

SUPPLIER

HOME > ACTIONS > ADD NEW SUPPLIER > Materials

Supplier

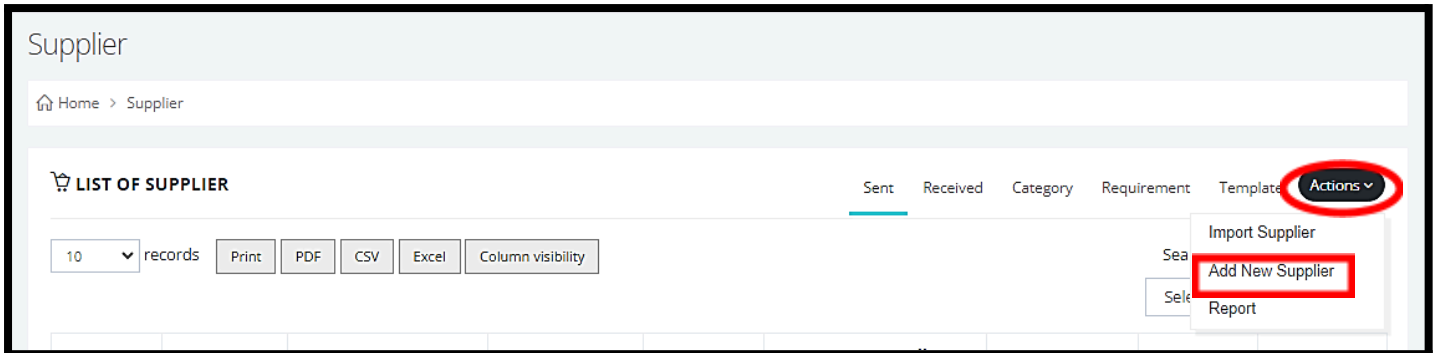
Home > Supplier

LIST OF SUPPLIER

Sent Received Category Requirement Template **Actions**

10 records Print PDF CSV Excel Column visibility

Import Supplier
Add New Supplier
Report



4. New Supplier Form > Materials Tab > Click **Add New Material**

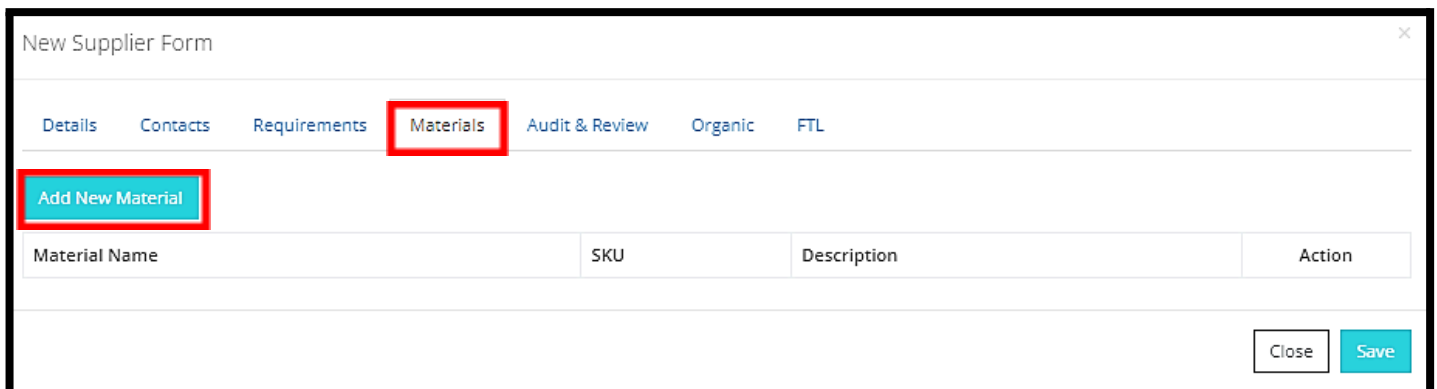
New Supplier Form

Details Contacts Requirements **Materials** Audit & Review Organic FTL

Add New Material

Material Name	SKU	Description	Action
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Close Save



New Material – Fill out the following:

New Material
✕

Material Name

Brand Name

Category

Select ▼

SKU

UoM

Count

Price Per Unit

Description of Use

Comments / Notes

Allergen

None selected ▼

Allergen Other

Specification

Choose File No file chosen

Documentation Dates

✕

File Name

File Document

Choose File No file chosen

Documentation Dates




✕ ✕

+ Add new file

Close

Add Material

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.