

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

PROCUREMENT

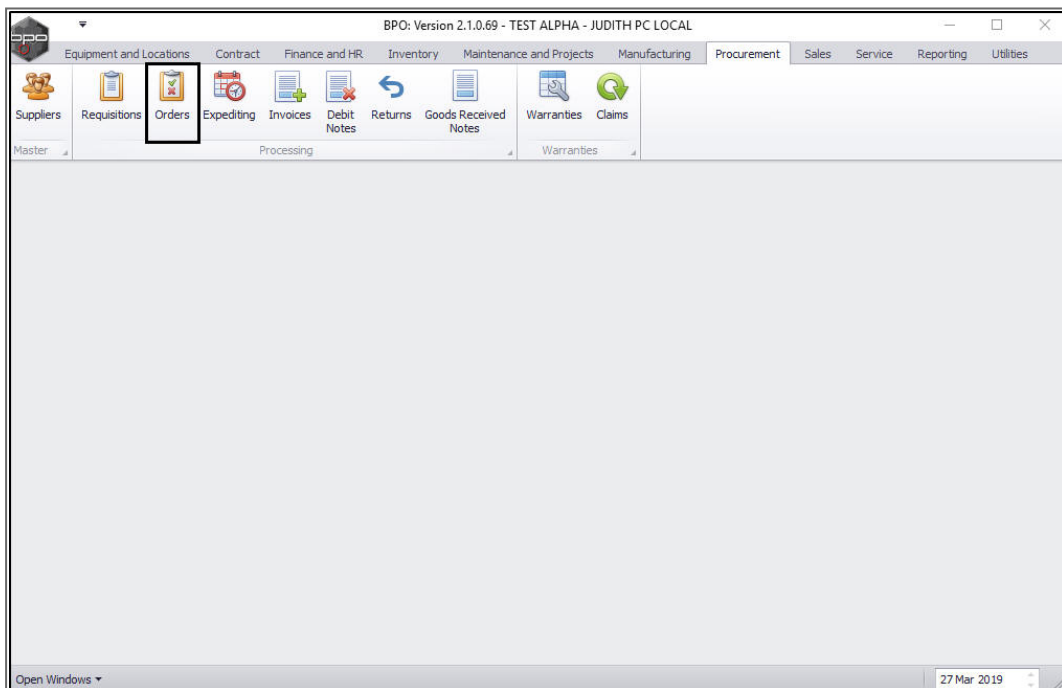
DELIVERY ADDRESS

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 different shipping address, follow the instructions below.

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

Ribbon Access: Procurement > Orders

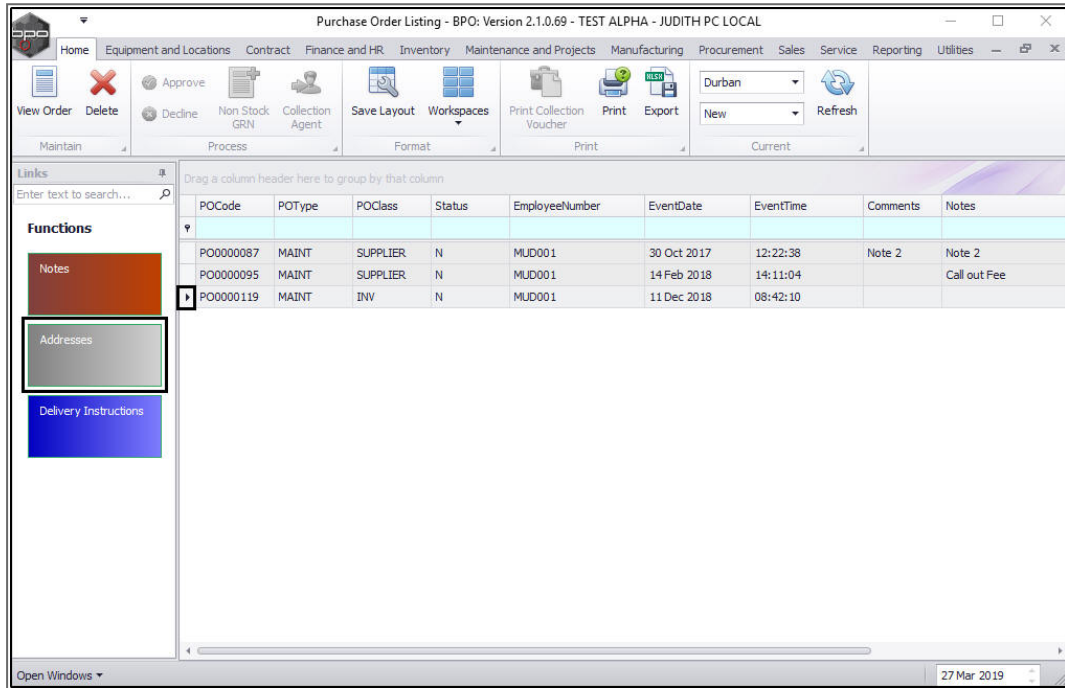


Select the Site and Status

The Status must be set to **New**.

SELECT PURCHASE ORDER

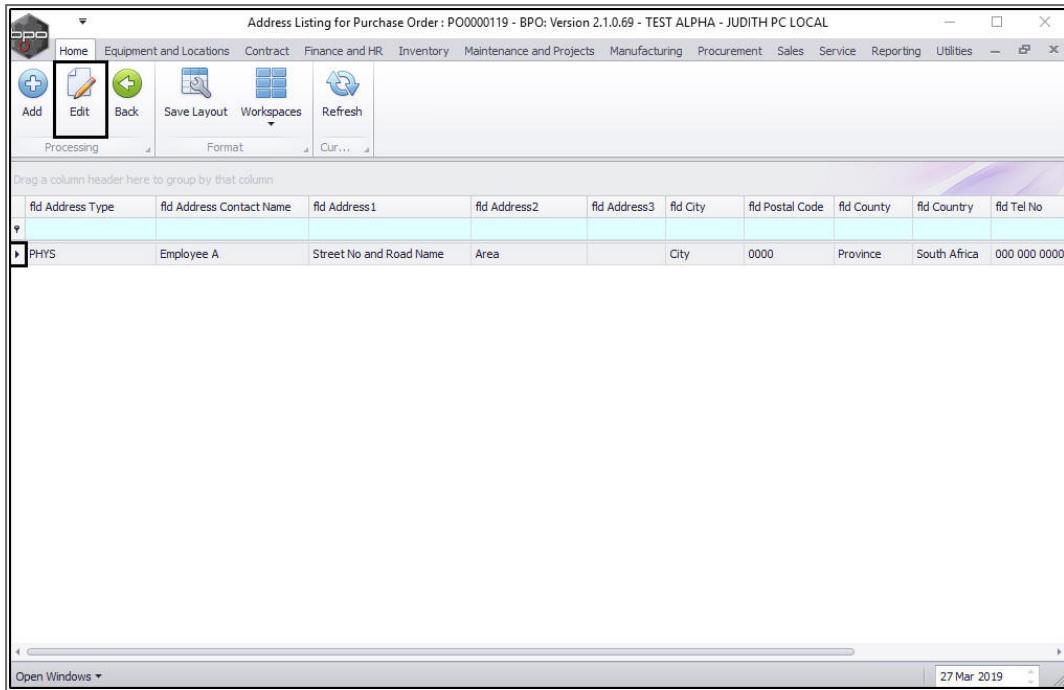
- Select the **row** of the purchase order where you wish to view the delivery addresses.
- Click on the **Addresses** tile.



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

ADDRESS

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



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.

Delivery Location Company Address Customer Address

Address Type PHYS Physical

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 No 000 000 0000

Tel Ext 0000

Fax No 000 000 0000

Email Address employeea@company.co.za

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

Delivery Location Company Address Customer Address

Address Type PHYS Physical

Contact Name Employee A

Address 1 Street No and Road Name *

Address 2 Area

Address 3

City

Province

Postal Code 0000

Country South Africa

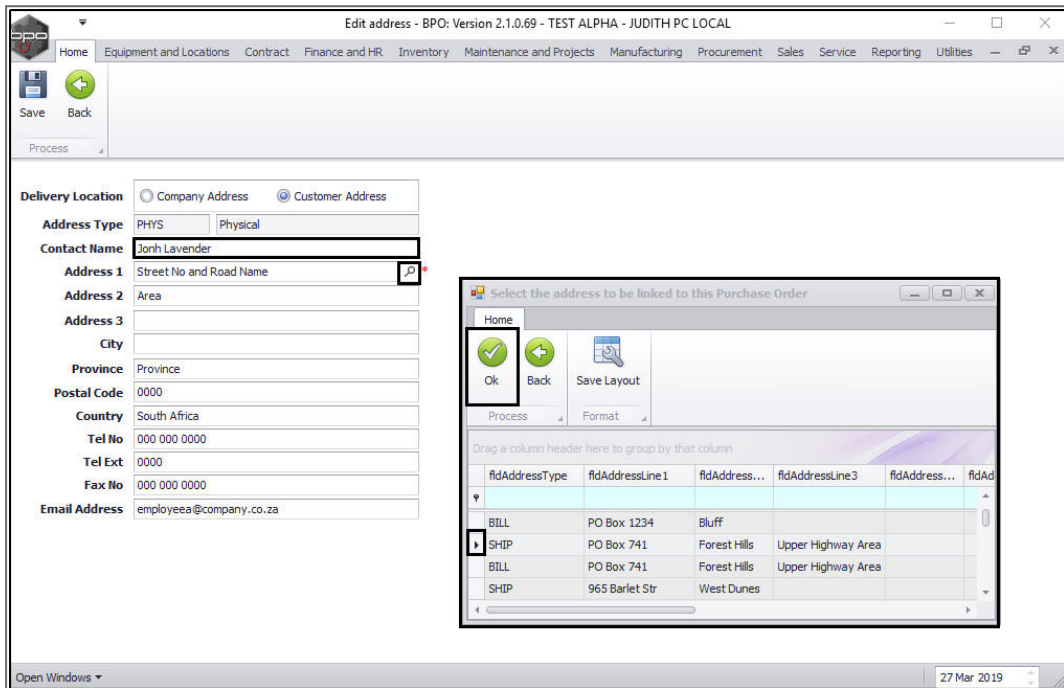
Tel No 000 000 0000

Tel Ext 0000

Fax No 000 000 0000

Email Address employeea@company.co.za

- 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**.



- 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.

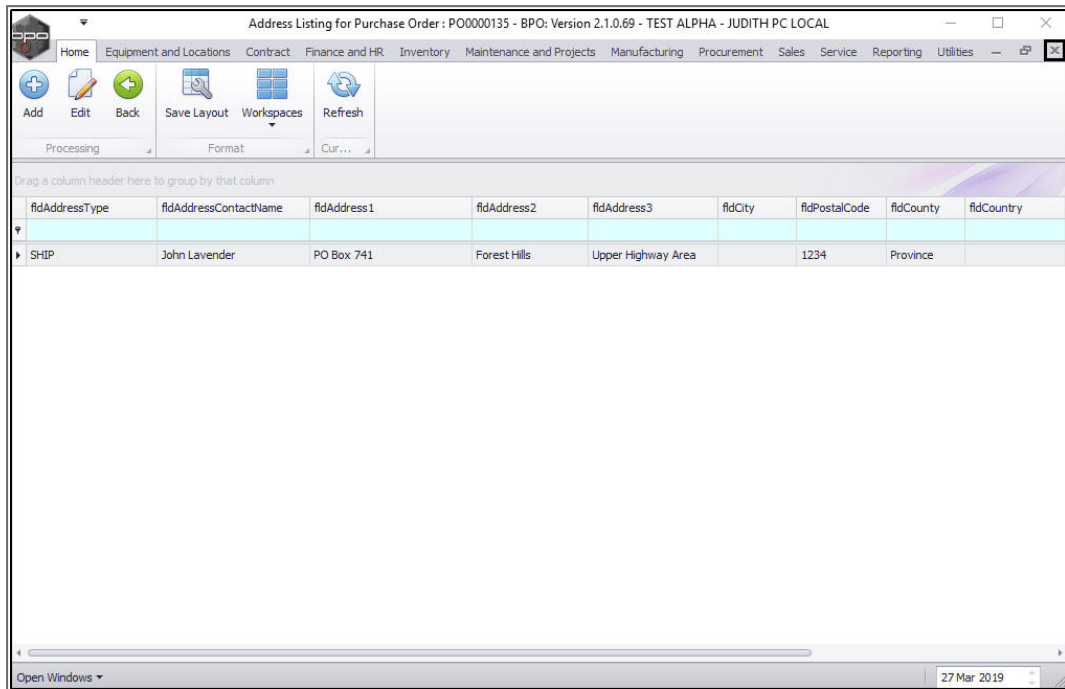
SAVE CHANGES

- Click on **Save**.

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

fdAddressType	fdAddressContactName	fdAddress1	fdAddress2	fdAddress3	fdCity	fdPostalCode	fdCounty	fdCountry	fdTelNo
SHIP	John Lavender	PO Box 741	Forest Hills	Upper High...		1234	Province		

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



fdAddressType	fdAddressContactName	fdAddress1	fdAddress2	fdAddress3	fdCity	fdPostalCode	fdCountry	fdCountry
SHIP	John Lavender	PO Box 741	Forest Hills	Upper Highway Area		1234	Province	

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