



#325655 Incorrect Address Details in NAXT for 10A Warehouse

Submitted 1 November 2021 at 12:11 **Received via** Mail **Requester** Murray Seaton <murray.seaton@goughcat.co.nz>

Status Open **Type** Question **Priority** Normal **Group** Service Desk **Assignee** Jess Beattie

Category
NAXT

Murray Seaton November 1, 2021 at 12:11 PM

Hi,

Can we please make changes to the Purchase Order details and/or PDF that is produced in NAXT.

Urgently, can the address for Wiri be changed in NAXT for warehouse 10A to be 157 Kerrs Rd? (not 153 which is the TWL address).

Secondly, Can we also change the PDF form so that the email address at the bottom is changed to a purchasing contact, for example the parts tech group (partstech@terracat.co.nz), or the email address of the person who created the order?

Attached is an example of the PDF, and below is the Purchase Order form in Naxt for the corresponding purchase order.

PO00323018 : 1007967 - DGL Manufacturing Ltd

General

Non-reservable:

☐

Purchase order

Purchase order:

PO00323018

Name:

DGL Manufacturing Ltd

Purchase type:

Purchase order

Warranty order number:

Vendor

One-time supplier:

☐

Vendor account:

1007967

Invoice account:

1007967

Contact:

Vendor backorder group:

Contact information

Internet address:

E-mail:

dgl.nzmanufacturing@dgl-corp.com

Fax:

Status

Status:

Invoiced

Document status:

Invoice approval journal

Approval status:

Confirmed

Header budget check results:

Quality order status:

Campaign

Campaign ID:

Storage dimensions

Site:

NZ

Warehouse:

10A

Reasons

Reason:

Reason comment:

Reference

Vendor reference:

RMA number:

Claim Ref. Invoice number:

Division:

Setup

Address

Delivery name:

Terra CAT

Delivery address:

Terra CAT

Vendor address:

Vendor address:

Address

Address:

153 Kerrs Road
Wiri
Auckland 2104

Attention

Attention information:

Address

Service address:

Murray Seaton
Inventory Controller - Terra Cat
Branston Street, PO Box 16168, Christchurch, 8441
DDI: +6439832457
E: Murray.Seaton@terracat.co.nz | **W:** terracat.co.nz |  



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Brett White November 1, 2021 at 3:38 PM





Hello

I have updated the address.

Warehouse:

Name:

Address

 Add  Edit  Map  More options ▼

Name or description	Address	Purpose	Primary ▼
Terra CAT	157 Kerrs Road Wiri Auckland 2104	Delivery;Service	Yes

Regards
Brett White
Parts Support Manager - Terra Cat
Branston Street, PO Box 16168, Christchurch, 8441
M: +6421769041 | **DDI:** +6439832352
E: Brett.White@terracat.co.nz | **W:** terracat.co.nz |  



From: Murray Seaton <Murray.Seaton@terracat.co.nz>
Sent: Monday, 1 November 2021 12:11 PM
To: IT Service Desk <ServiceDesk@terracat.co.nz>
Cc: Sultan Mohammed <Sultan.Mohammed@terracat.co.nz>; John Gillman <John.Gillman@terracat.co.nz>; Brett White <Brett.White@terracat.co.nz>
Subject: Incorrect Address Details in NAXT for 10A Warehouse

Hi,

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Urgently, can the address for Wiri be changed in NAXT for warehouse 10A to be 157 Kerrs Rd? (not 153 which is the TWL address).

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General

Non-reservable: ☐

Purchase order

Purchase order: PO00323018

Name: DGL Manufacturing Ltd

Purchase type: Purchase order ▼

Warranty order number:

Contact information

Internet address:

E-mail: dgl.nzmanufacturing@dgl-corp.com ▼

Fax:

Status

Status: Invoiced

Document status: Invoice approval journal

Approval status: Confirmed

Header budget check results:

Quality order status:

Campaign

Campaign ID:

Storage dimensions

Site: NZ ▼

Warehouse: 10A ▼

Reasons

Reason:

Reason comment:

Reference

Vendor reference:

RMA number:

Claim Ref. Invoice number:

Division:

Vendor

One-time supplier: ☐

Vendor account: 1007967 ▼

Invoice account: 1007967 ▼

Contact:

Vendor backorder group:

Setup

Address

Delivery name: Terra CAT

Address: 153 Kerrs Road
Wiri
Auckland 2104

Address

Service address:

Delivery address: Terra CAT ▼

Vendor address: ▼

Vendor address:

Attention

Attention information:

Murray Seaton

Inventory Controller - Terra Cat

Branston Street, PO Box 16168, Christchurch, 8441

DDI: +6439832457

E: Murray.Seaton@terracat.co.nz | W: terracat.co.nz |  

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Jess Beattie November 2, 2021 at 9:55 AM

Internal note

[Stephanie Lister](#) something for you? :)

Jess Beattie November 24, 2021 at 2:40 PM

Hey Murray,

For the change of email address/contact details to be changed at the bottom of the PO PDF, this would need to go through the business to get approved. Do you have access in TFS to create the Change Request?

Kind regards,
Jess Beattie

Service Desk Analyst - Terra Cat
24 Amyes Road, PO Box 16168, Christchurch, 8042
P: 08000 95 95 98 E: Jess.Beattie@terracat.co.nz W: terracat.co.nz

Jess Beattie November 24, 2021 at 2:41 PM

Internal note



Stephanie Lister 2:37 pm

nope that needs to go in TFS, its actually kinda important to have the apscan stuff in there so the vendor knows who to pay
the person raising the PO sends it to the vendor so seems a bit unnecessary

Jess Beattie November 30, 2021 at 2:29 PM

Hey Murray Seaton,
We're wondering if you have had a chance to review our latest update regarding this issue as we haven't had a response yet.

Here is a reminder of the recent update:

Jess Beattie, 24 Nov 2021, 14:40

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Murray Seaton November 30, 2021 at 2:46 PM

Hi Jess,

Sorry for the delay. I don't know what TFS is so I don't think I would have access.

Murray Seaton
Inventory Controller - Terra Cat
Branston Street, PO Box 16168, Christchurch, 8441
DDI: +6439832457
E: Murray.Seaton@terracat.co.nz | W: terracat.co.nz |  



From: Jess Beattie (IT Service Desk) <support@itsdterracat.zendesk.com>
Sent: Tuesday, 30 November 2021 2:29 PM
To: Murray Seaton <Murray.Seaton@terracat.co.nz>
Subject: [IT Service Desk] Re: Incorrect Address Details in NAXT for 10A Warehouse

Your request (325655) has been updated. To add additional comments, reply to this email.

Jess Beattie (ITSD - Terra Cat)

30/11/2021, 14:29 NZDT

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Brett White

1/11/2021, 15:38 NZDT

Hello

I have updated the address.

Regards

Brett White

Parts Support Manager - Terra Cat

Branston Street, PO Box 16168, Christchurch, 8441

M: +6421769041 | **DDI:** +6439832352

E: Brett.White@terraecat.co.nz | **W:** terraecat.co.nz |  

From: Murray Seaton <Murray.Seaton@terraecat.co.nz>

Sent: Monday, 1 November 2021 12:11 PM

To: IT Service Desk <ServiceDesk@terraecat.co.nz>

Cc: Sultan Mohammed <Sultan.Mohammed@terraecat.co.nz>; John Gillman <John.Gillman@terraecat.co.nz>; Brett White <Brett.White@terraecat.co.nz>

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Attachment(s)

[Purchase Order Confirmation - PO00323018.pdf](#)

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[WZQLMG-PK5Z]

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Jess Beattie November 30, 2021 at 2:51 PM

Ok no worries :)
I will sort it from my end
Kind regards,
Jess Beattie

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