

PROCUREMENT

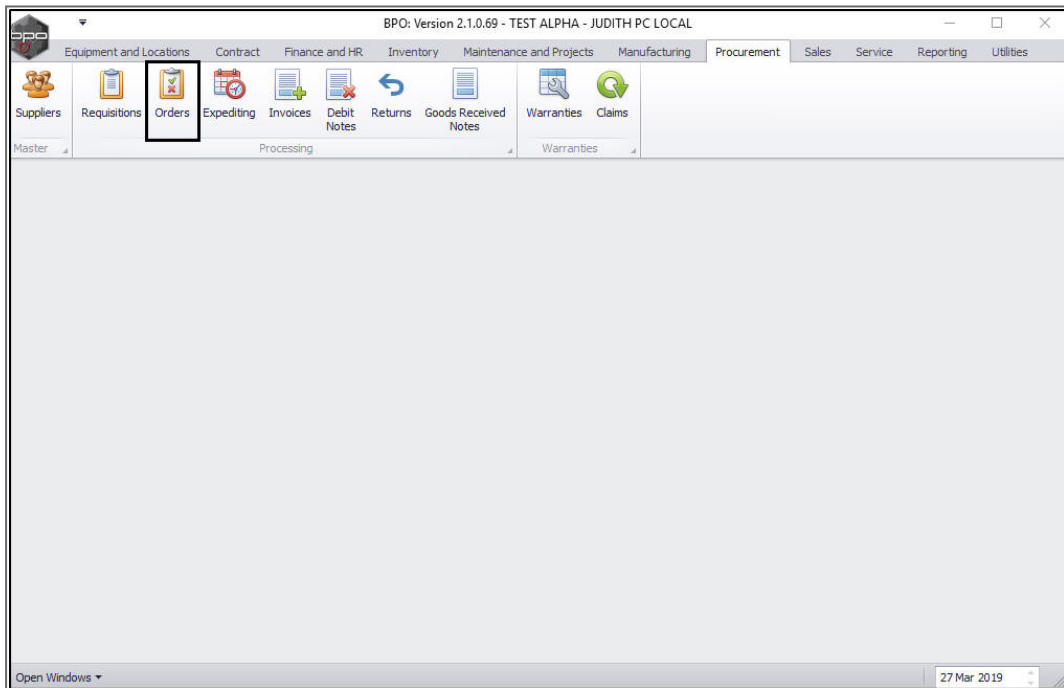
DELIVERY ADDRESS

The default delivery address on a purchase order is the company's shipping address as set up in [Company Configuration](#).

If you want to specify a different shipping address, follow the instructions below.

Note: A shipping address can only be changed when the purchase order is the **New** status.

Ribbon Access: *Procurement > Orders*

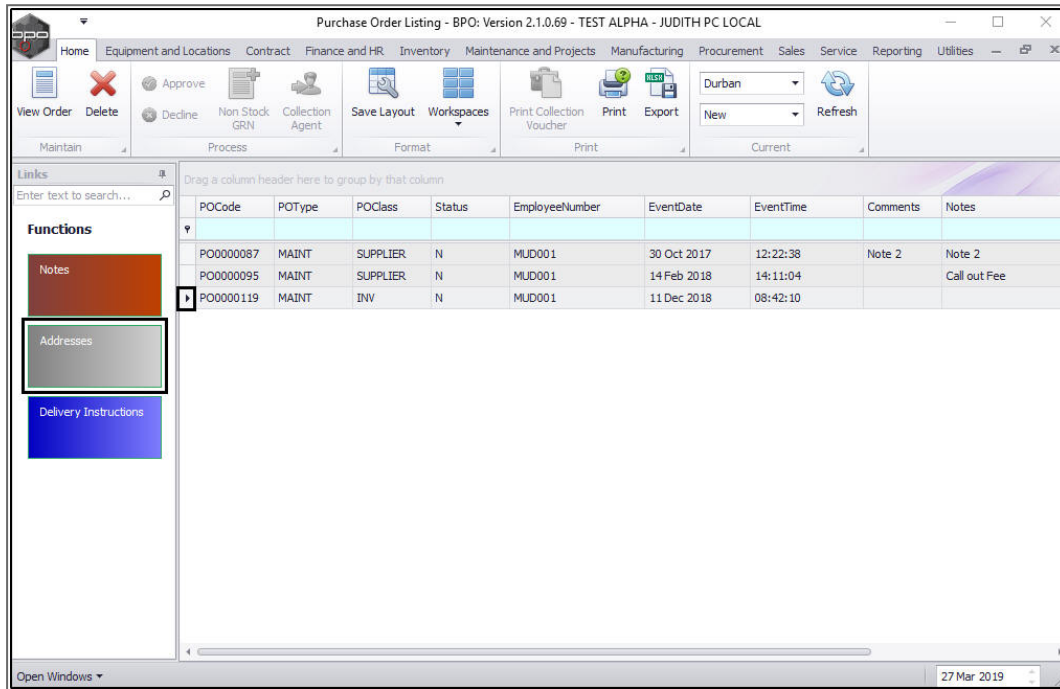


Select the Site and Status

The Status must be set to **New**.

SELECT PURCHASE ORDER

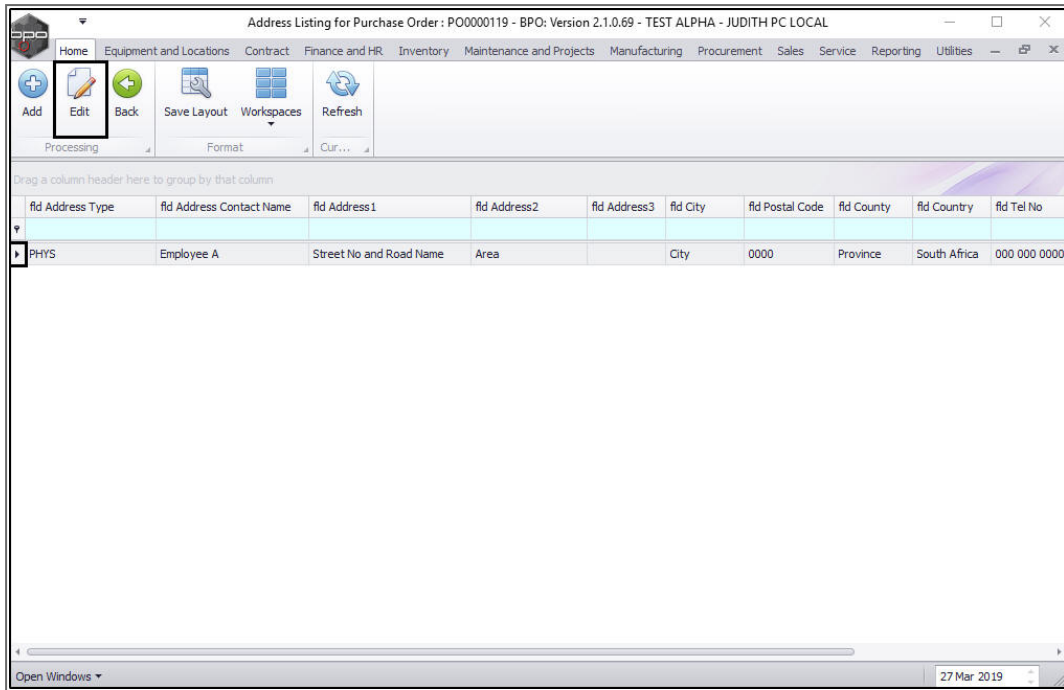
- Select the **row** of the purchase order where you wish to view the delivery addresses.
- Click on the **Addresses** tile.



The **Address Listing for Purchase Order:[]** will be displayed.

ADDRESS

- Select the address where you wish to make changes.
- Click on **Edit**.



EDIT ADDRESS DETAILS

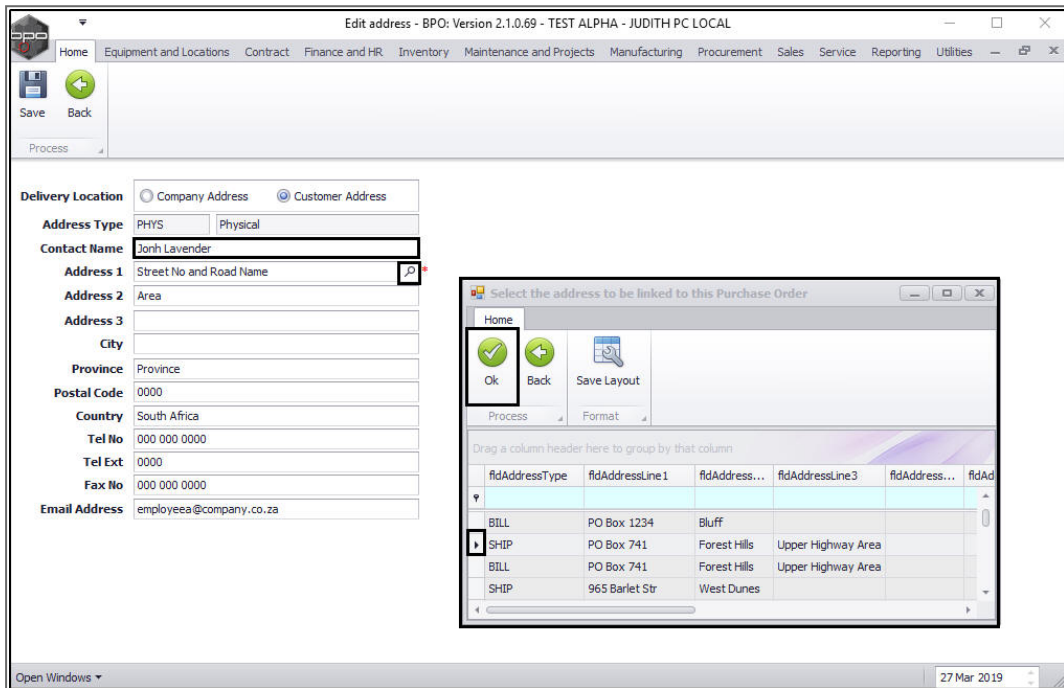
- The **Edit Address** screen will be displayed.
- The **Company Address** option is selected by default.
- There are 2 options to choose from;
 - i. **Company Address:** Select this option if you want the goods to be delivered to your company.
 - ii. **Customer Address:** Select this option if you want the goods to be delivered directly to the customer.

The screenshot shows a web application window titled "Edit address - BPO: Version 2.1.0.69 - TEST ALPHA - JUDITH PC LOCAL". The navigation menu includes Home, Equipment and Locations, Contract, Finance and HR, Inventory, Maintenance and Projects, Manufacturing, Procurement, Sales, Service, Reporting, and Utilities. The "Delivery Location" section has two radio buttons: "Company Address" (selected) and "Customer Address". Below this are fields for "Address Type" (PHYS, Physical), "Contact Name" (Employee A), "Address 1" (Street No and Road Name), "Address 2" (Area), "Address 3", "City", "Province", "Postal Code" (0000), "Country" (South Africa), "Tel No" (000 000 0000), "Tel Ext" (0000), "Fax No" (000 000 0000), and "Email Address" (employeea@company.co.za). A "Process" dropdown is visible at the bottom left, and the date "27 Mar 2019" is at the bottom right.

- In this image, **Customer Address** is selected.

This screenshot is identical to the one above, but the "Customer Address" radio button is selected. The "Company Address" radio button is now unselected. All other form fields and the application interface remain the same.

- Update the **Contact Name** if applicable.
- Click on the **Search** button for more company/customer addresses.
- The **Select the address to be linked to this Purchase Order** screen will be displayed.
- Select the address and click on **Ok**.



- The **Select the address to be linked to this Purchase Order** screen will close.
- The address details will be updated.
- You can also update the email address if applicable.

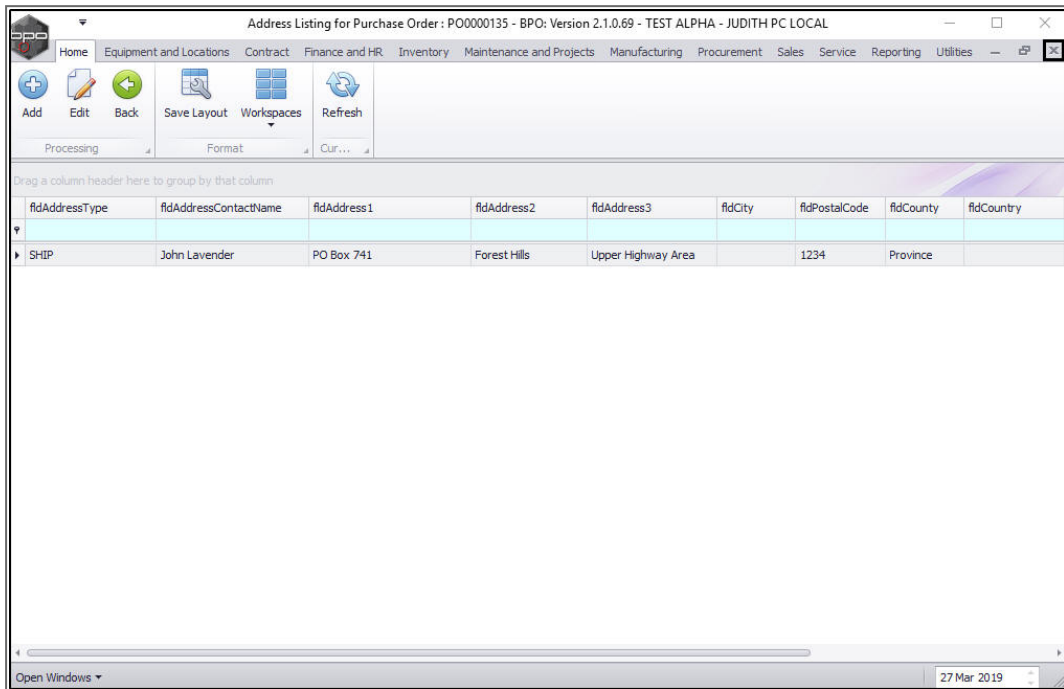
SAVE CHANGES

- Click on **Save**.

- A ***PO Addresses Processing*** message will pop up telling you;
 - ***Address saved for Purchase Order:[]***.
- Click on ***Ok***.

fdAddressType	fdAddressContactName	fdAddress1	fdAddress2	fdAddress3	fdCity	fdPostalCode	fdCounty	fdCountry	fdTelNo
SHIP	John Lavender	PO Box 741	Forest Hills	Upper High...		1234	Province		

- The updated address will be displayed in the **Address Listing for Purchase Order:[]** screen.
- Click on **Close** to exit this screen.



fdAddressType	fdAddressContactName	fdAddress1	fdAddress2	fdAddress3	fdCity	fdPostalCode	fdCountry	fdCountry
SHIP	John Lavender	PO Box 741	Forest Hills	Upper Highway Area		1234	Province	

MNU.054.003

