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":

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

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Vendors ×			
Vendor Assigned Branches Bank Accounts	Chart Notes / Attachments		
🖬 🖷 💠 🔶 😂 🖻			Drafted
Vendor Name	Vendor Code	Reference Code	Tax Number
Currency	Grouping Account	Credit Used	Language
SGD - Singapore Dollar 🗸	×		×
Settings			🙆 🔼
Payment Terms	Credit Limit	Account Settings Ve	endor Type
✓		v T	Trade Creditor 🗸
Vendor Location	Invoice Rule F	lat Discount % In	ter Company Organization
Local 🗸	After Delivery 🗸	0	00 - Non Inter Company 🗸
Price Includes Tax	Is Forwarding Agent	Is Duty Clearing Agent	
Address			
Location A	TB Location	Address	
	<u>^</u>		
	Country: Sta	ate:	
	×	~	
	City: Po	stal Code:	
	: ×		
	Phone: Pho	one2: Fax	
	Email	Website	V
	(Confirm Vendor Create New	Save Revert Delete
Vendors List Vendor Details			

Vendor	Assigned Branches Bank Account	unts Chart Notes / Attachments				
Availabl	e Branches			Assigned Branches		
	Branch # A	Branch Name	10	Branch # A	Branch Name	10
		Head Office	<()>	\$		<()>
Total 1 r	ecoras.					
Vendors	List Vendor Details					

Vendors ×				
Vendor Assigned Branches Bank Accounts Chart Notes / Atta	achm	ents		
Bank Name A Bank A/C Number Curr.	41	Bank Name	Branch Name	
		Swift Code	Bank Address	
		Routing Number		
		Bank A/C Number	Currency	~
		Bank Account Name	BBAN:	IBAN:
		Create N	ew <u>S</u> ave	Revert Delete
	~			

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Vend	dor Assigned B hases	anches B	ank Account	S Chart	Notes / At	tachments									
						Purchas	es								
													Fiscal Calendar: Ye	ear 2015	~
													Date *	Purchases	17
Amount															~
	Jan 15	Feb 15	Mar 15	Apr 15	May 15	Jun 15	Jul 15	Aug 15	Sep 15	Oct 15	Nev 15	Dec 15			4
						Purchas	es								~

Vendors ×		
Vendor Assigned Branches Bank Accounts Chart Notes / Attachm	ents	
Title File Size By User On Date	Iitle	Create New
	Description	Save
		Revert
		Delete
	File Name 🛛 🗣 🛅 🗃	
	Size : bytes {1}	
	•	
Vanders List, Vandes Deteils	1	

Field Name	Description	Mandatory Information
Vendor Name	The name of vendor	Υ
Vendor Code	The code for vendor	Υ
Reference Code	Code for easy reference search of vendor	Ν
Tax Number	Taxpayer Identification Number of the vendor	Ν
Currency	Currency used by vendor for payment purpose	Υ
Grouping Account	Sub-ledger / grouping account for vendor	Υ
Credit Used	Amount owed to the vendor	Ν
Language	Language used by vendor	Ν
Payment Terms	Payment terms for vendor payment	Υ
Credit Limit	Credit limit given by the vendor	Ν
Account Settings	Which purchase account to use	Υ
Vendor Type	Type of the vendor	Ν
Vendor Location	Location of the vendor (local or international)	Ν
Invoice Rule	Invoice rule for vendor payment	Ν
Flat Discount %		Ν
Inter Company Organization		Ν
Price Includes Tax	Checkbox to indicates whether product pricelist from the vendor includes tax	Ν
Is Forwarding Agent	Checkbox to indicates whether the vendor is a forwarding agent	Ν
Is Duty Clearing	Checkbox to indicates whether the vendor is a duty clearing	Ν
Agent	agent	14
Location	Location of vendor	Y
Address	Address of vendor's location	Y
City	City of vendor's location	Ν
Postal Code	Postal code of vendor's address	Ν
State	State of vendor's location	Ν
Country	Country of vendor's location	Ν
Phone	Phone number of vendor's location	Ν
Phone2	Secondary phone number of vendor's location	Ν
Fax	Fax number of vendor's location	Ν
Email	Email of vendor	Ν
Website	Website of vendor	Ν
Shipping Address	Tick checkbox if this is vendor's shipping address	Ν
Billing Address	Tick checkbox if this is vendor's billing address	Ν
Order From Address	Tick checkbox if this is vendor's address for purchase order	Ν
Name	Contact name of vendor	Υ
Designation	Designation of vendor's contact	Ν
Phone	Phone number of vendor's contact	Ν
Alt Phone	Alternate phone number of vendor's contact	Ν
Fax	Fax number of vendor's contact	Ν
Email	Email of vendor's contact	Ν
Comments		Ν

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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Vendors ×							
Partner Group: < Sel	ect All >	✔ Grouping Acco	unt: < Select All >		~	Create Vendor	đ
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	n
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

A	ddress						<u>.</u>
	Location *	₽	Location		Address		
	List of address		Country:	State:			
			×	~			
1			City:	Postal Code:			
			×				
			Phone:	Phone2:	Fax		
			[mail		Mahaita		
			Email		website		
		~	Shipping Address	Billing Address		Order From Address	
•	9					Add	Revert

Contact		
Name: A Designation Phone Fax	Name:	Designation
List of contacts	Phone	Alt Phone
	Fax	Email
	Comments	
	Link to Address	
	· · · · · · · · · · · · · · · · · · ·	
8		Add Revert

 Click "Save" button at the bottom of screen to save

5. Click "Confirm Vendor" button and click "Yes" button to confirm the vendor record.

Usedors ×										
Vendor Assigned Branches Bank Accounts Chart Notes / Attachments										
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Vendor Name	Vendor Code	Reference Code	Tax Number							
Nestle	6002.004/Nestle	nestle	15937-8642							
Currency	Grouping Account	Credit Used	Language							
CHF - Swiss Franc	6002.005 - Trade Accounts Payable (CHF) 🗸		×							
Settings			🔬 🙍							
Payment Terms	Credit Limit	Account Settings Ve	endor Type							
60D-EOM - 60 Days End Of Month		Product Purchase - Import CHF 🗸 🖌	rade Creditor 🗸							
Vendor Location	Invoice Rule	Flat Discount % In	ter Company Organization							
International 🗸	After Delivery	5 0	0 - Non Inter Company 🗸							
Price Includes Tax	Is Forwarding	nt to approve a document(s)?								
Address	Yes	No								
Location A	I Loca	ddress								
Global HQ	Global HQ	Nestlé S.A.								
	Country: St	ate: Avenue Nestlé 55, 1800 Vevev Switzer	dand							
	CHE - Switzerland V	▼								
	City: Pc	os <u>t</u> al Code:								
	· · 1	800								
	Phone: Ph	hone2: Fax								
	Email	website								
		Confirm Vendor Create New	Save Revert Delete							
Vendors List Vendor Details										

Update Vendor Details

 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

Vendors *									
Vendor Assigned Branches Bank Accounts Chart Notes / Attachments									
2 💷 💠 🔶 😂 💼									
Vendor Name	Vendor Code	Reference Code	Tax Number						
TFI trading	tfi	tfi							
Currency	Grouping Account	Credit Used	Language						
SGD - Singapore Dollar	✔ 6002 - A/P - Selling ✔	S\$926.98 Cr	English - en 🗸						
	Email	Website	^						
	Shipping Address	Billing Address	Source From Address						
» []]	/2		Add Revert						
Contact	(Deleting second)								
Name: A Designation Phone	Fax R Name:	Designation							
ronan coo 86666204	ronan 🕜 Do you really wis	th to delete this record? coo							
ronan2 coo 86666204	Phone Ves	Alt Phone							
	8666620								
	Fax	Email							
		ronan@luxola.com							
	Comments								
	Comments								
	Link to Address								
		~							
	Y								
\$P17	/2		Add Revert						
		Close Vendor Create New	Save Revert Delete						
Vendors List Vendor Details									

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.

Vendor Code A	Vendor Name	Tax Number	Reference Code	Currency	Credit Used	Status
02.001/LO001	L'Oreal Singapore		345286342	SGD		Confirmed
02.001/LU001	Luxasia		653869432	SGD		Confirmed
02.001/PG001	Procter & Gamble Prestige		765456898	SGD		Confirmed
02.002/AR001	Argentum Apothecary		US4645758	USD		Confirmed
02.004/Loacker	Loacker	852456-1379	Loa	EUR	€162.00 Cr	Confirmed
04/AX001	AXA Insurance Singapore Pte Ltd (SGD)		423433070	SGD		Confirmed
04/CO001	Courts Singapore (SGD)		356343784	SGD		Confirmed
04/EC001	Ecovis Bizcorp Management Pte Ltd		344675787	SGD		Confirmed
04/SI001	SingTel (SGD)		567567453	SGD		Confirmed
04/SP001	SP Services Ltd (SGD)		246245736	SGD		Confirmed
04/TA001	Tata Communications Int'l Pte Ltd (SGD)		653765881	SGD		Confirmed
10/AS001	Ascendas Pte Ltd		356346762	SGD		Confirmed
10/ES001	Esquire Law Corporation (SGD)		345634678	SGD		Confirmed
10/KD01	Kezn Dezign Pte Ltd (SGD)		123958706	SGD		Confirmed
	TFI trading		tfi	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.

