

# PROCUREMENT

# ADD / EDIT / DELETE A SUPPLIER

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

Help v2.5.1.4 - Pg 1 - Printed: 27/06/2024

CO3 Technologies (Pty) Ltd © Company Confidential



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# **ADD SUPPLIER**

The *Supplier Listing* screen will be displayed.



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	NEW006	New Way Recycling	Patrick Smith	GEN	A	9876543210	0.00			3
Bardana Padara	WON001	Wonderboom IT Hub	Mark Jones	GEN	A	987654321	0.00			3
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• In this image *Durban* has been selected.



### • Click on Add.

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### **ADD SUPPLIER DETAILS**

The Add new Supplier screen will be displayed.

- **Type:** Click on the drop-down arrow and select from the list the Supplier Type, e.g. General Supplier or Finance House.
- **Class:** Click on the drop-down arrow and select from the list the Class of Item Supplied or Service Rendered.
- **Supplier Code:** Type in the code you wish to use to identify the Supplier.

**Note 1:** The Supplier Code is very important because it is linked to *Pastel Evolution* and all the supplier information and history will be linked to this code and not the Supplier Name.

**Note 2:** If you are manually entering the Supplier Code, the recommended standard is using a supplier code which is 6 characters long starting with 3 letters and then 3 numbers.

**Note 3:** From BPO2 v2.5.1.4 restrictions have been put into place to prevent special characters from being saved. You will only be allowed to save upper case characters and digits from 0 to 9.

- **Supplier Name:** Type in the name of the Supplier.
- **Primary Contact:** Type in the person who is your contact at this Supplier.
- VAT No: Type in the VAT No. of the Supplier.
- **Tax Rate:** Type in the tax rate. If the tax rate is not set, your procurement documentation will not calculate a tax value onto your items.
- Secondary Rate: Type in a secondary rate, if applicable.



• **Currency:** Click on the drop-down arrow and select from the list the currency applicable to this supplier.

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- **Payment Terms:** Click on the drop-down arrow and select from the list the payment terms of the Supplier.
- **Shipping Terms:** Click on the drop-down arrow and select from the list the shipping terms of the Supplier, if applicable.
- Ship Via: Click on the drop-down arrow and select from the list the type of transport used for shipping the item, if applicable.
- Freight Terms: Type in the Freight Terms, if applicable.
- Freight Carrier: Type the Freight Carrier, if applicable.



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	Supplier Code	998877											
WARDS .	Supplier Name	Stone Rowe & C	0.										
ddresses	Primary Contact	David Christophe	y .						_				
	VAT No.	122334455			Postal Code								
	Tax Rate	14.00			Billing Contact								
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### SHIPPING COSTS INCLUDED FLAG

- If you wish Shipping Costs to be <u>included</u> in the cost of parts/items received from this supplier then ensure that this flag <u>is</u> selected.
- If you wish Shipping Costs <u>not</u> to be included in the cost of parts/items received from this supplier and would like the ability to add shipping costs to items/parts received then ensure that this flag is <u>not</u> selected.

### Important Notes:

- If the flag is un-ticked, then any goods received from this supplier will then be <u>received into quarantine</u>, where they must have shipping costs added before the goods can be released, and then received into store.
- ii. The Company Configuration Enforce Quarantine must be selected.
- iii. In the Configurator, the <u>Include Shipping flag</u> on the Purchasing Centre must be ticked.



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### SITES

- Sites: The particular *Site* check box will be auto populated according to your *site selection* in the beginning of this process.
- Make sure that the *correct site(s)* have been selected for the Supplier that you are setting up.



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### **ORDER METHOD**

- Order Method: Click on the drop-down arrow and select the Order Method e.g. Email or Telephone.
- Order Address: Type in the Order Address e.g. the Email Address if the order method is Email.



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### **ADDRESSES**

- Physical Address: Type in the Physical Address.
- **Postal Code:** Type in the Postal Code.
- **Billing Contact:** Type in the Billing Contact.
- Billing Address: Type in the Billing Address.
- Bill Postal Code: Type in the Bill Postal Code.



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uppler Invoices	Order Method	Email	1.1.1	•								
	Order Address	davidci@stonerowe	.co.uk									



# **ADDITIONAL DATA**

Additional data allows for 10 extra fields of information that can be used depending on your company's requirements. The definition for these fields should be pre-determined and used as allocated. The labels for these fields can be configured via user rights.

		Edit Supplier - Cod	e SPR001 - BPO: Ve	rsion 2.5.0.9 - Exa	ample Company				_ <b>—</b> ×
Home Equipment / Locations Contract	Finance / HR Inventory	Maintenance / Projects	Manufacturing	Procurement !	Sales Service	Reporting	Utilities		_ & ×
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Enter text to search	Type General Supplier	- *	Physical Address	PO Box 1234		1			2 Pher
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Functions Suppli	er Code SPR001								
Items Supplied Supplie	r Name Sprint Distributors Local	•							User
Primary	Contact Harry Jackson			South Africa		_			Defi
	VAT No. 456789123	•	Postal Code	1234					ned
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c	rrency South African Rand	- *		Forest Hills					
Addresses Payment	Terms 60 Days from Invoice			New Town					
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	ihip Via Road	-		South Africa		_			
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Open Windows *							User : BiancaD	23/04/2022 Version :	2.5.0.9 Example Company

• Click on the **User Defined** dock panel tab to open the panel

• Type in the values as required if used by your company.



Ŧ	Edit S	upplier - Code SPR001 - BPO: Ve	rsion 2.5.0.9 - Example Compan	iγ		
Home Equipment / Location	ns Contract Finance / HR Inventory Maintenar	nce / Projects Manufacturing	Procurement Sales Service	e Reporting Util	ties	- 8
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er text to search P	Class Date and Services	- Filysical Address	Forest Hils	Other1	Additional info 1	
Functions	Class Parts and Services *		Torescrins	Other2	Additional info 2	
	Supplier Code SPR001			Other3	Additional info 3	
Items Supplied	Supplier Name Sprint Distributors Local		South Africa	Other4	Field 4	
	Primary Contact harry Jackson	Postal Code	1234	Other5	Field 5	
	VAI No. 456789123			Other6	Field 6	
Notes	Tax Rate 15.00 -	<ul> <li>Billing Contact</li> </ul>	John Martin	Other7	Field 7	
	Secondary Rate 0.00	Billing Address	685 Forest Grove Road	Other8	Field 8	
	Currency South African Rand 🔹	•	Forest Hils	Other9	Field 9	
Addresses	Payment Terms 60 Days from Invoice 🔹		New Town	Other10	Field 10	
	Shipping Terms 5 Days - Signature 🔻		KZN Cauda Africa			
	Ship Via Road 👻	Bill Portal Code	1024	-		
	Freight Terms 30 days from Delivery	biii Fostai Coue	1234			
	Freight Carrier The Courier Guy	Sites	Bloemfontein			
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Purchase Orders						
GRNs						
Supplier Invoices						
Supplier Returns						
Vindows 🕶				1	User : BiancaD 23/04/2022 Vers	sion : 2.5.0.9 Example Compar

# **USER DEFINED FIELDS**

The inclusion of User Defined Fields is to provide more information within the Asset, Contract, Customer and Location modules so that associated work/processes can be carried out more efficiently. It will serve as connective tissue between contracts and call center functions to improve call center performance by having readily accessible information.

Version Compatibility<sup>1</sup>

• Click on the User Defined dock panel tab to open the panel

<sup>1</sup> BPO2 v2.5.0.8 or higher. "Add Interest Rate " on page 2



ф т		Edit Supplier - Code SPR001 - BPO: V	ersion 2.5.0.9 - Example Company		_ <b>_</b> X
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	Shipping Terms 5 bays - signature		South Africa		
	Freight Terms 30 days from Delivery	Bill Postal Cod	e 1234		
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Processing	Shipping Costs Included		Cape Town		
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Requisitions	Order Address biance dutoit@ive.co	78	V Pretona		
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Open Windows 👻				User : BiancaD	23/04/2022 Version : 2.5.0.9 Example Company

### **ADD NEW CUSTOM FIELD**

New User Defined Customer Fields can be created from here. Any User Defined field created will be available for update on all suppliers.

Right click in User Defined panel and select Add New Custom
 Field



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Save Back Workspaces								٥
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Enter text to search P	Туре	General Supplier 🔹	<ul> <li>Physical Address</li> </ul>	PO Box 1234				
Functions	Class	Parts and Services 🔹		Forest Hills		Cada	CadeDacadettee	Manlahlatiahus
Functions	Supplier Code	SPR001	•			Code	CodeDescription	variablevalue
Items Supplied	Supplier Name	Sprint Distributors Local	•			* 10-		101
	Primary Contact	Harry Jackson		South Africa		PRCH_CODE01	SupplierUDF Free Input Text Example	
	VAT No.	456789123	<ul> <li>Postal Code</li> </ul>	1234		PRCH_CODE02	Supplier UDF Lookup List Example	
Notes	Tax Rate	15.00 -	* Billing Contact	John Martin	_	PRCH_CODE03	supplier our resino Field Example	
Notes	Secondary Rate	0.00	Billing Address	685 Forest Grove Road				
	Currency	South African Rand 🔹	*	Forest Hills	_			
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Supplier Returns						1		<b>&gt;</b>
Dpen Windows 🔻						Use	r : BiancaD 23/04/2022 Version : 2.5	.0.9 Example Company

- Type in a **Code** and **Description** for the new User Defined Field.
- Select the Input Type.
- Click on the **Save** button.

Ŧ					Add new custom	element - BPO: V	ersion 2.5.0.9 - E	Example C	ompany			_
Home	Equipment / Loca	ations Contract	Finance / HR	Inventory	Maintenance / Projects	Manufacturing	Procurement	Sales	Service	Reporting	Utilities	_ é
Back												
ess a												
Code	PRCH_CODE03		*									
Description	Supplier UDF Ye	es No Field Example	•									
Input Type	Yes or No value	2										
	Туре	# Description										
	FREETEXT	Free input text										
	YESNO	Yes or No value										
			_									
	×		11.									



### **ADD LOOKUP ITEMS**

For Lookup Input Variables - the right click context menu includes the option to add items to the Lookup List.

 Right click on Lookup input type Custom Field and select Add new lookup item (you may need to scroll down).

<b>⊕</b> <i>∓</i>	Ed	lit Supplier - Code SPR001 - BPO: V	ersion 2.5.0.9 - Example O	Company		_ <b>– ×</b>
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run ting	lass Parts and Services	•	Forest Hills		a here to group by the contain	Data
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Primary Con	tact Harry Jackson		South Africa	PRCH_CODE01	SupplierUDF Free Input Text Example	Text
VAT	No. 456789123	<ul> <li>Postal Code</li> </ul>	1234	PRCH_CODE02	Supplier UDF Lookup List Example	LK001
Neter	Rate 15.00	* Billing Contac	John Martin	PRCH_CODE03	Suppler UDF Yes No Field Example	Tes . Si Add New Custom Field ^
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Curry	BCV South African Rand	* *	Forest Hils	-		Edit Custom Field
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Purchase Orders						
GRMs						
Supplier Invoices						
Supplier Returns						
Open Windows 🕶					User : BlancaD 23/04/2022	Version : 2.5.0.9 Example Company

- Type in the lookup item *Code* and *Description*.
- Click on the *Save* button.





### **UPDATE CUSTOM FIELD**

This will update the detail for the User Defined Field for this contract.

• Variable Value: Type in, pick from the Lookup List or Toggle Yes/No depending on the Input type.



Ŧ		Edit Supplier - Code	SPR001 - BPO: Ve	rsion 2.5.0.9 - Exa	ample Comp	oany		-	
Home Equipment / Location	ns Contract Finance / HR. Inventory	Maintenance / Projects	Manufacturing	Procurement S	Sales Ser	vice Reporting	Utilities		_ 8
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Items Supplied	Supplier Name Sprint Distributors Local	-		South Africa		PRCH_CODE01	SupplierUDF Free Input Text Example	Text	1
	Primary Contact Harry Jackson		Postal Code	1234		PRCH_CODE02	Supplier UDF Lookup List Example	LK001	
	VAT No. 456789123				I	PRCH_CODE03	Supplier UDF Yes No Field Example	2	
Notes	Tax Rate 15.00	• *	Billing Contact	John Martin					
	Secondary Rate 0.00		Billing Address	685 Forest Grove P	Road				
	Currency South African Rand	* *		Forest Hills					
Addresses	Payment Terms 60 Days from Invoice	-		New Town					
	Shipping Terms 5 Days - Signature	-		KZN					
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NCQUARDON 15	Order Address bianca.dutoit@live.co.za	a			_				
Purchase Orders									
GRNs									
Supplier Invoices									
Supplier Returns									
Windows 🕶							User : BiancaD 23/04/2022	Version : 2.5.0.9 Example	Compa

# **SAVE SUPPLIER**

• When you have finished entering all the new Supplier details, click on *Save*.



		Add new Suppl	ier - BPO: Version 2.1.0.3	I - Example Comp	ny				7		
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ddresses	Supplier Name	Stone Rowe & Co.			Junited Kingdom			-			
ALC: NOTE: NOT	Primary Contact	David Christopher		Postal Code	SW141HO						
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# **VIEW NEW SUPPLIER**

• You will return to the *Supplier Listing* screen where you can see the new supplier has now been added to the list.

Image: Section of the sectio	Home	Equipment	and Locations	Contract Finance and	d HR Inv	entory Maintenan	ce and Projects	Manufact	uring Proc	urement Sales	Service	Reporting	Utilities	- 8
d     Edit     Delet     Synt     Weit     Save Layout     Workspaces     Refer     Active     Export     Reports       Processing     Format     Format     Current     Print     Reports       Resorts     Format     Current     Print     Reports       Items Supplier     SupplierTode     SupplierTode     SupplierTode     SupplierTode       SupplierTode     SupplierTode     SupplierTode     SupplierTode     SupplierTode       SupplierTode     SupplierTode     SupplierTode     SupplierTode     SupplierTode       SupplierTode     SupplierTode     SupplierTode     SupplierTode     SupplierTode     SupplierTode       SupplierTode     SupplierTode     SupplierTode     SupplierTode     SupplierTode     SupplierTode     SupplierTode       Notes     SupplierTode     SupplierTode     Format     SupplierTode     A     PS     95258741     O.00     2     1     3       Addresses     Format     GEN     A     PT     345678201     O.00     2     1     3       Forcessing     Format     Ford     A     PT     345678201     O.00     2     1     3       Forcessing     Fordidy Miler     GEN     A     PT     23		X	> 🔳	2	5	Durban 🔹	RISR	1						
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Rens Supplied         SPR001         Sprint Distributors Local         Harry Jadson         GEN         A         PS         456789123         0.00         3         1         3           Notes         SPR002         Sprint International         George Matthews         GEN         A         PS         456789123         0.00         3         1         3           Notes         SPR002         Sprint International         George Matthews         GEN         A         PS         456238741         0.00         2         1         3           Notes         YES001         Yong Electric         Grant         GEN         A         PS         93450785121         0.00         6         1         4           Addresses         PR1001         Apple Distributors         Sammy Jones         GEN         A         PT         23450745         0.00         4         3         3           PR10010         Printer World         Maggle Sage         GEN         A         PT         23450789         0.00         4         3         3           S0N001         Bonsal Bonanza         Teddy Miler         GEN         A         PS         937554321         0.00         2         1         3 <td></td> <td></td> <td>SUP001</td> <td>Buy Back Supplier</td> <td></td> <td>Supplier Contact</td> <td>BUY</td> <td>A</td> <td>SE</td> <td>0000000000</td> <td>0.00</td> <td>2</td> <td></td> <td></td>			SUP001	Buy Back Supplier		Supplier Contact	BUY	A	SE	0000000000	0.00	2		
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Supplier Invoices														

# **EDIT A SUPPLIER**

In the *Supplier Listing* screen,

Select the Site

• In this image *Durban* has been selected.



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_		. 0	0998877	Stone Rowe & Co.	David Christophe	FINH	A	1122334455	0.00	Shipmark		2



### **SELECT SUPPLIER**

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



Processing		٧					Supplier	Listing - BPO: Vers	ion 2.1.0.31 +	Example	Company			÷ 0	Х
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Sectors         99001         Sprint Detbudros Local         Henry Joddson         QPI         A         45739123         0.00         The Couler Guy         30 days from Delvery         3           System         10001         Tonys Copy Ship         Tony         SPA         A         4907451321         0.00         DH         COO         2           Notes         110001         Tonys Copy Ship         Tony         SPA         A         4907451321         0.00         DH         COO         2           Notes         110001         Tonys Copy Ship         Tony         SPA         A         9870545120         0.00         DH         0.00         2           YES001         Young Electric         Grant         GBN         A         324504654         0.00         DH         3           YES001         Printer World         Magge Sage         GBN         A         497054321         0.00         Wing It Couriers         30 day         2           Obition         Bonas Bonarca         Teddy Miler         GBN         A         987054321         0.00         Wing It Couriers         30 day         2           Stypee Innoces         Incole         Incole         Incole         Incole         In	10		NI.		SUP001	Buy Back Supple	1	Supplier Contact	BUY	A	0000000000	0.00			2
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Notes         Tony         S+PA         A         987451321         0.00         DHL         COD         2           Votes         VESSO1         Young Electric         Grant         GEN         A         324554455         0.00         3         3           Addresses         PR0100         Printer World         Magge Sage         GEN         A         45612279         0.00         Wings So days fon delivery         4           Addresses         PR0101         Twiske Office Automation         GeN Mains         GEN         A         9876543210         0.00         Wings So days fon delivery         2           BON001         Bonasa Bonanza         Teddy Miler         GEN         A         987654321         0.00         Wings Touriers         30 day         2           Processing         Bonasa Bonanza         Teddy Miler         GEN         A         987654321         0.00         Wings Touriers         30 day         2           GR6b         Coders         Explantations					5PR002	Sprint Internatio	nal	George Matthews	GEN	A	456258741	0.00			2
Notes         Yeung Electric         Grant         GBN         A         3245064654         0.00         3           Addresses         PRIDD10         Printer World         Maggie Sage         GBN         A         455123789         0.00         Wing It Couriers         30 days         2           Addresses         Image: Sage         GBN         A         9876543210         0.00         Wing It Couriers         30 days         2           Processing         Echioo1         Bornas Boranca         Teddy Miler         GBN         A         987654321         0.00         Wing It Couriers         30 days         2           Processing         Echioo1         Bornas Boranca         Teddy Miler         GBN         A         987654321         0.00         Wing It Couriers         30 days         2           GR16         Echioon         Echi			_		TON001	Tonys Copy Shop	)	Tony	SHPA	A	9874561321	0.00	DHL.	C00	2
Addresset       Printer World       Maggie Sage       GEN       A       456123789       0.00       Wheels with Wings       30 days       2         Addresset       Image: Sage       GEN       A       9876543210       0.00       Wing It Courters       30 day       2         Processing       Regulations       GEN       A       987654321       0.00       Wing It Courters       30 day       2         Processing       GENs       Functions       Teddy Miler       GEN       A       987654321       0.00       Wing It Courters       30 day       2         Societors       Image: Sage       Feddy Miler       GEN       A       987654321       0.00       Wing It Courters       30 day       2         Processing       Image: Sage       Image: Sage<	No	tes			YES001	Young Electric		Grant	GEN	A	3245064654	0.00			3
Addresses         Invite Office Automation Gary Marka         GEN         A         997854321         0.00         Wing It Couriers         30 day         2           Addresses         BON001         Bonsal Bonanza         Teddy Miller         GEN         A         997854321         0.00         Wing It Couriers         30 day         2           Processing         Requisitions         GRN         A         997854321         0.00         Wing It Couriers         30 day         2           GRN         Aurdense Orders         Image: Signed Transmit         Image: Signed Transmit <td< td=""><td></td><td></td><td></td><td></td><td>PR1010</td><td>Printer World</td><td></td><td>Maggie Sage</td><td>GEN</td><td>A</td><td>456123789</td><td>0.00</td><td>Wheels with Wings</td><td>30 days from delivery</td><td>4</td></td<>					PR1010	Printer World		Maggie Sage	GEN	A	456123789	0.00	Wheels with Wings	30 days from delivery	4
Addresses					TW1001	Twinkle Office Au	tomation	Gary Marks	GEN	A	9876543210	0.00	Wing It Couriers	30 day	2
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### **EDIT SUPPLIER DETAILS**

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



)		Edit Supplier - Code	1 WIWI + BPU: Version 2.1	JUST - Example C	ompany				- 75 - 100	ų	1.00
Home Equipment a	and Locations Contract	Finance and HR Inventory	Maintenance and Projects	Manufacturing	Procurement	Sales 1	Service	Reporting	Utilities	-	0
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ione suppress											
	Туре	General Supplier	• P	hysical Address	26 Lavendar Ro	bed					
otes	Class	Services			New Town						
	Supplier Code	TW1001	-		ForestHills						
Margaret .	Supplier Name	Twinkle Office Automation Si	upples		K2N						
ddresses	Primary Contact	Gary Marks			South Africa						
	VAT No.	9876543210		Postal Code	1234						
and the second s	TouBate	11.00		Billion Conduct							
	Tax Kate	14.00		Billing Contact	A. 6. 1994			4			
	Secondary Rate	0.00		Billing Address	PO Box 1234			-			
ocessing	Currency	South African Rand			New Iown			-			
	Payment Terms	30 Days from Invoice			K2N						
equisitions	Shipping Terms	5 Days - Signature	•		South Africa						
	Ship Via	Road	•	Bill Postal Code	1234			-			
	Freight Terms	30 day									
urchase Orders	Freight Carrier	Wing It Couriers									
	Sites	√ Durban									
	3.05	Pretoria									
Rha											
under teurine	Order Method	Telephone									
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### **SAVE CHANGES**

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



		Edit Supplier - Code	TWI001 - BPO: Version 2.1	.0.31 - Example C	ompany			8		)
Home Equipment	and Locations Contract	Finance and HR Inventory	Maintenance and Projects	Manufacturing	Procurement Sales	Service	Reporting	Utilities	-	Ð
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	Туре	General Supplier	• P	hysical Address	26 Lavendar Road					
lotes	Class	Services			New Town					
	Supplier Code	TW1001			Forest Hills					
020	Supplier Name	Twinkle Office Automation St	poles		KZN					
ddresses	Primary Contact	Jason King			South Africa					
	VAT No.	9876543210	_	Postal Code	1234					
	Tax Rate	14.00		Billing Contact			-			
	Secondary Rate	0.00		Billing Address	PO Rev 1234		-			
	Currency	Eauth African Danie		bining Address	New Town		-			
ocessing	currency	2009) Alixan Kaliy			Forest Hils		-			
and the second	Payment Terms	30 Days from Invoice			KZN		-			
equations	Shipping Terms	5 Days - Signature			South Africa					
	Ship Via	Road		Bill Postal Code	1234					
	Freight Terms	30 day								
urchase Orders	Freight Carrier	Wing It Couriers								
	Sites	🖌 Durban								
	10000	Pretoria								
RN6										
AN6										
R/6										
GRNS	Order Method	Telephone								



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



<u></u>		Supplier	r Listing - BPO: Vers	ion 2.1.0.31 -	Example	Company			÷ 0	Х
Home Equipment and	Locations Cont	ract Finance and HR Inve	entory Maintenanci	e and Projects	Manuf	acturing Pro	curement Sal	es Service Repr	orting Utilities —	θ×
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Functions	+									
	9UP001	Buy Back Suppler	Suppler Contact	BUY	A	0000000000	0.00			2
Items Supplied	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	SIPA	A	9874561321	0.00	DHL	000	2
Notes	YES001	Young Electric	Grant	GEN	A	3245064654	0.00			3
	PR1010	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
Addresses	BON001	Bonsai Bonanza	Teddy Miler	GEN	A	987654321	0.00	Wing It Couriers	30 day	2
Processing Requisitons Purchase Orders										
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# **DELETE A SUPPLIER**

In the *Supplier Listing* screen,

Select the Site

• In this image *All Sites* has been selected.



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iter të	st to search	ρ	SupplerCode	SupplerName				VATNo	MinOrderAmt	FreightCarrier	FreightTerms	Payr
Func	tions											
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lter	ns Supplied	l f	SPR001	Sprint Distributors Local	Harry Jackson	GEN	A	456789123	0.00	The Courier Guy	30 days from Delivery	3
			SPR.002	Sprint International	George Matthe	NS GEN	A	456258741	0.00			2
_			TON001	Tonys Copy Shop	Tony	SPPA	A	9874561321	0.00	DHL	C00	2
Not	65		YES001	Young Electric	Grant	GEN	A	3245064654	0.00			3
			PR1005	Printer World 2	Richard Sage	GEN	A	98076523	0.00	Wheels on Wings	30 days from delivery	5
		- 1	PR1007	Printer World Forex	Matthew Sage	SPA	A	768594444	0.00	Wheels on wings	60 days from invoice	3
Adv	resses		PRI010	Printer World	Maggie Sage	GEN	A	456123789	0.00	Wheels with Wings	30 days from delivery	4
Aves	ddresses		PRJ0012	Printer World	Maggie Saggie	GEN	A	13456789	0.00	Wheels with Wings	30 days from delivery	3
			TWI001	Twinkle Office Automation	Jason King	GEN	A	9876543210	0.00	Wing It Couriers	30 day	2
			80N001	Bonsai Bonanza	Teddy Miler	GEN	A	987654321	0.00	Wing It Couriers	30 day	2
			PRE001	Pretoria Copy Shop	Jannie van Wy	K GEN	A	9876543210	0.00	Wing It	30 Days	4
Droc	accina		DUR001	Durban Copy Shop	Megan Jones	GEN	A	987654321	0.00			3
PTOC	essing		PAP001	The Paper Warehouse	Joseph Mannin	g GEN	A	1234567890	0.00	Wing It	30 day	4
Rec	uistons		METO01	Metro Peach	Jessica Johns	GEN	A	1234567	0.00	Wheels with Wings	30 days from delivery	5
			PRE005	Pretoria West Office Auto	Jackie Simmore	GEN	A	987654321	0.00			3
			NEW006	New Way Recycling	Patrick Smith	GEN	A	9876543210	0.00			3
	Luc Adus		WON001	Wonderboom IT Hub	Mark Jones	GEN	A	987654321	0.00			3
rur	mase orgers		888	Abs Store	Abi	GEN	A	654789	0.00	DHL	14 days after payment	2
			MSSS	A	A	GEN	A	986789	0.00	DHL	10 days	2
			00998877	Stone Rowe & Co.	David Christop	her FINH	A	1122334455	0.00	Shipmark		2



### **SELECT SUPPLIER**

- Select the *row* of the *supplier* you wish to *delete*.
- Click on *Delete*.



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Items Supplied		SPR.001	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
		TONOD1	Tonys Copy Shop	Tony	SHPA	A	9874561321	0.00	DHL	COD	2
Notes		YES001	Young Electric	Grant	GEN	A	3245064654	0.00			3
		PR1005	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
Addresses		PR1010	Printer World	Maggie Sage	GEN	A	456123789	0.00	Wheels with Wings	30 days from delivery	4
		PR30012	Printer World	Maggie Saggie	GEN	A	13456789	0.00	Wheels with Wings	30 days from delivery	3
		TW1001	Twinkle Office Automation	Gary Marks	GEN	A	9876543210	0.00	Wing It Couriers	30 day	2
		BON001	Bonsai Bonanza	Teddy Miler	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
Dracacelan		DUR001	Durban Copy Shop	Megan Jones	GEN	A	987654321	0.00			3
rocessing		PAP001	The Paper Warehouse	Joseph Manning	GEN	A	1234567890	0.00	Wing It	30 day	4
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10000005		PREODS	Pretoria West Office Auto	Jadie Simmons	GEN	A	987654321	0.00			3
		NEW006	New Way Recycling	Patrick Smith	GEN	A	9876543210	0.00			3
Purchase Orders		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
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	• п.	0998877	Stone Rowe & Co.	David Christopher	FINH	A	122334455	0.00	Shipmark		2



### **CONFIRM DELETION**

- A message box will pop up asking:
  - Are you sure you want to remove this supplier, code []?
- Click on Yes.



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Items Supplied	599	001	Sprint Distributors Local	Harry Jackson	GEN	A	456789123	0.00	The Courier Guy	30 days from Delivery	3
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	TO	1001	Tonys Copy Shop	Tony	SIPA	A	9874561321	0.00	DHL	C00	2
Notes	YES	001	Young Electric	Grant	GEN	A	3245064654	0.00			3
	PRI	005	Printer World 2	Richard Sage	GEN	A	98076523	0.00	Wheels on Wings	30 days from delivery	5
	PRI	007	Printer World Forex	Matthew Sage	SHPA	A	768594444	0.00	Wheels on wings	60 days from invoice	3
Advances	PRI	010	Printer World	Maggie Sage	GEN	A	456123789	0.00	Wheels with Wings	30 days from delivery	4
NUU CIUCI	PRI	0012	Printer World	Maggie Saggie	GEN	A	13456789	0.00	Wheels with Wings	30 days from delivery	3
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a secola a	Del	ete Suppli	er.			1	987654321	0.00			3
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		2 A	e you sure you want to rem	ove this supplier, c	ode 0998877?		1234567	0.00	Wheels with Wings	30 days from delivery	5
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Requisitions Purchase Orders	M55	iš	A	Yes	No GEN	A	9876543210 987654321 654789 986789	0.00	DHL DHL	14 days after payment 10 days	3 3 2 2



• The Supplier will now be *removed* from the *Supplier Listing* screen.

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Items Supplied	599	001	Sprint Distributors Local	Harry Jackson	GEN	A	456789123	0.00	The Courier Guy	30 days from Delivery	3
	\$99	1002	Sprint International	George Matthews	GEN	A	456258741	0.00			2
	TO	1000	Tonys Copy Shop	Tony	SHPA	A	9874561321	0.00	DHL	COD	2
Notes	YES	001	Young Electric	Grant	GEN	A	3245064654	0.00			3
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	PRJ	1007	Printer World Forex	Matthew Sage	SHPA	A	768594444	0.00	Wheels on wings	60 days from invoice	3
Addresses	PRJ	1010	Printer World	Maggie Sage	GEN	A	456123789	0.00	Wheels with Wings	30 days from delivery	4
	PRI	0012	Printer World	Maggie Saggie	GEN	A	13456789	0.00	Wheels with Wings	30 days from delivery	3
	TW	1001	Twinkle Office Automation	. Gary Marks	GEN	A	9876543210	0.00	Wing It Couriers	30 day	2
	80	N001	Bonsai Bonanza	Teddy Miler	GEN	A	987654321	0.00	Wing It Couriers	30 day	2
	PRE	2001	Pretoria Copy Shop	Jannie van Wyk	GEN	A	9876543210	0.00	Wing It	30 Days	4
Procossing	0.5	R001	Durban Copy Shop	Megan Jones	GEN	A	987654321	0.00			3
riocessing	PAF	2001	The Paper Warehouse	Joseph Manning	GEN	A	1234567890	0.00	Wing It	30 day	4
Requisitons	ME	T001	Metro Peach	Jessica Johns	GEN	A.	1234567	0.00	Wheels with Wings	30 days from delivery	5
1 States	PRE	E005	Pretoria West Office Auto	Jackie Simmons	GEN	A	987654321	0.00			3
	NE	N006	New Way Recycling	Patrick Smith	GEN	A	9876543210	0.00			3
Purchase Orders	WC	N001	Wonderboom IT Hub	Mark Jones	GEN	A	987654321	0.00			3
	888	1	Abs Store	Abi	GEN	A	654789	0.00	DHL	14 days after payment	2
	MS	55	A	A	GEN	A	986789	0.00	DHL	10 days	2

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