

11 Passive cycle: vendors and purchase orders

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11 Passive cycle: vendors and purchase orders

vtenext allows you to manage the passive cycle through the modules:

- **Vendors**
- **Purchase Orders**

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 shows the Vtenext Vendors module interface. On the left is a dark blue sidebar with navigation links: Home, Leads, Accounts, Contacts, Campaigns, Trouble Tickets, Potentials, Reports, Vendors, and a search bar. The main content area is titled 'Vendor Dorothy' and has tabs for INFORMATION, PROCESS GRAPH, PROCESS HISTORY, and HISTORY. The 'INFORMATION' tab is active, displaying a form with the following fields:

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 form, there is a 'SHORTCUTS' section with links to Talks and Notes, and a 'RELATIONS' section with links to Products (2), Contacts (1), Purchase Order (1), Documents, Activities, and Projects. The top of the interface includes a search bar and a toolbar with various icons for navigation and actions.

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' view in the Vtenext application. At the top, there is a header with a user icon, the title 'Contacts (1) - List', and a close button. Below the header, it says 'Showing 1 - 1 of 1' and there is an 'Add Contact' button. The main content area is a table with the following columns: Action, Last Name, First Name, Email, and Mobile. The table contains one row with the following data:

Action	Last Name	First Name	Email	Mobile
	Kalmov	Rudolf		

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

11.2 Purchase Orders

Through Add Purchase Order from the reports menu of the supplier data sheet, you can attach a pre-filled order with the link to the supplier in question.

The rationale of the Purchase Order is the same as that of the Sales Order that has already been covered, with fewer options. This document can also be exported in PDF or other formats using the PDF Maker tool.

Subject	Order title
Vendor Name	Link to the supplier registry present in vtenext
Requisition No	If you use this code
Tracking Number	If you have the identifier for tracking the shipment
Contact Name	Connection to the order contact person
Due Date	Order expiry date
Carrier	Carrier who will make the shipment
Sales Commission	If applied
Excise Duty	Information on taxes, if applied
Status	Important for knowing the state of progress of this delivery
Assigned	User of vtenext that manages the order

The screenshot displays the vtenext web application. On the left is a dark blue sidebar with navigation links: Home, Leads, Accounts, Contacts, Campaigns, Trouble Tickets, Potentials, Reports, Vendors, Purchase Order (highlighted), Modules, Settings, and a search bar at the bottom.

The main header area includes a search bar, system icons (notifications, calendar, mail, chat, etc.), and a user profile icon. Below the header, there's a breadcrumb trail: "PurchaseOrder Additional Users pack". To its right are action buttons: "Edit" (green) and several circular icons for different views or actions.

The central content area has four tabs: "INFORMATION" (selected), "PROCESS GRAPH", "PROCESS HISTORY", and "HISTORY". Under the "INFORMATION" tab, the title "Purchase Order Information" is followed by a close button. The information is presented in two columns:

- Left Column:** Subject (Additional Users pack), Vendor Name (Jennifer), Tracking Number (po1425), Due Date (21-04-2007), Sales Commission (0.000), Status, Created (Time created: 30-04-2018 14:44:53, Creator).
- Right Column:** PurchaseOrder No (PO1), Requisition No, Contact Name (Taylor Dorothy), Carrier (FedEx), Excise Duty (0.000), Assigned To, Modified Time (10-05-2018 17:44:01).

On the far right, a white panel titled "SHORTCUTS" contains links for Item Details, Talks, Notes, and RELATIONS (Activities, Documents, Messages, Processes).

For the product line compilation, see the details in Sales Orders section.

Received Shipment

Once the Status = Received Shipment has been set, the system will automatically update the stock of the products: the quantity indicated in the purchase order will be added to current stock. The stock of a product is indicated in the Quantity in Stock field in the product data sheet.