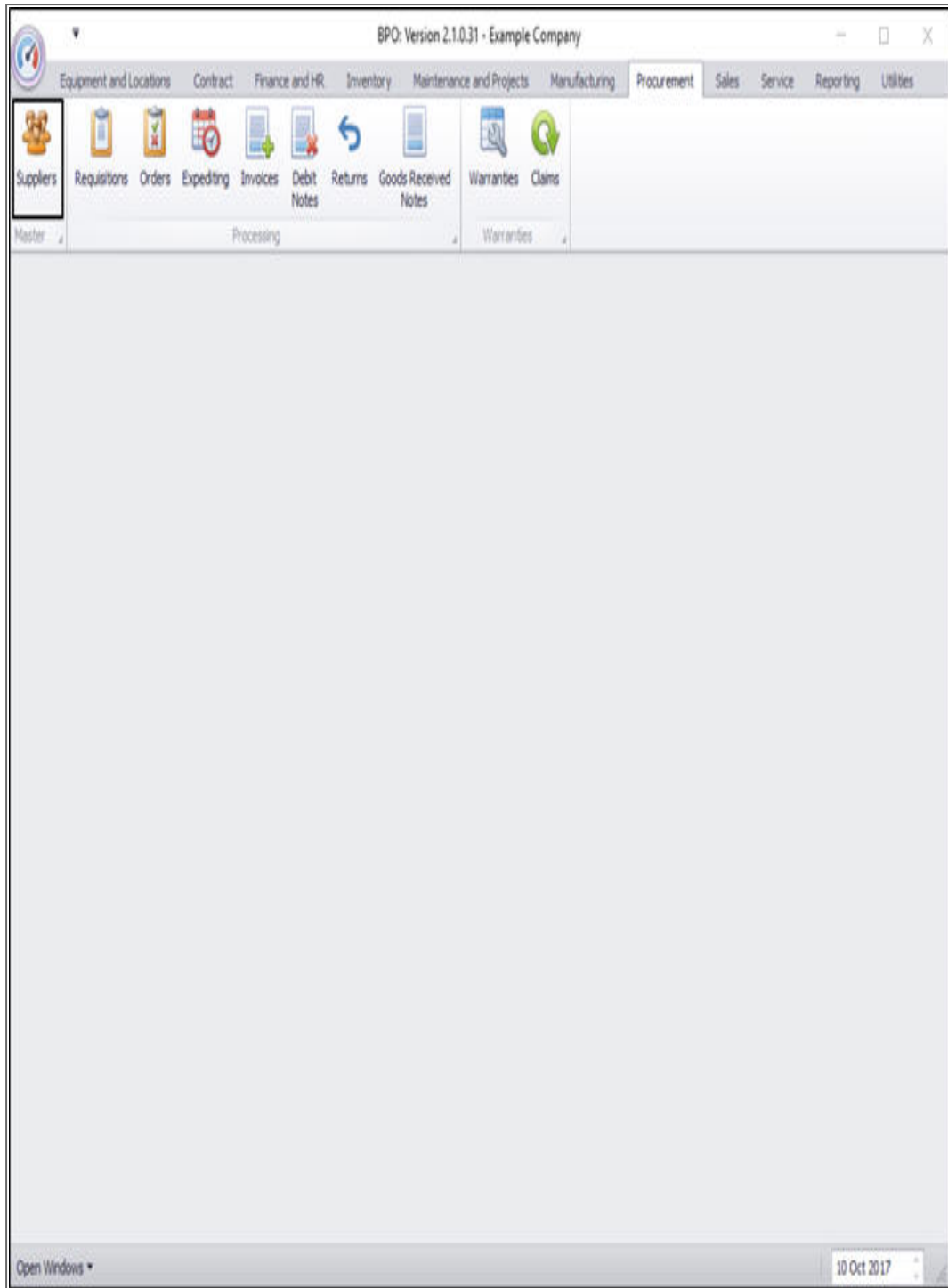


PROCUREMENT

ADD / EDIT / DELETE A SUPPLIER

Ribbon Access: *Procurement > Suppliers*

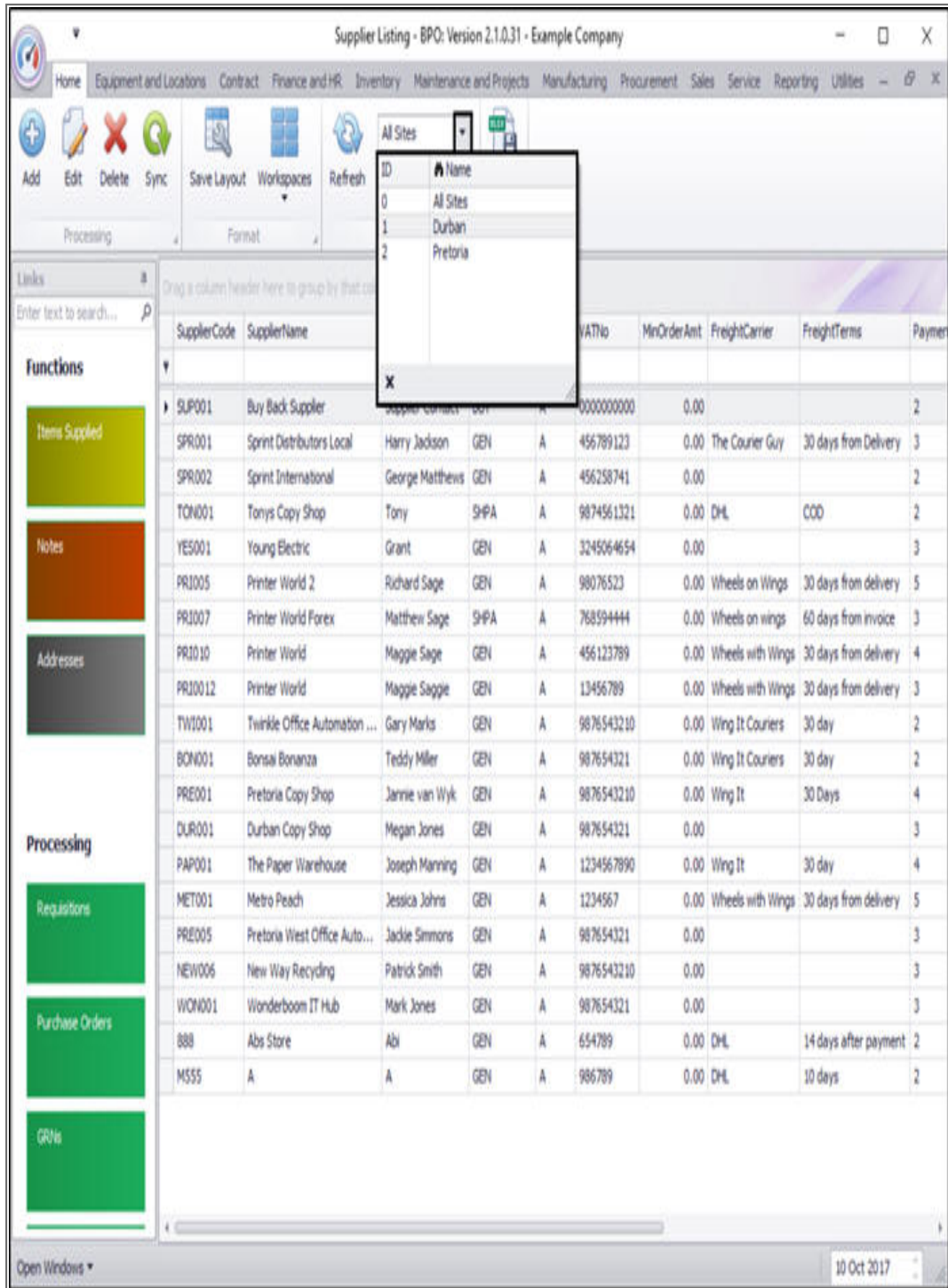


ADD SUPPLIER

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

Select the Site

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



The screenshot shows the 'Supplier Listing' application window. The title bar reads 'Supplier Listing - BPO: Version 2.1.0.31 - Example Company'. The application has a menu bar with options: Home, Equipment and Locations, Contract, Finance and HR, Inventory, Maintenance and Projects, Manufacturing, Procurement, Sales, Service, Reporting, and Utilities. Below the menu bar is a toolbar with icons for Add, Edit, Delete, Sync, Save Layout, Workspaces, and Refresh. A dropdown menu for 'All Sites' is open, showing a list of sites: 0 All Sites, 1 Durban, and 2 Pretoria. The 'Durban' option is highlighted. The main area displays a table of suppliers with columns: SupplierCode, SupplierName, VATNo, MinOrderAmt, FreightCarrier, FreightTerms, and Paymen. The table lists various suppliers such as Buy Back Supplier, Sprint Distributors Local, Sprint International, Tonys Copy Shop, Young Electric, Printer World 2, Printer World Forex, Printer World, Printer World, Twinkle Office Automation, Bonsai Bonanza, Pretoria Copy Shop, Durban Copy Shop, The Paper Warehouse, Metro Peach, Pretoria West Office Auto, New Way Recycling, Wonderboom IT Hub, Abs Store, and A.

SupplierCode	SupplierName	VATNo	MinOrderAmt	FreightCarrier	FreightTerms	Paymen
SUP001	Buy Back Supplier	0000000000	0.00			2
SPR001	Sprint Distributors Local	456789123	0.00	The Courier Guy	30 days from Delivery	3
SPR002	Sprint International	456258741	0.00			2
TON001	Tonys Copy Shop	9874561321	0.00	DHL	COO	2
YES001	Young Electric	324567454	0.00			3
PR1005	Printer World 2	98076523	0.00	Wheels on Wings	30 days from delivery	5
PR1007	Printer World Forex	768594444	0.00	Wheels on wings	60 days from invoice	3
PR1010	Printer World	456123789	0.00	Wheels with Wings	30 days from delivery	4
PR1012	Printer World	13456789	0.00	Wheels with Wings	30 days from delivery	3
TVI001	Twinkle Office Automation ...	9876543210	0.00	Wing It Couriers	30 day	2
BON001	Bonsai Bonanza	987654321	0.00	Wing It Couriers	30 day	2
PRE001	Pretoria Copy Shop	9876543210	0.00	Wing It	30 Days	4
DUR001	Durban Copy Shop	987654321	0.00			3
PAP001	The Paper Warehouse	1234567890	0.00	Wing It	30 day	4
MET001	Metro Peach	1234567	0.00	Wheels with Wings	30 days from delivery	5
PRE005	Pretoria West Office Auto...	987654321	0.00			3
NEW006	New Way Recycling	9876543210	0.00			3
WON001	Wonderboom IT Hub	987654321	0.00			3
888	Abs Store	654789	0.00	DHL	14 days after payment	2
MS55	A	986789	0.00	DHL	10 days	2

- Click on **Add**.

Supplier Listing - BPD: 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








Durban
Active
Export

Processing Format Current Print

Links

Enter text to search...

Functions

Items Supplied

Notes

Addresses

Processing

Requisitions

Purchase Orders

GRNs

SupplierCode	SupplierName	ContactName	SupplierType	Status	VATNo	MinOrderAmt	FreightCarrier	FreightTerms	Payment
SUP001	Buy Back Supplier	Supplier Contact	BUY	A	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	COO	2
YES001	Young Electric	Grant	GEN	A	3245064654	0.00			3
PR1010	Printer World	Maggie Sage	GEN	A	456123789	0.00	Wheels with Wings	30 days from delivery	4
TVI001	Twinkle Office Automation ...	Gary Marks	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

ADD SUPPLIER DETAILS

The **Add new Supplier** screen will be displayed.

- **Type:** Click on the drop-down arrow and select from the list the Supplier Type, e.g. General Supplier or Finance House.
- **Class:** Click on the drop-down arrow and select from the list the Class of Item Supplied or Service Rendered.
- **Supplier Code:** Type in the code you wish to use to identify the Supplier.



Note 1: The Supplier Code is very important because it is linked to **Pastel Evolution** and all the supplier information and history will be linked to this code and not the Supplier Name.



Note 2: If you are manually entering the Supplier Code, the recommended standard is using a supplier code which is 6 characters long starting with 3 letters and then 3 numbers.



Note 3: From BPO2 v2.5.1.4 restrictions have been put into place to prevent special characters from being saved. You will only be allowed to save upper case characters and digits from 0 to 9.

- **Supplier Name:** Type in the name of the Supplier.
- **Primary Contact:** Type in the person who is your contact at this Supplier.
- **VAT No:** Type in the VAT No. of the Supplier.
- **Tax Rate:** Type in the tax rate. If the tax rate is not set, your procurement documentation will not calculate a tax value onto your items.
- **Secondary Rate:** Type in a secondary rate, if applicable.

- **Currency:** Click on the drop-down arrow and select from the list the currency applicable to this supplier.

Add new Supplier - 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

Links

Enter text to search...

Functions

Items Supplied

Notes

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Processing

Requisitions

Purchase Orders

GRNs

Supplier Invoices

Open Windows

10 Oct 2017

Other Data

Type

Class

Supplier Code

Supplier Name

Primary Contact

VAT No.

Tax Rate 14.00

Secondary Rate

Currency South African Rand

Payment Terms

Shipping Terms

Ship Via

Freight Terms

Freight Carrier

Sites

☒ Durban

☐ Pretoria

Order Method

Order Address

Physical Address

Postal Code

Billing Contact

Billing Address

Bill Postal Code

- **Payment Terms:** Click on the drop-down arrow and select from the list the payment terms of the Supplier.
- **Shipping Terms:** Click on the drop-down arrow and select from the list the shipping terms of the Supplier, if applicable.
- **Ship Via:** Click on the drop-down arrow and select from the list the type of transport used for shipping the item, if applicable.
- **Freight Terms:** Type in the Freight Terms, if applicable.
- **Freight Carrier:** Type the Freight Carrier, if applicable.

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SHIPPING COSTS INCLUDED FLAG

- If you wish Shipping Costs to be included in the cost of parts/items received from this supplier then ensure that this flag is selected.
- If you wish Shipping Costs not to be included in the cost of parts/items received from this supplier and would like the ability to add shipping costs to items/parts received then ensure that this flag is not selected.

Important Notes:

- i. If the flag is un-ticked, then any goods received from this supplier will then be received into quarantine, where they must have shipping costs added before the goods can be released, and then received into store.
- ii. The Company Configuration Enforce Quarantine must be selected.
- iii. In the Configurator, the Include Shipping flag on the Purchasing Centre must be ticked.

Add new Supplier - BPO: Version 2.1.0.71 - 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

Other Data

Type: Finance House *

Class: Parts *

Supplier Code: 998877 *

Supplier Name: Stone Rowe & Co. *

Primary Contact: David Christopher *

VAT No.: 122334455 *

Tax Rate: 15.00 *

Secondary Rate: 17.5 *

Currency: British Pound *

Payment Terms: 30 Days from Invoice *

Shipping Terms: 10 Days - Signature *

Ship Via: Sea *

Freight Terms: *

Freight Carrier: *

Shipping Costs Included: ☐ *

Order Method: *

Order Address: *

Physical Address: *

Postal Code: *

Billing Contact: *

Billing Address: *

Bill Postal Code: *

Sites

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

Open Windows

02 Jul 2019

SITES

- **Sites:** The particular **Site** check box will be auto populated according to your **site selection** in the beginning of this process.
- Make sure that the **correct site(s)** have been selected for the Supplier that you are setting up.

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ORDER METHOD

- **Order Method:** Click on the drop-down arrow and select the Order Method e.g. Email or Telephone.
- **Order Address:** Type in the Order Address e.g. the Email Address if the order method is Email.

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ADDRESSES

- **Physical Address:** Type in the Physical Address.
- **Postal Code:** Type in the Postal Code.
- **Billing Contact:** Type in the Billing Contact.
- **Billing Address:** Type in the Billing Address.
- **Bill Postal Code:** Type in the Bill Postal Code.



Home

Equipment and Locations

Contract

Finance and HR

Inventory

Maintenance and Projects

Manufacturing

Procurement

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Enter text to search...

Functions

Items Supplied

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GRNs

Supplier Invoices

Type

Finance House

Class

Parts

Supplier Code

998877

Supplier Name

Stone Rowe & Co.

Primary Contact

David Christopher

VAT No.

122334455

Tax Rate

14.00

Secondary Rate

17.50

Currency

British Pound

Payment Terms

30 Days from Invoice

Shipping Terms

10 Days - Signature

Ship Via

Sea

Freight Terms

Freight Carrier

Shipmark

Sites

☒ Durban
 ☐ Pretoria

Order Method

Email

Order Address

davide@stonerowe.co.uk

Physical Address

Postal Code

Billing Contact

Billing Address

Bill Postal Code

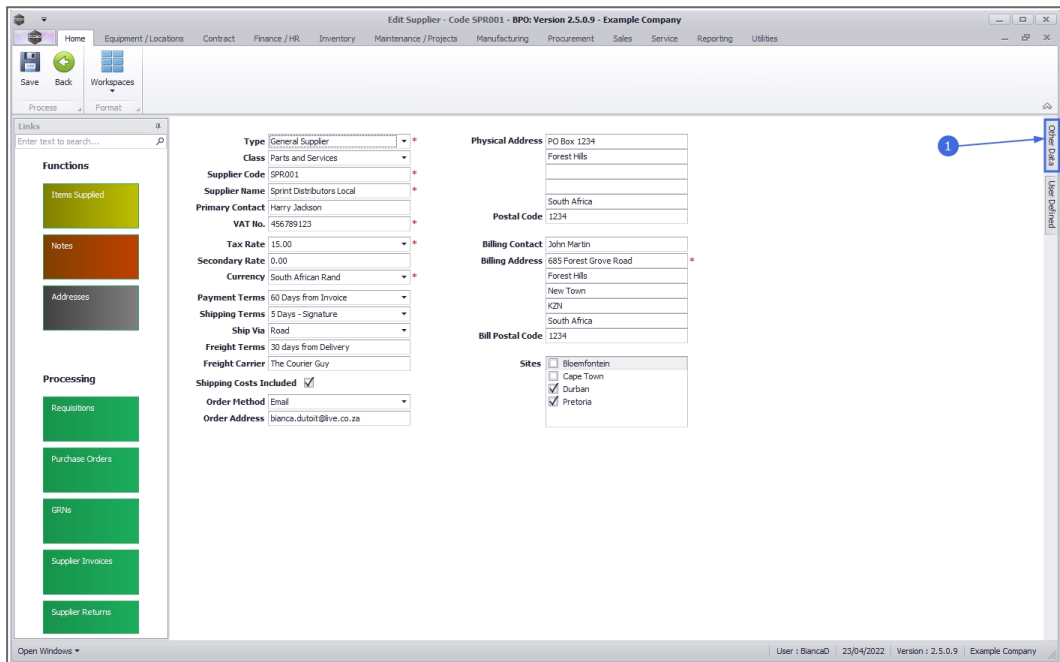
Open Windows

10 Oct 2017

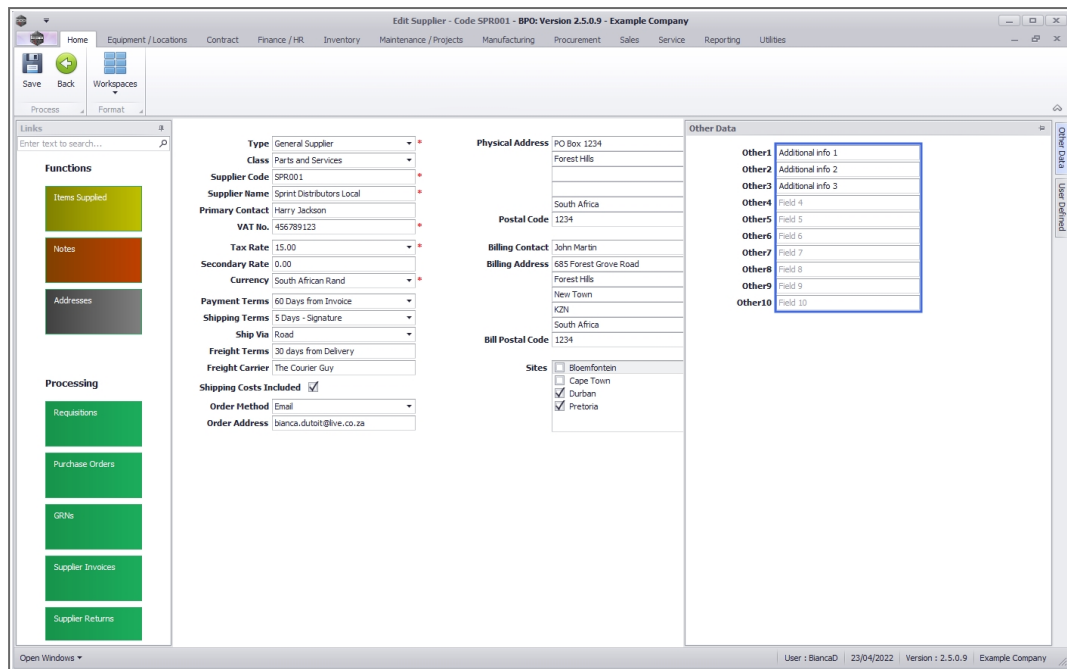
ADDITIONAL DATA

Additional data allows for 10 extra fields of information that can be used depending on your company's requirements. The definition for these fields should be pre-determined and used as allocated. The labels for these fields can be configured via user rights.

- Click on the **User Defined** dock panel tab to open the panel



- Type in the values as required if used by your company.



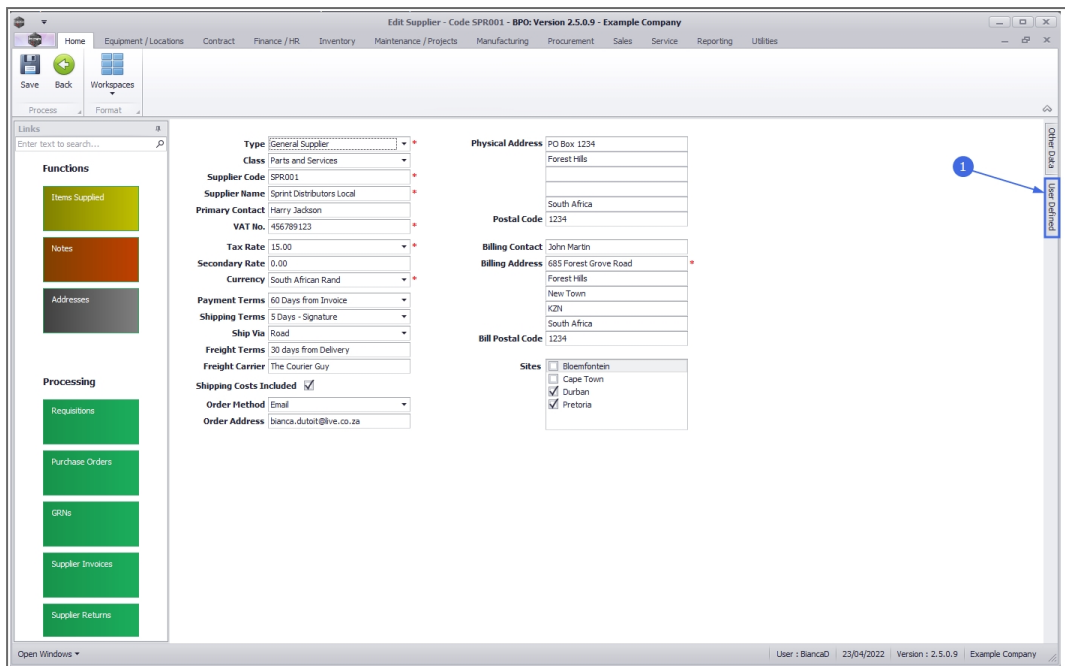
USER DEFINED FIELDS

The inclusion of User Defined Fields is to provide more information within the Asset, Contract, Customer and Location modules so that associated work/processes can be carried out more efficiently. It will serve as connective tissue between contracts and call center functions to improve call center performance by having readily accessible information.

Version Compatibility¹

- Click on the **User Defined** dock panel tab to open the panel

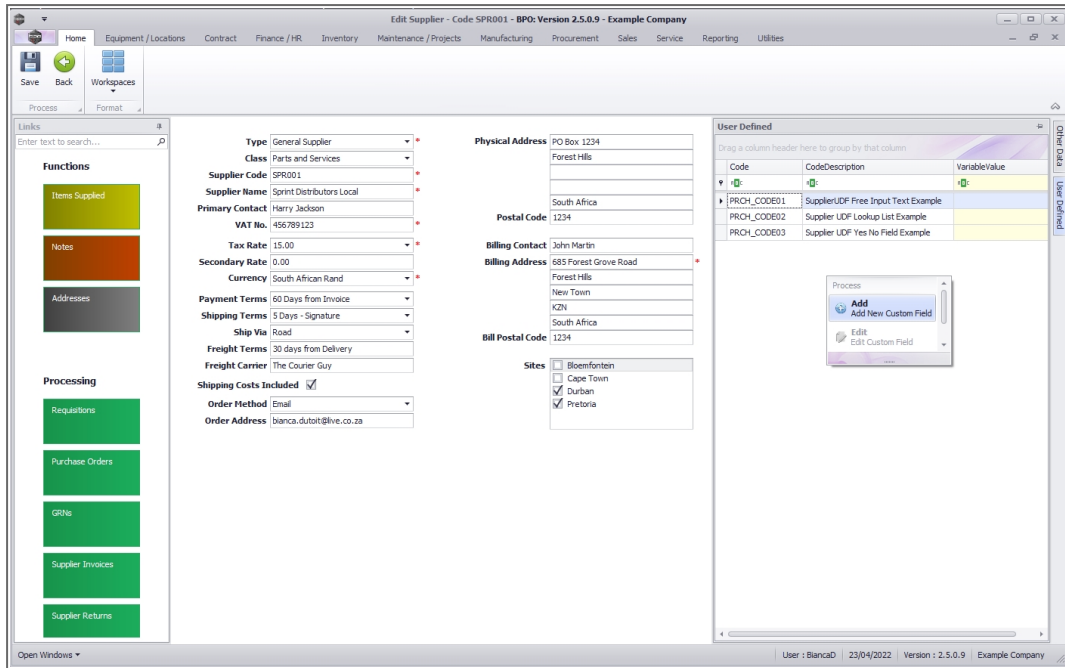
¹ BPO2 v2.5.0.8 or higher. " Add Interest Rate " on page 2



ADD NEW CUSTOM FIELD

New User Defined Customer Fields can be created from here. Any User Defined field created will be available for update on all suppliers.

- Right click in User Defined panel and select **Add New Custom Field**



Edit Supplier - Code SPR001 - BPO: Version 2.5.0.9 - Example Company

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: 15.00
 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: Email
 Order Address: bianca.dutoit@live.co.za

Physical Address

PO Box: 1234
 Street: Forest Hills
 City: South Africa
 Postal Code: 1234

Billing Address

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

Sites

☐ Bloemfontein
☐ Cape Town
☒ Durban
☒ Pretoria

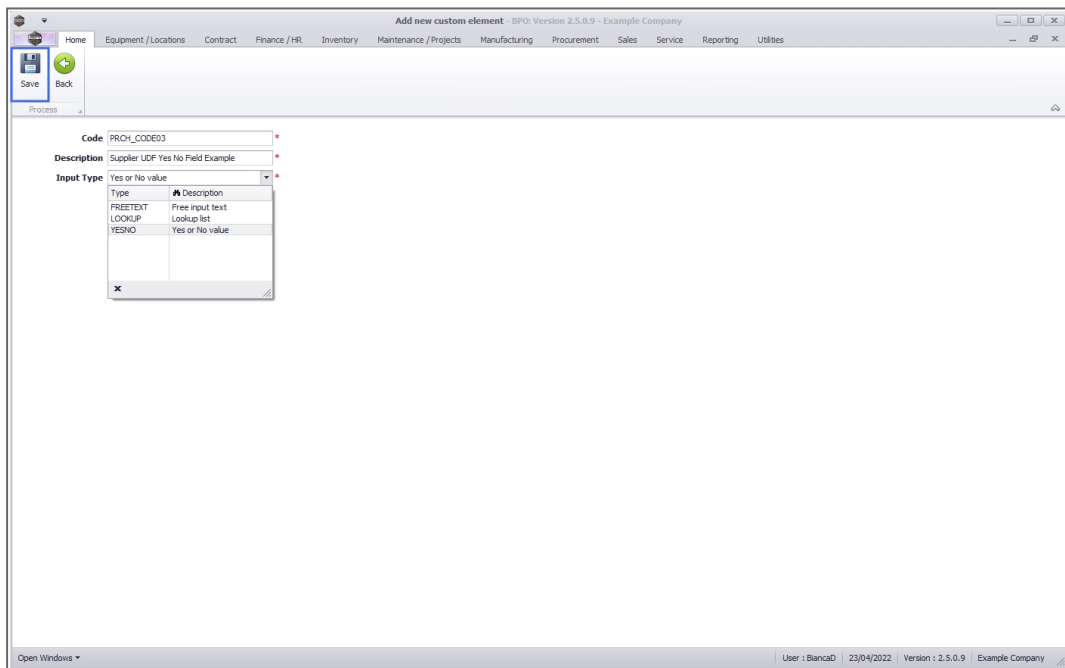
User Defined

Code	CodeDescription	Variable/Value
PROH_CODE01	Supplier UDF Free Input: Text Example	
PROH_CODE02	Supplier UDF Lookup List Example	
PROH_CODE03	Supplier UDF Yes No Field Example	

Process

Add New Custom Field
 Edit Custom Field

- Type in a **Code** and **Description** for the new User Defined Field.
- Select the Input Type.
- Click on the **Save** button.



Add new custom element - BPO: Version 2.5.0.9 - Example Company

Code: PROH_CODE03

Description: Supplier UDF Yes No Field Example

Input Type: Yes or No value

Type: Free input: text, Lookup list, Yes or No value

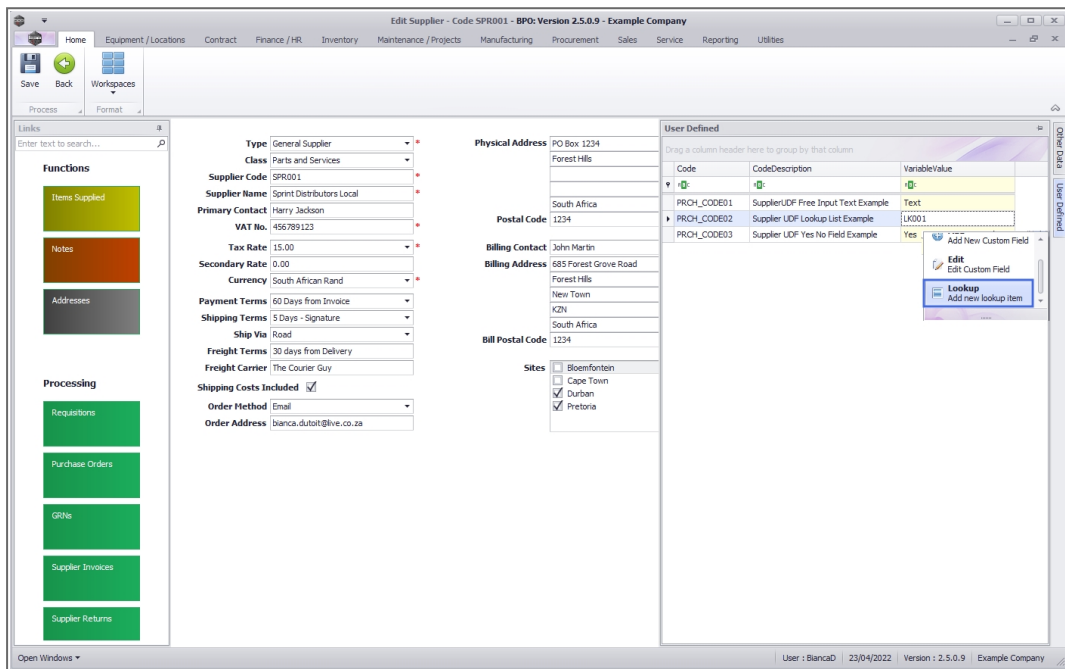
Process

Add New Custom Field
 Edit Custom Field

ADD LOOKUP ITEMS

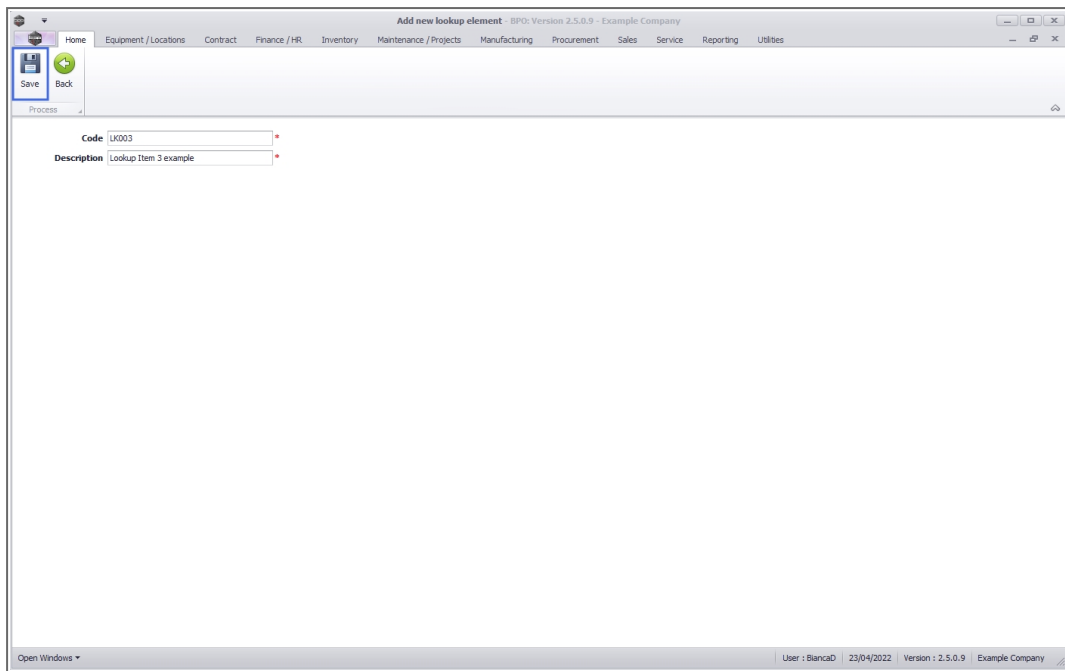
For Lookup Input Variables - the right click context menu includes the option to add items to the Lookup List.

- Right click on Lookup input type Custom Field and select **Add new lookup item** (you may need to scroll down).



The screenshot shows the 'Edit Supplier' window for 'Code SPR001 - BPO: Version 2.5.0.9 - Example Company'. The 'User Defined' section is active, displaying a table with columns 'Code', 'CodeDescription', and 'VariableValue'. The table contains three rows: 'PRCH_CODE01' (Supplier UDF Free Input Text Example, Text), 'PRCH_CODE02' (Supplier UDF Lookup List Example, LK001), and 'PRCH_CODE03' (Supplier UDF Yes No Field Example, Yes). A right-click context menu is open over the 'PRCH_CODE02' row, showing options: 'Add New Custom Field', 'Edit Custom Field', and 'Lookup Add new lookup item' (highlighted). The left sidebar shows 'Functions' (Items Supplied, Notes, Addresses) and 'Processing' (Requests, Purchase Orders, GRNs, Supplier Invoices, Supplier Returns). The main form fields include 'Physical Address', 'Postal Code', 'Billing Contact', 'Billing Address', 'Bill Postal Code', and 'Sites'.

- Type in the lookup item **Code** and **Description**.
- Click on the **Save** button.



Process

Code UX003

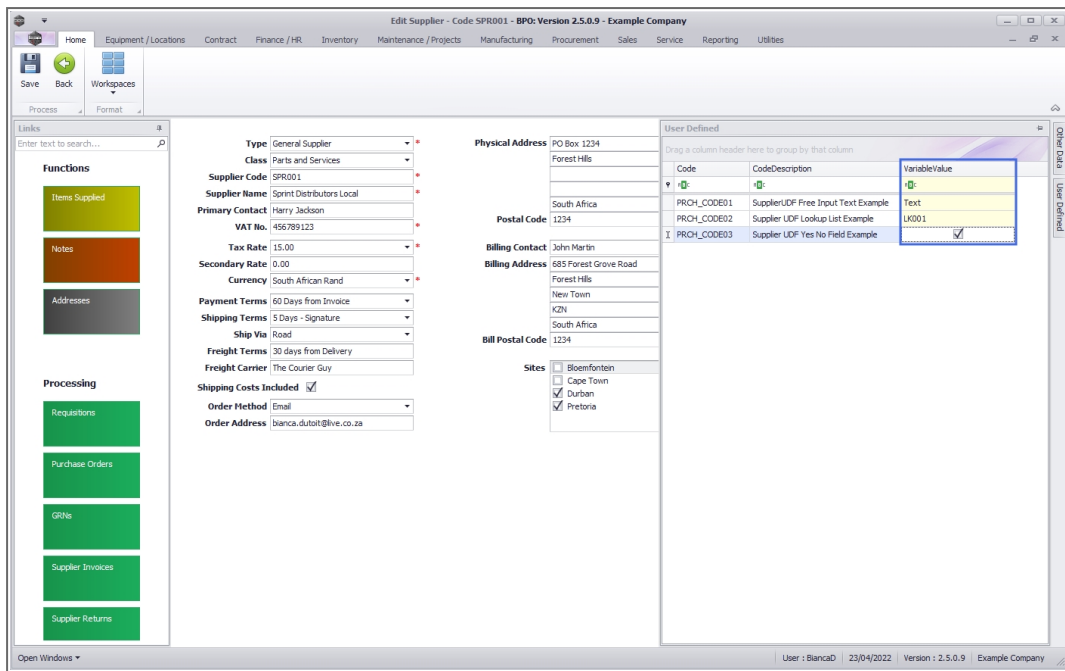
Description Lookup Item 3 example

Open Windows User : BiancaD 23/04/2022 Version : 2.5.0.9 Example Company

UPDATE CUSTOM FIELD

This will update the detail for the User Defined Field for this contract.

- **Variable Value:** Type in, pick from the Lookup List or Toggle Yes/No depending on the Input type.



SAVE SUPPLIER

- When you have finished entering all the new Supplier details, click on **Save**.



Home

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Contract

Finance and HR

Inventory

Maintenance and Projects

Manufacturing

Procurement

Sales

Service

Reporting

Utilities

Save

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Enter text to search...

Functions

Items Supplied

Notes

Addresses

Processing

Requisitions

Purchase Orders

GRNs

Supplier Invoices

Type

Finance House

Class

Parts

Supplier Code

998077

Supplier Name

Stone Rowe & Co.

Primary Contact

David Christopher

VAT No.

1122334455

Tax Rate

14.00

Secondary Rate

17.50

Currency

British Pound

Payment Terms

30 Days from Invoice

Shipping Terms

10 Days - Signature

Ship Via

Sea

Freight Terms

Freight Carrier

Shipmark

Sites

☒ Durban
 ☐ Pretoria

Order Method

Email

Order Address

davidr@stonerowe.co.uk

Physical Address

Stone Rowe House

The Quadrant

Richmond Road

Surrey

United Kingdom

Postal Code

SW141HQ

Billing Contact

Moneypenny Bond

Billing Address

Stone Rowe House

The Quadrant

Richmond

Surrey

United Kingdom

Bill Postal Code

SW141HQ

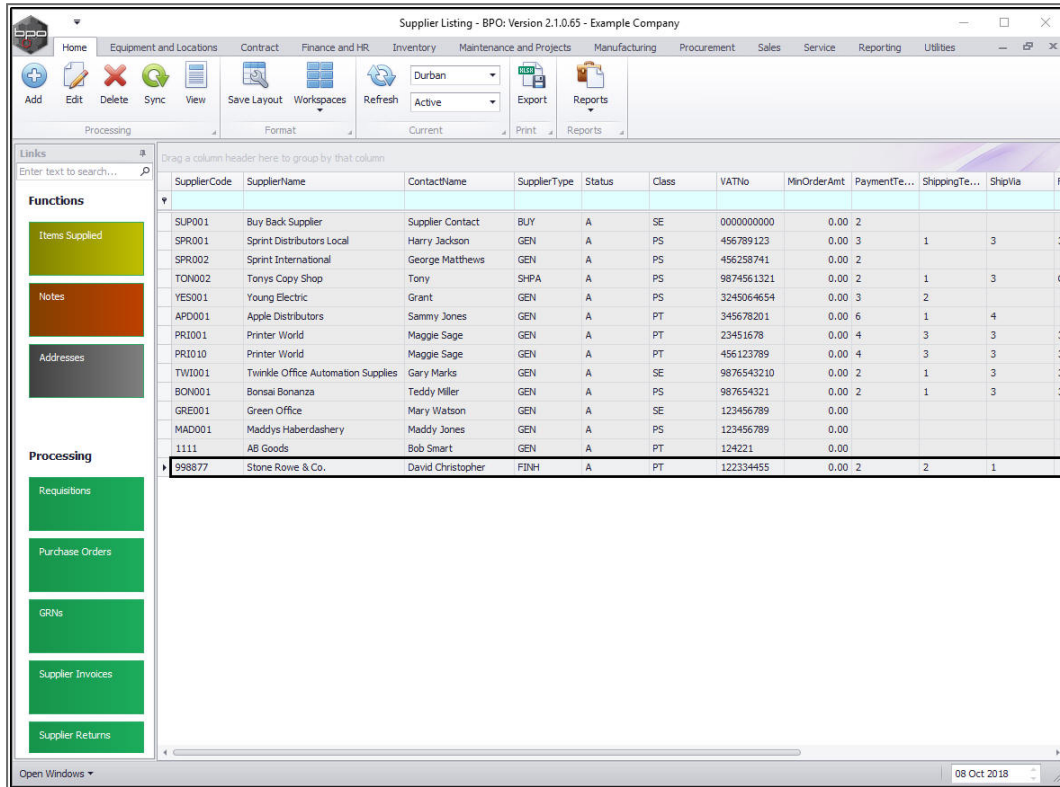
Other Data

Open Windows

10 Oct 2017

VIEW NEW SUPPLIER

- You will return to the **Supplier Listing** screen where you can see the new supplier has now been added to the list.



SupplierCode	SupplierName	ContactName	SupplierType	Status	Class	VATNo	MinOrderAmt	PaymentTe...	ShippingTe...	ShipVla	Pr
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	3
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	3
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	
PR1001	Printer World	Maggie Sage	GEN	A	PT	23451678	0.00	4	3	3	3
PR1010	Printer World	Maggie Sage	GEN	A	PT	456123789	0.00	4	3	3	3
TW1001	Twinkle Office Automation Supplies	Gary Marks	GEN	A	SE	9876543210	0.00	2	1	3	3
BON001	Bonsai Bonanza	Teddy Miller	GEN	A	PS	987654321	0.00	2	1	3	3
GRE001	Green Office	Mary Watson	GEN	A	SE	123456789	0.00				
MAD001	Maddy's 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	

EDIT A SUPPLIER

In the **Supplier Listing** screen,

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









Processing Format

Links

Enter text to search...

Functions

Items Supplied

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Addresses

Processing

Requisitions

Purchase Orders

GRNs

Supplier Invoices

Open Windows

10 Oct 2017

SupplierCode SupplierName VATNo MinOrderAmt FreightCarrier FreightTerms Payment

ID	Name
0	All Sites
1	Durban
2	Pretoria

SUP001	Buy Back Supplier	Supplier contact	BON	A	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	COO	2
YES001	Young Electric	Grant	GEN	A	3245064654	0.00			3
PRJ005	Printer World 2	Richard Sage	GEN	A	98076523	0.00	Wheels on Wings	30 days from delivery	5
PRJ007	Printer World Forex	Matthew Sage	SHPA	A	768594444	0.00	Wheels on wings	60 days from invoice	3
PRJ010	Printer World	Maggie Sage	GEN	A	456123789	0.00	Wheels with Wings	30 days from delivery	4
PRJ012	Printer World	Maggie Saggie	GEN	A	13456789	0.00	Wheels with Wings	30 days from delivery	3
TWI001	Twinkle Office Automation ...	Gary Marks	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
PRE001	Pretoria Copy Shop	Jannie van Wyk	GEN	A	9876543210	0.00	Wing It	30 Days	4
DUR001	Durban Copy Shop	Megan Jones	GEN	A	987654321	0.00			3
PAP001	The Paper Warehouse	Joseph Manning	GEN	A	1234567890	0.00	Wing It	30 day	4
MET001	Metro Peach	Jessica Johns	GEN	A	1234567	0.00	Wheels with Wings	30 days from delivery	5
PRE005	Pretoria West Office Auto...	Jackie Simmons	GEN	A	987654321	0.00			3
NEW006	New Way Recycling	Patrick Smith	GEN	A	9876543210	0.00			3
WON001	Wonderboom IT Hub	Mark Jones	GEN	A	987654321	0.00			3
888	Abs Store	Abi	GEN	A	654789	0.00	DHL	14 days after payment	2
MSS5	A	A	GEN	A	986789	0.00	DHL	10 days	2
00998877	Stone Rowe & Co.	David Christopher	FDH	A	1122334455	0.00	Shipmark		2

SELECT SUPPLIER

- Select the ***row*** of the ***Supplier*** where you wish to make changes.
- Click on ***Edit***.

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 Active Export

Processing Format Current Print

Links

Enter text to search...

Functions

Items Supplied

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GRNs

Supplier Invoices

Open Windows

10 Oct 2017

SupplierCode	SupplierName	ContactName	SupplierType	Status	VATNo	MinOrderAmt	FreightCarrier	FreightTerms	Payment
SUP001	Buy Back Supplier	Supplier Contact	BUY	A	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	COO	2
YES001	Young Electric	Grant	GEN	A	3245064654	0.00			3
PR010	Printer World	Maggie Sage	GEN	A	456123789	0.00	Wheels with Wings	30 days from delivery	4
TW001	Twinkle Office Automation ...	Gary Marks	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

EDIT SUPPLIER DETAILS

- The ***Edit Supplier - Code []*** screen will be displayed.
 - In this image the ***Primary Contact*** has been selected to be changed.

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

Save
 Back

Process

Links

Functions

Items Supplied

Notes

Addresses

Processing

Requisitions

Purchase Orders

GRNs

Supplier Invoices

Type

General Supplier

Class

Services

Supplier Code

TW0001

Supplier Name

Twinkle Office Automation Supplies

Primary Contact

Gary Marks

VAT No.

9876543210

Tax Rate

14.00

Secondary Rate

0.00

Currency

South African Rand

Payment Terms

30 Days from Invoice

Shipping Terms

5 Days - Signature

Ship Via

Road

Freight Terms

30 day

Freight Carrier

Wing It Couriers

Sites

☒ Durban
 ☐ Pretoria

Order Method

Telephone

Order Address

031 123 4567

Physical Address

26 Lavendar Road

New Town

Forest Hills

KZN

South Africa

Postal Code

1234

Billing Contact

Billing Address

PO Box 1234

New Town

Forest Hills

KZN

South Africa

Bill Postal Code

1234

Open Windows

10 Oct 2017

SAVE CHANGES

- Make the required changes.
 - In this image the **new** Primary Contact name has been typed in.
- Click on **Save**.



Home

Equipment and Locations

Contract

Finance and HR

Inventory

Maintenance and Projects

Manufacturing

Procurement

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Enter text to search...

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GRNs

Supplier Invoices

Type

General Supplier

Class

Services

Supplier Code

TW001

Supplier Name

Twinkle Office Automation Supplies

Primary Contact

Jason King

VAT No.

9876543210

Tax Rate

14.00

Secondary Rate

0.00

Currency

South African Rand

Payment Terms

30 Days from Invoice

Shipping Terms

5 Days - Signature

Ship Via

Road

Freight Terms

30 day

Freight Carrier

Wing It Couriers

Sites

☒ Durban
 ☐ Pretoria

Order Method

Telephone

Order Address

031 123 4567

Physical Address

26 Lavendar Road

New Town

Forest Hills

KZN

South Africa

Postal Code

1234

Billing Contact

Billing Address

PO Box 1234

New Town

Forest Hills

KZN

South Africa

Bill Postal Code

1234

Other Data

Open Windows

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- You will return to the ***Supplier Listing*** screen where the edited details can now be viewed.

Supplier Listing - BPO: Version 2.1.0.31 - Example Company

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SupplierCode	SupplierName	ContactName	SupplierType	Status	VATNo	MinOrderAmt	FreightCarrier	FreightTerms	Payment
SUP001	Buy Back Supplier	Supplier Contact	BUY	A	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	COO	2
YES001	Young Electric	Grant	GEN	A	3245064654	0.00			3
PR010	Printer World	Maggie Sage	GEN	A	456123789	0.00	Wheels with Wings	30 days from delivery	4
TW001	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

DELETE A SUPPLIER

In the *Supplier Listing* screen,

Select the Site

- In this image **All Sites** has been selected.

Supplier Listing - BPO: Version 2.1.0.31 - Example Company

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SupplierCode SupplierName VATNo MinOrderAmt FreightCarrier FreightTerms Payment

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

PR005 Printer World 2 Richard Sage GEN A 98076523 0.00 Wheels on Wings 30 days from delivery 5

PR007 Printer World Forex Matthew Sage SHPA A 768594444 0.00 Wheels on wings 60 days from invoice 3

PR010 Printer World Maggie Sage GEN A 456123789 0.00 Wheels with Wings 30 days from delivery 4

PR0012 Printer World Maggie Saggie GEN A 13456789 0.00 Wheels with Wings 30 days from delivery 3

TVI001 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

PRE001 Pretoria Copy Shop Jannie van Wyk GEN A 9876543210 0.00 Wing It 30 Days 4

DUR001 Durban Copy Shop Megan Jones GEN A 987654321 0.00 3

PAP001 The Paper Warehouse Joseph Manning GEN A 1234567890 0.00 Wing It 30 day 4

MET001 Metro Peach Jessica Johns GEN A 1234567 0.00 Wheels with Wings 30 days from delivery 5

PRE005 Pretoria West Office Auto... Jackie Simmons GEN A 987654321 0.00 3

NEW006 New Way Recycling Patrick Smith GEN A 9876543210 0.00 3

WON001 Wonderboom IT Hub Mark Jones GEN A 987654321 0.00 3

888 Abs Store Abi GEN A 654789 0.00 DHL 14 days after payment 2

MSSS A A GEN A 986789 0.00 DHL 10 days 2

00998877 Stone Rowe & Co. David Christopher FDH A 1122334455 0.00 Shipmark 2

All Sites

ID Name

0 All Sites

1 Durban

2 Pretoria

SELECT SUPPLIER

- Select the *row* of the *supplier* you wish to *delete*.
- Click on *Delete*.

Supplier Listing - BPO: Version 2.1.0.31 - Example Company

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SupplierCode	SupplierName	ContactName	SupplierType	Status	VATNo	MinOrderAmt	FreightCarrier	FreightTerms	Payment
SUP001	Buy Back Supplier	Supplier Contact	BUY	A	000000000	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	COO	2
YES001	Young Electric	Grant	GEN	A	3245064654	0.00			3
PR1005	Printer World 2	Richard Sage	GEN	A	98076523	0.00	Wheels on Wings	30 days from delivery	5
PR1007	Printer World Forex	Matthew Sage	SHPA	A	768594444	0.00	Wheels on wings	60 days from invoice	3
PR1010	Printer World	Maggie Sage	GEN	A	456123789	0.00	Wheels with Wings	30 days from delivery	4
PR1012	Printer World	Maggie Saggie	GEN	A	13456789	0.00	Wheels with Wings	30 days from delivery	3
TVI001	Twinkle Office Automation ...	Gary Marks	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
PRE001	Pretoria Copy Shop	Jannie van Wyk	GEN	A	9876543210	0.00	Wing It	30 Days	4
DUR001	Durban Copy Shop	Megan Jones	GEN	A	987654321	0.00			3
PAP001	The Paper Warehouse	Joseph Manning	GEN	A	1234567890	0.00	Wing It	30 day	4
MET001	Metro Peach	Jessica Johns	GEN	A	1234567	0.00	Wheels with Wings	30 days from delivery	5
PRE005	Pretoria West Office Auto...	Jackie Simmons	GEN	A	987654321	0.00			3
NEW006	New Way Recycling	Patrick Smith	GEN	A	9876543210	0.00			3
WON001	Wonderboom IT Hub	Mark Jones	GEN	A	987654321	0.00			3
888	Abi Store	Abi	GEN	A	654789	0.00	DHL	14 days after payment	2
M555	A	A	GEN	A	986789	0.00	DHL	10 days	2
0998877	Stone Rowe & Co.	David Christopher	FINH	A	122334455	0.00	Shipmark		2

CONFIRM DELETION

- A message box will pop up asking:
 - *Are you sure you want to remove this supplier, code []?*
- Click on **Yes**.

Supplier Listing - BPO: Version 2.1.0.31 - Example Company

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Drag a column header here to group by that column

SupplierCode	SupplierName	ContactName	SupplierType	Status	VATNo	MinOrderAmt	FreightCarrier	FreightTerms	Payment
SUP001	Buy Back Supplier	Supplier Contact	BUY	A	000000000	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	COO	2
YES001	Young Electric	Grant	GEN	A	3245064654	0.00			3
PR1005	Printer World 2	Richard Sage	GEN	A	98076523	0.00	Wheels on Wings	30 days from delivery	5
PR1007	Printer World Forex	Matthew Sage	SHPA	A	768594444	0.00	Wheels on wings	60 days from invoice	3
PR1010	Printer World	Maggie Sage	GEN	A	456123789	0.00	Wheels with Wings	30 days from delivery	4
PR1012	Printer World	Maggie Saggie	GEN	A	13456789	0.00	Wheels with Wings	30 days from delivery	3
TWI001	Twinkle Office Automation ...	Gary Marks	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
					9876543210	0.00	Wing It	30 Days	4
					987654321	0.00			3
					1234567890	0.00	Wing It	30 day	4
					1234567	0.00	Wheels with Wings	30 days from delivery	5
					987654321	0.00			3
					9876543210	0.00			3
					987654321	0.00			3
					654789	0.00	DHL	14 days after payment	2
M555	A	A	GEN	A	986789	0.00	DHL	10 days	2
0998877	Stone Rowe & Co.	David Christopher	FINH	A	122334455	0.00	Shipmark		2

Delete Supplier

Are you sure you want to remove this supplier, code 0998877?

Yes No

- The Supplier will now be ***removed*** from the ***Supplier Listing*** screen.

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 Active Export

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SupplierCode	SupplierName	ContactName	SupplierType	Status	VATNo	MinOrderAmt	FreightCarrier	FreightTerms	Payment
SUP001	Buy Back Supplier	Supplier Contact	BUY	A	000000000	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	COO	2
YES001	Young Electric	Grant	GEN	A	3245064654	0.00			3
PR1005	Printer World 2	Richard Sage	GEN	A	98076523	0.00	Wheels on Wings	30 days from delivery	5
PR1007	Printer World Forex	Matthew Sage	SHPA	A	768594444	0.00	Wheels on wings	60 days from invoice	3
PR1010	Printer World	Maggie Sage	GEN	A	456123789	0.00	Wheels with Wings	30 days from delivery	4
PR10012	Printer World	Maggie Saggie	GEN	A	13456789	0.00	Wheels with Wings	30 days from delivery	3
TWI001	Twinkle Office Automation ...	Gary Marks	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
PRE001	Pretoria Copy Shop	Jannie van Wyk	GEN	A	9876543210	0.00	Wing It	30 Days	4
DUR001	Durban Copy Shop	Megan Jones	GEN	A	987654321	0.00			3
PAP001	The Paper Warehouse	Joseph Manning	GEN	A	1234567890	0.00	Wing It	30 day	4
MET001	Metro Peach	Jessica Johns	GEN	A	1234567	0.00	Wheels with Wings	30 days from delivery	5
PRE005	Pretoria West Office Auto...	Jackie Simmons	GEN	A	987654321	0.00			3
NEW006	New Way Recycling	Patrick Smith	GEN	A	9876543210	0.00			3
WON001	Wonderboom IT Hub	Mark Jones	GEN	A	987654321	0.00			3
888	Abi Store	Abi	GEN	A	654789	0.00	DHL	14 days after payment	2
M555	A	A	GEN	A	986789	0.00	DHL	10 days	2

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