

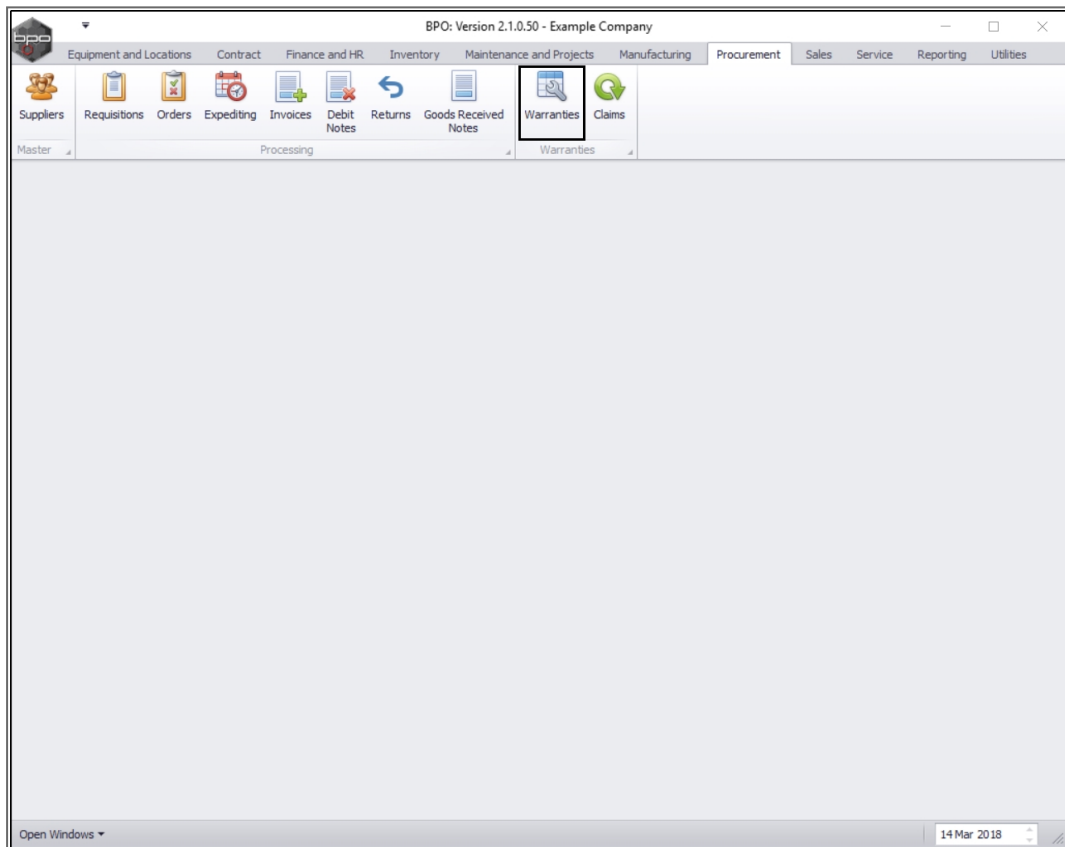
We are currently updating our site; thank you for your patience.

## PROCUREMENT

### ADD WARRANTY DEFINITION

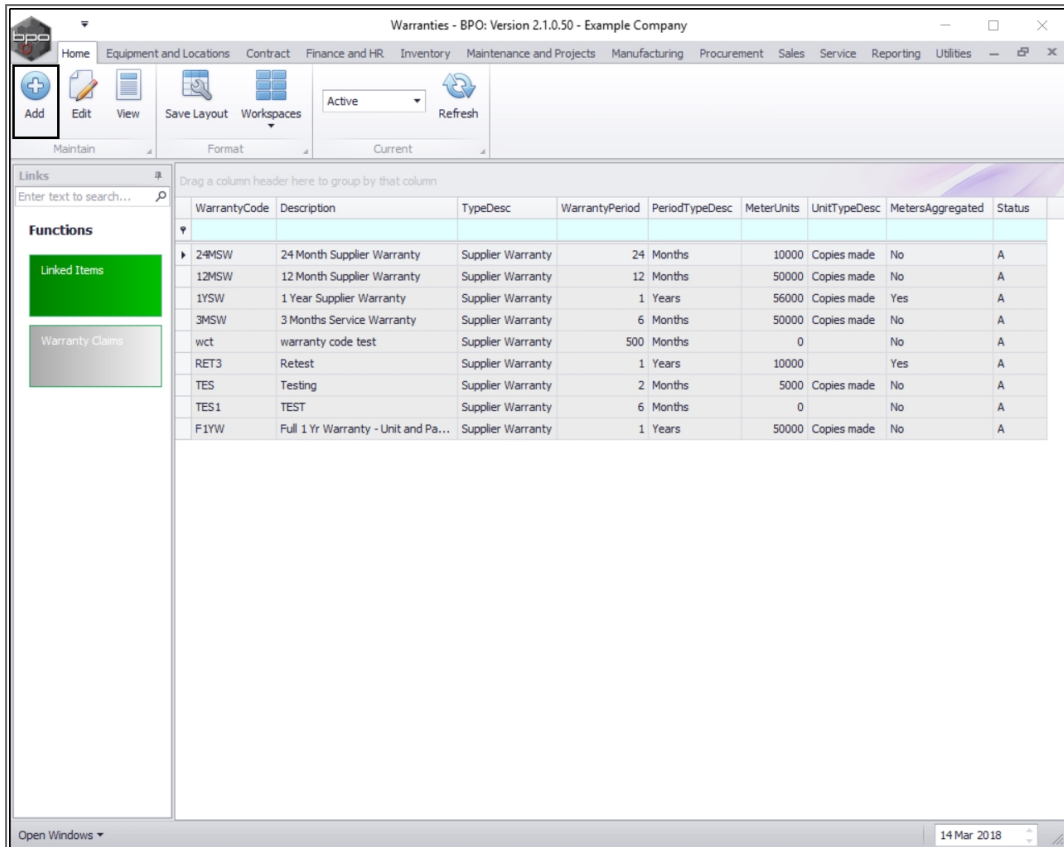
You can add any warranty that is placed on an item that you have received from a supplier, and link that warranty to the item. Follow the process below to add a new **warranty definition** to the system.

**Ribbon Access:** Procurement > Warranties



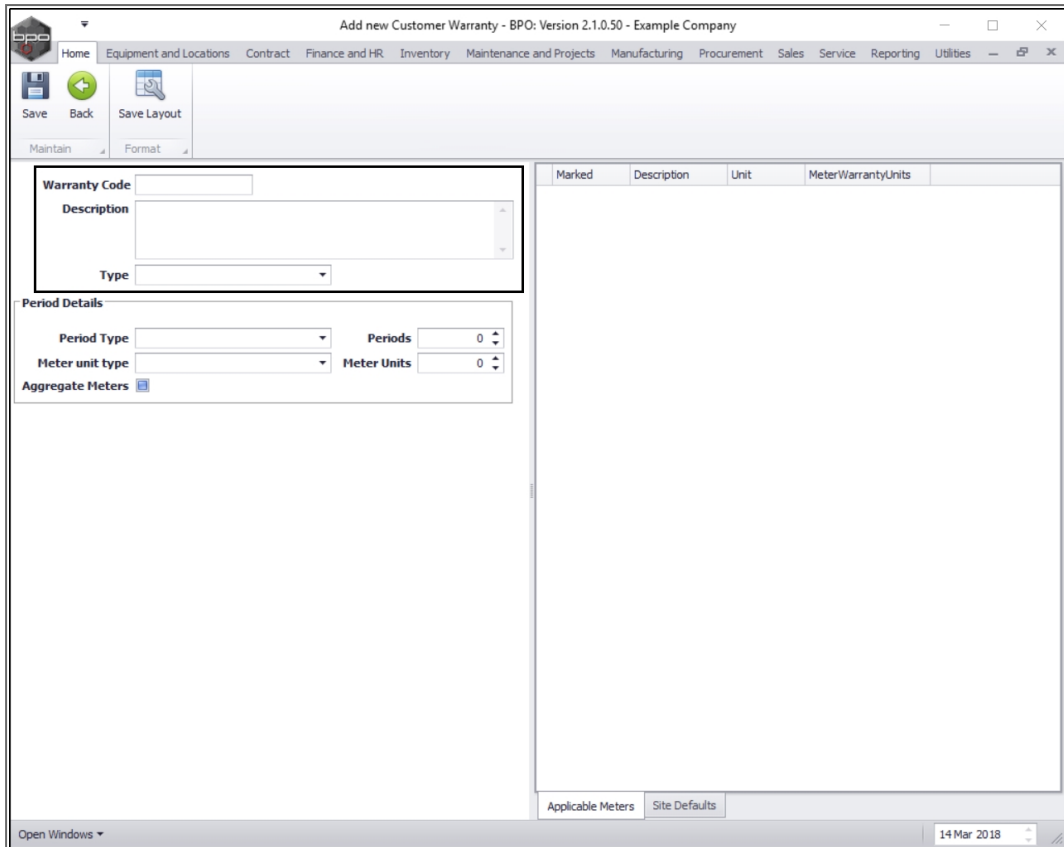
The **Warranties** listing screen will be displayed.

- Click on **Add**.



## WARRANTY DETAILS

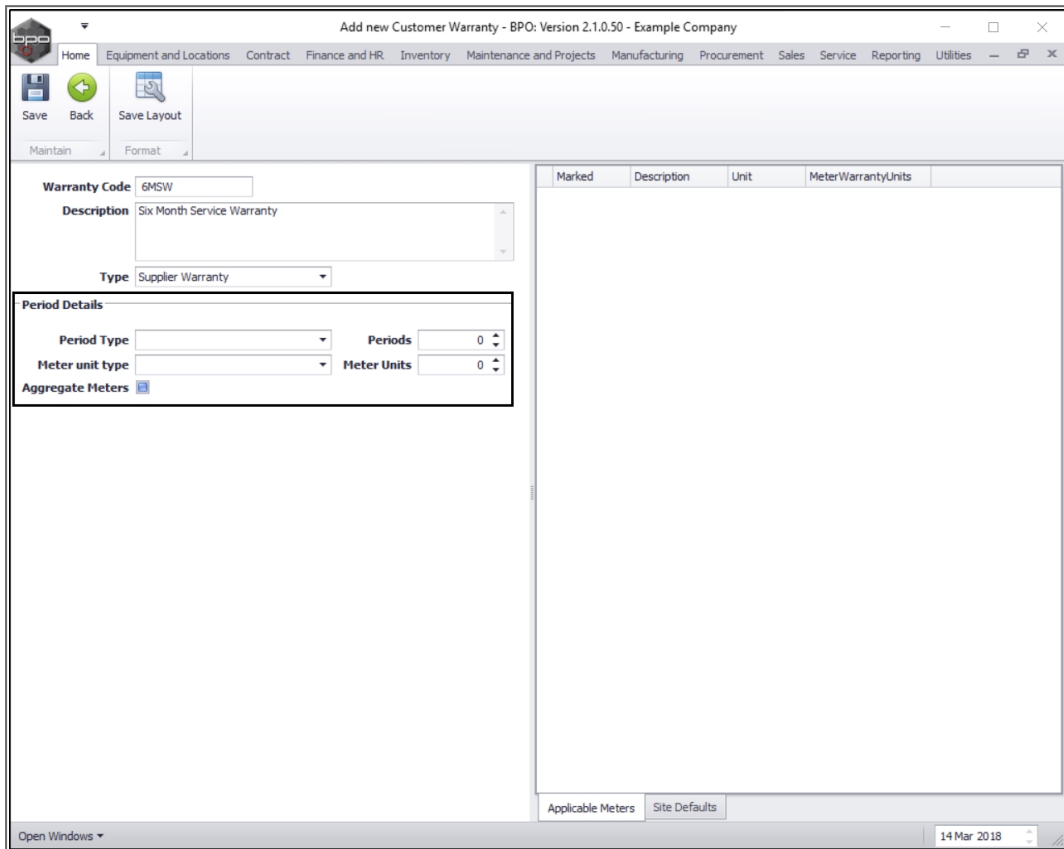
- **Warranty Code:** Type in the warranty code.
- **Description:** Type in a text description for this warranty code.
- **Type:** Click on the drop-down arrow and select from the menu, the type of warranty this will be.



## 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 checked="" type="checkbox"/>	Pretoria
<input type="checkbox"/>	Cape Town

## SAVE WARRANTY DEFINITION

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

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	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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