Creating a Supplier

If you have a Organisation with Suppliers you will need to set up Suppliers and Contacts for those Suppliers

A Supplier is another company who is outside of your Organisation but may need to act on a Non-Conformance or a Task.

The Contact of the Supplier will receive and email which takes them to the Tokenized View. A view for a Supplier Contact to act upon Non-Conformances and Tasks assigned to them.

The following Steps Take you through how to create one

1. Navigate to Manage > Suppliers.
2. Click “New Supplier”.
3. A form pops-up you must fill out the information for both the Supplier Company (Left Column) and the first Contact (Right Column).

PLEASE NOTE:
The Supplier Name and ID(A unique 6 digit identifier) are Mandatory Fields as well as the contact emails address

You can also add multiple Contacts to a supplier to do this follow these steps:

1. Navigate to Manage > Suppliers.
2. Click on a previously made Supplier.
3. Here you can edit the Supplier information or Add a new Contact, Click the “Add Contact”.
4. Fill out the form below.
5. Click “Create”.

You can Also archive the Contact if desired, to do this follow these steps:

1. Navigate to Manage > Suppliers.
2. Click on a previously made Supplier.
3. Click “Action” beside the Supplier you want to Archive.
4. Click “Archive Contact”