

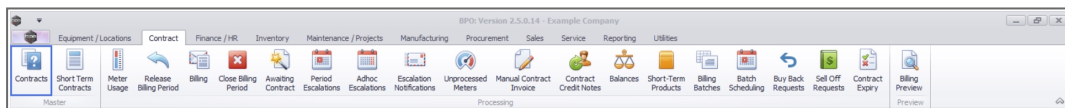
We are currently updating our site; thank you for your patience.

## CONTRACT

### MINIMUM BILLING AND METER CHARGE SETUP

Minimum billing is an agreed cost between Company and Customer which the company will charge to ensure they can provide for a minimum quality of service and support at all times. Meter charge set up on a contract allows for a specific amount of copies within a set time frame. Monitoring the subsequent meter readings can help keep track of potential over or under usage and adjust the contract accordingly, to better suit the needs of the customer.

**Ribbon Select Contract > Contracts**



The **Contract Listing** screen will be displayed.

#### Select the Site

Your employee user record should be linked to a default site. In this case, the site will auto populate with this default, otherwise the site must be manually selected.

Another site can be selected, if required, and if you have the security rights to access the site.

If **All Sites** displays here, then you do not have a default site configured on your user record, and need to select the required site.

Upon opening, this screen will default to the **Active** status, listing all the **Active** contracts for the selected site.

The screenshot shows the 'Contract Listing' window with the 'Active' status selected. The table lists various contracts with columns for ContractNo, CustomerC, CustomerName, ContractType, ContractY, Location, OrderNo, StarDate, EndDate, Department, Period, PeriodType, BillingCycle, BillingPeriod, and Bill.

ContractNo	CustomerC	CustomerName	ContractType	ContractY	Location	OrderNo	StarDate	EndDate	Department	Period	PeriodType	BillingCycle	BillingPeriod	Bill
CO000009	DE001	Derton / Technologies	CPC	Cost Per Co.	Durban Area		07/05/2014	07/05/2019	Sales Depart...	60	Months	Months	3	
CO000016	TS001	Titan Group	CPC	Cost Per Co.	Main		13/06/2014	13/06/2019	Sales Depart...	60	Months	Months	4	
CO000018	SA001	Samantha Diner	CPC	Cost Per Co.	Main		09/07/2014	09/07/2019	Sales Depart...	60	Months	Months	5	
CO000019	OFF01	Office Supplies Unlimited	CPC	Cost Per Co.	Main		28/07/2014	28/07/2019	Sales Depart...	60	Months	Bi-annual	6	
PC000001	DA002	Dancing Shoes	PBE	Prepaid Con.	Kloof	test	23/03/2016	23/03/2021	Sales Depart...	60	Months	Months	1	
CO000031	YES01	Young Electric	CPC	Cost Per Co.	Hillcrest		24/03/2016	24/03/2021	Sales Depart...	60	Months	Months	1	
CO000041	PA001	Panda Copiers	CPC	Cost Per Co.	Main		05/07/2016	05/07/2021	Sales Depart...	60	Months	Months	5	
CO000042	HOP01	Hope Works (Pty) Ltd	CPC	Cost Per Co.	Main		07/09/2016	07/09/2022	Sales Depart...	60	Months	Months	7	
CO000043	HOP01	Hope Works (Pty) Ltd	CPC	Cost Per Co.	Main		01/08/2016	07/09/2022	Sales Depart...	60	Months	Quarterly	5	
CO000052	HOP01	Hope Works (Pty) Ltd	PBE	Prepaid Con.	Durban Area		29/05/2017	29/05/2022	Sales Depart...	60	Months	Months	3	
CO000054	APP001	Apple Juice Inc	CPC	Cost Per Co.	Durban Area		03/08/2017	03/08/2022	Sales Depart...	60	Months	Months	0	
CO000072	HOP01	Hope Works (Pty) Ltd	CPC	Cost Per Co.	Durban Area	1234	07/03/2018	07/03/2023	Sales Depart...	60	Months	Months	2	
CO000073	HOP01	Hope Works (Pty) Ltd	CPC	Cost Per Co.	Durban Area		29/05/2018	29/05/2023	Sales Depart...	60	Months	Months	0	
CO000074	DE001	Derton / Technologies	CPC	Cost Per Co.	Durban Area	1234	15/06/2018	15/06/2023	Sales Depart...	60	Months	Months	6	
CO000077	PR001	Pink Shoes	CPC	Cost Per Co.	Durban Area		18/06/2018	18/06/2023	Sales Depart...	60	Months	Months	4	
CO000078	PR001	Pink Shoes	CPC	Cost Per Co.	Durban Area		18/06/2018	18/06/2023	Sales Depart...	60	Months	Months	4	
CO000080	OFF01	Office Supplies Unlimited	CPC	Cost Per Co.	Durban Cen...	1234	06/05/2017	06/05/2020	Sales Depart...	60	Months	Months	2	
CO000082	HOP01	Hope Works (Pty) Ltd	CPC	Cost Per Co.	Durban Area		10/09/2019	10/09/2024	Sales Depart...	60	Months	Months	7	
CO000079	HOP01	Hope Works (Pty) Ltd	CPC	Cost Per Co.	Durban Area		18/06/2018	18/06/2023	Sales Depart...	60	Months	Months	4	
CO000083	WES001	Westwood Dynamic	CPC	Cost Per Co.	Durban Area	1234	15/10/2019	15/10/2024	Sales Depart...	60	Months	Months	8	

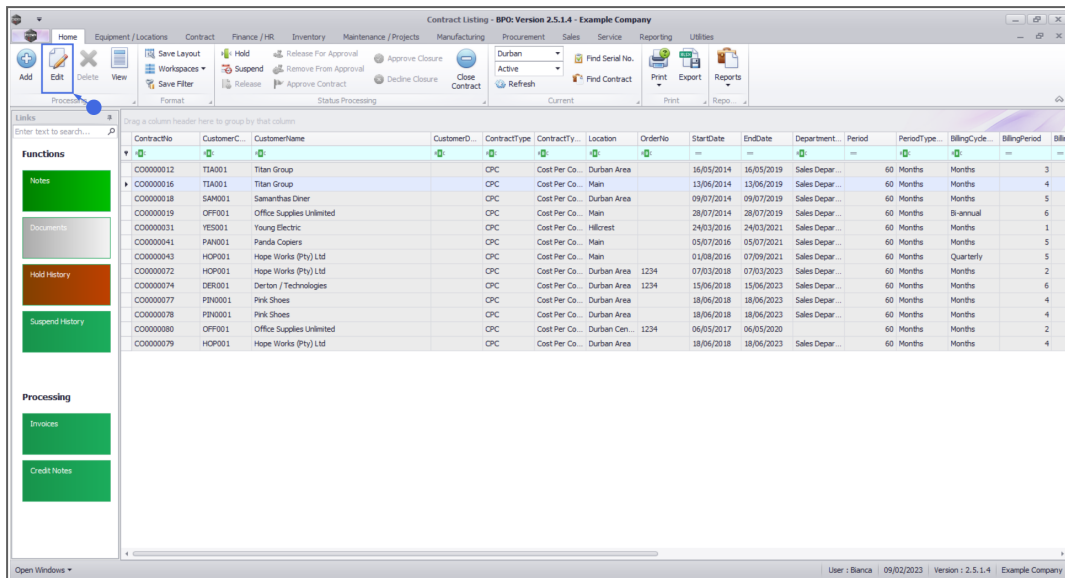
- **Note:** You can **only** set up minimum billing and meter charges when the Contract is in the **Active** state.

## SELECT THE CONTRACT

- Select the **row** of the **contract** that you wish to process.

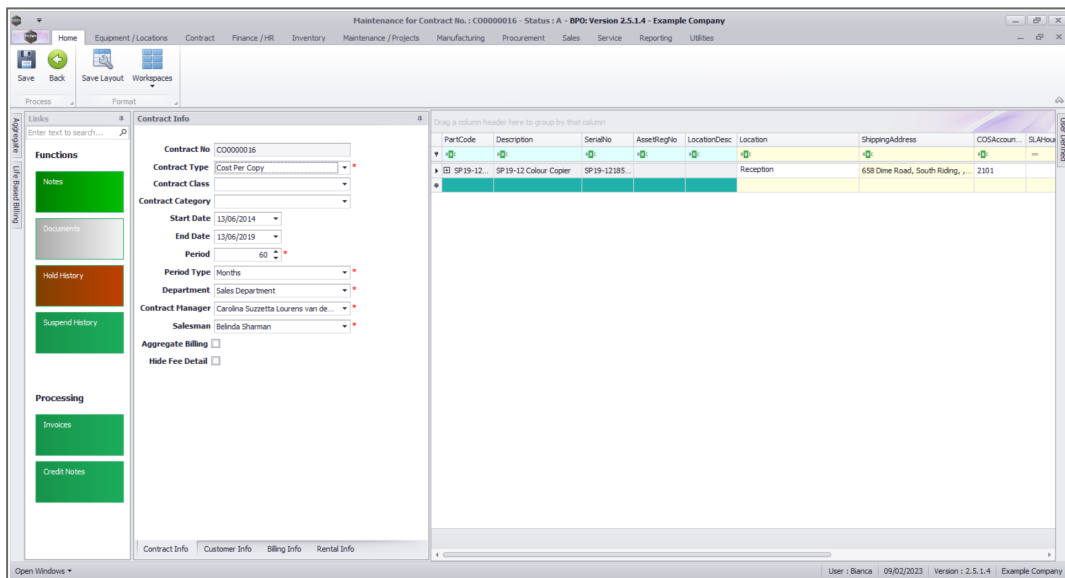
This screenshot is identical to the one above, but includes a blue arrow pointing to the first row of the contract table (ContractNo: CO000009) to illustrate the selection process.

- Click on the **Edit** button.



ContractNo	CustomerName	ContractType	Location	OrderNo	StartDate	EndDate	Department	Period	PeriodType	BillingCycle	BillingPeriod	BillTo
CO0000012	TIA001	Titan Group	CPC	Cost Per Co. Durban Area	16/05/2014	16/05/2019	Sales Depart...	60	Months	Months	4	
CO0000016	TIA001	Titan Group	CPC	Cost Per Co. Main	13/06/2014	13/06/2019	Sales Depart...	60	Months	Months	4	
CO0000018	SAM001	Samanthas Diner	CPC	Cost Per Co. Durban Area	09/07/2014	09/07/2019	Sales Depart...	60	Months	Months	5	
CO0000019	OFF001	Office Supplies Unlimited	CPC	Cost Per Co. Main	28/07/2014	28/07/2019	Sales Depart...	60	Months	Bi-annual	6	
CO0000031	YES001	Young Electric	CPC	Cost Per Co. Hlorest	24/03/2016	24/03/2021	Sales Depart...	60	Months	Months	1	
CO0000041	PAN001	Panda Copiers	CPC	Cost Per Co. Main	05/07/2016	05/07/2021	Sales Depart...	60	Months	Months	5	
CO0000043	HOP001	Hope Works (Pty) Ltd	CPC	Cost Per Co. Main	01/08/2016	07/09/2021	Sales Depart...	60	Months	Quarterly	5	
CO0000072	HOP001	Hope Works (Pty) Ltd	CPC	Cost Per Co. Durban Area	07/03/2018	07/03/2023	Sales Depart...	60	Months	Months	2	
CO0000074	DER001	Dertan / Technologies	CPC	Cost Per Co. Durban Area	15/06/2018	15/06/2023	Sales Depart...	60	Months	Months	6	
CO0000077	PN0001	Pink Shoes	CPC	Cost Per Co. Durban Area	18/06/2018	18/06/2023	Sales Depart...	60	Months	Months	4	
CO0000078	PN0001	Pink Shoes	CPC	Cost Per Co. Durban Area	18/06/2018	18/06/2023	Sales Depart...	60	Months	Months	4	
CO0000080	OFF001	Office Supplies Unlimited	CPC	Cost Per Co. Durban Cen...	06/05/2017	06/05/2020		60	Months	Months	2	
CO0000079	HOP001	Hope Works (Pty) Ltd	CPC	Cost Per Co. Durban Area	18/06/2018	18/06/2023	Sales Depart...	60	Months	Months	4	

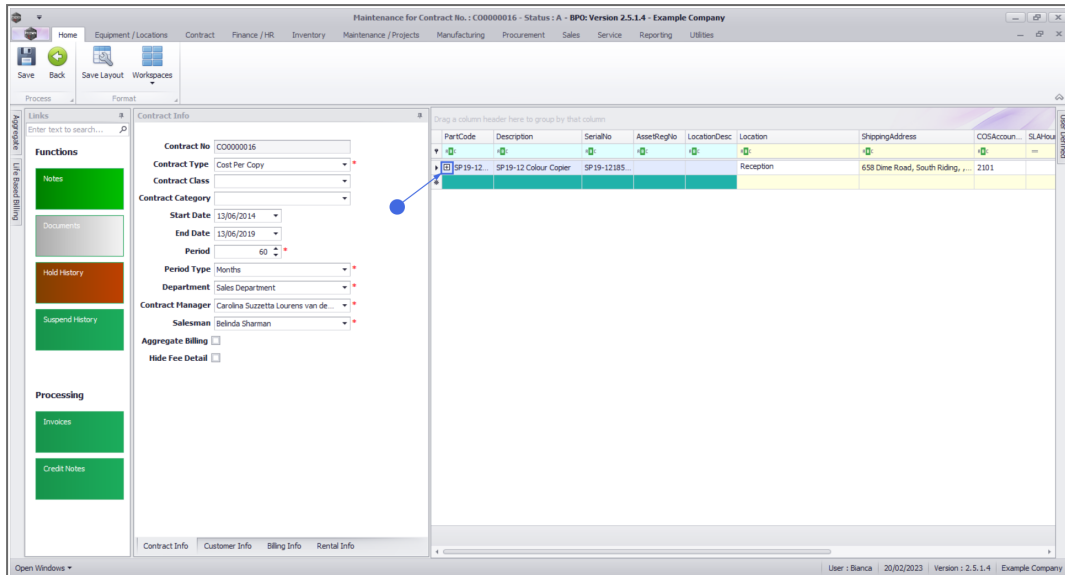
The **Contract Maintenance** screen will be displayed.



PartCode	Description	SerialNo	AssetRegNo	LocationDesc	Location	ShippingAddress	COSAccount	SLAInfo
SP19-12	SP19-12 Colour Copier	SP19-12185		Reception		658 Dime Road, South Riding, ...	2101	

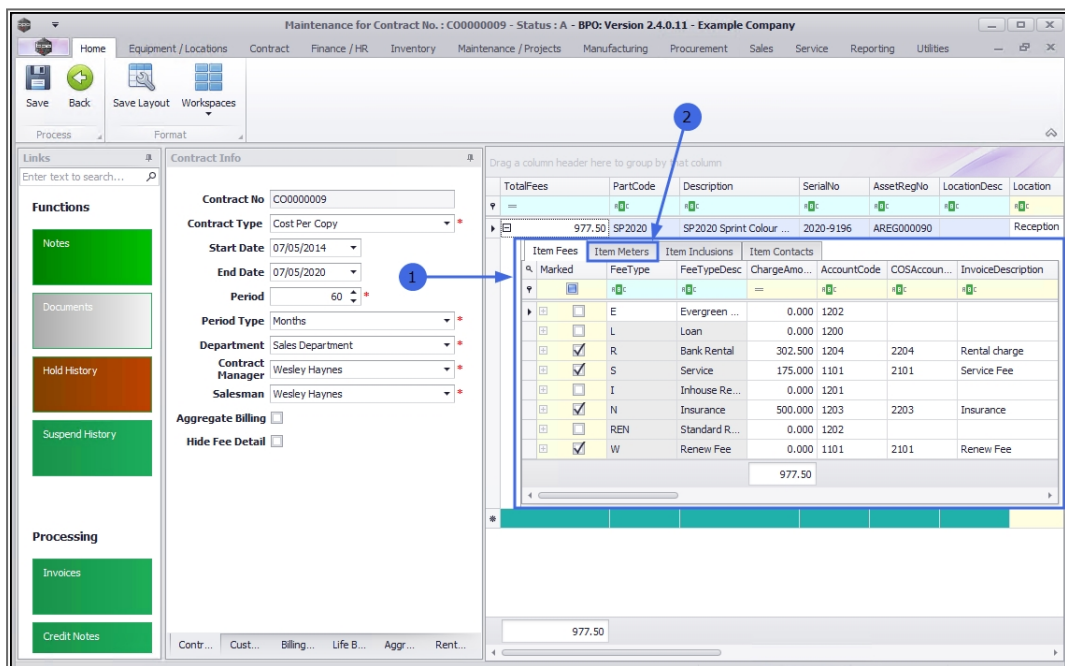
## SELECT THE ITEM

- Click on the row of the contract item you wish to work with.



## SELECT THE ITEM METER

Click on the **Item Meters** tab.



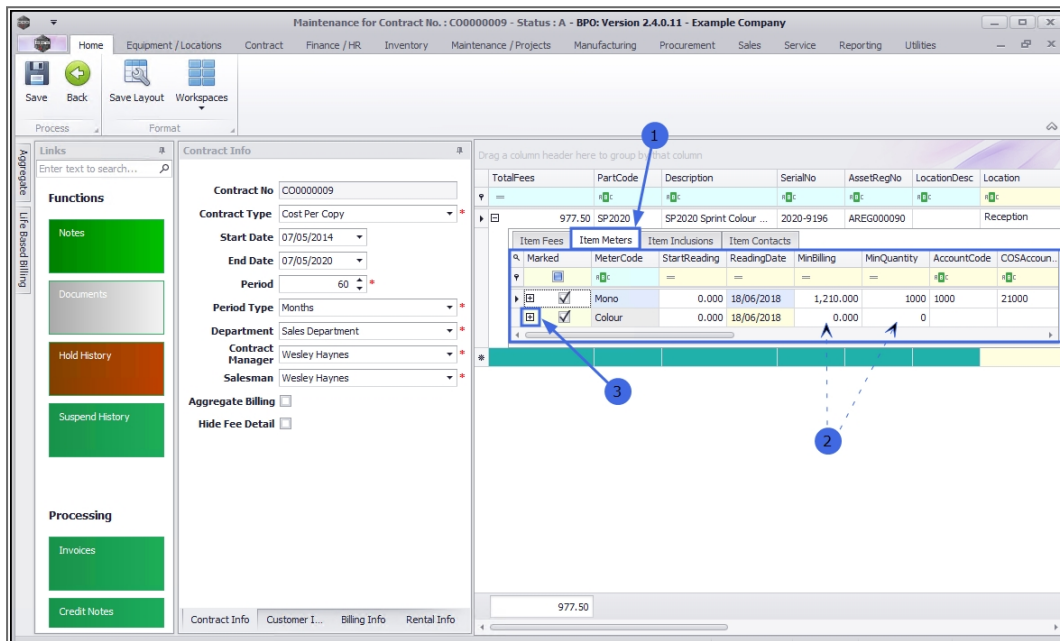
You can now view the **Item Meters** frame.

## VIEW MINIMUM BILLING FIELDS

- Here you can add, edit, and delete minimum billing requirements.

## VIEW METER CHARGES

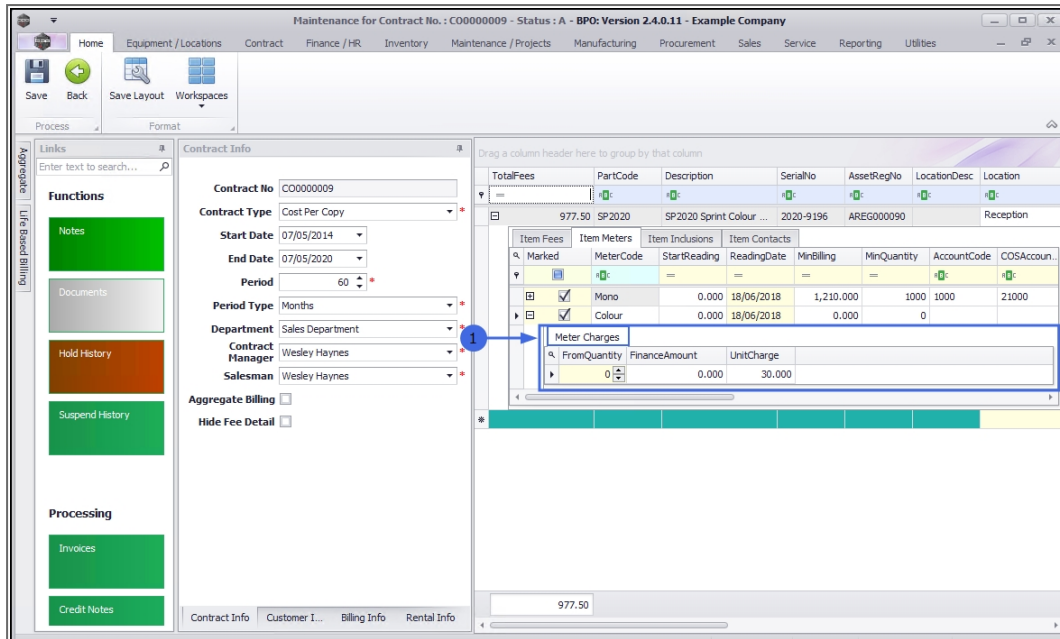
- Click on the **expand** button in the row of an item meter.



The screenshot shows the 'Maintenance for Contract No.: CO0000009 - Status: A - BPO: Version 2.4.0.11 - Example Company' window. The 'Meter Charges' frame is open, displaying a table with the following data:

Marked	MeterCode	StartReading	ReadingDate	MinBilling	MinQuantity	AccountCode	COSAccount
<input checked="" type="checkbox"/>	Mono	0.000	18/06/2018	1,210.000	1000	1000	21000
<input checked="" type="checkbox"/>	Colour	0.000	18/06/2018	0.000	0		

- The **Meter Charges** frame will open.
- Here you can add, edit and delete the required meter charge levels.



FromQuantity	FinanceAmount	UnitCharge
0	0.000	30.000

## NOTES ON METER CHARGE SETUP

### Aggregate Meter Charge Setup

For Aggregate meter charge setup, refer to [Aggregate Billing](#)

### Prepaid Meter Charge Setup

If a designated meter usage amount needs to be reached before meter billing begins, refer to [Prepaid Contracts](#).

### Minimum Billing Setup

In the example table below, there is a **minimum billing** set up with **5** meter charge matrix levels. Because BPO calculates the usage charges by first calculating the minimum billing set up, the first line in this matrix is **redundant** and incorrect.

When setting up the **From Quantity** in the meter matrix, consider that from quantity **0** to quantity **1** is **1** copy click. Therefore, when setting up a charge level that must bill from (and including) quantity **1001**, the **From Quantity** must be set to **1000**.

**Note:** If you were to set the **From Quantity** to **1001** this would result in charging from (and including) copy click 1002.

Minimum Billing Setup		Copy Clicks Translated		Notes
Min Qty	Min Billing	From	To	
1000	R250.00	0	1000	
Meter Charge Matrix Setup		Copy Clicks Translated		Notes
From Qty	Unit Charge (cents)	From & Including	To & Including	
0	0	0	1000	Redundant line – this is covered by the min billing
1001	30	1002	2000	Will bill from and including 1002 instead of 1001
2001	35	2002	3000	Will bill from and including 2002 instead of 2001
3001	40	3002	4000	Will bill from and including 3002 instead of 3001
4001	50	4002	onwards	Will bill from and including 4002 instead of 4001

## CORRECT METER CHARGE SETUP

Below are **3** different examples for meter charge setup, and the usage calculations, which you can review, to ensure that your meter charges are set up correctly.

1. The first table indicates the meters as set up in BPO, and how this translates to copy clicks.
2. The second table shows the usage charge calculation, based on an example usage for a month.

3. The third image is how the above table information will look in BPO2.

### Example 1.1: Meter Charge Setup with Minimum Billing

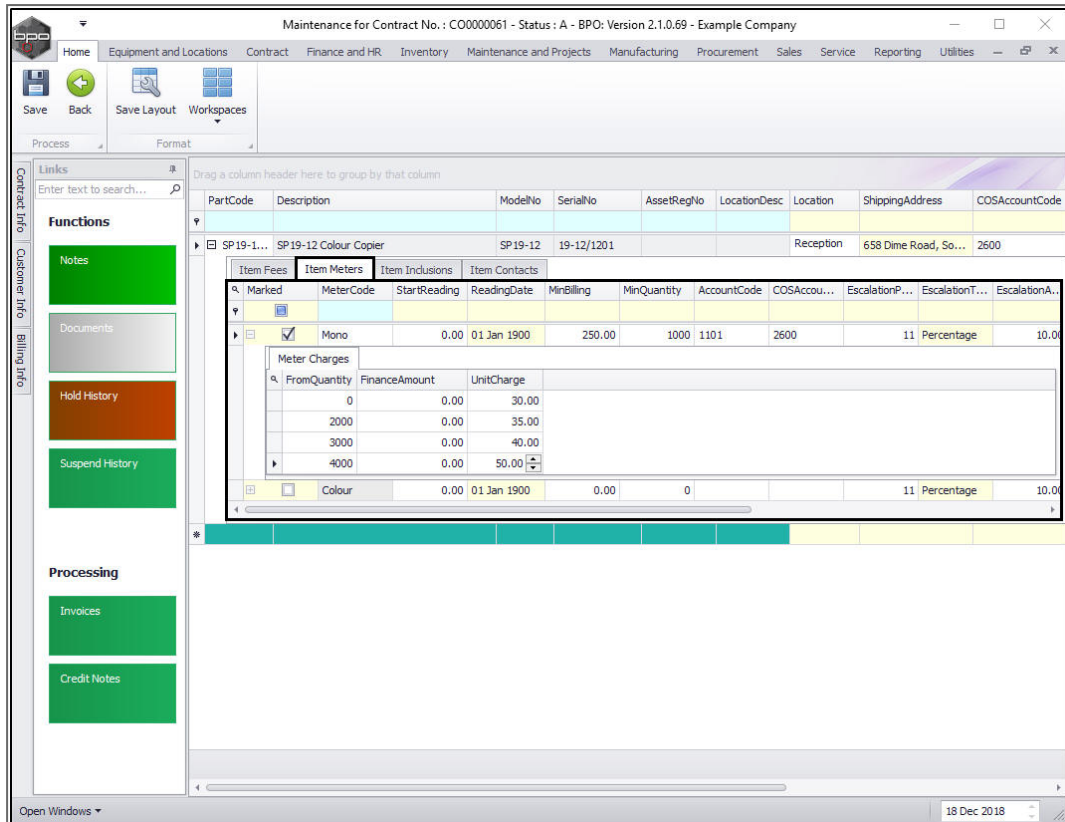
Minimum Billing Setup		Copy Clicks Translated as	
Min Qty	Min Billing	From	To
1000	R250.00	0	1000
Meter Charge Matrix Setup		Copy Clicks Translated as	
From Qty	Unit Charge (cents)	From & Including	To & Including
0	30	1001	2000
2000	35	2001	3000
3000	40	3001	4000
4000	50	4001	onwards

### Example 1.2: Meter Billing Calculation Example, e.g., Usage = 4500

From Copy	To Copy	Unit Charge	Usage	Charge
0	1000	Min Bill	1000	R250.00
1000	2000	R0.30	1000	R300.00
2000	3000	R0.35	1000	R350.00
3000	4000	R0.40	1000	R400.00
4000	4500	R0.50	500	R250.00
<b>Total Charge (excl VAT):</b>				<b>R1550.00</b>

### Example 1.3: how the above table information will look in BPO2.





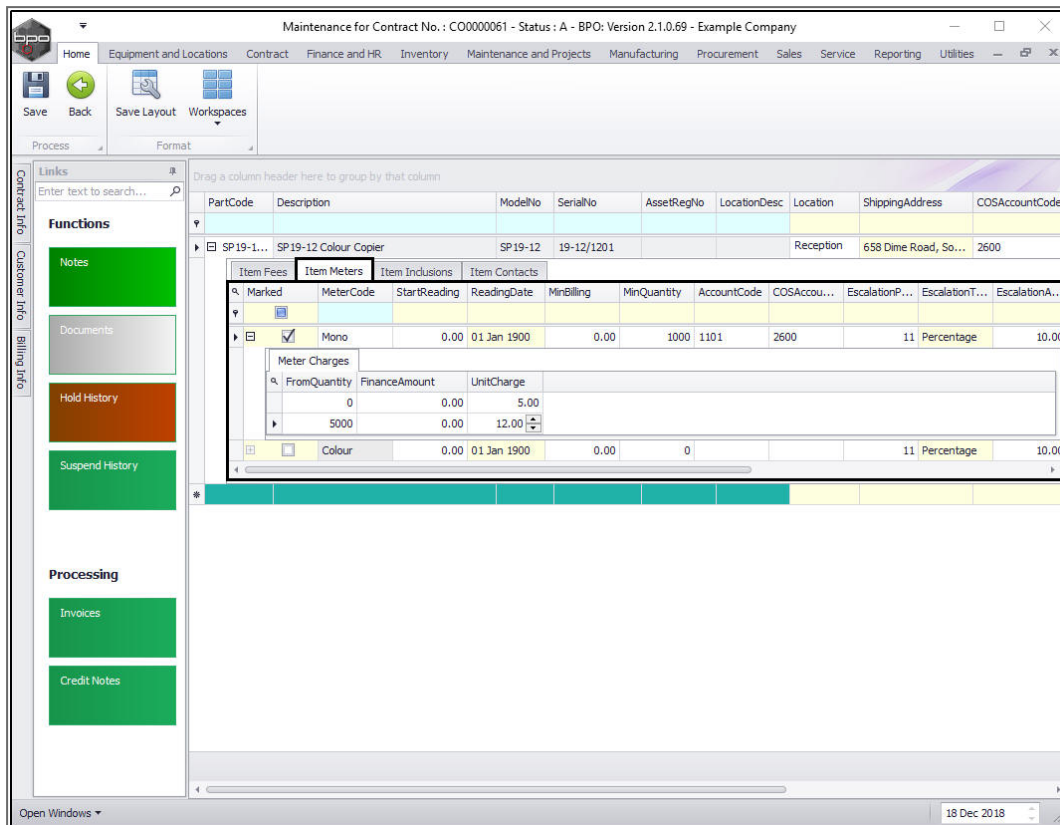
## Example 2.1: Meter Charge Setup with Free Minimum Billing

Minimum Billing Setup		Copy Clicks Translated as	
Min Qty	Min Billing	From	To
1000	0	0	1000
Meter Charge Matrix Setup		Copy Clicks Translated as	
From Qty	Unit Charge (cents)	From & Including	To & Including
0	5	1001	5000
5000	12	5001	onwards

## Example 2.2: Meter Billing Calculation Example, e.g., Usage = 5200

From Copy	To Copy	Unit Charge	Usage	Charge
0	1000	Min Bill	1000	R0.00
1000	5000	R0.05	4000	R200.00
5000	5200	R0.12	200	R24.00
<b>Total Charge (excl VAT):</b>				<b>R224.00</b>

## Example 2.3: how the above table information will look in BPO2.



## Example 3.1: Meter Charge Setup with No Minimum Billing

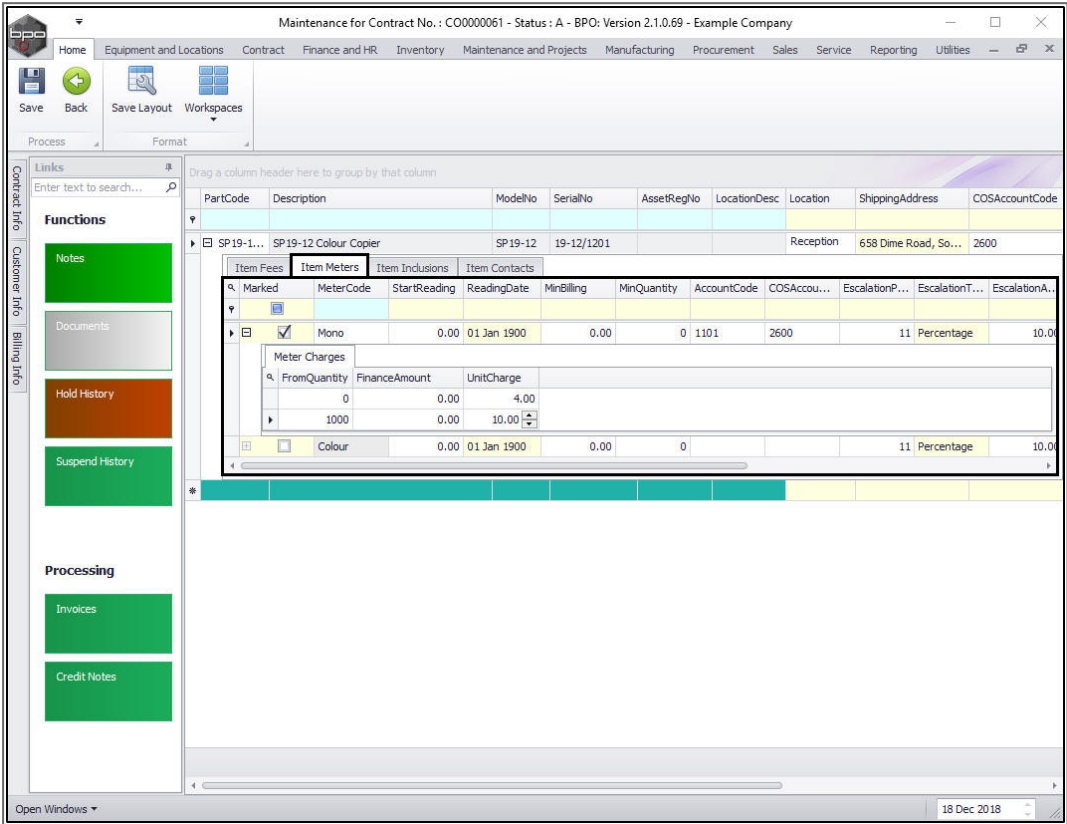
Minimum Billing Setup		Copy Clicks Translated as	
Min Qty	Min Billing	From	To
0	0	0	0
Meter Charge Matrix Setup		Copy Clicks Translated as	
From Qty	Unit Charge (cents)	From & Including	To & Including
0	4	1	1000
1000	10	1001	onwards

## Example 3.2: Meter Billing Calculation Example, e.g., Usage = 1300

From Copy	To Copy	Unit Charge	Usage	Charge
0	1000	R0.04	1000	R40.00
1000	1300	R0.10	300	R30.00

**Total Charge (excl VAT):** R70.00

**Example 3.3: how the above table information will look in BPO2.**



Maintenance for Contract No. : CO0000061 - Status : A - BPO: Version 2.1.0.69 - Example Company

PartCode Description ModelNo SerialNo AssetRegNo LocationDesc Location ShippingAddress COSAccountCode

SP 19-1... SP 19-12 Colour Copier SP 19-12 19-12/1201 Reception 658 Dime Road, So... 2600

Item Fees	Item Meters	Item Inclusions	Item Contacts
Marked	MeterCode	StartReading	ReadingDate
	0	0.00	01 Jan 1900
	1000	0.00	10.00
	Colour	0.00	01 Jan 1900

Meter Charges

FromQuantity	FinanceAmount	UnitCharge
0	0.00	4.00
1000	0.00	10.00

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