

## Vendor Master

With the *Vendor Master* you can centralize vendor details such as the Ship Via, mail-to address, contact information, payment terms, and credit limit. On the screen you can associate a vendor class with the vendor to group suppliers for reporting and payment purposes.

If required, you can place a vendor on hold. This way no new POs can be created for that vendor, no receipts can be processed, and no vouchers can be generated. (Debit notes are permitted.)

**Go To: Purchase → Purchase Master Data → Vendor Master.**



**Prerequisites:** A vendor class must be maintained.

## Vendor – Dashboard

You can manage and create vendors from this dashboard. By default, the system displays all the existing vendors as maintained for your business/company. You can click on any of the vendor record to view its details.

Action	Vendor Key	Vendor Name	Address	Vendor Class Key	Status
<input type="checkbox"/> Copy ▾	V101	Chemtrade	Unit 31, Briarpark 10 Queen Nandi Drive Antonia Durban Other Territory SA	DMS	Active
<input type="checkbox"/> Copy ▾	V102	Protea Chemicals	1 Berrange Rd Waderville Germiston Johannesburg Other Territory SA	DMS	Active
<input type="checkbox"/> Copy ▾	V103	K J Polymer	I- 2161, 1st Floor, DSIDC Industrial Area, Industrial Area, Johannesburg Other Territory SA	DMS	Active
<input type="checkbox"/> Copy ▾	V104	CPS Chemicals	4 Teakwood Road Jacobs Durban Other Territory SA	DMS	Hold

The *Vendor Master* dashboard contains many elements that occupy 100% of the browser window. Resizing the window would resize the elements to fit. The elements can be rearranged, i.e., docked, resized, grouped, and stacked. The header and the side panel can't be rearranged.

By default this dashboard displays all status vendor records. You can click on any of the *Active Vendors/Hold Vendors* button to filter the records accordingly.

**Vendor Master**

Active Vendors: 3 | Hold Vendors: 1

+ Add Vendor | Action | Settings | Show Column Filter | Search

Drag a column header and drop it here to group by that column

Action	Vendor Key	Vendor Name	Address	Attention	Vendor Class Key	Status
<input type="checkbox"/> Copy	V101	Chemtrade	Unit 31, Briarpark 10 Queen Nandi Drive Antonia Durban Other Territory SA	Mr Scott	DMS	Active
<input type="checkbox"/> Copy	V102	Protea Chemicals	1 Berrange Rd Wadeville Germiston Johannesburg Other Territory SA		DMS	Active
<input type="checkbox"/> Copy	V103	K J Polymer	I- 2161, 1st Floor, DSIDC Industrial Area, Industrial Area, Johannesburg Other Territory SA		DMS	Active

1 - 3 of 3 items

Using the *Action* button from the dashboard you can:

- Copy an existing vendor record to create new one.
- Change the status of the selected vendor record to an *Active* status.
- Change the status of the selected vendor record to *Hold* status
- Delete multiple records.

After you select all the columns of the *Vendor Master* dashboard, the middle grid displays the selected columns.

**Vendor Master**

Active Vendors: 3 | Hold Vendors: 1

+ Add Vendor | Action | Settings | Show Column Filter | Search

Drag a column header and drop it here to group by that column

Action	Vendor Key	Vendor Name	Address	Attention	Vendor Class Key	Status
<input type="checkbox"/> Copy	V101	Chemtrade	Unit 31, Briarpark 10 Queen Nandi Drive Antonia Durban Other Territory SA	Mr Scott	DMS	Active
<input type="checkbox"/> Copy	V102	Protea Chemicals	1 Berrange Rd Wadeville Germiston Johannesburg Other Territory SA		DMS	Active
<input type="checkbox"/> Copy	V103	K J Polymer	I- 2161, 1st Floor, DSIDC Industrial Area, Industrial Area, Johannesburg Other Territory SA		DMS	Active
<input type="checkbox"/> Copy	V104	CPS Chemicals	4 Teakwood Road Jacobs Durban Other Territory SA		DMS	Hold

1 - 4 of 4 items

The *Vendor Master* dashboard provides a clear vision of the created records in a read-only mode. You can view the records as per the number of pages provided per page.

## Vendor Master – Add Mode

To add a new vendor to your BatchMaster database, click on the + *Add Vendor* button. The system displays the *Vendor Master* screen, where you can create new contract records.

### Vendor Information Tab

The screenshot shows the 'Vendor Master' form in 'Add Mode'. The form is divided into three tabs: 'Vendor Information' (selected), 'Transaction Defaults', and 'Process Information'. The 'Vendor Information' tab contains the following fields:

- Vendor Key: V101
- Vendor Name: Chemtrade
- Status: Active
- Address Line 1: Unit 31, Briarpark
- Address Line 2: 10 Queen Nandi Drive
- Address Line 3: Antonia
- Country: SA
- City: Durban
- State: Other Territory
- Zip Code: 4051
- Description: South Africa
- Language: EN
- Language Description: ENGLISH
- Attention: Mr Scott
- Attention Phone No.
- Fax No.
- Telex No.
- Attention E-Mail
- URL

At the bottom of the form, there are buttons for New, Copy, Save, Delete, Search, and Close.

**Vendor key:** This is the key to uniquely identify a vendor. This is a mandatory field.

**Status:** Vendors are assigned statuses to reflect the stage they have reached in their processing. The status can be set as one of:

- **Active:** A Vendor having Active status is available for all purposes, whatsoever, in BatchMaster Enterprise.
- **Hold:** When a vendor is put on hold:
  1. No new Purchase Orders or Purchase Requisitions can be created for that vendor.
  2. No receipts can be processed for that vendor.
  3. No Vouchers can be generated for that Vendor. (Debit notes are permitted).

**Vendor Name:** This is the name or a description for the vendor being defined.

**Address Line 1:** Reports and correspondence in the BatchMaster system access this address data. Depending on the report, it then appears in the address and salutation of correspondence or in the report lists.

**Address Line 2:** This is Line-2 of the vendor's address serving the same purpose as of Line 1.

**Address Line 3:** This is Line-3 of the vendor's address serving the same purpose as of Line 1.

**City:** This is the city of the vendor.

**State:** This is the state, province or region of the vendor.

**Zip Code:** This is the postal zip code of the vendor.

**Country:** This is the country of the vendor.

**Description:** This field displays the description associated with the Country.

**Language:** This field is used to indicate the language used by the vendor.

**Language Description:** This field displays the description associated with the Language.

**Attention:** This is the name of the individual or department to whose attention correspondence to the vendor may be addressed.

**Attention Phone No.:** This is the vendor's communication number.

**Fax No:** This is the fax number of the vendor.

**Telex No.:** This is the telex number of the vendor.

**Attention E-Mail:** The E-mail address for exchange of emails with the vendor can be maintained here.

**URL:** The URL of the Vendor's company website can be maintained here.

## **Transaction Defaults Tab**

The screenshot shows the 'Vendor Master' form with three tabs: 'Vendor Information', 'Transaction Defaults', and 'Process Information'. The 'Vendor Information' tab is active. It contains several input fields and read-only fields. The 'Expense A/C No.' field is populated with '7900001'. The 'Expense A/C Key' field is populated with '4'. The 'Vendor Class Key' field is populated with 'DMS'. The 'Vendor Class Description' field is populated with 'DOMESTIC'. The 'Branch Key' field is populated with 'BR01'. The 'Branch Description' field is populated with 'Integrated Construction Chemicals (Pty) LTD'. The 'Tax Rate Key' field is populated with 'AP15%'. The 'Tax Description' field is populated with 'AP 15%'. The 'Corporate Identity No.' field is empty. The form has a bottom bar with buttons: 'New', 'Copy', 'Save', 'Delete', 'Search', and 'Close'.

Field	Value
Expense A/C No.	7900001
Expense A/C Key	4
Expense A/C Description	Expensee
Vendor Class Key	DMS
Vendor Class Description	DOMESTIC
FOB Key	
FOB Description	
Ship Via Key	
Ship Via Description	
Branch Key	BR01
Branch Description	Integrated Construction Chemicals (Pty) LTD
Comment Key	
Comment Description	
Tax Rate Key	AP15%
Tax Description	AP 15%
Terms Key	
Terms Description	
Location Key	
Location Description	
Corporate Identity No.	

**Expense A/C No.:** This is the Expense Account Number of this vendor. The account number specified here ensures proper accounting of the expenses that are not related to inventory.

**Expense A/C Description:** This field displays the description associated with the expense account number.

**Expense A/C Key:** This is the Expense Account Key of this vendor.

**Vendor Class Key:** This is the vendor class key related to the vendor. The vendor class key determines the currency and various accounts for the vendor. This field is used to classify vendors. This is a mandatory field. The Vendor Class key is used to sort data for reports and to define valid posting accounts for each class of vendors.

**Vendor Class Description:** This field displays the description associated with the vendor class key. This is a read-only field.

**FOB Key:** This is the Free On Board Key applicable to the vendor. It indicates the point at which ownership of goods passes to the buyer. Specifying the FOB key here, will automatically defaults the same on Purchase Requisition or Purchase Order created for this particular vendor.

**FOB Description:** This field displays the description associated with the FOB key. This is a read-only field.

**Ship Via Key:** This field specifies the mode of transportation going to be used for delivery of goods and applicable to the vendor. Specifying the Ship Via key here, will automatically defaults the same on Purchase Requisition or Purchase Order created for this particular vendor.

**Ship Via Description:** This field displays the description associated with the Ship Via Key. This is a read-only field.

**Branch Key:** This is the Branch Key applicable to the vendor.

**Branch Description:** This field displays the description associated with the Branch key. This is a read-only field.

**Comment Key:** This is the Comment Key denoting the particular remark applicable to the vendor. Specifying the Comment key here, will automatically defaults the same on Purchase Requisition or Purchase Order created for this particular vendor.

**Comment Description:** This field displays the description associated with the Comment Key. This is a read-only field.

**Tax Rate Key:** Based on the Vendors location taxes applicable vary, thus this field is used to denote the Tax Rate Key applicable to the vendor. Specifying the tax rate key here, will automatically defaults the same on Purchase Requisition or Purchase Order created for this particular vendor.

**Tax Description:** This field displays the description associated with the Tax Rate Key. This is a read-only field.

**Terms key:** The terms key specifies the payment terms provided by the vendor. Specifying the terms key here, will automatically defaults the same on Purchase Requisition or Purchase Order created for this particular vendor.

**Terms Description:** This field displays the description associated with the Terms Key. This is a read-only field.

**Location Key:** This is the default location for the vendor. When the vendor is added to a purchase order, this location key is defaulted at the field 'Location' on the Tab-2 of the purchase order.

**Location Description:** This field displays the description associated with the Location Key. This is a read-only field.

**Corporate Identity No:** Specify the Company CIN No or code. It is a 21 digit alpha numeric code issued to every company incorporated in India. It is unique and used to track the company on various levels. The corporate identity number has its own meaning which is translatable and help you to find in the basic information of the company.

## Process Information Tab

The screenshot shows the 'Vendor Master' form with three tabs: 'Vendor Information', 'Transaction Defaults', and 'Process Information'. The 'Vendor Information' tab is active, displaying a grid of fields for vendor details. Fields include PAN Number (123), Pending Voucher (2,910,231.25), Currency (R), Customer Key (C103), Require Approval For Purchase Requisition (unchecked), Landed Cost Group, Freight Master, 1099 Type (0), 1099 BOX, Bank Account No. (10586215528), IFSC Code (SBIN001200), IBAN No. (IB0201541412), Credit Limit (10,000,000.00), Pending Payment (305,790.14), Customer Description (WARRIOR PAINTS AND VERVE), Landed Cost Description, Type Description (Not a 1099 Vendor), 1099 BOX Description, Branch (PUNB0625100), and Swift Code (PUNBSST0VV). At the bottom, there are buttons for New, Copy, Save, Delete, Search, and Close.

Field	Value
PAN Number	123
Pending Voucher	2,910,231.25
Currency	R
Customer Key	C103
Require Approval For Purchase Requisition	<input type="checkbox"/>
Landed Cost Group	
Freight Master	
1099 Type	0
1099 BOX	
Bank Account No.	10586215528
IFSC Code	SBIN001200
IBAN No.	IB0201541412
Credit Limit	10,000,000.00
Pending Payment	305,790.14
Customer Description	WARRIOR PAINTS AND VERVE
Landed Cost Description	
Type Description	Not a 1099 Vendor
1099 BOX Description	
Branch	PUNB0625100
Swift Code	PUNBSST0VV

**PAN Number:** This is the Tax Identification number of the vendor. This number is typically a national tax identification number, for value-added tax (VAT) or income-tax purposes.

**Credit Limit:** This is the Credit Limit extended by the vendor.

**Pending Voucher:** This is the sum of the PO totals from all those purchase orders (for this vendor) that have not been processed via the Transfer to Voucher screen.

**Pending Payment:** In the case of a finance-interfaced BatchMaster Enterprise Company, this value is taken as the sum of the amounts associated with the various age brackets of this Vendor in the finance package. In the case of a BatchMaster Enterprise Company that is not finance-interfaced, this amount is zero.

**Currency:** This read-only field displays the currency of the Vendor in which the vendor deals. This field is defaulted from the Vendor Class screen.

**Customer Key:** If the vendor is also a customer to the company, then this is the associated customer key.

**Customer Description:** This field displays the description associated with the customer key. This is read-only field.

**Require Approval for Purchase Requisition:** If this box is checked, a purchase requisition for this vendor can be saved only after an approval group is selected and can be transferred to a purchase order only after the completion of the approval process.

**Landed Cost Group:** The field denotes the Landed Cost Group for the vendor. When items are received from this Vendor, all the Landed Costs contained in the Vendor's Landed Cost Group ID get defaulted to the Purchase Receipt.

**Landed Cost Description:** This field displays the description associated with the Landed Cost Group. This is read-only field.

**Freight Master:** The field specifies the Freight key that classifies frequently used freights for the vendor. Specified Freight Key defaults on the Purchase orders created for the particular vendor.

**1099 Type:** This field is used to specify the applicable Tax Type for the vendor using the lookup next to the field. Clicking on the lookup displays the *Tax Type Lookup* window. The available options are:

- Not a 1099 Vendor
- Dividend
- Interest
- Miscellaneous

TypeKey1099	Type1099
0	Not a 1099 Vendor
1	Dividend
2	Interest
3	Miscellaneous

**Type Description:** This field displays the description of 1099 Type Key. This is a read-only field.

**1099 BOX (field available with BME Finance):** This field is used to specify the applicable 1099 Box value. This field is disabled if the Tax Type selected is "Not a 1099 Vendor". If any of the other option is selected then the 1099 Box is enabled and you can select the 1099 options related to the tax type selected, as defined on the 1099 setup.

**1099 BOX Description:** This field displays the description of 1099 BOX.

**Bank Account No.:** This field specifies the account number that will be attached to the GL Account

**Branch:** This field uniquely identifies the Branch where the bank is located.

**IFSC Code:** This field specifies the 11 digit code in alphanumeric format, which is used by the Reserve Bank to identify the bank with in the National Electronic Funds Transfer network.

**SWIFT Code:** Enter the standard format for Business Identifier Codes (BIC) that's used to uniquely identify banks and financial institutions globally. The code contains the details of who and where they



are. These codes are used when transferring money between banks, in particular for international wire transfers or SEPA payments.

**IBAN No.:** Enter the International Bank Account Number, which you can use when making or receiving international payments. The IBAN code doesn't replace your sort code and account number – it's an additional number with extra information to help overseas banks identify your account for payments.

## Creating a Vendor Master

1. Open the *Vendor Master* dashboard.
2. Click on the *+ Add Vendor* button to open a new blank record.
3. *Tab-1* of the *Vendor Master* screen opens by default. On this tab you can enter the unique vendor identification key and vendor description in their respective fields.

The screenshot displays the 'Vendor Master' form with the following fields and values:

Vendor Information		Transaction Defaults		Process Information	
Vendor Key *	V101	Status	Active		
Vendor Name	Chemtrade				
Address Line 1	Unit 31, Briarpark	City	Durban		
Address Line 2	10 Queen Nandi Drive	State	Other Territory		
Address Line 3	Antonia	Zip Code	4051		
Country	SA	Description	South Africa		
Language	EN	Language Description	ENGLISH		
Attention	Mr Scott	Attention Phone No.			
Fax No		Telex No.			
Attention E-Mail		URL			

At the bottom of the form, there are buttons: **New**, **Copy**, **Save**, **Delete**, **Search**, and **Close**.

4. Set the Vendor *Status* (options are *Active* or *Hold*). Vendors with *Active* status are available for all purposes. When the vendor status is *Hold*, no new POs or requisitions can be created against that vendor, no receipts can be processed, and no vouchers can be generated; however, debit notes are permitted.
5. Enter complete address details for the vendor in the *Address Line 1*, *Address Line 2*, *Address Line 3*, *City*, *State*, *Zip Code*, and *Country* fields.
6. Use the lookup next to the *Language* field to specify the language in which the vendor communicates.
7. Enter the name and phone number of the individual whose attention correspondence to the vendor may be addressed in the *Attention* and *Attention Phone No.* field. .

8. Specify the *Fax No.*, and *Telex No.* for the person/department listed as the vendor contact.
9. Enter the contact person's email ID in the *Attention E-Mail* field.
10. Specify an applicable URL for the website of this vendor in the *URL* field.
11. Click the *Save* button to save the record.
12. Now switch to Tab-2 (i.e., Transaction Defaults).

**Vendor Master**

Vendor Information | Transaction Defaults | Process Information

Expense A/C No. \* 7900001 Expense A/C Description Expensee

Expense A/C Key 4

Vendor Class Key \* DMS Vendor Class Description DOMESTIC

FOB Key FOB Description

Ship Via Key Ship Via Description

Branch Key BR01 Branch Description Integrated Construction Chemicals (Pty) LTD

Comment Key Comment Description

Tax Rate Key AP15% Tax Description AP 15%

Terms Key Terms Description

Location Key Location Description

Corporate Identity No.

New Copy Save Delete Search Close

13. Specify the expense account number of this vendor in the *Expense A/c No.* field.
14. Select the applicable Vendor Class key, which determines the currency and various accounts of the vendor, using the lookup next to the *Vendor Class Key* field.
15. Choose the free on board key applicable to the vendor in the *FOB Key* field.
16. Specify the mode of transportation to be used for delivery of goods from the vendor in the *Ship Via Key* field.
17. Select an appropriate branch key applicable to the vendor using the lookup next to the *Branch Key* field. This is the Branch of your company you want this Vendor to deliver to.
18. Specify any remark or note applicable to the vendor in the *Comment Key* field.
19. Enter the tax rate key applicable to the vendor using the lookup next to the *Tax Rate Key* field. Specifying the tax rate key here will automatically default it on a purchase requisition or purchase order created for this particular vendor.
20. Specify the payment terms provided by the vendor in the *Terms Key* field.

21. Specify the default location of the vendor in the *Location Key* field.
22. Enter the Corporate Identity Number applicable to the Vendor in the *Corporate Identity No* field.  
This is used specifically in India.
23. Now switch to *Tab-3* (i.e., *Process Information*).

The screenshot shows the 'Vendor Master' form with the 'Process Information' tab selected. The form is organized into two main columns. The left column contains fields for PAN Number (123), Pending Voucher (2,910,231.25), Currency (R), Customer Key (C103), Require Approval For Purchase Requisition (unchecked), Landed Cost Group, Freight Master, 1099 Type (0), 1099 BOX, Bank Account No. (10596215528), IFSC Code (SBIN001200), and IBAN No. (R0201541412). The right column contains fields for Credit Limit (10,000,000,000.00), Pending Payment (305,790.14), Customer Description (WARRIOR PANTS AND VERWE), Landed Cost Description, Type Description, 1099 BOX Description, Branch (PUNB0625100), and Swift Code (PUNBSST0VV). At the bottom, there are buttons for New, Copy, Save, Delete, Search, and Close.

24. Specify the tax ID number of the vendor in the *PAN Number* field. This number is typically a national tax identification number, for value-added tax (VAT) or income-tax purposes.
25. Enter the credit limit extended by the vendor in the *Credit Limit* field.
26. The *Pending Voucher*, *Pending Payment*, and *Currency* fields reflect the values obtained from the accounting package to which you are interfaced. These fields are not editable.
27. If the vendor is also a customer of the company, select the customer key using the lookup next to the *Customer Key* field.
28. If approval is required to save a purchase requisition created for this vendor, then check the *Require Approval For Purchase Requisition* checkbox. When this box is checked, a purchase requisition for this vendor will only be saved when an approval group is selected here, and will only be transferred to a PO following completion of the approval process.
29. Select the appropriate value for the *Landed Cost Group* field using the lookup next to the field. Whenever items are received from this vendor, all the landed costs contained in the vendor's landed cost group ID are defaulted to the purchase receipt.
30. Select the appropriate freight key for the vendor using the lookup next to the *Freight Master* field.

31. Use the lookup buttons next to the *1099 Type* and *1099 BOX* fields to select the appropriate values.
32. Enter the *Bank Account No*, *Branch*, *IFSC Code*, *Swift Code*, and *IBAN No.* in their respective fields
33. If you are interfaced to Sage 300 ERP, a fourth tab would be visible: ACCPAC Information.
34. Press the *Save* to save the vendor record.