Company

How do I customize the Trading Partner Supplier Tab?

Prerequisite

The trading partner must have the relationship of Supplier selected for this tab to appear.

Where is the Supplier Tab Located?

- **Company > Trading Partners > [Partner Name] > Supplier Tab**

Why & When the Supplier Tab is Used

The Supplier tab determines the areas and dropdown menus in which this supplier will appear. Add supplier **Block Info** or add supplier settlement data to this trading partner in this area.

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- **Supplier Usage:** The supplier will only appear in the Envio Functions selected.
- **Accounts Payable:** If you are connected to accounting, you may set the Account Payable Account here.
- **Settlement Info:** Use **Pay to Supplier** to select the Supplier that will be paid during settlement, if not this Supplier.
- **Block Info:** If you are using Blocks, add each block by clicking **New Block.** A row will appear for you to make changes.

After changes, click **Save and Close.**

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