|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Reference: FSSGPR02D  Annexure: N/A  Revision No.: 04  Date: 17.08.20  Page 1 of 1 | | | | | | **Quality Management System**  **Procedure Manual**  **Record** | | | | | | | Logo  Description automatically generated with medium confidence | | | | | | | |
| **VARIATION INSTRUCTION** | | | | | | Version 4.29 | | | | | | | **${salesDivision}** | | | | | | | |
| Area Manager | | | ${areaManagerName} | | | AM code | | | | | ${salesGrp} | | VI no. | | | | | |  | |
| Ops Manager | | | ${opsManagerName} | | | Ops Mgr code | | | | | ${salesDistrictCode} | | Client Order no. | | | | | | ${orderNo} | |
| Regional Manager | | | ${regManName} | | | Profit Centre | | | | | ${profitCenter} | | Effective date of VI | | | | | |  | |
| Salesperson | | | ${salesExecName} | | | Sales code | | | | | ${salesExecCode} | |  | | | | | |  | |
|  | | | | | | | | | | | | | | | | | | | | |
| NEW | PROFIT CENTRE TRANSFER | | | | | CANCELLATION | | | | | ADDITION | | | | REDUCTION | | | | | PRICE CHANGE |
|  | | | | | | | | | | | | | | | | | | | | |
| **CUSTOMER DETAILS** | | | | |  | | | **INDUSTRY TYPE** | | | | | | | | | | ${clientIndustry} | | |
| Contract Name | | | | | ${companyName} | | | Contract Code | | | | | | | | | | ${sapQuoteNum} | | |
| Contact Person | | | | | ${accContactName} | | | SAP Quote Number | | | | | | | | | | ${sapQuoteNum} | | |
| Telephone No | | | | | ${accTelNo} | | | SAP Customer No | | | | | | | | | |  | | |
| Fax No | | | | | ${accFaxNo} | | | Billing Type | | | | | | | | | |  | | |
| E-mail Address | | | | | ${accEmailAddress} | | | Sales ORG | | | | | | | | | | ${salesOrg} | | |
| Street Address | | | | |  | | | Sales Division | | | | | | | | | | ${salesDivision} | | |
|  | | | | |  | | | AM Tool Classification | | | | | | | | | |  | | |
|  | | | | |  | | | Reason for Win/Loss | | | | | | | | | |  | | |
|  | | | | |  | | |  | | | | | | | | | |  | | |
|  | | | | | | | | | | | | | | | | | | | | |
| Company Responsible for Payment | | | | | | |  | | | | | | | | | | | | | |
| Vat Number | | | | | | |  | | | | | | | | | | | | | |
| Contact Person Responsible for Payment | | | | | | |  | | | | | | | | | | | | | |
| Telephone Number | | | | | | |  | | | | | | | | | | | | | |
| Postal Address | | | | | | |  | | | | | | | | | | | | | |
| E-Mail Address | | | | | | |  | | | | | | | | | | | | | |
| Street Address | | | | | | |  | | | | | | | | | | | | | |
| **DESCRIPTION OF INVOICE / REVISED CHARGE** | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | |
| **Profit Centre change** | | | | Contract transferred from: | | | | |  | | | | | to: | |  | | | | |
| **BREAKDOWN OF PRICING** | | | | | | | | | | | | | | | | | | | | |
| Current Price | |  | | | |  | | | |  | |  | | | | |  | | | |
| Addition | |  | | | |  | | | | Signature | | Signature | | | | | Signature | | | |
| Reduction | |  | | | |  | | | | Completed by | | Authorised by | | | | | Captured by | | | |
| New Price | |  | | | |  | | | |  | |  | | | | |  | | | |
|  | |  | | | |  | | | | Date | | Date | | | | | Date | | | |
|  | |  | | | |  | | | |  | |  | | | | |  | | | |
|  | | Copy of Quotation | | | |  | | | |  | | Credit Limit (Client) | | | | |  | | | |
| Copy of Acceptance Letter/Order | | | | | |  | | | |  | |  | | | | |  | | | |
|  | | Copy of Costing | | | |  | | | | Credit Ref / Check done by | Signature | | | | | | |  | | | |
|  | |  | | | |  | | | | | Name | | | | | | |  | | | |