

TXIS – MII ERP<sup>+</sup> Practice Solution Document

# WHITE PAPER USER MANUAL FOR – VENDOR CREATION

## Module – Account Payables

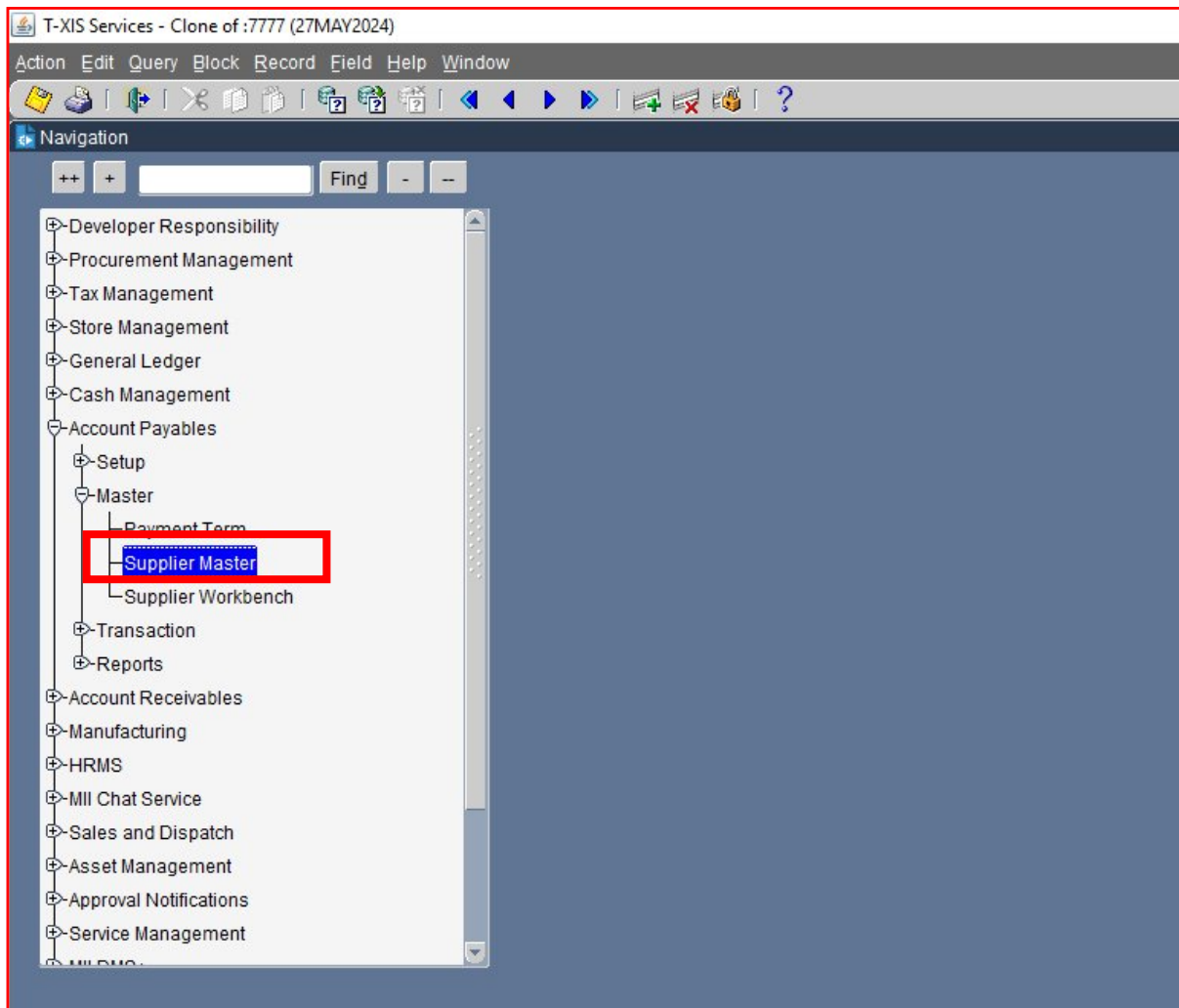
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**Creation Date** : 24-Sep-2024  
**Last Updated** : 24-Sep-2024  
**Version** : 1.0

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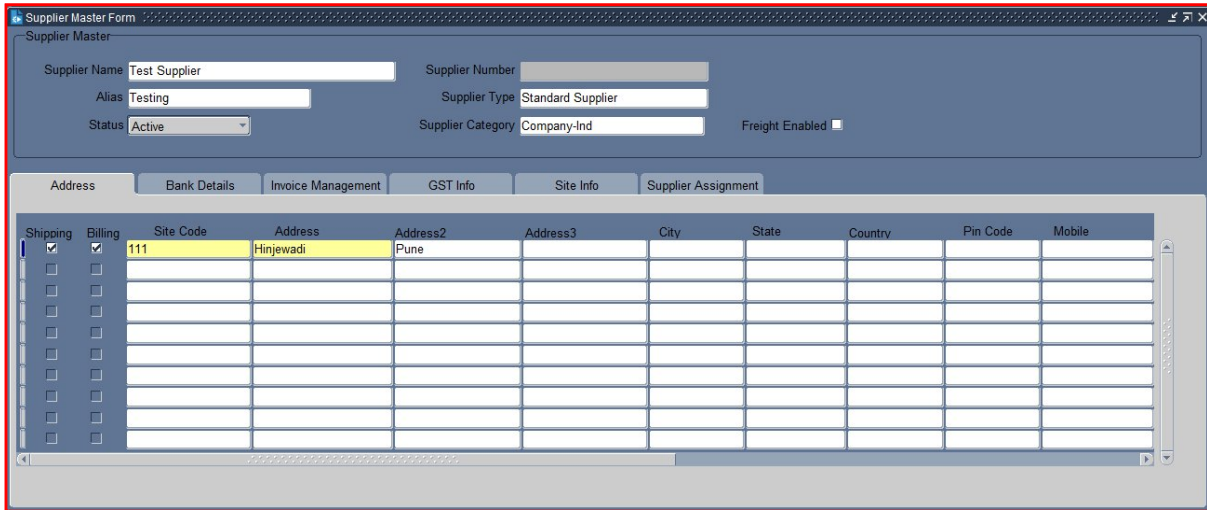
In business and finance, the term "**vendor master**" refers to a centralised repository or database that contains detailed information about the vendors or suppliers a company does business with. This database is crucial for managing vendor relationships and ensuring smooth procurement processes. Here's what it typically includes:

1. **Basic Information:** Name, address, contact details, and legal information.
2. **Bank Details:** Information required for payments, such as bank account numbers and routing details.
3. **Tax Information:** Tax identification numbers or other regulatory compliance details.
4. **Payment Terms:** Agreed-upon terms for payment, such as net 30 days, discounts for early payment, etc.

Navigation – Account Payables > Master > Supplier Master



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Shipping	Billing	Site Code	Address	Address2	Address3	City	State	Country	Pin Code	Mobile
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	111	Hinjewadi	Pune						
<input type="checkbox"/>	<input type="checkbox"/>									
<input type="checkbox"/>	<input type="checkbox"/>									
<input type="checkbox"/>	<input type="checkbox"/>									
<input type="checkbox"/>	<input type="checkbox"/>									
<input type="checkbox"/>	<input type="checkbox"/>									
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<input type="checkbox"/>	<input type="checkbox"/>									

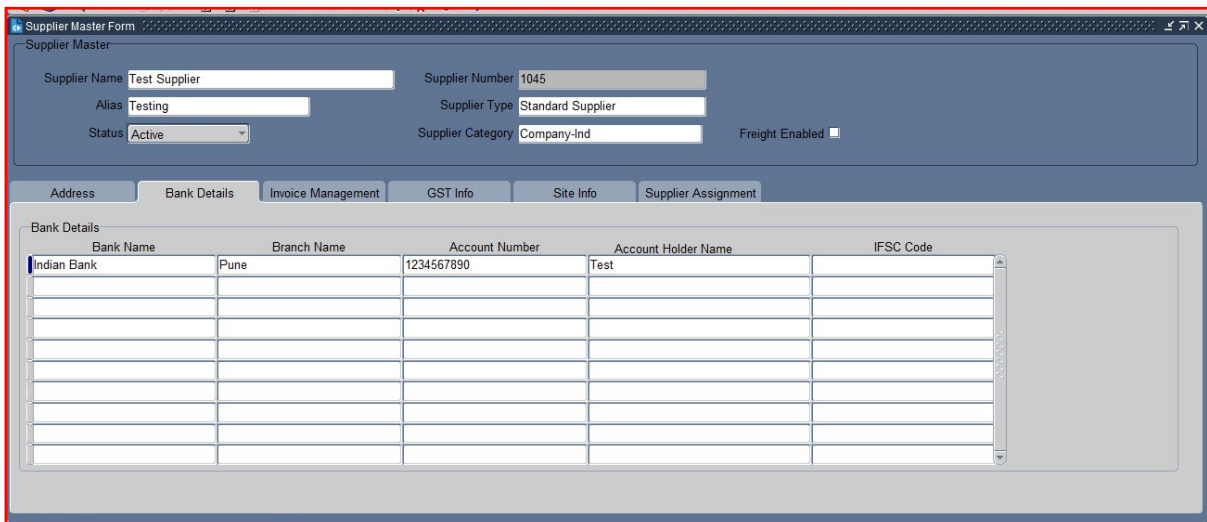
Put the Supplier name, site name & address.

### What is Supplier's name?

It identifies the party that has supplied the goods or services, ensuring that there is clarity on who the invoice is coming from. This helps in maintaining accurate records and resolving any discrepancies related to the supplier.

### What is a supplier site?

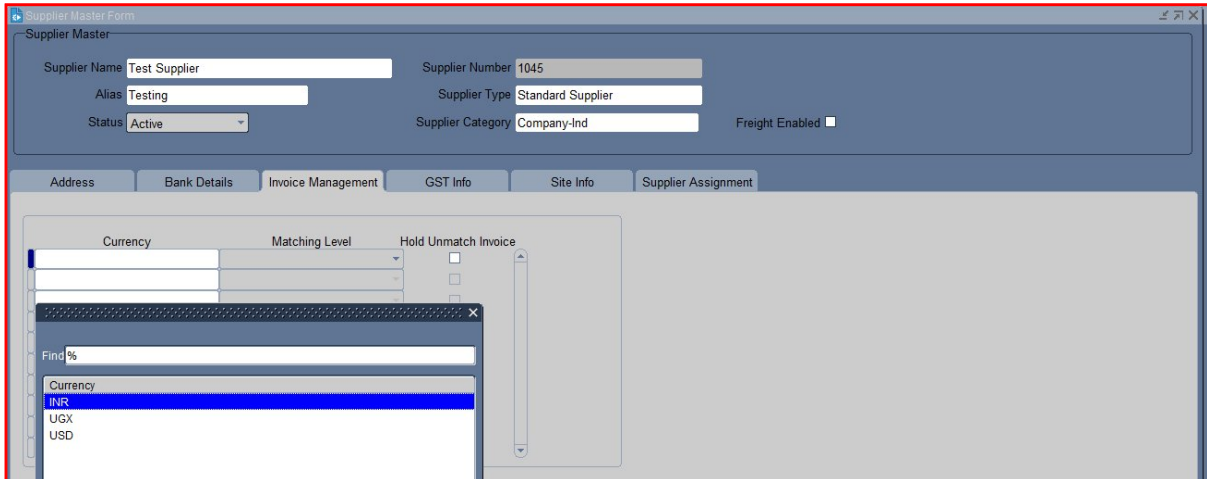
The supplier site provides detailed information about where a supplier operates, ships from, or where services are delivered. This helps in managing logistics, shipping, and procurement processes efficiently.



Bank Name	Branch Name	Account Number	Account Holder Name	IFSC Code
Indian Bank	Pune	1234567890	Test	

Put the bank details

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The screenshot shows the 'Supplier Master Form' with the following details:

- Supplier Name: Test Supplier
- Supplier Number: 1045
- Alias: Testing
- Supplier Type: Standard Supplier
- Status: Active
- Supplier Category: Company-Ind
- Freight Enabled:

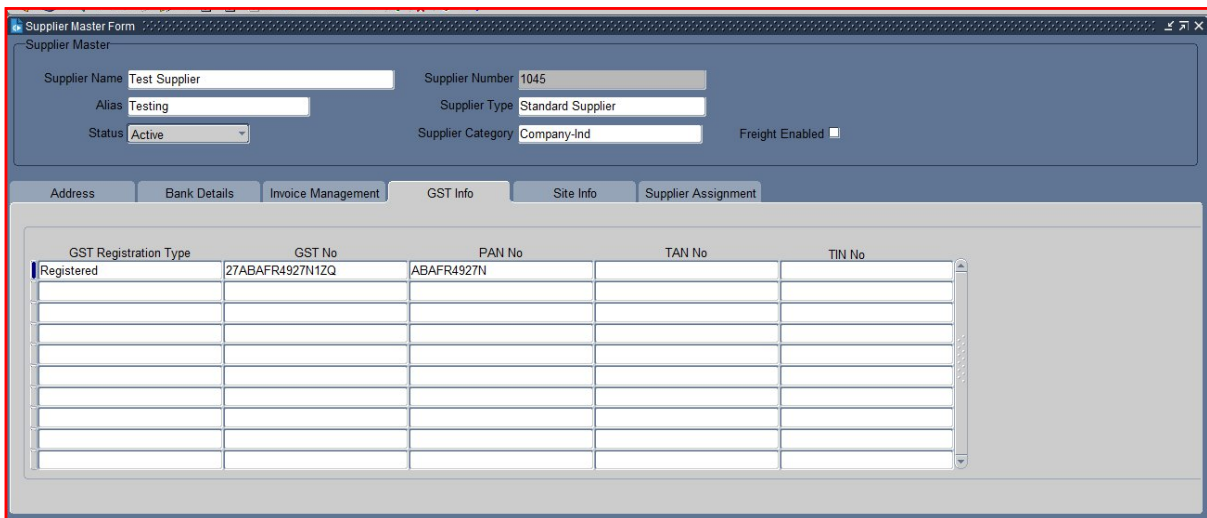
The 'Currency' dropdown menu is open, showing the following options:

- INR (Selected)
- UGX
- USD

Select the currency as per requirement.

### What is Currency?

Currency specifies the type of currency used to calculate and display the amounts due on an invoice. This could be the currency of the supplier, the customer, or a mutually agreed-upon currency.



The screenshot shows the 'Supplier Master Form' with the following details:

- Supplier Name: Test Supplier
- Supplier Number: 1045
- Alias: Testing
- Supplier Type: Standard Supplier
- Status: Active
- Supplier Category: Company-Ind
- Freight Enabled:

The 'GST Info' tab is selected, showing the following table:

GST Registration Type	GST No	PAN No	TAN No	TIN No
Registered	27ABAFR4927N1ZQ	ABAFR4927N		

Put the Registration Details like TAN Number, TIN Number etc

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**Supplier Master Form**

Supplier Master

Supplier Name: Test Supplier      Supplier Number: 1045

Alias: Testing      Supplier Type: Standard Supplier

Status: Active      Supplier Category: Company-Ind      Freight Enabled:

Address    Bank Details    Invoice Management    GST Info    Site Info    Supplier Assignment

Site Code	Site Name	Default Tax Category	Default Tds Tax
111	Test		

Put the site code & Site Name

**Supplier Master Form**

Supplier Master

Supplier Name: Test Supplier      Supplier Number: 1045

Alias: Testing      Supplier Type: Standard Supplier

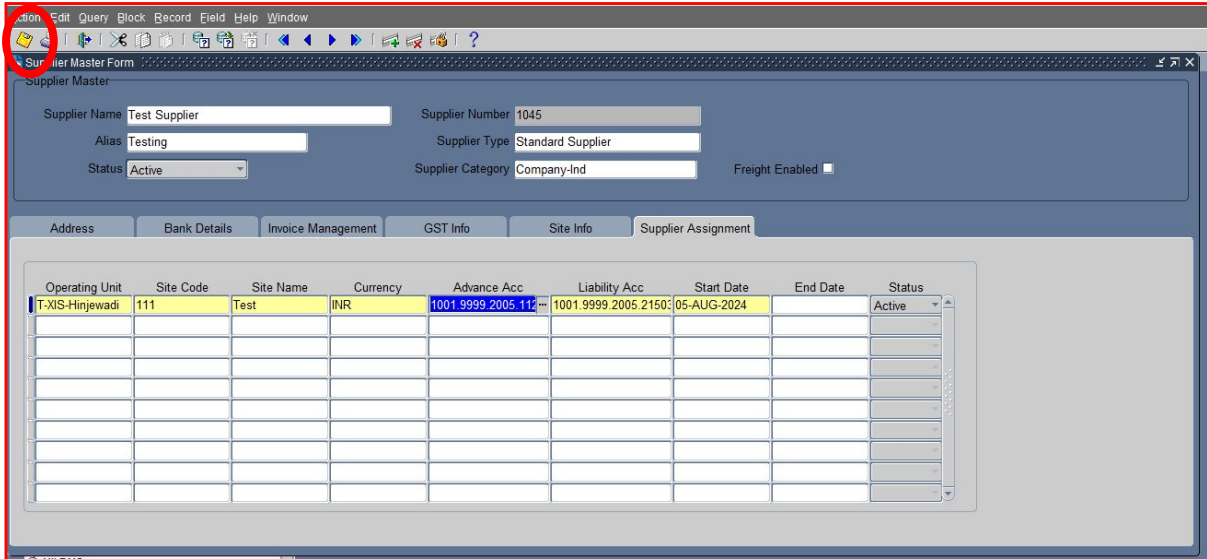
Status: Active      Supplier Category: Company-Ind      Freight Enabled:

Address    Bank Details    Invoice Management    GST Info    Site Info    Supplier Assignment

Operating Unit	Site Code	Site Name	Currency	Advance Acc	Liability Acc	Start Date	End Date	Status
T-XIS-Hinjewadi	111	Test	INR	1001.9999.2005.11	1001.9999.2005.2150	05-AUG-2024		Active

Put the Supplier assignment details

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Operating Unit	Site Code	Site Name	Currency	Advance Acc	Liability Acc	Start Date	End Date	Status
T-XIS-Hinjewadi	111	Test	INR	1001.9999.2005.112	1001.9999.2005.2150	05-AUG-2024		Active

Click on Save  
The supplier has been created.

XX END XX