Step 1: Create a new Supplier & match to AppCAT

1. Go to **Contacts**, select **Suppliers** then click **New**.
2. On the **General** tab, in the **Company Name** field, enter the name of the supplier.

3. Click the **AppCAT** tab, then do the following:
   a. Click the **Automatic** button to match the supplier to **AppCAT**.
   b. Click **Select All**.
   c. Click **Apply** to apply the changes.

ⓘ If an automatic match is not possible, try a manual match. Be aware that the manual search looks for the exact AppCAT description, so sometimes entering the first few letters is best when searching. Also, keep in mind supplier name changes as there may be differences between the supplier name in Fred Office and AppCAT

4. Click the **Types** tab, then select the relevant **Supplier Type**.

ⓘ A Supplier type must be selected for the supplier to function correctly for ordering.

5. If this is an electronic supplier, then do the following:
   a. Click the **Accounts** tab, then click **Add** and enter the account details provided by your supplier.
   b. Clear the checkbox for **This supplier does not use electronic ordering**.
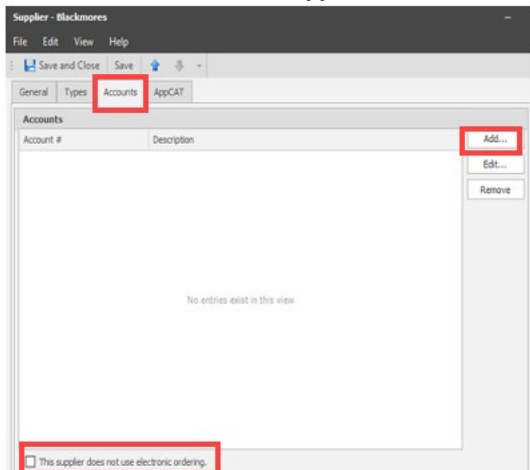
6. Click **Save & Close**.

   If the supplier is on AppCat, follow the instructions in Step 2A: AppCAT Download for AppCAT Suppliers. Otherwise skip ahead to Step 2B: Non-AppCAT Suppliers.
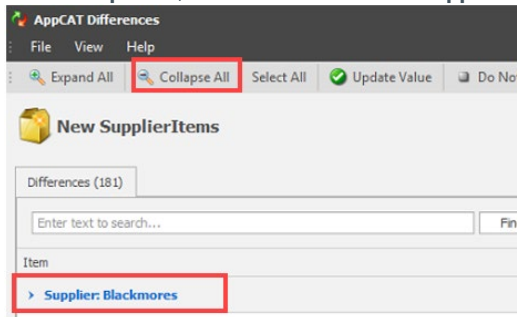
Step 2A: AppCAT Download for AppCAT Suppliers

1. Go to **Assistants**, select **AppCAT**, then click **Download Now**.

ⓘ   Wait for the download to complete before continuing.

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2. Go to **Assistants**, select **AppCAT**, then click **New Supplier Items**.

3. Click **Collapse All**, then click **>** next to the **Supplier** name to expand the list.

4. Select all the items—click the first item in the list, press and hold **SHIFT**, then click the last item in the list you want to update.
5. Click **Update Value**, then at the bottom right corner click **OK**.
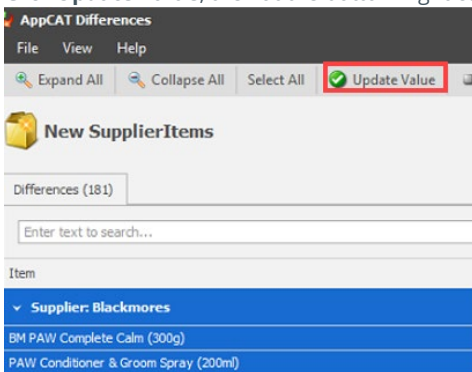
ⓘ   If you have selected over 500 items to update, this may decrease the speed of Fred Office and may delay scripts going to the till. It is recommended to update smaller groups or perform outside business hours

Step 2B: Non-AppCAT Suppliers

1. Go to **Inventory**, then select **Items** and search for the item.
2. Double click to open the item stock card.
3. Click the **Inventory & Ordering** tab, then select **Suppliers**.
4. Click **Add**.
5. Select the new supplier from the **Supplier** dropdown.
6. Enter all details.
7. Click **OK**.

8. Click **Save & Close**.
9. Repeat for all items.

ⓘ   Although this step can be done in bulk using the Quick Action Wizard, the Quick Action process enters randomly generated PDE Codes for all items. This prevents any PDE searching for these items. For example, when adding items to an order or invoice. It is recommended you add each item's supplier information required as outlined.

ⓘ   For items not in AppCAT, you can use Item Manager to add items using an Excel spreadsheet. If the supplier provides a list of their items with barcodes, cost price, retail prices, and reorder numbers, you can import them. For detailed instructions, see Import into Item Manager and commit the sheet in Fred Office Plus Online Help.