

Add Creditor

Adding or Editing a new Creditor / Supplier.

This has many tabs and sections to be filled in.

To create a new Creditor or edit and existing Creditor:

Go to: **Creditors Module> Configuration> Creditors Setup**

To edit an existing Creditor click the Edit Button or to add a new Creditor Click the Add Button

The screenshot shows the 'Creditors Setup' form within a software application. The left sidebar has a red header 'Creditors Module' and a blue 'Configuration' section with 'Creditors Setup' highlighted. The main form area has a blue header 'Creditors Setup' and a toolbar with buttons: Search, Add (highlighted with a red box), Edit, Delete, Clone, Create Reminder, Creditor History, Functions, and Print / Export. Below the toolbar are tabs for 'Basic Search', 'Custom Fields', and 'Expand'. The form contains several input fields and dropdown menus: 'Creditors Code' (text), 'Creditor Name' (text), 'Contact Name' (text), 'Currency' (dropdown with 'All' selected), 'Division' (dropdown with 'All' selected), 'Region' (dropdown with 'All' selected), 'Creditor Status' (dropdown with 'All' selected), 'Order By' (dropdown with 'Code' selected), and 'Active' (checkbox checked). At the bottom, there are 'Main' and 'Details' tabs, a pagination bar showing 'Page 0 of 0', and a table with columns: #, Att, Memo, Web, Supplier Code, Name, Telephone, Fax, Email, Contact Person, Outstanding Balanc, and Pref.

Details Tab

In this section add the basic information for the Creditor

Minimum details are Creditor Code and Name

Edit Creditor

Creditor Details

Attachment
Memo
Create Reminder
Alerts
View Attachments
Functions
Standard
Close

Creditor Code: THE001
Creditors Name: The Supplier Co

Details
Addresses
Contacts
Acct Details
Bank Details
Statutory
Info
Custom Fields
Activiti

Creditor Code: THE001
Name: The Supplier Co
Short Name: Supplier
Contact Person: Peter John
Website: www.supplier.com
Registration No: 123
GST Number: 789
Creditors Image: Supplier
Print Statement:
Email Statement:
Active:
Sync to Mobile:

Division: Production Division
Region: Auckland
Our Account No:
Comment:

Acc Manager: Asset Management
Creditors Status:
Creditors Type:
Clearing Agent:
Forwarding Agent:

Save & New
Save & Close
Save
Close

Creditors Code	Create a unique code that identifies the supplier/creditor. The Code field can be Alfa Numeric. Recommend: If using only numbers for the code, do not start the code with the number zero (0), as this may cause complications when exporting data.
Name	Enter the name of the supplier/creditor. This will ideally be the registered name of the Creditor. The Name field can be Alfa Numeric and over 500 Characters long
Short Name	This is essentially a shortened form of the supplier company name, e.g.: ABI
Contact Person	This is a drop down and only shows contact Names which has being entered from the Contact Persons tab: A default contact person can be added against the Supplier
Website	Enter the website address for the Supplier
Registration No	Enter the registration number for the Supplier
VAT Number	Enter the VAT number for the Supplier (if applicable).

Creditor Image	This drop down will only shows Images which have being uploaded as attachments. Select an image for the creditor to show on the right
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Tick the boxes “Print Statement and Email Statement. This allows for statements (Remittance Advise) to be generated and emailed directly to the Creditor/ Supplier.

Active	Indicates and sets the Creditor as an active creditor. Should you no longer deal with the particular Creditor and do not want to see the creditor on searches, then remove the tick on this box
Sync to Mobile	This tick allows for the particular Creditor to be sync to the Webatar Mobile App

Creditors can be categorized by using one or more of the following fields:

Division, Region, Creditor Type, Creditor Status

These fields are user defined as such options can be added to suite your companies specific requirements.

Division	Could be used for differentiating creditors specific to different branches of the organization
Region	Could be used for Geographic region the creditor is located
Our Account No.	
Comment	
Acc Manager	
Creditor Status	
Creditor Type	Could be used for the type of supplier, i.e. Raw Materials, Consumables, etc.
Clearing Agent Tick	
Forwarding Agent Tick	

Once you have entered the above information, click the save button for the Address and Contacts Tabs to be activated.

Note: All the above fields are not mandatory by default. The creditor Code and Name are minimum requirements

Attachments

In this tab we allow for unlimited amount of uploads of documents to be attached to the Creditor. You can attach pictures, Excel sheets, Word and PDF Documents and any file you wish.

The screenshot shows the 'Edit Creditor' window. The 'Creditors Details' section is visible, with the 'Attachment' tab highlighted in red. Other tabs include Memo, Create Reminder, Alerts, View Attachments, Functions, and Standard. The 'Creditors Code' is 'PAYNEW' and the 'Creditors Name' is 'New Payable'. Below the details are tabs for Details, Addresses, Contacts, Acct Details, Bank Details, Statutory, Info, Custom Field, and Activities.

When you click on the Attachments Button the following will come up. You can then drag & drop or upload any documents required.

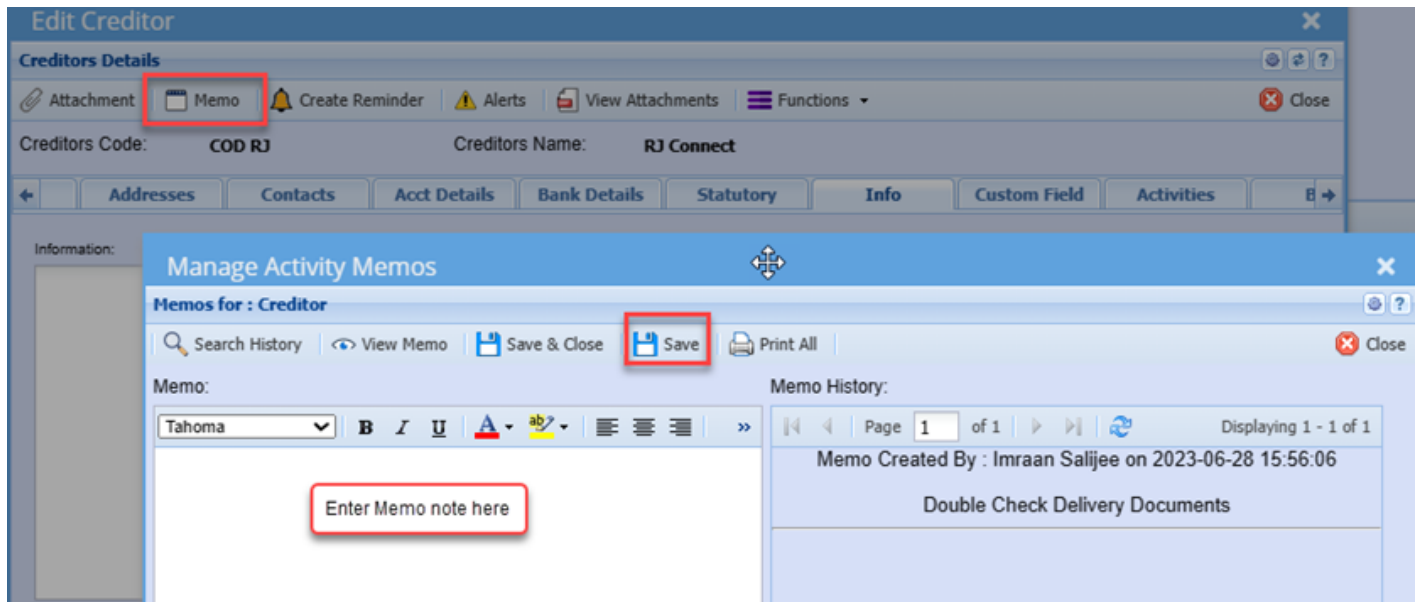
The screenshot shows the 'Creditor Attachments' window. The 'Attachments / Links' section is visible, with the 'Attachments' tab selected. The window includes a toolbar with options like Upload, Drag & Drop, Edit, View, Delete, Email Self, Download, Download All, Allow Email, and View Attachments. A table with columns #, Name, Description, Email, Type, and Uploaded is shown, but it is empty. A 'Drag & Drop' area on the right prompts the user to 'Drop files here to upload OR click to open file browser'.

The screenshot shows the 'Creditor Attachment' window. The 'Upload Attachment' section is visible. It includes a 'Source' dropdown set to 'File', an 'Attachment' text field with a 'Select File...' button, an 'Attachment Type' dropdown set to 'Image', a 'Name' text field, and a 'Description' text area. There is a 'Don't Email' checkbox which is checked. At the bottom are buttons for 'Save & New', 'Save And Close', and 'Close'.

Memo

Should there be any information or comments related to the Credit that you wish to note for users to access and be aware of, you can enter this information on the memo note

Memo notes are Date and time stamped and also logs the user how added the Memo



Address Tab

Fill in the Physical, Postal and Delivery addresses in the Address Tab. There are buttons called "Same as Physical" etc., once the Postal area button is clicked, it will copy all the details from the Physical Address to the Postal address.

The system also allows the entering of multiple Delivery addresses. All addresses created can be selected at the time of the documents i.e. Purchase Orders.

Edit Creditor

Creditor Details

Attachment
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Close

Creditor Code: THE001
Creditors Name: The Supplier Co

Details
Addresses
Contacts
Acct Details
Bank Details
Statutory
Info
Custom Fields
Activiti

Search
Add
Edit
Delete

Physical
Postal
Delivery

Default Address: Physical

Address Line 1: Address Line 1
Address Line 2: Address Line 2
Address Line 3: Address Line 3
Address Line 4: Address Line 4
Address Postal Code: Code
Country: South Africa
GPS Coords:
Plus Code:

Same as Physical
Same as Postal
Same as Delivery
Copy To All
Get Coords
Lookup Coords

Page 0 of 0
No data to display

#	Address Name	Address Line 1	Address Line 2	Address Line 3	Address Postal Code
---	--------------	----------------	----------------	----------------	---------------------

Save & New
Save & Close
Save
Close

Physical	Physical address default setting
Postal	
Delivery	
Default Address	This can be selected to be used whenever a document is created, you can override the address selection at the document level.
Address Line 1	
Address Line 2	
Address Line 3	
Address Line 4	
Address Postal Code	
Country	
GPS Coords	
Plus Code	
User defined address grid	

Buttons to define address

Same as Physical	
Same as Postal	
Same as Delivery	
Copy to All	
Get Coords	
Lookup Coords	

Contacts Tab

In this tab you can create all the relevant people who work for this company, including all their details.

Edit Creditor

Creditors Details

AttachmentMemoCreate ReminderAlertsView AttachmentsFunctionsStandardClose

Creditors Code: **PAYNEW**Creditors Name: **New Payable**

DetailsAddresses**Contacts**Acct DetailsBank DetailsStatutoryInfoCustom FieldActivities

ViewAddEditDeleteShow All:

Page 1 of 1Displaying 1 - 1 of 1

#	Active	First Name	Last Name	Telephone	Fax	Cell phone
1	Yes	TEST	SURNAME			

Telephone 1:

Telephone 2:

Fax:

Mobile No:

Email:

e-Mail

Save & New

Save & Close

Save

Close

View button	to view the contact
Add button	to add a new contact
Edit button	to edit the contact
Delete button	to delete the contact person
Show All Tick	

Telephone 1	
Telephone 2	
Fax	
Mobile No	
Email	

Click the Add button to add Creditors contacts details

Add Creditor Contact Details

Creditors Contact Person

Details | **Custom Fields**

Set As Default | Update Company

Name:

Surname:

Post Title:

Telephone:

Cell Phone:

Email: [e-Mail](#)

Fax No.:

ID No:

Date Of Birth:

Contact Image:

Active: ☒ Receive Remittance: ☐

Save & New **Save & Close** **Save** **Close**

Enter the contact persons First Name, Surname, Contact Numbers and email address:

You can add the addition details if preferred

If the particular Contact person being added is the default contact for this particular Creditor, you can click the Update Company and Set as Default button, which saves you from recapturing these details as default contacts

Receive Remittance	Ticking this box implies that the particular Contact can receive remittance advises when emailed from the system.
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Recommended that the contact person’s email addresses are captured as this will save the User from manually having to type the email each time documents are emailed from the system.

Account Details Tab

The account details tab stores all the specific account information related to this creditor

Important information about the Creditor can be added in the Account Details. For purposes of security, lock down this tab as a precaution against users who should not have access to these details.

When doing a Goods Received Note for example a message will appear to the user that the account is on hold and will give the reason for it.

Edit Creditor

Creditors Details

Attachment
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Creditors Code:
PAYNEW
Creditors Name:
New Payable

Details
Addresses
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Acct Details
Bank Details
Statutory
Info
Custom Field
Activities

Currency:
Rand South Africa

Terms:
20
Days From Month End 1

Rating:

Discount:
0
Interest

Outstanding Balance:
62 665.40

Ageing:
Date Of Statement
Date Of Invoice

Forex Tax Type Override:

Payment Terms:

Credit Limit:
0.00

Enforce Credit Limit:

On Hold:

On Hold Reason:

Enable Statement Note:

Statement Note:

T/C GRV:

T/C Stock Return:

Statement Template:

Save & New
Save & Close
Save
Close

Currency	The system caters for Multicurrency. As such one can setup a foreign creditor account and all values could then be in USD, Euro etc. When working with multi-currency Suppliers, you can select the default currency to work with on that Supplier. Note - Once the first transaction has been posted against the currency you cannot change the currency.
Account Terms	Select the terms of your Supplier in the drop down. This is the account payment terms that the organization has with the creditor, e.g. COD, 30 Days, 60 Days, etc. Note: The account terms set here will determine and auto populate the due dates on Purchase orders.
Rating	
Discount	Used as an indication of discount rates received from the Supplier. Should the creditor always allow a discount percentage to all purchases made, you can set this on the discount field and the discount percentage will then pull through to all purchase Orders created.

Outstanding Balance	This is the running balance of the Supplier irrespective of transaction dates.
Aging	We allow for aging of Date of Statement and Date of Invoice per Creditor. This is the ageing method for outstanding accounts is the terms calculated from Date of Invoice or Month End (Statement) Date.
Forex Tax Type Override	This field is only used for Foreign Creditors where the default GRV VAT type will not apply You can select Non-VAT or Import VAT here, which will pull through to order and prevent users from erroneously selecting GRV VAT. For local Creditors, you will leave this blank
Payment Terms	
Credit Limit	This field is used to enter the purchasing limit from a Supplier. This could be enforced or used as an indicator. You can enter a purchase limit value and select to enforce the limit or not if this limit is reached, the system will notify the user that the credit limit will be exceeded and provide option to continue (depending on if limit is enforced or not)
Enforce Credit limit	Tick this check box if you want to enforce the credit limit indicated in the Credit limit box.
On Hold	Tick this box to put the Supplier account on hold. Should you wish to not deal with a particular supplier but do not want to de activate the creditor, you can set the Creditor on hold, which will prevent any orders from being processed.
On Hold Reason	Put in a reason for putting the Supplier on hold.
Enable Statement Note	
Statement Note	If you tick the box and put a message in the Statement text box, this message will appear on this Supplier's statement only. If you have added a global message under System Configuration Module – Administration Company Profiles both messages will appear on the statement
T/C GRV	
T/C Stock Return	
Statement Template	

Bank Details Tab

Put in all the information of the Creditor's bank details.

Edit Creditor

Creditors Details

Attachment
Memo
Create Reminder
Alerts
View Attachments
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Standard
Close

Creditors Code: **PAYNEW**
Creditors Name: **New Payable**

Details
Addresses
Contacts
Acct Details
Bank Details
Statutory
Info
Custom Field
Activitie

Bank:
FNB

Account Number:
123456789

Account Type:
Saving

Branch:
Sandton

Branch Code:
1506

Beneficiary Reference (20):
Star

Payment Type:
Visa - Credit Card

Payment Frequency:
Dr - Direct Payment

Payment Code:
02 - 0012055

GL Category:
Star Sound

Classification:
Con - Consulting

PDF Passwords:

PO Password:

GRV Password:

Stock Return Password:

Report Password:

Statement Password:

Key Words:
BankIt Intelligence Key Words:

Exclude Creditor From BankIt Intelligence:

Please separate the key words with a semicolon (;). Please do not use any spaces.:

Save & New
Save & Close
Save
Close

Bank	Name of the bank of the Supplier
Account Number	Account number of the Supplier
Account Type	The type of account the Supplier has example, Current or Savings etc.
Branch	The Branch name of the bank of the Supplier
Branch Code	The branch code of the bank of the Supplier
Beneficiary Reference (20)	
Payment Type	
Payment Frequency	
Payment Code	
GL Category	
Classification	

PDF Passwords	PDF passwords allow passwords to be attached to the various documents for security purposes. Only give the passwords to the Supplier so he can open the documents. If the fields are left blank, the PDF will just open. We have split PDF passwords to various document types so each document can be directed to various people in the organization.
Note	When a document is generated with the PDF password it cannot be changed on that specific document when it was created. You can however change PDF passwords every month, but it is a good idea to write all passwords down for the specific months.
PO Password	
GRV Password	
Stock Return Password	
Report Password	
Statement Password	
Key Words	This fields allows for specific words which appear on Bank statement entries and is used on the BankIT intelligence feature in the system

Note: When a document is generated with the PDF password it cannot be changed on that specific document when it was created. You can however change PDF passwords every month, but it is a good idea to write all passwords down for the specific months.

Statutory Tab

This tab caters for entering the BEE details of the Creditor

You can also set reminders, whereby the system will send an email reminder to the dedicated user when the BEE certificate is due to expire.

The Registration 1 to Registration 5 fields are customizable to the organization's preference

Edit Creditor

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Creditors Code:
PAYNEW
Creditors Name:
New Payable

Details
Addresses
Contacts
Acct Details
Bank Details
Statutory
Info
Custom Field
Activitie

BEE Accreditation Level:
Non Compliant

BEE Score:
< 40 (Non Compliant)

BEE Expiry Date:

BEE Reminder:

CSD Number:

Reg. Date:

Registration 2:

Reg. Date:

Registration 3:

Reg. Date:

Registration 4:

Reg. Date:

Registration 5:

Reg. Date:

Save & New
Save & Close
Save
Close

BEE Accreditation Level	
BEE Expiry Date	
CSD Number	
Registration 2	
Registration 3	
Registration 4	
Registration 5	
BEE Score	
BEE Reminder	
Reg. Date	

Info Tab

This tab allows you to insert any additional notes against the company.

You can also set additional indicators as per the respective tock boxes.

Edit Creditor

Creditors Details

Attachment
Memo
Create Reminder
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Standard
Close

Creditors Code: **PAYNEW**
Creditors Name: **New Payable**

Addresses
Contacts
Acct Details
Bank Details
Statutory
Info
Custom Field
Activities
B2B

Information:

Exclude From Dashboard:

Exclude From Reports:

Inter-Company Account:

Allow Delivery To Customer:

Doc Import item:

Use Courier API:
None

Internal Ref. ID:

Shipping Method:

Customer Link:

Save & New
Save & Close
Save
Close

Information	
Exclude From Dashboard	
Exclude From Reports	
Inter-Company Account	This identifies the creditor as an intercompany Supplier and as such can be excluded from certain reports if need be.
Allow Delivery To Customer	
Doc Import Item	
Use Courier API	
Internal Ref. ID	This is where one can enter a unique identifier of the creditor that may apply to a third-party application.
Shipping Method	This allows you to select the default shipping method for this creditor so as not to select on each document
Customer Link	

Custom Field Tab

Under the Custom Fields tab, this is where you can insert predefined user fields. Add as many custom fields as you require for additional information.

Edit Creditor

Creditors Details

AttachmentMemoCreate ReminderAlertsView AttachmentsFunctionsStandardClose

Creditors Code:PAYNEWCreditors Name:New Payable

AddressesContactsAcct DetailsBank DetailsStatutoryInfoCustom FieldActivities

Category:AllSave

Please click on the save button BEFORE you change the Category drop down.

Recurring Order:

Save & NewSave & CloseSaveClose

Category	
Recurring Order	

Activities Tab

Edit Creditor

Creditors Details

Attachment

Memo

Create Reminder

Alerts

View Attachments

Functions

Standard

Close

Creditors Code:

PAYNEW

Creditors Name:

New Payable

Addresses

Contacts

Acct Details

Bank Details

Statutory

Info

Custom Field

Activities

Choice:

Activity

Interaction

Search

View

Print / Export

Document Types:

All

Interaction Type:

All

Date From:

2023-10-02

Date To:

2023-11-02

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No data to display

#	Memo	Date Created	Reminder No.	Reminder To	Interaction Type	Reference	Description	Document Type	Document No.
---	------	--------------	--------------	-------------	------------------	-----------	-------------	---------------	--------------

Save & New

Save & Close

Save

Close

Choice: Activity - Interaction	
Search	
View	
Print / Export	
Document Types	
Date From	
Interaction Type	
Date To	

B2B Tab

Edit Creditor

Creditors Details

Attachment Memo Create Reminder Alerts View Attachments Functions Standard Close

Creditors Code: **PAYNEW** Creditors Name: **New Payable**

Addresses Contacts Acct Details Bank Details Statutory Info Custom Field Activities B2B

Purchase Order:

Save & New Save & Close Save Close

Functions dropdown

Branches

Should you be running multi-branches you can select the branch that this Supplier is linked to.

When searching users will then only see the Creditors linked to the branch they have access to.

Edit Creditor

Creditors Details

Attachment Memo Create Reminder Alerts View Attachments Functions Standard Close

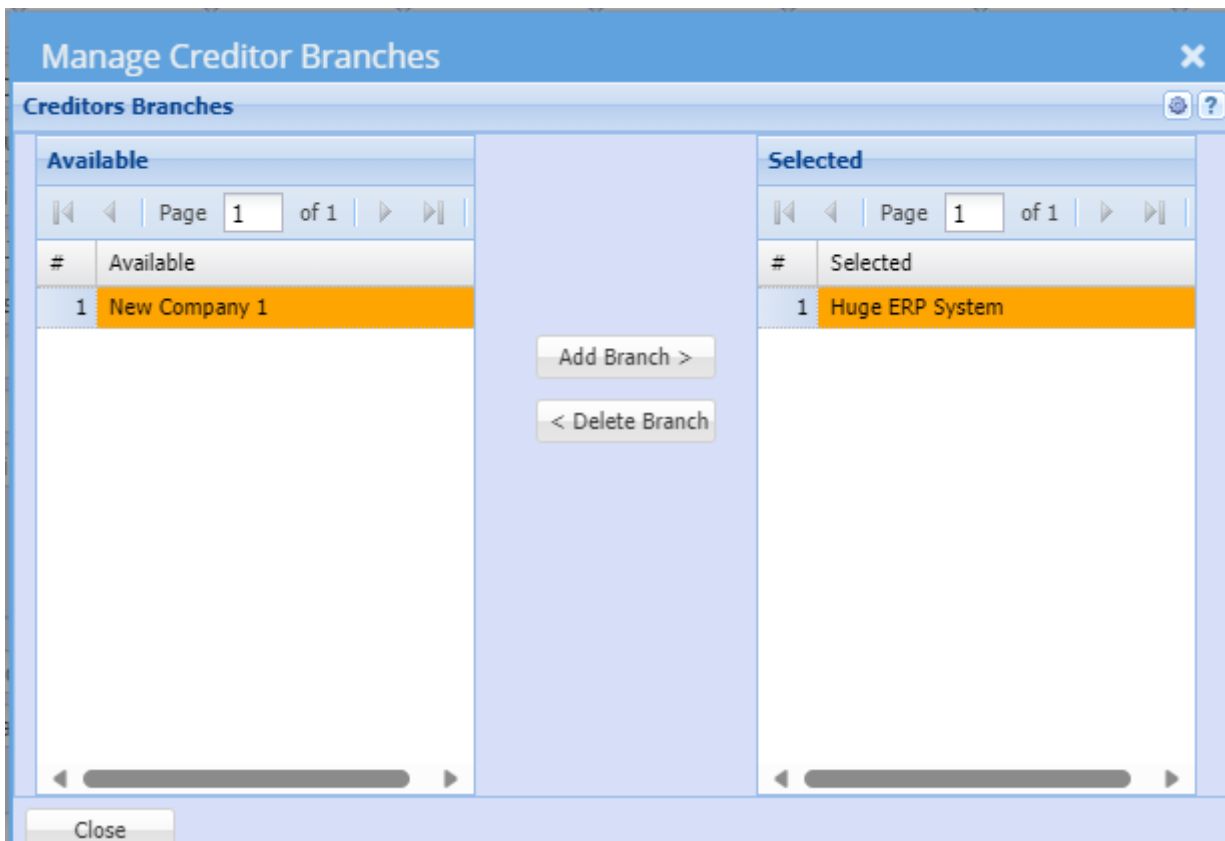
Creditors Code: **PAYNEW** Creditors Name: **New Payable**

Details Addresses Contacts Acct Details Bank Detail Custom Field Activities

Creditors Code: Name:

Branches
Creditor Settings
Creditor Budget
View Recurring Transactions

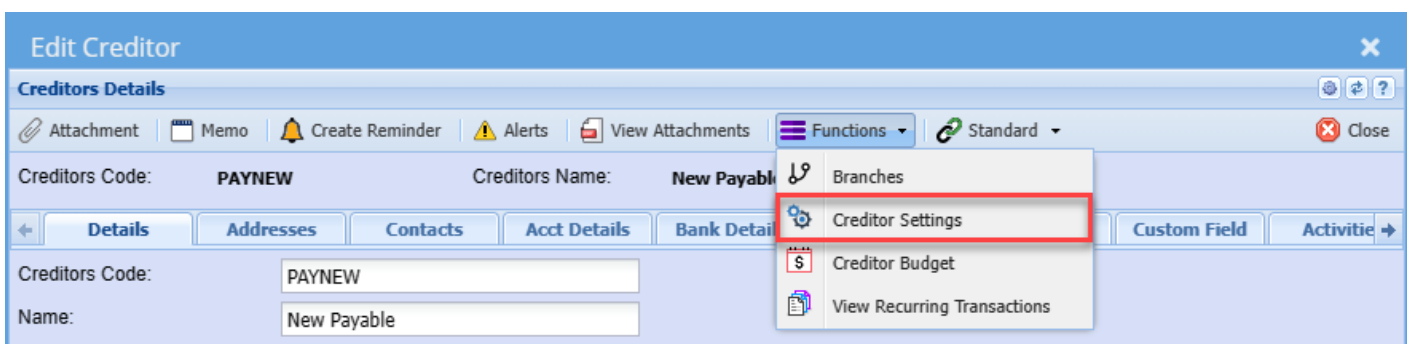
Move the branch to the right for access



The right-hand column is the selected branch, i.e. Branches the Creditor is linked to and users with access to these selected branches will then be able to search select these creditors

You can have multiple branches linked to a Creditor

Creditors Settings



×

Creditor Setting for : PAYNEW - New Payable

⚙️

?

Save

Close

Cash Book

Suppress Autoload of Allocation Lines on GL Cash Book.

Suppress Autoload:

☐

Creditor Budget

Edit Creditor

×

Creditors Details

⚙️

🔗

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Attachment

Memo

Create Reminder

Alerts

View Attachments

Functions

Standard

Close

Creditors Code: **PAYNEW** Creditors Name: **New Payable**

Details

Addresses

Contacts

Acct Details

Bank Details

Custom Field

Activities

Creditors Code:

Name:

Branches

Creditor Settings

Creditor Budget

View Recurring Transactions

Create Budget

Creditor Budget Setup

Search

Allocate

Calculate Actuals

Print

Creditor Name:

PAYNEW - New Payable

Budget For Year:

Year 4

Total For Year:

0

Page 1 of 1

Displaying 1 - 12 of 12

#	Period Name	Start Date	End Date	Budget Amount	Actual Amount	Variance Amount	Authorised Amount
1	April 2023	2023-04-01	2023-04-30	0.000000000000...			
2	May 2023	2023-05-01	2023-05-31	0.000000000000...			
3	June 2023	2023-06-01	2023-06-30	0.000000000000...			
4	July 2023	2023-07-01	2023-07-31	0.000000000000...			
5	August 2023	2023-08-01	2023-08-31	0.000000000000...			
6	September 2023	2023-09-01	2023-09-30	0.000000000000...			
7	October 2023	2023-10-01	2023-10-31	0.000000000000...			
8	November 2023	2023-11-01	2023-11-30	0.000000000000...			
9	December 2023	2023-12-01	2023-12-31	0.000000000000...			
10	January 2024	2024-01-01	2024-01-31	0.000000000000...			
11	February 2024	2024-02-01	2024-02-29	0.000000000000...			
12	March 2024	2024-03-01	2024-03-31	0.000000000000...			

Save

Close

Search	
Allocate	
Calculate Actuals	
Print	

View Recurring Transactions

Edit Creditor

Creditors Details

Attachment

Memo

Create Reminder

Alerts

View Attachments

Functions

Standard

Close

Creditors Code:

PAYNEW

Creditors Name:

New Payable

Details

Addresses

Contacts

Acct Details

Bank Details

Custom Field

Activities

Creditors Code:

PAYNEW

Name:

New Payable

Branches

Creditor Settings

Creditor Budget

View Recurring Transactions

×

Document Selection

⚙️ ?

Select:

☒ Goods Received Note

☐ Purchase Order

Continue

Close

Recurring Transaction

⏏ ×

Goods Received Note Recurring Transaction Setup

⚙️ ↻ ?

Summary

Detail

🔍 Search

➕ Add Transactions

🗑️ Delete Transaction

⌵ Close

Client: **PAYNEW - New Payable**

Active: ☒

⏪ ⏩ Page 0 of 0 ⏪ ⏩

🔄 Remove Paging: ☐

No data to display

#	Active	Code	Description	Not Posted	Posted	Cancelled	Total
---	--------	------	-------------	------------	--------	-----------	-------

Standard Dropdown

Leadtime

Edit Creditor

×

Creditors Details

⚙️ ↻ ?

📎 Attachment

📅 Memo

🔔 Create Reminder

⚠️ Alerts

📄 View Attachments

☰ Functions

🔗 Standard

⌵

⌵ Close

Creditors Code: **PAYNEW** Creditors Name: **New Payable**

⏪

Details

Addresses

Contacts

Acct Details

Bank Details

Statutory

⏩

Creditors Code:

Name:

🔗 Leadtime

🔗 Shipping Terms

🔗 Linked Inventory

×

Leadtime - Order to delivery

⚙️ ?

Leadtime Days - Sea:

Leadtime Days - Air:

Leadtime Days - Road:

Realistic Airfreight days - Order to delivery at destination Airport
Realistic Seafreight days - Order to delivery at destination Seaport
Realistic Roadfreight days - Order to delivery at destination

Save

Close

Shipping Terms

Edit Creditor

×

Creditors Details

⚙️ ↺ ?

📎 Attachment

📅 Memo

🔔 Create Reminder

⚠️ Alerts

📄 View Attachments

☰ Functions

🔗 Standard

⌵

⌵ Close

Creditors Code: **PAYNEW** Creditors Name: **New Payable**

←

Details

Addresses

Contacts

Acct Details

Bank Details

Statutory

Activities →

Creditors Code:

PAYNEW

Name:

New Payable

🔗 Leadtime

🔗 Shipping Terms

🔗 Linked Inventory

Shipping Terms



Close

Notify Agents

Details

Notify Creditor:	☒	Yes	
Notify Head Office:	☒	Yes	Default:
Notify Clearing Agent:	☒	Yes	Default Clearing Agent:
Notify Forwarding Agent:	☒	Yes	Default Forwarding Agent:

Clearing Agent:

Page 0 of 0 Add Delete No data to display

#	Creditor Code	Name	Telephone	Email
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Forwarding Agent:

Page 0 of 0 Add Delete No data to display

#	Creditor Code	Name	Telephone	Email
---	---------------	------	-----------	-------

Save

Save And Close

Close

Notify Creditor

Notify Head Office

Notify Clearing Agent

Notify Forwarding Agent

Default

Default Clearing Agent

Default Forwarding Agent

Shipping Terms
Close

Notify Agents
Details

Shipping Terms:
Shipping Method:

Airfreight Days: 3
Shipping Days: 30

Rail Freight Days: 7
Road Freight Days: 7

Barge Freight Days: 7

Special Shipping Instructions

Can use Express Docs:
Transmission Letter:
Bill of Lading:
Air Waybill:
EUR 1:
Commercial Invoice:
Packing List:
Certificate of Analysis:

Certificate of Origin:
Insurance Certificate:
Inspection Certificate:
DHL Waybill for Docs:
N/A:
N/A:
N/A:
N/A:

Save
Save And Close
Close

Shipping Terms	
Airfreight Days	
Rail Freight Days	
Barge Freight Days	
Shipping Method	
Shipping Days	
Road Freight Days	
Special Shipping Instructions	
Can use Express Docs Tick	
Transmission Letter Tick	
Bill of Lading Tick	
Air Waybill Tick	
EUR 1 Tick	

Commercial Invoice Tick	
Packing List Tick	
Certificate of Analysis Tick	
Certificate of Origin Tick	
Insurance Certificate Tick	
Inspection Certificate Tick	
DHL Waybill for Docs Tick	
N/A Ticks	

Linked Inventory

Edit Creditor

Creditors Details

AttachmentMemoCreate ReminderAlertsView AttachmentsFunctionsStandardClose

Creditors Code: PAYNEWCreditors Name: New Payable

DetailsAddressesContactsAcct DetailsBank DetailsStatutory

Creditors Code: PAYNEW

Name: New Payable

Leadtime

Shipping Terms

Linked Inventory

Supplier Code	
Group Code	
Brand	
Make	
Model	
Item Description	
Supplier Name	
Category	
Order By	
BOM Items Tick	
Serialized Items Tick	

Energy Defaults

Creditors Details

AttachmentMemoCreate ReminderAlertsView AttachmentsFunctionsStandardClose

Creditors Code: 1147Creditors Name: 2342

DetailsAddressesContactsAcct DetailsBank DetailsStatutory

Creditors Code: 1147

Name: 2342

Short Name:

Contact Person:

Leadtime

Shipping Terms

Linked Inventory

Linked UOM

Branch Link (Tick Is Head Office first)

Energy Defaults

Energy Defaults

?

Retailer

Network

EA Levy:

Discount:

EA Levy To Loss:

▼

Profile:

▼

Meter Charge Frequency:

▼

Meter Charge:

Save

×

Close

Revision #16

Created 20 July 2023 20:50:32 by Paige

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