

CONTRACTS

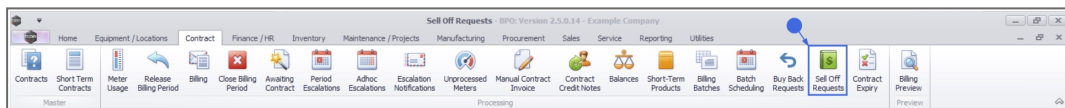
SELL OFF REQUESTS – PRINT

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.

You can export the list of Sell Off Requests to MS Excel, with the correct security right access and if you have MS Excel installed on your pc.

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.

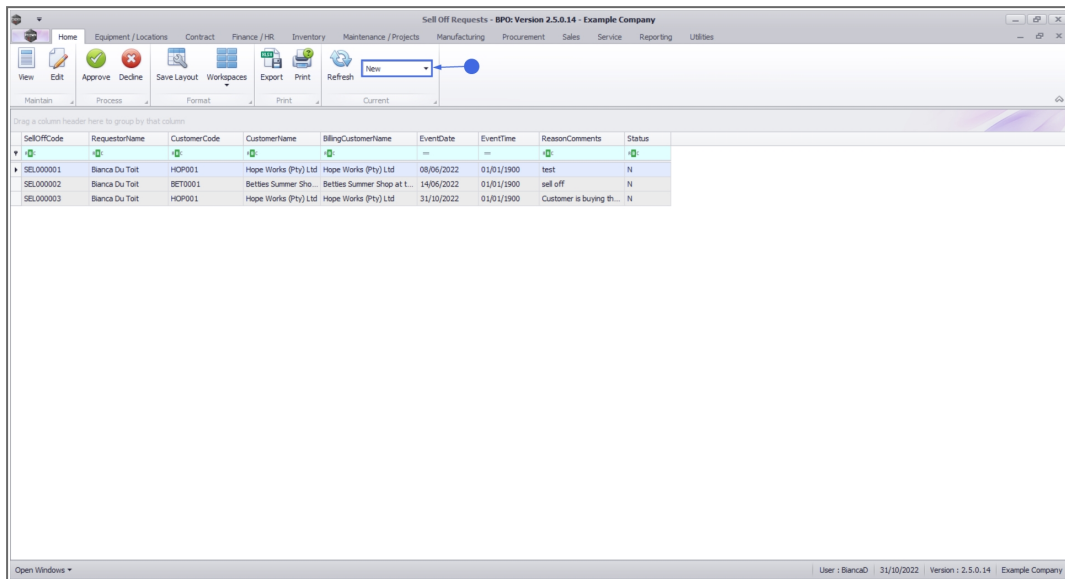
Upon opening, this screen will default to the ***New*** status, listing all Buy Back Requests that still require processing.

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



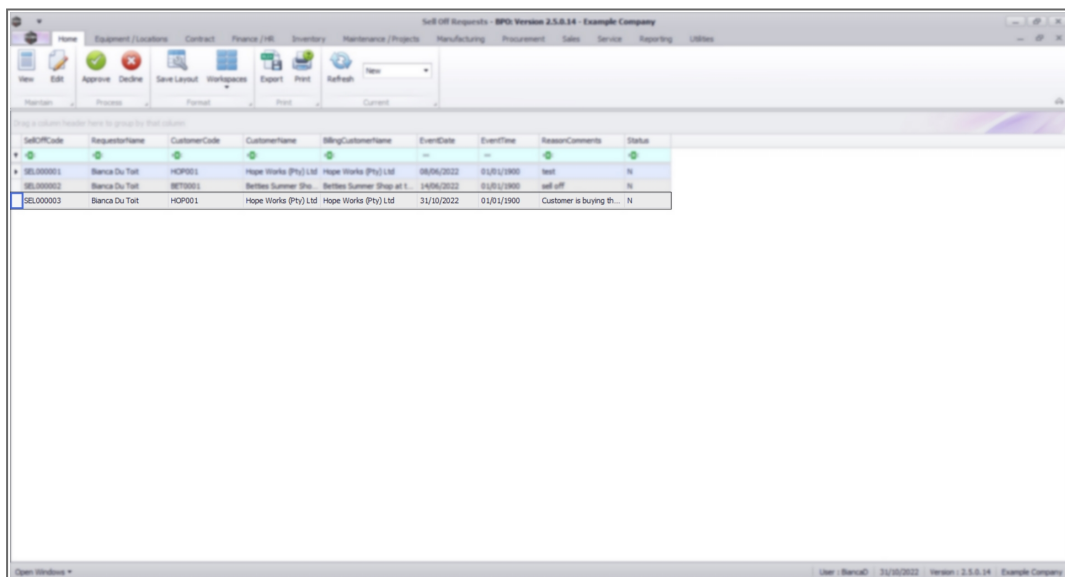
Screenshot of the 'Sell Off Requests' application window. The window title is 'Sell Off Requests - BPO: Version 2.5.0.14 - Example Company'. The interface includes a menu bar with options like Home, Equipment/Locations, Contract, Finance/HR, Inventory, Maintenance/Projects, Manufacturing, Procurement, Sales, Service, Reporting, and Utilities. Below the menu bar is a toolbar with buttons for View, Edit, Approve, Decline, Save Layout, Workspaces, Export, Print, Refresh, and a 'New' button. The main area displays a table of sell off requests.

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	Bettes Summer Sho...	Bettes Summer Shop at 1...	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 BUY BACK REQUEST

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

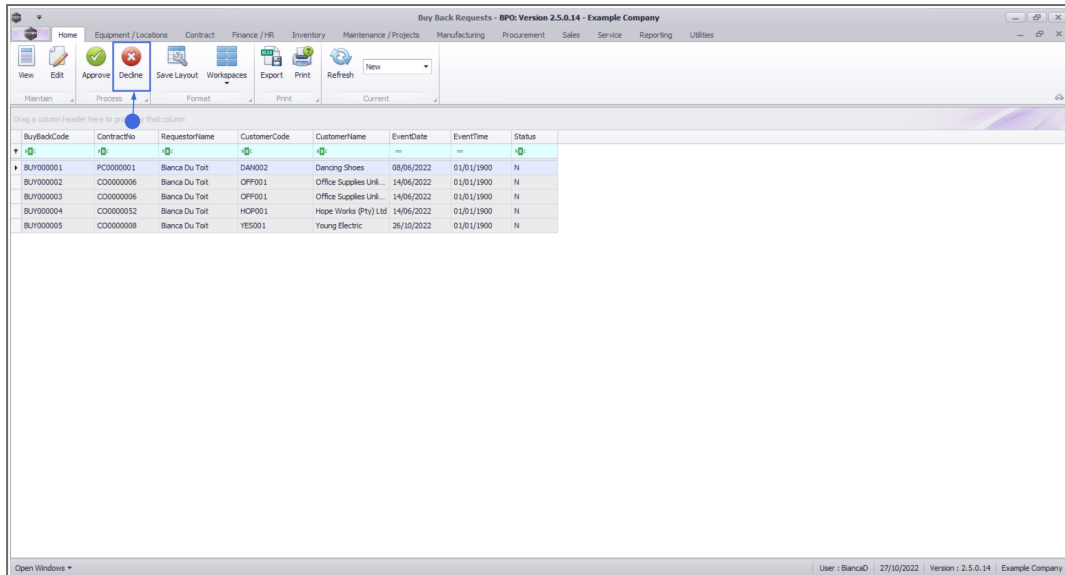


Screenshot of the 'Sell Off Requests' application window, identical to the previous one, but with the third row (SEL000003) selected. The status bar at the bottom shows 'User : BiancaD | 31/10/2022 | Version : 2.5.0.14 | Example Company'.

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	Bettes Summer Sho...	Bettes Summer Shop at 1...	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

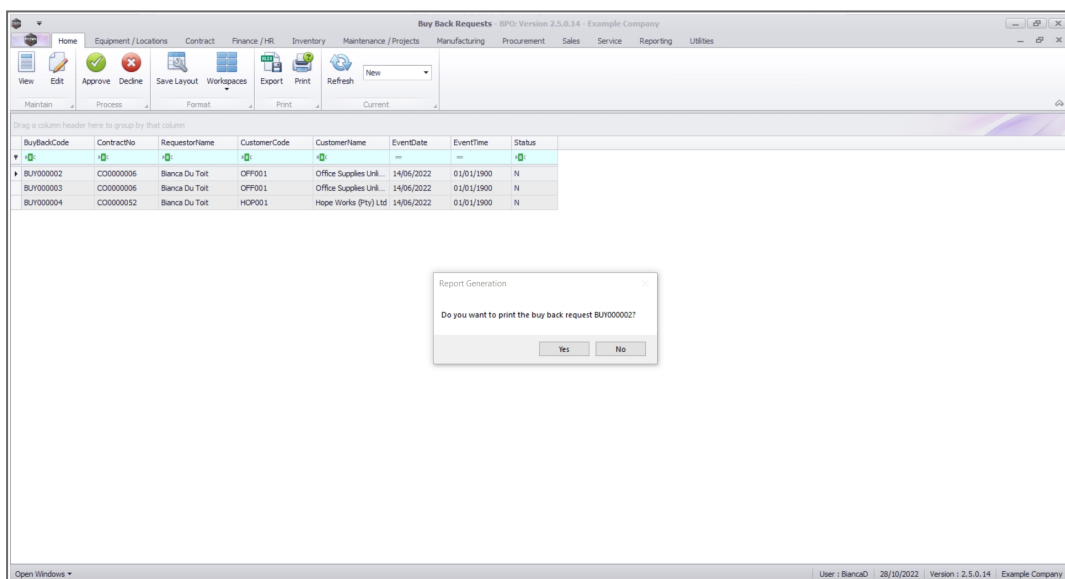
- Click on the **Print** button.



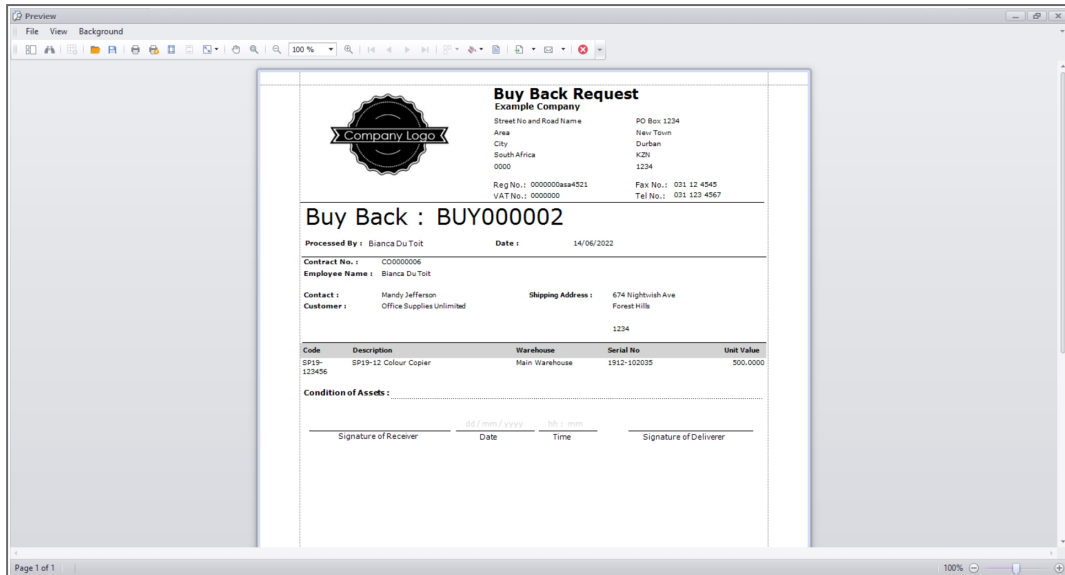
BuyBackCode	ContractNo	RequestorName	CustomerCode	CustomerName	EventDate	EventTime	Status
BU1000001	PC0000001	Blanca Du Toit	D4N002	Dancing Shoes	08/06/2022	01/01/1900	N
BU1000002	CO0000006	Blanca Du Toit	OFF001	Office Supplies Unit...	14/06/2022	01/01/1900	N
BU1000003	CO0000006	Blanca Du Toit	OFF001	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

The **Report Generation** message box will come up, asking: **Do you want to print the buy back request [buy back request number]?**

- Click on the **Yes** button.



The **Report Preview** screen will display.



Buy Back Request
Example Company

Street No and Road Name: PO Box 1234
Area: New Town
City: Durban
South Africa: KZN
0000: 1234
Reg No.: 00000000000000000000
VAT No.: 00000000
Fax No.: 031 12 4545
Tel No.: 031 123 4567

Buy Back : BUY000002

Processed By : Bianca Du Toit Date : 14/06/2022

Contract No. : CO00000006
Employee Name : Bianca Du Toit

Contact : Mandy Jefferson Shipping Address : 674 Nighthush Ave
Customer : Office Supplies Unlimited Forest Hills
1234

Code	Description	Warehouse	Serial No	Unit Value
SP19-123456	SP19-12 Colour Copier	Main Warehouse	1912-102035	500.0000

Condition of Assets :

Signature of Receiver Date Time Signature of Deliverer

From the preview screen you can **Print**, **Add a Watermark**, **Export** or **Email**.

- Click on **Close** to return to the **Sell Off Request** listing screen.

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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