

# CONTRACTS

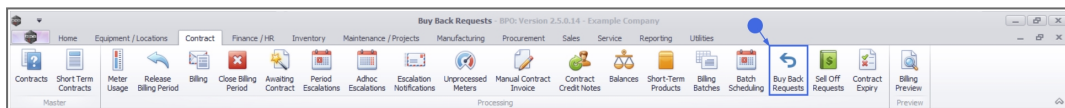
## BUY BACK REQUESTS – DECLINE

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.

If you find the Buy Back Request has been created in error or is no longer valid in the situation you can Decline the request.

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.

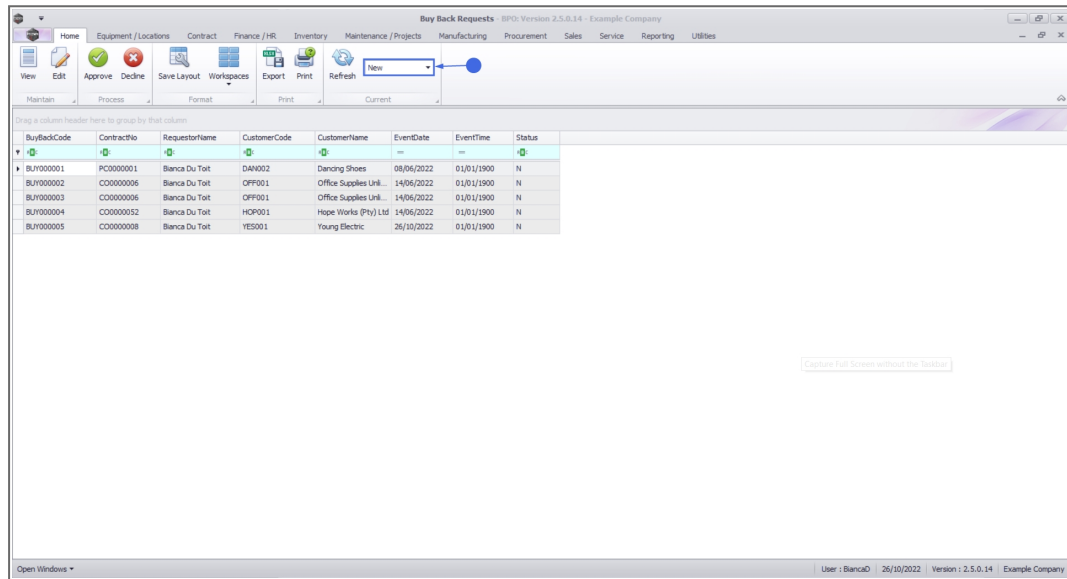
Status filter options:

**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.

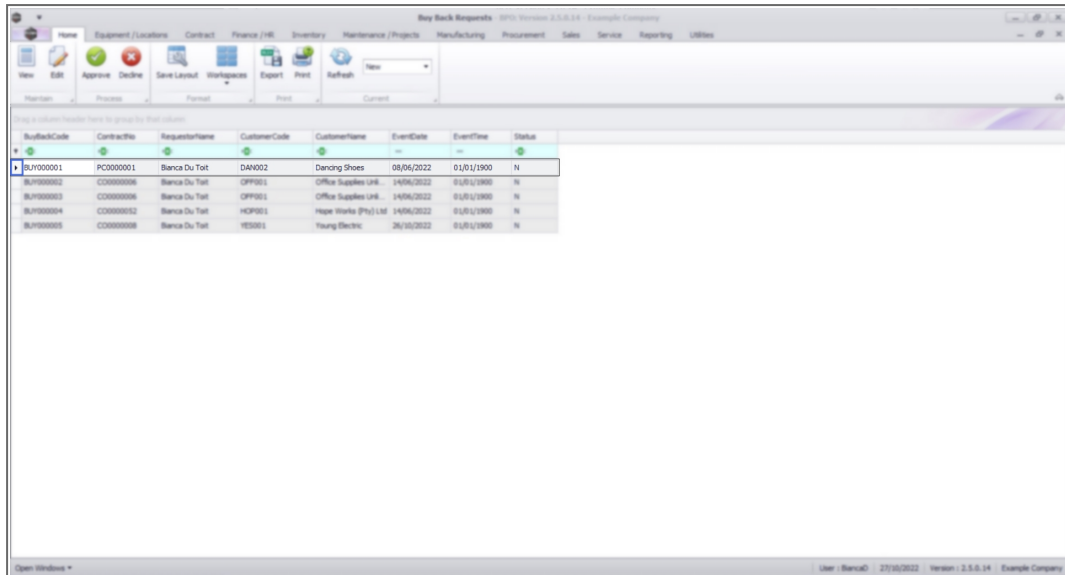


The screenshot shows a software window titled 'Buy Back Requests - BPO: Version 2.5.0.14 - Example Company'. The interface includes a menu bar with options like Home, Equipment / Locations, Contract, Finance / HR, Inventory, Maintenance / Projects, Manufacturing, Procurement, Sales, Service, Reporting, and Utilities. Below the menu is a toolbar with icons for View, Edit, Approve, Decline, Save Layout, Workspaces, Export, Print, Refresh, and a 'New' button. A status bar at the bottom indicates 'User : BiancaD | 26/10/2022 | Version : 2.5.0.14 | Example Company'.

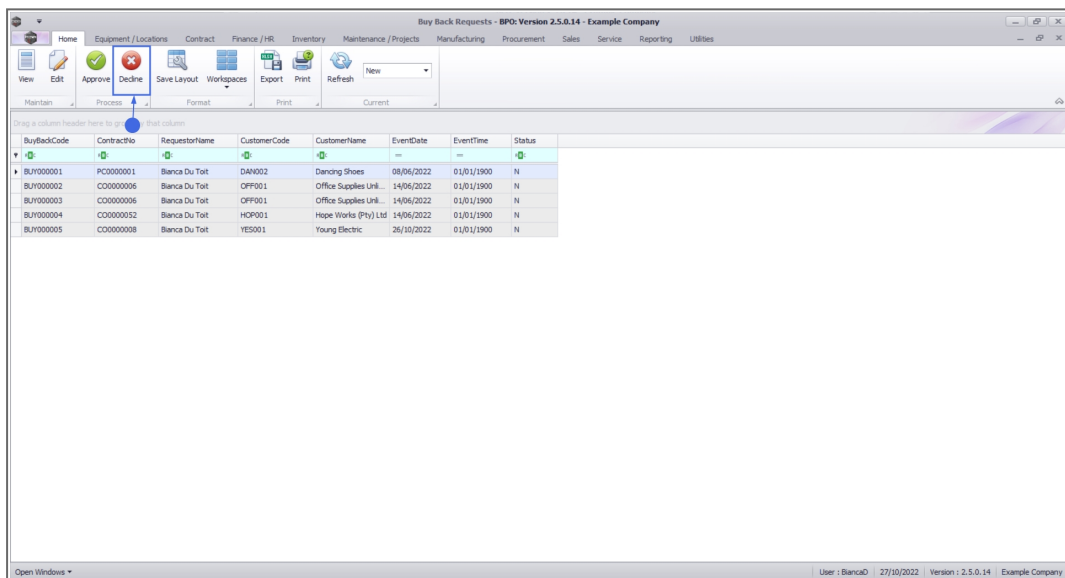
BuyBackCode	ContractNo	RequestorName	CustomerCode	CustomerName	EventDate	EventTime	Status
BU1000001	PC0000001	Bianca Du Toit	D40002	Dancing Shoes	08/06/2022	01/01/1900	N
BU1000002	CO0000006	Bianca Du Toit	OP0001	Office Supplies Unit	14/06/2022	01/01/1900	N
BU1000003	CO0000006	Bianca Du Toit	OP0001	Office Supplies Unit	14/06/2022	01/01/1900	N
BU1000004	CO0000052	Bianca Du Toit	HOP001	Hope Works (Pty) Ltd	14/06/2022	01/01/1900	N
BU1000005	CO0000008	Bianca Du Toit	YE5001	Young Electric	26/10/2022	01/01/1900	N

## DECLINE BUY BACK REQUEST

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

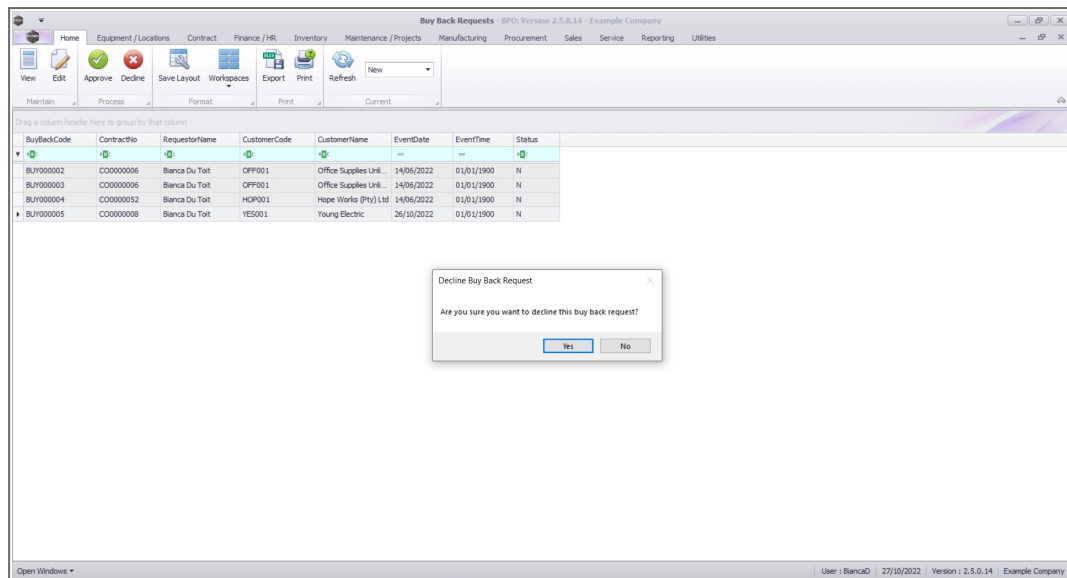


- Click on the **Decline** button.

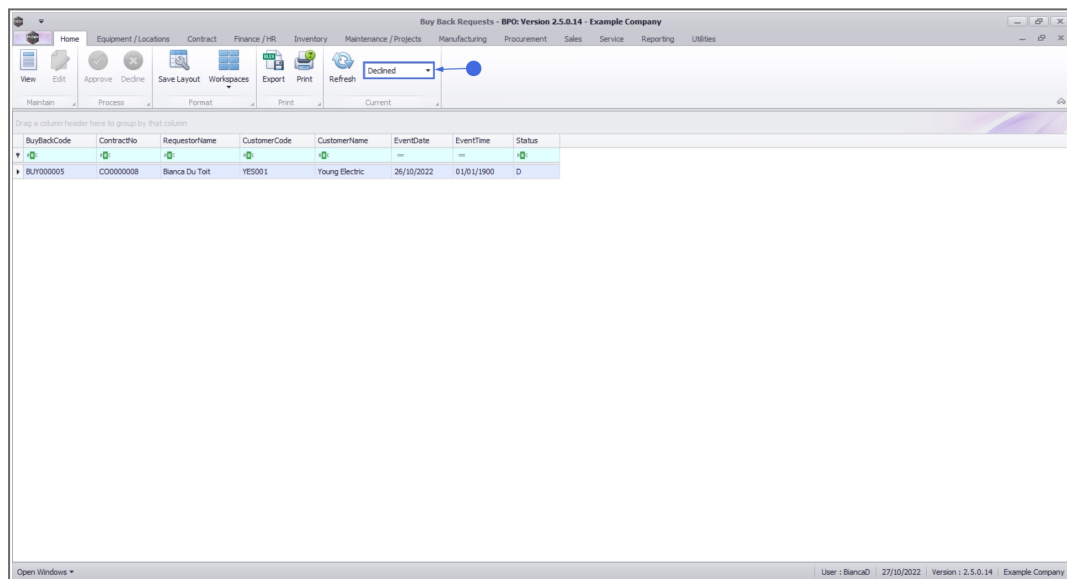


The **Decline Buy Back Request** message box will come up, asking: **Are you sure you want to decline this buy back request?**

- Click on the **Yes** button.



The Buy Back Request will be declined and can be found by selecting the ***Declined*** status.



## Related Topics

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

- [Decline Buy Back Request](#)
- [Print Buy Back Request](#)

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