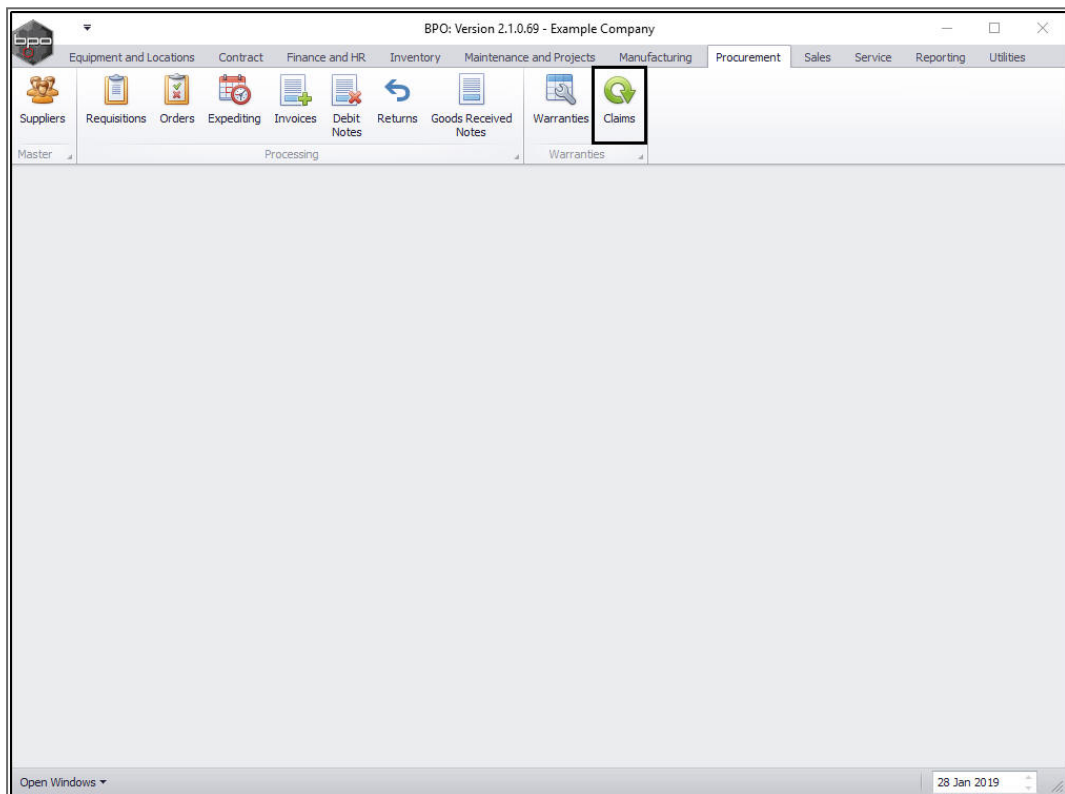


We are currently updating our site; thank you for your patience.

# PROCUREMENT

## PRINT A WARRANTY CLAIM

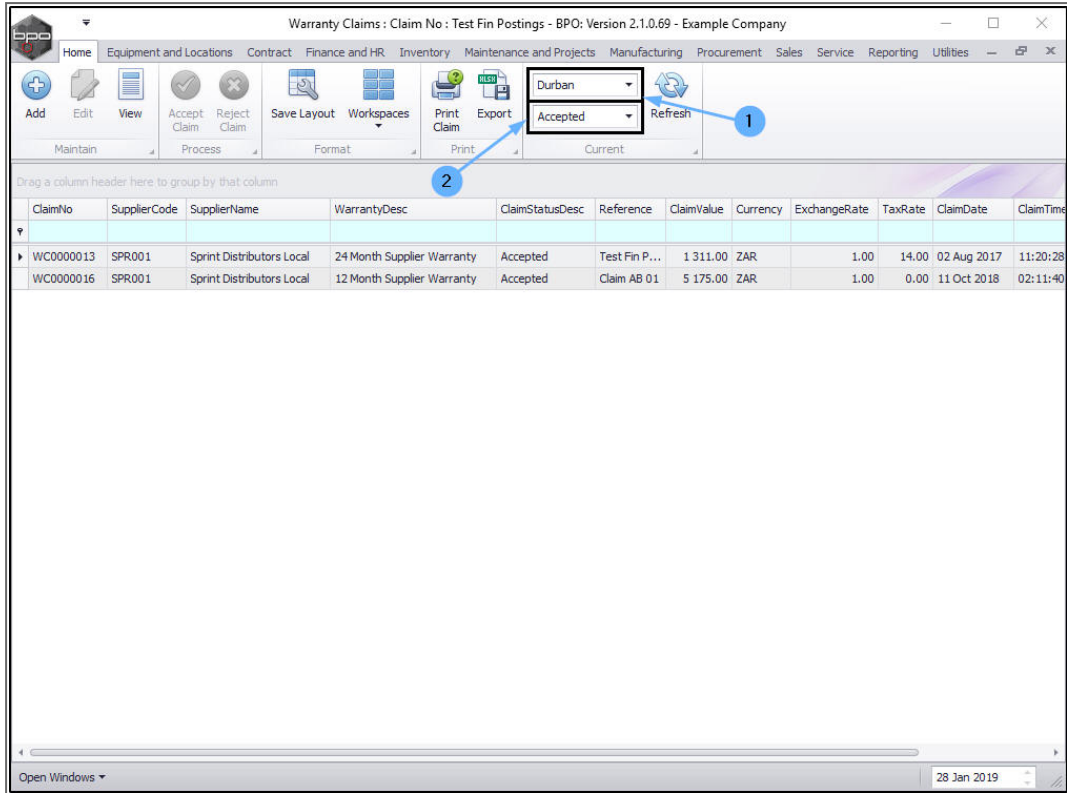
Ribbon Access: Procurement > Claims



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

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 **Accepted**.

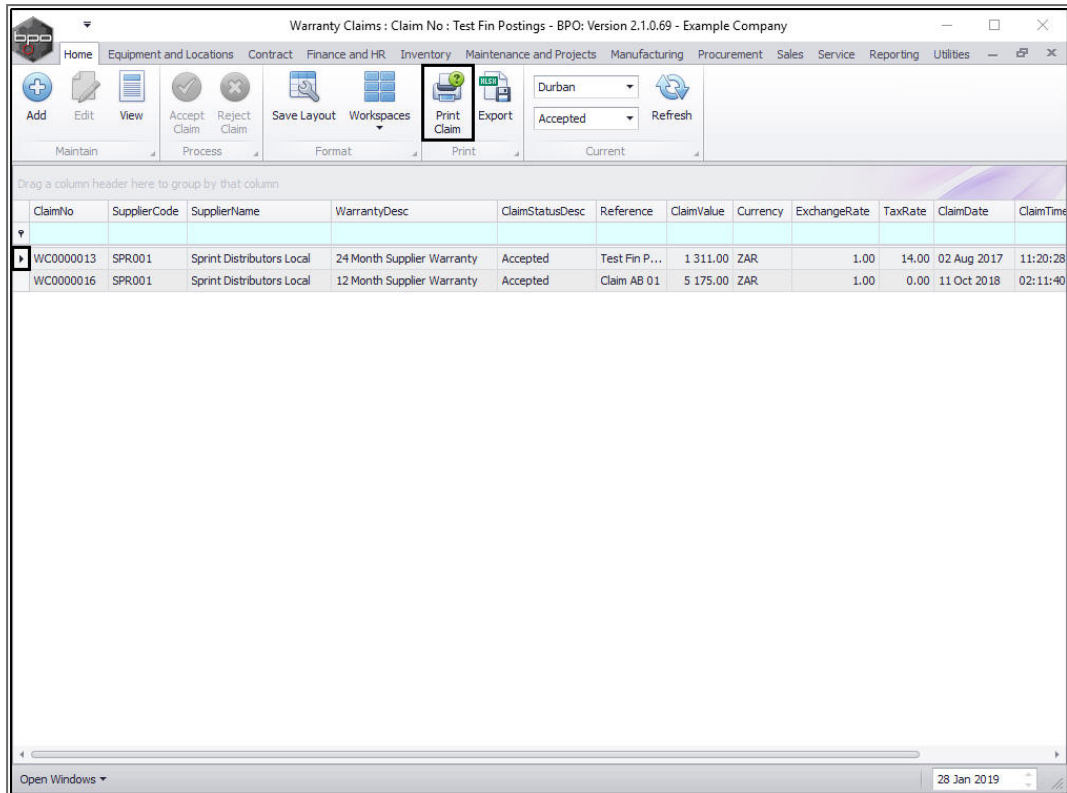


## SELECT WARRANTY CLAIM

- Select the **row** of the **Claim No** that you wish to **Print**.

## PRINT CLAIM

- Click on **Print Claim**.



## REPORT PREVIEW

The **Report Preview** screen will be displayed.

1. From here you can **View, Print, Export** or **Email** the Warranty Claim.
2. **Close** the Report Preview screen when done.

**Warranty Claim**  
**Example Company**  
 Street/No and Road Name PO Box 1234  
 Area New Town  
 City Durban  
 South Africa South Africa  
 0000 1234  
 Reg No.: 0000000asa4521 Fax No.: 031 12 4545  
 VAT No.: 0000000 Tel No.: 031 123 4567

**Document Ref.:** WC0000013  
**Claim Date:** 02 Aug 2017  
**Call No :**  
**Serial No :** 19-12345  
**Model No :** 1919  
**Contract No :**  
**Location :** reception

Processed By : Bianca Du Toit  
 Approved By : Bianca Du Toit

**Sales Person :** Bianca Du Toit  
**Your Ref :** Test Fin Postings

**Billing Address :** PO Box 1234  
 Forest Hills  
 Durban  
 1234  
 South Africa  
**Supplier :** Sprint Distributors Local  
**VAT No. :** 456789123

**Shipping Address :** 685 Forest Grove Road  
 Forest Hills

Code	Description	Quantity	Unit Cost	Net Price	Tax	Total
SP1919	19-12345 - SP1919 Sprint Colour MFC	1	.00	.00	.00	.00
1616-147K	Black toner SP1616	1	350.00	350.00	49.00	399.00

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