4.8.6 Exchange (Trade-In)

This process allows the user to record for statistical (reporting) purposes the exchange of personal property to a vendor (supplier) in return for similar 'new' replacement property. There are no NPDMS Property Case Numbers assigned to these records.

NOTE: When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

NOTE: The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

- From the NPDMS MAIN MENU (NDO000MB) type **5** at Enter Selection to access the TRANSACTION MENU (ND5000MA).
- Press **<Enter>**.

The TRANSACTION MENU (ND5000MA) screen is displayed.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND5000MA / ND5000PA                  TRANSACTION MENU                  10:48:43
                                        TX                             MSXXX
                        Selections:

    1  Add                              8  Reversal
    2  Change                           9  Convert Case to Component
    3  Delete                          10  Convert Component to Case
    4  Receipt                         11  Enter SRD and GSA Control No
    5  Sales                            ?  In any field for Help
    6  Exchange (Trade-In)              .  Exit Transaction Process
    7  Freezes and Dispositions
       (Includes Scrap and Surveys)

    Enter Selection: __
    Prop Case No:    804101 _______                        Item Id: __
    ECN:             _______                          Cust Acct No: _____
    ERN:             __________   (For Reversal only)
    Trans Id:        ____         (Process Final Disposition w/o Freeze)

Navigation:  ____________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV  RVW   CNCL                    CLEAR             EXIT
```

INPUT DATA

- Enter Selection input value = **6**

- Prop Case No
- Item Id (optional)
- Press **<Enter>**.

Action is performed based on the input on the TRANSACTION MENU screen (ND5000MA).

4.8.6.1 Entry of Trade-In Data for Statistical Reporting

This process is used for statistical report purposes covering the Trade-in of NASA Property to a Vendor. The Case does not exist on the NPDMS Case File.

- From the TRANSACTION MENU (ND5000MA), type **6** at Enter Selection to access the EXCHANGE/SALE OF PROPERTY - TRADED TO VENDOR (T19) screen.
- Press **<Enter>**. NPDMS displays the EXCHANGE/SALE OF PROPERTY - TRADED TO VENDOR (T19) screen (ND5119MB) and places the cursor at the first input field.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND5119MB / ND5119PB  EXCHNG/SALE OF PROPERTY - TRADED TO VENDOR (T19)  10:50:14
                                       TRAD                            MSXXX

NSN: **** _________                      Total Acq Cost: *************
Item Name: ************************************************************
Trade-In Amt Received: *************     Actual Prop Removal Date: **  **  ****

============================ VENDOR'S INFORMATION ============================
Rec No: 01    Disposition Qty: *****

Requestor Name: ________________________________
  Company Name: ________________________________________
       Address: ******************************
                ________________________________
          City: *******************    State: **    Zip: ***** ____

New Prop Acceptance Date: __  __  ____      Procurement Doc No: **************

Next Traded To Vendor Trans (Y/N): _        Retain (Y/N): _
Navigation: ____________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV        CNCL                    CLEAR             EXIT
```

INPUT DATA

- NSN
- Total Acq Cost
- Item Name

- Trade-In Amt Received
- Actual Prop Removal Date — input format = **MM/DD/YYYY**
- Vendor's Information
  - Disposition Qty
  - Requestor Name — input value = **blank** only if Company Name filled
  - Company Name — input value = **blank** only if Requestor Name filled
  - Address
  - City
  - State
  - Zip
  - New Prop Acceptance Date — input format = **MM/DD/YYYY**
  - Procurement Doc No
- Next Traded To Vendor Trans — input value = **Y** or **N**
- Retain — input value = **Y** or **N**
- Press **<Enter>**. NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press **<Enter>**. The system continues to validate each data field until all data passes the edit checks.
- NPDMS re-displays the Exchange/Sale of Property - Traded to Vendor (T19) screen (ND5119MB), along with the message: *'Entry Reference Number Assigned Is = N10'.* If Next Traded To Vendor Trans equals N and the user presses **<Enter>**, NPDMS returns to the Transaction Menu (ND5000MA).
- NPDMS generates an Item Id, T19 Transaction and unique Property Transaction ERN to the Transaction History File.