

# Manual: New Vendor Registration app

## Introduction

This is the manual for using one of the MDM PowerApps, you can find this app in the PowerApps application on your phone or desktop via these links: [\[Master Data Management Portal\]](#) or [\[Certis Belchim shared space\]](#)

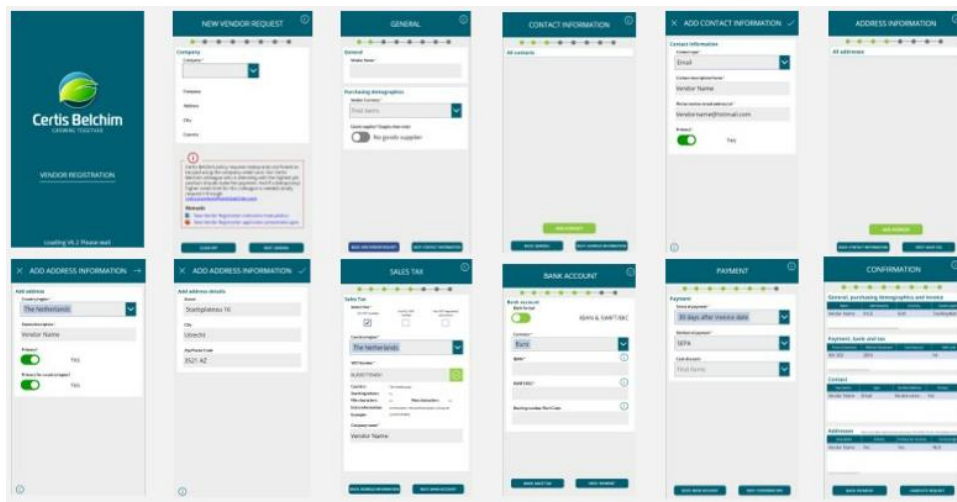
## Information needed

Below is a list of the information required fields in order to submit a new vendor request:

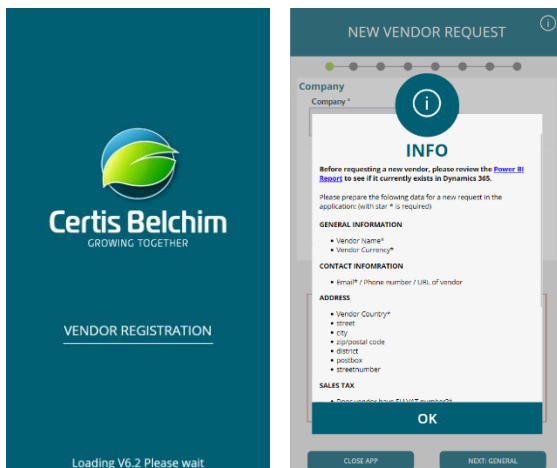
- Which D365 company ID (e.g., 01CE, 10NL or 20BE)
- Company/Vendor name
- Company currency (e.g., Euro or specific foreign currency)
- Contact information (person)
  - o Name or Company/Vendor name
  - o Type (e.g., Email or phone)
  - o Email address/phone number/URL
- Address information (address)
  - o Company/Vendor name
  - o Country of address
  - o Any further address information (based on selected country)
- Tax number (VAT (Value Added Tax) Number) if it is not applicable add text "non-VAT registered"
- Country of VAT number
- Bank account number / IBAN
- Swift code (BIC)
- Country of bank account
- Currency of bank account

## How to use the New Vendor Registration app

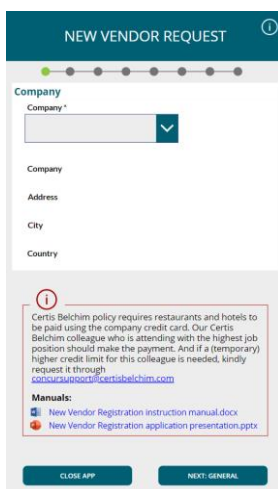
This app consists of several screens (as shown below), which guide you through a few steps where the required information needs to be filled in. Most of the pages have 2 buttons 'next' or 'back'. There is no save button and preview of fields yet. If a mandatory field is skipped, the app will notify you to complete the required step.



- Upon startup of the app, a loading page will show the app version and the list of required information needed, as well as a direct link to Power BI Report of all existing vendors in D365.



- The New Vendor Request screen, you will get the option to select the D365 company ID that the new vendor needs to be created in.



- On the General screen, you need to fill in the company/vendor's name and currency and it gives you the option to create a goods supplier, this will enable some other fields (Supply chain only - Toller)

- On the Contact info screen, is the ability to create contact(s) by clicking the add button. You can repeat this until all contact(s) are added. You can also delete a contact by clicking on the trash icon.

- On the Add contact info screen, you can fill in all the information regarding the contact person.

ADD CONTACT INFORMATION ✓

Contact Information

Contact type \*

Email

Contact description/Name \*

Vendor Name

Phone number/email address/url \*

Vendorname@hotmail.com

Primary?

☒ Yes

①

- After you have filled in all the contact(s), you can add an address to the vendor request. You can add an address by clicking the add button. You can also delete an address by clicking on the trash icon.

ADDRESS INFORMATION ①

All addresses

ADD ADDRESS

BACK: CONTACT INFORMATION

NEXT: SALES TAX

- On this screen, you can give the address a name (e.g., company name same as vendor name). Also, you can select the country and if the address is a primary address. Note: the selected country affects the field on the next screen. Note: a vendor needs at least one 'primary' address.

ADD ADDRESS INFORMATION →

Add address

Country/region \*

The Netherlands

Name/Description \*

Vendor Name

Primary?

☒ Yes

Primary for country/region?

☒ Yes

①

- On this screen, you can fill in the address information according to the selected country.

ADD ADDRESS INFORMATION

Add address details

Street  
Stadsplateau 16

City  
Utrecht

Zip/Postal Code  
3521 AZ

1

- On the screen below, you can fill in the information regarding the VAT number (Tax exempt number), country and company name (vendor name). VAT numbers will be electronically validated.

SALES TAX

Sales Tax

Select One \*

☒ EU VAT Number ☐ Non-EU VAT number ☐ Not VAT registered association

Country/region \*

The Netherlands

VAT Number \*

NL800577954B01

Country: The Netherlands

Starting letters: NL

Min characters: 12 Max characters: 12

Extra information: 12 characters. The tenth character is always 8

Example: 123456789001

Company name \*

Vendor Name

BACK: ADDRESS INFORMATION NEXT: BANK ACCOUNT

- On the following screen, you can fill in: bank account number, swift code, currency, and country of bank. There is an option for bank account details or IBAN details, depending on the information at hand. Bank account details and IBAN details will be electronically validated.

**BANK ACCOUNT**

Bank account  
Bank format

IBAN & SWIFT/BIC

Currency \*  
Euro

IBAN \*

SWIFT/BIC \*

Routing number/Sort Code

BACK: SALES TAX    NEXT: PAYMENT

- On the Payment screen you can fill any information regarding the payment. Note: most of the time this will be the default selected values.

**PAYMENT**

Payment

Terms of payment \*  
30 days after invoice date

Method of payment \*  
SEPA

Cash discount  
Find items

BACK: BANK ACCOUNT    NEXT: CONFIRMATION

- On the last screen you can check your information one more time and send your request. Note: not all fields will be filled according to the selections you make.

**CONFIRMATION**

General, purchasing demographics and invoice

Name	Address	Currency	Goods supplier
Vendor Name	01CE	EUR	TwoWayMatch

Payment, bank and tax

Terms of payment	Method of payment	Cash discount	Swift code
INV 30D	SEPA		hh

Contact

Description	Type	Number/Address	Primary
Vendor Name	Email	Vendorname...	Yes

Addresses

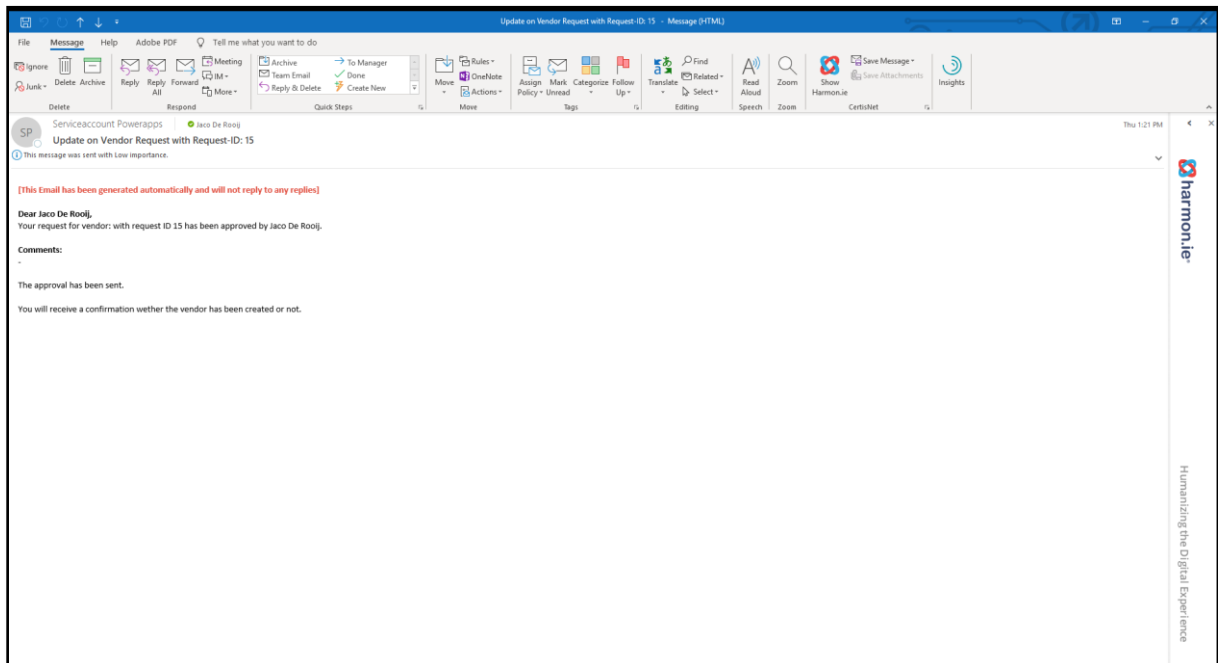
Description	Primary	Primary for Country	Country/region
Vendor Name	Yes	Yes	NLD

BACK: PAYMENT    COMPLETE REQUEST

## What kind of response can you expect

### Confirmation

If MDM team finds that the request is correct and has checked the provided info (such as: Bank account details and IBAN details, VAT number, vendor name, address information), you will receive this email (if the request does not go into error).



### Denial

If MDM team finds that the vendor should not be created in D365, because the vendor already exists in D365. You will receive an email of denial with a reason, for example: Existing vendor number.

