

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

# PROCUREMENT

## **EDIT A SUPPLIER**

**Ribbon Access:** Procurement > Suppliers

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olers Requisitions Orders Expediting Invoices Debit Returns Goods Received Notes Notes Claims
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#### **EDIT A SUPPLIER**

In the Supplier Listing screen,

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#### Select the Site

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Items Suppled		SPR001	Sprint Distributors Local	Harry Jackson	GEN	A	456789123		The Courier Guy	30 days from Delivery	3
		SPR002	Sprint International	George Matthews	GEN	A	456258741	0.00			2
		TON001	Tonys Copy Shop	Tony	APR	A	9874561321	0.00	DHL	C00	2
Notes		YES001	Young Electric	Grant	GEN	A	3245064654	0.00			3
		PR3005	Printer World 2	Richard Sage	GEN	A	98076523	0.00	Wheels on Wings	30 days from delivery	5
		PR1007	Printer World Forex	Matthew Sage	SHPA	A	768594444	0.00	Wheels on wings	60 days from invoice	3
Addresses		PRI010	Printer World	Maggie Sage	GEN	A	456123789	0.00	Wheels with Wings	30 days from delivery	4
/ Andrean		PR30012	Printer World	Maggie Saggie	GEN	A	13456789	0.00	Wheels with Wings	30 days from delivery	3
		TW1001	Twinkle Office Automation	Gary Marks	GEN	A	9876543210	0.00	Wing It Couriers	30 day	2
		BON001	Bonsai Bonanza	Teddy Miler	GEN	A	987654321	0.00	Wing It Couriers	30 day	2
		PRE001	Pretoria Copy Shop	Jannie van Wyk	GEN	A	9876543210	0.00	Wing It	30 Days	4
Processing		DUROOL	Durban Copy Shop	Megan Jones	GEN	A	987654321	0.00			3
Processing		PAP001	The Paper Warehouse	Joseph Manning	GEN	A	1234567890	0.00	Wing It	30 day	4
Regulations		MET001	Metro Peach	Jessica Johns	GEN	A	1234567	0.00	Wheels with Wings	30 days from delivery	5
		PRE005	Pretoria West Office Auto	Jackie Simmons	GEN	A	987654321	0.00			3
		NEW006	New Way Recycling	Patrick Smith	GEN	A	9876543210	0.00			3
A LANDALL		WON001	Wonderboom IT Hub	Mark Jones	GEN	A	987654321	0.00			3
Purchase Orders		888	Abs Store	Abi	GEN	A	654789	0.00	DHL	14 days after payment	2
		M555	A	A	GEN	A	986789	0.00	DH	10 days	2
GRIN	,	00998877	Stone Rowe & Co.	David Christopher	FINH	A	1122334455	0.00	Shipmark		2

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



#### **SELECT SUPPLIER**

- Select the **row** of the **Supplier** where you wish to make changes.
- Click on **Edit**.

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Items Supplied		SPR001	Sprint Distributors I	ocal	Harry Jackson	GEN	A	456789123	0.00	The Courier Guy	30 days from Delivery	3
		5PR002	Sprint International		George Matthews	GEN	A	456258741	0.00			2
		TON001	Tonys Copy Shop		Tony	SHPA	A	9874561321	0.00	DHL.	C00	2
Notes	-	YES001	Young Electric		Grant	GEN	A	3245064654	0.00			3
		PR1010	Printer World		Maggie Sage	GEN	A	456123789	0.00	Wheels with Wings	30 days from delivery	4
	5	TW1001	Twinkle Office Auto	mation	Gary Marks	GEN	A	9876543210	0.00	Wing It Couriers	30 day	2
Addresses		BON001	Bonsai Bonanza		Teddy Miler	GEN	A	987654321	0.00	Wing It Couriers	30 day	2
Processing												
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Requisitions Purchase Orders GRNs												



#### **EDIT SUPPLIER DETAILS**

- The Edit Supplier Code [] screen will be displayed.
  - In this image the **Primary Contact** has been selected to be changed.

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<u> </u>			TW1001 - BPO: Version 2				7	Q	)
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liotes	Туре	General Supplier	•	Physical Address					
	Class	Services			New Town				
	Supplier Code	TW1001			Forest Hills				
	Supplier Name	Twinkle Office Automation St	upplies		KZN				
Addresses	Primary Contact	Gary Marks			South Africa				
	VAT No.	9876543210		Postal Code	1234				
	Tax Rate	14.00		Billing Contact			1		
	Secondary Rate	0.00		Billing Address	PO Box 1234		1		
	STREET, MORE THAT	South African Rand		Series And Love	New Town		1		
ocessing	and the second second	Comparison of Company			Forest Hills		1		
Requisitoris		30 Days from Invoice			KZN				
	A DICTORY OF THE STATE OF	5 Days - Signature	-		South Africa				
	Ship Via	Ville		Bill Postal Code	1234				
TO DO TRADE	Freight Terms								
Archase Orders	Freight Carrier								
	Sites	🖌 Durban							
		Pretoria							
GRNs									
		Telephana							
Suppler Invoices	Order Method	reephone							



#### **SAVE CHANGES**

- Make the required changes.
  - In this image the **new** Primary Contact name has been typed in.
- Click on Save.

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	Туре	General Supplier			Physical Address	26 Lavendar R	load					
lotes	Class	Services				New Town						
	Supplier Code	TW1001				Forest Hills						
	Supplier Name	Twinkle Office Aut	tomation Sur	ppies		KZN						
Addresses	Primary Contact	1000000000				South Africa						
		9876543210		_	Postal Code	1234						
	Tax Rate	14.00		-	Billing Contact				-			
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ocessing	S Caloring	South African Ran				Forest Hils			-			
22036647	Payment Terms	30 Days from Invo	xce			KZN			-			
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	Ship Via	Road			Bill Postal Code				-			
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GRNs Suppler Invoices	Order Method	Telephone										



• You will return to the **Supplier Listing** screen where the edited details can now be viewed.

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	*							Listing - BPO: Vers						- 0	X
	Home	Equipme	nt and	10	cations Cont	ract Finance an	dHR Inve	ntory Maintenanci Durban •		Manuf	acturing Pro	ourement Sal	es Service Repo	rtng Utilities –	8
Add	Edit	Delete	Syr	ĸ	Save Layou	t Workspaces	Refresh	Active •	1 200						
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nter tzi	xt to sear	(đ)	٩		SupplierCode	SupplierName		ContactName	SupplerType	Status	VATNo	MinOrderAmt	FreightCarrier	FreightTerms	Pay
Func	tions			۲	-										
			_		SUP001	Buy Back Supple	r	Suppler Contact	BUY	A	0000000000	0.00			2
Iten	ns Supplie	d			SPR001	Sprint Distributor		Harry Jackson	GEN	A	456789123		The Courier Guy	30 days from Delivery	
					SPR002	Sprint Internatio		George Matthews		A	456258741	0.00			2
					TON001	Tonys Copy Sho		Tony	SPA	A	9874561321		DHL	C00	2
Note	65				YE5001	Young Electric		Grant	GEN	A	3245064654	0.00			3
					PR1010	Printer World		Maggie Sage	GEN	A	456123789	0.00	Wheels with Wings	30 days from delivery	4
				,	TW1001	Twinkle Office A	utomation	Jason King	GEN	A	9876543210	0.00	Wing It Couriers	30 day	2
14	resses				BON001	Bonsai Bonanza		Teddy Miler	GEN	A	987654321	0.00	Wing It Couriers	30 day	2
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