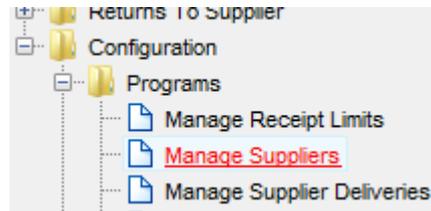


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DOC REF: AEU00431	TITLE: EFACS GUIDE - ADDING NEW SUPPLIERS		

1 STEP BY STEP PROCEDURE

Select  **Purchasing** from the left hand menu

Using the drop down menus select '**Configuration**,' '**Programs**' and '**Manage Suppliers**' this will open a new window



Select  **New** to input a new supplier. This will open a new window

Input the name of the supplier into the box '**Name**', this will automatically generate a customer code in the '**Supplier**' box

Name	<input type="text"/>
Supplier	<input type="text"/>

Input the customer address details into '**Main Address**'

Main address

Address	<input type="text"/>
Street	<input type="text"/>
City	<input type="text"/>
County	<input type="text"/>
Postcode	<input type="text"/>
Country	<input type="text"/>

Input the customer main contact details into '**Main Contacts**'

Main contact

Contact	<input type="text"/>
Title	<input type="text"/>
Suffix	<input type="text"/>
Surname	<input type="text"/>
Forename	<input type="text"/>
Job title	<input type="text"/>
Business telephone	<input type="text"/>
Mobile telephone	<input type="text"/>
E-Mail	<input type="text"/>

Using the drop down menu select the appropriate nominal ledger code and VAT category

VAT category	<input type="text"/>
Nominal ledger category	<input type="text"/>

Using the drop down menu select the appropriate default invoice state

Default invoice state	<input type="text"/>
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This completes the obligatory information for a new supplier. The additional fields are optional but should be completed if required.

Select '**Save**'  **Save** this will access to the other tabs now Inform the quality department of the new supplier.

The supplier will be on '**HOLD**' until the Quality department have assessed the supplier.