

CONTRACTS

SHORT TERM CONTRACT - PRINT DEPOSIT AND FINAL INVOICE

Ribbon Access: Contract > Short Term Contracts



- The *Short Term Contract Listing* screen will be displayed.
- Ensure that you have selected the correct *site* and that the *status* is set to *Active*.

0	Home	Equipment an	nd Locations Contrac	t Finance and	d HR Inventor	ry Maintenance and	d Projects Manufa	cturing Procuremen	t Sales S	Service Repo	orting Utiliti	es —	₽ x
(×		2		¶ ₽	Durban	-					
Add	Edit		Machine Short Term	Save Layout	Workspaces	Save Filter Print	Active	✓ Refresh					
м	laintain	K			Format	Print	Curren	+					
				4	i ormat	a run	a	6 A				17	
Contra	actNo	ContractType	e ContractTypeDesc	Location	CustomerCode	CustomerName	CustomerDeptCode	CustomerDeptName	OrderNo	StartDate	EndDate	Period	PeriodTy
7													
STCO	000019	ST	Short Term Contracts	Derton Centre	DER001	Derton Technologies				22 Apr 2016	24 Apr 2016	2	d
STCO	000021	ST	Short Term Contracts	Main	APP0001	Apple Juice Inc	Sales	Sales Department	1234	08 Jun 2017	08 Jun 2017	2	h
	000022		Short Term Contracts		ABCXYZ123	ABC SHoe Co			fdg	26 Jun 2017			w
	000024		Short Term Contracts		APP0001	Apple Juice Inc	Sales	Sales Department	10		20 Aug 2017		d
	000027	ST	Short Term Contracts		HOP001	Hope Works	Tech	Technical		09 Jul 2018			W
				Main	HOP001	Hope Works	Tech	Technical	HW STC 009	16 Jul 2018	18 Jul 2018	2	d
STCO	000028		Short Term Contracts										
STCO			Short Term Contracts		HOP001	Hope Works	Tech	Technical	HW STC 010	16 Jul 2018	18 Jul 2018	2	d
STCO	000028						Tech	Technical	HW STC 010	16 Jul 2018	18 Jul 2018	2	d



PRINT SHORT TERM CONTRACT DEPOSIT INVOICE

- Select the *row* of the *short term contract* where you wish to *print* the deposit invoice.
- Click on the drop-down *arrow* on the *Print* button.

F	-					ract Listing - BPO: V					-		×
	Home	Equipment an	d Locations Contract	(1999)	d HR Inventor	ry Maintenance an	d Projects Manufa	cturing Procuremen	it Sales Se	ervice Repo	rting Utilitie	s —	8 x
({) 🚺	×		2		- 🖌 💾	Durban	- 63-					
Ac	ld Edit		Nachine Short Term turn WOs Invoice	Save Layout	Workspaces	Save Filter Print	Active						
	Maintain		Process		Format	Print	4 Curren	it a					
			oup by that column										/
	ContractNo	ContractType	ContractTypeDesc	Location	CustomerCode	CustomerName	CustomerDeptCode	CustomerDeptName	OrderNo	StartDate	EndDate	Period	PeriodTy
	TC0000019	CT	Short Term Contracts	Dorton Contro	DED.001	Derton Technologies				22 Apr 2016	24 Apr 2016	2	d
	TC0000019		Short Term Contracts		APP0001	Apple Juice Inc	Sales	Sales Department	1234		08 Jun 2017		h
	TC0000021		Short Term Contracts		ABCXYZ123	ABC SHoe Co		and bepartment	fdg	26 Jun 2017			w
	TC0000024		Short Term Contracts		APP0001	Apple Juice Inc	Sales	Sales Department	10		20 Aug 2017	10	
S	TC0000027	ST	Short Term Contracts	Main	HOP001	Hope Works	Tech	Technical	HW STC 001	09 Jul 2018		1	w
5	TC0000028	ST	Short Term Contracts	Main	HOP001	Hope Works	Tech	Technical	HW STC 009	16 Jul 2018	18 Jul 2018	2	d
S	TC0000029	ST	Short Term Contracts	Main	HOP001	Hope Works	Tech	Technical	HW STC 010	16 Jul 2018	18 Jul 2018	2	d
s	TC0000030	ST	Short Term Contracts	Main	HOP001	Hope Works	Tech	Technical	HWSTCD 1008	23 Jul 2018	25 Jul 2018	2	d
G													

• Select *Print Invoice - Ref []* from the drop-down list.

Note: You will be able to distinguish between the *Deposit* Invoice and the *Short Term* Invoice by the *invoice reference numbers* set up in the Configurator.



				SI	hort Term Cont	ract Listing - E	3PO: Versio	n 2.1.0.63	- Example Company	у			-		×
0	Home	Equipment and	d Locations Contract	Finance and	HR Invento	ry Maintena	nce and Pro	ojects M	anufacturing Proc	uremen	t Sales !	Service Rep	orting Utilit	ies —	₽ X
3		×		Q		8		Durban	•						
Ad	ld Edit		lachine Short Term turn WOs Invoice	Save Layout	Workspaces	Save Filter	Print	Active	✓ Refresh						
	Maintain	4	Process		Format	4	Print	Contract							
							Print	Contract	Return						
							Print	Invoice -	Ref STI0000021				-		
0	ContractNo	ContractType	ContractTypeDesc	Location	CustomerCode	CustomerNam	Print	Invoice -	Ref INV0000431	lame	OrderNo	StartDate	EndDate	Period	PeriodTyp
9								mvoice	111111111111	<u> </u>					
	TC0000019		Short Term Contracts			Derton Techno							24 Apr 2016		d
	TC0000021		Short Term Contracts		APP0001	Apple Juice In		es	Sales Departm	lent	1234		08 Jun 2017	-	h
	TC0000022		Short Term Contracts	-	ABCXYZ123	ABC SHoe Co					fdg		03 Jul 2017		w
	TC0000024		Short Term Contracts		APP0001	Apple Juice In			Sales Departm	ient	10		20 Aug 2017		d
		ST	Short Term Contracts		HOP001	Hope Works	Ted		Technical			09 Jul 2018	16 Jul 2018		W
		ST	Short Term Contracts Short Term Contracts		HOP001	Hope Works	Ted		Technical Technical		HW STC 009 HW STC 010	16 Jul 2018	18 Jul 2018		d d
- 5	TC0000029	ST	Short Term Contracts	1.22041)	HOP001 HOP001	Hope Works Hope Works	Ted		Technical			16 Jul 2018 23 Jul 2018			d
	en Windows 🔻						_					_	24	Jul 2018	0

SELECT PRINT OPTION

• A *Select the option as desired* screen will pop up with the fol-

lowing options;

- **Print** : will open the Deposit Invoice in Report Preview to view, print, export or email.
- **Email**: can attach documents, add recipients, the system will create a pdf and email the Deposit Invoice.
- Print/Email: both the Report Preview and Email screens will pop up.
- Click on the *radio button* in front of the option you want.
- Click on Accept.



Short Term Contract Listing - BPO: Version 2.1.0.63 - Example Company - × Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities -														
0	Home	Equipment and	d Locations Contract	Finance and	i HR Invento	ry Maintenance an	d Projects Manufa	cturing Procuremer	it Sales	Service Rep	orting Utilit	ies —	₽ x	
đ		×		2		8	Durban	•						
Add	Edit		lachine Short Term turn WOs Invoice	Save Layout	Workspaces	Save Filter Print	Active	- Refresh						
	Maintain		Process		Format	" Print	. Curren	it "						
Oran														
	ntractNo			Location	OustomerCode	CustomerName	CustomerDeptCode	CustomerDeptName	OrderNo	StartDate	EndDate	Period	PeriodType	
9	in activo	consactivpe	contracti ypebeac	Cocadon	CustomerCode	Customername	customerbeptcode	CostomerDeptivanie	Cruento	Startbate	chubate	renou	Pendurypa	
. 51	C0000019	ST	Short Term Contracts	Derton Centre	DER001	Derton Technologies				22 Apr 2016	24 Apr 2016	2	d	
STC0000021 ST Short Term Contracts Main APP0001 Apple Juice Inc Sales Sales Department 1234 08 Jun 2017 08 Jun 2017 2 h														
STC0000022 ST Short Term Contracts BPO_RSI ABCXYZ123 ABC SHoe Co fdg 26 Jun 2017 03 Jul 2017 1 w														
-				States and States	APP0001	Apple Juice Inc	Sales	Sales Department	10			10	d	
ST	C0000027	ST	Short Term Contracts	Main	HOP001	Hope Works	Tech	Technical	HW STC 001	09 Jul 2018	16 Jul 2018	1	w	
ST	C0000028	ST	Short Term Contracts	Main	HOP001	Hope Works	Tech	Technical	HW STC 009	16 Jul 2018	18 Jul 2018	2	d	
ST	C0000029	ST	Short Term Contracts	Main	HOP001	Hope Works	Tech	Technical	HW STC 010	16 Jul 2018	18 Jul 2018	2	d	
+ ST	C0000030	ST	Short Term Contracts	Main	HOP001	Hope Works	Tech	Technical	HWSTCD1	23 Jul 2018	25 Jul 2018	2	d	
Home Home Accept Processing Processing Print Invoice © Email Invoice © Print and Email Invoice														
1 ⊂	Windows 🕶							18			24	Jul 2018	0	

- The *Report Preview* screen will come up, where Print or Print and Email is selected
- From here you can *view*, *print*, *export* or *email* the Deposit Invoice.

Note: In this image you can see that *Item Code* and *Description* on the invoice reads as *STCD - Short Term Contract Deposit*.

• *Close* the preview screen when you are done.



Preview			_ 8 ×
File View Background			-
M 🖏 🔤 🗄 📑 🖓 🛄 🛄 + 🖏 🔍 🔍	100% - 🔍 - 🏤 -	🔉 🚡 + 🖂 + 🔞 +	
			1
		Tax Invoice	
		Example Company	
		Street No and Road Name PO Box 1234	
	Company Logo	Area New Town	
	Z Company Logo	City Durban	
		South Africa South Africa 1234 1234	
		RegNo: 0000000asa4521 Fax No: 03112.4545	
		VAT No: 0000000 Tel No: 031 123 4567	
		Document Ref: INV0000431	
		Date : 26 Jul 2018	
		Account Manager: Bianca Du Toit Your Ref: Short Term Contract Invoice	
	Contract Ref: STC0000030	Call Ref :	
	Sales Person : Abigail Milne	Machine No :	
	Attention : Jane. Alrich. Cust Code : H0P001	Ship Contact Tim Matthews H0P001	
	Cust Code : H0P001 Customer : Hope Works	Hopoul Hope Works	
	Billing P0 Box 7452 Address : Encent Hills	Shipping Plot 91 Leaf Road Address : Remote Ville	
	Address : Forest Hills New Town	Address : Forest Hills New Town	·
	Durban South	Durban South	
	1234	1234	
	Tel No: 031 123 45671	Tel No: 031 123 4567	
12-12-12-12-12-12-12-12-12-12-12-12-12-1	Fax No: 031 123 45451 VAT No: 987654321	Fax No : Email : standard@noemail.coza	
	Item Code Item Description	Quantity Unit Price Discount % Net Price Total	
	STCD Short Term Contract Deposit	1.00 250.00 .00 250.00 287.50	
	1		
			*
(3
Page 1 of 1			100% 😑 🚽 🕒

EMAIL SHORT TERM CONTRACT DEPOSIT INVOICE

- In the *Select the option as desired* pop up screen, click on the *radio* button in front of *Email Invoice*.
- Click on *Accept*.



4				SI	hort Term Cont	tract Listing - BPO: V	ersion 2.1.0.63 - Exa	mple Company			-		\times
0	Home	Equipment an	nd Locations Contract	E Finance and	d HR Invento	ry Maintenance an	d Projects Manufa	cturing Procuremer	nt Sales :	Service Rep	orting Utiliti	es —	₽ x
4) 🍃	×		a.		8	Durban	• 🚯					
Ad	ld Edit		Machine Short Term eturn WOs Invoice	Save Layout	Workspaces	Save Filter Print	Active	✓ Refresh					
	Maintain		Process		Format	_ Print	. Curren	it a					
	ContractNo			Location	CustomerCode	CustomerName	CustomerDeptCode	CustomerDeptName	OrderNo	StartDate	EndDate	Deriod	PeriodType
•	Joing genato	contractivpe	Contracti ypebesc	LOCADON	CustomerCoue	Customentame	customer Deptcode	CustomerDepuvanie	Ordenio	Startbate	LINUDALE	Fellou	Perioditype
	TC0000019	ST	Short Term Contracts	Derton Centre	DER/001	Derton Technologies				22 Apr 2016	24 Apr 2016	2	d
	TC0000021		Short Term Contracts		APP0001	Apple Juice Inc	Sales	Sales Department	1234		08 Jun 2017		h
	TC0000022		Short Term Contracts		ABCXYZ123	ABC SHoe Co			fdg		03 Jul 2017		w
S	TC0000024	ST	Short Term Contracts	Hillcrest	APP0001	Apple Juice Inc	Sales	Sales Department	10	10 Aug 2017	20 Aug 2017	10	d
S	TC0000027	ST	Short Term Contracts	Main	HOP001	Hope Works	Tech	Technical	HW STC 001	09 Jul 2018	16 Jul 2018	1	w
5	TC0000028	ST	Short Term Contracts	Main	HOP001	Hope Works	Tech	Technical	HW STC 009	16 Jul 2018	18 Jul 2018	2	d
5	TC0000029	ST	Short Term Contracts	Main	HOP001	Hope Works	Tech	Technical	HW STC 010	16 Jul 2018	18 Jul 2018	2	d
. 5	TC0000030	ST	Short Term Contracts	Main	HOP001	Hope Works	Tech	Technical	HWSTCD1	23 Jul 2018	25 Jul 2018	2	d
					Home Accept C	Print Invoice Final Invoice Print and Email	Tousia						
4 C	en Windows 🕶							1.			24.	lul 2018	4.2

EMAIL DETAILS

The *Email Sales Invoice: []* screen will be displayed.

- **Employee:** This will auto populate with the employee currently logged on to the system. You can click on the drop-down arrow and select an alternative employee if required.
- From: Type in the email address of the employee above.
- **To:** This will auto populate with the email address of the customer contact selected on the deposit invoice (the accounts person will be always added to this).
- **CC:** If a group email address has been set up on the order or accounts contact, that will pull through here.
- Attachments: BPO will create a PDF of the deposit invoice and attach it automatically (you can attach additional documentation).



- Subject: Type in the email subject.
- **Message:** Type in the email message.

Note: If you receive an *'error'* message when trying to email the document, ask your administrator to make sure that the correct *shared folder location* has been configured in BPO and that you have the relevant *folder rights* to access the shared folder on the server.

-				Email S	ales Invoice: Il	V0000431 - BPO: Version 2.	1.0.63 - Example	Company						
Home Ed	quipment an	d Locations	Contract	Finance and HR	Inventory	Maintenance and Projects	Manufacturing	Procurement	Sales	Service	Reporting	Utilities	-	₽
K 19	(
lete Save	Back													
hment														
Processing	4													
Employee	Abigail Miln	e		•										
From						•								
То	standard@	noemail.coza	a;bianca@co3	3.co.za		* م								
CC	group@em	ail.coza				Q								
Attachments	SALESINVO	DICE_INV000	00431.pdf			Q								
Subject														
Judjett														
Message						*								

ADDITIONAL EMAIL ADDRESSES

In the **To** or **CC** fields, you can either,

- 1. type in additional email address(es) (separated by a semi-colon) or
- 2. click on the *search* button and select additional customer contacts.



			Email Sa	les Invoice: IN	IV0000431 - BPO: Version 2.	1.0.63 - Example	Company				-		\times
Home Ec	quipment and Locations	Contract	Finance and HR	Inventory	Maintenance and Projects	Manufacturing	Procurement	Sales	Service	Reporting	Utilities	-	₽ x
Delete Attachment	Back												
Processing													
Employee	Abigail Milne		* *										
From	abigailm@noemail.com				*								
То	standard@noemail.coz	a;bianca@co3	l.co.za	x	۶ 🗲	2							
cc	group@email.coza		×		<u>ه</u>	2							
Attachments	SALESINVOICE_INV00	00431.pdf		$\overline{\ }$									
Subject	Deposit Invoice												
Message	Please authorise and re STC0000030	turn the Shor	t Term Deposit Invo	for Contra	ct:	Ì							
Open Windows 🕶											24 Jul 2	018	2 14

LINK ADDITIONAL DOCUMENTS

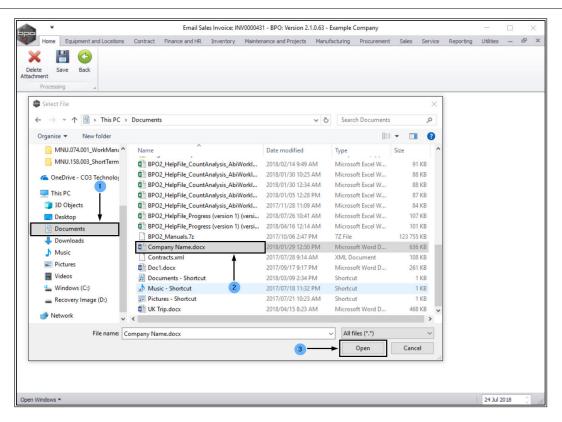
• Click on the *search* button in the *Attachments* field.



		Email Sa	les Invoice: IN	V0000431 - BPO: Version 2.	1.0.63 - Example	Company				-		\times
Home Ec	uipment and Locations Contrac	Finance and HR	Inventory	Maintenance and Projects	Manufacturing	Procurement	Sales	Service	Reporting	Utilities	-	₽ x
Delete Save Attachment Processing	Back											
Employee	Abigail Milne	•										
From	abigailm@noemail.com			*								
То	standard@noemail.coza;bianca@	o3.co.za		* م								
cc	group@email.coza			م								
Attachments	SALESINVOICE_INV0000431.pdf			٩								
Subject	Deposit Invoice			*								
Message	Please authorise and return the SI STC0000030	ort Term Deposit Invi	pice for Contra	* *								
Open Windows -										24 Jul 2	018	÷,

- The *Select File: []* screen will pop up.
 - 1. Select the *file location*.
 - 2. Click on the *file*.
 - 3. Click on *Open*.





- You will return to the *Email Sales Invoice:* [] screen.
- In the *Attachments* field, you will see that the new document has been added.



Hore Exponent and locations Contract Processory Decisions Back Sales Service Reporting Utilities - 6 ^o X Processory Imployee Back Back Imployee Back Imployee Back Imployee Back Imployee Imployee				Email Sa	es Invoice: IN	V0000431 - BPO: Versi	on 2.1.0.63 - Example	e Company				-		\times
Delete Save Back Processing Abigal Mine • From abigalm@noemail.com • To standard@noemail.coza;bianca@co3.co.za P CC group@email.coza P Attachments SALESINVOICE_INV0000431.pdf P Subject Deposit Invoice • Hessage Please authorise and return the Short Term Deposit Invoice for Contract: •	Home Ec	uipment and Locations	Contract	Finance and HR	Inventory	Maintenance and Proj	ects Manufacturing	Procurement	Sales	Service	Reporting	Utilities	-	₽ x
From abigalm@noemail.com To standard@noemail.coza;bianca@co3.co.za CC group@email.coza group@email.coza p Attachments SALESINVOICE_INV0000431.pdf Subject Deposit Invoice Hessage Please authorise and return the Short Term Deposit Invoice for Contract:	Attachment	-												
To standard @noemall.coza;bianca@co3.co.za CC group@emall.coza SALESINVOICE INV0000931.pdf Company Name.docx Invoice Subject Deposit Invoice Hessage Please authorise and return the Short Term Deposit Invoice for Contract:	Employee	Abigail Milne		• *										
CC group@email.coza	From	abigailm@noemail.com				*								
Attachments SALESINVOICE_INV0000431.pdf Company Name.docx Subject Deposit Invoice Hessage Please authorise and return the Short Term Deposit Invoice for Contract:	То	standard@noemail.coza	;bianca@co3	.co.za		• م								
Company Name.docx Subject Deposit Invoice Please authorise and return the Short Term Deposit Invoice for Contract:	cc	group@email.coza				Q								
Message Please authorise and return the Short Term Deposit Invoice for Contract:	Attachments	SALESINVOICE_INV0000 Company Name.docx	0431.pdf			م								
Hessage Please authorise and return the Short Term Deposit Invoice for Contract: STC0000030 *	Subject	Deposit Invoice				*								
Open Windows 24 Jul 2018		Please authorise and ref	um the Shor	t Term Deposit Invo	ice for Contra	ct: •								

DELETE ATTACHMENTS

- If you wish to *delete* a document, click on the *document name*.
- Click on *Delete Attachment*.



		Email Sa	les Invoice: IN	NV0000431 - BPO: Version 2.	1.0.63 - Example	Company				-		3	×
Home Ec	quipment and Locations Con	ntract Finance and HR	Inventory	Maintenance and Projects	Manufacturing	Procurement	Sales	Service	Reporting	Utilities	-	Ð	х
Delete Attachment Processing	Back												
Employee	Abigail Milne												
From	abigailm@noemail.com			+									
То	standard@noemail.coza;bianc	.ca@co3.co.za		* م									
СС	group@email.coza			Q									
Attachments	SALESINVOICE INV0000431. Company Name.docx	pdf		٩									
Subject	Deposit Invoice			*									
Message	Please authorise and return th STC0000030	he Short Term Deposit Invo	ice for Contra	ct: *									
Open Windows 🕶										24 Jul 2	2018	-	

• The document will be *removed* from the *Attachments* field.



- ·	Email	Sales Invoice: IN	V0000431 - BPO: Version 2.	1.0.63 - Example	Company				-		\times
Home Ec	uipment and Locations Contract Finance and H	R Inventory	Maintenance and Projects	Manufacturing	Procurement	Sales	Service	Reporting	Utilities	-	₽ X
Delete Save Attachment Processing	Back										
Employee	Abigail Milne 👻 *										
From	abigailm@noemail.com		•								
То	standard@noemail.coza;bianca@co3.co.za		• م								
cc	group@email.coza		Q								
Attachments	SALESINVOICE_INV0000431.pdf		م								
Subject	Deposit Invoice		*								
Message	Please authorise and return the Short Term Deposit 1 STC0000030	vvoice for Contra	ct: •								
Open Windows +									24 Jul 2	018	

SAVE AND SEND EMAIL

 When you have finished adding all the details to the *Email Sales Invoice:* [] screen, click on *Save*.



Hone Expendent and Locations Contract Processory Unit address Service Reporting Utilities - 62 Service Service Reporting Utilities - 62 Processory Service Reporting Utilities - 62 From dbigalin@ncemal.com • To standard@ncemal.com • CC group@emal.coza > Sklejet Deposit_Invoice • From Sklejint Invoice • Sklejet Deposit_Invoice • TOC000030 • •				Email Sal	es Invoice: IN	IV0000431 - BPO:	Version 2.1	1.0.63 - Example	Company				-		×
Delete Attachment Save Back Processing From abigalm@noemal.com * From singalm@noemal.com * To standard@noemal.coza;bianca@co3.co.za D CC group@emal.coza D Subject Deposit Invoice Message Piease authorise and return the Short Term Deposit Invoice for Contract:	Home Ec	uipment and Locations	Contract	Finance and HR	Inventory	Maintenance and	Projects	Manufacturing	Procurement	Sales	Service	Reporting	Utilities	-	8 X
From abigalm@noemail.com To standard@noemail.coza;bianca@co3.co.za p CC group@email.coza p Attachments SALESDIVOICE_INV0000431.pdf p Subject Deposit Invoice = Message Please authorise and return the Short Term Deposit Invoice for Contract: =	Delete Save Attachment														
To standard@noemal.coza;bianca@co3.co.za P CC group@emal.coza P Attachments SALESINVOICE_INV0000431.pdf P Subject Deposit Invoice • Message Please authorise and return the Short Term Deposit Invoice for Contract: •	Employee	Abigail Milne		*											
CC group@email.coza p Attachments SALESINVOICE_INV0000431.pdf p Subject Deposit Invoice • Message Please authorise and return the Short Term Deposit Invoice for Contract: •	From	abigailm@noemail.com													
Attachments SALESINVOICE_INV0000431.pdf Subject Deposit Invoice Message Please authorise and return the Short Term Deposit Invoice for Contract:	То	standard@noemail.coza	;bianca@co3	l.co.za		• م									
Subject Deposit Invoice	cc	group@email.coza				م									
Message Please authorise and return the Short Term Deposit Invoice for Contract:	Attachments	SALESINVOICE_INV000	0431.pdf			م									
	Subject	Deposit Invoice													
Open Windows * 24 Jul 2018			turn the Shor	t Term Deposit Invo	ice for Contra	ct:									

• The email will be sent via the BPO Email Service on the server and you will return to the *Short Term Contract Listing* screen.

PRINT SHORT TERM CONTRACT (FINAL) INVOICE

- Select the *row* of the contract where you wish to *print* the (final) *Invoice*.
- Click on the drop-down *arrow* on the *Print* button.



Add Late	-	Home	Equipment an	d Locations Contract			ract Listing - BPO: Ve		cturing Procuremen	t Sales Se	ervice Repo	rting Utilitie	s —	e x
Return WOs Invoice Format Print Current acolumn Headerr Here to group print column Current	6		×		E.		8	-	• 🚱					
ag a column header here to group by that column ContractType ContractType STC 0000021 ST Short Term Contracts Pelfor PloT STC0000022 ST Short Term Contracts Main APP001 Apple Juice Inc Sales Sales Department 10 to Jug 2017 03 Jul 2017 1 w STC0000024 ST Short Term Contracts Main APP001 Apple Juice Inc Sales Sales Department 10 to Jul 2017 03 Jul 2017 1 w STC0000025 ST Short Term Contracts Main APP001 Apple Juice Inc Sales Sales Department 10 to Jul 2017 03 Jul 2017 1 w STC0000026 ST Short Term Contracts Main HOP001 Hope Works Tech Technical HW STC 000 16 Jul 2018 18 Jul 2018 2 d STC0000029 ST Short Term Contracts Main HOP001 Hope Works Tech Technical HW STC 010 16 Jul 2018 18 Jul 2018 2 d	Add	d Edit			Save Layout	Workspaces	Save Filter Print	Active						
Contractive ContractType Desc Location CustomerCode CustomerCode<		Maintain		Process		Format	" Print	4 Curren	t a					
Contractive ContractType Desc Location CustomerCode CustomerCode<														
STC000001 ST Short Term Contracts Deton Centre DER001 Derton Technologies Deton Sales Department 1234 08 Jun 2017 24 Apr 2016 2 d Apr 2016<					Location	CustomerCode	CustomerName	CustomerDeptCode		OrderNo	StartDate	EndDate	Period	PeriodT
STC000002 ST Short Term Contracts Main APP0001 Apple Juice Inc Sales Sales Department 1234 08 Jun 2017 08 Jun 2017 2 h STC000002 ST Short Term Contracts BPO_RSI ABC XY2123 ABC SHoe Co fdg 2 hun 2017 03 Jul 2017 01 Jul 2017 01 Jul 2017 01 Jul 2017 1 w STC0000024 ST Short Term Contracts HIDrest APP0001 Apple Juice Inc Sales Sales Department 10 10 Jul 2017 20 Jul 2018 1 d STC0000024 ST Short Term Contracts HIDrest APP0001 Apple Juice Inc Sales Sales Department 10 10 Jul 2017 20 Jul 2018 1 d STC0000025 ST Short Term Contracts Main HOP001 Hope Works Technical HW STC0 00 16 Jul 2018 18 Jul 2018 2 d STC0000025 ST Short Term Contracts Main HOP001 Hope Works Technical HW STC0 00 16 Jul 2018 18 Jul 2018 2 d		Und ded to	contradeer ype	considertypebese	LOCUTORI	customercooc	Customerriane	customerbeptebbe	costonici Deportanie	CIGCINO	Startebute	Endbotte	renou	renour
STC000002 ST Short Term Contracts Main APP0001 Apple Juce Inc Sales Sales Department 1234 08 Jun 2017	S	TC0000019	ST	Short Term Contracts	Derton Centre	DER001	Derton Technologies				22 Apr 2016	24 Apr 2016	2	d
STC0000024 ST Short Term Contracts Hillrest APP001 Apple Juice Inc. Sales Sales Department 10 10 Aug 2017 20 Aug 2017 10 d STC0000027 ST Short Term Contracts Main HOP001 Hope Works Tech Technical HW STC 001 09 Jul 2018 16 Jul 2018 1 w STC0000028 ST Short Term Contracts Main HOP001 Hope Works Tech Technical HW STC 009 16 Jul 2018 18 Jul 2018 2 d STC0000029 ST Short Term Contracts Main HOP001 Hope Works Tech Technical HW STC 00 16 Jul 2018 18 Jul 2018 2 d	S	TC0000021	ST	Short Term Contracts	Main	APP0001		Sales	Sales Department	1234			2	h
STC0000027 ST Short Term Contracts Main HOP001 Hope Works Tech Technical HW STC 001 09 Jul 2018 16 Jul 2018 1 u STC0000028 ST Short Term Contracts Main HOP001 Hope Works Tech Technical HW STC 000 16 Jul 2018 18 Jul 2018 2 d STC0000029 ST Short Term Contracts Main HOP001 Hope Works Tech Technical HW STC 010 16 Jul 2018 18 Jul 2018 2 d				Short Term Contracts	BPO_RSI	ABCXYZ123				fdg	26 Jun 2017	03 Jul 2017	1	w
STC0000028 ST Short Term Contracts Main HOP011 Hope Works Tech Technical HW STC 009 16 Jul 2018 18 Jul 2018 2 d STC0000029 ST Short Term Contracts Main HOP011 Hope Works Tech Technical HW STC 010 16 Jul 2018 18 Jul 2018 2 d	5	TC0000024	ST	Short Term Contracts	Hillcrest	APP0001	Apple Juice Inc	Sales	Sales Department	10	10 Aug 2017	20 Aug 2017	10	d
STC0000029 ST Short Term Contracts Main HOP001 Hope Works Tech Technical HW STC 010 16 Jul 2018 18 Jul 2018 2 d	S	TC0000027	ST	Short Term Contracts	Main	HOP001	Hope Works	Tech	Technical	HW STC 001	09 Jul 2018	16 Jul 2018	1	w
	S	TC0000028	ST	Short Term Contracts	Main	HOP001	Hope Works	Tech	Technical	HW STC 009	16 Jul 2018	18 Jul 2018	2	d
STC0000030 ST Short Term Contracts Main HOP001 Hope Works Tech Technical HWSTCD1008 23 Jul 2018 25 Jul 2018 2 d	S	TC0000029	ST	Short Term Contracts	Main	HOP001	Hope Works	Tech	Technical	HW STC 010	16 Jul 2018	18 Jul 2018	2	d
	S	TC0000030	ST	Short Term Contracts	Main	HOP001	Hope Works	Tech	Technical	HWSTCD 1008	23 Jul 2018	25 Jul 2018	2	d

• Select *Print Invoice - Ref []* from the drop-down list.

Note:Remember, you will be able to distinguish between the *Deposit* Invoice and the *Short Term* Invoice by the *Invoice Reference numbers* as set up in the Configurator.



-				SI	hort Term Cont	tract Listing - E	PO: Version 2.1.0.	63 - Example Compa	any			-		×
0	Home	Equipment and	d Locations Contract	Finance and	HR Invento	ry Maintena	nce and Projects	Manufacturing Pri	ocuremen	t Sales !	Service Rep	orting Utilit	es —	₽ x
Ad	e Edit	Close M	Aachine Short Term		Workspaces	Real Provide P	Print Active	GV	7					
Ad	a Ealt		turn WOs Invoice	Save Layout	vvorkspaces	Save Filter	Print Active	✓ Refres	n					
	Maintain		Process		Format		Print Contra	ict						
							Print Contra	ect Return						
							Print Invoice	e - Ref STI0000021				-		
C	ContractNo	ContractType	ContractTypeDesc	Location	CustomerCode	CustomerNam	Print Invoice	e - Ref INV0000431	ame	OrderNo	StartDate	EndDate	Period	PeriodTyp
Y														
	TC0000019		Short Term Contracts			Derton Techno	CONTRACTOR OF					24 Apr 2016		d
	TC0000021		Short Term Contracts		APP0001	Apple Juice In	: Sales	Sales Depar	tment	1234		08 Jun 2017		h
	TC0000022		Short Term Contracts		ABCXYZ123	ABC SHoe Co		6 I - D		fdg		03 Jul 2017		W
	TC0000024 TC0000027	ST	Short Term Contracts Short Term Contracts		APP0001 HOP001	Apple Juice In	: Sales Tech	Sales Depar Technical	tment	10	10 Aug 2017 09 Jul 2018	20 Aug 2017 16 Jul 2018		d
		ST	Short Term Contracts		HOP001 HOP001	Hope Works Hope Works	Tech	Technical		HW STC 001 HW STC 009	16 Jul 2018	16 Jul 2018		w d
	TC0000028		Short Term Contracts		HOP001 HOP001	Hope Works	Tech	Technical		HW STC 010	16 Jul 2018	18 Jul 2018		d
	TC0000029		Short Term Contracts		HOP001	Hope Works	Tech	Technical			23 Jul 2018			d
	en Windows 🕶											24.	Jul 2018	0

SELECT PRINT OPTION

A *Select the option as desired* screen will pop up with the following options;

- Print: will open the Invoice in Report Preview to view, print, export or email.
- **Email**: can attach documents, add recipients, the system will create a PDF and email the Invoice.
- Print/Email: both the Report Preview and Email screens will pop up.
- Click on the *radio* button in front of the option you want.
- Click on *Accept*.



Image: Contractive Contract Water Instantion					S	hort Term Cont	ract Listing - BPO: V	ersion 2.1.0.63 - Exa	mple Company			-		\times
Ad Extrume Waching Short Tem Netwin Waching Short Tem ContractType ContractTypeOcs: LoutomerCode Netwin Waching Short Tem Netwin Waching Short Te	0	Home	Equipment an	nd Locations Contrac	t Finance and	d HR Invento	ry Maintenance an	d Projects Manufa	cturing Procuremen	nt Sales	Service Rep	orting Utilit	ies —	₽ x
Return Wös Promat Print Current Mantan Processing Print Current Current ag a columb holder here to group by Hait colum ContractType	đ		×					Durban	•					
a column header here to group by that column Contractify © Contractify Per Contract Dyreb Contractify Per Contractify Defended CustomerCode CustomerDeptCode CustomerDeptName OrderNo StartDate EndDate Period PeriodTy STC0000019 ST Short Term Contracts Derton Centre DER001 Derton Technologies 22 Apr 2016 24 Apr 2016	Add	d Edit			Save Layout	Workspaces	Save Filter Print	Active						
Contractive Intervention Contractive Contractive Stronoono Contractive Stronoono		Maintain		Process	4	Format	_ Print	. Curren	it "					
Contractive Intervention Contractive Contractive Stronoono Contractive Stronoono														
STC0000019 ST Short Tem Contracts Decton Centre DER001 Decton Technologies Sales Sales Sales Department 1234 08 Jun 2017 02 Jun 2017 2 Jun 2018 3 Jun 2018 2 Jun 2017 2 Jun 2018 3 Jun 2018 2 Jun 2018 </td <td></td> <td></td> <td></td> <td></td> <td>Location</td> <td>CustomerCode</td> <td>CustomerName</td> <td>CustomerDentCode</td> <td>CustomerDeptName</td> <td>OrderNo</td> <td>StartDate</td> <td>EndDate</td> <td>Period</td> <td>PeriodType</td>					Location	CustomerCode	CustomerName	CustomerDentCode	CustomerDeptName	OrderNo	StartDate	EndDate	Period	PeriodType
STC000021 ST Short Tem Contracts Main APP0001 Apple Juice Inc Sales Sales Department 1234 08 Jun 2017 08 Jun 2017 2 h 1 w STC000024 ST Short Tem Contracts Mileret APP0001 Apple Juice Inc Sales Sales Department 10 10 Aug 2017 20 Aug 2017 10 d STC000025 ST Short Tem Contracts Main HOP001 Hope Works Tech Technical HW STC 001 09 Jul 2018 16 Jul 2018 1 w STC000029 ST Short Tem Contracts Main HOP001 Hope Works Tech Technical HW STC 010 16 Jul 2018 18 Jul 2018 2 d STC0000029 ST Short Tem Contracts Main HOP001 Hope Works Tech Technical HW STC 010 16 Jul 2018 18 Jul 2018 2 d STC0000029 ST Short Tem Contracts Main HOP001 Hope Works Tech Technical HW STC 010 16 Jul 2018 18 Jul 2018 2 d STC0000029 ST Short Tem Contracts Main HOP001 Hope Works Tech Technical HW STC 010 16 Jul 2018 18 Jul 2018 2 d STC0000029 ST Short Tem Contracts Main HOP001 Hope Works Tech Technical HW STC 010 16 Jul 2018 18 Jul 2018 2 d STC0000029 ST Short Tem Contracts Main HOP001 Hope Works Tech Technical HW STC 010 20 Jul 2018 18 Jul 2018 2 d STC0000029 ST Short Tem Contracts Main HOP001 Hope Works Tech Technical HW STC 010 20 Jul 2018 18 Jul 2018 2 d STC0000029 ST Short Tem Contracts Main HOP001 Hope Works Tech Technical HW STC 010 20 Jul 2018 2 Jul 201	9	210 02010	consucciype	Controletry peocoe	COCODON	customercouc	costomername	customerocpicouc	costoniciocputane	Cracino	Startbate	LINDONC	renou	r chouryp
STC000021 ST Short Tem Contracts Main APP0001 Apple Juice Inc Sales Sales Department 1234 08 Jun 2017 03 Jul 2017 1 w STC000022 ST Short Tem Contracts PRO_RSI ABCXY2123 ABC SHoe Co ST Short Tem Contracts Main HOP001 Apple Juice Inc Sales Sales Department 10 10 Aug 2017 20 Aug 2017 10 d STC000028 ST Short Tem Contracts Main HOP001 Hope Works Tech Technical HW STC 001 09 Jul 2018 16 Jul 2018 1 w STC000029 ST Short Tem Contracts Main HOP001 Hope Works Tech Technical HW STC 010 16 Jul 2018 18 Jul 2018 2 d STC0000029 ST Short Tem Contracts Main HOP001 Hope Works Tech Technical HW STC 010 16 Jul 2018 18 Jul 2018 2 d STC0000029 ST Short Tem Contracts Main HOP001 Hope Works Tech Technical HW STC 010 16 Jul 2018 18 Jul 2018 2 d STC0000030 ST Short Tem Contracts Main HOP001 Hope Works Tech Technical HW STC 010. 23 Jul 2018 25 Jul 2018 2 d	S	C0000019	ST	Short Term Contracts	Derton Centre	DER001	Derton Technologies				22 Apr 2016	24 Apr 2016	2	l d
STC000024 ST Short Term Contracts Hilforest APP0001 Apple Juice Inc Sales Sales Department 10 10 Aug 2017 20 Aug 2017 10 d STC000027 ST Short Term Contracts Main HOP001 Hope Works Tech Technical HW STC 001 09 Jul 2018 18 Jul 2018 2 d STC000028 ST Short Term Contracts Main HOP001 Hope Works Tech Technical HW STC 010 16 Jul 2018 18 Jul 2018 2 d STC0000030 ST Short Term Contracts Main HOP001 Hope Works Tech Technical HW STC 010 16 Jul 2018 18 Jul 2018 2 d STC0000030 ST Short Term Contracts Main HOP001 Hope Works Tech Technical HW STC 010 16 Jul 2018 12 Jul 2018 2 Jul 2	S	C0000021	ST	Short Term Contracts	Main	APP0001		Sales	Sales Department	1234				! h
ST Short Term Contracts Main HOP001 Hope Works Tech Technical HW STC 001 09 JJ 2018 16 JJ 2018 2 J STC0000028 ST Short Term Contracts Main HOP001 Hope Works Tech Technical HW STC 001 09 JJ 2018 18 JJ 2018 2 J d STC0000029 ST Short Term Contracts Main HOP001 Hope Works Tech Technical HW STC 010 16 JJ 2018 18 JJ 2018 2 J d STC0000029 ST Short Term Contracts Main HOP001 Hope Works Tech Technical HW STC 010 16 JJ 2018 18 JJ 2018 2 J d STC0000030 ST Short Term Contracts Main HOP001 Hope Works Tech Technical HW STC 010. 16 JJ 2018 12 J d d STC0000030 ST Short Term Contracts Main HOP001 Hope Works Tech Technical HW STC 01 23 JJ 2018 2 J d STC0000030 ST Short Term Contracts Main Figure Inin Invoice <t< td=""><td>S</td><td>C0000022</td><td>ST</td><td>Short Term Contracts</td><td>BPO_RSI</td><td>ABCXYZ123</td><td>ABC SHoe Co</td><td></td><td></td><td>fdg</td><td>26 Jun 2017</td><td>03 Jul 2017</td><td>1</td><td>w</td></t<>	S	C0000022	ST	Short Term Contracts	BPO_RSI	ABCXYZ123	ABC SHoe Co			fdg	26 Jun 2017	03 Jul 2017	1	w
STC000028 ST Short Term Contracts Main HOP001 Hope Works Tech Technical HW STC 009 16 Jul 2018 18 Jul 2018 2 d STC0000029 ST Short Term Contracts Main HOP001 Hope Works Tech Technical HW STC 010 16 Jul 2018 18 Jul 2018 2 d STC0000030 ST Short Term Contracts Main HOP001 Hope Works Tech Technical HW STC 01 23 Jul 2018 25 Jul 2018 2 d Store the option as desired Image Works Tech Technical HW STC 01 23 Jul 2018 25 Jul 2018 2 d Store the option as desired Image Works Tech Technical HW STC 01 23 Jul 2018 25 Jul 2018 2 d Store the option as desired Image Works Tech Technical Image Works Tech Technical HW STC 01 23 Jul 2018 25 Jul 2018 2 d Store the option as desired Image Works Tech Technical Image Works Tech Technical HW STC 01 23 Jul 2018 25 Jul 2018 2 d Store the option as desired Image Works Tech Technical HW STC 01 23 Jul 2018 25 Jul 2018 2 d Store the option as desired Image Works Tech Technical Image Works T	5	rc0000024	ST	Short Term Contracts	Hillcrest	APP0001	Apple Juice Inc	Sales	Sales Department	10	10 Aug 2017	20 Aug 2017	10	d
STC000029 ST Short Term Contracts Main HOP01 Hope Works Tech Technical HW STC 010 16 Jul 2018 18 Jul 2018 2 Jul 2	S	C0000027	ST	Short Term Contracts	Main	HOP001	Hope Works	Tech	Technical	HW STC 001	09 Jul 2018	16 Jul 2018	1	w
STC0000030 ST Short Term Contracts Main HOP01 Hope Works Tech Technical HWSTCD1 23 Jul 2018 25 Jul 2018 2 J	S	C0000028	ST	Short Term Contracts	Main	HOP001	Hope Works	Tech	Technical	HW STC 009	16 Jul 2018	18 Jul 2018	2	d
Select the option as desired	S	C0000029	ST	Short Term Contracts	Main	HOP001	Hope Works	Tech	Technical	HW STC 010	16 Jul 2018	18 Jul 2018	2	d
Home	• 5	rC0000030	ST	Short Term Contracts	Main	HOP001	Hope Works	Tech	Technical	HWSTCD1	23 Jul 2018	25 Jul 2018	2	! d
						Accept Canc	el Print Invoice	oice						
24 34 2018	4 0				[16					
	000	Windows -										24	14 20 19	-

- Now follow the same processes as explained above to;
 - Print the Invoice.
 - Email the Invoice.
 - Link Additional Documents to the Invoice.
 - <u>Delete Attachments</u> from the Invoice.

MNU.158.004