Vendor Master Creation Process Flow (BP010)

Buyer / Accounting
1. Create New Supplier
   - Send Vendor Master Form to supplier
   - Issue Vendor Creation application

Suppliers
- Fill the form
- Sign/Stamp & send back with company license
- Vendor master form with sign and stamp and 营业执照复印件

Pro./Acc. Dept
- Approve
- Generated New Vendor Code and Send Vendor Code and password to vender

Finance
- Check bank account in vendor master hardcopy
- Key-in vendor bank account into电汇系统
- Close

Key-in vendor bank account into电汇系统
- Finance 打印纸本信息由上级主管签核后，Key-in 到电汇系统保存。

采购所建的Vendor Code 是用于下订单，状态为Normal. 而财务所建的只为付账，状态为Block.