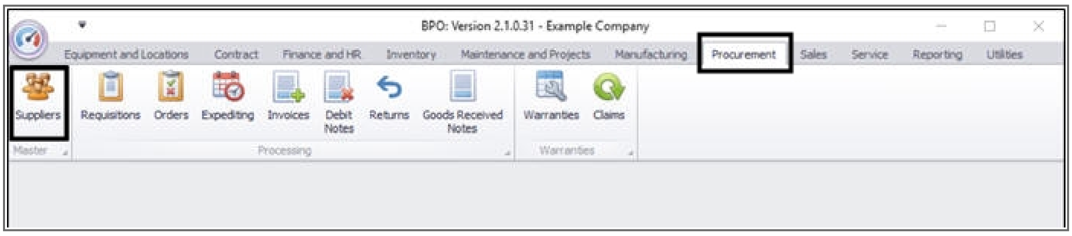
PROCUREMENT

VIEW / ADD / EDIT / DELETE SUPPLIER NOTES AND COMMENTS

- **Comments:** These are internal notes regarding the supplier.
- **Notes:** These are notes concerning orders to this supplier, which will pull through to the Purchase Order.

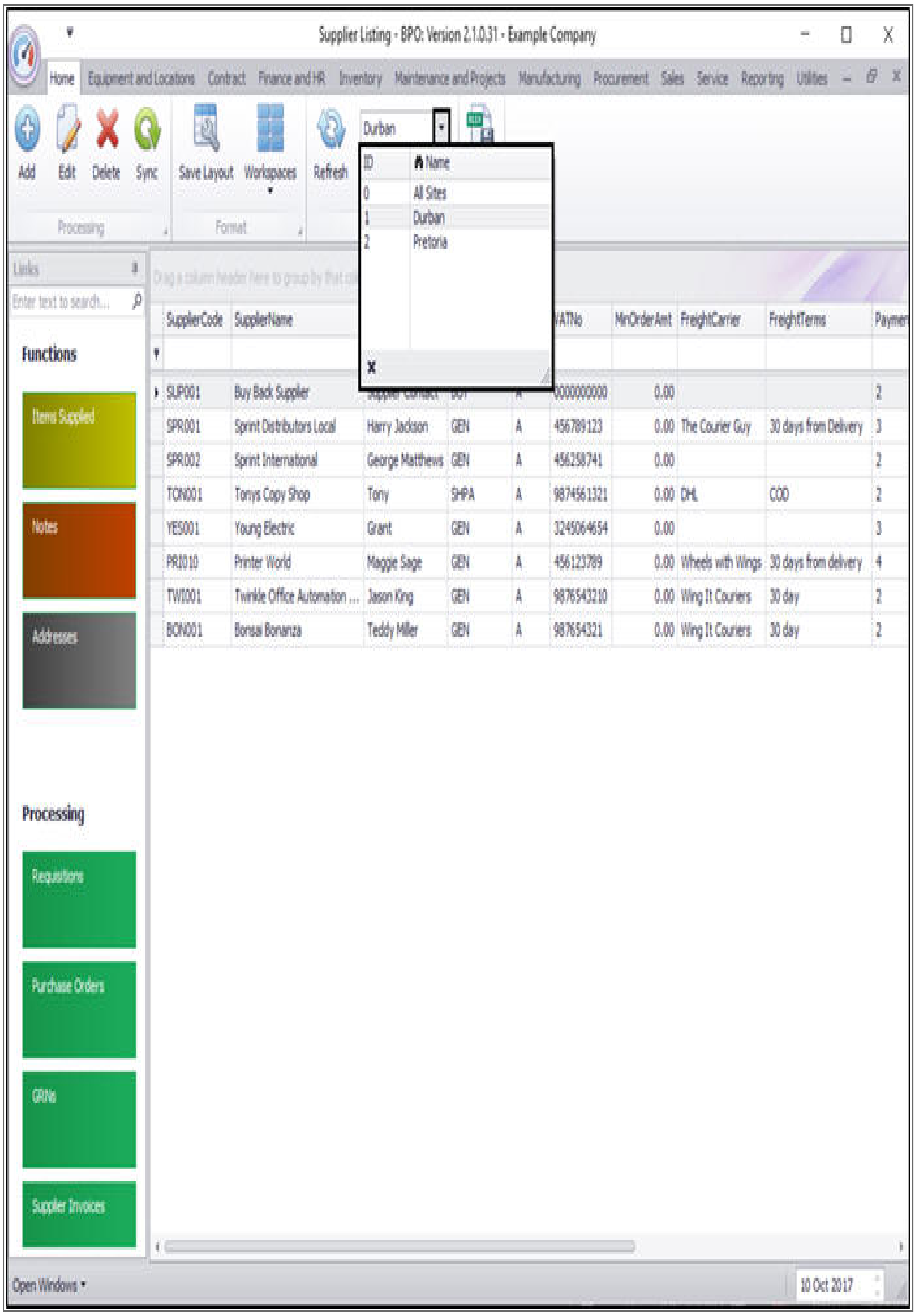
Ribbon Access: *Procurement > Suppliers*



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

Select the Site

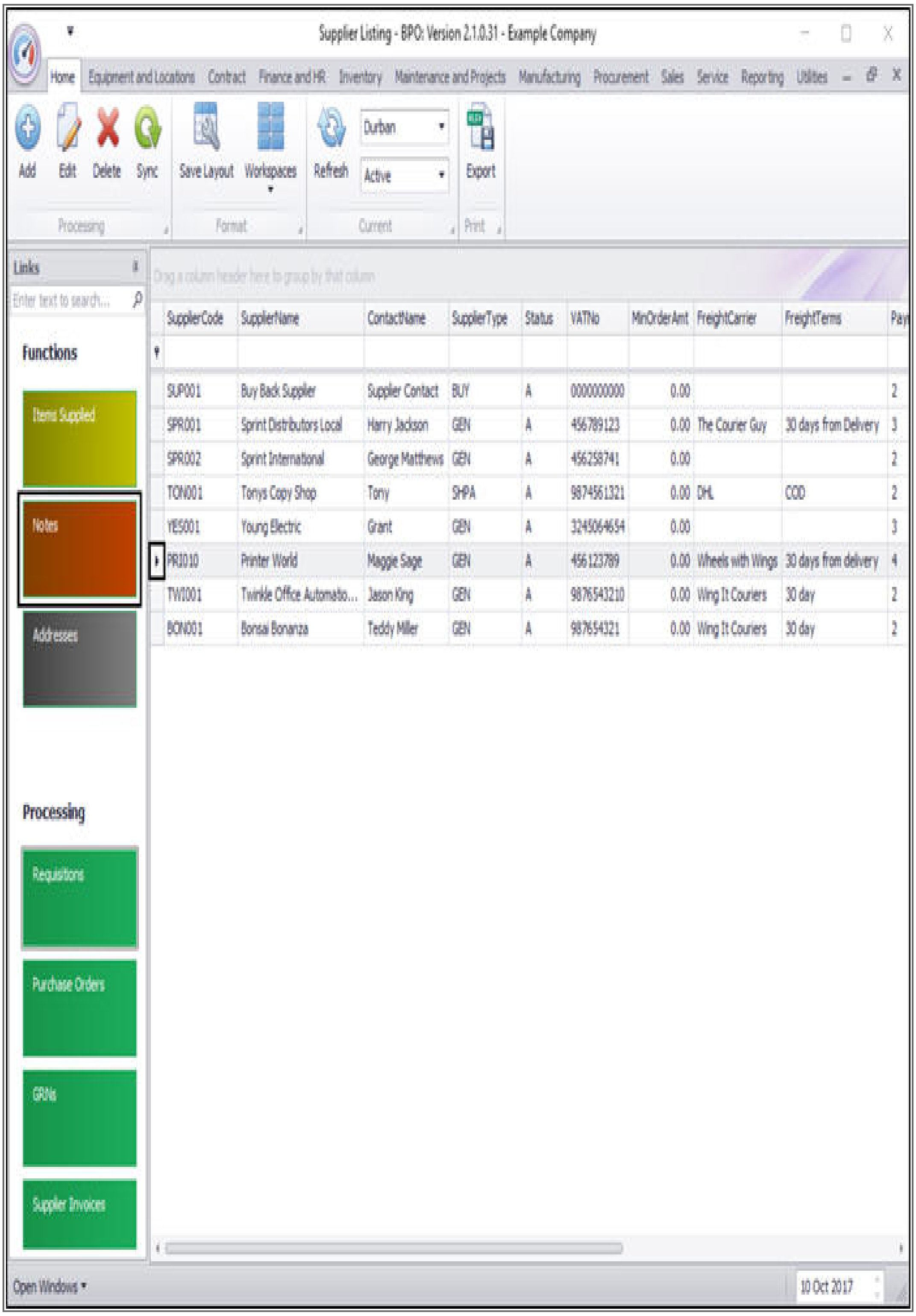
- In this image ***Durban*** has been selected.



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
Durban
ID
Name
0
All Sites
1
Durban
2
Pretoria
Links
Enter text to search...
Functions
Items Supplied
Notes
Addresses
Processing
Requisitions
Purchase Orders
GRNs
Supplier Invoices
SupplierCode
SupplierName
VATNo
MinOrderAmt
FreightCarrier
FreightTerms
SUP001 Buy Back Supplier 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 COD 2
YES001 Young Electric Grant GEN A 324506464 0.00 3
PRI010 Printer World Maggie 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
Open Windows
10 Oct 2017

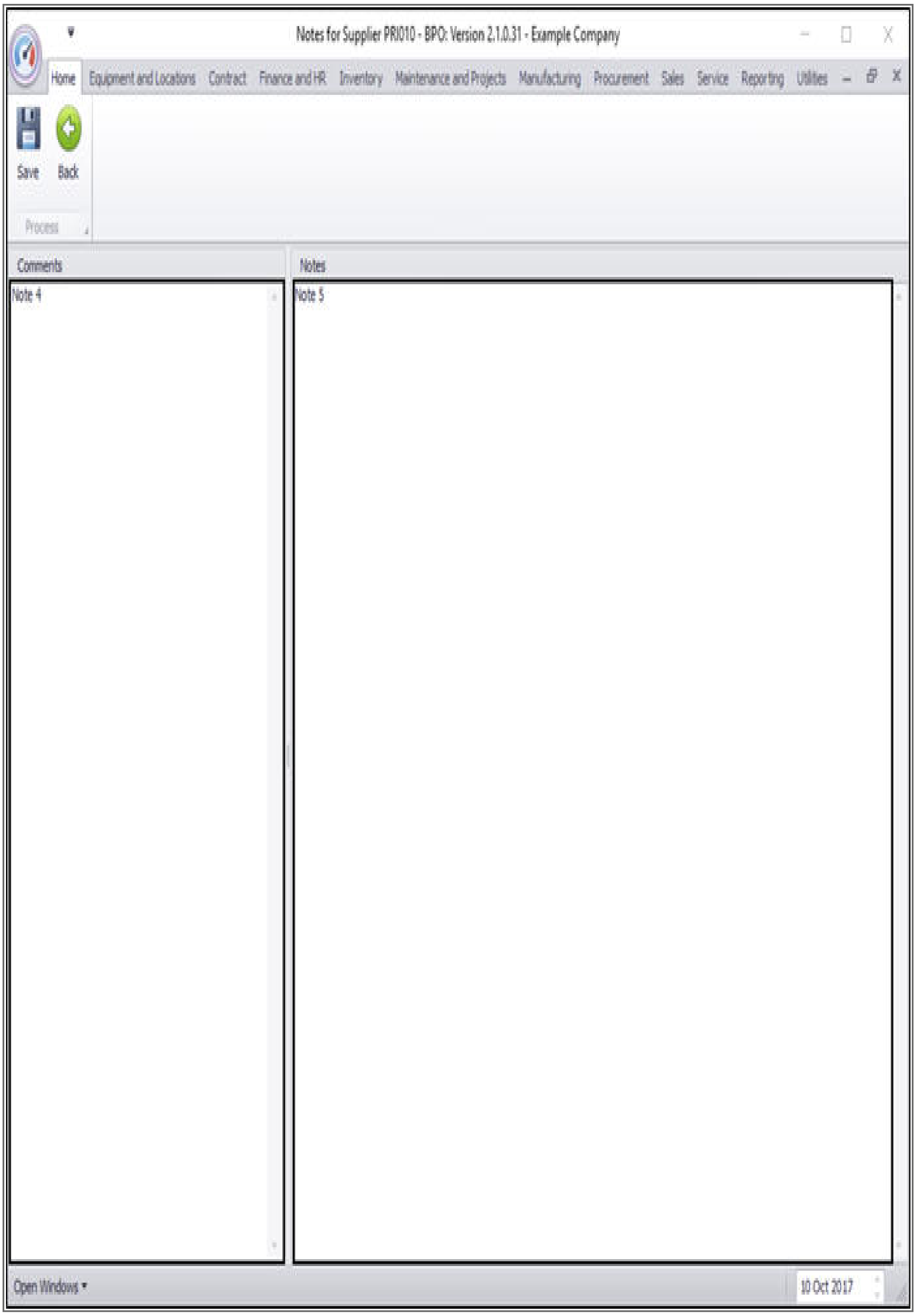
SELECT SUPPLIER

- Select the ***row*** of the ***Supplier*** where you wish to ***add*** Notes and/or Comments.
- Click on the ***Notes*** tile.



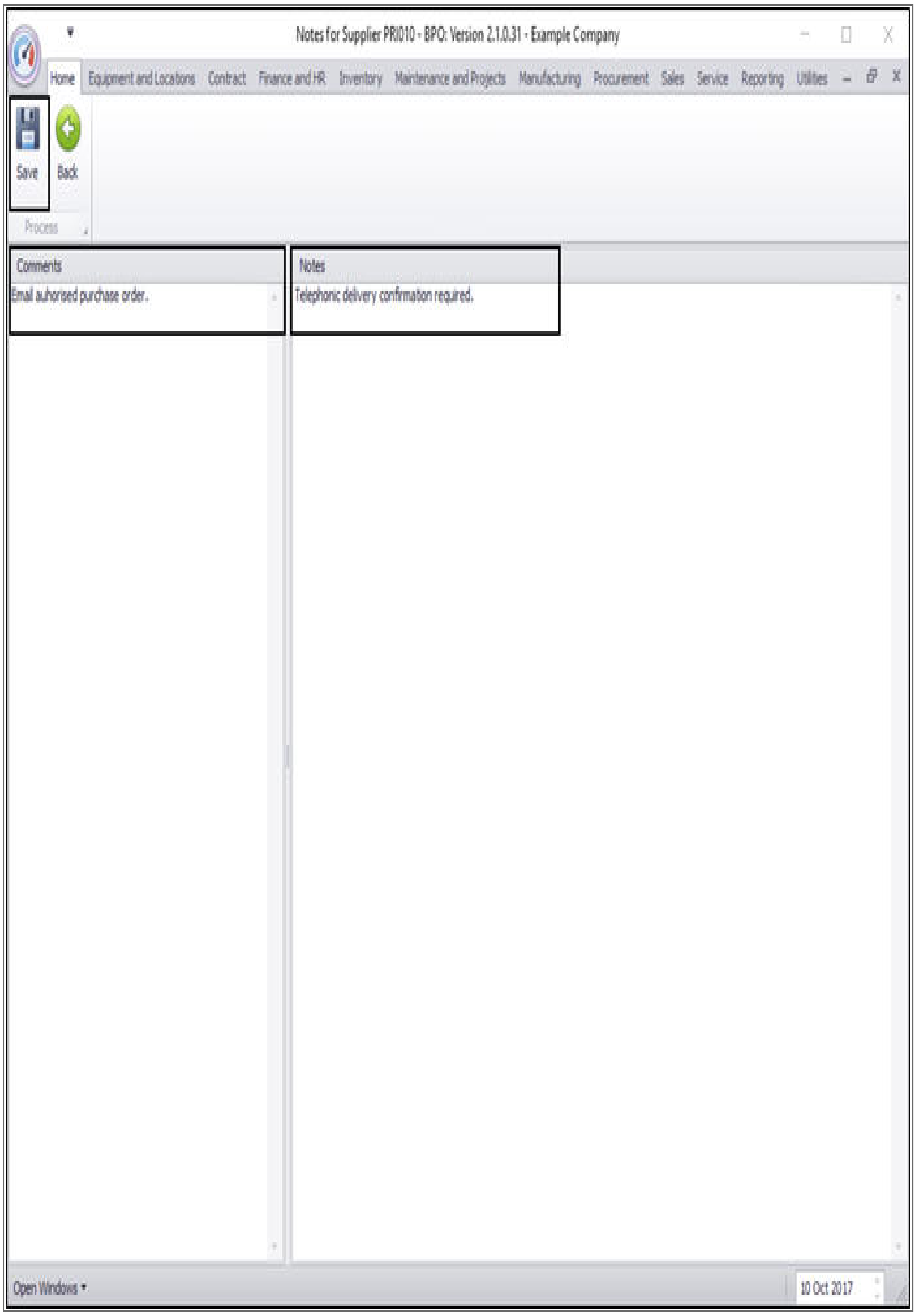
VIEW NOTES AND COMMENTS

- The ***Notes for Supplier []*** screen will be displayed.
    - **Comments** to be typed in on the ***left*** hand side of the screen and
    - **Notes** to be typed in on the ***right*** hand side of the screen.


Notes for Supplier PRI010 - 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
Comments
Notes
Note 4
Note 5
Open Windows
10 Oct 2017

ADD NOTES AND COMMENTS

- Type in your ***Comments*** and/or ***Notes*** as required.
- Click on ***Save***.



Notes for Supplier PRI010 - 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
Comments
Email authorised purchase order.
Notes
Telephonic delivery confirmation required.
Open Windows
10 Oct 2017

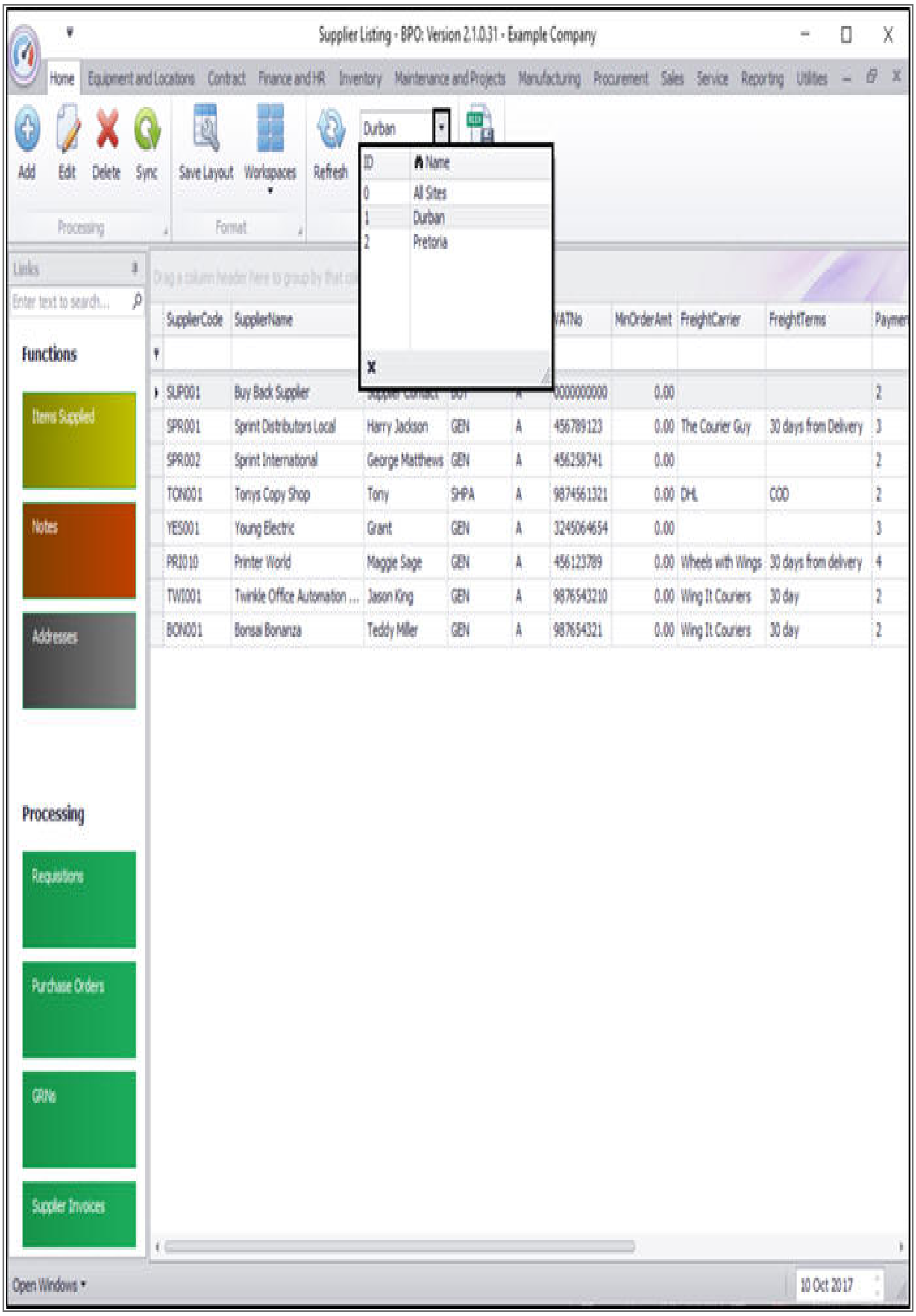
- The Comments and/or Notes details will be ***saved***.
- The screen will ***close*** and you will return to the ***Supplier Listing*** screen.

EDIT NOTES AND COMMENTS

In the Supplier Listing screen,

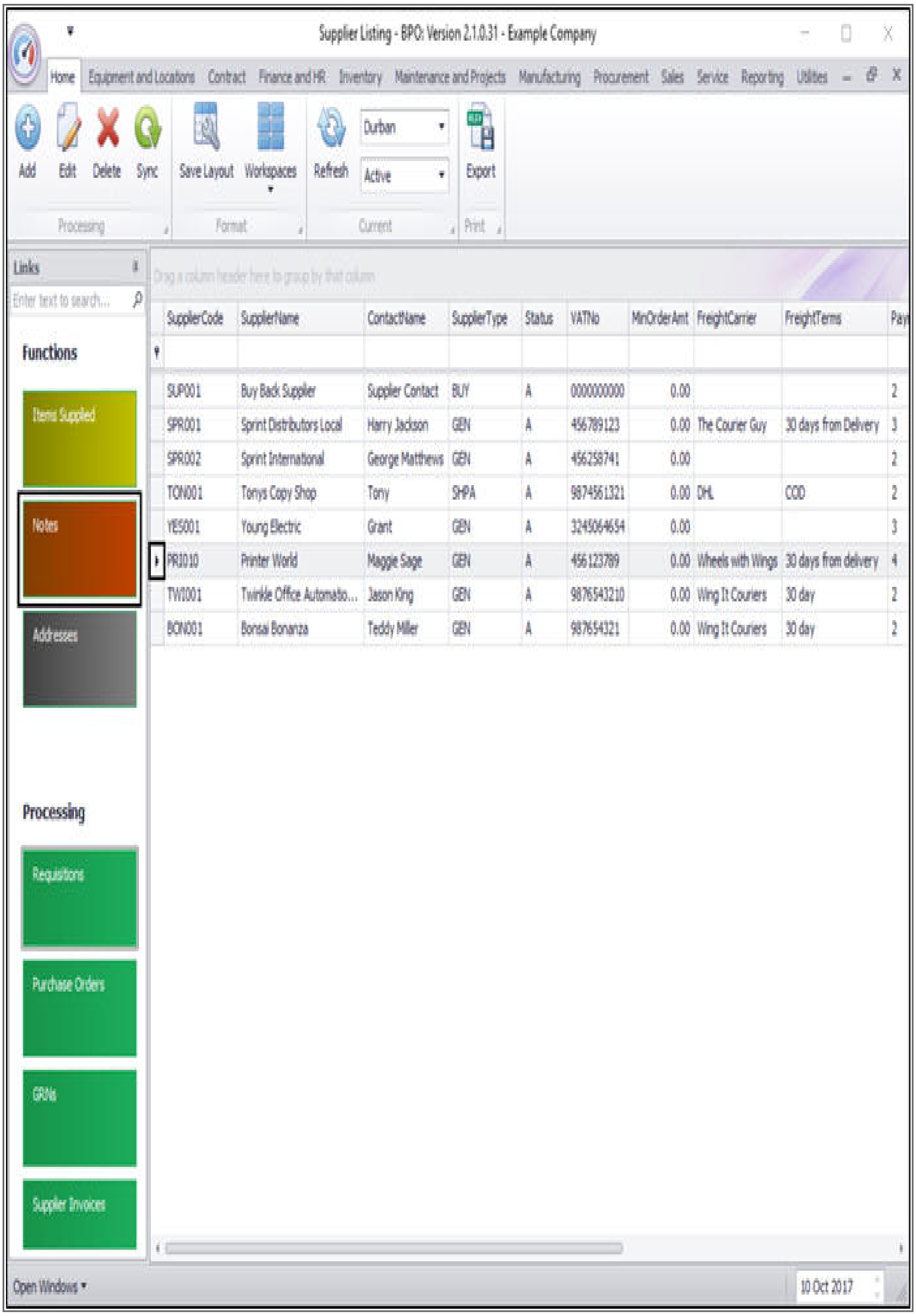
Select the Site

- In this image, ***Durban*** is selected.

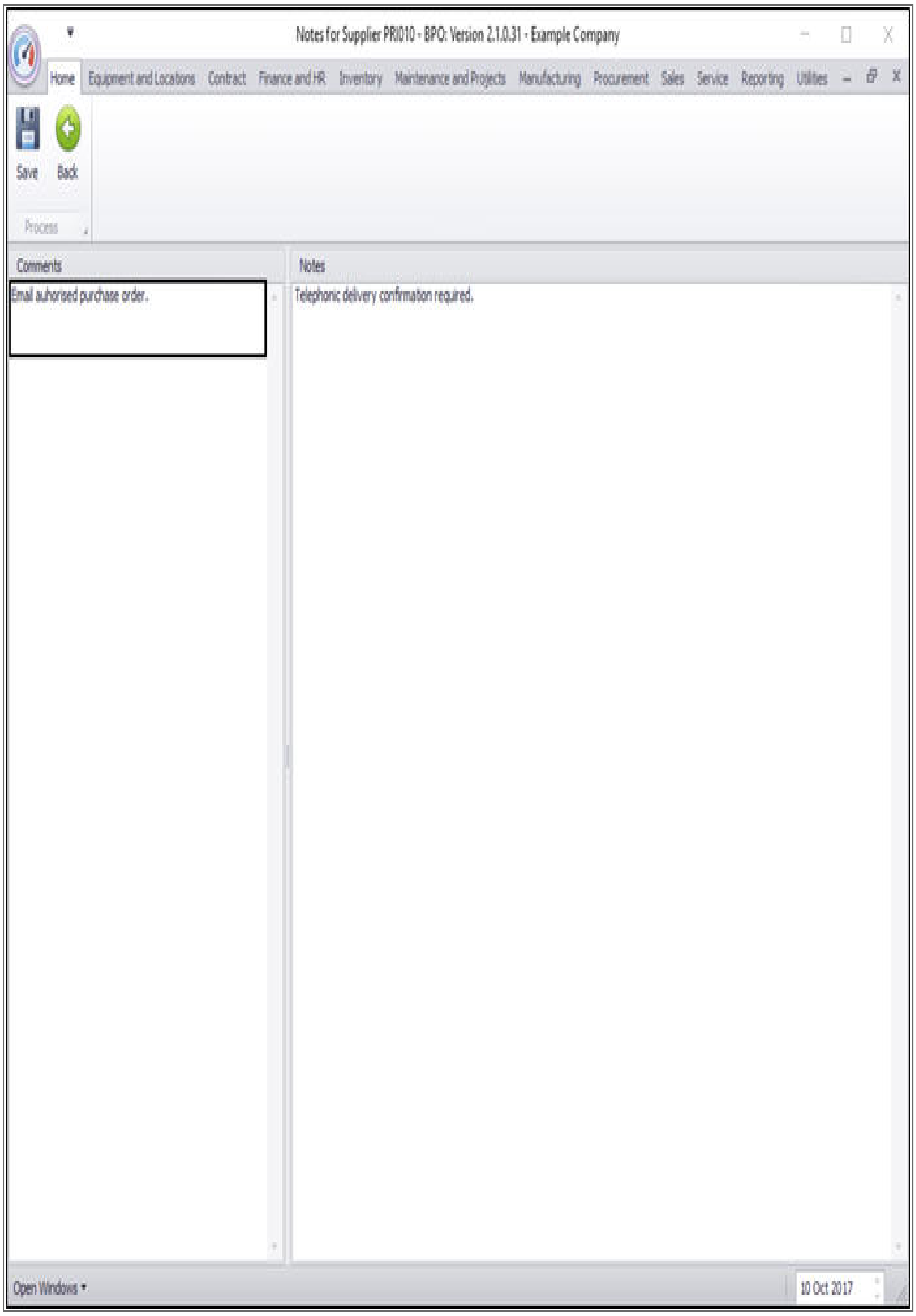

Supplier Listing - BPO: Version 2.1.0.31 - Example Company
Home
Equipment and Locations
Contract
Finance and HR
Inventory
Maintenance and Projects
Manufacturing
Procurement
Sales
Service
Reporting
Utilities
Add
Edit
Delete
Sync
Save Layout
Workspaces
Refresh
Processing
Format
Durban
ID
Name
0
All Sites
1
Durban
2
Pretoria
Links
Enter text to search...
Functions
Items Supplied
Notes
Addresses
Processing
Requisitions
Purchase Orders
GRNs
Supplier Invoices
SupplierCode
SupplierName
VATNo
MinOrderAmt
FreightCarrier
FreightTerms
SUP001 Buy Back Supplier 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 COD 2
YES001 Young Electric Grant GEN A 3245064654 0.00 3
PRI010 Printer World Maggie 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
Open Windows
10 Oct 2017

SELECT SUPPLIER

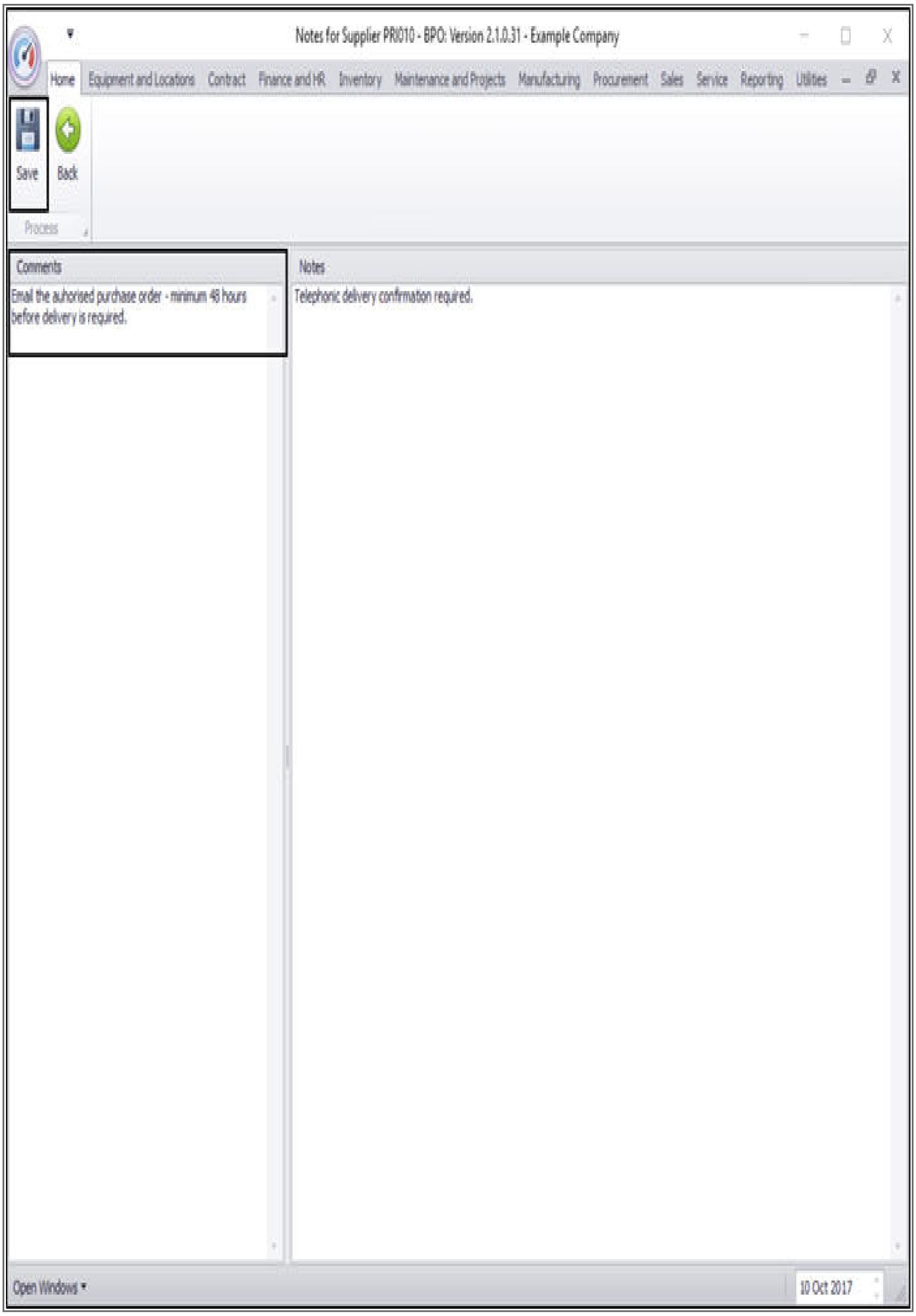
- Select the ***row***of the ***Supplier*** where you wish to ***edit*** the Notes and/or Comments.
- Click on the ***Notes*** tile.


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
Drag a column header here to group by that column
SupplierCode
SupplierName
ContactName
SupplierType
Status
VATNo
MinOrderAmt
FreightCarrier
FreightTerms
SUP001 Buy Back Supplier Supplier Contact BUY A 0000000000 0.00
SPR001 Sprint Distributors Local Harry Jackson GEN A 456789123 0.00 The Courier Guy 30 days from Delivery
SPR002 Sprint International George Matthews GEN A 456258741 0.00
TON001 Tonys Copy Shop Tony SHPA A 9874561321 0.00 DHL COD
YES001 Young Electric Grant GEN A 3245064654 0.00
PRI010 Printer World Maggie Sage GEN A 456123789 0.00 Wheels with Wings 30 days from delivery
TWI001 Twinkle Office Automatio... Jason King GEN A 9876543210 0.00 Wing It Couriers 30 day
BON001 Bonsai Bonanza Teddy Miller GEN A 987654321 0.00 Wing It Couriers 30 day
Open Windows
10 Oct 2017

- The ***Notes for Supplier []*** screen will be displayed.
    - ***Edit*** the ***Comments*** in the ***left*** hand side of the screen and
    - ***Edit*** the ***Notes*** in the ***right*** hand side of the screen.
- In this image, the ***Comments*** section has been highlighted to be ***edited***.


Notes for Supplier PRI010 - 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
Comments
Email auhorised purchase order.
Notes
Telephonic delivery confirmation required.
Open Windows
10 Oct 2017

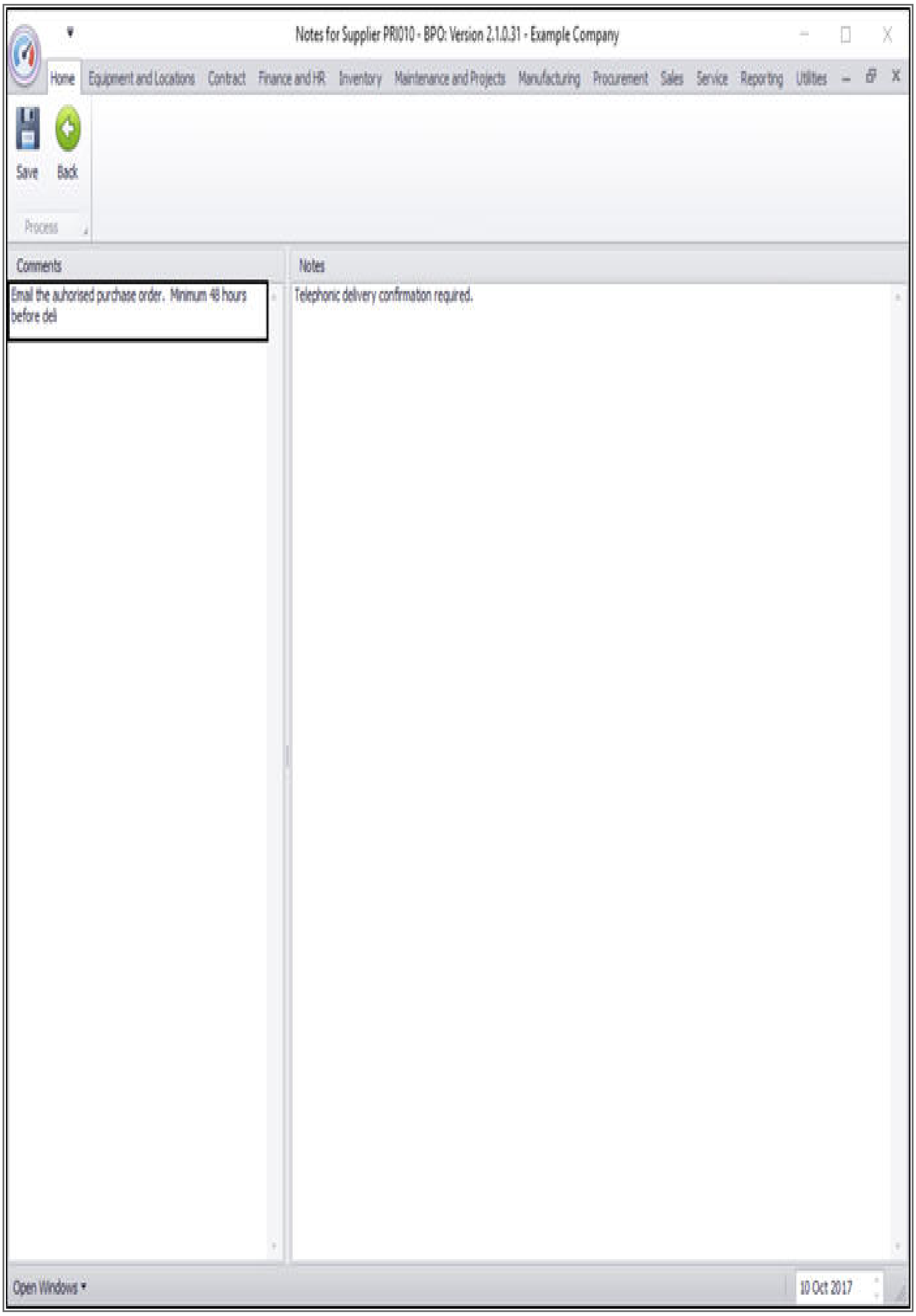
- Type in the changes as required.
- Click on ***Save***.


Notes for Supplier PRI010 - 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
Comments
Email the authorised purchase order - minimum 48 hours before delivery is required.
Notes
Telephonic delivery confirmation required.
Open Windows
10 Oct 2017

- The new Comments and Notes will be ***saved***.
- The screen will ***close*** and you will return to the ***Supplier Listing*** screen.

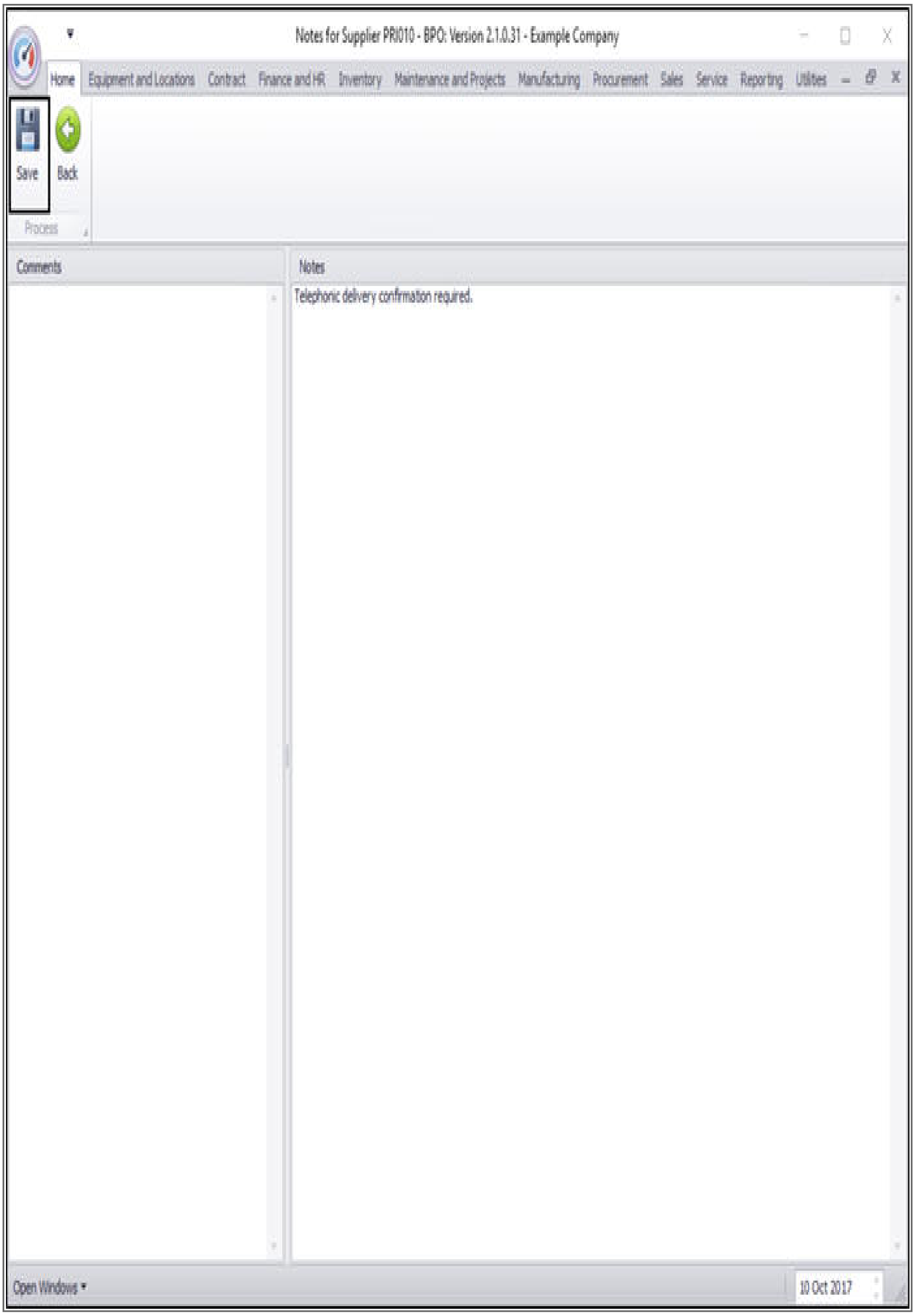
DELETE NOTES AND COMMENTS

- As explained in the steps above, navigate to the ***Notes for Supplier [ ]*** screen where you wish to ***delete*** the Comments and or Notes.
- Either ***highlight*** and ***delete*** the text or ***backspace*** over the text you wish to remove.


Notes for Supplier PRI010 - 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
Comments
Notes
Email the auhorised purchase order. Minimum 48 hours before deli
Telephonic delivery confirmation required.
Open Windows
10 Oct 2017

SAVE DELETION

- When you have finished ***deleting*** the required Notes and/or Comments,
- Click on ***Save***.


Notes for Supplier PRI010 - 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
Comments
Notes
Telephonic delivery confirmation required.
Open Windows
10 Oct 2017

- Your changes will be ***saved***.
- The screen will ***close*** and you will return to the ***Supplier Listing screen*** .

MNU.056.005