

## **Section 12 - Supplier Database**

A database of Suppliers may be created in the CCS System. The database may be used in conjunction with the material adjudicator to prepare enquiries.

This section of the Candy manual contains the following topics:

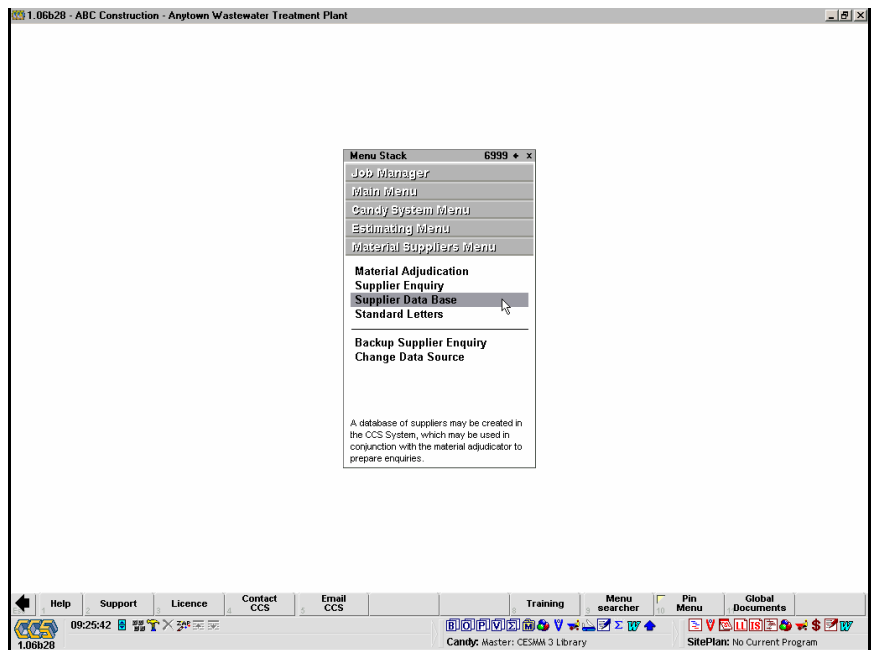
- Creating suppliers - Sheet 12.01 to 12.02
- Standard letters - Sheet 12.02 to 12.04
- Database interrogation - Sheet 12.04 to 12.05
- Supplier enquiry - Sheet 12.05 to 12.08
- Backup supplier database - Sheet 12.08
- Change database source - Sheet 12.09



## Creating Suppliers

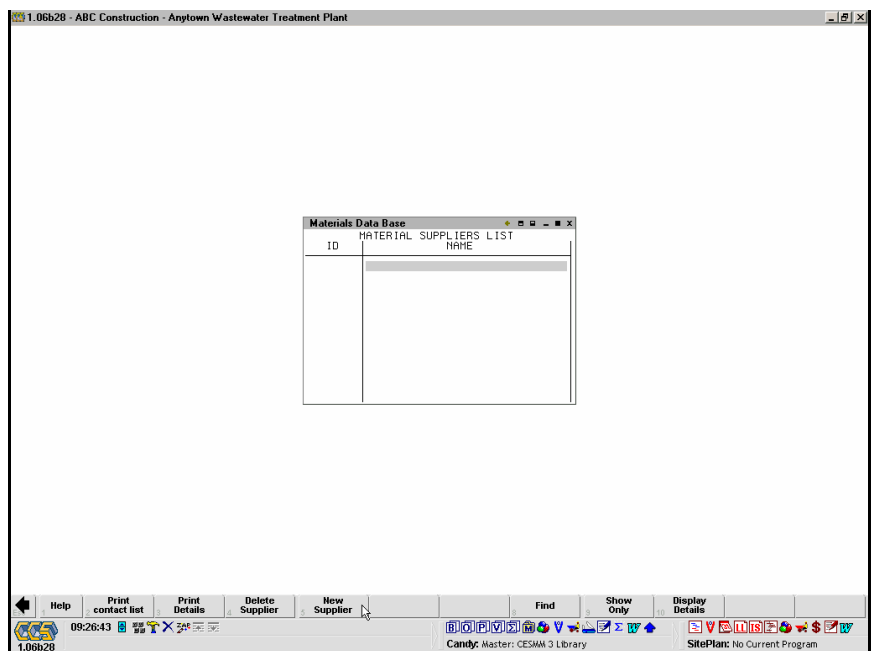
An entry may be created for each supplier in the suppliers database.

From the **CCS Menu** follow the path **Candy System** to **Estimating** to **Material Suppliers** and select **Supplier Database**.



The **Material Suppliers List** is displayed.

Use the  softkey.



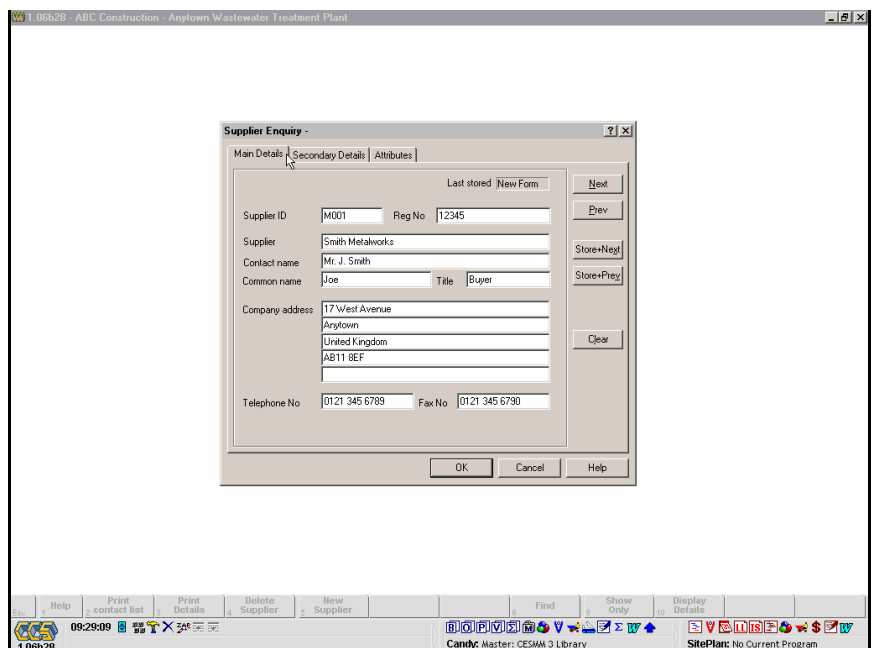
## Main Details

The **Main Details Form** for the new entry is displayed.

On this document a unique code must be entered in the **Supplier ID** field, and any or all of the other fields may be used to record the main details for the supplier.

Information on this document may be used in the compilation of a standard letter.

Select the **Secondary Details** tab.



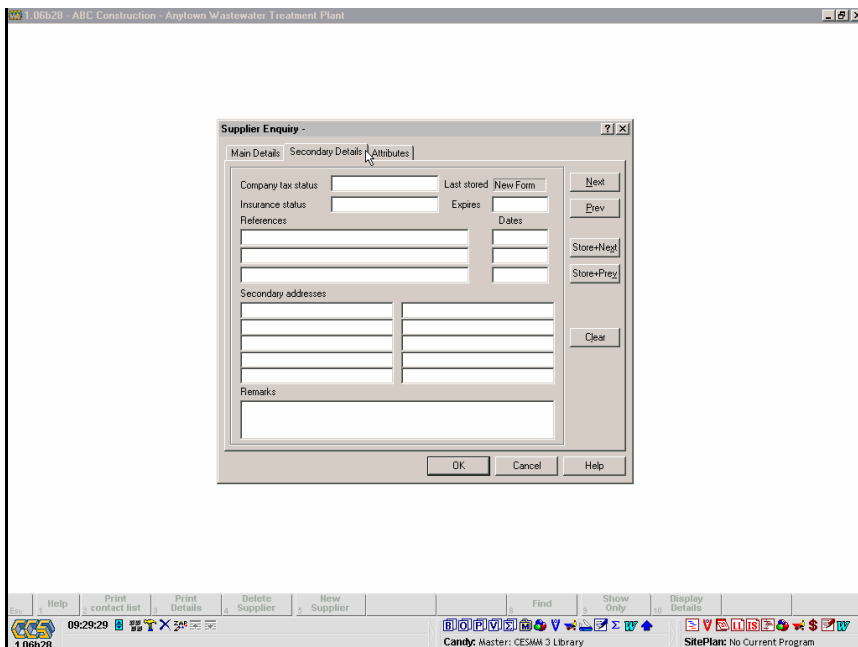
## Secondary Details

The **Secondary Details Form** for the new entry is displayed.

This document is used to record the secondary details for the supplier.

Information on this document is not used in standard letters or for database interrogation.

Select the **Attributes** tab.



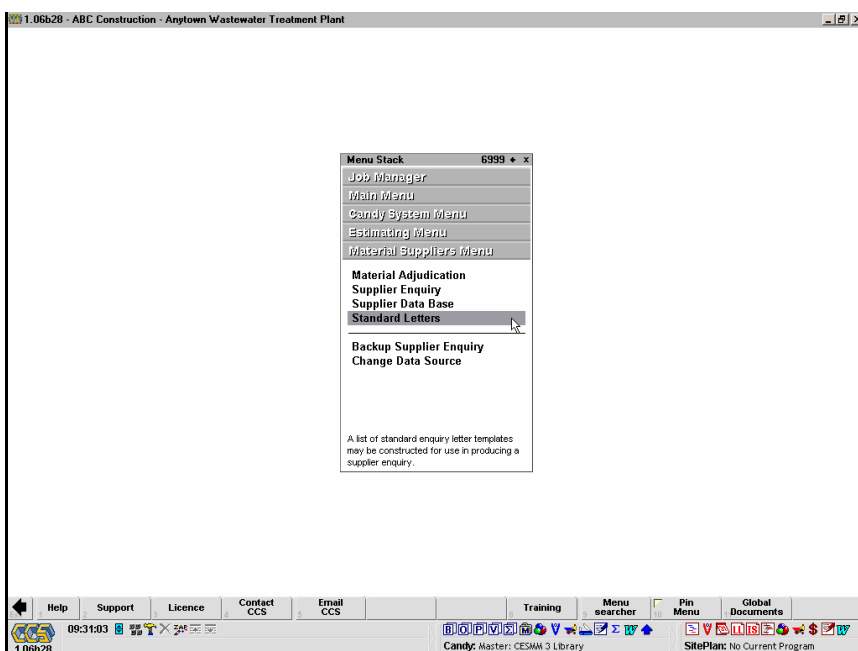
## Attributes

The **Attributes Form** for the new entry is displayed.

This document is used to record the enquiry attributes for the supplier.

Information on this document is used to interrogate the database for an enquiry.

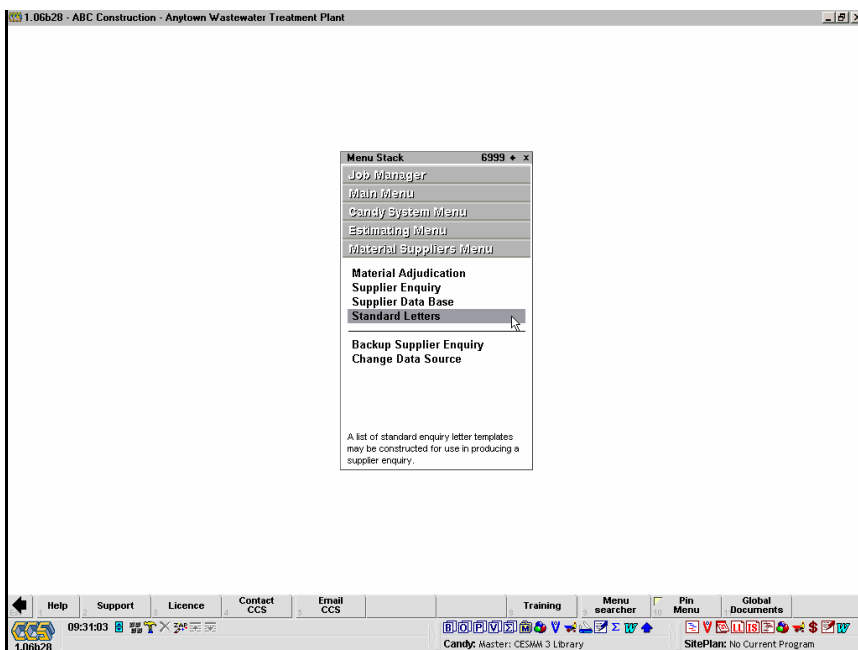
Use the **Store & Next** button to store the information that has been entered on the three sheets.



## Standard Letters

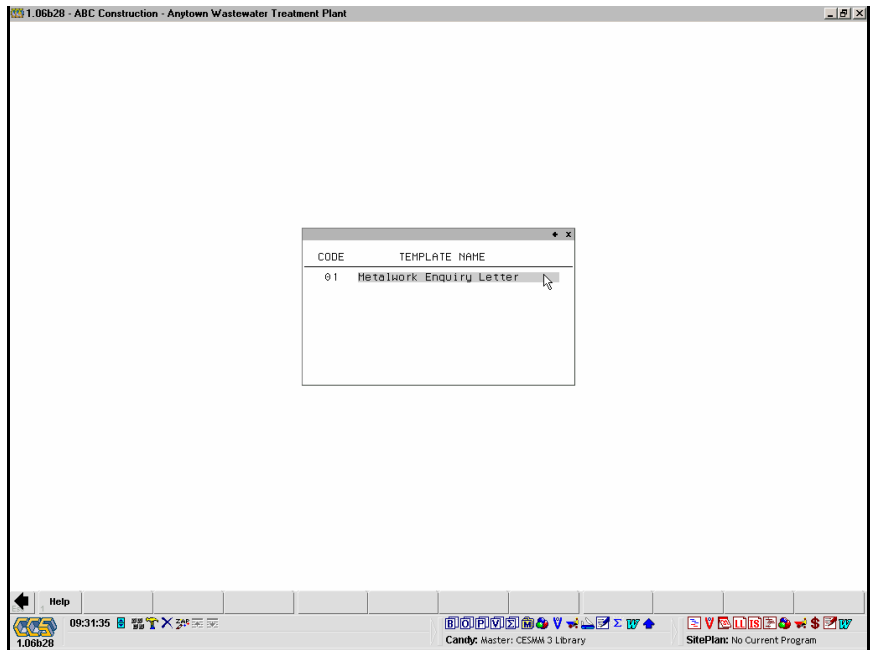
*A list of standard enquiry letter templates may be constructed for use in producing a supplier enquiry.*

From the **CCS Menu** follow the path **Candy System** to **Estimating** to **Material Suppliers** and select **Standard Letters**.



The **Standard Letter Selector** is displayed.

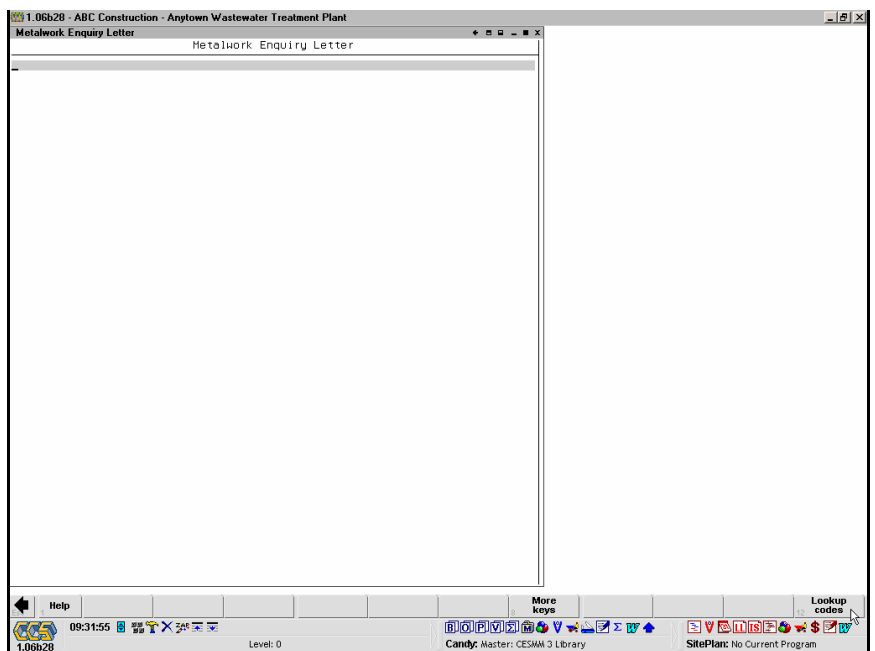
Position the cursor on a blank line, enter a unique 2-digit code and a name for the letter and use Enter.



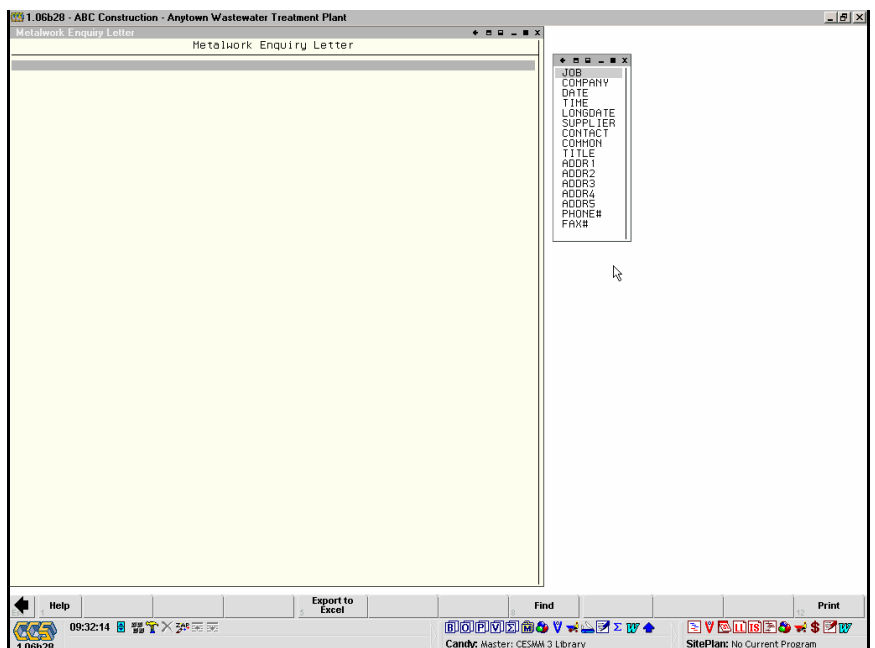
A blank letter is displayed, which is in fact a **4th Base** document.

A template may be constructed by typing text within which data from the computer and/or the supplier database may be included.

Use the **Lookup Codes** softkey.

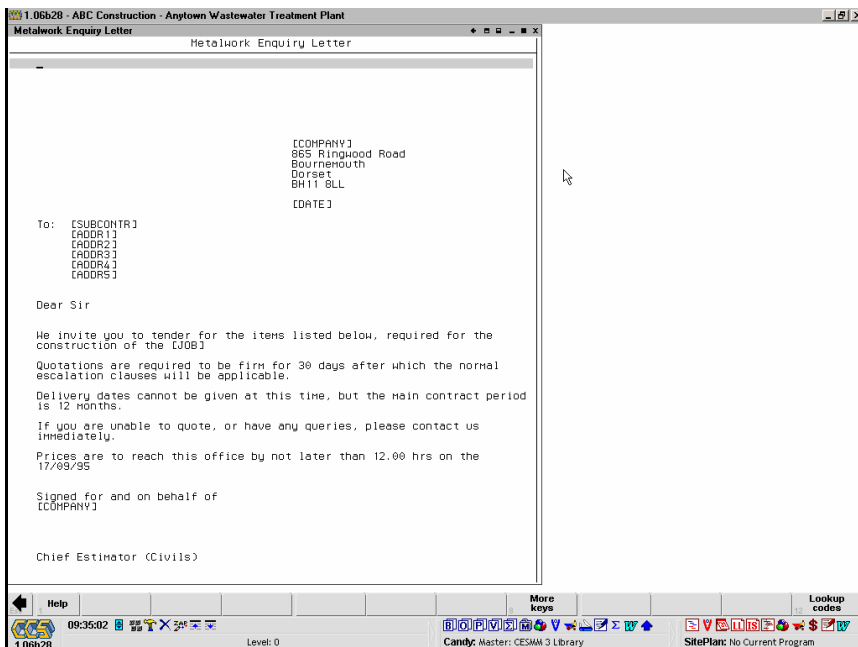


A list of the available **Lookup Codes** is displayed.



Lookup codes must be enclosed within [square brackets] within the body of the letter's text.

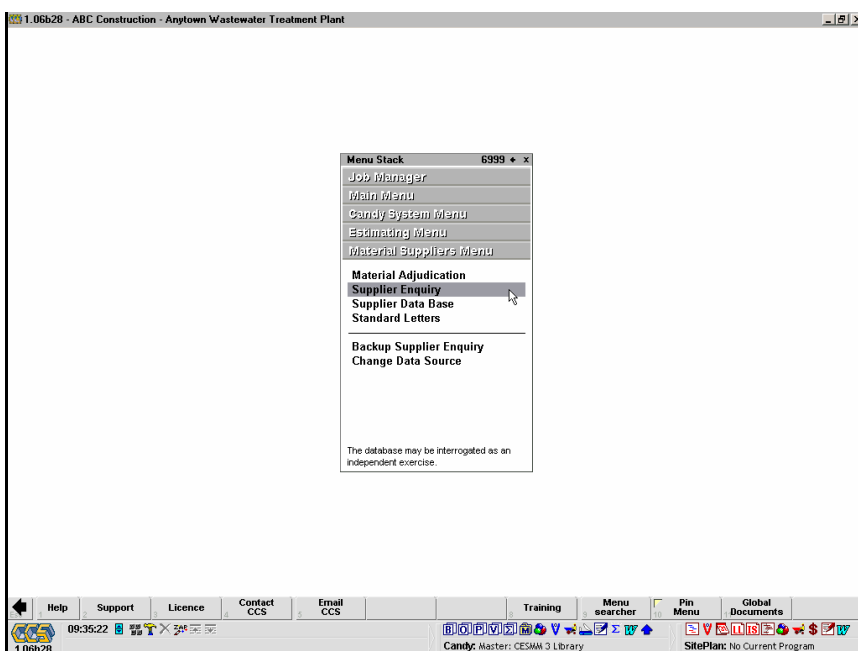
When the standard letter is printed as part of an enquiry, the lookup codes are translated into the information that they represent.



### Supplier Database Interrogation

The database may be interrogated as an independent exercise or as part of a supplier enquiry.

From the **CCS Menu** follow the path **Candy System** to **Estimating** to **Material Suppliers** and select **Supplier Enquiry**.



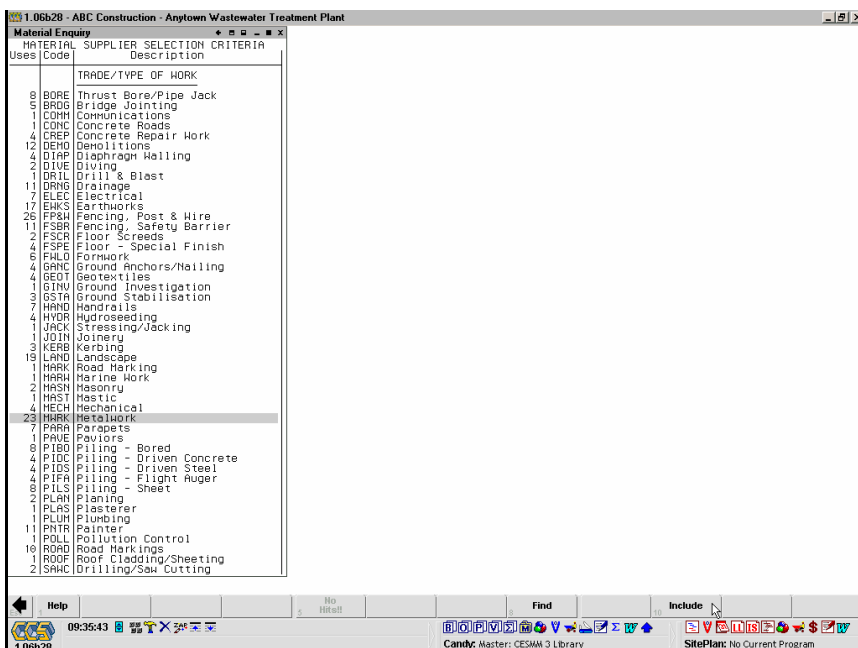
The **Material Supplier Selection Criteria** document is displayed, which lists all of the enquiry attributes that have been used on the **Attributes Form** against entries in the supplier database.

The attributes are sorted into the following categories:

- Trade/type of work
- Minimum value capability
- Maximum value capability
- Geographical areas
- Vendor assessment
- Quality assessment

The number of occurrences of each enquiry attribute is displayed in the column headed **Uses**.

Position the cursor on the enquiry attribute on which you wish to base the initial search



and use the  softkey.

The **xx Hits View ?** softkey displays the number of entries that satisfy the search criteria.

Other softkeys in filter display have the following functions:

**& Must Have..** Searches the list found so far for entries that contain further specified data.

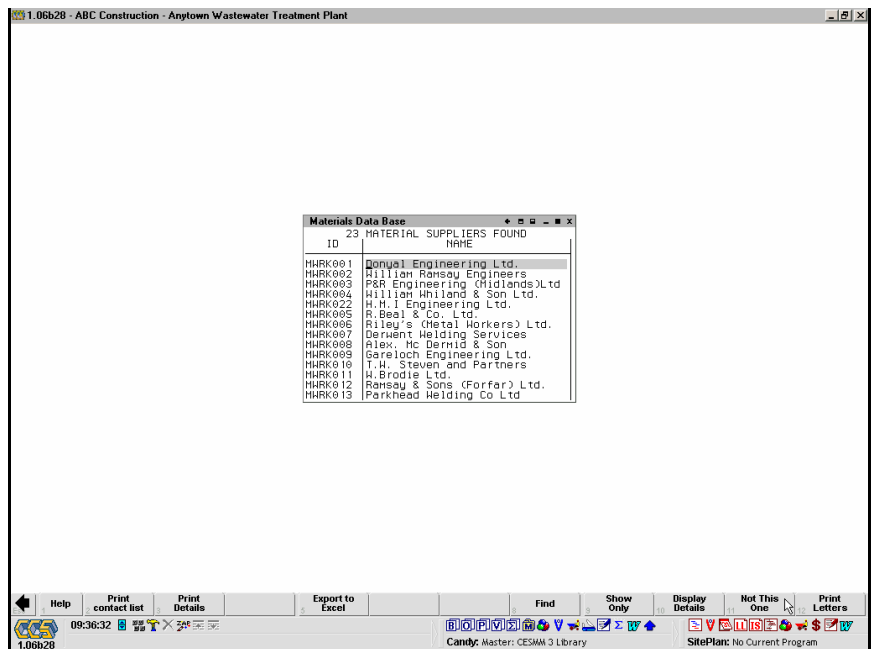
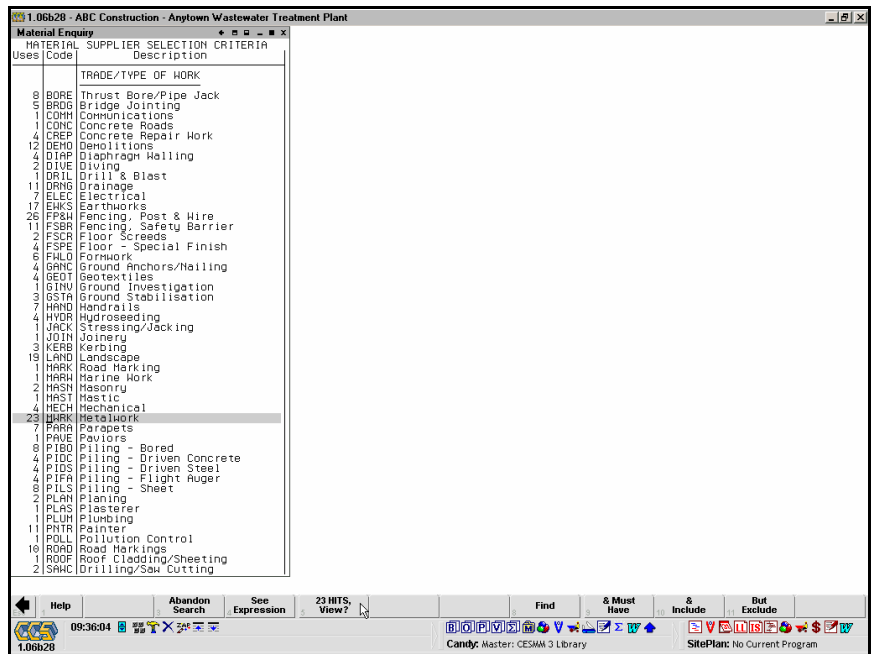
**& Include..** Functions like **& Must Have..** except adds any entries with specified data to the list of entries found so far.

**But Exclude..** Functions like **& Include..** except removes any entries with specified data from the list of entries found so far.

Use the appropriate softkeys to interrogate the database and use the **xx Hits View ?** softkey.

The **Suppliers Found List** is displayed.

On this document the **Not This One** softkey may be used to further reduce the list of suppliers to be included in an enquiry.

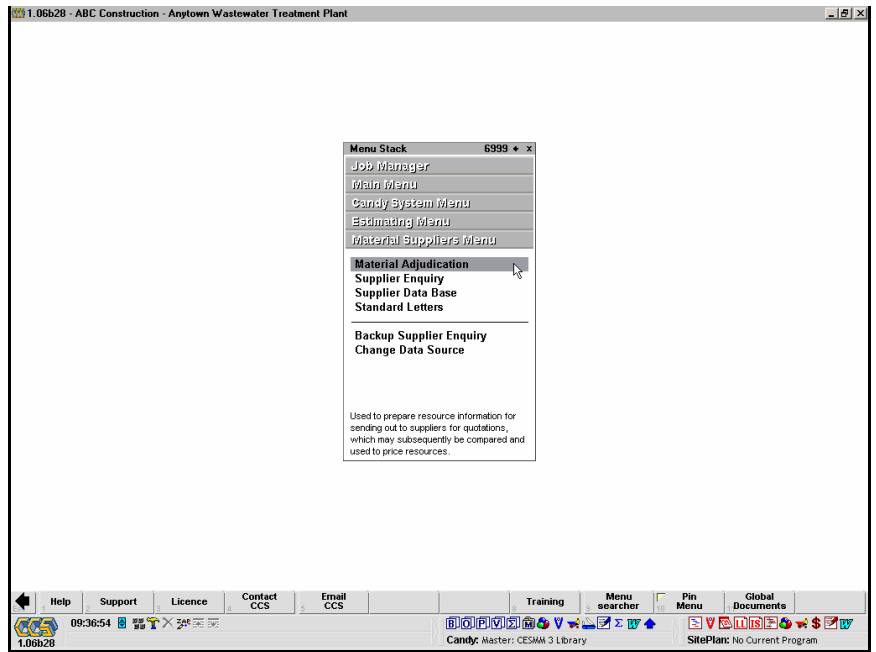


## Supplier Enquiry

An enquiry may be produced by interrogating the suppliers database and printing a standard letter individually addressed to each supplier together with a list of resources to quote on from a materials adjudicator.

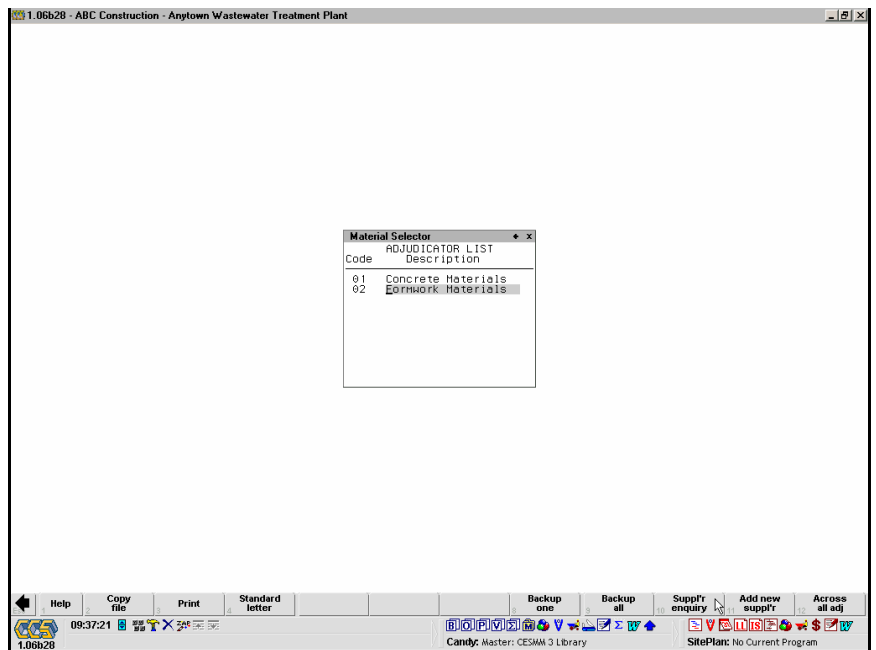
From the **CCS Menu** follow the path **Candy System** to **Estimating** to **Material Suppliers** and select **Material Adjudication**.

*Note: Refer to **Candy Manual Section 11 - Materials Adjudicator** for more information about setting up materials adjudicators.*



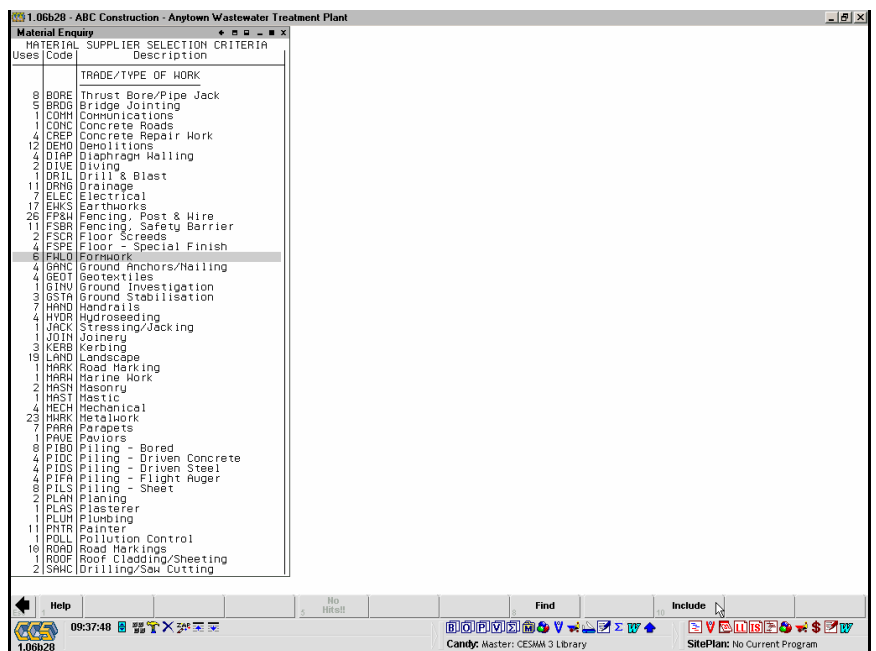
The **Material Suppliers Selector** is displayed.

Position the cursor on the materials adjudicator document on which the enquiry is to be based and use the **Suppl'r Enquiry** softkey.

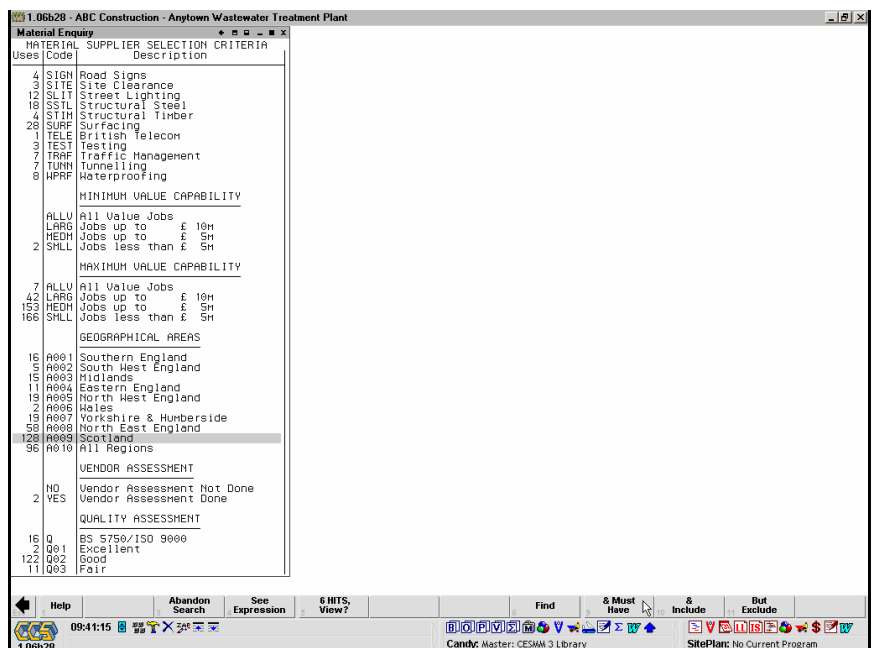


The **Material Supplier Selection Criteria** document is displayed.

Position the cursor on the main enquiry attribute on which you wish to base the enquiry and use the **Include..** softkey.



Position the cursor on a further enquiry attribute on which you wish to base the enquiry and use the **& Must Have..** softkey.



## Search Criteria

The current search criteria may be viewed at any time.

On the **Material Supplier Selection Criteria** document use the **See Expression** softkey.

The current search criteria, in the order in which it has been specified is displayed in a message box.

Hit any key to continue.

The screenshot shows the 'Material Enquiry' dialog box with the following search criteria:

Uses	Code	Description
4	SIGN	Road Signs
3	SITE	Site Clearance
12	SLIT	Street Lighting
18	SSIL	Structural Steel
4	STIM	Structural Timber
28	SURF	Surfacing
1	TELE	British Telecom
3	TEST	Testing
7	TRAF	Traffic Management
7	TUNN	Tunnelling
8	WPRF	Waterproofing

MINIMUM VALUE CAPABILITY

7	ALLV	All Value Jobs
42	LARG	Jobs up to £ 10M
153	HEDM	Jobs up to £ 5M
2	SHLL	Jobs less than £ 5M

MAXIMUM VALUE CAPABILITY

7	ALLV	All Value Jobs
42	LARG	Jobs up to £ 10M
153	HEDM	Jobs up to £ 5M
166	SHLL	Jobs less than £ 5M

GEOGRAPHICAL AREAS

16	A001	Southern England
5	A002	South West England
15	A003	Midlands
11	A004	Eastern England
19	A005	North West England
2	A006	Wales
19	A007	Yorkshire & Humberside
58	A008	North East England
128	A009	Scotland
96	A010	All Regions

VENDOR ASSESSMENT

2	NO	Vendor Assessment Not Done
2	YES	Vendor Assessment Done

QUALITY ASSESSMENT

16	Q	BS 5750/150 9000
2	Q01	Excellent
122	Q02	Good
11	Q03	Fair

A 'Hit any Key' button is located in the center of the dialog box.

Interrogate the database to select the short list of suppliers.

Use the **xx Hits View ?** softkey.

The screenshot shows the 'Material Enquiry' dialog box with the search criteria from the previous screenshot. The '3 HITS, View?' button in the bottom toolbar is highlighted with a mouse cursor.

The **Suppliers Found List** is displayed.

On this document the **Not This One** softkey may be used to further reduce the list of suppliers to be included in an enquiry.


Use the **Print Letters** softkey.

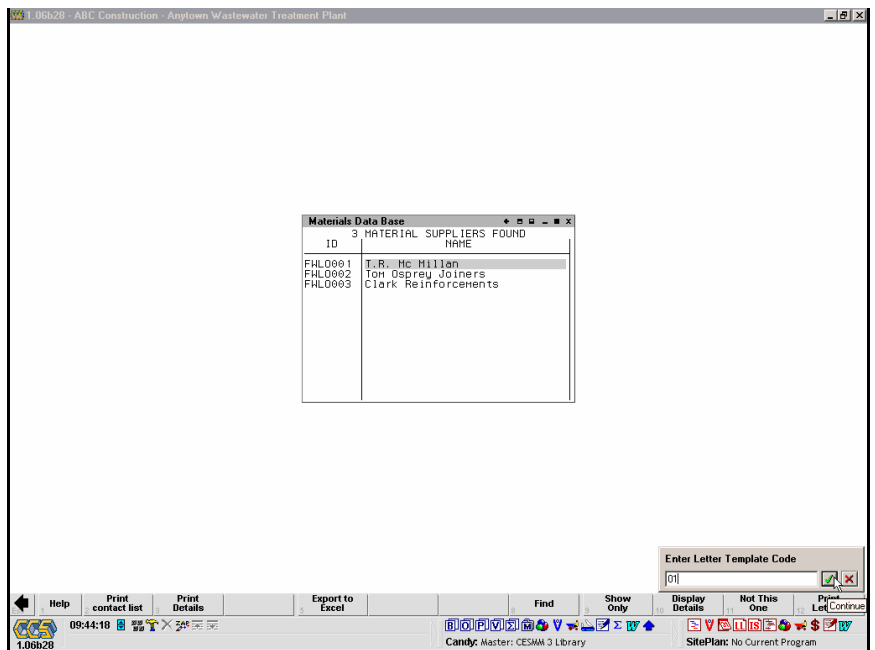
The screenshot shows the 'Materials Data Base' dialog box with the following data:

ID	MATERIAL SUPPLIERS FOUND NAME
FHL0001	T.R. Mc Millan
FHL0002	Tom Dwyer Joiners
FHL0003	Clark Reinforcements

The bottom toolbar includes buttons for 'Print contact list', 'Print Details', 'Export to Excel', 'Find', 'Show Only', 'Display Details', 'Not This One', and 'Print Letters'.

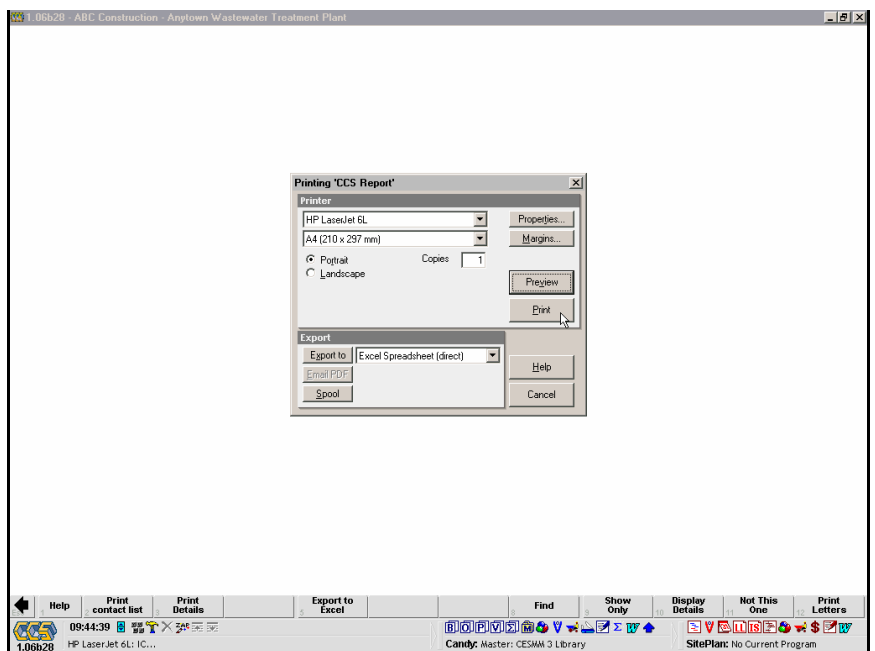
A selector is displayed.

Enter the 2-digit code for the **Standard Letter** that you wish to use for the enquiry and use the  button.



The printing selector is displayed, from which the report may be printed, previewed or exported.

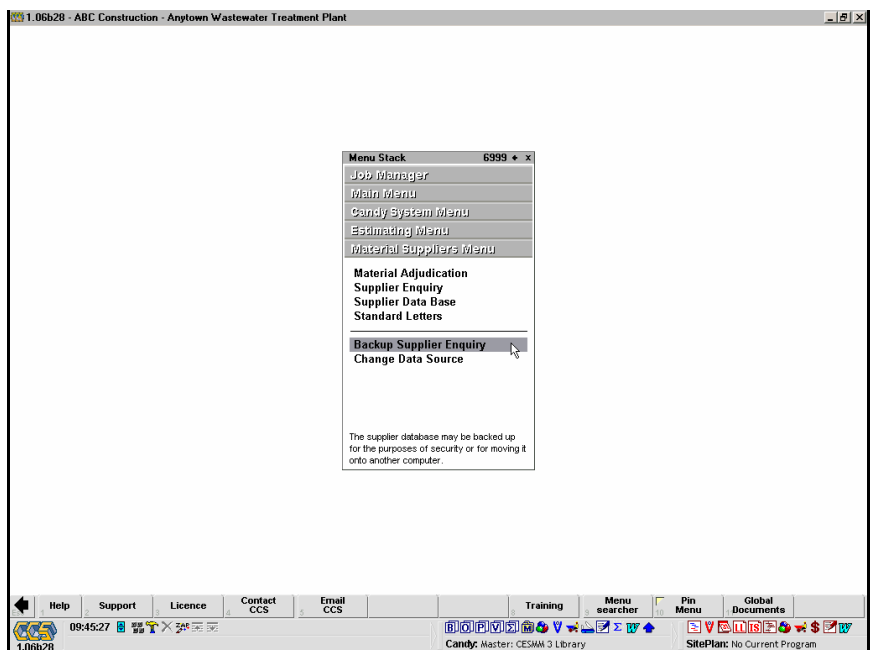
*Note: See **Candy Manual Section 16 - Reporting** for more information about the options on this selector.*



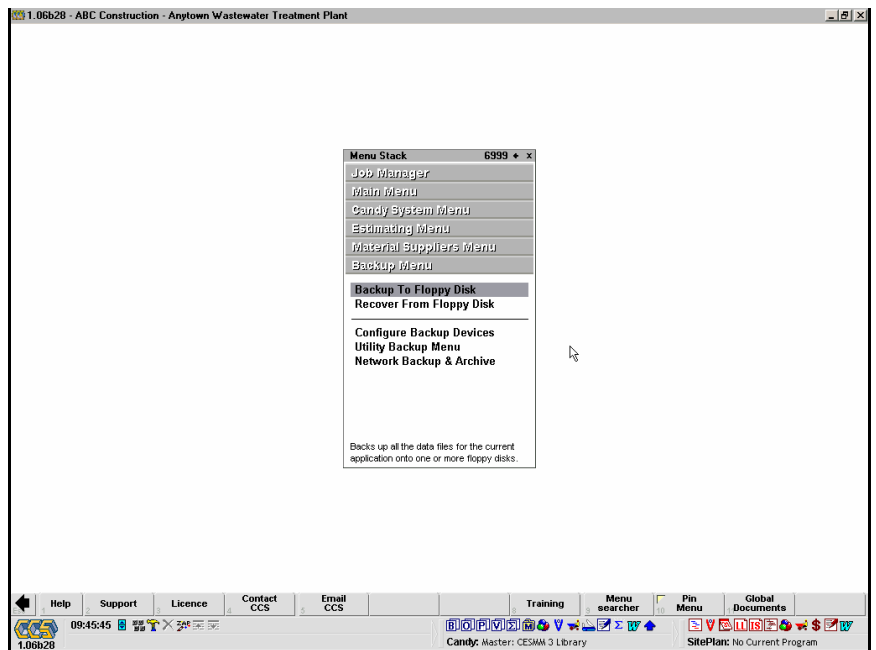
## Backup Supplier Database

The supplier database may be backed up for the purposes of security or for moving it onto another computer.

From the **CCS Menu** follow the path **Candy System** to **Estimating** to **Material Suppliers** and select **Backup Supplier Enquiry**.



The standard CCS backup menu is displayed.

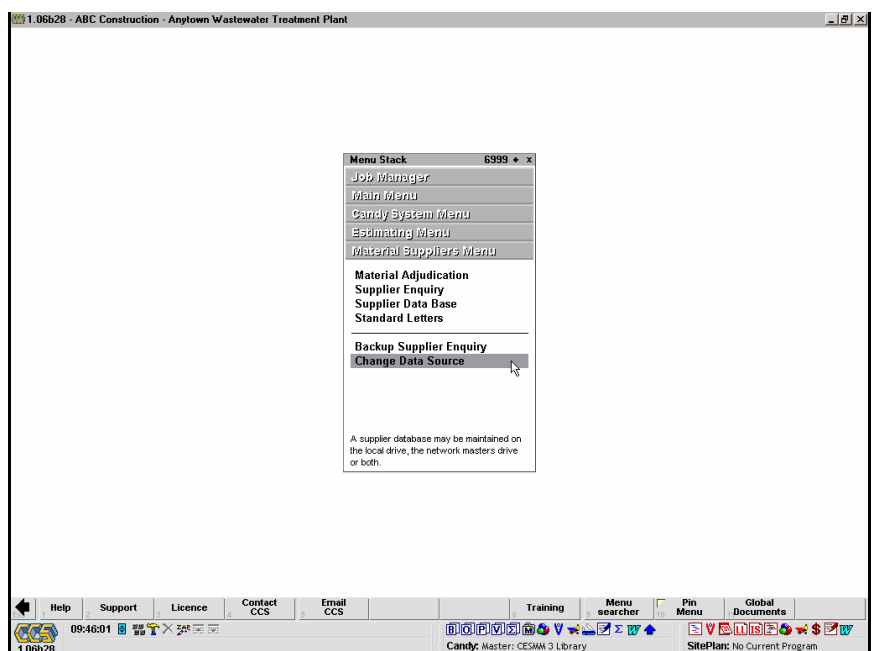


### Change Supplier Database Source

A supplier database may be maintained on the local drive, the network masters drive or both. The source of the database can be changed at any time.

From the **CCS Menu** follow the path **Candy System** to **Estimating** to **Material Suppliers** and select **Change Data Source**.

*Note: Refer to **System Manual Section 3 - Network Utilities** for more information about setting up the network masters drive.*



A confirmation message is displayed which informs you that are about to change the data source from local to network or vice versa.

Use the **Yes** button to change the data source.

A message is displayed that confirms the change of data source.

Hit any key to continue.

