

# How to Add Buyback Program

1. On Buybacks, click Setup menu. The Buybacks Setup screen will display.
2. Navigate to Program tab. This tab lists multiple buyback programs for the specific vendors.
3. Click **New button**. The Buyback Program screen will open.
4. Fill in the details needed:
  - Vendor - Customer/Vendor entity
  - Vendor Program Id - user can input specific vendor program Id.
  - Program Name - user can input specific vendor program name.
  - Description - description of the program
  - Program Id - This is auto generated after save.

Buyback Program - BBP-2

Save Delete Search Undo Close

Rates

Vendor Customer Vendor A Program Name Program A Program Id BBP-2

Vendor Program Id VP001 Description Sample Program

5. On **Charges panel**, add the charges which are reimbursed by the vendor. Each charges can have different rate values.
6. Setup rate per charges via Add Vendor Location - Item screen. See [How to Add Vendor Location](#).