

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

PROCUREMENT

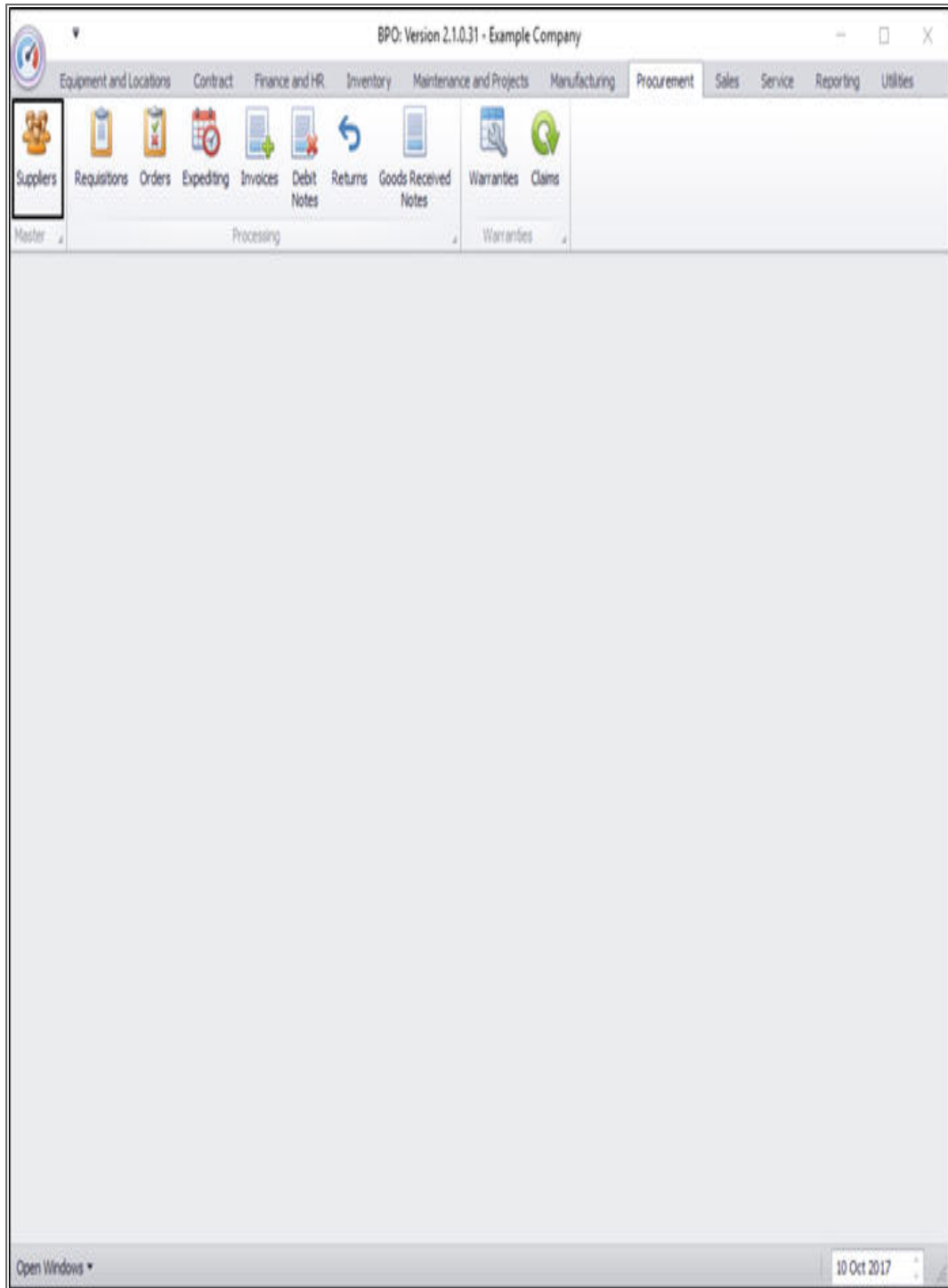
ADD / EDIT SUPPLIER ORDER METHOD

To create a purchase order, an **Order Method** must be set up on the supplier, this will be the **preferred** method of ordering items and/or services.

There are several methods to choose from:

- Cellular telephone
- Email
- Facsimile
- Telephone
- Web Order

Ribbon Select **Procurement > Suppliers**



The **Supplier Listing** screen will be displayed.

Select the Site

Your employee user record should be linked to a default site. In this case, the site will auto populate with this default, otherwise the site must be manually selected.

Another site can be selected, if required, and if you have the security rights to access the site.

If **All Sites** displays here, then you do not have a default site configured on your user record, and need to select the required site.

SELECT SUPPLIER

- Select the **row** of the **Supplier** whose **Order Details** you wish to add or edit.
- Click on **Edit**.

Supplier Listing - BPO: Version 2.1.0.31 - Example Company

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Add Edit Delete Sync Save Layout Workspaces Refresh Durban Active Export

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Enter text to search...

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
PR0010	Printer World	Maggie Sage	GEN	A	456123789	0.00	Wheels with Wings	30 days from delivery	4
TW001	Twinkle Office Automation ...	Jason King	GEN	A	9876543210	0.00	Wing It Couriers	30 day	2
BCN001	Bonsai Bonanza	Teddy Miller	GEN	A	987654321	0.00	Wing It Couriers	30 day	2

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- Items Supplied
- Notes
- Addresses

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- Requisitions
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- GRNo
- Supplier Invoices

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SELECT ORDER METHOD

- The **Edit Supplier - Code []** screen will be displayed.
- If the **Order Method** field is already populated or if it is empty, click on the drop-down **arrow** in that field.

Edit Supplier - Code PRI010 - BPO: Version 2.1.0.31 - Example Company

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<p>Type: General Supplier</p> <p>Class: Parts</p> <p>Supplier Code: PRI010</p> <p>Supplier Name: Printer World</p> <p>Primary Contact: Maggie Sage</p> <p>VAT No.: 456123789</p> <p>Tax Rate: 14.00</p> <p>Secondary Rate: 0.00</p> <p>Currency: South African Rand</p> <p>Payment Terms: 30 Days from PO</p> <p>Shipping Terms: 30 Days - Signature</p> <p>Ship Via: Road</p> <p>Freight Terms: 30 days from delivery</p> <p>Freight Carrier: Wheels with Wings</p> <p>Sites: <input checked="" type="checkbox"/> Durban <input type="checkbox"/> Pretoria</p> <p>Order Method: Cellular telephone</p> <p>Order Address:</p>	<p>Physical Address:</p> <p>Postal Code:</p> <p>Billing Contact:</p> <p>Billing Address: 23 Kings Road Manors Pretown KZN RSA</p> <p>Bill Postal Code: 3610</p>
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- The Order Method drop-down **menu** will be displayed.
- From this list, click on the **Order Method** that you wish to assign to this Supplier.
 - In this image **Email** has been selected.

Edit Supplier - Code PRI010 - BPO: Version 2.1.0.31 - Example Company
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Supplier Invoices

<table style="width: 100%; border-collapse: collapse;"> <tr><td>Type</td><td>General Supplier</td></tr> <tr><td>Class</td><td>Parts</td></tr> <tr><td>Supplier Code</td><td>PRI010</td></tr> <tr><td>Supplier Name</td><td>Printer World</td></tr> <tr><td>Primary Contact</td><td>Maggie Sage</td></tr> <tr><td>VAT No.</td><td>456123789</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 PO</td></tr> <tr><td>Shipping Terms</td><td>30 Days - Signature</td></tr> <tr><td>Ship Via</td><td>Road</td></tr> <tr><td>Freight Terms</td><td>X</td></tr> <tr><td>Freight Carrier</td><td></td></tr> <tr><td>Sites</td><td></td></tr> <tr><td>Order Method</td><td>Cellular telephone</td></tr> <tr><td>Order Address</td><td></td></tr> </table>	Type	General Supplier	Class	Parts	Supplier Code	PRI010	Supplier Name	Printer World	Primary Contact	Maggie Sage	VAT No.	456123789	Tax Rate	14.00	Secondary Rate	0.00	Currency	South African Rand	Payment Terms	30 Days from PO	Shipping Terms	30 Days - Signature	Ship Via	Road	Freight Terms	X	Freight Carrier		Sites		Order Method	Cellular telephone	Order Address		<table style="width: 100%; border-collapse: collapse;"> <tr><td>Physical Address</td><td></td></tr> <tr><td></td><td></td></tr> <tr><td></td><td></td></tr> <tr><td></td><td></td></tr> <tr><td></td><td></td></tr> <tr><td>Postal Code</td><td></td></tr> <tr><td>Billing Contact</td><td></td></tr> <tr><td>Billing Address</td><td>23 Kings Road</td></tr> <tr><td></td><td>Manors</td></tr> <tr><td></td><td>Pretown</td></tr> <tr><td></td><td>KZN</td></tr> <tr><td></td><td>RSA</td></tr> <tr><td>Bill Postal Code</td><td>3610</td></tr> </table>	Physical Address										Postal Code		Billing Contact		Billing Address	23 Kings Road		Manors		Pretown		KZN		RSA	Bill Postal Code	3610
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Method	Description
CEL	Cellular telephone
EMAIL	Email
FAX	Facsimile
TEL	Telephone
WEB	Web Order

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ORDER ADDRESS

- **Order Address:** Type in the **address details** for this order method.
 - In this example the Email Address will be typed in this text box. If you had selected a different method e.g. Cellular telephone - then the relevant cellular number would be included here.

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Type

Class

Supplier Code

Supplier Name

Primary Contact

VAT No.

Tax Rate

Secondary Rate

Currency

Payment Terms

Shipping Terms

Ship Via

Freight Terms

Freight Carrier

Sites Durban
 Pretoria

Order Method

Order Address

Physical Address

Postal Code

Billing Contact

Billing Address

Bill Postal Code

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SAVE ORDER METHOD AND ORDER ADDRESS

- When you have finished **adding** or **editing** the Order Method and Order Address details,
- Click on **Save**.

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Class	Parts		
Supplier Code	PRI010		
Supplier Name	Printer World		
Primary Contact	Maggie Sage	Postal Code	
VAT No.	456123789		
Tax Rate	14.00	Billing Contact	
Secondary Rate	0.00	Billing Address	23 Kings Road
Currency	South African Rand		Manors
Payment Terms	30 Days from PO		Pinetown
Shipping Terms	30 Days - Signature		KZN
Ship Via	Road		RSA
Freight Terms	30 days from delivery	Bill Postal Code	3610
Freight Carrier	Wheels with Wings		
Sites	<input checked="" type="checkbox"/> Durban <input type="checkbox"/> Pretoria		
Order Method	Email		
Order Address	maggies@printerworld.co.za		

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