VENDOR MASTER

Modified on: Wed, 31 Jan, 2024 at 5:34 PM

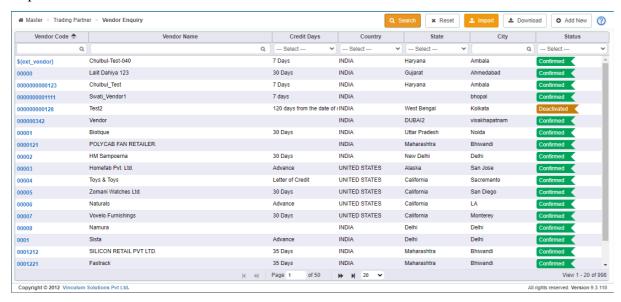
Vendor Master

Vendor master

Through Vendor Master, seller can manage the information of all the vendors from one screen. Master Data setup is the initial configuration process where all the primary setup steps are performed on the basis of which the transactions will take place. A Vendor needs to be configured to the system using the Vendor Create/Edit screen.

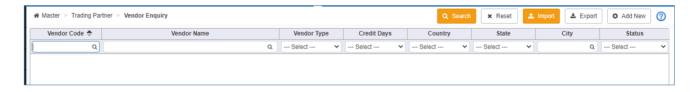
Vendor Enquiry Screen

Navigate: WMS>Trading Partners>Vendor Master. This section will enable user to enquire and search an already existing vendor and vendor details. User can refine the search further by using filters as per requirements.

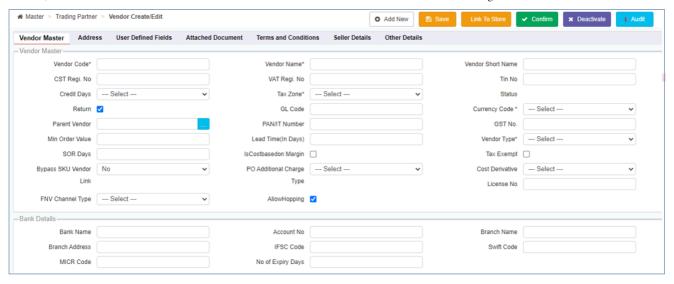


Buttons on the screen:

- Search: Use search filters and click on this button to view the details of the desired vendor.
- **Reset**: To remove all search filters.
- **Import**: Will be use to configure multiple vendors at a time using an excel template.
- Export: To download the filtered or searched result which is displayed in the data grid.
- Add New: To add a new vendor to the database.



Vendor Create/Edit screen:



Field Name	Description
Vendor code	Vendor Code is the unique code provided by the system to each vendor. It cannot be
	edited once saved.
Vendor Name	User given name to the Vendor with which he is registering in the system. Vendor Names
	can be identical and hence we require the vendor codes to differentiate.
Vendor Short	It is another name used for the vendor
Name	it is another frame used for the veridor
CST Regi. No	To capture Vendor's Central Sales Tax registration number. This is not a mandatory field.
Vat Regi No	To capture Vendor's Value added Tax registration number. This is not a mandatory field.
Tin No	To capture Vendor's Taxpayer Identification Number. This is not a mandatory field.
Credit Days	This is the number of days or time limit each vendor provides to the company to pay off
	his/her dues
Tax Zone	State/city/county under which a particular vendor is registered
Status	When a new vendor is created and saved but not confirmed, the status of that vendor is
	'Pending Confirmation'. All the vendors that are currently active in system are in
	'Confirmed' Status. A vendor in 'Deactivated' status can no longer be used for any
	transactions.
Return	Select this checkbox if the vendor supports the return of products, else leave it blank.
GL Code	The general ledger code is a code used by a business used for each of its accounts to
	keep track of its financial transactions and to prepare financial reports.
Currency Code	Select the code from the list of currencies supported in the area. Mention the Vendor's
	preferred currency to trade in
Parent Vendor	Multiple addresses can be mapped for one vendor. Separate vendor codes are registered
	for each location and mapped to the master/parent vendor. If logged in with the parent
	vendor, orders from all locations can be viewed and managed
PAN/IT Number	To capture Vendor's Permanent Account Number. This is not a mandatory field.
GST No.	To capture Vendor's Goods and Services Tax Number. This is not a mandatory field.
Min Order Value	It is the minimum amount of order that can be placed with the vendor

Lead Time (In Days)	It is the expected number of days in which the Vendor will fulfil the PO In skuvendorlink
	table we have lead time.
	expected delivery date = PO create date + lead time
Vendor Type	There are 4 types of Vendors: Outright, JIT, Marketplace and B2S2
SOR Days	Sale or Return is type of transaction in which the vendor allows the seller to keep
	inventory without paying for it. The seller pays the retail price of the goods that get sold
	and returns the rest to the vendor after a certain number of days that can be defined here.
IsCostbasedon	If checked, SKU cost and margin can be set in skuvendorlink table, based on which the
Margin	cost will be calculated.
Vendor is tax	Check this box if no tax has to be levied from the Vendor
exempted	
Bypass SKU	If Bypass SKU vendor link is disabled, then it means PO can be created only against this
Vendor Link	vendor for the SKU which is mapped with this vendor.
PO Additional	Select any charge type from the dropdown. Charge types can be defined through:
Charge Type	Procurement>Setup>Purchase Charge Masters
Cost Derivative	Select the Vendor Cost Derivative from the dropdown menu
License No	Enter the Vendor License No. This is an optional field.

Vendor Types:

- a. **Outright Vendor**: It involves a normal purchase cycle in which a purchase order is raised to the vendor in order to replenish the stock in the inventory
- b. **Just in Time (JIT) Vendor**: Sellers don't keep inventory in this model. POs are raised to vendors only when orders come in.
- c. **Marketplace Vendor:** Listed seller. Marketplace will take the order and forward the same to the seller. The billing and shipping party are the vendor. There are no purchase cycles involved.
- d. **B2S2(Bill to Ship to)**: It is a combination of JIT and marketplace model. MP will take the order and provide the invoice. Vendor will not be charged on the basis of orders, instead, POs will be raised to the vendor. The billing party is MP, and the shipping party is vendor.

Bank Details: The below mentioned bank account details of vendors are required for the further transactions:

- Bank Name
- Account No
- Branch Name
- Branch Address
- IFSC Code
- Swift Code
- MICR Code

Address: Shipping Address Details & Billing Address Details: Vendor's full shipping and billing address required here in these tabs for the case of returns and other related activities.

Address 1*

- Address 2*
- Address 3
- Contact Person*
- Phone*
- Email*
- Latitude
- Longitude
- Country*
- State*
- City
- Pin Code*
- Copy to Billing checkbox

User Defined Fields: These are the custom fields which can be used to capture any additional information as per requirement.

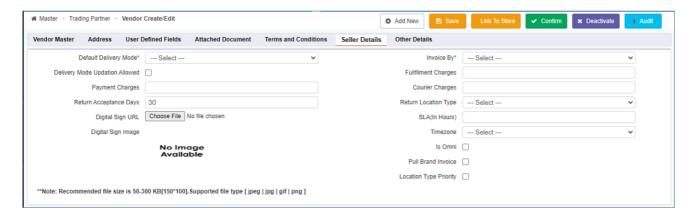
Attached Documents: Attached document section lets user to attach any important document/contract for the vendor

Terms and conditions: Users define the terms and conditions for the transactions and processes through this screen, for all the vendors to abide by.

Seller Details: It is used to record details of the seller when Vendor Type is Marketplace in Vendor Master tab. In this case, the MP is the WMs user, and the seller is the vendor.

- **Default Delivery Mode**: The default mode of delivery or transportation for this particular vendor.
 - 1. Cross Dock: It is the practise of unloading goods from one truck and loading them into another at a docking station, without storing them in the warehouse. Hence, cross docking helps in reducing the storage space and the total time taken to fulfil the orders
 - 2. Vendor self-ship: The vendors can choose their own transporters in this mode
 - 3. Dropship: In this mode, the seller does not keep any stock on hand. The fulfilment will be done directly by the vendor, who will be allowed to choose their delivery partner
 - 4. Seller on Inventory: Sellers manage their own inventory
- Invoice By*: The seller can choose between MP and Self invoice number
- **Delivery Mode Updation Allowed**: This checkbox will decide whether the vendor will be allowed to change the Default Delivery Mode. Sellers can change the delivery mode from the seller panel if this box is check marked.
- Fulfilment Charges: Fulfilment Centre charges in case when MP maintains the inventory and fulfils the orders for sellers
- Payment charges: Prepaid/COD charges
- Courier Charges: Delivery Charges
- Return Acceptance Charges

- Return Location Type
- Return Location
- Return Location Address
- Digital Sign URL
- **SLA (In Hours):** Service Level Agreement is the time in which the vendor will fulfil the order starting from receiving the order to the time it is shipped from the warehouse
- Digital Sign Image



Action Buttons on the screen:

- Add New: To configure a new vendor in the system
- Save: To make changes in vendor information and update in vendor master or to create a new vendor and save the details to confirm later
- **Link To Store**: To map vendor to warehouses or store locations. Users will be able to make transactions against the vendor only when they login from the location they are linked to.
- **Confirm:** To confirm vendor configuration. Once confirmed, the vendor can be used for transactions across eRetail.
- **Deactivate**: Users can deactivate a vendor if they no longer want to procure goods from these vendors. No transactions can be processed for a Deactivated vendor.
- Audit: A dialog box will open showing the following information on the screen:

