

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

CONTRACT

CONTRACTS - REMOVE ITEM (INTERNAL ASSET)

Follow the process below to remove an <u>Internal Asset</u> from a Contract and place the asset back into the company Asset warehouse.

Ribbon Access:Contract > Contracts



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

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



	Ŧ							Contract List	ting - BPO: Versi	on 2.1.0.46 - Exa	mple Co	ompany			- 0	×
57	Home	Equipmen	nt and Lo	catio	ons Contract	Fina	nce and H	HR Inventor	y Maintenance	and Projects N	lanufacti	uring Procurement	t Sales Service	Reporting	Utilities —	₽ X
Add	Edit	Delete	View		Save Layou Workspace	it s▼	Hold	end & Rele ase P App	ease For Approva nove From Approv rove Contract Processing	val Close Contract	Durban ID 0 1	All Sites Durban	Find Serial No	Print Export	Reports	
		Jan Ig	~	-	Tornac			510103	Trocessing	4	3	Cape Town			1 100.00 4	
Links			#													///
Enter t	ext to sea	arch	<u>ر</u>		ContractNo 🔺	Contra	actType	Location	CustomerCode	CustomerName				StartDate	EndDate	Department
Fui	nctions			٩							×		11			
_			_		CO0000010	CPC		BPO_RSI	HOP001	Hope Works		Cost Per Copy		05 Jan 2011	07 Jan 2016	Sales Depar
N	lotes				CO0000011	CPC		Main	WES001	Westwood Dyna	mic	Cost Per Copy	ContractOrderNo	09 May 2014	09 May 2019	Sales Depar
					CO0000014	CPC		Main	TIA001	Titan Group		Cost Per Copy		16 May 2014	16 May 2019	Sales Depar
					CO0000016	CPC		Main	TIA001	Titan Group		Cost Per Copy		13 Jun 2014	13 Jun 2019	Sales Depar
D					CO0000018	CPC		Main	SAM001	Samanthas Dine	r	Cost Per Copy		09 Jul 2014	09 Jul 2019	Sales Depar
					CO0000019	CPC		Main	OFF001	Office Supplies L	Inlimited	Cost Per Copy		28 Jul 2014	28 Jul 2019	Sales Depar
					CO0000020	CPC		Main	HOP001	Hope Works		Cost Per Copy		01 Jan 2011	31 Jan 2016	Sales Depar
н	iold Histor				CO000028	CPC		Main	HAC001	Hack PC - IT Sho	p	Cost Per Copy		29 Jun 2015	29 Jun 2020	Sales Depar
					CO000031	CPC		Durban Area	YES001	Young Electric		Cost Per Copy		24 Mar 2016	24 Mar 2021	Sales Depar
					CO000038	CPC		Main	SAM001	Samanthas Dine	r	Cost Per Copy		23 Jun 2016	23 Jun 2021	Sales Depar
s	uspend H	istory			CO0000041	CPC		Main	PAN001	Panda Copiers		Cost Per Copy		05 Jul 2016	05 Jul 2021	Sales Depar
					CO0000042	CPC		Main	HOP001	Hope Works		Cost Per Copy		07 Sep 2016	07 Sep 2021	Technical
					CO0000043	CPC		Main	HOP001	Hope Works		Cost Per Copy		01 Aug 2016	07 Sep 2021	Sales Depar
					CO0000044	CPC		Main	BOT0001	Bothas Networki	ng inc	Cost Per Copy		25 Oct 2016	25 Oct 2021	Sales Depar
					CO0000060	CPC		BPO_RSI	HOP001	Hope Works		Cost Per Copy		16 Feb 2018	16 Feb 2023	Technical
Dev	ococcin				PC0000001	PRE		Kloof	DAN002	Dancing Shoes		Prepaid Contract	test	23 Mar 2016	23 Mar 2021	Sales Depai
и С	nvoices Credit Noti	es		4.1					_							
Operation	Vindour			-											19 Eab 2010	^
Open V	Vindows	·													18 Feb 2018	- 11.

- Upon opening, this screen will default to the **Active** status, listing all the**Active** contracts for the selected site.
 - Note: You can only remove an Internal Asset item when the Contract is in the Active state.



	Ŧ							Contract List	ting - BPO: Versi	on 2.1.0.46 - Ex	ample Co	ompany			- 0	\times
	Home	Equipment	it and Lo	ocati	ions Contract	Finar	nce and H	HR Inventor	y Maintenance	and Projects	Manufact	uring Procurement	Sales Service	Reporting	Utilities —	8 X
Add	Edit	X	View		🔯 Save Layou	t i	📔 Hold	end 🚜 Rela	ease For Approva	val Close	Durban Active	• • 🕅 F	ind Serial No.	Print Export	Reports	
					🐐 Save Filter		👌 Relea	ase 🏴 App	rove Contract	Contract	🚯 Refi	resh	ind contract	•	*	
	Proces	ssing		4	Format			Status	Processing			Current		Print	a Re a	
Links			4													/
Enter t	ext to sea	arch	Q		ContractNo +	Contra	ctType	Location	CustomerCode	CustomerName		ContractTypeDesc	OrderNo	StartDate	EndDate	Department
Fu	nctions			٩												
_				•	CO0000010	CPC		BPO_RSI	HOP001	Hope Works		Cost Per Copy		05 Jan 2011	07 Jan 2016	Sales Depar
N	lotes				CO0000011	CPC		Main	WES001	Westwood Dyn	amic	Cost Per Copy	ContractOrderNo	09 May 2014	09 May 2019	Sales Depar
					CO0000014	CPC		Main	TIA001	Titan Group		Cost Per Copy		16 May 2014	16 May 2019	Sales Depar
					CO0000016	CPC		Main	TIA001	Titan Group		Cost Per Copy		13 Jun 2014	13 Jun 2019	Sales Depar
D					CO0000018	CPC		Main	SAM001	Samanthas Din	er	Cost Per Copy		09 Jul 2014	09 Jul 2019	Sales Depar
					CO0000019	CPC		Main	OFF001	Office Supplies	Unlimited	Cost Per Copy		28 Jul 2014	28 Jul 2019	Sales Depar
					CO000020	CPC		Main	HOP001	Hope Works		Cost Per Copy		01 Jan 2011	31 Jan 2016	Sales Depar
н	lold Histor				CO000028	CPC		Main	HAC001	Hack PC - IT Sh	юр	Cost Per Copy		29 Jun 2015	29 Jun 2020	Sales Depar
					CO000031	CPC		Durban Area	YES001	Young Electric		Cost Per Copy		24 Mar 2016	24 Mar 2021	Sales Depar
					CO000038	CPC		Main	SAM001	Samanthas Din	er	Cost Per Copy		23 Jun 2016	23 Jun 2021	Sales Depar
s	uspend H	istory			CO0000041	CPC		Main	PAN001	Panda Copiers		Cost Per Copy		05 Jul 2016	05 Jul 2021	Sales Depar
					CO0000042	CPC		Main	HOP001	Hope Works		Cost Per Copy		07 Sep 2016	07 Sep 2021	Technical
					CO0000043	CPC		Main	HOP001	Hope Works		Cost Per Copy		01 Aug 2016	07 Sep 2021	Sales Depar
					CO0000044	CPC		Main	BOT0001	Bothas Networl	king inc	Cost Per Copy		25 Oct 2016	25 Oct 2021	Sales Depar
					CO0000060	CPC		BPO_RSI	HOP001	Hope Works		Cost Per Copy		16 Feb 2018	16 Feb 2023	Technical
Pre	ncessin	a			PC0000001	PRE		Kloof	DAN002	Dancing Shoes		Prepaid Contract	test	23 Mar 2016	23 Mar 2021	Sales Depar
n c	nvoices Credit Note	es		-					_							
Open	Mindowe -			1											18 Eeb 2019	<u>^</u>
Open V	vindows *														18 Feb 2018	11

SELECT THE CONTRACT

- Select the **row** of the **contract** where you wish to remove an **internal** asset item.
 - Note:Make sure you have selected a contract that has
 - an <u>internal</u> asset linked to it.
- Click on **Edit**.



	Ŧ						Contract List	ting - BPO: Vers	ion 2.1.0.46 - Ex	ample Co	ompany			- 0	×
	Home	Equipmen	it and Lo	ocat	tions Contract	Finance and	HR Inventor	y Maintenance	and Projects	Manufact	uring Procurement	Sales Service	Reporting	Utilities —	8 x
		~		Т	🔯 Save Layou	t 📲 Hold	ali Rele	ease For Approva		Durban	1 •			*	
9		~			Workspaces	s 🔹 🚟 Susi	end all Ren	nove From Appro	val	Active	- M	Ind Serial No.			
Add	Edit	Delete	View		Save Filter	Ilà Rele	ase An	rove Contract	Close	Ca Ref	resh 👔 F	Find Contract	Print Export	Reports	
	Proces	sina			Format	ingp (con	Status	Processing	Contract	007 1101	Ourrent		Print	Re	
11-ba	rioces	Sing			Tornac		510103	rioceasing	4		current	4		4 100.00 4	
Links	with any	c els	#												/ /
Enter te	xt to sea		μ		ContractNo 🔺	ContractType	Location	CustomerCode	CustomerName		ContractTypeDesc	OrderNo	StartDate	EndDate	Department
Fun	ctions			۴											
_					CO0000010	CPC	BPO_RSI	HOP001	Hope Works		Cost Per Copy		05 Jan 2011	07 Jan 2016	Sales Depa
No	otes				CO000011	CPC	Main	WES001	Westwood Dyn	amic	Cost Per Copy	ContractOrderNo	09 May 2014	09 May 2019	Sales Depar
					CO000014	CPC	Main	TIA001	Titan Group		Cost Per Copy		16 May 2014	16 May 2019	Sales Depar
					CO000016	CPC	Main	TIA001	Titan Group		Cost Per Copy		13 Jun 2014	13 Jun 2019	Sales Depar
Do					CO000018	CPC	Main	SAM001	Samanthas Din	er	Cost Per Copy		09 Jul 2014	09 Jul 2019	Sales Depar
					CO000019	CPC	Main	OFF001	Office Supplies	Unlimited	Cost Per Copy		28 Jul 2014	28 Jul 2019	Sales Depar
					CO000020	CPC	Main	HOP001	Hope Works		Cost Per Copy		01 Jan 2011	31 Jan 2016	Sales Depa
Но	old History				CO000028	CPC	Main	HAC001	Hack PC - IT Sh	юр	Cost Per Copy		29 Jun 2015	29 Jun 2020	Sales Depar
					CO000031	CPC	Durban Area	YES001	Young Electric		Cost Per Copy		24 Mar 2016	24 Mar 2021	Sales Depa
					CO000038	CPC	Main	SAM001	Samanthas Din	er	Cost Per Copy		23 Jun 2016	23 Jun 2021	Sales Depar
Su	isnend His	story			CO000041	CPC	Main	PAN001	Panda Copiers		Cost Per Copy		05 Jul 2016	05 Jul 2021	Sales Depar
					CO0000042	CPC	Main	HOP001	Hope Works		Cost Per Copy		07 Sep 2016	07 Sep 2021	Technical
				۲	CO000043	CPC	Main	HOP001	Hope Works		Cost Per Copy		01 Aug 2016	07 Sep 2021	Sales Depar
					CO0000044	CPC	Main	BOT0001	Bothas Networ	king inc	Cost Per Copy		25 Oct 2016	25 Oct 2021	Sales Depar
					CO000060	CPC	BPO_RSI	HOP001	Hope Works		Cost Per Copy		16 Feb 2018	16 Feb 2023	Technical
		_			PC0000001	PRE	Kloof	DAN002	Dancing Shoes		Prepaid Contract	test	23 Mar 2016	23 Mar 2021	Sales Depar
In	voices edit Note	s		4				_							ŀ
Open W	indows 🕶													18 Feb 2018	÷

- The Maintenance for Contract No,: [] screen will open.
- Here you can view the **Parts** data grid, which lists **all** the machines linked to this Contract.



		Maintenance f	or Contra	ct No. : CO0000	043 - Status : A	- BPO: Versior	n 2.1.0.46 - Examp	ele Company	- C) ×
Q	Home 6	quipment and Locations Contract Finance a	ind HR I	nventory Mair	ntenance and Pro	ojects Manufa	acturing Procure	ment Sales Service Repo	rting Utilities —	- ₽ ×
Sav	Back	Save Layout Workspaces								
Pr	ocess 4	Format								
=	rag a column	header here to group by that column								- /
nks	PartCode	Description	ModelNo	SerialNo	AssetRenNo	LocationDesc	Location	Shinning&ddress	COSAccountCode	SLAHours T
8 9	T di teode	Description	riouciito	Denanto	Abbeategrio	Locationio-cac	Location	on ppingroon coo	CODACCOUNCEDUC	BERNINGI S I
ntrad	Imach Imach	New Machine		nm10301			Reception	Plot 91 Leaf Road, Forest	2101	8.00
t Info		SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-102041			Reception	Plot 91 Leaf Road, Forest	2101	8.00
0		SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-103053	AREG000048		First Floor	1 Postal, Address, postal 3	2101	8.00
stor										
ner Ir										
fo										
Billin										
ıg Infi										
0										
	_									
Oper	Windows 🔻								18 Feb 201	8

SELECT INTERNAL ASSET

- **Right click** in the **row** of the internal asset item that you wish to **remove** from this contract.
- A Process menu will pop up.

DELETE INTERNAL ASSET FROM CONTRACT

• Select Delete - Delete Item



Here Experiment and Location Contact Finance and PR Inventory Maintenance and Projects Maintfacturing Procurement Sales Service Reporting Utilities — © Save Bod Save Laryout Workspaces Format	None Tapanent and Locations Contract Prance and PR Inventory Manthemance and Projects Manufacturing Procurement Sales Sarvice Reporting UBBles — Image: Contract Prance and PR Image: Contract Prance and PR Image: Contract Prance Image: Contract Prance Image: Contract Prance Image: Contract I		Ŧ	N	/laintenance f	or Contra	ct No. : CO000	0043 - Status : A	- BPO: Versio	n 2.1.0.46 - Exan	nple Company	- C	x c
Image: Section	Image: Serie Layout Workgames Proces Transat Transat <td>Q</td> <td>Home 8</td> <td>quipment and Locations Contra</td> <td>ct Finance a</td> <td>and HR I</td> <td>nventory Mai</td> <td>ntenance and Pro</td> <td>ojects Manufa</td> <td>acturing Procu</td> <td>rement Sales Service Repo</td> <td>orting Utilities -</td> <td>- & ×</td>	Q	Home 8	quipment and Locations Contra	ct Finance a	and HR I	nventory Mai	ntenance and Pro	ojects Manufa	acturing Procu	rement Sales Service Repo	orting Utilities -	- & ×
Process Format Image: Color Description ModelNo PartCode Description ModelNo SerialNo AssetRegNo Location StrippingAddress COSAccountCode StrippingAddress Coston Machene nm10301 Reception Pots191LeafRoad, Forest StrippingAddress 201 Machene nm10303 Add New Machine Item Machene Machene nm10303 Add New Machine Item Machene Machene nm10303 Add New Location Item Machene Detete Detete <th>Process Format Image: Description ModelNo Security in the sec</th> <th>Save</th> <th>G Back</th> <th>Save Layout Workspaces</th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th>	Process Format Image: Description ModelNo Security in the sec	Save	G Back	Save Layout Workspaces									
Orega column header here to group by that column PartCode Description ModelNo SerialNo AsseRsegNo Location ShippingAddress COSAccountCode SAHAour I MAACH New Machine m10301 Reception Pot 51 Leaf Road, Forest 2101 8.00 I SP2020 Spont Colum Hull Functional Copier SP2020 2020-102041 Reception Pot 51 Leaf Road, Forest 2101 8.00 I SP2020 Spont Colum Hull Functional Copier SP2020 2020-102041 Reception Pot 51 Leaf Road, Forest 2101 8.00 I SP2020 Process and Copier SP2020 2020-103053 AEEG000048 First Floor 1 Postal, Address, postal 3 2101 8.00 I Location Add New Location Item Image: State	Tory a column header here to group by that column Modelho SerialNo AsselReg/lo Location/Desc Location ShippingAddress COSAccountCode RAHours 0 900000 New Machine min10301 Reception Pot 91 Leaf Road, Forest 2101 8.00 0 920200 FS20201 Serial Column Header FS20201 Column Column Header Pot 91 Leaf Road, Forest 2101 8.00 0 920200 POCCESS min102001 Reception Pot 91 Leaf Road, Forest 2101 8.00 0 920200 POCCESS min102001 Reception Pot 91 Leaf Road, Forest 2101 8.00 0 920200 POCCESS min102001 Reception Pot 91 Leaf Road, Forest 2101 8.00 0 Machine min102001 Reception Pot 91 Leaf Road, Forest 2101 8.00 0 Add Heav Machine Item Machine Secondon Header Poc 90 90001 90000 90001 90000 0 Delete Item Secondon Header Secondon Header Secondon Header 900000 900000 900000 9000	Pro	cess 🦼	Format 🚽									
Image: Control of the service of the servic	Image: Strain	Ling Dra											
V Image: Space	Opport Image: Space	S	PartCode	Description		ModelNo	SerialNo	AssetRegNo	LocationDesc	Location	ShippingAddress	COSAccountCode	SLAHours T
B NMACH New Machine m10301 Reception Plot 91 Leaf Road, Forest 2101 8.00 II SP2020 Sprint Colure Multi Functional Copier SP2020 2020-1020+1 Reception Plot 91 Leaf Road, Forest 2101 8.00 III SP2020 Opcies SP2020 2020-1020+1 Reception Plot 91 Leaf Road, Forest 2101 8.00 IIII SP2020 Sprint Colure Multi Functional Copier SP2020 2020-103053 AREG000048 First Floor 1 Postal, Address, postal 3 2101 8.00 IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	B NMACH New Machine m 10301 Reception Plot 91 Leaf Road, Forest 2101 8.00 B 92020 Process and Copier SP2020 2020-103053 AREG000048 First Floor Plot 91 Leaf Road, Forest 2101 8.00 B SP2020 Process and Copier SP2020 2020-103053 AREG000048 First Floor 1 Postal, Address, postal 3 2101 8.00 Image: Delete Litem Image: Dele	g 🕈											
Image: Sp2202	Image: Space	tract	E NMACH	New Machine			nm10301			Reception	Plot 91 Leaf Road, Forest	2101	8.00
O 000000000000000000000000000000000000	Image: Space of the space	t Info		SP2020 Sprint Colour Multi Fun	ctional Copier	SP2020	2020-102041			Reception	Plot 91 Leaf Road, Forest	2101	8.00
Image: Add New Machine Item Image: Add New Machine Item Image: Add New Location Add New Location Item Image: Add New Location Delete Item Image: Delete Item Image: Add New Location Add New Location Item Image: Delete Item Image: Add New Location Item	Image: Second control of the second		E SP2020	Process	onal Copier	SP2020	2020-103053	AREG000048		First Floor	1 Postal, Address, postal 3	2101	8.00
Add New Machine Ltem Add New Machine Ltem Add New Location Item Delete Item	Image: A dot New Machine Item Image: A dot New Machine Item Image: A dot New Location Item Im	Cust		A Machine									
		Billing Info		Delete Item									Þ

- A **Delete Row** message box will pop up with the following prompt:
 - $^\circ~$ Are you sure you want to delete this row for item []?
- Click on Yes.



	Ť	Maintenance f	or Contra	ct No. : CO0000	043 - Status : A	- BPO: Version	n 2.1.0.46 - Exam	ple Company	- [) ×
	Home E	quipment and Locations Contract Finance a	ind HR I	nventory Mair	ntenance and Pro	ojects Manuf	acturing Procure	ement Sales Service Repo	rting Utilities –	. 8 ×
Save	Back	Save Layout Workspaces								
Pro	cess 🦼	Format 🔒								
Link Dr										
63	PartCode	Description	ModelNo	SerialNo	AssetRegNo	LocationDesc	Location	ShippingAddress	COSAccountCode	SLAHours T
Con										
tract	1 NMACH	New Machine		nm10301			Reception	Plot 91 Leaf Road, Forest	2101	8.00
► Info		SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-102041			Reception	Plot 91 Leaf Road, Forest	2101	8.00
0		SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-103053	AREG000048		First Floor	1 Postal, Address, postal 3	2101	8.00
*										
9 Billing Info				? Are you 2020-10	I sure you want	Yes	row for item			

RETURN WORK ORDER CREATED

- A **Contract Processing** message box will pop up advising the following:
 - A work order will be created to return the item to the asset warehouse.
- Click on Ok.



	•	Maintenance f	or Contra	ct No. : CO0000	043 - Status : A	- BPO: Versior	n 2.1.0.46 - Exan	nple Company	- [) ×
	Home E	quipment and Locations Contract Finance a	nd HR I	nventory Mair	ntenance and Pro	ojects Manufa	acturing Procu	rement Sales Service Repo	rting Utilities –	. 8 ×
Save	Back Cess	Save Layout Workspaces								
둘 Dra										- /)
S	PartCode	Description	ModelNo	SerialNo	AssetRegNo	LocationDesc	Location	ShippingAddress	COSAccountCode	SLAHours T
Q P										
tract		New Machine		nm10301			Reception	Plot 91 Leaf Road, Forest	2101	8.00
Info 🕨		SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-102041			Reception	Plot 91 Leaf Road, Forest	2101	8.00
		SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-103053	AREG000048		First Floor	1 Postal, Address, postal 3	2101	8.00
usto										
o Billing Info				A work ord	ier will be creat	ed to return th	e item to the ass	set		

ADD WORK ORDER DETAILS

A Process Work Order Information screen will pop up.

- Work Order Date Time: This will be auto populated 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** date, if required
 - Either type in, or use the directional arrows to select an **alternative** time, if required.
- Assigned To: This will auto populate with the person currently logged on to the system and will be responsible for returning this machine to store.



 Click on the drop-down arrow and search for an alternative person, if required.

SAVE WORK ORDER DETAILS

When you have made your selections, click on **Ok**.

Nome Equipment and Location Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities - - > Save Layout Workspaces Format Format Format Contract Format Contract Format Contract Save Layout Workspaces Save Layout Workspaces Contract Save Layout Workspaces Save Layout Save Layout </th <th>-</th> <th></th> <th>Maintenance</th> <th>for Contra</th> <th>ct No. : CO0000</th> <th>0043 - Status : A</th> <th>- BPO: Version</th> <th>n 2.1.0.46 - Exar</th> <th>mple Company</th> <th></th> <th>1 ×</th>	-		Maintenance	for Contra	ct No. : CO0000	0043 - Status : A	- BPO: Version	n 2.1.0.46 - Exar	mple Company		1 ×
Image: Save Back Save Layout Workspaces Process Process Part Code Description ModeNio Seve Data Image: Seve Data Process Part Code Description ModeNio Seve Data Image: Seve Data I	9	Home	Equipment and Locations Contract Finance	and HR I	nventory Mai	ntenance and Pro	ojects Manufa	acturing Procu	rement Sales Service Repo	rting Utilities –	. 8 ×
Billing Tor		Back	Save Lawart Workspace								
Format Image: Control of the sector provided in the sector provided	Sav	e back	Save Layout Workspaces								
Orego douburn header here to group by that colum PartCode Description ModelNo SerialNo AssetRegNo LocationDesc Location ShippingAddress COSAccountCode SLAHours Image: Description ModelNo m10301 Reception Plot 91 Leaf Road, Forest 2101 8.00 Image: Description SP2020 SP2020 Sprint Colour Mult Functional Copier SP2020 2020-103053 AREG000048 First Floor 1 Postal, Address, postal 3 2101 8.00 Image: Description SP2020 SP2020 Sprint Colour Mult Functional Copier SP2020 2020-103053 AREG000048 First Floor 1 Postal, Address, postal 3 2101 8.00 Image: Description SP2020 SP2020 Sprint Colour Mult Functional Copier SP2020 2020-103053 AREG000048 First Floor 1 Postal, Address, postal 3 2101 8.00 Image: Description	Pr	ocess 🦼	Format _								
Image: Control of the second of the secon	Lin D										
Image: Control biology I	ŝ	PartCode	Description	ModelNo	SerialNo	AssetRegNo	LocationDesc	Location	ShippingAddress	COSAccountCode	SLAHours 1
B NMACH New Machine nm10301 Reception Plot 91 Leaf Road, Forest 2101 8.00 B SP2020 SP2020 Sprint Colour Multi Functional Copier SP2020 2020-102041 Reception Plot 91 Leaf Road, Forest 2101 8.00 B SP2020 SP2020 Sprint Colour Multi Functional Copier SP2020 2020-102041 Reception Plot 91 Leaf Road, Forest 2101 8.00 B SP2020 SP2020 Sprint Colour Multi Functional Copier SP2020 2020-103053 AREG000048 First Floor 1 Postal, Address, postal 3 2101 8.00 Image: SP2020 SP2020 Sprint Colour Multi Functional Copier SP2020 2020-103053 AREG000048 First Floor 1 Postal, Address, postal 3 2101 8.00 Image: SP2020 SP2020 Sprint Colour Multi Functional Copier SP2020 2020-103053 AREG000048 First Floor 1 Postal, Address, postal 3 2101 8.00 Image: SP2020 SP2020 Sprint Colour Multi Functional Copier SP2020 Cancel Image: SP2020 Image: SP2020<	Q P										
Image: SP2020 SP2020 Sprint Colour Multi Functional Copier SP2020 2020-102041 Reception Plot 91 Leaf Road, Forest 2101 8.00 Image: SP2020 SP2020 Sprint Colour Multi Functional Copier SP2020 2020-103053 AREG000048 First Floor 1 Postal, Address, postal 3 2101 8.00 Image: SP2020 SP2020 Sprint Colour Multi Functional Copier SP2020 2020-103053 AREG000048 First Floor 1 Postal, Address, postal 3 2101 8.00 Image: SP2020 SP2020 Sprint Colour Multi Functional Copier SP2020 2020-103053 AREG000048 First Floor 1 Postal, Address, postal 3 2101 8.00 Image: SP2020 SP2020 Sprint Colour Multi Functional Copier SP2020 2020-103053 AREG000048 First Floor 1 Postal, Address, postal 3 2101 8.00 Image: SP2020 SP2020 Sprint Colour Multi Functional Copier SP2020 Copier Image: SP2020	tract	I NMACH	New Machine		nm10301			Reception	Plot 91 Leaf Road, Forest	2101	8.00
BP2020 SP2020 Sprint Colour Multi Functional Copier SP2020 2020-103053 AREGO00048 First Floor 1 Postal, Address, postal 3 2101 8.00	Info		SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-102041			Reception	Plot 91 Leaf Road, Forest	2101	8.00
Image: State of the state			SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-103053	AREG000048		First Floor	1 Postal, Address, postal 3	2101	8.00
Image: Conception of the second se	*										
Billing Info Home Violation	mer		10 m	waaaace Mie	uk Oudou Info	mation					
Work Order Date Time 19 Feb 2018 T Assigned To Abigal Mine T	illing Info		OK P	Cancel	4						
			w	ork Order A	Date Time 19	9 Feb 2018 🔻	11:51:48 AM	*	li,		
	4										÷
4	Oper	n Windows 🔻								18 Feb 201	8 Ĉ ,

1. The selected internal asset will be **removed** from the **Parts** data grid.



View Internal Asset Parent Type

Note: This internal asset will remain linked to the Contract 'CTRT' Parent Type in the Machine List for [] screen until a Return Request has been completed.

2. To view this, navigate to the Machine List for [] screen.

Ribbon Access: Equipment and Locations > Assets



- 1. In the Machine List for [] screen, ensure that you have selected the correct Site and that the status is set to Internal Assets.
- 2. Use the **scroll bar** or the <u>filter row</u> in the **Serial No** column to search for the internal asset that you have removed from contract.



	Home Equipme	nt and L	scations Contract Einance and UR	Inventory M	aintenance and D	ojecte Manufactu	ring Procurem	ont Salar C	envice Deporting	Utilities	æ
				anventory in			ing noon			oundes -	
Ð)				Durban							
Add	Edit Delete	View	Save Layout Workspaces Save Filter	Internal As	sets - Refre	Revalue Con	vert Buy Back	Print Expo	rt Reports		
	Martine			-				The second secon			
	Maintenance		Format	4	urrent		ess "	Print	a Reports	2	
inks		a Dra									
nter te	ext to search		Description	ParentType	PartCode	SerialNo	ModelNo	AssetRegNo	CustomerName	DeptName	St
Func	ctions	Ŷ					-			\mathbf{i}	
			P1919 Sprint Colour MFC	WKOR	SP 19 19	20-857485	1919		Hope Works	Technical	02
WO			SP1919 Sprint Colour MFC	WKOR	SP 19 19	cvb123	1919				07
			P2020 Sprint Colour Multi Functional Copier	CTRT	SP2020	2020-102040	SP2020		Hope Works	Technical	30
			P2020 Sprint Colour Multi Functional Copier	CTRT	SP2020	2020-102041	SP2020				17
Pro	oject History		P2020 Sprint Colour Multi Functional Copier	CTRT	SP2020	2020-102042	SP2020		Hope Works	Technical	03
			P2020 Sprint Colour Multi Functional Copier	CTRT	SP2020	2020-102043	SP2020		Hope Works	Technical	loe
			P2020 Sprint Colour Multi Functional Copier	CTRT	SP2020	2020-102044	SP2020				4
Met	ters		P2020 Sprint Colour Multi Functional Copier	WKOR	SP2020	2020-102045	SP2020				0
Me			P2020 Sprint Colour Multi Functional Copier	CTRT	SP2020	2020-102046	SP2020		Derton Technol		0
			P2020 Sprint Colour Multi Functional Copier	WKOR	SP2020	2020-102048	SP2020				0
121			P19-12 Colour Copier	CTRT	SP19-123456	1912-102045	SP19-12		Derton Technol		0
Hist	tory		P19-12 Colour Copier	CTRT	SP19-123456	1912-102046	SP19-12				0
			SP 19-12 Colour Copier	CTRT	SP19-123456	1912-102048	SP19-12		Apple Juice Inc	Sales Department	0
			SP 19-12 Colour Copier	CTRT	SP19-123456	1912-10702	SP19-12				c
BOI	м		Fest Machine	CTRT	TMACH	T123					1
			Test Machine	CTRT	TMACH	test987654					1
			New Machine	WKOR	NMACH	NMACH123					1
Wa	arranties 1		New Machine	CTRT	NMACH	NM123654					2
			Fest Machine	CTRT	TMACH	tm40201					1
			SP 19 19 Sprint Colour MFC	CTRT	SP 19 19	19-369	1919		Samanthas Diner		2
Not	tes		P2020 Sprint Colour Multi Functional Copier	WKOR	SP2020	001912105029	SP2020				1
			P2020 Sprint Colour Multi Functional Copier	CTRT	SP2020	147111	SP2020				C
			Copier	CTRT	SP 1020	1020-10105	SP1020	AREG000010	Apple Juice Inc	Sales Department	2
Dee	a mente		P2020 Sprint Colour Multi Functional Copier	CTRT	SP2020	2020-147	SP2020	AREG000013	Hope Works	Technical	0
000	cuments		P2020 Sprint Colour Multi Functional Copier	CTRT	SP2020	test121212	SP2020	AREG000030	Hope Works	Technical	1
			P2020 Sprint Colour Multi Functional Copier	CTRT	SP2020	test1234	SP2020	AREG000038	Hope Works	Technical	1
			P2020 Sprint Colour Multi Functional Copier	CTRT	SP2020	2020-787878	SP2020	AREG000042	Apple Juice Inc	Sales Department	0

- 1. Once you have found the internal asset / machine,
- 2. You will see that its **Parent Type** is still listed as **CTRT** Contract.

COMPLETE RETURN REQUEST

• You will need to <u>return the item to store</u> (the Assets warehouse) by completing the **Return Request**.



	₹			Ma	chine List for	Durban - BPO: Versio	n 2.1.0.68 - Example	e Company			- 🗆	×
	Home	Equipme	ent and	Locations Contract Finance and HR	R Inventory	Maintenance and F	rojects Manufacti	uring Procurem	ent Sales S	ervice Reporting	Utilities —	8 >
\$		×			Durb	an 🔹 👸	🖌 🏭 🖡			1		
Add	Edit	Delete	View	Save Layout Workspaces Save F	Filter Inter	nal Assets 👻 Refre	sh Revalue Cor	nvert Buy Back	Print Expo	rt Reports		
	Mainter	ance		Format		Current	Proc	2005	Print	Reports		
ter ben				2	-		1					
inter te	ext to sea	irch	P	ag a column header here to group by he	st column							
			- L	Description	Parent	Type PartCode	SerialNo	ModelNo	AssetRegNo	CustomerName	DeptName	Star
Func	ctions		۴	\								
				SP1919 Sprint Colour MFC	WKOR	SP 19 19	20-857485	1919		Hope Works	Technical	02 N
WC) History			SP1919 Sprint Colour MFC	WKOR	SP 19 19	cvb123	1919				07 M
				SP2020 Sprint Colour Multi Functional Co	opier CTRT	SP2020	2020-102040	SP2020		Hope Works	Technical	30 C
			•	SP2020 Sprint Colour Multi Functional Co	opier CTRT	SP2020	2020-102041	SP2020				17 N
Pro	oject Histo	ory		SP2020 Sprint Colour Multi Functional Co	opier CTRT	SP2020	2020-102042	SP2020		Hope Works	Technical	03 J
				SP2020 Sprint Colour Multi Functional Co	opier CTRT	SP2020	2020-102043	SP2020		Hope Works	Technical	06 J
				SP2020 Sprint Colour Multi Functional Co	opier CTRT	SP2020	2020-102044	SP2020				03 3
Me	ters			SP2020 Sprint Colour Multi Functional Co	pier WKOR	SP2020	2020-102045	SP2020				031
2003				SP2020 Sprint Colour Multi Functional Co	opier CTRT	SP2020	2020-102046	SP2020		Derton Technol		03 3
				SP2020 Sprint Colour Multi Functional Co	opier WKOR	SP2020	2020-102048	SP2020				03 J
Hiel	tory			SP19-12 Colour Copier	CTRT	SP19-123456	1912-102045	SP19-12		Derton Technol		03 J
T II D	LOI Y			SP19-12 Colour Copier	CTRT	SP19-123456	1912-102046	SP19-12				03 J
				SP 19-12 Colour Copier	CTRT	SP 19-123456	1912-102048	SP19-12		Apple Juice Inc	Sales Department	03 1
				SP19-12 Colour Copier	CTRT	SP19-123456	1912-10702	SP 19-12				05 E
BOI	м			Test Machine	CTRT	TMACH	T123					11 A
				Test Machine	CTRT	TMACH	test987654					11 A
_				New Machine	WKOR	NMACH	NMACH123					11 /
Wa	arranties			New Machine	CTRT	NMACH	NM123654					23 1
				Test Machine	CTRT	TMACH	tm40201					11 /
				SP1919 Sprint Colour MFC	CTRT	SP 19 19	19-369	1919		Samanthas Diner		23 3
Not	tes			SP2020 Sprint Colour Multi Functional Co	pier WKOR	SP2020	001912105029	SP2020				111
				SP2020 Sprint Colour Multi Functional Co	opier CTRT	SP2020	147111	SP2020				06 J
				Copier	CTRT	SP 1020	1020-10105	SP1020	AREG000010	Apple Juice Inc	Sales Department	22 3
Dee	a imente			SP2020 Sprint Colour Multi Functional Co	opier CTRT	SP2020	2020-147	SP2020	AREG000013	Hope Works	Technical	06 D
000	coments			SP2020 Sprint Colour Multi Functional Co	opier CTRT	SP2020	test121212	SP2020	AREG000030	Hope Works	Technical	13 3
				SP2020 Sprint Colour Multi Functional Co	opier CTRT	SP2020	test1234	SP2020	AREG000038	Hope Works	Technical	18 F
				SP2020 Sprint Colour Multi Functional Co	opier CTRT	SP2020	2020-787878	SP2020	AREG000042	Apple Juice Inc	Sales Department	013
Mai	intenance	3	4	C			0					F.

 Once you have completed the Return Request you will note that the Parent Type of this internal asset / machine will now be listed as WHSE - Warehouse.

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

CO3 Technologies (Pty) Ltd © Company Confidential



	*			Machin	e List for Durb	an - BPO: Version 2	.1.0.68 - Example	Company			- 0	×
	Home	Equipmen	t and Lo	ocations Contract Finance and HR	Inventory M	aintenance and Proj	ects Manufactu	ring Procureme	ent Sales S	ervice Reporting	Utilities —	8)
4	1	×		<u>a</u>	Durban	• 22	- 40 J					
Add	Edit	Delete	View	Save Layout Workspaces Save Filter	Internal As	sets - Refresh	Revalue Con	vert Buy Back	Print Expo	rt Reports		
				÷					+	•		
	Mainten	nance		Format	4 C	urrent	# Proce	ess "	Print	A Reports A		
inks		ą	Dra									
nter tex	xt to sea	irch ۶		Description	ParentType	PartCode	SerialNo 🔺	ModelNo	AssetRegNo	CustomerName	DeptName	Start
Funct	tions		ę									
				SP 19-12 Colour Copier	CTRT	SP19-123456	1912-102048	SP19-12		Apple Juice Inc	Sales Department	03 3
				SP 19-12 Colour Copier	CTRT	SP19-123456	1912-10702	SP19-12				05 C
				SP 19 19 Sprint Colour MFC	CTRT	SP1919	19-369	1919		Samanthas Diner		23 J
				SP 19 19 Sprint Colour MFC	WHSE	SP1919	19-90200	1919				12 M
Proj	ject Histo	ory	-	SP2020 Sprint Colour Multi Functional Copier	CTRT	SP2020	2020-102040	SP2020		Hope Works	Technical	30 C
				SP2020 Sprint Colour Multi Functional Copier	WHSE	SP2020	2020-102041	SP2020				17 N
			1	SP2020 Sprint Colour Multi Functional Copier	CTRT	SP2020	2020-102042	SP2020		Hope Works	Technical	03 3
Mete	rens			SP2020 Sprint Colour Multi Functional Copier	CTRT	SP2020	2020-102043	SP2020		Hope Works	Technical	06 J
	NO.			SP2020 Sprint Colour Multi Functional Copier	CTRT	SP2020	2020-102044	SP2020				03 3
				SP2020 Sprint Colour Multi Functional Copier	WKOR	SP2020	2020-102045	SP2020				03 3
10-0	100005			SP2020 Sprint Colour Multi Functional Copier	CTRT	SP2020	2020-102046	SP2020		Derton Technol		03 3
riisto	ory		1	SP2020 Sprint Colour Multi Functional Copier	WKOR	SP2020	2020-102048	SP2020				03 3
				SP2020 Sprint Colour Multi Functional Copier	CTRT	SP2020	2020-103050	SP2020	AREG000046	Panda Copiers		05 J
				SP2020 Sprint Colour Multi Functional Copier	WHSE	SP2020	2020-103051	SP2020	AREG000047			05 J
BOM			1	SP2020 Sprint Colour Multi Functional Copier	WHSE	SP2020	2020-103053	SP2020	AREG000048			05 3
			-	SP2020 Sprint Colour Multi Functional Copier	CTRT	SP2020	2020-103059	SP2020	AREG000054	Hope Works	Technical	05 J
				SP2020 Sprint Colour Multi Functional Copier	WKOR	SP2020	2020-103060	SP2020	AREG000055			05 J
Wan	rranties			SP2020 Sprint Colour Multi Functional Copier	WKOR	SP2020	2020-111STC	SP2020	AREG000263			20 J
				SP2020 Sprint Colour Multi Functional Copier	CTRT	SP2020	2020-147	SP2020	AREG000013	Hope Works	Technical	06 C
			1	Drum	CTRT	2020-856	2020-4327		AREG000220	Apple Juice Inc	Sales Department	23 M
Note	es		1	Drum	CTRT	2020-856	2020-4329		AREG000222	ABC SHoe Co		23 N
				SP2020 Sprint Colour Multi Functional Copier	CTRT	SP2020	2020-606060	SP2020	AREG000292			03 A
			1	SP2020 Sprint Colour Multi Functional Copier	CTRT	SP2020	2020-787878	SP2020	AREG000042	Apple Juice Inc	Sales Department	013
Doci	uments		1	Drum	WKOR	2020-856	2020856-1234		AREG000136			16 N
				Sprint copier	WHSE	SP 18 18	2020-9867LU		AREG000262			30 J
			1	SP 19 19 Sprint Colour MFC	WKOR	SP 19 19	20-857485	1919		Hope Works	Technical	02№
				Drum	WKOR	2020-856	856-1020		AREG000044			013

MNU.112.035