

Creating and managing suppliers

Buying and procurement

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Add suppliers with their terms and contacts, and see what you owe each one.

Beginner · About 10 minutes · Version 1.0 · Updated 17 November 2026

Plan availability

Included in the **Kuza** and **Enterprise** plans. It is not part of **Biashara**. Contact us if you want to upgrade.

Overview

A **Supplier** record stores the vendor's name, tax ID, address, contacts and payment terms. Select it on purchase orders and bills.

Steps

1. Search for **New Supplier**.
2. Enter the **Supplier Name**, the **Supplier Group** (for example *Raw Material* or *Services*) and **Supplier Type** (*Company* or *Individual*).
3. Enter the **Tax ID** (KRA PIN) if applicable.
4. Save. Use the **Connections** panel to add an **Address** and **Contact**.
5. In the **Accounting** tab, set the default **Payment Terms** and the **Default Payable Account** if it differs from the company's.
6. Optionally, tick **On Hold** to stop new purchases from this supplier.

Practical example

Lakeview Cement Depot is created in the *Raw Material* group with 30-day terms. When the accountant records their bill, the due date is set 30 days ahead automatically.

Important notes

- Open a supplier and use **Connections** to see their orders, receipts and bills, or run the **Accounts Payable** report for what you owe.
- Use **Supplier Group** to compare spending by category.

Common mistakes

- Creating a supplier twice with slightly different names.

- Not setting payment terms, so due dates are the posting date.

Next steps

Read The procurement cycle.

Related documentation

- The procurement cycle
- Recording supplier bills