

# **Creating a Supplier**

Aptean Ltd  
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# 1 Creating a Supplier

This guide is intended to show the process of supplier creation.

## 1.1 Supplier Creation

For stock to be received for a vendor/supplier that is not known on the system then a supplier record must first be created for the supplier.

1- Open the form Supplier Wizard -WHSORA045 ( It is possible to find the form in the main menu using the standard search facility in the left hand tool bar, click on the magnify glass)

2- The form will open in query mode (turquoise bar top of the screen) the form must be set to entry mode. Use either the ?F4? key on the keyboard or select the cancel query icon.

## 1.2 Supplier Details

Details to enter are the fields marked in yellow which are mandatory for the system. All fields except the partner code and full name are provided with a list of values to select from.

1. **Partner Code** - a unique 10 alpha/numeric code provided by head office
2. **Full Name** - The supplier name that will be displayed on the documentation
3. **Supplier Type** - ?S? for standard
4. **Supplier Class** - ?02? for primary supplier
5. **Currency** - ?GBP? British Pound



## 6. Dispute Code - ? authorised <br\>

Action Edit Query Block Record Field Window Help

Supplier Wizard

Owner: XXA Warehouse: XX1 11-OCT-2010 WHSORA045 v4.7

Partner Code: 001A000244 001

Full Name: New Supplier Name

Supplier Details Further Details Buyer Address Payment Address

Ledger Code: PL1 Dispute Code: 0 Authorised

Short Name: New Supplier Payment Set:

Supplier Type: S Standard Buyer:

Supplier Class: 02 Primary Supplier Discount Days: 0 Discount %: 0.00

Currency: GBP British Pound Credit Amount: 0.00

Tax No: Credit Limit: 0.00

Cust Ledger/Customer: Balance: 0.00

Settle Method: Turnover: 0.00

Settle Days: 30 Approved Supplier:

Bonded Flag: Duplicate Advice Note No:

SSCC Control Flag:

Invoice Required:

Date Created: Amendment Date: Date Last Invoice:

Date Last Payment: Date Last PO: Date Last GR:

Once the above fields have been completed, save the entered record by either using ?CTRL and S? or selecting the ?Save Record? icon. <br\>

## 1.3 Buyers Address

Address details must now be entered, all mandatory fields must be entered (marked in yellow) <br\>



Action Edit Query Block Record Field Window Help

Supplier Wizard

Owner: XXA Warehouse: XX1 11-OCT-2010 VHSORA045 v4.7

Partner Code: 001A000244 001

Full Name: New Supplier Name

Supplier Details Further Details Buyer Address Payment Address

Address Type: BYR 1 New Buyer Address

Name: New Supplier Name Address Code: NEWSZ00020

Address: 67 Long Road

Town: Bentley

Post Code: B23 F34

County:

Country:

Email Address:

Once address details have been entered, the save the record, either by using ?CTRL and S? or selecting the ?Save Record? icon. <br\>



## 2 Document History

Version	Date	Status	Reason	Initials
Version 1	08/11/2010	Released		LBW

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