

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

# CONTRACTS

# FIND CONTRACT BY CONTRACT NO.

This functionality helps you to find a contract by searching for the contract across multiple sites and states if, for example, you do not recall the site and or status of the contract.

#### Ribbon Access: Contract > Contracts



The **Contract Listing** screen will be displayed.

- The **Site** field will either auto populate with **All Sites** or the last Site that you selected when you worked in this screen. Upon opening this screen, the **Status** field defaults to the **Active** status.
  - Note: You do not need to change the Site or Status, the system will search for the contract number across all sites and states.



## Find Contract by Contract No.

	-				Contract Li	sting - BPO: Version 2.1.0.69 - TEST	ALPHA - JUDITH PC LC	DCAL	- 0	$\times$
	Home Ec	iquipment a	and Lo	ocations Contract	Finance and HR	Inventory Maintenance and Projec	ts Manufacturing Pro	curement Sales	Service Reporting Utilities -	8 >
Add	Edit C	X [	View	Image: Save Layou       Image: Workspace       Image: Save Filter	ut views Hold s ▼ Suspend i Release	Release For Approval     Remove From Approval     Poprove Contract	Durban Active act & Refresh	<ul> <li>Find Seri</li> <li>Find Con</li> </ul>	al No. Print Export Reports	
	Processin	ng		4 Format		Status Processing	4	Irent	a Print a Re a	
inks		4	D	ag a column header						
nter tex	er text to search P		ContractNo		CustomerCode	CustomerName	CustomerDeptName	ContractType	ContractTypeDesc	Locat
Funct	tions		٩							
	Notes Documents			MTC0000005	HOP001	Hope Works	Sales Department	MTC	Maintenace Contract	Mai
Note				MTC0000006	DER001	Derton Technologies	Sales Department	MTC	Maintenace Contract	Mai Mai
				MTC000007	TIA001	Titan Group	Sales Department	MTC	Maintenace Contract	
				MTC000008	HOP001	Hope Works	Sales Department	MTC	Maintenace Contract	Mai
Doct				MTC0000010	HOM001	House and Home	Sales Department	MTC	Maintenace Contract	Mai
				CO0000147	DON0001	Dont Run with Scissors	Sales Department	CPC	Cost Per Copy	Mai
				CO0000148	SAM001	Samanthas Diner	Sales Department	CPC	Cost Per Copy	Mai
Hold	History			CO0000151	SAM001	Samanthas Diner	Sales Department	CPC	Cost Per Copy	Mai
				CO0000152	SAM001	Samanthas Diner	Sales Department	CPC	Cost Per Copy	Mai
				CO0000154	DON0001	Dont Run with Scissors	Sales Department	CPC	Cost Per Copy	Mai
Sust	Suspend History			CO0000155	JUS001	Just In Time	Sales Department	CPC	Cost Per Copy	Mai
				CO0000156	JUS001	Just In Time	Sales Department	CPC	Cost Per Copy	Mai
				CO0000157	DON0001	Dont Run with Scissors	Sales Department	CPC	Cost Per Copy	Mai
				CO0000159	APP0001	Apple Juice Inc	Sales Department	CPC	Cost Per Copy	Mai
				CO0000160	BET0001	Betties Summer Shop at the Beach	Sales Department	CPC	Cost Per Copy	Mai
Droc	Processing			CO0000161	BET0001	Betties Summer Shop at the Beach	Sales Department	CPC	Cost Per Copy	Gilli
PIOCO				CO0000162	JUS001	Just In Time	Sales Department	CPC	Cost Per Copy	Mai
Invo	pices			CO0000163	JUS001	Just In Time	Sales Department	CPC	Cost Per Copy	Mai
			4	6						

# **SELECT FIND CONTRACT**

	Ŧ			Contract Listing - BPO: Version 2.1.0.69 - TEST ALPHA - JUDITH PC LOCAL						$\times$
	Home	Equipmen	nt and L	ocations Contrac	t Finance and HR	Inventory Maintenance and Proje	ects Manufacturing Pro	curement Sales	Service Reporting Utilities -	8×
Add	Edit	X Delete	View	<ul> <li>Save Layo</li> <li>Workspace</li> <li>Save Filter</li> </ul>	ut Pir Hold es • 55 Suspend	Release For Approval	Durban Active htract & Refresh	<ul> <li>Find Series</li> <li>Find Cor</li> </ul>	ial No. Print Export Reports	
	Proces	ssing		. Format	4	Status Processing	4 CL	urrent	a Print a Re a	
inks			<b>#</b>							
inter te	iter text to search P		, p ContractNo		CustomerCade		CustomerDeptName	ContractTune	ContractTuneDesc	loca
Fund				Contractivo	CustomerCode	Customername	CustomerDepuvarie	Contractinge	Contracti ypeDesc	LUCA
runc	unctions			MTC000005	HOP001	Hope Works	Sales Department	MTC	Maintenace Contract	Mai
Not	Notes			MTC0000005	DEP001	Derten Technologien	Sales Department	MTC	Maintenace Contract	Mai
				MTC0000007	TIA001	Titan Group	Sales Department	MTC	Maintenace Contract	Mai
				MTC0000007	HOP001	Hope Works	Sales Department	MTC	Maintenace Contract	Mai
Doc	Documents		MTC0000010 CO0000147		HOM001 House and Home		Sales Department	MTC	Maintenace Contract	Mai
1.000					DON0001	Dont Run with Scissors	Sales Department	CPC	Cost Per Copy	Mai
				CO0000148	SAM001	Samanthas Diner	Sales Department	CPC	Cost Per Copy	Mai
Hal	Hold History Suspend History			CO0000151	SAM001	Samanthas Diner	Sales Department	CPC	Cost Per Copy	Mai
HUI				CO0000152	SAM001	Samanthas Diner	Sales Department	CPC	Cost Per Copy	Mai
				CO0000154	DON0001	Dont Run with Scissors	Sales Department	CPC	Cost Per Copy	Mai
				CO0000155	JUS001	Just In Time	Sales Department	CPC	Cost Per Copy	Mai
Sus				CO0000156	JUS001	Just In Time	Sales Department	CPC	Cost Per Copy	Mai
				CO0000157	DON0001	Dont Run with Scissors	Sales Department	CPC	Cost Per Copy	Mai
4			- 2	CO0000159	APP0001	Apple Juice Inc	Sales Department	CPC	Cost Per Copy	Mai
				CO0000160	BET0001	Betties Summer Shop at the Beach	n Sales Department	CPC	Cost Per Copy	Mai
12				CO0000161	BET0001	Betties Summer Shop at the Beach	n Sales Department	CPC	Cost Per Copy	Gilli
Proc	Processing			CO0000162	JUS001	Just In Time	Sales Department	CPC	Cost Per Copy	Mai
Tou				CO0000163	JUS001	Just In Time	Sales Department	CPC	Cost Per Copy	Mai
LIV	UICES		4							
pen W	/indows ¬								12 Mar 2019	:

• Click on **Find Contract**.



1. The **Select a contract** screen will pop up.

#### **SCROLL TO FIND**

Either,

2. Scroll up or down the data grid until you find the contract.

	-				Contract Listing - E	3PO: Version 2.	1.0.69 - Exa	mple Company				_ [	) ×
н 🔍	lome	Equipm	💀 Select a contract 🧹 📃 🔍									lities -	- 67 >
4	P	×	Home		1							1	
Add Edit Poloti				53								Report	
Auu	Luit	Delete		6558								- Kepore	
	Proces	sing	Ok Back	Save Layout								Re	
inks			Process	Format "					2			1/2	
nter text	t to sea	rch											1
										X		Date	Departme
Functi	ions		ContractNo	ContractTypeDesc	CustomerName	CustomerD	Status	Location	CustomerD	OrderNo	StartDate		
Nata	-		9									un 2019	Sales Dep
Notes	Notes		• CO000002	Cost Per Copy	Hope Works	Technical	С	Main	Tech		01 Mar 3	ul 2019	Document
			CO000003	Cost Per Copy	Derton Technologies		С	Forest Hills			01 Mar 3	ul 2019	Sales Dep
	Documents		CO000004	Cost Per Copy	Hope Works	Technical	x	Forest Hills	Tech	Test Comm	07 Apr 2	an 2016	Sales Dep
Docur			CO000005	Cost Per Copy	Derton Technologies		С	Forest Hills		ContractOr	01 Mar 1	un 2020	Sales Dep
			CO000006	Cost Per Copy	Office Supplies Unli		С	Hillcrest		1234	22 Apr 2	flar 2021	Sales Dep
			CO000007	Cost Per Copy	Office Supplies Unli		С	Forest Hills			07 Jan 2	un 2021	Sales Dep
Hold H	History	5	CO000008	Cost Per Copy	Young Electric	Sales Depa	С	Forest Hills	Sales	abc123	07 May	ul 2021	Sales Dep
			CO000009	Cost Per Copy	Derton Technologies		N	Durban Area			07 May	ep 2021	Technical
			CO0000010	Cost Per Copy	Hope Works	Technical	E	BPO_RSI	Tech		05 Jan 2	ep 2021	Sales Dep
Suspe	end Hist	tory	CO0000011	Cost Per Copy	Westwood Dynamic		С	Main		ContractOr	09 May	Oct 2021	Sales Dep
			CO0000012	Rental Contracts	Titan Group		Α	Durban Area			16 May	1ay 2022	Sales Dep
			CO000013	Cost Per Copy	Titan Group		С	Durban Area			16 May	ul 2022	Sales Dep
			CO000014	Cost Per Copy	Titan Group		С	Durban Area			16 May	lov 2023	Sales Dep
			CO000015	Cost Per Copy	Titan Group		x	Main			20 May	ec 2023	Sales Dep
Proce	ssina		CO0000016	Cost Per Copy	Titan Group		A	Main			13 Jun 2	Apr 2024	Sales Dep
		0	CO000017	Cost Per Copy	Titan Group		С	Main			17 Jun 2	May 2019	Sales Dep
Invoid	ices		CO000018	Cost Per Copy	Samanthas Diner		A	Main			09 Jul 2		
			CO0000019	Cost Per Copy	Office Supplies Unli		А	BPO_TEL			28 Jul 2		
			CO000020	Cost Per Copy	Hope Works	Technical	Α	Durban Area	Tech		01 Jan 2 👻	1	
Credi	it Notes		. ←								+		
ercu	ien o tes		4		3								

Or,

#### **USE THE FILTER ROW**

- 1. **Type in** the contract number you are looking for in the **filter row** below the **Contract No** header.
- 2. As you type, the system will search for the contract number and display the correct **row** in the data grid.
- 3. Ensure that the row is selected.
- 4. Click on Ok.





### **VIEW FOUND CONTRACT**

- The selected contract will be displayed in the **Contract Listing** screen.
  - Note: The Listing screen will adjust the Site and Status fields according to the location of the found contract.
  - In this example, contract CO0000233 was found in the Pretoria site under the Active status.



### Find Contract by Contract No.



MNU.112.044

Help v2024.5.0.7/1.0 - Pg 5 - Printed: 21/08/2024

CO3 Technologies (Pty) Ltd © Company Confidential