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

Purchase Orders

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

Field	Purpose
Collate Purchase Orders?	*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* *This will apply when creating Purchase Order lines from the Sales Order Detail screen, or from Required Orders*
Drop Shipping Available?	*Toggle to enable Drop Shipping*
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	*Enter a minimum carriage charge* > *Only one carriage charge will be applied per Purchase Order*
Additional Carriage Charge	*Enter an additional carriage charge and the threshold* > *Only one carriage charge will be applied per Purchase Order*
Additional Dropship Carriage Charge	*The Carriage charge applied to drop ship Purchase Orders* > *Only one carriage charge will be applied per Purchase Order*
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*