

## Supplier Maintenance

Details of suppliers need to be set up before bill transactions are entered in the system

### Setting up a new Supplier

- ◆ Details of new Suppliers can be set up via two routes.

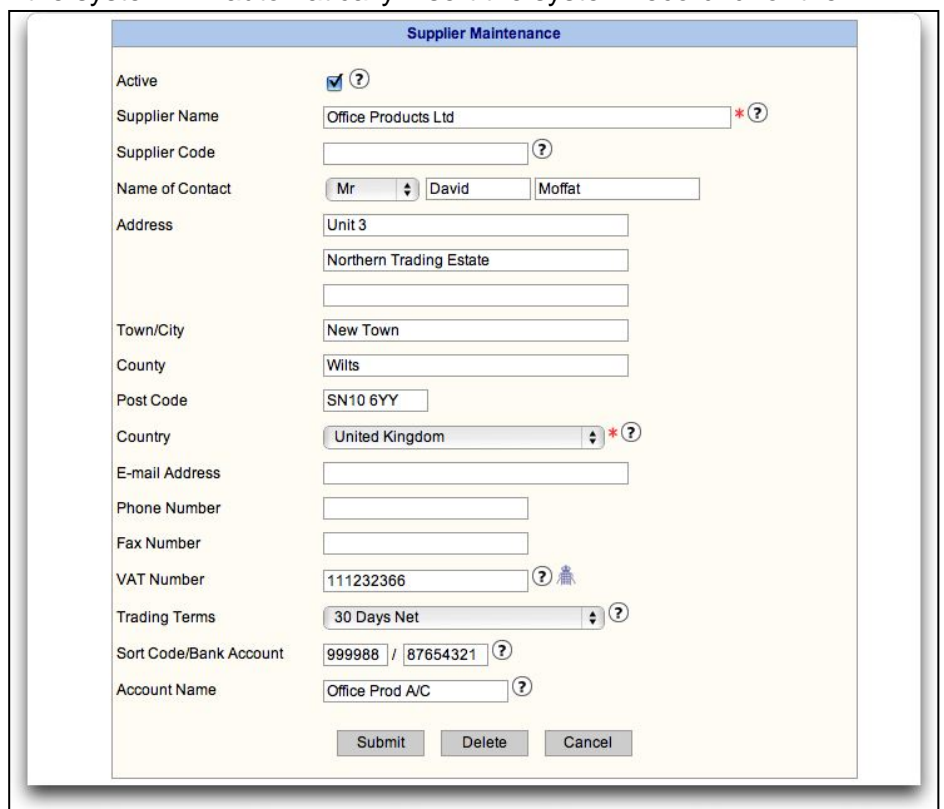
**LISTS → SUPPLIERS → ADD SUPPLIER**

**ENTITY NAME → OPENING BALANCES → SUPPLIER → ADD NEW**

- ◆ Enter details in the Supplier Maintenance Screen.
- ◆ The **SUPPLIER CODE** field may be used to hold a user-defined alpha-numeric code for the sales item. If you enter a '+' the system will automatically insert the system record id for the Branch. This record id is guaranteed to be unique in the system - but may not be a consecutive sequence.

This field is useful for entering codes that cross-reference codes in other systems and may be required if the bill upload process is used (See **Bill Upload** user guide for more information.)

- ◆ If the supplier is from a country in the European Union, details of country and VAT number are required for some VAT reports.
- ◆ Trading terms will be used for monitoring and reminding that payments are due.
- ◆ The **Sort Code** and **Bank Account** details, if entered, can form the basis of a general extract file that can be used for online banking or creating a BACS file.
- ◆ When you are happy with the data click on **SUBMIT**.



### Editing Supplier Information

Supplier information can be amended at any time by selecting from the list of Suppliers and editing the one you wish to update.

**LISTS → SUPPLIERS → LIST SUPPLIERS →  relevant Supplier**

**SUBMIT** will update the information, **DELETE** will delete the supplier from the list (Only if there are no outstanding transactions) and **CANCEL** will return to the previous screen making no changes.