

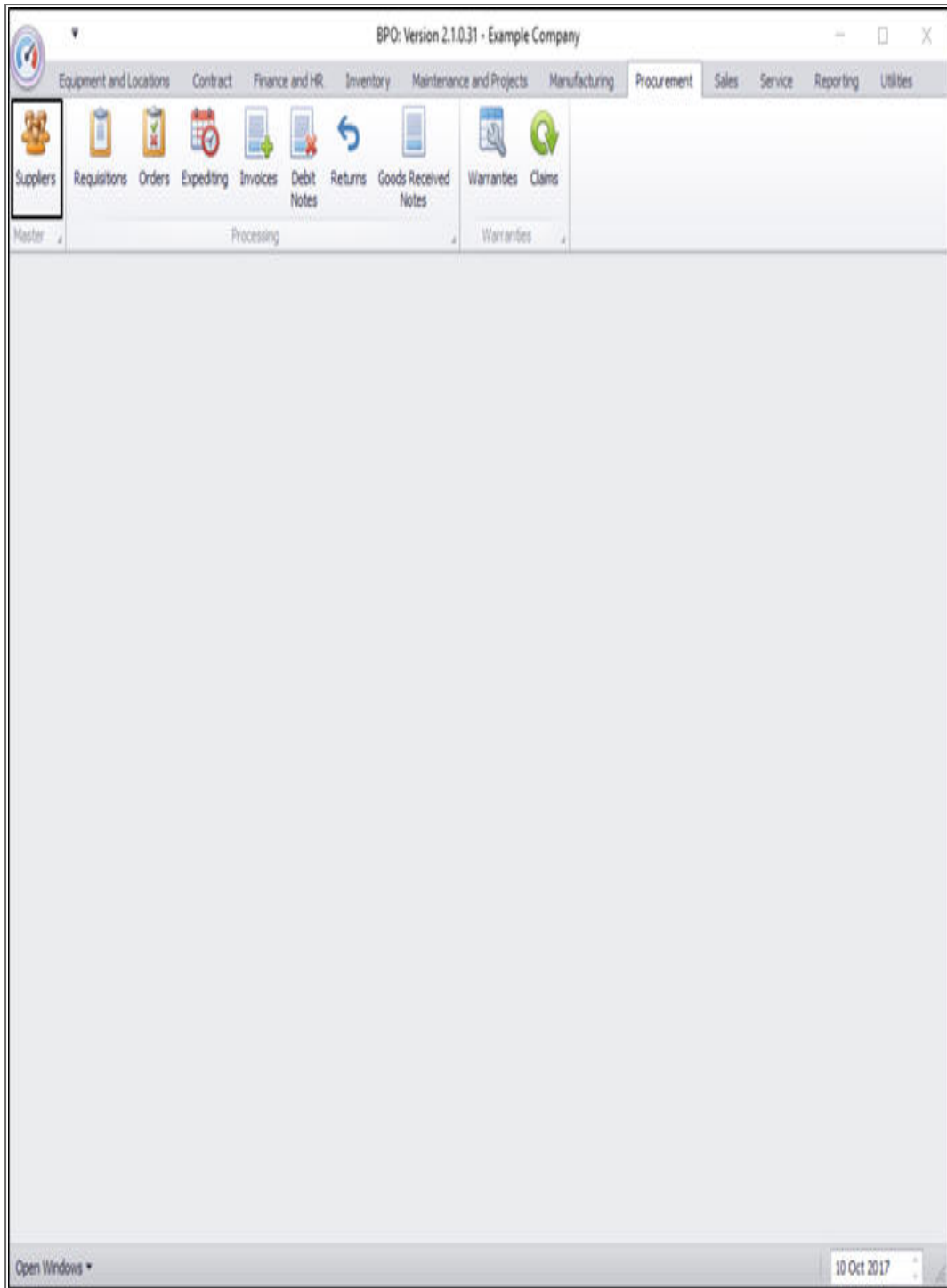
We are currently updating our site; thank you for your patience.

PROCUREMENT

ADD / EDIT / DELETE ADDRESSES

Make sure you have the supplier's **physical address** set up as the default address, as this pulls through to the **purchase order**

Ribbon Access: Procurement > Suppliers



ADD SUPPLIER ADDRESS

In the **Supplier Listing** screen,

Select the Site

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

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

Processing | Format

Links: Enter text to search...

Functions:

- Item Supplied
- Notes
- Addresses

Processing:

- Requisitions
- Purchase Orders
- GRNs
- Supplier Invoices

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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
TON001	Tonys Copy Shop	9874561321	0.00	DHL	COO	2
YES001	Young Electric	3245064654	0.00			3
PRJ010	Printer World	456123789	0.00	Wheels with Wings	30 days from delivery	4
TWI001	Twinkle Office Automation ...	9876543210	0.00	Wing It Couriers	30 day	2
BON001	Bonsai Bonanza	987654321	0.00	Wing It Couriers	30 day	2

SELECT SUPPLIER

- Select the **row** of the **Supplier** to whom you wish to **add** an address.
- Click on the **Addresses** tile.

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 Active Export

Processing Format Current Print

Links

Enter text to search...

Drag a column header here to group by that column

SupplierCode	SupplierName	ContactName	SupplierType	Status	VATNo	MinOrderAmt	FreightCarrier	FreightTerms	Pay
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 Automatio...	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

Functions

- Items Supplied
- Notes
- Addresses

Processing

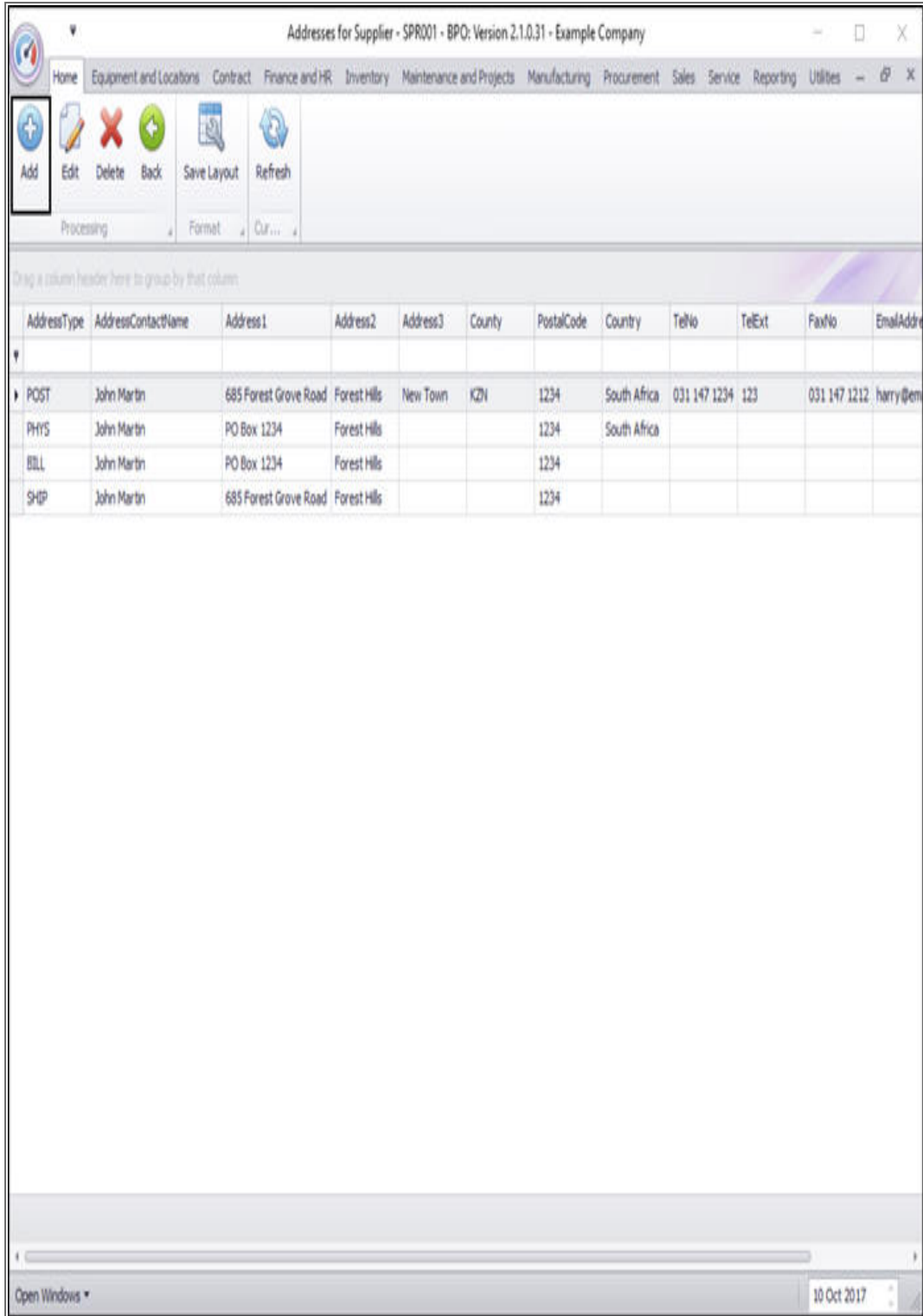
- Requisitions
- Purchase Orders
- GRNs
- Supplier Invoices

Open Windows

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ADD ADDRESS

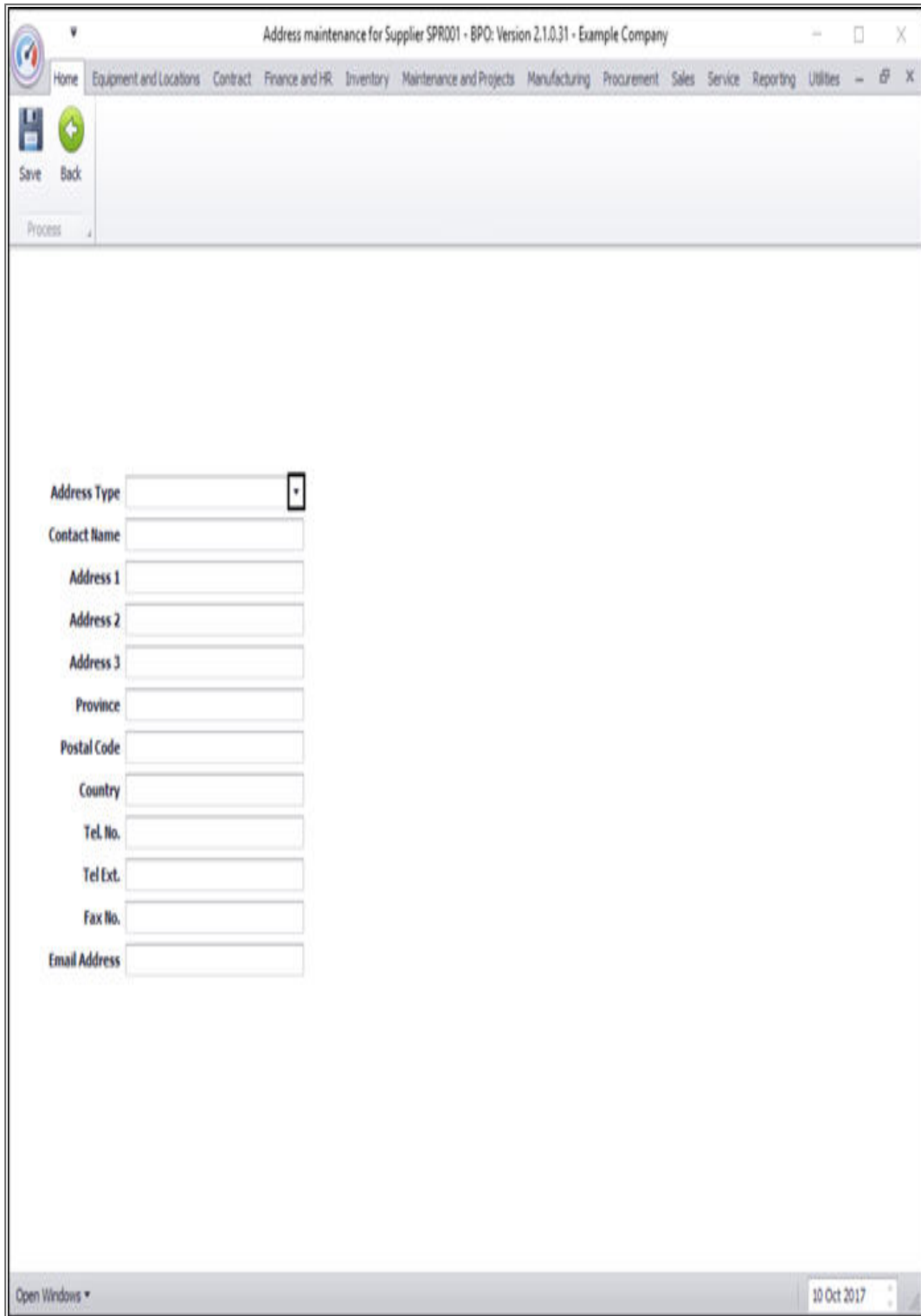
- The **Addresses for Supplier - []** screen will be displayed.
- Click on **Add**.



The **Address maintenance for Supplier** [] screen will be displayed.

ADDRESS TYPE

- Click on the drop-down **arrow** in the **Address Type** field.



Address maintenance for Supplier SPR001 - 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

Address Type

Contact Name

Address 1

Address 2

Address 3

Province

Postal Code

Country

Tel. No.

Tel Ext.

Fax No.

Email Address

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- Select the **Address Type** from the menu.

Address maintenance for Supplier SPR001 - 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

Address Type

Type	Description
BILL	Billing
PHYS	Physical
POST	Postal
SHIP	Shipping

Contact Name

Address 1

Address 2

Address 3

Province

Postal Code

Country

Tel. No.

Tel Ext.

Fax No.

Email Address

Open Windows

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ADD ADDRESS DETAILS

- Type in the address details.

SAVE ADDRESS

- Click on **Save**.

Address maintenance for Supplier SPR001 - 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

Address Type Billing

Contact Name James Rowe

Address 1 Whitton Estate

Address 2 Richmond Road

Address 3 Durban

Province KZN

Postal Code 3652

Country South Africa

Tel. No. 0311234567

Tel Ext. 123

Fax No. 0319876543

Email Address rowe@email.co.za

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- You will return to the **Addresses for Supplier - []** screen.
- An **Address Processing** message box will appear informing you that;
 - **The address: [] for supplier [] has been saved.**
- Click on **OK**.

Addresses for Supplier - SPR001 - 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 Back Save Layout Refresh

Processing Format Cur...

Drag a column header here to group by that column

AddressType	AddressContactName	Address1	Address2	Address3	County	PostalCode	Country	TelNo	TelExt	FaxNo	EmailAddress
POST	John Martin	685 Forest Grove Road	Forest Hills	New Town	KZN	1234	South Africa	031 147 1234	123	031 147 1212	harry@em
PHYS	John Martin	PO Box 1234	Forest Hills			1234	South Africa				
BILL	John Martin	PO Box 1234	Forest Hills			1234					
SHIP	John Martin	685 Forest Grove Road	Forest Hills			1234					
BILL	James Rowe	Whitton Estate	Richmond ...	Durban	KZN	3652	South Africa	0311234567	123	0319876543	rowej@em

Address Processing

i The address : Whitton Estate for supplier SPR001 has been saved.

OK

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VIEW NEW ADDRESS

- You can now view the **new** address details in the **Addresses for Supplier - []** screen.

Addresses for Supplier - SPR001 - 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 Back Save Layout Refresh

Processing Format Cur...

Drag a column header here to group by that column

AddressType	AddressContactName	Address1	Address2	Address3	County	PostalCode	Country	TelNo	TeExt	FaxNo	EmailAddress	Status
POST	John Martin	685 Forest Grove Road	Forest Hills	New Town	KZN	1234	South Africa	031 147 1234	123	031 147 1212	harry@email.co.za	A
PHYS	John Martin	PO Box 1234	Forest Hills			1234	South Africa					A
BILL	John Martin	PO Box 1234	Forest Hills			1234						A
SHIP	John Martin	685 Forest Grove Road	Forest Hills			1234						A
BILL	James Rowe	Whitton Estate	Richmond Road	Durban	KZN	3652	South Africa	0311234567	123	0319876543	rowej@email.co.za	A

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EDIT SUPPLIER ADDRESS

In the **Supplier Listing** screen,

Select the Site

- In this example, **Durban** has been selected.

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

Processing | Format

Links: Enter text to search...

Functions
 Item Supplied
 Notes
Addresses

Processing
 Requisitions
 Purchase Orders
 GRNs
 Supplier Invoices

Open Windows | 10 Oct 2017

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
TON001	Tonys Copy Shop	9874561321	0.00	DHL	COO	2
YES001	Young Electric	3245064654	0.00			3
PRJ010	Printer World	456123789	0.00	Wheels with Wings	30 days from delivery	4
TWI001	Twinkle Office Automation ...	9876543210	0.00	Wing It Couriers	30 day	2
BON001	Bonsai Bonanza	987654321	0.00	Wing It Couriers	30 day	2

SELECT SUPPLIER

- Select the **row** of the **Supplier** whose addresses you wish to **edit**.
- Click on the **Addresses** tile.

The screenshot shows the 'Supplier Listing' window in BPO Version 2.1.0.31. The interface includes a top navigation bar with tabs like Home, Equipment and Locations, Contract, Finance and HR, Inventory, Maintenance and Projects, Manufacturing, Procurement, Sales, Service, Reporting, and Utilities. Below this is a toolbar with icons for Add, Edit, Delete, Sync, Save Layout, Workspaces, Refresh, and Export. A dropdown menu is open showing 'Durban' and 'Active'. The main area contains a table of suppliers with columns: SupplierCode, SupplierName, ContactName, SupplierType, Status, VATNo, MinOrderAmt, FreightCarrier, FreightTerms, and Pay. The 'Addresses' option in the left sidebar is highlighted.

SupplierCode	SupplierName	ContactName	SupplierType	Status	VATNo	MinOrderAmt	FreightCarrier	FreightTerms	Pay
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	CCO	2
YES001	Young Electric	Grant	GEN	A	3245064654	0.00			3
PRJ010	Printer World	Magge Sage	GEN	A	456123789	0.00	Wheels with Wings	30 days from delivery	4
TW1001	Twinkle Office Automatio...	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

The **Addresses for Supplier - []** screen will be displayed.

SELECT ADDRESS TO EDIT

- Select the **row** of the particular **Address** that you wish to **edit**.
- Click on **Edit**.

Addresses for Supplier - 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

Add
 Edit
 Delete
 Back
 Save Layout
 Refresh

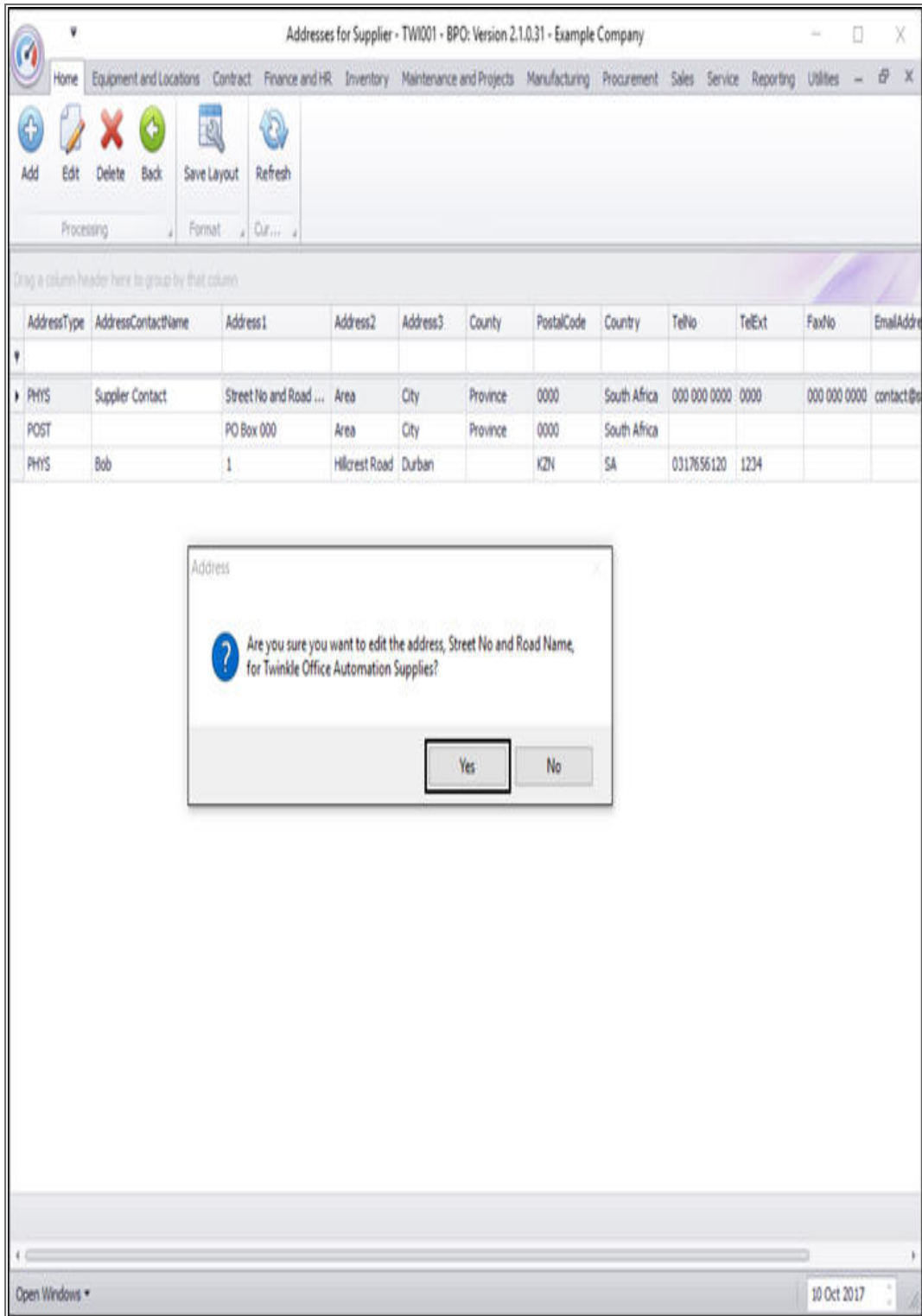
Processing Format Cur...

Drag a column header here to group by that column

AddressType	AddressContactName	Address1	Address2	Address3	County	PostalCode	Country	TelNo	TelExt	FaxNo	EmailAddress
PHYS	Supplier Contact	Street No and Road ...	Area	City	Province	0000	South Africa	000 000 0000	0000	000 000 0000	contact@b...
POST		PO Box 000	Area	City	Province	0000	South Africa				
PHYS	Bob	1	Hilcrest Road	Durban		KZN	SA	0317656120	1234		

Open Windows 10 Oct 2017

- An **Address** message box will pop up asking;
 - **Are you sure you want to edit the address, [] for []?**
- Click on **Yes**.



The **Address maintenance for Supplier []** screen will be displayed.

EDIT ADDRESS DETAILS

- Make the address changes as required.
- Click on **Save**.

Address maintenance for Supplier TW1001 - 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

Address Type Physical

Contact Name Supplier Contact

Address 1 Street No and Road Name

Address 2 Area

Address 3 City

Province Province

Postal Code 0000

Country South Africa

Tel. No. 000 000 0000

Tel Ext. 0000

Fax No. 000 000 0000

Email Address contact@supplier1.co.za

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- You will return to the **Addresses for Supplier - []** screen.
- An **Address Processing** message box will pop up informing you that;
 - **The address: [] for supplier [] has been saved.**
- Click on **OK**.

Addresses for Supplier - 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

Add Edit Delete Back Save Layout Refresh

Processing Format Cur...

Drag a column header here to group by that column

AddressType	AddressContactName	Address1	Address2	Address3	County	PostalCode	Country	TelNo	TelExt	FaxNo	EmailAddress
PHYS	Judah Isalah	Mission Road	Hilcrest	Durban	KZN	9876	South Africa	0319988776	9	0319988775	judah@em
POST		PO Box 000	Area	City	Province	0000	South Africa				
PHYS	Bob	1	Hilcrest Road	Durban	KZN	SA		0317656120	1234		

Address Processing

The address : Mission Road for supplier TW001 has been saved.

OK

Open Windows 10 Oct 2017

VIEW EDITED ADDRESS

- You can now view the **edited** address details in the **Addresses for Supplier - []** screen.

Addresses for Supplier - 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

Add Edit Delete Back Save Layout Refresh

Processing Format Cur...

Drag a column header here to group by that column

AddressType	AddressContactName	Address1	Address2	Address3	County	PostalCode	Country	TelNo	TelExt	FaxNo	EmailAddress	Status
PHYS	Judah Isaiah	Mision Road	Hilcrest	Durban	KZN	9876	South Africa	0319988776	9	0319988775	judahi@gmail.co.za	A
POST		PO Box 000	Area	City	Province	0000	South Africa					A
PHYS	Bob	1	Hilcrest Road	Durban		KZN	SA	0317656120	1234			I

Open Windows 10 Oct 2017

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