


2.6 SUPPLIERS

2.6.1 HOW TO ADD OR CREATE A SUPPLIER

Open Options

#	Action	Notes
1	Select	From the Main Menu Options: 'Administration', 'Maintenance', 'Suppliers' or...
2	Press	'Supplier Form' Button from the PRODUCTS Windows Form.

The Supplier Windows Form will open in the 'Search Mode'. To change to the 'New Mode':

#	Action	Button or Icon	Notes
1	New		Changes the Supplier Windows Form into 'New Mode'.

Once you are in 'New Mode' then, enter the following fields:

Mandatory Fields (Underlined>



#	Enter	Notes	Input
1	<u>Supplier Name</u> *	The name of the Supplier.	Alpha Numeric
2	<u>Country</u>	The country where the Supplier is located.	Select
3	<u>City</u>	The City where the Supplier is located.	Alpha Numeric

4	Day Phone	A phone number where the Supplier may be located.	Numeric
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*** Notes and Suggestions**

The Supplier Name Combo Box has a list of all the current Suppliers on the database. To see if the Supplier you are creating already exists, either open the Combo Box or enter some text and the Combo Box will open and display the Suppliers that match the text entered. Selecting a Supplier will display all the current data there is on the Supplier. Add or Edit the information as required.

Final Actions

#	Action	Button or Icon	Notes
1	Save		Saves the Supplier to the database.
2	Exit		Exits the SUPPLIERS Windows Form and returns to the previous Windows Form.

Optional Fields


#	Enter	Notes	Input
1	Address	The address of the Supplier. Use both fields if required.	Alpha Numeric
2	Province/State	If enabled, select the corresponding Province or State.	Select
3	Post Code	The Post or ZIP Code of the Supplier.	Alpha Numeric
4	Mobile	The Mobile or Cell phone number of the contact at the Supplier.	Numeric
5	Fax	The Fax number of the Supplier.	Numeric
6	e-mail	The e-mail of the Supplier. Must contain one '@' and one '.'.	Alpha Numeric
7	Attention	The name of the Contact at the Supplier.	Alpha Numeric
8	Remarks	Any relevant remarks about the Supplier. This information is internal only and will not be displayed anywhere else but in this form.	Alpha Numeric
9	Voucher Text	The text that should accompany any voucher emitted for this Supplier.	Alpha Numeric
10	Credit Amount	The Credit Amount that this Supplier will give the company.	Numeric with Decimals
11	Credit Days	The Days of Credit that the Supplier has agreed to give the company.	Numeric
12	Supplier Group	If this Supplier belongs to any Supplier Group.	Alpha Numeric
13	Project	If this Supplier belongs to any Project.	Alpha Numeric
14	Account	The account which is linked to this Supplier.	Numeric
15	Form of Payment	The Form of Payment for this Supplier.	Select

16	Prepay	If the services rendered by this Supplier have to be prepaid. Checked means they have to be prepaid. Unchecked means it does <u>not</u> have to be prepaid.	✓
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Display Fields

#	Enter	Notes	Input
1	Total Sales	Displays the Totals Sales of this Supplier.	Disabled
2	Sales Year	Displays this Year's Sales.	Disabled
3	Balance	Displays any amounts outstanding.	Disabled
4	By User / Date	Displays the User and the Date when this Supplier's Information was changed.	Disabled

Other Buttons

#	Action	Button or Icon	Notes
1	Press	New Supplier	Signals that a New Supplier is to be created.
2	Press	Account	
3	Press	Expand	Expands the Voucher Text so that more information may be entered.
4	Press		Displays the Help Page

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2.6.2 HOW TO EDIT A SUPPLIER

Open Options

#	Action	Notes
1	Select	From the Main Menu Options: 'Administration', 'Maintenance', 'Suppliers' or...
2	Press	'Supplier Form' Button from the INVOICE LINE PRODUCTS Windows Form.

The Supplier Windows Form will open in the 'Search Mode'. Select a Supplier from the Drop-Down List.

The screenshot shows a software window titled "Suppliers (Add, Edit, Search)". The window is divided into several sections:

- Left Panel:** Contains a "Supplier" dropdown menu with a list of suppliers: "Air Tours AsP", "Another Tour Company", "Best Tours", "Billetkontoret", "Brasil Guide Turismo SI", "Castelo de Milfontes", "Chichicastenango Guatemalan Tours C.A", and "Condor AS". Below this are fields for "Address", "Country", "ZIP Code", "Email", "Attention", and "Remarks".
- Right Panel:** Contains a "Supplier Nº" field, a "Tour Supplier" checkbox, and several input fields for "Total Sales", "Sales Year", "Credit Amount", "Credit Days", "Balance", "Supplier Group", "Project", "Account", and "Form of Payment". There is also a "PrePay" checkbox and a "User / Date" field.
- Bottom Section:** Includes a "Voucher Text" area with an "Expand" button, a "Mode" dropdown set to "SEARCH", and buttons for "Suppliers" and "Account".
- Bottom Right:** A toolbar with icons for home, print, close, and save.

Once a Supplier has been selected, all the information available on that Supplier will be displayed. Once that has been done then the system will be in the 'Edit Mode' and you may begin to Add or Edit the Supplier Information.

Suppliers (Add, Edit, Search)

Supplier:

Address:

Country:

ZIP Code: City:

Day Phone: +55 Cell Phone: Fax:

Email:

Attention:

Remarks:

Voucher Text:

Supplier N°: Tour Supplier

Total Sales:

Sales Year:

Credit Amount:

Credit Days:

Balance:

Supplier Group:

Project:

Account:



Form of Payment:

PrePay

User / Date:

Mode:

Final Actions

#	Action	Button or Icon	Notes
1	Save		Saves the Supplier to the database.
2	Exit		Exits the SUPPLIERS (Add, Edit, Search) Windows Form and returns to the previous Windows Form.

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2.6.3 HOW TO SEARCH FOR A SUPPLIER

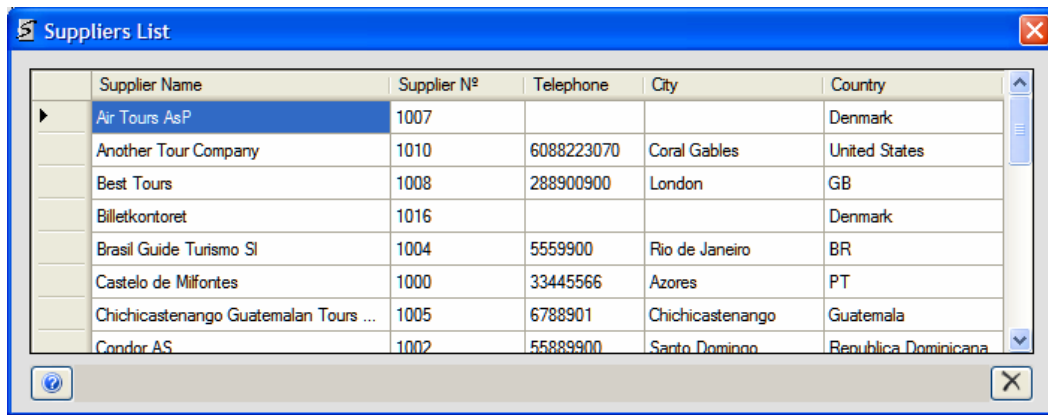
Open Options

#	Action	Notes
1	Select	From the Main Menu Options: 'Administration', 'Maintenance', 'Suppliers' or...
2	Press	'Supplier Form' Button from the PRODUCTS Windows Form.


The Supplier Windows Form will open in the 'Search Mode'. Select a Supplier from the Drop-Down List.

or

#	Action	Button or Icon	Notes
1	Press	Suppliers	Opens the Suppliers List Windows Form.



This option gives you more information on the Supplier than the Drop-Down List. To Select the Supplier:

#	Action	Button or Icon	Notes
1	Double-click		The Row Header Control Box on the left of the row where the Supplier is located. The Supplier Information will be returned and displayed in the Supplier Windows Form.

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