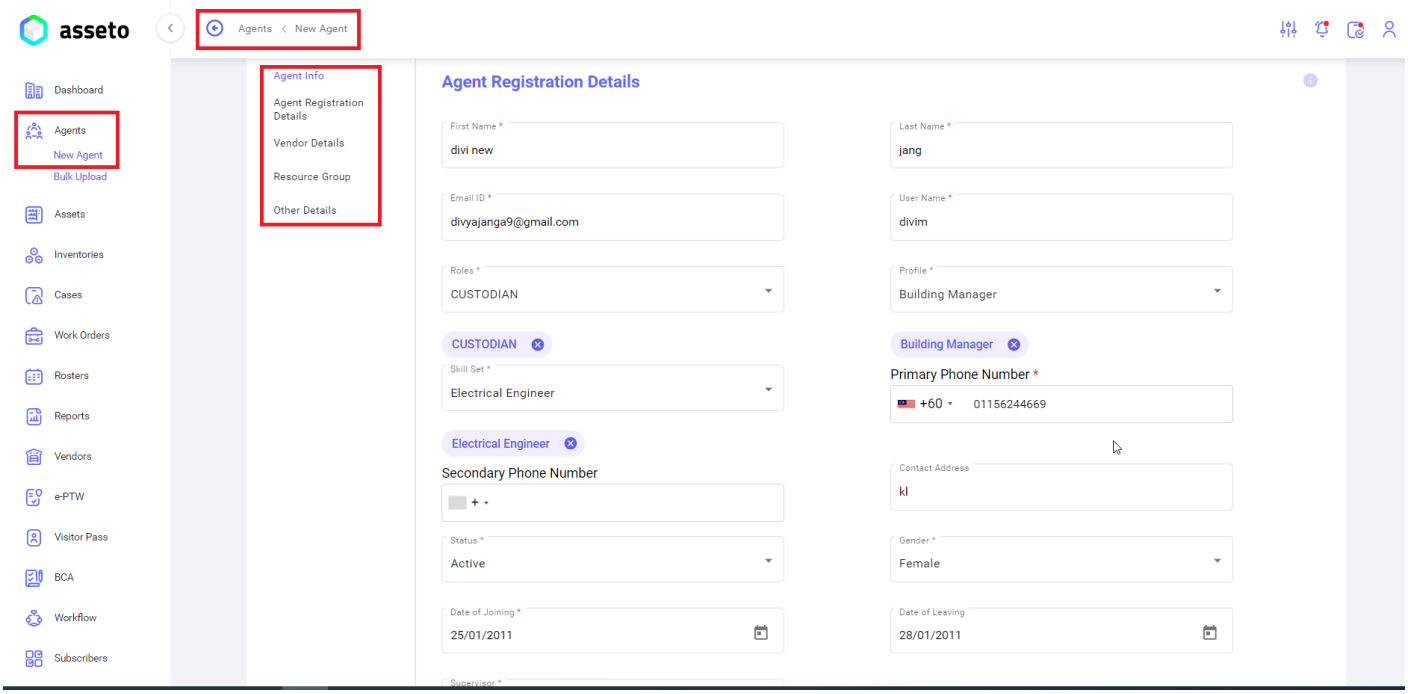
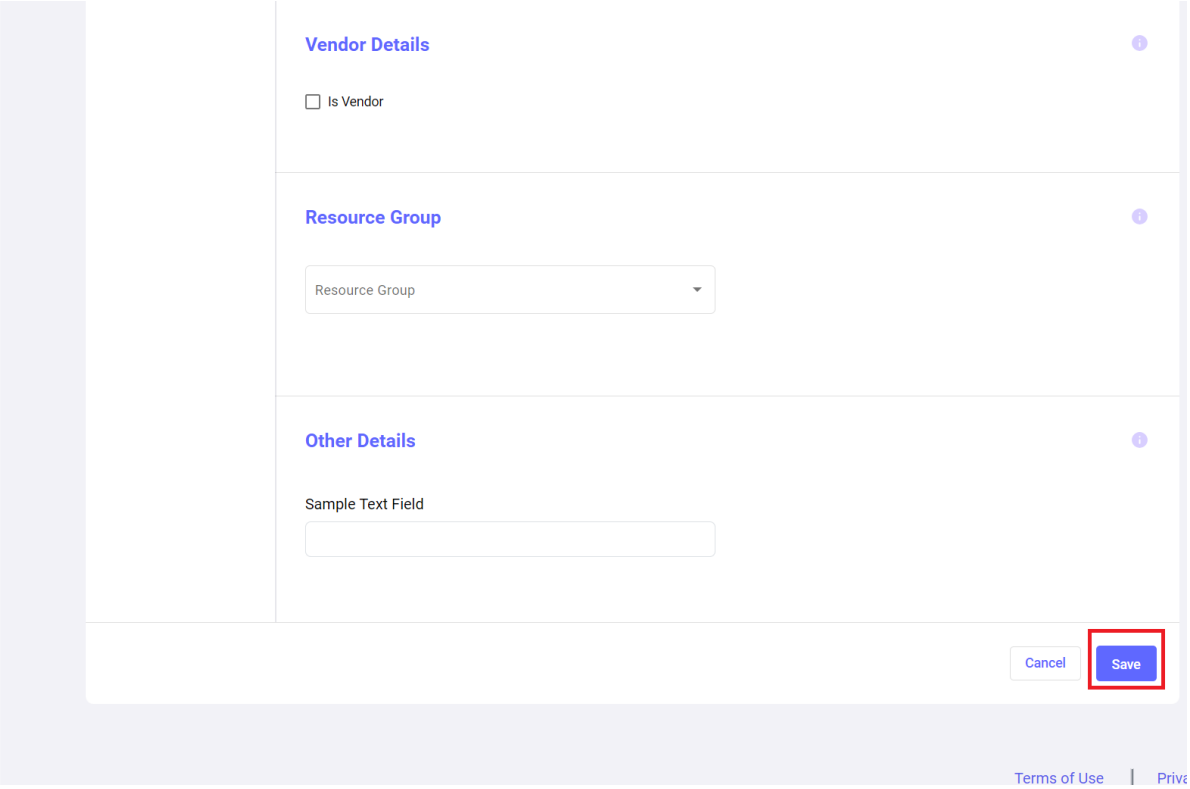
9.2. Pre-requisite for Vendor Creation

To onboard the new vendor, you must create an agent in agent's module which we select from "contact person" field search dropdown while new vendor creation.

Left Menu -> Agent -> New Agent



Fill the all-mandatory fields then only the save button will be enabled.



Click on save button, confirmation message “agent registered successfully” message will be display and system navigated to agent’s dashboard page. In the agents list we can see newly added agent on the top of the list.

For more details, please refer to 2. Agent module -> 2.3. New Agent.

Revision #2
Created 11 September 2024 10:33:06 by Divya Bharathi Marreddy
Updated 20 September 2024 06:49:46 by Divya Bharathi Marreddy