SALES

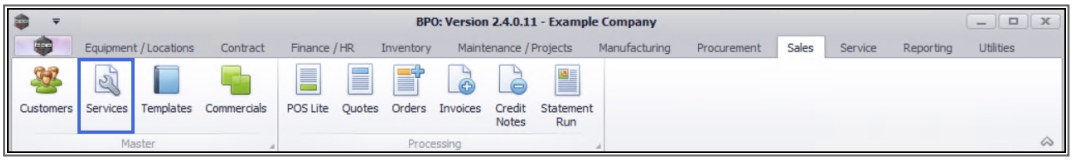
SERVICES - REQUESTS

A service request is raised for a Purchase Order or Purchase Requisition, where a Third Party Sub Contracting Service is required.

The Service Requests tile will list the Service Requests for a Service. **No modifications and/or additions can be made.**

To create a Service Request for a Purchase Order, click on the link to redirect to Introduction to Service Requests.

Ribbon Access: *Sales > Services*



1. The ***Service Listing*** screen will be displayed.
2. Select the ***Site*** you wish to work in.
    - The example has ***Durban*** selected.
3. Select the ***Status*** of the Service Request.
    - The example has ***Active*** selected.
4. Click on the ***row*** of the ***service*** you wish to create a Request for.
5. Click on the ***Requests*** tile.

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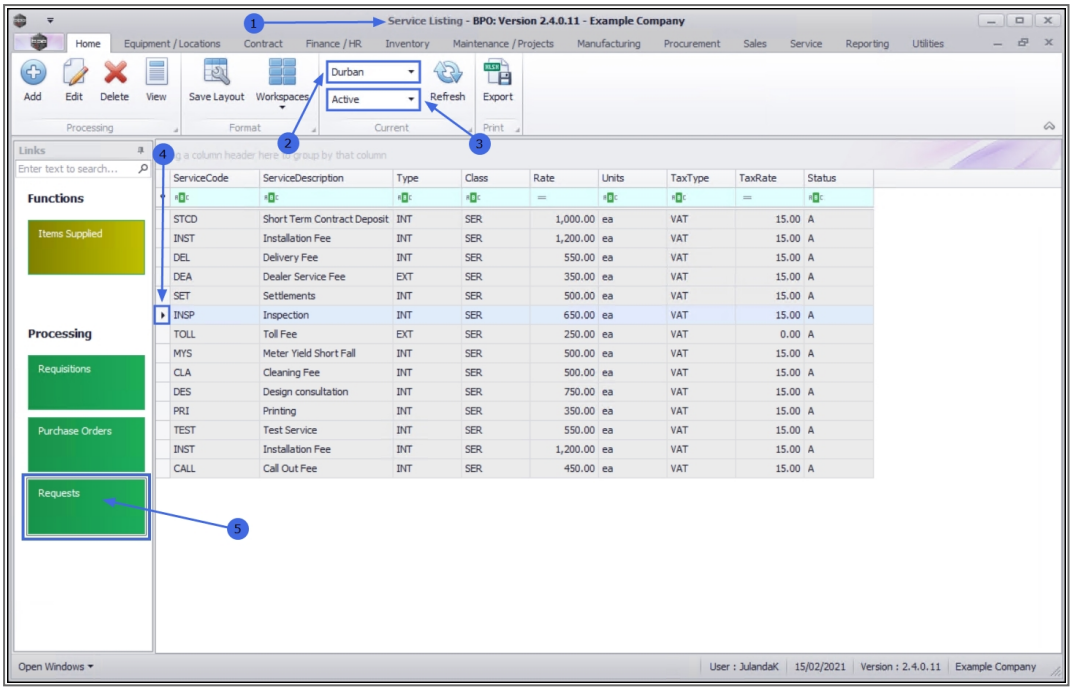

6. The ***Service Requests for Service Code*** *[service code]* will display.

> Note that this is a view only screen and you will not be able to make any changes to the information on this screen.

7. A list of all the Service Requests linked to the Service is listed.
8. You can export the list to a Microsoft Excel Spread Sheet, by clicking on Export.
9. Click on ***Back*** to return to the ***Service Listing*** screen.

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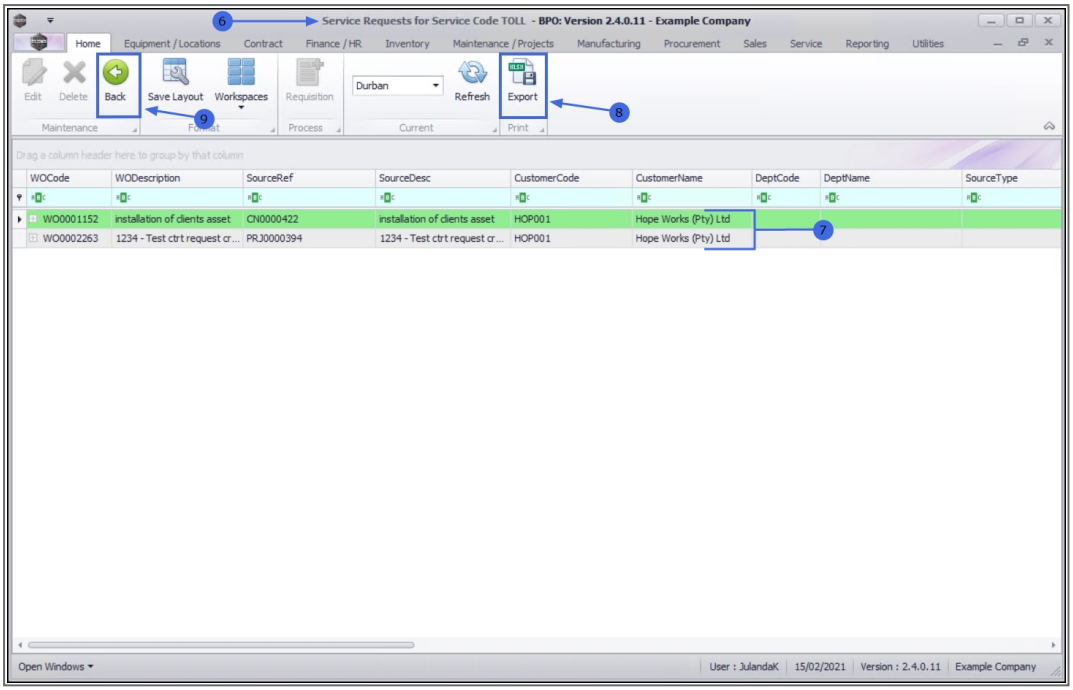

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