Create a Supplier

How to Create a Supplier in Muhasib ERP

Overview

This guide will help you create a supplier with valid identity, contacts, addresses, terms, and financial setup.

The supplier becomes selectable in Purchase, Purchase Order, payments/debits/refunds, returns, ageing, ledgers, and reports.

Who can do this

You need access to Supplier and Supplier Add plus supporting-master rights when needed.

Before you start

Prepare supplier legal/contact/address/tax data, payment terms, account mappings, and approved opening payable/debit balance.

> Before saving, check that the correct company is open and that you have permission to complete this task.

Where to find it

Back Office → Purchases & Suppliers → Manage Suppliers.

Create a Supplier

Step 1: Choose New Record

Step 2: Enter supplier name/identity and registration/tax fields

Step 3: Add at least one complete contact and applicable addresses

Add at least one complete contact and needed addresses.

Step 4: Select payment terms and classifications where available

Step 5: Configure accounting/opening balance separately when approved

Step 6: Save

Check your work

Reopen the supplier and check selection, contacts/addresses, terms, zero/opening balance, and ledger.

> Take a moment to check your work before closing the window. This small check can save time later.

If something goes wrong

- Search by name/contact before creating a duplicate.
- Resolve missing fiscal year/accounts before opening balance.

Related guides

- Configure a Supplier Opening Balance
- Create Payment Terms
- Create a Purchase

What to do next

> **Configure a Supplier Opening Balance**.

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