

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

CONTRACT

CONTRACTS - APPROVE A CONTRACT

A new contract will need to first be **Released** and then **Approved** before it will become **Active**.

However, after a contract has been **Approved**, it could be moved back to the **Released** status due to contract amendments, so that the changes can be reviewed and then it will need to be **Approved** again.

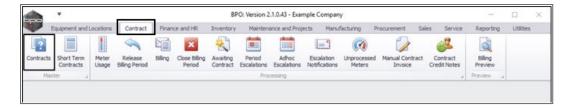
A notification email will be sent to users who have the rights to authorise contracts.

These are the types of changes that will trigger the contract being **returned** to the **Released** status:

- any changes to the **Contract Type**, the **Customer** or the **Aggreg**ate Billing flag.
- if any contract **item** is added or removed
- if any contract item **fee** is added or removed.
- any changes to the **Billing Customer** on a fee or meter.
- any changes to the following **Contract Item Fee** details:
 - Amount, Start Date, End Date, Escalation %, Account Code, COS Account Code, Invoice Description, Billing Period, Billing Cycle, Finance Party, and Finance Amount.

Ribbon Access: Contract > Contracts





The **Contract Listing** screen will display.

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



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• Upon opening, this screen will default to the **Active** status, listing all the **Active** contracts for the selected site.



• Click on the **drop-down arrow** in the **Status** field and select the **Released** status.

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SELECT THE CONTRACT

• Select the **row** of the contract that you wish to **approve**.

APPROVE CONTRACT

• Click on Approve Contract.

Help v2024.5.0.7/1.0 - Pg 5 - Printed: 04/07/2024

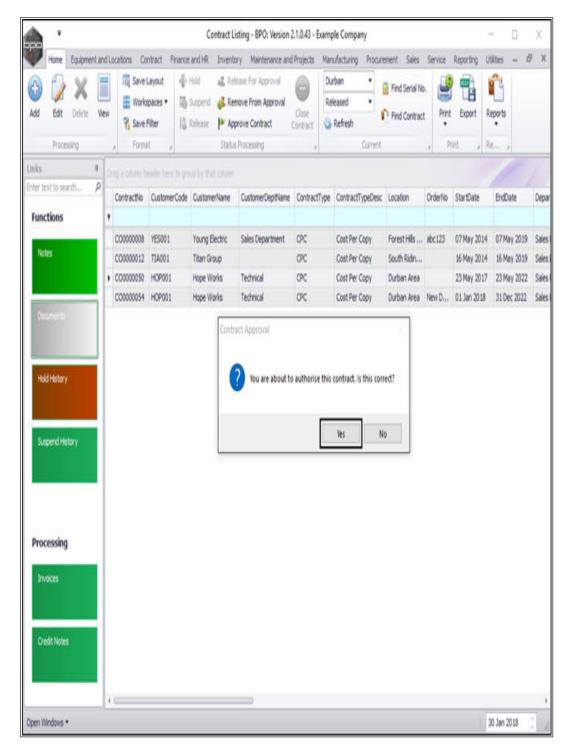


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• A **Contract Approval** message box will pop up with the following prompt:



- You are about to authorise this contract. Is that correct?
- Click on Yes.





- A **Contract Process** message box will pop up advising the following:
 - $^\circ~$ The contract, no. [] has been processed as approved.
- Click on OK.



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• The contract will be removed from the **Contract Listing** screen where the **status** is set to **Released**.



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VIEW APPROVED CONTRACT IN ACTIVE STATUS

• Select the **Active** status.



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• The contract can now be found in the **Contract Listing** screen where the **status** is set to **Active**.



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Help v2024.5.0.7/1.0 - Pg 12 - Printed: 04/07/2024

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