

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

PROCUREMENT

DELIVERY ADDRESS

The default delivery address on a purchase order is the company's shipping address as set up in Company Configuration.

If you want to specify a <u>different</u> shipping address, follow the instructions below.

Note: A shipping address can <u>only</u> be changed when the purchase order is the **New** status.

Ribbon Access: Procurement > Orders

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Select the Site and Status



The Status must be set to New.

SELECT PURCHASE ORDER

- Select the **row** of the purchase order where you wish to view the delivery addresses.
- Click on the **Addresses** tile.

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The Address Listing for Purchase Order:[] will be displayed.

ADDRESS

- Select the address where you wish to make changes.
- Click on Edit.



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EDIT ADDRESS DETAILS

- The Edit Address screen will be displayed.
- The Company Address option is selected by default.
- There are 2 options to choose from;
 - i. **Company Address**: Select this option if you want the goods to be delivered to your company.
 - ii. **Customer Address**: Select this option if you want the goods to be delivered directly to the customer.



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Email Address	employeea@company.co.za												
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• In this image, **Customer Address** is selected.

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Help v2024.5.0.7/1.0 - Pg 4 - Printed: 04/07/2024



- Update the **Contact Name** if applicable.
- Click on the **Search** button for more company/customer addresses.
- The Select the address to be linked to this Purchase Order screen will be displayed.
- Select the address and click on **Ok**.

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- The Select the address to be linked to this Purchase Order screen will close.
- The address details will be updated.
- You can also update the email address if applicable.

SAVE CHANGES

• Click on Save.



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- A PO Addresses Processing message will pop up telling you;
 - ^o Address saved for Purchase Order:[].
- Click on Ok.

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Help v2024.5.0.7/1.0 - Pg 6 - Printed: 04/07/2024



- The updated address will be displayed in the Address Listing for Purchase Order:[] screen.
- Click on **Close** to exit this screen.

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