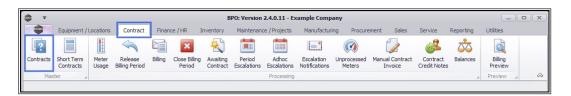


# CONTRACT

## **REMOVE FROM APPROVAL**

After a contract has been <u>Approved</u>, it could be 'removed from approval' or moved back to the <u>Released</u> 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.



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			CO0000004	HOP001	Hope Works (Pty) Ltd	CPC	Cost Per Copy	Forest Hills	Test Comm	07/04/2014	07/04/2019	Sales Depar	
			CO000005	DER001	Derton / Technologies	CPC	Cost Per Copy	Forest Hills	ContractOr	01/03/2014	01/03/2019	Sales Depar	
Documents			CO000006	OFF001	Office Supplies Unlimited	CPC	Cost Per Copy	Hillcrest	1234	15/07/2020	17/07/2025	Sales Depar	
			CO000007	OFF001	Office Supplies Unlimited	CPC	Cost Per Copy	Forest Hills		07/01/2014	07/01/2019	Sales Depar	
			CO000008	YES001	Young Electric	CPC	Cost Per Copy	Durban Area	abc123	05/02/2019	26/11/2020	Sales Depar	
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			CO0000015	TIA001	Titan Group	CPC	Cost Per Copy	Main		20/05/2014	20/05/2019	Sales Depar	
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- 1. This screen defaults to the *Active* status.
- Click on the drop-down *arrow* and select the *Released* status from the menu.

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## **SELECT CONTRACT**

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

## **REMOVE FROM APPROVAL**

• Click on *Remove From Approval*.



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



#### Is this correct?

• Click on Yes.

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



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## **VIEW REMOVED CONTRACT IN NEW STATUS**

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



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• Select the *New* status.



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



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