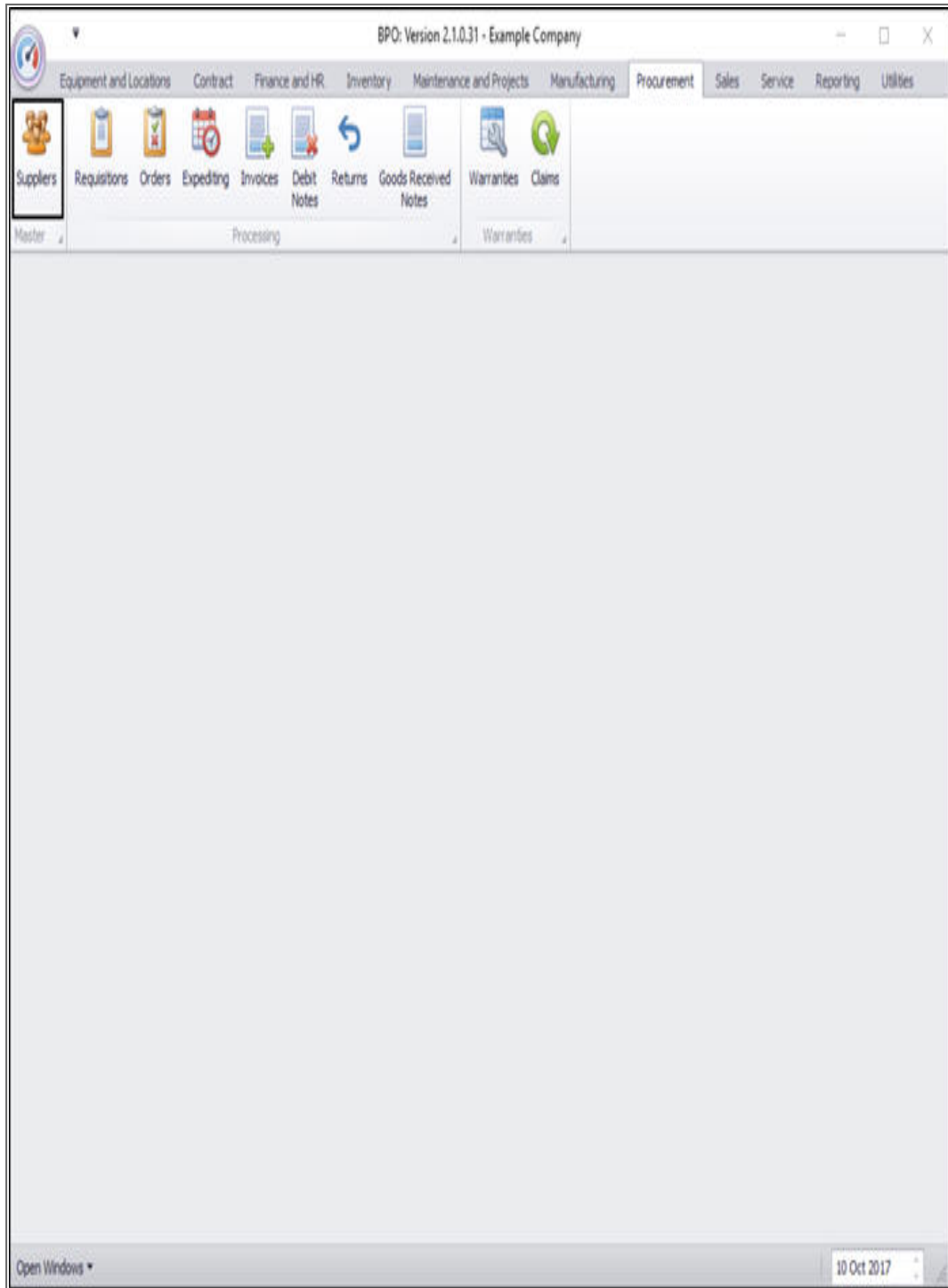# PROCUREMENT

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.

Ribbon Access: *Procurement > Suppliers*

ADD ITEMS SUPPLIED

The *Supplier Listing* screen will be displayed.

Select the *Site*.

- In this image *Durban* has been selected.

Suppliers - Items Supplied

SELECT SUPPLIER

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

LINK ITEM TO SUPPLIER

- 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	

Open Windows ▾

10 Oct 2017

ADD ITEM DETAILS

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.

Manufacturer

- **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

- **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.

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Ordering

- **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.

SAVE ITEM SUPPLIED

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

- 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	Prima
YES001	102-7854	Young Electric	20.00	20.00	ZAR	14.00	1.00	0			Yes
YES001	1020-147X	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	2020-147X	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 NEW ITEM SUPPLIED

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

EDIT ITEMS SUPPLIED

In the Supplier Listing screen,

Select the Site

- In this image *Durban* has been selected.

SELECT SUPPLIER

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

SELECT ITEM

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

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

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

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	1020-147X	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	2020-147X	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

- 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*.

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

- Make the required changes.
  - In this image the *Warranty* was changed to *24 Month Supplier Warranty*.

SAVE CHANGES

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

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

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).

DELETE ITEMS SUPPLIED

In the *Supplier Listing* screen,

Select the Site

- In this image *Durban* has been selected.

SELECT SUPPLIER

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

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*.

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*.

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	1020-147X	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	2020-147X	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

Delete Supply Item

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

Yes   No

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

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