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.

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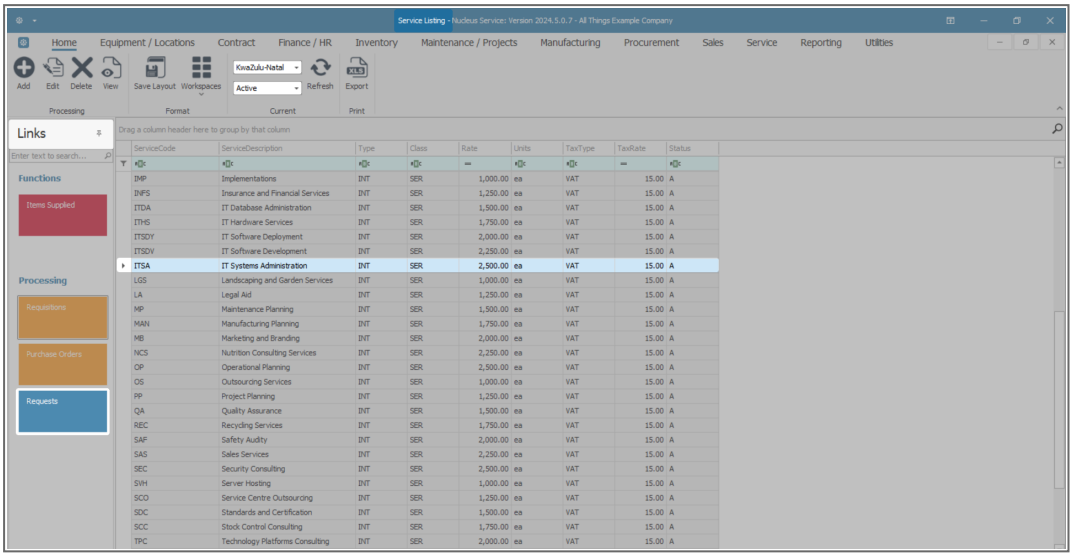
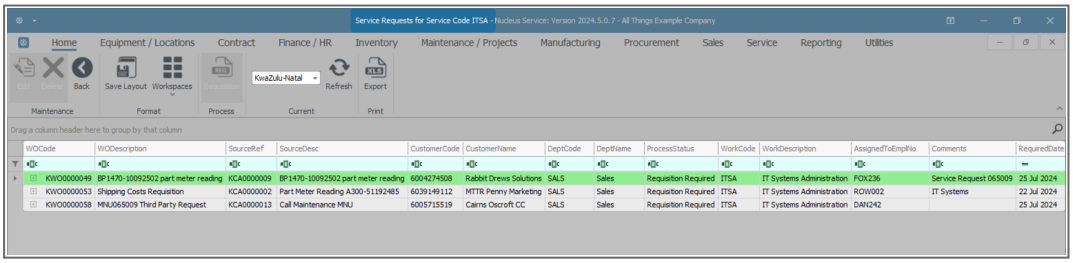
- Select the **row** of the Service you wish to work with.
- Click on the **Requests** tile in the **Links** panel.



- 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.



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.

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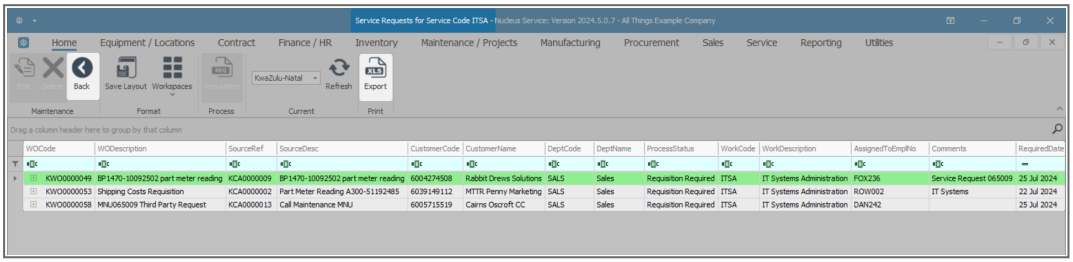
- You can export the list to an Excel Spreadsheet by clicking on **Export**.
- Click on **Back** or **close** the screen to return to the **Service Listing** screen.



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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