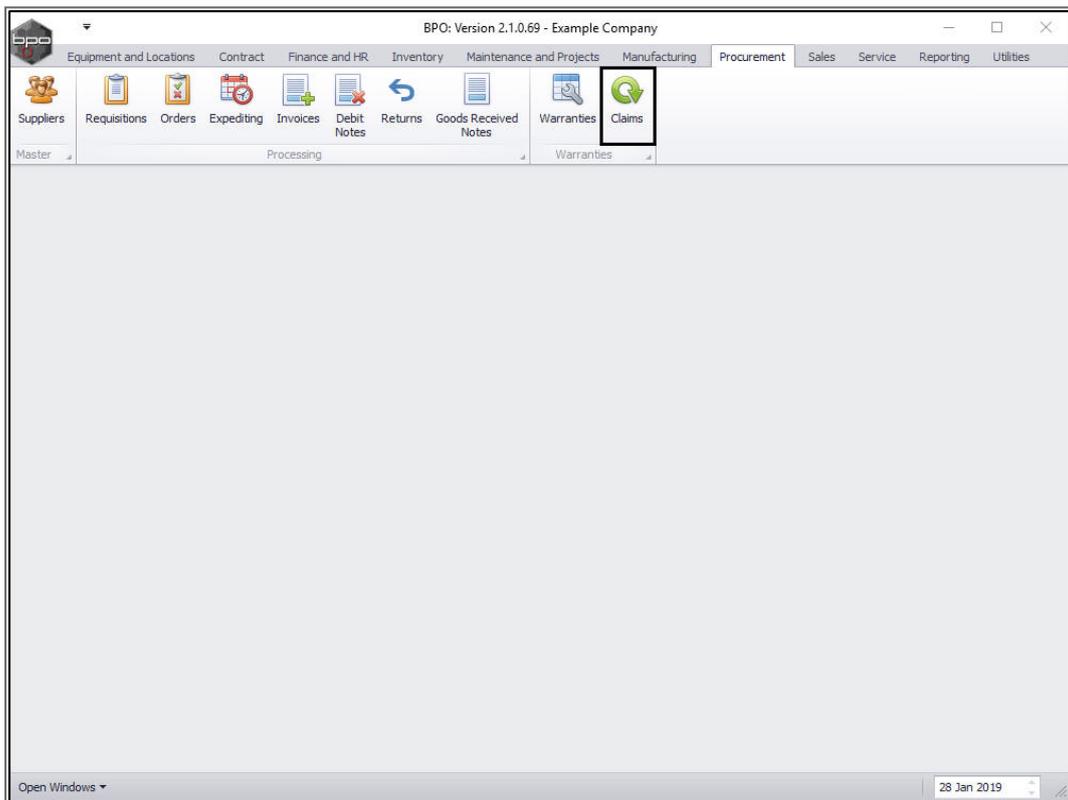We are currently updating our site; thank you for your patience.

PROCUREMENT

ACCEPT / REJECT A WARRANTY CLAIM

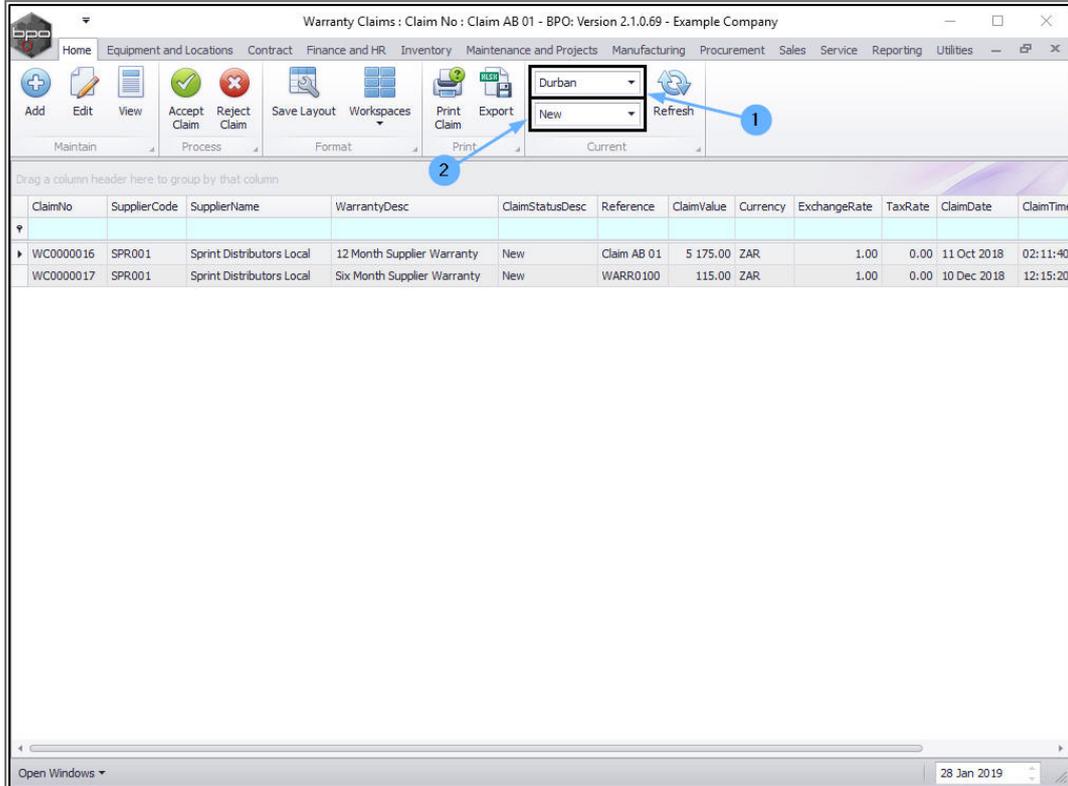**Ribbon Access:** Procurement > Claims

WARRANTY CLAIM LISTING

The **Warranty Claims: Claim No: [ ]** screen will be displayed.

ACCEPT WARRANTY CLAIM

Select the Site and Status

1. Select the **site**.
   - In this image **Durban** has been selected.
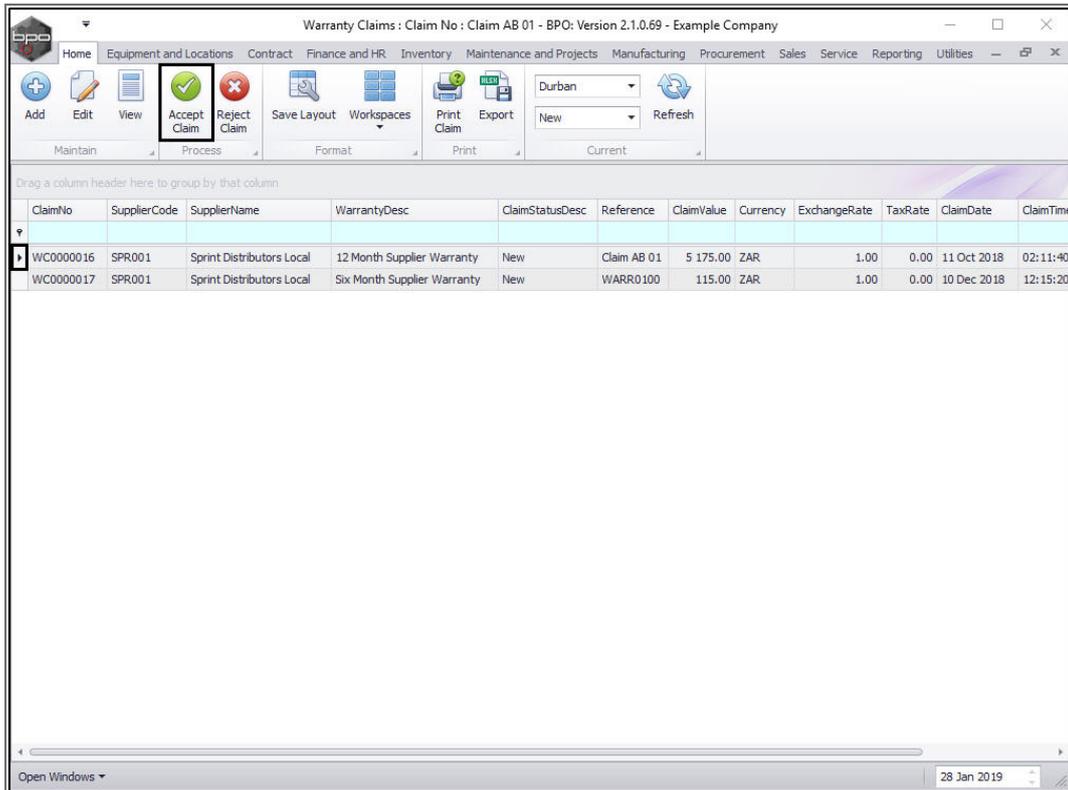2. Select the **status**.
   - This must be set to **New**.

SELECT WARRANTY CLAIM

- Click on the **row selector** in front of the **Claim No** that you wish to **Accept**.
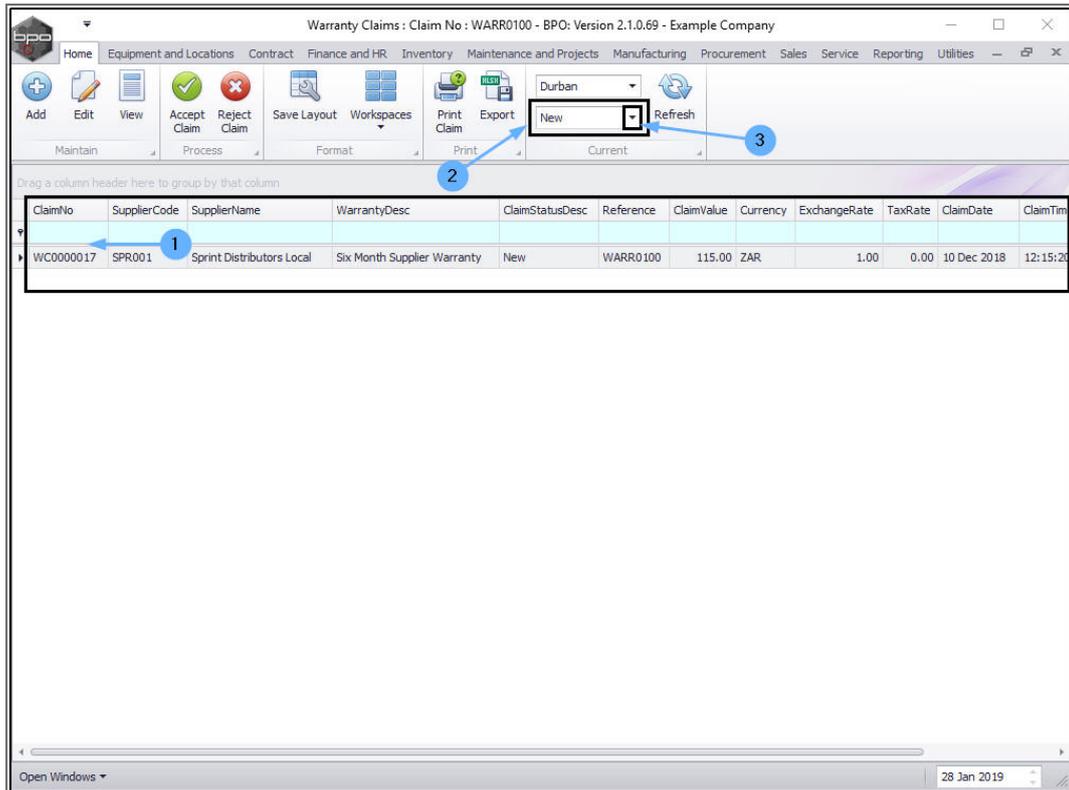
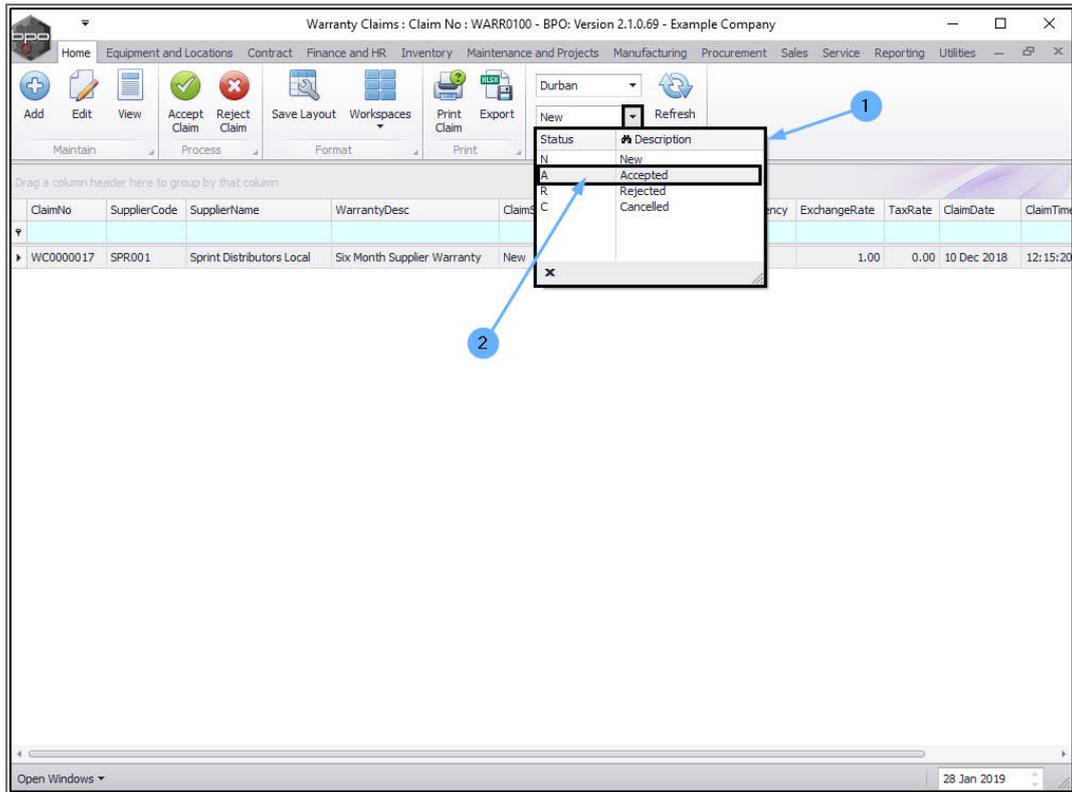## ACCEPT WARRANTY CLAIM

- Click on **Accept Claim**

1. The selected claim will be **removed** from the Warranty Claims screen where
2. the status is set to **New**.
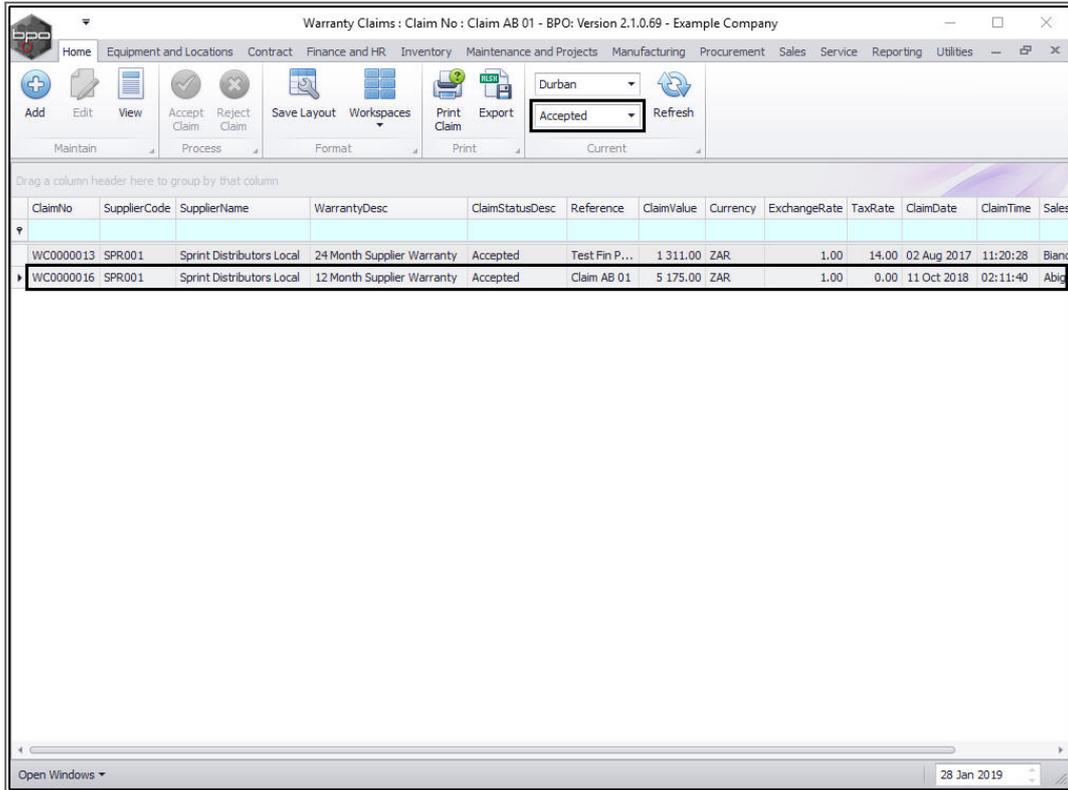
VIEW WARRANTY CLAIM IN ACCEPTED STATUS

3. Click on the **drop-down arrow** in the **Status** field.

1. The Status drop-down **menu** will be displayed.
2. Click on **A-Accepted** in this list.

- The claim can now be found in the **Warranty Claims: Claim No: [ ]** screen where the **status** is set to **Accepted**.
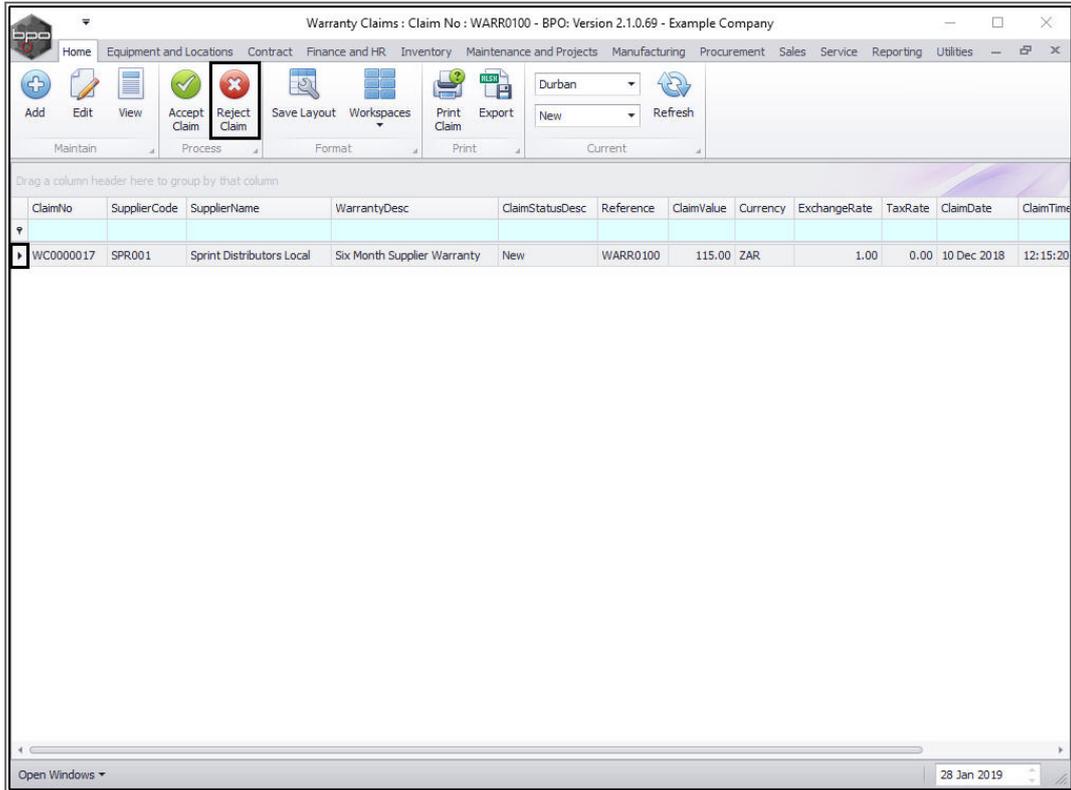
REJECT WARRANTY CLAIM

In the **Warranty Claims: Claim No: [ ]** screen,

SELECT WARRANTY CLAIM

1. Click on the **row selector** in front of the **Claim No** that you wish to **reject**.
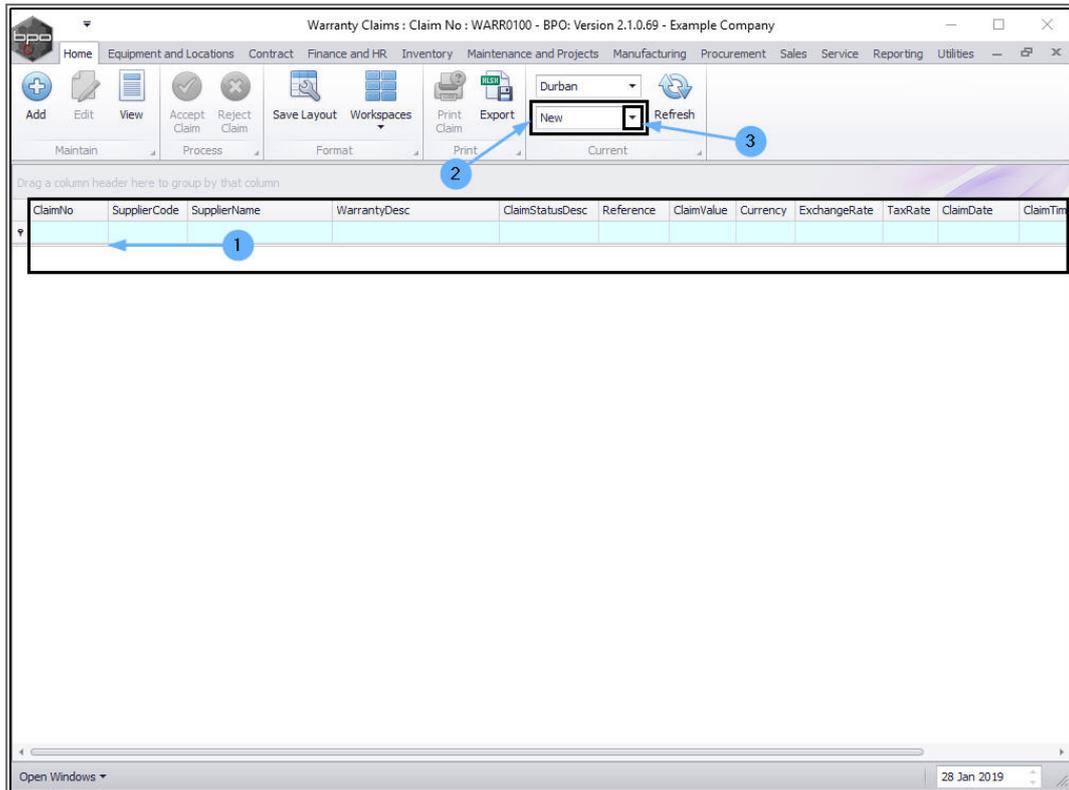
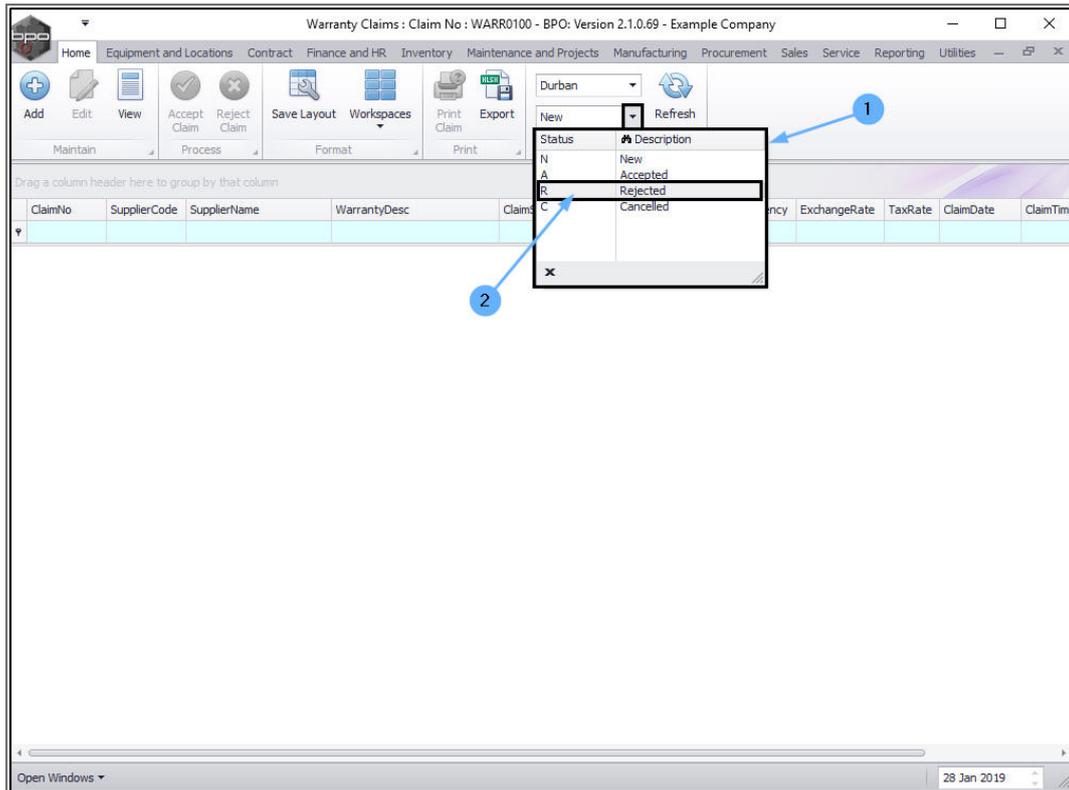## REJECT WARRANTY CLAIM

Click on **Reject Claim**.

VIEW WARRANTY CLAIM IN REJECTED STATUS

1. The selected claim will be **removed** from the **Warranty Claims** screen where
2. the status is set to **New**.
3. Click on the **drop-down arrow** in the **Status** field.

1. The Status drop-down **menu** will be displayed.
2. Click on **R-Rejected** in this list.

- The claim can now be found in the **Warranty Claims: Claim No: [ ]** screen where the **status** is set to **Rejected**.

MNU.133.002