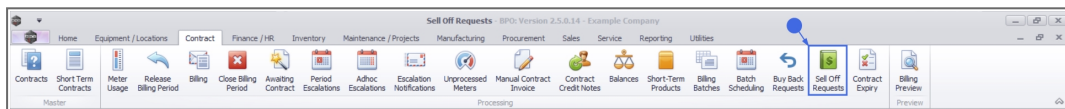


CONTRACTS

INTRODUCTION TO SELL OFF REQUESTS

For expired contracts that remain active, you have the ability to sell off serial numbers that have been selected, if the selected items are internal assets.

Ribbon Select *Contract* > *Sell Off Requests*



The ***Sell Off 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.

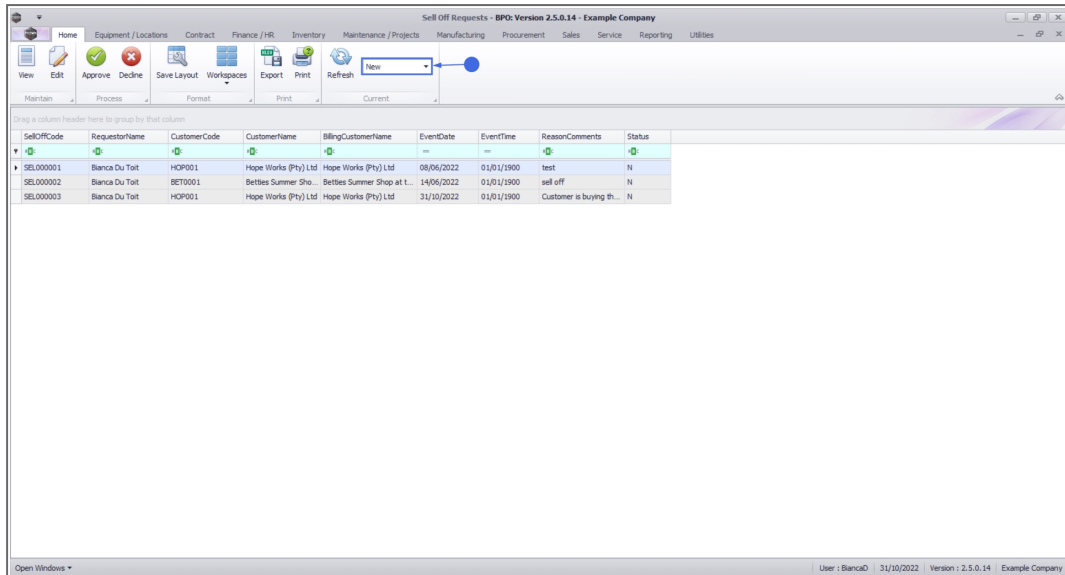
Upon opening, this screen will default to the ***New*** status, listing all Buy Back Requests that still require processing.

Status filter options:

New: Sell Off Requests that still require processing

Approved: Sell Off Requests that have been Approved

Declined: Sell Off Requests that have been Declined

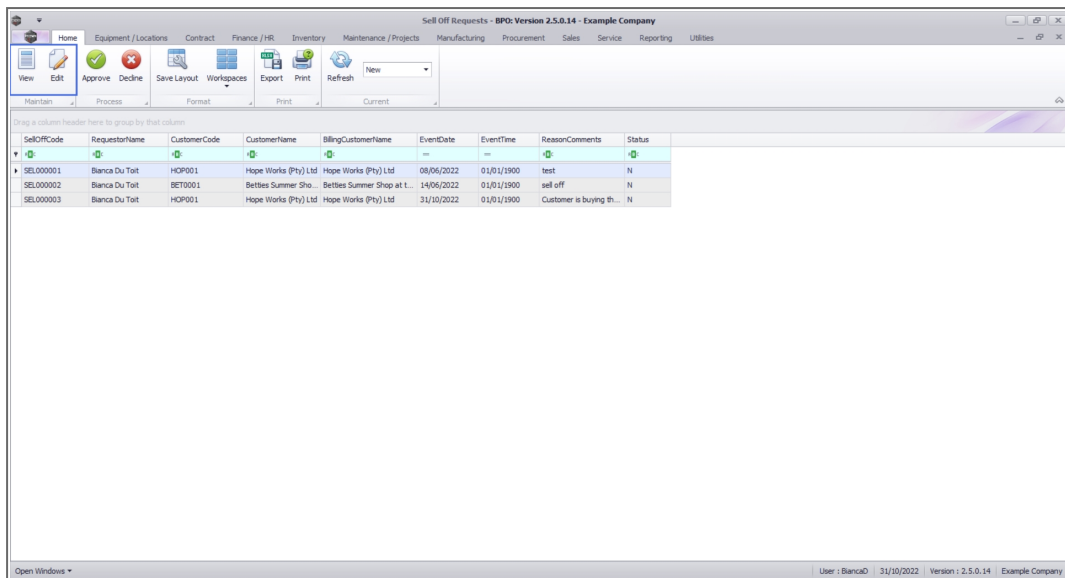


SELL OFF REQUEST RIBBON ACTION BUTTONS

The ribbon **action** buttons will be available (bold) or unavailable (greyed out) depending on the status selection, and security right access level. The following functionality is available from this screen:

MAINTAIN BUTTONS

- View, Edit

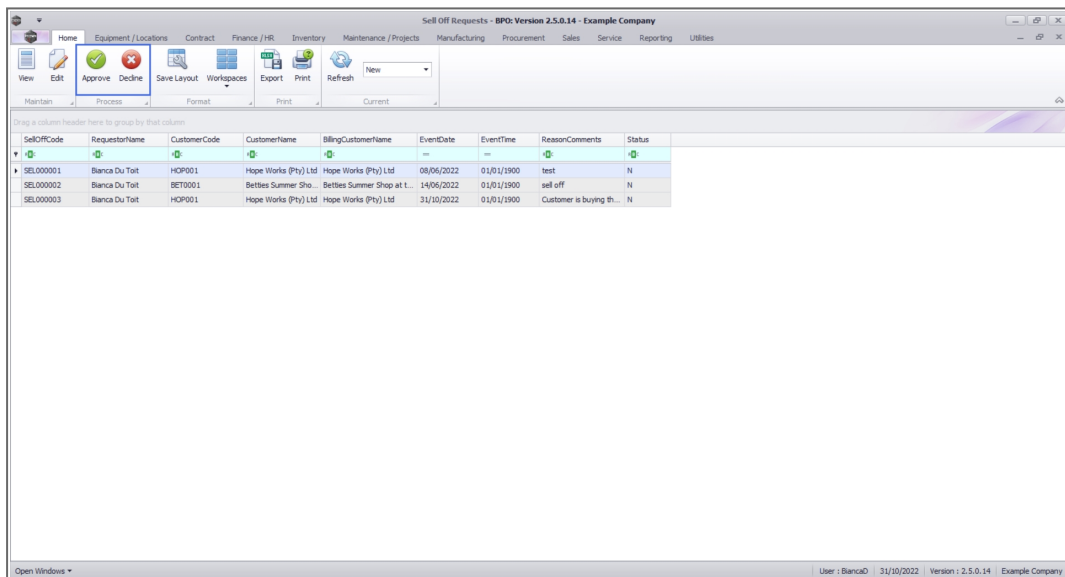


Screenshot of the Sell Off Requests application interface. The top toolbar contains buttons for View, Edit, Approve, Decline, Save Layout, Workspaces, Export, Print, and Refresh. The 'Process' button is highlighted in the 'Process' dropdown menu. The main table displays a list of sell off requests with columns: SellOffCode, RequestorName, CustomerCode, CustomerName, BillingCustomerName, EventDate, EventTime, ReasonComments, and Status.

SellOffCode	RequestorName	CustomerCode	CustomerName	BillingCustomerName	EventDate	EventTime	ReasonComments	Status
SEL000001	Bianca Du Toit	HOP001	Hope Works (Pty) Ltd	Hope Works (Pty) Ltd	08/06/2022	01/01/1900	test	N
SEL000002	Bianca Du Toit	BET0001	Bettles Summer Sho...	Bettles Summer Shop at L...	14/06/2022	01/01/1900	sell off	N
SEL000003	Bianca Du Toit	HOP001	Hope Works (Pty) Ltd	Hope Works (Pty) Ltd	31/10/2022	01/01/1900	Customer is buying th...	N

PROCESS BUTTONS

- [Approve](#), [Decline](#)



Screenshot of the Sell Off Requests application interface. The top toolbar contains buttons for View, Edit, Approve, Decline, Save Layout, Workspaces, Export, Print, and Refresh. The 'Approve' and 'Decline' buttons are highlighted in the 'Process' dropdown menu. The main table displays a list of sell off requests with columns: SellOffCode, RequestorName, CustomerCode, CustomerName, BillingCustomerName, EventDate, EventTime, ReasonComments, and Status.

SellOffCode	RequestorName	CustomerCode	CustomerName	BillingCustomerName	EventDate	EventTime	ReasonComments	Status
SEL000001	Bianca Du Toit	HOP001	Hope Works (Pty) Ltd	Hope Works (Pty) Ltd	08/06/2022	01/01/1900	test	N
SEL000002	Bianca Du Toit	BET0001	Bettles Summer Sho...	Bettles Summer Shop at L...	14/06/2022	01/01/1900	sell off	N
SEL000003	Bianca Du Toit	HOP001	Hope Works (Pty) Ltd	Hope Works (Pty) Ltd	31/10/2022	01/01/1900	Customer is buying th...	N

FORMAT BUTTONS

- [Save Layout](#) and [Workspaces](#).

Sell Off Requests - BPD 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

Drag a column header here to group by that column

SellOffCode	RequestorName	CustomerCode	CustomerName	BillingCustomerName	EventDate	EventTime	ReasonComments	Status
SEL000001	Bianca Du Toit	HOP001	Hope Works (Pty) Ltd	Hope Works (Pty) Ltd	08/06/2022	01/01/1900	test	N
SEL000002	Bianca Du Toit	BET0001	Bettles Summer Sho...	Bettles Summer Shop at L...	14/06/2022	01/01/1900	sell off	N
SEL000003	Bianca Du Toit	HOP001	Hope Works (Pty) Ltd	Hope Works (Pty) Ltd	31/10/2022	01/01/1900	Customer is buying th...	N

Open Windows

User : BiancaD | 31/10/2022 | Version : 2.5.0.14 | Example Company

PRINT BUTTONS

- [Export](#) listing to Excel.

Sell Off Requests - BPD 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

Drag a column header here to group by that column

SellOffCode	RequestorName	CustomerCode	CustomerName	BillingCustomerName	EventDate	EventTime	ReasonComments	Status
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SEL000002	Bianca Du Toit	BET0001	Bettles Summer Sho...	Bettles Summer Shop at L...	14/06/2022	01/01/1900	sell off	N
SEL000003	Bianca Du Toit	HOP001	Hope Works (Pty) Ltd	Hope Works (Pty) Ltd	31/10/2022	01/01/1900	Customer is buying th...	N

Open Windows

User : BiancaD | 31/10/2022 | Version : 2.5.0.14 | Example Company

CURRENT BUTTONS

- Status selection and Refresh.

Sell Off Requests - BPD 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

Drag a column header here to group by that column

SellOffCode	RequestorName	CustomerCode	CustomerName	BillingCustomerName	EventDate	EventTime	ReasonComments	Status
SEL000001	Bianca Du Toit	HOP001	Hope Works (Pty) Ltd	Hope Works (Pty) Ltd	08/06/2022	01/01/1900	test	N
SEL000002	Bianca Du Toit	BET0001	Betties Summer Sho...	Betties Summer Shop at L...	14/06/2022	01/01/1900	sell off	N
SEL000003	Bianca Du Toit	HOP001	Hope Works (Pty) Ltd	Hope Works (Pty) Ltd	31/10/2022	01/01/1900	Customer is buying th...	N

Open Windows

User : BiancaD 31/10/2022 Version : 2.5.0.14 Example Company

Related Topics

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

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