Day 3

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| IRIS KashFlow Logo

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| **Information to help you record your purchases** |
| Hi tan14, |
| Here’s some information to help record your purchases in IRIS KashFlow. These links take you to our Help Centre where you can get help with common tasks: |
| [Add a new supplier](https://protect-eu.mimecast.com/s/ihauCXrPmS0EJyZT6kTsR?domain=u3359132.ct.sendgrid.net)[Create a purchase order](https://protect-eu.mimecast.com/s/nZBnCYyZoHOV8JXTGh2wA?domain=u3359132.ct.sendgrid.net)[Create a purchase invoice](https://protect-eu.mimecast.com/s/DgufCZzgqf2KGVYtKIjfx?domain=u3359132.ct.sendgrid.net)[Email a purchase order to a supplier](https://protect-eu.mimecast.com/s/M5N3C1GMxS5JRDXhXHDXj?domain=u3359132.ct.sendgrid.net)[Record supplier / purchase payments](https://protect-eu.mimecast.com/s/AuybC27XzsO5jJQT9iTkV?domain=u3359132.ct.sendgrid.net) |

Thanks,The IRIS KashFlow Teamsupport@kashflow.com |
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