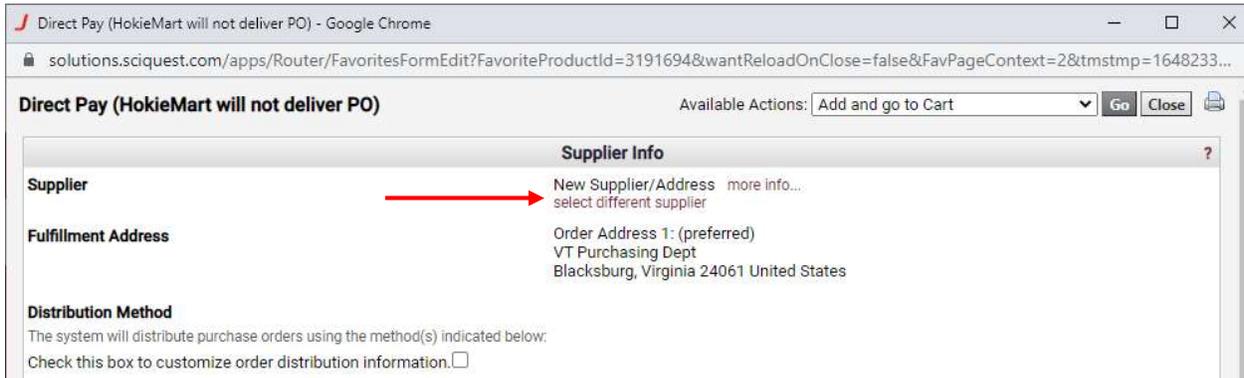
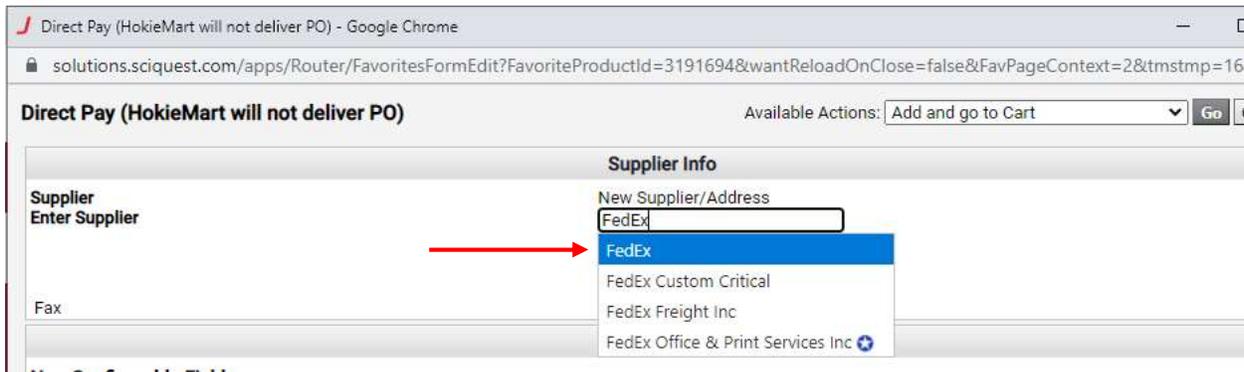


To change the supplier on a form, click on the text “select different supplier”



Then start typing in the name of your desired supplier and select them from the drop down menu.



Once selected, the supplier will populate on your form and you can proceed with filling the rest of the form out as you normally would.

