

Company

How do I customize the Trading Partner Supplier Tab?

Prerequisite

The trading partner must have the relationship of Supplier selected for this tab to appear.

Where is the Supplier Tab Located?

- **Company > Trading Partners > [Partner Name] > Supplier Tab**

Why & When the Supplier Tab is Used

The Supplier tab determines the areas and dropdown menus in which this supplier will appear. Add supplier **Block Info** or add supplier settlement data to this trading partner in this area.

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A VEGGIE BROKER, INC. - AVEGGIEB

Save and Close

Save and New

Save

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Supplier

Memo

Supplier Usage:

Packout Run:

Purchase Order:

Virtual Shipping:

Supplier Receipt:

Direct Ship PO:

Sales Order:

Accounts Payable

GL Account:

Settlement Info

Group:

Value 1:

Code 1:

Region:

Value 2:

Code 2:

Area:

Value 3:

Code 3:

Pay To Supplier:

Value 4:

Code 4:

Value 5:

Code 5:

Block Info

New Block

Code	Name	Description	Is Active	State	Product
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- **Supplier Usage:** The supplier will only appear in the Envio Functions selected.
- **Accounts Payable:** If you are connected to accounting, you may set the Account Payable Account here.
- **Settlement Info:** Use **Pay to Supplier** to select the Supplier that will be paid during settlement, if not this Supplier.
- **Block Info:** If you are using Blocks, add each block by clicking **New Block**. A row will appear for you to make changes.

After changes, click **Save and Close**.

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