

MANUAL 7 – CREATE AND SELECT A SUPPLIER

Version 2.0

STEP 1 – SUPPLIER SCREEN

Home

Contractors BV » Netherlands » Region North » Building 01

Asset details | **Activities** | Tickets | Building dossiers | Components | Invoices

+ Create activity | Create activity batch | Export to Excel | Export to PDF | Mailing lists

Change activity filter

0 past deadline, immediate action required
1 approaching deadline, action required soon
0 scheduled, no action required
1 past deadline, no action required by law

Asset	Description	Category	Supplier
Building 01	07/01/2017 ● Cleaning Elevators	Services » Lift and Conveyor Installations	
Building 01	08/01/2017 ● Elevator- and lifting platform installations	Services » Lift and Conveyor Installations	

1A. Go to 'Supplier'

STEP 2 – CREATE SUPPLIER

noclaims Home Client Supplier

Home » Supplier » Suppliers English (United States)

Supplier overview

Search

Name

Postal code

-- Choose country --

Show own

Show system suppliers:

Show all

Show deleted suppliers

+ New supplier

Name	Owner	Address	Country	System supplier	Actions
Ajax Chubb Vare! B.V. *)	NoClaims	Slidrecht	Netherlands		
Ajax Chubb Vare! B.V. *)	NoClaims		Netherlands		
Ajax Chubb Vare! B.V. *)	NoClaims	Tiel	Netherlands		
ENGIE Global Developments B.V. *)	NoClaims	Zwolle	Netherlands		
Example Services West B.V. *)	NoClaims	Utrecht	Netherlands		
Leverancier X *)	NoClaims		Netherlands		

2A. + New Supplier

STEP 3 – REGISTER INFORMATION

Supplier details of *)

Name and legal information

Name *

Name registered at the chamber of commerce

Chamber of commerce number

VAT number

Client or intermediary NoClaims

Address

Street

House number

Postal code

Place

Country

Contact info

Phonenumber

Fax number

Email address

Website url

3A. Fill in information

3B. Save and your supplier will be in the list

STEP 4 – SELECT THE SUPPLIER IN THE ACTIVITY SCREEN

Activity

Template	<input type="text"/> Select	Description	<input type="text"/>
Activity ID	<input type="text"/>	Deadline	<input type="text"/>
Threshold	<input type="text"/> days	Is recurring	<input checked="" type="radio"/> yes <input type="radio"/> no
Required by law	<input checked="" type="radio"/> yes <input type="radio"/> no	Period in months	<input type="text"/> 12
		Category	<input type="text"/> Select

Laws and regulations

Redirected to supplier

Choose a supplier

Tags

+ Add tag

Comments

Link and create building dossier items (0) Link and create components (0)

CancelSave

4A. Go back to activity screen. in the activity screen you can select the new supplier.