

How to Guide: Create a new creditor on Global

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How to create a new Creditor on Global.

1. Open Genesis Menu.



2. Type User Code and Password.

Select Comp	any BIG SAVE	E GLOBAL MANAGEMENT S	SYSTEM 🔽
GEN		User Code Password	
	IEDID Gene	SIS : Main Menu	Version : 9.32.31

3. Click on 'GLOBAL'.



4. Click on 'Master Files' > 'Creditors: Creditors Master'.



5. Click on 'Add'.

🐮 Global : Creditors Master							
Account No.	count No. Creditors Name Contact Person						
ROF002	(DO NOT USE) ROYAL FOODS				Coption		
IJ OIL	(DO NOT USE) (I J OIL TRADERS CC)	011 6629007/8/9					
AFB001	(DO NOT USE) AB FRESH	011 613 6524	011 613 6524		🛛 🔤 Add 🧹		
ABI002	(DO NOT USE) ABI	011-933-6300		EDWIN MOSATHUP/	View/Upd		
AFT002	(DO NOT USE) AFRIT (PTY) LTD	012 541 2123	012 541 2609		Eso Exit		
APL001	(DO NOT USE) APPLE TREE SPRINGS	011 815 6909					
ASF001	(DO NOT USE) ATLANTIC SEAFOOD				-		
BAK002	(DO NOT USE) BAKELS				Search		
вкм	(DO NOT USE) BAKERS MANIA BM	011 346 2355/66	086 246 7363				
BILOO5	(DO NOT USE) BILLY PEANUTS				🛛 📴 Account N		
BSB002	(DO NOT USE) BLUE SKY BRANDS				F3 Name		
BBS01	(DO NOT USE) BOTSEBOTSE				Generic N		
CAP001	(DO NOT USE) CANDO ADVERTISING PTY (LTD)				denencia		
CAR011	(DO NOT USE) CARDOSO	3274647		VERONICA			
CMT002	(DO NOT USE) CHERRY MOSS TRADE & INVEST						
CME002	(DO NOT USE) CHICKLES MEAT ENTERPRISES CC						
CBI001	(DO NOT USE) CHILL BEVERAGES INTERNATIONAL	021 886 8842	021 887 1005				
DELI	(DO NOT USE) DELI SPICE						
DH5002	(DO NOT USE) DELI SPICES NORTH RAND PTY LTD						
DED	(DO NOT USE) DELTA DETERGENTS	011 024 5901					
DEN	(DO NOT USE) DEW ENTERPRISE						
DCC	(DO NOT USE) DISCOUNT CASH & CARRY						
DOU002	(DO NOT USE) DOUGLASDALE DAIRY						
ESP002	(DO NOT USE) ELITE PACKAGING (JOHAN)						
ELB001	(DO NOT USE) ELLIOT BROTHERS (PTY) LTD	043 726 3360	043 726 1527				
G5M060	GLOBAL : Creditors Master Maintenance						

6. Type in **'Account No.'** must contain 3 alphabetical letters and 3 numbers and the **Creditor / Supplier name**.

Account No.		Dptions
		E Save
Main Data Address Financial Info. Indicators	Note Pad System Information	Exit
Main Account		
Supplier Type D - Direct Supplier	Account Status 0 - Open	Transfer Utilities
Trade Account Y - YES	Reason for Status	🚺 Utility Menu
Nop-Trade GLACC	· · · · · · · · · · · · · · · · · · ·	20
Telephone #1 Telephone #2 Fax Number E-Mail Address Contact CellPhone	Account Type OI - Open Item	
-[Registration Information] Default VAT Indicator E - Exclusive VAT Number Company Reg. No	C[Listed Items]	

7. See below few images with all the necessary information needed when adding a Creditor on Global system.

Global : Creditor Master Maintenance				
Account No. URS001 Creditor Name URS	SULA			Dptions *
Main Data Address Financial Info. Indicato	ns Note Pad Syste	m Information		FIØ Save Esc Exit
Main Account Contract Supplier Type D - Direct Supplier	Account Status	O - Open		Utilities *
Trade Account N - NO	Reason for Status			Utility Menu
[Contact Details] Telephone #1 0123456789	Account Type	BF - Balance b/f		
Telephone #2 Fax Number	Category Group	SERV ITEMS - SERVICE ITEMS	•	
E-Mail Address Ursula@mrj.co.za Contact	Communication Mthd			
CellPhone 0123456789	[Listed Items]			
Default VAT Indicator I - Inclusive VAT Number 0123456789	Active 0	Archived 0		
Company Reg. No 2020/0123456				
GSM061 GLOBAL : Creditors M	laster Maintenance			

Global : Creditor Master Maintenance		
Account No. URS001 Creditor Name URSU	LA	Dptions 🖈
Main Data Address Financial Info. Indicators [Business Address]	Note Pad System Information [Postal Address] [313 zasm street Waltloo Pretoria	Image: Save Image: Save Image: Save Image: Save Image: Save Image: Save Image: Save Image: Save Image: Save Image: Save Image: Save Image: Save Image: Save Image: Save <
Postal Code	Postal Code	
SM061 GLOBAL : Creditors Ma	ster Maintenance	

NB: Indicate the Credit Terms and Payment Method

Account No. URSO	01	Creditor Name URSULA	(Options *
Main Data Addd [Terms & Settlement Di Term Period 30 from S-STA Sett This Settlement Discours a Settlement Discours a	ress Finar iscounts] D - DAYS TEMENT tlement Discound unt is only used a are deducted of	t 0.000 % at Payment Time if No GRV via the Rebate	Note Pad System Information Payment Method BANK TRANSFER Mth/Week Period C - Calendar Supplier Acc.No 3	0 F5 Utility Menu
Balances Current 30 Days 60 Days 90 Days 120 Days 150 Days 180 Days Over 180d fotal Owing	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0	[Extended Terms] Extra Terms by Month Jan 0 Feb 0 Mar 0 Apr 0 May 0 Jul 0 Aug 0 Sep 0 Nov 0 Dec 0	Banking Information] Bank Name Branch Name Branch Code Account No. Account Name	

NB: Click on Save after filling in all the necessary information.

Global : Creditor Master	Creditor Name UR	SULA	Dptions *
Main Data Address -[GRV Posting Defaults] Post to Creditors Document Type VAT Indicator Currency Allow Cross Item Ordering P/Orders Mandatory GRV Process Auto-Calc VAT on Header Auto-GLOG on GRV Auth.	Financial Info. Indicat V - Yes V T - Tax Invoice V I - Inclusive V N - NO V S - Use System Default V N - NO V Y - YES V	ors Note Pad System Information [Supplier Returns] Allowed to Return Items not Previously GRV'd Select Items Allow to Select Creditor Items N - No [Base Price Calculation Indicators] Base on Next Price Increase Adjustment Factor 0.00 % Valid From £2 to £2 Activate Creditor Simplifier Activate Creditor Simplifier O.000000 % This simplifier will be applied at GRV Time on the Supplier Invoice Total before any rebate or claim are deducted	Save Esit Exit Utilities * E Utility Menu
GSM061	GLOBAL : Creditors	Master Maintenance	

NB: Click on Save after filling in all the necessary information.

8. Click on 'Utility Menu'.



9. Click on 'Ranging' folder to Range the new Creditor to Global System.



10. The image below will appear on the system > Click on Company Name to **'Range'** new Creditor to the Branch.

Ranged	Company	pany Company Name Branch		Branch Name	
Ranged	BSCDC	BIG SAVE DISTRIBUTION CENTRE	BSCDC	DISTRIBUTION CENTRE	📲 Options 🖇
	BSCEV	BIG SAVE EVATON	BSCEV	EVATON	
	BSCHK	BIG SAVE HAMMANSKRAAL	BSCHK	HAMMANSKRAAL	LSC Exit
	BSCJM	BIG SAVE ONLINE	BSCJM	BIG SAVE ONLINE	
	BSCLB	BIG SAVE LEBOMBO	BSCLB	LEBOMBO	😵 Ranging 🔺
	BSCMH	BIG SAVE MARBLE HALL	BSCMH	MARBLE HALL	Kanging A
	BSCMK	BIG SAVE MARIKANA	BSCMK	MARIKANA	Range
	BSCMP	BIG SAVE MABOPANE	BSCMP	MABOPANE	DeRange
	BSCTM	BIG SAVE TSHWANE MARKET	BSCTM	TSHWANE MARKET	ES Refresh Range
	BSCWL	BIG SAVE WALTLOO	BSCWL	WALTLOO	
	BSCWL	BIG SAVE WALTLOO	BSHWL	HOMEWARE WALTLOO	
	BSCWL	BIG SAVE WALTLOO	BSSWL	MOTORSPARES WALTLOO	
	BSFTC	TOP CROP	BSFTC	TOP CROP	
	BSLHK	BIG SAVE LIQUOR HAMMANSKRAAL	BSLHK	LIQUOR HAMMANSKRAAL	
	BSLMH	BIG SAVE LIQUOR MARBLE HALL	BSLMH	MARBLE HALL	
	BSLMP	BIG SAVE LIQUOR MABOPANE	BSLMP	LIQUOR MABOPANE	
	BSLTM	BIG SAVE LIQUOR TSHWANE MARKET	BSLTM	TSHWANE MARKET	
	BSLWL	BIG SAVE LIQUOR WALTLOO	BSLWL	LIQUOR WALTLOO	
	VMERC	VMERCE	VMERC	VMERCE	

This concludes the User Guide.