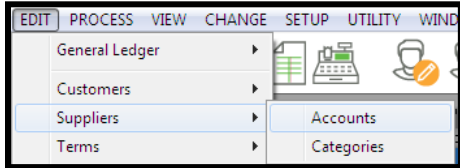


SUPPLIERS

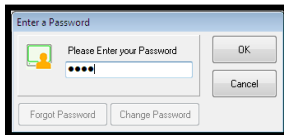
A supplier is a person or business, who supplies goods and services required to operate the business. All suppliers will have a unique account number/code that the business assigns to them. The account number/code can be up to 6 characters in length and should be alphanumeric, i.e. CAS001.

SUPPLIER CATEGORIES

In Pastel, one can group suppliers into categories. These categories are for reporting and BI purposes and do not affect the financial statements of the business.

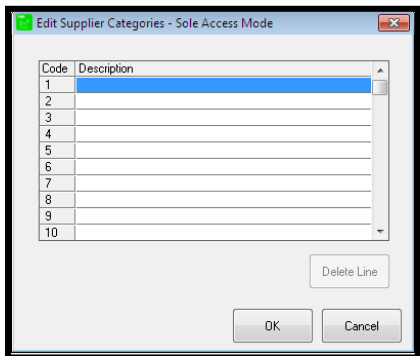


- Select **Edit** **Supplier** **Categories**
- Enter **Password** **1234**



- Select **Ok**

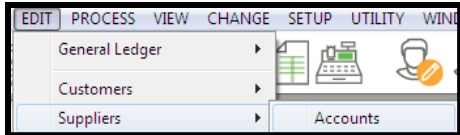
The edit supplier categories screen will display:



Supplier categories are used for re-ordering and reporting purposes. Supplier category names can be up to 30 characters in length:

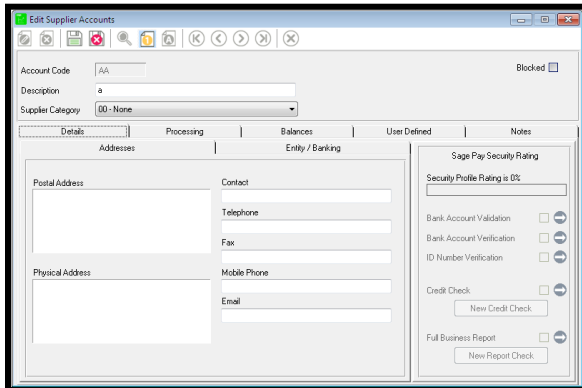
- Select **1** and type **Category A Suppliers**
- Select **2** and type **Category B Suppliers**
- Select **Ok**

SUPPLIERS ACCOUNTS

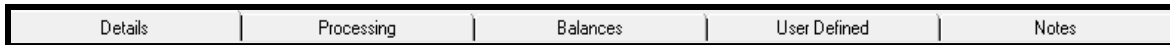


- Select Edit Suppliers Accounts

The edit supplier account screen opens.



Supplier data is captured under five sections or tabs:



Name the following icons:



NEW/EDIT

This is a toggle switch, i.e. it will toggle between new and edit on every selection.



| | |
|--|--|
| | |
| | |
| | |
| | |

Supplier and customer codes can be up to *six characters* in length.

Pastel recommends a supplier/customer coding methodology of 3 letters and 3 numbers e.g. BAD001 for supplier/customer account numbers.

DETAILS TAB

- Select *Account Code* and type **GAM001**
- Select *Description* and type **Wild Game Suppliers**
- Set *Category* to **Category A Suppliers**

| | |
|--------------|---------------------|
| Account Code | GAM001 |
| Description | Wild Game Suppliers |
| Category | Category A Supplier |

- Select the **Contacts** tab

The contact tab will display:

CONTACTS TAB

- Select *Postal Address* and type **P O Box 24581, Kimberley, 4587**
- Select *Physical Address* and type **12 New Road, Kimberley, 4588**
- Select *Contact Name* and type **Tony Pete**
- Select *Telephone* and type **0424-8765432**
- Select *Fax* and type **0424-9876543**
- Select *Mobile Phone* and type **082 8899 788**
- Select *E-Mail* and type **accounts@wgs.co.za**

This is the email address used to email PDF documents.

- Select the **Process** tab

The process(ing) tab will display:

PROCESS TAB

- Set the *Default Tax* to **Default Tax Type**
- Set the *Tax Code* to **01 – Vat – Std Rated**

| | |
|------------------------|---------------------------------------|
| Tax Code | 00 - Tax type 0 |
| Tax Reference | 01 - Vat - Std Rated (14.00%) |
| Currency Code | 02 - Zero rated (0.00%) |
| | 03 - Exempt/non suppl (0.00%) |
| | 04 - Bad debts (14.00%) |
| | 05 - Capital goods (14.00%) |
| Default Contra Account | 07 - Account excised 28 days (14.00%) |
| | 08 - Account not exc 28 day (14.00%) |
| | 09 - Export 2nd hd goods (14.00%) |
| Processing Method | 10 - Change in use (14.00%) |
| | 11 - Zero rate exports (0.00%) |

- Select the **User Defined** tab

The user defined tab will display:

USER DEFINED

- Select *Sales Manager Name* and type **Stefan Marais**
- Select *Sales Manager Email Address* and type **sales@wgs.co.za**

- Select Save