



ICE Business System

Supplier Master File

(Version – 1.1)

Learning Unit Guide

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I : Introduction

This Learning Unit Guide is reference-based, in that most of the information for the tasks can be found in the **Signature Learning Centre**.

This guide is designed as a workbook to be used during facilitator led learning.

It includes instructional materials, descriptions of business processes and details of demonstrations to be undertaken by the facilitator.

There are references to **menu paths** for accessing the functions within **ICE** application and **SLC References** for locating additional information in the **Signature Learning Centre**.

II : Objectives

Ensure correct use and provide regular maintenance of the Supplier Master File to provide optimal use within the ICE Business System.

III : Target Audience

Administration or Stock Controllers responsible for the maintenance of Supplier details.

IV : Prerequisites

- Supplier Setup Activities
- Supplier Processing Activities

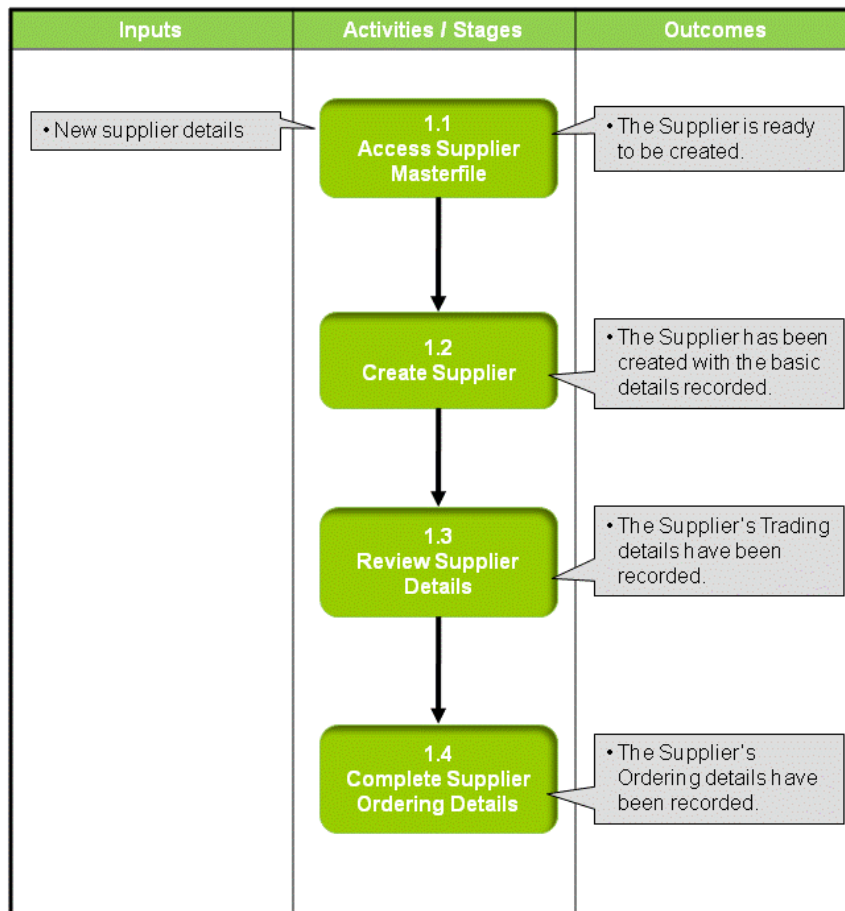
V : Scenarios

V.1 : Add a Supplier - Standard



Workflow

Workflow :	Add a Supplier - Standard
Scenario 1 :	A Supplier is to be created in the ICE Business System.



Scenario 1: Add a Supplier - Standard

A Supplier is to be created in the ICE Business System.



1.1: Access Supplier Master File

Objectives:
<ul style="list-style-type: none"> View the Supplier's Master File.
SLC Reference:
<ul style="list-style-type: none"> ICE Business Systems > Suppliers > Setup Activities

Work Instructions

Screen: ICE Main
<ol style="list-style-type: none"> Access Supplier Master File <p>Select menu path: Admin > Supplier</p>
Screen: Supplier Master File > Browse tab
<ol style="list-style-type: none"> Select the Browse tab. Before creating a new Supplier, the Master File should first be searched to ensure the Supplier does not already exist. Search for the Supplier by typing in any of the searchable fields. Press F12 to retrieve the search results and locate the Supplier on the Browse tab. If the Supplier does not exist, press F9 or the Green "+" button to insert a new Supplier.

Outcomes:
<ul style="list-style-type: none"> The Supplier is ready to be created.
Notes:
<ul style="list-style-type: none"> N/A

1.2: Create Supplier

Objectives:
<ul style="list-style-type: none"> Record the basic details of the Supplier.
SLC Reference:
<ul style="list-style-type: none"> ICE Business Systems > Suppliers > Setup Activities



Work Instructions

<p>Screen: Supplier Master File > Insert a new Supplier</p>
<ol style="list-style-type: none"> 1. Select the Supplier Type of either Corporation or Individual. 2. Enter the Supplier Name in the Supplier's Trading Name field. <p>Note: <i>As search fields are case sensitive and Supplier Lists appear in the case they were created in it is recommended that all Supplier details be created in upper case and Caps Lock be left on.</i></p> <ol style="list-style-type: none"> 3. Selecting Tab or clicking in the Supplier Code field will automatically populate a code for the Supplier that can be modified if required. 4. Select a Default Branch for the Supplier. 5. Enter the ABN of the Supplier if known. 6. Enter the Street Address of the Supplier. 7. Enter the Suburb of the Supplier. 8. Select the State of the Supplier. 9. Enter the Post Code of the Supplier. 10. If required enter the Postal Address of the Supplier. 11. Enter the Contact details of the Supplier selecting their Title and entering their Surname & First Name. 12. Enter the Telephone Number of the Supplier. 13. If known, enter the Facsimile Number of the Supplier. 14. If known, enter the Mobile Number of the Supplier. 15. If known, enter the Email Address of the Supplier. 16. If applicable, enter the Web Address of the Supplier. 17. Press OK to save the new Supplier.



<p>Outcomes:</p>
<ul style="list-style-type: none"> • <i>The Supplier has been created with the basic details recorded.</i>
<p>Notes:</p>
<ul style="list-style-type: none"> • <i>N/A</i>



1.3: Review Supplier Details

<p>Objectives:</p>
<ul style="list-style-type: none"> • <i>Record additional details of the Supplier.</i>
<p>SLC Reference:</p>
<ul style="list-style-type: none"> • <i>ICE Business Systems > Suppliers > Setup Activities</i>



Work Instructions

Screen: Supplier Master File > Trading tab

1. Select the **Trading tab**.
2. If different, enter the **Payee Name** of the Supplier.
3. Select the preferred **Account Contact**.

Note:

To add a new Contact select the Account Contact field and press F7. Within the Create/Edit Contact Details screen press F9, record the new details of the Contact and then save and close the screen. The new Contact will now be available to be selected.

4. If applicable, enter the **Supplier Warranty Days** offered by the Supplier.
5. Select the **Trading Terms** of the Supplier.
6. Select whether a **Credit Application** has been lodged with the Supplier.
7. Select whether **Guarantees Provided** by the Supplier.
8. Select whether Supplier is a **Repair Agent**.
9. If applicable, enter the **Repair Address Description** for the Suppliers.

Note:

To add a new Address select the Address field and press F7. Within the Create/Edit Address Details screen press F9, record the new details of the Address and then save and close the screen. The new Address will now be available to be selected.

10. Enter any **General Comments** for the Supplier.
11. Enter any **Quality Assurance Comments** for the Supplier.
12. Select whether a **Supplier of Inventory Items**.
13. Select whether a **Supplier of Equipment**.
14. Select **F10**, the **Green “✓”** button or the **Apply** button to save the Supplier’s details.
15. Select the **Ordering tab**.

Outcomes:

- *The Supplier’s Trading details have been recorded.*

Notes:

- *N/A*





1.4: Complete Supplier Ordering Details

Objectives:

- Record Ordering details of the Supplier.

SLC Reference:

- ICE Business Systems > Suppliers > Setup Activities

Work Instructions

Screen: Supplier Master File > Ordering tab

- Enter the **Account Number** of the Supplier.
- Select the **Purchase Contact** of the Supplier.

Note:

To add a new Contact select the Account Contact field and press F7. Within the Create/Edit Contact Details screen press F9, record the new details of the Contact and then save and close the screen. The new Contact will now be available to be selected.

- Select the default **Branch** for the Supplier.
- If applicable, select the **Freight Company** preferred to be used by the Supplier.
- Enter the **Delivery Details** to be used by the Supplier.
- Enter the **Supplier Order Address**.

Note:

To add a new Address select the Address field and press F7. Within the Create/Edit Address Details screen press F9, record the new details of the Address and then save and close the screen. The new Address will now be available to be selected.

- Select whether to **Display GST Inclusive prices on Orders**.
- Select the preference for **Auto Created Orders** of whether Sales Tax to be included.
- Select a **Default Order Method** for the Supplier.
- If applicable, select whether to **Stop Orders** for the Supplier.
- Select **F10**, the **Green “✓”** button or the **Apply** button to save the Supplier's details.

Outcomes:

- The Supplier's Ordering details have been recorded.

Notes:

- N/A

V.2 : Where the Supplier Data is used within ICE



Workflow

N/A

Scenario 2: Where the Supplier Data is used within ICE

The details of a Supplier are used within many modules of the ICE Business System. Here we will list these areas and outline how the data is used and what impact this has on the Supplier.

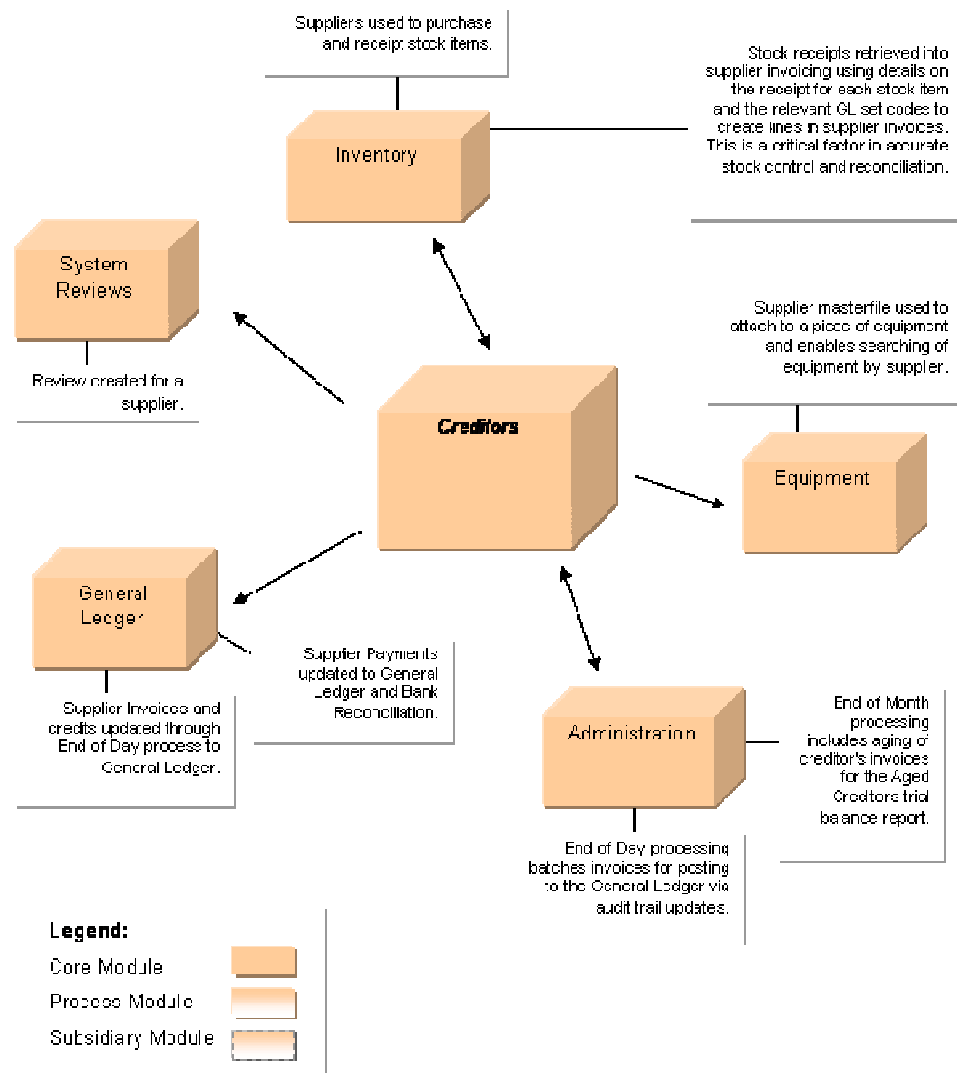
2.1: Use of Supplier Data



Objectives:
<ul style="list-style-type: none"> Outline where and how Supplier data is used within ICE.
SLC Reference:
<ul style="list-style-type: none"> ICE Business Systems > Suppliers



Following is a diagram that illustrates the integration of Supplier (Creditor) Master File data within the ICE Business System:



Outcomes:
<ul style="list-style-type: none">• <i>Use of the Supplier Module and where the data is used within ICE has been identified.</i>
Notes:
<ul style="list-style-type: none">• <i>N/A</i>

V.3 : Purchase Order Defaults



Workflow

Workflow :	Purchase Order Defaults
Scenario 3:	To eliminate the need to modify options within every Purchase Order created, certain defaults can be nominated within the Supplier's Master File. These defaults include Freight Company, Supplier Order Address, Delivery Details and Default Order Method. Nominated defaults are pre-populated when a new Purchase Order is created but can be modified if required.

Inputs	Activities / Stages	Outcomes
	<div style="border: 1px solid black; background-color: #92d050; padding: 5px; text-align: center; width: fit-content; margin: 0 auto;"> 3.1 Set Supplier's Purchase Order Defaults </div>	<div style="border: 1px solid gray; background-color: #d3d3d3; padding: 5px; width: fit-content; margin: 0 auto;"> <ul style="list-style-type: none"> • The Supplier's defaults will now be used within new Purchase Orders. </div>

Scenario 3: Purchase Order Defaults

To eliminate the need to modify options within every Purchase Order created, certain defaults can be nominated within the Supplier's Master File. These defaults include Freight Company, Supplier Order Address, Delivery Details and Default Order Method.

Nominated defaults are pre-populated when a new Purchase Order is created but can be modified if required.

3.1: Set Supplier's Purchase Order Defaults



Objectives:

- Set defaults for Suppliers to be used in Purchase Orders.

SLC Reference:

- ICE Business Systems > Suppliers > Setup Activities

Work Instructions

Screen: ICE Main

1. Access **Supplier Master File**.

Select menu path:
Admin > Supplier

Screen: Supplier Master File > Browse tab

2. Select the **Browse** tab.
3. Search for the Supplier required by typing in any of the searchable fields.
4. Press **F12** to retrieve the search results and select the Supplier.
5. Select the **Ordering** tab.

Screen: Supplier Master File > Ordering tab

6. If applicable, select the **Freight Company** preferred to be used by the Supplier.
7. Enter the **Delivery Details** to be used by the Supplier.
6. Locate the **Default Order Method** field.
7. Select the required option such as **Save to XML**.
8. Select **F10**, the **Green "✓"** button or the **Apply** button to save the Supplier's details.

Outcomes:

- The Supplier's defaults will now be used within new Purchase Orders.

Notes:

- N/A