Supplier Options and Purchasing Tabs Transcript

Your suppliers play a big role in keeping inventory moving through your business. Maintaining accurate supplier information is crucial to this process. Let's look at some Suppliers and discuss the Options and Purchasing tabs.

From the Supplier Window, open the Options Tab. There are a number of attributes that you can mark for easy reference. Use the check boxes to identify a stock supplier, a carrier, a subcontractor, an agent, an overhead supplier, or that they can deliver direct. The right side of the screen lets you specify the supplier's lead-time, and which day of the week is used as the cutoff day.

If the supplier is a carrier, you can enter their SCAC code as well. If your supplier is an agent, they may complete a supplementary declaration. You can also mark vendors that receive a 1099. If this is an overhead supplier, you can enter the relevant GL Codes.

Select the GL button. Click Description to display the dropdown menu. Select the appropriate one and the GL Code will appear. Press Enter to save the Code. Continue to add any others or when you're done, click OK.

When you change suppliers, there is an easy method to update your data. Click the Replaced By button. Type the name of the new supplier in the search box and select their name. Then, press OK.

The purchasing tab allows you to define how you buy goods from each supplier. There are two primary options categories- General and Intrastat. General Options let you set the currency, the supplier tax number, and tax area.

You can set the Default purchase order type and identify merchandise that you pick up from a supplier. You can establish the default for stock receipts and the payment terms. If you use a pay to vendor, you can note that here. Finally, you can enter a minimum order amount and weight if applicable.

If your company uses Intrastat, you can set your Intrastat type, Delivery terms, and Mode of transportation. To make sure your financial statements are accurate,

identify any Additional Costs. Click the Add button to include them. Type the Additional Cost name in the search box, or press Go to list them all.

Find the fee that this supplier charges and press OK. To remove an additional cost, select it and press Remove. Confirm your action by choosing Yes.

At the bottom of the page, you are able to specify Manual Line Costs with the Add button.Start by selecting the Value Type from the dropdown menu. Choose one and Then determine the Value amount. Depending on the Manual Line you select, BisTrack will determine whether to prorate the cost over all stock lines or to apply the amount to an appropriate GL Code. Then, press OK. To view the Manual Line Code later, select it and press Properties. You can also delete the code by selecting Remove.

Recording and maintaining information about your suppliers on both the options and purchasing tabs is an important task. Understanding how each field works and interacts will allow you to stay on top of any changes.

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