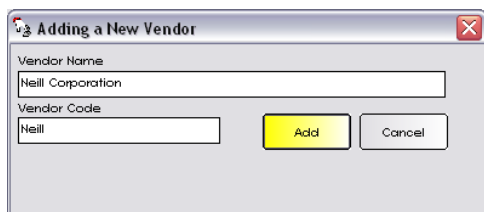


vendors and manufacturers

Follow these steps to add vendors and manufacturers.

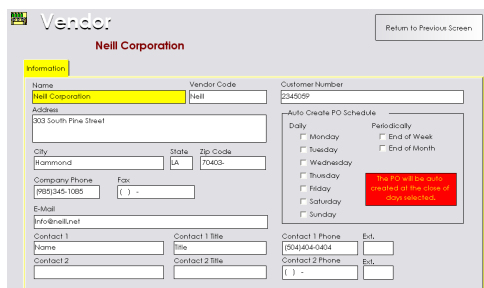


Adding a New Vendor

Vendor Name
Neill Corporation

Vendor Code
Neill

Add Cancel



Vendor
Neill Corporation

Information

Name: Neill Corporation Vendor Code: Neill Customer Number: 034509

Address: 303 South Pine Street

City: Hammond State: IA Zip Code: 70403

Company Phone: (905)345-1005 Fax: () -

E-Mail: info@neill.net

Auto Create PO Schedule

Daily: Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Periodically: End of Week End of Month

Return to Previous Screen

Adding a Vendor

1. From the SalonBiz®/SpaBiz® menu bar, click the Blueprints icon.
2. Click the Inventory button.
3. From the Table to Edit field, click on Vendor.
4. Click the Add button.
5. Type in the Vendor name and Vendor code in the designated fields, and then click the Add button.
6. Complete the remaining fields in the Vendor Information screen.
 - Address
 - Phone and Fax
 - Email
 - Contact Name, Title and Phone
 - Your Customer Number
 - Your auto create Purchase Order schedule
7. Click the Return to Previous Screen button when you are finished.

Editing a Vendor

1. From the SalonBiz®/SpaBiz® menu bar, click the Blueprints icon.
2. Click the Inventory button.
3. From the Table to Edit field, click on Vendor.
4. Highlight the Vendor by clicking once on the vendor name.
5. Click the Edit button, edit any necessary information.
6. To remove a vendor, follow the steps above and then click the Delete button.



Adding a New Manufacturer

Manufacturer
Aveda Corp.

Manufacturer Code
Aveda

Add Cancel

Adding a Manufacturer

1. From the SalonBiz®/SpaBiz® menu bar, click the Blueprints icon.
2. Click the Inventory button.
3. From the Table to Edit field, click on Manufacturer.
4. Click the Add button.
5. Type in the Manufacturer name and code in the designated fields, and then click the Add button.
6. Click the Return to Previous Screen button when you are finished.

Editing a Manufacturer

1. From the SalonBiz®/SpaBiz® menu bar, click the Blueprints icon. Click the Inventory button.
2. From the Table to Edit field, click on Manufacturer.
3. Highlight the Manufacturer by clicking once on the name.
4. Click the Edit button, edit any necessary information.
5. To remove a manufacturer, follow the steps above and then click the Delete button.

