

# JM POS Manual

JM International, Inc

# 4. Vendors

## Vendor Info

? Vendor Info
Vendors > Vendor It

■ Type in the input word

Vendor Name	<input type="text"/>	TaxID	<input type="text"/>	Account#	<input type="text"/>
Name	First Name : <input type="text"/>	Middle Name : <input type="text"/>	Last Name : <input type="text"/>		

**Billing Address**

Street : <input type="text"/>	City : <input type="text"/>	State : <input type="text"/>	Zip : <input type="text"/>	Country : <input type="text"/>
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**Shipping Address**  Same as Billing Address

Street : <input type="text"/>	City : <input type="text"/>	State : <input type="text"/>	Zip : <input type="text"/>	Country : <input type="text"/>
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**Customer Billing Info**

Preferred Payment Method	<input type="text"/>
Terms	<input type="text"/>
Preferred Delivery Method	<input type="text"/>

**Contact Info**

Email	<input type="text"/>
Phone	<input type="text"/>
Mobile	<input type="text"/>
Fax	<input type="text"/>
Other	<input type="text"/>
Website	http:// <input type="text"/>
Remarks	<div style="border: 1px solid #ccc; height: 40px;"></div>

### Vendor Info

Enter the Vendor information.

\*Vendor means all customers who can purchase item or sell item.

**TIP**

You can also list the Vendor name as Utilities or Expenses so you can review the history of expenses used easily at a later time.

## Vendor Searching

**Vendor Search** Vendors > Vendor Search

Type in the search word

※ Users are recommended to search by Vendor name. More time is required for searches with broad search conditions.

Vendor Name	<input type="text"/>	Last Name	<input type="text"/>	Phone	<input type="text"/>
Billing Address	<input type="text"/>	Registered on	<input type="text"/> ~ <input type="text"/>		

You can find the vendor information with customer's name, address, phone number, etc.

## Purchase Bill

**Purchase Bill** Vendors > Purchase Bill

Vendor Search (Name/Phone/Mobile)

**Vendor Information**

Vendor Name	<input type="text"/>	Phone	<input type="text"/>	Mobile	<input type="text"/>
Name	<input type="text"/>	Email	<input type="text"/>	Fax	<input type="text"/>
Address	<input type="text"/>				

**Purchase Information**

Payment Method	<input type="text"/>	Purchase Date	<input type="text"/>
Terms	<input type="text"/>	Due Date	<input type="text"/>
Memo	<input type="text"/>		

**Purchase Items**

Cost:  Q'ty:  Amount:

Items Amount	<input type="text"/>
Tax	<input type="text"/>
Total Amount	<input type="text"/>

**Payment**

Payment Method	<input type="text"/>	Pay Amount	<input type="text"/>
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Vendor Search (Name/Phone/Mobile)

Search for the Vendor, Start the purchase

**Payment**

Payment Method  Pay Amount

Input the payment method and click "Paid".

**Tip**

The tax is automatically marked, if you are not charging tax to a customer you need to delete the tax before you click the "SAVE" button.

\* All the information will be saved when you click "Add".

\*\* In the ADD ITEM section, you can enter the product item number or product name

# Purchase Bill Screen

**Purchase Bill** Vendors > Purchase Bill

Vendor Search (Name/Phone/Mobile)

**Vendor Information** Purchase No : PB11100004

Vendor Name:  Phone:  Mobile:   
 Name:  Email:  Fax:   
 Address:

**Purchase Information**

Payment Method:  Purchase Date:   
 Terms:  Due Date:   
 Memo:

**Purchase Items**

Add Items

Cost:  Q'ty:  Amount:

No	Item No	Description	On Hand	Cost	Q'ty	Amount
1	100-103-103	iPhone 3GS LCD	-9	21.99	9	197.91
<b>Items Amount</b>						197.91
<b>Tax</b>						18.80
<b>Total Amount</b>						216.71

■ **Payment**

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Payment Method  Pay Amount

**New Item**

When there is a new item, you can enter item information with the "NEW ITEM" button.

## Purchase Bill List

? **Purchase Bill List** Vendors > Purchase Bill List

■ Type in the search word

Purchase Date  ~  Vendor  Purchase No.

You can check all purchases.

■ **Tip**

When you input the Vendor name, you can check all purchases made.

## Pay Bills

? **Pay Bills** Vendors > Pay Bills

■ Type in the search word

Purchase No.  Vendor Name

Purchase Date  ~  Paid Date  ~  Payment: -- All --

All purchased invoices can be verified.

■ **Tip**

when viewing the unpaid in the payment, you can check all unpaid purchase bills.

- \*When you put in the vendor information, you can find all purchases.
- \* The Purchase Date is the purchase bill's the date of issue.
- \* You can find a specific bill with the "Paid Date" by typing in a specific date.
- \*Same function exists with "Receive payment" under by "Customers"

# Paid data screen

? Pay Bills

Vendors > Pay Bills

Type in the search word

Purchase No  Vendor Name   
 Purchase Date 09/18/2011 ~ 11/17/2011 Paid Date 09/01/2011 ~ 10/31/2011 Payment -- All --

Result of search count: 3

Ratio of width 100%

Rows per page 100 rows

No	Purchase No	Purchase Date	Paid Date	Vendor Name	Full Name	Original Amount	Paid Amount	Due Amount
1	<a href="#">PB11100009</a>	10/11/2011	10/11/2011	JM International, Inc.	Peter Lee	24.08	24.08	0
2	<a href="#">PB11100008</a>	10/10/2011	10/10/2011	STORE CUSTOMER		104.02	104.02	0
3	<a href="#">PB11100001</a>	10/09/2011	10/09/2011	Test	test admin	229.40	100.02	129.38