

PROCUREMENT

LINK ASSET TO A WARRANTY

Warranty details can be viewed on the asset and can be assigned:

- through the auto apply warranty feature when the asset is GRN'd
- or by assigning an asset / equipment item to the warranty.

This process links an asset to a warranty.

Ribbon Access: *Procurement > Warranties*

Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities Suppliers Requisitions Orders Expediting Invoices Debit Returns Goods Received Notes		Ŧ						BPO: Version 2.	1.0.50 - Exampl	e Compa	ny				_		×
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• The *Warranties* listing screen will be displayed.

SELECT WARRANTY DEFINITION

• Select the *row* of the *warranty* where you wish to *link* an *asset*.

LINKED ITEMS TILE

• Click on the *Linked Items* tile.



Link Asset to a Warranty

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				3MSW	3 Months Service Warranty	Supplier Warranty	6	Months	50000	Copies made	No	A	
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			۱.	6MSW	Six Month Supplier Warranty	Supplier Warranty	6	Months	5000	Copies made	No	Α	
Open	Windows 🔻										141	lar 2018	÷

- The *Warranties* screen will be displayed.
 - If you have assets already linked to this warranty, they will be listed here.
- Click on Add.





• The *Add new Customer Warranty* screen will be displayed.

WARRANTY DETAILS AND PERIOD TYPE

You will note that this screen has populated with the *Warranty Details* and *Period Type* details of the selected warranty.



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SELECT ASSET TO LINK

- In the *Asset* frame, click on the *search* button in the *Serial No.* text box.
- A *Select the equipment* screen will pop up.



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			19-12345	SP1919	SP1919 Sprint Colour MFC	Hardware	1919	No	No	1
			19-90201	SP1919	SP1919 Sprint Colour MFC	Hardware	1919	No	No	1
			K147-123456789	1458-96523	K147 Kyocera Colour Copier	Kyocera Mul	K147	No	No	1
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			19-12/1201	SP19-123456	SP19-12 Colour Copier	Hardware	SP19-12	No	No	
			19-12/1202	SP19-123456	SP19-12 Colour Copier	Hardware	SP19-12	No	No	
			1912-102031	SP19-123456	SP19-12 Colour Copier	Hardware	SP19-12	No	No	1
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- Select the *row* of the asset that you wish to *link* to this warranty.
- Click on Ok.



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					2020-10205	SP2020	SP2020 Sprint Colour Multi Functional Copier	Hardware	SP2020	No	No	
					77458	2020-856	Drum	Accessories		No	No	
					20-98765	KZN-122TFB	Kruger ZN Fax Machine	Hardware	ZN122	No	No	
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PART DESCRIPTION AND MODEL NO.

• The *Part Description* and *Model No.* will now populate with the details of the selected asset.

APPLICABLE METERS

- The *Applicable Meters* panel will now populate with the machine meter details linked to the selected asset, if there are meters linked.
 - Note: In this image, there is a *Mono* meter and a *Colour* meter linked to the selected asset.



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SELECT WARRANTY SUPPLIER

- In the *Supplier* text box, click on the *search* button.
- A *Select the supplier* screen will pop up.



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- Select the *row* of the *supplier* who has issued this warranty.
- Click on *Ok*.



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WARRANTY START DATE

• **Start Date:** Click on the drop-down arrow and use the calendar function to select the date from which the Warranty *begins*.

WARRANTY END DATE

• **End Date:** Click on the drop-down arrow and use the calendar function to select the date on which the warranty *ends*.



	Ŧ			Add new Custon	er Warranty - BPO:	Version 2.1.0.50 - Exa	mple Company				_		>	<
	Home E	quipment and Locations	Contrac	t Finance and HR Inven	ory Maintenance a	and Projects Manufac	turing Procurement	Sales	Service	Reporting	Utilities	-	8	х
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Warra	nty Details				P	eriod Details								
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9														
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Open V	Vindows *										14 Mar	2018	-	

SAVE LINKED WARRANTY

• When you have finished adding details to this screen, click on *Save*.



	Ŧ			Add new Custom	er Warranty - BPO:	Version 2.1.0.50 - Ex	ample Company				_		×
	Home E	quipment and Locations	Contrac	t Finance and HR Invent	ory Maintenance a	and Projects Manuf	acturing Procurement	Sales	Service	Reporting	Utilities	-	₽ ×
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	Model N	o. SP2020											
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Open W	indows 🔻										14 Mar	2018	Q /

VIEW ASSET LINKED TO WARRANTY

- The linked asset details will be saved, and you will return to the *Warranties* listing screen.
- You can now view the details of the newly linked asset.





VIEW METERS LINKED TO ASSET

• Click on the *expand button* in the row of the asset where you wish to view the linked *meters*.





- The *Item Meters* frame will be expanded.
- Here you can view the *Meter(s)* and the *Meter Reading(s)* for the selected asset.





• *Collapse* the Item Meters frame and *close* this screen to return to the *Warranties* listing screen.



Link Asset to a Warranty

Home				Warranties	- BPO: Ver	sion 2.	.1.0.50 - E	Example	e Com	pany						_		
	Equipment	and Locations	Contract Finance and F	HR Inventory	Mainten	ance ar	nd Projec	ts Ma	anufact	uring	Procure	ment	Sales	Service	Reporting	Utilities	-	8
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