



# Up-Trade Barter Exchange Program

## Quick Reference Guide



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Start trading at:

<https://storescatalog.lausd.net>

*Log on to the General Stores Distribution Online Catalog and click on the Up-Trade link*

Questions? Contact the Up-Trade Office:

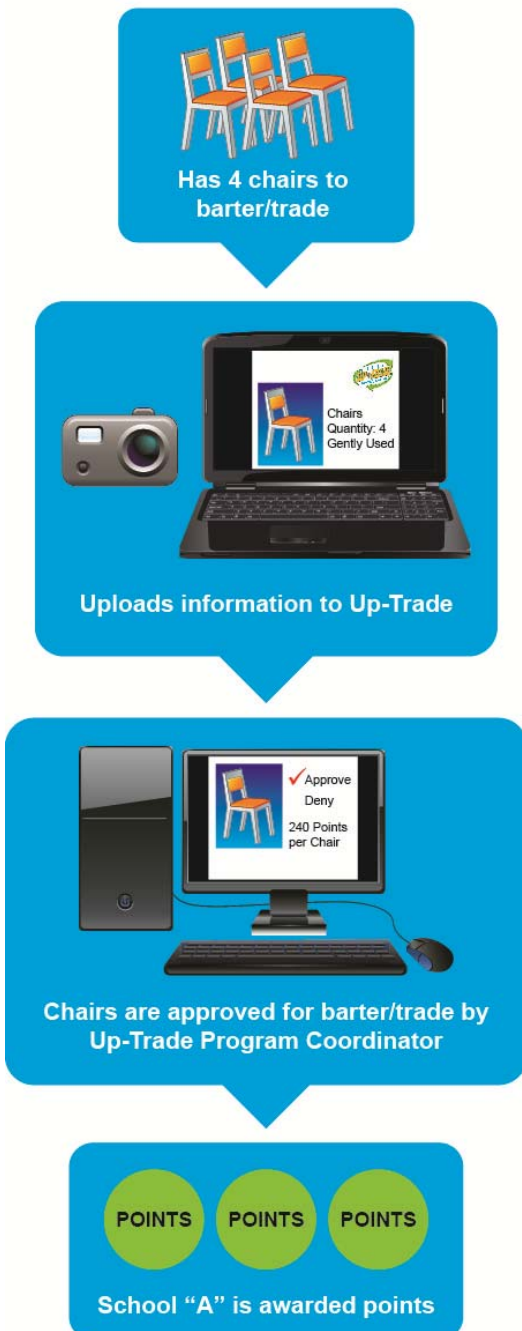
Telephone (213) 745-5910 | Email [uptrade@lausd.net](mailto:uptrade@lausd.net)

March 2012

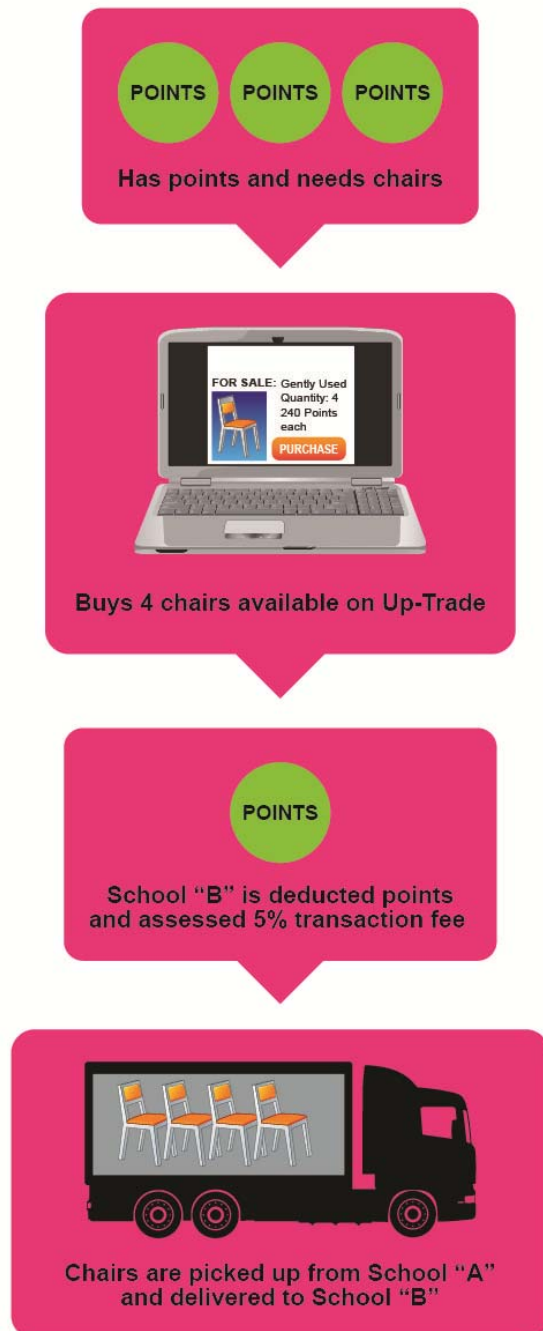
# How Up-Trade Works Overview

The Up-Trade Barter Exchange Program is a point-based barter program that allows the online trading of new and gently used furniture and equipment among schools and offices District-wide. Schools and offices trade-in their surplus furniture and equipment to the District Up-Trade Office for redemption points. The Up-Trade Office offers the traded-in items for sale in Up-Trade. Schools and offices use their earned points to purchase items they need from Up-Trade. There is no fee to trade-in or sell items. There is a nominal transaction fee of 5% to buy items - 3% will be returned to the selling school or office that initially sold the item to the Up-Trade Office. The 5% fee is based on the assessed point value of the items bought.

## SELLING ITEMS BY SCHOOL "A":



## BUYING ITEMS BY SCHOOL "B":



# Getting Started

To access the Up-Trade website, employees will log onto the General Stores Distribution Online Catalog and click the link to Up-Trade. Any employee with a LAUSD single sign-on (email) user name and password may view items available in Up-Trade; only employees with authorization to place orders through the Online Catalog, as designated by the principal or site administrator, may trade/sell or buy items in Up-Trade. The principal or site administrator and/or designee will be responsible for confirming that items being traded-in and sold are exempt from categorical funding policies (see BUL-3508, *Inventory for Equipment Purchased Through Categorical Programs*).

If you have questions regarding a General Stores Distribution Online Catalog login account, contact Customer Service:

Telephone (562) 654-9009

Email [cs.stores@lausd.net](mailto:cs.stores@lausd.net)

## Log On

- 1 From your web browser, type:  
**<https://storescatalog.lausd.net>**

On the General Stores Distribution login page:

- 2 Type in your single sign-on email address **with @lausd.net** (e.g., jane.doe@lausd.net) and password.
- 3 Click [Login](#).

## Log On (cont.)

The screenshot shows the LAUSD General Stores Distribution website. At the top right, the 'Up-Trade Site' link is circled in red with a red arrow pointing to it, labeled with a red circle containing the number 4. Below this, a text box contains the instruction: '4 Click on the Up-Trade Site link in the upper right or Up-Trade banner on the General Stores home page to go to the Up-Trade website.' In the center of the page, there is a banner for 'Save Money & Space by Bartering!' with a 'GO TO UP-TRADE SITE' button, also labeled with a red circle containing the number 4 and a red arrow. At the bottom left, there is a 'Sign In Now' button labeled with a red circle containing the number 5. Below the button is a link that says 'Return to Stores Catalog'.

Los Angeles Unified School District  
**GENERAL STORES DISTRIBUTION**

Shopping Cart | Customer Service **Up-Trade Site** 4  
You're logged in as: JANE DOE Logout  
You have 12 item(s) in your Shopping Cart

Home Categories Customer Service

Search

Browse By

- Categories
- Customer Service

Now In: Welcome to LAUSD Supplies & Equipment

**Online Shopping is available!**

Welcome to the General Stores Distribution online shopping catalog website. You will find a variety of one-stop shopping items at a **cost savings** that will stretch your office's budget dollars. In addition to the latest supply item savings, you will find the latest news, promotions and new items announcements available to you from General Stores Distribution. So, **shop and start saving now!**

**Save Money & Space by Bartering!** **GO TO UP-TRADE SITE** 4

CAMERA + MEMORY CARD + CASE = **WHAT A GREAT DEAL!!!**  
click here to buy now

**LAUSD UP-TRADE**  
"Where Trading Makes Cents"  
Questions?  
213-745-5910

Click this button to leave the LAUSD Stores Catalog site and sign into the LAUSD Up Trade site.

**Sign In Now** 5

[Return to Stores Catalog](#)

5 Continue to the Up-Trade website by clicking [Sign In Now](#).

## Home Page Overview

The Up-Trade home page has links on the right top bar and left side bar, which are available on every page in the Up-Trade website. Before trading, it is recommended that employees view the following reference materials, which are available by clicking the links on the left side bar.

- Online Video Tutorial
- Frequently Asked Questions (FAQ)
- What Can I Trade?
- BUL-3508, *Inventory for Equipment Purchased Through Categorical Programs*

## Home Page Overview (cont.)

The screenshot shows the LAUSD Up-Trade Barter Exchange Website. At the top, there is a header with the logo, contact information (Questions? 213-745-5910), a user profile (Jane Doe, jane.doe@lausd.net), a messages notification (Messages [ 3 unread ]), a logout link, and navigation links (BUY ITEMS, MY ACCOUNT / SELL ITEMS, CONTACT US). A left sidebar contains a menu of links: Home, About Up-Trade, Using Up-Trade (with sub-links for Video Tutorial, Reference Guide, and FAQ), What Can I Trade?, LAUSD Categorical Funding Policy, and Surplus Property (Salvage) Information. The main content area features a welcome message, a video player titled 'SEE HOW IT WORKS!', and descriptive text about the program. A red circle labeled '1' highlights the left sidebar, and another red circle labeled '2' highlights the top navigation bar.

### 1 SIDE BAR (at left):

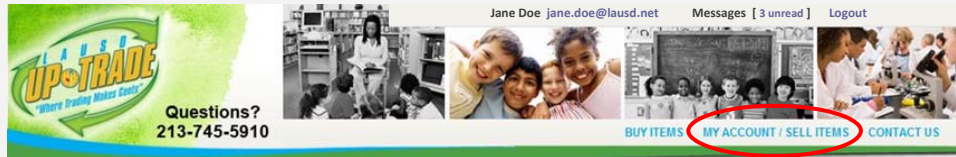
Home	Return to the home page.
About Up-Trade	Brief overview of the Up-Trade Barter Exchange Program.
Using Up-Trade	Links to information on how to use the Up-Trade website: Video Tutorial, Quick Reference Guide, and Frequently Asked Questions.
What Can I Trade?	Link to information on items that may and may not be traded.
LAUSD Categorical Funding Policy	Link to BUL-3508, <i>Inventory for Equipment Purchased Through Categorical Programs</i> .
Surplus Property (Salvage) Information	Link to information on sending furniture or equipment, which do not qualify for Up-Trade, to the Surplus Property and Recycling Annex (formerly Salvage Warehouse).

### 2 TOP BAR (at right):

Buy Items	Browse or search for items available to buy with points.
My Account/Sell Items	Go to the My Account Page for point balance, transaction history, and link to sell items.
Contact Us	Send email to the Up-Trade Program Coordinator.
Messages	Go to the Message Inbox page to retrieve email from Up-Trade Program Coordinator. (All Up-Trade emails are also sent to your LAUSD email account.)
Logout	Click to exit Up-Trade website.

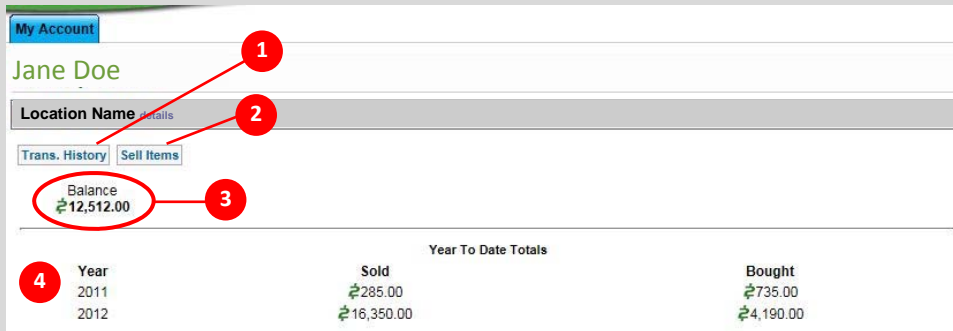


# My Account Overview



Click on [My Account/Sell Items](#) to go to the My Account page.

The My Account page provides the current point balance for your location and summary of prior sales and purchases. Below the user and location name are the links to retrieve your location's transaction history and to sell items.

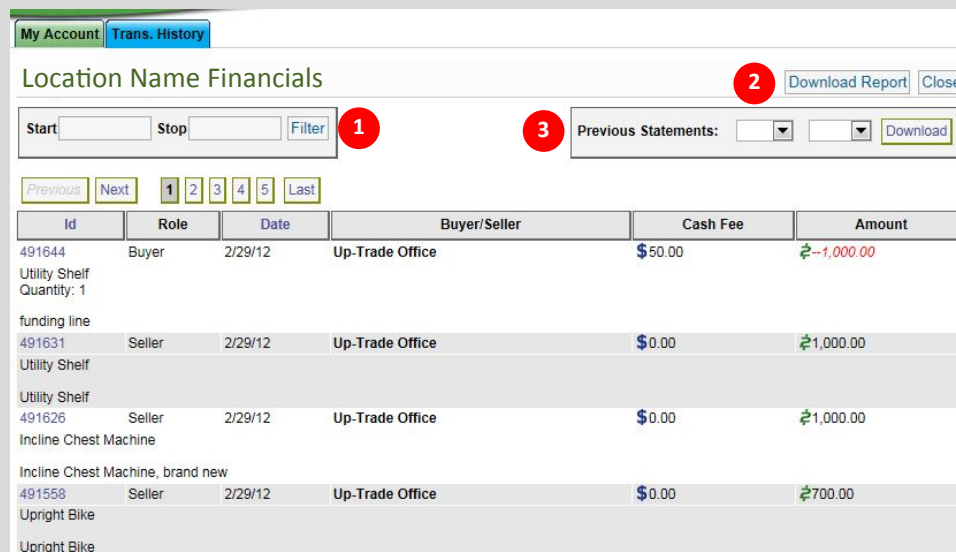


- 1 Click to go to the Transaction History page and view previous transactions.
- 2 Click to sell a item.
- 3 Current point balance.
- 4 Transaction point summary by year.

## Transaction History



Click on the [Trans. History](#) button below your location's name to go to the Transaction History page where you may view details of all prior transactions, such as transaction ID, item traded, if your location was the buyer or seller, transaction date, cash fee (5% transaction fee), and point value (listed under Amount). The list shown is sorted from newest to oldest transaction.



- 1 View a shorter list by entering a date range and click [Filter](#).
- 2 Click [Download Report](#) to download transactions shown to Excel. You will be prompted to Open or Save the data in Excel.
- 3 Select the month and year and click [Download](#) to open a monthly statement, showing details for all transactions for the month in PDF.

# Sell Items

My Account

Jane Doe

Location Name details

Trans. History Sell Items

Balance  
\$12,512.00

Click on the [Sell Items](#) button on the My Account Page to upload and trade/sell an item. The Sell Items page lists the current sale items for your location that are pending approval from the Up-Trade Program Coordinator. You may delete an item you no longer wish to trade/sell if it is still pending approval.

My Account Sell Items

Location Name - Items for Sale

Add New Item

Previous Next

Name (Highlighted items are visible in your Exchange only.)	Expires	Price	Qty	Edit	Del
ACTIVITY TABLES (24" x 36")	364 days	\$100.00	4	Information · Image	X
Cart for Flat Panel Television	364 days	\$350.00	1	Information · Images	X

- Click [Add New Item](#) to trade/sell an item.
- Click **X** to delete an item pending approval.

There are two categories to choose from when uploading an item: Preloaded and Non-preloaded. Preloaded items are commonly used items that the Up-Trade Office has already assigned a point value. First, check if the item is preloaded by searching for it in the drop down boxes. If it is not listed, go to [Non-preloaded Item](#) section.

## Preloaded Item

Add New Item

Step 1: Enter Item Details

Step 2: Upload Item Images

Choose an item from the drop down or enter your own

Desks

Open Front Desks - One Student

Price: 75

Description:  
One Student Table without Book Box

Qty Available

1

Condition

Gently Used

Contact Person (Name, Phone, Email, etc.)

John (213) 555-1234

Location on Campus

Room 1

Item Description:

One Student Table without Book Box

List height, width and length.

adjustable height, 18" width x 24" length

- Select a furniture/ equipment category from the left drop down box.
- Select an item from the right drop down box.
- The pre-assigned points (price) and description will display.
- Enter the [Quantity Available](#), [Condition](#) of the item, [Contact Person](#) (also include a contact phone or email), and the [Location on Campus](#) where the item is located.
- The [Item Description](#) box will self-populate; you may add additional information.
- Enter additional requested information.

6

## Preloaded Item (cont.)

**7** Answer appropriately for any issue that applies.

The item is dented or damaged. Yes ☐ No ☒

The item has significant surface scratches. Yes ☐ No ☒

The item has graffiti. Yes ☐ No ☒

The item has a missing piece or component. Yes ☐ No ☒

The item has a piece or component which is loose, wobbly or unsteady. Yes ☐ No ☒

The item does not function properly. Yes ☐ No ☒

The condition of the item creates a safety issue. Yes ☐ No ☒

Selling this item conforms with LAUSD Categorical Funding Policies. ☒ **8**

**9** Next

**Categorical Funding Policies**

Items purchased with categorical funds may not be traded unless the items are more than 5 years old or have a purchase price of less than \$500.

7 Answer the 7 questions regarding the condition of the item you are trading/selling by checking **Yes** or **No** for each.

8 Confirm item conforms with [LAUSD Categorical Funding Policies](#) by checking the box.

9 Click **Next** (button will appear after you check the box in 8).

*Steps 7 to 9 also apply to entering a non-preloaded item.*

## Non-preloaded Item

**Add New Item** Close

**Step 1: Enter Item Details** **Step 2: Upload Item Images** **1**

Choose an item from the drop down or **enter** your own. **2**

Qty Available: 1

Condition: Gently Used

Contact Person (Name, Phone, Email, etc.): John (213) 555-1234

Location on Campus: Room 1

**3** Item Name: Activity Table

Item Description: horseshoe shape, oak laminate top

**4** Additional Information: 60" width x 66" length; 22" to 33" adjustable height

If the furniture/equipment item is not preloaded and not listed in the drop down boxes:

1 Click on **"enter"** your own.

2 Enter the **Quantity Available**, **Condition** of the item, **Contact Person**, (also include a contact phone and email), and the **Location on Campus** where the item is located.

3 Enter the **Item Name** and **Item Description**. Be as descriptive as possible.

4 Enter additional information such as size, color, material, capacity, brand, etc.

*Continue with steps 7 to 9 above under [Preloaded item](#).*



## Upload Photos

Upload up to 3 images of the item. A minimum of 2 photos, front and back image, are required:

- 1 Click [Browse](#) to select the file from your computer or drive.
- 2 Click [Save & Close](#) once all images are selected.

Items submitted without photos will not be approved.

Acceptable formats include JPG, GIF, and PNG.

The maximum size for each image should be 1 MB.

## Approval Process

After you click [Save & Close](#), an email notification will be sent to the Up-Trade Program Coordinator to review the items you uploaded for barter/sale.

### If preloaded items are approved for barter/sale:

- You will receive an email confirmation receipt.
- Your Up-Trade account will be credited with points.
- The items you uploaded will be listed on the Up-Trade website for another school to buy.

### If non-preloaded items are approved for barter/sale:

- You will receive an email with a point value for the item and the option to accept or decline the offer.
- If you accept the offer, the trade will be executed by the Up-Trade Program Coordinator.

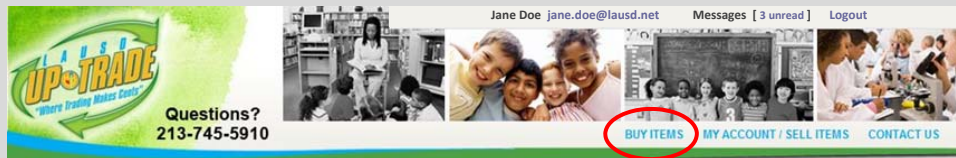
Items posted and approved for sale will remain at your site until sold to another school or up to 60 days. Ensure items are kept in a secure area until picked up. When the item is sold to another school or office, Truck Operations will contact your location with a pick up date. If the item does not sell within 60 days, Truck Operations will pick up and deliver the item to the Surplus Property and Recycling Annex (formerly Salvage Warehouse).

### If items are not approved for barter/sale:

- You will receive an email that states "This item does not meet the District's Up-Trade bartering standards. Please refer to the "What Can I Trade?" link on the left side of the website for information on what items may and may not be traded."

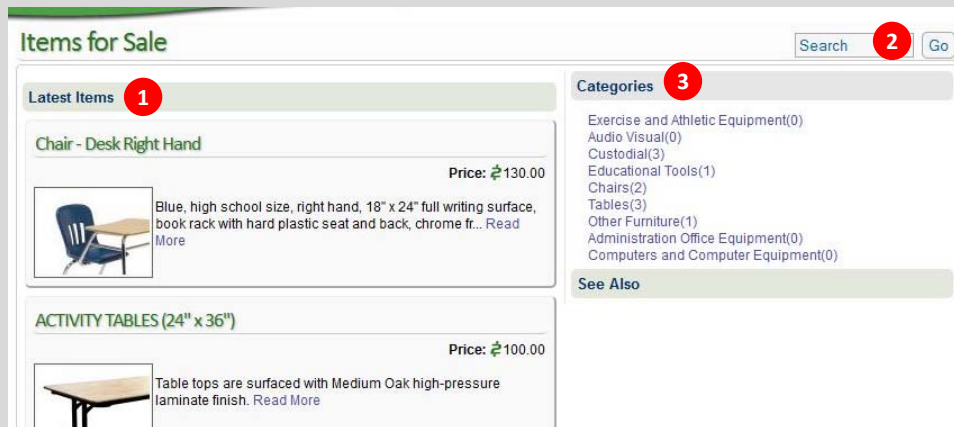
# Buy Items

Items for sale in Up-Trade may only be purchased with Up-Trade points - points earned by trading/selling surplus furniture or equipment to Up-Trade. Go to the **My Account** page to check your location's point balance prior to buying an item.



Click on [Buy Items](#) to view items available for sale.

## Search for Items



There are three ways you can search for items:

1 Scroll down the list of most recently listed items. Click on an item name for more details or to purchase the item.

2 Enter a search word or phrase. Click [Go](#) for a list of search results.

a The results from your search will display on a new page. Click on an item name for more details or to purchase the item.

3 Click on one of the categories on the right to browse the subcategories of items available. The number in parenthesis denotes the number of subcategories available for that category.

b When you click on a category, the next page will display the items available at right. Click on an item name for more details or to purchase the item.

c The left side displays an expanded list of furniture/equipment categories with subcategories.

### Search Results:



### Browse Categories:



## Item Details

Once an item is selected, you may view details and images of the item. When you are ready to purchase:

- 1 Enter a quantity and click [Purchase](#). You will have an opportunity to review your purchase again.
- 2 Indicates the number of days left for free shipping. If the item is purchased after 60 days, a delivery fee will apply.

## Confirm Barter/Purchase

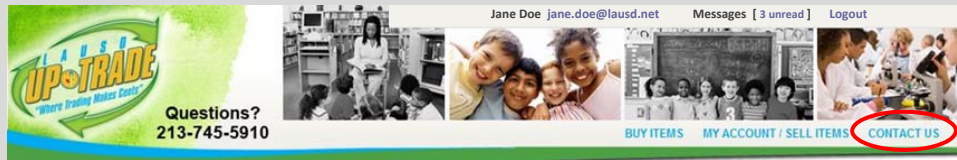
When you click [Purchase](#), the Post a Transaction page will display:

- 1 Verify the purchase information.
- 2 Enter a funding line to assess the 5% transaction fee. Include Fund, Area, Organization Code, Program, and Object.
- 3 Click [Post a Single Transaction](#) to finalize the purchase.

After confirming your purchase:

- You will receive an email confirmation with details of the transaction.
- The Up-Trade Program Coordinator will submit a request to Truck Operations to deliver the items.
- Truck Operations will notify the contact person of the delivery date.

# Contact Us



You may contact the Up-Trade Program Coordinator at any time via email. Click the [Contact Us](#) link.

## Contact Us

Up-Trade  
Program Coordinator  
545 E. 15th Street  
Los Angeles, CA 90015  
(213) 745-5910

### Email

Name   
Email   
Phone

1

Submit

2

On the Contact Us page:

- 1 Type your inquiry in the box.
- 2 Click [Submit](#).