

Procure to Pay

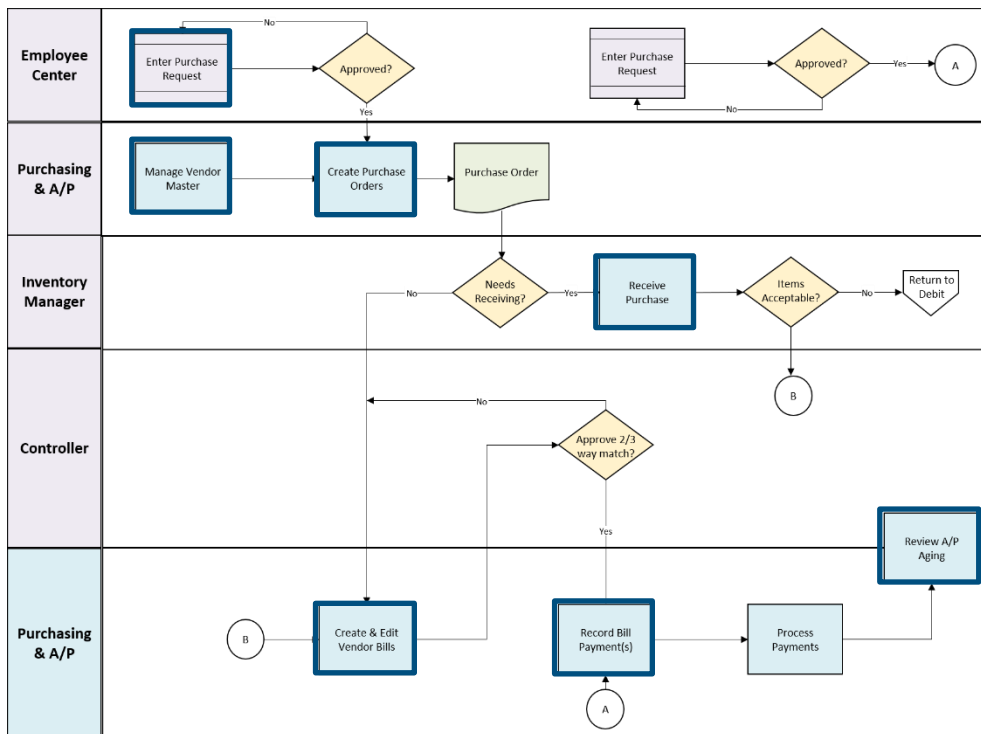
Quick Reference Guide

Navigating the Quick Reference Guide

There are **three ways** to navigate around the Reference Guide:

- 1) Click the desired **blue-highlighted functional box** in the **Process diagram** below
- 2) Click the link in the **Table of Contents** section
- 3) Use the MS Word **Navigation Pane**
 - a. Activate it by going to **View** and checking **Navigation Pane**
 - b. Click the area of interest

Process Diagram



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ADDITIONAL CHAPTERS - NOT DISPLAYED IN THIS SAMPLE:

PURCHASING

- [Enter a Purchase Request using Employee Center](#)
- [Approve/Reject Purchase Request](#)
- [Enter a Purchase Order](#)
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RECEIVING

- [Receive Items from a Purchase Order](#)
- [Bulk-Receive Purchase Orders](#)
- [Contact Vendor](#)

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KEY REPORTS

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- [Key Performance Indicators](#)

Vendor Management


Create a New Vendor Record

A vendor is a company or individual that sells goods and services to you. A vendor record tracks all contact, financial, and communication details, along with your transaction history.

Vendor records must be created prior to processing bills or other payable transactions.

.....
Leading Practice: utilize the Vendor Performance scorecard to identify poor vendor service.
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Steps

- 1) Perform a **Global Search** to locate any existing **Vendor** records and avoid duplication.
- 2) Hover over **Create New**  and select **Vendor**.

.....
Note: If the [**Vendor**] option is not available, personalize the Create New bar settings and select **Vendor**.
.....

OR Navigate to **Vendors > Lists > Vendors > New**.

- 3) Select **Company** or **Individual**:
Option A: If the vendor is a Company
 - a. Enter the **Company Name**.
Option B: If the vendor is an Individual
 - a. Enter the person's First, Middle, and Last **Name**.
- 4) (Optional) Enter the name to **Print On Check As**, if check payments are addressed to a different name than the one listed in the **Vendor ID** field.
- 5) (Optional) Select a **Category**.
- 6) Select a **Primary Subsidiary**.

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Important: The Subsidiary cannot be changed once a transaction has posted to this vendor.
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- 7) Enter the customer's primary **Phone, Fax, and Email** information.

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Note: NetSuite uses this Email as the default address when emailing transaction confirmations.
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- 8) Enter the vendor's **Web Address**.


- 9) Enter any noteworthy **Comments** about this vendor.
- 10) In the **Email Preference** field, select the default format to send email communications to this vendor.

Note: If set to Default, NetSuite uses the option indicated in your personal preferences.

- 11) Indicate whether the vendor prefer to have you **Send Transactions Via**:
 - i. **Email** - to automatically email transactions to the customer.
 - ii. **Print** - to queue the transaction for later printing.
 - iii. **Fax** – sends a fax to the vendor by default.
- 12) Navigate to the **Contacts** subtab.
- 13) (Optional) Enter the following contact details about specific individuals who work for this vendor:
 - **Contact** name
 - **Job Title**
 - **Email**
 - **Main Phone**
 - **Subsidiary**
 - **Role**

Notes:

- Only one primary contact can be defined per vendor, but there is no limit to the number of alternate contacts, consultants, or decision makers.
 - Contacts cannot be associated to an Individual vendor.
-

- 14) Click **[Add]**.
- 15) Repeat steps 13-14 for each additional contact.
- 16) Navigate to the **Address** tab and click  to add an Address.
 - Select **Country** and enter the vendor address details.

Note: (For US only) Type the ZIP and the City and State fields will populate accordingly.

- 17) Click **[OK]**.
- 18) The **Default Shipping** and **Default Billing** fields are set to Yes by default.

Note: If the shipping and billing addresses are different, enter each address separately and mark them accordingly.

- 19) Type the **Label** for the vendor's address.