

SAP and OrderPoint Schools Circular

2016 - 6

Title: Searching for and Assigning Vendors
Date Released: 25 July 2016
Intended Recipients: School Shoppers

Executive Summary: This circular provides information on what is required when searching for and assigning vendors to freetext items during shopping cart creation

Important Information for OrderPoint Shoppers

When searching for vendors to add to freetext orders, the upgraded version of OrderPoint now requires shoppers to:

Click on the Sources of Supply / Service Agents Tab

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Details for item 1 Test

Item Data Account Assignment Notes and Attachments Delivery Address/Performance Location **Sources of Supply / Service Agents** Approval Process Overview

No supplier has been assigned; select and assign one of the following sources of supply
 No possible sources of supply found in the system

Click on the drop down box to search for supplier (**do not click Preferred Supplier**)

You may suggest a preferred supplier to the purchasing department

Preferred Supplier:

Supplier:

Use the flexible search criteria as required

Search: Supplier

Search Criteria

Further Search Helps: Supplier

Business Partner	is		
Search term 1	is	*stone*	
Search term 2	is		
Purch. Org. ID	is		50000007

Maximum Number of Results: 500

Select the correct supplier by clicking on the supplier number

Search: Supplier



Search Criteria

Hide Search Criteria

Further Search Helps: Supplier

Business Partner	is			
Search term 1	is	*STONE*		
Search term 2	is			
Purch. Org. ID	is	0 50000007		

 Maximum Number of Results: 500

Results List: 26 results found for Supplier

Busine...	Name	Name 2	C...	R...	Post...	City	Street	Building Code	Purch. Organization	D...	Cred...
10000780	Gladstone House Sur...		GB		DE7...	Ilkeston	Gladstone Street		ADULT SOCIAL CARE		1000...
20004433	Stone Construction Ltd		GB	DB	DE23...	Derby	Shaftesbury Street So...		ADULT SOCIAL CARE		2000...
20004434	Stone Heritage Sales Ltd		GB	DB	DE4...	Elton	Portaway Mine		ADULT SOCIAL CARE		2000...
20004437	Stonewall Equality Ltd		GB		SE1...	London	Tower Building		ADULT SOCIAL CARE		2000...
20004799	Unstone Community Hall		GB	DB	S40...	Chesterfield	Amber Crescent		ADULT SOCIAL CARE		2000...
20004929	Waterstones Booksell...		GB	NT	NG1...	Nottingham	40299 Bridlesmith Gate		ADULT SOCIAL CARE		2000...
20005460	Stone And Marble Ltd		GB	DB	DE68...	Derby	Portland St		ADULT SOCIAL CARE		2000...
20005619	Stones Of Wirksworth...		GB	DB	DE4...	Wirksworth	Wood Street		ADULT SOCIAL CARE		2000...
20006214	Bluestone Creative Ltd		GB	CA	PE2...	Peterborough	Commerce Road		ADULT SOCIAL CARE		2000...

Although the supplier number has been populated you need to click on the **Assign Supplier** button

You may suggest a preferred supplier to the purchasing department

Preferred Supplier:

Supplier:

The supplier will now be assigned to the line item

Details for item 1 Test

Item Data | Account Assignment | Notes and Attachments | Delivery Address/Performance Location | Sources of Supply / Service Agents | Approval Process Overview

Remove Assigned Supplier

The Item Will Be Ordered from the Following Supplier:

Supplier:

Purchasing Info Record:

Location / Plant:

Contract / Item:

Delivery Date: