

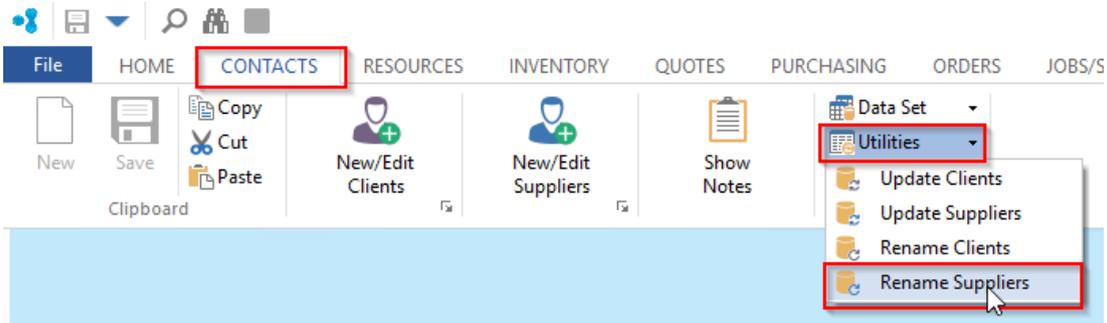
Rename or Combine Supplier Codes

Overview:

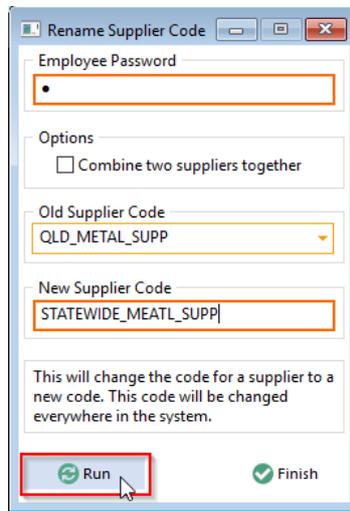
Supplier codes will need to be change at times due to company expansion, merges, buy-outs, or simply name changes. The USER will need to have permission and an internal employee password to change or rename a Supplier code.

Rename Supplier Code

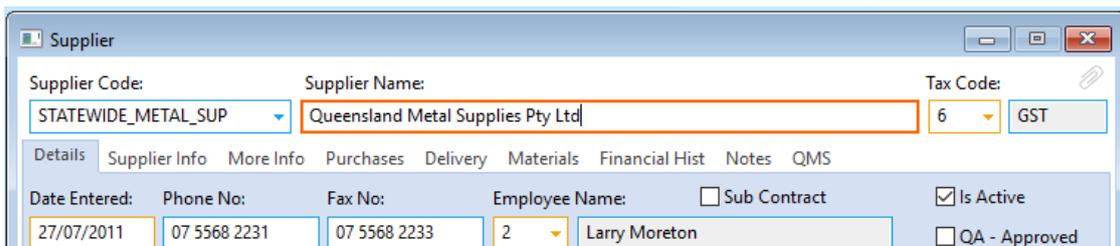
To rename a Supplier code, go to the **Contacts** tab on the Opto Ribbon and **click** on the 'Utilities' drop down arrow and select Rename Suppliers from the list.



Enter your internal employee password and **press** <TAB>. **Click** in the "Old Supplier Code" field and enter the Supplier code or **press** <F2> and select the code from the pop-up list and then **click** OK. **Click** in the "New Supplier Code" field, type in the new code and then **click** on Run.



Once the renaming is complete, **click** on Finish. This function only renames the Supplier code, you will need to open the record and edit the Supplier's name and any other details.



Combine Supplier Codes and their Data.

IMPORTANT NOTE: The following functions cannot be reversed once run, the USER must be completely confident with the procedure before **clicking** on the Run icon. We suggest that you make a backup of the DATA folder inside of the OPTO >AppData folder before combining Supplier codes and data.

Open the **Contacts** tab, **click** on 'Utilities' drop down arrow and select Rename Suppliers option. Enter your internal password and **press** <TAB>, and then **click** in the box of the "Combine two Suppliers together" tick box. **Click** in the "Supplier to REPLACE" field, enter the Supplier code or **press** <F2> and select the Supplier from the pop-up list and **click** OK. When the USER is confident, **click** on the on the Run icon and then **click** on the Finish icon when the procedure is complete.

