

Vendor Relation

Vendor Relation manual

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Introduction

VRM dashboard can be found under "Work" menu

EOGhome-vrm-en.png

Dashboard

Following is an example dashboard

There are several major sections; Supplier, Quote, Order/Return, Inbound-booking, Picking-list, Charge, Inventory, Report, Tool.

Some sections may not be available from customization

vrn-en.png

Supplier

Supplier

Introduction

Following shows a sample window.

The chapter describes features available within the window.

vrn-supplier-en.png

Supplier

Create Supplier

Click "New supplier" on upper right corner of Supplier/Staff table

finance-employee-en.png

Enter supplier data, then click "Create".

supplier-new-modal-en.png

Supplier

Update Supplier

Click "Update" button on the right of supplier

finance-employee-en.png

Update information, then click "Update".

supplier-update-modal-en.png

Supplier

View Supplier

Click "View" button on the right of supplier

finance-employee-en.png

Supplier modal appears

supplier-view-modal-en.png

Supplier

Supplier Performance

Quote

Quote

Introduction

Following shows a sample window.

The chapter describes features available within the window.

vrn-quote-en.png

Create quote

Click "New quote" on upper right corner of quote table

Purchase quote

New quote

10

Q

Enter search keyword

Purchase quote	Supplier	Input date	Contact	Staff	Items	
100002	CASUS1	10/31/2019	Lisa Mckowski	Someone McGuest	1	<div></div> <div></div>
Purchase quote	Supplier	Input date	Contact	Staff	Items	

1 ~ 1 / 1

1

Enter quote data. Click "+ Add line" if needed. Click "Submit" when done.

New quote



Document

????

Supplier

CASUS1 (California Supplier, Inc.)



Date

4/1/2022



Payment term

Advance



Expiration



Incoterm

Contact

Lisa Mckowski



Reference

Staff

Someone McGuest



Currency

USD (U.S. Dollar)

[+ Add line](#)[Submit](#)

Update quote

Click "Update" button on right of the quote

Purchase quote

New quote

10

Q Enter search keyword

Purchase quote	Supplier	Input date	Contact	Staff	Items	
100002	CASUS1	10/31/2019	Lisa Mckowski	Someone McGuest	1	<div><div></div><div></div><div></div></div>
Purchase quote	Supplier	Input date	Contact	Staff	Items	

1 ~ 1 / 1

<

1

>

Update quote data, then click "Update"

Click "+ Add line" if needed

Update quote



Document

100002

Supplier

CASUS1 (California Supplier, Inc.)

Date

11/1/2019



Payment term

Advance

Expiration

11/1/2019



Incoterm

N/A

Contact

Lisa Mckowski



Reference

N/A

Staff

Someone McGuest



Currency

USD (U.S. Dollar)



Item

A0001



Display

A0001

Unit price

11.00

Description

Product A

Quantity

20

[+ Add line](#)[Update](#)

View quote

Click "View" button on right of the quote

Purchase quote

New quote

10

Q

Enter search keyword

Purchase quote	Supplier	Input date	Contact	Staff	Items	
100002	CASUS1	10/31/2019	Lisa Mckowski	Someone McGuest	1	<div><div></div><div></div></div>
Purchase quote	Supplier	Input date	Contact	Staff	Items	

1 ~ 1 / 1

<

1

>

Quote modal appears

View quote



Document

100002

Supplier

CASUS1 (California Supplier, Inc.)

Date

11/1/2019



Payment term

Advance

Expiration

11/1/2019



Incoterm

N/A

Contact

Lisa Mckowski



Reference

N/A

Staff

Someone McGuest



Currency

USD (U.S. Dollar)



Item

A0001



Display

A0001

Unit price

11.00

Description

Product A

Quantity

20

View PDF

Approve quote

Click "Approve" button on the right of quote

Purchase quote

New quote

10

Q

Enter search keyword

Purchase quote	Supplier	Input date	Contact	Staff	Items	
100002	CASUS1	12/31/2023	Lisa Mckowski	Someone McGuest	1	<div><div></div><div></div><div></div></div>
Purchase quote	Supplier	Input date	Contact	Staff	Items	

1 ~ 1 / 1

<

1

>

When quote modal appears, click "Approve" or "Disapprove" button to confirm

Approve quote



Document

100002

Supplier

CASUS1 (California Supplier, Inc.)

Date

11/1/2019



Payment term

Advance

Expiration

11/1/2019



Incoterm

N/A

Contact

Lisa Mckowski



Reference

N/A

Staff

Someone McGuest



Currency

USD (U.S. Dollar)

Item

A0001



Display

A0001

Unit price

11.00

Description

Product A

Quantity

20

Disapprove

Approve

Order

Order

Introduction

Following shows a sample window.

The chapter describes features available within the window.

vrn-order-en.png

Order

Create Order

Click "New entry", and select order or return

`new-po-en.png`

Enter order/return data, then click "Submit"

Click "+ Add line" if needed

`po-modal-en.png`

Order

Update Order

Click "Update" button on right of the order/return

vrn-order-en.png

Update order/return data, then click "Update"

Click "+ Add line" if needed

update-po-modal-en.png

Order

View Order

Click "View" button on right of the order/return

vrn-order-en.png

Order/return modal appears

view-po-modal-en.png

Order

Approve Order

Click "Approve" button to right of the order/return

vrn-order-en.png

When order/return modal appears, click "Approve" or "Disapprove" button to confirm

approve-po-modal-en.png

Order

Release Order

Click "Release" button to right of the order/return

An email with order/return attachment is sent to vendor

vrn-order-en.png

Inbound booking

Inbound booking

Introduction

Following shows a sample window.

The chapter describes features available within the window.

vrn-booking-en.png

Inbound booking

View order

Click "View" button on the right of order

Inbound booking						
<div><div><div></div><div><div>≡</div><div>10</div><div>▼</div></div></div><div><div>Q</div><div>Enter search keyword</div></div></div>						
Document	Purchase order	Supplier	Consignee	Delivery date	Item count	
300001	100001	CASUS1	CODE	3/29/2019	200	
300004		CCIOUS2	CODE	12/15/2019	2	
300005		CCIOUS2	CODE	12/16/2019	3	
300007		CASUS1	CODE	1/10/2020	4	
300008		CASUS1	CODE	1/7/2020	3	
300009		CASUS1	CODE	1/7/2020	1	
300011		CASUS1	CODE	9/14/2021	1	
300013		CASUS1	CODE	9/20/2021	1000	
300014	100003	CASUS1	CODE	11/15/2021	20	
Document	Purchase order	Supplier	Consignee	Delivery date	Item count	
<div>1 ~ 9 / 9</div> <div><div>◀</div><div>1</div><div>▶</div></div>						

Order modal appears

View order #300008



Document

300008

Reference

LKSJF

Date

1/7/2020



Staff

Someone McGuest



Via

123

Warehouse

main warehouse



Entity

CASUS1 (California Sup



External address

Lisa Mckowski
130 Boston Street
Los Angeles
California
US 90201



Item

COCA-COLA-2L



Description

Coca-Cola 2 liter bottle

Quantity







































0

View PDF

Inbound booking

Process order

Click "Process" button on the right of order

Inbound booking						
		10		 Enter search keyword		
Document 	Purchase order 	Supplier 	Consignee 	Delivery date 	Item count 	
300001 	100001	CASUS1	CODE	3/29/2019	200	 
300004 		CCIOUS2	CODE	12/15/2019	2	 
300005 		CCIOUS2	CODE	12/16/2019	3	 
300007 		CASUS1	CODE	1/10/2020	4	 
300008 		CASUS1	CODE	1/7/2020	3	 
300009 		CASUS1	CODE	1/7/2020	1	 
300011 		CASUS1	CODE	9/14/2021	1	 
300013 		CASUS1	CODE	9/20/2021	1000	 
300014	100003	CASUS1	CODE	11/15/2021	20	 
Document	Purchase order	Supplier	Consignee	Delivery date	Item count	
1 ~ 9 / 9						
 1 						

Enter order data and then click "Update"

Process order #300014



Document

300014

Reference

PO#100003

Date

11/15/2021



Staff

Someone McGuest



Via

China shipping

Warehouse

main warehouse



Entity

CASUS1 (California Sup



External address

Lisa Mckowski
130 Boston Street
Los Angeles
California
US 90201

Item

A0001



Description

Product A

Quantity

20

Processed

0

Update

Picking list

Picking list

Introduction

Following shows a sample window.

The chapter describes features available within the window.

vrn-picking-en.png

Picking list

View picking list

Click "View" button on the right of order

Picking list

10

Enter search keyword

Document		Sales order	Customer	Operator	Input date	Item count	
300002		200001	CASUS1	CODE	3/29/2019	2	
300003		200002	CCIOUS2	CODE	10/31/2019	15	
300006			CCIOUS2	CODE	12/16/2019	1	
300010			CASUS1	CODE	1/7/2020	2	
300012			CASUS1	CODE	9/15/2021	1	
Document		Sales order	Customer	Operator	Input date	Item count	

1 ~ 5 / 5

1

Order modal appears

View order #300006



Document

300006

Reference

he

Date

12/16/2019



Staff

Xavier Hernandez



Via

Warehouse

main warehouse



Entity

CCIOUS2 (California Cusi)



External address

Henry Roosevelt
150 Austin Street
Los Angeles
California
US 90202

Item

COCA-COLA-2L



Description

Coca-Cola 2 liter bottle

Quantity

0

View PDF



10



Enter search keyword

Picking list















Process picking list

Click "Process" button on the right of order

Picking list

10

Enter search keyword

Document		Sales order	Customer	Operator	Input date	Item count	
300002		200001	CASUS1	CODE	3/29/2019	2	
300003		200002	CCIOUS2	CODE	10/31/2019	15	<div></div>
300006			CCIOUS2	CODE	12/16/2019	1	<div></div>
300010			CASUS1	CODE	1/7/2020	2	<div></div>
300012			CASUS1	CODE	9/15/2021	1	<div></div>
Document		Sales order	Customer	Operator	Input date	Item count	

1 ~ 5 / 5

1

Enter order data and then click "Update"



Document

300003

Reference

SO#200002

Date

10/31/2019



Staff

Someone McGuest



Via

Warehouse

main warehouse



Entity

CCIOUS2 (California Cusi



External address

Henry Roosevelt
150 Austin Street
Los Angeles
California
US 90202

Item

A0001



Description

Product A

Quantity

1

Processed

0

Update

Charge

Charge

Introduction

Following shows a sample window.

The chapter describes features available within the window.

vrn-expense-en.png

Charge

Create Expense

Click "New expense" on upper right corner of expense table

expense-new-en.png

When expense modal appears, enter all information and click "Create" button.

Click "+ Add line" if needed

expense-new-expense-en.png

Charge

Update Expense

Click "Update" button on the right of expense

If no "Update" button, the expense can not be updated.

expense-update-en.png

when expense modal appears, update expense data and click "Update" button

Click "+ Add line" if needed

expense-update-expense-en.png

Charge

View Expense

Click "View" button on the right of expense

expense-view-en.png

Expense modal appears

expense-view-expense-en.png

Charge

Submit Expense

Click "Submit" button on the right of expense

If no "Submit" button, the expense can not be submitted.

expense-submit-en.png

When expense modal appears, click "Submit" button to confirm submission

expense-submit-expense-en.png

Charge

Retract Expense

Click "Retract" button on the right of expense

If no "Retract" button, the expense can not be retracted.

expense-retract-en.png

When expense modal appears, click "Retract" button to confirm retraction

expense-retract-expense-en.png

Charge

Approve Expense

Click "Approve" button on the right of expense

expense-approve-en.png

When expense modal appears, click "Approve" or "Disapprove" button to confirm

expense-approve-expense-en.png

Inventory

Inventory

Introduction

Following shows a sample window.

The chapter describes features available within the window.

vrn-inventory-en.png

Inventory

Inventory

Click "View" button on the right of inventory item

warehouse-inventory-en.png

inventory transaction modal of the item appears

inventory-transaction-modal-en.png

Report

Report

Introduction

Following shows a sample window.

The chapter describes features available within the window.

vrn-report-en.png

Tool

Tool

Introduction

Following shows a sample window.

The chapter describes features available within the window.


vrn-tool-en.png

Tool

Inventory alert

Click "Inventory alert" in tool window

Tool


Inventory
alert

Select product & location; enter lower/upper limit, and validity.

Click "+ Add line" if more alert is needed.

Click "Update" when done.

Inventory alert

Product

All products ▼


Lower limit

0

Upper limit

1


Valid



Location

All locations ▼

+ Add line

 Update