

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

## PROCUREMENT

### SUPPLIERS – ITEMS SUPPLIED

Linking **Items Supplied** means that you can associate a part with a supplier for procurement.

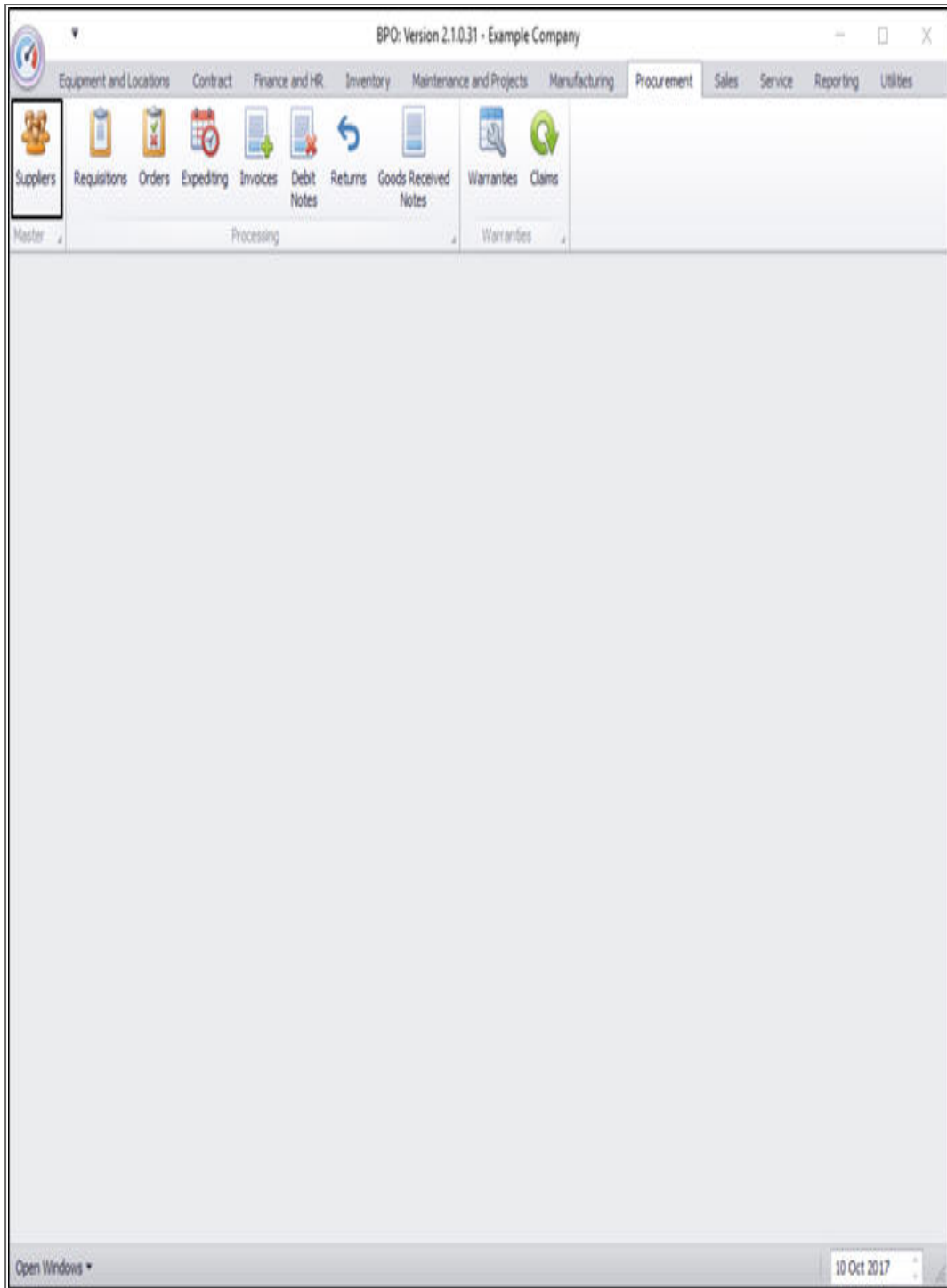
You can:

- Set the Supplier as the **Primary** Supplier.
- Set up a Supplier **Part Code, Unit Cost, Lead Time** and more.

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**Ribbon Access:** Procurement > Suppliers

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## **ADD ITEMS SUPPLIED**

The **Supplier Listing** screen will be displayed.

Select the **Site**.

- In this image **Durban** has been selected.

Supplier Listing - BPO: Version 2.1.0.31 - Example Company

Home | Equipment and Locations | Contract | Finance and HR | Inventory | Maintenance and Projects | Manufacturing | Procurement | Sales | Service | Reporting | Utilities

Add Edit Delete Sync Save Layout Workspaces Refresh

Processing | Format

Links: Enter text to search...

Functions:

- Items Supplied
- Notes
- Addresses

Processing:

- Requisitions
- Purchase Orders
- GRNs
- Supplier Invoices

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SupplierCode	SupplierName					VATNo	MinOrderAmt	FreightCarrier	FreightTerms	Payment
SUP001	Buy Back Supplier	Supplier contact	BUY	A		0000000000	0.00			2
SPR001	Sprint Distributors Local	Harry Jackson	GEN	A	456789123	0.00	The Courier Guy	30 days from Delivery		3
SPR002	Sprint International	George Matthews	GEN	A	456258741	0.00				2
TON001	Tonys Copy Shop	Tony	SHPA	A	9874561321	0.00	DHL	COO		2
YES001	Young Electric	Grant	GEN	A	3245064654	0.00				3
PRJ010	Printer World	Magge Sage	GEN	A	456123789	0.00	Wheels with Wings	30 days from delivery		4
TWI001	Twinkle Office Automation ...	Jason King	GEN	A	9876543210	0.00	Wing It Couriers	30 day		2
BON001	Bonsai Bonanza	Teddy Miller	GEN	A	987654321	0.00	Wing It Couriers	30 day		2

## SELECT SUPPLIER

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- Select the **row** of the **Supplier** to whom you wish to **add an item**.
- Click on the **Items Supplied** tile.

Supplier Listing - BPO: Version 2.1.0.31 - Example Company

Home | Equipment and Locations | Contract | Finance and HR | Inventory | Maintenance and Projects | Manufacturing | Procurement | Sales | Service | Reporting | Utilities

Add | Edit | Delete | Sync | Save Layout | Workspaces | Refresh | Durban | Active | Export

Processing | Format | Current | Print

Links: Enter text to search...

Functions:
 

- Items Supplied
- Notes
- Addresses

Processing:
 

- Requisitions
- Purchase Orders
- GRNs
- Supplier Invoices

SupplierCode	SupplierName	ContactName	SupplierType	Status	VATNo	MinOrderAmt	FreightCarrier	FreightTerms	Payment
SUP001	Buy Back Supplier	Supplier Contact	BUY	A	0000000000	0.00			2
SPR001	Sprint Distributors Local	Harry Jackson	GEN	A	456789123	0.00	The Courier Guy	30 days from Delivery	3
SPR002	Sprint International	George Matthews	GEN	A	456258741	0.00			2
TON001	Tonys Copy Shop	Tony	SHPA	A	9874561321	0.00	DHL	COO	2
YES001	Young Electric	Grant	GEN	A	3245064654	0.00			3
PRJ010	Printer World	Magge Sage	GEN	A	456123789	0.00	Wheels with Wings	30 days from delivery	4
TWI001	Twinkle Office Automaton ...	Jason King	GEN	A	9876543210	0.00	Wing It Couriers	30 day	2
BON001	Bonsai Bonanza	Teddy Miller	GEN	A	987654321	0.00	Wing It Couriers	30 day	2

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## LINK ITEM TO SUPPLIER

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- The **Items Supplied By Supplier - [ ]** screen will be displayed.
- Click on **Add**.

Items Supplied By Supplier - YES001 - BPO: Version 2.1.0.31 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Add Edit Delete Back Save Layout Refresh

Processing Format Cur...

Drag a column header here to group by that column

SupplierCode	InventoryCode	SupplierName	UnitCost	ForeignCcyUnitCost	Currency	TaxRate	ExchangeR...	LeadTime	SupplierBarCode	PrimarySupplier	MinimumOrderQty	Contra
YES001	102-7854	Young Electric	20.00	20.00	ZAR	14.00	1.00	0		Yes	1.00	
YES001	1020-147K	Young Electric	500.00	500.00	ZAR	14.00	1.00	3		No	1.00	
YES001	SP2020	Young Electric	6 500.00	6 500.00	ZAR	14.00	1.00	0		No	1.00	
YES001	2020-147K	Young Electric	500.00	500.00	ZAR	14.00	1.00	2	0011223344	No	1.00	

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## ADD ITEM DETAILS

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The **Supply Item Maintenance for Supplier [ ]** screen will be displayed.

- **Part:** Click on the search icon and select the relevant part.
- **Description:** This will auto populate depending on the part you have selected.
- **Supplier:** This will auto populate depending on the Supplier you initially selected.
- **Name:** This will auto populate depending on the Supplier you initially selected.
- **Bar Code:** Type in the bar code that is linked to the supplier on the part code. (This is important if you are using a **Handheld Scanner** to scan stock items.
- **Supplier Code:** Type in the part number used by the Supplier. (You can update this if the supplier changes their part number - as this will filter through to the Purchase Order).
- **Blanket PO No:** Purchase Order number relating to the contract if a SLA agreement has been signed with the supplier to procure only from them for a specified period. This is similar to an 'account no'. Leave blank if not applicable.
- **Primary Supplier:** Click on the check box if this is the primary supplier. Each part definition can only have one primary supplier.
- **Currency:** Will be populated based on the currency set up on the supplier.
- **Exchange Rate:** Will be populated based on the Exchange Rate set up in the system.

Supply Item Maintenance for Supplier YES001 - BPO: Version 2.1.0.31 - Example Company

Home | Equipment and Locations | Contract | Finance and HR | Inventory | Maintenance and Projects | Manufacturing | Procurement | Sales | Service | Reporting | Utilities

Save | Back

Process

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**Part**

**Description**

**Supplier** YES001

**Name** Young Electric

**Bar Code**

**Supplier Code**

**Blanket PO No.**

**Primary Supplier**

**Currency** South African Rand

**Exchange Rate** 1.0000

**Ordering**

**Unit Cost**

**Base Unit Cost**

**Lead Time (Days)**

**Contract No**

**Page No**

**Contract Part No**

**Quantity per UOP**

**Unit of Purchase** ea

**Minimum Order Qty**

**Catalog No**

**Manufacturer**

**Manufacturer**

**Code**

**Default Warranty**

**Warranty**

**Apply Warranty**

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### Manufacturer

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- **Manufacturer:** Click on the search button to select the manufacturer, if required.
- **Code:** Type in the part number used by the manufacturer, if required.

### Default Warranty

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- **Default Warranty:** Search for and select the relevant warranty, if required, only for A-class (serialised) part definitions.
- **Apply Warranty:** Select this if the warranty should be auto-linked to the asset when it is GRN'd into store.

Supply Item Maintenance for Supplier YES001 - BPO: Version 2.1.0.31 - Example Company
\_ □ ×

Home
Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities - ⌵ ×

Save Back
Process ▾

<p><b>Part</b> <input style="width: 80%;" type="text" value="1458-96523"/></p> <p><b>Description</b> <input style="width: 80%;" type="text" value="K147 Kyocera Colour Copier"/></p> <p><b>Supplier</b> <input style="width: 80%;" type="text" value="YES001"/></p> <p><b>Name</b> <input style="width: 80%;" type="text" value="Young Electric"/></p> <p><b>Bar Code</b> <input style="width: 80%;" type="text" value="001122"/></p> <p><b>Supplier Code</b> <input style="width: 80%;" type="text" value="010203"/></p> <p><b>Blanket PO No.</b> <input style="width: 80%;" type="text"/></p> <p><b>Primary Supplier</b> <input checked="" type="checkbox"/></p> <p><b>Currency</b> <input style="width: 80%;" type="text" value="South African Rand"/></p> <p><b>Exchange Rate</b> <input style="width: 80%;" type="text" value="1.0000"/></p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><b>Manufacturer</b></p> <p><b>Manufacturer</b> <input style="width: 80%;" type="text"/></p> <p><b>Code</b> <input style="width: 80%;" type="text"/></p> </div> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><b>Default Warranty</b></p> <p><b>Warranty</b> <input style="width: 80%;" type="text"/></p> <p><b>Apply Warranty</b> <input type="checkbox"/></p> </div>	<div style="border: 1px solid gray; padding: 5px; margin-top: 10px;"> <p><b>Ordering</b></p> <p><b>Unit Cost</b> <input style="width: 80%;" type="text" value="0"/></p> <p><b>Base Unit Cost</b> <input style="width: 80%;" type="text"/></p> <p><b>Lead Time (Days)</b> <input style="width: 80%;" type="text" value="1"/></p> <p><b>Contract No</b> <input style="width: 80%;" type="text"/></p> <p><b>Page No</b> <input style="width: 80%;" type="text"/></p> <p><b>Contract Part No</b> <input style="width: 80%;" type="text"/></p> <p><b>Quantity per UOP</b> <input style="width: 80%;" type="text" value="1"/></p> <p><b>Unit of Purchase</b> <input style="width: 80%;" type="text" value="ea"/></p> <p><b>Minimum Order Qty</b> <input style="width: 80%;" type="text" value="1"/></p> <p><b>Catalog No</b> <input style="width: 80%;" type="text"/></p> </div>
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## Ordering

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- **Unit Cost:** Type in the cost per unit
- **Base Unit Cost:** Calculated on the Unit cost
- **Lead Time (Days):** Type in the lead time in days
- **Contract No:** If you have a contract with the Supplier, type in the contract number. Leave blank if not applicable.
- **Page No:** Type in the contract page number that relates to this part. Leave blank if not applicable.
- **Contract Part No:** Type in the part number agree to on this contract. Leave blank if not applicable.
- **Qty per UOP:** Type in the quantity per Unit of Purchase. This ties up with Unit of Purchase - you can set up the part to procure 1 each or 10 in a box, etc. Usually the default of 1 is used. The only difference this will make, is change the value displayed on the Purchase Order document. If there are 10 in a box - you will still Order 10 and Receive 10, but the PO will display 1.
- **Unit of Purchase:** Type in the unit that ties up with the Qty per UOP, e.g. each or box. Usually the default of 'ea' is used.
- **Minimum Order Qty:** This is the minimum the Supplier will supply per order. Usually the default of 1 is used.
- **Catalog No:** Type in the part number as per the supplier's catalogue.

Supply Item Maintenance for Supplier YES001 - BPO: Version 2.1.0.31 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Save

Back

Process

**Part** 1458-96523

**Description** K147 Kyocera Colour Copier

**Supplier** YES001

**Name** Young Electric

**Bar Code** 001122

**Supplier Code** 010203

**Blanket PO No.**

**Primary Supplier**

**Currency** South African Rand

**Exchange Rate** 1.0000

**Manufacturer**

**Manufacturer** Kyocera

**Code** K11101

**Default Warranty**

**Warranty** 12 Month Supplier Warranty

**Apply Warranty**

**Ordering**

**Unit Cost** 0

**Base Unit Cost**

**Lead Time (Days)** 1

**Contract No**

**Page No**

**Contract Part No**

**Quantity per UOP** 1

**Unit of Purchase** ea

**Minimum Order Qty** 1

**Catalog No**

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## **SAVE ITEM SUPPLIED**

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- When you have finished adding the Items Supplied details, click on **Save**.

Supply Item Maintenance for Supplier YES001 - BPO: Version 2.1.0.31 - Example Company

Home | Equipment and Locations | Contract | Finance and HR | Inventory | Maintenance and Projects | Manufacturing | Procurement | Sales | Service | Reporting | Utilities

Save | Back

---

**Part** 1458-96523

**Description** K147 Kyocera Colour Copier

**Supplier** YES001

**Name** Young Electric

**Bar Code** 001122

**Supplier Code** 010203

**Blanket PO No.**

**Primary Supplier**

**Currency** South African Rand

**Exchange Rate** 1.0000

**Manufacturer**

**Manufacturer** Kyocera

**Code** K11101

**Default Warranty**

**Warranty** 12 Month Supplier Warranty

**Apply Warranty**

**Ordering**

**Unit Cost** 2500

**Base Unit Cost** 2 500.00

**Lead Time (Days)** 7

**Contract No** K998877

**Page No** 8

**Contract Part No** 1458-96523

**Quantity per UOP** 1

**Unit of Purchase** ea

**Minimum Order Qty** 1

**Catalog No** 1458-96523

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- An **Item Supply Processing** message box will appear informing you that;
  - **Item supply configuration for part: [ ] and supplier [ ] complete.**
- Click on **OK**.

Items Supplied By Supplier - YES001 - BPO: Version 2.1.0.31 - Example Company

Home | Equipment and Locations | Contract | Finance and HR | Inventory | Maintenance and Projects | Manufacturing | Procurement | Sales | Service | Reporting | Utilities

Add | Edit | Delete | Back | Save Layout | Refresh

Processing | Format | Cur...

Drag a column header here to group by that column

SupplierCode	InventoryCode	SupplierName	UnitCost	ForeignCcyUnitCost	Currency	TaxRate	ExchangeRate	LeadTime	SupplierBarCode	SupplierItemCode	Primary
YES001	102-7854	Young Electric	20.00	20.00	ZAR	14.00	1.00	0			Yes
YES001	1020-147K	Young Electric	500.00	500.00	ZAR	14.00	1.00	3			No
YES001	SP2020	Young Electric	6 500.00	6 500.00	ZAR	14.00	1.00	0			No
YES001	2020-147K	Young Electric	500.00	500.00	ZAR	14.00	1.00	2	0011223344		No
YES001	1458-96523	Young Electric	2 500.00	2 500.00	ZAR	14.00	1.00	7	001122	010203	Yes

Item Supply Processing

Item supply configuration for part : 1458-96523 and supplier YES001 complete.

OK

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## **VIEW NEW ITEM SUPPLIED**

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- The Item supplied details can now be viewed in the **Items Supplied by Supplier - [ ]** screen.

Items Supplied By Supplier - YES001 - BPO: Version 2.1.0.31 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Add Edit Delete Back Save Layout Refresh

Processing Format Cur...

Drag a column header here to group by that column

SupplierCode	InventoryCode	SupplierName	UnitCost	ForeignCcyUnitCost	Currency	TaxRate	ExchangeRate	LeadTime	SupplierBarCode	SupplierItemCode	PrimarySupplier
YES001	102-7854	Young Electric	20.00	20.00	ZAR	14.00	1.00	0			Yes
YES001	1020-147K	Young Electric	500.00	500.00	ZAR	14.00	1.00	3			No
YES001	SP2020	Young Electric	6 500.00	6 500.00	ZAR	14.00	1.00	0			No
YES001	2020-147K	Young Electric	500.00	500.00	ZAR	14.00	1.00	2	0011223344		No
YES001	1458-96523	Young Electric	2 500.00	2 500.00	ZAR	14.00	1.00	7	001122	010203	Yes

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## EDIT ITEMS SUPPLIED

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In the Supplier Listing screen,

Select the Site

- In this image **Durban** has been selected.

Supplier Listing - BPO: Version 2.1.0.31 - Example Company

Home | Equipment and Locations | Contract | Finance and HR | Inventory | Maintenance and Projects | Manufacturing | Procurement | Sales | Service | Reporting | Utilities

Add Edit Delete Sync Save Layout Workspaces Refresh

Processing | Format

Links: Enter text to search...

Functions:
 

- Items Supplied
- Notes
- Addresses

Processing:
 

- Requisitions
- Purchase Orders
- GRNs
- Supplier Invoices

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SupplierCode	SupplierName	VATNo	MinOrderAmt	FreightCarrier	FreightTerms	Payment
SUP001	Buy Back Supplier	0000000000	0.00			2
SPR001	Sprint Distributors Local	456789123	0.00	The Courier Guy	30 days from Delivery	3
SPR002	Sprint International	456258741	0.00			2
TON001	Tonys Copy Shop	9874561321	0.00	DHL	COO	2
YES001	Young Electric	3245064654	0.00			3
PR1010	Printer World	456123789	0.00	Wheels with Wings	30 days from delivery	4
TW1001	Twinkle Office Automation ...	9876543210	0.00	Wing It Couriers	30 day	2
BON001	Bonsai Bonanza	987654321	0.00	Wing It Couriers	30 day	2

## SELECT SUPPLIER

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- Select the **row** of the **Supplier** whose items supplied details you wish to **edit**.
- Click on the **Items Supplied** tile.

Supplier Listing - BPO: Version 2.1.0.31 - Example Company

Home | Equipment and Locations | Contract | Finance and HR | Inventory | Maintenance and Projects | Manufacturing | Procurement | Sales | Service | Reporting | Utilities

Add | Edit | Delete | Sync | Save Layout | Workspaces | Refresh | Durban | Active | Export

Processing | Format | Current | Print

Links: Enter text to search...

Functions:

- Items Supplied
- Notes
- Addresses

Processing:

- Requisitions
- Purchase Orders
- GRNs
- Supplier Invoices

SupplierCode	SupplierName	ContactName	SupplierType	Status	VATNo	MinOrderAmt	FreightCarrier	FreightTerms	Payment
SUP001	Buy Back Supplier	Supplier Contact	BUY	A	0000000000	0.00			2
SPR001	Sprint Distributors Local	Harry Jackson	GEN	A	456789123	0.00	The Courier Guy	30 days from Delivery	3
SPR002	Sprint International	George Matthews	GEN	A	456258741	0.00			2
TON001	Tonys Copy Shop	Tony	SHPA	A	9874561321	0.00	DHL	COO	2
YES001	Young Electric	Grant	GEN	A	3245064654	0.00			3
PRJ010	Printer World	Magge Sage	GEN	A	456123789	0.00	Wheels with Wings	30 days from delivery	4
TWI001	Twinkle Office Automaton ...	Jason King	GEN	A	9876543210	0.00	Wing It Couriers	30 day	2
BON001	Bonsai Bonanza	Teddy Miller	GEN	A	987654321	0.00	Wing It Couriers	30 day	2

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## SELECT ITEM

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- Select the **row** of the **item** you wish to **edit**.
- Click on **Edit**.

Items Supplied By Supplier - YES001 - BPO: Version 2.1.0.31 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Add Edit Delete Back Save Layout Refresh

Processing Format Cur...

Drag a column header here to group by that column

SupplierCode	InventoryCode	SupplierName	UnitCost	ForeignCcyUnitCost	Currency	TaxRate	ExchangeRate	LeadTime	SupplierBarCode	SupplierItemCode	PrimarySupplier
YES001	102-7854	Young Electric	20.00	20.00	ZAR	14.00	1.00	0			Yes
YES001	1020-147K	Young Electric	500.00	500.00	ZAR	14.00	1.00	3			No
YES001	SP2020	Young Electric	6 500.00	6 500.00	ZAR	14.00	1.00	0			No
YES001	2020-147K	Young Electric	500.00	500.00	ZAR	14.00	1.00	2	0011223344		No
YES001	1458-96523	Young Electric	2 500.00	2 500.00	ZAR	14.00	1.00	7	001122	010203	Yes

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- A **Supply Item** message box will pop up asking;
  - **Are you sure you want to edit the item [ ] supplied by [ ]?**
- Click on **Yes**.

Items Supplied By Supplier - YES001 - BPO: Version 2.1.0.31 - Example Company

Home | Equipment and Locations | Contract | Finance and HR | Inventory | Maintenance and Projects | Manufacturing | Procurement | Sales | Service | Reporting | Utilities

Add
 Edit
 Delete
 Back
 Save Layout
 Refresh

Processing | Format | Cur...

Drag a column header here to group by that column

SupplierCode	InventoryCode	SupplierName	UnitCost	ForeignCcyUnitCost	Currency	TaxRate	ExchangeRate	LeadTime	SupplierBarCode	SupplierItemCode	PrimarySupplier
YES001	102-7854	Young Electric	20.00	20.00	ZAR	14.00	1.00	0			Yes
YES001	1020-147K	Young Electric	500.00	500.00	ZAR	14.00	1.00	3			No
YES001	SP2020	Young Electric	6 500.00	6 500.00	ZAR	14.00	1.00	0			No
YES001	2020-147K	Young Electric	500.00	500.00	ZAR	14.00	1.00	2	0011223344		No
YES001	1458-96523	Young Electric	2 500.00	2 500.00	ZAR	14.00	1.00	7	001122	010203	Yes

Supply Item

Are you sure you want to edit the item 1458-96523 supplied by Young Electric?

Yes No

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- The **Supply Item Maintenance for Supplier [ ]** screen will be displayed.
- Select the **detail(s)** to be **edited**.
  - In this image **Warranty** has been selected to be **edited**.

Supply Item Maintenance for Supplier YES001 - BPO: Version 2.1.0.31 - Example Company
\_ □ ×

Home
Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities - ⌵ ×

Save Back
Process ▾

<p><b>Part</b> <input type="text" value="1458-96523"/></p> <p><b>Description</b> <input type="text" value="K147 Kyocera Colour Copier"/></p> <p><b>Supplier</b> <input type="text" value="YES001"/></p> <p><b>Name</b> <input type="text" value="Young Electric"/></p> <p><b>Bar Code</b> <input type="text" value="001122"/></p> <p><b>Supplier Code</b> <input type="text" value="010203"/></p> <p><b>Blanket PO No.</b> <input type="text"/></p> <p><b>Primary Supplier</b> <input checked="" type="checkbox"/></p> <p><b>Currency</b> <input type="text" value="South African Rand"/></p> <p><b>Exchange Rate</b> <input type="text" value="1.0000"/></p> <p><b>Manufacturer</b></p> <p style="margin-left: 20px;"><b>Manufacturer</b> <input type="text" value="Kyocera"/></p> <p style="margin-left: 20px;"><b>Code</b> <input type="text" value="K11101"/></p> <p><b>Default Warranty</b></p> <p style="margin-left: 20px;"><b>Warranty</b> <input type="text" value="12 Month Supplier Warranty"/></p> <p><b>Apply Warranty</b> <input checked="" type="checkbox"/></p>	<p><b>Ordering</b></p> <p><b>Unit Cost</b> <input type="text" value="2500"/></p> <p><b>Base Unit Cost</b> <input type="text" value="2 500.00"/></p> <p><b>Lead Time (Days)</b> <input type="text" value="7"/></p> <p><b>Contract No</b> <input type="text" value="K998877"/></p> <p><b>Page No</b> <input type="text" value="8"/></p> <p><b>Contract Part No</b> <input type="text" value="1458-96523"/></p> <p><b>Quantity per UOP</b> <input type="text" value="1"/></p> <p><b>Unit of Purchase</b> <input type="text" value="ea"/></p> <p><b>Minimum Order Qty</b> <input type="text" value="1"/></p> <p><b>Catalog No</b> <input type="text" value="1458-96523"/></p>
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- Make the required changes.
  - In this image the **Warranty** was changed to **24 Month Supplier Warranty**.

### **SAVE CHANGES**

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- When you have finished editing the details, click on **Save**.

Supply Item Maintenance for Supplier YES001 - BPO: Version 2.1.0.31 - Example Company

Home
Equipment and Locations
Contract
Finance and HR
Inventory
Maintenance and Projects
Manufacturing
Procurement
Sales
Service
Reporting
Utilities

Save

Back

**Part**

**Description**

**Supplier**

**Name**

**Bar Code**

**Supplier Code**

**Blanket PO No.**

**Primary Supplier**

**Currency**

**Exchange Rate**

**Manufacturer**

**Manufacturer**

**Code**

**Default Warranty**

**Warranty**

**Apply Warranty**

**Ordering**

**Unit Cost**

**Base Unit Cost**

**Lead Time (Days)**

**Contract No**

**Page No**

**Contract Part No**

**Quantity per UOP**

**Unit of Purchase**

**Minimum Order Qty**

**Catalog No**

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- An **Item Supply Processing** message box will pop up informing you that;
  - **Item supply configuration for part: [ ] and supplier [ ] complete.**
- Click on **OK**.

Items Supplied By Supplier - YES001 - BPO: Version 2.1.0.31 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Add Edit Delete Back Save Layout Refresh

Processing Format Cur...

Drag a column header here to group by that column.

SupplierCode	InventoryCode	SupplierName	UnitCost	ForeignCcyUnitCost	Currency	TaxRate	ExchangeRate	LeadTime	SupplierBarCode	SupplierItemCode	Primary
YES001	102-7854	Young Electric	20.00	20.00	ZAR	14.00	1.00	0			Yes
YES001	1020-147K	Young Electric	500.00	500.00	ZAR	14.00	1.00	3			No
YES001	SP2020	Young Electric	6 500.00	6 500.00	ZAR	14.00	1.00	0			No
YES001	2020-147K	Young Electric	500.00	500.00	ZAR	14.00	1.00	2	0011223344		No
YES001	1458-96523	Young Electric	2 500.00	2 500.00	ZAR	14.00	1.00	7	001122	010203	Yes

Item Supply Processing

Item supply configuration for part: 1458-96523 and supplier YES001 complete.

OK

Open Windows 10 Oct 2017

## VIEW EDITED ITEM SUPPLIED

---

- The edited detail(s) can now be viewed in the **Items Supplied by Supplier - [ ]** screen.
  - (Use the scroll bar to find the correct column if necessary).

Items Supplied By Supplier - YES001 - BPO: Version 2.1.0.31 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Add Edit Delete Back Save Layout Refresh

Processing Format Cur...

Drag a column header here to group by that column

Code	Supplier/ItemCode	PrimarySupplier	MinimumOrderQty	ContractPartNo	WarrantyCode	ContractPageNo	ContractNo	CatalogNo	WarrantyDesc	ApplyWarranty
		Yes	1.00							No
		No	1.00							No
		No	1.00							No
		No	1.00							No
	010203	Yes	1.00	1458-96523	24MSW	8	K998877	1458-96523	24 Month Supplier Warranty	Yes

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## DELETE ITEMS SUPPLIED

---

In the **Supplier Listing** screen,

Select the Site

- In this image **Durban** has been selected.

Supplier Listing - BPO: Version 2.1.0.31 - Example Company

Home | Equipment and Locations | Contract | Finance and HR | Inventory | Maintenance and Projects | Manufacturing | Procurement | Sales | Service | Reporting | Utilities

Add Edit Delete Sync Save Layout Workspaces Refresh

Processing | Format

Links: Enter text to search...

**Functions**  
 Items Supplied  
 Notes  
 Addresses

**Processing**  
 Requisitions  
 Purchase Orders  
 GRNs  
 Supplier Invoices

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SupplierCode	SupplierName					VATNo	MinOrderAmt	FreightCarrier	FreightTerms	Payment
SUP001	Buy Back Supplier	Supplier contact	BUY	A		0000000000	0.00			2
SPR001	Sprint Distributors Local	Harry Jackson	GEN	A	456789123	0.00	The Courier Guy	30 days from Delivery		3
SPR002	Sprint International	George Matthews	GEN	A	456258741	0.00				2
TON001	Tonys Copy Shop	Tony	SHPA	A	9874561321	0.00	DHL	COO		2
YES001	Young Electric	Grant	GEN	A	3245064654	0.00				3
PRJ010	Printer World	Magge Sage	GEN	A	456123789	0.00	Wheels with Wings	30 days from delivery		4
TWI001	Twinkle Office Automation ...	Jason King	GEN	A	9876543210	0.00	Wing It Couriers	30 day		2
BON001	Bonsai Bonanza	Teddy Miller	GEN	A	987654321	0.00	Wing It Couriers	30 day		2

## SELECT SUPPLIER

---

- Select the **row** of the **Supplier** where you wish to delete the linked **Item Supplied**.
- Click on the **Items Supplied** tile.

SupplierCode	SupplierName	ContactName	SupplierType	Status	VATNo	MinOrderAmt	FreightCarrier	FreightTerms	Payment
SUP001	Buy Back Supplier	Supplier Contact	BUY	A	0000000000	0.00			2
SPR001	Sprint Distributors Local	Harry Jackson	GEN	A	456789123	0.00	The Courier Guy	30 days from Delivery	3
SPR002	Sprint International	George Matthews	GEN	A	456258741	0.00			2
TON001	Tonys Copy Shop	Tony	SHPA	A	9874561321	0.00	DHL	COO	2
YES001	Young Electric	Grant	GEN	A	3245064654	0.00			3
PRJ010	Printer World	Magge Sage	GEN	A	456123789	0.00	Wheels with Wings	30 days from delivery	4
TWI001	Twinkle Office Automaton ...	Jason King	GEN	A	9876543210	0.00	Wing It Couriers	30 day	2
BON001	Bonsai Bonanza	Teddy Miller	GEN	A	987654321	0.00	Wing It Couriers	30 day	2

The **Items Supplied by Supplier - [ ]** screen will be displayed.



## **SELECT ITEM TO DELETE**

---

- Select the **row** of the **item** you wish to **delete**.
- Click on **Delete**.

Items Supplied By Supplier - YES001 - BPO: Version 2.1.0.31 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Add Edit **Delete** Back Save Layout Refresh

Processing Format Cur...

Drag a column header here to group by that column

SupplierCode	InventoryCode	SupplierName	UnitCost	ForeignCcyUnitCost	Currency	TaxRate	ExchangeRate	LeadTime	SupplierBarCode	SupplierItemCode	Primary
YES001	102-7854	Young Electric	20.00	20.00	ZAR	14.00	1.00	0			Yes
YES001	1020-147K	Young Electric	500.00	500.00	ZAR	14.00	1.00	3			No
YES001	SP2020	Young Electric	6 500.00	6 500.00	ZAR	14.00	1.00	0			No
YES001	2020-147K	Young Electric	500.00	500.00	ZAR	14.00	1.00	2	0011223344		No
YES001	1458-96523	Young Electric	2 500.00	2 500.00	ZAR	14.00	1.00	7	001122	010203	Yes

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## CONFIRM DELETION

---

- A **Delete Supply Item** message box will appear asking;
  - **Are you sure you want to remove this supplied item for this supplier?**
- Click on **Yes**.

Items Supplied By Supplier - YES001 - BPO: Version 2.1.0.31 - Example Company

Home | Equipment and Locations | Contract | Finance and HR | Inventory | Maintenance and Projects | Manufacturing | Procurement | Sales | Service | Reporting | Utilities

Add | Edit | Delete | Back | Save Layout | Refresh

Processing | Format | Cur...

Drag a column header here to group by that column

SupplierCode	InventoryCode	SupplierName	UnitCost	ForeignCcyUnitCost	Currency	TaxRate	ExchangeRate	LeadTime	SupplierBarCode	SupplierItemCode	Prima
YES001	102-7854	Young Electric	20.00	20.00	ZAR	14.00	1.00	0			Yes
YES001	1020-147K	Young Electric	500.00	500.00	ZAR	14.00	1.00	3			No
YES001	SP2020	Young Electric	6 500.00	6 500.00	ZAR	14.00	1.00	0			No
YES001	2020-147K	Young Electric	500.00	500.00	ZAR	14.00	1.00	2	001122344		No
YES001	1458-96523	Young Electric	2 500.00	2 500.00	ZAR	14.00	1.00	7	001122	010203	Yes

Delete Supply Item

Are you sure you want to remove this supplied item for this supplier?

Open Windows | 10 Oct 2017

- The selected item supplied has now been removed from the **Items Supplied By Supplier - [ ]** screen.

Items Supplied By Supplier - YES001 - BPO: Version 2.1.0.31 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Add Edit Delete Back Save Layout Refresh

Processing Format Cur...

Drag a column header here to group by that column.

SupplierCode	InventoryCode	SupplierName	UnitCost	ForeignCcyUnitCost	Currency	TaxRate	ExchangeRate	LeadTime	SupplierBarCode	SupplierItemCode	Primary
YES001	1020-147K	Young Electric	500.00	500.00	ZAR	14.00	1.00	3			No
YES001	SP2020	Young Electric	6 500.00	6 500.00	ZAR	14.00	1.00	0			No
YES001	2020-147K	Young Electric	500.00	500.00	ZAR	14.00	1.00	2	001122394		No
YES001	1458-96523	Young Electric	2 500.00	2 500.00	ZAR	14.00	1.00	7	001122	010203	Yes

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