How to Guide:
Create a new creditor on Global

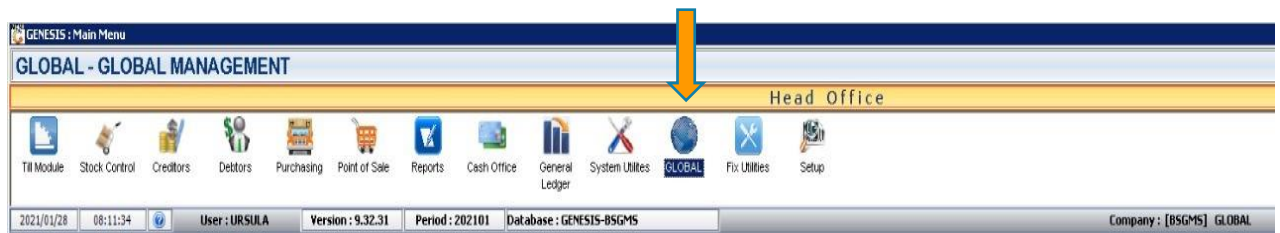*Aug 2020*

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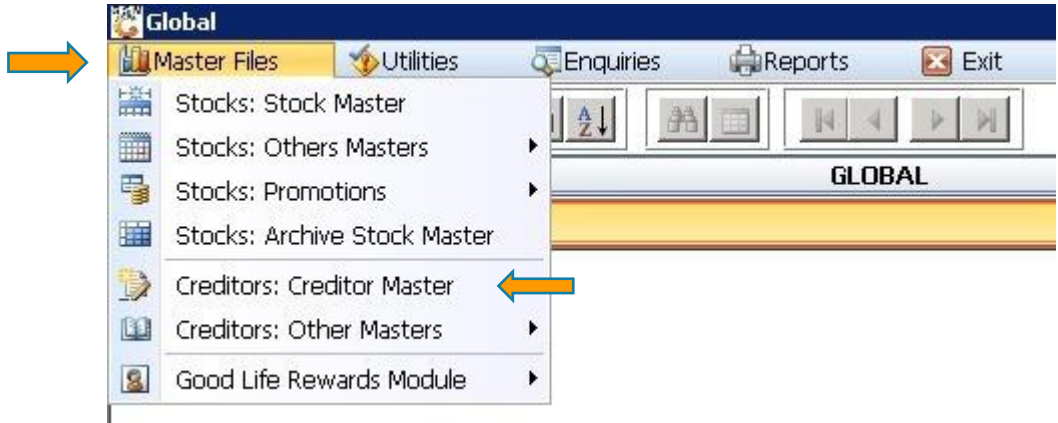
1. Open Genesis Menu.

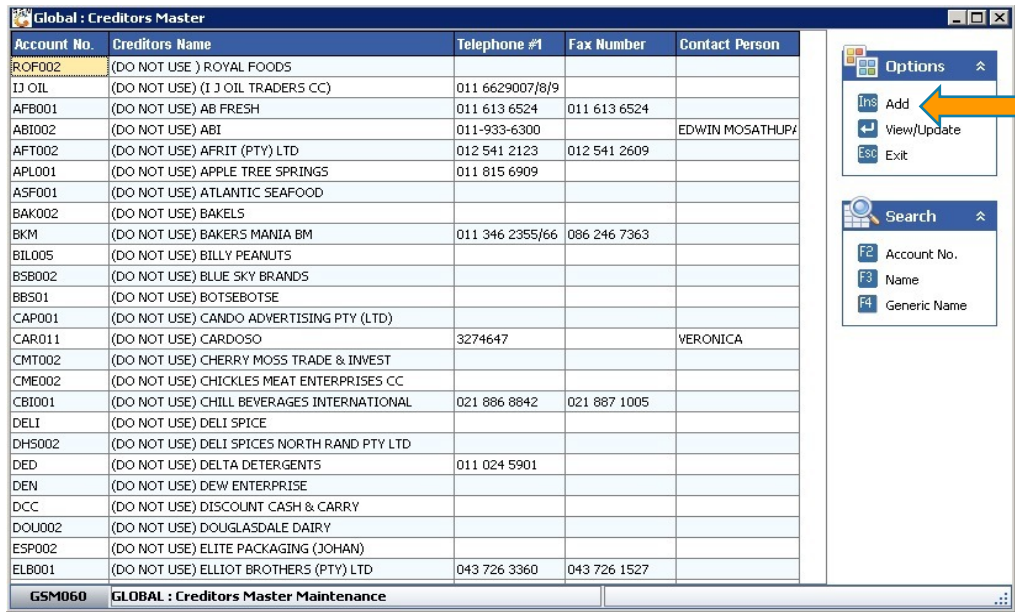2. Type User Code and Password.

3. Click on **'GLOBAL'**.

4. Click on **'Master Files'** > **'Creditors: Creditors Master'**.

5. Click on **'Add'**.

6. Type in **'Account No.'** must contain 3 alphabetical letters and 3 numbers and the **Creditor / Supplier name**.

7. See below few images with all the necessary information needed when adding a Creditor on Global system.

NB: Complete the address section.

NB: Indicate the Credit Terms and Payment Method

NB: Click on Save after filling in all the necessary information.

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8.   Click on **'Utility Menu'**.
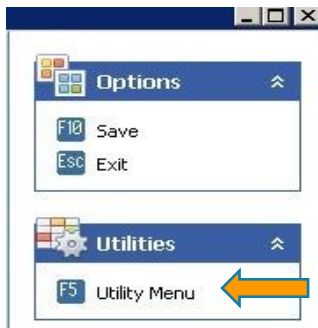
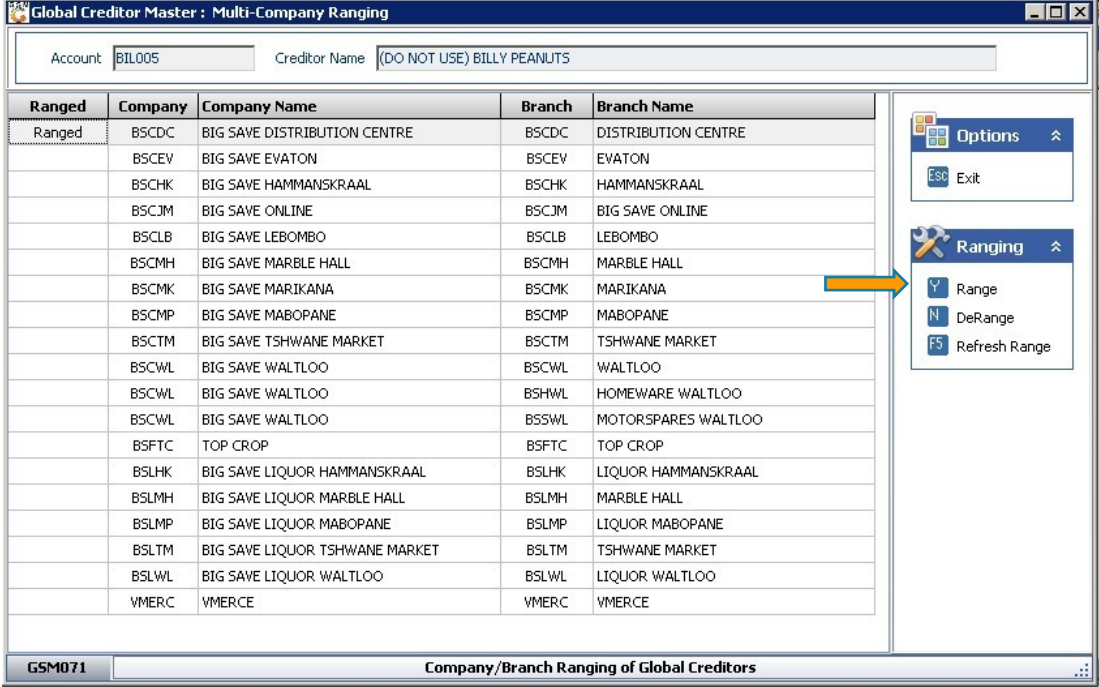9.   Click on **'Ranging'** folder to Range the new Creditor to Global System.

10. The image below will appear on the system > Click on Company Name to **'Range'** new Creditor to the Branch.

This concludes the User Guide.