

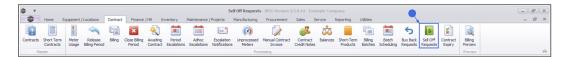
We are currently updating our site; thank you for your patience.

# 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

Help v2024.5.0.7/1.0 - Pg 1 - Printed: 21/08/2024 CO3 Technologies (Pty) Ltd © Company Confidential



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

<ul> <li>Nove Support (Scalario) Central Parce (R Dentry Matternor (Projects Manufacture Prozent Sets Service Reports Ublies — —</li> <li>New Edit Prozent Scalaries (Scalaries Centre)</li> <li>New Edit Prozent Scalaries (Scalaries Centre)</li> <li>New Scalaries (Scalaries Scalaries Scalaries (Scalaries Scalaries Scalaries Scalaries Scalaries (Scalaries Scalaries Scalaries Scalaries Scalaries (Scalaries Scalaries Scalaries Scalaries (Scalaries Scalaries Scalaries Scalaries Scalaries (Scalaries Scalaries Scalaries Scalaries (Scalaries Scalaries Scalaries Scalaries (Scalaries Scalaries Scalaries (Scalaries Scalaries Scalaries Scalaries (Scalaries Scalaries Scalaries Scalaries Scalaries (Sca</li></ul>	w.					Sell Off Requ	iests - BPO: Vers	sion 2.5.0.14 - Example	Company			- 2
en Edit Agerove Deckne SeveLayout Workspaces Dopat Pint Sefecth Team Nantam Process Print Vorkspaces Deckner SeveLayout Workspaces Deckner SeveLayout Workspace Deckner SeveLayout SeveLa	Home	Equipment / Locatio	ons Contract Fin	nance / HR Invento	ry Maintenance / Project	ts Manufact.	uring Procurer	ment Sales Servic	e Reporti	ng Utilities		- 8
Set     Approve     Define     Seve Layout     Workspaces     Doort     Print     Sefects       Versitiant     Process     Promat     Print     Current					49							
Name         Process         Promat         Promat         Current           ge obtained here is graduate from the graduate f												
ag a schem hader here ta graup by Particulum SelDRCode RequestorName CustomerCode CustomerName BillingCustomerName EventDate EventTime ReasonComments Status 	iew Edit	Approve Decline	Save Layout Workspace	es Export Print	Refresh		-					
ag a schem hader here ta graup by Particulum SelDRCode RequestorName CustomerCode CustomerName BillingCustomerName EventDate EventTime ReasonComments Status 	Maintain	Process	Ecrmat	Drint	Current							
SatD/Ecode         Respectationen         CustomerGade         GatsmonerGame         BingQustomerGame         EventTime         Reson/Comments         Status           4D         4D         4D         4D         4D         4D         -         -         4D         4D         5B           58000000         Bana Qu Totit         HOPR01         Hope Works (Phy)Ltd         60(6)(2022         0)(0)(2022         0)(0)(2022         10)(0)(500)         test         N           58000000         Bana Qu Totit         HOPR01         Hope Works (Phy)Ltd         60(6)(2022         0)(0)(2022         10)(0)(500)         test         N		Process a	Formac	al nur a	Current	4						
db         db         db         db         db         db         db         db           REX.00001         Banca Du Tot         HOP 001         Hope Works (Phy1)Lid         0.00/A/202         0.00/A/202         0.00/A/202         N           Results Du Tot         BERG Du Tot         HOP 001         Hope Works (Phy1)Lid         0.00/A/202         0.00/A/202         0.00/A/202         N												
Bitmana Du Torit         HOPR001         Hope Works (Phy) Ltd         Hope Works (Phy) Ltd         08/05/2022         01/01/1950         test         N           SEL00002         Bianca Du Torit         BEtties Summer Sho Betties Summer Sho. at L.: 14/06/2022         01/01/1950         sel off         N	SellOffCode	RequestorName	CustomerCode	CustomerName	BillingCustomerName	EventDate	EventTime	ReasonComments	Status			
EL00002 Blanca Du Tot BET0001 Betties Summer Sho Betties Summer Sho Betties Summer Sho 14/06/2022 01/01/1900 sell off N	0:	4 <b>0</b> 4	<ul> <li>(D)</li> </ul>	(D)	<ul> <li>(D)</li> </ul>	-	-	(D)	4 <b>0</b> 0			
	EL000001	Bianca Du Toit	HOP001	Hope Works (Pty) Ltd	Hope Works (Pty) Ltd	08/06/2022	01/01/1900	test	N			
EL000003 Blanca Du Tot HOP001 Hope Works (Phy) Ltd Hope Works (Phy) Ltd 31/10/0022 01/01/1900 Customer's buying th N	EL000002	Bianca Du Toit	BET0001	Betties Summer Sho	Betties Summer Shop at t	14/06/2022	01/01/1900	sell off	N			
	EL000003	Bianca Du Toit	HOP001	Hope Works (Pty) Ltd	Hope Works (Pty) Ltd	31/10/2022	01/01/1900	Customer is buying th	N			

# **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**

• <u>View</u>, <u>Edit</u>



## Sell Off Requests Intro

ф т					Sell Off Requ	ests - BPO: Vers	sion 2.5.0.14 - Example	Company			- 8 X
Home	Equipment / Loca	tions Contract Fin	ance / HR Invento	ry Maintenance / Project	ts Manufact	uring Procurer	nent Sales Servio	Reporting	Utilities		_ & ×
		2	🕆 🖶								
		Save Layout Workspace		Refresh	•						
view colt	Approve Decline	Save Layout Workspace	es Export Print	Refresh							
Maintain 🔒	Process 4	Format	A Print A	Current							$\diamond$
SellOffCode	RequestorName	CustomerCode	CustomerName	BillingCustomerName	EventDate	EventTime	ReasonComments	Status			
* (D:	ADC.	( <b>D</b> )	( <b>D</b> :	1 <b>0</b> :	-	-	( <b>D</b> )	1 <b>0</b> 1			
<ul> <li>SEL000001</li> </ul>	Bianca Du Toit	HOP001	Hope Works (Pty) Ltd		08/06/2022	01/01/1900	test	N			
SEL000002	Bianca Du Toit	BET0001		Betties Summer Shop at t		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			
Open Windows 🕶									l	Jser : BiancaD 31/10/2022	Version : 2.5.0.14 Example Company

#### **PROCESS BUTTONS**

• Approve, Decline

Image: Second Processing Second Pro	· · ·												
Image: Section Production       Image: Section Production       Image: Section Production       Image: Section Production       Section Product													
artisti         Approve         Decision         See Layout         Wages         Decision         Decision <thdecision< th=""> <thdecision< th=""> <thd< th=""><th></th><th>Home</th><th>Equipment / Locat</th><th>ions Contract F</th><th>Finance / HR Invento</th><th>ory Maintenance / Project</th><th>ts Manufact.</th><th>uring Procurer</th><th>ment Sales Service</th><th>e Reporting</th><th>Utilities</th><th></th><th>-</th></thd<></thdecision<></thdecision<>		Home	Equipment / Locat	ions Contract F	Finance / HR Invento	ory Maintenance / Project	ts Manufact.	uring Procurer	ment Sales Service	e Reporting	Utilities		-
artisti         Approve         Decision         See Layout         Wages         Decision         Decision <thdecision< th=""> <thdecision< th=""> <thd< th=""><th></th><th></th><th></th><th>(5)</th><th>- <u>-</u></th><th>43.</th><th></th><th></th><th></th><th></th><th></th><th></th><th></th></thd<></thdecision<></thdecision<>				(5)	- <u>-</u>	43.							
Interim       Prenat       Prenat       Current         a solaro Nador Neet la grubo by Ska talane       Customeriane       BergGustomeriane       Salane         dolf Gode       Regestarilene       Customeriane       BergGustomeriane       Salane         000000       Beauco Du Tet       Hope Works (Phy) Lid       Hope Works (Phy) Lid       000/0002       0.00,1/3000       tet       N         000000       Beauco Du Tet       Hope Works (Phy) Lid       Hope Works (Phy) Lid       31/10/2022       0.00,1/3000       Customeria is boying th. N         000000       Beauco Du Tet       Hope Works (Phy) Lid       Hope Works (Phy) Lid       31/10/2022       0.00,1/3000       Customeria is boying th. N         000000       Beauco Du Tet       Hope Works (Phy) Lid       Hope Works							*						
a adam Hadder Harrit til prode bly frad calami Add/TG-da Q Q Q Q Q Q Q Q Q Q Q Q Q Q Q Q Q Q Q	View	Edit Ap	pprove Decline	Save Layout Workspa	ces Export Print	Refresh							
a adam Hadder Harrit til prode bly frad calami Add/TG-da Q Q Q Q Q Q Q Q Q Q Q Q Q Q Q Q Q Q Q	Mainta	in ,	Process	Format	Print	Qurrent							
Biol         Op         O						-	-						
0         0         0         0         0         0         0         0         0         0           000001         Bunca Du Toti         HCP0011         Hetpes Works (Phy)Lid         0000/2220         0/0/1/2020         Hetf         N           000001         Bunca Du Toti         HCP001         Hetpes Works (Phy)Lid         1/0/2022         0/0/1/2000         Hetf         N           000001         Bunca Du Toti         HCP001         Hespe Works (Phy)Lid         1/0/2022         0/0/1/2000         Customer is buying Ph         N           0000001         Bunca Du Toti         HCP001         Hespe Works (Phy)Lid         1/0/2022         0/0/1/2000         Customer is buying Ph         N													
Banca Du Tet         HOP001         Hope Works (Phy) Ltd         00.00/0322         01.01/1900         tet         N           Banca Du Tet         BET0001         Bettes Summer Shu_         L400/0222         01.01/1900         set off         N           Banca Du Tet         HOP001         Hope Works (Phy) Ltd         L400/2222         01.01/1900         set off         N           Banca Du Tet         HOP001         Hope Works (Phy) Ltd         J1/J0/0222         01.01/1900         Custamer is buying th.         N           Banca Du Tet         HOP001         Hope Works (Phy) Ltd         J1/J0/0222         01.01/1900         Custamer is buying th.         N													
200002 Bava Du Tot BET001 Bettes Sumer Son, Bettes Sumer Son At L. 1406/2022 01/0/1900 sel off N 200003 Bava Du Tot HOP01 Hope Works (Phy) Lid Hope Works (Phy) Lid 31/30/2022 01/0/1900 Customer is buying fill. N	- <b>D</b> C		4 <b>0</b> 4	<ul> <li>(D)</li> </ul>	(D)	1 <b>0</b> :	-	-	<ul> <li>(1)</li> </ul>	1 <b>0</b> 0			
Banca Du Tott HOP001 Hege Works (Phy) Ltd Hege Works (Phy) Ltd 31/10/2022 01/01/1980 Castomer is boying th N	SEL000	0001	Bianca Du Toit	HOP001	Hope Works (Pty) Ltd	d Hope Works (Pty) Ltd	08/06/2022	01/01/1900	test	N			
	SEL000	0002	Bianca Du Toit	BET0001	Betties Summer Sho	. Betties Summer Shop at t	14/06/2022	01/01/1900	sell off	N			
n Windows * Uber 1 Bancal   31/10/2022   Version 1 2.5.0.14   Example Comp	SEL000	0003	Bianca Du Toit	HOP001	Hope Works (Pty) Ltd	Hope Works (Pty) Ltd	31/10/2022	01/01/1900	Customer is buying th	. N			
n Windows • Uber : Bancal   51/10/2022   Version : 2.5.0.14   Example Comp													
n Windows * Uter : Bancal   31/10/2022   Version : 2.5.0.14   Example Comp													
n Windows * User : Bancal 0 31/10/2022   Version : 2.5.0.14   Example Comp													
n Windows • Uber : Banca0   51/10/2022   Version : 2.5.0.14   Example Comp													
n Windows * Uber : Banca0   51/10/2022   Version : 2.5.0.14   Example Comp													
Vindons • Uber : Bana0 31/30/2022   Version : 2.5.0.14   Example Comp													
Vindons • Uber : BanaQ 31/30/2022   Version : 2.5.0.14   Example Comp													
Windows * User : Banadi   31/36/322   Yesion : 2.5.0.14   Example Comp													
Nirdom * User : Bana0 31/30/2022 Yesion : 2.5.0.14 Example Com													
Nrdows * User : Bana0 31/20/2022   Yesion : 2.5.0.14   Exemple Comp													
Nrdows * User : Bana0 31/20/2022   Yersion : 2.5.0.14   Example Comp													
Window + User : Bana0 31/30/2022 Yesion : 2.5.0.14 Example Com													
Vindom • Uter : Bana0 31/30/2022 Yersion : 2.5.0.14 Example Comp													
Wirdows *         User : Banca0         31/10/2022         Version : 2.5.0.14         Example Comp													
Windows • User : Banca0   51/10/2022   Version : 2.5.0.14   Example Comp													
n Windows * User : Banca0   31/10/2022   Version : 2.5.0.14   Example Comp													
n Windows * User : Banca0   31/30/2022   Version : 2.5.0.14   Example Comp													
n Windows * User : Banca0   31/10/2022   Version : 2.5.0.14   Example Comp													
n Windows • User : Banca0   51/10/2022   Version : 2.5.0.14   Example Comp													
n Wirdows * Uber : BancaD   31/10/2022   Version : 2.5.0.14   Example Comp													
n Windows * User : Banca0   31/30/2022   Version : 2.5.0.14   Example Comp													
n Windows * User : Banca0   31/10/2022   Version : 2.5.0.14   Example Comp													
n Windows * Uter : Banca0   51/10/2022   Version : 2.5.0.14   Example Comp													
n Wirdows * Uber : BancaD   31/10/2022   Version : 2.5.0.14   Example Comp													
n Windows * User : Banca0   31/30/2022   Version : 2.5.0.14   Example Comp													
n Windows • User : Banca0   31/10/2022   Version : 2.5.0.14   Example Comp													
n Wirdows * Uber : Banca0   31/10/2022   Version : 2.5.0.14   Example Comp													
Windows + User : BancaD   31/10/2022   Version : 2.5.0.14   Example Comp													
Nindows * User : BancaO   31/30/2022   Version : 2.5.0.14   Example Comp													
Windows • User : Banca0   51/10/2022   Version : 2.5.0.14   Example Comp													
n Wirdows * Uber : BancaD   31/10/2022   Version : 2.5.0.14   Example Comp													
Windows + Uber : BancaD   31/30/0322   Version : 2.5.0.14   Example Comp													
n Windows * User : Banca0   31/30/2022   Version : 2.5.0.14   Example Comp													
Windows • User : Banca0   51/10/2022   Version : 2.5.0.14   Example Comp													
n Windows + Uber : BancaD   31/10/2022   Version : 2.5.0.14   Example Comp													
N Windows * User : BancaD   31/10/2022   Version : 2.5.0.14   Example Comp													
Nilvidova * Uter i Bancali   31/30/2022   Version i 2.5.0.14   Example Comp													
* Windows * User : Banca0   51/10/2022   Version : 2.5.0.14   Example Comp													
n Windows + Uber : BancaD   31/10/2022   Version : 2.5.0.14   Example Comp													
User : BancaD   31/10/2022   Version : 2.5.0.14   Example Comp													
n Windows * User : Banca0   31/30/2022   Version : 2.5.0.14   Example Comp													
n Windows * Uber : Banca0   31/10/2022   Version : 2.5.0.14   Example Comp													
N Windows * Uber : BancaD   31/30/2022   Version : 2.5.0.14   Example Comp													
User : BancaD   31/10/2022   Version : 2.5.0.14   Exemple Comp													
n Windows * User : Bancali   31/30/2022   Version : 2.5.0.14   Example Comp													
n Wirdows + Uber : BancaD   31/10/2022   Version : 2.5.0.14   Example Comp													
User : BancaD   31/10/2022   Version : 2.5.0.14   Exemple Comp													
User : BancaD   31/10/2022   Version : 2.5.0.14   Example Comp													
N Wodews * User : Bancali   31/30/2022   Version : 2.5.0.14   Example Comp													
Utter : BlancaD   31/30/2022   Version : 2.5.0.14   Example Comp													
User : BancaD   31/10/2022   Version : 2.5.0.14   Example Comp													
v Windows * Uber : Bancall   31/10/2022   Version : 2.5.0.14   Exemple Comp													
Uber: BancaD 31/10/2022 Version: 2.5.0.14 Example Comp													
	We	ndows ▼										User : Benait 31/10/2	022 Version : 2.5.0.14 Example C

#### **FORMAT BUTTONS**

• Save Layout and Workspaces.



## Sell Off Requests Intro

ф т					Sell Off Requ	ests - BPO: Vers	sion 2.5.0.14 - Example	Company				_ @ x
Home	Equipment / Loca	tions Contract Fir	nance / HR Invento	ry Maintenance / Project	ts Manufactu	uring Procurer	nent Sales Servio	Reporting	g Utilities			_ & ×
		2	n 🔁									
View Edit				Refresh	•							
View Edit	Approve Decline	Save Layout Workspac	es Export Print	Refresh								
Maintain 🦼	Process 4	Format	a Print a	Current								$\diamond$
SellOffCode	RequestorName	CustomerCode	CustomerName	BillingCustomerName	EventDate	EventTime	ReasonComments	Status				
* (D:	* <b>0</b> ¢	( <b>D</b> )	( <b>D</b> )	1 <b>0</b> :	-	-	<ul> <li>(II)</li> </ul>	1 <b>0</b> 1				
<ul> <li>SEL000001</li> </ul>	Bianca Du Toit	HOP001		Hope Works (Pty) Ltd	08/06/2022	01/01/1900	test	N				
SEL000002	Bianca Du Toit	BET0001		Betties Summer Shop at t		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				
Open Windows *										User : BiancaD 31/10/2022	Version : 2.5.0.14	Example Company

#### **PRINT BUTTONS**

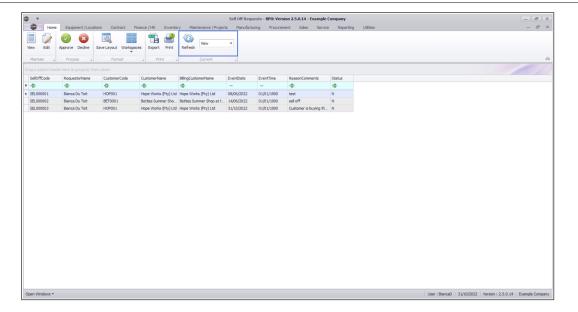
• Export listing to Excel.

<del>ت</del> 🗘						Sell Off Req	uests - BPO: Ven	sion 2.5.0.14 - Example	Company				- B ×
	Home	Equipment / Loca	tions Contract F	inance / HR Invento	ry Maintenance / Project	s Manufact	turing Procure	ment Sales Servic	e Repor	rting Utilities			- 8 ×
			2	🖷 🔮	45.								
			~		New	*							
View	Edit	Approve Decline	Save Layout Workspa	ces Export Print	Refresh								
Maint	ain ,	Process	Format	Print	Current								$\diamond$
SellOf	fCode	RequestorName	CustomerCode	CustomerName	BillingCustomerName	EventDate	EventTime	ReasonComments	Status				
Y (0:		* <b>0</b> ¢	(0)	(B)	(0)	-	-	())	×0:				
SEL00	0001	Bianca Du Toit	HOP001	Hope Works (Pty) Ltd	Hope Works (Pty) Ltd	08/06/2022	01/01/1900	test	N				
SELOO	0002	Bianca Du Toit	BET0001		Betties Summer Shop at t	14/06/2022	01/01/1900	sell off	N				
SELOC	0003	Bianca Du Toit	HOP001	Hope Works (Pty) Ltd	Hope Works (Pty) Ltd	31/10/2022	01/01/1900	Customer is buying th.	. N				
Open Wi	ndows 🕶										User : BiancaD 31/10/2022	Version : 2.5.0.14	Example Company

#### **CURRENT BUTTONS**

• Status selection and Refresh.





#### **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