

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.

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/KD01	Kezn Deizgn Pte Ltd (SGD)		123958706	SGD		Confirmed
tfl	TFI trading			SGD	S\$926.98 Cr	Confirmed

Vendor Details

Vendor Name: Vendor Code: Reference Code: Tax Number:

Currency: Grouping Account: Credit Used: Language:

Settings

Payment Terms: Credit Limit: Account Settings: Vendor Type:

Vendor Location: Invoice Rule: Flat Discount %: Inter Company Organization:

Price Includes Tax Is Forwarding Agent Is Duty Clearing Agent

Address

Location: Address:

County: State:

City: Postal Code:

Phone: Phone2: Fax:

Email: Website:

Buttons: Confirm Vendor, Create New, Save, Revert, Delete

Vendors x

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
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Vendors List Vendor Details

Vendors x

Vendor Assigned Branches Bank Accounts Chart Notes / Attachments

Bank Name A	Bank A/C Number	Curr.
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Bank Name</p> <p>Swift Code</p> <p>Routing Number</p> <p>Bank A/C Number</p> <p>Bank Account Name</p> </div> <div style="width: 45%;"> <p>Branch Name</p> <p>Bank Address</p> <p>Currency</p> <p>BBAN: <input type="text"/> IBAN: <input type="text"/></p> </div> </div> <div style="text-align: right; margin-top: 10px;"> <p>Create New Save Revert Delete</p> </div>		

Vendors List Vendor Details

Vendors x

Vendor Assigned Branches Bank Accounts Chart Notes / Attachments

Purchases

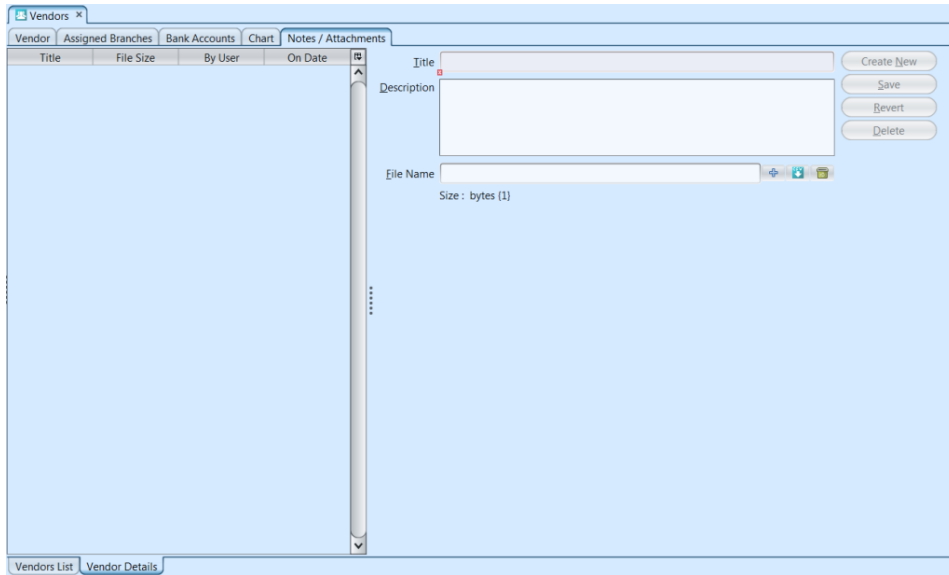
Amount

Jan 15 Feb 15 Mar 15 Apr 15 May 15 Jun 15 Jul 15 Aug 15 Sep 15 Oct 15 Nov 15 Dec 15

Fiscal Calendar: Year 2015

Date A	Purchases
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Vendors List Vendor Details

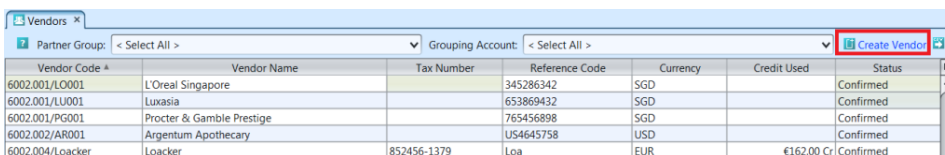


Field Name	Description	Mandatory Information
Vendor Name	The name of vendor	Y
Vendor Code	The code for vendor	Y
Reference Code	Code for easy reference search of vendor	N
Tax Number	Taxpayer Identification Number of the vendor	N
Currency	Currency used by vendor for payment purpose	Y
Grouping Account	Sub-ledger / 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



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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

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

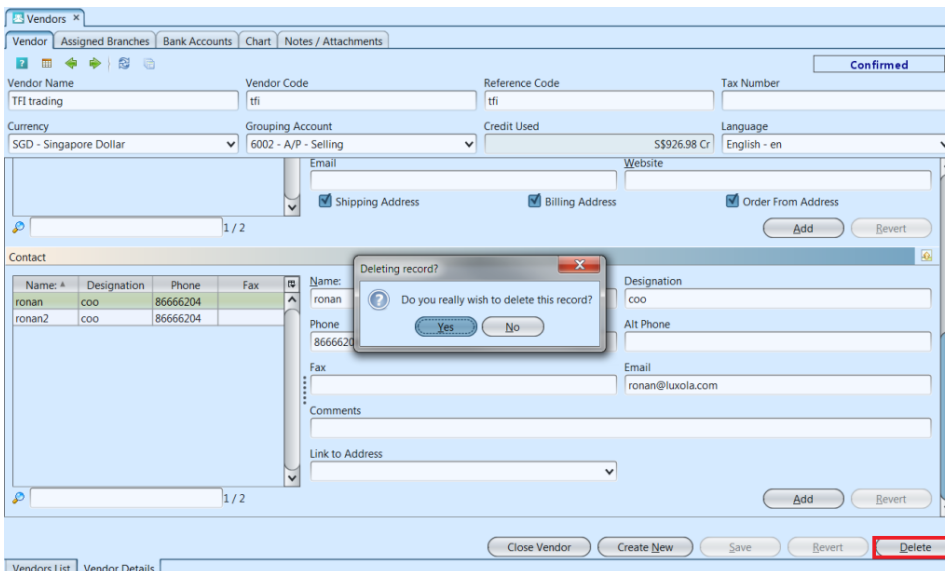
5. Click **“Confirm Vendor”** button and click **“Yes”** button to confirm the vendor record.

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



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 following data:

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6010/KD001	Kezn Deznign Pte Ltd (SGD)		123958706	SGD		Confirmed
tft	TFI trading		tft	SGD	S\$926.98 Cr	Confirmed

Search filters at the bottom: Search Engine, < All Vendors >, 1 of 15.

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.

