

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

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

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Open Windows *										User : BiancaD 31/10/2022	version : 2.5.0.14	Example Company

PRINT BUY BACK REQUEST

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

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• Click on the **Print** button.

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BUY000003	CO000006	Bianca Du Toit	OFF001	Office Supplies Unli	14/06/2022	01/01/1900	N								
BUY000004	CO000052	Bianca Du Toit	HOP001	Hope Works (Pty) Ltd	14/06/2022	01/01/1900	N								
BUY000005	CO000008	Bianca Du Toit	YES001	Young Electric	26/10/2022	01/01/1900	N								
Open Windows *												User : BiancaD	27/10/2022	Version : 2.5.0.14	Example Company

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.

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Home	Equipment / Loca	ations Contract	Finance / HR Inve	ntory Maintenance	/Projects	Manufacturing	Procurement	Sales	Service	Reporting	Utilities				_ & ×
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The **Report Preview** screen will display.



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		Buy Back Ree	quest	
		Example Company		
		Street No and Road Name	PO Box 1234	
	Company Logo	City	Durban	
	$S \sim 2$	South Africa	KZN	
		0000	1234	
		Reg No.: 0000000asa4521	Fax No.: 031 12 4545	
		VAT No.: 0000000	Tel No.: 031 123 4567	
	Ruy Back · Bl			
	DUY DACK . DU	1000002		
	Processed By a Bianca Du Toit	Date: 14/06/	2022	
	Contract No. : CC0000006			
	Contact : Mandy Jefferson	Shipping Address :	674 Nightwish Ave	
	Customer : Office Supplies Unlimited	d	Forest Hills	
			1234	
	Code Description	Warehouse	Serial No Unit Value	
	Code Description SP19- SP19-12 Colour Copier 123456	Warehouse Main Warehouse	Serial No Unit Value 1912-102035 500.0000	
	Code Description SP19- SP19-12 Colour Copier 123456	Warehouse Main Warehouse	Serial No Unit Value 1912-102035 500.0000	
	Code Description SP19- SP19-12 Colour Copier 122455 Condition of Assets :	Warehouse Main Warehouse	Serial No Unit Value 1912-102035 500.0000	
	Code Description SP19- SP19-12 Colour Copier 123456 Condition of Assets :	Warehouse Main Warehouse	Serial No Unit Value 1912-102035 500.0000	
	Code Description SP19- SP19-12 Colour Copier 123436 Condition of Assets :	Warehouse Main Warehouse dd/mm/yyyy hh:mm	Serial No Unit Value 1912-102035 500.0000	
	Code Description SP19- SP19-12 Colour Copier 122465 Condition of Assets :	Warehouse Main Warehouse dd/mm/yyyy hh : mm Date Time	Serial No Unit Value 1912-192035 500.0000	
	Code Description SP19- SP19-12 Colour Capter 12366 Condition of Assets :	Warehouse Main Warehouse dd/mm/yyyy bh: mm Date	Serial No Unit Value 1912-102035 500.0000	
	Code Develoption 5959-5 5919-12 Colour Capter 123456 Condition of Assets : 	Warehouse Main Warehouse dd/mm/yyyy hh:mm Date Time	Serial No Unit Value 1912-102035 500.0000 Signature of Deliverer	
	Code Description SP3- SP3-12 Colour Copier 13356 Condition of Assets : Signature of Receiver	Warehouse Hain Warehouse dd / mm / yyyy hb + mm Date Time	Serial No Unit Value 1912-100035 500.0000	
	Code Devolution SP30	Wanbouxe Main Wanehouse dd/mm/yyyyy Date Time	Serial No Unit Value 1912-102025 500.0000 Signature of Deliverer	
	Code Description SP3-SP3-12 Colour Copier 123456 Condition of Assets : Signature of Raceiver	Warehouse Main Warehouse ddfmmr/yyyy <u>hh i mm</u> Date Time	Serial No Unit Value 1912-100035 500.0000	
	Code Devolution SP30	Wanboure Main Wanhouse dd /mm /ywyy Date Eime Time	Serial No Unit Value 1912-102025 500.0000 Signature of Deliverer	
	Code Description SP5- SP1-12 Colour Capier 123456 Condition of Assets : Signature of Raceiver	Werbour Non Warbours dd (mm / yyyy bh : mm Date Time	Serial No Unit Value 1912-100035 500.0000 Signature of Deliverer	

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

- <u>Contract Expiry</u>
- 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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