

# Suppliers

- [Summary](#)

# Summary

View your Suppliers on this screen, along with some essential information about them.

To manage a Supplier, click the edit icon.

Deletion may have serious irreversible impact on your reporting, stock and allocation; Iconography always recommends disabling in the first instance.

## Setup

### Supplier Details

Field	Purpose
Supplier Name	<i>The Name of the Supplier (mandatory)</i>
Telephone Number	
Contact Email	<i>This is also the email address to which Purchase Orders will be emailed</i>
Website	
Supplier Notes	<i>These will be copied onto Purchase Orders when they are created</i>  <i>If you amend these over time, the historical version will be preserved against on older Purchase Orders</i>
Live (show in lists)	<i>Untick to archive</i>  <i>Archived Suppliers will not display in the CMS</i>

### Purchase Orders

Field	Purpose
Allow Purchase Orders?	<i>Toggle yes/no</i>  <i>If set to 'no', it will not be possible to create Purchase Orders for this Supplier</i>

Field	Purpose
Collate Purchase Orders?	<p>If set to 'es', this will collates multiple items into a single Purchase Order; this will happen if you create a new Purchase Order Line and an existing Open Purchase Order exists for that Supplier</p> <p>This will apply when creating <a href="#">Purchase Order</a> lines from the Sales Order Detail screen, or from <a href="#">Required Orders</a></p>
Drop Shipping Available?	Toggle to enable <a href="#">Drop Shipping</a>
Ongoing Discount	Enter a percentage discount that will be applied to all Purchase Order Lines
Minimum Purchase Order Value	Enter a minimum Purchase Order Value
Minimum Carriage Charge	<p>Enter a minimum carriage charge</p> <p>Only one carriage charge will be applied per Purchase Order</p>
Additional Carriage Charge	<p>Enter an additional carriage charge and the threshold</p> <p>Only one carriage charge will be applied per Purchase Order</p>
Additional Dropship Carriage Charge	<p>The Carriage charge applied to drop ship Purchase Orders</p> <p>Only one carriage charge will be applied per Purchase Order</p>
Estimated days until acknowledgment	This field powers the 'overdue acknowledgment' status
Default lead time	Enter a default Lead Time; this will be overridden by Variants with specific Lead Times set against them

## Addresses

These addresses are stored for information purposes only, and have no additional function.

Field	Purpose
Default Address	The default address of the Supplier
Order Address	The address for submitted Purchase Orders
Returns Address	The address to be used when returning items