



Global 3000 Service Pack Note Purchase Order Address

Author	DCP		
Project	ZO60_000071.doc		
Version	1.0		1 of 4

INTRODUCTION

This service pack provides the ability to select an existing or create a new supplier address to be used as the order address when entering purchase orders.

When a purchase order is entered the order address (i.e. the supplier address to which the order is to be sent) is set to the supplier address marked as the address for purchasing. If a supplier has multiple purchasing addresses, the address to which the purchase order is to be sent can now be selected.

The changes introduce a new button to the 'Order Details' window (previously titled 'Order Heading Information') labelled 'Order Address'. When the new button is pressed a new window (titled 'Select Order Address') is displayed, this window lists all of the addresses entered for the supplier and allows the user to select the address to which the purchase order is to be sent. In addition 'Select Order Address' window provides the option of creating a new address for the supplier (which is then used as the order address).

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DOCUMENTATION CHANGES

Purchase Order Entry - Order Details

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File Run Settings Options Help

Order Details

Supplier: ANT015
Supplier: Antec (UK) Ltd
Currency: GBP

Ship via Landed Costs?

Details from

Order Address

Address: Antec (UK) Ltd
Unit 38-40
Purley Way Industrial Estate
Purley Way
Croydon
Country: Great Britain
Postcode: CR6 8JK

Details

Order date: []
Due date: []
Last delivery: []
Terms: []
 Direct
Acknowledgment: [] on []

Entered by: []
Approved by: []
Ordered value: []
Delivered value: []
Invoiced value: []

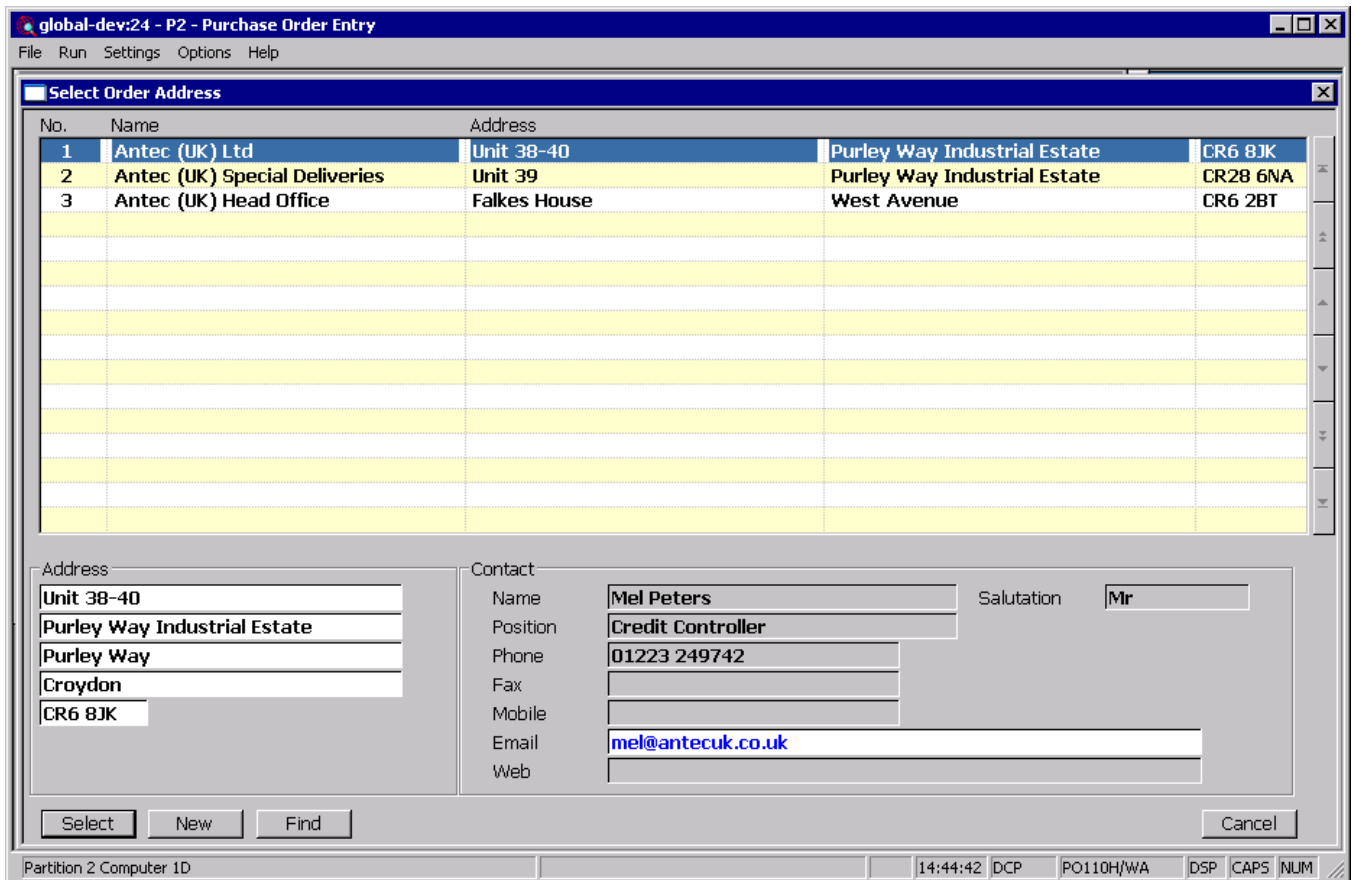
Search Order Address Apply Cancel

Partition 2 Computer 1D 14:35:07 DCP PO110H/W3 ADD CAPS NUM

Order Address *(Not available if goods have been received for the order)* This allows the order address to be selected.

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Purchase Order Entry – Order Address



This window appears when you press the 'Order Address' button in the 'Order Details' window.

Purpose This window allows you to select the supplier address to which the purchase order is to be sent. It lists all existing addresses for the currently selected supplier and provides the ability to create a new supplier address.

The buttons are:

- Select** Press this to select the currently high-lighted address to be used for the order.
- Find** Press this to limit the addresses shown in the window to those matching a specific piece of text.
- New** Select this to create a new address for the supplier. When a new address is created it is automatically selected for use with the current order.

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