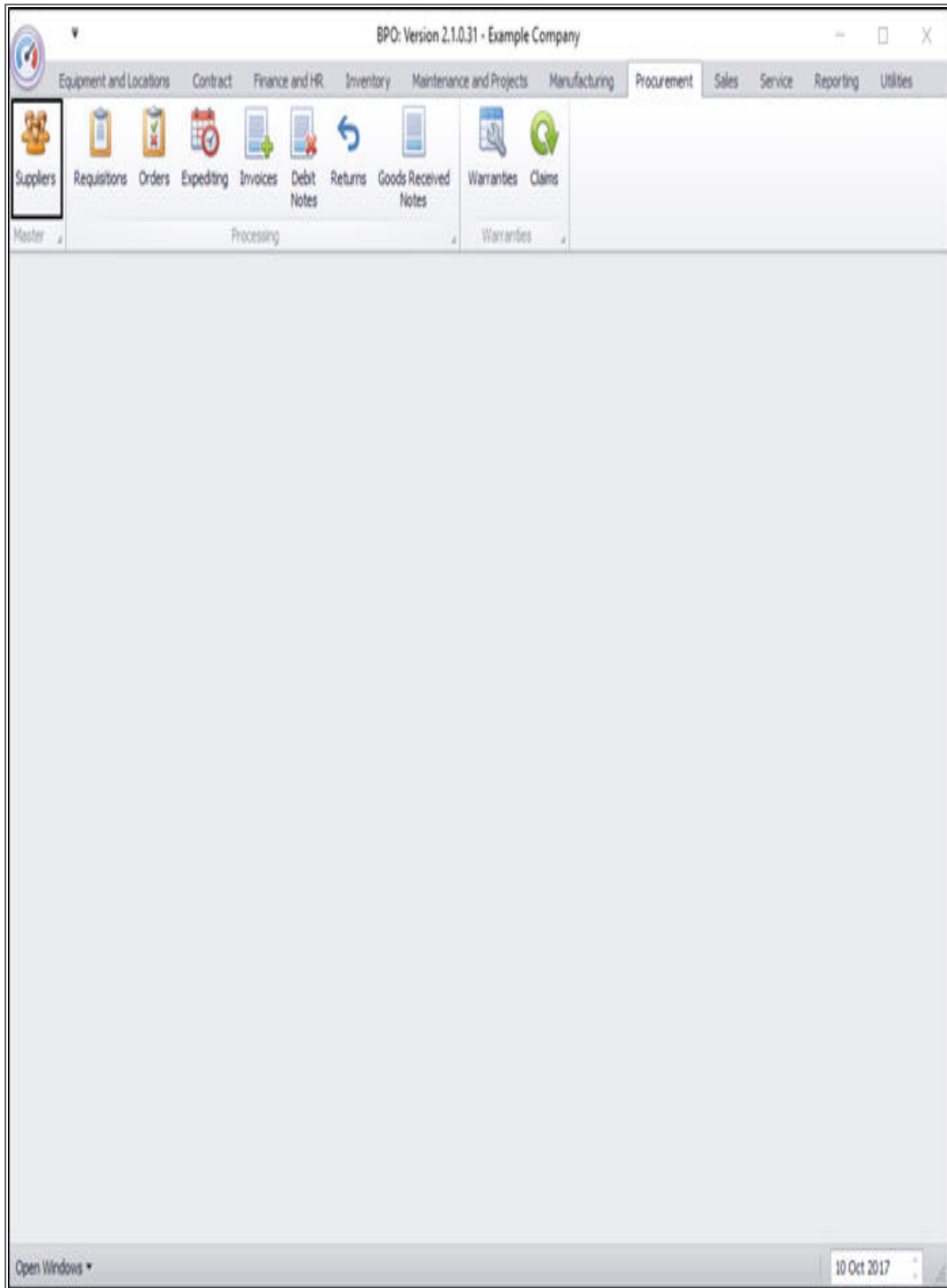


We are currently updating our site; thank you for your patience.

PROCUREMENT

EDIT A SUPPLIER

Ribbon Access: Procurement > Suppliers



EDIT A SUPPLIER

In the **Supplier Listing** screen,

Select the Site

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

The screenshot shows the 'Supplier Listing' application interface. A dropdown menu is open over the 'All Sites' filter, displaying a list of sites: 'All Sites', 'Durban', and 'Pretoria'. 'Durban' is highlighted, indicating it is the selected site. The main table below lists various suppliers with columns for SupplierCode, SupplierName, VATNo, MinOrderAmt, FreightCarrier, FreightTerms, and Payment.

SupplierCode	SupplierName	VATNo	MinOrderAmt	FreightCarrier	FreightTerms	Payment	
SUP001	Buy Back Supplier	0000000000	0.00			2	
SPR001	Sprint Distributors Local	456789123	0.00	The Courier Guy	30 days from Delivery	3	
SPR002	Sprint International	456258741	0.00			2	
TOW001	Tony's Copy Shop	9874561321	0.00	DHL	COO	2	
YES001	Young Electric	324564654	0.00			3	
PRJ005	Printer World 2	98076523	0.00	Wheels on Wings	30 days from delivery	5	
PRJ007	Printer World Forex	768594444	0.00	Wheels on wings	60 days from invoice	3	
PRJ010	Printer World	456123789	0.00	Wheels with Wings	30 days from delivery	4	
PRJ012	Printer World	13456789	0.00	Wheels with Wings	30 days from delivery	3	
TVI001	Twinkle Office Automation ...	9876543210	0.00	Wing It Couriers	30 day	2	
BON001	Bonsai Bonanza	987654321	0.00	Wing It Couriers	30 day	2	
PRE001	Pretoria Copy Shop	9876543210	0.00	Wing It	30 Days	4	
DUR001	Durban Copy Shop	987654321	0.00			3	
PAP001	The Paper Warehouse	1234567890	0.00	Wing It	30 day	4	
MET001	Metro Peach	1234567	0.00	Wheels with Wings	30 days from delivery	5	
PRE005	Pretoria West Office Auto...	987654321	0.00			3	
NEW006	New Way Recycling	9876543210	0.00			3	
WON001	Wonderboom IT Hub	987654321	0.00			3	
888	Abs Store	654789	0.00	DHL	14 days after payment	2	
MS55	A	A	986789	0.00	DHL	10 days	2
00998877	Stone Rowe & Co.	1122334455	0.00	Shipmark		2	

SELECT SUPPLIER

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

Supplier Listing - BPO: Version 2.1.0.31 - Example Company

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

Add Edit Delete Sync Save Layout Workspaces Refresh Durban Active Export

Processing Format Current Print

Links

Enter text to search...

Functions

- Items Supplied
- Notes
- Addresses

Processing

- Requisitions
- Purchase Orders
- GRNs
- Supplier Invoices

Drag a column header here to group by that column

SupplierCode	SupplierName	ContactName	SupplierType	Status	VATNo	MinOrderAmt	FreightCarrier	FreightTerms	Payment
SUP001	Buy Back Supplier	Supplier Contact	BUY	A	000000000	0.00			2
SPR001	Sprint Distributors Local	Harry Jackson	GEN	A	456789123	0.00	The Courier Guy	30 days from Delivery	3
SPR002	Sprint International	George Matthews	GEN	A	456258741	0.00			2
TON001	Tonys Copy Shop	Tony	SHPA	A	9874561321	0.00	DHL	COO	2
YES001	Young Electric	Grant	GEN	A	3245064654	0.00			3
PR010	Printer World	Maggie Sage	GEN	A	456123789	0.00	Wheels with Wings	30 days from delivery	4
TW001	Twinkle Office Automation ...	Gary Marks	GEN	A	9876543210	0.00	Wing It Couriers	30 day	2
BON001	Bonsai Bonanza	Teddy Miller	GEN	A	987654321	0.00	Wing It Couriers	30 day	2

Open Windows ▾ 10 Oct 2017

EDIT SUPPLIER DETAILS

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

Edit Supplier - Code TWI001 - BPO: Version 2.1.0.31 - Example Company

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

Save Back

Process

Links

Functions

Items Supplied

Notes

Addresses

Processing

Requisitions

Purchase Orders

GRNs

Supplier Invoices

<table style="width: 100%; border-collapse: collapse;"> <tr><td>Type</td><td>General Supplier</td></tr> <tr><td>Class</td><td>Services</td></tr> <tr><td>Supplier Code</td><td>TWI001</td></tr> <tr><td>Supplier Name</td><td>Twinkle Office Automation Supplies</td></tr> <tr><td>Primary Contact</td><td>Gary Marks</td></tr> <tr><td>VAT No.</td><td>9876543210</td></tr> <tr><td>Tax Rate</td><td>14.00</td></tr> <tr><td>Secondary Rate</td><td>0.00</td></tr> <tr><td>Currency</td><td>South African Rand</td></tr> <tr><td>Payment Terms</td><td>30 Days from Invoice</td></tr> <tr><td>Shipping Terms</td><td>5 Days - Signature</td></tr> <tr><td>Ship Via</td><td>Road</td></tr> <tr><td>Freight Terms</td><td>30 day</td></tr> <tr><td>Freight Carrier</td><td>Wing It Couriers</td></tr> <tr><td>Sites</td><td><input checked="" type="checkbox"/> Durban <input type="checkbox"/> Pretoria</td></tr> <tr><td>Order Method</td><td>Telephone</td></tr> <tr><td>Order Address</td><td>031 123 4567</td></tr> </table>	Type	General Supplier	Class	Services	Supplier Code	TWI001	Supplier Name	Twinkle Office Automation Supplies	Primary Contact	Gary Marks	VAT No.	9876543210	Tax Rate	14.00	Secondary Rate	0.00	Currency	South African Rand	Payment Terms	30 Days from Invoice	Shipping Terms	5 Days - Signature	Ship Via	Road	Freight Terms	30 day	Freight Carrier	Wing It Couriers	Sites	<input checked="" type="checkbox"/> Durban <input type="checkbox"/> Pretoria	Order Method	Telephone	Order Address	031 123 4567	<table style="width: 100%; border-collapse: collapse;"> <tr><td>Physical Address</td><td>26 Lavendar Road</td></tr> <tr><td></td><td>New Town</td></tr> <tr><td></td><td>Forest Hills</td></tr> <tr><td></td><td>KZN</td></tr> <tr><td></td><td>South Africa</td></tr> <tr><td>Postal Code</td><td>1234</td></tr> <tr><td>Billing Contact</td><td></td></tr> <tr><td>Billing Address</td><td>PO Box 1234</td></tr> <tr><td></td><td>New Town</td></tr> <tr><td></td><td>Forest Hills</td></tr> <tr><td></td><td>KZN</td></tr> <tr><td></td><td>South Africa</td></tr> <tr><td>Bill Postal Code</td><td>1234</td></tr> </table>	Physical Address	26 Lavendar Road		New Town		Forest Hills		KZN		South Africa	Postal Code	1234	Billing Contact		Billing Address	PO Box 1234		New Town		Forest Hills		KZN		South Africa	Bill Postal Code	1234
Type	General Supplier																																																												
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	KZN																																																												
	South Africa																																																												
Bill Postal Code	1234																																																												

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10 Oct 2017

SAVE CHANGES

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

Edit Supplier - Code TW001 - BPO: Version 2.1.0.31 - Example Company

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

Save Back

Process

Links

Functions

Items Supplied

Notes

Addresses

Processing

Requisitions

Purchase Orders

GRNs

Supplier Invoices

Type General Supplier

Class Services

Supplier Code TW001

Supplier Name Twinkle Office Automation Supplies

Primary Contact Jason King

VAT No. 9876543210

Tax Rate 14.00

Secondary Rate 0.00

Currency South African Rand

Payment Terms 30 Days from Invoice

Shipping Terms 5 Days - Signature

Ship Via Road

Freight Terms 30 day

Freight Carrier Wing It Couriers

Sites

Durban
 Pretoria

Order Method Telephone

Order Address 031 123 4567

Physical Address

26 Lavendar Road
New Town
Forest Hills
KZN
South Africa
Postal Code
1234

Billing Contact

Billing Address

PO Box 1234
New Town
Forest Hills
KZN
South Africa
Bill Postal Code
1234

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

Supplier Listing - BPO: Version 2.1.0.31 - Example Company

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

Add | Edit | Delete | Sync | Save Layout | Workspaces | Refresh | Durban | Active | Export

Processing | Format | Current | Print

Links

Enter text to search...

Functions

- Items Supplied
- Notes
- Addresses

Processing

- Requisitions
- Purchase Orders
- GRNs
- Supplier Invoices

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10 Oct 2017

SupplierCode	SupplierName	ContactName	SupplierType	Status	VATNo	MinOrderAmt	FreightCarrier	FreightTerms	Payment
SUP001	Buy Back Supplier	Supplier Contact	BUY	A	0000000000	0.00			2
SPR001	Sprint Distributors Local	Harry Jackson	GEN	A	456789123	0.00	The Courier Guy	30 days from Delivery	3
SPR002	Sprint International	George Matthews	GEN	A	456258741	0.00			2
TON001	Tonys Copy Shop	Tony	SHPA	A	9874561321	0.00	DHL	COO	2
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
TWI001	Twinkle Office Automation ...	Jason King	GEN	A	9876543210	0.00	Wing It Couriers	30 day	2
BON001	Bonsai Bonanza	Teddy Miller	GEN	A	987654321	0.00	Wing It Couriers	30 day	2

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