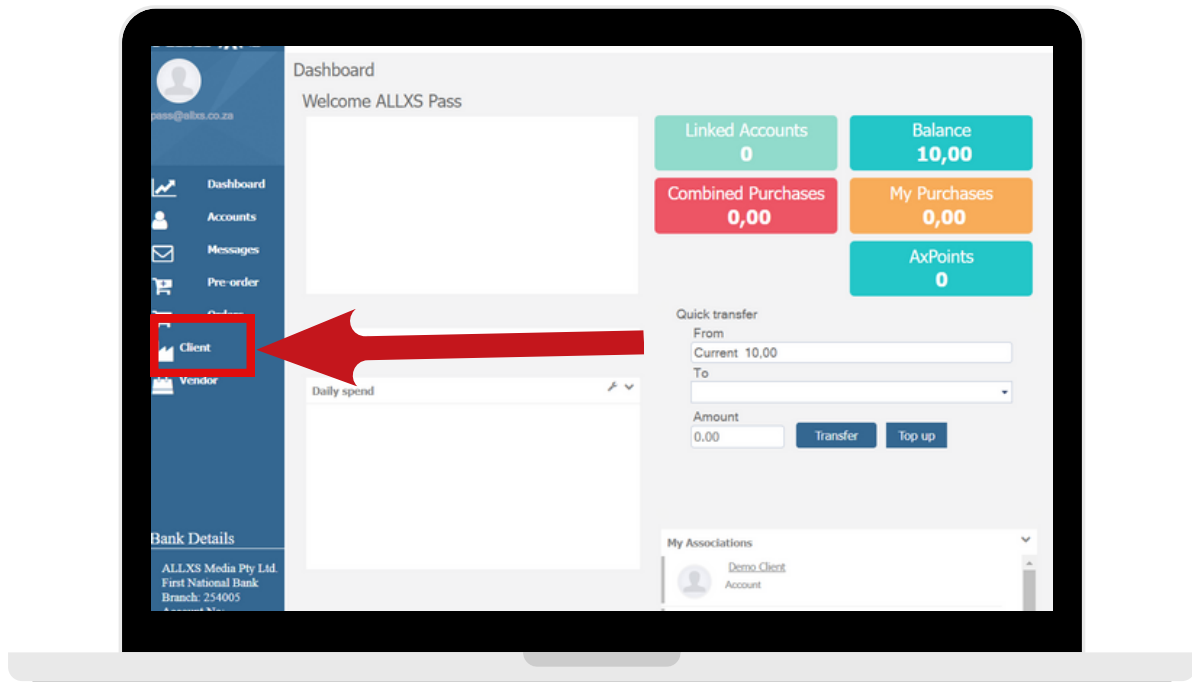


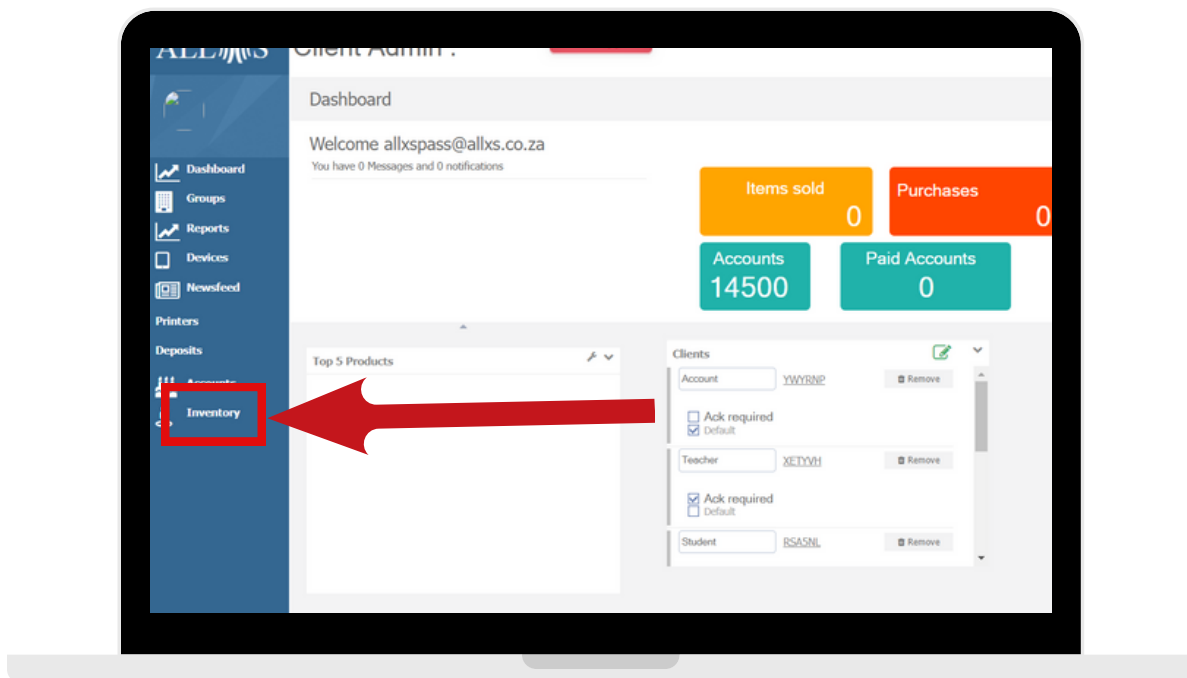
This function is when you want to create a new supplier.

Open a browser and go to trios.allxs.co.za. Then log in with your owner account credentials.

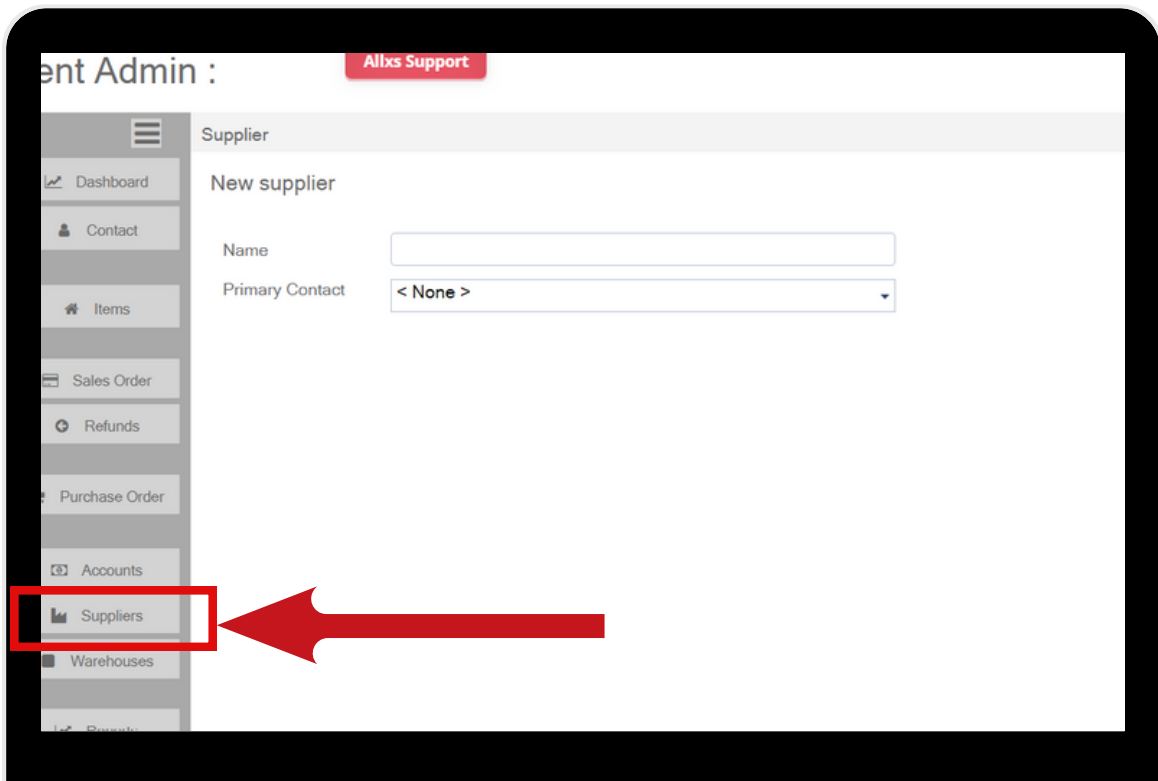
Click on CLIENT on the menu on the left-hand side of the screen.



Click on INVENTORY in the drop-down box.



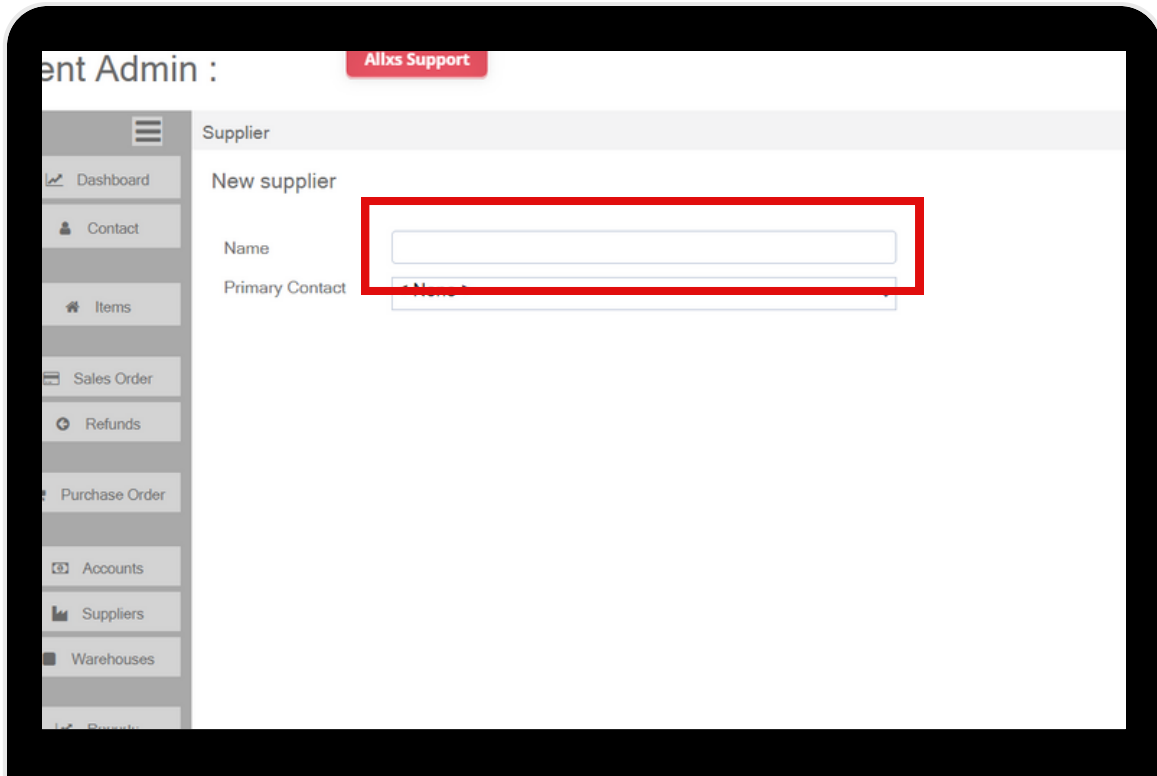
Click on SUPPLIERS in the inner grey menu.



Click on NEW



Fill in the name of the supplier.



System Admin : Allxs Support

Supplier

New supplier

Name

Primary Contact

Dashboard

Contact

Items

Sales Order

Refunds

Purchase Order

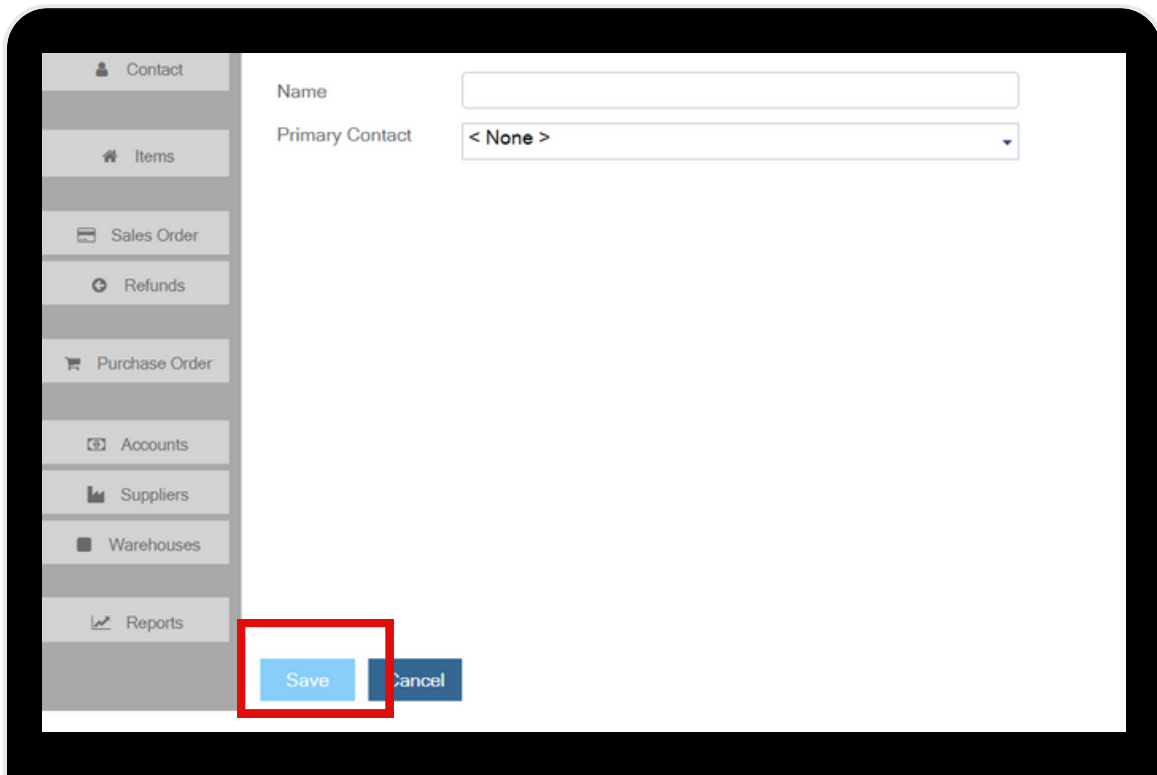
Accounts

Suppliers

Warehouses

Reports

Click SAVE



Contact

Items

Sales Order

Refunds

Purchase Order

Accounts

Suppliers

Warehouses

Reports

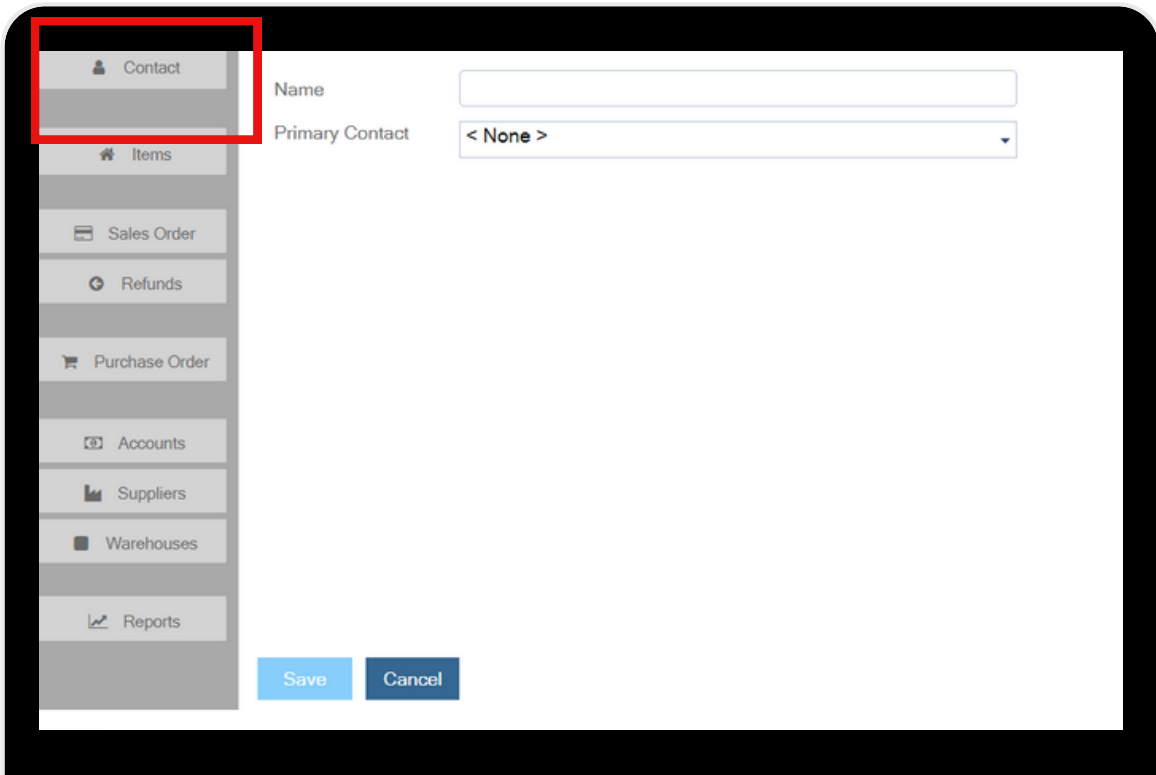
Name

Primary Contact

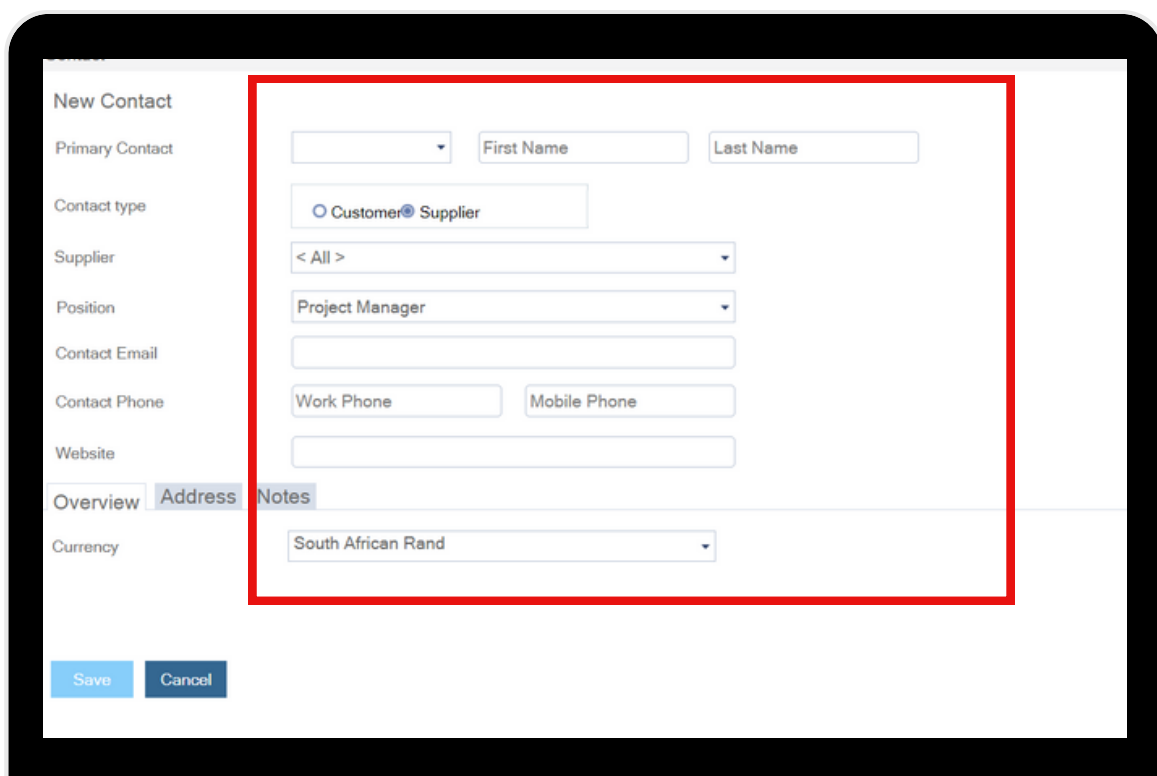
Save

Cancel

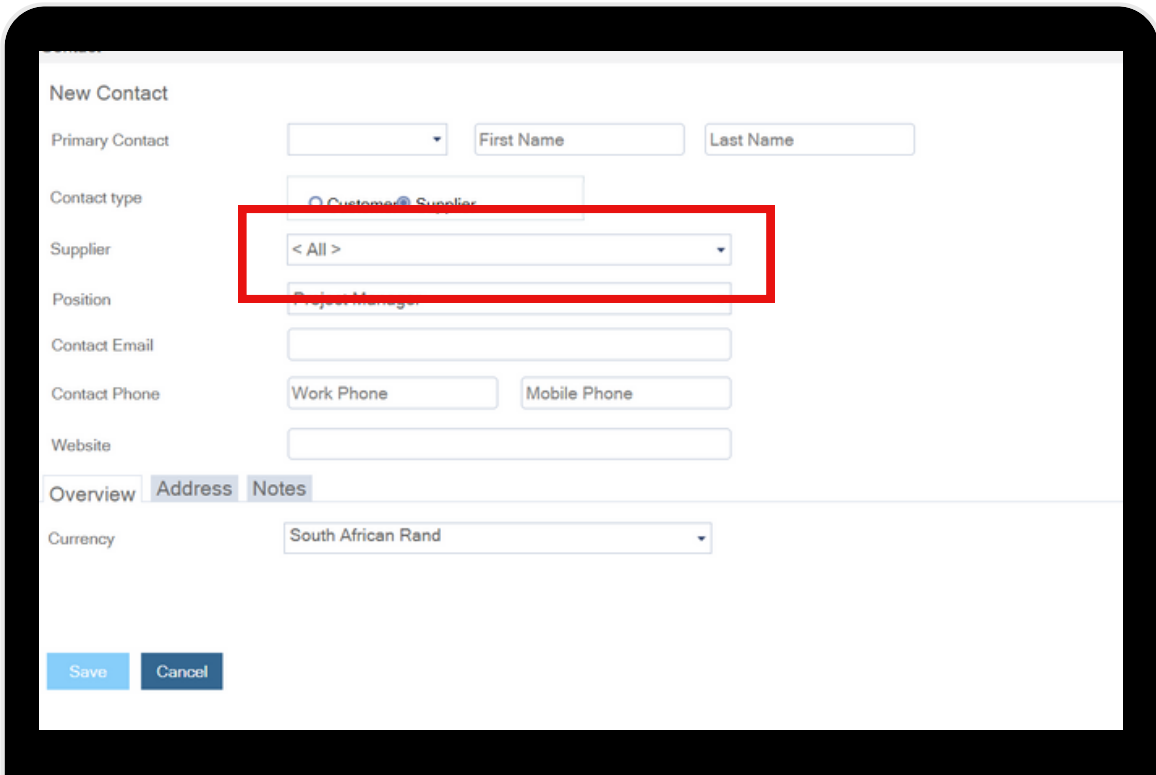
Click on CONTACTS on the grey inner menu.



Enter the suppliers details.

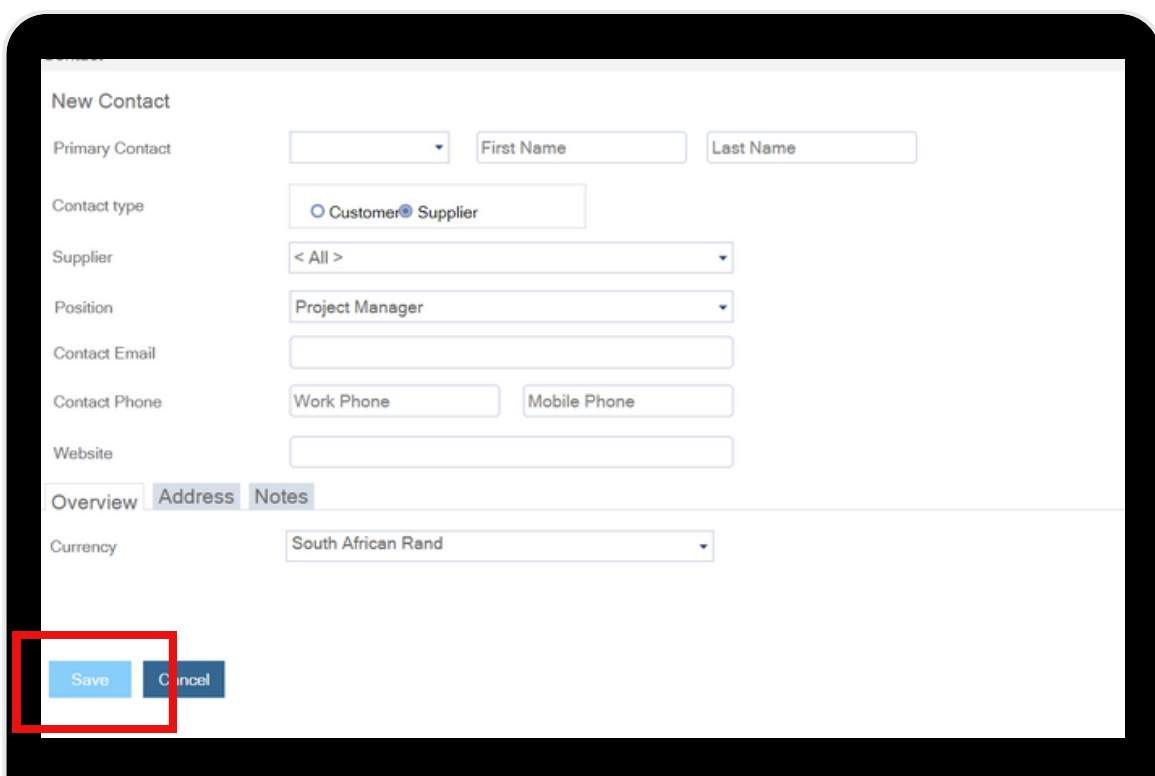


Chose the supplier you have just created in the drop down box.



The screenshot shows the 'New Contact' form. The 'Supplier' dropdown menu is highlighted with a red box and contains the text '< All >'. Other fields include 'Primary Contact', 'Contact type' (with 'Supplier' selected), 'Position' (set to 'Project Manager'), 'Contact Email', 'Contact Phone' (with 'Work Phone' and 'Mobile Phone' sub-fields), 'Website', and 'Currency' (set to 'South African Rand'). There are 'Save' and 'Cancel' buttons at the bottom.

Click SAVE.



The screenshot shows the 'New Contact' form with the 'Save' button highlighted by a red box. The form is now filled out: 'Supplier' is '< All >', 'Position' is 'Project Manager', and 'Currency' is 'South African Rand'. The 'Save' and 'Cancel' buttons are at the bottom.