TALLORDER SOLUTIONS

SUPPLIERS

TallOrder / Suppliers Manual

Follow these steps to manage suppliers in myStock:

- If you are using myStock, navigate to your settings and select "Suppliers". You will be directed to a page that displays a list of all your suppliers.
- On the left-hand side, you will find the supplier names, contact persons (if applicable), email addresses, tax reference numbers, and credit limits.

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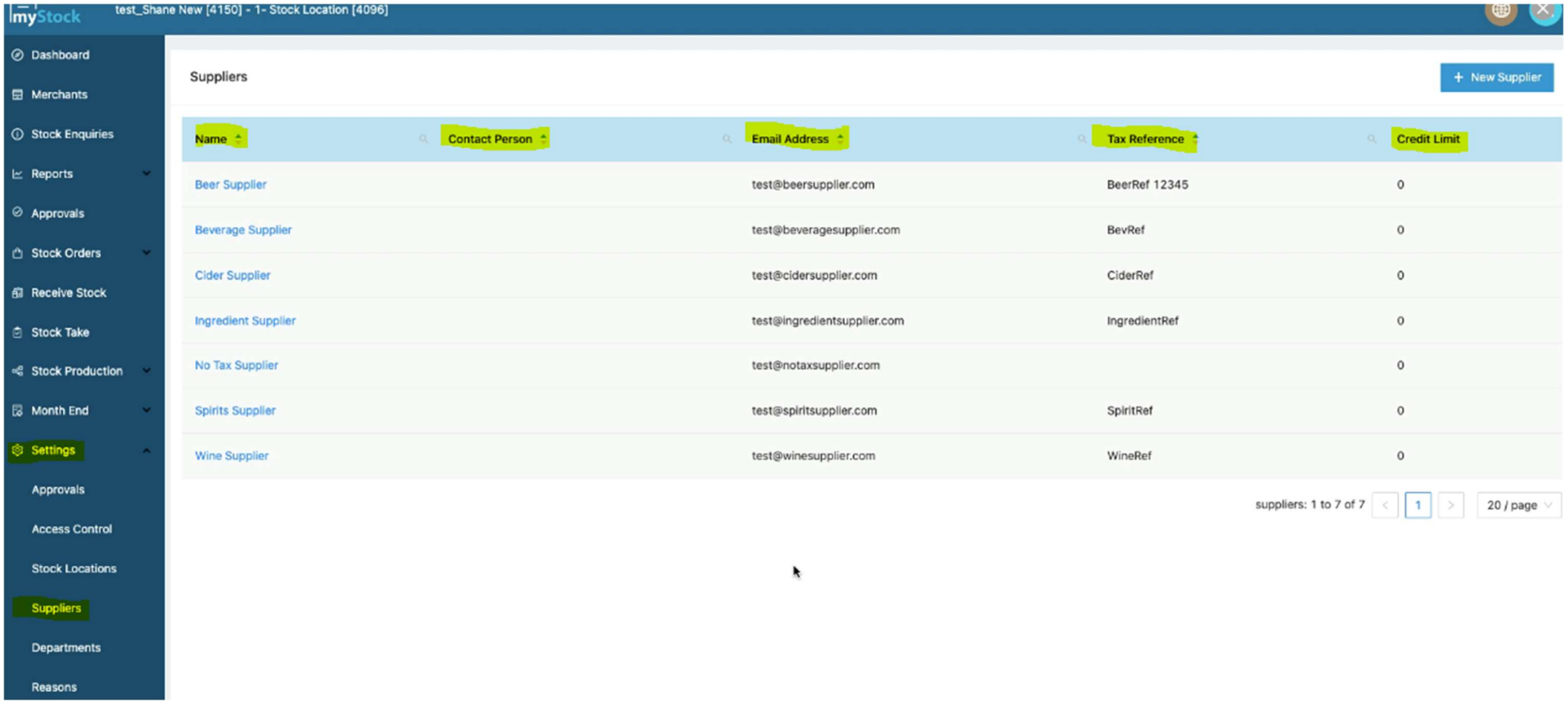
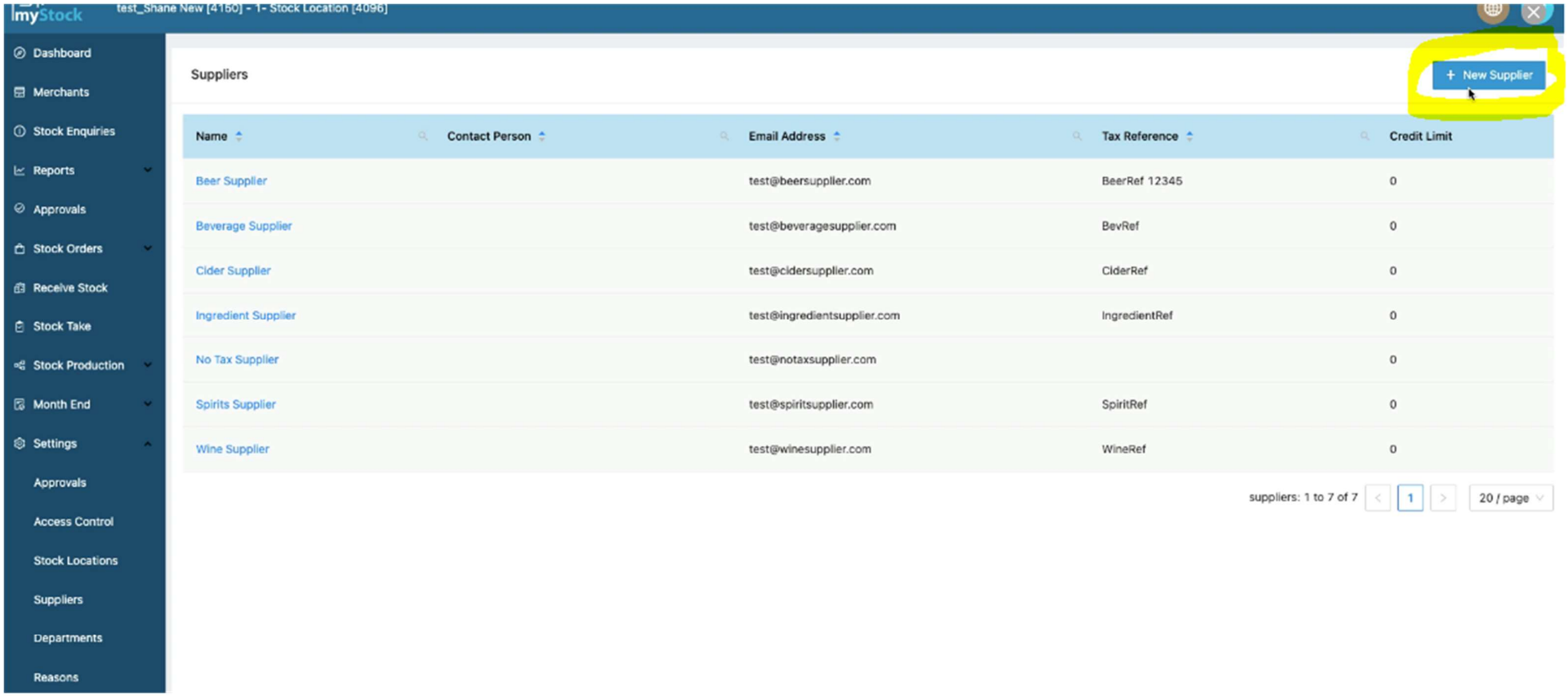
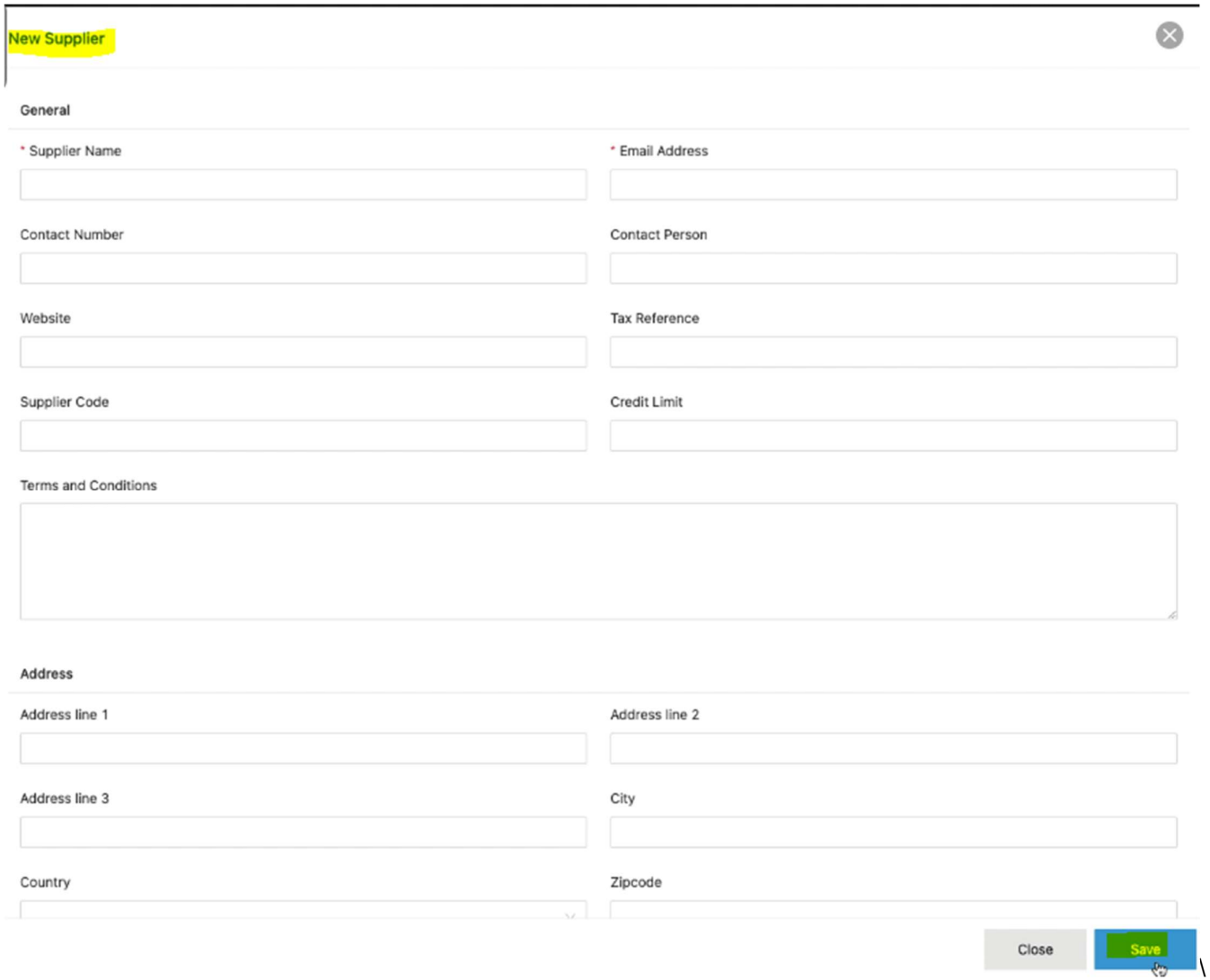


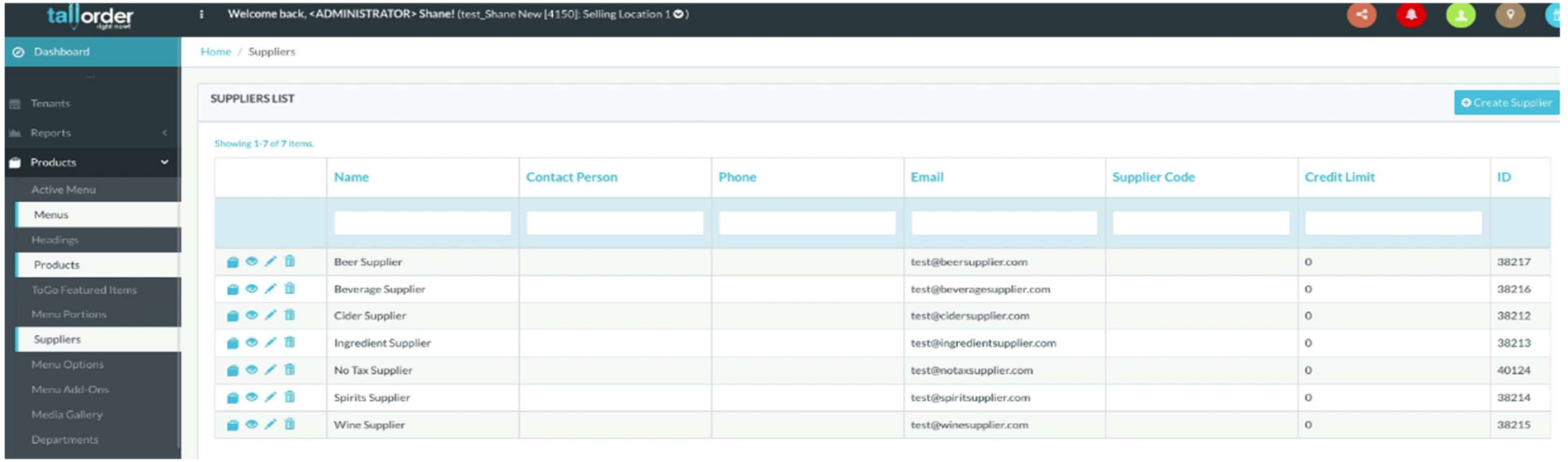
To create a new supplier, click on the blue "New Supplier" tab located at the top right of your screen.

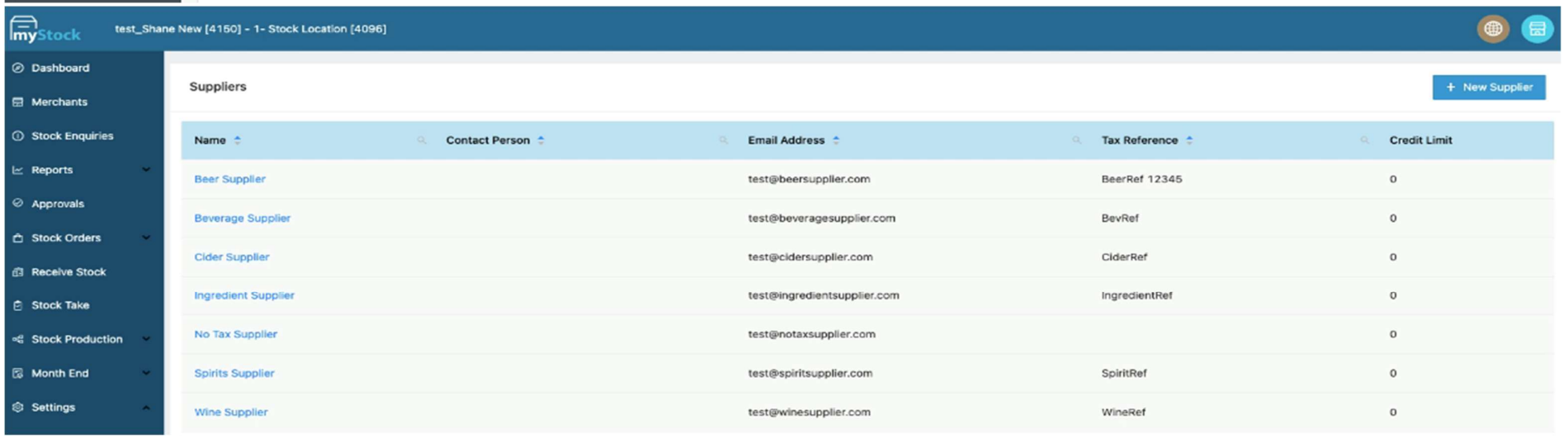


- Fill out all the necessary information for your new supplier and click "Save".
- Once you save the information, a pop-up will confirm the successful save, and your new supplier will be added to the list of suppliers.



If you are an existing client of TallOrder and already have suppliers in your back office, they will automatically appear in myStock when you switch over.





- Some suppliers may have tax reference numbers associated with them.

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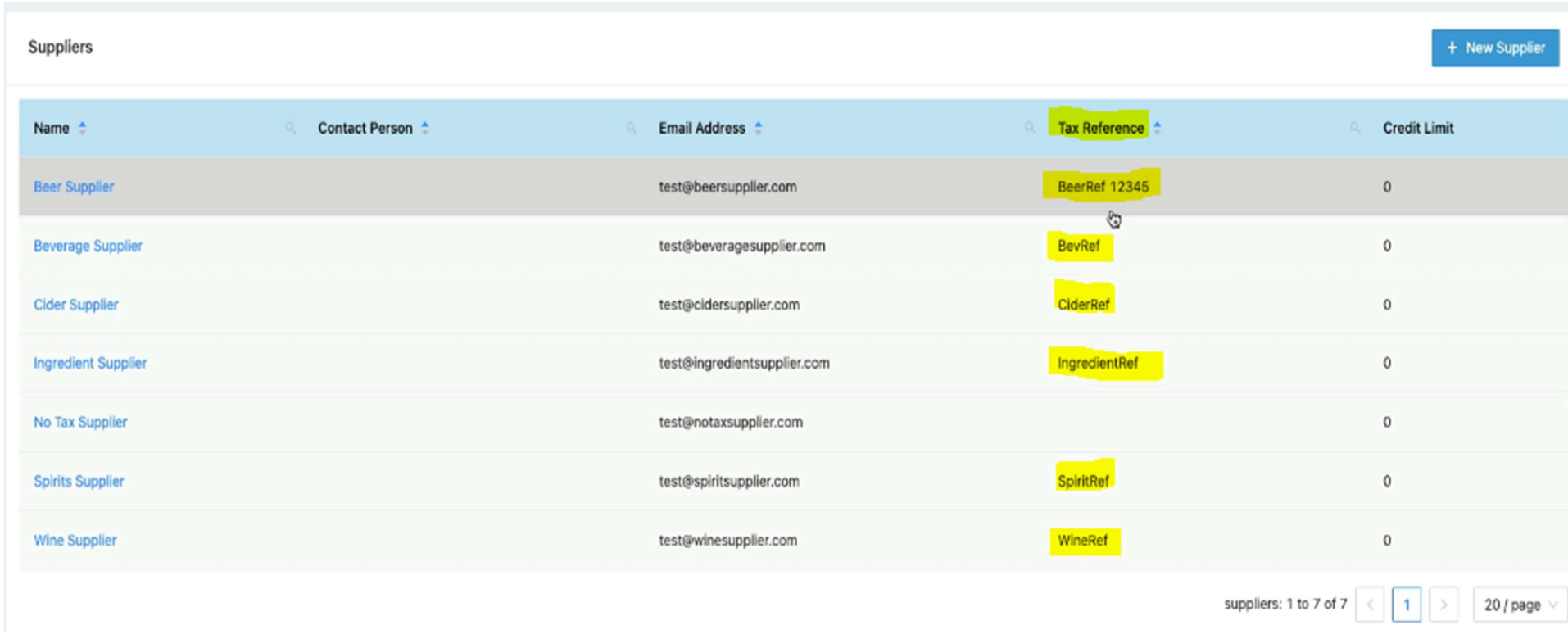
- A tax reference number indicates that when you place a purchase order with that supplier, the tax is excluded from the unit price. For example, if the tax rate is 15%, the purchased products' quantity will have an excluded VAT total. If a supplier does not have a tax reference number, it means that the tax is automatically included in the unit price.



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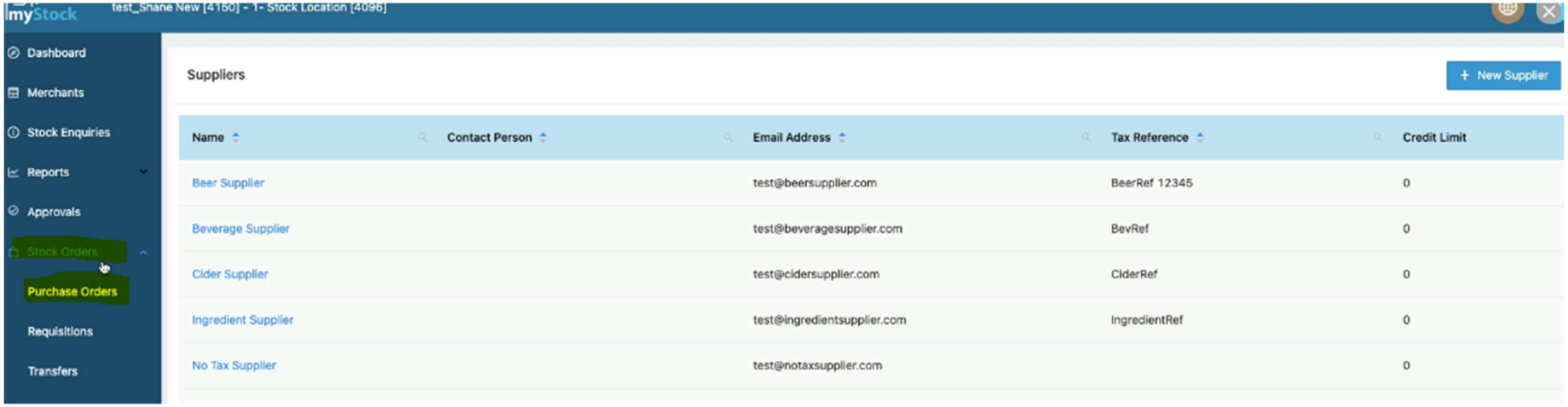
Go to "My Stock Orders" and select "Purchase Order".



For example, let's say we are placing a purchase order with a spirits supplier. If the supplier has a tax reference number, it means that the tax amount is exclusive of the unit price. In this case, the tax is not included in the unit price. However, if the supplier does not have a tax reference number, the tax on the quantity of 10 (for example) would already be included in the unit price.

By following these steps, you can manage your suppliers in myStock effectively. If you have any further questions or need assistance, please don't hesitate to contact our support team.

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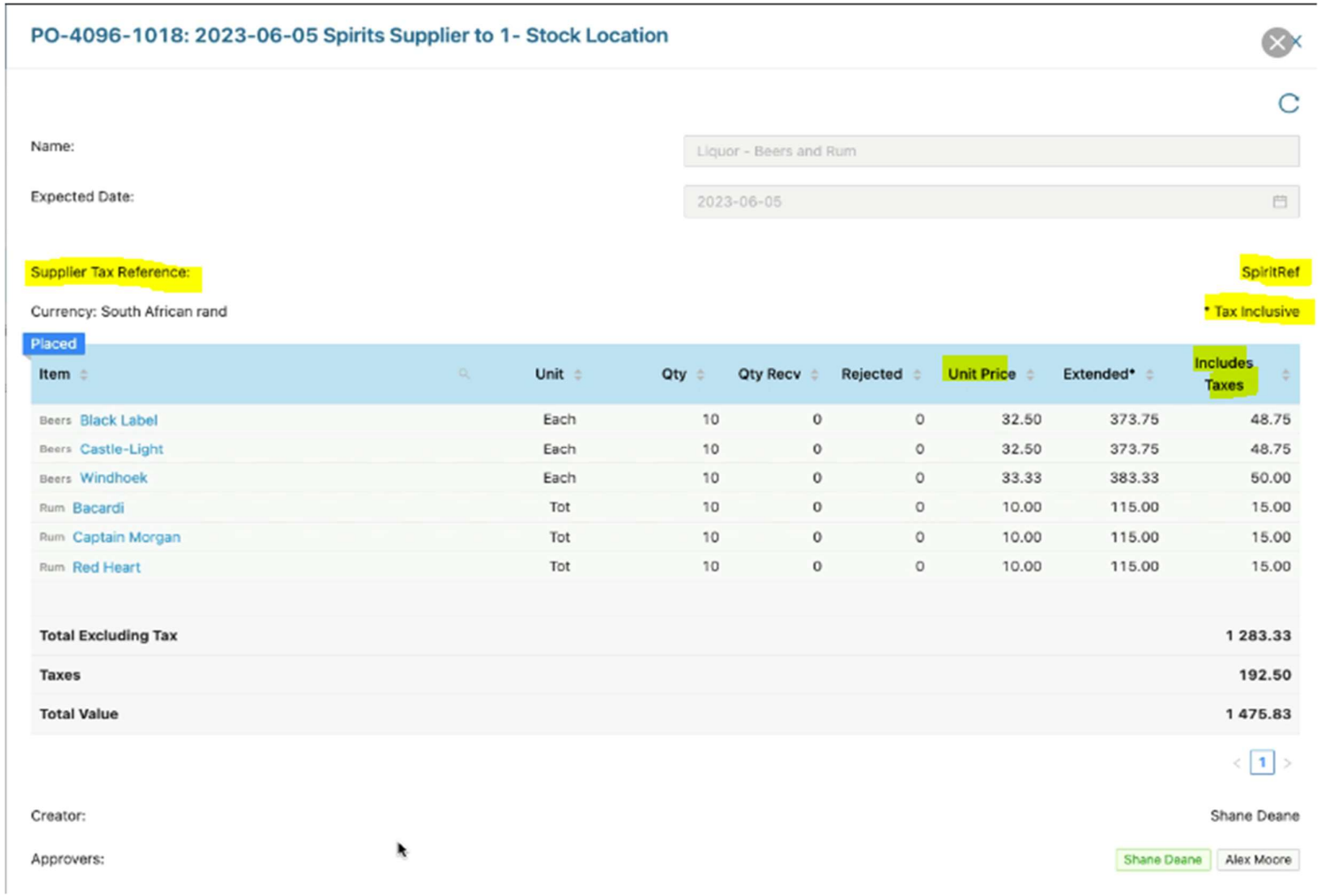
PO-4096-1018: 2023-06-05 Spirits Supplier to 1- Stock Location
Name:
Liquor - Beers and Rum
Expected Date:
2023-06-05
Supplier Tax Reference:
SpiritRef
Currency: South African rand
* Tax Inclusive
Placed
Item
Unit
Qty
Qty Recv
Rejected
Unit Price
Extended*
Includes Taxes
Beers Black Label Each 10 0 0 32.50 373.75 48.75
Beers Castle-Light Each 10 0 0 32.50 373.75 48.75
Beers Windhoek Each 10 0 0 33.33 383.33 50.00
Rum Bacardi Tot 10 0 0 10.00 115.00 15.00
Rum Captain Morgan Tot 10 0 0 10.00 115.00 15.00
Rum Red Heart Tot 10 0 0 10.00 115.00 15.00
Total Excluding Tax 1 283.33
Taxes 192.50
Total Value 1 475.83
1
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