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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**QUICK REFERENCE GUIDE**

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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:

   - The contact’s **Role**.
   - **Mr./Ms.**
   - **Name** (First Name, Middle Initial, Last Name)
   - **Job Title**
   - **Category**

4) Verify the contact’s **Email**, **Main Phone**, **Fax** if necessary.

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

5) Select a **Subsidiary**.

6) On the **Relationships** tab, select the following:
   - **Supervisor**
   - **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]**.