

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

# MANUFACTURING

## PRODUCTION - ADD A THIRD PARTY SERVICE REQUEST

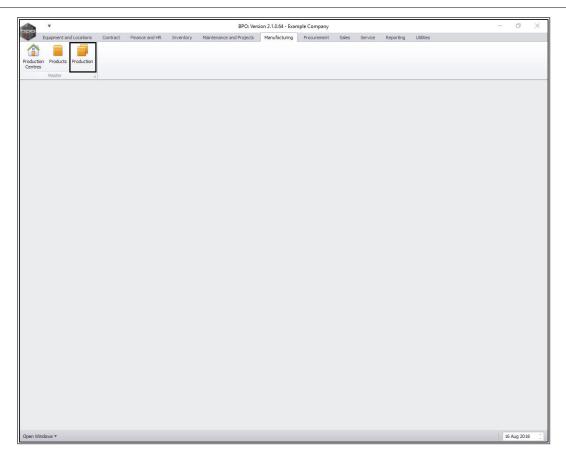
If you need a third party sub contractor to do work for you, then you can raise a **Third Party Service Request** from the **Production** listing screen.

From this Service Request, you can start a <u>Non-Stock Procurement</u> cycle, i.e. Raise a **Purchase Order** to the Supplier, a **Non-Stock Goods Received Note** and a **Supplier Invoice**.

Ribbon Access: Manufacturing > Production

Help v2024.5.0.7/1.0 - Pg 1 - Printed: 04/07/2024





The **Production** listing screen will display.

## **SELECT PRODUCTION RUN**

• Click on the **expand** button in the **row** of the **production run** that you wish to add a sub-contract service request to.



Home Equips	ment and Local	ions Contract	Finance and HR	Inventory	Maintenance	and Projects	Manufacturing	Procuremen	nt Sales	Service	Reporting Utilitie	s		-	8
Add Edit Delete	Close Vie	w Save Layout	Workspaces Print		efresh Re	ports .									
Maintenance	1	Forma	it a Vi	ew "C	ur "Re	500 at								1.5	
ProductionRef •	PartCode	PartDesc	ProductionForeman	StartDate	StartTime	SchedEndDate	SchedEndTime	EndDate	EndTime	PlannedQty	CompletionComments	ActualQty	Status	AmendDate	
E PROD0000074	A4ADB01	A4 Architects Dra	Bianca Du Toit	13 Aug 2018	00:04:33	14 Aug 2018	00:04:33	01 Jan 1900	00:00:00	3		0	Α	1900/01/01	
PROD0000073	Az4DB	A4 Drawing Book	Tammy Du Toit	01 Apr 2018	09:00:00	01 Apr 2018	11:00:00	01 Jan 1900	00:00:00	2		2	A	1900/01/01	
and control of the control of the	Az4DB	A4 Drawing Book	Theo Peterson	12 Apr 2001	09:00:00	12 Apr 2018	11:00:00	01 Jan 1900	00:00:00	2		2	A	1900/01/01	
E PROD0000070	Az4DB	A4 Drawing Book	Abigail Milne	28 Nov 2017	13:38:10	29 Nov 2017	13:38:10	01 Jan 1900	00:00:00	2		2	Α	1900/01/01	
E PROD0000069	Az4DB	A4 Drawing Book	Belinda Sharman	28 Nov 2017	12:16:29	29 Nov 2017	12:16:29	01 Jan 1900	00:00:00	1		1	Α	1900/01/01	
PROD0000052	DR111111	Drum	Judith Mudzengi	06 Apr 2017	10:51:25	07 Apr 2017	10:51:25	01 Jan 1900	00:00:00	2		2	Α	1900/01/01	
E PROD0000051	ACR11111	Acer Copier	Judith Mudzengi	06 Apr 2017	10:48:23	07 Apr 2017	10:48:23	01 Jan 1900	00:00:00	2		2	A	1900/01/01	
E PROD0000050	ACR11111	Acer Copier	Judith Mudzengi	06 Apr 2017	10:28:28	07 Apr 2017	10:28:28	01 Jan 1900	00:00:00	2		2	Α	1900/01/01	
PROD0000049	ACR11111	Acer Copier	Judith Mudzengi	06 Apr 2017	09:40:54	07 Apr 2017	09:40:54	01 Jan 1900	00:00:00	2		2	A	1900/01/01	
E PROD0000047	Az4DB	A4 Drawing Book	Belinda Sharman	02 Mar 2017	11:56:52	03 Mar 2017	11:56:52	01 Jan 1900	00:00:00	2		2	A	1900/01/01	
E PROD0000046	Az4DB	A4 Drawing Book	Belinda Sharman	02 Mar 2017	11:45:56	03 Mar 2017	11:45:56	01 Jan 1900	00:00:00	1		1	A	1900/01/01	
E PROD0000045	ACR11111	Acer Copier	Belinda Sharman	02 Mar 2017	11:24:49	03 Mar 2017	11:24:49	01 Jan 1900	00:00:00	1		1	A	1900/01/01	
E PROD0000044	TMACH	Test Machine	Belinda Sharman	02 Mar 2017	11:03:15	03 Mar 2017	11:03:15	01 Jan 1900	00:00:00	1		1	A	1900/01/01	
E PROD0000043	DR111111	Drum	Belinda Sharman	01 Mar 2017	09:10:01	02 Mar 2017	09:10:01	01 Jan 1900	00:00:00	1		1	A	1900/01/01	
PROD0000042	TMACH	Test Machine	Belinda Sharman	01 Mar 2017	08:44:47	02 Mar 2017	08:44:47	01 Jan 1900	00:00:00	1		1	A	1900/01/01	
PROD0000041	ACR11111	Acer Copier	Judith Mudzengi	28 Feb 2017	22:06:07	01 Mar 2017	22:06:07	01 Jan 1900	00:00:00	1		1	A	1900/01/01	
E PROD0000040	ACR11111	Acer Copier	Judith Mudzengi	28 Feb 2017	21:44:35	01 Mar 2017	21:44:35	01 Jan 1900	00:00:00	2		2	A	1900/01/01	
E PROD0000039	Az4DB	A4 Drawing Book	Belinda Sharman	28 Feb 2017	18:49:38	01 Mar 2017	18:49:38	01 Jan 1900	00:00:00	2		2	A	2017/02/28	
PROD0000038	DR111111	Drum	Belinda Sharman	28 Feb 2017	18:07:24	01 Mar 2017	18:07:24	01 Jan 1900	00:00:00	2		2	A	1900/01/01	
E PROD0000037	DR111111	Drum	Belinda Sharman	28 Feb 2017	17:47:50	01 Mar 2017	17:47:50	01 Jan 1900	00:00:00	2		2	A	1900/01/01	
E PROD0000036	ACR 11111	Acer Copier	Belinda Sharman	28 Feb 2017	17:20:44	01 Mar 2017	17:20:44	01 Jan 1900	00:00:00	2		2	A	1900/01/01	
PROD0000035	ACR11111	Acer Copier	Belinda Sharman	28 Feb 2017	09:20:59	01 Mar 2017	09:20:59	01 Jan 1900	00:00:00	1		1	A	1900/01/01	
E PROD0000034	ACR11111	Acer Copier	Belinda Sharman	28 Feb 2017	08:53:09	01 Mar 2017	08:53:09	01 Jan 1900	00:00:00	2		2	A	1900/01/01	
	Az4DB	A4 Drawing Book	Bianca Du Toit	28 Feb 2017	08:10:52	01 Mar 2017	08:10:52	01 Jan 1900	00:00:00	1		1	A	1900/01/01	
	SP 18 18	Sprint copier	Belinda Sharman	10 Aug 2018	12:00:42	11 Aug 2018	12:00:42	01 Jan 1900	00:00:00	3		0	A	2018/08/10	
PROD0000030	ACR11111	Acer Copier	Judith Mudzengi	28 Feb 2017	08:06:45	01 Mar 2017	08:06:45	01 Jan 1900	00:00:00	2			A	2017/02/28	
PROD0000027	Az4DB	A4 Drawing Book	Bianca Du Toit	18 Feb 2016	14:51:10	19 Feb 2016	14:51:10	01 Jan 1900	00:00:00	1			A	1900/01/01	

The Production Work Orders frame will be expanded.

## **SELECT WORK ORDER**

- **Right click** anywhere in the **row** of the **work order** that you wish to link the sub-contract service request to.
  - Note: Remember or make note of, the selected work order number.



Home Equ	ipment and Loca	tions Contract	Finance and HR	Inventory	Maintenance	and Projects	Manufacturing	Procuremen	nt Sales	Service	Reporting Utilitie	es			8
🗗 💋 🗙	8	2				î									
Add Edit Delete	e Close Vie	ew Save Layout	Workspaces Print	Export R	efresh Re	eports									
Maintenan	ce	_ Forma	t "Vie	w " O	ar " Re										
ProductionRef	PartCode	PartDesc	ProductionForeman	StartDate	StartTime	SchedEndDate	SchedEndTime	EndDate	EndTime	PlannedQty	CompletionComments	ActualQty	Status	AmendDate	
E PROD0000074	A4ADB01	A4 Architects Dra	Bianca Du Toit	13 Aug 2018	00:04:33	14 Aug 2018	00:04:33	01 Jan 1900	00:00:00	3		0	A	1900/01/01	
PROD0000073	Az4DB	A4 Drawing Book	Tammy Du Toit	01 Apr 2018	09:00:00	01 Apr 2018	11:00:00	01 Jan 1900	00:00:00	2		2	A	1900/01/01	
PROD0000072	Az4DB	A4 Drawing Book	Theo Peterson	12 Apr 2001	09:00:00	12 Apr 2018	11:00:00	01 Jan 1900	00:00:00	2		2	A	1900/01/01	
E PROD0000070	Az4DB	A4 Drawing Book	Abigail Milne	28 Nov 2017	13:38:10	29 Nov 2017	13:38:10	01 Jan 1900	00:00:00	2		2	A	1900/01/01	
Production Wor	k Orders		-												
9 WOCode	Description		Site	Name WOTvo	e Status S	tatusDescription	Priority Work	Priority Reque	stDate Rec	uestTime In	voiceable Capitalise	ProjectRef	ProjectD	esc CalRefer	ence
> WO0001616	Created for pr	oduction batch - test2	Dur			Doen	2	1.00 28 No		38:09 No					
4 0							-	-							
PROD0000069	Az4DB	A4 Drawing Book	Belinda Sharman	28 Nov 2017	12:16:29	29 Nov 2017	12:16:29	01 Jan 1900	00:00:00	1		1		1900/01/01	
PROD00000052	DR111111	Drum	Judith Mudzengi	06 Apr 2017	10:51:25	07 Apr 2017	10:51:25	01 Jan 1900	00:00:00	2		2		1900/01/01	
E PROD0000051	ACR11111	Acer Copier	Judith Mudzengi	05 Apr 2017	10:48:23	07 Apr 2017	10:48:23	01 Jan 1900	00:00:00	2		2		1900/01/01	
PROD00000050	ACR11111	Acer Copier	Judith Mudzengi	06 Apr 2017	10:28:28	07 Apr 2017	10:28:28	01 Jan 1900	00:00:00	2		2		1900/01/01	
PROD00000049	ACR11111	Acer Copier	Judith Mudzengi	06 Apr 2017 06 Apr 2017	09:40:54	07 Apr 2017	09:40:54	01 Jan 1900	00:00:00	2		2		1900/01/01	
PROD0000049 PROD0000047	ACKIIIII Az4DB		Belinda Sharman	02 Mar 2017	11:56:52	03 Mar 2017	11:56:52	01 Jan 1900	00:00:00	2		2		1900/01/01	
PROD0000047 PROD00000046	Az406	A4 Drawing Book A4 Drawing Book	Belinda Sharman	02 Mar 2017 02 Mar 2017	11:56:52	03 Mar 2017 03 Mar 2017	11:56:52	01 Jan 1900	00:00:00	1		1		1900/01/01	
PROD0000046	AZ+00 ACR11111	Acer Copier	Belinda Sharman Belinda Sharman	02 Mar 2017 02 Mar 2017	11:45:56	03 Mar 2017 03 Mar 2017	11:45:56	01 Jan 1900	00:00:00	1		1		1900/01/01	
<ul> <li>PROD0000045</li> <li>PROD0000044</li> </ul>	TMACH	Test Machine	Belinda Sharman Belinda Sharman	02 Mar 2017 02 Mar 2017	11:24:49	03 Mar 2017 03 Mar 2017	11:24:49	01 Jan 1900	00:00:00	1		1		1900/01/01	
➡ PROD0000043	DR111111 TMACH	Drum	Belinda Sharman	01 Mar 2017	09:10:01	02 Mar 2017	09:10:01	01 Jan 1900	00:00:00	1		1		1900/01/01	
PROD0000042		Test Machine	Belinda Sharman	01 Mar 2017		02 Mar 2017	08:44:47	01 Jan 1900	00:00:00	1		1		1900/01/01	
PROD0000041	ACR11111	Acer Copier	Judith Mudzengi	28 Feb 2017	22:06:07	01 Mar 2017	22:06:07	01 Jan 1900	00:00:00	1		1		1900/01/01	
PROD0000040	ACR11111	Acer Copier	Judith Mudzengi	28 Feb 2017	21:44:35	01 Mar 2017	21:44:35	01 Jan 1900	00:00:00	2		2		1900/01/01	
PROD0000039	Az4DB	A4 Drawing Book	Belinda Sharman	28 Feb 2017	18:49:38	01 Mar 2017	18:49:38	01 Jan 1900	00:00:00	2		2		2017/02/28	
E PROD0000038	DR111111	Drum	Belinda Sharman	28 Feb 2017	18:07:24	01 Mar 2017	18:07:24	01 Jan 1900	00:00:00	2		2		1900/01/01	
E PROD0000037	DR111111	Drum	Belinda Sharman	28 Feb 2017	17:47:50	01 Mar 2017	17:47:50	01 Jan 1900	00:00:00	2		2		1900/01/01	
PROD0000036	ACR11111	Acer Copier	Belinda Sharman	28 Feb 2017	17:20:44	01 Mar 2017	17:20:44	01 Jan 1900	00:00:00	2		2		1900/01/01	
PROD0000035     PROD0000034	ACR11111	Acer Copier	Belinda Sharman	28 Feb 2017	09:20:59	01 Mar 2017	09:20:59	01 Jan 1900	00:00:00	1		1		1900/01/01	
	ACR11111	Acer Copier	Belinda Sharman	28 Feb 2017	08:53:09	01 Mar 2017	08:53:09	01 Jan 1900	00:00:00	2		2		1900/01/01	
	Az4DB	A4 Drawing Book	Bianca Du Toit	28 Feb 2017	08:10:52	01 Mar 2017	08:10:52	01 Jan 1900	00:00:00	1		1		1900/01/01	
PROD0000033		Sprint copier	Belinda Sharman	10 Aug 2018	12:00:42	11 Aug 2018	12:00:42	01 Jan 1900	00:00:00	3		0		2018/08/10	
PROD0000033     PROD0000032	SP1818		Judith Mudzenai	28 Feb 2017	08:06:45	01 Mar 2017	08:06:45	01 Jan 1900	00:00:00	2		2	A	2017/02/28	
	SP 18 18 ACR 11111 Az4DB	Acer Copier A4 Drawing Book	Bianca Du Toit	18 Feb 2016	14:51:10	19 Feb 2016	14:51:10	01 Jan 1900	00:00:00	1		0		1900/01/01	

• A **Process** menu will pop up.

## **ADD THIRD PARTY SERVICE REQUEST**

• Click on **Service Requests** - Add New Third Party Service Request.



	Ŧ						n - BPO: Version 2	1.0.64 - Examp							- 6	
1	Home Equip	oment and Local	tions Contract	Finance and HR	Inventory	Maintenan	te and Projects	Manufacturing	Procureme	ent Sales	Service	Reporting Utilitie	:5			- <i>B</i>
	Edit Delete	Close Vie		Workspaces Print	Export R		Reports									
	Maintenanc	e	_ Forma	t _ Vi	ew 🦼 C	ur "										
Produ	uctionRef •	PartCode	PartDesc	ProductionForeman	StartDate	StartTime	SchedEndDate	SchedEndTime	EndDate	EndTime	PlannedQty	CompletionComments	ActualQty	Status	AmendDate	
E PR	OD0000074	A4ADB01	A4 Architects Dra	Bianca Du Toit	13 Aug 2018	00:04:33	14 Aug 2018	00:04:33	01 Jan 1900	00:00:00	3		C	A	1900/01/01	
🖻 PR	COD00000073	Az4DB	A4 Drawing Book	Tammy Du Toit	01 Apr 2018	09:00:00	01 Apr 2018	11:00:00	01 Jan 1900	00:00:00	2		2	A	1900/01/01	
D PR	OD0000072	Az4DB	A4 Drawing Book	Theo Peterson	12 Apr 2001	09:00:00	12 Apr 2018	11:00:00	01 Jan 1900	00:00:00	2		2	A	1900/01/01	
E PR	OD0000070	Az4DB	A4 Drawing Book	Abigail Milne	28 Nov 2017	13:38:10	29 Nov 2017	13:38:10	01 Jan 1900	00:00:00	2		2	A	1900/01/01	
F	Production Work	Orders														
c	9 WOCode	Description		Site	eName WOTyp	oe Status	StatusDescription	Priority Work	Priority Requ	estDate Rei	questTime In	voiceable Capitalise	ProjectRef	ProjectD	esc CalRef	arence
	WO0001616	Created for pro	oduction batch - test2	Du	rban MN	0	Open	2	1.00 28 N	ov 2017 13:	38:09 No	No				
	4		Process		1	Vince 0			-							
PR	OD0000069	Az4DB	Time		28 Nov 2017	12:16:29	29 Nov 2017	12:16:29	01 Jan 1900	00:00:00	1		1	A	1900/01/01	
E PR	OD0000052	DR111111	Add New Time	Booking	06 Apr 2017	10:51:25	07 Apr 2017	10:51:25	01 Jan 1900	00:00:00	2		2	A	1900/01/01	
E PR	OD0000051	ACR 11111	Samiras		06 Apr 2017	10:48:23	07 Apr 2017	10:48:23	01 Jan 1900	00:00:00	2		-	A	1900/01/01	
T PR	000000050	ACR11111	Add New Interr	al Service	06 Apr 2017	10:28:28	07 Apr 2017	10:28:28	01 Jan 1900	00:00:00	2			A	1900/01/01	
🗄 PR	OD0000049	ACR11111	Service Requ	ests	06 Apr 2017	09:40:54	07 Apr 2017	09:40:54	01 Jan 1900	00:00:00	2		2	A	1900/01/01	
	OD0000047	Az4DB	Add New Third	Party Service Request	02 Mar 2017	11:56:52	03 Mar 2017	11:56:52	01 Jan 1900	00:00:00	2			A	1900/01/01	
E PR	OD00000046	Az4DB	A4 Drawing Book	Belinda Sharman	02 Mar 2017	11:45:56	03 Mar 2017	11:45:56	01 Jan 1900	00:00:00	1			A	1900/01/01	
	OD0000045	ACR11111	Acer Copier	Belinda Sharman	02 Mar 2017	11:24:49		11:24:49	01 Jan 1900	00:00:00	1			A	1900/01/01	
	OD00000044	TMACH	Test Machine	Belinda Sharman	02 Mar 2017	11:03:15		11:03:15	01 Jan 1900	00:00:00	1			A	1900/01/01	
	OD0000043	DR111111	Drum	Belinda Sharman	01 Mar 2017	09:10:01		09:10:01	01 Jan 1900	00:00:00	1			A	1900/01/01	
	OD0000042	TMACH	Test Machine	Belinda Sharman	01 Mar 2017	08:44:47		08:44:47	01 Jan 1900	00:00:00	1			A	1900/01/01	
	OD00000041	ACR11111	Acer Copier	Judith Mudzengi	28 Feb 2017	22:06:07		22:06:07	01 Jan 1900	00:00:00	1			A	1900/01/01	
	CD00000040	ACR11111	Acer Copier	Judith Mudzengi	28 Feb 2017	21:44:35		21:44:35	01 Jan 1900	00:00:00	2			A	1900/01/01	
	OD00000039	Az4DB	A4 Drawing Book	Belinda Sharman	28 Feb 2017	18:49:38		18:49:38	01 Jan 1900	00:00:00	2			A	2017/02/28	
	CD00000038	DR111111	Drum	Belinda Sharman	28 Feb 2017	18:07:24		18:07:24	01 Jan 1900	00:00:00	2			A	1900/01/01	
	OD00000037	DR111111	Drum	Belinda Sharman	28 Feb 2017	17:47:50		17:47:50	01 Jan 1900	00:00:00	2			A	1900/01/01	
	CD00000036	ACR11111	Acer Copier	Belinda Sharman	28 Feb 2017	17:20:44		17:20:44	01 Jan 1900	00:00:00	2			A	1900/01/01	
	OD00000035	ACR11111	Acer Copier	Belinda Sharman	28 Feb 2017	09:20:59		09:20:59	01 Jan 1900	00:00:00	1			A	1900/01/01	
	OD00000034	ACR11111	Acer Copier	Belinda Sharman	28 Feb 2017	08:53:09		08:53:09	01 Jan 1900	00:00:00	2			A	1900/01/01	
	CD00000033	Az4DB	A4 Drawing Book	Bianca Du Toit	28 Feb 2017	08:10:52		08:10:52	01 Jan 1900	00:00:00	1			A	1900/01/01	
	OD00000032	SP1818	Sprint copier	Belinda Sharman	10 Aug 2018	12:00:42		12:00:42	01 Jan 1900	00:00:00	3			A	2018/08/10	
	CD00000032	ACR11111	Acer Copier	Judith Mudzengi	28 Feb 2017	08:06:45		08:06:45	01 Jan 1900	00:00:00	2			A	2017/02/28	
FI PR	OD00000027	Az4DB	A4 Drawing Book	Bianca Du Toit	18 Feb 2016	14:51:10		14:51:10	01 Jan 1900	00:00:00	1			A	1900/01/01	

The Third Party Services screen will be displayed.

## **SEARCH FOR AND SELECT THE SERVICE**

- The **Work Order** field will be auto populated with the previously selected work order number.
- Click on the **search** button in the **Service** field.



	Ŧ				TI	hird Party Services - BPO: Ver	sion 2.1.0.64 - Exa	mple Company					5.53	٥	×
0	Home E	iquipment and Locations	Contract	Finance and HR	Inventory	Maintenance and Projects	Manufacturing	Procurement	Sales	Service	Reporting	Utilities		- 6	9 ×
H	<b>(</b>														
Save	Back														
Proces	8 a														
	Work Orde	r WO0001616													
	Servio	e		۶ *											
	Descriptio	n													
	Quantit	y 1.00 🛟 *													
	Pric	e 📃 🔹													
		o Abigail Míne		•											
Re		e 16 Aug 2018 🔻													
	Billable	• 🖸			_										
	Comment														
Open Wir	ndows <del>*</del>												16 /	Aug 2018	- :

- The **Select a service for this work order** pop up screen will appear.
- Select the **row** of the **service** you wish to link to this work order.
- Click on **Ok**.



Home E				Third Party Services - BPO: V						-					0	-
	Equipment and Locations Contract	Finance and HR	Inventory	Maintenance and Projects	Man	ufacturir	g Procurei	ment	Sales	Service	Reporting	Utilities			-	0.
ve Back																
Process																
riocess 🔒														 		
Work Orde	er WO0001616															
Service	e	<i>۶</i> *														
Description	n	💀 Sel	lect a serv	rice for this work order												
10		Home	e													
				20												
			-													
		Ok	Back	Save Layout												
		Proc	cess 🦼	Format _												
Quantity	y 1.00 🗘 *	Drag a											/			
Price	•	Sen	viceCode	ServiceDescription	Туре	Class	Rate	Units	TaxType	TaxCode	TaxRate	Status				
Assigned To	o Abigail Milne	τ γ														
Required Dat	e 16 Aug 2018 🔻	CAL	L	Call Out Fee	INT	SER	100.00	ea	VAT	1	15.00	A				
Billable	e 🗆	CLA		Cleaning Fee	INT	SER	500.00	ea	VAT	1	15.00	A				
Comment		DEA	¥	Dealer Service Fee	EXT	SER	350.00	ea	VAT	1	15.00	A				
Comment		DEL		Delivery Fee	INT	SER	150.00	ea	VAT	1	15.00	A				
		DES		Design consultation	INT	SER	450.00	ea	VAT	1	15.00					
		INS		Inspection	INT	SER	100.00		VAT	1	15.00					
		INS		Installation Fee	INT	SER	350.00		VAT	1	15.00					
		INS		Installation Fee	INT	SER	350.00		VAT	1	15.00					
		MYS		Meter Yield Short Fall	INT	SER	500.00		VAT	1	15.00					
		PRI		Printing	INT	SER	350.00		VAT	1	15.00					
		SET		Settlements	INT	SER	500.00		VAT	1	15.00					
		STC		Short Term Contract Deposit Test Service	EXT	SER SER	10.00		VAT	1	15.00					
		TOL		Toll Fee	EXT	SER	250.00		VAT	1 1A	0.00					
		TOL	L	TOUTEE	EXI	DER	250.00	ea	VAI	DA	0.00	А				

#### **ADD SERVICE REQUEST DETAILS**

- **Service:** This will now be populated with the service code selected in the previous step.
- **Description:** This will now be populated with the service description. Update this field with any additional relevant information for the Supplier, for example, serial number if applicable, as this detail will pull through to the Purchase Order.
- **Quantity:** This will auto populate with **1**. You can use the directional arrows to select an alternative quantity amount if required.
- **Price:** This will auto populate with the price of this service currently set up on the system. You can type in an alternative price if required.



- Assigned To: This will auto populate with the person currently logged on to the system. You can click on the drop-down arrow and select an alternative employee if required.
- **Required Date:** This will auto populate with the current date. You can either type in or click on the drop-down arrow and use the calendar function to select an alternative date if required.
- Billable: This check box should be unticked.
- **Comment:** Type a relevant comment regarding this third party service request.

	¥				Tł	hird Party Services - BPO: Ver	sion 2.1.0.64 - Exar	mple Company					-	Ø	×
0	Home	Equipment and Locations	Contract	Finance and HR	Inventory	Maintenance and Projects	Manufacturing	Procurement	Sales	Service	Reporting	Utilities		-	8 ×
H	$\bigcirc$														
Save	Back														
Proce	ess "														
	Work O	rder WO0001616													
		vice PRI	3	* 9											
	Descrip	tion Printing				* *									
	Quar	itity 1.00 🗘 •													
	P	rice 350.00													
		d To Abigail Milne		·											
8		Date 16 Aug 2018 -													
∥∟	Billa	able 🗹			-										
Open W	/indows <del>*</del>												16	Aug 201	8 (

## SAVE LINKED SERVICE

• When you have finished adding details to the Third Party Service screen, click on **Save**.



-				Т	hird Party Services - BPO: Ver	sion 2.1.0.64 - Exar	mple Company					- 22	٥	$\times$
	upment and Locations	Contract	Finance and HR	Inventory	Maintenance and Projects	Manufacturing	Procurement	Sales	Service	Reporting	Utilities		-	8 x
Save Back														
Process "														
Work Order	WO0001616													
Service	PRI		* 9											
Description	Printing				- *									
Quantity	1.00 🗘 *				~									
Price														
Assigned To			-											
Required Date	16 Aug 2018 🔹													
Billable														
Comment	Print title on cover pag	e;			- *									
Open Windows 🕶												10	Aug 201	•

You will return to the **Production** listing screen.

- A Service Processing message box will pop up informing you that;
  - Service Request on WO: [] complete.
- Click on OK.



					Production	- BPO: Version 2	2.1.0.64 - Examp	ole Company						- 0	×
Home Equ	ipment and Loca	tions Contract	Finance and HR	Inventory	Maintenano	e and Projects	Manufacturing	Procuremen	it Sales	Service	Reporting Utilitie	:5			8
Add Edit Delete		w Save Layout	÷	Export R	efresh R	eports									
Maintenan	ice	⊢orma		ew "C	17 x R	e "									
ProductionRef	<ul> <li>PartCode</li> </ul>	PartDesc	ProductionForeman	StartDate	StartTime	SchedEndDate	SchedEndTime	EndDate	EndTime	PlannedQty	CompletionComments	ActualQty	Status	AmendDate	
•															
E PROD0000074	A4ADB01	A4 Architects Dra	Bianca Du Toit	13 Aug 2018	00:04:33	14 Aug 2018	00:04:33	01 Jan 1900	00:00:00	3		0	Α	1900/01/01	
	Az4DB	A4 Drawing Book	Tammy Du Toit	01 Apr 2018	09:00:00	01 Apr 2018	11:00:00	01 Jan 1900	00:00:00	2			A	1900/01/01	
PROD0000072	Az4DB	A4 Drawing Book	Theo Peterson	12 Apr 2001	09:00:00	12 Apr 2018	11:00:00	01 Jan 1900	00:00:00	2		2	A	1900/01/01	
E PROD0000070	Az4DB	A4 Drawing Book	Abigail Milne	28 Nov 2017	13:38:10	29 Nov 2017	13:38:10	01 Jan 1900	00:00:00	2			A	1900/01/01	
PROD0000069	Az4DB	Service Processing	9		×	29 Nov 2017	12:16:29	01 Jan 1900	00:00:00	1		1	A	1900/01/01	
PROD0000052	DR111111					07 Apr 2017	10:51:25	01 Jan 1900	00:00:00	2			Α	1900/01/01	
■ PROD0000051	ACR11111	<b>A</b> 5000	Request on WO : W	00001616	late	07 Apr 2017	10:48:23	01 Jan 1900	00:00:00	2			A	1900/01/01	
E PROD0000050	ACR11111		Request on WO : W	00001616 com	lete.	07 Apr 2017	10:28:28	01 Jan 1900	00:00:00	2		2	Α	1900/01/01	
PROD0000049	ACR11111					07 Apr 2017	09:40:54	01 Jan 1900	00:00:00	2		2	A	1900/01/01	
PROD0000047	Az4DB				ж	03 Mar 2017	11:56:52	01 Jan 1900	00:00:00	2		2	A	1900/01/01	
E PROD0000046	Az4DB					03 Mar 2017	11:45:56	01 Jan 1900	00:00:00	1		1	A	1900/01/01	
	ACR11111	Acer Copier	Belinda Sharman	02 Mar 2017	11:24:49	03 Mar 2017	11:24:49	01 Jan 1900	00:00:00	1		1	Α	1900/01/01	
PROD0000044	TMACH	Test Machine	Belinda Sharman	02 Mar 2017	11:03:15	03 Mar 2017	11:03:15	01 Jan 1900	00:00:00	1		1	A	1900/01/01	
■ PROD0000043	DR111111	Drum	Belinda Sharman	01 Mar 2017	09:10:01	02 Mar 2017	09:10:01	01 Jan 1900	00:00:00	1		1	A	1900/01/01	
PROD0000042	TMACH	Test Machine	Belinda Sharman	01 Mar 2017	08:44:47	02 Mar 2017	08:44:47	01 Jan 1900	00:00:00	1		1	A	1900/01/01	
PROD0000041	ACR11111	Acer Copier	Judith Mudzengi	28 Feb 2017	22:06:07	01 Mar 2017	22:06:07	01 Jan 1900	00:00:00	1			A	1900/01/01	
E PROD0000040	ACR11111	Acer Copier	Judith Mudzengi	28 Feb 2017	21:44:35	01 Mar 2017	21:44:35	01 Jan 1900	00:00:00	2		2	A	1900/01/01	
PROD0000039	Az4DB	A4 Drawing Book	Belinda Sharman	28 Feb 2017	18:49:38	01 Mar 2017	18:49:38	01 Jan 1900	00:00:00	2		2	A	2017/02/28	
PROD0000038	DR111111	Drum	Belinda Sharman	28 Feb 2017	18:07:24	01 Mar 2017	18:07:24	01 Jan 1900	00:00:00	2		2	A	1900/01/01	
PROD0000037	DR111111	Drum	Belinda Sharman	28 Feb 2017	17:47:50	01 Mar 2017	17:47:50	01 Jan 1900	00:00:00	2		2	Α	1900/01/01	
E PROD0000036	ACR11111	Acer Copier	Belinda Sharman	28 Feb 2017	17:20:44	01 Mar 2017	17:20:44	01 Jan 1900	00:00:00	2		2	Α	1900/01/01	
■ PROD0000035	ACR11111	Acer Copier	Belinda Sharman	28 Feb 2017	09:20:59	01 Mar 2017	09:20:59	01 Jan 1900	00:00:00	1		1	Α	1900/01/01	
PROD0000034	ACR11111	Acer Copier	Belinda Sharman	28 Feb 2017	08:53:09	01 Mar 2017	08:53:09	01 Jan 1900	00:00:00	2		2	A	1900/01/01	
E PROD0000033	Az4DB	A4 Drawing Book	Bianca Du Toit	28 Feb 2017	08:10:52	01 Mar 2017	08:10:52	01 Jan 1900	00:00:00	1		1	A	1900/01/01	
	SP1818	Sprint copier	Belinda Sharman	10 Aug 2018	12:00:42	11 Aug 2018	12:00:42	01 Jan 1900	00:00:00	3		0	Α	2018/08/10	
PROD0000030	ACR11111	Acer Copier	Judith Mudzengi	28 Feb 2017	08:06:45	01 Mar 2017	08:06:45	01 Jan 1900	00:00:00	2		2	A	2017/02/28	
E PROD0000027	Az4DB	A4 Drawing Book	Bianca Du Toit	18 Feb 2016	14:51:10	19 Feb 2016	14:51:10	01 Jan 1900	00:00:00	1		0	A	1900/01/01	

#### **VIEW LINKED WORK ORDER**

• Now you can view the work order with the linked third party service request in **2** different screens.

Either

#### IN THE WORK ORDER LISTING SCREEN

• Navigate to the Work Order Listing screen.

**Ribbon Access:** Service > Work Orders



	ipment and Loca			Inventory	Maintenance	and Projects	Manufacturing	Procureme	nt Sales	Service	Reporting Utilitie	s		-	8
ch Map Scheduling	Current Tech Activity	Technicians Availabil Exceptio		Drders Servie Reque	e WIP	Work Manageme	ent My Work Orders	My Tickets	All Open Tickets	My Work					
	Technical			Proc	ess			Ticketing	4	Open 🖌					
	PartCode	PartDesc	ProductionForeman	StartDate	StartTime	SchedEndDate	SchedEndTime	EndDate	EndTime	PlannedOty	CompletionComments	ActualOby	Statue	AmendDate	1
riddebonter	T di teore	T di dese	Troductor Forchart	Startoute	order er finde	buicachabate			charanc	Thurneusery	competitioninenta	Actual Quy	Status	Panerabate	
E PROD0000074	A4ADB01	A4 Architects Dra	Bianca Du Toit	13 Aug 2018	00:04:33	14 Aug 2018	00:04:33	01 Jan 1900	00:00:00	3		0	A	1900/01/01	
PROD0000073	Az4DB	A4 Drawing Book	Tammy Du Toit	01 Apr 2018	09:00:00		11:00:00	01 Jan 1900	00:00:00	2			A	1900/01/01	
E PROD0000072	Az4DB	A4 Drawing Book	Theo Peterson	12 Apr 2001	09:00:00		11:00:00	01 Jan 1900	00:00:00	2			A	1900/01/01	
E PROD0000070	Az4DB	A4 Drawing Book	Abigail Milne	28 Nov 2017	13:38:10		13:38:10	01 Jan 1900	00:00:00	2			A	1900/01/01	
E PROD0000069	Az4DB	A4 Drawing Book	Belinda Sharman	28 Nov 2017	12:16:29		12:16:29	01 Jan 1900	00:00:00	1			A	1900/01/01	
PROD0000052	DR111111	Drum	Judith Mudzengi	06 Apr 2017	10:51:25		10:51:25	01 Jan 1900	00:00:00	2			A	1900/01/01	
E PROD0000051	ACR11111	Acer Copier	Judith Mudzengi	06 Apr 2017	10:48:23		10:48:23	01 Jan 1900	00:00:00	2			A	1900/01/01	
E PROD00000050	ACR11111	Acer Copier	Judith Mudzengi	06 Apr 2017	10:28:28		10:28:28	01 Jan 1900	00:00:00	2			A	1900/01/01	
PROD0000049	ACR11111	Acer Copier	Judith Mudzengi	06 Apr 2017	09:40:54		09:40:54	01 Jan 1900	00:00:00	2			A	1900/01/01	
E PROD0000047	Az4DB	A4 Drawing Book	Belinda Sharman		11:56:52		11:56:52	01 Jan 1900	00:00:00	2			A	1900/01/01	
E PROD0000046	Az4DB	A4 Drawing Book	Belinda Sharman	02 Mar 2017	11:45:56	03 Mar 2017	11:45:56	01 Jan 1900	00:00:00	1		1	A	1900/01/01	
PROD0000045	ACR 11111	Acer Copier	Belinda Sharman	02 Mar 2017		03 Mar 2017	11:24:49	01 Jan 1900	00:00:00	1		1	A	1900/01/01	
E PROD0000044	TMACH	Test Machine	Belinda Sharman	02 Mar 2017	11:03:15	03 Mar 2017	11:03:15	01 Jan 1900	00:00:00	1		1	A	1900/01/01	
E PROD0000043	DR111111	Drum	Belinda Sharman	01 Mar 2017	09:10:01	02 Mar 2017	09:10:01	01 Jan 1900	00:00:00	1		1	A	1900/01/01	
PROD0000042	TMACH	Test Machine	Belinda Sharman	01 Mar 2017	08:44:47	02 Mar 2017	08:44:47	01 Jan 1900	00:00:00	1		1	A	1900/01/01	
PROD0000041	ACR11111	Acer Copier	Judith Mudzengi	28 Feb 2017	22:06:07	01 Mar 2017	22:06:07	01 Jan 1900	00:00:00	1		1	A	1900/01/01	
E PROD0000040	ACR11111	Acer Copier	Judith Mudzengi	28 Feb 2017	21:44:35	01 Mar 2017	21:44:35	01 Jan 1900	00:00:00	2		2	A	1900/01/01	
E PROD0000039	Az4DB	A4 Drawing Book	Belinda Sharman	28 Feb 2017	18:49:38	01 Mar 2017	18:49:38	01 Jan 1900	00:00:00	2		2	A	2017/02/28	
PROD0000038	DR111111	Drum	Belinda Sharman	28 Feb 2017	18:07:24	01 Mar 2017	18:07:24	01 Jan 1900	00:00:00	2		2	A	1900/01/01	
E PROD0000037	DR111111	Drum	Belinda Sharman	28 Feb 2017	17:47:50	01 Mar 2017	17:47:50	01 Jan 1900	00:00:00	2		2	A	1900/01/01	
E PROD0000036	ACR 11111	Acer Copier	Belinda Sharman	28 Feb 2017	17:20:44	01 Mar 2017	17:20:44	01 Jan 1900	00:00:00	2		2	A	1900/01/01	
PROD0000035	ACR11111	Acer Copier	Belinda Sharman	28 Feb 2017	09:20:59	01 Mar 2017	09:20:59	01 Jan 1900	00:00:00	1		1	A	1900/01/01	
E PROD0000034	ACR11111	Acer Copier	Belinda Sharman	28 Feb 2017	08:53:09	01 Mar 2017	08:53:09	01 Jan 1900	00:00:00	2		2	A	1900/01/01	
E PROD0000033	Az4DB	A4 Drawing Book	Bianca Du Toit	28 Feb 2017	08:10:52		08:10:52	01 Jan 1900	00:00:00	1			A	1900/01/01	
E PROD0000032	SP 18 18	Sprint copier	Belinda Sharman	10 Aug 2018	12:00:42		12:00:42	01 Jan 1900	00:00:00	3		0	A	2018/08/10	
PROD0000030	ACR11111	Acer Copier	Judith Mudzengi	28 Feb 2017	08:06:45	01 Mar 2017	08:06:45	01 Jan 1900	00:00:00	2		2	A	2017/02/28	
E PROD0000027	Az4DB	A4 Drawing Book	Bianca Du Toit	18 Feb 2016	14:51:10	19 Feb 2016	14:51:10	01 Jan 1900	00:00:00	1		0	A	1900/01/01	

• In the Work Order Listing screen, either use the Find WO button or use the Filter Row in the WO Code column to find the work order.



D 📝 🗙 🗏	8 🔞	Save Layout		Durban		A	1								
dd Edit Delete Viev	V Close Com	mlete Reinstate Print		Open		Find WO	Reports	100							
		🐐 Save Filter		Refre			+								
Maintain	a Pro	icess a Format a P	rint a		Current		Reports	4							
nks a															
ter text to search P	WOCode	Description	PartCode	SerialNo	PartDesc	CallReference	CalDesc	ProjectRef	ProjectDesc	AssetRegNo	ModelNo	Capitalise	Priority	Invoiceable	2 B
Functions	,														
	B WO0001611	toner				CN0000542	toner					No	2	No	
Time	· WO0001613	test call swap out po status	SP1020	1020	Copier	CN0000543	test ca			AREG000006	SP 1020	No	3	No	
	· WO0001615	Created for production batch - test										No	2	No	A
	WO0001616	Created for production batch - test2										No	2	No	A
Services	· WO0001618	Test call for swap out - check whichitems are relir				CN0000545	Test c					No	3	No	
	· WO0001619	Copier repair required - swap out machine				CN0000546	Copier					No	3	No	
	· WO0001620	test				CN0000547	test					No	2	No	
Third Party Services	III WO0001621	Test work order linked to project.						PR.30000283	Test Project			No	2	No	
	· WO0001622	New deal Rental Test						PRJ0000284	New Deal			No	2	No	
	· WO0001623	test - contract dosure - customer asset				CN0000548	test - c					No	2	No	
Parts	III WO0001624	Contract Closure - CO0000010	1020-478	478-1	Staple Unit					AREG000260	1020	No	2	No	
Pol G	· WO0001625	Contract Closure - CO0000010	SP2020	ADJ-T	SP2020					AREG000304	SP2020	No	2	No	
	WO0001626	Test new swap out process on tech connect	SP2020	abc147a	SP2020	CN0000549	Test n				SP2020	No	3	No	
	B WO0001627	Asset to Asset swap out test	SP2020	2020	SP2020	CN0000550	Asset t				SP2020	No	3	No	
Loans	· WO0001629	Test swap outs for tech connect	SP19-1	1912	SP19-12	CN0000552	Test s				SP 19-12	No	3	No	
	🗉 WO0001630	Repair required for copier - swap out with new ur	nit SP2020	2020	SP2020	CN0000553	Repair			AREG000013	SP2020	No	3	No	
	🗄 WO0001631	Test creating a work order from within a project.						PR30000099	Install Ma			No	2	No	
Swap Outs	III WO0001632	test adding a work order navigating from the call				CN0000547	test					No	2	No	
	· WO0001633	Test call creation for machine in site 1 - customer	SP2020	20-12	SP2020	CN0000557	Test c			123	SP2020	No	3	No	
	⊞ WO0001634	Test call list refreshing after saving a new call.	1458-9	SIN32	К147 Ку	CN0000558	Test c				K147	No	3	No	
Meters	· WO0001636	TES2.2 - Work Order 2						PR30000287	Specificati			No	2	No	
	· WO0001637	TES3.1 - Work Order 3						PR30000288	Design BPO2			No	2	No	
	· WO0001639	TES4.1 - Work Order 5						PR.30000289	Developm			No	2	No	
Expenses	III WO0001640	TES4.2 - Work Order 6						PR.30000289	Developm			No	2	No	
Experies	··· WO0001641	TES5.1 - Work Order 6						PR30000290	Testing BP			No	2	No	
	· WO0001642	TES5.2 - Work Order 8						PRJ0000290	Testing BP			No	2	No	
	🗉 WO0001643	TES6.1 - Work Order 9						PRJ0000291	Implement			No	2	No	
Travel 1		TES6.2 - Work Order 10						PR30000291	Implement			No	2	No	
	· WO0001646	Test logging a call - listing should auto refresh	1458-9	SIN32	К147 Ку	CN0000560	Test lo				K147	No	3	No	
	🗉 WO0001647	NDR				CN0000561	NDR					No	2	No	
Documents	III WO0001648	Contract Closure - CO0000059	SP2020	2020	SP2020						SP2020	No	2	No	
	III WO0001649	Contract Closure - CO0000054	SP2020	2020	SP2020					AREG000292	SP2020	No	2	No	
	WO0001653	Contract Closure - CO0000010	SP19-1	1912	SP19-12						SP19-12	No	2	No	
Warranties Issued	· WO0001654	New Deal Sale 4 Installation				CN0000562	nds4					No	2	No	
	() wasserer												~		

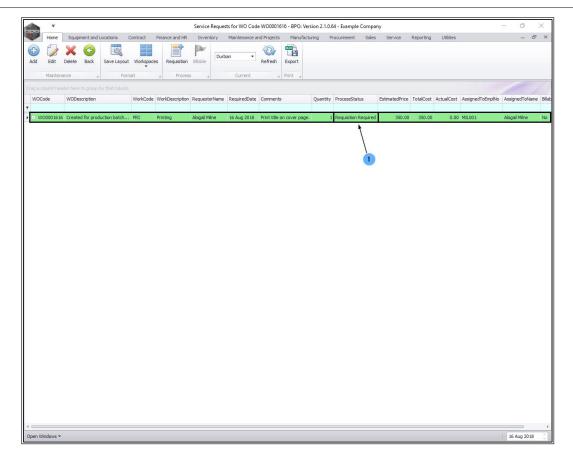
- 1. In this image, the **filter row** has been used to find the work order.
- 2. Ensure that the **row selector** is in front of the work order (if your search brought up more than one work order).
- 3. Click on the **Third Party Services** tile.



Tord	$\times$	٥	-						ompany	.64 - Example C	ersion 2.1.0	g - BPO: V	)rder Listing	Work O							Ŧ	
Add Ext Delta Wer Concernent interest in analysis of the second interest in analysis o	8 ×	-			lities	orting Ut	Service Rep	Sales 5	urement	acturing Pro	Manufi	nd Projects	ntenance ar	ry Mair	and HR Invento	t Finan	Contra	Locations	pment and	Equ	Home	¢,
Appled Filter : Contains((WOCode), '15.15') Functions										📽 Find WO	<b>▼</b> sh	Open	Export	Print	📑 Workspaces 🔻	Reinstate	Complete	-				0
Processes       Processes         Torde to state the state of the production batch - test2       Interformer       Called the production batch - test2       Interformer         Torde to state of the production batch - test2       Interformer       Called the production batch - test2       Interformer         Torde to state of the production batch - test2       Interformer       Called the production batch - test2       Interformer         Torde to state of the production batch - test2       Interformer       Called the production batch - test2       Interformer         Torde to state of the production batch - test2       Interformer       Called the production batch - test2       Interformer         Torde to state of the production batch - test2       Interformer       Interformer       Interformer       Interformer         Torde to state of the production batch - test2       Interformer       Interformer       Interformer       Interformer         Torde to state       Interformer       Interformer										4			t	Print	Format		Process	4		ain	Maint	
Functions         Particular for production halth - test?         Particular for production halth - test?         No         2 No           The float if some for production halth - test?         No         2 No         No         2 No           The float if some for production halth - test?         No         2 No         No         2 No           The float if some for production halth - test?         No         2 No         No         2 No           The float if some for production halth - test?         No         2 No         No         2 No           Service         2								16')	Code], '16	Contains([WO	lied Filter :	Арр										
Intermediate       Intermediate       Intermediate       Intermediate       Intermediate       Intermediate         Beroce       2       0 <td></td> <td>p by</td> <td>header her</td> <td></td> <td>Plan</td> <td>rch</td> <td>ext to sea</td> <td>nter te</td>																p by	header her		Plan	rch	ext to sea	nter te
Pre:       I       I       I       No       2 No         Bernoet       2       2       3       3       5	sable Ba	Invoiceab	Priority	Capitalise	ModelNo	AssetRegNo	ProjectDesc	ProjectRef	CalDesc	CallReference	PartDesc	SerialNo	PartCode			iption	Desc				tions	Fund
Image: Wood Data     Peto     Trade     Trade   <	A4																		<u> </u>			Ter
Travel 1 Documents Worrentes Issued																				ervices	rd Party S ts ap Outs ters	Thir Par Los Swi Met
Warrantes Issued																			1		vel	Tra
	Edit Filt															1, '1616')	ns([WOCod					
		16 Aug 201														11 10107		a contai	^			

- The Service Requests for WO Code [] screen will be displayed.
- Here you can view the work order and the linked third party service request.
- You will note that the Process Status is Requisition Required.
   You will need to create a service requisition to complete this process.





Or

#### IN THE SERVICE REQUESTS LISTING SCREEN

• Navigate to the **Service Requests** listing screen.

**Ribbon Access:** Service > Service Requests



A	rent Tech Ter ctivity chnical	chricians Availabili	🛛 🚱 🥤		- Maintournames	and Projects	Manufacturing	Procuremen	nt Sales	Service	Reporting Utilitie	:S			
A Te	ctivity			3 🕺		<b>°</b>	-			2					
Te		Exceptio		Orders Servi Reque		Work Managen	ent My Worl Orders		All Open Tickets	My Work					
				Proc				Ticketing		Open a					
								10.112.11		1.00					1
ProductionRef • Pa	rtCode P	PartDesc	ProductionForeman	StartDate	StartTime	SchedEndDate	SchedEndTime	EndDate	EndTime	PlannedQty	CompletionComments	ActualQty	Status	AmendDate	
				13 Aug 2018	00:04:33	14 Aug 2018	00:04:33	01 Jan 1900	00:00:00	3			A	1900/01/01	
		A4 Drawing Book	Tammy Du Toit	01 Apr 2018	09:00:00	01 Apr 2018	11:00:00	01 Jan 1900	00:00:00	2			A	1900/01/01	
		A4 Drawing Book	Theo Peterson	12 Apr 2001	09:00:00	12 Apr 2018	11:00:00	01 Jan 1900	00:00:00	2			A	1900/01/01	
		A4 Drawing Book	Abigail Milne	28 Nov 2017	13:38:10	29 Nov 2017	13:38:10	01 Jan 1900	00:00:00	2			A	1900/01/01	
		A4 Drawing Book	Belinda Sharman	28 Nov 2017	12:16:29	29 Nov 2017	12:16:29	01 Jan 1900	00:00:00	1			A	1900/01/01	
		Drum	Judith Mudzengi	06 Apr 2017	10:51:25	07 Apr 2017	10:51:25	01 Jan 1900	00:00:00	2			A	1900/01/01	
		Acer Copier	Judith Mudzengi	06 Apr 2017	10:48:23	07 Apr 2017	10:48:23	01 Jan 1900	00:00:00	2			A	1900/01/01	
		Acer Copier	Judith Mudzengi	05 Apr 2017	10:28:28	07 Apr 2017	10:28:28	01 Jan 1900	00:00:00	2			A	1900/01/01	
		Acer Copier	Judith Mudzengi	06 Apr 2017	09:40:54	07 Apr 2017	09:40:54	01 Jan 1900	00:00:00	2			A	1900/01/01	
		A4 Drawing Book	Belinda Sharman		11:56:52	03 Mar 2017	11:56:52	01 Jan 1900	00:00:00	2			A	1900/01/01	
		A4 Drawing Book	Belinda Sharman	02 Mar 2017	11:45:56	03 Mar 2017	11:45:56	01 Jan 1900	00:00:00	1			A	1900/01/01	
		Acer Copier	Belinda Sharman		11:24:49	03 Mar 2017	11:24:49	01 Jan 1900	00:00:00	1			A	1900/01/01	
		Test Machine	Belinda Sharman		11:03:15	03 Mar 2017	11:03:15	01 Jan 1900	00:00:00	1			A	1900/01/01	
		Drum	Belinda Sharman	01 Mar 2017	09:10:01	02 Mar 2017	09:10:01	01 Jan 1900	00:00:00				A	1900/01/01	
		Test Machine	Belinda Sharman	01 Mar 2017	08:44:47	02 Mar 2017	08:44:47	01 Jan 1900	00:00:00	1			A	1900/01/01	
		Acer Copier	Judith Mudzengi	28 Feb 2017	22:06:07	01 Mar 2017	22:06:07	01 Jan 1900	00:00:00	1			A	1900/01/01	
		Acer Copier	Judith Mudzengi	28 Feb 2017	21:44:35	01 Mar 2017	21:44:35	01 Jan 1900	00:00:00	2			A	1900/01/01	
		A4 Drawing Book	Belinda Sharman	28 Feb 2017	18:49:38	01 Mar 2017	18:49:38	01 Jan 1900	00:00:00	2			A	2017/02/28	
		Drum	Belinda Sharman	28 Feb 2017	18:07:24	01 Mar 2017	18:07:24	01 Jan 1900	00:00:00	2			A	1900/01/01	
		Drum	Belinda Sharman	28 Feb 2017	17:47:50	01 Mar 2017	17:47:50	01 Jan 1900	00:00:00	2			A	1900/01/01	
		Acer Copier	Belinda Sharman	28 Feb 2017	17:20:44	01 Mar 2017	17:20:44	01 Jan 1900	00:00:00	2			A	1900/01/01	
		Acer Copier	Belinda Sharman	28 Feb 2017	09:20:59	01 Mar 2017	09:20:59	01 Jan 1900	00:00:00	1			A	1900/01/01	
		Acer Copier	Belinda Sharman	28 Feb 2017	08:53:09	01 Mar 2017	08:53:09	01 Jan 1900	00:00:00	2			A	1900/01/01	
		A4 Drawing Book	Bianca Du Toit	28 Feb 2017	08:10:52	01 Mar 2017	08:10:52	01 Jan 1900	00:00:00	1			A	1900/01/01	
		Sprint copier	Belinda Sharman	10 Aug 2018	12:00:42	11 Aug 2018	12:00:42	01 Jan 1900	00:00:00	3			A	2018/08/10	
		Acer Copier A4 Drawing Book	Judith Mudzengi Bianca Du Toit	28 Feb 2017 18 Feb 2016	08:06:45	01 Mar 2017 19 Feb 2016	08:06:45	01 Jan 1900 01 Jan 1900	00:00:00	2			A	2017/02/28	

- 1. Scroll down or
- 2. use the **filter row** to find the work order.



2	Home	Equipment and Lo	ocations (	Contract Fina	ance and HR Ir	nventory M	aintenance and Projects	Manu	facturing	Procurement	Sales Servio	e Repo	rting Uti	ities	-	8
		× 😋	27			×										
-	Edit D	elete Back	Save Layout	Workspaces	Requisition Billa	ble		Export								
	Maintenan	ce 4	Form	nat "	Process		Current _ P	Print								
OCod	de	WODescription	WorkCode	WorkDescription	RequestorName	RequiredDate	Comments		Quantity	ProcessStatus	EstimatedPrice	TotalCost	ActualCost	AssignedToEmplNo	AssignedToName	Bill
		-	2													
WO	0000118	BathBinMaint	INSP	Inspection	Abigail Milne	05 Jul 2018	Site inspection required.		1	Requisition Required	100.00	100.00	0.00	MIL001	Abigail Mine	Ye
WO	0000118	BathBinMaint	DEL	Delivery Fee	Abigail Milne	05 Jul 2018	Deliver deaning supplier to	o site.	1	Requisition Required	150.00	150.00	0.00	MIL001	Abigail Milne	Yes
WO	0000499	SP1912_NDS	DEL	Delivery Fee	Bianca Du Toit	14 May 2015			1	<b>Requisition Required</b>	150.00	150.00	0.00	DUT001	Bianca Du Toit	Ye
WO	0000500	SP1912_NDS	TRA	Employee Tra	Bianca Du Toit	15 May 2015			1	Requisition Required	750.00	750.00	0.00	DUT001	Bianca Du Toit	Yes
WO	0000806	test	DEA	Outsourced r	Bianca Du Toit	29 Mar 2016			1	Requisition Required	100.00	100.00	0.00	DUT001	Bianca Du Toit	Yes
WO	8080000	Test auto appl		Outsourced r	Bianca Du Toit	29 Mar 2016			1	Requisition Required	100.00	100.00	0.00	DUT001	Bianca Du Toit	Yes
WO	0000855	SP240-1 - Mac	DEL	Supplier Deliv	Bianca Du Toit	27 May 2016			1	Requisition Required	450.00	450.00	0.00	DUT001	Bianca Du Toit	Ye
	0000885	test	CALL	Call Out Fee	Bianca Du Toit	25 Jul 2016				Requisition Required	250.00	250.00		DUT001	Bianca Du Toit	Yes
	0000890	Tier - Commer	INST	Installation Fee	Bianca Du Toit	12 Aug 2016				Requisition Required	350.00	350.00		DUT001	Bianca Du Toit	Yes
WO	0000890	Tier - Commer	CALL	Call Out Fee	Bianca Du Toit	12 Aug 2016			1	Requisition Required	250.00	250.00		DUT001	Bianca Du Toit	Yes
	0000959	Machine repair		Call Out Fee	Blanca Du Toit	15 Sep 2017				Requisition Required	100.00	100.00		DUT001	Bianca Du Toit	Yes
	0000969	12345 - New	DEL	Delivery Fee	Bianca Du Toit	08 Nov 2016	Generated from sales orde			Requisition Required	150.00	150.00		DUT001	Bianca Du Toit	Yes
	0000984	BPOv2 test order		Dealer Servic	Bianca Du Toit	02 Feb 2017	Generated from sales orde	er n		Requisition Required	350.00	350.00		DUT001	Bianca Du Toit	Yes
WO	0000995	Service Requir	INSP	Inspection					1	Requisition Required	500.00	500.00		MUD001	Judith Mudzengi	Yes
wo	0000995	Service Requir	DEA	Dealer Servic	Judith Mudzengi	07 Feb 2017			1	Requisition Required	1 000.00	1 000.00	0.00	MUD001	Judith Mudzengi	Yes
WO	0000995	Service Requir	DEL	Delivery Fee	Judith Mudzengi	07 Feb 2017			1	Requisition Required	300.00	300.00	0.00	MUD001	Judith Mudzengi	Yes
WO	0001018	Services reque	INSP	Inspection	Judith Mudzengi	08 Feb 2017			1	Requisition Required	100.00	100.00	0.00	MUD001	Judith Mudzengi	Yes
WO	0001018	Services reque	INST	Installation Fee	Judith Mudzengi	08 Feb 2017			2	Requisition Required	500.00	500.00	0.00	MUD001	Judith Mudzengi	No
WO	0001021	Billable third p	CALL	Call Out Fee	Judith Mudzengi	08 Feb 2017			1	Requisition Required	200.00	200.00	0.00	MUD001	Judith Mudzengi	Yes
WO	0001038	Call Part Requ	. CLA	Cleaning Fee	Judith Mudzengi	15 Jun 2017			1	Requisition Required	500.00	500.00	0.00	MUD001	Judith Mudzengi	Yes
WO	0001048	B call part req	INST	Installation Fee	Bianca Du Toit	15 Feb 2017	Generated from sales orde	er n	1	Requisition Required	350.00	350.00	0.00	DUT001	Bianca Du Toit	No
WO	0001056	QT0000105	DEL	Delivery Fee	Judith Mudzengi	17 Feb 2017	Generated from sales orde	er n	1	Requisition Required	150.00	150.00	0.00	MUD001	Judith Mudzengi	Yes
wo	0001056	QT0000105	TRA		Judith Mudzengi	17 Feb 2017	Generated from sales orde	er n	1	Requisition Required	750.00	750.00	0.00	MUD001	Judith Mudzengi	Yes
WO	0001061	3MS - 3 Month	DEL	Delivery Fee	Judith Mudzengi	24 Feb 2017			1	Requisition Required	100.00	100.00	0.00	DUT001	Bianca Du Toit	Yes
WO	0001062	3MS - 3 Month		Delivery Fee	Judith Mudzengi	24 Feb 2017			1	Requisition Required	100.00	100.00		DUT001	Bianca Du Toit	Yes
WO	0001064	3MS - 3 Month	DEL	Delivery Fee	Judith Mudzengi	24 Feb 2017			1	Requisition Required	100.00	100.00	0.00	DUT001	Bianca Du Toit	Yes
wo	0001128	Created for pr	DEL	Delivery Fee	Abigail Milne	16 Aug 2018	Deliver parts to production	n ce	1	Requisition Required	150.00	150.00	0.00	MIL001	Abigail Milne	Yes
wo	0001152	installation of	DEL	Delivery Fee	Judith Mudzengi	16 Mar 2017			1	Requisition Required	1 550.00	1 550.00	0.00	MUD001	Judith Mudzengi	Yes
	0001152	installation of		Dealer Servic	Judith Mudzengi	16 Mar 2017				Requisition Required	1 340.00	1 340.00		SHA001	Belinda Sharman	Yes
	0001152	installation of		Toll Fee	Judith Mudzengi					Requisition Required	12 347.00			SHA001	Belinda Sharman	Ye
	0001247	Third party ser		Delivery Fee	Judith Mudzengi	04 Apr 2017				Requisition Required	150.00	150.00		MUD001	Judith Mudzengi	Yes
	0001247	Third party ser			-					Requisition Required	1 500.00			MUD001	Judith Mudzengi	Ye
	0001286	Project linked t				13 Apr 2017				Requisition Required	500.00	500.00		MUD001	Judith Mudzengi	Ye
	0001307	test4	DEL	Delivery Fee	-	20 Apr 2017	Generated from sales orde	er n		Reguisition Reguired	960.00	960.00		MUD001	Judith Mudzengi	No
	0001309	SP1912_NDS		Delivery Fee	Bianca Du Toit	20 Apr 2017				Requisition Required	150.00	150.00		DUT001	Bianca Du Toit	Ye

1. In this image, the **filter row** has been used to find the work order.

Here you can view the work order and the linked third party service request.

2. You will note that the **Process Status** is **Requisition Required**. You will need to create a **service requisition** to complete this process.



	Ŧ						Se	rvice Requests	- BPO: Vers	ion 2.1.0.64 -	Example C	ompany						- 6	$\times$
0	Home	Equip	oment and	Locations C	Contract F	inance and HR	Inventory	Maintenance ar	nd Projects	Manufactu	ring Pro	ocurement	Sales	Service	Reporting	Utilities		-	₽ ×
4		×	<b>(</b>	22					2										
Add	Edit	Delete	Back	Save Layout	Workspaces	Requisition	Billable	in 🔻	Refresh	Export									
	Mainten	ance		Form	at			Current		Print 🗳									
								Applied F	ilter : Cont	ains([WOCod	le], '1616'	)							
Drag a c																			1
WOO		* WO	Description		WorkCode	WorkDescription	RequestorName	RequiredDate	e Comment	s	Quantity	ProcessSta	itus	EstimatedPrice	TotalCost	ActualCost	AssignedTo	AssignedToNa	me Billable
<ul> <li>♥ 1616</li> <li>▶ = ₩</li> </ul>		6 Crea	ited for pro	duction batch	. PRI	Printing	Abigail Milne	16 Aug 2018	Print title	on cover page		Requisition	Required	350.00	350.00	0.00	MIL001	Abigail Milne	No
												2							
ר	Contains([	WOCod	e], '1616')																Edit Filter
	/indows <del>*</del>																	16 Aug	018 🔅

MNU.051.009

Help v2024.5.0.7/1.0 - Pg 17 - Printed: 04/07/2024

CO3 Technologies (Pty) Ltd © Company Confidential