



## How To Guide

How to Find your Vendor Number in a Purchase Order (PO)

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## Guide pratique

Comment trouver le numéro de votre fournisseur dans les Purchase Orders PO [bons de commande]

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## ERG Africa Supply Chain

### Vendor Management – How To Guide

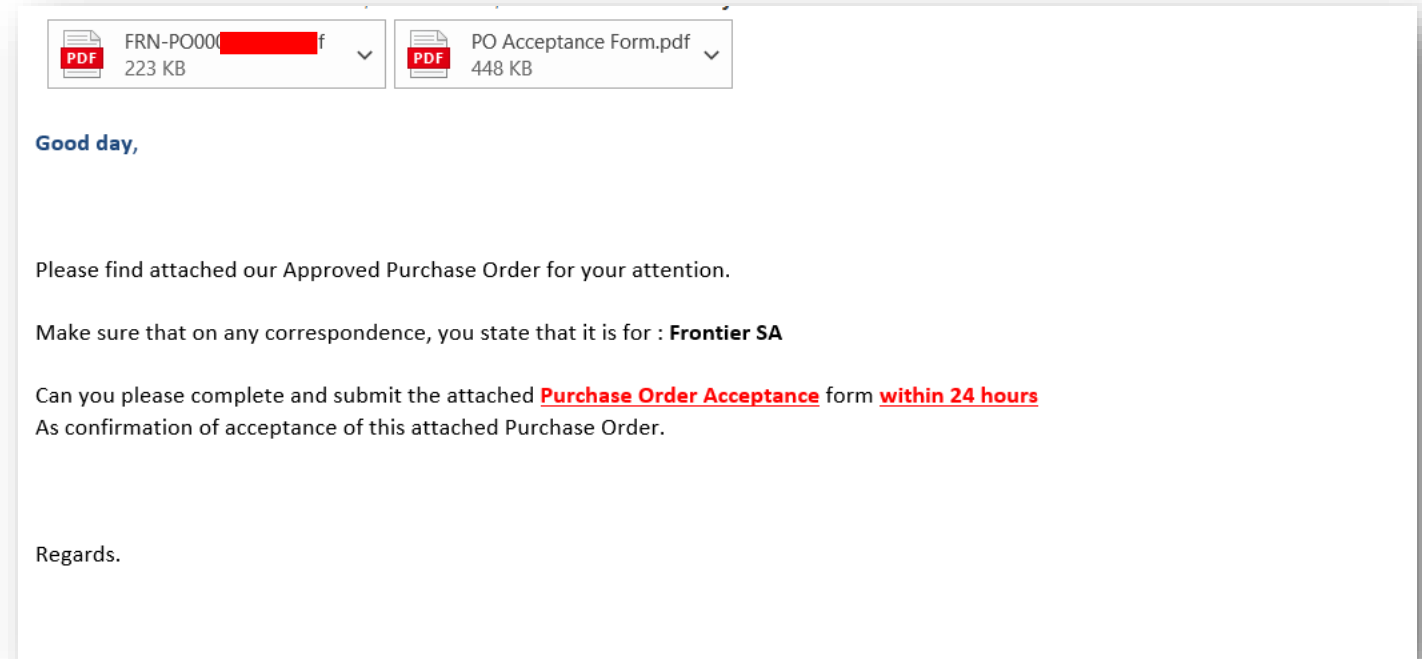
How to find your vendor number in purchase orders

## Step 1

The vendor will receive an email from a buyer with the PO.



Sample email from ERG  
Africa Buyer



The screenshot shows an email interface with two PDF attachments at the top: 'FRN-PO000 [redacted] f' (223 KB) and 'PO Acceptance Form.pdf' (448 KB). The email body contains the following text:

Good day,

Please find attached our Approved Purchase Order for your attention.

Make sure that on any correspondence, you state that it is for : **Frontier SA**

Can you please complete and submit the attached **Purchase Order Acceptance** form **within 24 hours** As confirmation of acceptance of this attached Purchase Order.

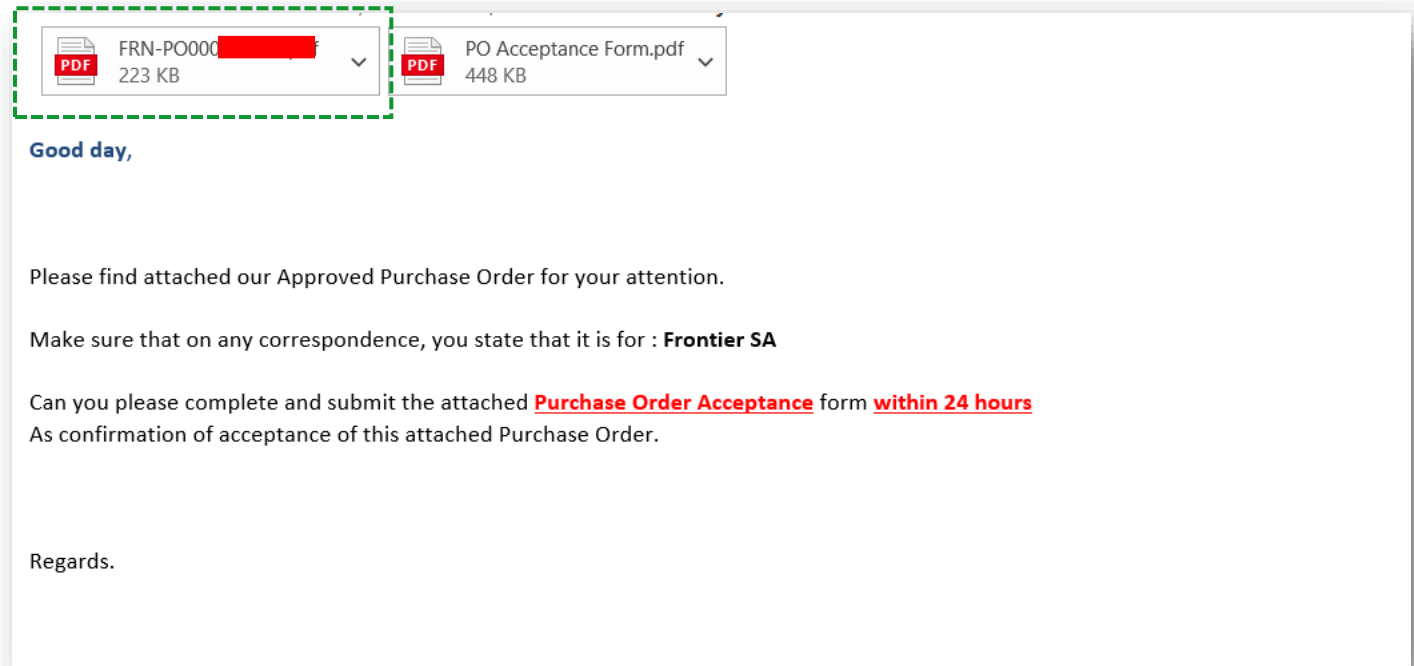
Regards.

## Step 2

The vendor is required to open the email and double click on the actual PO.



Open the PO on the Email



Good day,

Please find attached our Approved Purchase Order for your attention.

Make sure that on any correspondence, you state that it is for : **Frontier SA**

Can you please complete and submit the attached **Purchase Order Acceptance** form **within 24 hours** As confirmation of acceptance of this attached Purchase Order.

Regards.

## Step 3

When the vendor opens the purchase order report, and they will find the vendor number under the vendor details.



Vendor number is the “vendor code”



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FRN-PO000026972

**Frontier SA**  
238, Route Likasi, c/annexe, Lubumbashi,  
R.D.Congo  
RCCM number: CD/LSH/RCCM/14-B-1635  
IDNAT number: 6-118-N45037A  
NIF (Tax) number: A0905460W  
CONGO (DRC)

**FRONTIER**

Telephone: +243 82 5002687  
Email:  
Tax number: TVA- A0905460W

**Vendor details:**  
Vendor code: FRN-VIC00001  
Vendor name: INTERCOMPANY - ERG MANAGEMENT SA (PTY) LTD  
Address: 108 EP MALAN ROAD  
POMONA ESTATE  
KEMPTON PARK  
1459  
Republic of South Africa  
Export license  
Invoices to: Frontier.AccountsPayable@ergafrica.com  
VAT number:  
Quote number: FRN-VR000028534  
Contact person:  
Contact number:  
Contact email:  
Vendor reference

**Purchase order**  
Number: FRN-PO000026972-2  
RFQ number: FRN-RFQ000020816  
Date: 11/11/2022  
Prepayment obligation: No  
Payment terms: Payment due 30 days from  
Priority: P3  
Purchased for: Comfort Hlongwa  
Buyer name  
Buyer email address  
Incoterms: DAP  
**Delivery address**  
Frontier S.P.R.L  
Kijiba Lufawa Border Post  
Johannesburg  
CONGO (DRC)



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Comment trouver le numéro de votre fournisseur dans les Purchase Orders PO [bons de commande]

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## Chaîne d'approvisionnement de ERG Africa

Gestion des fournisseurs - Guide pratique

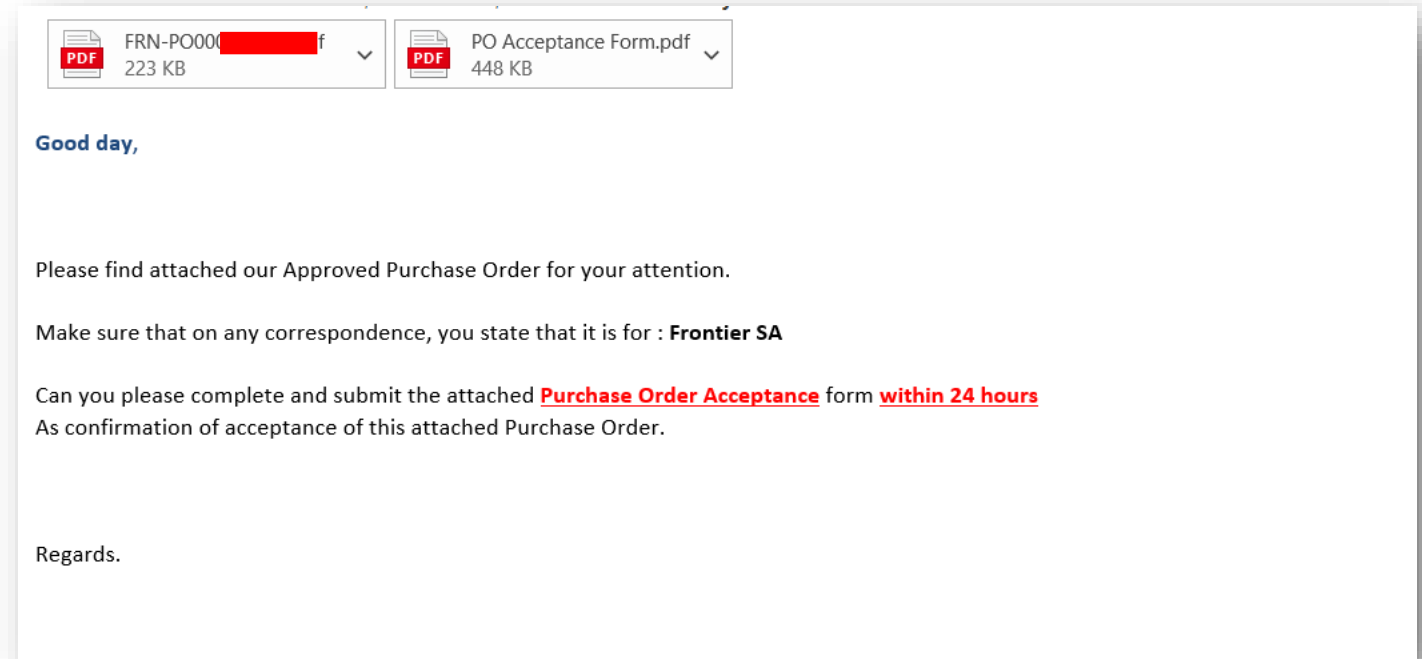
Comment trouver le numéro de votre fournisseur dans  
les Purchase Orders (PO) [bons de commande]

## Étape 1

Le fournisseur recevra un courriel d'un acheteur avec le PO.



## Exemple du courriel de l'acheteur de ERG Africa



FRN-PO000 [redacted] f 223 KB

PO Acceptance Form.pdf 448 KB

**Good day,**

Please find attached our Approved Purchase Order for your attention.

Make sure that on any correspondence, you state that it is for : **Frontier SA**

Can you please complete and submit the attached **Purchase Order Acceptance** form **within 24 hours** As confirmation of acceptance of this attached Purchase Order.

Regards.

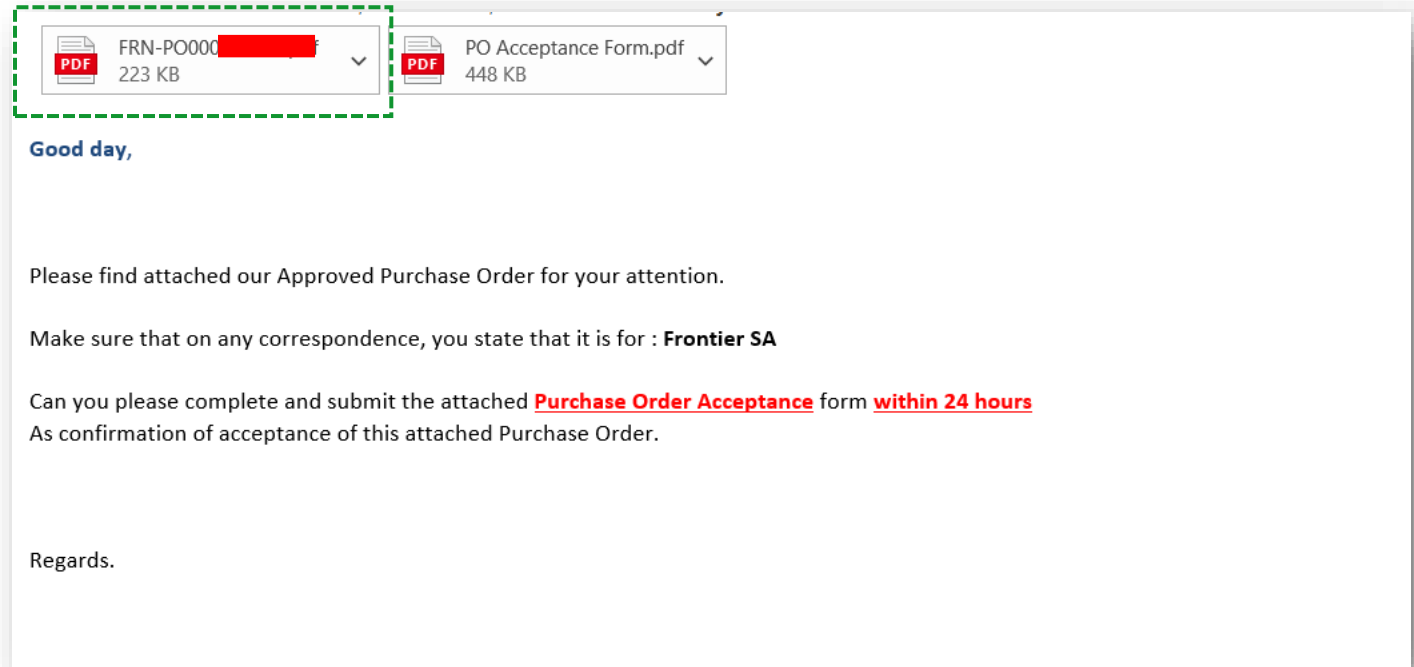


## Étape 2

Le fournisseur doit ouvrir le courriel et double-cliquer sur le PO



Ouvrir le PO sur le courriel



FRN-PO000 [redacted].pdf 223 KB

PO Acceptance Form.pdf 448 KB

Good day,

Please find attached our Approved Purchase Order for your attention.

Make sure that on any correspondence, you state that it is for : **Frontier SA**

Can you please complete and submit the attached **Purchase Order Acceptance** form **within 24 hours** As confirmation of acceptance of this attached Purchase Order.

Regards.

## Étape 3

Lorsque le fournisseur ouvre le rapport sur le bon de commande, il trouve le numéro du fournisseur dans la section Vendor details [détails du fournisseur].




Le numéro du fournisseur est le « Vendor code » [code du fournisseur].



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**Frontier SA**  
238, Route Likasi, c/annexe, Lubumbashi,  
R.D.Congo  
RCCM number: CD/LSH/RCCM/14-B-1635  
IDNAT number: 6-118-N45037A  
NIF (Tax) number: A0905460W  
CONGO (DRC)

**FRONTIER** 

Telephone: +243 82 5002687  
Email:  
Tax number: TVA- A0905460W

**Vendor details:**

Vendor code: **FRN-VIC00001**  
Vendor name: INTERCOMPANY - ERG MANAGEMENT SA (PTY) LTD  
Address: 108 EP MALAN ROAD  
POMONA ESTATE  
KEMPTON PARK  
1459  
Republic of South Africa  
Export license  
Invoices to: Frontier.AccountsPayable@ergafrica.com  
VAT number:  
Quote number: FRN-VR000028534  
Contact person:  
Contact number:  
Contact email:  
Vendor reference

**Purchase order**

Number: FRN-PO000026972-2  
RFQ number: FRN-RFQ000020816  
Date: 11/11/2022  
Prepayment obligation: No  
Payment terms: Payment due 30 days from  
Priority: P3  
Purchased for: Comfort Hlongwa  
Buyer name  
Buyer email address  
Incoterms: DAP  
**Delivery address**  
Frontier S.P.R.L  
Kijiba Lufawa Border Post  
Johannesburg  
CONGO (DRC)