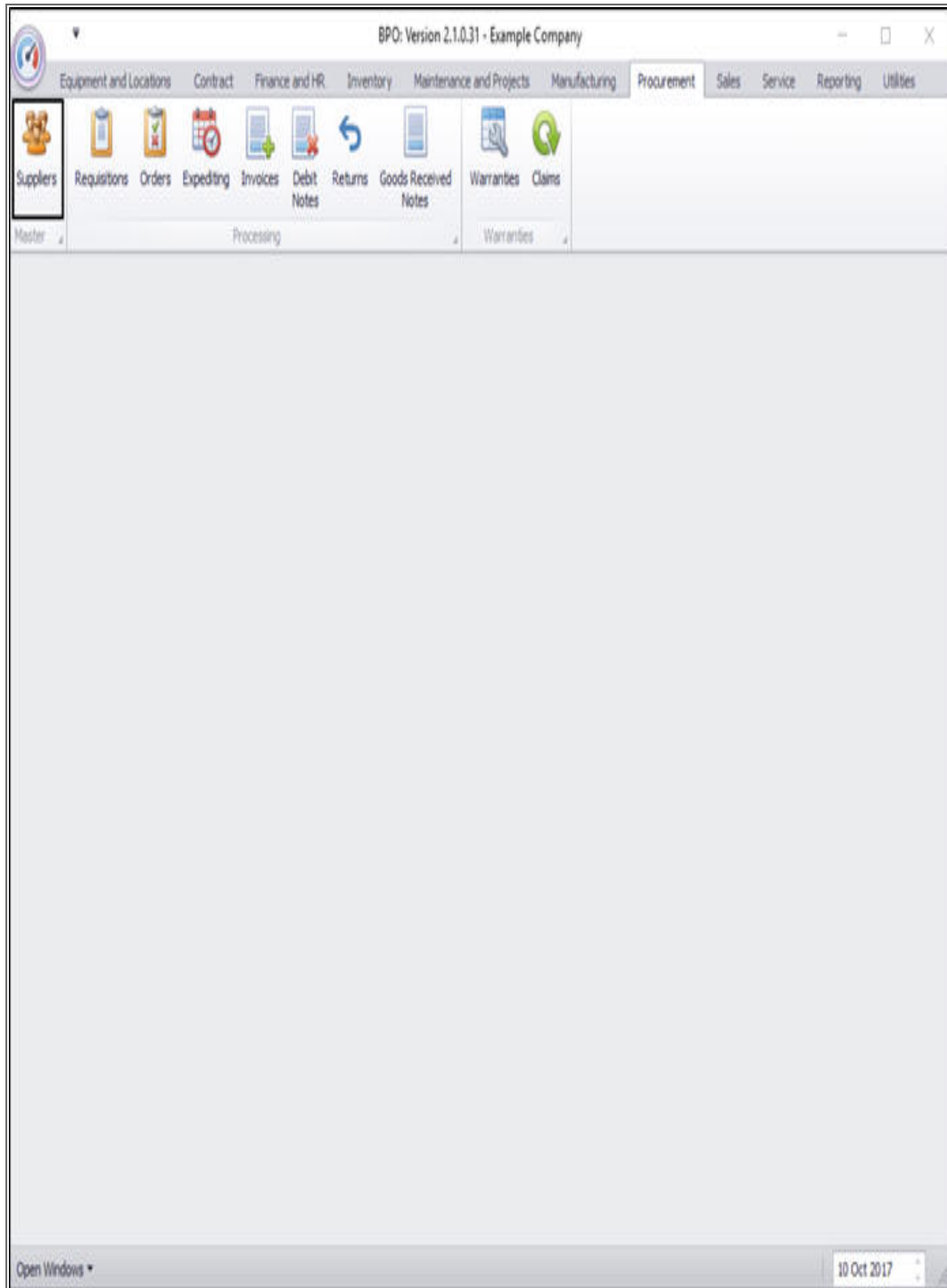


PROCUREMENT

ADD / EDIT / DELETE A SUPPLIER

Ribbon Access: *Procurement* > *Suppliers*



ADD SUPPLIER

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

Select the Site

- In this image **Durban** has been selected.

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	
TON001	Tonys Copy Shop	9874561321	0.00	DHL	COD	2	
YES001	Young Electric	3245064654	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	
TW1001	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	
M555	A	A	986789	0.00	DHL	10 days	2

- Click on **Add**.

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

Processing Format Current Print

Links

Enter text to search...

Functions

- Items Supplied
- Notes
- Addresses

Processing

- Requisitions
- Purchase Orders
- GRNs

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	456250741	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
TW1001	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

Open Windows 10 Oct 2017

ADD SUPPLIER DETAILS

The *Add new Supplier* screen will be displayed.

- **Type:** Click on the drop-down arrow and select from the list the Supplier Type, e.g. General Supplier or Finance House.
- **Class:** Click on the drop-down arrow and select from the list the Class of Item Supplied or Service Rendered.
- **Supplier Code:** Type in the code you wish to use to identify the Supplier.



Note 1: The Supplier Code is very important because it is linked to *Pastel Evolution* and all the supplier information and history will be linked to this code and not the Supplier Name.



Note 2: If you are manually entering the Supplier Code, the recommended standard is using a supplier code which is 6 characters long starting with 3 letters and then 3 numbers.



Note 3: From BPO2 v2.5.1.4 restrictions have been put into place to prevent special characters from being saved. You will only be allowed to save upper case characters and digits from 0 to 9.

- **Supplier Name:** Type in the name of the Supplier.
- **Primary Contact:** Type in the person who is your contact at this Supplier.
- **VAT No:** Type in the VAT No. of the Supplier.
- **Tax Rate:** Type in the tax rate. If the tax rate is not set, your procurement documentation will not calculate a tax value onto your items.
- **Secondary Rate:** Type in a secondary rate, if applicable.

- **Currency:** Click on the drop-down arrow and select from the list the currency applicable to this supplier.

- **Payment Terms:** Click on the drop-down arrow and select from the list the payment terms of the Supplier.
- **Shipping Terms:** Click on the drop-down arrow and select from the list the shipping terms of the Supplier, if applicable.
- **Ship Via:** Click on the drop-down arrow and select from the list the type of transport used for shipping the item, if applicable.
- **Freight Terms:** Type in the Freight Terms, if applicable.
- **Freight Carrier:** Type the Freight Carrier, if applicable.

Add new Supplier - 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

Class

Supplier Code

Supplier Name

Primary Contact

VAT No.

Tax Rate

Secondary Rate

Currency

Payment Terms

Shipping Terms

Ship Via

Freight Terms

Freight Carrier

Sites Durban Pretoria

Order Method

Order Address

Physical Address

Postal Code

Billing Contact

Billing Address

Bill Postal Code

Open Windows ⌵

10 Oct 2017

SHIPPING COSTS INCLUDED FLAG

- If you wish Shipping Costs to be included in the cost of parts/items received from this supplier then ensure that this flag is selected.
- If you wish Shipping Costs not to be included in the cost of parts/items received from this supplier and would like the ability to add shipping costs to items/parts received then ensure that this flag is not selected.

Important Notes:

- i. If the flag is un-ticked, then any goods received from this supplier will then be received into quarantine, where they must have shipping costs added before the goods can be released, and then received into store.
- ii. The Company Configuration Enforce Quarantine must be selected.
- iii. In the Configurator, the Include Shipping flag on the Purchasing Centre must be ticked.

Add new Supplier - BPO: Version 2.1.0.71 - Example Company

Home | Equipment and Locations | Contract | Finance and HR | Inventory | Maintenance and Projects | Manufacturing | Procurement | Sales | Service | Reporting | Utilities

Save | Back | Workspaces

Process | Format

Links
Enter text to search...

Functions

- Items Supplied
- Notes
- Addresses

Processing

- Requisitions
- Purchase Orders
- GRNs

Supplier Information:

Type: Finance House *
 Class: Parts *
 Supplier Code: 998877 *
 Supplier Name: Stone Rowe & Co. *
 Primary Contact: David Christopher *
 VAT No.: 122334455 *
 Tax Rate: 15.00 *
 Secondary Rate: 17.5 *
 Currency: British Pound *
 Payment Terms: 30 Days from Invoice *
 Shipping Terms: 10 Days - Signature *
 Ship Via: Sea *
 Freight Terms: *
 Freight Carrier: *
 Shipping Costs Included: *
 Order Method: *
 Order Address: *

Physical Address: *
 Postal Code: *
 Billing Contact: *
 Billing Address: *
 Bill Postal Code: *

Sites:

- Cape Town
- Durban
- Johannesburg
- Pretoria

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SITES

- **Sites:** The particular *Site* check box will be auto populated according to your *site selection* in the beginning of this process.
- Make sure that the *correct site(s)* have been selected for the Supplier that you are setting up.

Add new Supplier - BPO: Version 2.1.0.31 - Example Company
_ □ X

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities — ⌵ X

Save Back

Process

Links

Functions

Items Supplied

Notes

Addresses

Processing

Requisitions

Purchase Orders

GRNs

Supplier Invoices

Type

Class

Supplier Code

Supplier Name

Primary Contact

VAT No.

Tax Rate

Secondary Rate

Currency

Payment Terms

Shipping Terms

Ship Via

Freight Terms

Freight Carrier

Sites

 Durban
 Pretoria

Order Method

Order Address

Other Data

Physical Address

Postal Code

Billing Contact

Billing Address

Bill Postal Code

Open Windows

10 Oct 2017

ORDER METHOD

- **Order Method:** Click on the drop-down arrow and select the Order Method e.g. Email or Telephone.
- **Order Address:** Type in the Order Address e.g. the Email Address if the order method is Email.

Add new Supplier - 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

Class

Supplier Code

Supplier Name

Primary Contact

VAT No.

Tax Rate

Secondary Rate

Currency

Payment Terms

Shipping Terms

Ship Via

Freight Terms

Freight Carrier

Sites Durban
 Pretoria

Physical Address

Postal Code

Billing Contact

Billing Address

Bill Postal Code

Order Method

Order Address

Open Windows 10 Oct 2017

ADDRESSES

- **Physical Address:** Type in the Physical Address.
- **Postal Code:** Type in the Postal Code.
- **Billing Contact:** Type in the Billing Contact.
- **Billing Address:** Type in the Billing Address.
- **Bill Postal Code:** Type in the Bill Postal Code.

Add new Supplier - 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 Finance House

Class Parts

Supplier Code 998877

Supplier Name Stone Rowe & Co.

Primary Contact David Christopher

VAT No. 122334455

Tax Rate 14.00

Secondary Rate 17.50

Currency British Pound

Payment Terms 30 Days from Invoice

Shipping Terms 10 Days - Signature

Ship Via Sea

Freight Terms

Freight Carrier Shipmark

Sites

Durban
 Pretoria

Order Method Email

Order Address dauidc@stonerowe.co.uk

Physical Address

Postal Code

Billing Contact

Billing Address

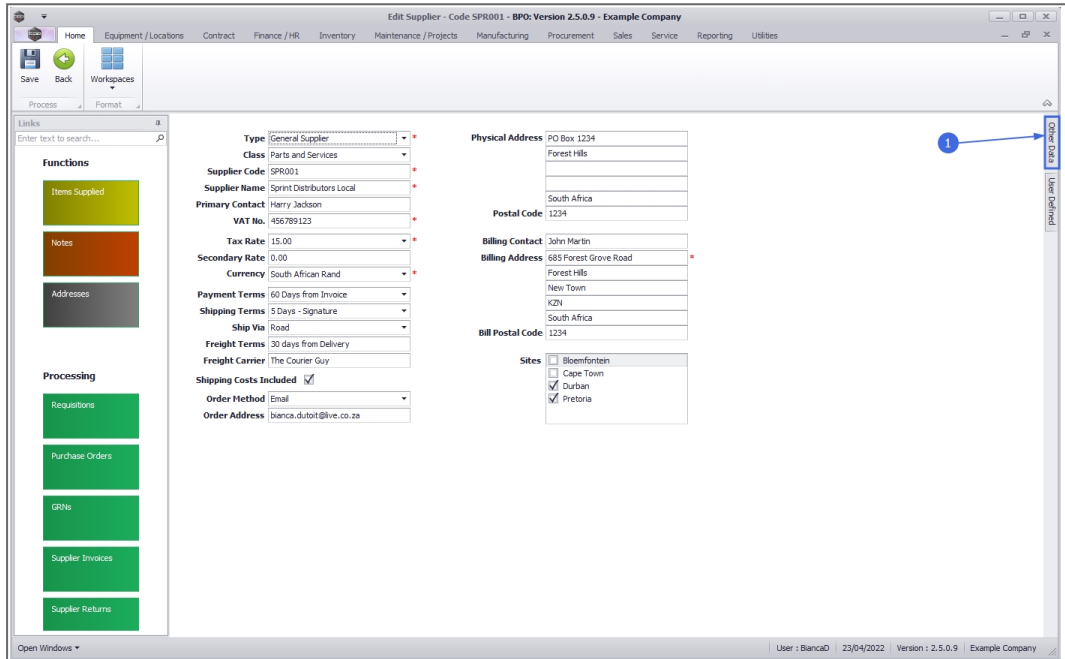
Bill Postal Code

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ADDITIONAL DATA

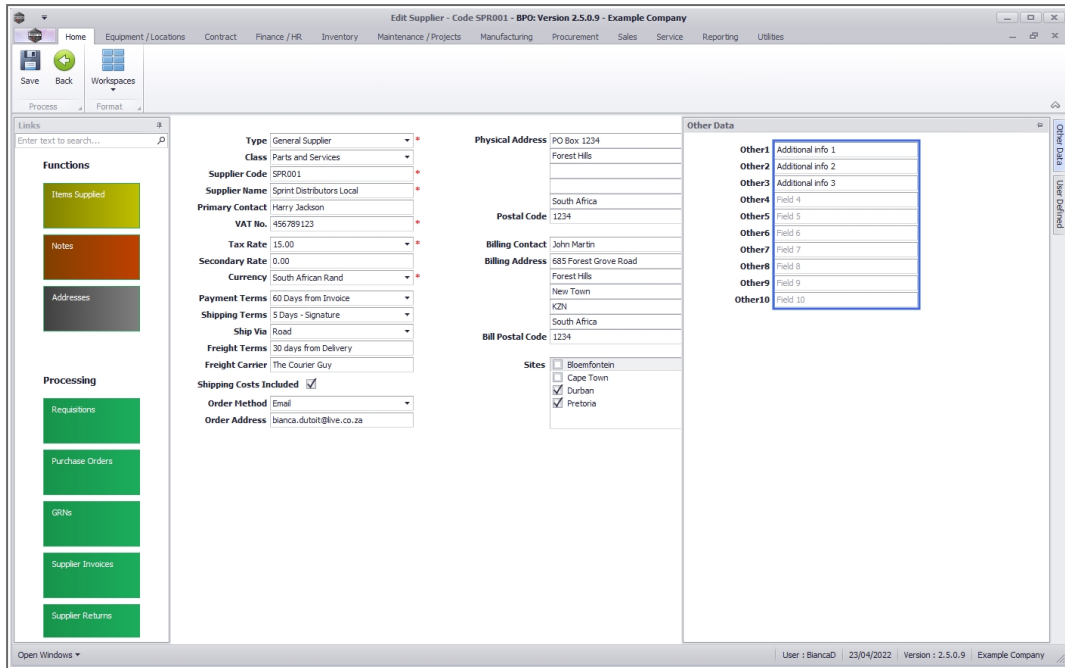
Additional data allows for 10 extra fields of information that can be used depending on your company's requirements. The definition for these fields should be pre-determined and used as allocated. The labels for these fields can be configured via user rights.

- Click on the **User Defined** dock panel tab to open the panel



The screenshot shows the 'Edit Supplier' window for 'Code SPR001 - BPO: Version 2.5.0.9 - Example Company'. The interface includes a top menu bar with options like Home, Equipment / Locations, Contract, Finance / HR, Inventory, Maintenance / Projects, Manufacturing, Procurement, Sales, Service, Reporting, and Utilities. A left sidebar contains 'Functions' (Items Supplied, Notes, Addresses) and 'Processing' (Requisitions, Purchase Orders, PO's, Supplier Invoices, Supplier Returns). The main area is divided into several sections: 'General Supplier' (Type, Class, Supplier Code, Supplier Name, Primary Contact, VAT No., Tax Rate, Secondary Rate, Currency, Payment Terms, Shipping Terms, Ship Via, Freight Terms, Freight Carrier, Shipping Costs Included, Order Method, Order Address), 'Physical Address' (PO Box, Street, City, Postal Code), 'Billing Contact' (Name, Address, Postal Code), and 'Sites' (checkboxes for Bloemfontein, Cape Town, Durban, Pretoria). A blue circle with the number '1' and an arrow points to the 'User Defined' tab in the dock panel on the right side of the window.

- Type in the values as required if used by your company.



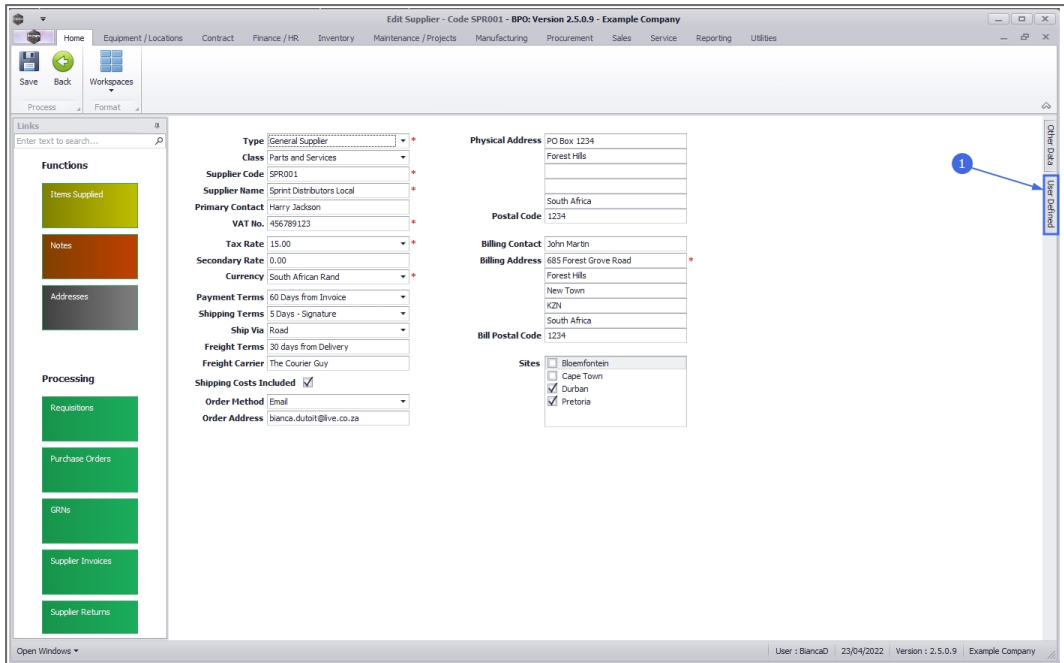
USER DEFINED FIELDS

The inclusion of User Defined Fields is to provide more information within the Asset, Contract, Customer and Location modules so that associated work/processes can be carried out more efficiently. It will serve as connective tissue between contracts and call center functions to improve call center performance by having readily accessible information.

Version Compatibility¹

- Click on the **User Defined** dock panel tab to open the panel

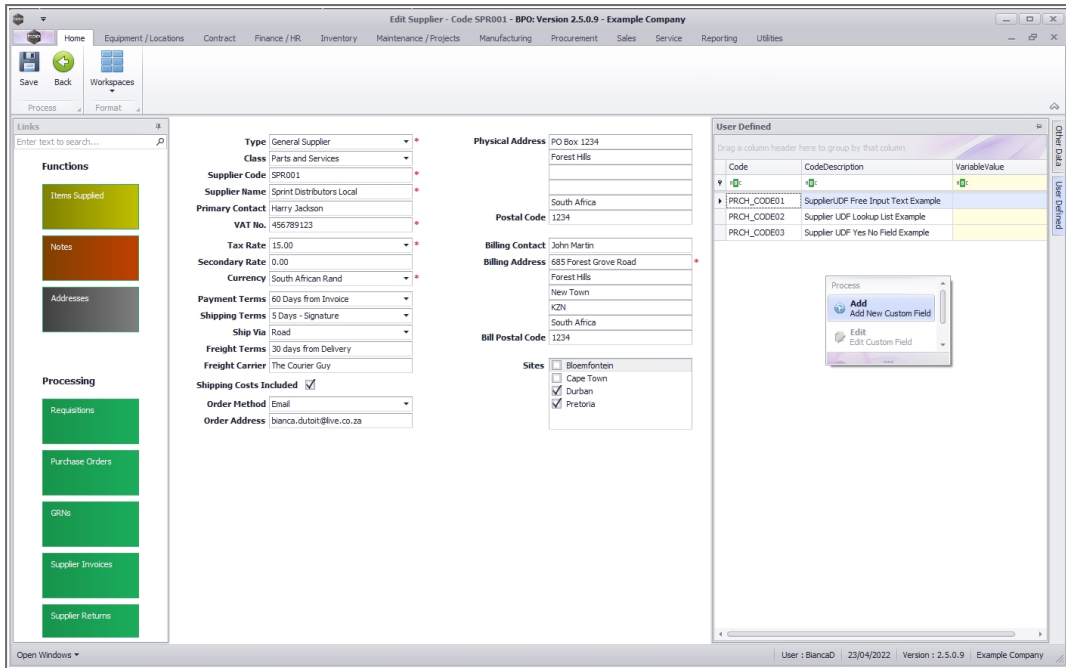
¹ BPO2 v2.5.0.8 or higher. " Add Interest Rate " on page 2



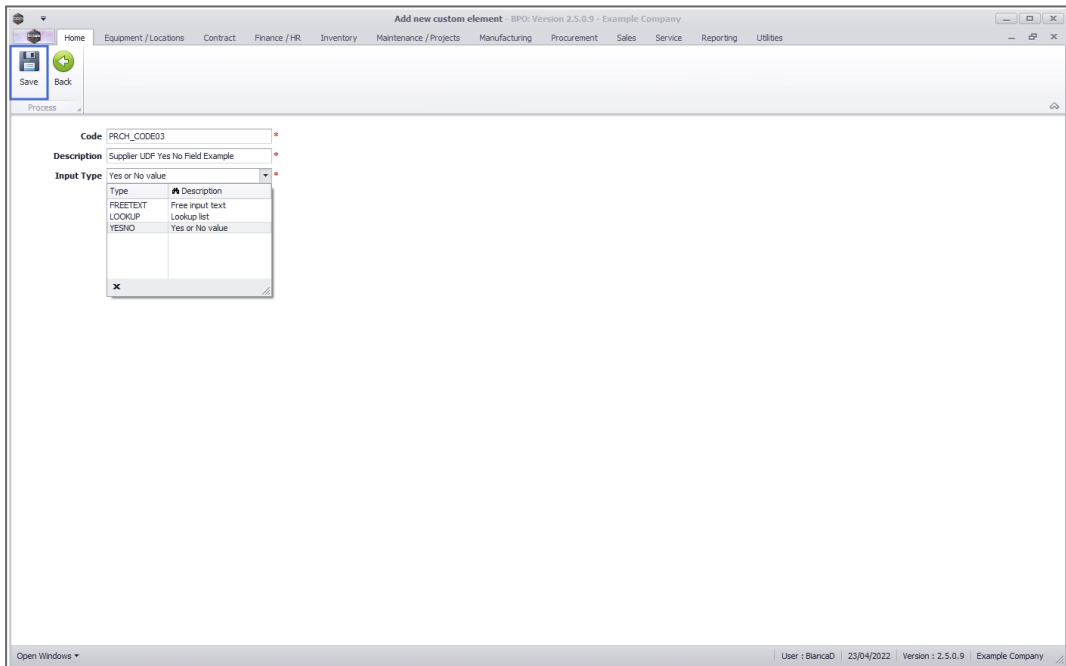
ADD NEW CUSTOM FIELD

New User Defined Customer Fields can be created from here. Any User Defined field created will be available for update on all suppliers.

- Right click in User Defined panel and select **Add New Custom Field**



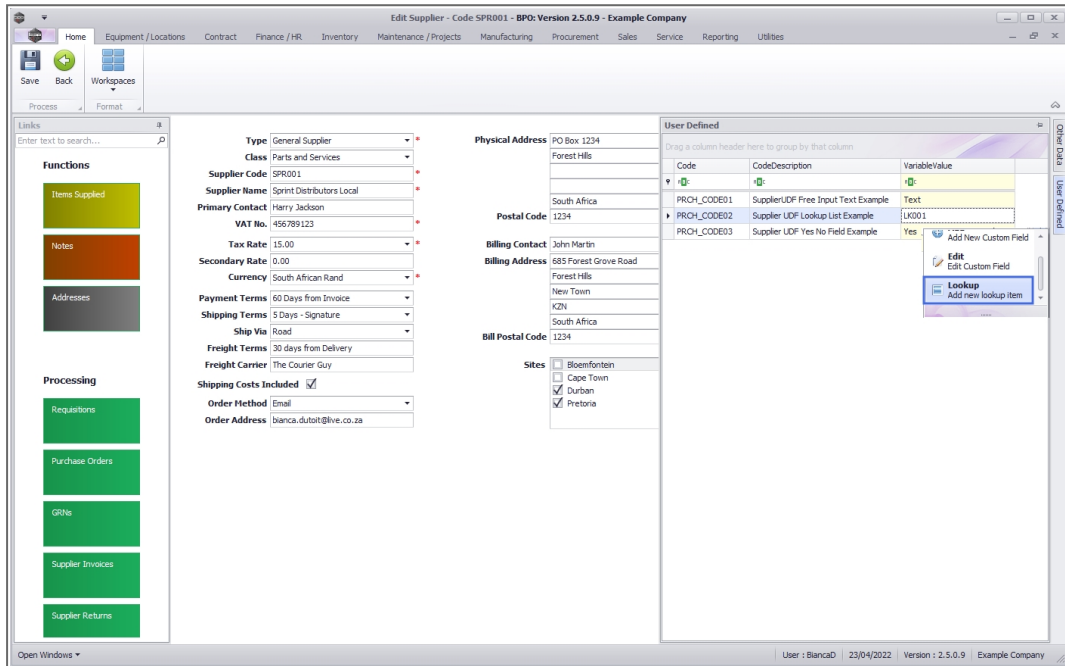
- Type in a **Code** and **Description** for the new User Defined Field.
- Select the Input Type.
- Click on the **Save** button.



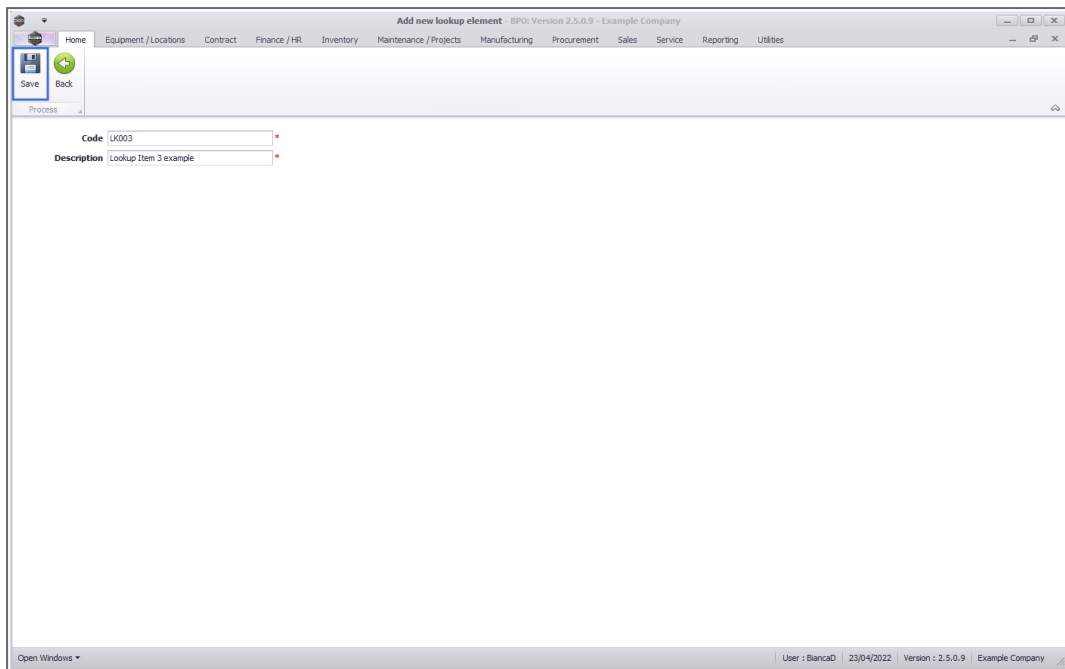
ADD LOOKUP ITEMS

For Lookup Input Variables - the right click context menu includes the option to add items to the Lookup List.

- Right click on Lookup input type Custom Field and select **Add new lookup item** (you may need to scroll down).



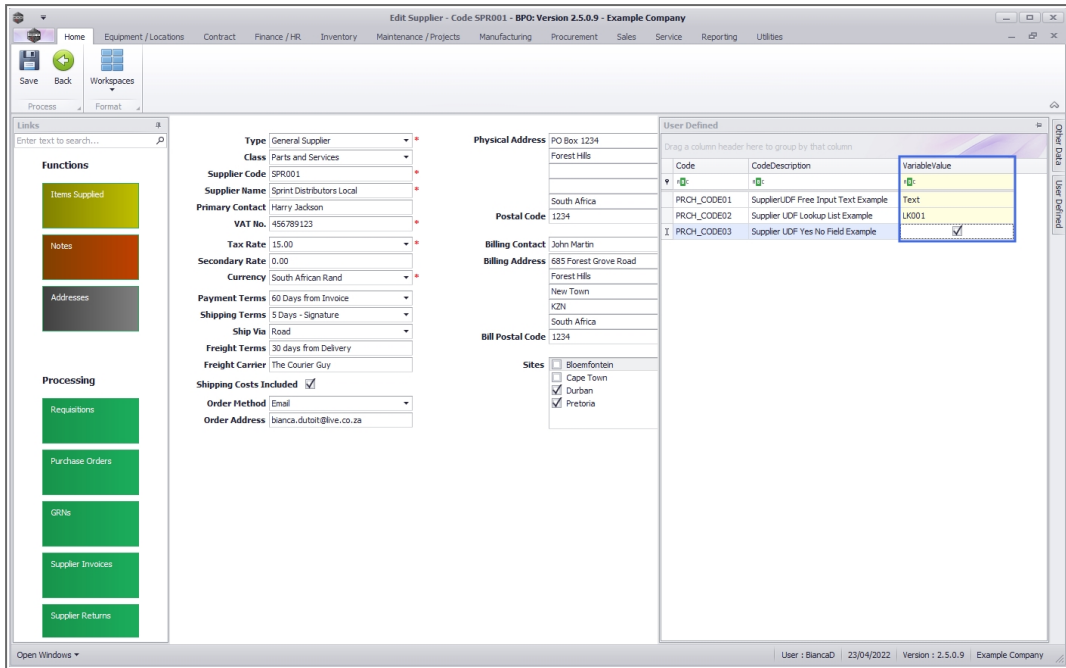
- Type in the lookup item **Code** and **Description**.
- Click on the **Save** button.



UPDATE CUSTOM FIELD

This will update the detail for the User Defined Field for this contract.

- **Variable Value:** Type in, pick from the Lookup List or Toggle Yes/No depending on the Input type.



SAVE SUPPLIER

- When you have finished entering all the new Supplier details, click on **Save**.

Add new Supplier - 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 Enter text to search...

Functions

Items Supplied

Notes

Addresses

Processing

Requisitions

Purchase Orders

GRNs

Supplier Invoices

Open Windows

10 Oct 2017

<table style="width: 100%; border-collapse: collapse;"> <tr><td>Type</td><td>Finance House</td></tr> <tr><td>Class</td><td>Parts</td></tr> <tr><td>Supplier Code</td><td>998077</td></tr> <tr><td>Supplier Name</td><td>Stone Rowe & Co.</td></tr> <tr><td>Primary Contact</td><td>David Christopher</td></tr> <tr><td>VAT No.</td><td>1122334455</td></tr> <tr><td>Tax Rate</td><td>14.00</td></tr> <tr><td>Secondary Rate</td><td>17.50</td></tr> <tr><td>Currency</td><td>British Pound</td></tr> <tr><td>Payment Terms</td><td>30 Days from Invoice</td></tr> <tr><td>Shipping Terms</td><td>10 Days - Signature</td></tr> <tr><td>Ship Via</td><td>Sea</td></tr> <tr><td>Freight Terms</td><td></td></tr> <tr><td>Freight Carrier</td><td>Shipmark</td></tr> <tr><td>Sites</td><td><input checked="" type="checkbox"/> Durban <input type="checkbox"/> Pretoria</td></tr> <tr><td>Order Method</td><td>Email</td></tr> <tr><td>Order Address</td><td>davidr@stonerowe.co.uk</td></tr> </table>	Type	Finance House	Class	Parts	Supplier Code	998077	Supplier Name	Stone Rowe & Co.	Primary Contact	David Christopher	VAT No.	1122334455	Tax Rate	14.00	Secondary Rate	17.50	Currency	British Pound	Payment Terms	30 Days from Invoice	Shipping Terms	10 Days - Signature	Ship Via	Sea	Freight Terms		Freight Carrier	Shipmark	Sites	<input checked="" type="checkbox"/> Durban <input type="checkbox"/> Pretoria	Order Method	Email	Order Address	davidr@stonerowe.co.uk	<table style="width: 100%; border-collapse: collapse;"> <tr><td>Physical Address</td><td>Stone Rowe House</td></tr> <tr><td></td><td>The Quadrant</td></tr> <tr><td></td><td>Richmond Road</td></tr> <tr><td></td><td>Surrey</td></tr> <tr><td></td><td>United Kingdom</td></tr> <tr><td>Postal Code</td><td>SW141HQ</td></tr> <tr><td>Billing Contact</td><td>Moneypenny Bond</td></tr> <tr><td>Billing Address</td><td>Stone Rowe House</td></tr> <tr><td></td><td>The Quadrant</td></tr> <tr><td></td><td>Richmond</td></tr> <tr><td></td><td>Surrey</td></tr> <tr><td></td><td>United Kingdom</td></tr> <tr><td>Bill Postal Code</td><td>SW141HQ</td></tr> </table>	Physical Address	Stone Rowe House		The Quadrant		Richmond Road		Surrey		United Kingdom	Postal Code	SW141HQ	Billing Contact	Moneypenny Bond	Billing Address	Stone Rowe House		The Quadrant		Richmond		Surrey		United Kingdom	Bill Postal Code	SW141HQ
Type	Finance House																																																												
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Freight Carrier	Shipmark																																																												
Sites	<input checked="" type="checkbox"/> Durban <input type="checkbox"/> Pretoria																																																												
Order Method	Email																																																												
Order Address	davidr@stonerowe.co.uk																																																												
Physical Address	Stone Rowe House																																																												
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	Richmond																																																												
	Surrey																																																												
	United Kingdom																																																												
Bill Postal Code	SW141HQ																																																												

VIEW NEW SUPPLIER

- You will return to the **Supplier Listing** screen where you can see the new supplier has now been added to the list.

Supplier Listing - BPO: Version 2.11.0.65 - Example Company

Home | Equipment and Locations | Contract | Finance and HR | Inventory | Maintenance and Projects | Manufacturing | Procurement | Sales | Service | Reporting | Utilities

Processing | Format | Refresh | Active | Export | Reports

Links: Enter text to search...

Functions: Items Supplied, Notes, Addresses, Processing: Requisitions, Purchase Orders, GRNs, Supplier Invoices, Supplier Returns

SupplierCode	SupplierName	ContactName	SupplierType	Status	Class	VATNo	MinOrderAmt	PaymentTe...	ShippingTe...	ShipVia	Pr
SUP001	Buy Back Supplier	Supplier Contact	BUY	A	SE	0000000000	0.00	2			
SPR001	Sprint Distributors Local	Harry Jackson	GEN	A	PS	456789123	0.00	3	1	3	3
SPR002	Sprint International	George Matthews	GEN	A	PS	456258741	0.00	2			
TON002	Tonys Copy Shop	Tony	SHPA	A	PS	9874561321	0.00	2	1	3	C
YES001	Young Electric	Grant	GEN	A	PS	3245064654	0.00	3	2		
APD001	Apple Distributors	Sammy Jones	GEN	A	PT	345678201	0.00	6	1	4	
PR1001	Printer World	Maggie Sage	GEN	A	PT	23451678	0.00	4	3	3	3
PR1010	Printer World	Maggie Sage	GEN	A	PT	456123789	0.00	4	3	3	3
TW1001	Twinkle Office Automation Supplies	Gary Marks	GEN	A	SE	9876543210	0.00	2	1	3	3
BON001	Bonsai Bonanza	Teddy Miller	GEN	A	PS	987654321	0.00	2	1	3	3
GRE001	Green Office	Mary Watson	GEN	A	SE	123456789	0.00				
MAD001	Maddys Haberdashery	Maddy Jones	GEN	A	PS	123456789	0.00				
1111	AB Goods	Bob Smart	GEN	A	PT	124221	0.00				
998877	Stone Rowe & Co.	David Christopher	FINH	A	PT	122334455	0.00	2	2	1	

Open Windows | 08 Oct 2018

EDIT A SUPPLIER

In the **Supplier Listing** screen,

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

Processing Format

Links

Enter text to search...

Functions

- Items Supplied
- Notes
- Addresses

Processing

- Requisitions
- Purchase Orders
- GRNs
- Supplier Invoices

SupplierCode SupplierName VATNo MinOrderAmt FreightCarrier FreightTerms Payment

SupplierCode	SupplierName	VATNo	MinOrderAmt	FreightCarrier	FreightTerms	Payment
SUP001	Buy Back Supplier	0000000000	0.00			2
SPR001	Sprint Distributors Local Harry Jackson	456789123	0.00	The Courier Guy	30 days from Delivery	3
SPR002	Sprint International George Matthews	456258741	0.00			2
TON001	Tonys Copy Shop Tony	9874561321	0.00	DHL	COO	2
YES001	Young Electric Grant	3245064654	0.00			3
PRJ005	Printer World 2 Richard Sage	98076523	0.00	Wheels on Wings	30 days from delivery	5
PRJ007	Printer World Forex Matthew Sage	768594444	0.00	Wheels on wings	60 days from invoice	3
PRJ010	Printer World Maggie Sage	456123789	0.00	Wheels with Wings	30 days from delivery	4
PRJ0012	Printer World Maggie Saggie	13456789	0.00	Wheels with Wings	30 days from delivery	3
TVI001	Twinkle Office Automaton ... Gary Marks	9876543210	0.00	Wing It Couriers	30 day	2
BON001	Bonsai Bonanza Teddy Miller	987654321	0.00	Wing It Couriers	30 day	2
PRE001	Pretoria Copy Shop Jannie van Wyk	9876543210	0.00	Wing It	30 Days	4
DUR001	Durban Copy Shop Megan Jones	987654321	0.00			3
PAP001	The Paper Warehouse Joseph Manning	1234567890	0.00	Wing It	30 day	4
MET001	Metro Peach Jessica Johns	1234567	0.00	Wheels with Wings	30 days from delivery	5
PRE005	Pretoria West Office Auto... Jackie Simmons	987654321	0.00			3
NEW006	New Way Recycling Patrick Smith	9876543210	0.00			3
WON001	Wonderboom IT Hub Mark Jones	987654321	0.00			3
888	Abs Store Abi	654789	0.00	DHL	14 days after payment	2
MSS5	A A	986789	0.00	DHL	10 days	2
00998877	Stone Rowe & Co. David Christopher	1122334455	0.00	Shipmark		2

Open Windows

10 Oct 2017

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...

Functions:

- Items Supplied
- Notes
- Addresses

Processing:

- Requisitions
- Purchase Orders
- GRNs
- Supplier Invoices

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
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

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 (Enter text to search...)

Functions

Items Supplied

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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 TW001 - 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

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Supplier Invoices

Type General Supplier

Class Services

Supplier Code TW001

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
TW1001	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

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DELETE A SUPPLIER

In the *Supplier Listing* screen,

Select the Site

- In this image **All Sites** 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

Processing Format

Links: Enter text to search...

Functions:

- Items Supplied
- Notes
- Addresses

Processing:

- Requisitions
- Purchase Orders
- GRNs
- Supplier Invoices

All Sites

ID	Name
0	All Sites
1	Durban
2	Pretoria

SupplierCode	SupplierName	WATNo	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
TOW001	Tonys Copy Shop Tony SHPA A	9874561321	0.00	DHL	COD	2
YES001	Young Electric Grant GEN A	3245064654	0.00			3
PR1005	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
PR1010	Printer World Maggie Sage GEN A	456123789	0.00	Wheels with Wings	30 days from delivery	4
PR1012	Printer World Maggie Saggie GEN A	13456789	0.00	Wheels with Wings	30 days from delivery	3
TV1001	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
PRE001	Pretoria Copy Shop Jannie van Wyk GEN A	9876543210	0.00	Wing It	30 Days	4
DUR001	Durban Copy Shop Megan Jones GEN A	987654321	0.00			3
PAP001	The Paper Warehouse Joseph Manning GEN A	1234567890	0.00	Wing It	30 day	4
MET001	Metro Peach Jessica Johns GEN A	1234567	0.00	Wheels with Wings	30 days from delivery	5
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
WON001	Wonderboom IT Hub Mark Jones GEN A	987654321	0.00			3
888	Abs Store Abi GEN A	654789	0.00	DHL	14 days after payment	2
MSS5	A A GEN A	986789	0.00	DHL	10 days	2
00998877	Stone Rowe & Co. David Christopher FDH A	1122334455	0.00	Shipmark		2

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SELECT SUPPLIER

- Select the *row* of the *supplier* you wish to *delete*.
- Click on *Delete*.

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

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Enter text to search...

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Requisitions
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Supplier Invoices

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	COD	2
YES001	Young Electric	Grant	GEN	A	3245064654	0.00			3
PR1005	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
PR1010	Printer World	Maggie Sage	GEN	A	456123789	0.00	Wheels with Wings	30 days from delivery	4
PR10012	Printer World	Maggie Saggie	GEN	A	13456789	0.00	Wheels with Wings	30 days from delivery	3
TVI001	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
PRE001	Pretoria Copy Shop	Jannie van Wyk	GEN	A	9876543210	0.00	Wing It	30 Days	4
DUR001	Durban Copy Shop	Megan Jones	GEN	A	987654321	0.00			3
PAP001	The Paper Warehouse	Joseph Manning	GEN	A	1234567890	0.00	Wing It	30 day	4
MET001	Metro Peach	Jessica Johns	GEN	A	1234567	0.00	Wheels with Wings	30 days from delivery	5
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
WON001	Wonderboom IT Hub	Mark Jones	GEN	A	987654321	0.00			3
888	Abc Store	Abi	GEN	A	654789	0.00	DHL	14 days after payment	2
M555	A	A	GEN	A	986789	0.00	DHL	10 days	2
0998877	Stone Rowe & Co.	David Christopher	FJNH	A	122334455	0.00	Shipmark		2

Open Windows 10 Oct 2017

CONFIRM DELETION

- A message box will pop up asking:
 - *Are you sure you want to remove this supplier, code []?*
- Click on **Yes**.

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

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Enter text to search...

Functions

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- Addresses

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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
PR1005	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
PR1010	Printer World	Maggie Sage	GEN	A	456123789	0.00	Wheels with Wings	30 days from delivery	4
PR10012	Printer World	Maggie Saggie	GEN	A	13456789	0.00	Wheels with Wings	30 days from delivery	3
TWI001	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
					9876543210	0.00	Wing It	30 Days	4
					987654321	0.00			3
					1234567890	0.00	Wing It	30 day	4
					1234567	0.00	Wheels with Wings	30 days from delivery	5
					987654321	0.00			3
					9876543210	0.00			3
					987654321	0.00			3
					654789	0.00	DHL	14 days after payment	2
M555	A	A	GEN	A	986789	0.00	DHL	10 days	2
0998877	Stone Rowe & Co.	David Christopher	FINH	A	122334455	0.00	Shipmark		2

Delete Supplier

Are you sure you want to remove this supplier, code 0998877?

Yes No

Open Windows

10 Oct 2017

- The Supplier will now be ***removed*** from the ***Supplier Listing*** screen.

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

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Enter text to search...

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Requisitions
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GRNs
Supplier Invoices

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	COD	2
YES001	Young Electric	Grant	GEN	A	3245064654	0.00			3
PR1005	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
PR1010	Printer World	Maggie Sage	GEN	A	456123789	0.00	Wheels with Wings	30 days from delivery	4
PR10012	Printer World	Maggie Saggie	GEN	A	13456789	0.00	Wheels with Wings	30 days from delivery	3
TWI001	Twinkle Office Automaton ...	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
PRE001	Pretoria Copy Shop	Jamie van Wyk	GEN	A	9876543210	0.00	Wing It	30 Days	4
DUR001	Durban Copy Shop	Megan Jones	GEN	A	987654321	0.00			3
PAP001	The Paper Warehouse	Joseph Manning	GEN	A	1234567890	0.00	Wing It	30 day	4
MET001	Metro Peach	Jessica Johns	GEN	A	1234567	0.00	Wheels with Wings	30 days from delivery	5
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
WON001	Wonderboom IT Hub	Mark Jones	GEN	A	987654321	0.00			3
888	Abc Store	Abi	GEN	A	654789	0.00	DHL	14 days after payment	2
M555	A	A	GEN	A	986789	0.00	DHL	10 days	2

Open Windows 10 Oct 2017

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