

Supplier Master

Supplier

- A party that supplies goods or services. A supplier may be distinguished from a contractor or subcontractor, who commonly adds specialized input to deliverables.

Sample Image for a Supplier Page

The screenshot shows the 'Supplier Master' form with the following fields and values:

- Supplier Number:** SUP- (dropdown)
- Short Name:** (empty)
- Name:** (empty)
- Address 1:** (empty)
- Address 2:** (empty)
- City:** (empty)
- State/Province:** (empty)
- Zip/Postal Code:** (empty)
- Country:** Philippines (dropdown)
- Salutation:** [Select] (dropdown)
- First Name:** (empty)
- Middle Name:** (empty)
- Last name:** (empty)
- Title:** (empty)
- Email:** (empty)
- Phone:** (empty)
- Phone-Mobile:** (empty)
- Fax:** (empty)
- URL:** (empty)
- Id:** (empty)
- Tax Number:** (empty)
- Control Account-AP:** [Select] (dropdown)
- Control Account-GIT:** [Select] (dropdown)
- Supplier Group:** [Select] (dropdown)
- Supplier Type:** 1ST CHOICE (dropdown)
- Price Group:** [Select] (dropdown)
- SIC Code:** [Select] (dropdown)
- Tax Scope:** [Select] (dropdown)
- Supplier Status:** Held (radio), Legal (radio), Open (radio)
- Credit Limit:** 50,000,000.00 (text)
- Credit Available:** 0.00 (text)
- Credit Terms:** 0 (text)
- Discount %:** 0.00 (text)
- Commission %:** 0.00 (text)
- Currency:** PHP (dropdown)
- Agent:** (empty)
- License:** (empty)
- Expiration Date:** [Unknown] (calendar icon)
- Location:** [Select] (dropdown)
- Buyer:** (empty)
- Delivery Zone:** [Select] (dropdown)
- Permit Approval:** 1-Automatic (radio), 2-Manual (radio)
- Time Slot:** NONE (dropdown)
- Payment Instructions:** (empty)

Mandatory Fields

- **Country** - Supplier's country of origin
- **Phone** - Landline Number
- **Phone-Mobile** - Hand Phone Number
- **Control Account-AP** - Use in GI Interface.
 - Needed to be setup so that upon confirmation of GRN Transactions will be posted to the account correctly in GL.
- **Supplier Group** - company defined grouping of supplier
- **Tax Scope** -
- **Currency** - This is the default currency used to create purchase transactions for this supplier only, it

can be in any currency.

Steps How to fill-in the Supplier File

1. Fill-in the self explanatory field.
2. Click **Add**
3. Supplier Master File Created.

Terms	Definition
Supplier Number	
Short Name	Abbreviation/ Alias
Name	Complete Name of the Supplier
Address 1	Bldg #/Name & Street Address/Lot Number
Address 2	Barangay/Municipality
City	
State/Province	
Zip/Postal	
Country	
Salutation	
First Name	Name of the Contact Person
Middle Name	
Last Name	
Title	Designation of the Contact Person
E-mail	
Phone	Landline Number
Phone-Mobile	Hand Phone number
Fax	
URL	
Id	
Tax Number	
Control Account-AP	Use for GL interface
Control Account-GT	
Supplier Group	Classification of Supplier defined by the company
Supplier Type	Classification of Supplier defined by the company
Price Group	Classification of Supplier defined by the company
SIC Code	
Tax Scope	
Supplier Status	
Credit Limit	refers to the maximum amount allowed for this certain Supplier
Credit Available	the unused portion of an open line of credit
Credit Terms	Credit terms or terms of credit is the agreement between a seller and buyer that lists the timing and amount of payments the buyer will make in the future.
Discount%	refers to the condition of the price of a bond that is lower than par, or face value.
Agent	An authorized person
Commission	a fee paid based on a percentage of the sale made by an employee or agent
Currency	something that is used as a medium of exchange

Terms	Definition
Location	
License	
Expiration Date	
Permit Approval	
Buyer	
Delivery Zone	
Time Slot	
Payment instruction	

Note: You can hide the field which you find it unimportant/unnecessary and should not be included in your supplier's file master.

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