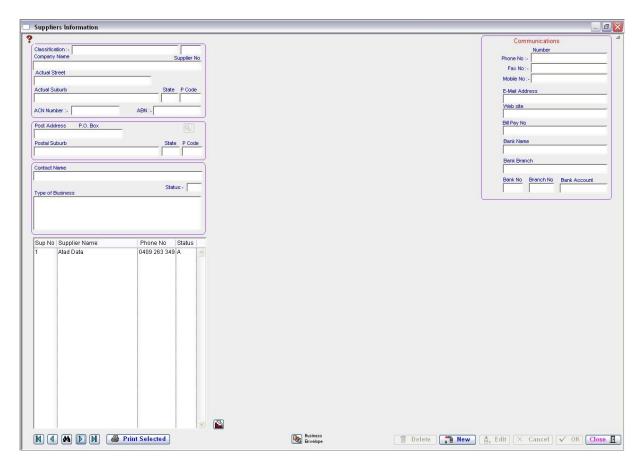
Category 3

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.



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