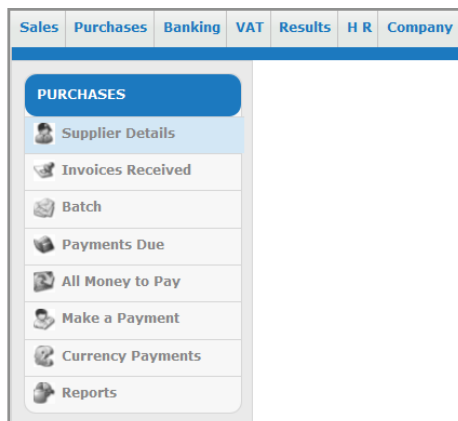


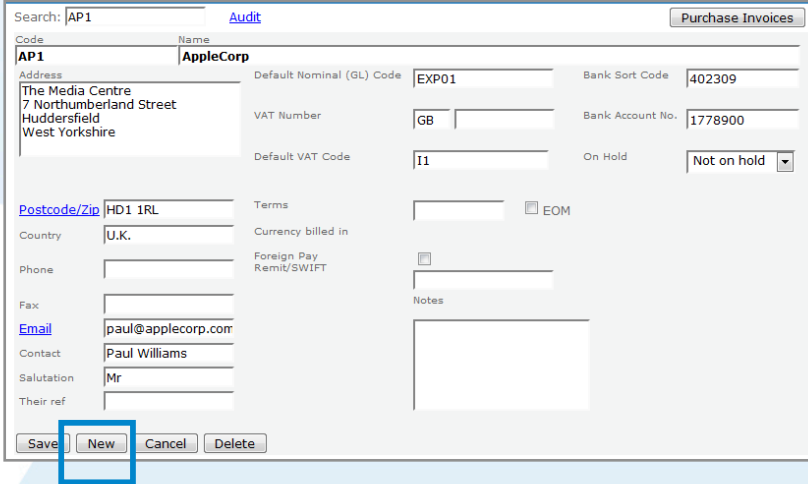
Create a Supplier Record

Press the **Purchases** menu tab and then choose the **Supplier details** button.



If this is the first time you have entered a supplier, the screen will be blank. In future when you open this screen, it will show the details of your most recently viewed supplier.

Click on the **New** button to bring up a new supplier details form.



Search: AP1 [Audit](#) Purchase Invoices

Code	Name	Default Nominal (GL) Code	Bank Sort Code
AP1	AppleCorp	EXP01	402309
Address		VAT Number	Bank Account No.
The Media Centre 7 Northumberland Street Huddersfield West Yorkshire		GB	1778900
Postcode/Zip	Country	Default VAT Code	On Hold
HD1 1RL	U.K.	11	Not on hold
Phone	Fax	Terms	<input type="checkbox"/> EOM
		Currency billed in	
Email	Contact	Foreign Pay Remit/SWIFT	<input type="checkbox"/>
paul@applecorp.com	Paul Williams	Notes	
Salutation	Their ref		
Mr			

Buttons: Save **New** Cancel Delete

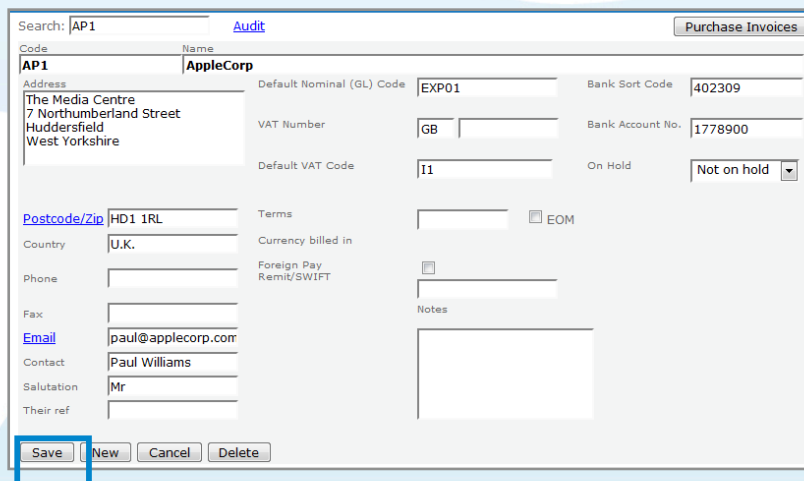
Notes on completing the form:

Only the Code and Name are compulsory fields, the rest are optional.

- The first field you need to enter is **Code**. The code needs to be unique to each supplier, as some of your customers may have the same name. You can use up to 20 digits (letters and numbers).
- Fill in the company **Name**.
- Enter the company **Address** and **Postcode**.

- Select the **Country** from the drop down menu.
- Enter the **Phone** and **Fax** number.
- Enter the **Email** address, the **Contact**, and **Salutation** (the name of the person any emails should be addressed to).
- If desired, enter a **Default nominal (GL) code** if most of the orders from this supplier are for the same type of product or service. If required, you can always overtype it on an individual invoice.
- Enter the **VAT/ tax number**.
- Enter the **Default VAT/ tax code** if desired. You can always overtype it on an individual invoice if you need to.
- Enter the **Terms** (number of days until payment is due) or tick the end of month (**EOM**) box if required.
- Enter the **Bank sort code** and **Bank account no.**
- You can put a supplier account **On hold** using the drop down box.
- You can use the **Notes** field for your own records.

Press **Save**. You can change any of the details at a later date.



Search: AP1 [Audit](#) Purchase Invoices

Code: **AP1** Name: **AppleCorp**

Address: **The Media Centre
7 Northumberland Street
Huddersfield
West Yorkshire**

Default Nominal (GL) Code: **EXP01** Bank Sort Code: **402309**

VAT Number: **GB** Bank Account No.: **1778900**

Default VAT Code: **I1** On Hold: **Not on hold**

Postcode/Zip: **HD1 1RL** Terms: EOM

Country: **U.K.** Currency billed in: Foreign Pay Remit/SWIFT:

Phone:

Fax:

Email: **paul@applecorp.com**

Contact: **Paul Williams**

Salutation: **Mr**

Their ref:

Notes:

Save