

PROCUREMENT

EDIT A SUPPLIER

Ribbon Access: *Procurement > Suppliers*

Help v2.5.0.14 - Pg 1 - Printed: 25/06/2024

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U 1	Equipment and L	ocations	Contract	Finance	and HR	Inventory	Maintenar	ice and Projects	Manu	facturing	Procurement	Sales	Service	Reporting	Utilities	
Supplers	Requisitons	Orders	Expediting	Invoices	Debit Re Notes	turns Go	ods Received Notes	Warrantes	Q) Claims							
Master 1		_	3	Processing			1	Warrantie	6.4							
Open Wine	dows *													10 Oct 1	2017	1

EDIT A SUPPLIER

In the *Supplier Listing* screen,

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Select the Site

P	idit Delete	Sync	Save Layou	t Workspaces Refresh	ID Al Sites 1 Durban 2 Pretorio	e I						
erika Mar taut h	division and	a 0		ader here to group by that cal								
	M BOR MILLE	1	SupplerCode	SupplerName				VATNo	MinOrder Amt	FreightCarrier	FreightTerms	Paym
Functio	ns	۲			x							
-	The second s		SUP001	Buy Back Supplier	supple contact	501	- 1	0000000000	0.00			2
Thems 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	SHPA	A	9874561321	0.00	DHL	C00	2
			YES001	Young Electric	Grant	GEN	A	3245064654	0.00			3
			PR3005	Printer World 2	Richard Sage	GEN	A	98076523	0.00	Wheels on Wings	30 days from delivery	5
			PR1007	Printer World Forex	Matthew Sage	SHPA	A	768594444	0.00	Wheels on wings	60 days from invoice	3
Address	Addresses		PRI010	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
Bracaci	elna		DUR001	Durban Copy Shop	Megan Jones	GEN	A	987654321	0.00			3
rrocese	Serg		PAP001	The Paper Warehouse	Joseph Manning	GEN	A	1234567890	0.00	Wing It	30 day	4
Requis	tions	1	MET001	Metro Peach	Jessica Johns	GEN	A	1234567	0.00	Wheels with Wings	30 days from delivery	\$
A CARDIN			PRE005	Pretoria West Office Auto	Jackie Simmons	GEN	A	987654321	0.00			3
			NEW006	New Way Recycling	Patrick Smith	GEN	A	9876543210	0.00			3
	and a		WON001	Wonderboom IT Hub	Mark Jones	GEN	A	987654321	0.00			3
Purchas	se crows		888	Abs Store	Abi	GEN	A	654789	0.00	DHL	14 days after payment	2
			M\$55	A	A	GEN	A	986789	0.00	DHL	10 days	2
	_	,	00998877	Stone Rowe & Co.	David Christopher	FINH	A	1122334455	0.00	Shipmark		2

• In this image *Durban* has been selected.



SELECT SUPPLIER

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



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Add Edit Delete S	ync Sa	ive Layout	Workspaces	Refresh	Active •	Export						
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inks #	Orapa c											
inter text to search P	Suppl	lerCode	SupplerName		ContactName	SupplierType	Status	VATNo	MinOrderAmt	FreightCarrier	FreightTerms	Paym
Functions	+											
_	SUPO	.01	Buy Back Supple	5	Supplier Contact	BUY	A	0000000000	0.00			2
Items Supplied	SPRO	.01	Sprint Distributor	sLocal	Harry Jackson	GEN	A	456789123	0.00	The Courier Guy	30 days from Delivery	3
	SPRO	.02	Sprint Internation	w	George Matthews	GEN	A	456258741	0.00			2
	TONO	101	Tonys Copy Shop		Tony	SHPA	A	9874561321	0.00	DHL	C00	2
Notes	YESO	01	Young Electric		Grant	GEN	A	3245064654	0.00			3
	PRIO	10	Printer World		Maggie Sage	GEN	A	456123789	0.00	Wheels with Wings	30 days from delivery	4
	+ TWIO	01	Twinkle Office Au	tomation	Gary Marks	GEN	A	9876543210	0.00	Wing It Couriers	30 day	2
Addresses	BONO	01	Bonsai Bonanza		Teddy Miler	GEN	A	987654321	0.00	Wing It Couriers	30 day	2
and the second second												
Processing Requisitons												
Processing Requisitons Purchase Orders GRNs Suppler Impices												



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 - Cod	e TWI001 - BPO: Version 2.	1.0.31 - Example C	ompany		7	Q)
Home Equipment	and Locations Contract	Finance and HR Inventor	y Maintenance and Project	s Manufacturing	Procurement Sales	Service Repor	ting Utilities		ð
Back									
xeis s									_
	8								
text to search	P								
inctions									
0.10/13									
tens Supplied									
lotes	Туре	General Suppler	•	Physical Address	26 Lavendar Road				
	Class	Services			New Town				
	Supplier Code	TW1001			Forest Hills				
11000	Supplier Name	Twinkle Office Automation 5	Supplies		KZN				
Addresses	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				
ocessing		200 A 1	-		Forest Hills				
an driftene	Payment Terms	30 Days from Invoice			KZN				
icitation of the second se	Shipping Terms	5 Days - Signature			South Africa				
	Ship Via	Road	•	Bill Postal Code	1234				
	Freight Terms	30 day							
vrchase Orders	Freight Carrier	Wing It Couriers							
	Sites	🗸 Durban							
		Pretoria							
77Ns									
Suppler Invoices	Order Method	Telephone							



SAVE CHANGES

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



		eair soppi	e · code i	111001 - 010-103	un ernorst - example e	ompany			12.77.075		L.	1
Home Equipment a	ind Locations Contract	Finance and HR	Inventory	Maintenance and P	rojects Manufacturing	Procurement	Sales	Service	Reporting	Utilities	-	D'
Back												
0085 x												
text to search 🖌	D .											
Instions												
actions												
terns Supplied												
labar	Туре	General Supplier			Physical Address	26 Lavendar R	load					
NUC)	Class	Services				New Town						
	Supplier Code	TW1001				Forest Hills						
	Supplier Name	Twinkle Office Auto	omation Sup	ples		KZN						
Addresses	Primary Contact	Jason King				South Africa						
	VAT No.	9876543210		-	Postal Code	1234						
	Tay Pate	14.00		-	Billing Contact				-			
	Facondary Date	0.00		_	Billing Address	00 Rev 1234			-			
	Secondary Nace	Fouth African Dam			Duning Address	New Town			-			
ocessing	currency	South Arrican Kan		-		Forest Hills			-			
STARLS.	Payment Terms	30 Days from Invo	ice			KZN			-			
lequisitions	Shipping Terms	5 Days - Signature	t,	•		South Africa			_			
	Ship Via	Road		•	Bill Postal Code	1234			_			
	Freight Terms	30 day										
Archase Orders	Freight Carrier	Wing It Couriers										
	Sites	Durban										
	555925	Pretoria										
AN6												
RNs												
RNs												
SRN6 Grander Immicee	Order Method	Telephone										



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



	٧					Supplier	Listing - BPO: Vers	ion 2.1.0.31 -	Example	Company			÷ 0	Х
Y	Home	Equipmer	nt and Li	ocations Cont	ract Finance an	dHR Inve	ntory Maintenanci	e and Projects	Maruf	acturing Pro	curement Sal	es Service Repr	rting Utilities —	₽ X
A	0	X	Q	2		12	Durban +							
Add	Edit	Delete	Sync	Save Layou	t Workspaces	Refresh	Active •	Export						
							61633 e 11114	A CONTRACT						
	PTOOLS	ising		4 198	mat "		current	4 8332 4						
Links	e di ba sa s		1.0											
DHE D	colt op ses	K (U) ()	"	SupplierCode	SupplierName		ContactName	SupplerType	Status	VATNo	MinOrderAmt	FreightCarrier	FreightTerms	Payme
Fun	tions		۲											
			1	SUP001	Buy Back Supple	r	Suppler Contact	BUY	A	0000000000	0.00			2
Ite	ms Suppli	ed.		SPR001	Sprint Distributor	's Local	Harry Jackson	GEN	A	456789123	0.00	The Courier Guy	30 days from Delivery	3
				SPR002	Sprint Internation	nal	George Matthews	GEN	A	456258741	0.00			2
				TON001	Tonys Copy Shop	p	Tony	SIPA	A	9874561321	0.00	DHL	C00	2
No	tes			YE5001	Young Electric		Grant	GEN	A	3245064654	0.00			3
				PRI010	Printer World		Maggie Sage	GEN	A	456123789	0.00	Wheels with Wings	30 days from delivery	4
			2	TW1001	Twinkle Office Au	utomation	Jason King	GEN	A	9876543210	0.00	Wing It Couriers	30 day	2
Ad	dresses			BON001	Bonsai Bonanza		Teddy Miler	GEN	A	987654321	0.00	Wing It Couriers	30 day	2
Pro	cessing quators													
Pu	rchase Or	ders												
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