

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

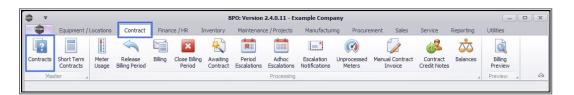
CONTRACT

CREDIT NOTES



Refer to and for more information.

Ribbon Access: Contract > Contracts



- 1. The **Contract Listing** screen will be displayed.
- 2. Select the **Site** that you wish to work in.



Credit Notes

•				1		Contract Listing - BI	PO: Version 2.4.	0.11 - Example (Company					
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				CO000005	DER001	Derton / Technologies	CPC	Cost Per Copy	Forest Hills	ContractOr	01/03/2014	01/03/2019	Sales Depar	
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				CO000022	SAM001	Samanthas Diner	CPC	Cost Per Copy	Main		05/08/2014	05/08/2019		
Credit	t Notes			CO0000023	DER001	Derton / Technologies	CPC	Cost Per Copy	Kloof	CO1254	07/01/2015	07/01/2020	Sales Depar	

- 1. This screen defaults to the **Active** status.
- 2. Select a different **status** from the drop-down menu, if required.

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		CO0000022	SAM001	Samanthas Diner	CPC	Cost Per Copy	Main		05/08/2014	05/08/2019		60	M
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VIEW CREDIT NOTES

- 1. Select the **row** of the **contract** where you wish to **view** the linked Credit Notes.
- 2. Click on the **Credit Notes** tile.

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- 1. The Credit Notes for Contract No.: [] screen will open.
- 2. Here you can **add to** or **view** the **credit notes** linked to this contract.
- 3. Click on **Back** to return to the **Contract Listing** screen.

MNU.112.061