

CONTRACT

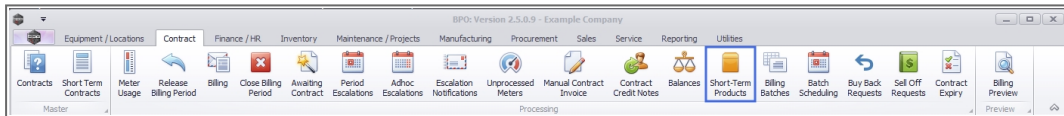
SHORT TERM PRODUCT CONFIGURATION

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.

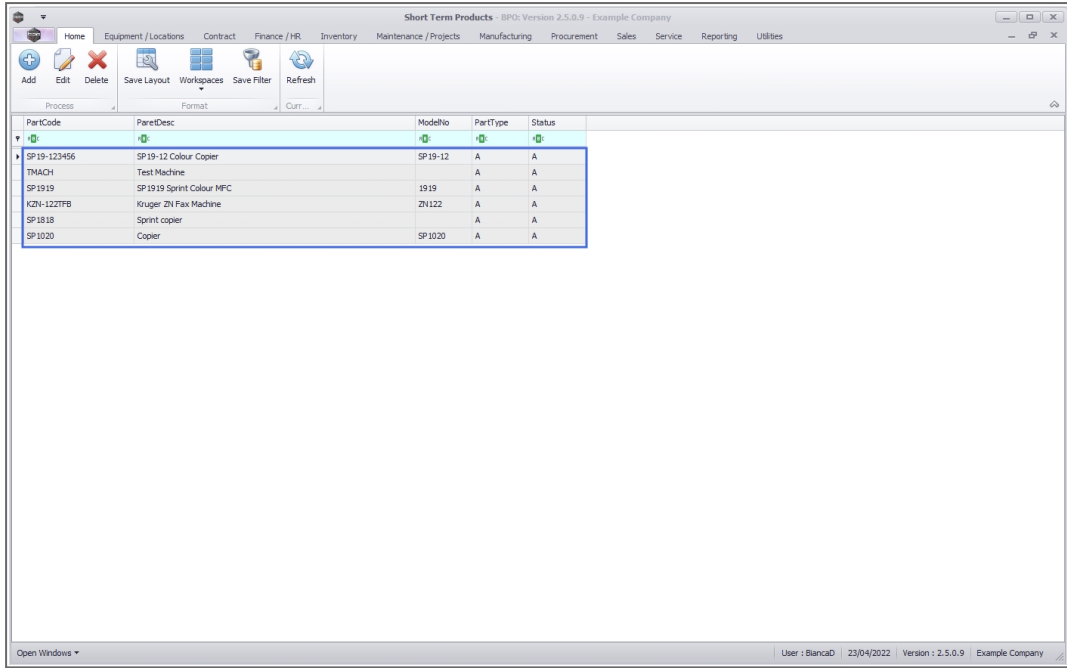
Version Compatibility¹

Ribbon Access: *Configurator > Contract > Short Term Product Configuration*



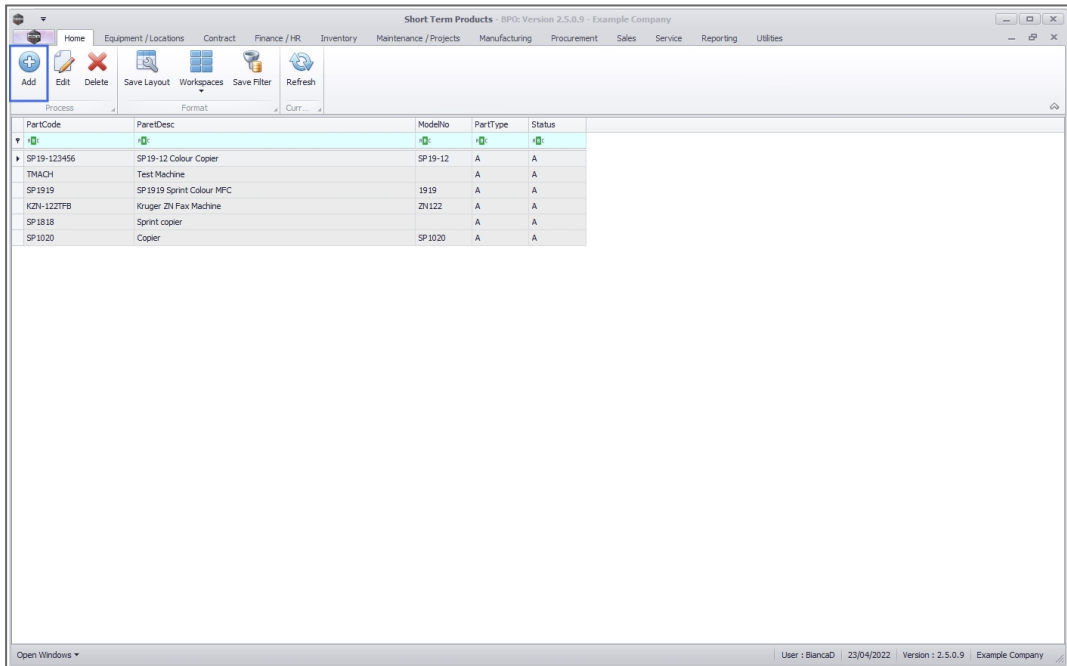
- The **Short Term Products** listing screen will be displayed.
 - Here you can view a list of all the **short term products** currently on the system.

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

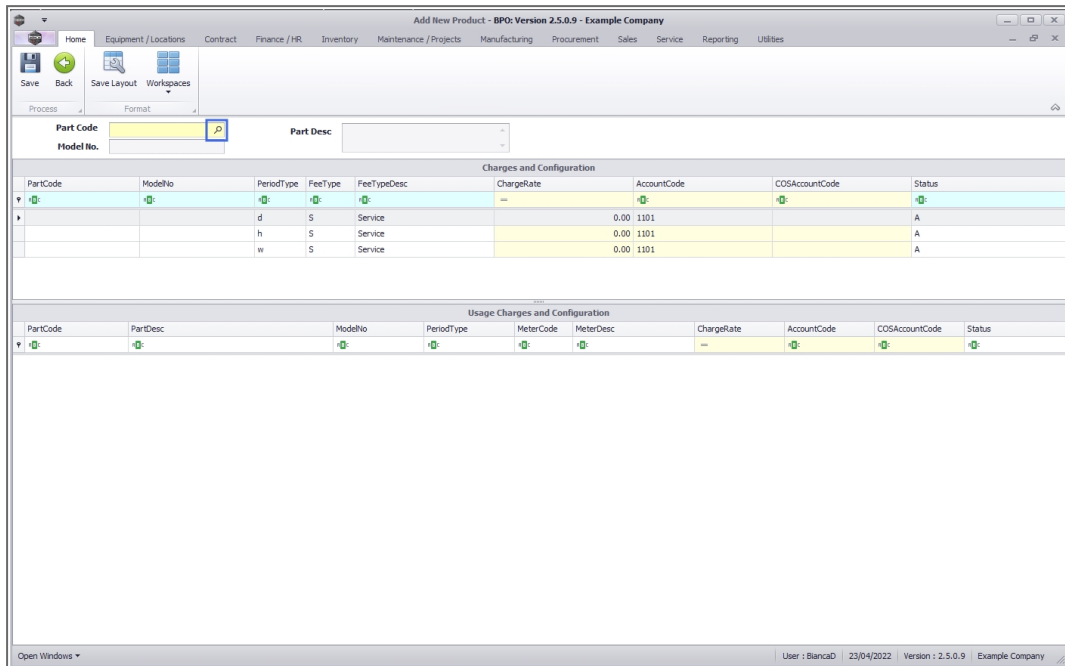


ADD SHORT TERM PRODUCT

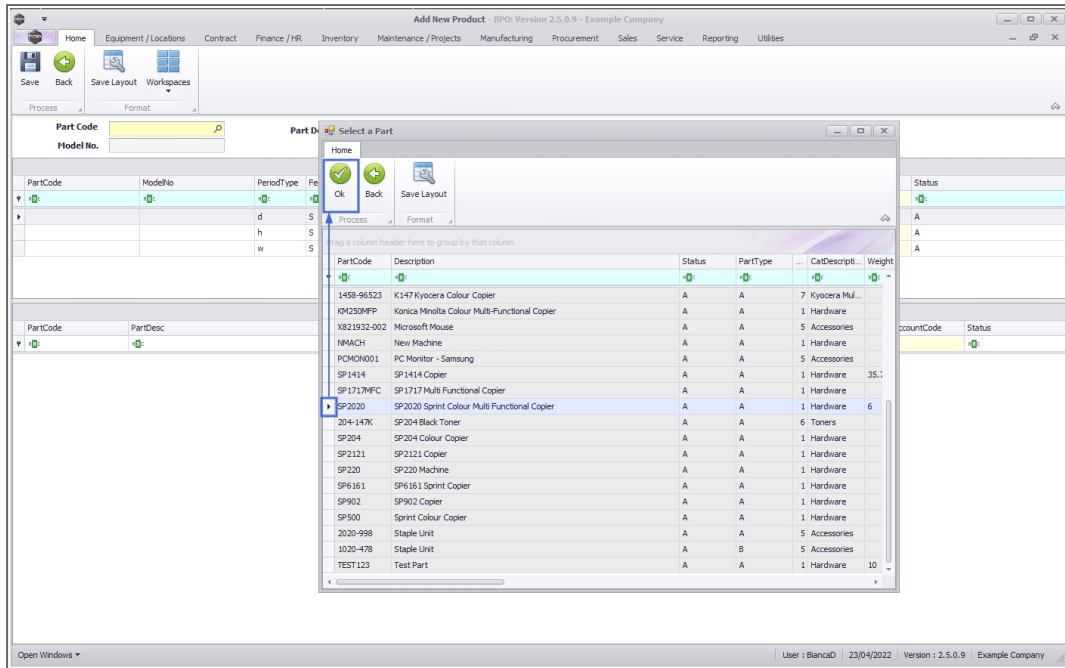
- Click on the **Add** button in this screen.



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



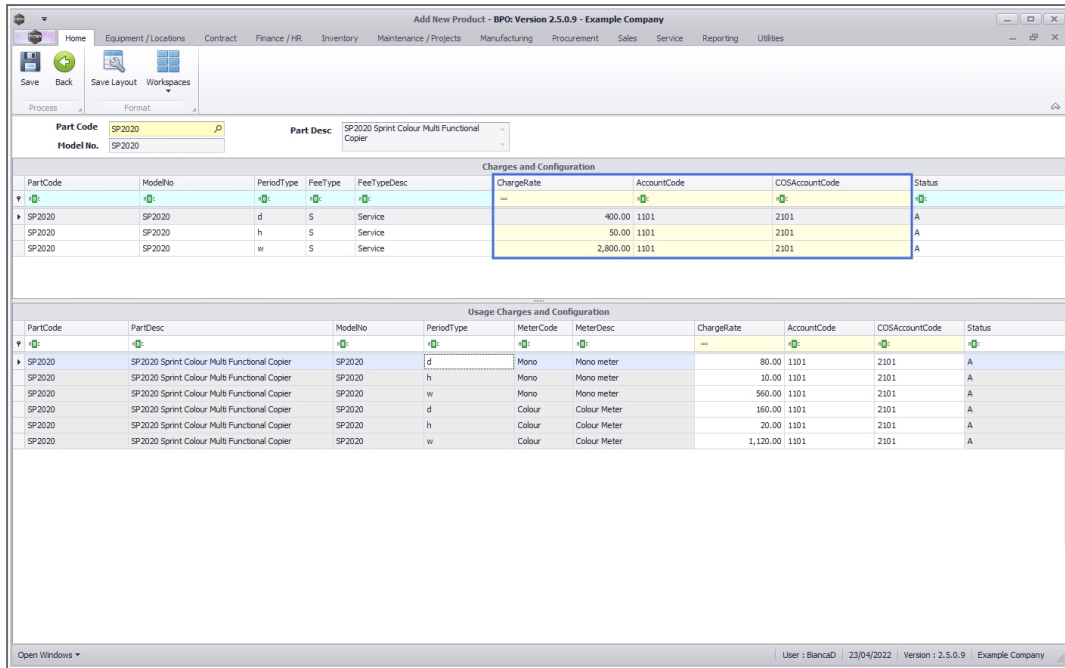
- The **Select a Part** pop up screen will appear.
- Click on the **row selector** in front of the **part code** that you wish to **add** as a short term product.
- Click on **Ok**.



- 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.



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.
 1. **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.
 3. **COS Account Code:** Either type in or use the directional arrows to select the correct COS Account Code for each meter and period type.

Add New Product - BPO: Version 2.5.0.9 - Example Company

Part Code: SP2020 Part Desc: SP2020 Sprint Colour Multi Functional Copier

Model No.: SP2020

Charges and Configuration									
PartCode	ModelNo	PeriodType	FeeType	FeeTypeDesc	ChargeRate	AccountCode	COSAccountCode	Status	
SP2020	SP2020	d	S	Service	400.00	1101	2101	A	
SP2020	SP2020	h	S	Service	50.00	1101	2101	A	
SP2020	SP2020	w	S	Service	2,800.00	1101	2101	A	

Usage Charges and Configuration									
PartCode	PartDesc	ModelNo	PeriodType	MeterCode	MeterDesc	ChargeRate	AccountCode	COSAccountCode	Status
SP2020	SP2020 Sprint Colour Multi Functional Copier	SP2020	d	Mono	Mono meter	80.00	1101	2101	A
SP2020	SP2020 Sprint Colour Multi Functional Copier	SP2020	h	Mono	Mono meter	10.00	1101	2101	A
SP2020	SP2020 Sprint Colour Multi Functional Copier	SP2020	w	Mono	Mono meter	560.00	1101	2101	A
SP2020	SP2020 Sprint Colour Multi Functional Copier	SP2020	d	Colour	Colour Meter	160.00	1101	2101	A
SP2020	SP2020 Sprint Colour Multi Functional Copier	SP2020	h	Colour	Colour Meter	20.00	1101	2101	A
SP2020	SP2020 Sprint Colour Multi Functional Copier	SP2020	w	Colour	Colour Meter	1,120.00	1101	2101	A

User: BlancaD | 23/04/2022 | Version: 2.5.0.9 | Example Company

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

Add New Product - BPO: Version 2.5.0.9 - Example Company

Part Code: SP2020 Part Desc: SP2020 Sprint Colour Multi Functional Copier

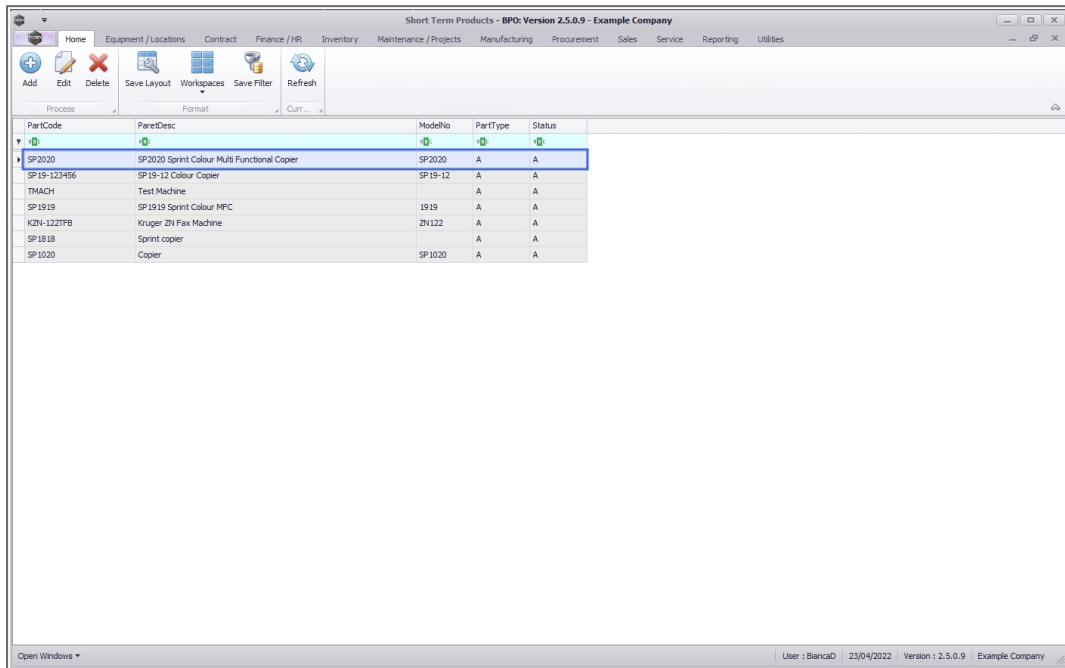
Model No.: SP2020

Charges and Configuration									
PartCode	ModelNo	PeriodType	FeeType	FeeTypeDesc	ChargeRate	AccountCode	COSAccountCode	Status	
SP2020	SP2020	d	S	Service	400.00	1101	2101	A	
SP2020	SP2020	h	S	Service	50.00	1101	2101	A	
SP2020	SP2020	w	S	Service	2,800.00	1101	2101	A	

Usage Charges and Configuration									
PartCode	PartDesc	ModelNo	PeriodType	MeterCode	MeterDesc	ChargeRate	AccountCode	COSAccountCode	Status
SP2020	SP2020 Sprint Colour Multi Functional Copier	SP2020	d	Mono	Mono meter	80.00	1101	2101	A
SP2020	SP2020 Sprint Colour Multi Functional Copier	SP2020	h	Mono	Mono meter	10.00	1101	2101	A
SP2020	SP2020 Sprint Colour Multi Functional Copier	SP2020	w	Mono	Mono meter	560.00	1101	2101	A
SP2020	SP2020 Sprint Colour Multi Functional Copier	SP2020	d	Colour	Colour Meter	160.00	1101	2101	A
SP2020	SP2020 Sprint Colour Multi Functional Copier	SP2020	h	Colour	Colour Meter	20.00	1101	2101	A
SP2020	SP2020 Sprint Colour Multi Functional Copier	SP2020	w	Colour	Colour Meter	1,120.00	1101	2101	A

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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.



PartCode	PartDesc	ModelNo	PartType	Status
SP2020	SP2020 Sprint Colour M/A Functional Copier	SP2020	A	A
SP19-123456	SP19-12 Colour Copier	SP19-12	A	A
TMACH	Test Machine		A	A
SP1919	SP1919 Sprint Colour MFC	1919	A	A
K2N-1227FB	Kruger ZN Fax Machine	ZN122	A	A
SP1818	Sprint copier		A	A
SP1020	Copier	SP1020	A	A

Related Topics

- [Short Term Contracts](#)

MNU.011.001

