

Customer & Supplier Setup

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1 Customer & Supplier Setup

1.1 INTRODUCTION

This document describes the required screens to be used in setting up the information concerned with the Sales Order Process in the warehouse. Other guides describe the set up of company, user, warehouse, owners etc.

This is a generic guide based on the version of the *CALIDUS* WMS system at the time of writing.

It can also be used by clients to specify their specific data values to aid initial system set up as well as for future reference.

Note that fields marked '***' are mandatory and are needed to ensure correct set up of the system.

1.2 CUSTOMER CLASS MAINTENANCE (SOPCUCL01A)

Class	Description
DEF	Default
NOR	Normal
OTH	Other

Field Name	Description	Options	Generic Value
<i>Class</i> **	Code used to determine the type of customer (i.e. retail, wholesale etc)	4 character free text field	Defined by the client
<i>Description</i>	Description of the customer class	20 character free text field or left blank	Defined by the client

1.3 CUSTOMER TYPES MAINTENANCE (WHS4010)



Type	Description
P	Primary Customer

Field Name	Description	Options	Generic Value
Type **	The type of customer being delivered to	2 character free text field	Defined by the client
Description	The description of the customer type	30 character free text field or left blank	Defined by the client

1.4 CUSTOMER PRIORITY MAINTENANCE (CASS5017)

Used for cross docking and order segregation, a priority set against a customer will determine which customers can be cross docked to.

Priority	Description

Field Name	Description	Options	Generic Value
Priority **	The priority code used	1 character free text field	?X?
Description	The description of the priority code	30 character free text field	Defined by the client



1.5 CUSTOMER WIZARD - DELIVERY DETAILS (WHSORA035)

1.5.1 Customer Wizard - Invoice Address (WHSORA035)

Field Name	Description	Options	Generic Value
<i>Partner Code</i> **	Customer code and sub code (Sub code must always be ?001?)	10 character free text field	Defined by the client
<i>Full Name</i> **	Full name of the customer	35 character free text field	Defined by the client
<i>Currency</i> **	The currency code for the customer is to be invoiced in	Must have been created in currency codes maintenance - LOV available	Defined by the client
<i>Address Type</i> **	The default address type for this customer and the address number	DEL - you can have multiple addresses for one customer	DEL
<i>Name</i> **	The customer's name	35 character free text field	Defined by the client
<i>Address</i> **	The first two lines of the customer's address	2 x 35 character free text field (note, 2nd line can be left blank)	Defined by the client
<i>Town</i> **	The town the customer resides in	35 character free text field	Defined by the client
<i>Post Code</i> **	The post code/zip code for the customer	10 character free text field	Defined by the client
<i>County</i>	The county /state for the customer	15 character free text field or left blank	Defined by the client
<i>Country</i>	The country code for the customer	Must have been created in Country codes maintenance or left blank - LOV available	Defined by the client
<i>Phone No</i>	The telephone number for the customer	15 character free text field or left blank	Defined by the client
<i>EAN Reference</i>	Client specific EAN number for this customer	13 character free text field or left blank	Defined by the client
<i>Transport Charge</i>	The amount to be charged to the customer for transport	10 digit numeric field	Defined by the client
<i>Invoice Date</i>	The date the customer was last invoiced	Display only	N/A



Field Name	Description	Options	Generic Value
<i>Customer Creation Date</i>	The date the customer code was created	Display only	N/A
<i>Last Amendment Date</i>	The date details of the customer code were changed	Display only	N/A
<i>Statement Date</i>	The last statement date for the customer	Display only	N/A
<i>Last Payment Date</i>	The date the customer last paid an invoice	Display only	N/A
Buttons			
New Delivery Address	Enables the user to add a new address for the customer	n/a	n/a
Warehouse Details	Enables the user to enter warehouse specific details for the customer (not migrated)	n/a	n/a

1.5.2 Customer Wizard - Invoice Address (WHSORA035)

Field Name	Description	Options	Generic Value
<i>Address Type</i> **	The default address type for this customer and the address number	INV - you can have multiple addresses for one customer	INV
<i>Address</i> **	The first two lines of the customer's invoice address	2 x 35 character free text field (note, 2nd line can be left blank)	Defined by the client
<i>Town</i> **	The town of the invoice address	35 character free text field	Defined by the client
<i>Post Code</i> **	The post code/zip code for the invoice address	10 character free text field	Defined by the client
<i>County</i>	The county /state of the invoice address	15 character free text field or left blank	Defined by the client
<i>Country Code</i>	The country code of the invoice address	Must have been created in Country codes maintenance or left blank - LOV available	Defined by the client
<i>Phone No</i>	The telephone number of the invoice address	15 character free text field or left blank	Defined by the client



Field Name	Description	Options	Generic Value
Buttons			
New Invoice Address	Enables the user to add an additional invoice address for the customer	n/a	n/a

1.5.3 Customer Wizard - SOP Details (WHSORA035)

Field Name	Description	Options	Generic Value
<i>Customer Type</i>	The customer type for this customer	Must have been created in customer types maintenance	Defined by the client
<i>Part of Desp Order</i>	Determines whether an order can be despatched if the whole order is not fulfilled (not migrated)	Y or N	Defined by the client
<i>Part of Desp Item</i>	Determines whether an order can be despatched if the whole product quantity is not fulfilled (not migrated)	Y or N	Defined by the client
<i>Priority Code</i>	The priority code for the customer	Must have been created in priority codes maintenance - LOV available	Defined by the client
<i>Payment Set</i>	The group code for the customer under which the invoice will be paid (not migrated)	1 character free text field or left blank	Defined by the client
<i>Paying Office</i>	The office name where the invoice will be paid from (not migrated)	10 character free text field or left blank	Defined by the client
<i>Paying Office Ac No.</i>	The account number for the invoicing paying office	3 character free text field or left blank	Defined by the client
<i>Package Labels Req</i>	Does this customer require packing labels	Do Not Print Labels Print At All Levels Print Labels	Defined by the client
<i>Detail Labels Req</i>	Are packing labels required at detail level? (By stock code)	Do Not Print Labels Print At All Levels Print Labels	Defined by the client



Field Name	Description	Options	Generic Value
<i>Transport Labels Req</i>	Are transport labels required	No Simplified Labels Required Yes, Produce Simplified Labels	Defined by the client
<i>Area Manager</i>	The name of the area manager for this customer	4 character free text field or left blank	Defined by the client
<i>Special Pack Msg Id</i>	The id code for a message that is to be produced at packing	6 character free text field or left blank	Defined by the client
<i>Weekly Invoicing</i>	Does the customer require invoicing? (not migrated)	Y or N	Defined by the client
<i>Vat Applied</i>	Is V.A.T to be applied to the customer's invoices? (not migrated)	Y or N	Defined by the client
<i>Automatic Charge Code</i>	If an automatic charge is to be applied to the invoice, what is the code for this charge	5 character free text field or left blank	Defined by the client
<i>Customer POD Req</i>	Does the customer require a POD	Y or N	Defined by the client
<i>Depot POD Required</i>	Does the customer require an additional depot POD (not migrated)	Y or N	Defined by the client
<i>Only Accept Complete Back Order</i>	If backordering is used, will the customer only receive orders that completely fulfilled (not migrated)	Y or N	Defined by the client
<i>EDI Identifier</i>	The code that will be used to identify this customer on EDI flows (not migrated)	11 character free text field or left blank	Defined by the client
<i>Prevent Ordering</i>	If set to ?Y?, orders will not be able to be raised against this customer	Y or N	Defined by the client
<i>Client Account Code 1</i>	An account number for the customer which will be produced on outbound documentation	10 character free text field or left blank	Defined by the client
<i>Client Account Code 2</i>	An additional account number for the customer which will be produced on outbound documentation	10 character free text field or left blank	Defined by the client
<i>SSCC No. Required</i>	Are SSCC numbers to be used for this customer	Y or N	Defined by the client
<i>Last Order Date</i>	The date an order was last raised for this customer	Display only	N/A
<i>Repalletise</i>	Do orders need to be repalletised for this customer	Y or N	Defined by the client

1.5.4 Customer Wizard - Customer Restrictions (WHSORA035)



Calidus (3PL) v810.020.13

Action Edit Query Block Record Field Window Help

Customer Wizard

Owner: ROB Warehouse: NFT 13-JUN-2025 WHSORA035 v4.51

Partner Code: CUSTOMER 001 Credit Limit: 0.00

Full Name: Mr Customer Current Order Balance: 0.00

Currency: GBP British Pound Remaining Credit: 0.00

Delivery Details Invoice Address SOP Details Customer Restrictions GPO Address

Picking Note Text 1:

Picking Note Text 2:

Picking Note Text 3:

Picking Note Text 4:

Picking Note Text 5:

Picking Note Text 6:

Despatch Note Text 1:

Despatch Note Text 2:

Despatch Note Text 3:

Despatch Note Text 4:

Despatch Note Text 5:

Despatch Note Text 6:

Despatch Note Text 7:

Despatch Note Text 8:

Despatch Note Text 9:

Despatch Note Text 10:

Despatch Note Text 11:

Despatch Note Text 12:

Record: 1/1 ... List of Valu... -OSC>

Field Name	Description	Options	Generic Value
Picking Note Text 1-6	Text entered here will be produced on the picking list	6 x 40 character free text fields or left blank	Defined by the client
Despatch Note Text 1-10	Text entered here will be produced on the delivery note	10 x 40 character free text fields or left blank	Defined by the client

1.5.5 Warehouse

Calidus (3PL) v810.020.13

Action Edit Query Block Record Field Window Help

Customer Address Maintenance

Company: JP1 Department: 0000 13-JUN-2025 PFS1821 v4.7

Customers Address

Customer: CUSTOMER 001 c/o Port of Liverpool Building

Address Type: DEL Pier Head

Address No: 1

Address Code: MRCUZ00002 Liverpool

Great Britain L3 1BY

Warehouse Tariff/Charges Handling Charges Vehicle Restrictions Picking/Delivery

Fast Dial:

Region Code:

Out Of Rotation Flag:

Salesman:

Sales Territory:

Sales Area:

Contact:

Post Code/Region Flag:

Delivery Mode: Direct

Despatch Code:

Direct Route:

Trunk Route Code:

Record: 1/1 ... -OSC>



Field Name	Description	Options	Generic Value
<i>Fast Dial</i>			
<i>Region Code</i>			
<i>Out of Rotation Flag</i>		No, Yes	Yes
<i>Salesman</i>			
<i>Sales Territory</i>			
<i>Sales Area</i>			
<i>Contact</i>			
<i>Post Code/Region Flag</i>			
<i>Delivery Mode</i>		Direct, Trunk	Direct
<i>Despatch Code</i>			
<i>Direct Route</i>			
<i>Trunk Route Code</i>			

1.5.6 Tariff/Charges

Calidus (3PL) v810.020.13

Action Edit Query Block Record Field Window Help

Customer Address Maintenance

Company: JP1 Department: 0000 13-JUN-2025 PFS1821 v4.7

Customers Address

Customer: CUSTOMER 001

Address Type: DEL

Address No: 1

Address Code: MRCU200002

c/o Port of Liverpool Building

Pier Head

Liverpool

Great Britain L3 1BY

Warehouse Tariff/Charges Handling Charges Vehicle Restrictions Picking/Delivery

Tariff Zone:

Carrier Code:

Route Code:

Record: 1/1 ... List of Valu... <OSC>

Field Name	Description	Options	Generic Value
<i>Tariff Zone</i>			
<i>Carrier Code</i>			

1.5.7 Handling Charges



Calidus (3PL) v810.020.13

Action Edit Query Block Record Field Window Help

Customer Address Maintenance

Company: JP1 Department: 0000 13-JUN-2025 PFS1821 v4.7

Customers Address

Customer: CUSTOMER 001

Address Type: DEL

Address No: 1

Address Code: MRCUZ00002

c/o Port of Liverpool Building

Pier Head

Liverpool

Great Britain L3 1BY

Warehouse Tariff/Charges Handling Charges Vehicle Restrictions Picking/Delivery

Product Class	Handling Charge	Description

FRM-40350: Query caused no records to be retrieved.

Record: 1/1 ... List of Valu... <OSC>

Field Name	Description	Options	Generic Value
Product Code			
Handling Charge			

1.5.8 Vehicle Restrictions

Calidus (3PL) v810.020.13

Action Edit Query Block Record Field Window Help

Customer Address Maintenance

Company: JP1 Department: 0000 13-JUN-2025 PFS1821 v4.7

Customers Address

Customer: CUSTOMER 001

Address Type: DEL

Address No: 1

Address Code: MRCUZ00002

c/o Port of Liverpool Building

Pier Head

Liverpool

Great Britain L3 1BY

Warehouse Tariff/Charges Handling Charges Vehicle Restrictions Picking/Delivery

Vehicle Type and Restriction Text

FRM-40350: Query caused no records to be retrieved.

Record: 1/1 ... List of Valu... <OSC>



Field Name	Description	Options	Generic Value
<i>Vehicle Type</i>			
<i>Restriction Text</i>			

1.5.9 Picking/Delivery

Calidus (3PL) v810.020.13

Action Edit Query Block Record Field Window Help

Customer Address Maintenance

Company: JP1 Department: 0000 13-JUN-2025 PFS1821 v4.7

Customers Address

Customer: CUSTOMER 001 c/o Port of Liverpool Building

Address Type: DEL Pier Head

Address No: 1 Liverpool

Address Code: MRCUZ00002 Great Britain L3 1BY

Warehouse Tariff/Charges Handling Charges Vehicle Restrictions Picking/Delivery

Owner: ROB 001 Reference:

Picking Instructions Delivery Instructions

FRM-40350: Query caused no records to be retrieved.

Record: 1/1 ... List of Valu... ~OSC>

Field Name	Description	Options	Generic Value
<i>Owner</i>	The owner. Display only		
<i>Reference</i>	Any reference		
<i>Picking Instructions</i>	if entered will appear on the pick note for that customer.		
<i>Delivery Instructions</i>	if entered will appear on the despatch note for that customer.		

Note: Not all pick note and despatch note formats will display instructions.

1.6 SUPPLIER CLASS MAINTENANCE (PLGSPCL01A)



[illegible]

Field Name	Description	Options	Generic Value
<i>Code</i> **	The code for the supplier class	4 character free text field	Defined by the client
<i>Description</i> **	The description for the supplier class code	20 character free text field	Defined by the client

1.7 SUPPLIER WIZARD - SUPPLIER DETAILS (WHSORA045)

Calidus (3PL) v810.020.13

Action Edit Query Block Record Field Window Help

Supplier Wizard

Owner: ROB Warehouse: NFT 13-JUN-2025 WHSORA045 v4.10

Partner Code: CUERVU 001
Full Name: Tequila Cuervo La Rojena

Supplier Details Further Details Buyer Address Payment Address

Ledger Code: PL2	Dispute Code: 0
Short Name: Cuervo	Payment Set:
Supplier Type: E External Supplier	Buyer:
Supplier Class: SUPP	Discount Days: 0 Discount % : 0.00
Currency: GBP British Pound	Credit Amount: 0.00
Tax No:	Credit Limit: 0.00
Cust Ledger/Customer:	Balance: 0.00
Settle Method: Month	Turnover: 0.00
Settle Days: 30	Approved Supplier:
Bonded Flag: No	Duplicate Advice Note No: No
SSCC Control Flag:	
Invoice Required:	

Date Created: Amendment Date: Date Last Invoice:
Date Last Payment: Date Last PO: Date Last GR:

Field Name	Description	Options	Generic Value
------------	-------------	---------	---------------



Field Name	Description	Options	Generic Value
<i>Ledger Code **</i>	The ledger code the system uses to define which information can be used	PL1	PL1
<i>Short Name</i>	An abbreviated version of the customer name	10 character free text field or left blank	Defined by the client
<i>Supplier Type **</i>	The type of supplier this is. (Note, no maintenance screen has yet been created for this - so an Aptean staff member will have to create this using SQL)	Must have been created in supplier types - LOV available	Defined by the client
<i>Supplier Class **</i>	The class of supplier this supplier is grouped under.	Must have been created in supplier class maintenance - LOV available	Defined by the client
<i>Currency **</i>	The currency code for this supplier	Must have been created in currency codes maintenance - LOV available	Defined by the client
<i>Tax No</i>	The VAT number for the supplier	20 character free text field or left blank	Blank
<i>Cust Ledger/Customer</i>	The default customer code for this supplier (note, the ledger code always needs to be prefixed)	SL1/Customer code - customer must have been created in customer wizard - LOV available	SL1/Defined by the client
<i>Settle Method</i>	The frequency in which the supplier will settle their invoices (not migrated)	Month, Day	N/A
<i>Settle Days</i>	The number of days before an invoice needs to be settled (not migrated)	4 digit numerical field	N/A
<i>Bonded Flag</i>	Determines whether a supplier is bonded or not (not migrated)	Y or N	N/A
<i>SSCC Control Flag</i>	Determines whether this supplier requires SSCC labels	0 - SSCC are Optional M - SSCC are Mandatory	Defined by the client
<i>Invoice Required</i>	Determines whether an inbound commercial invoice will be required for the supplier (client specific)	No Comm Inv Required Comm Inv Required Std Rec Only Comm Inv Required All Rec	No Comm Inv Required
<i>Dispute Code **</i>	The code used for disputing an invoice (not migrated)	1 character free text field	0
<i>Payment Set</i>	The payment group for the supplier (not migrated)	1 character free text field or left blank	Blank
<i>Buyer</i>	The buyer code for the supplier (not migrated)	4 character free text field or left blank	Blank
<i>Discount Days</i>	The number of days the discount will be valid for (not migrated) - will default to 1	3 digit numerical field or left blank	Blank
<i>Discount %</i>	The Discount percentage to be applied to the invoice (not migrated) - will default to 0.00	7 digit numerical field or left blank	0
<i>Credit Amount</i>	The amount of credit this supplier has on an invoice (not migrated) - will default to 0.00	0 - 999999999.99	0
<i>Credit Limit</i>	The amount of credit limit this supplier can have (not migrated) - will default to 0.00	0 - 999999999.99	0
<i>Balance</i>	The current invoice balance for this supplier	Display only	N/A
<i>Turnover</i>	The turnover balance for this supplier	Display only	N/A
<i>Approved Supplier</i>	Is this supplier approved? (not migrated)	Y or N or left blank	Blank
<i>Duplicate Advice Note No</i>	Does the supplier allow duplicate advice note numbers at receipt?	Y or N	Defined by the client
<i>Date Created</i>	The date the supplier was created	Display only	N/A
<i>Amendment Date</i>	The date the supplier details were last changed	Display only	N/A
<i>Date Last Invoice</i>	The date the supplier was last invoiced	Display only	N/A
<i>Date Last Payment</i>	The date the supplier last paid an invoice	Display only	N/A
<i>Date Last PO</i>	The date the supplier last raised a purchase order	Display only	N/A



Field Name	Description	Options	Generic Value
<i>Date Last GR</i>	The date a receipt was last raised for this supplier	Display only	N/A

1.7.1 Supplier Wizard - Further Details (WHSORA045)

Field Name	Description	Options	Generic Value
<i>Normal Order Method **</i>	The method by which orders will be raised (not migrated) - will default to EDI	EDI, Post, Fax, Telex	EDI
<i>Normal Payment Method</i>	The method by which the supplier will pay invoices (not migrated) - will default to Cheque	Cheque, BACS, Credit Transfer	Cheque
<i>Transfer Threshold</i>	The maximum value before an invoice can be transferred (not migrated) - will default to 0.00	0 - 99999999.99	0
<i>Delivery Warehouse</i>	The warehouse the supplier will default to (not migrated)	Must have been created in warehouse maintenance or left blank - LOV available	Blank
<i>Own Transport</i>	Does this supplier have their own transport (not migrated) - will default to Yes	Y or N	Yes
<i>Report Frequency</i>	The frequency in which reports are produced, If set to Day, the days they are to be produced on (not migrated) - will default to Week	Day	Week
		Week	
		Month	
<i>Invoice Frequency</i>	The frequency in which invoices are to be produced (not migrated) - will default to Weekly	Daily	Weekly
		Weekly	
		Monthly	
<i>COO Days Retention</i>	The number of days stock will be stored under this supplier before moving to another supplier (not migrated)	3 digit numerical field or left blank	Blank
<i>Bank Sort Code</i>	The bank sort code for this supplier	6 character free text field or left blank	Blank



Field Name	Description	Options	Generic Value
<i>Bank Account No</i>	The bank account number for this supplier	15 character free text field or left blank	Blank
<i>Swift Account No</i>	An account number for the Swift carrier account number (client specific)	8 character free text field or left blank	Blank
<i>Intl Bank Code</i>	The international bank code for the supplier	35 character free text field or left blank	Blank
<i>Bank Name</i>	The Bank Name for the supplier	15 character free text field or left blank	Defined by the client
<i>Address</i>	The Bank address for the supplier	35 character free text field or left blank	Defined by the client
<i>Routing Code</i>	The route code for the supplier	35 character free text field or left blank	Defined by the client
<i>EDI Output</i>	The method by which the edi output will be produced (not migrated) - will default to Both	Autofax	Both
		Both	
		Edi	
		File	
		None	
		Print	
<i>Base Balance</i>	The base value balance for this supplier (not migrated)	Display only	N/A
<i>Last Year Sales</i>	The amount of sales for last year (not migrated) - will default to 0.00	0 - 9999999.99	0
<i>Agreed Max Level</i>	Does this supplier have an agreed maximum credit limit (not migrated)	Y or N or left blank	Blank
<i>Head Office A/C</i>	The head office account number for the supplier (not migrated)	10 character free text field or left blank	Blank
<i>Pallet Reg A/C</i>	The registration account number for the supplier's pallet account (not migrated)	10 character free text field or left blank	Blank
<i>EAN/UCC Code</i>	The EAN code for the supplier	10 character free text field or left blank	Defined by the client

1.7.2 Supplier Wizard - Buyer Address (WHSORA045)



Calidus (3PL) v810.020.13

Action Edit Query Block Record Field Window Help

Supplier Wizard

Owner: ROB Warehouse: NFT 13-JUN-2025 WHSORA045 v4.10

Partner Code: CUERVO 001

Full Name: Tequila Cuervo La Rojena

Supplier Details Further Details Buyer Address Payment Address

Address Type: BYR New Buyer Address

Name: Address Code: TEQUI00001

Address:

Town:

Post Code:

Country:

Country:

Email Address:

Record: 1/1

Field Name	Description	Options	Generic Value
<i>Address Type</i> **	The default address type for this customer and the address number	BYR - you can have multiple addresses for one customer	BYR
<i>Name</i> **	The supplier's name	35 character free text field	Defined by the client
<i>Address Code</i>	The unique address identifier given by the WMS	Display only	N/A
<i>Address</i> **	The first three lines of the customer's invoice address	3 x 35 character free text field (note, 2nd and 3rd line can be left blank)	Defined by the client
<i>Town</i> **	The town of the invoice address	35 character free text field	Defined by the client
<i>Post Code</i> **	The post code/zip code for the invoice address	10 character free text field	Defined by the client
<i>County</i>	The county /state of the invoice address	15 character free text field or left blank	Defined by the client
<i>Country</i>	The country code of the invoice address	Must have been created in Country codes maintenance or left blank - LOV available	Defined by the client
Buttons			
New Buyer Address	Enables the user to add an additional buyer address		

1.7.3 Supplier Wizard - Payment Address (WHSORA045)



Calidus (3PL) v810.020.13

Action Edit Query Block Record Field Window Help

Supplier Wizard

Owner: ROB Warehouse: NFT 13-JUN-2025 WHSORA045 v4.10

Partner Code: CUERVO 001

Full Name: Tequila Cuervo La Rojena

Supplier Details Further Details Buyer Address Payment Address

Address Type: PAY 1 New Payment Address

Name: Address Code: TEQUI00001

Address:

Town:

Post Code:

Country:

Country:

Email Address:

Record: 1/1

Field Name	Description	Options	Generic Value
Address Type **	The default address type for this customer and the address number	PAY - you can have multiple addresses for one customer	PAY
Name **	The supplier's name to be paid to	35 character free text field	Defined by the client
Address Code	The unique address identifier given by the WMS	Display only	N/A
Address **	The first three lines of the supplier's invoice address	3 x 35 character free text field (note, 2nd and 3rd line can be left blank)	Defined by the client
Town **	The town of the invoice address	35 character free text field	Defined by the client
Post Code **	The post code/zip code for the invoice address	10 character free text field	Defined by the client
County	The county /state of the invoice address	15 character free text field or left blank	Defined by the client
Country	The country code of the invoice address	Must have been created in Country codes maintenance or left blank - LOV available	Defined by the client
Phone No	The telephone number of the invoice address	15 character free text field or left blank	Defined by the client
Buttons			
New Payment Address	Enables the user to add an additional payment address		

