



Retail Stock Routines Suppliers

Table of Contents

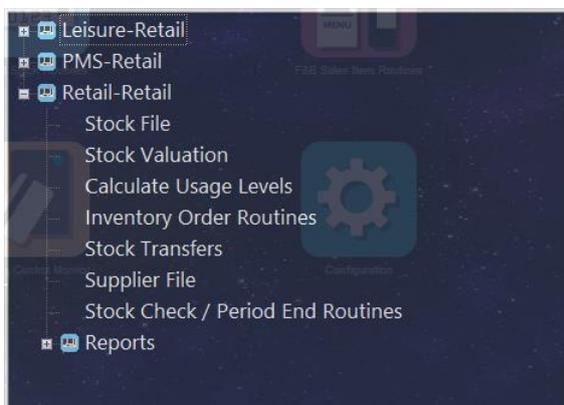
1. Creating a Supplier	2
2. Deleting a Supplier	4
3. Monthly Purchase Volumes and Purchase Statistics	5
4. Printing All Supplier Records	7
5. Choose and Print Supplier Records.....	9

1. Creating a Supplier

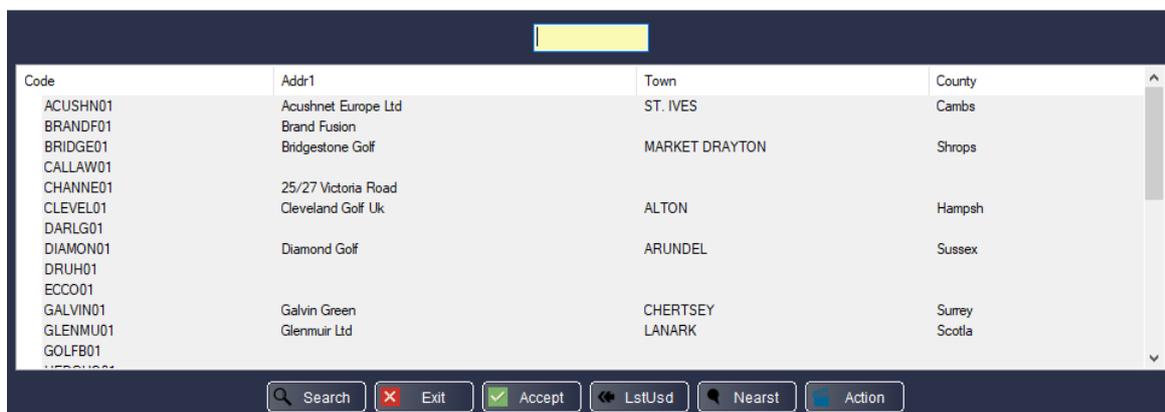
To create a new supplier record:



Select – **Retail Stock Routines**

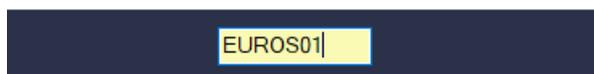


Select – **Supplier File**

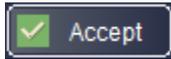
A screenshot of a software window titled 'Supplier File'. It contains a table with columns for Code, Addr1, Town, and County. The table lists various suppliers. At the bottom, there are buttons for Search, Exit, Accept, LstUsd, Nearst, and Action.

Code	Addr1	Town	County
ACUSHN01	Acushnet Europe Ltd	ST. IVES	Cambs
BRANDF01	Brand Fusion		
BRIDGE01	Bridgestone Golf	MARKET DRAYTON	Shrops
CALLAW01			
CHANNE01	25/27 Victoria Road		
CLEVEL01	Cleveland Golf Uk	ALTON	Hampsh
DARLG01			
DIAMON01	Diamond Golf	ARUNDEL	Sussex
DRUH01			
ECCO01			
GALVIN01	Galvin Green	CHERTSEY	Surrey
GLENMU01	Glenmuir Ltd	LANARK	Scotla
GOLFB01			
WESC01			

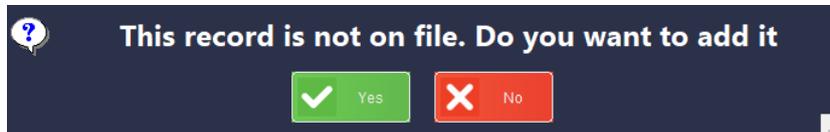
The Supplier File filter screen will load.



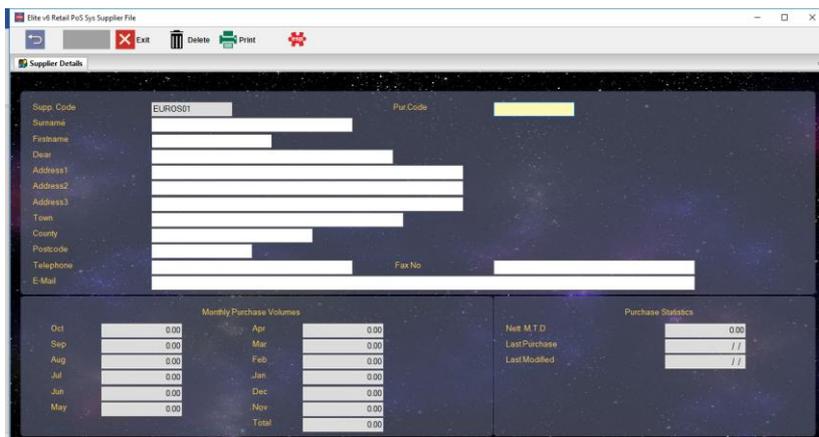
Enter a **Supplier Code** for the supplier file you wish to create. The code should consist of the first 5 letters of the supplier name followed by a 2-digit number starting with 01. If the supplier file already contains a record with the same first 5 letters of the supplier name and 01 at the end, the next supplier should have 02 at the end of the supplier code.



Select – **Accept**



Select – **Yes**



Monthly Purchase Volumes		Purchase Statistics	
Oct	0.00	Net MTD	0.00
Sep	0.00	LastPurchase	/ /
Aug	0.00	LastModified	/ /
Jul	0.00		
Jun	0.00		
May	0.00		
Apr	0.00		
Mar	0.00		
Feb	0.00		
Jan	0.00		
Dec	0.00		
Nov	0.00		
Total	0.00		

A new supplier file will now 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.



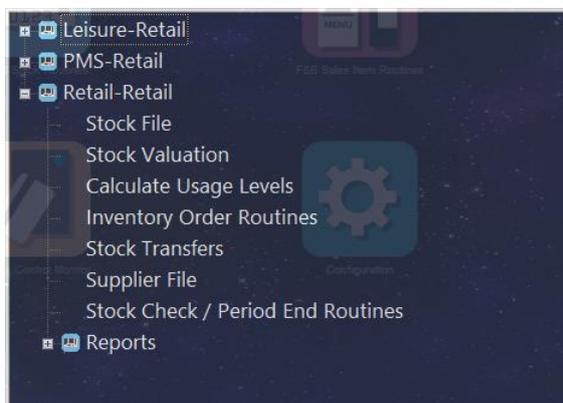
Select – **F2 Exit** to save and exit the file.

2. Deleting a Supplier

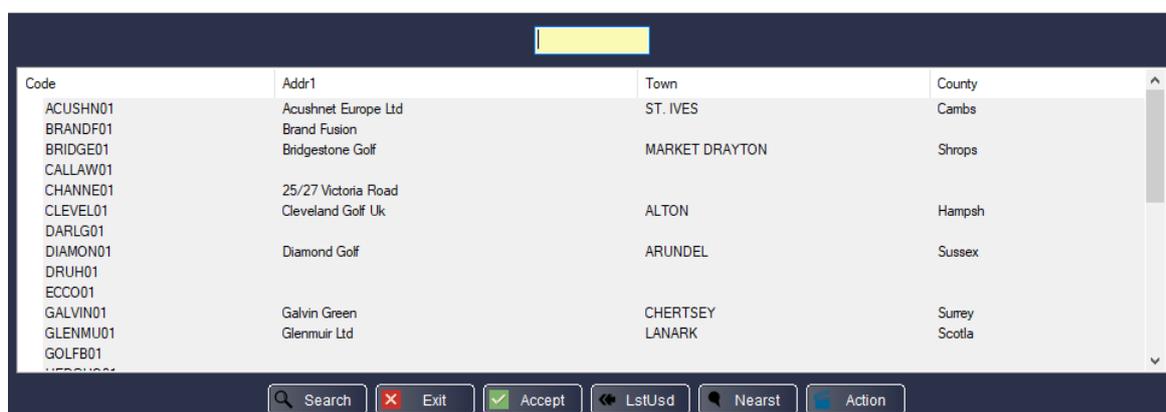
To delete a supplier file:



Select – **Retail Stock Routines**



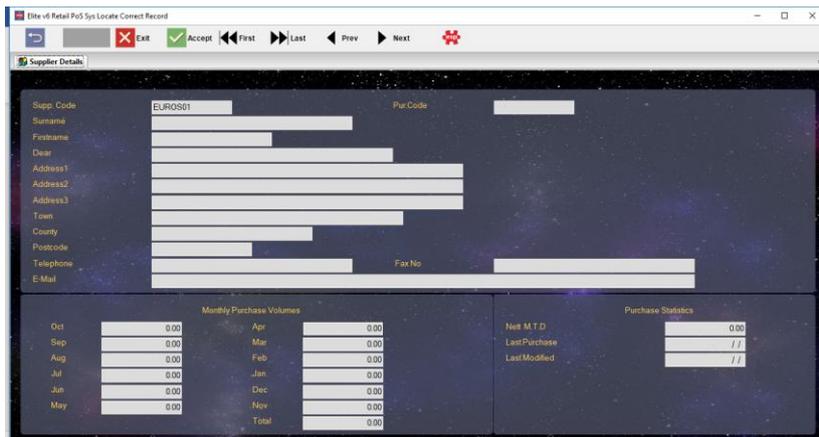
Select – **Supplier File**



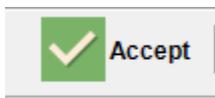
Code	Addr1	Town	County
ACUSHN01	Acushnet Europe Ltd	ST. IVES	Cambs
BRANDF01	Brand Fusion		
BRIDGE01	Bridgestone Golf	MARKET DRAYTON	Shrops
CALLAW01			
CHANNE01	25/27 Victoria Road		
CLEVEL01	Cleveland Golf Uk	ALTON	Hampsh
DARLG01			
DIAMON01	Diamond Golf	ARUNDEL	Sussex
DRUH01			
ECCO01			
GALVIN01	Galvin Green	CHERTSEY	Surrey
GLENMU01	Glenmuir Ltd	LANARK	Scotla
GOLFB01			

Search Exit Accept LstUsd Nearst Action

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



The Supplier Record will load.



Select – **F3 Accept**



Select – **F4 Delete**



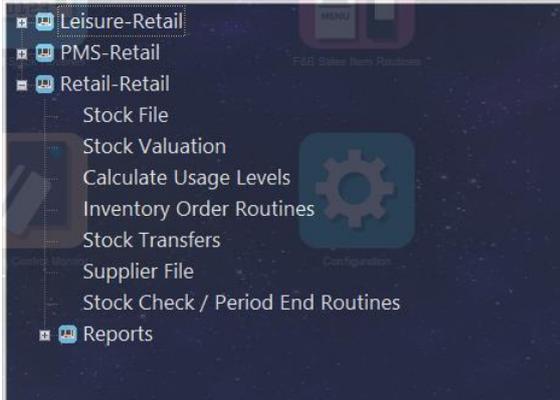
Select – **Yes**, the record will be deleted.

3. Monthly Purchase Volumes and Purchase Statistics

To view your monthly purchase volumes and purchase statistics by supplier:



Select – **Retail Stock Routines**



Select – **Supplier File**

Code	Addr1	Town	County
ACUSHN01	Acushnet Europe Ltd	ST. IVES	Cambs
BRANDF01	Brand Fusion		
BRIDGE01	Bridgestone Golf	MARKET DRAYTON	Shrops
CALLAW01			
CHANNE01	25/27 Victoria Road		
CLEVEL01	Cleveland Golf Uk	ALTON	Hampsh
DARLG01			
DIAMON01	Diamond Golf	ARUNDEL	Sussex
DRUH01			
ECCO01			
GALVIN01	Galvin Green	CHERTSEY	Surrey
GLENMU01	Glenmuir Ltd	LANARK	Scotla
GOLFB01			

When the filter screen loads select the supplier you wish to view.

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

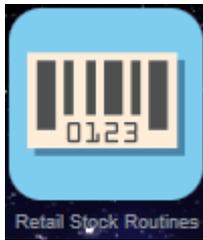
The Monthly Purchase Volumes can be found in the bottom left section of the Suppliers Record.

Purchase Statistics	
Nett M.T.D	0.00
Last Purchase	08/06/15
Last Modified	//

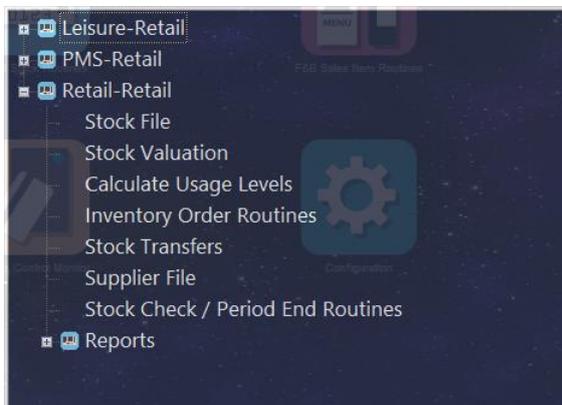
The Purchase Statistics can be found in the bottom right section of the Suppliers Record.

4. Printing All Supplier Records

To print all supplier records:



Select – **Retail Stock Routines**



Select – **Suppliers File**

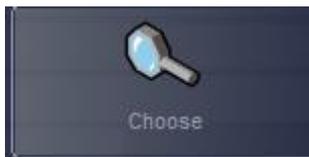
Code	Addr1	Town	County
ACUSHN01	Acushnet Europe Ltd	ST. IVES	Cambs
BRANDF01	Brand Fusion		
BRIDGE01	Bridgestone Golf	MARKET DRAYTON	Shrops
CALLAW01			
CHANNE01	25/27 Victoria Road		
CLEVEL01	Cleveland Golf Uk	ALTON	Hampsh
DARLG01			
DIAMON01	Diamond Golf	ARUNDEL	Sussex
DRUH01			
ECCO01			
GALVIN01	Galvin Green	CHERTSEY	Surrey
GLENMU01	Glenmuir Ltd	LANARK	Scotla
GOLFB01			

Search Exit Accept LstUsd Nearst Action

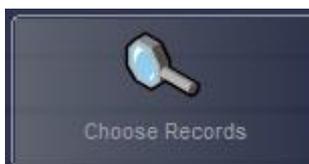
The filter screen will load.



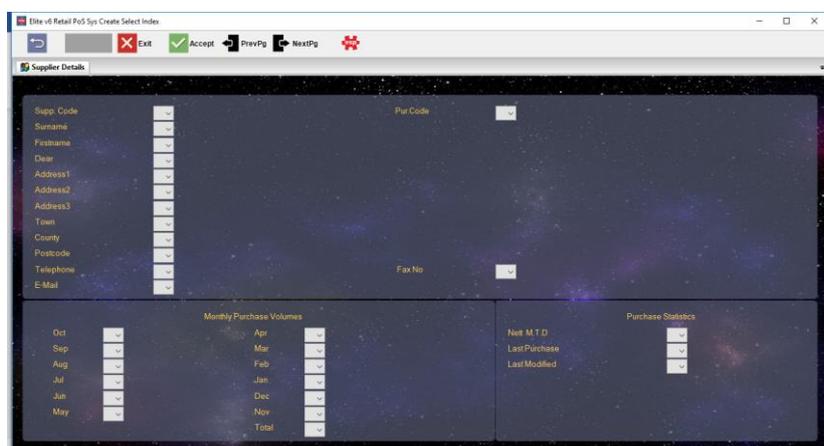
Select – **F7 Action**



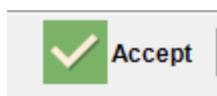
Select – **Choose**



Select – **Choose Records**



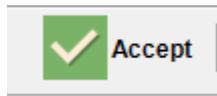
The screen above will be displayed.



Select – **F3 Accept**



The records to be printed will be displayed in a box with a red border.



Select – **F3 Accept**



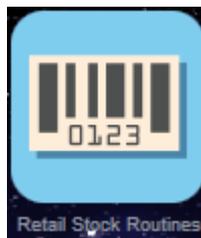
Select – **F7 Action**



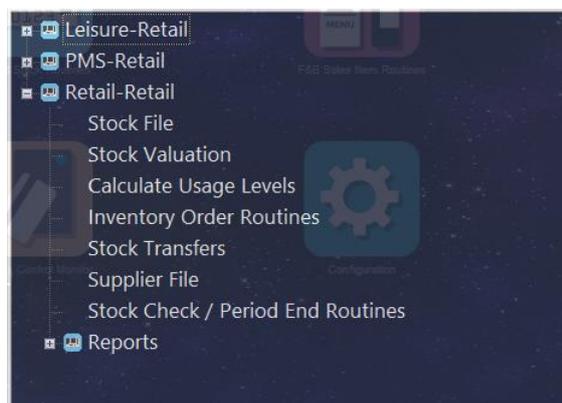
Select – **Print Chosen**

5. Choose and Print Supplier Records

To choose and print only the supplier records you wish to view:



Select – **Retail Stock Routines**



Select – Supplier File



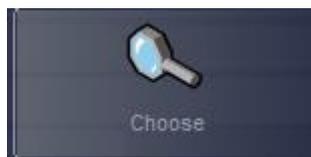
The screenshot shows a software window with a table of supplier data. The table has four columns: Code, Addr1, Town, and County. Below the table are several buttons: Search, Exit, Accept, LstUsd, Nearst, and Action.

Code	Addr1	Town	County
ACUSHN01	Acushnet Europe Ltd	ST. IVES	Cambs
BRANDF01	Brand Fusion		
BRIDGE01	Bridgestone Golf	MARKET DRAYTON	Shrops
CALLAW01			
CHANN01	25/27 Victoria Road		
CLEVEL01	Cleveland Golf Uk	ALTON	Hampsh
DARLG01			
DIAMON01	Diamond Golf	ARUNDEL	Sussex
DRUH01			
ECCO01			
GALVIN01	Galvin Green	CHERTSEY	Surrey
GLENMU01	Glenmuir Ltd	LANARK	Scotla
GOLFB01			

The filter screen will load.



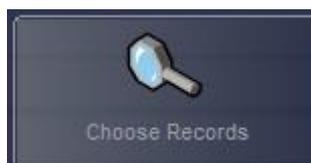
Select – F7 Action



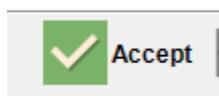
Select – Choose



Use the choose options to narrow down your choice of suppliers.



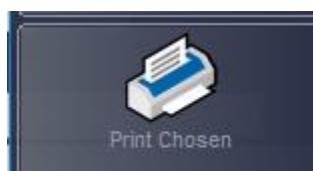
Select – Choose Records



Select – **F3 Accept**



Select – **F7 Action**



Select – **Print Chosen**