

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		tfl	SGD	S\$926.98 Cr	Confirmed

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

Vendor Name: [Field] | **Vendor Code**: [Field] | **Reference Code**: [Field] | **Tax Number**: [Field] | **Drafted**

Currency: SGD - Singapore Dollar | **Grouping Account**: [Field] | **Credit Used**: [Field] | **Language**: [Field]

Settings

Payment Terms: [Field] | **Credit Limit**: [Field] | **Account Settings**: [Field] | **Vendor Type**: Trade Creditor

Vendor Location: Local | **Invoice Rule**: After Delivery | **Flat Discount %**: [Field] | **Inter Company Organization**: 00 - Non Inter Company

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

Address

Location: [Field] | **Address**: [Field]

County: [Field] | **State**: [Field] | **City**: [Field] | **Postal Code**: [Field] | **Phone**: [Field] | **Phone2**: [Field] | **Fax**: [Field] | **Email**: [Field] | **Website**: [Field]

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.
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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 x

Vendor Assigned Branches Bank Accounts Chart Notes / Attachments

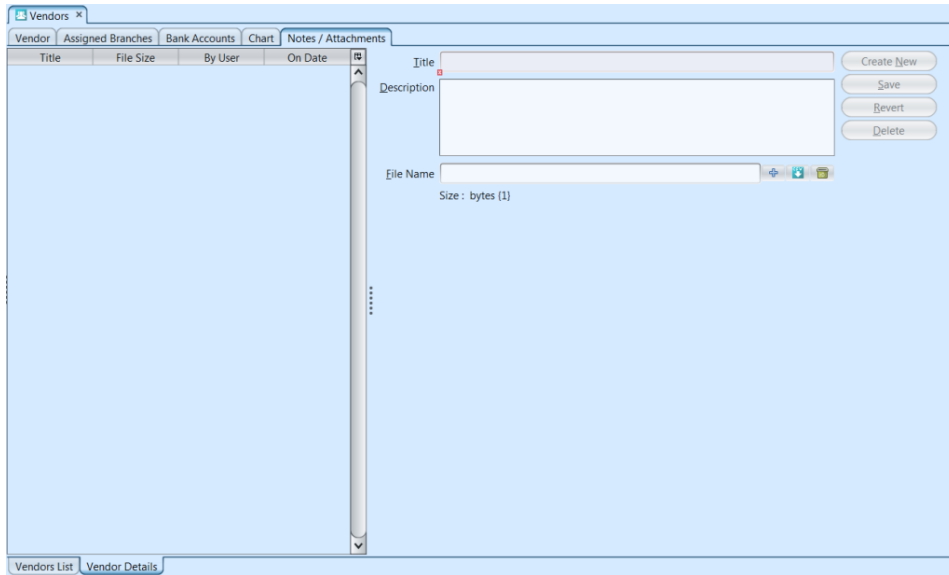
Purchases

Purchases

Fiscal Calendar: Year 2015

Date A	Purchases
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Vendors List Vendor Details

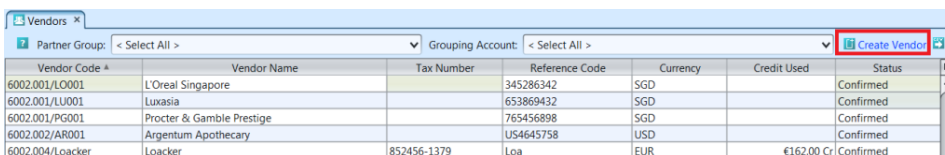


Field Name	Description	Mandatory Information
Vendor Name	The name of vendor	Y
Vendor Code	The code for vendor	Y
Reference Code	Code for easy reference search of vendor	N
Tax Number	Taxpayer Identification Number of the vendor	N
Currency	Currency used by vendor for payment purpose	Y
Grouping Account	Sub-ledger / 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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6002.004/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

The screenshot shows the 'Address' form with the 'Location' tab active. A list box on the left contains 'List of address'. The form fields include Location, Country, State, City, Postal Code, Phone, Phone2, Fax, Email, and Website. Checkboxes for Shipping Address, Billing Address, and Order From Address are present. The 'Add' button is highlighted with a red box.

The screenshot shows the 'Contact' form with the 'Contact' tab active. A list box on the left contains 'List of contacts'. The form fields include Name, Designation, Phone, Alt Phone, Fax, Email, Comments, and Link to Address. The 'Add' button is highlighted with a red box.

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.

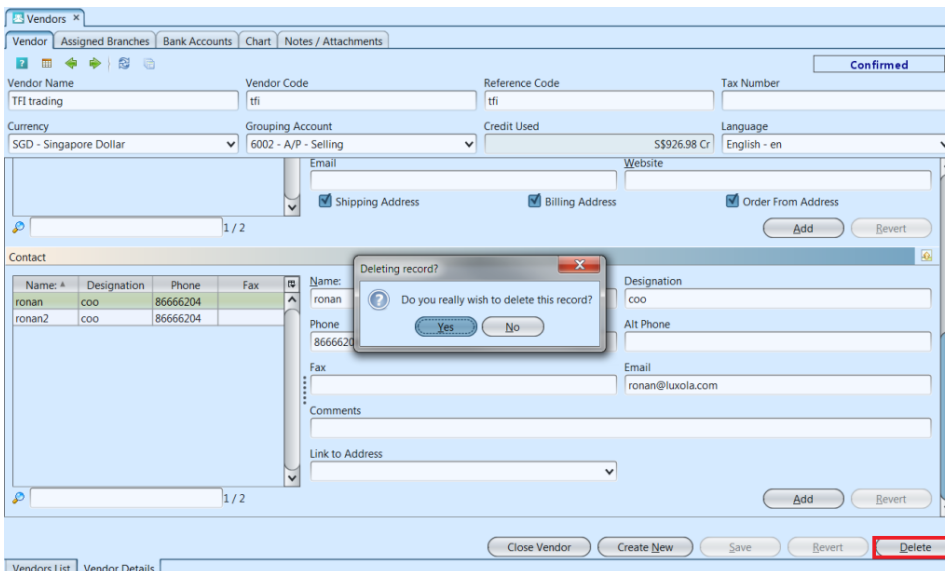
The screenshot shows the 'Vendors' application with the 'Vendor Details' form for 'Nestle'. The form includes fields for Vendor Name, Vendor Code, Reference Code, Tax Number, Currency, Grouping Account, Credit Used, and Language. Below these are 'Settings' for Payment Terms, Credit Limit, Account Settings, Vendor Type, Vendor Location, Invoice Rule, Flat Discount %, and Inter Company Organization. A 'Confirm approval?' dialog box is overlaid on the form, asking 'Are you sure you want to approve a document(s)?' with 'Yes' and 'No' buttons. The 'Confirm Vendor' button is highlighted with a red box.

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/ES001	Esquire Law Corporation (SGD)		345634678	SGD		Confirmed
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.

