**SOP NO:** SOP-PURCH-14  
**SUBJECT:** Trade-In Item on Order  
**SOURCE:** University Procurement Services  
**ORIGINAL DATE OF ISSUE:** 05/02/2019  
**DATE OF LAST REVISION:** 02/03/2022  
**DISCLAIMER:** The information provided in this Standard Operating Procedure (SOP) is designed to provide helpful information on this procedure. Purchasing reserves the right to determine on a case by case basis if a SOP should be adjusted for a particular situation. This SOP is not intended to cover each and every situation nor can it anticipate specific circumstances.  
**RATIONALE:** When a department is trading in an item towards the purchase of a new item, the trade-in item should be included on the requisition with the new purchase.  

**PROCEDURES:**  

**NOTE:**  
*Trade-In Items should not be done on Catalog orders. Use Non-Catalog Item form for orders with trade-ins. (this is because it can negatively impact Order Distribution method and fail transmission).  
*REQs with Trade-In should not be copied. Start a new non-catalog item order if you have a trade-in (copied REQs may return errors in the cart)  

Create Non-catalog item order  
Add the line items you are buying  
After the purchased items are added to the cart, click the ‘Add Trade-In link-under the 3 dots ... for Supplier Actions.  

![Image of Trade-In Procedure](Image)

Complete the required Trade-In detail (Description, QTY, Unit Price), and any other optional detail that is applicable/known.
After the Trade-in detail is added, ‘Link’ the trade-in item to a purchase line item by checking the radial dial under Select and save:

NOTE:
you can only link the trade-in line to one purchased line;
you can link a purchased item to multiple trade-in lines;

After linking the trade-in you will see a message in the line item description indicating the linkage:
Complete and Submit the REQ.

To Unlink a trade-in item, click “Remove Trade-In Link” from the Selected Line Item Action dropdown under the 3 dots … for Line Item Actions, then delete the line item.

As Purchasing User:
If the requisition arrives in Purchasing and needs a trade-in item added, the same steps above would be followed.
If the requisition arrives in Purchasing with a trade-in item added, nothing additional is required.

DEFINITIONS:

CROSS REFERENCE: SOP-PURCH-13 Creating Non-Catalog Items or Recurring Payment Orders