User Manual for Product Vendor Addition

Introduction

The Vendor Management module allows users to add new vendors to the system. This manual provides step-by-step instructions for utilizing the form.

Getting Started

1. **Launching the Application:**

   - Run the application executable file.
   - The Vendor Management module includes a form for adding vendors.

2. **Form Elements:**

   - The form consists of input fields, labels, buttons, and menus to facilitate vendor management.

Adding a Vendor

1. **Navigating to the Form:**

   - Click on the "Add Vendor" button to open the form.

2. **Completing the Form:**

   - Fill in the required information for the new vendor:
     - Vendor Name
     - Vendor Code
     - Vendor Contact Name
     - Vendor Email
     - Vendor Address
     - Vendor Phone
     - Vendor Type

3. **Adding the Vendor:**

   - Click the "Add Vendor" button to add the new vendor to the database.
   - A confirmation message will appear upon successful addition.

4. **Clearing Fields:**

   - Click the "Clear" button to reset all form fields.

5. **Canceling Operation:**

   - Click the "Cancel" button to close the form without adding a vendor.

6. **Help Section:**

   - Click the "Help" button to access detailed instructions in a PDF manual.

Additional Information

1. **Database Connection:**

   - Ensure the database file is in the correct location for a successful connection.

2. **Vendor Types:**

   - Specify the type of vendor using the "Vendor Type" dropdown menu.

3. **Canceling Operation:**

   - Exercise caution while canceling, as it will clear all entered data.

Closing the Application

- Click the "Cancel" button on the form to close and exit the application.

Note: For any additional assistance, please refer to the provided PDF manuals or contact your system administrator.