

# CONTRACTS

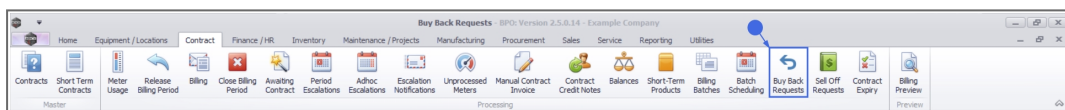
## BUY BACK REQUESTS – VIEW

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.

This gives you a read only view of the Buy Back Request details.

Screen access:

**Ribbon** Select *Contract* > *Buy Back Requests*



The **Buy Back Requests** 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 **New** status, listing all Buy Back Requests that still require processing.

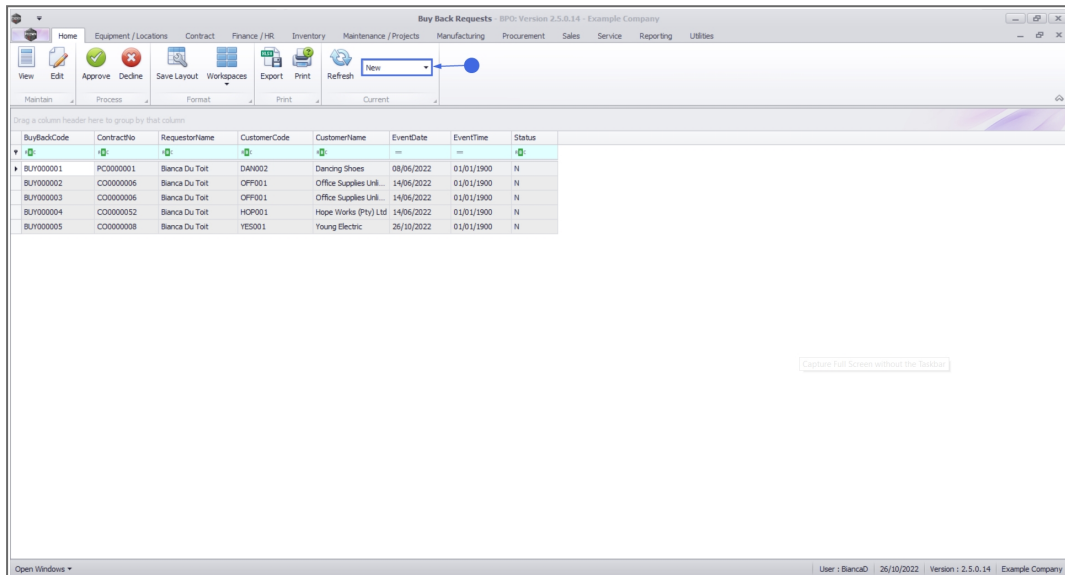
Status filter options:

**New:** Buy Back Requests that still require processing

**Approved:** Buy Back Requests that have been Approved

**Declined:** Buy Back Requests that have been Declined

**Awaiting Contract Closure Approval:** Buy Back Requests that have been approved, but Contract Closure Approval is required to complete the contract closure process.



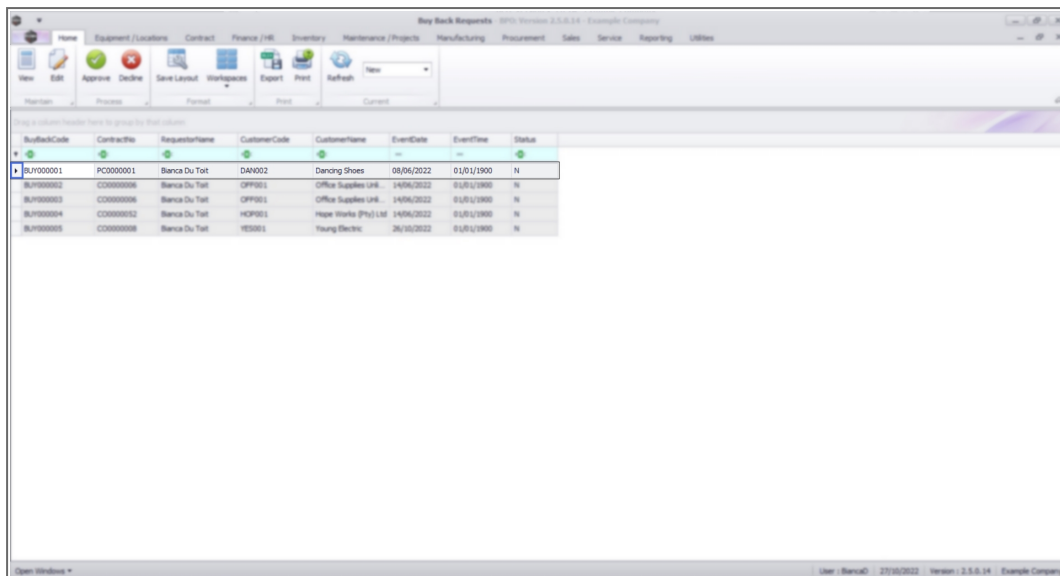
The screenshot shows the 'Buy Back Requests' application window. The title bar indicates 'Buy Back Requests' and 'SPD: Version 2.5.0.14 - Example Company'. The menu bar includes Home, Equipment / Locations, Contract, Finance / HR, Inventory, Maintenance / Projects, Manufacturing, Procurement, Sales, Service, Reporting, and Utilities. The toolbar contains buttons for View, Edit, Approve, Decline, Save Layout, Workspaces, Export, Print, Refresh, and a 'New' button. Below the toolbar, there is a table with the following columns: BuyBackCode, ContractNo, RequestorName, CustomerCode, CustomerName, EventDate, EventTime, and Status. The table contains five rows of data.

BuyBackCode	ContractNo	RequestorName	CustomerCode	CustomerName	EventDate	EventTime	Status
BLU1000001	PC0000001	Blanca Du Toit	DAN002	Dancing Shoes	08/06/2022	01/01/1900	N
BLU1000002	CO0000006	Blanca Du Toit	OPF001	Office Supplies Unit...	14/06/2022	01/01/1900	N
BLU1000003	CO0000006	Blanca Du Toit	OPF001	Office Supplies Unit...	14/06/2022	01/01/1900	N
BLU1000004	CO0000052	Blanca Du Toit	HOP001	Hope Works (Pty) Ltd	14/06/2022	01/01/1900	N
BLU1000005	CO0000008	Blanca Du Toit	YES001	Young Electric	26/10/2022	01/01/1900	N

At the bottom of the window, the status bar shows 'User : BiancaD | 26/10/2022 | Version : 2.5.0.14 | Example Company'.

## VIEW BUY BACK REQUEST

- Select the **row** of the **buy back request** that you wish to process.



Buy Back Requests - BPO: Version 2.5.0.14 - Example Company

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

View Edit Approve Decline Save Layout Workspaces Export Print Refresh New

Maintain Process Format Print Current

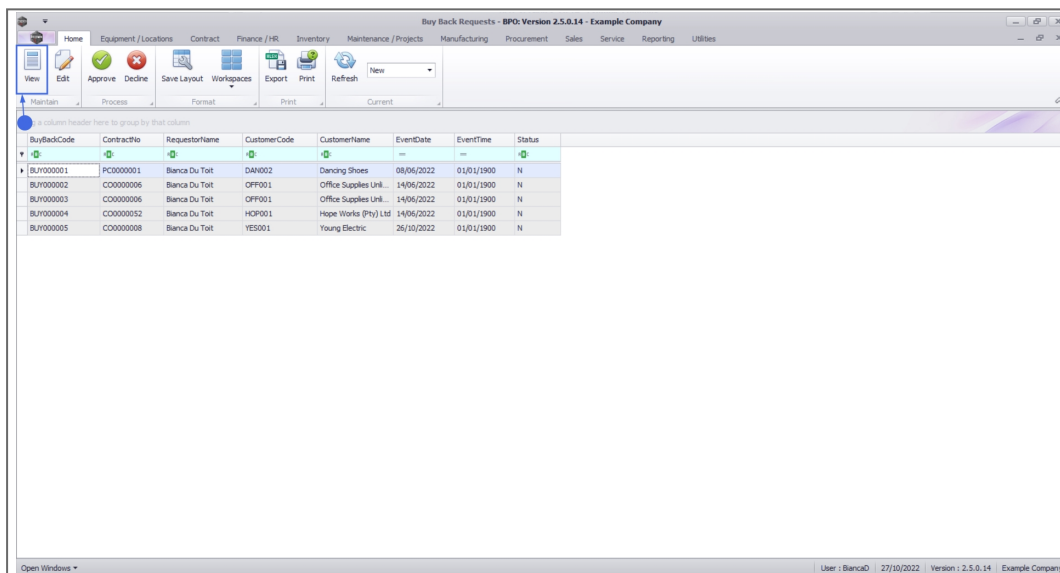
Click a column header here to group by that column

BuyBackCode	ContractNo	RequestorName	CustomerCode	CustomerName	EventDate	EventTime	Status
BUY000001	PC0000001	Blanca Du Toit	DAN002	Dancing Shoes	08/06/2022	01/01/1900	N
BUY000002	CO0000006	Blanca Du Toit	OFF001	Office Supplies Unit...	14/06/2022	01/01/1900	N
BUY000003	CO0000006	Blanca Du Toit	OFF001	Office Supplies Unit...	14/06/2022	01/01/1900	N
BUY000004	CO0000052	Blanca Du Toit	HOP001	Hope Works (Pty) Ltd	14/06/2022	01/01/1900	N
BUY000005	CO0000008	Blanca Du Toit	YES001	Young Electric	26/10/2022	01/01/1900	N

Open Windows

User : BlancaD | 27/10/2022 | Version : 2.5.0.14 | Example Company

- Click on the **View** button.



Buy Back Requests - BPO: Version 2.5.0.14 - Example Company

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

View Edit Approve Decline Save Layout Workspaces Export Print Refresh New

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BUY000003	CO0000006	Blanca Du Toit	OFF001	Office Supplies Unit...	14/06/2022	01/01/1900	N
BUY000004	CO0000052	Blanca Du Toit	HOP001	Hope Works (Pty) Ltd	14/06/2022	01/01/1900	N
BUY000005	CO0000008	Blanca Du Toit	YES001	Young Electric	26/10/2022	01/01/1900	N

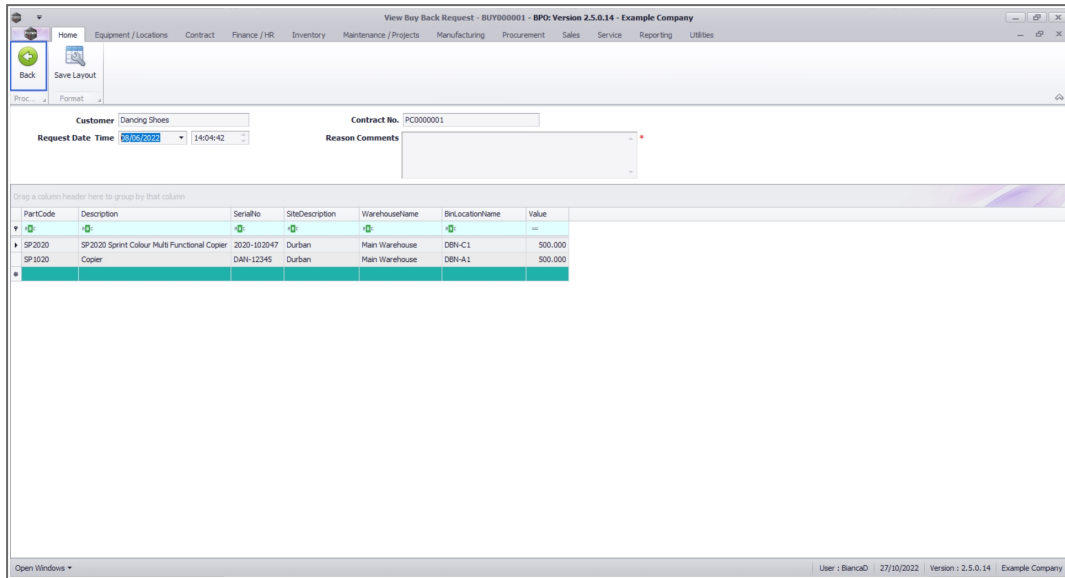
Open Windows

User : BlancaD | 27/10/2022 | Version : 2.5.0.14 | Example Company

You can view the following details related to the Buy Back Request:

- Customer Name, Buy Back Request Date, Contract Number, Reason for the Buy Back, and the item(s) to be bought back with the buy back value.
- Certain details can be changed by [editing the Buy Back Request](#).

- Click on the **Back** button to return to the Buy Back Request listing.



PartCode	Description	SerialNo	SiteDescription	WarehouseName	BinLocationName	Value
SP 2020	SP 2020 Sprint Colour Multi Functional Copier	2020-102047	Durban	Main Warehouse	DBH-C1	\$00,000
SP 1020	Copier	DAW-12345	Durban	Main Warehouse	DBH-A1	\$00,000

## Related Topics

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

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