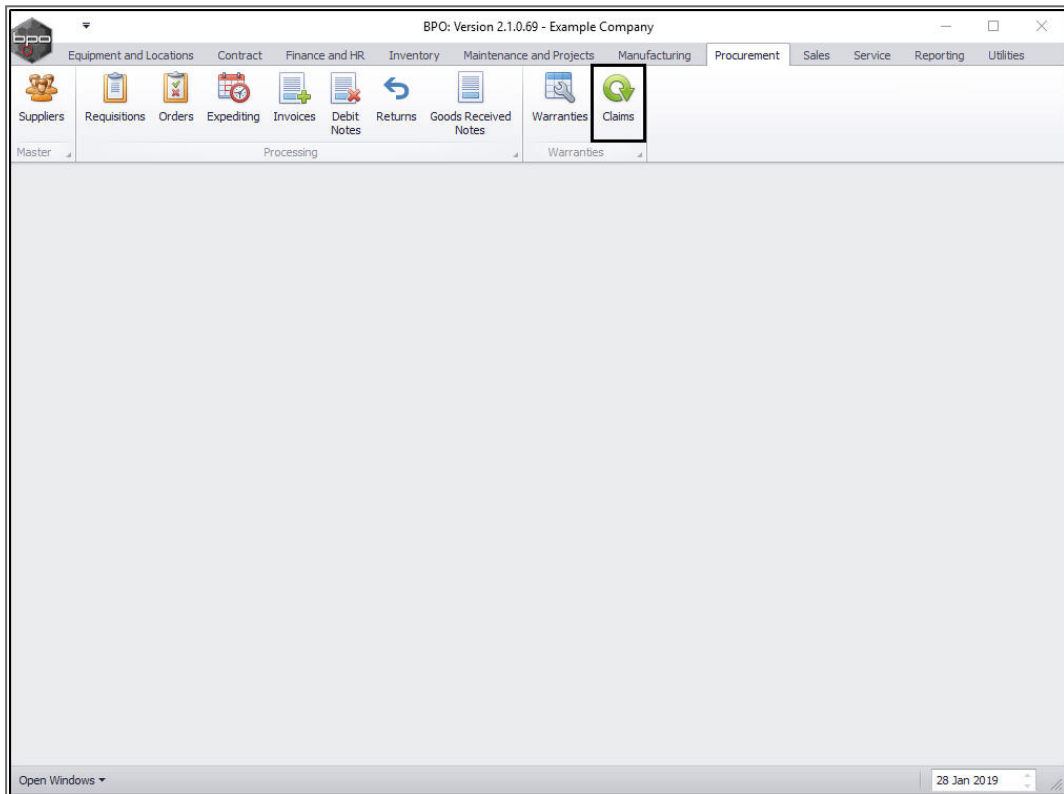


We are currently updating our site; thank you for your patience.

PROCUREMENT

PRINT A WARRANTY CLAIM

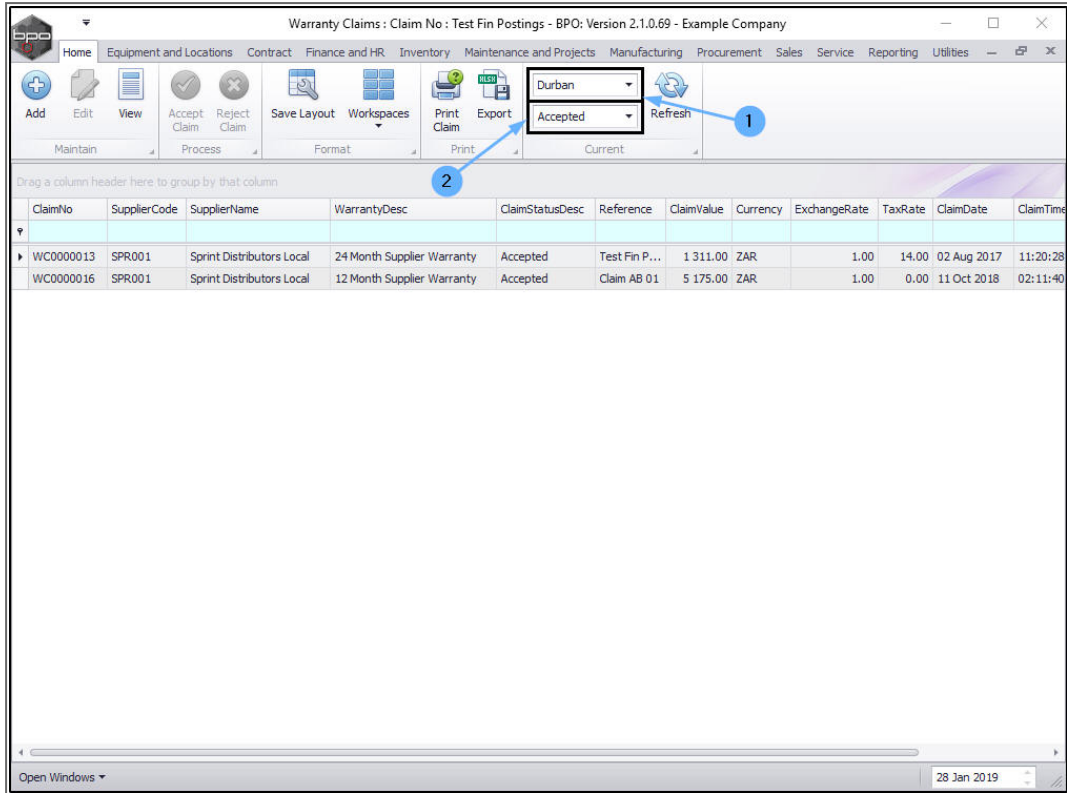
Ribbon Access: Procurement > Claims



The **Warranty Claims: Claim No: []** screen will be displayed.

Select the Site and Status

1. Select the **Site**.
 - In this image **Durban** has been selected.
2. Select the **Status**.
 - This must be set to **Accepted**.

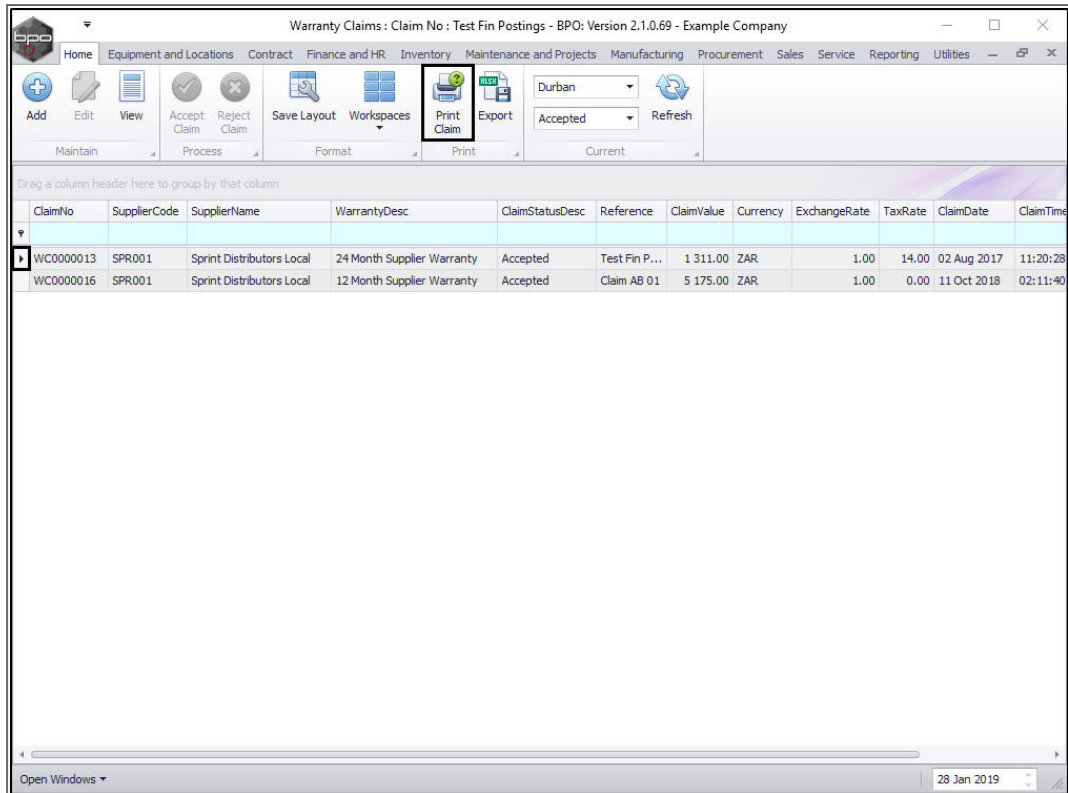


SELECT WARRANTY CLAIM

- Select the **row** of the **Claim No** that you wish to **Print**.

PRINT CLAIM

- Click on **Print Claim**.



REPORT PREVIEW

The **Report Preview** screen will be displayed.

1. From here you can **View, Print, Export** or **Email** the Warranty Claim.
2. **Close** the Report Preview screen when done.

Warranty Claim
Example Company
 Street/No and Road Name PO Box 1234
 Area New Town
 City Durban
 South Africa South Africa
 0000 1234
 Reg No.: 0000000asa4521 Fax No.: 031 12 4545
 VAT No.: 0000000 Tel No.: 031 123 4567

Document Ref.: WC0000013
Claim Date: 02 Aug 2017
Call No :
Serial No : 19-12345
Model No : 1919
Contract No :
Location : reception

Processed By : Bianca Du Toit
 Approved By : Bianca Du Toit

Sales Person : Bianca Du Toit
Your Ref : Test Fin Postings

Billing Address : PO Box 1234
 Forest Hills
 Durban
 1234
 South Africa

Shipping Address : 685 Forest Grove Road
 Forest Hills

Supplier : Sprint Distributors Local
VAT No. : 456789123

Code	Description	Quantity	Unit Cost	Net Price	Tax	Total
SP1919	19-12345 - SP1919 Sprint Colour MFC	1	.00	.00	.00	.00
1616-147K	Black toner SP1616	1	350.00	350.00	49.00	399.00

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