

User Manual

Aptean Food and Beverage ERP

Approved Supplier

Product Documentation



Contents

- [Release notes](#)
 - [2602.0.0.0](#)
 - [2601.1.0.0](#)
 - [2601.0.0.0](#)
 - [2504.1.0.0](#)
 - [2504.0.0.0](#)
 - [2503.0.0.0](#)
 - [2502.0.0.0](#)
 - [2501.1.0.0](#)
 - [2501.0.0.0](#)
- [Introduction](#)
- [Setup](#)
 - [Manage permission sets](#)
 - [Configure admin access for users](#)
 - [Define approved suppliers](#)
 - [Define approved manufacturers](#)
 - [Add additional details on the FactBox](#)
 - [Set up vendors](#)
 - [Set up items](#)
 - [Set up facility numbers](#)
- [Manage purchase for approved supplier](#)
- [Manage purchase for approved manufacturer](#)
- [Review supplier approval noncompliance on receipts](#)
- [Manage approved manufacturers](#)
- [Create purchase orders with supplier validation](#)
- [Use requisition worksheet with approval management](#)
- [Review supplier approval noncompliance on receipts](#)
- [Integrations](#)
 - [Aptean Contract Management](#)
 - [Aptean Advanced Attributes](#)
 - [Aptean Document Link](#)
 - [Aptean eSignature](#)





Release notes

Article • 4/22/2026 • 1 min read

To view what's new or changed in each release of the Aptean Approved Supplier extension, select the specific release version.

Date	Release version	Description
April 2026	2602.0.0.0	Major release
March 2026	2601.1.0.0	Stability release
January 2026	2601.0.0.0	Feature release
November 2025	2504.1.0.0	Stability release
October 2025	2504.0.0.0	Feature release
August 2025	2503.0.0.0	Feature release
July 2025	2502.0.0.0	Feature release
July 2025	2501.1.0.0	Stability release
March 2025	2501.0.0.0	Initial release



2602.0.0.0

Release Note • 4/22/2026 • 1 min read

Features

You can automatically flag receipt lines for supplier approval noncompliance at the time of warehouse receipt or purchase receipt posting, with conditional attention styling on flagged entries and an informational warning message displaying the count of noncompliant lines, enabling quality teams to filter, review, and prioritize inspection workflows without blocking inbound receiving. For more information, see [Review supplier approval noncompliance on receipts](#).

UI/UX changes

The **Supplier Approval Noncompliant** field has been added to the **Posted Warehouse Receipt** and **Posted Purchase Receipt** pages.



2601.1.0.0

Release Note • 3/25/2026 • 2 min read

Enhancements/Modifications

With this release of the Aptean Approved Supplier extension, you can configure a default status filter for the **Purchase Approved Supplier List** page. You can also use the **Default Status Filter** field on the **Approved Supplier Setup** page to select one or more status values so that the system opens the **Purchase Approved Supplier List** page with the selected filter applied, or leave the field blank to show all records.

UI/UX changes

The **Default Status Filter** field has been added to the **Purchase Approved Supplier List Settings** FastTab of the **Approved Supplier Setup** page.

Resolved issues

The following issues have been resolved in this release.

ID	Description
346614	• The system shows an incorrect error message when approved supplier validation fails in a purchase order. Additionally, the system runs the validation only on document release, allowing non-certified items to pass through approval workflow and causing unexpected errors for finance approvers. • The system incorrectly updates the Unit of Measure Code field value in the purchase line to blank when the Purch. Unit of Measure field value on the related approved supplier record is blank, instead of validating the item’s purchase unit of measure or base unit of measure.
363242	An error occurs when executing the Make Orders action on the Order Planning page.



2601.0.0.0

Release Note • 1/28/2026 • 2 min read

Features

With the features added in this release of the Aptean Approved Suppliers extension, you can:

- View and manage approved manufacturer records through the **Approved Manufacturer List** page, providing visibility into which manufacturers are certified for specific items. This feature streamlines supplier qualification processes by maintaining manufacturer approval status, validity dates, and status management integration in a centralized location. For more information, see [Manage approved manufacturers](#).
- Set supplier approval enforcement to control when it occurs during the purchasing lifecycle. This allows approvals to be in progress early while ensuring they are completed before critical milestones. For more information, see [Set up facility numbers](#).
- Enforce supplier approvals during purchase order entry or release based on your configured enforcement point, preventing noncompliant purchases while maintaining workflow flexibility. For more information, see [Create purchase orders with supplier validation](#).
- Manage supplier approvals in the requisition worksheet, preventing creation of purchase orders for unapproved vendor-item combinations while maintaining planning visibility. For more information, see [Use requisition worksheet with approval management](#).

UI/UX changes

The following UI/UX changes have been made in this release.

- The **Approved Manufacturer List** page has been added.
- The **Refresh Approval Status** action and **Supplier Not Approved** field have been added to the **Requisition Worksheet** page.
- The **Purchase Enforcement Point** field has been added to the **Approved Supplier Setup** page.

Resolved issues

The following issue has been resolved in this release.

ID	Description
----	-------------



318262

The system fails to enforce supplier approval validation when entering purchase order lines for unapproved vendor-item combinations. This issue arises when the **Purchase Enforcement Point** field is set to *On Entry* on the **Approved Supplier Setup** page.



2504.1.0.0

Release Note • 11/26/2025 • 2 min read

Enhancements/Modifications

With this release of the Aptean Approved Supplier extension,

- The system displays a warning message if an item is added or updated with an uncertified **Unit of Measure Code** field value on the **Purchase Order** page. This enhancement addresses the issue reported in bug ID #301651.
- The translation files for the following languages have been updated with standard texts for better readability.
 - Danish (da-DK)
 - Swedish (sv-SE)

Resolved issues

The following issues have been resolved in this release.

ID	Description
333393	• An error occurs when executing the Create Manufacturer Approval action on the Approved Supplier List page for vendor/item combination if there is already an existing vendor/item combination with an assigned manufacturer. • The system fails to display clear error message when the Manufacturer Code field value is updated to an unapproved manufacturer on the Warehouse Receipt page. • The system fails to clear the Manufacturer Override checkbox on the Warehouse Receipt page when the updated Manufacturer Code field value is reset back to its original value.
301651	• The system incorrectly allows any value to be updated on the Purch. Unit of Measure field on approved supplier lines instead of providing a validated lookup of available units of measure for the related item. • The system incorrectly restricts certification of multiple approved supplier lines for the same vendor and item when different purchase units of measure are defined. • The system fails to update the purchase unit of measure defined on the approved supplier line when adding items to a purchase order via the Purchase Approved Supplier List page or manually.



- The system fails to display warning messages if an item is added or updated with an uncertified **Unit of Measure Code** field value on the **Purchase Order** page.
- The system fails to restrict users without the approved supplier admin permission to create and certify approved supplier lines. This issue occurs when the **Approved Supplier Admin** toggle on the **User Setup** page is incorrectly validated during approved supplier actions.

 Note

The issues reported in bug ID #301651 are fixed in this release. The remaining issues will be addressed in future releases.



2504.0.0.0

Release Note • 10/22/2025 • 3 min read

Features

With the features added in this release of the Aptean Approved Supplier extension,

- You can create, view, and maintain manufacturer approvals per item. This feature ensures that only compliant manufacturers are linked to critical items, enhancing quality control and regulatory compliance across the purchasing process. For more information, see [Define approved manufacturers](#).
- You can view approved supplier details for the selected approved manufacturer on the **Details** FastTab and add additional details for an approved manufacturer record on the **Document** FactBox of the **Approved Manufacturer List** page. For more information, see [Add additional details on the FactBox](#).
- You can assign a manufacturer to suppliers within the approved supplier list, establishing a clear connection between supplier and manufacturer approvals. For more information see, [Define approved suppliers](#).
- The Aptean [Status Management](#) extension has been integrated with this extension to include the *Approved Manufacturer* table on the **Status Management Table Selection** page. For more information, see [Integration with Aptean Status Management](#)
- You can specify approved manufacturers directly on purchase documents, ensuring control over procurement compliance and traceability from vendor to manufacturer. This feature allows you to define, review, and validate manufacturer associations on purchase document headers and lines, providing a seamless way to ensure all sourced items comply with approved manufacturer standards. For more information, see [Manage purchase for approved manufacturer](#).
- You can change the manufacturer on a warehouse receipt to a value different from the one assigned on the related purchase order. This functionality also applies to manufacturers that are not approved as suppliers. It allows receivers to process receipts for such materials while maintaining compliance through dedicated workflows, such as placing goods on hold instead of receiving them into inventory. All overrides are clearly identified and auditable for compliance review. For more information, see [Warehouse receipt](#).

Integrations

The Aptean Approved Suppliers extension has been integrated with the Aptean [Status Management](#) extension. For more information, see [Integrations](#).

UI/UX chnages

The following UI/UX changes have been made in this release.



- The **Approved Manufacturer List** page has been added.
- The **Manufacturer Code** and **Manufacturer Approval Status** fields have been added to the **Approved Supplier List** page.
- The **Manufacturer Code** field has been added to the **General** and **Lines** FastTabs of the **Purchase Order**, **Blanket Purchase Order**, **Purchase Credit Memo**, **Purchase Quote**, and **Purchase Return Order** pages.
- The **Manufacturer Code** filter field on the header and the **Manufacturer Code** field on the line have been added to the **Purchase Approved Supplier** page.
- The **Manufacturer Code** field has been added to the **General** and **Lines** FastTabs of the **Warehouse Receipt** page.
- The **Create Manufacturer Approval** action has been added to the **Approved Supplier List** page.
- The **Manufacturer Override** checkbox has been added to the **Lines** FastTab of the **Warehouse Receipt** page.



2503.0.0.0

Release Note • 8/27/2025 • 1 min read

Enhancements/Modifications

This extension has been updated to ensure interoperability with the recent changes in the Aptean eSignature extension. To know more, see [Highlights of eSignature, version 2501.0.0.0](#).

Integrations

The Aptean Process Manufacturing extension has been integrated with the Aptean [eSignature](#) extension. For more information, see [Integrations](#).



2502.0.0.0

Release Note • 7/30/2025 • 1 min read

Features

With the feature added in this release of the Aptean Approved Suppliers extension, you can attach the documents. For more information, see [Attach files](#).

Integrations

The Aptean Approved Suppliers extension has been integrated with the Aptean [Document Link](#) extension. For more information, see [Integrations](#).



2501.1.0.0

Release Note • 7/2/2025 • 1 min read

Enhancements/Modifications

With this release of the Aptean Approved Supplier extension, the translation file for the Chinese (zh-CN) language has been added.



2501.0.0.0

Release Note • 3/12/2025 • 2 min read

Features

With the features added in this release of the Aptean Approved Supplier extension, you can:

- Set up a user with admin access to manage approved supplier-related settings and records. For more information, see [Configure admin access for users](#).
- Create an approved supplier record to define a vendor and item requirement. For more information, see [Define approved suppliers](#).
- Add additional details for an approved supplier record on the FactBox of the **Approved Supplier List** page. For more information, see [Add additional details on the FactBox](#).
- Configure the vendor setup so that when creating purchase documents with the vendor, the system implements the requirements defined on the **Approved Supplier List** page. For more information, see [Set up vendors](#).
- Configure the item setup so that an item can be used in purchase documents only if a valid approved supplier record exists for the vendor. For more information, see [Set up items](#).
- Set up facility numbers as lot attributes to ensure that lots are received only from order addresses specified in purchase documents. For more information, see [Set up facility numbers](#).
- Manage purchase documents with all the validations applied by the system based on the approved supplier records. For more information, see [Manage purchase documents](#).

Integrations

The Aptean Approved Supplier extension has been integrated with the following extensions.

- Aptean [Advanced Attributes](#)
- Aptean [Contract Management](#)

For more information, see [Integrations](#).



Introduction

Article • 10/22/2025 • 1 min read

The Aptean Approved Supplier (APS) extension helps streamline your procurement process by ensuring that items are sourced only from certified and compliant vendors called approved suppliers. You can define which items can be purchased from these approved suppliers. When creating purchase documents, the system validates the defined requirements and displays appropriate error or warning messages to ensure that purchases occur only from authorized sources.

You can also manage approved manufacturers, extending compliance and quality control across both procurement and production processes. You now define, track, and validate approved manufacturers for specific items, ensuring that only authorized and certified manufacturers are associated with critical materials.

The key benefits of this extension are:

- Ensures that purchases comply with regulatory and company policies by validating both supplier and manufacturer approvals.
- Restricts purchasing and production sourcing to authorized suppliers and manufacturers, reducing risks associated with unverified vendors.
- Strengthens procurement compliance by validating supplier and manufacturer credentials before purchase or receipt.
- Enables traceability from supplier to manufacturer, improving visibility into production sources.
- Enhances warehouse and purchase document workflows by allowing controlled overrides and validations when non-approved manufacturers are used.



Setup

Article • 12/2/2025 • 1 min read

The following setups are required.

- [Manage permission sets](#)
- [Configure admin access for users](#)
- [Define approved suppliers](#)
- [Define approved manufacturers](#)
- [Add additional details on the FactBox](#)
- [Set up vendors](#)
- [Set up items](#)
- [Set up facility numbers](#)



Manage permission sets

Article • 3/14/2025 • 3 min read

Permission sets in Business Central define a user's access level to various features and data within this extension.

We provide the following system permission sets:

- Direct
- Indirect

Direct permission sets

Users with this permission set can perform specific actions directly without requiring additional approvals or workflows. These sets include permissions to read, modify, delete, and create data.

The direct permission set ID for this extension is *APPSUPPLIER182FDW*.

Indirect permission sets

Users with this permission set can perform specific actions. This is used in conjunction with other permission sets to allow you to perform certain actions. These permissions typically involve additional conditions or approvals before the action can be completed.

The indirect permission set ID for this extension is *APPSUPPLBASIC182FDW*.

User-defined permission sets

In addition to the system permission sets we provide, you can create new permission sets or copy system permission sets and modify or delete access to specific entities according to your requirements. For more information, see [Assign permissions to users and groups](#).

Assign a permission set

1. Select the Search icon , enter **Users**, and then choose the related link.
The **Users** list page opens.
2. Navigate to the username for which you want to assign the permission set and select it.
The **User Card** page opens.
3. On the **User Permission Sets** FastTab, in the **Permission Set** field, enter the valid permission set for this extension.



Approved Supplier

The associated fields are automatically updated based on the entered value. The user has the necessary permissions to use the features of the Aptean Approved Supplier extension, ensuring secure and role-based access.



Configure admin access for users

Article • 3/14/2025 • 2 min read

You can set up a user with admin access to manage approved supplier-related settings and records.

Note

This setup is only applicable if the user has the direct permission set. For more information, see [Direct permission sets](#).

Set up a user with admin access

1. Select the **Search** icon , enter **User Setup**, and then choose the related link.
The **User Setup** page opens.
2. Select the **Approved Supplier Admin** checkbox.
The user is set up with admin access.



Define approved suppliers

Article • 10/22/2025 • 2 min read

You can create an approved supplier record to define a vendor and item requirement. Additionally, you can define an order address for the vendor and an item variant for the item to specify specific requirements. When creating purchase documents, the system implements the defined requirements, ensuring that purchases are made from approved suppliers.

The following procedure outlines how to define vendors as an approved supplier.

1. Select the **Search** icon , enter **Approved Supplier List**, and then choose the related link.
The **Approved Supplier List** page opens.
2. On the action bar, select **New** to create an approved supplier record.
3. Enter the required information in the following fields:

Field	Description
Vendor No.	Select a vendor that you want to define as an approved supplier.
Item No.	Select an item that the approved supplier can purchase.
Order Address Code	Select an order address to define a specific order address requirement. If left blank, the system considers all order addresses associated with the vendor.
Variant Code	Select the item variant. If left blank, the system considers all variants associated with the item.
Description	Specifies the description of the selected item.
Purch. Unit of Measure	Specifies the approved unit of measure for this item and vendor. If left blank, the vendor is approved to supply in any valid unit of measure. If a specific value is set, the system allows only that unit of measure.
Status	Select the status of the approved supplier record. • <i>New</i>: The record is newly created. This is the default value. • <i>Under Development</i>: The record is under development, and changes can be made. • <i>Certified</i>: The record is certified and can be implemented by the system. • <i>Closed</i>: The record is closed and no longer in use and changes can still be made.



	The system implements the requirement specified on an approved supplier record only when the Status field is set to <i>Certified</i> . You cannot make changes to other fields when the record is certified. To modify the record, change the Status field value to <i>Under Development</i> or <i>New</i> , but this may affect linked purchase documents.
Validity End Date	Select the date used to validate the approved supplier record with the Order Date or Posting Date field values, when the purchase order or receipt is being posted. The system throws an error or warning message when the Validity End Date field value exceeds the Order Date or Posting Date field value based on the value selected in the Validity Check field.
Validity Check	Select how the system must implement the requirement defined in this approved supplier record when the Validity End Date field value exceeds the <i>Order Date</i> or <i>Posting Date</i> field value. The available options are: • <i>Blank</i>: The system does not implement the requirement defined in this approved supplier record. • <i>Error</i>: The system displays an error message if the item defined in this approved supplier record is selected in the purchase document, preventing you from purchasing the item. • <i>Warning</i>: The system displays a warning message if the item defined in this approved supplier record is selected in the purchase document, allowing you to proceed with the purchase if required.
Manufacturer Code	Select a manufacturer code to identify the approved manufacturer. Note: You can leave this field blank if you do not want to track manufacturer approvals.
Manufacturer Approval Status	Specifies the approval status of the manufacturer.

 Note

You cannot leave the **Manufacturer Code** field value blank for a line item if the same item already has a **Manufacturer Code** field value in different lines defined on the **Approved Supplier List** page.

Additionally, you can execute the following actions:

- **Change Status Mgmt Status** to update the approval status of the selected supplier line(s) (for example, from *Under Development* to *Certified*).
- **Create Manufacturer Approval** to create a new manufacturer approval line directly from the approved manufacturers list.



The approved supplier record is set up.



Define approved manufacturers

Article • 10/22/2025 • 2 min read

You can manage and maintain a list of manufacturers that are approved for producing or supplying specific items. This functionality ensures that only qualified and validated manufacturers are used, maintaining quality control throughout the manufacturing process.

To define the approved manufacturers, follow these steps.

1. Select the **Search** icon , enter **Approved Manufacturer List**, and then choose the related link.
The **Approved Manufacturer List** page opens.

 **Note**

You can access the **Approved Manufacturer List** page from the **Manufacturers** and **Item Card** pages.

2. On the action bar, select **New** to create an approved manufacturer record.
3. Enter the required information in the following fields:

Field	Description
Manufacturer Code	Select a manufacturer code to identify the approved manufacturer.
Manufacturer Name	Specifies the name of the manufacturer associated with the selected manufacturer code.
Item No.	Select the item number for which the manufacturer is approved.
Item Description	Specifies the description of the selected item.
Variant Code	Select the item variant that this manufacturer produces. If the field value is left blank, the system considers all variants of the selected item.
Status	Select the status of the approved manufacturer record. The available options are: • <i>New</i>: The record is newly created. This is the default value. • <i>Under Development</i>: The record is under review or qualification and can be modified. • <i>Certified</i>: The record is approved and ready for use by the system.



	• <i>Closed</i>: The record is no longer in use but remains available for reference.
Validity End Date	Enter the end date up to which this manufacturer approval is valid. The system validates this date against document dates (such as order or posting dates) during transactions.
Validity Check	Select how the system must validate transactions when the validity period of an approved manufacturer record has expired. The available options are: • <i>Blank</i> – The system does not validate the record. • <i>Error</i> – The system displays an error message and prevents further processing. • <i>Warning</i> – The system displays a warning message and allows the user to continue, if required.
Status Management Status Description	Specifies the system-managed description of the current approval stage of the record. Note: This field is accessible only when the Aptean Status Management extension is installed.

You can execute the **Change Status Mgmt Status** action to update the approval status of the manufacturer (for example, from *Under Development* to *Certified*).

! Note

This field is accessible only when the Aptean [Status Management](#) extension is installed.

The approved manufacturer record is set up.



Add additional details on the FactBox

Article • 10/22/2025 • 1 min read

You can add additional details for an approved supplier or approved manufacturer record on the **Documents** FactBox of the **Approved Supplier List** or **Approved Manufacturer List** page respectively.

In the **Documents** section, you can upload files to support the approved supplier record.

In the **Links** section, you can add URLs relevant to the approved supplier record.

In the **Notes** section, you can enter additional text to supplement the approved supplier record.



Set up vendors

Article • 3/14/2025 • 1 min read

After defining approved suppliers, you can set up the vendor. When you create purchase documents, the system applies the requirements defined on the **Approved Supplier List** page. For more information, see [Define approved suppliers](#).

To set up the vendor, follow these steps:

1. Open the required **Vendor Card** page.
2. On the **Approved Supplier** FastTab, turn on the **Item Catalog Mandatory** toggle.

! Note

Ensure that the vendor is defined on the **Approved Supplier List** page. If not, the system displays an error.

The vendor is set up.



Set up items

Article • 10/22/2025 • 1 min read

You can define an item for purchases from approved suppliers and manufacturers. The item can be used in purchasing documents only if a valid approved supplier and manufacturer record exists. For more information, see [Define approved suppliers](#) and [Define approved manufacturers](#).

To set up the item, follow these steps:

1. Open the required **Item Card** page.
2. On the **Approved Supplier** FastTab, turn on the **Require Vendor Certification** toggle to mandate sourcing from an approved supplier.
The item is set up.



Set up facility numbers

Article • 2/9/2026 • 4 min read

You can set up facility numbers (for example, a GLN number) as lot attributes to ensure that lots are received only from order addresses specified in purchase documents. This helps align purchasing from specific order addresses associated with the facility number. For more information, see [Manage purchase documents](#).

Set up approved suppliers

You can set up a unique identifier for the facility number that the system must display as a lot attribute on the **Lot Attribute Values** page.

1. Select the **Search** icon , enter **Approved Supplier Setup**, and then choose the related link.

The **Approved Supplier Setup** page opens.

2. On the **General** FastTab, in the **Lot Attribute Facility Number** field, select a lot attribute with the **Type** field value set to *Text*.

The system displays the selected **Lot Attribute Facility Number** field value on the **Lot Attribute Values** page for purchase documents.

Note

This functionality is available only when the Aptean [Advanced Attributes](#) extension is installed.

3. In the **Purchase Enforcement Point** field, select an option to represent when supplier approval enforcement should occur.

The available options are:

4. *On Entry* – validates supplier approvals as purchase order lines are entered, immediately blocking noncompliant entries.
5. *On Release* – validates supplier approvals when purchase orders are released, allowing planning with warnings during entry.

Note

Changing the enforcement point determines when approved supplier validation blocks users. The system prompts you to confirm before applying the change.

6. On the **Purchase Approved Supplier List Settings** FastTab, in the **Default Status Filter** field, select one or more status values. The system applies the selected filter each time you open the **Purchase Approved Supplier List** page from a purchase document. You can leave the **Default Status Filter** field value blank to view all records without any status filter applied.



Set up lot attributes

When the Mandatory field value for the lot attribute facility number is set to *At Posting* on the **Lot Attributes** page, the system enforces the functionality and displays an error message on purchase documents.

Set up order address

You can assign a facility number to an order address to validate lot attributes during purchasing.

1. Open the **Order Address** page.
2. On the **Approved Supplier** FastTab, in the **Facility Number** field, enter a unique identifier for the facility. This value can also be referenced as the registration or establishment number of a supplier, ensuring compliance with regulatory requirements.
The order address is set up.

The system performs the following checks when posting a purchase document.



Manage purchase for approved supplier

Article • 10/22/2025 • 2 min read

Create a purchase document

You can select the **Approved Supplier List** action on a purchase document to view a list of items available for the vendor in approved supplier records, and add the item to the purchase document directly. You can also manually add items to a purchase document

The system performs the following validations:

- The system allows you to purchase items that are certified for the vendor on the **Approved Supplier List** page. For more information, see [Define approved suppliers](#).
- If the **Order Date** field value on the purchase document exceeds the **Validity End Date** field value of an approved supplier record on the **Approved Supplier List** page, the system checks the **Validity Check** field value and displays an error or warning message depending on the field value. For more information, see [Define approved suppliers](#).
- The system displays an error if you select an item when the **Vendor Certification Required** toggle on the **Item Card** is turned on for an unapproved supplier. For more information, see [Set up items](#).

Release a purchase document

While releasing a purchase document, the system displays an error message when:

- There are any items that are not certified for the vendor on the **Approved Supplier List** page.
- The **Order Date** field value on the purchase document exceeds the **Validity End Date** field value and the **Validity Check** field value is set to *Error* on the **Approved Supplier List** page for an item. For more information, see [Define approved suppliers](#).

Post a purchase document

When posting a purchase document, the system performs the following validations:

- When the **Posting Date** field value on the purchase document exceeds the **Validity End Date** field value and the **Validity Check** field value is set to *Error* on the **Approved Supplier List** page for an item. For more information, see [Define approved suppliers](#).
- If the facility numbers are set up, the system checks that the facility number assigned as a lot attribute matches the order addresses selected on the purchase document. If they do not match, the system displays an error or



Approved Supplier

warning message, ensuring that purchases occur only from approved order addresses. For more information, see [Set up facility numbers](#).



Manage purchase for approved manufacturer

Article • 10/22/2025 • 2 min read

You can execute the **Approved Supplier List** action on a purchase document to view a list of items available for selected vendor, item, and manufacturer combination. Additionally, you can filter the manufacturer code in the header level and select manufacturer in the line. You can also manually add items to a purchase document.

Create a purchase document

You can specify approved manufacturers directly on purchasing documents, ensuring control over procurement compliance and traceability from vendor to manufacturer. The **Manufacturer Code** field value on the **General** and **Lines** FastTab of the **Purchase Order** page defines the default manufacturer for the relevant purchase order and purchase order line.

The system performs the following validations:

- The system displays a warning message when you try to select a manufacturer that is not approved for the added item but still allows you to add the manufacturer. For more information, see [Define approved manufacturers](#).
- The system displays an error message if a purchase line includes an item that has a manufacturer code defined on the **Approved Manufacturer List** page, but the **Manufacturer Code** field is blank on the **Purchase Order** page.
- The system displays an error message if you select an item when the **Require Vendor Certification** toggle on the **Item Card** is turned on for an unapproved manufacturer. For more information, see [Set up items](#).

Release a purchase document

While releasing a purchase document, the system displays an error message when there are any items that are not certified for the manufacturer on the **Approved Manufacturer List** page.

Updating in warehouse receipt

The system automatically updates the **Manufacturer Code** field value from the linked purchase order. You can edit or override the manufacturer code during the receiving process.

The system performs the following validations:

- When the manufacturer code is changed, the system displays a confirmation message based on the approval status of the manufacturer.



- The **Manufacturer Override** checkbox automatically selected when a manufacturer code is changed. You can create a warehouse receipt workflow status if this check box is selected for the specific item.



Review supplier approval noncompliance on receipts

Article • 4/22/2023 • 3 min read

The system automatically evaluates supplier approval compliance when posting warehouse receipts and purchase receipts. Receipt lines for items that require vendor certification but are received from unapproved suppliers are flagged with the **Supplier Approval Noncompliant** indicator. The flag is set at posting time and is read-only, preserving the audit trail of compliance status at the time of receipt.

To review supplier approval noncompliance on posted receipts, follow these steps:

1. Select the Search icon , enter **Posted Warehouse Receipts**, and then choose the related link.
The **Posted Warehouse Receipts** list page opens.
2. Select the posted warehouse receipt to review.
The **Posted Warehouse Receipt** page opens.
3. Review the **Supplier Approval Noncompliant** field on each receipt line.
Lines flagged as noncompliant are displayed with attention styling (red) for easy identification.

Note

If any lines were flagged during posting, the system displays a notification message with the count of noncompliant lines.

4. Use the **Supplier Approval Noncompliant** field as a filter to display only noncompliant lines for quality review.
5. Prioritize inspection workflows based on the filtered noncompliant receipt lines.

Note

The flag is calculated at posting time using current approval data. It is read-only after creation and is not updated if approvals change later. Posting always succeeds regardless of the flag value.



Manage approved manufacturers

Article • 2/2/2026 • 3 min read

To view and manage approved manufacturer records, follow these steps:

- 1. Select the **Search** icon , enter **Approved Manufacturer List**, and then choose the related link.
The **Approved Manufacturer List** page opens displaying all approved manufacturer-item combinations.
- 2. Review the approved manufacturer records which include the following information:

Field	Description
Manufacturer Code	Displays the manufacturer code from the Manufacturer master table. This identifies which manufacturer is approved for the item.
Manufacturer Name	Displays the name of the manufacturer associated with the manufacturer code.
Item No.	Displays the item number for which this manufacturer is approved.
Item Description	Displays the description of the item. This field automatically shows the item's description from the item master.
Variant Code	Displays the item variant code if the approval is specific to a variant.
Status	Displays the approval status for this manufacturer-item combination. This field works in conjunction with the status management system.
Validity End Date	Displays the date when this approval expires. Time-limited approvals are used for certifications that must be renewed periodically.
Validity Check	Indicates whether validity date checking is enabled. When enabled, the system enforces the expiration date specified in Validity End Date .
Status Management Status Description	Displays the current status management status description. Status values are managed through the Aptean Status Management extension and control workflow and field availability.

- 3. On the action bar, select **Change Status Mgmt Status** after selecting the manufacturer approval record to update its status management status.

 **Note**

Status changes are controlled by the Aptean [Status Management](#) extension. Depending on the status, certain fields may be blocked or mandatory. Status changes may trigger workflow notifications if configured.



4. Select the **Status Management Log** action after selecting the manufacturer approval record to view the history of its status changes.

The status management log displays all status changes with timestamps and user information, providing a complete audit trail of approval status transitions.



Create purchase orders with supplier validation

Article • 2/2/2026 • 2 min read

To create purchase orders with supplier validation, follow these steps:

1. Select the Search icon , enter **Purchase Orders**, and then choose the related link.
The **Purchase Orders** page opens.
2. On the action bar, select **New** to create a new purchase order.
3. In the **Vendor No.** field, select the vendor.
4. On the **Lines** FastTab, in the **Item No.** field, select an item.

Note

If enforcement point is set to *On Entry*, the system validates the supplier approval immediately. If the vendor-item combination is not approved, an error displays preventing line creation. If enforcement point is set to *On Release*, the system displays a warning but allows line creation.

5. Complete the remaining purchase order fields as needed.
6. On the action bar, select **Release** to release the purchase order.

Note

Regardless of the enforcement point setting, the system always validates supplier approvals when you release the order. If any lines reference unapproved vendor-item combinations, an error displays preventing release.



Use requisition worksheet with approval management

Article • 2/2/2026 • 3 min read

To use the requisition worksheet with approval management, follow these steps:

1. Select the Search icon , enter **Requisition Worksheet**, and then choose the related link.
The **Requisition Worksheet** page opens.
2. In the **Supplier Not Approved** field, review requisition lines to check the supplier approval status.

Note

Lines with unapproved vendor-item combinations display as checked (true) and are styled with unfavorable formatting for easy identification.

3. On the action bar, select **Refresh Approval Status** to refresh the approval status of all lines. This is optional.

Note

The system recalculates approval status for all lines based on current approved supplier records and displays a message showing the count of updated lines.

4. Select the **Supplier Not Approved** checkbox for a line to automatically clear the **Accept Action Message** checkbox and prevent creating purchase orders for unapproved supplier-item combinations.

Note

If enforcement point is set to *On Entry*, attempting to manually select the **Accept Action Message** checkbox for an unapproved line displays an error. If the enforcement point is set to *On Release*, you can select the **Accept Action Message** checkbox, but the system displays a warning.

5. Select the **Carry Out Action Message** action to create purchase orders from requisition lines.

Note

If enforcement point is set to *On Entry*, the system blocks carry out action if any accepted lines have unapproved suppliers. If enforcement point is set to *On Release*, the system displays a confirmation prompt if unapproved suppliers are detected, and resulting purchase orders will fail validation when released.



Review supplier approval noncompliance on receipts

Article • 4/22/2023 • 3 min read

The system automatically evaluates supplier approval compliance when posting warehouse receipts and purchase receipts. Receipt lines for items that require vendor certification but are received from unapproved suppliers are flagged with the **Supplier Approval Noncompliant** indicator. The flag is set at posting time and is read-only, preserving the audit trail of compliance status at the time of receipt.

To review supplier approval noncompliance on posted receipts, follow these steps:

1. Select the Search icon , enter **Posted Warehouse Receipts**, and then choose the related link.
The **Posted Warehouse Receipts** list page opens.
2. Select the posted warehouse receipt to review.
The **Posted Warehouse Receipt** page opens.
3. Review the **Supplier Approval Noncompliant** field on each receipt line.
Lines flagged as noncompliant are displayed with attention styling (red) for easy identification.

Note

If any lines were flagged during posting, the system displays a notification message with the count of noncompliant lines.

4. Use the **Supplier Approval Noncompliant** field as a filter to display only noncompliant lines for quality review.
5. Prioritize inspection workflows based on the filtered noncompliant receipt lines.

Note

The flag is calculated at posting time using current approval data. It is read-only after creation and is not updated if approvals change later. Posting always succeeds regardless of the flag value.



Integrations

Article • 10/22/2025 • 1 min read

The Aptean Approved Supplier extension has been integrated with the following extensions:

- [Aptean Contract Management](#)
- [Aptean Advanced Attributes](#)
- [Aptean Document Link](#)
- [Aptean eSignature](#)
- [Aptean Status Management](#)



Aptean Contract Management

Article • 3/14/2025 • 1 min read

When the Aptean Approved Supplier extension is used in conjunction with the Aptean [Contract Management](#) extension, the system applies approved supplier and item requirements to purchase contracts.



Aptean Advanced Attributes

Article • 3/14/2025 • 1 min read

When the Aptean Approved Supplier extension is used in conjunction with the Aptean [Advanced Attributes](#) extension, you can set up facility numbers (for example, a GLN number) as lot attributes to ensure that lots are received only from order addresses specified in purchase documents. For more information, see [Set up facility numbers](#).



Aptean Document Link

Article • 7/30/2025 • 1 min read

When the Aptean Approved Suppliers extension is used in conjunction with the Aptean [Document Link](#) extension, you can attach the documents. For more information, see [Attach files](#).



Aptean eSignature

Article • 8/27/2025 • 1 min read

The Aptean Approved Suppliers extension must be installed to use the Aptean [eSignature](#) extension. The system supports configuring digital signature requirements to strengthen approval processes for suppliers.



Aptean Status Management

Article • 10/22/2025 • 1 min read

When the Aptean Approved Supplier extension is used in conjunction with the Aptean [Status Management](#) extension, you can define, manage, and track the lifecycle of manufacturer approvals using custom status configurations within the Aptean Status Management extension.

With this integration, the system:

- Supports configuration of custom status flows (for example: *Under Development* → *Certified* → *Closed*) for records on the **Approved Manufacturer List** page while executing the **Change Status Mgmt Status** action.
- Automatically updates the status of an approved manufacturer line in real-time.
- Sends notifications to relevant stakeholders when status changes occur.
- Prevents the process from proceeding if the status update fails, ensuring controlled workflows.

