

# 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?	<i>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</i>  <i>This will apply when creating <a href="#">Purchase Order</a> lines from the Sales Order Detail screen, or from <a href="#">Required Orders</a></i>
Drop Shipping Available?	<i>Toggle to enable <a href="#">Drop Shipping</a></i>
Ongoing Discount	<i>Enter a percentage discount that will be applied to all Purchase Order Lines</i>
Minimum Purchase Order Value	<i>Enter a minimum Purchase Order Value</i>
Minimum Carriage Charge	<i>Enter a minimum carriage charge</i>
Additional Carriage Charge	<i>Enter an additional carriage charge and the threshold</i>
Estimated days until acknowledgment	<i>This field powers the 'overdue acknowledgment' status</i>
Default lead time	<i>Enter a default Lead Time; this will be overridden by Variants with specific Lead Times set against them</i>

## Addresses

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

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

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