



## Howto Allow BIR Info to be Used by Customers and Suppliers

### Overview:

Some of the companies have their Customers as their Suppliers as well. In this case, there will be instances that they can report them in both of their SLS and SLP. With this, BIR Info in the system must be maintained for both Customers and Suppliers.

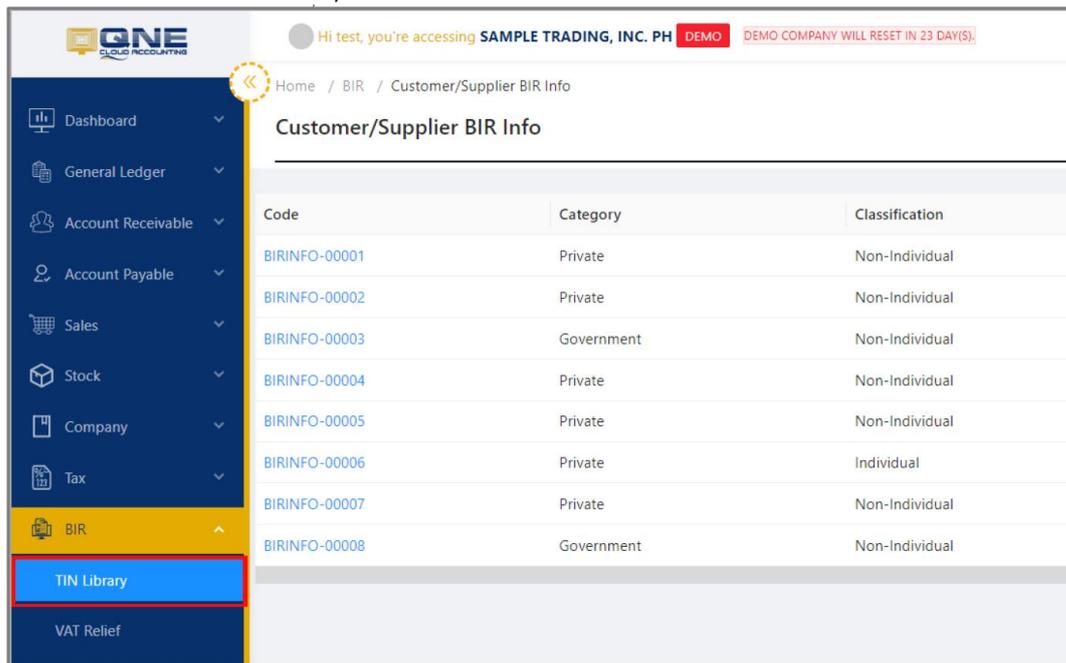
In QCA, the BIR Classification that has been added on the TIN Library should be enabled for both Customers and Suppliers in order to tag it.

### Scenario:

Enabling Customer BIR Info under TIN Library for Supplier as well.

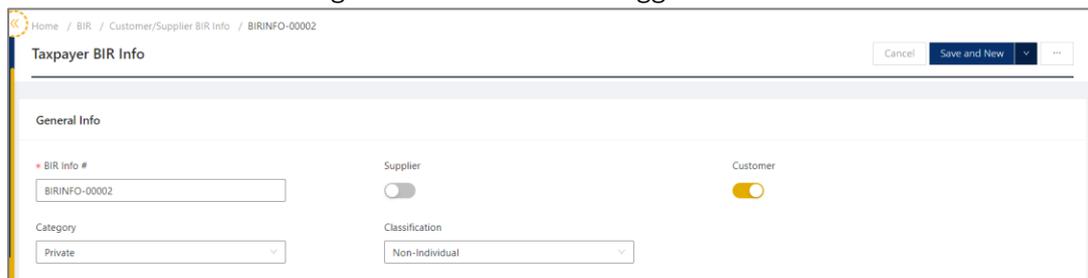
### Procedure:

1. Go to BIR > TIN Library.



Code	Category	Classification
BIRINFO-00001	Private	Non-Individual
BIRINFO-00002	Private	Non-Individual
BIRINFO-00003	Government	Non-Individual
BIRINFO-00004	Private	Non-Individual
BIRINFO-00005	Private	Non-Individual
BIRINFO-00006	Private	Individual
BIRINFO-00007	Private	Non-Individual
BIRINFO-00008	Government	Non-Individual

2. Click the link of an existing BIR Info to edit the Toggle.



Home / BIR / Customer/Supplier BIR Info / BIRINFO-00002

Cancel Save and New ...

General Info

\* BIR Info #

Supplier

Customer

Category

Classification

**Application:**

1. Click the Toggle: Supplier. Once done, click 'Save'.



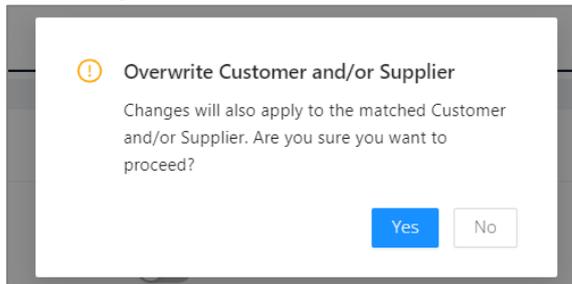
General Info

\* BIR Info #  
BIRINFO-00002

Supplier  Customer

Category: Private Classification: Non-Individual

2. If the existing BIR Info has been tagged before, there will be a prompt to validate the changes.

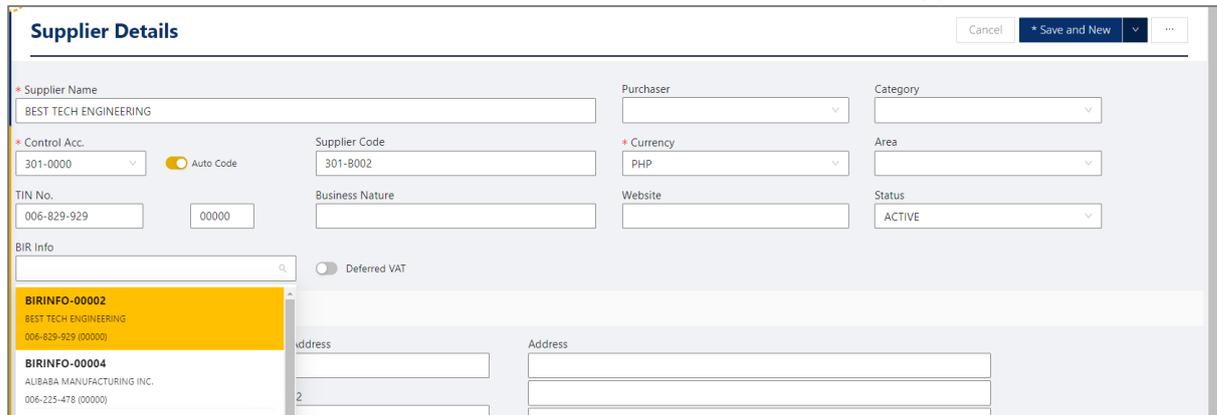


**Overwrite Customer and/or Supplier**

Changes will also apply to the matched Customer and/or Supplier. Are you sure you want to proceed?

Yes No

This will enable the BIR Info to be chosen on the BIR Info field under Suppliers.



Supplier Details

Supplier Name: BEST TECH ENGINEERING Purchaser: Category:   
Control Acc.: 301-0000 Supplier Code: 301-B002 Currency: PHP Area:   
TIN No.: 006-829-929 Business Nature: Website: Status: ACTIVE   
BIR Info:   
BIRINFO-00002 BEST TECH ENGINEERING 006-829-929 (00000)   
BIRINFO-00004 ALIBABA MANUFACTURING INC. 006-225-478 (00000)



For further concerns regarding this matter, please contact support to assist you or create ticket thru this link <https://support.qne.com.ph>