

# 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	
<b>Country</b>	
Salutation	
First Name	Name of the Contact Person
Middle Name	
Last Name	
Title	Designation of the Contact Person
<b>E-mail</b>	
<b>Phone</b>	Landline Number
<b>Phone-Mobile</b>	Hand Phone number
Fax	
URL	
Id	
Tax Number	
<b>Control Account-AP</b>	Use for GL interface
Control Account-GT	
<b>Supplier Group</b>	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	
<b>Tax Scope</b>	
Supplier Status	
Credit Limit	
Credit Available	
Credit Terms	
Discount%	
Agent	
Commission	
<b>Currency</b>	
Location	

Terms	Definition
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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