

Consignment

Vendor Maintenance

Info

General Information for pcAmerica Keyboard

General Info

Vendor Number: 123

Company Name: pcAmerica

PO Delivery Method: [Dropdown]

Terms: [Text Box]

Flat Rent Rate: \$0.00

Tax ID: [Text Box]

Minimum Order: \$0.00

Commission %: 10.00%

Billable Department: [Text Box]

Social Security #: [Text Box]

Address

Street Address: [Text Box]

Extended Address: [Text Box]

City: [Text Box] State: [Text Box]

Zip Code: [Text Box] Country: [Text Box]

Contact Info

First Name: [Text Box] Last Name: [Text Box]

Telephone Number: [Text Box] Fax Number: [Text Box]

Email: [Text Box]

Website: [Text Box]

Search by Company

pcAmerica [Dropdown]

[?] Help

Previous Next **Add** Save Changes Delete Exit

Consignment functionality is available in CRE/RPE. This is achieved by setting the commission % when adding a new vendor. You can then run sales reports to help figure out the vendor's sales and commissions due to them.

Creating a vendor

To create a vendor, select **Manager** from the login screen, provide the requested credentials, and follow these steps.



1. Select **Administrative** then, **Vendor Maintenance**.

A screenshot of a 'Vendor Maintenance' window for 'pcAmer1ca'. The window has a yellow header with 'Info' and 'Keyboard' buttons. Below the header is a 'General Information' section with fields for Vendor Number (123), Company Name (pcAmer1ca), PO Delivery Method, Terms, Flat Rent Rate (\$0.00), Tax ID, Minimum Order (\$0.00), Commission % (10.00%), Billable Department, and Social Security #. There are sections for 'Address' (Street, Extended, City, State, Zip, Country) and 'Contact Info' (First Name, Last Name, Telephone, Fax, Email, Website). At the bottom, there is a 'Search by Company' dropdown set to 'pcAmer1ca', a 'Help' button, and a row of buttons: 'Previous', 'Next', 'Add' (highlighted with a red border), 'Save Changes', 'Delete', and 'Exit'.

2. Select **Add**.

The screenshot shows a software window titled "Vendor Maintenance" with a sub-window "Info" for "General Information for pcAmer1ca". The form is divided into several sections:

- General Info:** Vendor Number (123), Company Name (pcAmer1ca), PO Delivery Method (dropdown), Terms, Flat Rent Rate (\$0.00), Tax ID, Minimum Order (\$0.00), and Commission % (10.00%, highlighted with a red box).
- Address:** Street Address, Extended Address, City, State, Zip Code, and Country.
- Contact Info:** First Name, Last Name, Telephone Number, Fax Number, Email, and Website.
- Search by Company:** A dropdown menu showing "pcAmer1ca" and a "Help" button.
- Navigation:** "Previous", "Next", "Add", "Save Changes", "Delete", and "Exit" buttons.

3. Provide as much information as you can about the vendor. The following fields are not self-explanatory and therefore explained:

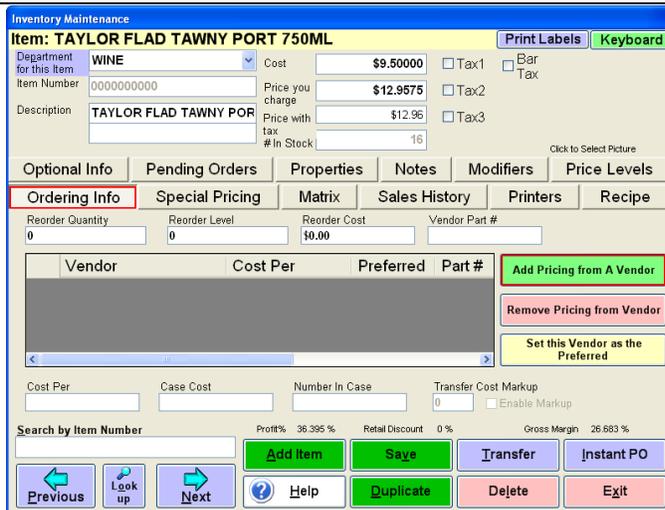
- The **Terms** field should contain the payment terms that you have with the vendor.
- The **Minimum Order** field should contain the minimum order before the vendor makes deliveries.
- The **Commission %** field should contain the commission that you earn when you have sold the items. **THIS MUST HAVE A VALUE FOR CONSIGNMENT TO WORK!**
- The **Flat Rent Rate** field should contain the amount that you are taking out of the vendor's commission for their booth, provided you are running a consignment operation.
- The **Tax ID** and **Social Security #** fields should be filled if you are running a consignment operation.

Associating items with a vendor

To associate the items purchased from a vendor with that vendor, select **Manager** from the login screen, provide the requested credentials, and follow these steps.



1. Select **Administrative** then, **Inventory Maintenance**.



2. Select an item.
3. Select the **Ordering Info** tab.
4. Select **Add Pricing from A Vendor**.



5. Select the vendor from which the item is purchased.

Enter the Vendor Part Number Cancel

85624 ← Backspace

1	2	3	4	5	6	7	8	9	0	-
Q	W	E	R	T	Y	U	I	O	P	
A	S	D	F	G	H	J	K	L	:	
Z	X	C	V	B	N	M	,	.	/	
Shift	SPACE								ENTER	

- Provide the vendor part number (the part number that the vendor requires you to use when ordering the item) and select **ENTER**.

Inventory Maintenance Print Labels Keyboard

Item: test

Department for this item: Soda Avg Cost: \$0.00000 HST Bar Tax

Item Number: test Price you charge: \$10.00 Tax 2

Description: test Price with tax: \$11.20 Tax 3

In Stock: 0 Click to Select Picture

Optional Info Pending Orders Properties Notes Modifiers Price Levels

Ordering Info Special Pricing Matrix Sales History Printers Recipe

Reorder Quantity: 0 Reorder Level: 0 Reorder Cost: \$5.00 Vendor Part #: 1234

Vendor	Cost Per	Preferred	Part #
pcAmer1ca	\$5.00	True	1234

Cost Per: \$5.00 Case Cost: \$20.00 Number In Case: 4 Transfer Cost Markup: 0 Enable Markup

Profit%: 0% Retail Discount: 0% Gross Margin: 100.0%

Search by Item Number

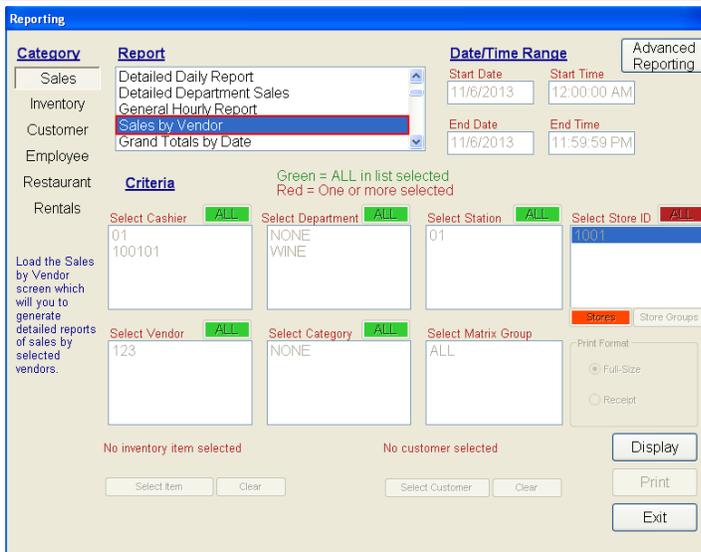
- Fill the **Cost Per** field, which should contain the amount that you pay the vendor for this item.
- If the item is ordered by case, fill the **Case Cost** field, which should contain the amount that you pay the vendor for a case of this item.
- If the item is ordered by case, fill the **Number In Case** field, which should contain the quantity of this item in a case.
- Select **Save**.

Running Reports to view Vendor Profits

After the items associated with a vendor have been sold, select **Manager** from the login screen, provide the requested credentials, and follow these steps.



1. Select **Administrative** then, **Reporting**.



2. Select the **Sales by Vendor Report**.

Sales by Vendor Reports

Sales by Vendor
 Summarized Report
 Detailed Statement
 Sales By Vendor Profits

Select Vendor
 ALL
 123

Start Date
 11/6/2013

End Date
 11/6/2013

Generate
 Exit

3. Select the **Sales By Vendor Profits**.
4. Select ALL for the report to have all vendors or one vendor. Also choose the Date Range for the report.
5. Select **Generate**.

Sales By Vendor Profits

11/6/2013

Item#	ItemName	Quantity	ExtCost	ExtPrice	Profit
123 -- pcAmerica					
11/6/2013					
000000000000	TAYLOR FIND TAWNY PORT	1.00	\$9.50	\$12.96	\$3.46
		11/6/2013	1.00	\$9.50	\$12.96
		1.00	\$9.50	\$12.96	\$3.46
Rent Due: 0.00		Commission: 1.30		Balance Due: 11.66	
Grand Total:		1.00	9.50	12.96	3.46

The Sales By Vendor Profits Report lists for each vendor the date the items were sold, the Item Name, Quantity sold for each item, Cost, Price and the Profit. This report will also list the Rent Due, Commission, and the Balance Due.

- **Rent Due:** This is the amount that was entered in Flat Rent Rate for the vendor in Vendor Maintenance.
- **Commission:** This is the amount that you keep for selling the vendor's items.
- **Balance Due:** The amount that is owed to the vendor after the rent and commission have been deducted.