

Contacts - Supplier (Edit System Supplier)


This article describes how to Set Up/Edit a System Supplier (JA Russell Ltd OR Atlas Gentech). JA Russell Ltd and Atlas Gentech are default System Suppliers.

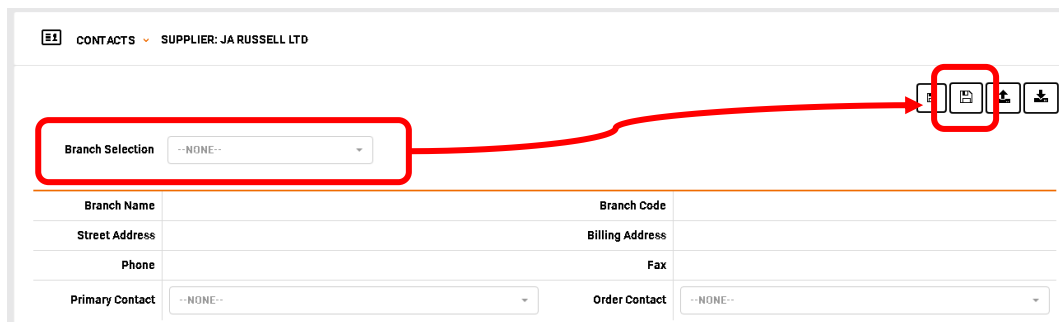
To Setup/Edit a System Supplier;

Setting Up OR Editing a System Supplier is done from the System Supplier's Contacts Window of the CONTACT Tab's Library.

Quick Flow;

CONTACTS Tab > **System Supplier** > **Branch** > **[Save]** > **Primary Contact** > **Order Contact** > **Xero Sales / Purchases Code** > **[Save]**


1. From the **CONTACTS** Tab, Press on a **System Supplier** to display the CONTACTS Window, then from the Branch Selection drop down pick list select a **Branch**, then Press the **[Save]** button  to populate branch details and save

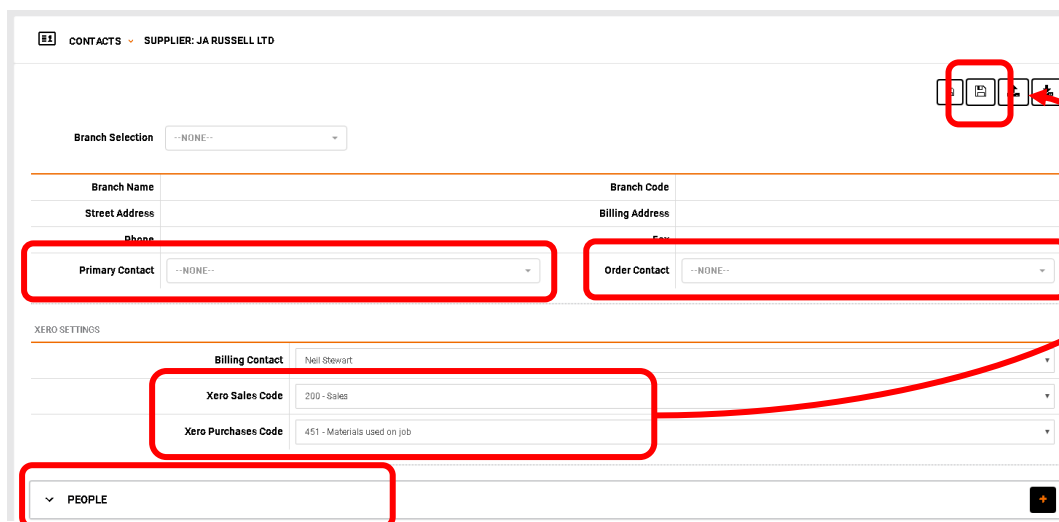


CONTACTS SUPPLIER: JA RUSSELL LTD

Branch Selection --NONE--

Branch Name	Branch Code
Street Address	Billing Address
Phone	Fax
Primary Contact --NONE--	Order Contact --NONE--

2. Select a **Primary Contact**, **Order Contact** and **Xero Sales / Purchases Code**, then Press the **[Save]** button  to save the selection(s)



CONTACTS SUPPLIER: JA RUSSELL LTD

Branch Selection --NONE--

Branch Name	Branch Code
Street Address	Billing Address
Phone	Fax
Primary Contact --NONE--	Order Contact --NONE--

XERO SETTINGS

Billing Contact	Neil Stewart
Xero Sales Code	200 - Sales
Xero Purchases Code	451 - Materials used on job

PEOPLE

NOTE: Other people can be added to the Contact field's selections, but must be Entered in to the Contact's PEOPLE Subnav first. See KAT-0314