

Topic: **SUPPLIERS AND SUPPLIER ITEM CODES** (Stock Control Module)

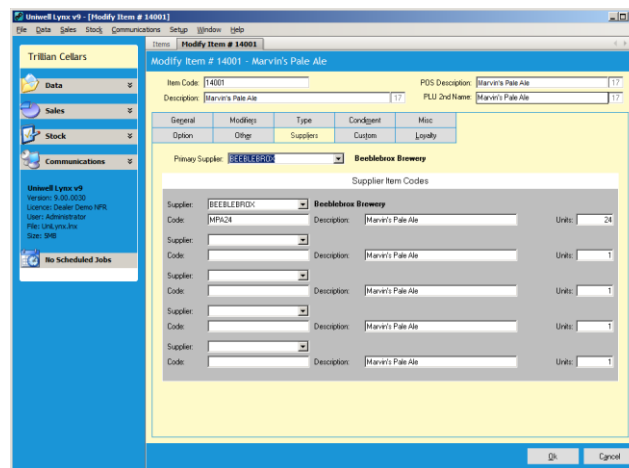
Uniwell Lynx allows you to manage your Suppliers – generating Purchase Orders and entering Stock Purchases

FAQ: How do I add my Suppliers into Uniwell Lynx?

- Go to the Data menu > Suppliers screen, and select 'Add' to create a new supplier in your system

FAQ: Why associate my Items with the Primary Supplier that I purchase them from?

- This allows you to view various Item Sales Reports and Item Listings by Supplier
- To set this, modify applicable Items (individually or multiple), go to the 'Suppliers' tab, and select the appropriate Supplier in the 'Primary Supplier' dropdown box



FAQ: What are Supplier Item Codes?

- Supplier Item Codes are used when generating Purchase Orders in Uniwell Lynx
  - The Code represents the Supplier's internal product designation for the item you order, as well as a description that the Supplier recognises
  - The 'Units' field represents the quantity of your item that is ordered/received when the Supplier Item Code is requested
    - For instance - you may stock a bottled drink by the single bottle, but the Supplier ships them to you in cartons of 24. So 1x [Supplier Item Code] = 24x your Item
  - When a Purchase Order is generated, Uniwell Lynx will automatically designate the Supplier's code to the order and convert the quantity accordingly
- To set the Supplier Item Codes, modify the applicable Item in Uniwell Lynx, go to the Suppliers tab. In the Supplier Item Codes area, select the Supplier, their product code and description, and the Units you will receive when you order/receive the product designated by the Supplier Item Code
  - If you order your item from different suppliers, you can create up to 5 different Supplier Item Codes
- You can generate a Data Listing that shows all of your Supplier Item Codes from the Data menu > Listings
  - Use the 'Suppliers' filter to select a single Supplier and view all the associated Supplier Item Codes

FAQ: Is there a way of importing spreadsheet data into Uniwell Lynx to set the Primary Supplier and Supplier Item Codes?

- Yes, you can use Uniwell Lynx Import Data (Items) function to set the Primary Supplier and Supplier Item Code information (for the Primary Supplier only)
- The basic specification of the CSV file that can import this information is as follows:

Code	Description	SuppCode	SupltemCode	SupltemDesc	SupltemUnits
14001	Marvin's Pale Ale	BEEBLEBROX	MPA24	Marvin's Pale Ale CTN	24
14002	Pan Galactic Gargle Blaster	BEEBLEBROX	PGGB6	Pan Galactic Gargle Blaster CTN	6
14003	Golgafrincham Cider	BEEBLEBROX	GFC24	Golgafrincham Cider CTN	24
14004	Nutrimatic Iced Tea	BEEBLEBROX	NIT30	Nutrimatic Iced Tea CTN	30

- The 'Code' and 'Description' columns represent your Item code and description
- The column headers in the header row must match these exactly for the import to be successful
  - **Note:** ALWAYS perform a Backup Data File before performing an Import Data