

# 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 displays the vtenext interface for the 'Vendor Dorothy' record. The left sidebar contains navigation options: Home, Leads, Accounts, Contacts, Campaigns, Trouble Tickets, Potentials, Reports, Vendors, and a search bar. The main content area is titled 'Vendor Dorothy' and includes an 'Edit' button. Below the title are tabs for 'INFORMATIONS', 'PROCESS GRAPH', 'PROCESS HISTORY', and 'HISTORY'. The 'INFORMATIONS' tab is active, showing 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, there are 'SHORTCUTS' (Talks, Notes) and 'RELATIONS' (Products with 2 items, Contacts with 1 item, Purchase Order with 1 item, 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' view. It includes a search bar, an 'Add Contact' button, and a table with the following columns: Action, Last Name, First Name, Email, and Mobile. The table contains one entry:

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.

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

The screenshot shows the vtenext web application interface. The main content area displays the 'Purchase Order Information' for a purchase order titled 'Additional Users pack' (Purchase Order No. PO1). The vendor is 'Jennifer' and the contact is 'Taylor Dorothy'. The carrier is 'FedEx' and the status is 'Created'. The page includes a sidebar with navigation options like Home, Leads, Accounts, and Purchase Order. A top navigation bar shows 'PurchaseOrder Additional Users pack' and an 'Edit' button. A right sidebar contains shortcuts for Item Details, Talks, Notes, and Relations.

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

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.