

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

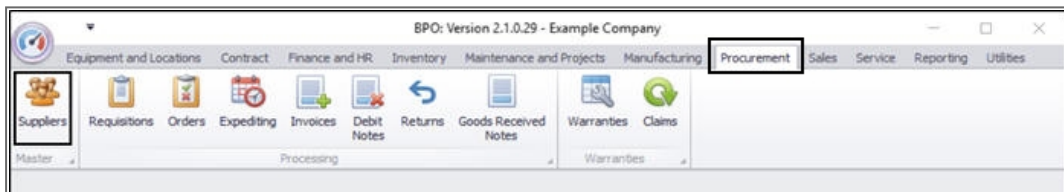
PROCUREMENT

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.

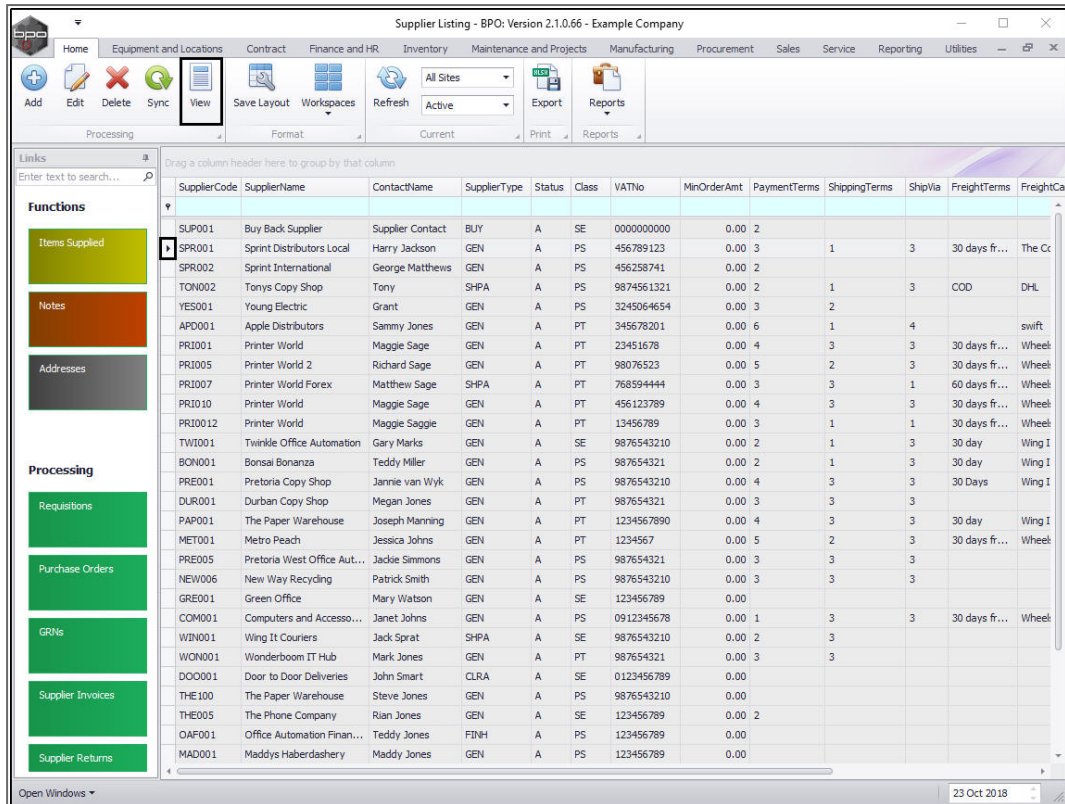
SUPPLIER LISTING SCREEN

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).

| SupplierCode | SupplierName | ContactName | SupplierType | Status | Class | VATNo | MinOrderAmt | PaymentTerms | ShippingTerms | ShipVia | FreightTerms | FreightCa |
|--------------|-----------------------------|------------------|--------------|--------|-------|------------|-------------|--------------|---------------|---------|---------------|-----------|
| 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 | 30 days fr... | The Cr |
| 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 | COD | DHL |
| 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 | | swft |
| PR1001 | Printer World | Maggie Sage | GEN | A | PT | 23451678 | 0.00 | 4 | 3 | 3 | 30 days fr... | Wheel |
| PR1005 | Printer World 2 | Richard Sage | GEN | A | PT | 98076523 | 0.00 | 5 | 2 | 3 | 30 days fr... | Wheel |
| PR1007 | Printer World Forex | Matthew Sage | SHPA | A | PT | 768594444 | 0.00 | 3 | 3 | 1 | 60 days fr... | Wheel |
| PR1010 | Printer World | Maggie Sage | GEN | A | PT | 456123789 | 0.00 | 4 | 3 | 3 | 30 days fr... | Wheel |
| PR1012 | Printer World | Maggie Saggie | GEN | A | PT | 13456789 | 0.00 | 3 | 1 | 1 | 30 days fr... | Wheel |
| TWI001 | Twinkle Office Automation | Gary Marks | GEN | A | SE | 9876543210 | 0.00 | 2 | 1 | 3 | 30 day | Wing I |
| BON001 | Bonsai Bonanza | Teddy Miller | GEN | A | PS | 987654321 | 0.00 | 2 | 1 | 3 | 30 day | Wing I |
| PRE001 | Pretoria Copy Shop | Jannie van Wyk | GEN | A | PS | 9876543210 | 0.00 | 4 | 3 | 3 | 30 Days | Wing I |
| DUR001 | Durban Copy Shop | Megan Jones | GEN | A | PT | 987654321 | 0.00 | 3 | 3 | 3 | | |
| PAP001 | The Paper Warehouse | Joseph Manning | GEN | A | PT | 1234567890 | 0.00 | 4 | 3 | 3 | 30 day | Wing I |
| MET001 | Metro Peach | Jessica Johns | GEN | A | PT | 1234567 | 0.00 | 5 | 2 | 3 | 30 days fr... | Wheel |
| PRE005 | Pretoria West Office Aut... | Jackie Simmons | GEN | A | PS | 987654321 | 0.00 | 3 | 3 | 3 | | |
| NEW006 | New Way Recycling | Patrick Smith | GEN | A | PS | 9876543210 | 0.00 | 3 | 3 | 3 | | |
| GRE001 | Green Office | Mary Watson | GEN | A | SE | 123456789 | 0.00 | | | | | |
| COM001 | Computers and Accesso... | Janet Johns | GEN | A | PS | 0912345678 | 0.00 | 1 | 3 | 3 | 30 days fr... | Wheel |
| WDN001 | Wing It Couriers | Jack Sprat | SHPA | A | SE | 9876543210 | 0.00 | 2 | 3 | | | |
| WON001 | Wonderboom IT Hub | Mark Jones | GEN | A | PT | 987654321 | 0.00 | 3 | 3 | | | |
| DOO001 | Door to Door Deliveries | John Smart | CLRA | A | SE | 0123456789 | 0.00 | | | | | |
| THE100 | The Paper Warehouse | Steve Jones | GEN | A | PS | 9876543210 | 0.00 | | | | | |
| THE005 | The Phone Company | Rian Jones | GEN | A | SE | 123456789 | 0.00 | 2 | | | | |
| OAF001 | Office Automation Finan... | Teddy Jones | FINH | A | PS | 123456789 | 0.00 | | | | | |
| MAD001 | Maddys Haberdashery | Maddy Jones | GEN | A | PS | 123456789 | 0.00 | | | | | |

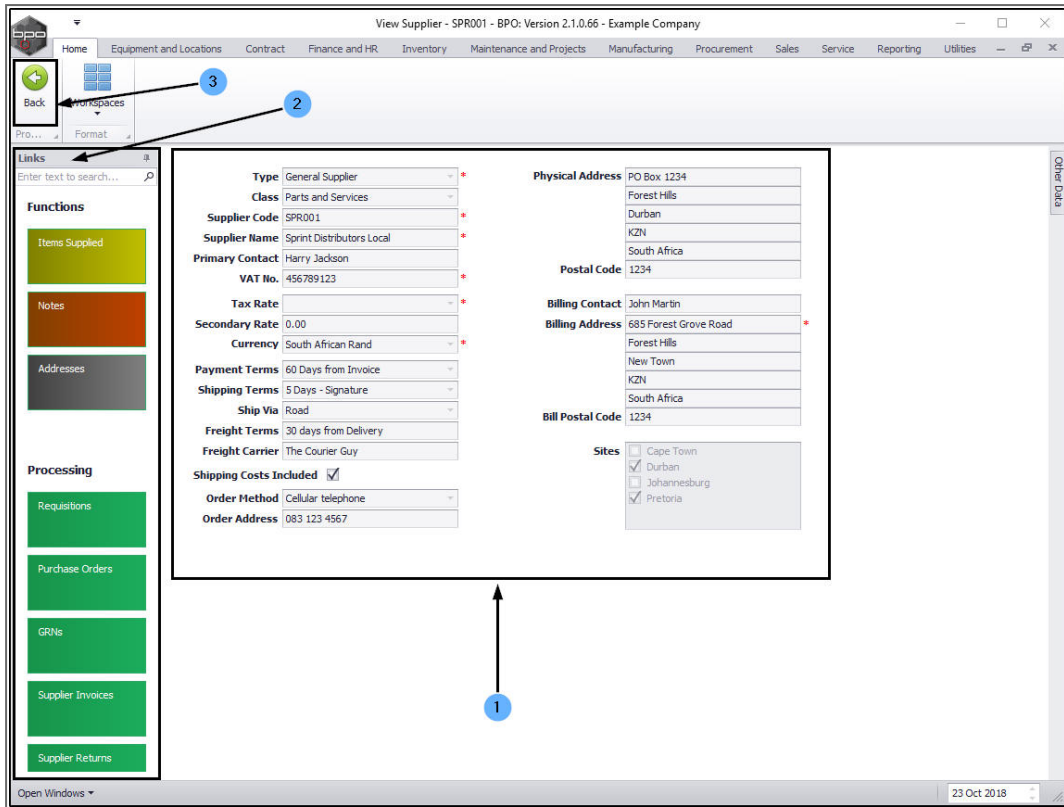
VIEW SUPPLIER DETAILS

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



The **View Supplier - []** screen will be displayed.

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



- 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.

Supplier Listing - BPO: Version 2.1.0.66 - Example Company

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

Add Edit Delete Sync View Save Layout Workspaces Refresh Active Export Reports

Processing Format Current Print Reports

Links Enter text to search... Drag a column header here to group by that column

| SupplierCode | SupplierName | ContactName | SupplierType | Status | Class | VATNo | MinOrderAmt | PaymentTerms | ShippingTerms | ShipVia | FreightTerms | FreightCa |
|--------------|---------------------------|-------------------|--------------|--------|-------|------------|-------------|--------------|---------------|---------|---------------|------------|
| 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 | 30 days fr... | The Cour |
| 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 | COD | DHL |
| 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 | | swift |
| PRD001 | Printer World | Maggie Sage | GEN | A | PT | 23451678 | 0.00 | 4 | 3 | 3 | 30 days fr... | Wheels w |
| PRD10 | Printer World | Maggie Sage | GEN | A | PT | 456123789 | 0.00 | 4 | 3 | 3 | 30 days fr... | Wheels w |
| TVI001 | Twinkle Office Automation | Gary Marks | GEN | A | SE | 9876543210 | 0.00 | 2 | 1 | 3 | 30 day | Wing It Cd |
| BON001 | Bonsai Bonanza | Teddy Miller | GEN | A | PS | 987654321 | 0.00 | 2 | 1 | 3 | 30 day | Wing It Cd |
| 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 | | |

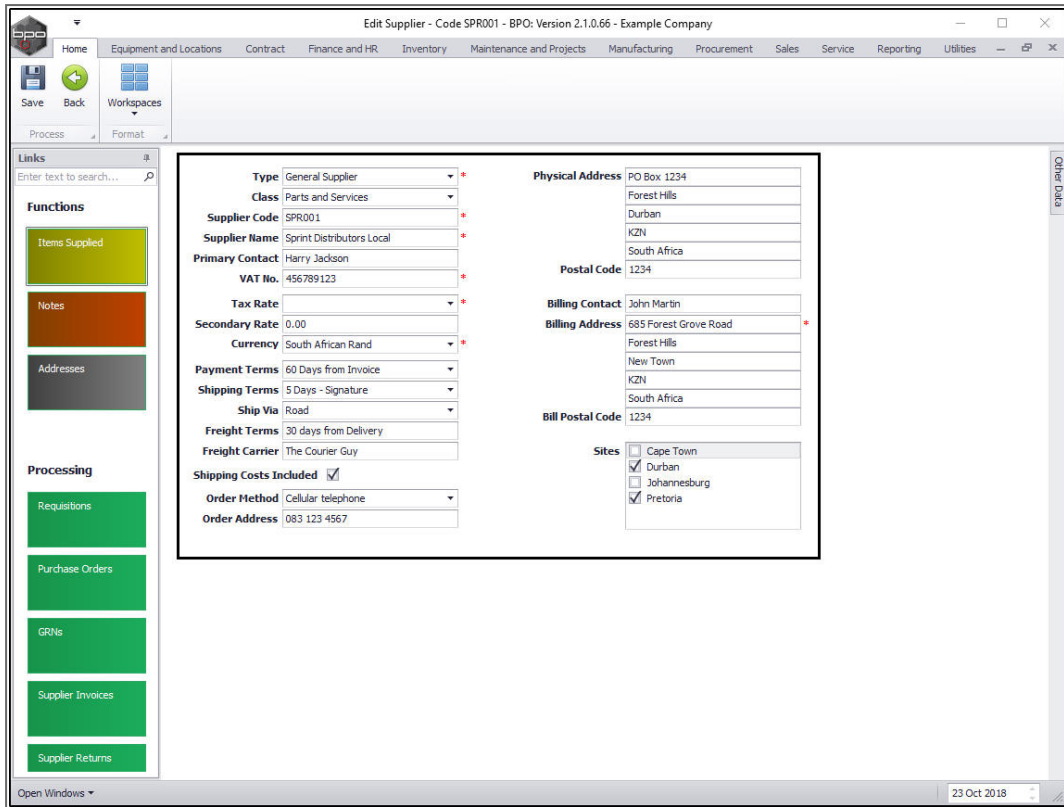
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VIEW EDIT SUPPLIER SCREEN

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

| SupplierCode | SupplierName | ContactName | SupplierType | Status | Class | VATNo | MinOrderAmt | PaymentTerms | ShippingTerms | ShipVia | FreightTerms | FreightCa |
|--------------|---------------------------|-------------------|--------------|--------|-------|------------|-------------|--------------|---------------|---------|---------------|------------|
| 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 | 30 days fr... | The Cour |
| 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 | COD | DHL |
| 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 | | swift |
| PR1001 | Printer World | Maggie Sage | GEN | A | PT | 23451678 | 0.00 | 4 | 3 | 3 | 30 days fr... | Wheels w |
| PR1010 | Printer World | Maggie Sage | GEN | A | PT | 456123789 | 0.00 | 4 | 3 | 3 | 30 days fr... | Wheels w |
| TWI001 | Twinkle Office Automation | Gary Marks | GEN | A | SE | 9876543210 | 0.00 | 2 | 1 | 3 | 30 day | Wing It Cd |
| BON001 | Bonsai Bonanza | Teddy Miller | GEN | A | PS | 987654321 | 0.00 | 2 | 1 | 3 | 30 day | Wing It Cd |
| 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 | | |

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

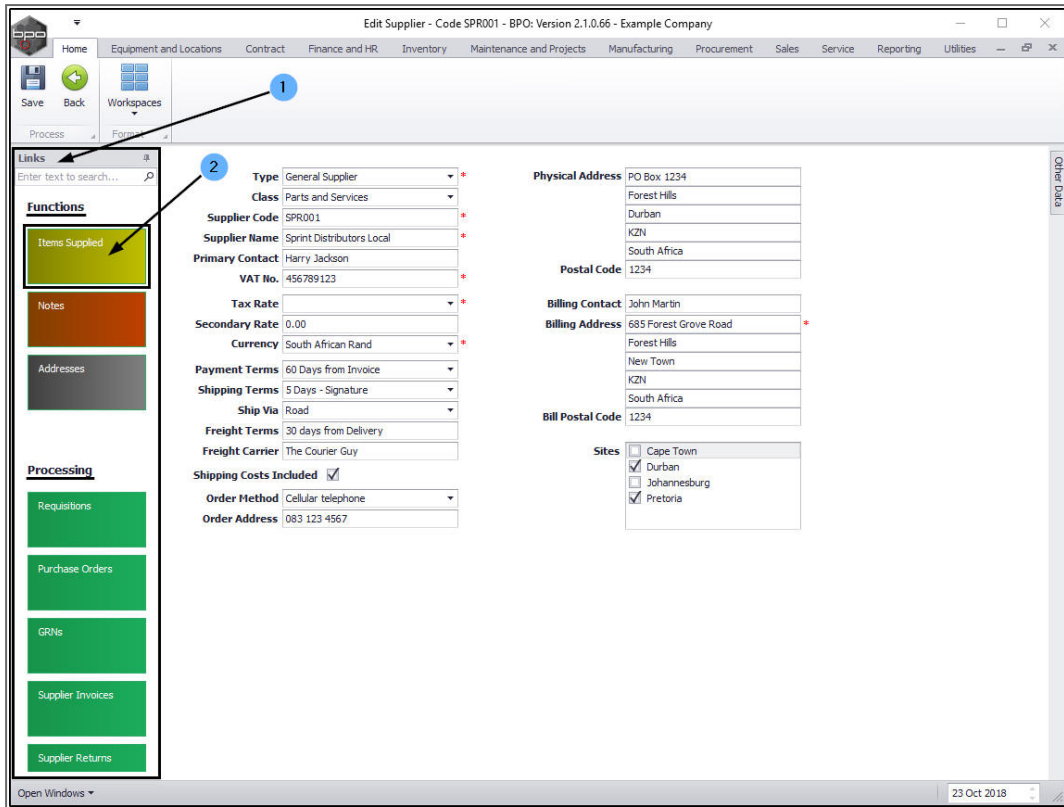


FUNCTIONS TILES

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.



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.

Items Supplied By Supplier - SPR001 - BPO: Version 2.1.0.66 - Example Company

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

1

2

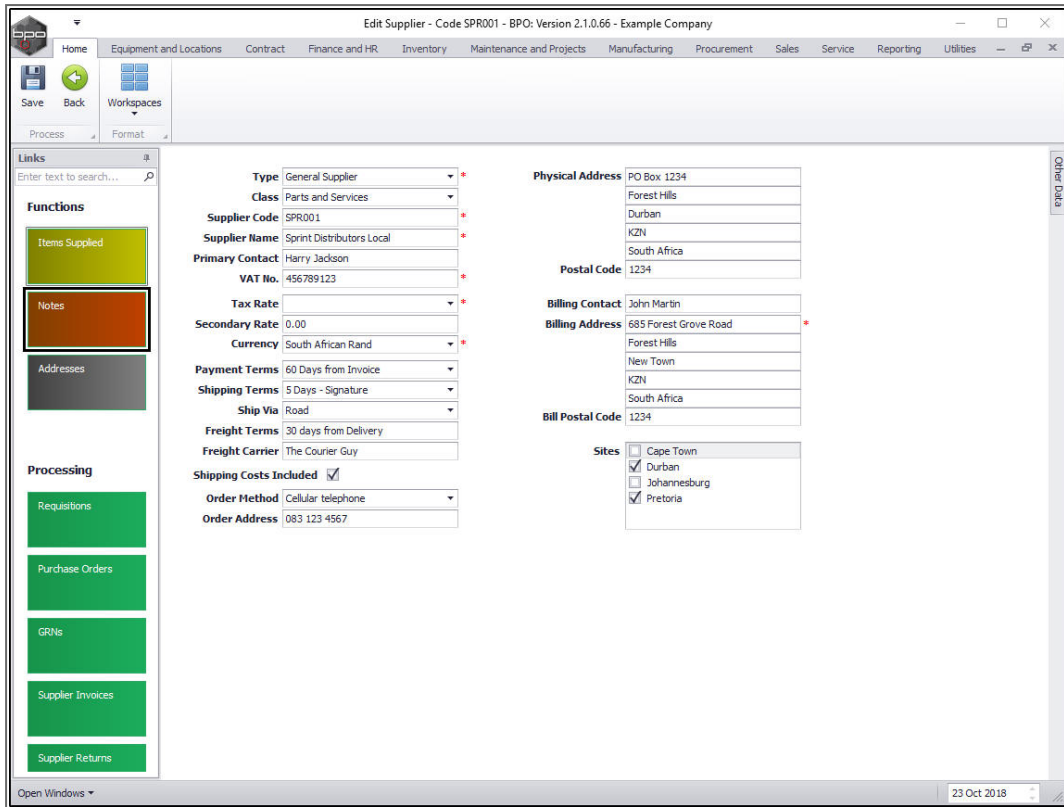
Drag a column header here to go to that column

| SupplierCode | SupplierName | PrimarySupplier | InventoryCode | Description | UnitCost | ForeignCcyUnitCost | LeadTime | MinimumOrderQty | Currency | SupplierItemCode | TaxRate | ContractPartNo | ContractPartNo |
|--------------|---------------------------|-----------------|---------------|---------------------------|----------|--------------------|----------|-----------------|----------|------------------|---------|----------------|----------------|
| SPR001 | Sprint Distributors Local | Yes | SP1919 | SP1919 Sprint Colour MFC | 259.96 | 259.96 | 2 | 1.00 | ZAR | 17-147K | 0.00 | 17-147K | 1 |
| 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 | 2 |
| 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 | 1 |
| SPR001 | Sprint Distributors Local | Yes | SP1818 | Sprint copier | 259.96 | 259.96 | 2 | 1.00 | ZAR | 17-147K | 0.00 | 17-147K | 1 |
| 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 | SP19-12 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 | 4 850.00 | 4 850.00 | 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 | SP1020 | 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 | | |
| SPR001 | Sprint Distributors Local | Yes | 1020-147Y | Toner Yellow | 350.00 | 350.00 | 0 | 1.00 | ZAR | | 0.00 | | |

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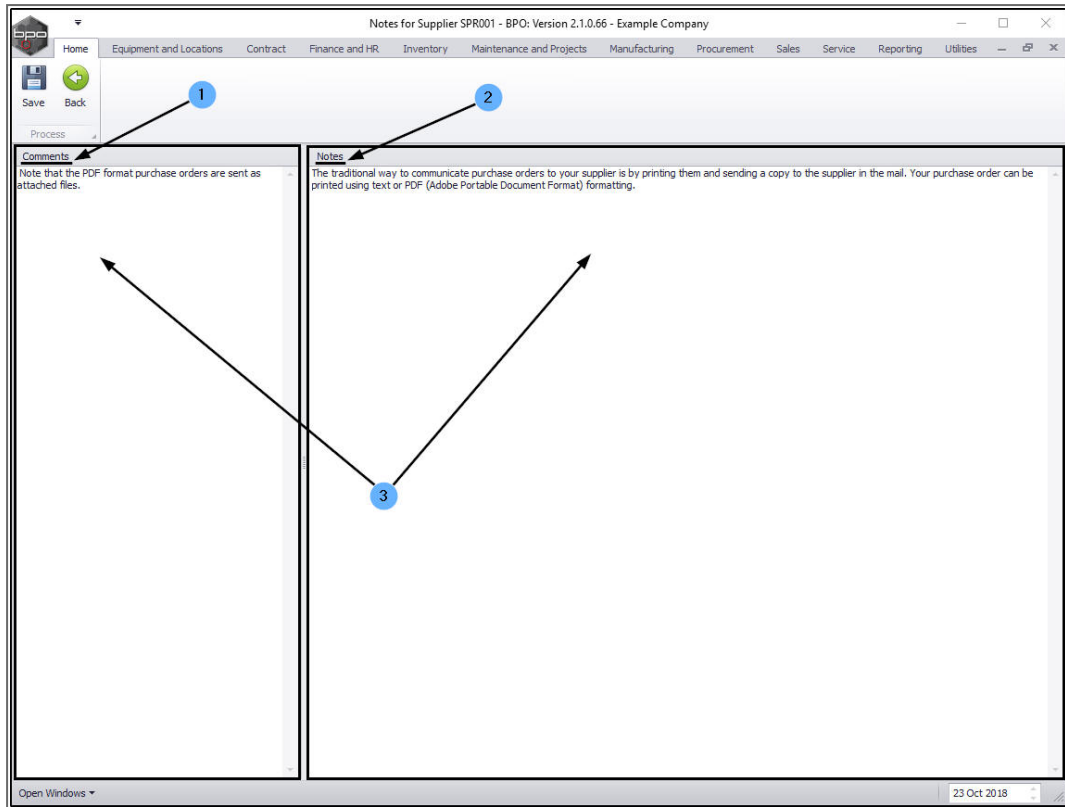
NOTES

- In the **Edit Supplier** screen, click on the **Notes** tile.



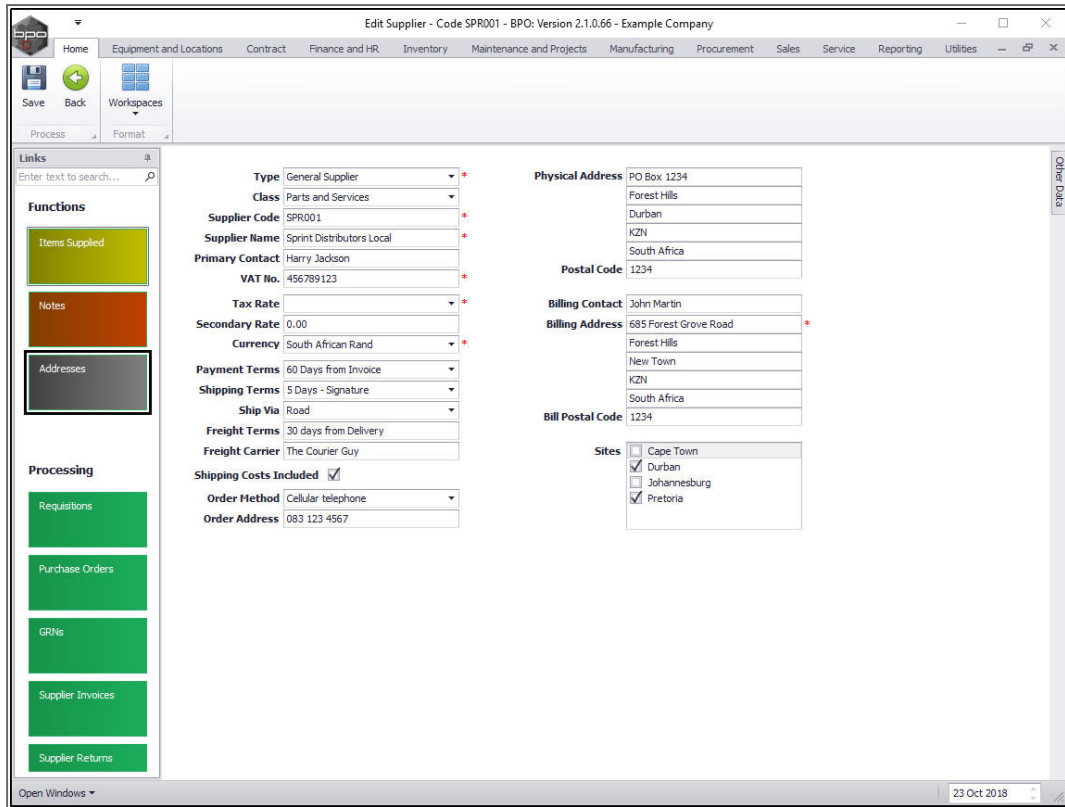
The **Notes for Supplier []** screen will be displayed. In this screen you can view the

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.



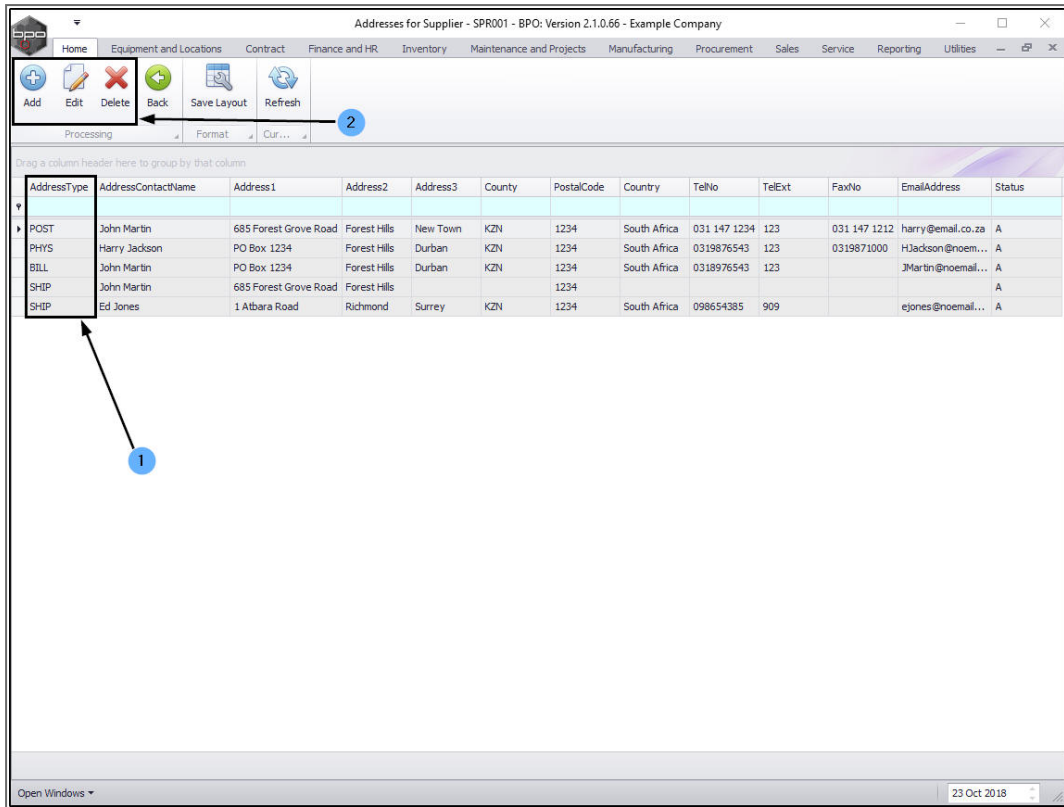
ADDRESSES

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



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.

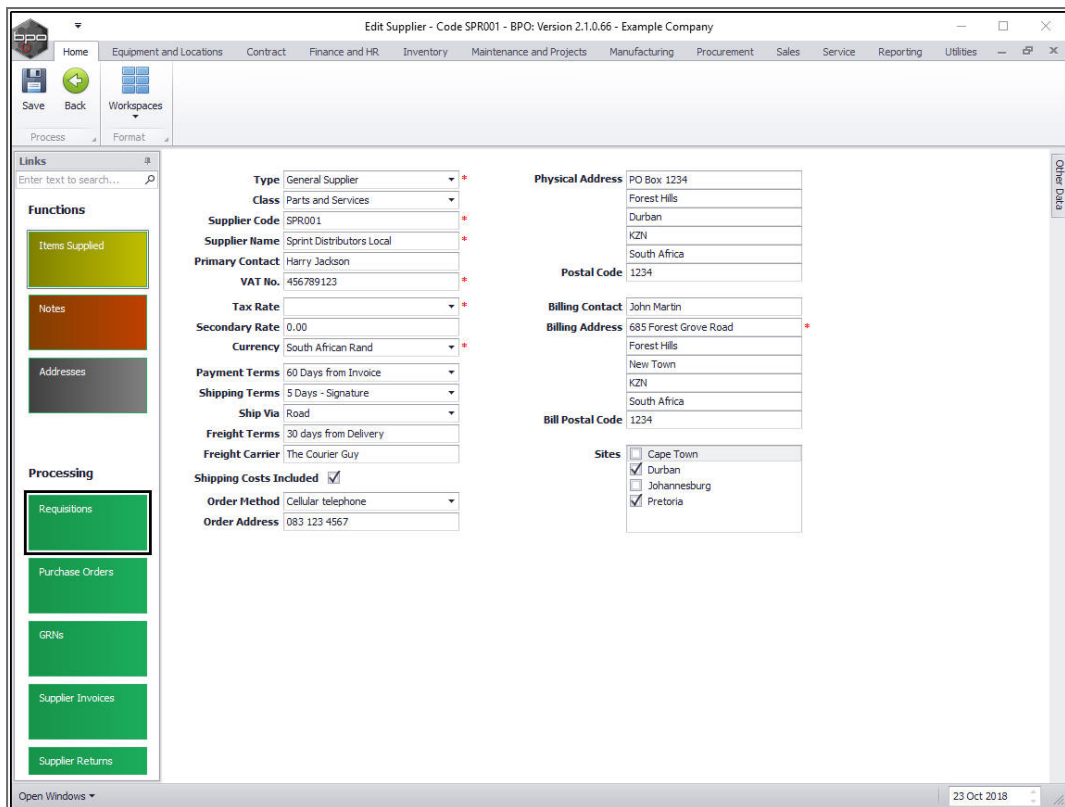


PROCESSING TILES

The Links frame also contains the Processing tiles:

REQUISITIONS

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



The screenshot shows the 'Edit Supplier' window for code SPR001. The interface includes a top menu bar with options like Home, Equipment and Locations, Contract, Finance and HR, Inventory, Maintenance and Projects, Manufacturing, Procurement, Sales, Service, Reporting, and Utilities. A left sidebar contains 'Links', 'Functions' (with 'Items Supplied' highlighted), 'Notes', 'Addresses', 'Processing' (with 'Requisitions' highlighted), 'Purchase Orders', 'GRNs', 'Supplier Invoices', and 'Supplier Returns'. The main area is divided into several sections:

- General Information:** Type (General Supplier), Class (Parts and Services), Supplier Code (SPR001), Supplier Name (Sprint Distributors Local), Primary Contact (Harry Jackson), VAT No. (456789123), Tax Rate, Secondary Rate (0.00), Currency (South African Rand), Payment Terms (60 Days from Invoice), Shipping Terms (5 Days - Signature), Ship Via (Road), Freight Terms (30 days from Delivery), Freight Carrier (The Courier Guy), Shipping Costs Included (checked), Order Method (Cellular telephone), and Order Address (083 123 4567).
- Physical Address:** PO Box 1234, Forest Hills, Durban, KZN, South Africa, Postal Code 1234.
- Billing Information:** Billing Contact (John Martin), Billing Address (685 Forest Grove Road, Forest Hills, New Town, KZN, South Africa), and Bill Postal Code (1234).
- Sites:** A list of sites with checkboxes: Cape Town (unchecked), Durban (checked), Johannesburg (unchecked), and Pretoria (checked).

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 Add, Edit, Delete and View a selected requisition.
2. and depending on the **status** that is selected,
3. you can either Hold, Release, Approve or Decline a selected requisition.

- Click on **Back** to return to the **Edit Supplier - Code []** screen.

Purchase Requisitions for Supplier SPR001 - BPO: Version 2.1.0.66 - Example Company

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

Add Edit Delete View Hold Release Approve Decline Save Layout Workspaces Print Export Durban New Refresh

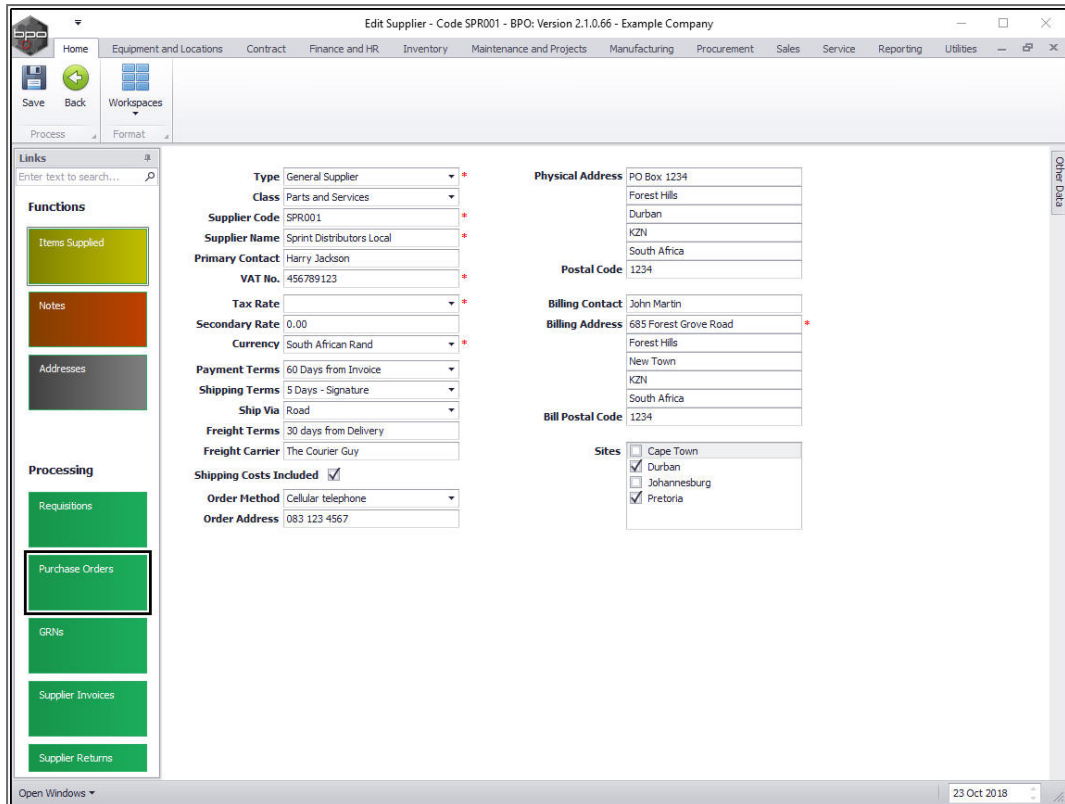
1 2 3

| PRCode | PRTYPE | Status | EmployeeNumber | FirstName | LastName | EventDate | Comments | ExcCost | Notes | SupplierExist | IndCost | SourceTypeDesc | CustomerCode | CustomerName | SourceRef |
|-----------|--------|--------|----------------|-----------|----------|-------------|----------|-----------------|-------|---------------|------------|----------------|--------------|--------------|-----------|
| PR0000536 | MAINT | N | MIL001 | Abigail | Mine | 07 Sep 2018 | | 3 250.00 | | Yes | 3 662.50 | Warehouse | | | |
| PR0000534 | MAINT | N | MIL001 | Abigail | Mine | 28 Aug 2018 | | 42 375.00 | | Yes | 42 375.00 | Warehouse | | | |
| PR0000533 | MAINT | N | MIL001 | Abigail | Mine | 28 Aug 2018 | | 109 200.00 | | Yes | 125 580.00 | Warehouse | | | |
| PR0000523 | MAINT | N | MIL001 | Abigail | Mine | 26 Apr 2018 | | 4 500.00 | | Yes | 5 130.00 | Warehouse | | | |
| PR0000487 | MAINT | N | DUT001 | Bianca | Du Toit | 26 Oct 2017 | | 6 250.00 | | Yes | 7 125.00 | Warehouse | | | |
| PR0000486 | MAINT | N | DUT001 | Bianca | Du Toit | 26 Oct 2017 | | 6 250.00 | | Yes | 7 125.00 | Warehouse | | | |
| PR0000485 | MAINT | N | DUT001 | Bianca | Du Toit | 26 Oct 2017 | | 350.00 | | Yes | 399.00 | Warehouse | | | |
| PR0000466 | MAINT | N | DUT001 | Bianca | Du Toit | 25 Jul 2017 | | 15.00 | | Yes | 17.10 | Warehouse | | | |
| PR0000459 | MAINT | N | MUD001 | Judith | Mudzengi | 13 Jul 2017 | | 150.00 | | Yes | 171.00 | Work Order | | | |
| PR0000456 | MAINT | N | MUD001 | Judith | Mudzengi | 05 Jul 2017 | | 900.00 | | Yes | 1 026.00 | Work Order | | | |
| PR0000455 | MAINT | N | MUD001 | Judith | Mudzengi | 05 Jul 2017 | | 500.00 | | Yes | 570.00 | Work Order | | | |
| PR0000454 | MAINT | N | MUD001 | Judith | Mudzengi | 05 Jul 2017 | | 800.00 | | Yes | 912.00 | Work Order | | | |
| PR0000452 | MAINT | N | MUD001 | Judith | Mudzengi | 04 Jul 2017 | | 1 500.00 | | Yes | 1 710.00 | Work Order | | | |
| PR0000444 | MAINT | N | MUD001 | Judith | Mudzengi | 15 Jun 2017 | | 0.00 | | Yes | 0.00 | Work Order | | | |
| PR0000442 | MAINT | N | MUD001 | Judith | Mudzengi | 15 Jun 2017 | | 4 500.00 | | Yes | 5 130.00 | Warehouse | | | |
| PR0000434 | MAINT | N | DUT001 | Bianca | Du Toit | 06 Jun 2017 | | 800.00 | | Yes | 912.00 | Work Order | | | |
| PR0000433 | MAINT | N | DUT001 | Bianca | Du Toit | 05 Jun 2017 | | 1 500.00 | | Yes | 1 710.00 | Warehouse | | | |
| PR0000431 | MAINT | N | MUD001 | Judith | Mudzengi | 01 Jun 2017 | | 980.00 | | Yes | 980.00 | Warehouse | | | |
| PR0000430 | MAINT | N | DUT001 | Bianca | Du Toit | 01 Jun 2017 | | 450.00 | | Yes | 513.00 | Work Order | | | |
| PR0000429 | MAINT | N | DUT001 | Bianca | Du Toit | 31 May 2017 | | 450.00 test | | Yes | 513.00 | Work Order | | | |
| PR0000428 | MAINT | N | DUT001 | Bianca | Du Toit | 31 May 2017 | | 450.00 test | | Yes | 513.00 | Work Order | | | |
| PR0000421 | MAINT | N | MUD001 | Judith | Mudzengi | 24 May 2017 | | 800.00 | | Yes | 912.00 | Work Order | | | |
| PR0000418 | MAINT | N | MUD001 | Judith | Mudzengi | 24 May 2017 | | 1 000.00 | | Yes | 1 140.00 | Work Order | | | |
| PR0000416 | MAINT | N | MUD001 | Judith | Mudzengi | 24 May 2017 | | 800.00 | | Yes | 912.00 | Work Order | | | |
| PR0000410 | MAINT | N | MUD001 | Judith | Mudzengi | 22 May 2017 | | 800.00 | | Yes | 912.00 | Work Order | | | |
| PR0000409 | MAINT | N | MUD001 | Judith | Mudzengi | 22 May 2017 | | 9 000.00 | | Yes | 10 260.00 | Warehouse | | | |
| PR0000407 | MAINT | N | MUD001 | Judith | Mudzengi | 19 May 2017 | | 650.00 | | Yes | 713.00 | Warehouse | | | |
| PR0000405 | MAINT | N | MUD001 | Judith | Mudzengi | 19 May 2017 | retest | 4 500.00 retest | | Yes | 5 130.00 | Warehouse | | | |

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PURCHASE ORDERS

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



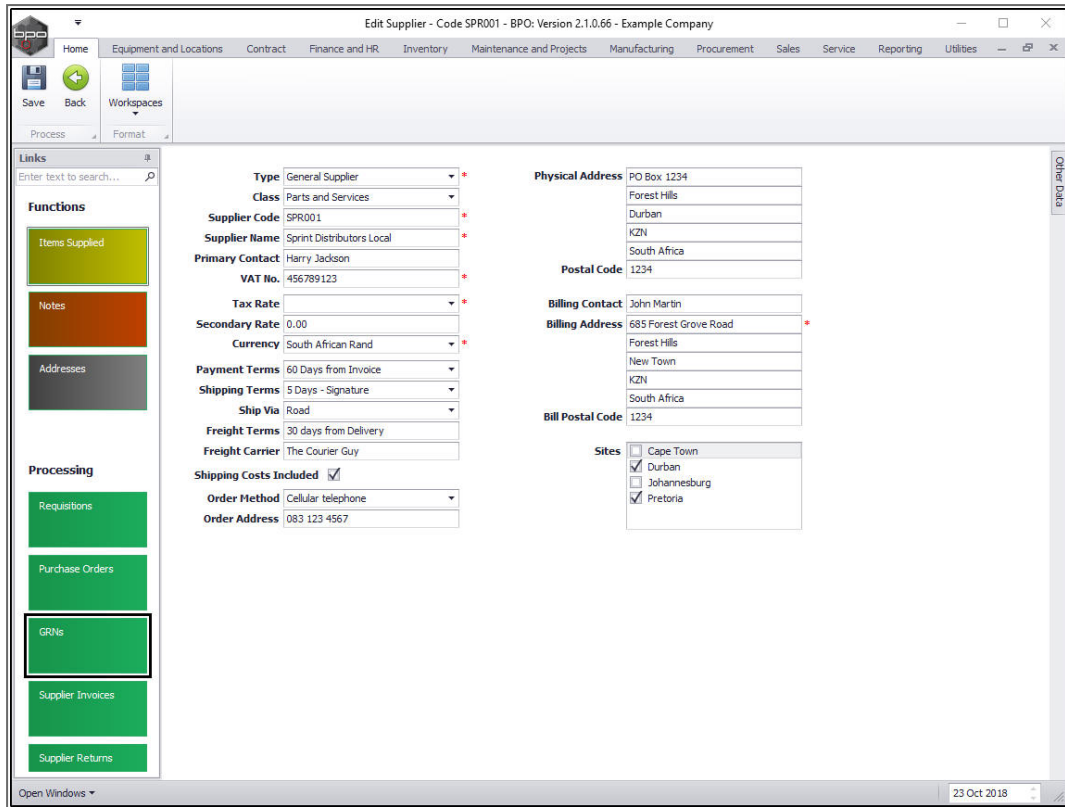
The **Purchase Orders for Supplier []** screen will be displayed. This screen will default to the **site** selected in the **Supplier Listing** screen and the **status** will default to **New**.

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.
 2. and depending on the **status** that is selected and the company procurement approval process set up
 3. You can create a Non Stock GRN or arrange a **Collection Agent** for a purchase order.
 4. You can also Print a Collection Voucher and Print the purchase order which activate the goods receiving against a selected order.
 5. There are also supplier Functions 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.

| POCode | POType | POClass | ItemType | OriginatorType | OriginCode | OriginDesc | Status | RequestorName | AssetDesc | SupplierCode | SupplierName |
|-----------|--------|----------|----------|----------------|----------------|-----------------------------|--------|-----------------|---------------|--------------|----------------|
| PO0000440 | MAINT | SUPPLIER | WOAS | WKOR | WO0001469 | 1234 | N | Bianca Du Toit | | SPR001 | Sprint Distrib |
| PO0000448 | MAINT | SUPPLIER | WOAS | WKOR | WO0000890 | Tier - Commercial Tier Test | N | Abigail Milne | Copier | SPR001 | Sprint Distrib |
| PO0000479 | MAINT | SUPPLIER | WOAS | WKOR | WO0001064 | 3MS - 3 Month Service | N | Abigail Milne | SP-2020 Sp... | SPR001 | Sprint Distrib |
| PO0000470 | MAINT | INV | | WHSE | Main Warehouse | Main Warehouse | N | Bianca Du Toit | | SPR001 | Sprint Distrib |
| PO0000472 | MAINT | INV | | WHSE | OTC Whse DBN | OTC Whse DBN | N | Judith Mudzengi | | SPR001 | Sprint Distrib |
| PO0000473 | MAINT | INV | | WHSE | Main Warehouse | Main Warehouse | N | Bianca Du Toit | | SPR001 | Sprint Distrib |
| PO0000474 | MAINT | INV | | WHSE | Main Warehouse | Main Warehouse | N | Abigail Milne | | SPR001 | Sprint Distrib |

GRNS

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



The screenshot shows the 'Edit Supplier' window for supplier code SPR001. The interface includes a top menu bar with options like Home, Equipment and Locations, Contract, Finance and HR, Inventory, Maintenance and Projects, Manufacturing, Procurement, Sales, Service, Reporting, and Utilities. A left sidebar contains 'Links' and 'Functions' sections. The main area is divided into several sections:

- General Information:** Type (General Supplier), Class (Parts and Services), Supplier Code (SPR001), Supplier Name (Sprint Distributors Local), Primary Contact (Harry Jackson), VAT No. (456789123), Tax Rate, Secondary Rate (0.00), Currency (South African Rand), Payment Terms (60 Days from Invoice), Shipping Terms (5 Days - Signature), Ship Via (Road), Freight Terms (30 days from Delivery), Freight Carrier (The Courier Guy), Shipping Costs Included (checked), Order Method (Cellular telephone), and Order Address (083 123 4567).
- Physical Address:** PO Box 1234, Forest Hills, Durban, KZN, South Africa, Postal Code 1234.
- Billing Information:** Billing Contact (John Martin), Billing Address (685 Forest Grove Road, Forest Hills, New Town, KZN, South Africa), and Bill Postal Code (1234).
- Sites:** A list of sites with checkboxes: Cape Town (unchecked), Durban (checked), Johannesburg (unchecked), and Pretoria (checked).

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**

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

Goods Received Notes for Supplier SPR001 - BPO: Version 2.1.0.66 - Example Company

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

Complete GRN | View GRN | Save Layout | Workspaces | Print GRN | Export | Durban | New | Refresh

Process | Print | Current

Stock GRNs | Non Stock GRNs

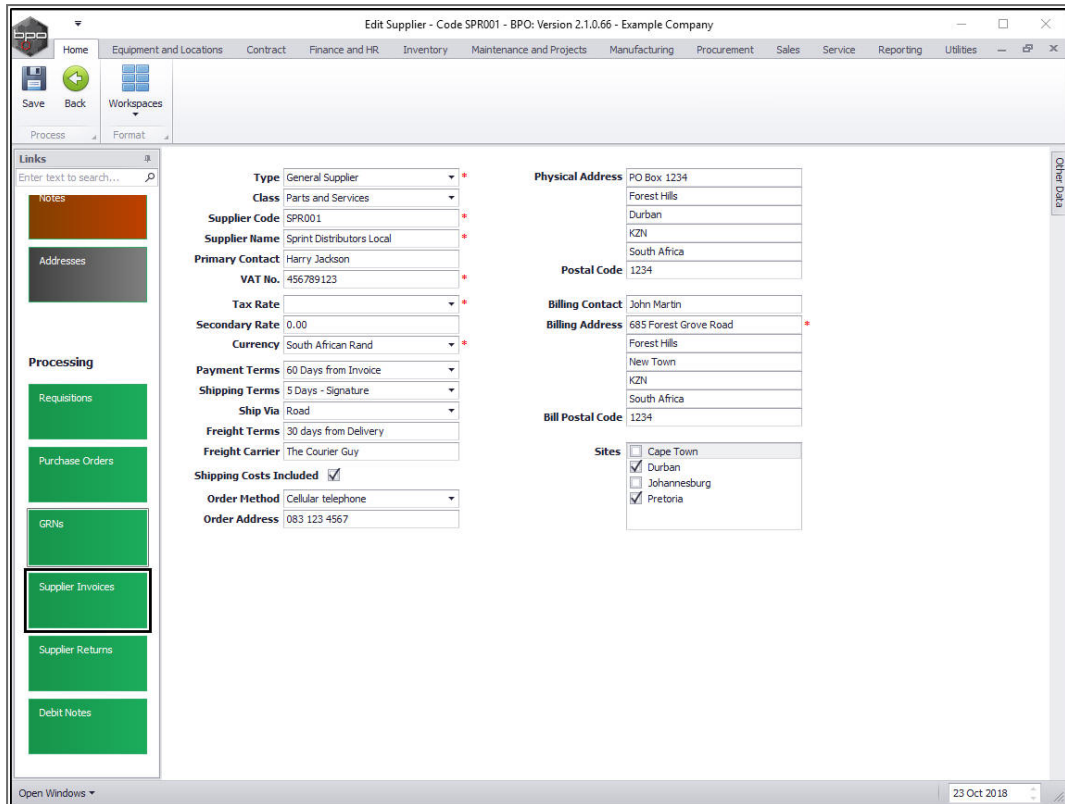
Drag a column header to a group by that column

| GRNNo | Status | ReceiptType | POCode | SubItemType | EmployeeNumber | FirstName | LastName | EventDate | EventTime |
|------------|--------|-------------|-----------|-------------|----------------|-----------|----------|-------------|-----------|
| GR0000026 | N | WKOR | PO0000028 | WOAS | SHA001 | Belinda | Sharman | 23 Apr 2014 | 00:00:00 |
| GR0000027 | N | WKOR | PO0000029 | WOAS | SHA001 | Belinda | Sharman | 23 Apr 2014 | 00:00:00 |
| GR00000112 | N | WKOR | PO0000049 | WOAS | SHA001 | Belinda | Sharman | 08 Aug 2014 | 00:00:00 |
| GR00000888 | N | WKOR | PO0000091 | WOAS | SHA001 | Belinda | Sharman | 21 Jul 2014 | 00:00:00 |
| GR00000118 | N | WKOR | PO0000094 | WOAS | DUT001 | Bianca | Du Toit | 23 Sep 2014 | 00:00:00 |
| GR00000093 | N | WKOR | PO0000095 | WOAS | SHA001 | Belinda | Sharman | 21 Jul 2014 | 00:00:00 |
| GR00000100 | N | WKOR | PO0000104 | WOAS | SHA001 | Belinda | Sharman | 30 Apr 2014 | 00:00:00 |
| GR00000101 | N | WKOR | PO0000105 | WOAS | SHA001 | Belinda | Sharman | 05 Aug 2014 | 00:00:00 |
| GR00000111 | N | WKOR | PO0000124 | WOAS | SHA001 | Belinda | Sharman | 08 Aug 2014 | 00:00:00 |
| GR00000117 | N | WKOR | PO0000132 | WOAS | DUT001 | Bianca | Du Toit | 23 Sep 2014 | 00:00:00 |
| GR00000119 | N | WKOR | PO0000133 | WOAS | DUT001 | Bianca | Du Toit | 23 Sep 2014 | 00:00:00 |
| GR00000120 | N | WKOR | PO0000134 | WOAS | DUT001 | Bianca | Du Toit | 23 Sep 2014 | 00:00:00 |
| GR00000130 | N | WKOR | PO0000143 | WOAS | DUT001 | Bianca | Du Toit | 26 Sep 2014 | 00:00:00 |
| GR00000132 | N | WKOR | PO0000145 | WOAS | DUT001 | Bianca | Du Toit | 26 Sep 2014 | 00:00:00 |
| GR00000134 | N | WKOR | PO0000147 | WOAS | DUT001 | Bianca | Du Toit | 26 Sep 2014 | 00:00:00 |
| GR00000145 | N | WKOR | PO0000157 | WOAS | DUT001 | Bianca | Du Toit | 12 Nov 2014 | 00:00:00 |
| GR00000398 | N | WKOR | PO0000191 | WOAS | DUT001 | Bianca | Du Toit | 20 Nov 2017 | 00:00:00 |
| GR00000174 | N | WKOR | PO0000196 | WOAS | DUT001 | Bianca | Du Toit | 17 Apr 2015 | 00:00:00 |
| GR00000192 | N | WKOR | PO0000211 | WOAS | DUT001 | Bianca | Du Toit | 27 Oct 2015 | 00:00:00 |
| GR00000170 | N | WKOR | PO0000194 | WOAS | DUT001 | Bianca | Du Toit | 26 Feb 2015 | 00:00:00 |
| GR00000197 | N | WKOR | PO0000220 | WOAS | DUT001 | Bianca | Du Toit | 05 Nov 2015 | 00:00:00 |
| GR00000198 | N | WKOR | PO0000221 | WOAS | DUT001 | Bianca | Du Toit | 05 Nov 2015 | 00:00:00 |
| GR00000220 | N | WKOR | PO0000238 | WOAS | DUT001 | Bianca | Du Toit | 10 Nov 2015 | 00:00:00 |
| GR00000224 | N | WKOR | PO0000243 | WOAS | DUT001 | Bianca | Du Toit | 16 Nov 2015 | 00:00:00 |
| GR00000226 | N | WKOR | PO0000246 | WOAS | DUT001 | Bianca | Du Toit | 17 Nov 2015 | 00:00:00 |
| GR00000227 | N | WKOR | PO0000246 | WOAS | DUT001 | Bianca | Du Toit | 17 Nov 2015 | 00:00:00 |
| GR00000230 | N | WKOR | PO0000248 | WOAS | DUT001 | Bianca | Du Toit | 18 Nov 2015 | 00:00:00 |
| GR00000231 | N | WKOR | PO0000248 | WOAS | DUT001 | Bianca | Du Toit | 18 Nov 2015 | 00:00:00 |

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SUPPLIER INVOICES

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



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 [Supplier Invoices](#) linked to this supplier.
 2. Depending which **status** you are in,
 3. you can [Add](#), [Edit](#), [Delete](#), [View](#), [Approve](#) or [Decline](#) a supplier invoice.
- **Close** this screen to return to the **Edit Supplier - Code []** screen.

Purchase Invoices for Supplier SPR001 - BPO: Version 2.1.0.66 - Example Company

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

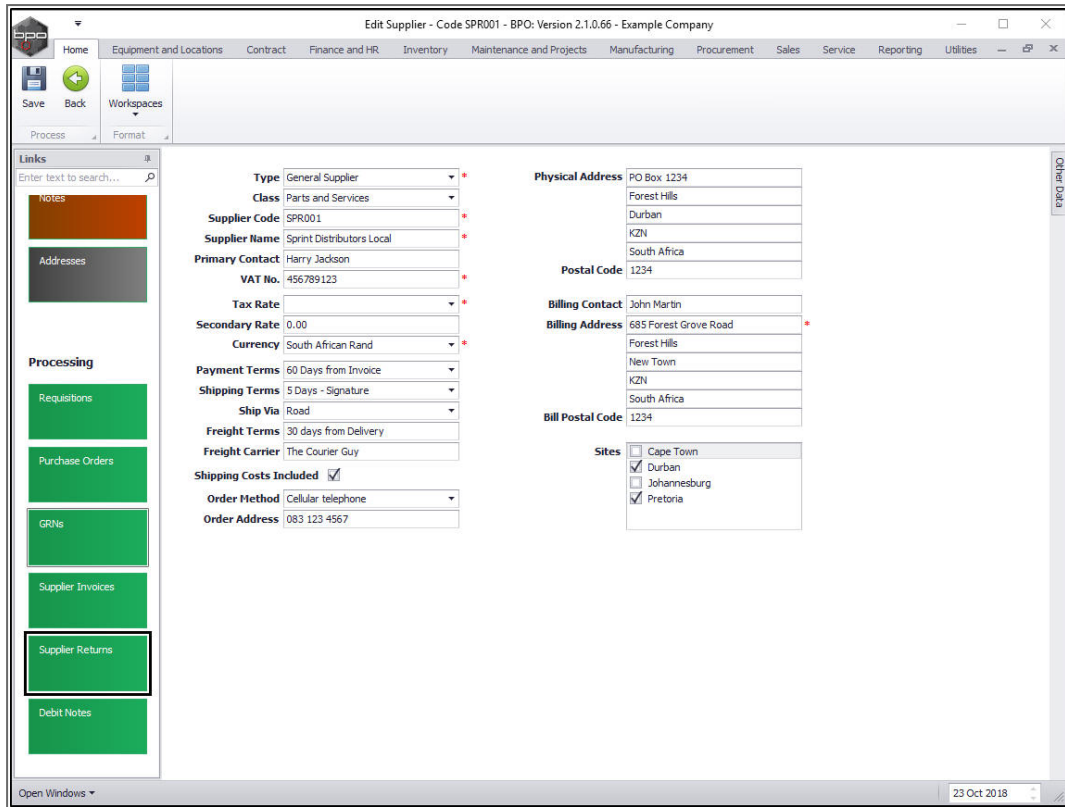
Drag a column header here to sort by that column

| Invoice status | InvoiceNo | SupplierCode | SupplierName | InvoiceDate | Reference | Currency | ExchangeRate | TaxRate | TotalCostExcl | TotalAmtIncl | VATNo | Status | ContactName |
|----------------|----------------|--------------|---------------------------|-------------|------------|----------|--------------|---------|---------------|--------------|-----------|--------|---------------|
| N | BUYBGR00000157 | SPR001 | Sprint Distributors Local | 27 Jan 2015 | GR00000157 | ZAR | 1.00 | 14.00 | 900.00 | 570.00 | 456789123 | A | Harry Jackson |
| N | BUYBGR00000158 | SPR001 | Sprint Distributors Local | 27 Jan 2015 | GR00000158 | ZAR | 1.00 | 14.00 | 500.00 | 570.00 | 456789123 | A | Harry Jackson |
| N | BUYBGR00000171 | SPR001 | Sprint Distributors Local | 16 Mar 2015 | GR00000171 | ZAR | 1.00 | 14.00 | 0.00 | 0.00 | 456789123 | A | Harry Jackson |
| N | BUYBGR00000175 | SPR001 | Sprint Distributors Local | 12 May 2015 | GR00000175 | ZAR | 1.00 | 14.00 | 0.00 | 0.00 | 456789123 | A | Harry Jackson |
| N | BUYBGR00000177 | SPR001 | Sprint Distributors Local | 14 May 2015 | GR00000177 | ZAR | 1.00 | 14.00 | 0.00 | 0.00 | 456789123 | A | Harry Jackson |
| N | gr2441 | SPR001 | Sprint Distributors Local | 18 Nov 2015 | | ZAR | 1.00 | 14.00 | 1 000.00 | 1 140.00 | 456789123 | A | Harry Jackson |
| N | BUYBGR00000281 | SPR001 | Sprint Distributors Local | 23 Jun 2016 | GR00000281 | ZAR | 1.00 | 14.00 | 0.00 | 0.00 | 456789123 | A | Harry Jackson |
| N | BUYBGR00000282 | SPR001 | Sprint Distributors Local | 23 Jun 2016 | GR00000282 | ZAR | 1.00 | 14.00 | 0.00 | 0.00 | 456789123 | A | Harry Jackson |
| N | BUYBGR00000283 | SPR001 | Sprint Distributors Local | 23 Jun 2016 | GR00000283 | ZAR | 1.00 | 14.00 | 0.00 | 0.00 | 456789123 | A | Harry Jackson |
| N | BUYBGR00000285 | SPR001 | Sprint Distributors Local | 23 Jun 2016 | GR00000285 | ZAR | 1.00 | 14.00 | 0.00 | 0.00 | 456789123 | A | Harry Jackson |
| N | BUYBGR00000286 | SPR001 | Sprint Distributors Local | 23 Jun 2016 | GR00000286 | ZAR | 1.00 | 14.00 | 0.00 | 0.00 | 456789123 | A | Harry Jackson |
| N | BUYBGR00000287 | SPR001 | Sprint Distributors Local | 23 Jun 2016 | GR00000287 | ZAR | 1.00 | 14.00 | 0.00 | 0.00 | 456789123 | A | Harry Jackson |
| N | SINV741 | SPR001 | Sprint Distributors Local | 05 Jul 2016 | GR00000293 | ZAR | 1.00 | 14.00 | 45 000.00 | 51 300.00 | 456789123 | A | Harry Jackson |
| N | 123456.99 | SPR001 | Sprint Distributors Local | 12 Aug 2016 | | ZAR | 1.00 | 14.00 | 150.00 | 171.00 | 456789123 | A | Harry Jackson |
| N | SINV11.22.33 | SPR001 | Sprint Distributors Local | 07 Sep 2016 | | ZAR | 1.00 | 14.00 | 150.00 | 171.00 | 456789123 | A | Harry Jackson |
| N | SINV4788 | SPR001 | Sprint Distributors Local | 07 Sep 2016 | GR00000298 | ZAR | 1.00 | 14.00 | 2 500.00 | 2 850.00 | 456789123 | A | Harry Jackson |
| N | 789456 | SPR001 | Sprint Distributors Local | 31 Oct 2016 | | ZAR | 1.00 | 14.00 | 200.00 | 228.00 | 456789123 | A | Harry Jackson |
| N | inv 1 | SPR001 | Sprint Distributors Local | 13 Apr 2017 | | ZAR | 1.00 | 14.00 | 11 500.00 | 13 110.00 | 456789123 | A | Harry Jackson |
| N | BUYBGR00000320 | SPR001 | Sprint Distributors Local | 02 May 2017 | GR00000320 | ZAR | 1.00 | 14.00 | 500.00 | 570.00 | 456789123 | A | Harry Jackson |
| N | BUYBGR00000321 | SPR001 | Sprint Distributors Local | 02 May 2017 | GR00000321 | ZAR | 1.00 | 14.00 | 500.00 | 570.00 | 456789123 | A | Harry Jackson |
| N | BUYBGR00000322 | SPR001 | Sprint Distributors Local | 04 May 2017 | GR00000322 | ZAR | 1.00 | 14.00 | 500.00 | 570.00 | 456789123 | A | Harry Jackson |
| N | BUYBGR00000334 | SPR001 | Sprint Distributors Local | 22 May 2017 | GR00000334 | ZAR | 1.00 | 14.00 | 0.00 | 0.00 | 456789123 | A | Harry Jackson |
| N | BUYBGR00000335 | SPR001 | Sprint Distributors Local | 22 May 2017 | GR00000335 | ZAR | 1.00 | 14.00 | 500.00 | 570.00 | 456789123 | A | Harry Jackson |
| N | Full Quantity | SPR001 | Sprint Distributors Local | 30 May 2017 | PO0000361 | ZAR | 1.00 | 14.00 | 1 400.00 | 1 596.00 | 456789123 | A | Harry Jackson |
| N | C class issue | SPR001 | Sprint Distributors Local | 30 May 2017 | GR00000346 | ZAR | 1.00 | 14.00 | 400.00 | 456.00 | 456789123 | A | Harry Jackson |
| N | GR347 | SPR001 | Sprint Distributors Local | 06 Jun 2017 | PO0000340 | ZAR | 1.00 | 14.00 | 160 741.00 | 183 244.74 | 456789123 | A | Harry Jackson |
| N | SINV-370 | SPR001 | Sprint Distributors Local | 31 Jul 2017 | | ZAR | 1.00 | 14.00 | 450.00 | 513.00 | 456789123 | A | Harry Jackson |
| N | SINV-GRN388 | SPR001 | Sprint Distributors Local | 15 Aug 2017 | | ZAR | 1.00 | 14.00 | 3 675.00 | 4 189.50 | 456789123 | A | Harry Jackson |

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SUPPLIER RETURNS

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



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

1. In this screen you can view a list of the **Stock** and **Non Stock** 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.

Supplier Returns for Supplier SPR001 - BPO: Version 2.1.0.66 - Example Company

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

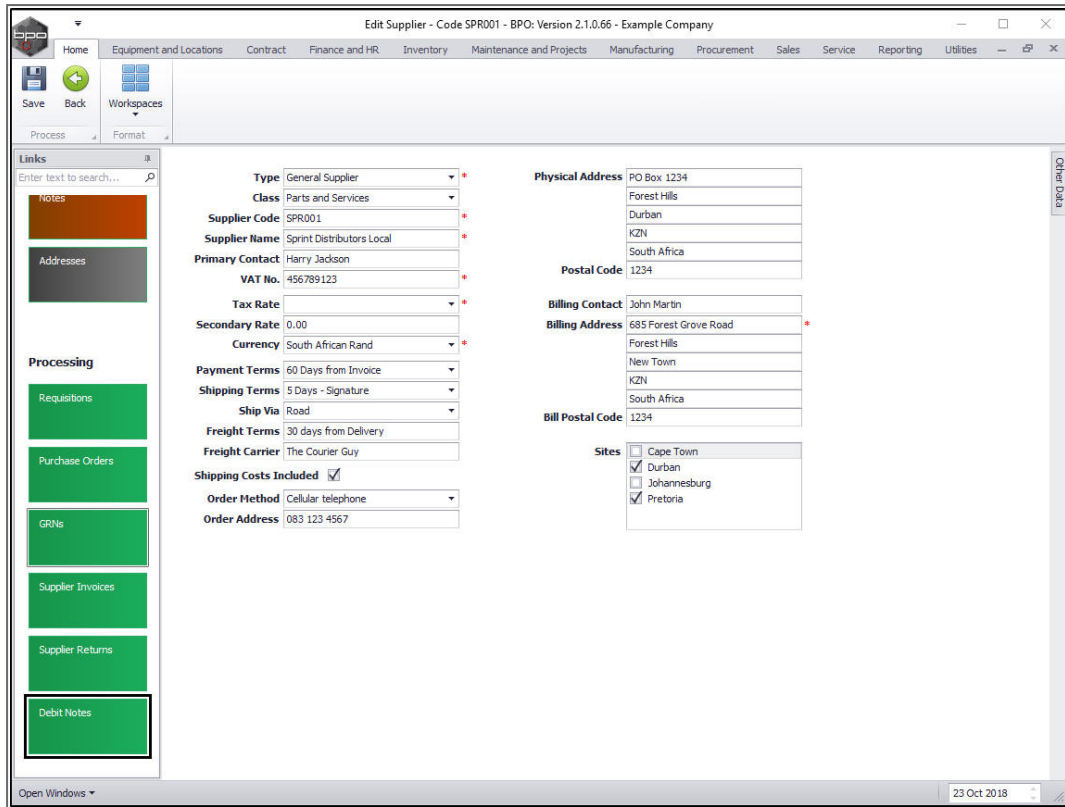
Drag a column header here to group by that column

| SRNo | OriginType | OriginCode | SupplierName | SupplierCode | EmployeeNumber | FullName | PhoneNumber | Extension | OriginDesc | SubItemType | Address1 | Address2 | Address3 |
|-----------|------------|------------|---------------------------|--------------|----------------|----------------|--------------|-----------|------------|-------------|----------------|--------------|----------|
| SR0000046 | ST | GR00000202 | Sprint Distributors Local | SPR001 | DUT001 | Bianca Du Toit | 031 123 4564 | 1234 | | | 685 Forest ... | Forest Hills | New Toi |
| SR0000047 | ST | GR00000203 | Sprint Distributors Local | SPR001 | DUT001 | Bianca Du Toit | 031 123 4564 | 1234 | | | 685 Forest ... | Forest Hills | New Toi |
| SR0000048 | ST | GR00000204 | Sprint Distributors Local | SPR001 | DUT001 | Bianca Du Toit | 031 123 4564 | 1234 | | | 685 Forest ... | Forest Hills | New Toi |
| SR0000049 | ST | GR00000205 | Sprint Distributors Local | SPR001 | DUT001 | Bianca Du Toit | 031 123 4564 | 1234 | | | 685 Forest ... | Forest Hills | New Toi |
| SR0000050 | ST | GR00000205 | Sprint Distributors Local | SPR001 | DUT001 | Bianca Du Toit | 031 123 4564 | 1234 | | | 685 Forest ... | Forest Hills | New Toi |
| SR0000051 | ST | GR00000206 | Sprint Distributors Local | SPR001 | DUT001 | Bianca Du Toit | 031 123 4564 | 1234 | | | 685 Forest ... | Forest Hills | New Toi |
| SR0000052 | ST | GR00000206 | Sprint Distributors Local | SPR001 | DUT001 | Bianca Du Toit | 031 123 4564 | 1234 | | | 685 Forest ... | Forest Hills | New Toi |
| SR0000053 | ST | GR00000207 | Sprint Distributors Local | SPR001 | DUT001 | Bianca Du Toit | 031 123 4564 | 1234 | | | 685 Forest ... | Forest Hills | New Toi |
| SR0000054 | ST | GR00000208 | Sprint Distributors Local | SPR001 | DUT001 | Bianca Du Toit | 031 123 4564 | 1234 | | | 685 Forest ... | Forest Hills | New Toi |
| SR0000055 | ST | GR00000207 | Sprint Distributors Local | SPR001 | DUT001 | Bianca Du Toit | 031 123 4564 | 1234 | | | 685 Forest ... | Forest Hills | New Toi |
| SR0000056 | ST | GR00000208 | Sprint Distributors Local | SPR001 | DUT001 | Bianca Du Toit | 031 123 4564 | 1234 | | | 685 Forest ... | Forest Hills | New Toi |
| SR0000057 | ST | GR00000209 | Sprint Distributors Local | SPR001 | DUT001 | Bianca Du Toit | 031 123 4564 | 1234 | | | 685 Forest ... | Forest Hills | New Toi |
| SR0000058 | ST | GR00000210 | Sprint Distributors Local | SPR001 | DUT001 | Bianca Du Toit | 031 123 4564 | 1234 | | | 685 Forest ... | Forest Hills | New Toi |
| SR0000059 | ST | GR00000211 | Sprint Distributors Local | SPR001 | DUT001 | Bianca Du Toit | 031 123 4564 | 1234 | | | 685 Forest ... | Forest Hills | New Toi |
| SR0000060 | ST | GR00000215 | Sprint Distributors Local | SPR001 | DUT001 | Bianca Du Toit | 031 123 4564 | 1234 | | | 685 Forest ... | Forest Hills | New Toi |
| SR0000061 | ST | GR00000215 | Sprint Distributors Local | SPR001 | DUT001 | Bianca Du Toit | 031 123 4564 | 1234 | | | 685 Forest ... | Forest Hills | New Toi |
| SR0000062 | ST | GR00000212 | Sprint Distributors Local | SPR001 | DUT001 | Bianca Du Toit | 031 123 4564 | 1234 | | | 685 Forest ... | Forest Hills | New Toi |
| SR0000063 | ST | GR00000212 | Sprint Distributors Local | SPR001 | DUT001 | Bianca Du Toit | 031 123 4564 | 1234 | | | 685 Forest ... | Forest Hills | New Toi |
| SR0000064 | ST | GR00000216 | Sprint Distributors Local | SPR001 | DUT001 | Bianca Du Toit | 031 123 4564 | 1234 | | | 685 Forest ... | Forest Hills | New Toi |
| SR0000065 | ST | GR00000217 | Sprint Distributors Local | SPR001 | DUT001 | Bianca Du Toit | 031 123 4564 | 1234 | | | 685 Forest ... | Forest Hills | New Toi |
| SR0000066 | ST | GR00000218 | Sprint Distributors Local | SPR001 | DUT001 | Bianca Du Toit | 031 123 4564 | 1234 | | | 685 Forest ... | Forest Hills | New Toi |
| SR0000067 | ST | GR00000219 | Sprint Distributors Local | SPR001 | DUT001 | Bianca Du Toit | 031 123 4564 | 1234 | | | 685 Forest ... | Forest Hills | New Toi |
| SR0000069 | ST | GR00000221 | Sprint Distributors Local | SPR001 | DUT001 | Bianca Du Toit | 031 123 4564 | 1234 | | | 685 Forest ... | Forest Hills | New Toi |
| SR0000070 | ST | GR00000222 | Sprint Distributors Local | SPR001 | DUT001 | Bianca Du Toit | 031 123 4564 | 1234 | | | 685 Forest ... | Forest Hills | New Toi |
| SR0000113 | ST | GR00000371 | Sprint Distributors Local | SPR001 | DUT001 | Bianca Du Toit | 031 123 4564 | 1234 | | | 685 Forest ... | Forest Hills | New Toi |
| SR0000121 | ST | GR00000387 | Sprint Distributors Local | SPR001 | DUT001 | Bianca Du Toit | 031 123 4564 | 1234 | | | 685 Forest ... | Forest Hills | New Toi |
| SR0000124 | ST | GR00000430 | Sprint Distributors Local | SPR001 | MIL001 | Abigail Milne | | | | | 685 Forest ... | Forest Hills | New Toi |

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DEBIT NOTES

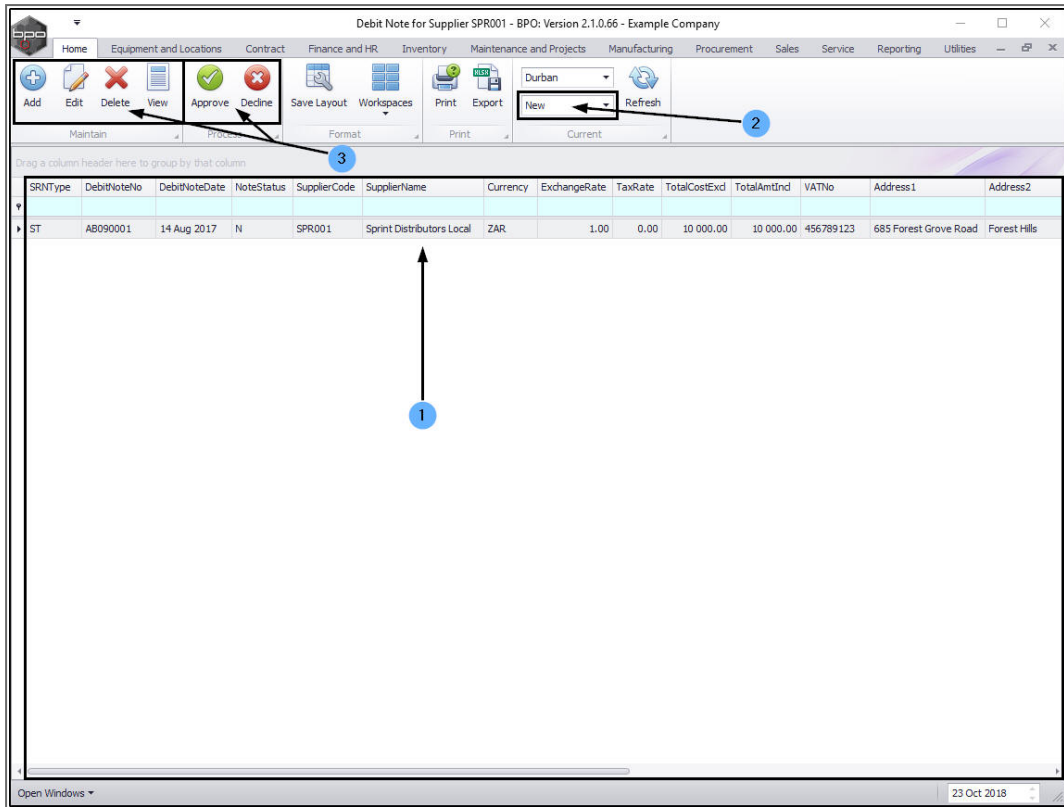
- In the **Edit Supplier - Code []** screen, click on the **Debit Notes** tile.



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 Add, Edit, Delete, View, Approve or Decline a supplier debit note.

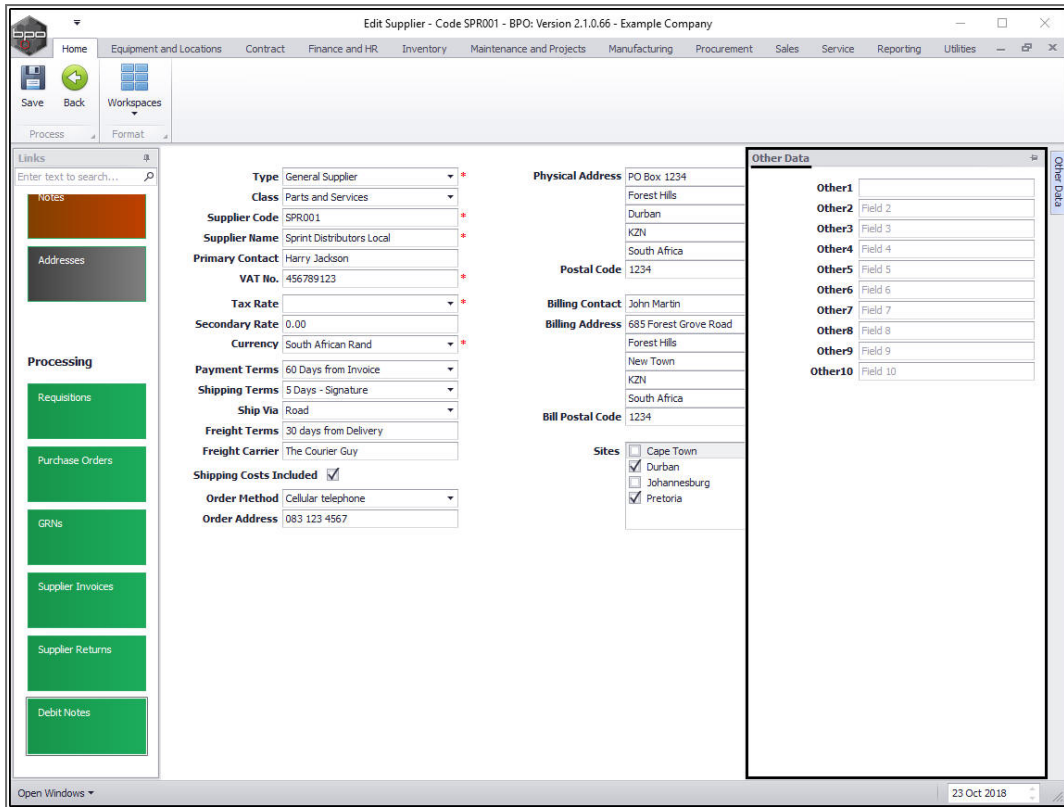
- **Close** this screen to return to the **Edit Supplier - Code []** screen.



OTHER DATA

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

- 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.



Related Topics

- [Supplier Type Static Data](#)
- [Supplier Class Static Data](#)
- [Supplier - Add / Edit / Delete](#)
- [Supplier Order Details - Add / Edit](#)
- [Link Items Supplied - incl. Unit Cost & Lead Time](#)
- [Comments & Order Notes - Add / Edit / Delete](#)
- [Addresses - Add / Edit](#)

BPO.MNU.056

