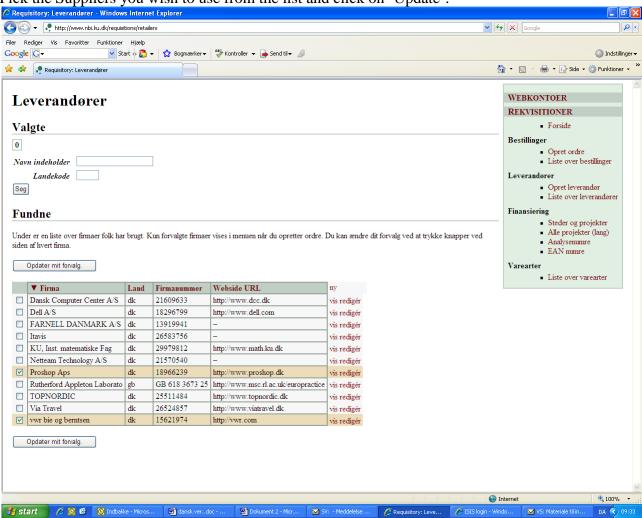## 2.1.2 Suppliers

The first time you use the application, it is advisable to select the Suppliers you wish to use by clicking on the relevant Suppliers in the grey area.
               The application does not automatically generate a list of suppliers. If you wish to use a Supplier that is not on the list, you must enter the Supplier manually (see section 2.1.3)

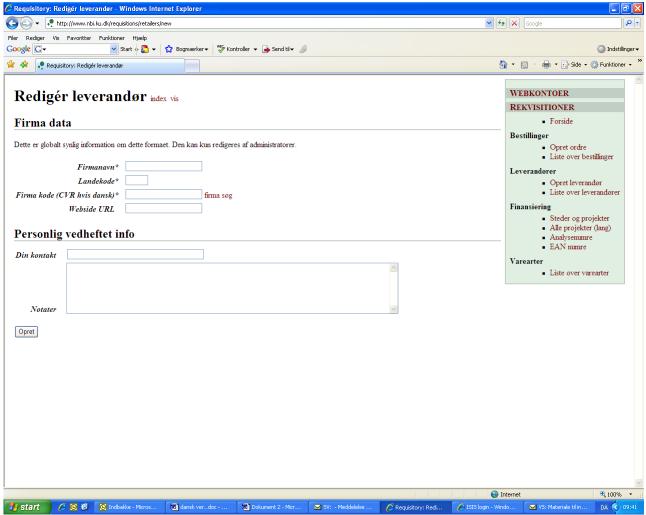Pick the Suppliers you wish to use from the list and click on 'Update'.

Picture D

2.1.3 Entering a Supplier

The Application will have a list of Suppliers. However, it is possible to enter a Supplier by clicking on the link for Suppliers. The web pages has two parts.
The information at the top of the page is for all users of the Application. The information at the bottom of the page is information that can only be seen by you and is therefore suitable for notes and other information about the Supplier.

Picture E

Entering the data about the Supplier:
1. Insert the official name in the space provided (remember that the name shall be understandable by others)
2. Insert the country code (for example DK, S, GB)
3. Insert the contractors CVR nr. (For Danish Suppliers, go to the CVR. Homepage and search in the database there).
4. Insert the Suppliers website address .