

11.1 Vendors

In the same way as the Accounts registries, you can enter the vendor data sheets here that contain general contact information: name, email, telephone, site, accounting code, category, etc.

Again in this case, the Layout Editor permits the administrator user to customise the data fields.

The screenshot displays the vtenext application interface. On the left is a dark blue sidebar with navigation links: Home, Leads, Accounts, Contacts, Campaigns, Trouble Tickets, Potentials, Reports, and Vendors (highlighted). The main content area shows the 'Vendor Dorothy' record under the 'INFORMATIONS' tab. The record details are as follows:

Vendor Information:	
Vendor Name	Vendor No
Dorothy	VEN10
Email	Phone
dorothy@company.com	(086) 101-8443
Fax	Website
	www.samplevte.com
GL Account	Category
Time created	Modified Time
30-04-2018 14:44:43	30-04-2018 14:44:43
Creator	

On the right side of the record, there are 'SHORTCUTS' (Talks, Notes) and 'RELATIONS' (Products with 2 links, Contacts with 1 link, Purchase Order with 1 link, Documents, Activities, Projects).

From the reports menu you can link the vendor to products, purchase orders, messages, calendar activities, etc.

The contact details will be linked via the Vendor Name field and this will distinguish vendor contacts from customer company contacts.

The screenshot shows the 'Contacts (1) - List' interface. It includes a search bar, a table with columns for Action, Last Name, First Name, Email, and Mobile, and an 'Add Contact' button. The table contains one contact:

Action	Last Name	First Name	Email	Mobile
	Kalmov	Rudolf		

Warning! Newsletters and targets are not related to the Vendors module.

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