Vendor Item

Module Guide: Supplier List (Supplier Item/Service)

Module Location

Inventory > Item/Service > Supplier Item/Service

Module Objective

Just like the "Customer Item/Service" module, this **Supplier Item/Service** module functions as a **master list** for all suppliers (vendors) registered in the system. It is an **inquiry screen** that provides a directory or list of all company suppliers.

1. Main View (Supplier List)

The main page of this module displays a complete list of all the company's suppliers.

View and Function Explanation

- **View**: This page displays a list of all suppliers with basic details such as **Supplier Code, Supplier Name,** and **Supplier Address**.
- **Filter**: You can quickly search for a specific supplier by using the **Supplier Code** filter at the top.
- **Function**: This module is informative and functions as a **lookup tool** for supplier data. There are no functions to add

or edit suppliers from this page.

2. Workflow & Integrated Business Process

- **Module Nature**: This module is a **read-only** module for supplier data.
- **Usage**: Use this screen as a quick way to look up a supplier's code, official name, or address.
- **Advanced Settings**: Settings for specific items or prices from each supplier are most likely done in other, more specific modules, such as the "Supplier Master" in the Purchasing module.

Tips & Important Notes

- Just like the previous module, do not be confused by the name. The main focus of this module is to display a **Supplier List**, not a list of items per supplier.
- Consider this module as a contact directory for all of your suppliers.

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