

## Fixed Assets Trade In Form

The **Fixed Assets Trade In form** is used to get approval to trade in any state owned property on an order. This property could be affixed asset or *any other state owned property* that is used as credit toward the purchase of another item.

### Creating a Fixed Asset Trade In form

1. Click **forms** on the "Go to:" bar or click **Asset Trade In Form** listed under UNCG FORMS.

The screenshot shows the UNC Greensboro eMarketplace interface. At the top, there is a navigation bar with 'Spartie Requestor', 'Action Items', 'Notifications', and a shopping cart icon showing '29.97 USD'. Below this is a search bar with a dropdown menu and a 'Go' button. A callout box points to the search bar with the text 'Click here to access forms...'. Below the search bar, there are links for 'Go to: advanced search | favorites | forms | non-catalog item | quick order' and 'Browse: suppliers | categories | contracts | chemicals'. On the left side, there is a sidebar with 'Welcome to UNCG's eMarketplace!' and several links: 'Materials Management/Purchasing Website', 'Change Order/PO Cancellation Request', 'NC State Contract link', 'Training /How-Tos', 'Account Code Listing (alpha by description)', 'Vendor Taxpayer ID Form', and 'Recommended Browsers'. The main content area is divided into 'Showcased Suppliers' and 'UNCG FORMS'. The 'Showcased Suppliers' section includes logos for CAROLINA, Fisher Scientific, VWR INTERNATIONAL, Out for Bid, AlphaNumeric, macthrift, UNCG ITS SOFTWARE, UNCG Surplus & Dept Listings, and PSU Office. A callout box points to the 'UNCG ITS SOFTWARE' tile with the text '...or you can access the form by clicking here'. The 'UNCG FORMS' section includes tiles for 'Non-Standard PC Configuration Just...', 'Machine/Equipment Maintenance, Re...', 'Sole Source Purchase & Justificatio...', 'Construction/Services Order', 'Furniture Purchase', and 'Asset Trade In Form'.

2. Go to the **Supplier/Vendor** section of the form and enter the vendor for this order. You can also use the search feature to search for the vendor if needed. (If this is a new supplier, type in "New Supplier" and follow the **New Vendor Ordering** instructions.)

Supplier / Vendor Information	
<b>Please select the appropriate supplier from the list:</b>	
Supplier/Vendor	Camcor Inc  more info... select different supplier
Fulfillment Address	Purchasing Vendor 1: (preferred) PO Box 1899 Burlington, NC 27216 US select different fulfillment center
Supplier Phone	+1 (800) 868-2462
<b>Distribution</b>	
The system will distribute purchase orders using the method(s) indicated below:	
Fax	+1 (800) 298-1181

3. Provide trade in information about the property in the **Asset Information** section. This should include the P-tag number if the property is a fixed asset (otherwise enter "n/a"), the property description, and the property trade in value.

**Asset Information** ?

Please enter the asset information for the item to be traded in in the fields below:

P-Tag (Asset Tag) Number (if applicable)

Trade in item description:

983 characters remaining expand | clear

Enter the trade in value:

4. Provide information about the item you are purchasing in the **Item to be Purchased with Trade In** section. This should include the quantity, the product description, and the value of the item, less the trade in value. In this example, the cost of the new item is \$1,280 minus the trade in value -\$240= \$1, 0240.

**Item to be Purchased with Trade In** ?

Enter the product description for the item you are purchasing. Reduce the cost by the trade in value

Quantity

Packaging (UOM)  EA - Each

Product Description

233 characters remaining expand | clear

Unit Price Less Trade in Value:

5. Attach any documents that relate to the order. Internal attachments will only be viewed by departmental representatives or purchasing agents, whereas external documents will also be sent to the vendor.

**Attachments** ?

Internal Attachments. Please note that the trade in form must accompany this requisition.

Internal Attachments

add attachment...

External Attachments

HP Laser Jet.docx (12k) remove...

Connecting to solutions-test.sciquest.com...

Total 1,040.00

**External Attachments** ? X

Attachment Type File

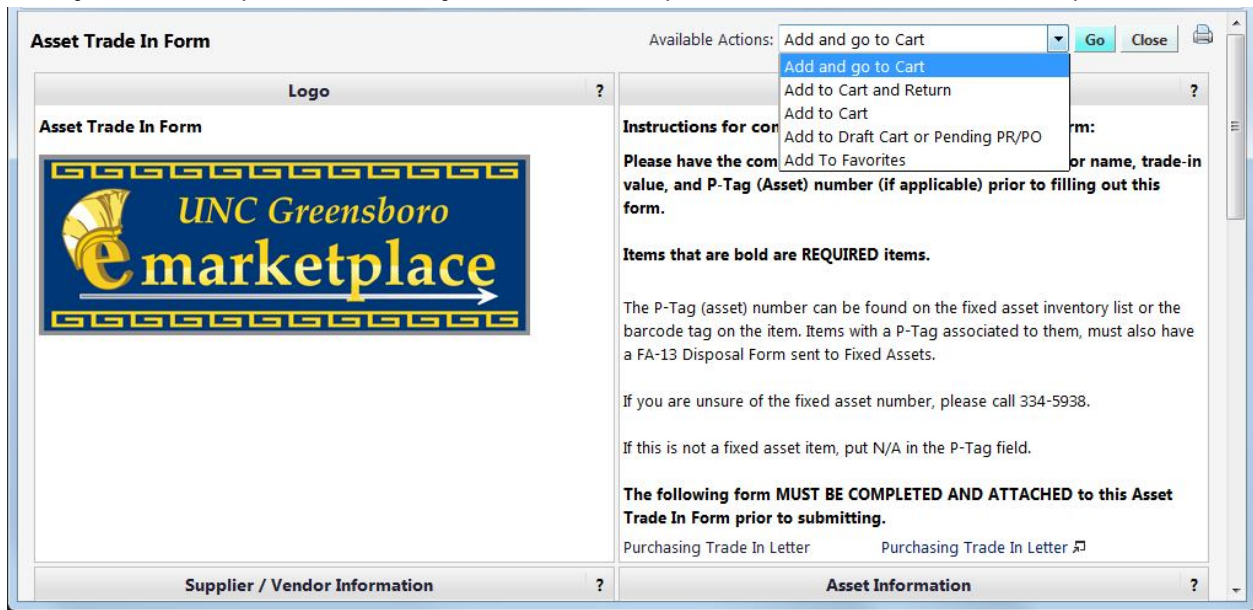
Attachment Details

File Name

File C:\Users\gamcdo Browse...

Save Cancel

6. Once you have completed the form, you have several options in the Available Actions dropdown list:



- **Add and go to Cart** – adds the order to your cart and takes you to the cart.
- **Add to Cart and Return** – adds the order to your cart and returns you to a blank form with the same vendor.
- **Add to Cart** – adds the order to your cart and remain in the form.
- **Add to Draft Cart or Pending PR/PO** – if a draft cart or pending cart exists.
- **Add to Favorites** – adds the completed form to your Favorites.

**Follow the Order/Requisition instructions to complete the order.**