

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

## CONTRACTS

### CONTRACT EXPIRY – PURCHASE TO LEASE

For expired contracts that remain active, you have the ability to buy back serial numbers that have been selected, if the selected items are customer assets.

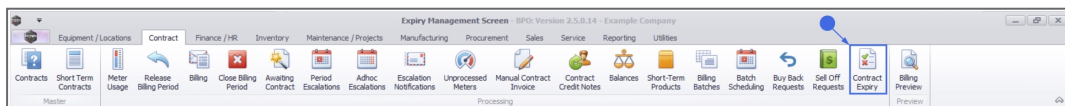
Approval of the Buy Back Requests auto processes the following:

- Removes the customer asset from Contract
- Creates a Purchase Requisition
- Approves the Purchase Requisition
- Creates a Purchase Order off the back of the PR Approval
- Prints the Purchase Order
- Creates a Supplier Invoice (The Supplier Invoice must be Approved manually)
- Receives the asset into store as a Stock Item
- Converts from Stock to Asset
- Re-links the Internal Asset to the Contract
- Re-links Fees and Meters

Ensure the Contract Buy Back Configuration is correctly configured.

## PURCHASE TO LEASE

Ribbon Select **Contract > Contract Expiry**



The **Contract Expiry Management** screen will be displayed.

## Select the Site

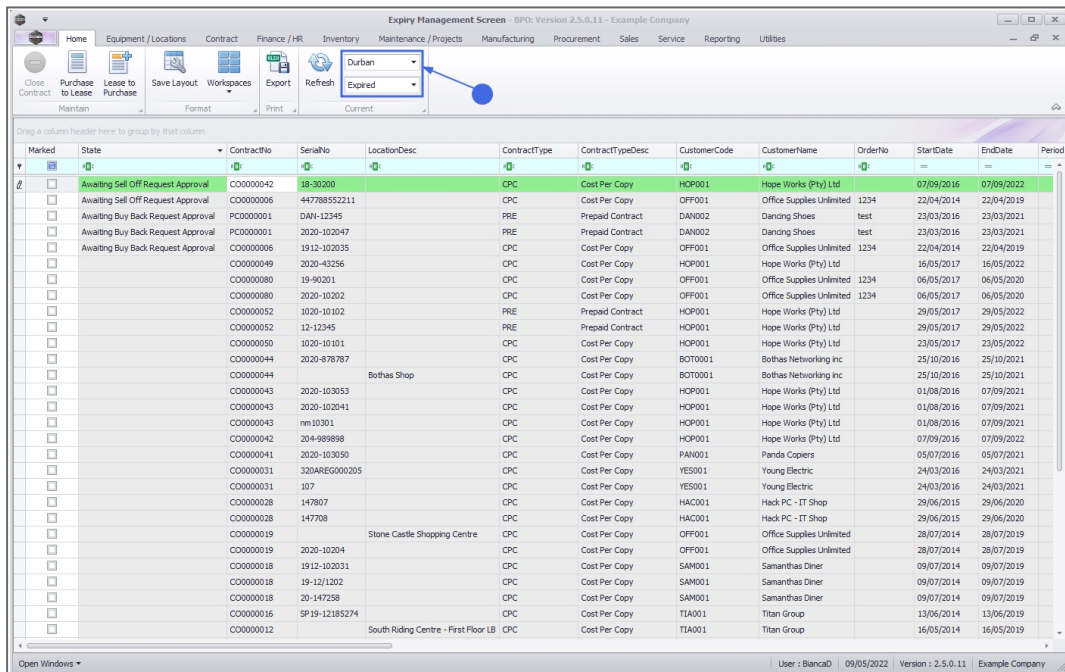
Your employee user record should be linked to a default site. In this case, the site will auto populate with this default, otherwise the site must be manually selected.

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 **Expired** status, listing all the serial numbers on contracts that have expired, indicating the state of the serial number. The expiry date is based on the contract start date + contract period.

You can view all contracts, regardless of expiry date, by selecting the **All** status.



- Select the **row(s)** of items that you wish to process.
- Multiple items selection is available for assets on the same contract.

The screenshot shows the 'Expiry Management Screen' with a table of contracts. The 'Purchase to Lease' button in the top toolbar is highlighted with a blue circle. The table below shows various contract entries with their respective details.

Marked	State	ContractNo	SerialNo	LocationDesc	ContractType	ContractTypeDesc	CustomerCode	CustomerName	OrderNo	StartDate	EndDate	Period	PeriodType
<input type="checkbox"/>	Waiting Buy Back Request Approval	PC0000001	DAN-12345		PRE	Prepaid Contract	DAN002	Dancing Shoes	test	23/03/2016	23/03/2021	60 m	
<input type="checkbox"/>	Waiting Buy Back Request Approval	PC0000001	2020-102047		PRE	Prepaid Contract	DAN002	Dancing Shoes	test	23/03/2016	23/03/2021	60 m	
<input type="checkbox"/>		CO0000074	2020-9896		CPC	Cost Per Copy	DER001	Derton / Technologies	1234	15/06/2018	15/06/2023	60 m	
<input type="checkbox"/>		CO0000072	0109501101530003		CPC	Cost Per Copy	HOP001	Hope Works (Pty) Ltd	1234	07/03/2018	07/03/2023	60 m	
<input type="checkbox"/>		CO0000071	2020-98765		CPC	Cost Per Copy	HOP001	Hope Works (Pty) Ltd	1144	07/03/2018	07/03/2023	60 m	
<input checked="" type="checkbox"/>		CO0000069	2020-9873		CPC	Cost Per Copy	HOP001	Hope Works (Pty) Ltd	1234	05/03/2018	05/03/2023	60 m	
<input checked="" type="checkbox"/>		CO0000069	NM4ACH-2020-54321		CPC	Cost Per Copy	HOP001	Hope Works (Pty) Ltd	1234	05/03/2018	05/03/2023	60 m	
<input type="checkbox"/>		CO0000067	2020-9875		CPC	Cost Per Copy	HOP001	Hope Works (Pty) Ltd	1234	05/03/2018	05/03/2023	60 m	
<input type="checkbox"/>	Waiting Buy Back Request Approval	CO0000052	12-12345		PRE	Prepaid Contract	HOP001	Hope Works (Pty) Ltd	29/05/2017	29/05/2022	60 m		
<input type="checkbox"/>		CO0000050	1020-10101		CPC	Cost Per Copy	HOP001	Hope Works (Pty) Ltd	23/05/2017	23/05/2022	60 m		
<input type="checkbox"/>		CO0000049	2020-43256		CPC	Cost Per Copy	HOP001	Hope Works (Pty) Ltd	16/05/2017	16/05/2022	60 m		
<input type="checkbox"/>		CO0000044	2020-878787		CPC	Cost Per Copy	BOT0001	Bothas Networking inc	25/10/2016	25/10/2021	60 m		
<input type="checkbox"/>		CO0000043	2020-103053		CPC	Cost Per Copy	HOP001	Hope Works (Pty) Ltd	01/08/2016	07/09/2021	60 m		
<input type="checkbox"/>		CO0000043	2020-102041		CPC	Cost Per Copy	HOP001	Hope Works (Pty) Ltd	01/08/2016	07/09/2021	60 m		
<input type="checkbox"/>		CO0000041	2020-103050		CPC	Cost Per Copy	PAN001	Panda Copiers	05/07/2016	05/07/2021	60 m		
<input type="checkbox"/>		CO0000031	320ARE6000205		CPC	Cost Per Copy	YES001	Young Electric	24/03/2016	24/03/2021	60 m		
<input type="checkbox"/>		CO0000031	107		CPC	Cost Per Copy	YES001	Young Electric	24/03/2016	24/03/2021	60 m		
<input type="checkbox"/>		CO0000028	147807		CPC	Cost Per Copy	HAC001	Hack PC - IT Shop	29/06/2015	29/06/2020	60 m		
<input type="checkbox"/>		CO0000028	147708		CPC	Cost Per Copy	HAC001	Hack PC - IT Shop	29/06/2015	29/06/2020	60 m		
<input type="checkbox"/>		CO0000019	2020-10204		CPC	Cost Per Copy	OFF001	Office Supplies Unlimited	28/07/2014	28/07/2019	60 m		
<input type="checkbox"/>		CO0000018	1912-102031		CPC	Cost Per Copy	SAM001	Samanthas Diner	09/07/2014	09/07/2019	60 m		
<input type="checkbox"/>		CO0000018	19-121202		CPC	Cost Per Copy	SAM001	Samanthas Diner	09/07/2014	09/07/2019	60 m		
<input type="checkbox"/>		CO0000018	20-147258		CPC	Cost Per Copy	SAM001	Samanthas Diner	09/07/2014	09/07/2019	60 m		
<input type="checkbox"/>		CO0000016	SP19-12185274		CPC	Cost Per Copy	TIA001	Titan Group	13/06/2014	13/06/2019	60 m		

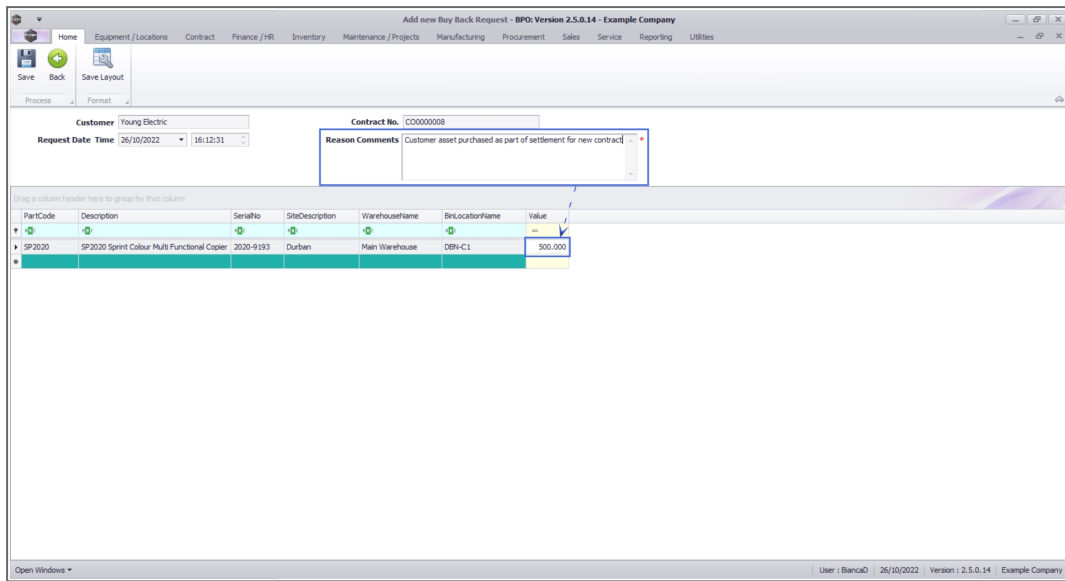
- Click on the **Purchase to Lease** button.

The screenshot shows the 'Expiry Management Screen' with the 'Purchase to Lease' button highlighted. The table below shows the same contract entries as the previous screenshot, but with the 'Reason Comments' field populated for the selected row.

Marked	State	ContractNo	SerialNo	LocationDesc	ContractType	ContractTypeDesc	CustomerCode	CustomerName	OrderNo	StartDate	EndDate	Period	PeriodType
<input type="checkbox"/>	Waiting Buy Back Request Approval	PC0000001	DAN-12345		PRE	Prepaid Contract	DAN002	Dancing Shoes	test	23/03/2016	23/03/2021	60 m	
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<input type="checkbox"/>		CO0000031	107		CPC	Cost Per Copy	YES001	Young Electric	24/03/2016	24/03/2021	60 m		
<input type="checkbox"/>		CO0000028	147807		CPC	Cost Per Copy	HAC001	Hack PC - IT Shop	29/06/2015	29/06/2020	60 m		
<input type="checkbox"/>		CO0000028	147708		CPC	Cost Per Copy	HAC001	Hack PC - IT Shop	29/06/2015	29/06/2020	60 m		
<input type="checkbox"/>		CO0000019	2020-10204		CPC	Cost Per Copy	OFF001	Office Supplies Unlimited	28/07/2014	28/07/2019	60 m		
<input type="checkbox"/>		CO0000018	1912-102031		CPC	Cost Per Copy	SAM001	Samanthas Diner	09/07/2014	09/07/2019	60 m		
<input type="checkbox"/>		CO0000018	19-121202		CPC	Cost Per Copy	SAM001	Samanthas Diner	09/07/2014	09/07/2019	60 m		
<input type="checkbox"/>		CO0000018	20-147258		CPC	Cost Per Copy	SAM001	Samanthas Diner	09/07/2014	09/07/2019	60 m		
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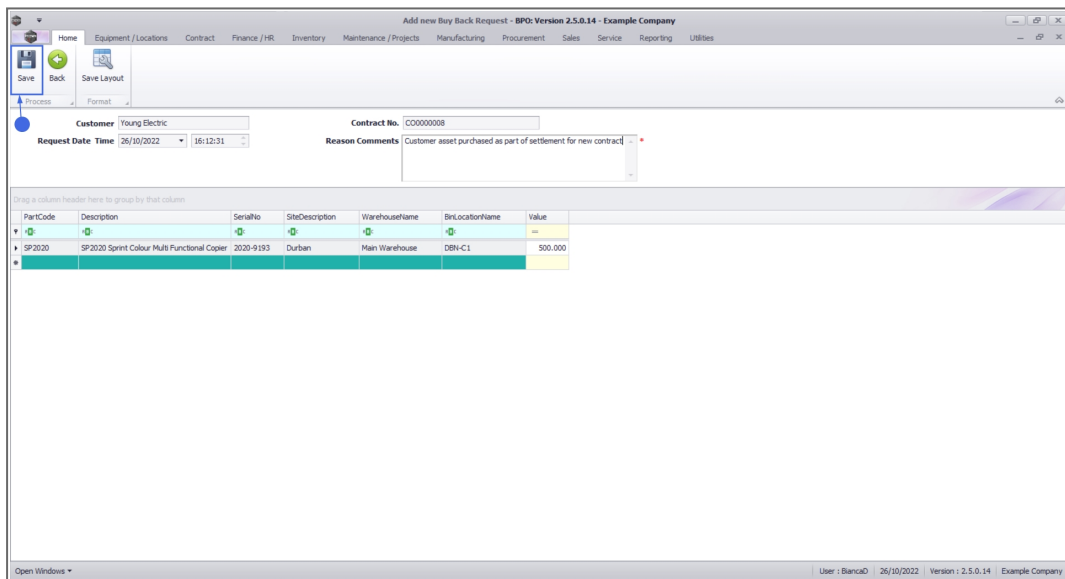
- **Reason Comments:** Type in the reason for this buying back the asset(s) selected.

- Update the Buy Back **Value** for each item.



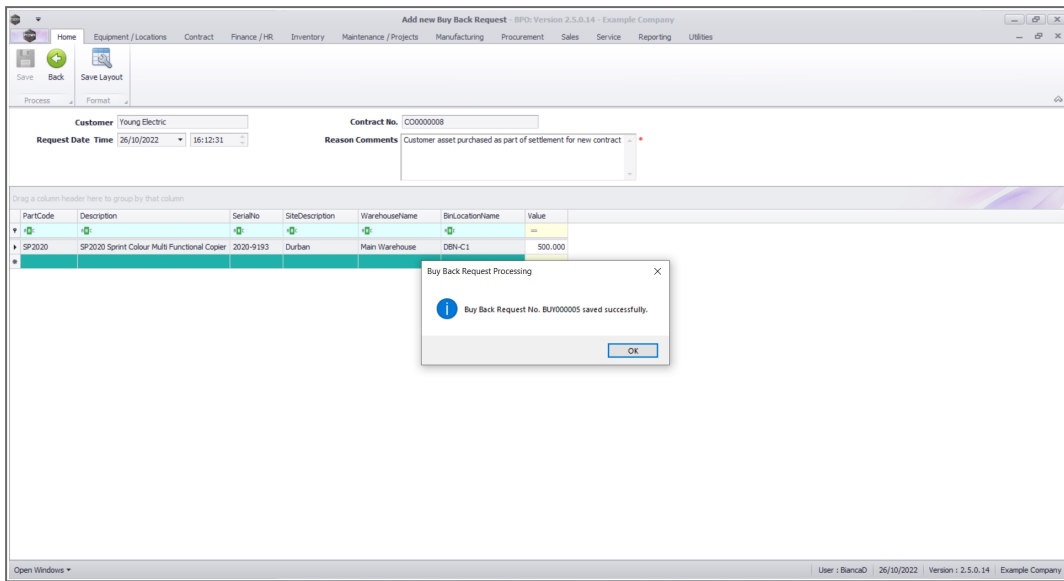
Once you have updated the Value for all assets:

- Click on the **Save** button.

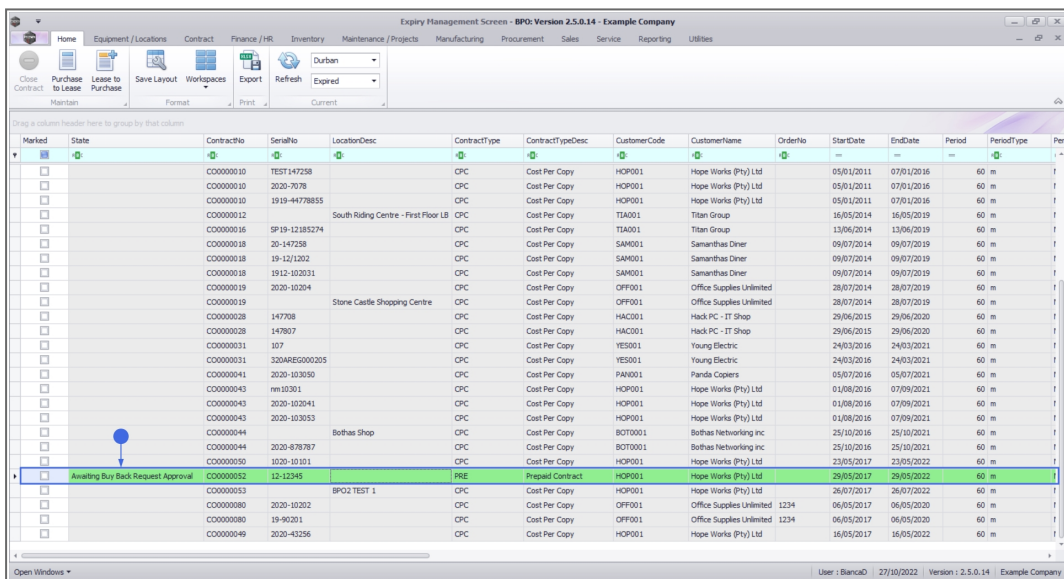


The **Buy Back Request Processing** message box will come up, noting: **Buy Back Request No. [Buy Back Number] saved successfully.**

- Click on the **Ok** button.



The **Buy Back Request Processing** screen will close, and the selected items marked as **Awaiting Buy Back Request Approval**.



Refer to **"Introduction to Buy Back Requests"** on **page 1** for more information relating to processing Buy Back Requests.

## Related Topics

- [Contract Expiry](#)
- [Intro to Buy Back Requests](#)
- [View Buy Back Request Details](#)
- [Edit a Buy Back Request](#)
- [Approve Buy Back Request](#)
- [Decline Buy Back Request](#)
- [Print Buy Back Request](#)

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