Supplier

Contents

1 Supplier

This screen allows you to maintain the suppliers in the system.

You can query data by and/or choose to display data as follows:

- *Code.*
- *Name.*
- *Group.*
- *Organisation Code.*
- *VAT Reg No.*
- *Country Code.*
- *Company Number.*
- *Accounting Code.*
- *VAT Code.*
- *Currency Code.*
- *Invoice Frequency.*
- *Payment Term Days.*
- *Active.*
- *Created By.*
- *Created Date.*
- *Last Updated By.*
- *Last Updated Date.*
- *Last Active Change By.*
- *Last Active Change Date.*
- *Last Process Id.*
- *Update Counter.*

The following actions are available on the Details panel:

- **New** - create a new record.
- **Save** - save a new record or changes to an existing record.
- **Delete** - delete an existing record.
- **Help** - help on this screen.
- **Undo** - undo change made since last save.
- **Clear** - clear all fields.
- **Toggle** - toggle display of all accordion headers.

You can change or add the following information:

1.1 Details section

- *Code.*
- *Name.*
- *Group* - a drop-down list of customer groups configured in the system. You can configure customer groups in the Customer Groups screen.
- *Organisation Code* - a drop-down list of organisations configured in the system. You can configure organisations in the Organisation screen.
- *Country Code* - a drop-down list of countries configured in the system. You can configure countries in the Countries screen...
- *Company Number*
- *VAT Reg No.*
- *Carrier* - the carrier code used by the supplier. You can look up a list of carrier codes configured in the system using the **Lookup** button to the right of the entry field. The screen will pop-up a window to select a carrier code. You can configure carriers in the Carriers screen.

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1.2 Invoicing section

- *Accounting Code.*
- *VAT Code* - the VAT code used by the supplier. You can look up a list of VAT codes configured in the system using the ⊞ **Lookup** button to the right of the entry field. The screen will pop-up a window to select a VAT code. You can configure VAT codes in the VAT Codes screen.
- *Currency Code* - the currency code used by the supplier. You can look up a list of currency codes configured in the system using the ⊞ **Lookup** button to the right of the entry field. The screen will pop-up a window to select a currency code. You can configure currency codes in the Currencies screen.
- *Invoice Frequency* - a drop-down list used to determine the invoice interval, Values: Weekly; Monthly; Yearly.
- *Payment Term Days.*

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