

Category 3

3.4 Suppliers



The Suppliers screen allows you to create information on all of your company's suppliers. It will automatically create a unique Supplier Number to each supplier that is added to the database.

 A screenshot of a software application window titled "Suppliers Information". The window contains several input fields and a table.

Sup No	Supplier Name	Phone No	Status
1	Atad Data	0409 263 349	A

 The form includes sections for:

- Classification:** Company Name, Supplier No, Actual Street, Actual Suburb, State, P Code.
- ACN Number:** ACN Number, ABN.
- Post Address:** Post Address, P.O. Box, Postal Suburb, State, P Code.
- Contact Name:** Contact Name, Type of Business, Status.
- Communications:** Phone No, Fax No, Mobile No, E-Mail Address, Web site, Bill Pay No, Bank Name, Bank Branch, Bank No, Branch No, Bank Account.

 At the bottom of the window, there are navigation buttons: "Print Selected", "Business Envelope", "Delete", "New", "Edit", "Cancel", "OK", and "Close".

The fields are self explanatory; however, you should place as much information into the fields about the Supplier as possible as this information will be used in other screens and reports.

To add a new 'Supplier' click on 'NEW'. There is an option to list the Supplier on your preferred list, simply tick the box where indicated by 'Preferred'.



Business Envelope

Prints your envelopes with the Name and **"Business Address"** of the person selected.

Notes