ProjectVIEW ERP

Cost Monitoring Solution

Purchasing & Procurement

This section describes the functionality of the Purchasing and Procurement module.

Table of Contents

1 Purchasing – Procurement

This module follows a specific workflow, the main parts of which are:

1. **MRF (Material Request Form)**

   This form is the first step of the purchasing and procurement workflow. It contains the budget items which are destined to be sent to a vendor in order to receive a quotation.

2. **Requisition Form**

   This form can either be created using one or more MRFs or manually by adding individual budget items. It also includes additional information regarding the vendors selected to receive the quotation, the documents to be sent to the selected vendors as well as evaluation criteria etc.

   a. **Quotation to and from a vendor**

      The quotation is first sent to a vendor and then received by the same. It should contain the vendor’s prices, quantities, comments etc.

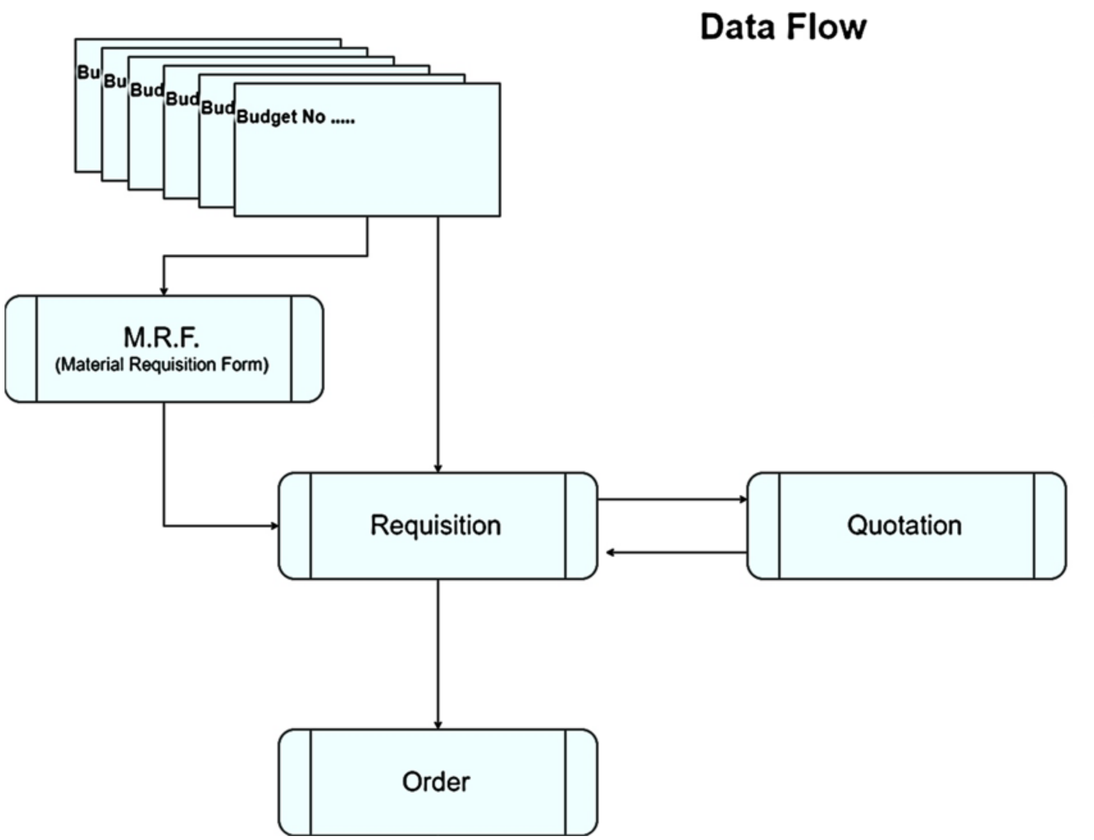
   b. **Evaluation of vendor quotations**

      The evaluation is a comparison of all the quotations received for this requisition form.

3. **Purchase Order (Supplier Order)**

   The purchase is created from a requisition after one or more suppliers have been selected.

The system is highly flexible, allowing the users to move from a MRF to an Order or from a Requisition to an Order. It is highly recommended to follow the procedure below to take advantage of all the features of this product.



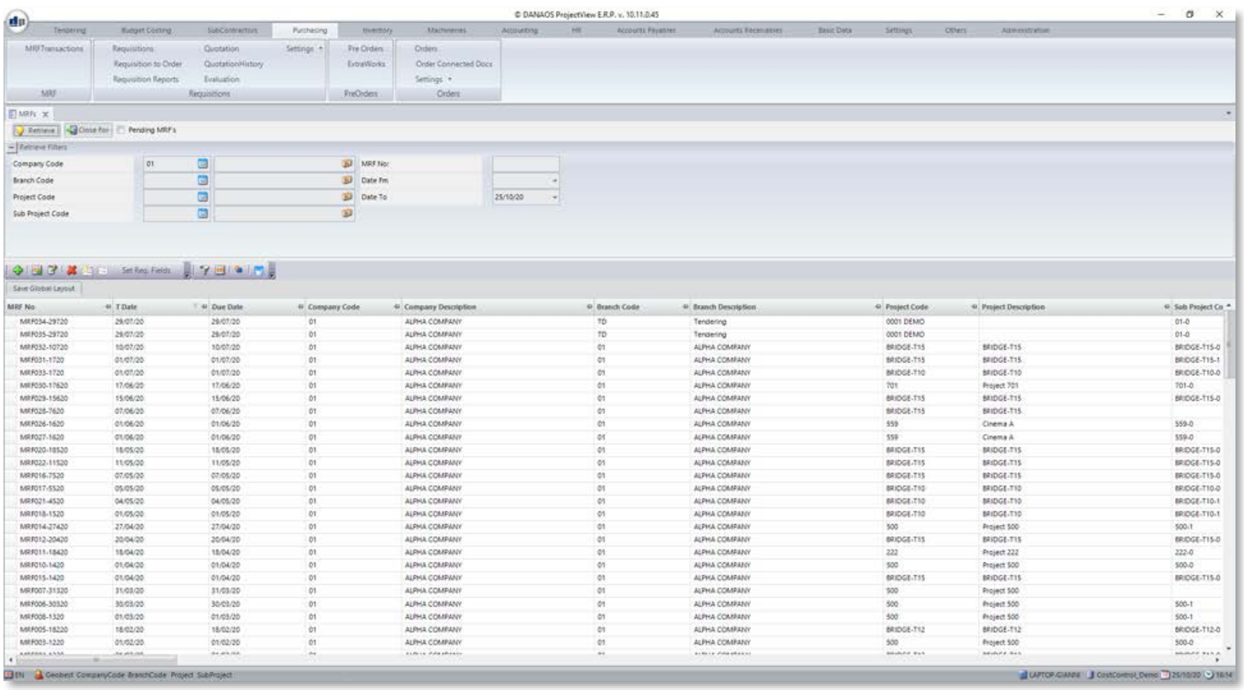
Note

- ✓ Choosing the “Orders” menu displays the submenu containing all the options for this module.
- ✓ Multiple MRF forms as well as Requisition forms can be created. The system assists the user in collecting the right data from the budget, in specifying the final quantity to order as well as the date this order has to be executed.

2 Step 1 – M.R.F (Material Requisition Form)

To use the MRFs, the user has to navigate to:

“Purchasing” > “MRF” > “MRF Transactions”



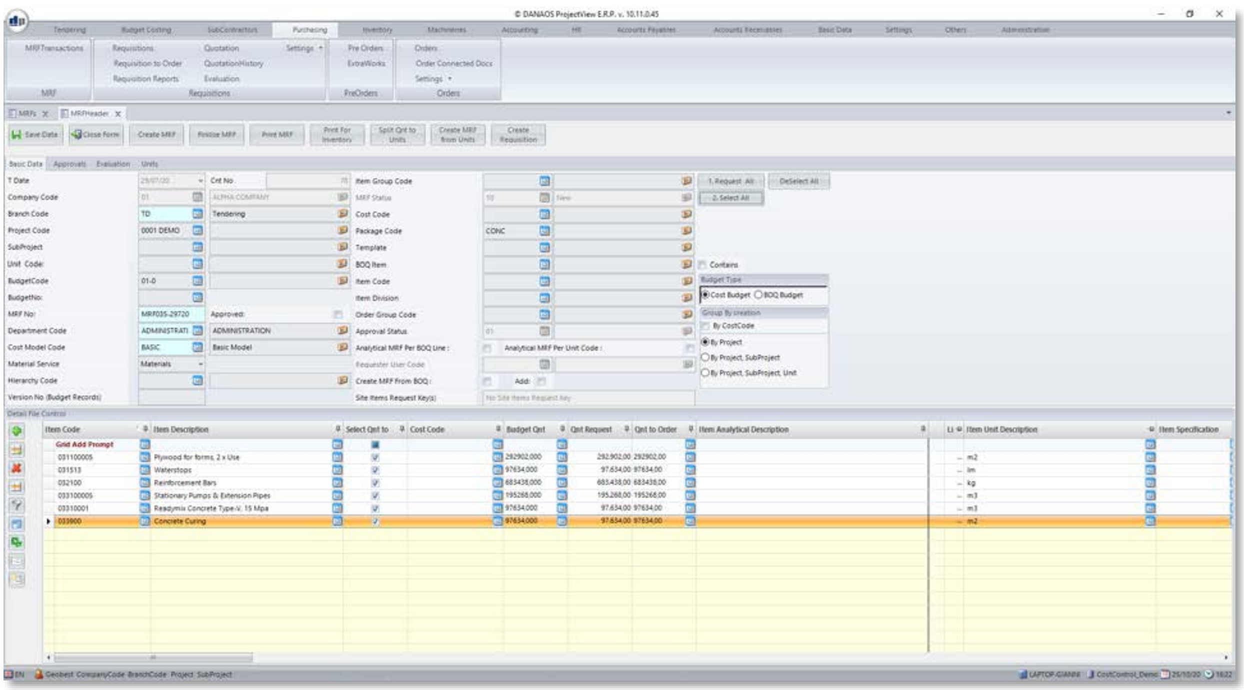
The user can request a list of MRFs already existing in the system by pressing the “Retrieve” button. To limit the number of retrieved results, arguments can be used.

A new MRF can also be created by pressing the “Add” button in the aforementioned toolbar.

2.1 Step 1a – Create/Edit a MRF

The following form is displayed if a user either creates or edits a MRF. The tabs needed for this procedure are:

- ✓ Basic Data: Displays all the information needed to create/edit a MRF
- ✓ Approvals: Displays all the needed hierarchical approvals



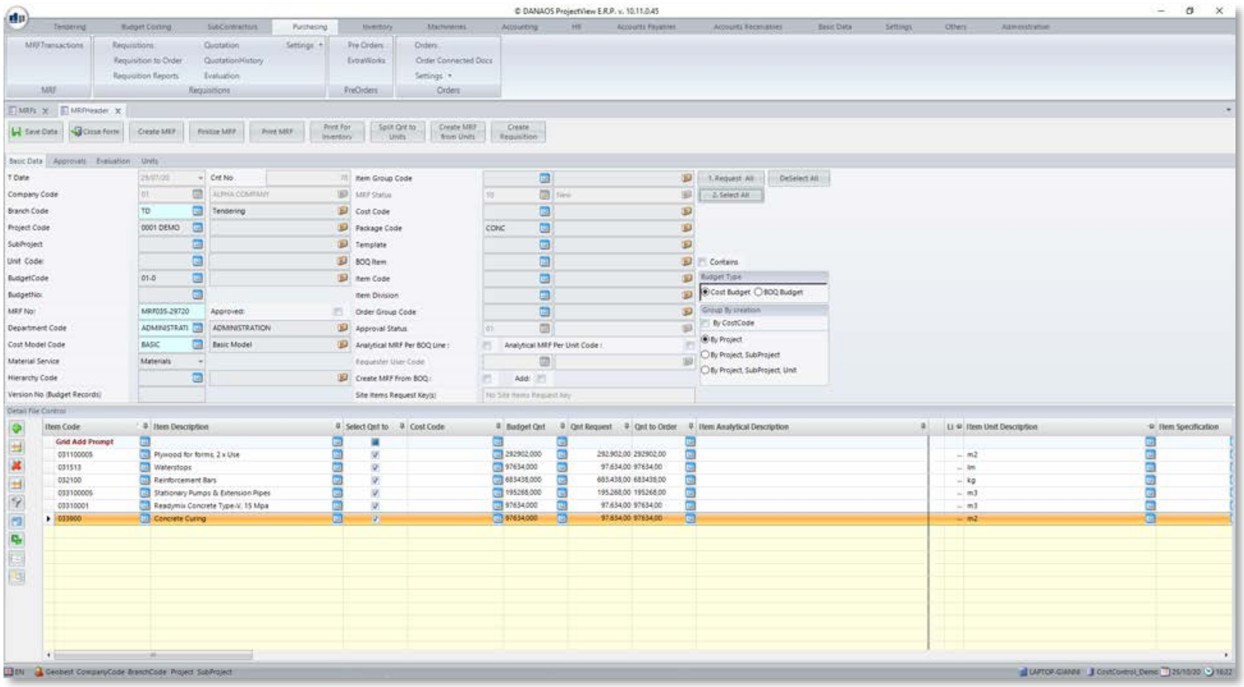
In the MRF Header (See Figure 4 - MRF Header) the following fields are mandatory:

1. T Date: (Transaction Date or Issue Date)
2. Company Code
3. Branch Code
4. Project Code
5. Budget Code
6. Budget No
7. Department Code
8. Material Services

Having filled in the aforementioned fields, the user has to save. As soon as the MRF is saved, a MRF No is produced. This is important as the MRF No identifies this MRF and is used to associate it to requisitions.

2.2 Step 1b – Populate the M.R.F.

Having saved the MRF, the user can either add lines manually by adding the items in the MRF line by line using the MRF grid or by using an already existing budget. The latter way is the recommended one as it is faster and uses all the information in a budget.



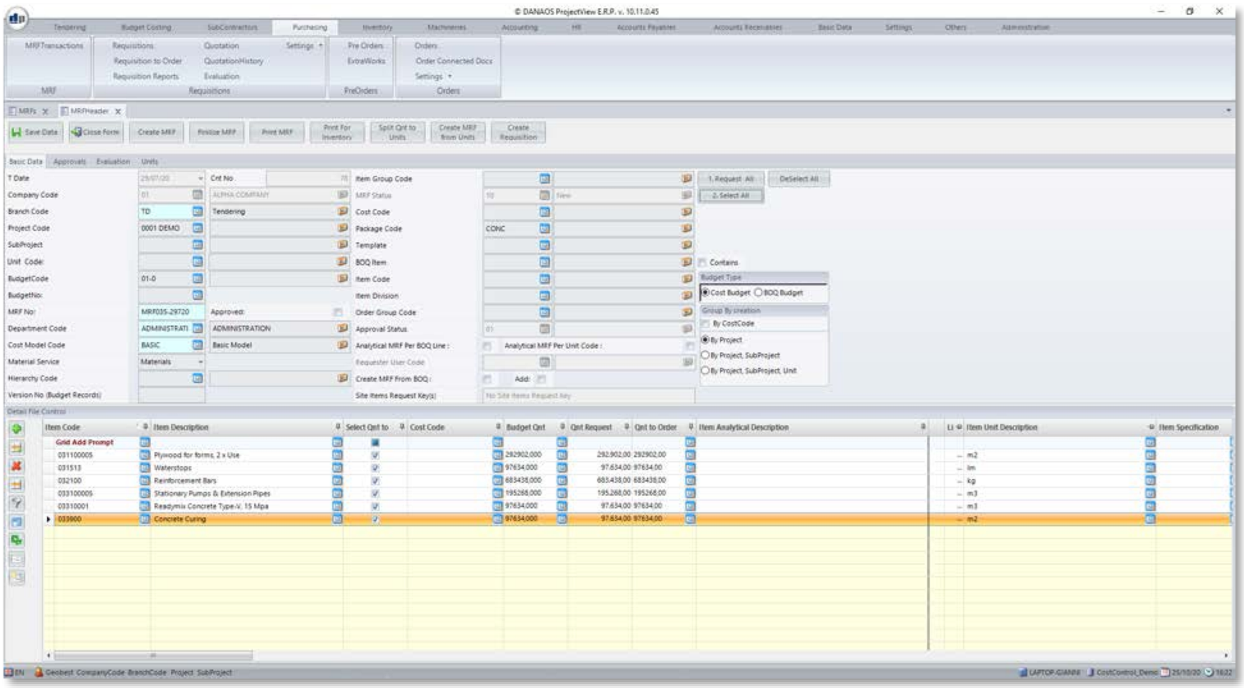
To populate the MRF automatically, the user must first check the "*Create MRF From BOQ*" checkbox. Afterwards, the user can use multiple arguments to filter the budget to select the appropriate lines. More specifically, the arguments allow:

- ✓ To filter the budget by Unit Code
- ✓ To filter the budget by Cost Code
- ✓ To filter the budget by Package Code
- ✓ To select a single BOQ Item
- ✓ To filter the budget by Item Division
- ✓ To filter the budget by Item Code

It is also possible to populate the MRF with resources of each budget line if the "Analytical MRF Per BOQ Line" checkbox is ticked.

Having completed the above, the user must press the "Create MRF" button. If additional items are needed at a later stage, the user must open the MRF, follow the procedure to populate the MRF and also check the "Add" checkbox.

2.3 Step 1c – Request & Select Quantities



The next step is to add the quantities for every line that the vendor will be requested to quote on. This is done by filling in the values in column "*Qnt Request*". After this is done, the checkbox in the column "*Select Qnt to Order*" that same line has to be checked. This notifies the system that this particular line will be sent to the vendor for quoting.

If every single line of the MRF needs to be sent and be quoted, the user can simply use the buttons on the top right by first clicking on the "*1. Request All*" and then on the "*2. Select All*" button. This will perform the action described in the previous paragraph for every line in the budget.

After requesting and selecting quantities, the MRF must be saved.

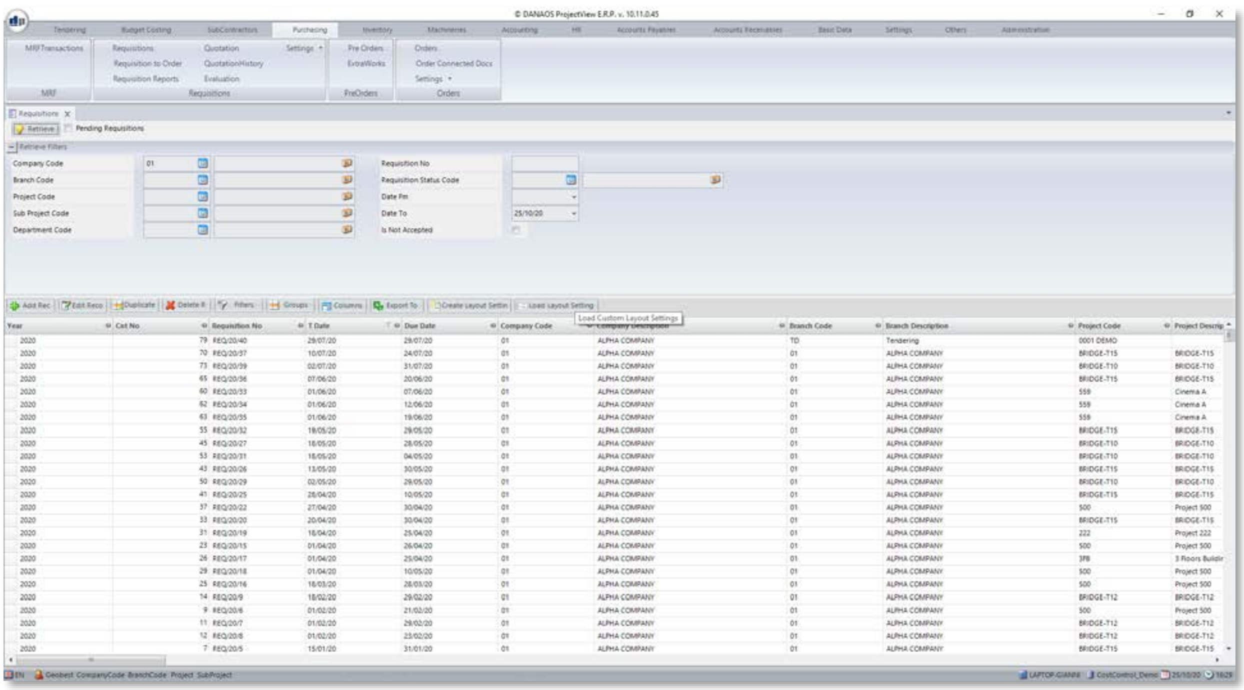
2.4 Step 1d – Create Requisition

The last step is to create a requisition from the MRF by pressing the "*Create Requisition*" button on the top of the form. The system will ask for a requisition date in a popup window and will then create a requisition.

3 Step 2 – Requisition

To use the Requisitions, the user has to navigate to:

“*Purchasing*” > “*Requisitions*” > “*Requisitions*”



The user can request a list of Requisitions already existing in the system by pressing the “*Retrieve*” button. To limit the number of retrieved results, arguments can be used.

A new Requisition can be created by pressing the “Add” button in the aforementioned toolbar.

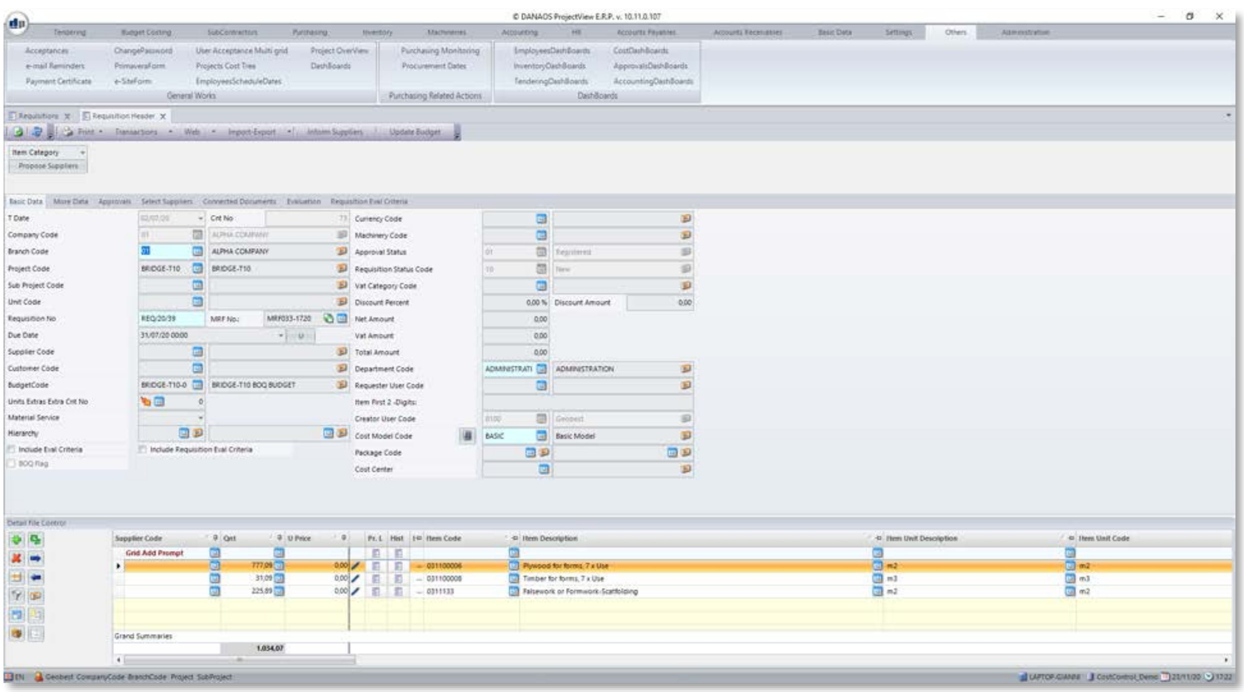
Note

- ✓ If the requisition has been directly created from a MRF, steps 2a and 2b are not necessary
- ✓ After completing each of the following steps, the requisition **must** be saved.

3.1 Step 2a – Create/Edit a Requisition

The following form is displayed if a user either creates or edits a MRF. There are nine tabs:

- ✓ Basic Data: Displays all the information needed to create/edit a Requisition
- ✓ More Data: Displays additional (optional) information
- ✓ Approvals: Displays all the needed hierarchical approvals
- ✓ Select Suppliers: Allows the user to select the vendors this requisition will be sent to
- ✓ Connected Documents: Allows the user to add documents relevant to this requisition
- ✓ Requisition Eval Criteria: Allows the user to add mandatory/optional evaluation criteria



In the requisition header the following fields are mandatory:

1. T Date (Transaction Date or Issue Date)
2. Company Code
3. Branch Code
4. Project Code
5. Due Date: **MUST** be a date at least a day after the T Date
6. Department Code

Having filled in the aforementioned fields, the user has to save. As soon as the Requisition is saved, a Requisition No is produced. This is important as the Requisition No identifies this Requisition and is used to associate it to quotations.

3.2 Step 2b – Populate the Requisition.

Having saved the Requisition, the user can now populate it. This can be done by manually adding the items in the Requisition line by line using the Requisition grid or by using an already existing MRF. The latter way is the recommended one as it is faster and uses all the information in a budget/MRF.

If the Requisition is based on an MRF, the user can press the “Browse for MRF” button to select an MRF. Following this selection, the user has to save the Requisition. Finally, by pressing the “Copy MRF” button, the selected items in the MRF will be copied to the Requisition. The user must again save the Requisition.

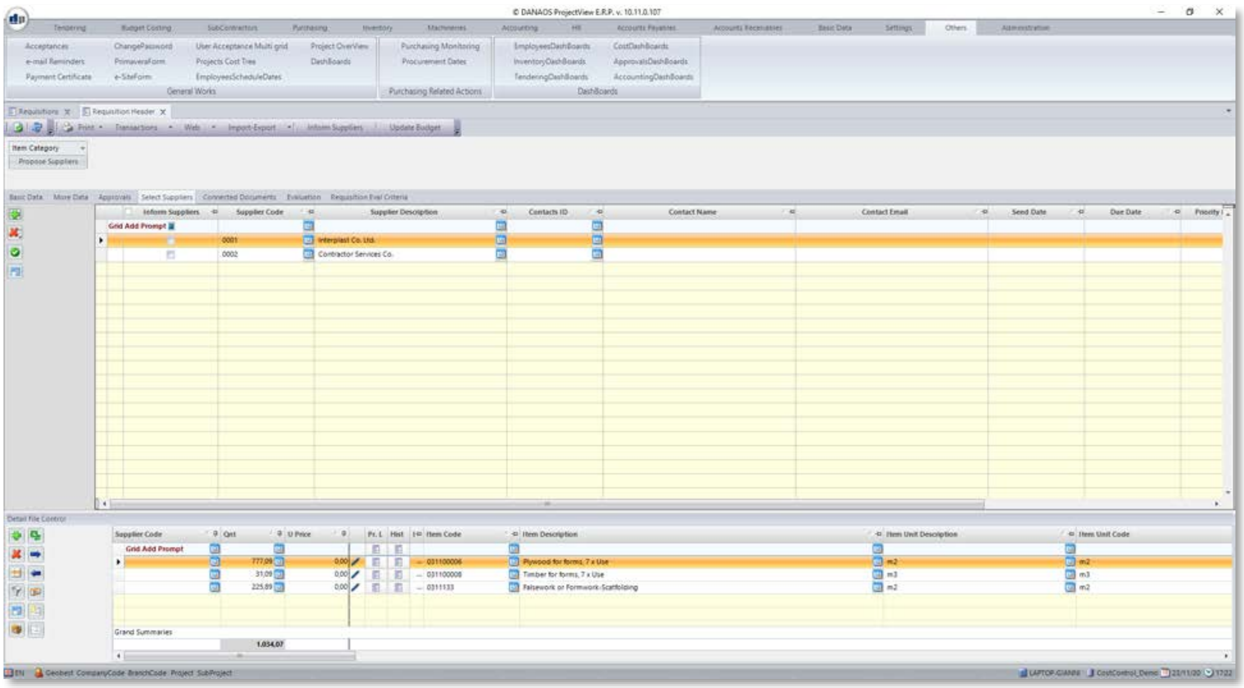
The selected lines will appear in the grid at bottom of the requisition

Note

Normally, a requisition will be directly created from a MRF. If this is the case, steps 2a and 2b are not necessary.

3.3 Step 2c – Select Suppliers

Selecting the tab "Select Suppliers" displays the following form:



Several suppliers can be added to each Requisition. A single supplier can be added either by selecting a "Supplier Code" or by selecting a "Supplier Description". Multiple suppliers can be added using the "*Add Suppliers*" button/

A specific contact person within a supplier can be selected as the PIC for this requisition using the "*Contacts ID*" column. However, the user can select multiple contacts to be notified when a requisition is sent by using the "*CCContacts*" column.

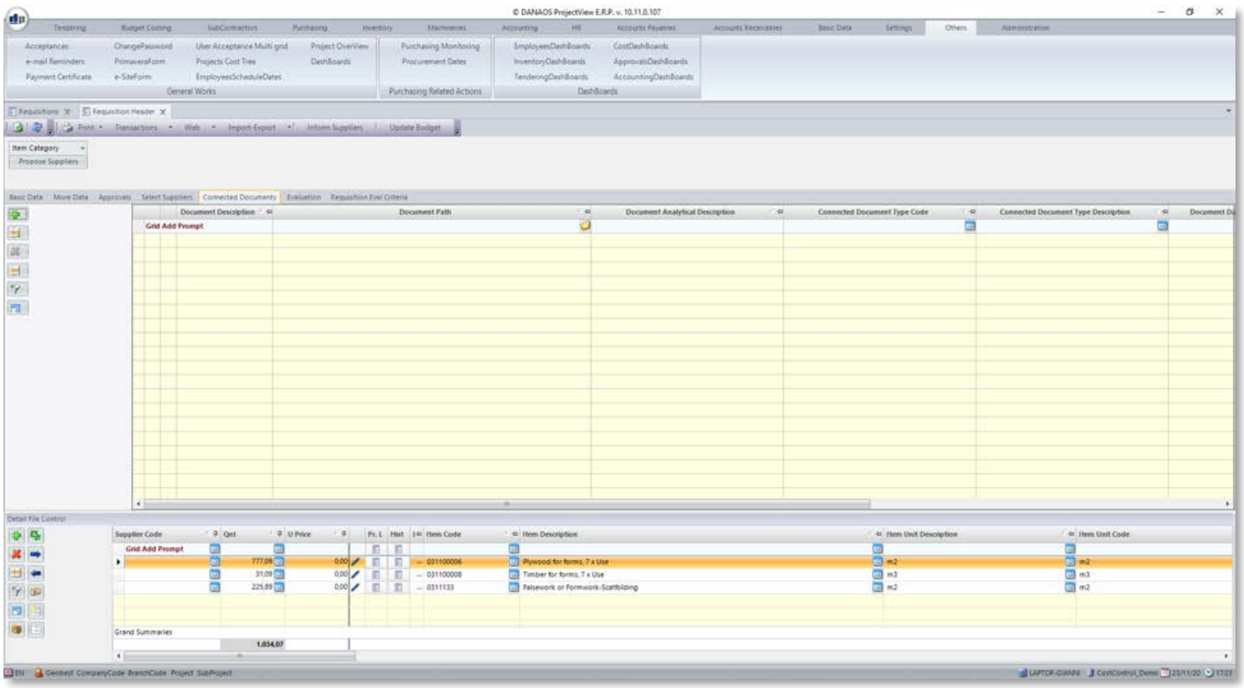
Note

Later in this procedure, the suppliers will be informed that a requisition has been sent to them. To control which suppliers are informed, please check the relevant checkbox in the column "Inform Suppliers" (4).

This is particularly useful if additional suppliers have been added at a later stage and we do not want to re-inform all suppliers.

3.4 Step 2d – Connect Documents

Selecting the tab “Connected Documents” displays the following form:



Several documents can be added to each Requisition. Each document can have:

1. A “Document Description”
2. A “Document Analytical Description”
3. A “Document Type”
4. A “Document Path”

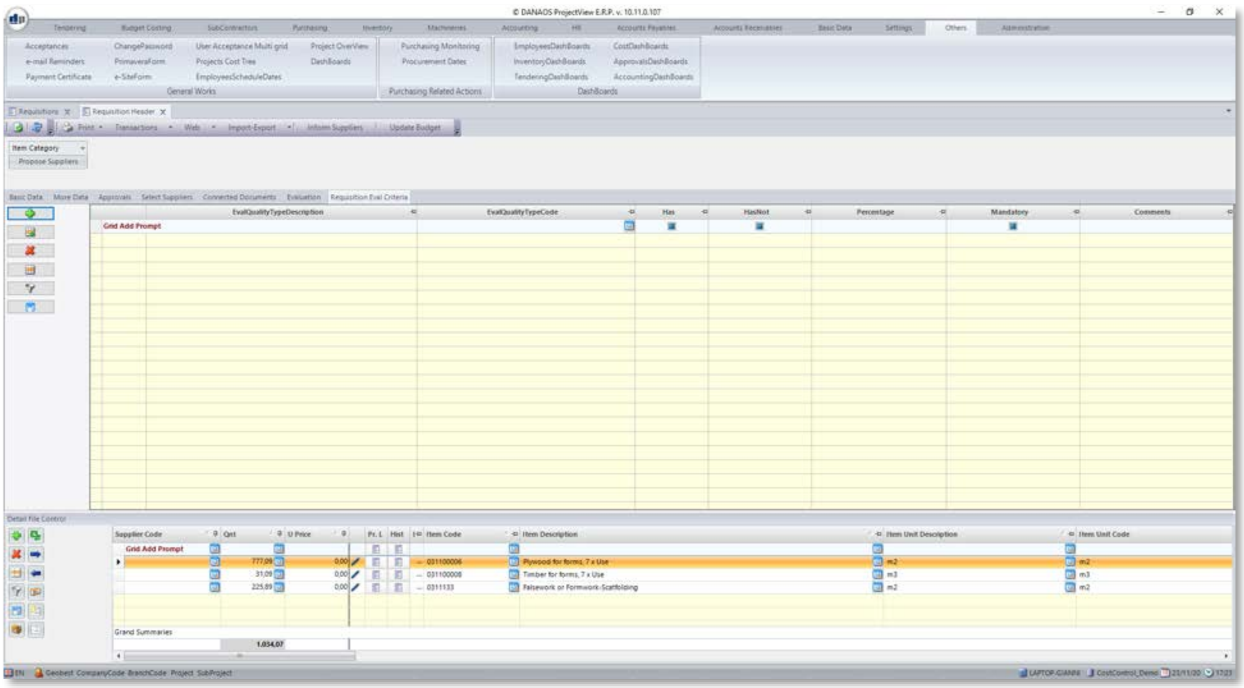
Note

All company documents should be saved in the company’s cloud location. The user can connect either a single document or an entire folder. The path to the document’s/folder location should be entered in the “*Document Path*” field .

The supplier will receive the aforementioned path which he can then use to access the documents or/and folders.

3.5 Step 2e – Add Requisition Evaluation Criteria

Selecting the tab "*Requisition Eval Criteria*" displays the following form:



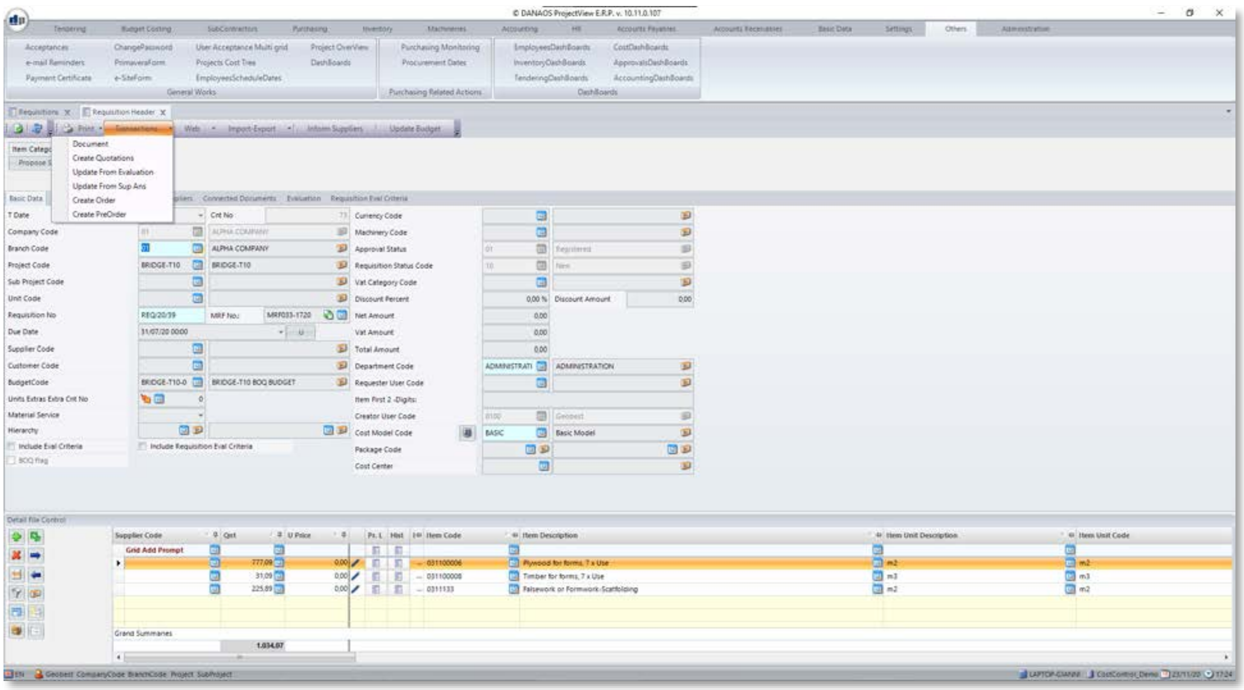
Several Evaluation Criteria can be added to each Requisition. Each Evaluation Criterion can be added by selecting an Evaluation Criterion Type and can either be "Mandatory" or not.

Note

A quotation sent by a vendor who does not comply with a mandatory Evaluation Criterion will be used in the quotation evaluation for this Requisition. However, the evaluation report will indicate whether the supplier has complied with a criterion or not.

3.6 Step 2f – Create and Send Quotations

Having completed the above steps, the user can now create and send the Quotations which will be sent to the selected suppliers (See. Step 2c – Select Suppliers – Inform Suppliers).



The first order of business is to create the quotations. This is done by pressing the "*Create Quotations*" button in the "*Transactions*" menu. If needed, the created quotations can then be previewed and printed by pressing the "*Print Quotations*" button in the same menu.

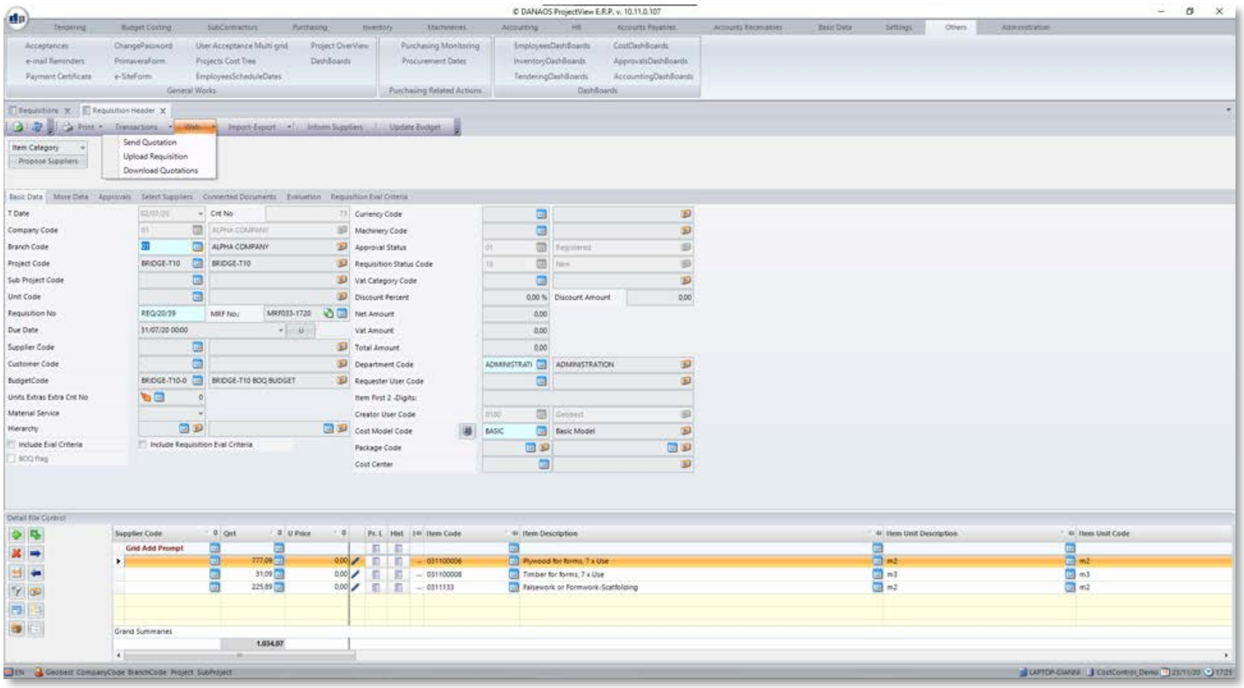
Having created the quotations, the user can have them delivered to the selected suppliers in the following ways:

- ✓ By uploading the quotations on the company's web portal
- ✓ By sending the quotations via email

To upload the quotations, the user must press the "*Upload Requisition*" button in the "*Web*" menu. The selected suppliers will be notified after the user presses the "*Inform Suppliers*" button.

To send the quotations via email, the user has to press the "*Send Quotation*" button in the "*Web*" menu. In this case, an excel file with the requisition will be created and sent to the supplier. The supplier will have to edit that excel file and revert with an email of his own.

3.7 Step 2g – Download Quotations

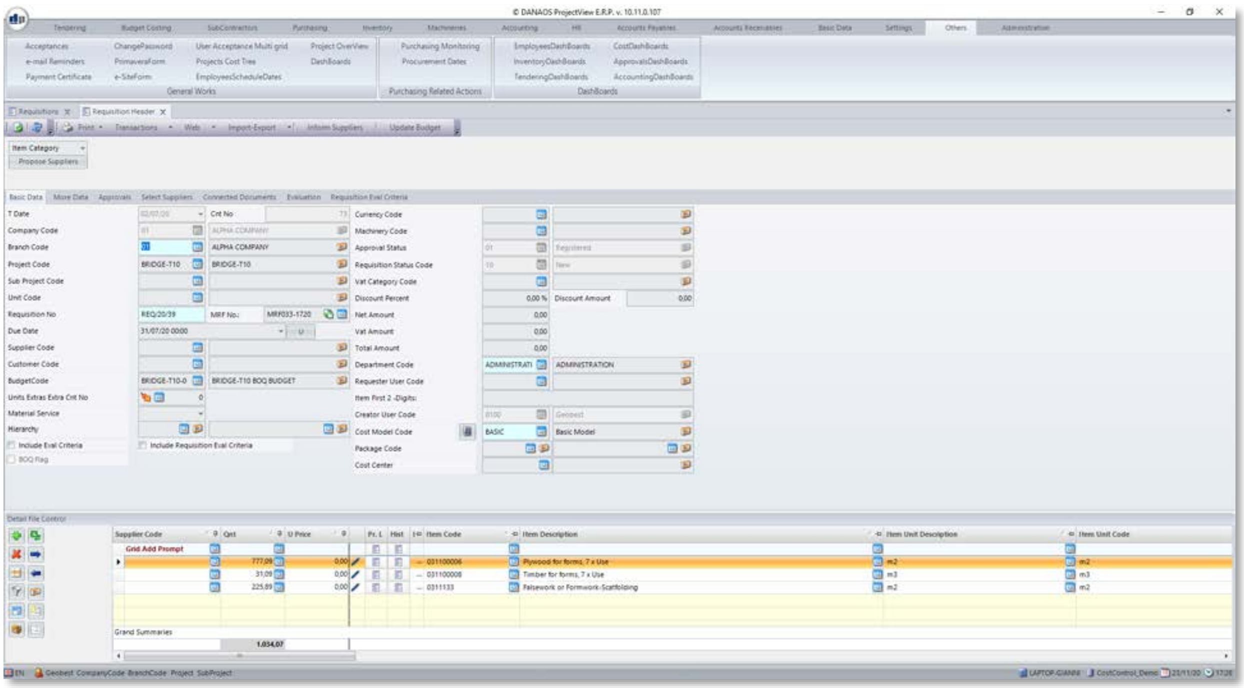


Once the supplier has sent his quotation back to the company, the user will be notified with an email. To download the supplier's quotations, the user can:

- ✓ Press the "*Download Quotations*" (located in the "*Web*" menu) if the supplier has sent the quotation via the company's web portal
- ✓ Download the email sent by the supplier (using the company's email client, not ProjectVIEW) and press the "*Import Excel Quot.*" (located in the "*Import-Export*" menu).

3.8 Step 2h – Evaluation

No matter how the suppliers' quotations are received they are at this stage in ProjectVIEW. The user has now the ability to compare all the received quotations.



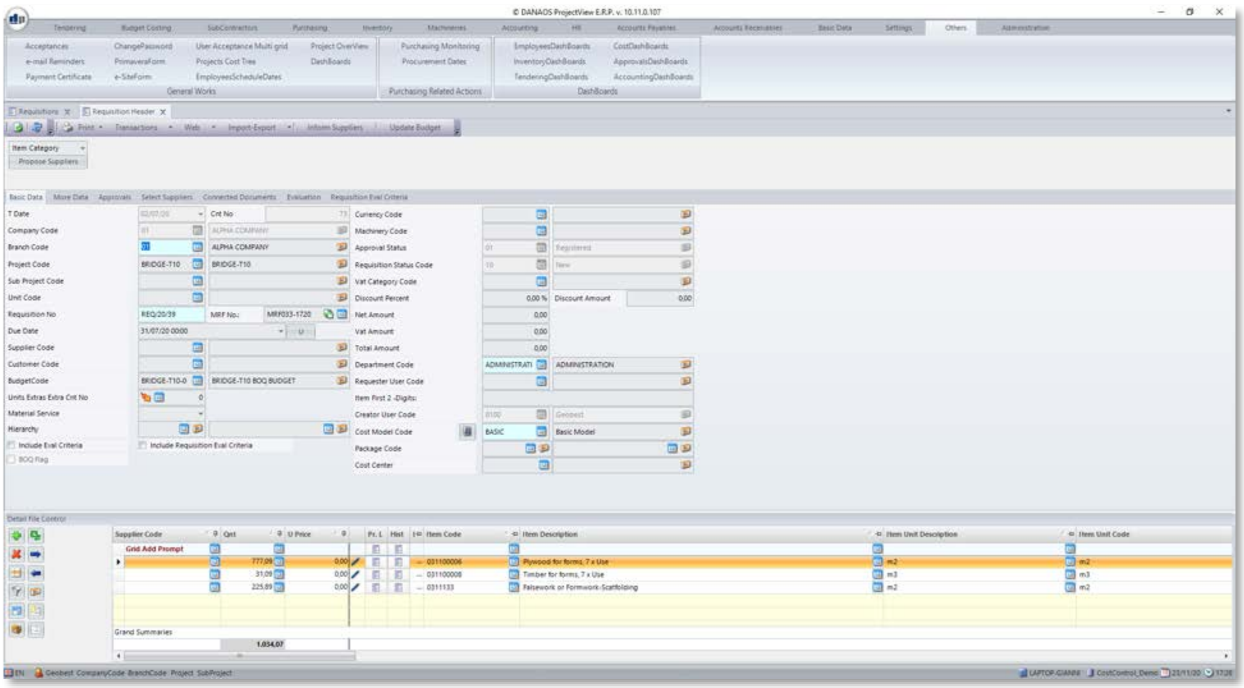
The Evaluation can be previewed and printed by pressing the "*Print Evaluation*" in the "*Print*" menu. If needed, it can also be exported to an excel format by pressing the "*Create Excel*" (located in the "*Import - Export*" menu).

Note

Please note that the "*Print Evaluation*" button will compare up to four supplier quotations. For more than four quotations, please use the "*Create Excel*" button.

3.9 Step 2i – Assign supplier and Create Order

One or multiple suppliers can be selected and assigned either to the entire Requisitions or to specific items in it. The system can also choose the best quotation amongst the ones received by the company.



In order to assign a single supplier to the entire requisition, the supplier must be provided in the relevant field of said requisition.

In order to assign a different supplier to each requisition line, the user must fill in the supplier for each line in the "Supplier Code" or the "Supplier Description" column.

In order to let the system choose the best quotation, the user must press the "*Update From Sup Ans*" button (located in the "*Transactions*").

Whatever method is selected, by pressing "Create Order" (located in the "*Transactions*"), all orders relevant to this requisition are created.

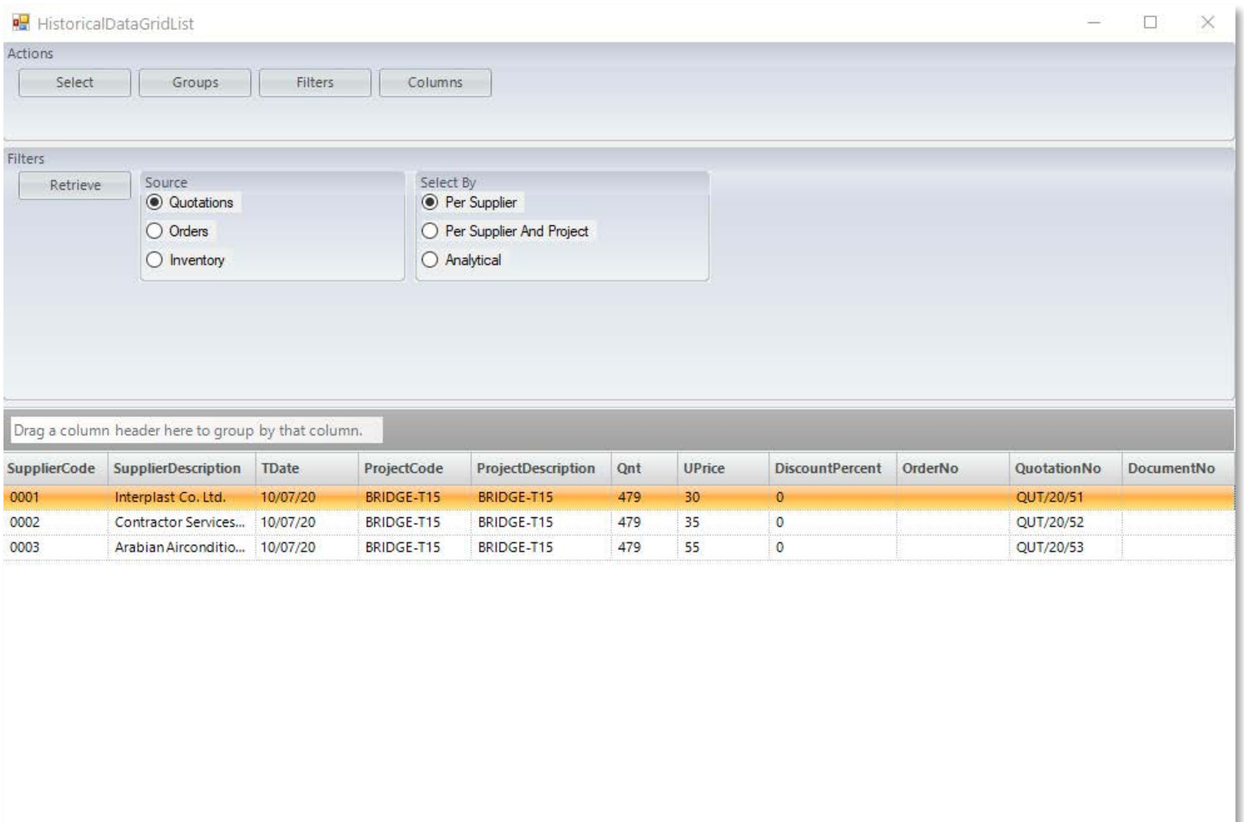
If a document like an LOA or an LOI needs to be sent prior to the LPO/Sub contractor agreement, the user must press the "*Create PreOrder*" button instead of "*Create Order*" (also located in the "*Transactions*").

If the user wants to update the budget with the prices from the supplier/suppliers, he can simply choose between "*Materials/Services*" and then press the "*Update Budget*" button.

3.10 Comparing Prices

It is possible to compare the currently assigned price of a requisition line to those used in previous requisitions. To do so, the user must click on the button located in the "*Hist*" column in the requisition grid:

The following window will be displayed. The historical prices will be displayed when the "*Retrieve*" button has been clicked:



Note

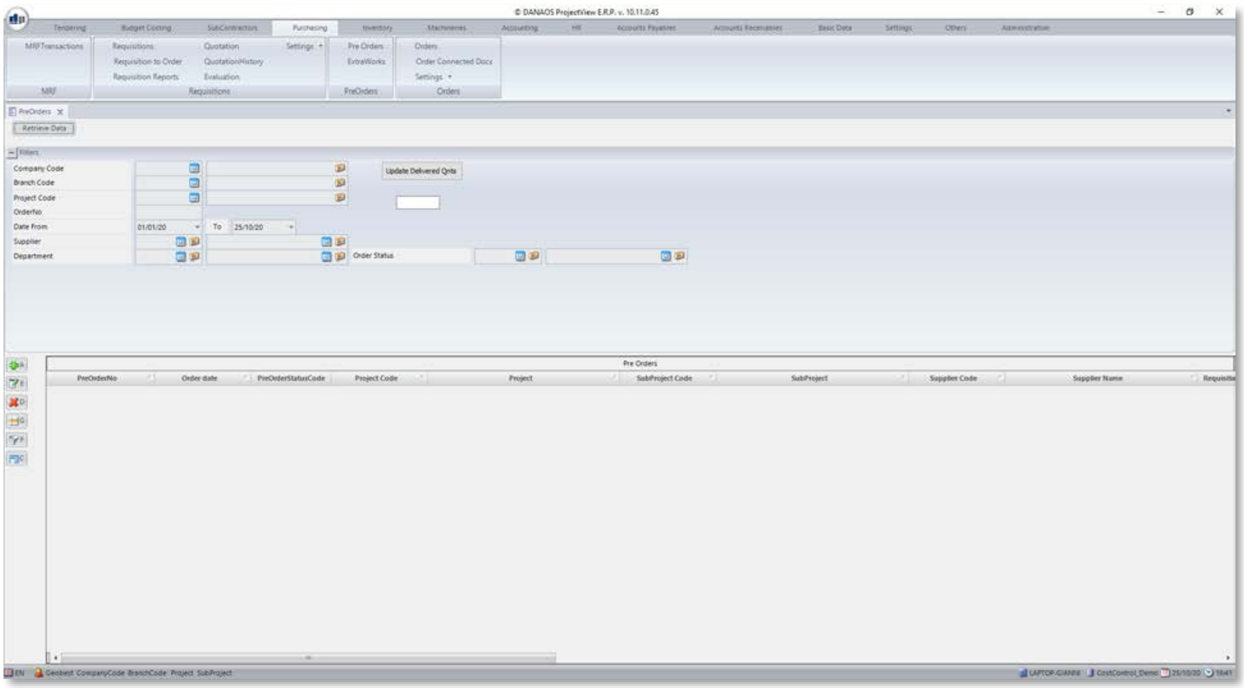
The source of the prices can be:

- ✓ Previous Quotations
- ✓ Previous Orders
- ✓ Inventory

4 Pre Order (LOA – LOI)

To use the Pre Orders, the user has to navigate to:

"Purchasing" > "PreOrders" > "Pre Orders"

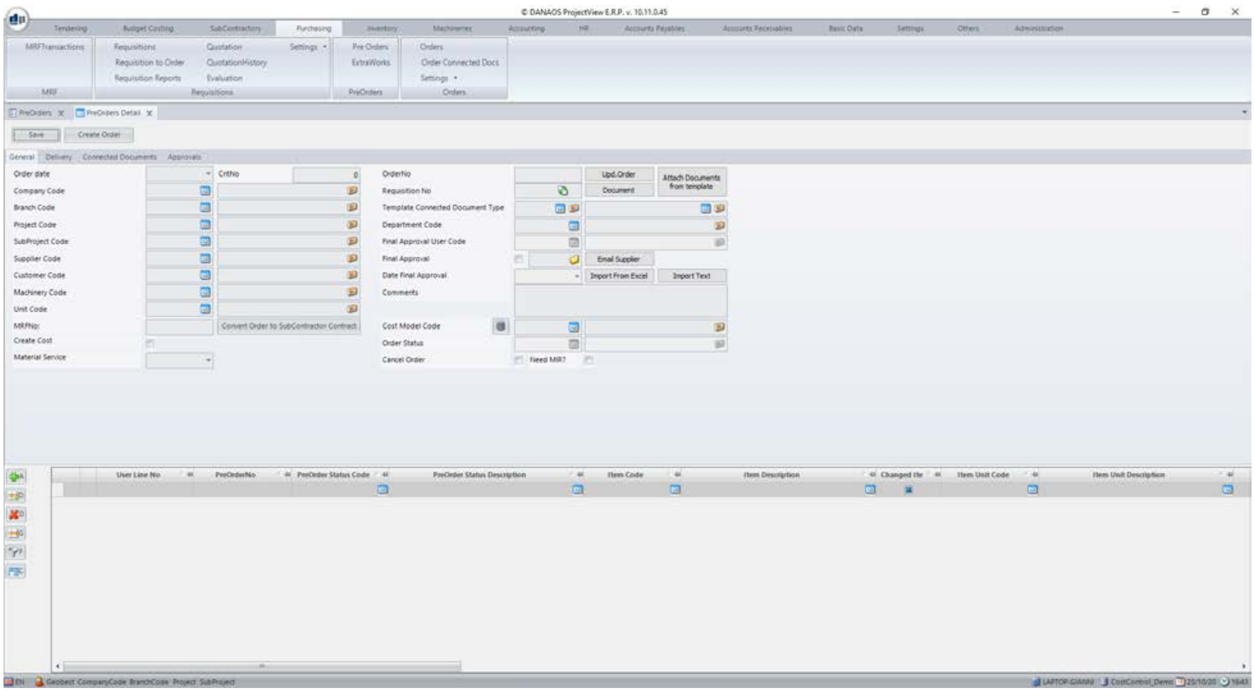


The user can request a list of PreOrders already existing in the system by pressing the "Retrieve" button. To limit the number of retrieved results, arguments can be used.

Double clicking on one of the retrieved PreOrders will display a new form containing that pre-order along with its details.

4.1 Adding and LOA/LOI

Upon opening a PreOrder from the PreOrders List, a new form containing the selected PreOrder and all relevant details is displayed.



To create the necessary documents (LOA, LOI etc), a word document has to exist to act as a template for these documents. The template will contain a number of keywords which the system will read and replace with supplier's details. For a full list and an example, please see. Appendix of supplier keywords.

Having prepared the template, the user has to click on "Document". The system will then let the user browse for the template. After the system has processed the template, it will:

- ✓ Ask the user for a save location
- ✓ Ask the user whether the complete document should be attached to the order. If so, the path of the document (the same as that of the save location) will appear in the tab "Connected Documents"

As a final step, the user must click on the "Email Supplier" button to send the LOA/LOI to the supplier and then click on the "Create Order" button for the Subcontractor Agreement/LPO to be created.

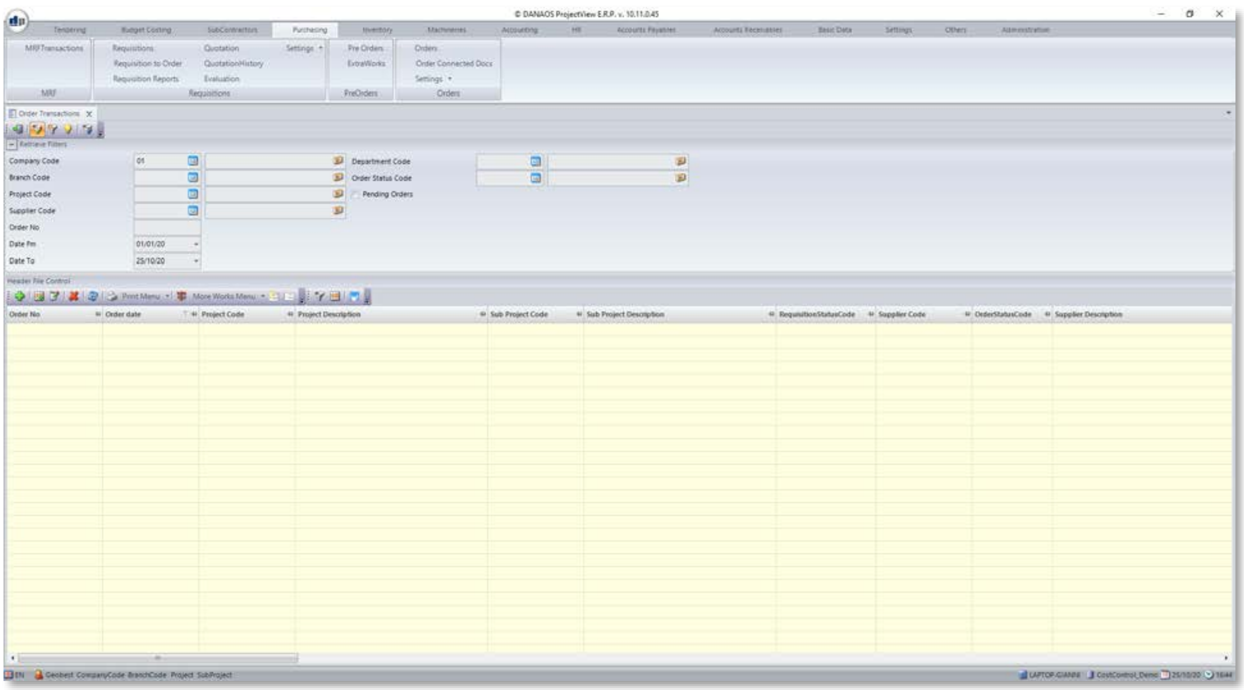
Note

The vendor should revert with the signed LOA/LOI. This will be done through your company's email client. The signed LOA/LOI should be attached in the final Order (See. Order)

5 Order

To view the Orders, the user has to navigate to:

"Purchasing" > "Orders" > "Orders"



The user can request a list of Orders already existing in the system by pressing the "*Retrieve*" button. To limit the number of retrieved results, parameters can be used.

Double clicking on one of the retrieved orders will display a new form containing that order along with its details.

5.1 Order Creation

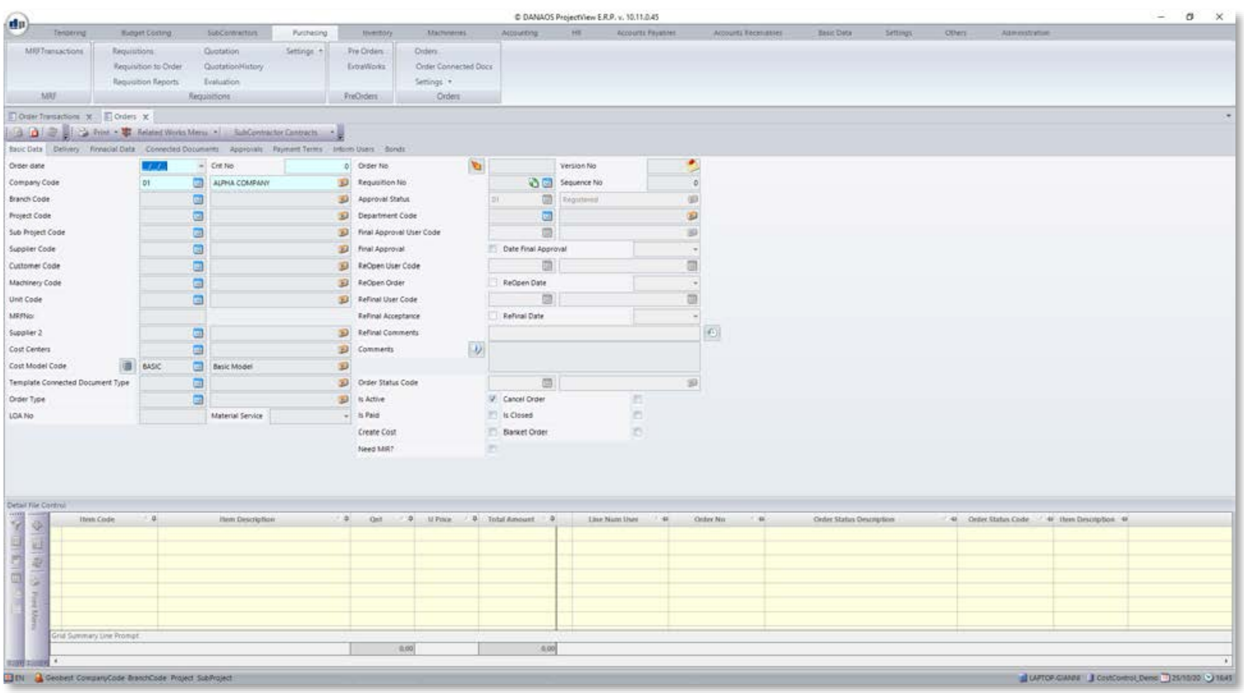
This section describes the creation of a typical order. The steps necessary to create an order are:

- ✓ Fill in the basic order details
- ✓ Fill in the additional order details
  - o Add delivery data (optional)
  - o Add financial data (optional)
  - o Add connected documents(optional)
  - o Add payment terms (optional)
  - o Assign which users will be informed (optional)
- ✓ Return to the “*Basic Data*” tab to Finalize the order
- ✓ Send an email to the supplier
- ✓ Inform the Employees

5.1.1 Fill in the basic order details

5.1.1.1 Basic Data

This tab contains the order’s basic information.



If the order is open, its lines can be altered, i.e. to change quantities, prices etc.

The user can add an LOA No if one is available.

If this order needs a MIR (used in the inventory module), the user can select it from this tab by ticking the "*Need MIR?*" check box.

The order can also be cancelled by ticking the "*Cancel Order*" check box

The following options are available:

5.1.1.1.1 Final Approval

Clicking on "*Final Approval*" will lock the order.

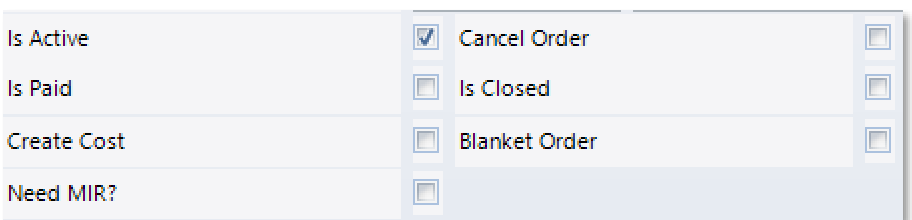
5.1.1.1.2 Re-Open Order

Clicking on "*ReOpen Order*" will open the order for editing after it has been locked (having clicked on "*Final Approval*")

5.1.1.1.3 Re –Final Acceptance

Clicking on "*ReFinal Approval*" will lock the order once again.

5.1.1.1.4 Other



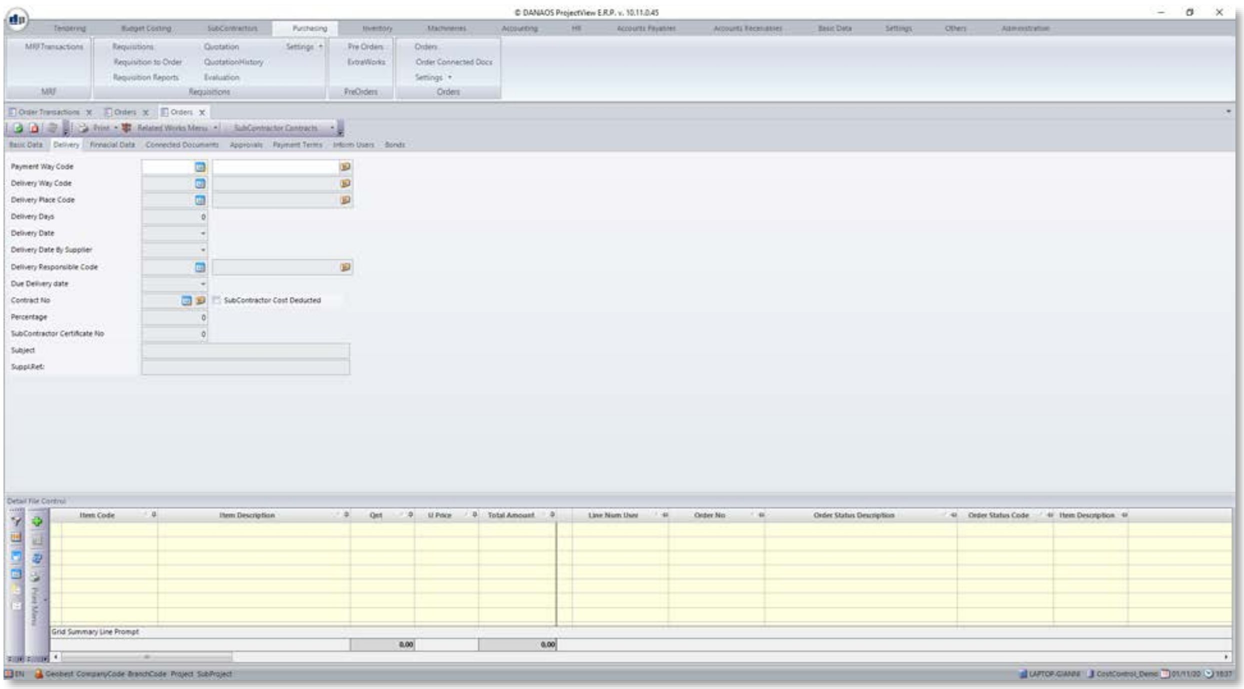
The user can also state if an order is:

- ✓ Active
- ✓ Paid
- ✓ Closed
- ✓ Blanket Order

5.1.2 Fill in the additional order details

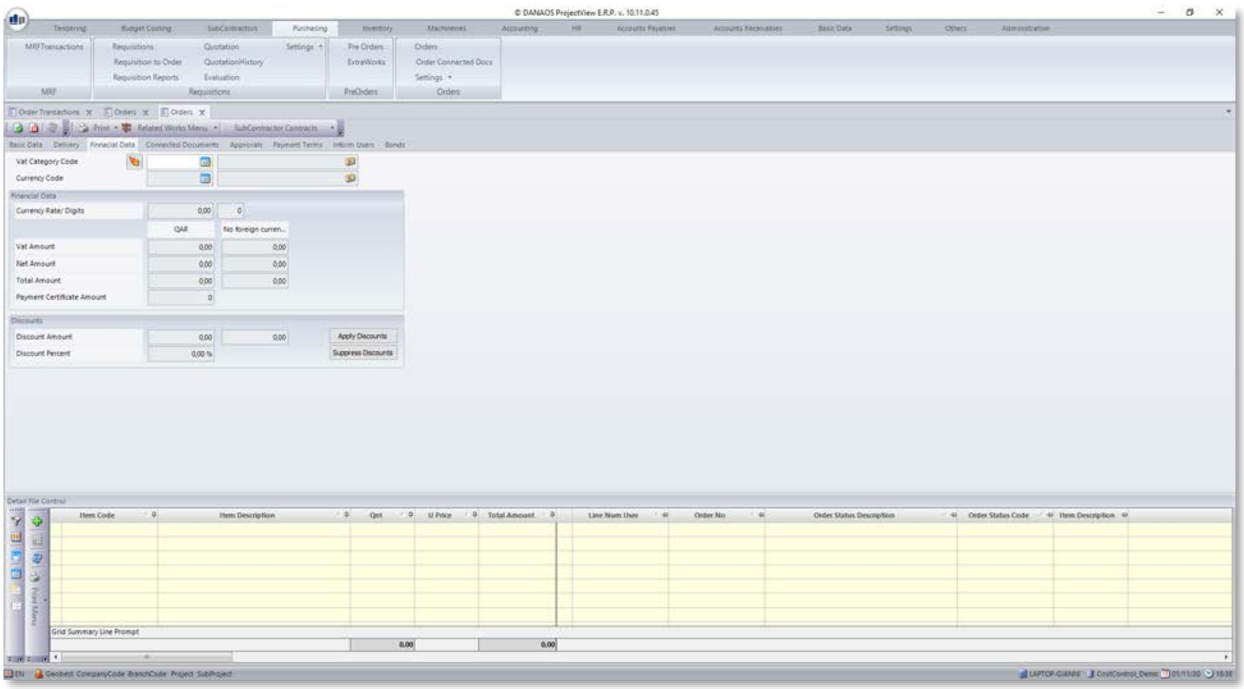
5.1.2.1 Delivery

This tab allows the user to assign delivery information to this order i.e. delivery days, delivery way etc.



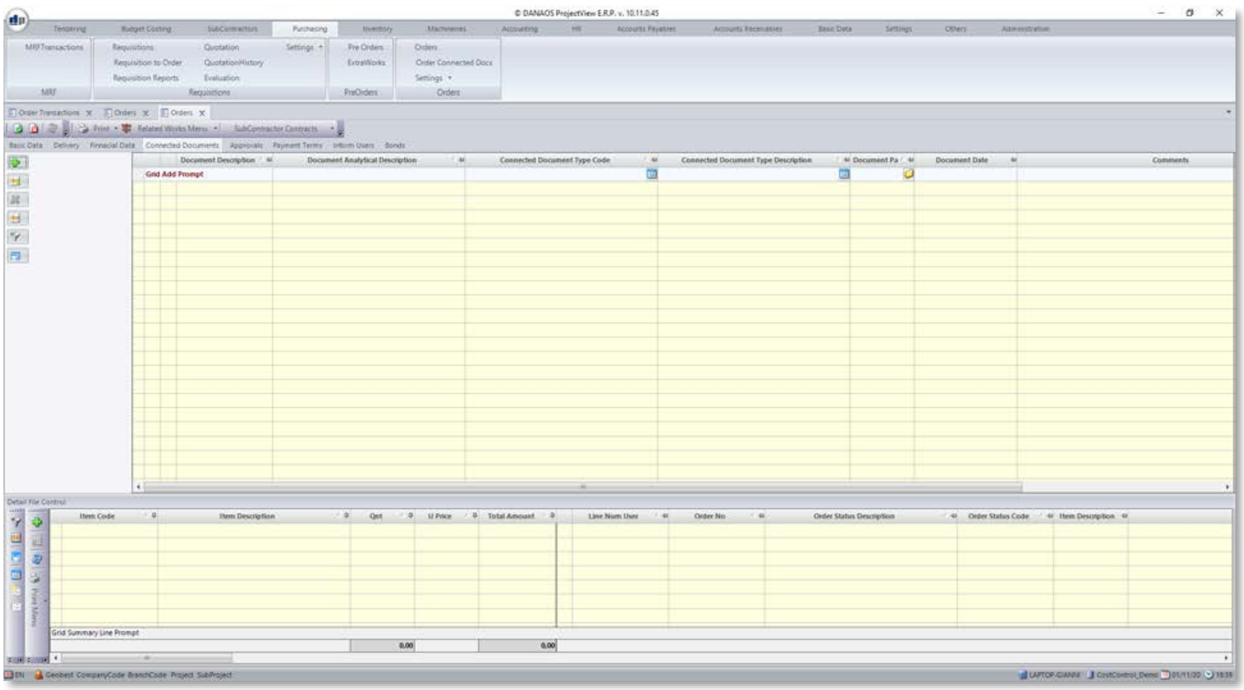
5.1.2.2 Financial Data

This tab allows the user to assign financial information to this order i.e. discounts, VAT etc.



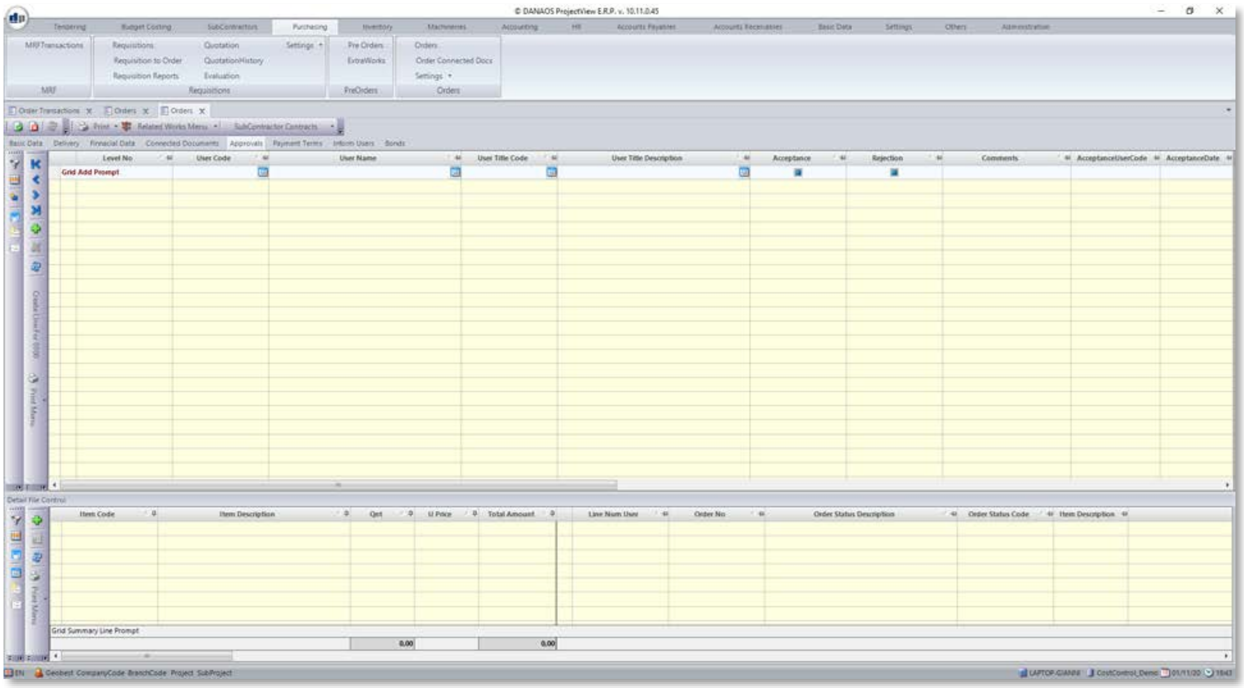
5.1.2.3 Connected Documents

It is possible to associate an order with one or more documents (e.g. Manuals). This tab allows for these documents to be associated with the order.



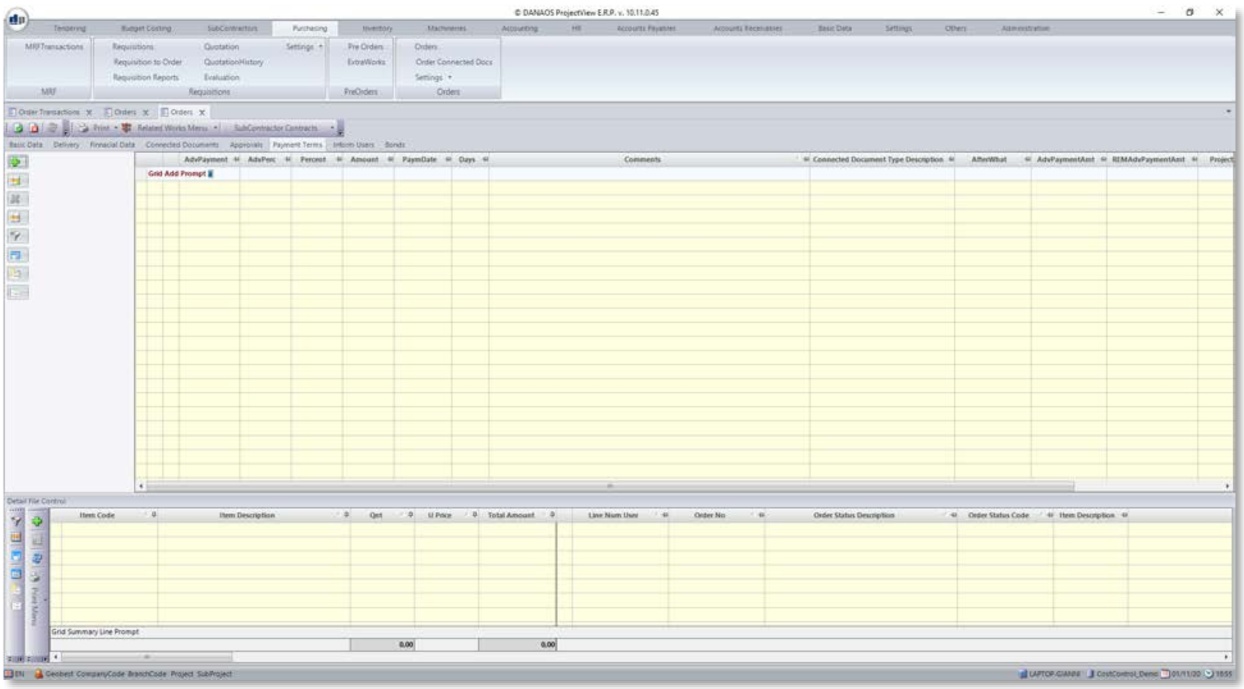
5.1.2.4 Approvals

This tab allows user to approve or reject an order.



5.1.2.5 Payment Terms

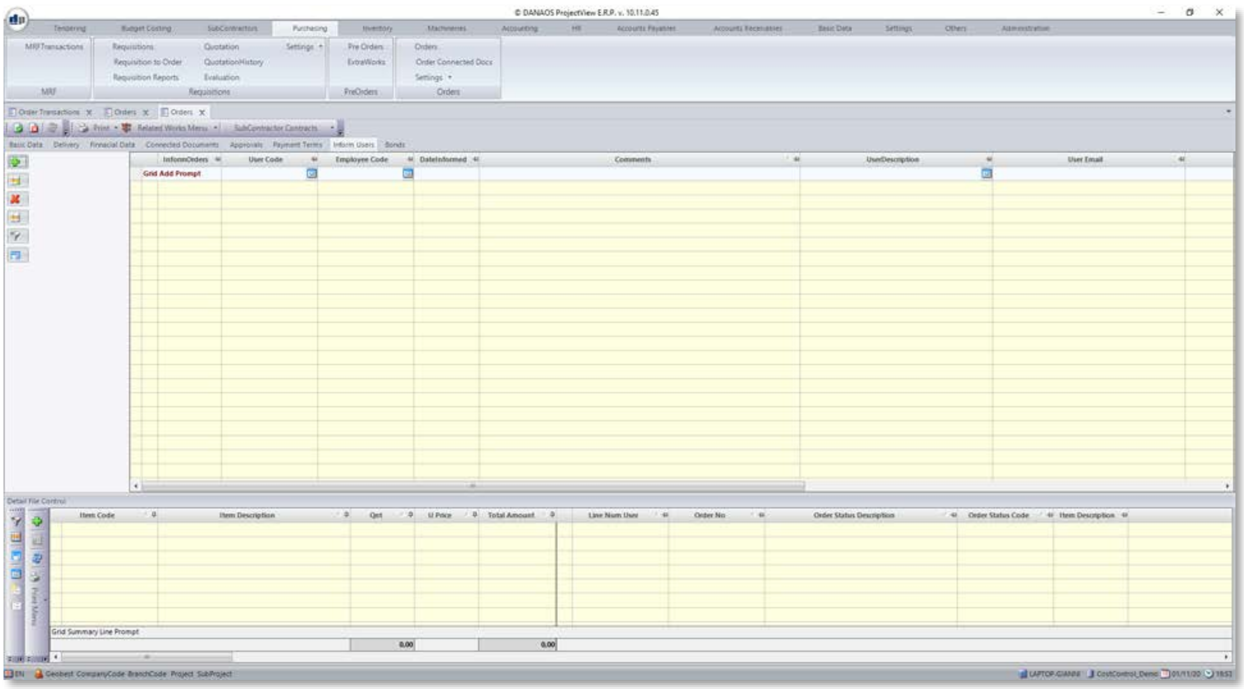
This tab allows the user to add the necessary payment terms to an order.



There can be multiple payment terms, which are created by adding lines to the grid as shown above.

5.1.2.6 Inform Users

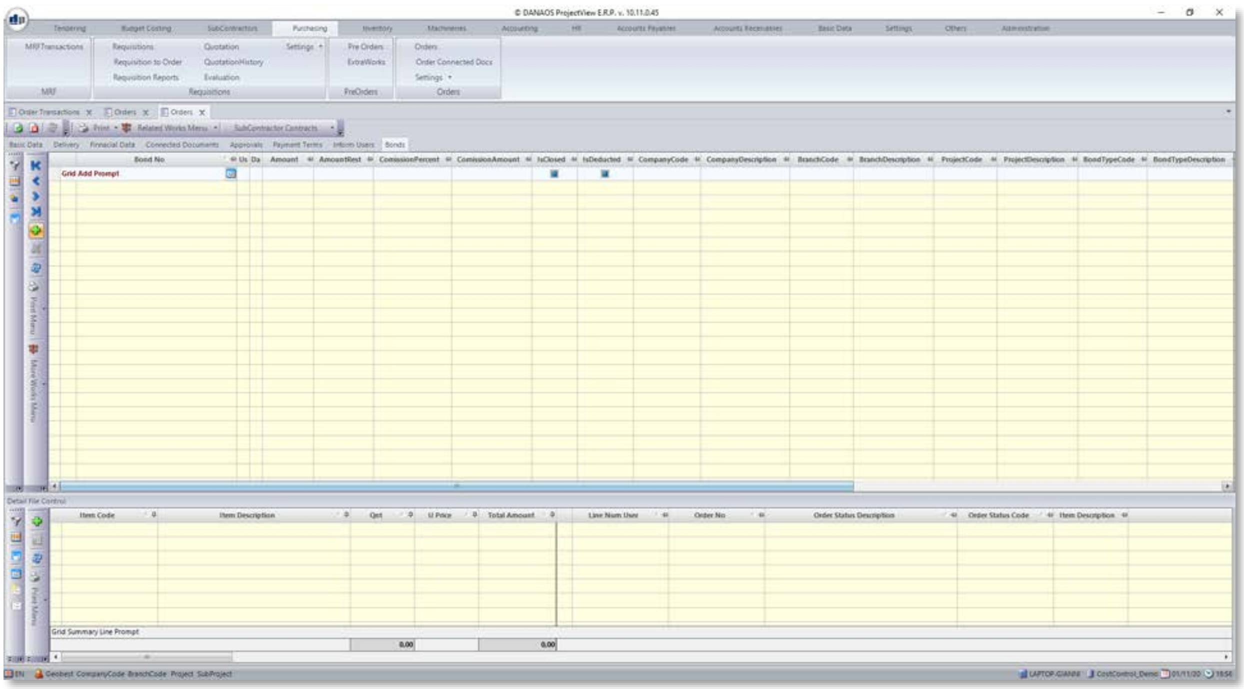
This tab allows the selection of employees who will be informed when the order is finalized:



To inform the users, the button “*Send Email to Employees*” which is located in the toolbar, in the “*Related Works*” menu has to be pressed. The selected users will receive an email with the order details.

5.1.2.7 Bonds

This tab allows the user to add bonds to an order.



There can be multiple bonds, which are created by adding line to the grid as shown above.

Note

Bonds are created from the accounting department. Please refer to the accounting module manual for more information.

5.1.3 Finalize the order and send email to the supplier and employees

When all the details have been filled in, the user must return to the “*Basic Data*” tab. There, they must tick the “*Final Approval*” check box.

The order can either be printed or directly sent to a supplier via email. To do so, the user has to click on “*Send Email to Supplier*” which is located in the toolbar, in the “*Related Works*” menu. The email will include all the order details as explained previously.

As a last step, the user can also inform the employees who have to receive a copy of the order. To do so, they have to click the button “*Send Email to Employees*” which is located in the toolbar, in the “*Related Works*” menu has to be pressed. The selected users will receive an email with the order details.

Note

The “*Send Email to Employees*” will only work if there are entries in the “*Inform Users*” tab.

5.1.4 Adding Documents from a Template

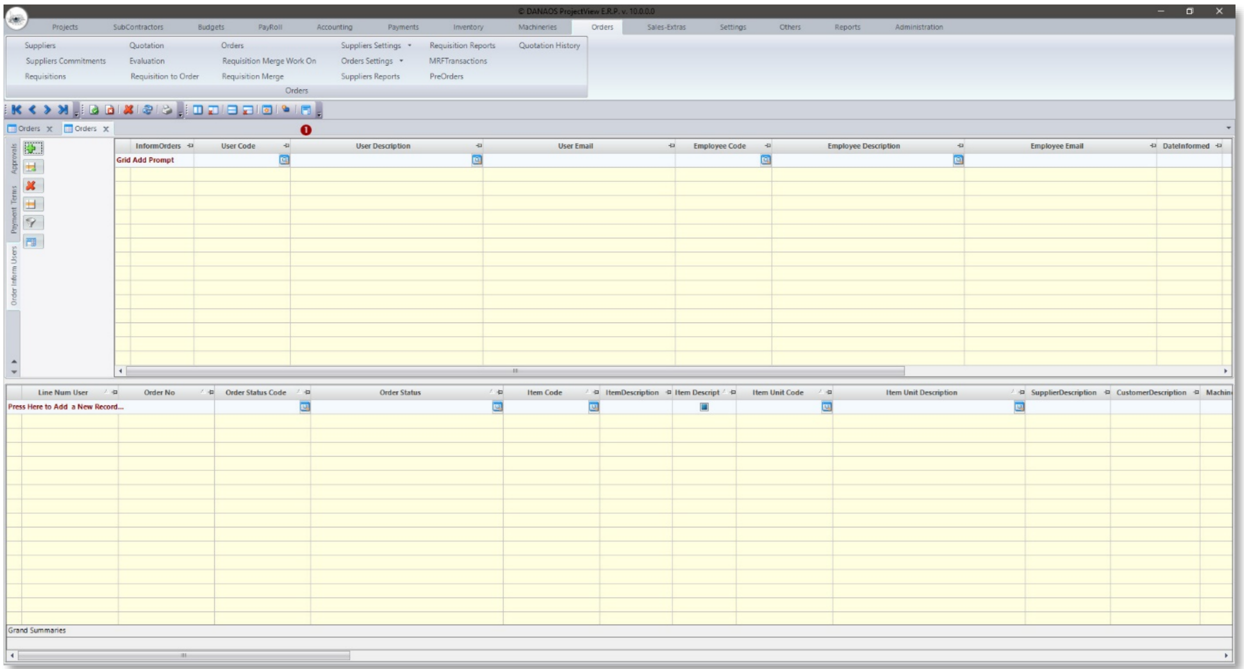
Upon opening an Order from the Orders List, a new form containing the selected Order and all relevant details is displayed.

To create the necessary documents (Terms and Conditions, Subcontractor Agreement etc), a word document has to exist to act as a template for these documents. The template will contain a number of keywords, which the system will read and replace with supplier's details. For a full list and an example, please see. Appendix of supplier keywords.

Having prepared the template, the user has to click on "*Create Document From Template*" which is located in the toolbar, in the "*Related Works*" menu. The system will then let the user browse for the template. After the system has processed the template, it will:

- ✓ Ask the user for a save location
- ✓ Ask the user whether the complete document should be attached to the order. If so, the path of the document (the same as that of the save location) will appear in the tab "Connected Documents"

If the user wishes to notify a number of employees regarding the Order (e.g. Storekeepers, site managers etc), these employees have to be added using the relevant grid. This is accessed by clicking on the “Order Inform Users” Tab.



Having selected one or more users or employees, the user has to return to the “Main” tab and click on the “Email Employees” (5) button. An email will be automatically generated and sent to the selected employees informing them of the order.

As a final step, the user must click on the “Email Order” button (34) in order to send the order to the supplier. A dialog box will appear asking whether the Storekeepers should be informed. If the users clicks on “Yes”, the same email as the one mentioned above will be sent to the selected employees/users.

Note

- ✓ Please note that the signed LOA must be **manually** added to the connected documents
- ✓ If a LOA is added to the connected documents, the user should manually input the “*LOA No*” in the “Main” tab in order for this field to appear in the Sub contractor agreement.

5.1.4.1 *Appendix of supplier keywords*

The following page contains the list of fields that can be inserted in a word document in order for it to be used as a template for the order.

To use any of the Keywords, the user has to enclose it as follows:

<%keyword%>

Example

If the user wants to add an address for the supplier (in this case Danaos Projects), the following text could be used:

<%SupplierDescription%>

<%Address%>,
Tel: <%Phone1%>,
Mob: <%Phone2%>

After the processing from the system, the final document will display:

Danaos Projects

#21st Floor, Office 49, Binary Tower, Marasi Drive Business Bay
Tel: +971 4 8714149
Mob: +971 52 5686511

Note

- ✓ Please note that any formatting (text size, bold/italics/underline, color etc.) that is used on the keyword in the template will also be used on the actual supplier values that will replace the keywords.
- ✓ Any characters (commas, periods, spaces etc.) used before or after a keyword will also be displayed in the final document.
- ✓ No characters, spaces etc. can be used between the “<%” and the “%>”. Doing so will confuse the system resulting in the keyword not being recognized by the system.

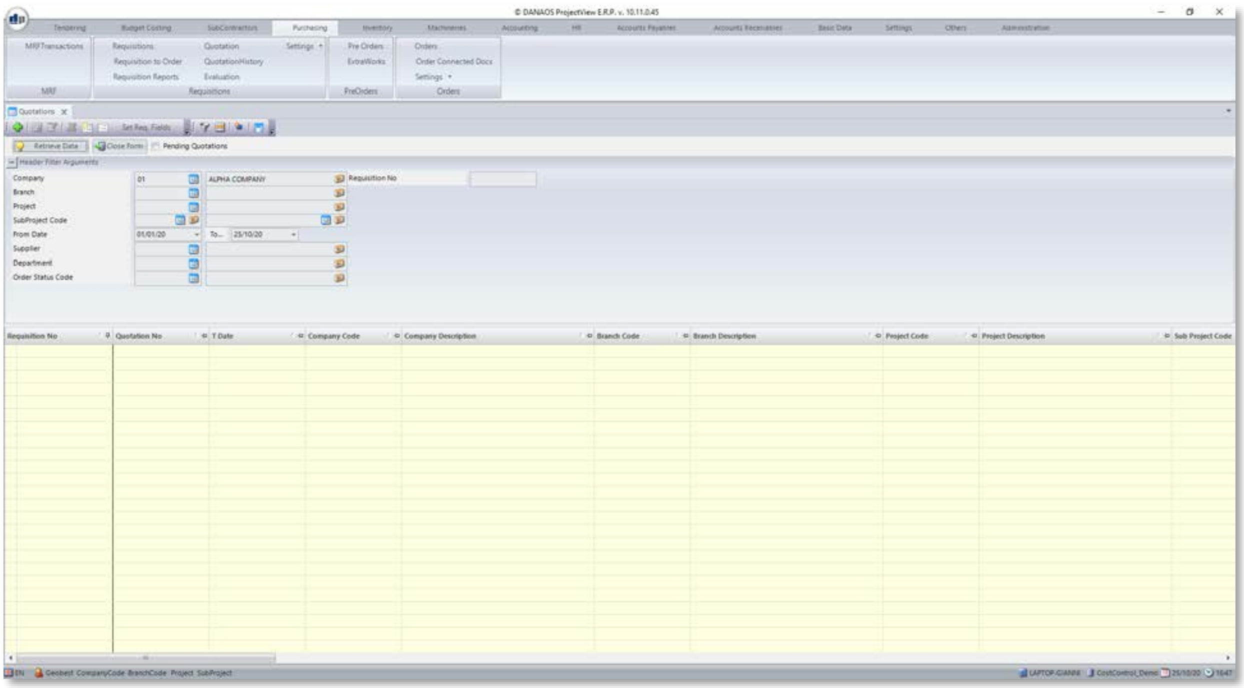
Keywords	Explanation
SupplierCode	Code of the supplier
SupplierDescription	Description of the supplier
SupplierDescriptionEn	English Description of the supplier
SupplierTypeCode	Type of the supplier
SupplierGroupCode	Group of the supplier
Address	Address of the supplier
AddressNumber	Address Number of the supplier
AreaCode	Code of the area
CityCode	Code of the city
StateCode	Code of the state
CountryCode	Code of the country
Zipcode	Zipcode
Phone1	Phone1 of the supplier
Phone2	Phone2 of the supplier
Phone3	Phone3 of the supplier
Phone4	Phone4 of the supplier
Fax	Fax of the supplier
TelexNumber	Telex Number of the supplier
SupplierSupContractor	English Sup of the supplier
IsTemporary	flag if Supplier is temporary
HaveCommitment	flag if Supplier has Commitment
IssueCreditInvoice	flag if supplier issues credit Invoices
DiscountPercent	Discount Percent of the supplier
VatNumber	VatNumber of the Supplier
VatRegistrationNumber	The Vat Registration Number of the supplier
SAFolderNumber	the SA Folder Number of the supplier
RegistrationNumber	The registration Number of the supplier
TaxOfficeCode	Code of the Tax Office
AcCode	Code of the ac
BankCode	Code of the bank
BankBranchCode	Code of the Branch of the bank
BankAccount	Account of the bank
CurrencyCode	Code of the currency
NumberOfDays	Number of days until payment
PaymentWayFlag	Flag if has Way of the payment
Url	Url address of the supplier
Email	email of the supplier
Contact	contact of the supplier
ContactPhone	Phone of the contact's Supplier
ContactEmail	Email of the contact's Supplier
Comments	Comments on supplier
UserCreate	Which is the user that created the record

UserUpDate	Which is the user that modified the record
DateCreate	Creation date of the record
DateUpDate	Modification date of the record
LaborSubContractor	flag if is a Labor Sub Contractor
MachinerySubContractor	flag if is a Machinery Sub Contractor
PaymentWayCode	Code of the Way of payment
AreaDescription	Description of the area
CityDescription	Description of the city
StateDescription	Description of the state
CountryDescription	Description of the country
CountryImgPath	Directory of the country's image
TaxOfficeDescription	Description of the TaxOffice
CurrencyDescription	Description of the currency
BankDescription	Description of the bank
BankBranchDescription	Description of bank's Branch
AcDescription	Description of the ac
SupplierGroupDescription	Description of the Group of the supplier
SupplierTypeDescription	Description of the Type of the supplier

6 Quotation

To use the Quotations, the user has to navigate to:

“Purchasing” > *“Requisitions”* > *“Quotation”*

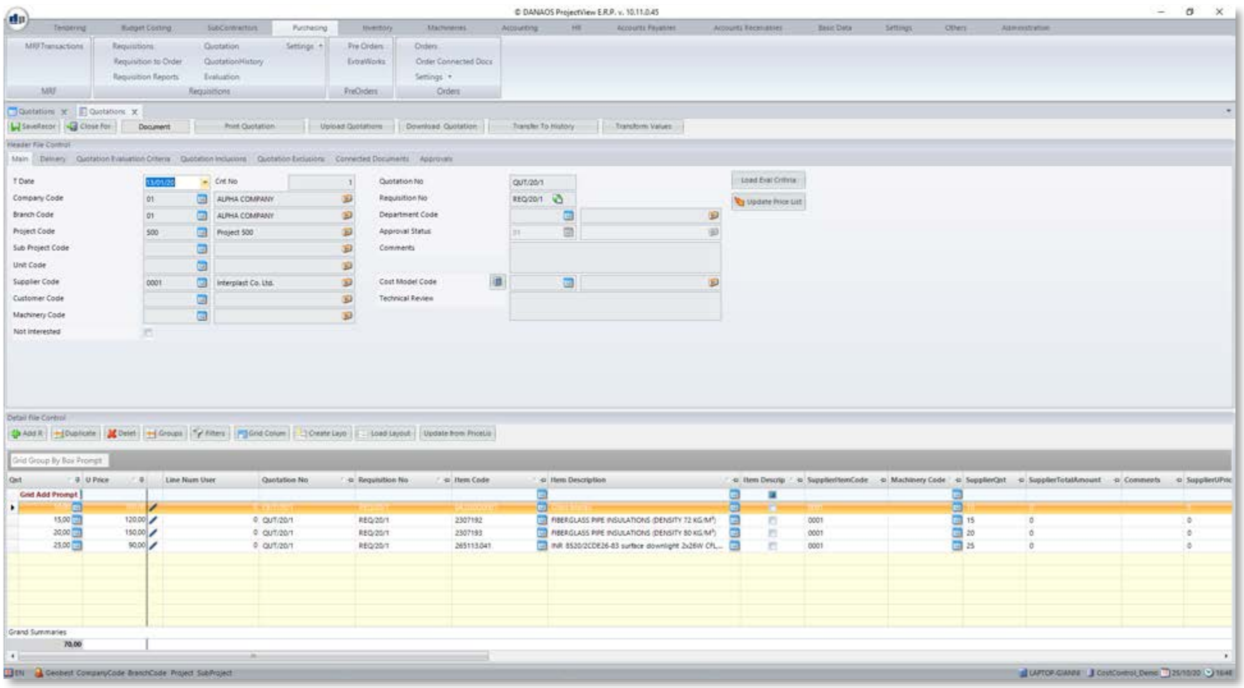


The user can request a list of Quotations already existing in the system by pressing the “Retrieve” button. To limit the number of retrieved results, arguments can be used.

Double clicking on one of the retrieved quotations will display a new form containing that quotation along with its details.

6.1 Review a Quotation

Upon opening a Quotation from the Quotation List, a new form containing the selected Quotation and all relevant details is displayed.



The user can:

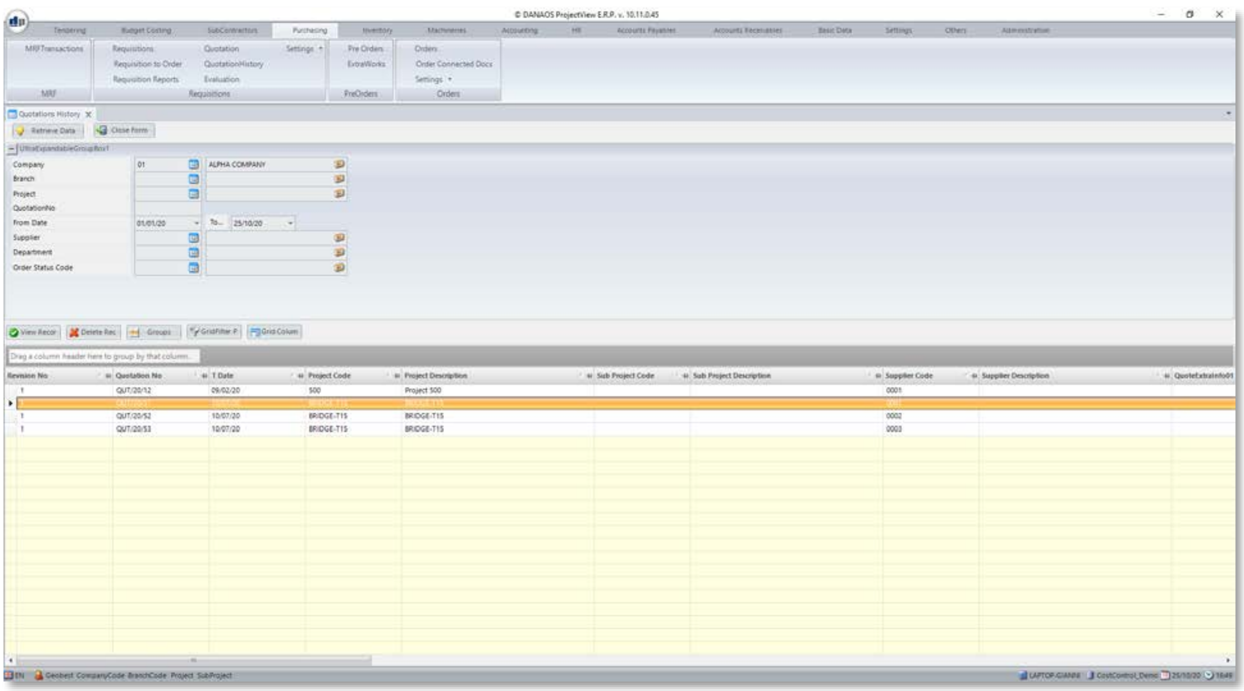
1. Print the Quotation by pressing the "Print Quotation"
2. Manually transfer this Quotation to the Quotation History. This is useful prior to downloading a new Quotation from the same supplier.

6.2 Quotation History

ProjectVIEW can store up to four different versions of a supplier's Quotation. The Quotation History allows the user to save multiple versions of the same supplier's Quotation for comparison/archiving.

To use the Quotation History, the user has to navigate to:

"Purchasing" > "Requisitions" > "Quotation History"



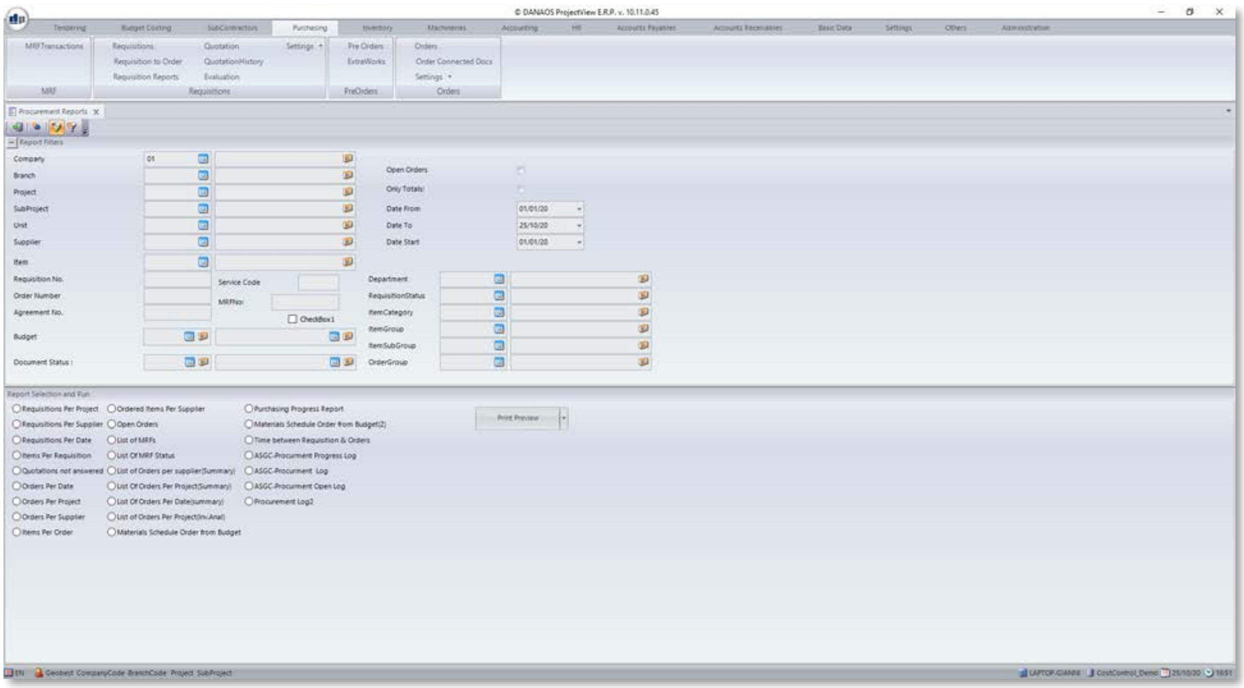
The user can request a list of Quotations (5) already existing in the system by pressing the "Retrieve" button. To limit the number of retrieved results, arguments can be used.

Double clicking on one of the retrieved quotations will display a new form containing that quotation along with its details.

7 Reports

To use the Orders, the user has to navigate to:

"Purchasing" > "Requisitions" > "Requisition Reports"

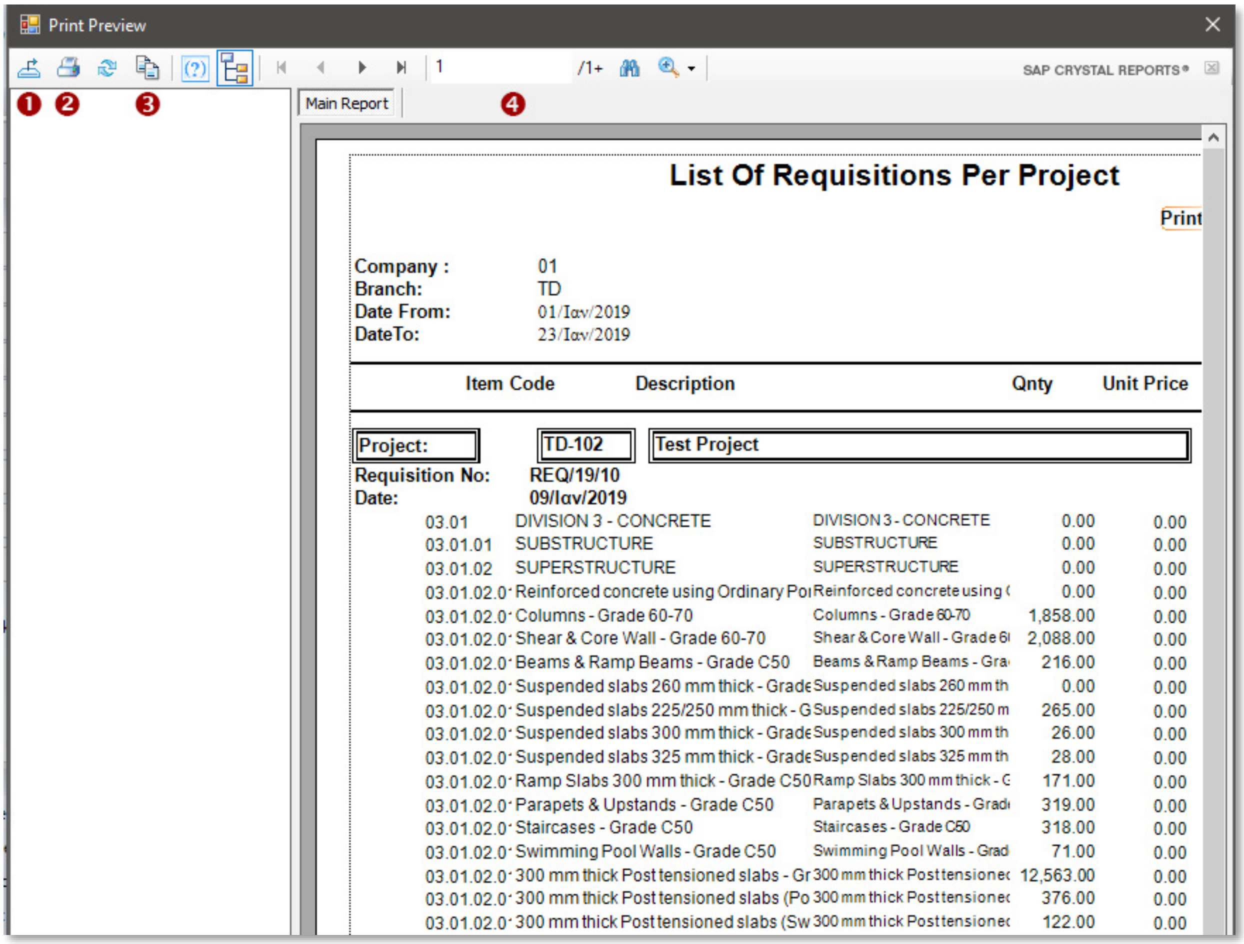


To preview and print any Requisition Report, a list of arguments must be used.

The entire list of available Reports is displayed. The user must select the needed Report from the list and press "Print Preview".

8 Print Preview

Whenever a print preview is generated (for Reports, Comparisons etc), the “Print Preview” window is displayed:



- ✓ To export the data in the report, the user can click the “Export” button
- ✓ To print the report, the user can click the “Print” button
- ✓ To copy the data in the report, the user can click the “Copy” button
- ✓ To navigate from page to page, the user can click the “Navigation” toolbar

9 Appendix – Vendor Setup for the Requisition/e-Purchasing

In order for the requisition and e-Procurement to be function efficiently, there are a few conditions that need be fulfilled during vendor setup. These are explained below.

Note

It is important to note that for all the conditions below to apply, knowledge of the Subcontractor & Accounts Payable modules is necessary. Please refer to those manuals for further information.

9.1 Vendor email

It is mandatory for a vendor to have a valid (and **unique**) email. This can be added in the "*Supplier Form*", tab "*More* Data".

This email will be used as the username for the vendor in the e-Purchasing portal. Only one username can exist per vendor.

9.2 VAT Number

It is mandatory for a vendor to have a valid (and **unique**) VAT number. This can be added in the "*Supplier Form*", tab "*More* Data".

The VAT number will be used to ensure no duplicate vendors can be created.

9.3 Contacts

As mentioned, the user can add a primary contact as well as contacts, which will be copied via email. These can be added in the "*Supplier Form*", tab "*Contacts*".

It is worthy of note that even if a primary contact is added (or more contacts via CCContacts), the vendor's email described above is still used as a username. Contacts are **only** used for email notification purposes.

In case of any queries or support issues, please contact us:

DANAOS Projects Software Solutions
Tamani Head Office - Office 1923
Business Bay
Dubai - UAE, P.O. Box 24051
Email: support@danaos-projects.com
Tel: +971 4 8714149