



Megabus Customer Update

Tips, New Features and Troubleshooting on all the key areas in Marlin® GTX and Marlin HR®

Please find below some useful tips for your business. The team at Megabus is here to help you. Please contact me on the number above if you have any concerns or need assistance with your business systems. We will be sending out regular updates so you can make informed decisions on the key areas in your business.



Suppliers [Part One]

Please find below some tips for dealing with your suppliers in GTX.

Part One

1. Inactive/Used
2. Recording the supplier's ABN
3. Megalink address
4. Credit Limits
5. Bill To
6. Supplier Groups

Part Two (Next week)

1. Payment Terms
2. Bank account information
3. Buy including GST
4. Order Receipting price
5. Purchase order price
6. Reports

Inactive/Used

In each of your supplier accounts you can untick the active flag so that these accounts do not appear when you are doing supplier purchase transactions.

SUPPLIERS

Select **Main** | **Suppliers** | **Manage Suppliers**, select your Supplier and then you can untick active

General

Active

Credit Limit

To view inactive accounts, click on this icon in Manage Customers or in Manage Suppliers.

They will be displayed in Grey.



1. Recording the Supplier's ABN

It is important that you record a supplier's ABN number correctly so that your BAS (Business Activity Statement) displays this with the purchase information.

3. Other Purchases (G11, G14)					
Date	Ref#	Their Ref#	Vendor	Name	ABN

If you leave the ABN blank and you make a supplier payment, you will get a warning that withholding tax may apply.

Contact

Code *

Name

ABN

Withholding Tax May Apply

Supplier has no ABN. Withholding tax of 48.50% may apply to this payment.

OK

Please refer to this link for further information:

<https://www.ato.gov.au/Calculators-and-tools/Tax-withheld-calculator/>

2. Megalink address

It is worthwhile reviewing your main suppliers of stocked items to see if you can get their transactions delivered electronically to your Marlin Inbox via Megalink.

This supplier will need to add your Megalink address to send transactions to you via Megalink.

You can then add their Megalink address to your supplier.

Please call me if you would like to review your suppliers to see what is available as Megabus has an extensive list of suppliers available to you.

3. Credit Limits

You can set a credit limit for your suppliers so that you get a warning if you exceed this limit.

4. Bill To

The Bill To field is available so that you can purchase from more than one supplier but receive one central statement and make one payment.

For example:

Supplier A = Head Office


Supplier B, C and D are branches.

Supplier B, C and D would have their Bill to code as Supplier A.

5. Supplier Groups

You may set up your own suppliers or you may have a Head Office that does this for you.

Supplier groups allow you to analyse your suppliers in each of the available groups.

Click on the icon  to view the supplier groups available to you.

Update	Weekly Topics
#1	Payment Details and Integrated Eftpos
#2	Monitoring outstanding customer accounts
#3	Using work orders
#4	Business Planner Tips
#5	Customers – Part 1
#6	Customers – Part 2
#7	Customers – Part 3