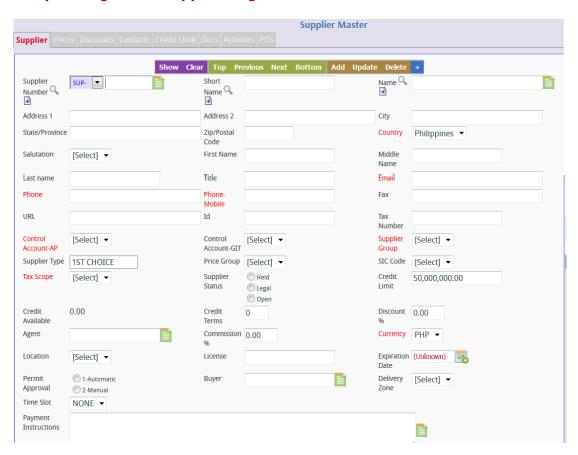
# **Supplier Master**

### 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



#### **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.

Terms	Definition
Supplier Number	Automatically assigned by the system
Short Name	Abbreviation/ Alias
Name	Complete Name of the Supplier
Address 1	
Address 2	
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	
<b>Control Account-AP</b>	Use for GL interface
Control Account-GT	
Supplier Group	Classification of Costumer defined by the company
Supplier Type	
Price Group	
SIC Code	
Tax Scope	
Supplier Status	
Credit Limit	
Credit Available	
Credit Terms	
Discount%	
Agent	
Commission	
Currency	
Location	
License	
Expiration Date	

Terms	Definition
Permit Approval	
Buyer	
Delivery Zone	
Time Slot	
Payment instruction	

- Click \*\*Add\*\*
- Supplier Master File Created.

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