

# 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.

The screenshot shows the main view of the Vendor Group module. At the top, there is a blue header bar with the text "Purchase | Vendor Group". Below the header, there is a search bar with a dropdown menu for "Group Code" set to "Any Part of Field", a search input field, and a dropdown menu for "NONE". There are two buttons: "Search" and "Show All". Below the search bar, there is a table header with two columns: "No. Group Code" and "Group Name". The table content area is empty, displaying "...: No Record :...". At the bottom left, there is a "New" button.

### 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".

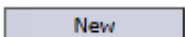
## Button Functions

- **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:

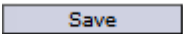
- **Group Code:** Enter a unique code for your vendor group.

Group Code :  ...

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

Group Name :

### 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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