



GENESIS

How to add an Alternative Supplier to a Product

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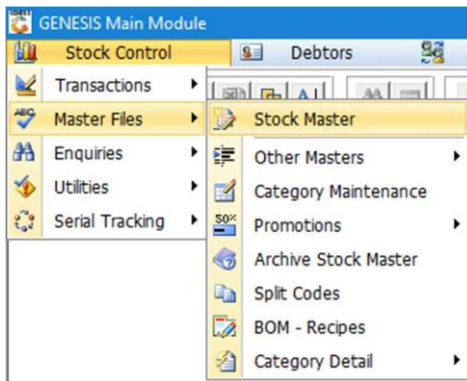
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Log into the Genesis App and sign in to your store with your User Code and Password:

A) HOW TO ADD AN ALTERNATIVE SUPPLIER TO A PRODUCT

1) Go to **Stock Control, Master Files, Stock Master**



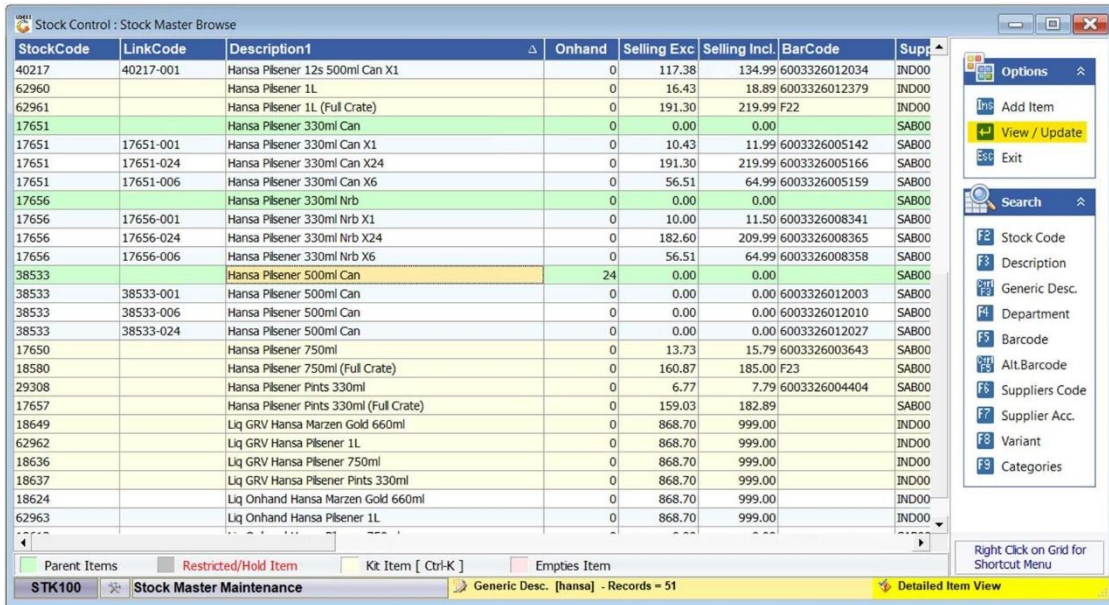
2) Search for the item with one of the options listed under the **Search** menu:

The screenshot shows the 'Stock Control : Stock Master Browse' window. It displays a table of items with columns for StockCode, Description1, Onhand, Selling Exc, Selling Inc, BarCode, Supplier, and DeptCo. A search menu is open on the right side of the window, listing various search criteria such as Stock Code, Description, Generic Desc., Department, Barcode, Alt.Barcode, Suppliers Code, Supplier Acc., Variant, and Categories. The 'Generic Desc.' option is highlighted.

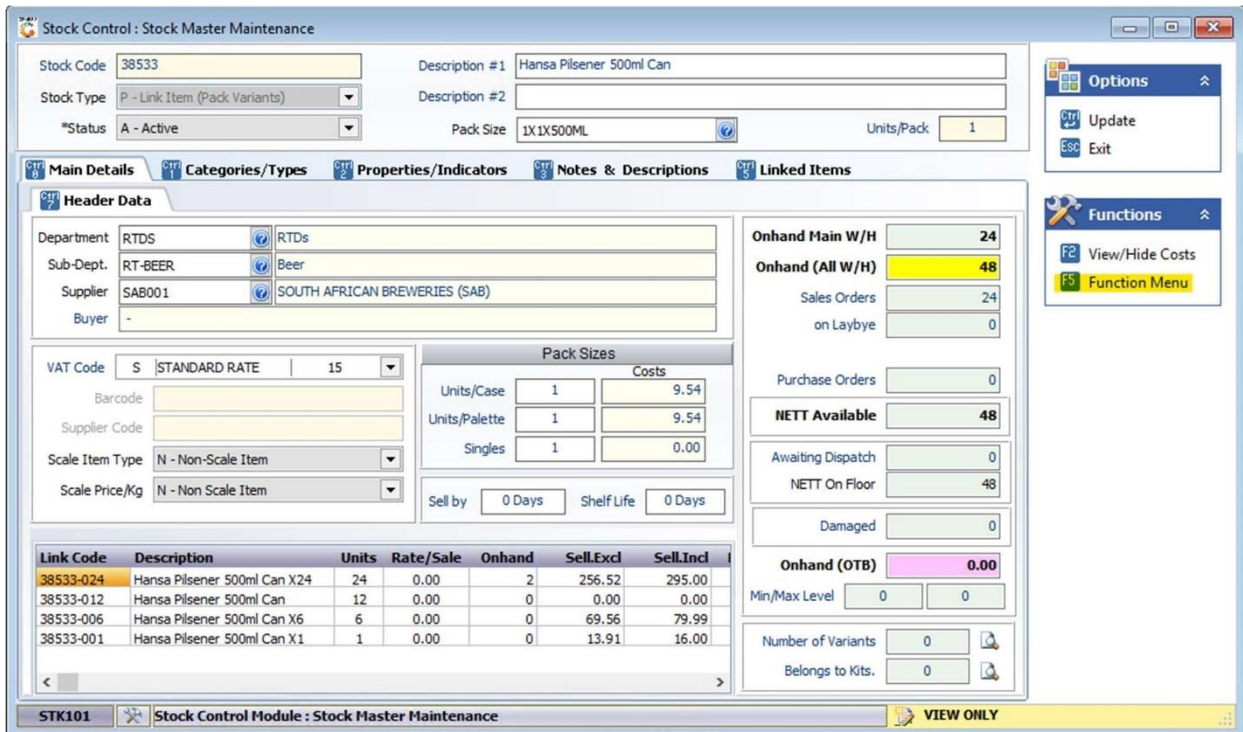
StockCode	Description1	Onhand	Selling Exc	Selling Inc	BarCode	Supplier	DeptCo
11698	031 Vodka 750ml	-263	0.00	0.00		D031	SPIRITS
29807	100 Pipers 1L	106	0.00	0.00		PER004	SPIRITS
17000	100 Pipers 750ml	10	0.00	0.00		PER004	SPIRITS
18091	100 Reserve Oude Molen 750ml	30	0.00	0.00		ESN001	SPIRITS
64565	1313 Brandy 750ml	-4	0.00	0.00		MRB002	SPIRITS
69102	1659 Founders Selection Red 750ml	-14	0.00	0.00		NCS001	WINE
69101	1659 Founders Selection White 750ml	3	0.00	0.00		NCS001	WINE
63777	1659 Merlot Cabernet 750ml	-20	0.00	0.00		NCS001	WINE
63728	1659 Rose 750ml	-2	0.00	0.00		NCS001	WINE
63778	1659 Sauvignon Blanc 750ml	-2	0.00	0.00		NCS001	WINE
13062	1707 Chardonnay/Semillon/Viognier Reserve 750ml	132	0.00	0.00		BEV003	WINE
14311	1707 Shiraz/Merlot/Cab/Petit Verdot Res 750ml	0	0.00	0.00			WINE
14312	1792 Small Batch Bourbon 750ml	-1	0.00	0.00		B2C001	SPIRITS
14313	1800 Coconut 750ml	0	0.00	0.00		ESN001	SPIRITS
67498	1800 Reposado 750ml	0	0.00	0.00		ESN001	SPIRITS
67499	1800 Silver 750ml	0	0.00	0.00		ESN001	SPIRITS
16802	2 In 1 Spint Measure 15ml or 30ml	0	0.00	0.00		TAW001	NON FOC
38048	2 M Mac Mahon Beer 340ml	-1	0.00	0.00		IMP003	RTDS
66924	28 Black Energy Drink Acai 250ml	0	0.00	0.00			RTDS
66922	28 Black Energy Drink Classic 250ml	0	0.00	0.00			RTDS
14314	28 Black Energy Drink Pink G/fruit Mint 250ml	0	0.00	0.00		A008	RTDs
66923	28 Black Energy Drink Sour Mango-Kiwi 250ml	0	0.00	0.00			RTDS
17379	3 In 1 Pipe Tools	0	0.00	0.00		OTP001	NON FOC

The screenshot shows a 'Search' dialog box. The 'Generic Desc.' option is selected in the search menu. The search field contains the text 'hansa'. There are 'Cancel' and 'Search' buttons at the bottom of the dialog.

3) Once you have selected the item, click on **View/Update** or press **Enter** on your keyboard:



4) Click on **Function Menu** or press **F5** on your keyboard:



5) Click on **Alternate Codes** and then **Alternate Suppliers**.

The screenshot shows the 'Stock Control: Stock Master Maintenance' window. At the top, there are input fields for Stock Code (38533), Description #1 (Hansa Pilsener 500ml Can), Stock Type (P - Link Item (Pack Variants)), Description #2, *Status (A - Active), Pack Size (1X 1X500ML), and Units/Pack (1). Below this are tabs for Main Details, Categories/Types, Properties/Indicators, Notes & Descriptions, and Linked Items. The 'Header Data' section includes Department (RTDS), Sub-Dept. (RT-BEER), Supplier (SAB001), and Buyer. A 'Pack Sizes' table shows Units/Case (1), Units/Palette (1), and Singles (1) with their respective costs. A table of linked items is shown below, with columns for Link Code, Description, Units, Rate/Sale, Onhand, Sell.Excl, and Sell.Incl. On the right, a 'Function Menu' is open, showing a tree view with 'Alternate Codes' and 'Alternate Suppliers' highlighted. The 'Onhand' section shows values for Onhand Main W/H (24), Onhand (All W/H) (48), NETT Available (48), and Onhand (OTB) (0.00).

Link Code	Description	Units	Rate/Sale	Onhand	Sell.Excl	Sell.Incl
38533-024	Hansa Pilsener 500ml Can X24	24	0.00	2	256.52	295.00
38533-012	Hansa Pilsener 500ml Can	12	0.00	0	0.00	0.00
38533-006	Hansa Pilsener 500ml Can X6	6	0.00	0	69.56	79.99
38533-001	Hansa Pilsener 500ml Can X1	1	0.00	0	13.91	16.00

6) Click on **Add** or press **Insert** on your keyboard.

The screenshot shows the 'Stock Control: Alternate Supplier Maintenance' window. It has input fields for Stock Code (38533), Account No. (SAB001), Supp Code, Description #1 (Hansa Pilsener 500ml Can), and Suppliers Name (SOUTH AFRICAN BREWERIES (SAB)). Below these is a table with columns for Account, Name, Supp Code, Units, and Pack. The table is currently empty, displaying '<No data to display>'. An 'Options' menu is open, showing 'Add' (highlighted with 'Ins'), 'Update' (with '←'), 'Delete' (with 'Del'), and 'Exit' (with 'Esc').

- 7) Enter the Suppliers Account Number or click on the '?' to search from the Creditors Master List.

Alternate Suppliers

Stock Code: 38533
Description #1: Hansa Pilsener 500ml Can

Account No. [?], Supp Code []

Name []

Unit: 0.00, Pack Size []

Pack Case: 0.00, Reorder Type []

Case Pall: 0.00, Pin Rule Code []

Options: F10 Save, Esc Exit

STK119A Alternate Suppliers

- 8) Find the Supplier you want to add as an alternative for this product and click on **Select Creditor** or press **Enter** on your keyboard.

Select a Creditor

Account No.	Creditor Name	Telephone	Fax No.	Contact Person
CAM001	CAMPARI	021 795 660		Kabelo
CAN001	CANNABIS ENERGY DRINK			
CHA001	CAPE CHAMONIX WINE & SPRINGWATER PTY LTD	0218768416		
ABV001	CAPE TOWN GIN & SPIRITS COMPANY	0861 744 4447	021 870 1139	Jaco
CPW001	CAPE WHOLESALE			
ADC002	CAPE WINE COMPANY	021 863 0872		Erlank Erasmus
CAP003	CAPTAIN LIQUOR	011 693 1589		Teresa
CLD002	CAPTAINS DISTRIBUTORS	011 693 1611		Rina
CAR001	CARDOSO CIGARETTE DEPOT	011 615 8922	011 622 1531	Jo
CAR002	CARTOON CANDY			DEFAULT
CER002	CERES FRUIT JUICES (PTY) LTD	011622 0001	011622 0012	DEFAULT
CHE001	CHE CIGARROS PTY LTD			
CHI001	CHILL BEVERAGES INTERNATIONAL	021 886 8842		Arlene Florence
CLI001	CLIPPA SALES S.A.	0861244277	0866198401	Roliezer
CLO001	CLOVER	0112386600	0113163318	DEFAULT
ABS001	CNS BEVERAGE AND FOOD SUPPLY	011 262 2851		
ABI001	COCA COLA	011 933 6300	0860000224	Kabelo Maloi
CCC001	CONTINENTAL CASH & CARRY	010 594 2085	086 677 9430	mirriam
CBC001	CORNWALL BEVERAGE COMPANY (PTY) LTD	011 477 4850	0866143039	Bianca
CRS001	CREATIVE STATIONARY	011 661 1000		
COY001	CROYDON VINEYARDS	0218433610		
ADV001	CULT MOKAI	021 551 0144		Linda Bottlelogic
AFC001	D M PROCOM CC	011 794 9327		
CLD001	DANONE SOUTH AFRICA			DEFAULT
ALT002	DEAD RABBIT DISTILLERY PTY LTD	083 288 0428		Malcolm Hozack

Options: Select Creditor, Esc Exit

Search: F2 Account No., F3 Creditor Name, Ctrl R Restore Grid

GEN001 Select a Creditor

- 9) Press **Enter** and then fill in the Supplier Code for this specific item then press **Enter** again. This can be found on the supplier's invoice for this product. If no supplier code exists, create a unique one for this product.

Alternate Suppliers

Stock Code: 38533
Description #1: Hansa Pilsener 500ml Can

Account No. CAP003, Supp Code 92086

Name: CAPTAIN LIQUOR

Unit: 0.00, Pack Size []

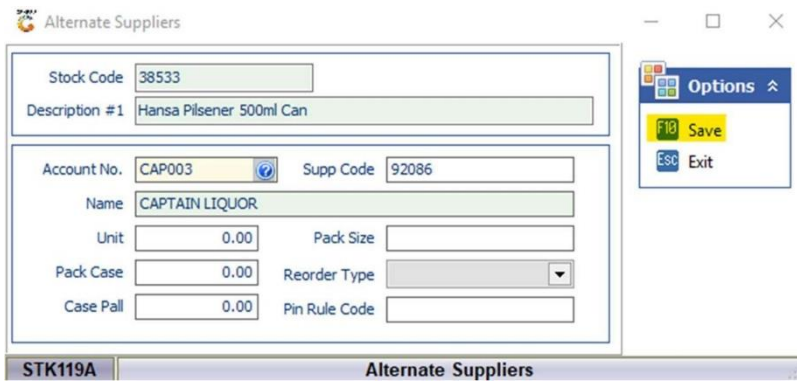
Pack Case: 0.00, Reorder Type []

Case Pall: 0.00, Pin Rule Code []

Options: F10 Save, Esc Exit

STK119A Alternate Suppliers

10) Click **Save** or press **F10** on your keyboard.



11) Click **Exit** or press **Esc** on your keyboard.

