

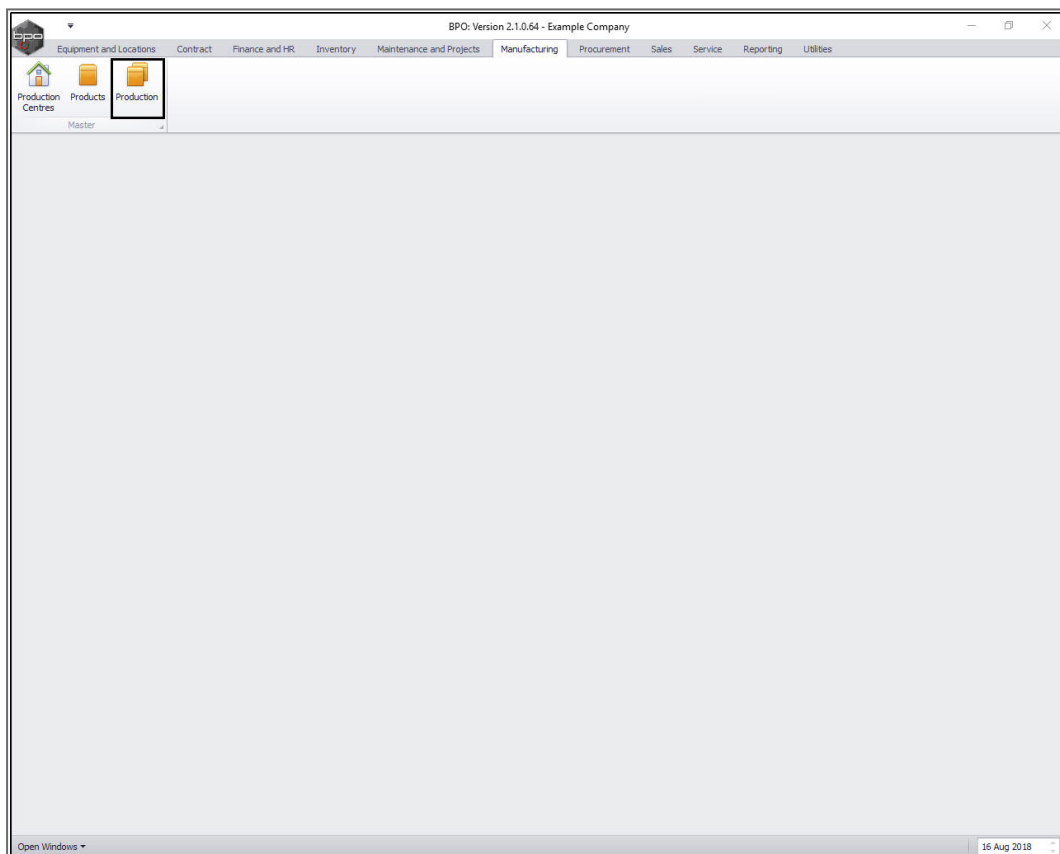
MANUFACTURING

PRODUCTION – ADD A THIRD PARTY SERVICE REQUEST

If you need a third party sub contractor to do work for you, then you can raise a **Third Party Service Request** from the **Production** listing screen.

From this Service Request, you can start a [Non-Stock Procurement](#) cycle, i.e. Raise a **Purchase Order** to the Supplier, a **Non-Stock Goods Received Note** and a **Supplier Invoice**.

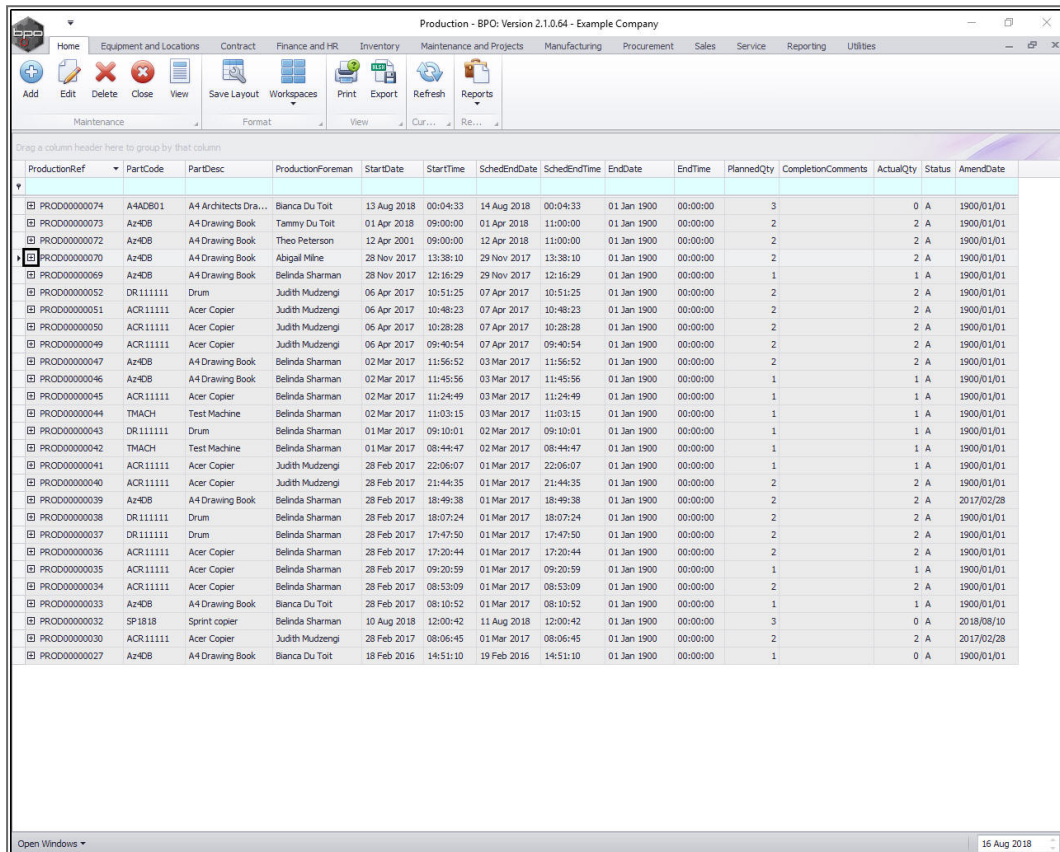
Ribbon Access: *Manufacturing > Production*



The **Production** listing screen will display.

SELECT PRODUCTION RUN

- Click on the **expand** button in the **row** of the **production run** that you wish to add a sub-contract service request to.



ProductionRef	PartCode	PartDesc	ProductionForeman	StartDate	StartTime	SchedEndDate	SchedEndTime	EndDate	EndTime	PlannedQty	CompletionComments	ActualQty	Status	AmendDate
PROD000000074	A4ADB01	A4 Architects Dra...	Blanca Du Toit	13 Aug 2018	00:04:33	14 Aug 2018	00:04:33	01 Jan 1900	00:00:00	3		0	A	1900/01/01
PROD000000073	Az4DB	A4 Drawing Book	Tammy Du Toit	01 Apr 2018	09:00:00	01 Apr 2018	11:00:00	01 Jan 1900	00:00:00	2		2	A	1900/01/01
PROD000000072	Az4DB	A4 Drawing Book	Theo Peterson	12 Apr 2001	09:00:00	12 Apr 2018	11:00:00	01 Jan 1900	00:00:00	2		2	A	1900/01/01
PROD000000070	Az4DB	A4 Drawing Book	Abigail Mine	28 Nov 2017	13:38:10	29 Nov 2017	13:38:10	01 Jan 1900	00:00:00	2		2	A	1900/01/01
PROD000000069	Az4DB	A4 Drawing Book	Belinda Sharman	28 Nov 2017	12:16:29	29 Nov 2017	12:16:29	01 Jan 1900	00:00:00	1		1	A	1900/01/01
PROD000000052	DR111111	Drum	Judith Mudzengi	06 Apr 2017	10:51:25	07 Apr 2017	10:51:25	01 Jan 1900	00:00:00	2		2	A	1900/01/01
PROD000000051	ACR11111	Acer Copier	Judith Mudzengi	06 Apr 2017	10:48:23	07 Apr 2017	10:48:23	01 Jan 1900	00:00:00	2		2	A	1900/01/01
PROD000000050	ACR11111	Acer Copier	Judith Mudzengi	06 Apr 2017	10:28:28	07 Apr 2017	10:28:28	01 Jan 1900	00:00:00	2		2	A	1900/01/01
PROD000000049	ACR11111	Acer Copier	Judith Mudzengi	06 Apr 2017	09:40:54	07 Apr 2017	09:40:54	01 Jan 1900	00:00:00	2		2	A	1900/01/01
PROD000000047	Az4DB	A4 Drawing Book	Belinda Sharman	02 Mar 2017	11:56:52	03 Mar 2017	11:56:52	01 Jan 1900	00:00:00	2		2	A	1900/01/01
PROD000000046	Az4DB	A4 Drawing Book	Belinda Sharman	02 Mar 2017	11:45:56	03 Mar 2017	11:45:56	01 Jan 1900	00:00:00	1		1	A	1900/01/01
PROD000000045	ACR11111	Acer Copier	Belinda Sharman	02 Mar 2017	11:24:49	03 Mar 2017	11:24:49	01 Jan 1900	00:00:00	1		1	A	1900/01/01
PROD000000044	TMACH	Test Machine	Belinda Sharman	02 Mar 2017	11:03:15	03 Mar 2017	11:03:15	01 Jan 1900	00:00:00	1		1	A	1900/01/01
PROD000000043	DR111111	Drum	Belinda Sharman	01 Mar 2017	09:10:01	02 Mar 2017	09:10:01	01 Jan 1900	00:00:00	1		1	A	1900/01/01
PROD000000042	TMACH	Test Machine	Belinda Sharman	01 Mar 2017	08:44:47	02 Mar 2017	08:44:47	01 Jan 1900	00:00:00	1		1	A	1900/01/01
PROD000000041	ACR11111	Acer Copier	Judith Mudzengi	28 Feb 2017	22:06:07	01 Mar 2017	22:06:07	01 Jan 1900	00:00:00	1		1	A	1900/01/01
PROD000000040	ACR11111	Acer Copier	Judith Mudzengi	28 Feb 2017	21:44:35	01 Mar 2017	21:44:35	01 Jan 1900	00:00:00	2		2	A	1900/01/01
PROD000000039	Az4DB	A4 Drawing Book	Belinda Sharman	28 Feb 2017	18:49:38	01 Mar 2017	18:49:38	01 Jan 1900	00:00:00	2		2	A	2017/02/28
PROD000000038	DR111111	Drum	Belinda Sharman	28 Feb 2017	18:07:24	01 Mar 2017	18:07:24	01 Jan 1900	00:00:00	2		2	A	1900/01/01
PROD000000037	DR111111	Drum	Belinda Sharman	28 Feb 2017	17:47:50	01 Mar 2017	17:47:50	01 Jan 1900	00:00:00	2		2	A	1900/01/01
PROD000000036	ACR11111	Acer Copier	Belinda Sharman	28 Feb 2017	17:20:44	01 Mar 2017	17:20:44	01 Jan 1900	00:00:00	2		2	A	1900/01/01
PROD000000035	ACR11111	Acer Copier	Belinda Sharman	28 Feb 2017	09:20:59	01 Mar 2017	09:20:59	01 Jan 1900	00:00:00	1		1	A	1900/01/01
PROD000000034	ACR11111	Acer Copier	Belinda Sharman	28 Feb 2017	08:53:09	01 Mar 2017	08:53:09	01 Jan 1900	00:00:00	2		2	A	1900/01/01
PROD000000033	Az4DB	A4 Drawing Book	Blanca Du Toit	28 Feb 2017	08:10:52	01 Mar 2017	08:10:52	01 Jan 1900	00:00:00	1		1	A	1900/01/01
PROD000000032	SP1818	Sprint copier	Belinda Sharman	10 Aug 2018	12:00:42	11 Aug 2018	12:00:42	01 Jan 1900	00:00:00	3		0	A	2018/08/10
PROD000000030	ACR11111	Acer Copier	Judith Mudzengi	28 Feb 2017	08:06:45	01 Mar 2017	08:06:45	01 Jan 1900	00:00:00	2		2	A	2017/02/28
PROD000000027	Az4DB	A4 Drawing Book	Blanca Du Toit	18 Feb 2016	14:51:10	19 Feb 2016	14:51:10	01 Jan 1900	00:00:00	1		0	A	1900/01/01

The **Production Work Orders** frame will be expanded.

SELECT WORK ORDER

- Right click** anywhere in the **row** of the **work order** that you wish to link the sub-contract service request to.
 - Note:** Remember or make note of, the selected work order number.

Production - BPO: Version 2.1.0.64 - Example Company

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

Add Edit Delete Close View Save Layout Workspaces Print Export Refresh Reports

Maintenance Format View Cur... Re...

Drag a column header here to group by that column

ProductionRef	PartCode	PartDesc	ProductionForeman	StartDate	StartTime	SchedEndTime	SchedEndTime	EndDate	EndTime	PlannedQty	CompletionComments	ActualQty	Status	AmendDate
PROD000000074	A4ADB01	A4 Architects Dra...	Blanca Du Toit	13 Aug 2018	00:04:33	14 Aug 2018	00:04:33	01 Jan 1900	00:00:00	3		0	A	1900/01/01
PROD000000073	Az4DB	A4 Drawing Book	Tammy Du Toit	01 Apr 2018	09:00:00	01 Apr 2018	11:00:00	01 Jan 1900	00:00:00	2		2	A	1900/01/01
PROD000000072	Az4DB	A4 Drawing Book	Theo Peterson	12 Apr 2001	09:00:00	12 Apr 2018	11:00:00	01 Jan 1900	00:00:00	2		2	A	1900/01/01
PROD000000070	Az4DB	A4 Drawing Book	Abigail Mine	28 Nov 2017	13:38:10	29 Nov 2017	13:38:10	01 Jan 1900	00:00:00	2		2	A	1900/01/01

Production Work Orders

WOCode	Description	SiteName	WOType	Status	StatusDescription	Priority	WorkPriority	RequestDate	RequestTime	Invoiceable	Capitalise	ProjectRef	ProjectDesc	CallReference	Call
WO0001616	Created for production batch - test2	Durban	MH	O	Open	2	1.00	28 Nov 2017	13:38:09	No	No				

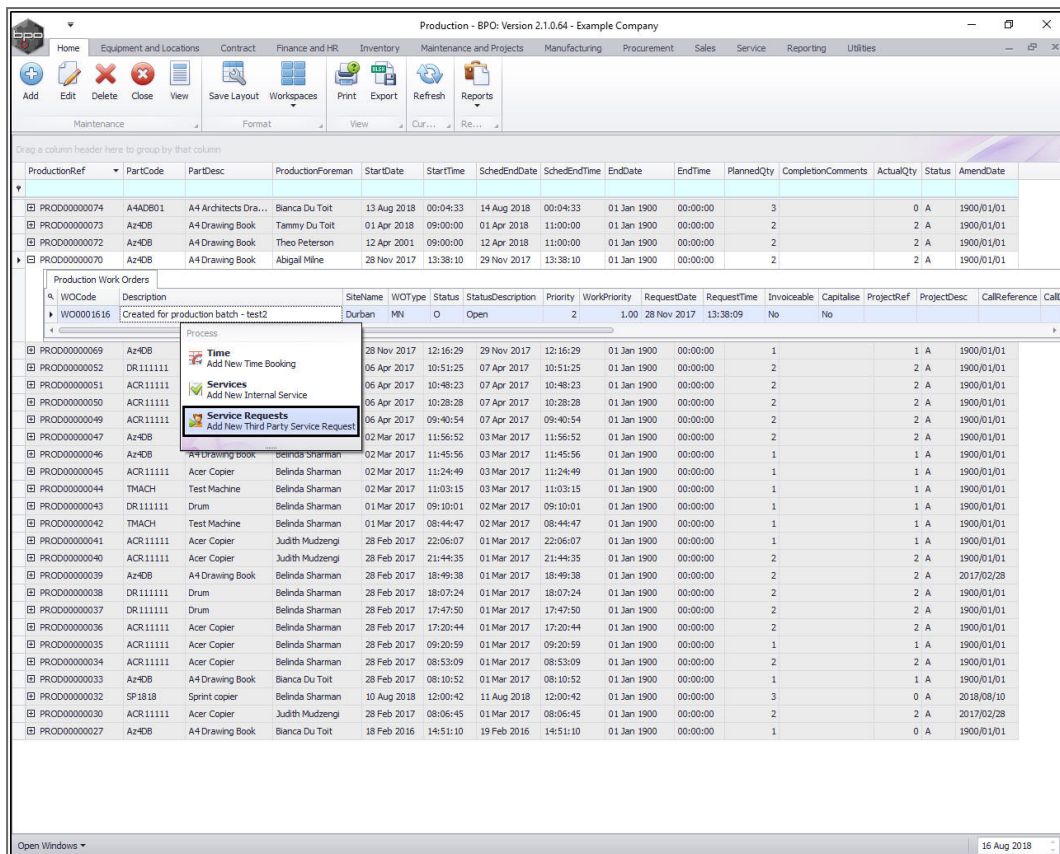
PROD000000069	Az4DB	A4 Drawing Book	Belinda Sharman	28 Nov 2017	12:16:29	29 Nov 2017	12:16:29	01 Jan 1900	00:00:00	1		1	A	1900/01/01
PROD000000052	DR111111	Drum	Judith Mudzengi	06 Apr 2017	10:51:25	07 Apr 2017	10:51:25	01 Jan 1900	00:00:00	2		2	A	1900/01/01
PROD000000051	ACR11111	Acer Copier	Judith Mudzengi	06 Apr 2017	10:48:23	07 Apr 2017	10:48:23	01 Jan 1900	00:00:00	2		2	A	1900/01/01
PROD000000050	ACR11111	Acer Copier	Judith Mudzengi	06 Apr 2017	10:28:28	07 Apr 2017	10:28:28	01 Jan 1900	00:00:00	2		2	A	1900/01/01
PROD000000049	ACR11111	Acer Copier	Judith Mudzengi	06 Apr 2017	09:40:54	07 Apr 2017	09:40:54	01 Jan 1900	00:00:00	2		2	A	1900/01/01
PROD000000047	Az4DB	A4 Drawing Book	Belinda Sharman	02 Mar 2017	11:56:52	03 Mar 2017	11:56:52	01 Jan 1900	00:00:00	2		2	A	1900/01/01
PROD000000046	Az4DB	A4 Drawing Book	Belinda Sharman	02 Mar 2017	11:45:56	03 Mar 2017	11:45:56	01 Jan 1900	00:00:00	1		1	A	1900/01/01
PROD000000045	ACR11111	Acer Copier	Belinda Sharman	02 Mar 2017	11:24:49	03 Mar 2017	11:24:49	01 Jan 1900	00:00:00	1		1	A	1900/01/01
PROD000000044	TMACH	Test Machine	Belinda Sharman	02 Mar 2017	11:03:15	03 Mar 2017	11:03:15	01 Jan 1900	00:00:00	1		1	A	1900/01/01
PROD000000043	DR111111	Drum	Belinda Sharman	01 Mar 2017	09:10:01	02 Mar 2017	09:10:01	01 Jan 1900	00:00:00	1		1	A	1900/01/01
PROD000000042	TMACH	Test Machine	Belinda Sharman	01 Mar 2017	08:44:47	02 Mar 2017	08:44:47	01 Jan 1900	00:00:00	1		1	A	1900/01/01
PROD000000041	ACR11111	Acer Copier	Judith Mudzengi	28 Feb 2017	22:06:07	01 Mar 2017	22:06:07	01 Jan 1900	00:00:00	1		1	A	1900/01/01
PROD000000040	ACR11111	Acer Copier	Judith Mudzengi	28 Feb 2017	21:44:35	01 Mar 2017	21:44:35	01 Jan 1900	00:00:00	2		2	A	1900/01/01
PROD000000039	Az4DB	A4 Drawing Book	Belinda Sharman	28 Feb 2017	18:49:38	01 Mar 2017	18:49:38	01 Jan 1900	00:00:00	2		2	A	2017/02/28
PROD000000038	DR111111	Drum	Belinda Sharman	28 Feb 2017	18:07:24	01 Mar 2017	18:07:24	01 Jan 1900	00:00:00	2		2	A	1900/01/01
PROD000000037	DR111111	Drum	Belinda Sharman	28 Feb 2017	17:47:50	01 Mar 2017	17:47:50	01 Jan 1900	00:00:00	2		2	A	1900/01/01
PROD000000036	ACR11111	Acer Copier	Belinda Sharman	28 Feb 2017	17:20:44	01 Mar 2017	17:20:44	01 Jan 1900	00:00:00	2		2	A	1900/01/01
PROD000000035	ACR11111	Acer Copier	Belinda Sharman	28 Feb 2017	09:20:59	01 Mar 2017	09:20:59	01 Jan 1900	00:00:00	1		1	A	1900/01/01
PROD000000034	ACR11111	Acer Copier	Belinda Sharman	28 Feb 2017	08:53:09	01 Mar 2017	08:53:09	01 Jan 1900	00:00:00	2		2	A	1900/01/01
PROD000000033	Az4DB	A4 Drawing Book	Blanca Du Toit	28 Feb 2017	08:10:52	01 Mar 2017	08:10:52	01 Jan 1900	00:00:00	1		1	A	1900/01/01
PROD000000032	SP1818	Sprint copier	Belinda Sharman	10 Aug 2018	12:00:42	11 Aug 2018	12:00:42	01 Jan 1900	00:00:00	3		0	A	2018/08/10
PROD000000030	ACR11111	Acer Copier	Judith Mudzengi	28 Feb 2017	08:06:45	01 Mar 2017	08:06:45	01 Jan 1900	00:00:00	2		2	A	2017/02/28
PROD000000027	Az4DB	A4 Drawing Book	Blanca Du Toit	18 Feb 2016	14:51:10	19 Feb 2016	14:51:10	01 Jan 1900	00:00:00	1		0	A	1900/01/01

Open Windows 16 Aug 2018

- A **Process** menu will pop up.

ADD THIRD PARTY SERVICE REQUEST

- Click on **Service Requests** - Add New Third Party Service Request.

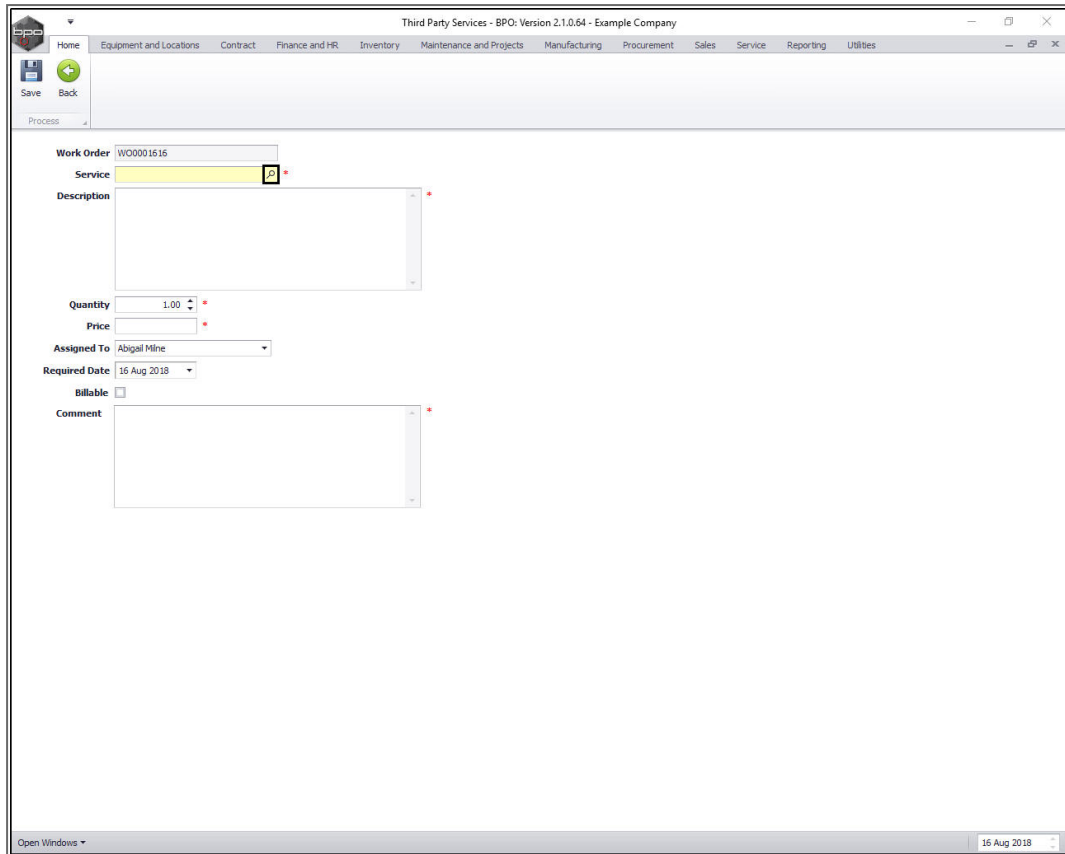


The screenshot shows the CO3 Production - BPO: Version 2.1.0.64 - Example Company interface. The 'Service Requests' menu item is highlighted in the 'Services' dropdown. The main table displays a list of work orders with columns: ProductionRef, PartCode, PartDesc, ProductionForeman, StartDate, StartTime, SchedEndDate, SchedEndTime, EndDate, EndTime, PlannedQty, CompletionComments, ActualQty, Status, and AmendDate. The 'Service Requests' menu item is highlighted in the 'Services' dropdown.

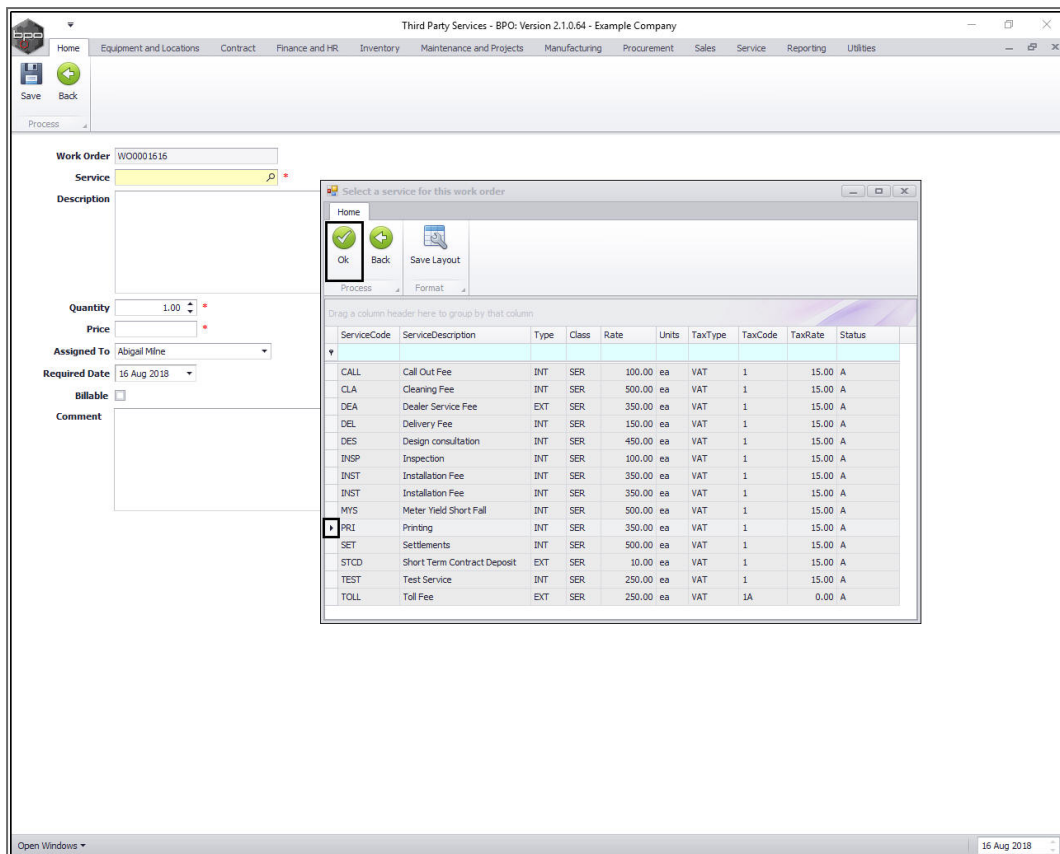
The **Third Party Services** screen will be displayed.

SEARCH FOR AND SELECT THE SERVICE

- The **Work Order** field will be auto populated with the previously selected work order number.
- Click on the **search** button in the **Service** field.



- The **Select a service for this work order** pop up screen will appear.
- Select the **row** of the **service** you wish to link to this work order.
- Click on **Ok**.



Third Party Services - BPO: Version 2.1.0.64 - Example Company

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

Save | Back | Process

Work Order: WO0001515

Service:

Description:

Quantity: 1.00

Price:

Assigned To: Abigail Mline

Required Date: 16 Aug 2018

Billable: ☐

Comment:

Select a service for this work order

Home | Ok | Back | Save Layout | Process | Format

Drag a column header here to group by that column

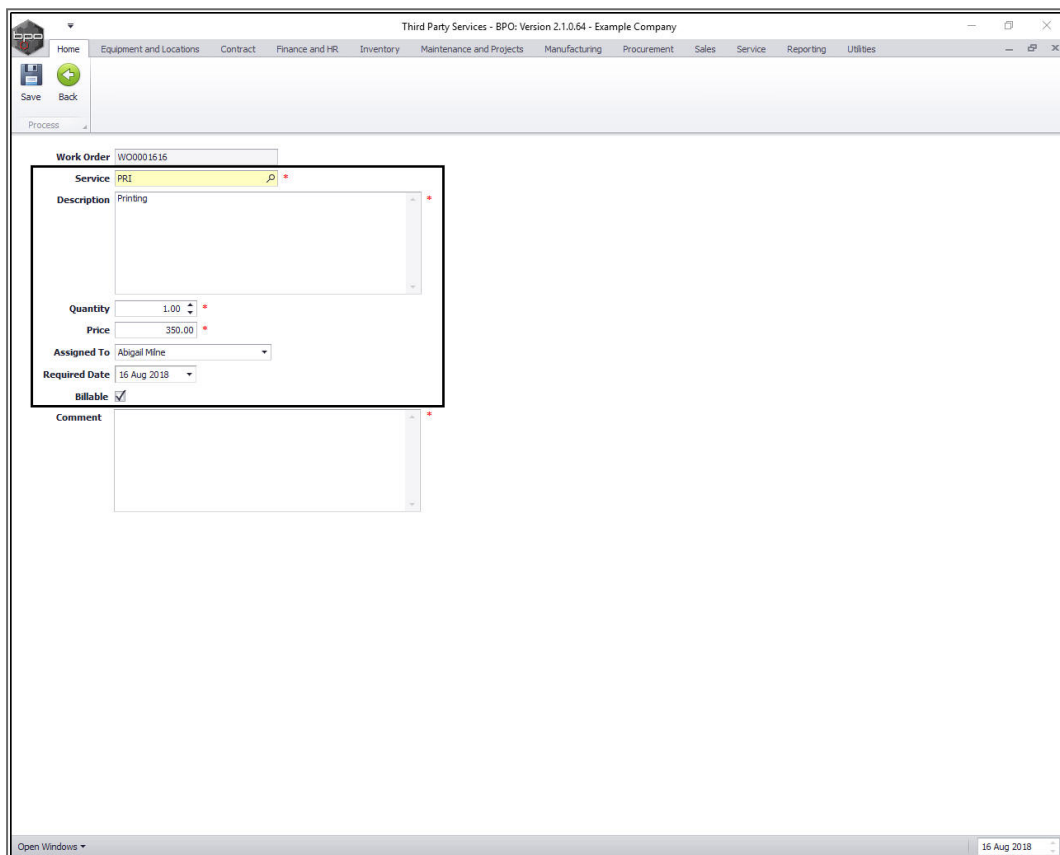
ServiceCode	ServiceDescription	Type	Class	Rate	Units	TaxType	TaxCode	TaxRate	Status
CALL	Call Out Fee	INT	SER	100.00	ea	VAT	1	15.00	A
CLA	Cleaning Fee	INT	SER	500.00	ea	VAT	1	15.00	A
DEA	Dealer Service Fee	EXT	SER	350.00	ea	VAT	1	15.00	A
DCL	Delivery Fee	INT	SER	150.00	ea	VAT	1	15.00	A
DES	Design consultation	INT	SER	450.00	ea	VAT	1	15.00	A
INSP	Inspection	INT	SER	100.00	ea	VAT	1	15.00	A
INST	Installation Fee	INT	SER	350.00	ea	VAT	1	15.00	A
INST	Installation Fee	INT	SER	350.00	ea	VAT	1	15.00	A
MTS	Meter Yield Short Fall	INT	SER	900.00	ea	VAT	1	15.00	A
PR1	Printing	INT	SER	350.00	ea	VAT	1	15.00	A
SET	Settlements	INT	SER	500.00	ea	VAT	1	15.00	A
STCD	Short Term Contract Deposit	EXT	SER	10.00	ea	VAT	1	15.00	A
TEST	Test Service	INT	SER	250.00	ea	VAT	1	15.00	A
TOLL	Toll Fee	EXT	SER	250.00	ea	VAT	1A	0.00	A

Open Windows | 16 Aug 2018

ADD SERVICE REQUEST DETAILS

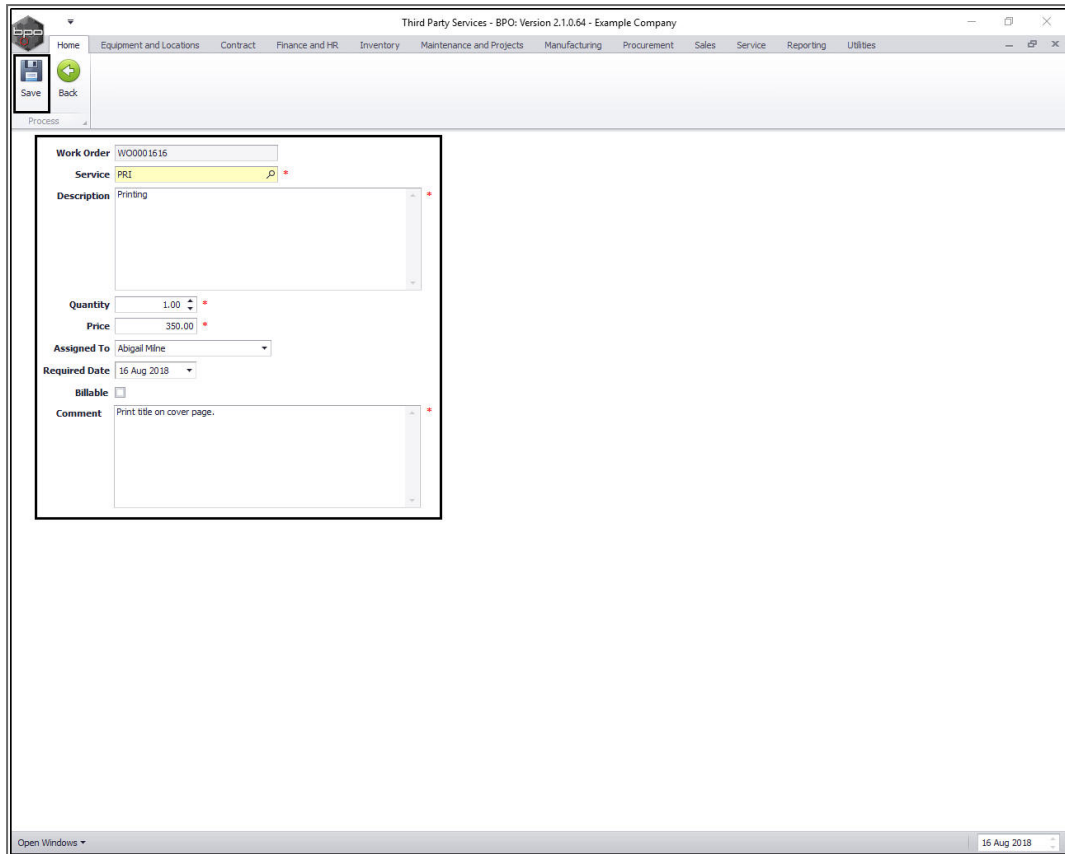
- **Service:** This will now be populated with the service code selected in the previous step.
- **Description:** This will now be populated with the service description. Update this field with any additional relevant information for the Supplier, for example, serial number if applicable, as this detail will pull through to the Purchase Order.
- **Quantity:** This will auto populate with **1**. You can use the directional arrows to select an alternative quantity amount if required.
- **Price:** This will auto populate with the price of this service currently set up on the system. You can type in an alternative price if required.

- **Assigned To:** This will auto populate with the person currently logged on to the system. You can click on the drop-down arrow and select an alternative employee if required.
- **Required Date:** This will auto populate with the current date. You can either type in or click on the drop-down arrow and use the calendar function to select an alternative date if required.
- **Billable:** This check box should be **unticked**.
- **Comment:** Type a relevant comment regarding this third party service request.



SAVE LINKED SERVICE

- When you have finished adding details to the Third Party Service screen, click on **Save**.



Third Party Services - BPO: Version 2.1.0.64 - Example Company

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

Save Back

Process

Work Order WO0001515

Service PRI

Description Printing

Quantity 1.00

Price 350.00

Assigned To Abigail Mine

Required Date 16 Aug 2018

Billable ☐

Comment Print title on cover page.

Open Windows 16 Aug 2018

You will return to the **Production** listing screen.

- A **Service Processing** message box will pop up informing you that;
 - **Service Request on WO: [] complete.**
- Click on **OK**.

Production - BPO: Version 2.1.0.64 - Example Company

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

Add Edit Delete Close View Save Layout Workspaces Print Export Refresh Reports

Maintenance Format View Cur... Re...

Drag a column header here to group by that column

ProductionRef	PartCode	PartDesc	ProductionForeman	StartDate	StartTime	SchedEndDate	SchedEndTime	EndDate	EndTime	PlannedQty	CompletionComments	ActualQty	Status	AmendDate
PROD000000074	A4AD801	A4 Architects Dra...	Blanca Du Toit	13 Aug 2018	00:04:33	14 Aug 2018	00:04:33	01 Jan 1900	00:00:00	3		0	A	1900/01/01
PROD000000073	Az4DB	A4 Drawing Book	Tammy Du Toit	01 Apr 2018	09:00:00	01 Apr 2018	11:00:00	01 Jan 1900	00:00:00	2		2	A	1900/01/01
PROD000000072	Az4DB	A4 Drawing Book	Theo Peterson	12 Apr 2001	09:00:00	12 Apr 2018	11:00:00	01 Jan 1900	00:00:00	2		2	A	1900/01/01
PROD000000070	Az4DB	A4 Drawing Book	Abigail Mine	28 Nov 2017	13:38:10	29 Nov 2017	13:38:10	01 Jan 1900	00:00:00	2		2	A	1900/01/01
PROD000000069	Az4DB			29 Nov 2017	12:16:29	01 Jan 1900	00:00:00	01 Jan 1900	00:00:00	1		1	A	1900/01/01
PROD000000052	DR111111			07 Apr 2017	10:51:25	01 Jan 1900	00:00:00	01 Jan 1900	00:00:00	2		2	A	1900/01/01
PROD000000051	ACR11111			07 Apr 2017	10:48:23	01 Jan 1900	00:00:00	01 Jan 1900	00:00:00	2		2	A	1900/01/01
PROD000000050	ACR11111			07 Apr 2017	10:38:28	01 Jan 1900	00:00:00	01 Jan 1900	00:00:00	2		2	A	1900/01/01
PROD000000049	ACR11111			07 Apr 2017	09:40:54	01 Jan 1900	00:00:00	01 Jan 1900	00:00:00	2		2	A	1900/01/01
PROD000000047	Az4DB			03 Mar 2017	11:56:52	01 Jan 1900	00:00:00	01 Jan 1900	00:00:00	2		2	A	1900/01/01
PROD000000046	Az4DB			03 Mar 2017	11:45:56	01 Jan 1900	00:00:00	01 Jan 1900	00:00:00	1		1	A	1900/01/01
PROD000000045	ACR11111	Acer Copier	Belinda Sharman	02 Mar 2017	11:24:49	03 Mar 2017	11:24:49	01 Jan 1900	00:00:00	1		1	A	1900/01/01
PROD000000044	TMAH	Test Machine	Belinda Sharman	02 Mar 2017	11:03:15	03 Mar 2017	11:03:15	01 Jan 1900	00:00:00	1		1	A	1900/01/01
PROD000000043	DR111111	Drum	Belinda Sharman	01 Mar 2017	09:10:01	02 Mar 2017	09:10:01	01 Jan 1900	00:00:00	1		1	A	1900/01/01
PROD000000042	TMAH	Test Machine	Belinda Sharman	01 Mar 2017	08:44:47	02 Mar 2017	08:44:47	01 Jan 1900	00:00:00	1		1	A	1900/01/01
PROD000000041	ACR11111	Acer Copier	Judith Mudzengi	28 Feb 2017	22:06:07	01 Mar 2017	22:06:07	01 Jan 1900	00:00:00	1		1	A	1900/01/01
PROD000000040	ACR11111	Acer Copier	Judith Mudzengi	28 Feb 2017	21:44:35	01 Mar 2017	21:44:35	01 Jan 1900	00:00:00	2		2	A	1900/01/01
PROD000000039	Az4DB	A4 Drawing Book	Belinda Sharman	28 Feb 2017	18:49:38	01 Jan 1900	00:00:00	01 Jan 1900	00:00:00	2		2	A	2017/02/28
PROD000000038	DR111111	Drum	Belinda Sharman	28 Feb 2017	18:07:24	01 Mar 2017	18:07:24	01 Jan 1900	00:00:00	2		2	A	1900/01/01
PROD000000037	DR111111	Drum	Belinda Sharman	28 Feb 2017	17:47:50	01 Mar 2017	17:47:50	01 Jan 1900	00:00:00	2		2	A	1900/01/01
PROD000000036	ACR11111	Acer Copier	Belinda Sharman	28 Feb 2017	17:20:44	01 Mar 2017	17:20:44	01 Jan 1900	00:00:00	2		2	A	1900/01/01
PROD000000035	ACR11111	Acer Copier	Belinda Sharman	28 Feb 2017	09:20:59	01 Mar 2017	09:20:59	01 Jan 1900	00:00:00	1		1	A	1900/01/01
PROD000000034	ACR11111	Acer Copier	Belinda Sharman	28 Feb 2017	08:53:09	01 Mar 2017	08:53:09	01 Jan 1900	00:00:00	2		2	A	1900/01/01
PROD000000033	Az4DB	A4 Drawing Book	Blanca Du Toit	28 Feb 2017	08:10:52	01 Mar 2017	08:10:52	01 Jan 1900	00:00:00	1		1	A	1900/01/01
PROD000000032	SP1818	Sprint copier	Belinda Sharman	10 Aug 2018	12:00:42	11 Aug 2018	12:00:42	01 Jan 1900	00:00:00	3		0	A	2018/08/10
PROD000000030	ACR11111	Acer Copier	Judith Mudzengi	28 Feb 2017	08:06:45	01 Mar 2017	08:06:45	01 Jan 1900	00:00:00	2		2	A	2017/02/28
PROD000000027	Az4DB	A4 Drawing Book	Blanca Du Toit	18 Feb 2016	14:51:10	19 Feb 2016	14:51:10	01 Jan 1900	00:00:00	1		0	A	1900/01/01

Open Windows 16 Aug 2018

VIEW LINKED WORK ORDER

- Now you can view the work order with the linked third party service request in **2** different screens.

Either

IN THE WORK ORDER LISTING SCREEN

- Navigate to the **Work Order Listing** screen.

Ribbon Access: *Service > Work Orders*

Production - BPO: Version 2.1.0.64 - Example Company

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

Tech Map Scheduling Current Tech Activity Technicians Availability Exceptions Calls Work Orders Service Requests WIP Work Management My Work Orders My Tickets All Open Tickets My Work

Technical Process Ticketing Open ...

Drag a column header here to group by that column

ProductionRef	PartCode	PartDesc	ProductionForeman	StartDate	StartTime	SchedEndDate	SchedEndTime	EndDate	EndTime	PlannedQty	CompletionComments	ActualQty	Status	AmendDate
PROD000000074	A4ADB01	A4 Architects Dra...	Blanca Du Toit	13 Aug 2018	00:04:33	14 Aug 2018	00:04:33	01 Jan 1900	00:00:00	3		0	A	1900/01/01
PROD000000073	Az4DB	A4 Drawing Book	Tammy Du Toit	01 Apr 2018	09:00:00	01 Apr 2018	11:00:00	01 Jan 1900	00:00:00	2		2	A	1900/01/01
PROD000000072	Az4DB	A4 Drawing Book	Theo Peterson	12 Apr 2001	09:00:00	12 Apr 2018	11:00:00	01 Jan 1900	00:00:00	2		2	A	1900/01/01
PROD000000070	Az4DB	A4 Drawing Book	Abigail Mine	28 Nov 2017	13:38:10	29 Nov 2017	13:38:10	01 Jan 1900	00:00:00	2		2	A	1900/01/01
PROD000000069	Az4DB	A4 Drawing Book	Belinda Sharman	28 Nov 2017	12:16:29	29 Nov 2017	12:16:29	01 Jan 1900	00:00:00	1		1	A	1900/01/01
PROD000000052	DR111111	Drum	Judith Mudzengi	06 Apr 2017	10:51:25	07 Apr 2017	10:51:25	01 Jan 1900	00:00:00	2		2	A	1900/01/01
PROD000000051	ACR111111	Acer Copier	Judith Mudzengi	06 Apr 2017	10:48:23	07 Apr 2017	10:48:23	01 Jan 1900	00:00:00	2		2	A	1900/01/01
PROD000000050	ACR111111	Acer Copier	Judith Mudzengi	06 Apr 2017	10:28:28	07 Apr 2017	10:28:28	01 Jan 1900	00:00:00	2		2	A	1900/01/01
PROD000000049	ACR111111	Acer Copier	Judith Mudzengi	06 Apr 2017	09:40:54	07 Apr 2017	09:40:54	01 Jan 1900	00:00:00	2		2	A	1900/01/01
PROD000000047	Az4DB	A4 Drawing Book	Belinda Sharman	02 Mar 2017	11:56:52	03 Mar 2017	11:56:52	01 Jan 1900	00:00:00	2		2	A	1900/01/01
PROD000000046	Az4DB	A4 Drawing Book	Belinda Sharman	02 Mar 2017	11:45:56	03 Mar 2017	11:45:56	01 Jan 1900	00:00:00	1		1	A	1900/01/01
PROD000000045	ACR111111	Acer Copier	Belinda Sharman	02 Mar 2017	11:24:49	03 Mar 2017	11:24:49	01 Jan 1900	00:00:00	1		1	A	1900/01/01
PROD000000044	TMACH	Test Machine	Belinda Sharman	02 Mar 2017	11:03:15	03 Mar 2017	11:03:15	01 Jan 1900	00:00:00	1		1	A	1900/01/01
PROD000000043	DR111111	Drum	Belinda Sharman	01 Mar 2017	09:10:01	02 Mar 2017	09:10:01	01 Jan 1900	00:00:00	1		1	A	1900/01/01
PROD000000042	TMACH	Test Machine	Belinda Sharman	01 Mar 2017	08:44:47	02 Mar 2017	08:44:47	01 Jan 1900	00:00:00	1		1	A	1900/01/01
PROD000000041	ACR111111	Acer Copier	Judith Mudzengi	28 Feb 2017	22:06:07	01 Mar 2017	22:06:07	01 Jan 1900	00:00:00	1		1	A	1900/01/01
PROD000000040	ACR111111	Acer Copier	Judith Mudzengi	28 Feb 2017	21:44:35	01 Mar 2017	21:44:35	01 Jan 1900	00:00:00	2		2	A	1900/01/01
PROD000000039	Az4DB	A4 Drawing Book	Belinda Sharman	28 Feb 2017	18:49:38	01 Mar 2017	18:49:38	01 Jan 1900	00:00:00	2		2	A	2017/02/28
PROD000000038	DR111111	Drum	Belinda Sharman	28 Feb 2017	18:07:24	01 Mar 2017	18:07:24	01 Jan 1900	00:00:00	2		2	A	1900/01/01
PROD000000037	DR111111	Drum	Belinda Sharman	28 Feb 2017	17:47:50	01 Mar 2017	17:47:50	01 Jan 1900	00:00:00	2		2	A	1900/01/01
PROD000000036	ACR111111	Acer Copier	Belinda Sharman	28 Feb 2017	17:20:44	01 Mar 2017	17:20:44	01 Jan 1900	00:00:00	2		2	A	1900/01/01
PROD000000035	ACR111111	Acer Copier	Belinda Sharman	28 Feb 2017	09:20:59	01 Mar 2017	09:20:59	01 Jan 1900	00:00:00	1		1	A	1900/01/01
PROD000000034	ACR111111	Acer Copier	Belinda Sharman	28 Feb 2017	08:53:09	01 Mar 2017	08:53:09	01 Jan 1900	00:00:00	2		2	A	1900/01/01
PROD000000033	Az4DB	A4 Drawing Book	Blanca Du Toit	28 Feb 2017	08:10:52	01 Mar 2017	08:10:52	01 Jan 1900	00:00:00	1		1	A	1900/01/01
PROD000000032	SP1818	Sprint copier	Belinda Sharman	10 Aug 2018	12:00:42	11 Aug 2018	12:00:42	01 Jan 1900	00:00:00	3		0	A	2018/08/10
PROD000000030	ACR111111	Acer Copier	Judith Mudzengi	28 Feb 2017	08:06:45	01 Mar 2017	08:06:45	01 Jan 1900	00:00:00	2		2	A	2017/02/28
PROD000000027	Az4DB	A4 Drawing Book	Blanca Du Toit	18 Feb 2016	14:51:10	19 Feb 2016	14:51:10	01 Jan 1900	00:00:00	1		0	A	1900/01/01

Open Windows 16 Aug 2018

- In the **Work Order Listing** screen, either use the **Find WO** button or use the **Filter Row** in the **WO Code** column to find the work order.

Work Order Listing - BPO: Version 2.1.0.64 - Example Company

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

Add Edit Delete View Close Complete Reinstate Save Layout Workspaces Save Filter Format Print Export Refresh Find WO Reports

Links Enter text to search...

Functions

Time

Services

Third Party Services

Parts

Loans

Swap Outs

Meters

Expenses

Travel

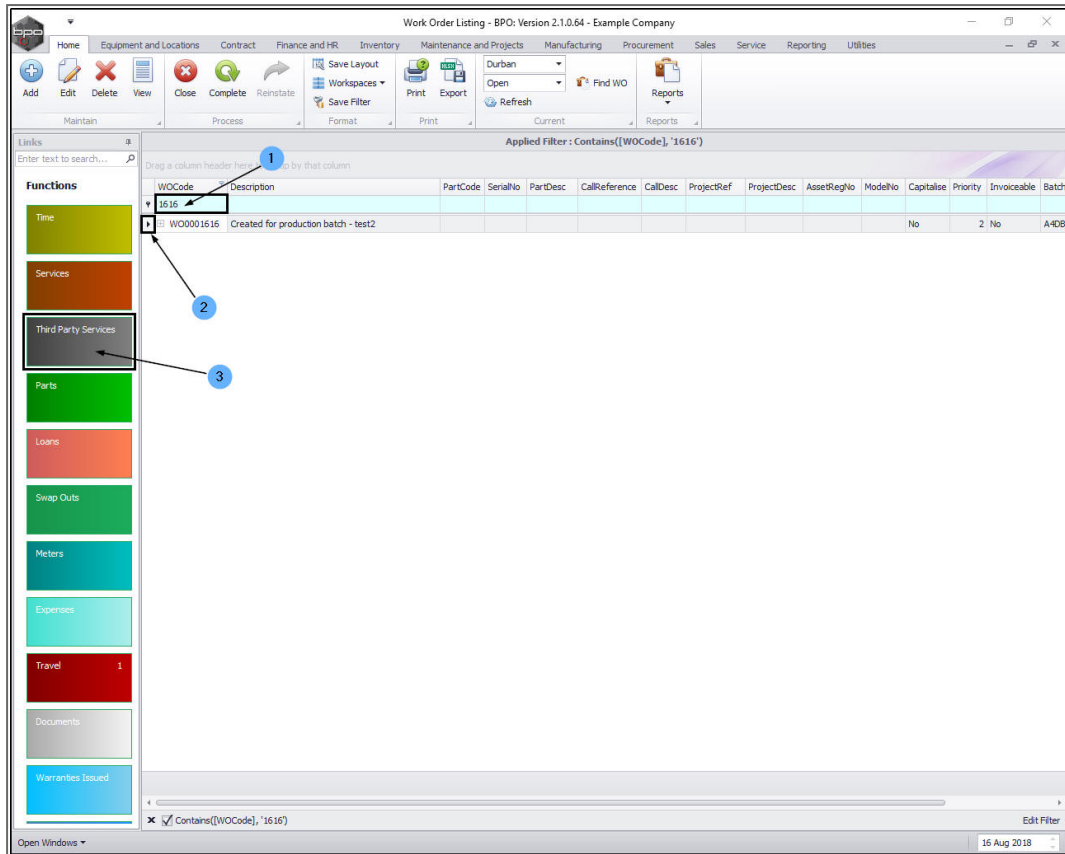
Documents

Warranties Issued

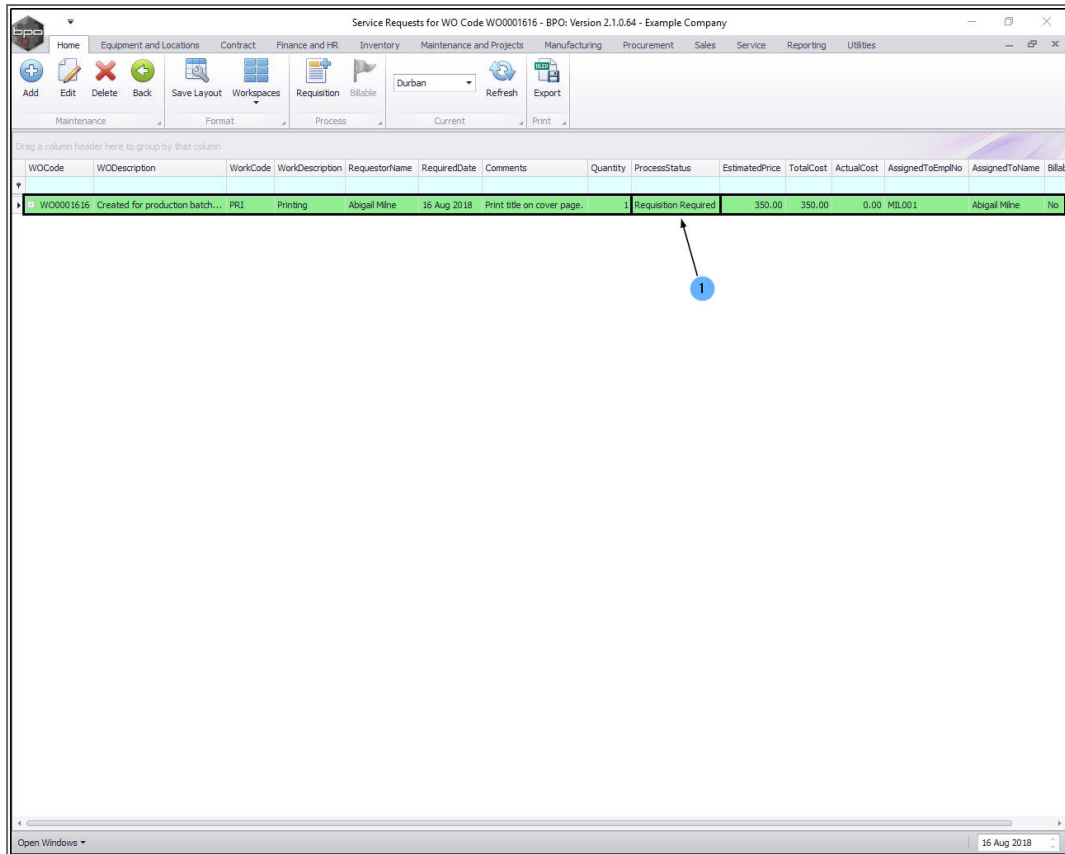
WOCCode	Description	PartCode	SerialNo	PartDesc	CallReference	CallDesc	ProjectRef	ProjectDesc	AssetRegNo	ModelNo	Capitalise	Priority	Invoiceable	Batch
WO0001511	toner				CN0000542	toner-...					No	2	No	
WO0001513	test call swap out po status	SP1020	1020-...	Copier	CN0000543	test ca...			AREG000006	SP1020	No	3	No	
WO0001515	Created for production batch - test										No	2	No	A+
WO0001516	Created for production batch - test2										No	2	No	A+
WO0001518	Test call for swap out - check which items are rein...				CN0000545	Test c...					No	3	No	
WO0001519	Copier repair required - swap out machine				CN0000546	Copier ...					No	3	No	
WO0001520	test				CN0000547	test					No	2	No	
WO0001521	Test work order linked to project.						PRJ0000283	Test Project			No	2	No	
WO0001522	New deal Rental Test						PRJ0000284	New Deal ...			No	2	No	
WO0001523	test - contract closure - customer asset				CN0000548	test - c...					No	2	No	
WO0001524	Contract Closure - CO0000010	1020-478	478-1...	Staple Unit					AREG0000260	1020-...	No	2	No	
WO0001525	Contract Closure - CO0000010	SP2020	ADJ-T...	SP2020 ...					AREG0000304	SP2020	No	2	No	
WO0001526	Test new swap out process on tech connect	SP2020	abc147a	SP2020 ...	CN0000549	Test n...				SP2020	No	3	No	
WO0001527	Asset to Asset swap out test	SP2020	2020-...	SP2020 ...	CN0000550	Asset t...				SP2020	No	3	No	
WO0001529	Test swap outs for tech connect	SP19-1...	1912-...	SP19-12...	CN0000552	Test s...				SP19-12	No	3	No	
WO0001530	Repair required for copier - swap out with new unit	SP2020	2020-...	SP2020 ...	CN0000553	Repair ...			AREG0000013	SP2020	No	3	No	
WO0001531	Test creating a work order from within a project.						PRJ0000099	Install Ma...			No	2	No	
WO0001532	test adding a work order navigating from the call ...				CN0000547	test					No	2	No	
WO0001533	Test call creation for machine in site 1 - customer ...	SP2020	20-12...	SP2020 ...	CN0000557	Test c...			123	SP2020	No	3	No	
WO0001534	Test call list refreshing after saving a new call.	1458-9...	SIN32...	K147 Ky...	CN0000558	Test c...				K147	No	3	No	
WO0001536	TES2.2 - Work Order 2						PRJ0000287	Specificati...			No	2	No	
WO0001537	TES3.1 - Work Order 3						PRJ0000288	Design BPO2			No	2	No	
WO0001539	TES4.1 - Work Order 5						PRJ0000289	Developm...			No	2	No	
WO0001540	TES4.2 - Work Order 6						PRJ0000289	Developm...			No	2	No	
WO0001541	TES5.1 - Work Order 6						PRJ0000290	Testing BP...			No	2	No	
WO0001542	TES5.2 - Work Order 8						PRJ0000290	Testing BP...			No	2	No	
WO0001543	TES6.1 - Work Order 9						PRJ0000291	Implement...			No	2	No	
WO0001544	TES6.2 - Work Order 10						PRJ0000291	Implement...			No	2	No	
WO0001546	Test logging a call - listing should auto refresh	1458-9...	SIN32...	K147 Ky...	CN0000560	Test lo...				K147	No	3	No	
WO0001547	NDR				CN0000561	NDR					No	2	No	
WO0001548	Contract Closure - CO0000059	SP2020	2020-...	SP2020 ...						SP2020	No	2	No	
WO0001549	Contract Closure - CO0000054	SP2020	2020-...	SP2020 ...					AREG0000292	SP2020	No	2	No	
WO0001553	Contract Closure - CO0000010	SP19-1...	1912-...	SP19-12...						SP19-12	No	2	No	
WO0001554	New Deal Sale 4 Installation				CN0000562	nds4					No	2	No	

Open Windows 16 Aug 2018

1. In this image, the **filter row** has been used to find the work order.
2. Ensure that the **row selector** is in front of the work order (if your search brought up more than one work order).
3. Click on the **Third Party Services** tile.



- The **Service Requests for WO Code []** screen will be displayed.
- Here you can view the work order and the linked third party service request.
- You will note that the **Process Status** is **Requisition Required**. You will need to create a **service requisition** to complete this process.



Or

IN THE SERVICE REQUESTS LISTING SCREEN

- Navigate to the **Service Requests** listing screen.

Ribbon Access: *Service > Service Requests*

Production - BPO: Version 2.1.0.64 - Example Company

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

Tech Map Scheduling Current Tech Activity Technicians Availability Exceptions Calls Work Orders **Service Requests** WIP Work Management My Work Orders My Tickets All Open Tickets My Work

Technical Process Ticketing Open ...

Drag a column header here to group by that column

ProductionRef	PartCode	PartDesc	ProductionForeman	StartDate	StartTime	SchedEndDate	SchedEndTime	EndDate	EndTime	PlannedQty	CompletionComments	ActualQty	Status	AmendDate
PROD000000074	A4ADB01	A4 Architects Dra...	Blanca Du Toit	13 Aug 2018	00:04:33	14 Aug 2018	00:04:33	01 Jan 1900	00:00:00	3		0	A	1900/01/01
PROD000000073	Az4DB	A4 Drawing Book	Tammy Du Toit	01 Apr 2018	09:00:00	01 Apr 2018	11:00:00	01 Jan 1900	00:00:00	2		2	A	1900/01/01
PROD000000072	Az4DB	A4 Drawing Book	Theo Peterson	12 Apr 2001	09:00:00	12 Apr 2018	11:00:00	01 Jan 1900	00:00:00	2		2	A	1900/01/01
PROD000000070	Az4DB	A4 Drawing Book	Abigail Mine	28 Nov 2017	13:38:10	29 Nov 2017	13:38:10	01 Jan 1900	00:00:00	2		2	A	1900/01/01
PROD000000069	Az4DB	A4 Drawing Book	Belinda Sharman	28 Nov 2017	12:16:29	29 Nov 2017	12:16:29	01 Jan 1900	00:00:00	1		1	A	1900/01/01
PROD000000052	DR111111	Drum	Judith Mudzengi	06 Apr 2017	10:51:25	07 Apr 2017	10:51:25	01 Jan 1900	00:00:00	2		2	A	1900/01/01
PROD000000051	ACR111111	Acer Copier	Judith Mudzengi	06 Apr 2017	10:48:23	07 Apr 2017	10:48:23	01 Jan 1900	00:00:00	2		2	A	1900/01/01
PROD000000050	ACR111111	Acer Copier	Judith Mudzengi	06 Apr 2017	10:28:28	07 Apr 2017	10:28:28	01 Jan 1900	00:00:00	2		2	A	1900/01/01
PROD000000049	ACR111111	Acer Copier	Judith Mudzengi	06 Apr 2017	09:40:54	07 Apr 2017	09:40:54	01 Jan 1900	00:00:00	2		2	A	1900/01/01
PROD000000047	Az4DB	A4 Drawing Book	Belinda Sharman	02 Mar 2017	11:56:52	03 Mar 2017	11:56:52	01 Jan 1900	00:00:00	2		2	A	1900/01/01
PROD000000046	Az4DB	A4 Drawing Book	Belinda Sharman	02 Mar 2017	11:45:56	03 Mar 2017	11:45:56	01 Jan 1900	00:00:00	1		1	A	1900/01/01
PROD000000045	ACR111111	Acer Copier	Belinda Sharman	02 Mar 2017	11:24:49	03 Mar 2017	11:24:49	01 Jan 1900	00:00:00	1		1	A	1900/01/01
PROD000000044	TMACH	Test Machine	Belinda Sharman	02 Mar 2017	11:03:15	03 Mar 2017	11:03:15	01 Jan 1900	00:00:00	1		1	A	1900/01/01
PROD000000043	DR111111	Drum	Belinda Sharman	01 Mar 2017	09:10:01	02 Mar 2017	09:10:01	01 Jan 1900	00:00:00	1		1	A	1900/01/01
PROD000000042	TMACH	Test Machine	Belinda Sharman	01 Mar 2017	08:44:47	02 Mar 2017	08:44:47	01 Jan 1900	00:00:00	1		1	A	1900/01/01
PROD000000041	ACR111111	Acer Copier	Judith Mudzengi	28 Feb 2017	22:06:07	01 Mar 2017	22:06:07	01 Jan 1900	00:00:00	1		1	A	1900/01/01
PROD000000040	ACR111111	Acer Copier	Judith Mudzengi	28 Feb 2017	21:44:35	01 Mar 2017	21:44:35	01 Jan 1900	00:00:00	2		2	A	1900/01/01
PROD000000039	Az4DB	A4 Drawing Book	Belinda Sharman	28 Feb 2017	18:49:38	01 Mar 2017	18:49:38	01 Jan 1900	00:00:00	2		2	A	2017/02/28
PROD000000038	DR111111	Drum	Belinda Sharman	28 Feb 2017	18:07:24	01 Mar 2017	18:07:24	01 Jan 1900	00:00:00	2		2	A	1900/01/01
PROD000000037	DR111111	Drum	Belinda Sharman	28 Feb 2017	17:47:50	01 Mar 2017	17:47:50	01 Jan 1900	00:00:00	2		2	A	1900/01/01
PROD000000036	ACR111111	Acer Copier	Belinda Sharman	28 Feb 2017	17:20:44	01 Mar 2017	17:20:44	01 Jan 1900	00:00:00	2		2	A	1900/01/01
PROD000000035	ACR111111	Acer Copier	Belinda Sharman	28 Feb 2017	09:20:59	01 Mar 2017	09:20:59	01 Jan 1900	00:00:00	1		1	A	1900/01/01
PROD000000034	ACR111111	Acer Copier	Belinda Sharman	28 Feb 2017	08:53:09	01 Mar 2017	08:53:09	01 Jan 1900	00:00:00	2		2	A	1900/01/01
PROD000000033	Az4DB	A4 Drawing Book	Blanca Du Toit	28 Feb 2017	08:10:52	01 Mar 2017	08:10:52	01 Jan 1900	00:00:00	1		1	A	1900/01/01
PROD000000032	SP1818	Sprint copier	Belinda Sharman	10 Aug 2018	12:00:42	11 Aug 2018	12:00:42	01 Jan 1900	00:00:00	3		0	A	2018/08/10
PROD000000030	ACR111111	Acer Copier	Judith Mudzengi	28 Feb 2017	08:06:45	01 Mar 2017	08:06:45	01 Jan 1900	00:00:00	2		2	A	2017/02/28
PROD000000027	Az4DB	A4 Drawing Book	Blanca Du Toit	18 Feb 2016	14:51:10	19 Feb 2016	14:51:10	01 Jan 1900	00:00:00	1		0	A	1900/01/01

Open Windows 16 Aug 2018

1. **Scroll down** or
2. use the **filter row** to find the work order.

Service Requests - BPO: Version 2.1.0.64 - Example Company

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

Add Edit Delete Back Save Layout Workspaces Requisition Billable Durban Refresh Export

Maintenance Process Current Print

Drag a column header here to group by that column

WOCCode	WODescription	WorkCode	WorkDescription	RequestorName	RequiredDate	Comments	Quantity	ProcessStatus	EstimatedPrice	TotalCost	ActualCost	AssignedToEmpNo	AssignedToName	Billable
WO0000118	BathRmMant ...	INSP	Inspection	Abigail Mlne	05 Jul 2018	Site inspection required.	1	Requisition Required	100.00	100.00	0.00	ML001	Abigail Mlne	Yes
WO0000118	BathRmMant ...	DEL	Delivery Fee	Abigail Mlne	05 Jul 2018	Deliver cleaning supplier to site.	1	Requisition Required	150.00	150.00	0.00	ML001	Abigail Mlne	Yes
WO0000499	SP1912_NDS...	DEL	Delivery Fee	Bianca Du Toit	14 May 2015		1	Requisition Required	150.00	150.00	0.00	DUT001	Bianca Du Toit	Yes
WO0000500	SP1912_NDS...	TRA	Employee Tra...	Bianca Du Toit	15 May 2015		1	Requisition Required	750.00	750.00	0.00	DUT001	Bianca Du Toit	Yes
WO0000806	test	DEA	Outsourced r...	Bianca Du Toit	29 Mar 2016		1	Requisition Required	100.00	100.00	0.00	DUT001	Bianca Du Toit	Yes
WO0000808	Test auto appl...	DEA	Outsourced r...	Bianca Du Toit	29 Mar 2016		1	Requisition Required	100.00	100.00	0.00	DUT001	Bianca Du Toit	Yes
WO0000855	SP240-1 - Mac...	DEL	Supplier Deliv...	Bianca Du Toit	27 May 2016		1	Requisition Required	450.00	450.00	0.00	DUT001	Bianca Du Toit	Yes
WO0000885	test	CALL	Call Out Fee	Bianca Du Toit	25 Jul 2016		1	Requisition Required	250.00	250.00	0.00	DUT001	Bianca Du Toit	Yes
WO0000890	Tier - Commer...	INST	Installation Fee	Bianca Du Toit	12 Aug 2016		1	Requisition Required	350.00	350.00	0.00	DUT001	Bianca Du Toit	Yes
WO0000890	Tier - Commer...	CALL	Call Out Fee	Bianca Du Toit	12 Aug 2016		1	Requisition Required	250.00	250.00	0.00	DUT001	Bianca Du Toit	Yes
WO0000959	Machine repair...	CALL	Call Out Fee	Bianca Du Toit	15 Sep 2017		1	Requisition Required	100.00	100.00	0.00	DUT001	Bianca Du Toit	Yes
WO0000969	12345 - New ...	DEL	Delivery Fee	Bianca Du Toit	08 Nov 2016	Generated from sales order n...	1	Requisition Required	150.00	150.00	0.00	DUT001	Bianca Du Toit	Yes
WO0000984	BPOV2 test order	DEA	Dealer Servic...	Bianca Du Toit	02 Feb 2017	Generated from sales order n...	2	Requisition Required	350.00	350.00	0.00	DUT001	Bianca Du Toit	Yes
WO0000995	Service Requir...	INSP	Inspection	Judith Mudzengi	07 Feb 2017		1	Requisition Required	500.00	500.00	0.00	MLD001	Judith Mudzengi	Yes
WO0000995	Service Requir...	DEA	Dealer Servic...	Judith Mudzengi	07 Feb 2017		1	Requisition Required	1 000.00	1 000.00	0.00	MLD001	Judith Mudzengi	Yes
WO0000995	Service Requir...	DEL	Delivery Fee	Judith Mudzengi	07 Feb 2017		1	Requisition Required	300.00	300.00	0.00	MLD001	Judith Mudzengi	Yes
WO0001018	Services requ...	INSP	Inspection	Judith Mudzengi	08 Feb 2017		1	Requisition Required	100.00	100.00	0.00	MLD001	Judith Mudzengi	Yes
WO0001018	Services requ...	INST	Installation Fee	Judith Mudzengi	08 Feb 2017		2	Requisition Required	500.00	500.00	0.00	MLD001	Judith Mudzengi	No
WO0001021	Billable third p...	CALL	Call Out Fee	Judith Mudzengi	08 Feb 2017		1	Requisition Required	200.00	200.00	0.00	MLD001	Judith Mudzengi	Yes
WO0001038	Call Part Requ...	CLA	Cleaning Fee	Judith Mudzengi	15 Jun 2017		1	Requisition Required	500.00	500.00	0.00	MLD001	Judith Mudzengi	Yes
WO0001048	Call part requ...	INST	Installation Fee	Bianca Du Toit	15 Feb 2017	Generated from sales order n...	1	Requisition Required	350.00	350.00	0.00	DUT001	Bianca Du Toit	No
WO0001056	QT0000105	DEL	Delivery Fee	Judith Mudzengi	17 Feb 2017	Generated from sales order n...	1	Requisition Required	150.00	150.00	0.00	MLD001	Judith Mudzengi	Yes
WO0001056	QT0000105	TRA	Employee Tra...	Judith Mudzengi	17 Feb 2017	Generated from sales order n...	1	Requisition Required	750.00	750.00	0.00	MLD001	Judith Mudzengi	Yes
WO0001061	3MS - 3 Month...	DEL	Delivery Fee	Judith Mudzengi	24 Feb 2017		1	Requisition Required	100.00	100.00	0.00	DUT001	Bianca Du Toit	Yes
WO0001062	3MS - 3 Month...	DEL	Delivery Fee	Judith Mudzengi	24 Feb 2017		1	Requisition Required	100.00	100.00	0.00	DUT001	Bianca Du Toit	Yes
WO0001064	3MS - 3 Month...	DEL	Delivery Fee	Judith Mudzengi	24 Feb 2017		1	Requisition Required	100.00	100.00	0.00	DUT001	Bianca Du Toit	Yes
WO0001128	Created for pr...	DEL	Delivery Fee	Abigail Mlne	16 Aug 2018	Deliver parts to production ce...	1	Requisition Required	150.00	150.00	0.00	ML001	Abigail Mlne	Yes
WO0001152	Installation of ...	DEL	Delivery Fee	Judith Mudzengi	16 Mar 2017		1	Requisition Required	1 550.00	1 550.00	0.00	MLD001	Judith Mudzengi	Yes
WO0001152	Installation of ...	DEA	Dealer Servic...	Judith Mudzengi	16 Mar 2017		1	Requisition Required	1 340.00	1 340.00	0.00	SHA001	Belinda Sharmen	Yes
WO0001152	Installation of ...	TOLL	Toll Fee	Judith Mudzengi	16 Mar 2017		1	Requisition Required	12 347.00	12 347.00	0.00	SHA001	Belinda Sharmen	Yes
WO0001247	Third party ser...	DEL	Delivery Fee	Judith Mudzengi	04 Apr 2017		1	Requisition Required	150.00	150.00	0.00	MLD001	Judith Mudzengi	Yes
WO0001247	Third party ser...	TRA	Employee Tra...	Judith Mudzengi	04 Apr 2017		1	Requisition Required	1 500.00	1 500.00	0.00	MLD001	Judith Mudzengi	Yes
WO0001286	Project Linked t...	DEA	Dealer Servic...	Judith Mudzengi	13 Apr 2017		1	Requisition Required	500.00	500.00	0.00	MLD001	Judith Mudzengi	Yes
WO0001307	test4	DEL	Delivery Fee	Judith Mudzengi	20 Apr 2017	Generated from sales order n...	1	Requisition Required	960.00	960.00	0.00	MLD001	Judith Mudzengi	No
WO0001309	SP1912_NDS...	DEL	Delivery Fee	Bianca Du Toit	20 Apr 2017		1	Requisition Required	150.00	150.00	0.00	DUT001	Bianca Du Toit	Yes

Open Windows 16 Aug 2018

1. In this image, the **filter row** has been used to find the work order.

Here you can view the work order and the linked third party service request.

2. You will note that the **Process Status** is **Requisition Required**. You will need to create a **service requisition** to complete this process.

Service Requests - BPO: Version 2.1.0.64 - Example Company

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

Add | Edit | Delete | Back | Save Layout | Workspaces | Requisition | Billable | Durban | Refresh | Export

Maintenance | Format | Process | Current | Print

Applied Filter: Contains([WOCode], '1616')

Drag a column header here to group by that column

WOCode	WODescription	WorkCode	WorkDescription	RequestorName	RequiredDate	Comments	Quantity	ProcessStatus	EstimatedPrice	TotalCost	ActualCost	AssignedTo...	AssignedToName	Billable
1616														
WO0001616	Created for production batch...	PRI	Printing	Abigail Milne	16 Aug 2018	Print title on cover page.	1	Requisition Required	350.00	350.00	0.00	MTL001	Abigail Milne	No

16 Aug 2018

MNU.051.009