

CONTRACT

CONTRACTS - APPROVE A CONTRACT

A new contract will need to first be **Released** and then **Approved** before it will become **Active**.

However, after a contract has been **Approved**, it could be moved back to the **Released** status due to contract amendments, so that the changes can be reviewed and then it will need to be **Approved** again.

A notification email will be sent to users who have the rights to authorise contracts.

These are the types of changes that will trigger the contract being *returned* to the *Released* status:

- any changes to the *Contract Type*, the *Customer* or the *Aggregate Billing flag*.
- if any contract **item** is added or removed
- if any contract item **fee** is added or removed.
- any changes to the **Billing Customer** on a fee or meter.
- any changes to the following **Contract Item Fee** details:
 - Amount, Start Date, End Date, Escalation %, Account Code, COS Account Code, Invoice Description, Billing Period, Billing Cycle, Finance Party, and Finance Amount.

Ribbon Access: Contract > Contracts





The *Contract Listing* screen will display.

- Select the *Site* that you wish to work in.
 - In this image *Durban* has been selected.



Home Equipme Add Edit Delete Processing Initial	ent and L	ocations Co Save Works Save Save	ntract Finance Layout H spaces • 👸 Filter 🗎	and HR Invento Hold 💰 Rele Suspend 💰 Ren	ry Maintenance and use For Approval	Projects	Manufacturir Durban	ng Procur	ement Sales	Service	Reporting Ut	lites - ó	e) 10
Add Edt Delete	Vev	C Save	Layout 🧃 spaces • 🤴 Filter	Hold 💰 Rele Suspend 🚜 Rem	ase For Approval	0	Durban						e x
inki		(4) COUNT	AL .	Release 🏴 App Status	rove Contract in Processing	Close Contract	ID 0 1 2	A Name Al Sites Durban Pretoria	Bed Carial Me	Print •	Export R	eports tor. a	
	8												
nter text to search	ρ.	Contractilo	CustomerCode	CustomerName	CustomerDeptName	ContractTy	x			iertio	StartDate	EndDate	Dep
Tunctions -		C0000006	OFF001	Office Supples		CPC	Cost P	е Сору	Hildrest	1234	22 Apr 2014	22 Apr 2019	Sale
Notes		C0000007	OFF001	Office Supples		CPC	Cost P	er Copy	Forest Hills		07 Jan 2014	07 Jan 2019	Sale
		C0000011	WE5001	Westwood Dyn		CPC	Cost P	er Copy	Main	Contra	09 May 2014	09 May 2019	Sale
		C00000013	TIA001	Titan Group		CPC	Cost P	er Copy	South Ridn		16 May 2014	16 May 2019	Sale
Documents		C0000014	TIA001	Titan Group		CPC	Cost P	er Copy	Main		16 May 2014	16 May 2019	Sale
		C0000016	TIA001	Titan Group		CPC	Cost P	er Copy	Main		13 Jun 2014	13 Jun 2019	Sale
		C00000019	OFF001	Office Supplies		OPC	Cost P	er Copy	Main		28 33 2014	28 Jul 2019	Sale
Hold History		C0000020	HOP001	Hope Works	Technical	CPC	Cost P	er Copy	Main		01.Jan 2011	31 Jan 2016	Sale
		C0000028	HAC001	Hack PC - IT Shop		CPC	Cost P	er Copy	Main		29 Jun 2015	29 Jun 2020	Sale
		PC0000001	DAN002	Dancing Shoes		PRE	Prepak	Contract	Kloof	test	23 Mar 2016	23 Mar 2021	Sale
Surveyed History		C0000031	YES001	Young Electric	Sales Department	CPC	Cost P	er Copy	Hildrest		24 Mar 2016	24 Mar 2021	Sale
		C00000041	PAN001	Panda Copiers		CPC	Cost P	er Copy	Main		05 Jul 2016	05 Jul 2021	Sale
		C00000042	HOP001	Hope Works	Technical	OPC	Cost P	er Copy	Main		07 Sep 2016	07 Sep 2021	Ted
		C0000043	HOP001	Hope Works	Technical	CPC	Cost P	er Copy	Durban Area		01 Aug 2016	07 Sep 2021	Sale
		C00000044	8010001	Bothas Networ		PRE	Prepak	Contract	Durban Area		25 Oct 2016	25 Oct 2021	Ted
2 12		C00000047	HOP001	Hope Works	Technical	CPC	Cost P	er Copy	Kloof		16 May 2017	16 May 2022	Ted

• Upon opening, this screen will default to the *Active* status, listing all the *Active* contracts for the selected site.



• Click on the *drop-down arrow* in the *Status* field and select the *Released* status.

•			Contract Lis	iting - BPO: Version i	2.1.0.43 · Ex	ample Compar	iy			ŝ	- 0	Х
Home Equipment	and Locations C	ontract Finance	and HR Inventor	ry Maintenance and	Projects	Manufacturing	Progrement	Sales	Service	Reporting U	sibes - i	9 X
Add Edit Delete	Vew Composite Co	Layout 👘 spaces • 👸 Filter	Hold & Rele Suspend & Ren Release Pr Acco Status	isse For Approval Iove From Approval Iove Contract Processing	Cose Contract	Durban Active Status A N Ne	Find S StatusDesc	ierial No.	Print	Export P	eports	
inles a	Crace a cilum 1	ender here til gr				A AC	leased				1	
iter text to search /	Contractivo	CustomerCode	CustomerName	CustomerDeptName	ContractTy	H HO X De C OX	ld leted xxed		ertio	StartDate	EndDate	Dep
Negative sector	+ CO0000006	OFF001	Office Supples		CPC	×	spena		4	22 Apr 2014	22 Apr 2019	Sale
Notes	C0000007	OFF001	Office Supplies		090	Cost Per C	opy Forest	Hils		07 Jan 2014	07 Jan 2019	Sale
	C00000011	WE5001	Westwood Dyn		090	Cost Per C	lopy Main	1	Contra	09 May 2014	09 May 2019	Sale
	C0000013	TIA001	Titan Group		CPC	Cost Per C	Copy South I	tidn		16 May 2014	16 May 2019	Sale
Documents	C00000014	TIA001	Titan Group		CPC	Cost Per C	opy Main			16 May 2014	16 May 2019	Sale
	C00000016	TIA001	Titan Group		0%	Cost Per C	lopy Main			13 Jun 2014	13 Jun 2019	Sale
	C0000019	OFF001	Office Supples		090	Cost Per C	lopy Main			28 JJ 2014	28 34 2019	Sale
Hold History	C0000020	HOP001	Hope Works	Technical	CPC	Cost Per C	lopy Main			01 Jan 2011	31 Jan 2016	Sale
	C0000028	HAC001	Hack PC - IT Shop		0%	Cost Per C	opy Main			29 Jun 2015	29 Jun 2020	Sale
	PC0000001	DA11002	Dancing Shoes		PRE	Prepaid Co	intract. Kloof		test	23 Mar 2016	23 Mar 2021	Sale
Surpend History	C0000031	YE5001	Young Electric	Sales Department	CPC	Cost Per C	lopy Hilares	ti		24 Mar 2016	24 Mar 2021	Sale
	C00000041	PAN001	Panda Copiers		CPC	Cost Per C	lopy Main			05 31 2016	05 34 2021	Sal
	C00000042	HOP001	Hope Works	Technical	CPC	Cost Per C	lopy Main			07 Sep 2016	07 Sep 2021	Tec
	C00000043	HOP001	Hope Works	Technical	CPC	Cost Per C	lopy Durban	Area		01 Aug 2016	07 Sep 2021	Sale
	C0000044	8070001	Bothas Networ		PRE	Prepaid Co	intract Durban	Area		25 Oct 2016	25 Oct 2021	Tec
Processing	C00000047	HOP001	Hope Works	Technical	CPC	Cost Per C	lopy Kloof			16 May 2017	16 May 2022	Tec
Invoces Credit Notes												



SELECT THE CONTRACT

• Select the *row* of the contract that you wish to *approve*.

APPROVE CONTRACT

• Click on *Approve Contract*.

Help v2.5.0.14 - Pg 5 - Printed: 25/06/2024



	۲					Contract I	isting - BPO: Version	2.1.0.43 - Exan	nple Company				- 0	X
W	Home	Equipmer	itandlo	cations Co	ntract Financ	e and HR Invent	ory Maintenance and	Projects Ma	nufacturing Procur	ement Sales	Service	Reporting U	tites - d	9: X
Add	Contraction of the second seco	X Delete	View	Save Works	Layout Aller spaces • Aller Filter Aller	Hold 🕹 Re Sutpend 💰 Re Release 隆 As	lease For Approval move From Approval prove Contract	Cose Contract	urban • eleased • Refresh	🖥 Find Serial N	o. Print	Export R	eports	
	Proce	ssing		Form	it a	Statu	e Processing	-	Current		, P	nt a R	tere a	
Unles	1		1 01		eader here to g									1
Enter t	ext to se	ar¢h	ρ.	ContractNo	CustomerCode	CustomerName	CustomerDeptName	ContractType	ContractTypeDesc	Location	OrderNo	StartDate	EndDate	Depar
run	tee		ľ	C0000008	YE5001	Young Electric	Sales Department	CPC	Cost Per Copy	Forest Hills	abc123	07 May 2014	07 May 2019	Sales
	///22		Ы	C00000012 C00000050	TIA001 HOP001	Titan Group Hope Works	Technical	CPC CPC	Cost Per Copy Cost Per Copy	South Ridn Durban Area		16 May 2014 23 May 2017	16 May 2019 23 May 2022	Sales Sales
			Н	C0000054	HOP001	Hope Works	Technical	CPC	Cost Per Copy	Durban Area	New D	01 Jan 2018	31 Dec 2022	Sales
Su	spend He	itary												
Pro	cessing	l												
In	voices													
0	edit Note	5												
-			•											.)
Open V	Windows •	ē										1	30 Jan 2018	· h

• A *Contract Approval* message box will pop up with the following prompt:



- You are about to authorise this contract. Is that correct?
- Click on Yes.





- A *Contract Process* message box will pop up advising the following:
 - ° The contract, no. [] has been processed as approved.
- Click on OK.



	٠					Contract L	isting - BPO: Version	2.1.0.43 - Exan	nple Company				- D.	Х
	Home	Equipmer	nt and L	ocations Co	ntract Finance	and HR Invent	ory Maintenance and	Projects M	anufacturing Procur	ement Sales	Service	Reporting U	tites = d	9. X
Add	Edt	X Delete	Vew	Works	Layout 👘 spaces • 📫 Filter 👘	Hold 💰 Re Suspend 🚜 Re Release: 🏴 Ap	Insse For Approval move From Approval prove Contract	Cose Contract	Curban • Released • Definesh	Find Serial N Pind Contrac	t Print	Export R	eports e	
-	Proce	soing .		Form	12 4	Statu	s Processing		Current		, P	int , R	dere de	
Unles			. 0											
Enter te	ext to see	v¢i	ρ	Contractivo	CustomerCode	CustomerName	CustomerDeptName	ContractTyp	e ContractTypeDesc	Location	OrderNo	StartDate	EndDate	Depar
Func	tions		۲								Central Ania			
				C0000008	YESO01	Young Electric	Sales Department	CPC	Cost Per Copy	Forest Hils	abc123	07 May 2014	07 May 2019	Sales
Not	8			C0000012	TIA001	Titan Group		OPC	Cost Per Copy	South Ridn		16 May 2014	16 May 2019	Sales
			,	C0000050	HOP001	Hope Works	Technical	OPC	Cost Per Copy	Durban Area		23 May 2017	23 May 2022	Sales
1940	00.00		i.	C0000054	HOP001	Hope Works	Technical	CPC	Cost Per Copy	Durban Area	New D	01 Jan 2018	31 Dec 2022	Sales
Sus	pend He	tory							OK					
Proc	essing	l.												
Inv	okes													
Cre	dt Note													
			1	G										
Open W	Indows *	6										1	30 Jan 2018	: 1

• The contract will be removed from the *Contract Listing* screen where the *status* is set to *Released*.



	¥					Contract I	isting - BPO: Version	2.1.0.43 - Exam	ple Company			2	- 0	Х
V	Home	Equipme	nt and L	ocations Co	intract Finan	te and HR Invent	lory Maintenance and	Projects Ma	nufacturing Procur	ement Sales	Service	Reporting U	tiltes - d	9. X
Add	Edt	X Delete	Vew	ତ Save Work 영 Save	Layout () spaces • 12 Filter ()	Hold 🕹 Re Sospend 💰 Re Release 🏴 A	itease For Approval move From Approval sprove Contract	Contract	urban + eleased +) Refresh	Find Serial N Find Contract	t Print	Export R	eports	
-	Proce	sing	-	, Form	it e	Statu	is Processing	4	Current		a (1	nnt "R	Cite a	
Links False to			*											1
Lines in	10.00	EGP:	-	Contractivo	CustomerCod	e CustomerName	CustomerDeptHame	ContractType	ContractTypeDesc	Location	OrderNo	StartDate	EndDate	Depar
Not	tions		,	C00000008 C00000012 C00000054	YE5001 TIA001 HOP001	Young Electric Titan Group Hope Works	Sales Department	CPC CPC CPC	Cost Per Copy Cost Per Copy Cost Per Copy	Forest Hils South Ridin Durban Area	abc123 New D	07 May 2014 16 May 2014 01 Jan 2018	07 May 2019 16 May 2019 31 Dec 2022	Sales Sales Sales
Hol	d History pend His	tory												
Proc	vessing oces	l.												
Ore	dit Noter			0										
Open W	Indows 1		- 17									1	10 Jan 2018	1

VIEW APPROVED CONTRACT IN ACTIVE STATUS

• Select the *Active* status.



	v					Cor	ntract List	ing - 8PO: Version	2.1.0.43 · E	ample Con	npany				- 0	Х
	one E	quipment	and L	cations C	ontract Finan	e and HR	Inventory	Maintenance and	Projects	Manufacturi	ing Procu	rement Sales	Service	Reporting U	sites –	∂ ×
Add I	Edit Processi	X belete	Ven	Tig Save	Layout ill spaces • Ill Filter ill	Nold Scapend Release	E Reino	we For Approval we Prom Approval ove Contract increasing	Contract.	Durban Released Status N	• • • Status New	🗟 Find Serial No Vesc	Print	Export R	eports	
Links		ч.: ()	R L	41 2251			in a second s	50000 B		R A	Released Active				1	
Enter text 1	to searc	h.,	р •	Contractivo	CustomerCod	Customer	Name	CustomerDeptName	ContractT	H X C	Hold Deleted Closed		lertio	StartDate	EndDate	Depar
Notes	2.8		,	C0000008 C0000012	YES001 TIA001	Young Ele Titan Gro	ectric up	Sales Department	CPC CPC	× Cost F	Per Copy	South Ridin	123	07 May 2014 16 May 2014	07 May 2019 16 May 2019) Sales I 9 Sales I
				C00000054	HOP001	Hope Wo	rks	Technical	CPC	Cost	Per Copy	Durban Area	New D	01 Jan 2018	31 Dec 2022	Sales
Hold H	nd Histo	Y														
Proces	ssing															
Invoice Credit	es :Notes															
			4	0					_	_	_		_)
Open Wind	fows *													1	10 Jan 2018	·

• The contract can now be found in the *Contract Listing* screen where the *status* is set to *Active*.



Equipment X Delete	and Lo	cations Co	ntract Finance Layout H	and HR Inventor	y Maintenance and	Projects Mar	Jackson Diagras	unant Colae	Cantra	Department III	82 - SA	0.10
X Delete	Vew	Kave I	Layout 📲	Hold all Rele			nacurry riours	andra sara	SELVE	vidoring n	905 - D	- X
eg		% Save	paces * 🔞	Suspend 🚜 Rem Refease 🗎 App	aan For Approval ove From Approval rove Contract	Contract 0	rban • tve • Refresh	Find Serial No Find Contract	n Pint	Export R	eports	
				2010.0	rrocesang	.4	current		4 1	nt	tin a	
di)	ρ											
		Contractivo	CustomerCode	CustomerName	CustomerDeptName	ContractType	ContractTypeDesc	Location	OrderNo	StartDate	EndDate	Depa
	4		dentes 7			1.00	Automotics (100000	UND D			277
	1	C00000006	OFF001	Office Supplies		CPC	Cost Per Copy	Hildrest	1234	22. Apr 2014	22.Apr 2019	Sales
	-	00000007	OPP001	Office Supplies		090	Cost Per Copy	Porest Hills		07 Jan 2014	07 Jan 2019	Sales
		CO0000011	WES001	Westwood Dyn		CPC	Cost Per Copy	Man	Contra	09 May 2014	09 May 2019	Sales
	Н	C00000013	TLA001	Titan Group		CPC	Cost Per Copy	South Ridin		16 May 2014	16 May 2019	Sales
	4	C00000014	TLAOUI	Titan Group		040	Cost Per Copy	Man		15 May 2014	16 May 2019	Sales
	Н	00000015	OFFICAT	Office Creation		00	Cost Per Copy	Main		13 JUN 2019	13 Jun 2019	Sales
		00000019	WODDOL	Unice Supplies	Tachnical	000	Cost Per Copy	Main		01 100 2014	20 Jul 2019	Calus
		00000020	HACTOR	Hark DC - IT Com	reunica	00	Cost Per Copy	Main		20 3 m 2015	30 Jan 2020	Colar
	H	000000000000000000000000000000000000000	YESODI	Young Flectric	Cales Denortment	00	Cost Per Coox	Himed		24 Mar 2016	24 May 2021	Calae
	H	00000041	PANON	Panda Coniers	States reduce suitors	010	Cost Per Conv	Main		05 14 2016	05 34 2021	Cales
хÿ		C00000042	HOPODI	Hope Works	Technical	CPC	Cost Per Copy	Main		07 Sep 2016	07 Sep 2021	Techy
		CD0000043	HOP001	Hope Works	Technical	CPC	Cost Per Copy	Durban Area		01 Aug 2016	07 Sep 2021	Sales
	H	C00000045	HOP001	Hope Works	Technical	090	Cost Per Copy	Durban Area	1234	10 May 2017	10 May 2022	Sales
	F	C00000047	HOP001	Hope Works	Technical	090	Cost Per Copy	Kloof		16 May 2017	16 May 2022	Tedy
	1	CO000050	HOP001	Hope Works	Technical	CPC	Cost Per Copy	Durban Area		23 May 2017	23 May 2022	Sales
	1	PC0000001	DAN002	Dancing Shoes		PRE	Prepaid Contract	Kloof	test	23 Mar 2016	23 Mar 2021	Sales
		C00000044	8070001	Bothas Networ		PRE	Prepaid Contract	Durban Area		25 Oct 2016	25 Oct 2021	Techy
	1											,
	ry .		Contractile Contractile Contractile CO000000 CO0000013 CO000014 CO000014 CO000014 CO000014 CO000014 CO000014 CO000014 CO000004 CO00004 CO0004 CO0004 CO0004 CO0004 CO0004 CO0004 CO0004 CO0004 CO0004 CO0004 CO0004 CO0004 CO0004 CO0004 CO0004 CO004 CO0004 CO0004 CO0004 CO004 CO0004 CO004 CO004 CO004 CO004 CO004	Contractilio CustomerCode Contractilio CustomerCode CO000006 OFF001 CO000007 OFF001 CO0000013 TLA001 CO0000014 TLA001 CO0000016 TLA001 CO0000016 TLA001 CO0000018 HAC001 CO0000028 HAC001 CO0000028 HAC001 CO0000031 YE5001 CO0000041 PAN001 CO0000041 PAN001 CO0000043 HOP001 CO0000045 HOP001 CO0000045 HOP001 CO0000047 HOP001 CO0000047 HOP001 CO0000047 HOP001 CO0000048 HOP001 CO0000048 HOP001 CO0000049 HOP001 CO0000040 HOP001 CO000	Image:	Image: Part of the state of the st	Image: Point of the state of the s	Contractile CustomerCode CustomerName CustomerDeprName ContractType ContractTypeDesc • ContractNe CustomerCode CustomerName CustomerDeprName ContractTypeDesc • ContractNe OFF001 Office Supples OPC Cost Per Copy C00000007 OFF001 Office Supples OPC Cost Per Copy C00000013 TM001 Titan Group OPC Cost Per Copy C00000014 TM001 Titan Group OPC Cost Per Copy C00000015 TM001 Titan Group OPC Cost Per Copy C00000015 TM001 Titan Group OPC Cost Per Copy C00000015 TM001 HackPC -IT Shop OPC Cost Per Copy C00000013 TES01 Young Electric Sales Department OPC Cost Per Copy C00000014 HAC001 Hack Per Viris Technical OPC Cost Per Copy C00000013 TES01 Young Electric Sales Department OPC Cost Per Copy C00000014 HAP001 Hope Works Technical OPC<	Contractio CustomerCode CustomerName CustomerOppName ContractType ContractTypeEcc Location • Contractio Contract Office SuponerOppName ContractType ContractTypeEcc Location • Contractio Office Supples OPC Cost Per Copy Hildrest CO0000001 OfFice1 Office Supples OPC Cost Per Copy Forest Hills C00000011 WESN01 Weshwood Dym. OPC Cost Per Copy Main C00000013 TIA001 Titan Group OPC Cost Per Copy Main C00000014 TIA001 Titan Group OPC Cost Per Copy Main C00000015 TIA001 Titan Group OPC Cost Per Copy Main C00000016 TIA001 Titan Group OPC Cost Per Copy Main C000000218 HAC001 Hope Works Technical OPC Cost Per Copy Main C000000218 HAC001 Hope Works Technical	Contractile CustomerCode CustomerDeptitiene ContractType Contracttype	Image: Contraction Code CostonerCode CostonerCode CostonerCode Plane Contracting Contracting CostonerCode CostonerCode Plane Contracting Code CostonerCode CostonerCode CostonerCode CostonerCode Plane Contracting Code CostonerCode CostonerCode CostonerCode Plane Contracting Code Plane Contracting Code CostonerCode CostonerCode Plane Code Plane	Image: Product in a construction of the con

MNU.112.023