

11 Passive cycle: vendors and purchase orders

- [11 Passive cycle: vendors and purchase orders](#)
- [11.1 Vendors](#)
- [11.2 Purchase Orders](#)

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 (highlighted), and a search bar. The main content area has a top bar with a search field and a toolbar with icons for Edit, Add, and other actions. Below the toolbar are tabs: INFORMATION (selected), PROCESS GRAPH, PROCESS HISTORY, and HISTORY. The 'Vendor Information' form is displayed, showing fields for Vendor Name (Dorothy), Vendor No (VEN10), Email (dorothy@company.com), Phone ((086) 101-8443), Website (www.samplevte.com), GL Account, Category, Time created (30-04-2018 14:44:43), Modified Time (30-04-2018 14:44:43), and Creator. On the right side of the form is a 'SHORTCUTS' panel with links to Talks, Notes, and a 'RELATIONS' panel showing links to Products (2), Contacts (1), Purchase Order (1), Documents, Activities, and 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 in the Vtenext system. It features a header with a user icon and the title 'Contacts (1) - List'. Below the header, it says 'Showing 1 - 1 of 1' and there is an 'Add Contact' button. The main area contains a table with columns: Action, Last Name, First Name, Email, and Mobile. The table has one row with the contact 'Kalmov Rudolf'. There are search and filter icons at the top of the table.

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

vtentext

Home

Leads

Accounts

Contacts

Campaigns

Trouble Tickets

Potentials

Reports

Vendors

Purchase Order

Modules

Settings

Search

Collapse

Search...

PurchaseOrder Additional Users pack

Edit

INFORMATIONSTABPROCESS GRAPHTABPROCESS HISTORYTABHISTORYTAB

Purchase Order Information

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

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

SHORTCUTS

Item Details

Talks

Notes

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.