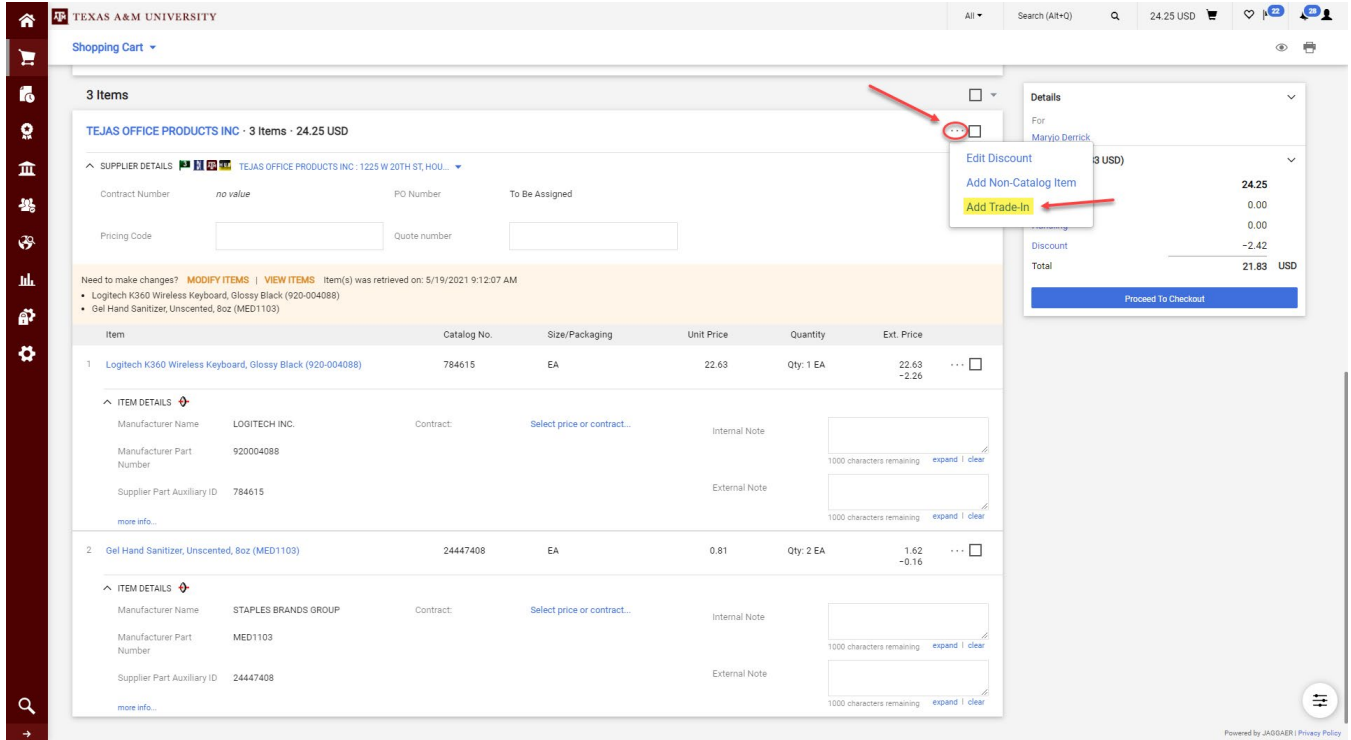
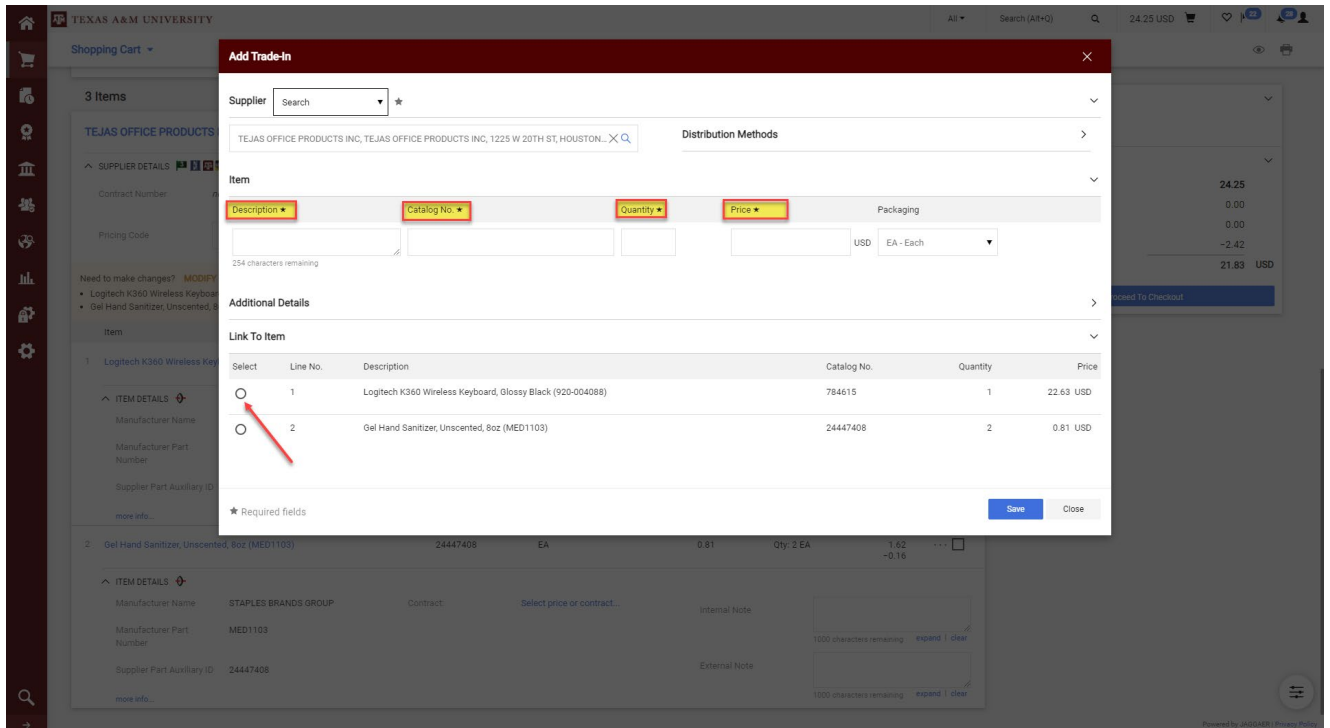


AggieBuy Requisition Trade-In Guide

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.

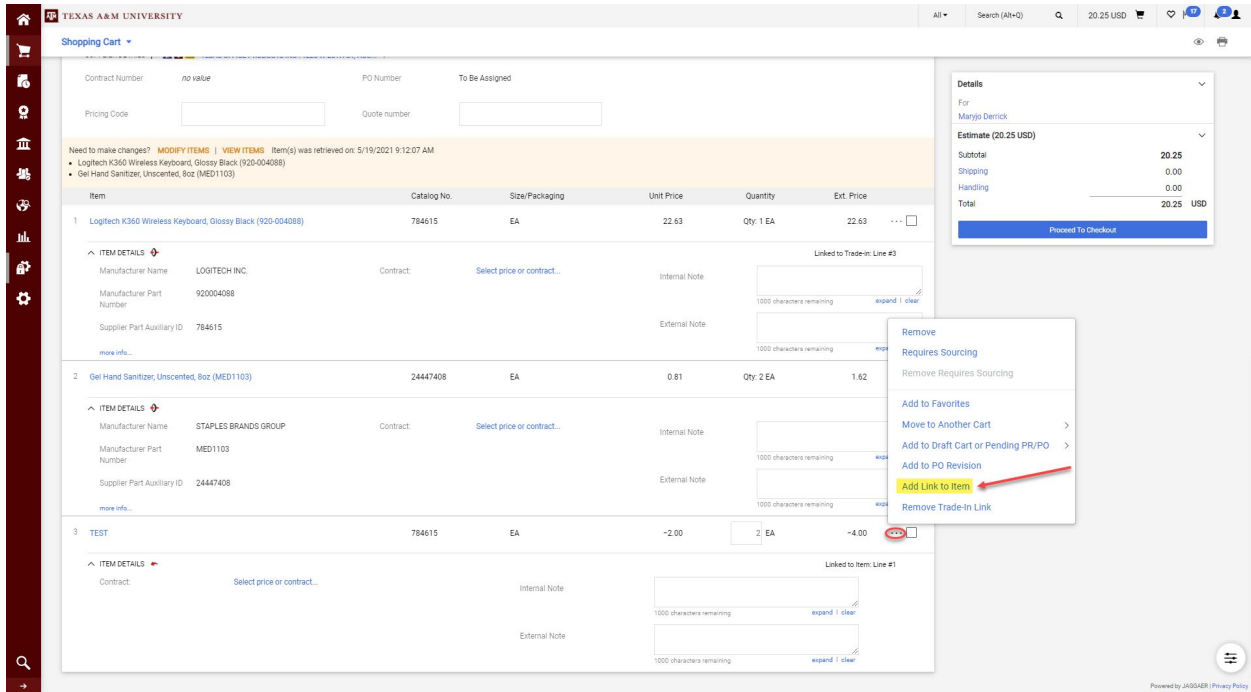
The screenshot shows the 'Add Trade-In' modal in the FAMIS system. The modal is titled 'Add Trade-In' and has a close button (X) in the top right corner. It contains several sections: 'Supplier' (with a search field and a dropdown), 'Distribution Methods' (with a right-facing arrow), 'Item' (with fields for Description, Catalog No., Quantity, Price, and Packaging), 'Additional Details' (highlighted in yellow with a right-facing arrow), and 'Link To Item' (with a table of items). A red arrow points to the right-facing arrow on the 'Additional Details' section.

Select	Line No.	Description	Catalog No.	Quantity	Price
<input checked="" type="radio"/>	1	Logitech K360 Wireless Keyboard, Glossy Black (920-004088)	784615	1	22.63 USD
<input type="radio"/>	2	Gel Hand Sanitizer, Unscented, 8oz (MED1103)	24447408	2	0.81 USD

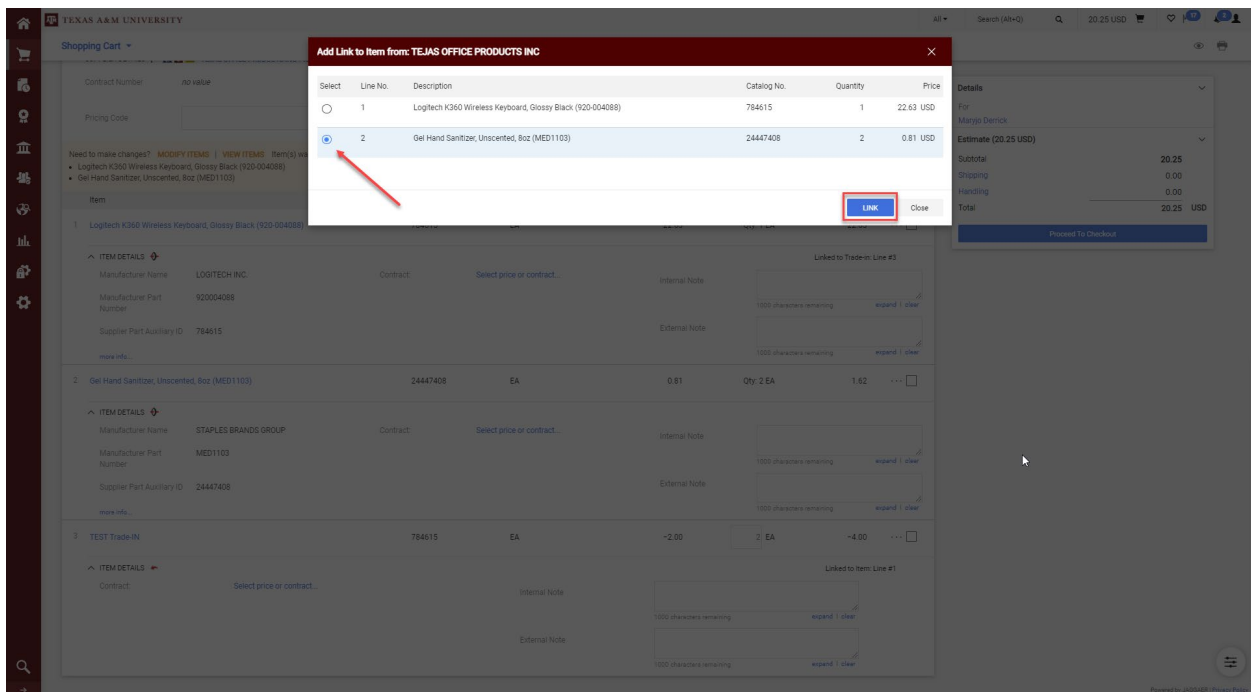
The screenshot shows the 'Add Trade-In' modal in the FAMIS system. The modal is titled 'Add Trade-In' and has a close button (X) in the top right corner. It contains several sections: 'Supplier' (with a search field and a dropdown), 'Distribution Methods' (with a right-facing arrow), 'Item' (with fields for Description, Catalog No., Quantity, Price, and Packaging), 'Additional Details' (expanded to show 'Asset Tag Number' and 'Serial Number' fields), and 'Link To Item' (with a table of items). A red arrow points to the 'Asset Tag Number' field.

Select	Line No.	Description	Catalog No.	Quantity	Price
<input checked="" type="radio"/>	1	Logitech K360 Wireless Keyboard, Glossy Black (920-004088)	784615	1	22.63 USD
<input type="radio"/>	2	Gel Hand Sanitizer, Unscented, 8oz (MED1103)	24447408	2	0.81 USD

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”.



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.

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Shopping Cart

Item #	Description	Contract	EA	Price	Qty	EA	Price	Options
1	Logitech K360 Wireless Keyboard, Glossy Black (920-004088)	784615	EA	22.63	1	EA	22.63	...
ITEM DETAILS								
Manufacturer Name		LOGITECH INC.	Contract		Select price or contract...		Internal Note	
Manufacturer Part Number		920004088	Supplier Part Auxiliary ID		784615		1000 characters remaining	
Supplier Part Auxiliary ID		784615	Contract		Select price or contract...		External Note	
more info...								
2	Gel Hand Sanitizer, Unscented, 8oz (MED1103)	24447408	EA	0.81	2	EA	1.62	...
ITEM DETAILS								
Manufacturer Name		STAPLES BRANDS GROUP	Contract		Select price or contract...		Internal Note	
Manufacturer Part Number		MED1103	Supplier Part Auxiliary ID		24447408		1000 characters remaining	
Supplier Part Auxiliary ID		24447408	Contract		Select price or contract...		External Note	
more info...								
3	TEST Trade-IN	784615	EA	-2.00	2	EA	-4.00	...
ITEM DETAILS								
Contract		Select price or contract...		Internal Note		Linked to Item: Line #1		
Supplier Part Auxiliary ID		784615		External Note		1000 characters remaining		
more info...								

Details

For Maryjo Derrick

Estimate (20.25 USD)

Subtotal	20.25
Shipping	0.00
Handling	0.00
Total	20.25 USD

Proceed To Checkout

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