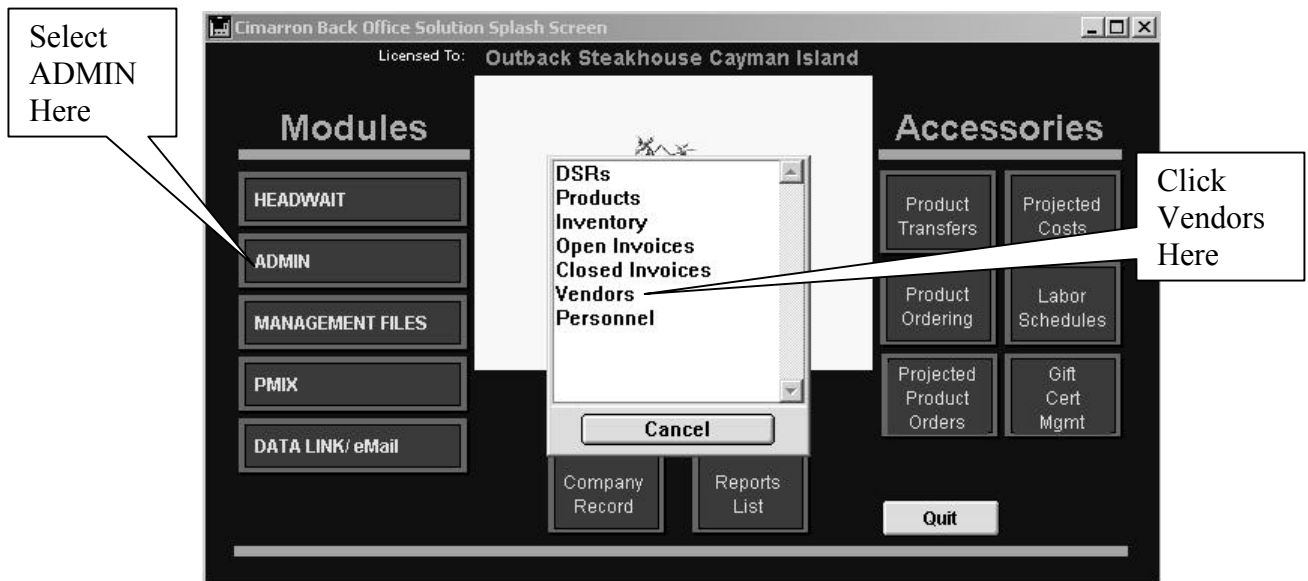
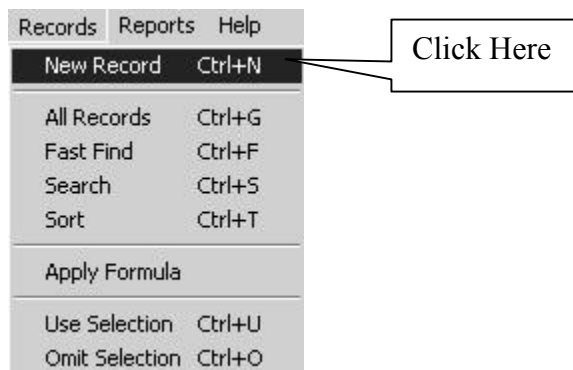


## How to Add a New Vendor

1. Go into “Admin” and select “Vendors”.



2. Go into Records and select “New Record” or simply type “Ctrl N”.



3. A “Vendors: Adding New Record” screen will appear. It is imperative that you enter the Vendor Name, and Terms. CRS will not let you exit the Record without these two Items.

NOTE: CRS will automatically create a Vendor Short Name and a Vendor ID #.  
(See picture on following page.)

**Vendors File List: 45 of 45**

**Vendor Record**

Short Name: Ecolab

Print: Operating Supplies    ID No: 110V    Terms: Net 30    Modified: 4/1/2000

Address 1: \_\_\_\_\_  
 Address 2: \_\_\_\_\_  
 Business: \_\_\_\_\_ St/Prov: \_\_\_\_\_  
 Zip/Cedex: \_\_\_\_\_ Country: \_\_\_\_\_  
 eMail: \_\_\_\_\_  
 Account Num: \_\_\_\_\_ ID: \_\_\_\_\_

Check Number Required on Invoice  
 Yes     No

Print Screen

View Vendor Products

Contact 1: \_\_\_\_\_ Title: \_\_\_\_\_  
 Contact 2: \_\_\_\_\_ Title: \_\_\_\_\_

Delivery Info (Prints on Order Guides WYSIWYG)    Phone(s): 547-7705  
 Fax: 547-7433

This area prints on Order Guides

4. After you have completed the Vendor record, use the check save button at the top of your screen to return you to the Vendor File. Here you will now find the Vendor Record you just completed.

**NOTE:** Whenever you enter a new Vendor, please Print it out and Fax it to your Accounting Group IMMEDIATELY.