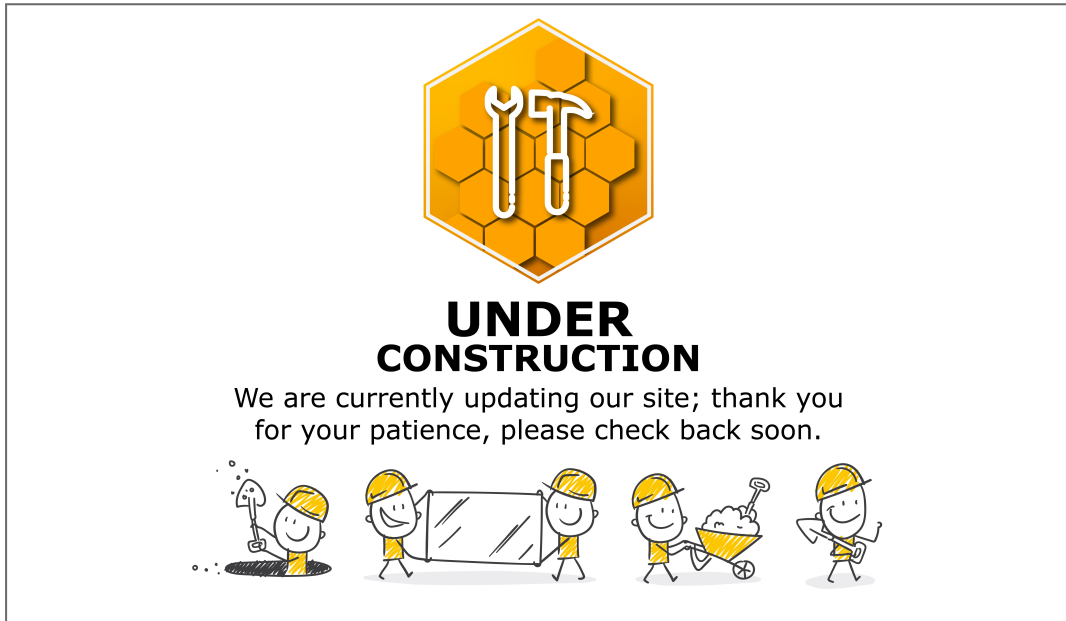


We are currently updating our site; thank you for your patience.

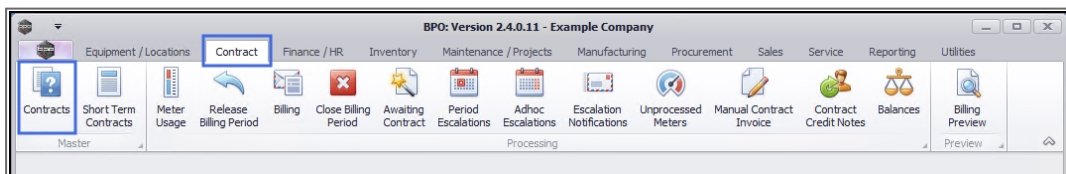
CONTRACT

CREDIT NOTES

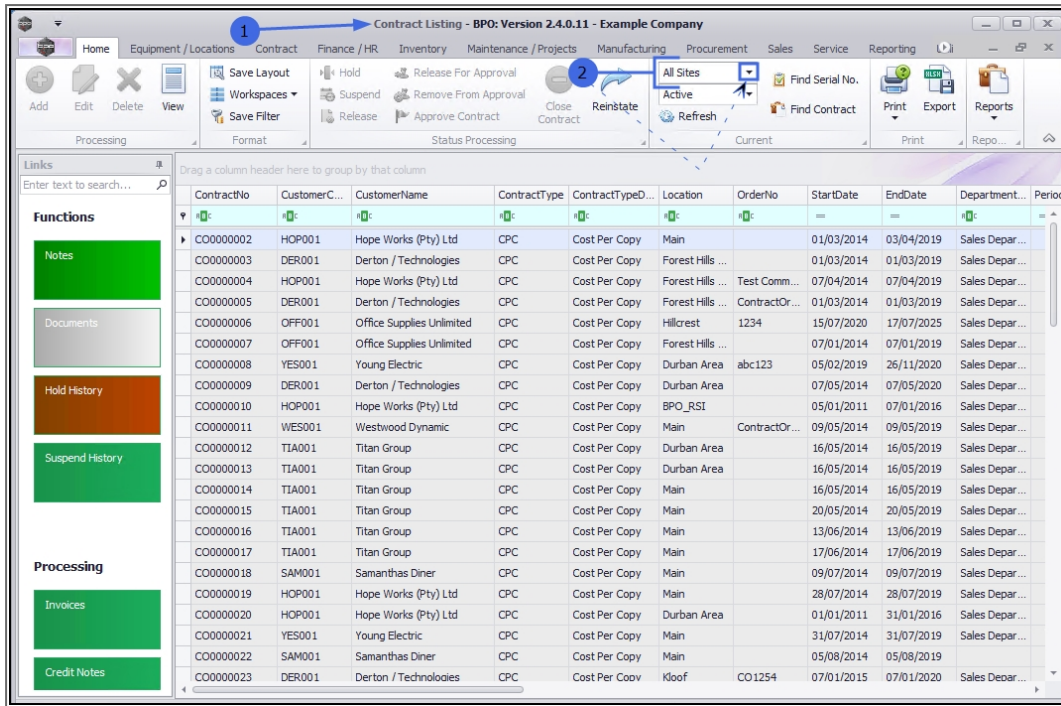


Refer to and for more information.

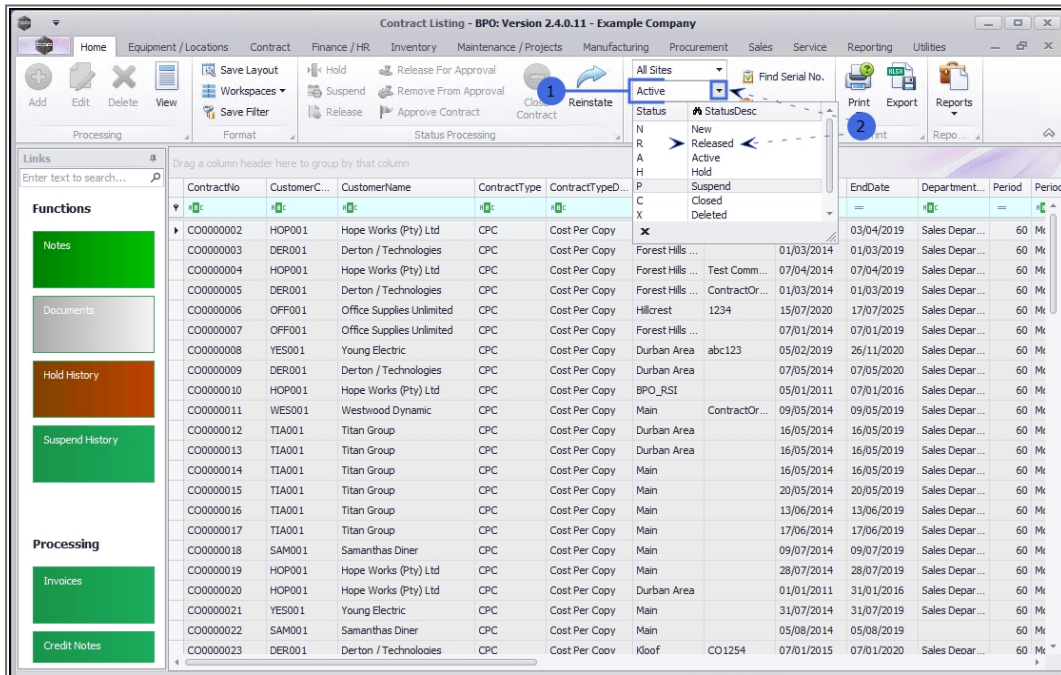
Ribbon Access: Contract > Contracts



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



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



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.

.....

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.

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