

CONTRACTS

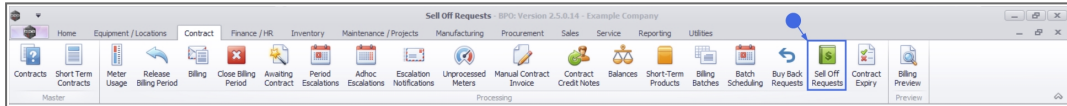
SELL OFF REQUESTS - EDIT

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 edit certain Sell Off Request details before Approval.

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 interface. 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 New. A "Current" button is also visible. The main area contains a table with the following data:

SelfOffCode	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 L...	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

The status bar at the bottom indicates: User : BiancaD | 31/10/2022 | Version : 2.5.0.14 | Example Company

EDIT SELL OFF REQUEST

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

Screenshot of the Sell Off Requests application interface, showing the same table as above. The third row (SEL000003) is highlighted with a blue selection bar, indicating it is selected for editing.

SelfOffCode	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 L...	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

The status bar at the bottom indicates: User : BiancaD | 31/10/2022 | Version : 2.5.0.14 | Example Company

- Click on the **Edit** button.

Screenshot of the 'Sell Off Requests' application window. The window title is 'Sell Off Requests - BPD: 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 is a toolbar with icons for View, Edit, Approve, Decline, Save Layout, Workspaces, Export, Print, Refresh, and a New button. A main table displays the following data:

SellOffCode	RequestorName	CustomerCode	CustomerName	BillingCustomerName	EventDate	EventTime	ReasonComments	Status
SEL00001	Bianca Du Toit	HCP001	Hope Works (Pty) Ltd	Hope Works (Pty) Ltd	08/06/2022	01/01/1900	test	N
SEL00002	Bianca Du Toit	BET0001	Betles Summer Sho...	Betles Summer Shop at L...	14/06/2022	01/01/1900	sell off	N
SEL00003	Bianca Du Toit	HCP001	Hope Works (Pty) Ltd	Hope Works (Pty) Ltd	31/10/2022	01/01/1900	Customer is buying th...	N

The status bar at the bottom shows 'User: BiancaD | 31/10/2022 | Version: 2.5.0.14 | Example Company'.

EDIT DETAILS

You can make changes to:

- **Main Customer** and **Billing Customer**
- The **Reason Comments** and
- Line item **Values**.

Screenshot of the 'Add new Sell Off Request' application window. The window title is 'Add new Sell Off Request - BPD: 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 is a toolbar with icons for Save, Back, Save Layout, Process, Format, and a New button. The main form displays the following details:

Customer Name: Hope Works (Pty) Ltd
Billing Customer: Hope Works (Pty) Ltd
Request Date Time: 31/10/2022 11:59:57
Reason Comments: Customer is buying the rental asset at the end of this contract

Below the form is a table with the following data:

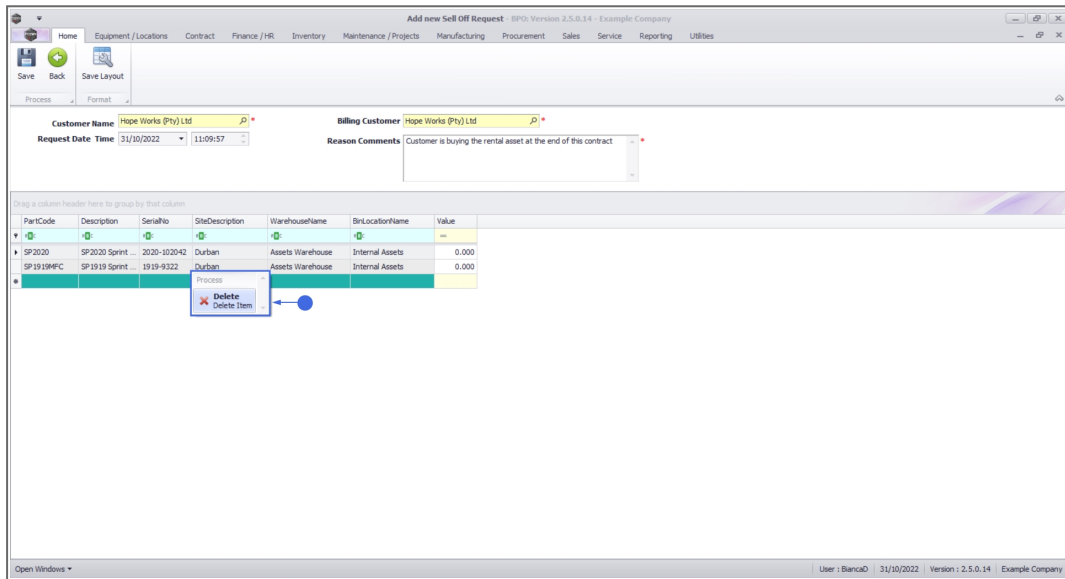
PartCode	Description	SerialNo	SiteDescription	WarehouseName	BinLocationName	Value
SP2020	SP2020 Sprint ...	2020-102042	Durban	Assets Warehouse	Internal Assets	0.000
SP1919MFC	SP1919 Sprint ...	1919-9322	Durban	Assets Warehouse	Internal Assets	0.000

The status bar at the bottom shows 'User: BiancaD | 31/10/2022 | Version: 2.5.0.14 | Example Company'.

REMOVE ASSETS

You can also remove an item, if there are multiple lines and one or more lines should not have been included in the Sell Off. Ensure you have at least one item on the request. If none of these items should be sold off, then Decline the Sell Off Request.

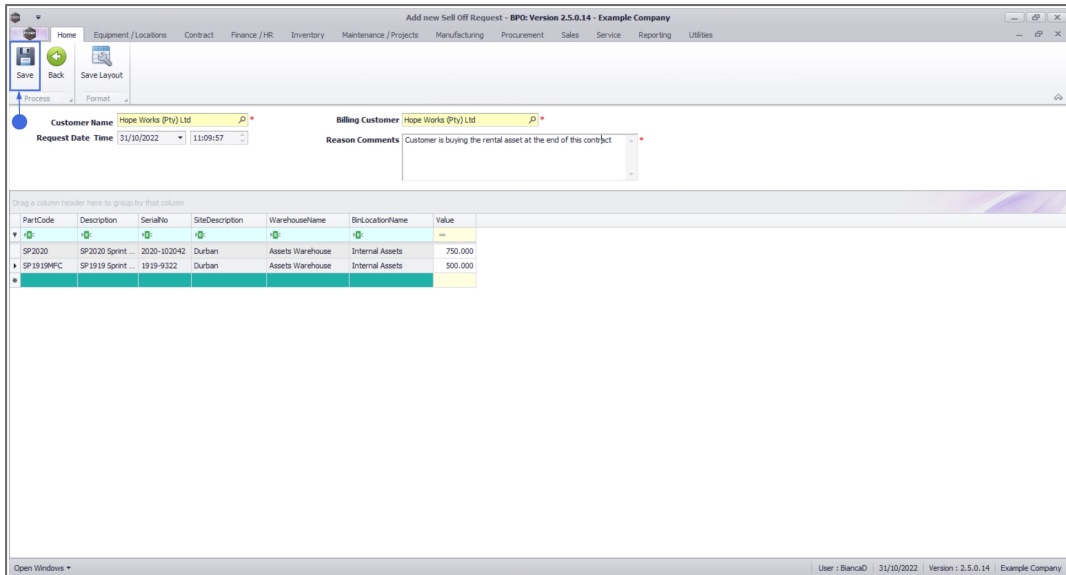
- Select the asset that must be removed.
- Right click and select Delete Item from the context menu.



SAVE SELL OFF REQUEST

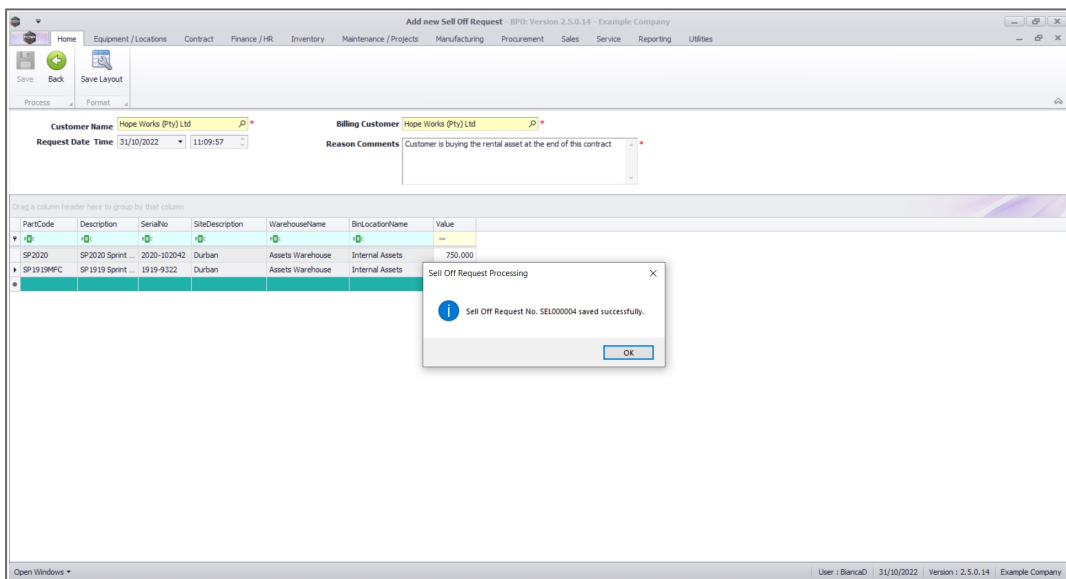
Once you have made all required changes:

- Click on the **Save** button.



The **Sell Off Request Processing** message box will come up noting: **Sell Off Request No [sell off request number] saved successfully.**

- Click on the **Ok** button.



You will return to the Sell Off Request listing.

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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