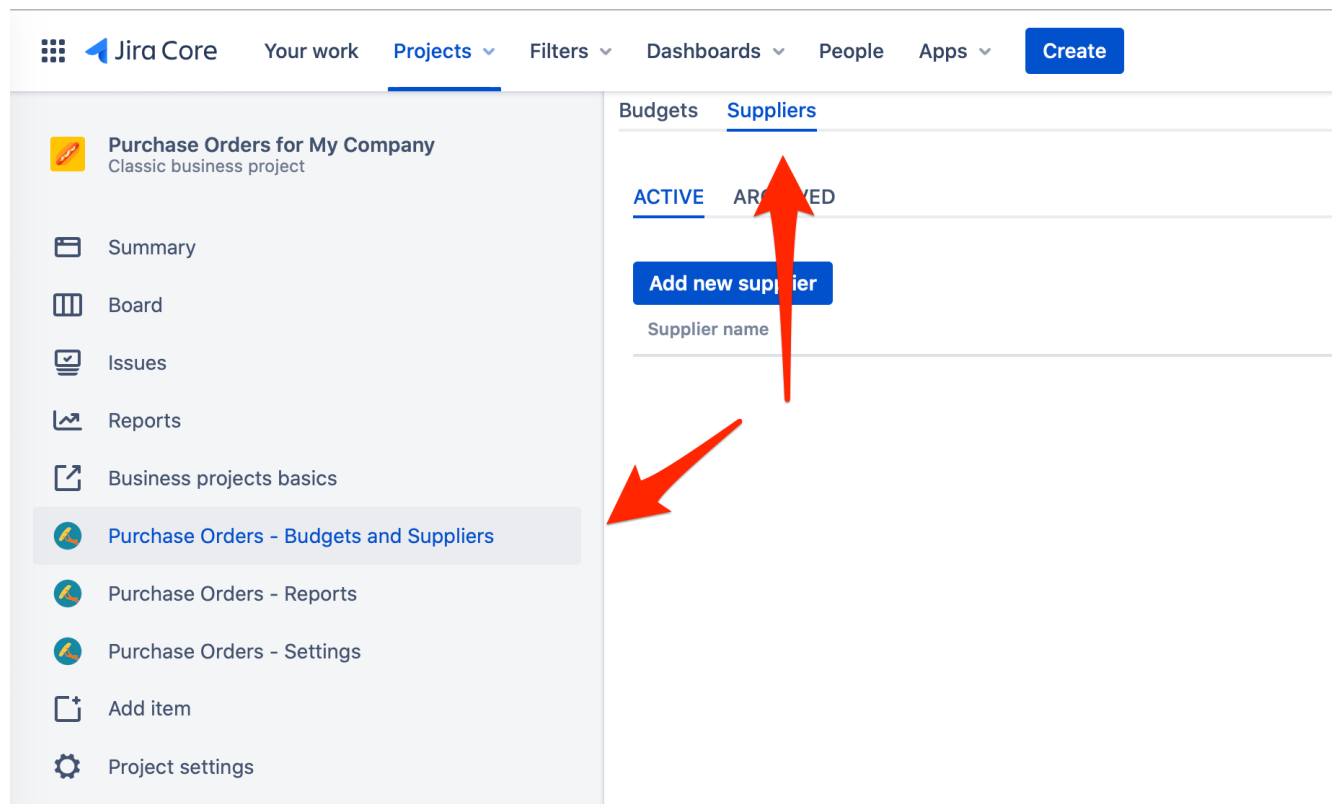


Managing Suppliers and Products

Required role: **Finance**

Suppliers are companies or individuals who are selling products and services to your organization. Navigate to your Jira project configured for PO and click on Project Settings.



The screenshot displays the Jira interface for a project named "Purchase Orders for My Company". The left sidebar shows the project navigation menu with options like Summary, Board, Issues, Reports, Business projects basics, and "Purchase Orders - Budgets and Suppliers" (which is highlighted). The main content area shows the "Suppliers" tab under the "Budgets" section. It includes tabs for "ACTIVE" and "ARCHIVED", a blue "Add new supplier" button, and a text input field labeled "Supplier name". Two red arrows are overlaid on the image: one points from the "Purchase Orders - Budgets and Suppliers" menu item to the "Suppliers" tab, and the other points from the "Add new supplier" button to the "Supplier name" input field.

Configure a new supplier by clicking on "Add new supplier" button. The only mandatory field is Name

Budgets

Suppliers

ACTIVE

ARCHIVED

Add new supplier

Supplier name

Add new supplier

×

Name (mandatory) *

Test supplier

Email

test@supplier.com

Phone

Address

Payment details

DE89 3704 0044 0532 0130 00

Notes

Tax number

TAX98832

Payment terms

30 days

Contact person

Jack Samson

Save

Cancel

After saving the supplier you can configure Products that this supplier is offering, by clicking on "Products" link in the list of suppliers as shown below:

Budgets

Suppliers

ACTIVE

ARCHIVED

Add new supplier

Supplier name

Test supplier

Products

Archive

The new screen will show you all the products configured for given supplier.

Budgets

Suppliers

ACTIVE

ARCHIVED

Test supplier

Add new product

Import products

Description or SKU

Search

Description ↓	SKU	Active	Unit price
Product 1		true	
Product 2		true	

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To add new products click on **Add new product** button and provide the data about the product. The only mandatory field is **Description**. This is made with purpose, so that you can save products' data partially and come back and update them when you have more details available. The following table summarizes data about product:

Field	Explanation
Description	A human-friendly name that you use to describe a product or service
SKU	Stock Keeping Unit - identifier used for inventory
Unit Price (XXX)	Price of a product/service unit in XXX currency. This price includes selected tax rate
Tax rate	Tax rate that applies to this product/service
Active	Whether this product is actively used or archived

Alternatively, you can use importing from a CSV file to add many products at once. Follow [this article for guidance](#)