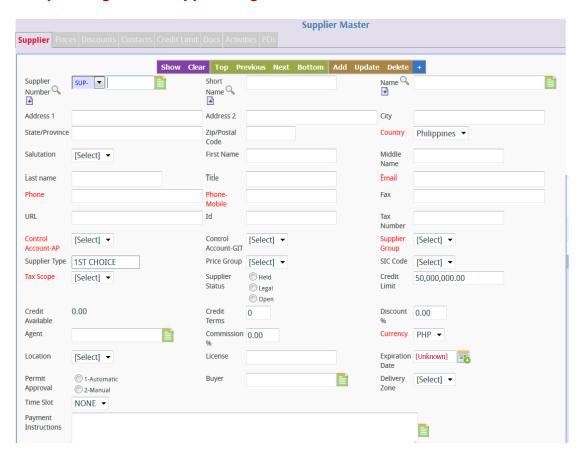# Supplier Master

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 Gl 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	
Credit Available	
Credit Terms	
Discount%	
Agent	
Commission	
Currency	
Location	

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

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

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