

Enter/Edit P.O. Vendors

PROGRAM NAME: POVENDOR

MENU OPTION TITLE: Enter/Edit P.O. Vendors

MAIN MODULE: PURCHASE ORDER MAINT/SETUP

HELP KEY ACTIVE: YES

PROGRAM OVERVIEW

This program is used to create and edit the vendors that you purchase inventory and non-inventory items from.

PROGRAM OPERATION

VENDOR ID NUMBER: Enter in a unique eight character I.D. for this vendor. This field is indexed. When you are searching for a vendor to edit the vendor record you can either enter their I.D. here or use <IFF> to search for a vendor I.D.

COMPANY: Enter the vendor name on the first line of the company section. This line is indexed and allows you to look up a vendor by the vendor's name. Use <IFF> to search for a vendor by this field.

Enter the street address on the next two lines of the company section. The fourth line contains fields for the city, state and zip code.

CONTACT: Enter the name of the person you normally contact to order.

PHONE: Enter the vendor's phone number in this field.

PHONE 2: Enter a second phone number if applicable.

FAX: Enter the fax number of the vendor in this field if applicable.

TERMS (DESC): This is a description of the type of terms the vendor gives you.

TERMS (DAYS): Enter the number of days the vendor gives to receive payment for goods and services.

INTERNATIONAL: Enter <Y> in this field if the vendor is an international vendor or <N> if the vendor is a domestic vendor.

LIC NUMBER: Enter the vendor's license number if applicable.

ACCOUNT #: Use this 15 character field to store your account number you vendor requires you to use to identify yourself with. This number shows up on the purchase order also.

NOTES: Use the next five lines for notes about the vendor. These notes do not appear on the purchase order and are for informational purposes only.

IS THIS CORRECT (Y/N)?