Sisukord

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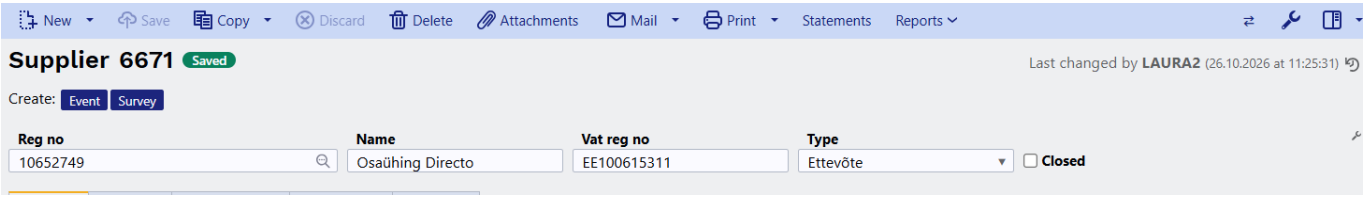
SUPPLIER CARD BUTTONS AND FIELDS

This page explains the buttons and fields on the supplier card.

Every user can arrange and hide the fields themselves. If you don't see a field described here, open the **Field settings** (wrench icon) of the relevant tab and section or table, and add the field to the displayed fields.

Buttons

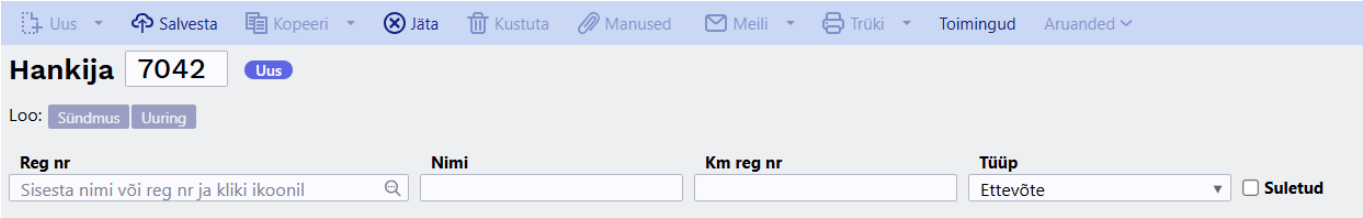


- **New** – opens a new blank document. Use the arrow next to the button to open it in a new window.
- **Save** – saves the document and transfers all changes made to the draft to the original document.
- **Copy** – creates a copy of the document, i.e. opens a new document with most fields filled in the same way as on the source document.
- **Discard** – discards all changes made to the draft, deletes the draft and shows the original document again.
- **Delete** – deletes the supplier card. If you no longer work with the supplier, mark the card as **Closed** instead – this way your earlier transactions with the supplier are kept.
- **Attachments** – lets you link files to the card, for example a contract signed with the supplier.
- **Mail** – sends the card printout by e-mail. Use the arrow to choose the print form. If you don't choose a form, Directo sends the default form.
- **Print** – prints the card. Use the arrow to choose the print form and whether to open a PDF or a preview.
- **Statements** – opens the supplier Transaction report.
- **Reports** – opens the list of reports. Click a report name to open the report with the supplier's data already filled in.

Create:

- **Event** – creates an event linked to the supplier.
- **Survey** – creates a survey linked to the supplier.

Fields



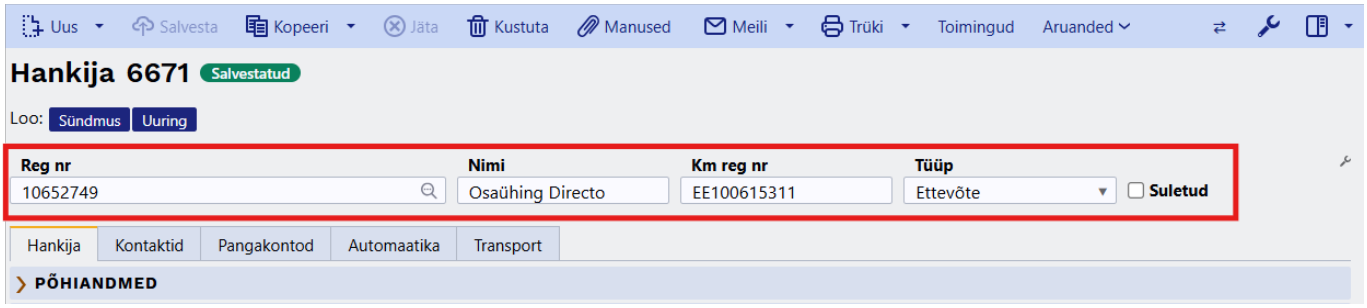
- **Code** – the supplier's code in Directo. You can enter the code yourself or let Directo create the next code in sequence when you save the card for the first time.

In the system settings, you can set which number range Directo uses for supplier codes, or whether Directo uses the supplier's registry code as the code:

- `System settings → → Supplier code numbering range start` and `System settings → Supplier code numbering range end`
- `System settings → Reg number is set as code for new supplier (when supplier is detected)`

Important fields

The **important fields** are at the top of the card, separate from the sections. They are always visible, no matter which tab you are on. By default, the important fields are:

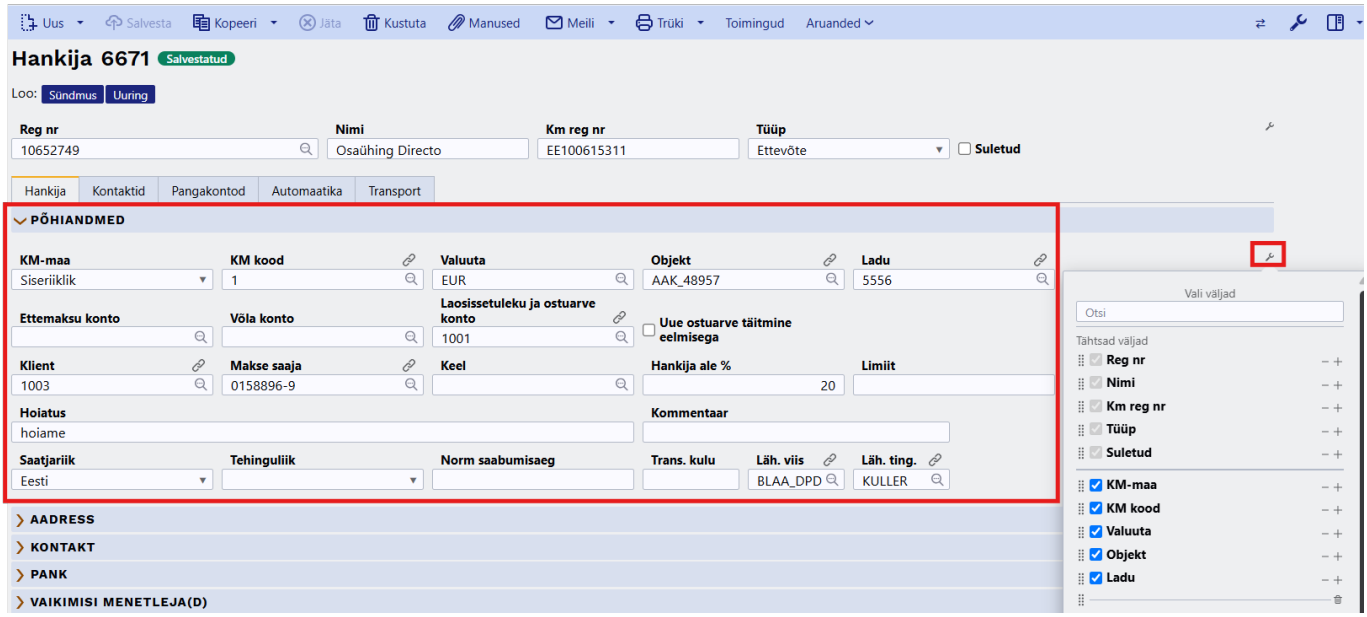


- **Reg no** – the supplier's registry code. Enter the supplier's name or registry code in the field and click the icon. The Business Register search opens. When you select a company, Directo fills in the supplier's name and address.
- **Name** – the supplier's name.
- **Vat reg no** – suppliers reg no.
- **Type** – the supplier's legal form
- **Closed** – shows whether the supplier card is closed.

You can also move other fields that you need most often in your daily work to the important fields.

Supplier tab

General info

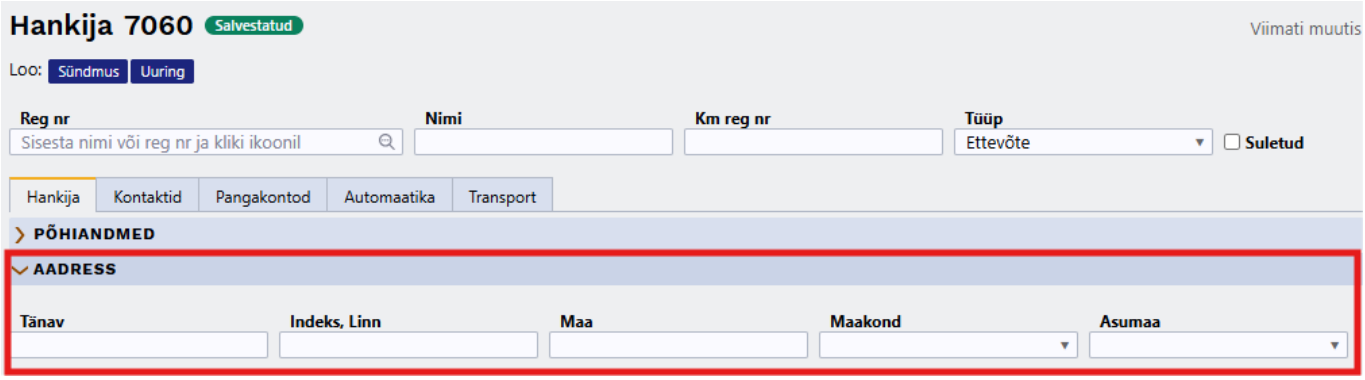


- **VAT Zone** – VAT zone
- **VAT code** – the VAT code that Directo adds to the purchase invoice row when you select this supplier on a purchase invoice.
- **Currency** – the currency in which the supplier issues invoices to you.
- **Class** – supplier group. Select the class from the class register.
- **Object** – object(s) linked to the supplier. When you select the supplier on a document, Directo adds these objects to the document header.
- **Stock** – the warehouse where you want to order goods from the supplier.
- **Del Mode** – delivery mode, i.e. how the supplier delivers the goods.
- **Del Term** – delivery term.
- **Default Del Time** – normal delivery time.
- **Directo-to-Directo** – mark this if the supplier also uses Directo. You can then exchange documents automatically from Directo to Directo, if you wish.
- **Payee** – the supplier to whom you pay this supplier's invoices. Select from the supplier register.
- **Language** – the supplier's language. Select from the language register.
- **Prepayment account** – the account where you record prepayments made to the supplier.
- **Debt Acc** – the supplier's payables account.
- **Inventory receipt and purchase invoice account** – the supplier's expense account that Directo adds to the purchase invoice row when you select this supplier on a purchase invoice.
- **Credit limit** – limit amount.
- **Customer** – if the supplier is also your customer and you want to make Nettings
- **Consignment Country** – select the country from the drop-down list. Required for the Intrastat report
- **Tran. Cost** – transport cost amount. Directo uses it in the Purchase recommend report.
- **Deal type** – select the transaction type from the drop-down list. Required for exports and imports.
- **Worker** – mark this if the supplier carries out project activities.
- **Supplier discount %** – the discount that applies to the supplier, as a percentage.
- **Purchasing group** – select the supplier's purchasing group.
- **URL** – for example, the supplier's website.
- **Comment** – free text field.
- **Warning** – a warning that Directo shows when you add the supplier to a purchase invoice or purchase order.
- **New p.invoice prefilled with previous** – if you mark this, Directo fills in a new purchase invoice for this supplier with the data from the supplier's previous purchase invoice, for example

the rows and the object.

- **Deposit** –
  - **No** (default) – Directo doesn't add deposit item rows to this supplier's purchase quotations, purchase orders or stock receipts.
  - **Yes** – Directo adds these rows, also when you create a purchase order from the purchase suggestion. On stock receipts, Directo also takes the system setting into account: if it is **No**, Directo doesn't add a deposit item of the service type.

Address



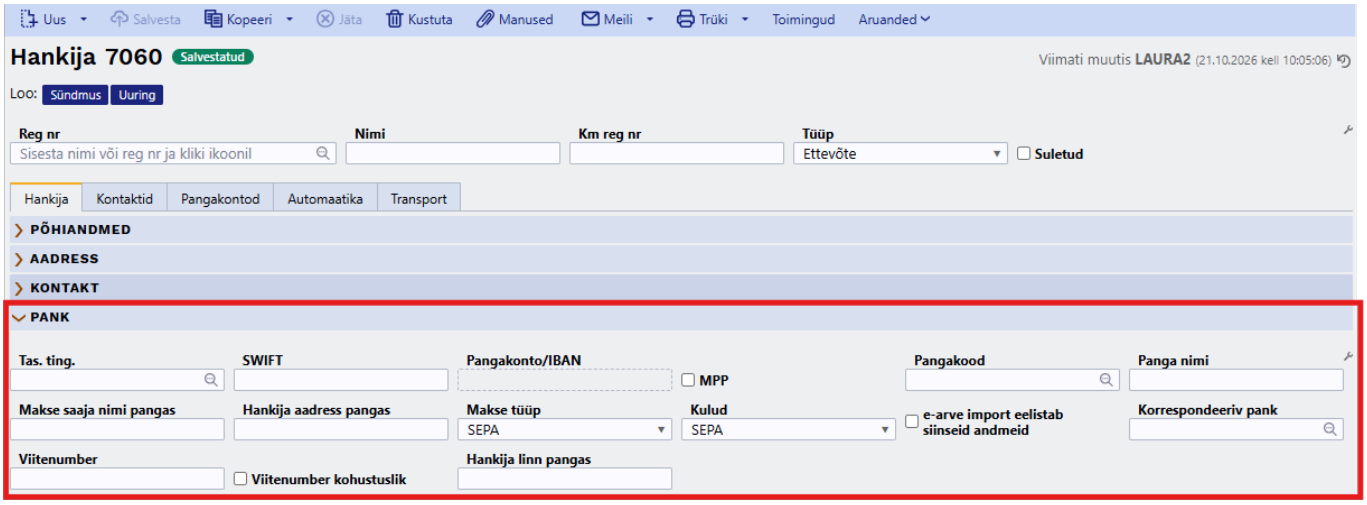
If you add the supplier using the Business Register search, Directo fills in the address fields automatically.

- **Street**, **Zip**, **City**, – the supplier's legal address or place of business.
- **County** – select the county from the register. You can change the register in `Settings → General settings → Counties`.
- **Country** – complements the other address fields. Select from the country register. You can add or change countries in `Settings → Stock settings → Countries`.

Contact

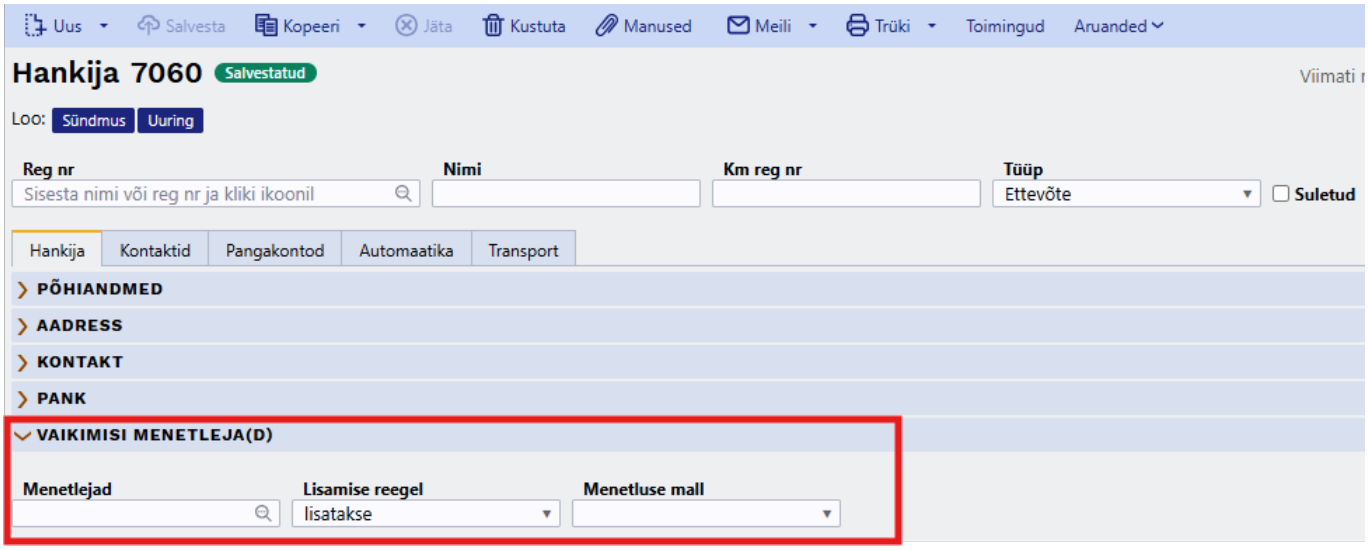
- **Representative** – the supplier's main contact person. Select from the contact register.
- **Phone** – the supplier's main phone number.
- **Fax** – the supplier's fax number.
- **E-mail** – the supplier's main e-mail address.

Bank



- **Pay Term** – the payment term for the supplier's invoices.
- **SWIFT** – the bank's SWIFT/BIC code. Directo fills in this field when you select the bank.
- **Bank account/IBAN** – the supplier's bank account. You can restrict which users can change the IBAN. LINK READ MORE...
- **MPP** – Polish split payment mechanism (MPP).
- **Bank Code** – select the bank from the bank register.
- **Bank Name** – Directo fills in this field when you select the bank.
- **Payee's name in the bank** – the supplier's name as it is registered in the bank.
- **Supplier address at bank** – fill this in only if the payment needs an address other than the one in the **ADDRESS** section. Enter only the street and house number. LINK READ MORE...
- **Payment type** – **SEPA** (default), **Normal**, **Urgent** or **Extra Urgent**. If you send payments to the bank via Luminor, select **Normal**, **Urgent** or **Extra Urgent**. Directo adds the selected type to the payment row.
- **Costs** – Directo adds the selected value to the payment row, which lets you split the bank's service fee for the payment.
- **e-invoice import prefers data above** – if you mark this, Directo takes the supplier's data (for example the payment term and bank details) from the supplier card, not from the e-invoice, when it creates a document from an e-invoice.
- **Corresponding bank** – select the bank from the bank register.
- **Reference** – the reference number for the supplier's invoices.
- **Reference mandatory** – if you mark this, the reference number is mandatory.
- **Supplier city in Bank** – the city name for the payment file, without the postcode and county. For example **Pärnu**, not **80032 Pärnu linn, Pärnu maakond**.

Default proceeder(s)



- **Proceeder(s)** – users who process this supplier's documents. Select from the user register.
- **Addition rule** –
  - **added**: Directo adds these proceeders and keeps the other proceeders that were added automatically (from the user's proceeding settings or the object's proceeding template).
  - **replaced**: Directo removes all other proceeders, both those added automatically and those added manually.
- **Proceeding template** – the proceeding template that Directo uses when you select this supplier on a document. You can't select templates linked to objects here.

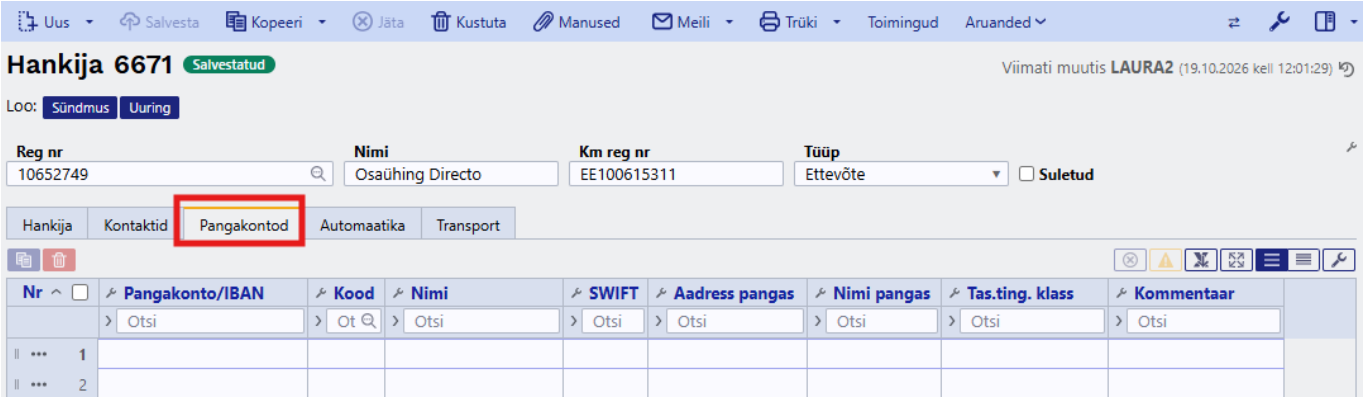
Supplier proceeders apply only if proceeding is set up for the document. READ MORE...

Contacts tab

This tab shows the contacts linked to the supplier. Click **New contact** to open a new contact card in a separate window, with the supplier already filled in. If you have the rights, you can open and change a contact card by clicking the contact's name.

Bank accounts tab

If the supplier has several bank accounts, add them on this tab. You can select the bank account on the purchase invoice, purchase order, payment and bank statement. The list shows both the accounts in this table and the account in the **BANK** section.



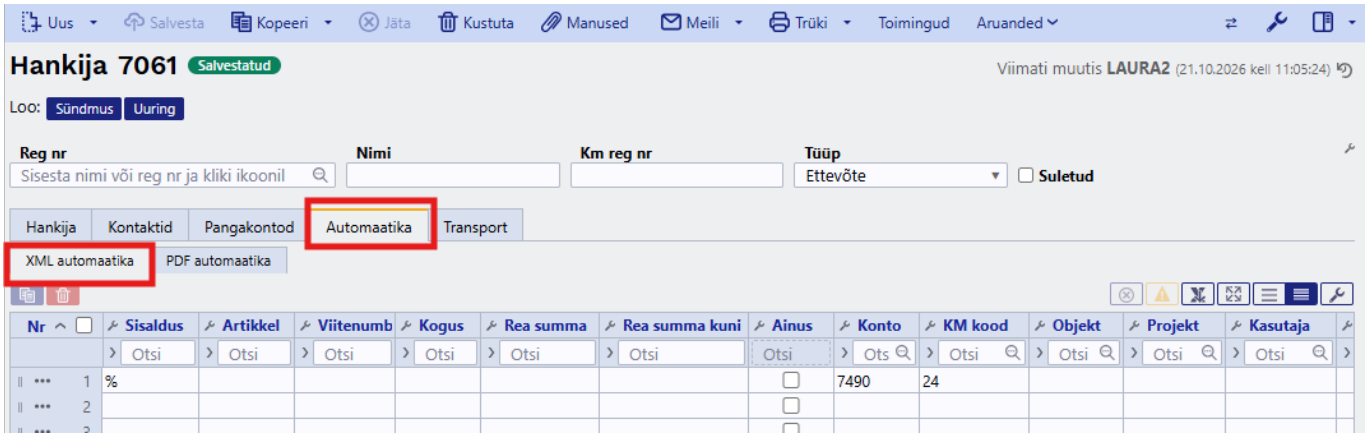
- **PAYTERM CLASS** – payment term class. On purchase invoices and purchase orders, Directo offers only the accounts that match the document's payment term class.
- **Comment** – free text.

Automation tab

The **Automation** tab has two tables: **XML automaatika** and **PDF automaatika**.

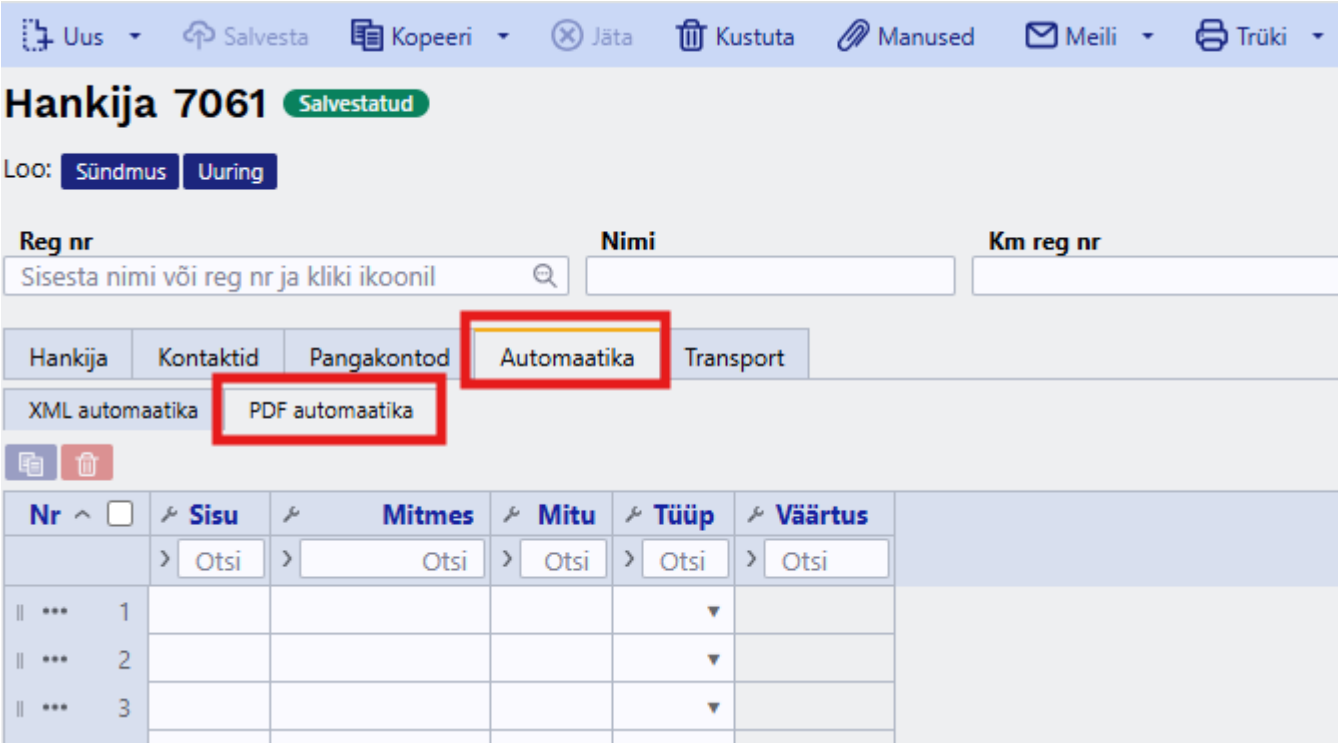
XML automation

Here you can set up rules by which Directo posts and groups the rows of the supplier's e-invoices and, if needed, confirms the purchase invoice. LINK READ MORE...



PDF automation

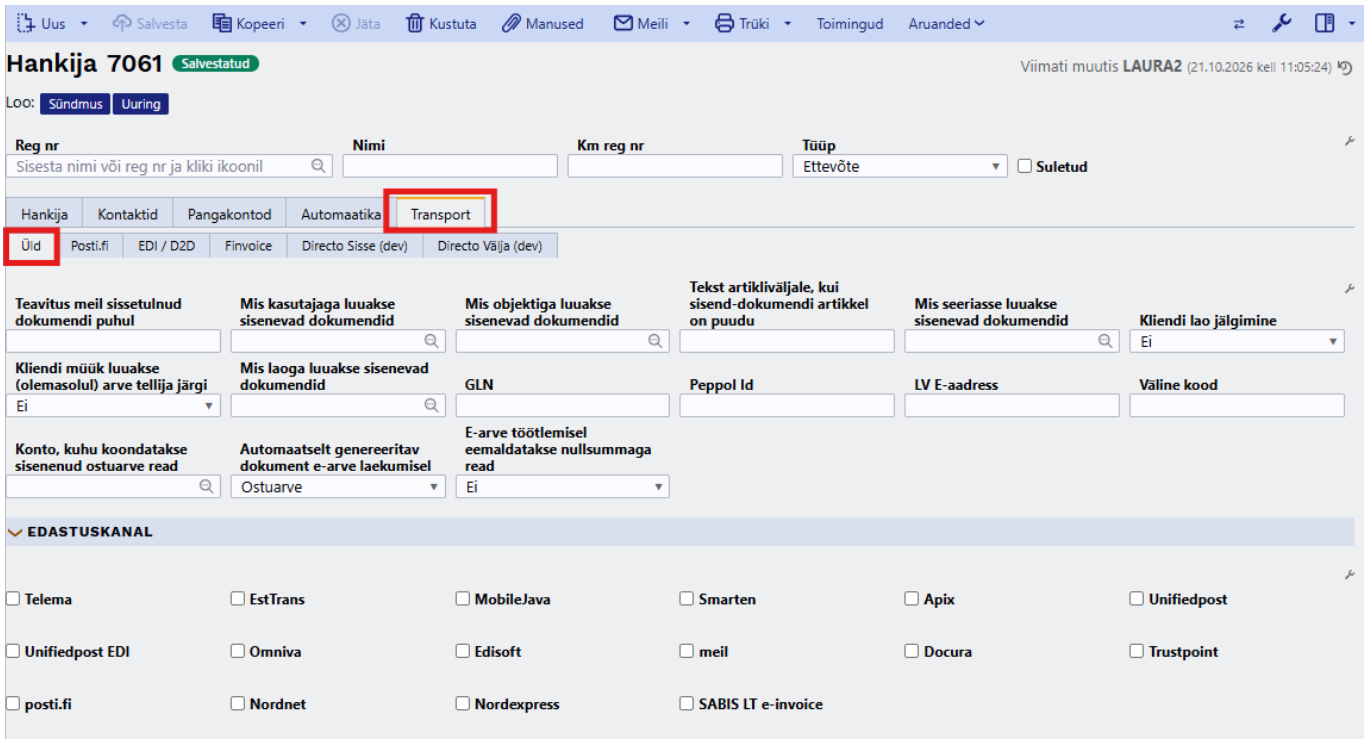
This table is for recognising the fields of purchase invoices received as PDF attachments. Directo no longer develops data field recognition from PDF invoices, because it could never come close to the accuracy of e-invoices. That's why we recommend receiving e-invoices instead: they are a standardised solution, so their data fields are recognised with 100% accuracy. In addition, with e-invoices you can create automatic posting rules, which isn't possible with PDF invoices.



Transport tab

On the **Transport** tab, you set up how Directo exchanges electronic documents with the supplier: how Directo receives the supplier's e-invoices and goods documents, and which documents Directo sends to the supplier. The tab is divided into the subtabs **Main**, **Posti.fi**, **EDI / D2D**, **Finvoice**, **Directo IN** and **Directo OUT**.

Main

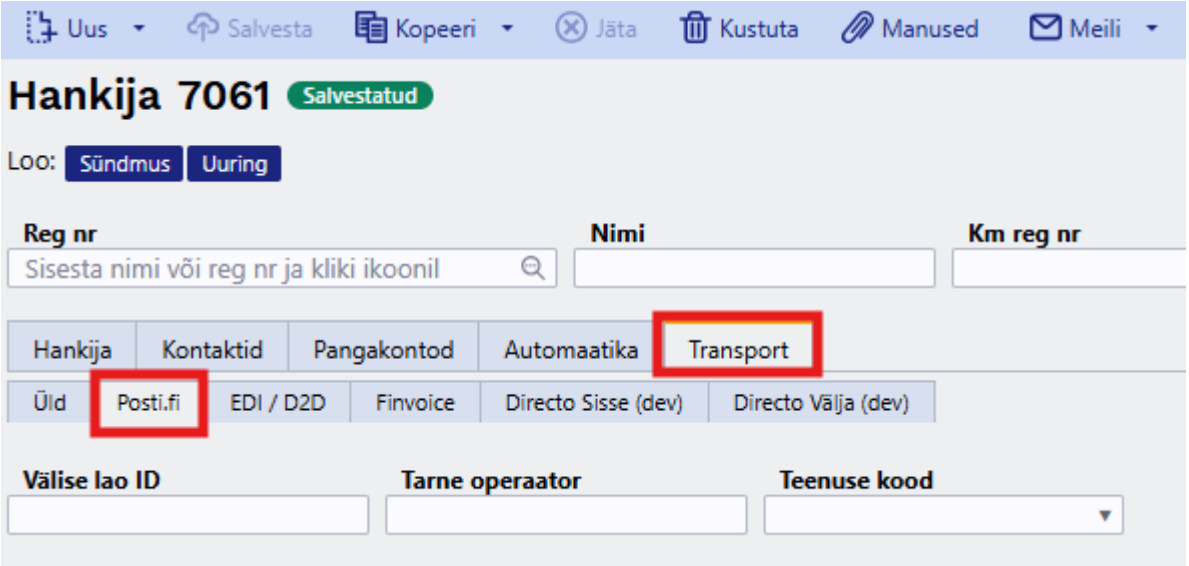


- **Notification e-mail when document arrives** – the e-mail address where Directo sends a notification when an e-invoice arrives from the supplier. Applies to EDI e-invoice integrations.
- **What user is used when new documents are created from input files** – the user that Directo adds to the **User** field of purchase invoices created from this supplier's e-invoices.
- **What object is used when new documents are created from input files** – the object that Directo adds to the **Object** field of purchase invoices created from this supplier's e-invoices.
- **Text for item field, when input document item is not found** – a substitute item for cases where the item is missing, for example FAKE.
- **What range is used when new documents are created from input files** – the number range that Directo assigns to purchase invoices created from this supplier's e-invoices. You can change the range on the purchase invoice later. If the field is empty, Directo selects the range based on when the purchase invoice is created.
- **Customer stock monitoring** –
- **Customer sales are created by invoice orderer (when present)** –
- **What stock is used when new documents are created from input files** – the warehouse that Directo adds to the stock receipt when it creates a stock receipt from this supplier's e-invoice.
- **GLN** – the supplier's Global Location Number (GLN).
- **Peppol Id** – the supplier's Peppol identifier.
- **LV E-address** –
- **External code** – the supplier's code in an external party's system, if it differs from the supplier code in your Directo. For example, the supplier's code in an external warehouse operator's system.
- **Account for grouping incoming purchase invoice rows** – if you fill this in, Directo groups all e-invoice rows into one purchase invoice row with this account. For example, if the supplier sends an e-invoice with 5 rows, Directo creates a purchase invoice with 1 row, and its amount is the total of all rows.
- **Automatically generated document after e-invoice arriving** – **Purchase invoice** (default). When the supplier's e-invoice reaches the **Documentide transport** register, Directo immediately creates the selected document from it. This way you don't have to turn each e-invoice into a document manually.
- **e-invoice processing removes rows having zero sum** –
    - **No** (default): Directo also imports zero-sum rows to the purchase invoice.
    - **Yes**: Directo leaves zero-sum rows out of the purchase invoice.

Delivery channel

- Mark the channels Directo uses to send the supplier the documents you selected on the **EDI / D2D** subtab in the **EXPORTED DOCUMENTS** section. You only see the channels whose integrations are set up in your company's Directo (for example **Telema**, **Omniva**, **e-mail**).

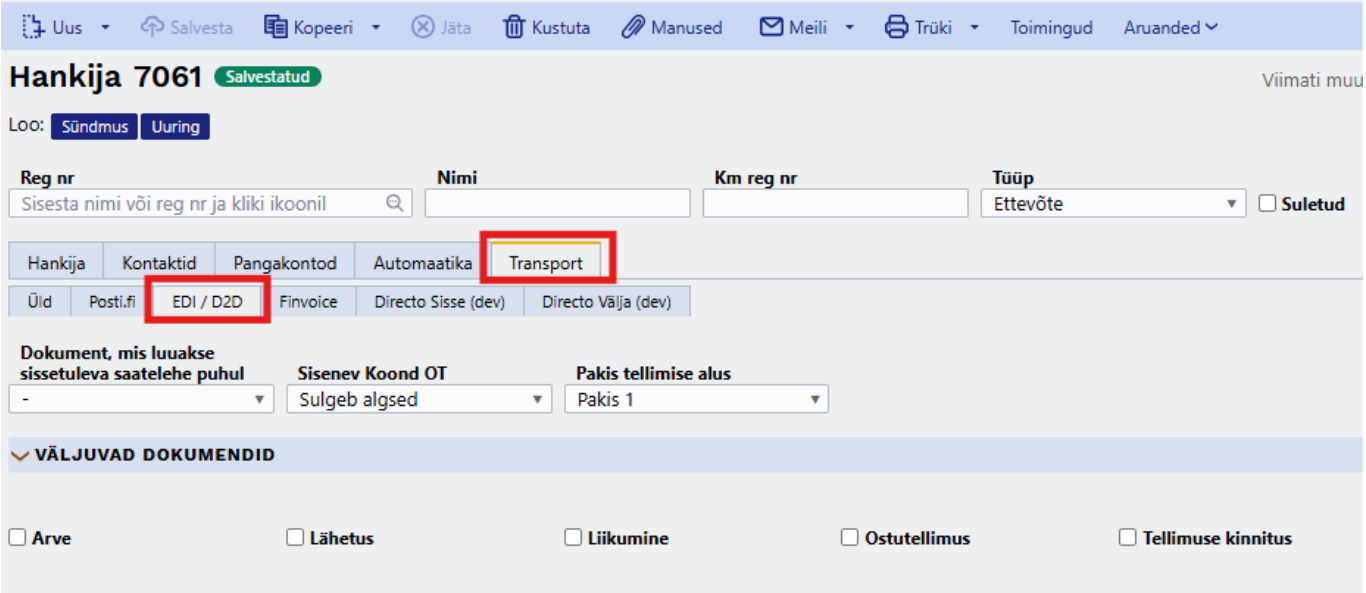
Posti.fi



- **External warehouse ID** –
- **Delivery operator** –
- **Service code** –

EDI / D2D

This subtab contains the settings for EDI goods documents (for example via Telema and Edisoft) and for Directo-to-Directo (D2D) document exchange.

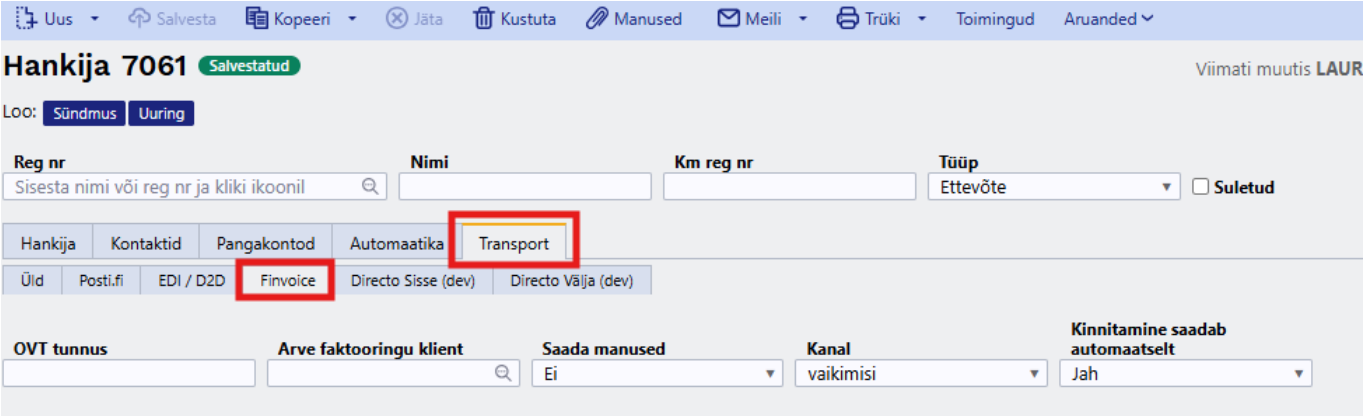


- **Document to be created when Despatch advice is received** –
- **Input joint P.order** –
- **Package ordering base** –

Exported documents

- **Invoice**, **Delivery**, **Stockmovement**, **Purchase order**, **Order confirmation** – mark the documents that Directo sends to the supplier through the channel selected on the **Main** subtab in the **DELIVERY CHANNEL** section.

Finvoice

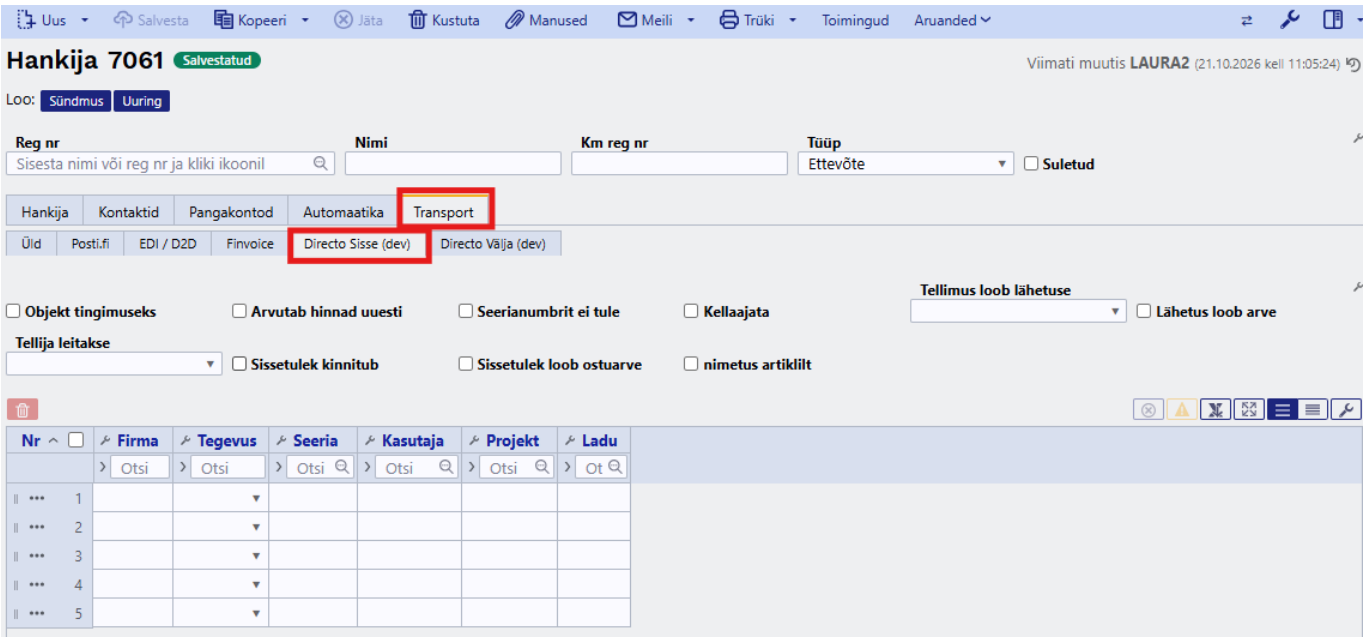


Settings for Finnish e-invoices (Finvoice).

- **OVT code** – the recipient's e-invoice identifier.
- **Invoice factoring customer** –
- **Send attachments** –
- **Channel** –
- **Confirming sends automatically** –

Directo IN

Here you set up the rules Directo uses to create documents that arrive from this supplier's Directo via Directo-to-Directo (D2D) transport. READ MORE...



In the table, specify which documents Directo creates from the received data. Fill in at least **Company**, **Action** and **Range**.

- **Company** – the sender's D2D code. Ask the supplier for it.
- **Action** – which received document becomes which document in Directo.
- **Range** – the number range Directo uses when it creates the new document.

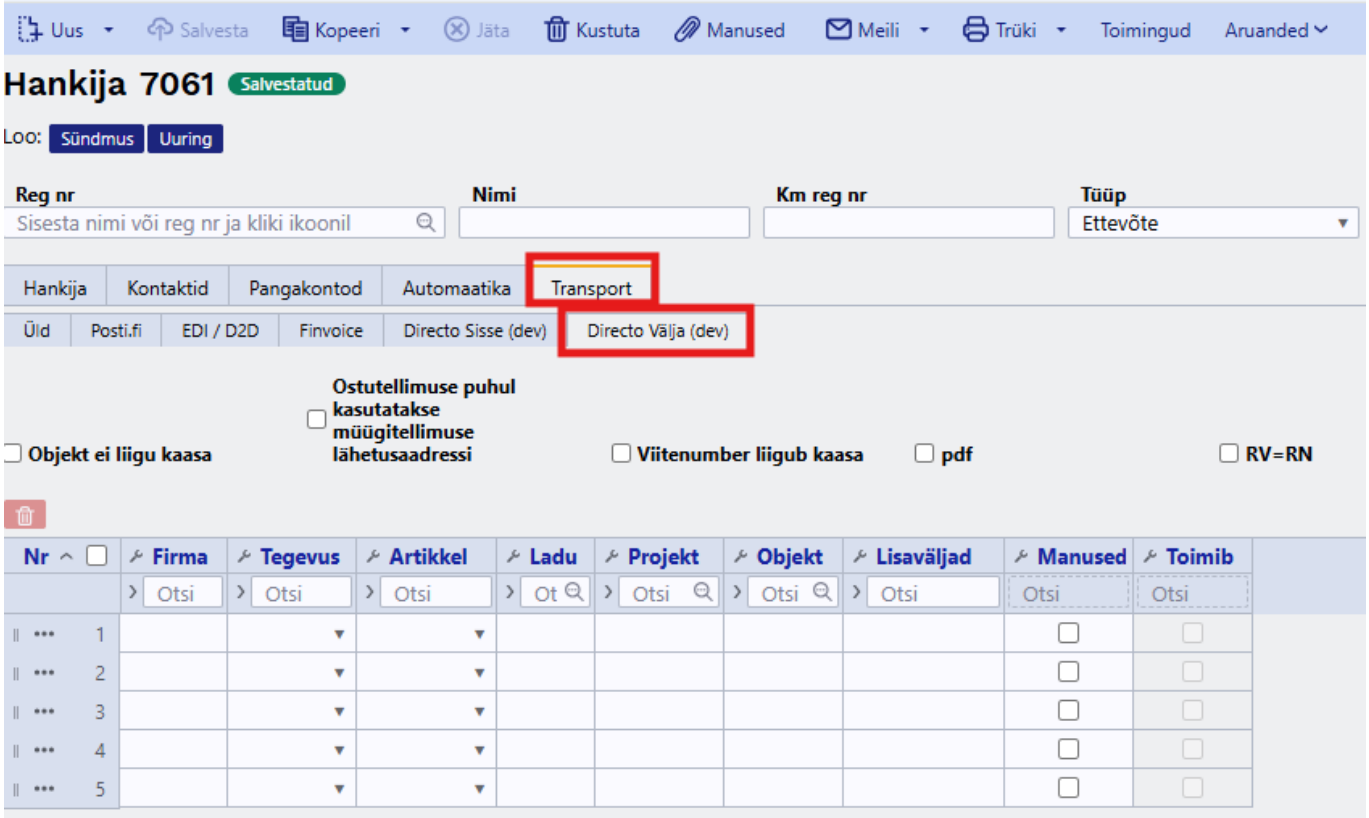
- **User**, **Project**, **Stock** – the user, project and warehouse that Directo adds to the created document.

Additional settings:

- **Object as term** – Directo uses the object code of the received document as the payment term code. Works only for sales orders.
- **Recalculates the prices** – Directo recalculates the sales prices of sales orders, stock movements and stock orders based on the data in your Directo, also taking the price formula into account.
- **Serial number does not come** – Directo clears the serial number field on the rows of the received document.
- **Without time** – Directo saves the received document's date without the time.
- **Order creates Delivery** –
- **Delivery creates an Invoice** – Directo creates an invoice, based on the quantities of the received delivery, from the order that the delivery was made from.
- **Receipt is confirmed** – Directo tries to confirm the received stock receipt immediately. The **User** column must contain an existing user who has the right to confirm stock receipts.
- **Receipt creates Purchase Invoice** – if Directo confirms the stock receipt automatically, Directo also creates an unconfirmed purchase invoice for the amount of the stock receipt.
- **name from item** – Directo takes the row names of the received document from the item card. If Directo doesn't recognise the item, the received name is kept.
- **Orderer resolving** –

Directo OUT

Here you set up which documents Directo sends to the supplier's Directo via Directo-to-Directo (D2D) transport. READ MORE...



Sending documents via D2D is a paid monthly service. To activate it, contact Directo customer support.

In the table, specify the documents Directo sends to the supplier:

- **Company** – the supplier's D2D code. Ask the supplier for it.
- **Action** – the type of document Directo sends.
- **Item** – which item code is sent with the document.
- **Stock**, **Project**, **Object** – restrictions: Directo sends only documents with the selected warehouse, project or object.
- **Datafields** –
- **Attachments** – if you mark this, Directo also sends the document's attachments.
- **OK** – if the setup was successful, Directo shows a tick here within 15 minutes. You can't change this field.

Additional settings:

- **Object is not transported** – Directo doesn't send the document's object code.
- **Purchase order uses sales order delivery address** – Directo sends the sales order's delivery address instead of the warehouse address.
- **Reference number is transported** – Directo also sends the sales invoice's reference number.
- **pdf** – Directo also sends the sales invoice or stock movement printout as a PDF file.
- **RR=RN** – Directo sends only those document rows where **RR** and **RN** are equal. Applies to purchase orders, invoices and deliveries.

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