

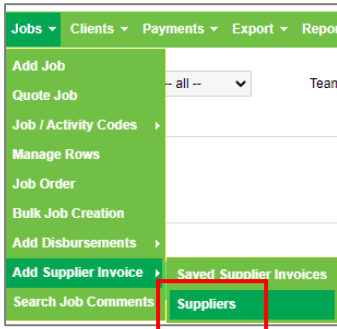
SUPPLIERS

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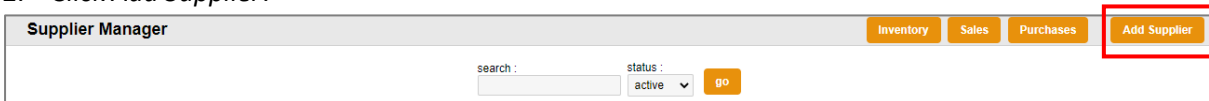
Create a Supplier

1. Hover on *Jobs*, hover on *Add Supplier Invoice*, and click *Suppliers*:



A screenshot of a software interface showing a dropdown menu for 'Jobs'. The menu items are: Add Job, Quote Job, Job / Activity Codes, Manage Rows, Job Order, Bulk Job Creation, Add Disbursements, Add Supplier Invoice, and Search Job Comments. The 'Add Supplier Invoice' item is expanded, showing a sub-menu with 'Saved Supplier Invoices' and 'Suppliers'. The 'Suppliers' option is highlighted with a red box.

2. Click *Add Supplier*:



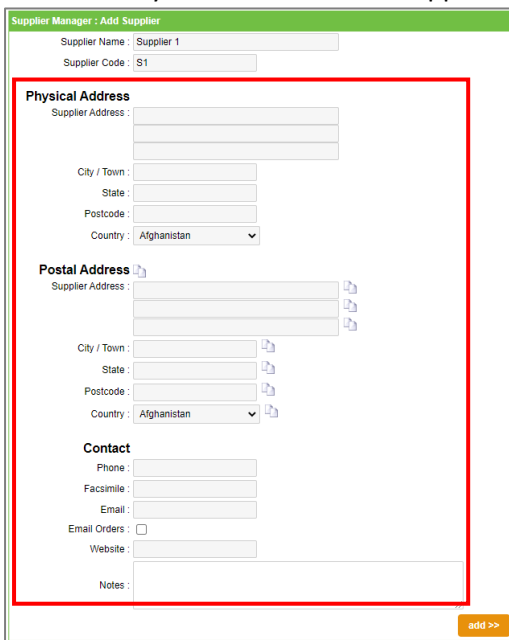
A screenshot of the 'Supplier Manager' header. It includes a search bar, a status dropdown set to 'active', and a 'go' button. On the right side, there are buttons for 'Inventory', 'Sales', 'Purchases', and 'Add Supplier'. The 'Add Supplier' button is highlighted with a red box.

3. Enter the *Supplier Name* and *Supplier Code*:



A screenshot of the 'Supplier Manager : Add Supplier' form. The 'Supplier Name' field contains 'Supplier 1' and the 'Supplier Code' field contains 'S1'. Both fields are highlighted with a red box.

4. Enter any other information if applicable:



A screenshot of the 'Supplier Manager : Add Supplier' form. The 'Physical Address' and 'Postal Address' sections are highlighted with a red box. The 'Physical Address' section includes fields for Supplier Address, City / Town, State, Postcode, and Country (set to Afghanistan). The 'Postal Address' section includes fields for Supplier Address, City / Town, State, Postcode, and Country (set to Afghanistan). Below these sections are fields for Contact information: Phone, Facsimile, Email, Email Orders (checkbox), Website, and Notes. An 'add >>' button is located at the bottom right of the form.

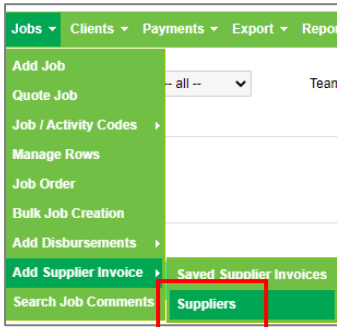
5. Click *Add*:



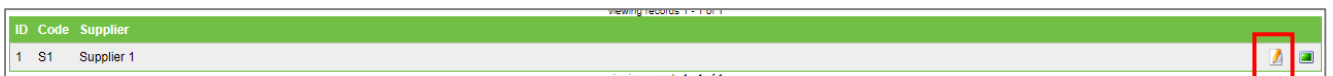
A screenshot of the 'Supplier Manager : Add Supplier' form. The 'add >>' button is highlighted with a red box.

Edit a Supplier

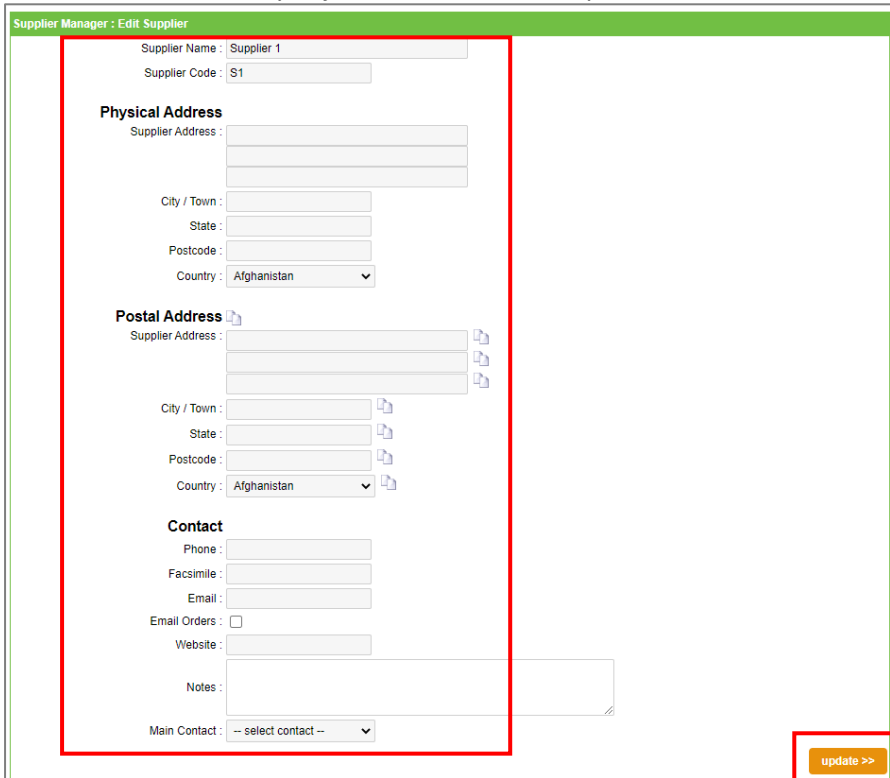
1. Hover on *Jobs*, hover on *Add Supplier Invoice*, and click *Suppliers*:



2. Click the edit icon:



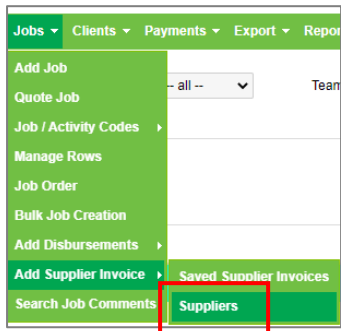
3. Make the necessary adjustments then click *Update*:



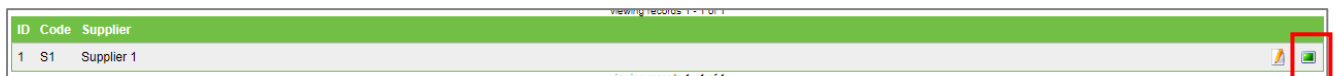
A screenshot of the 'Supplier Manager: Edit Supplier' form. The form is titled 'Supplier Manager: Edit Supplier' and contains several sections: 'Supplier Name' (Supplier 1), 'Supplier Code' (S1), 'Physical Address', 'Postal Address', 'Contact', and 'Main Contact'. The 'Physical Address' section includes fields for 'Supplier Address', 'City / Town', 'State', 'Postcode', and 'Country' (Afghanistan). The 'Postal Address' section includes fields for 'Supplier Address', 'City / Town', 'State', 'Postcode', and 'Country' (Afghanistan). The 'Contact' section includes fields for 'Phone', 'Facsimile', 'Email', 'Email Orders' (checkbox), and 'Website'. The 'Notes' section has a text area. The 'Main Contact' section has a dropdown menu with '-- select contact --'. The 'update >>' button is highlighted with a red box.

Deactivate a Supplier

4. Hover on *Jobs*, hover on *Add Supplier Invoice*, and click *Suppliers*:

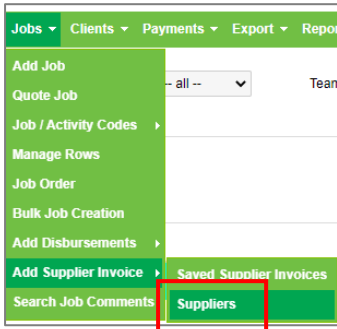


5. Click the deactivate icon:

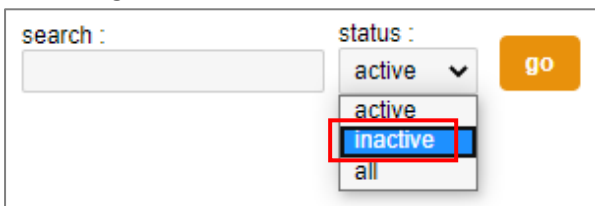


Reactivate a Supplier

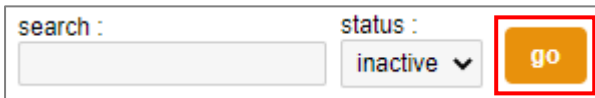
1. Hover on *Jobs*, hover on *Add Supplier Invoice*, and click *Suppliers*:



2. Change the *Status* from *Active* to *Inactive*:



3. Click *Go*:



4. Click the reactivate icon:

