Vendor

Module Guide: Supplier (Vendor Master Data)

Module Location

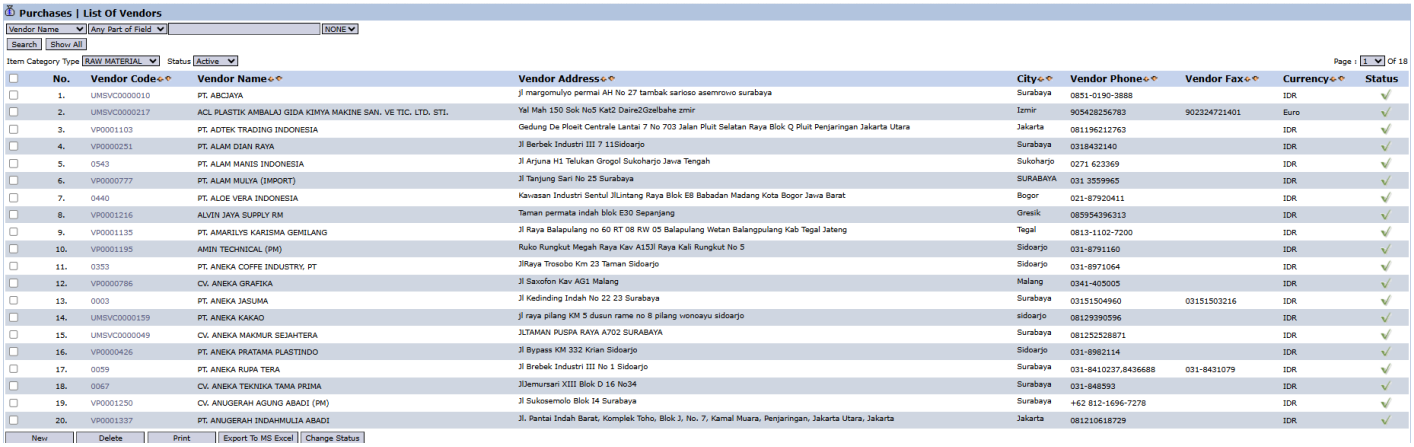
Purchasing > Supplier > Supplier

Module Objective

The **Supplier (Vendor)** module is the master data hub for all of the company's suppliers or vendors. This is where you can create new supplier data, view, edit, and manage their complete information, ranging from address and contact details to tax information and payment terms. Accurate data in this module is crucial for the smooth operation of the entire **procure-to-pay** cycle.

1. Main View (Supplier List)

The main page of this module displays a list of all suppliers registered in the system.



Purchases | List Of Vendors

Vendor Name | Any Part of Field | NONE | Search | Show All

Item Category Type: RAW MATERIAL | Status: Active | Page : 1 Of 18

No.	Vendor Code	Vendor Name	Vendor Address	City	Vendor Phone	Vendor Fax	Currency	Status
1.	UMSVC0000010	PT. ABCJAYA	Jl margomulyo permai AH No 27 tambak sarioso asemrowo surabaya	Surabaya	0851-0190-3888		IDR	√
2.	UMSVC0000217	ACL PLASTIK AMBALAJ GIDA KIMYA MAKINE SAN. VE TIC. LTD. STI.	Yal Mah 150 Sok No5 Kat2 Daire2Gzelbahe zmir	Izmir	905428256783	902324721401	Euro	√
3.	VP0001103	PT. ADTEK TRADING INDONESIA	Gedung De Ploeit Centrale Lantai 7 No 703 Jalan Pluit Selatan Raya Blok Q Pluit Penjaringan Jakarta Utara	Jakarta	081196212763		IDR	√
4.	VP0000251	PT. ALAM DIAN RAYA	Jl Berbek Industri III 7 11Sidoarjo	Surabaya	0318432140		IDR	√
5.	0543	PT. ALAM MANIS INDONESIA	Jl Arjuna H1 Telukan Grogol Sukoharjo Jawa Tengah	Sukoharjo	0271 623369		IDR	√
6.	VP0000777	PT. ALAM MULYA (IMPORT)	Jl Tanjung Sari No 25 Surabaya	SURABAYA	031 3559965		IDR	√
7.	0440	PT. ALOE VERA INDONESIA	Kawasan Industri Sentul JlLintang Raya Blok E8 Babadan Madang Kota Bogor Jawa Barat	Bogor	021-87920411		IDR	√
8.	VP0001216	ALVIN JAYA SUPPLY RM	Taman permata indah blok E30 Separjang	Gresik	085954396313		IDR	√
9.	VP0001135	PT. AMARILYS KARISMA GEMILANG	Jl Raya Balapulang no 60 RT 08 RW 05 Balapulang Wetan Balangpulang Kab Tegal Jateng	Tegal	0813-1102-7200		IDR	√
10.	VP0001195	AMIN TECHNICAL (PM)	Ruko Rungkut Megah Raya Kav A15Jl Raya Kali Rungkut No 5	Sidoarjo	031-8791160		IDR	√
11.	0353	PT. ANEKA COFFE INDUSTRY, PT	JlRaya Trosobo Km 23 Taman Sidoarjo	Sidoarjo	031-8971064		IDR	√
12.	VP0000786	CV. ANEKA GRAFIKA	Jl Saxofon Kav AG1 Malang	Malang	0341-405005		IDR	√
13.	0003	PT. ANEKA JASUMA	Jl Kedinding Indah No 22 23 Surabaya	Surabaya	03151504960	03151503216	IDR	√
14.	UMSVC0000159	PT. ANEKA KAKAO	jl raya pilang KM 5 dusun rame no 8 pilang wonoayu sidoarjo	sidoarjo	08129390596		IDR	√
15.	UMSVC0000049	CV. ANEKA MAKMUR SEJAHTERA	JLTAMAN PUSPA RAYA A702 SURABAYA	Surabaya	081252528871		IDR	√
16.	VP0000426	PT. ANEKA PRATAMA PLASTINDO	Jl Bypass KM 332 Krian Sidoarjo	Sidoarjo	031-8982114		IDR	√
17.	0059	PT. ANEKA RUPA TERA	Jl Brebek Industri III No 1 Sidoarjo	Surabaya	031-8410237,8436688	031-8431079	IDR	√
18.	0067	CV. ANEKA TEKNIKA TAMA PRIMA	JlJemursari XIII Blok D 16 No34	Surabaya	031-848593		IDR	√
19.	VP0001250	CV. ANUGERAH AGUNG ABADI (PM)	Jl Sukosemolo Blok 14 Surabaya	Surabaya	+62 812-1696-7278		IDR	√
20.	VP0001337	PT. ANUGERAH INDAHMULIA ABADI	Jl. Pantai Indah Barat, Komplek Toho, Blok J, No. 7, Kamal Muara, Penjaringan, Jakarta Utara, Jakarta	Jakarta	081210618729		IDR	√

New | Delete | Print | Export To MS Excel | Change Status

View Explanation & Filters

This page is for viewing and managing all supplier master data.

- **Filters**: You can search for a specific supplier using the search bar at the top or filter the list by **Item Category** and **Status**.
- **Supplier List**: The table below displays a summary of each supplier, with columns such as **Vendor Code**, **Vendor Name**, **Vendor Address**, **City**, and **Status**.

Button Functions

- **New**: The primary button to create new supplier data.
- **Delete**: To delete selected supplier data.
- **Print**: To print the details of selected supplier data.
- **Export To MS Excel**: To download the supplier list into an Excel format.
- **Change Status**: To change the status of a selected supplier (e.g., from active to inactive).

2. Steps to Manage Supplier Data

The following is the complete workflow for registering a new supplier.

Step 1: Create a New Supplier

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



Step 2: Fill in Main Supplier Details

Fill in all the relevant information on the form that appears. Fields marked with `(*)` are mandatory.

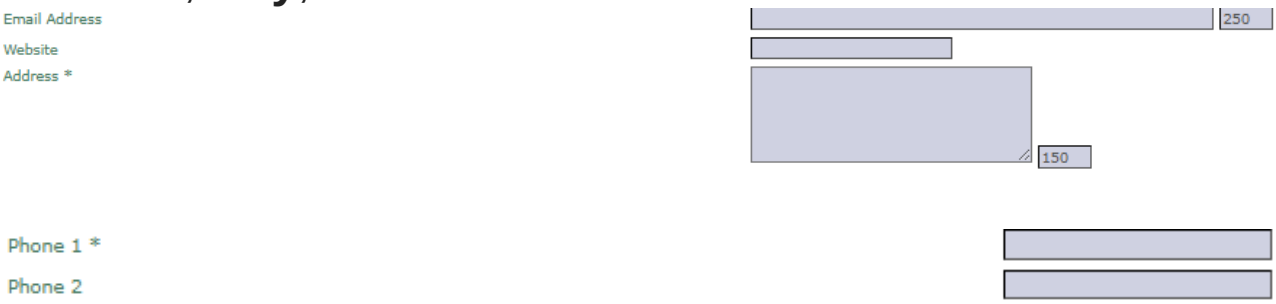
- **General Information**: Fill in the **Vendor Code** (if not automatic), **Name** (Supplier Name), and select the appropriate **Vendor Category**.



- **Tax & Bank Information**: Complete important data such as **Tax File Number**, **Document NPWP** (Tax ID Document), **Bank Name**, and **Bank Account**.



- **Contact Information**: Enter the **Email Address**, **Website**, **Address**, **City**, and **Phone**.



- **Purchasing Information**: Set terms such as **Lead Time** and **Due Day** (Payment Due Day).



Step 3: Add a Contact Person

To add a contact person from the supplier's side:

1. Fill in the contact person's details such as **First Name**, **Last Name**, **Job Title**, and **Email Address**. Check the **Billing PIC** (Person In Charge) box if this person is responsible for billing

matters from the supplier's side.



2. Click **Save** to save the contact and return to the main supplier form.



Tips & Important Notes

- Ensure you fill in the **Vendor Category** correctly as this will affect the default accounting settings for that vendor.
- Accurately filling in the **Bank Account** data is crucial for a smooth payment process in the Accounts Payable Module.
- The **Change Status** button on the main page is used to change a vendor's status, for example, from 'Potential' to 'Active' or 'Blacklist'.

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