

# Managing Supplier

## Add a New Supplier

1. From the Dashboard, navigate to the 'Suppliers' tab and click 'New Supplier'.
2. Enter appropriate data into the input box (Name, Phone Number, Email, Address), error messages will appear for invalid data.
3.
  - a. Click 'Add Supplier' to add the supplier and related information to the system.
  - b. Click 'List Suppliers' to leave current page and view list of existing suppliers (current data entered will not be saved).

## View a Supplier

1. From the Dashboard, navigate to 'Suppliers' tab and input the keywords on the top right corner to search for the supplier you want to view.
2. Click 'View' under the 'Actions' tab, view any supplier that you needed.
3.
  - a. Click 'Edit Supplier' to edit the current supplier's information.
  - b. Click 'Delete Supplier' to delete the current supplier.
  - c. Click 'List Suppliers' to leave current page and view list of existing suppliers.
  - d. Click 'New Supplier' to add a new supplier.

## Edit a Supplier

1. From the Dashboard, navigate to 'Suppliers' tab and input the keywords on the top right corner to search for the supplier you want to edit.
2. Click 'Edit' under the 'Actions' tab, edit any information that you want to update.
3.
  - a. Click 'List Suppliers' to leave current page and view list of existing suppliers (current changes will not be saved).
  - b. Click 'Delete Supplier' to delete current supplier from system.
  - c. Click 'Save Changes' to save new changes to current supplier.

### **Validation Rule for Supplier**

1. Name: Only alphabetic characters and blank space are allowed (Blank space only is not accepted).
2. Phone number: Should be a valid phone number format.
3. Email: Should be a valid email format.
4. Wait Time: Should be numeric between 0-365.
5. Address: Should not be left empty.

### **Delete Supplier**

1. From the Dashboard, navigate to 'Suppliers' tab and input the keywords on the top right corner to search for the supplier you want to edit.
2. Click 'Delete' under the 'Actions' tab, delete any supplier that you needed.