# ADDING A SUPPLIER

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# **ADDING A SUPPLIER**

WARNING: NOT ALL SUPPLIERS ALLOW THIS SADLY, BUT MAJORITY OF THEM DO. If you want a specific one and you cannot get it to work, contact me: <a href="mailto:benjaminbritcliffe@outlook.com">benjaminbritcliffe@outlook.com</a>

Updates will be done regularly via the system updates page or via email.

# STEP 1.

Make sure you have open the EDIT A SUPPLIERS PAGE

ID	Name	URL	Status	Edit	Delete
1	Amazon	http://www.amazon.co.uk/s/ref=nb_sb_noss?url=search-alias%3Daps&field-keywords=	Active	Edit	Delete
2	EbayUK	http://www.ebay.co.uk/sch/i.html?_nkw=	Active	Edit	Delete
3	Ebuyer	http://www.ebuyer.com/search?q=	Active	Edit	Delete

### STEP 2:

CLICK ON ADD A SUPPLIER.

Suppliers Add a new supplier					
ID	Name	URL	Status	Edit	Delete
1	Amazon	http://www.amazon.co.uk/s/ref=nb_sb_noss?url=search-alias%3Daps&field-keywords=	Active	Edit	Delete
2	EbayUK	http://www.ebay.co.uk/sch/i.html?_nkw=	Active	Edit	Delete
3	Ebuyer	http://www.ebuyer.com/search?q=	Active	Edit	Delete
PLEASI	E READ THIS	BEFORE ADDING A SUPPLIER!			

# STEP 3:

NOW open a new tab and go to the supplier you want to use. In this instance I will use SCAN UK Find the search bar:

Search Enter keyword, LN or model number Go	Your Account Login / Register	Your Basket 0 items - total: £0.00

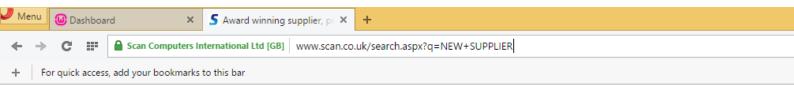
STEP 4:

Do a search for NEW SUPPLIER exactly like shown.



#### STEP 5.

Click search and ignore any items focus on the URL:



STEP6. COPY and PASTE THE URL and insert into the edit a supplier page of the system:

### STEP 7.

Now Follow this information.

Supplier Name: The name of the company. Must be One word eg. SCANUK or SCAN

URL: the url is what you have copied.

Status: Active or Not available. (May be used for a future feature)

**DO NOT HIT SUBMIT YET!** 

## STEP 8.

Should look like this

Add A Ne	w Supplier
Supplier Name: *	SCANUK
URL: * https://www.sc	an.co.uk/sear
Status: * Testing ~	
* required	
Submit	

Look at the URL and find the words "NEW SUPPLIER" it may or may not have a "Plus sign"

# Add A New Supplier Supplier Name: \* SCANUK URL: \* h.aspx?q=NEW+SUPPLIER Status: \* Testing ~ \* required Submit

**FINAL STAGE** 

STEP 10.

**DELETE where it says "NEW SUPPLIER" AND HIT SUBMIT!** 

DONE!

