

# CONTRACT

## REMOVE ITEM METER CHARGES

A contract **item meter charge** can be removed when the contract is in the **Active** state.

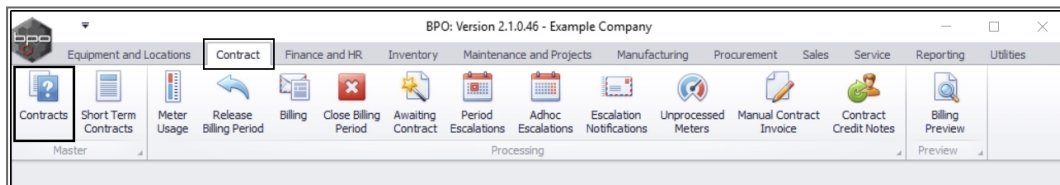
Certain amendments made to the contract item **meter**, will trigger the contract to be moved back to the **Released** state, in order for the contract to be checked and re-**Approved**. An email will then be sent to all users who have the rights to authorise this contract.

Removing an item meter charge will **not** trigger the re-approval process.

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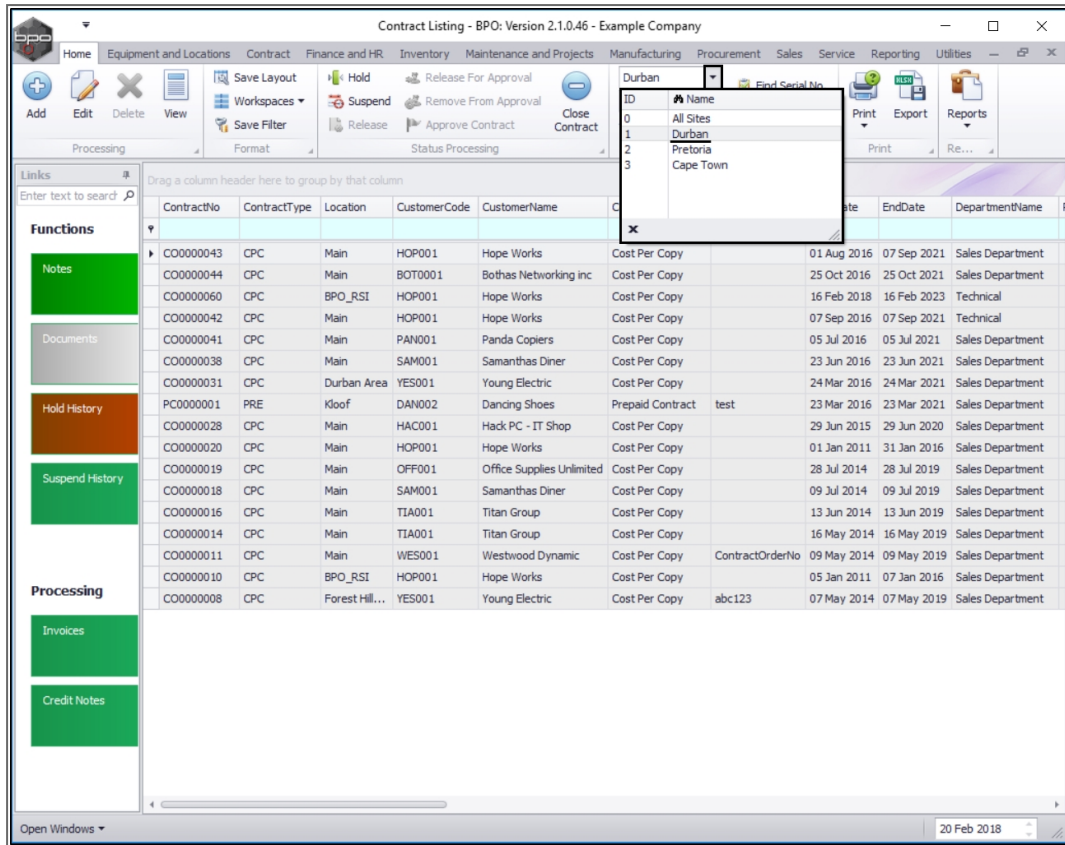
**Ribbon Access:** *Contract > Contracts*

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The **Contract Listing** screen will be displayed.

- Select the **Site** that you wish to work in.
  - In this image **Durban** has been selected.



ContractNo	ContractType	Location	CustomerCode	CustomerName	Cost Per Copy	Start Date	End Date	DepartmentName	
CO0000043	CPC	Main	HOP001	Hope Works	Cost Per Copy	01 Aug 2016	07 Sep 2021	Sales Department	
CO0000044	CPC	Main	BOT0001	Bothas Networking inc	Cost Per Copy	25 Oct 2016	25 Oct 2021	Sales Department	
CO0000060	CPC	BPO_RSI	HOP001	Hope Works	Cost Per Copy	16 Feb 2018	16 Feb 2023	Technical	
CO0000042	CPC	Main	HOP001	Hope Works	Cost Per Copy	07 Sep 2016	07 Sep 2021	Technical	
CO0000041	CPC	Main	PAN001	Panda Copiers	Cost Per Copy	05 Jul 2016	05 Jul 2021	Sales Department	
CO0000038	CPC	Main	SAM001	Samanthas Diner	Cost Per Copy	23 Jun 2016	23 Jun 2021	Sales Department	
CO0000031	CPC	Durban Area	YES001	Young Electric	Cost Per Copy	24 Mar 2016	24 Mar 2021	Sales Department	
PC0000001	PRE	Kloof	DAN002	Dancing Shoes	Prepaid Contract	23 Mar 2016	23 Mar 2021	Sales Department	
CO0000028	CPC	Main	HAC001	Hack PC - IT Shop	Cost Per Copy	29 Jun 2015	29 Jun 2020	Sales Department	
CO0000020	CPC	Main	HOP001	Hope Works	Cost Per Copy	01 Jan 2011	31 Jan 2016	Sales Department	
CO0000019	CPC	Main	OFF001	Office Supplies Unlimited	Cost Per Copy	28 Jul 2014	28 Jul 2019	Sales Department	
CO0000018	CPC	Main	SAM001	Samanthas Diner	Cost Per Copy	09 Jul 2014	09 Jul 2019	Sales Department	
CO0000016	CPC	Main	TIA001	Titan Group	Cost Per Copy	13 Jun 2014	13 Jun 2019	Sales Department	
CO0000014	CPC	Main	TIA001	Titan Group	Cost Per Copy	16 May 2014	16 May 2019	Sales Department	
CO0000011	CPC	Main	WES001	Westwood Dynamic	Cost Per Copy	ContractOrderNo	09 May 2014	09 May 2019	Sales Department
CO0000010	CPC	BPO_RSI	HOP001	Hope Works	Cost Per Copy	05 Jan 2011	07 Jan 2016	Sales Department	
CO0000008	CPC	Forest Hill...	YES001	Young Electric	Cost Per Copy	abc123	07 May 2014	07 May 2019	Sales Department

- Upon opening, this screen will default to the **Active** status, listing all the **Active** contracts for the selected site.
  - **Note:** You can **only** remove item meter charges when the Contract is in the **Active** state.

Contract Listing - BPO: Version 2.1.0.46 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Add Edit Delete View Save Layout Workspaces Save Filter Format Processing

Hold Release For Approval Suspend Remove From Approval Release Approve Contract Close Contract

Durban Active Find Serial No. Find Contract Refresh

Print Export Reports

Links

Enter text to search

Functions

Notes

Documents

Hold History

Suspend History

Processing

Invoices

Credit Notes

Drag a column header here to group by that column

ContractNo	ContractType	Location	CustomerCode	CustomerName	ContractTypeDesc	OrderNo	StartDate	EndDate	DepartmentName
CO0000043	CPC	Main	HOP001	Hope Works	Cost Per Copy		01 Aug 2016	07 Sep 2021	Sales Department
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## SELECT THE CONTRACT

- Select the **row** of the **contract** where you wish to **remove** a **meter charge**.
- Click on **Edit**.

Contract Listing - BPO: Version 2.1.0.46 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Add Edit Delete View Save Layout Workspaces Save Filter Format Processing Status Processing

Durban Active Find Serial No. Find Contract Refresh Print Export Reports

Links Enter text to search

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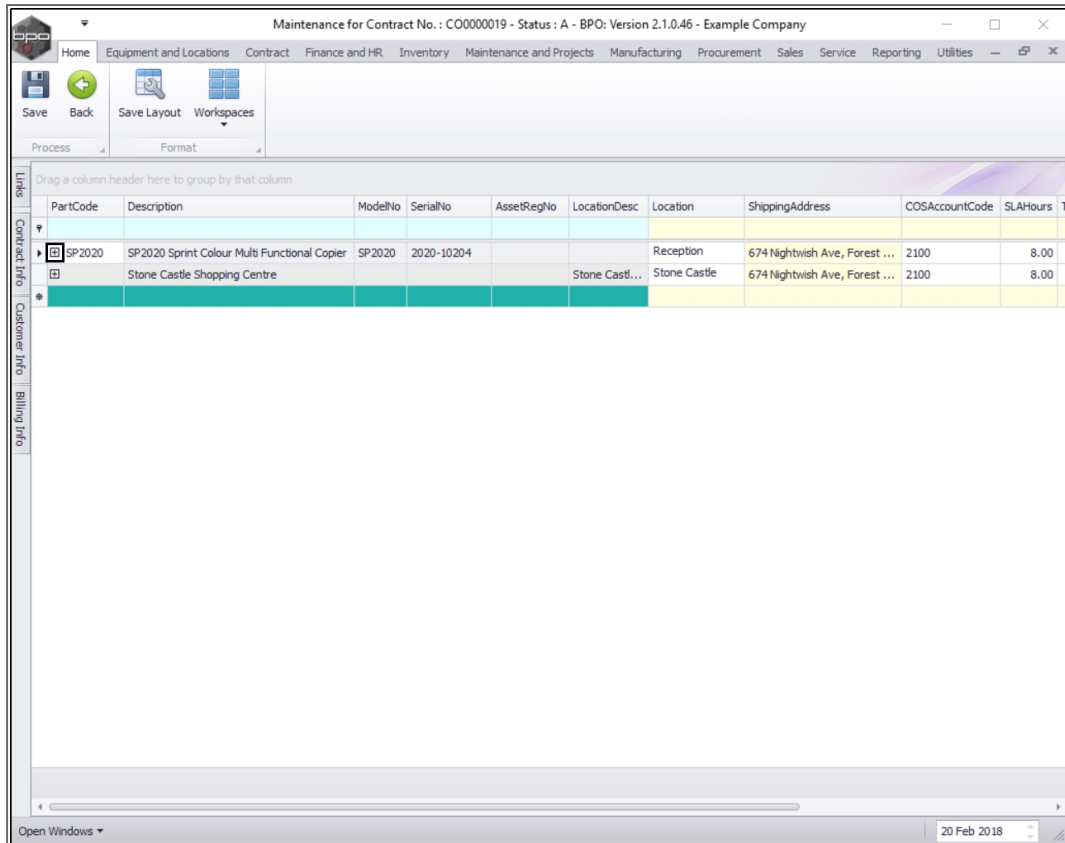
ContractNo	ContractType	Location	CustomerCode	CustomerName	ContractTypeDesc	OrderNo	StartDate	EndDate	DepartmentName
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- The **Maintenance for Contract No.: [] - Status: []** screen will be displayed.

## SELECT THE ITEM

- Click on the **expand** button in the **row** of the **item** where you wish to remove the **meter charge**.



Maintenance for Contract No. : CO0000019 - Status : A - BPO: Version 2.1.0.46 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Save Back Save Layout Workspaces

Process Format

Drag a column header here to group by that column

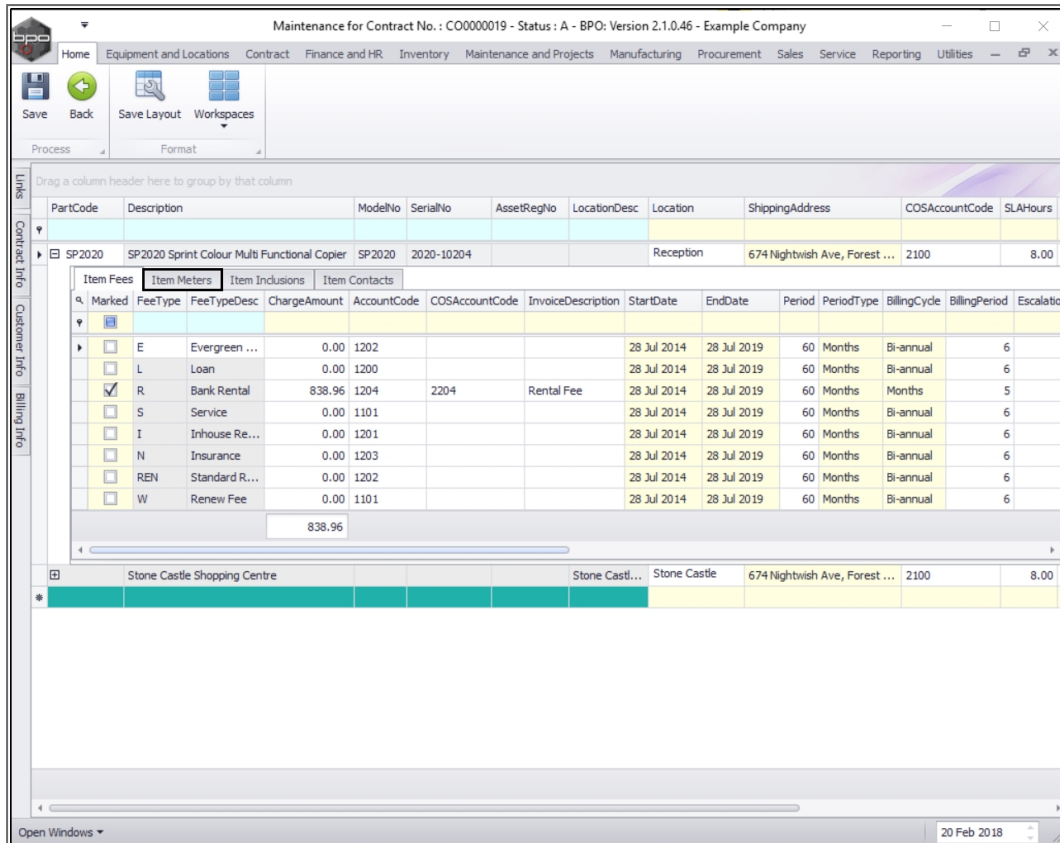
PartCode	Description	ModelNo	SerialNo	AssetRegNo	LocationDesc	Location	ShippingAddress	COSAAccountCode	SLAHours	T
SP2020	SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-10204			Reception	674 Nightwish Ave, Forest ...	2100	8.00	
	Stone Castle Shopping Centre				Stone Castl...	Stone Castle	674 Nightwish Ave, Forest ...	2100	8.00	

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- The *Items* data grid will be expanded.

## SELECT THE METER

- Click on the *Item Meters* tab.



- The **Item Meters** frame will open.

## REMOVE THE METER CHARGE

- **Un-tick** the **Marked** check box of the item meter you wish to **remove** from billing.

Maintenance for Contract No. : CO0000019 - Status : A - BPO: Version 2.1.0.46 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Save Back Save Layout Workspaces

Process Format

Links

Contract Info

Customer Info

Billing Info

Drag a column header here to group by that column

PartCode	Description	ModelNo	SerialNo	AssetRegNo	LocationDesc	Location	ShippingAddress	COSAccountCode	SLAHours	T																																																													
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<table border="1"> <thead> <tr> <th colspan="2">Item Fees</th> <th colspan="2">Item Meters</th> <th colspan="2">Item Inclusions</th> <th colspan="3">Item Contacts</th> </tr> <tr> <th>Marked</th> <th>MeterCode</th> <th>StartReading</th> <th>ReadingDate</th> <th>MinBilling</th> <th>MinQuantity</th> <th>AccountCode</th> <th>COSAccou...</th> <th>EscalationP...</th> <th>EscalationT...</th> <th>EscalationA...</th> <th>SupplierCode</th> <th>Supplier</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>Mono</td> <td>0.00</td> <td>01 Jul 2014</td> <td>250.00</td> <td>1000</td> <td>1101</td> <td>2101</td> <td>11</td> <td>Percentage</td> <td>10.00</td> <td></td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Colour</td> <td>0.00</td> <td>01 Jul 2014</td> <td>275.00</td> <td>1000</td> <td>1101</td> <td>2101</td> <td>11</td> <td>Percentage</td> <td>10.00</td> <td></td> <td></td> </tr> <tr> <td colspan="13">Select esc t...</td> </tr> </tbody> </table>											Item Fees		Item Meters		Item Inclusions		Item Contacts			Marked	MeterCode	StartReading	ReadingDate	MinBilling	MinQuantity	AccountCode	COSAccou...	EscalationP...	EscalationT...	EscalationA...	SupplierCode	Supplier	<input checked="" type="checkbox"/>	Mono	0.00	01 Jul 2014	250.00	1000	1101	2101	11	Percentage	10.00			<input checked="" type="checkbox"/>	Colour	0.00	01 Jul 2014	275.00	1000	1101	2101	11	Percentage	10.00			Select esc t...												
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- The **Marked** check box will now be **blank**.
- **Scroll right** in the **Item Meters** frame.





Maintenance for Contract No. : CO0000019 - Status : A - BPO: Version 2.1.0.46 - Example Company

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## SAVE METER CHARGE REMOVAL

- When you have finished removing the required meter charges, click on **Save**.

Maintenance for Contract No. : CO0000019 - Status : A - BPO: Version 2.1.0.46 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Save Back Save Layout Workspaces

Process Format

Links

Drag a column header here to group by that column

PartCode	Description	ModelNo	SerialNo	AssetRegNo	LocationDesc	Location	ShippingAddress	COSAccountCode	SLAHours	T		
SP2020	SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-10204		Reception		674 Nightwish Ave, Forest ...	2100	8.00			
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250.00	1000	1101	2101	11	Percentage	10.00			0.00		No	2017/12/06
275.00	1000	1101	2101	11	Percentage	10.00			0.00		Yes	2017/12/06
Select esc t...												
Stone Castle Shopping Centre												
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Stone Castle												
674 Nightwish Ave, Forest ...												
2100												
8.00												

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- The meter charge will be **removed** and you will return to the **Contract Listing** screen.

MNU.112.037