

Entering a new supplier

Note: There are many features on the 'Creditors / Suppliers Entry' screen that are not required unless they suit your particular needs. You can safely ignore those features, the software will notify you if you missed a required field.

Note: These instructions are designed for the 'Full' menu of TBS CleverPLUS.

Step 1: Click button 30 (Suppliers) in the 'PURCHASING' column.

Step 2: Click button A (Supplier/Creditor Detail Entry) on screen 30 (Suppliers (Creditors) Control).

Step 3: Click the 'New' button on the top right hand corner of the screen.

Step 4: Your cursor will now be in the 'Code' (light blue) box near the top left hand side of the screen. Enter a new supplier code. This can be up to 6 characters long with letters and numbers. We recommend starting with letters indicating the supplier's name and then a number. For example a supplier called 'TBS Software' could be 'TBS001'.

Step 5: Press TAB/ENTER or click into the 'Business Name' box (light blue) and enter the supplier's full business name.

Step 6: Click into the 'Address' box below and type the street address of this supplier. Fill in the address, press enter (twice) and fill in the suburb then press enter again. You will notice the state and postcode are completed automatically.

Step 7: Optionally you can record the supplier's Web Address / Mobile Number / Other Information / Payment Terms / Bank Account details.

Step 8: Click on the 'Contact Details' TAB near the top of the screen. Here you can enter the contact information for the purchasing and administrative persons for this supplier. If you enter an email address and click the *mail* button your email software will open with a new email message to that person.

Step 9: Click the 'Save' button at the top of the screen.

You can now enter more suppliers by clicking 'New' at the top of the screen and following the same procedure or click 'Exit' to leave the 'Creditors / Suppliers Entry' screen.