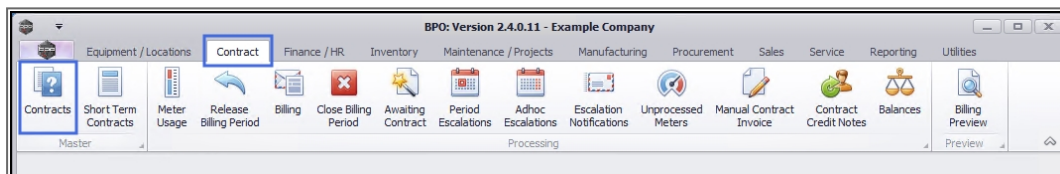


# CONTRACT

## REMOVE FROM APPROVAL

After a contract has been Approved, it could be 'removed from approval' or moved back to the Released status due to reasons such as contract amendments. These changes will need to be reviewed by the authorised parties and then the contract will need to be Approved again.

**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. Click on the drop-down **arrow** and select the **Released** status from the menu.

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 Coov	Kloof	CO1254	07/01/2015	07/01/2020	Sales Deoar...	

1. This screen defaults to the **Active** status.
2. Click on the drop-down **arrow** and select the **Released** status from the menu.

Contract Listing - BPO: Version 2.4.0.11 - Example Company

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

2. Click on the drop-down **arrow** and select the **Released** status from the menu.

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 Coov	Kloof	CO1254	07/01/2015	07/01/2020	Sales Depart...	

## SELECT CONTRACT

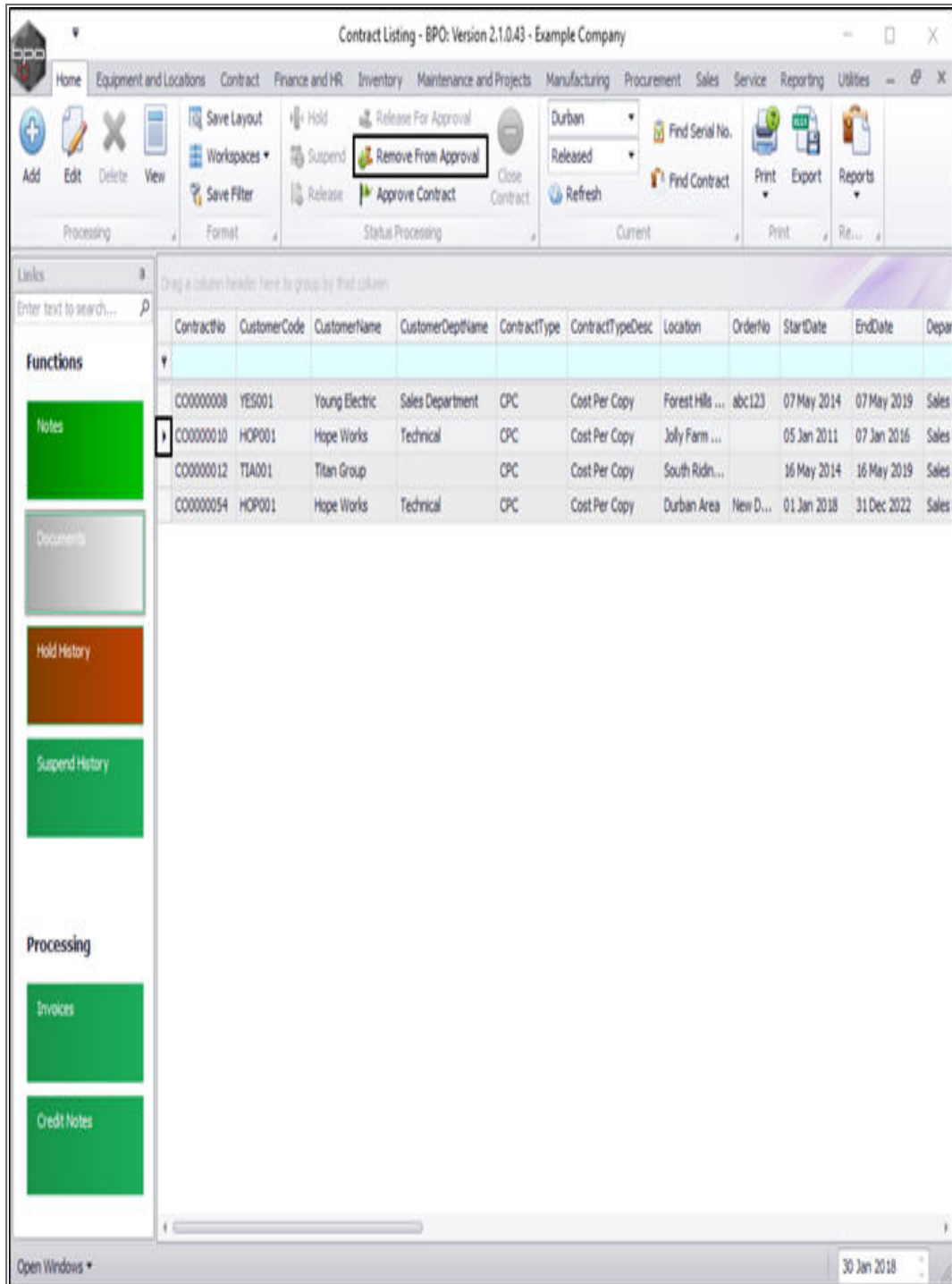
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- Select the *row* of the *contract* you wish to *remove* from *approval*.

## REMOVE FROM APPROVAL

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- Click on *Remove From Approval*.



Contract Listing - BPO: Version 2.1.0.43 - Example Company

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

Add Edit Delete View Save Layout Workspaces Save Filter Hold Suspend Release Remove From Approval Approve Contract Close Contract Refresh Find Serial No. Find Contract Print Export Reports

Processing Format Status Processing Current Print Rpt...

Links Enter text to search...

Drag a column header here to group by that column

ContractNo	CustomerCode	CustomerName	CustomerDeptName	ContractType	ContractTypeDesc	Location	OrderNo	StartDate	EndDate	Department
CO0000008	YES001	Young Electric	Sales Department	CPC	Cost Per Copy	Forest Hills ...	abc123	07 May 2014	07 May 2019	Sales
CO0000010	HOP001	Hope Works	Technical	CPC	Cost Per Copy	Jolly Farm ...		05 Jan 2011	07 Jan 2016	Sales
CO0000012	TIA001	Titan Group		CPC	Cost Per Copy	South Ridn...		16 May 2014	16 May 2019	Sales
CO0000054	HOP001	Hope Works	Technical	CPC	Cost Per Copy	Durban Area	New D...	01 Jan 2018	31 Dec 2022	Sales

Functions

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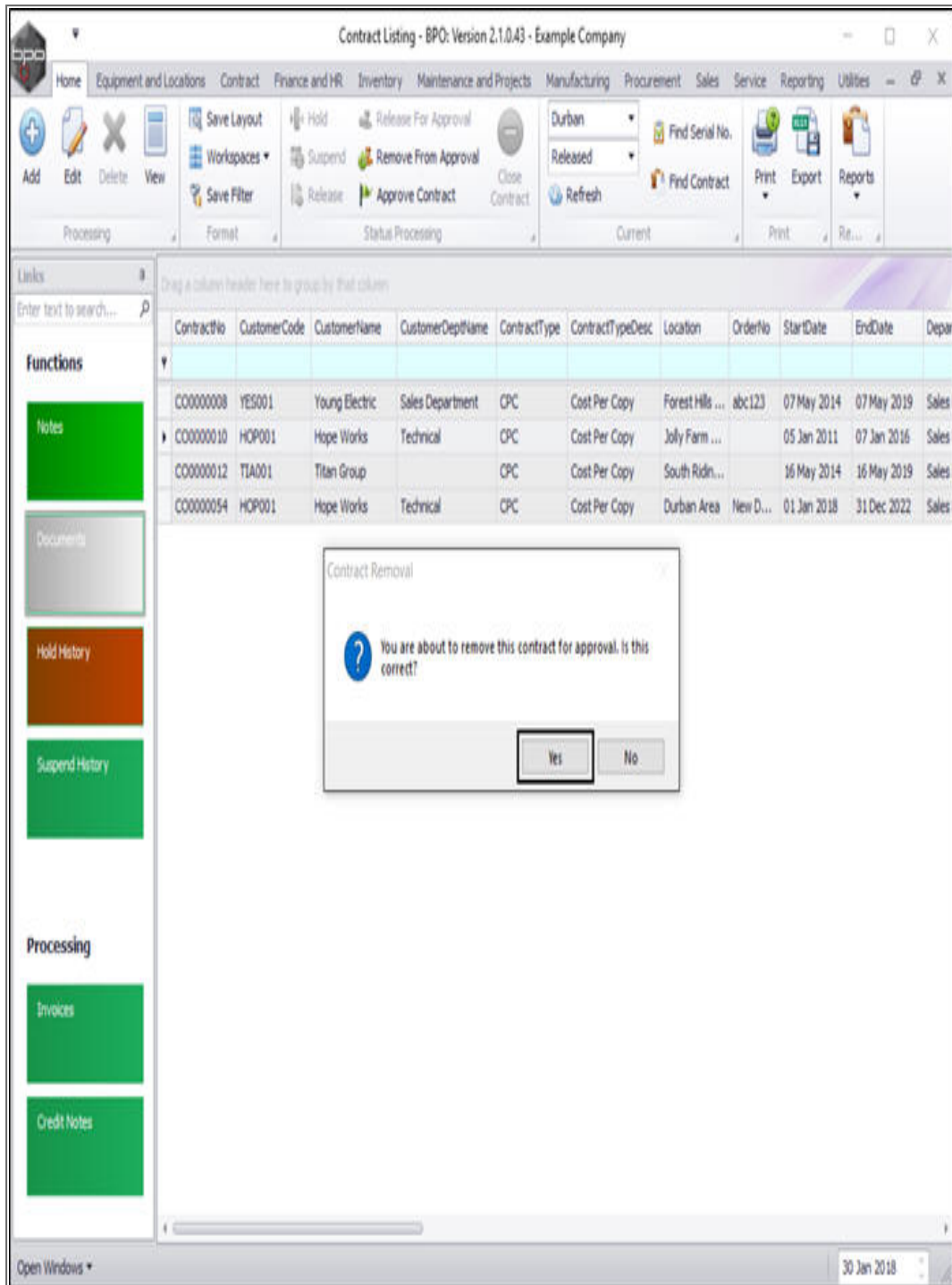
Credit Notes

Open Windows 30 Jan 2018

- A **Contract Removal** message box will pop up asking;
  - **You are about to remove this contract for approval.**

*Is this correct?*

- Click on **Yes**.



The screenshot shows the 'Contract Listing - BPO: Version 2.1.0.43 - Example Company' window. The interface includes a top menu bar with tabs like Home, Equipment and Locations, Contract, Finance and HR, Inventory, Maintenance and Projects, Manufacturing, Procurement, Sales, Service, Reporting, and Utilities. Below the menu is a toolbar with various icons for actions like Add, Edit, Delete, View, Save Layout, Workspaces, Save Filter, Hold, Release, Suspend, Remove From Approval, Approve Contract, Close Contract, Refresh, Find Serial No., Find Contract, Print, Export, and Reports. A left sidebar contains sections for Links, Functions (Notes, Documents, Hold History, Suspend History), and Processing (Invoices, Credit Notes). The main area displays a table of contracts with columns: ContractNo, CustomerCode, CustomerName, CustomerDeptName, ContractType, ContractTypeDesc, Location, OrderNo, StartDate, EndDate, and Department. The table contains four rows of data. A 'Contract Removal' dialog box is open in the center, asking 'You are about to remove this contract for approval. Is this correct?' with 'Yes' and 'No' buttons. The 'Yes' button is highlighted with a red box.

ContractNo	CustomerCode	CustomerName	CustomerDeptName	ContractType	ContractTypeDesc	Location	OrderNo	StartDate	EndDate	Department
CO0000008	YES001	Young Electric	Sales Department	CPC	Cost Per Copy	Forest Hills ...	abc123	07 May 2014	07 May 2019	Sales
CO0000010	HOP001	Hope Works	Technical	CPC	Cost Per Copy	Jolly Farm ...		05 Jan 2011	07 Jan 2016	Sales
CO0000012	TIA001	Titan Group		CPC	Cost Per Copy	South Ridn...		16 May 2014	16 May 2019	Sales
CO0000054	HOP001	Hope Works	Technical	CPC	Cost Per Copy	Durban Area	New D...	01 Jan 2018	31 Dec 2022	Sales

- A **Contract - Process** message box will pop up informing you that;
  - *The contract, no. [ ] has been removed from the authorisation process.*
- Click on **OK**.

Contract Listing - BPO: Version 2.1.0.43 - Example Company

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

Add Edit Delete View Save Layout Workspaces Save Filter Hold Release For Approval Suspend Remove From Approval Release Approve Contract Close Contract Refresh Find Serial No. Find Contract Print Export Reports

Processing Format Status Processing Current Print Rpt...

Links Enter text to search...

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ContractNo	CustomerCode	CustomerName	CustomerDeptName	ContractType	ContractTypeDesc	Location	OrderNo	StartDate	EndDate	Depart
CO0000008	YES001	Young Electric	Sales Department	CPC	Cost Per Copy	Forest Hills ...	abc123	07 May 2014	07 May 2019	Sales
CO0000010	HOP001	Hope Works	Technical	CPC	Cost Per Copy	Jolly Farm ...		05 Jan 2011	07 Jan 2016	Sales
CO0000012	TIA001	Titan Group		CPC	Cost Per Copy	South Ridn...		16 May 2014	16 May 2019	Sales
CO0000054	HOP001	Hope Works	Technical	CPC	Cost Per Copy	Durban Area	New D...	01 Jan 2018	31 Dec 2022	Sales

Contract - Process

The contract, no. CO0000010 has been removed from the authorisation process.

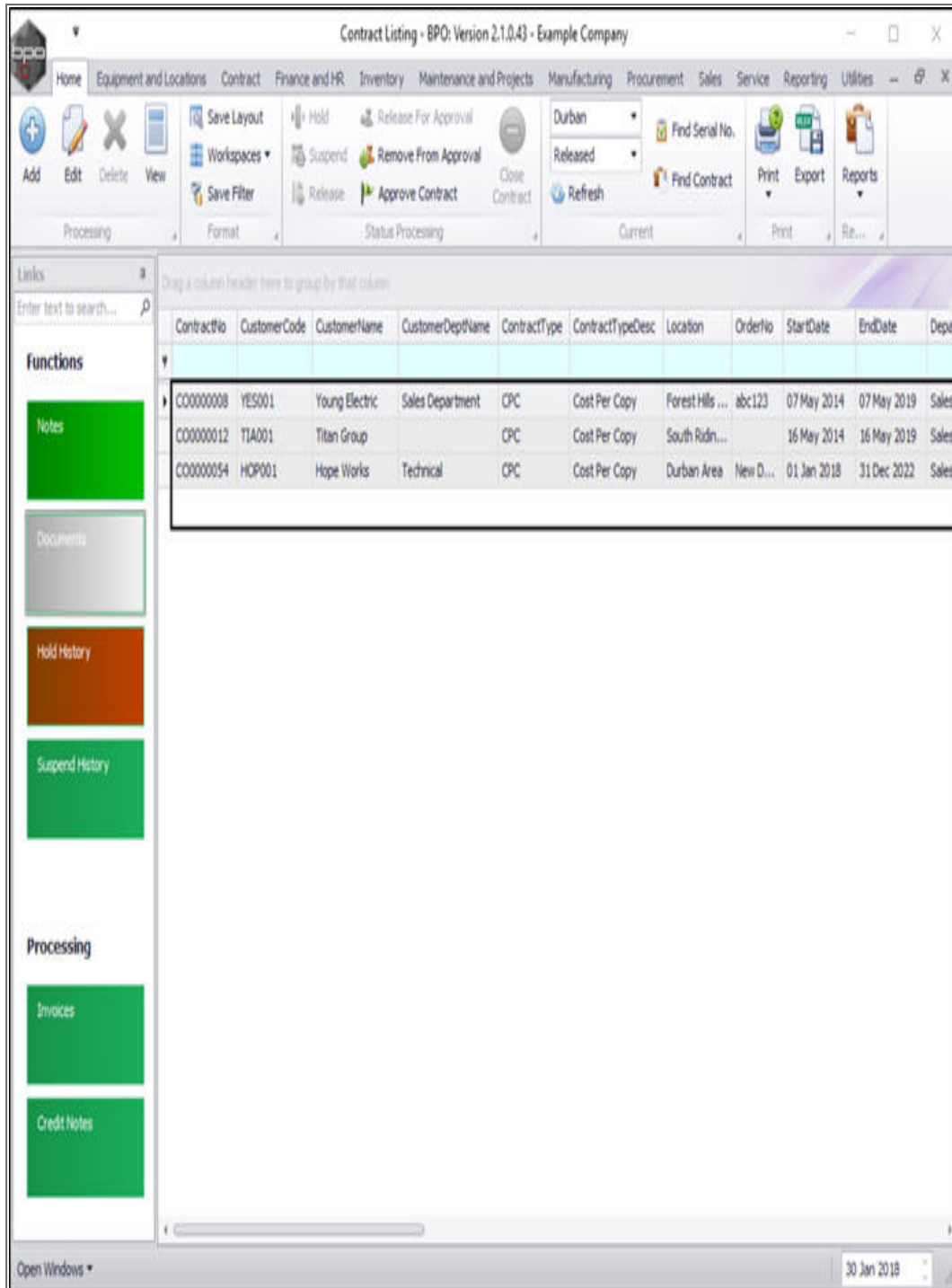
OK

## VIEW REMOVED CONTRACT IN NEW STATUS

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- The contract will be now be **removed** from the *Contract Listing* screen where the **status** is set to **Released**.





Contract Listing - BPO: Version 2.1.0.43 - Example Company

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

Add Edit Delete View Save Layout Workspaces Save Filter Hold Release For Approval Suspend Remove From Approval Release Approve Contract Close Contract Refresh Find Serial No. Find Contract Print Export Reports

Processing Format Status Processing Current Print Re...

Links

Enter text to search...

Drag a column header here to group by that column

ContractNo	CustomerCode	CustomerName	CustomerDeptName	ContractType	ContractTypeDesc	Location	OrderNo	StartDate	EndDate	Depon
CO0000008	YES001	Young Electric	Sales Department	CPC	Cost Per Copy	Forest Hills ...	abc123	07 May 2014	07 May 2019	Sales
CO0000012	TIA001	Titan Group		CPC	Cost Per Copy	South Ridn...		16 May 2014	16 May 2019	Sales
CO0000054	HOP001	Hope Works	Technical	CPC	Cost Per Copy	Durban Area	New D...	01 Jan 2018	31 Dec 2022	Sales

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Suspend History

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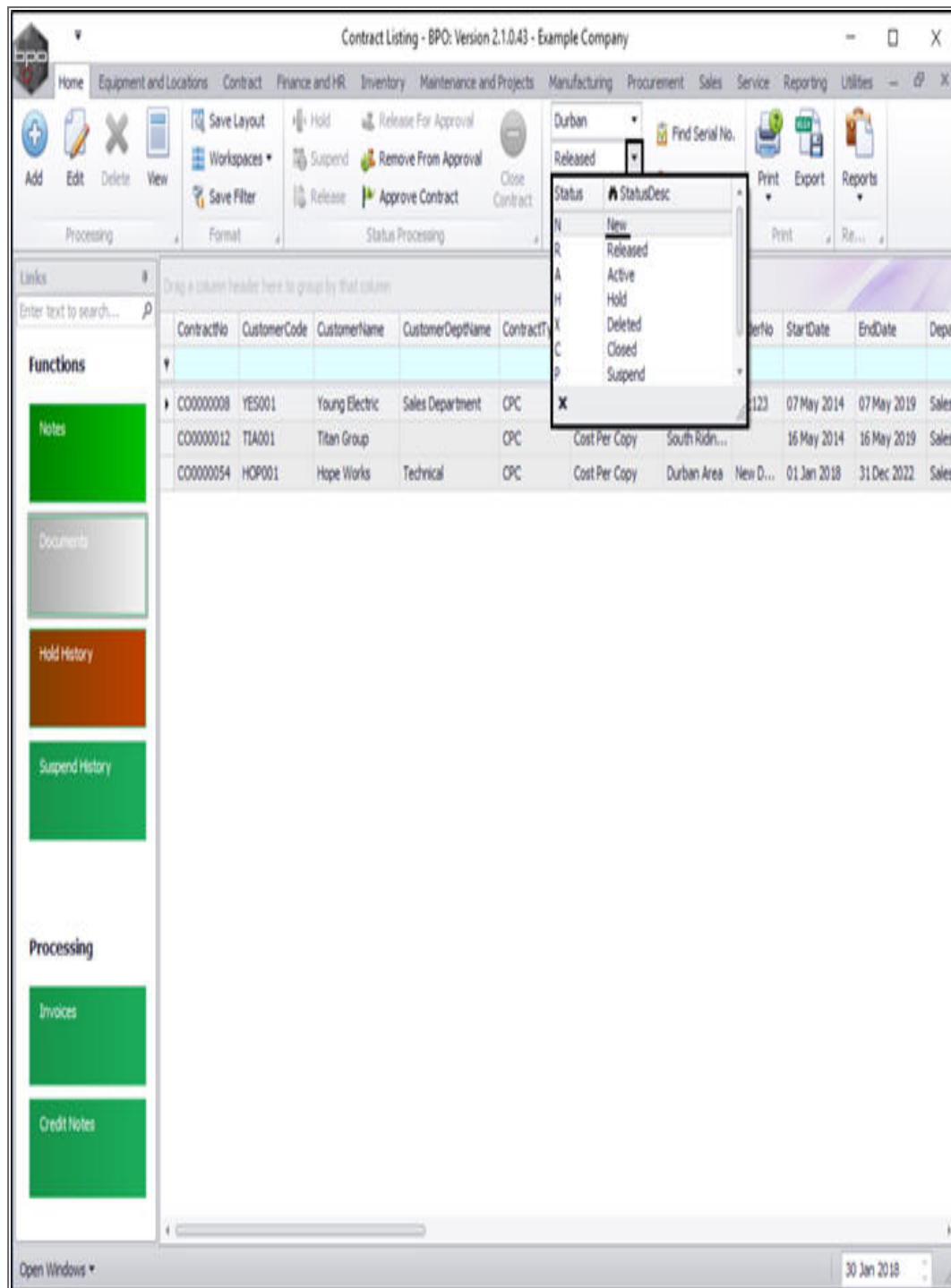
Invoices

Credit Notes

Open Windows

30 Jan 2018

- Select the **New** status.



- You can now find the contract in the **Contract Listing** screen where the **status** is set to **New**.

Contract Listing - BPO: Version 2.1.0.43 - Example Company

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

Add Edit Delete View Save Layout Workspaces Save Filter Hold Suspend Release Remove From Approval Approve Contract Close Contract Refresh Find Serial No. Find Contract Print Export Reports

Processing Format Status Processing Current Print Rpt...

Links Enter text to search...

Drag a column header here to group by that column

ContractNo	CustomerCode	CustomerName	CustomerDeptName	ContractType	ContractTypeDesc	Location	OrderNo	StartDate	EndDate	Depart
CO0000009	DER001	Derton Technol...		CPC	Cost Per Copy	Forest Hills ...		07 May 2014	07 May 2019	Sales
CO0000010	HOP001	Hope Works	Technical	CPC	Cost Per Copy	Jolly Farm ...		05 Jan 2011	07 Jan 2016	Sales
CO0000050	HOP001	Hope Works	Technical	CPC	Cost Per Copy	Durban Area		23 May 2017	23 May 2022	Sales
CO0000052	HOP001	Hope Works	Technical	PRE	Prepaid Contract	Durban Area		29 May 2017	29 May 2022	Sales

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Open Windows 30 Jan 2018

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