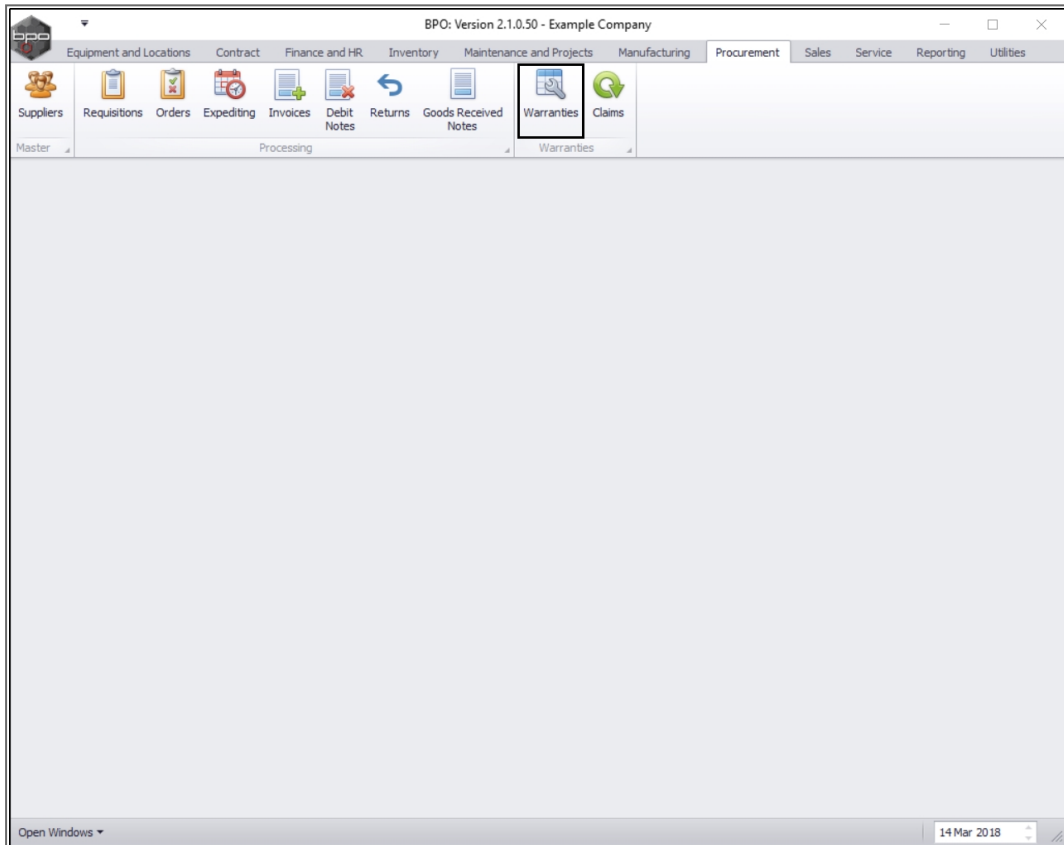


## PROCUREMENT

### ADD WARRANTY DEFINITION

You can add any warranty that is placed on an item that you have received from a supplier, and link that warranty to the item. Follow the process below to add a new **warranty definition** to the system.

**Ribbon Access:** *Procurement > Warranties*



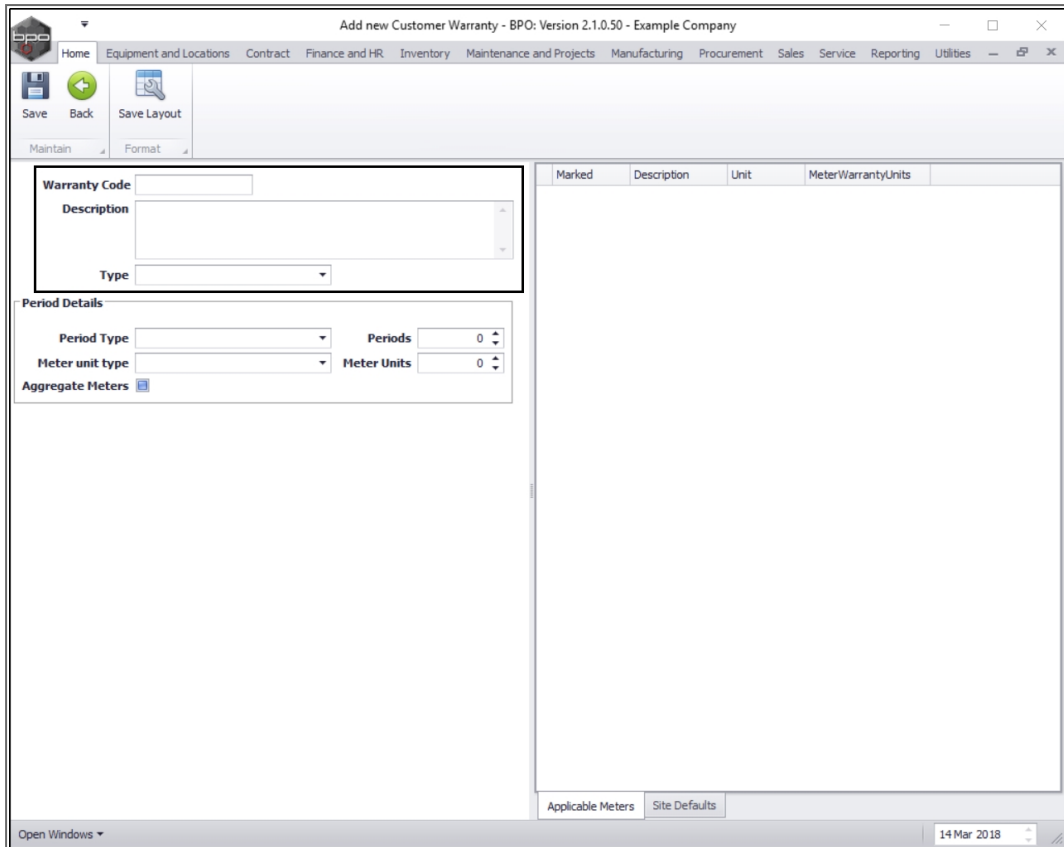
The **Warranties** listing screen will be displayed.

- Click on **Add**.

| WarrantyCode | Description                         | TypeDesc          | WarrantyPeriod | PeriodTypeDesc | MeterUnits | UnitTypeDesc | MetersAggregated | Status |
|--------------|-------------------------------------|-------------------|----------------|----------------|------------|--------------|------------------|--------|
| 24MSW        | 24 Month Supplier Warranty          | Supplier Warranty | 24 Months      |                | 10000      | Copies made  | No               | A      |
| 12MSW        | 12 Month Supplier Warranty          | Supplier Warranty | 12 Months      |                | 50000      | Copies made  | No               | A      |
| 1YSW         | 1 Year Supplier Warranty            | Supplier Warranty | 1 Years        |                | 56000      | Copies made  | Yes              | A      |
| 3MSW         | 3 Months Service Warranty           | Supplier Warranty | 6 Months       |                | 50000      | Copies made  | No               | A      |
| wct          | warranty code test                  | Supplier Warranty | 500 Months     |                | 0          |              | No               | A      |
| RET3         | Retest                              | Supplier Warranty | 1 Years        |                | 10000      |              | Yes              | A      |
| TES          | Testing                             | Supplier Warranty | 2 Months       |                | 5000       | Copies made  | No               | A      |
| TES1         | TEST                                | Supplier Warranty | 6 Months       |                | 0          |              | No               | A      |
| F1YW         | Full 1 Yr Warranty - Unit and Pa... | Supplier Warranty | 1 Years        |                | 50000      | Copies made  | No               | A      |

## WARRANTY DETAILS

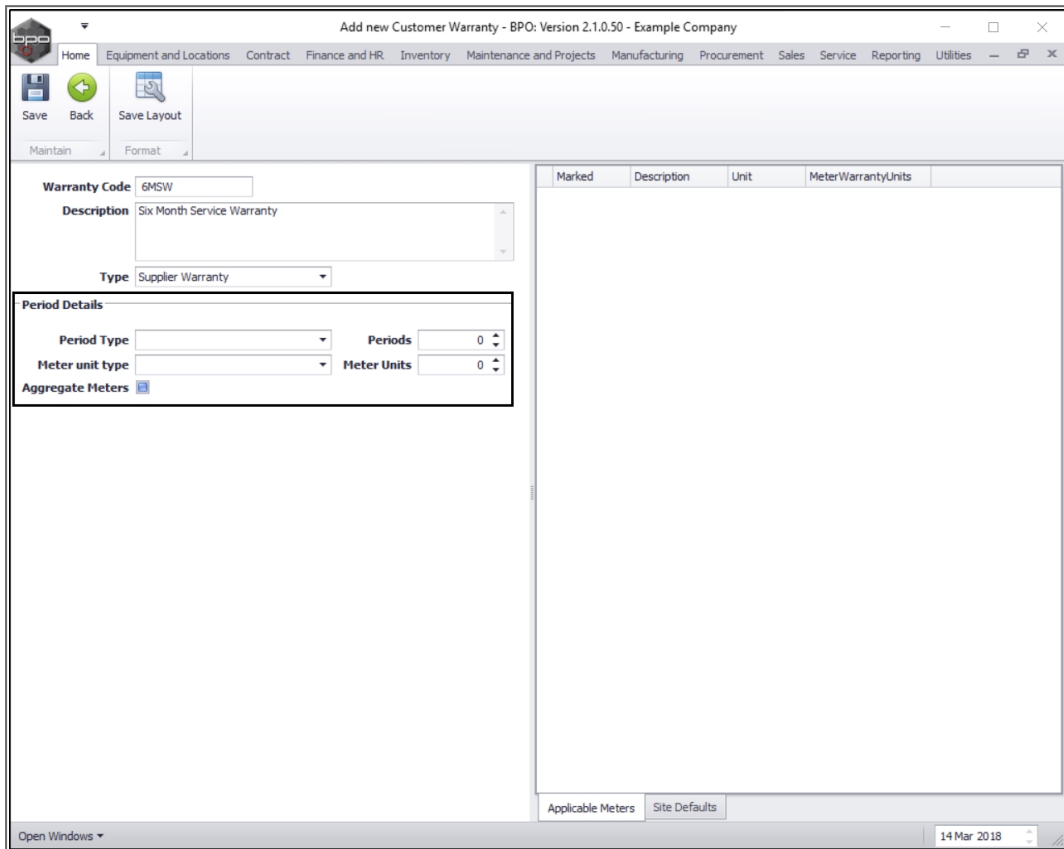
- **Warranty Code:** Type in the warranty code.
- **Description:** Type in a text description for this warranty code.
- **Type:** Click on the drop-down arrow and select from the menu, the type of warranty this will be.



## WARRANTY PERIOD DETAILS

- **Period Type:** Click on the drop-down arrow and select the period type from the menu.
- **Period:** Type in or use the directional arrows to select the period corresponding to the Period Type.
  - **Note:** If Meters are not required to be linked to this warranty - move on to the **Site Defaults** frame at this point.
- **Meter Unit Type:** Click on the drop-down arrow and select the Meter Unit Type
- **Meter Units** Type in or use the arrow indicators to select the total Meter Units valid for this warranty.

- **Aggregate Meters** Click on this check box if you wish to combine meter units for all meters on the asset to check warranty validity.



## LINK APPLICABLE METERS

If you selected **Meter Unit Types** in the previous step the **Applicable Meters** frame will populate with a list of the meters that can be linked to this warranty.

- **Marked:** Click on this check box in the row of the meter that you wish to associate with this warranty.
- **Meter Warranty Units:** In the row of the linked meter(s), type in an individual meter unit valid for this warranty.

| Marked                   | Description  | Unit   | MeterWarrantyUnits |
|--------------------------|--------------|--------|--------------------|
| <input type="checkbox"/> | Mono meter   | Copies | 0                  |
| <input type="checkbox"/> | Colour Meter | Copies | 0                  |
| <input type="checkbox"/> | Mono A3      | Copies | 0                  |
| <input type="checkbox"/> | Colour A3    | Copies | 0                  |
| <input type="checkbox"/> | Clear A3     | Copies | 0                  |

## LINK WARRANTY SITE DEFAULTS

- When you have finished linking the required meter(s), click on the **Site Defaults** tab.

Add new Customer Warranty - BPO: Version 2.1.0.50 - Example Company

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

Save | Back | Save Layout

Maintain | Format

Warranty Code: 6MSW

Description: Six Month Supplier Warranty

Type: Supplier Warranty

Period Details

Period Type: Months | Periods: 6

Meter unit type: Copies made | Meter Units: 5000

Aggregate Meters:

| Marked                              | Description  | Unit   | MeterWarrantyUnits |
|-------------------------------------|--------------|--------|--------------------|
| <input checked="" type="checkbox"/> | Mono meter   | Copies | 3000               |
| <input checked="" type="checkbox"/> | Colour Meter | Copies | 2000               |
| <input type="checkbox"/>            | Clear A3     | Copies | 0                  |
| <input type="checkbox"/>            | Colour A3    | Copies | 0                  |
| <input type="checkbox"/>            | Mono A3      | Copies | 0                  |

Applicable Meters | Site Defaults

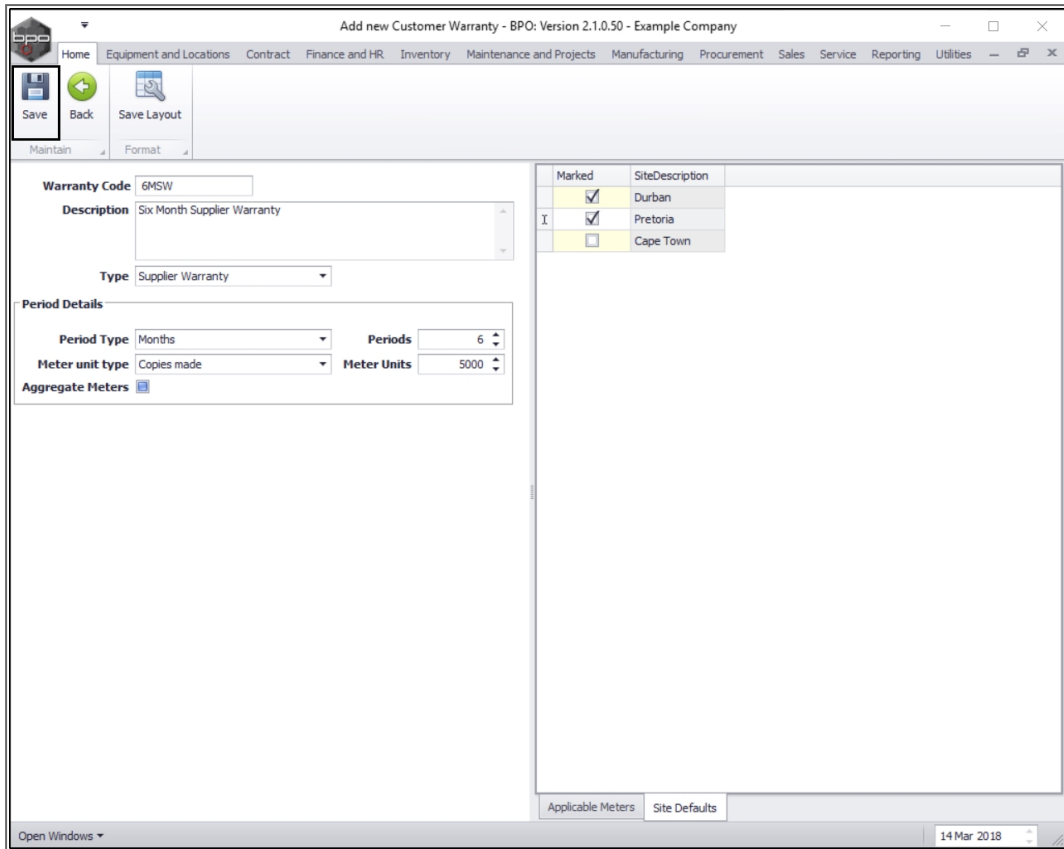
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- **Marked:** Click in the check box in front of the site(s) that must be included for this warranty type.

| Marked                   | SiteDescription |
|--------------------------|-----------------|
| <input type="checkbox"/> | Durban          |
| <input type="checkbox"/> | Pretoria        |
| <input type="checkbox"/> | Cape Town       |

## SAVE WARRANTY DEFINITION

- When you have finished adding the new warranty details, click on **Save**.



| Marked                              | SiteDescription |
|-------------------------------------|-----------------|
| <input checked="" type="checkbox"/> | Durban          |
| <input checked="" type="checkbox"/> | Pretoria        |
| <input type="checkbox"/>            | Cape Town       |

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

## VIEW WARRANTY DEFINITION

- Here you can view the newly created warranty.



Warranties - BPO: Version 2.1.0.50 - Example Company

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

Add | Edit | View | Save Layout | Workspaces | Active | Refresh

Links: Enter text to search...

Functions: Linked Items, Warranty Claims

| WarrantyCode | Description                    | TypeDesc          | WarrantyPeriod | PeriodTypeDesc | MeterUnits | UnitTypeDesc | MetersAggregated | Status |
|--------------|--------------------------------|-------------------|----------------|----------------|------------|--------------|------------------|--------|
| 24MSW        | 24 Month Supplier Warranty     | Supplier Warranty | 24 Months      |                | 10000      | Copies made  | No               | A      |
| 12MSW        | 12 Month Supplier Warranty     | Supplier Warranty | 12 Months      |                | 50000      | Copies made  | No               | A      |
| 1YSW         | 1 Year Supplier Warranty       | Supplier Warranty | 1 Years        |                | 56000      | Copies made  | Yes              | A      |
| 3MSW         | 3 Months Service Warranty      | Supplier Warranty | 6 Months       |                | 50000      | Copies made  | No               | A      |
| wct          | warranty code test             | Supplier Warranty | 500 Months     |                | 0          |              | No               | A      |
| RET3         | Retest                         | Supplier Warranty | 1 Years        |                | 10000      |              | Yes              | A      |
| TES          | Testing                        | Supplier Warranty | 2 Months       |                | 5000       | Copies made  | No               | A      |
| TES1         | TEST                           | Supplier Warranty | 6 Months       |                | 0          |              | No               | A      |
| F1YW         | Full 1 Yr Warranty - Unit a... | Supplier Warranty | 1 Years        |                | 50000      | Copies made  | No               | A      |
| 6MSW         | Six Month Supplier Warranty    | Supplier Warranty | 6 Months       |                | 5000       | Copies made  | No               | A      |

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