

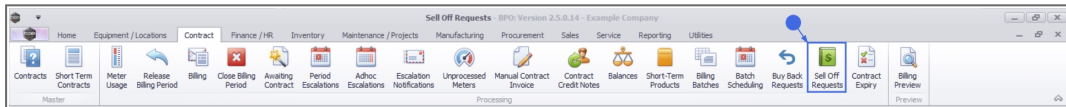
We are currently updating our site; thank you for your patience.

## CONTRACTS

### INTRODUCTION TO SELL OFF REQUESTS

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.

#### 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.

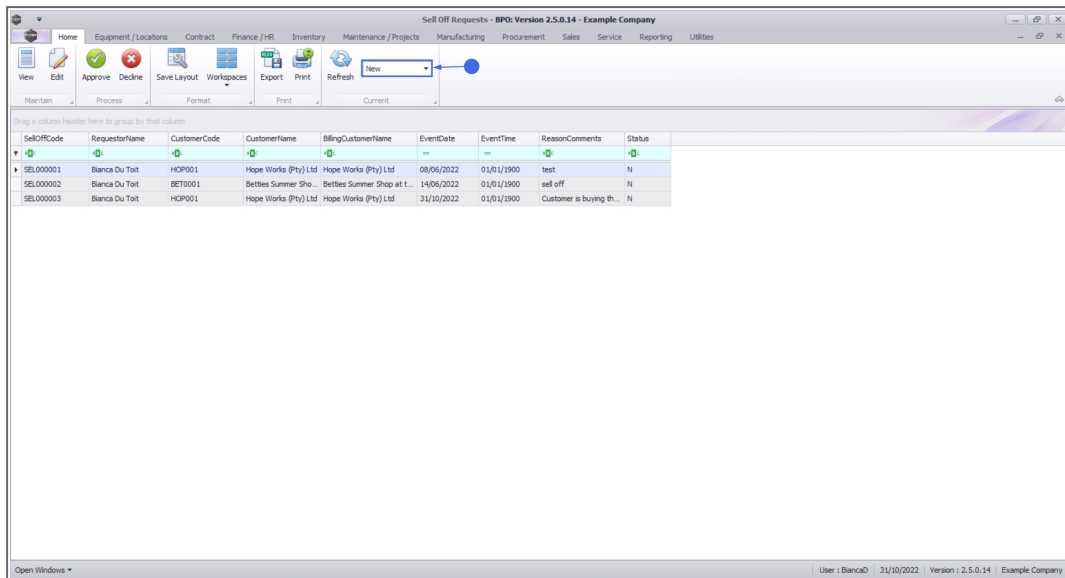
Upon opening, this screen will default to the **New** status, listing all Buy Back Requests that still require processing.

#### 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

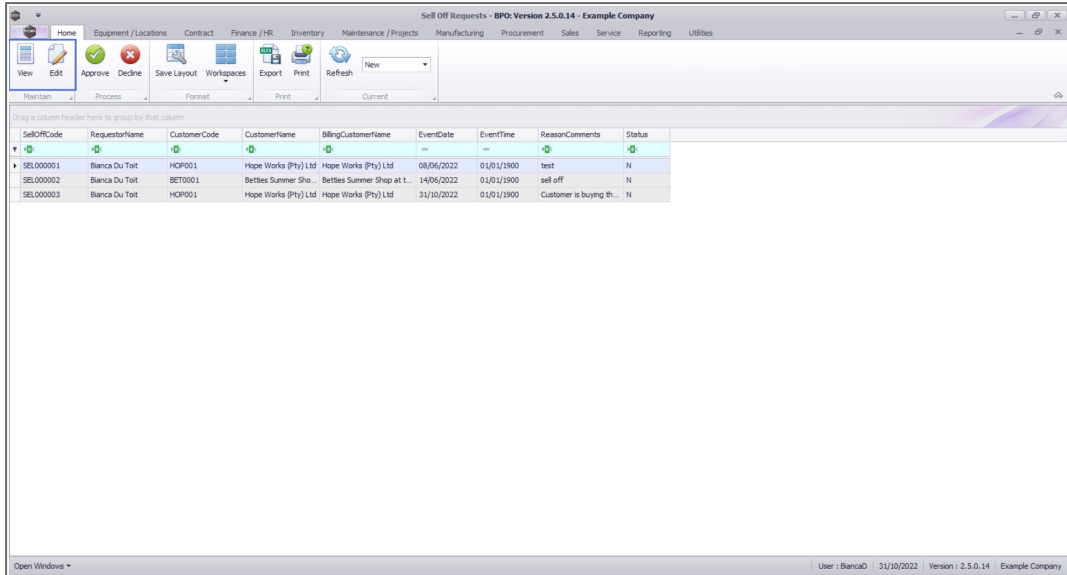


## SELL OFF REQUEST RIBBON ACTION BUTTONS

The ribbon **action** buttons will be available (bold) or unavailable (greyed out) depending on the status selection, and security right access level. The following functionality is available from this screen:

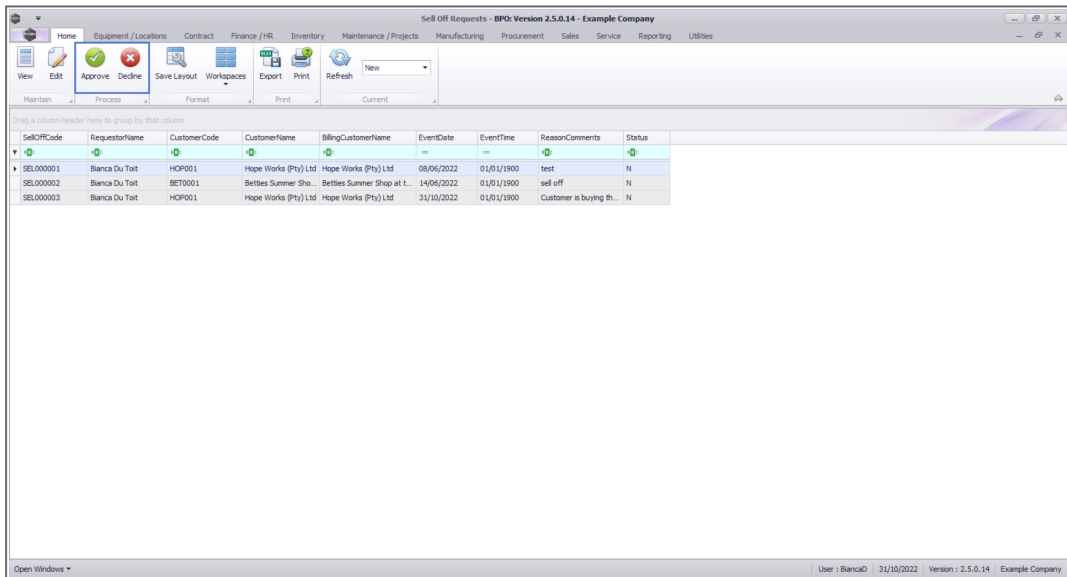
### MAINTAIN BUTTONS

- [View](#), [Edit](#)



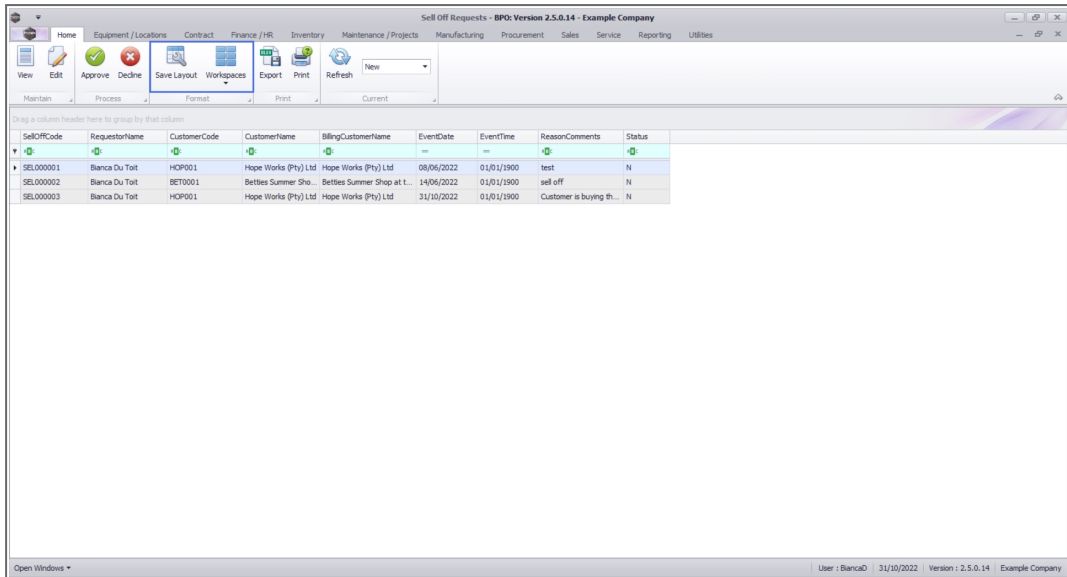
## PROCESS BUTTONS

- [Approve](#), [Decline](#)



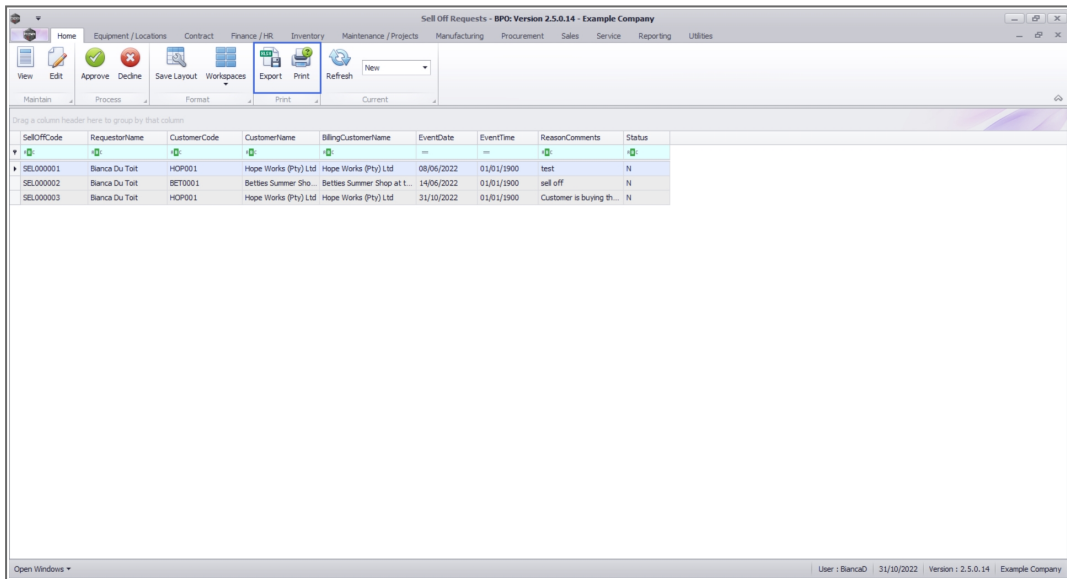
## FORMAT BUTTONS

- [Save Layout](#) and [Workspaces](#).



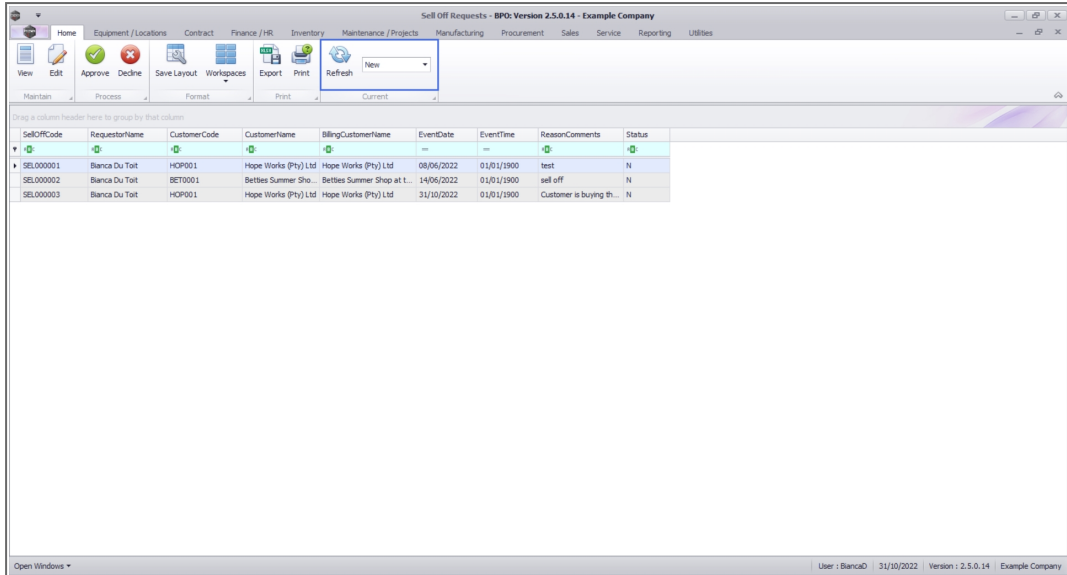
## PRINT BUTTONS

- [Export](#) listing to Excel.



## CURRENT BUTTONS

- Status selection and Refresh.



The screenshot shows the 'Sell Off Requests - BPD: Version 2.5.0.14 - Example Company' application window. 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' dropdown menu. The main area contains a table with the following data:

SellOffCode	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	BetLes Summer Sho...	BetLes 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

## 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](#)

MNU.031.001

