INV-5a *Page| 1 of 3*

Category	Inventory
Course	Payables
Version	1.0
Client	Generic
Software	2.12.100

New Supplier Account

SUREfire must know about every supplier who you want to record orders/receipts/invoices for through the system.

Hints and Tips

- ✓ Your business may manage all supplier accounts at Head Office.
- ✓ Yellow fields are mandatory and must be completed.
- ✓ The **Code** will be used to identify this supplier during order, receipt, and invoice processes.
- ✓ General tab
  - The **Amounts Owing** and **Payment** information is only relevant if your business records payments in SURE*fire;* many businesses use their own accounting software to manage payments.
  - The **Instructions** field is useful to record important notes for the person reviewing an order in the BOS Purchase Order function, such as order-cut off time.
  - A $0.00 **credit limit** means that no limit is enforced by the supplier.
  - Use the **Charge** field if another AP account will handle all charges/payments for this account; the primary account will list all transactions and all charges.

Procedure to Create a New Supplier Account

1.	From the BOS **Payables** menu, select **Accounts.** **Or click the **Payables** icon.**	
2.	**To create the account:** / **then:** from scratch — click New. copied off an existing account — retrieve the existing account. Click Mask. **Most details on the **General** tab and the **Parameters** tab are copied across; edit as required.**	
3.	In the **Code** field, type an account number to identify the supplier *(maximum 8 digits).*	
4.	In the **Name** field, type the supplier name *(maximum 40 characters).*	
5.	In the **ABN** field, type the suppliers ABN.	
6.	In the **Primary Address** section, type the suppliers postal address and **phone** details: • Number and street name on lines 1 and 2 • Suburb on line 3 • State on line 4 • Postcode in the adjacent field.	
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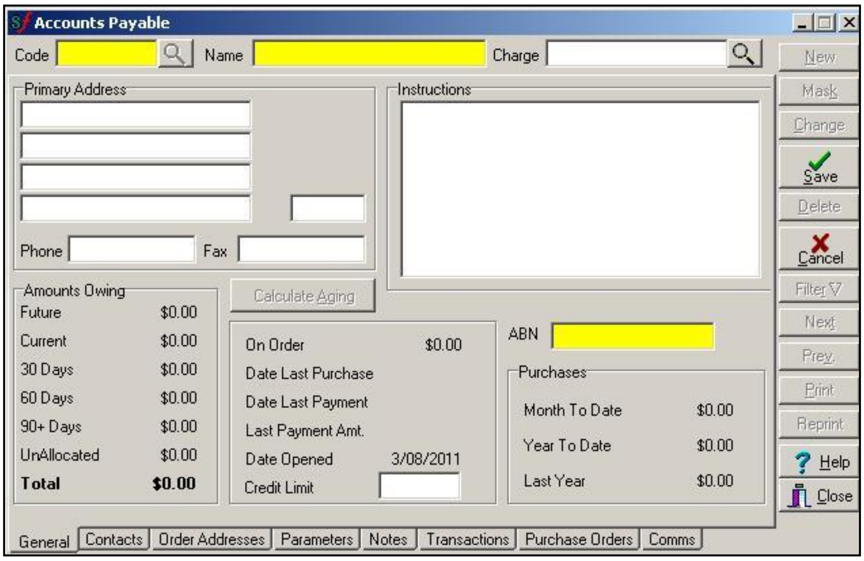
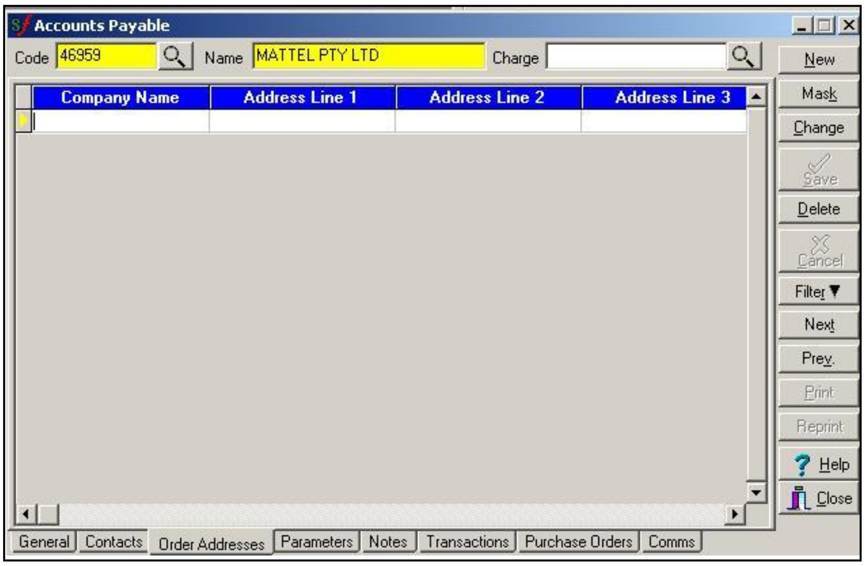


Hints and Tips

- ✓ Use the **Contacts** tab to record your key contact or sales rep name & phone number. **Comments** aren't reported.
- ✓ Use the **Order Addresses** to record additional address information, if different from the primary address entered on the **General** tab.

7.	If applicable, next to the **Charge** field, click 🔍 to search for & select the **primary** account which will handle all billing/history.	
8.	If applicable, enter any **Instructions** against the account. **See Hints and Tips.**	
9.	Click Save.	
10.	If applicable, click the **Contacts** tab and complete the optional fields; click Save. **You must enter the* ***First Name*** *and* ***Last name.****** **Click* ***New*** *to add another blank row.**	

11.	If applicable, click the **Order Addresses** tab and complete the optional fields; click Save. **You must enter the* ***Company Name.****** **Click* ***New*** *to add another blank row.**	



12.	Click the **Parameters** tab.	
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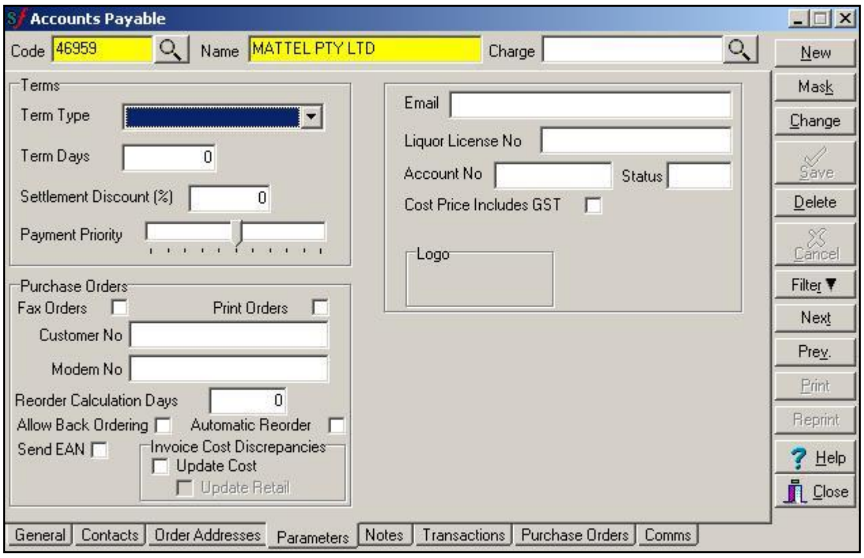
Hints and Tips

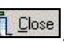
✓ **Parameters tab:**

- The **payment terms** section is usually only completed if you track payments using SURE*fire*.
- Your business can arrange several **customer account numbers** with a supplier. This is mainly so that each order is picked and delivered separately; this is useful to keep promotional and regular stock separate. You select the account when you export the order.
- Record additional account numbers in the BOS **Tools** -> **Codes and Descriptions** -> **Supplier Accounts** tab.
- The **Fax Orders, Print Orders, Reorder Calculation Days, Allow Back Ordering, Automatic Recorder**, and **Cost Price Includes GST** check boxes are not used in this version.
- The **Status** field indicates your stores account status given by the supplier.

✓ Use the **Notes** tab to record any comments about the account. This is a free text field that isn't reported.

✓ The **Comms** tab is only used under direction from SURE*fire* Retail Support.



13.	If applicable, select the payment **Terms** and any **Settlement discounts** provided by the supplier. **Payment priority is the urgency of payment; slide further right is higher.**	
14.	Complete the following steps in the Purchase Orders section: • Contact SURE*fire* Retail Support if you need to set up electronic communications with the supplier (**Customer No** and/or **Modem No.**). **Refer to the TECH-3a Configure Metcash for Electronic Invoice Pickup Fact Sheet or the TECH-3b Configure a Supplier for Rymac Electronic Orders and Invoices Fact Sheet.** • Select the **Send EAN** check box if the supplier has requested the EAN to be included on purchase orders. • Select the **Update Cost/Update Retail** check boxes if you want to automatically select cost/retail updates when you perform Invoice Matching. **Only applicable if the Cost and Retail columns are configured to display on the Electronic Invoicing screen.**	
15.	In the **Email Address** field, type the suppliers email address if provided.	
16.	If applicable, type the suppliers **Liquor Licence No.**	
17.	Click .	
18.	Click .	
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