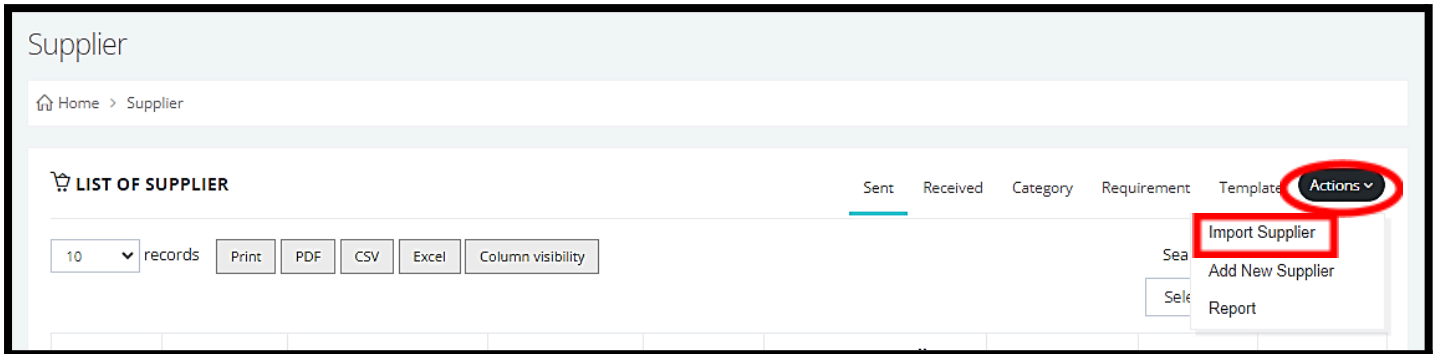


# SUPPLIER

## HOME > ACTIONS > IMPORT SUPPLIER



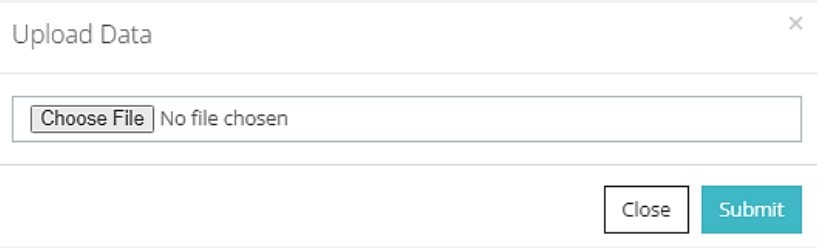



The screenshot shows the 'Supplier' page with a navigation breadcrumb 'Home > Supplier'. Below the breadcrumb is a 'LIST OF SUPPLIER' section. On the right side of this section, there is a menu with options: 'Sent', 'Received', 'Category', 'Requirement', 'Template', and 'Actions'. The 'Actions' menu is expanded, showing options: 'Import Supplier', 'Add New Supplier', and 'Report'. The 'Import Supplier' option is highlighted with a red box.

### Import Data



The screenshot shows the 'Import Data' dialog box. It has a table with the following columns: 'Supplier Name', 'Bldg No./Street', 'City', 'State', 'Zip Code', 'Email', and 'Action'. At the bottom right of the dialog, there are four buttons: 'Close', 'Download Template', 'Import', and 'Submit'.

	<p>Click to download a template in .csv format of the Supplier's register. In the event, that the organization has an existing register, this will help in uploading supplier details in bulk.</p> <p><i>Details needed as shown in the figure above</i> (Supplier Name, Building No./Street, City, State, Zip Code, Email address)</p>
	<p>Click to upload the .csv template.</p>  <p>Choose a file from your PC or storage and click 'Submit.'</p>
	<p>Click to upload the file.</p>