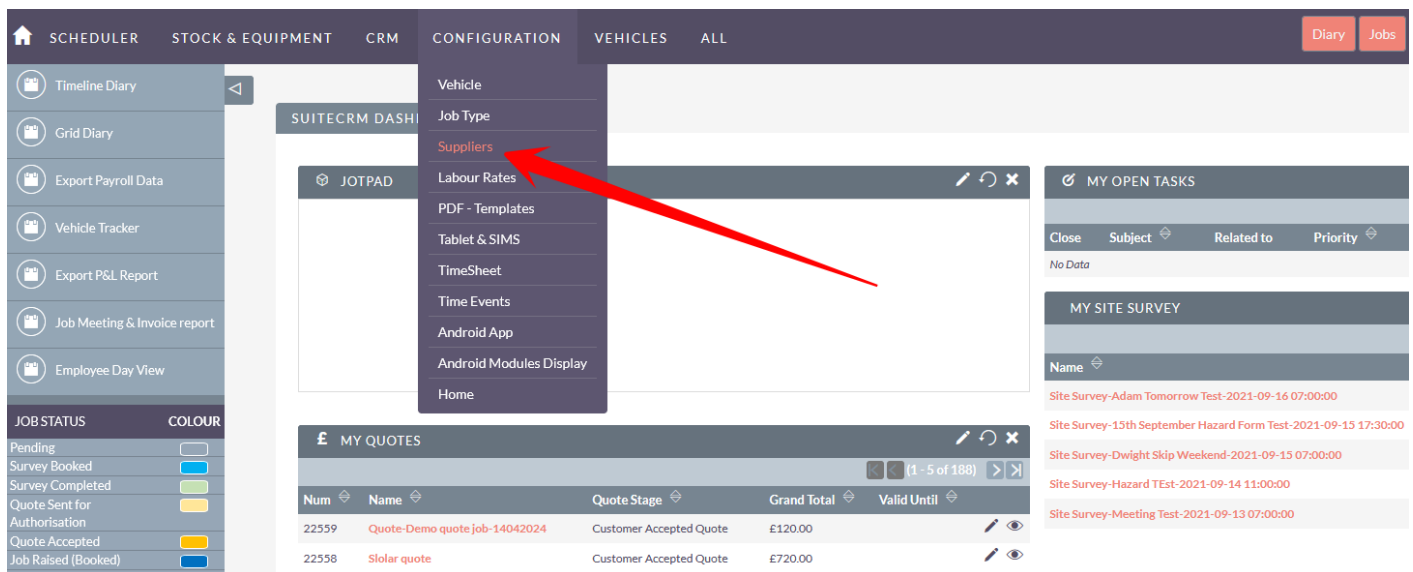


# Creating Suppliers

Suppliers are used in various aspects of the system such as creating PO's. In order to create a PO against a supplier the supplier must have already been created.

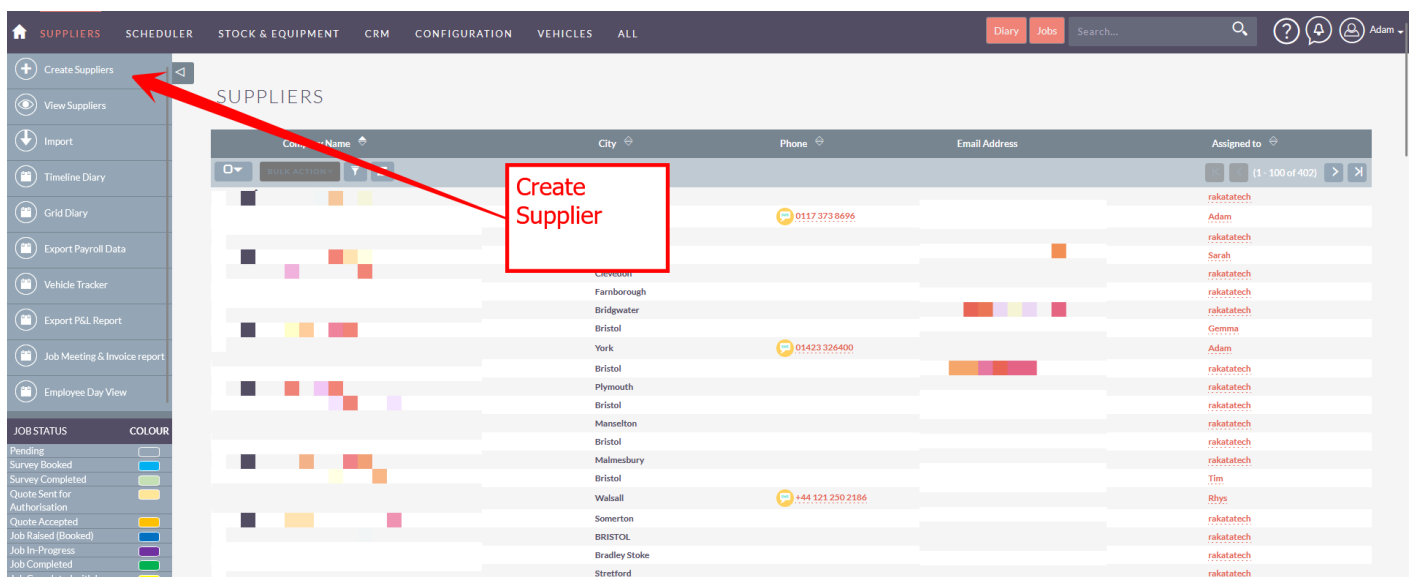
## Create a supplier

Configuration > Suppliers



The screenshot shows the software's main navigation bar with tabs: SCHEDULER, STOCK & EQUIPMENT, CRM, CONFIGURATION, VEHICLES, and ALL. The 'CONFIGURATION' tab is active, and a dropdown menu is open, showing options: Vehicle, Job Type, Suppliers (highlighted with a red arrow), Labour Rates, PDF - Templates, Tablet & SIMS, TimeSheet, Time Events, Android App, Android Modules Display, and Home. On the left, a sidebar lists various tools like Timeline Diary, Grid Diary, Export Payroll Data, etc. On the right, there are sections for 'MY OPEN TASKS' and 'MY SITE SURVEY'.

## Create a supplier



The screenshot shows the 'SUPPLIERS' list in the software. A red arrow points to the 'Create Suppliers' button in the left sidebar. A red box highlights the 'Create Supplier' text in the center of the screen. The main area displays a table of suppliers with columns: Name, City, Phone, Email Address, and Assigned to. The table lists several suppliers, including 'rakatatech' and 'Adam', with their respective contact details and assigned users.

Complete all details

**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**

SUPPLIERS

SCHEDULER

STOCK & EQUIPMENT

CRM

CONFIGURATION

VEHICLES

ALL

Diary

Jobs

Search...

?

Adam

Create Suppliers

View Suppliers

Import

Timeline Diary

Grid Diary

Export Payroll Data

Vehicle Tracker

Export P&L Report

Job Meeting & Invoice report

Employee Day View

JOB STATUS

COLOUR

Pending

Survey Booked

Survey Completed

Quote Sent for Authorisation

Quote Accepted

Job Raised (Booked)

Job In-Progress

Job Completed

Job Completed with Issues

CREATE

SAVE

CANCEL

COMPANY INFORMATION

Name\*

Website:

http://

Supplier Contact Name:

Ticker Symbol:

Rating:

Ownership:

Type:

Assigned to:

Adam

Status:

Live

Office Phone:

Alternate Phone:

Employees:

Industry:

Annual Revenue:

ADDRESS INFORMATION

Billing Address

Shipping Address

Revision #2  
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