Vendor Group

Module Guide: Vendor Group

Module Location

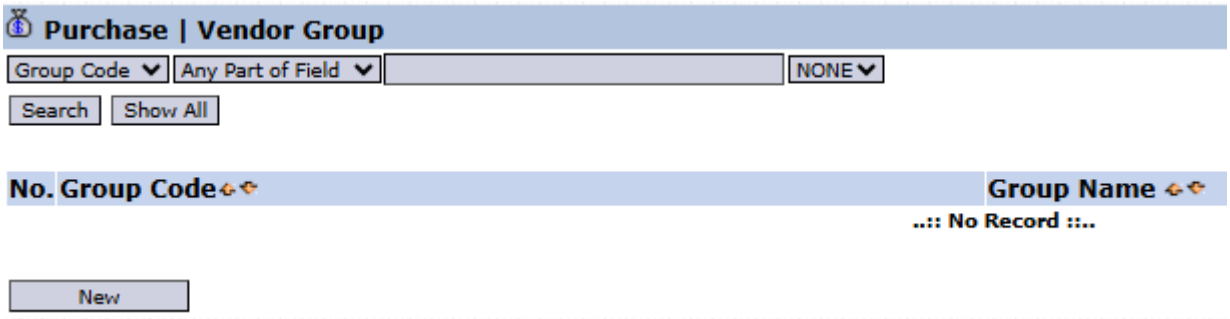
Purchasing > Supplier > Vendor Group

Module Objective

The **Vendor Group** module is used to create and manage simpler and more flexible groupings of suppliers/vendors. Unlike Vendor Category, which has a hierarchical structure and accounting links, Vendor Group is typically used for reporting, filtering, or for applying specific business rules to a group of vendors.

1. Main View (Vendor Group List)

The main page of this module displays a list of all Vendor Groups that have been created.



View Explanation

This page is for viewing and managing all existing groups.

- **Filter**: You can search for a specific group using the search bar based on the **Group Code**.

- **Group List**: The table below will display a summary of each group, with columns for **No.**, **Group Code**, and **Group Name**. In the example, there is one group "Lokal 1".

Button Functions

- **New**: The primary button to create a new Vendor Group.

2. Steps to Create a New Vendor Group

Step 1: Create a New Group

From the Main View, click the **New** button to open the **Add Vendor Group** form.



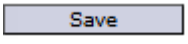
Step 2: Fill in Group Details

On the form that appears, fill in the required details:

- **Group Code**: Enter a unique code for your vendor group.


- **Group Name**: Enter a descriptive name for the group.


Step 3: Save the New Group

Click the **Save** button to save the new group. The group will now appear in the Main View. 

Tips & Important Notes

- Use Vendor Groups for flexible segmentation, for example, to group **"Local Vendors"**, **"Import Vendors"**, or **"Strategic**

Vendors".

- After a group is created here, you can assign each vendor to the appropriate group in the **vendor master data module**.
- This grouping will help you filter data in various purchasing and analysis reports.

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