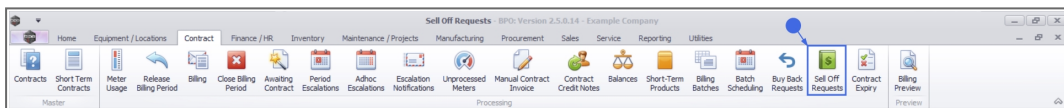# CONTRACTS

SELL OFF REQUESTS – PRINT

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 export the list of Sell Off Requests to MS Excel, with the correct security right access and if you have MS Excel installed on your pc.

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.
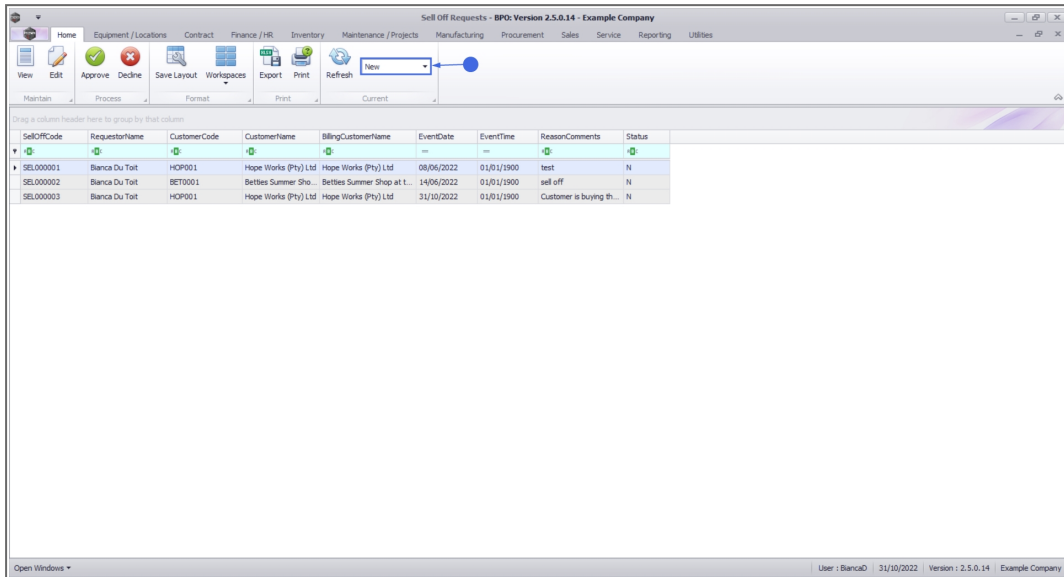
Upon opening, this screen will default to the *New* status, listing all Buy Back Requests that still require processing.

Status filter options:

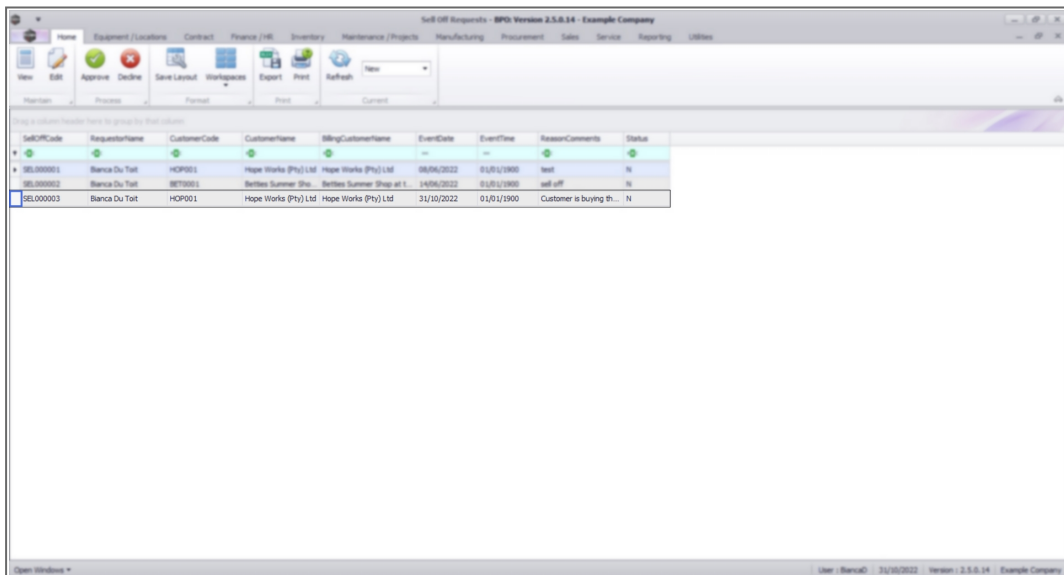*New*: Sell Off Requests that still require processing

Approved: Sell Off Requests that have been Approved

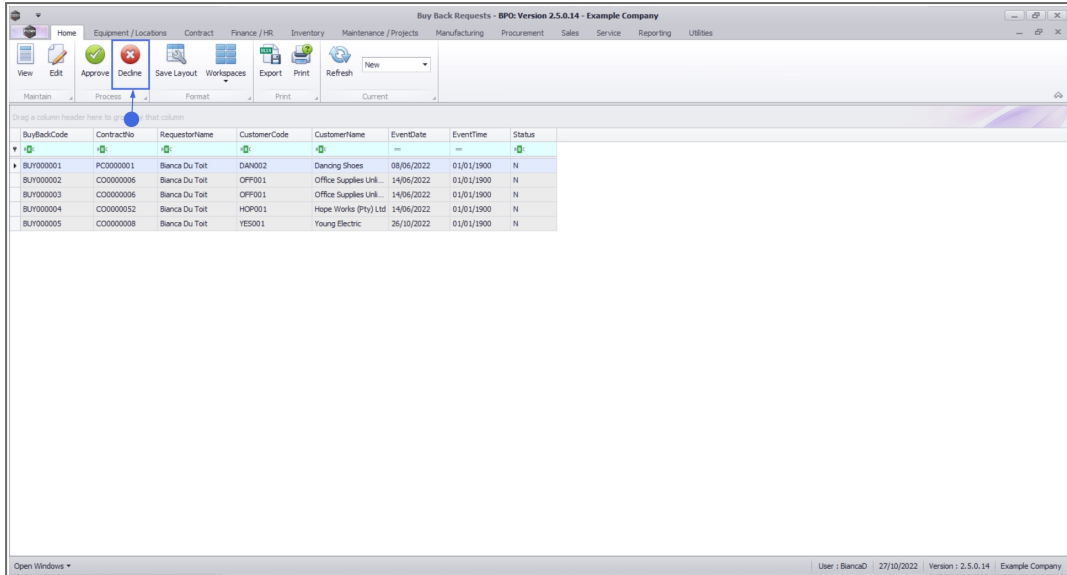**Declined**: Sell Off Requests that have been Declined

PRINT BUY BACK REQUEST

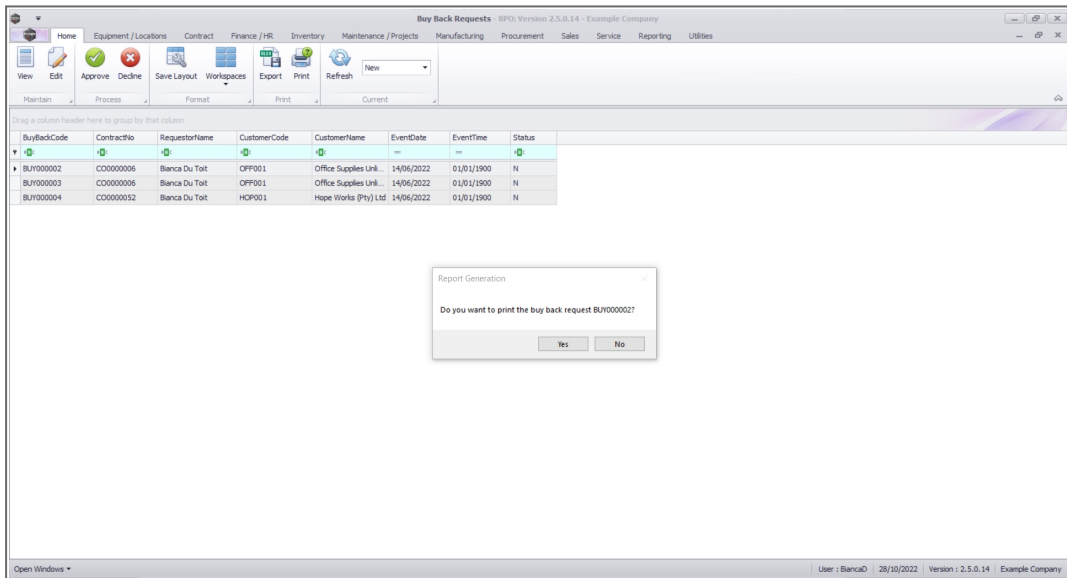- Select the **row** of the **sell off request** that you wish to process.
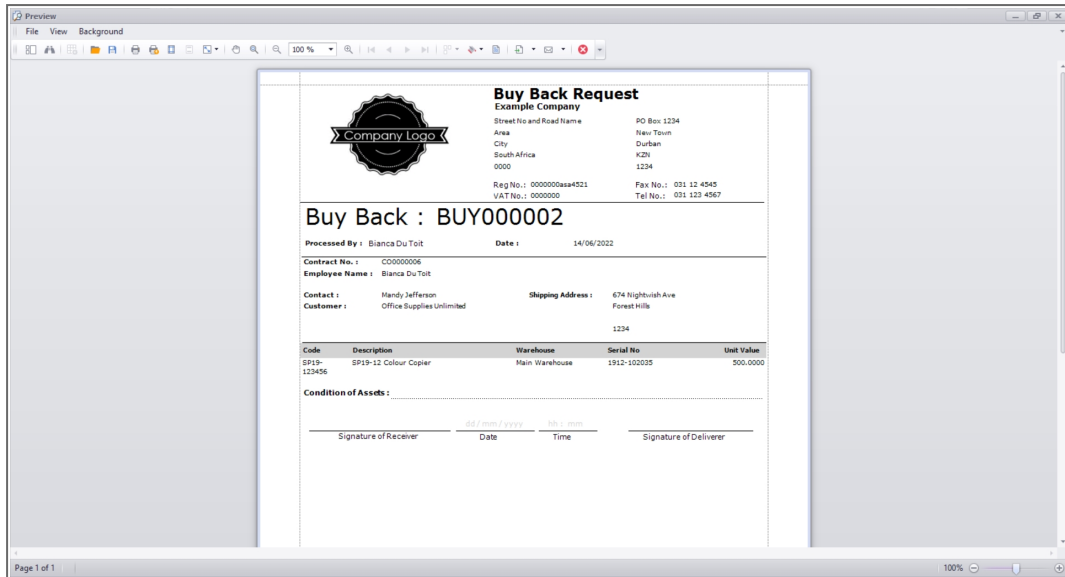

- Click on the **Print** button.

The *Report Generation* message box will come up, asking: **Do you want to print the buy back request** *[buy back request number]?*

- Click on the *Yes* button.

The *Report Preview* screen will display.

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

- Click on *Close* to return to the *Sell Off Request* listing screen.

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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