

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

# CONTRACT

## **RELEASE A SUSPENDED CONTRACT**

When a contract is **suspended**, the system will allow Call logging, but the customer will not be included in the month end billing. The contract will remain in the Suspend status until removed by an administrator. This process will enable you to **reinstate** the suspended contract so that the system will reactivate month end billing.

Ribbon Access:Contract > Contracts



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

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

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|      | ٠               |             |      |                        |                                    | Contract Lie   | sting - BPO: Version   | 2.1.0.43 - Ex     | ample Comp                          | any                      |                        |         |                            | - 0                        | Х    |
|------|-----------------|-------------|------|------------------------|------------------------------------|--|--|-------------------|-------------------------------------|--------------------------|------------------------|---------|----------------------------|----------------------------|------|
| V    | Home            | Equipment   | tand | Locations Co           | intract Finance                    | and HR Invento   | ry Maintenance and   | Projects          | Manufacturing                       | Procure                  | ment Sales             | Service | Reporting U                | lites - d                  | 9 X  |
| Add  | Edt<br>Proces   | X<br>Delete | Vev  | Work                   | Layout 🙀<br>spaces • 👸<br>Filter 🕼 | Hold 💰 Rel<br>Suspend 💰 Ren<br>Release 🏴 App<br>Status | naae For Approval<br>nove From Approval<br>nove Contract<br>Processing | Close<br>Contract | Durban<br>ID /<br>0 A<br>1 D<br>2 P | Name Sites urban retoria | 3 End Carial No        | Print • | Export R                   | eports<br>e                |      |
| inki |                 |             | 8    |                        |                                    |  |  |                   |                                     |                          |                        |         |                            |                            |      |
| Func | nt to sea       | rði         | ρ,   | Contractilo            | CustomerCode                       | CustomerName   | CustomerDeptName   | ContractT         | ×                                   |                          |                        | lerNo   | StartDate                  | EndDate                    | Dep  |
| Not  | les             |             |      | C0000006               | OFF001<br>OFF001                   | Office Supples<br>Office Supples                       |  | CPC<br>CPC        | Cost Per<br>Cost Per                | Сару<br>Сару             | Hikrest<br>Forest Hils | 1234    | 22 Apr 2014<br>07 Jan 2014 | 22 Apr 2019<br>07 Jan 2019 | Sale |
|      |                 |             |      | C00000011              | WES001                             | Westwood Dyn   |  | OPC<br>OPC        | Cost Per                            | Сару                     | Main<br>South Ride     | Contra  | 09 May 2014                | 09 May 2019                | Sale |
| Doc  | Dourierts       |             |      | C00000014              | TIA001                             | Titan Group  |  | CPC               | Cost Per                            | Сару                     | Main                   |         | 16 May 2014                | 16 May 2019                | Sale |
|      |                 |             |      | C00000019              | OFF001                             | Office Supples   | Technical  | CPC<br>CPC        | Cost Per                            | Сору                     | Main                   |         | 28 JJ 2014                 | 28 Jul 2019                | Sale |
| HO   | id History      |             | Ì    | C00000028              | HAC001<br>DAN002                   | Hack PC - IT Shop                                      | TEUTINE .  | CPC<br>DDF        | Cost Per<br>Prenaid (               | Copy<br>Copy             | Main                   | test    | 29 Jun 2015<br>21 May 2016 | 29 Jun 2020                | Sale |
| Su   | ipend His       | tory        |      | C00000031<br>C00000041 | YES001<br>PANO01                   | Young Electric<br>Panda Copiers                        | Sales Department   | CPC<br>CPC        | Cost Per<br>Cost Per                | Сору<br>Сору             | Hilorest               | ner .   | 24 May 2016                | 24 Mar 2021<br>05 Jul 2021 | Sale |
|      | _               |             |      | C00000042<br>C00000043 | HOP001<br>HOP001                   | Hope Works   | Technical<br>Technical   | CPC<br>CPC        | Cost Per<br>Cost Per                | Сару<br>Сару             | Main<br>Durban Area    |         | 07 Sep 2016<br>01 Aug 2016 | 07 Sep 2021<br>07 Sep 2021 | Ted  |
|      |                 |             |      | C00000044<br>C00000047 | 80T0001<br>H0P001                  | Bothas Networ<br>Hope Works                            | Technical  | PRE               | Prepaid Cost Per                    | Contract<br>Copy         | Durban Area<br>Kloof   |         | 25 Oct 2016<br>16 May 2017 | 25 Oct 2021<br>16 May 2022 | Ted  |
| Inv  | cessing<br>occu |             |      |                        |                                    |  |  |                   |                                     |                          |                        |         |                            |                            |      |
| Or   | edit Notes      |             |      |                        |                                    |  |  |                   |                                     |                          |                        |         |                            |                            |      |

• 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 **Suspend** status.

| A .                      |         |      |               |                                  | Contract Lin                                     | sting - BPO: Version                                      | 2.1.0.43 · E      | ample Co                   | mpany               |                        |         | ŝ           | - 0         | Х    |
|--------------------------|---------|------|---------------|----------------------------------|--|---|-------------------|----------------------------|---------------------|------------------------|---------|-------------|-------------|------|
| Home Equ                 | pment a | ndla | cations Co    | otract Finance                   | and HR Invento                                   | ry Maintenance and  | Projects          | Manufactu                  | ring Procu          | renent Sales           | Service | Reporting U | sibes - d   | 9 X  |
| Add Edit Def             | ¢ [     | lew  | Carlos Save L | ayout 👘<br>paces • 👸<br>Filter 🞼 | Hold Z Refe<br>Suspend J Ref<br>Reference Pr Acc | sase For Approval<br>Iove From Approval<br>Irove Contract | Close<br>Contract | Durban<br>Active<br>Status | •<br>•<br>• Statust | Find Serial No<br>Desc | Print   | Export P    | leports     |      |
| Processing               |         | 2    | Forma         | 1 1                              | Status   | Processing  | 4                 | R                          | Released            |                        | 2       | int y P     | £           |      |
| inles                    | 0       | 3    |               |                                  |  |   |                   | A                          | Active              |                        |         |             |             |      |
| functions                | р       |      | ContractNo    | CustomerCode                     | CustomerName                                     | CustomerDeptName  | ContractT         | x<br>c                     | Deleted<br>Closed   |                        | erlio   | StartDate   | EndDate     | Depa |
|                          | _       | 1    | C0000006      | OFF001                           | Office Supples                                   |   | CPC               | ×                          | Suspend             |                        | 4       | 22 Apr 2014 | 22 Ary 2019 | Sale |
| Notes                    |         | -    | C0000007      | OFF001                           | Office Supples                                   |   | CPC               | Cost                       | Per Copy            | Forest Hils            | 4       | 07 Jan 2014 | 07 Jan 2019 | Sale |
|                          |         | F    | C00000011     | WESO01                           | Westwood Dyn                                     |   | CPC               | Cost                       | Per Copy            | Main                   | Contra  | 09 May 2014 | 09 May 2019 | Sale |
|                          |         | 17   | C00000013     | TIA001                           | Titan Group                                      |   | CPC               | Cost                       | Per Copy            | South Ridn             |         | 16 May 2014 | 16 May 2019 | Sale |
| Documents                |         |      | C00000014     | T1A001                           | Titan Group                                      |   | CPC               | Cost                       | Per Copy            | Main                   |         | 16 May 2014 | 16 May 2019 | Sale |
| and the second           |         |      | C00000016     | TIA001                           | Titan Group                                      |   | O'C               | Cost                       | Per Copy            | Main                   |         | 13 Jun 2014 | 13 Jun 2019 | Sale |
|                          |         |      | C0000019      | OFF001                           | Office Supples                                   |   | CPC               | Cost                       | Per Copy            | Main                   |         | 28 3.1 2014 | 28 34 2019  | Sale |
| Hold History             |         | 1    | C0000020      | HOP001                           | Hope Works                                       | Technical   | CPC               | Cost                       | Per Copy            | Main                   |         | 01 Jan 2011 | 31 Jan 2016 | Sale |
|                          |         |      | C0000028      | HAC001                           | Hack PC - IT Shop                                | 1   | OPC               | Cost                       | Per Copy            | Main                   |         | 29 Jun 2015 | 29 Jun 2020 | Sale |
|                          |         |      | PC0000001     | DAN002                           | Dancing Shoes                                    |   | PRE               | Prep                       | aid Contract.       | Kloof                  | test    | 23 Mar 2016 | 23 Mar 2021 | Sale |
| Current History          |         |      | CO000031      | YES001                           | Young Electric                                   | Sales Department  | CPC               | Cost                       | Per Copy            | Hildrest               |         | 24 Mar 2016 | 24 Mar 2021 | Sale |
| Station ( January )      |         |      | C0000041      | PAN001                           | Panda Copiers                                    |   | CPC               | Cost                       | Per Copy            | Main                   |         | 05 3.1 2016 | 05 34 2021  | Sale |
|                          |         |      | C0000042      | HOP001                           | Hope Works                                       | Technical   | CPC               | Cost                       | Per Copy            | Main                   |         | 07 Sep 2016 | 07 Sep 2021 | Ted  |
|                          |         |      | C00000043     | HOP001                           | Hope Works                                       | Technical   | CPC               | Cost                       | Per Copy            | Durban Area            |         | 01 Aug 2016 | 07 Sep 2021 | Sale |
|                          |         |      | C0000044      | 8070001                          | Bothas Networ                                    |   | PRE               | Prep                       | aid Contract        | Durban Area            |         | 25 Oct 2016 | 25 Oct 2021 | Ted  |
| Burneline                |         |      | C0000047      | HOP001                           | Hope Works                                       | Technical   | CPC               | Cost                       | Per Copy            | Kloof                  |         | 16 May 2017 | 16 May 2022 | Ted  |
| Invoices<br>Credit Notes |         | 1    |               |                                  |  |   |                   |                            |                     |                        |         |             |             |      |



All the **suspended** contracts linked to the selected **Site**, will be listed in this screen.

Select the Contract

• Select the **row** of the contract you wish to **release** from suspension.

## **RELEASE THE CONTRACT**

• Click on Release.



|          | ٠          |         |           |               |                  | Contract L       | isting - BPO: Version | 2.1.0.43 - Exan | nple Company       |               |         |             | - 0         | Х     |
|----------|------------|---------|-----------|---------------|------------------|------------------|-----------------------|-----------------|--------------------|---------------|---------|-------------|-------------|-------|
| A.       | Home       | Equipme | nt and Lo | cations Co    | ntract Finance   | and HR Invent    | ory Maintenance and   | Projects Ma     | nufacturing Procur | ement Sales   | Service | Reporting U | tites - d   | 9 X   |
| <b>(</b> | 2          | X       | F         | Save          | Layout illi      | Hold 💰 Re        | lease For Approval    | 0               | urban •            | Find Serial N |         |             | 1           |       |
| Add      | Edit       | Delete  | Ven       | Work          | spaces • 🖷       | Sutpend          | nove From Approval    | Cose            | uspend *           | Pind Contrac  | t Print | Export R    | eports      |       |
| -        | Danas      |         |           | % Save        | Filter           | Release Pr Ap    | prove Contract        | Contract.       | Refresh            |               |         | and a       |             |       |
| Tinte    | 2000       | sny.    |           | A] (Simi      | 15 a)            | 21017            | e makessing           | 4               | Carley             |               | 4 2     | nt. 4 5     | (teo [ ]    | -     |
| Enter to | ext to see | rd1     | P         | eg a column h | nider here to ge | to by that plant |                       |                 |                    |               | 12 - 27 |             |             | 4     |
| func     | tions      |         |           | Contractivo   | CustomerCode     | CustomerName     | CustomerDeptName      | ContractType    | e ContractTypeDesc | Location      | OrderNo | StartDate   | EndDate     | Depar |
| ruik     | .00115     |         | P         | C00000045     | HOP001           | Hope Works       | Technical             | CPC             | Cost Per Copy      | Durban Area   | 1234    | 10 May 2017 | 10 May 2022 | Sales |
|          |            |         |           |               |                  |                  |                       |                 |                    |               |         |             |             |       |
|          | 120014     |         |           |               |                  |                  |                       |                 |                    |               |         |             |             |       |
| Dex      |            |         |           |               |                  |                  |                       |                 |                    |               |         |             |             |       |
|          |            |         |           |               |                  |                  |                       |                 |                    |               |         |             |             |       |
| Hol      | d History  |         |           |               |                  |                  |                       |                 |                    |               |         |             |             |       |
|          |            |         |           |               |                  |                  |                       |                 |                    |               |         |             |             |       |
| Sus      | pendHs     | tory    |           |               |                  |                  |                       |                 |                    |               |         |             |             |       |
|          |            |         |           |               |                  |                  |                       |                 |                    |               |         |             |             |       |
|          |            |         |           |               |                  |                  |                       |                 |                    |               |         |             |             |       |
|          |            |         |           |               |                  |                  |                       |                 |                    |               |         |             |             |       |
| Proc     | essing     |         |           |               |                  |                  |                       |                 |                    |               |         |             |             |       |
| inv      | oices      |         |           |               |                  |                  |                       |                 |                    |               |         |             |             |       |
|          |            |         |           |               |                  |                  |                       |                 |                    |               |         |             |             |       |
|          |            |         |           |               |                  |                  |                       |                 |                    |               |         |             |             |       |
| Ore      | dt Notes   |         |           |               |                  |                  |                       |                 |                    |               |         |             |             |       |
|          |            |         |           |               |                  |                  |                       |                 |                    |               |         |             |             |       |
| _        |            |         | í         | -             |                  |                  |                       |                 |                    |               |         |             |             | . 1   |
| Open W   | Indows *   |         |           |               |                  |                  |                       |                 |                    |               |         | 1           | 30 Jan 2018 | : 1   |

#### **ADD RELEASE DETAILS**

The Contract to Release: [] screen will be displayed.

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- **Release Date and Time:** This will auto populate with the current date and time.
  - Either type in or click on the drop-down arrow and use the calendar function to select an alternative release date.
  - Either type in or use the arrow indicators to select an alternative release time.



|        | ¥        |                         |          | Contract t     | to Release : C | .00000045 - BPO: Version 2 | .1.0.43 - Example | Company     |       |         |           | -         | 0    | ) | ŝ |
|--------|----------|-------------------------|----------|----------------|----------------|----------------------------|-------------------|-------------|-------|---------|-----------|-----------|------|---|---|
| V      | Home     | Equipment and Locations | Contract | Finance and HR | Inventory      | Maintenance and Projects   | Manufacturing     | Procurement | Sales | Service | Reporting | Utilities |      | ð | Х |
| H      | 0        |                         |          |                |                |                            |                   |             |       |         |           |           |      |   |   |
| Save   | Back     |                         |          |                |                |                            |                   |             |       |         |           |           |      |   |   |
| Proc   | 155      | 1                       |          |                |                |                            |                   |             |       |         |           |           |      |   |   |
|        |          |                         |          |                |                |                            |                   |             |       |         |           |           |      |   |   |
|        |          |                         |          |                |                |                            |                   |             |       |         |           |           |      |   |   |
|        |          |                         |          |                |                |                            |                   |             |       |         |           |           |      |   |   |
|        |          |                         |          |                |                |                            |                   |             |       |         |           |           |      |   |   |
| Γ      |          |                         | - 2      |                |                |                            |                   |             |       |         |           |           |      |   |   |
| Rele   | ase Dat  | e and Time 30 Jan 201   | 18 • 11  | 06:59 PM 💲     |                |                            |                   |             |       |         |           |           |      |   |   |
| _      |          |                         |          |                |                |                            |                   |             |       |         |           |           |      |   |   |
|        |          |                         |          |                |                |                            |                   |             |       |         |           |           |      |   |   |
|        |          |                         |          |                |                |                            |                   |             |       |         |           |           |      |   |   |
|        |          |                         |          |                |                |                            |                   |             |       |         |           |           |      |   |   |
|        |          |                         |          |                |                |                            |                   |             |       |         |           |           |      |   |   |
|        |          |                         |          |                |                |                            |                   |             |       |         |           |           |      |   |   |
|        |          |                         |          |                |                |                            |                   |             |       |         |           |           |      |   |   |
|        |          |                         |          |                |                |                            |                   |             |       |         |           |           |      |   |   |
|        |          |                         |          |                |                |                            |                   |             |       |         |           |           |      |   |   |
|        |          |                         |          |                |                |                            |                   |             |       |         |           |           |      |   |   |
|        |          |                         |          |                |                |                            |                   |             |       |         |           |           |      |   |   |
|        |          |                         |          |                |                |                            |                   |             |       |         |           |           |      |   |   |
|        |          |                         |          |                |                |                            |                   |             |       |         |           |           |      |   |   |
|        |          |                         |          |                |                |                            |                   |             |       |         |           |           |      |   |   |
|        |          |                         |          |                |                |                            |                   |             |       |         |           | _         | _    | _ |   |
| Open W | Indons • | R                       |          |                |                |                            |                   |             |       |         |           | 30 Jan 2  | 2018 | 1 |   |

#### **SAVE RELEASE DETAILS**

• When you have selected your date and time, click on **Save**.



|         | ٧        |               |             |          | Contract       | to Release : C | 00000045 - BPO: Version 2 | 1.0.43 - Example | Company     |       |         |           | -        | D    | ) | 5 |
|---------|----------|---------------|-------------|----------|----------------|----------------|---------------------------|------------------|-------------|-------|---------|-----------|----------|------|---|---|
| Ŵ       | Home     | Equipment and | dilocations | Contract | Finance and HR | Inventory      | Maintenance and Projects  | Manufacturing    | Procurement | Sales | Service | Reporting | Utilites | -    | ð | х |
| -       | 0        |               |             |          |                |                |                           |                  |             |       |         |           |          |      |   |   |
| Save    | Back     |               |             |          |                |                |                           |                  |             |       |         |           |          |      |   |   |
| Proce   | 155      | ,             |             |          |                |                |                           |                  |             |       |         |           |          |      |   |   |
|         |          |               |             |          |                |                |                           |                  |             |       |         |           |          |      |   |   |
|         |          |               |             |          |                |                |                           |                  |             |       |         |           |          |      |   |   |
|         |          |               |             |          |                |                |                           |                  |             |       |         |           |          |      |   |   |
|         |          |               |             |          |                |                |                           |                  |             |       |         |           |          |      |   |   |
| <b></b> | —        |               |             |          |                |                |                           |                  |             |       |         |           |          |      |   |   |
| Rele    | ase Dat  | te and Time   | 30 Jan 2018 | • 15     | 06:59 PM 💲     |                |                           |                  |             |       |         |           |          |      |   |   |
| -       |          |               |             |          |                |                |                           |                  |             |       |         |           |          |      |   |   |
|         |          |               |             |          |                |                |                           |                  |             |       |         |           |          |      |   |   |
|         |          |               |             |          |                |                |                           |                  |             |       |         |           |          |      |   |   |
|         |          |               |             |          |                |                |                           |                  |             |       |         |           |          |      |   |   |
|         |          |               |             |          |                |                |                           |                  |             |       |         |           |          |      |   |   |
|         |          |               |             |          |                |                |                           |                  |             |       |         |           |          |      |   |   |
|         |          |               |             |          |                |                |                           |                  |             |       |         |           |          |      |   |   |
|         |          |               |             |          |                |                |                           |                  |             |       |         |           |          |      |   |   |
|         |          |               |             |          |                |                |                           |                  |             |       |         |           |          |      |   |   |
|         |          |               |             |          |                |                |                           |                  |             |       |         |           |          |      |   |   |
|         |          |               |             |          |                |                |                           |                  |             |       |         |           |          |      |   |   |
|         |          |               |             |          |                |                |                           |                  |             |       |         |           |          |      |   |   |
|         |          |               |             |          |                |                |                           |                  |             |       |         |           |          |      |   |   |
|         |          |               |             |          |                |                |                           |                  |             |       |         |           | _        | _    | _ |   |
| Open W  | Indows 1 | ć.            |             |          |                |                |                           |                  |             |       |         |           | 30 Jan   | 2018 | 1 | 1 |

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



- A **Contract Processing** message box will pop up informing you that;
  - Contract No: [] has been released.
- Click on OK.

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## **VIEW RELEASED CONTRACT IN ACTIVE STATE**

• Select the **Active** status.





• You can now view the **released** contract in the **Contract Listing** screen where the status is set to **Active**.



|                         |          |             |                                    | Contract Lis                                  | iting - BPO: Version i                                   | 2.1.0.43 - Examp | ole Company                |                               |         | 2           | 0           | Х    |
|-------------------------|----------|-------------|------------------------------------|---|--|------------------|----------------------------|-------------------------------|---------|-------------|-------------|------|
| Home Equipment          | tandl    | ocations Co | ontract Finance                    | and HR Inventor                               | ry Maintenance and                                       | Projects Man     | ufacturing Procuri         | ement Sales                   | Service | Reporting U | lites - d   | 9 x  |
| 🗿 💋 💥<br>Idd Edt Delete | Vew      | C Save      | Layout 👘<br>spaces • 👸<br>Filter 🞼 | Hold 🛃 Rele<br>Suspend 🚜 Ren<br>Release 🏴 App | ease Por Approval<br>Iove From Approval<br>rove Contract | Contract         | rban •<br>tve •<br>Refresh | Find Serial N<br>Find Contrac | n. 🤮    | Export R    | eports<br>• |      |
| Processing              | -        | a Form      | et à                               | Status  | Processing   | 4                | Current                    |                               | 2 8     | int a R     | the a       |      |
| nks                     | -        |             |                                    |   |  |                  |                            |                               |         |             |             |      |
| TOEP TEXT TO SERVERING  | <u>~</u> | ContractNo  | CustomerCode                       | CustomerName                                  | CustomerDeptName   | ContractType     | ContractTypeDesc           | Location                      | OrderNo | StartDate   | EndDate     | Dep  |
| Functions               | ۲        |             |                                    |   |  |                  |                            |                               |         |             |             |      |
| Management              | ı,       | C0000006    | OFF001                             | Office Supples                                |  | CPC              | Cost Per Copy              | Hildrest                      | 1234    | 22 Apr 2014 | 22 Apr 2019 | Sale |
| Notes                   |          | C0000007    | OFF001                             | Office Supples                                |  | 090              | Cost Per Copy              | Forest Hils                   |         | 07 Jan 2014 | 07 Jan 2019 | Sale |
|                         |          | C00000011   | WE5001                             | Westwood Dyn                                  |  | CPC              | Cost Per Copy              | Main                          | Contra  | 09 May 2014 | 09 May 2019 | Sale |
|                         |          | C0000013    | TJA001                             | Titan Group                                   |  | CPC              | Cost Per Copy              | South Ridn                    |         | 16 May 2014 | 16 May 2019 | Sale |
| Sourierts               |          | C0000014    | TIA001                             | Titan Group                                   |  | CPC              | Cost Per Copy              | Main                          |         | 16 May 2014 | 16 May 2019 | Sale |
|                         |          | CO000016    | TIA001                             | Titan Group                                   |  | CPC              | Cost Per Copy              | Main                          |         | 13 Jun 2014 | 13 Jun 2019 | Sale |
|                         |          | CO000019    | OFF001                             | Office Supplies                               |  | CPC              | Cost Per Copy              | Main                          |         | 28 3.4 2014 | 28 Jul 2019 | Sale |
| Hold History            |          | C0000020    | H0P001                             | Hope Works                                    | Technical  | CPC              | Cost Per Copy              | Main                          |         | 01 Jan 2011 | 31 Jan 2016 | Sale |
| n a R                   |          | CO000028    | HAC001                             | Hack PC - IT Shop                             |  | CPC              | Cost Per Copy              | Main                          |         | 29 Jun 2015 | 29 Jun 2020 | Sale |
|                         |          | PC0000001   | DAV002                             | Dancing Shoes                                 |  | PRE              | Prepaid Contract           | Kloof                         | test    | 23 Mar 2016 | 23 Mar 2021 | Sale |
| Summed Matters          | 1        | CO000031    | YES001                             | Young Electric                                | Sales Department   | CPC              | Cost Per Copy              | Hildrest                      |         | 24 Mar 2016 | 24 Mar 2021 | Sale |
| Seeborn Linkerk         |          | C00000041   | PAN001                             | Panda Copiers                                 |  | CPC              | Cost Per Copy              | Main                          |         | 05 34 2016  | 05 Jul 2021 | Sale |
|                         |          | C0000042    | HOP001                             | Hope Works                                    | Technical  | CPC              | Cost Per Copy              | Main                          |         | 07 Sep 2016 | 07 Sep 2021 | Ted  |
|                         |          | C0000043    | HOP001                             | Hope Works                                    | Technical  | 090              | Cost Per Copy              | Durban Area                   |         | 01 Aug 2016 | 07 Sep 2021 | Sale |
|                         |          | C00000044   | 8070001                            | Bothas Networ                                 |  | PRE              | Prepaid Contract           | Durban Area                   |         | 25 Oct 2016 | 25 Oct 2021 | Ted  |
| December 1              |          | CO000045    | HOP001                             | Hope Works                                    | Technical  | CPC              | Cost Per Copy              | Durban Area                   | 1234    | 10 May 2017 | 10 May 2022 | Sale |
| Processing              |          | C0000047    | HOP001                             | Hope Works                                    | Technical  | 090              | Cost Per Copy              | Kloof                         |         | 16 May 2017 | 16 May 2022 | Ted  |

#### MNU.112.030