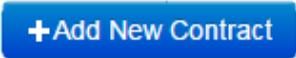


Contracts

Creation, Submission and Approval

Contract Creation

Creating a contract against a customer is a simple process. Click on the  button on the customer summary screen, or from the contracts screen, and then select the contract type:

- New connections/ports/migrations
- Upgrades
- Number Change
- Customer Change

Select a term, start date or end date and a blank contract will be generated for you against the selected customer

Contract Completion


There are two ways to add connections to contracts

Individually

You can add connections one at a time using the form to complete all of the required details.

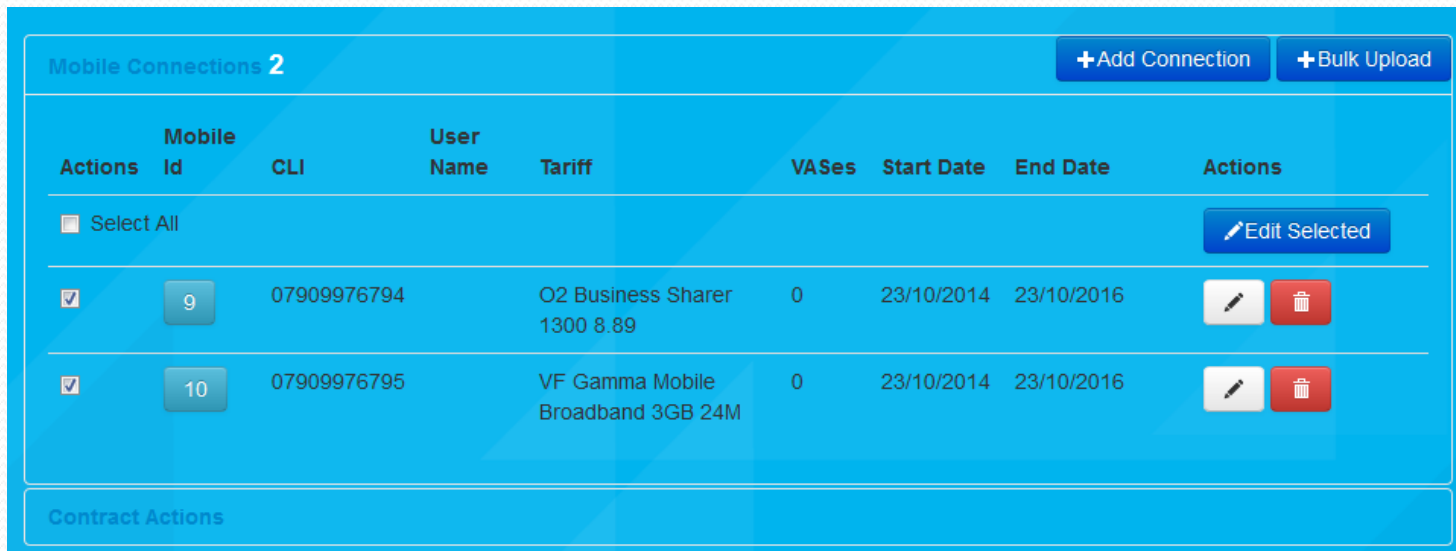
The details are validated as you enter them to make sure they are correct prior to submission, ensuring the reduction in provisioning issues.

Bulk Upload Tool

Just click the  button to download an excel spreadsheet that allows you to upload multiple connections in a single transaction. Removing the need to individually add tens or hundreds of connections. See the next page on how to edit multiple connections at the same time.

Contract Amendment

It is possible to edit individual connections as well as doing it in a bulk transaction. Simply select the connections you want to edit and choose the way you want to edit them.



Actions	Mobile Id	CLI	User Name	Tariff	VASes	Start Date	End Date	Actions
<input type="checkbox"/> Select All								Edit Selected
<input checked="" type="checkbox"/>	9	07909976794	O2 Business Sharer	1300 8.89	0	23/10/2014	23/10/2016	Edit Delete
<input checked="" type="checkbox"/>	10	07909976795	VF Gamma Mobile	Broadband 3GB 24M	0	23/10/2014	23/10/2016	Edit Delete

Contract Actions

Contract Submission

You can submit a contract in two ways:

- Create a PDF

Just click on the PDF button and a PDF version of the contract will be downloaded for you.

- Send for Email Signature

Have the contract sent directly to your customer. They can view the contract, agree to the terms and conditions, and even sign it from their own offices or mobile device.

Contract Provisioning

Within the admin section for internal users, there is a processing mechanism for approving contracts, setting

Contracts

Contract #	Dealer Code	Customer	Mobile	Start Date	End Date	Contract	Actions
7	ABC123	Graham's Widgets	1	22/10/2014	22/10/2016	Download	Approve Mark as Draft
6	ABC123	Graham Roy	1	23/10/2014	23/10/2016		Approve Mark as Draft
5	ABC123	Graham Roy	1	23/10/2014	23/10/2016		Approve Mark as Draft

specific port dates, returning to the partner to submit again if there are any errors on the contract. Contracts can be assigned to internal users where tasks need to be carried out.

Partner View

Your partner can see exactly where their contracts are up to from their contract summary screen, where they can also carry out various contract actions.

Home / Contract List

Contract

Draft With Customer Processing Port Locked Completed

Contract #	Dealer Code	Customer	Mobiles	Start Date	End Date	Contract	Actions
6	ABC123	Graham Roy	1	23/10/2014	23/10/2016	Download	Submit Mark as Draft
5	ABC123	Graham Roy	1	23/10/2014	23/10/2016	Download	Submit Mark as Draft
4	ABC123	Graham Roy	1	23/10/2014	23/10/2016	Download	Submit Mark as Draft