



Electronic Vendor Order Guide Audit

Estimated Time for a Primary Vendor (250+ items): 1-2 hours

With your vendor(s) order guide now loaded in efish, you are ready to verify all items are present and assigned to the right category, prices are correct, and confirm how each item is used (base unit of measure).

Navigate to: **[Administration > Component Admin]**

Exporting the vendors order guide:

Click **[Import/Export]** > select your company/location > select the vendor from the **[Drop Down]** Click **[Export CSV Button]** This will export the vendor order guide to your desk top as a CSV.

| ID | Description | Group Code | Group Desc | Category Code | Category Desc | Price Unit Code | Price Unit Desc | Price | Base Unit Code | Base Unit Desc | Base Unit Qty | Yield Value | Catch Weight Flag |
|---------|--------------------------------|------------|------------|---------------|---------------|-----------------|-----------------|--------|----------------|----------------|---------------|-------------|-------------------|
| 1000314 | CUCUMBER SELECT FRESH | Produce | Produce | Produce | Produce | CS | CS | 13.15 | lb | Pound | 50 | 100 | 0 |
| 1008093 | CELERY STICK FRESH | Produce | Produce | Produce | Produce | CS | CS | 10.88 | lb | Pound | 5 | 100 | 0 |
| 1008473 | POTATO BAKING IDAHO 100CT FRSH | Produce | Produce | Produce | Produce | CS | CS | 15.14 | lb | Pound | 50 | 100 | 0 |
| 1012723 | CHEESE PARM GRTD DRY CARTON US | Dairy | Dairy | Dairy | Dairy | CS | CS | 130.79 | lb | Pound | 30 | 100 | 0 |

1. First, verify all items you currently purchase are listed:

Use the first and second columns (vendor ID and item description) for comparison to your current order guide. If there are any discrepancies such items listed that you do not order or if you are missing items, either:

- a) highlight and add them on the downloaded csv file and save

or

- b) mark them on a printed out version

- Also, be sure verify the correct category.

2. Second, Verify the Pricing for each item is correct:

Use column I to verify the pricing to your current order guide.

For discrepancies: edit the csv or mark up a print out.

3. Third, Verify the Base Unit of Measure is correct:

This is the smallest portion or measurement of how you will use the item. Use column K to see the default values. For discrepancies: edit the csv or mark up a print out.

Once completed either email the edited csv file for the vendor or scan and email the printed version you took notations on.