

Procure to Pay

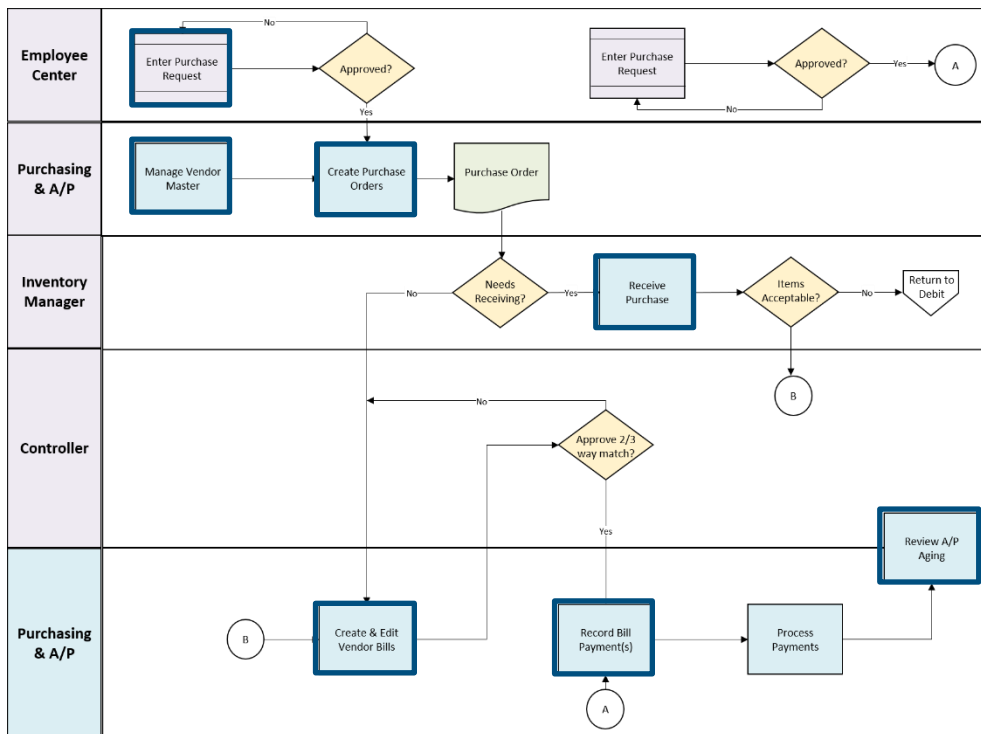
Quick Reference Guide

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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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.

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**.

Important: The Subsidiary cannot be changed once a transaction has posted to this vendor.

- 7) Enter the customer's primary **Phone, Fax, and Email** information.

Note: NetSuite uses this Email as the default address when emailing transaction confirmations.

- 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.

Leading Practice: Type an intuitive label for easy reference.

- 20) Click **[Add]**.
- 21) Repeat steps 16-19 for each additional address.
- 22) Navigate to the **Financial** tab.
- 23) Enter the vendor's **Legal Name** if differs from their company name. Otherwise, the this defaults to the listed company name.
- 24) Enter your **Account** number, if the vendor has issued one to you.

Note: This number appears in the Vendor # field on the Purchase Order page.

- 25) Select your standard payment and/or discount **Terms**.
- 26) Select the **Default Expense Account**.
- 27) Select the **Default Payables Account**.
- 28) Enter your **Credit Limit**.
- 29) Select the vendor's **Primary Currency**.
- 30) Click **[Add]** for additional currencies.

Note: Currency selection is only available when the Multiple Currencies feature is enabled.

- 31) (Individual vendors only) Select **1099 Eligible**, if applicable.
- 32) Enter the vendor's **Tax ID**.
- 33) Enter your **Opening Balance** and **Opening Balance Date**.
- 34) Navigate to the **Marketing** tab and select a **Global Subscription Status**:
 - The **Soft Opt-In** status allows your vendor to receive your marketing email campaigns.
 - The **Soft Opt-Out** status will prevent email campaigns from being sent.


Note: Allow your vendor to confirm their opt-in preference, as part of your marketing efforts.

- 35) Click **[Save]**.

Create a New Vendor Contact

Contacts can be added to existing vendor records.

Steps

- 1) Perform a **Global Search** to locate the **Vendor** record.
- 2) On the vendor record, hover over **Create New**  and select **Contact**.
- 3) Under the **Primary Information** field enter the following:

Note: The Contact field must remain blank. The field auto-fills when the Name is entered.

- a. The contact's **Role**.
 - b. **Mr./Ms.**
 - c. **Name** (First Name, Middle Initial, Last Name)
 - d. **Job Title**
 - e. **Category**
- 4) Verify the contact's **Email, Main Phone, Fax** if necessary.

Note: Additional Email | Phone | Address fields are displayed when you edit a contact record.

- 5) Select a **Subsidiary**.
- 6) On the **Relationships** tab, select the following:
 - a. **Supervisor**
 - b. **Assistant**
- 7) Navigate to the **Address** subtab and verify the details.
- 8) In the **Marketing** tab, select the contact's **Lead Source, Campaign Event, and Campaign Category**.
- 9) Click [**Save**].