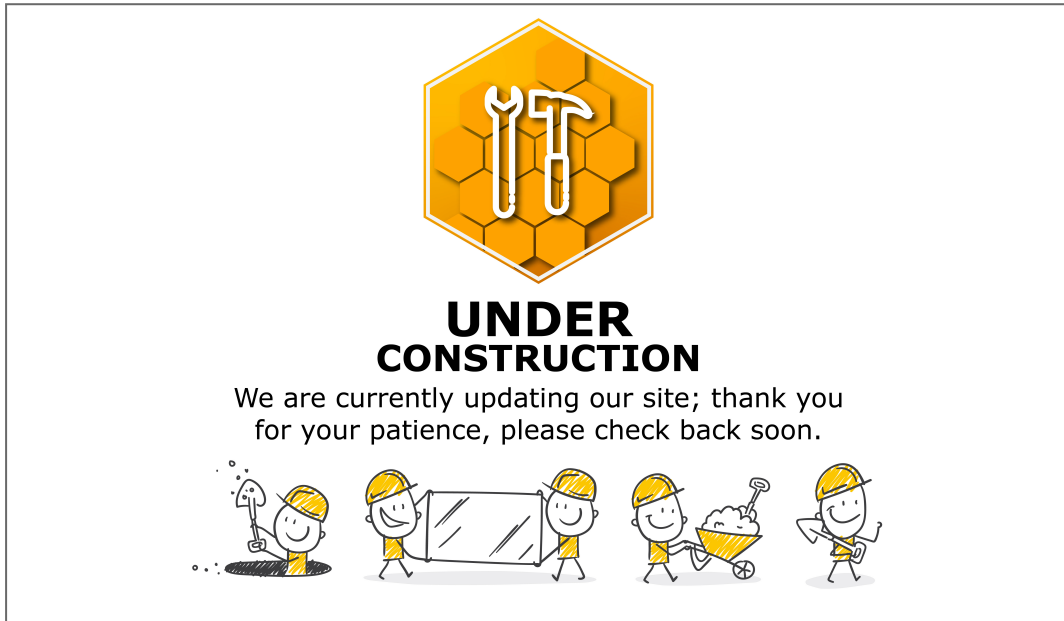


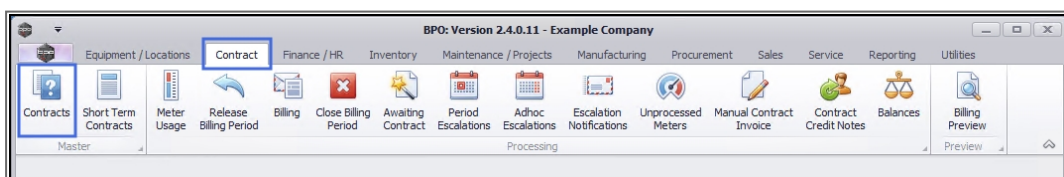
CONTRACT

CREDIT NOTES



Refer to and for more information.

Ribbon Access: *Contract > Contracts*



1. The **Contract Listing** screen will be displayed.
2. Select the **Site** that you wish to work in.

Contract Listing - BPO: Version 2.4.0.11 - Example Company

1. This screen defaults to the **Active** status.

2. Select a different **status** from the drop-down menu, if required.

ContractNo	CustomerC...	CustomerName	ContractType	ContractTypeD...	Location	OrderNo	StartDate	EndDate	Department...	Period
CO0000002	HOP001	Hope Works (Pty) Ltd	CPC	Cost Per Copy	Main		01/03/2014	03/04/2019	Sales Depart...	
CO0000003	DER001	Derton / Technologies	CPC	Cost Per Copy	Forest Hills ...		01/03/2014	01/03/2019	Sales Depart...	
CO0000004	HOP001	Hope Works (Pty) Ltd	CPC	Cost Per Copy	Forest Hills ...	Test Comm...	07/04/2014	07/04/2019	Sales Depart...	
CO0000005	DER001	Derton / Technologies	CPC	Cost Per Copy	Forest Hills ...	ContractOr...	01/03/2014	01/03/2019	Sales Depart...	
CO0000006	OFF001	Office Supplies Unlimited	CPC	Cost Per Copy	Hillcrest	1234	15/07/2020	17/07/2025	Sales Depart...	
CO0000007	OFF001	Office Supplies Unlimited	CPC	Cost Per Copy	Forest Hills ...		07/01/2014	07/01/2019	Sales Depart...	
CO0000008	YES001	Young Electric	CPC	Cost Per Copy	Durban Area	abc123	05/02/2019	26/11/2020	Sales Depart...	
CO0000009	DER001	Derton / Technologies	CPC	Cost Per Copy	Durban Area		07/05/2014	07/05/2020	Sales Depart...	
CO0000010	HOP001	Hope Works (Pty) Ltd	CPC	Cost Per Copy	BPO_RSI		05/01/2011	07/01/2016	Sales Depart...	
CO0000011	WES001	Westwood Dynamic	CPC	Cost Per Copy	Main	ContractOr...	09/05/2014	09/05/2019	Sales Depart...	
CO0000012	TIA001	Titan Group	CPC	Cost Per Copy	Durban Area		16/05/2014	16/05/2019	Sales Depart...	
CO0000013	TIA001	Titan Group	CPC	Cost Per Copy	Durban Area		16/05/2014	16/05/2019	Sales Depart...	
CO0000014	TIA001	Titan Group	CPC	Cost Per Copy	Main		16/05/2014	16/05/2019	Sales Depart...	
CO0000015	TIA001	Titan Group	CPC	Cost Per Copy	Main		20/05/2014	20/05/2019	Sales Depart...	
CO0000016	TIA001	Titan Group	CPC	Cost Per Copy	Main		13/06/2014	13/06/2019	Sales Depart...	
CO0000017	TIA001	Titan Group	CPC	Cost Per Copy	Main		17/06/2014	17/06/2019	Sales Depart...	
CO0000018	SAM001	Samanthas Diner	CPC	Cost Per Copy	Main		09/07/2014	09/07/2019	Sales Depart...	
CO0000019	HOP001	Hope Works (Pty) Ltd	CPC	Cost Per Copy	Main		28/07/2014	28/07/2019	Sales Depart...	
CO0000020	HOP001	Hope Works (Pty) Ltd	CPC	Cost Per Copy	Durban Area		01/01/2011	31/01/2016	Sales Depart...	
CO0000021	YES001	Young Electric	CPC	Cost Per Copy	Main		31/07/2014	31/07/2019	Sales Depart...	
CO0000022	SAM001	Samanthas Diner	CPC	Cost Per Copy	Main		05/08/2014	05/08/2019	Sales Depart...	
CO0000023	DER001	Derton / Technologies	CPC	Cost Per Copy	Kloof	CO1254	07/01/2015	07/01/2020	Sales Depart...	

1. This screen defaults to the **Active** status.
2. Select a different **status** from the drop-down menu, if required.

Contract Listing - BPO: Version 2.4.0.11 - Example Company

1. This screen defaults to the **Active** status.

2. Select a different **status** from the drop-down menu, if required.

ContractNo	CustomerC...	CustomerName	ContractType	ContractTypeD...	Location	OrderNo	StartDate	EndDate	Department...	Period
CO0000002	HOP001	Hope Works (Pty) Ltd	CPC	Cost Per Copy	Main		01/03/2014	03/04/2019	Sales Depart...	60 Mk
CO0000003	DER001	Derton / Technologies	CPC	Cost Per Copy	Forest Hills ...		01/03/2014	01/03/2019	Sales Depart...	60 Mk
CO0000004	HOP001	Hope Works (Pty) Ltd	CPC	Cost Per Copy	Forest Hills ...	Test Comm...	07/04/2014	07/04/2019	Sales Depart...	60 Mk
CO0000005	DER001	Derton / Technologies	CPC	Cost Per Copy	Forest Hills ...	ContractOr...	01/03/2014	01/03/2019	Sales Depart...	60 Mk
CO0000006	OFF001	Office Supplies Unlimited	CPC	Cost Per Copy	Hillcrest	1234	15/07/2020	17/07/2025	Sales Depart...	60 Mk
CO0000007	OFF001	Office Supplies Unlimited	CPC	Cost Per Copy	Forest Hills ...		07/01/2014	07/01/2019	Sales Depart...	60 Mk
CO0000008	YES001	Young Electric	CPC	Cost Per Copy	Durban Area	abc123	05/02/2019	26/11/2020	Sales Depart...	60 Mk
CO0000009	DER001	Derton / Technologies	CPC	Cost Per Copy	Durban Area		07/05/2014	07/05/2020	Sales Depart...	60 Mk
CO0000010	HOP001	Hope Works (Pty) Ltd	CPC	Cost Per Copy	BPO_RSI		05/01/2011	07/01/2016	Sales Depart...	60 Mk
CO0000011	WES001	Westwood Dynamic	CPC	Cost Per Copy	Main	ContractOr...	09/05/2014	09/05/2019	Sales Depart...	60 Mk
CO0000012	TIA001	Titan Group	CPC	Cost Per Copy	Durban Area		16/05/2014	16/05/2019	Sales Depart...	60 Mk
CO0000013	TIA001	Titan Group	CPC	Cost Per Copy	Durban Area		16/05/2014	16/05/2019	Sales Depart...	60 Mk
CO0000014	TIA001	Titan Group	CPC	Cost Per Copy	Main		16/05/2014	16/05/2019	Sales Depart...	60 Mk
CO0000015	TIA001	Titan Group	CPC	Cost Per Copy	Main		20/05/2014	20/05/2019	Sales Depart...	60 Mk
CO0000016	TIA001	Titan Group	CPC	Cost Per Copy	Main		13/06/2014	13/06/2019	Sales Depart...	60 Mk
CO0000017	TIA001	Titan Group	CPC	Cost Per Copy	Main		17/06/2014	17/06/2019	Sales Depart...	60 Mk
CO0000018	SAM001	Samanthas Diner	CPC	Cost Per Copy	Main		09/07/2014	09/07/2019	Sales Depart...	60 Mk
CO0000019	HOP001	Hope Works (Pty) Ltd	CPC	Cost Per Copy	Main		28/07/2014	28/07/2019	Sales Depart...	60 Mk
CO0000020	HOP001	Hope Works (Pty) Ltd	CPC	Cost Per Copy	Durban Area		01/01/2011	31/01/2016	Sales Depart...	60 Mk
CO0000021	YES001	Young Electric	CPC	Cost Per Copy	Main		31/07/2014	31/07/2019	Sales Depart...	60 Mk
CO0000022	SAM001	Samanthas Diner	CPC	Cost Per Copy	Main		05/08/2014	05/08/2019	Sales Depart...	60 Mk
CO0000023	DER001	Derton / Technologies	CPC	Cost Per Copy	Kloof	CO1254	07/01/2015	07/01/2020	Sales Depart...	60 Mk

VIEW CREDIT NOTES

1. Select the **row** of the **contract** where you wish to **view** the linked Credit Notes.
2. Click on the **Credit Notes** tile.

.....

1. The **Credit Notes for Contract No.: []** screen will open.
2. Here you can **add to** or **view** the **credit notes** linked to this contract.
3. Click on **Back** to return to the **Contract Listing** screen.

MNU.112.061

