

SALES

DELETE 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.

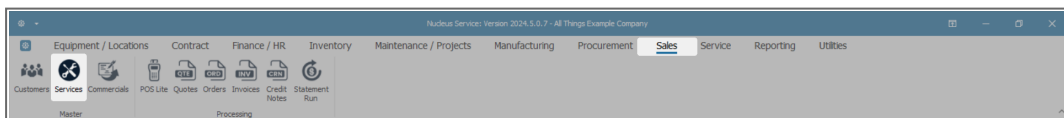
The system facilitates multiple suppliers per service definition, but only one supplier is marked as the **primary** supplier and will be the default supplier when purchase requisitions are raised. This can be changed on the purchase requisition if the stock is sourced from a different supplier.

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.

DELETE SERVICE ITEM FOR A SUPPLIER

You can remove a Supplier linked to a 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 **remove** the supplier for.
- Click on the **Items Supplied** tile in the **Links** panel.

The screenshot shows the 'Service Listing' application interface. The main window displays a table with columns: ServiceCode, ServiceDescription, Type, Class, Rate, Units, TaxType, TaxRate, and Status. The row for 'ITSA - IT Systems Administration' is highlighted. The sidebar on the left contains navigation options: Functions (with 'Items Supplied' selected), Processing (with 'Requests' selected), and Hardware Orders. The top navigation bar includes Home, Equipment / Locations, Contract, Finance / HR, Inventory, Maintenance / Projects, Manufacturing, Procurement, Sales, Service, Reporting, and Utilities. The top right corner shows the company name 'KwaZulu-Natal' and the status 'Active'.

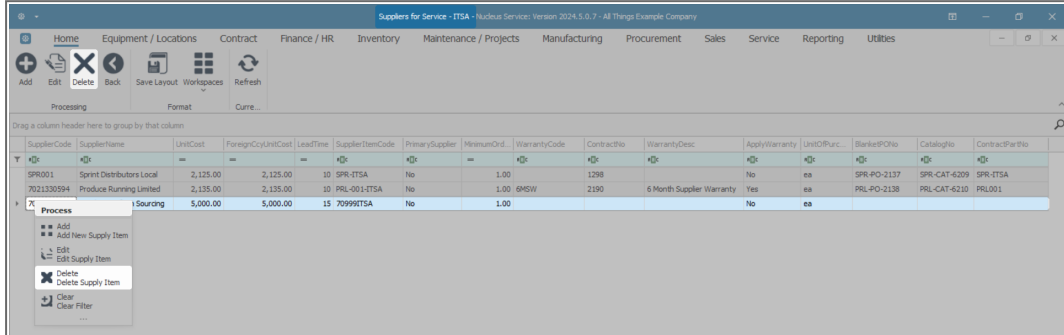
ServiceCode	ServiceDescription	Type	Class	Rate	Units	TaxType	TaxRate	Status
IMP	Implementations	INT	SER	1,000.00	ea	VAT	15.00	A
INFPS	Insurance and Financial Services	INT	SER	1,250.00	ea	VAT	15.00	A
ITDA	IT Database Administration	INT	SER	1,500.00	ea	VAT	15.00	A
ITHS	IT Hardware Services	INT	SER	1,750.00	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 Supplier you wish to remove from the service.

- Click on **Delete**.

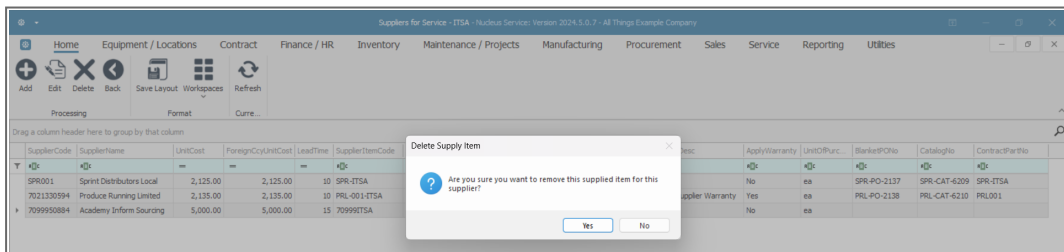


Short cut key: Right click on the selected **row** in the data grid to display the **Process** menu list. Click on **Delete**.

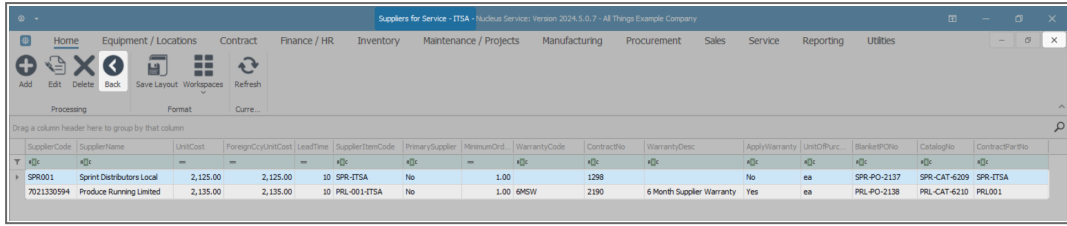


The system automatically places the linked supplier on a newly created requisition when a supplier has been linked to a service definition, along with the unit cost and lead time linked to that supplier. Refer to [Add Service Item](#).

- When you receive the **Delete Supply Item** message to confirm -
 - **Are you sure you want to remove this supplied item from this supplier?**
- Click on **Yes** if you are certain about your selection.



- The Supplier has been removed from the **Suppliers for Service** screen.
- 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.	StockPOno	CatalogNo	ContractPartNo
SPR001	Sprint Distributors Local	2,125.00	2,125.00	10	SPR-TSA	No	1.00	1298			No	ea	SPR-PO-2137	SPR-CAT-6209	SPR-TSA
7021330594	Produce Running Limited	2,135.00	2,135.00	10	PRL-001-TSA	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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