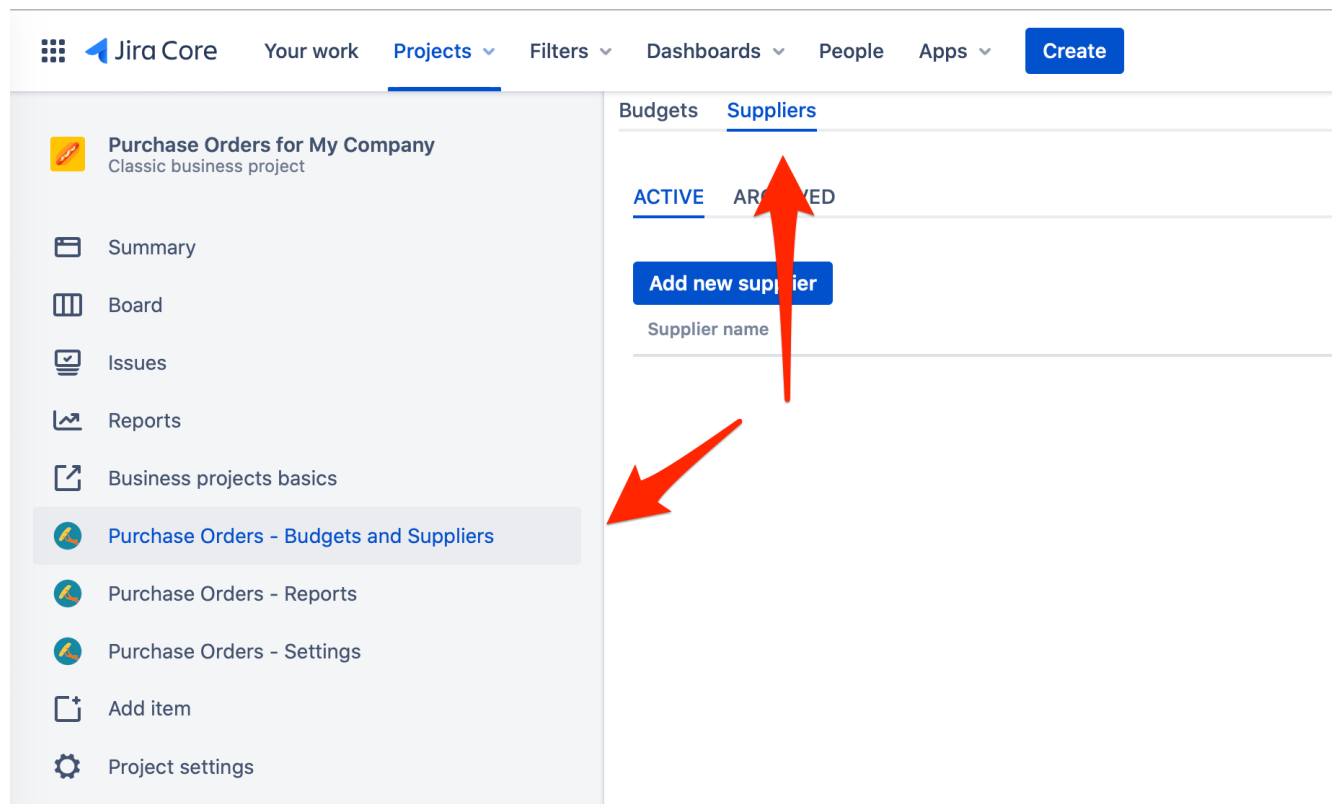# Managing Suppliers and Products

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.

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