

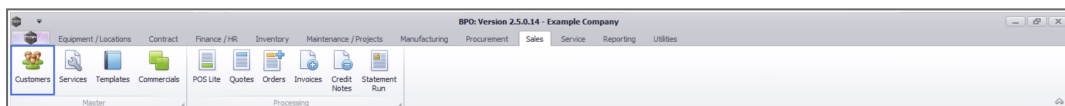
## SALES

### CUSTOMERS - REACTIVATE CUSTOMER

Reactivating a customer changes an inactive customer record in BPO to **Active**; all assets linked against the customer must be presented for reactivation and placed into customer warehouse if selected.

If *BPO* is integrated with *Evolution*, the customer record will update from **On Hold=1** to **On Hold=0**.

**Ribbon** Select **Sales > Customers**



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

#### Select the Site

Your employee user record should be linked to a default site. In this case, the site will auto populate with this default, otherwise the site must be manually selected.

Another site can be selected, if required, and if you have the security rights to access the site.

If **All Sites** displays here, then you do not have a default site configured on your user record, and need to select the required site.

Upon opening, this screen will default to the **Active** status, listing all the **Active** contracts for the selected site.

Customer Listing - BPO Version 2.5.0.14 - Example Company

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

Add Edit Deactivate Delete Sync View Save Layout Workspaces Hold Release Approve Account Decline Account Active Refresh Export Reports Print Statement

Processing Format Status Processing Current Reports Print

Links: Drag a column header here to group by that column

Enter text to search...

Functions: Notes, Contacts, Addresses, Documents, Call History, Project History, History, Equipment

CustomerCode	CustomerType	CustomerName	Department	DepName	SiteDescription	CustomerCreditLimit	CustomerWebSite	CustomerPhoneNumber	CustomerVATNo
HOP001	RE	Hope Works (Pty) Ltd			Durban	1,000,000,000.00	www.hopeworks.co.za	031 123 4567	987654321
DER001	RE	Derton / Technologies			Durban	250,000.00	www.dertonweb.co.za	031 123 4785	987654321
OFF001	RE	Office Supplies Unlimited			Durban	75,000.00	www.off.co.za	031 789 4561	987456321
YES001	CO	Young Electric			Durban	100,000.00	0825555555	031 789 4561	2314567841
WES001	RE	Westwood Dynamic			Durban	100,000.00	www.web.co.za	031 789 4561	123456789
TIA001	RE	Titan Group			Durban	100,000.00	www.web.co.za	031 852 9632	12328741369
BOT001	IT	Bothas Networking Inc			Durban	50,000.00	www.web.co.za	031 789 4563	9874563201
SAM001	RE	Samanthas Diner			Durban	45,000.00	www.samsdiner.co.za	031 123 4567	123456789
DAN001	IT	Danny Storm IT Cafe			Durban	75,000.00	031 785 4785	123456789	123456789
STR002	IT	Stringfield Internet Cafe			Durban	75,000.00	031 456 7894	123456789	123456789
HAC001	IT	Hack PC - IT Shop			Durban	0.00	031 789 4561	6654321355	
PIN001	GV	Pink Shoes			Durban	0.00	031 456 7894	1234	
HBL00001	HBLCRESTP	Mary Contrary			Durban	0.00	083 559	00000	
JUS001	RE	Just In Time			Durban	50,000.00	www.justintime.co.za	031 123 4567	123456789
LIT0001	RE	Little Bee Honey			Durban	0.00	www.bee.co.za	031 123 4567	123456789
GRE001	RE	Green Tea Supplies			Durban	75,000.00	031 456 7891	123456789	123456789
PIN001	RE	Pine Hair Salon			Durban	0.00	www.finehair.co.za	031 123 4567	1234
BET0001	RE	Bettes Summer Shop at the Beach			Durban	0.00		1234	
blancad	RE	North West Branch			Durban	0.00		0	
DAN002	IT	Dancing Shoes			Durban	10,000.00	031 123 4567	123456789	123456789
BIG0001	CO	Big Bargains			Durban	10,000.00	031 456 7897	123456789	0
MAN0001	RE	Mandy Norton			Durban	0.00		0	
DAN003	IT	Dance Shoes			Durban	0.00		123456789	0
BL0001	CO	Bliss Barn			Durban	0.00		123456789	0
AN00001	ACC	Another new customer			Durban	0.00	www.newcust.co.za	031 123 4567	123456789
APP0001	RE	Apple Juice Inc			Durban	0.00		013 123 4567	123456789
APR0001	TD	APR Game Co			Durban	0.00		08765432101	

User : Blancad 04/11/2022 Version : 2.5.0.14 Example Company

- Select the **Inactive** status.
- Select the **row** of the **customer** that you wish to process.

Customer Listing - BPO Version 2.5.0.14 - Example Company

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

Add Edit Deactivate Delete Sync View Save Layout Workspaces Hold Release Approve Account Decline Account Active Refresh Export Reports Print Statement

Processing Format Status Processing Current Reports Print

Links: Drag a column header here to group by that column

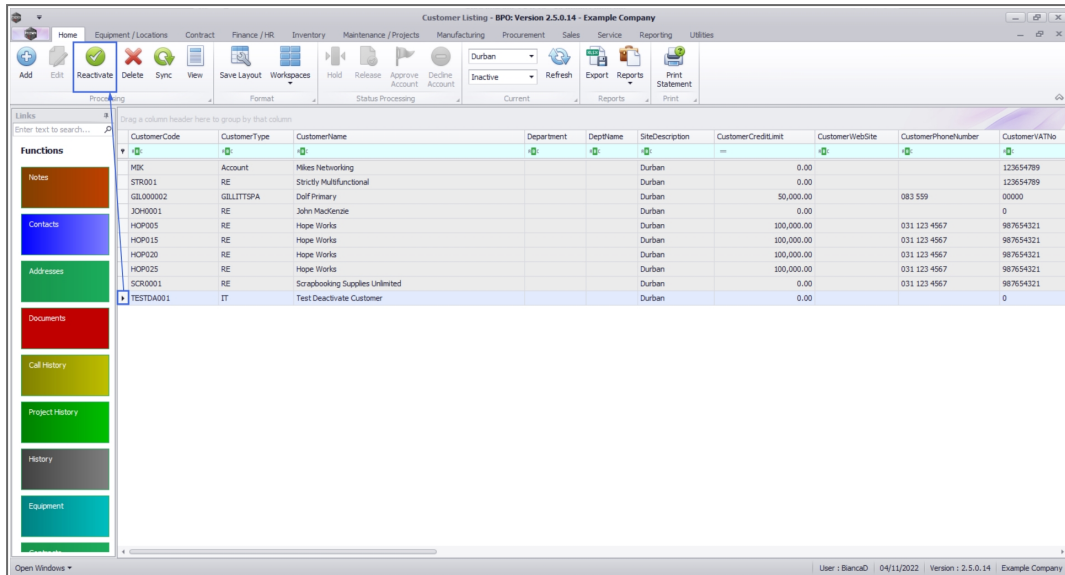
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Functions: Notes, Contacts, Addresses, Documents, Call History, Project History, History, Equipment

CustomerCode	CustomerType	CustomerName	Department	DepName	SiteDescription	CustomerCreditLimit	CustomerWebSite	CustomerPhoneNumber	CustomerVATNo
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SAM001	RE	Samanthas Diner			Durban	45,000.00	www.samsdiner.co.za	031 123 4567	123456789
DAN001	IT	Danny Storm IT Cafe			Durban	75,000.00	031 785 4785	123456789	123456789
STR002	IT	Stringfield Internet Cafe			Durban	75,000.00	031 456 7894	123456789	123456789
HAC001	IT	Hack PC - IT Shop			Durban	0.00	031 789 4561	6654321355	
PIN001	GV	Pink Shoes			Durban	0.00	031 456 7894	1234	
HBL00001	HBLCRESTP	Mary Contrary			Durban	0.00	083 559	00000	
JUS001	RE	Just In Time			Durban	50,000.00	www.justintime.co.za	031 123 4567	123456789
LIT0001	RE	Little Bee Honey			Durban	0.00	www.bee.co.za	031 123 4567	123456789
GRE001	RE	Green Tea Supplies			Durban	75,000.00	031 456 7891	123456789	123456789
PIN001	RE	Pine Hair Salon			Durban	0.00	www.finehair.co.za	031 123 4567	1234
BET0001	RE	Bettes Summer Shop at the Beach			Durban	0.00		1234	
blancad	RE	North West Branch			Durban	0.00		0	
DAN002	IT	Dancing Shoes			Durban	10,000.00	031 123 4567	123456789	123456789
BIG0001	CO	Big Bargains			Durban	10,000.00	031 456 7897	123456789	0
MAN0001	RE	Mandy Norton			Durban	0.00		0	
DAN003	IT	Dance Shoes			Durban	0.00		123456789	0
BL0001	CO	Bliss Barn			Durban	0.00		123456789	0
AN00001	ACC	Another new customer			Durban	0.00	www.newcust.co.za	031 123 4567	123456789
APP0001	RE	Apple Juice Inc			Durban	0.00		013 123 4567	123456789
APR0001	TD	APR Game Co			Durban	0.00		08765432101	

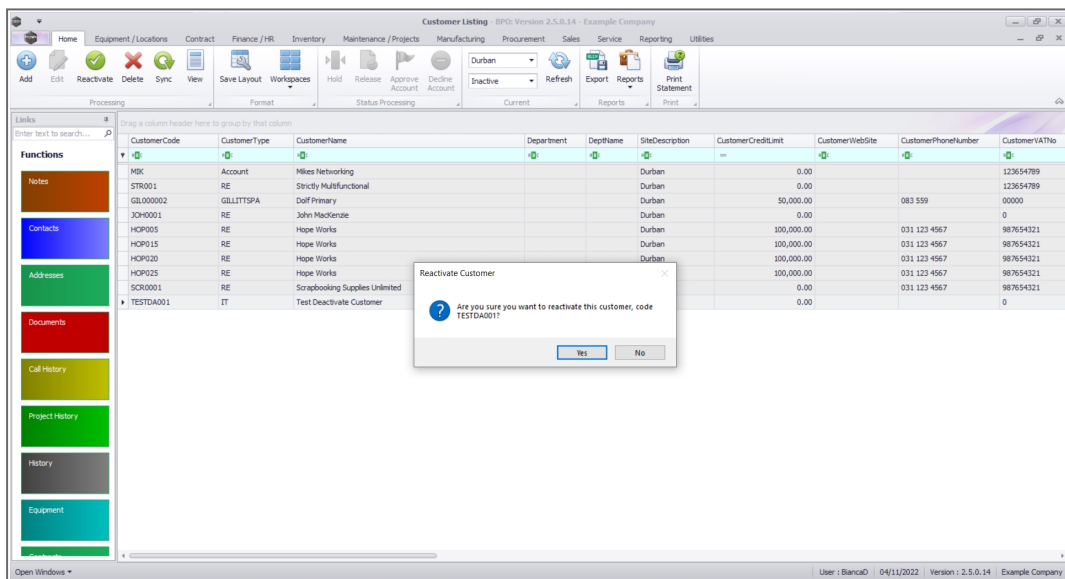
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- Click on the **Reactivate** button.



A message box will come up, asking: ***Are you sure you want to reactivate this customer, code [customer code]?***

- Click on the **Yes** button.



The customer will be reactivated and can be found by selecting the **Active** status.

Customer Listing - BPD Version 2.5.0.14 - Example Company

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

Add Edit Reactivate Delete Sync View Save Layout Workspaces Hold Release Approve Account Decline Account

Processing Format Status Processing

Durban Inactive Refresh Export Reports Print Statement

Links

Enter text to search...

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Functions

Notes

Contacts

Addresses

Documents

Call History

Project History

History

Equipment

CustomerCode	CustomerType	CustomerName	Department	DepName	SiteDescription	CustomerCreditLimit	CustomerWebSite	CustomerPhoneNumber	CustomerIATNo
MDK	Account	Miles Networking			Durban	0.00			123654789
STR001	RE	Strictly Multifunctional			Durban	0.00			123654789
GL000002	GILLTTSPA	Dof Primary			Durban	50,000.00		083 559	00000
JCH0001	RE	John Mackenzie			Durban	0.00			0
HOP005	RE	Hope Works			Durban	100,000.00		031 123 4567	987654321
HOP015	RE	Hope Works			Durban	100,000.00		031 123 4567	987654321
HOP020	RE	Hope Works			Durban	100,000.00		031 123 4567	987654321
HOP025	RE	Hope Works			Durban	100,000.00		031 123 4567	987654321
SCR0001	RE	Scrapbooking Supplies Unlimited			Durban	0.00		031 123 4567	987654321
TESTDA001	IT	Test Deactivate Customer			Durban	0.00			0

Open Windows

User : BiancaD 04/11/2022 Version : 2.5.0.14 Example Company

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