

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

## PROCUREMENT

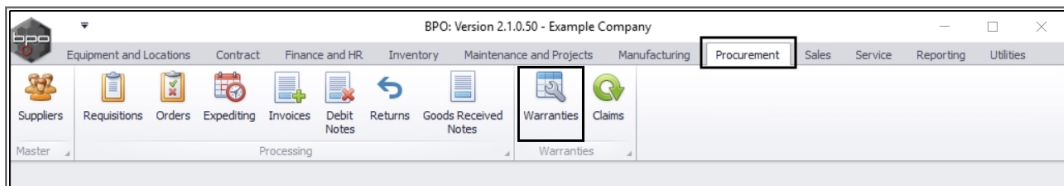
### LINK ASSET TO A WARRANTY

Warranty details can be viewed on the asset and can be assigned:

- through the auto apply warranty feature when the asset is GRN'd
- or by assigning an asset / equipment item to the warranty.

This process links an asset to a warranty.

**Ribbon Access:** Procurement > Warranties



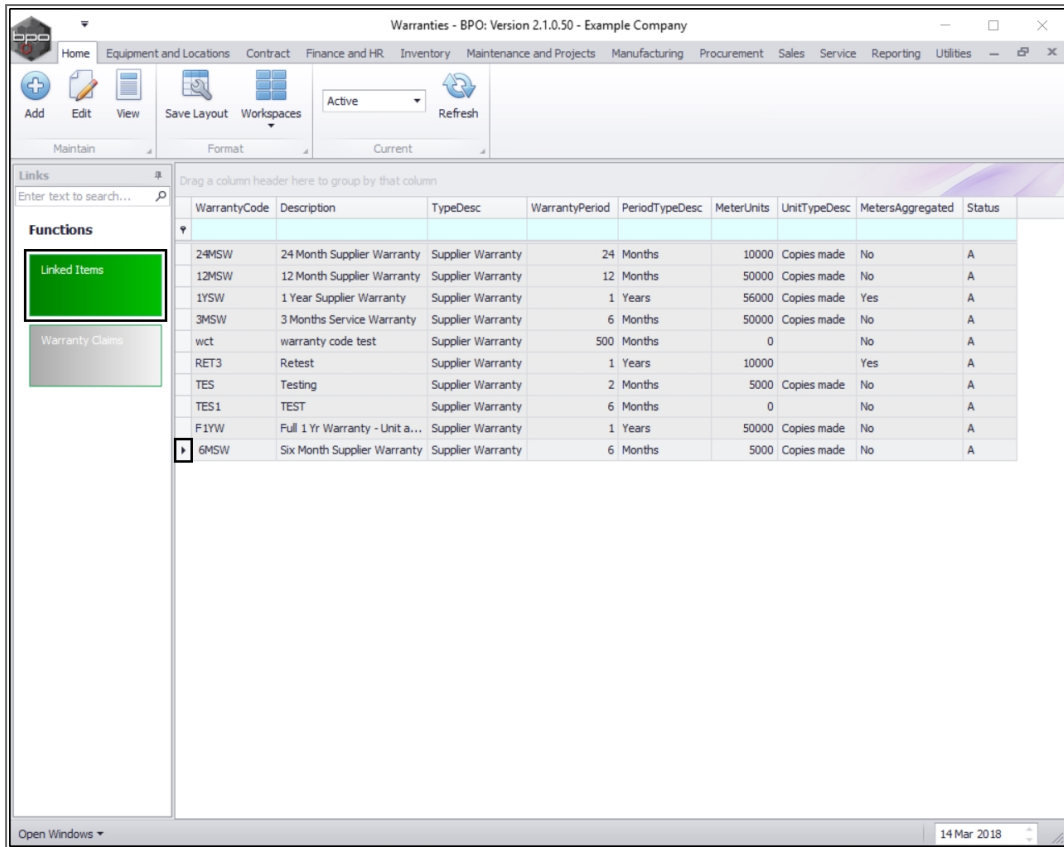
- The **Warranties** listing screen will be displayed.

### SELECT WARRANTY DEFINITION

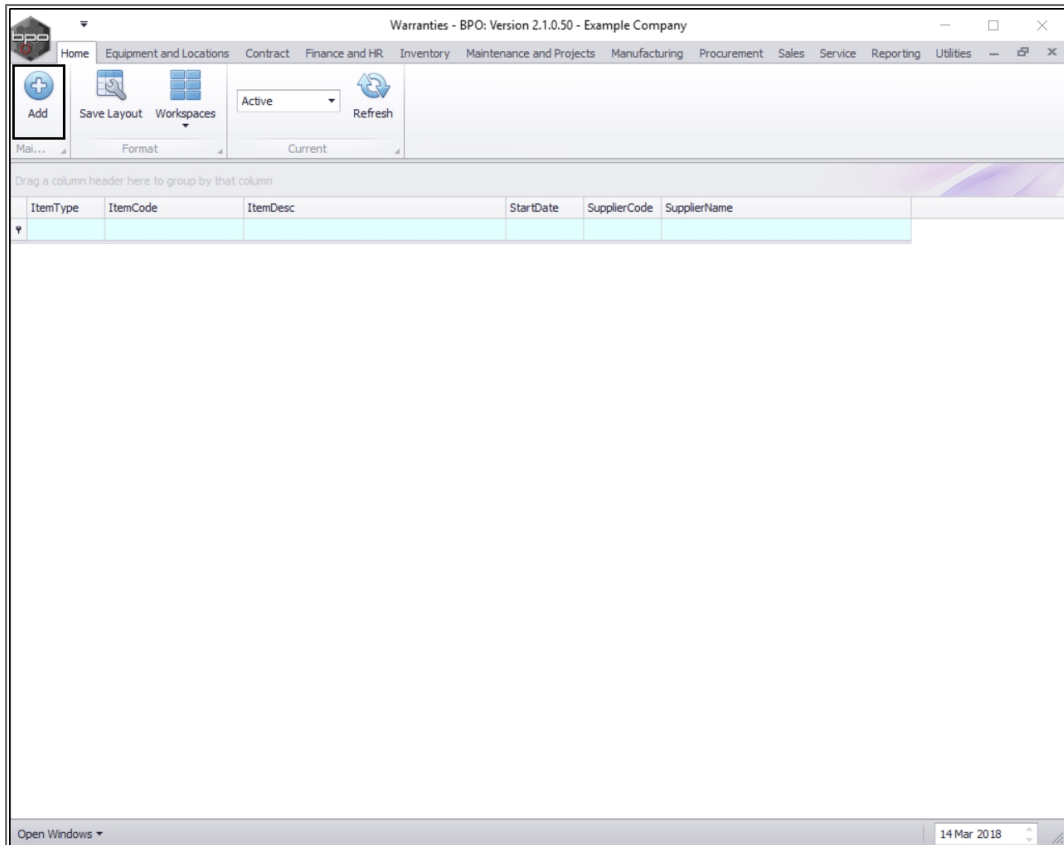
- Select the **row** of the **warranty** where you wish to **link** an **asset**.

### LINKED ITEMS TILE

- Click on the **Linked Items** tile.



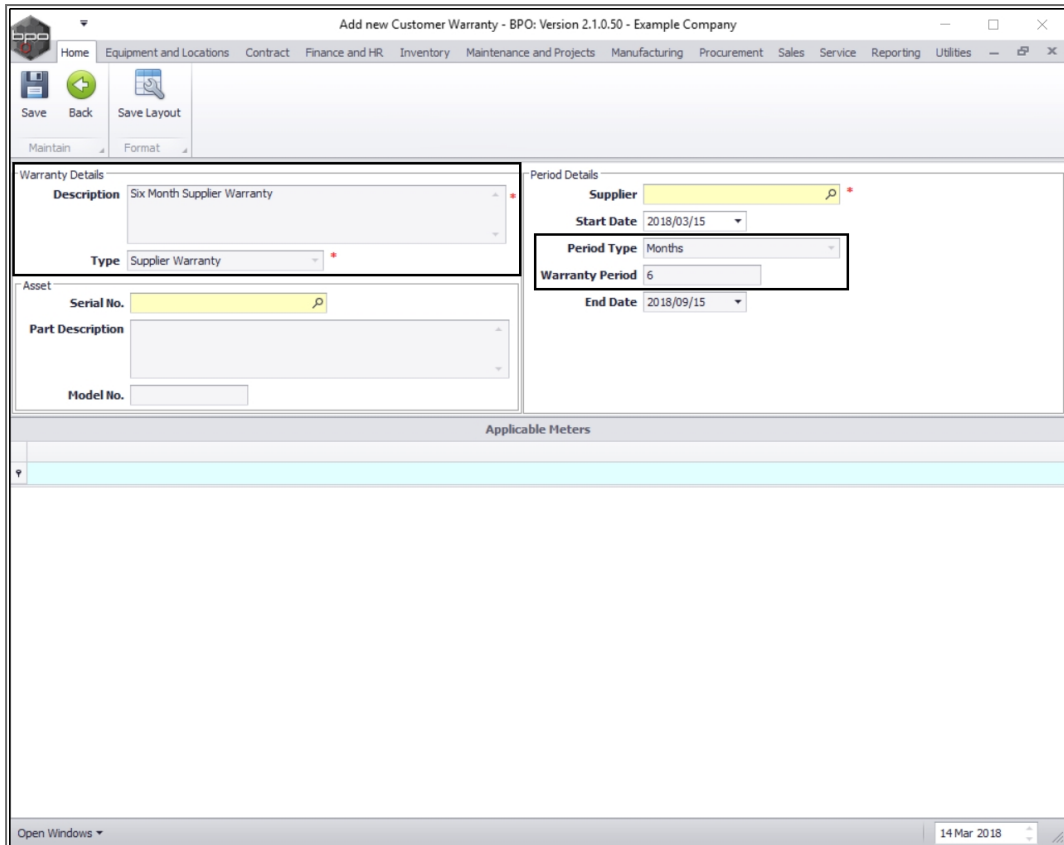
- The **Warranties** screen will be displayed.
  - If you have assets already linked to this warranty, they will be listed here.
- Click on **Add**.



- The **Add new Customer Warranty** screen will be displayed.

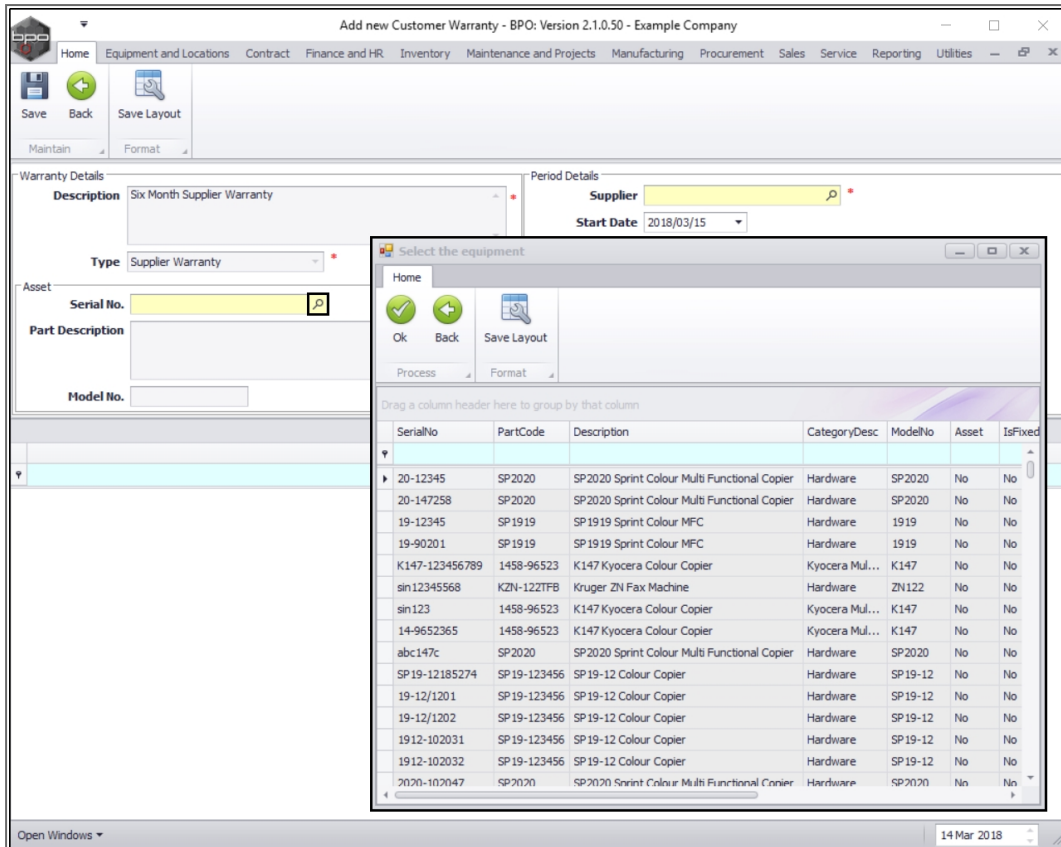
## **WARRANTY DETAILS AND PERIOD TYPE**

- You will note that this screen has populated with the **Warranty Details** and **Period Type** details of the selected warranty.

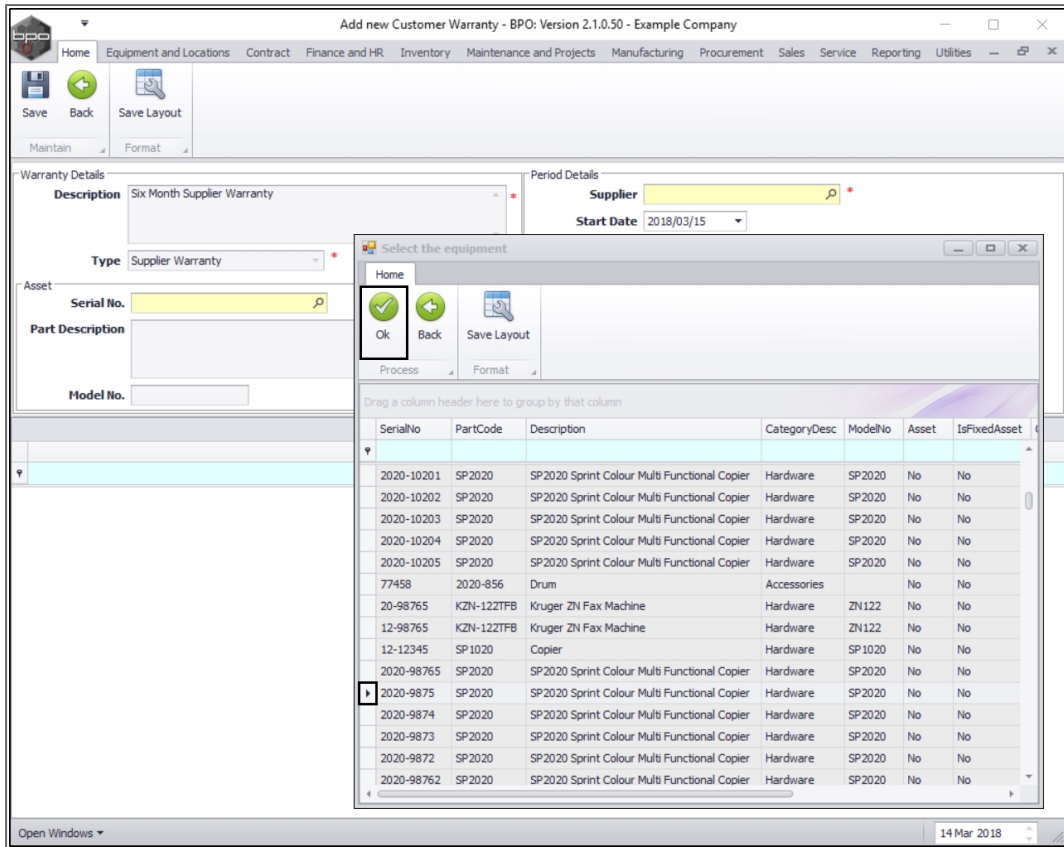


## SELECT ASSET TO LINK

- In the **Asset** frame, click on the **search** button in the **Serial No.** text box.
- A **Select the equipment** screen will pop up.



- Select the **row** of the asset that you wish to **link** to this warranty.
- Click on **Ok**.



## PART DESCRIPTION AND MODEL NO.

- The **Part Description** and **Model No.** will now populate with the details of the selected asset.

## APPLICABLE METERS

- The **Applicable Meters** panel will now populate with the machine meter details linked to the selected asset, if there are meters linked.
  - **Note:** In this image, there is a **Mono** meter and a **Colour** meter linked to the selected asset.

Add new Customer Warranty - BPO: Version 2.1.0.50 - Example Company

Home | Equipment and Locations | Contract | Finance and HR | Inventory | Maintenance and Projects | Manufacturing | Procurement | Sales | Service | Reporting | Utilities

Save | Back | Save Layout

Maintain | Format

**Warranty Details**

Description: Six Month Supplier Warranty

Type: Supplier Warranty

**Asset**

Serial No.: 2020-9875

Part Description: SP2020 Sprint Colour Multi Functional Copier

Model No.: SP2020

**Period Details**

Supplier: [Search]

Start Date: 2018/03/15

Period Type: Months

Warranty Period: 6

End Date: 2018/09/15

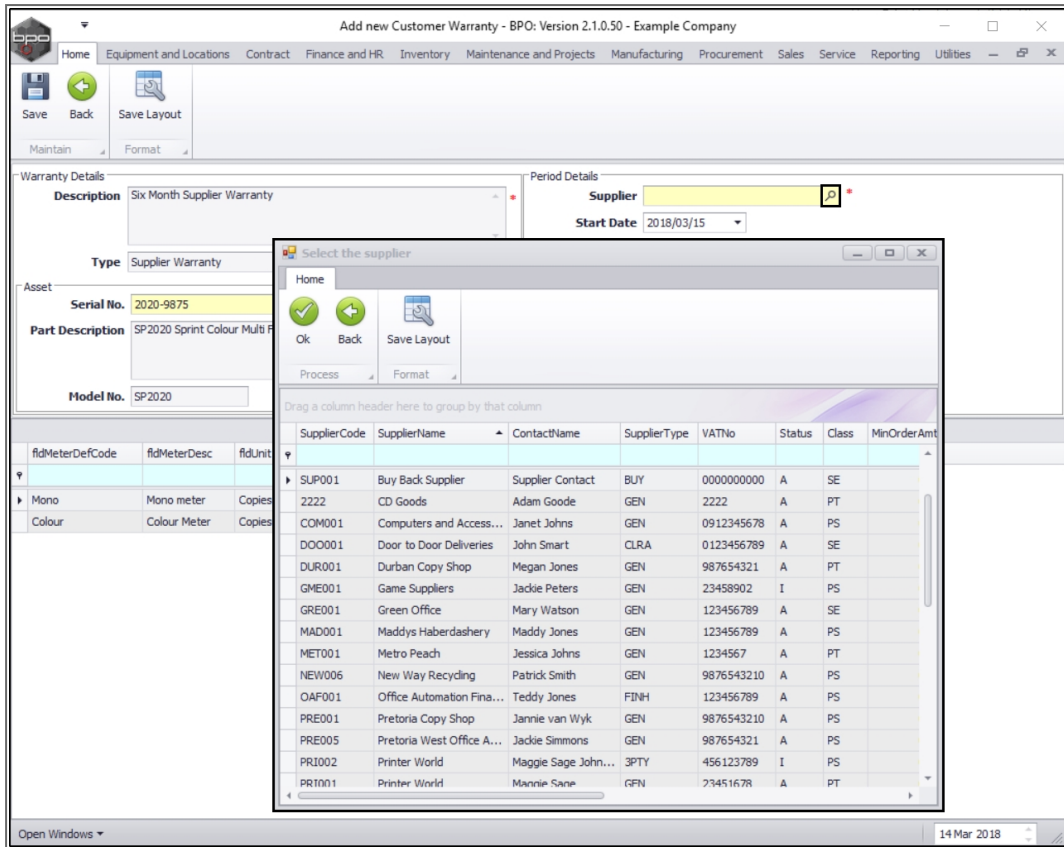
**Applicable Meters**

fidMeterDefCode	fidMeterDesc	fidUnit	fidMeterWarrantyUnits	fidStartReading	fidCurrentReading	fidMeterBalance
Mono	Mono meter	Copies	3000	900.00	900.00	3000
Colour	Colour Meter	Copies	2000	1 000.00	1 000.00	2000

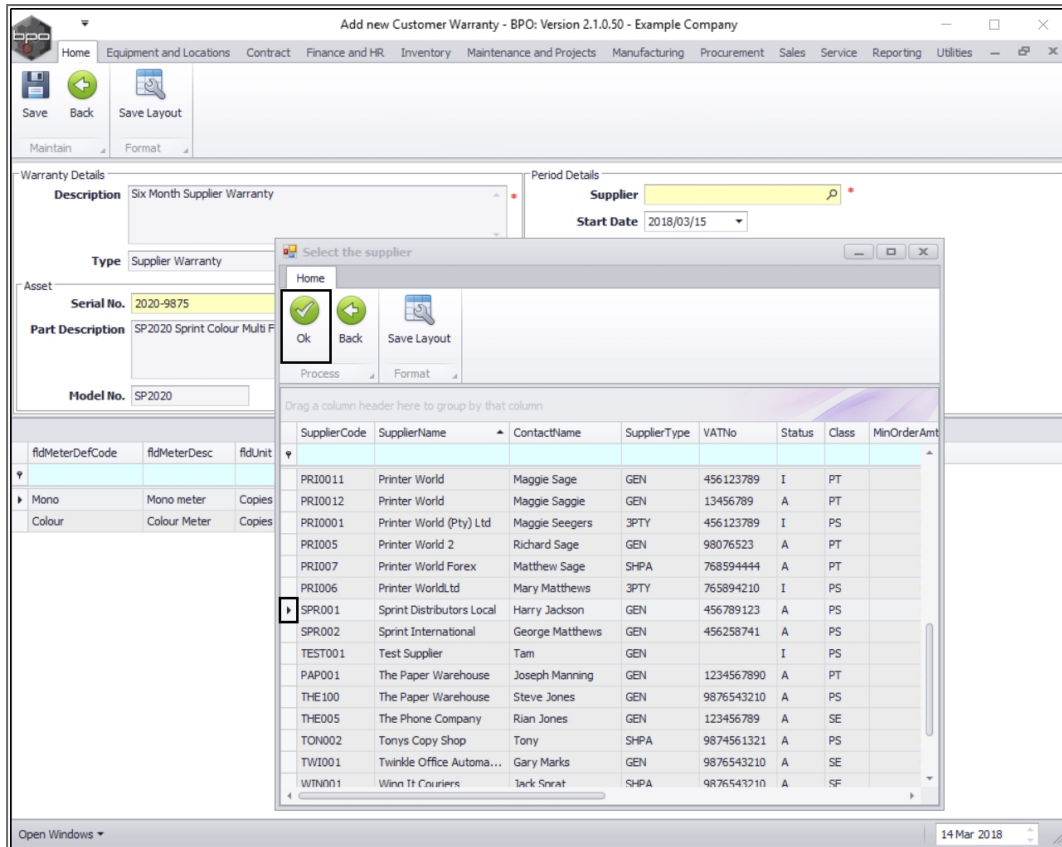
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## SELECT WARRANTY SUPPLIER

- In the **Supplier** text box, click on the **search** button.
- A **Select the supplier** screen will pop up.



- Select the **row** of the **supplier** who has issued this warranty.
- Click on **Ok**.



## WARRANTY START DATE

- **Start Date:** Click on the drop-down arrow and use the calendar function to select the date from which the Warranty **begins**.

## WARRANTY END DATE

- **End Date:** Click on the drop-down arrow and use the calendar function to select the date on which the warranty **ends**.

Add new Customer Warranty - BPO: Version 2.1.0.50 - Example Company

Home | Equipment and Locations | Contract | Finance and HR | Inventory | Maintenance and Projects | Manufacturing | Procurement | Sales | Service | Reporting | Utilities

Save | Back | Save Layout

Maintain | Format

**Warranty Details**

**Description** Six Month Supplier Warranty

**Type** Supplier Warranty

**Asset**

**Serial No.** 2020-9875

**Part Description** SP2020 Sprint Colour Multi Functional Copier

**Model No.** SP2020

**Period Details**

**Supplier** Sprint Distributors Local

**Start Date** 2018/03/15

**Period Type** Months

**Warranty Period** 6

**End Date** 2018/09/15

**Applicable Meters**

fidMeterDefCode	fidMeterDesc	fidUnit	fidMeterWarrantyUnits	fidStartReading	fidCurrentReading	fidMeterBalance
Mono	Mono meter	Copies	3000	900.00	900.00	3000
Colour	Colour Meter	Copies	2000	1 000.00	1 000.00	2000

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## SAVE LINKED WARRANTY

- When you have finished adding details to this screen, click on **Save**.

Add new Customer Warranty - BPO: Version 2.1.0.50 - Example Company

Home | Equipment and Locations | Contract | Finance and HR | Inventory | Maintenance and Projects | Manufacturing | Procurement | Sales | Service | Reporting | Utilities

Save | Back | Save Layout

Maintain | Format

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**Warranty Details**

Description: Six Month Supplier Warranty

Type: Supplier Warranty

**Asset**

Serial No.: 2020-9875

Part Description: SP2020 Sprint Colour Multi Functional Copier

Model No.: SP2020

**Period Details**

Supplier: Sprint Distributors Local

Start Date: 2018/01/01

Period Type: Months

Warranty Period: 6

End Date: 2018/07/01

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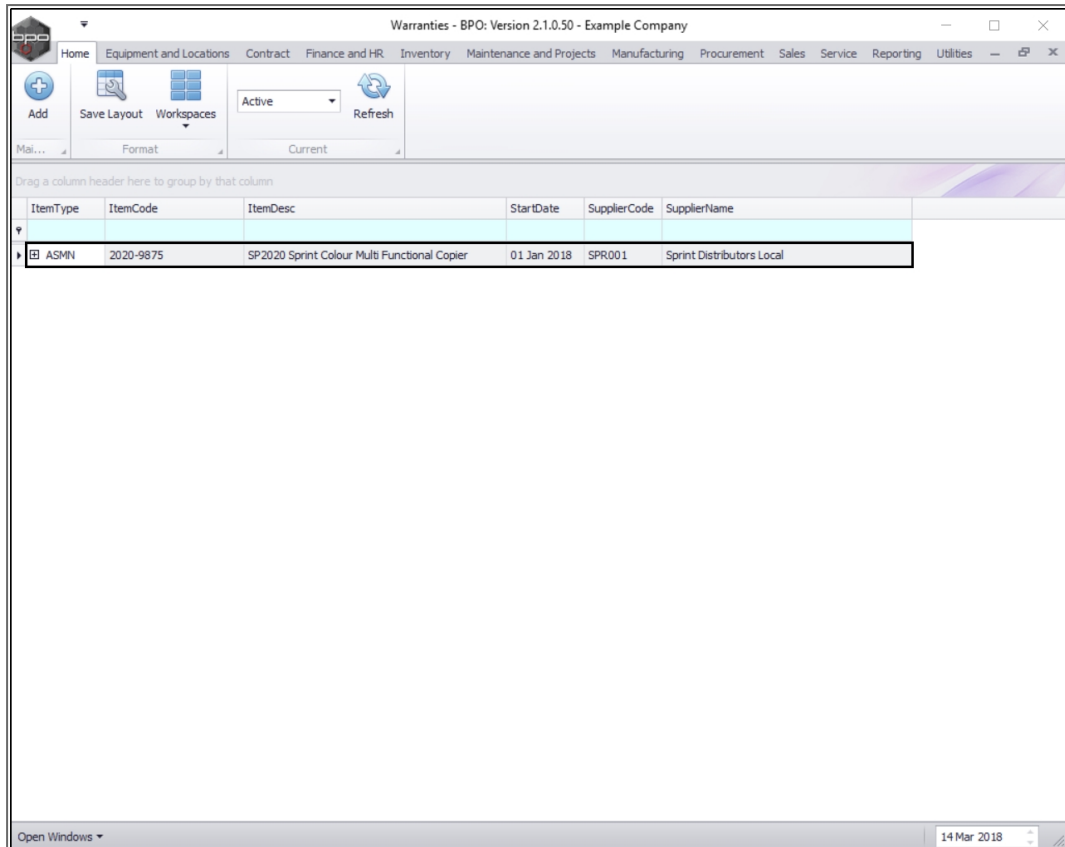
**Applicable Meters**

fidMeterDefCode	fidMeterDesc	fidUnit	fidMeterWarrantyUnits	fidStartReading	fidCurrentReading	fidMeterBalance
Mono	Mono meter	Copies	3000	900.00	900.00	3000
Colour	Colour Meter	Copies	2000	1 000.00	1 000.00	2000

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## VIEW ASSET LINKED TO WARRANTY

- The linked asset details will be saved, and you will return to the **Warranties** listing screen.
- You can now view the details of the newly linked asset.



Warranties - BPO: Version 2.1.0.50 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Add Save Layout Workspaces Active Refresh

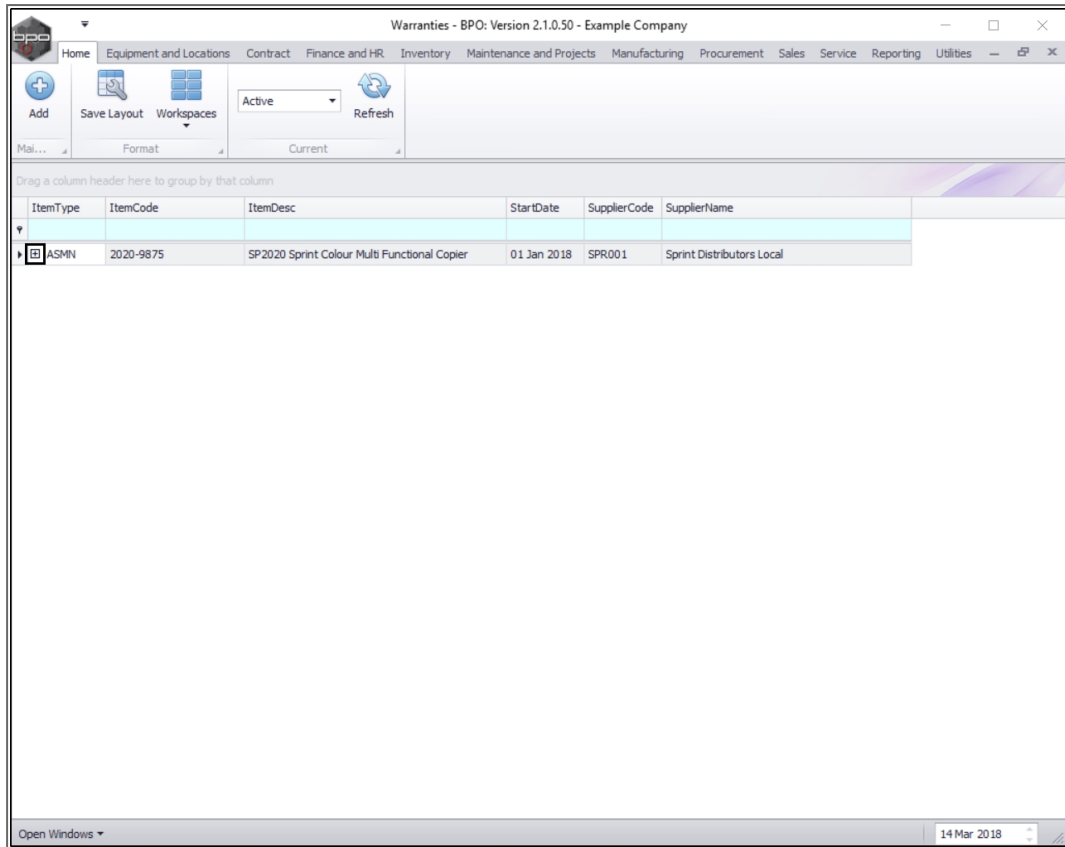
Drag a column header here to group by that column

ItemType	ItemCode	ItemDesc	StartDate	SupplierCode	SupplierName
ASMN	2020-9875	SP2020 Sprint Colour Multi Functional Copier	01 Jan 2018	SPR001	Sprint Distributors Local

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## VIEW METERS LINKED TO ASSET

- Click on the **expand button** in the row of the asset where you wish to view the linked **meters**.



Warranties - BPO: Version 2.1.0.50 - Example Company

Home | Equipment and Locations | Contract | Finance and HR | Inventory | Maintenance and Projects | Manufacturing | Procurement | Sales | Service | Reporting | Utilities

Add | Save Layout | Workspaces | Active | Refresh

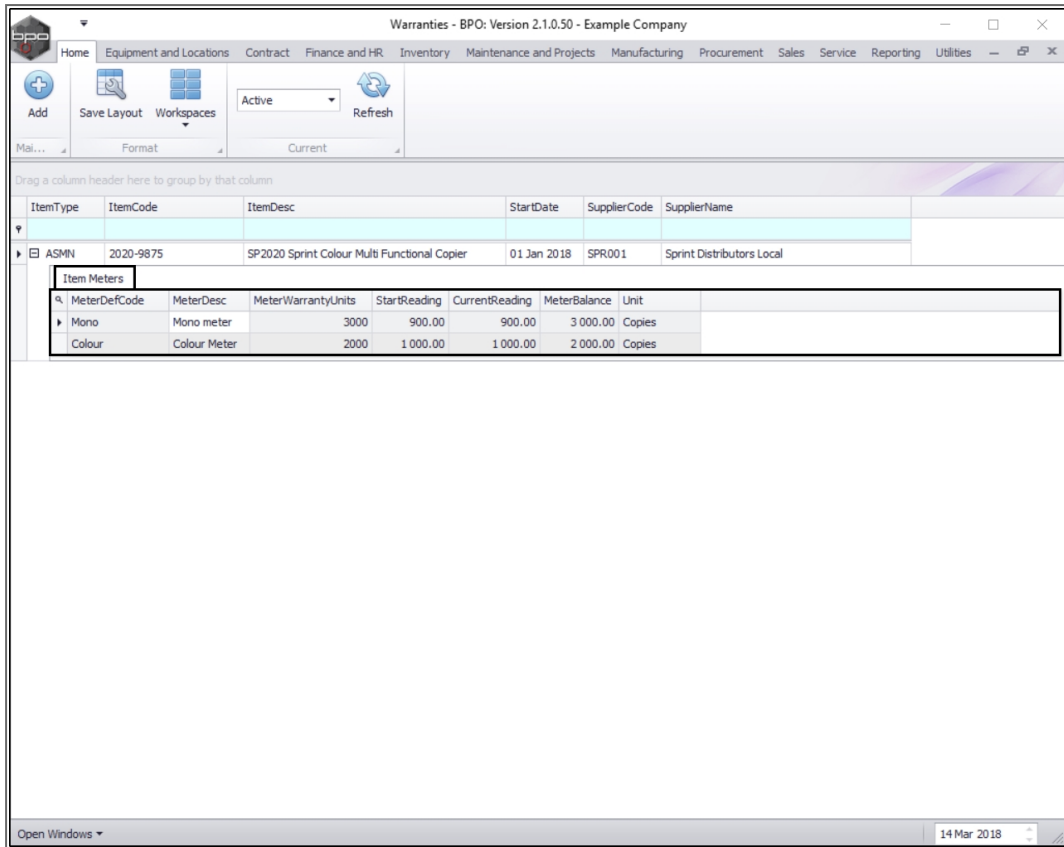
Mail... | Format | Current

Drag a column header here to group by that column

ItemType	ItemCode	ItemDesc	StartDate	SupplierCode	SupplierName
ASMN	2020-9875	SP2020 Sprint Colour Multi Functional Copier	01 Jan 2018	SPR001	Sprint Distributors Local

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- The **Item Meters** frame will be expanded.
- Here you can view the **Meter(s)** and the **Meter Reading(s)** for the selected asset.



- **Collapse** the Item Meters frame and **close** this screen to return to the **Warranties** listing screen.

Warranties - BPO: Version 2.1.0.50 - Example Company

Home | Equipment and Locations | Contract | Finance and HR | Inventory | Maintenance and Projects | Manufacturing | Procurement | Sales | Service | Reporting | Utilities

Mail... | Format | Current

Drag a column header here to group by that column

ItemType	ItemCode	ItemDesc	StartDate	SupplierCode	SupplierName
ASMN	2020-9875	SP2020 Sprint Colour Multi Functional Copier	01 Jan 2018	SPR001	Sprint Distributors Local

Item Meters

MeterDefCode	MeterDesc	MeterWarrantyUnits	StartReading	CurrentReading	MeterBalance	Unit
Mono	Mono meter	3000	900.00	900.00	3 000.00	Copies
Colour	Colour Meter	2000	1 000.00	1 000.00	2 000.00	Copies

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