

Contacting Vendor and What To Know

Purchase order details to know when contacting vendor for update(s).	
Role: Supply Chain Buyer Staff	Frequency: As Needed

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****If calling from UK phone, Dial "9" first**

- Clicking “Address Details” will show if an email is listed for the vendor:

****This will give you an account# (if loaded) and more information like freight terms**

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Conditions		
Order currency	USD	United States Dollar
Terms of paymnt	ZNOW	
Incoterms	FRE	Destination-Prepay and Add
Minimum order value	0.00	
Schema Group, Vendor	<input type="checkbox"/>	Standard schema vendor
Pricing Date Control	<input type="checkbox"/>	No Control
Order optim.rest.	<input type="checkbox"/>	

Sales data	
Salesperson	
Telephone	
Acc. with vendor	010158670001

**Every vendor is different, you need to know how to find useful information when contacting them.

Material Data

- MPN Material – this is our SAP#, the vendor has no idea what this is
- Mfr Part Number – this is the original part# tied to our SAP#, this is the item you provide customer service when discussing an order (as long as there is no sub listed)
- Vendor Mat. No. – this is for a sub, if there is a part# here this is what you provide customer service

Material Data		Quantities/Weights		Delivery Schedule		Delivery		Invoice		Conditions		Account	
Material group	07	Revision Level		<input type="checkbox"/>									
Vendor mat. no.	242511	EAN/UPC											
Vendor sub-range													
Batch		Vendor Batch											
MPN material	34	TAPE POROUS STANDARD 3 X 10 YD											
Mfr Part Number	KDL7046C	Manufacturer		121136									

Quantities/Weights

- This is important for UOM (Unit of Measure)
- This item comes 24ROL's in 1CV (CV = case) – also, there are 8CV on order for 192ROL's total
- This also plays a role when subbing as the sub may be a different UOM than the original

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em 1 1 34, TAPE POROUS STANDARD 3 X 10 ...

Material Data Quantities/Weights Delivery Schedule Delivery Invoice Conditions Account Assignme

PO Quantity 8 CV Order Unit <-> Ord. Price Unit 1 CV <-> 1 CV

PO Qty in SKU 192 ROL Order Unit <-> SKU 1 CV <-> 24 ROL

Net Weight 0.000 /1 CV Net weight 0.000 /Item

Delivery Address

- This is important as it shows where the order is delivering to
- Also, the vendor can use a delivery address when the account# is not present or invalid

Material Data Quantities/Weights Delivery Schedule Delivery Invoice Conditions Account Assignment Texts Delivery Address Con

Title

Name Medical Center Storage

House Number/Street 1530 College Way

City/State/ZIP Code Lexington KY 40502

Country US United States Kentucky

Address details

Reset address

Repeat address on

Address 22223

Customer

Vendor ☐ SC vend

Delivery/Invoice

- At the top, this tab can provide Freight Terms for the order
- It's important to know that this can be different from the Freight Terms tied to the vendor account as we change to FRE when submitting expedited orders
- We need to make sure "incoterms" reads FRE or NFR with appropriate shipping terms (destination prepay and add/allow)

PO Healthcare 4700885409 Created by Brandon Chaney

Document Overview On | Print Preview Messages | Personal Setting

ZB PO Healthcare 4700885409 Supplier 139864 Performance Health Sup... Doc. date 08/0

Delivery/Invoice Conditions Texts Address Communication Partners Additional Data

Payment Terms ZNOW

Payment in 0 days 0.000 %

Payment in 0 days 0.000 %

Payment in 0 days net

Incoterms FRE Destination-Prepay and Add

Currency USD

Exchange Rate 1.00000 ☐ Exch.Ra

☐ GR Message

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Org Data

- At the top, this tab will show who's order this actually is for contacting (Org Data owns the PO)
- It's important to know that this can be different from who "Created" the PO as one buyer can submit an order for another buyer

The screenshot shows a web form titled "PO Healthcare 4700885409 Created by Brandon Chaney". The form has a header bar with "Document Overview On" and icons for "Print Preview", "Messages", and "Personal Setting". Below the header, there are fields for "ZB PO Healthcare", "4700885409", "Supplier", "139864 Performance Health Sup...", and "Doc. date" "08/09/2023". A tabbed interface is visible with tabs for "Delivery/Invoice", "Conditions", "Texts", "Address", "Communication", "Partners", "Additional Data", "Org. Data", "Status", and "UK Field". The "Org. Data" tab is selected, showing fields for "Purch. Org." (UK00), "Purch. Group" (113), and "Company Code" (UK00). The values "UK Purchasing", "Brandon L Chaney", and "University of Kentucky" are displayed next to their respective fields.

Purch. Org.	UK00	UK Purchasing
Purch. Group	113	Brandon L Chaney
Company Code	UK00	University of Kentucky