Dynamics 365

Business Central

How to Guide: Vendor B-BBEE Scorecard

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A **Vox** Company

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1 Introduction
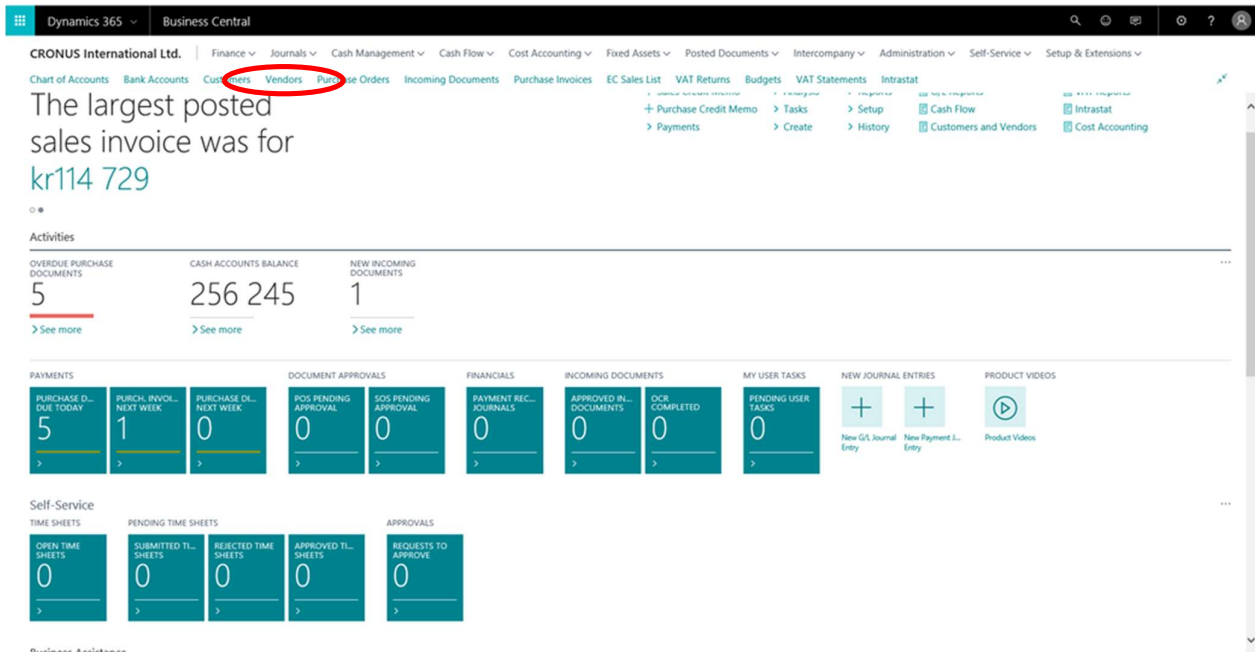
Welcome to Microsoft Dynamics 365 Business Central!

Together with Microsoft, we have expanded the D365 Business Central Vendor B-BBEE Scorecard functionality to cater to South African businesses – to help you keep track of you vendor B-BBEE rating.

The following document outlines how to set up the Vendor B-BBEE scorecard.

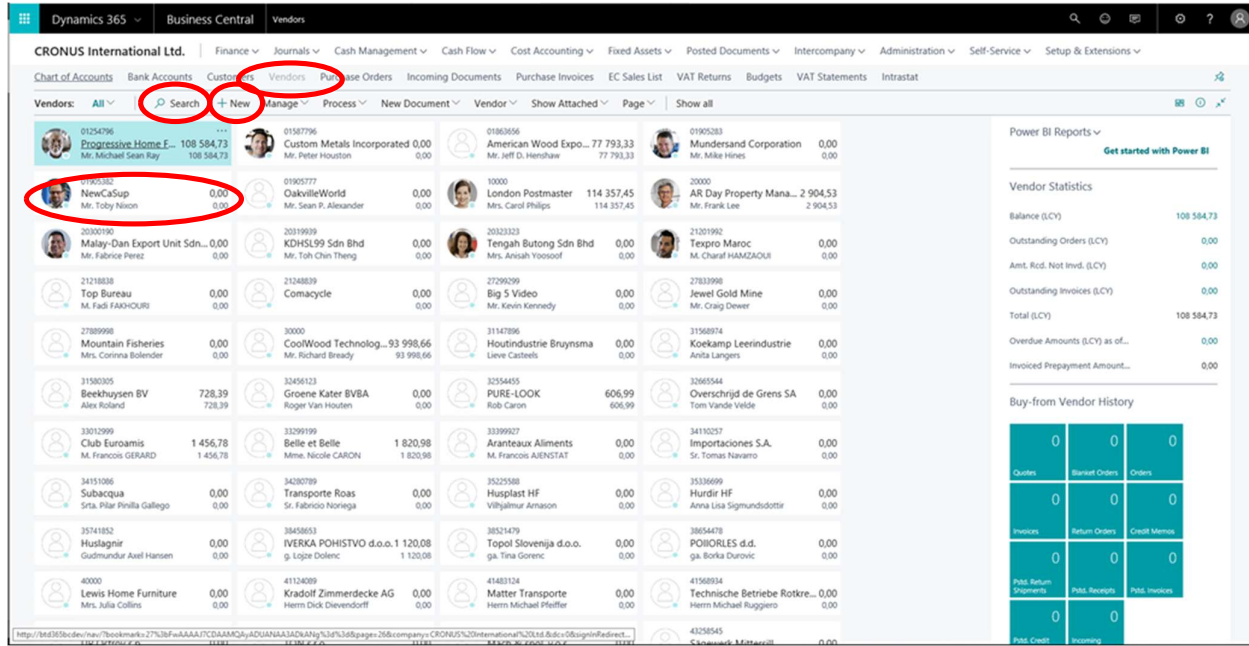# 2 Create a New Vendor or Navigate to an Existing Vendor Card.

Step 1
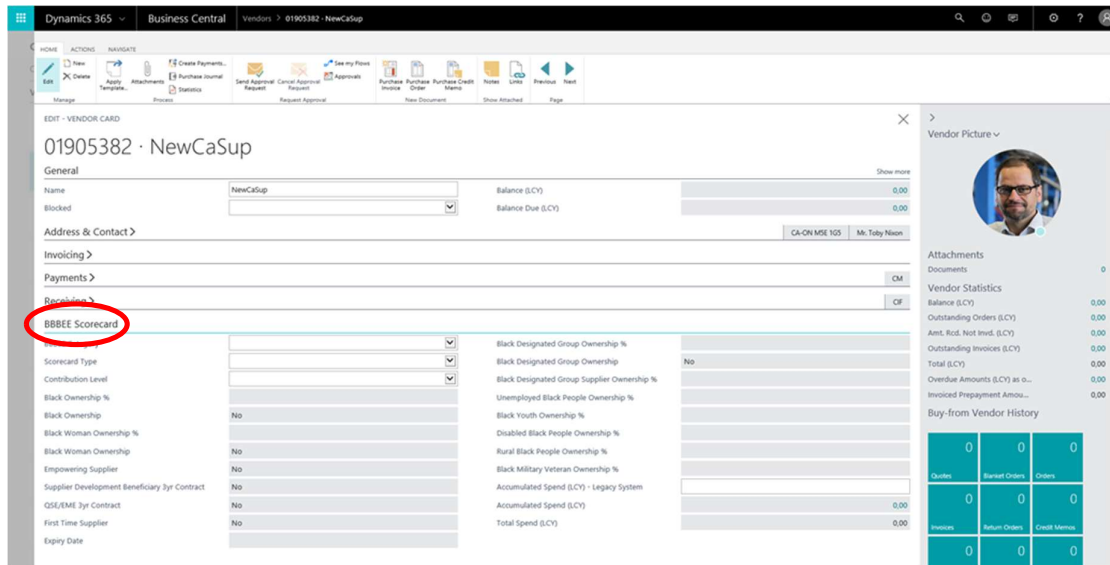- Select "Vendors":

Step 2

- Open Vendors:
  - Navigate to and select "Vendors".
  - Select or search the required vendor.
  - Select "new" in case a new vendor needs to be created.

Step 3

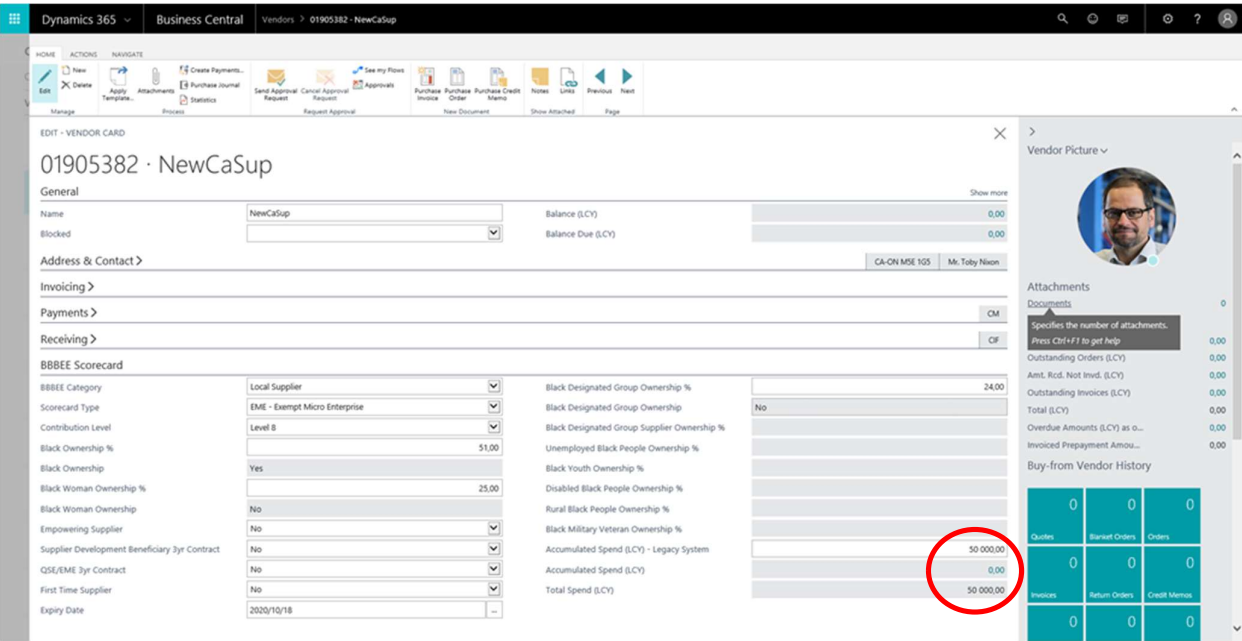- On the "Vendor Card", navigate to BBBEE Scorecard.

- Edit fields so that it contains the necessary information:

  - BBBEE Category: Empty
    - Scorecard Type must be empty
    - Contribution Level must be empty or N/A

  - BBBEE Category: Public Sector
    - Scorecard Type must be empty
    - Contribution Level must be empty or N/A

  - BBBEE Category: Import/Foreign Supplier
    - Scorecard Type must be empty
    - Contribution Level must be empty or N/A

  - BBBEE Category: Inter-Company
    - Scorecard Type must be empty
    - Contribution Level must be empty or N/A

  - BBBEE Category: Rebates
    - Scorecard Type must be empty
    - Contribution Level must be empty or N/A

  - BBBEE Category: Empowerment Related Procurement, 3rd Party Procurement or Local Supplier
    - Scorecard Type: Select applicable option, Empty, EME, QSE or Generic
    - Contribution Level: Select applicable level
    - Specify additional Scorecard information, where applicable:
      - Black Ownership %
      - Black Woman Ownership %
      - Empowering Supplier
      - Supplier Development Beneficiary 3yr Contract
      - QSE/EME 3yr Contract
      - First Time Supplier
      - Scorecard Expiry Date
      - Black Designated Group Ownership %
      - Black Designated Group Supplier Ownership %
      - Unemployed Black People Ownership %
      - Black Youth Ownership %
      - Disabled Black People Ownership %
      - Rural Black People Ownership %
      - Black Military Veteran Ownership %

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3 Update Records from the Old to the New System

Step 1

- Open the BBBEE Scorecard.
- Select the "Accumulated Spend (LCY) – Legacy System".
- Input the value – in the example below 50 000.
- Press F5 to refresh.
- The "Total Spend" (LCY) will be equal to "Accumulated Spend (LCY) – Legacy System" plus the current "Accumulated Spend (LCY)".

4 Conclusion

For additional assistance, please contact us at info@braintree.co.za.