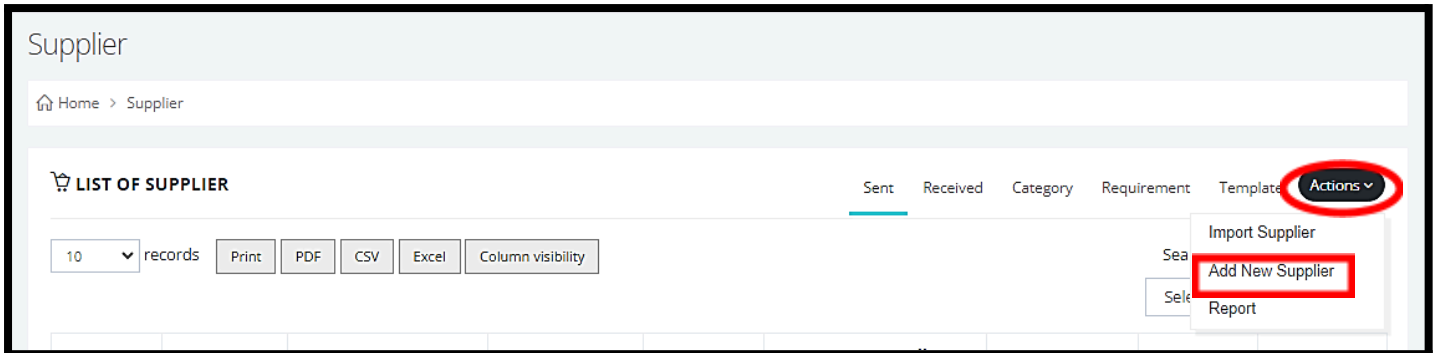


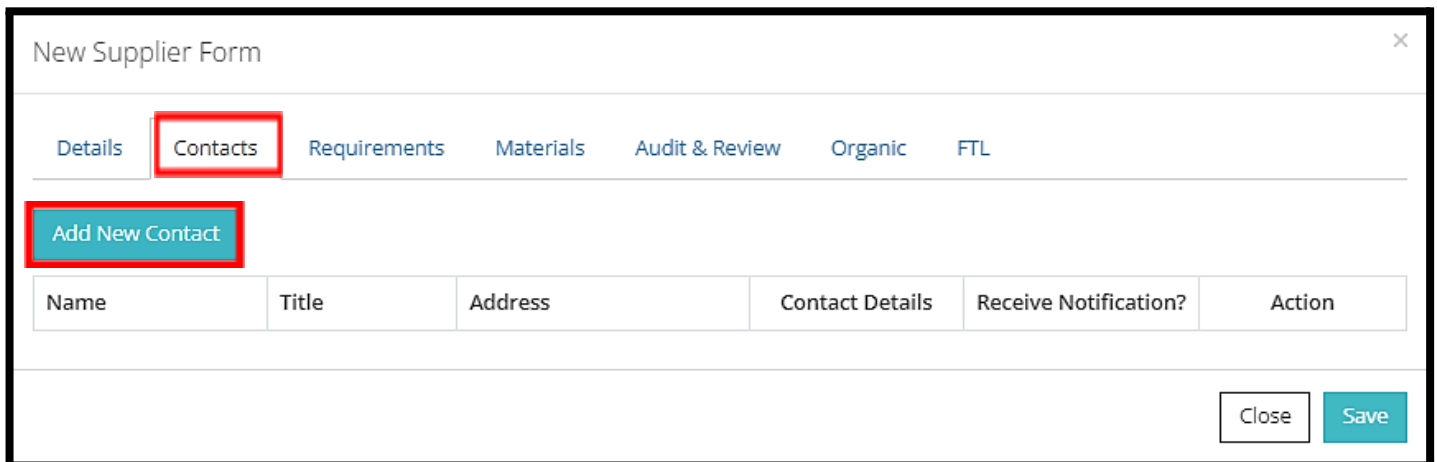
SUPPLIER

HOME > ACTIONS > ADD NEW SUPPLIER > Contacts



The screenshot shows the 'Supplier' page with a breadcrumb trail 'Home > Supplier'. Below the breadcrumb is a 'LIST OF SUPPLIER' section. On the right side of this section, there is a dropdown menu labeled 'Actions'. The 'Add New Supplier' option in this menu is highlighted with a red box. Other options in the menu include 'Import Supplier', 'Sea', 'Sele', and 'Report'. Below the list, there are buttons for 'Print', 'PDF', 'CSV', 'Excel', and 'Column visibility', along with a '10 records' dropdown.

2. New Supplier Form > Contacts Tab > Click Add New Contact



The screenshot shows the 'New Supplier Form' window. At the top, there are tabs for 'Details', 'Contacts', 'Requirements', 'Materials', 'Audit & Review', 'Organic', and 'FTL'. The 'Contacts' tab is selected and highlighted with a red box. Below the tabs, there is a blue button labeled 'Add New Contact', also highlighted with a red box. Below this button is a table with the following columns: 'Name', 'Title', 'Address', 'Contact Details', 'Receive Notification?', and 'Action'. At the bottom right of the form, there are 'Close' and 'Save' buttons.

New Contact ×

Contact Name

Title

Address

Email

Phone

Cell No.

Fax

Contact Name	Input the name of the vendor's/supplier's contact person. Note: Multiple contacts are allowed to include the alternate and substitute personnel.
Title	Input the position/job title of the contact person.
Address	Input the business address of the contact person.
Email	Input the business email address of the contact person.
Phone	Input the business phone number of the contact person.
Cell No.	Input the business cell number of the contact person.
Fax	Input the business fax number of the contact person, if any.
<input type="button" value="Add Contact"/>	Click to add and save input progress.