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Creating New Suppliers

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1. On the left hand side of the screen, double click on the **'Suppliers'** icon.



2. Double click on the **'Maintain Supplier File'** icon.



3. Next to **'Supplier'** type in the name of the Supplier in the box. Then click **'Create'**.

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Maintain Supplier File

Location: NEE-Neelam Enterprises Supplier: PRINT

Contact Details | Comments | Business Info | Account Enquiry | Custom

Address Info

Name:
 Address:
 Town / City:
 County:
 Post Code:
 Country:

Contact Info

Contact:
 Telephone:
 Fax:
 E-Mail:

Create
Save
Cancel
Delete

Maintain Supplier File

4. Under the 'Contact Details' tab enter all the necessary details and then click 'Save'.

Maintain Supplier File

Location: NEE-Neelam Enterprises Supplier: PRINT

Contact Details | Comments | Business Info | Account Enquiry | Custom

Address Info

Name: Print
 Address: 90 Print street
 Town / City: Print Town
 County:
 Post Code: PR1 NT0
 Country:

Contact Info

Contact: Mr P
 Telephone: 76895438671
 Fax:
 E-Mail: mmp@print.co.uk

Create
Save
Cancel
Delete

Maintain Supplier File

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