

# PROCUREMENT

## **INTRODUCTION TO SUPPLIERS**

A **supplier** is anyone who supplies you with **goods** and/or **services**. Supplier **types** can be set up within the system to distinguish between your suppliers.

You need to have a supplier set up in order to create a Purchase Order.

**Ribbon Access:** *Procurement > Suppliers* 

	¥					BPO: V	/ersion 2.1.0.29 - E	xample Cor	mpany				-	
9	Equipment and Lo	cations	Contract	Finance an	nd HR	Inventory	Maintenance and	i Projects	Manufacturing	Procurement	Sales	Service	Reporting	Utilities
Supplers	Requisitions	Orders	Expediting	Invoices	Debit Notes	<b>S</b> Returns	Goods Received	Warrantie	s Claims					
Master				Processing				Warran	ites .					

The *Supplier Listing* screen will be displayed.

## **SUPPLIER LISTING SCREEN**

- The screen *site* selection field will default to *All Sites* on opening and the screen *status* will default to *Active*.
- You can *View* any supplier in this status but if you wish to *Edit* a Supplier you must *select a site first*. (The system will prompt you to do this).



	Ŧ						Supplier Listi	ng - BPO: Vers	on 2.1.0	.66 - Exa	ample Compar	У				- 0	$\times$
	Home	Equipr	ient and Lo	cations	Contract	Finance and	HR Inventory	Maintenance	and Proj	jects	Manufacturing	Procuremen	it Sales	Service Rep	orting	Utilities —	8
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_			т	N002	Tonys Copy	y Shop	Tony	SHPA	A	PS	9874561321	0.00	2	1	3	COD	DHL
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			PF	1001	Printer Wor	ld	Maggie Sage	GEN	A	PT	23451678	0.00	4	3	3	30 days fr	Wheel
Add	fresses		PF	1005	Printer Wor	ld 2	Richard Sage	GEN	A	PT	98076523	0.00	5	2	3	30 days fr	Wheel
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			PF	1010	Printer Wor	ld	Maggie Sage	GEN	Α	PT	456123789	0.00	4	3	3	30 days fr	Wheel
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			PA	P001	The Paper V	Warehouse	Joseph Manning	GEN	A	PT	1234567890	0.00	4	3	3	30 day	Wing I
			M	T001	Metro Pead	h	Jessica Johns	GEN	Α	PT	1234567	0.00	5	2	3	30 days fr	Wheel
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			GF	E001	Green Offic	e	Mary Watson	GEN	A	SE	123456789	0.00					
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			W	ON001	Wonderboo	om IT Hub	Mark Jones	GEN	Α	PT	987654321	0.00	3	3			
			D	00001	Door to Doo	or Deliveries	John Smart	CLRA	A	SE	0123456789	0.00					
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## **VIEW SUPPLIER DETAILS**

- Click on the *row selector* in front of the *supplier* that you wish to *view* the details of.
- Click on View.



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	Home	Equip	nent a	nd Locations	Contract Finance and	HR Inventory	Maintenance	and Proj	iects	Manufacturing	Procuremen	it Sales	Service Repi	orting	Utilities —	Ð
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				SPR002	Sprint International	George Matthews	GEN	A	PS	456258741	0.00	2				
				TON002	Tonys Copy Shop	Tony	SHPA	A	PS	9874561321	0.00	2	1	3	COD	DHL
Not	es			YES001	Young Electric	Grant	GEN	A	PS	3245064654	0.00	3	2			
				APD001	Apple Distributors	Sammy Jones	GEN	A	PT	345678201	0.00	6	1	4		swift
				PRI001	Printer World	Maggie Sage	GEN	A	PT	23451678	0.00	4	3	3	30 days fr	Whee
Add	resses			PRI005	Printer World 2	Richard Sage	GEN	A	PT	98076523	0.00	5	2	3	30 days fr	Whe
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				PRI010	Printer World	Maggie Sage	GEN	Α	PT	456123789	0.00	4	3	3	30 days fr	Whe
				PRI0012	Printer World	Maggie Saggie	GEN	A	PT	13456789	0.00	3	1	1	30 days fr	Whe
				TWI001	Twinkle Office Automation	Gary Marks	GEN	A	SE	9876543210	0.00	2	1	3	30 day	Wing
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				GRE001	Green Office	Mary Watson	GEN	A	SE	123456789	0.00					
-	10			COM001	Computers and Accesso	Janet Johns	GEN	Α	PS	0912345678	0.00	1	3	3	30 days fr	Whee
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				WON001	Wonderboom IT Hub	Mark Jones	GEN	Α	PT	987654321	0.00	3	3			
-				DOO001	Door to Door Deliveries	John Smart	CLRA	A	SE	0123456789	0.00					
Sup	plier Invo	pices		THE 100	The Paper Warehouse	Steve Jones	GEN	Α	PS	9876543210	0.00					
				THE005	The Phone Company	Rian Jones	GEN	A	SE	123456789	0.00	2				
				OAF001	Office Automation Finan	Teddy Jones	FINH	A	PS	123456789	0.00					
Sup	plier Reti			MAD001	Maddys Haberdashery	Maddy Jones	GEN	A	PS	123456789	0.00					

The View Supplier - [] screen will be displayed.

- 1. Here you can only *view* the supplier details.
- You will note that the *Links* frame is in this screen, as in the *Supplier Listing* screen. The information linked to these <u>Functions tiles</u> is editable but this will be covered further in this manual.
- 3. Click on *Back* to return to the *Supplier Listing* screen.



Term       Engenerit and Location       Contact       Private VIR       Maintenance and Projects       Projects <th></th> <th>Ŧ</th> <th></th> <th></th> <th>Vie</th> <th>ew Supplier - S</th> <th>PR001 - BPO: Version 2.1.0.66 -</th> <th>Example Comp</th> <th>any</th> <th></th> <th></th> <th></th> <th>-</th> <th></th> <th>×</th>		Ŧ			Vie	ew Supplier - S	PR001 - BPO: Version 2.1.0.66 -	Example Comp	any				-		×
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- In the *Supplier Listing* screen, select the *site*.
  - In this image *Durban* has been selected.
- The status can be set to *Active* or *Inactive*. You will most likely working in the *Active* status for editing purposes.



	Ŧ						Supplier List	ing - BPO: Vers	ion 2.1.0	).66 - Exa	ample Compan	iy				- 0	$\times$
0	Home	Equipme	nt an	nd Locations	Contra	ct Finance and	HR Inventory	Maintenance	e and Pro	jects	Manufacturing	Procuremen	nt Sales	Service Rep	orting	Utilities —	₽ x
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Enter te	xt to sea	rch ۶		SupplierCod	de Supplier	Name	ContactName	SupplierType	Status	Class	VATNo	MinOrderAmt	PaymentTerms	ShippingTerms	ShipVia	FreightTerms	FreightC
Func	tions		٩														
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Iter		ed		SPR001	Sprint D	istributors Local	Harry Jackson	GEN	A	PS	456789123	0.00	3	1	3	30 days fr	The Cour
				SPR002	Sprint I	nternational	George Matthews	GEN	A	PS	456258741	0.00	2				
				TON002	Tonys (	Copy Shop	Tony	SHPA	Α	PS	9874561321	0.00	2	1	3	COD	DHL
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				MAD001	Maddys	Haberdashery	Maddy Jones	GEN	Α	PS	123456789	0.00					
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Sup	plier Reti	ums	4														,
Open W	indows •															23 Oct 2018	

## **VIEW EDIT SUPPLIER SCREEN**

- Click on the *row selector* in front of the *supplier* that you wish to *edit* the details of.
- Click on *Edit*.



	Ŧ						Supplier Li	sting - BPO: Ver	sion 2.1.0	.66 - Exa	ample Compar	ıу				- 🗆	$\times$
0	Home	Equip	ment	and Locations	Contract	Finance and	HR Inventory	Maintenano	e and Pro	jects	Manufacturing	Procuremen	nt Sales	Service Rep	orting	Utilities —	8 ×
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Add	Edit	Delete	Syn	nc View	Save Layout	Workspaces	Refresh Activ	e 🔻	Export	Rep	oorts						
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				SupplierCod	de SupplierNa	ame	ContactName	SupplierType	Status	Class	VATNo	MinOrderAmt	PaymentTerms	ShippingTerms	ShipVia	FreightTerms	FreightCa
Func	tions			9													
		2.04		SUP001	Buy Back S	Supplier	Supplier Contact	BUY	Α	SE	0000000000	0.00	2				
Iter	ms Supple			SPR001	Sprint Dist	ributors Local	Harry Jackson	GEN	Α	PS	456789123	0.00	3	1	3	30 days fr	The Couri
				SPR002	Sprint Inte	ernational	George Matthews	s GEN	A	PS	456258741	0.00	2				
				TON002	Tonys Cop	by Shop	Tony	SHPA	A	PS	9874561321	0.00	2	1	3	COD	DHL
Not	tes			YES001	Young Elec	ctric	Grant	GEN	A	PS	3245064654	0.00	3	2			
				APD001	Apple Dist	ributors	Sammy Jones	GEN	A	PT	345678201	0.00	6	1	4		swift
-				PRI001	Printer Wo	orld	Maggie Sage	GEN	A.	PT	23451678	0.00	4	3	3	30 days fr	Wheels w
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				TWI001	Twinkle Of	ffice Automation	Gary Marks	GEN	A	SE	9876543210	0.00	2	1	3	30 day	Wing It C
				BON001	Bonsai Bon	nanza	Teddy Miller	GEN	Α	PS	987654321	0.00	2	1	3	30 day	Wing It C
				GRE001	Green Offi	ice	Mary Watson	GEN	A	SE	123456789	0.00					
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Proc	essina			1111	AB Goods		Bob Smart	GEN	A	PT	124221	0.00					
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Open W	lindows •															23 Oct 2018	

- The *Edit Supplier Code []* screen will be displayed.
- Here you can *edit* or *update* the supplier details as necessary.



	Ŧ			Edit Su	ıpplier - Code	SPR001 - BPO: Version 2.1.0.66	- Example Com	pany				1.77		×
0	Home	Equipment and	d Locations Contrac	t Finance and HR	Inventory	Maintenance and Projects M	lanufacturing	Procurement	Sales	Service	Reporting	Utilities	-	a x
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Func	tions		Supplier Code	SPR001			Durban							8
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			VAT No.	456789123		Postal Cod	e 1234							
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NO C	C2		Secondary Rate	0.00		Billing Addres	685 Enrest Gr	ove Road						
			Currency	South African Rand	•	•	Forest Hills							
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Add	resses		Payment Terms	60 Days from Invoice			KZN							
			Shipping Terms	5 Days - Signature			South Africa							
			Ship via	Road	•	Bill Postal Cod	e 1234							
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Proc	occina		rreight Carner	The Courier Guy		Site	Durban	m	-					
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Rec	uisitions		Order Method	Cellular telephone	•		Pretoria							
			Order Address	083 123 4567										
Pun	chase Ord	ers	-											
GRI	Vs													
Sup	olier Invoi	ces												
1.00														
Sup	plier Retu	ms												
Open W	indows •											23 Oct	2018	- 11

### **FUNCTIONS TILES**

1. The *Links* frame contains *Functions* tiles and *Processing* tiles which will direct you to further information regarding the selected supplier.

#### **ITEMS SUPPLIED**

2. Click on the *Items Supplied* tile.



	Ŧ		Edit S	upplier - Code	SPR001 - BPO: Version 2.1.0.66	Example Com	ipany						×
0	Home	Equipment and Locations Contr	act Finance and HR	Inventory	Maintenance and Projects M	anufacturing	Procurement	Sales	Service	Reporting	Utilities		a x
Save	Back Ess	Workspaces	1										
Proce	ess / /	Form a 2 Tyr Ch P 2 Tyr Supplier dan Primary Conta VAT H Tax Ral Secondary Rayment Term Shipping Term Shipping Certs Shipping Costs Order Address	e General Supplier s Parts and Services e SPR01 e Sprint Distributors Local t Harry Jackson o. 456789123 e e 0.00 y South African Rand is 60 Days from Invoice is 50 Days - Signature a Road is 30 days from Delivery tr The Courier Guy Included 2 d Cellular telephone s 083 123 4567	* * *	<ul> <li>Physical Addres</li> <li>Postal Cod</li> <li>Billing Contac</li> <li>Billing Addres</li> <li>Bill Postal Cod</li> <li>Site</li> </ul>	PO Box 1234 Forest Hile Durban     KZN     South Africa     to 304     to 304	rove Road						Other Data
GR Suj	Ns oplier Invo oplier Retu	ices											
Open V	/indows •										23 Oct	2018	

The *Items Supplied by Supplier* screen will be displayed.

- 1. Here you can view all the *parts* supplied by this Supplier.
- 2. In this screen you can *Add*, *Edit* or *Delete* a part.
  - Click on *Back* to return to the *Edit Supplier Code []* screen.



P H	iome E	quipment and Lo	cations Contract	Finance and	HR Inventory Main	tenance and	Projects Manufa	cturing	Procurement	Sales S	Service Reportir	g Utili	ties — d	9
n f	7, 0		5			-						-		
	Edit Del	ete Back	Save Layout Works	paces Refresh										
1	rocessing	× 4	Format	4 Cur	4									
		2	1000 CON 1000											
iy a colu	Cada Cuer	Renting to gro	Driven Constant	. Tanan tan Cada	Description	11-14-Carat	Family Card hit Cart	LandTime	Minimum Onder Ohio	0	Cumber Theoreman	TauOata	CashaadDaall	
supplier	Lode Supp	bierivame	PrimarySupplier	InventoryCode	Description	UnitCost	ForeignucyUnitLost	LeadTime	MinimumOrderQty	currency	SupplierItemCode	TaxRate	ContractPart	N
SPR 001	Sorin	nt Distributors Lo	cal Yes	SP1919	SP1919 Sprint Colour MEC	259.96	259.96	2	1.00	7AR	17-147K	0.00	17-147K	
SPR001	Socia	at Distributors Lo	cal No	2020-1476	Black toner SP2020	500.00	500.00	2	1.00	ZAR	SP-2020-147K	0.00	SP-2020-147	ĸ
SPR001	Sprin	nt Distributors Lo	cal Yes	SP19-147C	Cvan Toper - SP1919	350.00	350.00	2	1.00	ZAR	0. 2020 2.000	0.00		
SPR001	Sprin	nt Distributors Lo	cal Yes	CL-100-965	Cleaner	15.00	15.00	2	1.00	ZAR	CL-100-965	0.00	CL-100-965	
SPR001	Sprin	nt Distributors Lo	cal Yes	SP 18 18	Sprint copier	259.96	259.96	2	1.00	ZAR	17-147K	0.00	17-147K	
SPR001	Sprin	nt Distributors Lo	cal Yes	1458-96523	K147 Kyocera Colour Co	0.00	0.00	2	1.00	ZAR	KN1458/6965-23	0.00		
SPR001	Sprin	nt Distributors Lo	cal Yes	147-888741	K147 Yellow Toner	450.00	450.00	0	1.00	ZAR		0.00		
SPR001	Sprin	nt Distributors Lo	cal Yes	K147-888123	K147 Magenta Toner	500.00	500.00	0	1.00	ZAR		0.00		
SPR001	Sprin	nt Distributors Lo	cal Yes	K147-888478	K147 Cyan Toner	450.00	450.00	0	1.00	ZAR		0.00		
SPR001	Sprin	nt Distributors Lo	cal Yes	SP 19-123456	SP19-12 Colour Copier	3 500.00	3 500.00	0	1.00	ZAR		0.00		
SPR001	Sprin	nt Distributors Lo	cal Yes	12-098765	SP 19-12 Black Toner	350.00	350.00	0	1.00	ZAR		0.00		
SPR001	Sprin	nt Distributors Lo	cal Yes	2020-147L	SP2020 Clear Toner	400.00	400.00	0	1.00	ZAR		0.00		
SPR001	Sprin	nt Distributors Lo	cal Yes	204-147C	SP204 Cyan Toner	350.00	350.00	0	1.00	ZAR		0.00		
SPR001	Sprin	nt Distributors Lo	cal Yes	147258	Black Toner	250.00	250.00	0	1.00	ZAR		0.00		
SPR001	Sprin	nt Distributors Lo	cal No	19-687	Drum	1 000.00	1 000.00	1	1.00	ZAR		0.00		
SPR001	Sprin	nt Distributors Lo	cal Yes	204-147M	SP204 Magenta Toner	350.00	350.00	0	1.00	ZAR		0.00		
SPR001	Sprin	nt Distributors Lo	cal Yes	204-147Y	SP204 Yellow Toner	350.00	350.00	0	1.00	ZAR		0.00		
SPR001	Sprin	nt Distributors Lo	cal Yes	204-147K	SP204 Black Toner	350.00	350.00	0	1.00	ZAR		0.00		
SPR001	Sprin	nt Distributors Lo	cal Yes	SP204	SP204 Colour Copier	4 850.00	4850.00	0	1.00	ZAR		0.00		
SPR001	Sprin	nt Distributors Lo	cal Yes	540-147K	Compatible black toner	249.00	249.00	0	1.00	ZAR		0.00		
SPR001	Sprin	nt Distributors Lo	cal Yes	SAN	Sanitizer	45.00	45.00	0	1.00	ZAR		0.00		
SPR001	Sprin	nt Distributors Lo	cal Yes	1020-147K	Toner Black	350.00	350.00	2	1.00	ZAR		0.00		
SPR001	Sprin	nt Distributors Lo	cal No	SP1020	Copier	7 500.00	7 500.00	0	1.00	ZAR		0.00		
SPR001	Sprin	nt Distributors Lo	cal Yes	1020-478	Staple Unit	500.00	500.00	0	1.00	ZAR		0.00		
SPR001	Sprin	nt Distributors Lo	cal No	1020-147C	Toner Cyan	350.00	350.00	0	1.00	ZAR		0.00		
SPR001	Sprin	nt Distributors Lo	cal Yes	1020-147M	Toner Magenta	500.00	500.00	0	1.00	ZAR		0.00		
10000	Corio	t Dietributore Lo	ral Vac	1000-147V	Toper Vellow	350.00	350.00	0	1.00	740		0.00		

#### NOTES

• In the *Edit Supplier* screen, click on the *Notes* tile.



- ·			Edit Supp	lier - Code	SPR001 - BPO: Version 2.1.0.66 -	Example Com	pany						>	
Home	Equipment an	d Locations Contrac	t Finance and HR In	iventory	Maintenance and Projects Ma	anufacturing	Procurement	Sales	Service	Reporting	Utilities	-	Ð	×
Save Back	Workspaces													
bure buck	Ŧ													
Process	# Format #													
Links	4													Ī
Enter text to se	arch 🔎	Туре	General Supplier	-	Physical Address	PO Box 1234								
Functions		Class	Parts and Services	•		Forest Hills								
runctions		Supplier Code	SPR001		(	Durban								1
Items Supp	lied	Supplier Name	Sprint Distributors Local		i i i	KZN								
		Primary Contact	Harry Jackson		100 D 100 D	South Africa								
		VAT No.	456789123		Postal Code	1234								
Notes		Tax Rate		<b>*</b>	Billing Contac	John Martin		-						
		Secondary Rate	0.00		Billing Address	685 Forest Gr	rove Road							
		Currency	South African Rand	-		Forest Hills								
Addresses	8	Payment Terme	60 Dave from Invoice			New Town								
Hudicasca	2	Chinging Torms	E Dava - Signature	-		KZN								
		Shipping Terms	Dead	-		South Africa								
		Ship via	20 dave from Delivery		Bill Postal Code	1234								
		Freight Fernis	The Courier Cour		Cite	Core Tou	And Control of Control							
Drococcine		rreight Carner	The Courier Guy		Siles	Durban	VII	-						
Processing	4	Shipping Costs In	cluded 🖌			Johannes	sburg							
Requisitions	s	Order Method	Cellular telephone	•		V Pretoria								
		Order Address	083 123 4567											
Purchase O	Inders													
CONT														
GRANS														
Supplier Inv	voices													
Supplier Re	turns													
Open Windows	•										23 Oct	2018	1	

The *Notes for Supplier []* screen will be displayed. In this screen you can view the

- 1. Comments: Internal notes regarding the Supplier and
- 2. **Notes**: Notes concerning orders to this supplier, which will pull through to the Purchase Order.
- 3. Type in the relevant text boxes to *add* a note or comment as required.
  - Click on *Back* to return to the *Edit Supplier Code []* screen.





#### **ADDRESSES**

• In the *Edit Supplier Code - []* screen, click on the *Addresses* tile.



-			Edit Su	pplier - Code	SPR001 - BPO: Version 2.1.0.66 -	Example Comp	bany				1		$\times$
Home	Equipment ar	nd Locations Contrac	t Finance and HR	Inventory	Maintenance and Projects Ma	anufacturing	Procurement	Sales	Service	Reporting	Utilities	-	8 X
Sauge Back	Workenaces												
Jave Dack													
Process "	Format "												
Links	4												6
Enter text to sear	P	Туре	General Supplier	*	Physical Address	PO Box 1234							
		Class	Parts and Services	*		Forest Hills							
Functions		Supplier Code	SPR001		•	Durban							12
Items Supplier	+	Supplier Name	Sprint Distributors Local		¥ .	KZN							
Techno Doppiner	3	Primary Contact	Harry Jackson			South Africa							
		VAT No.	456789123		Postal Code	1234							
Notes		Tax Rate		+	* Billing Contact	John Martin		1					
		Secondary Rate	0.00		Billing Address	685 Forest Gro	ve Road		e				
		Currency	South African Rand	-	•	Forest Hills							
Addresses		D	co. De la ferra de la ferra			New Town		_					
Addresses		Payment Terms	60 Days from Invoice	•		KZN							
		Snipping Terms	5 Days - Signature	•		South Africa							
		Ship Via	Road	•	Bill Postal Code	1234							
		Freight Terms	30 days from Delivery			(m)	N-						
		Freight Carrier	The Courier Guy		Sites	Cape Town	n	4					
Processing		Shipping Costs In	cluded 🗸			Johannest	ourg						
Requisitions		Order Method	Cellular telephone	•		V Pretoria							
recquartorna		Order Address	083 123 4567										
Purchase Ord	ers												
GRINS													
Supplier Invoi	ces												
Supplier Retur	ms												
											Turnan	SMC-70	
Open Windows *											23 Oct	2018	

The *Addresses for Supplier - []* screen will be displayed.

- 1. Here you can view the different address types; *Postal*, *Physical*, *Billing* and *Shipping*.
  - Note: Make sure you have a *Physical* address set up, as this pulls through to the *Purchase Order*.
- 2. In this screen you can *Add*, *Edit* or *Delete* an address type.
  - Click on *Back* to return to the *Edit Supplier Code []* screen.





## **PROCESSING TILES**

The Links frame also contains the Processing tiles:

#### REQUISITIONS

• In the *Edit Supplier - Code []* screen, click on the *Requisitions* tile.



	Ŧ			Edit Su	pplier - Code	SPR001 - BPO: Version 2.1.0.66 -	Example Company				-		$\times$
0	Home	Equipment an	d Locations Contrac	t Finance and HR	Inventory	Maintenance and Projects Ma	anufacturing Procu	urement S	ales Serv	ice Reporting	Utilities	-	8 X
	0												
	0												
Save	Back	Workspaces											
Proce	ss a	Format "											
Links		4											5
Enter te	xt to sear	ch 🔎	Туре	General Supplier	+	Physical Address	PO Box 1234						000
			Class	Parts and Services			Forest Hills						5
Func	tions		Supplier Code	SPR001		•	Durban						6
These			Supplier Name	Sprint Distributors Local		*	KZN						
rtten	is supplie	u i	Primary Contact	Harry Jackson			South Africa						
			VAT No.	456789123		Postal Code	1234						
	227		Tay Data		2	Billing Control	John Martin		-				
Not	es		Tax Rate	0.00		Billing Contac	COE Except Crows Da		-				
			Secondary Rate	Couth African Dand	-	billing Address	Forest Hills	040	-				
			currency	Souur Airican Kanu			New Town						
Add	resses		Payment Terms	60 Days from Invoice	•		KZN		_				
			Shipping Terms	5 Days - Signature	*		South Africa		_				
			Ship Via	Road	•	Bill Postal Code	1234						
			Freight Terms	30 days from Delivery									
			Freight Carrier	The Courier Guy		Sites	Cape Town						
Proc	essing		Shipping Costs In	icluded 🗸			Durban						
	and the		Order Method	Cellular telephone	•		Pretoria						
Req	uisitions		Order Address	083 123 4567									
Pure	thase Ord	lers											
GRM	ls												
Sup	plier Invoi	ices											
Sup	plier Retu	rns											
Open Wi	ndows 🕶										23 Oct	2018	0

The *Purchase Requisitions for Supplier []* screen will be displayed. This screen will default to the *site* selected in the *Supplier Listing* screen and the *status* will default to *New*.

- 1. In this screen, you can <u>Add, Edit, Delete and View</u> a selected requisition.
- 2. and depending on the *status* that is selected,
- 3. you can either <u>Hold, Release, Approve or Decline</u> a selected requisition.
  - Click on *Back* to return to the *Edit Supplier Code []* screen.



		_			P	urchase keq	uisicions for su	ppiler SPR0	UT - BPO: Versic	on 2.1.0.0	o - Example C	ompany		_		1
	Home	Equipm	ent and Lo	ations Contrac	t Financ	te and HR	Inventory	Maintenand	e and Projects	Manuf	acturing Pr	ocurement	Sales Service	e Reporting	Utilities —	Ċ
5		×		Þ 4 🕨	$\bigcirc$		2			Durb	an 🔻					
d	Edit	Delete	View	Hold Release	Approve D	edine Sav	e Layout Worl	spaces	Print Export	New	•	Refresh				
	A Malaka						Frank	•	/	1	Connect					
-1	Mainta	in		Proces	35		Format	-			Current					
-				that column				2	2							
ido	le 🔻	PRType	Status	EmployeeNumber	FirstName	LastName	EventDate	Comments	ExclCost	Notes	SupplierExist	IndCost	SourceTypeDesc	CustomerCode	CustomerName	So
1				3												
PR	0000536	MAINT	N	MILOO1	Abigail	Milne	07 Sep 2018		3 250.00		Yes	3 662.50	Warehouse			
PR	0000534	MAINT	N	MIL001	Abigail	Milne	28 Aug 2018		42 375.00		Yes	42 375.00	Warehouse			
PR	0000533	MAINT	N	MIL001	Abigail	Milne	28 Aug 2018		109 200.00		Yes	125 580.00	Warehouse			
PR	0000523	MAINT	N	MIL001	Abigail	Milne	26 Apr 2018		4 500.00		Yes	5 130.00	Warehouse			
PR	0000487	MAINT	N	DUT001	Bianca	Du Toit	26 Oct 2017		6 250.00		Yes	7 125.00	Warehouse			
PR	0000486	MAINT	N	DUT001	Bianca	Du Toit	26 Oct 2017		6 250.00		Yes	7 125.00	Warehouse			
PR	0000485	MAINT	N	DUT001	Bianca	Du Toit	26 Oct 2017		350.00		Yes	399.00	Warehouse			
PR	0000466	MAINT	N	DUT001	Bianca	Du Toit	25 Jul 2017		15.00		Yes	17.10	Warehouse			
PR	0000459	MAINT	N	MUD001	Judith	Mudzengi	13 Jul 2017		150.00		Yes	171.00	Work Order			
PR	0000456	MAINT	N	MUD001	Judith	Mudzengi	05 Jul 2017		900.00		Yes	1 026.00	Work Order			
PR	0000455	MAINT	N	MUD001	Judith	Mudzengi	05 Jul 2017		500.00		Yes	570.00	Work Order			
PR	0000454	MAINT	N	MUD001	Judith	Mudzengi	05 Jul 2017		800.00		Yes	912.00	Work Order			
PR	0000452	MAINT	N	MUD001	Judith	Mudzengi	04 Jul 2017		1 500.00		Yes	1 710.00	Work Order			
PR	0000444	MAINT	N	MUD001	Judith	Mudzengi	15 Jun 2017		0.00		Yes	0.00	Work Order			
PR	0000442	MAINT	N	MUD001	Judith	Mudzengi	15 Jun 2017		4 500.00		Yes	5 130.00	Warehouse			
PR	0000434	MAINT	N	DUT001	Bianca	Du Toit	06 Jun 2017		800.00		Yes	912.00	Work Order			
PR	0000433	MAINT	N	DUT001	Bianca	Du Toit	05 Jun 2017		1 500.00		Yes	1 710.00	Warehouse			
PR	0000431	MAINT	N	MUD001	Judith	Mudzengi	01 Jun 2017		980.00		Yes	980.00	Warehouse			
PR	0000430	MAINT	N	DUT001	Bianca	Du Toit	01 Jun 2017		450.00		Yes	513.00	Work Order			
PR	0000429	MAINT	N	DUT001	Bianca	Du Toit	31 May 2017		450.00	test	Yes	513.00	Work Order			
PR	0000428	MAINT	N	DUT001	Bianca	Du Toit	31 May 2017		450.00	test	Yes	513.00	Work Order			
PR	0000421	MAINT	N	MUD001	Judith	Mudzengi	24 May 2017		800.00		Yes	912.00	Work Order			
PR	0000418	MAINT	N	MUD001	Judith	Mudzengi	24 May 2017		1 000.00		Yes	1 140.00	Work Order			
PR	0000416	MAINT	N	MUD001	Judith	Mudzengi	24 May 2017		800.00		Yes	912.00	Work Order			
PR	0000410	MAINT	N	MUD001	Judith	Mudzengi	22 May 2017		800.00		Yes	912.00	Work Order			
PR	0000409	MAINT	N	MUD001	Judith	Mudzengi	22 May 2017		9 000.00		Yes	10 260.00	Warehouse			
PR	0000407	MAINT	N	MUD001	Judith	Mudzengi	19 May 2017		650.00		Yes	713.00	Warehouse			
PR	0000405	MAINT	N	MUD001	Judith	Mudzengi	19 May 2017	retest	4 500.00	retest	Yes	5 130.00	Warehouse			

#### **PURCHASE ORDERS**

 In the *Edit Supplier - Code []* screen, click on the *Purchase Orders* tile.



	Ŧ			Edit Su	oplier - Code	SPR001 - BPO: Version 2.1.0.66	- Example Com	npany				-		×
0	Home	Equipment ar	nd Locations Contrac	t Finance and HR	Inventory	Maintenance and Projects	Manufacturing	Procurement	Sales	Service	Reporting	Utilities	_	a x
	~													
	G													
Save	Back	Workspaces												
Proce	ess ,	Format												
Links			1											5
Enter te	ext to sear	rh. P	Type	General Supplier	+	* Physical Addre	55 PO Box 1234							Othe
			Class	Parts and Services			Forest Hills							r Dat
Fund	ctions		Supplier Code	SPR001			Durban							6
			Supplier Name	Sprint Distributors Local		*	KZN							
Ite	ms Supplie	d	Primary Contact	Harry Jackson			South Africa							
			VAT No.	456789123		Postal Co	de 1234							
	1997					t null c l			_					
Not	tes		Tax Rate		•	Billing Conta	ct John Martin							
			Secondary Rate	0.00		Billing Addre	SS 685 Forest G	rove Road						
			Currency	South African Rand	•	<u> </u>	New Town							
Add	dresses		Payment Terms	60 Days from Invoice	+		KZN							
			Shipping Terms	5 Days - Signature	*		South Africa							
			Ship Via	Road	•	Bill Postal Co	de 1234							
			Freight Terms	30 days from Delivery			10 							
1000			Freight Carrier	The Courier Guy		Site	es 🗌 Cape Tor	wn	]					
Proc	cessing		Shipping Costs In	cluded 🗸			Durban	chura						
	and the second second		Order Method	Cellular telephone	-		Pretoria	Jourg						
Rei	quisitions		Order Address	083 123 4567										
Pur	rchase Ord	lers												
	the state of the s													
GR	Ns													
		_												
Sup	pplier Invo	ices												
_														
Sup	pplier Retu	ims												
Open W	Vindows 🔻											23 Oct	2018	- 11

The *Purchase Orders for Supplier []* screen will be displayed. This screen will default to the *site* selected in the *Supplier Listing* screen and the *status* will default to *New*.

- 1. In this screen, you can view a list of purchase orders linked to this supplier. Click on *View* to see further detail for a selected order.
- and depending on the *status* that is selected and the <u>company pro-</u> <u>curement approval</u> process set up
- 3. You can create a <u>Non Stock GRN</u> or arrange a *Collection Agent* for a purchase order.
- 4. You can also Print a Collection Voucher and <u>Print</u> the purchase order which activate the goods receiving against a selected order.
- 5. There are also supplier <u>Functions</u> tiles in this screen that will direct you to more information regarding the *supplier*.
  - Close the screen to return to the Edit Supplier Code [] screen.



## Introduction to Suppliers

			р	urchase Orc	lers for Supplier S	SPR001 - BPO: Ver	sion 2.1.0	.66 - Example	Company				- [	X E
Home E	quipment and Locations	Contract	Finance a	ind HR I	nventory Mair	ntenance and Proje	cts Ma	anufacturing	Procuremen	nt S	ales Service	Reporting	Utilities -	. 8 ×
View Order Delete	Approve     Approve     Decline     Non Sto     GRN	ck Collectio	Save La	yout Works	spaces Print Co Vour	Dilection Print cher	Export	Durban New	• 🎸	esh				
Maktain 🦼	Process			Format	4	Print	~	Cun	rent		2			
Links	A Drag a column			sat column	3			4						
Enter text to sea	POCode	POType	POClass	ItemType	OriginatorType	OriginCode	Origin	Desc		Status	RequestorName	AssetDesc	SupplierCode	SupplierNam
Functions	9													
	PO0000440	MAINT	SUPPLIER	WOAS	WKOR	WO0001469	1234			N	Bianca Du Toit		SPR001	Sprint Distrit
Notes	PO0000448	MAINT	SUPPLIER	WOAS	WKOR	WO0000890	Tier - (	Commercial Tier	Test	N	Abigail Milne	Copier	SPR001	Sprint Distrit
	PO0000479	MAINT	SUPPLIER	WOAS	WKOR	WO0001064	3MS -	3 Month Servio	e	N	Abigail Milne	SP2020 Sp	SPR001	Sprint Distrit
	PO0000470	MAINT	INV		WHSE	Main Warehouse	Main V	/arehouse		N	Bianca Du Toit		SPR001	Sprint Distrib
Addresses	PO0000472	MAINT	INV		WHSE	OTC Whee DBN	OTC W	/hse DBN		N	Judith Mudzengi		SPR001	Sprint Distrit
	PO0000473	MAINT	INV		WHSE	Main Warehouse	Main V	/arehouse		N	Bianca Du Toit		SPR001	Sprint Distrib
	PO0000474	MAINT	INV		WHSE	Main Warehouse	Main V	/arehouse		N	Abigail Milne		SPR001	Sprint Distrit
5														
											)			۲
Open Windows 🕶													23 Oct 201	8 📜

#### GRNS

• In the *Edit Supplier - Code []* screen, click on the *GRNs* tile.



	Ŧ			Edit Su	ipplier - Code	SPR001 - BPO: Version 2.1.0.66 -	Example Company					-		$\times$
0	Home	Equipment an	d Locations Contrac	t Finance and HR	Inventory	Maintenance and Projects M	anufacturing Proc	curement	Sales	Service	Reporting	Utilities	-	8 X
	~													
	<b>V</b>													
Save	Back	Workspaces												
Proce	ss "	Format "												
Links		4												E.
Enter te	xt to sear	ch P	Туре	General Supplier	+	<ul> <li>Physical Addres</li> </ul>	PO Box 1234							
			Class	Parts and Services	•		Forest Hills							P an
Func	tions		Supplier Code	SPR001		•	Durban							6
1644	ne Creeka		Supplier Name	Sprint Distributors Local		*	KZN							
108	iis supplie	u l	Primary Contact	Harry Jackson			South Africa							
			VAT No.	456789123		* Postal Cod	e 1234							
			Tau Data		2	t Dilling Control	A John Martin							
Not	es		Facondamy Date	0.00	<u>ā</u>	Billing Addres	695 Earost Croup D	load						
			Gummancy	Couth African Dand	_	binning Addres	Forest Hills	tudu						
			currency	Souur Airican Kanu			New Town		-					
Add	iresses		Payment Terms	60 Days from Invoice	*		KZN		_					
			Shipping Terms	5 Days - Signature	*		South Africa							
			Ship Via	Road	•	Bill Postal Cod	e 1234							
			Freight Terms	30 days from Delivery										
	120		Freight Carrier	The Courier Guy		Site	Cape Town		2					
Proc	essing		Shipping Costs In	cluded 🗸			Johannesburg							
Rec	uicitione		Order Method	Cellular telephone	•		V Pretoria							
Ret	taisiaons		Order Address	083 123 4567										
Pun	chase Ord	ers												
1	and the second se													
GRI														
-														
Sup	plier Invoi	ices												
Sup	plier Retu	ms												
Open W	indows 🔻											23 Oct	2018	:

The *Goods Received Notes for Supplier []* screen will be displayed. This screen will default to the *site* selected in the *Supplier Listing* screen and the *status* will default to *New* 

- In this screen you can view the <u>Stock</u> and <u>Non Stock GRNs</u> linked to this supplier.
- 2. Depending which *status* you are in,
- 3. you can either <u>Complete</u> or View a selected GRN.
  - Close the screen to return to the Edit Supplier Code [] screen.



po	1			GOODS N	cerved rootes for 30	ppiler or 1001 - BPO: Ver	sion 2.1.0.00 - Examp	ine Company					÷
Home	Equipme	nt and Locations	Contract	Finance and H	R Inventory	Maintenance and Projects	Manufacturing	Procurement Sales	Service	Reporting	Utilities	-	æ
3		2			urban 🔻 식	2							
nnlete View	GRN Sav	e Lavout Worksr	aces Print	Export	Re	fresh							
SRN	-		GRN		ew •								
Process	- 1	Format	.a Pr	int "	Current	2							
tock GRNs	Ion Stock GR	INs		0									
X		annun hu that coli	1000								1		
and the second second	1.	group of marcon	nee 1				in the second second					1	
GRNNo	Status	ReceiptType	POCode	SubItemType	EmployeeNumber	FirstName	LastName	EventDate	EventTime				
	1												
GR0000026	N	WKOR	PO0000028	WOAS	SHA001	Belinda	Sharman	23 Apr 2014	00:00:00				
GR0000027	N	WKOR	PO0000029	WOAS	SHA001	Belinda	Sharman	23 Apr 2014	00:00:00				
GR00000112	N	WKOR	PO0000049	WOAS	SHA001	Belinda	Sharman	08 Aug 2014	00:00:00				
GR0000088	N	WKOR	PO0000091	WOAS	SHA001	Belinda	Sharman	21 Jul 2014	00:00:00				
GR00000118	N	WKOR	PO0000094	WOAS	DUT001	Bianca	Du Toit	23 Sep 2014	00:00:00				
GR0000093	N	WKOR	PO0000095	WOAS	SHA001	Belinda	Sharman	21 Jul 2014	00:00:00				
GR00000100	N	WKOR	PO0000104	WOAS	SHA001	Belinda	Sharman	30 Apr 2014	00:00:00				
GR00000101	N	WKOR	PO0000105	WOAS	SHA001	Belinda	Sharman	05 Aug 2014	00:00:00				
GR00000111	N	WKOR	PO0000124	WOAS	SHA001	Belinda	Sharman	08 Aug 2014	00:00:00				
GR00000117	N	WKOR	PO0000132	WOAS	DUT001	Bianca	Du Toit	23 Sep 2014	00:00:00				
GR00000119	N	WKOR	PO0000133	WOAS	DUT001	Bianca	Du Toit	23 Sep 2014	00:00:00				
GR00000120	N	WKOR	PO0000134	WOAS	DUT001	Bianca	Du Toit	23 Sep 2014	00:00:00				
GR00000130	N	WKOR	PO0000143	WOAS	DUT001	Bianca	Du Toit	26 Sep 2014	00:00:00				
GR00000132	N	WKOR	PO0000145	WOAS	DUT001	Bianca	Du Toit	26 Sep 2014	00:00:00				
GR00000134	N	WKOR	PO0000147	WOAS	DUT001	Bianca	Du Toit	26 Sep 2014	00:00:00				
GR00000145	N	WKOR	PO0000157	WOAS	DUT001	Bianca	Du Toit	12 Nov 2014	00:00:00				
GR00000398	N	WKOR	PO0000191	WOAS	DUT001	Bianca	Du Toit	20 Nov 2013	00:00:00				
GR00000174	Ν	WKOR	PO0000196	WOAS	DUT001	Bianca	Du Toit	17 Apr 2015	00:00:00				
GR00000192	Ν	WKOR	PO0000211	WOAS	DUT001	Bianca	Du Toit	27 Oct 2015	00:00:00				
GR00000170	Ν	WKOR	PO0000194	WOAS	DUT001	Bianca	Du Toit	26 Feb 2015	00:00:00				
GR00000197	N	WKOR	PO0000220	WOAS	DUT001	Bianca	Du Toit	05 Nov 201	i 00:00:00				
GR00000198	Ν	WKOR	PO0000221	WOAS	DUT001	Bianca	Du Toit	05 Nov 201	6 00:00:00				
GR00000220	N	WKOR	PO0000238	WOAS	DUT001	Bianca	Du Toit	10 Nov 201	6 00:00:00				
GR00000224	N	WKOR	PO0000243	WOAS	DUT001	Bianca	Du Toit	16 Nov 201	6 00:00:00				
GR00000226	N	WKOR	PO0000246	WOAS	DUT001	Bianca	Du Toit	17 Nov 201	6 00:00:00				
GR00000227	N	WKOR	PO0000246	WOAS	DUT001	Bianca	Du Toit	17 Nov 201	6 00:00:00				
GR00000230	Ν	WKOR	PO0000248	WOAS	DUT001	Bianca	Du Toit	18 Nov 201	6 00:00:00				
000000000	M	MIKOD.	000000040	INOAC.	DLITO04	Disease	D Talk	10 Mar. 20.11					-

#### **SUPPLIER INVOICES**

In the *Edit Supplier - Code []* screen, click on the *Supplier Invoices* tile.



	Ŧ			Edit Su	pplier - Cod	e SPR001 - BPO: Version 2.1.0.66	- Example Cor	mpany				1		×
	Home	Equipment ar	d Locations Contrac	t Finance and HR	Inventory	Maintenance and Projects	Manufacturing	Procurement	Sales	Service	Reporting	Utilities	_	e x
	~													
	9													
Save	Back	Workspaces												
Proce	ess a	Format "												
Links		ą.												Í
Enter te	ext to sear	ch P	Туре	General Supplier	•	<ul> <li>Physical Addre</li> </ul>	ss PO Box 123	4						
No	tes		Class	Parts and Services	•		Forest Hills							
			Supplier Code	SPR001		•	Durban							
			Supplier Name	Sprint Distributors Local		*	KZN		_					
Adi	dresses		Primary Contact	Harry Jackson		0	South Africa							
			VAT No.	456789123		* Postal Co	ue 1234							
			Tax Rate		+	* Billing Conta	ct John Martin							
			Secondary Rate	0.00		Billing Addre	ss 685 Forest	Grove Road	-	•				
			Currency	South African Rand	-	*	Forest Hills							
Proc	essing		Payment Terms	60 Days from Invoice	÷		New Town							
			Shipping Terms	5 Days - Signature			KZN							
Re	quisitions		Ship Via	Road	-		South Africa							
			Freight Terms	30 days from Delivery		Bill Postal Co	de 1234							
	an a		Freight Carrier	The Courier Guy		Sit	es 🗌 Cape To	own						
Pur	chase Ord	ers	Shipping Costs In	cluded 🗹			🗹 Durban							
			Orden Mathad	Callular talanhana			Johanne Destaurie	esburg						
			Order Hethod	Celular telephone	•		Y Pretona							
GRI	Ns		order Address	003 123 4307										
		2000 C												
Sup	oplier Invoi	ices												
-														
Sup	oplier Retu	ms												
De	bit Notes													
2010/01/02												-	100.00	
Open W	/indows •											23 Oct	2018	Q.

The *Purchase Invoices for Supplier []* screen will be displayed. This screen will default to the *site* selected in the *Supplier Listing* screen and the *status* will default to *New*.

- 1. In this screen you can view a list of the <u>Supplier Invoices</u> linked to this supplier.
- 2. Depending which *status* you are in,
- 3. you can <u>Add</u>, <u>Edit</u>, <u>Delete</u>, <u>View</u>, <u>Approve</u> or <u>Decline</u> a supplier invoice.
  - Close this screen to return to the Edit Supplier Code [] screen.



	Home	Equipment and Lo	cations Cor	ntract Finance and HR	Inventory	Maintenance and P	Projects	Manufacturing	Procure	ment Sales	Service	Reporting	Utilities	-	6
2				3		BISS Durba	n ,	422			1				
H	Edit	Delete View	Approve Deci	ine Save Lavout Work	spaces Print	Export		Refrech			T				
<b>7</b>	Luit	Delete Herr	Approve bee	Sure cuyout mone	*	INSM INSM	-								
	Maint	ain 🦼	Frocess	" Format	a Prir	t a	Current	1	- 2						
	ih no hei									0	Ţ				
	of table	Inuralia	SupplierCode	Supplicitizmo	InvoiceDate	Reference	Currency	Evolution	TayData	TotalContEvel	TotalAmtInd	VATNO	Status	Conta	CHN I
IV OIL	c. tatus	I Colcevo	Supplier Code	зарриенчане	InvoiceDate	Reference	Currency	CACIONISCENCE	TaxNate	TOTAICOSIEXCI	TotalAmunu	VATINO	Judius	Conta	
	r	BLIVEGR00000157	SPP001	Sprint Distributors Local	27 Jap 2015	GR00000157	740	1.00	14.00	500.00	570.00	456789123	۵	Harry	lar
	-	PLIVECD00000159	CDD001	Sprint Distributors Local	27 Jan 2015	CD00000157	740	1.00	14.00	500.00	570.00	456790102	n	Horry	100
	3	BLIVEGR00000170	SPR001	Sprint Distributors Local	16 Mar 2015	GR00000138	ZAR	1.00	14.00	0.00	0.00	456789122	4	Harry	12-
		BUVBCD00000171	SPD001	Sprint Distributors Local	12 May 2015	GP00000171	740	1.00	14.00	0.00	0.00	456780123	•	Harry	12
		BLIVEGR00000173	SPR001	Sprint Distributors Local	14 May 2015	GR00000173	ZAR	1.00	14.00	0.00	0.00	456789122	4	Harry	10
		nr2441	SPR001	Sprint Distributors Local	18 Nov 2015	0.00000177	ZAR	1.00	14.00	1 000 00	1 140 00	456789123	4	Harry	12
		BUYBGR00000281	SPR001	Sprint Distributors Local	23 Jun 2016	GR00000281	748	1.00	14.00	0.00	0.00	456789123	Δ	Harry	la
		BLIVBGR00000282	SPD001	Sprint Distributors Local	23 Jun 2016	GR00000282	740	1.00	14.00	0.00	0.00	456780123	4	Harry	1=
		BUYBGR00000283	SPR001	Sprint Distributors Local	23 Jun 2016	GR00000283	ZAR	1.00	14.00	0.00	0.00	456789123	Δ	Harry	la
		BUYBGR00000285	SPD001	Sprint Distributors Local	23 Jun 2016	GR00000285	700	1.00	14.00	0.00	0.00	456780123	4	Harry	12
		BUYBGR00000285	SPR001	Sprint Distributors Local	23 Jun 2016	GR00000285	ZAR	1.00	14.00	0.00	0.00	456789123	Δ	Harry	la
		BUYBGR00000287	SPR001	Sprint Distributors Local	23 Jun 2016	GR00000287	ZAR	1.00	14.00	0.00	0.00	456789123	4	Harry	la
		SINV741	SPR001	Sprint Distributors Local	05 34 2016	GR00000293	ZAR	1.00	14.00	45 000 00	51 300 00	456789123	۵	Harry	la
		123456.99	SPR001	Sprint Distributors Local	12 Aug 2016	0.00000250	ZAR	1.00	14.00	150.00	171.00	456789123	A	Harry	la
		SINV11 22 33	SPR001	Sprint Distributors Local	07 Sep 2016		ZAR	1.00	14.00	150.00	171.00	456789123	Δ	Harry	la
		SINV4788	SPR001	Sprint Distributors Local	07 Sep 2016	GR00000298	ZAR	1.00	14.00	2 500.00	2 850.00	456789123	A	Harry	la
		789456	SPR001	Sprint Distributors Local	31 Oct 2016		ZAR	1.00	14.00	200.00	228.00	456789123	A	Harry	la
		inv1	SPR001	Sprint Distributors Local	13 Apr 2017		ZAR	1.00	14.00	11 500.00	13 110.00	456789123	A	Harry	Ja
		BUYBGR00000320	SPR001	Sprint Distributors Local	02 May 2017	GR00000320	ZAR	1.00	14.00	500.00	570.00	456789123	A	Harry	Jac
		BUYBGR00000321	SPR001	Sprint Distributors Local	02 May 2017	GR00000321	ZAR	1.00	14.00	500.00	570.00	456789123	A	Harry	Jac
		BUYBGR00000322	SPR001	Sprint Distributors Local	04 May 2017	GR00000322	ZAR	1.00	14.00	500.00	570.00	456789123	A	Harry	Ja
		BUYBGR00000334	SPR001	Sprint Distributors Local	22 May 2017	GR00000334	ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry	Ja
		BUYBGR00000335	SPR001	Sprint Distributors Local	22 May 2017	GR00000335	ZAR	1.00	14.00	500.00	570.00	456789123	A	Harry	Jai
		Full Quantity	SPR001	Sprint Distributors Local	30 May 2017	PO0000361	ZAR	1.00	14.00	1 400.00	1 596.00	456789123	A	Harry	Jar
		C dass issue	SPR001	Sprint Distributors Local	30 May 2017	GR00000346	ZAR	1.00	14.00	400.00	456.00	456789123	A	Harry	Jai
		GR347	SPR001	Sprint Distributors Local	06 Jun 2017	PO0000340	ZAR	1.00	14.00	160 741.00	183 244.74	456789123	A	Harry	Jai
		SINV-370	SPR001	Sprint Distributors Local	31 Jul 2017		ZAR	1.00	14.00	450.00	513.00	456789123	A	Harry	Jai
		SINV-GRN388	SPR001	Sprint Distributors Local	15 Aug 2017		ZAR	1.00	14.00	3 675.00	4 189.50	456789123	A	Harry	Ja
					14,000,007,000,000									Personal Contraction	

#### **SUPPLIER RETURNS**

• In the *Edit Supplier - Code []* screen, click on the *Supplier Returns* tile.



	Ŧ			Edit Sup	oplier - Code	SPR001 - BPO: Version 2.1.0.66	- Example Cor	npany				1		×
0	Home	Equipment ar	nd Locations Contract	t Finance and HR	Inventory	Maintenance and Projects	Manufacturing	Procurement	Sales	Service	Reporting	Utilities	_	8 ×
Save	G Back	Workspaces												
Proce	SS A	Format a												
Links		4						20						
Enter te	xt to searc	m, P	Туре	General Supplier	· · ·	Physical Addre	SS PO Box 123	1	-					
Not	es		Class	Parts and Services	•		Durban							
			Supplier Code	SPR001			K7N							
			Supplier Name	Sprint Distributors Local			South Africa							
Add	iresses		Primary Contact	Harry Jackson		Postal Co	de 1234		-					
			VAT No.	456789123										
			Tax Rate		<b>*</b>	Billing Conta	ct John Martin							
			Secondary Rate	0.00		Billing Addre	ss 685 Forest (	Grove Road		K				
			Currency	South African Rand		÷	Forest Hills							
Proc	essing		Payment Terms	60 Days from Invoice	*		New Town							
			Shipping Terms	5 Davs - Signature			KZN							
Rec	uisitions		Ship Via	Road	•		South Africa							
			Freight Terms	30 days from Delivery		Bill Postal Co	de 1234							
-			Freight Carrier	The Courier Guy		Site	es Cane To	win						
Pun	chase Orde	ers		•••• =		544	Durban							
			Shipping Costs In	cluded ¥			🔲 Johanne	esburg						
			Order Method	Cellular telephone	•		Pretoria							
GRI	Vs		Order Address	083 123 4567										
Sup	plier Invoic	ces												
Sup	plier Retur	ms												
Deb	oit Notes													
Open W	indows 🔻											23 Oct	2018	¢.,

The *Supplier Returns for Supplier []* screen will be displayed. This screen will default to the *site* selected in the *Supplier Listing* screen.

- In this screen you can view a list of the <u>Stock</u> and <u>Non Stock</u> Returns linked to this supplier.
- 2. You can also *Add*, *Edit*, or *View* a supplier return.
  - Close this screen to return to the Edit Supplier Code [] screen.



			Supj	plier Returns fo	or Supplier SPR001	- BPO: Version 2	1.1.0.66 - Example	Company				- 0	
Home	Equipmen	t and Locations	Contract Finance and	HR Invent	ory Maintenand	e and Projects	Manufacturing	Procurem	ent Sales	Service	Reporting	Utilities -	- 8
3		2		Protect and	5								
dd Edit	View S	ave Lavout Wo	rkspaces Print Export	Durban	Refresh								
-	-		-										
Maintain	-	Format	a Print .	4 0	urrent	4							
			.mn 2			•							
SRNNo	OriginType	OriginCode	SupplierName	SupplierCode	EmployeeNumber	FullName	PhoneNumber	Extension	OriginDesc	SubItemType	Address1	Address2	Addr
SR00000046	ST	GR00000202	Sprint Distributors Local	SPR001	DUT001	Bianca Du Toit	031 123 4564	1234			685 Forest	Forest Hills	New
SR00000047	ST	GR00000203	Sprint Distributors Local	SPR001	DUT001	Bianca Du Toit	031 123 4564	1234			685 Forest	Forest Hills	New
5R00000048	ST	GR00000204	Sprint Distributors Local	SPR001	DUT001	Bianca Du Toit	031 123 4564	1234			685 Forest	Forest Hills	Nev
SR00000049	ST	GR00000205	Sprint Distributors Local	SPR001	DUT001	Bianca Du Toit	031 123 4564	1234			685 Forest	Forest Hills	Nev
SR00000050	ST	GR00000205	Sprint Distributors Local	SPR001	DUT001	Bianca Du Toit	031 123 4564	1234			685 Forest	Forest Hills	Nev
SR0000051	ST	GR00000206	Sprint Distributors Local	SPR001	DUT001	Bianca Du Toit	031 123 4564	1234			685 Forest	Forest Hills	Nev
SR0000052	ST	GR00000206	Sprint Distributors Local	SPR001	DUT001	Bianca Du Toit	031 123 4564	1234			685 Forest	Forest Hills	Ner
SR00000053	ST	GR00000207	Sprint Distributors Local	SPR001	DUT001	Bianca Du Toit	031 123 4564	1234			685 Forest	Forest Hills	Ner
SR0000054	ST	GR00000208	Sprint Distributors Local	SPR001	DUT001	Bianca Du Toit	031 123 4564	1234			685 Forest	Forest Hills	Ne
SR0000055	ST	GR00000207	Sprint Distributors Local	SPR001	DUT001	Bianca Du Toit	031 123 4564	1234			685 Forest	Forest Hills	Ne
SR00000056	ST	GR00000208	Sprint Distributors Local	SPR001	DUT001	Bianca Du Toit	031 123 4564	1234			685 Forest	Forest Hills	Ne
SR00000057	ST	GR00000209	Sprint Distributors Local	SPR001	DUT001	Bianca Du Toit	031 123 4564	1234			685 Forest	Forest Hills	Ne
SR0000058	ST	GR00000210	Sprint Distributors Local	SPR001	DUT001	Bianca Du Toit	031 123 4564	1234			685 Forest	Forest Hills	Ne
SR00000059	ST	GR00000211	Sprint Distributors Local	SPR001	DUT001	Bianca Du Toit	031 123 4564	1234			685 Forest	Forest Hills	Ne
SR0000060	ST	GR00000215	Sprint Distributors Local	SPR001	DUT001	Bianca Du Toit	031 123 4564	1234			685 Forest	Forest Hills	Ner
SR00000061	ST	GR00000215	Sprint Distributors Local	SPR001	DUT001	Bianca Du Toit	031 123 4564	1234			685 Forest	Forest Hills	Ne
SR0000062	ST	GR00000212	Sprint Distributors Local	SPR001	DUT001	Bianca Du Toit	031 123 4564	1234			685 Forest	Forest Hills	Ne
SR0000063	ST	GR00000212	Sprint Distributors Local	SPR001	DUT001	Bianca Du Toit	031 123 4564	1234			685 Forest	Forest Hills	Ne
SR0000064	ST	GR00000216	Sprint Distributors Local	SPR001	DUT001	Bianca Du Toit	031 123 4564	1234			685 Forest	Forest Hills	Ner
SR0000065	ST	GR00000217	Sprint Distributors Local	SPR001	DUT001	Bianca Du Toit	031 123 4564	1234			685 Forest	Forest Hills	Nev
SR0000066	ST	GR00000218	Sprint Distributors Local	SPR001	DUT001	Bianca Du Toit	031 123 4564	1234			685 Forest	Forest Hills	Net
SR0000067	ST	GR00000219	Sprint Distributors Local	SPR001	DUT001	Bianca Du Toit	031 123 4564	1234			685 Forest	Forest Hills	Ner
SR0000069	ST	GR00000221	Sprint Distributors Local	SPR001	DUT001	Bianca Du Toit	031 123 4564	1234			685 Forest	Forest Hills	Ner
	ST	GR00000222	Sprint Distributors Local	SPR001	DUT001	Bianca Du Toit	031 123 4564	1234			685 Forest	Forest Hills	Ner
SR00000070	ST	GR00000371	Sprint Distributors Local	SPR001	DUT001	Bianca Du Toit	031 123 4564	1234			685 Forest	Forest Hills	Net
SR00000070 SR00000113				SPR001	DL/T001	Bianca Du Toit	031 123 4564	1234			685 Forest	Forest Hills	Ne
SR00000070 SR00000113 SR00000121	ST	GR00000387	Sprint Distributors Local	0110001									

#### **DEBIT NOTES**

• In the *Edit Supplier - Code []* screen, click on the *Debit Notes* tile.



	Ŧ			Edit Su	pplier - Code	SPR001 - BPO: Version 2.1.0.66 -	Example Compa	any				100		×
0	Home	Equipment an	d Locations Contrac	t Finance and HR	Inventory	Maintenance and Projects M	anufacturing F	Procurement	Sales	Service	Reporting	Utilities	- 1	₽ ×
	4													
	~													
Save	Back	Workspaces												
Proce	ess "	Format _												
Links														0
Enter te	ext to sear	ch 🔎	Туре	General Supplier	•	Physical Address	PO Box 1234		- 1					a
Not	tes		Class	Parts and Services	-		Forest Hills							Date
			Supplier Code	SPR001			Durban							-
			Supplier Name	Sprint Distributors Local		*	KZN							
Add	dresses		Primary Contact	Harry Jackson			South Africa							
			VAT No.	456789123		<ul> <li>Postal Code</li> </ul>	1234							
			Tax Rate		•	<ul> <li>Billing Contact</li> </ul>	t John Martin		1					
			Secondary Rate	0.00		Billing Addres	685 Forest Grov	/e Road		к. — — — — — — — — — — — — — — — — — — —				
			Currency	South African Rand		•	Forest Hills							
Proc	essing		Daymont Torme	60 Davis from Invision			New Town							
			Shinoing Terms	5 Days Formature			KZN							
Red	quisitions		Shipping Terms	Boad			South Africa							
			Ship Via	20 days from Dolivory		Bill Postal Code	1234							
-			Freight Carrier	The Courier Guy		Siter	Cane Town							
Pur	chase Ord	lers	rreight Carrier	The Courier Guy		Sites	Durban							
			Shipping Costs In	cluded 🖌			Johannesbu	urg						
			Order Method	Cellular telephone	•		Pretoria							
GR			Order Address	083 123 4567										
Sur	oolier Invo	ices												
Sut	opiler keu	115												
Det	bit Notes													
Open W	/indows 🔻											23 Oct	2018	¢ /

The *Debit Note for Supplier []* screen will be displayed. This screen will default to the *site* selected in the *Supplier Listing* screen and the *status* will default to *New*.

- 1. In this screen you can view a list of the Debit Notes linked to this supplier.
- 2. Depending which *status* you are in,
- 3. you can <u>Add, Edit, Delete, View, Approve or Decline</u> a supplier debit note.
  - Close this screen to return to the Edit Supplier Code [] screen.





#### **OTHER DATA**

• In the *Edit Supplier - Code []* screen, click on the *Other Data* tab.



	Ŧ			Edit Su	upplier - Code	SPR001 - BPO: Version 2.1.0.66	i - Example Con	npany				1		>	¢
0	Home	Equipment an	d Locations Contrac	t Finance and HR	Inventory	Maintenance and Projects	Manufacturing	Procurement	Sales	Service	Reporting	Utilities	-	Ð	×
	4														
Save	Back	Workspaces													
Proce	ss a	Format "													
Links		4													o
Enter te	xt to sear	ch P	Туре	General Supplier	+	Physical Addre	ss PO Box 1234	4							ther
1-000100			Class	Parts and Services	•		Forest Hills								Data
Func	tions		Supplier Code	SPR001		•	Durban								-
Iten	ns Sunnlier	d.	Supplier Name	Sprint Distributors Local		¥.	KZN								
			Primary Contact	Harry Jackson		1000 B-200	South Africa								
			VAT No.	456789123		Postal Co	de 1234								
Not	es		Tax Rate		*	* Billing Conta	ct John Martin		1						
			Secondary Rate	0.00		Billing Addre	ss 685 Forest G	Grove Road		ĸ					
			Currency	South African Rand	-	•	Forest Hills								
Add	freecos		Payment Terms	60 Dave from Invoice			New Town								
Aud	a Cooco		Ebinoing Torms	E Dave Signature			KZN								
			Shipping Terms	Days - Signature			South Africa								
			Ship via	Road		Bill Postal Co	de 1234								
			Freight Terms	30 days from Delivery											
Deere			Freight Carrier	The Courier Guy		SID	Durban	wn	-						
Proc	essing		Shipping Costs In	icluded 🗸			Johanne	esburg							
Reg	uisitions		Order Method	Cellular telephone	•		V Pretoria								
	Construction for		Order Address	083 123 4567											
Pun	chase Ord	ers													
	and the second se														
GRN															
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 Here, there are 10 fields where you can type in *additional information* pertinent to this supplier. These additional data labels (Other 1, Other 2 etc.) can be *re-named* as per your company's requirements.



Incomentand Locations       Critect       Pannor and PR       Twentory       Manufacturing       Proceenent       Service       Reporting       Uitiest       -       C         Image: Service       France and PR       Twentory       Manufacturing       Proceenent       Service       Reporting       Uitiest       -       C         Image: Service       France and PR       Twentory       Manufacturing       Proceenent       Service       Reporting       Uitiest       -       C         Image: Service       France and PR       Comercial Supplier       Image: Service       France and Project       Project Alddress       Postal Code       C204       Otherst       Image: Service       France and Project       Project Alddress       Project Alddress       Project Alddress       Postal Code       C204       Otherst       Image: Alddress       Postal Code       C204       Otherst       Ima	-			Edit Su	pplier - Code	SPR001 - BPO: Version 2.1.0.66	- Example Company			-		>
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#### **Related Topics**

- <u>Supplier Type Static Data</u>
- Supplier Class Static Data
- Supplier Add / Edit / Delete
- Supplier Order Details Add / Edit
- Link Items Supplied incl. Unit Cost & Lead Time
- <u>Comments & Order Notes Add / Edit / Delete</u>
- Addresses Add / Edit

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