

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

PROCUREMENT

ADD / EDIT / DELETE A SUPPLIER

Ribbon Access: Procurement > Suppliers

Help v2024.5.0.7/1.0 - Pg 1 - Printed: 21/08/2024

CO3 Technologies (Pty) Ltd © Company Confidential



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ADD SUPPLIER

The Supplier Listing screen will be displayed.

Help v2024.5.0.7/1.0 - Pg 2 - Printed: 21/08/2024



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10 Oct 2017

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• Click on Add.

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ADD SUPPLIER DETAILS

The Add new Supplier screen will be displayed.

- **Type:** Click on the drop-down arrow and select from the list the Supplier Type, e.g. General Supplier or Finance House.
- **Class:** Click on the drop-down arrow and select from the list the Class of Item Supplied or Service Rendered.
- **Supplier Code:** Type in the code you wish to use to identify the Supplier.

Note 1: The Supplier Code is very important because it is linked to **Pastel Evolution** and all the supplier information and history will be linked to this code and not the Supplier Name.

Note 2: If you are manually entering the Supplier Code, the recommended standard is using a supplier code which is 6 characters long starting with 3 letters and then 3 numbers.

Note 3: From BPO2 v2.5.1.4 restrictions have been put into place to prevent special characters from being saved. You will only be allowed to save upper case characters and digits from 0 to 9.

- **Supplier Name:** Type in the name of the Supplier.
- **Primary Contact:** Type in the person who is your contact at this Supplier.
- VAT No: Type in the VAT No. of the Supplier.
- **Tax Rate:** Type in the tax rate. If the tax rate is not set, your procurement documentation will not calculate a tax value onto your items.
- Secondary Rate: Type in a secondary rate, if applicable.



• **Currency:** Click on the drop-down arrow and select from the list the currency applicable to this supplier.

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- **Payment Terms:** Click on the drop-down arrow and select from the list the payment terms of the Supplier.
- **Shipping Terms:** Click on the drop-down arrow and select from the list the shipping terms of the Supplier, if applicable.
- **Ship Via:** Click on the drop-down arrow and select from the list the type of transport used for shipping the item, if applicable.
- Freight Terms: Type in the Freight Terms, if applicable.
- Freight Carrier: Type the Freight Carrier, if applicable.



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SHIPPING COSTS INCLUDED FLAG

- If you wish Shipping Costs to be <u>included</u> in the cost of parts/items received from this supplier then ensure that this flag <u>is</u> selected.
- If you wish Shipping Costs <u>not</u> to be included in the cost of parts/items received from this supplier and would like the ability to add shipping costs to items/parts received then ensure that this flag is <u>not</u> selected.

Important Notes:

- If the flag is un-ticked, then any goods received from this supplier will then be <u>received into quarantine</u>, where they must have shipping costs added before the goods can be released, and then received into store.
- ii. The Company Configuration Enforce Quarantine must be selected.
- iii. In the Configurator, the <u>Include Shipping flag</u> on the Purchasing Centre must be ticked.



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SITES

- **Sites:** The particular **Site** check box will be auto populated according to your **site selection** in the beginning of this process.
- Make sure that the **correct site(s)** have been selected for the Supplier that you are setting up.



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ORDER METHOD

- Order Method: Click on the drop-down arrow and select the Order Method e.g. Email or Telephone.
- Order Address: Type in the Order Address e.g. the Email Address if the order method is Email.



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ADDRESSES

- Physical Address: Type in the Physical Address.
- **Postal Code:** Type in the Postal Code.
- **Billing Contact:** Type in the Billing Contact.
- Billing Address: Type in the Billing Address.
- Bill Postal Code: Type in the Bill Postal Code.



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ADDITIONAL DATA

Additional data allows for 10 extra fields of information that can be used depending on your company's requirements. The definition for these fields should be pre-determined and used as allocated. The labels for these fields can be configured via user rights.

	Edit Supplier - Cod	le SPR001 - BPO: Ve	rsion 2.5.0.9 - Example C	Company			X
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Open Windows 🔻						User : BiancaD 23/04/2022	Version : 2.5.0.9 Example Company

• Click on the **User Defined** dock panel tab to open the panel

• Type in the values as required if used by your company.



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	VAT No. 456789123			Other6	Field 6	
Notes	Tax Rate 15.00	bining contents		Other7	Field 7	
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USER DEFINED FIELDS

The inclusion of User Defined Fields is to provide more information within the Asset, Contract, Customer and Location modules so that associated work/processes can be carried out more efficiently. It will serve as connective tissue between contracts and call center functions to improve call center performance by having readily accessible information.

Version Compatibility¹

• Click on the User Defined dock panel tab to open the panel

¹ BPO2 v2.5.0.8 or higher. " Add Interest Rate " on page 3



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Open Windows 🕶						User : BiancaD	23/04/2022 Version : 2.5.0.9	Example Company

ADD NEW CUSTOM FIELD

New User Defined Customer Fields can be created from here. Any User Defined field created will be available for update on all suppliers.

Right click in User Defined panel and select Add New Custom
 Field



ф -		Edit S	upplier - Code SPR001 - BPO: Ve	rsion 2.5.0.9 - Example Comp	oany			
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- Type in a **Code** and **Description** for the new User Defined Field.
- Select the Input Type.
- Click on the **Save** button.

-					Add new custom									
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ADD LOOKUP ITEMS

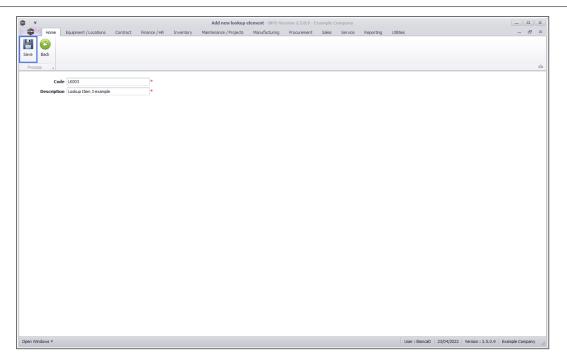
For Lookup Input Variables - the right click context menu includes the option to add items to the Lookup List.

 Right click on Lookup input type Custom Field and select Add new lookup item (you may need to scroll down).

Edit Supplier - Code SPR001 - BPO: Version 2.5.0.9 - Example Company	_ D X
with the Equipment / Locations Contract Finance / HR Inventory Maintenance / Projects Manufacturing Procurement Sales Service Reporting Utilities	_ @ ×
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terrs Suppler Name Sprint Distributors Local Sprint Distributors Local PRCH_CODEDI Suppler/UP Free Input Text Example Text	User Defined
Primary Contact Harry Jackson Postal Code 123 + PRCH_COUCH Support Device Junct Actuative Text	Defi
VAT No. 456789123	<u>e</u>
Notes Tax Rate 15.00 • Billing Contact John Martin Add We	w Custom Field *
Secondary Rate 0.00 Billing Address 685 Forest Grove Road	tom Field
Currency South African Rand	
Addresses Payment Terms 60 Davs from Invoice	v lookup item 📮
Shipping Terms SDays - Signature K2N	
Subpering terms of a logistic and terms of a logistic	
Freight Terms 30 days from Delivery Dill Postal Code 1254	
Freight Carrier The Courier Guy Sites Beemfonten	
Processing Shipping Cotts Included A Core Town	
Requisitions Order Method Email	
Order Address bianca.dutoit@ive.co.za	
Purchase Orders GRNs Suppler Invoces Suppler Invoces Line v Biosch 23 p0/2021 Montes 2 5 0 0	
Open Windows * User : BiancaD 23/04/2022 Version : 2.5.0.9	Example Company

- Type in the lookup item *Code* and *Description*.
- Click on the *Save* button.





UPDATE CUSTOM FIELD

This will update the detail for the User Defined Field for this contract.

• Variable Value: Type in, pick from the Lookup List or Toggle Yes/No depending on the Input type.

Help v2024.5.0.7/1.0 - Pg 21 - Printed: 21/08/2024



Image: Second	Ŧ		Ed	it Supplier - Code S	PR001 - BPO: Ve	rsion 2.5.0.9 - Example C	ompany			
Re ded Writewas Vores	Home Equipment / Location	ons Contract Fina	nce / HR Inventory Mainte	nance / Projects	Manufacturing	Procurement Sales	Service Reporting	Utilities		_ 8
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Regulations Order Hechoal Enall Image: Control of Contro	Processing	Shipping Costs In	cluded 🗹			Cape Town				
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SAVE SUPPLIER

• When you have finished entering all the new Supplier details, click on **Save**.



·		Add new Suppli	er - BPO: Version 2.1.0.31	Example Comp	any			7		
Home Equipment an	d Locations Contract	Finance and HR Inventory	Maintenance and Project	Manufacturing	Procurement	Sales 5	ervice Repo	rting Utilities	-	8
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Items Supplied										
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10100	Class	Parts			The Quadrant					
	Supplier Code	998877			Richmond Road	1				
Contraction of the local division of the loc	Supplier Name	Stone Rowe & Co.			Surrey					
Addresses	Primary Contact	David Christopher		1000000000	United Kingdon	1				
	VAT No.	1122334455		Postal Code	5W141HQ					
	Tax Rate	14.00		Billing Contact	Moneypenny B	ond				
	Secondary Rate	17.50		Billing Address						
1000000 T 1000	10.000 335.000	British Pound			The Quadrant	1223				
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		Pretoria								
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Suppler Invoices	Order Method	Enal	•							
software success		davidr@stonerowe.co.uk								



VIEW NEW SUPPLIER

• You will return to the **Supplier Listing** screen where you can see the new supplier has now been added to the list.

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				SUP001	Buy Back	Supplier		Supplier Con	ntact	BUY	A	SE	0000000000	0.00	2			
				SPR001	Sprint Dis	tributors Local		Harry Jackso	on	GEN	A	PS	456789123	0.00	3	1	3	
				SPR002	Sprint Int	ternational		George Matt	thews	GEN	A	PS	456258741	0.00	2			
				TON002	Tonys Co	py Shop		Tony		SHPA	A	PS	9874561321	0.00	2	1	3	
Note	15			YES001	Young Ele	ectric		Grant		GEN	A	PS	3245064654	0.00	3	2		
				APD001	Apple Dis	tributors		Sammy Jone	s	GEN	A	PT	345678201	0.00	6	1	4	
				PRI001	Printer W	orld		Maggie Sage	•	GEN	A	PT	23451678	0.00	4	3	3	
Add	resses			PRI010	Printer W	orld		Maggie Sage	2	GEN	Α	PT	456123789	0.00	4	3	3	
				TWI001	Twinkle C	office Automation	n Supplies	Gary Marks		GEN	A	SE	9876543210	0.00	2	1	3	
				BON001	Bonsai Bo	onanza		Teddy Miller		GEN	A	PS	987654321	0.00	2	1	3	
				GRE001	Green Of	fice		Mary Watso	n	GEN	A	SE	123456789	0.00				
				MAD001	Maddys H	laberdashery		Maddy Jone	s	GEN	A	PS	123456789	0.00				
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	ls olier Irrvoi olier Retu																	

EDIT A SUPPLIER

In the Supplier Listing screen,

Select the Site

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



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	ľ	SUP001	Buy Back Supplier	X Supple contact	101	/	000000000	0.00			2
Items Supplied		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	SPPA	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
		PR10012	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		DUR001	Durban Copy Shop	Megan Jones	GEN	A	987654321	0.00			3
rocessing		PAP001	The Paper Warehouse	Joseph Manning	GEN	A	1234567890	0.00	Wing It	30 day	4
Requisitors		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
Auchase Orders		WON001	Wonderboom IT Hub	Mark Jones	GEN	A	987654321	0.00			3
Purulase uruera		888	Abs Store	Abi	GEN	A	654789	0.00	DHL	14 days after payment	2
		M\$\$\$	A	A	GEN	A	986789	0.00	DHL	10 days	2
GRNs	,	00998877	Stone Rowe & Co.	David Christopher	FINH	A	1122334455	0.00	Shipmark		2



SELECT SUPPLIER

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



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		_	È	SUP001	Buy Back Suppler		Supplier Contact	BUY	A	0000000000	0.00			2
Item	s Supplied			SPR001	Sprint Distributor	sLocal	Harry Jackson	GEN	A	456789123	0.00	The Courier Guy	30 days from Delivery	3
				5PR002	Sprint Internation	val	George Matthews	GEN	A	456258741	0.00			2
				TON001	Tonys Copy Shop	1	Tony	SIPA	A	9874561321	0.00	DHL	C00	2
Note	6			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
			F	TW1001	Twinkle Office Au	tomation	Gary Marks	GEN	A	9876543210	0.00	Wing It Couriers	30 day	2
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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	e TWI001 - BPO: Version 2.1	0.31 - Example C	ompany			Ξ.	0	
Home Equipment	and Locations Contract	Finance and HR Inventory	Maintenance and Projects	Manufacturing	Procurement	Sales Service	e Reporting	Utilities	-	ð
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	Туре	General Supplier	• P	hysical Address	26 Lavendar Ro	be				
lotes	Class	Services			New Town					
	Supplier Code	TW1001			ForestHills					
No. No. of State	1.0000000000000000000000000000000000000	Twinkle Office Automation S	upplies		K2N					
lddresses	Primary Contact	NAMES AND ADDRESS OF			South Africa					
		9876543210		Postal Code	1234					
	Tax Rate			Rilling Contact			_			
	South and the second			Billing Contact						
	Secondary Rate			Billing Address	New Town					
ocessing	Currency	South African Rand	•		Forest Hills					
A VINE OF	Payment Terms	30 Days from Invoice			KZN		-			
equisitons	Shipping Terms	5 Days - Signature	•		South Africa					
	Ship Via	Road	•	Bill Postal Code	parameter a marter provincem					
	Freight Terms	30 day								
urchase Orders	Freight Carrier	Wing It Couriers								
	Sites	🖌 Durban								
	1000	Pretoria								
78N6										
	Order Method	Telephone								
Suppler Invoices										



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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		Edit Supplier - Code	TWI001 - BPO: Version 2.1	.0.31 - Example C	ompany			8)
Home Equipment	and Locations Contract	Finance and HR Inventory	Maintenance and Projects	Manufacturing	Procurement Sales	Service	Reporting	Utilities	-	Ð
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lotes	Class	Services	•		New Town					
	Supplier Code	TW1001			Forest Hills					
000	Supplier Name	Twinkle Office Automation S	upples		KZN					
lddresses	Primary Contact	210002403			South Africa					
		9876543210		Postal Code	1234					
	Tax Rate	14.00		Billing Contact						
	Secondary Rate		_	Billing Address	DO Rev 1734		-			
	The second second second	South African Rand	12	Duning Address	New Town		-			
ocessing	S CONTRACTOR				Forest Hils		-			
Contractor Contractor	SS 7773	30 Days from Invoice	7		KZN		-			
equisitions	Shipping Terms	5 Days - Signature			South Africa					
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	10000	Pretoria								
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AV6										
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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	× 8)
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ter text to search	ρ		SupplierName		ContactName	SupplerType	Status	VATNo	MinOrderAmt	FreightCarrier	FreightTerms	Pay
Functions			addition of the							the production of the	i agricana.	
	_	SUP001	Buy Back Supple	,	Suppler Contact	BUY	A	0000000000	0.00			2
Items Supplied		SPR001	Sprint Distributor		Harry Jackson	GEN	A	456789123		The Courier Guy	30 days from Delivery	3
		SPR002	Sprint Internation		George Matthews		A	456258741	0.00			2
		TON001	Tonys Copy Shop		Tony	SHPA	A	9874561321		DHL	C00	2
Notes		YES001	Young Electric		Grant	GEN	A	3245064654				3
		PR1010	Printer World		Maggie Sage	GEN	A	456123789		Wheels with Wings	30 days from delivery	4
	. ,	TW1001	Twinkle Office Au	ntomation	and the second se	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
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DELETE A SUPPLIER

In the Supplier Listing screen,

Select the Site

• In this image **All Sites** has been selected.

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Functions	۴			x							
	,	SUP001	Buy Back Suppler	NAPPIO COMPACT	- 101		000000000	0.00			2
Items Supplied		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	COD	2
Notes		YES001	Young Electric	Grant	GEN	A	3245064654	0.00			3
		PR1005	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		PR1010	Printer World	Maggie Sage	GEN	A	456123789	0.00	Wheels with Wings	30 days from delivery	4
		PRI0012	Printer World	Maggie Saggie	GEN	A	13456789	0.00	Wheels with Wings	30 days from delivery	3
		TW1001	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
		PRE001	Pretoria Copy Shop	Jannie van Wyk	GEN	A	9876543210	0.00	Wing It	30 Days	4
Bracaccina		DUR001	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
Reguistons		METO01	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
The second second		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
		MSSS	A	A	GEN	A	986789	0.00	DHL	10 days	2
		00998877	Stone Rowe & Co.	David Christopher	FINH	A	1122334455	0.00	Shipmark		2



SELECT SUPPLIER

- Select the **row** of the **supplier** you wish to **delete**.
- Click on **Delete**.

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Functions	۴										
	1	SUP001	Buy Back Suppler	Supplier Contact	BUY	A	000000000	0.00			2
Items Supplied		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
		TONOD1	Tonys Copy Shop	Tony	SHPA	A	9874561321	0.00	DHL	COD	2
Notes		YE5001	Young Electric	Grant	GEN	A	3245064654	0.00			3
		PR1005	Printer World 2	Richard Sage	GEN	A	98076523	0.00	Wheels on Wings	30 days from delivery	5
		PR3007	Printer World Forex	Matthew Sage	SHPA	A	768594444	0.00	Wheels on wings	60 days from invoice	3
Addresses		PR1010	Printer World	Maggie Sage	GEN	A	456123789	0.00	Wheels with Wings	30 days from delivery	4
		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
		80N001	Bonsai Bonanza	Teddy Miller	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		DUR001	Durban Copy Shop	Megan Jones	GEN	A	987654321	0.00			3
Trocessing		PAP001	The Paper Warehouse	Joseph Manning	GEN	A	1234567890	0.00	Wing It	30 day	4
Requisitors		MET001	Metro Peach	Jessica Johns	GEN	A	1234567	0.00	Wheels with Wings	30 days from delivery	5
Andreas and the		PRECOS	Pretoria West Office Auto	Jadie Smnons	GEN	A	987654321	0.00			3
		NEW006	New Way Recycling	Patrick Smith	GEN	A	9876543210	0.00			3
Purchase Orders		WON001	Wonderboom IT Hub	Mark Jones	GEN	A	987654321	0.00			3
		888	Abs Store	Abi	GEN	A	654789	0.00	DHL	14 days after payment	2
	L	M\$\$\$	A	A	GEN	A	986789	0.00		10 days	2
)	0998877	Stone Rowe & Co.	David Christopher	FINH	A	122334455	0.00	Shipmark		2



CONFIRM DELETION

- A message box will pop up asking:
 - Are you sure you want to remove this supplier, code
 []?
- Click on Yes.

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		SUP001	Buy Back Suppler		Supplier Contact	BUY	A	0000000000	0.00			2
Items Suppled		SPR001	Sprint Distributors	Local	Harry Jackson	GEN	A	456789123	0.00	The Courier Guy	30 days from Delivery	3
		SPR002	Sprint Internation	a	George Matthews	GEN	A	456258741	0.00			2
		TON001	Tonys Copy Shop		Tony	SHPA	A	9874561321	0.00	DHL	COD	2
Notes		YE5001	Young Electric		Grant	GEN	A	3245064654	0.00			3
		PRIOOS	Printer World 2		Richard Sage	GEN	A	98076523	0.00	Wheels on Wings	30 days from delivery	5
		PR1007	Printer World For	tx	Matthew Sage	SIPA	A	768594444	0.00	Wheels on wings	60 days from invoice	3
Addresses		PR3010	Printer World		Maggie Sage	GEN	A	456123789	0.00	Wheels with Wings	30 days from delivery	4
		PR10012	Printer World		Maggie Saggie	GEN	A	13456789	0.00	Wheels with Wings	30 days from delivery	3
		TW1001	Twinkle Office Au	tomation	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
	ſ	Delute (A	-	•	9876543210	0.00	Wing It	30 Days	4
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rrocessing								1234567890	0.00	Wing It	30 day	4
Requisitons		2 A	re you sure you w	ant to remo	ove this supplier, c	ode 0998877?		1234567	0.00	Wheels with Wings	30 days from delivery	5
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	and the second	0998877	Stone Rowe & Co	6	David Christopher	FINH	A	122334455	0.00	Shipmark		2



• The Supplier will now be **removed** from the **Supplier Listing** screen.

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nter text to search	ρ		SupplierName	ContactName	SupplerType	Status	VATNo	MnOrderAmt	FreightCarrier	FreightTerms	Pay
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MIN, MARINE		SUP001	Buy Back Supplier	Suppler Contact	BUY	A	0000000000	0.00			
Items Suppled		SPR001	Sprint Distributors Local	Harry Jackson	GEN	A	456789123	1.11	The Courier Guy	30 days from Delivery	*
		SPR002	Sprint International	George Matthews		A	456258741	0.00		ov obja nom dener y	3
		TONOOI	Tonys Copy Shop	Tony	SHPA	A	9874561321	0.00		CÓD	2
Notes		YES001	Young Electric	Grant	GEN	A	3245064654	0.00			3
		PRIOOS	Printer World 2	Richard Sage	GEN	A	98076523		Wheels on Wings	30 days from delivery	5
		PR1007	Printer World Forex	Matthew Sage	SHPA	A	768594444		Wheels on wings	60 days from invoice	3
Addresses	1	PR1010	Printer World	Maggie Sage	GEN	A	456123789		Wheels with Wings	Conference description	4
	Ľ	PR30012	Printer World	Maggie Saggie	GEN	A	13456789		and the second sec	30 days from delivery	3
	ľ	TW1001	Twinkle Office Automation	Gary Marks	GEN	A	9876543210		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
Descention		DUR001	Durban Copy Shop	Megan Jones	GEN	A	987654321	0.00			3
Processing	. 1	PAP001	The Paper Warehouse	Joseph Manning	GEN	A	1234567890	0.00	Wing It	30 day	4
Requisitions	1	MET001	Metro Peach	Jessica Johns	GEN	A.	1234567	0.00	Wheels with Wings	30 days from delivery	5
	l	PRE005	Pretoria West Office Auto	Jackie Simmons	GEN	A	987654321	0.00			3
		NEW006	New Way Recycling	Patrick Smith	GEN	Ą	9876543210	0.00			3
and the second		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
	I	M555	Α.	A	GEN	A	986789	0.00	DHL	10 days	2

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