

# **Kabeer Vendor Rating**

## **Add-on User Manual**

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## **1. Add-on Introduction**

Vendor Rating add-on is a customized add-on for SAP Business One, developed by the Kabeer. This add-on works to analyze vendor rating based of different parameters like delivery and quality. The User Guide is targeted at providing the full insight of the functionalities involved and the usage description of the Vendor Rating Add-on.

The add-on has following features

- Item Characteristics
- Density Master
- Weight calculation Master
- Sales Enquiry
- Sales Order posting from sales enquiry
- Sales Quotation print out
- Purchase Enquiry
- Purchase order posting from purchase enquiry

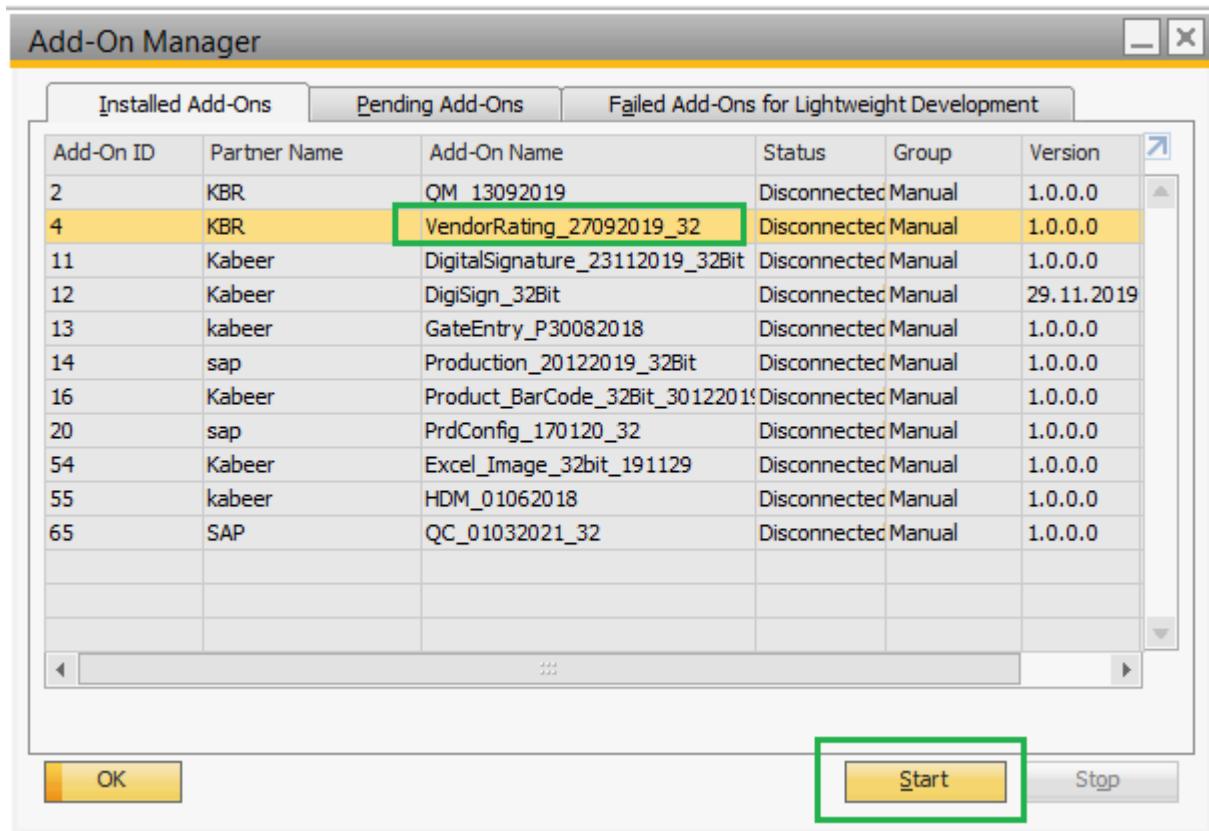
## **2. Purpose of User Manual**

The purpose of this user manual is to provide general information to the end users and consultants explaining about the Kabeer Metal Trading add-on.

### 3. Getting Started

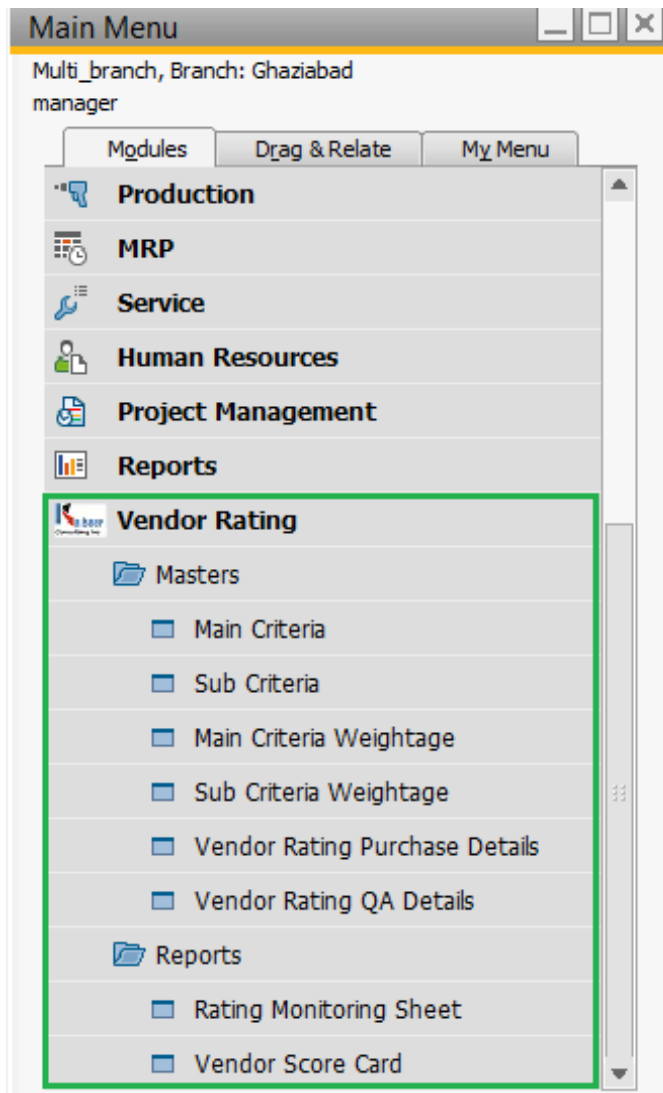
To connect Kabeer Digital Signature add-on with SAP business one.

1. Run SAP Business One Application
3. Go to Administration-->Add-ons-->Add-on Manager-->Select Vendor Rating and click on the start button at the bottom of the window.
4. Press Ok.



#### 4. Menu

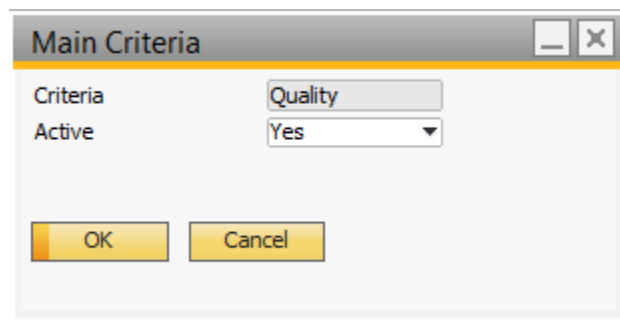
When add-on is connected following screen will be displayed



## 5. Main Criteria

Vendor Rating>Master>Main Criteria

This screen will be used to define main criteria for vendor rating like quality and delivery.

A screenshot of a software dialog box titled 'Main Criteria'. It contains two input fields: 'Criteria' with a text box containing 'Quality' and 'Active' with a dropdown menu showing 'Yes'. At the bottom are 'OK' and 'Cancel' buttons.

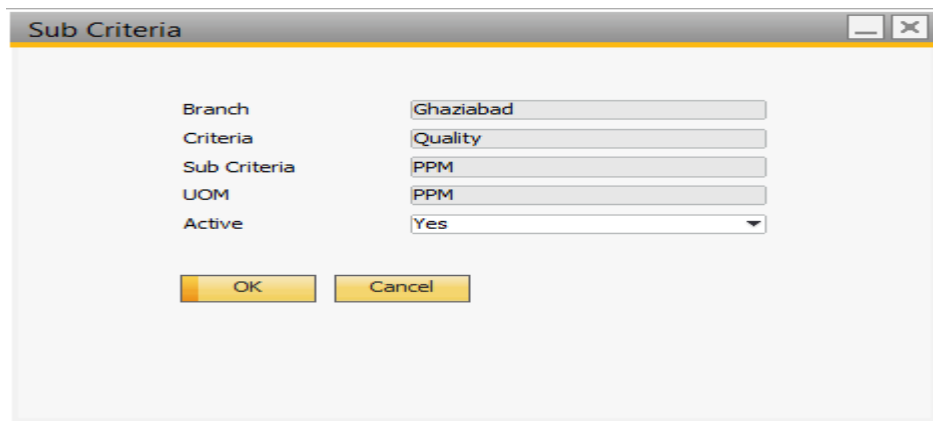
This screen has following information

Criteria	Will be manual input (Alphanumeric,100) <b>Mandatory</b>
Active	DDL will be there, default value will be Yes. New criteria can be created only with Active status.

## 6. Sub Criteria

Vendor Rating>Master>Sub Criteria

This screen will be used to define sub criteria of a main criteria for vendor. Sub criteria values will be defined branch wise.



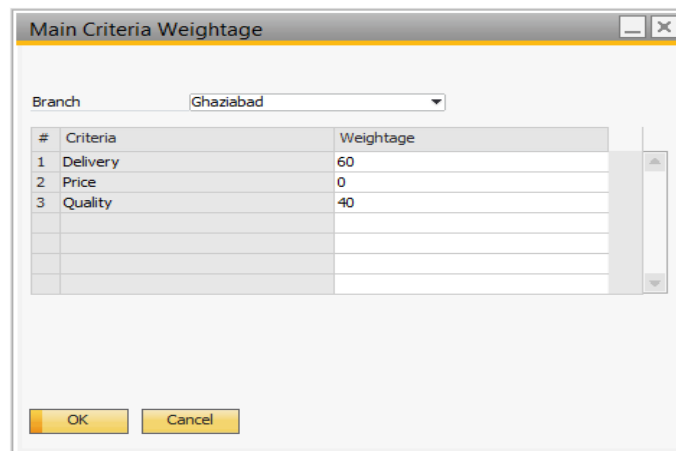
This screen has following information

Branch	Branch dropdown (DDL) will be there in which all active branch will come. <b>Mandatory</b>
Criteria	DDL will be there in which values will come Criteria screen, Only active values will come in the DDL, default value will be 'Select'. <b>Mandatory</b>
Sub Criteria	Will be manual input (Alphanumeric,100) <b>Mandatory</b>
UOM	Will be manual input (Alphanumeric,100) <b>Mandatory</b>
Active	DDL will be there, default value will be Yes, new sub criteria will be defined with active status Yes.

## 7. Main Criteria Weightage

Vendor Rating>Master>Main Criteria Weightage

This screen will be used to define main criteria weightage.



#	Criteria	Weightage
1	Delivery	60
2	Price	0
3	Quality	40

This screen has following information

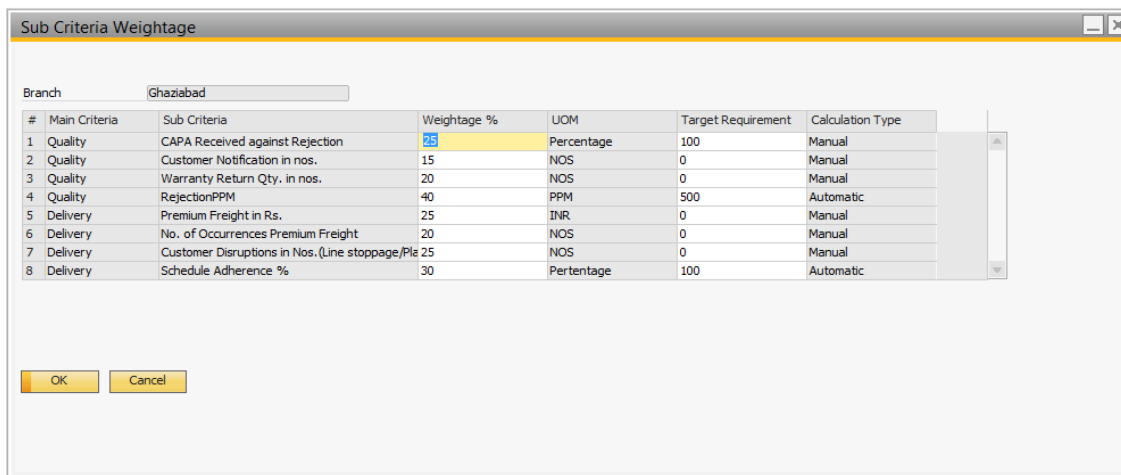
Branch	Branch dropdown (DDL) will be there in which all active branch will come. <b>Mandatory</b>
Criteria	Will come automatically from criteria screen on selection of branch, only active criteria will come in the list and will be read only.
Weightage	User will manual input. (numeric, 3,0)



## 8. Sub Criteria Weightage

Vendor Rating>Master>Sub Criteria Weightage

This screen will be used to define sub criteria weightage of a main criteria.



#	Main Criteria	Sub Criteria	Weightage %	UOM	Target Requirement	Calculation Type
1	Quality	CAPA Received against Rejection	25	Percentage	100	Manual
2	Quality	Customer Notification in nos.	15	NOS	0	Manual
3	Quality	Warranty Return Qty. in nos.	20	NOS	0	Manual
4	Quality	RejectionPPM	40	PPM	500	Automatic
5	Delivery	Premium Freight in Rs.	25	INR	0	Manual
6	Delivery	No. of Occurrences Premium Freight	20	NOS	0	Manual
7	Delivery	Customer Disruptions in Nos. (Line stoppage/Pl	25	NOS	0	Manual
8	Delivery	Schedule Adherence %	30	Percentage	100	Automatic

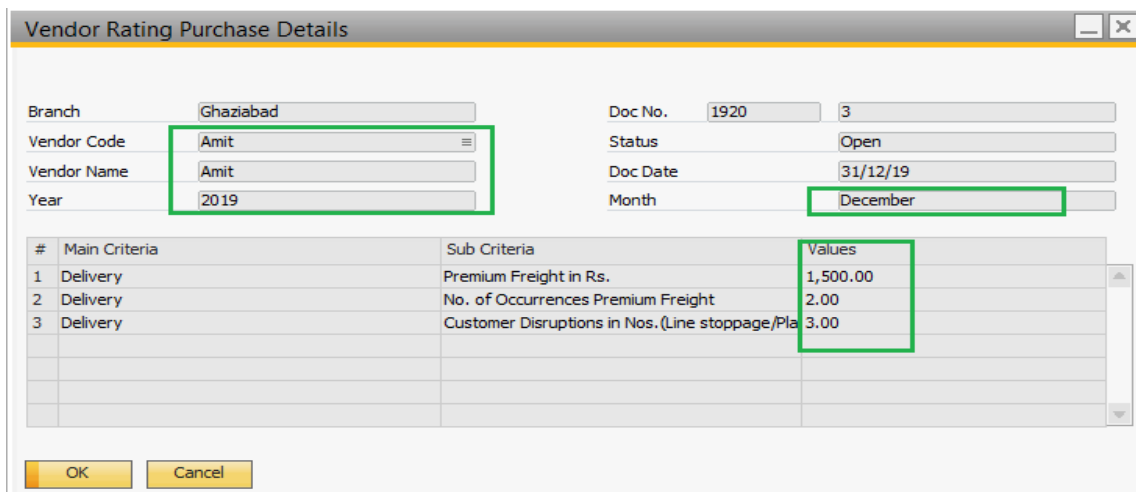
This screen has following information

Branch	Branch dropdown (DDL) will be there in which all active branch will come. <b>Mandatory</b>
S. No.	Will be running number and will be read only
Main Criteria	Will come automatically on selection of branch from sub criteria screen, branch wise and will be read only.
Sub Criteria	Will come automatically on selection of branch from sub criteria screen, branch wise and will be read only.
Weightage %	User will enter manually. (Numeric, 3,0) <b>Mandatory</b>
UOM	Will come automatically on selection of branch from sub criteria screen, branch wise and will be read only.
Target Requirement	User will enter manually(Numeric, 18,8)
Calculation Type	Dropdown list will be there in which values will be Manual and Automatic. Default value will be Manual.

## 9. Vendor Rating Purchase Details

Vendor Rating>Master>Vendor Rating Purchase Details

This screen will be used to define vendor/year/month wise purchase/delivery related data.



#	Main Criteria	Sub Criteria	Values
1	Delivery	Premium Freight in Rs.	1,500.00
2	Delivery	No. of Occurrences Premium Freight	2.00
3	Delivery	Customer Disruptions in Nos.(Line stoppage/Pla	3.00

This screen has following information

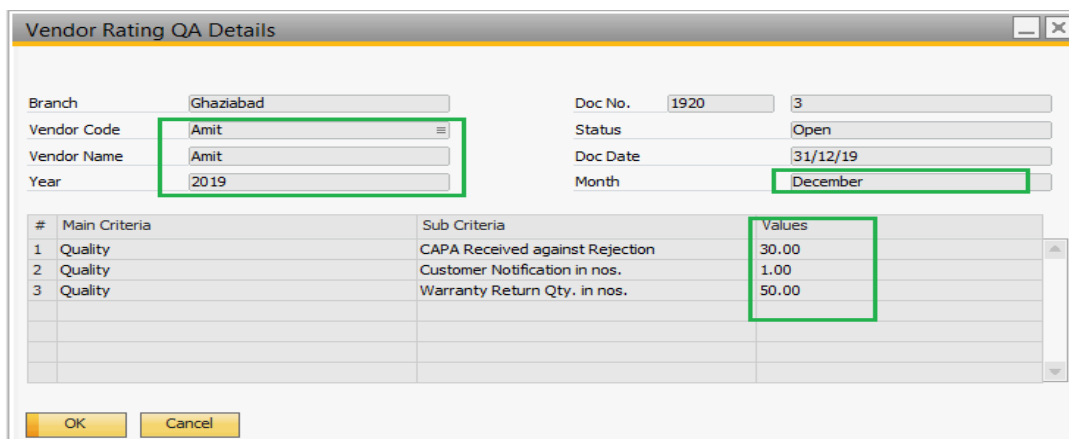
Branch	Branch dropdown (DDL) will be there in which all active branch will come. <b>Mandatory</b>
Vendor Code	Choose from list (CFL) will be there in which vendor will come. <b>Mandatory</b>
Vendor Name	Will come automatically on selection of vendor code and will be read only.
No	Series will come in the drop down for this one new document series is required in document numbering menu. In next field document number will come as per selected document series. Document number will be read only.
Status	Default status will be Open and on cancel status will be Cancel on the screen in table for Open-O will goes and for Cancel-C will goes. This field will be read only
Doc Date	Current date will be there and will be read only.

Year	DDL will be there in which current year as per server date and previous year will come. Default year will be current year.
Month	DDL will be there in which Jan to Dec all months will come, default value will be 'Select'. <b>Mandatory</b>
Criteria	Will come automatically from sub criteria weightage screen.
Sub Criteria	Will come from sub criteria weightage screen where criteria is Delivery and calculation type is Manual. This data will be fill on selection of Branch.
Values	User will enter values manually. (Numeric, 18,8)

## 10. Vendor Rating QA Details

Vendor Rating>Master>Vendor Rating QA Details

This screen will be used to define vendor/year/month wise purchase/QA related data.



#	Main Criteria	Sub Criteria	Values
1	Quality	CAPA Received against Rejection	30.00
2	Quality	Customer Notification in nos.	1.00
3	Quality	Warranty Return Qty. in nos.	50.00

This screen has following information

Branch	Branch dropdown (DDL) will be there in which all active branch will come. <b>Mandatory</b>
Vendor Code	Choose from list (CFL) will be there in which vendor will come. <b>Mandatory</b>
Vendor Name	Will come automatically on selection of vendor code and will be read only.
No	Series will come in the drop down for this one new document series is required in document numbering menu. In next field document number will come as per selected document series. Document number will be read only.
Status	Default status will be Open and on cancel status will be Cancel on the screen in table for Open-O will goes and for Cancel-C will goes. This field will be read only

Doc Date	Current date will be there and will be read only.
Year	DDL will be there in which current year as per server date and previous year will come. Default year will be current year.
Month	DDL will be there in which Jan to Dec all months will come, default value will be 'Select. <b>Mandatory</b>
Criteria	Will come automatically from sub criteria weightage screen.
Sub Criteria	Will come from sub criteria weightage screen where criteria is Quality and calculation type is Manual. This data will be fill on selection of Branch.
Values	User will enter values manually. (Numeric, 18,8)

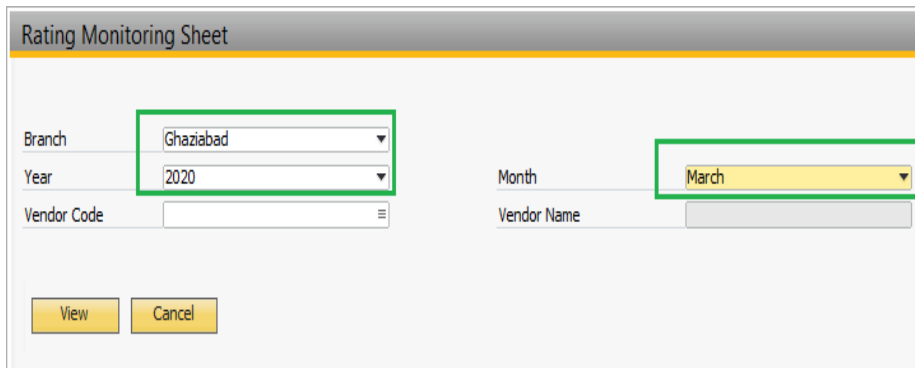
## 11. Reports

### 11.1. Rating Monitoring Sheet

Vendor Rating>Reports>Rating Monitoring Sheet

This report show the vendor wise rating details based on sub criteria

Selection Criteria



Rating Monitoring Sheet

Branch: Ghaziabad

Year: 2020

Month: March

Vendor Code:

Vendor Name:

View Cancel

Branch	Branch dropdown (DDL) will be there in which all active branch will come. <b>Mandatory</b>
Year	DDL will be there in which current year as per server date and previous year will come. Default year will be current year.
Month	DDL will be there in which Jan to Dec all months will come, default value will be 'Select'. <b>Mandatory</b>
Vendor Code	Choose from list (CFL) will be there in which vendor will come.
Vendor Name	Will come automatically on selection of vendor code and will be read only.

**Multi\_branch**

Industrial Area Ghaziabad Uttar Pradesh India 201010

**SUPPLIER PERFORMANCE SCORE CARD**

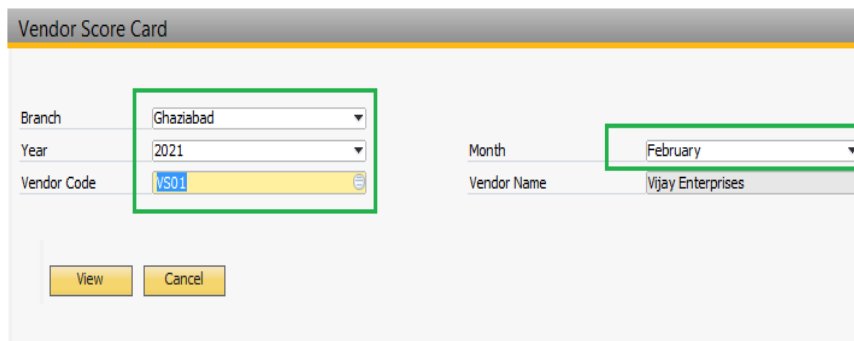
Sr. No.	Supplier Name	Mar-2020										Delivery Rating				Quality Rating				Final Rating	
		Schedule Given in Qty. in Nos.	Schedule Qty. Received in Nos.	Schedule Adherence %	Customer Disruption in Nos.(Line Stoppage/Plan)	Premium Freight in Rs.	No. of Occurrences Premium Freight	Rej. Qty.	Rejection PPM	CAPA Received Against Rejection	Warrant Qty. in Nos.	Customer Notification in Nos.	Schedule Adherence %	Customer Disruption in Nos.(Line Stoppage/Plan)	Premium Freight in Rs.	No. of Occurrences Premium Freight	Reject PPM	Warranty Return Qty. in Nos.	CAPA Received Against Reject		Customer Notification in Nos.
		Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	QA	QA	QA	QA	QA									
1	Amit	1844.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0	0	0	0	0	0	0	0
2	ANUPAM PLASTIC	3835.00	52.00	1.35	1.00	4,400.00	1.00	4.00	0.00	2.00	6.00	1.00	0	8	4	4	24	0	0	0	40
3	Vijay Enterprises	3229.00	294.00	9.10	2.00	7,500.00	3.00	0.00	8571.00	1.00	5.00	2.00	0	6	4	0	0	0	0	0	10

## 11.2. Vendor Score Card

Vendor Rating>Reports>Vendor Score Card

This report show the rating score card of selected vendor.

### Selection Criteria



Branch	Branch dropdown (DDL) will be there in which all active branch will come. <b>Mandatory</b>
Year	DDL will be there in which current year as per server date and previous year will come. Default year will be current year.
Month	DDL will be there in which Jan to Dec all months will come, default value will be 'Select'. <b>Mandatory</b>
Vendor Code	Choose from list (CFL) will be there in which vendor will come. <b>Mandatory</b>
Vendor Name	Will come automatically on selection of vendor code and will be read only.

**Multi\_branch**

Industrial Area Ghaziabad Uttar Pradesh India 201010

**SUPPLIER PERFORMANCE SCORE CARD-Feb-2021**
**Supplier Name :** Vijay Enterprises

**Supplier Code :** VS01

Sr. No.	Rating Element	Unit	Target	Actual Performance	Weightage Score	Achieved Score
<b>A</b>	<b>Quality</b>					
1	CAPA Received against Rejection	Percentage	100	1.00	25	0
2	Customer Notification in nos.	NOS	0	2.00	15	0
3	Warranty Return Qty. in nos.	NOS	0	4.00	20	0
	<b>Total Score Achieved</b>					<b>0</b>
<b>B</b>	<b>Delivery</b>					
1	Schedule Adherence %	Pertentage	100	0.00	30	0
2	Premium Freight in Rs.	INR	0	2,500.00	25	4
3	No. of Occurrences Premium Freight	NOS	0	2.00	20	0
4	Customer Disruptions in Nos.(Line stoppage/Plan changed) in nos.	NOS	0	1.00	25	8
	<b>Total Score Achieved</b>					<b>12</b>
<b>Overall Score achieved</b>						<b>12</b>

**Rating :- D**
**Excellent** >90%

**Superior** 80 to 90%

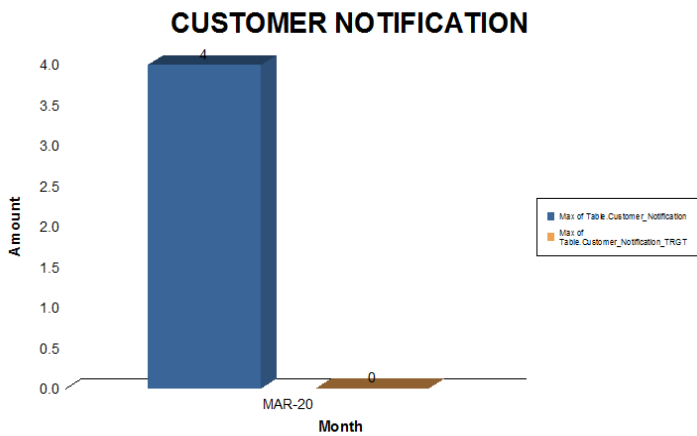
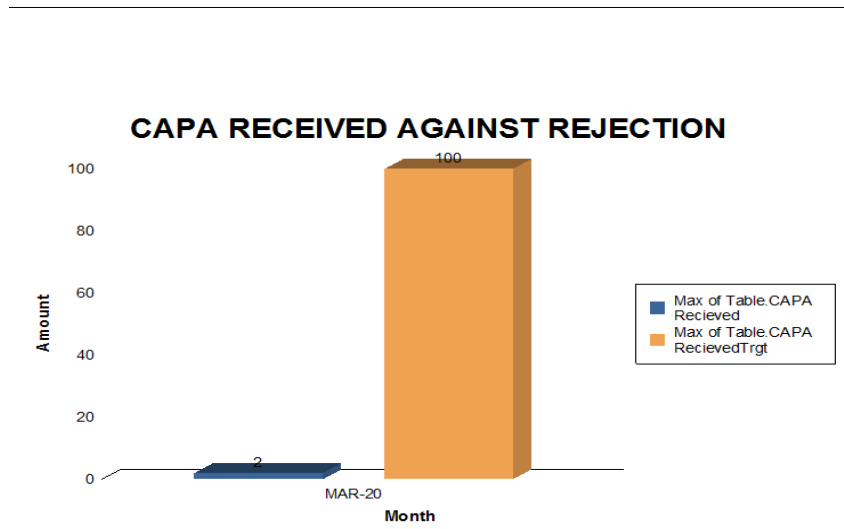
**Good** 60 to 79%

**Poor** <60% **Must Improve**
**Remark** Your Performance in last month has been **Poor**. Strive for Excellent in next continue 3 Months.

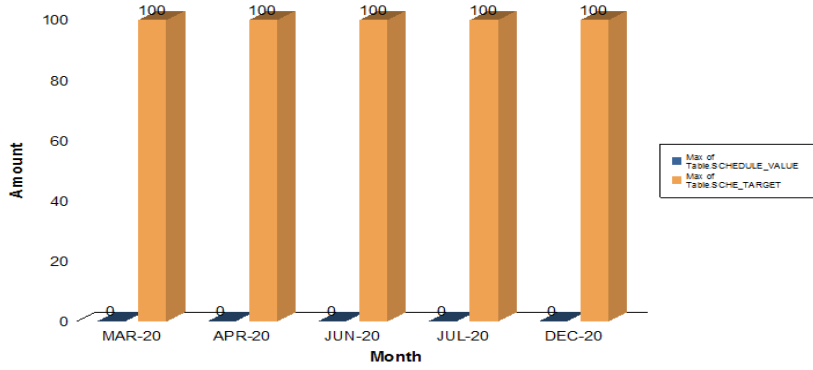


### 11.3. Graphical Reports

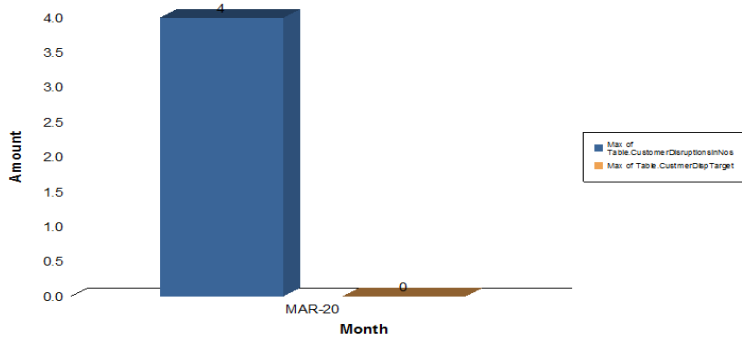
These reports shows graphical data for each sub criteria



**SCHEDULE ADHERANCE**



**CUSTOMER DISRUPTION IN NOS**



**PREMIUM FREIGHT OCCURRENCE**

