

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

## CONTRACTS

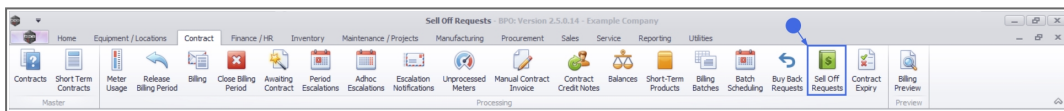
### SELL OFF REQUESTS - VIEW

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.

This gives you a read only view of the Sell Off Request details.

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.

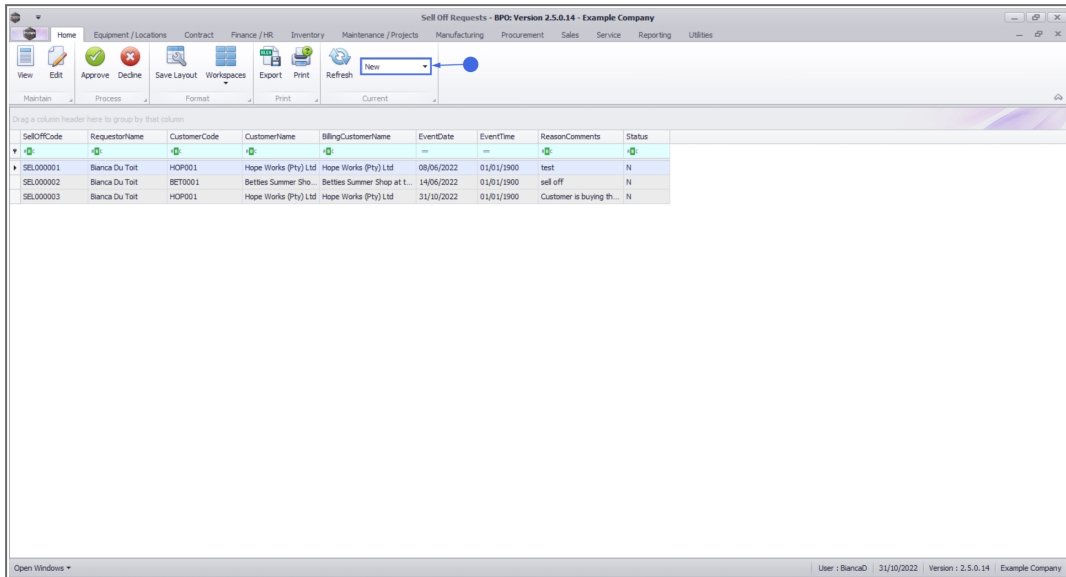
Upon opening, this screen will default to the **New** status, listing all Buy Back Requests that still require processing.

Status filter options:

**New:** Sell Off Requests that still require processing

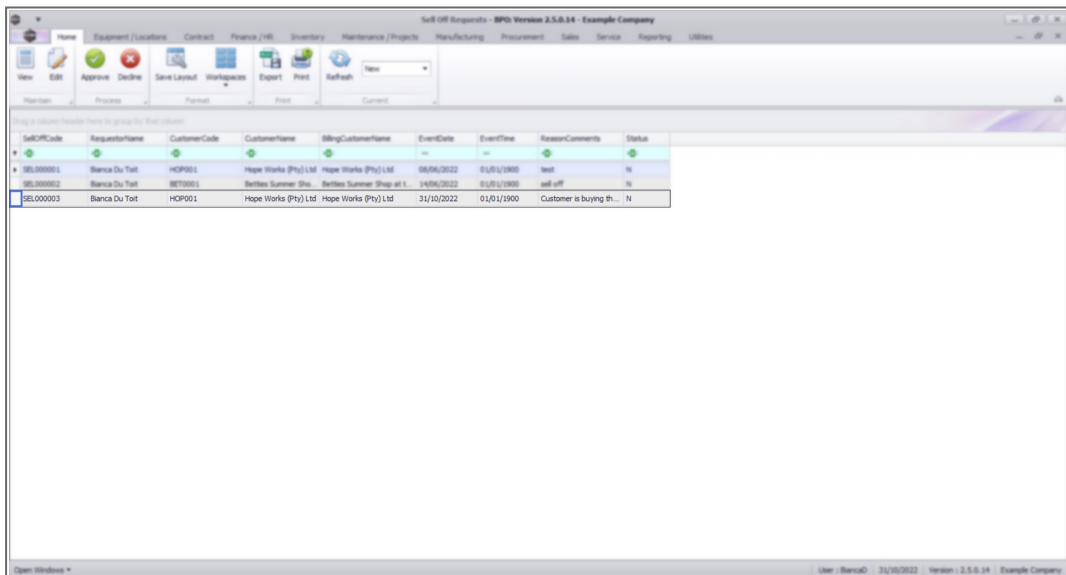
**Approved:** Sell Off Requests that have been Approved

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



## VIEW SELL OFF REQUEST

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



- Click on the **View** button.

SellOffCode	RequestorName	CustomerCode	CustomerName	BillingCustomerName	EventDate	EventTime	ReasonComments	Status
SEL000001	Bianca Du Toit	HCP001	Hope Works (Pty) Ltd	Hope Works (Pty) Ltd	08/06/2022	01/01/1900	test	N
SEL000002	Bianca Du Toit	BET0001	Bettes Summer Sho...	Bettes Summer Shop at t...	14/06/2022	01/01/1900	sell off	N
SEL000003	Bianca Du Toit	HCP001	Hope Works (Pty) Ltd	Hope Works (Pty) Ltd	31/10/2022	01/01/1900	Customer is buying th...	N

You can view the following details related to the Sell Off Request:

- Customer Name, Billing Customer, Sell Off Request Date and Time, Contract Number, and the item(s) to be sold with the selling value.
- Certain details can be changed by [editing the Sell Off Request](#).
- Click on the **Back** button to return to the Sell Off Request listing.

View Sell Off Request - SEL000001 - BPO: Version 2.5.0.14 - Example Company

Customer Name: Hope Works (Pty) Ltd      Billing Customer: Hope Works (Pty) Ltd

Request Date Time: 08/06/2022 15:49:10      Reason Comments:

PartCode	Description	SerialNo	SiteDescription	WarehouseName	BinLocationName	Value
SP1818	Sprint copier	18-30200	Durban	Assets Warehouse	Internal Assets	500,000

## 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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