

SALES

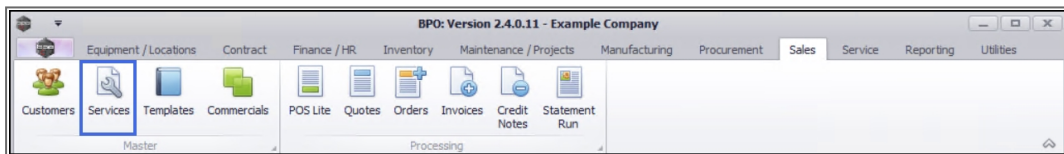
SERVICES – REQUESTS

A service request is raised for a Purchase Order or Purchase Requisition, where a Third Party Sub Contracting Service is required.

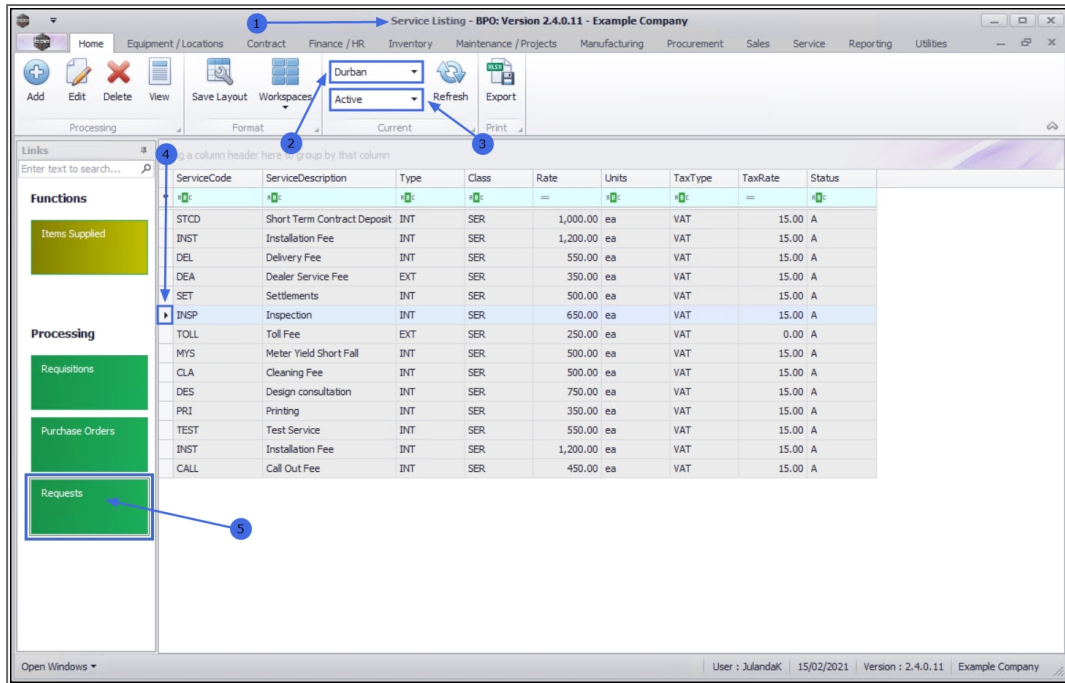
The Service Requests tile will list the Service Requests for a Service. **No modifications and/or additions can be made.**

To create a Service Request for a Purchase Order, click on the link to redirect to [Introduction to Service Requests](#).

Ribbon Access: *Sales > Services*



1. The **Service Listing** screen will be displayed.
2. Select the **Site** you wish to work in.
 - The example has **Durban** selected.
3. Select the **Status** of the Service Request.
 - The example has **Active** selected.
4. Click on the **row** of the **service** you wish to create a Request for.
5. Click on the **Requests** tile.



6. The **Service Requests for Service Code** [service code] will display.



Note that this is a view only screen and you will not be able to make any changes to the information on this screen.

7. A list of all the Service Requests linked to the Service is listed.
8. You can export the list to a Microsoft Excel Spread Sheet, by clicking on Export.
9. Click on **Back** to return to the **Service Listing** screen.

Service Requests for Service Code TOLL - BPO: Version 2.4.0.11 - Example Company

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

Edit Delete Back Save Layout Workspaces Requisition Durban Refresh Export Print

Drag a column header here to group by that column

| WCode | WODescription | SourceRef | SourceDesc | CustomerCode | CustomerName | DeptCode | DeptName | SourceType |
|-----------|--------------------------------|------------|--------------------------------|--------------|----------------------|----------|----------|------------|
| W00001152 | Installation of clients asset | CN0000422 | Installation of clients asset | HOP001 | Hope Works (Pty) Ltd | | | |
| W00002263 | 1234 - Test cbrt request or... | PRJ0000394 | 1234 - Test cbrt request or... | HOP001 | Hope Works (Pty) Ltd | | | |

Open Windows | User : JulandaK | 15/02/2021 | Version : 2.4.0.11 | Example Company

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