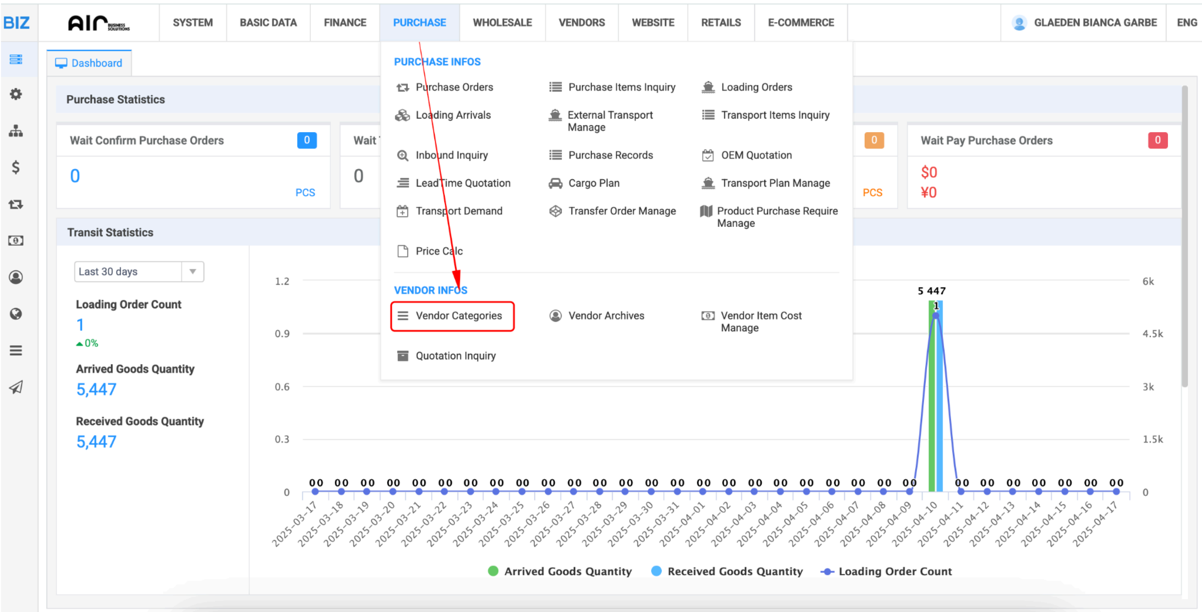
Purchase - Vendor Categories

Navigation: How to Access the Vendor Categories Tab

Follow these steps to reach the **Vendor Categories** tab in your ERP system:

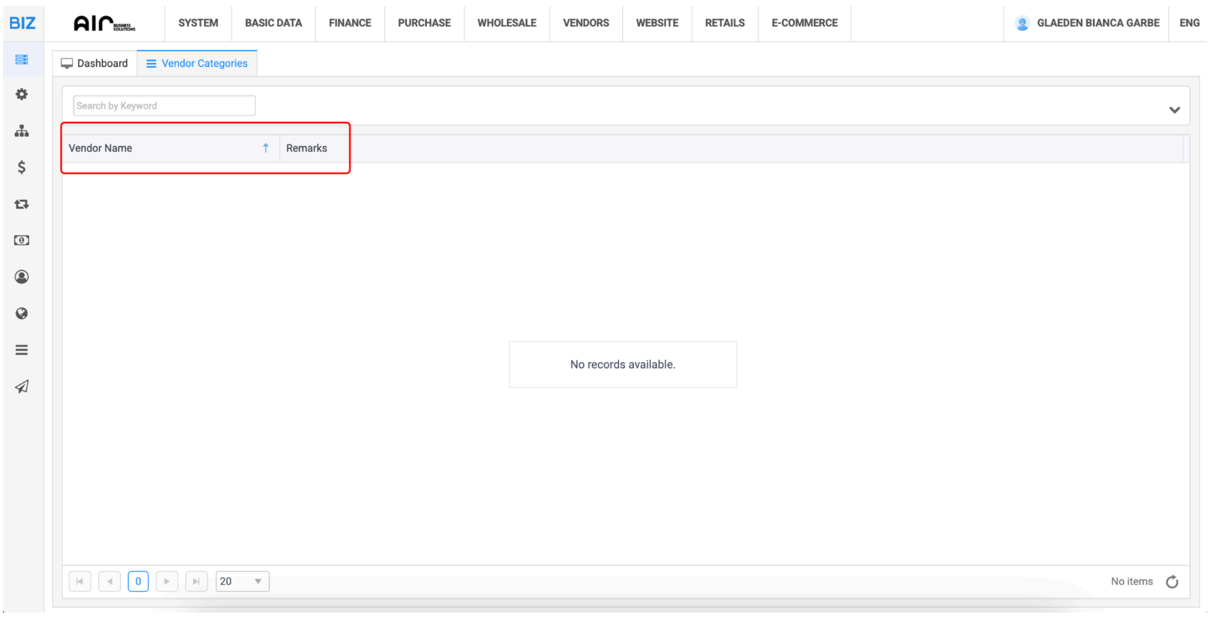


1. **Login** to the ERP system using your credentials.
2. Click on the **"Purchase"** module from the main navigation menu.
3. Select **"Vendor Categories"** from the dropdown list.
4. The system will open the **Vendor Categories** interface for classification management.

Overview

The **Vendor Categories** tab allows purchasing teams to **categorize vendors based on product type, service level, region, or any internal classification system**. This helps streamline vendor management and supports smarter procurement decisions.

With a simple structure and minimal fields, this tab is focused on **clarity and efficiency**.



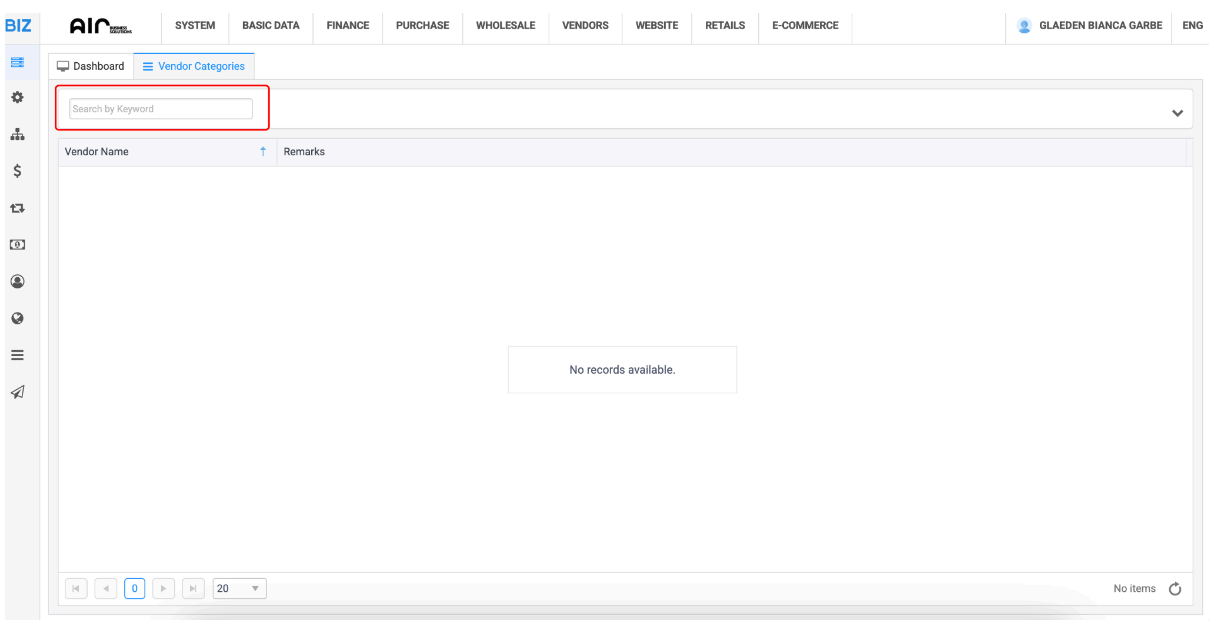
Core Features & Fields

Here are the fields available in the **Vendor Categories** tab:

1. **Vendor Name** – The official name of the vendor or supplier.
2. **Remarks** – Optional notes, such as category description, preferred vendor tags, or any internal comments.

Searching & Filtering Options

To quickly locate a specific vendor category:



- **Search by Keyboard** – Use the search bar to enter any **keyword** related to the vendor name or remarks. The system will filter the list based on your input.

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

The **Vendor Categories** tab provides a simple yet effective way to **organize your supplier base**. By properly categorizing vendors, you can ensure faster selection during purchases, maintain consistency, and align vendor usage with company policies.

Use the **search function** to quickly find and manage vendors as your supplier list grows.