

Vendors

A vendor, or a supplier, is a supply chain management term that means person who provides goods or services to a company. Below actions are available under ***“Vendors”***:

 Create new vendor; update, delete, view and search for vendor detail information.

Vendors		Partner Group: < Select All >		Grouping Account: < Select All >		Create Vendor	
Vendor Code *	Vendor Name	Tax Number	Reference Code	Currency	Credit Used	Status	
6002.001/L0001	L'Oreal Singapore		345286342	SGD		Confirmed	
6002.001/LU001	Luxasia		653869432	SGD		Confirmed	
6002.001/PG001	Procter & Gamble Prestige		765456898	SGD		Confirmed	
6002.002/AR001	Argentum Apothecary		US4645758	USD		Confirmed	
6002.004/Loacker	Loacker	852456-1379	Loa	EUR	€162.00 Cr	Confirmed	
6004/AX001	AXA Insurance Singapore Pte Ltd (SGD)		423433070	SGD		Confirmed	
6004/CO001	Courts Singapore (SGD)		356343784	SGD		Confirmed	
6004/EC001	Ecovis Bizcorp Management Pte Ltd		344675787	SGD		Confirmed	
6004/SI001	SingTel (SGD)		567567453	SGD		Confirmed	
6004/SP001	SP Services Ltd (SGD)		246245736	SGD		Confirmed	
6004/TA001	Tata Communications Int'l Pte Ltd (SGD)		653765881	SGD		Confirmed	
6010/AS001	Ascendas Pte Ltd		356346762	SGD		Confirmed	
6010/ES001	Esquire Law Corporation (SGD)		345634678	SGD		Confirmed	
6010/KD01	Kezn Design Pte Ltd (SGD)		123958706	SGD		Confirmed	
tft	Tft trading		tft	SGD	S\$926.98 Cr	Confirmed	

Vendors | Vendors | Assigned Branches | Bank Accounts | Chart | Notes / Attachments

Drafted

Vendor Name	Vendor Code	Reference Code	Tax Number
Currency SGD - Singapore Dollar	Grouping Account	Credit Used	Language

Settings

Payment Terms	Credit Limit	Account Settings	Vendor Type Trade Creditor
Vendor Location Local	Invoice Rule After Delivery	Flat Discount %	Inter Company Organization 00 - Non Inter Company

☐ Price Includes Tax
 ☐ Is Forwarding Agent
 ☐ Is Duty Clearing Agent

Address

Location *	Location	Address
	County: State: City: Postal Code: Phone: Phone2: Email	Fax Website

Confirm Vendor | Create New | Save | Revert | Delete

Vendors

Vendor

Assigned Branches

Bank Accounts

Chart

Notes / Attachments

Available Branches

Branch # A	Branch Name
HQ	Head Office

Total 1 records.

Assigned Branches

Branch # A	Branch Name
------------	-------------

Vendors List

Vendor Details

Vendors

Vendor

Assigned Branches

Bank Accounts

Chart

Notes / Attachments

Bank Name A	Bank A/C Number	Curr.
-------------	-----------------	-------

Bank Name

Branch Name

Swift Code

Bank Address

Routing Number

Bank A/C Number

Currency

Bank Account Name

BBAN:

IBAN:

Create New

Save

Revert

Delete

Vendors List

Vendor Details

Vendors

Vendor

Assigned Branches

Bank Accounts

Chart

Notes / Attachments

Purchases

Amount

Jan 15

Feb 15

Mar 15

Apr 15

May 15

Jun 15

Jul 15

Aug 15

Sep 15

Oct 15

Nov 15

Dec 15

Purchases

Fiscal Calendar:

Year 2015

Date A	Purchases
--------	-----------

Vendors List

Vendor Details

Vendors *

Vendor

Assigned Branches

Bank Accounts

Chart

Notes / Attachments

Title

File Size

By User

On Date

Title

Description

File Name

Size: bytes (1)

Create New

Save

Revert

Delete

Vendors List

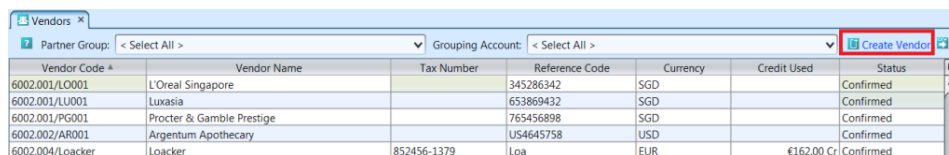
Vendor Details

Field Name	Description	Mandatory Information
Vendor Name	The name of vendor	Y
Vendor Code	The code for vendor	Y
Reference Code	Code for easy reference search of vendor	N
Tax Number	Taxpayer Identification Number of the vendor	N
Currency	Currency used by vendor for payment purpose	Y
Grouping Account	Sub-ledger / grouping account for vendor	Y
Credit Used	Amount owed to the vendor	N
Language	Language used by vendor	N
Payment Terms	Payment terms for vendor payment	Y
Credit Limit	Credit limit given by the vendor	N
Account Settings	Which purchase account to use	Y
Vendor Type	Type of the vendor	N
Vendor Location	Location of the vendor (local or international)	N
Invoice Rule	Invoice rule for vendor payment	N
Flat Discount %		N
Inter Company Organization		N
Price Includes Tax	Checkbox to indicates whether product pricelist from the vendor includes tax	N
Is Forwarding Agent	Checkbox to indicates whether the vendor is a forwarding agent	N
Is Duty Clearing Agent	Checkbox to indicates whether the vendor is a duty clearing agent	N
Location	Location of vendor	Y
Address	Address of vendor's location	Y
City	City of vendor's location	N
Postal Code	Postal code of vendor's address	N
State	State of vendor's location	N

Country	Country of vendor's location	N
Phone	Phone number of vendor's location	N
Phone2	Secondary phone number of vendor's location	N
Fax	Fax number of vendor's location	N
Email	Email of vendor	N
Website	Website of vendor	N
Shipping Address	Tick checkbox if this is vendor's shipping address	N
Billing Address	Tick checkbox if this is vendor's billing address	N
Order From Address	Tick checkbox if this is vendor's address for purchase order	N
Name	Contact name of vendor	Y
Designation	Designation of vendor's contact	N
Phone	Phone number of vendor's contact	N
Alt Phone	Alternate phone number of vendor's contact	N
Fax	Fax number of vendor's contact	N
Email	Email of vendor's contact	N
Comments		N
Link to Address	Location Address of the Contact Person	N

Create New Vendor

1. Click ***"Create Vendor"*** link on top right of ***"Vendor List"*** tab to create another vendor record, it will open ***"Vendor Details"*** tab with empty form



Vendor Code *	Vendor Name	Tax Number	Reference Code	Currency	Credit Used	Status
6002.001/LO001	L'Oreal Singapore		345286342	SGD		Confirmed
6002.001/LU001	Luxasia		653869432	SGD		Confirmed
6002.001/PG001	Procter & Gamble Prestige		765456898	SGD		Confirmed
6002.002/AR001	Argentum Apothecary		US4645758	USD		Confirmed
6002.004/Loacker	Loacker	852456-1379	Loa	EUR	€162.00 Cr	Confirmed

2. Fill up vendor's information. For vendor of different country / currency, please ensure the following master data were created beforehand:

- ***"Country and States"*** (Organization – Masters)
- Trade Accounts Payable of the currency in ***"Chart of Account"*** (Accounts – Masters)
- ***"Currency"*** (Accounts – Masters)
- Purchase Journal of the currency in ***"Journal"*** (Accounts – Masters)
- Product Purchase – Import of the currency in ***"Account Settings"*** (Inventory – Masters)

3. Under the **“Address”** and **“Contact”** columns, click on the **“Add”** button after fill up the details. Each vendor must have minimum one location address and contact. Vendor can have list of multiple addresses and contacts

Address

Location

List of address

Country: State: City: Postal Code: Phone: Phone2: Email: Website: Fax:

☒ Shipping Address ☒ Billing Address ☒ Order From Address

Add Revert

Contact

Name: Designation: Phone: Alt Phone: Fax: Email: Comments: Link to Address:

Add Revert

4. Click **“Save”** button at the bottom of screen to save

5. Click **“Confirm Vendor”** button and click **“Yes”** button to confirm the vendor record.

Vendors

Vendor Assigned Branches Bank Accounts Chart Notes / Attachments

Vendor Name: Nestle Vendor Code: 6002.004/Nestle Reference Code: nestle Tax Number: 15937-8642

Currency: CHF - Swiss Franc Grouping Account: 6002.005 - Trade Accounts Payable (CHF) Credit Used: Language:

Settings

Payment Terms: 60D-EDM - 60 Days End Of Month Credit Limit: Account Settings: Product Purchase - Import CHF Vendor Type: Trade Creditor

Vendor Location: International Invoice Rule: After Delivery Flat Discount %: 5 Inter Company Organization: 00 - Non Inter Company

☐ Price Includes Tax ☐ Is Forwarding

Address

Global HQ

Country: CHE - Switzerland State: City: Postal Code: 1800 Phone: Phone2: Email: Website: http://www.nestle.com/ Fax:

Confirm approval? Are you sure you want to approve a document(s)? Yes No

Confirm Vendor Create New Save Revert Delete

Update Vendor Details

1. On **“Vendor List”** tab double click on vendor to be updated, it will bring up the details on **“Vendor Detail”** tab for the selected vendor
2. Make change(s) on the vendor’s information
3. Click on **“Save”** button at the bottom of screen to save changes made
4. Click on **“Revert”** button at the bottom of screen or refresh icon at the top of the screen to roll back the changes

Delete Vendor

1. On **“Vendor List”** tab double click on vendor to be deleted, it will bring up the details on **“Vendor Detail”** tab for the selected vendor
2. Click on **“Delete”** button at the bottom of screen
3. Click on **“Yes”** button on the pop-up window to confirm record deletion

The screenshot shows the 'Vendor Details' form in a software application. The form is divided into several sections: 'Vendor Information' (Name, Code, Reference Code, Tax Number, Currency, Grouping Account, Credit Used, Language), 'Contact Information' (Email, Website, Shipping Address, Billing Address, Order From Address), and 'Contact List' (a table with columns: Name, Designation, Phone, Fax). A dialog box titled 'Deleting record?' is overlaid on the form, asking 'Do you really wish to delete this record?' with 'Yes' and 'No' buttons. The 'Delete' button at the bottom right of the form is highlighted with a red box.

Name	Designation	Phone	Fax
ronan	coo	86666204	
ronan2	coo	86666204	

View and Search for Vendor Details

1. On **“Vendor List”** tab enter search parameter to filter the result, i.e. type in an account group in the **“Grouping Account”** textfield box or select from drop-down list.

The screenshot shows the 'Vendors' window with the 'Vendor List' tab selected. At the top, there are filters for 'Partner Group' (set to '< Select All >') and 'Grouping Account' (set to '< Select All >'). A 'Create Vendor' button is on the right. The main table lists vendors with columns: Vendor Code, Vendor Name, Tax Number, Reference Code, Currency, Credit Used, and Status. A 'Search Engine' box and a dropdown menu (set to '< All Vendors >') are at the bottom. The table contains 15 rows of vendor data.

Vendor Code	Vendor Name	Tax Number	Reference Code	Currency	Credit Used	Status
6002.001/LO001	L'Oreal Singapore		345286342	SGD		Confirmed
6002.001/LU001	Luxasia		653869432	SGD		Confirmed
6002.001/PG001	Procter & Gamble Prestige		765456898	SGD		Confirmed
6002.002/AR001	Argentum Apothecary		US4645758	USD		Confirmed
6002.004/Loacker	Loacker	852456-1379	Loa	EUR	€162.00 Cr	Confirmed
6004/AX001	AXA Insurance Singapore Pte Ltd (SGD)		423433070	SGD		Confirmed
6004/CO001	Courts Singapore (SGD)		356343784	SGD		Confirmed
6004/EC001	Ecovis Bizcorp Management Pte Ltd		344675787	SGD		Confirmed
6004/SI001	SingTel (SGD)		567567453	SGD		Confirmed
6004/SP001	SP Services Ltd (SGD)		246245736	SGD		Confirmed
6004/TA001	Tata Communications Int'l Pte Ltd (SGD)		653765881	SGD		Confirmed
6010/AS001	Ascendas Pte Ltd		356346762	SGD		Confirmed
6010/ES001	Esquire Law Corporation (SGD)		345634678	SGD		Confirmed
6010/KD001	Kezn Design Pte Ltd (SGD)		123958706	SGD		Confirmed
tft	TFI trading		tft	SGD	S\$926.98 Cr	Confirmed

2. Result can be sorted alphabetically by clicking the fields' columns.

3. Double click on vendor to view full details of the vendor, it will bring up the details on **“Vendor Detail”** tab for the selected vendor

4. The **“Chart”** tab under **“Vendor Details”** tab shows purchase records & chart for the selected vendor.

