

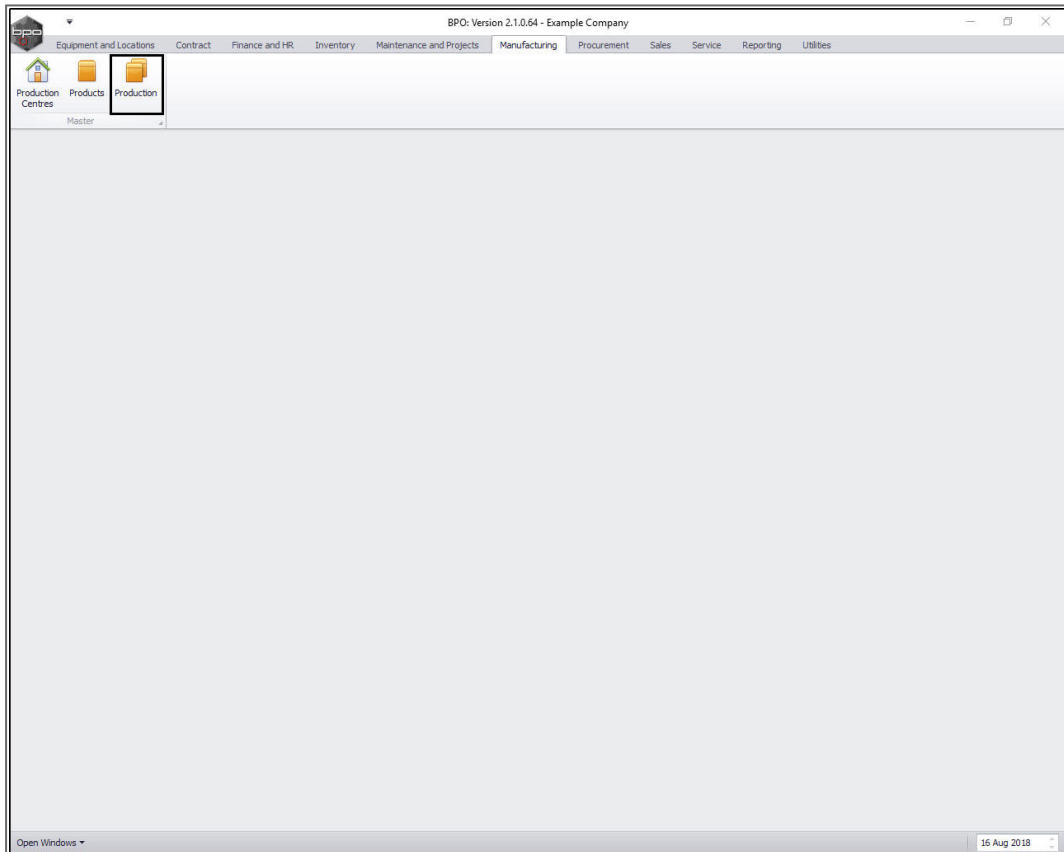
MANUFACTURING

PRODUCTION - ADD A THIRD PARTY SERVICE REQUEST

If you need a third party sub contractor to do work for you, then you can raise a **Third Party Service Request** from the **Production** listing screen.

From this Service Request, you can start a [Non-Stock Procurement](#) cycle, i.e. Raise a **Purchase Order** to the Supplier, a **Non-Stock Goods Received Note** and a **Supplier Invoice**.

Ribbon Access: *Manufacturing > Production*



The **Production** listing screen will display.

SELECT PRODUCTION RUN

- Click on the **expand** button in the **row** of the **production run** that you wish to add a sub-contract service request to.

The screenshot shows a software window titled "Production - BPO: Version 2.1.0.64 - Example Company". The window has a menu bar with options: Home, Equipment and Locations, Contract, Finance and HR, Inventory, Maintenance and Projects, Manufacturing, Procurement, Sales, Service, Reporting, Utilities. Below the menu bar is a toolbar with icons for Add, Edit, Delete, Close, View, Save Layout, Workspaces, Print, Export, Refresh, and Reports. The main area displays a table with the following columns: ProductionRef, PartCode, PartDesc, ProductionForeman, StartDate, StartTime, SchedEndDate, SchedEndTime, EndDate, EndTime, PlannedQty, CompletionComments, ActualQty, Status, and AmendDate. The table contains 27 rows of data, each representing a production run with various details like part codes, descriptions, foreman names, and dates.

ProductionRef	PartCode	PartDesc	ProductionForeman	StartDate	StartTime	SchedEndDate	SchedEndTime	EndDate	EndTime	PlannedQty	CompletionComments	ActualQty	Status	AmendDate
PROD00000074	A4ADB01	A4 Architects Dra...	Blanca Du Toit	13 Aug 2018	00:04:33	14 Aug 2018	00:04:33	01 Jan 1900	00:00:00	3		0	A	1900/01/01
PROD00000073	Az4DB	A4 Drawing Book	Tammy Du Toit	01 Apr 2018	09:00:00	01 Apr 2018	11:00:00	01 Jan 1900	00:00:00	2		2	A	1900/01/01
PROD00000072	Az4DB	A4 Drawing Book	Theo Peterson	12 Apr 2001	09:00:00	12 Apr 2018	11:00:00	01 Jan 1900	00:00:00	2		2	A	1900/01/01
PROD00000070	Az4DB	A4 Drawing Book	Abigail Mine	28 Nov 2017	13:38:10	29 Nov 2017	13:38:10	01 Jan 1900	00:00:00	2		2	A	1900/01/01
PROD00000069	Az4DB	A4 Drawing Book	Belinda Sharman	28 Nov 2017	12:16:29	29 Nov 2017	12:16:29	01 Jan 1900	00:00:00	1		1	A	1900/01/01
PROD00000052	DR11111	Drum	Judith Mudzengi	06 Apr 2017	10:51:25	07 Apr 2017	10:51:25	01 Jan 1900	00:00:00	2		2	A	1900/01/01
PROD00000051	ACR11111	Acer Copier	Judith Mudzengi	06 Apr 2017	10:48:23	07 Apr 2017	10:48:23	01 Jan 1900	00:00:00	2		2	A	1900/01/01
PROD00000050	ACR11111	Acer Copier	Judith Mudzengi	06 Apr 2017	10:28:28	07 Apr 2017	10:28:28	01 Jan 1900	00:00:00	2		2	A	1900/01/01
PROD00000049	ACR11111	Acer Copier	Judith Mudzengi	06 Apr 2017	09:40:54	07 Apr 2017	09:40:54	01 Jan 1900	00:00:00	2		2	A	1900/01/01
PROD00000047	Az4DB	A4 Drawing Book	Belinda Sharman	02 Mar 2017	11:56:52	03 Mar 2017	11:56:52	01 Jan 1900	00:00:00	2		2	A	1900/01/01
PROD00000046	Az4DB	A4 Drawing Book	Belinda Sharman	02 Mar 2017	11:45:56	03 Mar 2017	11:45:56	01 Jan 1900	00:00:00	1		1	A	1900/01/01
PROD00000045	ACR11111	Acer Copier	Belinda Sharman	02 Mar 2017	11:24:49	03 Mar 2017	11:24:49	01 Jan 1900	00:00:00	1		1	A	1900/01/01
PROD00000044	TMACH	Test Machine	Belinda Sharman	02 Mar 2017	11:03:15	03 Mar 2017	11:03:15	01 Jan 1900	00:00:00	1		1	A	1900/01/01
PROD00000043	DR11111	Drum	Belinda Sharman	01 Mar 2017	09:10:01	02 Mar 2017	09:10:01	01 Jan 1900	00:00:00	1		1	A	1900/01/01
PROD00000042	TMACH	Test Machine	Belinda Sharman	01 Mar 2017	08:44:47	02 Mar 2017	08:44:47	01 Jan 1900	00:00:00	1		1	A	1900/01/01
PROD00000041	ACR11111	Acer Copier	Judith Mudzengi	28 Feb 2017	22:06:07	01 Mar 2017	22:06:07	01 Jan 1900	00:00:00	1		1	A	1900/01/01
PROD00000040	ACR11111	Acer Copier	Judith Mudzengi	28 Feb 2017	21:44:35	01 Mar 2017	21:44:35	01 Jan 1900	00:00:00	2		2	A	1900/01/01
PROD00000039	Az4DB	A4 Drawing Book	Belinda Sharman	28 Feb 2017	18:49:38	01 Mar 2017	18:49:38	01 Jan 1900	00:00:00	2		2	A	2017/02/28
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PROD00000030	ACR11111	Acer Copier	Judith Mudzengi	28 Feb 2017	08:06:45	01 Mar 2017	08:06:45	01 Jan 1900	00:00:00	2		2	A	2017/02/28
PROD00000027	Az4DB	A4 Drawing Book	Blanca Du Toit	18 Feb 2016	14:51:10	19 Feb 2016	14:51:10	01 Jan 1900	00:00:00	1		0	A	1900/01/01

The **Production Work Orders** frame will be expanded.

SELECT WORK ORDER

- Right click** anywhere in the **row** of the **work order** that you wish to link the sub-contract service request to.
 - Note:** Remember or make note of, the selected work order number.

Production - SPO: Version 2.1.0.64 - Example Company

Home | Equipment and Locations | Contract | Finance and HR | Inventory | Maintenance and Projects | Manufacturing | Procurement | Sales | Service | Reporting | Utilities

Add | Edit | Delete | Close | View | Save Layout | Workspaces | Print | Export | Refresh | Reports

Maintenance | Format | View | Cur... | Re...

Drag a column header here to group by that column

ProductionRef	PartCode	PartDesc	ProductionForeman	StartDate	StartTime	SchedEndDate	SchedEndTime	EndDate	EndTime	PlannedQty	CompletionComments	ActualQty	Status	AmendDate
PROD00000074	A4ADB01	A4 Architects Dra...	Blanca Du Toit	13 Aug 2018	00:04:33	14 Aug 2018	00:04:33	01 Jan 1900	00:00:00	3		0	A	1900/01/01
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Production Work Orders

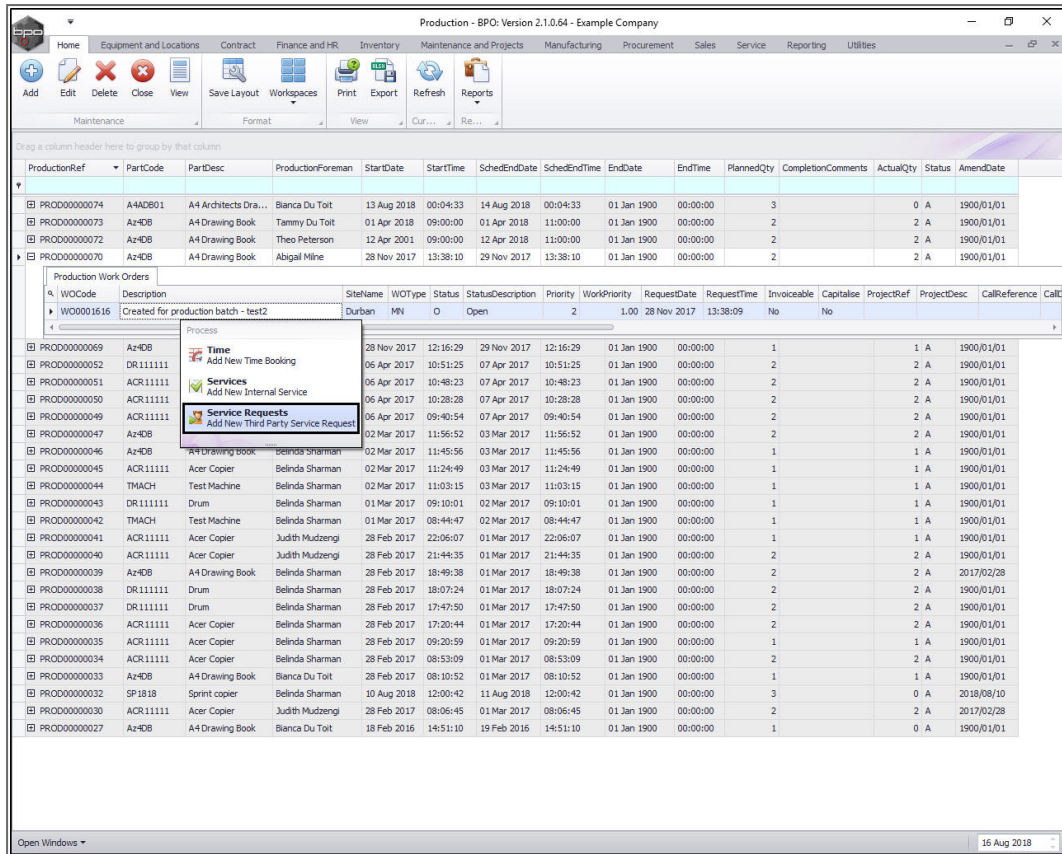
WOCode	Description	SiteName	WOType	Status	StatusDescription	Priority	WorkPriority	RequestDate	RequestTime	Invoiceable	Capitalise	ProjectRef	ProjectDesc	CallReference	CallD
W00001616	Created for production batch - test2	Durban	MN	O	Open	2	1.00	28 Nov 2017	13:38:09	No	No				
PROD00000069	Az4DB	A4 Drawing Book	Belinda Sharman	28 Nov 2017	12:16:29	29 Nov 2017	12:16:29	01 Jan 1900	00:00:00	1		1	A	1900/01/01	
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PROD00000040	ACR.111111	Acer Copier	Judith Mudzengi	28 Feb 2017	21:44:35	01 Mar 2017	21:44:35	01 Jan 1900	00:00:00	2		2	A	1900/01/01	
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Open Windows | 16 Aug 2018

- A **Process** menu will pop up.

ADD THIRD PARTY SERVICE REQUEST

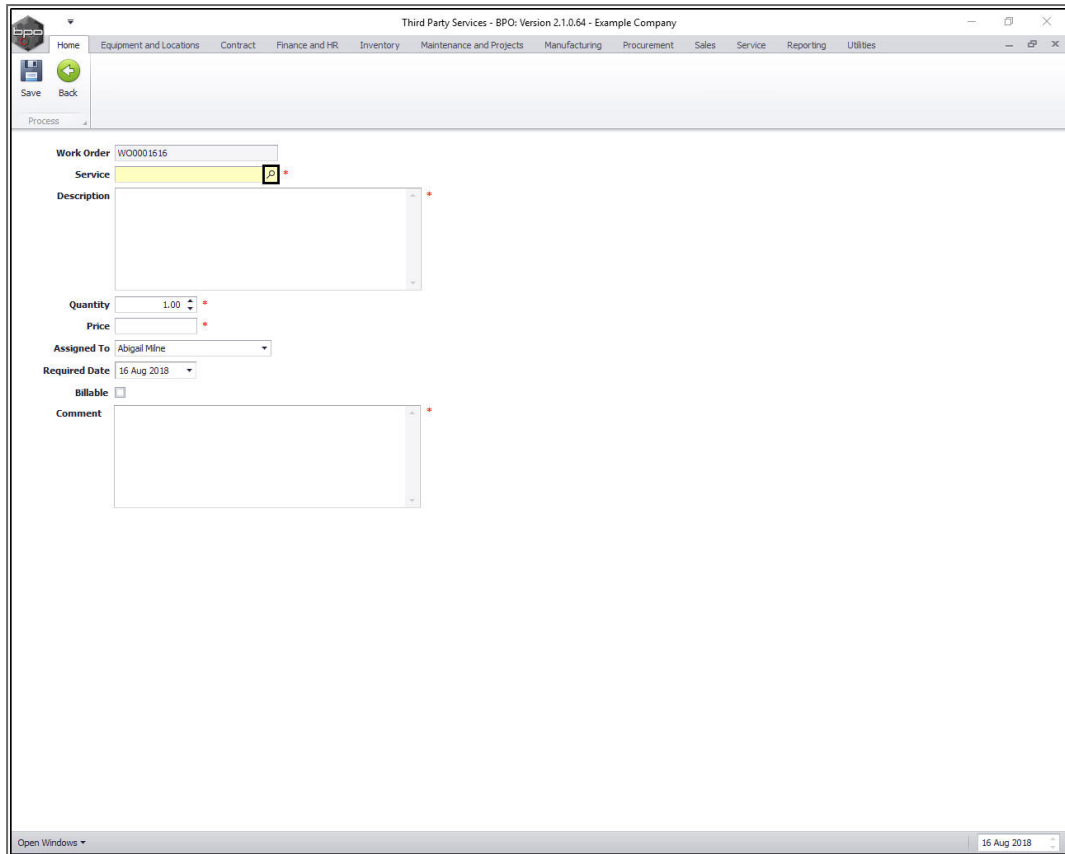
- Click on **Service Requests** - Add New Third Party Service Request.



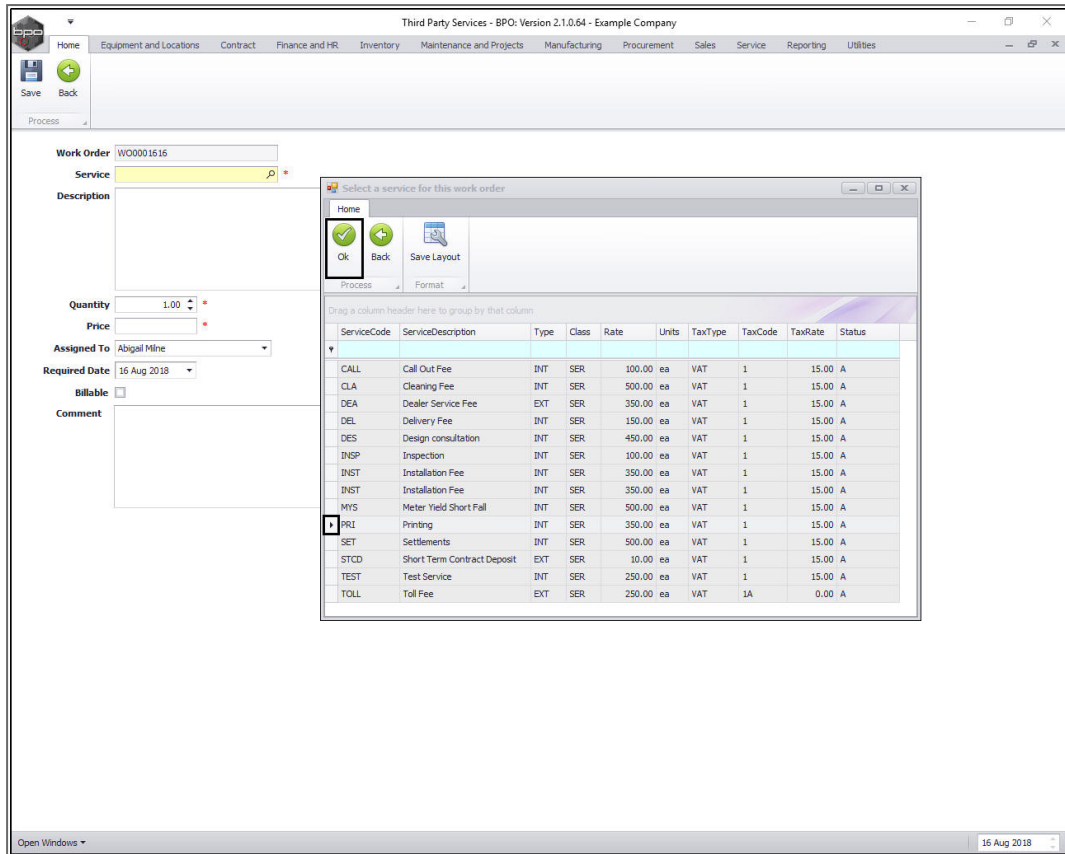
The **Third Party Services** screen will be displayed.

SEARCH FOR AND SELECT THE SERVICE

- The **Work Order** field will be auto populated with the previously selected work order number.
- Click on the **search** button in the **Service** field.



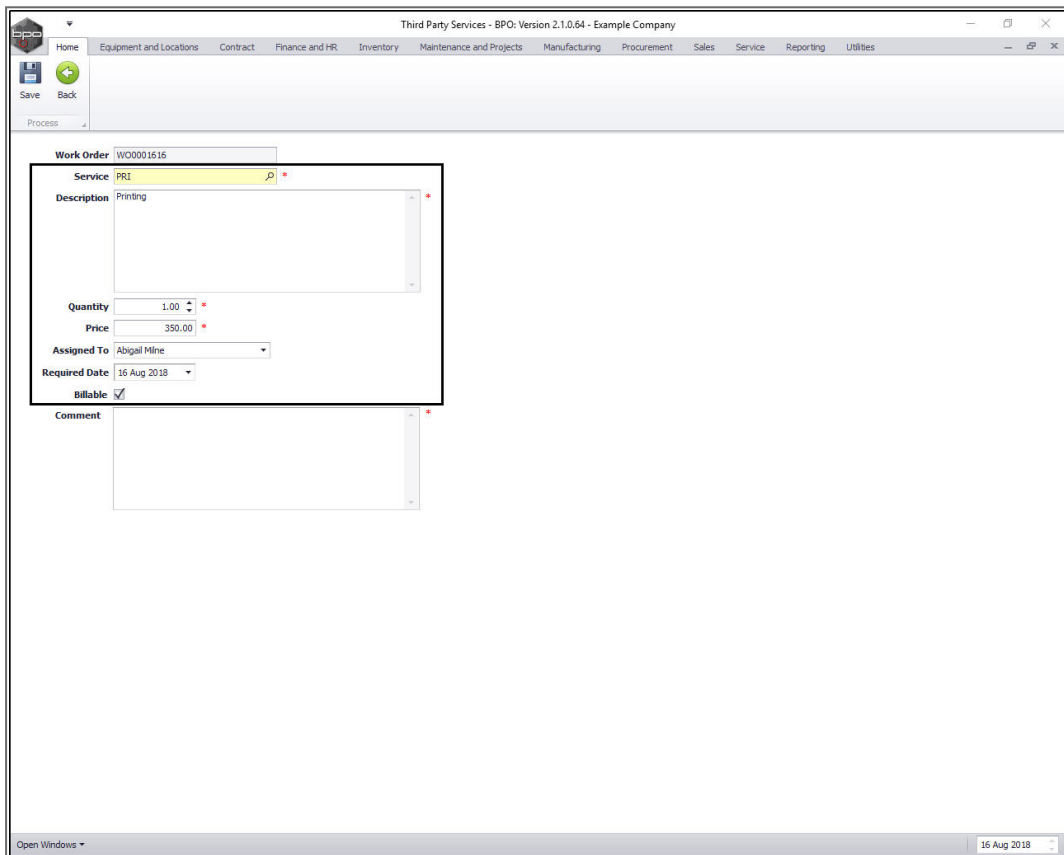
- The **Select a service for this work order** pop up screen will appear.
- Select the **row** of the **service** you wish to link to this work order.
- Click on **Ok**.



ADD SERVICE REQUEST DETAILS

- **Service:** This will now be populated with the service code selected in the previous step.
- **Description:** This will now be populated with the service description. Update this field with any additional relevant information for the Supplier, for example, serial number if applicable, as this detail will pull through to the Purchase Order.
- **Quantity:** This will auto populate with **1**. You can use the directional arrows to select an alternative quantity amount if required.
- **Price:** This will auto populate with the price of this service currently set up on the system. You can type in an alternative price if required.

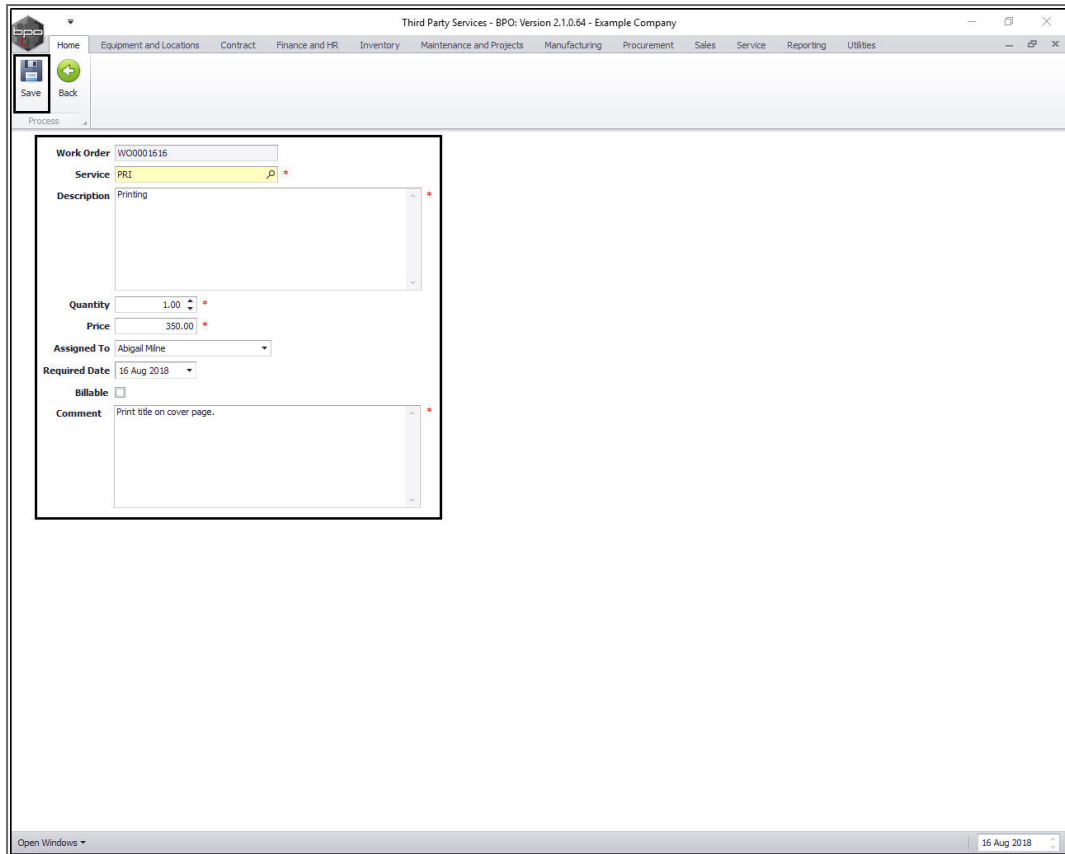
- **Assigned To:** This will auto populate with the person currently logged on to the system. You can click on the drop-down arrow and select an alternative employee if required.
- **Required Date:** This will auto populate with the current date. You can either type in or click on the drop-down arrow and use the calendar function to select an alternative date if required.
- **Billable:** This check box should be **unticked**.
- **Comment:** Type a relevant comment regarding this third party service request.



The screenshot displays the 'Third Party Services' software interface. The title bar reads 'Third Party Services - BPO: Version 2.1.0.64 - Example Company'. The main menu includes 'Home', 'Equipment and Locations', 'Contract', 'Finance and HR', 'Inventory', 'Maintenance and Projects', 'Manufacturing', 'Procurement', 'Sales', 'Service', 'Reporting', and 'Utilities'. A 'Process' dropdown is visible. The main form area shows a 'Work Order' for 'W00001616'. The 'Service' field is set to 'PRI'. The 'Description' field contains 'Printing'. The 'Quantity' is '1.00' and the 'Price' is '350.00'. The 'Assigned To' dropdown is set to 'Abigail Mine'. The 'Required Date' is '16 Aug 2018'. The 'Billable' checkbox is checked. A 'Comment' field is present at the bottom. The status bar at the bottom right shows '16 Aug 2018'.

SAVE LINKED SERVICE

- When you have finished adding details to the Third Party Service screen, click on **Save**.

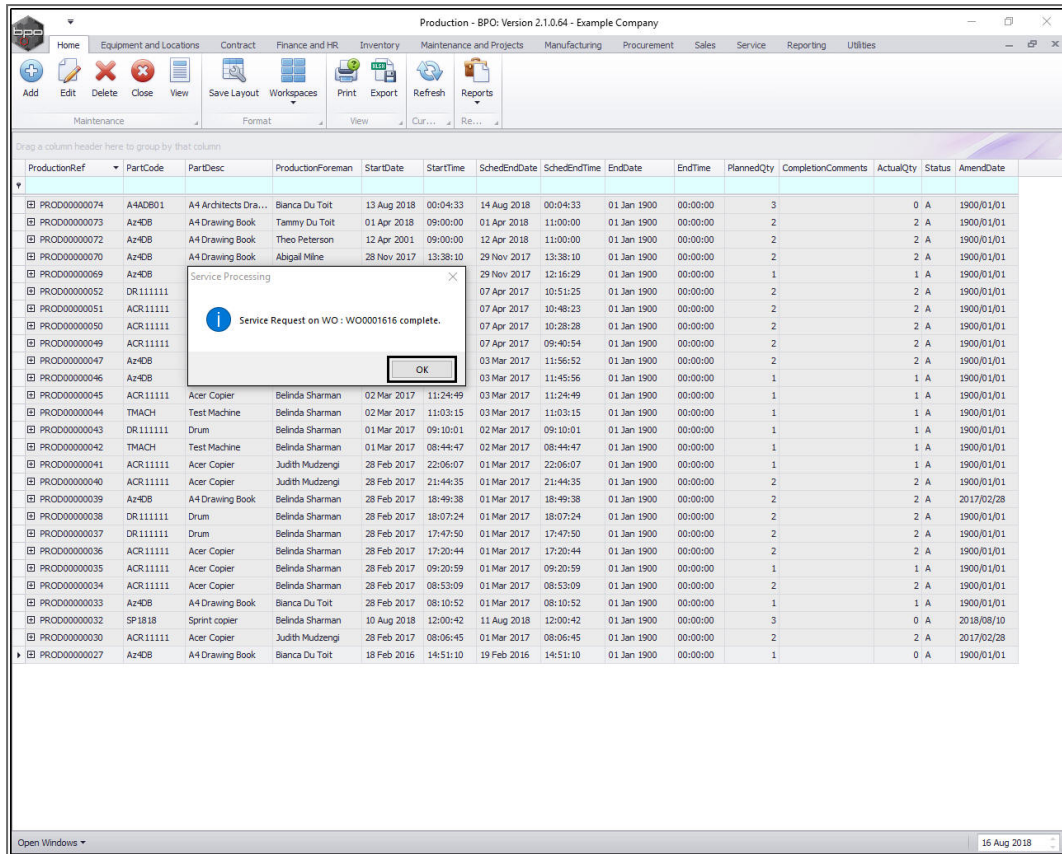


The screenshot shows a software window titled "Third Party Services - BPO: Version 2.1.0.64 - Example Company". The window has a menu bar with options: Home, Equipment and Locations, Contract, Finance and HR, Inventory, Maintenance and Projects, Manufacturing, Procurement, Sales, Service, Reporting, and Utilities. Below the menu bar are "Save" and "Back" buttons. The main area is titled "Process" and contains a form for a Work Order. The form fields are:

- Work Order: W00001616
- Service: PRE
- Description: Printing
- Quantity: 1.00
- Price: 350.00
- Assigned To: Abigail Milne
- Required Date: 16 Aug 2018
- Billable:
- Comment: Print title on cover page.

You will return to the **Production** listing screen.

- A **Service Processing** message box will pop up informing you that;
 - **Service Request on WO: [] complete.**
- Click on **OK**.



VIEW LINKED WORK ORDER

- Now you can view the work order with the linked third party service request in **2** different screens.

Either

IN THE WORK ORDER LISTING SCREEN

- Navigate to the **Work Order Listing** screen.

Ribbon Access: *Service > Work Orders*

Production - SPO: Version 2.1.0.64 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Tech Map Scheduling Current Tech Activity Technicians Availability Exceptions Calls Work Orders Service Requests WIP Work Management My Work Orders My Tickets All Open Tickets My Work

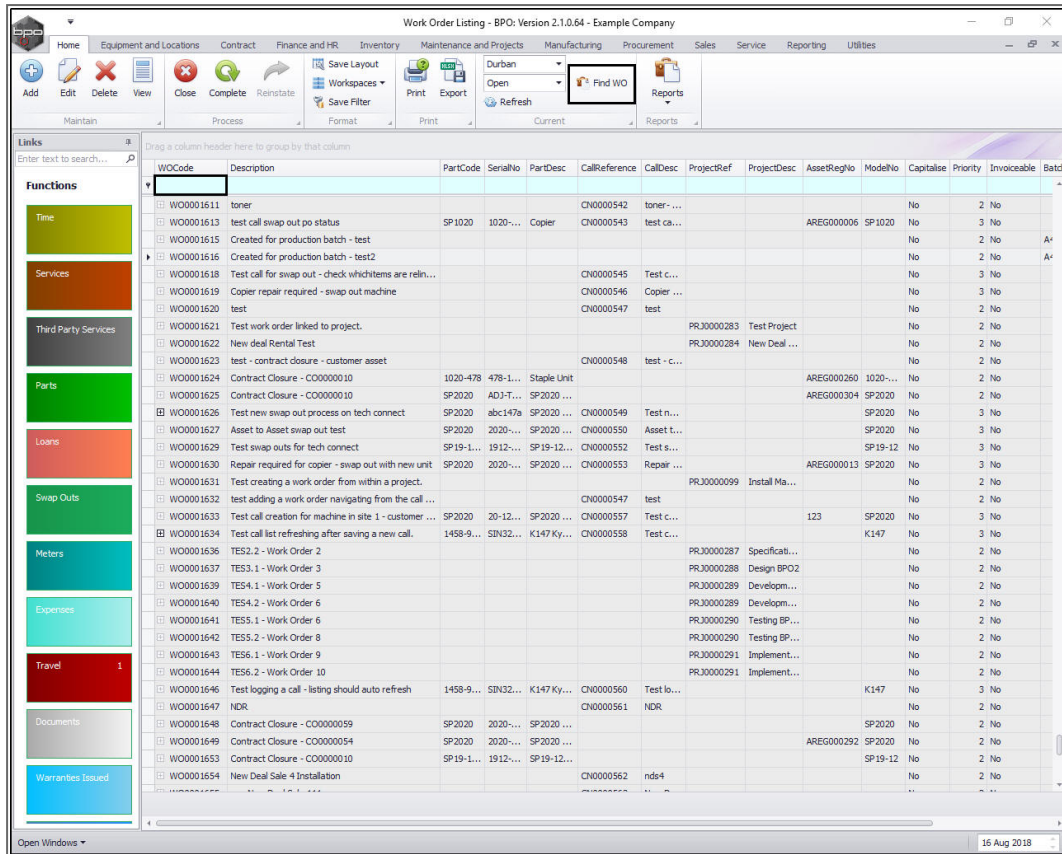
Technical Process Ticketing Open ...

Drag a column header here to group by that column

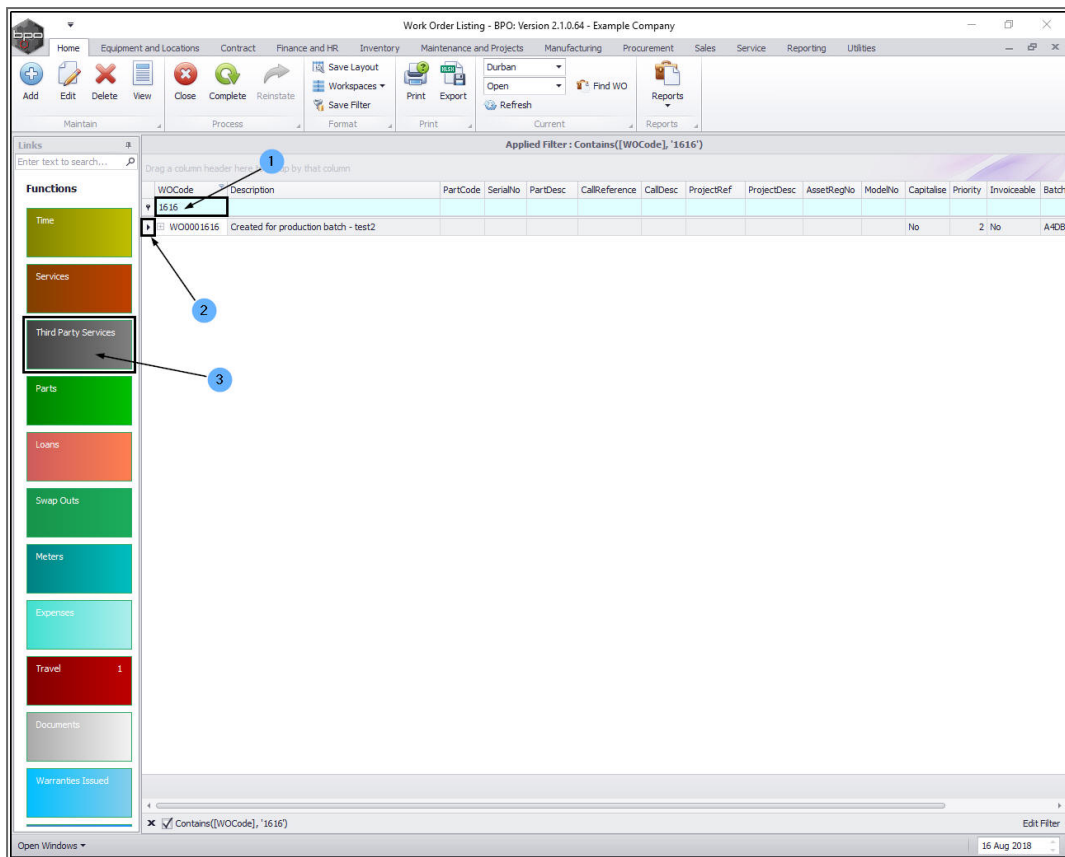
ProductionRef	PartCode	PartDesc	ProductionForeman	StartDate	StartTime	SchedEndDate	SchedEndTime	EndDate	EndTime	PlannedQty	CompletionComments	ActualQty	Status	AmendDate
PROD00000074	A4ADB01	A4 Architects Dra...	Blanca Du Toit	13 Aug 2018	00:04:33	14 Aug 2018	00:04:33	01 Jan 1900	00:00:00	3		0	A	1900/01/01
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PROD00000040	ACR.111111	Acer Copier	Judith Mudzengi	28 Feb 2017	21:44:35	01 Mar 2017	21:44:35	01 Jan 1900	00:00:00	2		2	A	1900/01/01
PROD00000039	Az4DB	A4 Drawing Book	Belinda Sharman	28 Feb 2017	18:49:38	01 Mar 2017	18:49:38	01 Jan 1900	00:00:00	2		2	A	2017/02/28
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Open Windows 15 Aug 2018

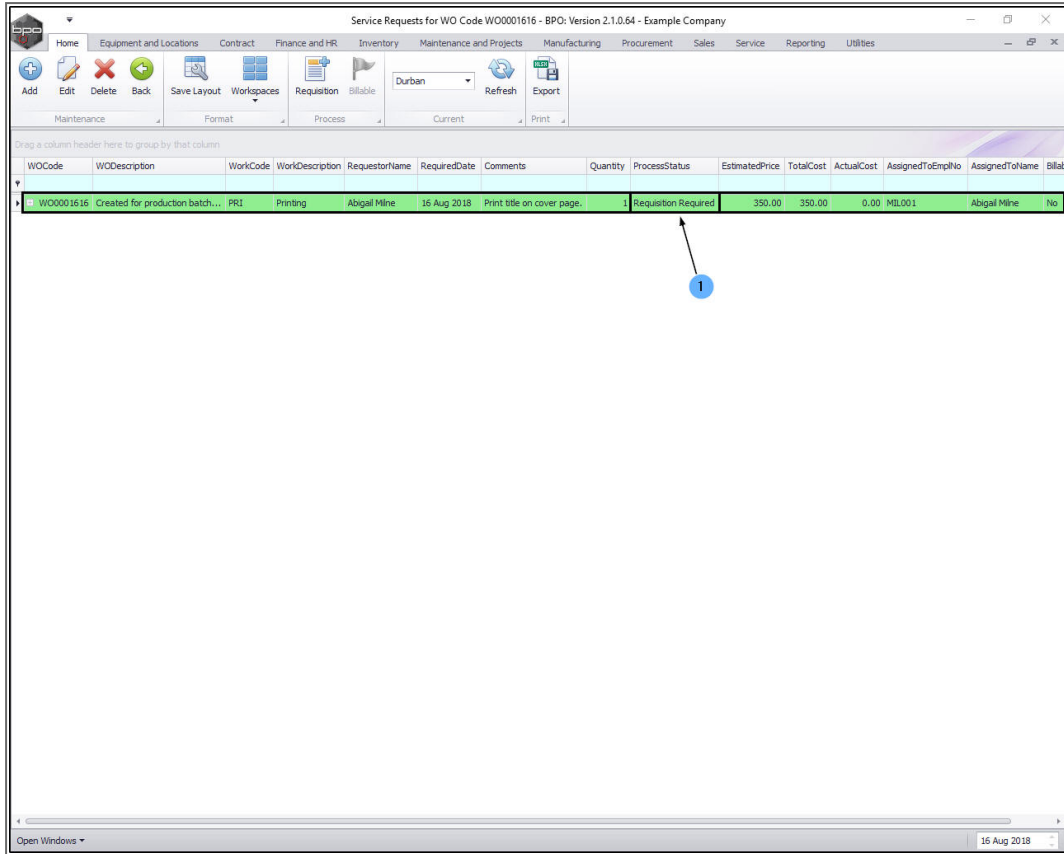
- In the **Work Order Listing** screen, either use the **Find WO** button or use the **Filter Row** in the **WO Code** column to find the work order.



1. In this image, the **filter row** has been used to find the work order.
2. Ensure that the **row selector** is in front of the work order (if your search brought up more than one work order).
3. Click on the **Third Party Services** tile.



- The **Service Requests for WO Code []** screen will be displayed.
- Here you can view the work order and the linked third party service request.
- You will note that the **Process Status** is **Requisition Required**. You will need to create a **service requisition** to complete this process.



Or

IN THE SERVICE REQUESTS LISTING SCREEN

- Navigate to the *Service Requests* listing screen.

Ribbon Access: *Service > Service Requests*

Production - SPO: Version 2.1.0.64 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Tech Map Scheduling Current Tech Activity Technicians Availability Exceptions Calls Work Orders **Service Requests** WIP Work Management My Work Orders My Tickets All Open Tickets My Work

Technical Process Ticketing Open ...

Drag a column header here to group by that column

ProductionRef	PartCode	PartDesc	ProductionForeman	StartDate	StartTime	SchedEndDate	SchedEndTime	EndDate	EndTime	PlannedQty	CompletionComments	ActualQty	Status	AmendDate
PROD00000074	A4ADB01	A4 Architects Dra...	Blanca Du Toit	13 Aug 2018	00:04:33	14 Aug 2018	00:04:33	01 Jan 1900	00:00:00	3		0	A	1900/01/01
PROD00000073	Az4DB	A4 Drawing Book	Tammy Du Toit	01 Apr 2018	09:00:00	01 Apr 2018	11:00:00	01 Jan 1900	00:00:00	2		2	A	1900/01/01
PROD00000072	Az4DB	A4 Drawing Book	Theo Peterson	12 Apr 2001	09:00:00	12 Apr 2018	11:00:00	01 Jan 1900	00:00:00	2		2	A	1900/01/01
PROD00000070	Az4DB	A4 Drawing Book	Abigail Mine	28 Nov 2017	13:38:10	29 Nov 2017	13:38:10	01 Jan 1900	00:00:00	2		2	A	1900/01/01
PROD00000069	Az4DB	A4 Drawing Book	Belinda Sharman	28 Nov 2017	12:16:29	29 Nov 2017	12:16:29	01 Jan 1900	00:00:00	1		1	A	1900/01/01
PROD00000052	DR.111111	Drum	Judith Mudzengi	06 Apr 2017	10:51:25	07 Apr 2017	10:51:25	01 Jan 1900	00:00:00	2		2	A	1900/01/01
PROD00000051	ACR.111111	Acer Copier	Judith Mudzengi	06 Apr 2017	10:48:23	07 Apr 2017	10:48:23	01 Jan 1900	00:00:00	2		2	A	1900/01/01
PROD00000050	ACR.111111	Acer Copier	Judith Mudzengi	06 Apr 2017	10:28:28	07 Apr 2017	10:28:28	01 Jan 1900	00:00:00	2		2	A	1900/01/01
PROD00000049	ACR.111111	Acer Copier	Judith Mudzengi	06 Apr 2017	09:40:54	07 Apr 2017	09:40:54	01 Jan 1900	00:00:00	2		2	A	1900/01/01
PROD00000047	Az4DB	A4 Drawing Book	Belinda Sharman	02 Mar 2017	11:56:52	03 Mar 2017	11:56:52	01 Jan 1900	00:00:00	2		2	A	1900/01/01
PROD00000046	Az4DB	A4 Drawing Book	Belinda Sharman	02 Mar 2017	11:45:56	03 Mar 2017	11:45:56	01 Jan 1900	00:00:00	1		1	A	1900/01/01
PROD00000045	ACR.111111	Acer Copier	Belinda Sharman	02 Mar 2017	11:24:49	03 Mar 2017	11:24:49	01 Jan 1900	00:00:00	1		1	A	1900/01/01
PROD00000044	TMACH	Test Machine	Belinda Sharman	02 Mar 2017	11:03:15	03 Mar 2017	11:03:15	01 Jan 1900	00:00:00	1		1	A	1900/01/01
PROD00000043	DR.111111	Drum	Belinda Sharman	01 Mar 2017	09:10:01	02 Mar 2017	09:10:01	01 Jan 1900	00:00:00	1		1	A	1900/01/01
PROD00000042	TMACH	Test Machine	Belinda Sharman	01 Mar 2017	08:44:47	02 Mar 2017	08:44:47	01 Jan 1900	00:00:00	1		1	A	1900/01/01
PROD00000041	ACR.111111	Acer Copier	Judith Mudzengi	28 Feb 2017	22:06:07	01 Mar 2017	22:06:07	01 Jan 1900	00:00:00	1		1	A	1900/01/01
PROD00000040	ACR.111111	Acer Copier	Judith Mudzengi	28 Feb 2017	21:44:35	01 Mar 2017	21:44:35	01 Jan 1900	00:00:00	2		2	A	1900/01/01
PROD00000039	Az4DB	A4 Drawing Book	Belinda Sharman	28 Feb 2017	18:49:38	01 Mar 2017	18:49:38	01 Jan 1900	00:00:00	2		2	A	2017/02/28
PROD00000038	DR.111111	Drum	Belinda Sharman	28 Feb 2017	18:07:24	01 Mar 2017	18:07:24	01 Jan 1900	00:00:00	2		2	A	1900/01/01
PROD00000037	DR.111111	Drum	Belinda Sharman	28 Feb 2017	17:47:50	01 Mar 2017	17:47:50	01 Jan 1900	00:00:00	2		2	A	1900/01/01
PROD00000036	ACR.111111	Acer Copier	Belinda Sharman	28 Feb 2017	17:20:44	01 Mar 2017	17:20:44	01 Jan 1900	00:00:00	2		2	A	1900/01/01
PROD00000035	ACR.111111	Acer Copier	Belinda Sharman	28 Feb 2017	09:20:59	01 Mar 2017	09:20:59	01 Jan 1900	00:00:00	1		1	A	1900/01/01
PROD00000034	ACR.111111	Acer Copier	Belinda Sharman	28 Feb 2017	08:53:09	01 Mar 2017	08:53:09	01 Jan 1900	00:00:00	2		2	A	1900/01/01
PROD00000033	Az4DB	A4 Drawing Book	Blanca Du Toit	28 Feb 2017	08:10:52	01 Mar 2017	08:10:52	01 Jan 1900	00:00:00	1		1	A	1900/01/01
PROD00000032	SP1818	Sprint copier	Belinda Sharman	10 Aug 2018	12:00:42	11 Aug 2018	12:00:42	01 Jan 1900	00:00:00	3		0	A	2018/08/10
PROD00000030	ACR.111111	Acer Copier	Judith Mudzengi	28 Feb 2017	08:06:45	01 Mar 2017	08:06:45	01 Jan 1900	00:00:00	2		2	A	2017/02/28
PROD00000027	Az4DB	A4 Drawing Book	Blanca Du Toit	18 Feb 2016	14:51:10	19 Feb 2016	14:51:10	01 Jan 1900	00:00:00	1		0	A	1900/01/01

Open Windows 15 Aug 2018

1. **Scroll down** or
2. use the **filter row** to find the work order.

Service Requests - BPO: Version 2.10.04 - Example Company

Home | Equipment and Locations | Contract | Finance and HR | Inventory | Maintenance and Projects | Manufacturing | Procurement | Sales | Service | Reporting | Utilities

Add | Edit | Delete | Back | Save Layout | Workspaces | Requisition | Billable | Durban | Refresh | Export

Maintenance | Process | Current | Print

Drag a column header here to group by that column

WOCCode	WOCDescription	WorkCode	WorkDescription	RequestorName	RequiredDate	Comments	Quantity	ProcessStatus	EstimatedPrice	TotalCost	ActualCost	AssignedToEmpNo	AssignedToName	Billable
WO0000118	BathRmMant ...	INSP	Inspection	Abigail Milne	05 Jul 2018	Site inspection required.	1	Requisition Required	100.00	100.00	0.00	MIL001	Abigail Milne	Yes
WO0000118	BathRmMant ...	DEL	Delivery Fee	Abigail Milne	05 Jul 2018	Deliver cleaning supplier to site.	1	Requisition Required	150.00	150.00	0.00	MIL001	Abigail Milne	Yes
WO0000499	SP1912_NDS_...	DEL	Delivery Fee	Bianca Du Toit	14 May 2015		1	Requisition Required	150.00	150.00	0.00	DUT001	Bianca Du Toit	Yes
WO0000500	SP1912_NDS_...	TRA	Employee Tra...	Bianca Du Toit	15 May 2015		1	Requisition Required	750.00	750.00	0.00	DUT001	Bianca Du Toit	Yes
WO0000806	test	DEA	Outsourced r...	Bianca Du Toit	29 Mar 2016		1	Requisition Required	100.00	100.00	0.00	DUT001	Bianca Du Toit	Yes
WO0000808	Test auto appl...	DEA	Outsourced r...	Bianca Du Toit	29 Mar 2016		1	Requisition Required	100.00	100.00	0.00	DUT001	Bianca Du Toit	Yes
WO0000855	SP240-1 - Mac...	DEL	Supplier Delv...	Bianca Du Toit	27 May 2016		1	Requisition Required	450.00	450.00	0.00	DUT001	Bianca Du Toit	Yes
WO0000885	test	CALL	Call Out Fee	Bianca Du Toit	25 Jul 2016		1	Requisition Required	250.00	250.00	0.00	DUT001	Bianca Du Toit	Yes
WO0000890	Tier - Commer...	INST	Installation Fee	Bianca Du Toit	12 Aug 2016		1	Requisition Required	350.00	350.00	0.00	DUT001	Bianca Du Toit	Yes
WO0000890	Tier - Commer...	CALL	Call Out Fee	Bianca Du Toit	12 Aug 2016		1	Requisition Required	250.00	250.00	0.00	DUT001	Bianca Du Toit	Yes
WO0000959	Machine repair...	CALL	Call Out Fee	Bianca Du Toit	15 Sep 2017		1	Requisition Required	100.00	100.00	0.00	DUT001	Bianca Du Toit	Yes
WO0000969	12345 - New ...	DEL	Delivery Fee	Bianca Du Toit	08 Nov 2016	Generated from sales order n...	1	Requisition Required	150.00	150.00	0.00	DUT001	Bianca Du Toit	Yes
WO0000984	BPOv2 test order	DEA	Dealer Servic...	Bianca Du Toit	02 Feb 2017	Generated from sales order n...	2	Requisition Required	350.00	350.00	0.00	DUT001	Bianca Du Toit	Yes
WO0000995	Service Requir...	INSP	Inspection	Judith Mudzengi	07 Feb 2017		1	Requisition Required	500.00	500.00	0.00	MUD001	Judith Mudzengi	Yes
WO0000995	Service Requir...	DEA	Dealer Servic...	Judith Mudzengi	07 Feb 2017		1	Requisition Required	1 000.00	1 000.00	0.00	MUD001	Judith Mudzengi	Yes
WO0000995	Service Requir...	DEL	Delivery Fee	Judith Mudzengi	07 Feb 2017		1	Requisition Required	300.00	300.00	0.00	MUD001	Judith Mudzengi	Yes
WO0001018	Services reque...	INSP	Inspection	Judith Mudzengi	08 Feb 2017		1	Requisition Required	100.00	100.00	0.00	MUD001	Judith Mudzengi	Yes
WO0001018	Services reque...	INST	Installation Fee	Judith Mudzengi	08 Feb 2017		2	Requisition Required	500.00	500.00	0.00	MUD001	Judith Mudzengi	No
WO0001021	Billable third p...	CALL	Call Out Fee	Judith Mudzengi	08 Feb 2017		1	Requisition Required	200.00	200.00	0.00	MUD001	Judith Mudzengi	Yes
WO0001038	Call Part Requ...	CLA	Cleaning Fee	Judith Mudzengi	15 Jun 2017		1	Requisition Required	500.00	500.00	0.00	MUD001	Judith Mudzengi	Yes
WO0001048	B call part req...	INST	Installation Fee	Bianca Du Toit	15 Feb 2017	Generated from sales order n...	1	Requisition Required	350.00	350.00	0.00	DUT001	Bianca Du Toit	No
WO0001056	Q70000105	DEL	Delivery Fee	Judith Mudzengi	17 Feb 2017	Generated from sales order n...	1	Requisition Required	150.00	150.00	0.00	MUD001	Judith Mudzengi	Yes
WO0001056	Q70000105	TRA	Employee Tra...	Judith Mudzengi	17 Feb 2017	Generated from sales order n...	1	Requisition Required	750.00	750.00	0.00	MUD001	Judith Mudzengi	Yes
WO0001061	3M5 - 3 Month...	DEL	Delivery Fee	Judith Mudzengi	24 Feb 2017		1	Requisition Required	100.00	100.00	0.00	DUT001	Bianca Du Toit	Yes
WO0001062	3M5 - 3 Month...	DEL	Delivery Fee	Judith Mudzengi	24 Feb 2017		1	Requisition Required	100.00	100.00	0.00	DUT001	Bianca Du Toit	Yes
WO0001064	3M5 - 3 Month...	DEL	Delivery Fee	Judith Mudzengi	24 Feb 2017		1	Requisition Required	100.00	100.00	0.00	DUT001	Bianca Du Toit	Yes
WO0001128	Created for pr...	DEL	Delivery Fee	Abigail Milne	16 Aug 2018	Deliver parts to production ce...	1	Requisition Required	150.00	150.00	0.00	MIL001	Abigail Milne	Yes
WO0001152	installation of ...	DEL	Delivery Fee	Judith Mudzengi	16 Mar 2017		1	Requisition Required	1 550.00	1 550.00	0.00	MUD001	Judith Mudzengi	Yes
WO0001152	installation of ...	DEA	Dealer Servic...	Judith Mudzengi	16 Mar 2017		1	Requisition Required	1 340.00	1 340.00	0.00	SHA001	Belinda Sharmen	Yes
WO0001152	installation of ...	TOLL	Toll Fee	Judith Mudzengi	16 Mar 2017		1	Requisition Required	12 347.00	12 347.00	0.00	SHA001	Belinda Sharmen	Yes
WO0001247	Third party ser...	DEL	Delivery Fee	Judith Mudzengi	04 Apr 2017		1	Requisition Required	150.00	150.00	0.00	MUD001	Judith Mudzengi	Yes
WO0001247	Third party ser...	TRA	Employee Tra...	Judith Mudzengi	04 Apr 2017		1	Requisition Required	1 500.00	1 500.00	0.00	MUD001	Judith Mudzengi	Yes
WO0001286	Project linked t...	DEA	Dealer Servic...	Judith Mudzengi	13 Apr 2017		1	Requisition Required	500.00	500.00	0.00	MUD001	Judith Mudzengi	Yes
WO0001307	test4	DEL	Delivery Fee	Judith Mudzengi	20 Apr 2017	Generated from sales order n...	1	Requisition Required	960.00	960.00	0.00	MUD001	Judith Mudzengi	No
WO0001309	SP1912_NDS_...	DEL	Delivery Fee	Bianca Du Toit	20 Apr 2017		1	Requisition Required	150.00	150.00	0.00	DUT001	Bianca Du Toit	Yes

Open Windows | 16 Aug 2018

1. In this image, the **filter row** has been used to find the work order.

Here you can view the work order and the linked third party service request.

2. You will note that the **Process Status** is **Requisition Required**. You will need to create a **service requisition** to complete this process.

Service Requests - BPO: Version 2.11.0.64 - Example Company

Applied Filter: Contains([WOCCode], '1616')

WOCCode	WODescription	WorkCode	WorkDescription	RequestorName	RequiredDate	Comments	Quantity	ProcessStatus	EstimatedPrice	TotalCost	ActualCost	AssignedTo...	AssignedToName	Billable
W00001616	Created for production batch...	PRI	Printing	Abigail Milne	16 Aug 2018	Print title on cover page.	1	Requisition Required	350.00	350.00	0.00	MTL001	Abigail Milne	No

MNU.051.009