

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

| 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 | |
| Credit Available | |
| Credit Terms | |
| Discount% | |
| Agent | |
| Commission | |
| Currency | |
| Location | |

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

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

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