

Editing Excluded Suppliers from the Restrictions Manager

- 1. From the Restrictions Manager, press **[F4 Edit Excluded Suppliers]**.
- 2. The Edit Excluded Suppliers window displays.
- 3. From there, you can:
 - Exclude a supplier by highlighting an available supplier and pressing **[F1 Exclude]**
 - Allow a supplier by highlighting an excluded supplier and pressing **[F2 Allow]**
 - Allow <u>all</u> suppliers by pressing **[F3 Allow All]**

| Available Suppliers: Excluded Suppliers: AAH C-G CLRM CVNDSH D-E PHRM DONC DOWL DRM G-M IPS KNT LEXN LLP | Edit Excluded Suppliers | - 🗆 🗙 |
|---|---|--|
| AAH C-G CLRM CVNDSH D-E PHRM DONC DOWL DRM G-M IPS KNT LEXN LLP | Available Suppliers: | Excluded Suppliers: |
| G-M IPS KNT LEXN LLP | AAH C-G CLRM CVNDSH D-E PHRM DONC DOWL DRM | F1 - Exclude F2 - Allow F3 - Allow All |
| | G-M IPS KNT LEXN LLP | |

Revision History

| Version Number | Date | Revision Details | Author(s) |
|----------------|-----------------|------------------|----------------------|
| 1.0 | 16 October 2019 | | Joanne Hibbert-Gorst |
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Contact us

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