUNCHTIME! ENTERPRISE MANAGER

Add a New Vendor

Quick Start Guide

Document Details

Document #: 160_QS610_190920

Release Version: 06.10.00.00

Date of Release: May 2018

Overview

This document outlines how to setup a new Vendor in CrunchTime.

System Requirements

- CES Version 06.10.00 or higher
- Be sure to grab the latest version of this document here: https://links.crunchtime.com/EMQS-AddNewVendor



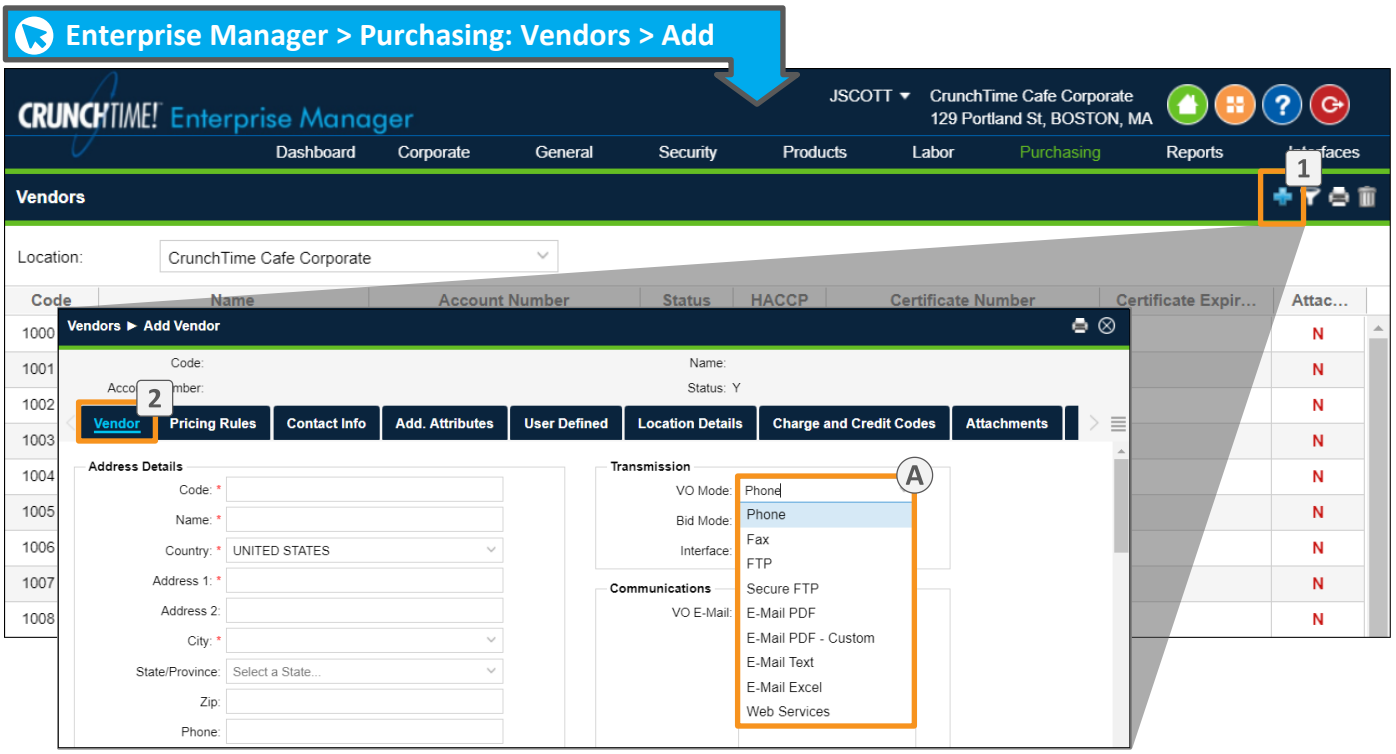
Watch the tutorials on MainCourse:

- Create a Bid Sheet: https://links.crunchtime.com/EMBID102lhxz
- Add Products, Markets, and Vendors: https://links.crunchtime.com/EMBID103prvc

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Vendor Setup

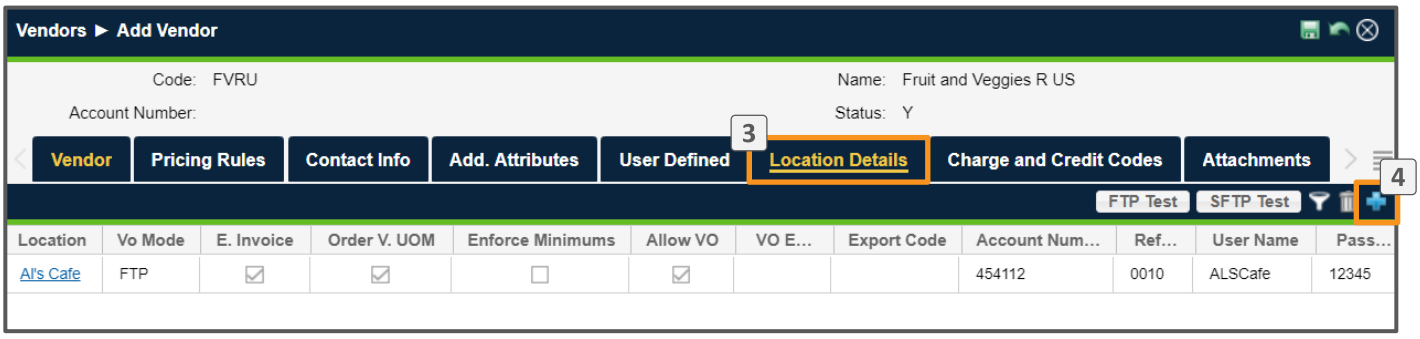
Add a New Vendor



1 Select *Add*.

2 Enter Vendor Details on the *Vendor* tab.

Ⓐ **VO Mode**: The method by which purchase orders are submitted to this vendor. If any of the *E-Mail* options are selected, purchase orders will be e-mailed to the **VO E-Mail** addresses indicated in the communications section of this screen; multiple e-mail addresses can be entered, separated by a semicolon. If *FTP*, *Secure FTP*, or *Web Services* is selected, an **Interface** must be chosen and a URL must be entered. If Fax is selected, the VO Fax number must be entered.



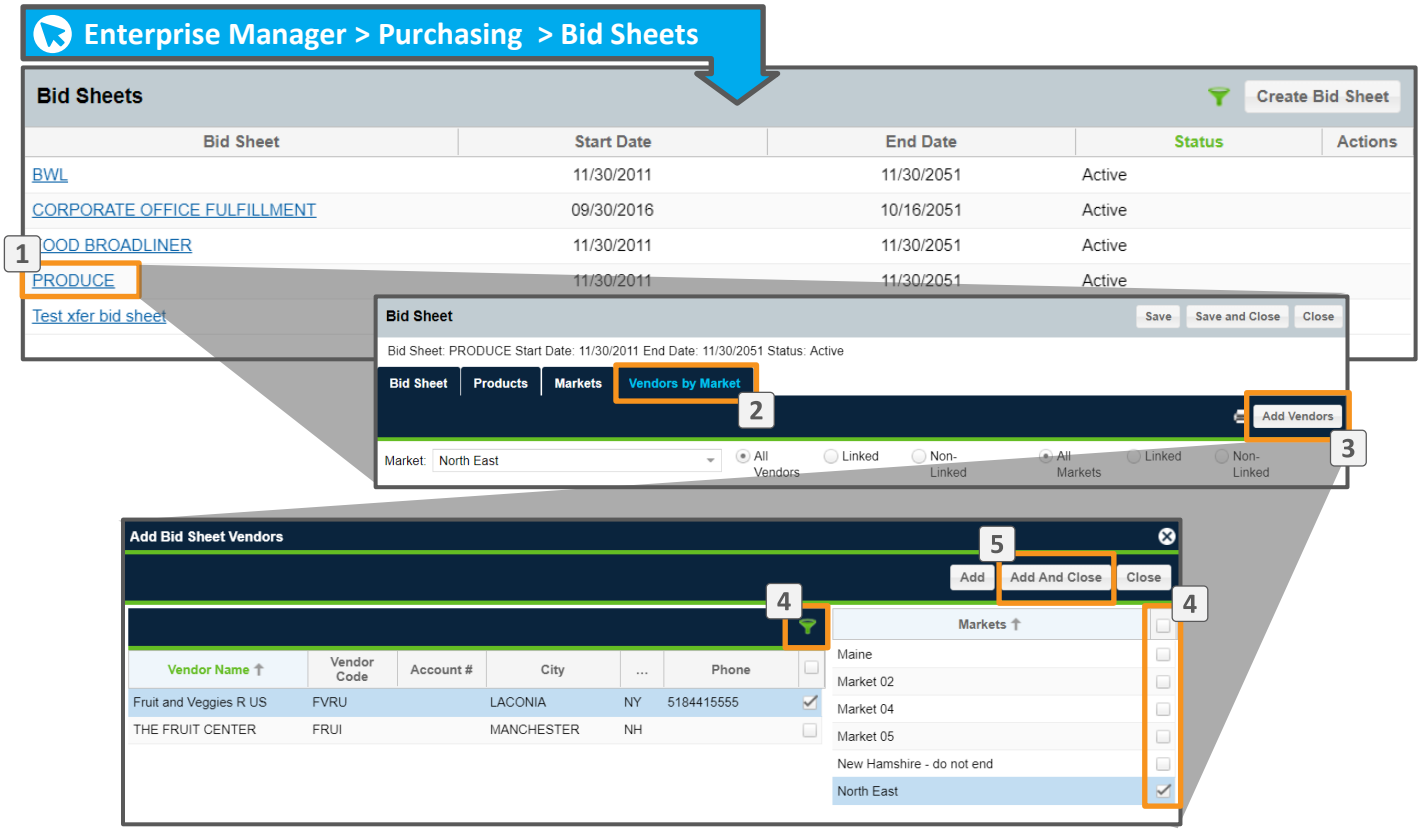
3 Select the *Location Details* tab.

4 *Add* the applicable locations and set up location-specific vendor details. When a new location is added, many of the settings on this tab will default from those on the Vendor tab.

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Bid Sheet Setup

Add the Vendor to Bid Sheet(s) and Market(s)



1. Selet the *Bid Sheet* link to open the one that applies to products purchased from the new Vendor.
2. Select the *Vendors by Market* tab.
3. Select *Add Vendors.*
4. Filter for the Vendor and check the Market(s) where purchases will be made from this Vendor.
5. Select *Add and Close*.

Note: After the Vendor has been completely set up, including being added to the Bid Sheet(s) and connected to Market(s):

- Make sure the products to be purchased from the Vendor are *Location Products* for the proper Location(s) within the associated Market(s).
- Update the Bid Sheet with prices from the new Vendor. Refer to the Vendor Bids Setup Guide for more information.

Warning: If a vendor is deactivated or if *Allow PBI* is deselected, any associations created with this vendor on the PBI Vendors tab in the Location Details screen will be removed for all locations.

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