Sisukord

Suppliers

Supplier is the supplier of goods or services. For example, purchase invoices, stock receipts and many other Directo documents or cards are associated with suppliers.

⚠️ The supplier register is separate from the [Klientide registrist](#).

1. Suppliers register

The suppliers register is located in `Purchase → DOCUMENTS → Suppliers`. Clicking on the word **Suppliers** opens the register of suppliers:

Directo's supplier register stores suppliers contact information and other supplier-related attributes necessary for smooth operation. New suppliers are also added through the supplier register.

To open an existing suppliers card, click on the suppliers code in the register and to create a new one, press the button **Add new**

In the first case, the existing suppliers card is opened for viewing and if the corresponding right exists, also for modification ([Kasutajaõigused](#)). In the second case, a blank card opens to enter a new suppliers data.

2. Suppliers card

The suppliers card stores the data of one supplier and the attributes necessary for Directo to work:

The suppliers card is divided into tabs: **General info, Contacts, Bank Accounts, Actions, Changes, Automation, Transport**.

1.1. General info

The General information tab stores the suppliers basic data and attributes. The meanings of the fields are as follows:

Priority fields:

- **Code** - supplier ID for Directo. It can be created by the user entering an appropriate character, which can contain both numbers and letters. However, the code can also be generated by Directo after saving the supplier card, giving the next indication in the queue. In the System settings can specify which number range is used to create the supplier code or the supplier`s registry code is also used as the supplier`s code. If the user decides to enter the code, it is not recommended to use punctuation marks and specific computer symbols in it. Directo's

recommendation is that the code is generated by the program according to the system settings specified by the administrator, because this feature is only needed to create connections and the user does not need it in daily work.

- **Name** - supplier`s name
- **Type** - type of legal entity of the procurer. Selection: **Company, Private person, State institution**.

⚠ Choosing correct supplier`s type is important for generating the correct VAT report.

- **Reg.no 1** - supplier register code

⚠ Filling in the supplier's register code is important for generating the correct VAT report.

ⓘ If the register code field is filled in and the supplier's card is saved, the title of the field changes to a hyperlink and clicking on it may open given supplier`s credit register page. Which service provider and with which options depends on the system setting `External customer information request URL` and your contract with the corresponding service provider.

ⓘ Previous fields will be filled in automatically if Business Register help is used when creating the supplier's card.

Other fields:

- **Class** - supplier`s group. The class must be selected from the classes register that opens with a double click on this field or Ctrl-Entre.
- **Object** - supplier-related object or financial dimension(s). It is used when you want certain objects to be placed in the header of the same document when the supplier is placed on the document.
- **Closed** - allows to close the supplier to prevent further use. This option is used, for example, if the supplier has ceased operations. In this case, it is not correct to delete the supplier's card, but to close it, because the historical transactions with the supplier must remain. At the same time, closing ensures that this supplier can no longer be selected to new documents. Reports also show closed supplier information.
- **Street, postal code, city and country** - supplier's legal or business address fields.

ⓘ Address fields will be filled in automatically if Business Register help is used when creating the supplier's card.

- **County** - complements other address fields. A selection of counties. The counties register can be supplemented or changed: `Settings → General settings → Counties`.
- **Country** - complements other address fields. Selection from the register of countries. The countries register can be complemented or changed: `Settings → Stock settings → Location`.
- **Representative** - primary supplier`s contact person. Double-click or Ctrl-Enter opens a selection from the contact register.
- **Phone** - supplier's primary contact telephone number
- **e-mail** - supplier's primary email address
- **Directo-to-Directo** - indicates whether the supplier also uses Directo. If so, it is possible to

automatically exchange documents between Directos via the Directo to Directo transport module if desired.

1.2. Bank Accounts

If the supplier has several bank accounts they can be managed in this tab.

NO	Bank acc	Code	Name	SWIFT	Address in bank	Name in Bank	Pay Term class	Comment
1								
2								
3								
4								
5								

⚠️ This part of the supplier card replaces the old solution, where different accounts were defined as supplier`s data fields which code was set in the system settings.

- **Bank acc** - bank account
- **Code** - bank code. Selection from bank register
- **Name** - bank name. Placed when placing the bank
- **SWIFT** - bank swift. Placed when placing the bank
- **Address in bank** - bank address
- **Name in bank**- supplier`s name in the bank. Text *input*

ℹ️ The previous fields serve the same purpose and behave in the same way as the corresponding fields on the supplier card front page.

- **Payment term class** - for class-based payment term filtering
- **Comment** - text field

The bank accounts in the Bank accounts tab can be mass imported separately in `Table → Supplier's bank accounts`.

Use
Bank accounts can be placed to the **Account** field on purchase invoice, ostutellimuse, payment and on väljavõtte documents. In addition to the described bank accounts, the placer also shows the account on the supplier's main page and its information. When placed on the purchase invoice, the corresponding **Bank code** is placed together with the bank account.

ℹ️ Payment term class entered on the document is used as an additional filter on purchase invoice and purchase order documents, which allows to define the supplier's bank accounts options more narrowly.

1.3. Automation
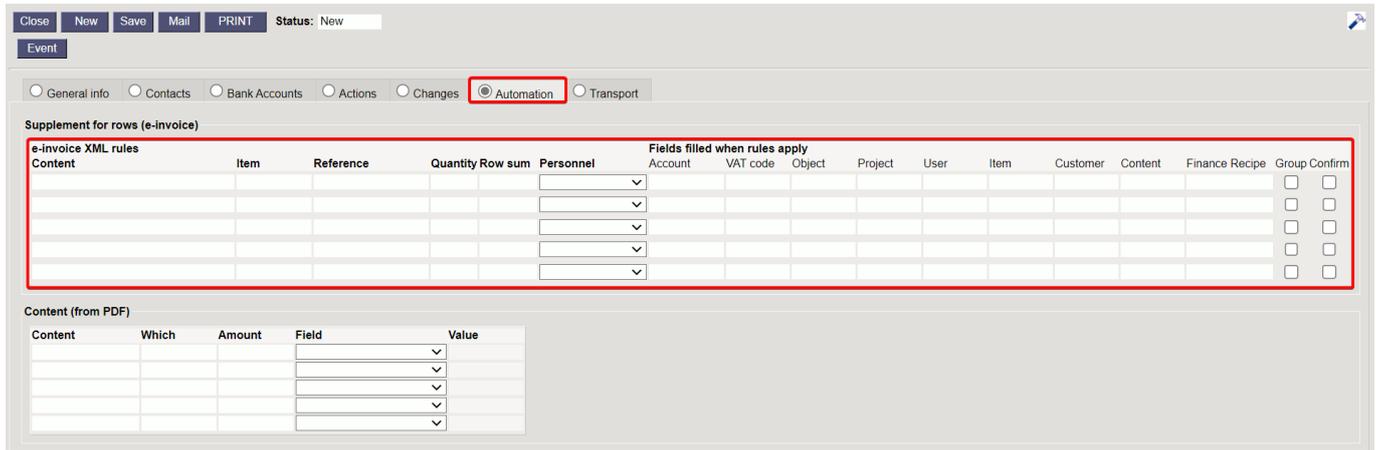
After creating a purchase invoice from received **e-invoice**, the purchase invoice line supplement functionality i.e. **Supplier`s automation** is applied automatically. The purpose of the supplier`s automation is to enrich the purchase invoice lines information formed from the e-invoice in such a way that the user has as little work as possible in supplementing the invoice information and making the accounting document valid. This functionality also allows significant time savings, especially for multi-line purchase invoices (for example mobile phone invoices, etc.). **Supplier automation** allows to set up rules that look for a certain text segment in the e-invoice line and, upon detection, apply the desired account, objects, project and user to the line. In addition, there is a possibility that, together with a specific text section, some connection with the personnel register must also be valid, in order to identify the person/employee related to the invoice line and, based on this, to ensure that the above-mentioned fields are filled in.

If the e-invoice, received in Directo, is changed to a purchase invoice entry, the purchase invoice fields are filled in as if user would do it manually. For example, if supplier is placed on purchase invoice manually, then the LS account and VAT code from the supplier's card is also placed on the purchase invoice line. The same happens first when Directo creates a purchase invoice from an e-invoice. But it is important that the Content of the purchase invoice line is combined from the corresponding fields of the e-invoice line, i.e. a lot of important information is gathered in the Content, which is in text form. Once this part is done applies **Supplier Automation**. The supplier automation is largely based on searching for what is needed from the information gathered in the Content field of the purchase invoice line and acting accordingly.

1.3.1. Settings

Supplier automation is set up supplier-specific, i.e. separately for each supplier whose e-invoices it is desired (or makes sense) to apply. To describe the rules, it is helpful to open the e-invoice XML sent by a specific supplier to see what information the e-invoice contains. The e-invoice XML can be viewed by opening the **Document transport** window and pressing the **XML** button from there. The setting is done in the Automation tab of the corresponding supplier's card:
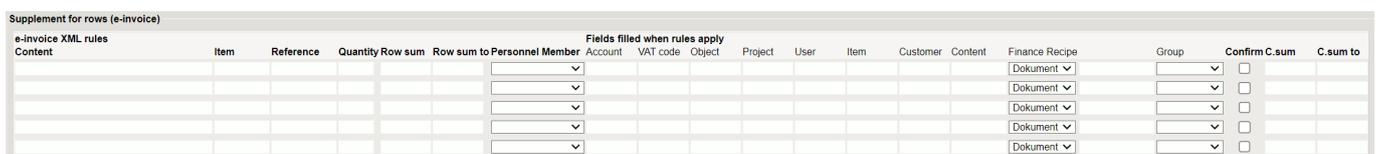
- **Content** - text field that is searched from purchase invoice Content line (from the imported e-invoice line).
- **Item** - text field that is searched among the item codes identified in the e-invoice. Looking for

content.

- **Reference** - text field that is searched among the reference number identified in the e-invoice. Exact match is searched for the financial recipe, otherwise is searched for content.
- **Quantity** - number that is searched for in the invoice line of the e-invoice. Looking for an exact match. The quantity can also recognize > and < signs i.e. if >5 then applies if the quantity is >5.
- **Row sum** - number that is searched for in the invoice line of the e-invoice. Looking for an exact match.
- **Personnel** - relation of the rule to the personnel register. The connection can be created through the personnel card sub-registers **Documents, Assets and Linked Persons** row types. The drop-down menu shows the row types that are configured in the Settings → Personnel settings → Data types. Use of data types in the context of personnel look in the corresponding manual. For example, if type Phone is created under Assets, then from purchase invoice line Content is searched does it contain a phone number, that is in the line of some person's personnel card tab Assets, that is with type Mobile phone on the Comment field. If it is found, the person is identified by it. Look Operation.
- **Account** - the account corresponding to the result of the rule. In other words, this account is applied to the purchase invoice line corresponding to the rule. This is the first preference of the rule. But it can also remain empty, then a different logic for finding an account is applied. Look Operation.
- **VAT code** - the VAT code corresponding to the result of the rule.
- **Object** - the object corresponding to the result of the rule. This object is applied to the purchase invoice line corresponding to the rule. This is the first preference of the rule. But it can also remain empty, then a different logic of finding the object is applied. Look Operation.
- **Project** - the project corresponding to the result of the rule. This project is applied to the purchase invoice line corresponding to the rule. This is the first preference of the rule. But it can also remain empty, then a different logic of finding the project is applied. Look Operation.
- **User** - the user corresponding to the result of the rule. The use of this field or other alternatives depends on the specific rule. Look Operation.
- **Item** - Directo article code corresponding to the result of the rule.
- **Customer** - customer code corresponding to the result of the rule.
- **Content** - text that corresponds to the result of the rule in the invoice line content cell. If it is filled, the content of the line is overwritten with exactly this text. If it is unfilled, the e-invoice line content is written to the invoice content.
- **Finance recipe** - the financial recipe corresponding to the result of the rule, which is applied when creating the purchase invoice. Only one finance recipe can be used in one invoice.

Rules are established through the fields **Content**, **Item**, **Reference**, **Quantity**, **Row sum** and **Personnel** and **Account**, **VAT code**, **Object**, **Project**, **User**, **Item**, **Customer**, **Content**, **Financial recipe** are fields that are applied if the rule is valid.

1.3.2. Operation

Suppliers automation takes the following steps and in the order described:

1. Firstly are applied these rules that are related to the Personnel sub-register **Documents**.

The purchase invoice lines are reviewed consecutively and checked whether the line:

- **Description** contains the **Content** field description of some **Documents** type rule. The

content of the rule can be empty and this is a so-called positive answer and the rule according to this condition matches the purchase invoice line;

- **Description** contains a value corresponding to the **Documents** type of the Personnel sub-register, which is selected from among the valid entries in the Doc No. field (purchase invoice date is between the beginning and the end of the corresponding entry in the Documents register or is equal). More precisely, it identifies the person to whom the purchase invoice line is related.

For example, the **Description** of a purchase invoice created from an e-invoice is as follows: 95 miles; DateTime: 03.01.2018 16:40; Station: Circle K Laagri; Country: EE; Sum: 56.87 Gid:704483382122005476

The rules and personnel card work schematically as follows:
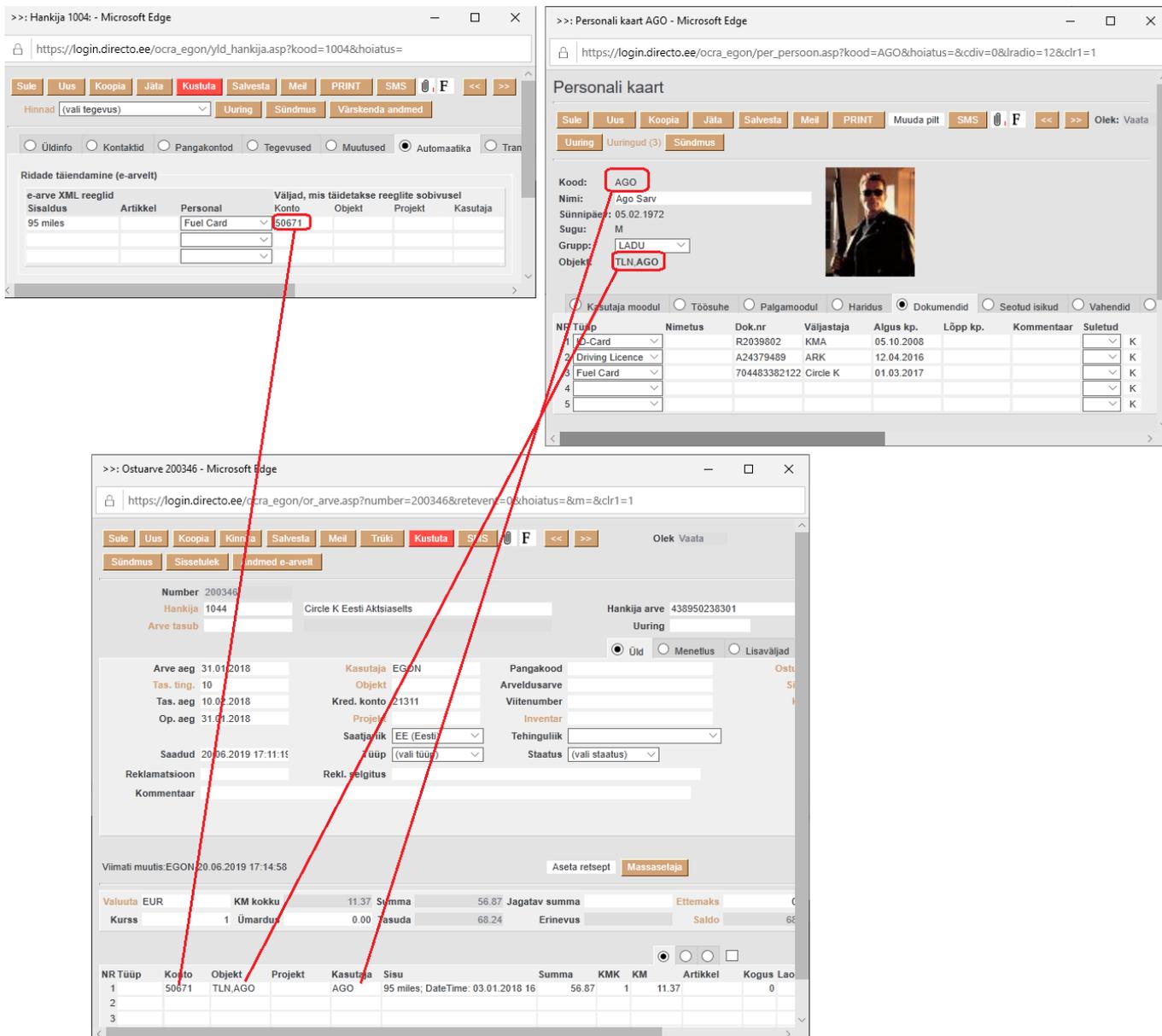

If a purchase invoice line to which applies both of the previous conditions is found, i.e. the **Description** contains both the **Content** of the rule and some **Doc no** from the Personnel sub-register

Documents, which has the same **type** as shown in the given line in the Automation rules, then:

- The purchase invoice line **Account** is replaced to the account shown in the rule. If there is no account in the rule, then the account which was already there, remains in the purchase invoice line.
- The purchase invoice line **Object** is replaced to the object shown in the rule. If there is no object in the rule, then the object is taken from the person (personnel) who was identified based on the rule and hierarchies of this object etc. are added. If the identified person also does not have an object, then the object that was already there remains on the purchase invoice line.
- The purchase invoice line **Project** is replaced to the project shown in the rule. If there is no project in the rule, then the project which was already there, remains in the purchase invoice line.
- Directo code of identified **User** is placed in the purchase invoice line field.

2. The rules related to the Personnel card sub-register **Linked Persons** are filled in next.

The purchase invoice lines are reviewed consecutively and checked whether the line:

- **Description** contains the **Content** field description of some **Linked Persons** type rule. The

content of the rule can be empty and this is a so-called positive answer and the rule according to this condition matches the purchase invoice line;
- **Description** contains a value corresponding to the **Linked Persons** <u>type</u> of the Personnel sub-register, which is selected from among the valid entries in the **Name** or **Personal code** fields (purchase invoice date is between the beginning and the end of the corresponding entry in the Linked Persons register or is equal). More precisely, it identifies the person to whom the purchase invoice line is related.

If a purchase invoice line to which applies both of the previous conditions is found, i.e. the **Description** contains both the **Content** of the rule and some **Name** or **Personal code** from the Personnel sub-register Linked Persons, which has the same **type** as shown in the given line in the Automation rules, then:

- The purchase invoice line **Account** is replaced to the account shown in the rule. If there is no account in the rule, then the account which was already there, remains in the purchase invoice line.
- The purchase invoice line **Object** is replaced to the object shown in the rule. If there is no object in the rule, then the object is taken from the person (personnel) who was identified based on the rule and hierarchies of this object etc. are added. If the identified person also does not have an object, then the object that was already there remains on the purchase invoice line.
- The purchase invoice line **Project** is replaced to the project shown in the rule. If there is no project in the rule, then the project which was already there, remains in the purchase invoice line.
- Directo code of identified **User** is placed in the purchase invoice line field.

3. The rules related to the Personnel card sub-register **Assets** are filled in next.

The purchase invoice lines are reviewed consecutively and checked whether the line:

- **Description** contains the **Content** field description of some **Assets** type rule. The content of the rule can be empty and this is a so-called positive answer and the rule according to this condition matches the purchase invoice line.
- **Description** contains a value corresponding to the **Assets** <u>type</u> of the Personnel sub-register, which is selected from among the valid entries in the **Comment** field (purchase invoice date is between the beginning and the end of the corresponding entry in the Assets register or is equal). If the field **Comment** on the corresponding entry is empty, it is checked whether the field **Assets** is filled in this line. If it is, then the asset with the corresponding code is found and checked whether its serial number (**SN**) is found in the purchase invoice line **Description**. More precisely, it identifies the person to whom the purchase invoice line is related.

If a purchase invoice line to which applies both of the previous conditions is found, i.e. the **Description** contains both the **Content** of the rule and some **Comment** or **Asset** from the Personnel sub-register Assets, which has the same **type** as shown in the given line in the Automation rules, then:

- The purchase invoice line **Account** is replaced to the account shown in the rule. If there is no account in the rule, then the account which was already there, remains in the purchase invoice line.
- The purchase invoice line **Object** is replaced to the object shown in the rule. If there is no object in the rule, then the object is taken from the person (personnel) who was identified based on the rule and hierarchies of this object etc. are added. If the identified person also does not have an object, then the object that was already there remains on the purchase invoice line.

- The purchase invoice line **Project** is replaced to the project shown in the rule. If there is no project in the rule, then the project which was already there, remains in the purchase invoice line.
- Directo code of identified **User** is placed in the purchase invoice line field.

4. Rules related to searching only **text**, **item**, **reference**, **quantity** and **sum** content from the e-invoice line information are filled in. Rules where none of the Personnel and Financial Recipe lines are in use. The purchase invoice lines are reviewed consecutively and checked whether the line description contains the **Content** field description of some previous rule. In this case, the **Content** field of the rule must have some searchable text.

If a purchase invoice line to which applies the condition is found i.e. the Description of the purchase invoice line contains the Content of the rule, then:

- The purchase invoice line **Account** is replaced to the account shown in the rule. If there is no account in the rule, then the account which was already there, remains in the purchase invoice line.
- The purchase invoice line **Object** is replaced to the object shown in the rule. If there is no object in the rule, then the object that was already there remains on the purchase invoice line.
- The purchase invoice line **Project** is replaced to the project shown in the rule. If there is no project in the rule, then the project which was already there, remains in the purchase invoice line.
- Directo code of identified **User** is placed in the purchase invoice line field.

⚠️ Every following step will NOT overwrite the previous result if the corresponding rule can be applied. Therefore, it is very important to make the rules thoughtfully and avoid controversial rules.

⚠️ If you create rules that apply to a row at the same moment, then rules are applied based on the order of the table, starting from the one above - if a row is „hit" by several rules, only the first one is applied.

Example: E-invoice line contains the word "PETROL 95"

We create a rule where the word „PETROL 95" is the Content in the first line (we set the account to 4444) and in the second line we use the so-called more general rule „PETROL" (we set the account to 5555). As a result, all rows containing PETROL become account 5555, except when the row contains PETROL 95 - it becomes the account 4444 specified in the first line of the rule.

ℹ️ By using the percent sign % in the Contents column, we can search for „whatever". It is important to create such so-called general rules at the end of the table, because otherwise they would be applied first, and specific rules „wouldn't have time" to be applied. In the case of the previous rule example, if you add % as the last line of the description and 3333 as the account, then the rules PETROL and PETROL 95 would be applied first in the purchase invoice to be created and for all the remaining lines (which do not contain PETROL and PETROL 95) account 3333 would be determined.

1.3.3. Examples

1.3.3.1. Always to a specific account and automatic confirmation

The supplier's purchase invoices always go to the agreed account and are automatically confirmed. %-sign in the content field means „everything else".

Supplement for rows (e-invoice)															
e-invoice XML rules						**Fields filled when rules apply**									
Content	Item	Reference	Quantity	Row sum	Personnel	Account	VAT code	Object	Project	User	Item	Customer	Content	Finance Recipe	Group Confirm
%						521115	1	ADMIN							☐ ☑
															☐ ☐

1.3.3.2. The purchase invoice is confirmed only with a certain sum, otherwise it is not confirmed

Example: A purchase invoice to be received on the basis of a permanent IT service contract, contract sum 150 euros per month. The purchase invoice is confirmed only if the purchase invoice line is exactly 150 euros. If the sum differs, the purchase invoice is created but not confirmed.

Supplement for rows (e-invoice)															
e-invoice XML rules						**Fields filled when rules apply**									
Content	Item	Reference	Quantity	Row sum	Personnel	Account	VAT code	Object	Project	User	Item	Customer	Content	Finance Recipe	Group Confirm
IT service				150.00		521115	1	ADMIN					Without con		☐ ☑

1.3.3.3. Under certain conditions an automatically confirmed purchase invoice

Directo permanent services invoice needs to be confirmed automatically, additional services invoice needs to be checked before confirmation. *All the permanent service items on the purchase invoice should be marked to the automation. Instead of additional services items, write the %-sign and do not mark confirmation.* By marking the sum behind the item, the permanent services purchase invoice will be confirmed only if the given sum corresponds exactly to the article and content.

Supplement for rows (e-invoice)															
e-invoice XML rules						**Fields filled when rules apply**									
Content	Item	Reference	Quantity	Row sum	Personnel	Account	VAT code	Object	Project	User	Item	Customer	Content	Finance Recipe	Group Confirm
coffee_en	OLF3			149.00		522107	1	ADMIN					Without con		☐ ☑
tea_en	OLF4			59.00		522107	1	ADMIN							☐ ☑
biscuits_en	OLF5			25.00		522107	1	LADU							☐ ☑
%															☐ ☐

1.3.3.4. The the purchase invoice has multiple lines, wish to receive a single-line purchase invoice

Only one purchase invoice line instead of all the Directo permanent services purchase invoice lines. *Mark checkmark to the field „Group". Additional services invoice as additional lines.*

⚠️ In this example one row has a different object. It should be taken into account that when „Group" is marked, the object of the first row is written on the document, i.e. a two-line purchase invoice is not made.

Supplement for rows (e-invoice)

e-invoice XML rules					Fields filled when rules apply										
Content	Item	Reference	Quantity Row sum	Personnel	Account	VAT code	Object	Project	User	Item	Customer	Content	Finance Recipe	Group	Confirm
coffee_en	OLF3		149.00	⌄	522107	1	ADMIN					Without con		☑	☑
tea_en	OLF4		59.00	⌄	522107	1	ADMIN							☑	☑
biscuits_en	OLF5		25.00	⌄	522107	1	LADU							☑	☑
%				⌄										☐	☐

1.3.3.5. Purchase invoice line grouping under certain conditions

For example, a purchase invoice from car service company, where are always 10-15 lines and all the actions are clearly described. Will need a one-line invoice with the explanation „car repair". *To the content field should be written „car repair" and checkmark to the field „group".*

Supplement for rows (e-invoice)

e-invoice XML rules					Fields filled when rules apply										
Content	Item	Reference	Quantity Row sum	Personnel	Account	VAT code	Object	Project	User	Item	Customer	Content	Finance Recipe	Group	Confirm
%				⌄	522107	1	ADMIN					car repair		☑	☑

1.3.3.6. How can I add leasing invoices to automation?

The leasing company sends e-invoices where each customer has the same reference number and line explanation on the invoices. Vehicles could be identified with automation if using the contract number field.

1. Write „Interest" and „Instalment" to the field Content in the different rows and fill in the Fields, which are filled in if the rules match on all leasing contract purchase invoices.
2. Write a leasing contract number to the field Content in a separate row and fill in the row fields, which are filled in differently depending on the match of the rules.

Supplement for rows (e-invoice)

e-invoice XML rules					Fields filled when rules apply										
Content	Item	Reference	Quantity Row sum	Personnel	Account	VAT code	Object	Project	User	Item	Customer	Content	Finance Recipe	Group	Confirm
Interest				⌄	651400	23						car repair		☐	☐
Installment				⌄	211301	1								☐	☐
202199999/00				⌄			ADMIN							☐	☐
202126890/00				⌄			LADU							☐	☐
202126913/00				⌄			MYYK							☐	☐

1.4. Transport

When creating purchase invoices:

Notification e-mail when document arrives - e-mail address to which the notification will be sent when the e-invoice from the given supplier is received. Affects EDI e-invoice interfaces;

What user is used when new documents are created from input files - user code, which is automatically assigned to the User field on the imported e-invoice (Purchase invoice) sent by this supplier;

What object is used when new documents are created from input files - object code, which is automatically assigned to the Object field on the imported e-invoice (purchase invoice) sent by this supplier;

Text for item field, when input document item is not found - the possibility to add a replacement article for the situation where the article is missing, for example FAKE etc. By default is marked (none);

What range is used when new documents are created from input files - number series assigned by default to the import purchase invoice sent by this supplier. After import, it can be exchanged if necessary on the purchase invoice. If the series is not filled here, an attempt is made to identify the series by the creation time;

Account for grouping incoming purchase invoice rows - financial account, where all the the e-invoice lines of this supplier are grouped on the purchase invoice, ignoring the lines sent with the e-invoice and creating a single-line purchase invoice. For example, if the supplier sent an invoice with 5 lines, these lines are grouped (summed) into one for the Purchase invoice created from the e-invoice, and the line has the account specified here;

Automatically generated document after e-invoice arriving - options Purchase invoice/Stock Receipt. With this setting, you can determine which document is created automatically from the received e-invoice. It means if the given supplier's e-invoice arrives in the Documents transport register, the document specified here is automatically created from the e-invoice. It allows to conveniently convert e-invoices into documents if the supplier always sends the same type of documents and does not have to do this manually by one e-invoice;

[Directost Directosse transport](#)