

# Milestone 3: Vendors:

## Activity 1: Vendors Creation:

The screenshot shows the 'New Vendor' form in the Books application. The left sidebar contains navigation options: Home, Items, Banking, Sales, Purchases, Vendors (selected), Expenses, Purchase Orders, Bills, Payments Made, Vendor Credits, Time Tracking, e-Way Bills, GST Filing, Accountant, Reports, Documents, and More Features. The main form area is titled 'New Vendor' and includes fields for Primary Contact (Salutation, First Name, Last Name), Company Name, Vendor Display Name, Vendor Email, Vendor Phone (Work, Mobile), and Other Details (Address, Contact Persons, Bank Details, Custom Fields, Reporting Tags). Below these are fields for Remarks, GST Treatment (Select a GST treatment), PAN, Source Of Supply, Currency (INR - Indian Rupee), Opening Balance (INR), Payment Terms (Due on Receipt), and TDS (Select a Tax). At the bottom are 'Save' and 'Cancel' buttons.

## Activity 2: Review of Vendors List:

After creating the vendors check and review all the details:

The screenshot shows the 'Active Vendors' list in the Books application. The left sidebar is the same as in the previous screenshot. The main area displays a table of active vendors with columns: NAME, COMPANY NAME, EMAIL, WORK PHONE, SOURCE OF SUPPLY, PAYABLES (B.), and UNPAID CRE... (C.). The table contains five entries:

NAME	COMPANY NAME	EMAIL	WORK PHONE	SOURCE OF SUPPLY	PAYABLES (B.)	UNPAID CRE... (C.)
Quality Delights Suppliers	Quality Delights Suppliers			Tamil Nadu	₹0.00	₹0.00
Sweet Treats Raw Materials	Sweet Treats Raw Materials			Tamil Nadu	₹0.00	₹0.00
Quality Sweets Ingredients	Quality Delights Suppliers			Tamil Nadu	₹5,540.00	₹0.00
Raj Essence Suppliers	Raj Essence Suppliers			Tamil Nadu	₹0.00	₹0.00
Iyyanger Sugar Traders	Iyyanger Sugar Traders			Tamil Nadu	₹0.00	₹0.00