

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

# PROCUREMENT

# **DELIVERY ADDRESS**

The default delivery address on a purchase order is the company's shipping address as set up in Company Configuration.

If you want to specify a <u>different</u> shipping address, follow the instructions below.

**Note**: A shipping address can <u>only</u> be changed when the purchase order is the **New** status.

Ribbon Access: Procurement > Orders

	Ŧ					BPO: \	/ersion 2.1	.0.69 - T	EST ALPHA -	JUDITH I	PC LOCAL	50.					×
0	Equipment and	Locations	Contract	Financ	e and HR	Inven	tory M	aintenan	ce and Projects	a Mar	nufacturing	Procurement	Sales	Service	Reporting	Utilities	
Se		X	6			5			Z	G							
Supplier	s Requisitions	s Orders	Expediting	Invoices	Debit Notes	Returns	Goods Re Note	ceived s	Warranties	Claims							
Master	4			Processing					Warrantie	s "							
	and a state of the																+ 10.00
Open W	indows ¥														27 Mar	2019	- //

Select the Site and Status



The Status must be set to New.

## **SELECT PURCHASE ORDER**

- Select the **row** of the purchase order where you wish to view the delivery addresses.
- Click on the **Addresses** tile.

		Purc	hase Order Lis	ting - BPO: Ver	sion 2.1.0.69 - TEST ALPH	ha - Judi'	TH PC LOCAL						×
Home Equipment and	d Locations Cont	tract Finance	e and HR Inve	entory Mainte	nance and Projects Manu	ufacturing	Procuremen	t Sales	Service	Reporting	Utilities	- 1	9 ×
📄 💥 🎯 Ap	prove	2	23		- 🐴 🔮	RESK	Durban	•	E.				
View Order Delete	dine Non Stock GRN	Collection Agent	Save Layout	Workspaces	Print Collection Print Voucher	Export	New	•	Refresh				
Maintain 🔒	Process	4	Form	at 🦼	Print	4	C	urrent					
Links 4													
Enter text to search P	POCode	POType	POClass	Status	EmployeeNumber	EventD	ate E	ventTime		Comments	Notes		
Functions	9												
Neter	PO0000087	MAINT	SUPPLIER	N	MUD001	30 Oct .	2017 1	2:22:38		Note 2	Note 2		
Notes	PO0000095	MAINT	SUPPLIER	N	MUD001	14 Feb	2018 1	4:11:04			Call out F	ee	
	▶ PO0000119	MAINT	INV	N	MUD001	11 Dec	2018 0	8:42:10					
Delivery Instructions													
	4 C												Þ
Open Windows 🔻											27 Mar 20	19	

The Address Listing for Purchase Order:[] will be displayed.

## **ADDRESS**

- Select the address where you wish to make changes.
- Click on Edit.



	Ŧ			Address L	isting for Purch	ase Order : P	00000119 - BPO: Ve	rsion 2.1.0.69 - TE	ST ALPHA -	JUDITH PC LOCAL		81		×
0	Home	Equipmen	it and Locations	Contract	Finance and HR	Inventory	Maintenance and Pr	rojects Manufacti	uring Procu	urement Sales Se	ervice Repor	ting Utilities	- 8	х
4			2		12									
Add	Edit	Back	Save Layout	Workspaces	Refresh									
P	rocessing		Form	at	a Cur a									
Drag a			to group by that									/		/
fld A	ddress T	/pe	fld Address Co	ntact Name	fld Address1		fld Address2	fld Address3	fld City	fld Postal Code	fld County	fid Country	fid Tel M	No
9														
PHYS	s		Employee A		Street No and	Road Name	Area		City	0000	Province	South Africa	000 000	0 0000
• ===														Þ
Open V	Vindows •											27 Mar 2	019	1

#### **EDIT ADDRESS DETAILS**

- The Edit Address screen will be displayed.
- The Company Address option is selected by default.
- There are 2 options to choose from;
  - i. **Company Address**: Select this option if you want the goods to be delivered to your company.
  - ii. **Customer Address**: Select this option if you want the goods to be delivered directly to the customer.



- <b>-</b>		Edit add	ress - BPO: '	Version 2.1.0.69 - TEST ALP	HA - JUDITH PC	LOCAL						>	0
Home Equ	ipment and Locations Contract	Finance and HR	Inventory	Maintenance and Projects	Manufacturing	Procurement	Sales	Service	Reporting	Utilities	_	æ	х
Save Back													
Process "													
Delivery Location	Company Address	Customer Address											
Address Type	PHYS Physical												
Contact Name	Employee A												
Address 1	Street No and Road Name		• م										
Address 2	Area												
Address 3													
City	City												
Province	Province												
Postal Code	0000												
Country	South Africa												
Tel No	000 000 0000												
Tel Ext	0000												
Fax No	000 000 0000												
Email Address	employeea@company.co.za												
Open Windows 🔻										27 Mar 2	019	-	1.

• In this image, **Customer Address** is selected.

Nom Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities —   Process   Delivery Location <ul> <li>Company</li> <li>Address</li> <li>Street No and Road Name</li> <li>Province</li> <li>Finali Address</li> <li>Address 2</li> <li>Area</li> <li>Address 3</li> <li>City</li> <li>Province</li> <li>Province</li> <li>Province</li> <li>Province</li> <li>Province</li> <li>Province</li> <li>Province</li> <li>Province</li> <li>Finali Address</li> <li>Good</li> <li>Tel No</li> <li>000 000000</li> <li>Tel Ra</li> <li>000 00000000</li> <li>Tel Ra</li> <li>000 000000</li> <li>Tel</li></ul>	Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities Utilities Image: Service   Invertory Back      Reset   Invertory Ocompany Address   Invertory Ocompany Address   Address Type PHYS   PHYS Physical   Contact Hame Physical   Contact Hame Physical   Address 2 Area   Address 3 Image: Province   Province Province   Province Province   Postal Code 0000   Conuty South Africa   Tel No 000000000   Tel Xti 000000000   Email Address employeea@company.co.za	-	Edit address - BPO: Version 2.	1.0.69 - TEST ALPHA - JUDITH PC	LOCAL				-		2
elivery Location Company Address Customer Address Address Type PHYS Physica Contact Name Employee A Address 1 Street No and Road Name  Address 2 Area Address 3 City Province Postal Code 0000 Country South Africa Tel Ho 000 000 0000 Tel Ext 0000 Country South Africa Tel Kt 0000 0000 Tel Ext 0000 Email Address employees@company.co.za	rocess     ivery Location     Company Address     Company Address     Address Type   PHYS   Physical     Contact Name   Embloyee A   Address 1   Street No and Road Name     Address 2   Area   Address 3   Gity   Province   Postal Code   0000   Contury   South Africa   Tel No   000 0000   Tel Kt   0000   Contury   South Africa   Tel No   000 0000   Tel Kt   0000   Email Address	Home Equip	ment and Locations Contract Finance and HR Inventory Mainten	ance and Projects Manufacturing	Procurement	Sales	Service	Reporting	Utilities	-	8
elivery Location Company Address   Address Type PHYS   PHYS Physical   Contact Name Physical   Address 2 Street No and Road Name   Address 3 Street No and Road Name   Address 4 Province   Province Province   Postal Code South Africa   Tel No 0000 0000   Tel Ext 0000   Moto 0000 Implement   Fax No 000 0000   employeea@company.co.za	ivery LocationCompany Address© Customer AddressAddress TypePhysicalContact HameEmployee AAddress 1Street No and Road NamePAddress 2AreaAddress 3AreaAddress 4ProvinceProvinceProvincePostal Cod0000CountySouth AfricaTel No000 0000Tel Ro0000Booto 0000Imployee Qecompany.co.za	Process									
Address Type     PHysical       Contact Name     Employee A       Address 1     Street No and Road Name       Address 2     Area       Address 3     Image: Contact Name       Address 4     Free       Address 5     Image: Contact Name       Province     Image: Contact Name       Postal Code     000       South Africa     Image: Contact Name       Tel No     000 0000       Tel Kt     0000       Mode Name     Image: Contact Name       Fax No     000 0000       Email Address     employeea@company.co.za	Address TypePhysicalContac NameEmployee AAddress 1Street No and Road NameAddress 2AreaAddress 3AreaGityProvinceProvinceProvincePostal Code0000Outo 0000Outo 0000Tel Ext0000 0000Ban Na000000Email Addressemployeea@company.co.za	livery Location	Company Address								
Contact NameEmployee AAddress 1Street No and Road NameAddress 2AreaAddress 3Image: Contact NameCityProvinceProvince0000CountrySouth Africa000 0000Image: Contact NameTel No000 0000Tel Ext00000000Image: Contact NameFax No000 00000Email Addressemployeea@company.co.za	Contact NameEmployee AAddress 1Street No and Road NameAddress 2AreaAddress 3AreaCittyProvinceProvince0000CountrySouth AfricaTel No000 0000Tel Ext0000000 00000000Fax No000 0000Email Addressemployeea@company.co.za	Address Type	PHYS Physical								
Address 1Steet No and Koad NamePAddress 2AreaAddress 3Image: City for the steet of the	Address 1Street no ano Koba Name>Address 2AreaAddress 3GityProvinceProvincePostal Code0000CountrySouth AfricaTel No000 0000Tel Ext0000 0000Fax Nooon 0000Email Address	Contact Name	Employee A								
Address 2AdeaAddress 3Image: Comment of the second of the seco	Address 3     Address 3       Address 3     City       Province     Province       O000     O000       Country     South Africa       Tel No     000 0000       Tel Ext     0000       000 0000     O000       Email Address     employeea@company.co.za	Address 1	Street No and Road Name								
Address a       Address a       City       Province       Postal Code       0000       County       South Africa       Tel No       0000 0000       Tel Ext       000 000000       Email Address       employeea@company.co.za	Address aCityProvinceProvinceO000Oouth AfricaCountrySouth AfricaTel No000 0000Tel Ext000 0000000Email Addressemployeea@company.co.za	Address 2	Area								
Ctury         Province           Prostal Code         0000           Country         South Africa           Tel No         000 0000           Tel Ext         0000           000 000000         employeea@company.co.za	Province         Province           Postal Code         0000           Country         South Africa           Tel No         000 0000           Tel Ext         0000           Fax No         000 00000           Email Address         employeea@company.co.za	Address 3									
Province         Province           Postal Code         0000           County         South Africa           Tel No         000 00000           Tel Ext         0000           000 000000         employeea@company.co.za	Province         Province           Postal Code         0000           Country         South Africa           Tel No         000 0000           Tel Ext         0000           000 0000         Email Address	City									
Postal Code         U000           Country         South Africa           Tel No         000 0000 0000           Tel Ext         0000 0000           Fax No         000 000 0000           Email Address         employeea@company.co.za	Postal Code         0000           Country         South Africa           Tel No         000 0000           Tel Ext         0000 0000           Fax No         000 000 0000           Email Address         employeea@company.co.za	Province	Province								
Country         South Amica           Tel No         000 000 0000           Tel Ext         000           Double Country         South Amica           Email Address         employeea@company.co.za	Country         South Amca           Tel No         000 00000           Tel Ext         0000           Fax No         000 0000           Email Address         employeea@company.co.za	Postal Code	0000								
Tel Rx         0000         0000           Fax No         0000 0000         Email Address           Email Address         employeea@company.co.za	Tel Rxt         000 000 0000           Fax No         000 000 0000           Email Address         employeea@company.co.za	Country									
Fax No         0000 0000 0000           Email Address         employeea@company.co.za	Fax No     000 000 0000       Email Address     employeea@company.co.za	Tel Fyt	000 000 000								
Email Address employeea@company.co.za	Email Address employeea@company.co.za	Fax No	000,000,0000								
		Email Address	employeea@company_co_za								
			and the company round								
									27 Mar	20.10	

Help v2024.5.0.7/1.0 - Pg 4 - Printed: 21/08/2024



- Update the **Contact Name** if applicable.
- Click on the **Search** button for more company/customer addresses.
- The Select the address to be linked to this Purchase Order screen will be displayed.
- Select the address and click on **Ok**.

		Edit address - BPO:	Version 2.1.0.69 - TEST	ALPHA - JUDITH PO	CLOCAL				
Home Equip	oment and Locations Contract Finance	e and HR Inventory	Maintenance and Proje	cts Manufacturing	Procurement	Sales Service Re	eporting Utilit	ies —	ß
4 🔼									
Back									
ive back									
Process 🦼									
		No. of Concession, Name							
elivery Location	Company Address O Custome	r Address							
Address Type	PHYS Physical								
Contact Name	Jonh Lavender								
Address 1	Street No and Road Name	* م	-						
Address 2	Area		Select the add	ess to be linked to	o this Purchase	Order		x	
Address 3			Home						
City				-51					
Province	Province								
Postal Code	0000		OK Back	save Layout					
	Caulde A Cons		Process 4	Format _					
Country	South Airica		1						
Country Tel No	000 000 0000		Dana a caluma handa					1	
Country Tel No Tel Ext	000 000 0000 0000		Drag a column heade	r here to group by th	at column				
Country Tel No Tel Ext Fax No	000 000 0000 0000 0000 0000		Drag a column heade fldAddressType	fldAddressLine 1	at column fldAddress	fldAddressLine3	fldAddress	fidAd	
Country Tel No Tel Ext Fax No Email Address	000 000 0000 0000 0000 0000 employeea@company.co.za		Drag a column heade fidAddressType v	r here to group by th fldAddressLine 1	at column fldAddress	fldAddressLine3	fldAddress	fidAd	
Country Tel No Tel Ext Fax No Email Address	000 000 0000 0000 0000 0000 employeea@company.co.za		Drag a column heade fidAddressType ? BILL	fldAddressLine 1	at column fldAddress Bluff	fidAddressLine3	fidAddress	fidAd	
Country Tel No Tel Ext Fax No Email Address	000 000 0000 0000 000 000 0000 employeea@company.co.za		Drag a column heade fldAddressType ? BILL SHIP	rhere to group by the fidAddressLine 1 PO Box 1234 PO Box 741	at column fldAddress Bluff Forest Hills	fldAddressLine3 Upper Highway Area	fldAddress	fidAd	
Country Tel No Tel Ext Fax No Email Address	000 000 0000 0000 0000 0000 employeea@company.co.za		Prag a column heade fidAddressType P BILL SHIP BILL SHIP	fldAddressLine 1 PO Box 1234 PO Box 741 PO Box 741	at column fldAddress Bluff Forest Hills Forest Hills	fidAddressLine3 Upper Highway Area Upper Highway Area	fldAddress	fidAd	
Country Tel No Tel Ext Fax No Email Address	0000 000 0000 0000 000 0000 000 000 000		Prag a column heade fidAddressType P BILL SHIP BILL SHIP	here to group by th ftdAddressLine 1 PO Box 1234 PO Box 741 PO Box 741 965 Barlet Str	at column fldAddress Bluff Forest Hills Forest Hills West Dunes	fidAddressLine3 Upper Highway Area Upper Highway Area	fidAddress	fidAd	

- The Select the address to be linked to this Purchase Order screen will close.
- The address details will be updated.
- You can also update the email address if applicable.

### **SAVE CHANGES**

• Click on Save.



	Edit addr	ess - BPO: V	ersion 2.1.0.69 - TEST ALP	HA - JUDITH PC	LOCAL						×
Home Equi	ment and Locations Contract Finance and HR	Inventory	Maintenance and Projects	Manufacturing	Procurement	Sales	Service	Reporting	Utilities	-	× B
Save Back											
Process 4											
Delivery Location	Company Address OCustomer Address										
Address Type	SHIP Shipping										
Contact Name	John Lavender										
Address 1	PO Box 741	• م									
Address 2	Forest Hills										
Address 3	Upper Highway Area										
City											
Province	Province										
Postal Code	1234										
Country											
Tel No											
Tel Ext	0000										
Fax No											
Email Address	judith@company.co.za										
									-		
Open Windows 🔻									27 Mar 2	2019	- 11

- A PO Addresses Processing message will pop up telling you;
  - <sup>o</sup> Address saved for Purchase Order:[].
- Click on Ok.

	Address Lis	sting for Purchase Order :	PO0000135 - BPO: Ve	rsion 2.1.0.69 - TE	ST ALPHA - JUE	DITH PC LOCAL			
Home Equipment a	and Locations Contract F	Finance and HR Inventory	<ul> <li>Maintenance and Pr</li> </ul>	rojects Manufactu	uring Procurem	ient Sales S	ervice Repor	ting Utilities	- 8 ×
Processing a	Format "	Cur							
fldAddressType f	fldAddressContactName	fldAddress1	fldAddress2	fldAddress3	fldCity	fldPostalCode	fldCounty	fldCountry	fldTelNo
• SHIP J	John Lavender	PO Box 741	Forest Hills	Upper High		1234	Province		
			Address saved for Pure	chase Order : POOC	000135. ОК				

Help v2024.5.0.7/1.0 - Pg 6 - Printed: 21/08/2024



- The updated address will be displayed in the Address Listing for Purchase Order:[] screen.
- Click on **Close** to exit this screen.

-			Address L	isting for Purcha	ase Order : P	00000135 - BPO: Version 2	2.1.0.69 - TEST AL	PHA - JUDITH	PC LOCAL		- 0	×
Home	Equipmen	t and Locations	Contract	Finance and HR	Inventory	Maintenance and Projects	Manufacturing	Procurement	Sales Service	Reporting U	tilities —	ъ х
<b>(</b> )		2		2								
Add Edit	Back	Save Layout	Workspaces	Refresh								
Processing	. 0.	Form	•	Cur								
rioccasii	4 4	- Com	io c	a com a							110	
Drag a column h												1
fldAddressTy	pe	fldAddressCon	ntactName	fldAddress1		fldAddress2 f	dAddress3	fldCity	fldPostalCode	fldCounty	fldCoun	ιtry
9		Julius Laurandar		00.0 744		Toursel allo			1004	Deschart		
<ul> <li>SHIP</li> </ul>		John Lavender		PO B0X 741		Forest Hills U	pper Highway Area	3	1234	Province		
4												Þ
Open Windows	•									2	27 Mar 2019	: /

MNU.054.003