

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

# SERVICE

## **CALLS - SWAP OUTS**

The system will need to be configured in order to process machine swap outs.

A default **Buy Back** supplier and **Sell Off** customer will be need to be configured for this processing.

Machine swap out processing is <u>not</u> generally advised. If you are interested in using this process, you will need to follow this up with CO3 Technologies.

When raising the swap out, you will need to select the **original machine** (the machine that the call is logged against and that will be moving into the store), and the **replacement machine** (the machine that is being sent out in its place).

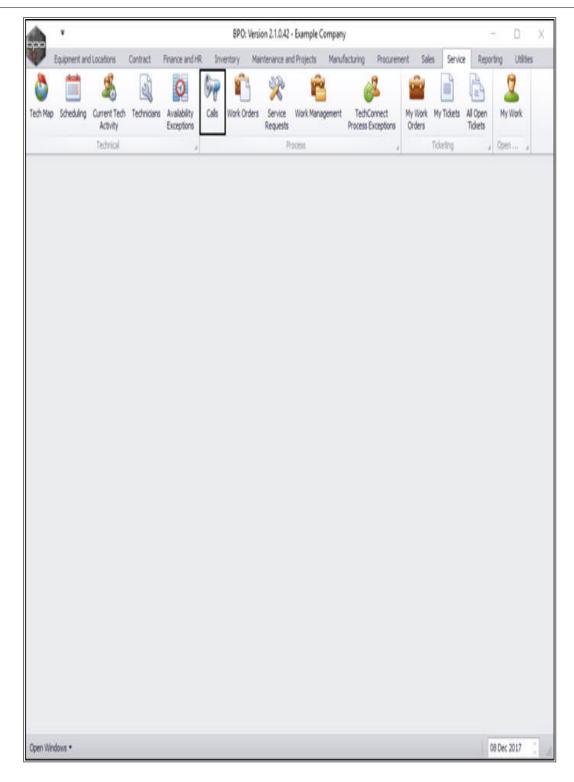
BPO2 will process the **buy back** for the item that is returning to store, and the **sale** for the item that is going out to the client.

This process is predominantly used to swap out **accessories** linked to machines on contract. The original item will be removed from the contract and the replacement item will be linked to the contract.

> Note: This process does <u>not</u> re-link fees and / or meters and is <u>not</u> recommended for swapping out machines.

Ribbon Access: Service > Calls





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

Help v2024.5.0.7/1.0 - Pg 2 - Printed: 04/07/2024

CO3 Technologies (Pty) Ltd © Company Confidential



- Select the **site** and **status**.
  - In this image, **Durban** is selected as the site and the status is set to **New**.

Mantain	22 May 2017 22 Dec 2017	Color Default     Refresh My Cals     State		Save Layou Workspace Save Filter Format		Complete	Hold Pending	Reeze	Print Reports		
	0.0	thing a column free	Gerbaus in orma						new allowed all		
9 Find	() Filter	CalReference	CalDate	CalTime	Description	CalType	CalTypeDesc	StatusDesc	California	Technician	Seria
		Carterorice	Carvate	Casterie	Description	Callype	Call Abener	Stamonac	Caloure	leunoar	2010
Information	No Of Ca	la manurar	12.0	12.12.07	Descent for the state of	0.00	Press.	alia./	Interiord		
+ 🖸 Durban	48	·	12 Dec 2017	13:17:05	Paper not feeding throug		Repair	New	UnAssigned		2020
O New	23	E CN0000504	22 Nov 2017	12:46:33	HW001111	NOR	New Deal Rental	New	UnAssigned		
🗿 In Pro	gress 7	CV0000500	21 Jun 2017	12:06:28	NDS - Test Credit and ret		New Deal Sale	New	UnAssigned	Bar Mar	
🕑 Hold	3	☐ CN0000499	21 Jun 2017	10:01:09	1234	N05	New Deal Sale	New	Awaiting Acceptance	pen John	
O Pendr	and have present and a second	CN0000498	20 Jun 2017	12:00:13	Test call for swap out - m		Parts Requrem	New	UnAssigned		2020
O Comp		E CN0000497	20 Jun 2017	08:27:27	Test edit call linked to ass		Testing	New	Awaiting Acceptance	Joel James	
O AI	-48	E CN0000496	19 Jun 2017	12:14:44	TT002 - Weekly - Call per		Scheduled Main		Awaiting Acceptance	Belinda S	
<ul> <li>Pretoria</li> <li>New</li> </ul>	0	E CN0000495	19 Jun 2017	12:03:24	TT071 - 2 Weekly - Call p		Scheduled Main		Awaiting Acceptance	Beinda 5	sn12
In Pro		E CN0000493	15 Jun 2017	12:28:25	Test CrNote Totals for Pri		New Deal Sale	New	UnAssigned		
O Hold	0		07 Jun 2017	12:45:24	test	N05:	New Deal Sale	New	UnAssigned		
O Pende		CN0000488	Q6 Jun 2017	10:20:09	A CONTRACTOR OF	INST	Installation	New	UnAssigned		
O Comp		⊞ CN0000486	01 Jun 2017	15:06:59	Call - Orders	NOR	New Deal Rental	New	UnAssigned	_	
O AL	0	CN0000483	31 May 2017	16:18:35	Bolass Quick Part Return	DR .	Select Call Type	Nen	UnAssigned		20-8
		E) CN0000481	31 May 2017	15:11:20	Quick Part Return v20.7	PR	Parts Requirem	New	UnAssigned		20-8
		E CN0000480	29 May 2017	13:21:39	Test call with a location.	TEST	Testing	New	Awaiting Acceptance	Susan D	
		E CN0000479	26 May 2017	15:03:59	Test saving a call inked t	PR	Parts Requirem	New	UnAssigned		14-9
		E CN0000478	25 May 2017	15:03:21	Invoice test v2.1.0.6 -F	PR	Parts Requirem	New	UnAssigned		202
		CN0000475	25 May 2017	09:16:05	Swap out - asset on a sh	DR	Select Call Type	New	UnAssigned		test
		E) CN0000474	25 May 2017	08:40:54	Installation at client site	INST	Installation	New	UnAssigned		18-3
		E CN0000473	25 May 2017	08:34:59	Contract Service v2.1.0.5	Π	IT Requirement	New	UnAssigned		102
		E CN0000472	24 May 2017	14:38:10	Contract Service Test v2	SERV	Service	New	UnAssigned		202
		CN0000467	24May 2017	09:29:20	Call - Loan Unit Request	REP	Repair	New	UnAssigned		20-8
		CN0000464	23 May 2017	08:54:25	Loan Unit Return v2.1	REP	Repair	New	UnAssigned		20-8



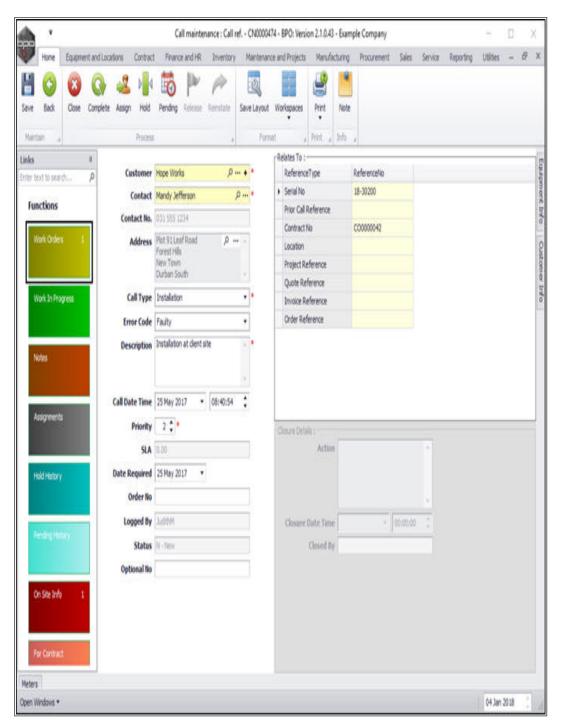
- Click on the **row selector** in front of the **call** that you wish to process a **swap out machine** for.
- Click on Edit.

00				Call List	ng - BPO: Version 2.1.0.43 -	Example C	ompany					X
Home Eq.	pment and Locati	ons Contract	Finance and H	R Inventor	y Maintenance and Project	da Man	Mecturing Procu	ement Se	lles Service Repr	orting Util	ies - d	9
Add Edit 06	May 2017 • Jan 2018 •	Default Refresh My Calls		Save Layou Workspaces Save Filter	Assign     Close	Complete			Print Reports			
Kantan 4		State	4	Format	a Work a		Process	4	Print a Ress a			
Pind C	Filter											
		CalReference	CalDate	CalTime	Description	CalType	CalTypeDesc	StatusDesc	CalState	Technician	SerialNo	Err
01/10/0015	Vinter											
Information	No Of Calls	Ch0000509	15 Dec 2017	10:27:25	Machine no receiving fax	Π	IT Requirement	New	UnAssigned			EC
- 🖸 Durban	48	B (140000507	12 Dec 2017	13:17:05	Paper not feeding throug	REP	Repair	New	UnAssigned		2020-103	FA
O New	23	E CN0000504	22 Nov 2017	7 12:46:33	New Deal Rental Installat	NOR	New Deal Rental	New	UnAssigned			
<ul> <li>In Progre</li> <li>Hold</li> </ul>	s 7 3	E CN0000500	21 Jun 2017	12:06:28	NDS - Test Gredt and ret	NDS	New Deal Sale	New	UnAssigned			
Pending	1	E CN0000499	21 Jun 2017	10:01:09	1234	NDS	New Deal Sale	New	Analting Acceptance	Ben John		
O Complete		E CN0000498	20 Jun 2017	12:08:13	Test call for swap out - in	PR	Parts Requirem	New	UnAssigned		2020-102	
Q AI	48	E CN0000497	20 Jun 2017	08:27:27	Test edit cal linked to ass	TEST	Testing	New	Awaiting Acceptance	Joel James	14-9652365	I
- 🖸 Pretoria	0	E CN0000496	19 Jun 2017	12:14:44	TT002 - Weekly - Call per,	51	Scheduled Main	New	Analting Acceptance	Beinda 5	SDN32413	
O New	0	E CN0000495	19 Jun 2017	12:03:24	TT071 - 2 Weekly - Cal p	54	Scheduled Main	New	Awaiting Acceptance	Beinda S	sin123	
🕗 In Progre	es O	CN0000493	15 Jun 2017	12:28:25	Test Critiote Totals for Pri	NDS	New Deal Sale	New	UnAssigned			
() Hold	0	E CN0000490	08 Jun 2017	14:50:42	1234	NDS	New Deal Sale	New	No Signature			
O Pending	0	E CN0000489	07 Jun 2017	12:45:24	test	105	New Deal Sale	New	UnAssigned			
O Complete		C1/0000488	06 Jun 2017	10:20:09	Test creating a call with t	INST	Installation	New	UnAssigned			
Q M	0	E CN0000486	01.Jun 2017	15:06:59	Call - Orders	NOR	New Deal Rental	New	UnAssigned			
		CN0000463	31 May 201	7 15:18:35	Bdass Quel Part Return	DR.	Select Call Type	New	UnAssigned		20-652963	T
		CN0000481	31 May 201	7 15:11:20	Quick Part Return v2.0.7	PR	Parts Requirem	New	UnAssigned		20-852963	
		E CN0000480	29 May 201	7 13:21:39	Test cal with a location.	TEST	Testing	New	Anialting Acceptance	Susan D		
		CN0000479	26 May 201	7 15:03:59	Test saving a call Inited t	PR	Parts Requirem	New	UnAssigned		14-9652365	
		(B) CN0000478	25 May 201	7 15:03:21	Invoice test v2.1.0.6 - F	PR	Parts Requirem	New	UnAssigned		2020-43257	B
		CN0000475	25 May 201	7 09:16:05	Swap out - asset on a sh	04	Select Call Type	New	UnAssigned	1	test987654	FI
		• E CN0000474	25 May 201	7 08:40:54	Installation at client site	161	Installation	New	UnAssigned		18-30200	FI
		CN0000473	25 May 201	7 08:34:59	Contract Service v2.1.0.5	Π	IT Requirement	New	UnAssigned		1020-10102	0
		The second se			Contract Service Test v2		Service	New	UnAssigned		2020-43256	

Help v2024.5.0.7/1.0 - Pg 4 - Printed: 04/07/2024



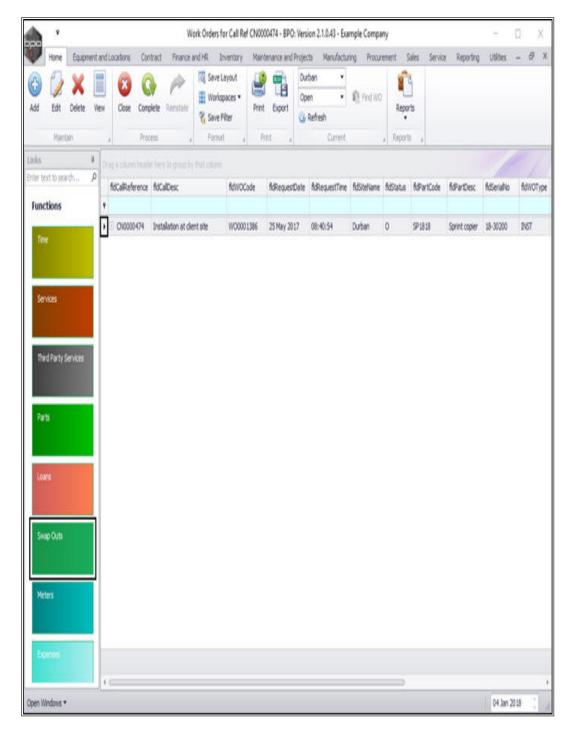
- The Call maintenance: Call ref. [] screen will be displayed.
- Click on the Work Orders tile.



The Work Orders for Call Ref [] screen will be displayed.



- Click on the **row selector** in front of the **work order** that you wish to process a **swap out machine** for.
- Click on the Swap Outs tile.





- The Swap Outs for WO Code [] screen will be displayed.
- Click on Add.

<b>A</b> '			Swap Outs for WO Co	de W00001386 - BPO	Version 2.1.0.43 - 8	xample Company				X
W Home 1	Equipment and Locations	Contract Final	nce and HR Inventor	y Maintenance and P	rojecta Manufac	turing Procurement Sa	les Service	Reporting Utility	s - 0	х
Add Back	Save Layout Workspaces Format	Refresh Exp	ort							
fdSupplerCode	fidSupplerName	fdCustomerCode	fdCustomerName	fdCalReference	fdWOCode	fdWODesc	fidContractNo	fdEventDate	fdProcessed	Y
*										
B SUP001	Buy Back Suppler	CU5001	Cash Sales Account	CN0000474	W00001386	Installation at client site	C0000042	20 Jun 2017	Beinda Sharn	an:
E SUP001	Buy Back Suppler	CU5001	Cash Sales Account	CN0000474	W00001386	Installation at client site	C0000042	21 Jun 2017	Susan Du Tol	

• The Swap Out screen will be displayed.



- WO Code: This will auto populate with the WO code initially selected.
- WO Description: This will auto populate with the description of the work order initially selected.
- **Call Reference:** This will auto populate with the call reference number initially selected.
- **Buy Back Supplier:** This will auto populate with the code number and name of the company set up as the default Buy Back Supplier but you can click on the Search button and select an alternative Buy Back Supplier if required.
- **Processed By:** This will be auto populated with the person currently creating the swap out but you can click on the drop-down arrow and select an alternative person if required.
- **Event Date:** This will auto populate with the current time but you can click on the drop-down arrow and select an alternative date if required.
- **Contract No:** This will auto populate with the contract number linked to this call if applicable.
- Sell Off Customer: This will auto populate with Cash Sales Account code and name but you can click on the Search button and select an alternative Sell Off Customer if required.



4	٠					Swap Out -	BPO: Version 2.1.0.43 - Exam	ple Company							Х
V	Home	Equipment	and Locations	Contract	Finance and H	Inventory	Maintenance and Projects	Manufacturing	Procurement	Sales	Service	Reportin	g Utilites	-	φx
H	0	2													
Save	Back	Save Layo	ut												
Proce	. II	Format													
[		W0 Code	WO0001386				Processed By	Sarah Mider							
			Installation at	clent site				06 Jan 2018	*						
	Call	Reference	CH0000474				Contract No	C00000042							
		k Supplier	ALCONTRACTOR		p		Sell Off Customer	- Local Contraction		,p					
			Buy Back Supp	sler				Cash Sales Acco	ount						
					Ψ.										
inga i	slembra	ler here to p	mphy tata	lin -											1
fidOn	gnaSerial	Vo fidOr	ginaPart	fdDestW	teName	fdDestBinNan	e fdPurchasePrice	fdReplacemen	tSerialNo	fe	Replacene	nPart	fd5ourceWhs	eName	fdSou
,										_			_		
•															
•	1.1.1.1.1												2110		
upen W	Indoid *												04 Jan	2010	

• Click in the text box in the **Original Serial No** Column.



W Hone Equipment				Swap Out - BPO:	Version 2.1.0.43 - Examp	ple Company					1	0	Х
	t and Locations	Contract Pr	nance and HR	Inventory Main	tenance and Projects	Manufacturing	Procurement	Sales	Service	Reportin	g Utities	- 6	9 X
💾 👌 🔯													
Save Back Save Lays	sut												
Process , Fernat													
W0 Code	WO0001386				Processed By	Sarah Mider							
	Installation at de	ent site	÷				·						
Call Reference	CN0000474		÷		Contract No	C00000042							
Buy Back Supplier	SUP001		p		Sell Off Customer			þ					
	Buy Back Supple	T.	-			Cash Sales Accou	nt						
Drag a column header here to	group hy that calu	m									1	2	/
fdOrignalSeriaNo fdO	ngnaPart	fdDestWheek	lane	fcDestBirliane	fdPurchasePrice	fdReplacement	SerialNo	fe	Replacemen	19art	fdSourceWhset	Varne	fidSo
,													
,													
,													

- An **ellipsis** button will be revealed.
- Click on this button to display the **Select the equipment to be replaced** pop up screen.



	Save Layou Format WO Code	ut WO0001386	Contract Finance and Hi		Version 2.1.0.43 - Example enance and Projects Ma Processed By	nufacturing			Service	Reporting	Utites	- 6	× ,
Process , WO C	Save Layou Format WO Code rescription	ut WO0001386											
Process , WO C	Save Layo Format WO Code Sescription	y WO0001386 Installation at cl	ert ste -		Processed By	Carab Milds							
Process , WO C	Format WO Code rescription	y WO0001386 Installation at cl	ent site -		Processed By	Carab Milde							
WO C	WO Code escription	Installation at cl	ent ste -		Processed By	Carab Milds							
Call	escription	Installation at cl	ent site		Processed By	Carab Milda							
Call			ent site -			29,911,6806	f	,	•				
Call					Event Date	07 Jan 201	8 •						
	Reference	and to faith											
	nerer enere	CN0000474			Contract No	0000004	,		t i				
buy set	k Sunnlier	hoge stars	p		Sell Off Customer	Contraction of the second		\$	0				
	w setting	Buy Back Supple			See on container	Cash Sales	Account		-				
fdOrignalSeria	_	ignaPart Select the eq	fdDestWheeName	fdDest6inVarie	fdPurchasePrice	_	mentSerialNo		fdReplace	mentPart	fidSource	WheeNan	e
[		Home Charles	Save Layout										
	6												
		fdPartCode	fdDescription	fdModel	No fidSeriaNo	fidAst							
	۲												
	2	1458-96523	K147 Kyocera Colour Co	ser K147	SIN32413546								
	-	SP1818	Sprint copier		18-30200								

- Click on the **row selector** in front of the **part code / serial no.** of the **machine** that you wish to place into **store**.
- Click on Ok.



						Swap Out	- BPO: Versi	ion 2.1.0.43 - Exam	ple Com	pany					3	D	Х
W.	Home	_	nd Locations	Contract.	Finance and HR	Inventory	Maintena	nce and Projects	Manufact	turing Pr	ocurement	Sales	Service	Reporting	Utilities	a.	₿ X
H	٥	2															
Save	Back	Save Layo	ıt														
Proces	8 A	Fornat															
		W0 Code	W00001386					Processed	By Sara	ih Milder		8	•				
	WO D	escription	Installation at (	dent ste				Event Da	ite 073	an 2018	•						
	Call	Reference	CN0000474					Contract	No COO	000042			1				
	Buy Bac	k Supplier			P			Sell Off Custom	er CUS	001		1	D				
			Buy Back Supp	ler	*				Cash	Sales Acco	unt						
	inte	lichine fii g	ing by the ca	(iii											1	e	1
fidOrig	phalSerial	No fidOr	iginalPart	fdDestWh	nseName	fdDestBin	Nane	fdPurchasePrice	15	Replacemen	SerialNo		fdRepla	cementPart	fdSourc	eWhse!	ane
			Select the o	quipment to	le replaced.			-	X								
-			Home							-							
			0	4													
		3	Ok Back	Save Layou	t												
		2	Process ,	Fornal	1												
		0															
			fdPartCode	fdDescrip	ition		fdModelNo	fdSeriaNo	ficiAs								
		۲															
			1458-96523		cera Colour Copi	er	K147	50132413546									
		Þ	SP 18 18	Sprint cop	xier			18-30200									
		_							- 3								
Open Wr	ndows *	Ľ													04 Jan	2018	1

• Click in the text box in the Replacement Serial No Column.



<b>^</b> '	١.,					Swap Out	- BPO: Versi	ion 2.1.0.43 - Example	Company					15		Х
W Hone	e Equ	ipment a	nd Locations	Contract	France an	dHR Insentory	Maintenar	nce and Projects M	inufacturing	Procurement	Sales	Service	Reporting	Utities	(A)	Ø X
86		2														
Save Bad	k Sa	we Layou	ıt													
Process		ormat.														
	en je lennry		och.						1			i.			-	-
			W00001386					Processed By				• •				
W	0 Desc	ription	Installation at o	dent site				Event Date	07 Jan 2018	•						
c	all Refe	erence	CN0000474			1		Contract No	C00000042							
Buy	Back Se	upplier	9JP001		β			Sell Off Customer	CU5001			P				
			Buy Back Suppl	ler	2				Cash Sales	Account		*				
Dogaislam	leide l	ine to g	ing by the of	un i										/	1	1
fdOriginalSe	erialNo	fdOr	gnaPart	fdDest	WhselVame	fdDestBin	Name	fdPurchasePrice	fdReplace	mentSeriaNo		fdRepla	cementPart	fidSource	eWhsel	lane
*		2010			an a	44-14						1				
• 18-30200	-	SP18	18	Assets	Warehouse	Internal A	ssets	0.								

- An ellipsis button will be revealed.
- Click on this button to display the Select a replacement serial no.
   for this swap out pop up screen.



				2w	ap Out - BPO: Ver	sion criteria - example	Company					100	Π.	2
Hone	Equipment a	ind Locations Co	ntract Fina	nce and HR I Inv	entory Mainterv	ance and Projects Ma	nufacturing Proc	renent	Selei	Service	Reporting	Utities	-	ø
4 🙆														
ave Back	Save Layor	ut												
		-												
Process	4 Format	4							_	_			_	
	W0 Code	W00001386				Processed By	Sarah Mider			•				
WO	Description	Installation at cleri	t site			Event Date	07 Jan 2018							
	Sectors.													
		PU0000 191				Colored B.			_	÷				
	Reference					Contract No								
Buy Ba	ack Supplier	SUP001 Buy Back Suppler		P		Sell Off Customer	CU5001 Cash Sales Accour		۶	-				
		online where					Cash parts Account	2	1					
		rop by Bet clum IgnaPart 18	Home	e replacement se	rial no. for this s	wap out		0.3		fidReplac	ementPart	fidSource	:eWhse	Name
fdOriginalSer	aNo fidOr	ignalPart	Home			sop out		0)))		fdReplac	ementPart	fidSource	eWhse	Name
fdOriginalSer	aNo fidOr	ignalPart	Home Ok B Process	ack Save Layo	dt			(0)		fdReplac	nementPart	fidSource	ceWhee	Harne
fdOrignalSer	aNo fidOr	ignalPart	Home Ok B Process	ack Save Layo	dt		fdMode			fcReplac	æmentPart	fidSource	teWhee	Name
fdOrignalSer	aNo fidOr	ignalPart	Home Control Home	ack Save Layo	at 			e /.		fidReplac	cementPart	fidSource	teWhee	Hame
fdOrignalSer	aNo fidOr	ignalPart	Home Control Home	ack Save Layo Format in Teacher Terr Terr to fickspetRe	ut , fidPartCode		fdMode	e /.		fdieplac	ænentPart	fidSource	teWhee	Name
fdOriginalSer	aNo fidOr	ignalPart	Home Ok B Process fdSerally *	ack Save Layo Format for feeder feer fee fdAssetRe	ut secondo fiel calen fdPartCode 7 SP1919	fdPartDesc	fdMode # MFC 1919	No fdW		fidReplace	iementPart	1d5ouro	:eWhee	Name
fdOrignalSer	aNo fidOr	ignalPart	Home Ok B Process fdSerally 1919-932	Ack Save Layo ack Save Layo Format for Forder Inn Ito for fidAssetRe 22 AREG000201 26 AREG000211	ut fig9artCode 7 SP1919 1 SP1919	fdParDesc SP1519 Sprint Color	fdMode # MFC 1919	No fidw Mae		fdReplace	ienen®art	fidSource	teWhse	Name
fdOrignalSer	aNo fidOr	ignalPart	Home Ok B Process fidSerialty 1919-933 1919-933	ack Save Layo Format Format 6 fdAssetRe 22 AREG000201 26 AREG000214	ut fdPartCode 7 SP1919 1 SP1919 9 SP1818	fidPartDesc SP1519 Sprint Color SP1919 Sprint Color	fdMode # MFC 1919	No fidw Mae Mae		fdReplac	tementPart	fidSourran	te Whee	Name
fdOrignalSer	aNo fidOr	ignalPart	Home Control C	AREG000221     AREG000222	ut fdPartCode 7 SP1919 1 SP1919 9 SP1818 2 SP1818	fdPartDesc SP1919 Sprint Colou SP1919 Sprint Colou Sprint copier Sprint copier Sprint copier	fdMode # MFC 1919	No fidw Mai Mai Mai Mai		fdReplac	ienen®art	fidSource	eWhse	Name
fdOriginalSer	aNo fidOr	ignalPart	Home Home Ok B Process Process Process Process 1919-932 1919-9	AREGO0022*     AREGO0022*     AREGO0022*     AREGO0022*	ut fdPartCode fdPartCode 591919 9591818 9591818 9591818 9591818	fdPartDesc fdPartDesc SP1919 Sprint Colou Sprint copier Sprint copier Sprint copier Sprint copier Sprint copier	r MFC 1919 r MFC 1919	No fidw Mai Mai Mai Mai Mai		fdReplac	tementPart	fidSourra	:eWhee	Name
fdOriginalSer	aNo fidOr	ignalPart	Home Control C	AREG000297           AREG000297	ut fdPartCode 7 SP1919 1 SP1919 9 SP1818 2 SP1818	fdPartDesc SP1919 Sprint Colou SP1919 Sprint Colou Sprint copier Sprint copier Sprint copier	fdMode x MFC 1919 x MFC 1919 ser \$P19-1	No fidil Mai Mai Mai Mai Mai		fdReplac	tementPart	ftdSource	:eWhee	Name

- Click on the **row selector** in front of the **serial no.** of the **machine** that you wish to install **in place** of the original machine.
- Click on Ok.



200						Swap Out -	- BPO: Version 2.1.0.43 - Exampl	e Company						0	Х
<b>P</b>	one	Equipment a	nd Locations Co	ontract Fina	nce and HR	Inventory	Maintenance and Projects M	anufacturing Pro	turement	Selei	Service	Reporting	Utites	-	0
4	6	2													
Save	Back	Save Layor	ut -												
		Total Inc.													
Process	4	Formát	4			_				_	_				
		W0 Code	W00001386				Processed B	y Sarah Milder		2.	•				
	WO D	escription	Installation at cler	vt site			Event Date	e 07 Jan 2018	•						
	1.11	Defenses.	CN0000474				Contract II	o CO0000042			i.				
								Letter a success							
6	wy Baci	k Supplier	SUP001 Buy Back Suppler	_	9		Sell Off Custome	r CUS001 Cash Sales Accou	nt	\$					
			onlines where					Carl Carls Prove	7						
fdOrign	ndSerial	No fidOr	ignalPart	Home	a replaces		for this usage out					cementPart	fidSource	eWhse	Name
	ndSerial		ignalPart	Hone	Sack Sa	ent serial na.	for this swap out			×		cementPart	fdSourc	eWhse	Name
fdOrign	ndSerial	No fidOr	ignalPart	Hone Ok Process	o lack Sar	Q e Layout						cemen®art	fidSourc	eWhoe	Name
fdOrign	ndSerial	No fidOr	ignalPart	Hone Ok Process	adk Sar , Pr	e Layout	fattore	fdMod	7			cementPart	fidSourc	eWhee	Name
fdOrign	ndSerial	No fidOr	ignalPart	Home Home Ok Process	ack Sai J Pr Professioner M No Ridas	inat ,	Fail colore riCode MPartDesc	Remod	7			cementPart	fidSourc	eWhse	Name
fdOrign	ndSerial	No fidOr	ignalPart	Home Home Ok Process RdSerial 1919-93	lack Sar , Fr minester No Adad	e Layout maa ,	Frei colume riCode feßhertDesc 19 SP 1919 Sprint Cole	fidMod sur MFC 1919	eNo fidi	····		cementPart	fidSource	eWhse	Name
fdOrign	ndSerial	No fidOr	ignalPart	Home Home Ok Process fidSerial 1919-93 1919-93	iack Sar Pr Pr No fidas 22 AREC 26 AREC	e Layout en la grup hr sesse forw 000207 5P19	risCode AdPartDesc 19 SP 1919 Sprint Cole 19 SP 1919 Sprint Cole	fidMod sur MFC 1919	ehio fidi Mai Mai	edu		cementPart	fidSource	eWhse	Name
fdOrign	ndSerial	No fidOr	ignalPart		tack Sa back Sa r r r r r r r r r r r r r r r r r r r	e Layout mai , er la pool h setSe fdPar 000207 5P19 000211 5P19 000211 SP19	Freit colume riCode fidPartDesc 19 SP 1919 Sprint Cole 19 SP 1919 Sprint Cole 18 Sprint copier	fidMod sur MFC 1919	eNo fidu Mai Mai	ed/		cement9wt	fd5ource	eWhee	Name
fdOrign	ndSerial	No fidOr	ignalPart		iadk Sar iadk Sar in Institut / No fid4a 22 AREC 26 AREC 90 AREC 89 AREC	e Layout mat , ee Re fdPa 000207 SP19 000211 SP19 000211 SP19 000211 SP19	Fisit column rtCode AdPartDesc 19 SP 1919 Sprint Colo 19 SP 1919 Sprint Colo 18 Sprint copier 18 Sprint copier	fidMod sur MFC 1919	eho fidi Mai Mai Mai	11 Vhs		cementPart	felsource	eWhee	Name
fdOrign	ndSerial	No fidOr	ignalPart		AREC	e Layout en la grad hr set Re fore 000207 \$P19 000211 \$P19 000221 \$P18 000252 \$P18	risCode AdPartDesc risCode AdPartDesc 19 SP 1919 Sprint Colo 19 SP 1919 Sprint Colo 18 Sprint copier 18 Sprint copier	fidMod sur MFC 1919	eNo fidu Mai Mai			cement9wt	f désource	eWhee	Name
fdOrign	ndSerial	No fidOr	ignalPart		<ul> <li>Saria</li> <li>Fri</li> <li>Fri</li></ul>	e Layout mat , ee Re fdPa 000207 SP19 000211 SP19 000211 SP19 000211 SP19	Fret column riCode fdPartDesc 19 SP 1919 Sprint Cole 19 SP 1919 Sprint Cole 18 Sprint copier 18 Sprint copier 18 Sprint copier 18 Sprint copier	fdMod sur MFC 1919 sur MFC 1919	cho fidi Mai Mai Mai Mai			cement9art	felsource	eWhee	Name
fdOrign	ndSerial	No fidOr	ignalPart		AREC     AREC	e Layout minat , ee Bayout ho petRe fdPar 000207 \$P19 000211 \$P19 000224 \$P18 000225 \$P18 000225 \$P18	The Colore TriCode AdPartDesc 19 SP 1919 Sprint Colo 19 SP 1919 Sprint Colo 18 Sprint copier 18 Sprint copier 18 Sprint copier 18 Sprint copier 18 Sprint copier	fdMod nar MFC 1919 nar MFC 1919 spier \$P19-1	eho fidi Mai Mai Mai Mai Mai Mai 2 Mai			cement9wt	f désource	eWhee	Name

• You will see that the **Destination Warehouse Name** and **Bin** and the **Source Warehouse Name** and **Bin** have auto populated

Help v2024.5.0.7/1.0 - Pg 15 - Printed: 04/07/2024



#### according to the **machine serial numbers** selected for the swap

out.

an an an	٠					Swap Out - BP	O: Version 2.1.0.43 - Exam	iple Compar	y.				1		Х
V	Home	Equipment (	ind Locations	Contract	Finance and HR	Inventory M	aintenance and Projects	Manufacturin	g Procurement	Sales	Service	Reporting	Utities	(A)(	0
H	6	2													
Save	Back	Save Layo	ut												
Proce	55	Format													
Non-Angle State	er/d		W00001386				Processed	By Sarah M	lder						
			Installation at (	dent site	1			ate 07.Jan :							
		Creaty Chan					(Tell D								
	Call F	telerence	CN0000474	_			Contract	No C00000	042		ť.				
		k Supplier		-	p		Sell Off Custor	an bycaupto		\$	0				
			Buy Back Suppl	ler	-				les Account						
opie	itini heel	le here to p	me hy that ca	lans'									1	e.	/
fdOr	gnalSeriat	lo fidOr	ignaPart	fdDestW	haeName	fdDestBinName	fdPurchasePrice	fdRep	acementSeriaNio		fdReplace	mentPart	fdSouro	eWheeN	ane
				_									_		
18-30	0200	\$P18	18	Assets W	arehouse	Internal Assets	11	55.00 1818-0	690		SP1818		Main Wa	rehouse	
											-				
fidOri															
													04 Jan		



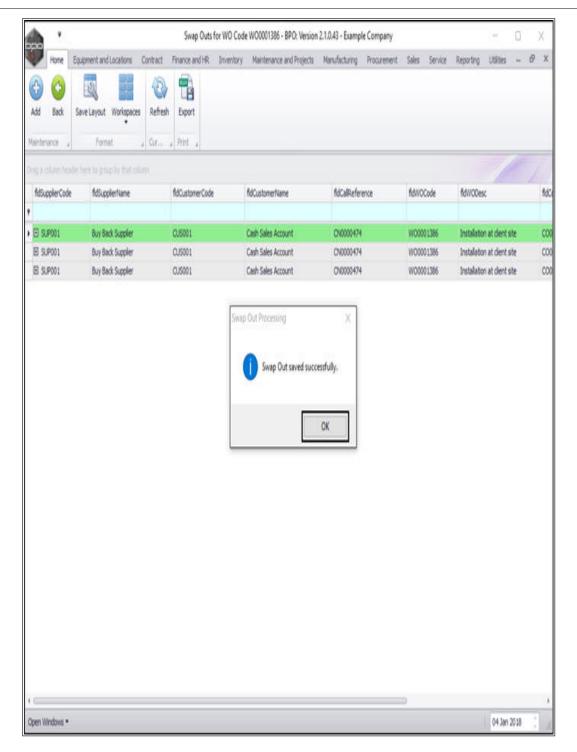
 When you have finished editing the Swap Out screen, click on Save.

					Swap Ou	ut - BPO: Version 2.1.0	,43 - Example I	Company					3	D	Х
Ŵ	Hone		ndlocations	Contract Finance	and HR Inventory	Maintenance and P	rojects Man	ulacturing	Procurement	Sales	Service	Reporting	Utilities	(iii))	9 X
	0	2													
Save	Back	Save Layo	ıt												
Proce	55 .	Format	3												
		W0 Code	W00001386		1	P	rocessed By	Sarah Mider							
	WO D		Installation at	dent ste	*		Event Date								
	Call	teference	CN0000474				Contract No	C00000042			Ť.				
	Buy Bac	k Supplier	SUP001		P	Sell G	)ff Customer	CU\$001		1	5				
			Buy Back Supp	ler	*			Cash Sales Ac	count						
					+										
fidor	graßerat	io fidOr	ignaPart	fdDestWhseNam	e fdDestBi	inliane fdPur	hasePrice	fdReplacem	entSeriaNo		fdReplac	enentPart	fdSource	eWheeN	me
fidori V 18-30		-													
18-X	1200	5P18	18	Assets Warehous	e Internal	Assets	1 165.00	1818-0890			\$21818		Main Wa	rehouse	
															1
Open W	indows *												04 Jan 3	2018	10



- You will return to the Swap Outs for WO Code [] screen.
- A Swap Out Processing message box will pop up informing you that;
  - Swap Out saved successfully.
- Click on **OK**.





• You can now view the recently recorded swap out in this screen.



	one 6	Equipment and Locatio	ons Contract I	Finance and HR Inventor	v Maintenance an	d Protects Ma	inufacturing Procurement	Sales Service	Reporting 11	tites =	9
Add E		Save Layout Works Parmat	0	Eport							
fidSuppl	ierCode	fdSupplerName	fdCustomerCode	fdCustomerName	fdCalReference	fdWOCode	fdWODesc	fidContractivo	fdEventDate	fdProce	ssedBy
E SUPO	01	Buy Back Suppler	CU5001	Cash Sales Account	CN0000474	WO0001386	Installation at client site	C00000042	20 Jun 2017	Belinda :	Sama
e supo		Buy Back Suppler		Cash Sales Account	CN0000474	W00001386	Installation at client site	C00000042	21 Jun 2017	Susan D	
🗉 supo	01	Buy Back Suppler	CU5001	Cash Sales Account	CN0000474	W00001386	Installation at client site	C0000042	07 Jan 2018	Sarah M	lder

Notes:

Help v2024.5.0.7/1.0 - Pg 20 - Printed: 04/07/2024



- The system processes the **buy back** and **sale**.
- You will need to Print the Sales Invoice and Accept the Supplier Invoice to complete the process.

MNU.122.025