Delivery Setup in Supplier Record

Introduction

This is a guide that explains how to Enter delivery set up for a new supplier record in Indicater.

Where to find this

Headoffice>Purchasing>Suppliers>Select Supplier Name

Overview

Delivery set up is required to enable a purchase order to be sent to a supplier using the correct delivery information provided by the supplier
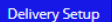
Select Suppliers Name

SUPPLIERS NAME	SUPPLIER CODE			

Select Delivery setup tab

🚚 Update Supplier Record

Delivery Setup

Populating the delivery setup

Delivery Setup

Order Cut-Off Time	09:00 ▼
Use Depots	☐

Enter order cut off time above
Select depot if different address from main supplier address

Select depot for outlets

Delivery Setup

Order Cut-Off Time	09:00 ▼
Use Depots	✔

Outlet	Favourite		Account No	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Adv	Depot
	Yes	No										
Central Stores	○	◉		☐	☐	☐	☐	☐	☐	☐	0	Sutton ▼

Populating the delivery setup

Outlet	Favourite		Account No	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Adv	Depot	PunchOut Account	Default Stock Location
	Yes	No												
Central Stores	○	◉		☐	☐	☐	☐	☐	☐	☐	0	Sutton ▾	☐	n/a ▾
Consolidated Outlet	○	◉		☐	☐	☐	☐	☐	☐	☐	0	Unassigne ▾	☐	n/a ▾
Horizons restaurant	○	◉		☐	☐	☐	☐	☐	☐	☐	0	Unassigne ▾	☐	n/a ▾
Private Boxes	○	◉		☐	☐	☐	☐	☐	☐	☐	0	Unassigne ▾	☐	n/a ▾
testing reports	○	◉		☐	☐	☐	☐	☐	☐	☐	0	Unassigne ▾	☐	n/a ▾
Training Outlet	○	◉		☐	☐	☐	☐	☐	☐	☐	0	Unassigne ▾	☐	n/a ▾
TRAINING OUTLET (P)	○	◉		☐	☐	☐	☐	☐	☐	☐	0	Unassigne ▾	☐	n/a ▾

Delivery Setup

Back To Supplier

Order Cut-Off Time: 09:00 ▾

Use Depots ✔

Update Supplier

Select to allow outlet to use supplier
Enter account number per Outlet

Select delivery days per outlet, select number of days for advance delivery 1-next day

Client Option - Select if Punch out account – Select to choose default stock location

Select Update to save and back to supplier then update Supplier