



Technology Migration Program

Trade-in Product Return for Peru

Product at End User Site

Follow these instructions if the trade-in products to be returned are located at the **END USER CUSTOMER SITE**.

1. The Cisco partner inputs a trade-in order into the Cisco ordering tool and obtains a return materials authorization (RMA) number for the return.
2. The partner forwards the RMA number to the end-user customer that has the trade-in equipment.
3. The customer requests the pickup of the trade-in product using the [POWR tool](#), referencing the RMA number provided by the partner.
4. COIPSA contacts customer to make pick-up appointment.
5. Customer packages the product for pickup by COIPSA. Please pack products according to [Packaging Instructions](#).
6. Customer must create the following two documents to legally transfer the title of the equipment to COIPSA:
 - Factura Comercial
 - Guia de Remision
7. Customer creates own "Factura Comercial" with the following instructions:

Consignee: Cia. Industrial del Pacifico, S.A.
Av. Argentina No. 5064
Callao, Perú

Description / Detalle: Write "Producto obsoleto en desuso" (Obsolete product, not usable).

Valor / Precio Unitario: Use the equipment depreciated value as per customer asset book (symbolic value for invoice).

RUC Number: Write COIPSA's number: 20101372414

You can view a sample of a ["Factura Comercial"](#).

8. Customer creates own "Guia de Remision" with the following instructions:

Consignee: Cia. Industrial del Pacifico, S.A.
Av. Argentina No. 5064
Callao, Perú

Description / Detalle: State full description of product and quantity for each.

You may attach a MS Excel list to the "Guia de Remision" in case you have many items or need more space.

Serial Number: Indicate Serial Number for each product.

RUC Number: Write COIPSA's number: 20101372414

Movite: Check on "Others" and indicate "For Destruction".

You can view a sample of a ["Guia de Remision"](#).

9. Customer attaches these two documents to shipment.
10. COIPSA creates a "Factura Comercial" for the recycling services for the same value as the Customer's invoice - to zero out transaction, and gives the document to the customer returning equipment.
11. COIPSA picks up trade-in product from the customer site.

Product at Partner Site

Follow these instructions if the trade-in product to be returned is located at **PARTNER SITE**.

1. The Cisco partner inputs a trade-in order into the Cisco ordering tool and obtains a return materials authorization (RMA) number for the return.
2. Partner requests the pickup of the trade-in product using the [POWR tool](#), referencing the RMA number obtained during order entry.
3. COIPSA contacts partner to make pick-up appointment.
4. Partner packages the product for pickup by COIPSA. Please pack products according to [Packaging Instructions](#).
5. Partner must create the following two documents to legally transfer the title of the equipment to COIPSA:
 - Factura Comercial
 - Guia de Remision
6. Partner creates own "Factura Comercial" with the following instructions:

Consignee: Cia. Industrial del Pacifico, S.A.
Av. Argentina No. 5064
Callao, Perú

Description / Detalle: Write "Producto obsoleto en desuso" (Obsolete product, not usable).

Valor / Precio Unitario: Use the equipment depreciated value as per customer asset book (symbolic value for invoice).

RUC Number: Write COIPSA's number: 20101372414

You can view a sample of a ["Factura Comercial."](#)

7. Partner creates own "Guia de Remision" with the following instructions:

Consignee: Cia. Industrial del Pacifico, S.A.
Av. Argentina No. 5064
Callao, Perú

Description / Detalle: State full description of product and quantity for each.

You may attach a MS Excel list to the "Guia de Remision" in case you have many items or need more space.

Serial Number: Indicate Serial Number for each product.

RUC Number: Write COIPSA's number: 20101372414

Movite: Check on "Others" and indicate "For Destruction".

You can view a sample of a ["Guia de Remision"](#).

8. Partner attaches these two documents to shipment.
9. COIPSA creates a "Factura Comercial" for the recycling services for the same value as the partner's invoice - to zero out transaction, and gives the document to partner returning equipment.
10. COIPSA picks up trade-in product from partner site.