

How to create a new Supplier

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Summary

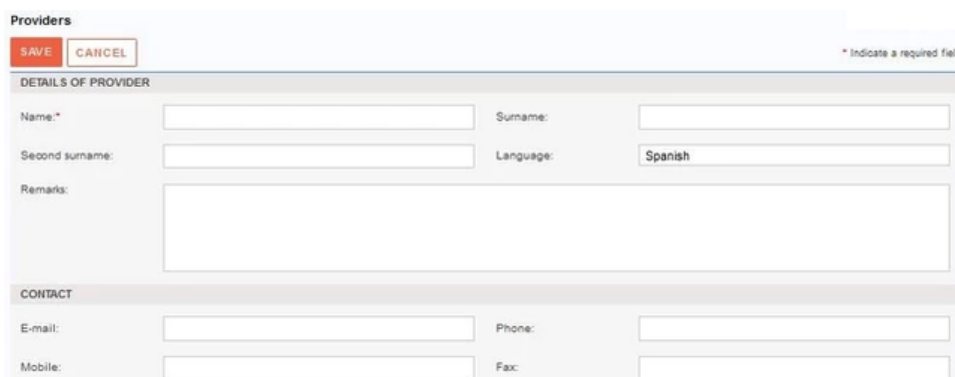
The *suppliers* (previously called Providers) section, allows you to enter the information of the service suppliers used by your company.

Benefits

Using this section effectively means that you can save time when managing the external services. This allows you to have a list of the companies and their data compiled in the same place.

Configuration

To set up this section correctly, you must first create the list of suppliers and then add the company data. You can add the contact information, address, documentation and account data.

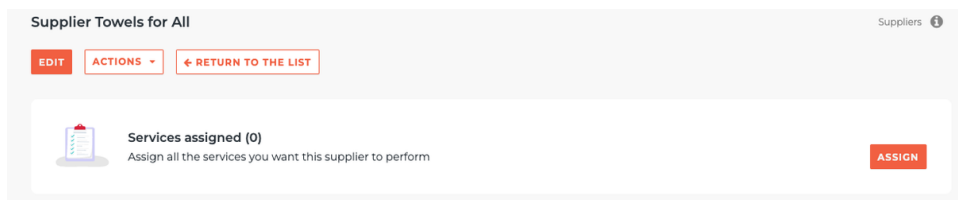


If you have activated the 'Supplier's Intranet' service, you can create access to the intranet for your suppliers. Read more about this new module [here](#).

Assigning a Service to a Supplier

Once you have set the suppliers correctly, you can assign them to the services you need them to do.

In the supplier's file you will find the option **ASSIGN**



Clicking on the **"ASSIGN"** button will open a panel on the right hand side where you can assign the provider to your service(s).

In this section


Related content

Content by label

There is no content with the specified labels

Supplier Towels for All

Edit
Actions ▾
Return to the list



Services assigned (0)

Assign all the services you want this supplier to perform

DETAILS OF SUPPLIER

Name	Towels for All	Supplier
Second surname	-	Lahera
Remarks	-	

SAVE

Assignment of services Towels for All ⓘ

Search services

- All services
☐
- Air conditioning (Used internally and on the web)
Service obligatory

☐
- Breakfast (Used internally and on the web)
Service optional

☐
- Comisión (Only internal use)
Service optional

☐
- Comisión Portal (Only internal use)
Service obligatory

☐

[+ Services](#) [🔔 Notifications](#)

Cleaning and disinfection	1 Assigned accommodations
Final Cleaning	21 Assigned accommodations

Assign Extras and Services Manager

Find the steps to assign the task and service manager [here](#)

Supplier Intranet
Supplier Intranet

If you have activated the Supplier Intranet module, you will be able to create an access to your supplier's intranet. Read more about this module [here](#)