Partner Set Up

Contents

1 Partner Set Up

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 SCE 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)

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

1.3 CUSTOMER TYPES MAINTENANCE (WHS4010)

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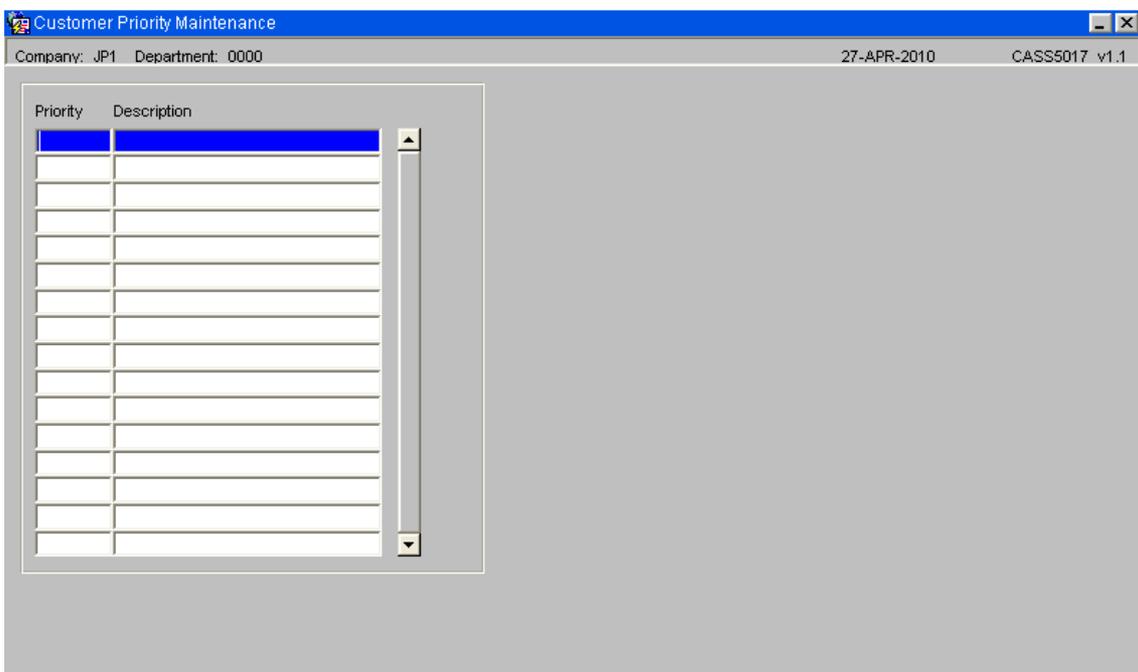
Field Name	Description	Options	Generic Value
Priority **	The priority code used	1 character free text field	?X?
Description	The description of the priority code	30 character free text field	Defined by the client

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1.5 CUSTOMER WIZARD - DELIVERY DETAILS (WHSORA035)

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

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Field Name	Description	Options	Generic Value
Last Amendment Date	The date details of the customer code were changed	Display only	N/A
Statement Date	The last statement date for the customer	Display only	N/A
Last Payment Date	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

1.5.1 Customer Wizard - Invoice Address (WHSORA035)

Field Name	Description	Options	Generic Value
Address Type **	The default address type for this customer and the address number	INV - you can have multiple addresses for one customer	INV
Address **	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
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 Code	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			
		n/a	n/a

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

1.5.2 Customer Wizard - SOP Details (WHSORA035)

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

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Field Name	Description	Options	Generic Value
Transport Labels Req			Defined by the client
		Yes, Produce Simplified Labels	
Area Manager	The name of the area manager for this customer	4 character free text field or left blank	Defined by the client
Special Pack Msg Id	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
Weekly Invoicing	Does the customer require invoicing? (not migrated)	Y or N	Defined by the client
Vat Applied	Is V.A.T to be applied to the customer?s invoices? (not migrated)	Y or N	Defined by the client
Automatic Charge Code	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
Customer POD Req	Does the customer require a POD	Y or N	Defined by the client
Depot POD Required	Does the customer require an additional depot POD (not migrated)	Y or N	Defined by the client
Only Accept Complete Back Order	If backordering is used, will the customer only receive orders that completely fulfilled (not migrated)	Y or N	Defined by the client
EDI Identifier	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
Prevent Ordering	If set to ?Y?, orders will not be able to be raised against this customer	Y or N	Defined by the client
Client Account Code 1	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
Client Account Code 2	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
SSCC No. Required	Are SSCC numbers to be used for this customer	Y or N	Defined by the client
Last Order Date	The date an order was last raised for this customer	Display only	N/A
Repalletise	Do orders need to be repalletised for this customer	Y or N	Defined by the client

## 1.5.3 Customer Wizard - Customer Restrictions (WHSORA035)

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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

1.5.4 Warehouse

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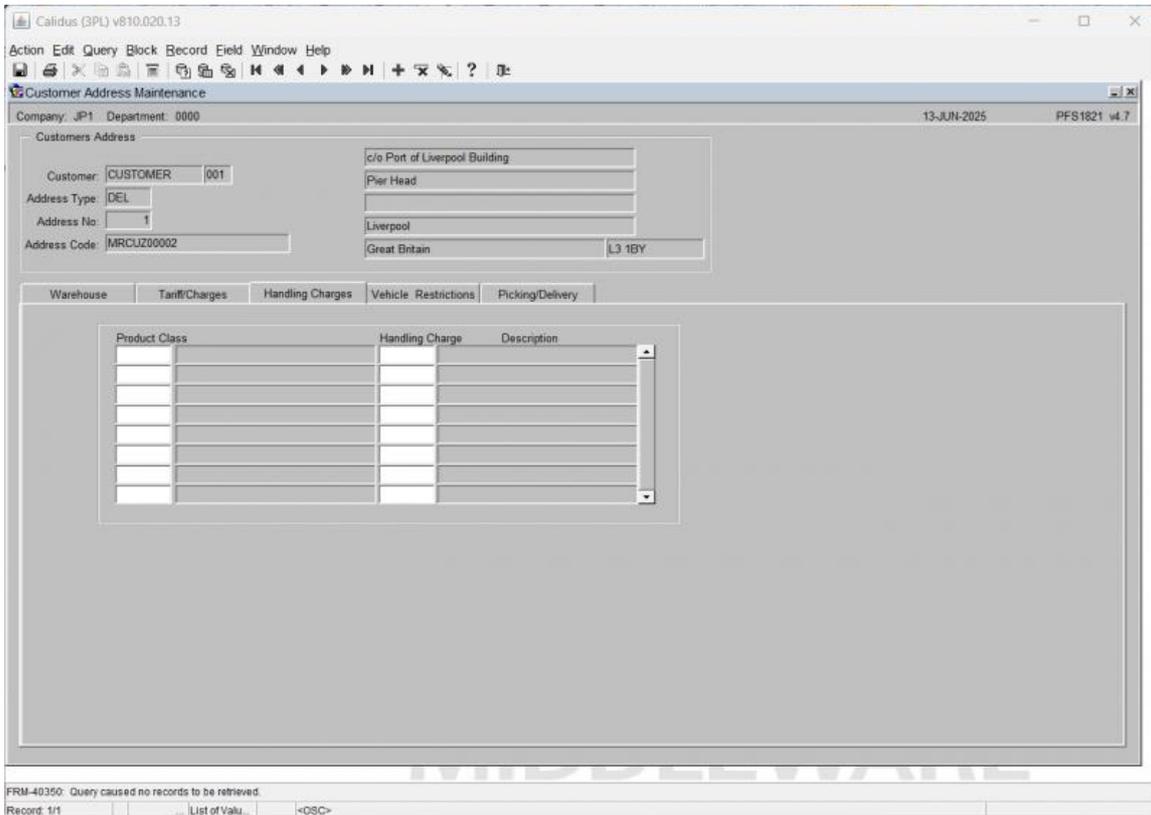| Field Name	Description	Options	Generic Value
Fast Dial			
Region Code			
Out of Rotation Flag		No, Yes	Yes
Salesman			
Sales Territory			
Sales Area			
Contact			
Post Code/Region Flag			
Delivery Mode		Direct, Trunk	Direct
Despatch Code			
Direct Route			
Trunk Route Code			

1.5.5 Tariff/Charges
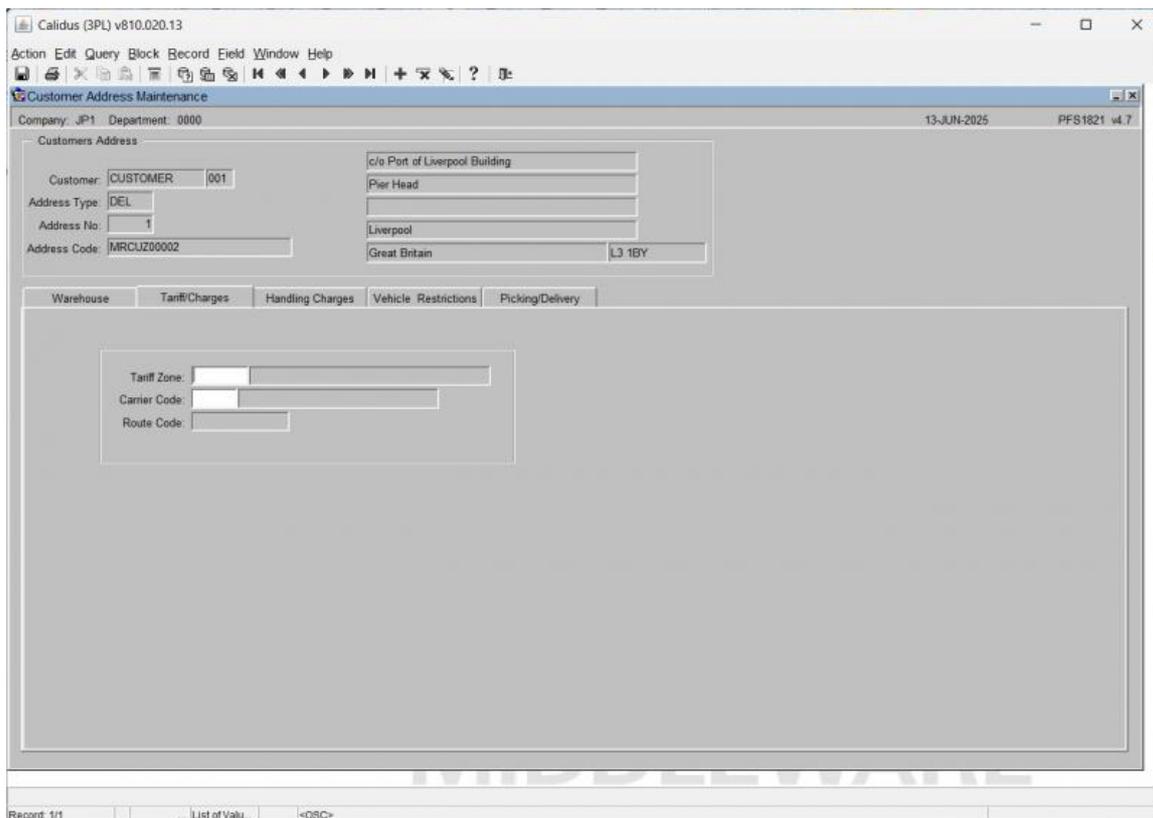
Field Name	Description	Options	Generic Value
Tariff Zone			
Carrier Code			

1.5.6 Handling Charges

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Field Name	Description	Options	Generic Value
Product Code			
Handling Charge			

1.5.7 Vehicle Restrictions

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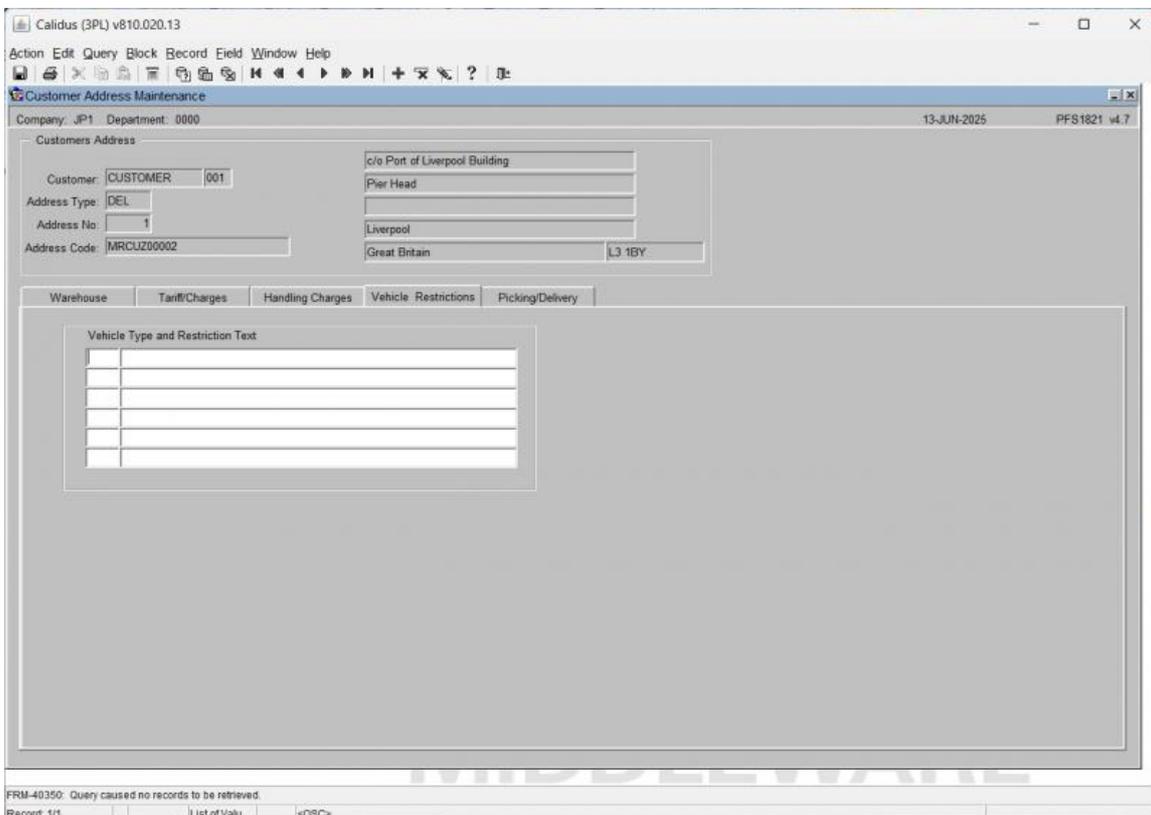
Field Name	Description	Options	Generic Value
Vehicle Type			
Restriction Text			

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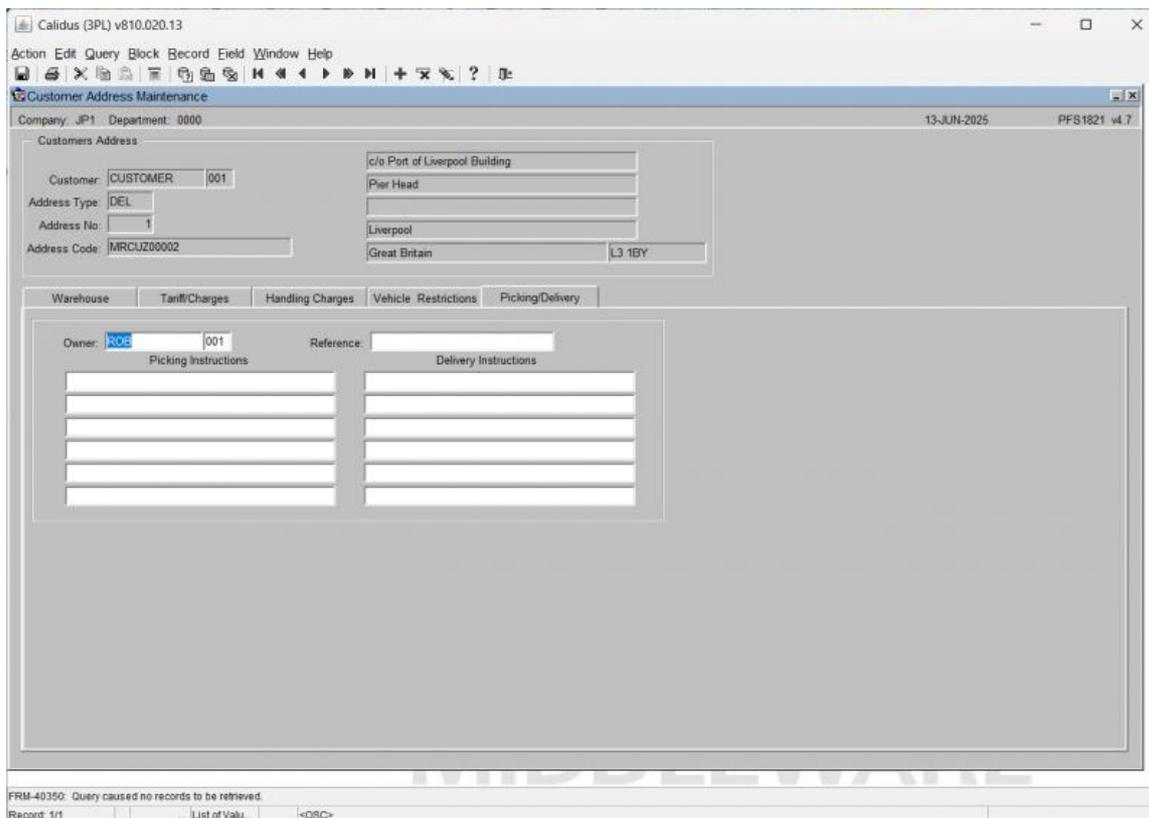
Field Name	Description	Options	Generic Value
Owner	The owner. Display only		
Reference	Any reference		
Picking Instructions	if entered will appear on the pick note for that customer.		
Delivery Instructions	if entered will appear on the despatch note for that customer.		

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

1.6 SUPPLIER CLASS MAINTENANCE (PLGSPCL01A)

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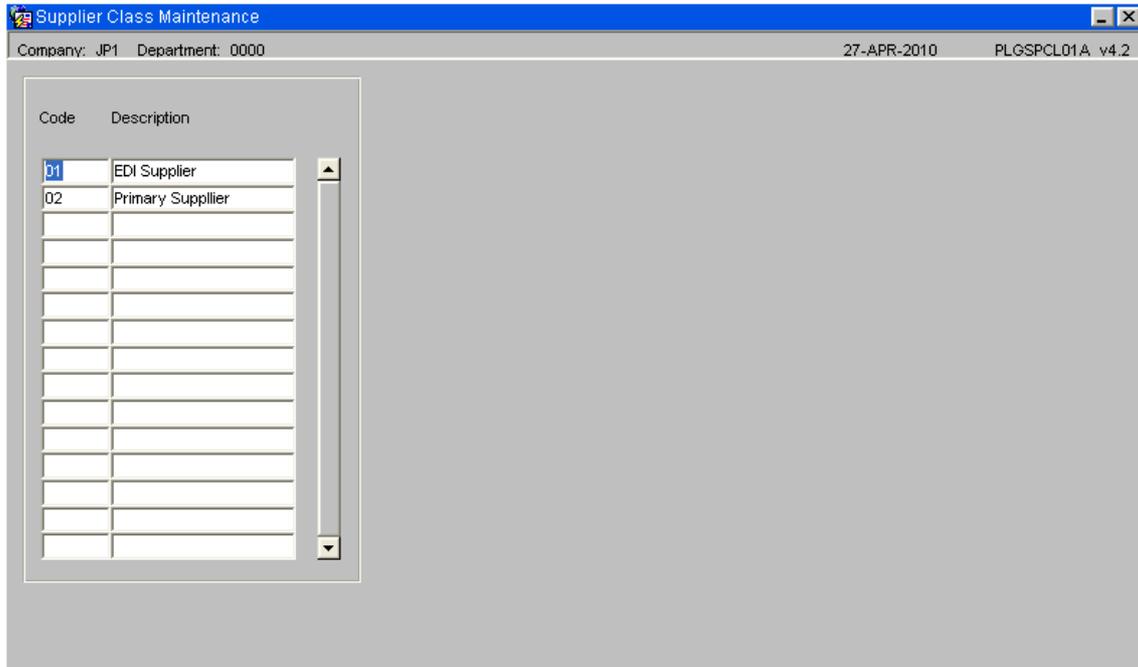
Field Name	Description	Options	Generic Value
Code **	The code for the supplier class	4 character free text field	Defined by the client
Description **	The description for the supplier class code	20 character free text field	Defined by the client

1.7 SUPPLIER WIZARD - SUPPLIER DETAILS (WHSORA045)
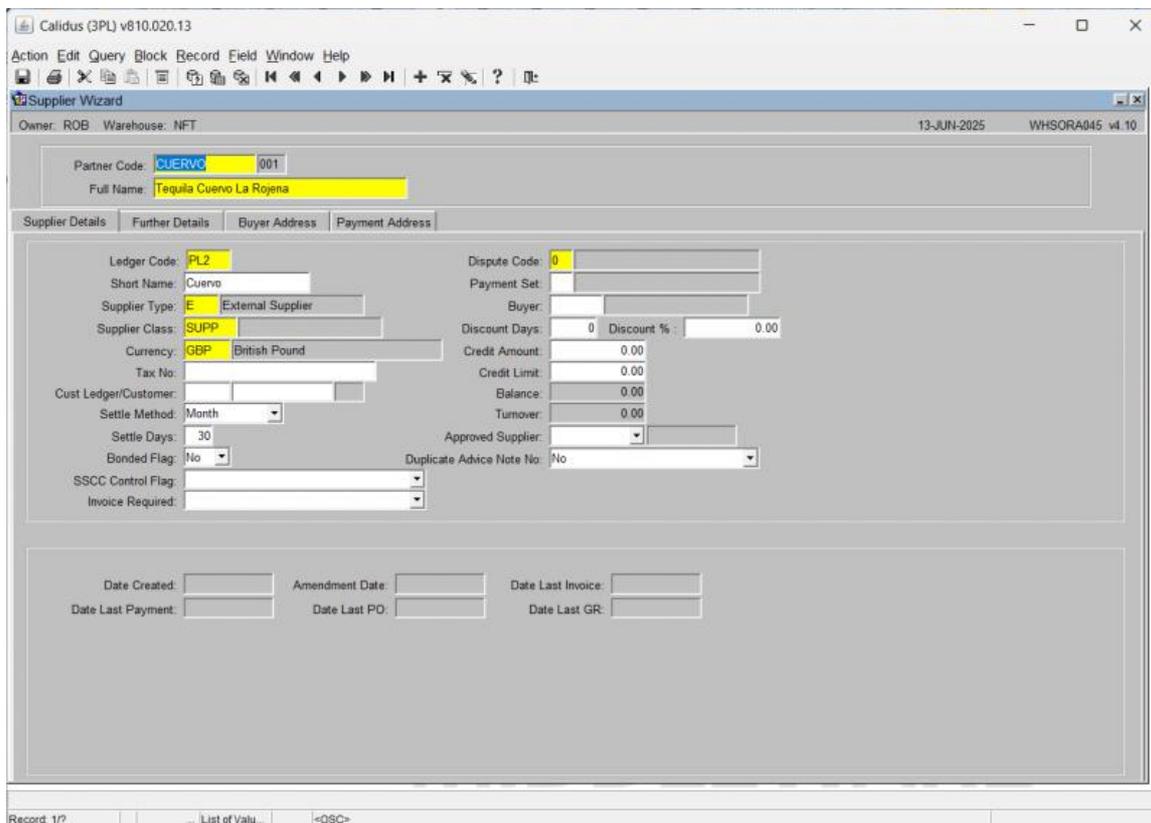
Field Name	Description	Options	Generic Value
Ledger Code **	The ledger code the system uses to define which information can be used	PL1	PL1

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Field Name	Description	Options	Generic Value
Short Name	An abbreviated version of the customer name	10 character free text field or left blank	Defined by the client
Supplier Type **	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
Supplier Class **	The class of supplier this supplier is grouped under.	Must have been created in supplier class maintenance - LOV available	Defined by the client
Currency **	The currency code for this supplier	Must have been created in currency codes maintenance - LOV available	Defined by the client
Tax No	The VAT number for the supplier	20 character free text field or left blank	Blank
Cust Ledger/Customer	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
Settle Method	The frequency in which the supplier will settle their invoices (not migrated)	Month, Day	N/A
Settle Days	The number of days before an invoice needs to be settled (not migrated)	4 digit numerical field	N/A
Bonded Flag	Determines whether a supplier is bonded or not (not migrated)	Y or N	N/A
SSCC Control Flag	Determines whether this supplier requires SSCC labels	0 - SSCC are Optional	Defined by the client
		M - SSCC are Mandatory	
Invoice Required	Determines whether an inbound commercial invoice will be required for the supplier (client specific)	No Comm Inv Required	No Comm Inv Required
		Comm Inv Required Std Rec Only	
		Comm Inv Required All Rec	
Dispute Code **	The code used for disputing an invoice (not migrated)	1 character free text field	0
Payment Set	The payment group for the supplier (not migrated)	1 character free text field or left blank	Blank
Buyer	The buyer code for the supplier (not migrated)	4 character free text field or left blank	Blank
Discount Days	The number of days the discount will be valid for (not migrated) - will default to 1	3 digit numerical field or left blank	Blank
Discount %	The Discount percentage to be applied to the invoice (not migrated) - will default to 0.00	7 digit numerical field or left blank	0
Credit Amount	The amount of credit this supplier has on an invoice (not migrated) - will default to 0.00	0 - 99999999.99	0
Credit Limit	The amount of credit limit this supplier can have (not migrated) - will default to 0.00	0 - 99999999.99	0
Balance	The current invoice balance for this supplier	Display only	N/A
Turnover	The turnover balance for this supplier	Display only	N/A
Approved Supplier	Is this supplier approved? (not migrated)	Y or N or left blank	Blank
Duplicate Advice Note No	Does the supplier allow duplicate advice note numbers at receipt?	Y or N	Defined by the client
Date Created	The date the supplier was created	Display only	N/A
Amendment Date	The date the supplier details were last changed	Display only	N/A
Date Last Invoice	The date the supplier was last invoiced	Display only	N/A
Date Last Payment	The date the supplier last paid an invoice	Display only	N/A
Date Last PO	The date the supplier last raised a purchase order	Display only	N/A
Date Last GR	The date a receipt was last raised for this supplier	Display only	N/A

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1.7.1 Supplier Wizard - Further Details (WHSORA045)

Field Name	Description	Options	Generic Value
Normal Order Method **	The method by which orders will be raised (not migrated) - will default to EDI	EDI, Post, Fax, Telex	EDI
Normal Payment Method	The method by which the supplier will pay invoices (not migrated) - will default to Cheque	Cheque, BACS, Credit Transfer	Cheque
Transfer Threshold	The maximum value before an invoice can be transferred (not migrated) - will default to 0.00	0 - 99999999.99	0
Delivery Warehouse	The warehouse the supplier will default to (not migrated)	Must have been created in warehouse maintenance or left blank - LOV available	Blank
Own Transport	Does this supplier have their own transport (not migrated) - will default to Yes	Y or N	Yes
Report Frequency	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	
Invoice Frequency	The frequency in which invoices are to be produced (not migrated) - will default to Weekly	Daily	Weekly
		Weekly	
		Monthly	
COO Days Retention	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
Bank Sort Code	The bank sort code for this supplier	6 character free text field or left blank	Blank
Bank Account No	The bank account number for this supplier	15 character free text field or left blank	Blank
			Blank

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

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Field Name	Description	Options	Generic Value
*Address Type ****	The default address type for this customer and the address number	BYR - you can have multiple addresses for one customer	BYR
*Name ****	The supplier?s name	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 customer?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
Buttons			
New Buyer Address	Enables the user to add an additional buyer address		

1.7.3 Supplier Wizard - Payment Address (WHSORA045)

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 ****			

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Field Name	Description	Options	Generic Value
	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		

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