

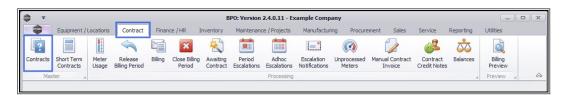
We are currently updating our site; thank you for your patience.

CONTRACT

REMOVE FROM APPROVAL

After a contract has been <u>Approved</u>, it could be 'removed from approval' or moved back to the <u>Released</u> status due to reasons such as contract amendments. These changes will need to be reviewed by the authorised parties and then the contract will need to be Approved again.

Ribbon Access: Contract > Contracts



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



•		1-		Contract Listing - BI	PO: Version 2.4.	0.11 - Example (Company					
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		CO000002	HOP001	Hope Works (Ptv) Ltd	CPC	Cost Per Copy	Main		01/03/2014	03/04/2019	Sales Depar	
Notes		CO000003	DER001	Derton / Technologies	CPC	Cost Per Copy	Forest Hills		01/03/2014	01/03/2019	Sales Depar	
		CO000004	HOP001	Hope Works (Pty) Ltd	CPC	Cost Per Copy	Forest Hills	Test Comm	07/04/2014	07/04/2019	Sales Depar	
		CO000005	DER001	Derton / Technologies	CPC	Cost Per Copy	Forest Hills	ContractOr	01/03/2014	01/03/2019	Sales Depar	
Documents		CO000006	OFF001	Office Supplies Unlimited	CPC	Cost Per Copy	Hillcrest	1234	15/07/2020	17/07/2025	Sales Depar	
		CO000007	OFF001	Office Supplies Unlimited	CPC	Cost Per Copy	Forest Hills		07/01/2014	07/01/2019	Sales Depar	
		CO000008	YES001	Young Electric	CPC	Cost Per Copy	Durban Area	abc123	05/02/2019	26/11/2020	Sales Depar	
Hold History		CO000009	DER001	Derton / Technologies	CPC	Cost Per Copy	Durban Area		07/05/2014	07/05/2020	Sales Depar	
		CO0000010	HOP001	Hope Works (Pty) Ltd	CPC	Cost Per Copy	BPO_RSI		05/01/2011	07/01/2016	Sales Depar	
		CO0000011	WES001	Westwood Dynamic	CPC	Cost Per Copy	Main	ContractOr	09/05/2014	09/05/2019	Sales Depar	
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		CO0000014	TIA001	Titan Group	CPC	Cost Per Copy	Main		16/05/2014	16/05/2019	Sales Depar	
		CO000015	TIA001	Titan Group	CPC	Cost Per Copy	Main		20/05/2014	20/05/2019	Sales Depar	
		CO0000016	TIA001	Titan Group	CPC	Cost Per Copy	Main		13/06/2014	13/06/2019	Sales Depar	
Processing		CO0000017	TIA001	Titan Group	CPC	Cost Per Copy	Main		17/06/2014	17/06/2019	Sales Depar	
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- 1. This screen defaults to the **Active** status.
- 2. Click on the drop-down **arrow** and select the **Released** status from the menu.

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		CO0000010	HOP001	Hope Works (Pty) Ltd	CPC	Cost Per Copy	BPO_RSI		05/01/2011	07/01/2016	Sales Depar	. 60	M
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		CO0000015	TIA001	Titan Group	CPC	Cost Per Copy	Main		20/05/2014	20/05/2019	Sales Depar	. 60	M
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		CO0000017	TIA001	Titan Group	CPC	Cost Per Copy	Main		17/06/2014	17/06/2019	Sales Depar	. 60	M
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Invoices		CO0000019	HOP001	Hope Works (Pty) Ltd	CPC	Cost Per Copy	Main		28/07/2014	28/07/2019	Sales Depar	. 60	M
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		CO0000021	YES001	Young Electric	CPC	Cost Per Copy	Main		31/07/2014	31/07/2019	Sales Depar	. 60	M
		CO0000022	SAM001	Samanthas Diner	CPC	Cost Per Copy	Main		05/08/2014	05/08/2019		60	M
Credit Notes		CO000023	DER001	Derton / Technologies	CPC	Cost Per Copy	Kloof	CO1254	07/01/2015	07/01/2020	Sales Depar	60	M



SELECT CONTRACT

• Select the **row** of the **contract** you wish to **remove** from **approval**.

REMOVE FROM APPROVAL

• Click on Remove From Approval.

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- A Contract Removal message box will pop up asking;
 - You are about to remove this contract for approval.



Is this correct?

• Click on Yes.

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



- A Contract Process message box will pop up informing you that;
 - The contract, no. [] has been removed from the authorisation process.
- Click on OK.



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Help v2024.5.0.7/1.0 - Pg 7 - Printed: 21/08/2024



VIEW REMOVED CONTRACT IN NEW STATUS

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



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• Select the **New** status.



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• You can now find the contract in the **Contract Listing** screen where the **status** is set to **New**.



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Help v2024.5.0.7/1.0 - Pg 11 - Printed: 21/08/2024

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