

# PROCUREMENT

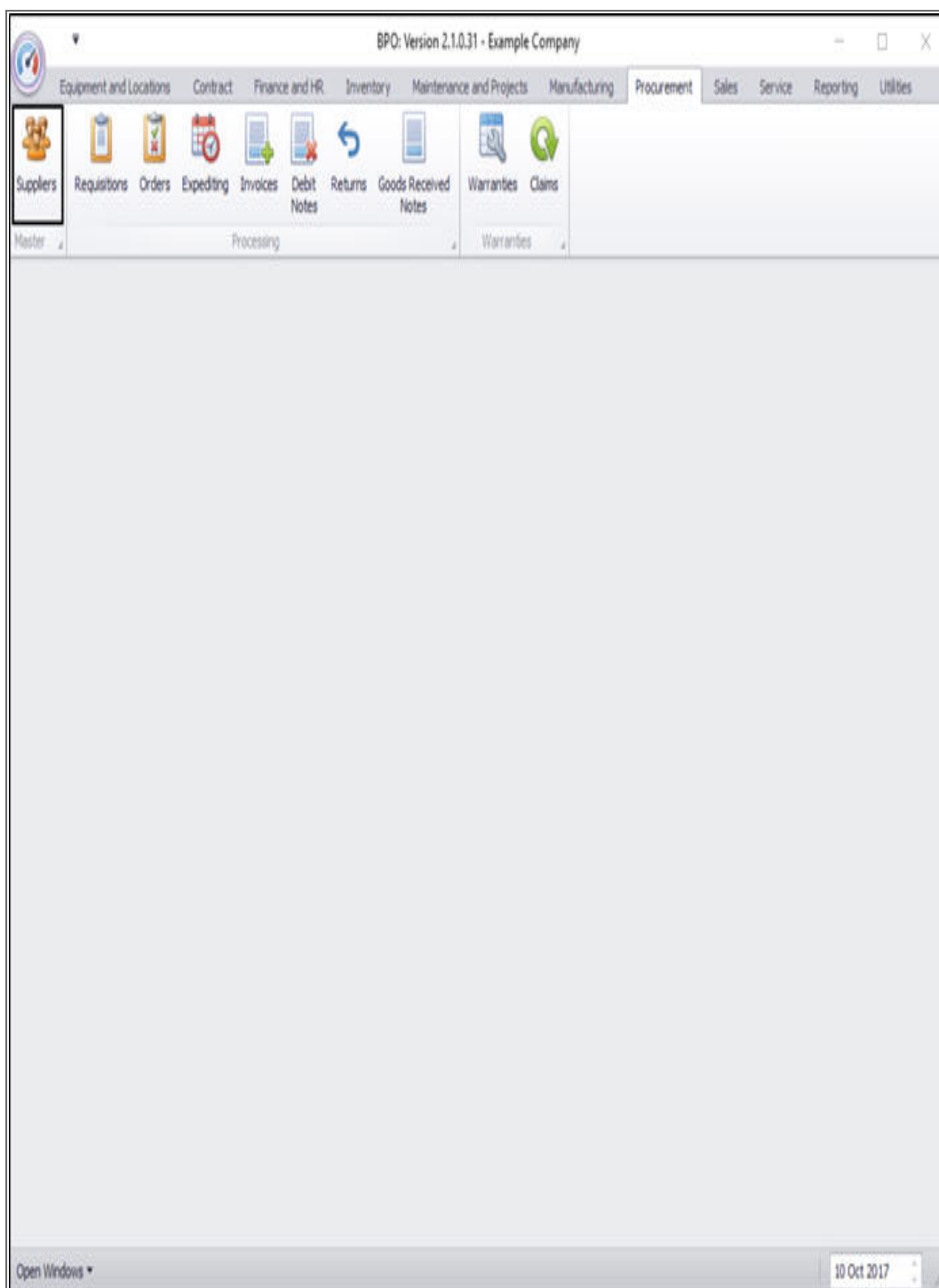
## ADD / EDIT / DELETE ADDRESSES

Make sure you have the supplier's **physical address** set up as the default address, as this pulls through to the **purchase order**

---

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

---



### **ADD SUPPLIER ADDRESS**

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

Item Supplied

Notes

Addresses

Processing

Requisitions

Purchase Orders

GRNs

Supplier Invoices

Open Windows

10 Oct 2017

Durban

ID Name

0 All Sites

1 Durban

2 Pretoria

SupplierCode SupplierName VATNo MinOrderAmt FreightCarrier FreightTerms Payment

SUP001	Buy Back Supplier	supplier contact	BOY	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
PRJ010	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

## SELECT SUPPLIER

---

- Select the *row* of the *Supplier* to whom you wish to *add* an address.
- Click on the *Addresses* tile.

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

Links

Enter text to search...

Functions

Items Supplied

Notes

Addresses

Processing

Requisitions

Purchase Orders

GRNs

Supplier Invoices

Open Windows

10 Oct 2017

SupplierCode	SupplierName	ContactName	SupplierType	Status	VATNo	MinOrderAmt	FreightCarrier	FreightTerms	Pay
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	456238741	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
TIW001	Twinkle Office Automatio...	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







## ADD ADDRESS

---

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

Addresses for Supplier - SPR001 - 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
  Back
  Save Layout
  Refresh

Processing Format Cur...

Drag a column header here to group by that column:

AddressType	AddressContactName	Address1	Address2	Address3	County	PostalCode	Country	TelNo	TeExt	FaxNo	EmailAddress
POST	John Martin	685 Forest Grove Road	Forest Hills	New Town	KZN	1234	South Africa	031 147 1234	123	031 147 1212	harry@em
PHYS	John Martin	PO Box 1234	Forest Hills			1234	South Africa				
BILL	John Martin	PO Box 1234	Forest Hills			1234					
SHIP	John Martin	685 Forest Grove Road	Forest Hills			1234					

Open Windows 10 Oct 2017

The **Address maintenance for Supplier []** screen will be displayed.



## ADDRESS TYPE

---

- Click on the drop-down **arrow** in the **Address Type** field.

Address maintenance for Supplier SPR001 - 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

Save Back

Process

Address Type

Contact Name

Address 1

Address 2

Address 3

Province

Postal Code

Country

Tel. No.


Tel Ext.

Fax No.

Email Address

Open Windows 10 Oct 2017

- Select the **Address Type** from the menu.



Home

Equipment and Locations

Contract

Finance and HR

Inventory

Maintenance and Projects

Manufacturing

Procurement

Sales

Service

Reporting

Utilities

Save

Back

Process

Address maintenance for Supplier SPR001 - BPO: Version 2.1.0.31 - Example Company

Address Type

Type

Description

Contact Name

Address 1

Address 2

Address 3

Province

Postal Code

Country

Tel. No.

Tel Ext.

Fax No.

Email Address

BILL

Billing

PHYS

Physical

POST

Postal

SHIP

Shipping

X

Open Windows

10 Oct 2017

## ADD ADDRESS DETAILS


---

- Type in the address details.

## SAVE ADDRESS

---

- Click on **Save**.



Home

Equipment and Locations

Contract

Finance and HR

Inventory

Maintenance and Projects

Manufacturing

Procurement

Sales

Service

Reporting

Utilities

Save

Back

Process

Address maintenance for Supplier SPR001 - BPO: Version 2.1.0.31 - Example Company

Address Type

Billing

Contact Name

James Rowe

Address 1

Whitton Estate

Address 2

Richmond Road

Address 3

Durban

Province

KZN

Postal Code

3652

Country

South Africa

Tel No.

0311234567

Tel Ext.

123

Fax No.

0319876543

Email Address

rowej@email.co.za

Open Windows

10 Oct 2017

- You will return to the ***Addresses for Supplier - [ ]*** screen.
- An ***Address Processing*** message box will appear informing you that;
  - ***The address: [ ] for supplier [ ] has been saved.***
- Click on ***OK***.

Addresses for Supplier - SPR001 - 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 Back Save Layout Refresh

Processing Format Cur...

Drag a column header here to group by that column

AddressType	AddressContactName	Address1	Address2	Address3	County	PostalCode	Country	TelNo	TelExt	FaxNo	EmailAddress
POST	John Martin	685 Forest Grove Road	Forest Hills	New Town	KZN	1234	South Africa	031 147 1234	123	031 147 1212	harry@em
PHYS	John Martin	PO Box 1234	Forest Hills			1234	South Africa				
BILL	John Martin	PO Box 1234	Forest Hills			1234					
SHIP	John Martin	685 Forest Grove Road	Forest Hills			1234					
BILL	James Rowe	Whitton Estate	Richmond ...	Durban	KZN	3652	South Africa	0311234567	123	0319876543	rowej@em

Address Processing

The address : Whitton Estate for supplier SPR001 has been saved.

OK


Open Windows 10 Oct 2017

## VIEW NEW ADDRESS

---

- You can now view the **new** address details in the ***Addresses for Supplier - [ ]*** screen.





Home

Equipment and Locations

Contract

Finance and HR

Inventory

Maintenance and Projects

Manufacturing







Procurement

Sales

Service

Reporting

Utilities

Processing

Format

Cur...

Drag a column header here to group by that column

AddressType	AddressContactName	Address1	Address2	Address3	County	PostalCode	Country	TelNo	TeExt	FaxNo	EmailAddress	Status
POST	John Martin	685 Forest Grove Road	Forest Hills	New Town	KZN	1234	South Africa	031 147 1234	123	031 147 1212	harry@email.co.za	A
PHYS	John Martin	PO Box 1234	Forest Hills			1234	South Africa					A
BILL	John Martin	PO Box 1234	Forest Hills			1234						A
SHIP	John Martin	685 Forest Grove Road	Forest Hills			1234						A
BILL	James Rowe	Whitton Estate	Richmond Road	Durban	KZN	3652	South Africa	0311234567	123	0319876543	rowej@email.co.za	A

Open Windows

10 Oct 2017

## EDIT SUPPLIER ADDRESS

---

In the *Supplier Listing* screen,

Select the Site

- In this example, *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

Item Supplied

Notes

Addresses

Processing

Requisitions

Purchase Orders

GRNs

Supplier Invoices

Open Windows

10 Oct 2017

Durban

ID Name

0 All Sites

1 Durban

2 Pretoria

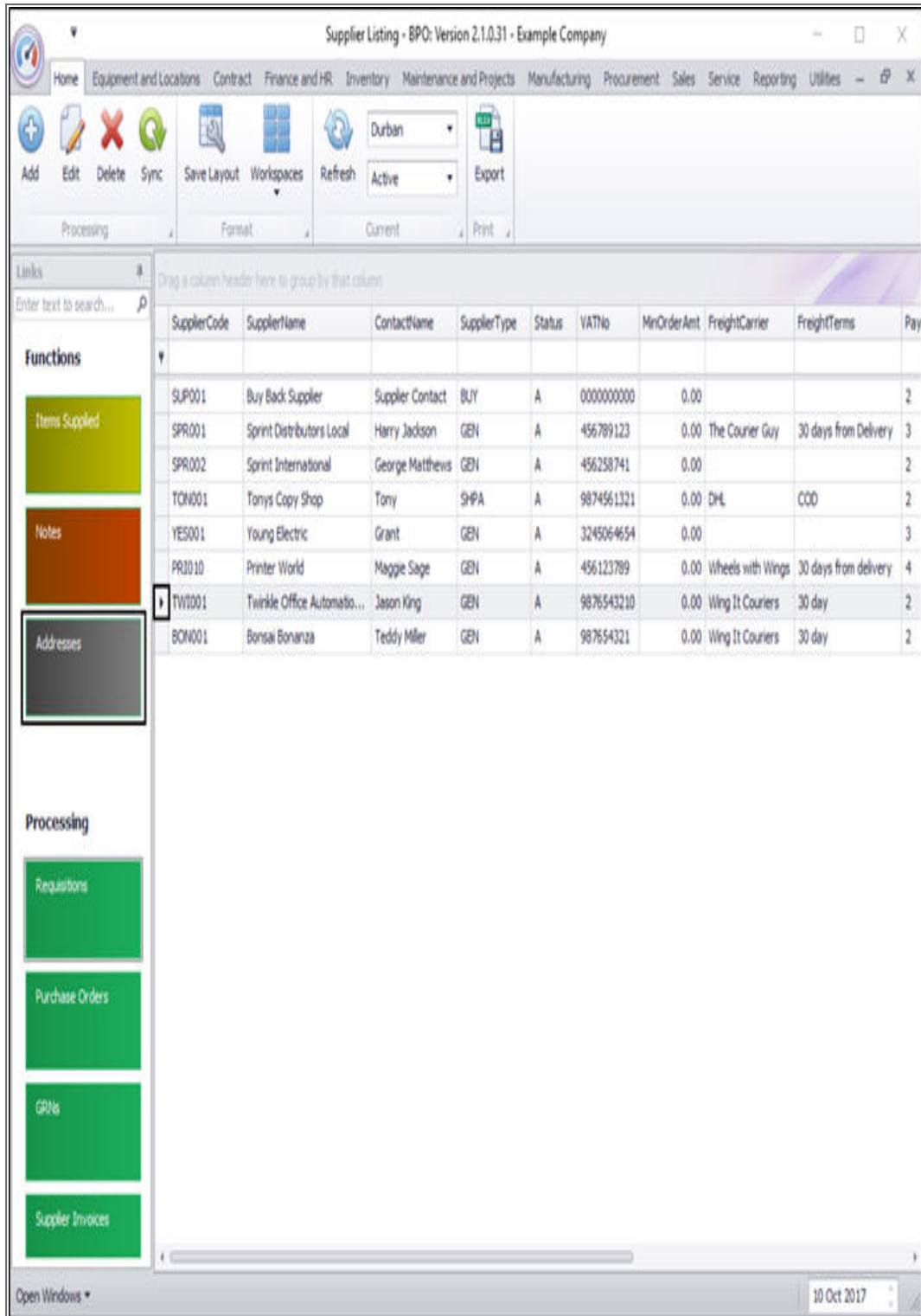
SupplierCode SupplierName VATNo MinOrderAmt FreightCarrier FreightTerms Payment

SUP001	Buy Back Supplier	supplier contact	BO	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
PRJ010	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

## SELECT SUPPLIER

---

- Select the *row* of the *Supplier* whose addresses you wish to *edit*.
- Click on the *Addresses* tile.



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

Links

Enter text to search...

Functions

Items Supplied

Notes

Addresses

Processing

Requisitions

Purchase Orders

GRNs

Supplier Invoices

SupplierCode	SupplierName	ContactName	SupplierType	Status	VATNo	MinOrderAmt	FreightCarrier	FreightTerms	Pay
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
PRJ010	Printer World	Maggie Sage	GEN	A	456123789	0.00	Wheels with Wings	30 days from delivery	4
TW1001	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

Open Windows

10 Oct 2017

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

## SELECT ADDRESS TO EDIT

---

- Select the **row** of the particular **Address** that you wish to **edit**.
- Click on **Edit**.

Addresses for Supplier - TW001 - 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 Back Save Layout Refresh

Processing Format Cur...

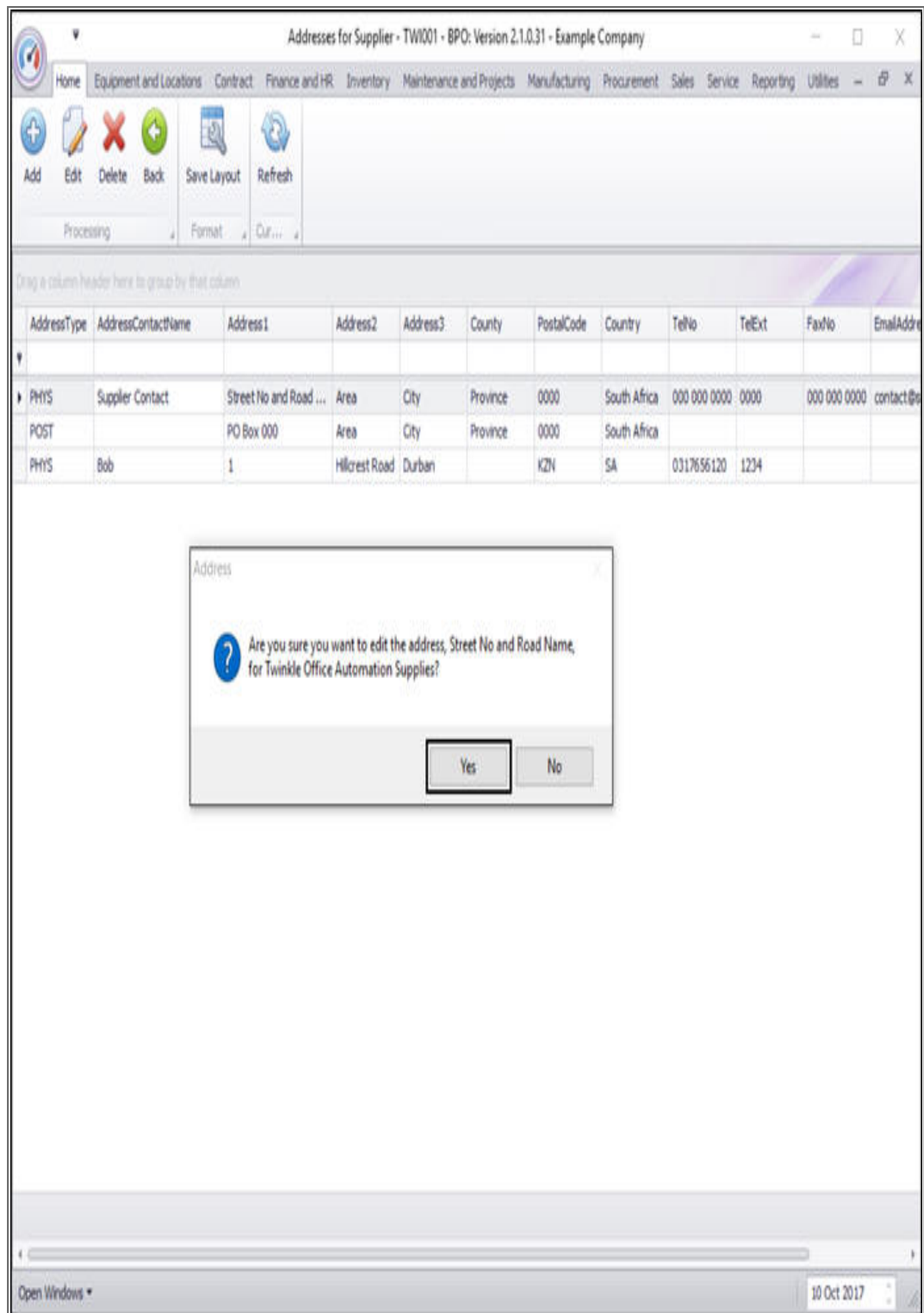
Drag a column header here to group by that column

AddressType	AddressContactName	Address1	Address2	Address3	County	PostalCode	Country	TelNo	TelExt	FaxNo	EmailAddress
PHYS	Supplier Contact	Street No and Road ...	Area	City	Province	0000	South Africa	000 000 0000	0000	000 000 0000	contact@p
POST		PO Box 000	Area	City	Province	0000	South Africa				
PHYS	Bob	1	Hillcrest Road	Durban		KZN	SA	0317656120	1234		

Open Windows 10 Oct 2017

- An **Address** message box will pop up asking;
  - *Are you sure you want to edit the address, [ ] for [ ]?*
- Click on **Yes**.






The **Address maintenance for Supplier [ ] screen** will be displayed.

## EDIT ADDRESS DETAILS

---

- Make the address changes as required.
- Click on **Save**.



Home

Equipment and Locations

Contract

Finance and HR

Inventory

Maintenance and Projects

Manufacturing

Procurement

Sales

Service

Reporting

Utilities

Save

Back

Process

Address maintenance for Supplier TW1001 - BPO: Version 2.1.0.31 - Example Company

Address Type

Physical

Contact Name

Supplier Contact

Address 1

Street No and Road Name

Address 2

Area

Address 3

City

Province

Province

Postal Code

0000

Country

South Africa

Tel. No.

000 000 0000

Tel Ext.

0000

Fax No.

000 000 0000

Email Address

contact@supplier1.co.za

Open Windows

10 Oct 2017

- You will return to the ***Addresses for Supplier - [ ]*** screen.
- An ***Address Processing*** message box will pop up informing you that;
  - ***The address: [ ] for supplier [ ] has been saved.***
- Click on ***OK***.

Addresses for Supplier - TW001 - 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 Back Save Layout Refresh

Processing Format Cur...

Drag a column header here to group by that column

AddressType	AddressContactName	Address1	Address2	Address3	County	PostalCode	Country	TelNo	TelExt	FaxNo	EmailAddress
PHYS	Judah Isaiah	Mission Road	Hillcrest	Durban	KZN	9876	South Africa	0319988776	9	0319988775	judah@em
POST		PO Box 000	Area	City	Province	0000	South Africa				
PHYS	Bob	1	Hillcrest Road	Durban		KZN	SA	0317656120	1234		

Address Processing

 The address : Mission Road for supplier TW001 has been saved.

OK

Open Windows 10 Oct 2017

## VIEW EDITED ADDRESS

---

- You can now view the *edited* address details in the *Addresses for Supplier - [ ]* screen.

Addresses for Supplier - TW0001 - 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 Back Save Layout Refresh

Processing Format Cur...

Drag a column header here to group by that column

AddressType	AddressContactName	Address1	Address2	Address3	County	PostalCode	Country	TelNo	TelExt	FaxNo	EmailAddress	Status
PHYS	Judah Isaiah	Mission Road	Hillcrest	Durban	KZN	9876	South Africa	0319988776	9	0319988775	judahi@email.co.za	A
POST		PO Box 000	Area	City	Province	0000	South Africa					A
PHYS	Bob	1	Hillcrest Road	Durban	KZN	SA		0317656120	1234			I

Open Windows 10 Oct 2017

MNU.056.006

