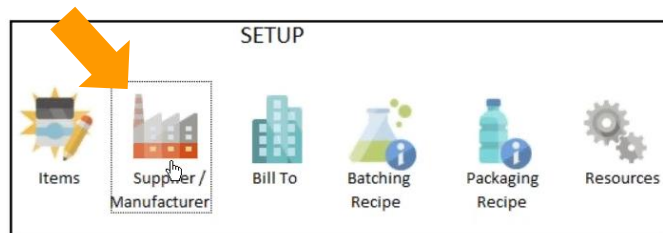


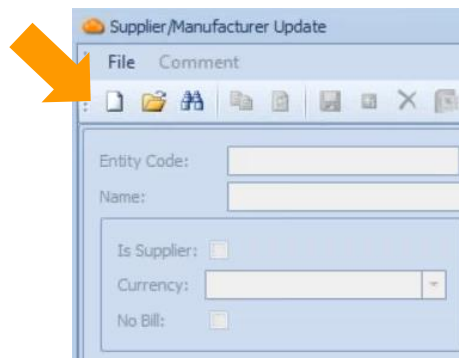
How to Create Suppliers and Manufacturers

Creating a New Supplier/Manufacturer

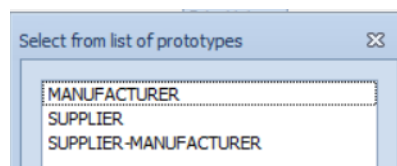
To set up a new Supplier/Manufacturer, select the **Supplier/Manufacturer** icon from the display menu



Select New

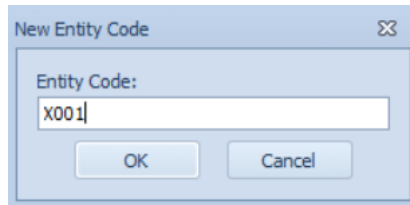


Select the most relevant prototype to be used.



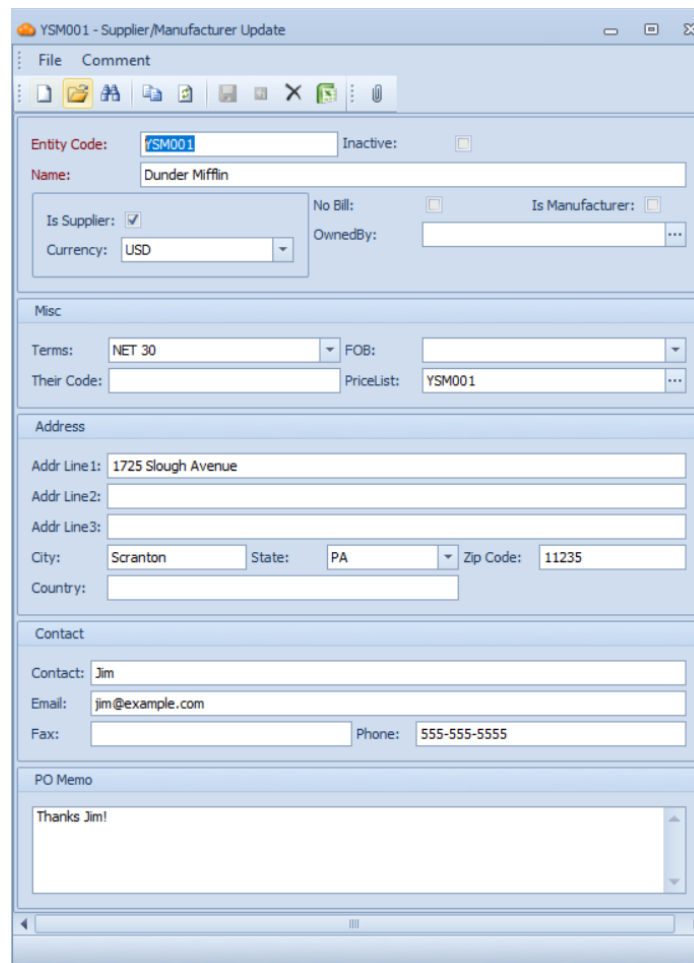
Supplier-Manufacturer in this context refers to entities that are both supplying and manufacturing the item.

Supply an **Entity Code**. This could be any unique alpha-numeric identifier.



A small dialog box titled "New Entity Code" with a close button in the top right corner. It contains a text input field labeled "Entity Code:" with the value "X001" entered. Below the input field are two buttons: "OK" and "Cancel".

Enter all relevant information.



A screenshot of a software window titled "YSM001 - Supplier/Manufacturer Update". The window has a menu bar with "File" and "Comment", and a toolbar with various icons. The main area is divided into several sections:

- Entity Code:** A text field containing "YSM001" and an "Inactive:" checkbox.
- Name:** A text field containing "Dunder Mifflin".
- Is Supplier:** A checked checkbox.
- Currency:** A dropdown menu showing "USD".
- No Bill:** An unchecked checkbox.
- OwnedBy:** A text field.
- Is Manufacturer:** An unchecked checkbox.
- Misc:**
 - Terms:** A dropdown menu showing "NET 30".
 - FOB:** A dropdown menu.
 - Their Code:** A text field.
 - PriceList:** A dropdown menu showing "YSM001".
- Address:**
 - Addr Line1:** A text field containing "1725 Slough Avenue".
 - Addr Line2:** An empty text field.
 - Addr Line3:** An empty text field.
 - City:** A text field containing "Scranton".
 - State:** A dropdown menu showing "PA".
 - Zip Code:** A text field containing "11235".
 - Country:** An empty text field.
- Contact:**
 - Contact:** A text field containing "Jim".
 - Email:** A text field containing "jim@example.com".
 - Fax:** An empty text field.
 - Phone:** A text field containing "555-555-5555".
- PO Memo:** A text area containing "Thanks Jim!".

Their Code refers to the code they use to represent your company. **Terms** refer to the agreed upon terms.

The **PO memo** is a text field which enables you to attach text on a Purchase Order.

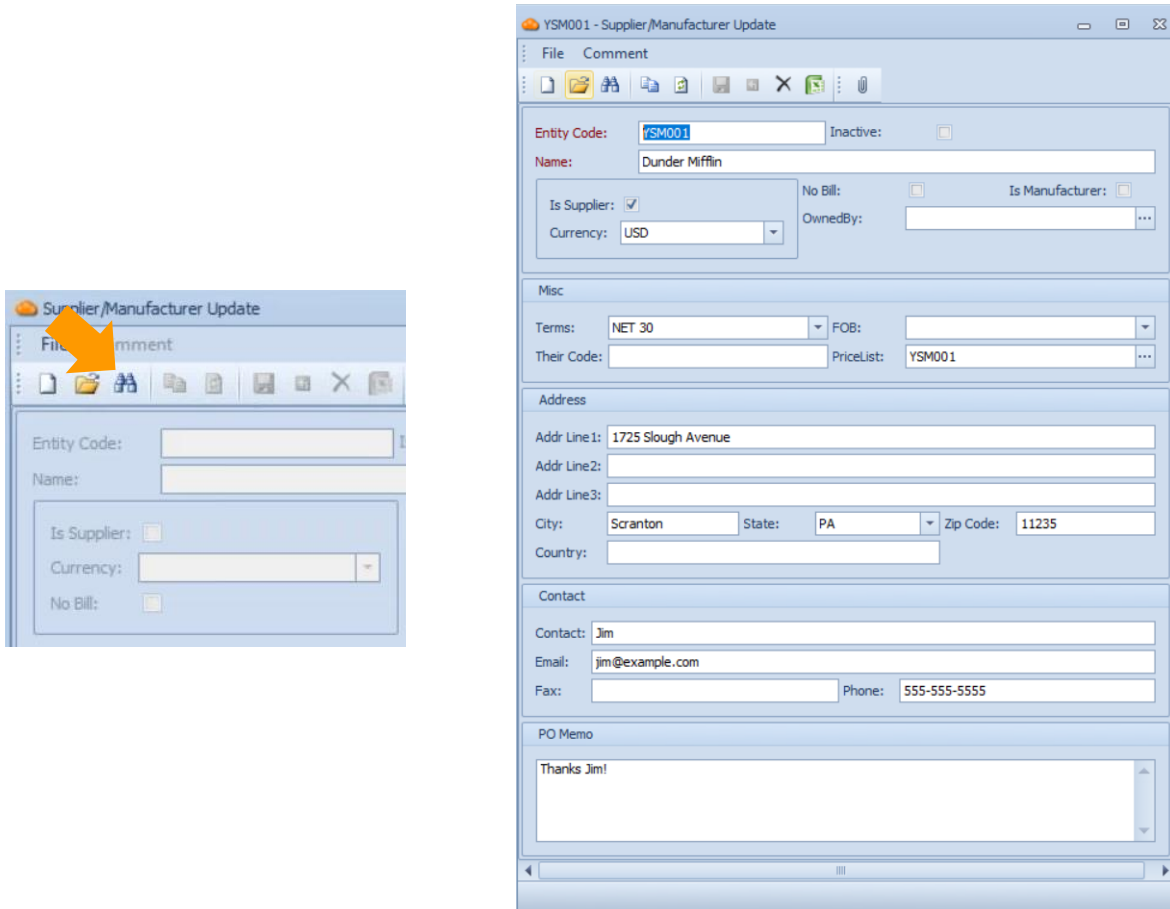
Save your progress by pressing **Ctrl + S** on your keyboard.

Modifying an Existing Supplier/Manufacturer

Prerequisites: You must have Suppliers or Manufacturers created before proceeding to this step. To modify an existing Supplier/Manufacturer, select the **Supplier/Manufacturer** icon from the display menu



Select Find and select the Supplier/Manufacturer which you wish to edit.



You can then modify the information as needed.