

# Create and Manage Suppliers in RunOnWeb

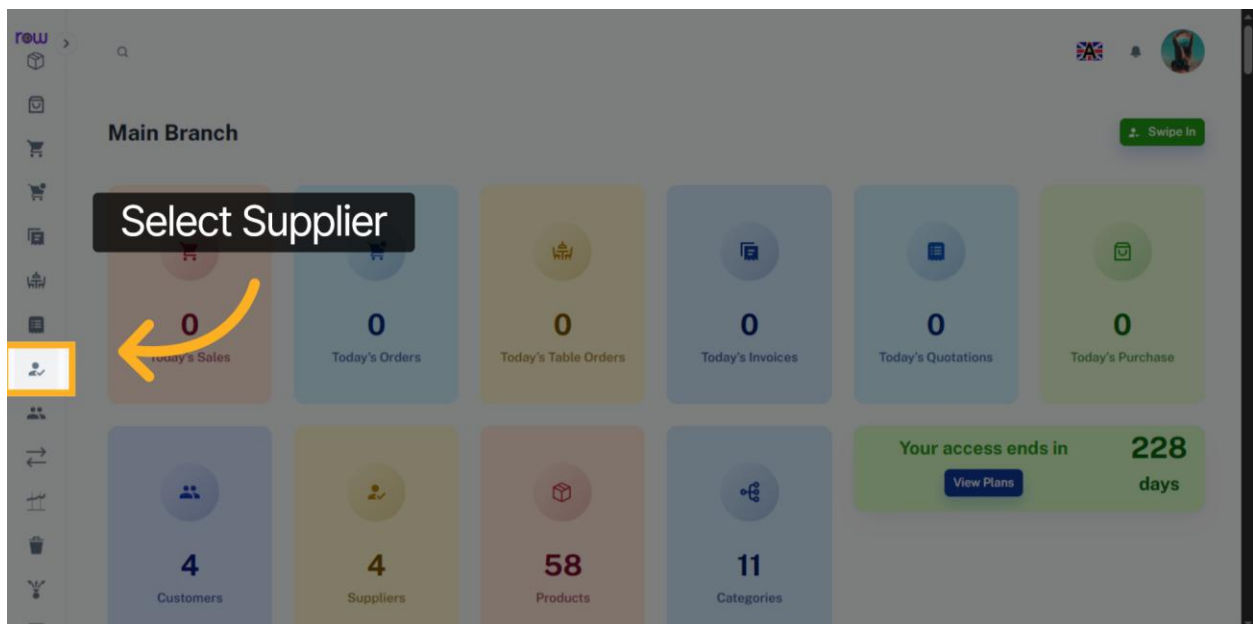
Go to [runonweb.com](https://runonweb.com)

## 1. Introduction

In this tutorial you learn how to create and Manage a Supplier.

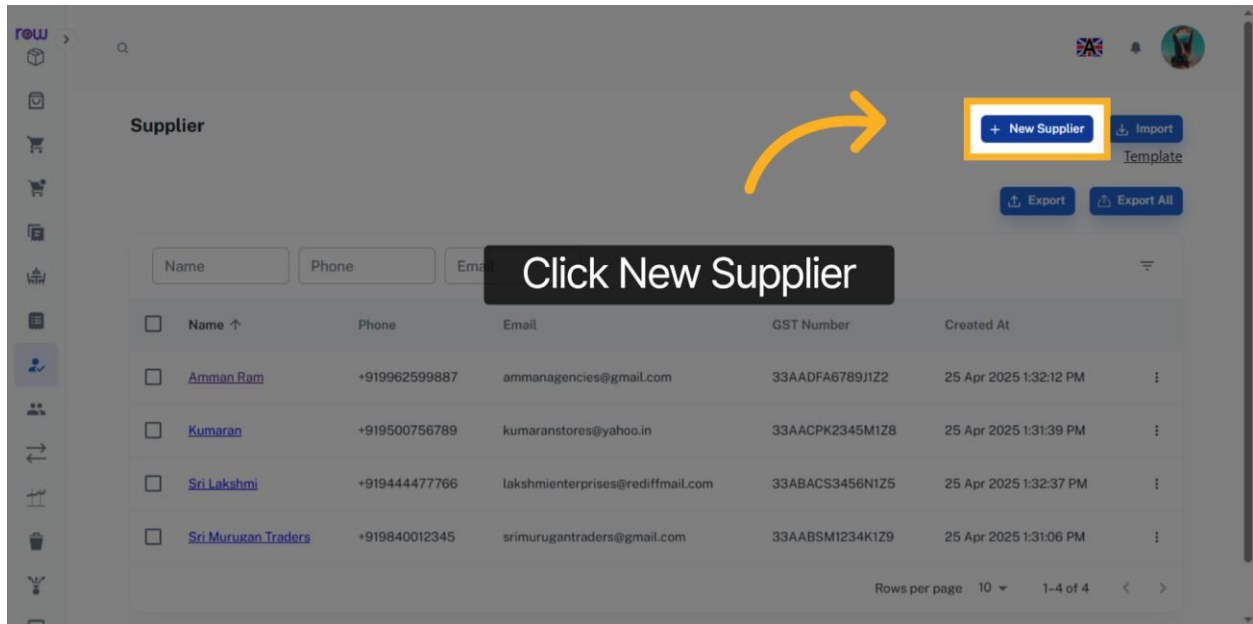
## 2. Supplier Menu

Select supplier menu to open the Supplier list Screen.



### 3. New Supplier Button

Click the New Supplier button to create a new supplier.



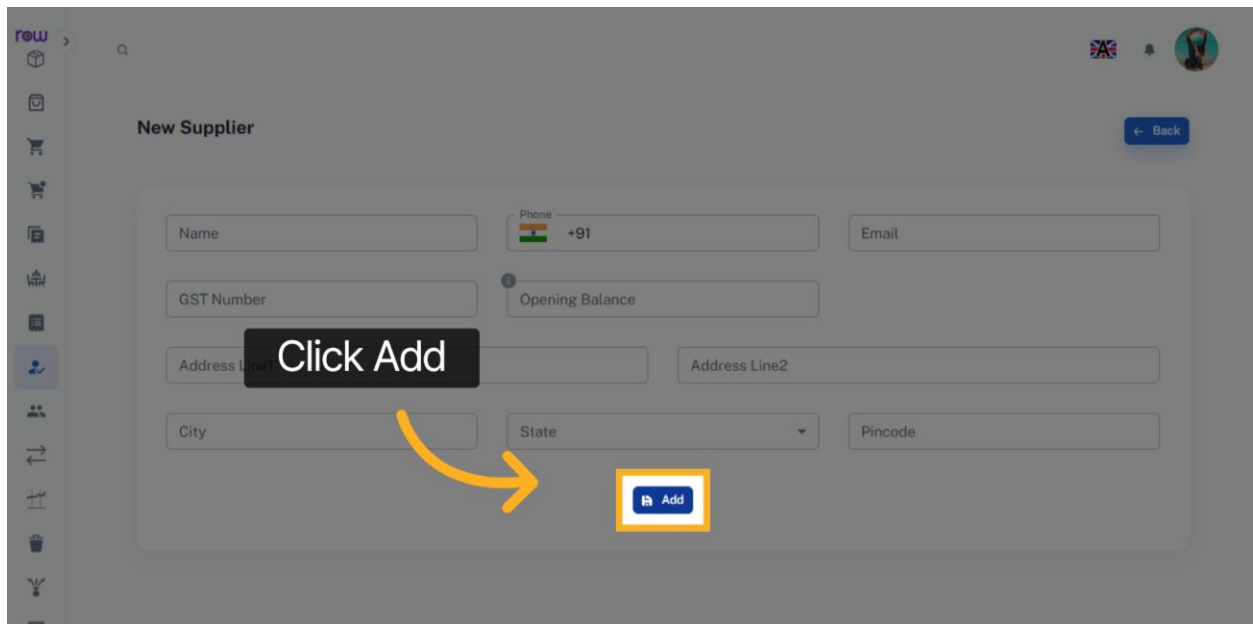
### 4. Necessary Fields

Please enter the new supplier details.

The screenshot shows a web application interface for adding a new supplier. The title 'New Supplier' is displayed at the top left, and a 'Back' button is at the top right. Below the title, there's a form with several input fields: Name, Phone (with a dropdown for country code, currently showing '+91'), Email, GST Number (with a placeholder 'Enter GST Number'), Opening Balance, Address Line1, Address Line2, City, State (with a dropdown), and Pincode. At the bottom of the form, there's an 'Add' button.

## 5. Add

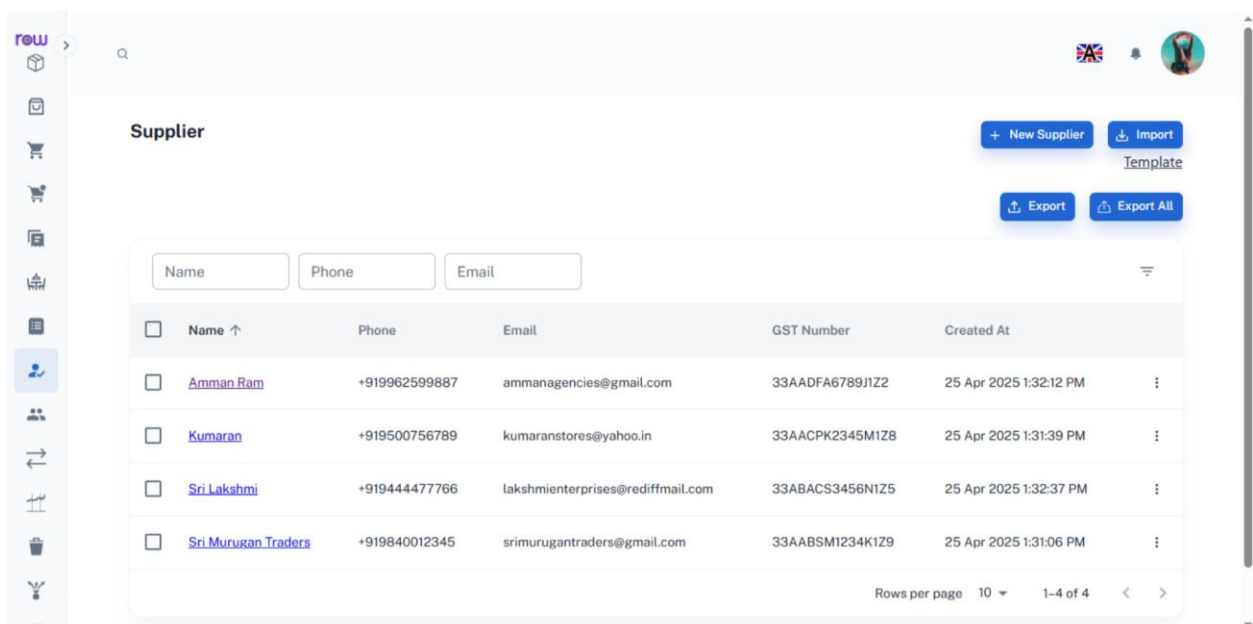
Click Add button to create the new supplier.



The screenshot shows the 'New Supplier' form in a web application. The form contains several input fields: Name, Phone (with a country code dropdown set to +91), Email, GST Number, Opening Balance, Address Line1, Address Line2, City, State (dropdown), and Pincode. A black box with the text 'Click Add' and a yellow arrow points to the 'Add' button, which is highlighted with a yellow border. A 'Back' button is located in the top right corner of the form area.

## 6. Supplier Screen

You will be redirected to the Suppliers List screen after a new supplier is successfully created.

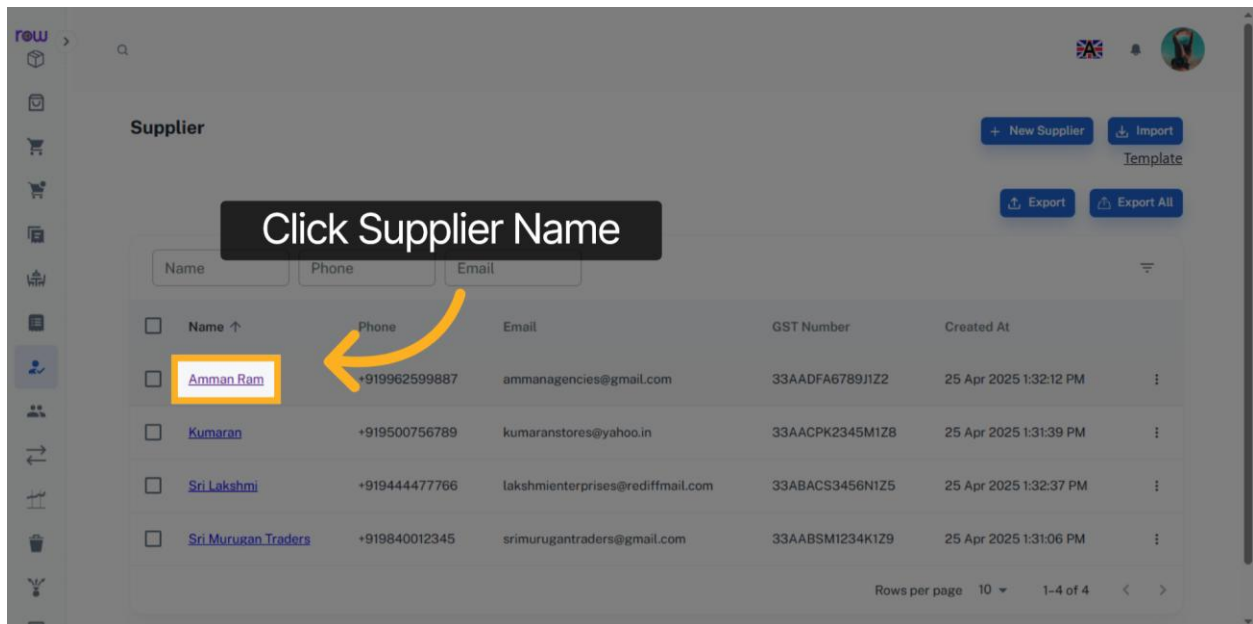


The screenshot shows the 'Supplier' list screen. At the top, there are buttons for '+ New Supplier', 'Import', 'Template', 'Export', and 'Export All'. Below these buttons is a table with the following columns: Name, Phone, Email, GST Number, and Created At. The table contains four rows of supplier data. At the bottom right, there is a pagination control showing 'Rows per page 10' and '1-4 of 4'.

<input type="checkbox"/>	Name ↑	Phone	Email	GST Number	Created At	
<input type="checkbox"/>	<a href="#">Amman Ram</a>	+919962599887	ammanagencies@gmail.com	33AADFA6789J1Z2	25 Apr 2025 1:32:12 PM	⋮
<input type="checkbox"/>	<a href="#">Kumaran</a>	+919500756789	kumaranstores@yahoo.in	33AACPK2345M1Z8	25 Apr 2025 1:31:39 PM	⋮
<input type="checkbox"/>	<a href="#">Sri Lakshmi</a>	+919444477766	lakshmierprises@rediffmail.com	33ABACS3456N1Z5	25 Apr 2025 1:32:37 PM	⋮
<input type="checkbox"/>	<a href="#">Sri Murugan Traders</a>	+919840012345	srimirugantraders@gmail.com	33AABSM1234K1Z9	25 Apr 2025 1:31:06 PM	⋮

## 7. Supplier Details

Click the supplier's name to view and edit the supplier's details.



Supplier

+ New Supplier   Import   Template   Export   Export All

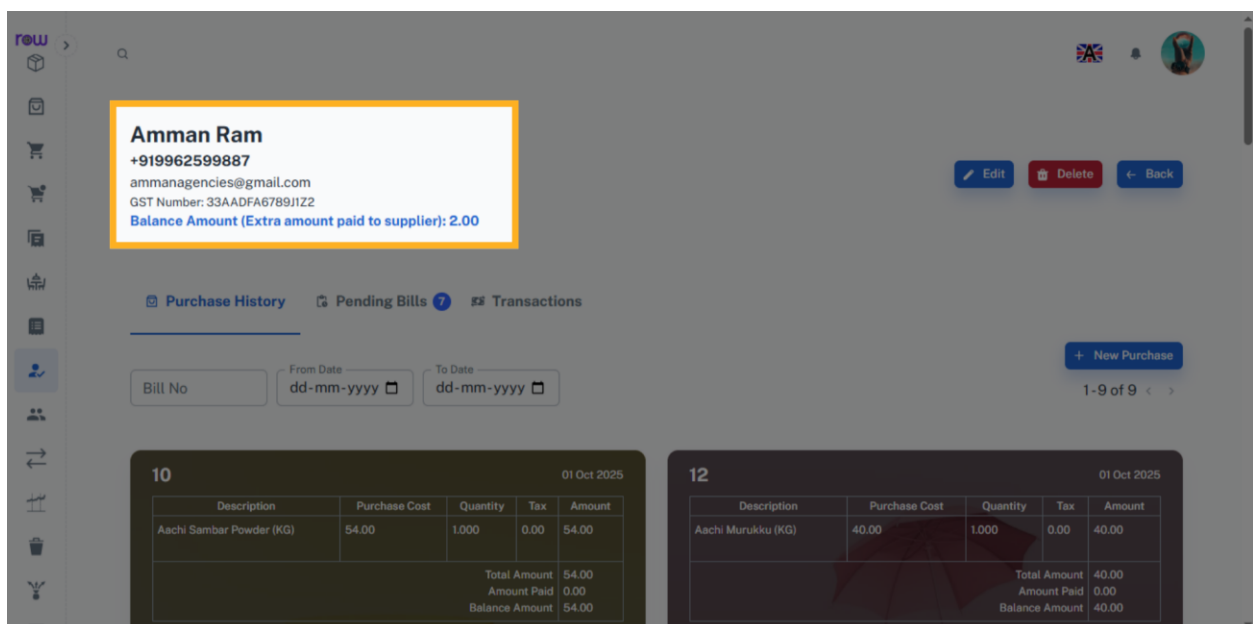
Click Supplier Name

Name	Phone	Email	GST Number	Created At
<input type="checkbox"/> <a href="#">Amman Ram</a>	+919962599887	ammanagencies@gmail.com	33AADFA6789JIZ2	25 Apr 2025 1:32:12 PM
<input type="checkbox"/> <a href="#">Kumaran</a>	+919500756789	kumaranstores@yahoo.in	33AACPK2345MIZ8	25 Apr 2025 1:31:39 PM
<input type="checkbox"/> <a href="#">Sri Lakshmi</a>	+919444477766	lakshmierprises@rediffmail.com	33ABACS3456NIZ5	25 Apr 2025 1:32:37 PM
<input type="checkbox"/> <a href="#">Sri Murugan Traders</a>	+919840012345	srimirugantraders@gmail.com	33AABSM1234KIZ9	25 Apr 2025 1:31:06 PM

Rows per page 10   1-4 of 4

## 8. Supplier

You can view the supplier's email, phone number, GST number, Address and balance amount on this page.



**Amman Ram**  
+919962599887  
ammanagencies@gmail.com  
GST Number: 33AADFA6789JIZ2  
Balance Amount (Extra amount paid to supplier): 2.00

Edit   Delete   Back

Purchase History   Pending Bills (7)   Transactions

Bill No   From Date dd-mm-yyyy   To Date dd-mm-yyyy   New Purchase

1-9 of 9

Description	Purchase Cost	Quantity	Tax	Amount
Aachi Sambar Powder (KG)	54.00	1.000	0.00	54.00
Total Amount				54.00
Amount Paid				0.00
Balance Amount				54.00

Description	Purchase Cost	Quantity	Tax	Amount
Aachi Murukku (KG)	40.00	1.000	0.00	40.00
Total Amount				40.00
Amount Paid				0.00
Balance Amount				40.00

## 9. Edit Supplier

Click the Edit button to edit the supplier details.

**Amman Ram**  
+919962599887  
ammanagencies@gmail.com  
GST Number: 33AADFA6789JIZ2  
Balance Amount (Extra amount paid to supplier): 2.00

[Purchase History](#) [Pending Bills 7](#) [Transactions](#)

Bill No  From Date dd-mm-yyyy  To Date dd-mm-yyyy [+ New Purchase](#) 1-9 of 9

**Click Edit**

Description	Purchase Cost	Quantity	Tax	Amount
Aachi Sambar Powder (KG)	54.00	1.000	0.00	54.00
Total Amount				54.00
Amount Paid				0.00
Balance Amount				54.00

Description	Purchase Cost	Quantity	Tax	Amount
Aachi Murukku (KG)	40.00	1.000	0.00	40.00
Total Amount				40.00
Amount Paid				0.00
Balance Amount				40.00

## 10. Edit Supplier Details

You can edit the supplier's details here.

**Edit Supplier** [← Back](#)

Name: Amman Ram Phone: +91 99625-99887 Email: ammanagencies@gmail.com

GST Number: 33AADFA6789JIZ2 Current Balance: 2.00

Address Line1: Address Line2:

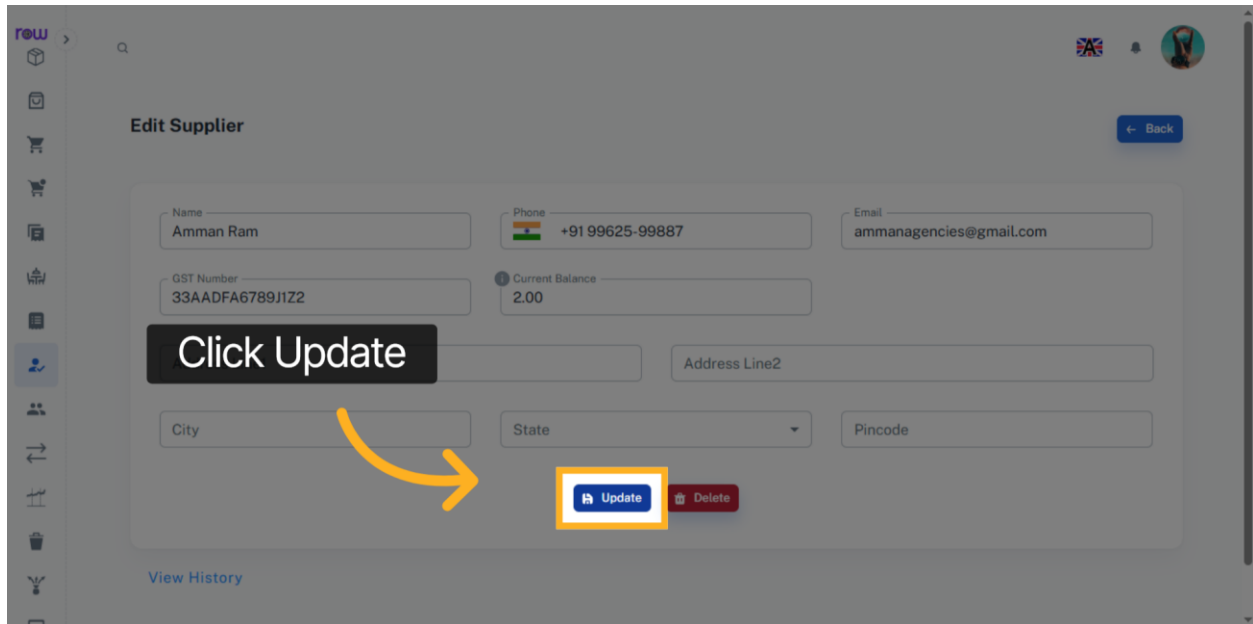
City: State: Pincode:

[Update](#) [Delete](#)

[View History](#)

## 11. Update Supplier Data

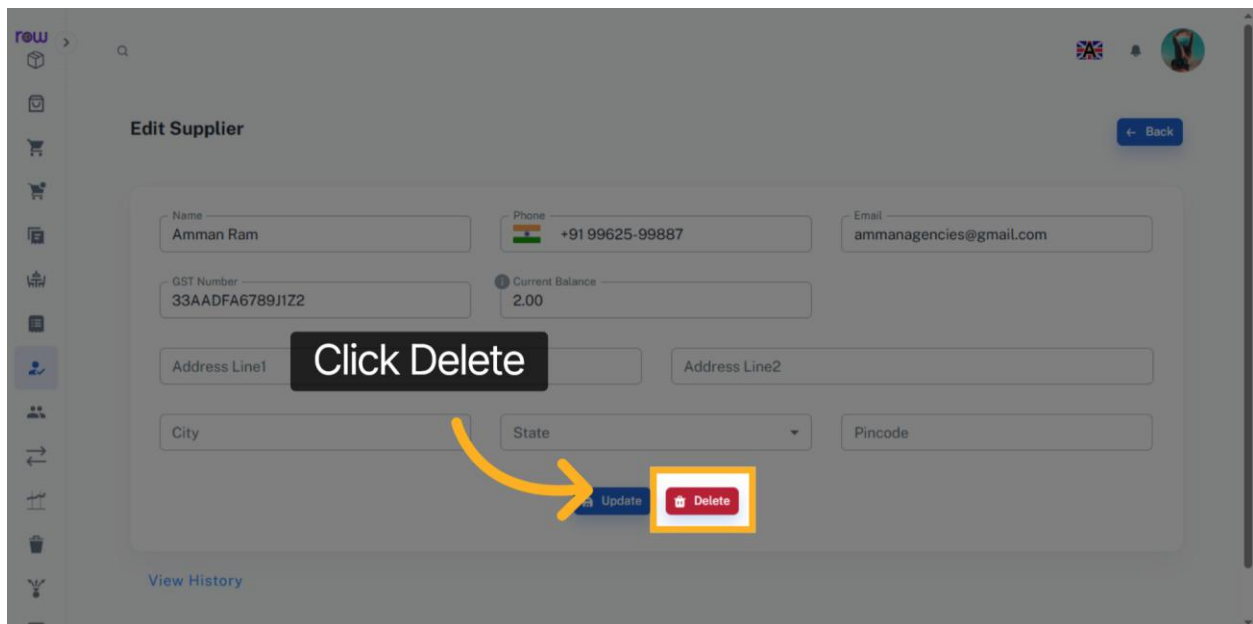
Click Update to save the Changes.



The screenshot shows the 'Edit Supplier' form in a web application. The form contains the following fields: Name (Amman Ram), Phone (+91 99625-99887), Email (ammanagencies@gmail.com), GST Number (33AADFA6789J1Z2), Current Balance (2.00), Address Line2, City, State (dropdown), and Pincode. A black callout box with the text 'Click Update' and a yellow arrow points to the 'Update' button, which is highlighted with a yellow border. A 'Delete' button is also visible next to it. A 'View History' link is at the bottom left, and a 'Back' button is at the top right.

## 12. Delete Supplier

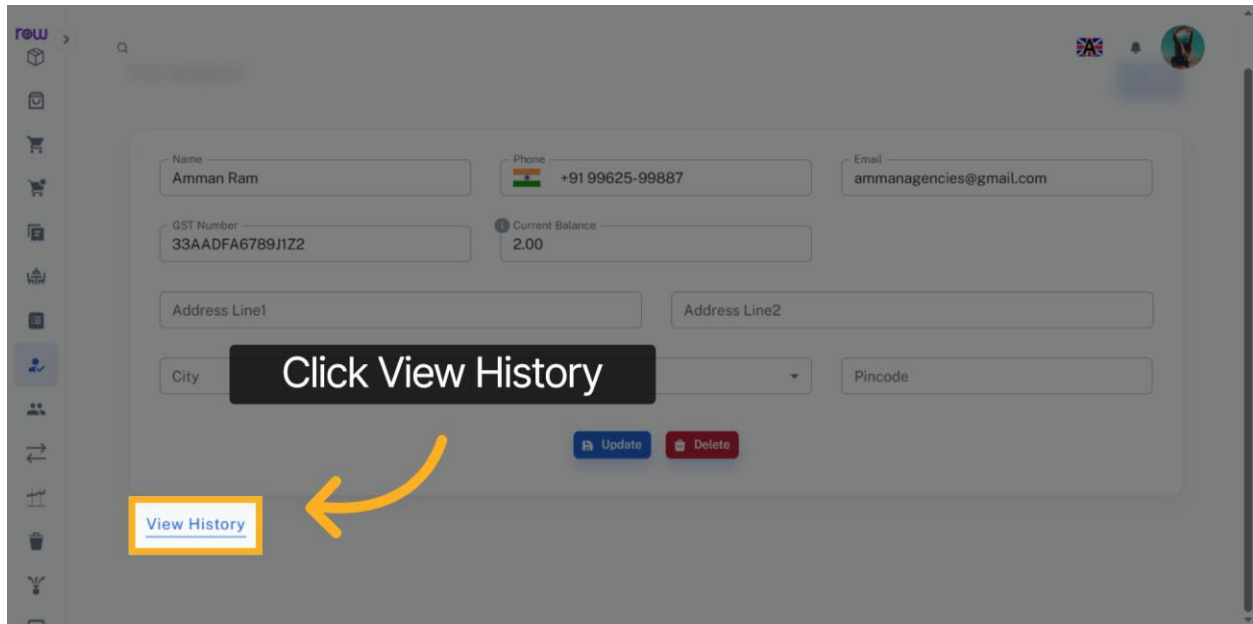
Click the Delete button to delete the supplier.



The screenshot shows the 'Edit Supplier' form in a web application. The form contains the following fields: Name (Amman Ram), Phone (+91 99625-99887), Email (ammanagencies@gmail.com), GST Number (33AADFA6789J1Z2), Current Balance (2.00), Address Line1, Address Line2, City, State (dropdown), and Pincode. A black callout box with the text 'Click Delete' and a yellow arrow points to the 'Delete' button, which is highlighted with a yellow border. An 'Update' button is also visible next to it. A 'View History' link is at the bottom left, and a 'Back' button is at the top right.

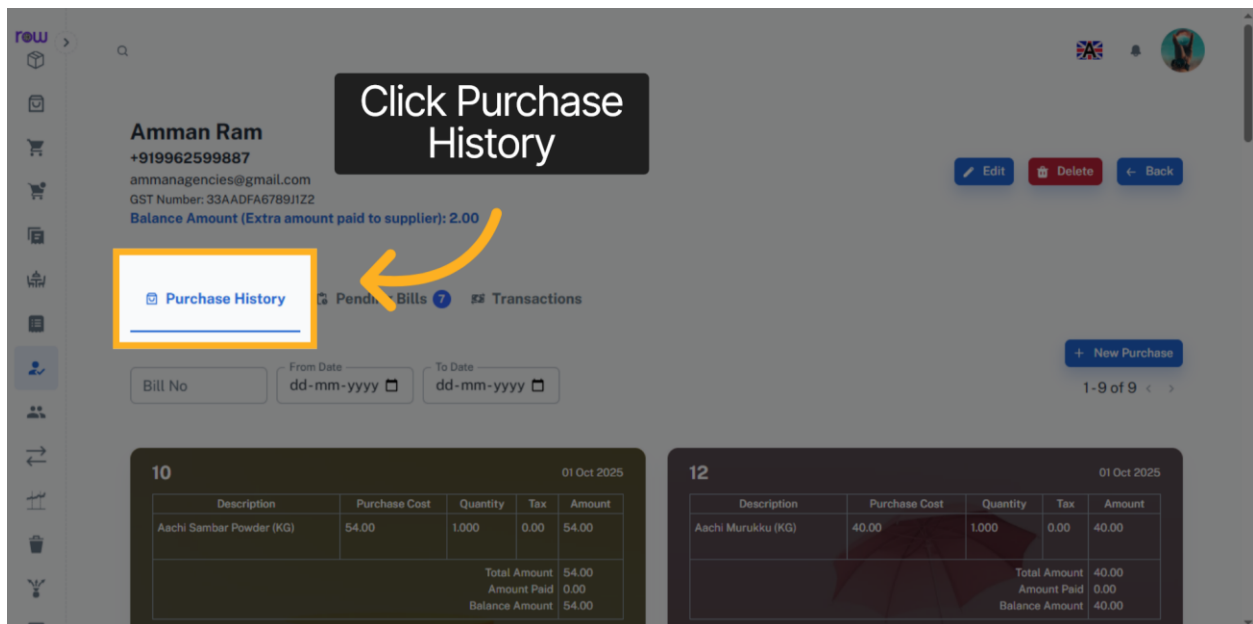
### 13. View History

Click the View History link to see the supplier's history.



### 14. Purchase History

Click Purchase History to view the supplier's purchase history.



## 15. Purchases

You can view the purchase history here.

The screenshot shows the 'Purchase History' section of a software interface. At the top, there are tabs for 'Purchase History', 'Pending Bills' (with a count of 1), and 'Transactions'. Below these are input fields for 'Bill No', 'From Date' (dd-mm-yyyy), and 'To Date' (dd-mm-yyyy). A '+ New Purchase' button is visible on the right. The main content area displays a bill for '07 Aug 2025' with a table of items and their costs.

Description	Purchase Cost	Quantity	Tax	Amount
Aachi Murukku (25)	40.00	60.000	0.00	2400.00
Aachi Sambar Powder (21)	54.00	10.000	0.00	540.00
Achappam (12)	76.00	50.000	0.00	3800.00
Almonds (20)	240.00	80.000	0.00	19200.00
Loading Charge				200.00
Transport Charge				200.00
Discount				140.00
Total Amount				26200.00
Amount Paid				25000.00
Balance Amount				1200.00

An 'Edit' button is located at the bottom right of the bill preview.

## 16. New Purchase

You can also initiate a new purchase by clicking New Purchase.

The screenshot shows the user profile page for 'Amman Ram' with contact details and a GST number. At the top right, there are 'Edit', 'Delete', and 'Back' buttons. A large black callout box with the text 'Click New Purchase' and a yellow arrow points to a '+ New Purchase' button located in the bottom right corner of the page. Below the profile information, there are tabs for 'Purchase History', 'Pending Bills' (with a count of 7), and 'Transactions'. Two bill preview cards are visible at the bottom, one for '01 Oct 2025' and another for '01 Oct 2025'.

## 17. Purchase List Screen

You will be redirected to the new Purchase screen after clicking New Purchase.

**New Purchase** [← Back](#)

Purchase date: 10-10-2025

Invoice Date: 10-10-2025

Invoice Number:

Purchase By: User (+919035624187)

Location: Main Branch

Select a supplier

**Products:**

Select a product

No Products Found!

Loading Charge

Unloading Charge

Transport Charge

Special Discount

Payment Type: Cash

## 18. Check Pending Bills

Click Pending Bills to view the pending amounts of a supplier.

**Amman Ram**  
+919962599887  
ammanagencies@gmail.com  
GST Number: 33AADFA6789JIZ2  
Balance Amount (Extra amount paid to supplier): 2.00

[Click Pending Bills](#)

[Purchase History](#) **Pending Bills 7** [Transactions](#)

Bill No:

From Date: dd-mm-yyyy

To Date: dd-mm-yyyy

[+ New Purchase](#)

1-9 of 9 < >

Description	Purchase Cost	Quantity	Tax	Amount
Aachi Sambar Powder (KG)	54.00	1.000	0.00	54.00
Total Amount				54.00
Amount Paid				0.00
Balance Amount				54.00

Description	Purchase Cost	Quantity	Tax	Amount
Aachi Murukku (KG)	40.00	1.000	0.00	40.00
Total Amount				40.00
Amount Paid				0.00
Balance Amount				40.00

## 19. Pending Bills

Here, you can view the pending bills of a supplier.

The screenshot shows the 'Pending Bills' section for a supplier named Kumaran. The supplier's details are: +919500756789, kumaranstores@yahoo.in, GST Number: 33AACPK2345M1Z8, and Balance Amount (Extra amount paid to supplier): 0.00. The 'Pending Bills' tab is selected, showing a table of pending purchase bills. The table has columns: Bill Number, Date, Discount, Tax, Total Amount, Amount Paid, and Balance Amount. The first bill is Bill Number 2, dated 07 Aug 2025, with a Total Amount of 26200.00 and a Balance Amount of 1200.00. The total for all pages is also 1200.00.

**Kumaran**  
+919500756789  
kumaranstores@yahoo.in  
GST Number: 33AACPK2345M1Z8  
Balance Amount (Extra amount paid to supplier): 0.00

Purchase History Pending Bills Transactions

**Pending Purchase Bills**

Bill Number	Date	Discount	Tax	Total Amount	Amount Paid	Balance Amount ↓
2	07 Aug 2025	140.00	0.00	26200.00	25000.00	1200.00
Total in all pages		140.00	0.00	26200.00	25000.00	1200.00

## 20. Transaction Records

Click Transaction to view the transactions made by the supplier.

The screenshot shows the 'Transactions' section for a supplier named Amman Ram. The supplier's details are: +919962599887, ammanagencies@gmail.com, GST Number: 33AADFA6789J1Z2, and Balance Amount (Extra amount paid to supplier): 2.00. The 'Transactions' tab is selected, showing a table of pending purchase bills. The table has columns: Bill Number, Date, Discount, Tax, Total Amount, Amount Paid, and Balance Amount. The first bill is Bill Number 5, dated 07 Aug 2025, with a Total Amount of 161000.00 and a Balance Amount of 1000.00. The second bill is Bill Number 6, dated 30 Sep 2025, with a Total Amount of 76.00 and a Balance Amount of 76.00. The third bill is Bill Number 7, dated 01 Oct 2025, with a Total Amount of 54.00 and a Balance Amount of 54.00. A yellow arrow points to the 'Transactions' tab, and a black box with the text 'Click Transactions' is overlaid on the screen.

**Amman Ram**  
+919962599887  
ammanagencies@gmail.com  
GST Number: 33AADFA6789J1Z2  
Balance Amount (Extra amount paid to supplier): 2.00

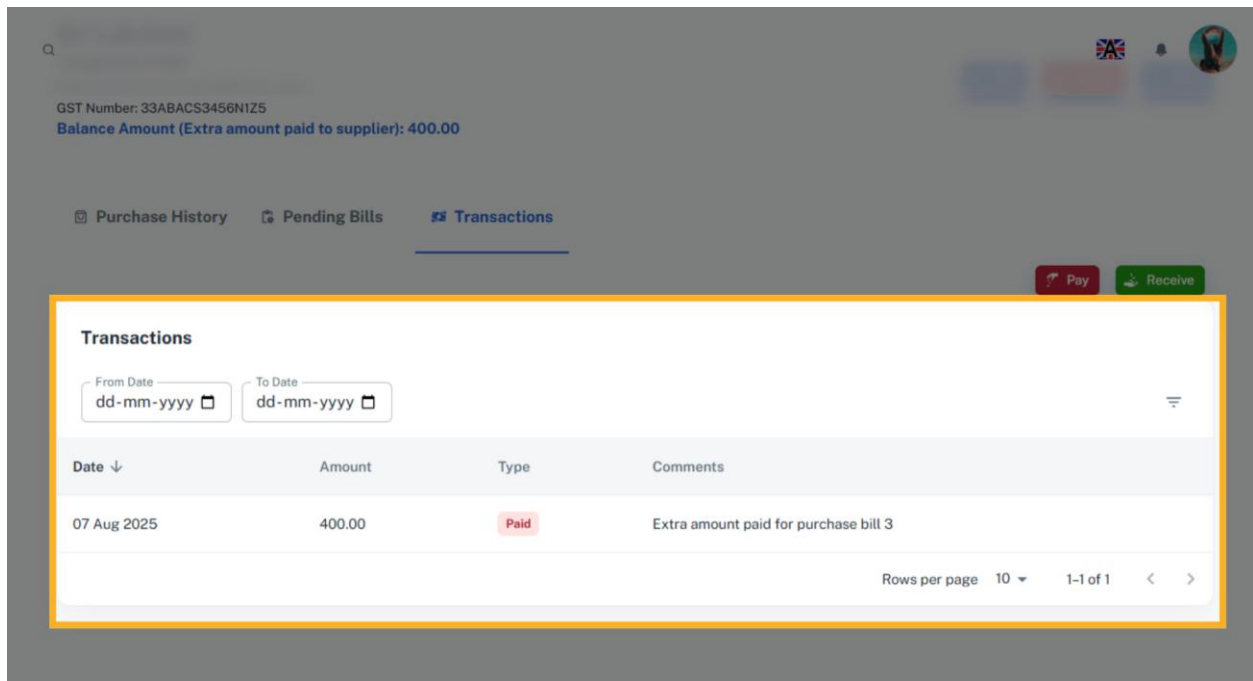
Purchase History Pending Bills Transactions

**Pending Purchase Bills**

Bill Number	Date	Discount	Tax	Total Amount	Amount Paid	Balance Amount ↓
5	07 Aug 2025	760.00	0.00	161000.00	160000.00	1000.00
6	30 Sep 2025	0.00	0.00	76.00	0	76.00
7	01 Oct 2025	0.00	0.00	54.00	0	54.00

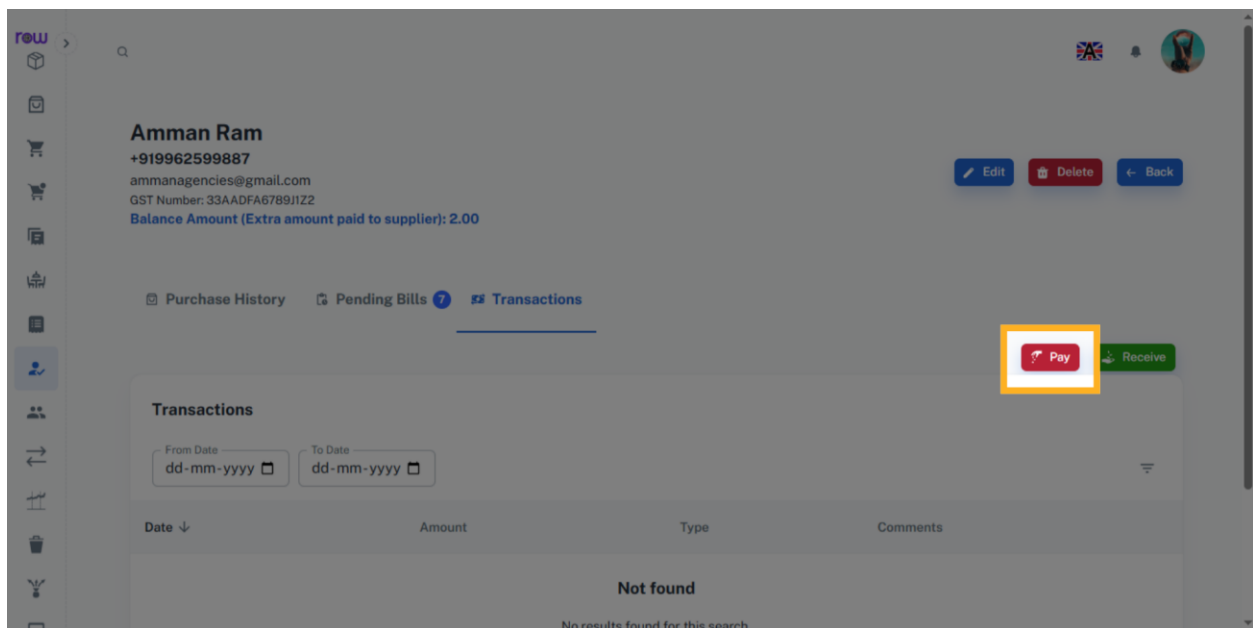
## 21. Transaction

You can view the transactions of a supplier.



## 22. Pay

Click Pay to make payments in the Transactions list Screen.



## 23. Payment Options

Enter the amount to be paid to a supplier. You may also clear pending bills by selecting them. The amount will be automatically allocated, and the pending bills will be cleared from the Pending Bills List. The Extra amount paid will be added to the supplier's balance.

The screenshot shows a 'Pay Money' modal form overlaid on a background interface. The background interface includes a supplier profile for 'Amman Ram' with contact details and a 'Transactions' section with date filters. The modal form has the following elements:

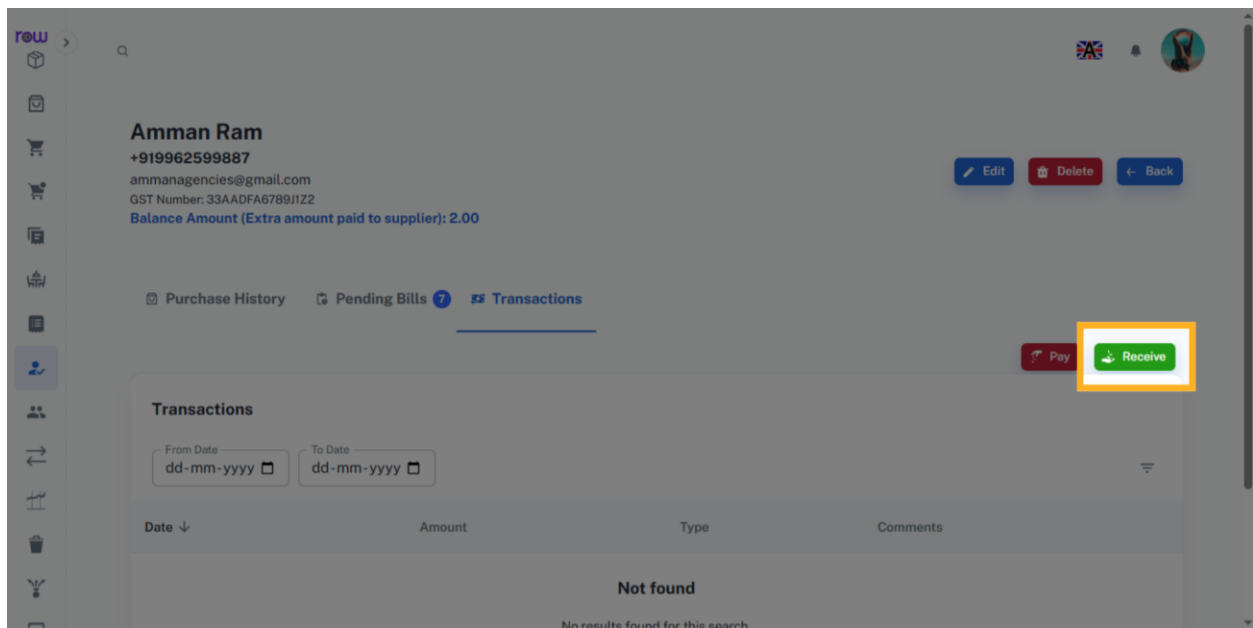
- Title:** Pay Money (with a close button 'X')
- Date:** A text field containing '10-10-2025' with a calendar icon.
- Amount:** A text field with a blue border containing the placeholder 'Enter Amount'.
- Comments:** A text area for additional notes.
- Action:** A 'Pay' button with a green arrow icon.
- Section:** 'Select the pending bills which you want to clear now:'
- Table:** A list of pending bills with checkboxes for selection.

Pending Purchases Bills	
<input type="checkbox"/>	Bill <a href="#">5</a> Created At 07 Aug 2025 : Pending Amount (1000.00)
<input type="checkbox"/>	Bill <a href="#">6</a> Created At 30 Sep 2025 : Pending Amount (76.00)
<input type="checkbox"/>	Bill <a href="#">7</a> Created At 01 Oct 2025 : Pending Amount (54.00)
<input type="checkbox"/>	Bill <a href="#">9</a> Created At 01 Oct 2025 : Pending Amount (480.00)
<input type="checkbox"/>	Bill <a href="#">10</a> Created At 01 Oct 2025 : Pending Amount (54.00)
<input type="checkbox"/>	Bill <a href="#">11</a> Created At 01 Oct 2025 : Pending Amount (40.00)
<input type="checkbox"/>	Bill <a href="#">12</a> Created At 01 Oct 2025 : Pending Amount (40.00)

No results found for this search.

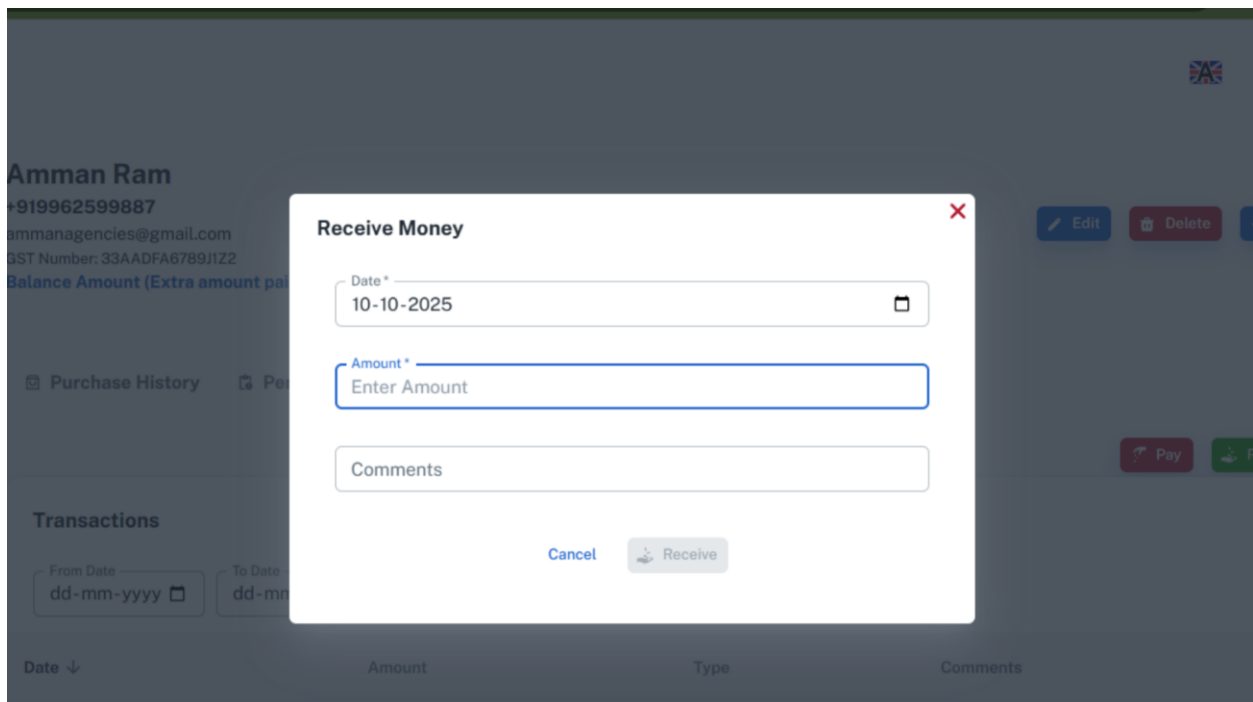
## 24. Receive

Click Receive to receive payments in the Transactions list Screen.



## 25. Payment Options

Enter the amount to be received from the Supplier.





**Thank You**