

SALES

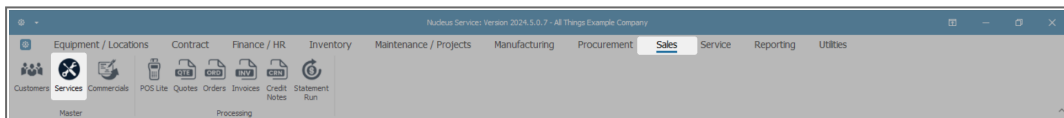
SERVICES – REQUESTS

A service request is raised for a Purchase Order or Purchase Requisition, where a Third Party Sub Contracting Service is required.

The Service Requests tile will list the Service Requests for a Service. **No modifications and/or additions can be made.**

To create a Service Request for a Purchase Order, click on the link to redirect to [Introduction to Service Requests](#).

Ribbon Select **Sales > Services**



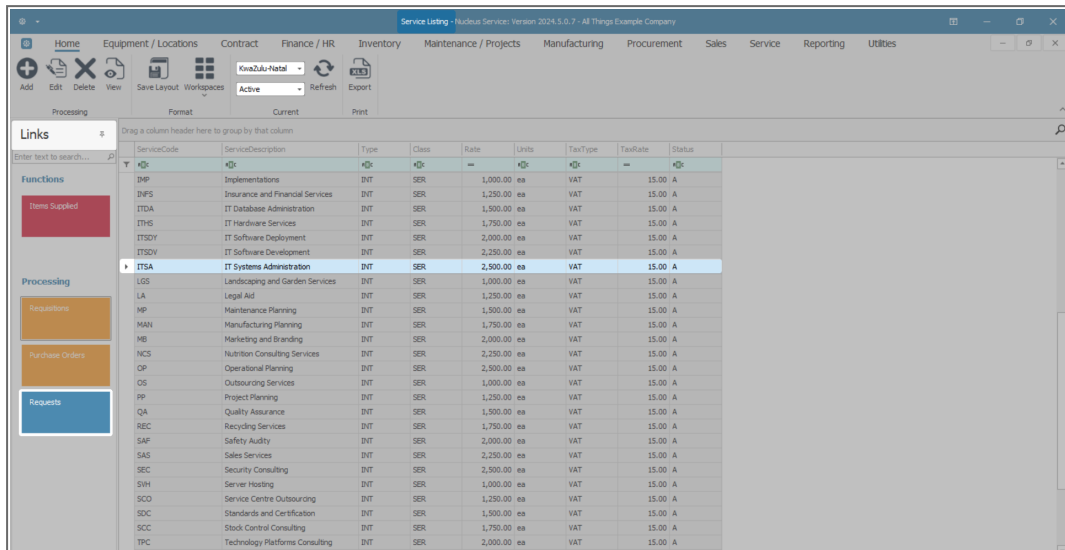
- The **Service** listing screen will be displayed.
- The **Site** filter will be set according to your company configuration. If required, select the **Site** as required.
 - The example has **KwaZulu-Natal** selected.

Note: Refer to [Site Selection](#) for more information.

- The State filter will default to '**Active**' upon opening.
 - Click on the **drop-down arrow** to change the status to **Inactive** if required.

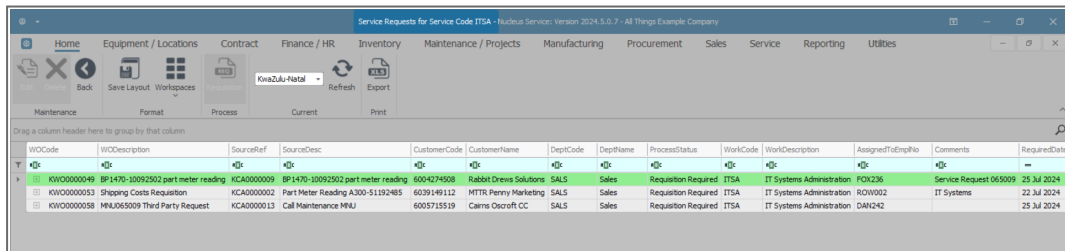
Note: Refer to [State/Type Selections](#) for more information.

- Select the **row** of the Service you wish to work with.
- Click on the **Requests** tile in the **Links** panel.



ServiceCode	ServiceDescription	Type	Class	Rate	Units	TaxType	TaxRate	Status
IMP	Implementations	INT	SER	1,000.00	ea	VAT	15.00	A
INF5	Insurance and Financial Services	INT	SER	1,250.00	ea	VAT	15.00	A
ITDA	IT Database Administration	INT	SER	1,500.00	ea	VAT	15.00	A
ITHS	IT Hardware Services	INT	SER	1,750.00	ea	VAT	15.00	A
ITSDY	IT Software Deployment	INT	SER	2,000.00	ea	VAT	15.00	A
ITSDY	IT Software Development	INT	SER	2,250.00	ea	VAT	15.00	A
ITSA	IT Systems Administration	INT	SER	2,500.00	ea	VAT	15.00	A
LGS	Landscaping and Garden Services	INT	SER	1,000.00	ea	VAT	15.00	A
LA	Legal Aid	INT	SER	1,250.00	ea	VAT	15.00	A
MP	Maintenance Planning	INT	SER	1,500.00	ea	VAT	15.00	A
MAN	Manufacturing Planning	INT	SER	1,750.00	ea	VAT	15.00	A
MB	Marketing and Branding	INT	SER	2,000.00	ea	VAT	15.00	A
NCS	Nutrition Consulting Services	INT	SER	2,250.00	ea	VAT	15.00	A
OP	Operational Planning	INT	SER	2,500.00	ea	VAT	15.00	A
OS	Outsourcing Services	INT	SER	1,000.00	ea	VAT	15.00	A
PP	Project Planning	INT	SER	1,250.00	ea	VAT	15.00	A
QA	Quality Assurance	INT	SER	1,500.00	ea	VAT	15.00	A
REC	Recycling Services	INT	SER	1,750.00	ea	VAT	15.00	A
SAP	Safety Audit	INT	SER	2,000.00	ea	VAT	15.00	A
SAS	Sales Services	INT	SER	2,250.00	ea	VAT	15.00	A
SEC	Security Consulting	INT	SER	2,500.00	ea	VAT	15.00	A
SVH	Server Hosting	INT	SER	1,000.00	ea	VAT	15.00	A
SCO	Service Centre Outsourcing	INT	SER	1,250.00	ea	VAT	15.00	A
SDC	Standards and Certification	INT	SER	1,500.00	ea	VAT	15.00	A
SCC	Stock Control Consulting	INT	SER	1,750.00	ea	VAT	15.00	A
TPC	Technology Platforms Consulting	INT	SER	2,000.00	ea	VAT	15.00	A

- The **Service Requests for Service Code []** screen will be displayed.
- Click on the drop-down arrow to select the correct **Site**.
 - In this image, **KwaZulu-Natal** has been selected.
- All the Service Requests linked to the Service will display on the screen.

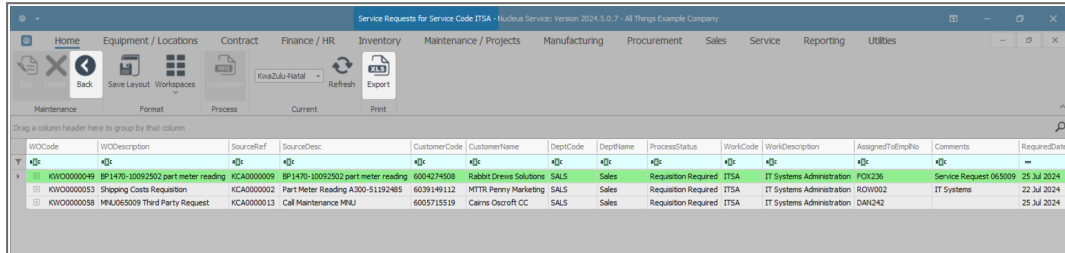


WOCode	WODescription	SourceRef	SourceDesc	CustomerCode	CustomerName	DeptCode	DeptName	ProcessStatus	WorkCode	WorkDescription	AssignedToEmpIdNo	Comments	RequiredDate
KW00000049	BP1470-10092002 part meter reading	KCA0000009	BP1470-10092002 part meter reading	6005474008	Rabbin Dross Solutions	SALS	Sales	Requisition Required	ITSA	IT Systems Administration	POK236	Service Request 065029	25 Jul 2024
KW00000053	Shopping Costs Requisition	KCA0000002	Part Meter Reading A300-51192405	6029449112	MTR Penny Marketing	SALS	Sales	Requisition Required	ITSA	IT Systems Administration	KOW002	IT Systems	22 Jul 2024
KW00000058	MNU05009 Third Party Request	KCA0000013	Call Maintenance MNU	6005715519	Cairns Oisroft CC	SALS	Sales	Requisition Required	ITSA	IT Systems Administration	DAN242	IT Systems	25 Jul 2024



Note that this is a view only screen and you will not be able to add or make changes to the information on this screen.

- You can export the list to an Excel Spreadsheet by clicking on **Export**.
- Click on **Back** or **close** the screen to return to the **Service Listing** screen.



WOCode	WODescription	SourceRef	SourceDesc	CustomerCode	CustomerName	DeptCode	DeptName	ProcessStatus	WorkCode	WorkDescription	AssignedToEmpId	Comments	RequiredDate
KWO0000049	BP1470-10092502 part meter reading	KCA0000009	BP1470-10092502 part meter reading	6004274508	Rabbit Driess Solutions	SALS	Sales	Requestion Required	ITSA	IT Systems Administration	POK236	Service Request 065009	25 Jul 2024
KWO0000053	Shipping Costs Requisition	KCA0000002	Part Meter Reading A300-51192485	6039149112	MTTR Penny Marketing	SALS	Sales	Requestion Required	ITSA	IT Systems Administration	ROW002	IT Systems	22 Jul 2024
KWO0000058	MNU065009 Third Party Request	KCA0000013	Call Maintenance MNU	6005715519	Carns Ocroft CC	SALS	Sales	Requestion Required	ITSA	IT Systems Administration	DAN242		25 Jul 2024

Related Topics

[Sales Services - Add a Service](#)

[Sales Services - Edit a Service](#)

[Sales Services - Delete a Service](#)

[Sales Services - View a Service](#)

[Sales Services - Link a Supplier](#)

[Sales Services - Add a Purchase Requisition](#)

[Sales Services - Purchase Orders](#)

[Sales Services - View Service Request List](#)

[Sales Services - Items Supplied Add / Link Supplier](#)

[Sales Services - Items Supplied Edit Supplier](#)

[Sales Services - Items Supplied Delete Supplier](#)

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