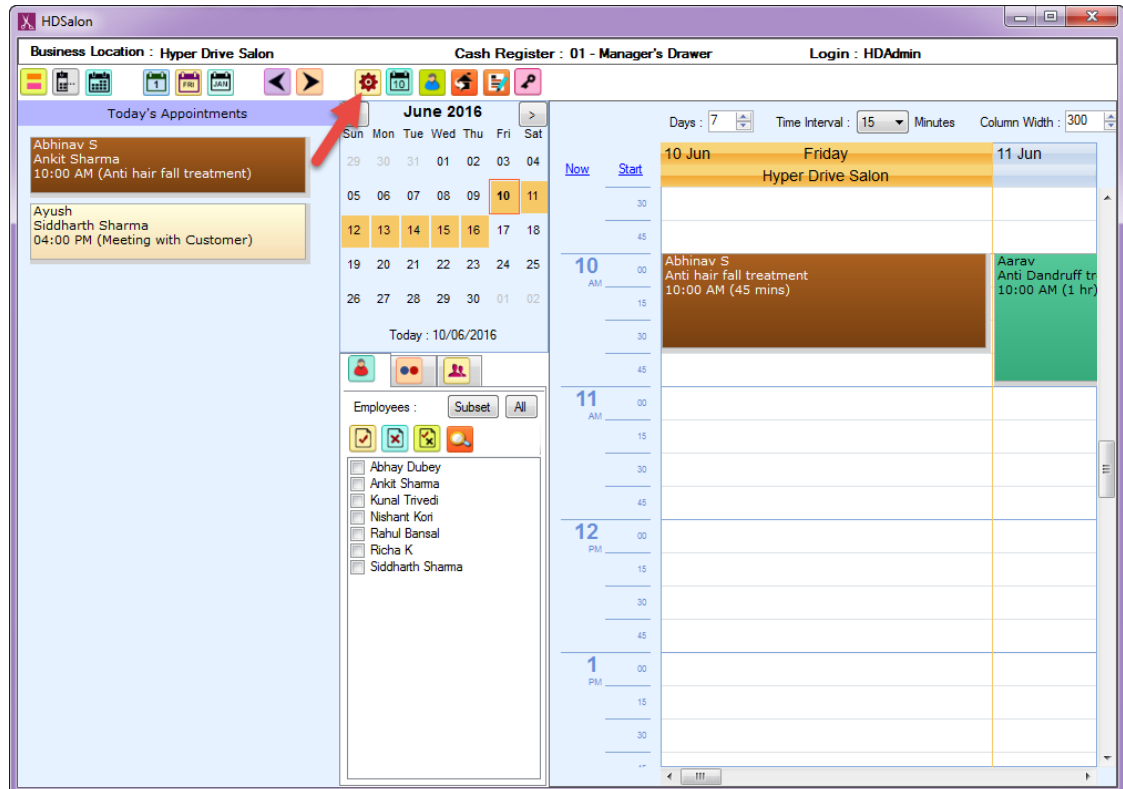


## How do I add my supplier(s) details?



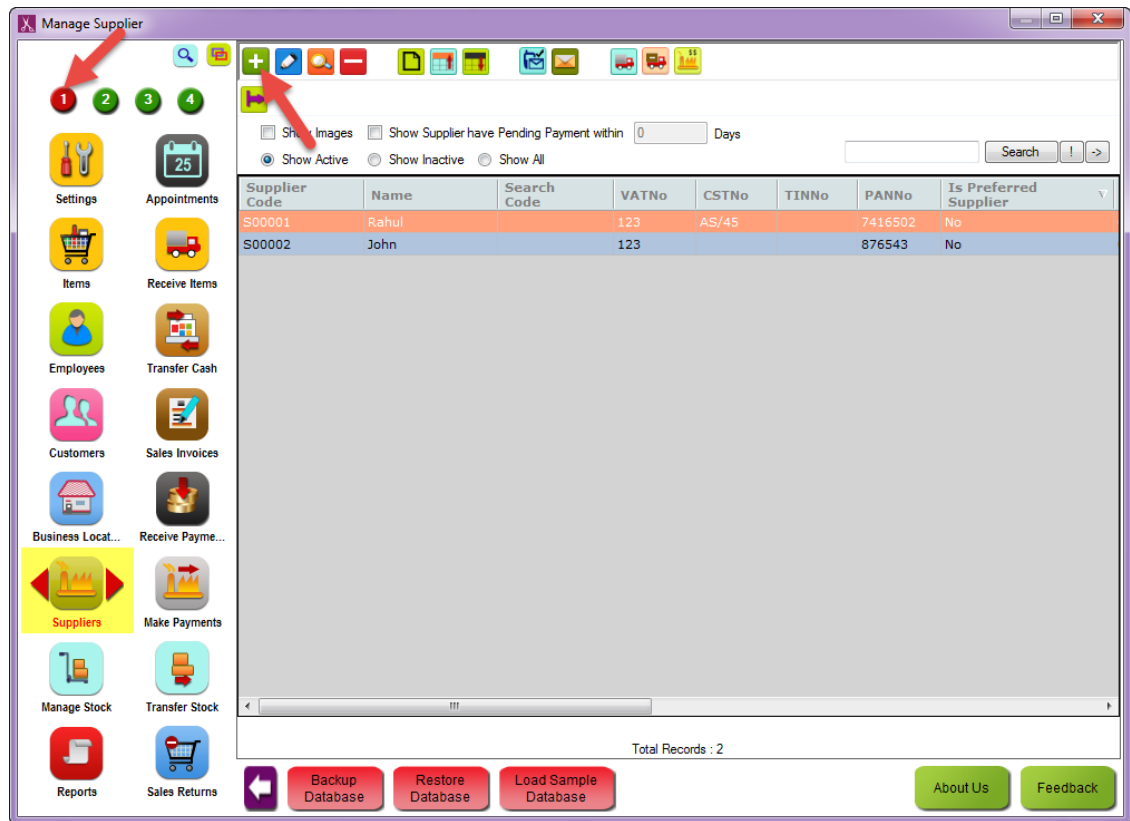
To create supplier in HDSalon, you need to follow below steps:

1. Run **HDSalon**. Click on **Set-up** button from **Appointment Calendar** window.



2. Go to **1<sup>st</sup> Page**, click on **Suppliers** icon. From **Manage Supplier** screen click on **Add Supplier** button.





3. Fill all the required details in **Add New Supplier** window.

- **Supplier Code:** Enter the code manually for the supplier by clicking on the *Define My Own* button, or let the application assign a code.
- **Supplier Name:** Enter the name of supplier.
- **General:** Enter general information of supplier.
- **Address:** Enter address of a supplier.
- **Contact Info:** Enter the contact information of a supplier.
- **Financial Account:** Enter the opening balance you want to carry forward for a supplier.
- **Payment Terms:** You need to specify number of days in which payment need to be settled.
- **Supplier Image:** Add image of the supplier.





**Add New Supplier**

Supplier Code : S00003

Supplier Name : Jose Beauty Product Supplier  Preferred Supplier

Search Code :   Is Active

**General**

VAT No : V0001 CST No : C0001

TIN No : T0001 PAN No : P0001

**Payment Terms**

Payment needs to be settled within 30 number of days

**Address**

Address Line 1

Address Line 2

City  State

Zip Code

**Contact Info**

First Name  Last Name

Telephone Number  Fax Number

Mobile Number

Website

E Mail

**Financial Account**

Opening Balance : Rs. 0.00 Cr

Supplier Display Name

Supplier Name For Display : Jose Beauty Product Supplier

User Field List

4. Click on **Save**.

