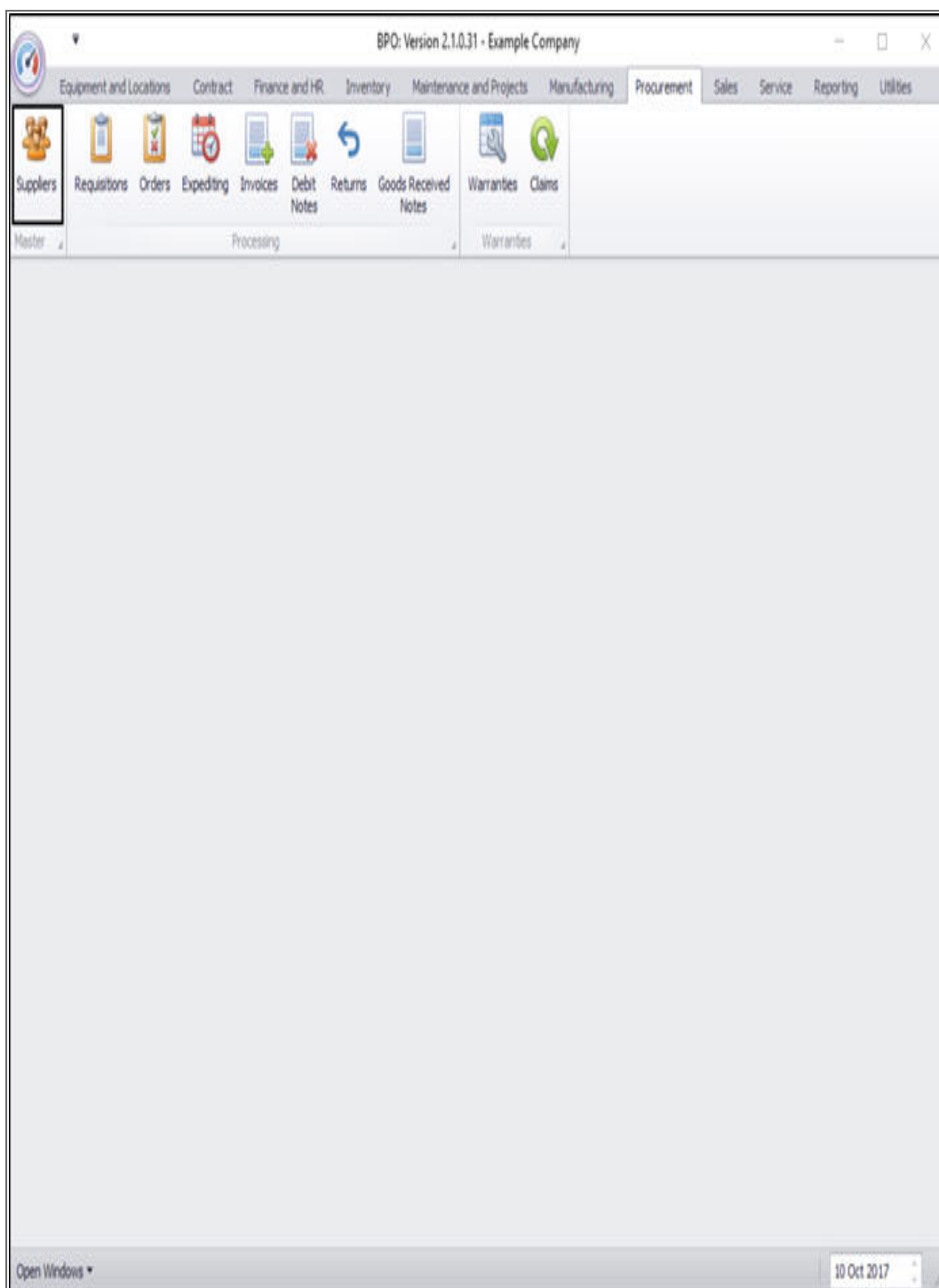


PROCUREMENT

EDIT A SUPPLIER

Ribbon Access: *Procurement > Suppliers*

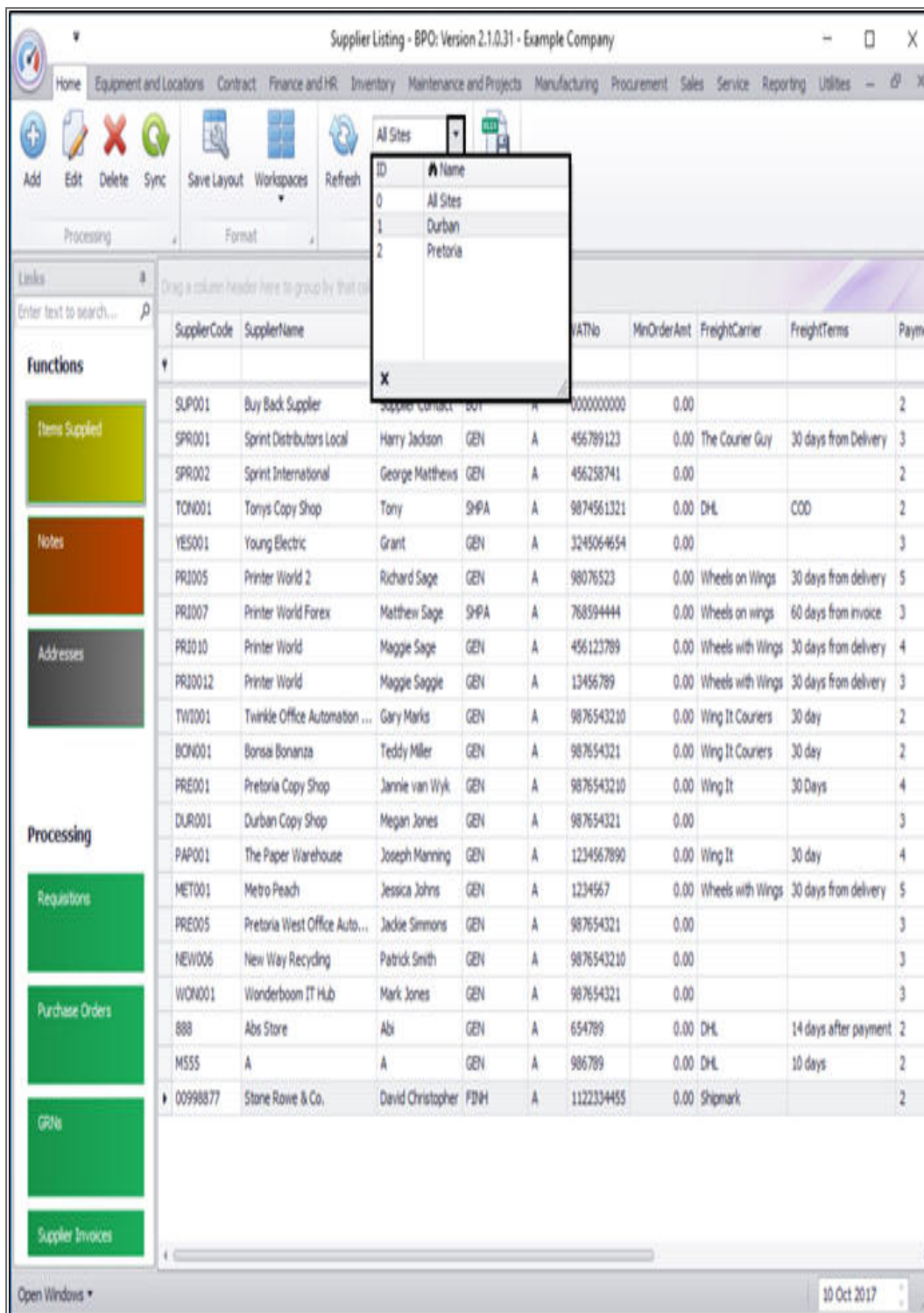


EDIT A SUPPLIER

In the *Supplier Listing* screen,

Select the Site

- In this image **Durban** has been selected.



Supplier Listing - BPO: Version 2.1.0.31 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Add Edit Delete Sync Save Layout Workspaces Refresh

Processing Format

Links

Enter text to search...

Functions

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Supplier Invoices

Open Windows

10 Oct 2017

SupplierCode	SupplierName	Supplier Contact	BOM	A	VATNo	MinOrderAmt	FreightCarrier	FreightTerms	Payment
SUP001	Buy Back Supplier				0000000000	0.00			2
SPR001	Sprint Distributors Local	Harry Jackson	GEN	A	456789123	0.00	The Courier Guy	30 days from Delivery	3
SPR002	Sprint International	George Matthews	GEN	A	456258741	0.00			2
TOW001	Tonys Copy Shop	Tony	SHPA	A	9874561321	0.00	DHL	COO	2
YES001	Young Electric	Grant	GEN	A	324567454	0.00			3
PRJ005	Printer World 2	Richard Sage	GEN	A	98076523	0.00	Wheels on Wings	30 days from delivery	5
PRJ007	Printer World Forex	Matthew Sage	SHPA	A	768594444	0.00	Wheels on wings	60 days from invoice	3
PRJ010	Printer World	Maggie Sage	GEN	A	456123789	0.00	Wheels with Wings	30 days from delivery	4
PRJ012	Printer World	Maggie Saggie	GEN	A	13456789	0.00	Wheels with Wings	30 days from delivery	3
TVI001	Twinkle Office Automation ...	Gary Marks	GEN	A	9876543210	0.00	Wing It Couriers	30 day	2
BON001	Bonsai Bonanza	Teddy Miller	GEN	A	987654321	0.00	Wing It Couriers	30 day	2
PRE001	Pretoria Copy Shop	Jannie van Wyk	GEN	A	9876543210	0.00	Wing It	30 Days	4
DUR001	Durban Copy Shop	Megan Jones	GEN	A	987654321	0.00			3
PAP001	The Paper Warehouse	Joseph Manning	GEN	A	1234567890	0.00	Wing It	30 day	4
MET001	Metro Peach	Jessica Johns	GEN	A	1234567	0.00	Wheels with Wings	30 days from delivery	5
PRE005	Pretoria West Office Auto...	Jackie Simmons	GEN	A	987654321	0.00			3
NEW006	New Way Recycling	Patrick Smith	GEN	A	9876543210	0.00			3
WON001	Wonderboom IT Hub	Mark Jones	GEN	A	987654321	0.00			3
888	Abs Store	Abi	GEN	A	654789	0.00	DHL	14 days after payment	2
MS55	A	A	GEN	A	986789	0.00	DHL	10 days	2
00998877	Stone Rowe & Co.	David Christopher	FDH	A	1122334455	0.00	Shipmark		2

SELECT SUPPLIER

- Select the ***row*** of the ***Supplier*** where you wish to make changes.
- Click on ***Edit***.

Home
 Equipment and Locations
 Contract
 Finance and HR
 Inventory
 Maintenance and Projects
 Manufacturing
 Procurement
 Sales
 Service
 Reporting
 Utilities

Add
 Edit
 Delete
 Sync
 Save Layout
 Workspaces
 Refresh

Durban

Active

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Format

Current

Print

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Enter text to search...

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Supplier Invoices

Supplier Listing - BPO: Version 2.1.0.31 - Example Company

SupplierCode

SupplierName

ContactName

SupplierType

Status

VATNo

MinOrderAmt

FreightCarrier

FreightTerms

Payment

SUP001	Buy Back Supplier	Supplier Contact	BUY	A	0000000000	0.00			2
SPR001	Sprint Distributors Local	Harry Jackson	GEN	A	456789123	0.00	The Courier Guy	30 days from Delivery	3
SPR002	Sprint International	George Matthews	GEN	A	456258741	0.00			2
TON001	Tonys Copy Shop	Tony	SHPA	A	9874561321	0.00	DHL	COO	2
YES001	Young Electric	Grant	GEN	A	3245064654	0.00			3
PR010	Printer World	Maggie Sage	GEN	A	456123789	0.00	Wheels with Wings	30 days from delivery	4
TW001	Twinkle Office Automation ...	Gary Marks	GEN	A	9876543210	0.00	Wing It Couriers	30 day	2
BON001	Bonsai Bonanza	Teddy Miller	GEN	A	987654321	0.00	Wing It Couriers	30 day	2

Open Windows

10 Oct 2017

EDIT SUPPLIER DETAILS

- The ***Edit Supplier - Code []*** screen will be displayed.
 - In this image the ***Primary Contact*** has been selected to be changed.

Home
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 Maintenance and Projects
 Manufacturing
 Procurement
 Sales
 Service
 Reporting
 Utilities

Save
 Back

Process

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Requisitions

Purchase Orders

GRNs

Supplier Invoices

Type

General Supplier

Class

Services

Supplier Code

TW0001

Supplier Name

Twinkle Office Automation Supplies

Primary Contact

Gary Marks

VAT No.

9876543210

Tax Rate

14.00

Secondary Rate

0.00

Currency

South African Rand

Payment Terms

30 Days from Invoice

Shipping Terms

5 Days - Signature

Ship Via

Road

Freight Terms

30 day

Freight Carrier

Wing It Couriers

Sites

☒ Durban
 ☐ Pretoria

Order Method

Telephone

Order Address

031 123 4567

Physical Address

26 Lavendar Road

New Town

Forest Hills

KZN

South Africa

Postal Code

1234

Billing Contact

Billing Address

PO Box 1234

New Town

Forest Hills

KZN

South Africa

Bill Postal Code

1234

Open Windows

10 Oct 2017

SAVE CHANGES

- Make the required changes.
 - In this image the **new** Primary Contact name has been typed in.
- Click on **Save**.

Home
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 Maintenance and Projects
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 Procurement
 Sales
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 Utilities

Save
 Back

Process

Links

Enter text to search...

Functions

Items Supplied

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Addresses

Processing

Requisitions

Purchase Orders

GRNs

Supplier Invoices

Type

General Supplier

Class

Services

Supplier Code

TW001

Supplier Name

Twinkle Office Automation Supplies

Primary Contact

Jason King

VAT No.

9876543210

Tax Rate

14.00

Secondary Rate

0.00

Currency

South African Rand

Payment Terms

30 Days from Invoice

Shipping Terms

5 Days - Signature

Ship Via

Road

Freight Terms

30 day

Freight Carrier

Wing It Couriers

Sites

☒ Durban
 ☐ Pretoria

Order Method

Telephone

Order Address

031 123 4567

Physical Address

26 Lavendar Road

New Town

Forest Hills

KZN

South Africa

Postal Code

1234

Billing Contact

Billing Address

PO Box 1234

New Town

Forest Hills

KZN

South Africa

Bill Postal Code

1234

Other Data

Open Windows

10 Oct 2017

- You will return to the ***Supplier Listing*** screen where the edited details can now be viewed.

Supplier Listing - BPO: Version 2.1.0.31 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Add Edit Delete Sync Save Layout Workspaces Refresh Active Export

Processing Format Current Print

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Enter text to search...

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Supplier Invoices

Open Windows

10 Oct 2017

SupplierCode	SupplierName	ContactName	SupplierType	Status	VATNo	MinOrderAmt	FreightCarrier	FreightTerms	Payment
SUP001	Buy Back Supplier	Supplier Contact	BUY	A	0000000000	0.00			2
SPR001	Sprint Distributors Local	Harry Jackson	GEN	A	456789123	0.00	The Courier Guy	30 days from Delivery	3
SPR002	Sprint International	George Matthews	GEN	A	456258741	0.00			2
TON001	Tonys Copy Shop	Tony	SHPA	A	9874561321	0.00	DHL	COO	2
YES001	Young Electric	Grant	GEN	A	3245064654	0.00			3
PR010	Printer World	Maggie Sage	GEN	A	456123789	0.00	Wheels with Wings	30 days from delivery	4
TW001	Twinkle Office Automation ...	Jason King	GEN	A	9876543210	0.00	Wing It Couriers	30 day	2
BON001	Bonsai Bonanza	Teddy Miller	GEN	A	987654321	0.00	Wing It Couriers	30 day	2

MNU.056.002

