

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

# PROCUREMENT

## PRINT A WARRANTY CLAIM

Ribbon Access: Procurement > Claims

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Open Wind	lows 🕶												28 Jan 3	2019	

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**.

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### Print a Warranty Claim

	-	▼ Warranty Claims : Claim No : Test Fin Postings - BPO: Version 2.1.0.69 - Example Company											- 🗆	×
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#### **SELECT WARRANTY CLAIM**

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

#### **PRINT CLAIM**

• Click on **Print Claim**.



### Print a Warranty Claim

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Open W	indows •												28 Jan 2019	+ 1

#### **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.





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