Suppliers

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What

Suppliers are service providers for your products. A product (product template and subproduct) can be assigned to only one supplier, but each supplier can be assigned to an unlimited number of products.

Note: when you create product templates:

- If you create a main product with a supplier, this supplier will automatically be used for the subproduct as well.
- If you create a main product without a supplier, you can assign a separate supplier to each subproduct.
- If you delete a supplier on the main product, the deleted supplier will be added to the subproducts (which are not assigned to a supplier).

Create and edit

Fill in the detail information to create a supplier

First name
If it has an official company name, just leave the first field open and enter the company name in the next field.

Name/Company
If it does not have an official company name, just enter first name in field one and family name in field two. Continue and fill in all mandatory fields. Congratulations, now you created a new supplier.

Type
Customer types can be created under Administration ? Administration ? General ? Company Types

Departments
Departments can be created under Administration ? Administration ? General ? Departments.

Locations
You can create multiple locations for one supplier and manage it here. When you create dossiers (projects) and documents later, they will be subordinated to the locations.

Contacts
Here you create contacts that belong to this supplier.