

# CONTRACTS

## CONTRACT EXPIRY – PURCHASE TO LEASE

For expired contracts that remain active, you have the ability to buy back serial numbers that have been selected, if the selected items are customer assets.

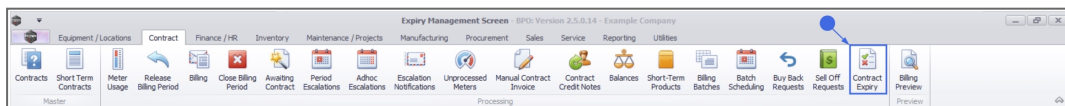
Approval of the Buy Back Requests auto processes the following:

- Removes the customer asset from Contract
- Creates a Purchase Requisition
- Approves the Purchase Requisition
- Creates a Purchase Order off the back of the PR Approval
- Prints the Purchase Order
- Creates a Supplier Invoice (The Supplier Invoice must be Approved manually)
- Receives the asset into store as a Stock Item
- Converts from Stock to Asset
- Re-links the Internal Asset to the Contract
- Re-links Fees and Meters

Ensure the Contract Buy Back Configuration is correctly configured.

## PURCHASE TO LEASE

**Ribbon** Select *Contract* > *Contract Expiry*



The **Contract Expiry Management** screen will be displayed.

**Select the Site**

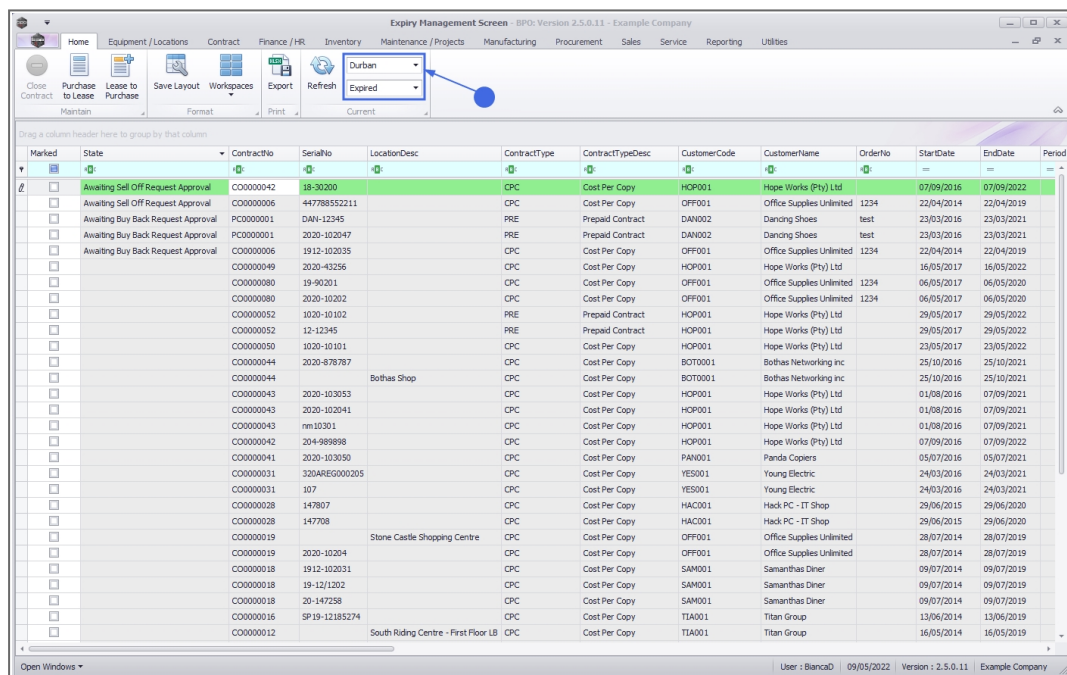
Your employee user record should be linked to a default site. In this case, the site will auto populate with this default, otherwise the site must be manually selected.

Another site can be selected, if required, and if you have the security rights to access the site.

If **All Sites** displays here, then you do not have a default site configured on your user record, and need to select the required site.

Upon opening, this screen will default to the **Expired** status, listing all the serial numbers on contracts that have expired, indicating the state of the serial number. The expiry date is based on the contract start date + contract period.

You can view all contracts, regardless of expiry date, by selecting the **All** status.



Marked	State	ContractNo	SerialNo	LocationDesc	ContractType	ContractTypeDesc	CustomerCode	CustomerName	OrderNo	StartDate	EndDate	Period
<input type="checkbox"/>	Awaiting Sell Off Request Approval	CO0000042	19-30200		CPC	Cost Per Copy	HOP001	Hope Works (Pty) Ltd		07/09/2016	07/09/2022	
<input type="checkbox"/>	Awaiting Sell Off Request Approval	CO0000006	447788552211		CPC	Cost Per Copy	OFF001	Office Supplies Unlimited	1234	22/04/2014	22/04/2019	
<input type="checkbox"/>	Awaiting Buy Back Request Approval	PC0000001	D4N-12345		PRE	Prepaid Contract	DAN002	Dancing Shoes	test	23/03/2016	23/03/2021	
<input type="checkbox"/>	Awaiting Buy Back Request Approval	PC0000001	2020-102047		PRE	Prepaid Contract	DAN002	Dancing Shoes	test	23/03/2016	23/03/2021	
<input type="checkbox"/>	Awaiting Buy Back Request Approval	CO0000006	1912-102035		CPC	Cost Per Copy	OFF001	Office Supplies Unlimited	1234	22/04/2014	22/04/2019	
<input type="checkbox"/>		CO0000049	2020-43256		CPC	Cost Per Copy	HOP001	Hope Works (Pty) Ltd		16/05/2017	16/05/2022	
<input type="checkbox"/>		CO0000080	19-90201		CPC	Cost Per Copy	OFF001	Office Supplies Unlimited	1234	06/05/2017	06/05/2020	
<input type="checkbox"/>		CO0000080	2020-10202		CPC	Cost Per Copy	OFF001	Office Supplies Unlimited	1234	06/05/2017	06/05/2020	
<input type="checkbox"/>		CO0000052	1020-10102		PRE	Prepaid Contract	HOP001	Hope Works (Pty) Ltd		29/05/2017	29/05/2022	
<input type="checkbox"/>		CO0000052	12-12345		PRE	Prepaid Contract	HOP001	Hope Works (Pty) Ltd		29/05/2017	29/05/2022	
<input type="checkbox"/>		CO0000050	1020-10101		CPC	Cost Per Copy	HOP001	Hope Works (Pty) Ltd		23/05/2017	23/05/2022	
<input type="checkbox"/>		CO0000044	2020-878787		CPC	Cost Per Copy	BOT0001	Bothas Networking Inc		25/10/2016	25/10/2021	
<input type="checkbox"/>		CO0000044		Bothas Shop	CPC	Cost Per Copy	BOT0001	Bothas Networking Inc		25/10/2016	25/10/2021	
<input type="checkbox"/>		CO0000043	2020-103053		CPC	Cost Per Copy	HOP001	Hope Works (Pty) Ltd		01/08/2016	07/09/2021	
<input type="checkbox"/>		CO0000043	2020-102041		CPC	Cost Per Copy	HOP001	Hope Works (Pty) Ltd		01/08/2016	07/09/2021	
<input type="checkbox"/>		CO0000043	nm10301		CPC	Cost Per Copy	HOP001	Hope Works (Pty) Ltd		01/08/2016	07/09/2021	
<input type="checkbox"/>		CO0000042	204-989898		CPC	Cost Per Copy	HOP001	Hope Works (Pty) Ltd		07/09/2016	07/09/2022	
<input type="checkbox"/>		CO0000041	2020-103050		CPC	Cost Per Copy	PAN001	Panda Copiers		05/07/2016	05/07/2021	
<input type="checkbox"/>		CO0000031	3204REG000205		CPC	Cost Per Copy	YES001	Young Electric		24/03/2016	24/03/2021	
<input type="checkbox"/>		CO0000031	107		CPC	Cost Per Copy	YES001	Young Electric		24/03/2016	24/03/2021	
<input type="checkbox"/>		CO0000028	147807		CPC	Cost Per Copy	HAC001	Hack PC - IT Shop		29/06/2015	29/06/2020	
<input type="checkbox"/>		CO0000028	147708		CPC	Cost Per Copy	HAC001	Hack PC - IT Shop		29/06/2015	29/06/2020	
<input type="checkbox"/>		CO0000019		Stone Castle Shopping Centre	CPC	Cost Per Copy	OFF001	Office Supplies Unlimited		28/07/2014	28/07/2019	
<input type="checkbox"/>		CO0000019	2020-10204		CPC	Cost Per Copy	OFF001	Office Supplies Unlimited		28/07/2014	28/07/2019	
<input type="checkbox"/>		CO0000018	1912-102031		CPC	Cost Per Copy	SAM001	Samanthas Diner		09/07/2014	09/07/2019	
<input type="checkbox"/>		CO0000018	19-12/1202		CPC	Cost Per Copy	SAM001	Samanthas Diner		09/07/2014	09/07/2019	
<input type="checkbox"/>		CO0000018	20-147258		CPC	Cost Per Copy	SAM001	Samanthas Diner		09/07/2014	09/07/2019	
<input type="checkbox"/>		CO0000016	SP19-12185274		CPC	Cost Per Copy	TIA001	Titan Group		13/06/2014	13/06/2019	
<input type="checkbox"/>		CO0000012		South Riding Centre - First Floor LB	CPC	Cost Per Copy	TIA001	Titan Group		16/05/2014	16/05/2019	

- Select the **row(s)** of **items** that you wish to process.
- Multiple items selection is available for assets on the same contract.

Expiry Management Screen - BPO: Version 2.5.0.14 - Example Company

Home

Equipment / Locations

Contract

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Maintenance

Projects

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Procurement

Sales

Service

Reporting

Utilities

Close Contract

Purchase to Lease

Lease to Purchase

Save Layout

Workspaces

Export

Refresh

All

Marked

Format

Print

Current

Applied Filter : [Marked] = 'Unchecked'

Flag a column header here to group by that column

Marked	State	ContractNo	SerialNo	LocationDesc	ContractType	ContractTypeDesc	CustomerCode	CustomerName	OrderNo	StarDate	EndDate	Period	PeriodType
<input type="checkbox"/>	<input type="checkbox"/>	Awaiting Buy Back Request Approval	PC0000001	DAN-12345	PRE	Prepaid Contract	DAN002	Dancing Shoes	test	23/03/2016	23/03/2021	60 m	
<input type="checkbox"/>	<input type="checkbox"/>	Awaiting Buy Back Request Approval	PC0000001	2020-102047	PRE	Prepaid Contract	DAN002	Dancing Shoes	test	23/03/2016	23/03/2021	60 m	
<input type="checkbox"/>	<input type="checkbox"/>		CO0000074	2020-9896	CPC	Cost Per Copy	DER001	Derton / Technologies	1234	15/06/2018	15/06/2023	60 m	
<input type="checkbox"/>	<input type="checkbox"/>		CO0000072	0109501101530003	CPC	Cost Per Copy	HOP001	Hope Works (Pty) Ltd	1234	07/03/2018	07/03/2023	60 m	
<input type="checkbox"/>	<input type="checkbox"/>		CO0000071	2020-98765	CPC	Cost Per Copy	HOP001	Hope Works (Pty) Ltd	1144	07/03/2018	07/03/2023	60 m	
<input checked="" type="checkbox"/>	<input type="checkbox"/>		CO0000069	2020-9873	CPC	Cost Per Copy	HOP001	Hope Works (Pty) Ltd	1234	05/03/2018	05/03/2023	60 m	
<input checked="" type="checkbox"/>	<input type="checkbox"/>		CO0000069	NMA4CH-2020-54321	CPC	Cost Per Copy	HOP001	Hope Works (Pty) Ltd	1234	05/03/2018	05/03/2023	60 m	
<input type="checkbox"/>	<input type="checkbox"/>		CO0000067	2020-9875	CPC	Cost Per Copy	HOP001	Hope Works (Pty) Ltd	1234	05/03/2018	05/03/2023	60 m	
<input type="checkbox"/>	<input type="checkbox"/>	Awaiting Buy Back Request Approval	CO0000052	12-12345	PRE	Prepaid Contract	HOP001	Hope Works (Pty) Ltd	29/05/2017	29/05/2022	60 m		
<input type="checkbox"/>	<input type="checkbox"/>		CO0000050	1020-10101	CPC	Cost Per Copy	HOP001	Hope Works (Pty) Ltd	23/05/2017	23/05/2022	60 m		
<input type="checkbox"/>	<input type="checkbox"/>		CO0000049	2020-43256	CPC	Cost Per Copy	HOP001	Hope Works (Pty) Ltd	16/05/2017	16/05/2022	60 m		
<input type="checkbox"/>	<input type="checkbox"/>		CO0000044	2020-878787	CPC	Cost Per Copy	BOT0001	Bothas Networking inc	25/10/2016	25/10/2021	60 m		
<input type="checkbox"/>	<input type="checkbox"/>		CO0000043	2020-103053	CPC	Cost Per Copy	HOP001	Hope Works (Pty) Ltd	01/08/2016	07/09/2021	60 m		
<input type="checkbox"/>	<input type="checkbox"/>		CO0000040	2020-102041	CPC	Cost Per Copy	HOP001	Hope Works (Pty) Ltd	01/08/2016	07/09/2021	60 m		
<input type="checkbox"/>	<input type="checkbox"/>		CO0000041	2020-103050	CPC	Cost Per Copy	PAN001	Panda Copiers	05/07/2016	05/07/2021	60 m		
<input type="checkbox"/>	<input type="checkbox"/>		CO0000031	320ARE0000205	CPC	Cost Per Copy	YES001	Young Electric	24/03/2016	24/03/2021	60 m		
<input type="checkbox"/>	<input type="checkbox"/>		CO0000031	107	CPC	Cost Per Copy	YES001	Young Electric	24/03/2016	24/03/2021	60 m		
<input type="checkbox"/>	<input type="checkbox"/>		CO0000028	147807	CPC	Cost Per Copy	HAC001	Hack PC - IT Shop	29/06/2015	29/06/2020	60 m		
<input type="checkbox"/>	<input type="checkbox"/>		CO0000028	147708	CPC	Cost Per Copy	HAC001	Hack PC - IT Shop	29/06/2015	29/06/2020	60 m		
<input type="checkbox"/>	<input type="checkbox"/>		CO0000019	2020-10204	CPC	Cost Per Copy	OFF001	Office Supplies Unlimited	28/07/2014	28/07/2019	60 m		
<input type="checkbox"/>	<input type="checkbox"/>		CO0000018	1912-102031	CPC	Cost Per Copy	SAM001	Samanthas Diner	09/07/2014	09/07/2019	60 m		
<input type="checkbox"/>	<input type="checkbox"/>		CO0000018	19-121202	CPC	Cost Per Copy	SAM001	Samanthas Diner	09/07/2014	09/07/2019	60 m		
<input type="checkbox"/>	<input type="checkbox"/>		CO0000018	20-147258	CPC	Cost Per Copy	SAM001	Samanthas Diner	09/07/2014	09/07/2019	60 m		
<input type="checkbox"/>	<input type="checkbox"/>		CO0000016	SP19-12185274	CPC	Cost Per Copy	TIA001	Titan Group	13/06/2014	13/06/2019	60 m		

✖ [Marked] = 'Unchecked'

Open Windows

User : BiancaD 26/10/2022 Version : 2.5.0.14 Example Company

- Click on the **Purchase to Lease** button.

Home

Equipment / Locations

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Purchase to Lease

Lease to Purchase

Save Layout

Workspaces

Export

Refresh

Format

Print

Current

Filter

Filter

Applied Filter: [Marked] = 'Unchecked'

column header here to group by that column

Marked	State	ContractNo	SerialNo	LocationDesc	ContractType	ContractTypeDesc	CustomerCode	CustomerName	OrderNo	StarDate	EndDate	Period	PeriodType
<input type="checkbox"/>	<input checked="" type="checkbox"/>	PC0000001	DAN-12345		PRE	Prepaid Contract	DAN002	Dancing Shoes	test	23/03/2016	23/03/2021	60 m	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	PC0000001	2020-102047		PRE	Prepaid Contract	DAN002	Dancing Shoes	test	23/03/2016	23/03/2021	60 m	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	CO0000074	2020-9896		CPC	Cost Per Copy	DER001	Derton / Technologies	1234	15/06/2018	15/06/2023	60 m	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	CO0000072	0109501101530003		CPC	Cost Per Copy	HOP001	Hope Works (Pty) Ltd	1234	07/03/2018	07/03/2023	60 m	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	CO0000071	2020-98765		CPC	Cost Per Copy	HOP001	Hope Works (Pty) Ltd	1144	07/03/2018	07/03/2023	60 m	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	CO0000069	2020-9873		CPC	Cost Per Copy	HOP001	Hope Works (Pty) Ltd	1234	05/03/2018	05/03/2023	60 m	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	CO0000069	NMA4CH-2020-54321		CPC	Cost Per Copy	HOP001	Hope Works (Pty) Ltd	1234	05/03/2018	05/03/2023	60 m	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	CO0000067	2020-9875		CPC	Cost Per Copy	HOP001	Hope Works (Pty) Ltd	1234	05/03/2018	05/03/2023	60 m	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	CO0000052	12-12345		PRE	Prepaid Contract	HOP001	Hope Works (Pty) Ltd		29/05/2017	29/05/2022	60 m	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	CO0000050	1020-10101		CPC	Cost Per Copy	HOP001	Hope Works (Pty) Ltd		23/05/2017	23/05/2022	60 m	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	CO0000049	2020-43256		CPC	Cost Per Copy	HOP001	Hope Works (Pty) Ltd		16/05/2017	16/05/2022	60 m	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	CO0000044	2020-878787		CPC	Cost Per Copy	BOT0001	Bothas Networking inc		25/10/2016	25/10/2021	60 m	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	CO0000043	2020-103053		CPC	Cost Per Copy	HOP001	Hope Works (Pty) Ltd		01/08/2016	07/09/2021	60 m	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	CO0000041	2020-103050		CPC	Cost Per Copy	HOP001	Hope Works (Pty) Ltd		01/08/2016	07/09/2021	60 m	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	CO0000041	2020-103050		CPC	Cost Per Copy	PAN001	Panda Copiers		05/07/2016	05/07/2021	60 m	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	CO0000031	320ARE0000205		CPC	Cost Per Copy	YES001	Young Electric		24/03/2016	24/03/2021	60 m	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	CO0000031	107		CPC	Cost Per Copy	YES001	Young Electric		24/03/2016	24/03/2021	60 m	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	CO0000028	147807		CPC	Cost Per Copy	HAC001	Hack PC - IT Shop		29/06/2015	29/06/2020	60 m	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	CO0000028	147708		CPC	Cost Per Copy	HAC001	Hack PC - IT Shop		29/06/2015	29/06/2020	60 m	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	CO0000019	2020-10204		CPC	Cost Per Copy	OFF001	Office Supplies Unlimited		28/07/2014	28/07/2019	60 m	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	CO0000018	1912-102031		CPC	Cost Per Copy	SAM001	Samanthas Diner		09/07/2014	09/07/2019	60 m	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	CO0000018	19-121202		CPC	Cost Per Copy	SAM001	Samanthas Diner		09/07/2014	09/07/2019	60 m	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	CO0000018	20-147258		CPC	Cost Per Copy	SAM001	Samanthas Diner		09/07/2014	09/07/2019	60 m	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	CO0000016	SP19-12185274		CPC	Cost Per Copy	TIA001	Titan Group		13/06/2014	13/06/2019	60 m	

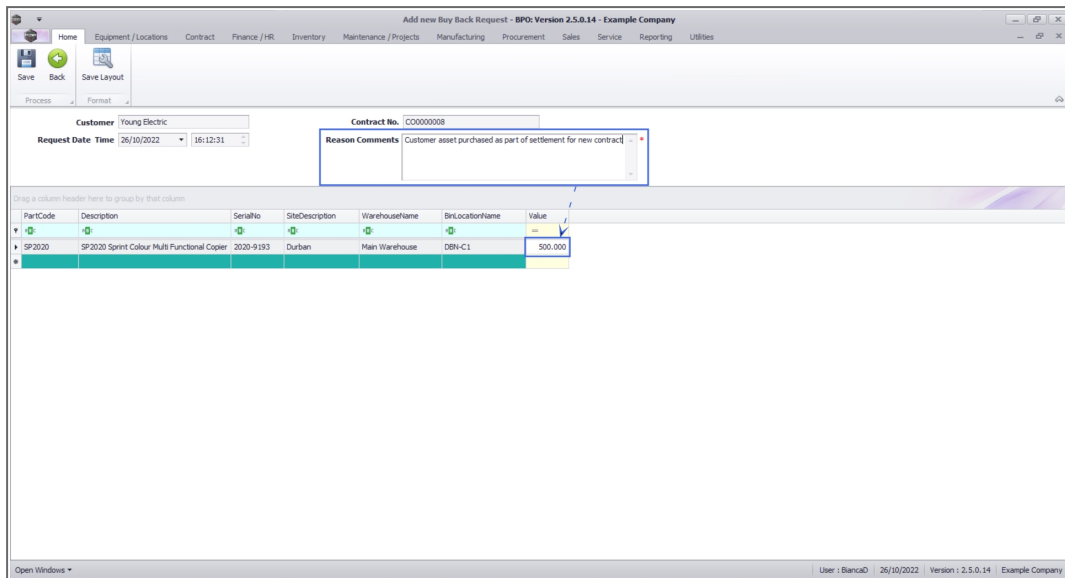
✖ [Marked] = 'Unchecked'

Open Window

User: BiancaD 26/10/2022 Version: 2.5.0.14 Example Company

- **Reason Comments:** Type in the reason for this buying back the asset(s) selected.

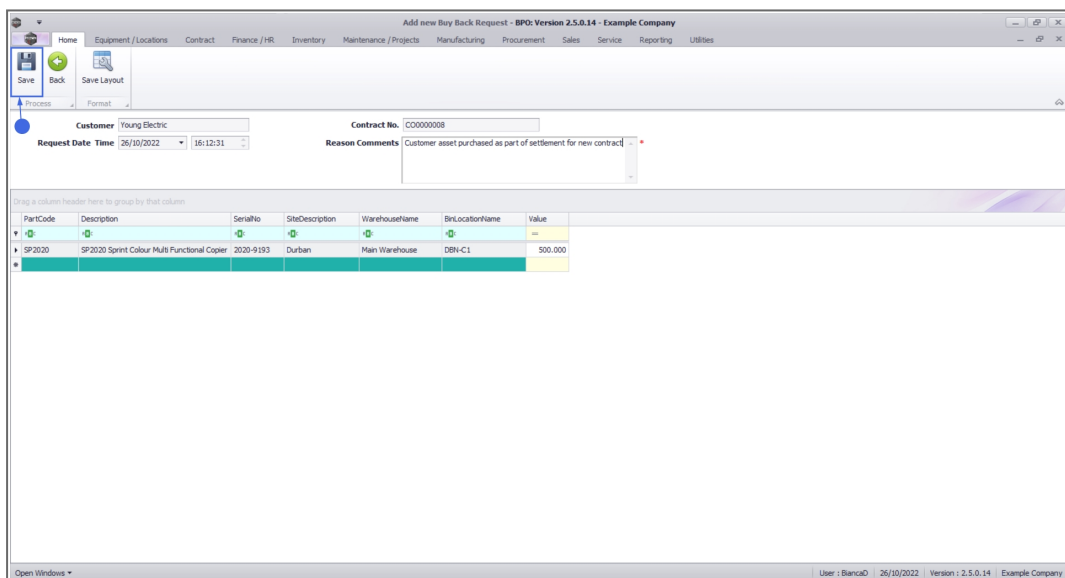
- Update the Buy Back **Value** for each item.



PartCode	Description	SerialNo	SiteDescription	WarehouseName	BinLocationName	Value
SP2020	SP2020 Sprint Colour Multi Functional Copier	2020-9193	Durban	Main Warehouse	DBH-C1	500,000

Once you have updated the Value for all assets:

- Click on the **Save** button.



The **Buy Back Request Processing** message box will come up, noting: **Buy Back Request No. [Buy Back Number] saved successfully.**

- Click on the **Ok** button.

The **Buy Back Request Processing** screen will close, and the selected items marked as **Awaiting Buy Back Request Approval**.

Marked	State	ContractNo	SerialNo	LocationDesc	ContractType	ContractTypeDesc	CustomerCode	CustomerName	OrderNo	StartDate	EndDate	Period	PeriodType	Period
<input type="checkbox"/>		C00000010	TEST147258		CPC	Cost Per Copy	HOP001	Hope Works (Pty) Ltd		05/01/2011	07/01/2016	60 m	m	f
<input type="checkbox"/>		C00000010	2020-7078		CPC	Cost Per Copy	HOP001	Hope Works (Pty) Ltd		05/01/2011	07/01/2016	60 m	m	f
<input type="checkbox"/>		C00000010	1919-44778855		CPC	Cost Per Copy	HOP001	Hope Works (Pty) Ltd		05/01/2011	07/01/2016	60 m	m	f
<input type="checkbox"/>		C00000012		South Riding Centre - First Floor LB	CPC	Cost Per Copy	TIA001	Titan Group		16/05/2014	16/05/2019	60 m	m	f
<input type="checkbox"/>		C00000016	SP19-12185274		CPC	Cost Per Copy	TIA001	Titan Group		13/06/2014	13/06/2019	60 m	m	f
<input type="checkbox"/>		C00000018	20-147258		CPC	Cost Per Copy	SAM001	Samanthas Diner		09/07/2014	09/07/2019	60 m	m	f
<input type="checkbox"/>		C00000018	19-121202		CPC	Cost Per Copy	SAM001	Samanthas Diner		09/07/2014	09/07/2019	60 m	m	f
<input type="checkbox"/>		C00000018	1912-102031		CPC	Cost Per Copy	SAM001	Samanthas Diner		09/07/2014	09/07/2019	60 m	m	f
<input type="checkbox"/>		C00000019	2020-10204		CPC	Cost Per Copy	OFF001	Office Supplies Unlimited		28/07/2014	28/07/2019	60 m	m	f
<input type="checkbox"/>		C00000019		Stone Castle Shopping Centre	CPC	Cost Per Copy	OFF001	Office Supplies Unlimited		28/07/2014	28/07/2019	60 m	m	f
<input type="checkbox"/>		C00000028	147708		CPC	Cost Per Copy	HAC001	Hack PC - IT Shop		29/06/2015	29/06/2020	60 m	m	f
<input type="checkbox"/>		C00000028	147807		CPC	Cost Per Copy	HAC001	Hack PC - IT Shop		29/06/2015	29/06/2020	60 m	m	f
<input type="checkbox"/>		C00000031	107		CPC	Cost Per Copy	YES001	Young Electric		24/03/2016	24/03/2021	60 m	m	f
<input type="checkbox"/>		C00000031	320ARE5000205		CPC	Cost Per Copy	YES001	Young Electric		24/03/2016	24/03/2021	60 m	m	f
<input type="checkbox"/>		C00000041	2020-103050		CPC	Cost Per Copy	PAN001	Panda Copiers		05/07/2016	05/07/2021	60 m	m	f
<input type="checkbox"/>		C00000043	rm10301		CPC	Cost Per Copy	HOP001	Hope Works (Pty) Ltd		01/08/2016	07/09/2021	60 m	m	f
<input type="checkbox"/>		C00000043	2020-102041		CPC	Cost Per Copy	HOP001	Hope Works (Pty) Ltd		01/08/2016	07/09/2021	60 m	m	f
<input type="checkbox"/>		C00000043	2020-103053		CPC	Cost Per Copy	HOP001	Hope Works (Pty) Ltd		01/08/2016	07/09/2021	60 m	m	f
<input type="checkbox"/>		C00000044		Bothas Shop	CPC	Cost Per Copy	BOT0001	Bothas Networking Inc		25/10/2016	25/10/2021	60 m	m	f
<input type="checkbox"/>		C00000044	2020-678767		CPC	Cost Per Copy	BOT0001	Bothas Networking Inc		25/10/2016	25/10/2021	60 m	m	f
<input type="checkbox"/>		C00000050	1020-10101		CPC	Cost Per Copy	HOP001	Hope Works (Pty) Ltd		23/05/2017	23/05/2022	60 m	m	f
<input checked="" type="checkbox"/>		Awaiting Buy Back Request Approval	C00000052	12-12345	PRE	Prepaid Contract	HOP001	Hope Works (Pty) Ltd		29/05/2017	29/05/2022	60 m	m	f
<input type="checkbox"/>		C00000053		BPO2 TEST 1	CPC	Cost Per Copy	HOP001	Hope Works (Pty) Ltd		26/07/2017	26/07/2022	60 m	m	f
<input type="checkbox"/>		C00000080	2020-10202		CPC	Cost Per Copy	OFF001	Office Supplies Unlimited	1234	06/05/2017	06/05/2020	60 m	m	f
<input type="checkbox"/>		C00000080	19-90201		CPC	Cost Per Copy	OFF001	Office Supplies Unlimited	1234	06/05/2017	06/05/2020	60 m	m	f
<input type="checkbox"/>		C00000049	2020-43256		CPC	Cost Per Copy	HOP001	Hope Works (Pty) Ltd		16/05/2017	16/05/2022	60 m	m	f



Refer to **"Introduction to Buy Back Requests"** on **page 1** for more information relating to processing Buy Back Requests.

## Related Topics

- [Contract Expiry](#)
- [Intro to Buy Back Requests](#)
- [View Buy Back Request Details](#)
- [Edit a Buy Back Request](#)
- [Approve Buy Back Request](#)
- [Decline Buy Back Request](#)
- [Print Buy Back Request](#)

MNU.010.003