

# CONTRACTS

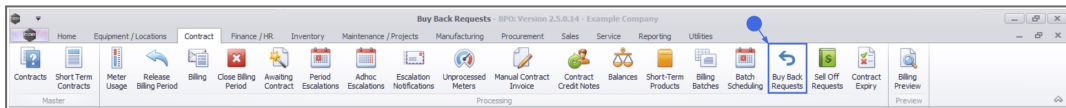
## BUY BACK REQUESTS – EXPORT

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.

You can export the list of Buy Back 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 > Buy Back Requests*



The **Buy Back 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.

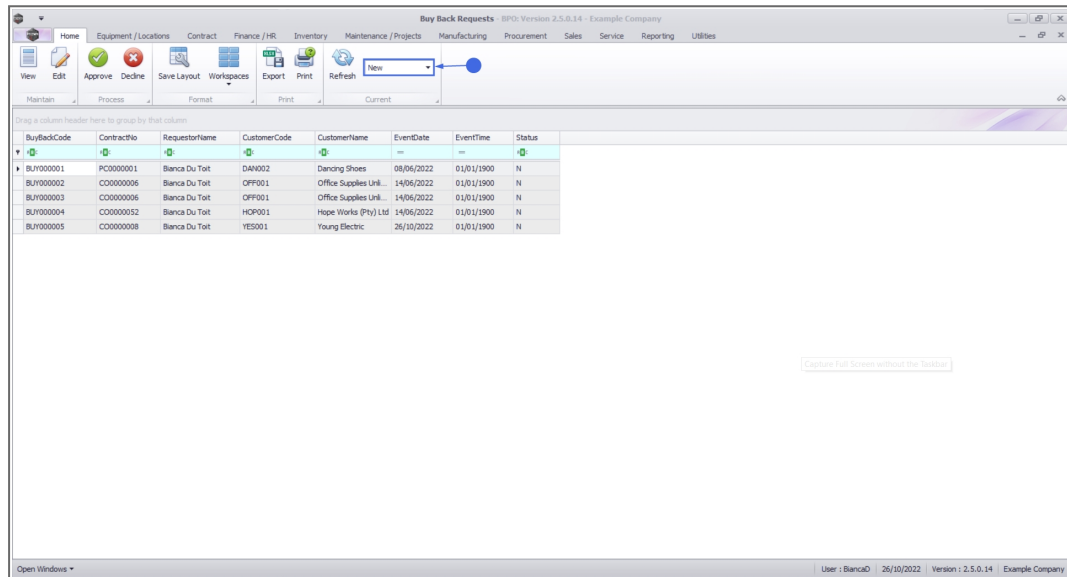
Status filter options:

**New:** Buy Back Requests that still require processing

**Approved:** Buy Back Requests that have been Approved

**Declined:** Buy Back Requests that have been Declined

**Awaiting Contract Closure Approval:** Buy Back Requests that have been approved, but Contract Closure Approval is required to complete the contract closure process.



## EXPORT BUY BACK REQUEST LISTING

- Click on the **Export** button.

Buy Back Requests - BPO: 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

BuyBackCode	ContractNo	RequestorName	CustomerCode	CustomerName	EventDate	EventTime	Status
BLU000001	PC0000001	Bianca Du Toit	DAN002	Dancing Shoes	08/06/2022	01/01/1900	N
BLU000002	CO0000006	Bianca Du Toit	OFF001	Office Supplies Unit...	14/06/2022	01/01/1900	N
BLU000003	CO0000006	Bianca Du Toit	OFF001	Office Supplies Unit...	14/06/2022	01/01/1900	N
BLU000004	CO0000052	Bianca Du Toit	HCP001	Hope Works (Pty) Ltd	14/06/2022	01/01/1900	N
BLU000005	CO0000008	Bianca Du Toit	YES001	Young Electric	26/10/2022	01/01/1900	N

Open Windows | User : BiancaD | 27/10/2022 | Version : 2.5.0.14 | Example Company



Refer to [Controls and Functions - Export Data](#) for more information relating to exporting listing screens to MS Excel.

## Related Topics

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

MNU.012.006

