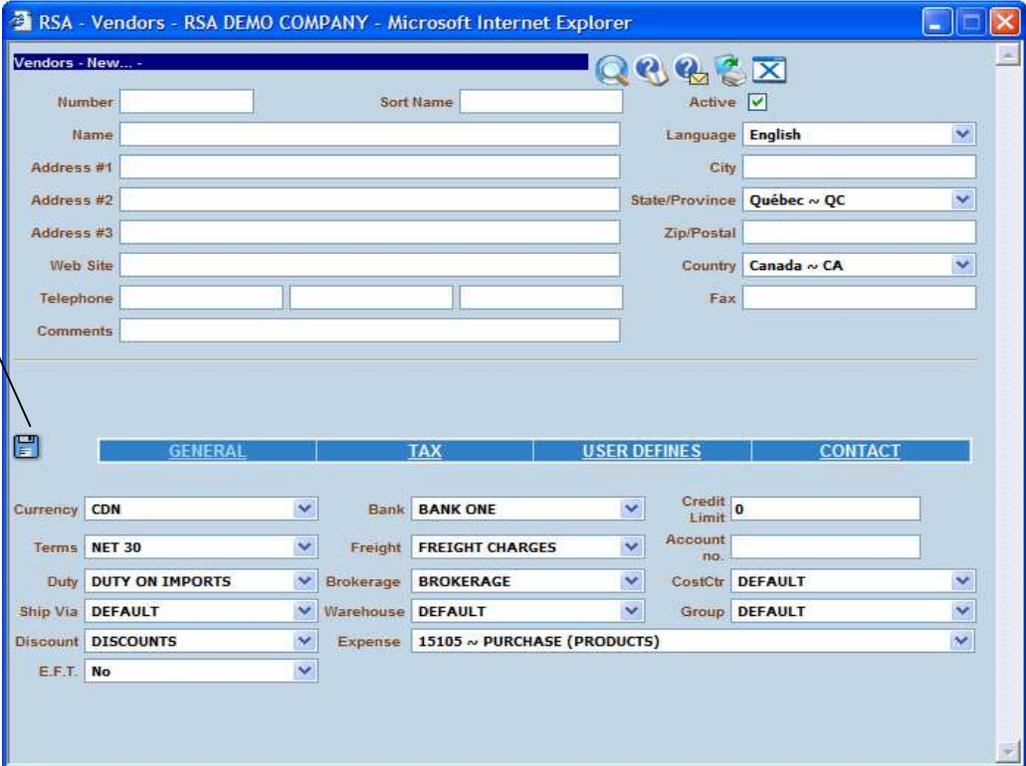


## RSA e-Business: Navigation

### How to create a new vendor

1. Select the tab **Invoices** from the main menu.
2. Under **Maintenance** group, click on the link **Vendors - New**. This will open a new window.
3. Enter a **vendor number** (required). The value should not exist previously in the database.
4. Optionally change the default values for the other filed is necessary. It is recommended to give a value to the following fields: Name, address, city, country, telephone, fax, ...etc.
5. Optionally on the bottom side of the screen, click on each Tab menu and change the default values.
6. Click on the **Save** button  for creating and saving the vendor information.

The window below shows the interface for creating a new vendor.



The screenshot shows a web browser window titled "RSA - Vendors - RSA DEMO COMPANY - Microsoft Internet Explorer". The main content area is titled "Vendors - New...". It contains a form with the following fields and options:

- Number:
- Sort Name:
- Active:
- Name:
- Language:
- Address #1:
- City:
- Address #2:
- State/Province:
- Address #3:
- Zip/Postal:
- Web Site:
- Country:
- Telephone:
- Fax:
- Comments:

At the bottom of the form, there is a tabbed interface with four tabs: GENERAL, TAX, USER DEFINES, and CONTACT. The GENERAL tab is selected and contains the following fields:

- Currency:
- Bank:
- Credit Limit:
- Terms:
- Freight:
- Account no.:
- Duty:
- Brokerage:
- CostCtr:
- Ship Via:
- Warehouse:
- Group:
- Discount:
- Expense:
- E.F.T.:

A callout box labeled "Save button" points to a floppy disk icon located at the bottom left of the form area.

Fig 1: window for creating a new vendor

## How to modify vendor's information: Summary

1. Select the tab **Invoices** from the main menu.
2. Under **Maintenance** group, click on the link **Vendors - Search**. This will open a new window.
3. In the new window click on the **Search** button . Optionally you can enter some search criteria before clicking on the search button.
4. In the displayed list, choose a vendor by clicking on the **Select** button . The **Modify** button  will appear.
5. Click on the **Modify** button  on the top right side of the window.
6. Change the value of the fields you want.
7. When you are done click on the **Save** button .

## How to modify vendor's information: details

1. Select the tab **Invoices** from the main menu.
2. Under **Maintenance** group, click on the link **Vendors - Search**. This will open a new window (see fig 1 below)

Vendor number field

Search button

Fig 2: window for searching a vendor by criteria

3. In the new window, use on the following methods for searching for a vendor:

1. **Searching a vendor number by criteria:**

- a. Enter the keywords in one or any fields you want. The keywords can be either one or any combination of either a word, a character, a wildcard like % character.
- b. Optionally use the sorting options for the result display
- c. Once the criteria are defined, click on the tab key or the Search button . This will bring a list of vendors meeting the search criteria (See fig 3 below).

2. **Searching a vendor number without any criteria:**

- a. Click directly on the search button  without entering any criteria. This will bring a list of vendors meeting the search criteria (See fig 3 below).

A list of vendors that meet the search criteria is display if any (see fig 3).

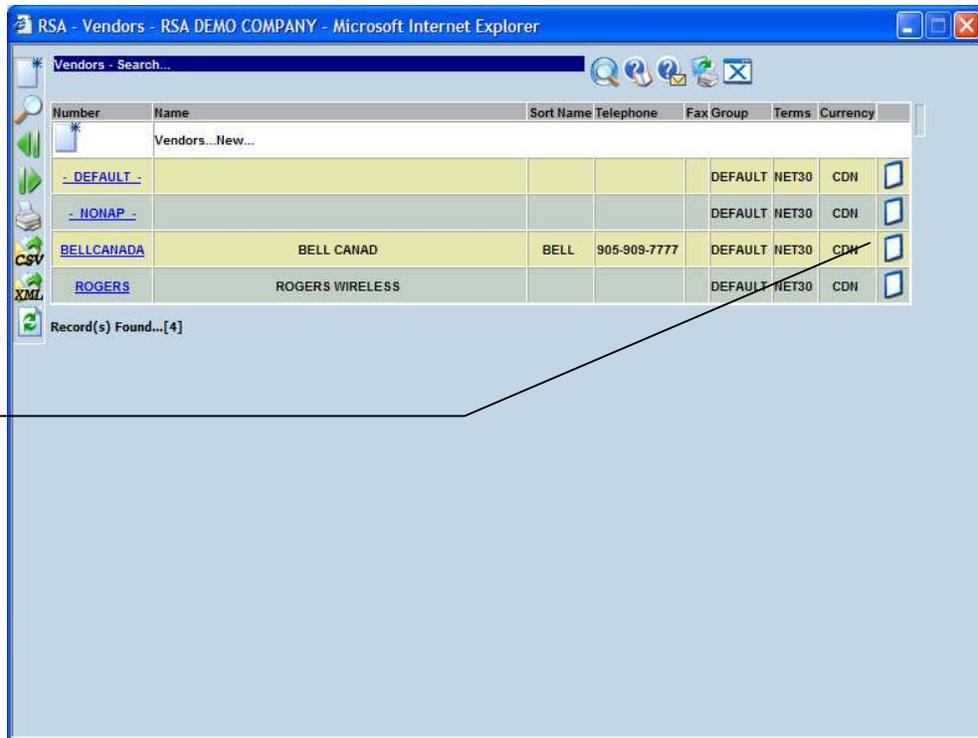


Fig3: Window for selecting a vendor

- Navigate through the list of vendors and select the desired one using the select button . This will show a **Modify** button on the top right side of the window (see fig 4 below).

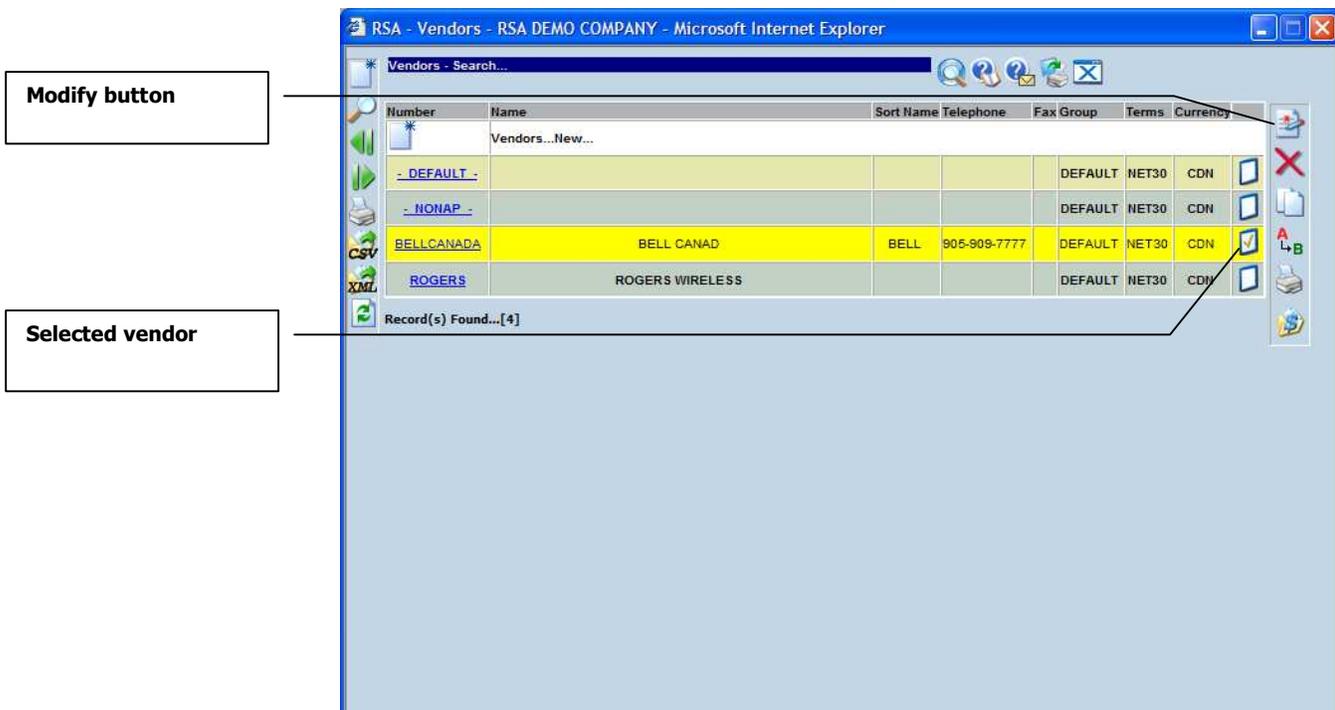
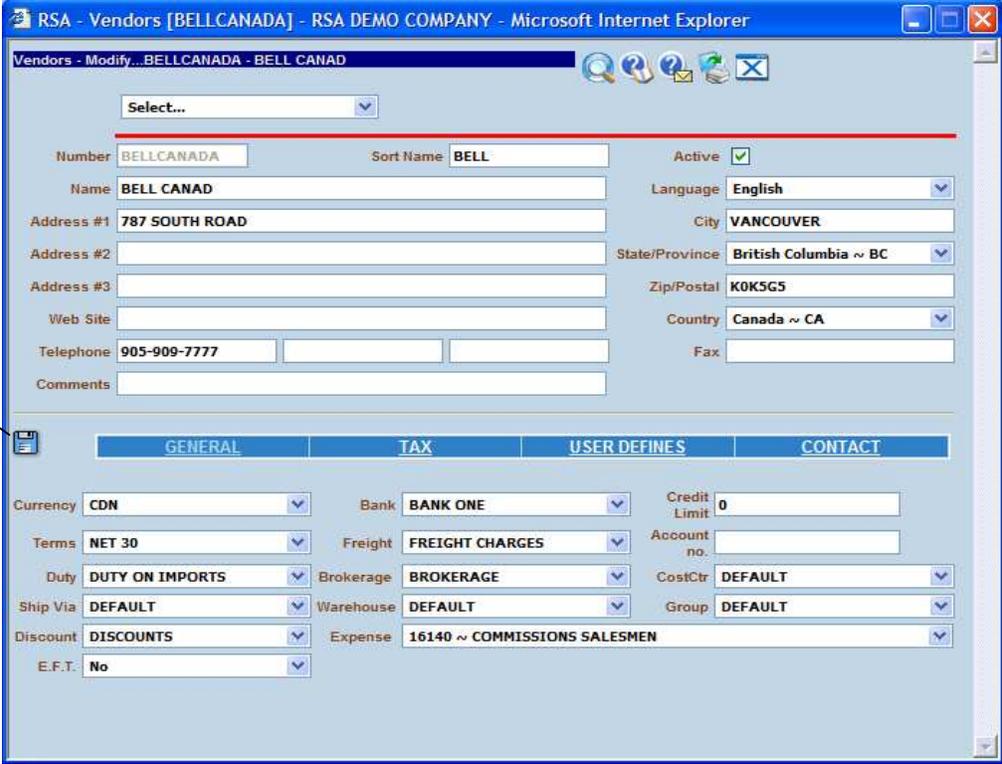


Fig 4. Selecting a vendor

5. Click on the **Modify** button . This will open a window with the default values of the selected vendor (see fig 5 below).



The screenshot shows a web browser window titled "RSA - Vendors [BELLCANADA] - RSA DEMO COMPANY - Microsoft Internet Explorer". The page is titled "Vendors - Modify...BELLCANADA - BELL CANAD". It features a "Select..." dropdown menu at the top. Below it, there are several input fields and dropdown menus for vendor information:

- Number: BELLCANADA, Sort Name: BELL, Active:
- Name: BELL CANAD, Language: English
- Address #1: 787 SOUTH ROAD, City: VANCOUVER
- Address #2: (empty), State/Province: British Columbia ~ BC
- Address #3: (empty), Zip/Postal: K0K5G5
- Web Site: (empty), Country: Canada ~ CA
- Telephone: 905-909-7777, Fax: (empty)
- Comments: (empty)

Below the main form is a tabbed interface with four tabs: GENERAL, TAX, USER DEFINES, and CONTACT. The GENERAL tab is active and contains the following fields:

- Currency: CDN, Bank: BANK ONE, Credit Limit: 0
- Terms: NET 30, Freight: FREIGHT CHARGES, Account no.: (empty)
- Duty: DUTY ON IMPORTS, Brokerage: BROKERAGE, CostCtr: DEFAULT
- Ship Via: DEFAULT, Warehouse: DEFAULT, Group: DEFAULT
- Discount: DISCOUNTS, Expense: 16140 ~ COMMISSIONS SALESMEN
- E.F.T.: No

A box on the left side of the image contains the text "Save button" with a line pointing to a small floppy disk icon located at the bottom left of the form area.

Fig 5: window for modifying the vendor information

6. Use the tab key for navigation through the fields and change their values if necessary.
7. Click on the **Save** button  when you are done.

## How to delete a vendor

*Notes: in the following it is suppose that you have the privileges for deleting a vendor.*

1. Select the tab **Invoices** from the main menu
2. Under **Maintenance** group, click on the link **Vendors- Search**. This will open a new window.
3. In the new window click on the **Search** button . Optionally you can enter some search criteria before clicking on the search button.
4. In the displayed list, choose a vendor and click on the **Select** button . A delete button  will appear on the top right side of the window if you have a delete privilege
5. Click on the **Delete** button .
6. On the confirmation window, read the information of vendor carefully before continuing.
7. Click inside the checkbox for confirming your action
8. Click on the **Delete** button  for deleting the vendor.