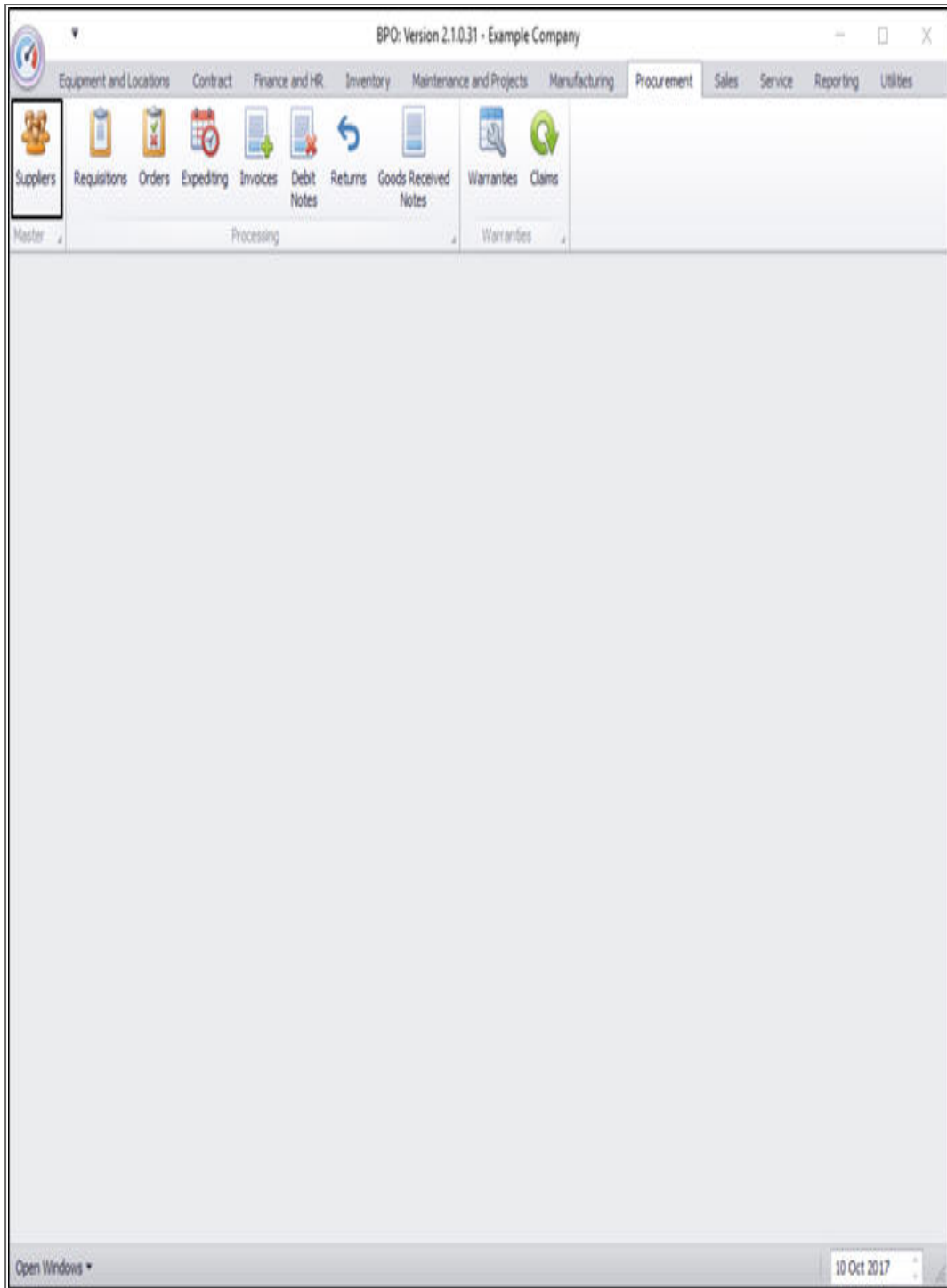


PROCUREMENT

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.

The screenshot shows the 'Supplier Listing' application window. A dropdown menu is open, displaying a list of sites: 'All Sites', 'Durban', and 'Pretoria'. The 'Durban' option is highlighted, indicating it has been selected. The main table below shows a list of suppliers with columns for SupplierCode, SupplierName, VATNo, MinOrderAmt, FreightCarrier, FreightTerms, and Payment.

SupplierCode	SupplierName	VATNo	MinOrderAmt	FreightCarrier	FreightTerms	Payment	
SUP001	Buy Back Supplier	0000000000	0.00			2	
SPR001	Sprint Distributors Local	456789123	0.00	The Courier Guy	30 days from Delivery	3	
SPR002	Sprint International	456258741	0.00			2	
TOW001	Tony's Copy Shop	9874561321	0.00	DHL	COO	2	
YES001	Young Electric	324564654	0.00			3	
PR1005	Printer World 2	98076523	0.00	Wheels on Wings	30 days from delivery	5	
PR1007	Printer World Forex	768594444	0.00	Wheels on wings	60 days from invoice	3	
PR1010	Printer World	456123789	0.00	Wheels with Wings	30 days from delivery	4	
PR1012	Printer World	13456789	0.00	Wheels with Wings	30 days from delivery	3	
TV1001	Twinkle Office Automation ...	9876543210	0.00	Wing It Couriers	30 day	2	
BON001	Bonsai Bonanza	987654321	0.00	Wing It Couriers	30 day	2	
PRE001	Pretoria Copy Shop	9876543210	0.00	Wing It	30 Days	4	
DUR001	Durban Copy Shop	987654321	0.00			3	
PAP001	The Paper Warehouse	1234567890	0.00	Wing It	30 day	4	
MET001	Metro Peach	1234567	0.00	Wheels with Wings	30 days from delivery	5	
PRE005	Pretoria West Office Auto...	987654321	0.00			3	
NEW006	New Way Recycling	9876543210	0.00			3	
WON001	Wonderboom IT Hub	987654321	0.00			3	
888	Abs Store	654789	0.00	DHL	14 days after payment	2	
MS55	A	A	986789	0.00	DHL	10 days	2
00998877	Stone Rowe & Co.	1122334455	0.00	Shipmark		2	

SELECT SUPPLIER

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

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 Durban Active Export

Processing | Format | Current | Print

Links: Enter text to search...

Drag a column header here to group by that column

SupplierCode	SupplierName	ContactName	SupplierType	Status	VATNo	MinOrderAmt	FreightCarrier	FreightTerms	Payment
SUP001	Buy Back Supplier	Supplier Contact	BUY	A	000000000	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

Functions
 Items Supplied
 Notes
 Addresses

Processing
 Requisitions
 Purchase Orders
 GRNs
 Supplier Invoices

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.

Edit Supplier - Code TWI001 - 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

Links

Functions

Items Supplied

Notes

Addresses

Processing

Requisitions

Purchase Orders

GRNs

Supplier Invoices

Type	General Supplier	Physical Address	26 Lavendar Road
Class	Services		New Town
Supplier Code	TWI001		Forest Hills
Supplier Name	Twinkle Office Automation Supplies		KZN
Primary Contact	Gary Marks		South Africa
VAT No.	9876543210	Postal Code	1234
Tax Rate	14.00	Billing Contact	
Secondary Rate	0.00	Billing Address	PO Box 1234
Currency	South African Rand		New Town
Payment Terms	30 Days from Invoice		Forest Hills
Shipping Terms	5 Days - Signature		KZN
Ship Via	Road		South Africa
Freight Terms	30 day	Bill Postal Code	1234
Freight Carrier	Wing It Couriers		
Sites	<input checked="" type="checkbox"/> Durban <input type="checkbox"/> Pretoria		
Order Method	Telephone		
Order Address	031 123 4567		

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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 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 ⋮ ⌂ ×

Save Back

Process

Links

Functions

Items Supplied

Notes

Addresses

Processing

Requisitions

Purchase Orders

GRNs

Supplier Invoices

Type General Supplier

Class Services

Supplier Code TW0001

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

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- 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

Links

Enter text to search...

Functions

- Items Supplied
- Notes
- Addresses

Processing

- Requisitions
- Purchase Orders
- GRNs
- Supplier Invoices

Drag a column header here to group by that column

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
PR1010	Printer World	Maggie Sage	GEN	A	456123789	0.00	Wheels with Wings	30 days from delivery	4
TWI001	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

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