

## Splitting of a Subsidised Order

Splitting of order are used specifically in the event where a MBR requested parts to be paid for by Santam, the repairer specified a date for delivery and the supplier is no longer able to deliver the parts at the same time requiring the Supplier to provide more than 1 Invoice for the delivering of all parts on the order.

The process below will step through the lifecycle of splitting the order starting at the Supplier, then the MBR and back to the Supplier

### Step A - Supplier Process

1. Supplier Process (Splitting an order for multiple invoicing)
2. Parts need to be subsidised parts and parts need to be ready for invoicing.
3. Suppliers open the assessment and selects the parts to be split off from the order

Part	Ordered	Deliver By	Part Number	Std.	Sub.	Ins.	Inv.	POD	Price
BONNET	2021/09/22, 11:37	2021/09/22	6R0823031G	OE					2,000.00
FRONT BUMPER	2021/09/22, 11:37	2021/09/22	6R0807221RGRU	OE					2,500.00

4. Suppliers need to provide a new delivery date and reason

Confirm the delivery date for the selected parts.

Creating a new order for the selected 2 parts requires a reason.

5. If the date is unchanged the order will be submitted straight to Santam for a new OrderNumber
6. Should the supplier change the delivery date the new delivery date must be approved by the MBR

### Step B - MBR Process

7. The MBR will have a next to the Part where the delivery date has changed for order splitting

Part	Supplier	Order Number	Sub.	PO	Inv.	Price (R)
BONNET	Manual Supplier 3	-	2021/09/23			2,000.00
FRONT BUMPER	Manual Supplier 3	-	2021/09/23			2,500.00

8. Clicking the will present a box indicating the date changes

Delivery date has changed

Delivery date has changed from 2021/09/22 to 2021/09/23.  
Accept the new delivery date for all parts in this order?

9. The MBR must either accept or reject  
*(Reject will provide the MBR to Re-order from different supplier)*
10. If the MBR accepts it will go to Santam for a new OrderNumber

### Step C - Supplier Process

11. The Supplier will not have the Split parts under a new OrderNumber reference
12. Supplier to invoice

SPLIT12345 - SUBSIDISED BY SANTAM   R 4,500.00									
<span>Ordering</span> <span>Completed</span> <span>Crediting</span> <span>Edit</span>									
Part	Ordered	Deliver By	Part Number	Std	Sub.	Inv.	Inv.	POD	Price
BONNET	2021/09/22, 11:42	2021/09/23	6R0823031G	OE					2,000.00
FRONT BUMPER	2021/09/22, 11:42	2021/09/23	6R0807221RGRU	OE					2,500.00

Provide an invoice and proof of delivery to confirm the selected part(s).

[Add Invoice](#) [Add Proof Of Delivery](#)

### Special Notes

- *Reject*
- *Delivery date changes must be approved by the MBR*
- *Delivery dates cannot be back dated*
- *When the MBR approve the date change the assessment will immediately be submitted to JDE team for a new PO*
- *If the delivery date does not change the MBR does not need to action anything it will go straight to the JDE team*