

Vendor Consolidation Process

In the dynamic of vendor relationship, mergers and acquisitions are continuous. These steps are to assist Lawson clients in updating their Vendor (AP10.1), Vendor Location (AP10.2), PO Vendor (PO10.1) and Purchase From Locations (PO10.2). The option of merging history into the surviving vendor is available, or it can be retained in inactive legacy vendor data.

12 Steps for Vendor Consolidation

- Accounts Payable and Procurement Manager Agree to consolidate a duplicate vendor, select the surviving vendor and identify the vendor location code.
- Accounts Payable creates a vendor location (AP10.2) for the vendor division being moved.
- Procurement creates a Purchase From Location (PO10.2) for the vendor division.
- Procurement creates and releases a Catalog/Quote Vendor Agreement (PO25) for the items being moved to the new purchase from location
- Procurement places the previous vendor agreement on hold and changes the expiration date to a previous date.
- Materials Management updates Replenishment Setup (IC12.2) for the new vendor/purchase from Location.
- GHX and or IT updates EDI substitution tables with new account for shipto/vendor/purchase from/company and for Company/vendor invoice processing
- Use of new vendor Location begins
 - Inventory replenishment begins for the new vendor/purchase from Location.
 - Receiving begins for the new vendor/purchase from Location.
 - Invoice processing begins for the new vendor/purchase from Location.
- Accounts Payable sets obsolete vendor location (AP10.2:Defaults tab)to status D PO add Inactive
- Receiving completes receiving against obsolete vendor/location
- Accounts Payable completes invoice processing against obsolete vendor/location
- Accounts Payable sets obsolete vendor location (AP10.2:Defaults tab)to status I Inactive

12 steps are required to complete the process