

## SALES

### EDIT SERVICE ITEMS FOR SUPPLIER

From the **Items Supplied** tile in the **Links** panel, you can -

- [Add / Link](#) a Supplier to a Service Definition.
- [Edit](#) Supplier Information.
- [Delete / Remove](#) a Supplier from a Service.

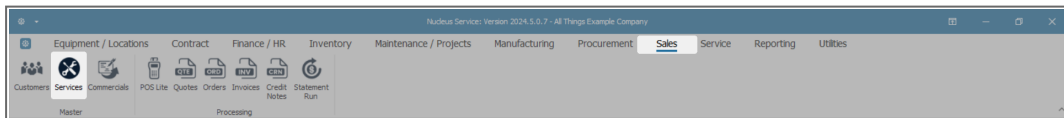
The system facilitates multiple suppliers per service definition, but only one supplier is marked as the **primary** supplier and will be the default supplier when purchase requisitions are raised. This can be changed on the purchase requisition if the stock is sourced from a different supplier.

Each time a service is purchased from the primary supplier, the unit cost will be updated to the latest purchase price.



Note that the expected delivery date is calculated based on the purchase order date, plus the lead time.

#### Ribbon Select **Sales** > **Services**



- The **Service** listing screen will be displayed.

### EDIT SERVICE ITEM FOR A SUPPLIER

You can make changes to the supplier information, e.g., update the Unit Cost or change a Supplier for this service.

- The **Site** filter will be set according to your company configuration. If required, select the **Site** you wish to work in.
  - The example has **KwaZulu-Natal** selected.

Note: Refer to [Site Selection](#) for more information.

- The State filter will default to '**Active**' upon opening and must not be changed for this process.

Note: Refer to [State/Type Selections](#) for more information.

- Select the **row** of the Service you need to **change**.
- Click on the **Items Supplied** tile in the **Links** panel.

The screenshot shows a software interface titled 'Service Listing - Nucleus Service: Version 2024.5.0.7 - All Things Example Company'. The main window displays a table of services with columns for ServiceCode, ServiceDescription, Type, Class, Rate, Units, TaxType, TaxRate, and Status. The row for 'ITSA IT Systems Administration' is highlighted. On the left, a 'Links' panel is visible with a search bar and several navigation tiles: 'Items Supplied' (highlighted in red), 'Processing', 'Requests', 'Hardware Orders', and 'Requests'.

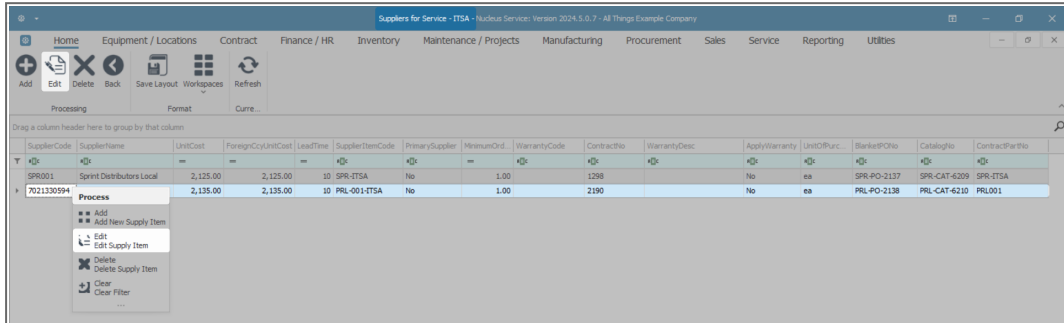
ServiceCode	ServiceDescription	Type	Class	Rate	Units	TaxType	TaxRate	Status
IMP	Implementations	INT	SER	1,000.00	ea	VAT	15.00	A
INFPS	Insurance and Financial Services	INT	SER	1,250.00	ea	VAT	15.00	A
ITDA	IT Database Administration	INT	SER	1,500.00	ea	VAT	15.00	A
ITHS	IT Hardware Services	INT	SER	1,750.00	ea	VAT	15.00	A
ITSDY	IT Software Deployment	INT	SER	2,000.00	ea	VAT	15.00	A
ITSDV	IT Software Development	INT	SER	2,250.00	ea	VAT	15.00	A
ITSA	IT Systems Administration	INT	SER	2,500.00	ea	VAT	15.00	A
LGS	Landscaping and Garden Services	INT	SER	1,000.00	ea	VAT	15.00	A
LA	Legal Aid	INT	SER	1,250.00	ea	VAT	15.00	A
MP	Maintenance Planning	INT	SER	1,500.00	ea	VAT	15.00	A
MAN	Manufacturing Planning	INT	SER	1,750.00	ea	VAT	15.00	A
MB	Marketing and Branding	INT	SER	2,000.00	ea	VAT	15.00	A
NCS	Nutrition Consulting Services	INT	SER	2,250.00	ea	VAT	15.00	A
OP	Operational Planning	INT	SER	2,500.00	ea	VAT	15.00	A
OS	Outsourcing Services	INT	SER	1,000.00	ea	VAT	15.00	A
PP	Project Planning	INT	SER	1,250.00	ea	VAT	15.00	A
QA	Quality Assurance	INT	SER	1,500.00	ea	VAT	15.00	A
REC	Recycling Services	INT	SER	1,750.00	ea	VAT	15.00	A
SAP	Safety Audit	INT	SER	2,000.00	ea	VAT	15.00	A
SAS	Sales Services	INT	SER	2,250.00	ea	VAT	15.00	A
SEC	Security Consulting	INT	SER	2,500.00	ea	VAT	15.00	A
SH	Server Hosting	INT	SER	1,000.00	ea	VAT	15.00	A
SCO	Service Centre Outsourcing	INT	SER	1,250.00	ea	VAT	15.00	A
SDC	Standards and Certification	INT	SER	1,500.00	ea	VAT	15.00	A
SCC	Stock Control Consulting	INT	SER	1,750.00	ea	VAT	15.00	A
TPC	Technology Platforms Consulting	INT	SER	2,000.00	ea	VAT	15.00	A

- The **Suppliers for Service - [ ]** screen will be displayed.
- Here, you can view a list of all the suppliers currently linked and providing services.
- Select the **row** of the service the supplier is linked to.

- Click on **Edit**.

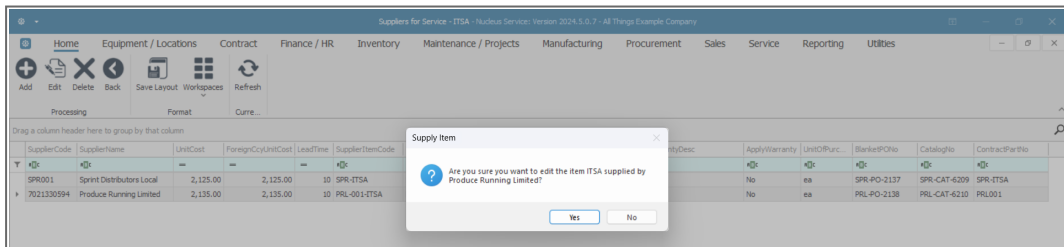


**Short cut key: Right click** on a row in the data grid to display the **Process** menu list. Click on **Edit**.



The system automatically places the linked supplier on a newly created requisition when a supplier has been linked to a service definition, along with the unit cost and lead time linked to that supplier. Refer to [Add Service Item](#).

- When you receive the **Supply Item** message to confirm -
  - **Are you sure you want to edit the item [ ] supplied by [ ]?**
- Click on **Yes**.



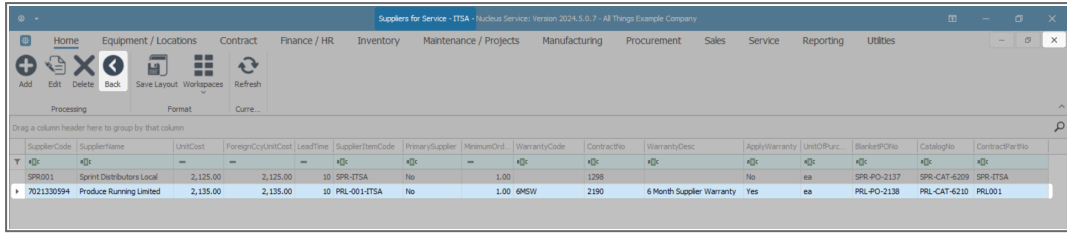
- The **Maintenance of Service Supply Item for Supplier [ ]** screen will display.
  - For the purpose of this manual, the **Warranty** for the Supplier has been included and applied.

- Refer to [Supplier Identification](#) for details on editing the Supplier information.
- After making the required changes, click on **Save**.

- You will return to the **Suppliers for Service** screen.
- When you receive the **Item Supply Processing** message to confirm that -
  - **Item supply configuration for service: [ ] and supplier [ ] complete.**
- Click on **OK**.

SupplierCode	SupplierName	UnitCost	ForeignCcy/UnitCost	LeadTime	SupplierItemCode	ApplyWarranty	UnitOfPurc.	BlanketPONo	CatalogNo	ContractPartNo
SPR001	Sprint Distributors Local	2,125.00	2,125.00	10	SPR-ITSA	No	SPR-PO-2137	SPR-CAT-6209	SPR-ITSA	
7021330594	Produce Running Limited	2,135.00	2,135.00	10	PRL-001-ITSA	No	PRL-PO-2138	PRL-CAT-6210	PRL001	

- In the **Suppliers for Service [ ]** screen you can view the updated information.
- Click on **Back** or **close** the screen to return to the Service listing screen.



SupplierCode	SupplierName	UnitCost	ForeignCyUnitCost	LeadTime	SupplierItemCode	PrimarySupplier	MinimumOrd.	WarrantyCode	ContractNo	WarrantyDesc	ApplyWarranty	UnitPurc.	BarcodeNo	CatalogNo	ContractPartNo
SPR001	Sprint Distributors Local	2,125.00	2,125.00	10	SPR-ITSA	No	1.00	1298			No	ea	SPR-PO-2137	SPR-CAT-6209	SPR-ITSA
7021330594	Produce Running Limited	2,135.00	2,135.00	10	PRL-001-ITSA	No	1.00	6MSW	2190	6 Month Supplier Warranty	Yes	ea	PRL-PO-2138	PRL-CAT-6210	PRL001

## Related Topics

[Sales Services - Add a Service](#)

[Sales Services - Edit a Service](#)

[Sales Services - Delete a Service](#)

[Sales Services - View a Service](#)

[Sales Services - Link a Supplier](#)

[Sales Services - Add a Purchase Requisition](#)

[Sales Services - Purchase Orders](#)

[Sales Services - View Service Request List](#)

[Sales Services - Items Supplied Add / Link Supplier](#)

[Sales Services - Items Supplied Edit Supplier](#)

[Sales Services - Items Supplied Delete Supplier](#)

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