

## CONTRACTS

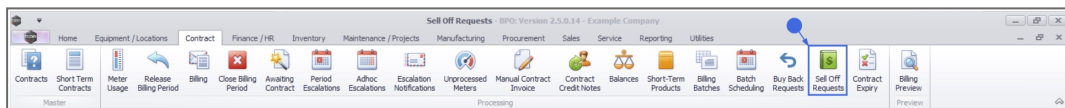
### SELL OFF REQUESTS – DECLINE

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.

If you find the Sell Off Request has been created in error or is no longer valid in the situation you can Decline the request.

Screen access:

**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.

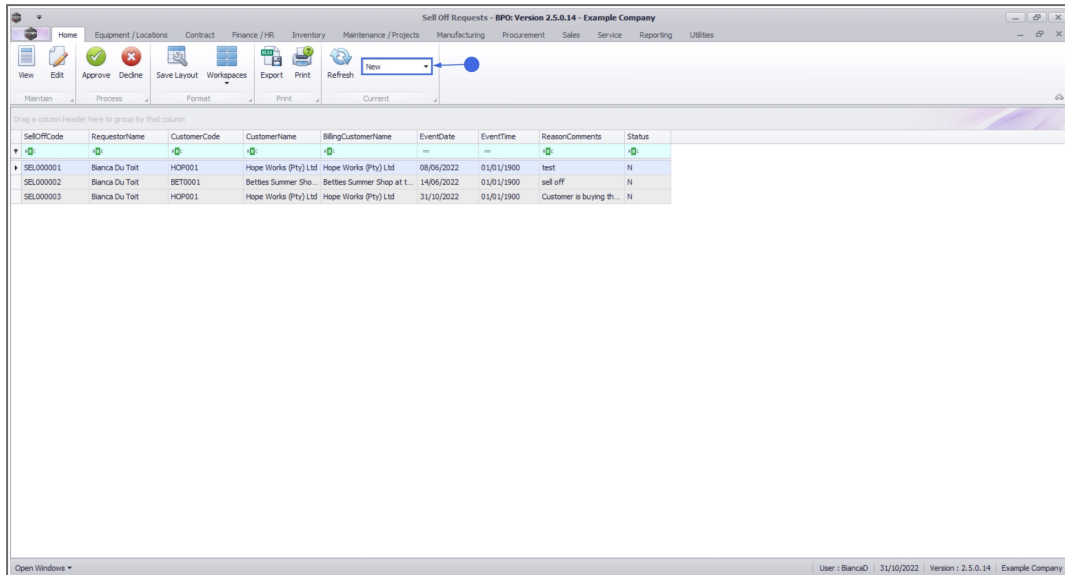
Upon opening, this screen will default to the ***New*** status, listing all Buy Back Requests that still require processing.

Status filter options:

***New***: Sell Off Requests that still require processing

**Approved:** Sell Off Requests that have been Approved

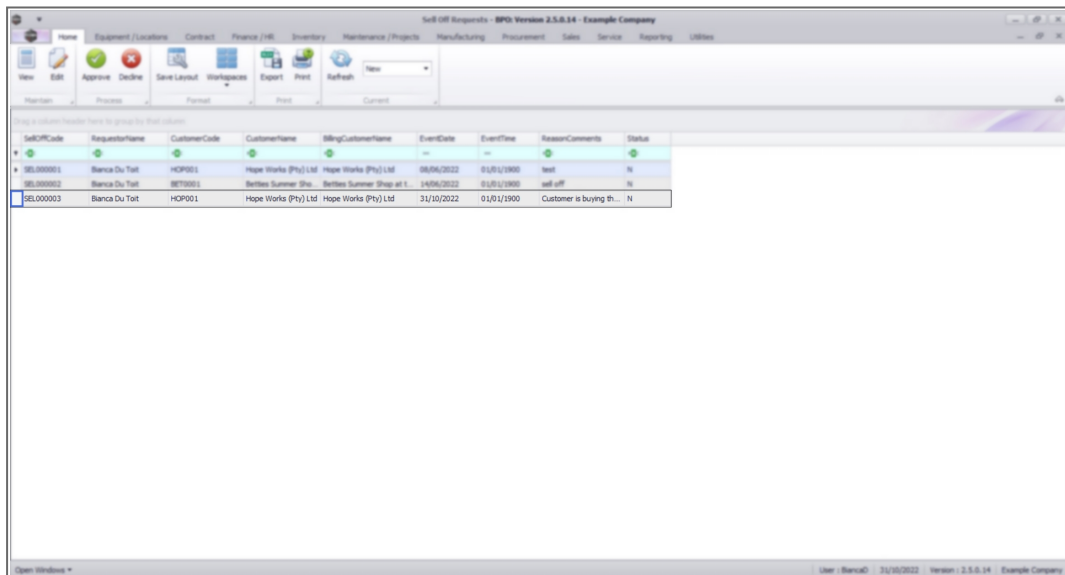
**Declined:** Sell Off Requests that have been Declined



SellOffCode	RequestorName	CustomerCode	CustomerName	BillingCustomerName	EventDate	EventTime	ReasonComments	Status
SEL000001	Bianca Du Toit	HQP001	Hope Works (Pty) Ltd	Hope Works (Pty) Ltd	08/06/2022	01/01/1900	test	N
SEL000002	Bianca Du Toit	BET0001	Bettes Summer Sho...	Bettes Summer Shop at L...	14/06/2022	01/01/1900	sell off	N
SEL000003	Bianca Du Toit	HQP001	Hope Works (Pty) Ltd	Hope Works (Pty) Ltd	31/10/2022	01/01/1900	Customer is buying th...	N

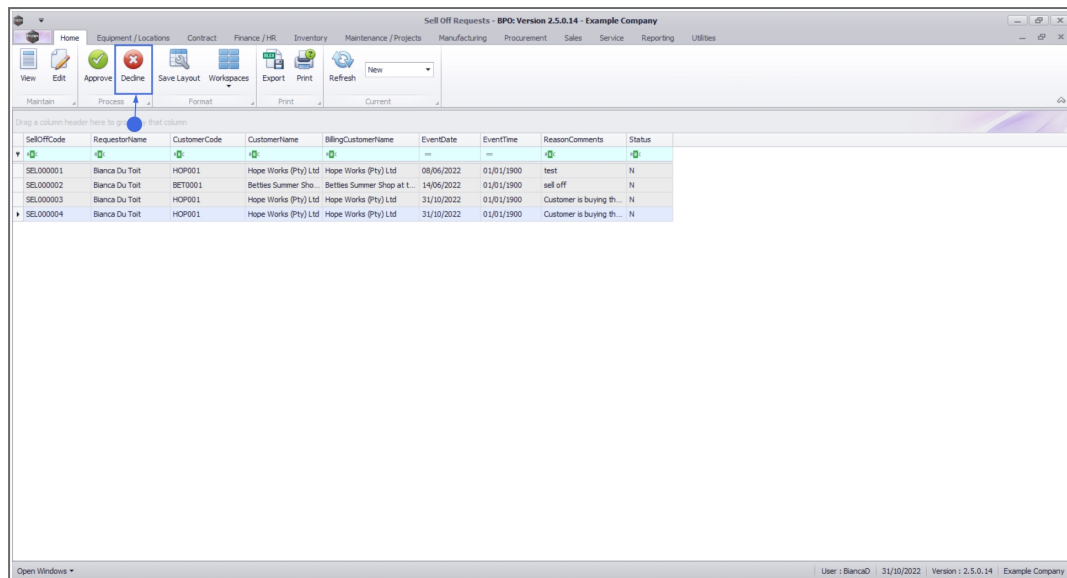
## DECLINE SELL OFF REQUEST

- Select the **row** of the **sell off request** that you wish to process.



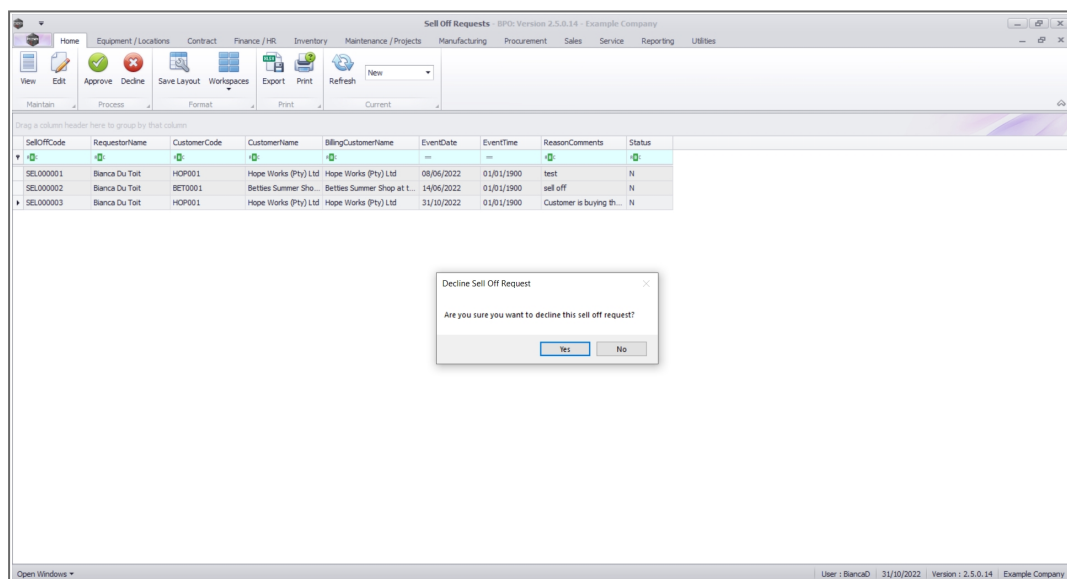
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SEL000003	Bianca Du Toit	HQP001	Hope Works (Pty) Ltd	Hope Works (Pty) Ltd	31/10/2022	01/01/1900	Customer is buying th...	N

- Click on the **Decline** button.

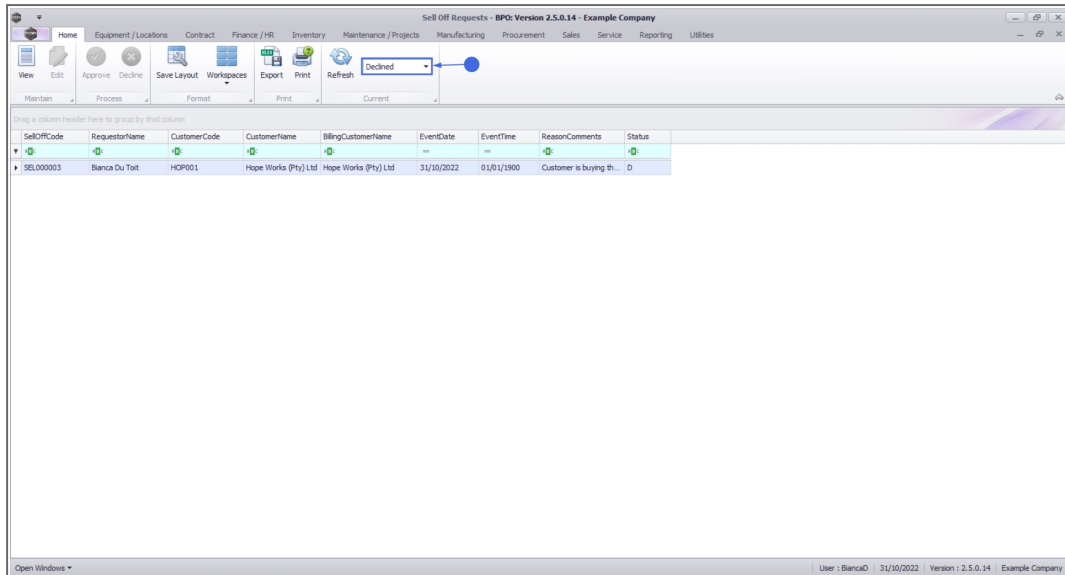


The **Decline Sell Off Request** message box will come up, asking: **Are you sure you want to decline this sell off request?**

- 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](#)
- [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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