

CONTRACTS

BUY BACK REQUESTS - PRINT

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 print a hard copy or email the Buy Back Request report.

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:

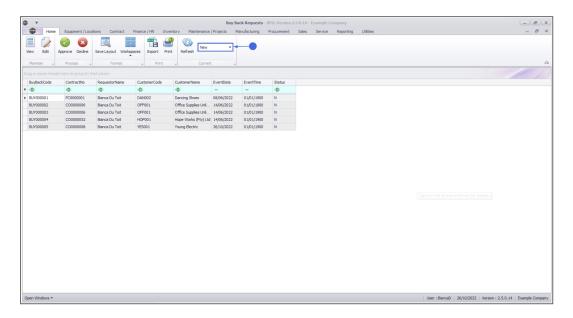
New: Buy Back Requests that still require processing



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.



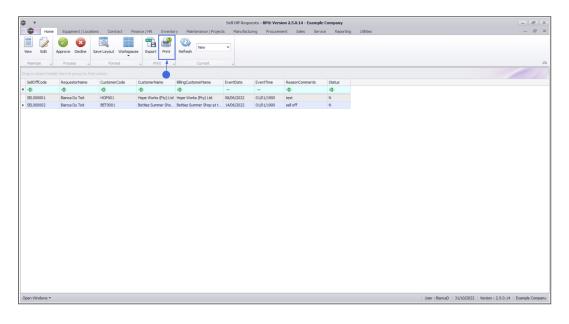
PRINT BUY BACK REQUEST

• Select the *row* of the *buy back request* that you wish to process.



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	Equipment / Loca	ations Contract	Finance /HR Inve	entory Maintenance	/Projects N	anufacturing I	Procurement Sales	Service	Reporting	Utilities			- 0
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0	•	•	•	•	-	-	•						
UY000001	PC0000001	Bianca Du Toit	DAN002	Dancing Shoes	08/06/2022	01/01/1900	N						
UY000002	C00000006	Bianca Du Toit	OFF001	Office Supplies Uni	14/06/2022	01/01/1900	N						
UY000003	C00000006	Bianca Du Toit	OFF001	Office Supplies Uni	14/06/2022	01/01/1900	N						
L/Y000004	C00000052	Bianca Du Toit	HOP001	Hope Works (Pty) Ltd	14/06/2022	01/01/1900	N						
L/Y000005	C00000008	Bianca Du Toit	YE5001	Young Electric	26/10/2022	01/01/1900	N						

• Click on the *Print* button.



The *Report Generation* message box will come up, asking: *Do you want to print the Sell Off request [sell off request number]?*

• Click on the **Yes** button.



\$ *					Sell Off Requ	ests - BPO: Ven	ion 2.5.0.14 - Example	Company				_ @ x
Home	Equipment / Loca	itions Contract Fin	ance / HR Inventor	ry Maintenance / Project	ts Manufact.	iring Procure	nent Sales Servi	ce Reporti	ting Utilities			_ & ×
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								_				
					Report	Generation		×				
					Do you	want to print th	e sell off request SEL000	002?				
							Yes N	lo				
Open Windows *										User : BiancaD 31/10/2022	Version : 2,5,0,14	Example Company

The *Report Preview* screen will display.

2 Preview					- 8 ×
File View Background					-
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		RegNo.: 0000000asa4521 VATNo.: 0000000	Fax No.: 031 12 4545 Tel No.: 031 123 4567		
	Buy Back : BUY	/000002			
	Processed By : Bianca Du Toit	Date : 14/06/3	022		
	Contract No. : CO0000006 Employee Name : Bianca Du Toit				
	Contact : Mandy Jefferson Customer : Office Supplies Unlimited	Shipping Address :	674 Nightwish Ave Forest Hills		
			1234		
	Code Description	Warehouse	Serial No Unit Val		U
	SP19- SP19-12 Colour Copier 123456	Main Warehouse	1912-102035 500.0	000	
	Condition of Assets :				
		/mm/yyyy hh:mm			
	Signature of Receiver	Date Time	Signature of Deliverer		
Page 1 of 1					100% 🖸 🕕 🕀

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

• Click on *Close* to return to the *Buy Back Request* listing screen.

Related Topics



- <u>Contract Expiry</u>
- Buy Back Requests Intro
- View Buy Back Request Details
- Edit a Buy Back Request
- Decline Buy Back Request
- Print Buy Back Request

MNU.012.007