



Electronic Vendor Order Guide Audit

Estimated Time for a Primary Vendor (250+ items): 3-4 hours

With your EDI vendor(s) (Sysco/PFG/Shamrock/etc.) order guide now loaded in efish, you are ready to verify all items are present and assigned to the right category, units are correct, prices are correct, and confirm the Price Unit (how each item is ordered) & Base Unit (the Unit of measure you want to see used on your Ingredient Usage/On Hand Reports for each item)

Navigate to: **Administration > Component Admin**

Exporting an EDI 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 desktop as a CSV.

Component/Ingredient Admin

Import/Export

Company:

Select Company

Vendor:

Select Vendor

Export CSV

363 Active Component(s) are not verified. [Click here to view unverified components.](#)

A	B	C	D	E	F	G	H	I	J	K	L	M	N
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
52609	Tecate Half Keg x	Beer	Beer	Beer	Beer	HBRL	Hlf Brl keg	131	floz	Fluid Ounce	1984	100	0
63573	Miller Lite slim keg x	Beer	Beer	Beer	Beer	QBRL	Qtr Brl Keg	71.5	floz	Fluid Ounce	992	100	0
63503	Miller 64 sixth Barrel Ke	Beer	Beer	Beer	Beer	SXBRL	Sixth Brl Keg	47.4	floz	Fluid Ounce	661	100	0
10509	Bud Lite x	Beer	Beer	Beer	Beer	cs	Case	21.6	ea	Each	24	100	0
TIT123	TITO's 12 1L bottles per	liquor	liquor	liquor	liquor	cs	Case	240	floz	Fluid Ounce	406	100	0
MTN123	MTN DEW Fountain x	bev	bev	bev	bev	box	Box	55	floz	Fluid Ounce	640	100	0
BAN007	Bananas x	Produce	Produce	Produce	Produce	bundle	Bundle	3.12	ea	Each	5	100	0
BRD001	Sunbeam Bread x	Bread	Bread	Bread	Bread	sleeve	Slice	2.59	slice	Slice	12	100	0
MIL011	Whole Milk x	Dairy	Dairy	Dairy	Dairy	gal	Gallon	2.89	floz	Fluid Ounce	128	100	0
POR01	Boston Pork Roast x	Meat	Meat	Meat	Meat	lb	Pound	1.79	lb	Pound	1	100	0

1. Verify all components (items) you purchase are listed on the Order Guide in efish:

- Use the first and second columns (vendor ID and item description) for comparison to your current order guide.
- If there are any discrepancies such components listed that you do not order or if you are missing items, delete/add them on the downloaded file. (We recommend highlighting these in a certain color so you can identify them later)***

A	B
ID	Description
52609	Tecate Half Keg x
63573	Miller Lite slim keg x
63503	Miller 64 sixth Barrel Ke
10509	Bud Lite x
TIT123	TITO's 12 1L bottles per
MTN123	MTN DEW Fountain x
BAN007	Bananas x
BRD001	Sunbeam Bread x
MIL011	Whole Milk x
POR01	Boston Pork Roast x



2. **Verify the correct category:** the Group Code, Group Description, Category Code, Category, Description columns should all be the same and they should be the category name for that component.

C	D	E	F
Group Code	Group Desc	Category Code	Category Desc
Beer	Beer	Beer	Beer
Beer	Beer	Beer	Beer
Beer	Beer	Beer	Beer
Beer	Beer	Beer	Beer
liquor	liquor	liquor	liquor
bev	bev	bev	bev
Produce	Produce	Produce	Produce

- **For discrepancies: edit the file.** (We recommend highlighting these in a certain color so you can identify them later)
- **Note:** you can update the category in efish as well but for now update on the sheet so you can use it as a guide to identify all changes needed in efish later.

3. **Verify the Price Unit & Pricing for each item is correct:**

- **Price Unit** is how you Order the item. (*Price Unit Code column MUST be from the middle column on the Inventory Import Naming Specifications Document.*)
 - For example, if you order Miller by the case, the Price Unit would be case.
 - If you order an item in multiple ways they will have different Item IDs which means you must add them as 2 different rows with the same name but different IDs and prices (if applicable)
 - For example, if you also order Miller by the Keg for which the item ID is 123456, you will need 1 row for the Miller cases you order (which have an ID of 78910) and another row for the 123456 Miller Kegs.
 - **For discrepancies: edit the file.** (we recommend highlighting these in a certain color so you can identify them later)
- The Price column on your order guide should reflect the price of 1 Price Unit for that item. (For example. If you order it by the case then the Price Unit should be a Case, the Price in the Price column should reflect the price of one Case)
 - **For discrepancies: edit the file.** (We recommend highlighting these in a certain color so you can identify them later.)
 - Prices will also be automatically updated in efish when invoices with that component come in OR when a new OG comes in from the vendor, so it is a good idea to let your vendor rep know about an price issues you find during this audit to correct on their end as well.

G	H	I
Price Unit Code	Price Unit Desc	Price
HBRL	Hlf Brl keg	131
QBRL	Qtr Brl Keg	71.5
SXBRL	Sixth Brl Keg	47.4
cs	Case	21.6
cs	Case	240
box	Box	55
bundle	Bundle	3.12
sleeve	Sleeve	2.59
gal	Gallon	2.89
lb	Pound	1.79



4. **Verify the Base Unit of Measure is correct:**

Base Unit is the Unit of measure you want to see used on your Ingredient Usage/On Hand Reports for each item.

- (Base Unit Code column **MUST** be from the middle column on the [Inventory Import Naming Specifications Document](#).)

- This is usually the same as the Price/Order Unit:

- For example, a Keg, you may sell it in floz, but you order it by the Keg AND you wish to see it reported on your inventory reports as “Keg” in this case you would set The Base unit to the same as the Price Unit which is “Keg.”

J	K	L
Base Unit Code	Base Unit Desc	Base Unit Qty
floz	Fluid Ounce	1984
floz	Fluid Ounce	992
floz	Fluid Ounce	661
ea	Each	24
floz	Fluid Ounce	406
floz	Fluid Ounce	640
ea	Each	5
slice	Slice	12
floz	Fluid Ounce	128
lb	Pound	1

- If the Base unit and Price unit are the same, ensure the Base unit QTY is set as “1”.

- But not always, depending on how you want to see the component on your reports in efish:

- For example, If you order beer by the case and 1 case = 24 cans which you prefer to see as the unit used on the reports for this particular item, you would want to set “can” as the Base Unit. Leave “case” as the Price Unit.
 - ensure that column L has a QTY of 24 since there are 24 cans(base) per case(price).
- **For discrepancies: edit the file.** (We recommend highlighting these in a certain color so you can identify them later.)
 - **Note:** you can update the base Unit in efish as well but for now update on the sheet so you can use it as a guide to identify all changes needed in efish later.

5. **Save and Send to Vendor for Price Corrections and Missing Item Additions and**

Manually Fix The Rest in efish: Once all editing is completed save the file as an .xlsx file with your notations/highlights and **email the edited .xlsx file to the vendor for price corrections and missing item additions on your Order Guide, you may CC your Point Blank Rep for visibility.**

- While you are waiting on them to correct prices for each applicable item on their side, you can use the excel sheet to manually fix all the Category, Price Unit and Base Unit, Issues you have identified in efish > Admin > Component Admin. (refer to the [Verifying Components how to](#) and the [Component Admin how to](#) as needed if you run into questions on correcting these.)