

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

PROCUREMENT

ADD / EDIT / DELETE ADDRESSES

Make sure you have the supplier's **physical address** set up as the default address, as this pulls through to the **purchase order**

Ribbon Access: Procurement > Suppliers

Help v2024.5.0.7/1.0 - Pg 1 - Printed: 04/07/2024



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ADD SUPPLIER ADDRESS

In the Supplier Listing screen,

Help v2024.5.0.7/1.0 - Pg 2 - Printed: 04/07/2024



Select the Site

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

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		TONI001	Tonys Copy Shop	Tony		SHPA	A	9874561321	0.00	DHL	COD	2
Notes		YE5001	Young Electric	Grant		GEN	A	3245064654	0.00			3
		PR1010	Printer World	Maggie Si	age	GEN	A	456123789	0.00	Wheels with Wings	30 days from delivery	4
		TW1001	Twinkle Office Automation	Jason Kin	g .	GEN	A	9876543210	0.00	Wing It Couriers	30 day	2
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SELECT SUPPLIER

- Select the **row** of the **Supplier** to whom you wish to **add** an address.
- Click on the **Addresses** tile.

Help v2024.5.0.7/1.0 - Pg 5 - Printed: 04/07/2024



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ADD ADDRESS

- The Addresses for Supplier [] screen will be displayed.
- Click on Add.

Help v2024.5.0.7/1.0 - Pg 7 - Printed: 04/07/2024



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The Address maintenance for Supplier [] screen will be displayed.



ADDRESS TYPE

• Click on the drop-down **arrow** in the **Address Type** field.

Help v2024.5.0.7/1.0 - Pg 9 - Printed: 04/07/2024



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• Select the Address Type from the menu.



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ADD ADDRESS DETAILS

• Type in the address details.

SAVE ADDRESS

• Click on Save.

Help v2024.5.0.7/1.0 - Pg 12 - Printed: 04/07/2024

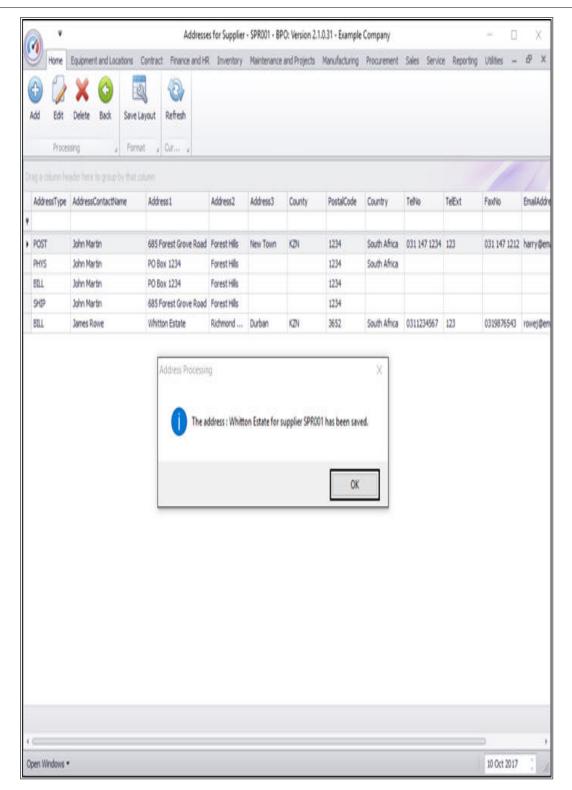


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- You will return to the Addresses for Supplier [] screen.
- An **Address Processing** message box will appear informing you that;
 - $^\circ~$ The address: [] for supplier [] has been saved.
- Click on **OK**.







VIEW NEW ADDRESS

 You can now view the new address details in the Addresses for Supplier - [] screen.



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	POST	John Martin	685 Forest Grove P	oad Forest Hills	New Town	KZN	1234	South Africa	031 147 1234	123	031 147 1212	harry@email.co.za	A
1	PHYS	John Martin	PO Box 1234	Forest Hills			1234	South Africa					A
	BBLL	John Martin	PO Box 1234	Forest Hills			1234						A
	SHIP	John Martin	685 Forest Grove F	oad Forest Hills			1234						A
	BOLL	James Rowe	Whitton Estate	Richmond Road	Durban	K2N	3652	South Africa	0311234567	123	0319876543	rowej@email.co.za	A



EDIT SUPPLIER ADDRESS

In the Supplier Listing screen,

Select the Site

• In this example, **Durban** has been selected.



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		SPR002	Sprint International	George M	latthews	GEN	A	456258741	0.00			2
		TONI001	Tonys Copy Shop	Tony		SHPA	A	9874561321	0.00	DHL	COD	2
Notes		YE5001	Young Electric	Grant		GEN	A	3245064654	0.00			3
		PR1010	Printer World	Maggie Si	age	GEN	A	456123789	0.00	Wheels with Wings	30 days from delivery	4
		TW1001	Twinkle Office Automation	Jason Kin	g .	GEN	A	9876543210	0.00	Wing It Couriers	30 day	2
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Adhesses		BON001	Bonsai Bonanza	Teddy Mi	ler	GEN	A	987654321	0.00	Wing It Couriers	30 day	2
Addresses Processing Requestors Purchase Orders					ler	GEN	A	987654321	0.00	Wing It Couriers	30 day	2



SELECT SUPPLIER

- Select the **row** of the **Supplier** whose addresses you wish to **edit**.
- Click on the **Addresses** tile.

Help v2024.5.0.7/1.0 - Pg 20 - Printed: 04/07/2024



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The Addresses for Supplier - [] screen will be displayed.



SELECT ADDRESS TO EDIT

- Select the **row** of the particular **Address** that you wish to **edit**.
- Click on **Edit**.

Help v2024.5.0.7/1.0 - Pg 22 - Printed: 04/07/2024

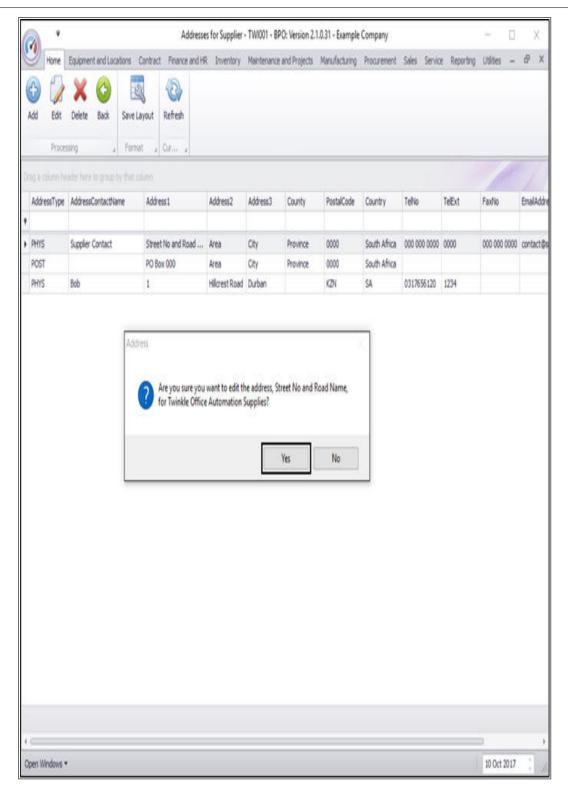


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POST		PO	Box 000	Area	City	Province	0000	South Africa				
PHYS	Bob	1		Hildrest Road	Durban		KZN	\$A	0317656120	1234		



- An **Address** message box will pop up asking;
 - $^\circ~$ Are you sure you want to edit the address, [] for []?
- Click on Yes.





The Address maintenance for Supplier [] screen will be displayed.



EDIT ADDRESS DETAILS

- Make the address changes as required.
- Click on Save.

Help v2024.5.0.7/1.0 - Pg 26 - Printed: 04/07/2024

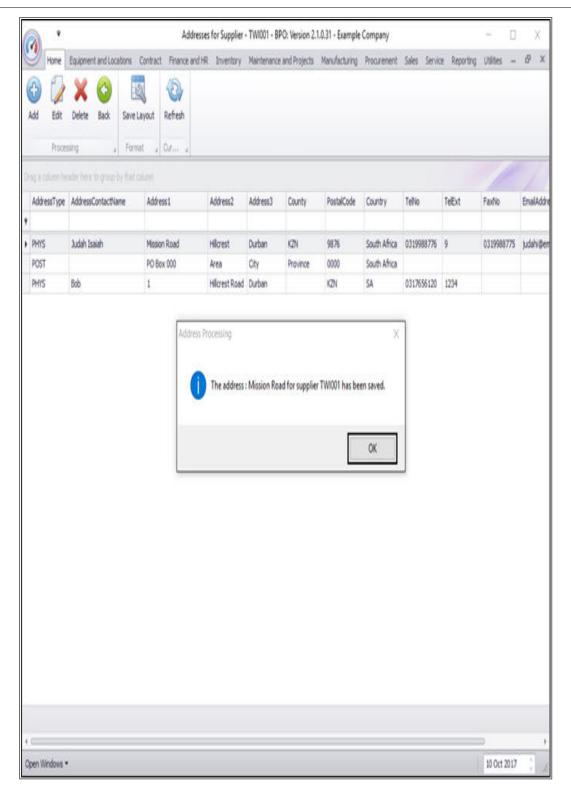


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- You will return to the Addresses for Supplier [] screen.
- An Address Processing message box will pop up informing you that;
 - The address: [] for supplier [] has been saved.
- Click on **OK**.







VIEW EDITED ADDRESS

 You can now view the edited address details in the Addresses for Supplier - [] screen.



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AddressType	AddressContactName	Address 1	Address2	Address3	County	PostalCode	Country	TeNo	TelExt	FaxNo	EmailAddress	Status	
PHYS	Judah Isalah	Mission Road	Hildrest	Durban	K2N	9876	South Africa	0319988776	9	0319988775	judahi@email.co.za	A	
POST		PO Box 000	Area	City	Province	0000	South Africa					A	1
PHYS	Bob	1	Hildrest Road	Durban		KZN	SA	0317656120	1234			1	

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