

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

PROCUREMENT

VIEW / ADD / EDIT / DELETE SUPPLIER NOTES AND COMMENTS

- **Comments:** These are internal notes regarding the supplier.
- Notes: These are notes concerning orders to this supplier, which will pull through to the Purchase Order.

Ribbon Access: Procurement > Suppliers



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

Select the Site

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



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Items Supplied		SPR001	Sprint Distributors Local	Harry Ja	dison	GEN	A	456789123	0.00	The Courier Guy	30 days from Delivery	3
		SPR.002	Sprint International	George M	latthews	GEN	A	456258741	0.00			2
		TON001	Tonys Copy Shop	Tony		SHPA	A	9874561321	0.00	DHL.	C00	2
Notes		YE5001	Young Electric	Grant		GEN	A	3245064654	0.00			3
		PRI010	Printer World	Maggie S	age	GEN	A	456123789	0.00	Wheels with Wings	30 days from delivery	4
		TW1001	Twinkle Office Automation	Jason Kin	ŋ	GEN	A	9876543210	0.00	Wing It Couriers	30 day	2
Addresses	H	BON001	Bonsal Bonanza	Teddy M	ler	GEN	A	987654321	0.00	Wing It Couriers	30 day	2
Processing Requisitions Purchase Orders												



SELECT SUPPLIER

- Select the **row** of the **Supplier** where you wish to **add** Notes and/or Comments.
- Click on the **Notes** tile.



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rocessing Requisitors												
Requisitons												
Requisitons												
Requisitions Purchase Ordens												



VIEW NOTES AND COMMENTS

- The Notes for Supplier [] screen will be displayed.
 - **Comments** to be typed in on the **left** hand side of the screen and
 - Notes to be typed in on the **right** hand side of the screen.



A 1	Notes for	Supplier P	RI010 - BPO: Version 2.1.0.	31 - Example Co	mpany				×.	Ð)	ζ
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Open Windows *									10 Oct 2	2017	0	



ADD NOTES AND COMMENTS

- Type in your **Comments** and/or **Notes** as required.
- Click on Save.

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Open Windows *									10 Oct 3	017	\$	



- The Comments and/or Notes details will be **saved**.
- The screen will **close** and you will return to the **Supplier Listing** screen.

EDIT NOTES AND COMMENTS

In the Supplier Listing screen,

Select the Site

• In this image, **Durban** is selected.

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		SPR.002	Sprint International	George Matthey	IS GEN	A	456258741	0.00			2
		TONI001	Tonys Copy Shop	Tony	SHPA	A	9874561321	0.00	DHL	C00	2
Notes	ľ	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
		TWI001	Twinkle Office Automation	Jason King	GEN	A	9876543210	0.00	Wing It Couriers	30 day	2
Addresses	H	BON001	Bonsal Bonanza	Teddy Miller	GEN	A	987654321	0.00	Wing It Couriers	30 day	2
Processing Requisitors Purchase Orders											



SELECT SUPPLIER

- Select the **row**of the **Supplier** where you wish to **edit** the Notes and/or Comments.
- Click on the **Notes** tile.

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Hors 240404	-	SPR001	Sprint Distribut		Harry Jackson	GEN	A	456789123		The Courier Guy	30 days from Delivery	1
		SPR002	Sprint Internat		George Matthews	GEN	A	456258741	0.00			
	1	TON001	Tonys Copy Sh	op	Tony	SHPA	A	9874561321	0.00	DHL	COD	
Notes		YE5001	Young Electric		Grant	GEN	A	3245064654	0.00			
	Ŀ	PR3010	Printer World		Maggie Sage	GEN	A	456123789	0.00	Wheels with Wings	30 days from delivery	
		TW1001	Twinkle Office	Automatio	Jason King	GEN	A	9876543210	0.00	Wing It Couriers	30 day	
Addresses		BON001	Bonsai Bonanza	3	Teddy Miler	GEN	A	987654321	0.00	Wing It Couriers	30 day	
Processing												
rocessing Requisitors												
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Requisitons												
Requisitions Purchase Ordens												



- The Notes for Supplier [] screen will be displayed.
 - Edit the Comments in the left hand side of the screen and
 - Edit the Notes in the right hand side of the screen.
- In this image, the **Comments** section has been highlighted to be **edited**.



@	Notes for Supplier PRI010 - BPO: Version 2.1.0.31 - Example Company			Х
Save Back	and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Rep	orting Utilities		8 X
Process , Comments	Notes		_	
Email autorised purchase order.	Telephonic delivery confirmation required.			
Open Windows •		10 Oct 2	017	:



- Type in the changes as required.
- Click on Save.

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Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Save Back Process	Utities	-	8	×
Coments Notes	-		-	-
Enal the suborace professe order - minimum 48 hours - Telephonic delivery confirmation required.				
Open Windows *	10 Oct 2		0	



- The new Comments and Notes will be **saved**.
- The screen will **close** and you will return to the **Supplier Listing** screen.

DELETE NOTES AND COMMENTS

- As explained in the steps above, navigate to the Notes for Supplier [] screen where you wish to delete the Comments and or Notes.
- Either **highlight** and **delete** the text or **backspace** over the text you wish to remove.



*	Notes for Supplier	PRI010 - BPO: Version 2.1.0.	31 - Example Co	mpany				÷.)	<
Home Equipment and Locations Contract Finan	ce and HR Inventory	Maintenance and Projects	Manufacturing	Procurement	Sales	5ervice	Reporting	Utilities	2	8	X
Save Back											
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Open Windows •								10 Oct 3	017	÷.	



SAVE DELETION

- When you have finished **deleting** the required Notes and/or Comments,
- Click on Save.

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Notes for Supplie	er PRJ010 - BPO: Version 2.1.0	31 - Example Co	mpany				9	٥)	Х
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- Your changes will be **saved**.
- The screen will close and you will return to the Supplier Listing screen .

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