

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 <u>Approved</u> 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 <u>Contract Buy Back Configuration</u> is correctly configured.

PURCHASE TO LEASE

Ribbon Select Contract > Contract Expiry



The *Contract Expiry Management* screen will be displayed.

Select the Site

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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.

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

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• Click on the *Purchase to Lease* button.

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



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

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Once you have updated the Value for all assets:

• Click on the *Save* button.

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Open Windows 🕶			User : BiancaD 26/10/2022 Version : 2.5.0.14 Example Company

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.

\$ +			-	Add	new Buy Back Request	BPO: Versio	n 2.5.0.	.14 - Examp	le Company					- 8 x
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The *Buy Back Request Processing* screen will close, and the selected items marked as *Awaiting Buy Back Request Approval*.

٦	Ψ				Expiry Manag	jement Screen	BPO: Version 2.5.0.14	- Example Company						_ @ ?
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			CO0000012		South Riding Centre - First Floor LB	CPC	Cost Per Copy	TIA001	Titan Group		16/05/2014	16/05/2019	60	m
			CO0000016	SP19-12185274		CPC	Cost Per Copy	TIA001	Titan Group		13/06/2014	13/06/2019	60	m f
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			CO0000043	2020-102041		CPC	Cost Per Copy	HOP001	Hope Works (Pty) Ltd		01/08/2016	07/09/2021	60	m f
			CO0000043	2020-103053		CPC	Cost Per Copy	HOP001	Hope Works (Pty) Ltd		01/08/2016	07/09/2021	60	m f
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•		Awaiting Buy Back Reques	t Approval CO000052	12-12345		PRE	Prepaid Contract	HOP001	Hope Works (Pty) Ltd		29/05/2017	29/05/2022	60	m t
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			CO0000080	2020-10202		CPC	Cost Per Copy	OFF001	Office Supplies Unlimited	1234	06/05/2017	06/05/2020	60	m f
			CO0000080	19-90201		CPC	Cost Per Copy	OFF001	Office Supplies Unlimited	1234	06/05/2017	06/05/2020	60	m f
			CO0000049	2020-43256		CPC	Cost Per Copy	HOP001	Hope Works (Pty) Ltd		16/05/2017	16/05/2022	60	m f
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Open	Windows	s *									User : BiancaD	27/10/2022 Ve	rsion : 2.5.0.1	4 Example Company
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Refer to "Introduction to Buy Back Requests" on page 1 for more information relating to processing Buy Back Requests.

Related Topics



- <u>Contract Expiry</u>
- 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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