

# Tips and Tricks

We will be occasionally sending out an email to let you know what is new at Surplus as well as passing along some Tips and Tricks to help the transition.

To see all of our inventory (State Surplus only, not Federal ... Coming Soon though) go to [mysurplus.das.state.or.us](http://mysurplus.das.state.or.us). Click on Surplus Inventory, then Search Inventory.

The screenshot shows the 'Oregon State Agency for Surplus Property' Surplus Property Management System. The user is logged in as an administrator. The left sidebar contains a 'To Do List' with 'Agencies' expanded, and 'Search Inventory' highlighted with a red circle. The main content area shows a search interface for surplus items with a table header including columns for Agency, Inv #, Asset #, Qty, Rsvd, Sold, and Location. A dropdown menu is open over the 'Agency' column, listing search criteria such as Inventory #, Asset #, Item Name, Agency Name, Agency Number, and PDR#.

Or go to Sustainability and type in an item in the text box at the top.

The screenshot shows the Oregon State Agency Surplus Property Management System interface. The user is logged in as Administrator Admin. The 'Sustainability' section is active, displaying a search for 'Desk' and a list of matching items. The 'Add to Want List' button is circled in red, and the 'Resvd' column in the table is also circled in red.

N	Wanted Item	Qty	Inv#	Qty	Resvd	Unit Price	Location		
	Gloves	6	0	Desk	102547	1	0	\$0.00	On Site
	Chair	4	0	Desk	102548	1	0	\$0.00	On Site
	Tablet PC	2	0	Desk	102549	1	0	\$0.00	On Site
	Desk	2	0	Desk	102592	1	0	\$0.00	On Site
	Desk	47	0	Desk	102572	1	0	\$5.00	On Site
				Desk	102573	1	0	\$5.00	On Site
				Desk	102574	1	0	\$5.00	On Site
				Desk	102575	1	0	\$5.00	On Site
				Desk	102576	1	0	\$5.00	On Site
				Desk	102571	5	0	\$10.00	On Site
				Desk	102577	1	0	\$15.00	On Site
				Desk	102578	1	0	\$15.00	On Site
				Desk	102579	1	0	\$15.00	On Site
				Desk	102580	1	0	\$15.00	On Site
				Desk	102581	1	0	\$15.00	On Site
				Desk	102582	1	0	\$15.00	On Site
				Desk	102583	1	0	\$15.00	On Site
				Desk	102584	1	0	\$15.00	On Site
				Desk	102585	1	0	\$15.00	On Site
				Desk	102587	10	0	\$20.00	On Site

Click on Add to Want List. A list of those items currently in inventory at Surplus will populate on the right side of the screen.

If you want to place an item on hold (5 business days only), place the amount you want to reserve (most of the time it will be a one) in the text box under Resvd. This will place that item on hold and you will be the only one able to purchase it. After 5 business days, the inventory will go back into stock so please contact Jeff Royer at (503) 378-4089 before then to make arrangements. Please remember, the only people that are able to purchase items are listed on the Authorized Representatives worksheet on file at Surplus. If you have any questions about your Authorized Representatives list, please contact Karen Haston at (503) 378-6049.

If you are turning in surplus to us, remember, if you used to only put one Property Tag on an item, then when you enter it into SAM, the quantity is 1. For example; if you are turning in a pallet full of miscellaneous office items, even though there are about 75 items on the pallet, it will be sold as one lot, so enter a quantity of one here ...

The screenshot shows the 'Oregon State Agency for Surplus Property' Surplus Property Management System. The interface includes a navigation menu on the left with options like 'Agency Profile', 'Agency Inventory', and 'Property Turn-In Request'. The main area is titled 'Disposal Requests' and contains a form for adding inventory items. A red circle highlights the 'Add Agency Inventory Items' section, which includes a table with columns for Qty, Condition, Est. Value, Min. Bid, and Distr. Account. The 'Qty' field is set to 1, and the 'Item Description' field contains 'LOT OF OFFICE SUPPLIES'. Below this, there are fields for Make, Model, Year, Mileage, Title #, Plate #, Acq. Cost, and Acq. Date. At the bottom, there are buttons for 'Save Line Item', 'Cancel', and 'Clone Last Item'.

If you have any questions on how to lot your items or if you should lot particular items, just give us a call at (503) 378-6020.

When you are wanting to deliver your surplus property to us, remember to go to the Self Delivery Scheduling screen and request an appointment by clicking on the check box or boxes of the PDRs you want to deliver and click on the "Create a Self Delivery Request" button.

**Oregon State Agency**  
for Surplus Property

Surplus Property Management System

Logged in Administrator:  
Admin Admin  
Surplus Property Office  
Log Out

To Do List

- Agencies
- Agency Profile
- Agency Inventory
- Property Turn-In Request
- Property Turn-In Approval
- Self-Delivery Scheduling**
- Property Tracking
- Interagency Transfer
- Pickups/Incoming/Deliveries
- Surplus Inventory
- Journal Entry Report
- Property Office

**Self-Delivery Scheduling**

AUTHORIZED DISPOSAL REQUESTS: select one or more records to create a Self-Delivery Date and Time Request.

DR#	Auth.Date	Contact Person	Authorized By	Est.Delivery Date	Items	Qty
<input type="checkbox"/> 10025	11/09/2010	Admin Admin	Admin Admin		1	1
<input type="checkbox"/> 10023	11/09/2010	Admin Admin	Admin Admin		1	1
<input type="checkbox"/> 10010	10/27/2010	Admin Admin	Admin Admin		1	1

Total Records: 3

**Create a Self-Delivery Request** Refresh Print

SELF-DELIVERY DATE AND TIME REQUESTS

Filter by Status:  Approval Pending (1)  Requested (3)  Re-Schedule (0)  Confirmed (7)

Status	Delivery Date/Time	Contact Person	Notes	DRs	Items	Qty
Confirmed	03/21/2011 03:00 PM	Admin Admin	Hey Duke : AA 03/21/2011 08:19 Hey What : AA 03/21/2011 08:21 I said hey first : AA 03/21/2011 08:21	1	1	1
Confirmed	03/18/2011 10:00 AM	Admin Admin	duke vern said friday was ok : AA	1	1	1
Approval Pending	03/17/2011 09:00 AM	Admin Admin		1	1	1
Confirmed	03/11/2011 05:00 PM	Bean Johny		2	3	3
Confirmed	03/11/2011 03:15 PM	Admin Admin		2	2	2

Total Records: 11

Print

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When we send you back a scheduled time, don't forget to go into SAM and approve the time by clicking on the red "Approval Pending" item in the lower half of the screen and clicking the confirm or reschedule button.

The screenshot shows the Oregon State Agency Surplus Property Management System interface. The main window displays 'Self-Delivery Scheduling' with two tables of requests. The first table, 'AUTHORIZED DISPOSAL REQUESTS', lists three records with PDR# 10010 highlighted. The second table, 'SELF-DELIVERY DATE AND TIME REQUESTS', lists 11 records, with one record on 03/17/2011 at 09:00 AM marked as 'Approval Pending' and circled in red. A modal dialog box is open over the 'Approval Pending' record, showing details for Agency (Surplus Property Office), Contact Person (Admin Admin), and a table with PDR# 10026. At the bottom of the dialog, 'CONFIRM' and 'RE-SCHEDULE' buttons are circled in red.

**AUTHORIZED DISPOSAL REQUESTS: select one or more records to create a Self-Delivery Date and Time Request.**

PDR#	Auth.Date	Contact Person	Authorized By	Est.Delivery Date	Items	Qty
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10023	11/09/2010	Admin Admin	Admin Admin		1	1
10010	10/27/2010	Admin Admin	Admin Admin		1	1

Total Records: 3

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