Entering Suppliers

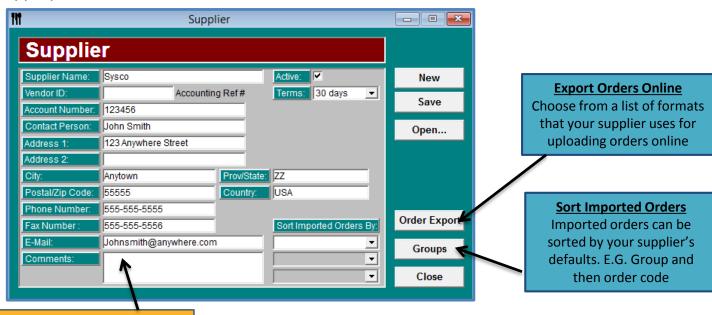Open the Supplier window to enter your Suppliers by clicking on -**purchasing, suppliers, new**

Supplier Information:

Supplier Name- Indicate the Supplier's name

Vendor ID- From your accounting software

Account Number- Your account number with your Supplier

Address / Phone etc.- Enter their appropriate information

Export Orders Online
Choose from a list of formats that your supplier uses for uploading orders online

Sort Imported Orders
Imported orders can be sorted by your supplier's defaults. E.G. Group and then order code

Tip: Use Email field if you are using Bid Lists