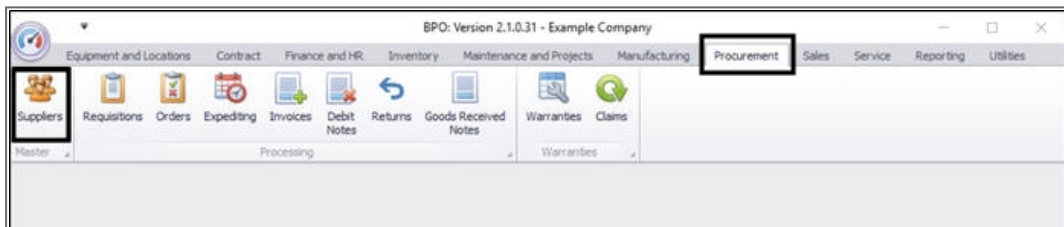


# PROCUREMENT

## VIEW / ADD / EDIT / DELETE SUPPLIER NOTES AND COMMENTS

- **Comments:** These are internal notes regarding the supplier.
- **Notes:** These are notes concerning orders to this supplier, which will pull through to the Purchase Order.

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



The **Supplier Listing** screen will be displayed.

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

Durban

ID	Name
0	All Sites
1	Durban
2	Pretoria

SupplierCode SupplierName VATNo MinOrderAmt FreightCarrier FreightTerms Payment

SUP001	Buy Back Supplier					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	Magge 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

Functions

- Item Supplied
- Notes
- Addresses

Processing

- Requisitions
- Purchase Orders
- GRNs
- Supplier Invoices

Open Windows 10 Oct 2017

## SELECT SUPPLIER

---

- Select the **row** of the **Supplier** where you wish to **add** Notes and/or Comments.
- Click on the **Notes** 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

Drag a column header here to group by that column

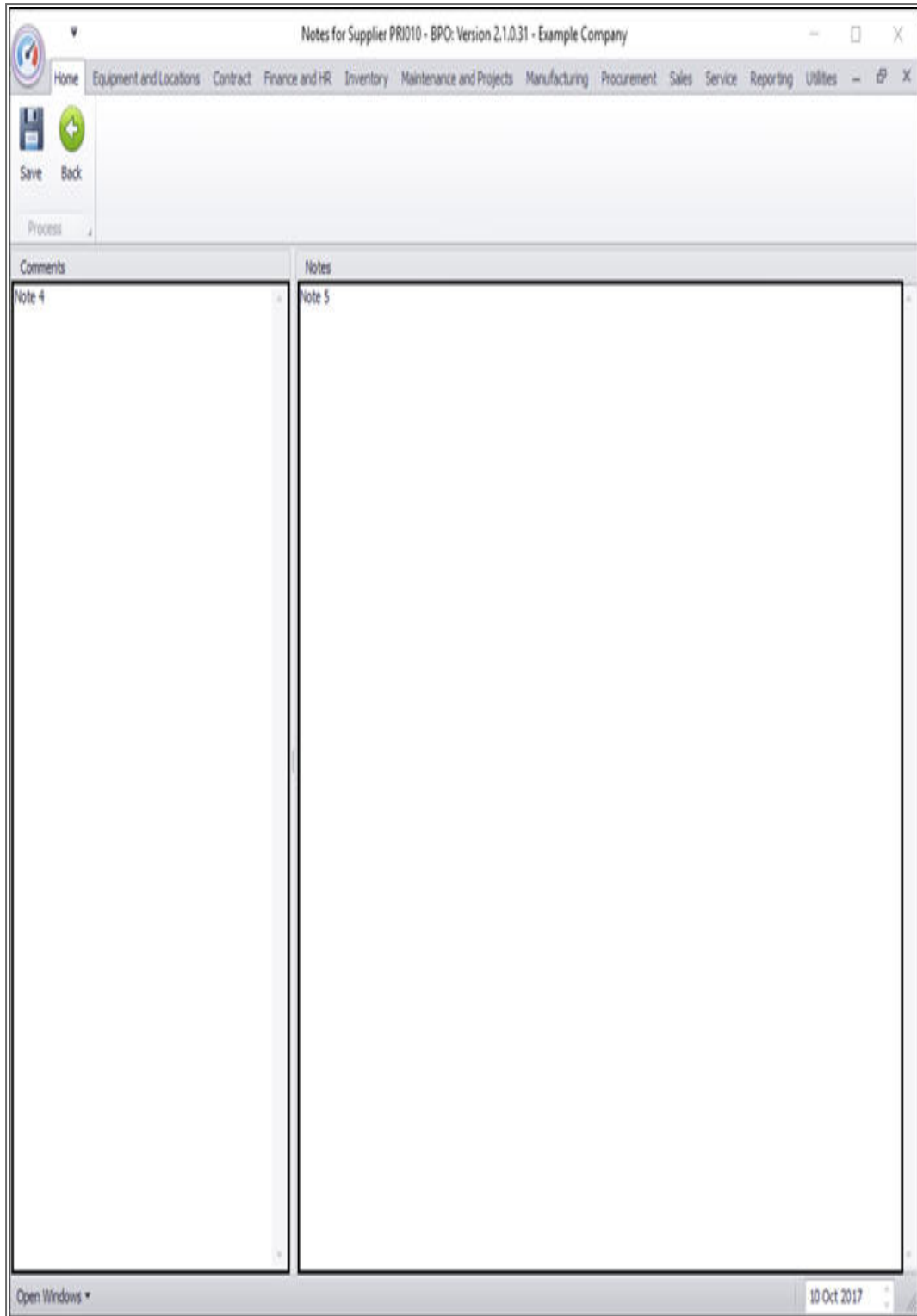
SupplierCode	SupplierName	ContactName	SupplierType	Status	VATNo	MinOrderAmt	FreightCarrier	FreightTerms	Pay
SUP001	Buy Back Supplier	Supplier Contact	BUY	A	0000000000	0.00			2
SPR001	Sprint Distributors Local	Harry Jackson	GEN	A	456789123	0.00	The Courier Guy	30 days from Delivery	3
SPR002	Sprint International	George Matthews	GEN	A	456258741	0.00			2
TON001	Tonys Copy Shop	Tony	SHPA	A	9874561321	0.00	DHL	COD	2
YES001	Young Electric	Grant	GEN	A	3245064654	0.00			3
PR3010	Printer World	Magge Sage	GEN	A	456123789	0.00	Wheels with Wings	30 days from delivery	4
TW1001	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

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## VIEW NOTES AND COMMENTS

---

- The *Notes for Supplier []* screen will be displayed.
  - **Comments** to be typed in on the *left* hand side of the screen and
  - **Notes** to be typed in on the *right* hand side of the screen.



Notes for Supplier PRI010 - 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

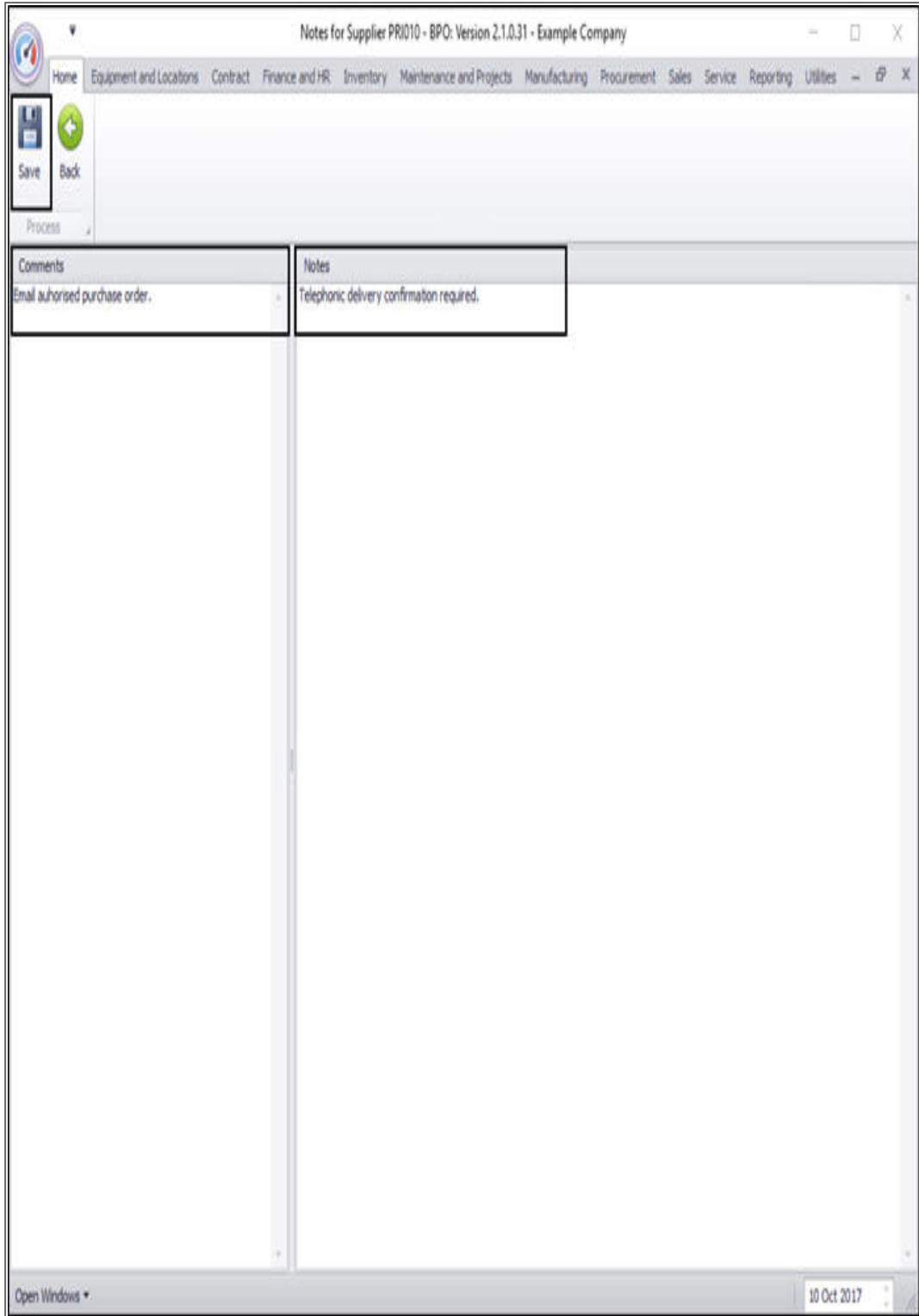
Comments	Notes
Note 4	Note 5

Open Windows 10 Oct 2017

## **ADD NOTES AND COMMENTS**

---

- Type in your **Comments** and/or **Notes** as required.
- Click on **Save**.



Comments	Notes
Email authorized purchase order.	Telephonic delivery confirmation required.



- The Comments and/or Notes details will be ***saved***.
- The screen will ***close*** and you will return to the ***Supplier Listing*** screen.

## **EDIT NOTES AND COMMENTS**

---

In the Supplier Listing screen,

Select the Site

- In this image, ***Durban*** is 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

Durban

ID	Name
0	All Sites
1	Durban
2	Pretoria

SupplierCode SupplierName VATNo MinOrderAmt FreightCarrier FreightTerms Payment

SUP001	Buy Back Supplier					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	Magge 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

Functions

- Item Supplied
- Notes
- Addresses

Processing

- Requisitions
- Purchase Orders
- GRNs
- Supplier Invoices

Open Windows 10 Oct 2017

## SELECT SUPPLIER

---

- Select the **row** of the **Supplier** where you wish to **edit** the Notes and/or Comments.
- Click on the **Notes** 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...

Drag a column header here to group by that column

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	COD	2
YES001	Young Electric	Grant	GEN	A	3245064654	0.00			3
PR3010	Printer World	Magge Sage	GEN	A	456123789	0.00	Wheels with Wings	30 days from delivery	4
TW1001	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

Functions

- Items Supplied
- Notes
- Addresses

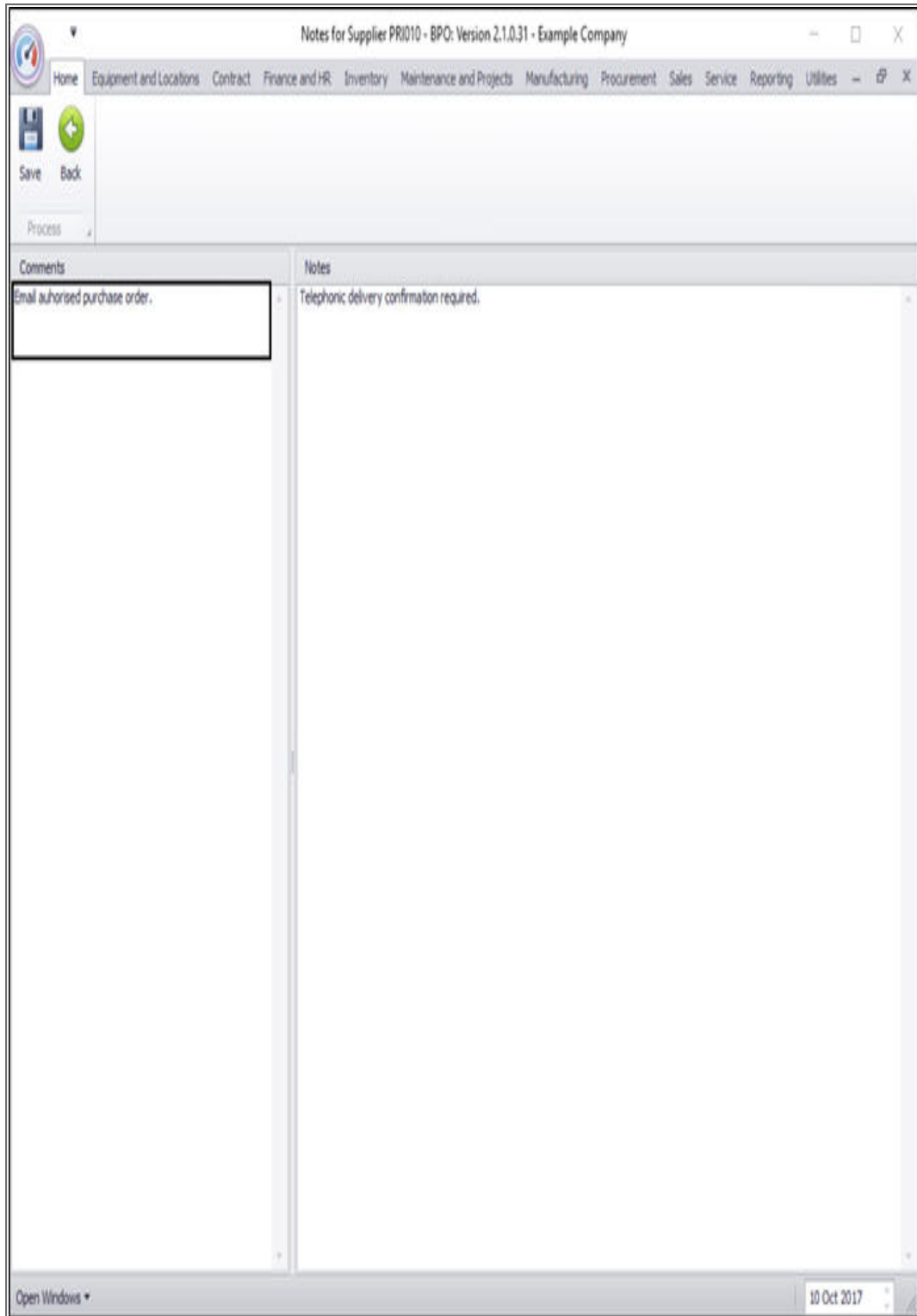
Processing

- Requisitions
- Purchase Orders
- GRNs
- Supplier Invoices

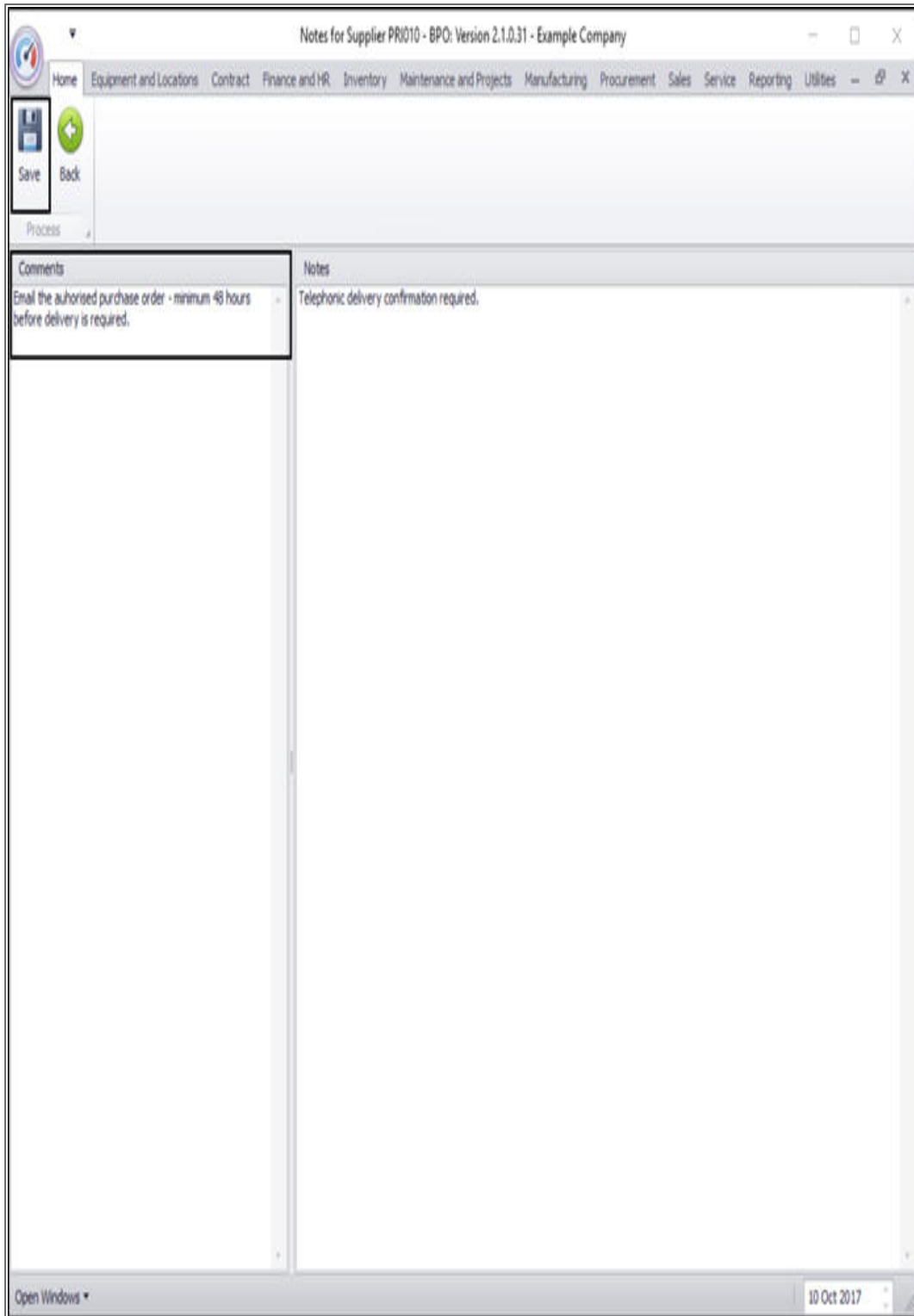
Open Windows

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- The **Notes for Supplier []** screen will be displayed.
  - **Edit** the **Comments** in the **left** hand side of the screen and
  - **Edit** the **Notes** in the **right** hand side of the screen.
- In this image, the **Comments** section has been highlighted to be **edited**.



- Type in the changes as required.
- Click on **Save**.



Notes for Supplier PRI010 - 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

Comments	Notes
Email the authorised purchase order - minimum 48 hours before delivery is required.	Telephonic delivery confirmation required.

Open Windows 10 Oct 2017

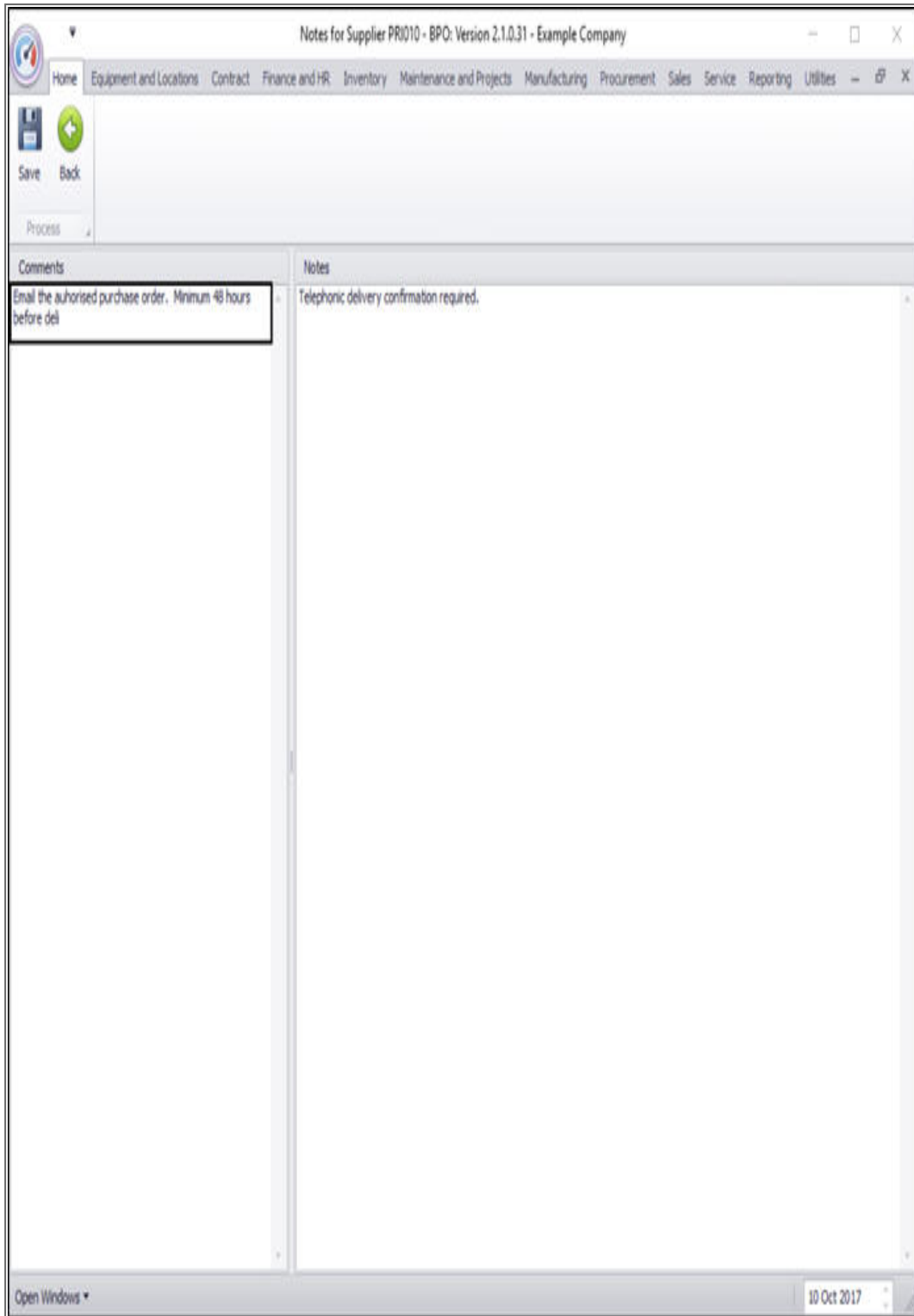


- The new Comments and Notes will be ***saved***.
- The screen will ***close*** and you will return to the ***Supplier Listing*** screen.

## **DELETE NOTES AND COMMENTS**

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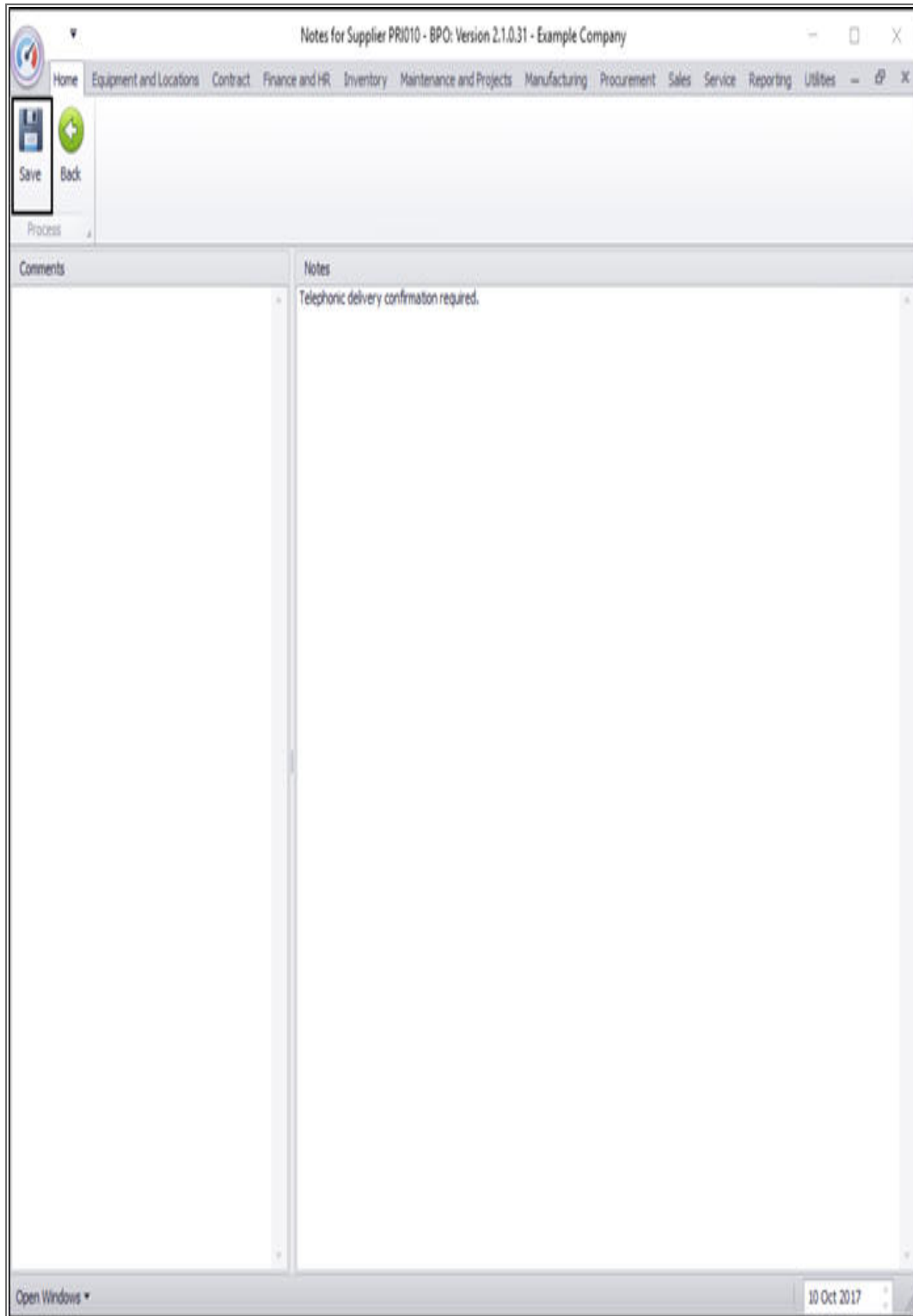
- As explained in the steps above, navigate to the ***Notes for Supplier [ ]*** screen where you wish to ***delete*** the Comments and or Notes.
- Either ***highlight*** and ***delete*** the text or ***backspace*** over the text you wish to remove.



## SAVE DELETION

---

- When you have finished *deleting* the required Notes and/or Comments,
- Click on **Save**.



- Your changes will be ***saved***.
- The screen will ***close*** and you will return to the ***Supplier Listing screen*** .

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