

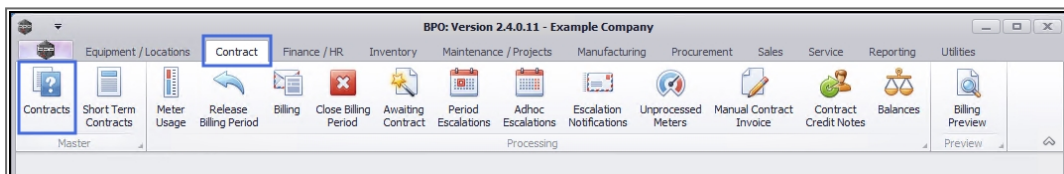
We are currently updating our site; thank you for your patience.

## CONTRACT

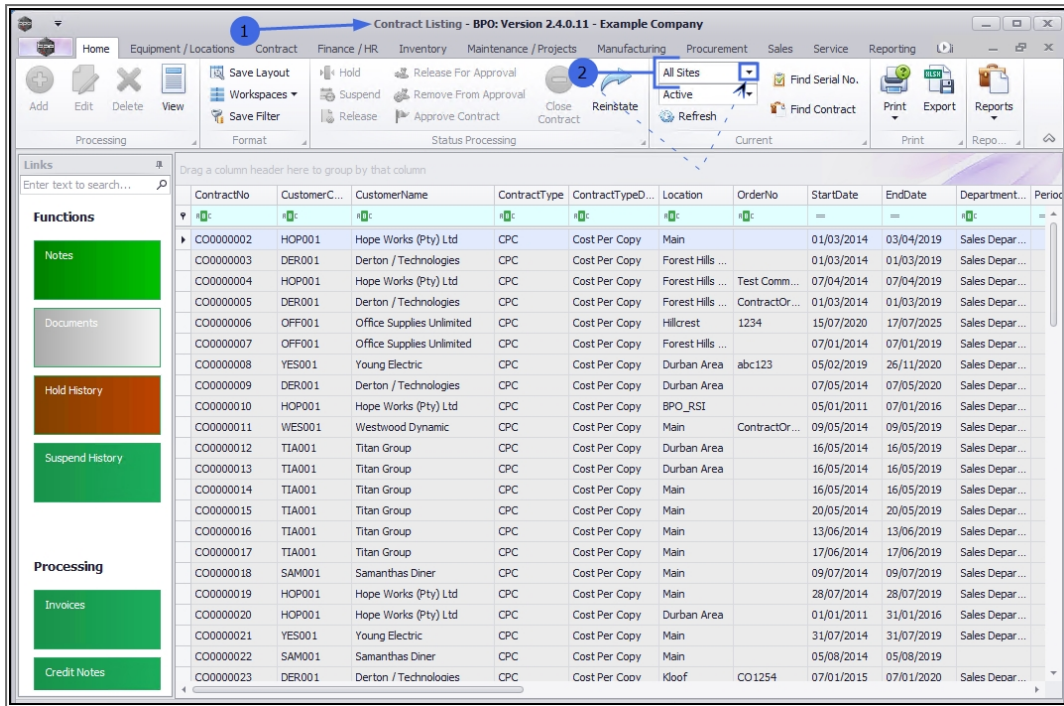
### REMOVE FROM APPROVAL

After a contract has been Approved, it could be 'removed from approval' or moved back to the Released 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.

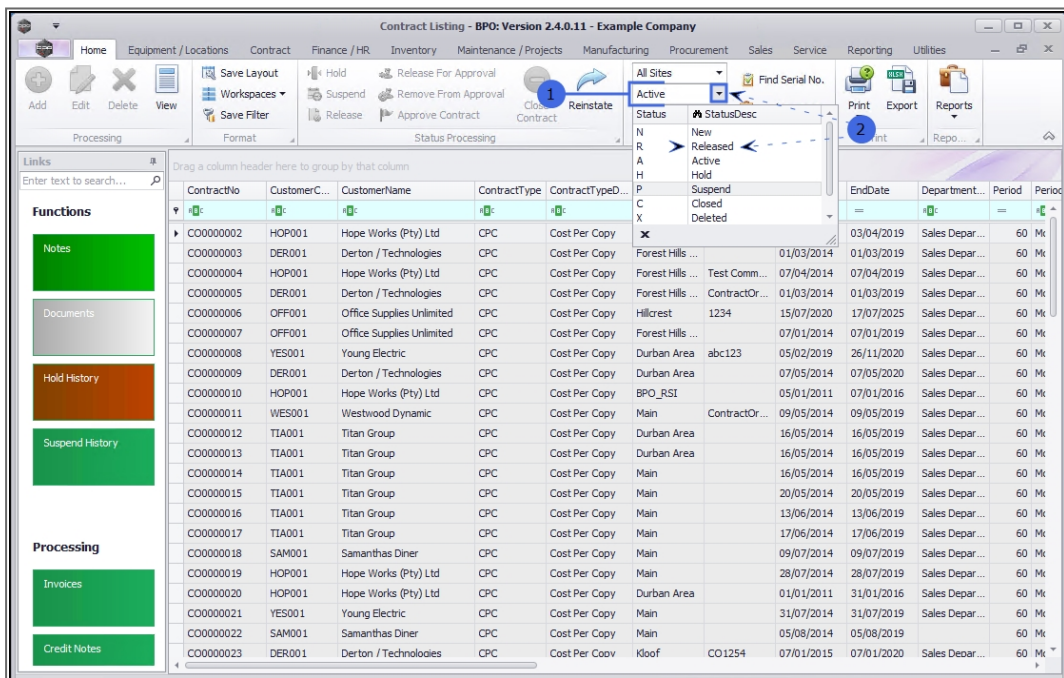
**Ribbon Access:** Contract > Contracts



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



1. This screen defaults to the **Active** status.
2. Click on the drop-down **arrow** and select the **Released** status from the menu.



## SELECT CONTRACT

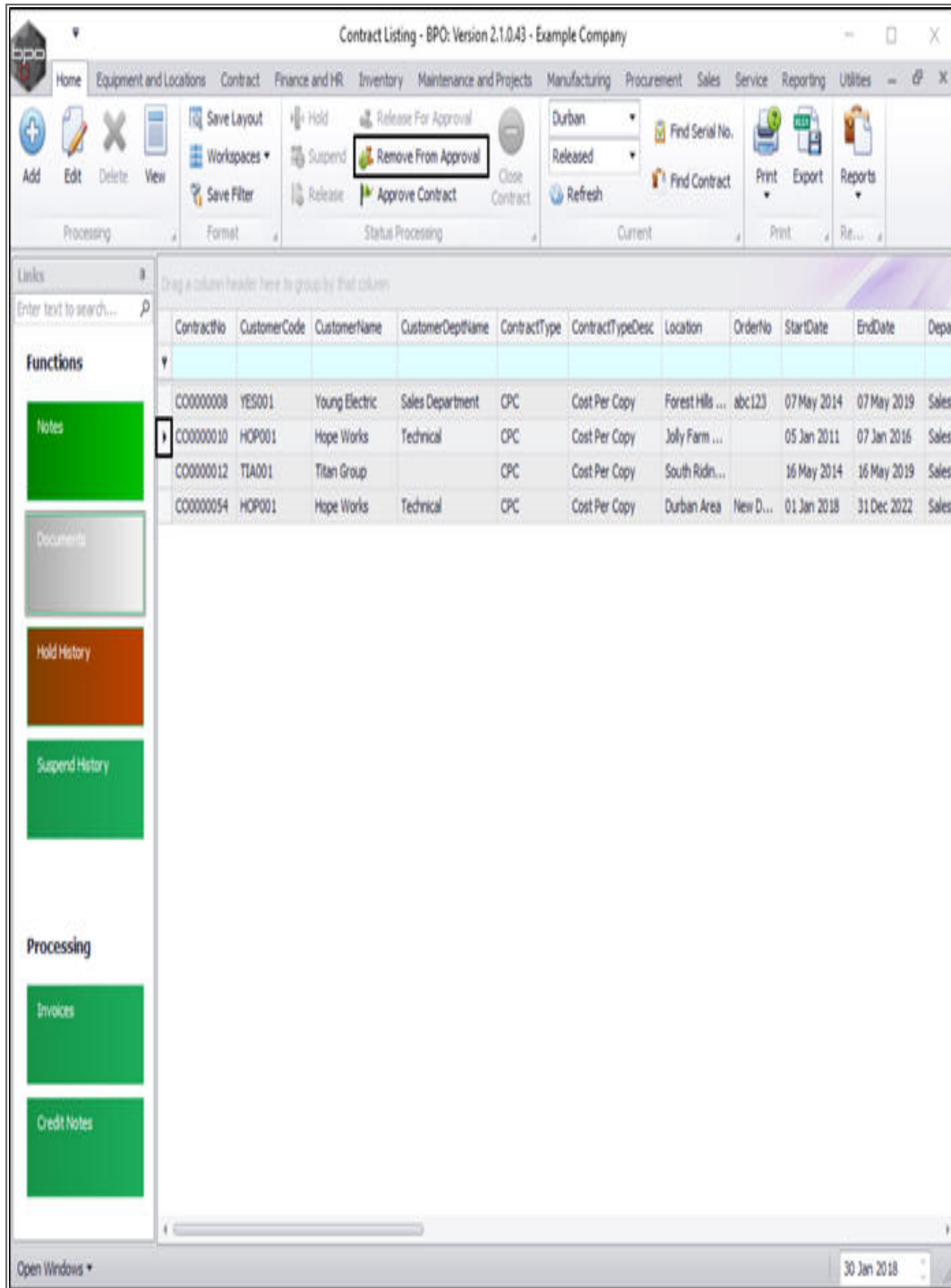
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- Select the **row** of the **contract** you wish to **remove** from **approval**.

## REMOVE FROM APPROVAL

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- Click on **Remove From Approval**.



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

## Is this correct?

- Click on **Yes**.

The screenshot shows a software application window titled "Contract Listing - BPO: Version 2.1.0.43 - Example Company". The interface includes a menu bar with options like Home, Equipment and Locations, Contract, Finance and HR, Inventory, Maintenance and Projects, Manufacturing, Procurement, Sales, Service, Reporting, and Utilities. Below the menu is a toolbar with various icons and buttons, including "Add", "Edit", "Delete", "View", "Save Layout", "Workspaces", "Save Filter", "Hold", "Release For Approval", "Suspend", "Remove From Approval", "Release", "Approve Contract", "Close Contract", "Refresh", "Find Serial No.", "Find Contract", "Print", "Export", and "Reports".

The main area displays a table with the following columns: ContractNo, CustomerCode, CustomerName, CustomerDeptName, ContractType, ContractTypeDesc, Location, OrderNo, StartDate, EndDate, and Depart. The table contains several rows of data, including:

ContractNo	CustomerCode	CustomerName	CustomerDeptName	ContractType	ContractTypeDesc	Location	OrderNo	StartDate	EndDate	Depart
CO0000008	YES001	Young Electric	Sales Department	CPC	Cost Per Copy	Forest Hills ...	abc123	07 May 2014	07 May 2019	Sales
CO0000010	HOP001	Hope Works	Technical	CPC	Cost Per Copy	Joly Farm ...		05 Jan 2011	07 Jan 2016	Sales
CO0000012	TIA001	Titan Group		CPC	Cost Per Copy	South Ridn...		16 May 2014	16 May 2019	Sales
CO0000054	HOP001	Hope Works	Technical	CPC	Cost Per Copy	Durban Area	New D...	01 Jan 2018	31 Dec 2022	Sales

A dialog box titled "Contract Removal" is overlaid on the table. It contains a question mark icon and the text: "You are about to remove this contract for approval. Is this correct?". Below the text are two buttons: "Yes" and "No".

The bottom of the window shows "Open Windows" and a date "30 Jan 2018".

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

Contract Listing - BPO: Version 2.1.0.43 - Example Company

Home | Equipment and Locations | Contract | Finance and HR | Inventory | Maintenance and Projects | Manufacturing | Procurement | Sales | Service | Reporting | Utilities

Add | Edit | Delete | View | Save Layout | Hold | Release For Approval | Durban | Find Serial No. | Print | Export | Reports  
 Workspaces | Suspend | Remove From Approval | Released | Find Contract | Refresh  
 Save Filter | Release | Approve Contract | Close Contract

Processing | Format | Status Processing | Current | Print | Re...

Links  
Enter text to search...

Drag a column header here to group by that column

ContractNo	CustomerCode	CustomerName	CustomerDeptName	ContractType	ContractTypeDesc	Location	OrderNo	StartDate	EndDate	Depar
CO0000008	YES001	Young Electric	Sales Department	CPC	Cost Per Copy	Forest Hills ...	abc123	07 May 2014	07 May 2019	Sales
CO0000010	HOP001	Hope Works	Technical	CPC	Cost Per Copy	Joly Farm ...		05 Jan 2011	07 Jan 2016	Sales
CO0000012	TTA001	Titan Group		CPC	Cost Per Copy	South Ridn...		16 May 2014	16 May 2019	Sales
CO0000054	HOP001	Hope Works	Technical	CPC	Cost Per Copy	Durban Area	New D...	01 Jan 2018	31 Dec 2022	Sales

Contract - Process

**i** The contract, no. CO0000010 has been removed from the authorisation process.

OK

Open Windows | 30 Jan 2018

## **VIEW REMOVED CONTRACT IN NEW STATUS**

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



Contract Listing - BPO: Version 2.1.0.43 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Save Layout Hold Release For Approval Durban Find Serial No. Find Contract Print Export Reports

Add Edit Delete View Workspaces Suspend Remove From Approval Close Contract Refresh

Save Filter Release Approve Contract Refresh

Processing Format Status Processing Current Print Re...

Links

Enter text to search...

Drag a column header here to group by that column

ContractNo	CustomerCode	CustomerName	CustomerDeptName	ContractType	ContractTypeDesc	Location	OrderNo	StartDate	EndDate	Depar
CO000008	YES001	Young Electric	Sales Department	CPC	Cost Per Copy	Forest Hills ...	abc123	07 May 2014	07 May 2019	Sales
CO000012	TIA001	Titan Group		CPC	Cost Per Copy	South Ridn...		16 May 2014	16 May 2019	Sales
CO000034	HOP001	Hope Works	Technical	CPC	Cost Per Copy	Durban Area	New D...	01 Jan 2018	31 Dec 2022	Sales

Functions

Notes

Documents

Hold History

Suspend History

Processing

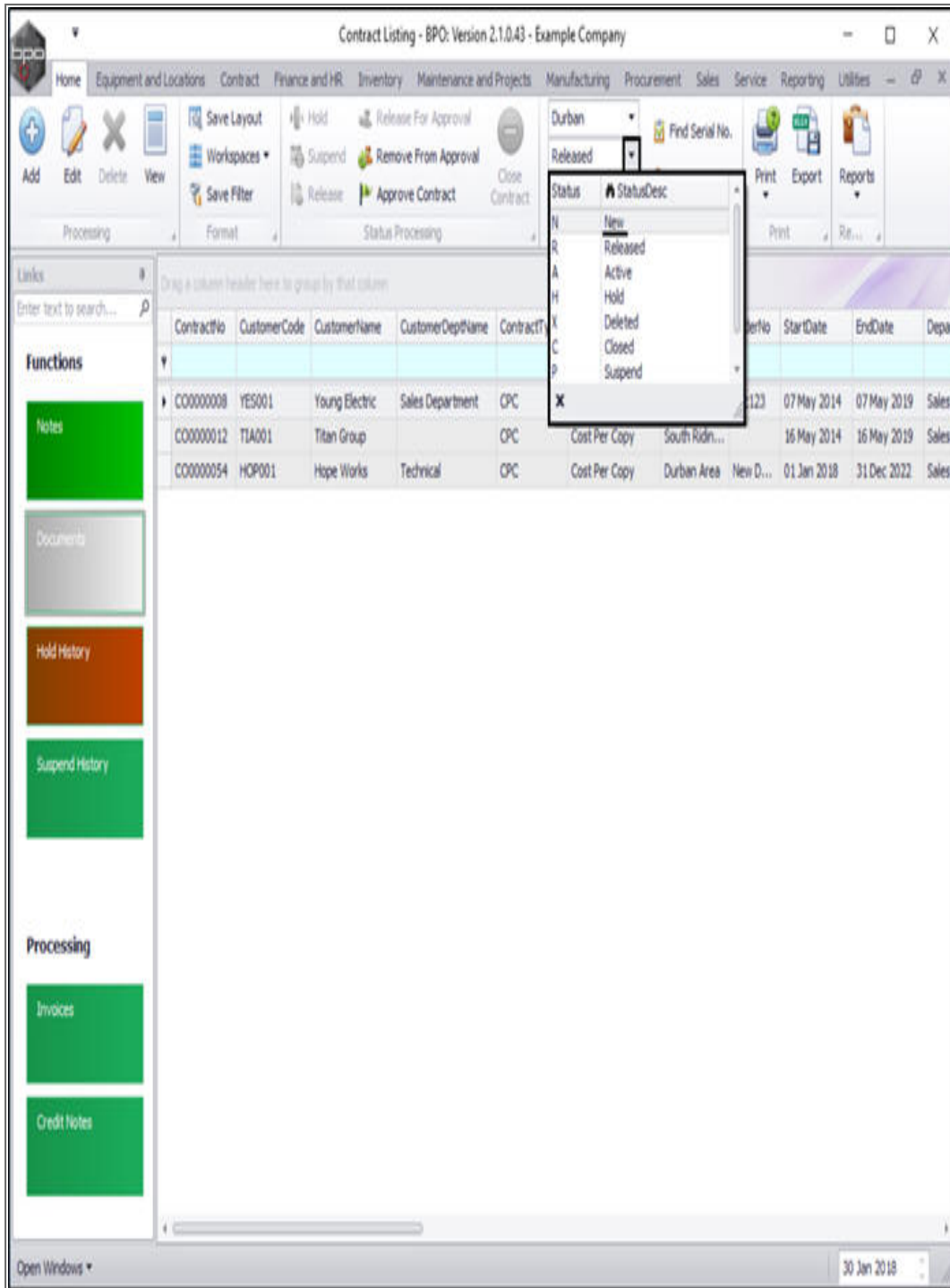
Invoices

Credit Notes

Open Windows

30 Jan 2018

- Select the **New** status.



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

Contract Listing - BPO: Version 2.1.0.43 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Add Edit Delete View Save Layout Workspaces Save Filter Hold Suspend Release Remove From Approval Approve Contract Close Contract Refresh Find Serial No. Find Contract Print Export Reports

Processing Format Status Processing Current Print Re...

Links

Enter text to search...

Drag a column header here to group by that column

ContractNo	CustomerCode	CustomerName	CustomerDeptName	ContractType	ContractTypeDesc	Location	OrderNo	StartDate	EndDate	Depar
CO000009	DER001	Derton Technol...		CPC	Cost Per Copy	Forest Hills ...		07 May 2014	07 May 2019	Sales
CO000010	HOP001	Hope Works	Technical	CPC	Cost Per Copy	Jolly Farm ...		05 Jan 2011	07 Jan 2016	Sales
CO000050	HOP001	Hope Works	Technical	CPC	Cost Per Copy	Durban Area		23 May 2017	23 May 2022	Sales
CO000052	HOP001	Hope Works	Technical	PRE	Prepaid Contract	Durban Area		29 May 2017	29 May 2022	Sales

**Functions**  
 Notes  
 Documents  
 Hold History  
 Suspend History

**Processing**  
 Invoices  
 Credit Notes

Open Windows 30 Jan 2018

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