

VENDOR MASTER

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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.

Master > Trading Partner > Vendor Enquiry							Search	Reset	Import	Download	Add New	?
Vendor Code	Vendor Name	Credit Days	Country	State	City	Status						
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>						
\$ext_vendor	Chulbul-Test-040	7 Days	INDIA	Haryana	Ambala	Confirmed						
00000	Lalit Dahiya 123	30 Days	INDIA	Gujarat	Ahmedabad	Confirmed						
0000000000123	Chulbul_Test	7 Days	INDIA	Haryana	Ambala	Confirmed						
0000000001111	Swati_Vendor1	7 days	INDIA		bhopal	Confirmed						
000000000128	Test2	120 days from the date of	INDIA	West Bengal	Kolkata	Deactivated						
000000342	Vendor		INDIA	DUBAI2	visakhapatnam	Confirmed						
00001	Biotique	30 Days	INDIA	Uttar Pradesh	Noida	Confirmed						
0000121	POLYCAB FAN RETAILER		INDIA	Maharashtra	Bhiwandi	Confirmed						
00002	HM Sampoerna	30 Days	INDIA	New Delhi	Delhi	Confirmed						
00003	Homelab Pvt. Ltd.	Advance	UNITED STATES	Alaska	San Jose	Confirmed						
00004	Toys & Toys	Letter of Credit	UNITED STATES	California	Sacramento	Confirmed						
00005	Zomani Watches Ltd.	30 Days	UNITED STATES	California	San Diego	Confirmed						
00006	Naturals	Advance	UNITED STATES	California	LA	Confirmed						
00007	Vovelo Furnishings	30 Days	UNITED STATES	California	Monterey	Confirmed						
00008	Namura		INDIA	Delhi	Delhi	Confirmed						
0001	Sista	Advance	INDIA	Delhi	Delhi	Confirmed						
0001212	SILICON RETAIL PVT LTD.	35 Days	INDIA	Maharashtra	Bhiwandi	Confirmed						
0001221	Fastrack	35 Days	INDIA	Maharashtra	Bhiwandi	Confirmed						

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.

Master > Trading Partner > Vendor Enquiry							Search	Reset	Import	Export	Add New	?
Vendor Code	Vendor Name	Vendor Type	Credit Days	Country	State	City	Status					
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>					

Vendor Create/Edit screen:

Master > Trading Partner > Vendor Create/Edit

[Add New](#)
[Save](#)
[Link To Store](#)
[Confirm](#)
[Deactivate](#)
[Audit](#)

Vendor Master | Address | User Defined Fields | Attached Document | Terms and Conditions | Seller Details | Other Details

Vendor Master

Vendor Code* Vendor Name* Vendor Short Name
 CST Regi. No VAT Regi. No Tin No
 Credit Days --- Select --- Tax Zone* --- Select --- Status
 Return ☒ GL Code Currency Code* --- Select ---
 Parent Vendor PAN/IT Number GST No.
 Min Order Value Lead Time(In Days) Vendor Type* --- Select ---
 SOR Days IsCostbasedon Margin ☐ Tax Exempt ☐
 Bypass SKU Vendor PO Additional Charge --- Select --- Cost Derivative --- Select ---
 Link Type License No
 FNV Channel Type --- Select --- AllowHopping ☒

Bank Details

Bank Name Account No Branch Name
 Branch Address IFSC Code Swift Code
 MICR Code No of Expiry Days

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 Name	It is another name used for the vendor
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 Margin	If checked, SKU cost and margin can be set in skuvendorlink table, based on which the cost will be calculated.
Vendor is tax exempted	Check this box if no tax has to be levied from the Vendor
Bypass SKU Vendor Link	If Bypass SKU vendor link is disabled, then it means PO can be created only against this vendor for the SKU which is mapped with this vendor.
PO Additional Charge Type	Select any charge type from the dropdown. Charge types can be defined through: 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:

- 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
- Just in Time (JIT) Vendor:** Sellers don't keep inventory in this model. POs are raised to vendors only when orders come in.
- 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.
- 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**

Master > Trading Partner > Vendor Create/Edit

Vendor Master | **Address** | **User Defined Fields** | **Attached Document** | **Terms and Conditions** | **Seller Details** | **Other Details**

Default Delivery Mode* --- Select ---
 Delivery Mode Updation Allowed ☐
 Payment Charges
 Return Acceptance Days 30
 Digital Sign URL No file chosen
 Digital Sign Image

Invoice By* --- Select ---
 Fulfillment Charges
 Courier Charges
 Return Location Type --- Select ---
 SLA(In Hours)
 Timezone --- Select ---
 Is Omni ☐
 Pull Brand Invoice ☐
 Location Type Priority ☐

**Note: Recommended file size is 50-300 KB(150*100). Supported file type [jpeg | jpg | gif | png]

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:

Audit

Created By

Created Date

Modified By

Modified Date