

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

# PROCUREMENT

# **VIEW ACTIVE WARRANTIES**

In the Warranties listing screen you can view all the **Active** and **Expired** warranties on the system.

You can also use the Functions tiles to view the **Linked Items** and **Warranty Claims**.

Ribbon Access: Procurement > Warranties



• The **Warranties** listing screen will be displayed.

Select the Status



• Select the status.

Image       Equipment and Locations       Contract       Finance and HR       Inventory       Maintenance and Projects       Manufacturing       Procurement       Sales       Service       Reporting       Utilities       -       d         Left       Were       Service Layout       Workspaces       Active       Refresh       Current       Refresh       Current       Nonthis       InitTypeDesc       MetricAggregated       Status         Maintain       Prog a column header here to group by that column       YuerantyCode       Description       TypeDesc       WarantyPeriod       PeriodTypeDesc       MetricAggregated       Status         VerantyCode       Description       TypeDesc       WarantyPeriod       PeriodTypeDesc       MetricAggregated       Status         VerantyCode       Description       TypeDesc       Waranty       24       Months       10000       Copies made       No       A         VerantyCode       Description       TypeDesc       Waranty       24       Months       10000       Copies made       No       A         VerantyCode       UserSWW       24 Month Suppler Waranty       Suppler Waranty       24       Months       50000       Copies made       No       A         VerantyCode       UserSWW	Enginement and Locations       Contract       Finance and HR       Inventory       Maintenance and Projects       Manufacturing       Procurement       Sales       Service       Reporting       Utilites       -       P         Verw       Save Layout       Workspaces       Active       Refresh       Current       Image: Column header here to group by that column       Verw       Prog a column header here to group by that column       TypeDesc       WarrentyPeriod       PeriodTypeDesc       MeteruInits       UnitTypeDesc       MetersAggregated       Status       Image: Column header       Status       Image: Column header       Prog a column header here to group by that column       Yee       Yee<	Image: Equipment and Locations         Contract         Inance and Hit         Inventory         Maintenance and Projects         Manufacturing         Procurement         Sales         Service         Reporting         Utilities           Add         Edit         Very         Save Layout         Workspaces         Image: Reference         Reference         Image: Reference	Ŧ			Wa	rranties - BPO: Vers	sion 2.1.0.65 - Exan	nple Company						
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					6MSW	Six Month Supplier Warranty	Supplier Warranty	6	Months	5000	Copies made	No	A		

• This should be set to **Active**.

## **VIEW ACTIVE WARRANTIES**

• Click on the **row selector** in front of the **warranty** that you wish to view the details of.

11 Oct 2018

• Click on View.



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			1YSW	1 Year Supplier Warranty	Supplier Warranty	1	Years	56000	Copies made	Yes	A		
			3MSW	3 Months Service Warranty	Supplier Warranty	6	Months	50000	Copies made	No	A		
Wa			wct	warranty code test	Supplier Warranty	500	Months	0		No	A		
			RET3	Retest	Supplier Warranty	1	Years	10000		Yes	Α		
			TES	Testing	Supplier Warranty	2	Months	5000	Copies made	No	A		
			TES1	TEST	Supplier Warranty	6	Months	0		No	Α		
			F1YW	Full 1 Yr Warranty - Unit and Parts	Supplier Warranty	1	Years	50000	Copies made	No	A		
			6MSW	Six Month Supplier Warranty	Supplier Warranty	6	Months	5000	Copies made	No	Α		

The **Edit Customer Warranty** screen will be displayed. (This is a view onlyscreen, there is no Save button, only contains a **Back** button - so it is not editable).

# VIEW ACTIVE WARRANTY DETAILS, PERIOD DETAILS AND APPLICABLE METERS

Here you can view:

- 1. The **Warranty** details frame which contains:
  - Warranty Code
  - Warranty Description and
  - Type
- 2. The Period Details frame, which contains:



- Period Type
- Periods
- Meter unit type
- Meter Units
- Aggregate Meters (flag checkbox)
- 3. The **Applicable Meters** frame which contains:
  - Details of the meters linked to this warranty.
- 4. Click on the **Site Defaults** tab.

Edit Customer Warranty - 12 Month	n Supplier Warrant	/ - BPO: Version	2.1.0.65 - Exam	nple Company					×
Home Equipment and Locations Contract Finance and HR Inventory Ma	aintenance and Proj	ects Manufac	turing Proc	curement Sales	Service	Reporting	Utilities	_ 2	9 )
Back Save Layout									
Mai , Format ,									
Warranty Code 12MSW *	Marked	Description Mono meter	Unit	MeterWarrantyUnits	10				
Description 12 Month Supplier Warranty -		Colour Meter	Copies	5000	0				
1		Mono A3	Copies		0 3				
		Colour A3	Copies		0				
Type Supplier Warranty - *		Clear A3	Copies		0				
Period Details		Colour A2 Meter	Copies		0				
Period Type Months · Periods 12 🗘									
Meter unit type Meter Units 50000									
Aggregate Meters									
2									
90 <del>00</del> 0.4									
	The second secon		-						
	Applicable Meters	Site Defaults	-	4					

## **VIEW ACTIVE WARRANTY SITE DEFAULTS**

The **Site Defaults** frame will be brought to the fore.

Here you can view:

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- 1. Which sites this warranty is linked to.
- 2. Click on **Back** to return to the **Warranties** listing screen.

	Ŧ			Edit Customer	Warranty - 12 M	lonth Sup	oplier Warrar	ty - BPO: Version 2.1.0	.65 - Example Cor	npany					×
H	ome Ed	quipment and Locations	Contract	Finance and HR	Inventory	Mainter	nance and Pr	ojects Manufacturin	g Procurement	Sales	Service	Reporting	Utilities	-	8
	Er														
Back	Save Lavo	sut 💿													
		2													
Mai "	Format	4				_		120.22							
Warra	anty Code	12MSW				-	Marked	SiteDescription							
De	scription	12 Month Supplier Warra	anty			•		Cape Town		1					
								Johannesburg							
	Type	Supplier Warranty		1.		•	$\checkmark$	Durban							
Pariod De	rype	supplier manality													
renda De	tais														
Per	riod Type	Months	7	Periods	12 🗘										
Meter	unit type		.7	Meter Units	50000 🗘										
Aggregat	e Meters														
						-									
						2									
						L									_
						Ap	oplicable Mete	's Site Defaults							
Open Windo	ows 🕶												11 00	t 2018	

### **VIEW LINKED ITEMS**

In the Active Warranties listing frame,

- Click on the **row selector** in front of the **warranty** that you wish to view the **linked items** of.
- Click on the Linked Items tile.



6po	Ŧ				W	arranties - BPO: Vers	ion 2.1.0.65 - Exan	nple Company						3	<
Q.	Home	Equipme	ent a	nd Locations Cor	itract Finance and HR Inven	tory Maintenand	e and Projects	Manufacturing	Procurement	Sales Ser	vice Reporting	Utilities	-	8	x
Add	Edit	View	Sav	e Layout Workspac	es Active Refresh	1									
	Maintain			Format	a Current										
Links		4													
Enter to	ext to sear	ch )	P	WarrantyCode	Description	TypeDesc	WarrantyPeriod	PeriodTypeDesc	MeterUnits	UnitTypeDesc	MetersAggregated	Status	-		
Fund	ctions		4	•											
				24MSW	24 Month Supplier Warranty	Supplier Warranty	24	Months	10000	Copies made	No	A			
Lin	ked Items			12MSW	12 Month Supplier Warranty	Supplier Warranty	12	Months	50000	Copies made	No	A			
				1YSW	1 Year Supplier Warranty	Supplier Warranty	1	Years	56000	Copies made	Yes	A			
				3MSW	3 Months Service Warranty	Supplier Warranty	6	Months	50000	Copies made	No	A			
Wa				wct	warranty code test	Supplier Warranty	500	Months	0		No	A			
				RET3	Retest	Supplier Warranty	1	Years	10000		Yes	A			
				TES	Testing	Supplier Warranty	2	Months	5000	Copies made	No	A			
				TES1	TEST	Supplier Warranty	6	Months	0		No	Α			
				F1YW	Full 1 Yr Warranty - Unit and Parts	Supplier Warranty	1	Years	50000	Copies made	No	A			
			- 17	MSW	Six Month Supplier Warranty	Supplier Warranty	6	Months	5000	Copies made	No	Α			
(Conce 14	Vindouse -											11.0**	20.18	4	0.0

The Warranties screen will now display a list of the Item Type(s), Code
 (s) and Description(s) linked to the selected warranty. You can also view the Start Date, Supplier Code and Supplier Name.

### **VIEW LINKED ITEM METERS**

2. Click on the **expand** button in the row of a selected item.





- The Item Meters frame will be expanded.
  - Here you can view the linked item meters and their

Warranty Units, Readings and Meter Balance.

• Close the screen to return to the Warranties listing screen.



	Ţ	•				Warranties -	BPO: Version 2.1.0	.65 - Example C	ompany					20-00		$\times$
0	Hom	ne Eo	uipment and Location	ons Contract F	nance and HR	Inventory M	Maintenance and Pro	jects Manuf	acturing	Procurement	Sales	Service	Reporting	Utilities		8 X
Ade	I Sa	ave Layo	ut Workspaces	Active •	Refresh											
Mai	- 4	Fo	rmat 🦼	Current	-											
Drag														1		1
Ite	mType		ItemCode	ItemDesc			StartDate	SupplierCode	Suppliert	Vame						
• • •	ASMN		2020-9875	SP2020 Sprint Colou	r Multi Functional	Copier	01 Jan 2018	SPR001	Sorint Di	stributors Local						
	Item	Meters						1.01.0100.01								
	۹ Met	terDefCo	de MeterDesc	MeterWarrantyUnits	StartReading	CurrentReading	MeterBalance	Unit								
	<ul> <li>Mor</li> </ul>	no	Mono meter	3000	900.00	900.0	00 3 000	0.00 Copies								
	Col	lour	Colour Meter	2000	1 000,00	1 000.0	00 2 000	.00 Copies								
Open	Window	s *												11 Oct 2	2018	¢ ,

## **VIEW WARRANTY CLAIMS**

In the Active Warranties listing frame,

- Click on the **row selector** in front of the **warranty** that you wish to view the **warranty claims** of.
- Click on the Warranty Claims tile.



	Ŧ			Wa	ranties - BPO: Vers	sion 2.1.0.65 - Exan	nple Company				-		1	×
0	Home	Equipme	ent and Locations Con	tract Finance and HR Invent	ory Maintenanc	e and Projects	Manufacturing	Procurement	Sales Ser	vice Reporting	Utilities	-	8	ж
Add	Edit	View	Save Layout Workspace	es Active										
P	Maintain	×	Format	a Current .										
Links		9	Drag a column header l											
Enter te	ext to searc	:h )	WarrantyCode	Description	TypeDesc	WarrantyPeriod	PeriodTypeDesc	MeterUnits	UnitTypeDesc	MetersAggregated	Status			
Func	tions		9											
			24MSW	24 Month Supplier Warranty	Supplier Warranty	24	Months	10000	Copies made	No	A			
Link	ked Items		▶ 12MSW	12 Month Supplier Warranty	Supplier Warranty	12	Months	50000	Copies made	No	A			
			1YSW	1 Year Supplier Warranty	Supplier Warranty	1	Years	56000	Copies made	Yes	Á			
			3MSW	3 Months Service Warranty	Supplier Warranty	6	Months	50000	Copies made	No	A			
Wa			wct	warranty code test	Supplier Warranty	500	Months	0		No	A			
			RET3	Retest	Supplier Warranty	1	Years	10000		Yes	A			
		_	TES	Testing	Supplier Warranty	2	Months	5000	Copies made	No	A			
			TES1	TEST	Supplier Warranty	6	Months	0		No	A			
			F1YW	Full 1 Yr Warranty - Unit and Parts	Supplier Warranty	1	Years	50000	Copies made	No	A			
			6MSW	Six Month Supplier Warranty	Supplier Warranty	6	Months	5000	Copies made	No	A			
													_	
pen W	indows *										11 Oct	2018	- 2	

The Warranty Claims screen will be displayed.

- 1. This will open in the **New** status.
- 2. Here you can view a list of claims linked to this warranty type.
- 3. Click on the **row selector** in front of the warranty claim you wish to view.
- 4. Click on View.



	Ŧ				Warrant	y Claims : C	laim No : Claim A	B 01 - BPO: V	ersion 2.1.0.6	65 - Examp	le Company				- E	1	×
0	Home	Equipment	and Locations	Contract	Finance and HR	Invent	ory Maintenand	e and Projects	Manufa	cturing	Procurement	Sales	Service	Reporting	Utilities –	. 8	×
4				2		<u> </u>	Durban	- 4	2								
Add	Edit	View A	ccept Reject	Save Layou	t Workspaces	Print Ex	port New	+ Re	fresh	-1							
	Maintain	<b>4</b>	Process	For	rmat "	Print		Jurrent		0							
Drag a				umn 4													
Cla	mNo	SupplierCode	SupplierName		WarrantyDesc		ClaimStatusDesc	Reference	ClaimValue	Currency	ExchangeRate	TaxRate	ClaimDate	ClaimTime	SalesmanName	Status	Ţ
<u>۹</u>		000.004						d :	F 475 00	710					all states		
H	0000016	SPRUUI	Sprint Distrib	utors Local	12 Month Supplier	warranty	New	Claim AB 01	5 175.00	ZAR	1.00	0.00	11 Oct 2018	02:11:40	Abigail Milne	A	
<sup>•</sup>																	
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		$\mathbf{i}$															
			3														
						2											
																	_
Open	Windows *	•													11 Oct 2018	3 ()	11.

The View Claim - [] screen will be displayed.

Here you can view details regarding:

- 1. The **Supplier** linked to this warranty claim.
- 2. The linked **Addresses** and **Related References** (linked to a Call or Contract etc).
- 3. The **equipment item** linked to this warranty claim.
- 4. Click on **Back** to return to the **Warranty Claims** screen.



	View Claim - W	(C0000016 - BPO: Version 2.1.0.65	- Example Company		- 🗆 X
Home Equipment and Locations Contract	Finance and HR Inventory	Maintenance and Projects Ma	nufacturing Procurement S	ales Service Reporting	Utilities - 🗗 🗙
Back Save Layout Workspaces Print					
Mai Format Print					
Supplier Sprint Distributors Local	RefType Refere     ASMN Serial I	enceType ReferenceNo No 2020-103056			
Warranty Desc 12 Month Supplier Warranty	CALL Call Re	eference CN0000567			
Claim Status New -	CTRT Contra	act No			
Salesman Abigail Milne -					
Reference Claim AB 01					
Claim Date/Time 11 Oct 2018 • 2:11:40 AM					
Currency South African Rand					
Tax Rate 0	2				
Exchange Rate 1	* Addresses Related R	eferences			
SourceType ItemType ItemCode ItemDescription	ClaimLineDesc	ription	Quantity QuantityPer	UOP UnitType UnitCost Mar	kup Discount UnitSellingPrice Ware
3					
			Qty	1.00 Sub Total	4 500.00
				VAT	675.00
				Grand Total	5 175.00
Open Windows 🕶					11 Oct 2018

## **VIEW EXPIRED WARRANTIES**

• In the **Warranties** listing screen, click on the **drop-down arrow** in the **Status** field.

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	•			Wa	urranties - BPO: Ver	sion 2.1.0.66 - Exa	mple Company					
0	Home	Equipmer	nt and Locations Cor	ntract Finance and HR Invent	ory Maintenanc	e and Projects	Manufacturing	Procurement	Sales Serv	ice Reporting	Utilities	_ & ×
Add	Edit	View	Save Layout Workspac	Active Refresh								
Links	Tull Tules -	4	Drag a column header	here to group by that column							1	0 /
Enter te	ext to sear	ch 🔎	WarrantyCode	Description	TypeDesc	WarrantyPeriod	PeriodTypeDesc	Meterl Inits	UnitTypeDesc	MetersAngregated	Status	
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	- Clone		• 24MSW/	24 Month Supplier Warranty	Supplier Warranty	74	Monthe	10000	Conies made	No	۵	
Lin	ked Items		12MSW/	12 Month Supplier Warranty	Supplier Warranty	12	Monthe	50000	Copies made	No	A .	
			IYSW	1 Year Supplier Warranty	Supplier Warranty	1	Vears	56000	Conies made	Vac	4	
			3MSW/	3 Months Service Warranty	Supplier Warranty		Monthe	50000	Double Sided	No	A	
Wa	manty Cla	ms	wrt	warranty code test	Supplier Warranty	500	Months	0	Double outo m	No	4	
			RET3	Patent	Supplier Warranty	1	Vears	10000		Vac	4	
			TES	Testing	Supplier Warranty	2	Months	5000	Copies made	No	A	
			TES1	TEST	Supplier Warranty	6	Months			No	A	
			F1YW	Full 1 Yr Warranty - Unit and Parts	Supplier Warranty	1	Years	50000	Copies made	No	A	
			6MSW	Six Month Supplier Warranty	Supplier Warranty	6	Months	5000	Copies made	No	A	

• Click on **Expired** in the drop-down list.



	•					W	arranties - BPC	): Version 2.1.0.66 - Exa	mple Company				1000	Ĭ.	×
0	Home	Equipme	nt and Locations	Contract	Finance an	nd HR Invent	tory Mainte	nance and Projects	Manufacturing	Procurement	Sales Serv	rice Reporting	Utilities	 ₽	×
Add	Edit	View	Save Layout Wor	rkspaces	Active Status A	StatusDesc     Active									
Linke	Yidh ruan r				E	Expired									
Enter te	ext to searc	τ., ρ	Drag a column h	eader here	i								1	1	
			WarrantyCoo	de De	l I		_	WarrantyPeriod	PeriodTypeDesc	MeterUnits	UnitTypeDesc	MetersAggregated	Status		
Func	ctions		P		I										
0.0	and thomas		► 24MSW	24	x		// 178	anty 24	Months	10000	Copies made	No	A		
Line	ked Items		12MSW	12 M	Month Supplier	Warranty	Supplier Warra	anty 12	Months	50000	Copies made	No	A		
			1YSW	1 Ye	aar Supplier Wa	arranty	Supplier Warra	anty 1	Years	56000	Copies made	Yes	A		
1000	WA SAME		3MSW	3 Mc	onths Service \	Warranty	Supplier Warra	anty 6	Months	50000	Double Sided	No	A		
Wa		715	wct	warr	ranty code tes	it	Supplier Warra	anty 500	Months	0		No	A		
			RET3	Rete	est		Supplier Warra	anty 1	Years	10000		Yes	A		
			TES	Test	ting		Supplier Warra	anty 2	Months	5000	Copies made	No	A		
			TES1	TEST	л		Supplier Warra	anty 6	Months	0		No	A		
			F1YW	Full	1 Yr Warranty	- Unit and Parts	Supplier Warra	anty 1	Years	50000	Copies made	No	A		
			6MSW	Six	Month Supplier	Warranty	Supplier Warra	anty 6	Months	5000	Copies made	No	A		
													24	 -	1

• If there are any expired warranties, they will be displayed in this screen.





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