

# Sisukord

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# Supplier card (new design!)

You can find the guide for the old supplier card [HERE](#).

The suppliers register is located in Purchase → DOCUMENTS → **Suppliers**

|   | Field name | Content | Parameter |
|---|------------|---------|-----------|
| 1 |            |         |           |

In Directo, a supplier is anyone who supplies you with goods or services. When the supplier card is filled in carefully, Directo fills in much of the data on a document for you as soon as you select the supplier. For example, Directo adds the object, the expense account, the VAT code and the bank details.



The suppliers register is separate from the customers register.

## New features of the new supplier card

The new design makes your work more flexible, faster and more transparent. Read more [HERE](#). In addition, the new supplier card has these new and updated features:

- New field **Non-resident code**. Based on this field, you declare the income tax withheld on royalties (code 189) to the Estonian Tax and Customs Board in the data-based TSD return
- **Transport** tab is now divided into more logical sub-tabs
- Old card's Changes tab is replaced with **Change log**



**Still in development**

Not all features have been moved to the new design yet, and some actions work slightly differently.

Be careful when using it and make sure that everything on the new document works as you expect. The following features of the old card are not yet available on the new card:

- Migrating the old card's **change log** to the new card
- **Change log** of the **Transport** tab
- **Duplicate supplier warning** – a warning when you add a supplier and a supplier with the same name, reg no, VAT reg no or bank account already exists
- Separating the rule condition fields and the rule result fields in the **XML automaatika** table
- The **Sanctions** button, which opens the supplier's background check page
- The link icon next to the **Reg no** field, which opens the page entered in the system setting External Customer info URL with the supplier's information

## GENERAL OVERVIEW

### GENERAL PRINCIPLES OF THE NEW SUPPLIER CARD

How the new supplier card is structured and how you can adjust it to suit your needs. What options can you find under the card settings and in the side panel.

### SUPPLIER CARD BUTTONS AND FIELDS

A detailed description of the supplier card fields and buttons.

## USING THE SUPPLIER CARD

### SUPPLIER BANK DETAILS AND SECURE PAYMENTS

Supplier bank accounts and locking the IBAN to prevent invoice fraud.

### SUPPLIER AUTOMATION

How you can set up rules that Directo uses to post, group and, if needed, confirm the rows of a supplier's e-invoices. Examples and frequently asked questions.

### SUPPLIER AND VAT

Which supplier card fields matter for the VAT return, and how you can set up a supplier who is registered for VAT in several countries or who is bound by a professional or official secrecy obligation.

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