Create A Report Card for Your Vendors

Blog · https://retailedge.com/docs/a-report-card-for-vendors-help-them-help-you

Grades are in! Do you ever wish you could tell your vendors EXACTLY what you need and don't need, and why? Well this blog is for you. Much like the Vendor Scorecard from our friends at Retail Smart Guys, RetailEdge can recreate these "report cards" for each of your vendors in a matter of minutes.

There is a lot of data in these reports, so that is why we advocate for organized and accurate categories, departments, and vendors. This is so you get the most information our of your data to make better skilled buying decisions to grow your business.

First and foremost, the RetailEdge Compound Reports are one of our most underutilized sections in our reports, but it should be one of your best friends. Let's dive into some.

INVENTORY COMPOUND REPORT

To run the inventory compound report:

1. In RetailEdge, click **Reports** > **Inventory** > **Items** > **Compound** > **Compound by Category**.
2. Choose "**Vendor & Department**" on the right hand side for include/sort order. (Can also choose **Vendor & Class** if you use classes)
3. Choose a **date range** for which you would like to filter results (last quarter, last season, last 6 months, etc)

This will show you **quantities received, sold, on hand, and on order for each department within a vendor**. If you have a certain department from a vendor underperforming with a lot on hand still, you wouldn't necessarily want to buy more in that department. Or if you have some on order still, you don't need to buy more. See Figure A

Figure A

Class	Received		Sales			On Hand		On Order	
	Qty	Cost	Qty	Cost	Price	Qty	Cost	Qty	Cost
Location: Super Store									
Vendor: ACME									
FLEECE/VEST MENS	13	$1,127.66	23	$1,852.16	$2,785.54	9	$711.07	31	$2,499.33
FLEECE/VEST WOMENS	18	$1,081.94	20	$1,591.88	$2,410.96	13	$909.68	56	$4,454.56
FOOTWEAR	0	$0.00	2	$200.64	$142.12	8	$802.56	0	$0.00
GLOVE/MITT	0	$0.00	2	$64.17	$103.50	1	$56.52	49	$1,587.46
HATS	0	$0.00	4	$68.82	$148.00	32	$561.23	64	$1,137.12
LUGGAGE	0	$0.00	6	$398.30	$440.50	5	$381.31	20	$1,828.96
MNPARKA	7	$753.41	38	$7,014.18	$10,476.84	11	$1,845.00	40	$8,912.06
MNSHELL	0	$0.00	18	$5,129.85	$7,779.94	3	$316.13	47	$12,346.86
MN\PANTINS	0	$0.00	3	$737.63	$1,023.75	2	$493.50	7	$1,690.50
MN\PANTSHL	0	$0.00	7	$1,776.35	$2,301.00	8	$1,823.76	29	$6,866.42
MN\SPTTOP	15	$571.80	4	$170.14	$169.10	8	$305.75	8	$401.12
UW\MNTOP	0	$0.00	1	$37.52	$47.40	2	$79.80	48	$3,082.00
UW\WMBOTM	0	$0.00	1	$35.63	$45.00	2	$71.25	29	$1,452.44
UW\WMTOP	0	$0.00	2	$77.90	$98.40	6	$240.35	27	$1,652.20
WMPARKA	3	$322.89	47	$10,143.11	$14,215.42	18	$3,253.99	67	$12,462.12
WMSHELL	0	$0.00	11	$3,245.63	$5,049.39	11	$1,816.29	29	$8,485.40
WM\PANTINS	0	$0.00	2	$488.25	$787.50	4	$967.42	17	$3,927.00
WM\PANTSHL	0	$0.00	7	$1,736.02	$2,457.15	8	$1,749.81	34	$7,758.96
WM\SPTTOP	0	$0.00	0	$0.00	$0.00	2	$77.90	0	$0.00
Vendor Total:	56	$3,857.70	198	$34,768.15	$50,481.51	153	$16,463.32	602	$80,544.51
Location Total:	56	$3,857.70	198	$34,768.15	$50,481.51	153	$16,463.32	602	$80,544.51
Report Total:	56	$3,857.70	198	$34,768.15	$50,481.51	153	$16,463.32	602	$80,544.51

Record Count: 19

Filter List:
Date Range = "1/1/2018 - 6/30/2018"
Location = "Selected Items"

RECEIVING HISTORY REPORT BY VENDOR

To run the receiving history by vendor report:

1. In RetailEdge, choose **Reports** > **Inventory** > **Receiving** > **History** > **Receiving by Category**
2. Choose "**Vendor & Department**" on the right hand side for include/sort order. (Can also choose **Vendor & Class** if you use classes)
3. Filter by **one particular vendor at a time** and a **date range** (again, quarterly, last season, etc) You can also select more than one vendor if you want to compare them.

This will show you quantity, cost, retail, margin, and % of total sales for each department relating to that vendor. See Figure B

Figure B

RetailEdge: Summary Receiving Report (Vendor, Class) - History 2/1/2022 11:24 AM
Location: Super Store, Workstation: Register 1 (RegID: 1) Page: 1

Class	Qty	Cost	Retail	Margin	% Total
Location: Super Store					
Vendor: ACME					
FLEECE/VEST MENS	13	$1,127.66	$2,377.00	52.6%	29.0%
FLEECE/VEST WOMENS	18	$1,081.94	$2,302.00	53.0%	28.1%
MNPARKA	7	$753.41	$1,603.00	53.0%	19.6%
MN\SPTTOP	15	$571.80	$1,221.00	53.2%	14.9%
WMPARKA	3	$322.89	$687.00	53.0%	8.4%
Vendor Total:	56	$3,857.70	$8,190.00	52.9%	100.0%
Location Total:	56	$3,857.70	$8,190.00	52.9%	100.0%
Report Total:	56	$3,857.70	$8,190.00	52.9%	

SALES REPORT BY CATEGORY

Like in the Vendor Scorecard video, it's important to look at not only quantity of items, but also the sales margins for each sale. This gives you a more well rounded view of your sales. Even though you received 5 and sold 5 of an item, you'll be able to say "well 3 of those 5 were sold at a hefty discount, lowering my actual margin."

1. **Reports** > **Sales** > **Sales** > **Sales by Category**
2. Choose "**Vendor & Department**" on the right hand side for include/sort order. (Can also choose **Vendor & Class** if you use classes)
3. Filter by **vendor** (one at a time to produce the "report card" or multiple vendors for comparisons) and **date range**

This gives you a more well rounded view of your sales. Ex. Even though you received 5 and sold 5 of an item, you'll be able to say "well 3 of those 5 were sold at a hefty discount, lowering my actual margin." See Figure C

Figure C

Class	Qty	Cost	Price	Gross Profit	Disc.	Margin	% Sales
Location: Super Store							
Vendor: ACME							
FLEECE/VEST I	23	$1,852.16	$2,785.54	$933.38	29.4%	33.5%	5.5%
FLEECE/VEST '	20	$1,591.88	$2,410.96	$819.08	29.5%	34.0%	4.8%
FOOTWEAR	2	$200.64	$142.12	($58.52)	66.0%	-41.2%	0.3%
GLOVE/MITT	2	$64.17	$103.50	$39.33	25.0%	38.0%	0.2%
HATS	4	$68.82	$148.00	$79.18	0.0%	53.5%	0.3%
LUGGAGE	6	$398.30	$440.50	$42.20	43.0%	9.6%	0.9%
MNPARKA	38	$7,014.18	$10,476.84	$3,462.66	30.4%	33.1%	20.7%
MNSHELL	18	$5,129.85	$7,779.94	$2,650.09	29.7%	34.1%	15.4%
MN\PANTINS	3	$737.63	$1,023.75	$286.12	35.0%	27.9%	2.0%
MN\PANTSHL	7	$1,776.35	$2,301.00	$524.65	39.4%	22.8%	4.6%
MN\SPTTOP	4	$170.14	$169.10	($1.04)	53.3%	-0.6%	0.3%
UW\MNTOP	1	$37.52	$47.40	$9.88	40.0%	20.8%	0.1%
UW\WMBOTM	1	$35.63	$45.00	$9.37	40.0%	20.8%	0.1%
UW\WMTOP	2	$77.90	$98.40	$20.50	40.0%	20.8%	0.2%
WMPARKA	47	$10,143.11	$14,215.42	$4,072.31	34.6%	28.6%	28.1%
WMSHELL	11	$3,245.63	$5,049.39	$1,803.76	27.6%	35.7%	10.0%
WM\PANTINS	2	$488.25	$787.50	$299.25	25.0%	38.0%	1.6%
WM\PANTSHL	7	$1,736.02	$2,457.15	$721.13	34.0%	29.3%	4.9%
WM\SPTBOT	1	$39.10	$51.00	$11.90	40.0%	23.3%	0.1%
Vendor Total:	199	$34,807.25	$50,532.51	$15,725.26	32.3%	31.1%	100.0%