11 Passive cycle: vendors and purchase orders

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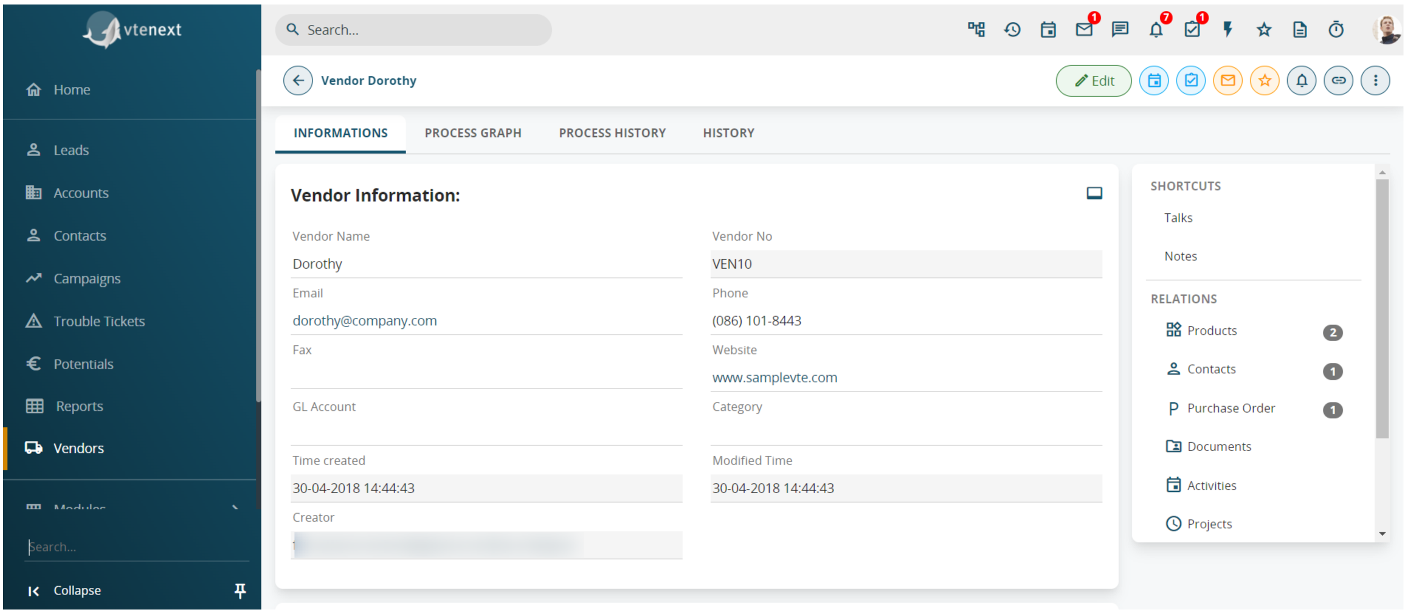
vtenext allows you to manage the passive cycle through the modules:

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

11.1 Vendors

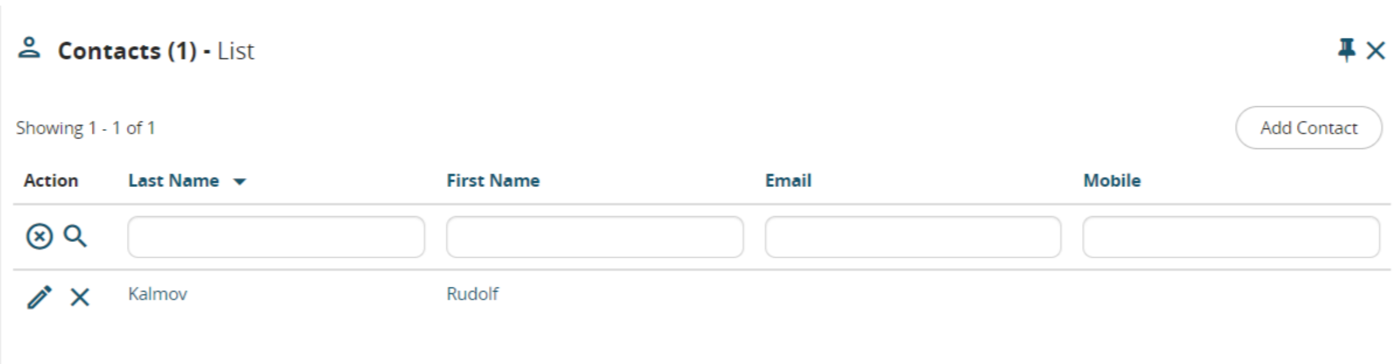
In the same way as the Accounts registries, you can enter the vendor data sheets here that contain general contact information: name, email, telephone, site, accounting code, category, etc.

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



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.



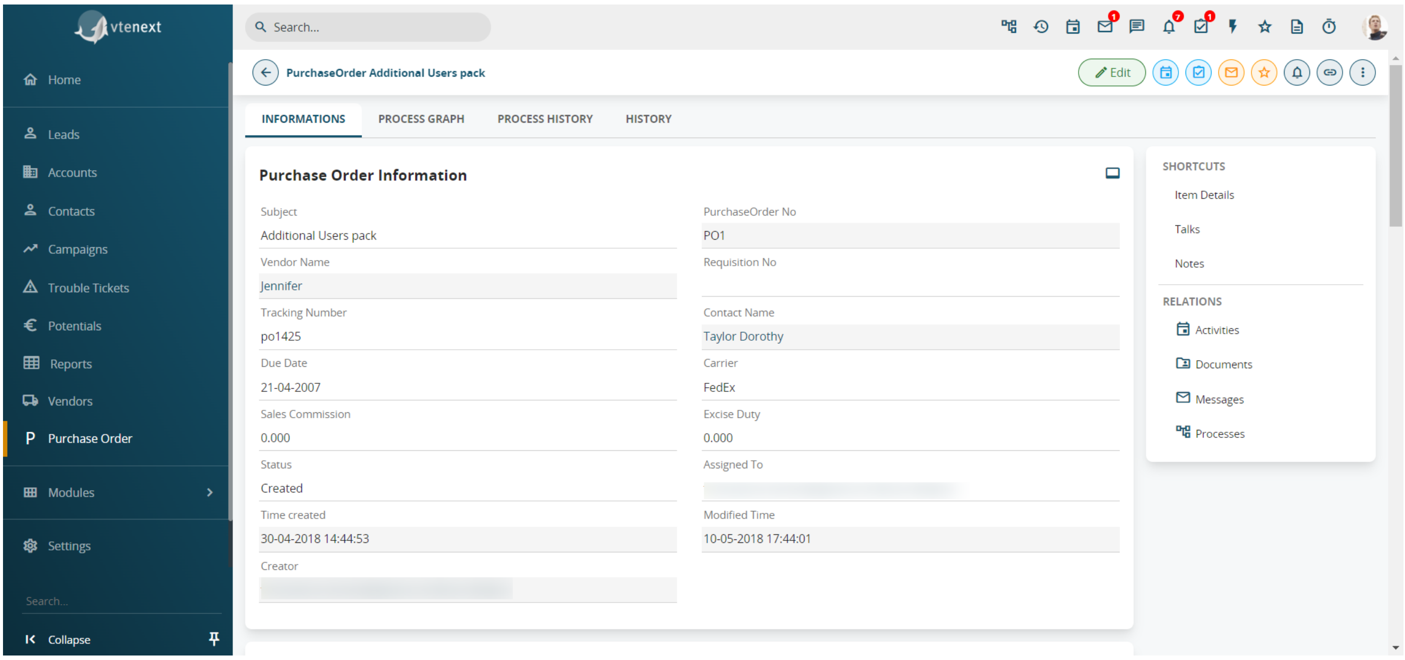
Warning! Newsletters and targets are not related to the Vendors module.

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



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.