

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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Home Equipmen	nt and Locations Contract F	Finance and HR Inventory	Maintenance and Pr	ojects Manufactu	uring Procu	rement Sales Se	ervice Repor	ting Utilities	- 8 ×
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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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Fax No	000 000 0000												
Email Address	employeea@company.co.za												
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• In this image, **Customer Address** is selected.

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- 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**.

	Edit addr	ess - BPO: V	ersion 2.1.0.69 - TEST	ALPHA - JUDITH P	C LOCAL		<u> </u>		
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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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Email Address	judith@comp	any.co.za												
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- A PO Addresses Processing message will pop up telling you;
  - <sup>o</sup> Address saved for Purchase Order:[].
- Click on Ok.

-	Address Lis	sting for Purchase Ord	er : PO0000135 - BPO: Ve	rsion 2.1.0.69 - TE	ST ALPHA - JU	JDITH PC LOCAL		-	
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SHIP	John Lavender	PO Box 741	Forest Hills	Upper High		1234	Province		
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- The updated address will be displayed in the Address Listing for Purchase Order:[] screen.
- Click on **Close** to exit this screen.

Home       Equipment and Locations       Contract       Finance and HR       Inventory       Maintenance and Projects       Manufacturing       Procurement       Sales       Service       Reporting       Utilities       —       Image: Service       Reporting       Utilities       Image: Service       Reporting       Utilities       Image: Service       Reporting       Utilities       Image: Service       Reporting       Utilities		Address Li	sting for Purchase Order :	PO0000135 - BPO: Ve	rsion 2.1.0.69 - TEST ALPH	A - JUDITH PC	LOCAL		- 🗆 🗙
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