

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

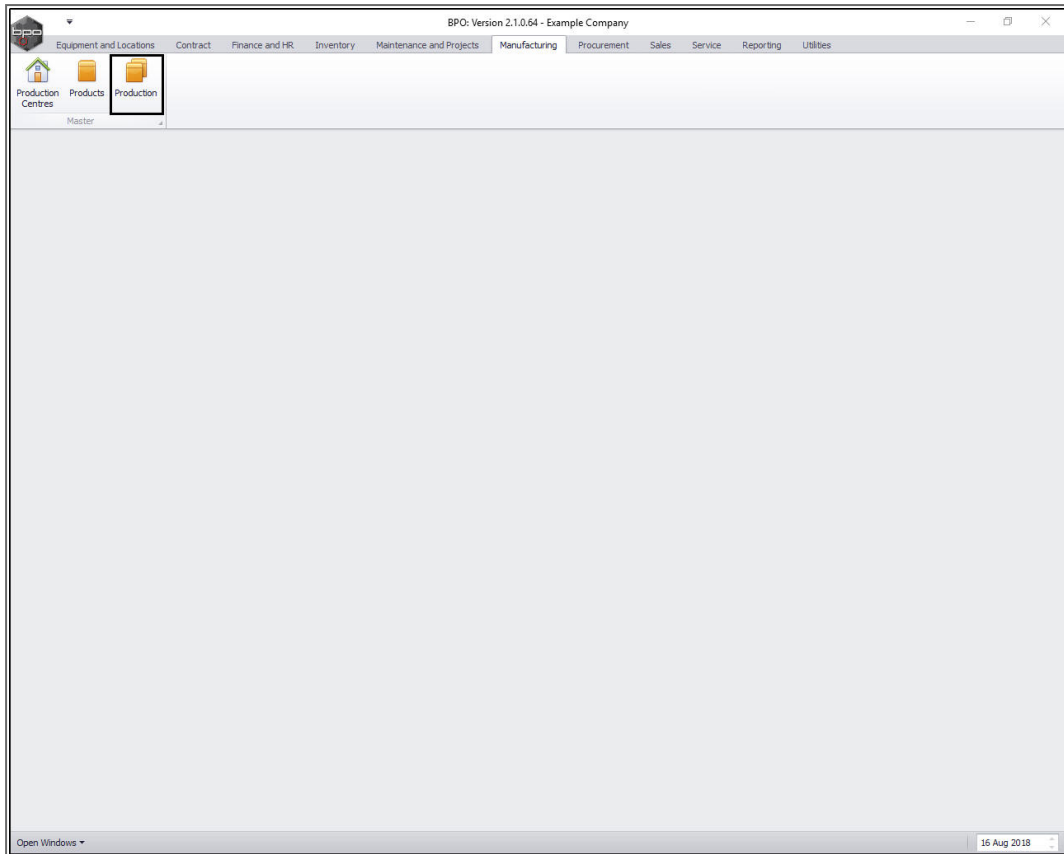
MANUFACTURING

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 [Non-Stock Procurement](#) cycle, i.e. Raise a **Purchase Order** to the Supplier, a **Non-Stock Goods Received Note** and a **Supplier Invoice**.

Ribbon Access: Manufacturing > Production



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.

Production - SPO: Version 2.1.0.64 - Example Company

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

Add | Edit | Delete | Close | View | Save Layout | Workspaces | Print | Export | Refresh | Reports

Maintenance | Format | View | Cur... | Re...

Drag a column header here to group by that column

ProductionRef	PartCode	PartDesc	ProductionForeman	StartDate	StartTime	SchedEndDate	SchedEndTime	EndDate	EndTime	PlannedQty	CompletionComments	ActualQty	Status	AmendDate
PROD00000074	A4ADB01	A4 Architects Dra...	Blanca 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
PROD00000073	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
PROD00000072	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
PROD00000070	Az4DB	A4 Drawing Book	Abigail Mine	28 Nov 2017	13:38:10	29 Nov 2017	13:38:10	01 Jan 1900	00:00:00	2		2	A	1900/01/01
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PROD00000052	DR.111111	Drum	Judith Mudzengi	06 Apr 2017	10:51:25	07 Apr 2017	10:51:25	01 Jan 1900	00:00:00	2		2	A	1900/01/01
PROD00000051	ACR.111111	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
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PROD00000047	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
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PROD00000027	Az4DB	A4 Drawing Book	Blanca 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

Open Windows | 16 Aug 2018

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.

Production - SPO: Version 2.1.0.64 - Example Company

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

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Maintenance | Format | View | Cur... | Re...

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Production Work Orders

WOCode	Description	SiteName	WOType	Status	StatusDescription	Priority	WorkPriority	RequestDate	RequestTime	Invoiceable	Capitalise	ProjectRef	ProjectDesc	CallReference	CallD
W00001616	Created for production batch - test2	Durban	MN	O	Open	2	1.00	28 Nov 2017	13:38:09	No	No				

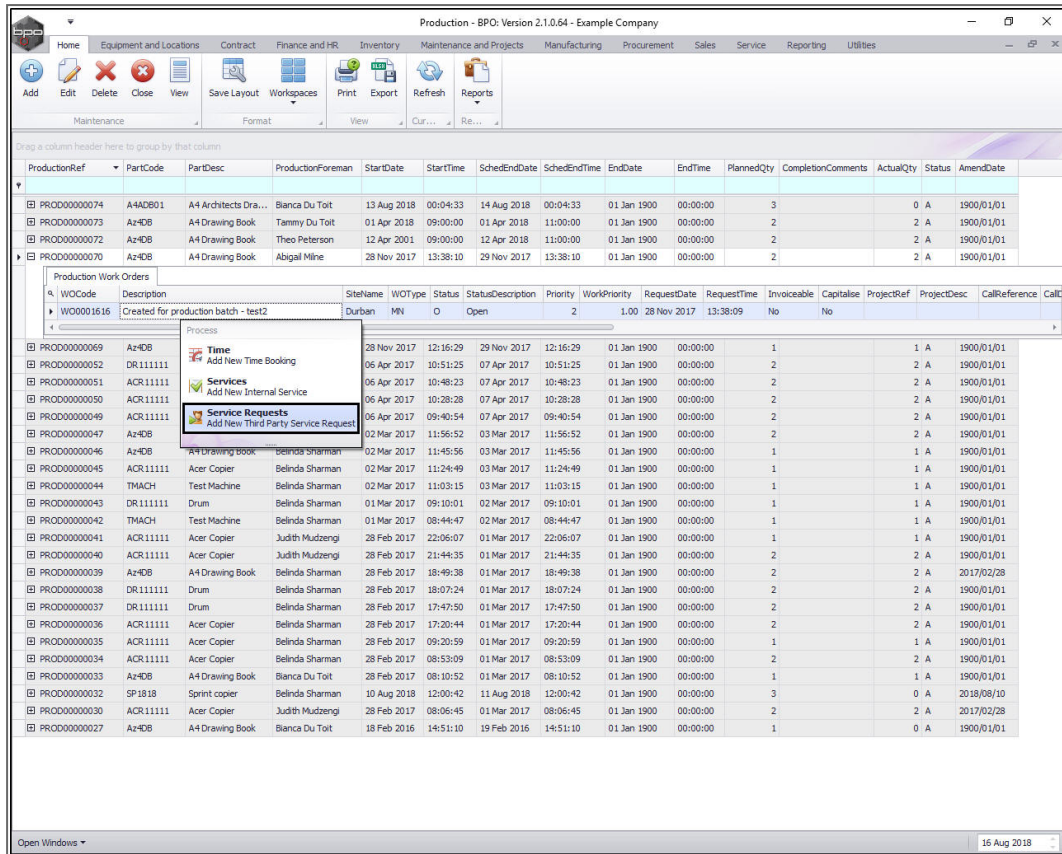
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Open Windows | 16 Aug 2018

- A **Process** menu will pop up.

ADD THIRD PARTY SERVICE REQUEST

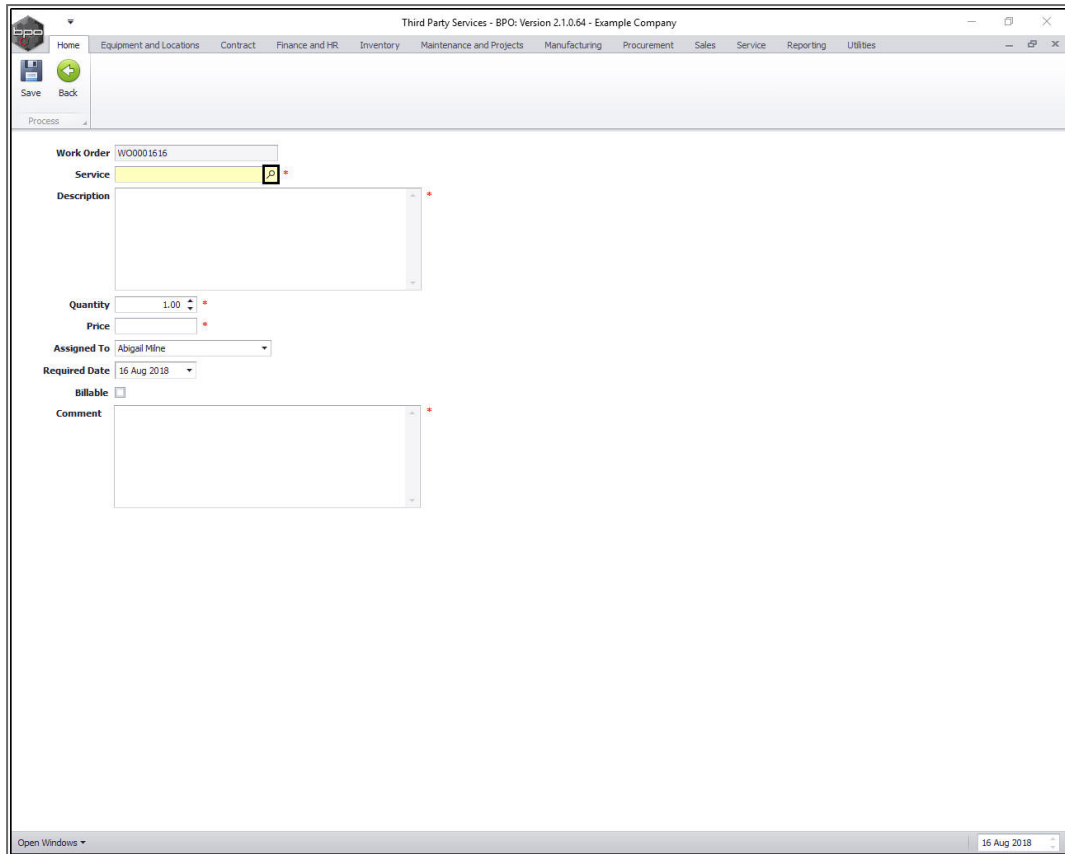
- Click on **Service Requests** - Add New Third Party Service Request.



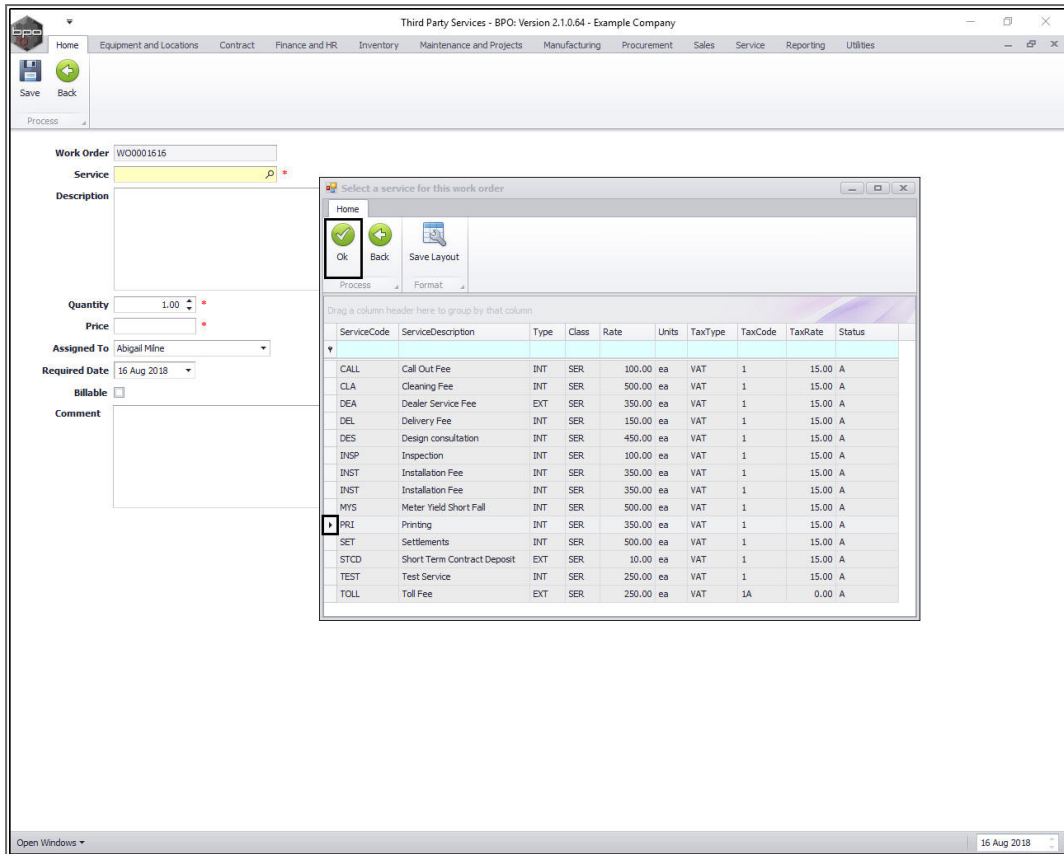
The **Third Party Services** screen will be displayed.

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.



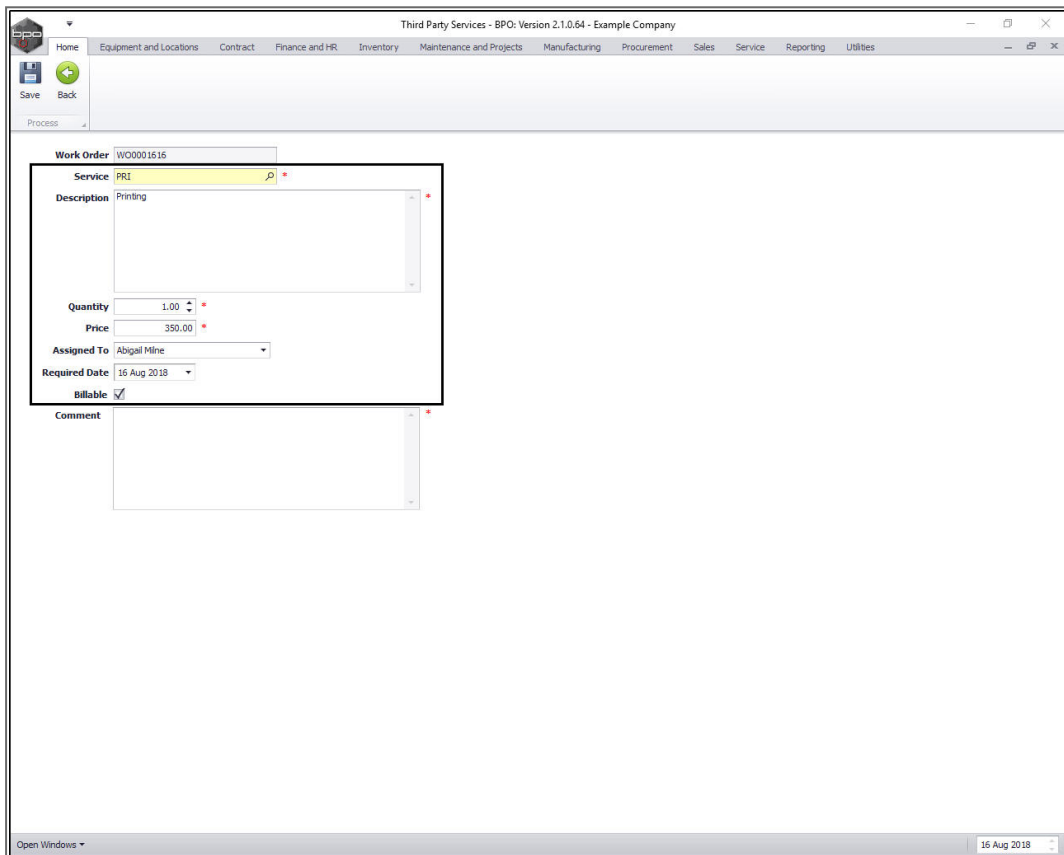
- The **Select a service for this work order** pop up screen will appear.
- Select the **row** of the **service** you wish to link to this work order.
- Click on **Ok**.



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.



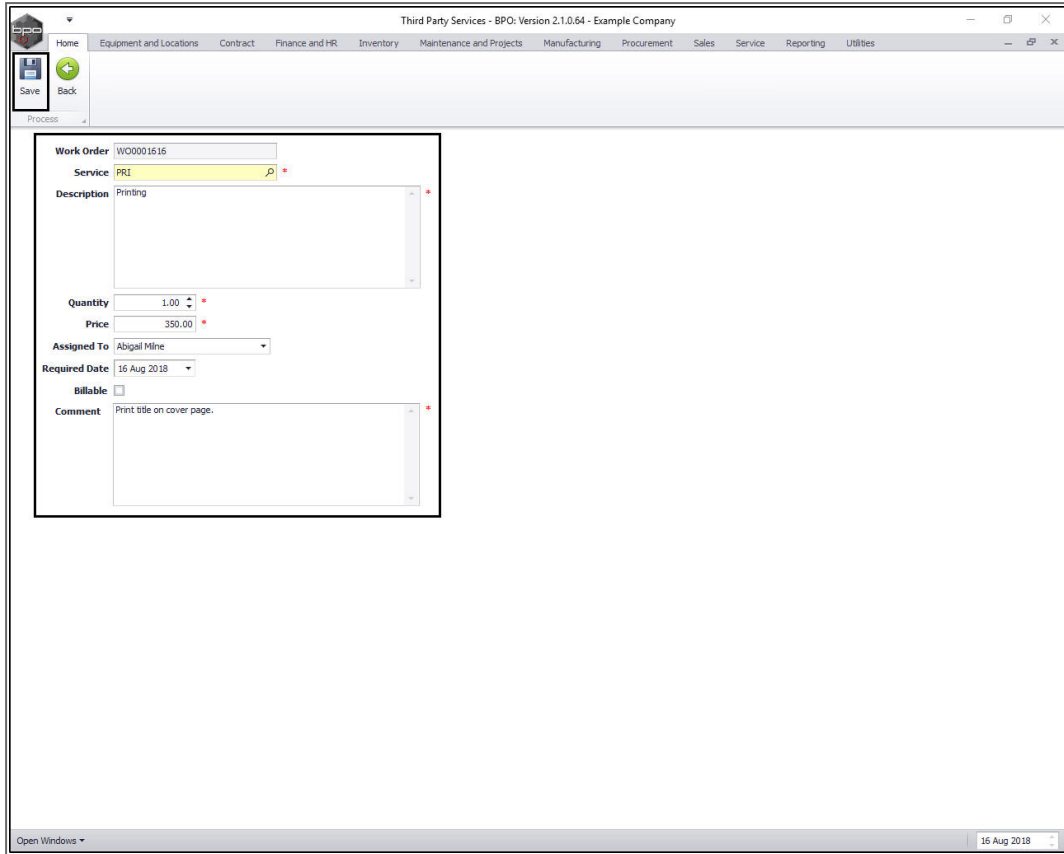
The screenshot displays the 'Third Party Services' software interface. The title bar reads 'Third Party Services - BPO: Version 2.1.0.64 - Example Company'. The main window contains a navigation menu with options: Home, Equipment and Locations, Contract, Finance and HR, Inventory, Maintenance and Projects, Manufacturing, Procurement, Sales, Service, Reporting, and Utilities. Below the menu, there are 'Save' and 'Back' buttons. The main content area shows a 'Work Order' form for 'W00001616'. The form includes the following fields:

- Service:** PRI
- Description:** Printing
- Quantity:** 1.00
- Price:** 350.00
- Assigned To:** Abigail Mine
- Required Date:** 16 Aug 2018
- Billable:**
- Comment:** (Empty text area)

The 'Open Windows' menu is visible at the bottom left, and the date '16 Aug 2018' is shown at the bottom right.

SAVE LINKED SERVICE

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



The screenshot shows a software window titled "Third Party Services - BPO: Version 2.1.0.64 - Example Company". The window has a menu bar with options: Home, Equipment and Locations, Contract, Finance and HR, Inventory, Maintenance and Projects, Manufacturing, Procurement, Sales, Service, Reporting, and Utilities. Below the menu bar are buttons for "Save" and "Back".

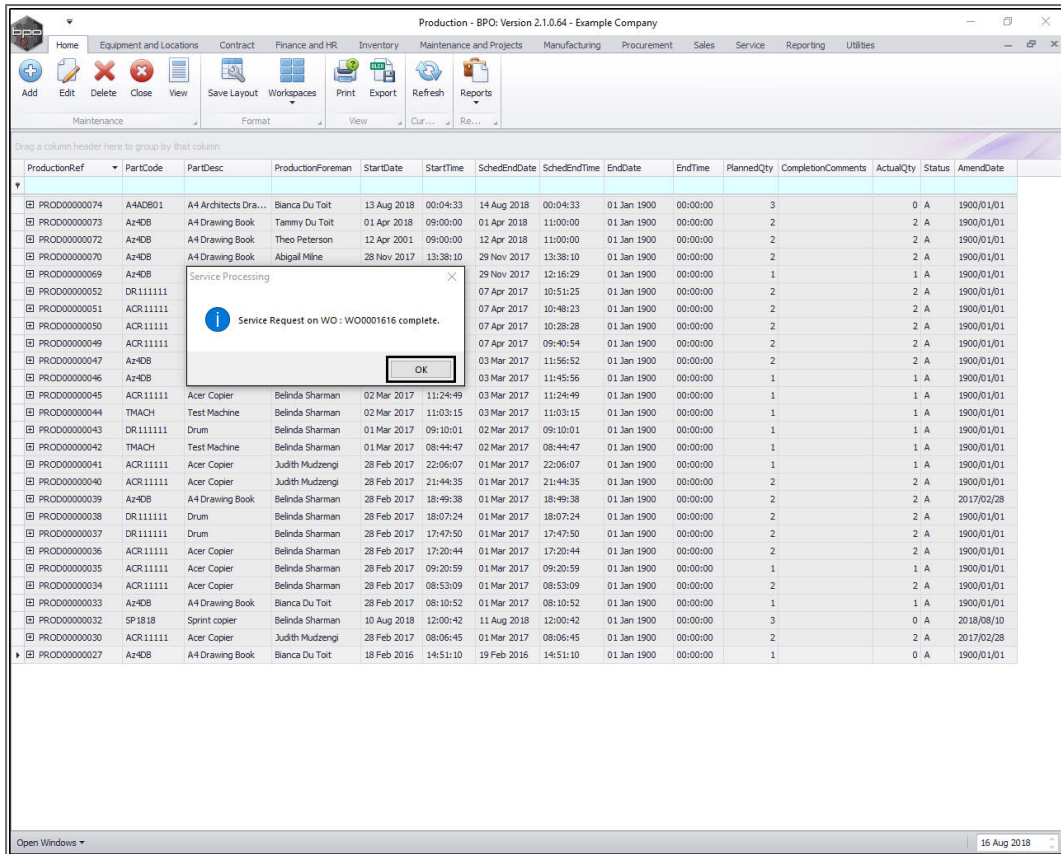
The main content area is titled "Process" and contains a form for a Work Order. The form fields are as follows:

- Work Order:** W00001616
- Service:** PRE
- Description:** Printing
- Quantity:** 1.00
- Price:** 350.00
- Assigned To:** Abigail Milne
- Required Date:** 16 Aug 2018
- Billable:**
- Comment:** Print title on cover page.

At the bottom of the window, there is a status bar with "Open Windows" on the left and "16 Aug 2018" on the right.

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**.



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

Production - SPO: Version 2.1.0.64 - Example Company

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

Tech Map Scheduling Current Tech Activity Technicians Availability Exceptions Calls Work Orders Service Requests WIP Work Management My Work Orders My Tickets All Open Tickets My Work

Technical Process Ticketing Open ...

Drag a column header here to group by that column

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Open Windows 16 Aug 2018

- 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.

Work Order Listing - BPO: Version 2.1.0.64 - Example Company

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

Save Layout Workspaces Save Filter Print Export Refresh Find WG Reports

Links Enter text to search...

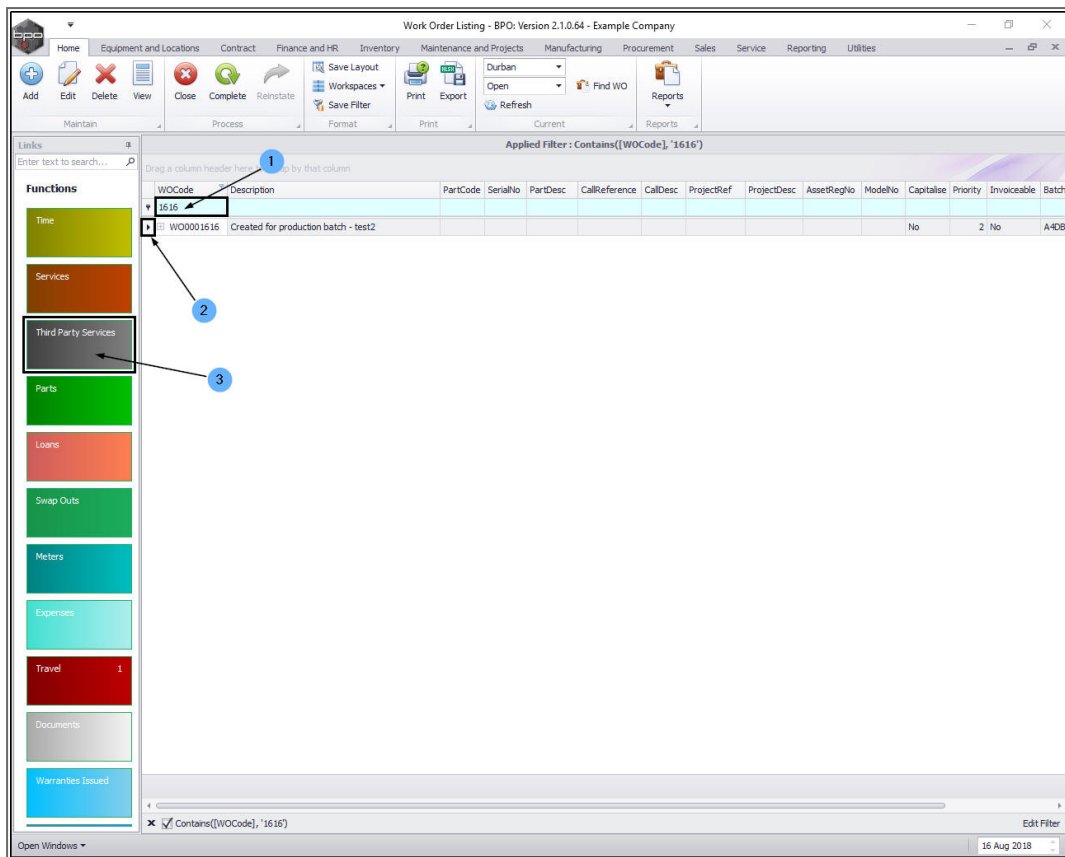
Functions

- Time
- Services
- Third Party Services
- Parts
- Loans
- Swap Outs
- Meters
- Expenses
- Travel
- Documents
- Warranties Issued

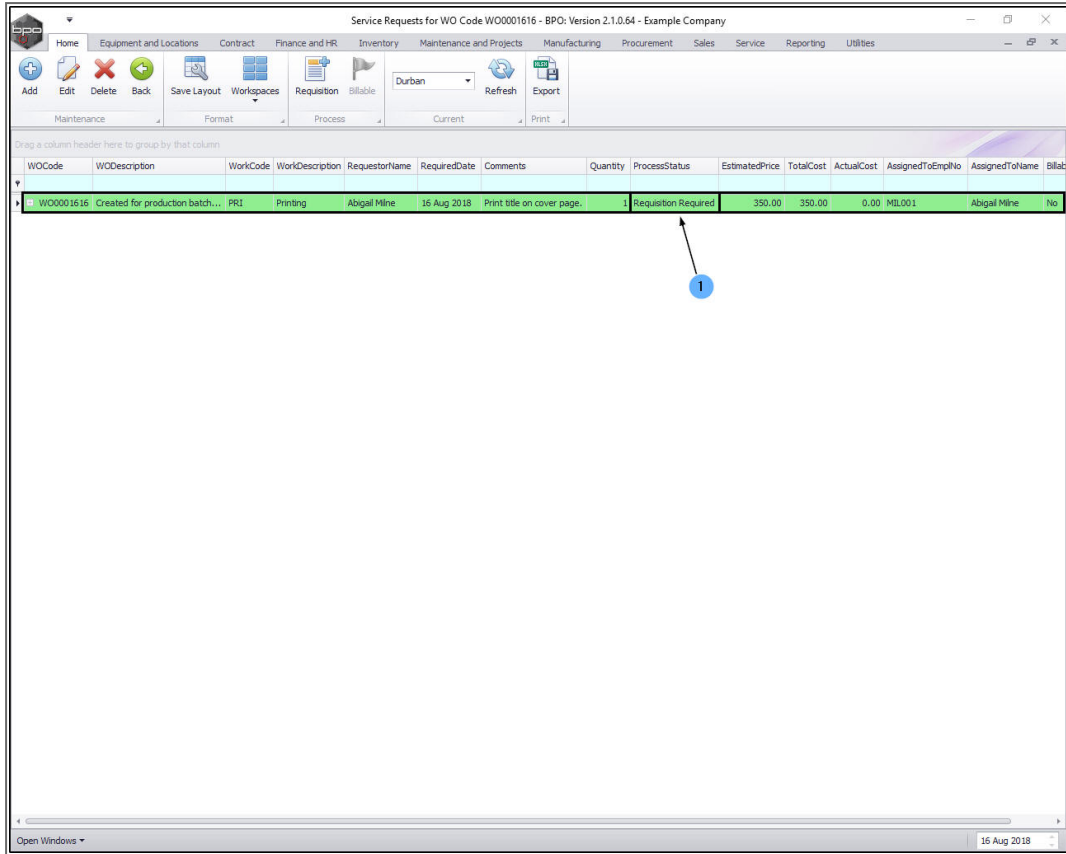
WOCCode	Description	PartCode	SerialNo	PartDesc	CallReference	CallDesc	ProjectRef	ProjectDesc	AssetRegNo	ModeNo	Capitalise	Priority	Invoiceable	Batch
WO0001611	toner				CN0000542	toner-...					No	2	No	
WO0001613	test call swap out po status	SP1020	1020-...	Copier	CN0000543	test ca...			AREG000006	SP1020	No	3	No	
WO0001615	Created for production batch - test										No	2	No	A*
WO0001616	Created for production batch - test2										No	2	No	A*
WO0001618	Test call for swap out - check which items are rein...				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	
WO0001621	Test work order linked to project.						PR30000283	Test Project			No	2	No	
WO0001622	New deal Rental Test						PR30000284	New Deal ...			No	2	No	
WO0001623	test - contract closure - customer asset				CN0000548	test - c...					No	2	No	
WO0001624	Contract Closure - CO000010	1020-478	478-1...	Staple Unit					AREG0000260	1020-...	No	2	No	
WO0001625	Contract Closure - CO000010	SP2020	ADJ-T...	SP2020 ...					AREG0000304	SP2020	No	2	No	
WO0001626	Test new swap out process on tech connect	SP2020	abc147a	SP2020 ...	CN0000549	Test n...				SP2020	No	3	No	
WO0001627	Asset to Asset swap out test	SP2020	2020-...	SP2020 ...	CN0000550	Asset t...				SP2020	No	3	No	
WO0001629	Test swap outs for tech connect	SP19-1...	1912-...	SP19-12...	CN0000552	Test s...				SP19-12	No	3	No	
WO0001630	Repair required for copier - swap out with new unit	SP2020	2020-...	SP2020 ...	CN0000553	Repair ...			AREG0000013	SP2020	No	3	No	
WO0001631	Test creating a work order from within a project.						PR30000099	Install Ma...			No	2	No	
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...	K147 Ky...	CN0000558	Test c...				K147	No	3	No	
WO0001636	TES2.2 - Work Order 2						PR30000287	Specifica...			No	2	No	
WO0001637	TES3.1 - Work Order 3						PR30000288	Design BPO2			No	2	No	
WO0001639	TES4.1 - Work Order 5						PR30000289	Developm...			No	2	No	
WO0001640	TES4.2 - Work Order 6						PR30000289	Developm...			No	2	No	
WO0001641	TES5.1 - Work Order 6						PR30000290	Testing SP...			No	2	No	
WO0001642	TES5.2 - Work Order 8						PR30000290	Testing SP...			No	2	No	
WO0001643	TES6.1 - Work Order 9						PR30000291	Implement...			No	2	No	
WO0001644	TES6.2 - Work Order 10						PR30000291	Implement...			No	2	No	
WO0001646	Test logging a call - listing should auto refresh	1458-9...	SIN32...	K147 Ky...	CN0000560	Test lo...				K147	No	3	No	
WO0001647	NDR				CN0000561	NDR					No	2	No	
WO0001648	Contract Closure - CO0000059	SP2020	2020-...	SP2020 ...						SP2020	No	2	No	
WO0001649	Contract Closure - CO0000054	SP2020	2020-...	SP2020 ...					AREG0000292	SP2020	No	2	No	
WO0001653	Contract Closure - CO0000010	SP19-1...	1912-...	SP19-12...						SP19-12	No	2	No	
WO0001654	New Deal Sale 4 Installation				CN0000562	nds4					No	2	No	

Open Windows 16 Aug 2018

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.



- 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

Production - SPO: Version 2.1.0.64 - Example Company

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

Tech Map Scheduling Current Tech Activity Technicians Availability Exceptions Calls Work Orders **Service Requests** WIP Work Management My Work Orders My Tickets All Open Tickets My Work

Technical Process Ticketing Open ...

Drag a column header here to group by that column

ProductionRef	PartCode	PartDesc	ProductionForeman	StartDate	StartTime	SchedEndDate	SchedEndTime	EndDate	EndTime	PlannedQty	CompletionComments	ActualQty	Status	AmendDate
PROD00000074	A4ADB01	A4 Architects Dra...	Blanca 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
PROD00000073	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
PROD00000072	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
PROD00000070	Az4DB	A4 Drawing Book	Abigail Mine	28 Nov 2017	13:38:10	29 Nov 2017	13:38:10	01 Jan 1900	00:00:00	2		2	A	1900/01/01
PROD00000069	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	A	1900/01/01
PROD00000052	DR.111111	Drum	Judith Mudzengi	06 Apr 2017	10:51:25	07 Apr 2017	10:51:25	01 Jan 1900	00:00:00	2		2	A	1900/01/01
PROD00000051	ACR.111111	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
PROD00000050	ACR.111111	Acer Copier	Judith Mudzengi	06 Apr 2017	10:28:28	07 Apr 2017	10:28:28	01 Jan 1900	00:00:00	2		2	A	1900/01/01
PROD00000049	ACR.111111	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
PROD00000047	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
PROD00000046	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
PROD00000045	ACR.111111	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
PROD00000044	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
PROD00000043	DR.111111	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
PROD00000042	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
PROD00000041	ACR.111111	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
PROD00000040	ACR.111111	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
PROD00000039	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
PROD00000038	DR.111111	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
PROD00000037	DR.111111	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
PROD00000036	ACR.111111	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
PROD00000035	ACR.111111	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
PROD00000034	ACR.111111	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
PROD00000033	Az4DB	A4 Drawing Book	Blanca 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
PROD00000032	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	A	2018/08/10
PROD00000030	ACR.111111	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
PROD00000027	Az4DB	A4 Drawing Book	Blanca 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

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

Service Requests - BPO: Version 2.10.04 - Example Company

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

Add Edit Delete Back Save Layout Workspaces Requisition Billable Durban Refresh Export

Maintenance Process Current Print

Drag a column header here to group by that column

WOCCode	WOCDescription	WorkCode	WorkDescription	RequestorName	RequiredDate	Comments	Quantity	ProcessStatus	EstimatedPrice	TotalCost	ActualCost	AssignedToEmpNo	AssignedToName	Billable
W00000118	BathRmMant ...	INSP	Inspection	Abigail Milne	05 Jul 2018	Site inspection required.	1	Requisition Required	100.00	100.00	0.00	MIL001	Abigail Milne	Yes
W00000118	BathRmMant ...	DEL	Delivery Fee	Abigail Milne	05 Jul 2018	Deliver cleaning supplier to site.	1	Requisition Required	150.00	150.00	0.00	MIL001	Abigail Milne	Yes
W00000499	SP1912_NDS_...	DEL	Delivery Fee	Bianca Du Toit	14 May 2015		1	Requisition Required	150.00	150.00	0.00	DUT001	Bianca Du Toit	Yes
W00000500	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
W00000806	test	DEA	Outsourced r...	Bianca Du Toit	29 Mar 2016		1	Requisition Required	100.00	100.00	0.00	DUT001	Bianca Du Toit	Yes
W00000808	Test auto appl...	DEA	Outsourced r...	Bianca Du Toit	29 Mar 2016		1	Requisition Required	100.00	100.00	0.00	DUT001	Bianca Du Toit	Yes
W00000855	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	Yes
W00000885	test	CALL	Call Out Fee	Bianca Du Toit	25 Jul 2016		1	Requisition Required	250.00	250.00	0.00	DUT001	Bianca Du Toit	Yes
W00000890	Tier - Commer...	INST	Installation Fee	Bianca Du Toit	12 Aug 2016		1	Requisition Required	350.00	350.00	0.00	DUT001	Bianca Du Toit	Yes
W00000890	Tier - Commer...	CALL	Call Out Fee	Bianca Du Toit	12 Aug 2016		1	Requisition Required	250.00	250.00	0.00	DUT001	Bianca Du Toit	Yes
W00000959	Machine repair...	CALL	Call Out Fee	Bianca Du Toit	15 Sep 2017		1	Requisition Required	100.00	100.00	0.00	DUT001	Bianca Du Toit	Yes
W00000969	12345 - New ...	DEL	Delivery Fee	Bianca Du Toit	08 Nov 2016	Generated from sales order n...	1	Requisition Required	150.00	150.00	0.00	DUT001	Bianca Du Toit	Yes
W00000984	BPOv2 test order	DEA	Dealer Servic...	Bianca Du Toit	02 Feb 2017	Generated from sales order n...	2	Requisition Required	350.00	350.00	0.00	DUT001	Bianca Du Toit	Yes
W00000995	Service Requir...	INSP	Inspection	Judith Mudzengi	07 Feb 2017		1	Requisition Required	500.00	500.00	0.00	MUD001	Judith Mudzengi	Yes
W00000995	Service Requir...	DEA	Dealer Servic...	Judith Mudzengi	07 Feb 2017		1	Requisition Required	1000.00	1000.00	0.00	MUD001	Judith Mudzengi	Yes
W00000995	Service Requir...	DEL	Delivery Fee	Judith Mudzengi	07 Feb 2017		1	Requisition Required	300.00	300.00	0.00	MUD001	Judith Mudzengi	Yes
W00001018	Services reque...	INSP	Inspection	Judith Mudzengi	08 Feb 2017		1	Requisition Required	100.00	100.00	0.00	MUD001	Judith Mudzengi	Yes
W00001018	Services reque...	INST	Installation Fee	Judith Mudzengi	08 Feb 2017		2	Requisition Required	500.00	500.00	0.00	MUD001	Judith Mudzengi	No
W00001021	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
W00001038	Call Part Requ...	CLA	Cleaning Fee	Judith Mudzengi	15 Jun 2017		1	Requisition Required	500.00	500.00	0.00	MUD001	Judith Mudzengi	Yes
W00001048	B call part req...	INST	Installation Fee	Bianca Du Toit	15 Feb 2017	Generated from sales order n...	1	Requisition Required	350.00	350.00	0.00	DUT001	Bianca Du Toit	No
W00001056	Q70000105	DEL	Delivery Fee	Judith Mudzengi	17 Feb 2017	Generated from sales order n...	1	Requisition Required	150.00	150.00	0.00	MUD001	Judith Mudzengi	Yes
W00001056	Q70000105	TRA	Employee Tra...	Judith Mudzengi	17 Feb 2017	Generated from sales order n...	1	Requisition Required	750.00	750.00	0.00	MUD001	Judith Mudzengi	Yes
W00001061	3M5 - 3 Month...	DEL	Delivery Fee	Judith Mudzengi	24 Feb 2017		1	Requisition Required	100.00	100.00	0.00	DUT001	Bianca Du Toit	Yes
W00001062	3M5 - 3 Month...	DEL	Delivery Fee	Judith Mudzengi	24 Feb 2017		1	Requisition Required	100.00	100.00	0.00	DUT001	Bianca Du Toit	Yes
W00001064	3M5 - 3 Month...	DEL	Delivery Fee	Judith Mudzengi	24 Feb 2017		1	Requisition Required	100.00	100.00	0.00	DUT001	Bianca Du Toit	Yes
W00001128	Created for pr...	DEL	Delivery Fee	Abigail Milne	16 Aug 2018	Deliver parts to production ce...	1	Requisition Required	150.00	150.00	0.00	MIL001	Abigail Milne	Yes
W00001152	installation of ...	DEL	Delivery Fee	Judith Mudzengi	16 Mar 2017		1	Requisition Required	1550.00	1550.00	0.00	MUD001	Judith Mudzengi	Yes
W00001152	installation of ...	DEA	Dealer Servic...	Judith Mudzengi	16 Mar 2017		1	Requisition Required	1340.00	1340.00	0.00	SHA001	Belinda Sharmen	Yes
W00001152	installation of ...	TOLL	Toll Fee	Judith Mudzengi	16 Mar 2017		1	Requisition Required	12347.00	12347.00	0.00	SHA001	Belinda Sharmen	Yes
W00001247	Third party ser...	DEL	Delivery Fee	Judith Mudzengi	04 Apr 2017		1	Requisition Required	150.00	150.00	0.00	MUD001	Judith Mudzengi	Yes
W00001247	Third party ser...	TRA	Employee Tra...	Judith Mudzengi	04 Apr 2017		1	Requisition Required	1500.00	1500.00	0.00	MUD001	Judith Mudzengi	Yes
W00001286	Project linked t...	DEA	Dealer Servic...	Judith Mudzengi	13 Apr 2017		1	Requisition Required	500.00	500.00	0.00	MUD001	Judith Mudzengi	Yes
W00001307	test4	DEL	Delivery Fee	Judith Mudzengi	20 Apr 2017	Generated from sales order n...	1	Requisition Required	960.00	960.00	0.00	MUD001	Judith Mudzengi	No
W00001309	SP1912_NDS_...	DEL	Delivery Fee	Bianca Du Toit	20 Apr 2017		1	Requisition Required	150.00	150.00	0.00	DUT001	Bianca Du Toit	Yes

Open Windows 16 Aug 2018

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.

Service Requests - BPO: Version 2.11.0.64 - Example Company

Applied Filter: Contains([WOCCode], '1616')

Drag a column header here to group by that column

WOCCode	WODescription	WorkCode	WorkDescription	RequestorName	RequiredDate	Comments	Quantity	ProcessStatus	EstimatedPrice	TotalCost	ActualCost	AssignedTo...	AssignedToName	Billable
W00001616	Created for production batch...	PRI	Printing	Abigail Milne	16 Aug 2018	Print title on cover page.	1	Requisition Required	350.00	350.00	0.00	MTL001	Abigail Milne	No

16 Aug 2018

MNU.051.009

