

SUPPLIER MANAGEMENT

Listed in the *Figure 1* are the Suppliers created in the Accounting System. These suppliers are used in Purchasing Modules, Accounting Entry Modules, and as Filter to reports.

Figure 1

Company Name	Contact Person	Address	Contact No	Tax	Action
N/A	None	None		Non-vat	[Edit] [Delete]
Owners	None	None		Non-vat	[Edit] [Delete]
Converge ICT Solutions INC.	Converge ICT Solutions INC.	Balibago, Angeles City		Non-vat	[Edit] [Delete]
Angeles Electric Corporation	None	Angeles City		Non-vat	[Edit] [Delete]
Fornax Facility Supplies and Services Inc.	Fornax Facility Supplies and Services Inc.	Angeles City		Non-vat	[Edit] [Delete]
Digiworx Computer & Office Solutions, Inc.	Digiworx Computer & Office Solutions, Inc.	Pandan Road, Angeles City		Non-vat	[Edit] [Delete]
Office Warehouse Inc.	Office Warehouse Inc.	Angeles City		Non-vat	[Edit] [Delete]

Showing 1 to 7 of 7 entries

Use the **Search Field** to search for the information from inside the table. Click the **Trash Button** to delete, **Pencil Button** to edit. Click the **Print Button** to print the supplier Master File (*Figure 2*), and **Export Button** to save the Master File to an Excel File (*Figure 3*).

Figure 2

JDEV OFFICE SOLUTIONS INC.
 4776 Montang Ave., Service Rd, Diamond Subd., Balibago, Angeles City
 (045) 900-3988 / 0955-283-3018
 jdevtechsolution@gmail.com

Supplier Masterfile

Company Name	TIN	Address	Contact Person	Contact No	Email	Tax
N/A						Non-vat
Owners						Non-vat
Converge ICT Solutions INC.						Non-vat
Angeles Electric Corporation						Non-vat
Fornax Facility Supplies and Services Inc.						Non-vat
Digiworx Computer & Office Solutions, Inc.						Non-vat
Office Warehouse Inc.						Non-vat

Figure 3

	A	B	C	D	E	F	G
1	JDEV OFFICE SOLUTIONS INC.						
2	4776 Montang Ave., Service Rd, Diamond Subd., Balibago, Angeles City						
3	(045) 900-3988 / 0955-283-3018						
4	jdevtechsolution@gmail.com						
5							
6	Supplier Masterfile						
7							
8							
9	Company Name	Tin	Address	Contact Person	Contact No	Email Address	Tax Types
10	N/A						Non-vat
11	Owners						Non-vat
12	Converge ICT Solutions INC.						Non-vat
13	Angeles Electric Corporation						Non-vat
14	Fornax Facility Supplies and Services Inc.						Non-vat
15	Digiworx Computer & Office Solutions, Inc.						Non-vat
16	Office Warehouse Inc.						Non-vat
17							

Clicking the **+ Button** will open the Information, Invoices, and Payments of the supplier. **Information Tab** (Figure 4) shows the Information of the Supplier with the photo if uploaded, the latest transaction made, and the *open*, and *partially received* Purchase Orders. The **Invoices Tab** (Figure 5) are the Purchase Invoices made, together with their amounts and payment statuses. The **Invoice Payments Tab** (Figure 6) lists all the payments made by the supplier.

Figure 4

- Fornax Facility Supplies and Services Inc. Fornax Facility Supplies and Services Inc. Angeles City Non-vat

Information Invoices INVOICE Payments

Address :
 Email :
 Landline :
 Tax : Non-vat
 TIN # :
 Contact Person :

Added : System Administrator
 Date : 10/03/2018 05:32:11 PM

Your last payment : 08/02/2019
 Reference : REFERENCE#001231
 Amount : 55,500.00

List of Purchase Order of Fornax Facility Supplies and Services Inc. (Open and partially received)

PO #	Terms	Remarks	Delivery Address	Approved	Status
PO-20190802-10	5 Working Days	Additional Laptop for HR Officer	Admin Office	Approved	Open

Figure 5

- Fornax Facility Supplies and Services Inc. Fornax Facility Supplies and Services Inc. Angeles City Non-vat

Information **Invoices** INVOICE Payments

List of Purchase Invoice of Fornax Facility Supplies and Services Inc.

Invoice #	Date	Amount	Remarks
P-INV-20190801-22	2019-08-01	37,000.00	paid
P-INV-20190802-24	2019-08-02	33,500.00	paid
Total Paid Amount		70,500.00	

Figure 6

- Fornax Facility Supplies and Services Inc. Fornax Facility Supplies and Services Inc. Angeles City Non-vat

Information Invoices **INVOICE Payments**

List of Payments of Fornax Facility Supplies and Services Inc.

Invoice #	Receipt #	Date Paid	Amount	Check #
P-INV-20190801-22	REFERENCE#00120	2019-08-02	37,000.00	
P-INV-20190802-24	REFERENCE#00120	2019-08-02	33,500.00	
Total Paid Amount			70,500.00	

Click the **New Supplier Button** to create. Fill the form (Figure 7), then click the **Save Button** to save. Note: *TIN, Payee's Name (Company Name), Registered Address* will be used in generating BIR Form 2307. Suppliers which Tax types are set as **Vatted** will be included in generating Vat Relief Reports.

Figure 7

Supplier Information

* Company Name :

Digiworx Computer & Office Solutions, Inc.

* Contact Person :

* Address :

Email Address :

Contact No :

Contact No

TIN # :

TIN #

Tax Output % :

0

* Tax :

Vatted

Supplier's Photo

BROWSE PHOTO

REMOVE

SAVE

CANCEL