

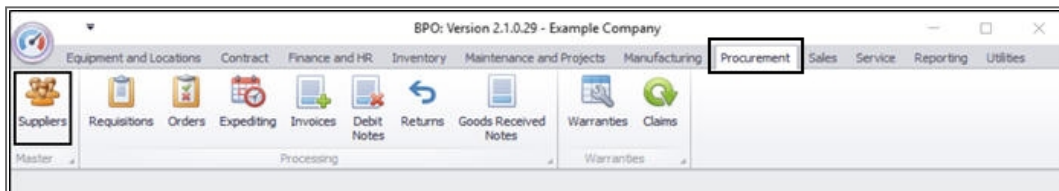
PROCUREMENT

INTRODUCTION TO SUPPLIERS

A **supplier** is anyone who supplies you with **goods** and/or **services**. Supplier **types** can be set up within the system to distinguish between your suppliers.

You need to have a supplier set up in order to create a [Purchase Order](#).

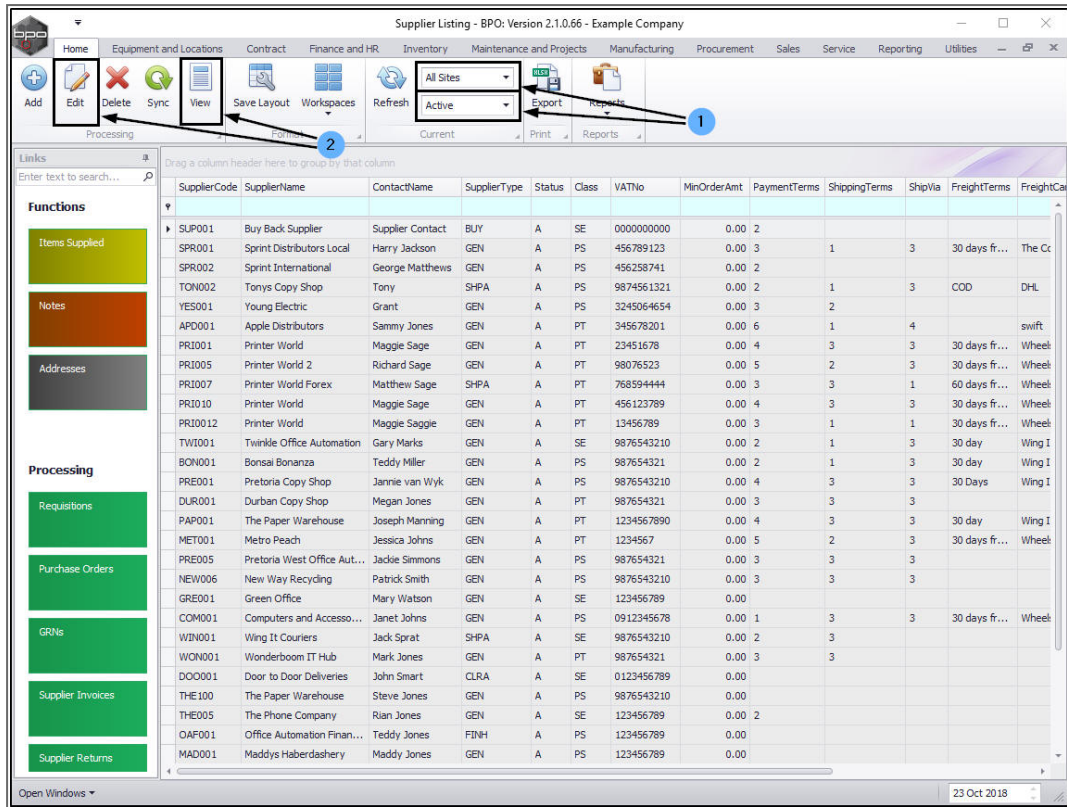
Ribbon Access: *Procurement > Suppliers*



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

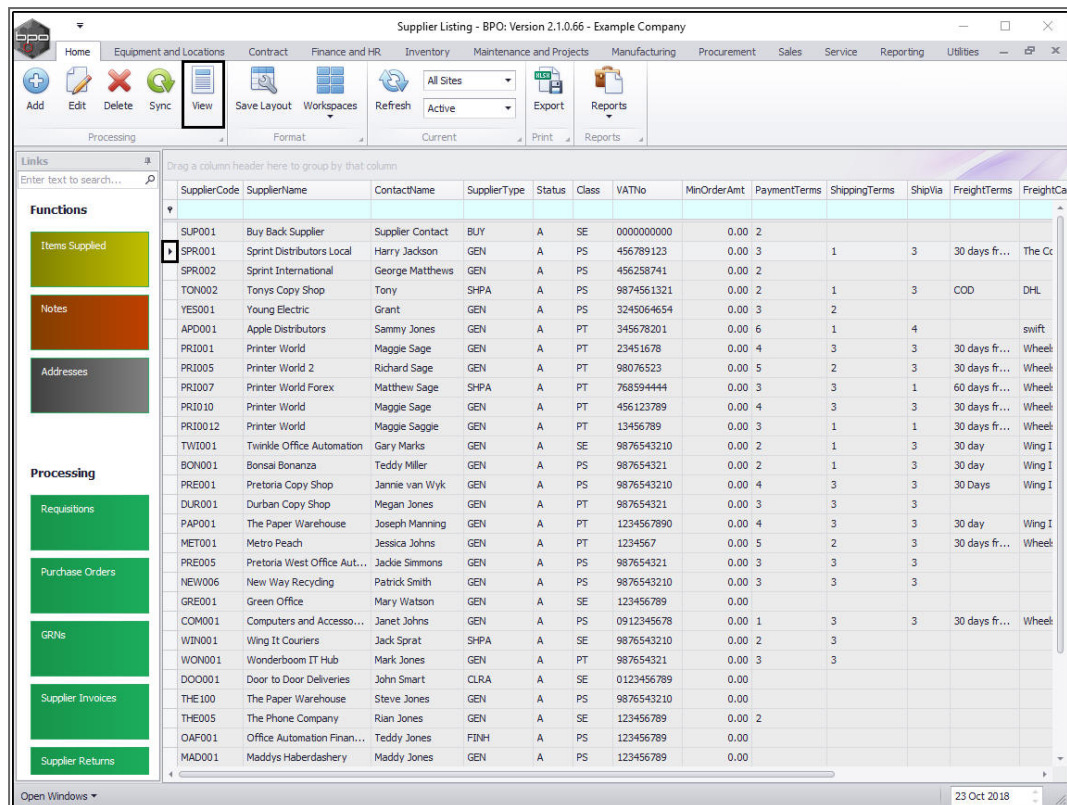
SUPPLIER LISTING SCREEN

1. The screen **site** selection field will default to **All Sites** on opening and the screen **status** will default to **Active**.
2. You can **View** any supplier in this status but if you wish to **Edit** a Supplier you must **select a site first**. (The system will prompt you to do this).



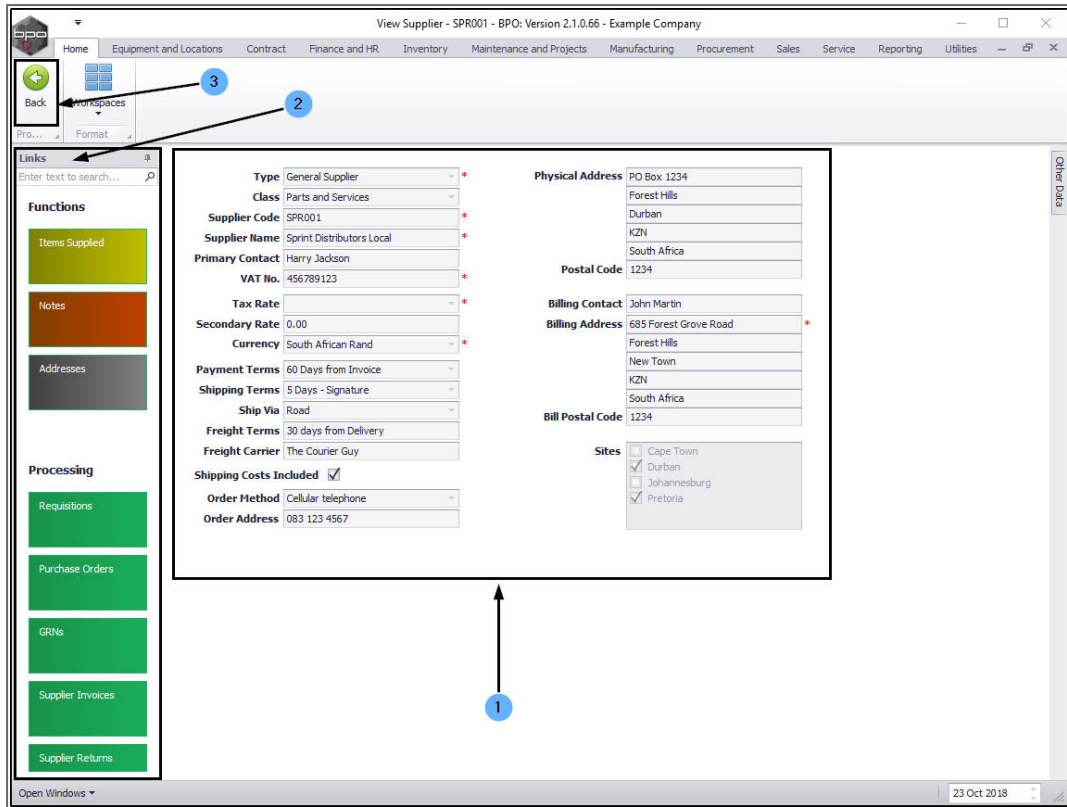
VIEW SUPPLIER DETAILS

- Click on the **row selector** in front of the **supplier** that you wish to **view** the details of.
- Click on **View**.



The **View Supplier - []** screen will be displayed.

1. Here you can only **view** the supplier details.
2. You will note that the **Links** frame is in this screen, as in the **Supplier Listing** screen. The information linked to these **Functions tiles** is editable but this will be covered further in this manual.
3. Click on **Back** to return to the **Supplier Listing** screen.



View Supplier - SPR001 - BPO: Version 2.1.0.66 - Example Company

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

Back Workspaces

Links

Enter text to search...

Functions

- Items Supplied
- Notes
- Addresses

Processing

- Requests
- Purchase Orders
- GRNs
- Supplier Invoices
- Supplier Returns

Other Data

Type	General Supplier	Physical Address	PO Box 1234
Class	Parts and Services		Forest Hills
Supplier Code	SPR001		Durban
Supplier Name	Sprint Distributors Local		KZN
Primary Contact	Harry Jackson		South Africa
VAT No.	456789123	Postal Code	1234
Tax Rate		Billing Contact	John Martin
Secondary Rate	0.00	Billing Address	685 Forest Grove Road
Currency	South African Rand		Forest Hills
Payment Terms	60 Days from Invoice		New Town
Shipping Terms	5 Days - Signature		KZN
Ship Via	Road		South Africa
Freight Terms	30 days from Delivery	Bill Postal Code	1234
Freight Carrier	The Courier Guy	Sites	☐ Cape Town
Shipping Costs Included	☒		☒ Durban
Order Method	Cellular telephone		☐ Johannesburg
Order Address	083 123 4567		☒ Pretoria

Open Windows

23 Oct 2018

- In the **Supplier Listing** screen, select the **site**.
 - In this image **Durban** has been selected.
- The status can be set to **Active** or **Inactive**. You will most likely working in the **Active** status for editing purposes.

Supplier Listing - BPO: Version 2.1.0.66 - Example Company

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

Add Edit Delete Sync View Save Layout Workspaces Refresh **Durban** Active Export Reports

Processing Format Current Print Reports

Links Enter text to search...

Drag a column header here to group by that column

SupplierCode	SupplierName	ContactName	SupplierType	Status	Class	VATNo	MinOrderAmt	PaymentTerms	ShippingTerms	ShipVia	FreightTerms	FreightCa
SUP001	Buy Back Supplier	Supplier Contact	BUY	A	SE	0000000000	0.00	2				
SPR001	Sprint Distributors Local	Harry Jackson	GEN	A	PS	456789123	0.00	3	1	3	30 days fr...	The Coun
SPR002	Sprint International	George Matthews	GEN	A	PS	456258741	0.00	2				
TON002	Tonys Copy Shop	Tony	SHPA	A	PS	9874561321	0.00	2	1	3	COD	DHL
YES001	Young Electric	Grant	GEN	A	PS	3245064654	0.00	3	2			
APD001	Apple Distributors	Sammy Jones	GEN	A	PT	345678201	0.00	6	1	4		swift
PRJ001	Printer World	Maggie Sage	GEN	A	PT	23451678	0.00	4	3	3	30 days fr...	Wheels w
PRJ010	Printer World	Maggie Sage	GEN	A	PT	456123789	0.00	4	3	3	30 days fr...	Wheels w
TWI001	Twinkle Office Automation	Gary Marks	GEN	A	SE	9876543210	0.00	2	1	3	30 day	Wing It Co
BON001	Bonsai Bonanza	Teddy Miller	GEN	A	PS	987654321	0.00	2	1	3	30 day	Wing It Co
GRE001	Green Office	Mary Watson	GEN	A	SE	123456789	0.00					
MAD001	Maddys Haberdashery	Maddy Jones	GEN	A	PS	123456789	0.00					
1111	AB Goods	Bob Smart	GEN	A	PT	124221	0.00					
998877	Stone Rowe & Co.	David Christopher	FINH	A	PT	122334455	0.00	2	2	1		

Open Windows 23 Oct 2018

VIEW EDIT SUPPLIER SCREEN

- Click on the **row selector** in front of the **supplier** that you wish to **edit** the details of.
- Click on **Edit**.

Supplier Listing - BPO: Version 2.1.0.66 - Example Company

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

Add Edit Delete Sync View Save Layout Workspaces Refresh Active Export Reports

Processing Format Current Print Reports

Links Enter text to search...

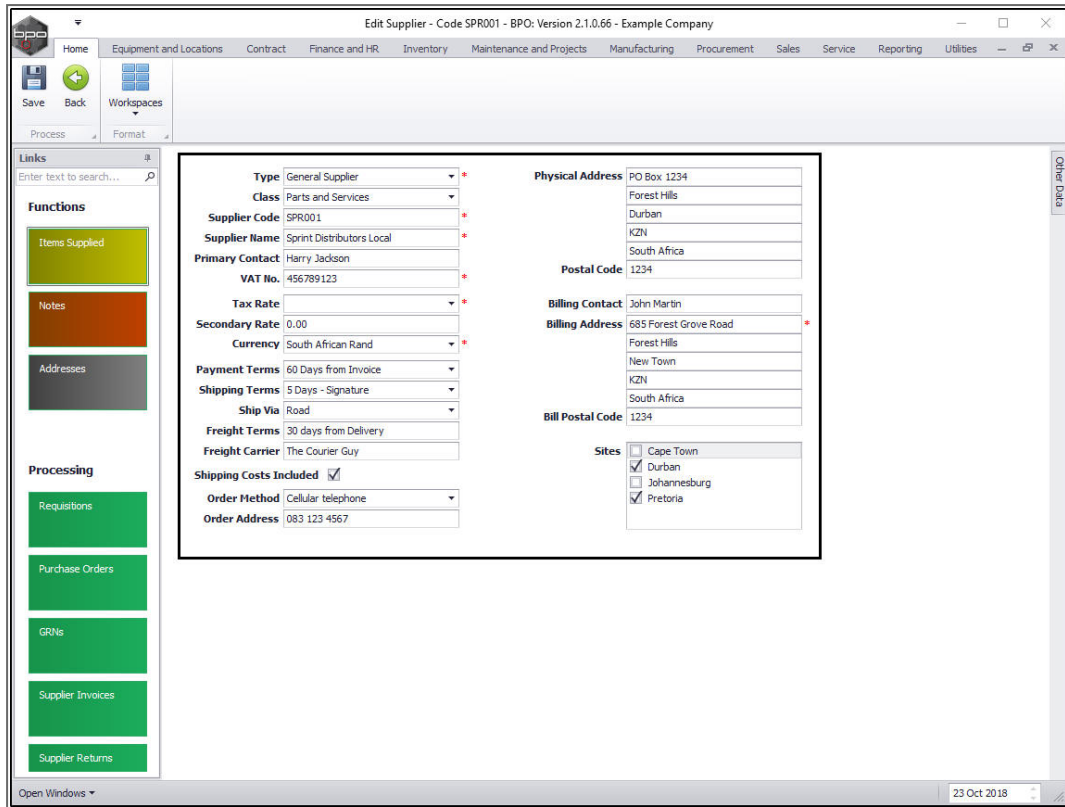
Drag a column header here to group by that column

SupplierCode	SupplierName	ContactName	SupplierType	Status	Class	VATNo	MinOrderAmt	PaymentTerms	ShippingTerms	ShipVia	FreightTerms	FreightCa
SUP001	Buy Back Supplier	Supplier Contact	BUY	A	SE	0000000000	0.00	2				
SPR001	Sprint Distributors Local	Harry Jackson	GEN	A	PS	456789123	0.00	3	1	3	30 days fr...	The Coun
SPR002	Sprint International	George Matthews	GEN	A	PS	456258741	0.00	2				
TON002	Tonys Copy Shop	Tony	SHPA	A	PS	9874561321	0.00	2	1	3	COD	DHL
YES001	Young Electric	Grant	GEN	A	PS	3245064654	0.00	3	2			
APD001	Apple Distributors	Sammy Jones	GEN	A	PT	345678201	0.00	6	1	4		swift
PR1001	Printer World	Maggie Sage	GEN	A	PT	23451678	0.00	4	3	3	30 days fr...	Wheels w
PR1010	Printer World	Maggie Sage	GEN	A	PT	456123789	0.00	4	3	3	30 days fr...	Wheels w
TWI001	Twinkle Office Automation	Gary Marks	GEN	A	SE	9876543210	0.00	2	1	3	30 day	Wing It Co
BON001	Bonsai Bonanza	Teddy Miller	GEN	A	PS	987654321	0.00	2	1	3	30 day	Wing It Co
GRE001	Green Office	Mary Watson	GEN	A	SE	123456789	0.00					
MAD001	Maddys Haberdashery	Maddy Jones	GEN	A	PS	123456789	0.00					
1111	AB Goods	Bob Smart	GEN	A	PT	124221	0.00					
998877	Stone Rowe & Co.	David Christopher	FINH	A	PT	122334455	0.00	2	2	1		

Open Windows

23 Oct 2018

- The **Edit Supplier - Code []** screen will be displayed.
- Here you can **edit** or **update** the supplier details as necessary.

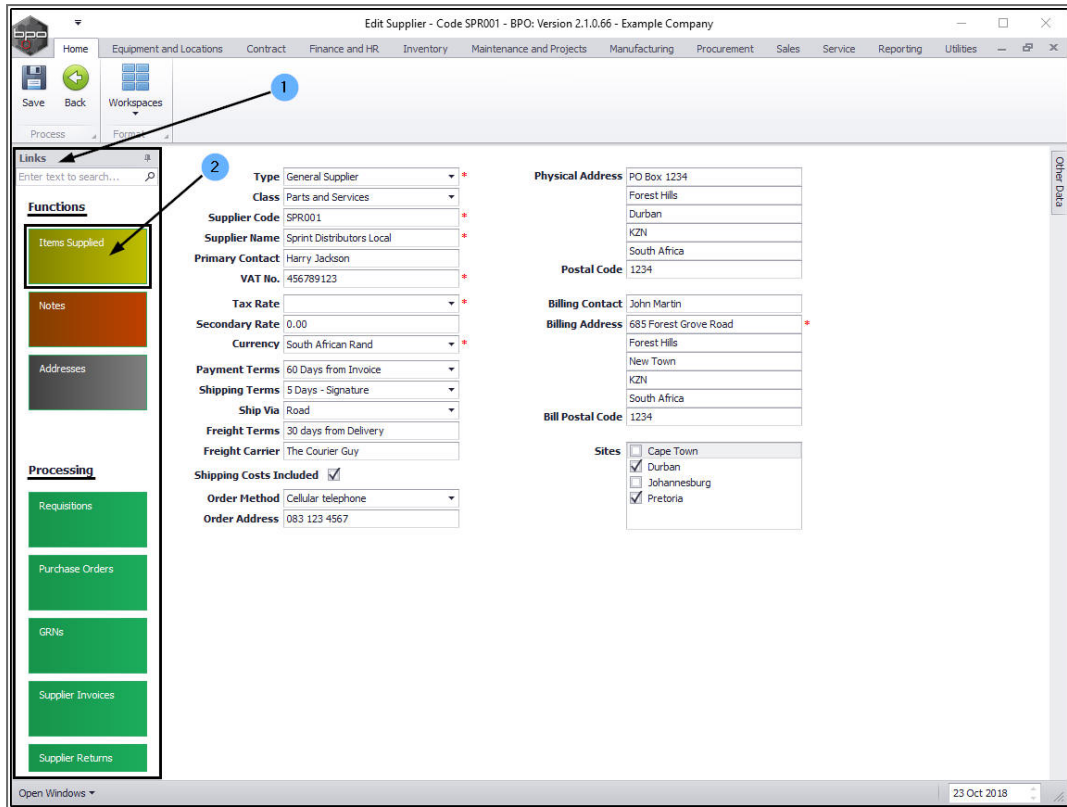


FUNCTIONS TILES

1. The **Links** frame contains **Functions** tiles and **Processing** tiles which will direct you to further information regarding the selected supplier.

ITEMS SUPPLIED

2. Click on the **Items Supplied** tile.



The *Items Supplied by Supplier* screen will be displayed.

1. Here you can view all the **parts** supplied by this Supplier.
2. In this screen you can **Add**, **Edit** or **Delete** a part.

- Click on **Back** to return to the *Edit Supplier - Code []* screen.

Items Supplied By Supplier - SPR001 - BPO: Version 2.1.0.66 - 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 Workspaces Refresh

Processing Format CUF...

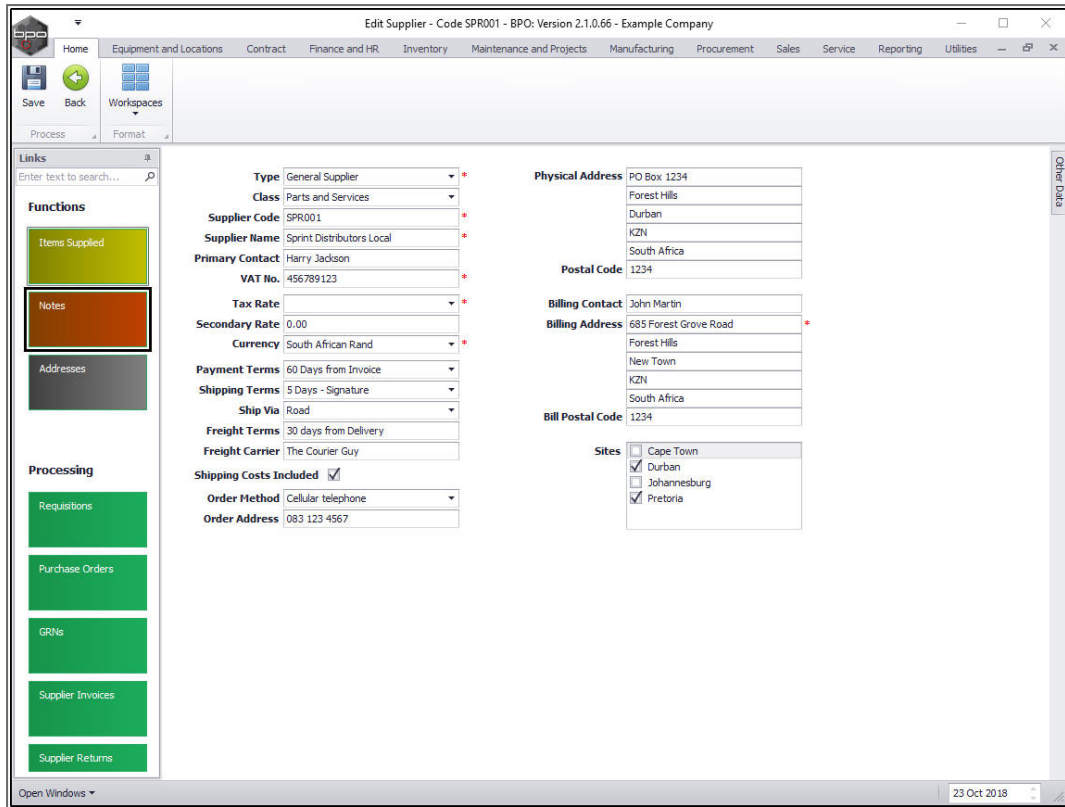
Drag a column header here to group that column

SupplierCode	SupplierName	PrimarySupplier	InventoryCode	Description	UnitCost	ForeignCcyUnitCost	LeadTime	MinimumOrderQty	Currency	SupplierItemCode	TaxRate	ContractPartNo	ContractPartNo
SPR001	Sprint Distributors Local	Yes	SP1919	SP1919 Sprint Colour MFC	259.96	259.96	2	1.00	ZAR	17-147K	0.00	17-147K	1
SPR001	Sprint Distributors Local	No	2020-147K	Black toner SP2020	500.00	500.00	2	1.00	ZAR	SP-2020-147K	0.00	SP-2020-147K	2
SPR001	Sprint Distributors Local	Yes	SP19-147C	Cyan Toner - SP1919	350.00	350.00	2	1.00	ZAR		0.00		
SPR001	Sprint Distributors Local	Yes	CL-100-965	Cleaner	15.00	15.00	2	1.00	ZAR	CL-100-965	0.00	CL-100-965	1
SPR001	Sprint Distributors Local	Yes	SP1818	Sprint copier	259.96	259.96	2	1.00	ZAR	17-147K	0.00	17-147K	1
SPR001	Sprint Distributors Local	Yes	1458-96523	K147 Kyocera Colour Co...	0.00	0.00	2	1.00	ZAR	KN1458/6965-23	0.00		
SPR001	Sprint Distributors Local	Yes	147-888741	K147 Yellow Toner	450.00	450.00	0	1.00	ZAR		0.00		
SPR001	Sprint Distributors Local	Yes	K147-888123	K147 Magenta Toner	500.00	500.00	0	1.00	ZAR		0.00		
SPR001	Sprint Distributors Local	Yes	K147-888478	K147 Cyan Toner	450.00	450.00	0	1.00	ZAR		0.00		
SPR001	Sprint Distributors Local	Yes	SP19-123456	SP19-12 Colour Copier	3 500.00	3 500.00	0	1.00	ZAR		0.00		
SPR001	Sprint Distributors Local	Yes	12-098765	SP19-12 Black Toner	350.00	350.00	0	1.00	ZAR		0.00		
SPR001	Sprint Distributors Local	Yes	2020-147L	SP2020 Clear Toner	400.00	400.00	0	1.00	ZAR		0.00		
SPR001	Sprint Distributors Local	Yes	204-147C	SP204 Cyan Toner	350.00	350.00	0	1.00	ZAR		0.00		
SPR001	Sprint Distributors Local	Yes	147258	Black Toner	250.00	250.00	0	1.00	ZAR		0.00		
SPR001	Sprint Distributors Local	No	19-687	Drum	1 000.00	1 000.00	1	1.00	ZAR		0.00		
SPR001	Sprint Distributors Local	Yes	204-147M	SP204 Magenta Toner	350.00	350.00	0	1.00	ZAR		0.00		
SPR001	Sprint Distributors Local	Yes	204-147Y	SP204 Yellow Toner	350.00	350.00	0	1.00	ZAR		0.00		
SPR001	Sprint Distributors Local	Yes	204-147K	SP204 Black Toner	350.00	350.00	0	1.00	ZAR		0.00		
SPR001	Sprint Distributors Local	Yes	SP204	SP204 Colour Copier	4 850.00	4 850.00	0	1.00	ZAR		0.00		
SPR001	Sprint Distributors Local	Yes	540-147K	Compatible black toner	249.00	249.00	0	1.00	ZAR		0.00		
SPR001	Sprint Distributors Local	Yes	SAN	Sanitizer	45.00	45.00	0	1.00	ZAR		0.00		
SPR001	Sprint Distributors Local	Yes	1020-147K	Toner Black	350.00	350.00	2	1.00	ZAR		0.00		
SPR001	Sprint Distributors Local	No	SP1020	Copier	7 500.00	7 500.00	0	1.00	ZAR		0.00		
SPR001	Sprint Distributors Local	Yes	1020-478	Staple Unit	500.00	500.00	0	1.00	ZAR		0.00		
SPR001	Sprint Distributors Local	No	1020-147C	Toner Cyan	350.00	350.00	0	1.00	ZAR		0.00		
SPR001	Sprint Distributors Local	Yes	1020-147M	Toner Magenta	500.00	500.00	0	1.00	ZAR		0.00		
SPR001	Sprint Distributors Local	Yes	1020-147Y	Toner Yellow	350.00	350.00	0	1.00	ZAR		0.00		

Open Windows 23 Oct 2018

NOTES

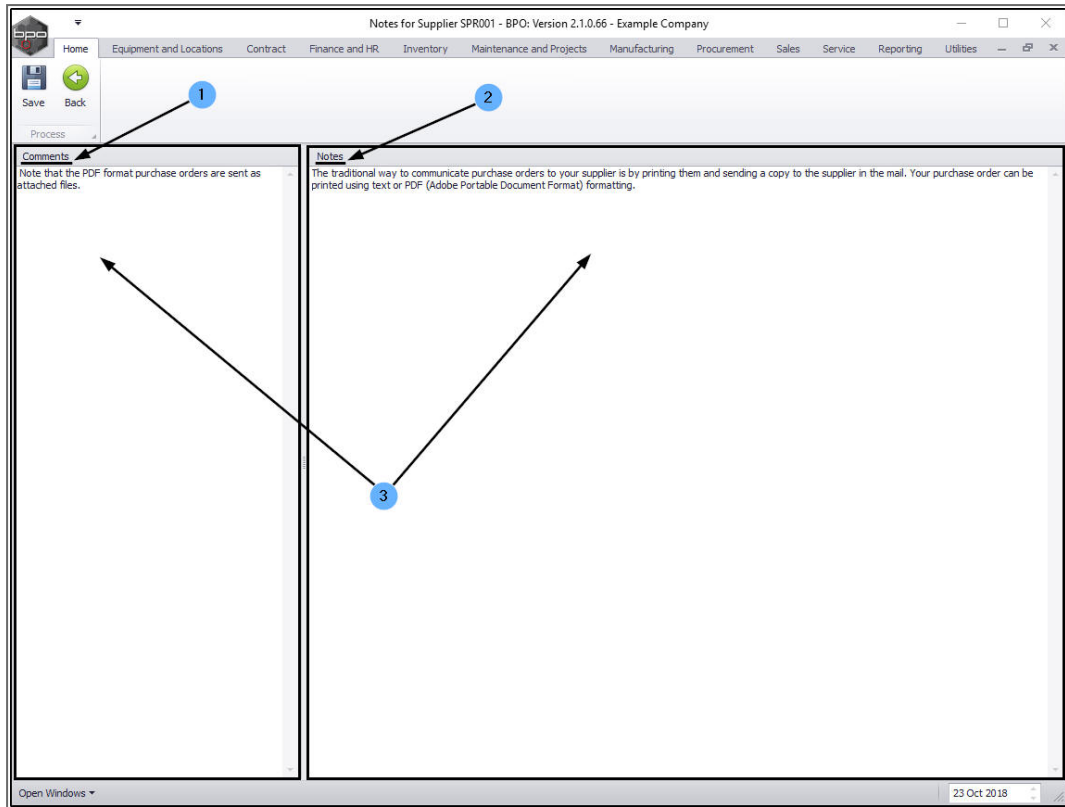
- In the **Edit Supplier** screen, click on the **Notes** tile.



The **Notes for Supplier []** screen will be displayed. In this screen you can view the

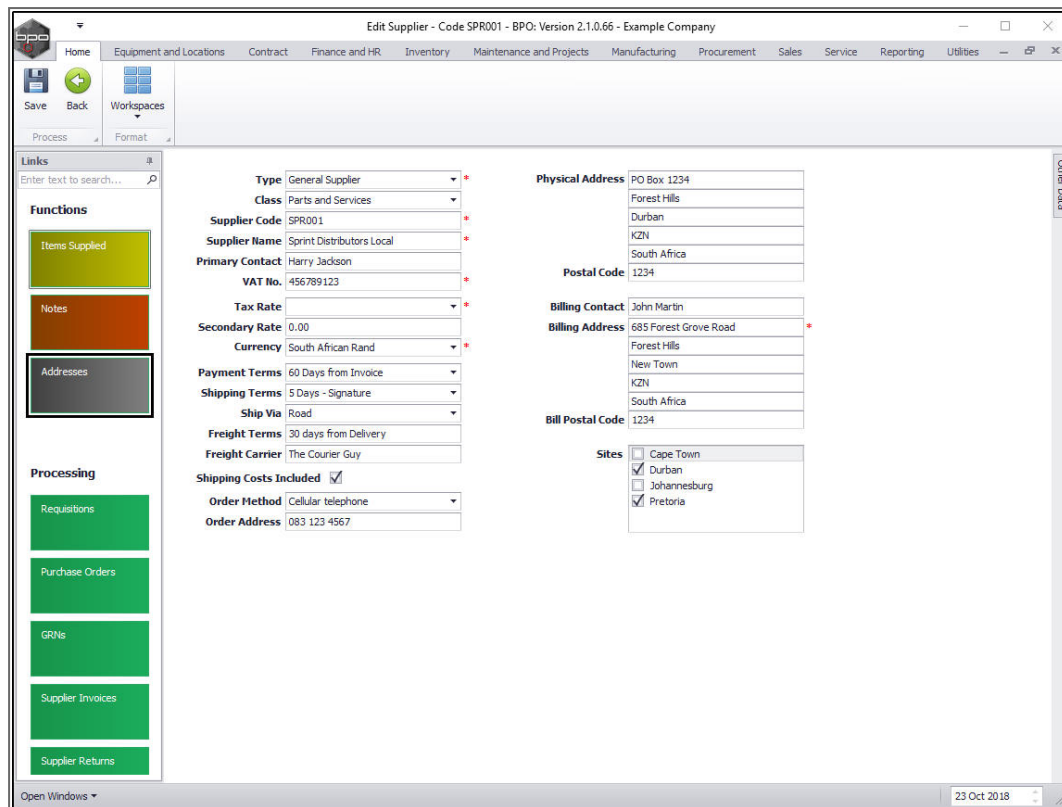
1. **Comments:** Internal notes regarding the Supplier and
2. **Notes:** Notes concerning orders to this supplier, which will pull through to the Purchase Order.
3. Type in the relevant text boxes to **add** a note or comment as required.

- Click on **Back** to return to the **Edit Supplier - Code []** screen.



ADDRESSES

- In the *Edit Supplier Code - []* screen, click on the *Addresses* tile.



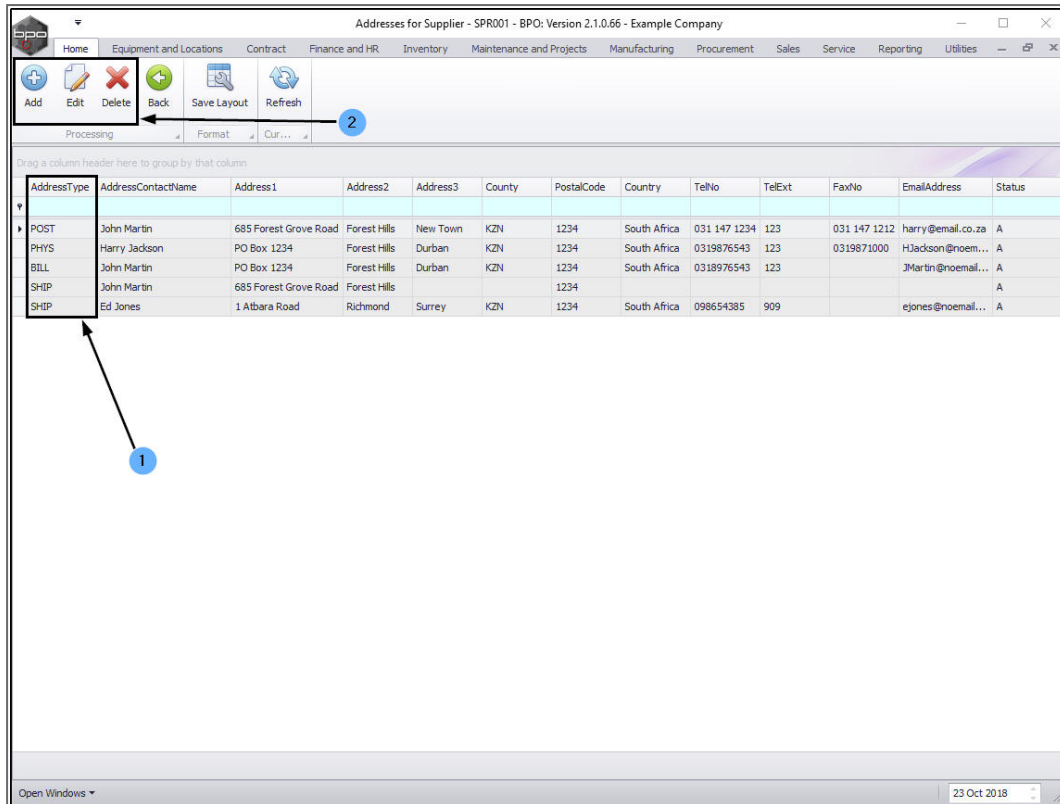
The **Addresses for Supplier - []** screen will be displayed.

- Here you can view the different address types; **Postal**, **Physical**, **Billing** and **Shipping**.

- **Note:** Make sure you have a **Physical** address set up, as this pulls through to the **Purchase Order**.

- In this screen you can **Add**, **Edit** or **Delete** an address type.

- Click on **Back** to return to the **Edit Supplier - Code []** screen.

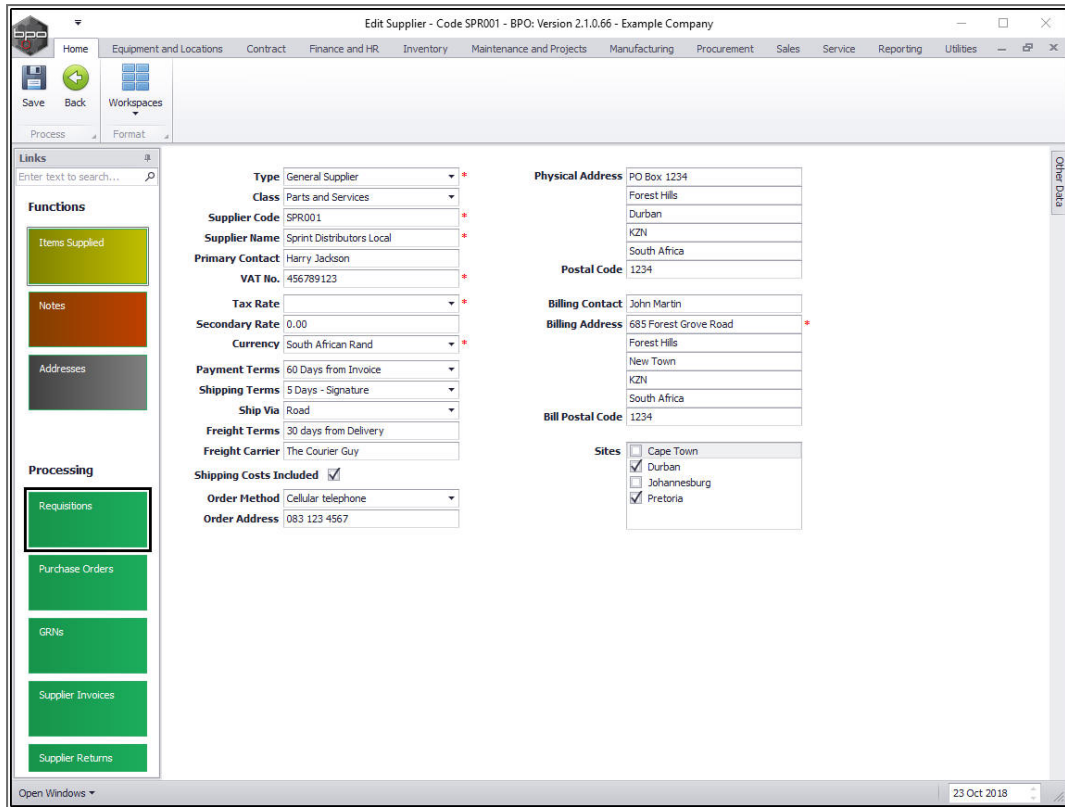


PROCESSING TILES

The Links frame also contains the Processing tiles:

REQUISITIONS

- In the *Edit Supplier - Code []* screen, click on the *Requisitions* tile.



Edit Supplier - Code SPR001 - BPO: Version 2.1.0.66 - Example Company

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

Save | Back | Workspaces

Process | Format

Links: Enter text to search...

Functions

- Items Supplied
- Notes
- Addresses

Processing

- Requisitions
- Purchase Orders
- GRNs
- Supplier Invoices
- Supplier Returns

Supplier Information:

Type: General Supplier
 Class: Parts and Services
 Supplier Code: SPR001
 Supplier Name: Sprint Distributors Local
 Primary Contact: Harry Jackson
 VAT No.: 456789123
 Tax Rate:
 Secondary Rate: 0.00
 Currency: South African Rand
 Payment Terms: 60 Days from Invoice
 Shipping Terms: 5 Days - Signature
 Ship Via: Road
 Freight Terms: 30 days from Delivery
 Freight Carrier: The Courier Guy
 Shipping Costs Included: ☒
 Order Method: Cellular telephone
 Order Address: 083 123 4567

Physical Address: PO Box 1234, Forest Hills, Durban, KZN, South Africa, 1234

Billing Contact: John Martin
Billing Address: 685 Forest Grove Road, Forest Hills, New Town, KZN, South Africa, 1234

Bill Postal Code: 1234

Sites: ☐ Cape Town, ☒ Durban, ☐ Johannesburg, ☒ Pretoria

Open Windows | 23 Oct 2018

The **Purchase Requisitions for Supplier []** screen will be displayed. This screen will default to the **site** selected in the **Supplier Listing** screen and the **status** will default to **New**.

1. In this screen, you can Add, Edit, Delete and View a selected requisition.
2. and depending on the **status** that is selected,
3. you can either Hold, Release, Approve or Decline a selected requisition.

- Click on **Back** to return to the **Edit Supplier - Code []** screen.

Purchase Requisitions for Supplier SPR001 - BPO: Version 2.1.0.66 - Example Company

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

Add Edit Delete View Hold Release Approve Decline Save Layout Workspaces Print Export New Refresh

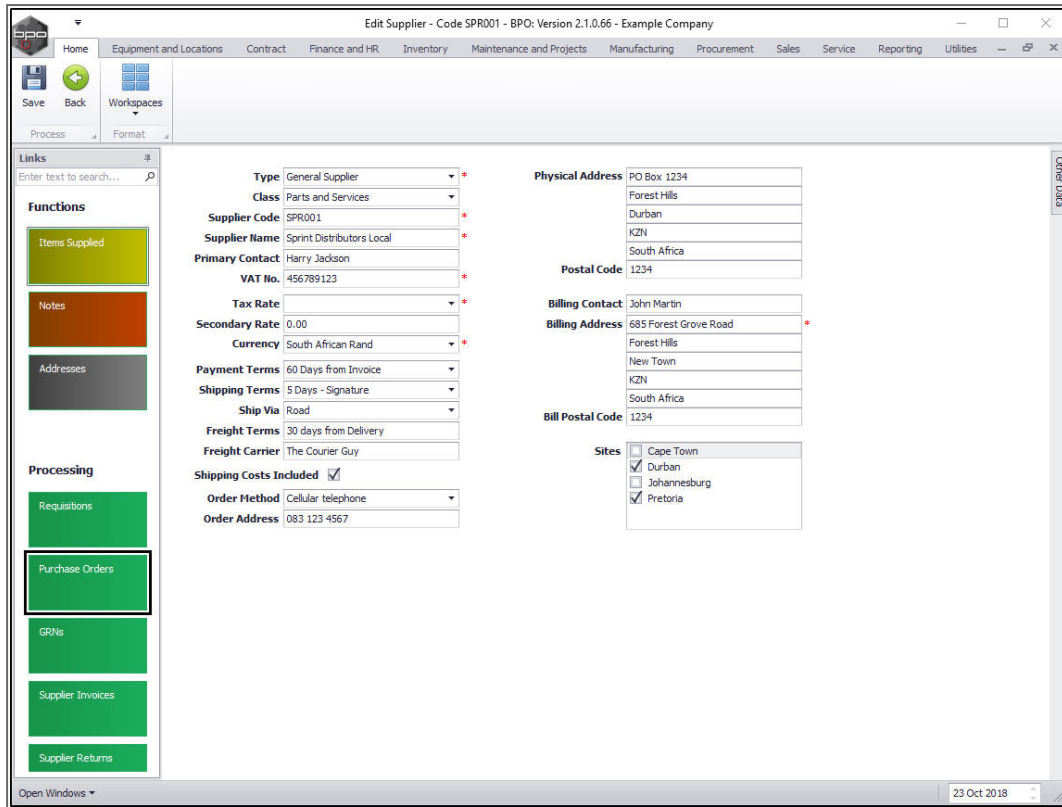
Drag a column header here to group by that column

PRCode	PRType	Status	EmployeeNumber	FirstName	LastName	EventDate	Comments	ExdCost	Notes	SupplierExist	IndCost	SourceTypeDesc	CustomerCode	CustomerName	SourceRef
PR0000536	MAINT	N	MIL001	Abigail	Mine	07 Sep 2018		3 250.00		Yes	3 662.50	Warehouse			
PR0000534	MAINT	N	MIL001	Abigail	Mine	28 Aug 2018		42 375.00		Yes	42 375.00	Warehouse			
PR0000533	MAINT	N	MIL001	Abigail	Mine	28 Aug 2018		109 200.00		Yes	125 580.00	Warehouse			
PR0000523	MAINT	N	MIL001	Abigail	Mine	26 Apr 2018		4 500.00		Yes	5 130.00	Warehouse			
PR0000487	MAINT	N	DUT001	Bianca	Du Toit	26 Oct 2017		6 250.00		Yes	7 125.00	Warehouse			
PR0000486	MAINT	N	DUT001	Bianca	Du Toit	26 Oct 2017		6 250.00		Yes	7 125.00	Warehouse			
PR0000485	MAINT	N	DUT001	Bianca	Du Toit	26 Oct 2017		350.00		Yes	399.00	Warehouse			
PR0000466	MAINT	N	DUT001	Bianca	Du Toit	25 Jul 2017		15.00		Yes	17.10	Warehouse			
PR0000459	MAINT	N	MUD001	Judith	Mudzengi	13 Jul 2017		150.00		Yes	171.00	Work Order			
PR0000456	MAINT	N	MUD001	Judith	Mudzengi	05 Jul 2017		900.00		Yes	1 026.00	Work Order			
PR0000455	MAINT	N	MUD001	Judith	Mudzengi	05 Jul 2017		500.00		Yes	570.00	Work Order			
PR0000454	MAINT	N	MUD001	Judith	Mudzengi	05 Jul 2017		800.00		Yes	912.00	Work Order			
PR0000452	MAINT	N	MUD001	Judith	Mudzengi	04 Jul 2017		1 500.00		Yes	1 710.00	Work Order			
PR0000444	MAINT	N	MUD001	Judith	Mudzengi	15 Jun 2017		0.00		Yes	0.00	Work Order			
PR0000442	MAINT	N	MUD001	Judith	Mudzengi	15 Jun 2017		4 500.00		Yes	5 130.00	Warehouse			
PR0000434	MAINT	N	DUT001	Bianca	Du Toit	06 Jun 2017		800.00		Yes	912.00	Work Order			
PR0000433	MAINT	N	DUT001	Bianca	Du Toit	05 Jun 2017		1 500.00		Yes	1 710.00	Warehouse			
PR0000431	MAINT	N	MUD001	Judith	Mudzengi	01 Jun 2017		980.00		Yes	980.00	Warehouse			
PR0000430	MAINT	N	DUT001	Bianca	Du Toit	01 Jun 2017		450.00		Yes	513.00	Work Order			
PR0000429	MAINT	N	DUT001	Bianca	Du Toit	31 May 2017		450.00 test		Yes	513.00	Work Order			
PR0000428	MAINT	N	DUT001	Bianca	Du Toit	31 May 2017		450.00 test		Yes	513.00	Work Order			
PR0000421	MAINT	N	MUD001	Judith	Mudzengi	24 May 2017		800.00		Yes	912.00	Work Order			
PR0000418	MAINT	N	MUD001	Judith	Mudzengi	24 May 2017		1 000.00		Yes	1 140.00	Work Order			
PR0000416	MAINT	N	MUD001	Judith	Mudzengi	24 May 2017		800.00		Yes	912.00	Work Order			
PR0000410	MAINT	N	MUD001	Judith	Mudzengi	22 May 2017		800.00		Yes	912.00	Work Order			
PR0000409	MAINT	N	MUD001	Judith	Mudzengi	22 May 2017		9 000.00		Yes	10 260.00	Warehouse			
PR0000407	MAINT	N	MUD001	Judith	Mudzengi	19 May 2017		650.00		Yes	713.00	Warehouse			
PR0000405	MAINT	N	MUD001	Judith	Mudzengi	19 May 2017	retest	4 500.00 retest		Yes	5 130.00	Warehouse			

Open Windows 23 Oct 2018

PURCHASE ORDERS

- In the *Edit Supplier - Code []* screen, click on the *Purchase Orders* tile.



Edit Supplier - Code SPR001 - BPO: Version 2.1.0.66 - Example Company

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

Save | Back | Workspaces

Process | Format

Links: Enter text to search...

Functions

- Items Supplied
- Notes
- Addresses

Processing

- Requests
- Purchase Orders**
- GRNs
- Supplier Invoices
- Supplier Returns

Supplier Information:

- Type: General Supplier
- Class: Parts and Services
- Supplier Code: SPR001
- Supplier Name: Sprint Distributors Local
- Primary Contact: Harry Jackson
- VAT No.: 456789123
- Tax Rate:
- Secondary Rate: 0.00
- Currency: South African Rand
- Payment Terms: 60 Days from Invoice
- Shipping Terms: 5 Days - Signature
- Ship Via: Road
- Freight Terms: 30 days from Delivery
- Freight Carrier: The Courier Guy
- Shipping Costs Included: ☒
- Order Method: Cellular telephone
- Order Address: 083 123 4567

Physical Address:

- PO Box: 1234
- Forest Hills
- Durban
- KZN
- South Africa
- Postal Code: 1234

Billing Contact: John Martin

Billing Address: 685 Forest Grove Road

Bill Postal Code: 1234

Sites:

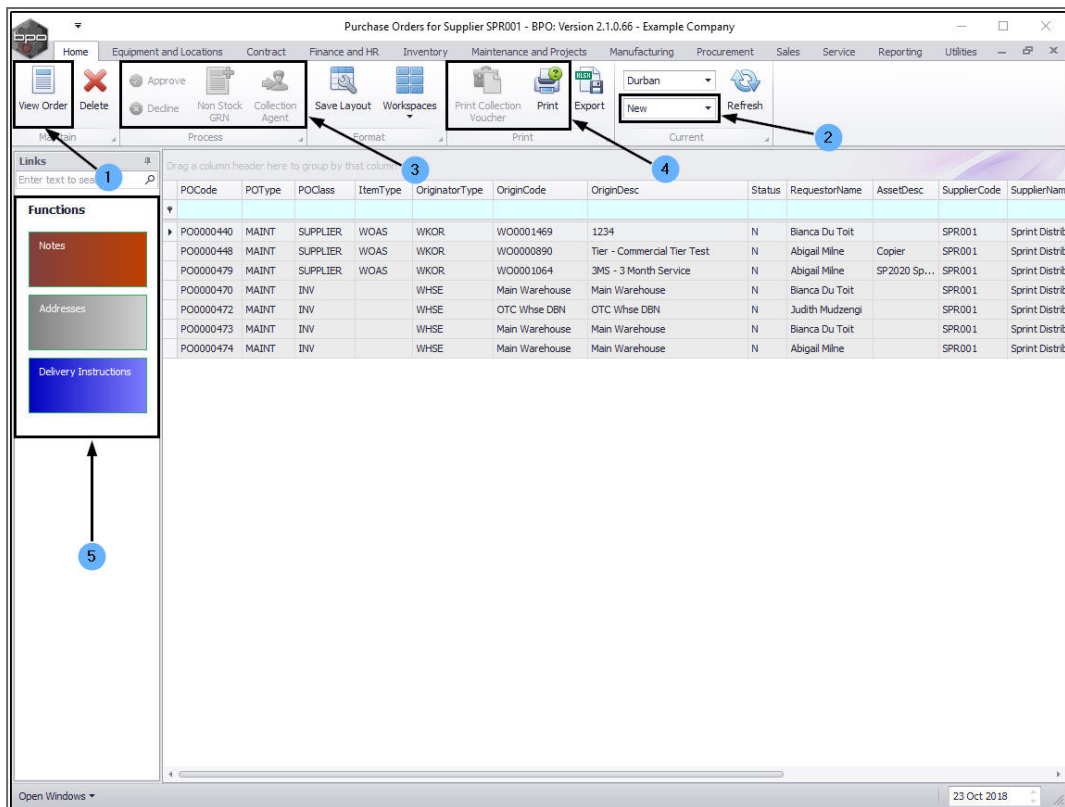
- ☐ Cape Town
- ☒ Durban
- ☐ Johannesburg
- ☒ Pretoria

Open Windows | 23 Oct 2018

The **Purchase Orders for Supplier []** screen will be displayed. This screen will default to the **site** selected in the **Supplier Listing** screen and the **status** will default to **New**.

1. In this screen, you can view a list of purchase orders linked to this supplier. Click on **View** to see further detail for a selected order.
2. and depending on the **status** that is selected and the company procurement approval process set up
3. You can create a Non Stock GRN or arrange a **Collection Agent** for a purchase order.
4. You can also Print a Collection Voucher and Print the purchase order which activate the goods receiving against a selected order.
5. There are also supplier Functions tiles in this screen that will direct you to more information regarding the **supplier**.

- **Close** the screen to return to the **Edit Supplier - Code []** screen.



Purchase Orders for Supplier SPR001 - BPO: Version 2.1.0.66 - Example Company

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

View Order Delete Approve Dedine Non Stock GRN Collection Agent Save Layout Workspaces Print Collection Voucher Print Export New Refresh

Links Enter text to search

Functions

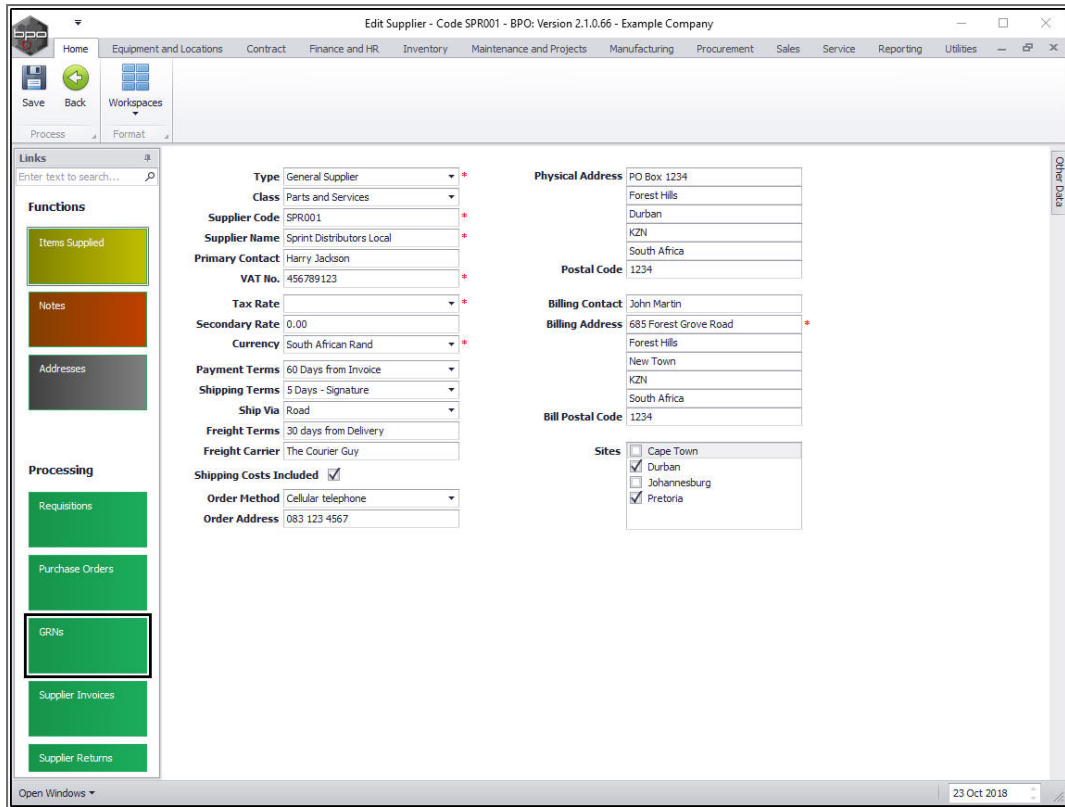
- Notes
- Addresses
- Delivery Instructions

POCode	POType	POClass	ItemType	OriginatorType	OriginCode	OriginDesc	Status	RequestorName	AssetDesc	SupplierCode	SupplierName
PO0000440	MAINT	SUPPLIER	WOAS	WKOR	WO0001469	1234	N	Bianca Du Toit		SPR001	Sprint Distrib
PO0000448	MAINT	SUPPLIER	WOAS	WKOR	WO0000890	Tier - Commercial Tier Test	N	Abigail Milne	Copier	SPR001	Sprint Distrib
PO0000479	MAINT	SUPPLIER	WOAS	WKOR	WO0001064	3MS - 3 Month Service	N	Abigail Milne	SP2020 Sp...	SPR001	Sprint Distrib
PO0000470	MAINT	INV	WHSE	Main Warehouse	Main Warehouse		N	Bianca Du Toit		SPR001	Sprint Distrib
PO0000472	MAINT	INV	WHSE	OTC Whse DBN	OTC Whse DBN		N	Judith Mudzengi		SPR001	Sprint Distrib
PO0000473	MAINT	INV	WHSE	Main Warehouse	Main Warehouse		N	Bianca Du Toit		SPR001	Sprint Distrib
PO0000474	MAINT	INV	WHSE	Main Warehouse	Main Warehouse		N	Abigail Milne		SPR001	Sprint Distrib

Open Windows 23 Oct 2018

GRNS

- In the **Edit Supplier - Code []** screen, click on the **GRNs** tile.



Edit Supplier - Code SPR001 - BPO: Version 2.1.0.66 - Example Company

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

Save | Back | Workspaces

Process | Format

Links: Enter text to search...

Functions

- Items Supplied
- Notes
- Addresses

Processing

- Requests
- Purchase Orders
- GRNs**
- Supplier Invoices
- Supplier Returns

Supplier Information:

- Type: General Supplier
- Class: Parts and Services
- Supplier Code: SPR001
- Supplier Name: Sprint Distributors Local
- Primary Contact: Harry Jackson
- VAT No.: 456789123
- Tax Rate:
- Secondary Rate: 0.00
- Currency: South African Rand
- Payment Terms: 60 Days from Invoice
- Shipping Terms: 5 Days - Signature
- Ship Via: Road
- Freight Terms: 30 days from Delivery
- Freight Carrier: The Courier Guy
- Shipping Costs Included: ☒
- Order Method: Cellular telephone
- Order Address: 083 123 4567

Physical Address:

- PO Box: 1234
- Forest Hills
- Durban
- KZN
- South Africa
- Postal Code: 1234

Billing Contact: John Martin

Billing Address: 685 Forest Grove Road

Bill Postal Code: 1234

Sites:

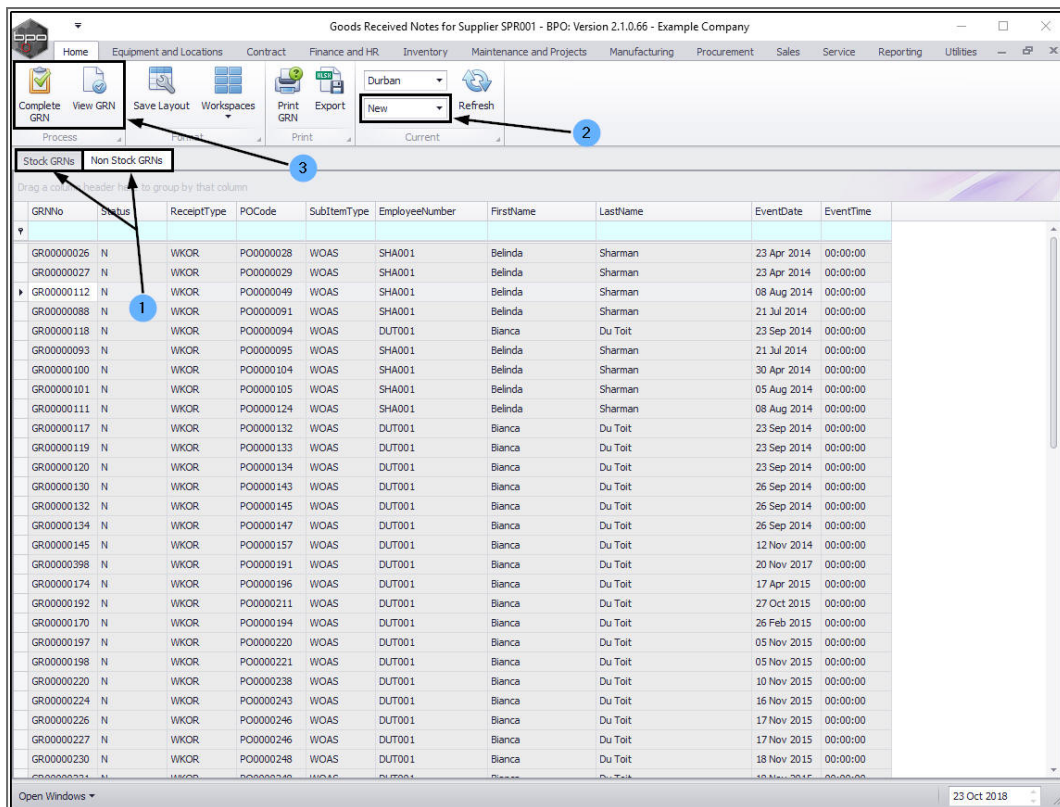
- ☐ Cape Town
- ☒ Durban
- ☐ Johannesburg
- ☒ Pretoria

Open Windows | 23 Oct 2018

The **Goods Received Notes for Supplier []** screen will be displayed. This screen will default to the **site** selected in the **Supplier Listing** screen and the **status** will default to **New**

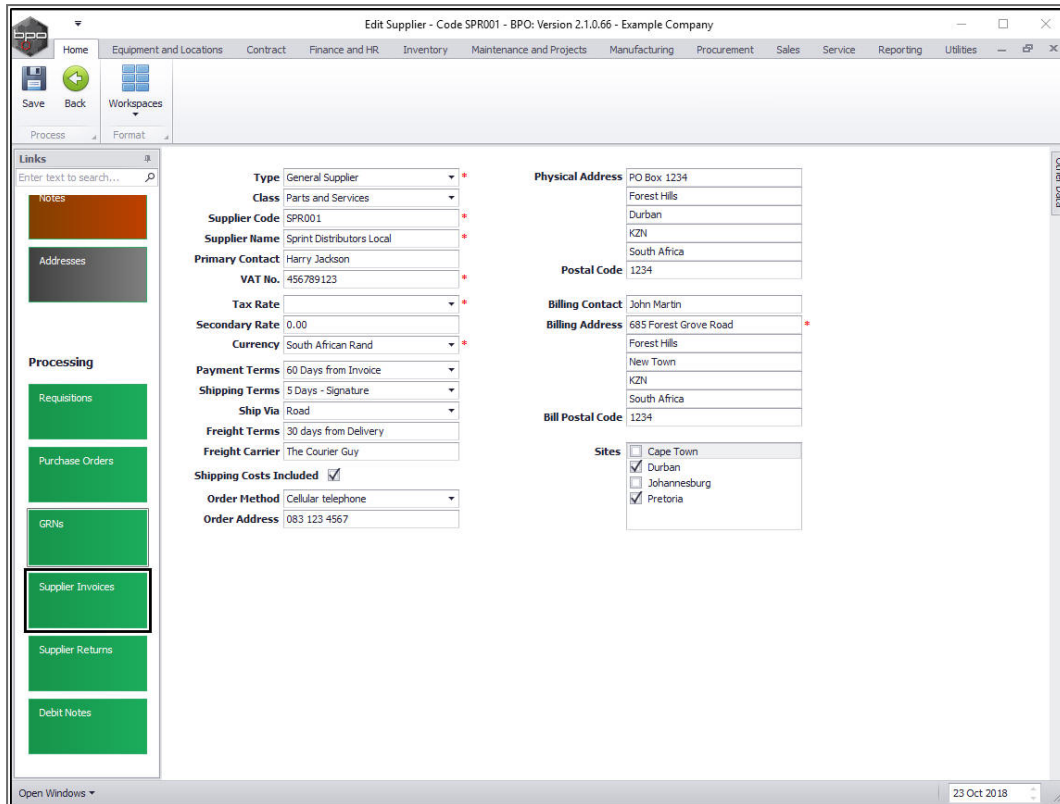
1. In this screen you can view the **Stock** and **Non Stock GRNs** linked to this supplier.
2. Depending which **status** you are in,
3. you can either **Complete** or View a selected GRN.

- **Close** the screen to return to the **Edit Supplier - Code []** screen.



SUPPLIER INVOICES

- In the *Edit Supplier - Code []* screen, click on the *Supplier Invoices* tile.



Edit Supplier - Code SPR001 - BPO: Version 2.1.0.66 - Example Company

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

Save | Back | Workspaces

Process | Format

Links
Enter text to search...

Processing
Requisitions
Purchase Orders
GRNs
Supplier Invoices
Supplier Returns
Debit Notes

Supplier Information:
 Type: General Supplier
 Class: Parts and Services
 Supplier Code: SPR001
 Supplier Name: Sprint Distributors Local
 Primary Contact: Harry Jackson
 VAT No.: 456789123
 Tax Rate:
 Secondary Rate: 0.00
 Currency: South African Rand
 Payment Terms: 60 Days from Invoice
 Shipping Terms: 5 Days - Signature
 Ship Via: Road
 Freight Terms: 30 days from Delivery
 Freight Carrier: The Courier Guy
 Shipping Costs Included: ☒
 Order Method: Cellular telephone
 Order Address: 083 123 4567

Physical Address:
 PO Box 1234
 Forest Hills
 Durban
 KZN
 South Africa
 Postal Code: 1234

Billing Contact: John Martin
Billing Address: 685 Forest Grove Road
 Forest Hills
 New Town
 KZN
 South Africa
Bill Postal Code: 1234

Sites:
☐ Cape Town
☒ Durban
☐ Johannesburg
☒ Pretoria

Open Windows | 23 Oct 2018

The **Purchase Invoices for Supplier []** screen will be displayed. This screen will default to the **site** selected in the **Supplier Listing** screen and the **status** will default to **New**.

1. In this screen you can view a list of the **Supplier Invoices** linked to this supplier.
2. Depending which **status** you are in,
3. you can **Add**, **Edit**, **Delete**, **View**, **Approve** or **Decline** a supplier invoice.

- **Close** this screen to return to the **Edit Supplier - Code []** screen.

Purchase Invoices for Supplier SPR001 - BPO: Version 2.1.0.66 - Example Company

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

Add Edit Delete View Approve Decline Save Layout Workspaces Print Export

Durban New Refresh

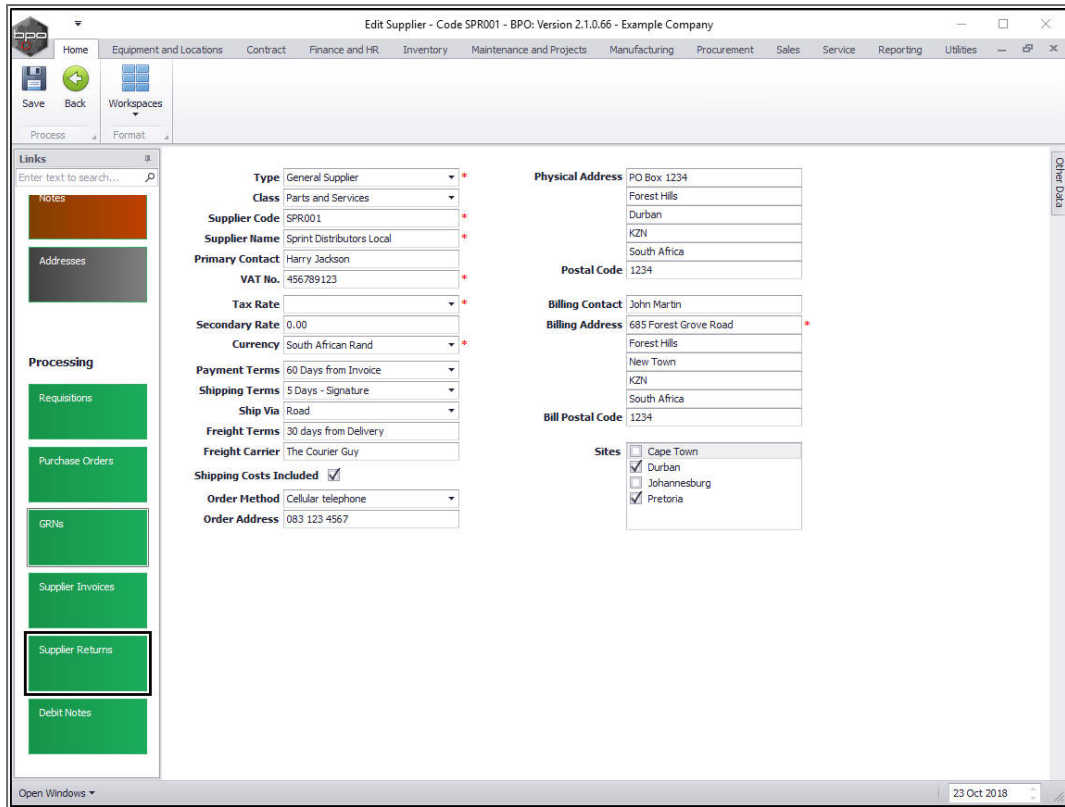
1 2 3

Invoice status	InvoiceNo	SupplierCode	SupplierName	InvoiceDate	Reference	Currency	ExchangeRate	TaxRate	TotalCostExcl	TotalAmtIncl	VATNo	Status	ContactName
N	BUYBGR00000157	SPR001	Sprint Distributors Local	27 Jan 2015	GR00000157	ZAR	1.00	14.00	500.00	570.00	456789123	A	Harry Jackson
N	BUYBGR00000158	SPR001	Sprint Distributors Local	27 Jan 2015	GR00000158	ZAR	1.00	14.00	500.00	570.00	456789123	A	Harry Jackson
N	BUYBGR00000171	SPR001	Sprint Distributors Local	16 Mar 2015	GR00000171	ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jackson
N	BUYBGR00000175	SPR001	Sprint Distributors Local	12 May 2015	GR00000175	ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jackson
N	BUYBGR00000177	SPR001	Sprint Distributors Local	14 May 2015	GR00000177	ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jackson
N	gr2441	SPR001	Sprint Distributors Local	18 Nov 2015		ZAR	1.00	14.00	1 000.00	1 140.00	456789123	A	Harry Jackson
N	BUYBGR00000281	SPR001	Sprint Distributors Local	23 Jun 2016	GR00000281	ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jackson
N	BUYBGR00000282	SPR001	Sprint Distributors Local	23 Jun 2016	GR00000282	ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jackson
N	BUYBGR00000283	SPR001	Sprint Distributors Local	23 Jun 2016	GR00000283	ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jackson
N	BUYBGR00000285	SPR001	Sprint Distributors Local	23 Jun 2016	GR00000285	ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jackson
N	BUYBGR00000286	SPR001	Sprint Distributors Local	23 Jun 2016	GR00000286	ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jackson
N	BUYBGR00000287	SPR001	Sprint Distributors Local	23 Jun 2016	GR00000287	ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jackson
N	SINV741	SPR001	Sprint Distributors Local	05 Jul 2016	GR00000293	ZAR	1.00	14.00	45 000.00	51 300.00	456789123	A	Harry Jackson
N	123456.99	SPR001	Sprint Distributors Local	12 Aug 2016		ZAR	1.00	14.00	150.00	171.00	456789123	A	Harry Jackson
N	SINV11.22.33	SPR001	Sprint Distributors Local	07 Sep 2016		ZAR	1.00	14.00	150.00	171.00	456789123	A	Harry Jackson
N	SINV4788	SPR001	Sprint Distributors Local	07 Sep 2016	GR00000298	ZAR	1.00	14.00	2 500.00	2 850.00	456789123	A	Harry Jackson
N	789456	SPR001	Sprint Distributors Local	31 Oct 2016		ZAR	1.00	14.00	200.00	228.00	456789123	A	Harry Jackson
N	inv 1	SPR001	Sprint Distributors Local	13 Apr 2017		ZAR	1.00	14.00	11 500.00	13 110.00	456789123	A	Harry Jackson
N	BUYBGR00000320	SPR001	Sprint Distributors Local	02 May 2017	GR00000320	ZAR	1.00	14.00	500.00	570.00	456789123	A	Harry Jackson
N	BUYBGR00000321	SPR001	Sprint Distributors Local	02 May 2017	GR00000321	ZAR	1.00	14.00	500.00	570.00	456789123	A	Harry Jackson
N	BUYBGR00000322	SPR001	Sprint Distributors Local	04 May 2017	GR00000322	ZAR	1.00	14.00	500.00	570.00	456789123	A	Harry Jackson
N	BUYBGR00000334	SPR001	Sprint Distributors Local	22 May 2017	GR00000334	ZAR	1.00	14.00	0.00	0.00	456789123	A	Harry Jackson
N	BUYBGR00000335	SPR001	Sprint Distributors Local	22 May 2017	GR00000335	ZAR	1.00	14.00	500.00	570.00	456789123	A	Harry Jackson
N	Full Quantity	SPR001	Sprint Distributors Local	30 May 2017	PO0000361	ZAR	1.00	14.00	1 400.00	1 596.00	456789123	A	Harry Jackson
N	C class issue	SPR001	Sprint Distributors Local	30 May 2017	GR00000346	ZAR	1.00	14.00	400.00	456.00	456789123	A	Harry Jackson
N	GR347	SPR001	Sprint Distributors Local	06 Jun 2017	PO0000340	ZAR	1.00	14.00	160 741.00	183 244.74	456789123	A	Harry Jackson
N	SINV-370	SPR001	Sprint Distributors Local	31 Jul 2017		ZAR	1.00	14.00	450.00	513.00	456789123	A	Harry Jackson
N	SINV-GRN388	SPR001	Sprint Distributors Local	15 Aug 2017		ZAR	1.00	14.00	3 675.00	4 189.50	456789123	A	Harry Jackson

Open Windows 23 Oct 2018

SUPPLIER RETURNS

- In the **Edit Supplier - Code []** screen, click on the **Supplier Returns** tile.



The ***Supplier Returns for Supplier []*** screen will be displayed. This screen will default to the ***site*** selected in the ***Supplier Listing*** screen.

1. In this screen you can view a list of the **Stock** and **Non Stock** Returns linked to this supplier.
2. You can also ***Add***, ***Edit***, or ***View*** a supplier return.
 - ***Close*** this screen to return to the ***Edit Supplier - Code []*** screen.

Supplier Returns for Supplier SPR001 - BPO: Version 2.1.0.66 - Example Company

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

Add Edit View Save Layout Workspaces Print Export Durban Refresh

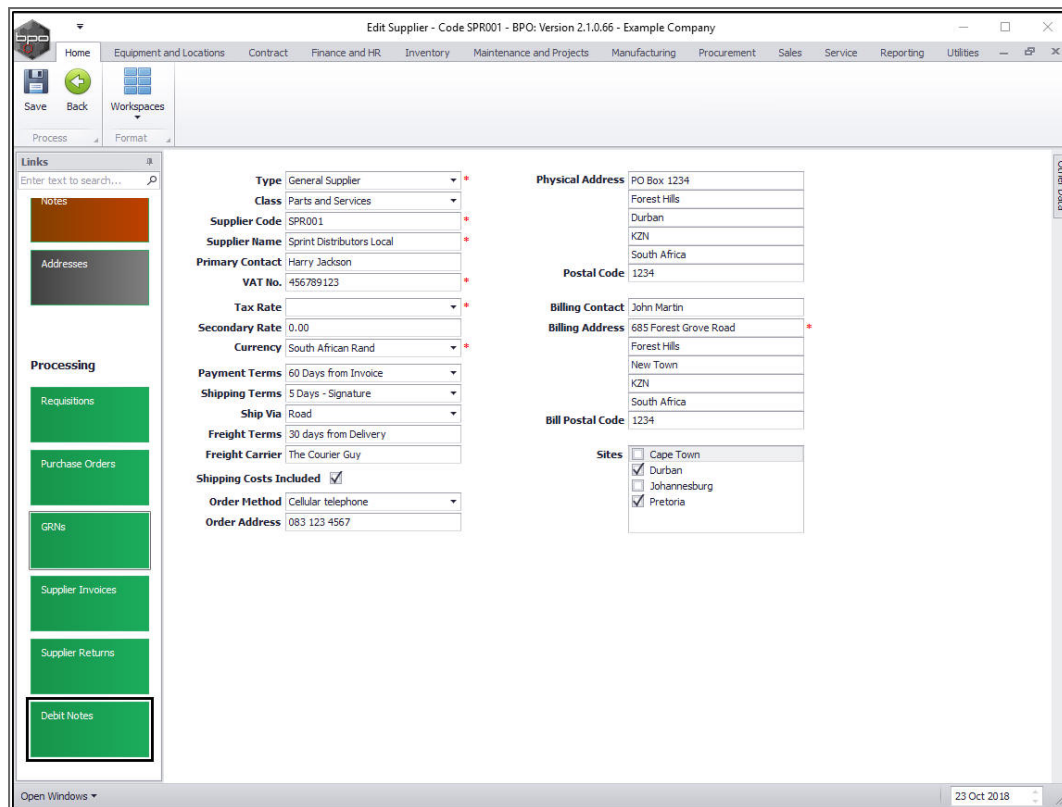
Drag a column header here to group by that column

SRNo	OriginType	OriginCode	SupplierName	SupplierCode	EmployeeNumber	FullName	PhoneNumber	Extension	OriginDesc	SubItemType	Address1	Address2	Address3
SR00000046	ST	GR00000202	Sprint Distributors Local	SPR001	DUT001	Bianca Du Toit	031 123 4564	1234			685 Forest ...	Forest Hills	New Toi
SR00000047	ST	GR00000203	Sprint Distributors Local	SPR001	DUT001	Bianca Du Toit	031 123 4564	1234			685 Forest ...	Forest Hills	New Toi
SR00000048	ST	GR00000204	Sprint Distributors Local	SPR001	DUT001	Bianca Du Toit	031 123 4564	1234			685 Forest ...	Forest Hills	New Toi
SR00000049	ST	GR00000205	Sprint Distributors Local	SPR001	DUT001	Bianca Du Toit	031 123 4564	1234			685 Forest ...	Forest Hills	New Toi
SR00000050	ST	GR00000205	Sprint Distributors Local	SPR001	DUT001	Bianca Du Toit	031 123 4564	1234			685 Forest ...	Forest Hills	New Toi
SR00000051	ST	GR00000206	Sprint Distributors Local	SPR001	DUT001	Bianca Du Toit	031 123 4564	1234			685 Forest ...	Forest Hills	New Toi
SR00000052	ST	GR00000206	Sprint Distributors Local	SPR001	DUT001	Bianca Du Toit	031 123 4564	1234			685 Forest ...	Forest Hills	New Toi
SR00000053	ST	GR00000207	Sprint Distributors Local	SPR001	DUT001	Bianca Du Toit	031 123 4564	1234			685 Forest ...	Forest Hills	New Toi
SR00000054	ST	GR00000208	Sprint Distributors Local	SPR001	DUT001	Bianca Du Toit	031 123 4564	1234			685 Forest ...	Forest Hills	New Toi
SR00000055	ST	GR00000207	Sprint Distributors Local	SPR001	DUT001	Bianca Du Toit	031 123 4564	1234			685 Forest ...	Forest Hills	New Toi
SR00000056	ST	GR00000208	Sprint Distributors Local	SPR001	DUT001	Bianca Du Toit	031 123 4564	1234			685 Forest ...	Forest Hills	New Toi
SR00000057	ST	GR00000209	Sprint Distributors Local	SPR001	DUT001	Bianca Du Toit	031 123 4564	1234			685 Forest ...	Forest Hills	New Toi
SR00000058	ST	GR00000210	Sprint Distributors Local	SPR001	DUT001	Bianca Du Toit	031 123 4564	1234			685 Forest ...	Forest Hills	New Toi
SR00000059	ST	GR00000211	Sprint Distributors Local	SPR001	DUT001	Bianca Du Toit	031 123 4564	1234			685 Forest ...	Forest Hills	New Toi
SR00000060	ST	GR00000215	Sprint Distributors Local	SPR001	DUT001	Bianca Du Toit	031 123 4564	1234			685 Forest ...	Forest Hills	New Toi
SR00000061	ST	GR00000215	Sprint Distributors Local	SPR001	DUT001	Bianca Du Toit	031 123 4564	1234			685 Forest ...	Forest Hills	New Toi
SR00000062	ST	GR00000212	Sprint Distributors Local	SPR001	DUT001	Bianca Du Toit	031 123 4564	1234			685 Forest ...	Forest Hills	New Toi
SR00000063	ST	GR00000212	Sprint Distributors Local	SPR001	DUT001	Bianca Du Toit	031 123 4564	1234			685 Forest ...	Forest Hills	New Toi
SR00000064	ST	GR00000216	Sprint Distributors Local	SPR001	DUT001	Bianca Du Toit	031 123 4564	1234			685 Forest ...	Forest Hills	New Toi
SR00000065	ST	GR00000217	Sprint Distributors Local	SPR001	DUT001	Bianca Du Toit	031 123 4564	1234			685 Forest ...	Forest Hills	New Toi
SR00000066	ST	GR00000218	Sprint Distributors Local	SPR001	DUT001	Bianca Du Toit	031 123 4564	1234			685 Forest ...	Forest Hills	New Toi
SR00000067	ST	GR00000219	Sprint Distributors Local	SPR001	DUT001	Bianca Du Toit	031 123 4564	1234			685 Forest ...	Forest Hills	New Toi
SR00000069	ST	GR00000221	Sprint Distributors Local	SPR001	DUT001	Bianca Du Toit	031 123 4564	1234			685 Forest ...	Forest Hills	New Toi
SR00000070	ST	GR00000222	Sprint Distributors Local	SPR001	DUT001	Bianca Du Toit	031 123 4564	1234			685 Forest ...	Forest Hills	New Toi
SR00000113	ST	GR00000371	Sprint Distributors Local	SPR001	DUT001	Bianca Du Toit	031 123 4564	1234			685 Forest ...	Forest Hills	New Toi
SR00000121	ST	GR00000387	Sprint Distributors Local	SPR001	DUT001	Bianca Du Toit	031 123 4564	1234			685 Forest ...	Forest Hills	New Toi
SR00000124	ST	GR00000430	Sprint Distributors Local	SPR001	ML001	Abigail Milne					685 Forest ...	Forest Hills	New Toi

Open Windows 23 Oct 2018

DEBIT NOTES

- In the **Edit Supplier - Code []** screen, click on the **Debit Notes** tile.



Edit Supplier - Code SPR001 - BPO: Version 2.1.0.66 - Example Company

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

Save | Back | Workspaces

Process | Format

Links
Enter text to search...

Processing
Requisitions
Purchase Orders
GRNs
Supplier Invoices
Supplier Returns
Debit Notes

Supplier Information:
 Type: General Supplier
 Class: Parts and Services
 Supplier Code: SPR001
 Supplier Name: Sprint Distributors Local
 Primary Contact: Harry Jackson
 VAT No.: 456789123
 Tax Rate:
 Secondary Rate: 0.00
 Currency: South African Rand
 Payment Terms: 60 Days from Invoice
 Shipping Terms: 5 Days - Signature
 Ship Via: Road
 Freight Terms: 30 days from Delivery
 Freight Carrier: The Courier Guy
 Shipping Costs Included: ☒
 Order Method: Cellular telephone
 Order Address: 083 123 4567

Physical Address:
 PO Box 1234
 Forest Hills
 Durban
 KZN
 South Africa
 Postal Code: 1234

Billing Contact: John Martin
Billing Address: 685 Forest Grove Road
 Forest Hills
 New Town
 KZN
 South Africa
Bill Postal Code: 1234

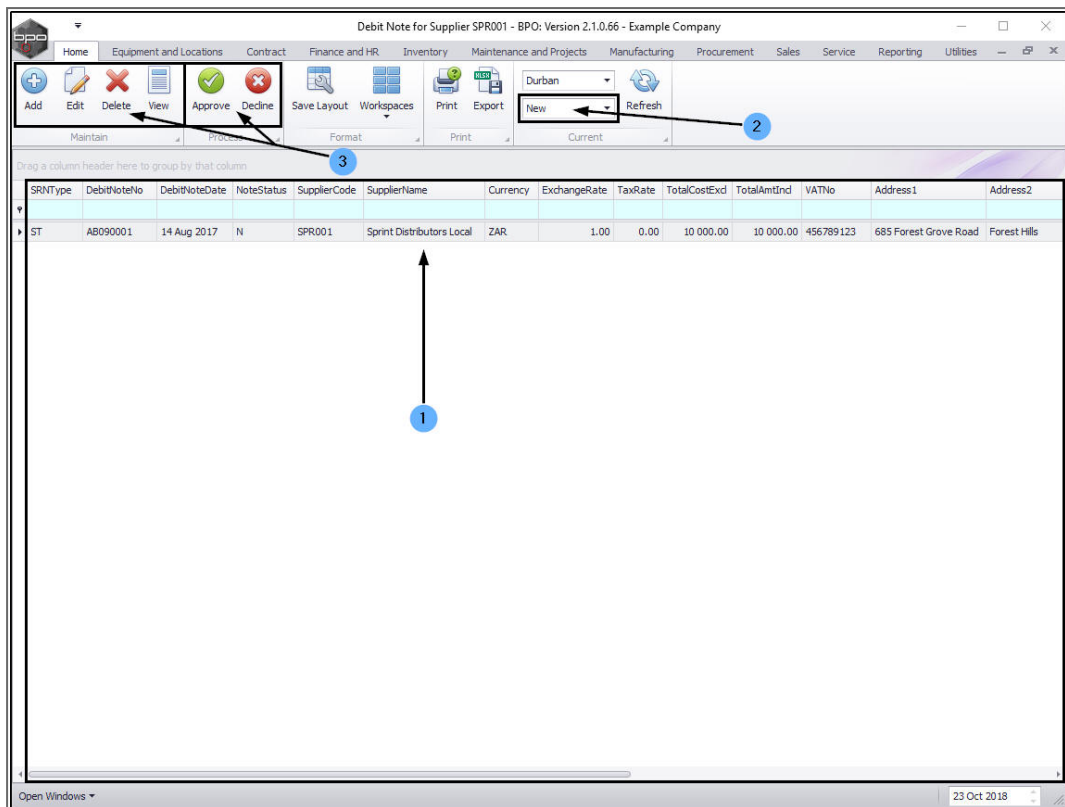
Sites:
☐ Cape Town
☒ Durban
☐ Johannesburg
☒ Pretoria

Open Windows | 23 Oct 2018

The **Debit Note for Supplier []** screen will be displayed. This screen will default to the **site** selected in the **Supplier Listing** screen and the **status** will default to **New**.

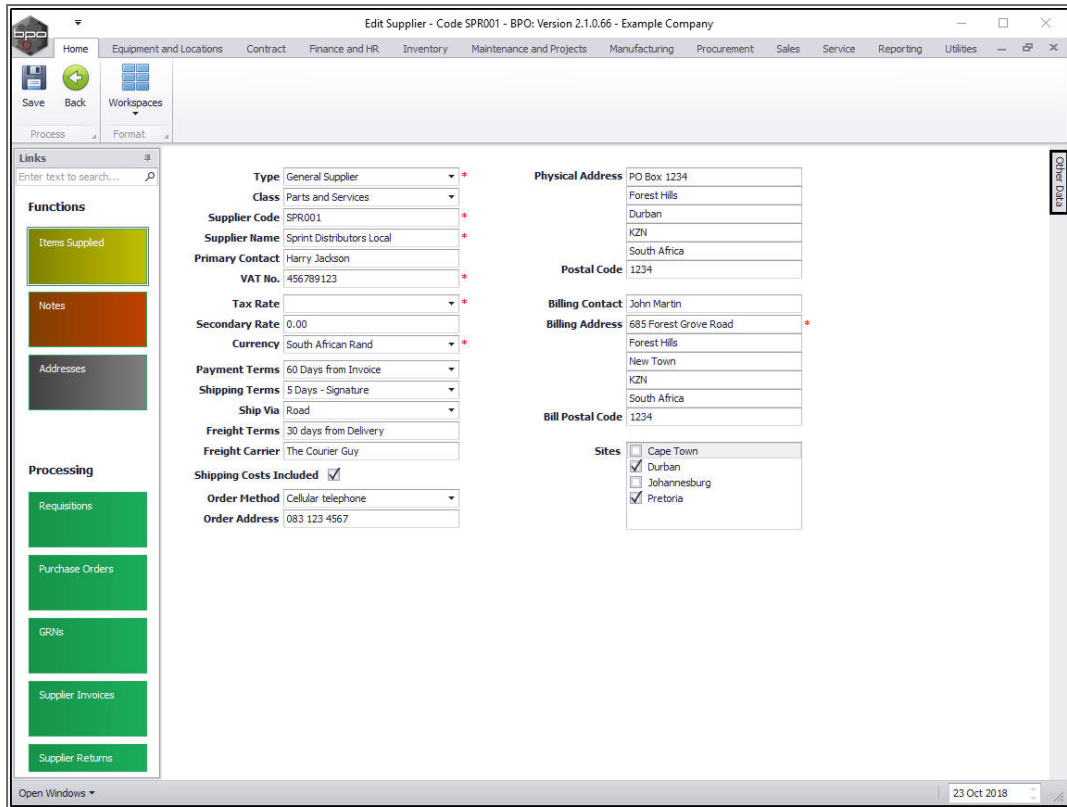
1. In this screen you can view a list of the Debit Notes linked to this supplier.
2. Depending which **status** you are in,
3. you can Add, Edit, Delete, View, Approve or Decline a supplier debit note.

- **Close** this screen to return to the **Edit Supplier - Code []** screen.



OTHER DATA

- In the *Edit Supplier - Code []* screen, click on the *Other Data* tab.



Edit Supplier - Code SPR001 - BPO: Version 2.1.0.66 - Example Company

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

Save | Back | Workspaces

Process | Format

Links
Enter text to search...

Functions

- Items Supplied
- Notes
- Addresses

Processing

- Requisitions
- Purchase Orders
- GRNs
- Supplier Invoices
- Supplier Returns

Other Data

General Information

Type: General Supplier *

Class: Parts and Services *

Supplier Code: SPR001 *

Supplier Name: Sprint Distributors Local *

Primary Contact: Harry Jackson *

VAT No.: 456789123 *

Tax Rate: *

Secondary Rate: 0.00

Currency: South African Rand *

Payment Terms: 60 Days from Invoice *

Shipping Terms: 5 Days - Signature *

Ship Via: Road *

Freight Terms: 30 days from Delivery *

Freight Carrier: The Courier Guy *

Shipping Costs Included: ☒

Order Method: Cellular telephone *

Order Address: 083 123 4567 *

Physical Address

PO Box: 1234

Forest Hills

Durban

KZN

South Africa

Postal Code: 1234

Billing Contact

John Martin

Billing Address

685 Forest Grove Road *

Forest Hills

New Town

KZN

South Africa

Bill Postal Code: 1234

Sites

- ☐ Cape Town
- ☒ Durban
- ☐ Johannesburg
- ☒ Pretoria

Open Windows | 23 Oct 2018

- Here, there are **10** fields where you can type in **additional information** pertinent to this supplier. These additional data labels (Other 1, Other 2 etc.) can be **re-named** as per your company's requirements.

CO3 Technologies

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

Save Back Workspaces

Process Format

Links

Enter text to search...

Notes

Addresses

Processing

Requisitions

Purchase Orders

GRNs

Supplier Invoices

Supplier Returns

Debit Notes

Open Windows

23 Oct 2018

Edit Supplier - Code SPR001 - BPO: Version 2.1.0.66 - Example Company

Type: General Supplier

Class: Parts and Services

Supplier Code: SPR001

Supplier Name: Sprint Distributors Local

Primary Contact: Harry Jackson

VAT No.: 456789123

Tax Rate:

Secondary Rate: 0.00

Currency: South African Rand

Payment Terms: 60 Days from Invoice

Shipping Terms: 5 Days - Signature

Ship Via: Road

Freight Terms: 30 days from Delivery

Freight Carrier: The Courier Guy

Shipping Costs Included: ☒

Order Method: Cellular telephone

Order Address: 083 123 4567

Physical Address: PO Box 1234, Forest Hills, Durban, KZN, South Africa, 1234

Postal Code: 1234

Billing Contact: John Martin

Billing Address: 685 Forest Grove Road, Forest Hills, New Town, KZN, South Africa, 1234

Bill Postal Code: 1234

Sites: ☐ Cape Town, ☒ Durban, ☐ Johannesburg, ☒ Pretoria

Other Data

Other1: Field 1

Other2: Field 2

Other3: Field 3

Other4: Field 4

Other5: Field 5

Other6: Field 6

Other7: Field 7

Other8: Field 8

Other9: Field 9

Other10: Field 10

Related Topics

- [Supplier Type Static Data](#)
- [Supplier Class Static Data](#)
- [Supplier - Add / Edit / Delete](#)
- [Supplier Order Details - Add / Edit](#)
- [Link Items Supplied - incl. Unit Cost & Lead Time](#)
- [Comments & Order Notes - Add / Edit / Delete](#)
- [Addresses - Add / Edit](#)

BPO.MNU.056

