

# PROCUREMENT

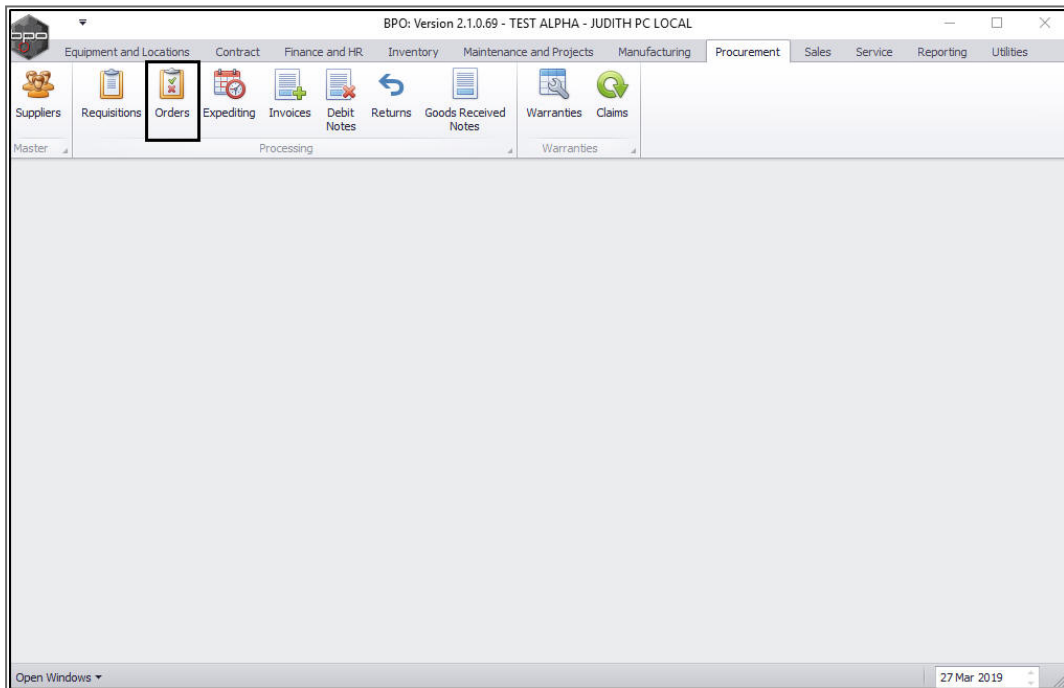
## DELIVERY ADDRESS

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 different shipping address, follow the instructions below.

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

**Ribbon Access:** *Procurement > Orders*

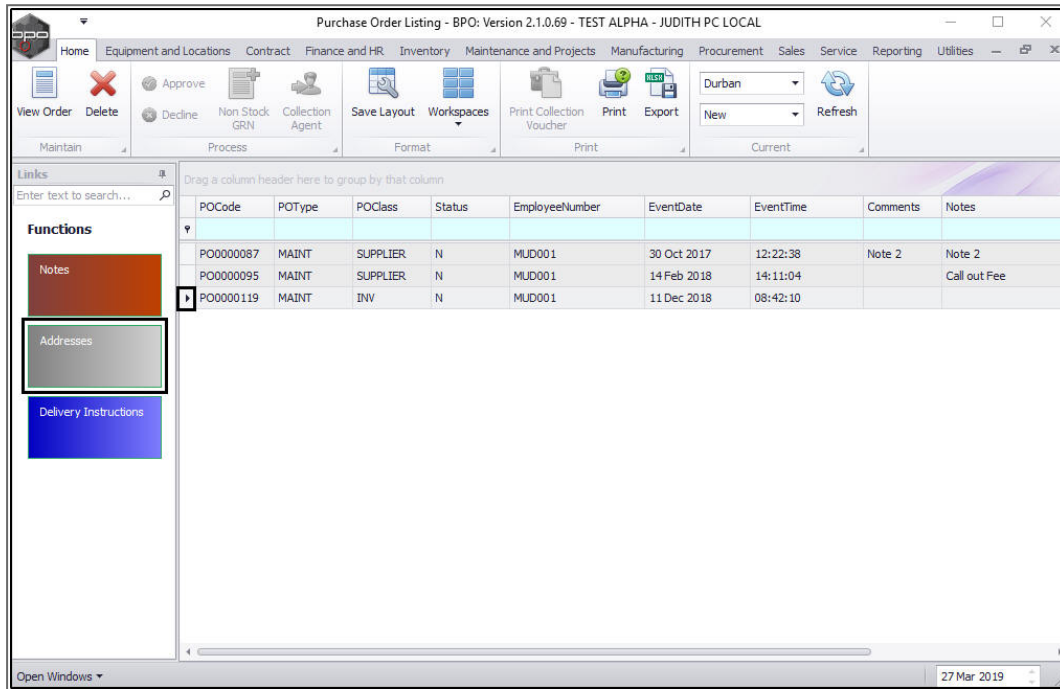


Select the Site and Status

The Status must be set to **New**.

## SELECT PURCHASE ORDER

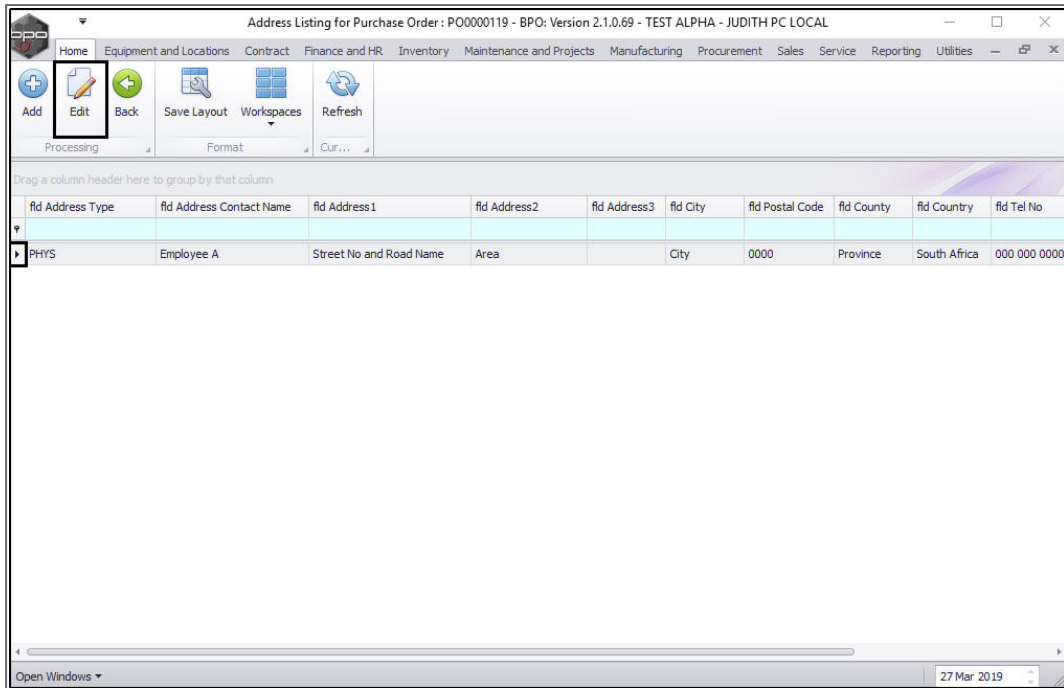
- Select the **row** of the purchase order where you wish to view the delivery addresses.
- Click on the **Addresses** tile.



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

## ADDRESS

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



## 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.

Edit address - BPO: Version 2.1.0.69 - TEST ALPHA - JUDITH PC LOCAL

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

Save | Back

Process

**Delivery Location**  Company Address  Customer Address

**Address Type**  PHYSYS  Physical

**Contact Name** Employee A

**Address 1** Street No and Road Name

**Address 2** Area

**Address 3**

**City**

**Province** Province

**Postal Code** 0000

**Country** South Africa

**Tel No** 000 000 0000

**Tel Ext** 0000

**Fax No** 000 000 0000

**Email Address** employeea@company.co.za

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- In this image, **Customer Address** is selected.

Edit address - BPO: Version 2.1.0.69 - TEST ALPHA - JUDITH PC LOCAL

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

Save | Back

Process

**Delivery Location**  Company Address  Customer Address

**Address Type**  PHYSYS  Physical

**Contact Name** Employee A

**Address 1** Street No and Road Name

**Address 2** Area

**Address 3**

**City**

**Province** Province

**Postal Code** 0000

**Country** South Africa

**Tel No** 000 000 0000

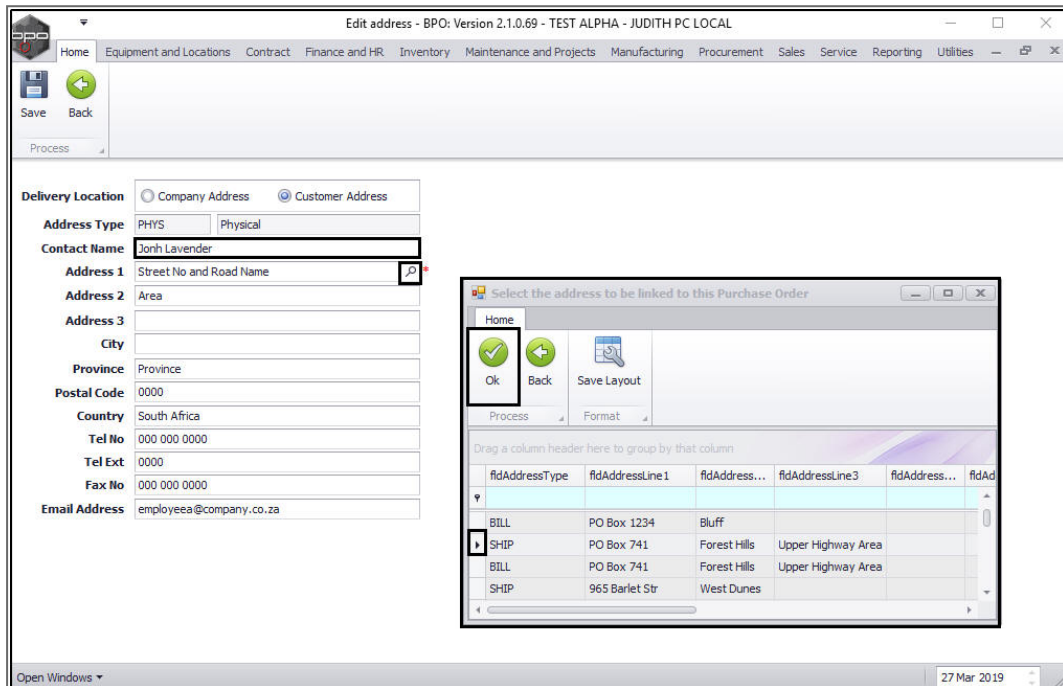
**Tel Ext** 0000

**Fax No** 000 000 0000

**Email Address** employeea@company.co.za

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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**.



- 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.

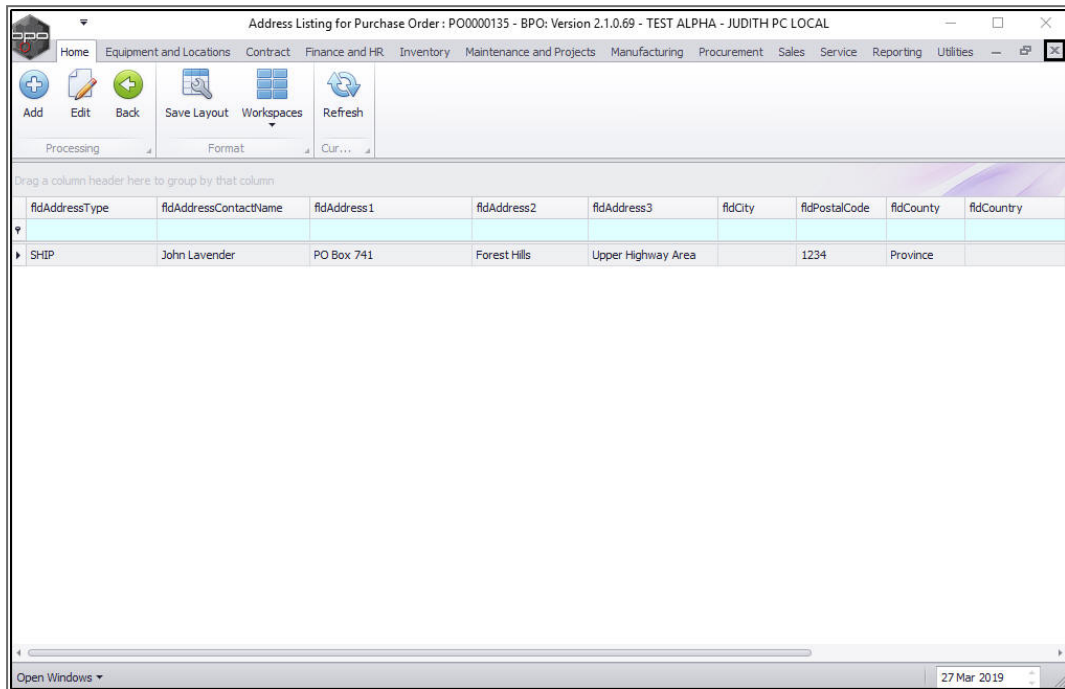
## SAVE CHANGES

- Click on **Save**.

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

fdAddressType	fdAddressContactName	fdAddress1	fdAddress2	fdAddress3	fdCity	fdPostalCode	fdCounty	fdCountry	fdTelNo
SHIP	John Lavender	PO Box 741	Forest Hills	Upper High...		1234	Province		

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



fdAddressType	fdAddressContactName	fdAddress1	fdAddress2	fdAddress3	fdCity	fdPostalCode	fdCountry	fdCountry
SHIP	John Lavender	PO Box 741	Forest Hills	Upper Highway Area		1234	Province	

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