

TECH-3b Page | 1 of 1

Category	Technical
Course	BOS Config.
Version	1.0
Client	Generic
Software	2.12.100

Configure a Supplier for Rymac Electronic Order & Invoice Pickup

To export an order and receive an electronic invoice from an electronic established supplier, you first need to configure their supplier settings in SUREfire.

Hints and Tips

- ✓ Rymac is a company that provides an electronic gateway between your business and a supplier.
- ✓ Complete this procedure for each independent supplier you use that Rymac does business with; Metcash and ALM use their own gateway.
- ✓ **Electronic ordering** automates the task of getting an order to the supplier; you no longer need to fax or email orders that are recorded in SUREfire.
- ✓ **Electronic invoicing** automates the task of getting invoice quantities and prices into SUREfire.
- ✓ Your business decides how often SUREfire exports and imports files to/from Rymac.
- ✓ Rymac uses the ABN number for the supplier to identify who to transmit your order to; this information is included in the exported order file.
- ✓ Rymac emails or faxes you confirmation when they receive an order.
Call them if you don't receive it within one hour of exporting the order.
- ✓ Rymac can be contact by phone (07) 5593 1466 or by email techsupport@rymac.com.au
- ✓ If you want reliable cost prices out of Rymac, request the supplier to provide net case cost on the invoice.

Procedure to Configure Supplier to use Rymac

1.	Call SUREfire Retail Support to enable your account with Rymac. <i>*You'll receive a Username and password; Support will run a script to add these details to the SUREfire system.*</i> <i>*Support can also check which of your suppliers use Rymac.*</i>	
2.	From the BOS Payable menu, click Accounts .	
3.	In the Code field, type or search for the supplier code that you want to process through Rymac.	
4.	Click the Parameters tab.	
5.	In the Customer No: field, type the ABN number for this supplier. <i>*The ABN is recorded on the General tab.*</i>	
6.	Click Save .	
7.	Click the Comms tab.	
8.	Select the RymacOrder PO Export check box and the Rymac Invoicing checkbox. <i>*Use the scroll bar to page down the list.*</i>	
9.	Click Save .	
10.	To: configure another supplier for Rymac then: return to step 3. finish click Close .	