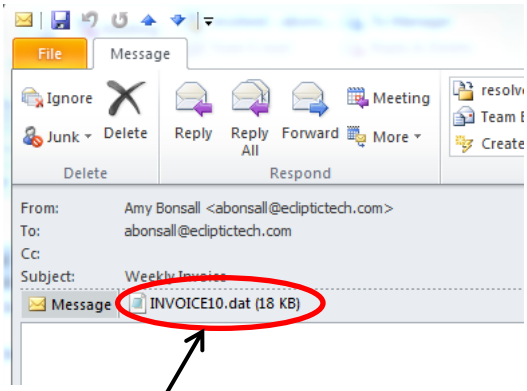
Vendor Interface

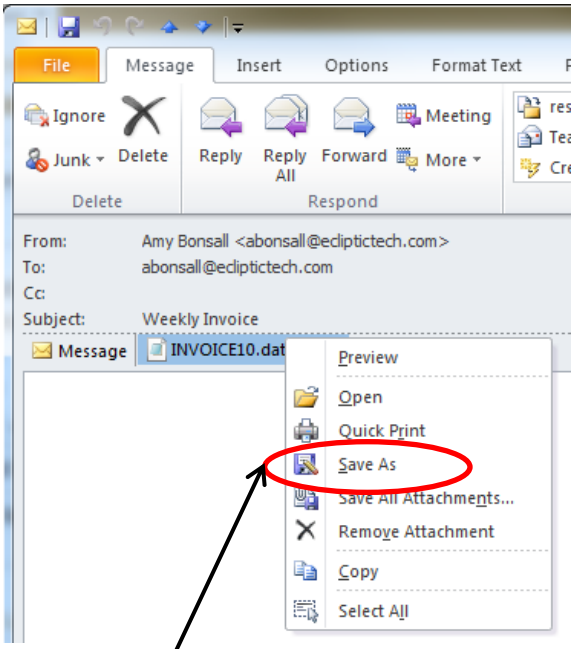
This will allow you to import electronic files from your vendor into the Enable C-store software. Once imported any price changes or new items will automatically be sent to your till for up-to-date pricing and products at the till. Note that this feature is only available if the vendor provides your invoice in an approved electronic file format.

Saving the file from your Vendor

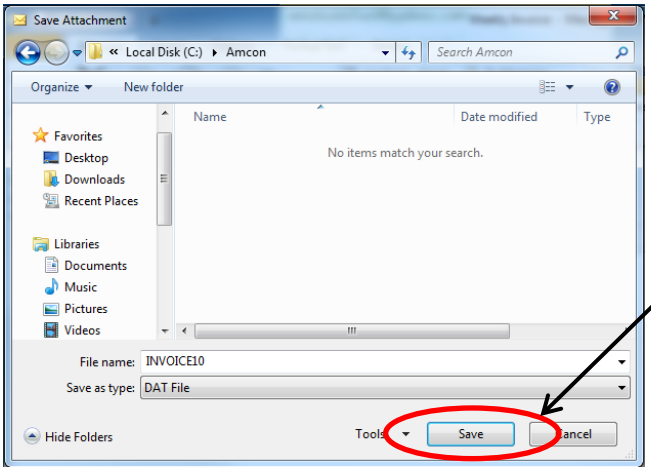
Your vendor will send you an email with the invoice file attached to it. **This process may vary based on the email program you are using.

Open the email from your vendor





Right click on the attachment and a menu will pop up, choose the Save As option.



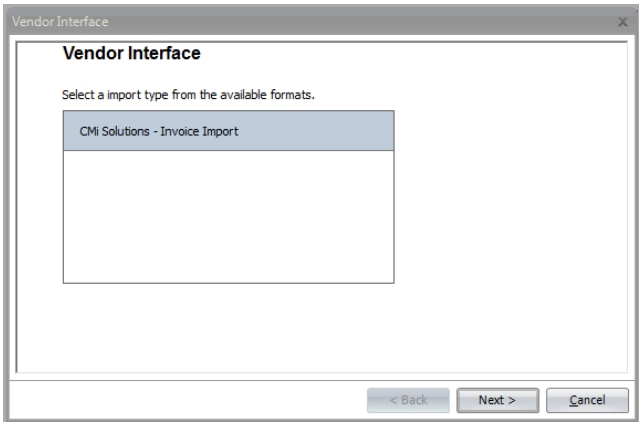
The file will typically be saved in a folder on the c: drive named with the Vendor Name. You will want to make a note of the file name for when you are importing into the Enable software.

Click Save and this will place the file in the folder on your computer.

Importing the Invoice into Enable C-Store software

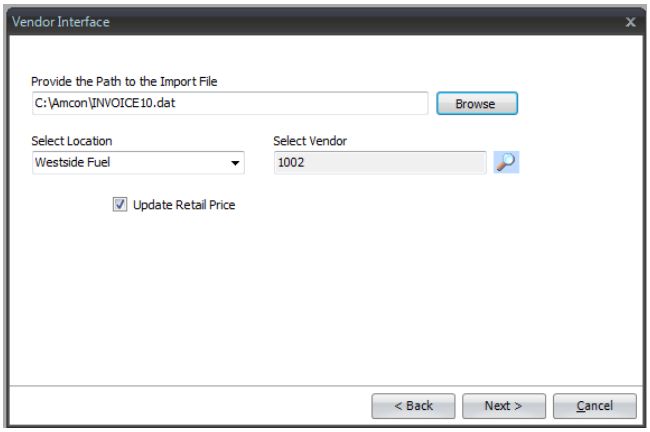
Log in to the Enable software

Click on Inventory – Vendor Interface



Choose the Vendor you are importing – there may be a number listed here if you have multiple vendors that can provide you with electronic files.

Click **Next**



The **Path to the Import File** will need to be filled in with where you saved the file from your email earlier. Normally this will be c:\Amcon (or whatever your vendor name is).

Select the **location** you want to import into. This will automatically fill in with the default location.

Select the **Vendor** by clicking on the magnifying glass and choosing the correct vendor. This will remember the last one you chose, after going through the wizard the first time.

Check **Update Retail Price** if you want to update the retail prices with what is provided from the Vendor. **Note that if there are certain categories of products that you do not want the retails from the vendor then an Enable Support specialist can assist you with putting in an exception.

Click **Next**, and a screen with a progress bar will come up as the file is imported into the software.

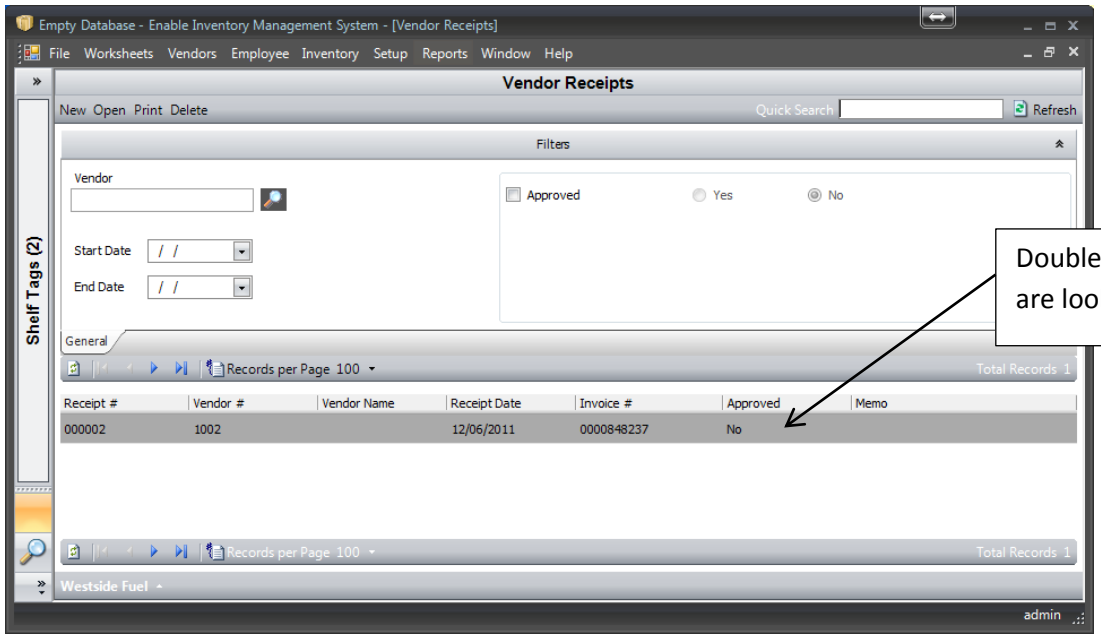
When completed, the last screen will give you the Vendor Invoice # and the Item count.

Click **Close**.

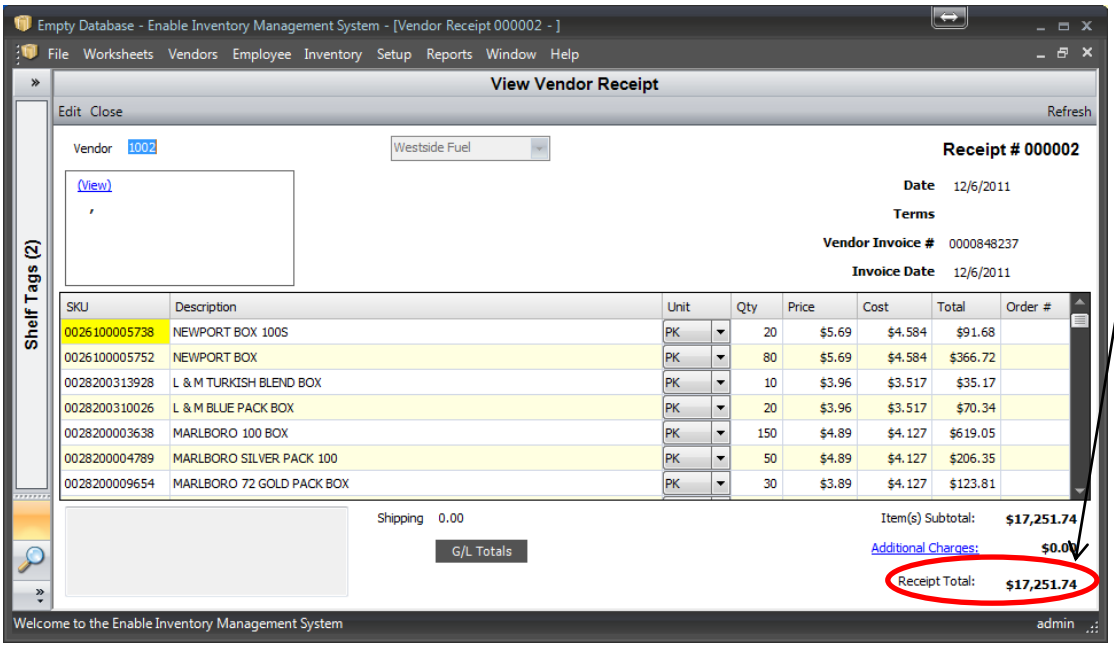
Now to verify the invoice that was imported is correct you will need to find and open it through the List Receipts option.

Reviewing / Editing the Invoice

Click Vendors – List Vendor Receipts



Double click on the invoice that you are looking for.

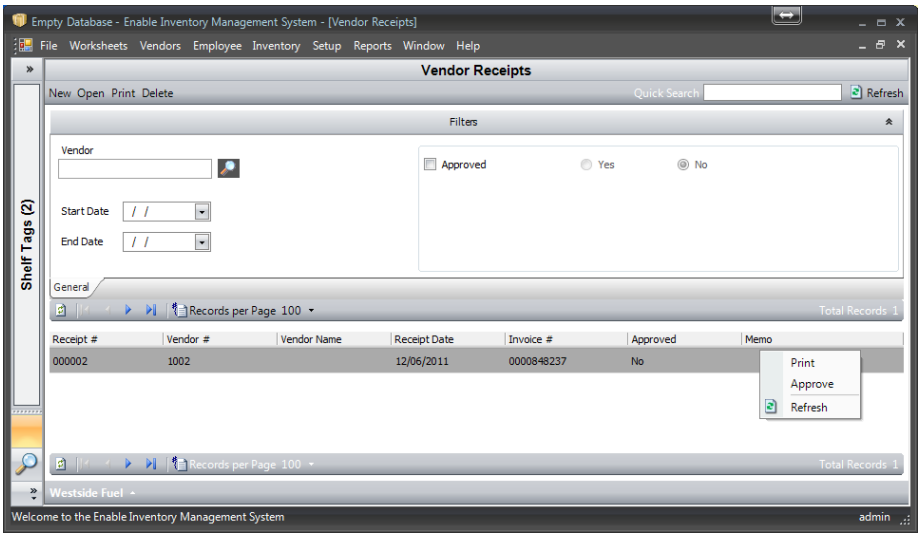


Verify that the Receipt Total matches the paper invoice received from the vendor when it was delivered

If this matches then the invoice is complete. If you are sending the invoices to an external accounting program you will need to **approve** the invoice.

If the total does not match the paper invoice then you will need to go through and compare each line to see where the difference is.

To **Approve** or **Print** an invoice close the View Vendor Receipt window and you should be back at the Vendor Receipts list.



Right click on the Invoice.

Click **Approve** and the Invoice will be marked approved and it will be sent to your accounting software as an Accounts Payable invoice.

Click **Print** and the Print Preview screen will open. From that screen you can either print to a printer or save the file as a PDF.