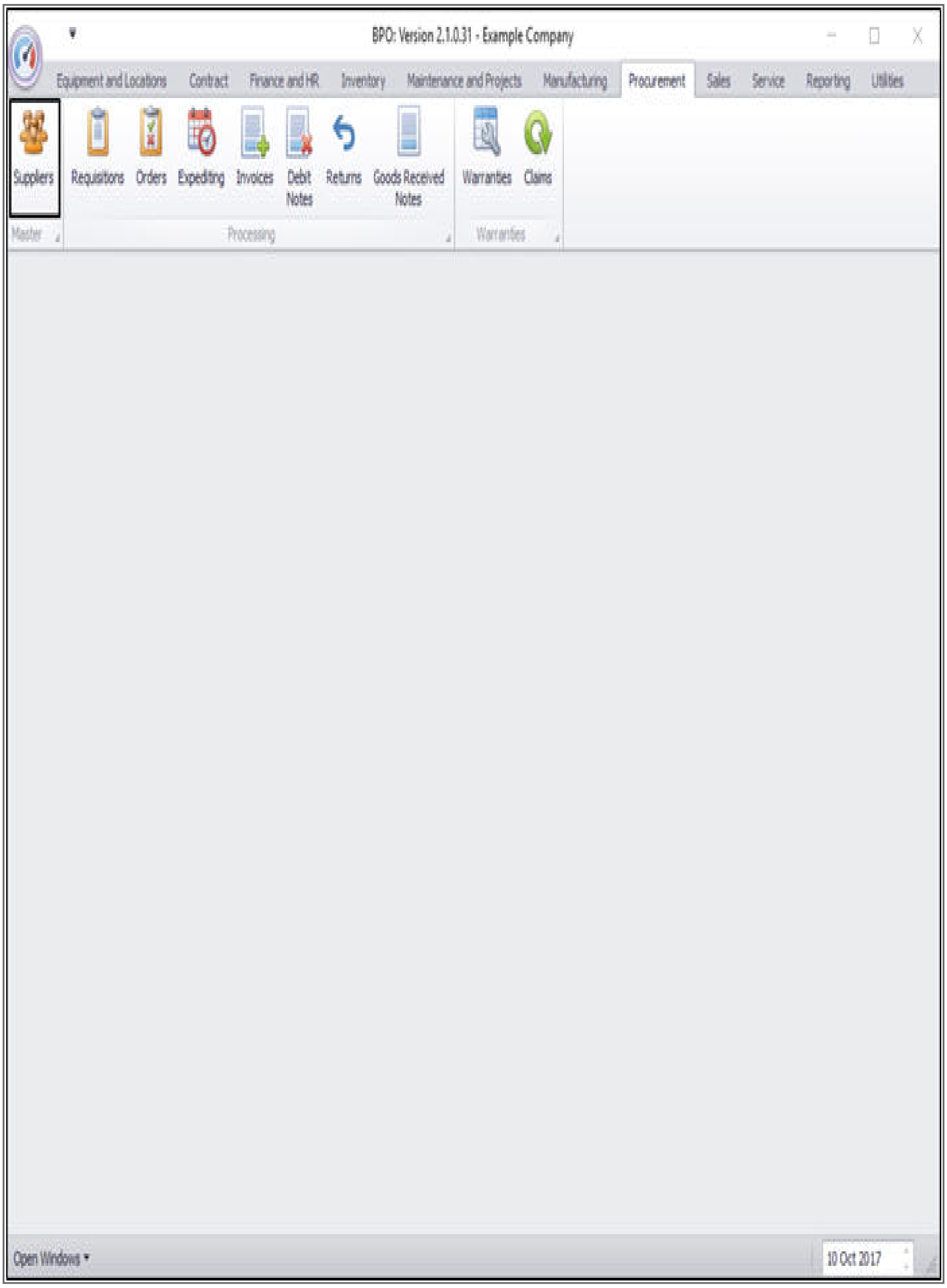
PROCUREMENT

ADD / EDIT / DELETE A SUPPLIER

Ribbon Access: *Procurement > Suppliers*

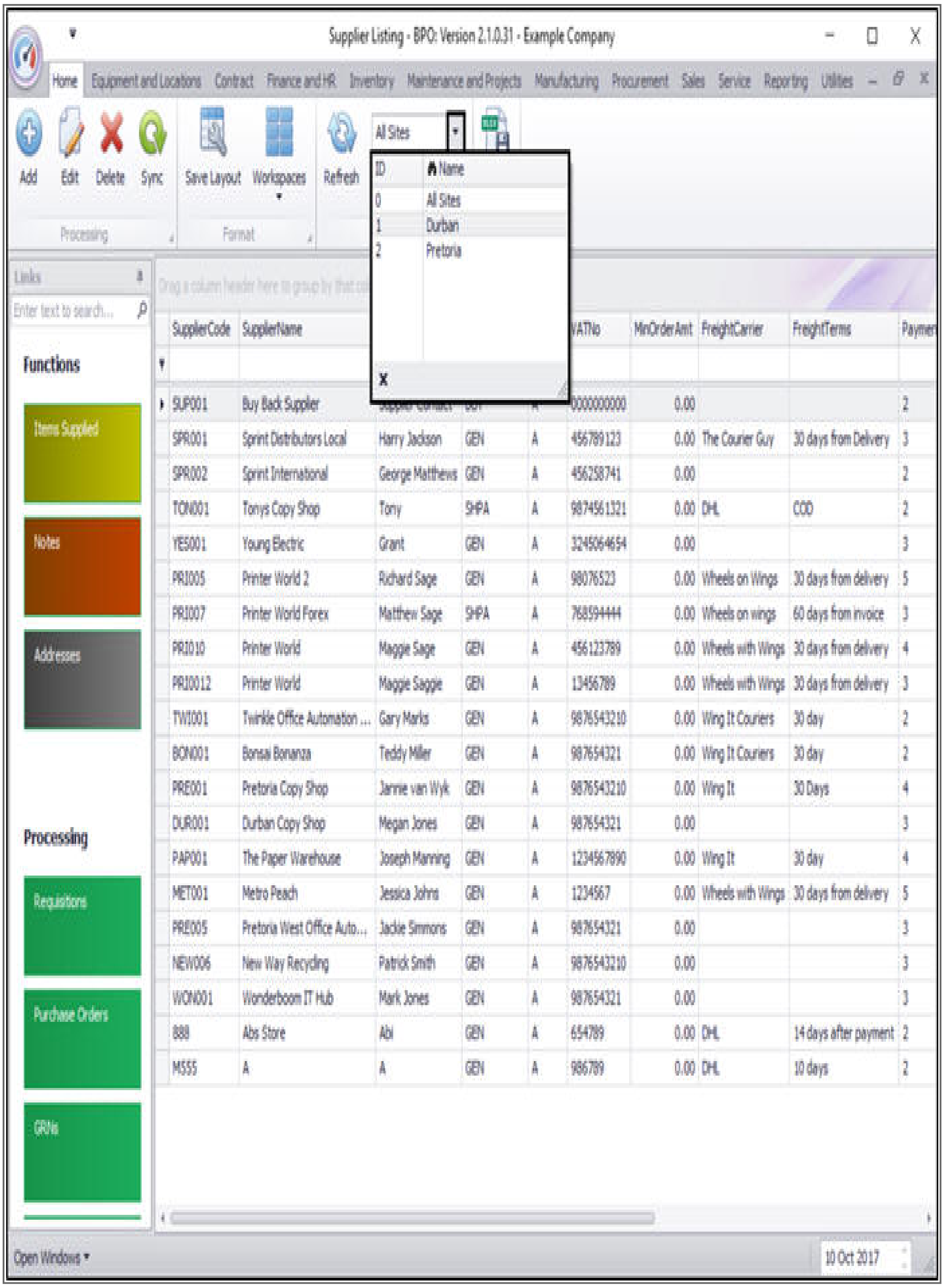


ADD SUPPLIER

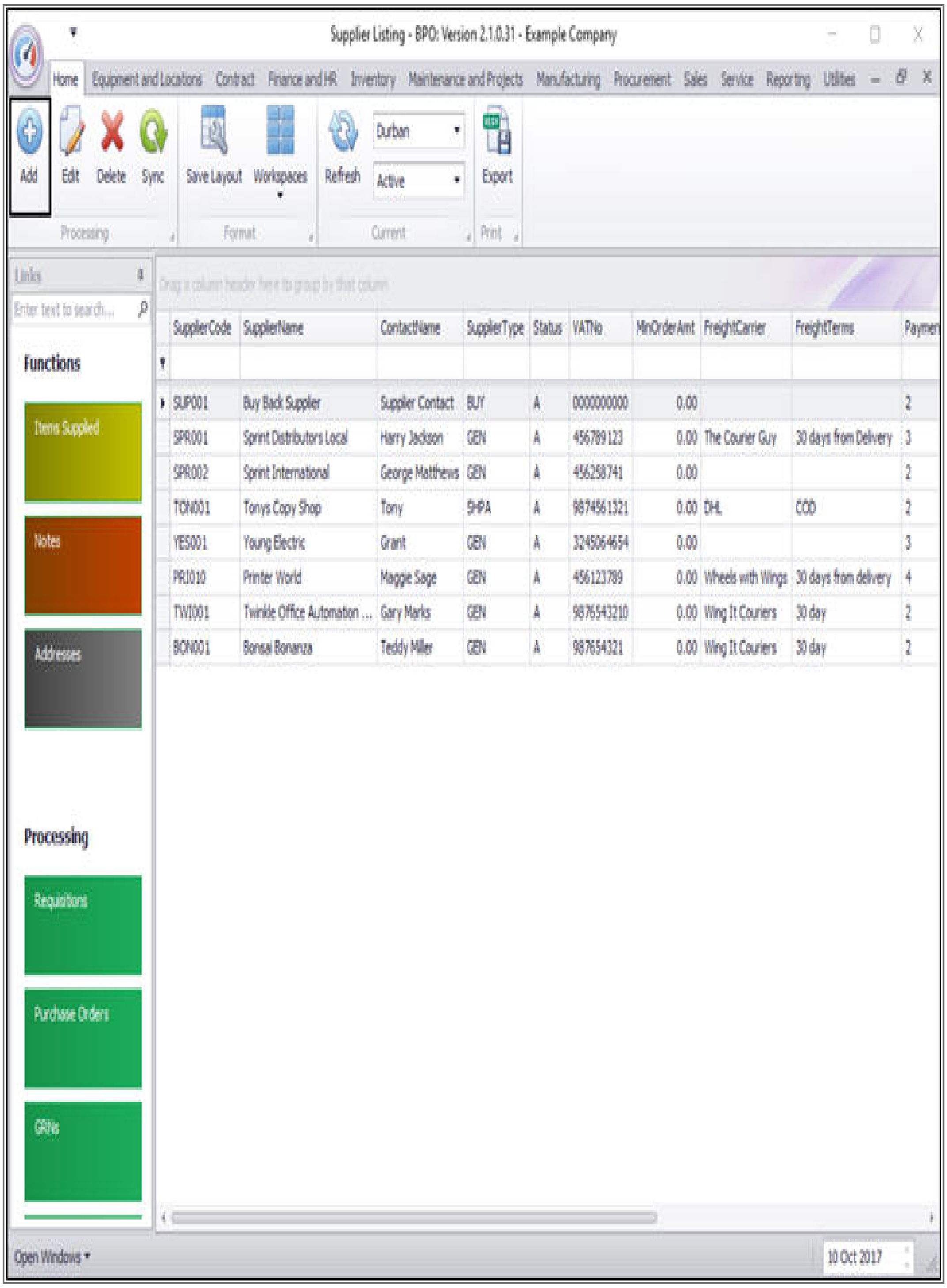
The ***Supplier Listing*** screen will be displayed.

Select the Site

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



- Click on ***Add***.


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
Drag a column header here to group by that column
SupplierCode SupplierName ContactName SupplierType Status VATNo MinOrderAmt FreightCarrier FreightTerms Paymen
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 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 ... Gary Marks GEN A 9876543210 0.00 Wing It Couriers 30 day 2
BON001 Bonsai Bonanza Teddy Miller GEN A 98765432l 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.

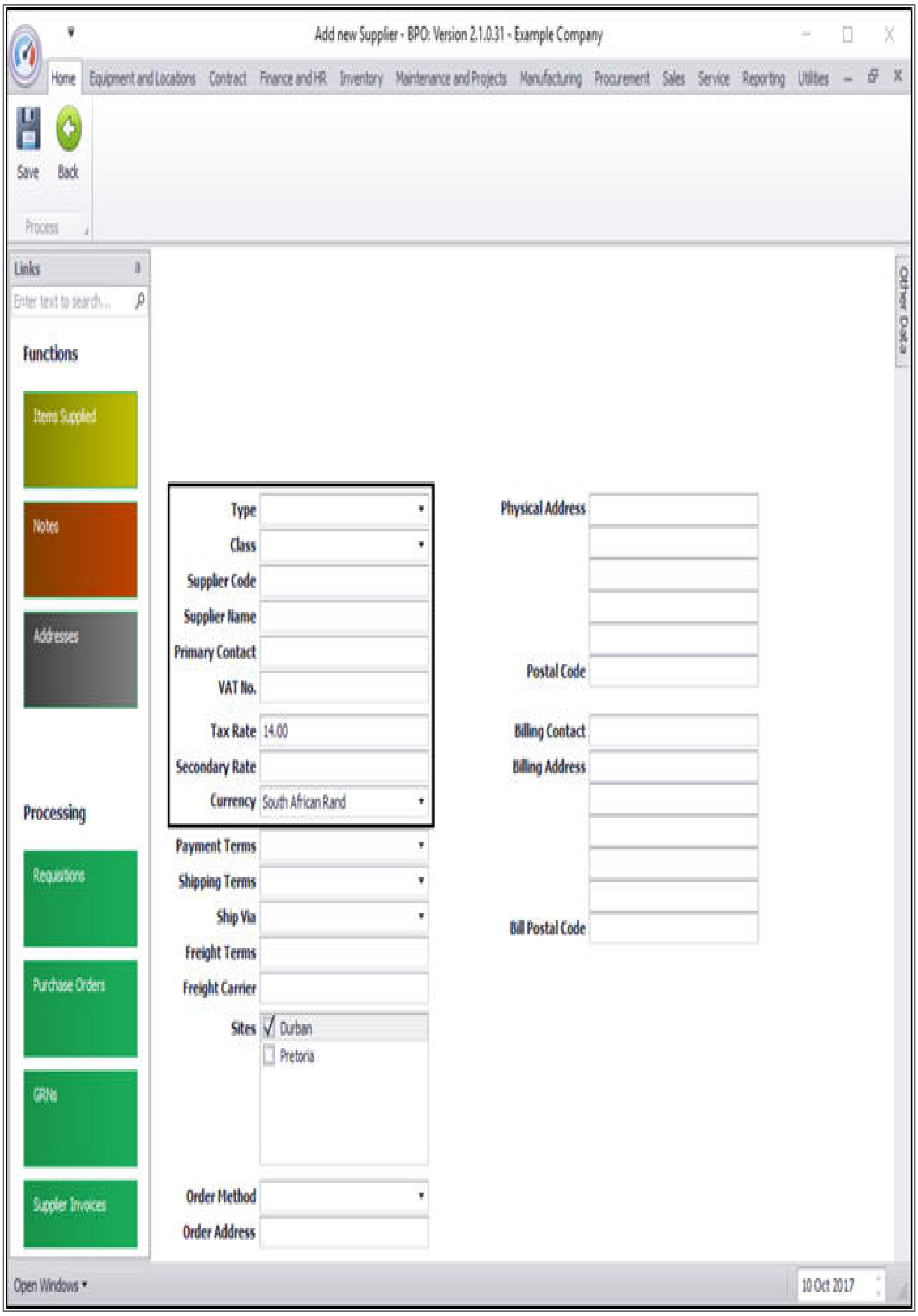
Note 1: The Supplier Code is very important because it is linked to *Pastel Evolution* and all the supplier information and history will be linked to this code and not the Supplier Name.

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.

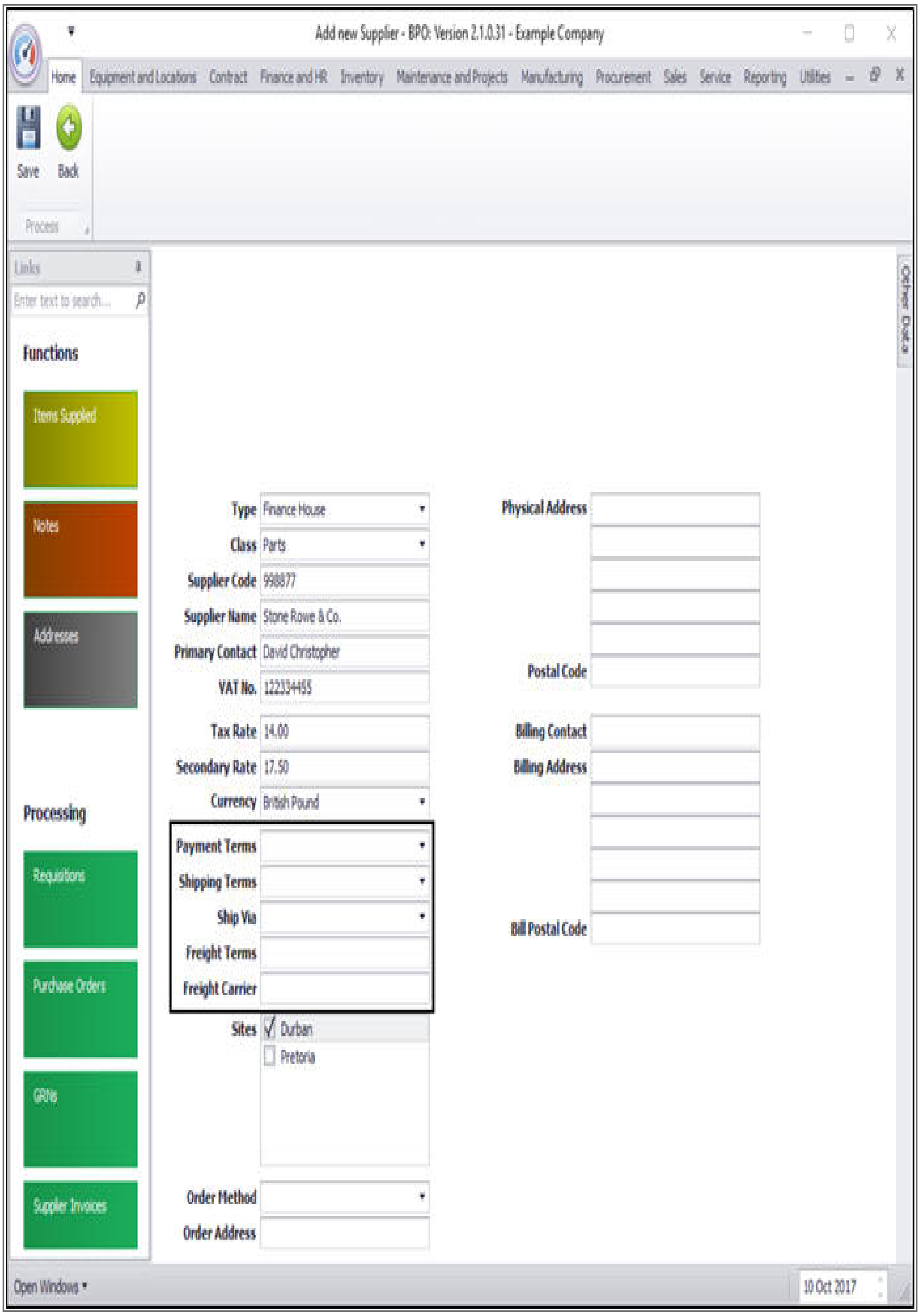
Note 3: From BPO2 v2.5.1.4 restrictions have been put into place to prevent special characters from being saved. You will only be allowed to save upper case characters and digits from 0 to 9.

- **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.



- **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.

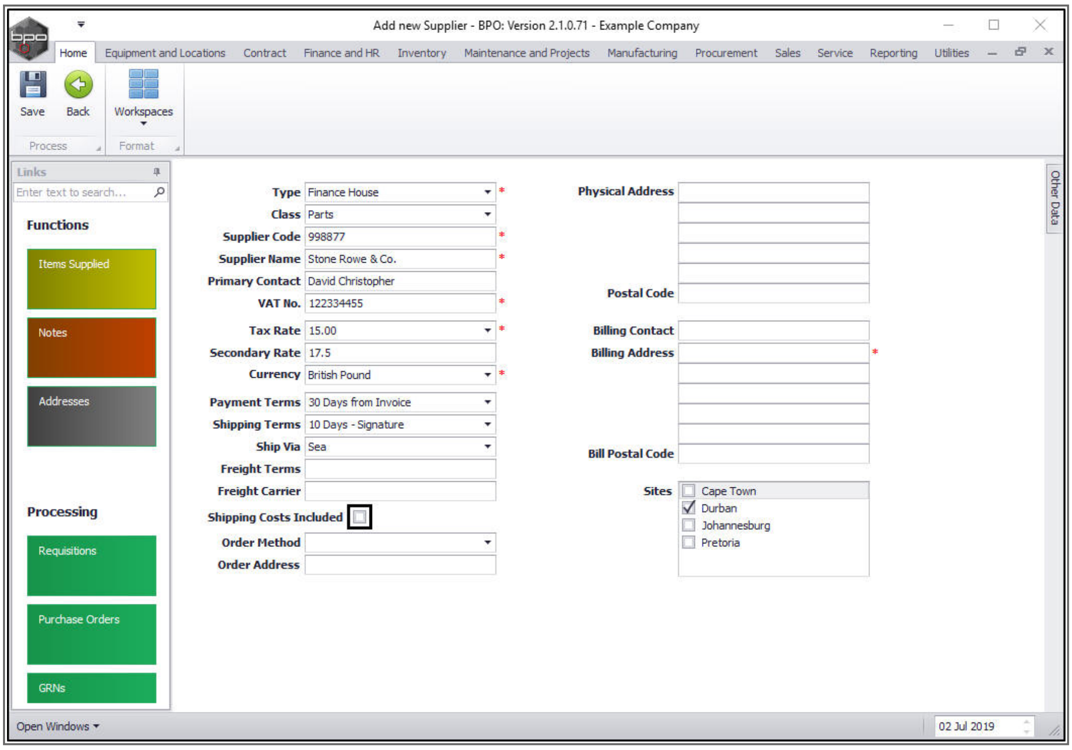

Add new Supplier - BPO: Version 2.1.0.31 - Example Company
Home
Equipment and Locations
Contract
Finance and HR
Inventory
Maintenance and Projects
Manufacturing
Procurement
Sales
Service
Reporting
Utilities
Save
Back
Process
Links
Enter text to search...
Functions
Items Supplied
Notes
Addresses
Processing
Requisitions
Purchase Orders
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
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
Other Data
Open Windows
10 Oct 2017

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.

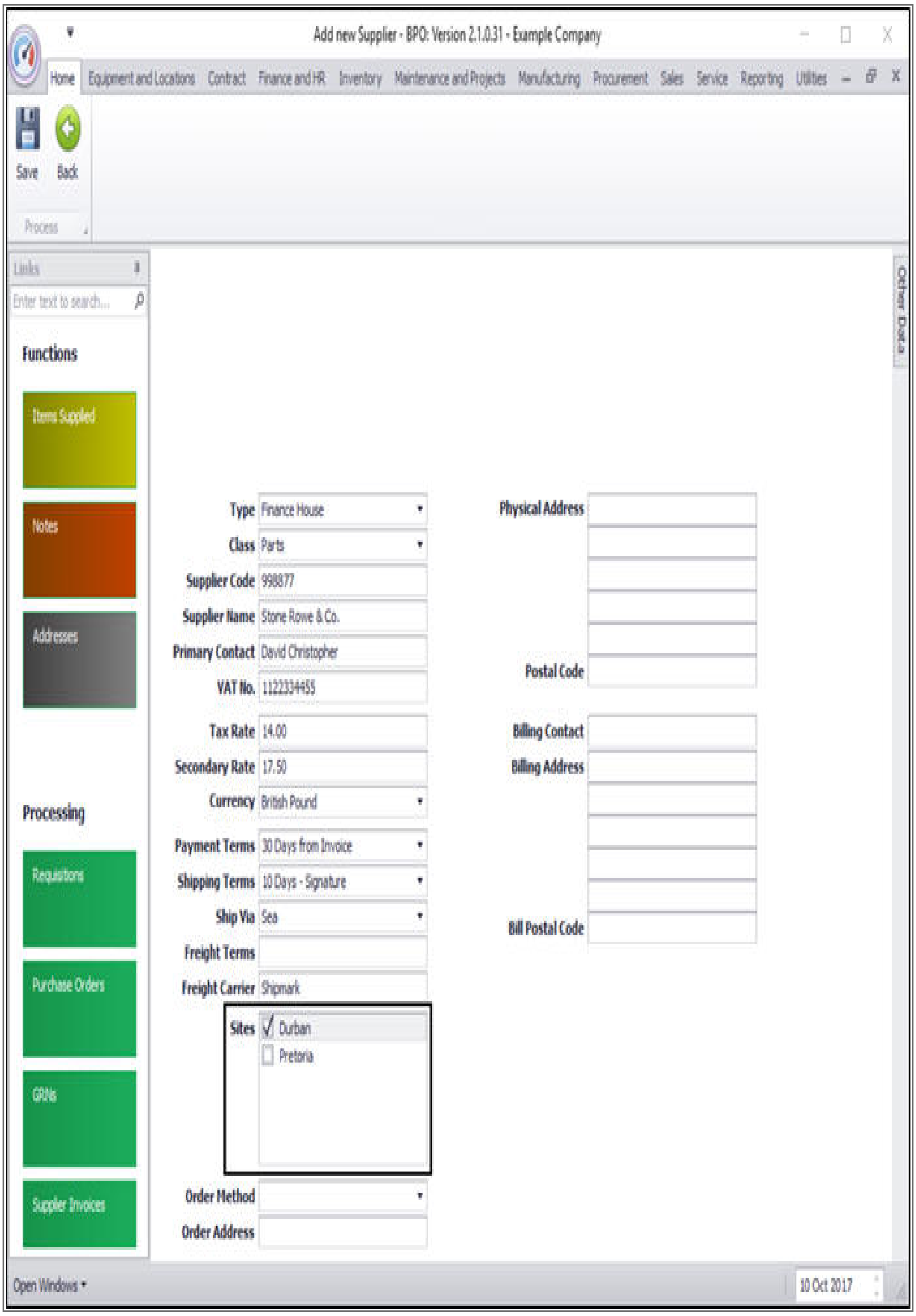
Important Notes:

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.



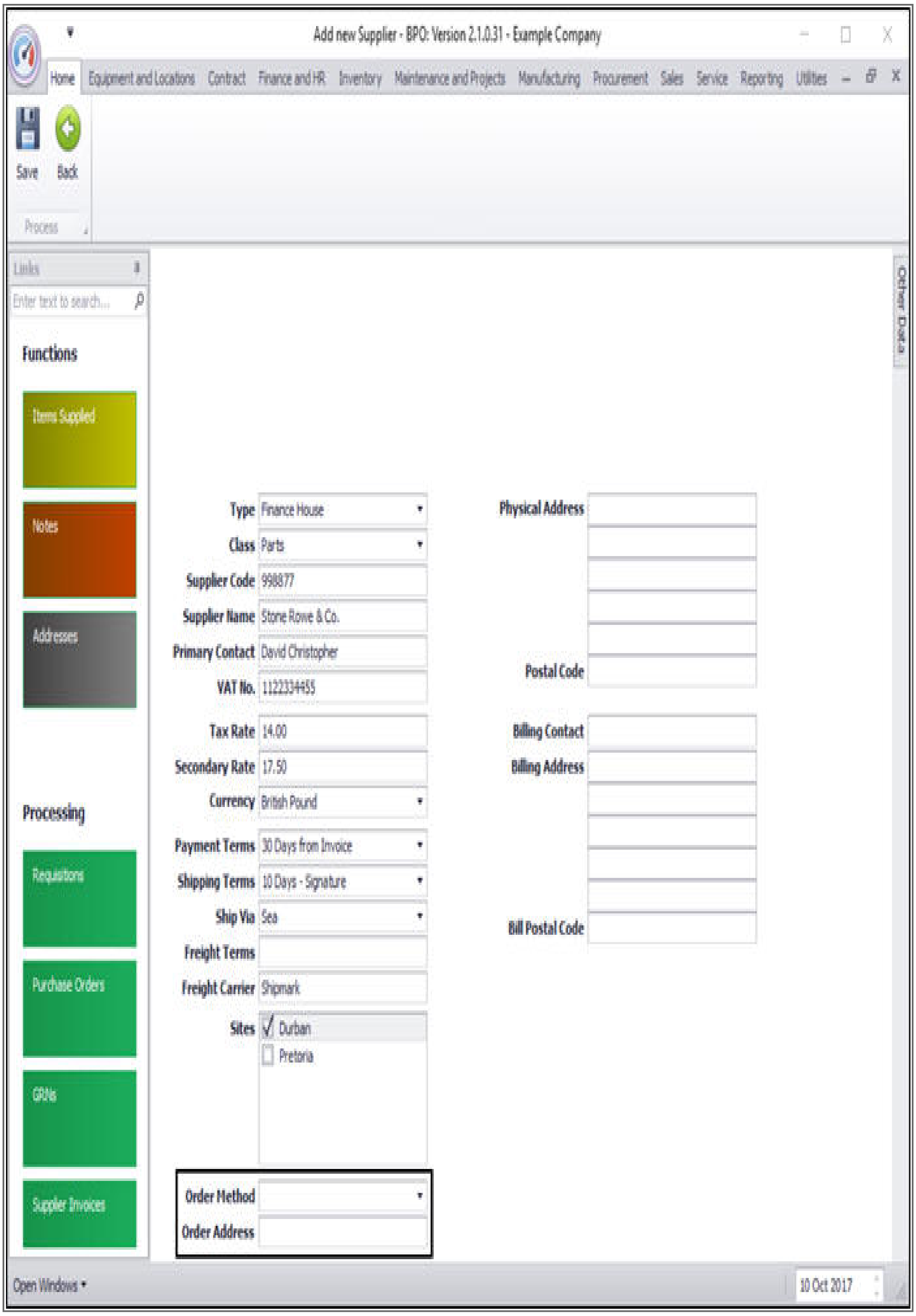
SITES

- **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.


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
Addresses
Processing
Requisitions
Purchase Orders
GRNs
Supplier Invoices
Type Finance House
Class Parts
Supplier Code 998877
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
Order Address
Physical Address
Postal Code
Billing Contact
Billing Address
Bill Postal Code
Other Data
Open Windows
10 Oct 2017

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.


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
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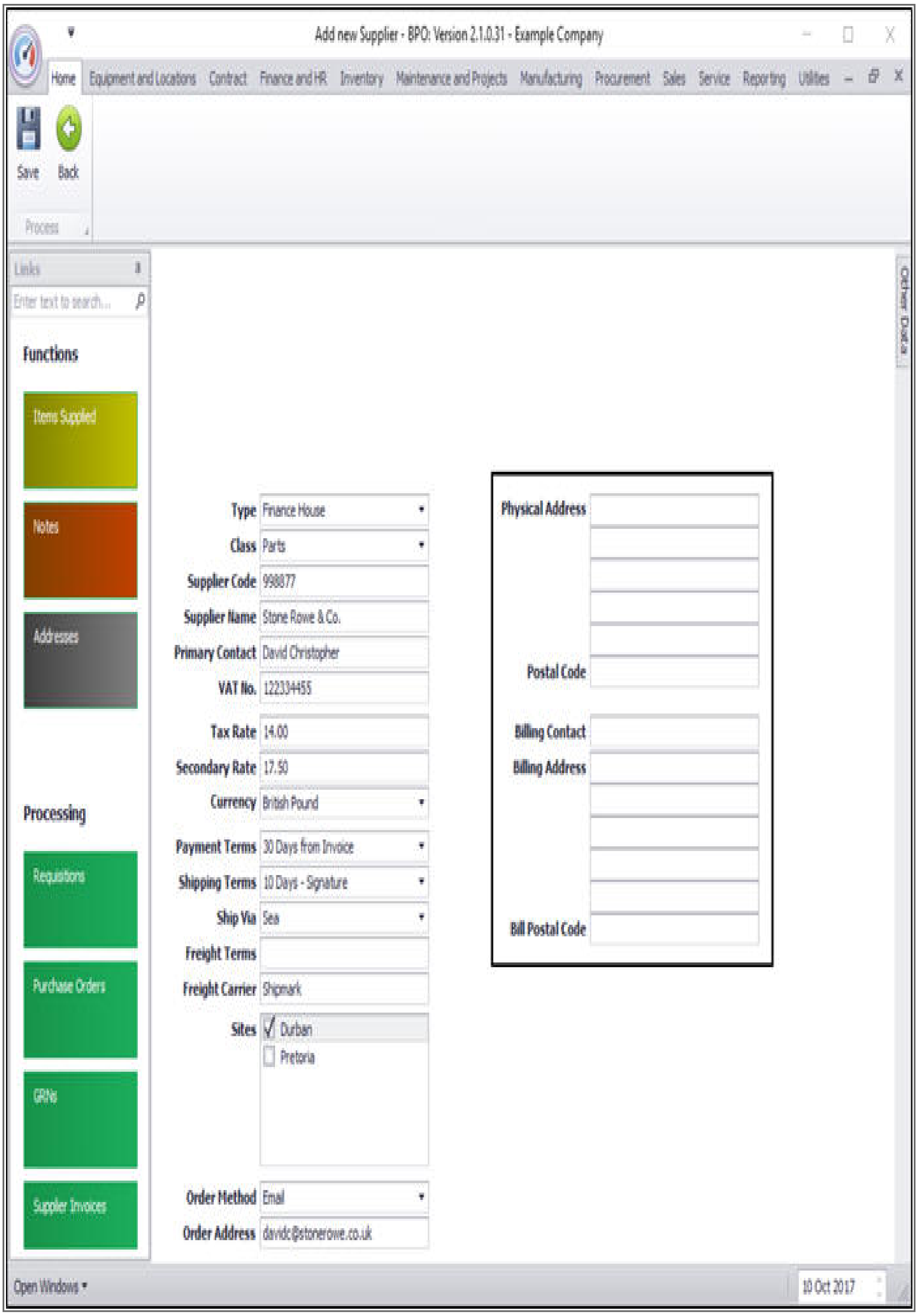
Links
Enter text to search...
Functions
Items Supplied
Notes
Addresses
Processing
Requisitions
Purchase Orders
GRNs
Supplier Invoices
Type
Finance House
Class
Parts
Supplier Code
998877
Supplier Name
Stone Rowe & Co.
Primary Contact
David Christopher
VAT No.
1122334455
Tax Rate
14.00
Secondary Rate
17.50
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
Order Address
Physical Address
Postal Code
Billing Contact
Billing Address
Bill Postal Code
Other Data
Open Windows
10 Oct 2017

ADDRESSES

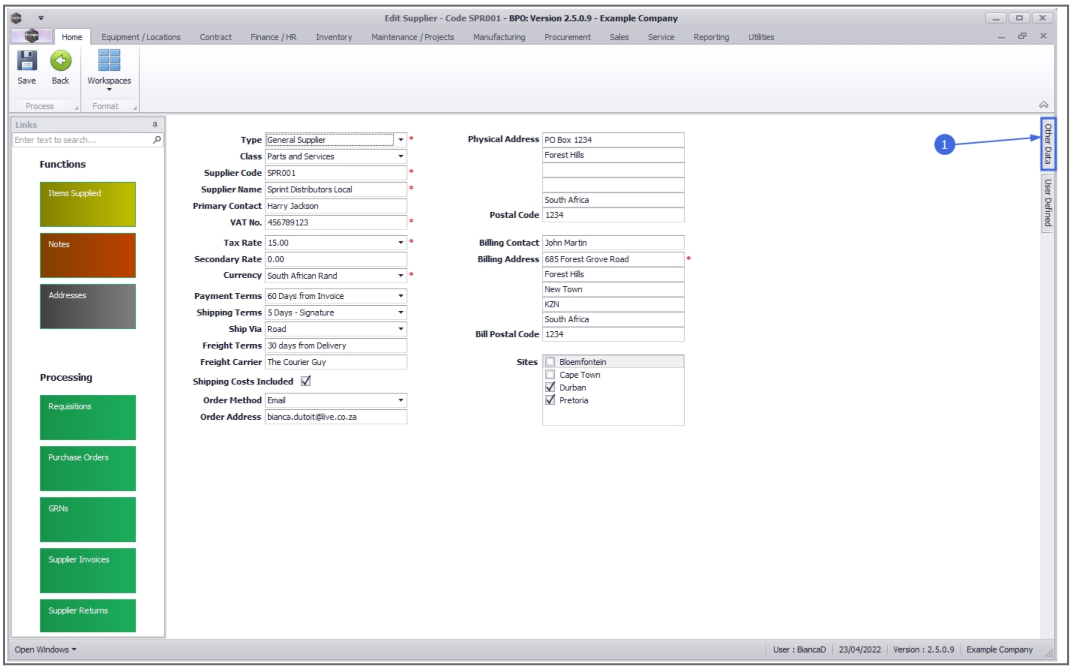
- **Physical Address:** Type in the Physical Address.
- **Postal Code:** Type in the Postal Code.
- **Billing Contact:** Type in the Billing Contact.
- **Billing Address:** Type in the Billing Address.
- **Bill Postal Code:** Type in the Bill Postal Code.


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
Addresses
Processing
Requisitions
Purchase Orders
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 davidc@stonerowe.co.uk
Physical Address
Postal Code
Billing Contact
Billing Address
Bill Postal Code
Other Details
Open Windows
10 Oct 2017

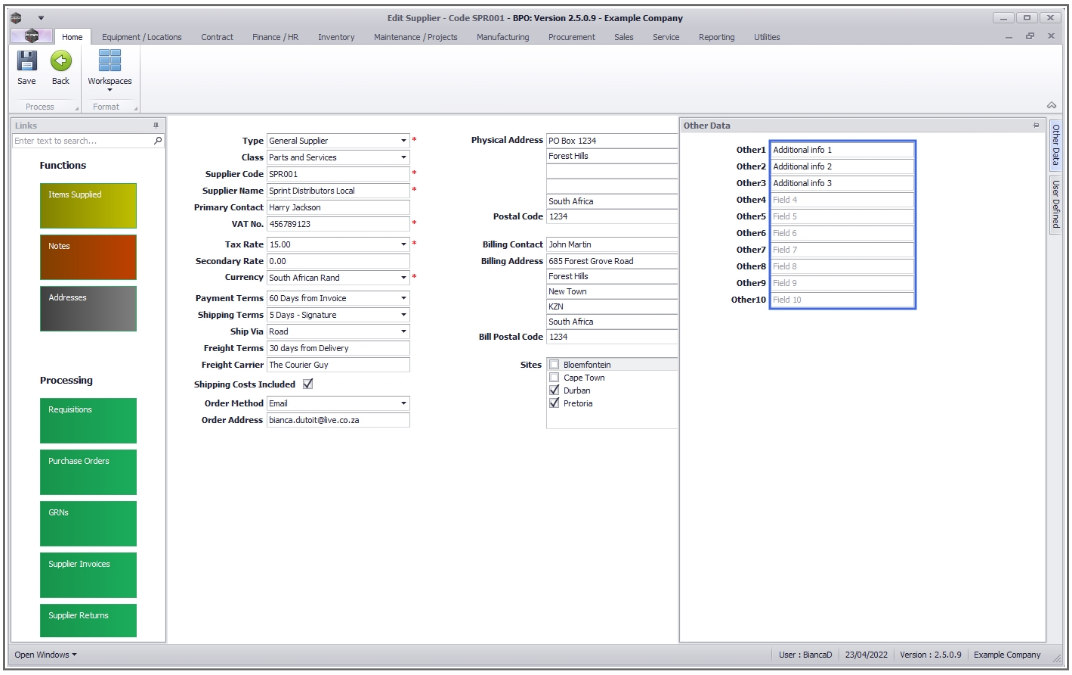
ADDITIONAL DATA

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.



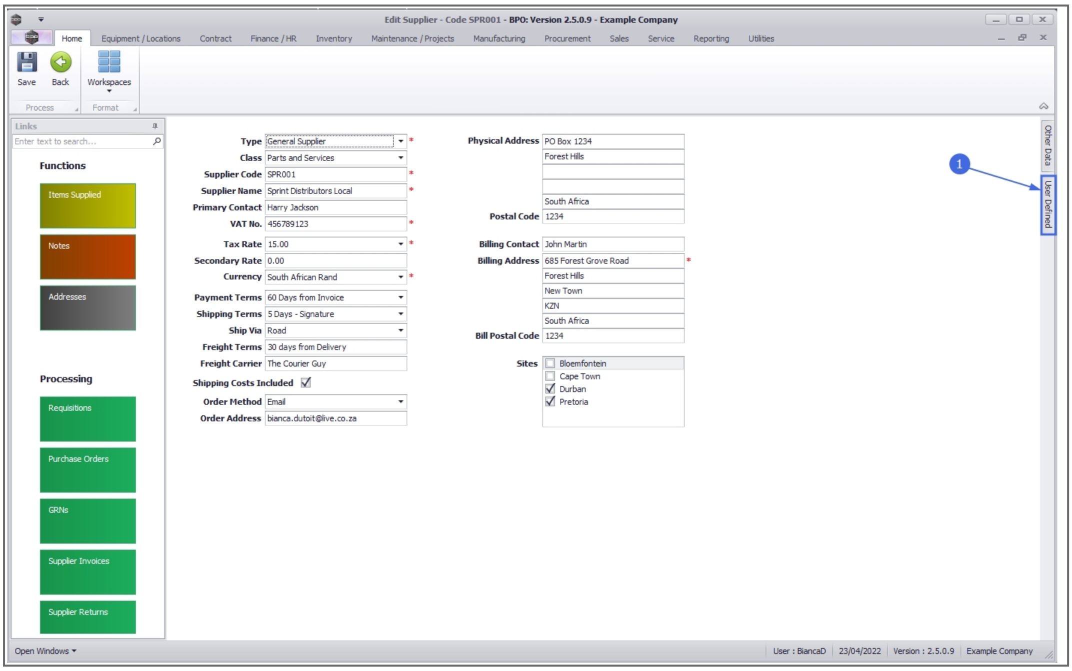
USER DEFINED FIELDS

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 Compatibility[1]

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

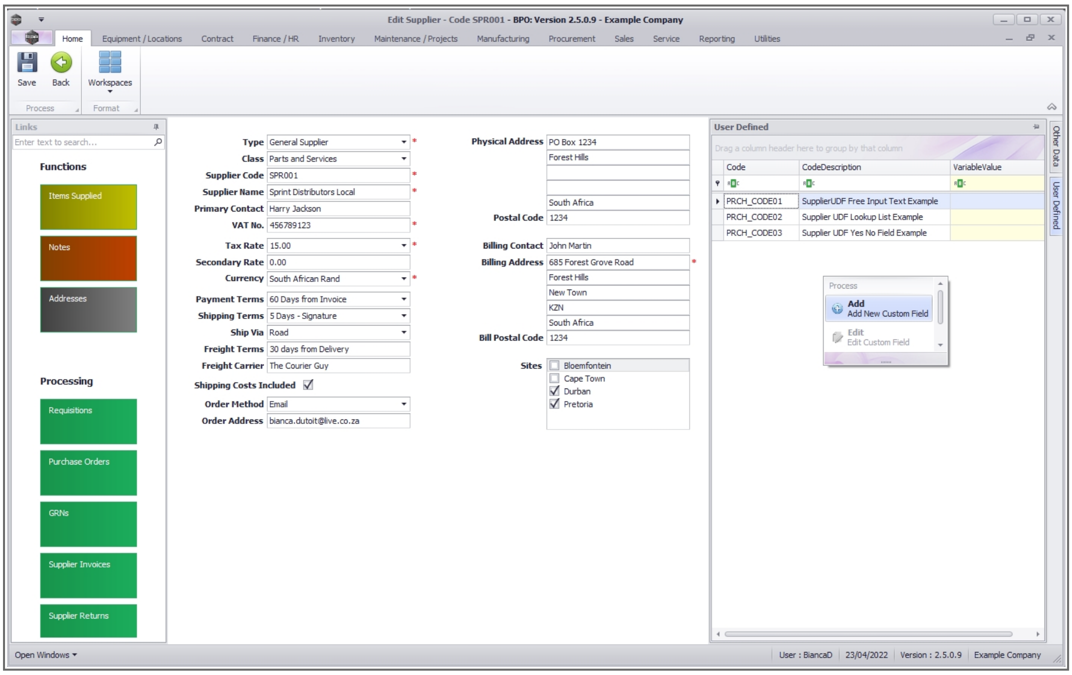
[1] BPO2 v2.5.0.8 or higher. " Add Interest Rate " on page 2



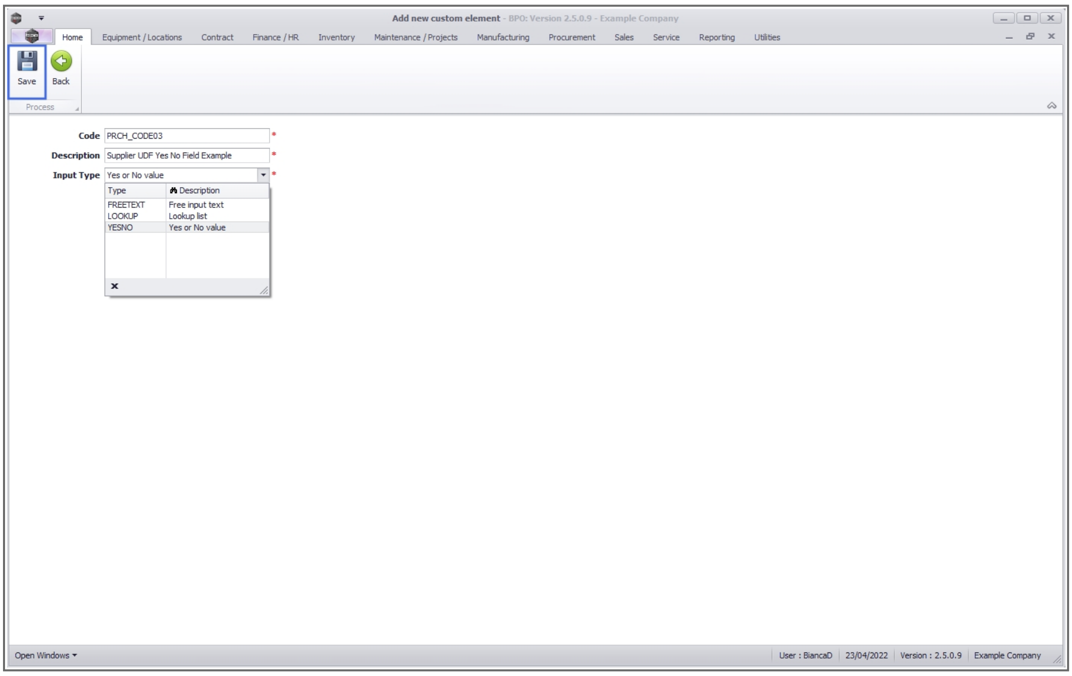
ADD NEW CUSTOM FIELD

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**



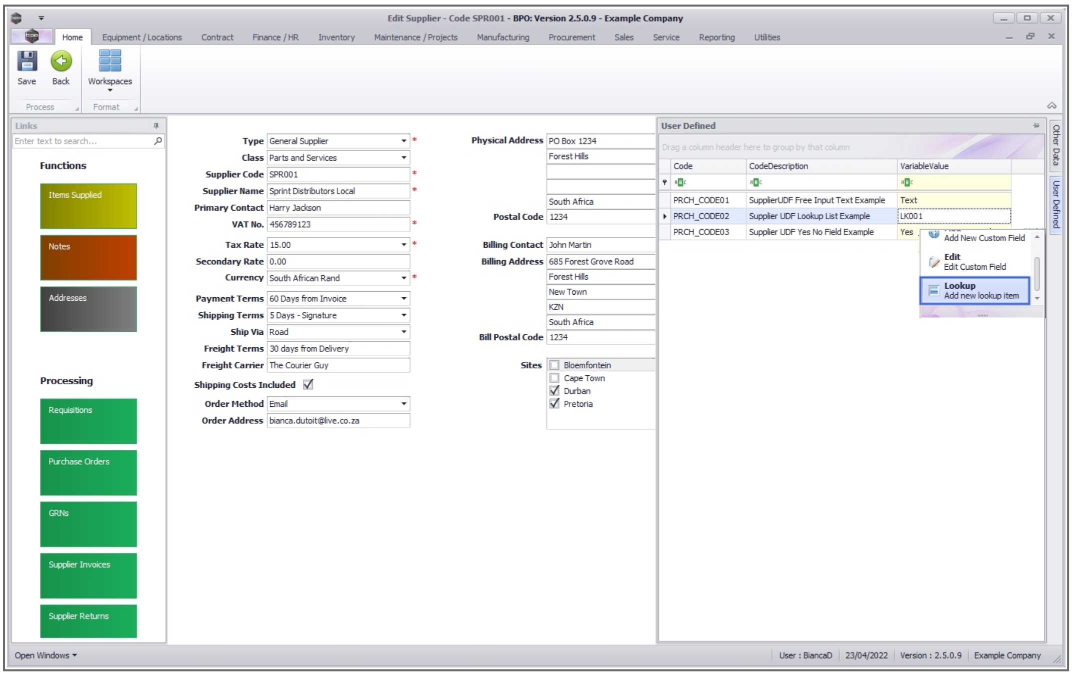
- Type in a **Code** and **Description** for the new User Defined Field.
- Select the Input Type.
- Click on the **Save** button.



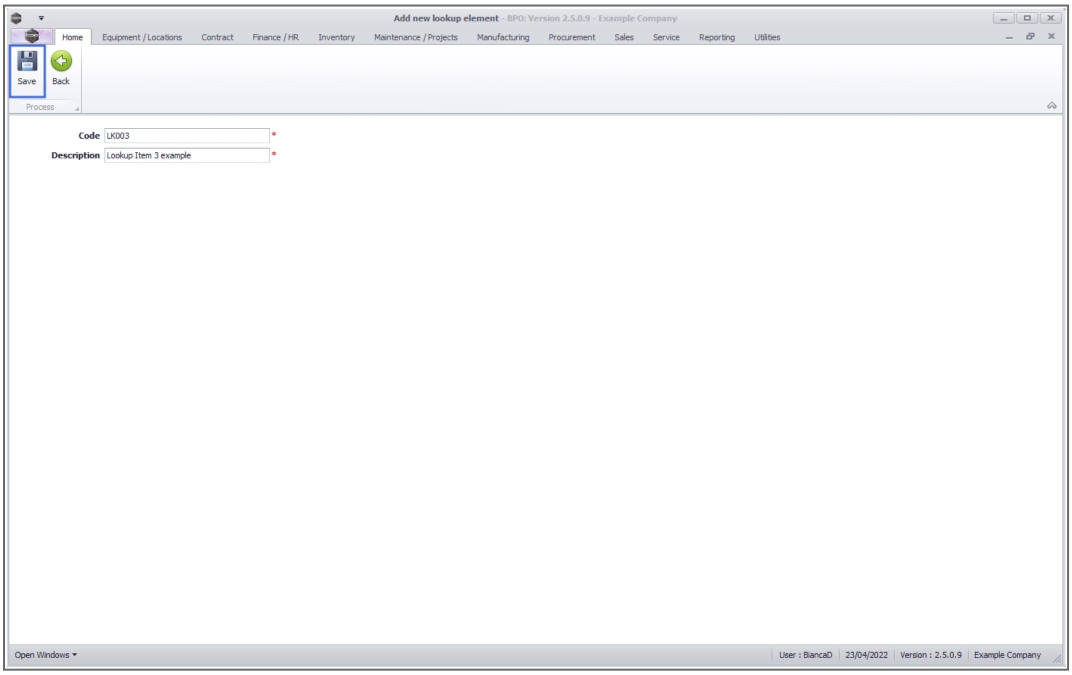
ADD LOOKUP ITEMS

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).



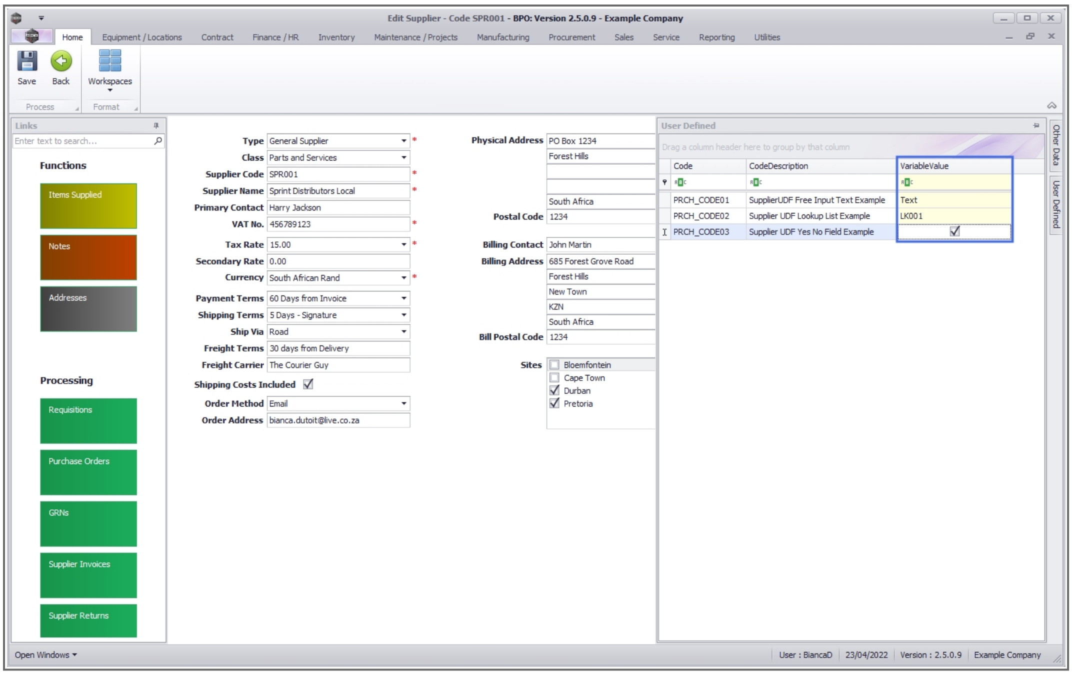
- Type in the lookup item ***Code*** and ***Description***.
- Click on the ***Save*** button.



UPDATE CUSTOM FIELD

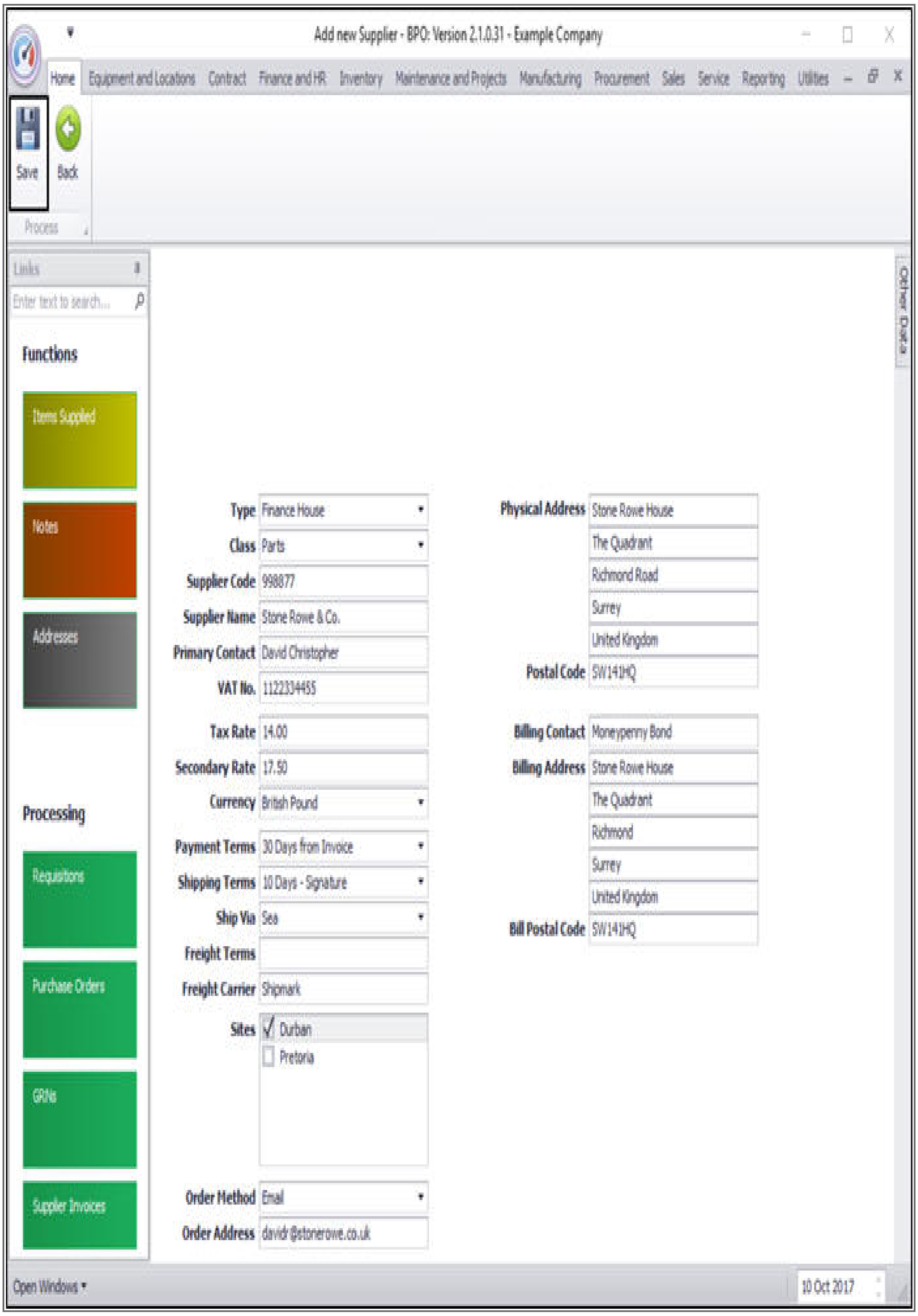
This will update the detail for the User Defined Field for this contract.

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



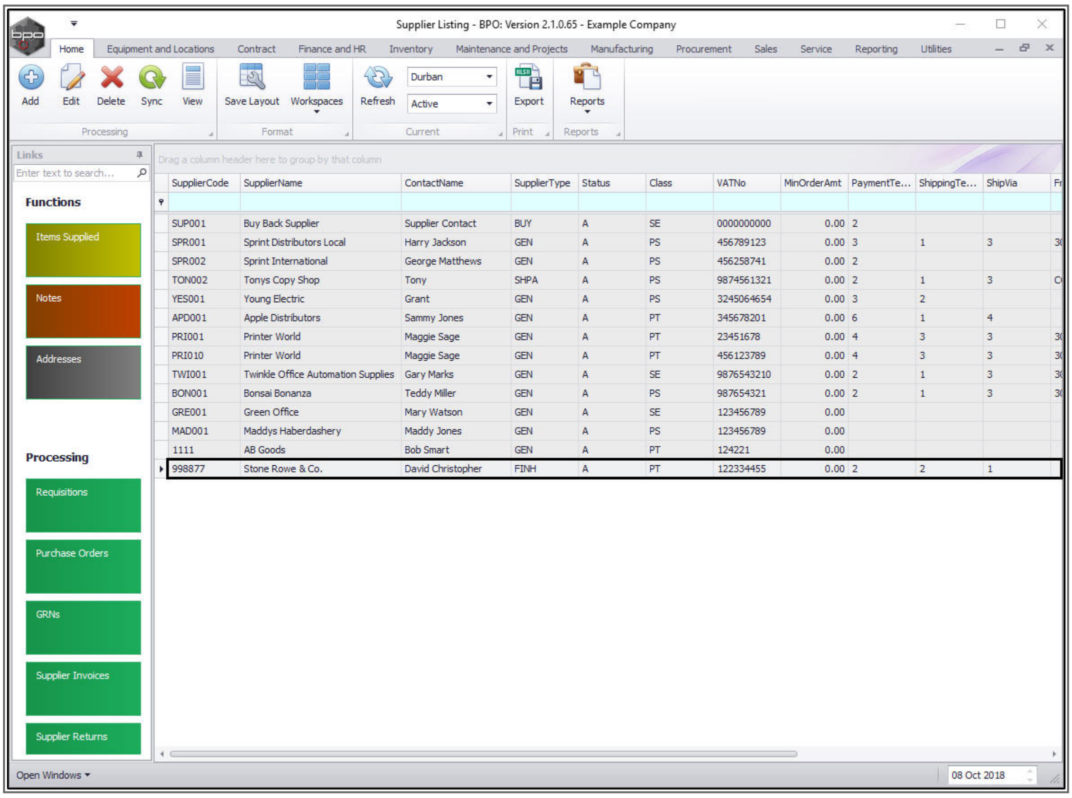
SAVE SUPPLIER

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


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
Addresses
Processing
Requisitions
Purchase Orders
GRNs
Supplier Invoices
Other Data
Type
Finance House
Class
Parts
Supplier Code
998877
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
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.

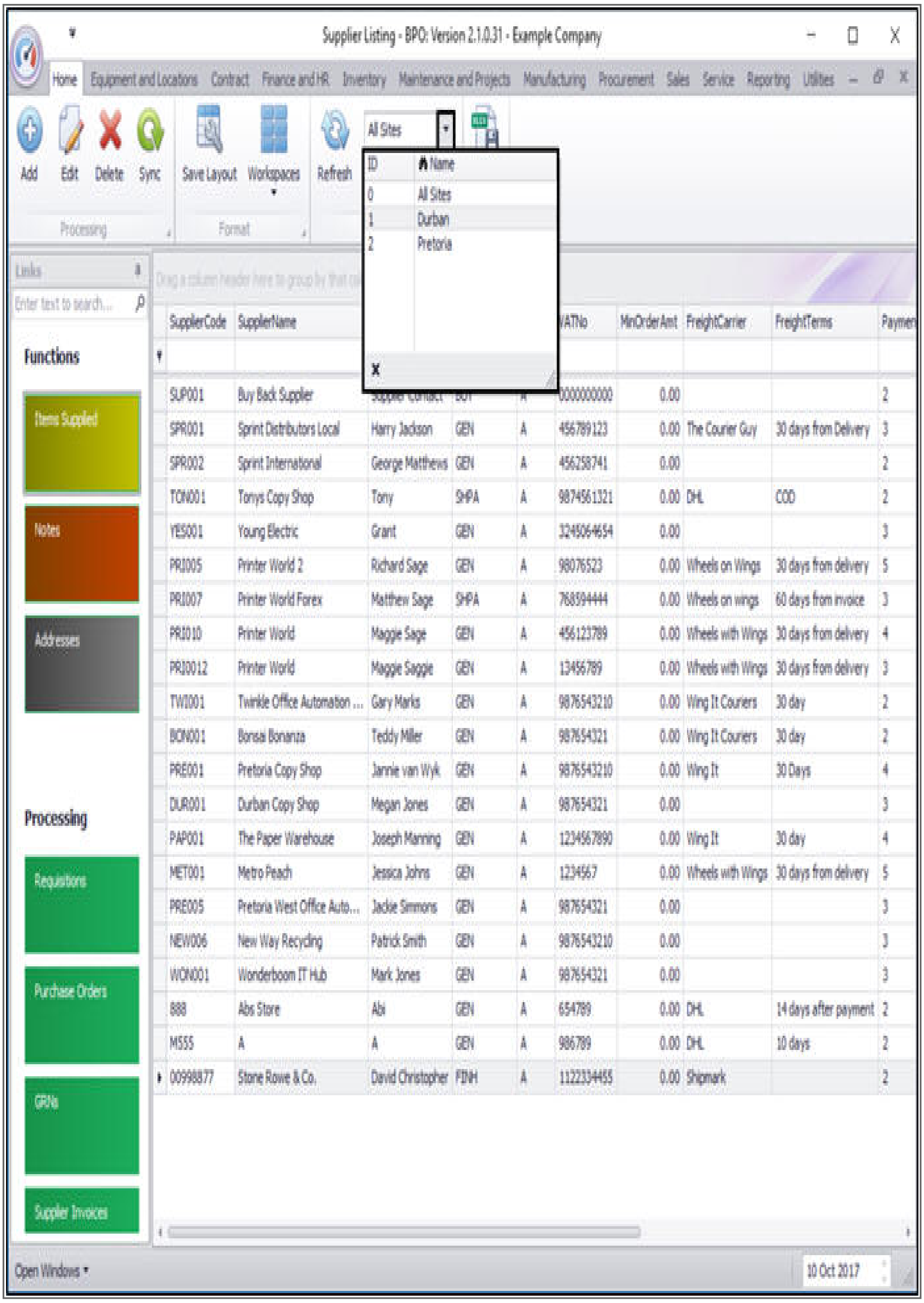


EDIT A SUPPLIER

In the ***Supplier Listing*** screen,

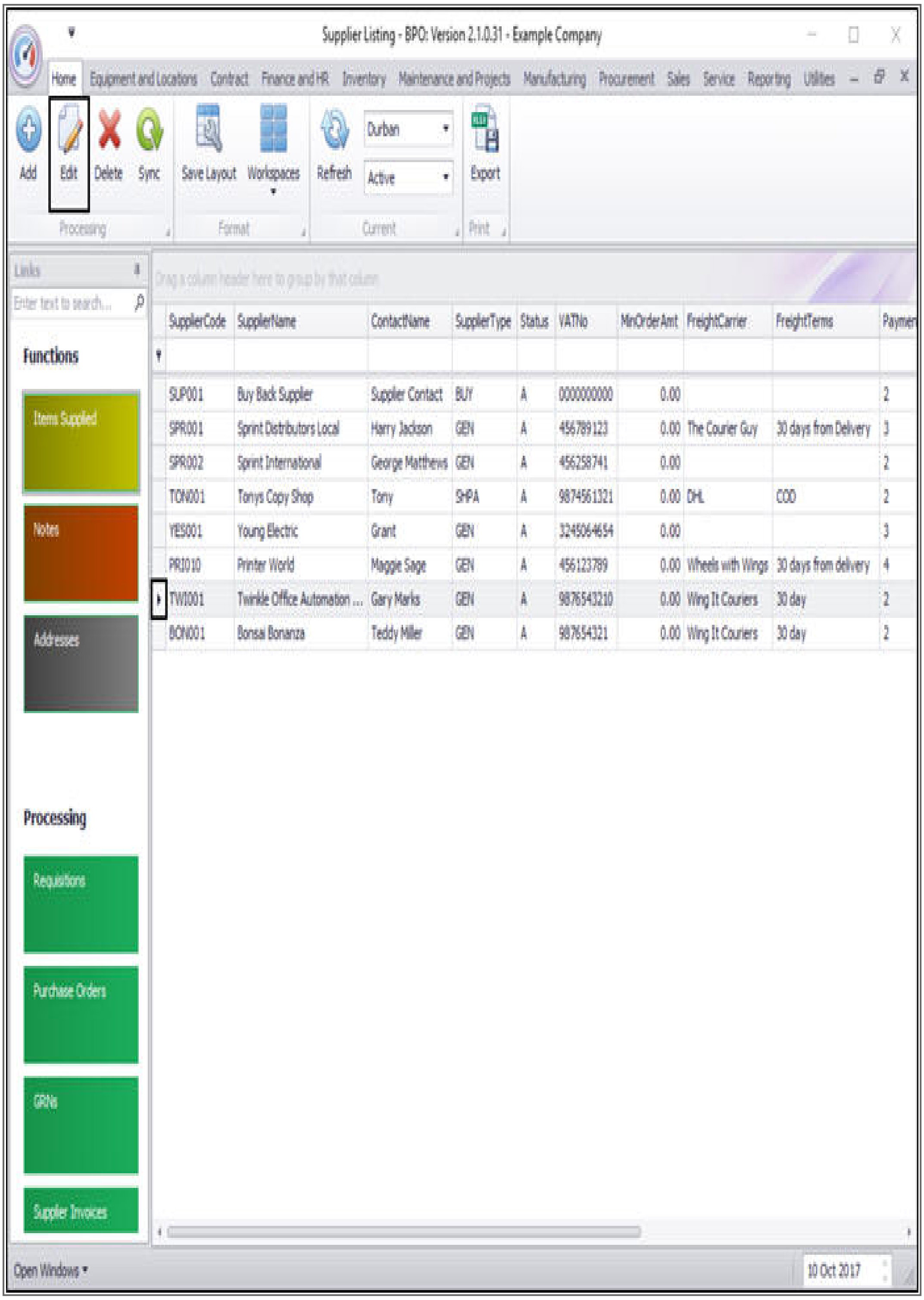
Select the Site

- 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
Add
Edit
Delete
Sync
Save Layout
Workspaces
Refresh
Processing
Format
All Sites
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
Open Windows
10 Oct 2017

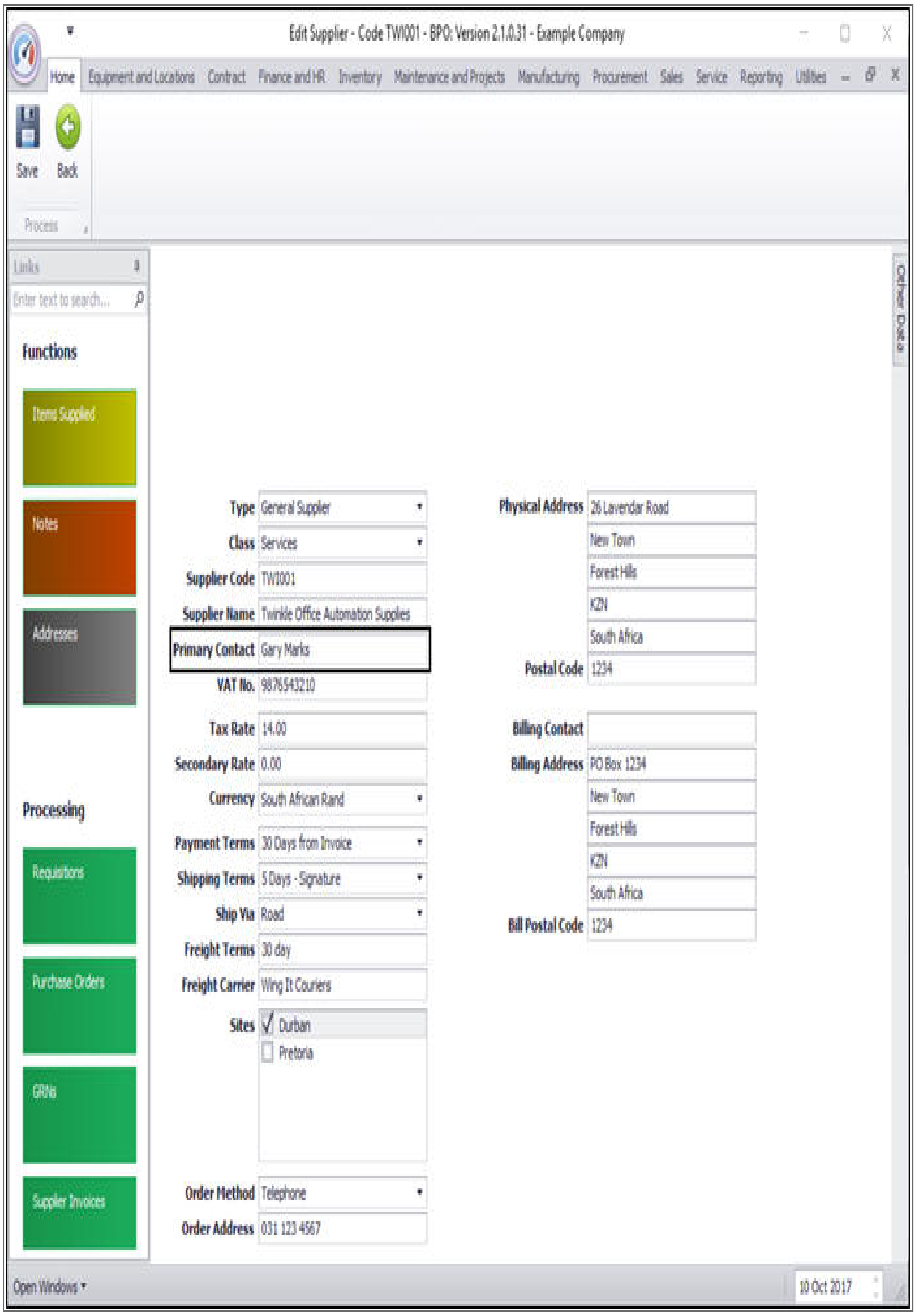
SELECT SUPPLIER

- 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
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
SPR001
Sprint Distributors Local
Harry Jackson
The Courier Guy
30 days from Delivery
SPR002
Sprint International
George Matthews
TON001
Tonys Copy Shop
Tony
DHL
COD
YES001
Young Electric
Grant
PRI010
Printer World
Maggie Sage
Wheels with Wings
30 days from delivery
TWI001
Twinkle Office Automation ...
Gary Marks
Wing It Couriers
30 day
BON001
Bonsai Bonanza
Teddy Miller
Open Windows
10 Oct 2017

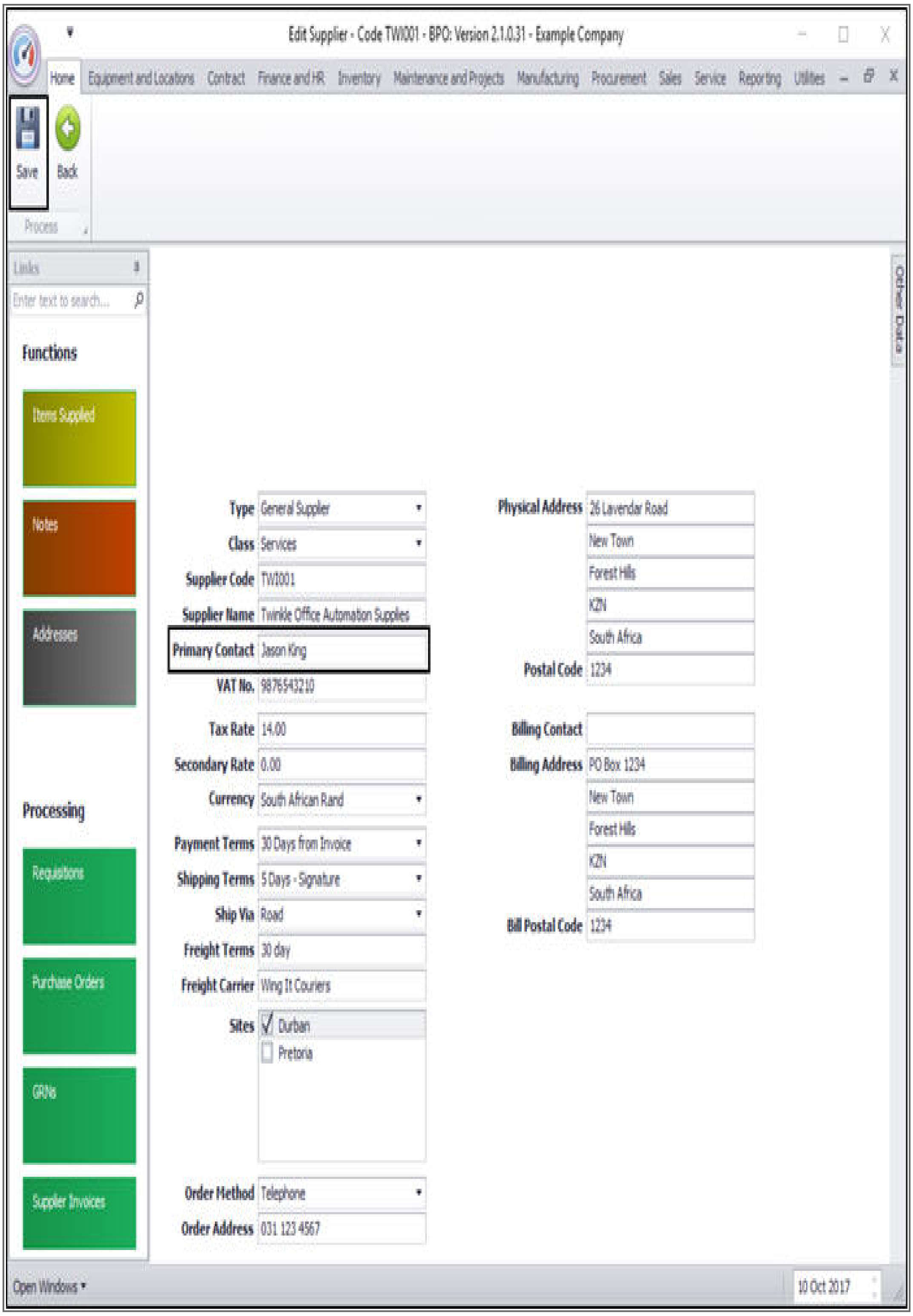
EDIT SUPPLIER DETAILS

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

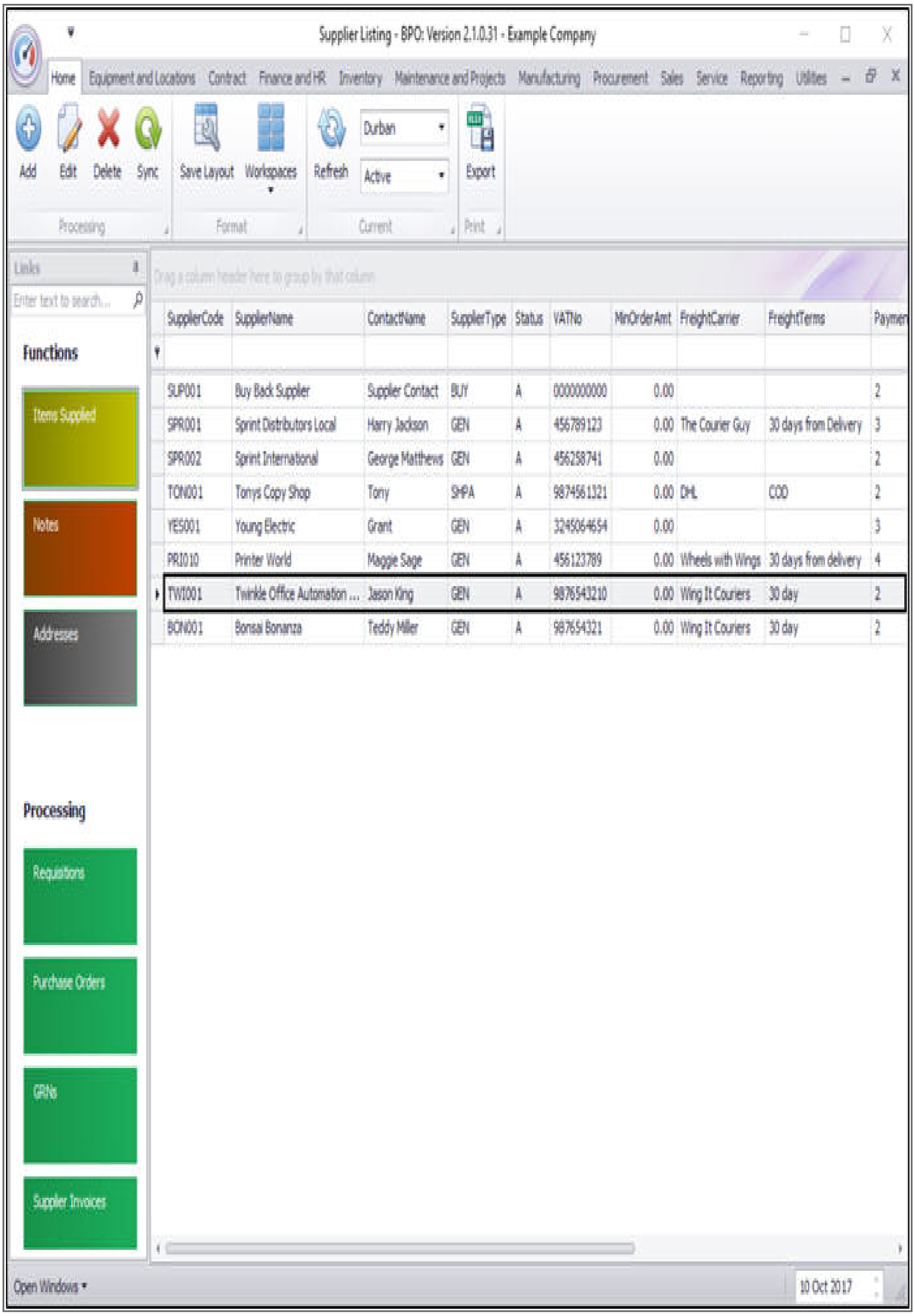

Edit Supplier - Code TWI001 - BPO: Version 2.1.0.31 - Example Company
Home
Equipment and Locations
Contract
Finance and HR
Inventory
Maintenance and Projects
Manufacturing
Procurement
Sales
Service
Reporting
Utilities
Save
Back
Process
Links
Enter text to search...
Functions
Items Supplied
Notes
Addresses
Processing
Requisitions
Purchase Orders
GRNs
Supplier Invoices
Type General Supplier
Class Services
Supplier Code TWI001
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
Other Data
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***.


Edit Supplier - Code TWI001 - 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
Addresses
Processing
Requisitions
Purchase Orders
GRNs
Supplier Invoices
Type General Supplier
Class Services
Supplier Code TWI001
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
10 Oct 2017

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

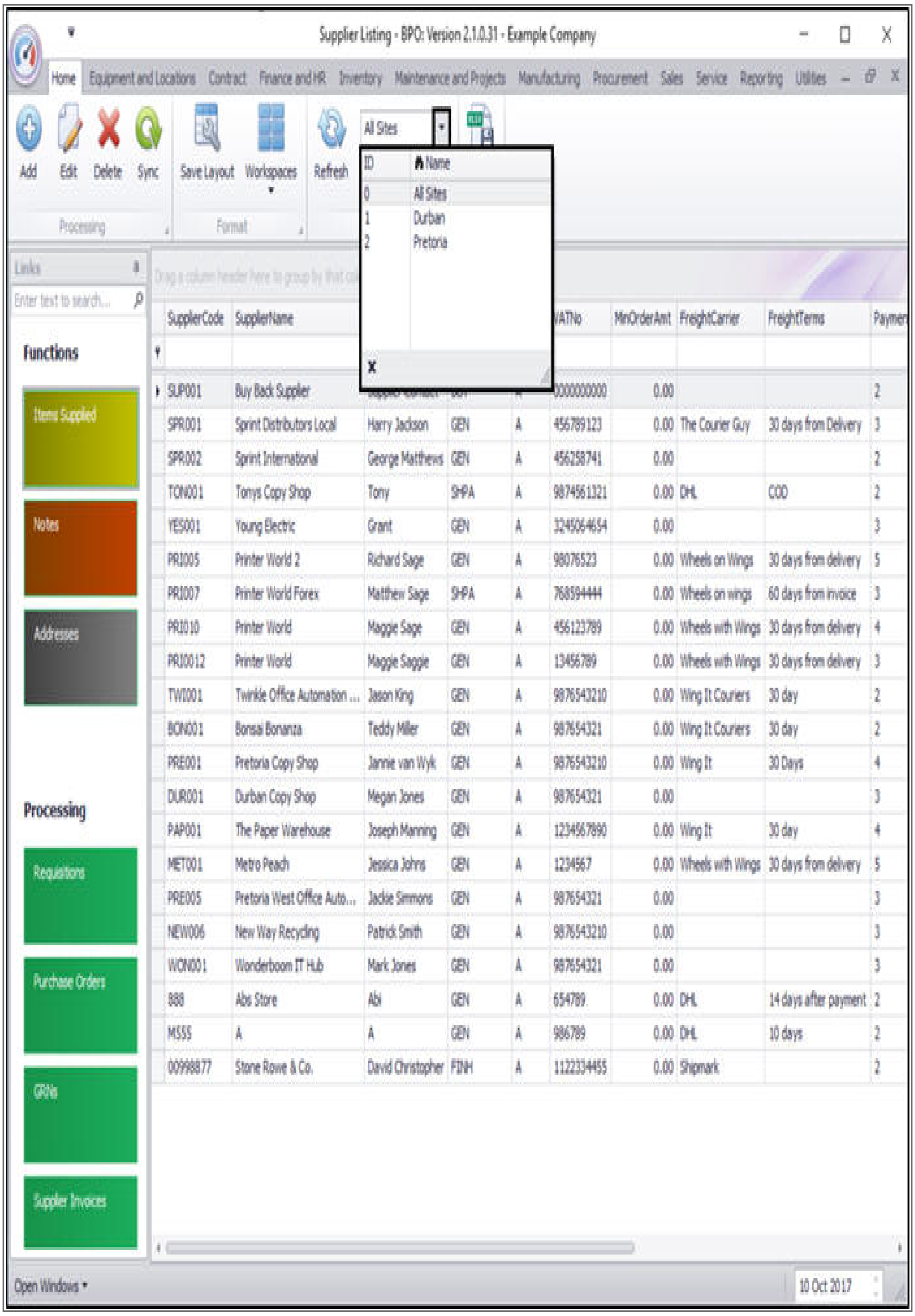


DELETE A SUPPLIER

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
Home
Equipment and Locations
Contract
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Inventory
Maintenance and Projects
Manufacturing
Procurement
Sales
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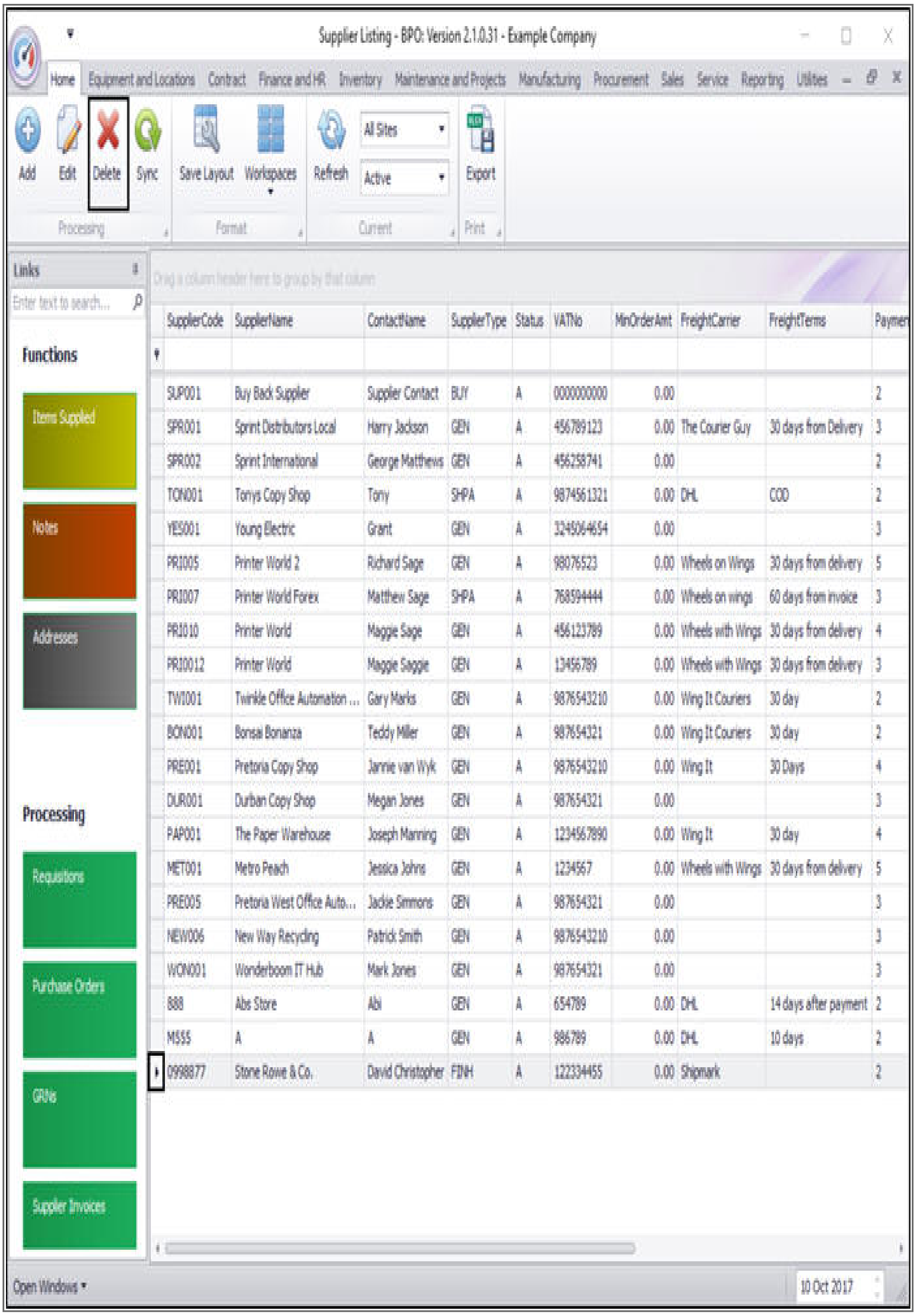
Reporting
Utilities
Add
Edit
Delete
Sync
Save Layout
Workspaces
Refresh
Processing
Format
All Sites
ID
Name
0 All Sites
1 Durban
2 Pretoria
Links
Enter text to search...
Functions
Items Supplied
Notes
Addresses
Processing
Requisitions
Purchase Orders
GRNs
Supplier Invoices
SupplierCode
SupplierName
VATNo
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
PRI005 Printer World 2 Richard Sage GEN A 98076523 0.00 Wheels on Wings 30 days from delivery 5
PRI007 Printer World Forex Matthew Sage SHPA A 768394444 0.00 Wheels on wings 60 days from invoice 3
PRI010 Printer World Maggie Sage GEN A 456123789 0.00 Wheels with Wings 30 days from delivery 4
PRI0012 Printer World Maggie Saggie GEN A 13456789 0.00 Wheels with Wings 30 days from delivery 3
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
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
M555 A A GEN A 986789 0.00 DHL 10 days 2
00998877 Stone Rowe & Co. David Christopher FINH A 1122334455 0.00 Shipmark 2
Open Windows
10 Oct 2017

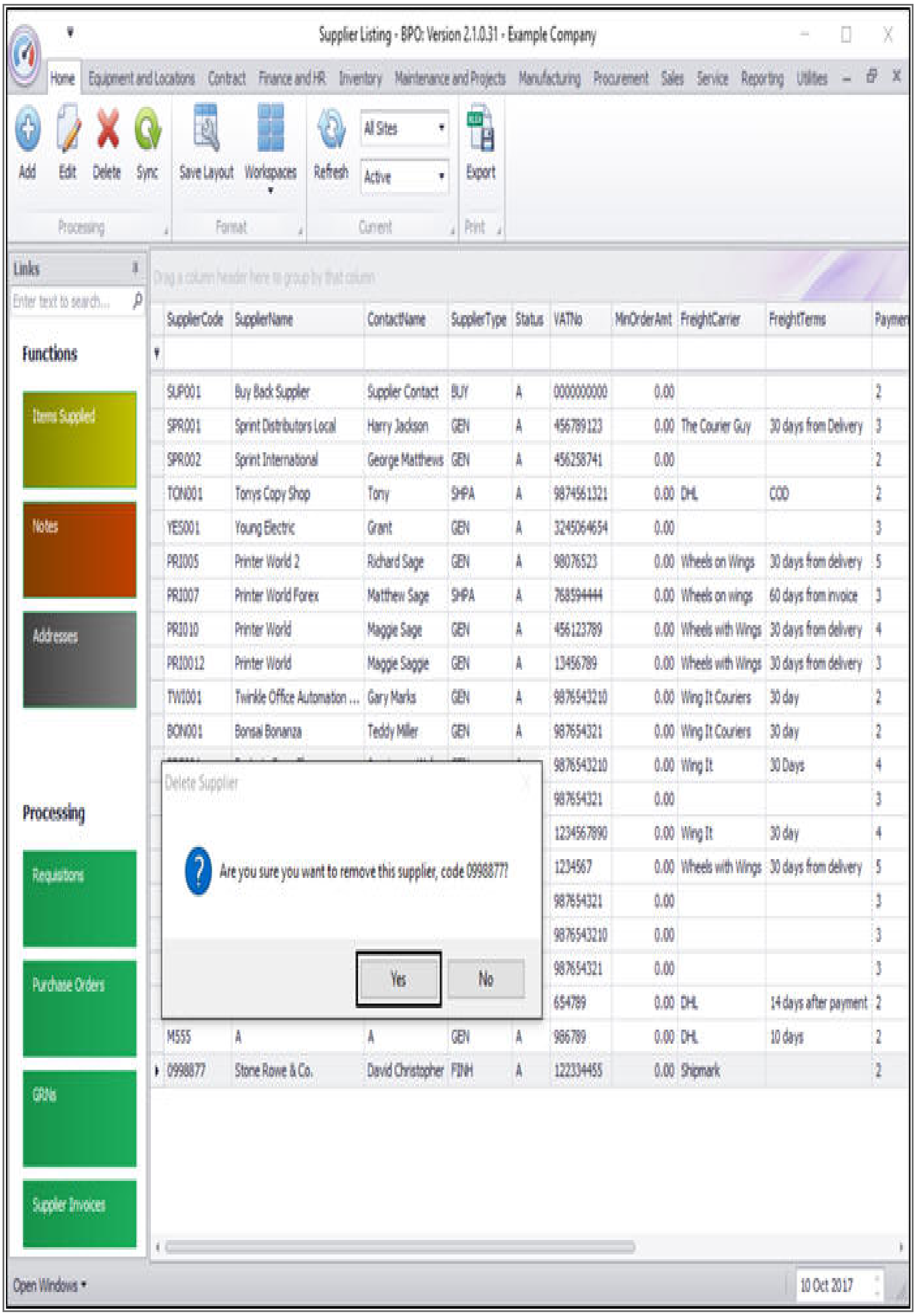
SELECT SUPPLIER

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


Supplier Listing - BPO: Version 2.1.0.31 - Example Company
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
All Sites
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 Paymen
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 COD 2
YES001 Young Electric Grant GEN A 3245064654 0.00 3
PRI005 Printer World 2 Richard Sage GEN A 98076523 0.00 Wheels on Wings 30 days from delivery 5
PRI007 Printer World Forex Matthew Sage SHPA A 768594444 0.00 Wheels on wings 60 days from invoice 3
PRI010 Printer World Maggie Sage GEN A 456123789 0.00 Wheels with Wings 30 days from delivery 4
PRI0012 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
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
Open Windows
10 Oct 2017

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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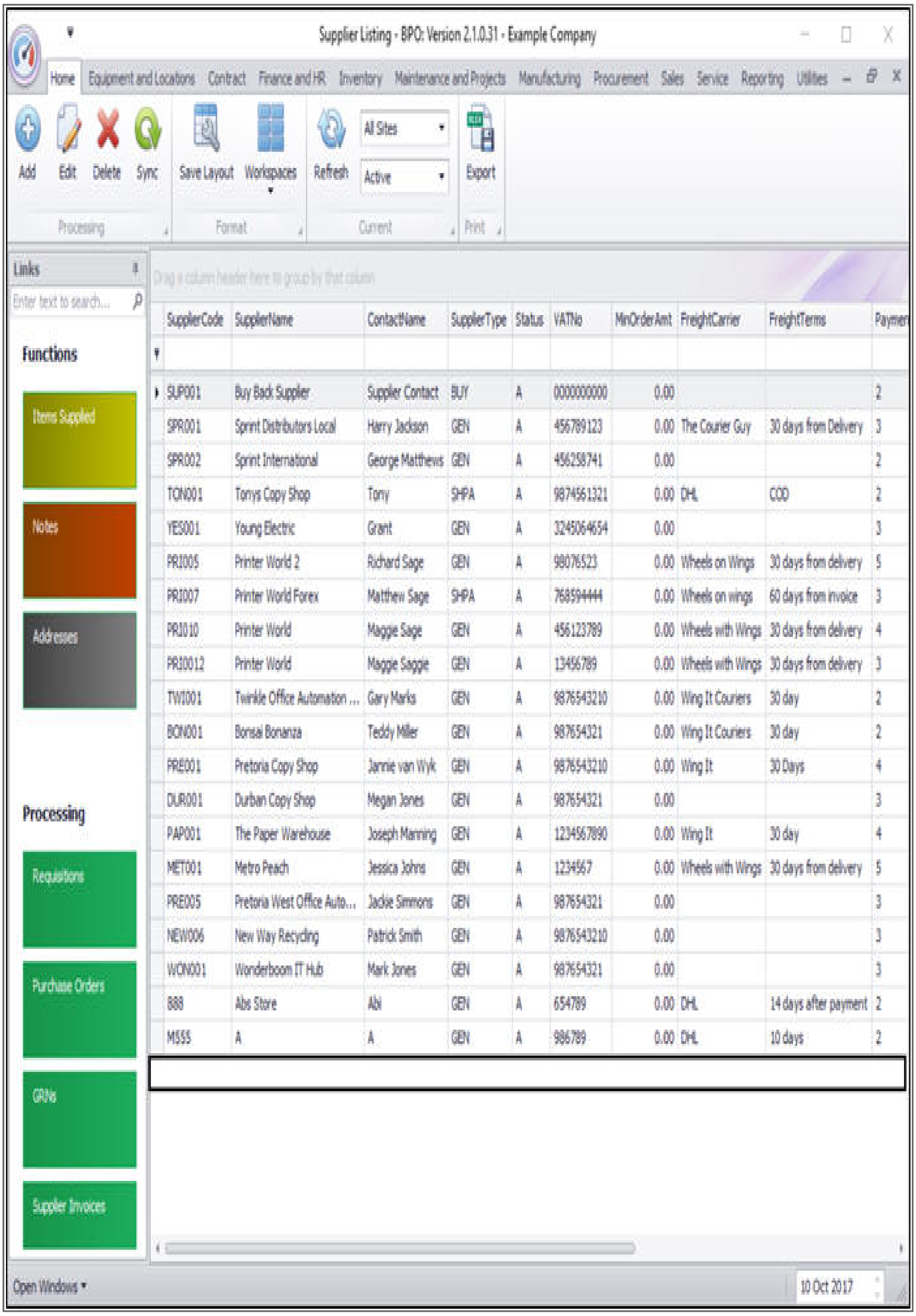
Finance and HR
Inventory
Maintenance and Projects
Manufacturing
Procurement
Sales
Service
Reporting
Utilities
Add
Edit
Delete
Sync
Save Layout
Workspaces
Refresh
All Sites
Active
Export
Processing
Format
Current
Print
Links
Enter text to search...
Functions
Items Supplied
Notes
Addresses
Processing
Requisitions
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
PRI005 Printer World 2 Richard Sage GEN A 98076523 0.00 Wheels on Wings 30 days from delivery
PRI007 Printer World Forex Matthew Sage SHPA A 768594444 0.00 Wheels on wings 60 days from invoice
PRI010 Printer World Maggie Sage GEN A 456123789 0.00 Wheels with Wings 30 days from delivery
PRI0012 Printer World Maggie Sagge GEN A 13456789 0.00 Wheels with Wings 30 days from delivery
TWI001 Twinkle Office Automation ... Gary Marks 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
M555 A A GEN A 986789 0.00 DHL 10 days
0998877 Stone Rowe & Co. David Christopher FINH A 122334455 0.00 Shipmark
Delete Supplier
Are you sure you want to remove this supplier, code 0998877?
Yes
No
Open Windows
10 Oct 2017

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


Supplier Listing - BPO: Version 2.1.0.31 - Example Company
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Procurement
Sales
Service
Reporting
Utilities
Add
Edit
Delete
Sync
Save Layout
Workspaces
Refresh
All Sites
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 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
PRI005 Printer World 2 Richard Sage GEN A 98076523 0.00 Wheels on Wings 30 days from delivery 5
PRI007 Printer World Forex Matthew Sage SHPA A 768594444 0.00 Wheels on wings 60 days from invoice 3
PRI010 Printer World Maggie Sage GEN A 456123789 0.00 Wheels with Wings 30 days from delivery 4
PRI0012 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
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Open Windows
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