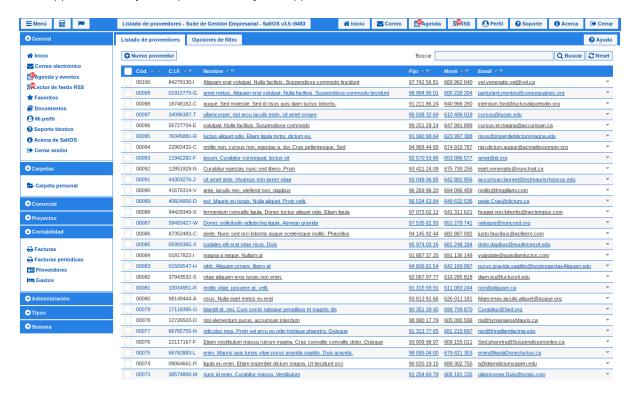
# **Providers**

This application lets you keep track of all your suppliers.



## List of providers

In the list of providers you will find the most important pillars of registration:

- Ref.: Numeric code that identifies the provider.
- N.I.F: Tax identification number provided by the public finances.
- Name: Supplier Name.
- Landline: Main fixed telephone to contact.
- Mobile phone: Principal to contact mobile phone.
- Mail account: Primary email account to contact.

Remember: The events can be arranged by dragging them to the user folder you want.

# **Listing Options**

On each record you can perform a series of actions that are represented by the following icons:

- Q 🖋 🛍 Check / Edit / Delete Record.
- Download registration data in vCard format. (más info sobre VCARD)
- III Display QRCode with log data. (más info sobre QRCode)

#### **Filter Options**

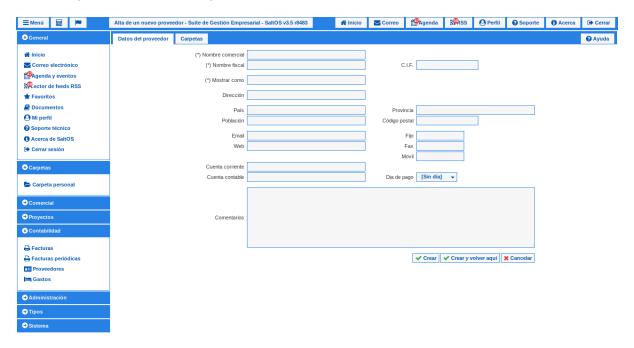
For more information about the filter options listed in the ayuda general.

### Form providers

This is the application of suppliers with it can add, modify and view all data provider classified in different tabs. Main, comments, file attachments, graphs and statistics on purchases, data on the registry modifications and assignments to folders data.

## Details of the supplier tab

In this tab you can view and modify the main data provider. Here we relate all information fields.



- Tradename (\*): Trade name provider.
- Attorney Name (\*): Fiscal name used in legal documents such as invoices, contracts, etc ...
- N.I.F: Tax ID number, number provided by public finance team which identifies the entity.
- **Show as (\*):** This is the name that is used in the list and selectors, should be a person could devote to include the nickname.
- Address: Address of the entity are used in legal documents such as invoices, contracts, etc ...
- Country: Country of the entity are used in legal documents such as invoices, contracts, etc ...
- County: Province of the entity are used in legal documents such as invoices, contracts, etc ...
- Population: Population of the entity are used in legal documents such as invoices, contracts, etc ...
- Postal Code: Postal code of the entity are used in legal documents such as invoices, contracts, etc ...

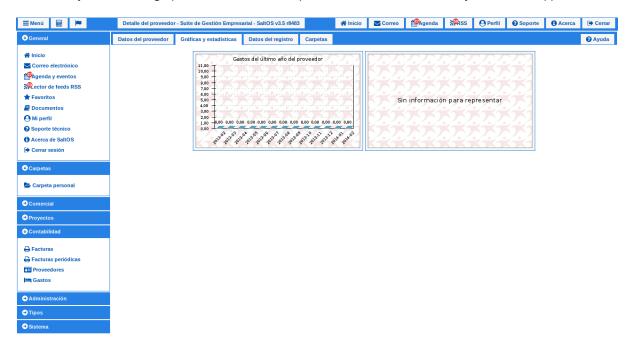
- Email: Contact primary email account is what will be displayed on all listings.
- Web: Contact Web master is that which will be displayed on all listings.
- Fixed Number: Fixed main contact is what will be displayed on all listings.
- Phone Number: Contact mainspring is what will be displayed on all listings.
- Fax Number: Main fax number is the one that will be displayed on all listings.
- Current: Current account used to make charges for purchases made by this provider.
- Accountant: Ledger account that was used in the accounting system of the company.
- Payment date: Day in which be performed charges for purchases made during the month.
- Comment: To indicate comments on this supplier.
- (\*) Required when creating or modifying a provider Campos.

Furthermore, in the first tab has a action buttons.

• **Add contact:** We take the new contact form so you can fill in relevant information and relate directly with the provider.

#### Charts tab and statistics

In this tab you can view graphs and statistics of expenditure incurred in the last year to this supplier.



#### **Registry Data Tab**

For more information about the filter options listed in the ayuda general.

# **Tab Folders**

For more information on Folder Options ayuda general.