

How To: Entering Suppliers

Tables that should be set up before setting up Vendor Maintenance are the following:

Terms – the terms assigned to a supplier will be bought through to MIETrak

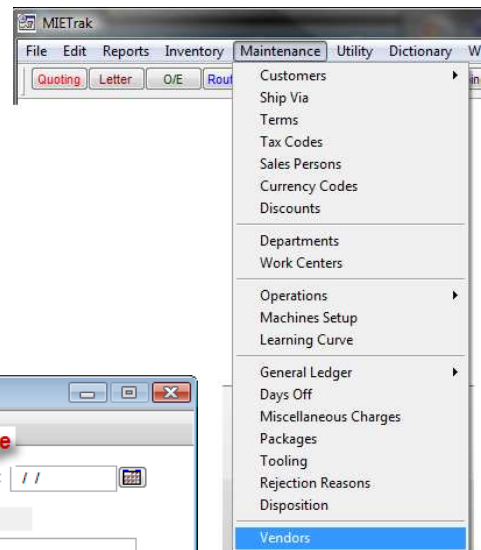
Ship Via – the shipping methods assigned to a supplier will be automatically brought into the MIETrak

Tax Codes – the default tax rates assigned to the supplier will be bought through to MIETrak.


By setting up these tables first you won't have to go back and assign them to the supplier after they're set up.

Entering a Supplier

Click on the Maintenance dropdown menu. Click on the Vendor option.




The Vendor screen will appear.

Click on the  button on the toolbar to add a new supplier.

A blank Customers screen will appear where you can enter the information for the supplier.

You can enter as much information in this screen as required but highlighted above are some key fields.

Click on the  save button to save the information entered.