



# F&B Sales Item Routines Managing Suppliers

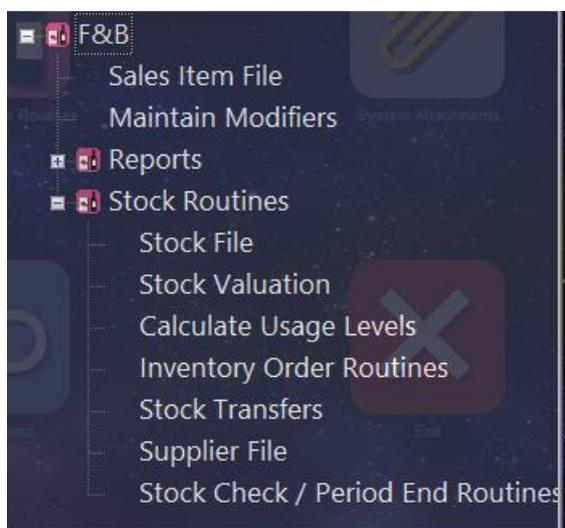
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## 1. Creating A Supplier



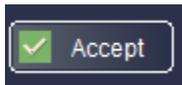
Select – **F&B Sales Item Routines**



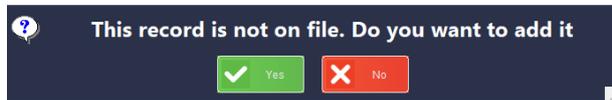
Select – **Stock Routines – Supplier File**



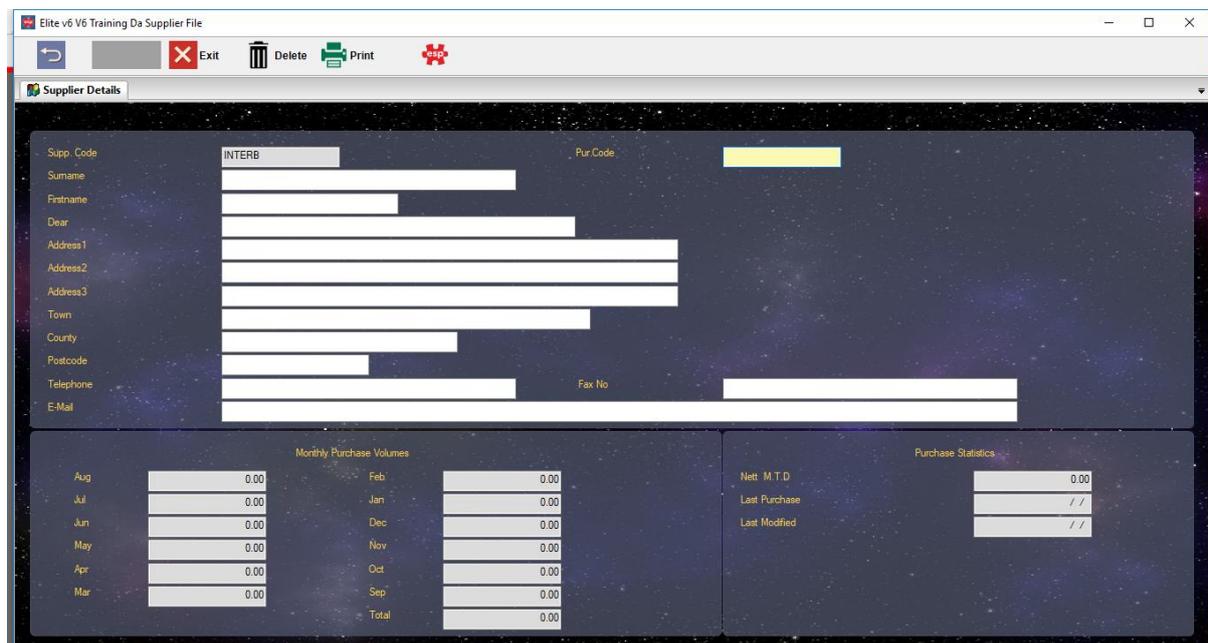
Enter a **Supplier Code** for the supplier file you wish to create. The code should consist of the first 5 to 8 letters of the supplier name.



Select – **Accept** or Press **Enter**.



You will then receive a prompt, 'This record is not on file. Do you want to add it?' Select **Yes**.



A new supplier file will now be open.

Enter the **Purchase Code**. This could be an account number which must be quoted every time an order is placed.

Enter the Surname, First name and Dear/Salutation Details for your main point of contact with the supplying company.

Enter the Company Name (on address line 1), Address, Telephone, Fax and E-mail Details for the supplier.



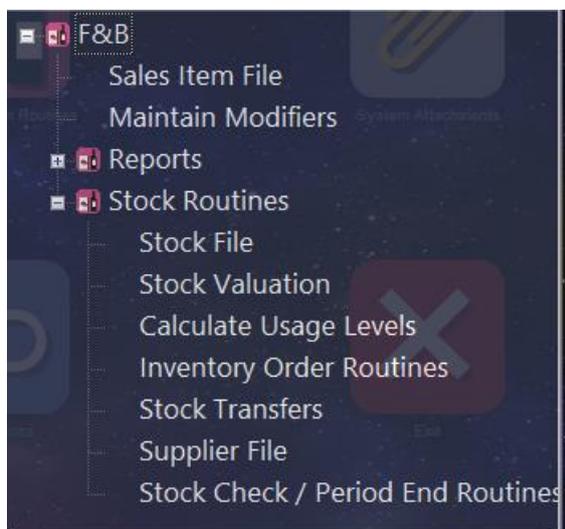
Select **F2 Exit** to save the file.

## 2. Deleting A Supplier.

To delete a supplier file –



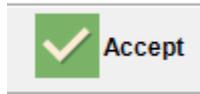
Select – **F&B Sales Item Routines**



Select – **Stock Routines – Supplier File**



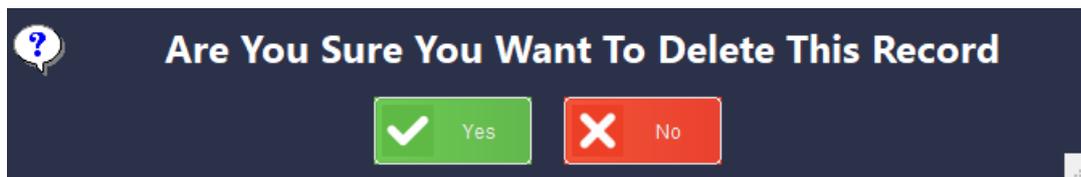
When the Supplier File Filter Screen appears, locate the supplier record you wish to delete.



Select – F3 – Accept



Select – F4 Delete



Select – Yes to delete the record.

### 3. Reports and Statistics.

#### Monthly Purchase Volumes

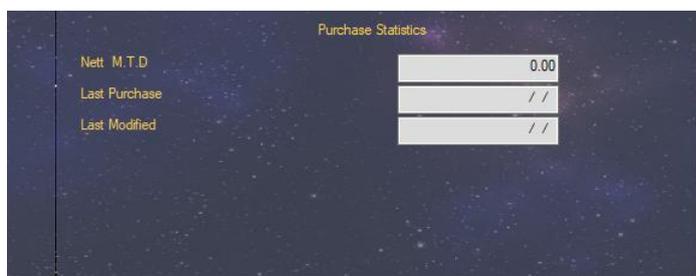
The section of the Supplier File titled 'Monthly Purchase Volumes' contains details of the amount of stock you have bought from the supplier during each of the last 12 months in monetary cost value. This information cannot be edited.

Aug	0.00	Feb	0.00
Jul	0.00	Jan	0.00
Jun	0.00	Dec	0.00
May	0.00	Nov	0.00
Apr	0.00	Oct	0.00
Mar	0.00	Sep	0.00
		Total	0.00

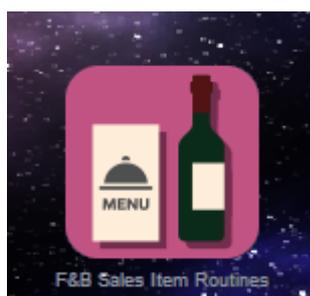


## Purchase Statistics.

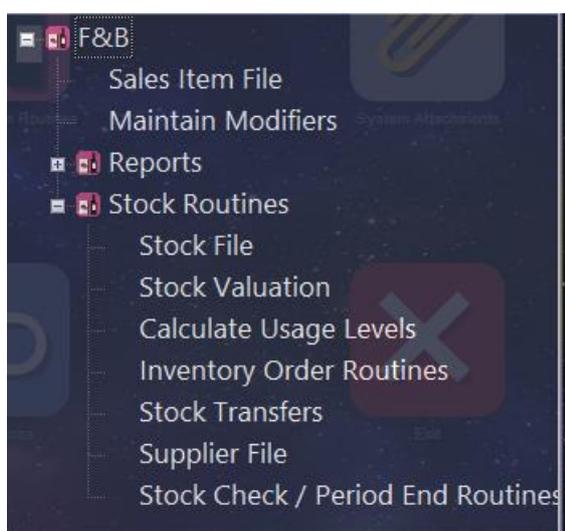
The section of the Supplier File titled 'Purchase Statistics' contains details of the Nett Month-to-Date purchase value for the supplier and when the last purchase was made. This information cannot be edited.



## Printing All Supplier Records



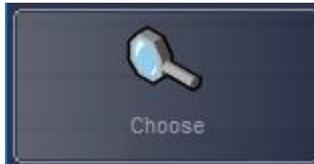
Select - **F&B Sales Item Routines**



Select – **Stock Routines – Supplier File**



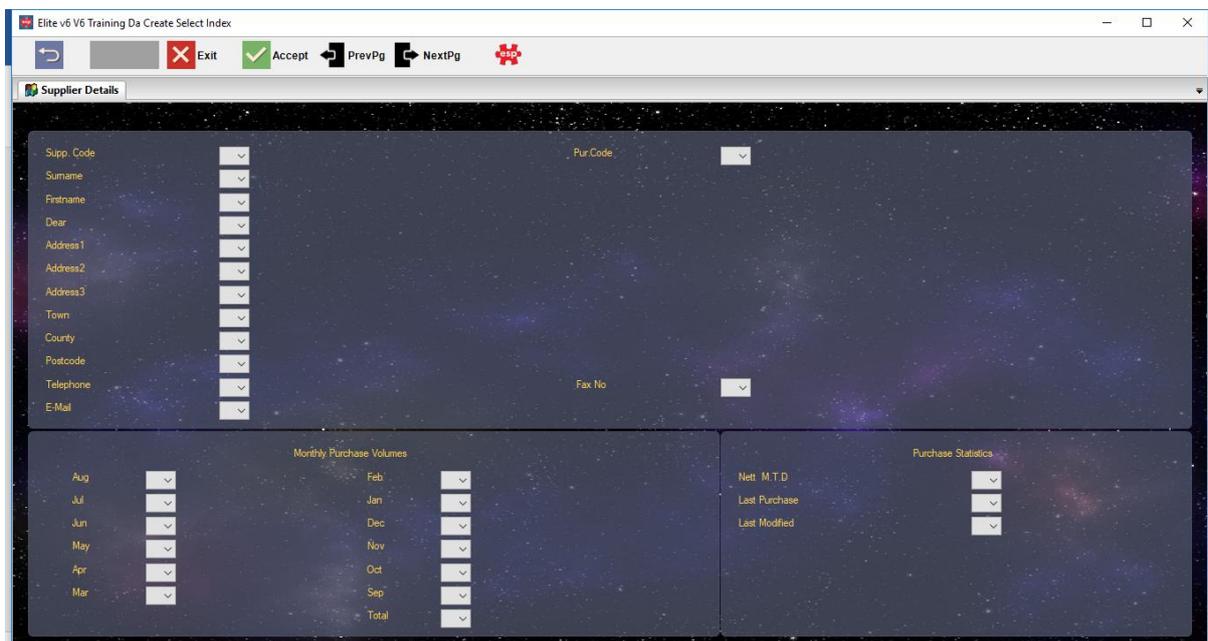
Select – F7 – Action



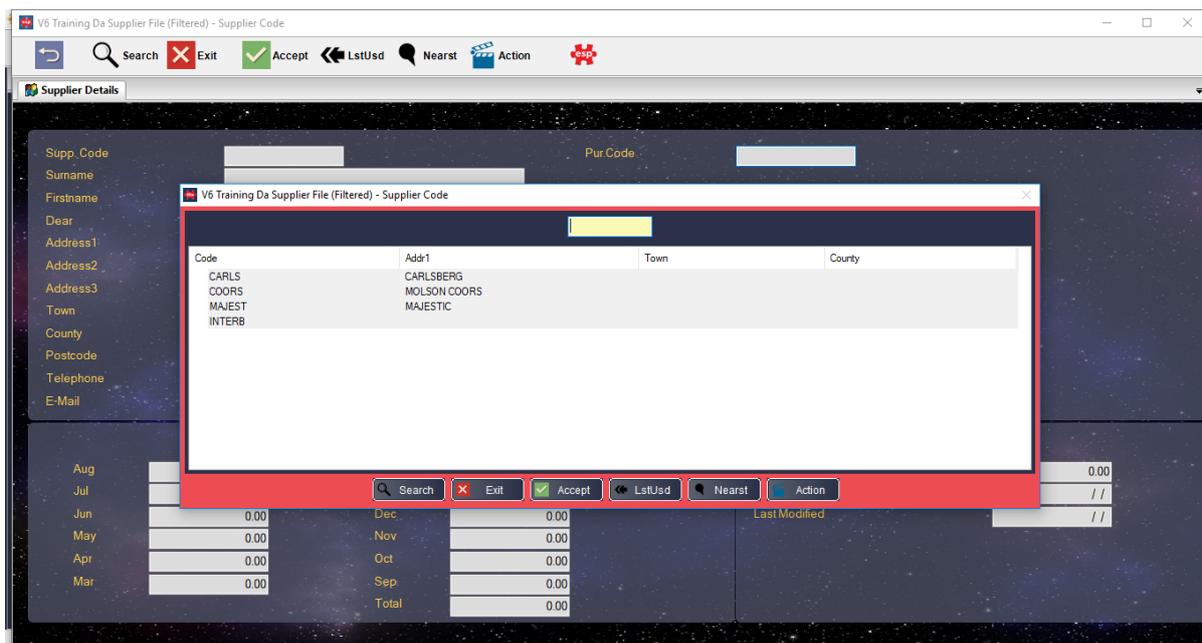
Select – Choose



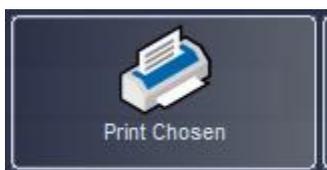
Select – Choose Records



Select – F3 – Accept



You will be returned to the Filter Screen with a red border. Select – **F7 – Action**



Select – **Print Chosen**



Select – **Print Standard Report** to print a list of suppliers