

We are currently updating our site; thank you for your patience.

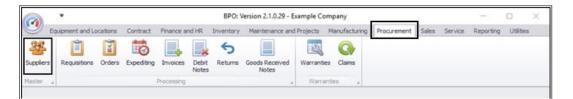
# PROCUREMENT

# **INTRODUCTION TO SUPPLIERS**

A **supplier** is anyone who supplies you with **goods** and/or **services**. Supplier **types** can be set up within the system to distinguish between your suppliers.

You need to have a supplier set up in order to create a Purchase Order.

Ribbon Access: Procurement > Suppliers



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

## **SUPPLIER LISTING SCREEN**

- 1. The screen **site** selection field will default to **All Sites** on opening and the screen **status** will default to **Active**.
- 2. You can **View** any supplier in this status but if you wish to **Edit** a Supplier you must **select a site first**. (The system will prompt you to do this).



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				TON002	Tonys Copy Shop	Tony	SHPA	A	PS	9874561321	0.00	2	1	3	COD	DHL
Note				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		swif
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				TWI001	Twinkle Office Automat	tion Gary Marks	GEN	Α	SE	9876543210	0.00	2	1	3	30 day	Win
Proce	essing			BON001	Bonsai Bonanza	Teddy Miller	GEN	Α	PS	987654321	0.00	2	1	3	30 day	Win
				PRE001	Pretoria Copy Shop	Jannie van Wyk	GEN	A	PS	9876543210	0.00	4	3	3	30 Days	Win
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				PAP001	The Paper Warehouse	Joseph Manning	GEN	A	PT	1234567890	0.00	4	3	3	30 day	Win
				MET001	Metro Peach	Jessica Johns	GEN	Α	PT	1234567	0.00	5	2	3	30 days fr	Whe
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				WON001	Wonderboom IT Hub	Mark Jones	GEN	Α	PT	987654321	0.00	3	3			
				DOO001	Door to Door Deliveries	John Smart	CLRA	A	SE	0123456789	0.00					
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# **VIEW SUPPLIER DETAILS**

- Click on the **row selector** in front of the **supplier** that you wish to **view** the details of.
- Click on View.



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			SPR002	Sprint International	George Matthews	GEN	A	PS	456258741	0.00	2				
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			PRI007	Printer World Forex	Matthew Sage	SHPA	A	PT	768594444	0.00	3	3	1	60 days fr	Whe
			PRI010	Printer World	Maggie Sage	GEN	Α	PT	456123789	0.00	4	3	3	30 days fr	Whe
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			PAP001	The Paper Warehouse	Joseph Manning	GEN	Α	PT	1234567890	0.00	4	3	3	30 day	Wing
			MET001	Metro Peach	Jessica Johns	GEN	Α	PT	1234567	0.00	5	2	3	30 days fr	Whe
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			GRE001	Green Office	Mary Watson	GEN	Α	SE	123456789	0.00					
-			COM001	Computers and Accesso	Janet Johns	GEN	A	PS	0912345678	0.00	1	3	3	30 days fr	Whe
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			WON001	Wonderboom IT Hub	Mark Jones	GEN	Α	PT	987654321	0.00	3	3			
			DOO001	Door to Door Deliveries	John Smart	CLRA	A	SE	0123456789	0.00					
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			THE005	The Phone Company	Rian Jones	GEN	Α	SE	123456789	0.00	2				
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Supplier R	etums		MAD001	Maddys Haberdashery	Maddy Jones	GEN	A	PS	123456789	0.00					

The View Supplier - [] screen will be displayed.

- 1. Here you can only **view** the supplier details.
- You will note that the Links frame is in this screen, as in the Supplier Listing screen. The information linked to these <u>Functions tiles</u> is editable but this will be covered further in this manual.
- 3. Click on **Back** to return to the **Supplier Listing** screen.



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- In the Supplier Listing screen, select the site.
  - In this image **Durban** has been selected.
- The status can be set to **Active** or **Inactive**. You will most likely working in the **Active** status for editing purposes.



po	-					Supplier Lis	ting - BPO: Ver	sion 2.1.0	).66 - Exa	ample Compar	ıy				- 0	×
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## **VIEW EDIT SUPPLIER SCREEN**

- Click on the **row selector** in front of the **supplier** that you wish to **edit** the details of.
- Click on Edit.



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			GRE001	Green Offic		Mary Watson	GEN	Α	SE	123456789	0.00					
			MAD001	Maddys Hal	berdashery	Maddy Jones	GEN	A	PS	123456789	0.00					
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Processing Requisitions Purchase Or	\$-				e & Co.								2	1		
GRNs Supplier Inv	oices															
Supplier Ret	272122. V/~100															

- The Edit Supplier Code [] screen will be displayed.
- Here you can **edit** or **update** the supplier details as necessary.



	Ŧ			Edit Su	ıpplier - Code	SPR001 - BPO: Version 2.1.0.66	- Example Com	pany				1.77		×
0	Home	Equipment and	d Locations Contrac	Finance and HR	Inventory	Maintenance and Projects M	lanufacturing	Procurement	Sales	Service	Reporting	Utilities	-	a x
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	is Supplied			Sprint Distributors Local	-	*	KZN							
rtein	is supplied		Primary Contact				South Africa							
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## **FUNCTIONS TILES**

1. The **Links** frame contains **Functions** tiles and **Processing** tiles which will direct you to further information regarding the selected supplier.

#### **ITEMS SUPPLIED**

2. Click on the **Items Supplied** tile.



	Ŧ		Edit Supp	lier - Code	SPR001 - BPO: Version 2.1.0.66 -	Example Com	pany						$\times$
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Fund	ext to sear ctions ms Supplie	Class Supplier Code	Sprint Distributors Local	•	Physical Address	Forest Hills Durban KZN South Africa							Other Data
		VAT No.	456789123		Postal Code	1234							
No	tes	Tax Rate		Ŧ	Billing Contact	John Martin							
		Secondary Rate	0.00		Billing Address	685 Forest Gr	ove Road						
		Currency	South African Rand	-	•	Forest Hills							
Ad	dresses	Payment Terms	60 Days from Invoice	+		New Town							
		Shipping Terms	5 Days - Signature			KZN South Africa							
		Ship Via	Road	-	Bill Postal Code								
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The Items Supplied by Supplier screen will be displayed.

- 1. Here you can view all the **parts** supplied by this Supplier.
- 2. In this screen you can Add, Edit or Delete a part.
  - Click on **Back** to return to the **Edit Supplier Code** [] screen.



Home	Equipment and Location		Finance and I	HR Inventory Maint	tenance and	Projects Manufa	recorning	Procurement 5	Sales S	ervice Reportin	ıg Utilii	ies — 🗗	1
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SupplierCode	SupplierName	PrimarySupplier	InventoryCode	Description	UnitCost	ForeignCcyUnitCost	LeadTime	MinimumOrderQty	Currency	SupplierItemCode	TaxRate	ContractPartN	0
SPR001	Sprint Distributors Local	Yes	SP 19 19	SP1919 Sprint Colour MFC	259.96	259.96	2	1.00	ZAR	17-147K	0.00	17-147K	
SPR001	Sprint Distributors Local	No	2020-147K	Black toner SP2020	500.00	500.00	2	1.00	ZAR	SP-2020-147K	0.00	SP-2020-147K	
SPR001	Sprint Distributors Local	Yes	SP19-147C	Cyan Toner - SP1919	350.00	350.00	2	1.00	ZAR		0.00		
SPR001	Sprint Distributors Local	Yes	CL-100-965	Cleaner	15.00	15.00	2	1.00	ZAR	CL-100-965	0.00	CL-100-965	
SPR001	Sprint Distributors Local	Yes	SP 18 18	Sprint copier	259.96	259.96	2	1.00	ZAR	17-147K	0.00	17-147K	
SPR001	Sprint Distributors Local	Yes	1458-96523	K147 Kyocera Colour Co	0.00	0.00	2	1.00	ZAR	KN1458/6965-23	0.00		
SPR001	Sprint Distributors Local	Yes	147-888741	K147 Yellow Toner	450.00	450.00	<0	1.00	ZAR		0.00		
SPR001	Sprint Distributors Local	Yes	K147-888123	K147 Magenta Toner	500.00	500.00	0	1.00	ZAR		0.00		
SPR001	Sprint Distributors Local	Yes	K147-888478	K147 Cyan Toner	450.00	450.00	0	1.00	ZAR		0.00		
SPR001	Sprint Distributors Local	Yes	SP19-123456	SP19-12 Colour Copier	3 500.00	3 500.00	0	1.00	ZAR		0.00		
SPR001	Sprint Distributors Local	Yes	12-098765	SP 19-12 Black Toner	350.00	350.00	0	1.00	ZAR		0.00		
SPR001	Sprint Distributors Local	Yes	2020-147L	SP2020 Clear Toner	400.00	400.00	0	1.00	ZAR		0.00		
SPR001	Sprint Distributors Local	Yes	204-147C	SP204 Cyan Toner	350.00	350.00	0	1.00	ZAR		0.00		
SPR001	Sprint Distributors Local	Yes	147258	Black Toner	250.00	250.00	0	1.00	ZAR		0.00		
SPR001	Sprint Distributors Local	No	19-687	Drum	1 000.00	1 000.00	1	1.00	ZAR		0.00		
SPR001	Sprint Distributors Local	Yes	204-147M	SP204 Magenta Toner	350.00	350.00	0	1.00	ZAR		0.00		
SPR001	Sprint Distributors Local	Yes	204-147Y	SP204 Yellow Toner	350.00	350.00	0	1.00	ZAR		0.00		
SPR001	Sprint Distributors Local	Yes	204-147K	SP204 Black Toner	350.00	350.00	0	1.00	ZAR		0.00		
SPR001	Sprint Distributors Local	Yes	SP204	SP204 Colour Copier	4850.00	4850.00	0	1.00	ZAR		0.00		
SPR001	Sprint Distributors Local	Yes	540-147K	Compatible black toner	249.00	249.00	0	1.00	ZAR		0.00		
SPR001	Sprint Distributors Local	Yes	SAN	Sanitizer	45.00	45.00	0	1.00	ZAR		0.00		
SPR001	Sprint Distributors Local	Yes	1020-147K	Toner Black	350.00	350.00	2	1.00	ZAR		0.00		
SPR001	Sprint Distributors Local	No	SP 1020	Copier	7 500.00	7 500.00	<0	1.00	ZAR		0.00		
SPR001	Sprint Distributors Local	Yes	1020-478	Staple Unit	500.00	500.00	0	1.00	ZAR		0.00		
SPR001	Sprint Distributors Local	No	1020-147C	Toner Cyan	350.00	350.00	0	1.00	ZAR		0.00		
SPR001	Sprint Distributors Local	Yes	1020-147M	Toner Magenta	500.00	500.00	0	1.00	ZAR		0.00		
000001	Sprint Dietributore Local	Vor	1000-147V	Tonar Vallow	350.00	350.00	n	1.00	710		0.00		

#### NOTES

• In the Edit Supplier screen, click on the Notes tile.

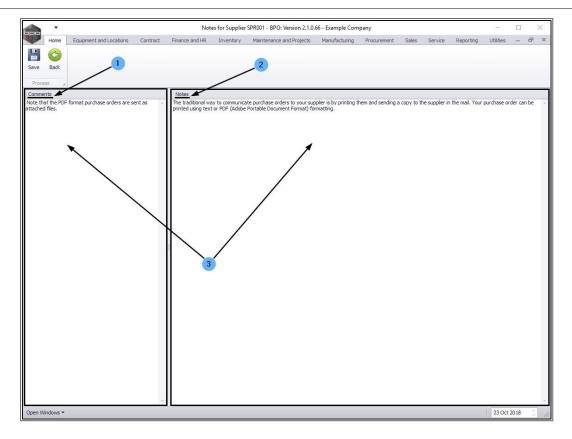


	Ŧ			Edit Su	ıpplier - Code	SPR001 - BPO: Version 2.1.0.66	- Example Cor	npany				1.7		×
	Home	Equipment ar	nd Locations Contrac	t Finance and HR	Inventory	Maintenance and Projects	Manufacturing	Procurement	Sales	Service	Reporting	Utilities	-	₽ ×
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Proc	iess "	Format "												
Links		4												1
Enter to	ext to sear	ch 🔎	Туре	General Supplier	*	<ul> <li>Physical Addre</li> </ul>		4						
Fun	ctions		Class	Parts and Services	*		Forest Hills							
- un	cuons		Supplier Code	SPR001		•	Durban							
Ite	ems Supplie	d	Supplier Name	Sprint Distributors Local		*	KZN							
			Primary Contact	Harry Jackson		Postal Co	South Africa							
			VAT No.	456789123		* Postal Co	ae 1234							
No	tes		Tax Rate		+	<ul> <li>Billing Conta</li> </ul>	ct John Martin		1					
			Secondary Rate	0.00		Billing Addre	ss 685 Forest (	Grove Road						
			Currency	South African Rand	-	•	Forest Hills							
Ad	idresses		Payment Terms	60 Days from Invoice			New Town							
			the second second second	5 Days - Signature	-		KZN							
			Ship Via				South Africa							
				30 days from Delivery		Bill Postal Co	de 1234							
			Freight Carrier			Site	es 🗌 Cape To	wn						
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Re	quisitions			Cellular telephone	•		Pretoria							
			Order Address	083 123 4567										
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GR	INs													
	pplier Invo	icon												
34	ppier 1110	ices												
Su	pplier Retu	ms												
Open V	Vindows 🔻											23 Oct	2018	

The **Notes for Supplier** [] screen will be displayed. In this screen you can view the

- 1. Comments: Internal notes regarding the Supplier and
- 2. **Notes**: Notes concerning orders to this supplier, which will pull through to the Purchase Order.
- 3. Type in the relevant text boxes to **add** a note or comment as required.
  - Click on **Back** to return to the **Edit Supplier Code** [] screen.





#### **ADDRESSES**

• In the Edit Supplier Code - [] screen, click on the Addresses tile.

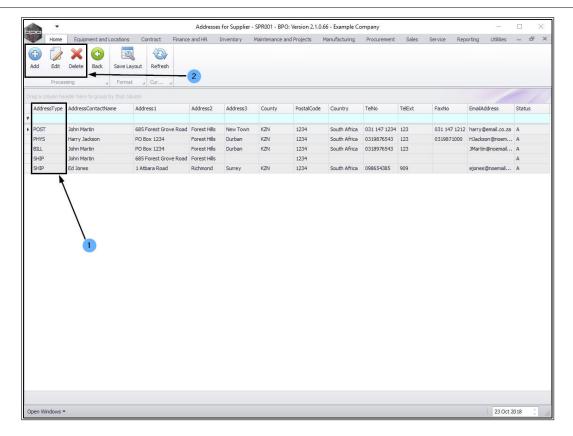


	-			Edit Su	ipplier - Code	SPR001 - BPO: Version 2.1.0.66	Example Com	pany				-		×
9	Home	Equipment an	nd Locations Contract	t Finance and HR	Inventory	Maintenance and Projects M	anufacturing	Procurement	Sales	Service	Reporting	Utilities	-	8 3
H														
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Enter tex	kt to sear	ch 🔎	Туре	General Supplier	+	Physical Addres	s PO Box 1234							
Funct			Class	Parts and Services	*		Forest Hills							
Funct	tions		Supplier Code	SPR001			Durban							
Theor	ns Supplie	d	Supplier Name	Sprint Distributors Local		E.	KZN							
			Primary Contact	Harry Jackson			South Africa							
				456789123		Postal Cod	e 1234							
Note	25		Tax Rate		-	Billing Contac	t John Martin		1					
			Secondary Rate	0.00		Billing Addres	s 685 Forest Gr	ove Road						
			Currency	South African Rand	-		Forest Hills							
Add	resses		Payment Terme	60 Days from Invoice			New Town							
Add	esses		the second s	5 Days - Signature			KZN							
			Ship Via				South Africa							
				30 days from Delivery		Bill Postal Cod	e 1234							
			Freight Carrier			Site	Cape Tow		-					
Droce	essing					Site	Durban	m	23					
PIUC	essing		Shipping Costs In				Johannes	burg						
Reg	uisitions		Order Method	Cellular telephone	•		V Pretoria							
			Order Address	083 123 4567										
	hase Ord	lers												
GRN Supp	ls olier Invoi	ices												
	plier Retu ndows <del>•</del>	ms										23 Oct	2018	-

The Addresses for Supplier - [] screen will be displayed.

- 1. Here you can view the different address types; **Postal**, **Physical**, **Billing** and **Shipping**.
  - Note: Make sure you have a Physical address set up, as this pulls through to the Purchase Order.
- 2. In this screen you can Add, Edit or Delete an address type.
  - Click on **Back** to return to the **Edit Supplier Code** [] screen.





## **PROCESSING TILES**

The Links frame also contains the Processing tiles:

#### REQUISITIONS

• In the Edit Supplier - Code [] screen, click on the Requisitions tile.



	Ŧ			Edit Su	pplier - Code	SPR001 - BPO: Version 2.1.0.66	- Example Con	npany				-		$\times$
0	Home	Equipment an	nd Locations Contrac	t Finance and HR	Inventory	Maintenance and Projects	Manufacturing	Procurement	Sales	Service	Reporting	Utilities	_	8 X
H														
_														
Save	Back	Workspaces												
Proce	ss a	Format "												
Links		4												L.
Enter te	xt to sear	ch P	Туре	General Supplier	-	<ul> <li>Physical Addre</li> </ul>	ss PO Box 1234							Contra Police
			Class	Parts and Services			Forest Hills							1
Func	tions		Supplier Code	SPR001		•	Durban							1
These	ns Supplie	a	Supplier Name	Sprint Distributors Local		*	KZN							
rtei	no ouppie		Primary Contact				South Africa							
				456789123		Postal Co	de 1234							
Not	es		Tax Rate		÷	* Billing Conta	ct John Martin		-					
			Secondary Rate	0.00			ss 685 Forest G	rove Road		ĸ				
			Currency	South African Rand	-	•	Forest Hills							
Add	fresses		Payment Terms	60 Days from Invoice			New Town							
				5 Days - Signature	+		KZN							
			Ship Via				South Africa							
				30 days from Delivery		Bill Postal Co	de 1234							
			Freight Carrier			Site	es 🔲 Cape To	MID.	-					
Droc	essing		CONTRACTOR CONTRACTOR			510	Durban	WIT	-					
FIOC	cability		Shipping Costs In				🔲 Johanne							
Rec	uisitions			Cellular telephone	•		Pretoria							
			Order Address	083 123 4567										
Pun	chase Ord	ers												
GRI	Vs													
Sur	plier Invoi	C00												
	piler arroi													
Sup	plier Retu	rns												
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The **Purchase Requisitions for Supplier** [] screen will be displayed. This screen will default to the **site** selected in the **Supplier Listing** screen and the **status** will default to **New**.

- 1. In this screen, you can <u>Add, Edit, Delete and View</u> a selected requisition.
- 2. and depending on the **status** that is selected,
- 3. you can either <u>Hold, Release, Approve or Decline</u> a selected requisition.
  - Click on **Back** to return to the **Edit Supplier Code** [] screen.



	Home	Equipme	nt and Loc	ations Contrac	t Financ	e and HR	Inventory	Maintenance	and Projects	Manuf	acturing Pr	ocurement	Sales Service	e Reporting	Utilities -	- 8
5	P.	$\checkmark$				2	a		🦉 🖷	Durb	an 🔻	634				
9		~				6				Carbo	an					
ld	Edit	Delete	View	Hold Release	Approve D	ecline Sav	e Layout Worl	spaces	Print Export	New	•	Refresh				
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1				1				2	-						17	
0.0	Souther March	2022 19 0202 020	on 1970-1970	that column												1
PROO	le 🔻	PRType	Status	EmployeeNumber	FirstName	LastName	EventDate	Comments	ExclCost	Notes	SupplierExist	IndCost	SourceTypeDesc	CustomerCode	CustomerName	Sour
1				3												
PR	0000536	MAINT	N	MILO01	Abigail	Milne	07 Sep 2018		3 250.00		Yes	3 662.50	Warehouse			
PR	0000534	MAINT	N	MIL001	Abigail	Milne	28 Aug 2018		42 375.00		Yes	42 375.00	Warehouse			
PR	0000533	MAINT	N	MIL001	Abigail	Milne	28 Aug 2018		109 200.00		Yes	125 580.00	Warehouse			
PR	0000523	MAINT	N	MIL001	Abigail	Milne	26 Apr 2018		4 500.00		Yes	5 130.00	Warehouse			
PR	0000487	MAINT	N	DUT001	Bianca	Du Toit	26 Oct 2017		6 250.00		Yes	7 125.00	Warehouse			
PR	0000486	MAINT	N	DUT001	Bianca	Du Toit	26 Oct 2017		6 250.00		Yes	7 125.00	Warehouse			
PR	0000485	MAINT	N	DUT001	Bianca	Du Toit	26 Oct 2017		350.00		Yes	399.00	Warehouse			
PR	0000466	MAINT	N	DUT001	Bianca	Du Toit	25 Jul 2017		15.00		Yes	17.10	Warehouse			
PR	0000459	MAINT	N	MUD001	Judith	Mudzengi	13 Jul 2017		150.00		Yes	171.00	Work Order			
PR	0000456	MAINT	N	MUD001	Judith	Mudzengi	05 Jul 2017		900.00		Yes	1 0 2 6.00	Work Order			
PR	0000455	MAINT	N	MUD001	Judith	Mudzengi	05 Jul 2017		500.00		Yes	570.00	Work Order			
E PR	0000454	MAINT	N	MUD001	Judith	Mudzengi	05 Jul 2017		800.00		Yes	912.00	Work Order			
PR	0000452	MAINT	N	MUD001	Judith	Mudzengi	04 Jul 2017		1 500.00		Yes	1 710.00	Work Order			
PR	0000444	MAINT	N	MUD001	Judith	Mudzengi	15 Jun 2017		0.00		Yes	0.00	Work Order			
PR	0000442	MAINT	N	MUD001	Judith	Mudzengi	15 Jun 2017		4 500.00		Yes	5 130.00	Warehouse			
PR	0000434	MAINT	N	DUT001	Bianca	Du Toit	06 Jun 2017		800.00		Yes	912.00	Work Order			
PR	0000433	MAINT	N	DUT001	Bianca	Du Toit	05 Jun 2017		1 500.00		Yes	1 710.00	Warehouse			
PR	0000431	MAINT	N	MUD001	Judith	Mudzengi	01 Jun 2017		980.00		Yes	980.00	Warehouse			
PR	0000430	MAINT	N	DUT001	Bianca	Du Toit	01 Jun 2017		450.00		Yes	513.00	Work Order			
PR	0000429	MAINT	N	DUT001	Bianca	Du Toit	31 May 2017		450.00	test	Yes	513.00	Work Order			
PR	0000428	MAINT	N	DUT001	Bianca	Du Toit	31 May 2017		450.00	test	Yes	513.00	Work Order			
PR	0000421	MAINT	N	MUD001	Judith	Mudzengi	24 May 2017		800.00		Yes	912.00	Work Order			
PR	0000418	MAINT	N	MUD001	Judith	Mudzengi	24 May 2017		1 000.00		Yes	1 140.00	Work Order			
PR	0000416	MAINT	N	MUD001	Judith	Mudzengi	24 May 2017		800.00		Yes	912.00	Work Order			
PR	0000410	MAINT	N	MUD001	Judith	Mudzengi	22 May 2017		800.00		Yes	912.00	Work Order			
PR	0000409	MAINT	N	MUD001	Judith	Mudzengi	22 May 2017		9 000.00		Yes	10 260.00	Warehouse			
PR	0000407	MAINT	N	MUD001	Judith	Mudzengi	19 May 2017		650.00		Yes	713.00	Warehouse			
PR	0000405	MAINT	N	MUD001	Judith	Mudzengi	19 May 2017	retest	4 500.00	retest	Yes	5 130.00	Warehouse			

#### **PURCHASE ORDERS**

• In the Edit Supplier - Code [] screen, click on the Purchase Orders tile.



·	Ŧ			Edit Su	upplier - Code	SPR001 - BPO: Version 2.1.0.66	- Example Com	pany				1		$\times$
Hor	me	Equipment an	d Locations Contrac	t Finance and HR	Inventory	Maintenance and Projects M	Aanufacturing	Procurement	Sales	Service	Reporting	Utilities	-	8 X
	4													
Save Ba	ick	Workspaces												
Process		Format "												
Links		4												C
Enter text to	search	p	Туре	General Supplier	•	<ul> <li>Physical Addres</li> </ul>	55 PO Box 1234							Other Data
			Class	Parts and Services	•		Forest Hills							Date
Function	15		Supplier Code	SPR001		•	Durban							
Items Su	noliad		Supplier Name	Sprint Distributors Local		*	KZN							
rteins so	appace		Primary Contact	Harry Jackson			South Africa							
			1. 11 1918 1976 (C) 2000 CONTRACTOR	456789123		* Postal Cod	le 1234							
Notes			Tax Rate		÷	* Billing Conta	ct John Martin		-					
			Secondary Rate	0.00			ss 685 Forest Gr	ove Road		e				
			constraint and the second second	South African Rand	-	10 TO	Forest Hills							
Addresse			Payment Terms	60 Days from Invoice	-		New Town							
Addresse	(CO)			5 Days - Signature			KZN							
			Ship Via				South Africa							
				30 days from Delivery		Bill Postal Cod	le 1234							
			Freight Carrier			Site	s 🗌 Cape Tow	10						
Processi	ing					Site	Durban	m	-					
Frocessi	ing		Shipping Costs In				Johannes	burg						
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			Order Address	083 123 4567										
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-	e a ter sa	14												
Supplier	Return	s												
Open Windov	ws 🕶											23 Oct	2018	- 1

The **Purchase Orders for Supplier** [] screen will be displayed. This screen will default to the **site** selected in the **Supplier Listing** screen and the **status** will default to **New**.

- 1. In this screen, you can view a list of purchase orders linked to this supplier. Click on **View** to see further detail for a selected order.
- and depending on the status that is selected and the <u>company pro-</u> <u>curement approval</u> process set up
- 3. You can create a <u>Non Stock GRN</u> or arrange a **Collection Agent** for a purchase order.
- 4. You can also Print a Collection Voucher and <u>Print</u> the purchase order which activate the goods receiving against a selected order.
- 5. There are also supplier <u>Functions</u> tiles in this screen that will direct you to more information regarding the **supplier**.
  - Close the screen to return to the Edit Supplier Code [] screen.



# Introduction to Suppliers

			P	urchase Orc	lers for Supplier S	SPR001 - BPO: Versi	on 2.1.0.66 - Example	Company			- 0	X
Home Equipmer	nt and Locations	Contract	Finance a	nd HR I	nventory Mair	ntenance and Project	s Manufacturing	Procurement S	ales Service	Reporting	Utilities –	. 8 x
	oprove	2						• 42				
			2									
View Order Delete	Decline Non Stoc GRN	k Collectio Agent	Save La	yout Works	Print Co Vouc		New New	- Refresh				
Maktain 🔒	Process			Format		Print	Curr	rent a	2			
Links 4												
Enter text to sea	POCode	POType	POClass	ItemType	3 OriginatorType	OriginCode	OriginDesc	Status	RequestorName	AssetDesc	SupplierCode	Supplicition
Functions	POCode	POType	POUldss	rtemi ype	Originator Type	OriginCode	originuesc	Status	Requestorivane	Asseudesc	SupplierCode	Supplierival
	<ul> <li>PO0000440</li> </ul>	MAINT	SUPPLIER	WOAS	WKOR	WO0001469	1234	N	Bianca Du Toit		SPR001	Sprint Distri
Notes	PO0000448		SUPPLIER	WOAS	WKOR	WO0000890	Tier - Commercial Tier		Abigail Milne	Copier	SPR001	Sprint Distri
	PO0000479		SUPPLIER	WOAS	WKOR	WO0001064	3MS - 3 Month Service		Abigail Milne	SP2020 Sp		Sprint Distri
	PO0000470		INV		WHSE	Main Warehouse	Main Warehouse	N	Bianca Du Toit		SPR001	Sprint Distri
Addresses	PO0000472	MAINT	INV		WHSE	OTC Whse DBN	OTC Whee DBN	N	Judith Mudzengi		SPR001	Sprint Distri
	PO0000473	MAINT	INV		WHSE	Main Warehouse	Main Warehouse	N	Bianca Du Toit		SPR001	Sprint Distr
	PO0000474	MAINT	INV		WHSE	Main Warehouse	Main Warehouse	N	Abigail Milne		SPR001	Sprint Distr
5												

#### GRNS

• In the Edit Supplier - Code [] screen, click on the GRNs tile.



- <b>-</b>			Edit Su	upplier - Code	e SPR001 - BPO: Version 2.1.0.6	5 - Example Cor	mpany				1.7		×
Home	Equipment an	d Locations Contrac	t Finance and HR	Inventory	Maintenance and Projects	Manufacturing	Procurement	Sales	Service	Reporting	Utilities	-	8 x
Save Back	Workspaces												
Process 4	Format "												
Links	4												i.
Enter text to search		Туре	General Supplier	+	* Physical Addre	PO Box 123	4						
			Parts and Services			Forest Hills	1						
Functions		Supplier Code	SPR001			Durban							1
Items Supplied		Supplier Name	Sprint Distributors Local		*	KZN							
rtems supplied		Primary Contact				South Africa	9						
			456789123		* Postal Co	de 1234							
Notes		Tax Rate		+	* Billing Cont	act John Martin							
		Secondary Rate	0.00			ess 685 Forest			e				
		COLUMN STREET, COLUMN STREET, COLUMN ST	South African Rand	-	La terrete Table to terrete	Forest Hills							
Addresses		Daymont Towns	60 Days from Invoice			New Town							
Addresses			5 Days - Signature			KZN							
		Ship Via				South Africa	1						
			30 days from Delivery		Bill Postal Co	de 1234							
					<b>C</b> 1	es 🗌 Cape To		-					
Processing		Freight Carrier			511	✓ Durban							
processing		Shipping Costs In				🔲 Johanni	esburg						
Requisitions		Order Method	Cellular telephone	•		Pretoria	1						
		Order Address	083 123 4567										
Purchase Order	4												
GRNs													
Gruva													
Supplier Invoice	s												
Supplier Return													
Supplier Returns	8												
Open Windows -											23 Oct	2018	-

The Goods Received Notes for Supplier [] screen will be displayed. This screen will default to the site selected in the Supplier Listing screen and the status will default to New

- In this screen you can view the <u>Stock</u> and <u>Non Stock GRNs</u> linked to this supplier.
- 2. Depending which **status** you are in,
- 3. you can either <u>Complete</u> or View a selected GRN.
  - Close the screen to return to the Edit Supplier Code [] screen.



5	Home	Fautomen	t and Locations	Contract	Finance and HP		oplier SPR001 - BPO: Ver Maintenance and Projects	Manufacturing	Procurement Sales	Service F	Reporting	Utilities	-	æ
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	plete View (	GRN Save	Layout Worksp		Export N	ew 👻 Re	fresh							
6	RN	-	<u> </u>	GRN										
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Ste	ock GRNs N	on Stock GRN	ls	3										
	g a colume hea	ader har to g		imo										
0	GRNNo	Status	ReceiptType	POCode	SubItemType	EmployeeNumber	FirstName	LastName	EventDate	EventTime				
		Y												
(	R00000026	N	WKOR	PO0000028	WOAS	SHA001	Belinda	Sharman	23 Apr 2014	00:00:00				
¢	R00000027	N	WKOR	PO0000029	WOAS	SHA001	Belinda	Sharman	23 Apr 2014	00:00:00				
0	R00000112	N	WKOR	PO0000049	WOAS	SHA001	Belinda	Sharman	08 Aug 2014	00:00:00				
0	R0000088	N 1	WKOR	PO0000091	WOAS	SHA001	Belinda	Sharman	21 Jul 2014	00:00:00				
(	R00000118	N	WKOR	PO0000094	WOAS	DUT001	Bianca	Du Toit	23 Sep 2014	00:00:00				
¢	R0000093	N	WKOR	PO0000095	WOAS	SHA001	Belinda	Sharman	21 Jul 2014	00:00:00				
0	R00000100	N	WKOR	PO0000104	WOAS	SHA001	Belinda	Sharman	30 Apr 2014	00:00:00				
0	GR00000101	N	WKOR	PO0000105	WOAS	SHA001	Belinda	Sharman	05 Aug 2014	00:00:00				
C	R00000111	N	WKOR	PO0000124	WOAS	SHA001	Belinda	Sharman	08 Aug 2014	00:00:00				
¢	R00000117	N	WKOR	PO0000132	WOAS	DUT001	Bianca	Du Toit	23 Sep 2014	00:00:00				
9	R00000119	Ν	WKOR	PO0000133	WOAS	DUT001	Bianca	Du Toit	23 Sep 2014	00:00:00				
C	R00000120	N	WKOR	PO0000134	WOAS	DUT001	Bianca	Du Toit	23 Sep 2014	00:00:00				
C	GR00000130	N	WKOR	PO0000143	WOAS	DUT001	Bianca	Du Toit	26 Sep 2014	00:00:00				
0	GR00000132	N	WKOR	PO0000145	WOAS	DUT001	Bianca	Du Toit	26 Sep 2014	00:00:00				
C	R00000134	N	WKOR	PO0000147	WOAS	DUT001	Bianca	Du Toit	26 Sep 2014	00:00:00				
0	R00000145	N	WKOR	PO0000157	WOAS	DUT001	Bianca	Du Toit	12 Nov 2014	00:00:00				
0	R00000398	N	WKOR	PO0000191	WOAS	DUT001	Bianca	Du Toit	20 Nov 2017	00:00:00				
(	GR00000174	Ν	WKOR	PO0000196	WOAS	DUT001	Bianca	Du Toit	17 Apr 2015	00:00:00				
0	R00000192	N	WKOR	PO0000211	WOAS	DUT001	Bianca	Du Toit	27 Oct 2015	00:00:00				
0	R00000170	N	WKOR	PO0000194	WOAS	DUT001	Bianca	Du Toit	26 Feb 2015	00:00:00				
0	R00000197	Ν	WKOR	PO0000220	WOAS	DUT001	Bianca	Du Toit	05 Nov 2015	00:00:00				
0	R00000198	N	WKOR	PO0000221	WOAS	DUT001	Bianca	Du Toit	05 Nov 2015	00:00:00				
-10		N	WKOR		WOAS	DUT001	Bianca	Du Toit	10 Nov 2015					
9	R00000224	N	WKOR	PO0000243	WOAS	DUT001	Bianca	Du Toit	16 Nov 2015	00:00:00				
0	R00000226	N	WKOR	PO0000246	WOAS	DUT001	Bianca	Du Toit	17 Nov 2015	00:00:00				
C	R00000227	N	WKOR		WOAS	DUT001	Bianca	Du Toit	17 Nov 2015	00:00:00				
0	R00000230	N	WKOR	PO0000248	WOAS	DUT001	Bianca	Du Toit	18 Nov 2015	00:00:00				
4	100000000	M	WKOD.	000000240		DLITO01	Disease	Du. Talk	10 Nov. 2015	00.00.00				

#### **SUPPLIER INVOICES**

• In the Edit Supplier - Code [] screen, click on the Supplier Invoices tile.



	Ŧ			Edit Su	oplier - Code	e SPR001 - BPO: Version 2.1.0.6	6 - Example Co	mpany						×
	Home	Equipment ar	nd Locations Contrac	t Finance and HR	Inventory	Maintenance and Projects	Manufacturing	Procurement	Sales	Service	Reporting	Utilities	_	₽ ×
Save Proce	Back	Workspaces												
Links		at a	1											172
	ext to searc		Tune	General Supplier	<b>.</b>	* Physical Addre	DO Pau 12							Uther Data
Not				Parts and Services		Thysical Addition	Forest Hills							0
nor	ics .		Supplier Code				Durban	<u></u>						8
				Sprint Distributors Local		2 2	KZN							
18.44							South Afric	a						
Ado	dresses		Primary Contact			Postal Co	de 1234							
				456789123										
			Tax Rate		•		act John Martin							
			Secondary Rate			Billing Addre	ess 685 Forest	Grove Road		•				
			Currency	South African Rand	*	*	Forest Hills							
Proc	cessing		Payment Terms	60 Days from Invoice	*		New Town							
Dov	quisitions		Shipping Terms	5 Days - Signature	•		KZN South Afric	2						
Ke	quisitions		Ship Via	Road	•	Bill Postal Co		d						
			Freight Terms	30 days from Delivery		Diarostarec	dc 1251							
-		6340	Freight Carrier	The Courier Guy		Sit	es 🗌 Cape T	own						
Pur	chase Ord	ers	Shipping Costs In	cluded 🗹			Durbar							
				Cellular telephone	_		Johann							
					<u>.</u>		Preton	а						
GRI			Order Address	083 123 4567										
Sup	oplier Invoi	ces												
Sup	oplier Retur	ns												
Det	bit Notes													
Open W	/indows •											23 Oct	2018	÷ ,

The **Purchase Invoices for Supplier** [] screen will be displayed. This screen will default to the **site** selected in the **Supplier Listing** screen and the **status** will default to **New**.

- 1. In this screen you can view a list of the <u>Supplier Invoices</u> linked to this supplier.
- 2. Depending which **status** you are in,
- 3. you can <u>Add</u>, <u>Edit</u>, <u>Delete</u>, <u>View</u>, <u>Approve</u> or <u>Decline</u> a supplier invoice.
  - Close this screen to return to the Edit Supplier Code [] screen.



						plier SPR001 - BPC							2		-
	Home	Equipment and Lo	0	ontract Finance and HR	Inventory	Maintenance and I	Projects	Manufacturing	Procure	ment Sales	Service	Reporting	Utilities	- 6	7
<del>}</del>		× 🔳	S (	3 2		Durba	n ,	•			1				
dd	Edit	Delete View	Approve Dec	dine Save Layout Work	spaces Print	Export New	1	Refresh			T				
	Mainta	ain ,	Frocess	# Format	Prin	it i	Current		-						
		/	-				Content		2	-	-			~	
g a co	unn hea	der here to youp b	/ that column								<u> </u>		1		1
Invoice	tatus	InvoiceNo	SupplierCode	e SupplierName	InvoiceDate	Reference	Currency	ExchangeRate	TaxRate	TotalCostExcl	TotalAmtInd	VATNo	Status	ContactN	am
	V														
N		BUYBGR00000157	SPR001	Sprint Distributors Local	27 Jan 2015	GR00000157	ZAR	1.00	14.00	500.00	570.00		A	Harry Jac	
N	3	BUYBGR00000158	SPR001	Sprint Distributors Local	27 Jan 2015	GR00000158	ZAR	1.00	14.00	500.00		456789123		Harry Jac	
N	-	BUYBGR00000171	SPR001	Sprint Distributors Local	16 Mar 2015	GR00000171	ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jac	
N		BUYBGR00000175	SPR001	Sprint Distributors Local	12 May 2015	GR00000175	ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jac	
N		BUYBGR00000177	SPR001	Sprint Distributors Local	14 May 2015	GR00000177	ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jac	:ks
N		gr2441	SPR001	Sprint Distributors Local	18 Nov 2015		ZAR	1.00	14.00	1 000.00	1 140.00	456789123	Α	Harry Jac	ks
N		BUYBGR00000281	SPR001	Sprint Distributors Local	23 Jun 2016	GR00000281	ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jac	:ks
N		BUYBGR00000282	SPR001	Sprint Distributors Local	23 Jun 2016	GR00000282	ZAR	1.00	14.00	0.00	0.00	456789123	Α	Harry Jac	:ks
N		BUYBGR00000283	SPR001	Sprint Distributors Local	23 Jun 2016	GR00000283	ZAR	1.00	14.00	0.00	0.00	456789123	Α	Harry Jac	ks
N		BUYBGR00000285	SPR001	Sprint Distributors Local	23 Jun 2016	GR00000285	ZAR	1.00	14.00	0.00	0.00	456789123	Α	Harry Jac	ks
N		BUYBGR00000286	SPR001	Sprint Distributors Local	23 Jun 2016	GR00000286	ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jac	ks
N		BUYBGR00000287	SPR001	Sprint Distributors Local	23 Jun 2016	GR00000287	ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jac	:ks
N		SINV741	SPR001	Sprint Distributors Local	05 Jul 2016	GR00000293	ZAR	1.00	14.00	45 000.00	51 300.00	456789123	A	Harry Jac	ks
N		123456.99	SPR001	Sprint Distributors Local	12 Aug 2016		ZAR	1.00	14.00	150.00	171.00	456789123	A	Harry Jac	:ks
N		SINV11.22.33	SPR001	Sprint Distributors Local	07 Sep 2016		ZAR	1.00	14.00	150.00	171.00	456789123	A	Harry Jac	ks
N		SINV4788	SPR001	Sprint Distributors Local	07 Sep 2016	GR00000298	ZAR	1.00	14.00	2 500.00	2 850.00	456789123	A	Harry Jac	ks
N		789456	SPR001	Sprint Distributors Local	31 Oct 2016		ZAR	1.00	14.00	200.00	228.00	456789123	A	Harry Jac	ks
N		inv1	SPR001	Sprint Distributors Local	13 Apr 2017		ZAR	1.00	14.00	11 500.00	13 110.00	456789123	A	Harry Jac	ks
Ň		BUYBGR00000320	SPR001	Sprint Distributors Local	02 May 2017	GR00000320	ZAR	1.00	14.00	500.00	570.00	456789123	A	Harry Jac	ks
N		BUYBGR00000321	SPR001	Sprint Distributors Local	02 May 2017	GR00000321	ZAR	1.00	14.00	500.00	570.00	456789123	A	Harry Jac	ks
N		BUYBGR00000322	SPR001	Sprint Distributors Local	04 May 2017	GR00000322	ZAR	1.00	14.00	500.00	570.00	456789123	A	Harry Jac	ks
N		BUYBGR00000334	SPR001	Sprint Distributors Local	22 May 2017	GR00000334	ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jac	ks
N		BUYBGR00000335	SPR001	Sprint Distributors Local	22 May 2017	GR00000335	ZAR	1.00	14.00	500.00	570.00	456789123	A	Harry Jac	ks
v		Full Quantity	SPR001	Sprint Distributors Local	30 May 2017	PO0000361	ZAR	1.00	14.00	1 400.00	1 596.00	456789123	A	Harry Jac	ks
N		C dass issue	SPR001	Sprint Distributors Local	30 May 2017	GR00000346	ZAR	1.00	14.00	400.00	456.00	456789123	A	Harry Jac	
v		GR347	SPR001	Sprint Distributors Local	06 Jun 2017	PO0000340	ZAR	1.00	14.00	160 741.00		456789123	A	Harry Jac	
Ň		SINV-370	SPR001	Sprint Distributors Local	31 Jul 2017		ZAR	1.00	14.00	450.00		456789123		Harry Jac	
V.		SINV-GRN388	SPR001	Sprint Distributors Local	15 Aug 2017		ZAR	1.00		3 675.00		456789123		Harry Jac	
ð.							87778725		2.000	2 07 0100	1 200100		12.2	1.	1

#### **SUPPLIER RETURNS**

• In the Edit Supplier - Code [] screen, click on the Supplier Returns tile.



	Ŧ			Edit Su	oplier - Code	SPR001 - BPO: Version 2.1.0.66	- Example Con	npany				100		×
	Home	Equipment ar	nd Locations Contract	t Finance and HR	Inventory	Maintenance and Projects	Anufacturing	Procurement	Sales	Service	Reporting	Utilities	_	8 x
Save Proce	Back	Workspaces												
Links														E
	xt to searc		Type	General Supplier	Ŧ	Physical Addres	S PO Box 123		1					
Not		2010 22		Parts and Services			Forest Hills		-					
			Supplier Code				Durban							1
				Sprint Distributors Local			KZN							
	resses		Primary Contact				South Africa							
HQU	resses			456789123		Postal Coo	le 1234							
			Tax Rate		Ŧ	<ul> <li>Billing Conta</li> </ul>	ct John Martin		_					
			Secondary Rate	0.00		Billing Addres	ss 685 Forest 0	rove Road		ĸ				
			Currency	South African Rand		•	Forest Hills							
Proc	essing		Payment Terms	60 Days from Invoice	Ŧ		New Town							
			Shipping Terms		-		KZN							
Req	uisitions		Ship Via				South Africa							
				30 days from Delivery		Bill Postal Coo	le 1234							
_			Freight Carrier			Site	s Cape To							
Pure	chase Orde	ers				Site	Durban	WI						
			Shipping Costs In				Johanne	sburg						
				Cellular telephone	•		Pretoria							
GRI	ls		Order Address	083 123 4567										
Sup	plier Invoic	zes												
Sup	plier Retun	ns												
Deb	it Notes													
Open Wi	indows 🕶											23 Oct	2018	÷.

The **Supplier Returns for Supplier** [] screen will be displayed. This screen will default to the **site** selected in the **Supplier Listing** screen.

- In this screen you can view a list of the <u>Stock</u> and <u>Non Stock</u> Returns linked to this supplier.
- 2. You can also **Add**, **Edit**, or **View** a supplier return.
  - Close this screen to return to the Edit Supplier Code [] screen.



Home	Equipmen	it and Locations	Contract Finance and	HR Invento	ory Maintenand	e and Projects	Manufacturing	Procurem	ent Sales	Service	Reporting	Utilities -	P
dd Edit	View S	Save Layout Wo	rkspaces Print Export	Durban	• Refresh								
Maintain		Format	a Print	. 0.	irrent								
			mn <u>2</u>			+							
SRNNo	OriginType	OriginCode	SupplierName	SupplierCode	EmployeeNumber	FullName	PhoneNumber	Extension	OriginDesc	SubItemType	Address1	Address2	Addre
SR00000046	ST	GR00000202	Sprint Distributors Local	SPR001	DUT001	Bianca Du Toit	031 123 4564	1234			685 Forest	Forest Hills	New T
SR00000047	ST	GR00000203	Sprint Distributors Local	SPR001	DUT001	Bianca Du Toit	031 123 4564	1234			685 Forest	Forest Hills	New T
SR00000048	ST	GR00000204	Sprint Distributors Local	SPR001	DUT001	Bianca Du Toit	031 123 4564	1234			685 Forest		New T
SR00000049	ST	GR00000205	Sprint Distributors Local	SPR001	DUT001	Bianca Du Toit	031 123 4564	1234			685 Forest	Forest Hills	New T
SR00000050	ST	GR00000205	Sprint Distributors Local	SPR001	DUT001	Bianca Du Toit	031 123 4564	1234			685 Forest	Forest Hills	New T
SR00000051	ST	GR00000206	Sprint Distributors Local	SPR001	DUT001	Bianca Du Toit	031 123 4564	1234			685 Forest	Forest Hills	New 1
SR00000052	ST	GR00000206	Sprint Distributors Local	SPR001	DUT001	Bianca Du Toit	031 123 4564	1234			685 Forest	Forest Hills	New 1
SR00000053	ST	GR00000207	Sprint Distributors Local	SPR001	DUT001	Bianca Du Toit	031 123 4564	1234			685 Forest	Forest Hills	New 1
SR00000054	ST	GR00000208	Sprint Distributors Local	SPR001	DUT001	Bianca Du Toit	031 123 4564	1234			685 Forest	Forest Hills	New 1
R00000055	ST	GR00000207	Sprint Distributors Local	SPR001	DUT001	Bianca Du Toit	031 123 4564	1234			685 Forest	Forest Hills	New 7
SR00000056	ST	GR00000208	Sprint Distributors Local	SPR001	DUT001	Bianca Du Toit	031 123 4564	1234			685 Forest	Forest Hills	New 1
SR00000057	ST	GR00000209	Sprint Distributors Local	SPR001	DUT001	Bianca Du Toit	031 123 4564	1234			685 Forest	Forest Hills	New T
SR00000058	ST	GR00000210	Sprint Distributors Local	SPR001	DUT001	Bianca Du Toit	031 123 4564	1234			685 Forest	Forest Hills	New 1
SR00000059	ST	GR00000211	Sprint Distributors Local	SPR001	DUT001	Bianca Du Toit	031 123 4564	1234			685 Forest	Forest Hills	New T
SR00000060	ST	GR00000215	Sprint Distributors Local	SPR001	DUT001	Bianca Du Toit	031 123 4564	1234			685 Forest	Forest Hills	New 1
SR00000061	ST	GR00000215	Sprint Distributors Local	SPR001	DUT001	Bianca Du Toit	031 123 4564	1234			685 Forest	Forest Hills	New T
SR0000062	ST	GR00000212	Sprint Distributors Local	SPR001	DUT001	Bianca Du Toit	031 123 4564	1234			685 Forest	Forest Hills	New 1
SR0000063	ST	GR00000212	Sprint Distributors Local	SPR001	DUT001	Bianca Du Toit	031 123 4564	1234			685 Forest	Forest Hills	New T
SR00000064	ST	GR00000216	Sprint Distributors Local	SPR001	DUT001	Bianca Du Toit	031 123 4564	1234			685 Forest	Forest Hills	New 1
SR00000065	ST	GR00000217	Sprint Distributors Local	SPR001	DUT001	Bianca Du Toit	031 123 4564	1234			685 Forest	Forest Hills	New 1
SR0000066	ST	GR00000218	Sprint Distributors Local	SPR001	DUT001	Bianca Du Toit	031 123 4564	1234			685 Forest	Forest Hills	New 1
SR0000067	ST	GR00000219	Sprint Distributors Local	SPR001	DUT001	Bianca Du Toit	031 123 4564	1234			685 Forest	Forest Hills	New 1
SR00000069	ST	GR00000221	Sprint Distributors Local	SPR001	DUT001	Bianca Du Toit	031 123 4564	1234			685 Forest	Forest Hills	New 1
SR00000070	ST	GR00000222	Sprint Distributors Local	SPR001	DUT001	Bianca Du Toit	031 123 4564	1234			685 Forest	Forest Hills	New 1
SR00000113	ST	GR00000371	Sprint Distributors Local	SPR001	DUT001	Bianca Du Toit	031 123 4564	1234			685 Forest	Forest Hills	New T
SR00000121	ST	GR00000387	Sprint Distributors Local	SPR001	DUT001	Bianca Du Toit	031 123 4564	1234			685 Forest	Forest Hills	New 1
SR00000124	ST	GR00000430	Sprint Distributors Local	SPR001	MIL001	Abigail Milne					685 Forest	Forest Hills	New T
_	_												

#### **DEBIT NOTES**

• In the Edit Supplier - Code [] screen, click on the Debit Notes tile.

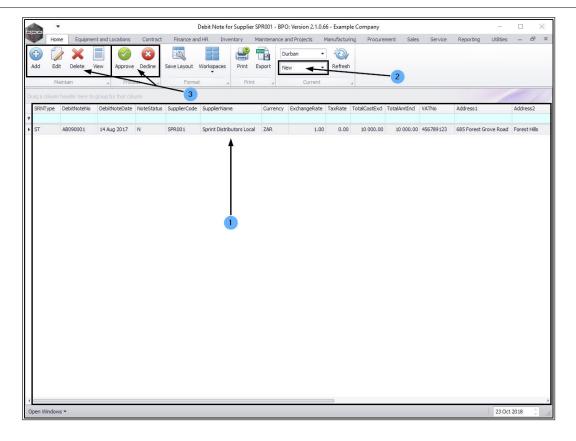


	Ŧ			Edit Su	pplier - Cod	e SPR001 - BPO: Version 2.1.0.6	6 - Example C	ompany				100		×
	Home	Equipment an	d Locations Contrac	t Finance and HR	Inventory	Maintenance and Projects	Manufacturing	Procurement	Sales	Service	Reporting	Utilities	_	e x
E Save	G Back	Workspaces												
Proc		Format												
		at a												-
Links	ext to sear		Tune	General Supplier		* Physical Addre	PO Boy 1	124	-					Other Data
No				Parts and Services	•	Thysical Addition	Forest Hill							f Da
NO	ices		Supplier Code			*	Durban		-					8
			2.2	Sprint Distributors Local		*	KZN		-					
			Primary Contact				South Afri	ca						
AO	dresses			456789123		* Postal Co	de 1234		1					
			Tax Rate	130703123		* Billing Cont.	act John Mart	in	-					
			Secondary Rate	0.00			ess 685 Fores			•				
				South African Rand			Forest Hill							
Proc	essing			60 Days from Invoice			New Town	i						
		_		5 Days - Signature			KZN							
Re	quisitions		Shipping Terms Ship Via		-		South Afri	ca						
						Bill Postal Co	de 1234							
				30 days from Delivery		<b>C</b> 1	es Cape	-						
Pu	chase Ord	ers	Freight Carrier			SI	Durba		1					
			Shipping Costs In				Johan	nesburg						
			Order Method	Cellular telephone	•		Preto	ia						
GR	Ns		Order Address	083 123 4567										
Suj	oplier Invoi	ces												
Su	oplier Retu	rns												
De	bit Notes													
Open V	/indows 🔻											23 Oct	2018	- 11

The **Debit Note for Supplier** [] screen will be displayed. This screen will default to the **site** selected in the **Supplier Listing** screen and the **status** will default to **New**.

- 1. In this screen you can view a list of the Debit Notes linked to this supplier.
- 2. Depending which **status** you are in,
- 3. you can <u>Add, Edit, Delete, View, Approve or Decline</u> a supplier debit note.
  - Close this screen to return to the Edit Supplier Code [] screen.





### **OTHER DATA**

• In the Edit Supplier - Code [] screen, click on the Other Data tab.



	Ŧ			Edit Su	upplier - Code	SPR001 - BPO: Version 2.1.0.66	ó - Example Cor	npany				1.00		>	<
0	Home	Equipment an	d Locations Contrac	t Finance and HR	Inventory	Maintenance and Projects	Manufacturing	Procurement	Sales	Service	Reporting	Utilities	-	Ð	×
F															
		County County													
Save	Back	Workspaces													
Proce	55 A	Format "													
Links		4													0
Enter te	xt to sear	ch P	Туре	General Supplier	+	Physical Addre	PO Box 123	4							Other Data
1-000100			Class	Parts and Services	•		Forest Hills								Date
Func	tions		Supplier Code	SPR001		•	Durban								-
Iten	ns Supplier	d.	Supplier Name	Sprint Distributors Local		¥.	KZN								
		19. 19.	Primary Contact	Harry Jackson			South Africa								
			VAT No.	456789123		Postal Co	de 1234								
Not	PS .		Tax Rate		*	<ul> <li>Billing Conta</li> </ul>	act John Martin		1						
			Secondary Rate	0.00			ess 685 Forest (	Grove Road		ĸ					
			Currency	South African Rand	-	•	Forest Hills								
Add	resses		Payment Terms	60 Days from Invoice	-		New Town								
- Add	- Courco			5 Days - Signature			KZN								
			Ship Via				South Africa								
				30 days from Delivery		Bill Postal Co	de 1234								
			Freight Carrier			Cit	es 🗌 Cape To								
Droc	essing					SIL	Durban	witi							
PTOC	essing		Shipping Costs In				🔲 Johanne								
Rec	uisitions		Order Method	Cellular telephone	•		Pretoria								
			Order Address	083 123 4567											
Dire	chase Ord														
Pul	unase oru	<b>C S</b>													
GRI	10														
GRO	us														
Sup	plier Invoi	ces													
Sup	plier Retu	rns													
Open W	indows 🔻											23 Oct	2018		

Here, there are 10 fields where you can type in additional information pertinent to this supplier. These additional data labels (Other 1, Other 2 etc.) can be re-named as per your company's requirements.



			Edit Supp	olier - Code	SPR001 - BPO: Version 2.1.0.66 -	Example Company			1		$\times$
Home	Equipment an	d Locations Contrac	t Finance and HR I	nventory	Maintenance and Projects Ma	nufacturing Procureme	nt Sales Service	Reporting	Utilities	- 1	8 3
Save Back	Workspaces										
Process "	Format "										
inks							Other Data				4
iter text to searc	h P	Туре	General Supplier	+	* Physical Address	PO Box 1234					
Notes		Class	Parts and Services	•		Forest Hills	Other1				_
		Supplier Code	SPR001		•	Durban	Other2				
		Supplier Name	Sprint Distributors Local		*	KZN	Other3				
Addresses		Primary Contact				South Africa	Other4	Field 4			
- Hour esses		CONTRACTOR OF ADDRESS OF	456789123		* Postal Code	1234	Other5	Field 5			
							Other6	Field 6			
		Tax Rate		•	* Billing Contact	- La contra con tra contra con	Other7	Field 7			
		Secondary Rate			Billing Address	685 Forest Grove Road	Other8	Field 8			
		Currency	South African Rand	•	*	Forest Hills	Other9	Field 9			
rocessing		Payment Terms	60 Days from Invoice	+		New Town	Other10	Field 10			1
		Shipping Terms	5 Days - Signature	-		KZN					
Requisitions		Ship Via	Road	-		South Africa					
			30 days from Delivery		Bill Postal Code	1234					
		Freight Carrier			Sites	Cape Town					
Purchase Orde	ers	Photo: The state of the second			Siles	✓ Durban					
		Shipping Costs In				Johannesburg					
		Order Method	Cellular telephone	•		Pretoria					
GRNs		Order Address	083 123 4567								
Supplier Invoid Supplier Retur Debit Notes											
en Windows 🔻							-		23 Oct 2	2018	- 4 - 4

#### **Related Topics**

- <u>Supplier Type Static Data</u>
- Supplier Class Static Data
- Supplier Add / Edit / Delete
- Supplier Order Details Add / Edit
- Link Items Supplied incl. Unit Cost & Lead Time
- <u>Comments & Order Notes Add / Edit / Delete</u>
- Addresses Add / Edit

BPO.MNU.056