ByteXpress

Add a Supplier

Step 1 – Click on the "Supplier" nav item (1) then, click on the "Create New Supplier" (2) button

Step 2 – Fill in the required details

- o   Fill in the supplier company's name (1)

- o   Fill in the supplier's email address (2)

- o   Fill in the supplier's phone number (3)

- o   Fill in the supplier's street address (4)

- o   Select a country from the dropdown (5)

- o   Select a province from the dropdown (6)

- o   Select a city from the dropdown (7)

- o   Select a suburb from the dropdown (8)

Step 3 – Click on the "Create" button to add the Supplier (9) or the Cancel button (10) to return to the Suppliers List screen

Search for a Supplier

Step 1 – Type the name of the Supplier you are searching for in the search bar (1)

Update a Supplier

Step 1 – Click the "Update" button (1)

Step 2 – Fill in the required details:

o   Update the supplier company's name (1)

o   Update the supplier's email address (2)

- o Update the supplier's phone number (3)

- o Update the supplier's street address (4)

- o Select a country from the dropdown (5)

- o Select a province from the dropdown (6)

- o Select a city from the dropdown (7)

- o Select a suburb from the dropdown (8)

Step 3 – Click on the "Update" button (9) to update the Supplier details or "Cancel" button (10) to return to the Suppliers List screen
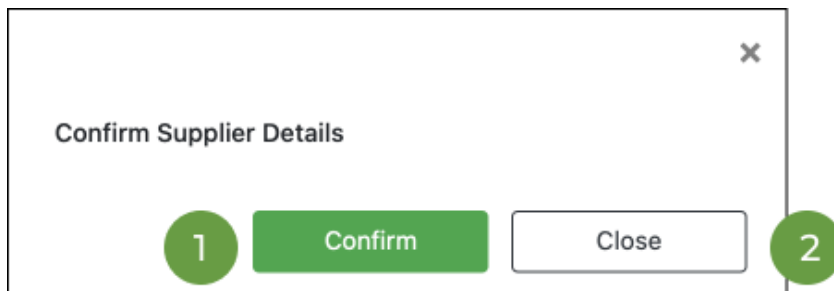
Step 4 – Click on the "Confirm" button (1) to proceed with the update or the "Close" button (2) to return to the Suppliers List screen
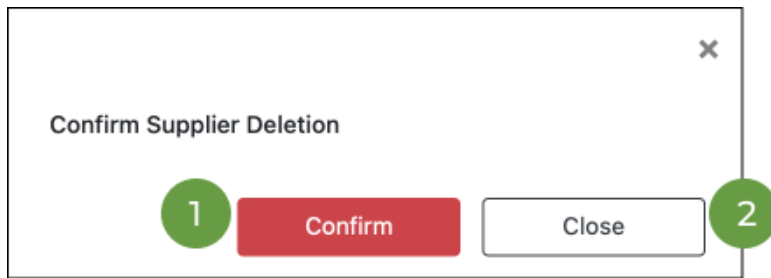
Delete a Supplier

Step 1 – Click on the "Delete" button

Step 2 – Click on the "Delete" button to delete the Supplier (1) or the "Cancel" button (2) to return to the Suppliers List screen

Step 3 – Click on the "Confirm" button (1) to confirm the deletion Supplier or the "Cancel button (2) to return to the Suppliers List screen