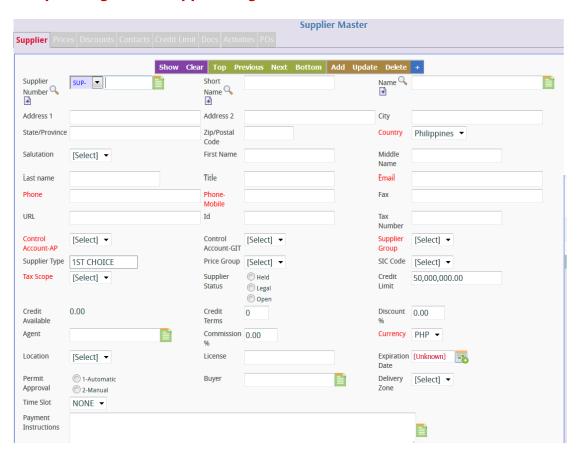
# **Supplier Master**

#### **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.
- 2. Click Add
- 3. Supplier Master File Created.

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 Hand Phone number Fax URL Idd Tax Number Control Account-AP Control Account-GT Supplier Group Classification of Supplier defined by the company Supplier Type Classification of Supplier defined by the company Sic Code Tax Scope Supplier Status Credit Limit refers to the maximum amount	Terms	Definition
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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	Control Account-GT	
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SIC Code  Tax Scope  Supplier Status  Credit Limit refers to the maximum amount	Supplier Type	Classification of Supplier defined by the company
Tax Scope Supplier Status Credit Limit refers to the maximum amount	Price Group	Classification of Supplier defined by the company
Supplier Status Credit Limit refers to the maximum amount	SIC Code	
Credit Limit refers to the maximum amount	Tax Scope	
	Supplier Status	
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Credit Available    trie unused portion of an open line of credit	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	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.	Discount%	· · · · · · · · · · · · · · · · · · ·
Agent An authorized person	Agent	An authorized person
Commission	Commission	
Currency	Currency	

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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