

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

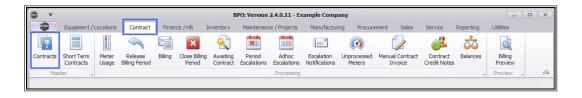
# CONTRACT

## **CREDIT NOTES**



Refer to .... and .... for more information.

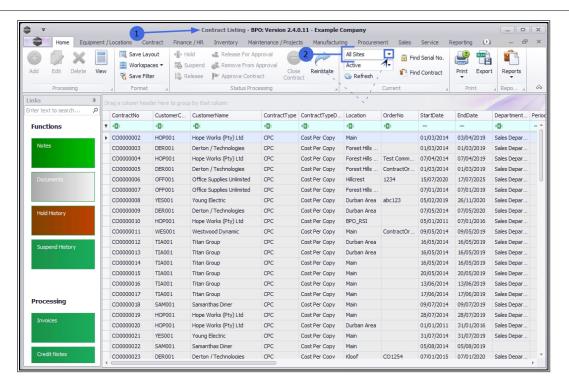
#### Ribbon Access: Contract > Contracts



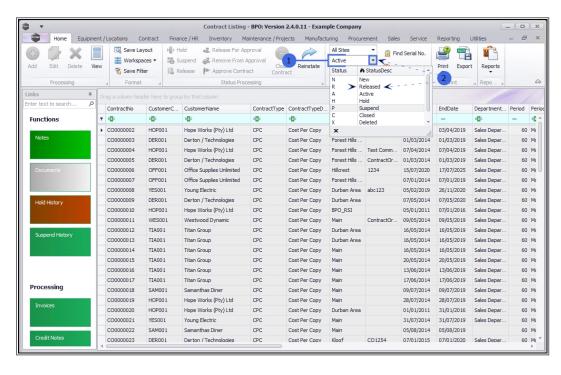
- 1. The **Contract Listing** screen will be displayed.
- 2. Select the **Site** that you wish to work in.



#### Credit Notes



- 1. This screen defaults to the **Active** status.
- 2. Select a different **status** from the drop-down menu, if required.





### **VIEW CREDIT NOTES**

- 1. Select the **row** of the **contract** where you wish to **view** the linked Credit Notes.
- 2. Click on the **Credit Notes** tile.

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- 1. The Credit Notes for Contract No.: [] screen will open.
- 2. Here you can add to or view the credit notes linked to this contract.
- 3. Click on **Back** to return to the **Contract Listing** screen.

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