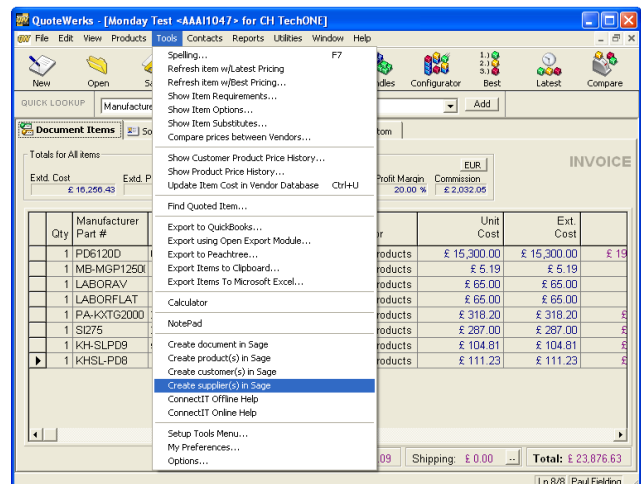# Step-by-Step Guide to the ConnectIt Create Supplier Wizard

The **ConnectIt Create Supplier Wizard** utility provides a way to create suppliers in **Sage 200**. To start the **ConnectIt Create Supplier Wizard** application, you can use the **Create supplier(s) in Sage** option from the **QuoteWerks | Tools** menu or browse to the **Start | All Programs | ConnectIt-Sage200** menu and click the **ConnectIt Create Supplier Wizard** option.

1.   Starting…

Click the **Create supplier(s) in Sage** option from the **QuoteWerks | Tools** menu.

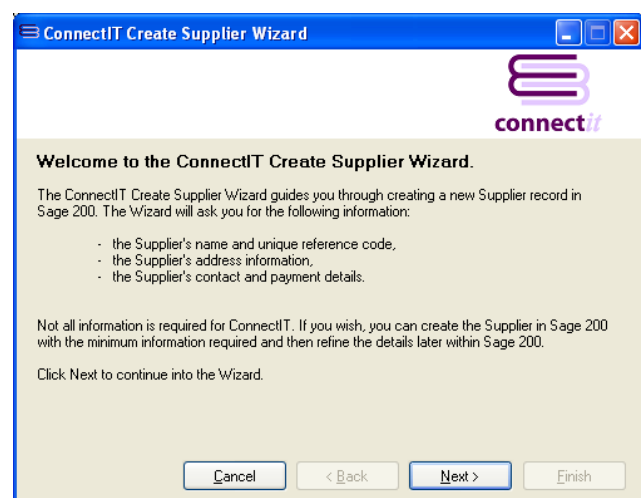This starts the **ConnectIt Create Supplier Wizard**.

2.   Welcome…

The **ConnectIt Create Supplier Wizard** guides you through creating a new supplier(s) in **Sage**.

You will be asked for the following information for the new supplier(s):
- the supplier's name and unique reference code
- the supplier's account preferences
- the supplier's credit and payment details

Not all the above information is mandatory. Suppliers can be created with the minimum information and then further details can be added in **Sage**.

Click **Next** to continue.

3.   Mandatory Information…

The following information is mandatory and must be entered before the **ConnectIt Create Supplier Wizard** can create a supplier(s) in **Sage**

- Account Reference
- Short Name
- Name

Once the above information has been entered, you can either click **Next** to continue adding supplier information into the following **ConnectIt Create Supplier Wizard** screens.

Alternatively, you can click **Finish** to create the supplier in **Sage**.

4.   Supplier Address Details…

On the **supplier address details** screen, information can be entered or selected for:

- Address
- Postcode
- Country
- Telephone
- Fax

This information is not mandatory.

Either click **Next** to continue entering information for the supplier or click **Finish** to create the supplier in **Sage**.

5.   Supplier Contact Information…

On the **supplier contact information** screen, information can be entered or selected for:

- Contact Name
- E-Mail
- Telephone numbers
- Website

This information is not mandatory.

Either click **Next** to continue entering information for the supplier or click **Finish** to create the supplier in **Sage**.
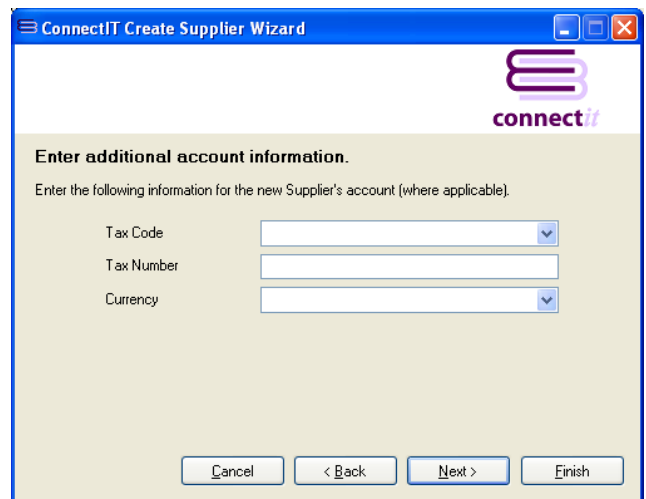
6.   Enter Additional Account Information...

On the first **additional account information** screen, information can either be entered or selected for:

• Tax Code
• Tax Number
• Currency

This information is not mandatory.

Either click **Next** to continue entering information for the supplier or click **Finish** to create the supplier in **Sage**.
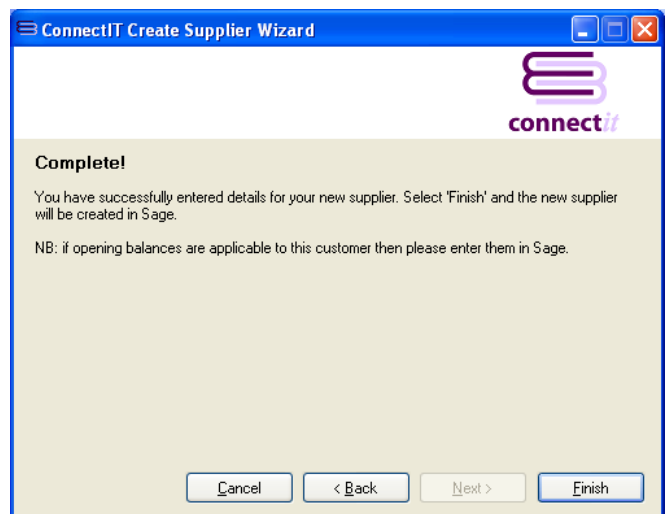
7.   Complete!

The **ConnectIt Create Supplier Wizard** tells you that you have now entered all the information for your new supplier.

Click **Finish** to close the **ConnectIt Create Supplier Wizard** and create the supplier in **Sage**.

8.   Additional Suppliers

Once you have finished entering information for your new supplier, the **ConnectIt Create Supplier Wizard** gives you the option to use the details you have just entered to create another supplier in **Sage**.

Click **Yes** if you would like to do this. Otherwise click **No** to close the **ConnectIt Create Supplier Wizard.**