



STOCK MANAGEMENT: SUPPLIERS

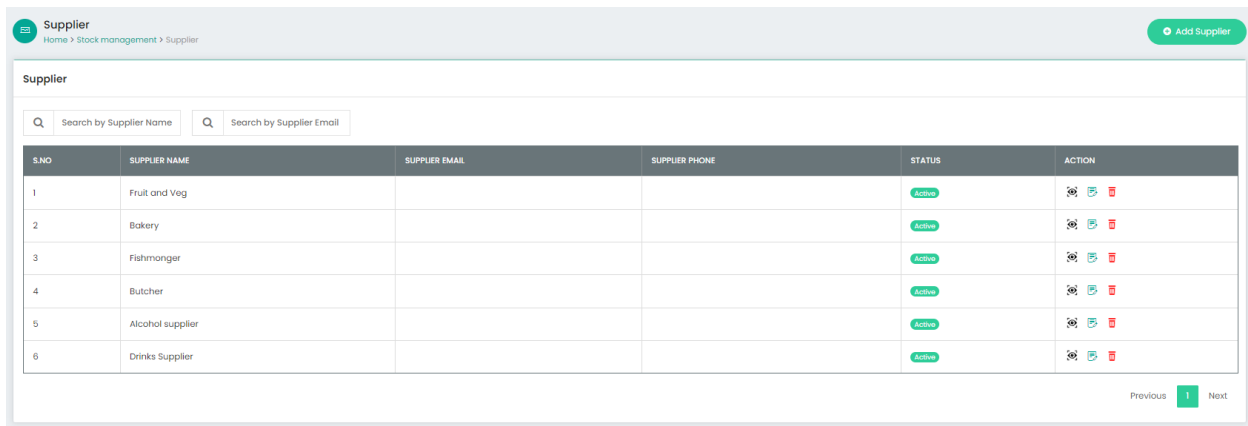
A step-by-step guide to adding and updating Suppliers via the
ePOS Hybrid Admin Panel

This guide demonstrates the steps to adding and updating Suppliers via the ePOS Hybrid Admin Panel.

Updating Suppliers is helpful in Stock Management for creating and managing Delivery Notes and Purchase Orders.

Firstly, log in to your [Admin Panel](#) and select **Stock Management**, followed by **Manage Supplier**.

The **Supplier** screen will open, with all created suppliers listed.















Supplier

Home > Stock management > Supplier

+ Add Supplier

Supplier

Search by Supplier Name Search by Supplier Email

S.NO	SUPPLIER NAME	SUPPLIER EMAIL	SUPPLIER PHONE	STATUS	ACTION
1	Fruit and Veg			Active	 
2	Bakery			Active	 
3	Fishmonger			Active	 
4	Butcher			Active	 
5	Alcohol supplier			Active	 
6	Drinks Supplier			Active	 

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To create a new supplier, click the green **+ Add Supplier** button on the top-right corner of the page.

Once clicked, the **Add Supplier** pop-up will appear, allowing you to enter the supplier's details.

Add Supplier

Supplier Name *

Supplier Name

Account Number

Account Number

Reference

Reference

Email

Email

Address 1

Address1

Address 2

Address 2

Phone

Phone

County

County

Post Code

Post Code

Fax

Fax

Tax Number

☒ Yes

☐ No

Tax Number

Tax Number

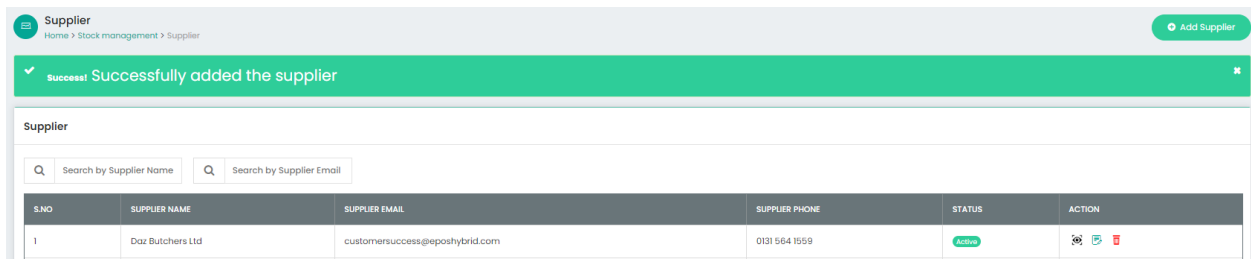
Submit

Supplier Name is the only mandatory field, all other fields are optional.


Once all necessary fields have been completed, click the **Submit** button to add your new **Supplier**.

Once the new **Supplier** is created, the **Supplier** screen will update with the new supplier details.

If **Supplier Email** and **Supplier Phone** have been added when creating your new supplier, these will be listed next to the **Supplier Name**.



The screenshot shows a web application interface for managing suppliers. At the top, there's a header with a menu icon, the title 'Supplier', a breadcrumb 'Home > Stock management > Supplier', and an 'Add Supplier' button. Below the header is a green success message: 'Success: Successfully added the supplier'. The main content area is titled 'Supplier' and contains two search filters: 'Search by Supplier Name' and 'Search by Supplier Email'. Below these is a table with the following data:

S.NO	SUPPLIER NAME	SUPPLIER EMAIL	SUPPLIER PHONE	STATUS	ACTION
1	Daz Butchers Ltd	customersuccess@eposhybrid.com	0131 564 1559	Active	  

The **Status** column will show whether the supplier is **Active** or **Inactive**. Click the relevant button to deactivate or reactivate the supplier accordingly.

The **Action** column includes a **View** button to view all details entered for the supplier, the **Edit** button allows the supplier details to be edited and finally the **Delete** button allows the supplier to be deleted.