

MBS ARC Buyback

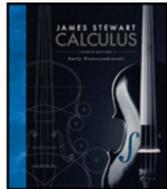
Adding a Wholesale Book during Buyback

A title without a current wholesale value may still be available to buy wholesale for MBS. These titles require verification with MBS Inventory Control to ensure a need can be established for the title. This step is required as only a very small amount of these titles can be purchased. Therefore, they do not default with a guide price.

An example of a title that is not being bought but may have buyback value is below.

Buyback > Enter Buyback Transactions

Book Information

Author	STEWART	Title	CALCULUS,EARLY TRANSCENDENTALS	
Publisher	CENGAGE L	Imprint	B/C	
Edition	8TH 16	Cover		
Cover	978-1-2857415-5-0	Activity #	5	
New	300.00	Used	225.00	
MBS Special Notes		CLN+COMP	Transaction#	

Store Special Notes

Messages

CLEAN WITH ALL PAGES INTACT!

Buying for Wholesale

Prices		Buy Quantities			Buy Qty	Pay
	Prices	Budget	Bought	Remaining	<input type="text" value="1"/>	
New Books	0.00	Retail	0	0		0.00 Used
Used Books	0.00	Speculative	0	0		
Wholesale	10.00	Total Retail	0	0		
		Wholesale		0		

The following elements should be checked regarding a title prior to contacting Inventory Control:

- **Activity #** - In the above example, the Activity # is 5. An activity number will often display between one and nine with 1 being lowest and 9 being highest. Books between 4 and 7 may have value even if they are not reporting a price. Typically books below 4 would not be bought and books over 7 should always display a wholesale price.
- **Book Notes** – Sometimes a note or message will display (MBS Special Notes field and Messages field) that provide a note regarding this type of book. These include things such as CLN + COMP above (Clean and complete – no missing pages), Edition Status (e.g. OE for Old Edition), and other notes or messages dictating why a book may not be able to be purchased.
- **Has the book been bought wholesale previously?** If it has been bought at other stores (or if it was being bought one day but not the next) it may still have demand.

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- **Book Edition** – Is this a current edition? If so, there may be demand. This is especially true if paired with a middle level activity #.

Provide the list of ISBN's that meet the criteria of possibly having a wholesale availability to Inventory Control. They will verify if the book can be bought, how many quantities can be bought, and the dollar amount.

The following steps review how to enter the allowed quantities and dollar amounts into ARC Buyback.

Steps for Adding a Wholesale Book to Buy

1. Navigate to Buyback > Maintain Buyback. The Maintain Buyback screen displays in the following screen.

Buyback > Maintain Buyback

General Buyback Info

Store 1 University Store

[Change Store](#)

MBS Data Base Effective Date 03/24/17

MBS Data Base Expiration Date 04/21/17

The prices in the MBS Database are effective

Buyback Details

Buyback is defined Wholesale Buyback

Stores 1

Terms

Check for Outstanding Rentals at Buyback

Allow Rental Returns at Buyback

Additional Buyback Options

Define Buyback Options

Manage Buyback

Dollar Analysis Display

Buyback Reporting

Cash Reconciliation

Print Barcodes

Update inSite Data

Submit Rental Return Post

2. Navigate to the Additional Buyback Options and select **Manage Buyback**. A table displays verifying the buyback is open and if any terms are initialized for retail.

MBS ARC Buyback

Buyback > Maintain Buyback

The store 1 entry is to initialize guide prices

Buyback Status Wholesale Buyback

Term	Store	Status	Initialized	Books Excluded	Options
Gd	1 University Store		0/00/00	No	

Options menu items: Select, Refresh, Select All, Unselect All, Work with Books, Complete Buyback, Select/Edit Books, Initialize Selected, Post Selected Terms



Note that in the above example, no terms are set up for retail. If they were, the retail term will display. Regardless, the steps for adding a wholesale title do not change if a retail term is active for buying.

3. Click **Work with Books** from the Options list. Nothing needs to be selected to use this option.

Buyback > Maintain Buyback

Search By ISBN/ATKey

Add 

Author	Title	Edition	ISBN	Options
ABRAMS	SPEAKING FREELY	05	978-0-14-303675-3	
GAINOR	NORTON ANTHOLOGY OF DRAMA, V.ONE	2ND 14	978-0-393-92341-4	
STEWART	CALCULUS -TEXT	8TH 16	978-1-2857406-2-1	
STEWART	CALCULUS,EARLY TRANSCENDENTALS	8TH 16	978-1-2857415-5-0	
WARREN	ACCOUNTING (LOOSELEAF)	26TH 16	978-1-3050884-0-5	
WARREN	ACCOUNTING	26TH 16	978-1-2857436-1-5	

Options menu items: Edit Guide Price, Display Guide Price History, Notes, Missing Books Info, Current Buy Amounts

4. A list of books displays. Click **Add** to create an entry for a title to buy wholesale. A search screen will appear to search for the title. Enter the ISBN or other search information and click Save.

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Search for Buyback Book

ATKEY, ISBN, or bar code	<input type="text" value="9781285743615"/>
Title	<input type="text"/>
Quick Access Key	<input type="text"/>

5. The buyback book entry screen appears as follows.

Buyback > Maintain Buyback

Enter price override information or press Enter to keep current price

Book Information

Author	WARREN	Edition	26TH 16	OE
Title	ACCOUNTING			
ISBN	978-1-2857436-1-5			

Current Buyback Price

Source	MBS Data Base
Guide Price	0.00

Override Guide Price

New Guide Price	<input type="text" value="00"/>
Expiration Date	<input type="text" value="0/00/00"/>
Limit Quantity	<input type="text" value="0"/>

Use Price on Guide Shipment Yes No

Price Application Choice

- Apply only to this buyback
- Apply to all currently open buybacks
- Apply to all buybacks until expired

Current Guide Prices

MBS Data Base Price	0.00
Guide Shipment Price	0.00
Expiration Date	4/21/17
Limit Quantity	500

Complete the information as follows:

- **New Guide Price** – Enter the price that MBS will pay for the title as confirmed by Inventory Control.

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- **Expiration Date** – Enter the date that the title will no longer receive the entered Guide Price.
 - **Limit Quantity** – Enter the approved number of units for the title that can be purchased as confirmed by Inventory Control.
 - **Use Price on Guide Shipment?** – Yes will ensure the price provided by Inventory Control does display on guide shipments.
 - **Price Application Choice:**
 - **Apply only to this Buyback** – Only allows the title to be purchased at the entered price for the store buyback
 - **Apply to all currently open buybacks** – Applies the price to all stores within the company that are open for buyback so the book can be bought at other store locations (multi-store companies).
 - **Apply to all buybacks until expired** – Applies the price to all stores with an open buyback until the entered expiration date.
6. Verify the entry and selections and click Save. The screen will display with a confirm message to ensure the entered price is correct. Edit or click Save.

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Buyback > Maintain Buyback

Confirm price change to 20.00 to expire on 04/15/17

Book Information

Author	WARREN	Edition	26TH 16	OE
Title	ACCOUNTING			
ISBN	978-1-2857436-1-5			

Current Buyback Price

Source	MBS Data Base
Guide Price	0.00

Override Guide Price

New Guide Price	<input type="text" value="2000"/>
Expiration Date	<input type="text" value="04/15/17"/>
Limit Quantity	<input type="text" value="25"/>

Use Price on Guide Shipment Yes No

Price Application Choice

- Apply only to this buyback
- Apply to all currently open buybacks
- Apply to all buybacks until expired

Current Guide Prices

MBS Data Base Price	0.00
Guide Shipment Price	0.00
Expiration Date	4/21/17
Limit Quantity	500

- Continuing adding additional units as confirmed by Inventory Control. Once all units are entered, the books will display as available to purchase wholesale when entered on a buyback transaction.

MBS ARC Buyback

Buyback > Enter Buyback Transactions

Book Information

Author	WARREN	Title	ACCOUNTING
Publisher	CENGAGE L	Imprint	CENGAGE L
Edition	26TH 16	Cover	
Cover	978-1-2857436-1-5	Activity #	1
New	340.00	Used	255.00

MBS Special Notes Transaction# 5

Store Special Notes Will buy without CD

Messages Old Edition

Buying for Wholesale

Prices		Buy Quantities		
	Prices	Budget	Bought	Remaining
New Books	0.00	Retail	0	0
Used Books	0.00	Speculative	0	0
Wholesale	20.00	Total Retail	0	0
		Wholesale	0	0

Buy Qty

Pay **20.00** Used

Additional Options