

TIP: If the supplier is set to On-hold or Dormant the supplier will still exist but an engineer will NOT be able to select them whilst create a PO

The screenshot shows a software interface for creating a supplier. The top navigation bar includes 'SUPPLIERS', 'SCHEDULER', 'STOCK & EQUIPMENT', 'CRM', 'CONFIGURATION', 'VEHICLES', and 'ALL'. There are also buttons for 'Diary', 'Jobs', and a search bar. A sidebar on the left contains various menu items like 'Create Suppliers', 'View Suppliers', 'Import', 'Timeline Diary', 'Grid Diary', 'Export Payroll Data', 'Vehicle Tracker', 'Export P&L Report', 'Job Meeting & Invoice report', and 'Employee Day View'. Below the sidebar is a 'JOB STATUS' section with a 'COLOUR' legend. The main content area is titled 'CREATE' and has 'SAVE' and 'CANCEL' buttons. It is divided into two sections: 'COMPANY INFORMATION' and 'ADDRESS INFORMATION'. The 'COMPANY INFORMATION' section contains several input fields: 'Name*' (highlighted with a red arrow), 'Website' (with 'http://' pre-filled), 'Supplier Contact Name', 'Ticker Symbol', 'Rating', 'Ownership', 'Type' (with a dropdown arrow), and 'Assigned to' (with 'Adam' and a red 'x' button). On the right side of this section are 'Status' (with a 'Live' dropdown), 'Office Phone', 'Alternate Phone', 'Employees', 'Industry' (with a dropdown arrow), and 'Annual Revenue'. The 'ADDRESS INFORMATION' section is partially visible at the bottom, with labels for 'Billing Address' and 'Shipping Address'.

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