



This document outlines how to set up and maintain suppliers in the ROS4U system.

1. Log into the ROS4U system as a ROS4U admin user
2. From the ROS4U menu select Suppliers.

Name	Email	Order Email	Phone	Contact	Active	Options
Kamparri	orders@kamparri.com.au	orders@kamparri.com.au	08 82629311	Michael Winter	true	[Edit]
G&R Wills	sales@grwills.com.au	sales@grwills.com.au	08 89842466	David Back	true	[Edit]

3. To add a new supplier click on the +Add Supplier button and type in the name of the supplier
4. Once you have added the supplier with their name click on the `Edit` button to enter or update their details. Update all of the suppliers details you have. It is important email addresses are populated as these are used for generating emails to advice of orders and other communications. Ensure the supplier is ticked as `Active` and select whether the supplier `Can Suggest Products` in the ROS4U system

Supplier Details | Users

Name: G&R Wills

Email: sales@grwills.com.au

Active?

Ordering Email: sales@grwills.com.au

ABN: 99097284083

Address 1: 7 Pruen Road

ACN:

Address 2:

Can Suggest Products:

Address 3:

Contact: David Back

Suburb: Berrimah

Phone: 08 89842466

State: NT

Mobile:

Postcode: 0828

Fax: 08 89842479

Country: Australia



5. Select the Users tab at the top of the page and select +Add Supplier User (or edit to update an existing users login details). This user name is created so suppliers are able log in to ROS4U with access to the Supplier dashboard and functions for order tracking and management

Suppliers | G&R Wills

Supplier Details | **Users**

Search... Show Inactive? [+ Add Supplier User](#)

Username	Name	Level	Active	Options
sales@grwills.com.au	James Pickett	Supplier	true	Edit

6. Give the supplier a login username for ROS4U (this can be a name or an email address), their first name and last name, a password for their login, and an email address. Select the user as `Active`

Add Supplier User

Username:

First Name:

Surname:

Password:

Email:

User Type: Supplier

Active?

[Save](#) [Cancel](#)

7. The new supplier is now set up ready to use and to log in to the ROS4U system as well as receive any notifications