

Trading Partner

You can create your Trading Partner by clicking **Trading Partner > New Trading Partner** from the menu areas.

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Trading partner

New trading partner

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New customer

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New contact/address

List

Customers

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Other

Customers tags/categories

New tag/category

Contacts tags/categories

New tag/category

Suppliers tags/categories

New tag/category

Agri-ERP (c4f5dba 31072024)

7.0.0

New trading partner (customer, supplier)

Trading partner name

Alias name (short / common name)

Customer

Supplier

Status

Address

Postcode

Country

State/Province

E-mail (Note: - Add multiple emails separated by comma and no spaces)

Web

Phone

Registration Number

Sales tax is used

Trading partner type (supplier)

Assigned to sales representative

Customers tags/categories

Currency

Customer code

Supplier code

City

Fax

Sales tax ID

Check

Dwight

GB Pounds ...

Once you have filled in the screen with the data you wish to store press Create Trading Partner at the bottom of the screen to store the record.

Note mandatory fields are coloured blue and are bold (for example **Trading Partner Name**). Non-mandatory fields are black (for example Postcode).