

# [ TIPS & TRICKS ]

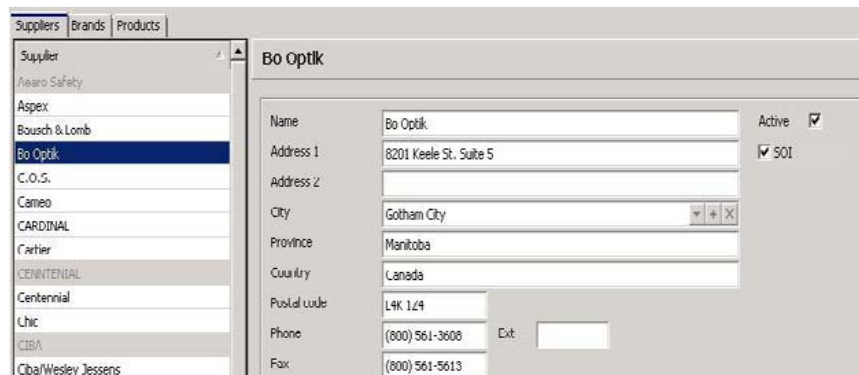
## ADDING AN ACCOUNT NUMBER FOR A SUPPLIER



This tutorial will show you how to add an account number to a specific supplier. Different account numbers can be added to a supplier depending on the type of product.

1. In Optosys2 main window, click on the “Admin” menu and then select “Products” and “Suppliers”.



2. Under the Supplier Tab, select the supplier whose account number must be added or modified.



3. Once the supplier is selected, press on the “Modify” icon.  In the “Accounts” section at the bottom of the supplier’s description, click to select the right company. Then double click in the field corresponding to the type of product used for this supplier. When a blinking cursor appears in that field, you’ll be able to enter the supplier number. Press on the Save button  to confirm the changes.

