

CONTRACT

SHORT TERM PRODUCT CONFIGURATION

In order to create **short term contracts**, you need to configure **products**, with **standard charges** for the following time periods: **Hour**, **Day**, **Week**.

You need to have a Short Term **Contract Type** configured.

Version Compatibility¹

Ribbon Access: Configurator > Contract > Short Term Product Configuration



- The *Short Term Products* listing screen will be displayed.
 - Here you can view a list of all the *short term products* currently on the system.

¹ BPO2 v2.5.0.8 or higher. Prior this version - refer to " Add Short Term Product " on the next page



Ŧ			Short	Term Pro	ducts - BPO:		Example Con	npany				
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SP 19 19	SP 19 19 Sprint Colour MFC		19	19	A	A						
KZN-122TFB	Kruger ZN Fax Machine			122	A	A						
SP1818	Sprint copier				A	A						
SP1020	Copier		SP.	1020	A	A						

ADD SHORT TERM PRODUCT

• Click on the *Add* button in this screen.

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- The *Add New Product* screen will be displayed.
 - **Part Code:** Click on the *search* icon in this field.

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- The *Select a Part* pop up screen will appear.
- Click on the *row selector* in front of the *part code* that you wish to *add* as a short term product.
- Click on *Ok*.



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• The **Part Code**, **Part Description** and **Model No.** fields will auto populate with the details of the part (product) selected in the previous step.

CHARGES AND CONFIGURATION FRAME

- The *Charges and Configuration* frame will auto populate with the fees as configured on the short term contract type.
 - 1. Charge Rate: In this column, update the standard fees per period type (*Day, Hour, Week*) for this part.
 - 2. Account Code: This column with auto populate with the sales account code as configured on the Contract Type for this fee. This can be changed, if required.
 - 3. **COS Account Code:** This column with auto populate with the sales account code as configured on the Contract Type for this fee. This can be changed, if required.



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ien W	Vindows 🕶										User : BiancaD	23/04/2022	ersion : 2.5.0	0.9 Example Com	npany

USAGE CHARGES AND CONFIGURATION FRAME

- The *Usage Charges and Configuration* frame will auto populate with the *usage charge description* details linked to the selected part if applicable.
 - Charge Rate: Either type in or use the directional arrows to select the standard meter charges for each period type (Day, Hour, Week) for each linked meter.
 - 2. Account Code: Either type in or use the directional arrows to select the correct Account Code for each meter and period type.
 - COS Account Code: Either type in or use the directional arrows to select the correct COS Account Code for each meter and period type.



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• When you have finished adding all the charges and configuration details, click on *Save*.

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- The new product details will be *saved* and you will return to the *Short Term Products* listing screen.
- Here you can see the new product has been added to the list.

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SP19-123456	SP19-12 Colour Copier	SP 19-12	A	A				
TMACH	Test Machine		A	A				
SP1919	SP 19 19 Sprint Colour MFC	1919	A	A				
KZN-122TFB	Kruger ZN Fax Machine	ZN122	A	A				
SP1818	Sprint copier		A	A				
SP1020	Copier	SP 1020	A	A				
pen Windows *						l kar - Riasson	23/04/3022 Version -	2.5.0.9 Example Company

Related Topics

• Short Term Contracts

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