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.

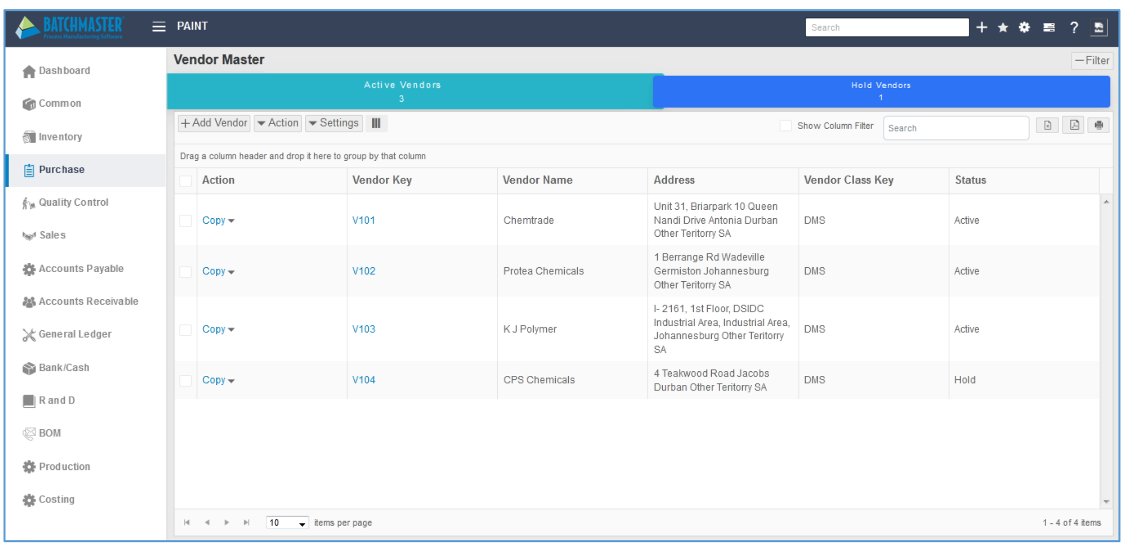
If required, you can place a vendor on hold. This way no new POs can be created for that vendor, no receipts can be processed, and no vouchers can be generated. (Debit notes are permitted.)

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

Prerequisites: A vendor class must be maintained.

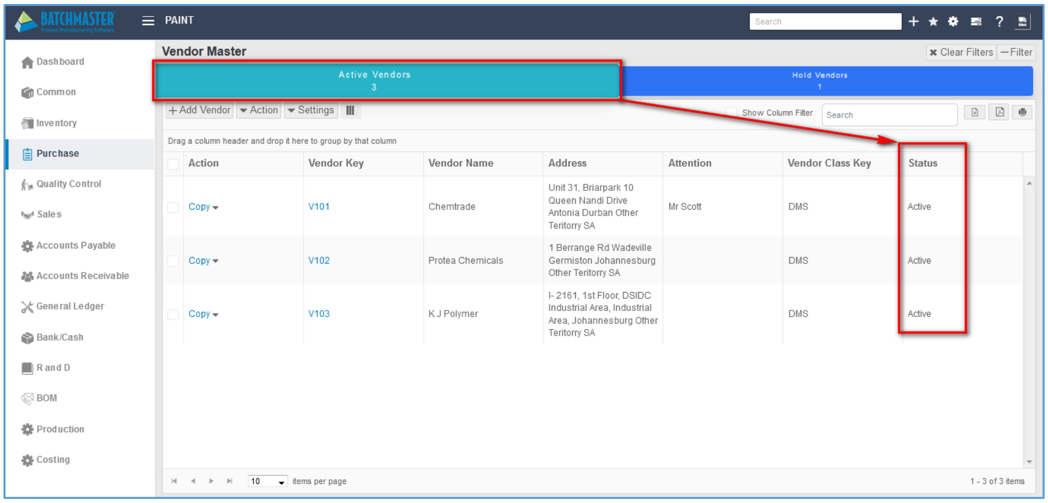
Vendor – Dashboard

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.



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.

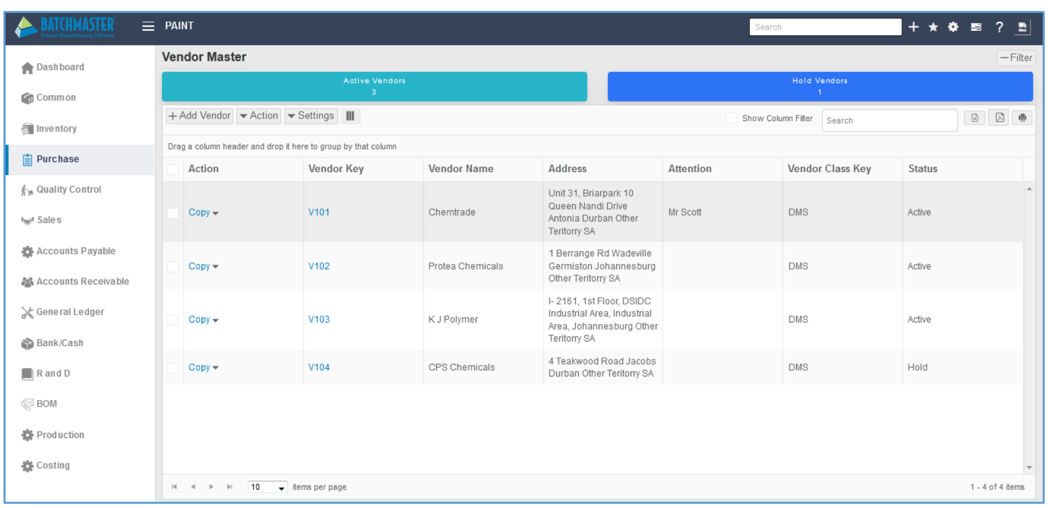
By default this dashboard displays all status vendor records. You can click on any of the *Active Vendors/Hold Vendors* button to filter the records accordingly.



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.

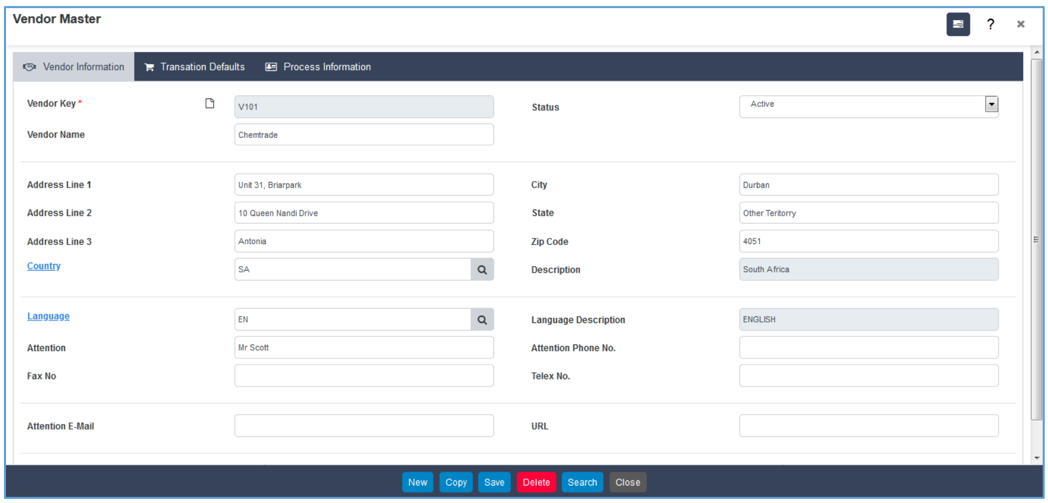


The *Vendor Master* dashboard provides a clear vision of the created records in a read-only mode. You can view the records as per the number of pages provided per page.

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



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.

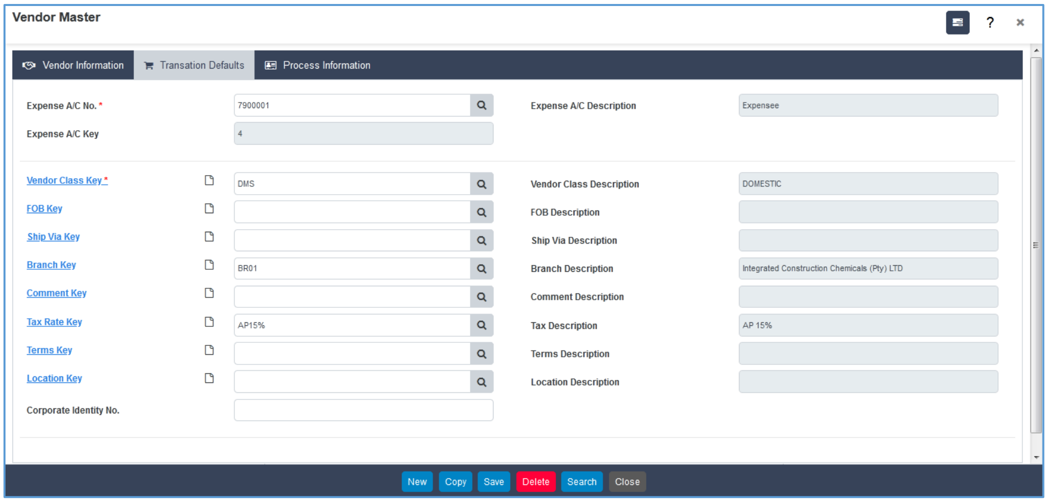
Fax No: This is the fax number of the vendor.

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



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 Sip 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.

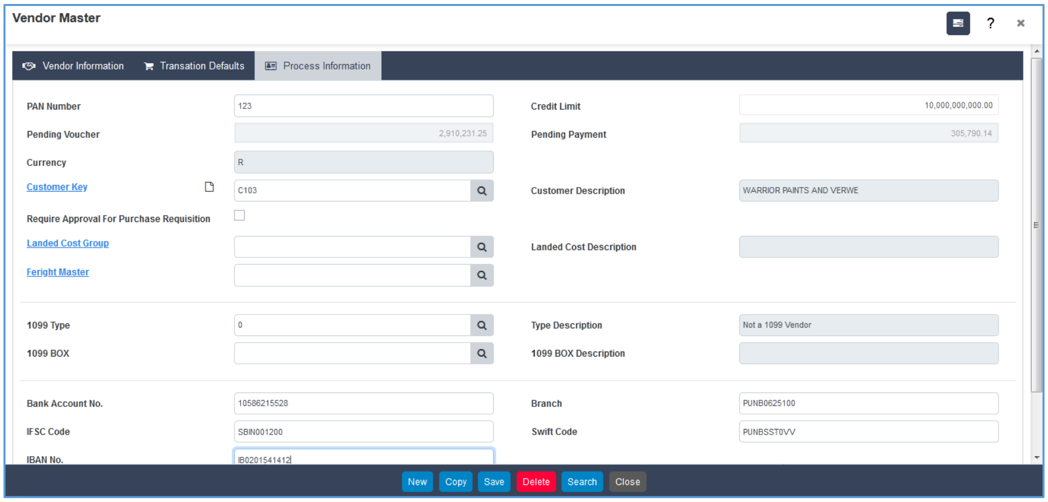
Terms Description: This field displays the description associated with the Terms Key. This is a read-only field.

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 cove 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



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.

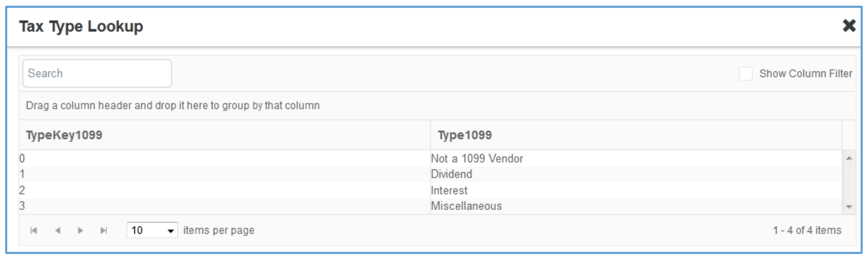
Require Approval for Purchase Requisition: If this box is checked, a purchase requisition for this vendor can be saved only after an approval group is selected and can be transferred to a purchase order only after the completion of the approval process.

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

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.

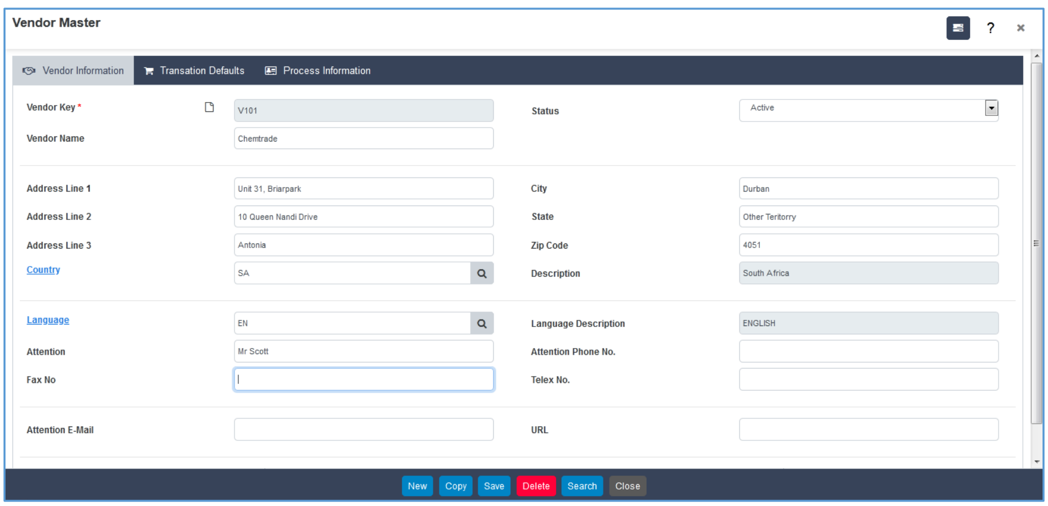
IBAN No.: Enter the International Bank Account Number, which you can use when making or receiving international payments. The IBAN code doesn't replace your sort code and account number – it's an additional number with extra information to help overseas banks identify your account for payments.

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.



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. .

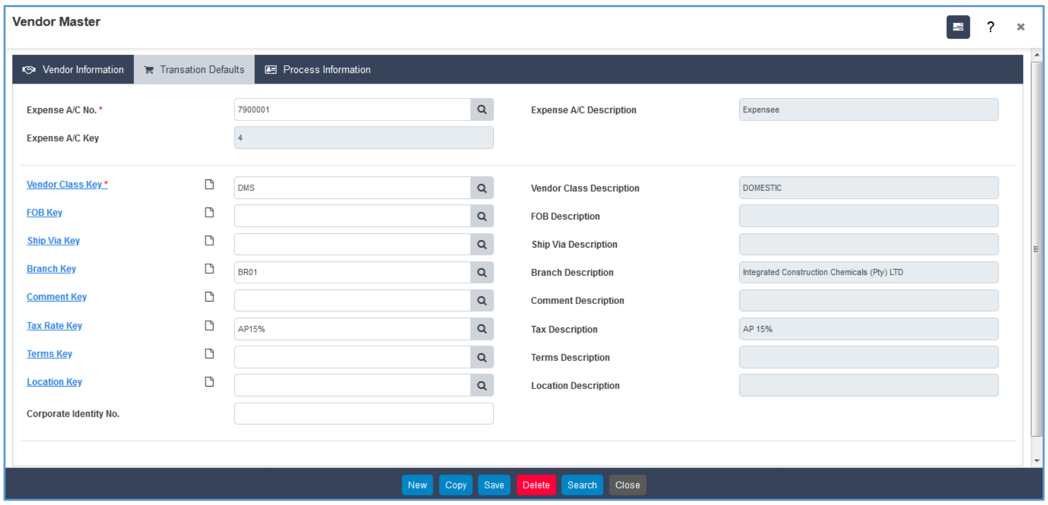
8. Specify the *Fax No.*, and *Telex No.* for the person/department listed as the vendor contact.

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).



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.

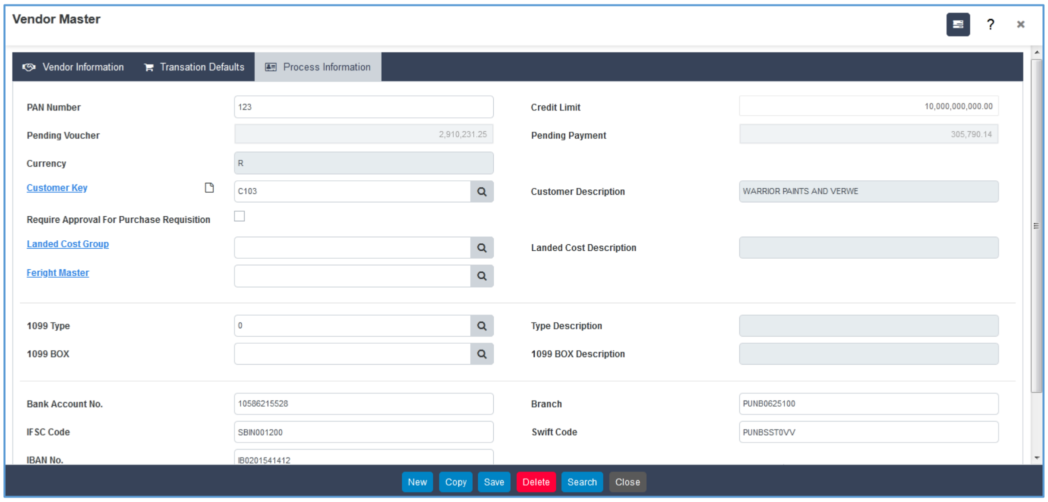
19. Enter the tax rate key applicable to the vendor using the lookup next to the *Tax Rate Key* field. Specifying the tax rate key here will automatically default it on a purchase requisition or purchase order created for this particular vendor.

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*).



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.