**How can we use approved vendor in finsys**

We have an option for approved vendor.

**PURCHASE&PROCUREMENT🡺APPROVED VENDOR**

**Benefits: -** If the vendor is approved then there will be no material purchase from any vendor, only if the material comes from the same vendor, then the management will be approved.

If the approved rate is there, then the person cannot enter the rate from himself, the same rate will be applied which will be approved.



**CLICK:- PURCHASE&PROCUREMNET**



**CLICK:- APPROVED VENDOR**



**CLICK:- NEW BOTTUN**



**SELECT THE VENDOR NAME, ITEM NAME, AND PUT THE RATE OF ITEM, SELECT THE FREIGHT STD. IF YOU WANT TO ENTER AND CLICK ON CHECK BOX FOR APPROVAL THAN SAVE IT**



**MAKE PR FOR APPROVED ITEM**



**APPROVED THE PR**



**MAKE THE PO AND SELECT THE APPROVED VENDOR AND THE PR THEN SEE THE RATE WILL COME AUTOMETICALLY WHICH IS YOU APPROVED FOR THIS VENDOR AND SAVE IT**



**APPROVED THE PO**