

# CONTRACTS

## CONTRACT EXPIRY – PURCHASE TO LEASE

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.

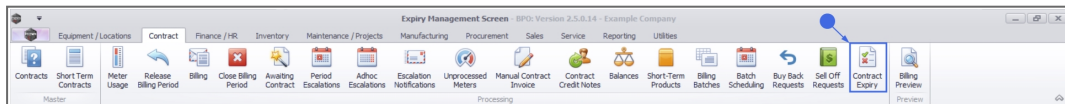
Approval of the Buy Back Requests auto processes the following:

- Removes the customer asset from Contract
- Creates a Purchase Requisition
- Approves the Purchase Requisition
- Creates a Purchase Order off the back of the PR Approval
- Prints the Purchase Order
- Creates a Supplier Invoice (The Supplier Invoice must be Approved manually)
- Receives the asset into store as a Stock Item
- Converts from Stock to Asset
- Re-links the Internal Asset to the Contract
- Re-links Fees and Meters

Ensure the Contract Buy Back Configuration is correctly configured.

## PURCHASE TO LEASE

**Ribbon** Select *Contract* > *Contract Expiry*



The *Contract Expiry Management* 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 **Expired** status, listing all the serial numbers on contracts that have expired, indicating the state of the serial number. The expiry date is based on the contract start date + contract period.

You can view all contracts, regardless of expiry date, by selecting the **All** status.

Marked	State	ContractNo	SerialNo	LocationDesc	ContractType	ContractTypeDesc	CustomerCode	CustomerName	OrderNo	StarDate	EndDate	Period
<input type="checkbox"/>	Awaiting Sell Off Request Approval	CO0000042	19-30200		CPC	Cost Per Copy	HCP001	Hope Works (Pty) Ltd		07/09/2016	07/09/2022	
<input type="checkbox"/>	Awaiting Sell Off Request Approval	CO0000006	447788552211		CPC	Cost Per Copy	OFF001	Office Supplies Unlimited	1234	22/04/2014	22/04/2019	
<input type="checkbox"/>	Awaiting Buy Back Request Approval	PC0000001	D44-12245		PRE	Prepaid Contract	DAN002	Dancing Shoes	test	23/03/2016	23/03/2021	
<input type="checkbox"/>	Awaiting Buy Back Request Approval	PC0000001	2020-102047		PRE	Prepaid Contract	DAN002	Dancing Shoes	test	23/03/2016	23/03/2021	
<input type="checkbox"/>	Awaiting Buy Back Request Approval	CO0000006	1912-102035		CPC	Cost Per Copy	OFF001	Office Supplies Unlimited	1234	22/04/2014	22/04/2019	
<input type="checkbox"/>	Awaiting Buy Back Request Approval	CO0000049	2020-43256		CPC	Cost Per Copy	HCP001	Hope Works (Pty) Ltd		16/05/2017	16/05/2022	
<input type="checkbox"/>		CO0000080	19-90201		CPC	Cost Per Copy	OFF001	Office Supplies Unlimited	1234	06/05/2017	06/05/2020	
<input type="checkbox"/>		CO0000080	2020-10202		CPC	Cost Per Copy	OFF001	Office Supplies Unlimited	1234	06/05/2017	06/05/2020	
<input type="checkbox"/>		CO0000052	1020-10102		PRE	Prepaid Contract	HCP001	Hope Works (Pty) Ltd		29/05/2017	29/05/2022	
<input type="checkbox"/>		CO0000052	12-12345		PRE	Prepaid Contract	HCP001	Hope Works (Pty) Ltd		29/05/2017	29/05/2022	
<input type="checkbox"/>		CO0000050	1020-10101		CPC	Cost Per Copy	HCP001	Hope Works (Pty) Ltd		23/05/2017	23/05/2022	
<input type="checkbox"/>		CO0000044	2020-678787		CPC	Cost Per Copy	BOT0001	Bothas Networking inc		25/10/2016	25/10/2021	
<input type="checkbox"/>		CO0000044		Bothas Shop	CPC	Cost Per Copy	BOT0001	Bothas Networking inc		25/10/2016	25/10/2021	
<input type="checkbox"/>		CO0000043	2020-103053		CPC	Cost Per Copy	HCP001	Hope Works (Pty) Ltd		01/08/2016	07/09/2021	
<input type="checkbox"/>		CO0000043	2020-102041		CPC	Cost Per Copy	HCP001	Hope Works (Pty) Ltd		01/08/2016	07/09/2021	
<input type="checkbox"/>		CO0000043	nm10301		CPC	Cost Per Copy	HCP001	Hope Works (Pty) Ltd		01/08/2016	07/09/2021	
<input type="checkbox"/>		CO0000042	204-989898		CPC	Cost Per Copy	HCP001	Hope Works (Pty) Ltd		07/09/2016	07/09/2022	
<input type="checkbox"/>		CO0000041	2020-103050		CPC	Cost Per Copy	PAN001	Panda Copiers		05/07/2016	05/07/2021	
<input type="checkbox"/>		CO0000031	3204REG000205		CPC	Cost Per Copy	YES001	Young Electric		24/03/2016	24/03/2021	
<input type="checkbox"/>		CO0000031	107		CPC	Cost Per Copy	YES001	Young Electric		24/03/2016	24/03/2021	
<input type="checkbox"/>		CO0000028	147807		CPC	Cost Per Copy	HAC001	Hack PC - IT Shop		29/06/2015	29/06/2020	
<input type="checkbox"/>		CO0000028	147708		CPC	Cost Per Copy	HAC001	Hack PC - IT Shop		29/06/2015	29/06/2020	
<input type="checkbox"/>		CO0000019		Stone Castle Shopping Centre	CPC	Cost Per Copy	OFF001	Office Supplies Unlimited		28/07/2014	28/07/2019	
<input type="checkbox"/>		CO0000019	2020-10204		CPC	Cost Per Copy	OFF001	Office Supplies Unlimited		28/07/2014	28/07/2019	
<input type="checkbox"/>		CO0000018	1912-102031		CPC	Cost Per Copy	SAM001	Samanthas Diner		09/07/2014	09/07/2019	
<input type="checkbox"/>		CO0000018	19-121202		CPC	Cost Per Copy	SAM001	Samanthas Diner		09/07/2014	09/07/2019	
<input type="checkbox"/>		CO0000018	20-147258		CPC	Cost Per Copy	SAM001	Samanthas Diner		09/07/2014	09/07/2019	
<input type="checkbox"/>		CO0000016	SP19-12185274		CPC	Cost Per Copy	TIA001	Titan Group		13/06/2014	13/06/2019	
<input type="checkbox"/>		CO0000012		South Riding Centre - First Floor LB	CPC	Cost Per Copy	TIA001	Titan Group		16/05/2014	16/05/2019	

- Select the **row(s)** of **items** that you wish to process.
- Multiple items selection is available for assets on the same contract.

Applied Filter: [Marked] = 'Unchecked'

Marked	State	ContractNo	SerialNo	LocationDesc	ContractType	ContractTypeDesc	CustomerCode	CustomerName	OrderNo	StartDate	EndDate	Period	PeriodType
<input type="checkbox"/>	Awaiting Buy Back Request Approval	PC0000001	DAN-12345		PRE	Prepaid Contract	DAN002	Dancing Shoes	test	23/03/2016	23/03/2021	60 m	
<input type="checkbox"/>	Awaiting Buy Back Request Approval	PC0000001	2020-102047		PRE	Prepaid Contract	DAN002	Dancing Shoes	test	23/03/2016	23/03/2021	60 m	
<input type="checkbox"/>		CO0000074	2020-9896		CPC	Cost Per Copy	DER001	Derton / Technologies	1234	15/06/2018	15/06/2023	60 m	
<input type="checkbox"/>		CO0000072	0109501101530003		CPC	Cost Per Copy	HOP001	Hope Works (Pty) Ltd	1234	07/03/2018	07/03/2023	60 m	
<input type="checkbox"/>		CO0000071	2020-98765		CPC	Cost Per Copy	HOP001	Hope Works (Pty) Ltd	1144	07/03/2018	07/03/2023	60 m	
<input checked="" type="checkbox"/>		CO0000069	2020-9873		CPC	Cost Per Copy	HOP001	Hope Works (Pty) Ltd	1234	05/03/2018	05/03/2023	60 m	
<input checked="" type="checkbox"/>		CO0000069	NMACH-2020-54321		CPC	Cost Per Copy	HOP001	Hope Works (Pty) Ltd	1234	05/03/2018	05/03/2023	60 m	
<input type="checkbox"/>		CO0000067	2020-9875		CPC	Cost Per Copy	HOP001	Hope Works (Pty) Ltd	1234	05/03/2018	05/03/2023	60 m	
<input type="checkbox"/>	Awaiting Buy Back Request Approval	CO0000052	12-12345		PRE	Prepaid Contract	HOP001	Hope Works (Pty) Ltd	29/05/2017	29/05/2022	60 m		
<input type="checkbox"/>		CO0000050	1020-10101		CPC	Cost Per Copy	HOP001	Hope Works (Pty) Ltd	23/05/2017	23/05/2022	60 m		
<input type="checkbox"/>		CO0000049	2020-43256		CPC	Cost Per Copy	HOP001	Hope Works (Pty) Ltd	16/05/2017	16/05/2022	60 m		
<input type="checkbox"/>		CO0000044	2020-878787		CPC	Cost Per Copy	BOT0001	Bothas Networking inc	25/10/2016	25/10/2021	60 m		
<input type="checkbox"/>		CO0000043	2020-103053		CPC	Cost Per Copy	HOP001	Hope Works (Pty) Ltd	01/08/2016	07/09/2021	60 m		
<input type="checkbox"/>		CO0000043	2020-102041		CPC	Cost Per Copy	HOP001	Hope Works (Pty) Ltd	01/08/2016	07/09/2021	60 m		
<input type="checkbox"/>		CO0000041	2020-103050		CPC	Cost Per Copy	PAN001	Panda Copiers	05/07/2016	05/07/2021	60 m		
<input type="checkbox"/>		CO0000031	320ARE6000205		CPC	Cost Per Copy	YES001	Young Electric	24/03/2016	24/03/2021	60 m		
<input type="checkbox"/>		CO0000031	107		CPC	Cost Per Copy	YES001	Young Electric	24/03/2016	24/03/2021	60 m		
<input type="checkbox"/>		CO0000028	147807		CPC	Cost Per Copy	HAC001	Hack PC - IT Shop	29/06/2015	29/06/2020	60 m		
<input type="checkbox"/>		CO0000028	147708		CPC	Cost Per Copy	HAC001	Hack PC - IT Shop	29/06/2015	29/06/2020	60 m		
<input type="checkbox"/>		CO0000019	2020-10204		CPC	Cost Per Copy	OFF001	Office Supplies Unlimited	28/07/2014	28/07/2019	60 m		
<input type="checkbox"/>		CO0000018	1912-102031		CPC	Cost Per Copy	SAM001	Samanthas Diner	09/07/2014	09/07/2019	60 m		
<input type="checkbox"/>		CO0000018	19-12/1202		CPC	Cost Per Copy	SAM001	Samanthas Diner	09/07/2014	09/07/2019	60 m		
<input type="checkbox"/>		CO0000018	20-147258		CPC	Cost Per Copy	SAM001	Samanthas Diner	09/07/2014	09/07/2019	60 m		
<input type="checkbox"/>		CO0000016	SP19-12185274		CPC	Cost Per Copy	TIA001	Titan Group	13/06/2014	13/06/2019	60 m		

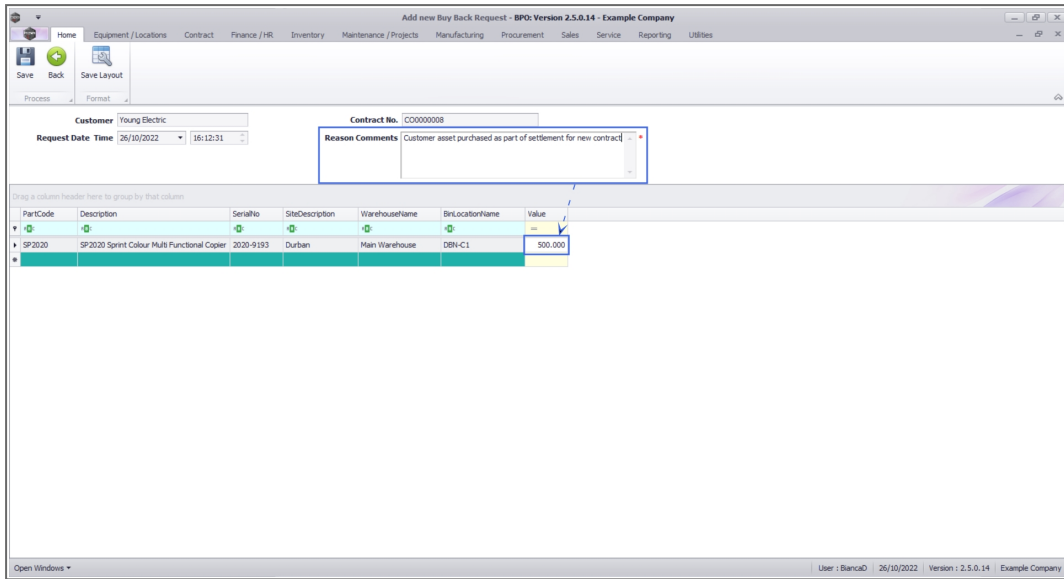
- Click on the **Purchase to Lease** button.

Applied Filter: [Marked] = 'Unchecked'

Marked	State	ContractNo	SerialNo	LocationDesc	ContractType	ContractTypeDesc	CustomerCode	CustomerName	OrderNo	StartDate	EndDate	Period	PeriodType
<input type="checkbox"/>	Awaiting Buy Back Request Approval	PC0000001	DAN-12345		PRE	Prepaid Contract	DAN002	Dancing Shoes	test	23/03/2016	23/03/2021	60 m	
<input type="checkbox"/>	Awaiting Buy Back Request Approval	PC0000001	2020-102047		PRE	Prepaid Contract	DAN002	Dancing Shoes	test	23/03/2016	23/03/2021	60 m	
<input type="checkbox"/>		CO0000074	2020-9896		CPC	Cost Per Copy	DER001	Derton / Technologies	1234	15/06/2018	15/06/2023	60 m	
<input type="checkbox"/>		CO0000072	0109501101530003		CPC	Cost Per Copy	HOP001	Hope Works (Pty) Ltd	1234	07/03/2018	07/03/2023	60 m	
<input type="checkbox"/>		CO0000071	2020-98765		CPC	Cost Per Copy	HOP001	Hope Works (Pty) Ltd	1144	07/03/2018	07/03/2023	60 m	
<input checked="" type="checkbox"/>		CO0000069	2020-9873		CPC	Cost Per Copy	HOP001	Hope Works (Pty) Ltd	1234	05/03/2018	05/03/2023	60 m	
<input checked="" type="checkbox"/>		CO0000069	NMACH-2020-54321		CPC	Cost Per Copy	HOP001	Hope Works (Pty) Ltd	1234	05/03/2018	05/03/2023	60 m	
<input type="checkbox"/>		CO0000067	2020-9875		CPC	Cost Per Copy	HOP001	Hope Works (Pty) Ltd	1234	05/03/2018	05/03/2023	60 m	
<input type="checkbox"/>	Awaiting Buy Back Request Approval	CO0000052	12-12345		PRE	Prepaid Contract	HOP001	Hope Works (Pty) Ltd	29/05/2017	29/05/2022	60 m		
<input type="checkbox"/>		CO0000050	1020-10101		CPC	Cost Per Copy	HOP001	Hope Works (Pty) Ltd	23/05/2017	23/05/2022	60 m		
<input type="checkbox"/>		CO0000049	2020-43256		CPC	Cost Per Copy	HOP001	Hope Works (Pty) Ltd	16/05/2017	16/05/2022	60 m		
<input type="checkbox"/>		CO0000044	2020-878787		CPC	Cost Per Copy	BOT0001	Bothas Networking inc	25/10/2016	25/10/2021	60 m		
<input type="checkbox"/>		CO0000043	2020-103053		CPC	Cost Per Copy	HOP001	Hope Works (Pty) Ltd	01/08/2016	07/09/2021	60 m		
<input type="checkbox"/>		CO0000043	2020-102041		CPC	Cost Per Copy	HOP001	Hope Works (Pty) Ltd	01/08/2016	07/09/2021	60 m		
<input type="checkbox"/>		CO0000041	2020-103050		CPC	Cost Per Copy	PAN001	Panda Copiers	05/07/2016	05/07/2021	60 m		
<input type="checkbox"/>		CO0000031	320ARE6000205		CPC	Cost Per Copy	YES001	Young Electric	24/03/2016	24/03/2021	60 m		
<input type="checkbox"/>		CO0000031	107		CPC	Cost Per Copy	YES001	Young Electric	24/03/2016	24/03/2021	60 m		
<input type="checkbox"/>		CO0000028	147807		CPC	Cost Per Copy	HAC001	Hack PC - IT Shop	29/06/2015	29/06/2020	60 m		
<input type="checkbox"/>		CO0000028	147708		CPC	Cost Per Copy	HAC001	Hack PC - IT Shop	29/06/2015	29/06/2020	60 m		
<input type="checkbox"/>		CO0000019	2020-10204		CPC	Cost Per Copy	OFF001	Office Supplies Unlimited	28/07/2014	28/07/2019	60 m		
<input type="checkbox"/>		CO0000018	1912-102031		CPC	Cost Per Copy	SAM001	Samanthas Diner	09/07/2014	09/07/2019	60 m		
<input type="checkbox"/>		CO0000018	19-12/1202		CPC	Cost Per Copy	SAM001	Samanthas Diner	09/07/2014	09/07/2019	60 m		
<input type="checkbox"/>		CO0000018	20-147258		CPC	Cost Per Copy	SAM001	Samanthas Diner	09/07/2014	09/07/2019	60 m		
<input type="checkbox"/>		CO0000016	SP19-12185274		CPC	Cost Per Copy	TIA001	Titan Group	13/06/2014	13/06/2019	60 m		

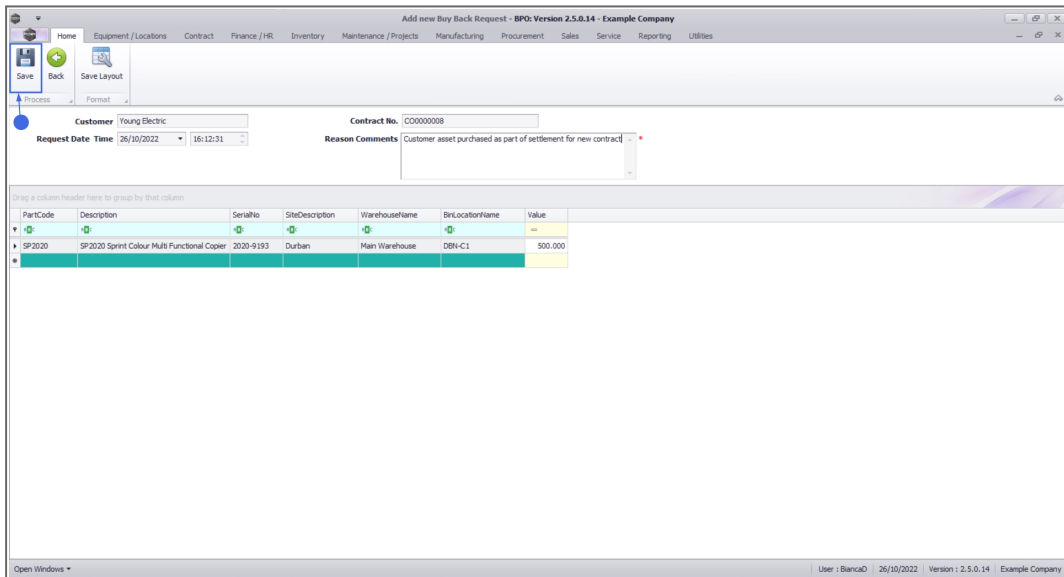
- **Reason Comments:** Type in the reason for this buying back the asset(s) selected.

- Update the Buy Back **Value** for each item.



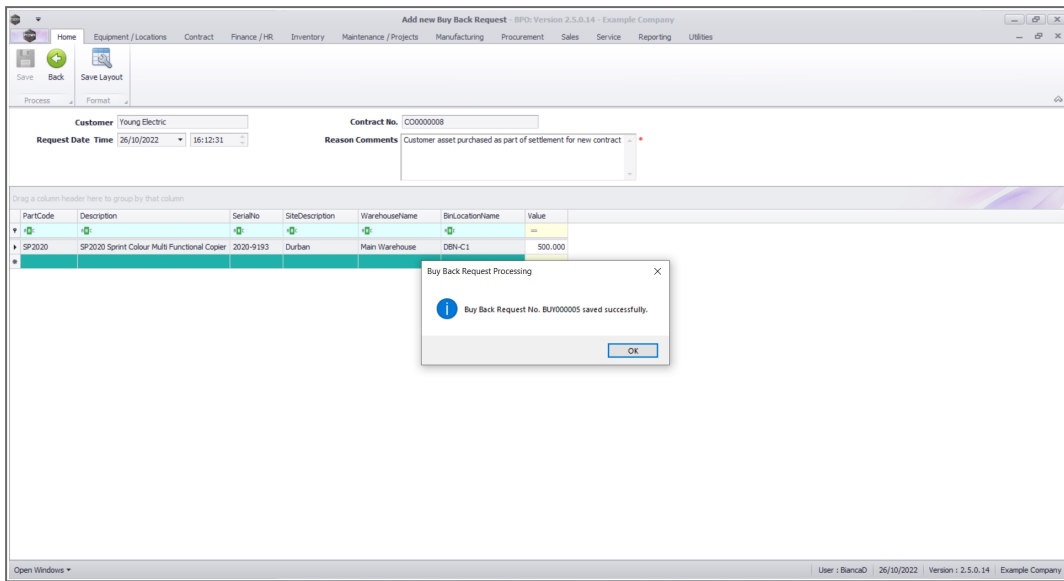
Once you have updated the Value for all assets:

- Click on the **Save** button.

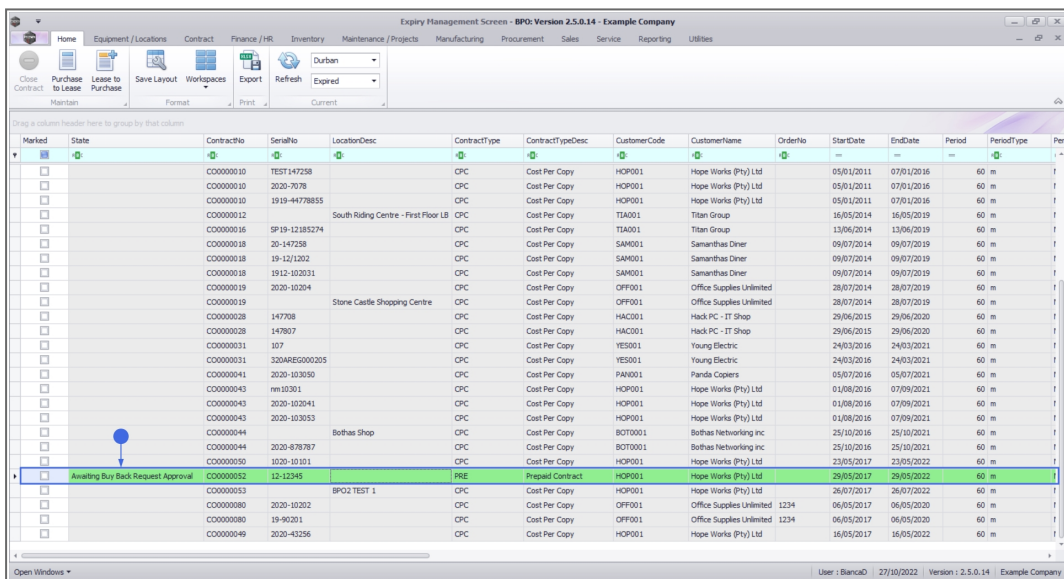


The **Buy Back Request Processing** message box will come up, noting: **Buy Back Request No. [Buy Back Number] saved successfully.**

- Click on the **Ok** button.



The **Buy Back Request Processing** screen will close, and the selected items marked as **Awaiting Buy Back Request Approval**.



Refer to **"Introduction to Buy Back Requests"** on **page 1** for more information relating to processing Buy Back Requests.

## Related Topics

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

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