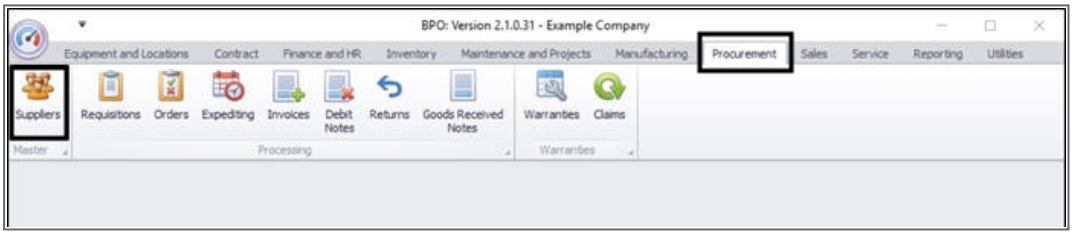
PROCUREMENT

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.

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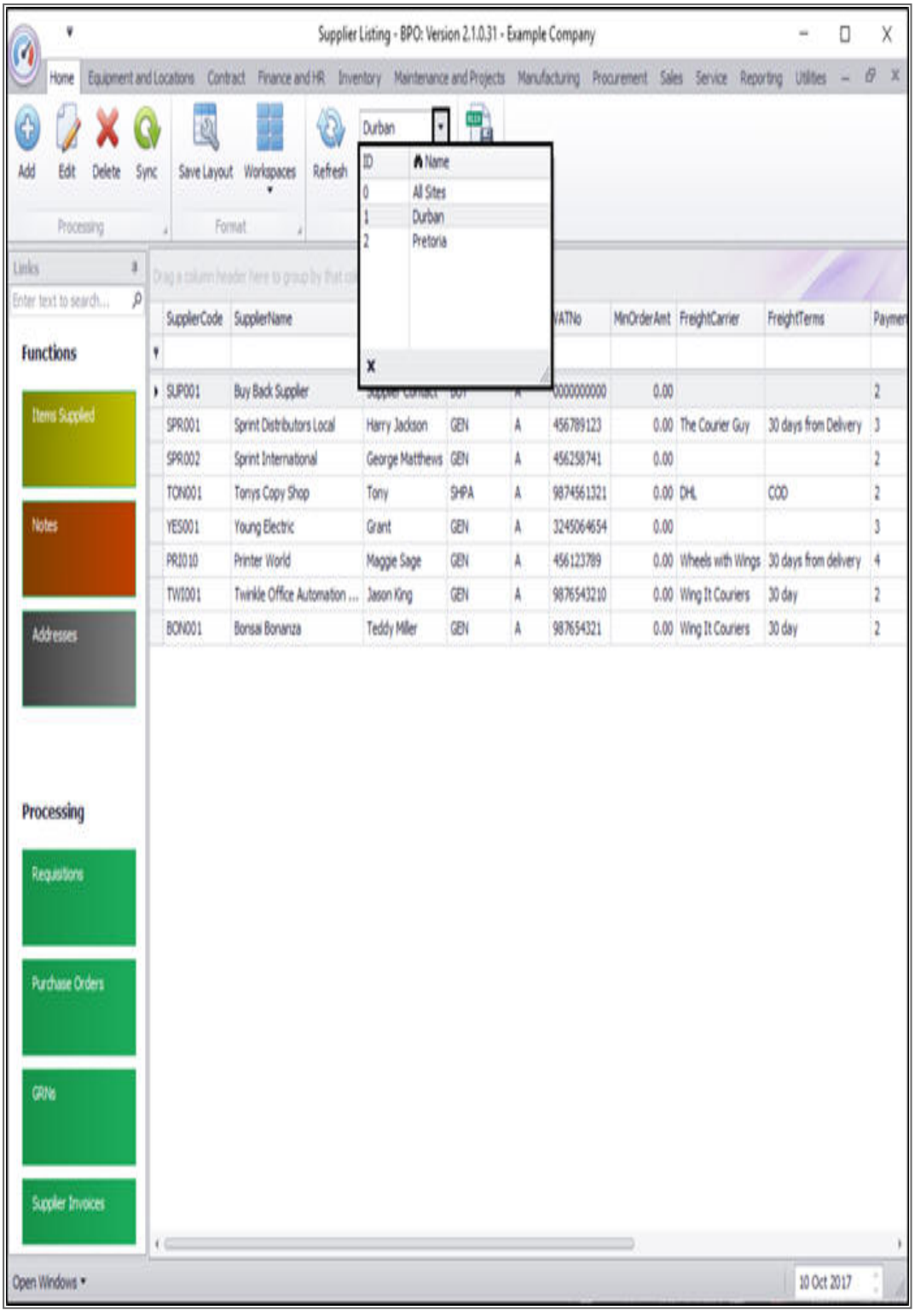

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SELECT SUPPLIER

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

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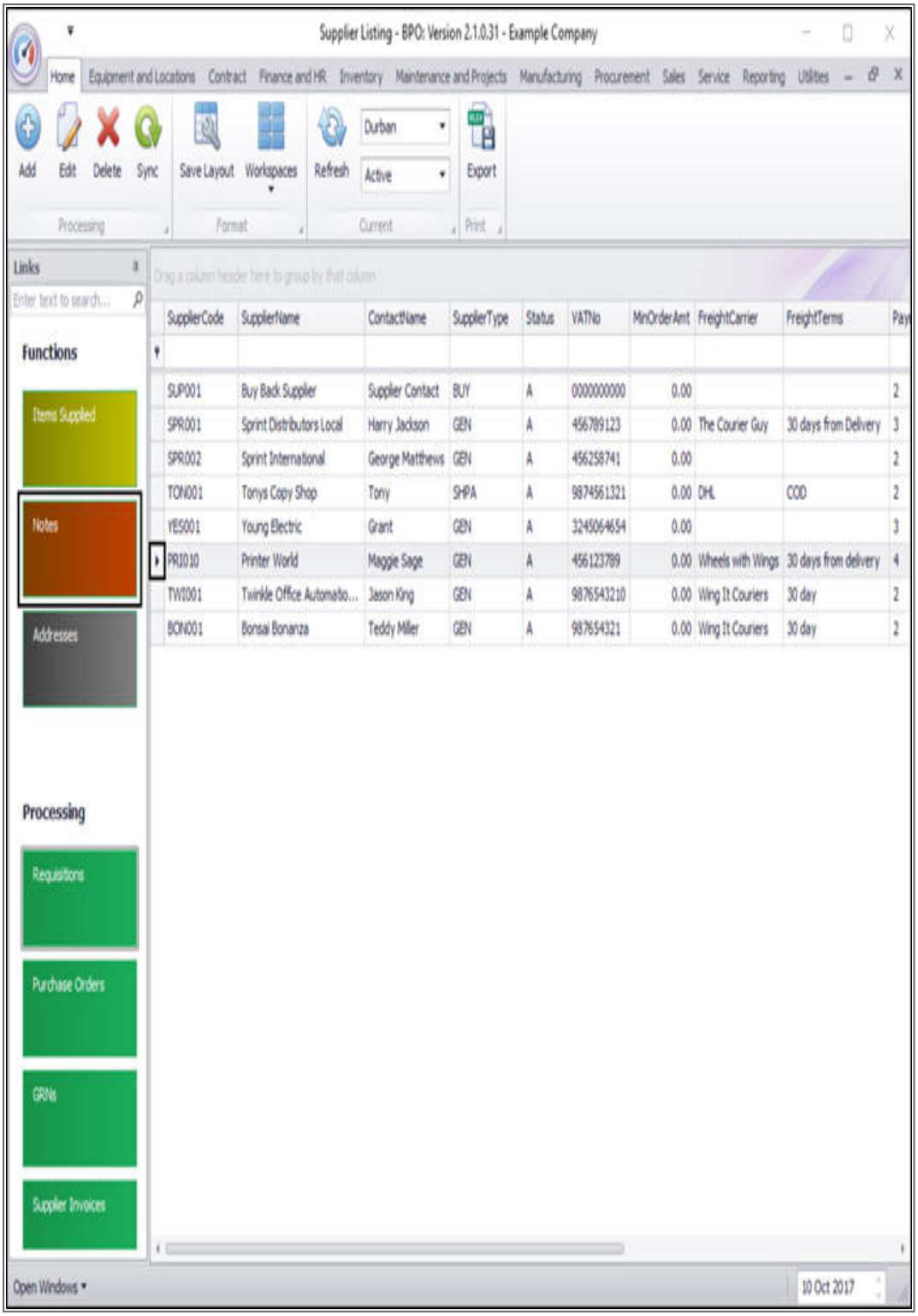

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VIEW NOTES AND COMMENTS

- 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.

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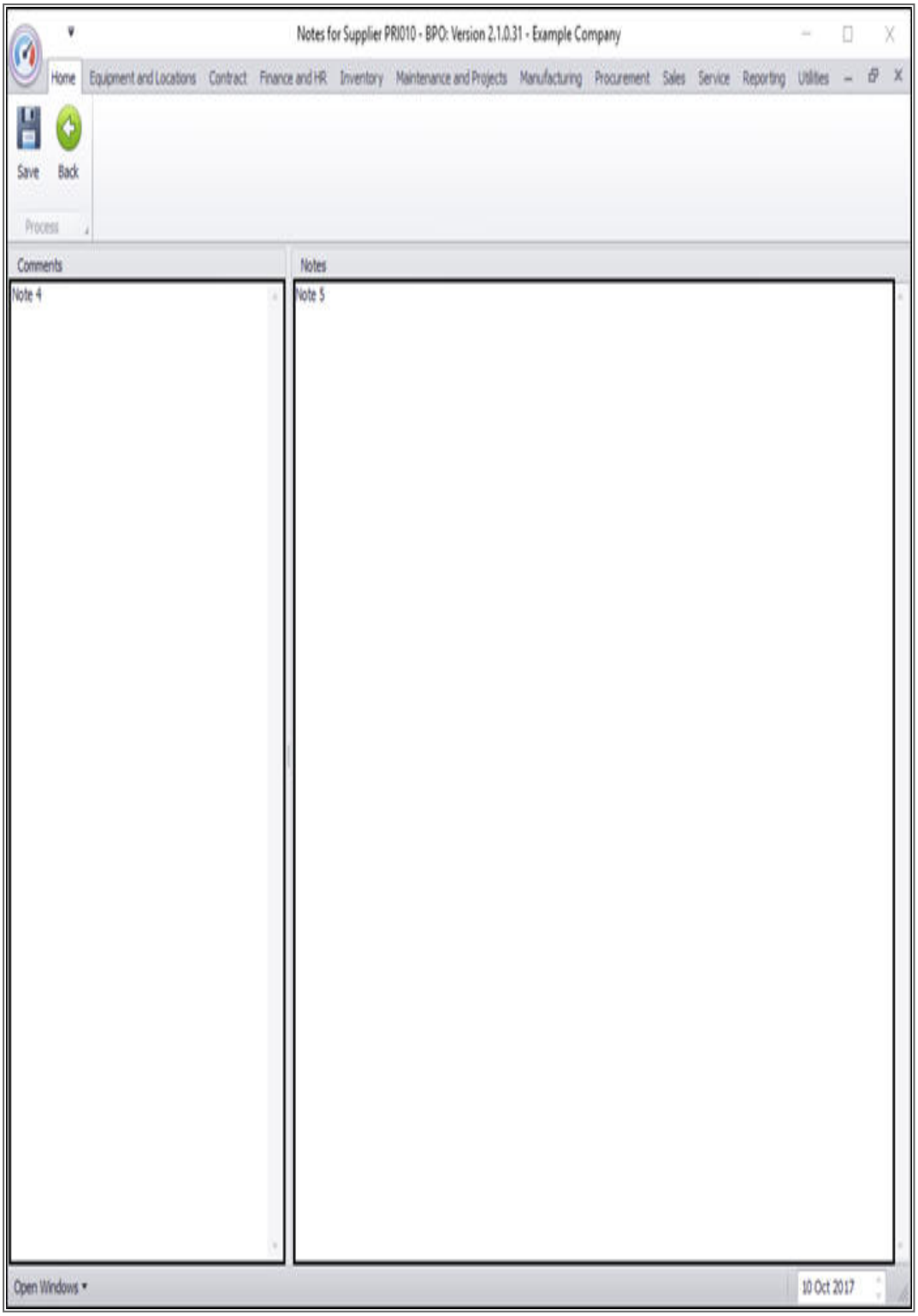

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ADD NOTES AND COMMENTS

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

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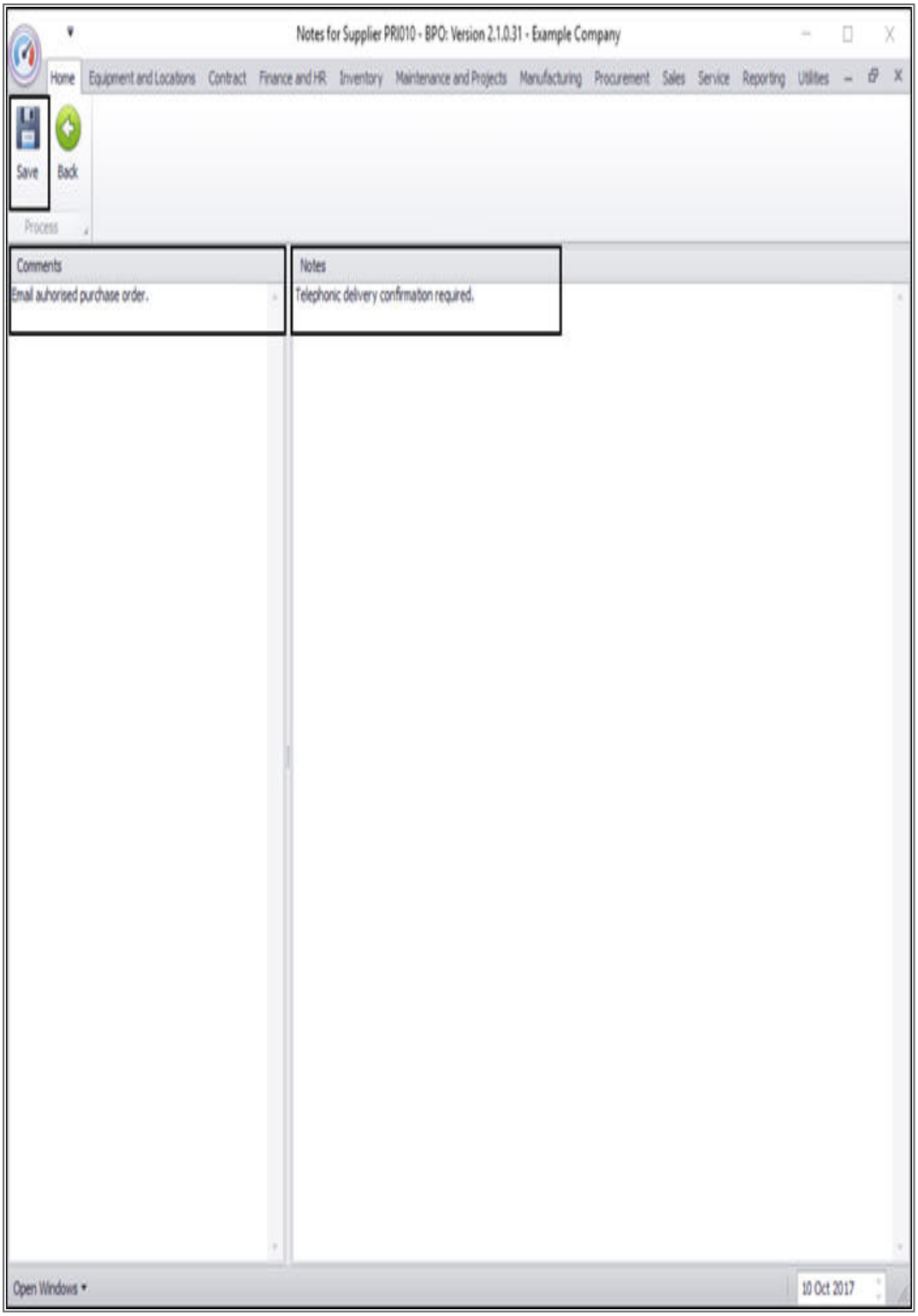

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- The Comments and/or Notes details will be ***saved***.
- The screen will ***close*** and you will return to the ***Supplier Listing*** screen.

EDIT NOTES AND COMMENTS

In the Supplier Listing screen,

Select the Site

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

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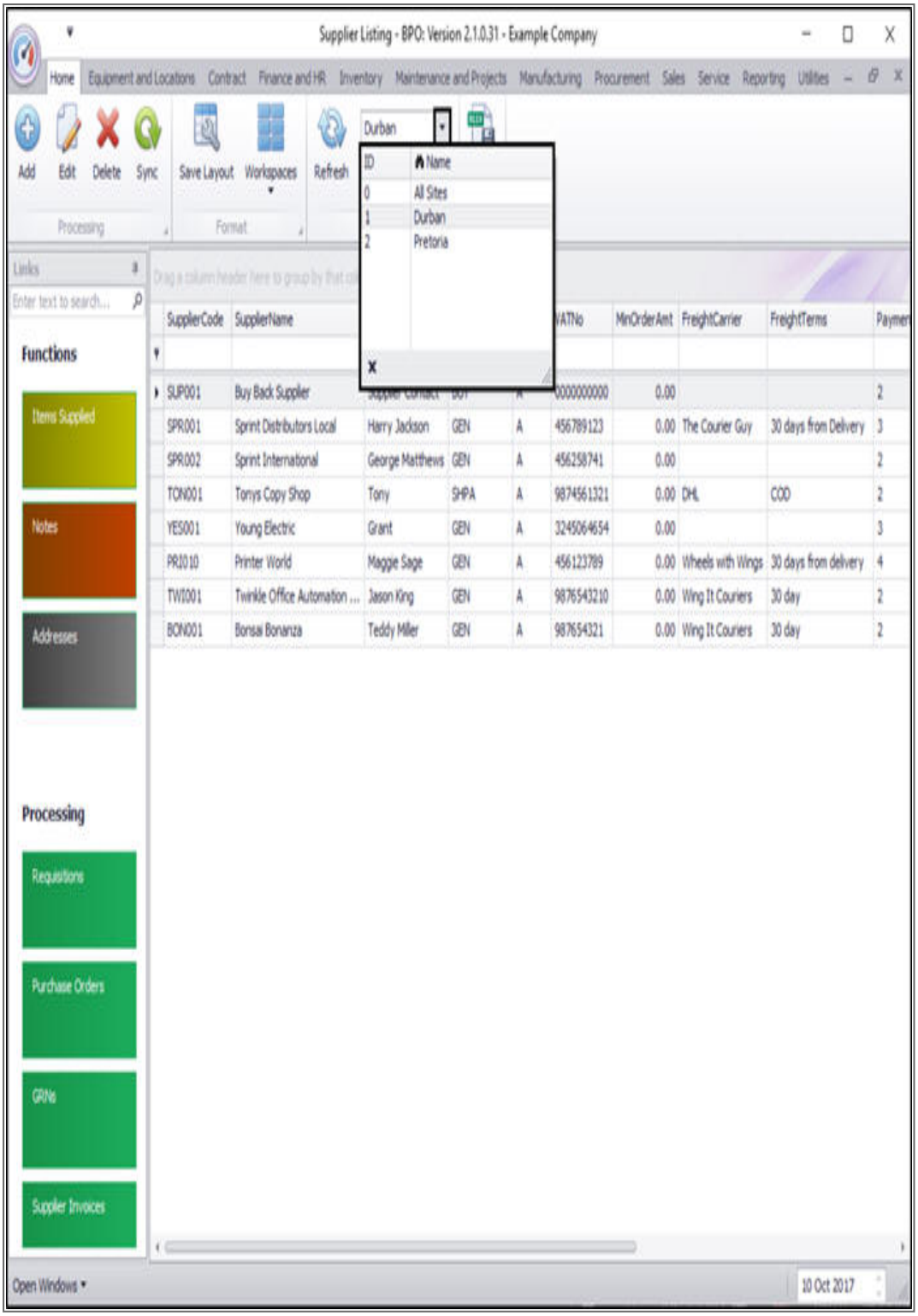

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SELECT SUPPLIER

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

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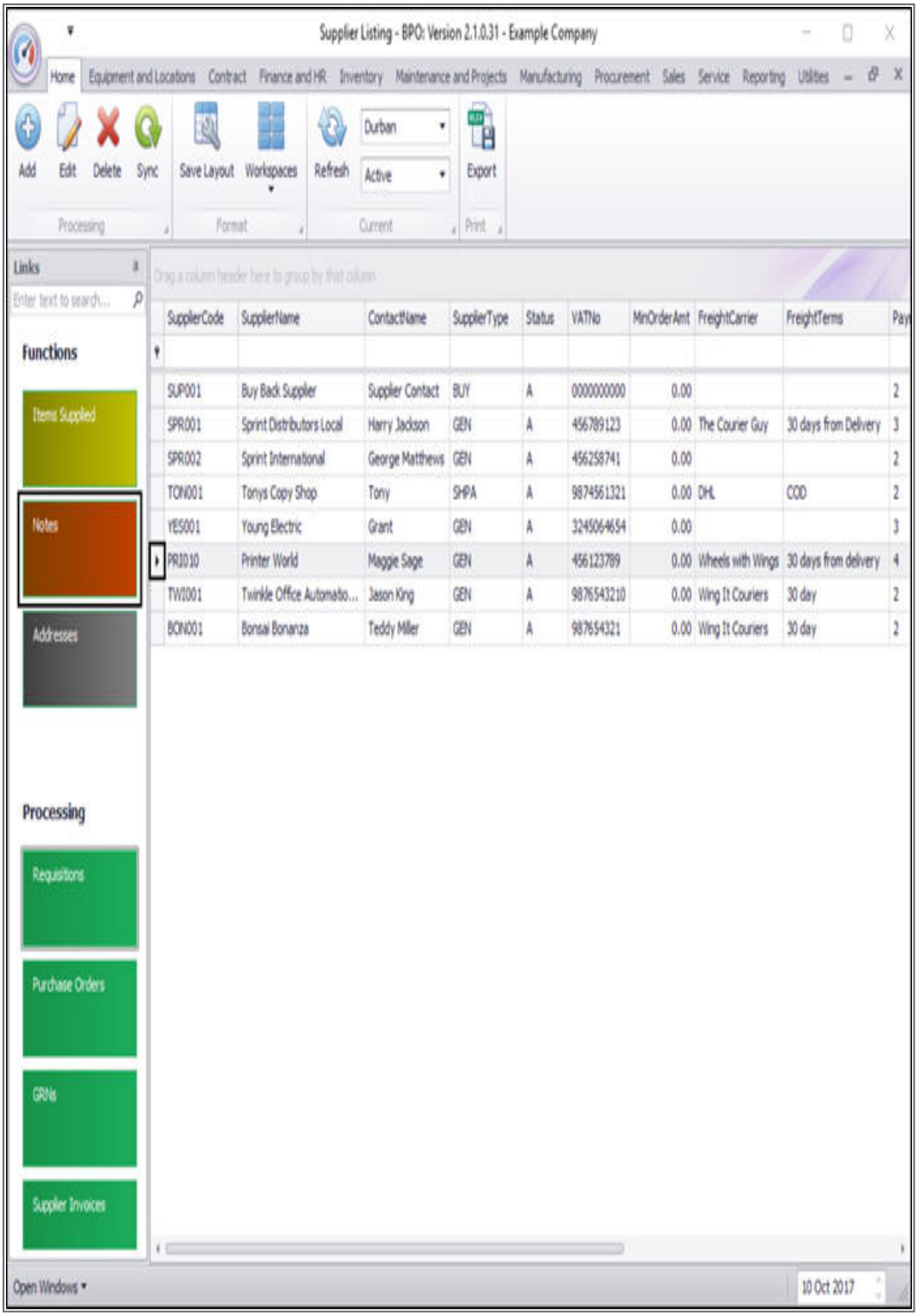

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- The ***Notes for Supplier []*** screen will be displayed.
    - ***Edit*** the ***Comments*** in the ***left*** hand side of the screen and
    - ***Edit*** the ***Notes*** in the ***right*** hand side of the screen.
- In this image, the ***Comments***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

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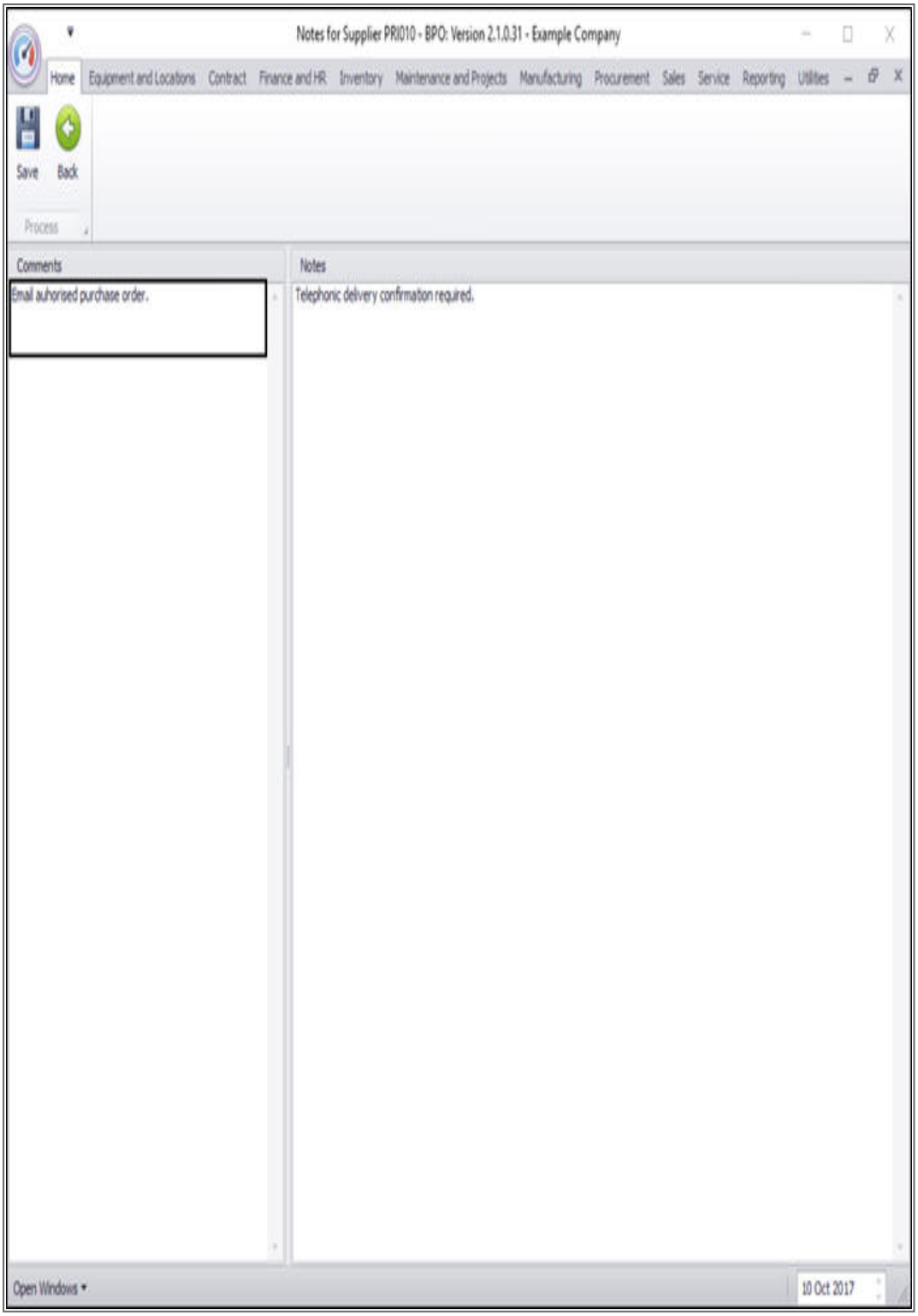

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- Type in the changes as required.
- Click on ***Save***.

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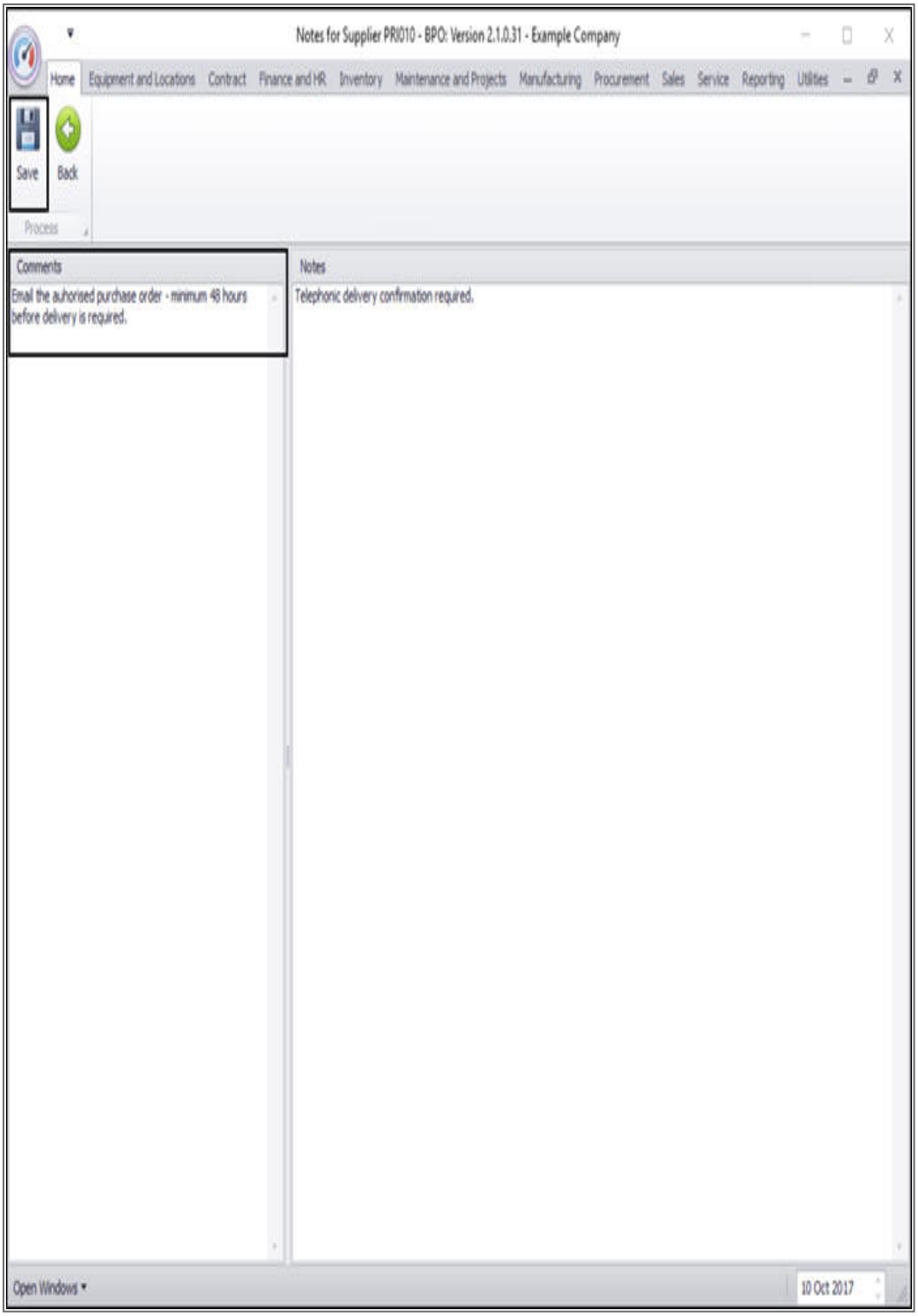

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- The new Comments and Notes will be ***saved***.
- The screen will ***close*** and you will return to the ***Supplier Listing*** screen.

DELETE NOTES AND COMMENTS

- 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.

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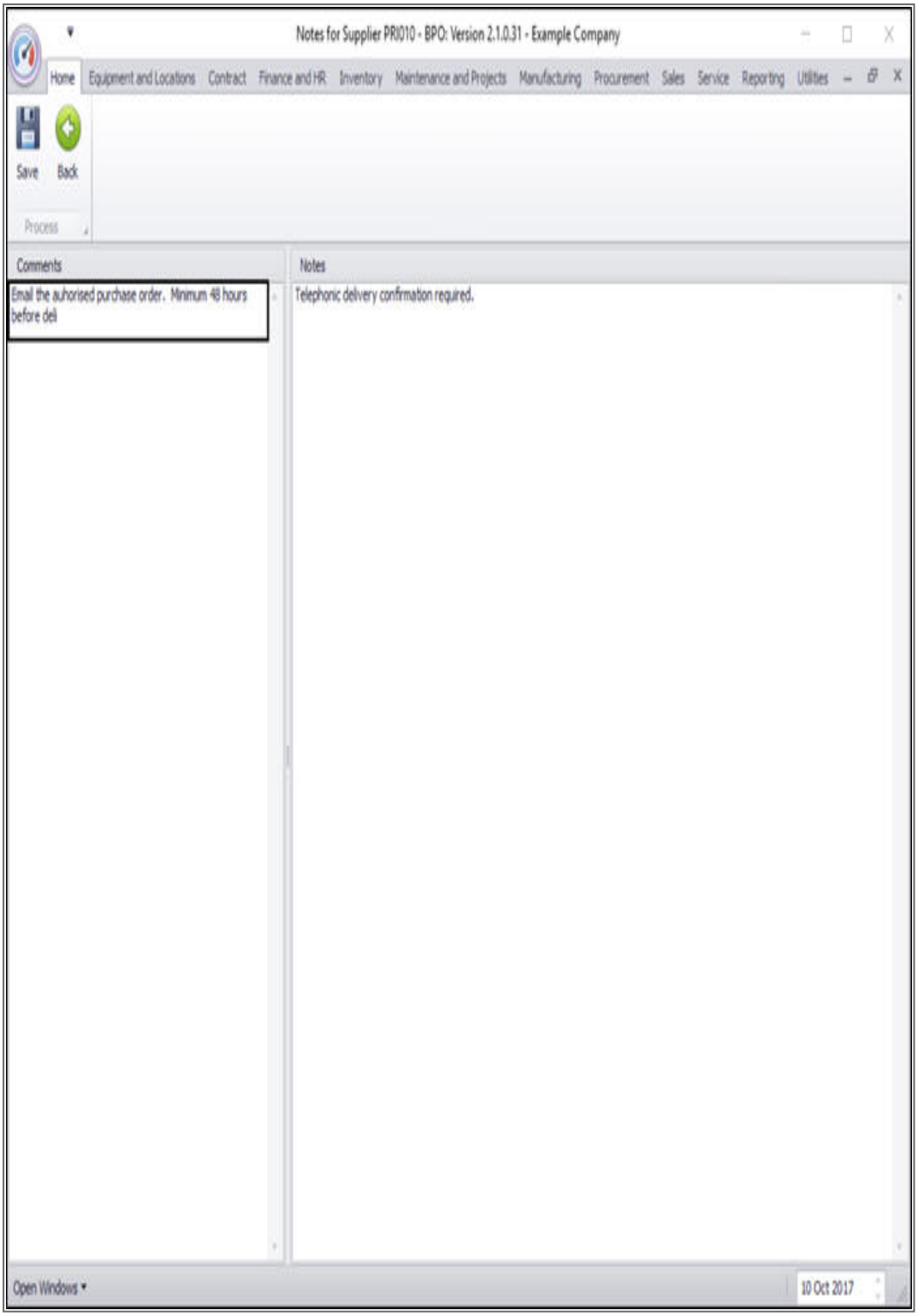

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SAVE DELETION

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

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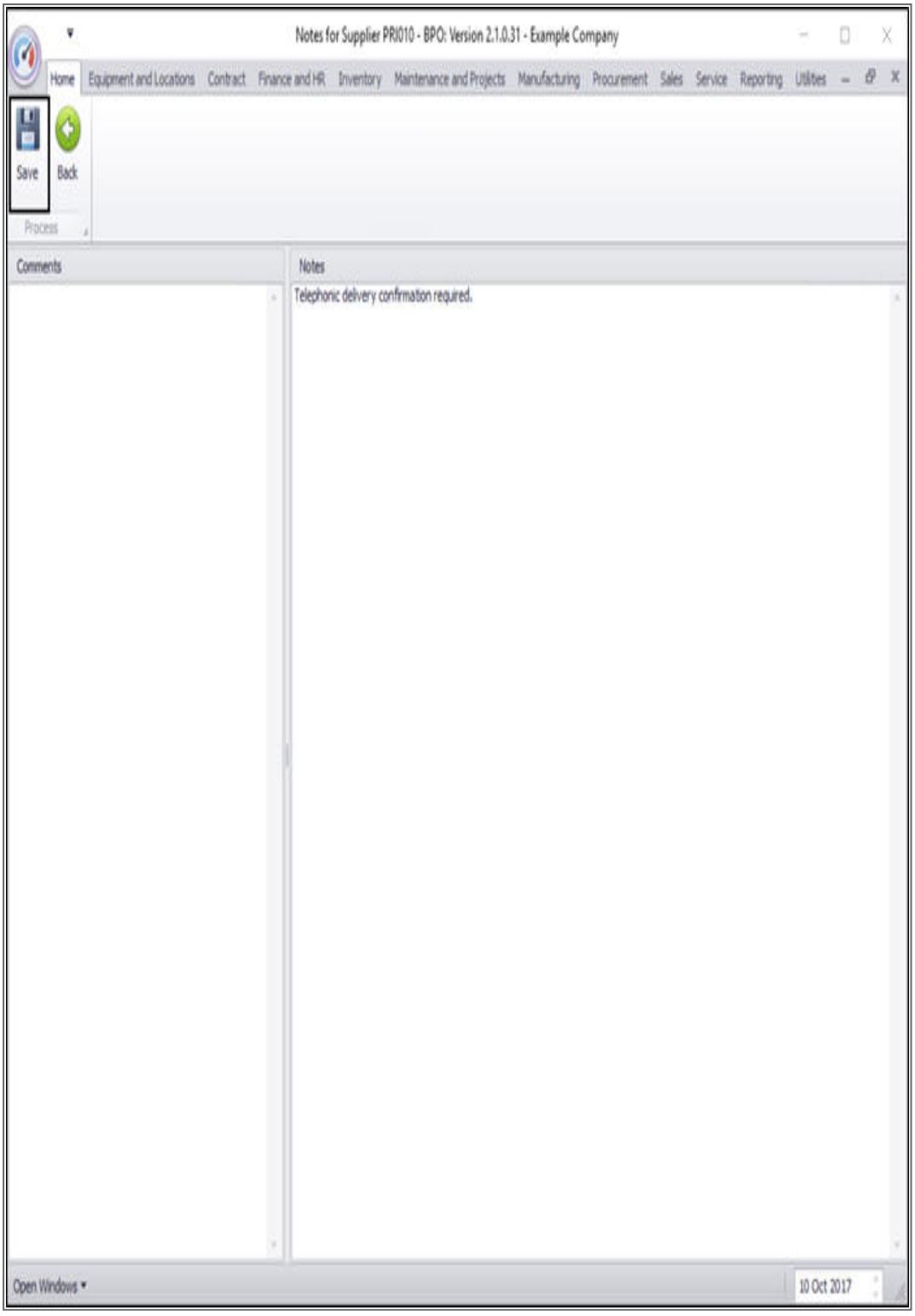

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- Your changes will be ***saved***.
- The screen will ***close*** and you will return to the ***Supplier Listing screen*** .

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