

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

CONTRACT

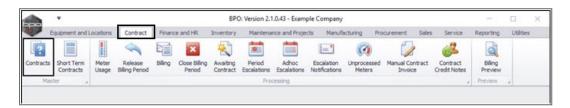
CONTRACTS - NOTES

Notes can be viewed and added to a contract from the following screens:

- Contract Listing
- Add New Contract
- Contract Maintain

These Notes cannot be deleted or edited.

Ribbon Access: Contract > Contracts



The **Contract Listing** screen will display.

- Select the Site that you wish to work in.
 - ° In this example, **Durban** has been selected.

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	C00000011	WE5001	Westwood Dynamic		OPC	Cost Per Copy	Main	ContractOrderNo	09 May 20
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Processing	C00000045	HOP001	Hope Works	Technical	OC	Cost Per Copy	Durban Area	1234	10 May 20
Invokes	C0000047	HOP001	Hope Works	Technical	00	Cost Per Copy	Kloof		16 May 20

• By default, this screen will list all the **Active** contracts for the selected site.



• You can click on the **drop-down arrow** in the **Status** field and select an alternative Status if required.

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VIEW NOTES

- Select the **row** of the contract where you wish to **view** the notes.
- Click on the **Notes** tile.

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Notes	C0000007	OFF001	Office Supplies Unlimited		CPC	Cost Per Copy	Forest Hills Centre		07 Jan 20
	C00000011	WE5001	Westwood Dynamic		090	Cost Per Copy	Main	ContractOrderNo	09 May 20
	C0000013	TIA001	Titan Group		CPC	Cost Per Copy	South Riding Centre		16 May 20
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	C0000028	HAC001	Hack PC - IT Shop		CPC	Cost Per Copy	Main		29 Jun 20
Suspend History	PC0000001	DAN002	Dancing Shoes		PRE	Prepaid Contract	Kloof	test	23 Mar 20
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Invoices	C00000047	HOP001	Hope Works	Technical	CPC	Cost Per Copy	Kloof		16 May 20



- The Contract Note Listing For Contract No.: [] screen will open.
- Here you can **view** all the **Notes** and **Comments** that have been linked to this contract.

Note: You cannot edit or delete any information in the **Comments** data grid in this screen.



a group li	Contract Note Listing for Contract No.	: CO000043 - BPO:	Version 2.1.0.43 -	Example Com	pany				0)
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ADD NOTE

• Click on Add.

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The **Contract:** [] screen will open. You can view the following details:

- Note Date and Time: 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.
- **Employee**: 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 person, if required.
- **Note**: Type in details relevant to this contract.



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SAVE NOTE

• When you have finished adding your note, click on **Save**.

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- You will return to the **Contract Note Listing for Contract No.:** screen.
- A **Contract Processing** message box will pop up advising the following:
 - Note has been added to Contract No: [].
- Click on **OK**.



Contract Note Listing for Contract No.	.: C00000043 - BPO: Version 2.1.0.43 - Example Company — 📃 🚿
Home Equipment and Locations Contract Finance and HR Inventory Main	tenance and Projects. Manufacturing: Procurement: Sales Service: Reporting: Utilities – B
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Comment	Date
Contract configured as per maintenance agreement in File 15-8452.	18 Jan 2018
The fee Modified is 5 Located on Machine : 1912-147258 The drarge amount has dranged from 606.38 to 636.69 Start Date : 07 Sep 2016 End Date : 07 Sep 2011 Escalation rate : 10.00 Account code : 1101 COS Account code : 2101 Invoice Description : Service Billing Civie : in Finance Party : Finance Anount : 0.00 Billing Customer : HOP001 This change was made by : Judith Mudzengi A contract liem fee has been Modified on Contract No. CO0000043, for customer HOP001. The fee Modified is 5 Located on Machine : 1912-147258 The charge amount has changed from 577.50 to 606.38 Start Date : 07 Sep 2016 End Date : 07 Sep 2011 Encolator rate : 10.00 Account code : 1101 COS Account code : 2101 Invoice Description : Service Billing Period : 7 Billing Customer : HOP001 This change was made by : Judith Mudzengi	09 Mar 2017 Contract Processing Note has been added to Contract No : C00000043. OK 09 Mar 2017
en Windows •	17 Jan 2018

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VIEW ADDED NOTE

- You can now view the newly added note.
- Click on **Back** to return to the **Contract Listing** screen.

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