



# PROCUREMENT

# VIEW / ADD / EDIT / DELETE SUPPLIER NOTES AND COMMENTS

- **Comments:** These are internal notes regarding the supplier.
- **Notes:** These are notes concerning orders to this supplier, which will pull through to the Purchase Order.

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



The *Supplier Listing* screen will be displayed.

Select the Site

• In this image *Durban* has been selected.



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	SPR.002	Sprint International	George Mat	thews GEN	A	456258741	0.00			2
	TON001	Tonys Copy Shop	Tony	SHPA	A	9874561321	0.00	DHL	C00	2
Notes	YE5001	Young Electric	Grant	GEN	A	3245064654	0.00			3
	PRI010	Printer World	Maggie Sag	e GEN	A	456123789	0.00	Wheels with Wings	30 days from delivery	4
	TW1001	Twinkle Office Automation	n Jason King	GEN	A	9876543210	0.00	Wing It Couriers	30 day	2
Addresses	BON001	Bonsai Bonanza	Teddy Miler	r GEN	A	987654321	0.00	Wing It Couriers	30 day	2
Processing Requisitors Purchase Orders										
GRNs Suppler Invoices										



#### **SELECT SUPPLIER**

- Select the *row* of the *Supplier* where you wish to *add* Notes and/or Comments.
- Click on the *Notes* tile.



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	П	PR1010	Printer World		Maggie Sage	CEN	A	456123789	0.00	Wheels with Winos	30 days from delivery	4
		TW1001	Twinkle Office /	kutomatio	Jason King	GEN	A	9876543210	0.00	Wing It Couriers	30 day	2
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Processing Requisitons Purchase Ordens GRNs												
Suppler Invoices			_					_				,
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#### **VIEW NOTES AND COMMENTS**

- The *Notes for Supplier []* screen will be displayed.
  - **Comments** to be typed in on the *left* hand side of the screen and
  - Notes to be typed in on the *right* hand side of the screen.



Notes for Supplier PRI010 - BPO: Version 2.1.0.31 - Example Company -								
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#### **ADD NOTES AND COMMENTS**

- Type in your *Comments* and/or *Notes* as required.
- Click on *Save*.



Notes for Supplier PRI010 - BPO: Version 2.1.0.31 - Example Company —										)	¢
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- The Comments and/or Notes details will be *saved*.
- The screen will *close* and you will return to the *Supplier Listing* screen.

#### **EDIT NOTES AND COMMENTS**

In the Supplier Listing screen,

Select the Site

• In this image, *Durban* is selected.



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				TON001	Tonys Copy Shop	)	Tony		SHPA	A	9874561321	0.00	DHL	C00	2
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				PRI010	Printer World		Maggie S	iage	GEN	A	456123789	0.00	Wheels with Wings	30 days from delivery	4
				TW1001	Twinkle Office Au	tomation	Jason Kin	ng	GEN	A	9876543210	0.00	Wing It Couriers	30 day	2
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#### **SELECT SUPPLIER**

- Select the *row*of the *Supplier* where you wish to *edit* the Notes and/or Comments.
- Click on the *Notes* tile.

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		TONODI	Tonus Copy Sh	00	Torv	SHDA	A	9974551321	0.00	DH	000	2
Notes		YE5001	Young Electric		Grant	GEN	A	3245064654	0.00			3
	П	PR1010	Printer World		Maggie Sage	CEN	A	456123789	0.00	Wheels with Winos	30 days from delivery	4
		TW1001	Twinkle Office /	kutomatio	Jason King	GEN	A	9876543210	0.00	Wing It Couriers	30 day	2
Libbarran		BON001	Bonsai Bonanza	0.010.00.00	Teddy Miler	GEN	A	987654321	0.00	Wing It Couriers	30 day	2
Processing Requisitons Purchase Ordens GRNs												
Suppler Invoices			_					_				,
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- The *Notes for Supplier []* screen will be displayed.
  - *Edit* the *Comments* in the *left* hand side of the screen and
  - *Edit* the *Notes* in the *right* hand side of the screen.
- In this image, the *Comments* section has been highlighted to be *edited*.



	Notes for Supplier PRI010 - BPO:	Version 2.1.0.31 - Example Co	mpany			×.			X
Home Equipment and Locations Contract Finan	and HR Inventory Maintenance	and Projects Manufacturing	Procurement	Sales Ser	rvice Reporting	Utilities	-	Ð	X
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- Type in the changes as required.
- Click on *Save*.

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Notes for Supplier PRI010 - BPO: Version 2.1.0.31 - Example Company								
Home Equipment and Locations Contract Final	nce and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting	Utilities	-	0	K			
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Email the auhorised purchase order - minimum 48 hours - before delivery is required.	Telephonic delivery confirmation required.							
Open Windows *		10 Oct 2	017	1	-			



- The new Comments and Notes will be *saved*.
- The screen will *close* and you will return to the *Supplier Listing* screen.

#### **DELETE NOTES AND COMMENTS**

- As explained in the steps above, navigate to the Notes for Supplier [] screen where you wish to delete the Comments and or Notes.
- Either *highlight* and *delete* the text or *backspace* over the text you wish to remove.



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#### **SAVE DELETION**

- When you have finished *deleting* the required Notes and/or Comments,
- Click on *Save*.



Notes for Supplier PRI010 - BPO: Version 2.1.0.31 - Example Company -									٥	)	<
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- Your changes will be *saved*.
- The screen will *close* and you will return to the *Supplier Listing screen*.

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