

# Entering Suppliers

Open the Supplier window to enter your Suppliers by clicking on **-purchasing, suppliers, new**

## Supplier Information:

**Supplier Name-** Indicate the Supplier's name

**Vendor ID-** From your accounting software

**Account Number-** Your account number with your Supplier

**Address / Phone etc.-** Enter their appropriate information

Supplier

**Supplier**

Supplier Name: Sysco Active:

Vendor ID: Accounting Ref # Terms: 30 days

Account Number: 123456

Contact Person: John Smith

Address 1: 123 Anywhere Street

Address 2:

City: Anytown Prov/State: ZZ

Postal/Zip Code: 55555 Country: USA

Phone Number: 555-555-5555

Fax Number: 555-555-5556 Sort Imported Orders By:

E-Mail: Johnsmith@anywhere.com

Comments:

New

Save

Open...

Order Export

Groups

Close

**Export Orders Online**  
Choose from a list of formats that your supplier uses for uploading orders online

**Sort Imported Orders**  
Imported orders can be sorted by your supplier's defaults. E.G. Group and then order code



**Tip: Use Email field if you are using Bid Lists**