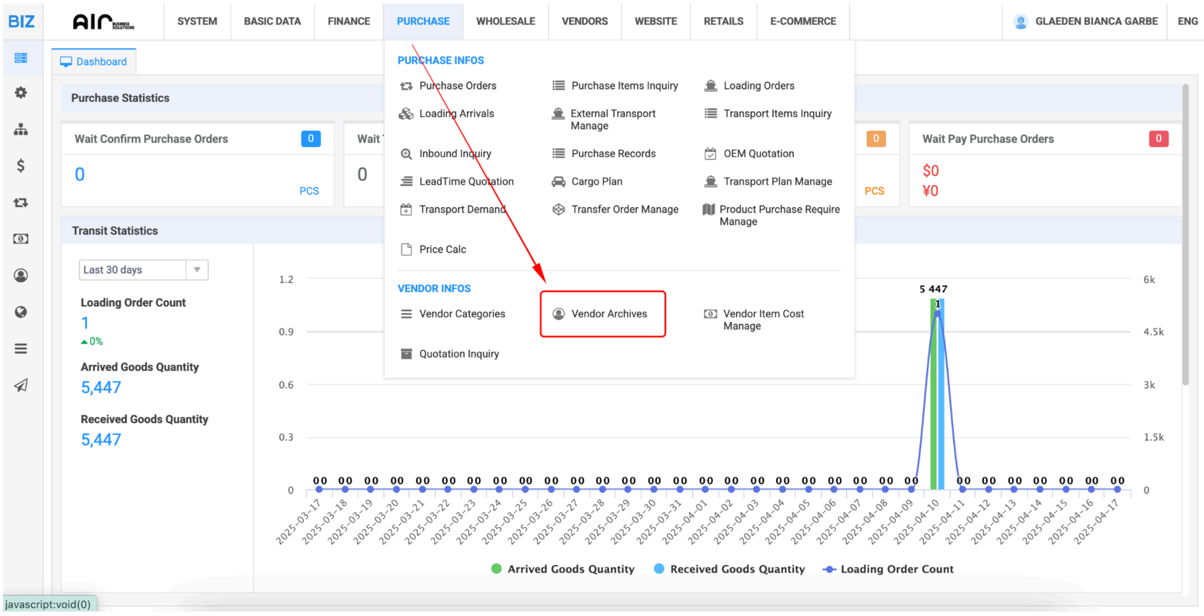
Purchase - Vendor Archives

Navigation: How to Access the Vendor Archives Tab



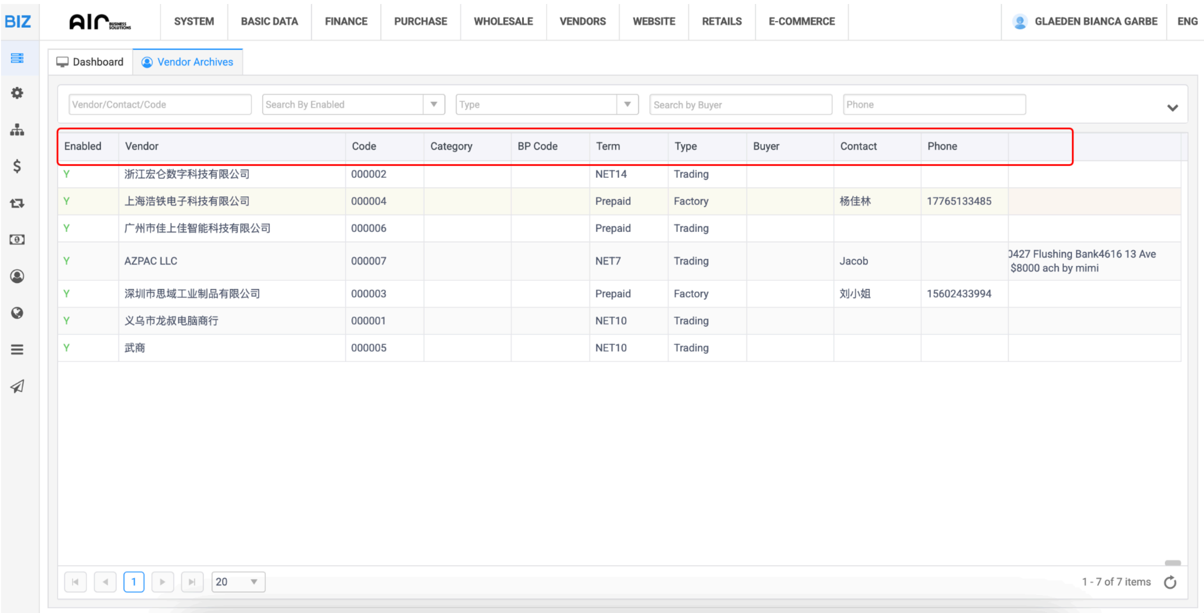
To open the **Vendor Archives** tab:

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.



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.

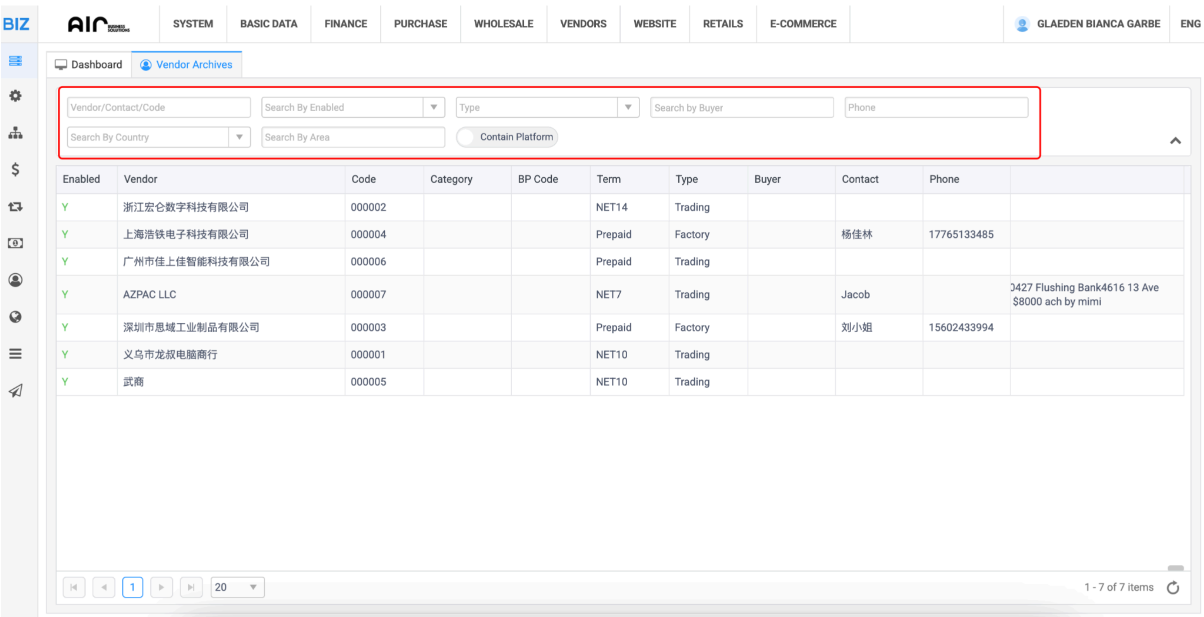
20. **Email** – Email address of the vendor's main contact.

21. **Fax** – Fax number, if applicable.

22. **Description** – Notes or internal description related to the vendor.

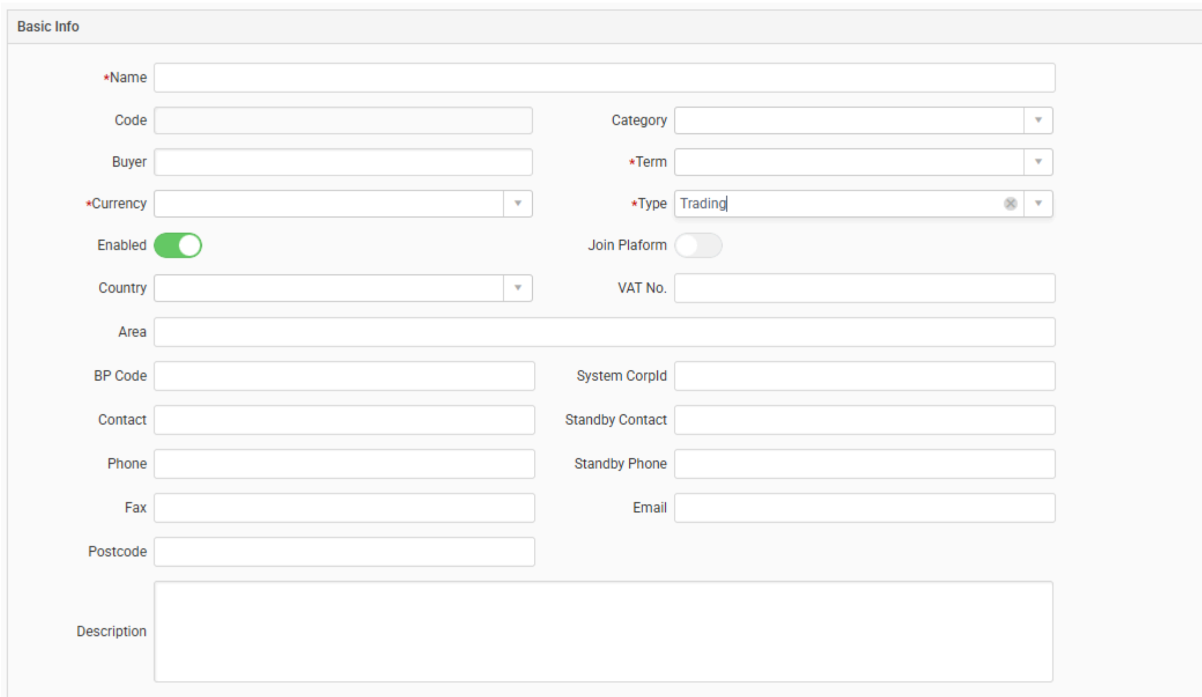
Searching & Filtering Options

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



- **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



- 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.