

How to add an Alternative Supplier to a Product

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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:

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 70ml 10 0.00 0.00 PER004 SPIRITS 18091 100 Reserve Oude Molen 750ml 30 0.00 0.00 PER004 SPIRITS 64565 1313 Brandy 750ml -4 0.00 0.00 MRB002 SPIRITS 69101 1659 Founders Selection Red 750ml -14 0.00 0.00 NCS001 WINE 63777 1659 Meriot Cabernet 750ml -20 0.00 0.00 NCS001 WINE 63728 1659 Rose 750ml -2 0.00 0.00 NCS001 WINE 13062 1707 Chardonay/Semilon/Vognier Reserve 750ml 132 0.00 0.00 EN001 SPIRITS 14311 1800 Cocnut 750ml 0 0.00 0.00 EN001 SPIRITS 14312 1792 Small Batch Bourbon 750ml 0	
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Diaht Cid	ck on Grid for
Parent Items Restricted/Hold Item Kit Item [Ctrl-K] Empties Item Shortcuth	Menu

Se	arch
Generic Desc.	
hansa	
Cancel	R Search

21				- .	
31	Unce you have selected the item	CLICK ON VIEW/L	Jodate or p	ress Enter on V	our keyboard.
~,	office you mare selected the reem	,		Coo Eneci on y	our neybourur

StockCode	LinkCode	Description1	Onhand	Selling Exc	Selling Incl.	BarCode	Supr 📤	
0217	40217-001	Hansa Pilsener 12s 500ml Can X1	0	117.38	134.99 6	5003326012034	IND00	Options 🕆
2960		Hansa Pilsener 1L	0	16.43	18.89	5003326012379	IND00	
2961		Hansa Pilsener 1L (Full Crate)	0	191.30	219.99 F	-22	IND00	Ins Add Item
7651		Hansa Pilsener 330ml Can	0	0.00	0.00		SAB00	View / Undate
7651	17651-001	Hansa Pilsener 330ml Can X1	0	10.43	11.99 6	5003326005142	SAB00	Thew / opdate
7651	17651-024	Hansa Pilsener 330ml Can X24	0	191.30	219.99 6	5003326005166	SAB00	ESC Exit
7651	17651-006	Hansa Pilsener 330ml Can X6	0	56.51	64.99 6	5003326005159	SAB00	
7656		Hansa Pilsener 330ml Nrb	0	0.00	0.00		SAB00	Search 🖈
7656	17656-001	Hansa Pilsener 330ml Nrb X1	0	10.00	11.50 6	5003326008341	SAB00	
7656	17656-024	Hansa Pilsener 330ml Nrb X24	0	182.60	209.99	5003326008365	SAB00	E Stock Code
7656	17656-006	Hansa Pilsener 330ml Nrb X6	0	56.51	64.99 6	5003326008358	SAB00	13 Description
3533		Hansa Pilsener 500ml Can	24	0.00	0.00		SAB00	Description
3533	38533-001	Hansa Pilsener 500ml Can	0	0.00	0.00 6	5003326012003	SAB00	Generic Desc.
8533	38533-006	Hansa Pilsener 500ml Can	0	0.00	0.00 6	5003326012010	SAB00	M Department
8533	38533-024	Hansa Pilsener 500ml Can	0	0.00	0.00 6	5003326012027	SAB00	E Parcodo
7650		Hansa Pilsener 750ml	0	13.73	15.79	5003326003643	SAB00	Barcoue
3580		Hansa Pilsener 750ml (Full Crate)	0	160.87	185.00 F	23	SAB00	Alt.Barcode
9308		Hansa Pilsener Pints 330ml	0	6.77	7.79 6	5003326004404	SAB00	5 Suppliers Code
7657		Hansa Pilsener Pints 330ml (Full Crate)	0	159.03	182.89		SAB00	
3649		Liq GRV Hansa Marzen Gold 660ml	0	868.70	999.00		IND00	Supplier Acc.
2962	-	Liq GRV Hansa Pilsener 1L	0	868.70	999.00		IND00	F8 Variant
8636		Liq GRV Hansa Pilsener 750ml	0	868.70	999.00		IND00	Categories
8637		Liq GRV Hansa Pilsener Pints 330ml	0	868.70	999.00		IND00	
8624		Liq Onhand Hansa Marzen Gold 660ml	0	868.70	999.00		IND00	
2963		Liq Onhand Hansa Pilsener 1L	0	868.70	999.00		INDO0	
· [· ·]			^					
Parent Item	Rest	ricted/Hold Item Kit Item [Ctrl.K]	moties Item					Right Cick on Grid for Shortcut Menu

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

Stock Contr	ol : Stock Master Maintenance								
Stock Code	38533 P - Link Item (Pack Variants)	•	Descriptio	on #1 Hans	a Pilsener 500ml	Can			Options 🛠
*Status	A - Active	•	Pac	k Size 1X1X	(500ML	C	Units/P	ack 1	Update
Main Deta	ils Types	🕎 Prope	erties/Indic	ators 😭	Notes & Des	scriptions	🗑 Linked Items		
Department	RTDS RTDs						Onhand Main W/H	24	Functions *
Sub-Dept.	RT-BEER 🕢 Beer						Onhand (All W/H)	48	View/Hide Costs
Supplier	SAB001 O SOUTH	AFRICAN BR	REWERIES (SA	AB)			Sales Orders	24	Function Menu
Buyer	-						on Laybye	0	
VAT Code	S STANDARD RATE	15 🔻		F	Pack Sizes		_		
Barc	ode		Units	Case	1	9.54	Purchase Orders	0	
Supplier C	ode		Units/Pa	alette	1	9.54	NETT Available	48	
Scale Item T	ype N - Non-Scale Item	-	S	ngles	1	0.00	Awaiting Dispatch	0	
Scale Price	e/Kg N - Non Scale Item	-	Sell by	0 Davs	Shelf Life	0 Days	NETT On Floor	48	
							Damaged	0	
Link Code	Description	Units	Rate/Sale	Onhand	Sell.Excl	Sell.Incl	Onhand (OTB)	0.00	
38533-024 38533-012	Hansa Pilsener 500ml Can X24 Hansa Pilsener 500ml Can	24	0.00	2	256.52	295.00	Min/Max Level 0	0	
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	Number of Variants	0	
<						>	Belongs to Kits.	0	
5TK101	Stock Control Module : St	ock Maste	er Maintena	nce			電	VIEW ONLY	2

5) Click on Alternate Codes and then Alternate Suppliers.

Stock Cont	rol: Stock Master Maintenance								
Stock Code	38533		Description #1	Hansa Pilser	ner 500ml Can				Function Menu
Stock Type	P - Link Item (Pack Variants)	-	Description #2						Close
*Status	A - Active	•	Pack Size	1X 1X 500ML	<u>.</u>		Units/Pack	1	 Transactions Balances
Main Deta	ails 🛛 🎬 Categories/Types	🕎 Proper	ties/Indicators	贒 Note	s & Description	s 😭 Li	nked Items		> in Item Stats
🕎 Header	Data								Alternate Codes
Department	RTDS RTDs					On	hand Main W/H	24	Alternate Suppliers
Sub-Dept.	RT-BEER 🔞 Beer					On	hand (All W/H)	48	Alternate Stock Co
Supplier	SAB001 O SOUTH	AFRICAN BRE	WERIES (SAB)				Sales Orders	24	> Dutilities
Buyer	-						on Laybye	0	
or and the	(Pack S	izes				
VAT Code	S STANDARD RATE	15 💌	Unite/Case	1	Costs		Purchase Orders	0	
Bar	rcode		Units/Case	1	3.5		NETT Available	48	Item Image
Supplier	Code		Circles		3.5				🛅 Bin Locations
Scale Item	Type N - Non-Scale Item	-	Singles	-			Awaiting Dispatch	0	Item Serial Numbers
Scale Price	ce/Kg N - Non Scale Item	¥	Sell by 0	Days S	helf Life 0 Day	s	NETT On Floor	48	Associated Items
							Damaged	0	
Link Code	Description	Units Ra	ate/Sale Onha	nd Sell	.Excl Sell.In	d	Onhand (OTB)	0.00	
38533-024	Hansa Pilsener 500ml Can X24	24	0.00	2 25	56.52 295.0	0	Max Lougi	0	
38533-012	Hansa Pilsener 500ml Can	12	0.00	0	0.00 0.0	0		U	
38533-006	Hansa Pilsener 500ml Can X1	1	0.00	0 0	13.91 16.0	0 N	umber of Variants		
		-							
<						>	Belongs to Kits.		<

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

🕻 Stock Contro	I : Alternate Supplier	Maintenance				
Stock Code Account No. Supp Code	38533 SAB001	Description #1 Hansa Suppliers Name SOUT	Pilsener 500ml Can H AFRICAN BREWERIES	(SAB)		
Account	Name	<no data="" display="" to=""></no>	Supp Code	Units	Pack	Options Image: Add Image: Add Image: Delete Image: Exit
4 STK110		Alternate	Supplier Mainton	9000	•	

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

Stock Code	38533			Options 🖇
escription #1	Hansa Pilsener 500r	nl Can		10 Save
Account No.		Supp Code		SC Exit
Name				
Unit	0.00	Pack Size		
Pack Case	0.00	Reorder Type	•	
Case Pall	0.00	Pin Rule Code		

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.

Account No.	Creditor Name	Telephone	Fax No.	Contact Person	-			_
CAM001	CAMPARI	021 795 660		Kabelo			Options	
CAN001	CANNABIS ENERGY DRINK				1			
CHA001	CAPE CHAMONIX WINE & SPRINGWATER PTY LTD	0218768416			1	ب	Select Crea	lito
ABV001	CAPE TOWN GIN & SPIRITS COMPANY	0861 744 4447	021 870 1139	Jaco		Esc	Exit	
CPW001	CAPE WHOLESALE				1			_
ADC002	CAPE WINE COMPANY	021 863 0872		Erlank Erasmus	1-			
CAP003	CAPTAIN LIQUOR	011 693 1589		Teresa		<u> </u>	Search	
CLD002	CAPTAINS DISTRIBUTORS	011 693 1611		Rina	1			_
CAR001	CARDOSO CIGARETTE DEPOT	011 615 8922	011 622 1531	Jo	1	F2	Account N	0.
CAR002	CARTOON CANDY			DEFAULT		F3	Creditor N	am
CER002	CERES FRUIT JUICES (PTY) LTD	011622 0001	011622 0012	DEFAULT		Ctrl	Pertore Gr	d
CHE001	CHE CIGARROS PTY LTD					R	Restore on	u
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						
ABIO01	COCA COLA	011 933 6300	0860000224	Kabelo Maloi				
CC001	CONTINENTAL CASH & CARRY	010 594 2085	086 677 9430	mirriam				
BC001	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				
FC001	D M PROCOM CC	011 794 9327						
CLD001	DANONE SOUTH AFRICA			DEFAULT				
ALT002	DEAD RABBIT DISTILLERY PTY LTD	083 288 0428		Malcolm Hozack				

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.

Stock Code	38533					Options 🛠
escription #1	Hansa Pilsener 500	ml Can			F10	Save
Account No.	CAP003	Supp Code	92086		Esc	Exit
Name	CAPTAIN LIQUOR					
Unit	0.00	Pack Size				
Pack Case	0.00	Reorder Type		•		
Case Pall	0.00	Pin Rule Code				

10) Click Save or press F10 on your keyboard.

Stock Code	38533					Options	\$
Description #1	Hansa Pilsener 500r	ml Can			FIO	Save	
Account No.	CAP003	Supp Code	92086		Esc	Exit	
Name	CAPTAIN LIQUOR						
Unit	0.00	Pack Size					
Pack Case	0.00	Reorder Type		-			
Case Pall	0.00	Pin Rule Code					

11) Click Exit or press Esc on your keyboard.

C Stock Control	: Alternate Supplier Ma	intenance				
Stock Code Account No.	38533 SAB001	Description #1 Suppliers Name	Hansa Pilsener 500ml Can SOUTH AFRICAN BREWERIES	(SAB)		
Supp Code						
Account	Name		Supp Code	Units	Pack	
CAPUUS	CAPTAIN LIQUOR		92086		U	Ins Add Update
						Del Delete Esc Exit
•					F	
STK119		Alte	rnate Supplier Mainten	ance	- Line	