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.
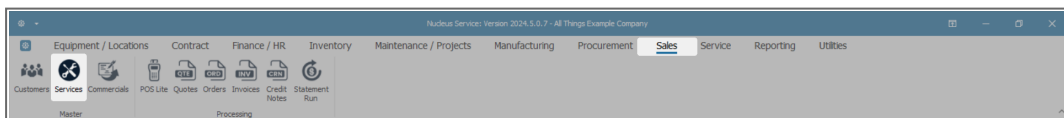- **Delete / Remove** a Supplier from a Service.

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 **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**.
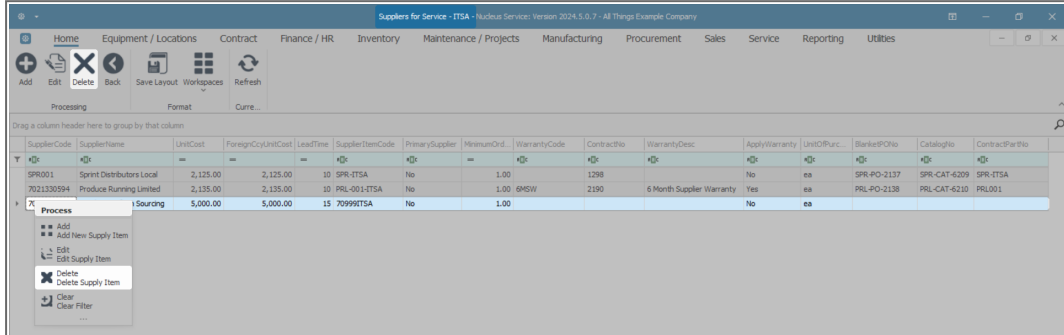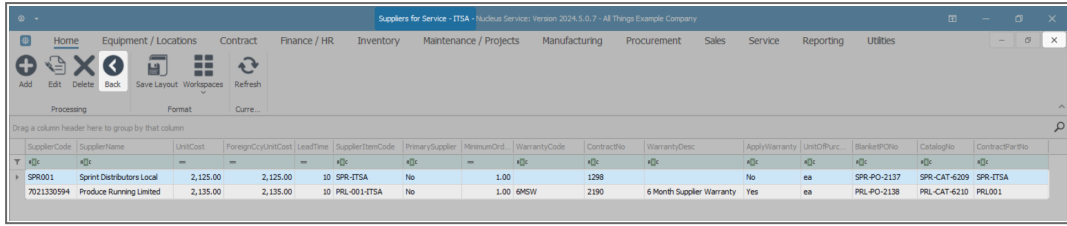

The system automatically places the linked supplier on a newly created requisition when a supplier has been linked to a **service definition**, along with the **unit cost** and **lead time** linked to that supplier. Refer to Add Service Item.

- 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.
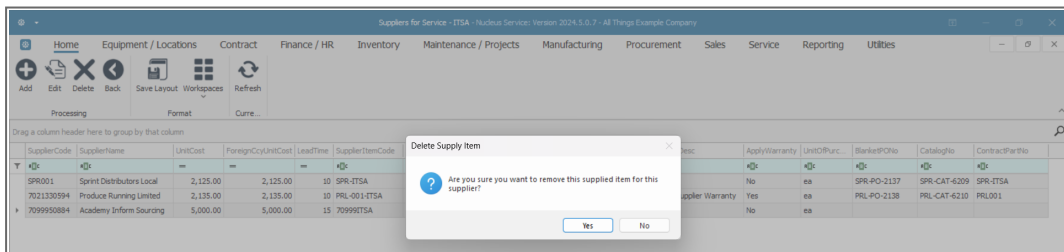
- The Supplier has been removed from the **Suppliers for Service** screen.
- Click on **Back** or **close** the screen to return to the Service listing screen.

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](#)

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