

# Stock

## How do I activate the stock system for a location?

If you work for the first time with our stock system, it may be that you receive a message: "Please, please select a supplier for the location." This means that the location, which is linked to an order, doesn't have a stock. If you want to change this, you must create a supplier and linked it to the location.

### 1. Create a supplier

Go to the "Maintenance" tab - "Third parties" - "Suppliers"

The screenshot shows the 'Supplier Editor' form in the PlanManager application. The 'Maintenance' tab is active, and the 'Suppliers' menu item is selected. The form contains various input fields for supplier information, including Name, Address, Postcode, Town/City, Country, Business Number, VAT Percentage, Title, Number, Department, Tel, Fax, Mobile, Email, Contact, Language, Type (Products/Services), Discount (%), Informexnr, Iban, Bic, Display Comment, and Comment. A 'Save' button is located at the bottom left of the form.

Then click the "New" button and fill out the form. Then click "Save"

### 2. Bind a supplier to a location

Once you create the supplier, you must still link it to a location (site). Go to the "Maintenance" tab - "Organization" - "location"

The screenshot shows the 'Location Editor' form in the PlanManager application. The 'New' button is highlighted. The 'Location Editor' form is filled with data: Name: Demo Repair Services, Address: Kerkstraat 22, Postcode: 9170, Town/City: Sint-Gillis-Waas, Country: Belgium, Business Number: BE0823243651, Rpr: Namur, Stock: Internal Parts Department. A table of results is displayed on the right, showing the selected supplier 'Demo Repair Services'.

Name	Address	Postcode	Town/City	Tel	Fax	Email
Demo Repair Services	Kerkstraat 22	9170	Sint-Gillis-Waas			
All Car Repair						
Deans Body Repair	1 Forum	RG9 9BV	Reading	0800 1234567	0200 7654321	dean.weller@audatex.co.uk

Then click on the desired site. Data from this site will be displayed in the left screen. Select the supplier you created and click on "Save"

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