Retail Stock Routines Suppliers
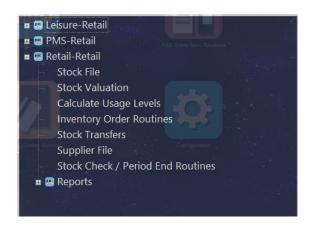
Table of Contents

1. Creating a Supplier
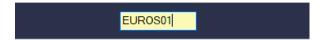
To create a new supplier record:

Select – **Retail Stock Routines**

Select – **Supplier File**

The Supplier File filter screen will load.

Enter a **Supplier Code** for the supplier file you wish to create. The code should consist of the first 5 letters of the supplier name followed by a 2-digit number starting with 01. If the supplier file already contains a record with the same first 5 letters of the supplier name and 01 at the end, the next supplier should have 02 at the end of the supplier code.
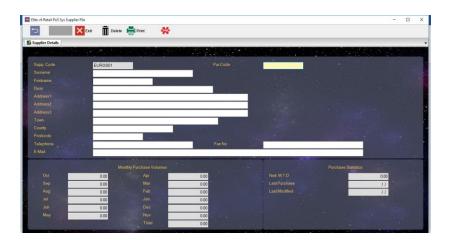
Select – **Accept**

Select – **Yes**

A new supplier file will now open.

Enter the Purchase Code. This could be an account number which must be quoted every time an order is placed.

Enter the Surname, First name and Dear/Salutation Details for your main point of contact with the supplying company.

Enter the Company Name (on address line 1), Address, Telephone, Fax and E-mail Details for the supplier.

Select – **F2 Exit** to save and exit the file.

2. Deleting a Supplier

To delete a supplier file:
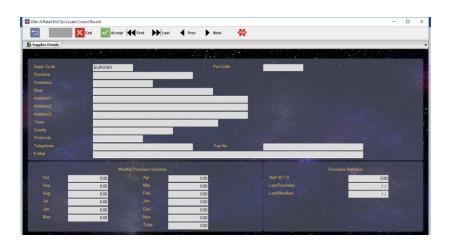

Select – **Retail Stock Routines**
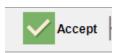

Select – **Supplier File**

When the Supplier File Filter Screen appears, locate the supplier record you wish to delete.
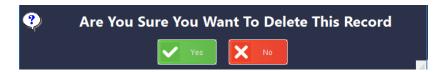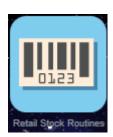
The Supplier Record will load.

Select – **F3 Accept**

Select – **F4 Delete**

Select – **Yes,** the record will be deleted.

3. Monthly Purchase Volumes and Purchase Statistics

To view your monthly purchase volumes and purchase statistics by supplier:

Select – **Retail Stock Routines**

Select – **Supplier File**

When the filter screen loads select the supplier you wish to view.

The Monthly Purchase Volumes can be found in the bottom left section of the Suppliers Record.

The Purchase Statistics can be found in the bottom right section of the Suppliers Record.

4. Printing All Supplier Records

To print all supplier records:

Select – **Retail Stock Routines**

Select – **Suppliers File**

The filter screen will load.

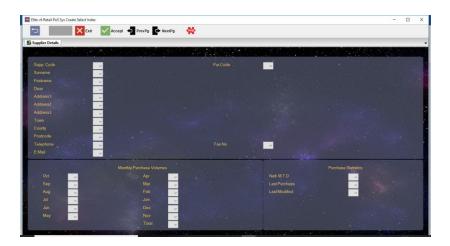
Select – **F7 Action**

Select – **Choose**

Select – **Choose Records**
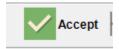

The screen above will be displayed.

Select – **F3 Accept**

The records to be printed will be displayed in a box with a red border.

Select – **F3 Accept**

Select – **F7 Action**

Select – **Print Chosen**

5. Choose and Print Supplier Records

To choose and print only the supplier records you wish to view:

Select – **Retail Stock Routines**

Select – **Supplier File**

The filter screen will load.

Select – **F7 Action**

Select – **Choose**

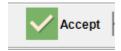Use the choose options to narrow down your choice of suppliers.

Select – **Choose Records**

Select – **F3 Accept**

Select – **F7 Action**

Select – **Print Chosen**