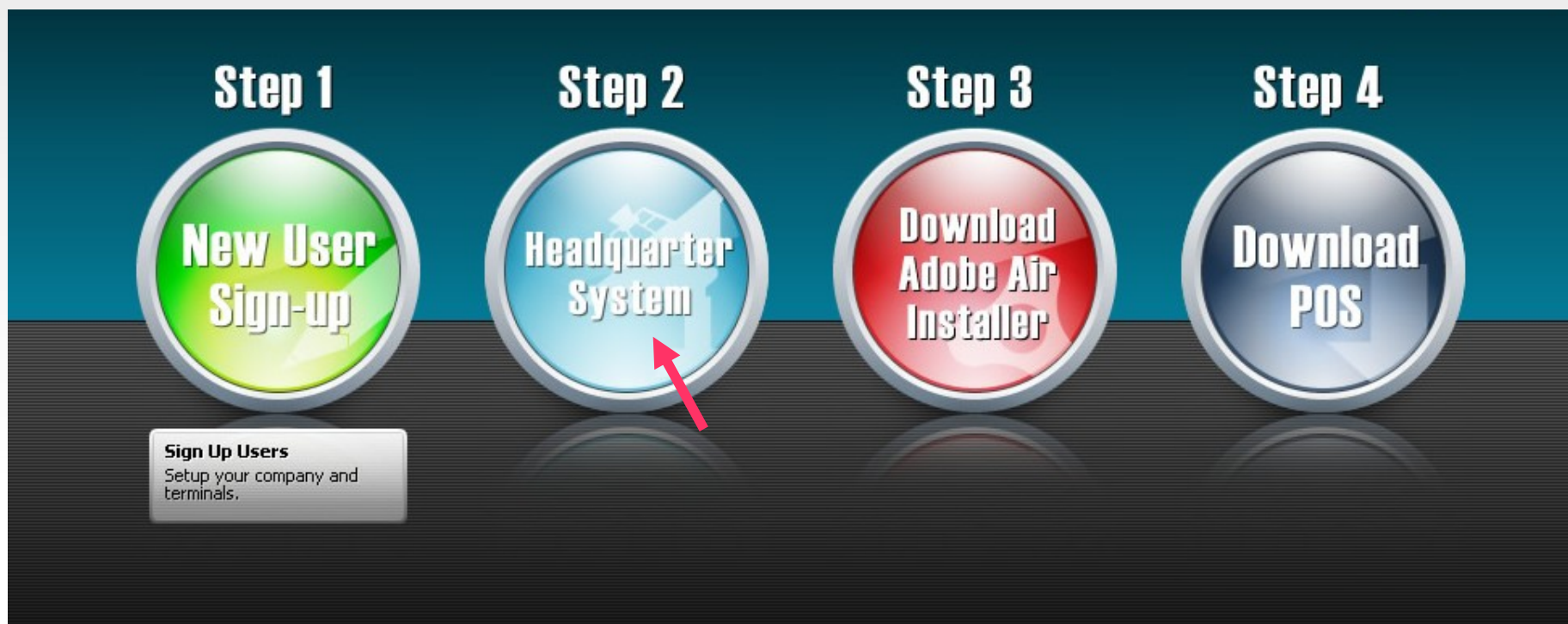


ADD SUPPLIER ACCOUNT

WALKTHROUGH

Access the WebPOS home page (URL <http://www.alliancepos.net>) and click on Headquarter System.



To add a supplier, click on Master Records > Account Master > New

Input **Account ID** (alphanumeric field inc. special characters) or tick the Auto Generate ID checkbox for a system-generated code

Enter **Supplier Name**

Tick the **Active** checkbox if the supplier is still an active account

Choose a specific **Branch** that the supplier delivers to

Input **Memo**. This field is optional.



Account Detail

CREATED: KLEEB@ASHEES.COM 02/08/2012

Account ID: * S-RICE Auto Generate ID

Account Name: * Rice Supplier

Active:

Assigned to Branch: * Resto

Memo:

With an account tagged as supplier, you can identify the supplier per product in Product Master.

Tick all the applicable checkboxes. Supplier can also be a customer account. Identify price level and customer group.

Input other account details (all fields are optional).

This is a customer:

This is a supplier:

This is a cashier:

This is a sales clerk:

This is an employee:

Allow account to logon:

Email:



Billing Address:

Phone:

Mobile:

Fax:

Tin No:

 Save  Cancel

To tag a product to a supplier, access Product Master.

Click F12 or hit F12 on your keyboard to browse for Supplier ID as added in Account Master.

Product Detail

Sell item in Web:

Unit of Measure ID:

Mark up (%):

Standard Cost:

List Price: (53.9% of cost after tax)

Generic Name:

Barcodes:

Model No:

Alternate Code:

Product Type:

Reorder Quantity:
(Standard Quantity Per Warehouse, enter 0 to exempt from tracking)

Supplier ID: Supplier

Click Save once done.

Once product is tagged to a specific supplier (one is to one basis), you may view the following inventory reports:

Stock Transaction Summary

Stock Status

Stock Movement

Reorder Alert

Expiry Alert

Dead Stock Report

Using the **Supplier ID** filter, you may view products' performance that are coming from that certain supplier.