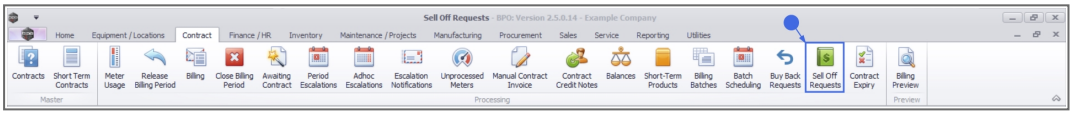
We are currently updating our site; thank you for your patience.

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

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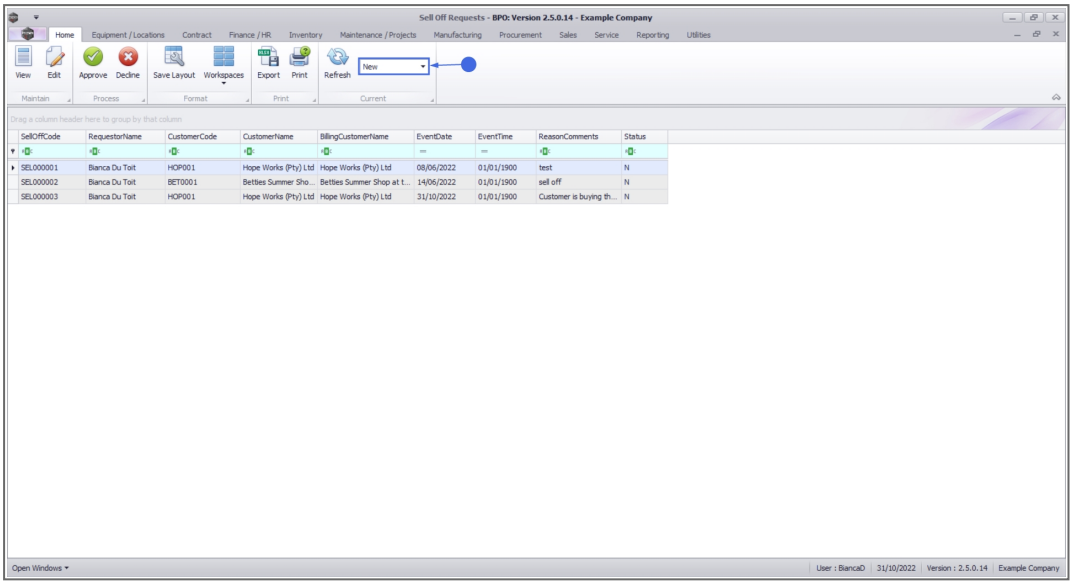
Declined: Sell Off Requests that have been Declined



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

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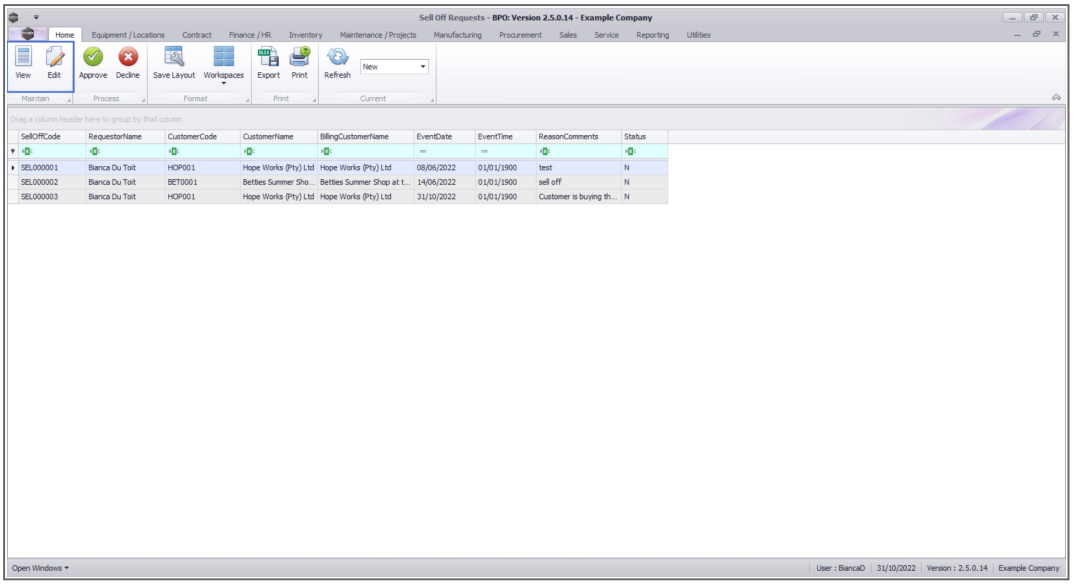
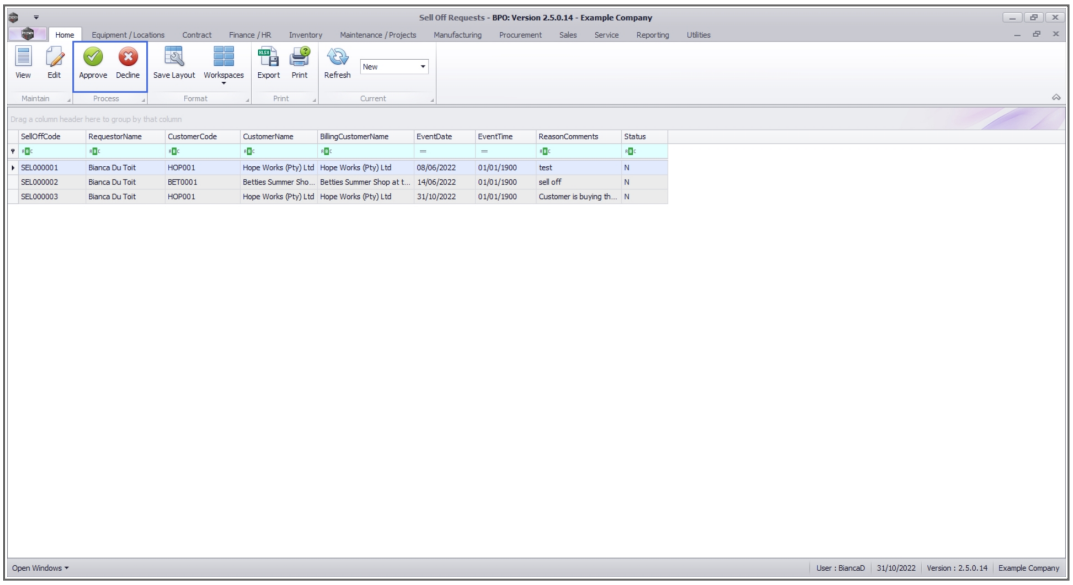


PROCESS BUTTONS

- Approve, Decline



FORMAT BUTTONS

- Save Layout and Workspaces.

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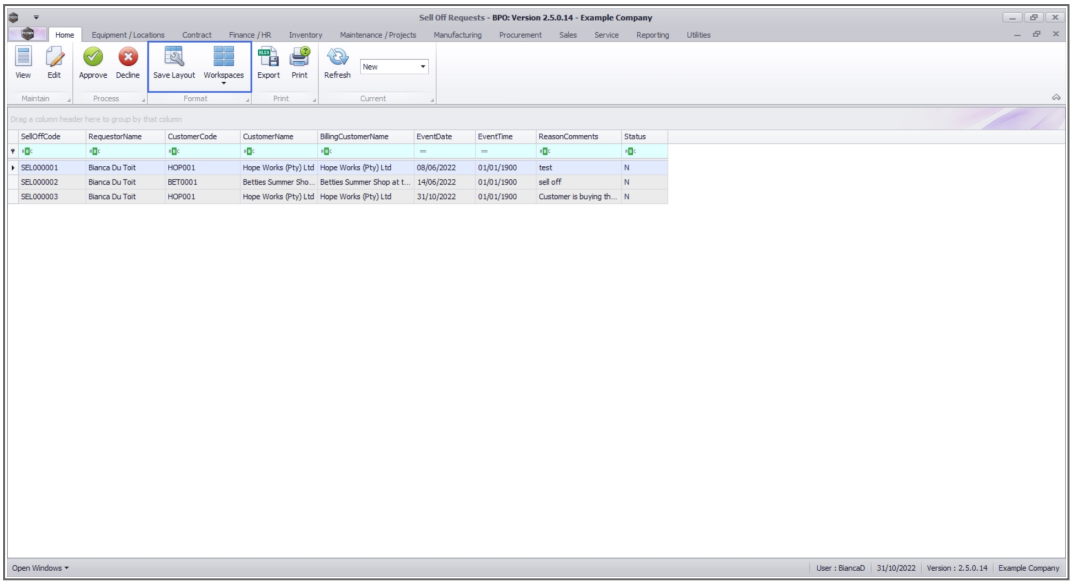
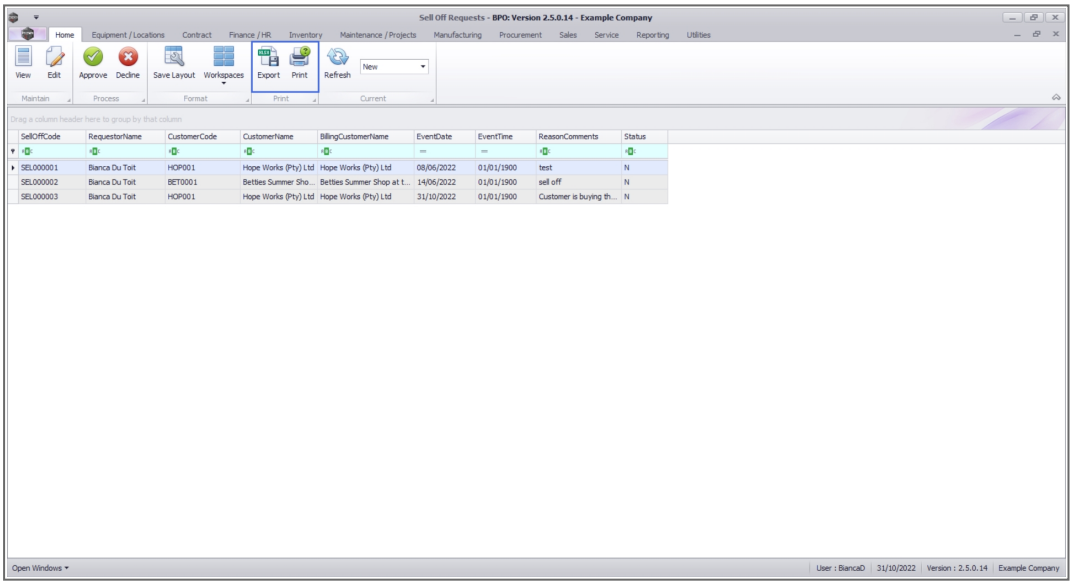


PRINT BUTTONS

- Export listing to Excel.



CURRENT BUTTONS

- Status selection and Refresh.

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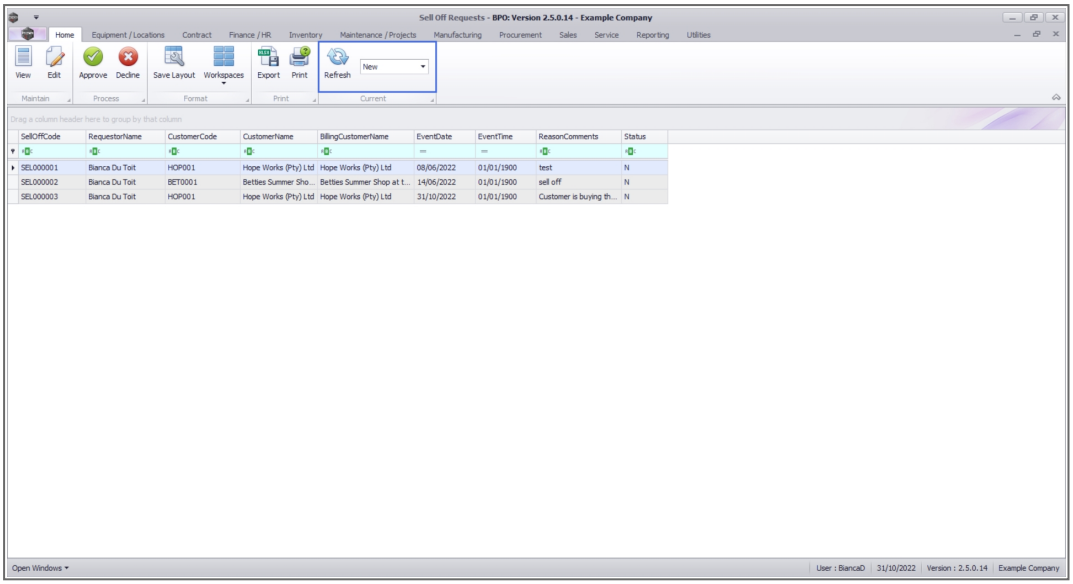

Related Topics

- 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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