

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

## CONTRACT

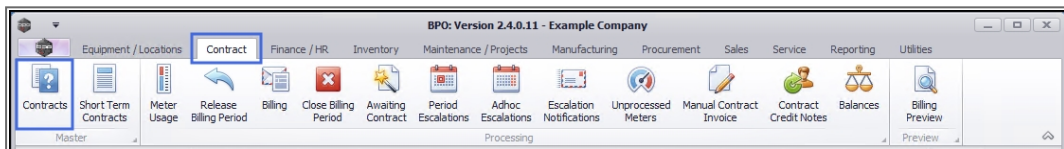
## REPORTS

From the Contract Listing screen, you can use the **Reports** functionality.

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### Ribbon Access: Contract > Contracts

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1. The **Contract Listing** screen will be displayed.
2. This screen will open by default with the Site filter set to **All Sites** and the Status filter set to Active.
  - These filters do **not** need to be changed in order to use the **Reports** feature.


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## SELECT REPORTS

3. Click on the **arrow** icon in the **Reports** button.


ContractNo	CustomerC...	CustomerName	ContractType	ContractTypeD...	Location	OrderNo	StartDate	EndDate	Department...	Period	Period
CO0000002	HOP001	Hope Works (Pty) Ltd	CPC	Cost Per Copy	Main		01/03/2014	03/04/2019	Sales Depart...	60	Mk
CO0000003	DER001	Derton / Technologies	CPC	Cost Per Copy	Forest Hills ...		01/03/2014	01/03/2019	Sales Depart...	60	Mk
CO0000004	HOP001	Hope Works (Pty) Ltd	CPC	Cost Per Copy	Forest Hills ...	Test Comm...	07/04/2014	07/04/2019	Sales Depart...	60	Mk
CO0000005	DER001	Derton / Technologies	CPC	Cost Per Copy	Forest Hills ...	ContractOr...	01/03/2014	01/03/2019	Sales Depart...	60	Mk
CO0000006	OFF001	Office Supplies Unlimited	CPC	Cost Per Copy	Hillcrest	1234	15/07/2020	17/07/2025	Sales Depart...	60	Mk
CO0000007	OFF001	Office Supplies Unlimited	CPC	Cost Per Copy	Forest Hills ...		07/01/2014	07/01/2019	Sales Depart...	60	Mk
CO0000008	YES001	Young Electric	CPC	Cost Per Copy	Durban Area	abc123	05/02/2019	26/11/2020	Sales Depart...	60	Mk
CO0000009	DER001	Derton / Technologies	CPC	Cost Per Copy	Durban Area		07/05/2014	07/05/2020	Sales Depart...	60	Mk
CO0000010	HOP001	Hope Works (Pty) Ltd	CPC	Cost Per Copy	BPO_RSI		05/01/2011	07/01/2016	Sales Depart...	60	Mk
CO0000011	WES001	Westwood Dynamic	CPC	Cost Per Copy	Main	ContractOr...	09/05/2014	09/05/2019	Sales Depart...	60	Mk
CO0000012	TIA001	Titan Group	CPC	Cost Per Copy	Durban Area		16/05/2014	16/05/2019	Sales Depart...	60	Mk
CO0000013	TIA001	Titan Group	CPC	Cost Per Copy	Durban Area		16/05/2014	16/05/2019	Sales Depart...	60	Mk
CO0000014	TIA001	Titan Group	CPC	Cost Per Copy	Main		16/05/2014	16/05/2019	Sales Depart...	60	Mk
CO0000015	TIA001	Titan Group	CPC	Cost Per Copy	Main		20/05/2014	20/05/2019	Sales Depart...	60	Mk
CO0000016	TIA001	Titan Group	CPC	Cost Per Copy	Main		13/06/2014	13/06/2019	Sales Depart...	60	Mk
CO0000017	TIA001	Titan Group	CPC	Cost Per Copy	Main		17/06/2014	17/06/2019	Sales Depart...	60	Mk
CO0000018	SAM001	Samanthas Diner	CPC	Cost Per Copy	Main		09/07/2014	09/07/2019	Sales Depart...	60	Mk
CO0000019	HOP001	Hope Works (Pty) Ltd	CPC	Cost Per Copy	Main		28/07/2014	28/07/2019	Sales Depart...	60	Mk
CO0000020	HOP001	Hope Works (Pty) Ltd	CPC	Cost Per Copy	Durban Area		01/01/2011	31/01/2016	Sales Depart...	60	Mk
CO0000021	YES001	Young Electric	CPC	Cost Per Copy	Main		31/07/2014	31/07/2019	Sales Depart...	60	Mk
CO0000022	SAM001	Samanthas Diner	CPC	Cost Per Copy	Main		05/08/2014	05/08/2019	Sales Depart...	60	Mk
CO0000023	DER001	Derton / Technologies	CPC	Cost Per Copv	Kloof	CO1254	07/01/2015	07/01/2020	Sales Depart...	60	Mk

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## UNDER CONSTRUCTION

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