# MarketPlace Release 17.1

**Released April 2017**

## Ability to Perform Trade-In Transactions

Many customers may need to make purchases for equipment when there is a used piece of equipment they can trade in to offset the cost of a new purchase. Currently, this type of transaction can only be handled by adjusting the net price of the new equipment and noting the reason for the adjustment within the purchase order. With this release, users now have the ability to conduct a Trade-In transaction to make such a purchase. By designating the transaction specifically as a trade-in, customers will have additional visibility into these types of transactions and the savings realized. Having this information will also give the customer additional information for fixed asset tracking and tax assessments. When enabled for the organization, users with the appropriate permission will see the option to add a trade-in in the shopping quick links as well as on the shopping cart, requisition, and purchase order. Trade-in items are included in PR and PO exports and imports. The budget check also accounts for trade-in items. Organizations will have the ability to route workflow based on trade-in items.

## Key points of Feature

- When enabled, users with the appropriate permission will see the ability to add a trade-in item in the following locations:
    - As a Shortcut in the Shop widget.
    - In the Shop: Shopping navigation fly-out as a Go to: options
    - As a Go to: option under the Shop bar when viewing product search results.
    - In the Quick Links widget, if added to the widget by the organization administrator or by a user on a personal dashboard.
    - In the Shopping Cart, Requisition and Purchase Order as an Add Trade-In button, or within a supplier group as a link Add trade-in for this supplier...
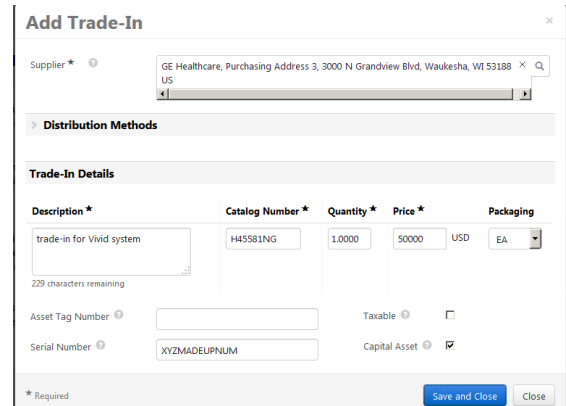
## How to Add a Trade-In

A Trade-In item must always be linked to another item in the cart from the same supplier and fulfillment center. This allows budget checks to be run correctly, by indicating that the trade-in item is reducing the net cost of the purchased item. The linked item can be one from product search results, a punch-out item, a non-catalog item, or a form item. The user *may add the new item to the cart first*, **or** *may start with adding the trade-in item*. To add a trade-in item:

1. Select the trade-in item link from the Shopping page, under the Shop bar of search results, from the Shop navigation menu, or Quick Links widget.
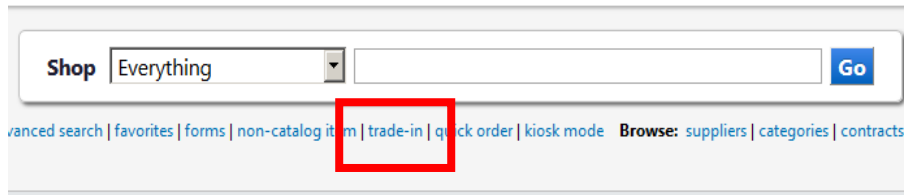


2. A trade-in overlay window should appear.
   a. Choose a supplier as you would normally. When selecting a supplier, you can choose a specific fulfillment center. Note: If you select the link Add trade-in for this supplier... in the cart supplier group, the supplier information will be pre-populated.
   b. Enter Trade-In Details for the item. The Description, Quantity, Price, Catalog Number and a Packaging UOM are required. Additional fields include Asset Tag Number, Serial Number, and Capital Asset flag. **Note**: the Price should be the *discount* you are receiving for the trade-in. It will show up in your cart as a *negative* number.



   c. Save and close the overlay.
3. The trade-in item will display in the cart with a red arrow icon.
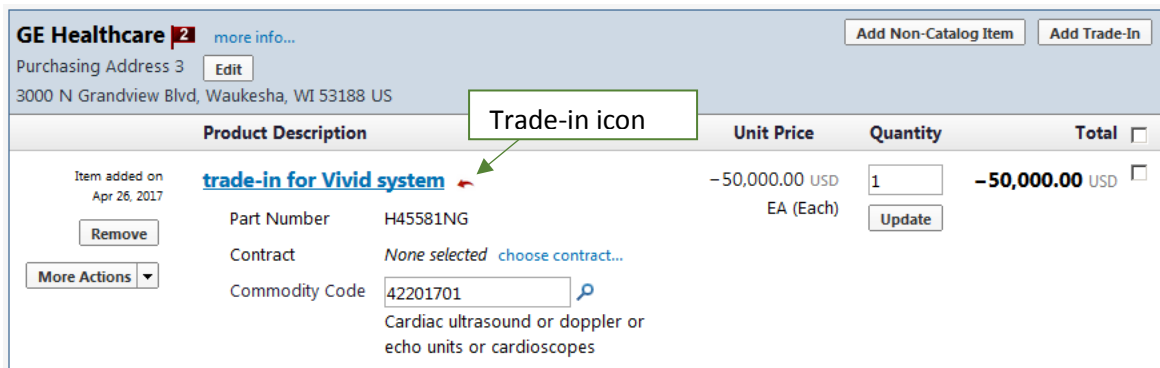
4. You must link this trade-in item to the item you are purchasing. If the item to be linked is not in the current cart, add it to the cart from product search or as a non-catalog item.
   a. Add the item you are purchasing as you would normally, using the Non-Catalog Item form, or a punch-out or hosted catalog.
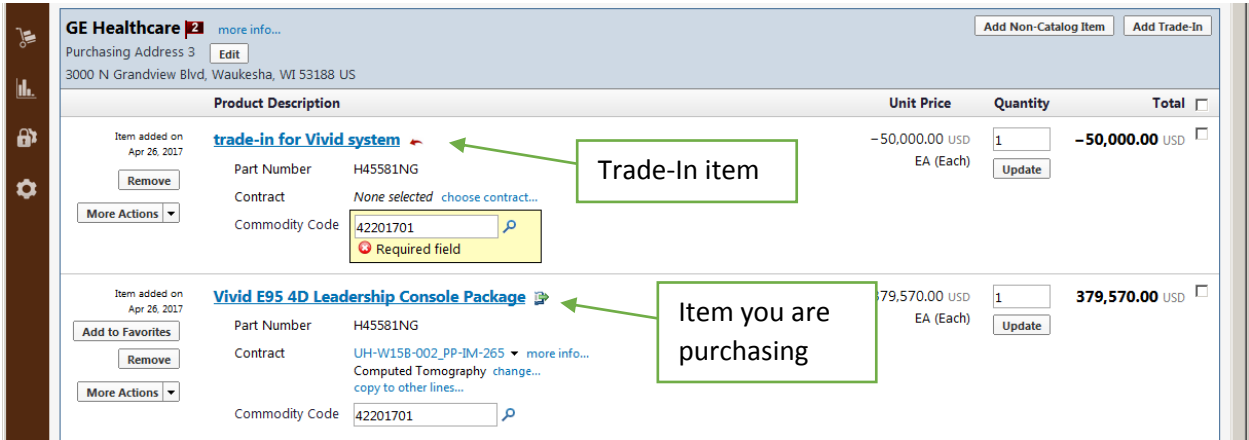


   b. Select the trade-in item in the cart, and choose Add Link to Item from the More Actions dropdown.
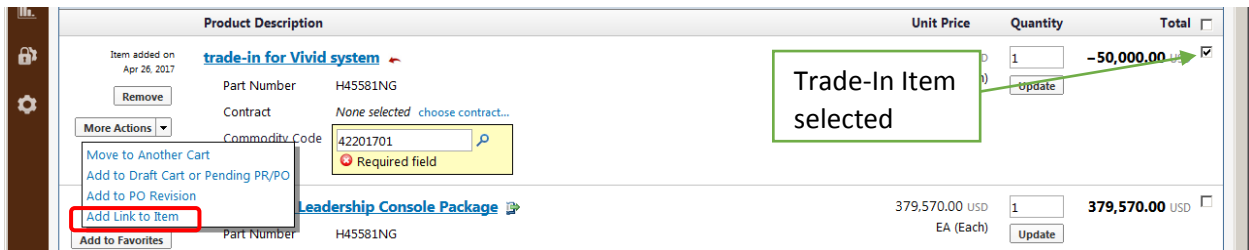


   c. In the Add Link to Item overlay, the supplier's items in the cart display. Click the Select button for the appropriate item to be linked to the trade-in item.
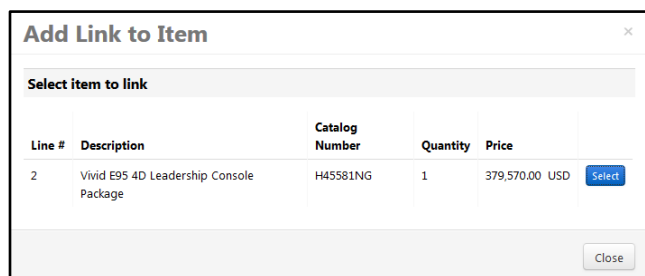
      d.   The overlay closes, and the cart refreshes indicating the two linked items.



      e.   Please take a look at the cart total. It should reflect the purchase price *minus* the discount for the trade-in.

5.  Proceed through the checkout process as normal. The trade-in item and linked item information are copied to all documents.

## Notes

- To ensure the budget check is run correctly, the user will see error messages if any of the following are not true:
  - A trade-in item must be linked to a positive line item. Multiple trade-ins can be linked to one positive line item, but a positive line item can only be linked to one trade-in.
  - Accounting codes must be the same on any linked trade-ins and positive line items.
  - The total for each supplier must be positive.
- When items are linked, the accounting codes cannot be split by amount of price. Percentage splits by price or quantity are still supported. This is to ensure budget checks are run correctly.
- To support the new trade-in item information, Asset Tag Number and Serial Number are two new fields available to be added to document information.
  - The fields are available for the following documents: Requisition, Purchase Order, Purchase Order Fax, and Sales Order.
- Trade-in items are supported in the following integrations:
  - PR Validation and Budget Check (Banner) - The amount encumbered for the budget check is the net amount of the linked line items. For example, if the item purchased is $5,000 and the trade-in item is -$1,000, the total amount encumbered will be $4,000 plus shipping if applicable.
- A new status flag is available in the Advanced Search for Requisitions, Purchase Orders, and Sales Orders. Users can select the With Trade-In Items option from the Status Flags section to see documents that include trade-in items. For Sales Orders, the Has Trade In flag is available for selection under Item/Product Information.

- In reports, the link between items is used to account for the trade-ins as a reduction on the original amount for the line/document.

1. Or, select the Add Trade-In button or supplier group link from the active shopping cart. The Add Trade-In overlay displays.

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