Vendor Item/Quote Master

You can maintain details of an item with respect to a particular vendor using the *Vendor Item/Quote Master* screen. It also acts as one of the price sources when creating a PO. Using this screen you can evaluate vendors, and then recommend the best vendor based on your business criteria. The *Vendor Item/Master Quote* screen considers all existing orders and order history for an item corresponding to different vendors. Vendor rank is evaluated based on many factors such as the accepted/rejected percentage, delivery response, lead time, and lowest price.

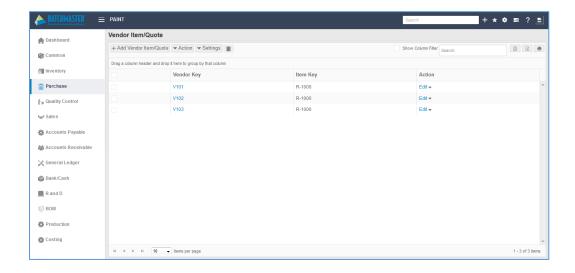**Go To: Purchase → Purchase Master Data → Vendor Item/Quote.**

⚠️ **Prerequisites:** Data should be maintained at the following screens:

- Vendor Master.

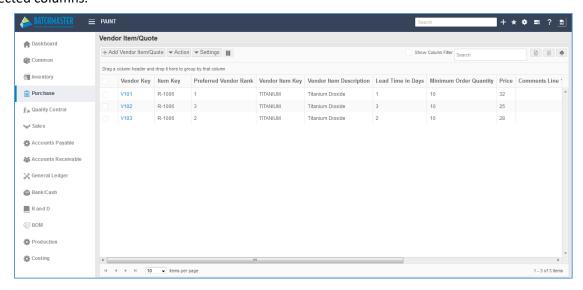- Item Master.

1.1.1.1   Vendor Item/Quote – Dashboard

You can manage and create a vendor item/quote from this dashboard. By default, the system displays all the existing vendor item/quotes as maintained for your business/company. You can double click on any of the vendor class record to view its details.

The *Vendor Item/Quote* dashboard contains many elements that occupy 100% of the browser window. Resizing the window would resize the elements to fit. The elements can be rearranged, i.e., docked, resized, grouped, and stacked. The header and the side panel can't be rearranged.
Using the *Action* button from the dashboard you can:

- Edit existing record
- Delete selected multiple record
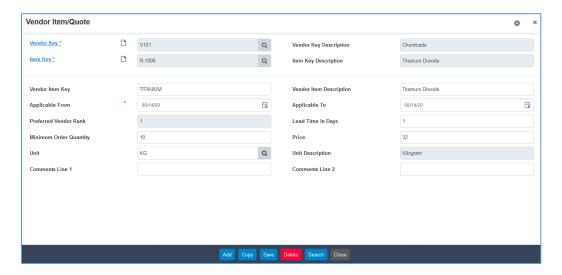- Copy an existing record to create new one.

After you select all the columns of the *Vendor Item/Quote* dashboard, the middle grid displays the selected columns.

The *Vendor Item/Quote* dashboard provides a clear vision of the created records in a read-only mode. You can view the records as per the number of pages provided per page.

1.1.1.2   Vendor Item/Quote – Add Mode

To add a new vendor item/quote to your BatchMaster database, click on the + *Add Vendor Item/Quote* button. The system displays the *Vendor Item/Quote* screen form, where you can create new records.

Vendor Key: This field is used to specify the vendor for whom the vendor item quote is defined i.e. this is the vendor from whom the quote is received using the lookup next to the field. This is a mandatory field.

Vendor Key Description: This field displays the description associated with the vendor key. This is a read-only field.

Item Key: Use this field to specify the inventory item for which the quote is received from the vendor using the lookup next to the field. This is a mandatory field.

Item Key Description: This field displays the description associated with the Item Key. This is a read-only field.

Vendor Item Key: This is the item key used to identify the selected item for the selected vendor. In case Vendor's Item ID is different from own Item ID for the item selected this field is used. This Vendor Item Key can be printed on Purchase Orders and Vouchers in the following order of decreasing preference. For this purpose, it may be necessary to add the corresponding field (from report.mdb) on the .rpt files for the report being printed.

1. Vendor Item Key from Vendor Item Quote.

2. Vendor Item Key from Vendor Class Item.

3. Item Language Key from Item Language.

Vendor Item Description: This is the description used for the selected item for the selected vendor. This Vendor Item Description can be printed on Purchase Orders and Vouchers in the following order of decreasing preference. For this purpose, it may be necessary to add the corresponding field (from report.mdb) on the .rpt files for the report being printed.

1. Vendor Item Description from Vendor Item Quote.

2. Vendor Item Description from Vendor Class Item.

3. Item Language Description from Item Language.

Applicable From/To: This field allows the user to specify a range defining the duration for the applicability of the respective vendor quotation. The *Applicable Date From* fields holds the lower limit of the range of date while the *To* field holds the upper limit of the range of dates.

While maintaining Vendor Item Quotes, if the user tries to create a record for same vendor item combination using identical applicable date range or the date range fall in between already defined date range, the system restricts to do so. While saving the record, the system displays the following message:

Preferred Vendor Rank: The rank of the vendor specifies the preference given to him over other vendors for purchasing the selected item. This field gets defaulted with the value as calculated by BatchMaster WEB at the *Evaluate Vendor Ranking* window.

Lead Time In Days: This is the time that the selected vendor takes to deliver the item. This field specifies the number of days it takes to receive the item from this vendor once user have ordered it. This lead time is used by the Economic Order Quantity / Reorder Point. This value is for reference only.

Minimum Order Quantity: If user's vendor has stated that user needs to purchase a minimum quantity of this item to receive special pricing, enter that quantity here. The vendor/item quote is subjected to this minimum order quantity. This quantity is interpreted in the UOM mentioned at the Unit field on this screen.

Price: This is the price offered by the selected vendor. This price is interpreted in terms of the currency shown at the *Currency* field on the screen per UOM that is mentioned at the *Unit* field on this screen.

Unit: This field provides UOM lookup that enables the user to change the measuring unit of item depending on vendors unit, if required. This option helps user in striking equilibrium between sourcing costs and the costs to be charged from the customers.

Unit Description: This field displays the description associated with the selected unit in the *Unit* field.

Comments Line 1: This field is used to specify any remarks with the Vendor/Item Quote.

Comments Line 2: This field can be used to associate any extra remarks or notes with the Vendor Item Quote

1.1.1.3   Maintaining Vendor Item/Quote

1. Open the *Vendor Item/Quote* dashboard.

2. Click on the *+ Add Vendor Item/Quote* button to open a new blank record.

3. Enter the vendor from whom the quote was received using the lookup next to the *Vendor Key* field.

4. Specify the inventory item for which the vendor's quote was received using the lookup next to the *Item Key* field.

5. In the *Vendor Item Key* field, specify the key that will be used to identify the selected item for this vendor. This is the vendor's own item key, which can be printed on vendor purchase orders.

6. If required, enter the vendor's description of the item in the *Vendor Item Description* field.

    A vendor's item key and description can be printed on purchase orders and vouchers from one of the following screens (listed in decreasing order of preference):

   a. *Vendor Item Quote*.

   b. *Vendor Item Class*.

   c. *Item Language*.

7. Specify the length of time for which the vendor quotation will be applicable using the date picker next to the *Applicable From* and *To* fields.

8. Enter the ranking for the vendor at the *Preferred Vendor Rank* field. This value specifies the preference given to the vendor for purchasing the relevant item. This field is defaulted with the value as calculated by the BMW at the *Evaluate Vendor Ranking* screen.

9. Specify the lead time at the *Lead Time in Days* field. This value signifies the number of days within which the selected vendor agrees to deliver the item.

10. In the *Minimum Order Quantity* field, specify the minimum amount that you need to purchase to receive any special pricing for the item.

11. Enter the price offered by the vendor in the *Price* field.

12. Select the appropriate unit value in the *Unit* field using the lookup next to the field.

13. Enter the additional comments in the *Comment Line 1* and *Comment Line 2*, as needed.

14. Click on the *Save* button to save the record.