

# F&B Sales Item Routines Managing Suppliers

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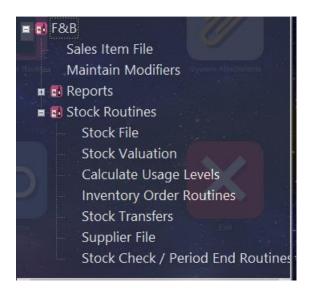
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## **1. Creating A Supplier**



#### Select - F&B Sales Item Routines



Select – Stock Routines – Supplier File

🖶 V6 Training Da Supplier File - Supplier Code	2		×
Code	Addr1	Town	County
COORS	CARLSBERG MOLSON COORS MAJESTIC		
Q :	Search 🗙 Exit 🗹 Accept 候 L	_stUsd Nearst Action	

Enter a **Supplier Code** for the supplier file you wish to create. The code should consist of the first 5 to 8 letters of the supplier name.





Select – Accept or Press Enter.



You will then receive a prompt, 'This record is not on file. Do you want to add it?' Select Yes.

🚆 Elite v6 V6 Training Da Supplier File					
🕤 🔀 Exit	👖 Delete 📑 Print 🛛 💠	}			
🚯 Supplier Details					Ŧ
Supp. Code	TERB	Pur Code			
Sumame					
Firstname					
Dear					
Address1					
Address2					
Address3 Town					-
County					
Postcode					
Telephone		Fax No			
E-Mal					
	Monthly Purchase Volumes			Purchase Statistics	
Aug	0.00 Feb	0.00	Nett M.T.D	0.00	
Jul	0.00 Jan	0.00	Last Purchase	11	
Jun May	0.00 Dec	0.00	Last Modified	1.1	
Apr	0.00 Nov 0.00 Oct	0.00			
Mar	0.00 Sep	0.00			
	Total	0.00			

A new supplier file will now be 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 the file.

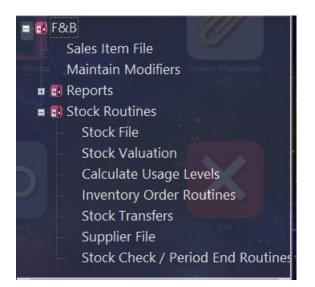


## 2. Deleting A Supplier.

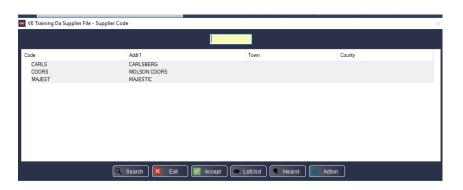
#### To delete a supplier file -



Select - F&B Sales Item Routines

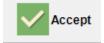


Select – Stock Routines – Supplier File



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





Select - F3 - Accept



Select – F4 Delete



Select – Yes to delete the record.

### **3. Reports and Statistics.**

Monthly Purchase Volumes

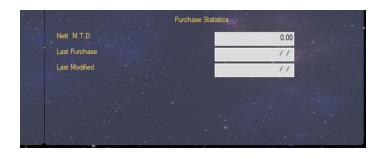
The section of the Supplier File titled 'Monthly Purchase Volumes' contains details of the amount of stock you have bought from the supplier during each of the last 12 months in monetary cost value. This information cannot be edited.

	Month	nly Purchase Volumes		
Aug	0.00	Feb	0.00	
Jul	0.00	Jan	0.00	
Jun	0.00	Dec	0.00	
May	0.00	Ňov	0.00	
Apr	0.00	Oct	0.00	
Mar	0.00	Sep	0.00	
		Total	0.00	



## Purchase Statistics.

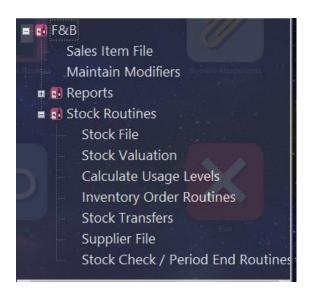
The section of the Supplier File titled 'Purchase Statistics' contains details of the Nett Month-to-Date purchase value for the suppler and when the last purchase was made. This information cannot be edited.



## Printing All Supplier Records



Select - F&B Sales Item Routines



Select – Stock Routines – Supplier File





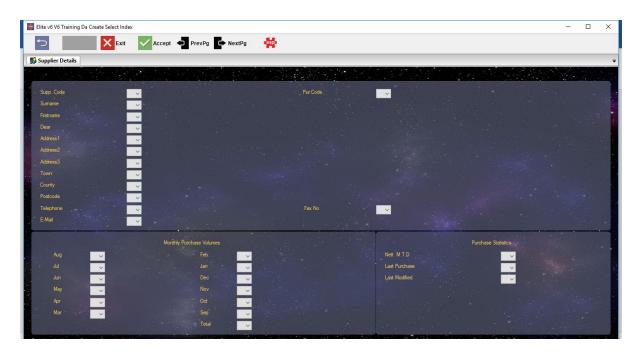
Select – F7 – Action



Select – Choose



#### Select – Choose Records

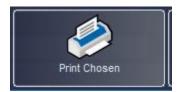


Select – F3 – Accept



🦉 🙀 V6 Training Da Supplier File (Filt	tered) - Supplier Code				- 🗆 ×
Search 🔀	Exit 🗸 Accept 🗶	LstUsd 🗨 Nearst 🚰 Action			
Supplier Details					
Supp Code			Pur.Code		
. Surname			Fullogue		
Firstname	V6 Training Da Supplier File (Filte	ered) - Supplier Code			×
Dear					
Address1	Code	Addr1	Town	County	
Address2 Address3	CARLS	CARLSBERG		,	
Town	COORS MAJEST	MOLSON COORS MAJESTIC			
County	INTERB				
Postcode					
Telephone					
E-Mail					
Aug					0.00
Jul		🔍 Search 🗙 Exit 🗹	Accept 🦇 LstUsd 🔍 Nearst	Action	
Jun	0.00	Dec 0.(	••••	LastModified	11
May	0.00	.Nov 0.0			
Apr Mar	0.00	Oct 0.0			
	0.00		00		

You will be returned to the Filter Screen with a red border. Select – F7 – Action



Select – Print Chosen



Select - Print Standard Report to print a list of suppliers