



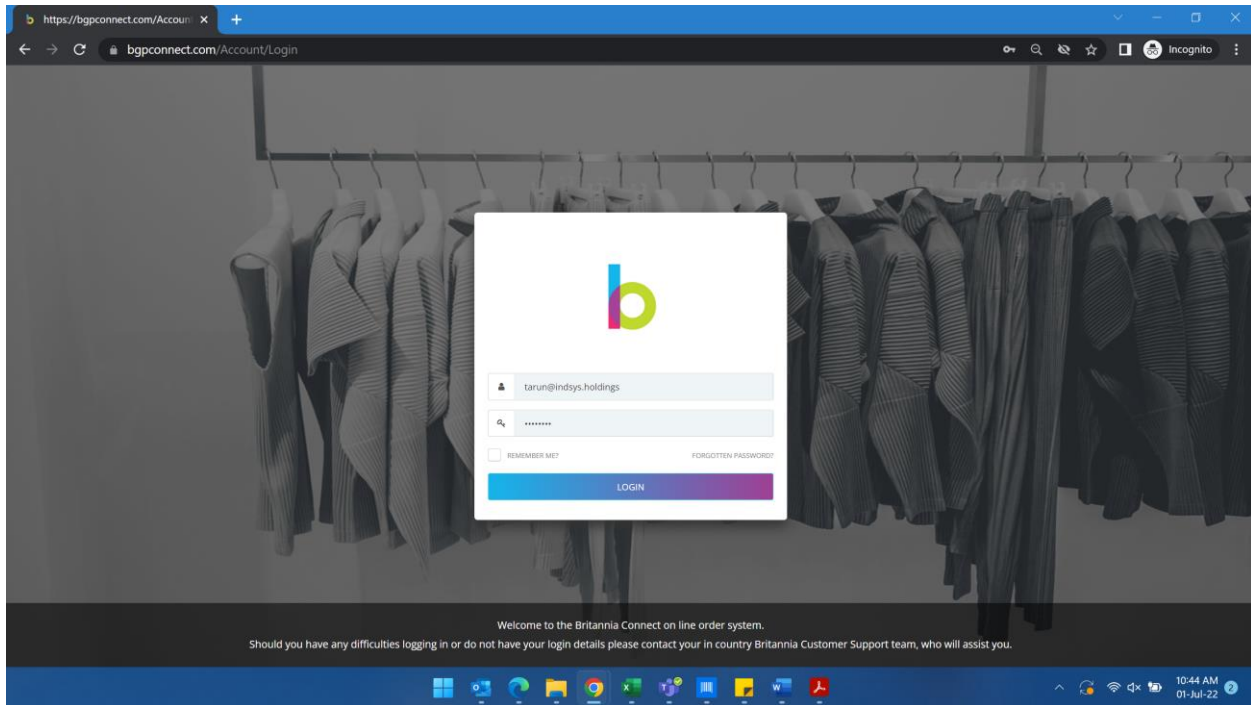
Vendor Set-up on BGP Connect

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Step 1:

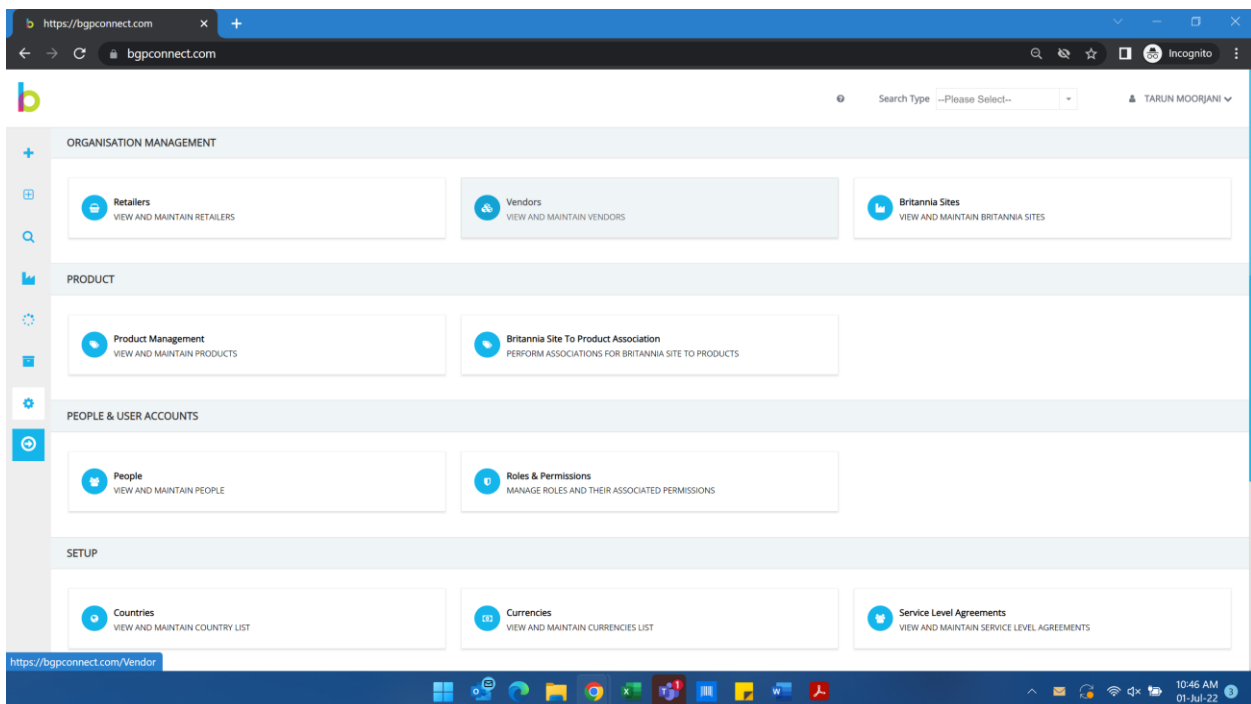
Log In to BGP Connects main domain I.e: www.bgpconnect.com

NOTE: Vendors can only be created on BGP connects main domain www.bgpconnect.com and NOT ON retailer's sub domain



Step 2: Vendor Menu

Click Vendor option from the Organization Management menus

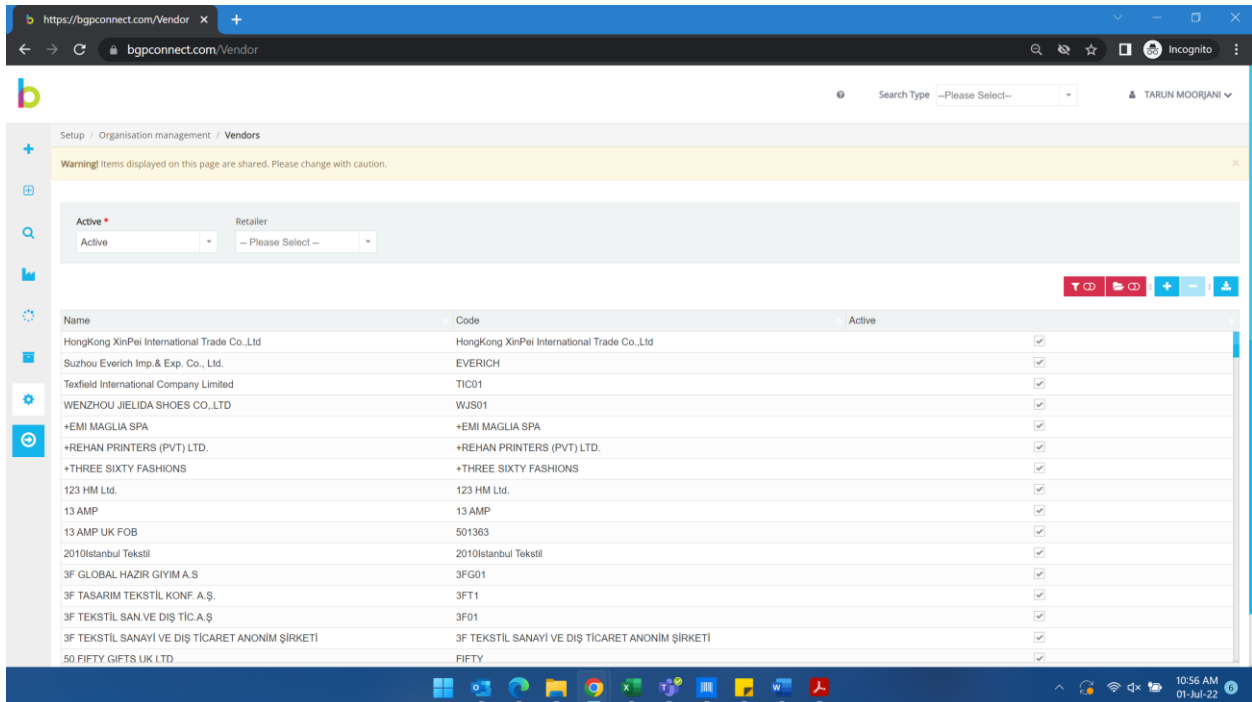


Step 3: Vendors List View

NOTE: Vendors can only be created on BGP connects main domain www.bgpconnect.com and NOT ON retailer's sub domain

DO NOT change configurations for other retailer's vendors

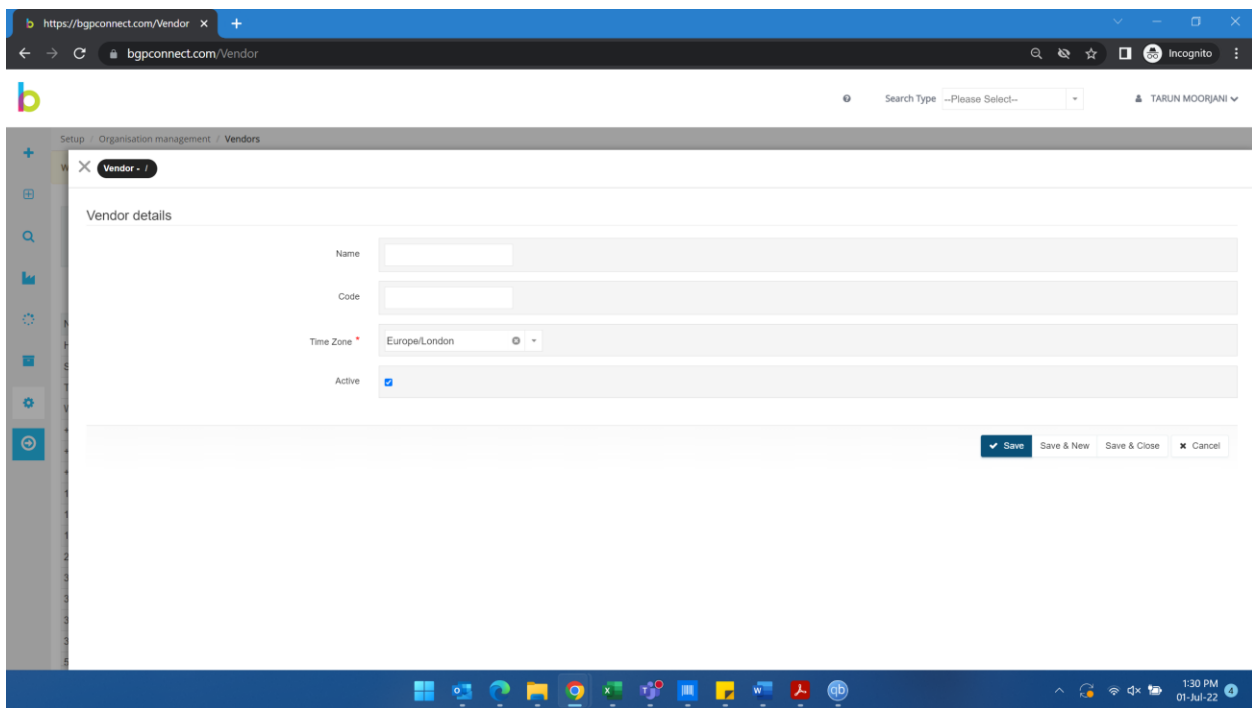
This is a globally shared vendor master across all retailers on BGP Connect so change carefully.



Step 4: Create a New vendor:

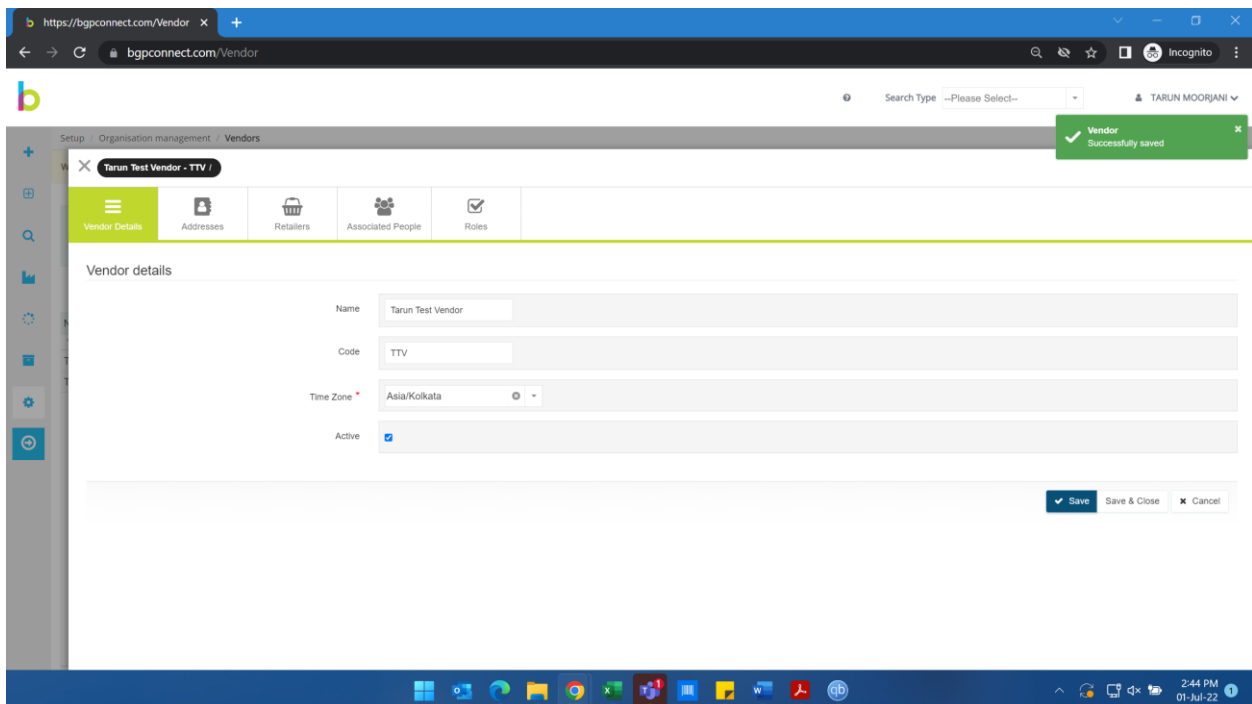
Click on the + icon in the vendor list page → Vendor Creation form will open → fill in the following fields,

- **Name:** Name of the new vendor is to be mentioned in this field
- **Code:** Enter a unique code to identify this new vendor
- **Time Zone:** Select the Time Zone from the drop-down list (Asia/Kolkata)
- **Active:** Keep this enabled to keep vendor active



Step 5: Enabling Additional Vendor Options

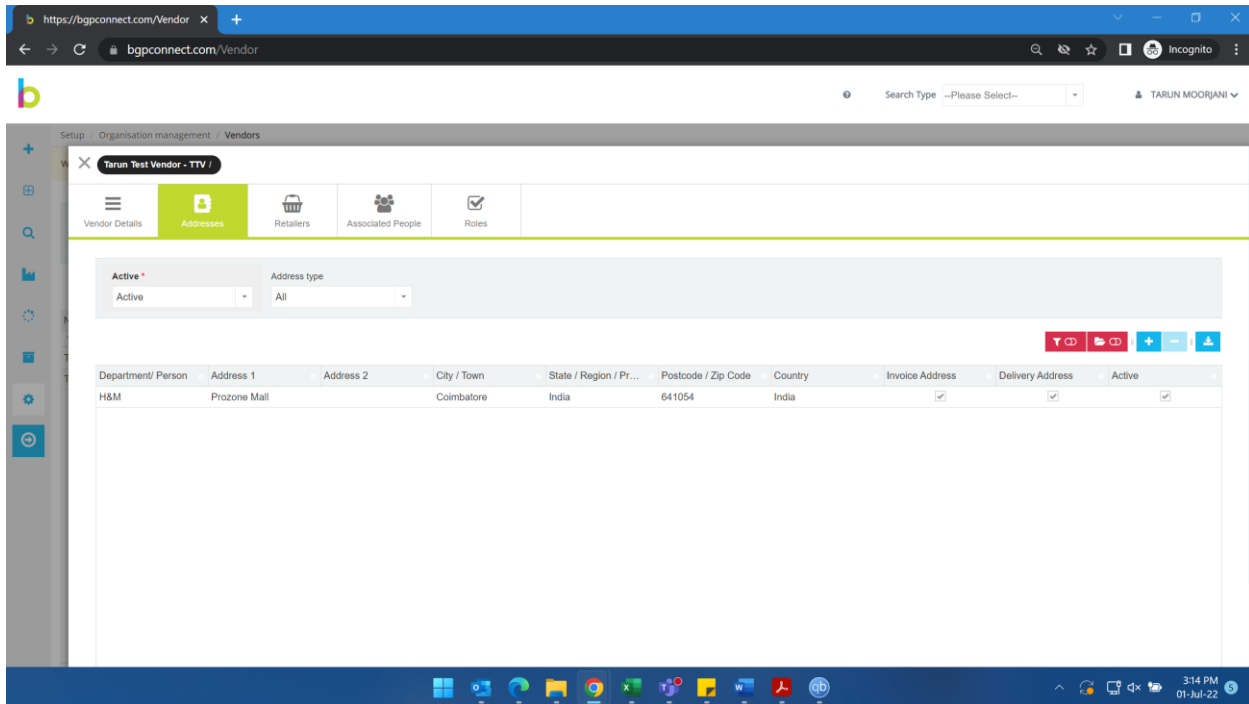
After the general '**Vendor Detail**' are filled and saved, Additional tabs will be enabled such as: **Addresses, Retailers, Associated people and Roles**



Step 6: Creating Vendor Address

Click on the **Addresses** tab → click on the + icon to add addresses → Enter required details for the following fields and click on Save button

Note: Multiple Addresses can be added against a single vendor



The screenshot shows the 'Vendor Addresses' page for 'Tarun Test Vendor - TTV'. The page has a sidebar with navigation icons and a top navigation bar with tabs: Vendor Details, Addresses (selected), Retailers, Associated People, and Roles. Below the tabs, there are filters for 'Active' (set to 'Active') and 'Address type' (set to 'All'). A table lists the addresses:

Department/ Person	Address 1	Address 2	City / Town	State / Region / Pr...	Postcode / Zip Code	Country	Invoice Address	Delivery Address	Active
H&M	Prozone Mall		Coimbatore	India	641054	India	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

- **Department/ Person:** Description of the Address or person to be mentioned in this field
- **Active:** Enable this checkbox
- **Address 1:** Enter Street 1 address of respective vendor in this field
- **Address 2:** Enter Street 2 address of respective vendor in this field
- **City / Town:** Enter City/ Town of respective vendor in this field
- **County:** Enter the County details of respective vendor in this field
- **Postcode / Zip Code:** Enter the Postcode / Zip code of respective vendor in this field
- **Country:** Select the Country of respective vendor from drop-down in this field
- **Invoice Address:** Enable this checkbox to make it an Invoice address
- **Delivery Address:** Enable this checkbox to make it an delivery address

Step 7: Vendor – Retailer Association:

Click on the 'Retailers' tab against the respective Vendor → from the list of Retailers displayed, choose / associate appropriate checkbox of retailer → Once retailer checkbox is clicked, Vendor will be mapped / associated to the respective retailer

The screenshot shows the 'Retailers' tab for 'Tarun Test Vendor - TTV'. The interface includes a sidebar with navigation icons and a top navigation bar with tabs: Vendor Details, Addresses, Retailers (active), Associated People, and Roles. A dropdown menu for 'Active' is set to 'Active'. A note states: 'Note This screen is read-only and does not allow changes.' Below this is a table with columns: Associated, Name, Artwork approval, Active, and Relationship.

Associated	Name	Artwork approval	Active	Relationship
<input checked="" type="checkbox"/>	Orchestra	Optional	<input checked="" type="checkbox"/>	Tarun Test Vendor (TTV)
<input checked="" type="checkbox"/>	OVS	Optional	<input checked="" type="checkbox"/>	Tarun Test Vendor (TTV)

Step 8: Associate People to Vendor:

Click on the 'Associated People' tab against the respective Vendor → from the list of people displayed: Search and select the required person and associate them by enabling the checkbox

The screenshot shows the 'Associated People' tab for 'Tarun Test Vendor - TTV'. The interface includes a sidebar with navigation icons and a top navigation bar with tabs: Vendor Details, Addresses, Retailers, Associated People (active), and Roles. A dropdown menu for 'Active' is set to 'Active'. A note states: 'Manage which people are able to login to this organisation.' Below this is a table with columns: Associated, Full name, Role types, and Code.

Associated	Full name	Role types	Code
<input type="checkbox"/>	KAILUM BD DESIGN	Vendor Employee	
<input type="checkbox"/>	NOUSHADH A	Vendor Employee	
<input type="checkbox"/>	Peter Andrews	Vendor Employee	
<input type="checkbox"/>	Tasnim Mrid	Vendor Employee	D20251
<input type="checkbox"/>	14935 70597	Vendor Employee	
<input type="checkbox"/>	746381826 XIAMEN	Vendor Employee	
<input type="checkbox"/>	867344348 XIAMEN	Vendor Employee	
<input type="checkbox"/>	A.H.M. Aminul Islam	Vendor Employee	
<input type="checkbox"/>	A.K.R Exports	Vendor Employee	
<input type="checkbox"/>	Aamir Jamil	Vendor Employee	
<input type="checkbox"/>	AASHIR COTTON WEB	Vendor Employee	

Step 9: Role Association to Vendor:

Click on the **Role** tab and select the role to be associated for the respective vendor

The screenshot shows a web browser window with the URL <https://bgpconnect.com/Vendor>. The page displays the 'Vendor Details' for 'Tarun test vendor 2 - itv2'. The 'Roles' tab is selected, showing a table of roles associated with the vendor. The table has columns for Role, Role type, People, and Active. Two roles are listed: 'Vendor' (Vendor employee, 2216) and 'Orchestra Vendor' (Vendor employee, 51). Both roles are marked as 'Active'.

Role	Role type	People	Active
Vendor	Vendor employee	2216	<input checked="" type="checkbox"/>
Orchestra Vendor	Vendor employee	51	<input checked="" type="checkbox"/>