

# 2.Mater Setup

## b.Supplier

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• Click Add New



## Step 1.Add New Supplier

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E Sense Deal 🛛 🕨	Mobile	0127888188	
🛉 Customer 🕨	MODIE	0121000100	
☺ User →	Office Phone	03788881888	
■ Report	Fax	03788881888	
	Email	mylee@beautility.com	
	Address	No.168 <u>Beautility</u> Center	
		Save Cancel	
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- Click Add New = Add Supplier Details will load out.
- Key In Company Name \*
- Key In Contact Person \*
- Key In Mobile \*
- Key In Office Phone
- Key In Fax
- Key In Email
- Key In Address
- Click Save

#### \*Must Complete

#### SAMPLE:

Company Name :Beautility Contact Person : Mylee Mobile:0127888188 Office Phone:03788881888 Fax:03788881888 Emial: <u>mylee@beautility.com</u> Address: NO.168 Beautility Center



## Step 2.Edit Supplier or Inactive Supplier

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- Every Existing Supplier can be editing or Inactive.
- Click on the 🥒 (Pencil Logo) to make editing or to make the Supplier Inactive.



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- After Edited or Inactive Supplier
- Click Save.



## **Step 3.Search Supplier ( Supplier Filtering Option)**

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	10 v records per page	Search:
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- Select Supplier's Company
- Select Status/Select Display All
- Click Select



• \*Selected Supplier will be shown as below.

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