

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

## SALES

### SERVICES – REQUESTS

A service request is raised for a Purchase Order or Purchase Requisition, where a Third Party Sub Contracting Service is required.

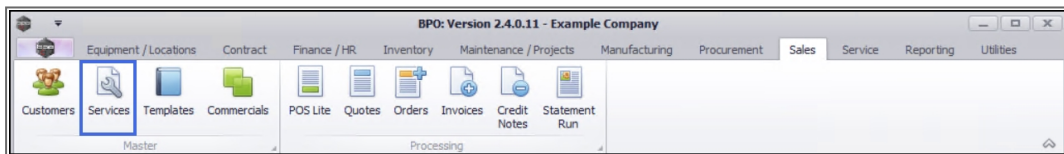
The Service Requests tile will list the Service Requests for a Service. **No modifications and/or additions can be made.**

To create a Service Request for a Purchase Order, click on the link to redirect to [Introduction to Service Requests](#).

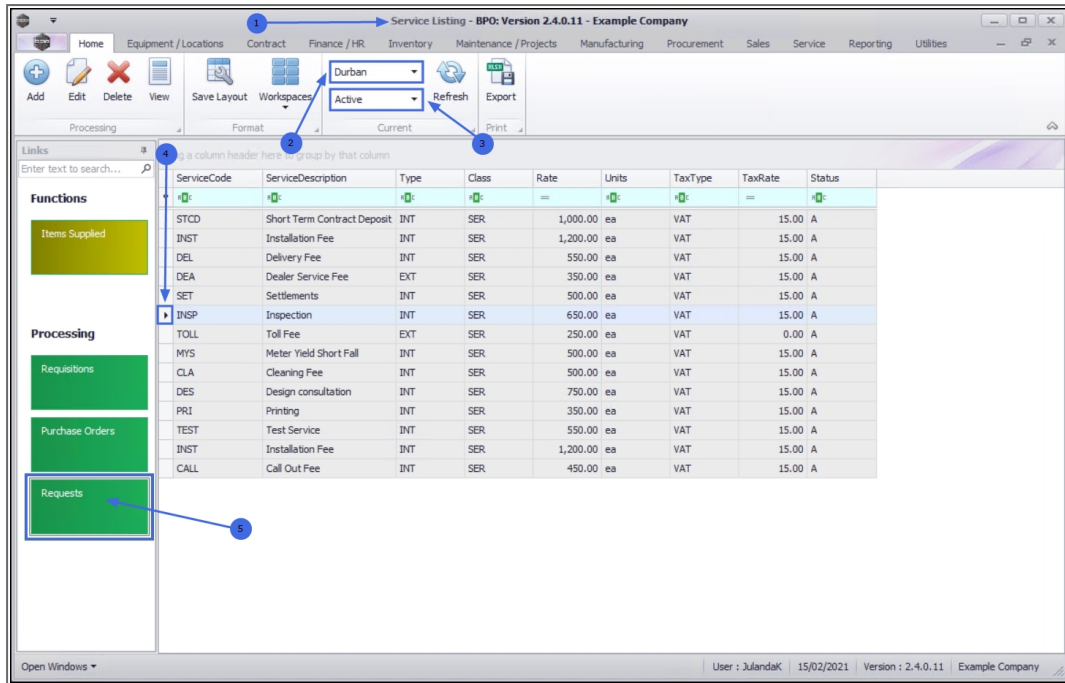
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**Ribbon Access:** Sales > Services

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1. The **Service Listing** screen will be displayed.
2. Select the **Site** you wish to work in.
  - The example has **Durban** selected.
3. Select the **Status** of the Service Request.
  - The example has **Active** selected.
4. Click on the **row** of the **service** you wish to create a Request for.
5. Click on the **Requests** tile.



6. The **Service Requests for Service Code** [service code] will display.



Note that this is a view only screen and you will not be able to make any changes to the information on this screen.

7. A list of all the Service Requests linked to the Service is listed.
8. You can export the list to a Microsoft Excel Spread Sheet, by clicking on Export.
9. Click on **Back** to return to the **Service Listing** screen.

The screenshot shows the 'Service Requests for Service Code TOLL - BPO: Version 2.4.0.11 - Example Company' window. The interface includes a top navigation bar with tabs for Home, Equipment / Locations, Contract, Finance / HR, Inventory, Maintenance / Projects, Manufacturing, Procurement, Sales, Service, Reporting, and Utilities. Below the navigation bar is a toolbar with buttons for Edit, Delete, Back, Save Layout, Workspaces, Requisition, Durban (dropdown), Refresh, Export, and Print. A table of service requests is displayed below the toolbar. The table has columns for WCode, WODescription, SourceRef, SourceDesc, CustomerCode, CustomerName, DeptCode, DeptName, and SourceType. Two rows are visible in the table, with the first row highlighted in green. Callout 6 points to the 'Back' button, callout 7 points to the 'DeptName' column header, and callout 8 points to the 'Export' button.

WCode	WODescription	SourceRef	SourceDesc	CustomerCode	CustomerName	DeptCode	DeptName	SourceType
W00001152	Installation of clients asset	CN0000422	Installation of clients asset	HOP001	Hope Works (Pty) Ltd			
W00002263	1234 - Test cbrt request or...	PRJ0000394	1234 - Test cbrt request or...	HOP001	Hope Works (Pty) Ltd			

At the bottom of the window, the status bar shows: Open Windows, User: JulandaK, 15/02/2021, Version: 2.4.0.11, Example Company.

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