

## CONTRACTS

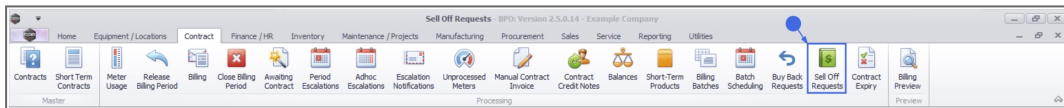
### SELL OFF REQUESTS - APPROVE

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

Screenshot of the Sell Off Requests application interface. 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 bar is a toolbar with icons for View, Edit, Approve, Decline, Save Layout, Workspaces, Export, Print, Refresh, and a dropdown menu currently set to "New".

The main area displays a table with the following columns: SellOffCode, RequestorName, CustomerCode, CustomerName, BillingCustomerName, EventDate, EventTime, ReasonComments, and Status. The table contains three rows of data:

SellOffCode	RequestorName	CustomerCode	CustomerName	BillingCustomerName	EventDate	EventTime	ReasonComments	Status
SEL00001	Bianca Du Toit	HOP001	Hope Works (Pty) Ltd	Hope Works (Pty) Ltd	08/06/2022	01/01/1900	test	N
SEL00002	Bianca Du Toit	BET0001	Bettles Summer Sho...	Bettles Summer Shop at L...	14/06/2022	01/01/1900	sell off	N
SEL00003	Bianca Du Toit	HOP001	Hope Works (Pty) Ltd	Hope Works (Pty) Ltd	31/10/2022	01/01/1900	Customer is buying th...	N

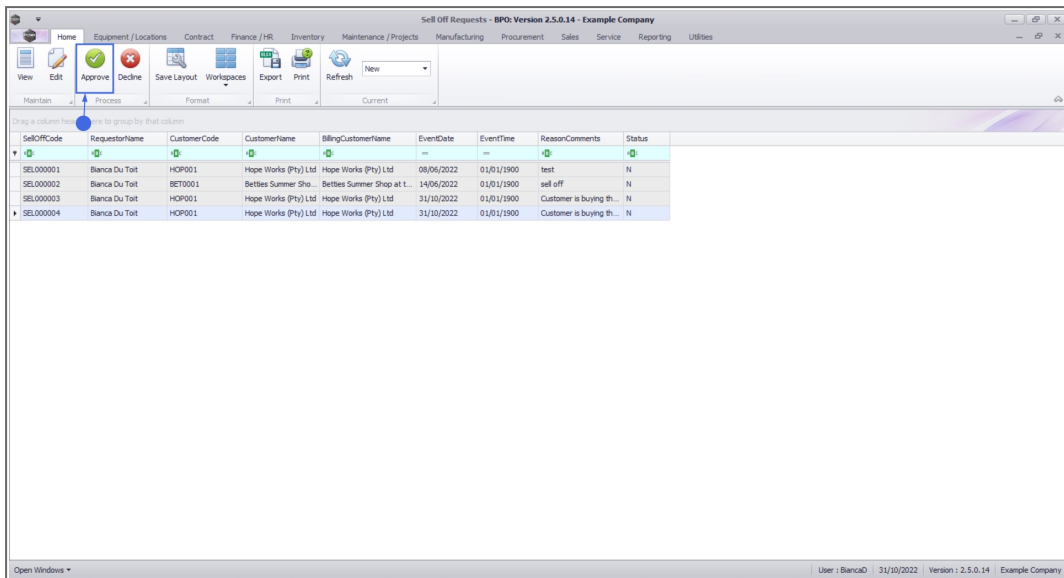
The status bar at the bottom indicates "User : BiancaD | 31/10/2022 | Version : 2.5.0.14 | Example Company".

## APPROVE SELL OFF REQUEST

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

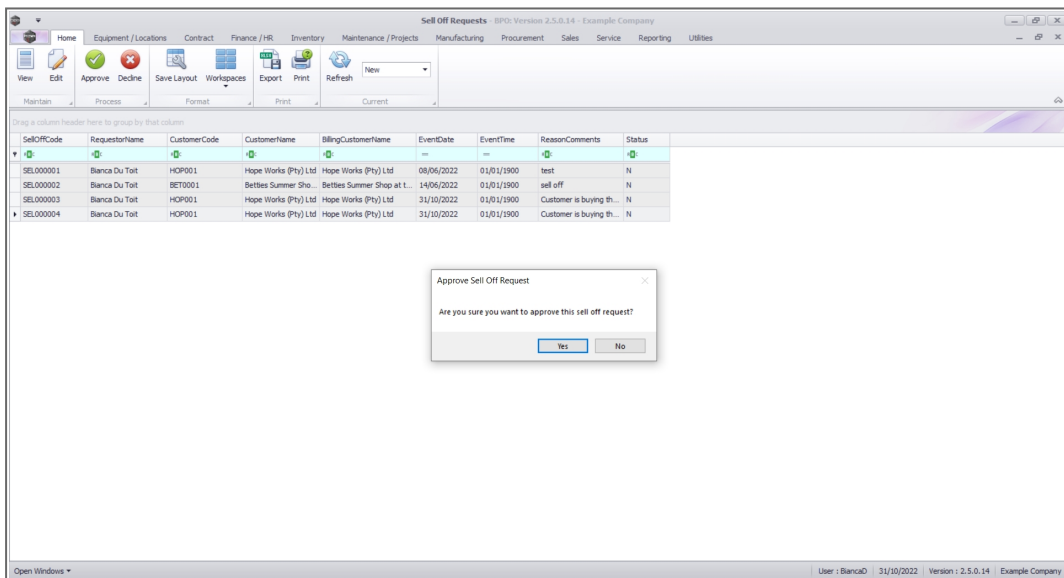
Screenshot of the Sell Off Requests application interface, showing the same table as above. The third row (SEL00003) is now selected, indicated by a blue highlight. The status bar at the bottom remains the same: "User : BiancaD | 31/10/2022 | Version : 2.5.0.14 | Example Company".

- Click on the **Approve** button.

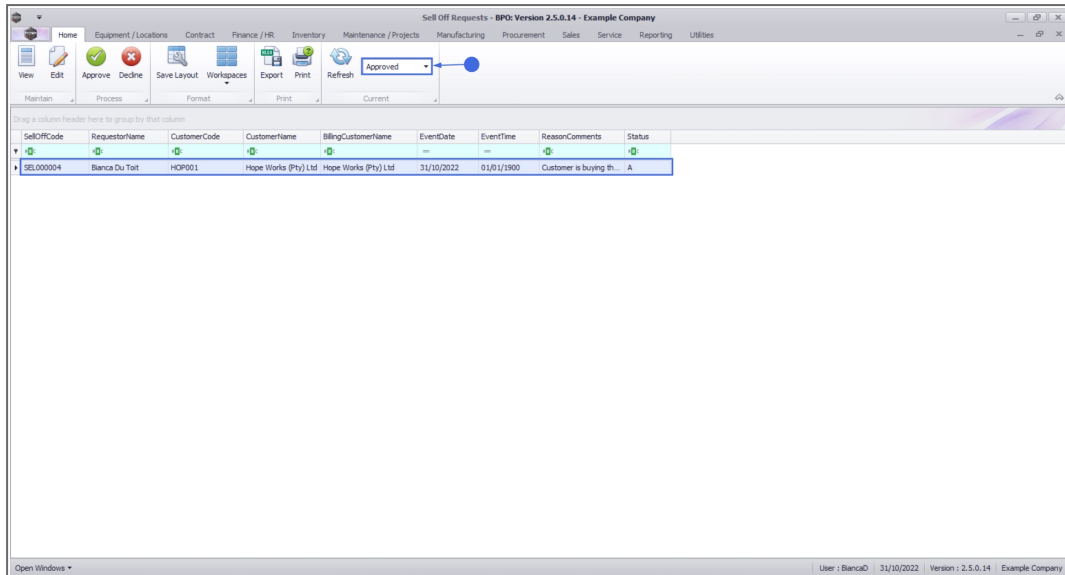


The **Approve Sell Off Request** message box will come up, asking: **Are you sure you want to approve this sell off request?**

- 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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