

# CONTRACTS

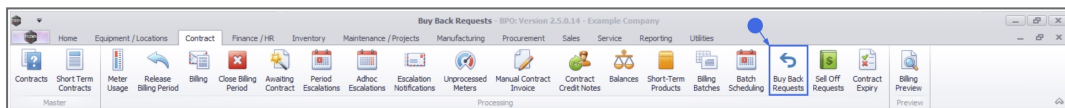
## BUY BACK REQUESTS – EDIT

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.

You can edit certain Buy Back Request details before Approval.

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.

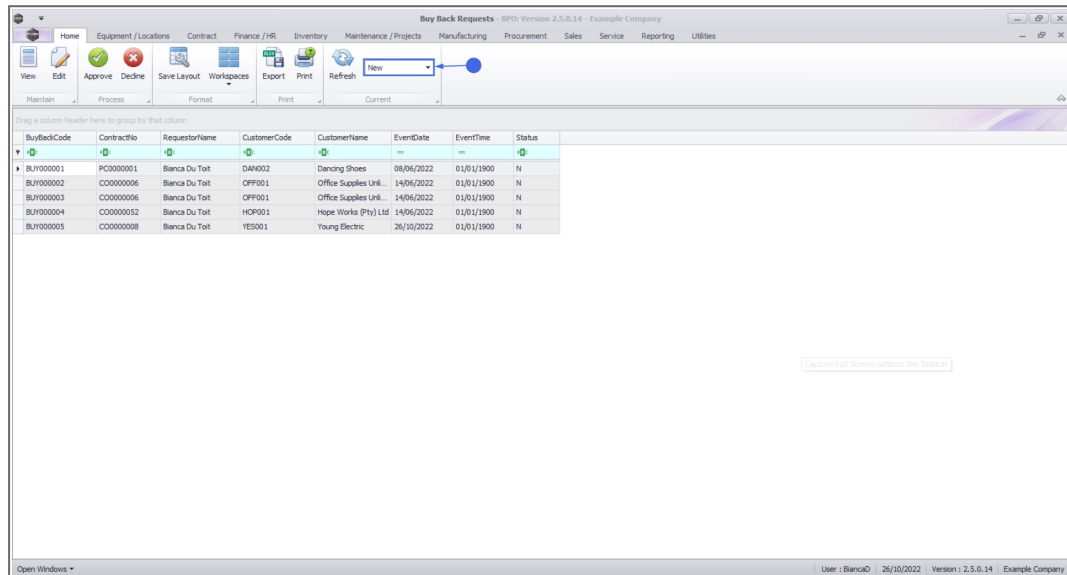
Status filter options:

**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.



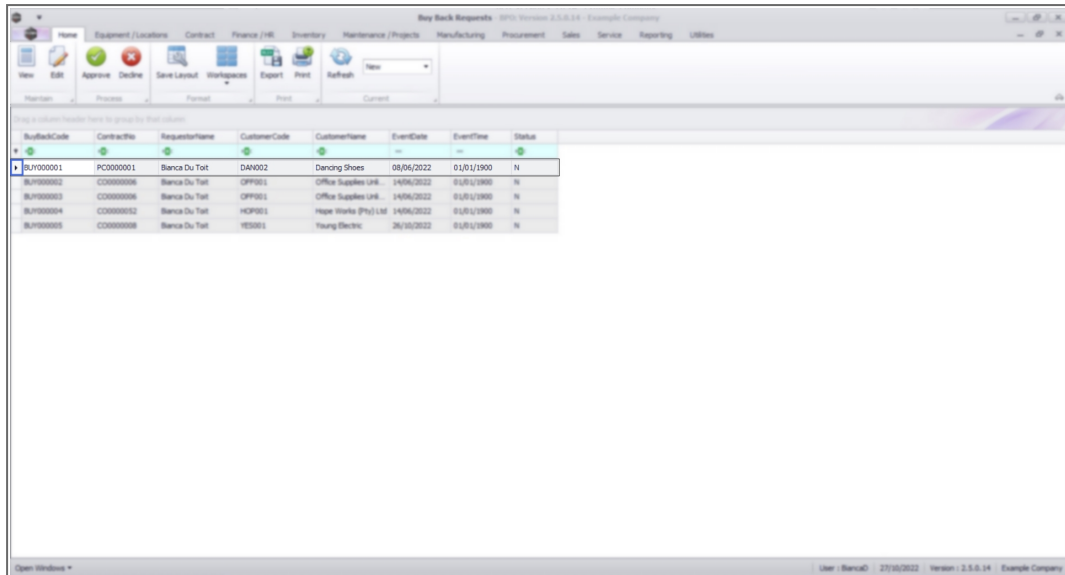
The screenshot shows the 'Buy Back Requests' application window. The title bar indicates 'Buy Back Requests' and 'SPD: Version 2.5.0.14 - Example Company'. The window has a menu bar with options: Home, Equipment / Locations, Contract, Finance / HR, Inventory, Maintenance / Projects, Manufacturing, Procurement, Sales, Service, Reporting, and Utilities. Below the menu bar is a toolbar with icons for View, Edit, Approve, Decline, Save Layout, Workspaces, Export, Print, and Refresh. A 'New' button is also visible. The main area displays 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
BLU000001	PC0000001	Blanca Du Toit	DAN002	Dancing Shoes	08/06/2022	01/01/1900	N
BLU000002	CO0000006	Blanca Du Toit	OPF001	Office Supplies Unit...	14/06/2022	01/01/1900	N
BLU000003	CO0000006	Blanca Du Toit	OPF001	Office Supplies Unit...	14/06/2022	01/01/1900	N
BLU000004	CO0000052	Blanca Du Toit	HOP001	Hope Works (Pty) Ltd	14/06/2022	01/01/1900	N
BLU000005	CO0000008	Blanca Du Toit	YES001	Young Electric	26/10/2022	01/01/1900	N

At the bottom of the window, there is a status bar showing 'User : BiancaD', '26/10/2022', 'Version : 2.5.0.14', and 'Example Company'.

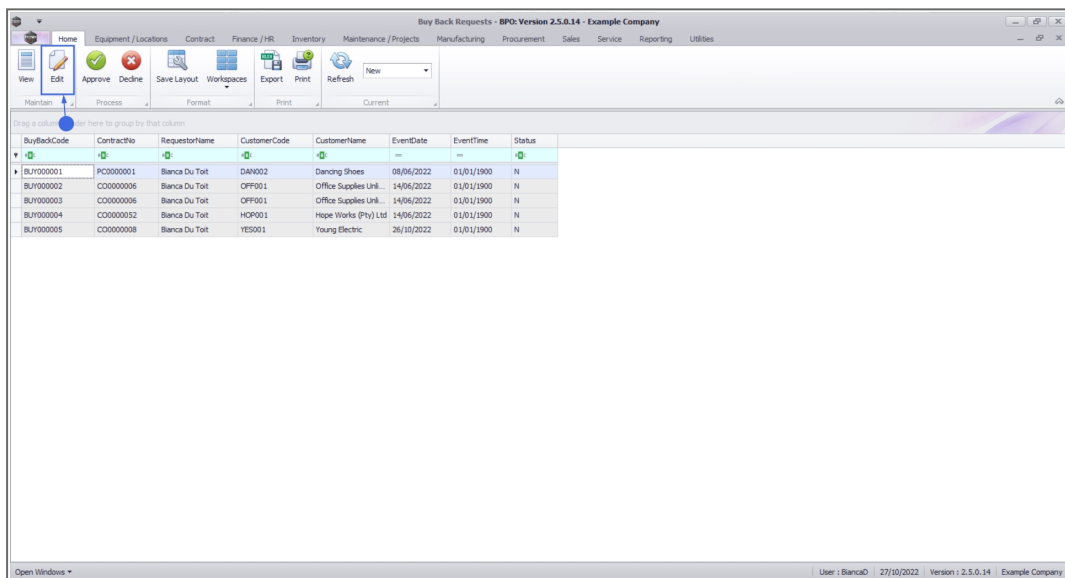
## EDIT BUY BACK REQUEST

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



BuyBackCode	ContractNo	RequestorName	CustomerCode	CustomerName	EventDate	EventTime	Status
BU1000001	PC0000001	Blanca Du Toit	DAN002	Dancing Shoes	08/06/2022	01/01/1900	N
BU1000002	CO0000006	Blanca Du Toit	OFF001	Office Supplies Unit...	14/06/2022	01/01/1900	N
BU1000003	CO0000006	Blanca Du Toit	OFF001	Office Supplies Unit...	14/06/2022	01/01/1900	N
BU1000004	CO0000052	Blanca Du Toit	HCP001	Hope Works (Pty) Ltd	14/06/2022	01/01/1900	N
BU1000005	CO0000008	Blanca Du Toit	YES001	Young Electric	26/10/2022	01/01/1900	N

- Click on the **Edit** button.

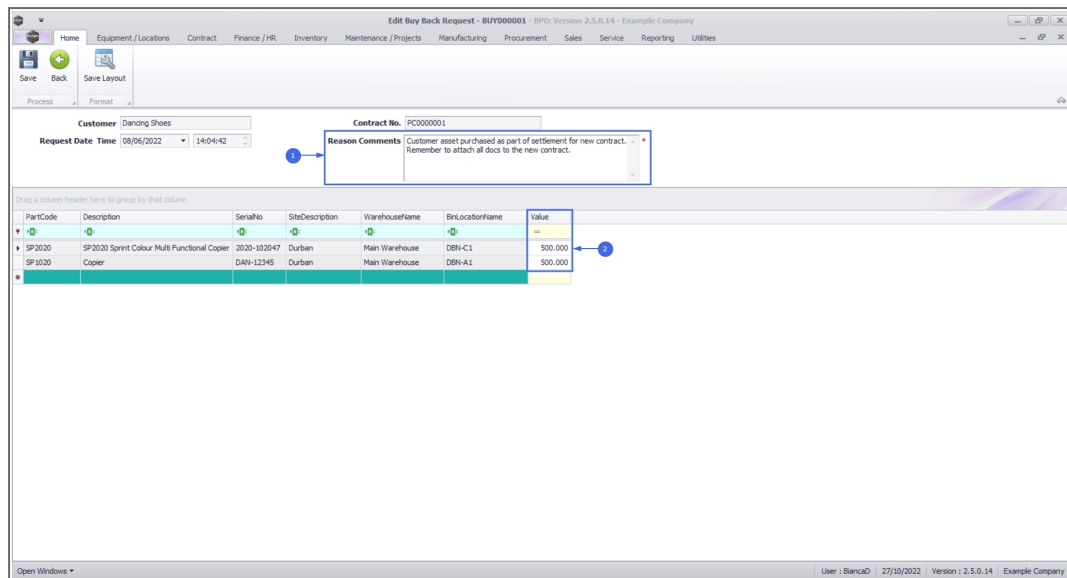


BuyBackCode	ContractNo	RequestorName	CustomerCode	CustomerName	EventDate	EventTime	Status
BU1000001	PC0000001	Blanca Du Toit	DAN002	Dancing Shoes	08/06/2022	01/01/1900	N
BU1000002	CO0000006	Blanca Du Toit	OFF001	Office Supplies Unit...	14/06/2022	01/01/1900	N
BU1000003	CO0000006	Blanca Du Toit	OFF001	Office Supplies Unit...	14/06/2022	01/01/1900	N
BU1000004	CO0000052	Blanca Du Toit	HCP001	Hope Works (Pty) Ltd	14/06/2022	01/01/1900	N
BU1000005	CO0000008	Blanca Du Toit	YES001	Young Electric	26/10/2022	01/01/1900	N

## EDIT DETAILS

You can make changes to:

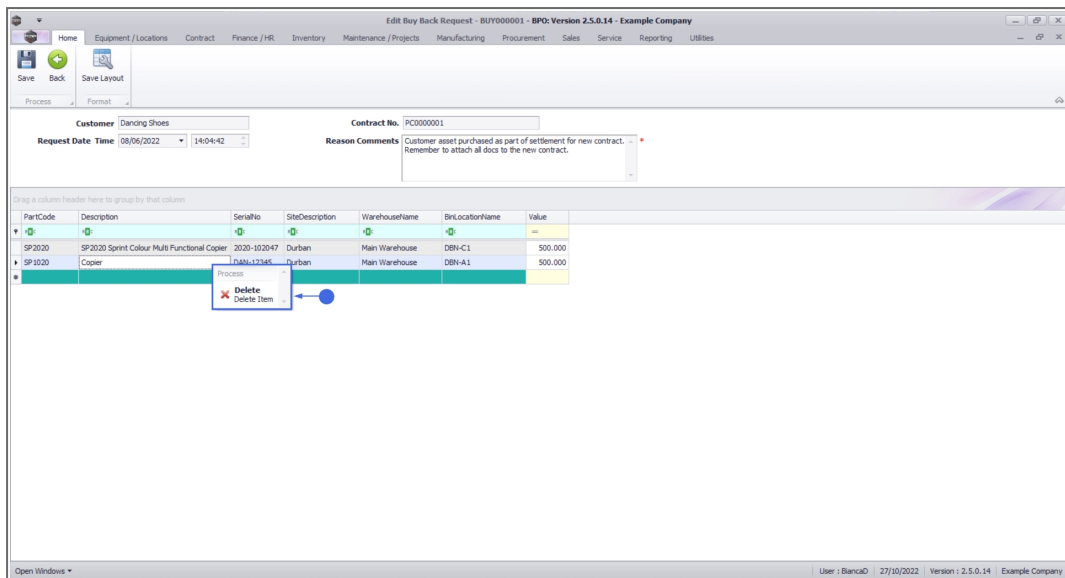
- The **Reason Comments** and
- Line item **Values**.



## REMOVE ASSETS

You can also remove an item, if there are multiple lines and one or more lines should not have been included in the buy back. Ensure you have at least one item on the request. If none of these items should be bought back, then Decline the Buy Back Request.

- Select the asset that must be removed.
- Right click and select Delete Item from the context menu.



Customer: Dancing Shoes Contract No: PC0000001

Request Date: Time 08/06/2022 14:04:42 Reason Comments: Customer asset purchased as part of settlement for new contract. Remember to attach all docs to the new contract.

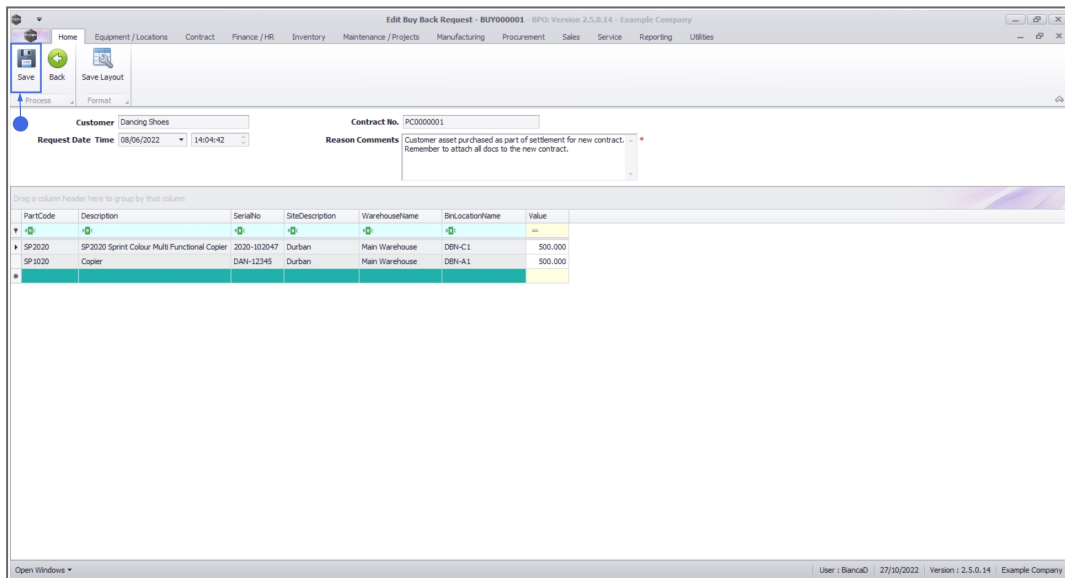
PartCode	Description	SerialNo	SiteDescription	WarehouseName	BinLocationName	Value
SP2020	SP2020 Sprint Colour Multi Functional Copier	2020-102047	Durban	Main Warehouse	DBH-C1	500.000
SP1020	Copier	DAN-12345	Durban	Main Warehouse	DBH-A1	500.000

Process Delete Delete Item

## SAVE BUY BACK REQUEST

Once you have made all required changes:

- Click on the **Save** button.



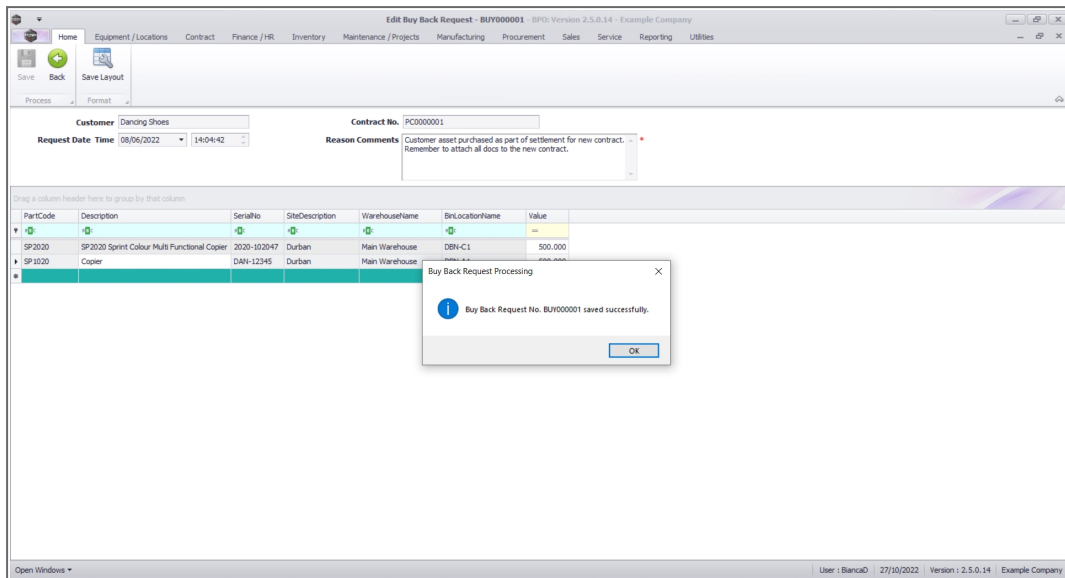
Customer: Dancing Shoes Contract No: PC0000001

Request Date: Time 08/06/2022 14:04:42 Reason Comments: Customer asset purchased as part of settlement for new contract. Remember to attach all docs to the new contract.

PartCode	Description	SerialNo	SiteDescription	WarehouseName	BinLocationName	Value
SP2020	SP2020 Sprint Colour Multi Functional Copier	2020-102047	Durban	Main Warehouse	DBH-C1	500.000
SP1020	Copier	DAN-12345	Durban	Main Warehouse	DBH-A1	500.000

The **Buy Back Request Processing** message box will come up noting: **Buy Back Request No [buy back request number] saved successfully.**

- Click on the **Ok** button.



You will return to the Buy Back Request listing.

## Related Topics

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

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