

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

## CONTRACT

## **CONTRACTS - DELETE**

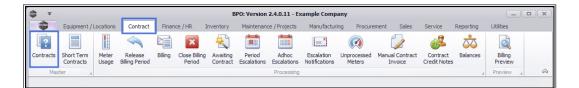
On what basis can a Contract be deleted?

What must be done / completed before deletion?

What situations would prevent deletion?

After it has been deleted - where does it go?

Ribbon Access: Contract > Contracts



The **Contract Listing** screen will be displayed.

• Select the **Site** that you wish to work in.



## Contracts - Delete

=				1-		Contract Listing - BF	0: Version 2.4.	0.11 - Example (	Company					x
Hom	ne Equi	pmen	t/Lo	ocations Cor	ntract Financ	e / HR Inventory Mai	ntenance / Projec	ts Manufacturi	ing Procuren	nent Sales	Service F	Reporting 🕑	i _ 6	x
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			0	00000004	HOP001	Hope Works (Pty) Ltd	CPC	Cost Per Copy	Forest Hills	Test Comm	07/04/2014	07/04/2019	Sales Depar	
			0	00000005	DER001	Derton / Technologies	CPC	Cost Per Copy	Forest Hills	ContractOr	01/03/2014	01/03/2019	Sales Depar	
Documents			0	00000006	OFF001	Office Supplies Unlimited	CPC	Cost Per Copy	Hillcrest	1234	15/07/2020	17/07/2025	Sales Depar	
			0	00000007	OFF001	Office Supplies Unlimited	CPC	Cost Per Copy	Forest Hills		07/01/2014	07/01/2019	Sales Depar	
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			0	00000010	HOP001	Hope Works (Pty) Ltd	CPC	Cost Per Copy	BPO_RSI		05/01/2011	07/01/2016	Sales Depar	
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D			C	00000017	TIA001	Titan Group	CPC	Cost Per Copy	Main		17/06/2014	17/06/2019	Sales Depar	
Processing			0	00000018	SAM001	Samanthas Diner	CPC	Cost Per Copy	Main		09/07/2014	09/07/2019	Sales Depar	
Invoices				00000019	HOP001	Hope Works (Pty) Ltd	CPC	Cost Per Copy	Main		28/07/2014	28/07/2019	Sales Depar	
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a turn			C	00000022	SAM001	Samanthas Diner	CPC	Cost Per Copy	Main		05/08/2014	05/08/2019		
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This screen defaults to the **Active** status.

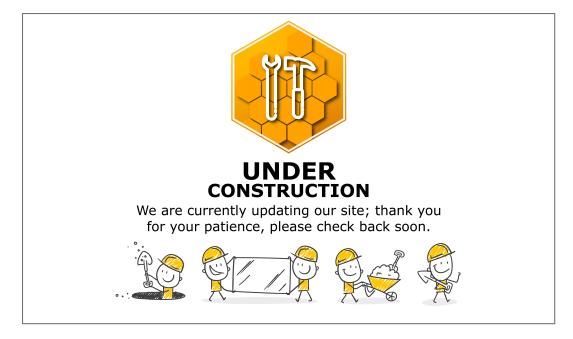
• Select a different **status** from the drop-down, menu if required.

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		CO0000017	TIA001	Titan Group	CPC	Cost Per Copy	Main		17/06/2014	17/06/2019	Sales Depar	60	D Mo
Processing		CO0000018	SAM001	Samanthas Diner	CPC	Cost Per Copy	Main		09/07/2014	09/07/2019	Sales Depar	60	M
-		CO0000019	HOP001	Hope Works (Pty) Ltd	CPC	Cost Per Copy	Main		28/07/2014	28/07/2019	Sales Depar	60	M
Invoices		CO0000020	HOP001	Hope Works (Pty) Ltd	CPC	Cost Per Copy	Durban Area		01/01/2011	31/01/2016	Sales Depar	60	M
		CO000021	YES001	Young Electric	CPC	Cost Per Copy	Main		31/07/2014	31/07/2019	Sales Depar	60	D Mo
		CO0000022	SAM001	Samanthas Diner	CPC	Cost Per Copy	Main		05/08/2014	05/08/2019		60	M
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Help v2024.5.0.7/1.0 - Pg 2 - Printed: 04/07/2024



This topic is currently being updated. Thank you for your patience. Please check back soon.



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