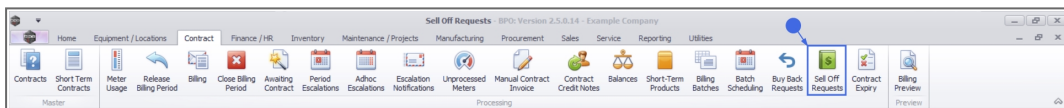# CONTRACTS

SELL OFF REQUESTS – DECLINE

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.

If you find the Sell Off Request has been created in error or is no longer valid in the situation you can Decline the request.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.
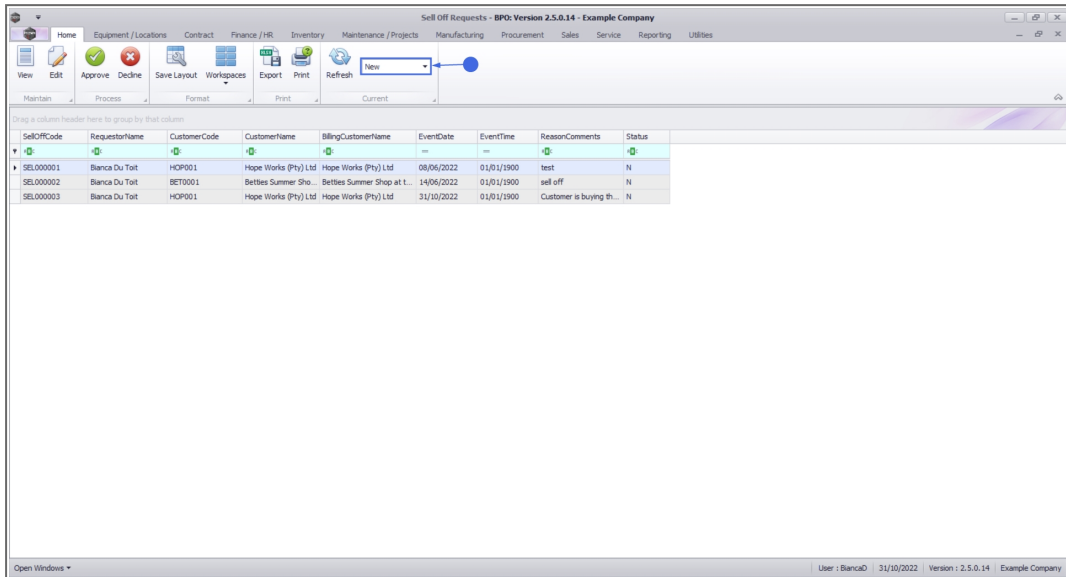
Upon opening, this screen will default to the *New* status, listing all Buy Back Requests that still require processing.

Status filter options:
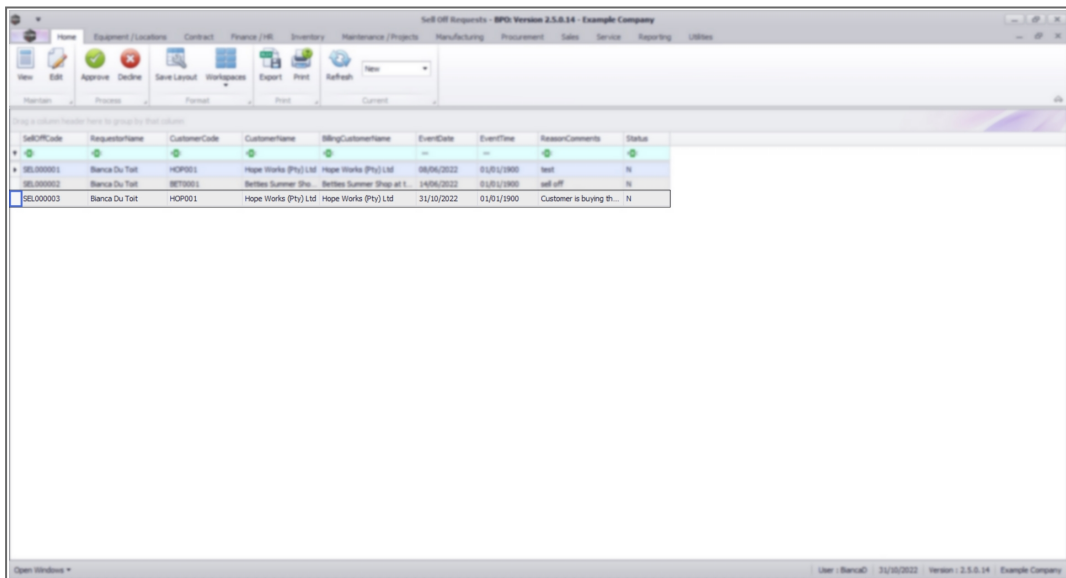
New: Sell Off Requests that still require processing

Approved: Sell Off Requests that have been Approved

Declined: Sell Off Requests that have been Declined

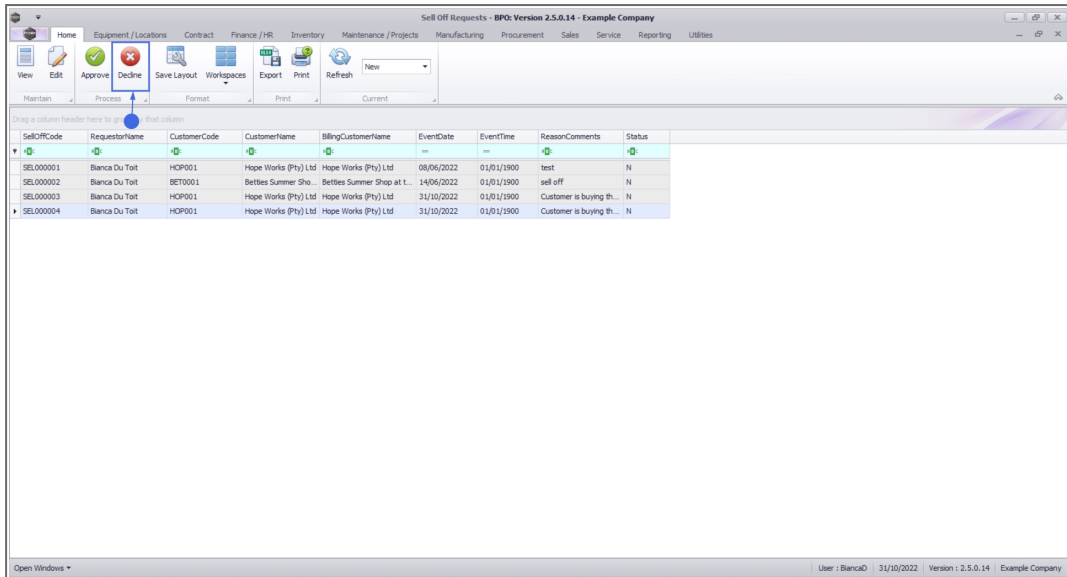# DECLINE SELL OFF REQUEST

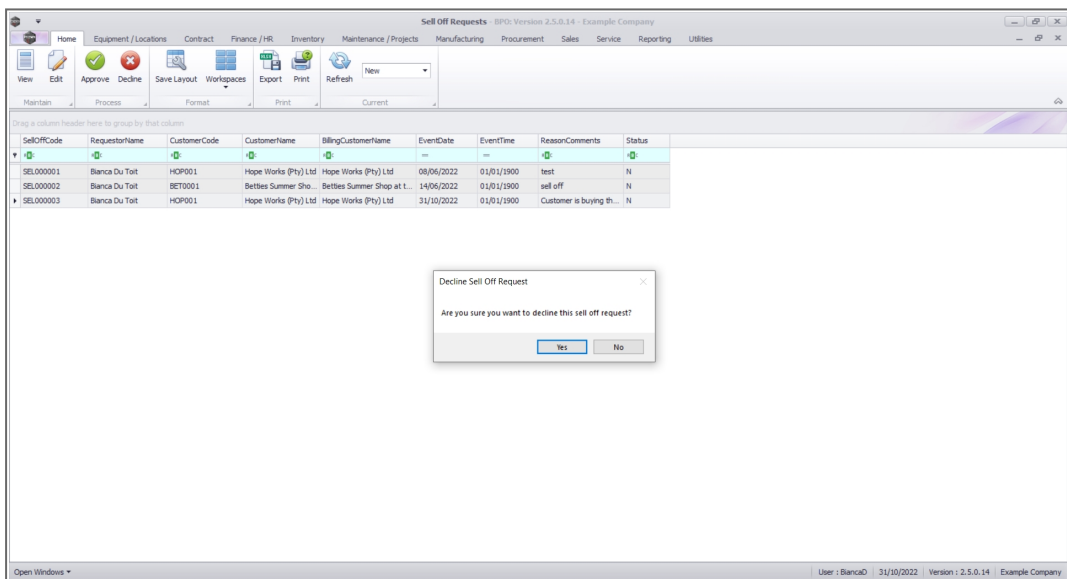- Select the *row* of the *sell off request* that you wish to process.
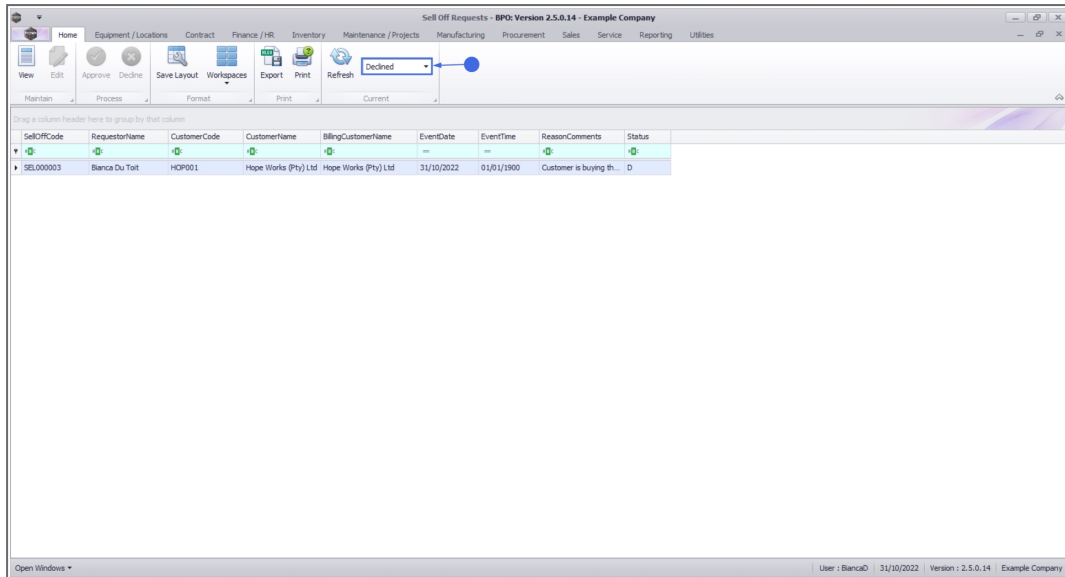

- Click on the *Decline* button.

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

- Click on the *Yes* button.

The Buy Back Request will be declined and can be found by selecting the *Declined* status.

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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