CONTRACTS
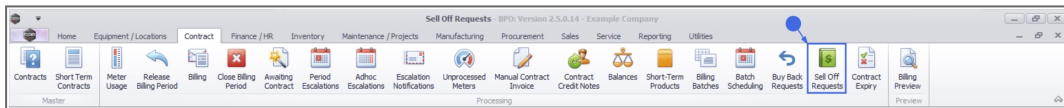
SELL OFF REQUESTS – APPROVE

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.

Once you have viewed the Sell Off Request and made sure all the details are correct, the request can be Approved. Edit the request if the details are incorrect, or Decline the request.

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

APPROVE SELL OFF REQUEST

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

- Click on the *Approve* button.
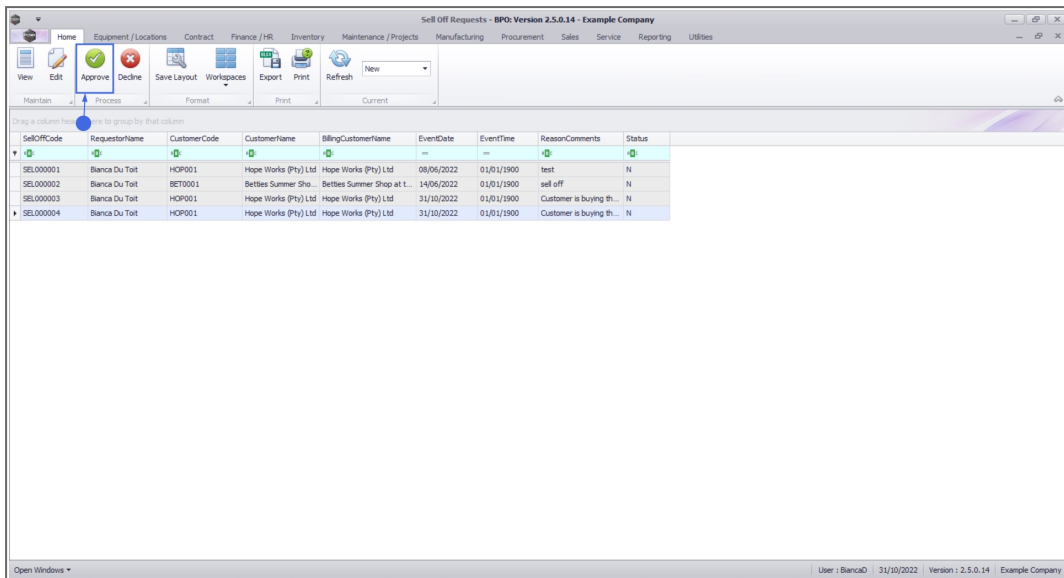
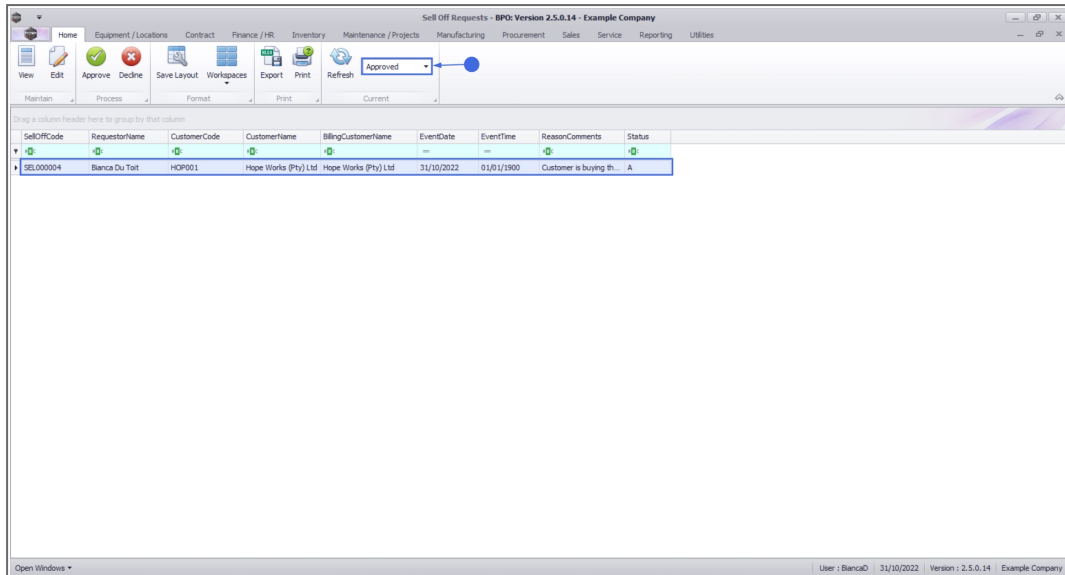The *Approve Sell Off Request* message box will come up, asking: *Are you sure you want to approve this sell off request?*

- Click on the *Yes* button.
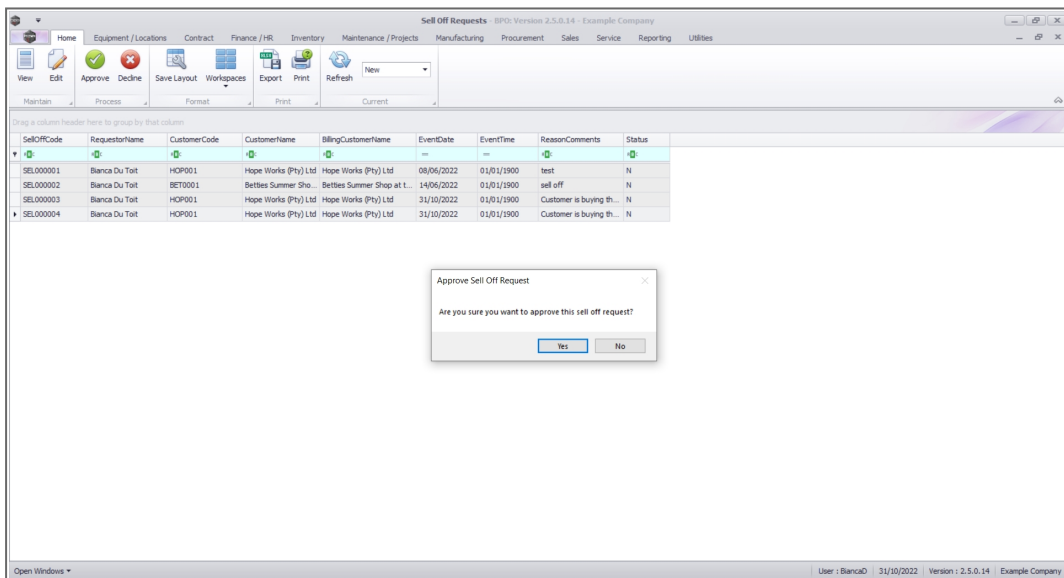
The Sell Off Request will be approved and can be found by selecting the *Approved* status.

Approval of the Sell Off Requests auto processes the following:

- Removes the internal asset from Contract
- Returns the Asset to the Asset Warehouse
- Converts from Asset to Stock
- Requests and Issues the Asset as a Stock Item
- Creates a Sales Invoice
- Prints the Invoice

Ensure the **Contract Swap Out Configuration** is correctly configured.

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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