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

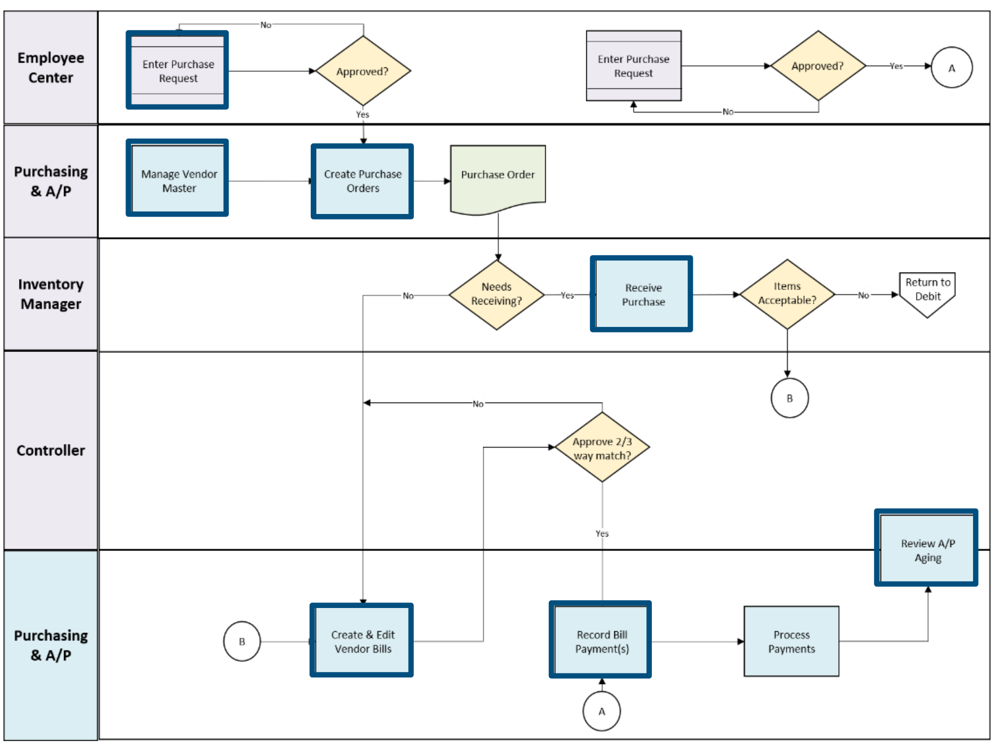

Table of Contents

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]**.