

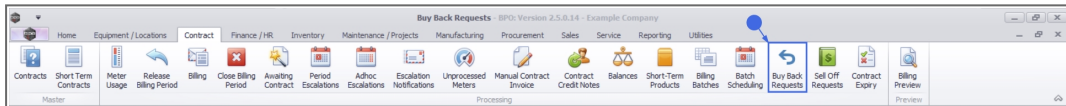
We are currently updating our site; thank you for your patience.

CONTRACTS

INTRODUCTION TO BUY BACK REQUESTS

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.

Ribbon Select **Contract** > **Buy Back Requests**



The **Buy Back 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.

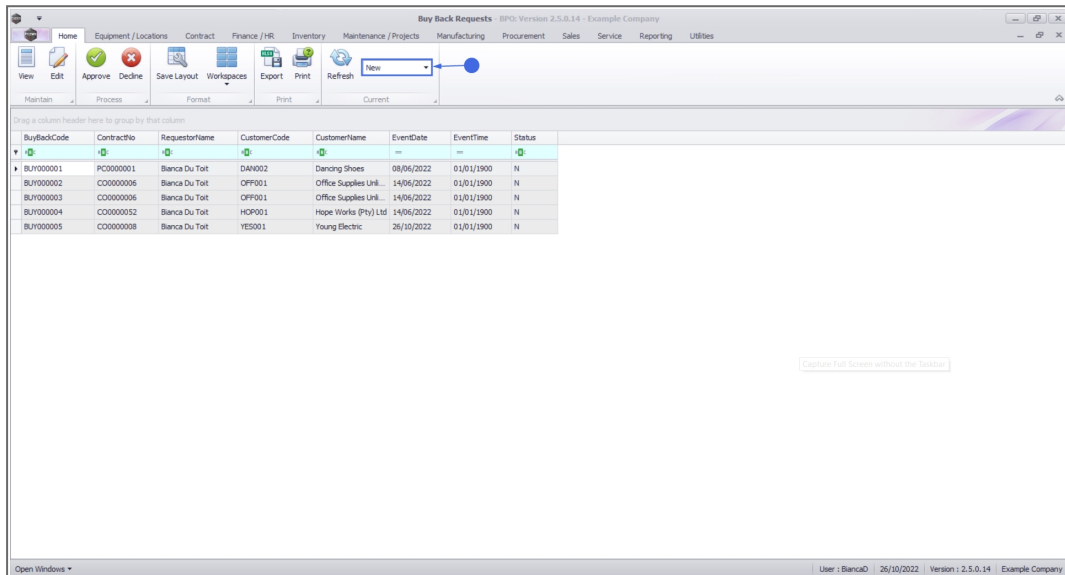
Status filter options:

New: Buy Back Requests that still require processing

Approved: Buy Back Requests that have been Approved

Declined: Buy Back Requests that have been Declined

Awaiting Contract Closure Approval: Buy Back Requests that have been approved, but Contract Closure Approval is required to complete the contract closure process.

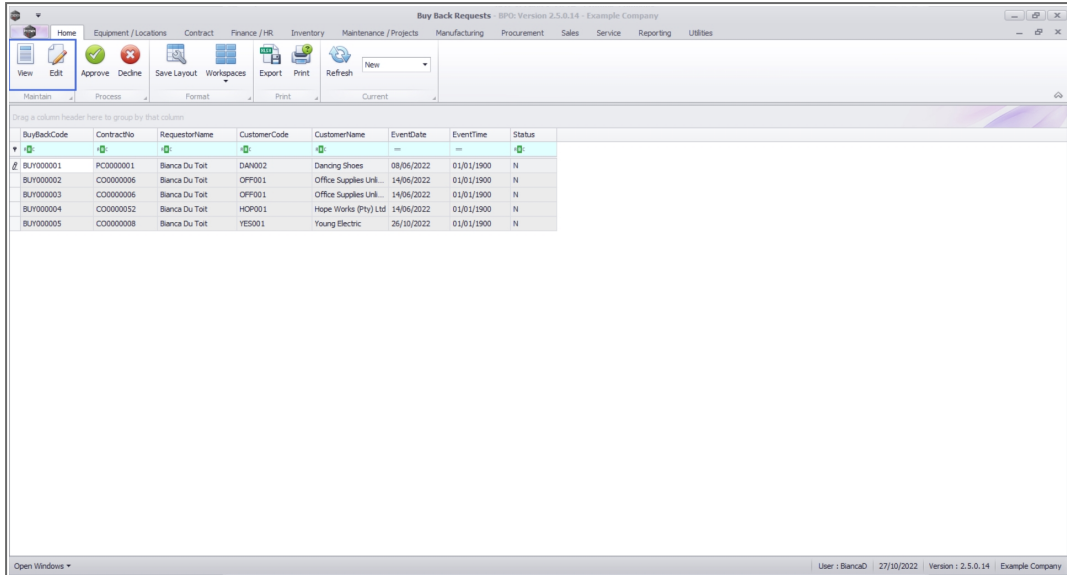


BUY BACK REQUEST RIBBON ACTION BUTTONS

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:

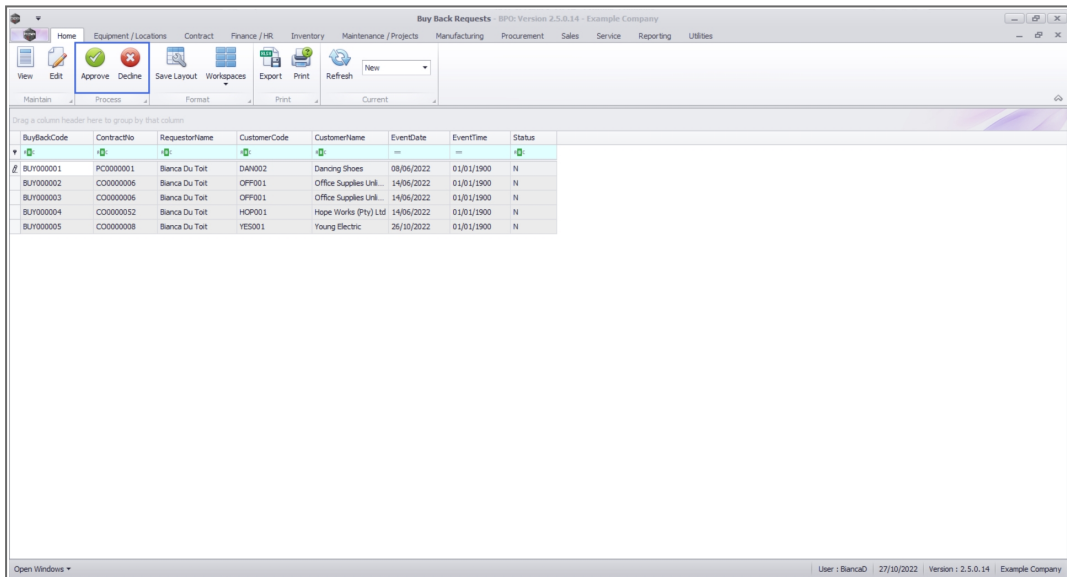
MAINTAIN BUTTONS

- [View](#), [Edit](#)



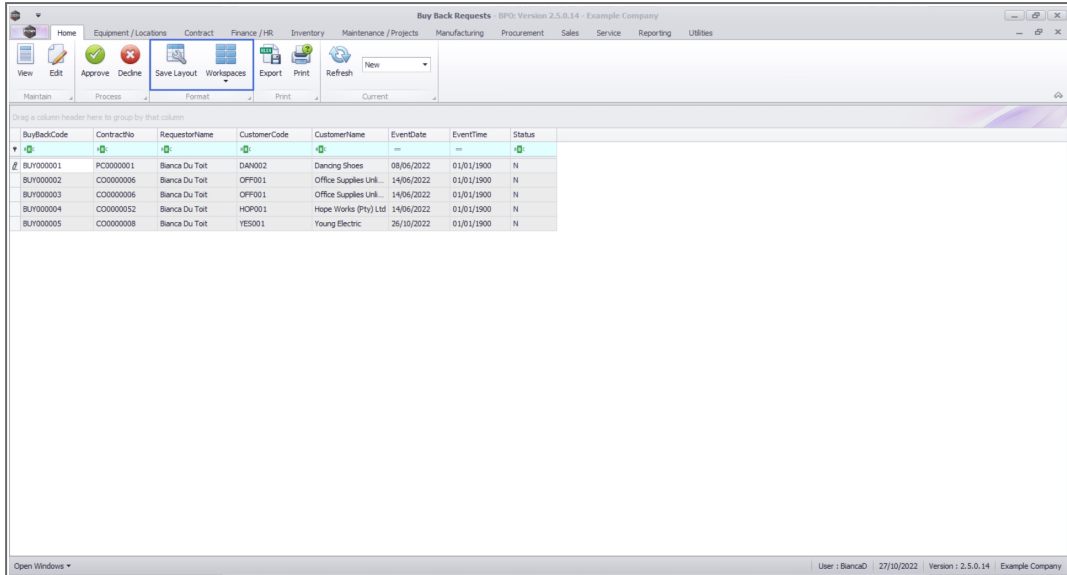
PROCESS BUTTONS

- [Approve](#), [Decline](#)



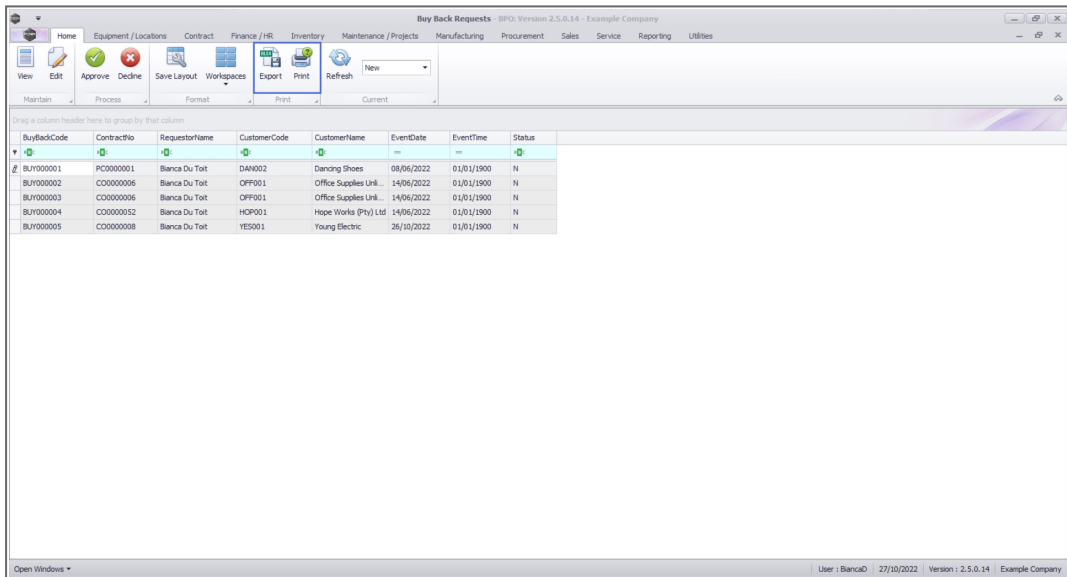
FORMAT BUTTONS

- [Save Layout](#) and [Workspaces](#).



PRINT BUTTONS

- [Export](#) listing to Excel.



CURRENT BUTTONS

- Status selection and Refresh.

The screenshot shows the 'Buy Back Requests' application window. The title bar indicates 'BPO: Version 2.5.0.14 - Example Company'. The interface includes a menu bar with options like Home, Equipment / Locations, Contract, Finance / HR, Inventory, Maintenance / Projects, Manufacturing, Procurement, Sales, Service, Reporting, and Utilities. Below the menu is a toolbar with icons for View, Edit, Approve, Decline, Save Layout, Workspaces, Export, Print, and Refresh. A 'New' button is also visible. The main area contains a table with the following data:

BuyBackCode	ContractNo	RequestorName	CustomerCode	CustomerName	EventDate	EventTime	Status
BLJ000001	PC0000001	Blanca Du Toit	DAN002	Dancing Shoes	08/06/2022	01/01/1900	N
BLJ000002	CO0000006	Blanca Du Toit	OFF001	Office Supplies Unit...	14/06/2022	01/01/1900	N
BLJ000003	CO0000006	Blanca Du Toit	OFF001	Office Supplies Unit...	14/06/2022	01/01/1900	N
BLJ000004	CO0000052	Blanca Du Toit	HCP001	Hope Works (Pty) Ltd	14/06/2022	01/01/1900	N
BLJ000005	CO0000008	Blanca Du Toit	YES001	Young Electric	26/10/2022	01/01/1900	N

The status bar at the bottom shows 'User : BlancaD | 27/10/2022 | Version : 2.5.0.14 | Example Company'.

Related Topics

- [Contract Expiry](#)
- [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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