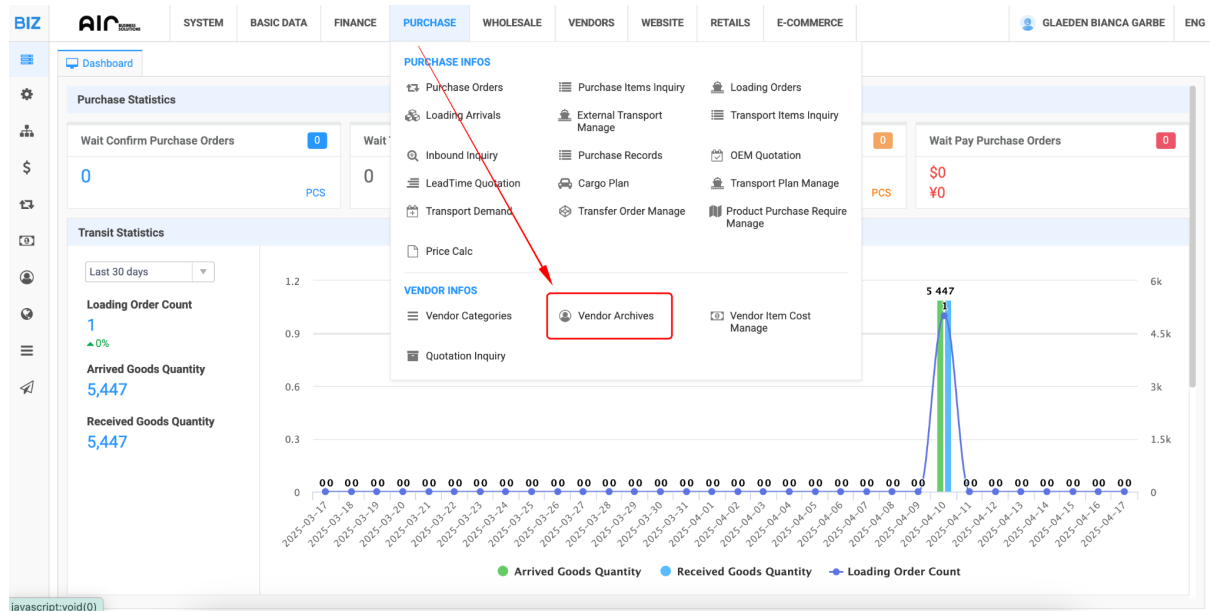


Purchase - Vendor Archives

Navigation: How to Access the Vendor Archives Tab



To open the **Vendor Archives** tab:

1. **Login** to the ERP system with your user credentials.
2. From the dashboard, go to the **"Purchase"** module.
3. Click on **"Vendor Archives"** in the dropdown menu.
4. You will be directed to a full archive of vendor information.

Overview

The **Vendor Archives** tab is a centralized database that allows your purchasing team to **store, view, and manage all vendor-related details**. It provides a structured format to keep track of vendor codes, categories, contact info, regions, and financial data. With advanced filtering and search features, it's easy to find the vendor data you need in seconds.

Use this module to ensure compliance, streamline vendor communication, and maintain organized supplier records.

BIZ

AIR

SYSTEM

BASIC DATA

FINANCE

PURCHASE

WHOLESALE

VENDORS

WEBSITE

RETAILS

E-COMMERCE

GLAEDEN BIANCA GARBE

ENG

Dashboard

Vendor Archives

Vendor/Contact/Code

Search By Enabled

Type

Search by Buyer

Phone

Enabled	Vendor	Code	Category	BP Code	Term	Type	Buyer	Contact	Phone	
Y	浙江宏仑数字科技有限公司	000002			NET14	Trading				
Y	上海浩铁电子科技有限公司	000004			Prepaid	Factory		杨佳林	17765133485	
Y	广州市佳上佳智能科技有限公司	000006			Prepaid	Trading				
Y	AZPAC LLC	000007			NET7	Trading		Jacob		3427 Flushing Bank4616 13 Ave \$8000 ach by mimi
Y	深圳市恩域工业制品有限公司	000003			Prepaid	Factory		刘小姐	15602433994	
Y	义乌市龙叔电脑商行	000001			NET10	Trading				
Y	武商	000005			NET10	Trading				

1

20

1 - 7 of 7 items

Core Features & Fields

The following fields are available and maintained in the **Vendor Archives** tab:

1. **Enabled** – Indicates whether the vendor is active or inactive.
2. **Vendor** – The official name of the vendor.
3. **Code** – Internal vendor identification code.
4. **Category** – The vendor's classification (e.g., Raw Materials, Services).
5. **BP Code** – Business partner code for cross-system integration.
6. **Term** – Payment terms agreed with the vendor.
7. **Type** – Type of vendor (e.g., Manufacturer, Distributor).
8. **Buyer** – Internal buyer or contact person responsible for the vendor.
9. **Contact** – Primary contact name at the vendor company.
10. **Phone** – Vendor's primary contact number.
11. **Join Platform** – Indicates if the vendor is part of any approved platform.

12. **Standby Contact** – Backup contact person.
13. **Standby Phone** – Backup contact phone number.
14. **Country** – Country where the vendor is located.
15. **Area** – Region or area within the country.
16. **Bill Address** – Billing address for invoice purposes.
17. **Address** – Main business or warehouse address.
18. **VAT No.** – Vendor's VAT registration number.
19. **Postcode** – Postal code for vendor location.
20. **Email** – Email address of the vendor's main contact.
21. **Fax** – Fax number, if applicable.
22. **Description** – Notes or internal description related to the vendor.

Searching & Filtering Options

Use the following filters to quickly search through your vendor records:

The screenshot displays the 'Vendor Archives' section of the BIZ AIR system. The search bar at the top includes the following fields and options:

- Vendor/Contact/Code (text input)
- Search By Enabled (dropdown menu)
- Type (dropdown menu)
- Search by Buyer (text input)
- Phone (text input)
- Search By Country (dropdown menu)
- Search By Area (text input)
- Contain Platform (button)

The table below lists the vendor records:

Enabled	Vendor	Code	Category	BP Code	Term	Type	Buyer	Contact	Phone
Y	浙江宏仑数字科技有限公司	000002			NET14	Trading			
Y	上海浩铁电子科技有限公司	000004			Prepaid	Factory		杨佳林	17765133485
Y	广州市佳上佳智能科技有限公司	000006			Prepaid	Trading			
Y	AZPAC LLC	000007			NET7	Trading		Jacob	3427 Flushing Bank4616 13 Ave \$8000 ach by mimi
Y	深圳市恩域工业制品有限公司	000003			Prepaid	Factory		刘小姐	15602433994
Y	义乌市龙叔电脑商行	000001			NET10	Trading			
Y	武商	000005			NET10	Trading			

The pagination bar at the bottom indicates '1' of 20 items and '1 - 7 of 7 items'.

- **Vendor/Contact/Code** – Search by vendor name, contact name, or internal vendor code.
- **Search by Enabled** – Filter vendors by active or inactive status.
- **Type** – Filter by vendor type such as Manufacturer, Distributor, etc.
- **Search by Buyer** – Find vendors managed by a specific internal buyer.
- **Phone** – Search by contact phone number.
- **Search by Country** – Narrow results by country.
- **Search by Area** – Filter by region within a country.
- **Contain Platform** – Show only vendors who are part of a specific platform.

ADD VENDOR

Basic Info

*Name

Code

Buyer

*Currency

Enabled

Country

Area

BP Code

Contact

Phone

Fax

Postcode

Description

Category

*Term

*Type

Join Platform

VAT No.

System Corpld

Standby Contact

Standby Phone

Email

- Here, you enter the **vendor's details** such as:
 - **Name, Code, Category, Buyer**
 - **Currency** (required)

- **Term** (payment terms, required)
- **Type** (Trading or Factory, required)
- **Country, Area, VAT No.**
- **Contact info** (person, phone, email, fax, standby contact/phone)
- **Address details** (postcode, billing info if needed)
- **Description** (extra notes about the vendor)
- There's also an **Enabled toggle** (to activate or deactivate the vendor) and a **Join Platform toggle**.

Vendor Code

- A code you (the business) assign internally when creating the vendor record.
- Usually **customizable**, and can follow your own coding rules (e.g., 00001, SUP-ABC, VEN001).
- Helps your team quickly identify or search for a vendor in the POS.

BP Code (Business Partner Code)

- A system-generated or standardized code used by the **software/ERP system**.
- Acts as the **unique master ID** for the vendor across all system modules (finance, purchase, sales, inventory).

Ensures that even if two vendors have similar or duplicate Vendor Codes, the **BP Code stays unique**.

For a detailed walkthrough, please refer to the video guide.

The **Vendor Archives** tab is your go-to place for **managing vendor relationships, storing critical contact and location details, and ensuring up-to-date vendor status**. With comprehensive data fields and smart search tools, your team can make informed decisions, stay compliant, and improve supplier collaboration.

Don't forget to **regularly update vendor records** to keep your purchasing system clean and reliable.