

## 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

Supplier Maintenance

Active	<input checked="" type="checkbox"/> ?
Supplier Name	<input type="text" value="EU Supplier"/> * ?
Supplier Code	<input type="text"/> ?
Name of Contact	<input type="text" value="Select..."/> <input type="text"/> <input type="text"/>
Address	<input type="text" value="Rue de Ramparts"/> <input type="text"/> <input type="text"/>
Town/City	<input type="text" value="Mons 45321"/>
County	<input type="text"/>
Post Code	<input type="text"/>
Country	<input type="text" value="Belgium"/> * ?
E-mail Address	<input type="text" value="contact@eusupplier.be"/>
Phone Number	<input type="text"/>
Fax Number	<input type="text"/>
VAT Number	<input type="text" value="BE987456789"/> ? 
	<input checked="" type="checkbox"/> VAT Number Validated paul 19/11/2010
Trading Terms	<input type="text" value="45 Days Net"/> ?
Sort Code/Bank Account	<input type="text"/> / <input type="text"/> ?
Account Name	<input type="text"/> ?

- ◆ 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.)

- ◆ The **E-mail Address** is used when a user selects a document (Stock Purchase Order) to be e-mailed directly from within the system to this supplier. **You are therefore advised to ensure that it is appropriate and accurate.**
- ◆ If the supplier is from a country in the European Union, details of country and VAT number are required for some VAT reports. The two-character alphanumeric country code prefix (GB for the UK, BE for Belgium etc) can be entered with the VAT number if required. Note that the validity of a VAT number provided to you can be tested by following the link in the field help ?.
- ◆ A user can indicate that they have validated an EU Trader VAT number by ticking the **VAT Number Validated** box. The system will record the date and the user name and display these on the screen when it is next accessed.
- ◆ 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 → [Edit](#) 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.