

CONTRACT

SAVE CONTRACT

You will be following the process below to add each item to be linked to this contract.

SAVE THE CONTRACT

			Ма	aintenance for C	ontract No. : CO000001	6 - Status : A	- BPO: Version	2.5.1.4 - Example Comp	bany		_	8
Home Equipment	/Locations Contrac	ct Finance / HR	Inventory Maint	enance / Projects	Manufacturing Pro	ocurement S	iales Servic	e Reporting Utilitie	в		-	8
ave Back Save Layout	+											
	Customer Info		4	Drag a column h								
Enter text to search P Functions				PartCode	Description	SerialNo	AssetRegNo	LocationDesc	Location	ShippingAddress	COSAccoun	SLAH
Functions	Customer		• م	▼ 10:	(D)	<0<	(0)	4 0 4	-O:	-O:	 Image: Control of the second se	-
Notes		658 Dime Road South Riding	• م	 	SP 19-12 Colour Copier	SP 19-12185.			Reception	658 Dime Road, South Riding, ,	. 2101	
	Order No	1478										
Documents	Required											
	Location	Main	•									
Suspend History												
Processing												
Invoices												
Credit Notes												
	Contract Info C	ustomer Info Billing Ir	nfo Rental Info									

• When you are done, click on *Save*.

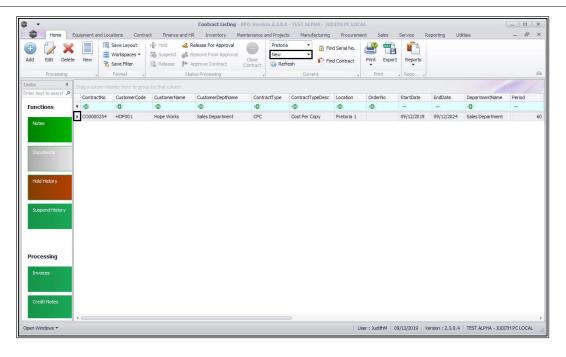
- The contract will be *saved* and you will return to the *Contract Listing* screen where the status defaults to *Active*, or will be set to the Status you last selected.
- Click on the *drop-down arrow* in the *Status* field and select the relevant status.



) v				Contract Listin	ng - BPO: Ve	rsion 2.5.1.4 - Example (ompany							8 ×
Home Equipment	t/Locations Con	tract Finan	ce / HR Inventory Maintenance / Projects	Manufacturin	g Procure	ment Sales Servic	e Report	ing Utilities					-	8.0
tid Edit Delete View	Save Layout Workspaces Save Filter		end Kemove From Approval ase Prove Contract Decline Cl		Durban Active Status	Find Serie	Prir	t Export Repor	ts					
Processing	a Format		Status Processing		R	Released		Print a Repo	- A					
					A	Active Hold								
nter text to search P	ContractNo	CustomerC	CustomerName	CustomerD	Co P	Suspend	rdert	io StartDate	EndDate	Department	Period Pe	riodType BillingCy	de BillingPer	riod E
Functions *	10: 	-O:	·0:	1 0 :	-0 C	Closed Deleted		-	-	(0)	- 4): # () :	-	
	CO0000016	TIA001	Titan Group		CP X		4	13/06/2014	13/06/2019	Sales Depar	60 M	onths Months		4
Notes	CO0000018	SAM001	Samanthas Diner		CPC	Cost Per Co Durban	rea	09/07/2014	09/07/2019	Sales Depar	60 M	onths Months		5
	CO0000019	OFF001	Office Supplies Unlimited		CPC	Cost Per Co Main		28/07/2014	28/07/2019	Sales Depar	60 M	onths Bi-annua	4	6
	CO000031	YES001	Young Electric		CPC	Cost Per Co Hillcrest		24/03/2016	24/03/2021	Sales Depar	60 M	onths Months		1
Documents	CO0000041	PAN001	Panda Copiers		CPC	Cost Per Co Main		05/07/2016	05/07/2021	Sales Depar	60 M	onths Months		5
	CO0000043	HOP001	Hope Works (Pty) Ltd		CPC	Cost Per Co Main		01/08/2016	07/09/2021	Sales Depar	60 M	onths Quarter	у	5
	CO0000072	HOP001	Hope Works (Pty) Ltd		CPC	Cost Per Co Durban	rea 1234	07/03/2018	07/03/2023	Sales Depar	60 M	onths Months		2
Hold History	CO0000074	DER001	Derton / Technologies		CPC	Cost Per Co Durban	rea 1234	15/06/2018	15/06/2023	Sales Depar	60 M	onths Months		6
	CO0000077	PIN0001	Pink Shoes		CPC	Cost Per Co Durban	irea	18/06/2018	18/06/2023	Sales Depar	60 M	onths Months		4
	CO0000078	PIN0001	Pink Shoes		CPC	Cost Per Co Durban	rea	18/06/2018	18/06/2023	Sales Depar	60 M	onths Months		4
Suspend History	CO000080	OFF001	Office Supplies Unlimited		CPC	Cost Per Co Durban	en 1234	06/05/2017	06/05/2020		60 M	onths Months		2
	CO000079	HOP001	Hope Works (Pty) Ltd		CPC	Cost Per Co Durban	rea	18/06/2018	18/06/2023	Sales Depar	60 M	onths Months		4
Processing Invaces Credit Notes														
en Windows 👻										Use	r : Bianca 03/02/	2023 Version : 2.5.	1.4 Example	Compa

- New contracts can be found within the New contract status listing screen.
- From here, the contract will need to be **Released** and then **Approved** before it becomes active.
- Edited contracts may either remain in *Active* status or move to *Released* status in order for changes to be reviewed before Approval depending on the change made.





Related Topics

- Print Contract Report
- <u>Release Contract For Approval</u>
- Approve Contract

NUCL.CTRT.004.010