Vendor Main

Reference Guide

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Overview and Summary

Below is a detailed review of all the fields on each tab of the Vendor Main frame. Populating these fields with as much information as you can enhance the functionality of all the related vendor modules.

On the General tab - Enter the Business name and mailing address. Enter the Contact names, phones and email addresses. Enter a web site address. Enter the Hub Location if applicable.

On the Payable tab - Choose Direct or Corporate billing. Select the Require Contracts on Invoice Entry checkbox, as applicable. If this is selected Direct Invoice Entry will require that the vendor have an awarded, current commercial contract or a service-code-line-item contract with sufficient funds. Enter tax, finance, net terms and the customer account number. See also Markups, Labor Rates and Taxes. If the billing address differs from the mailing address, enter that information or if it is the same, select that box.

On the Notes tab - Enter any notes associated with this vendor.

On the Service Codes tab - These will be the only service codes that may be used for vendor on Direct Invoice Entry. If a location is entered then that location must match the unit's maintenance location. Enter in the Service codes for this vendor. The Contract column will display the number of the most recently awarded current contract for the vendor listing the service code. If no such contract exists, but the vendor has an awarded current blanket contract, that number appears instead. The contract number is a hyperlink that will open the Purchasing Contract frame showing the contract details. You can allow service orders on service codes listed, forbid them, or allow them with a warning.

On the Location tab - Create the list of Authorized Locations by double-clicking the name on the Unauthorized Groups to move it over or highlight the name and selecting the >> button.

On the Distributors tab - You may establish a relationship between a vendor, a distributor, and the inventory location on this tab. The relationship causes the Part Purchase Order to be addressed and sent to the appropriate distributor based on the data entered on the Distributor Main frame. Enter in the Inventory Location Code, start date and Distributor code. The Distributor description will appear. Only one Vendor, Distributor, Inventory relationship is allowed for a given period of time.

On the Reorder tab - Select the days orders will be allowed for this location, vendor, and distributor. The ALL Locations line will be defaulted to all days checked. During the Auto Reorder process, Purchase Order Requisitions and transfer requests will only be created on the days selected.

Select SAVE when you have entered all your vendor information.

Updates

Release	Section	Description
23.2	All sections	Applied miscellaneous writing style updates throughout the document.