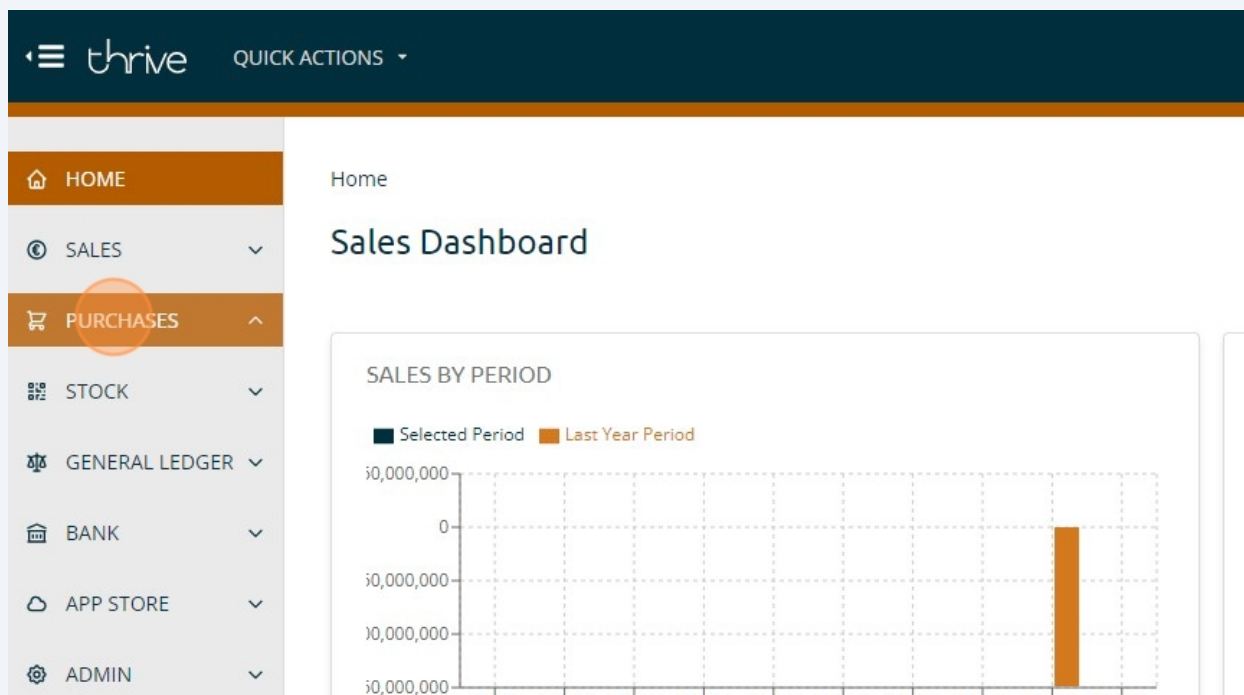


# Create a New Supplier Account in Thrive Accounts



- 1 Navigate to <https://app.thriveaccounts.com> and open the Purchases Module.



## 2 Click "Supplier Accounts"

The screenshot shows the Initech application's main menu. On the left is a sidebar with categories: GENERAL LEDGER, BANK, APP STORE, and ADMIN. The main area displays a grid of functional buttons. The 'MAINTENANCE' section is expanded, showing several options. The 'Supplier Accounts' button is circled in orange, indicating it is the target for the next step.

**GENERAL LEDGER** ▾

**BANK** ▾

**APP STORE** ▾

**ADMIN** ▾

Purchase Orders   Goods Received Notes   Purchase Invoices

Purchase Credit Notes   Purchase Debit Journals   Purchase Credit Journals

Purchases Allocations   Purchase Settlement Discounts

Purchases Import Register

**MAINTENANCE**

**Supplier Accounts**   Supplier Analyses   Payment Groups

Purchase Account Managers   Purchase Order Delivery Addresses

Supplier Groups

## 3 Click "NEW SUPPLIER"

The screenshot shows the 'NEW SUPPLIER' page in the Initech application. The top navigation bar includes the Initech logo, a Help icon, and the user's name 'Andrew Johnson'. Below the navigation bar, there is a 'NEW SUPPLIER' button highlighted with an orange circle. To the left of this button is a 'Currency' dropdown menu with 'Select' as the current value. Below these elements is a table with a header 'Currency' and a vertical scrollbar on the right. The table contains four rows of data, each with a supplier name and a currency value.

**Initech**   **Help**   **Andrew Johnson**

**NEW SUPPLIER**

Currency

Select

**RESET** **X**   **FILTER**

	Currency	
Stehr	EUR	⋮
entre	EUR	⋮
	EUR	⋮
	EUR	⋮

4

the 3 required fields for a supplier are found under the supplier information card - name, account code, and currency.

Once you've entered information for these fields, you are ready to create your supplier account - there are however other fields you can fill in.

[CANCE](#)

---

**SUPPLIER INFORMATION**

Name Code

⚠ Required
⚠ Required

Currency

Select ▼

⚠ Required

---

**ADDRESS AND CONTACTS**

Address Address 2

Town / City Country

5

Under "ADDRESS AND CONTACTS", you'll find all the necessary fields for the address of a supplier,

Initech
?

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Suppliers

**ADDRESS AND CONTACTS**

Address Address 2

Town / City Country

Ireland

County Eircode

▼

6

and details for the main contact of a supplier like name, main office, accounts and mobile number, and email address.

Analysis Details Suppliers	<input type="text"/>	<input type="text"/>
	Town / City <input type="text"/>	Country <input type="text" value="Ireland"/>
	County <input type="text"/>	Eircode <input type="text"/>
	Contact Name <input type="text"/>	Phone Number <input type="text"/>
	Accounts Number <input type="text"/>	Mobile Number <input type="text"/>
	Email <input type="text"/>	
	ACCOUNT ANALYSIS	

7

In the "ACCOUNT ANALYSIS" card, you can add a department, cost centre and supplier group,

Financial Credit Control Bank Details Intrastat / VIES	<input type="text"/>	<input type="text"/>
	Accounts Number <input type="text"/>	Mobile Number <input type="text"/>
	Email <input type="text"/>	
	ACCOUNT ANALYSIS	
	Department <input type="text" value="Select"/>	Cost Centre <input type="text" value="Select"/>
Analysis 1 <input type="text" value="Select"/>		Analysis 2 <input type="text" value="Select"/>
Purchase Account Manager <input type="text" value="Select"/>		

- 8 categorise your supplier into one of 3 analysis groups, used for analysis reports,

ation  
ntacts  
is

**ACCOUNT ANALYSIS**

Department	Cost Centre	Group
Select	Select	Select
Analysis 1	Analysis 2	Analysis 3
Select	Select	Select
Purchase Account Manager		
Select		

**FINANCIAL**

VAT Code	General Ledger Account	Payment Group
Select	Select	Select

- 9 and choose a purchase account manager.

tion  
tacts

**ACCOUNT ANALYSIS**

Department	Cost Centre	Group
Select	Select	Select
Analysis 1	Analysis 2	Analysis 3
Select	Select	Select
Purchase Account Manager		
Select		

**FINANCIAL**

VAT Code	General Ledger Account	Payment Group
Select	Select	Select
VAT Registration Number	EORI Number	

10

under "FINANCIAL" you'll find fields for choosing a main VAT code, general ledger account and payment group,

Account Analysis

Financial

Credit Control

Bank Details

Intrastat / VIES

Select

Select

Analysis 1

Select

Analysis 2

Select

Purchase Account Manager

Select

**FINANCIAL**

VAT Code

Select

General Ledger Account

Select

VAT Registration Number

EORI Number

CREDIT CONTROL

11

and fields to enter your VAT registration and EORI number.

General Ledger Account

Payment Group

Select

Select

EORI Number

Credit Terms

Date Of Invoice

12

In the "CREDIT CONTROL" card, you'll find fields for adding details of your supplier credit agreement, like the credit days, credit terms for when credit is due, and a credit limit.

Home / Purchases / Suppliers

## New Supplier

Supplier Information  
Address and Contacts  
Account Analysis  
Financial  
Credit Control  
Bank Details  
Intrastat / VIES

### CREDIT CONTROL

Credit Days

Credit Terms

Date Of Invoice

Credit Limit

### BANK DETAILS

13

"BANK DETAILS" holds details for choosing payment method and entering the account name, IBAN and BIC.

Address and Contacts  
Account Analysis  
Financial  
Credit Control  
Bank Details  
Intrastat / VIES

### CREDIT CONTROL

Credit Days

Credit Terms

Date Of Invoice

Credit Limit

### BANK DETAILS

Payment Method

SEPA

Account Name

IBAN

BIC

### INTRASTAT / VIES

- 14 Lastly, INTRASTAT and V I E S have fields for choosing your country code, nature of transaction, mode of transport and delivery terms.

**BANK DETAILS**

Payment Method	Account Name
<input type="text" value="SEPA"/>	<input type="text"/>
IBAN	BIC
<input type="text"/>	<input type="text"/>

**INTRASTAT / VIES**

Country Code	Nature of Transaction
<input type="text" value="Select"/>	<input type="text" value="Select"/>
Mode of Transport	Delivery Terms
<input type="text" value="Select"/>	<input type="text" value="Select"/>

- 15 Click "SAVE" to create your supplier.

**Header:** Initech | Help | Andrew Johnson

**Buttons:** CANCEL | **SAVE**

**Form Fields:**

<input type="text"/>	<input type="text"/>
<input type="text"/>	
<input type="text"/>	
<input type="text"/>	<input type="text" value="Date Of Invoice"/>
<input type="text"/>	
<input type="text"/>	
<input type="text"/>	



- 16 You can filter your list to a specific supplier account or currency.

K ACTIONS ▾

Home / Purchases / Suppliers

## Supplier Accounts ☆

Supplier Account Currency

Search Select

Code	Name
A0	Dickens, Robel and Stehr
ARD001	Ardcarne Garden Centre
B001	Glass Bottles
B400	Olson - Cormier

- 17 Using the overflow menu you can add additional contacts or documents to this supplier, add a new product price, view details and edit, or deactivate this account.

we have a guide covering contacts and documents linked above.

NEW SUPPLIER

Currency Select

RESET ✕ FILTER

	Currency	
Stehr	EUR	⋮
entre	EUR	⋮
	EUR	⋮
	EUR	⋮
	EUR	⋮
	EUR	⋮
	EUR	⋮

- CONTACTS
- DOCUMENTS
- PRODUCT PRICES
- VIEW DETAILS
- EDIT
- DEACTIVATE



For any further information on Supplier Accounts, contact the support team.