SUPPLIER
HOME > ACTIONS > ADD NEW SUPPLIER > Materials

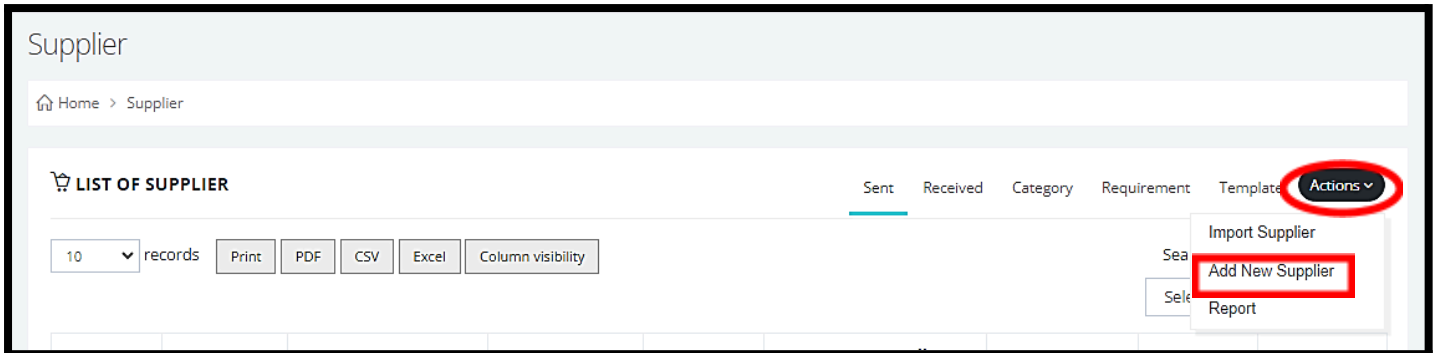**4. New Supplier Form > Materials Tab > Click Add New Material**
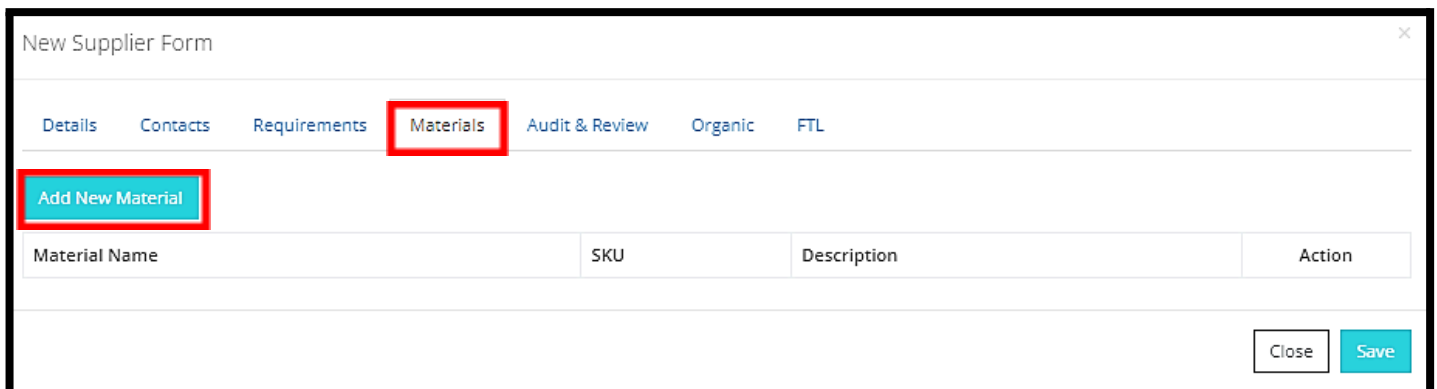
New Material – Fill out the following:

Material Name	Input the name of the material being supplied.
Brand Name	Input the brand name of the material being supplied.
Category	This describes the group or type of the material being supplied. Select from the dropdown list in the system.

SKU	Input the Stock Keeping Unit of the material.
UoM	Input the Unit of Measure of the material.
Count	Input the count or quantity of the material.
Price per Unit	Input the price per unit/item.
Description of Use	Provide a brief description of where or how to use the material.
Comments/Notes	Input comments or remarks, if any.
Allergen	Select applicable (9 major food) allergens in the list provided. Choose 'None' if not applicable.
Other Allergen	Manually input allergen present that is not included in the list.
Specification	Manual upload – Choose a file from your PC or storage.
File Name	Input specification sheet document name.
Documentation Dates	Input document date. Choose from the following options:
	Utilize to add more compliance documents related to the material.
	Click to add material and save input progress.