

Add, View and Delete a Supplier

User manual regarding how to add, view and delete suppliers.

1

If you would like to add a new supplier, you could either click "+" button on the supplier list page or click "Add Supplier" button on the left navigation bar.

Q

English

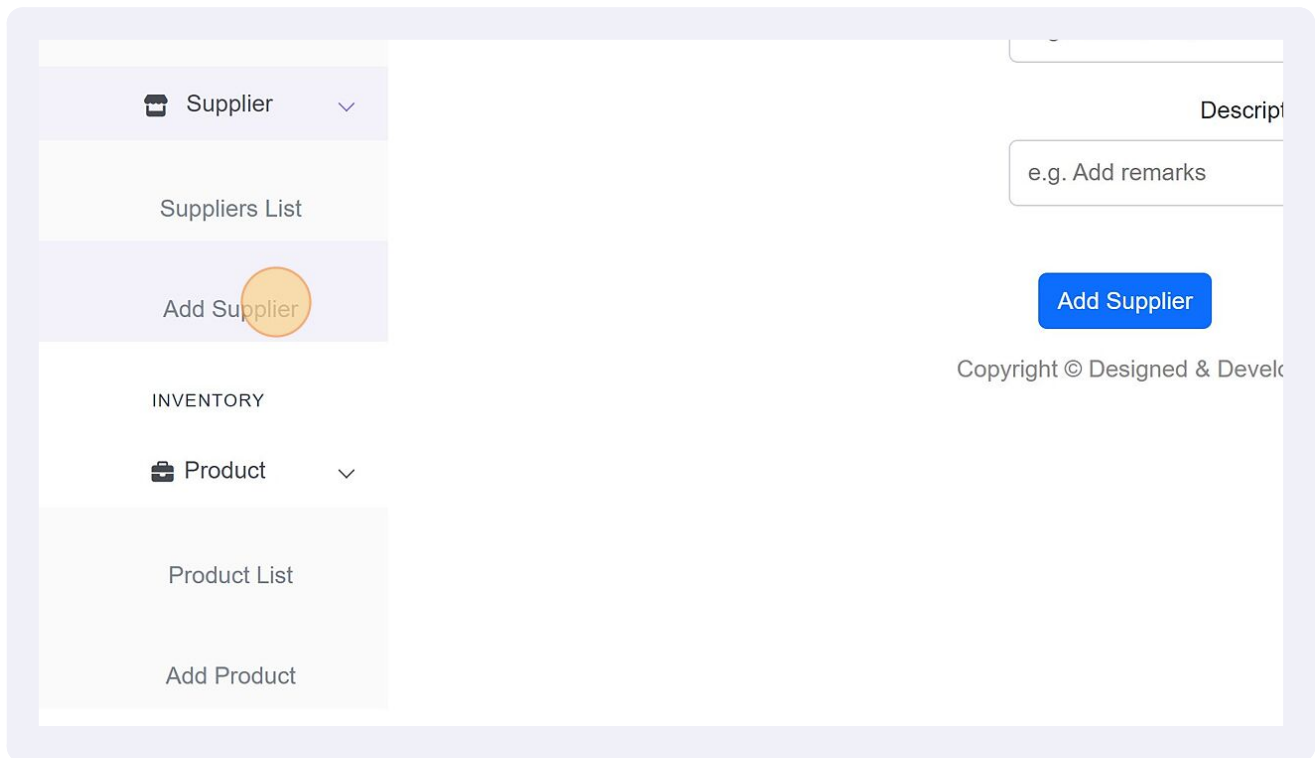
Search

Search

Suppliers List

Company Name	Address	Phone Number	Email	Edit
JNUK	UK	123456	unuk@nottingham.edu.cn	
JNNC	Tai Kang Road 999	123456789	Sally@gmail.com	
CA	Tai Kang Road 999	123	Sam@gmail.com	

Total suppliers: 3



2

After filling in the form, click "Add Supplier" to add a new supplier in the supplier table. You will see a message showing "The supplier is added successfully", which means you have added a new supplier successfully. Then you could click "View Suppliers" button to view all suppliers.

A screenshot of the 'Add Supplier' form. At the top, there is a search bar with a magnifying glass icon. The form title 'Add Supplier' is centered. Below the title, there are four input fields: 'Company' (with placeholder 'e.g. Company A' and an orange circle), 'Address' (with placeholder 'e.g. Tai Kang Road 199'), 'Email' (with placeholder 'e.g. Sally@gmail.com'), and 'Phone Number'.

Email

scywx10@nottingham.edu.cn

Phone Number

18615357972

Description

aaa

Add Supplier

View Suppliers

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?

Add Supplier

The supplier is added successfully!

Company

e.g. Company A

Address

e.g. Tai Kang Road 199

Email

Address

e.g. Tai Kang Road 199

Email

e.g. Sally@gmail.com

Phone Number

e.g. 12345678900

Description

e.g. Add remarks

Add Supplier

View Suppliers

3

Click "Suppliers Per Page" if you would like to set the number of suppliers shown in this page.

CloudWalker

DASHBOARD

Dashboard

Suppliers Per Page

PROCUREMENT

Purchases

Purchases History

Add Purchase

Jump to

Suppliers

Supplier ID	Company Name	Address
1	UNUK	UK
9	UNNC	Tai Kang Road 999
10	CA	Tai Kang Road 999
15	UNMC	University of Nottingham Ningbo

CloudWalker

Jump to

DASHBOARD

Dashboard

PROCUREMENT

Purchases

Purchases History

Add Purchase

Suppliers Per Page

5

10

15

Suppliers

Supplier ID	Company Name	Address
1	UNUK	UK
9	UNNC	Tai Kang Road 999
10	CA	Tai Kang Road 999
15	UNMC	University of Nottingham Ningbo

4 You could also edit the supplier info by clicking the edit button.

Search

Search

Suppliers List









Address	Phone Number	Email	Edit
UK	123456	unuk@nottingham.edu.cn	
Tai Kang Road 999	123456789	Sally@gmail.com	
Tai Kang Road 999	123	Sam@gmail.com	
University of Nottingham Ningbo China	18615357972	scywx10@nottingham.edu.cn	

Total suppliers: 4



PDF

XLSX

5 You could delete a supplier after confirming it.

	↓↑ Address	↓↑ Phone Number	↓↑ Email	Edit
	UK	123456	unuk@nottingham.edu.cn	 
	Tai Kang Road 999	123456789	Sally@gmail.com	 
	Tai Kang Road 999	123	Sam@gmail.com	 
	University of Nottingham Ningbo China	18615357972	scyxw10@nottingham.edu.cn	 

Total suppliers: 4

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CONFIRM

Are you sure to delete the supplier?

No

Yes

English

Search

Search

Suppliers List

The supplier is edited successfully!

Company Name	↓↑ Address	↓↑ Phone Number	↓↑ Email
K	UK	123456	unuk@nottingham.edu.cn
C	Tai Kang Road 999	123456789	Sally@gmail.com

- Click PDF or XLSX icon if you want to download a PDF or XLSX format of the supplier table.

The supplier is edited successfully!

ID	Company Name	Address	Phone Number	Email
	UNUK	UK	123456	unuk@nottingh
	UNNC	Tai Kang Road 999	123456789	Sally@gma
	CA	Tai Kang Road 999	123	Sam@gma

Total suppliers: 3



1

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The supplier is edited successfully!

Company Name	Address	Phone Number	Email
UNUK	UK	123456	unuk@nottingham.ed
UNNC	Tai Kang Road 999	123456789	Sally@gmail.com
CA	Tai Kang Road 999	123	Sam@gmail.com

Total suppliers: 3



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