



How to change a supplier into a customer.

In this guide I will show you how to change a supplier into a customer.

1st: Go to the "Supplier overview" and search for the supplier that needs to be changed. Once found on the left under the "Options" tab, click "Convert supplier to customer".

ashboard Supplier Search 🔀 Customer - 10th Pla	net WeAreUSB (New)
Standard	Search
New Supplier Copy Supplier Delete Supplier	Keyword Filter Active Suppliers
Options Convert Supplier to Customer Write Letter	Contact Name Supplier Conteristics Text in a
Information Show Products for this Supplier	Drag a column hear here to group by that column
	Supplier Number Supplier Name û Additional name
Print	
Print additional documents	≥ 23453457 10th Planet WeAreUSB 24-28 Rushworth Street#
	23453471 10th Planet WeAreUSB 24-28 Rushworth Street#
	5247 14 Promotions (Trade) Ltd
	23453458 151 Products Ltd Southall Street#
	0 1st Class Packaging Ltd

2nd: This will create a COPY of the supplier details and put it into a new customer page. This will then be added to the database once you click "save" in the bottom right.

Dashboard Supplier Search 🔀	Customer - 10th Planet WeAreUSB (New) 🗵	
Company Details Additional 1	Information Contact Person Notes	
Customer Number	0	Customer Account Manage
Company Name	10th Planet WeAreUSB	Additional Name
Debtor Number		
Import Information	Not Imported	
Mail Address Delivery Add	dress Invoice Address 🛕 Visitor Address Locations	
Company Name Linut at		
Company Name 10th Pla	net WeAreUSB	
Address Line 1 Ground	Floor	

Please note that this method will create a copy, if you needed to completely swap a supplier to a customer you would need to go into the old supplier file and delete it from the database.



