AggieBuy Requisition Trade-In Guide

If the vendor is offering a trade-in amount on existing equipment, click on the ellipsis to the right of the vendor name. Then, click on “Add Trade-In”.

After selecting “Add Trade-In”, add the description of the equipment, catalog number, quantity and dollar amount of the trade. Then, select the line item this applies to.
The FAMIS asset number and equipment serial number can also be added by clicking the right facing arrow on the “Additional Details” line.
You can also add the trade-in link to an item by clicking on the ellipsis in the top, right corner of the Trade-In then, click “Add link to item”. In some cases, there will be multiple line items on a requisition, so we have to link the trade-in item to one of those PO line items.

All the requisition line items will now appear. Select the radio button next to the correct line item then click “Link”.

![Image of a webpage with a shopping cart and requisition line items]
The trade-in line is now linked to the appropriate requisition line and you can now proceed to check out to process and submit like any other requisition. The trade-in line, along with all other lines, will appear on the purchase order presented to the vendor.