

# **SERVICE**

## **CALLS - SWAP OUTS**

The system will need to be configured in order to process machine swap outs.

A default **Buy Back** supplier and **Sell Off** customer will be need to be configured for this processing.

Machine swap out processing is <u>not</u> generally advised. If you are interested in using this process, you will need to follow this up with CO3 Technologies.

When raising the swap out, you will need to select the **original machine** (the machine that the call is logged against and that will be moving into the store), and the **replacement machine** (the machine that is being sent out in its place).

BPO2 will process the **buy back** for the item that is returning to store, and the **sale** for the item that is going out to the client.

This process is predominantly used to swap out *accessories* linked to machines on contract. The original item will be removed from the contract and the replacement item will be linked to the contract.

Note: This process does <u>not</u> re-link fees and / or meters and is not recommended for swapping out machines.

**Ribbon Access:** Service > Calls





The *Call Listing* screen will be displayed.

Help v2.5.0.14 - Pg 2 - Printed: 25/06/2024



- Select the *site* and *status*.
  - In this image, *Durban* is selected as the site and the status is set to *New*.

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			B CN0000475	25 May 2017	09:16:05	Swap out - asset on a sh	DR	Select Call Type	New	UnAssigned		test98
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			E CN0000472	24 May 2017	14:38:10	Contract Service Test v2	SERV	Service	New	UnAssigned		2020-
			CN0000467	24May 2017	09:29:20	Cal - Loan Unit Request	REP	Repair	New	UnAssigned		20-85
			B CN0000464	23 May 2017	08:54:25	Loan Unit Return v2.1	REP	Repair	New	UnAssigned		20-852
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- Click on the *row selector* in front of the *call* that you wish to process a *swap out machine* for.
- Click on *Edit*.

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			CN0000479	26 May 2017	15:03:59	Test saving a call Inited t	PR	Parts Requirem	New	UnAssigned		14-9652365	
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- The *Call maintenance: Call ref. []* screen will be displayed.
- Click on the *Work Orders* tile.

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The Work Orders for Call Ref [] screen will be displayed.



- Click on the *row selector* in front of the *work order* that you wish to process a *swap out machine* for.
- Click on the *Swap Outs* tile.

![](_page_5_Picture_4.jpeg)

![](_page_6_Picture_0.jpeg)

- The *Swap Outs for WO Code []* screen will be displayed.
- Click on **Add**.

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E 9.	P001	Buy Back Suppler	CU5001	Cash Sales Account	CN0000474	W00001386	Installation at client site	C00000042	21 Jun 2017	Susan Du Tot
Open W	Indows *	5							04.	lan 2018

• The *Swap Out* screen will be displayed.

![](_page_7_Picture_0.jpeg)

- WO Code: This will auto populate with the WO code initially selected.
- WO Description: This will auto populate with the description of the work order initially selected.
- **Call Reference:** This will auto populate with the call reference number initially selected.
- **Buy Back Supplier:** This will auto populate with the code number and name of the company set up as the default Buy Back Supplier but you can click on the Search button and select an alternative Buy Back Supplier if required.
- **Processed By:** This will be auto populated with the person currently creating the swap out but you can click on the drop down arrow and select an alternative person if required.
- **Event Date:** This will auto populate with the current time but you can click on the drop down arrow and select an alternative date if required.
- **Contract No:** This will auto populate with the contract number linked to this call if applicable.
- Sell Off Customer: This will auto populate with Cash Sales Account code and name but you can click on the Search button and select an alternative Sell Off Customer if required.

![](_page_8_Picture_0.jpeg)

Prove Esperent and Locations Contract. Prance and His. Inventory. Naniteriors and Papetis. Nandacturing. Processent: Sales. Service: Reporting: Ublices — 60 - 20 With Code W00001386. Processed by Sand Midler Voor Balter Wo Description: Patientian it diet site Coll Reference: C00000041 Wry Back Suppler: 30001 — 9 Bar Sal Sal Suppler: 30001 — 9 Bar Sal Sal Suppler: 30001 — 9 Bar Sal	4	٠					Swap Out	BPO: Version 2.1.0.43 - Exam	ple Company							Х
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• Click in the text box in the **Original Serial No** Column.

![](_page_9_Picture_0.jpeg)

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fdOrig	nalSenal	lo fdOr	gnaPart	fdDestWf	tseName	fdDestBirName	fdPurchasePrice	fdReplacementSeriaNo	1	Replacement	Øart	fdSourceWheeName	AdSou
fidOrig	nalSenal	No fidOri	inan her their coll ignaPart	fdDestWi	rseName	fdDestBirliane	MPurchasePrice	fdReplacementSeriaNo		ldReplacemen	Øart	fdSourceWhseName	AdSox
fidOrig	nalSenal	No fdOr	row he field of	AdDestwi	rseName	fdDes/SirViane	fdPurchasePrice	fdReplacementSeriaNo		ldReplacemen	Øart	fdSourceWhseName	fidSo
RdOrig	nalSenat	No fidOn	rece he that cal	RdDestW	hseName	fdDesBirliane	fdPurchasePrice	fdReplacementSerialNo		dReplacemen	lPart	fidSourceWhseName	Ads
fidOrig	nalSena)	le her ing	reue he that col	fdDestWf	nseName	ADesBirVane	Mirutuseince	fdReplacementSerialNo		dReplacemen	Part	fidSourceWheeName	AdSo
fidOrig	nalSenah	der here ittig	ignaPart	fdDestWi	rseName	ADestRivNane	fePurchasePrice	fdReplacementSerialNo		dReplacemen	19art	fdSourceWhseName	fidSo
fidOrig	inn haa	de here in g	roud hy Parl of	fdDestWi	rseliane	fdDestBirName	Mirutuseince	fdReplacementSerialNo		dReplacemen	Pat	fdSourceWhseName	fidSo
fdOrig	nalSenal	der herer in g	rout by Part of	AdDestWi	iseName	fcDestBirName	MPurchasePrice	fdReplacementSerialNo		dieplacemen	Part	fdSourceWhseName	fidSo
fidOrig	iniSenit	le fdOr	inso hy Part of	AdDestWA	iseName	fdDestBirName	MPurchasePrice	fdReplacementSerialNo		dieplacemen	Part	fdSourceWhseName	fldSov
felOrg	and Servit	ter here its g	rout by Part of	RdDestWP	IseName	ftDestBirliane	MPurchasePrice	fdReplacementSerialNo		dReplacemen	i9art	fdSourceWhseName	fdSo
fdOrg	nalSeral	No fidOri	inud hy faul od gnaPart	RdDestWP	iseNane	fdDestBirName	MPurchasePrice	fdReplacementSerialNo		Replacemen	But	fdSourceWhseName	AdSo
fidOrig 9	ian hei	No fidOri	roud by Part of	RdDestWP	IseName	ftDestBirliane	MPurchasePrice	fdReplacementSerialNo		Replacemen	Pat	fdSourceWhseName	fid5o
fidDig	iniSenit	No fdDr	rout by Part of	RdDestWP	IseNane	fdDestBirName	MPurchasePrice	fdReplacementSerialNo		Replacemen	Pat	fdSourceWhseName	hdso
601g	in in in iteration	No fidOri	inso hy fast od ginaPart	RdDestWP	iseName	fcDestBirliane	MPurchasePrice	fdReplacementSerialNo		Replacement	Pat	fdSourceWhseName	fidSo
fidDig	inal Seruit	No fidDri	inso hy Part of ginaPart	RdDestWF	IseNane	KDestBirNane	MPurchasePrice	fdReplacementSerialNo		Replacemen	Pat	fdSourceWhseName	fidSo
601g	naSeral	No fidDri	inso hy fast od gnaPart	RdDestWP	IseNane	fcDestBirliane	MPurchasePrice	fdReplacementSerialNo		Replacement	Pat	fdSourceWhseName	fidSo
690rg	in the international second	No fidDri	inso hy Part of	RdDestWF	IseNane	KDestBirName	MPurdusePrice	fdReplacementSerialNo		Replacemen	Pat	fdSourceWhseName	fidSo

- An *ellipsis* button will be revealed.
- Click on this button to display the *Select the equipment to be replaced* pop up screen.

![](_page_10_Picture_0.jpeg)

4	v					Swap Out	- BPO: Versi	on 2.1.0.43 - Exa	mple Co	ompany					×.	0	X
T	Home	Equipment	end Locations	Contract	Finance and HR	Inventory	Maintenar	ce and Projects	Ninul	facturing	Procurement	Sales	Service	Reporting	Utilities	140	0
U	A	-55															
	e ut	(PEL)															
Sive	DACK	Save rayo															
Proces	55 d	Format															
		W0 Code	WQ0001386					Processe	d By S	arah Mider		8	• •				
	WOD	escription	Installation at	dent site	-4			Event	Date 0	)7 Jan 2018							
	Call	Reference	CN0000474					Contra	t No C	00000042							
	Buy Bac	k Supplier	SUP001		Q			Sell Off Custo	mer C	205001			p				
			Buy Back Supp	ker	-				C	Cash Sales A	Account						
					+												
																e.	/
fdOri	phalSerial	No fidOr	ignaPart	fdDest	WheeName	fdDestBin	Name	fdPurchasePrio		fcReplace	mentSeriaNo		fdRepla	cementPart	fdSource	eWhsel	lame
1.000			and the second	(III) Contraction	- Alcolatora	(Prosector)	19000	Contraction of the		-	Statistics		100,000				
			Season me e					1.8./	<b>H</b> ) (4	0.1							
				(19)	Ň.												
			Ø 🔮	B													
			Ok Back	Save Lay	out												
			Process ,	Format													
		8						11									
		-	fdPartCode	fdDes	ziption		fdModelNo	fdSeriaNo	fd	dAs.							
		+															
			1458-96523	K147K	yocera Colour Cope	r .	K147	5IN32413546									
			SP1818	Sprint	copier			18-30200									
		_								-				57			

- Click on the *row selector* in front of the *part code / serial no.* of the *machine* that you wish to place into *store*.
- Click on *Ok*.

![](_page_11_Picture_0.jpeg)

	٠					Swap Out	- BPO: Versi	ion 2.1.0.43 - Exan	nple Co	ompany					3	D	Х
V	Home	Equipment a	nd Locations	Contract	Finance and HR	Inventory	Mainteria	nce and Projects	Manuf	facturing	Progrement	Sales	Service	Reporting	Utilities	in l	₽ X
P	6	2															
Save	Back	Save Layo	<i>i</i> t														
Proces	-	Format															
		WO Cada		_							21						
	100 0	worcode	Installation at	dani sh				Frocesses	int o	aran milut							
	WOD	escription	Installation at (	cient site				Event 0	ute 0	17 Jan 201	8 .						
	Call	Reference	CN0000474					Contract	t No C	0000004	2		1				
	Buy Bad	k Supplier	SUP001		P			Sell Off Custor	ner C	0.15001		1	Q				
			Buy Back Supp	ler					C	Cash Sales	Account						
Sigisi	imhi	lichine ti i	mp hy that ca	(m)									94 <u>.</u>			e.	7
fidorig	gnalSerial	io fidOr	ignalPart	fdDest	WhseName	fdDestBin	Nane	fdPurchasePrice		fdReplace	ementSerialNo		fdRepla	cementPart	fdSourc	eWhsel	lane
•			Select the o	çülçiment t	o he replaced					x							
Ĭ		-	Home														
				21													
			Ok Back	Save Lay	out												
		L															
		-	Process 4	ronat						-							
		0	ng s-cillumn hen	ider here lo				1	4								
			fdPartCode	fdDesc	ription		fidModelNo	fidSeriaNo	fic	SASE							
			1458-66571	(147)	uncera Colour Conie		K147	CIN12411546									
		5	SP1818	Sprint o	opier		NATU	18-30200									
			CONST.														
_																	
		1			_2	_	_		_	2					Atte	24.48	-

• Click in the text box in the Replacement Serial No Column.

![](_page_12_Picture_0.jpeg)

<b>A</b> '					Swap Out	- BPO: Ve	rsion 2.1.0.43 - Example	Company					15		Х
W Home	Equipment a	and Locations	Contract	Finance and	HR Inventory	Mainter	ance and Projects No	nufacturing	Procurement	Sales	Service	Reporting	Utities		Ø X
80	20														
Save Back	SaveLayo	ut													
harris	Enned														
Process a)	romat.	1				_			_					-	_
	W0 Code	W00001386					Processed By	Sarah Mide			• •				
W0 De	escription	Installation at o	dent site				Event Date	07 Jan 2018	•						
Call R	eference	CN0000474					Contract No	C0000042	ĺ						
Buy Back	Supplier	SUP001		ρ			Sell Off Customer	CU5001	4		P				
		Buy Back Suppl	er	1				Cash Sales	Account		4				
Ding a columities	er here to g	jugity the of	ui i										/	7	1
fdOrignalSerialN	o fdOr	ignaPart	fdDesti	VhselVame	fdDestBin	Name	fdPurchasePrice	fdReplace	mentSeriaNo		fdRepla	cementPart	fidSource	eWhsel	lame
*	Den							_			-				
18-30200	SP18	18	Assets	Narehouse	Internal A	ssets	Q.	10							_
el.													-		

- An *ellipsis* button will be revealed.
- Click on this button to display the *Select a replacement serial no. for this swap out* pop up screen.

![](_page_13_Picture_0.jpeg)

00					Sway	p Out - BPO: Ver	sion 2.1.0.43 · Example	Company						Π.	2
Hone	Equipment a	nd Locations Co	otact	Finance a	nd HR Inve	ntory Mainterv	ance and Projects Ma	nufacturing	Procurement	Sales	Service	Reporting	Utities	-	ø
B 🖪	2														
ave Back	Save Lavo	ut (													
Process A	Format	1				_					_			_	_
	W0 Code	W00001386			1		Processed By	Sarah Mider		ŝ	• •				
WO D	escription	Installation at cler	it site	- 2	e la compañía de		Event Date	07 Jan 2018	•						
	2348034														
-		A100000 (3)	_	8	1) 11		Colored B.				1				
Can	Kelerence	01000474	_				Contract No	00000942							
Buy Bac	k Supplier	SUP001 Buy Back Supplier		0	P		Sell Off Customer	CU5001 Carth Sales Ac	ra int		Q				
		only park orthour						Cash parts Ac	count						
fdOrignalSenal	No fidOri	ra c hy fha' clum IgnaPart 18	Ho Ho	elect a rep	lacement ser	ial no. for this s	ang tot		- 0	×	fdRepla	cementPart	fidSourc	eWhse	Name
fdOriginalSenial	No fidori SP18	ing in Part IgnaPart 18	Hor Hor Ok	elect a rep me Back scess	Ascement ser	t	wap out			×	fdRepla	cemen®art	fidSource	eWhse	Name
ng a citizm her fdOrgnatSerial 18-30200	No fidori	ing ly fiel dan IgnaPart 18	Hor No Ok Pro	elect a rep me Back bocesa	lacement ser	tel no. for this s	wap out		- 0	×	fdRepla	cementPart	fidSource	eWhee	Name
ig a citizm haa fidOrgmatSerial 18-30200	No fidOri	ing ty flet daar IgnaPart 18	Hore States	riect a rep me Back scess a column he SerialNo	Accornent ser Save Layour Format Actor Ince In pr Addresses	tel no. for this s	wap out	fa <sup>r</sup>	- 0	X C	fdRepla	cemen®wt	fidSource	eWhse	Name
ig a citien hee fidOrgnatSenal 18-30200	No fidori	ignaPart 18	Hor No No No No No No No No No No No No No	niect a rep me Back Social SerialNo	Accornent ser	tel no. for this s	Nop out	10	todeho f	x boots to the second s	fdRepla	cemen®art	fidSource	eWhee	Name
ig a citizen han feloriginalSerial 18-30200	No fidon	ignaPart 18	Hor Hor Ok Fit 15	elect a rep me Back ocess a cluer he SeriaNo	Accornent ser	tel no. for this s t so to for fort class fdPartCode SP1919	Map col	fd* z MFC 191	todehio 1	X However	fidRepla	cemen®art	fidSource	eWhse	Name
fedorgnatSenal 18-30200	No fidori	ignaPart 18	Hor Hor Ok Fr 19 19 19	elect a rep me Back Cossi A column he SeriaNo 19-9322 19-9326	Accornent ser	tel no. for the s t see to fut clear fdPartCode SP1919 SP1919	Marp cost AdvantDesc SP 1919 Sprint Colox SP 1919 Sprint Colox	fd* z MFC 191 z MFC 191	- 0. todelvo ( 9 )	X KWhe 4ar 4ar	fickeplaa	cemen®art	fidSource	eWhse	Name
fdOrgnalSerial 18-30200	No fidori	ignaPart 18	Hor Hor Ok Fr 19 19 19 19 19 19	elect a rep me Back Back A colors for Serallo 19-9322 19-9326 19-9326	Aresono21 ARESONO211 ARESONO211 ARESONO219	tel no. for this s t s fdPartCode SP1919 SP1919 SP1919 SP1919	Map col Maribesc Maribesc SP 1919 Sprint Colou Sprint coper	104 # MFC 191 # MFC 191	- 0. todeho 1 9 1 9	X tolloo	fcRepla	cemen®art	fdSource	eWhse	Name
fdOriginalSenal 18-30200	No fidori	ignaPart 18	Hor Hor Ok Pr 19 19 19 19 19 19 19 19	elect a rep me Back Back Coces SeruNo SeruNo 19-9322 19-9326 118-6589	AREGO00252	tel no. for the s t de to fut cale SP1919 SP1919 SP1918 SP1918 SP1918	Marine cest Address	fd* # MFC 191 # MFC 191	- 0 todeľko ( 9 ) 9 )		fickepla	cemen®art	fdSource	eWhse	Name
fdörgnalSerial 18-30200	SP18	ignaPart 18	Hor Hor Ok Prio 19 19 19 19 19 19 19 19 19 19 19 19 19	elect a rep me Back Back Serallo 19-9322 19-9326 19-9326 19-9326 19-9326 19-9326 19-9326	AREGO00223 AREGO00223	tel no. for this s t so the first calor foPartCode SP1919 SP1919 SP1919 SP1919 SP1919 SP1919 SP1919 SP1919	Marp coll Adheritions Adherit	104 # MFC 191 # MFC 191	- 0. todeho 1 9 1 9	X tollos tol tol tol tol tol tol tol tol	fcRepla	cemen®art	fdSource	eWhee	Name
fdOrgnatSenal 18-30200	No fidori	ignaPart 18	How Ck Pri 19 19 19 19 19 19 19 19 19 19 19 19 19	elect a rep me Back Back Coces SeruNo SeruNo 19-9322 19-9326 118-6589 118-6589	AREGO0024 AREGO00223 AREGO00223	Afranka dan Afranka dan SP1919 SP1919 SP1918 SP1818 SP1818 SP1818	Marp coll AlfariDesc AlfariDesc SP1919 Sprint Colou Sprint copier Sprint copier Sprint copier Sprint copier Sprint copier	1d1 2 MPC 191 2 MPC 191	- 0	Kalina Ada Ada Ada Ada Ada	ftSkepla	cemen®art	fdSource	eWhee	Name
fdOrgnalSerial 18-30200	No fidori	ignaPart 18	<ul> <li>✓</li> <li>✓</li></ul>	elect a rep me Back Back Secallo Secallo 19-9322 19-9326 19-9356 19-956 19-956	Aregonozza Aregonozza Aregonozza Aregonozza Aregonozza Aregonozza	4	Marp coll Marp coll MarphantDesc MarphantDesc SP 1919 Sprint Colou SP 1919 Sprint Colou Sprint copier Sprint copier	Id- z MFC 191 z MFC 191	- 0 todeho 1 9	X I I I I I I I I I I I I I I I I I I I	fdRepla	cemen®art	fdSource	eWhee	Name

- Click on the *row selector* in front of the *serial no*. of the *machine* that you wish to install *in place* of the original machine.
- Click on *Ok*.

![](_page_14_Picture_0.jpeg)

00				Swa	p Out - BPO: Ven	ion 2.1.0.43 - Example	Company					1	0	- 2
Hone	Equipment a	nd Locations C	ontract Finance	and HR Inve	ntory Maintena	ince and Projects Mar	nufacturing Proc.	rement	Selei	Service	Reporting	Utites	-	ø
8	2													
Save Back	Save Layou	t												
Process A	Formát	4			_				_	_			_	_
	W0 Code	W00001386				Processed By	Sarah Mider			•				
WOD	escription	Installation at cle	nt site			Event Date	07 Jan 2018 •							
	Deferment	0.000		10 11		Contract No.	000000010		_	-				
Call	Kelerence	010001/1				Contract no	00000042		_					
Buy Bac	ck Supplier	SUP001 Ray Rayle Sumpley		P		Sell Off Customer	CU5001 Cash Sales Armun		4					
		oni pari vitino					Cost sales Hower							
fdOrignalSerial	No fidOri	gnaPart	Home	placement ser	rial no. for this s	wap est		03		fdReplac	ementPart	fidSource	eWhse	Name
fdOriginalSerial 18-30200	No fidori SP18	ginalPart 18	Hone None Ok Process	Save Layou	tul no. for this s	wap out				fdReplac	ienen Part	fidSource	eWhse	Name
fdOrgnatSenal 18-30200	No fidon	gnaPart 18	Hone Hone Ok Dig a caluer h	statement ser	te a los for this s	wap out				fdReplac	ementPart	fidSource	eWhse	Name
fdOrignalSeria 18-30200	No fidori	gnaPart 18	Home Home Ok Dito a calcon for fdSeriaNio	Save Layou , Fornat ficksoetike	t see hy field older fidPartCode	nap out	tähidel	io fdw	-	fidReplac	emen®art	fidSource	eWhoe	Name
fdOrignalSenal	No fidon	gnaPart 18	Home Home Ok Procesa Drop a column for fidSenalNo Y	Save Layou , Format Ridassesse	t f fdPartCode	AParDesc	td*cdel	ie fdv		fdReplac	ienen®art	fidSource	eWhee	Name
fdChignalSenal	No fidori	ginaPart 18	Home Home Ok Process Process Hole a calcor ho fidSeriaNio Y 1919-9322	Abcoment ser Save Layou Format AREG000207	t f f fdPartCode 5P1919	AP rof.	fidhodel #MFC 1919	io fdW Mai	the state	fdReplac	tementPart	fidSource	eWhse	Name
fdOrignalSerial	No fidon	gnaPart 18	Home Home Ok Procesa Procesa Drug a column in fidServativo 1919-9322 1919-9325	AREGODO201	t f f f f f f f f f f f f f f f f f f f	Marp out fdPartDesc SP 1919 Sprint Colou SP 1919 Sprint Colou	fdModel z MFC 1919 z MFC 1919	ic fd/ Mai	the state	fdReplac	uementPart	fidSource	eWhee	Name
fdCrignalSerial	No fidori	ginaPart 18	Kelect a re     Home     Home     Kelect a re     Home     Ck     Back     Process      Process      Process      1919-9322     1919-9326     1818-0890	AREGODO207 AREGODO207 AREGODO207	t for the second s	Alexandress Alexan	fid%odel r MFC 1919 r MFC 1919	io fidil Mai Mai		fdReplac	uementPart	fidSource	eWhse	Name
fdOrignalSenal	No fidon	gnaPart 18	Home         Home           Home         Galary           Ok         Back           Process         Back           Process         Back           1919-9322         1919-9326           1818-0890         1818-6899	AREGODO211 AREGODO249 AREGODO25	t fdPartCode SP1919 SP1919 SP1919 SP1918 SP1818	Map out fdPartDesc SP 1919 Sprint Colou Sprint copier Sprint copier	fdModel x MFC 1919 x MFC 1919	io fidil Mai Mai	te •	fdReplac	tementPart	fidisourie	eWhoe	Name
fdOrignalSenal	No fidori	ginaPart 18		AREGODO252 AREGODO252 AREGODO252	t for the second second for the field of second SP1919 SP1919 SP1919 SP1918 SP19 SP1918 SP1918 SP19 SP19 SP19 SP19 SP19 SP19 SP1	Alexandress cont AdPartDesc SP 1919 Sprint Colou Sprint copier Sprint copier Sprint copier Sprint copier Sprint copier	fid%odel r MFC 1919 r MFC 1919	io fidw Mai Mai Mai		fdReplac	ementPart	fidSource	eWhee	Name
fdOrignalSenal	No fidori	gnaPart 18	Home         Home           Home         Galary           Ok         Back           Process         Back           Process         Back           1919-9322         1919-9326           1818-0890         1818-0899           1818-2222         1899-1111           1818-2222         1899-1111	AREGO00207 AREGO00223 AREGO00223 AREGO00223	t fdPartCode fdPartCode \$P1919 \$P1919 \$P1919 \$P1918 \$P1818 \$P1818 \$P1818	Marp coll Marabasc Marabasc SP 19 19 Sprint Colou SP 19 19 Sprint Colou Sprint copier Sprint copier Sprint copier Sprint copier Sprint copier Sprint copier Sprint copier Sprint copier	tdModel r MFC 1919 r MFC 1919	io fidil Mai Mai Mai Mai	- <b>st</b>	fidReplac	tementPart	fidSource	eWhee	Name
fdOrignalSenal	No fidori	ginaPart 18	✓         Select a re           Home         ✓           Ok         Back           Process         ✓           Displayed         ✓           1919-9322         1919-9322           1919-9326         1818-0890           1818-5889         1818-1111           1818-2222         8880           8880         5660	AREGODO222 AREGODO222 AREGODO222 AREGODO223 AREGODO223 AREGODO224 AREGODO224 AREGODO224 AREGODO225	t f f f f f f f f f f f f f f f f f f f	AlfrentDesc AfPartDesc SP 1919 Sprint Colou Sprint copier Sprint copier	MdModel r MFC 1919 r MFC 1919 r MFC 1919	io fidW Mai Mai Mai Mai Mai Mai Mai	<	fdReplac	ementPart	fidSource Internet in the second seco	eWhee	Name

• You will see that the *Destination Warehouse Name* and *Bin* and the *Source Warehouse Name* and *Bin* have auto populated

![](_page_15_Picture_0.jpeg)

#### according to the *machine serial numbers* selected for the swap

out.

	٠					Swap Out - BPC	): Version 2.1.0.43 - Exan	ple Com	npany					1	0	Х
W.	Home	Equipment i	nd Locations	Contract	Finance and HR	Inventory Ma	intenance and Projects	Manufac	cturing 1	Procurement	Siles	Service	Reporting	Utites	(A)	0
H	0	2														
Save	Back	Save Layo	<i>t</i>													
Prod	-	Format														
							g or over					÷.			-	
		W0 Code	WQ0001386	and and			Processed	By Sari	ah Mider							
	WOD	scription	Installation at	client ste	-4		Event D	ate 07.	Jan 2018	•						
			-		7							÷				
	Calls	elerence	CN0000474		0		Contract	NO COL	0000042							
	Buy Bac	Supplier	Buy Back Supr	ler	P		Sell Off Custor	Cas	5001 sh Sales Ac	count						
			ed (card)		1											
	i de la com	in here to a	ran ha that a	Laid					_					17	11	1
fidOr	ignalSerial	lo fidOr	ignaPart	fdDesti	WheeName	fdDestBinName	fdPurchasePrice	fd	Replacem	entSeriaNo		fdRepla	cementPart	fdSource	eWhaet	lame
				100000			sector and a strategic star			in Nichard				1.1.4		
18-3	0200	SP 18	18	Assets	Warehouse	Internal Assets	11	65.00 18	818-0890		***	SP1818		Main We	rehouse	

![](_page_16_Picture_0.jpeg)

• When you have finished editing the **Swap Out** screen, click on *Save*.

	٠				Swap O	)ut - BPO: Ve	rsion 2.1.0.43 - Example	Company			35	D	Х
Ŵ	Home	Equipment a	nd Locations	Contract Finance	and HR Invento	ry Mainter	nance and Projects Man	nulacturing Procurement	Sales	Service Reporting	Utilities	- 8	X
	6	20											
Save	Back	Save Layo	.t										
Inc		Energy											
nuo.	(1) 4	(groat	(H).									_	_
		W0 Code	W00001386				Processed By	Sarah Mider					
	WO D	escription	Installation at	dent site	÷.		Event Date	07 Jan 2018 •					
	Call	Reference	CN0000474				Contract No	C00000042		1			
	Buy Bac	k Supplier	SUP001		P		Sell Off Customer	CU5001	1	0			
			Buy Back Sup	pler	6			Cash Sales Account					
					4								
Dispat	si,es his	de here to p	ruas by that o	lai -							1		1
fidor	graßeral	No fidOr	ignaPart	fdDestWhseName	fdDest	SirNane	fdPurchasePrice	fdReplacementSeriaNo		fdReplacementPart	fdSourcel	Inselver	n 1
*													
18-3	0200	5P18	18	Assets Warehouse	Interna	al Assets	1 165.0	0 1818-0890		SP1818	Main Ware	house	_1
								2					
1	19. T											-	'
Open W	Indows *										04 Jan 20	18	

![](_page_17_Picture_0.jpeg)

- You will return to the *Swap Outs for WO Code []* screen.
- A Swap Out Processing message box will pop up informing you that;
  - Swap Out saved successfully.
- Click on OK.

![](_page_18_Picture_0.jpeg)

![](_page_18_Figure_2.jpeg)

• You can now view the recently recorded swap out in this screen.

![](_page_19_Picture_0.jpeg)

1.00					Swap	p Outs fo	or WO Cod	le W00001386 - B	PO: Version 2.1.	0.43 - Exampli	e Company				1	0	10
Hone	Equipment and	Location	nt Con	ltact.	Finance an	ndHR	Inventory	Maintenance ar	nd Projects M	anufacturing	Procurement	Sales Se	nice	Reporting	Utilities	i i	Ø.
3 🙆	2	ST ST		0													
dd Back	Save Layout	Worksp	aces 8	Refresh	Export												
intenance	Parte	at	. 1	Šem a	Prist ,												
AdSupplierCo	de fidSuppliert	Name	fdCustor	nerCode	fdCust	tomerNam	ne	fidCalReference	fdWOCode	fdWODesc		fidContra	ct%	fdEventDal	te	fdProces	sedBy
B SUP001	Buy Back 5	uppler	CU5001		Cash Sa	ales Acco	xint	CN0000474	W00001386	Installation	at clent ste	C00000	142	20 Jun 201	7	Beinda S	hama
1 SUP001	Buy Back S	uppler	CU5001	_	Cash Sa	ales Acco	xnt	CN0000474	W00001386	Installation	at dent site	C00000	142	21 Jun 201	7	Susan Du	Tot
] SJP001	Buy Back S	uppler	CU5001		Cash Se	ales Acco	unt	CN0000474	W00001386	Installation	at dent site	C00000	142	07 Jan 201	8	Sarah Mi	der

Notes:

![](_page_20_Picture_0.jpeg)

- The system processes the *buy back* and *sale*.
- You will need to Print the Sales Invoice and Accept the Supplier Invoice to complete the process.

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