State Surplus Property System

State Surplus Property System
Agency Reference Guide

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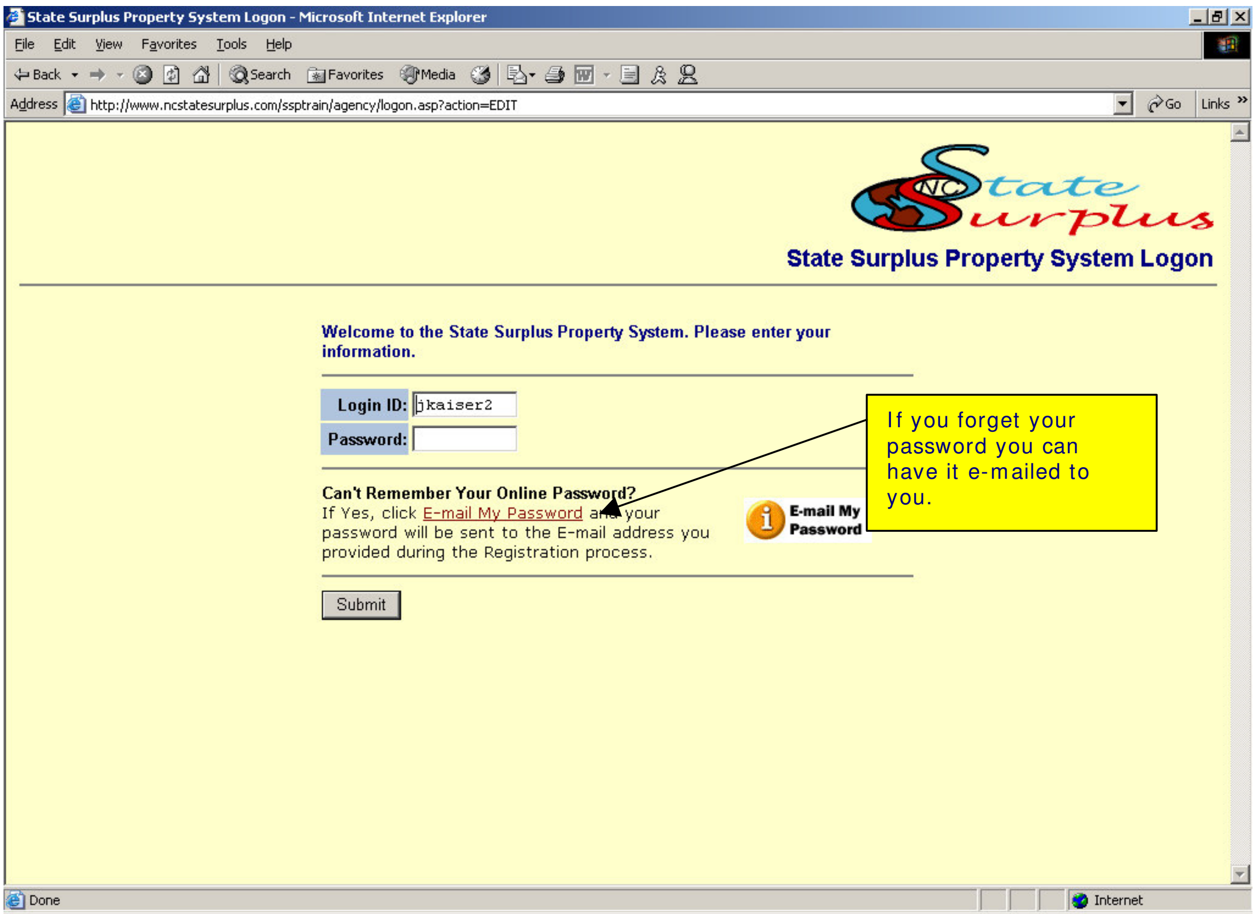
Logging in to the System

When logging in to the system enter the user id and password assigned by the security administrator for your agency. User Ids and passwords are not case sensitive. Passwords can be 6-10 characters and may contain letters and numerals or a combination of both.

Make sure to set a bookmark in your browser for the Logon Screen. The page link for the logon screen is http://www.ncstatesurplus.com/ssp/agency/logon.asp .

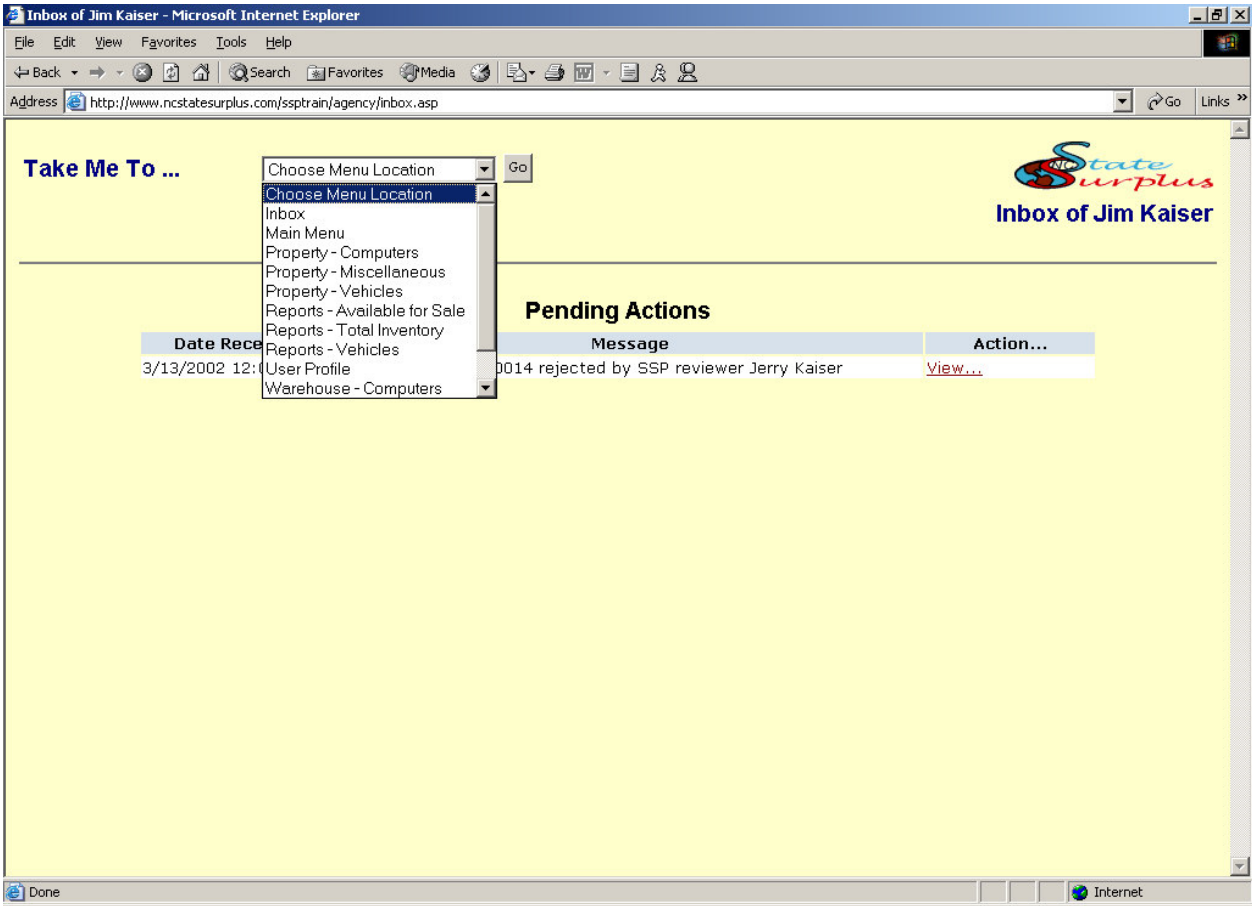
Figure 1 - Login Screen



System Conventions - Locator Menu

Located on every screen is a "Locator Menu". This menu will take you to any type of screen. Use this menu or other buttons on the screen as opposed to clicking your browser back button to navigate the system. Using the browser back button may produce unexpected results.

Figure 2 - Locator Menu



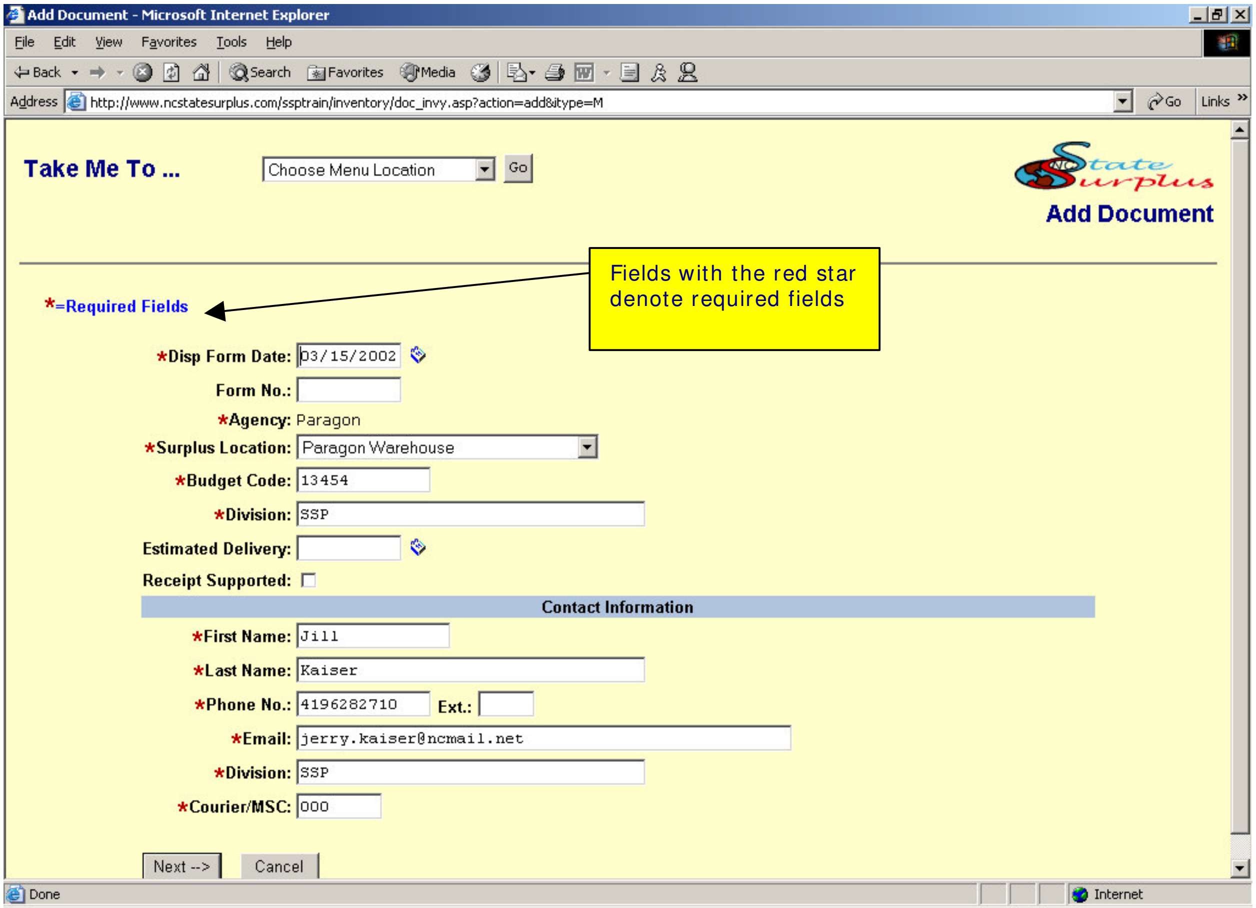
System Conventions – Idle Timeout

For security reasons, the system will automatically log you out if your session has been idle for 20 minutes. If you were in the middle of processing a new document you will be able to continue from the point that the last item that was added.

System Conventions – Required Fields

Throughout the system, certain fields will be required before you may progress to a next step. You will notice these fields denoted by a red star.

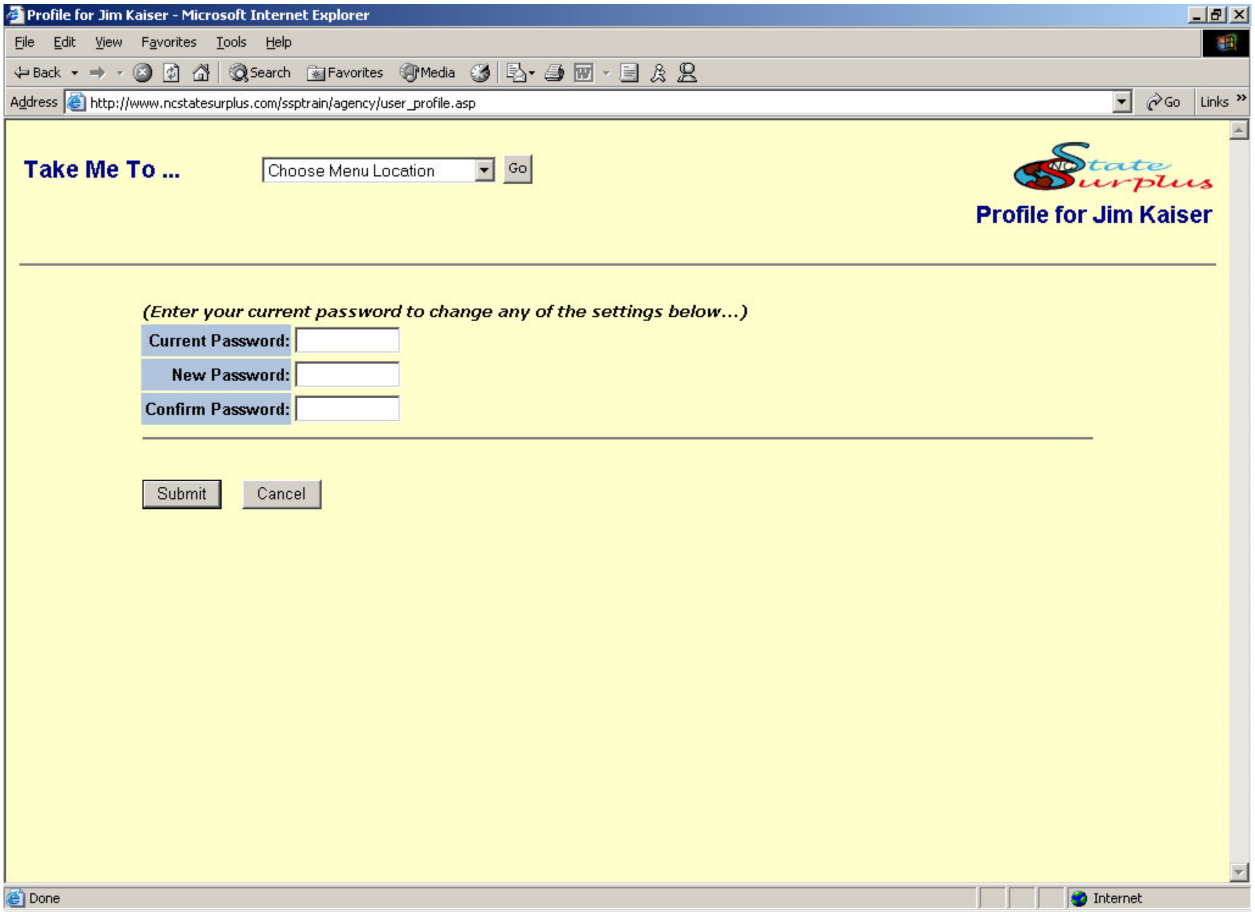
Figure 3 - Required Fields Denoted by Red Star



User Profile Screen

The User Profile Screen allows you to change your password. To change your password, enter the old password and then enter your new password. Enter the new password again to confirm it and then click "Submit".

Figure 4 - User Profile Screen



Forgotten Password

If you attempt to log on to the system and forget your password, you will be prompted with the option to have your email password sent to you by clicking “E-Mail My Password”.

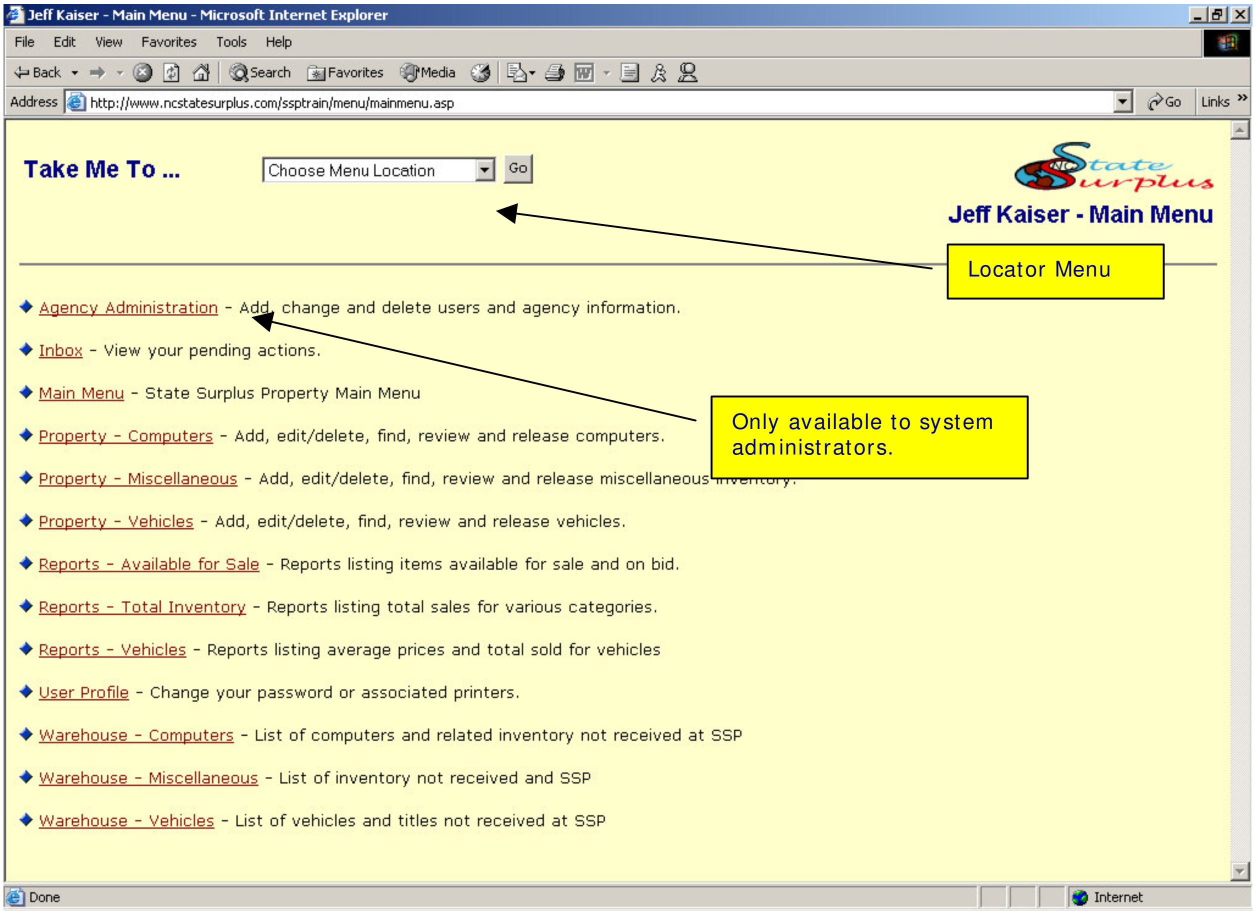
Password Expiration

As an extra security measure, passwords will expire every 90 days (3 months). At the end of this time you will be prompted to create a new password.

The Main Menu

After logging in to the system you will be presented with the Main Menu from which you can choose the appropriate option. Each menu item has a brief description with the function of that item. You may also use the Locator Menu to navigate the system. Note: Some options are only available to the Agency Administrator.

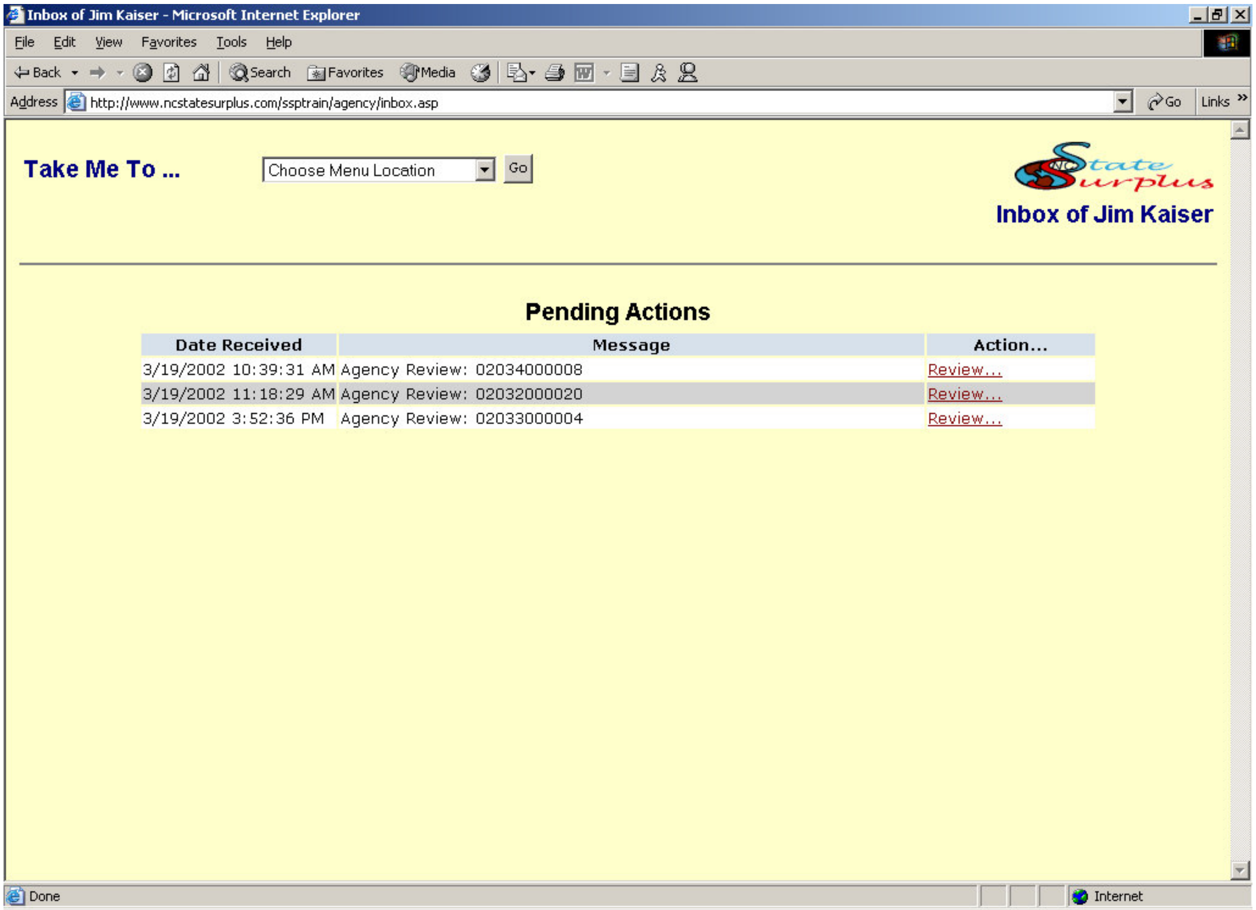
Figure 5 - Main Menu



Inbox

Your inbox contains any pending items that are awaiting action from you. The Inbox provides the date received, a short message and options under the "Action" column depending on the type of action that is necessary.

Figure 6 - Inbox items for Review

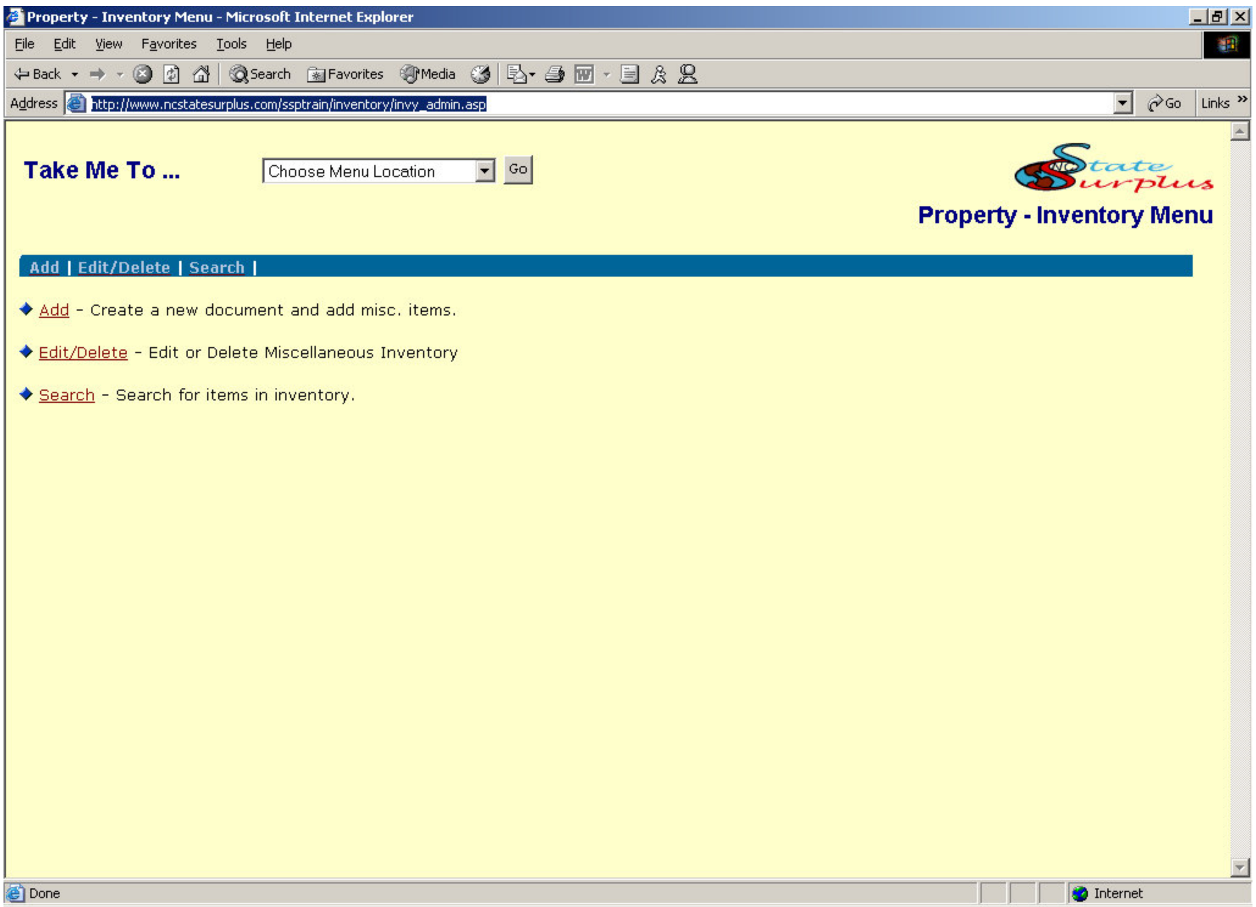


Property Screens

After clicking on any of the property screens: *Property – Computers, Property - Miscellaneous or Property Vehicles* you will be taken to the Property Menu Screen. This screen works the same for every type of property that you will enter in the system. So that you can keep track of the type of inventory you are adding, the title in the upper right corner of the screen will change depending on the type of property that you are entering.

From this screen you can add inventory, edit or delete current inventory or search for all active or closed inventory (inventory that has been sold). To add inventory click "Add" and you will be presented with the Add Document Screen.

Figure 7 - Property Menu



Add Document Screen

After clicking “Add” from any type of property screen, you will be presented with the *Add Document* screen. A “Document” is the electronic form by which all like items are entered in the system. This document may contain one or many items that will be sent to surplus. The *Add Document* screen is the same for adding any type of Inventory except when adding computer inventory. In this case, all equipment is automatically assigned to the State Surplus Property Computer Recycling location for disposition.

At this screen you will see pre-filled information (including today’s date) about your agency. If any of this information is incorrect, please contact your Security Administrator or Fiscal Officer. You may manually override these options, however this is not recommended. See below for a description of the fields. Once you fill in the fields you will click “Next” to continue to add inventory items. Note: Only one document at a time may be started. You cannot process two documents simultaneously.

Locations

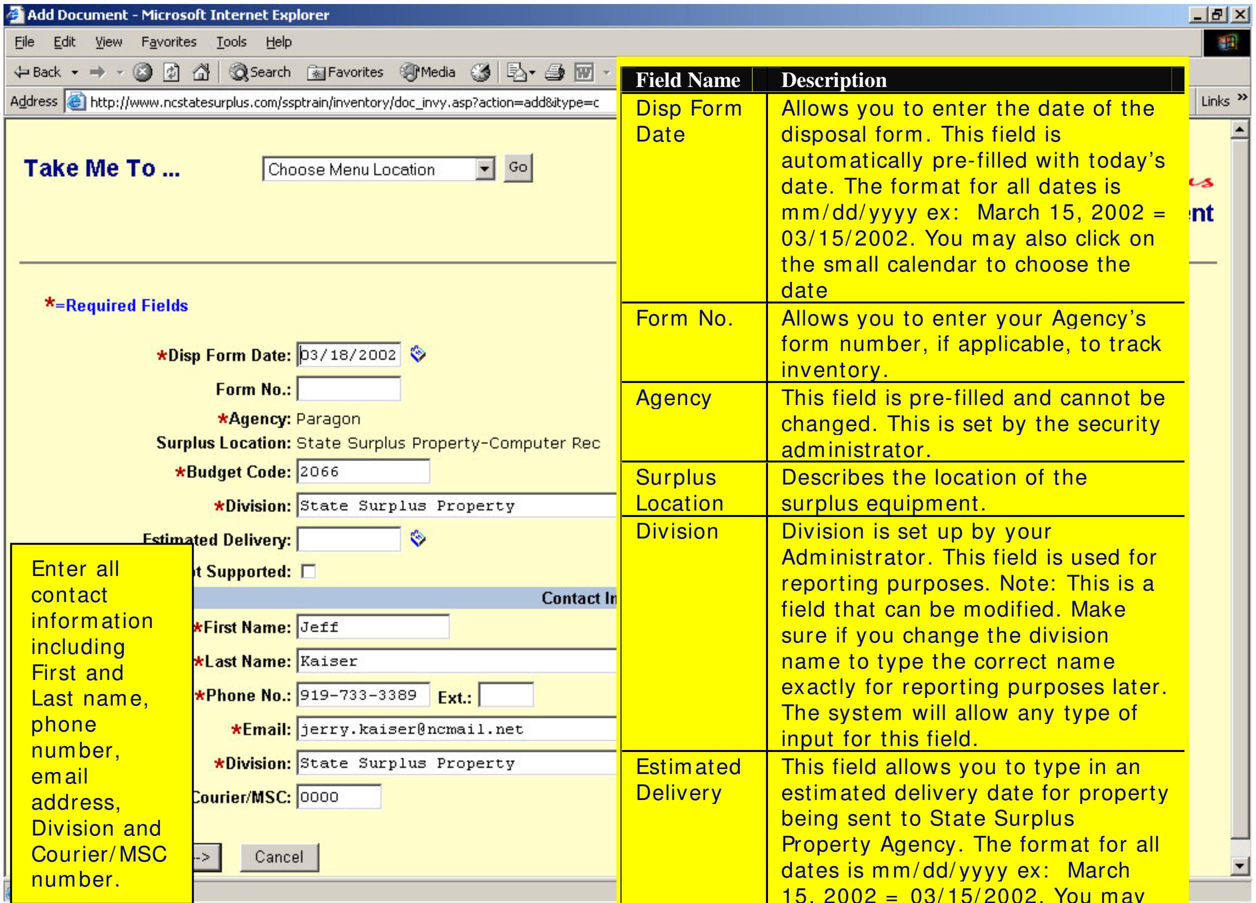
Because items can be sold at locations around the State, make sure to always check that the proper location is chosen on the “Add Document Screen” before adding them.

If items are being sent directly to State Surplus Property warehouse, there are three main locations from which to choose.

> **State Surplus Property Warehouse** – Choose this location if you will be sending items other than computer equipment and vehicles.
> **State Surplus Property – Vehicles** – Choose this location if you will be sending any licensed vehicle. This includes boats, all terrain vehicles etc.
> **State Surplus Property – Computer Recycling** –This location will be automatically selected when adding “Computer” inventory.

If items will be sold on-site or at an alternate location, make sure that your security administrator has added the location information and that is appears in the drop-down list of locations.

Figure 8- Add Document Screen

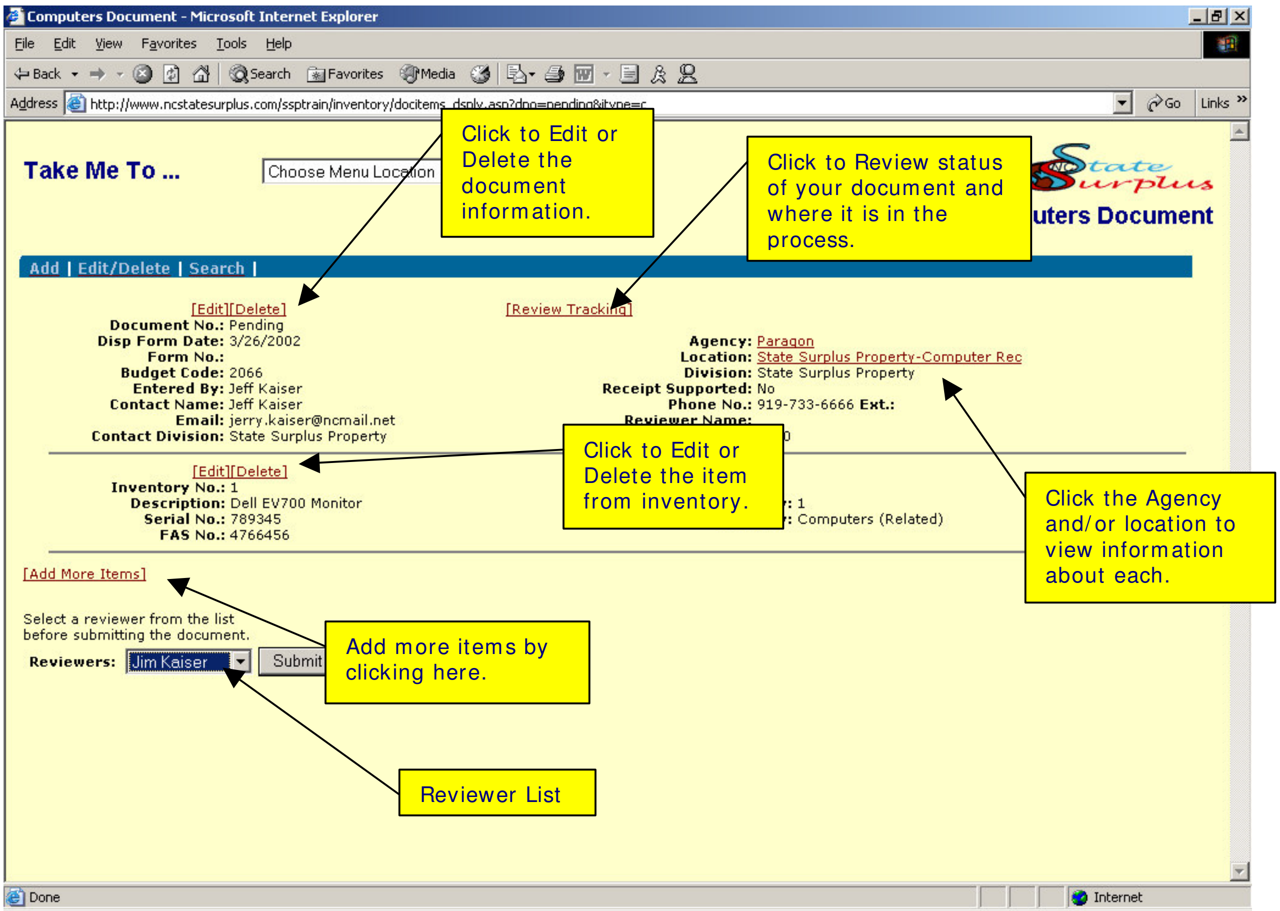


Field Name	Description
Disp Form Date	Allows you to enter the date of the disposal form. This field is automatically pre-filled with today's date. The format for all dates is mm/dd/yyyy ex: March 15, 2002 = 03/15/2002. You may also click on the small calendar to choose the date
Form No.	Allows you to enter your Agency's form number, if applicable, to track inventory.
Agency	This field is pre-filled and cannot be changed. This is set by the security administrator.
Surplus Location	Describes the location of the surplus equipment.
Division	Division is set up by your Administrator. This field is used for reporting purposes. Note: This is a field that can be modified. Make sure if you change the division name to type the correct name exactly for reporting purposes later. The system will allow any type of input for this field.
Estimated Delivery	This field allows you to type in an estimated delivery date for property being sent to State Surplus Property Agency. The format for all dates is mm/dd/yyyy ex: March 15, 2002 = 03/15/2002. You may also click on the small calendar to choose the date.
Receipt Supported	Check here if your agency is receipt supported.

Document Screen

Once you click "Finish" from the Add Items Screen you will be presented with the "Document" screen. This screen will allow you to edit or delete inventory, add more items, review tracking and submit items to the next reviewer or location for disposition. Always review the entire document for accuracy before submitting the items for review. When you are ready to submit the document to the next reviewer, choose that individual from the reviewers list at the bottom of the screen and click the "Submit" button.

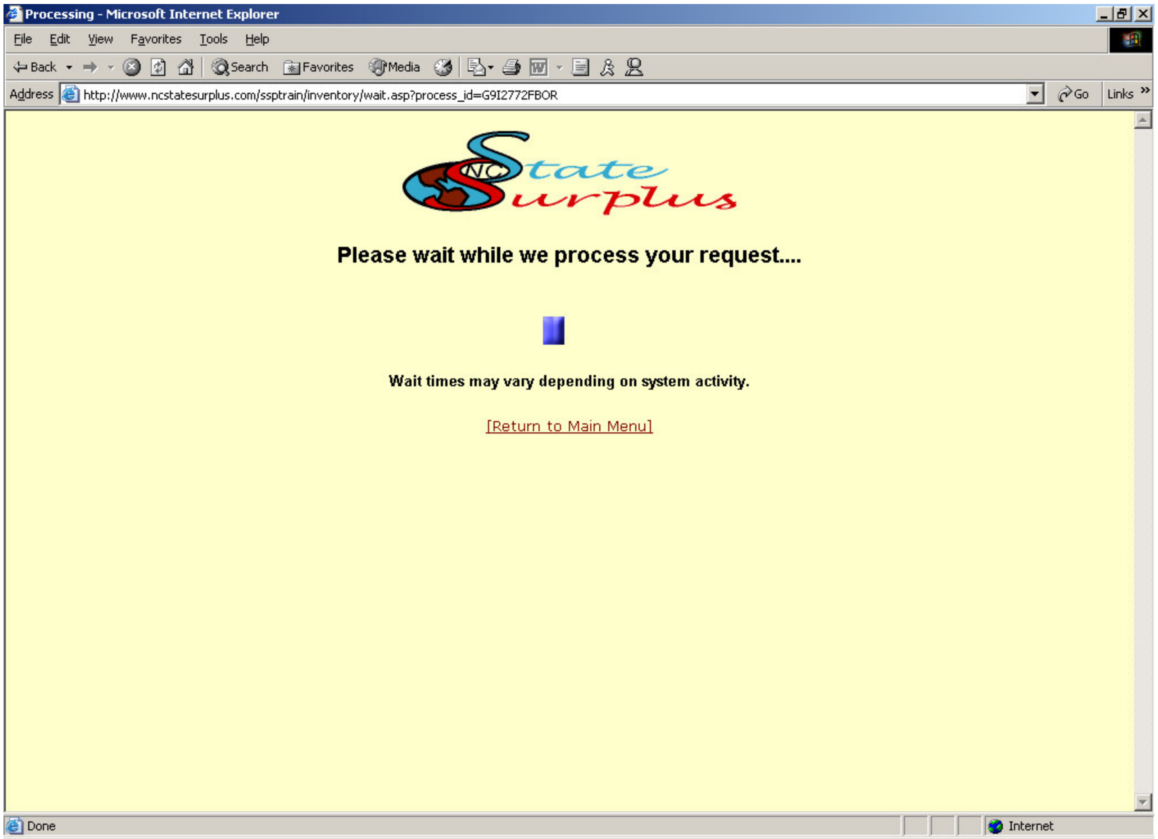
Figure 9 - Document Review Screen



Request Processing Screen

Once you click the submit button on the Document Screen the items are sent to the appropriate reviewer that you chose from the list. You will briefly see a status screen displayed. Once the screen changes you will then have the option to print the document. You may want to print the document so that you have verification of the equipment information and date submitted to the reviewer.

Figure 10 - Request Processing Screen



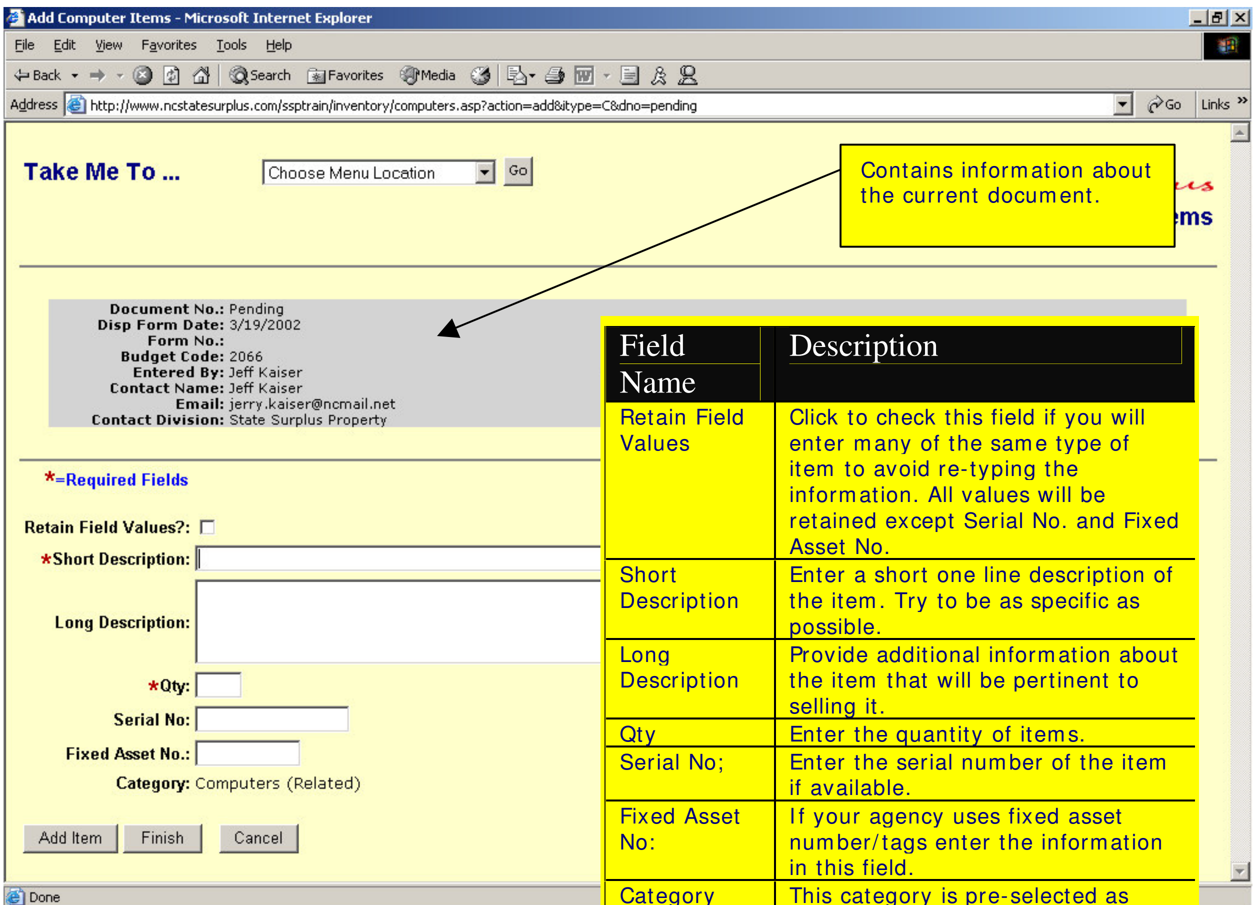
Working with Inventory

Adding Property - Computers

When adding a computer, all equipment that is delivered to the State Surplus Computer Warehouse is checked and recycled for the Computers for Kids program. (Note: If you are a remote location and disposing computers you will enter computer items under Miscellaneous Inventory). Once the computer is released to State Surplus it may be used in whole or in parts. Note: For computers or computer related inventory there is only one category that is automatically pre-selected for you.

See below for a description of the Add Computer Items Screen.

Figure 11 - Add Computer Items Screen



Field Name	Description
Retain Field Values	Click to check this field if you will enter many of the same type of item to avoid re-typing the information. All values will be retained except Serial No. and Fixed Asset No.
Short Description	Enter a short one line description of the item. Try to be as specific as possible.
Long Description	Provide additional information about the item that will be pertinent to selling it.
Qty	Enter the quantity of items.
Serial No;	Enter the serial number of the item if available.
Fixed Asset No:	If your agency uses fixed asset number/tags enter the information in this field.
Category	This category is pre-selected as Computers (related) when entering computer equipment.

Adding Computer Items

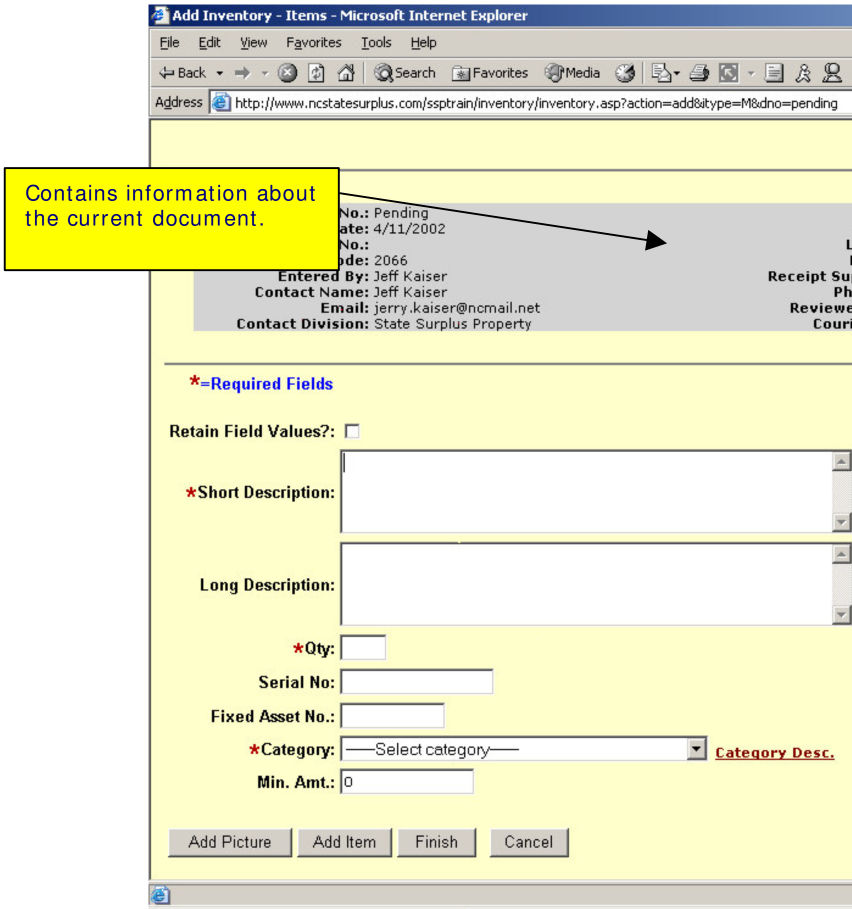
1. From the Main Menu choose "Property – Computers"
2. Click "Add" to create a new document. Note: Once a new document is started you must complete processing of the document or delete the document in order to process a new one.
3. Fill in the appropriate information on the Add Document Screen. Most of the information is already pre-filled according to how you were originally set up on the system.
4. Click "Next" when complete to go to the Add Computer Items Screen.

5. If you have multiple items and would like to track them separately, click the "Retain Field Values?" Add each item as a single item and change the serial number and/or FAS.
6. Press tab or move the cursor to the "Short Description" field to add a short, one line description of the item.
7. Press tab or move the cursor to the "Long Description" field and enter a more lengthy description if necessary such as the size of Hard Drive, RAM, Processor, CD etc.
8. Press tab or move the cursor to the "Qty" (Quantity) field and enter the quantity of the items.
9. Press tab or move the cursor to the "Serial No" (Serial Number) field and enter the serial number of the item if applicable.
10. Press tab or move the cursor to the "Fixed Asset No." (Fixed Asset Number) field and enter the fixed asset number of the item if applicable.
11. If you have more items to add, click the "Add Item" button at the bottom left corner.
12. If you are finished, click the "Finish" button to continue to the Document Screen.
13. Review the document and item information for accuracy and select the next person at your agency to review from the "Reviewers" list and click "Submit. Note: From this screen you may also add more items if necessary or you can edit or delete items on the document. See Editing a Document later in this section for information on how to edit or delete items or documents.
14. The Request Processing Screen will appear. During this time do not click until your property has been successfully submitted to the next reviewer for processing.
15. Once the Request Processing Screen disappears you will be presented with the Computers Document Screen with an option to print the document. You can print this document for your records and continue adding other inventory by using the Locator Menu at the top of the screen.

Adding Miscellaneous Property

Miscellaneous Inventory is any government owned property other than vehicles or computer equipment (includes fax machines, copiers etc.). Equipment can either be delivered to the State Surplus Warehouse or can be sold from a remote location. After State Surplus has reviewed the items, all inventory is first sent to the "Classifieds" section for a 4 day holding period to make it available for other agencies and non-profit organizations. After the 4-day hold, items will be released for sale or bid.

Figure 12 - Add Miscellaneous Property Screen



Field Name	Description
Retain Field Values	Click to check this field if you will enter many of the same type of item to avoid re-typing the information. All values will be retained except Serial No. and Fixed Asset No.
Short Description	Enter a short description of the item. Try to be as specific as possible. You have 4 lines of text to describe the item
Long Description	Provide additional information about the item that will be pertinent to selling it.
Qty	Enter the quantity of items.
Serial No;	Enter the serial number of the item if available.
Fixed Asset No:	If your agency uses fixed asset number/tags enter the information in this field.
Category	Depending on the type of equipment choose the appropriate category. Click "Category Description" to the right to identify what type of items are included in that category.
Min. Amt.	Enter the minimum acceptable price if applicable.

Adding Property – Miscellaneous

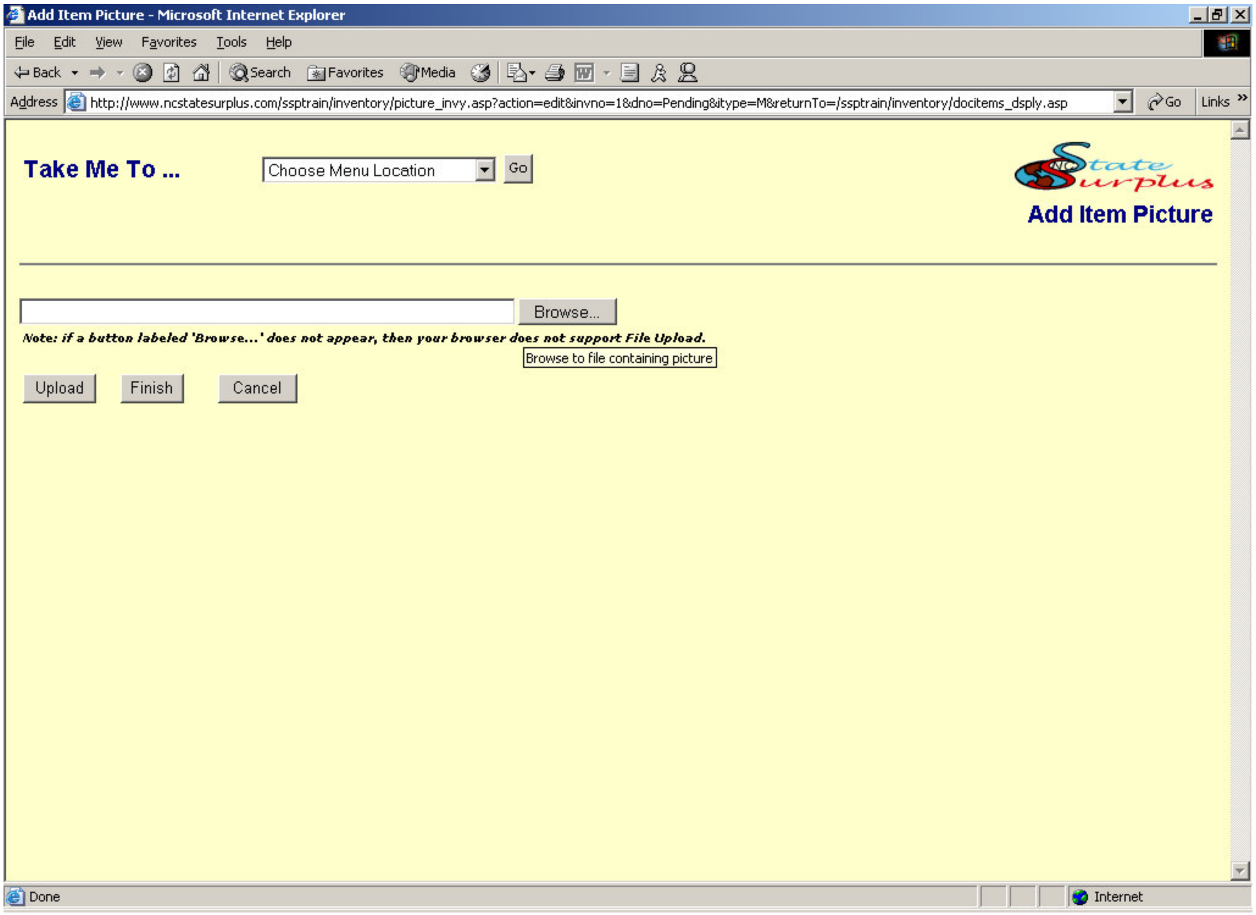
1. From the Main Menu choose Property - Miscellaneous.
2. Click "Add" to create a new document.
3. Fill in the appropriate information on the Add Document Screen. Most of the information is already pre-filled according to how you were originally set up on the system. Make sure to choose the appropriate "Surplus Location." depending where this will be sold.
4. Click "Next" when complete to go to the Add Inventory - Items screen. Depending on the type of inventory that you are adding you will have different fields available for you.
5. If you have multiple items and would like to track them separately, click the "Retain Field Values?" Add each item as a single item and change the serial number and/or FAS.

6. Add a short description (up to four lines) of the item. Make sure to be fairly descriptive in this field. For example if you are submitting a "Chair", describe the type of chair; executive office chair w/ high back, wooden office chair, leather chair.
7. Press tab or move the cursor to the "Long Description" field and enter a more lengthy description if necessary. Make sure to always include a description of the condition of the items and notate if any parts are missing or broken.
8. Press tab or move the cursor to the "Qty" (Quantity) field and enter the quantity of the items..
9. Press tab or move the cursor to the "Serial No" (Serial Number) field and enter the serial number of the item if applicable.
10. Press tab or move the cursor to the "Fixed Asset No." (Fixed Asset Number) field and enter the fixed asset number of the item if applicable.
11. Press tab or move the cursor to the "Category" field. Select the category from the drop down list. If you are unsure of the category, choose one from the list and click "Category Desc." to the right of the selection box. A small box will appear with examples of types of items in that Category. It is very important to choose the correct category when classifying equipment.
12. Press tab or move the cursor to the "Min. Amt." (Minimum Amount) to enter a minimum acceptable amount, if a specific dollar amount is required from the sale, otherwise leave this field blank.
13. For miscellaneous equipment, you are also given the option to add a picture. If you have access to a digital camera it is recommended to include a picture of every item so that it can be viewed from the website. See Figure 13 – Add Item Picture Screen below.
14. If you have more items to add, click the "Add Item" link at the bottom left corner.
15. If you are finished, click the "Finish" button to continue to the Document Screen.
16. Review the document and item information for accuracy and select the next person at your agency to review from the "Reviewers" list and click "Submit. Note: From this screen you may also add more items if necessary or you can edit or delete items on the document. See Editing a Document later in this section for information on how to edit or delete items or documents.
17. The Request Processing Screen will appear. During this time do not click until your property has been successfully submitted to the next reviewer for processing.
18. Once the Request Processing Screen disappears you will be presented with the Miscellaneous Inventory Document Screen with an option to print the document. You can print this document for your records and continue adding other inventory by using the Locator Menu at the top of the screen.

Adding Pictures

You can add one picture or multiple pictures for almost any type of inventory. Adding pictures will enable agencies/buyers across the state to see your merchandise and enables quicker sales and immediate feedback for the buyers as to the condition of the item.

Figure 13 – Add Item Picture Screen



1. From the Add Item Picture Screen choose the “Browse” button.
2. Find the picture that you want to attach to the item and click “Open”.
3. Click “Upload” if you need to add another picture or click “Finish” if you are done adding pictures.

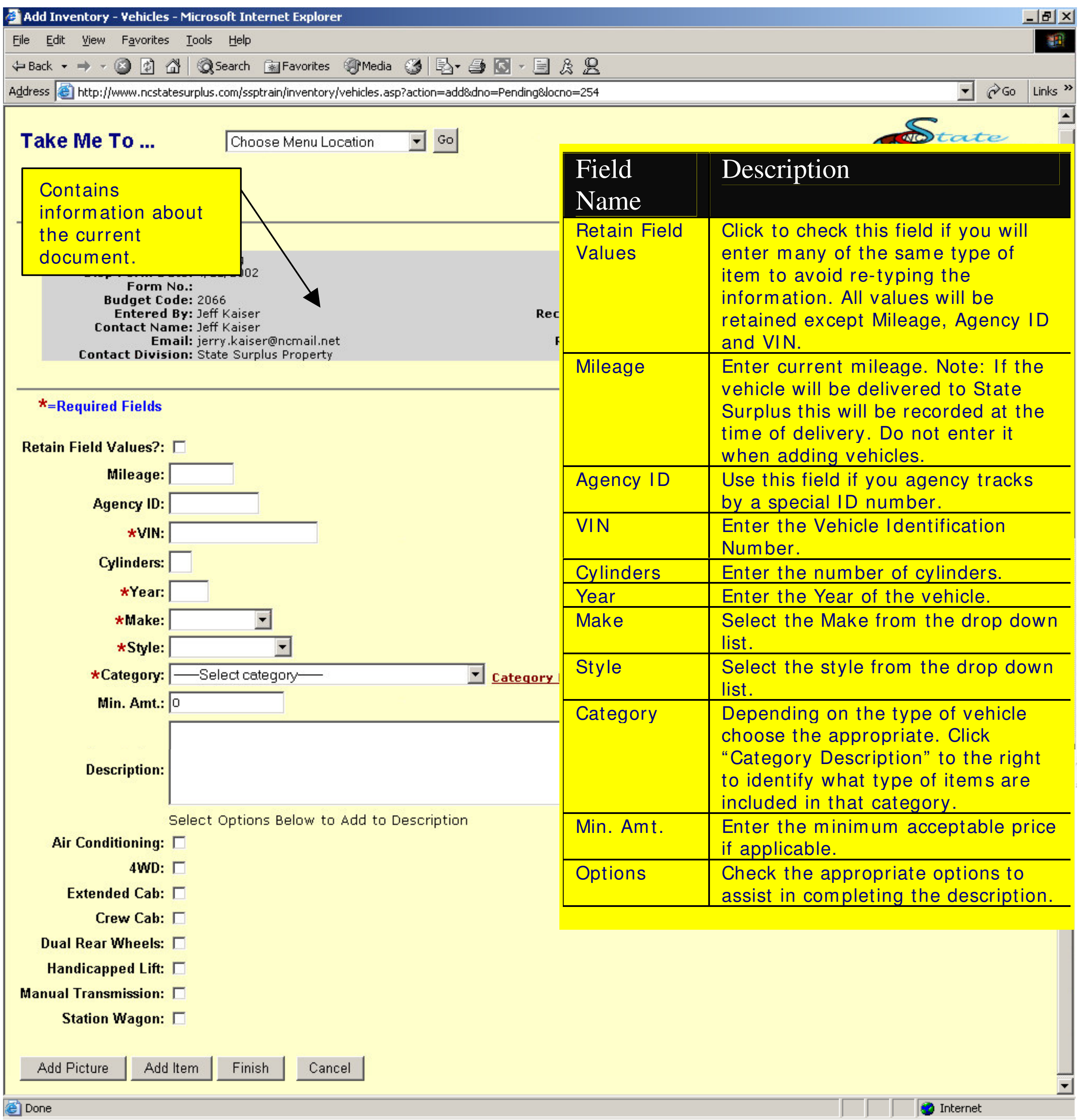
Property - Vehicles

When sending vehicles to surplus, authorization must be obtained by the Fleet Manager at State Surplus. All other items such as tires, parts, accessories will go under **Property – Miscellaneous** using the **Transportation,Vehicles,Trailers,Suppl** category.

In order to surplus a vehicle you must have:

- <u>The Title</u>. The original title of the vehicle must be present. Please verify that the Vehicle Identification Number (VIN) matches what is listed on the title.
- <u>VIN and or Serial Number.</u> This is located on the driver's side dashboard and can be viewed through the windshield.
- <u>Odometer Statement – MVR180A</u> – This statement for the odometer must be completed. State Surplus Property can fax or send this form if necessary. The form is also obtainable from the DMV. Important. If you are delivering the vehicle to State Surplus do not record the mileage, it will be recorded when the automobile arrives at the State Surplus Warehouse.

Figure 14 - Add Iventory - Vehicles Screen



Field Name	Description
Retain Field Values	Click to check this field if you will enter many of the same type of item to avoid re-typing the information. All values will be retained except Mileage, Agency ID and VIN.
Mileage	Enter current mileage. Note: If the vehicle will be delivered to State Surplus this will be recorded at the time of delivery. Do not enter it when adding vehicles.
Agency ID	Use this field if you agency tracks by a special ID number.
VIN	Enter the Vehicle Identification Number.
Cylinders	Enter the number of cylinders.
Year	Enter the Year of the vehicle.
Make	Select the Make from the drop down list.
Style	Select the style from the drop down list.
Category	Depending on the type of vehicle choose the appropriate. Click "Category Description" to the right to identify what type of items are included in that category.
Min. Amt.	Enter the minimum acceptable price if applicable.
Options	Check the appropriate options to assist in completing the description.

Adding Property - Vehicles

1. From the Main Menu choose “Property - Vehicles” to Add.
2. Click “Add” to create a new document.
3. Fill in the appropriate information on the Add Document Screen. Most of the information is already pre-filled according to how you were originally set up on the system.
4. Click “Next” when complete to go to the Add Items Screen.
5. Enter the current Odometer reading in the mileage field if the vehicle will **not** be going to the State Surplus Property – Vehicles Warehouse.
6. Press the tab key or move the cursor and enter the Agency ID if applicable.
7. Press the tab key or move the cursor to the VIN number and enter it.
8. Press the tab key or move the cursor and enter the number of cylinders in the vehicle.
9. Press the tab key or move the cursor and enter the Year.
10. Press the tab key or move the cursor and select the Make from the drop down list.
11. Press the tab key or move the cursor and select the Style from the drop down list.
12. Choose the appropriate category. If the vehicle has a license plate, this will be entered under the **Transportation,Vehicles,Trailers,Suppl** category. School buses should always use the **School Buses** category.
13. Press tab or move the cursor to the “Min. Amt.” (Minimum Amount) and enter a minimum acceptable amount, otherwise leave this field blank
14. Press the tab key or move the cursor and complete the description. You can check the options at the bottom to assist in filling this field. Also, put in information pertinent to the mechanical condition of the car: ie. Engine blown, transmission only works in reverse etc.
15. For vehicles you are given the option to add a picture. If you have access to a digital camera it is recommended to include a picture of every item so that it can be viewed from the website. See Figure 13 – Add Item Picture Screen above.
16. If you have more items to add, click the “Add Item” link at the bottom left corner.
17. If you are finished, click the “Finish” button to continue to the Vehicles Document Screen.
18. Review the document and item information for accuracy and select the next person at your agency to review from the “Reviewers” list and click “Submit”. Note: From this screen you may also add more items if necessary or you can edit or delete items on the document. See Editing a Document later in this section for information on how to edit or delete items or documents.
19. The Request Processing Screen will appear. During this time do not click until your property has been successfully submitted to the next reviewer for processing.
20. Once the Request Processing Screen disappears you will be presented with Vehicles Document Screen with an option to print the document. You can print this document for your records and continue adding other vehicles by using the Locator Menu at the top of the screen.

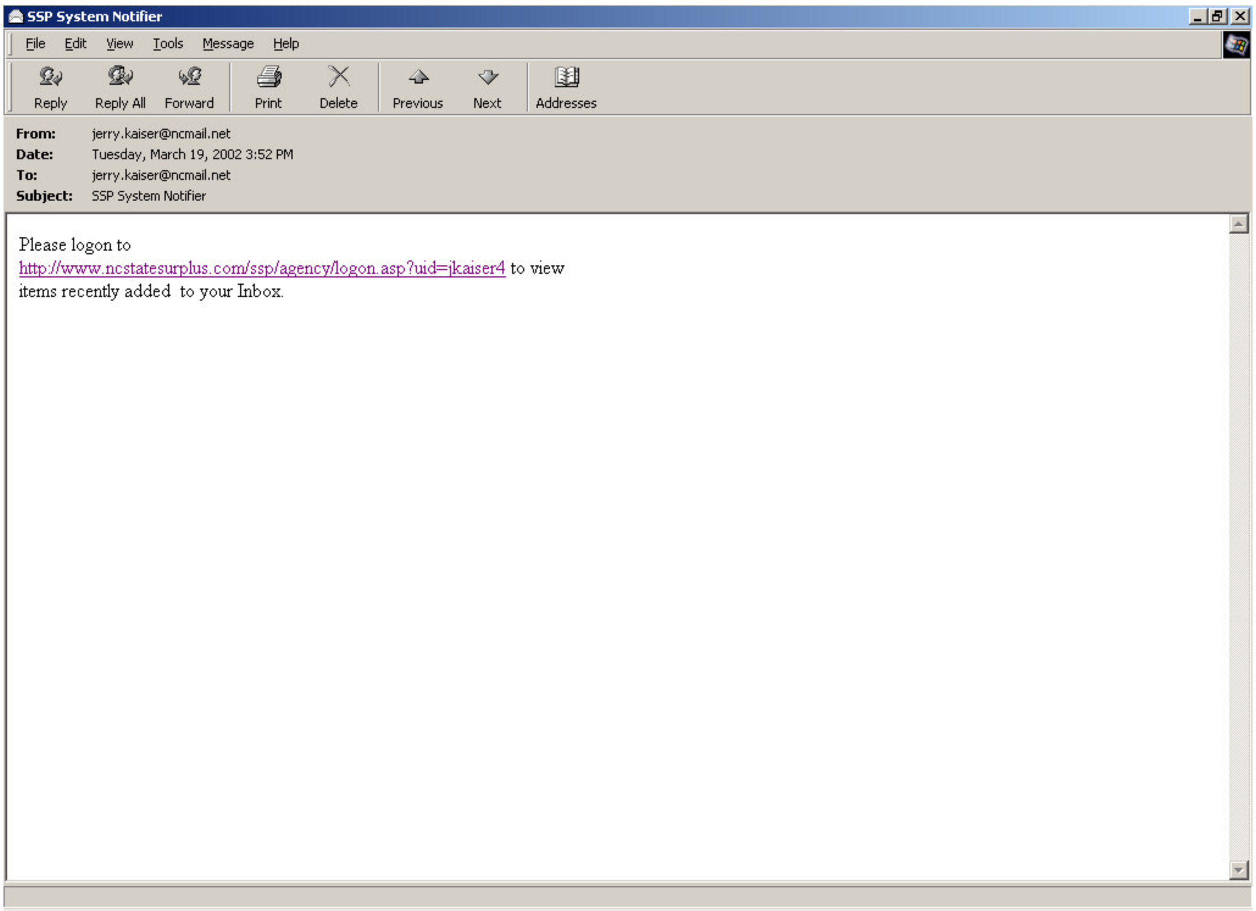
Notification of Pending Items

Each time new inventory is added to the system it is forwarded to the "Reviewer" for approval. If you are a reviewer you will receive two types of notices to indicate there are pending items awaiting your approval.

The first type of notice is via electronic mail. When your id was originally set up on the system, your e-mail address was added. As long as your e-mail address is still current when a new item is added to your Inbox for approval you will receive an e-mail notification of new items added to your Inbox. You can click on the link to automatically be brought to the logon facility.

The second type of notice is via your inbox. If you have items for review you will automatically be brought to the Inbox when you log in to the system.

Figure 15 - Example of Notification E-Mail



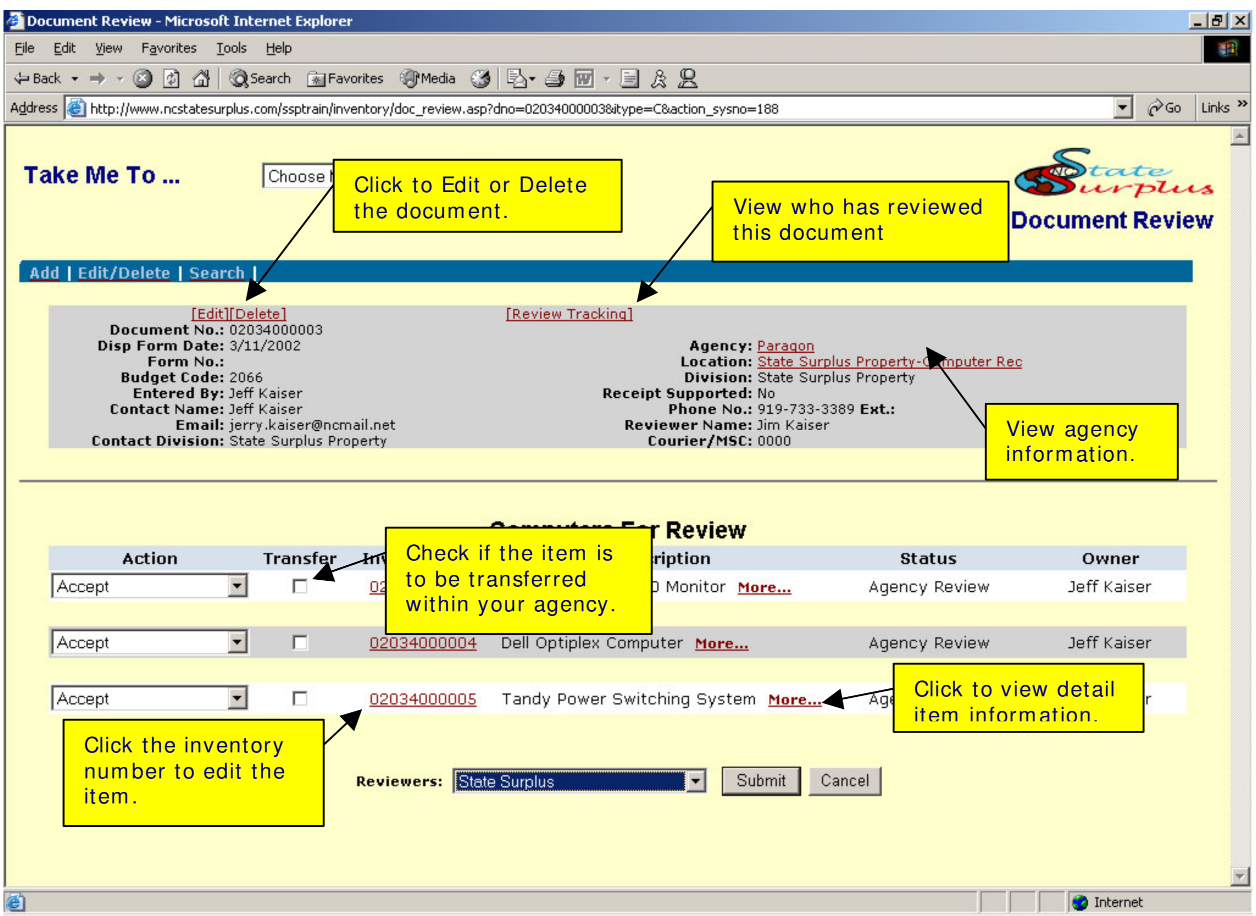
Document Review

Once you click "Review" from your inbox you will be presented with the "Document Review" screen. The Heading Section (in gray) displays all information about the current document. When reviewing documents you have three options. You can:

Accept	Signifies that you as the reviewer accept this inventory as entered and have reviewed the information for accuracy. This is the default.
Reject	If you are not satisfied with the information or the type of inventory, you can reject a document. When rejecting you must provide a reason. You can choose "Incomplete Description" or "Other". When an item is rejected the originator of the document will receive notice in the system and on e-mail with the reason.
Transfer	Allows you to delete the item from the document so that it can be transferred within the agency.

Other options available on the document review screen include the "More…" option that allows you view detailed item information; the [Review Tracking] option which allows you to see everyone who has reviewed the document thus far; and also the [Edit] or [Delete] option which gives the reviewer the ability to edit or delete the information on the document before submitting it to the next reviewer. You may also edit a particular item by clicking the Inventory number.

Figure 16 - Document Review Screen



Accepting a Document

1. From the Inbox click "Review" under the "Action" column.
2. On the Document Review Screen make sure that all items under the "Action" column are set to *Accept*.
3. Move the cursor to the Reviewers field and choose the next reviewer in the process.
4. Click "Submit".

Rejecting a Document

1. From the Inbox click "Review" under the "Action" column.
2. On the Document Review Screen under "Action" change the action from Accept to "Incomplete Description" or "Other".
3. Click "Submit".
   Note: You do not need to change the reviewer. If an item is rejected, the entire document is sent back to the originator regardless of who is checked in the Reviewer field and all items will need to be re-submitted.
4. You will be prompted with a Send Mail form that will be sent back to the originator. On this form you can add a description along with the e-mail that will be sent back to the originator. In addition, the originator will receive an item in their inbox to re-submit.
5. Enter any additional information and click "Send".

Transfer Intra-Agency

Many times, assets will be transferred within the agency. If a reviewer sees that this item can be transferred internally, they have the option to transfer the item and remove it from the document.

Transferring Items

1. From the Inbox click "Review" under the "Action" column.
2. You will be presented with the Document Review Screen .
3. If one of the items is to be transferred intra-agency, check the transfer box before you approve or disapprove the other items.

Submit the items to the next reviewer. The item will enter a deleted state and show as deleted due to an Intra-Agency Transfer when it is later searched.

Editing a Document

To modify the document information:

1. Click [Edit] at the top of the screen to edit document information.
2. You will then be presented with the Edit Document Screen from which you can modify contact information, division, estimated delivery date, surplus location etc.
3. Once you are satisfied with the changes click "Save" at the bottom of the screen.

To modify individual inventory items

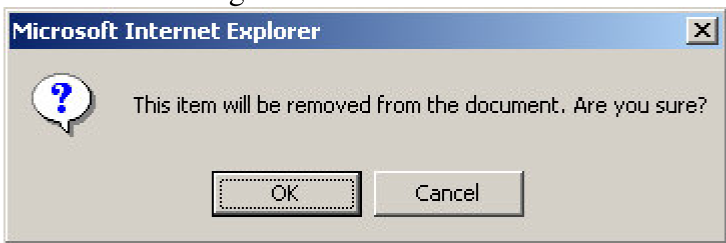
1. Click the Inventory No. (this is a link).
2. You will be presented with a screen to modify the inventory information.
3. Once you are satisfied with the changes click "Save" at the bottom of the screen.

Deleting Items or Documents

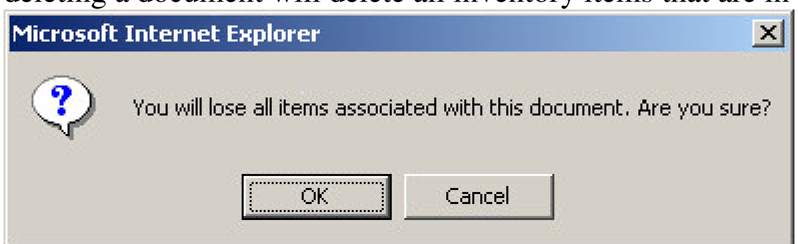
At any time during the process, except when an item has been sold or awarded through a bid, you can delete an item or document from the warehouse inventory. Each time you delete an item or document you will be asked to provide a reason so that the asset may be later tracked.

To delete items:

1. Wherever you see the [Delete] button click it.
2. You will then be presented with the Delete Items Screen. In the right corner you will see a title of the type of inventory you are deleting and the associated Inventory Number.
3. Next to the Delete Reason field select one of the reasons in the list and then click Delete.
4. Once you click delete a dialog box will appear. If you are deleting an individual item you will see this dialog box.

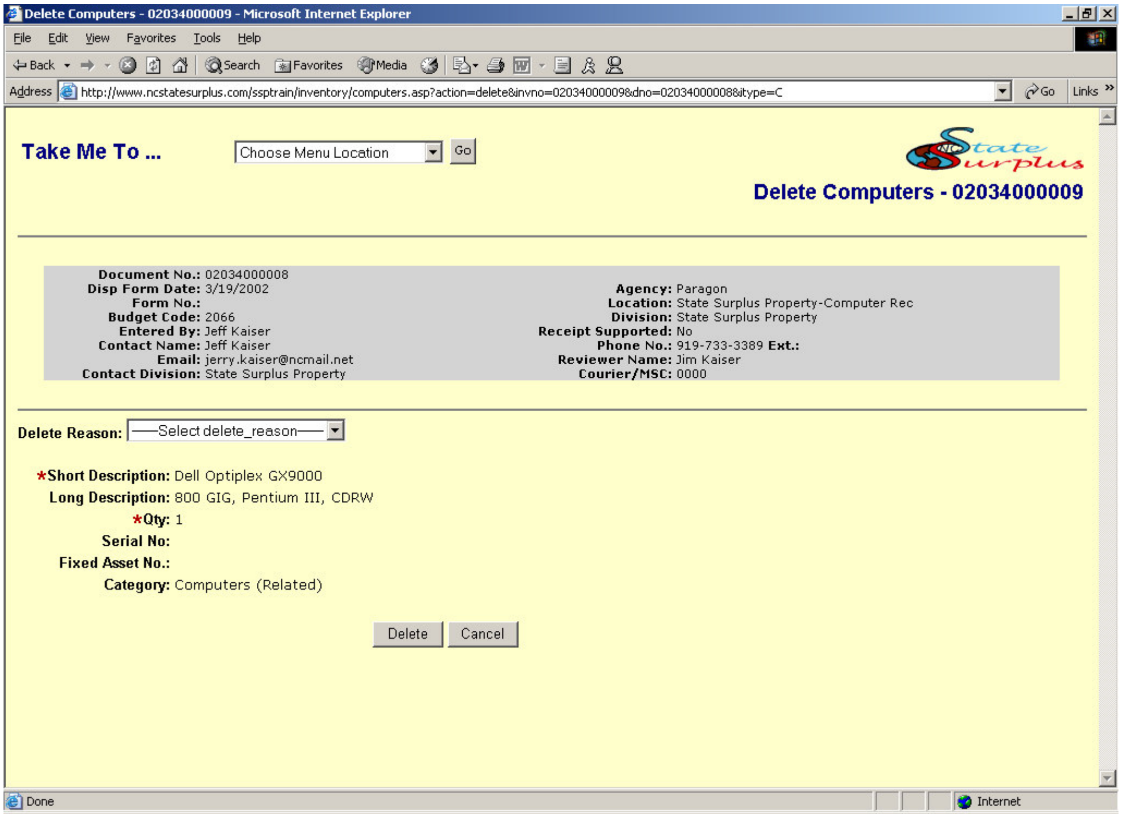


If you are deleting the entire document you will see this dialog box. Click OK when deleting a document will delete all inventory items that are in the document.



5. Choose OK.
6. The item or document is deleted. When a search for that item or document is executed you will be able to see date deleted and the reason for deletion. At the end of the month your fiscal officer will also receive a report of deleted equipment and the reasons

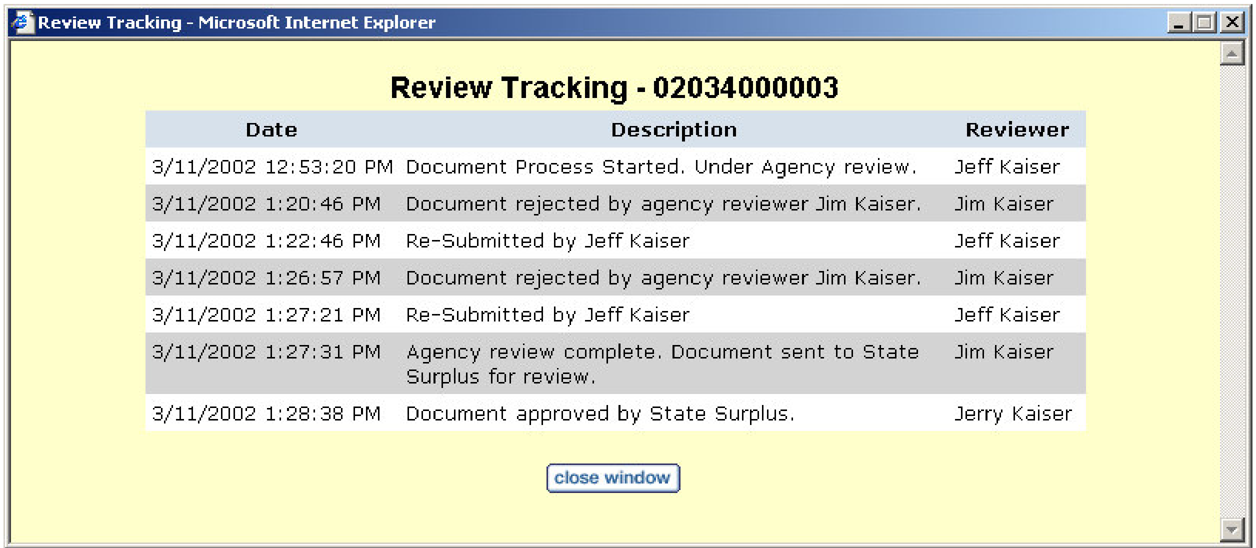
Figure 17 - Delete Items Screen



Review Tracking Screen

At any given point after the first submission of inventory in the State Surplus Property System, you can track the Reviewer process. Note: This process tracks the review process only (does not track changes to inventory) through the final submission to State Surplus Property. Wherever you see [Review Tracking] click and you will presented with the Review Tracking Screen.

Figure 18 - Review Tracking Screen



Review Tracking - Microsoft Internet Explorer

Review Tracking - 02034000003

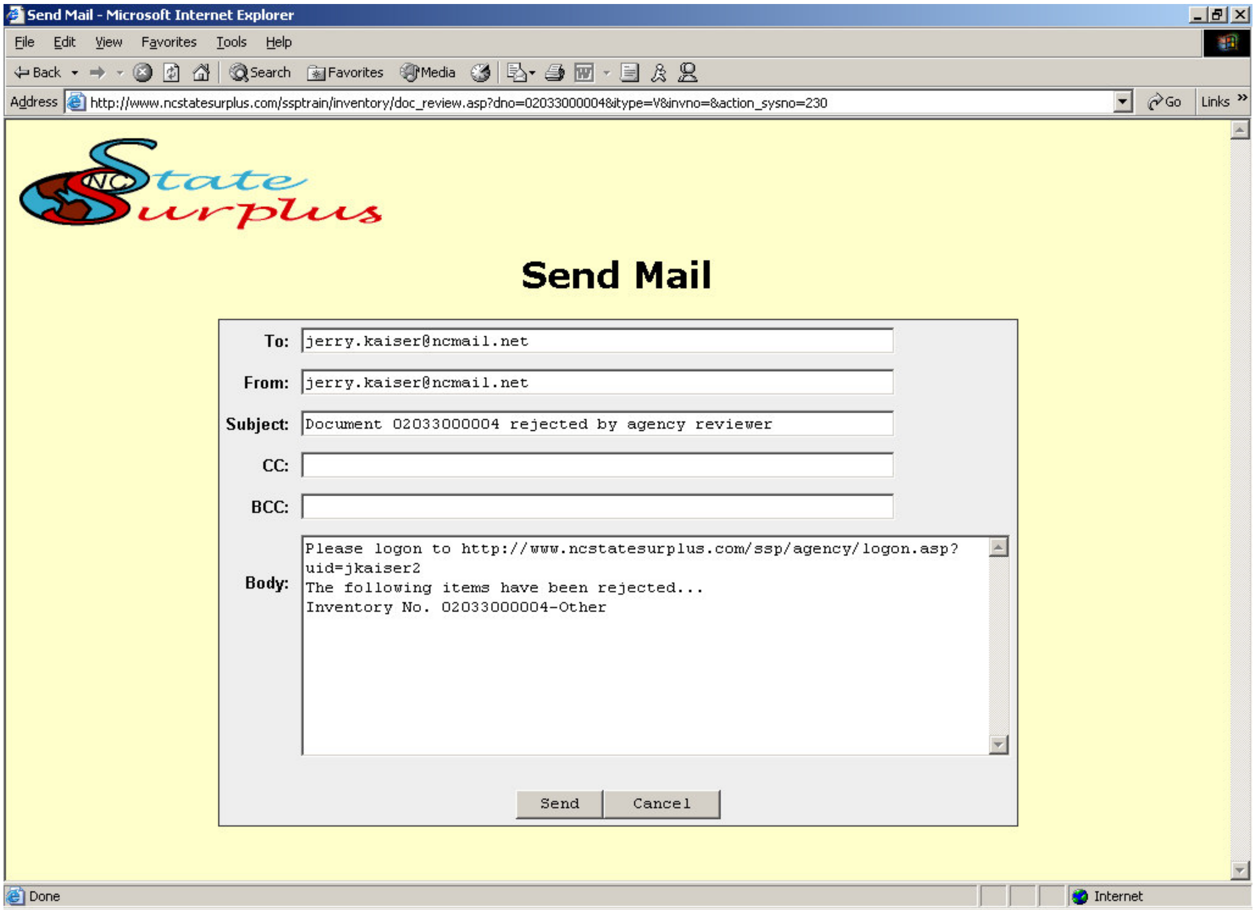
Date	Description	Reviewer
3/11/2002 12:53:20 PM	Document Process Started. Under Agency review.	Jeff Kaiser
3/11/2002 1:20:46 PM	Document rejected by agency reviewer Jim Kaiser.	Jim Kaiser
3/11/2002 1:22:46 PM	Re-Submitted by Jeff Kaiser	Jeff Kaiser
3/11/2002 1:26:57 PM	Document rejected by agency reviewer Jim Kaiser.	Jim Kaiser
3/11/2002 1:27:21 PM	Re-Submitted by Jeff Kaiser	Jeff Kaiser
3/11/2002 1:27:31 PM	Agency review complete. Document sent to State Surplus for review.	Jim Kaiser
3/11/2002 1:28:38 PM	Document approved by State Surplus.	Jerry Kaiser

close window

Send Mail

When rejecting an item during the review process you will be presented with the "Send Mail" screen. At this screen you can change the contents of the e-mail and choose to copy or blind copy other recipients.

Figure 19 - Send Mail Screen



Items Not Received at State Surplus Property

After all reviewers, including State Surplus Property, review the items to be sent to surplus, an agency can check the status of what has not been received by the State Surplus Property Warehouse. Note: An item only appears as "Not Received" after the estimated delivery date entered in the Add Document has elapsed.

1. From the Main Menu choose Warehouse – Computers, Warehouse – Miscellaneous, Warehouse – Vehicles depending on the type of inventory that you are checking.
2. Click Not Received. (Note: If you are checking the status of Vehicles not received you will be prompted to check by Vehicle or Title if the information was received. Remember, both vehicle and title must be received if the vehicle will be sold at the State Surplus Property - Vehicles. If the vehicle is sold at a remote site the title must be sent to State Surplus property before a vehicle may be sold.)
3. You will be presented with a report of inventory items not received at the State Surplus Property Warehouse. See Figure 20 - Items Not Received Screen – Initial Screen with Document for an example. From this screen you can view the detailed information by clicking the document number under the document column. Once you click the document number, you can view the actual inventory items. See Figure 21 - Items Not Received Screen – After Clicking the Corresponding Document Number for an example. From this screen you can view the information by clicking the inventory number or you can click the [Delete] button to delete the item. See Deleting Items under the Document Review section for an explanation of how to delete items once they are entered.

Figure 20 - Items Not Received Screen – Initial Screen with Document

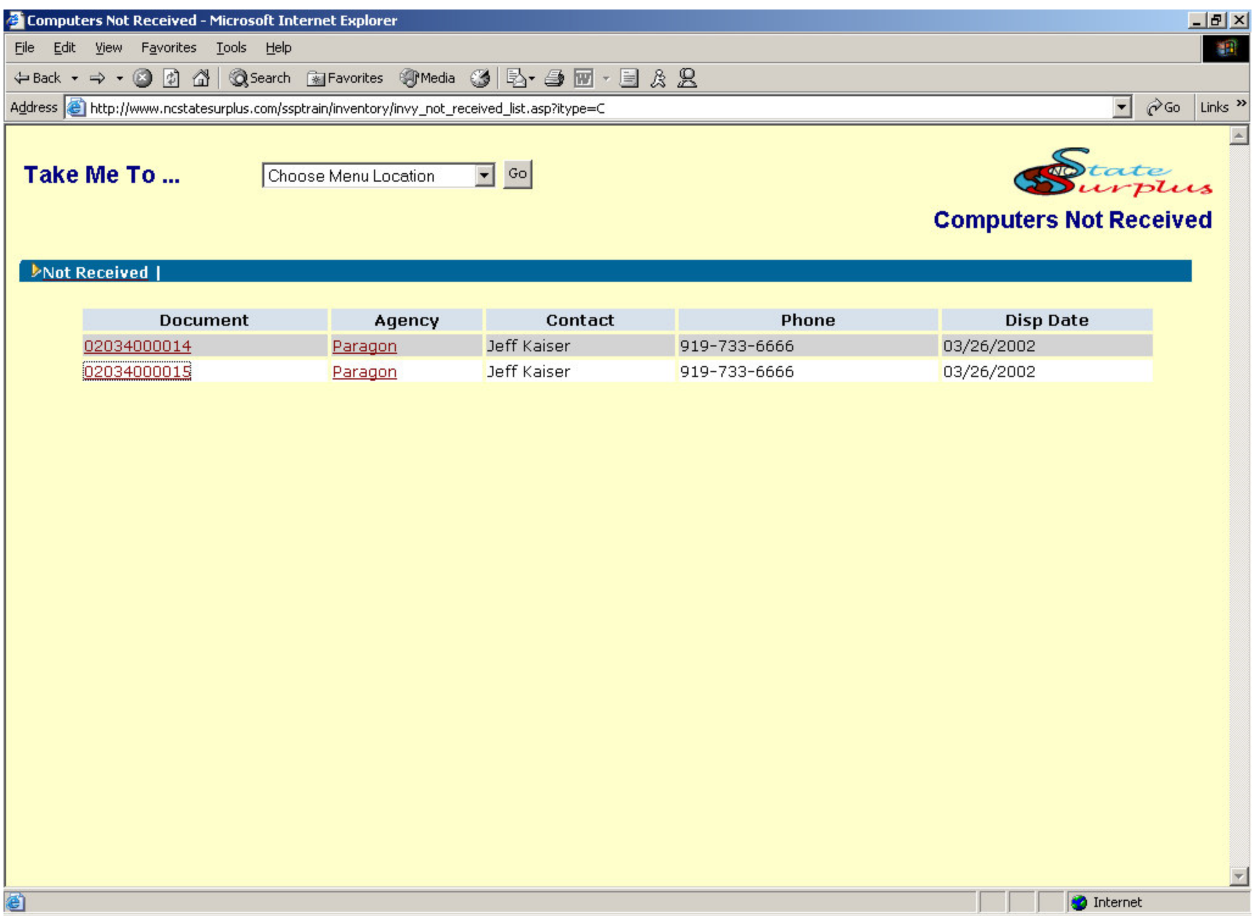
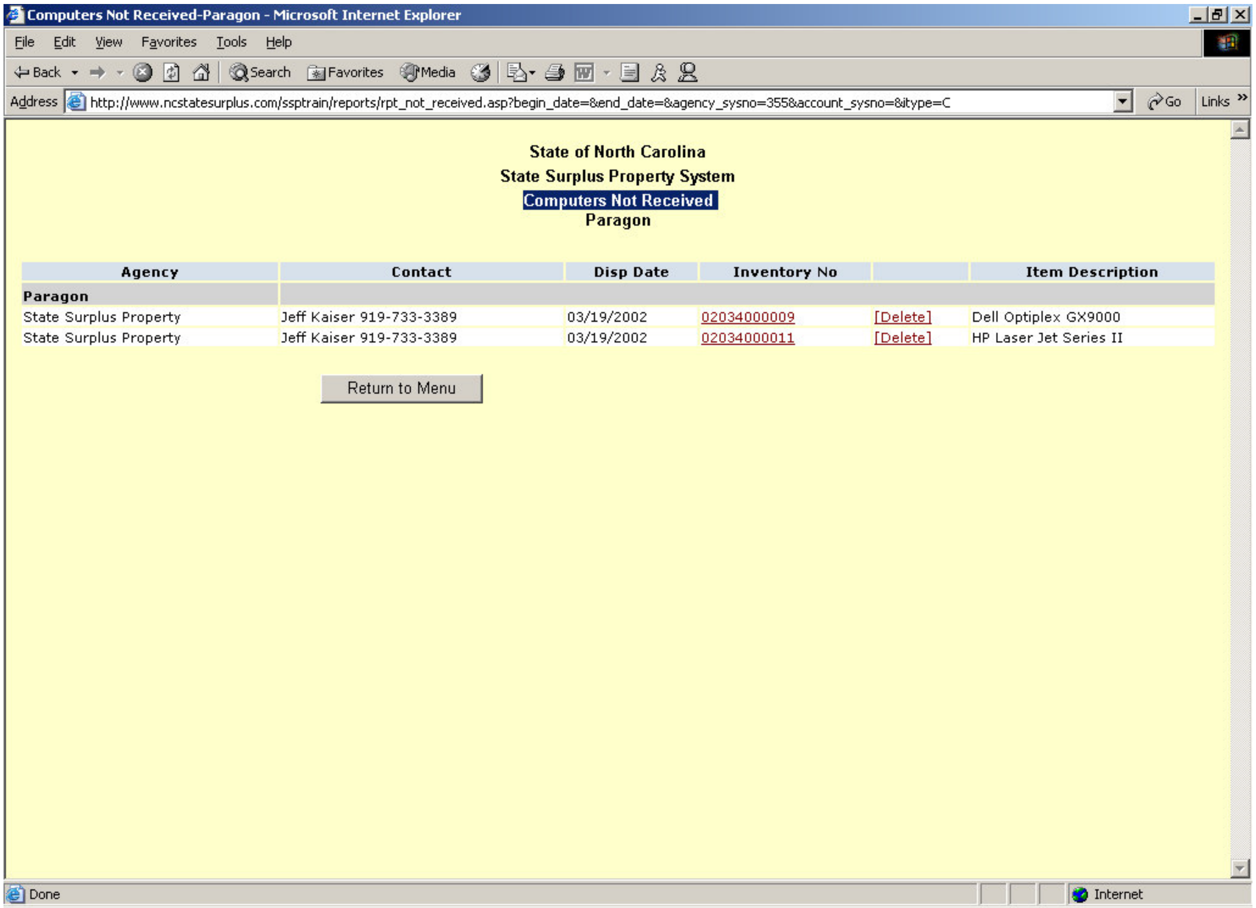


Figure 21 - Items Not Received Screen – After Clicking the Corresponding Document Number

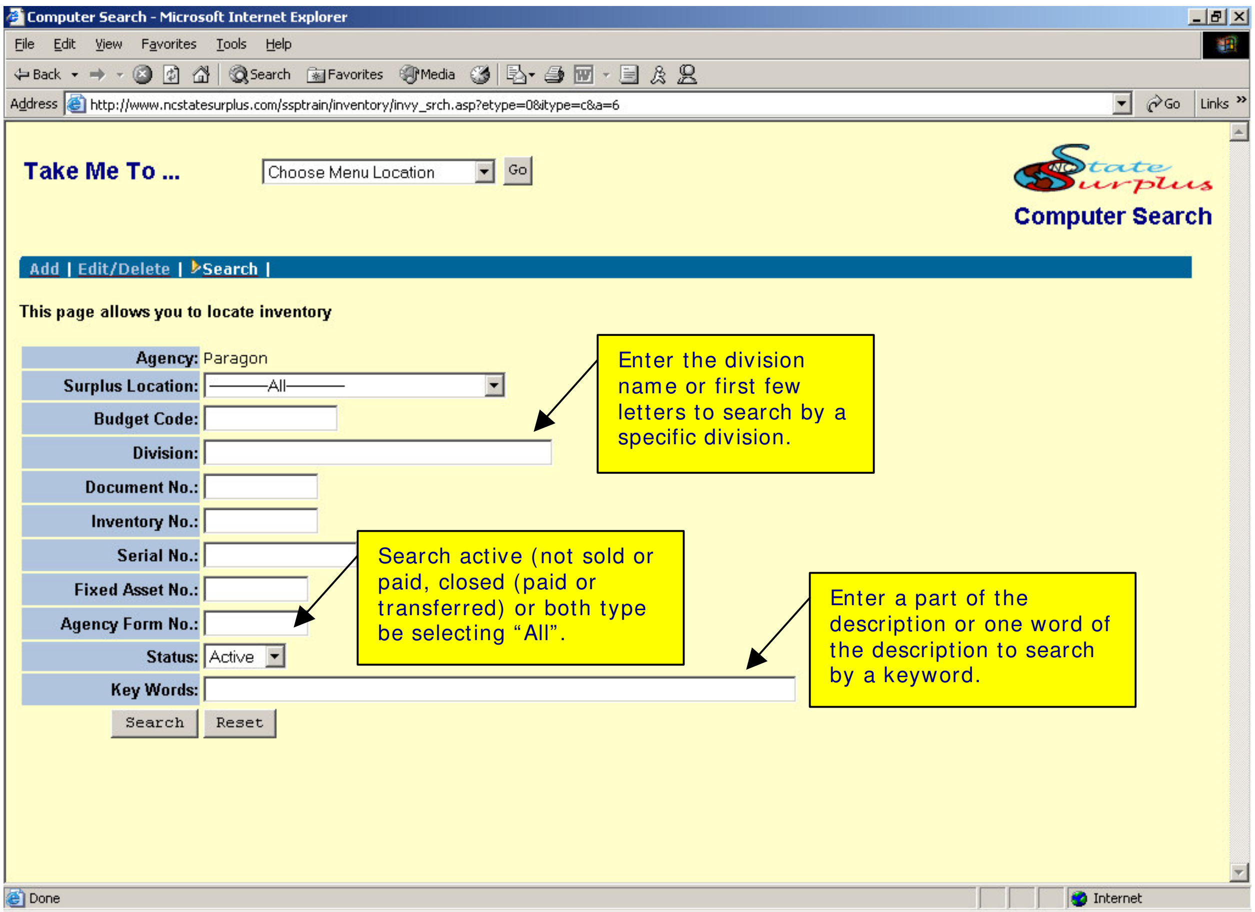


Searching Property

You can easily search for all types of property entered in the system. When doing a search, the fields on the search screen will change according to the type of property i.e., Computers, Miscellaneous Property, or Vehicles. For every type, however, you will be able to do three major types of searches.

Type 1 – Active – Allows you to search all items that are actively in process or ready to be sold and invoiced but not paid.
Type 2 - Closed – Displays all inventory that has been sold and for which have been paid, deleted or transferred
Type 3 – All – Displays all inventory

Figure 22 - Computers Search

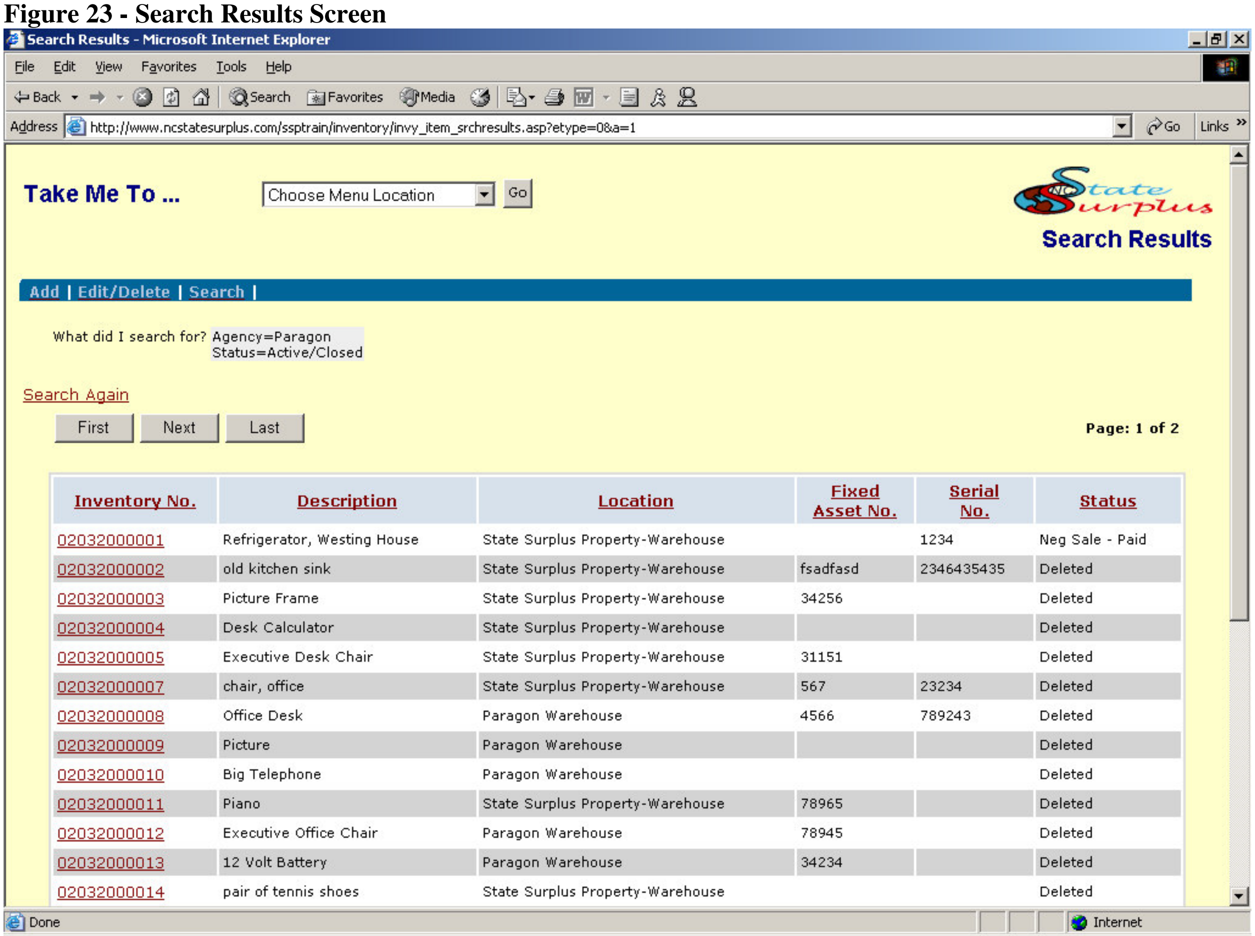


Procedure for Searching Property

1. From the Main Menu choose the appropriate Property Menu, i.e. Property – Computers, Property Miscellaneous, Property – Vehicles.
2. You will then be presented with the Property Menu.
3. Choose “Search”
4. You will then be presented with the Property Search Screen
5. By leaving all of the fields blank you will search all “Active” Inventory at all Surplus locations by default.

6. Once you enter the appropriate search criteria click "Search". Click "Reset" to clear criteria and start over.
7. You will then be presented with the Search Results Screen.
8. At this screen you can sort any column by clicking the column heading. If there are multiple pages of information you can click the "First", "Next" or "Last" to go to the appropriate page. You may also click the inventory item to view detailed information.
9. Click the Search Again link at the top left of the report to create a new search or use the Locator Menu to choose another option.

Figure 23 - Search Results Screen



Status Types

Active Inventory

Agency Review	The items are being reviewed within the agency.
Awaiting Receipt of Inventory	Items are approved by State Surplus, labels have been sent. State Surplus is awaiting delivery to its warehouse.
Awarded	The item was awarded on a bid but net yet paid.
In Inventory	Items are in active inventory and have not been processed or sold.
Negotiated Sale	The items have been sold by negotiated sale but payment has not been received.

Not Awarded – Resell	The item was put on bid but was not sold. State Surplus will attempt to resell it.
Not paid – rebid or resell	The item was invoiced but not paid.
Not picked up – rebid or resell	The item was not picked up.
On Bid	The items are on bid. Note: These items may not be deleted.
SSP Review	The items are awaiting review from State Surplus. Processing has not begun.

Closed Inventory

Deleted	Items have been deleted from inventory. You must click the item to view the reason.
Neg Sale – Paid	Items were sold by negotiated sales in the retail store or through negotiation at the agencies.
Bid – Paid	Items were sold through the bid process.

Check Register Example

State of North Carolina
State Surplus Property System
Department of Administration
(919) 733-2650

Date: 10/01/2002
Page: 1 of 6

Dept of Public Instruction
Attn: Larry McLamb
Cash Management
6338 MSC/301 N. Wilmington St.
Raleigh, NC 27699-6338
6338 MSC

Listed below are the items that were sold for your agency during the month of September, 2002.
A check will be mailed to you.

Fund No./ Invoice No.	Division Name/ Item Description	Fixed Asset No.	Amount Sold For
13510	**DPI**		
02091335	cloth chair		5.00
02091493	small computer table		5.00
02090991	table		15.00
02090828	computer desk		5.00
02090825	push cart		3.00
02090811	Vinyl chair		6.00
02091568	eating table		1.00
02090850	conference table		15.00
02090854	push cart		3.00
02090861	couch		10.00
02090608	Fax		10.00
02090597	Fax		5.00
02090330	Sharp LCD projector model XG-E65OUB Bid: 908132 Item: 27		460.01
13510	**Subtotal**		**$543.01**
13510	**Handling Fee of 5 %**		**$27.15**
13510	**DPI**		**$515.86**
13510	**Public Instruction**		
02091086	Fax machine	6315	5.00

10/01/2002 1:01:03 AM

State Surplus Property System

Reports

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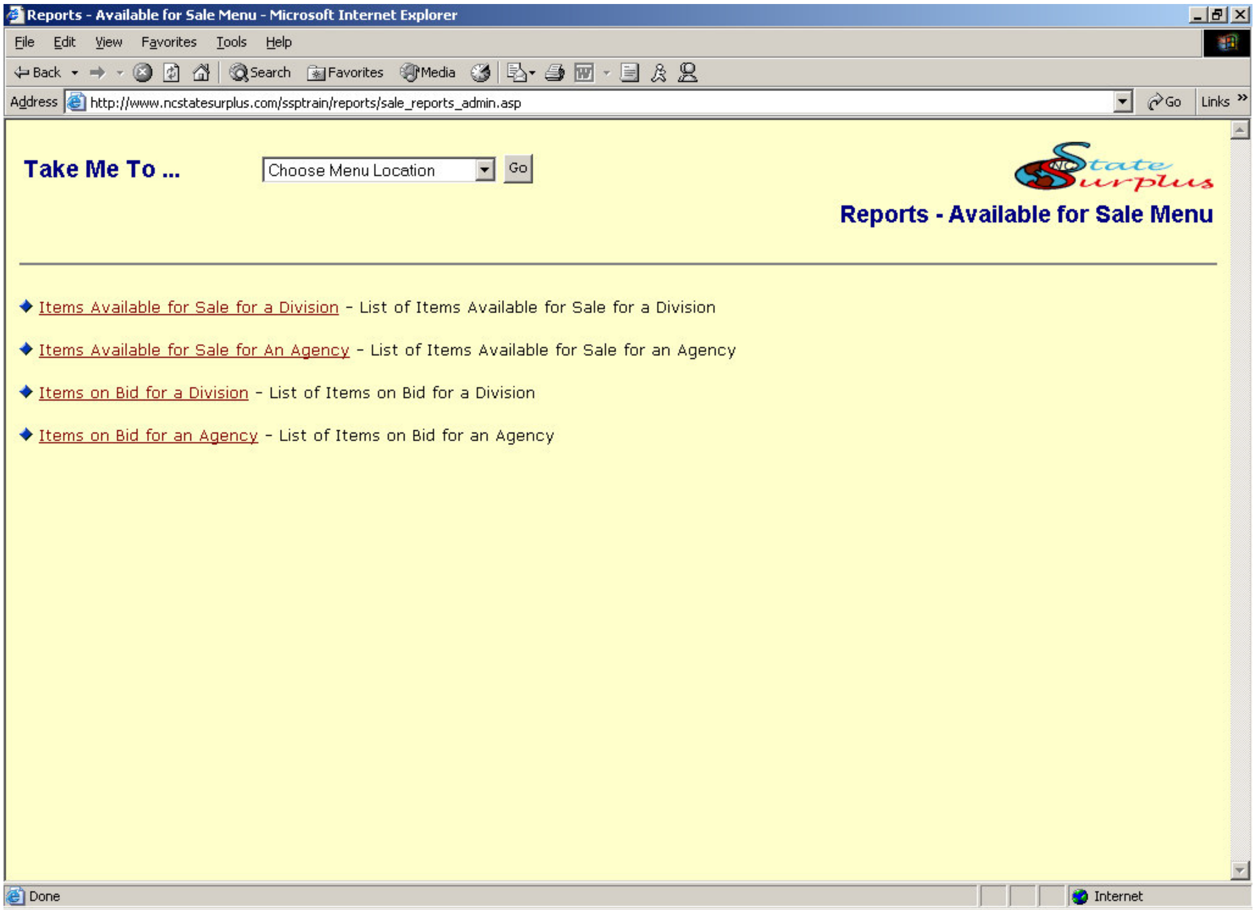
Reports - Available for Sale

At any time you can print a report of items that are available for sale or bid. You can report this one of two ways, either by Agency or Division.

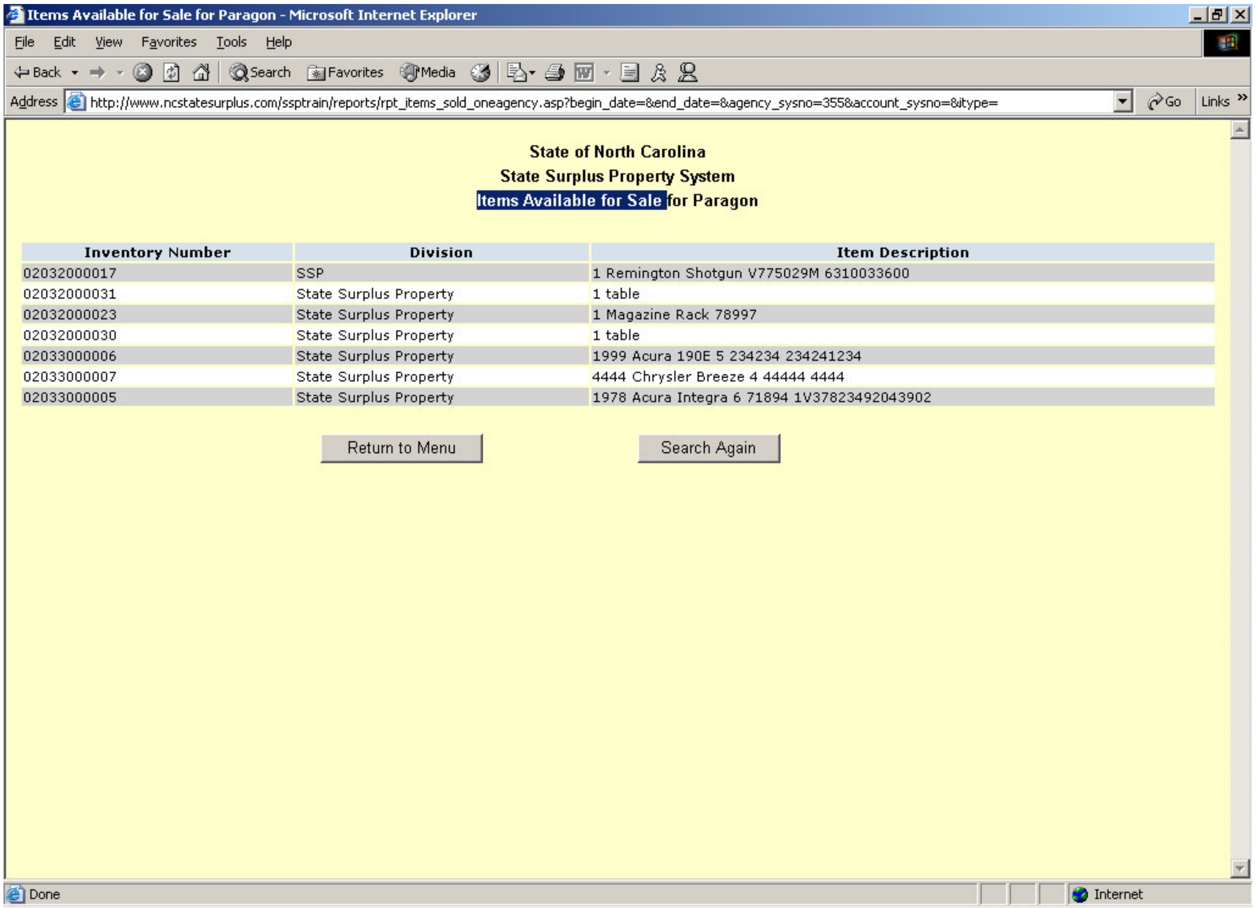
Figure 24 - Reports Available for Sale Menu



To see all items available for sale by your agency:

1. Choose Reports – Available for Sale from the Main Menu or the Locator Menu.
2. You will then be presented with the Reports Available for Sale Menu.
3. Choose Items Available for Sale for An Agency.
4. You will then be presented with an Items Available for Sale Report (see below) of all items that you have for sale. This report does not include items that have not yet been received by the State Surplus Property Warehouse or are listed on a State Surplus bid.

Figure 25 - Items Available for Sale Report



Items Available for Sale for Paragon - Microsoft Internet Explorer

State of North Carolina
State Surplus Property System
Items Available for Sale for Paragon

Inventory Number	Division	Item Description
02032000017	SSP	1 Remington Shotgun V775029M 6310033600
02032000031	State Surplus Property	1 table
02032000023	State Surplus Property	1 Magazine Rack 78997
02032000030	State Surplus Property	1 table
02033000006	State Surplus Property	1999 Acura 190E 5 234234 234241234
02033000007	State Surplus Property	4444 Chrysler Breeze 4 44444 4444
02033000005	State Surplus Property	1978 Acura Integra 6 71894 1V37823492043902

Return to Menu   Search Again

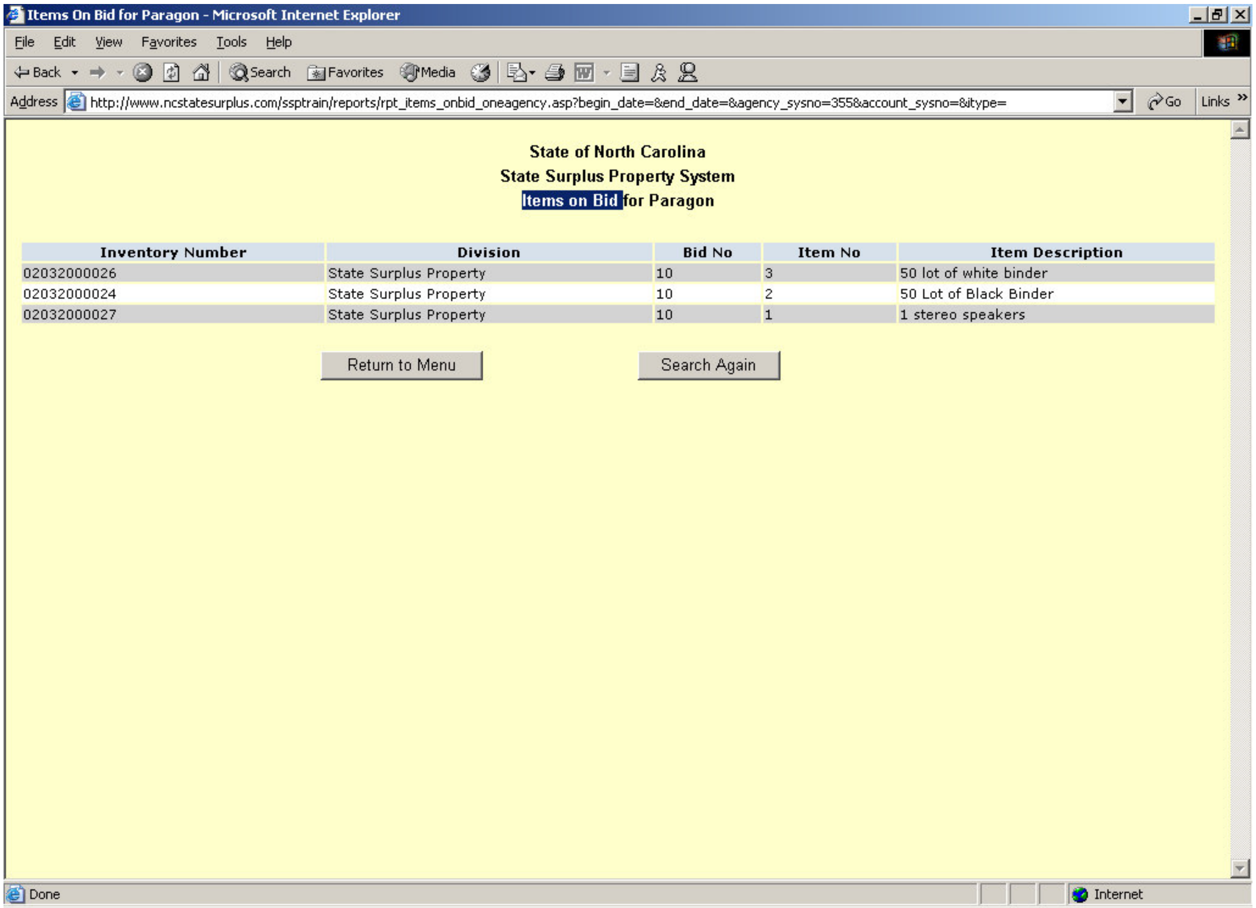
To see all items available for sale for a division of your agency:

1. Choose Reports – Available for Sale from the Main Menu or the Locator Menu.
2. You will then be presented with the Reports Available for Sale Menu.
3. Choose Items Available for Sale for a Division.
4. You will then be presented with an Inventory Reports Criteria Screen see Figure 31 - Inventory Reports Criteria Screen.
5. Enter the exact name or the first few characters of the Division as it was originally entered when adding the Inventory and click "Submit".
6. You will then be presented with an Items Available for Sale Report. This report is identical to an agency report (see above) but only shows information for a division. This report does not include items that have not yet been received by the State Surplus Property Warehouse or are listed on a State Surplus bid.

To see all items available on Bid by your agency:

1. Choose Reports – Available for Sale from the Main Menu or the Locator Menu.
2. You will then be presented with the Reports Available for Sale Menu.
3. Choose Items on Bid for an Agency for An Agency.
4. You will then be presented with an Items on Bid for an Agency Report of all items that you are on a bid at State Surplus Property. This report does not include items that have not yet been received by the State Surplus Property Warehouse.

Figure 26 - Items On Bid Report



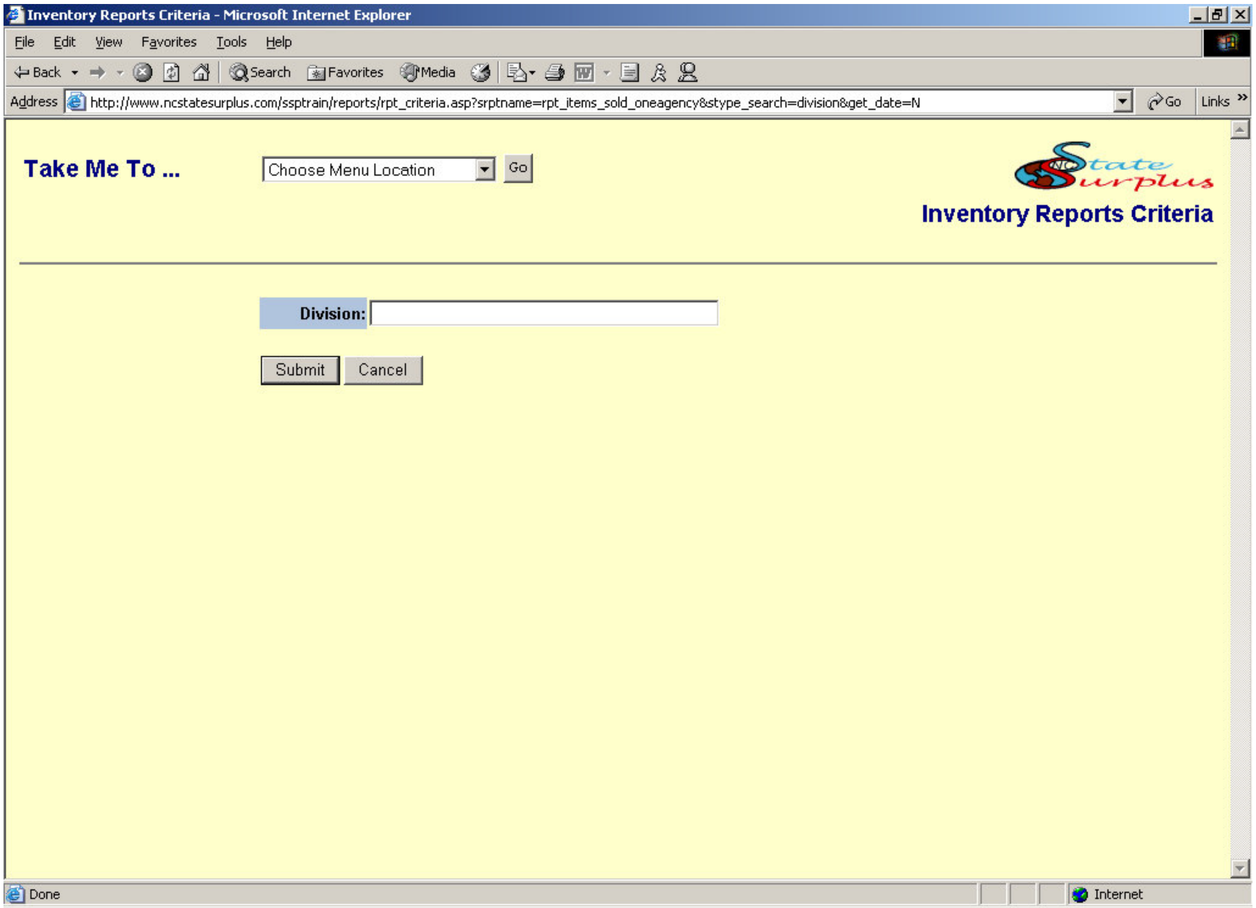
To see all items available on Bid for a division of your agency:

1. Choose Reports – Available for Sale from the Main Menu or the Locator Menu
2. You will then be presented with the Reports Available for Sale Menu.
3. Choose Items on Bid for a Division.
4. You will then be presented with an Inventory Reports Criteria Screen
5. Enter the exact name or the first few characters of the Division as it was originally entered when adding the Inventory and click “Submit
6. You will then be presented with an Items on Bid for an Agency Report. This report is identical to an agency report (see above) but only shows information for a division. This report does not include items that have not yet been received by the State Surplus Property Warehouse.

Inventory Reports Criteria

When viewing inventory for a Division, enter the exact name of the Division as it was originally entered when adding the Inventory and click “Submit.

Figure 27 - Inventory Reports Criteria Screen

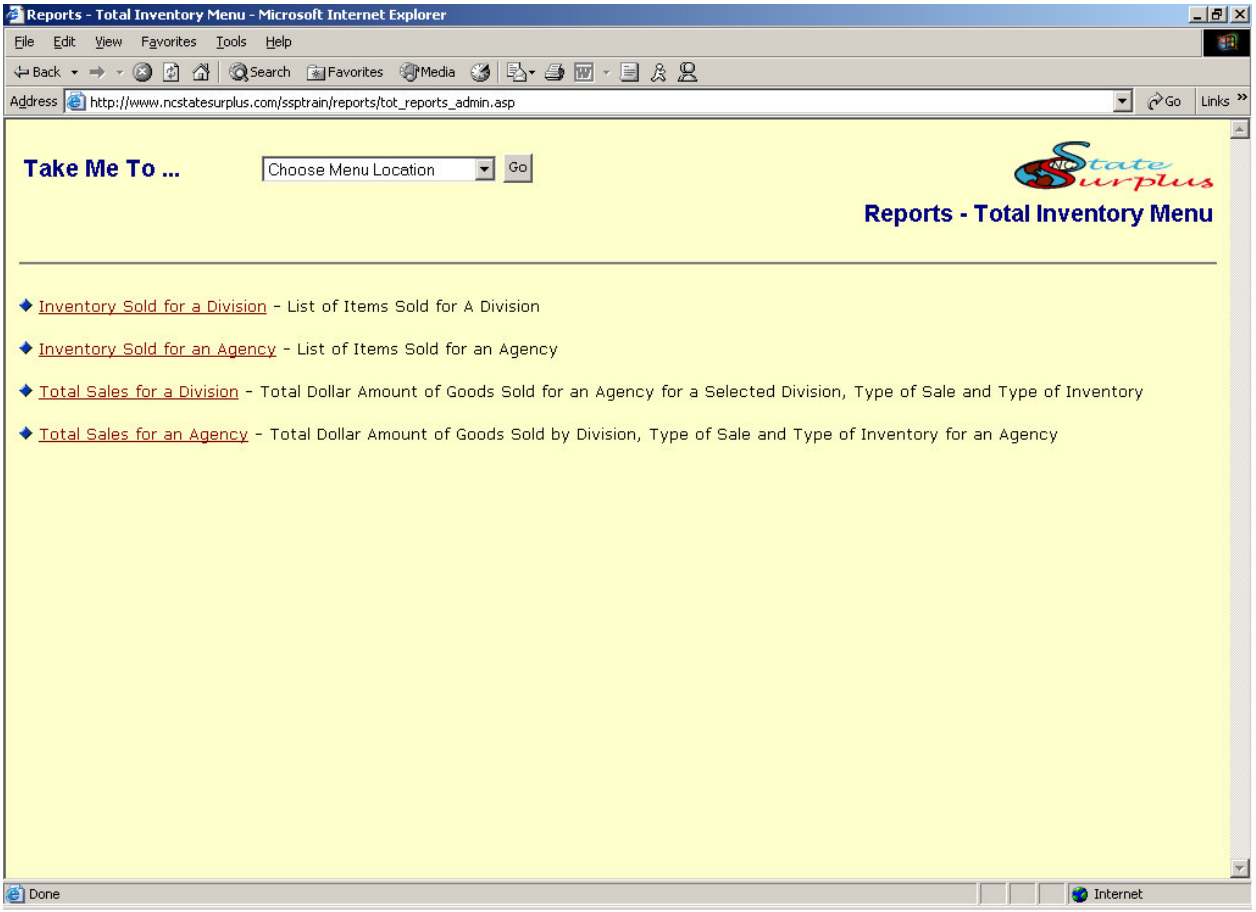


Reports – Total Inventory Menu

Choose an option to view inventory sold for an agency/division. You may also view the total dollar amount of sales for an agency/division

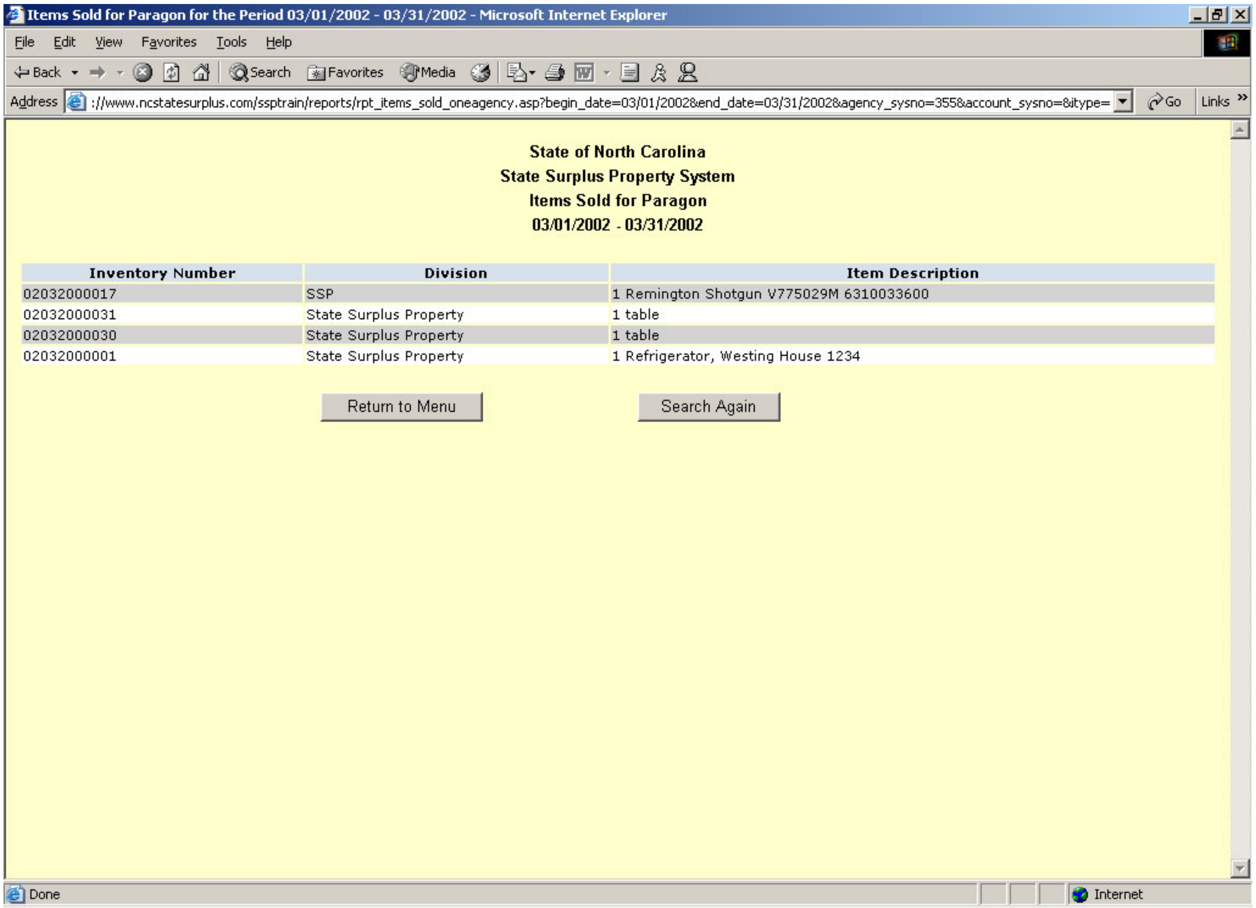
To view Inventory Sold for An Agency

Figure 28 – Reports Total Inventory Menu



1. Choose Reports – Total Inventory from the Main Menu or the Locator Menu.
2. You will then be presented with the Reports – Total Inventory Menu.
3. Choose Inventory Sold for an Agency.
4. You will then be presented with an Inventory Reports Criteria Screen for Total Sales
5. Enter the Begin Date and End Date. Remember all dates must be in mm/dd/yyyy format. Example: 03/25/2002.
6. Click "Submit"
7. You will then be presented with an Items Sold Report for your division. (see below)

Figure 29 - Items Sold Report


Items Sold for Paragon for the Period 03/01/2002 - 03/31/2002 - Microsoft Internet Explorer

State of North Carolina
State Surplus Property System
Items Sold for Paragon
03/01/2002 - 03/31/2002

Inventory Number	Division	Item Description
02032000017	SSP	1 Remington Shotgun V775029M 6310033600
02032000031	State Surplus Property	1 table
02032000030	State Surplus Property	1 table
02032000001	State Surplus Property	1 Refrigerator, Westing House 1234

Return to Menu Search Again

To view Inventory Sold for A Division

1. Choose Reports – Total Inventory from the Main Menu or the Locator Menu
2. You will then be presented with the Reports – Total Inventory Menu.
3. Choose Inventory Sold for a Division.
4. You will then be presented with an Inventory Reports Criteria Screen for Total Sales
5. Enter the Begin Date and End Date. Remember all dates must be in mm/dd/yyyy format. Example: 03/25/2002.
6. Enter the exact name of the Division or the first few characters as it was originally entered when adding the Inventory.
7. Click “Submit”
8. You will then be presented with an Items Sold Report for your division. This report is identical to an agency report (see above) but only shows information for a division.

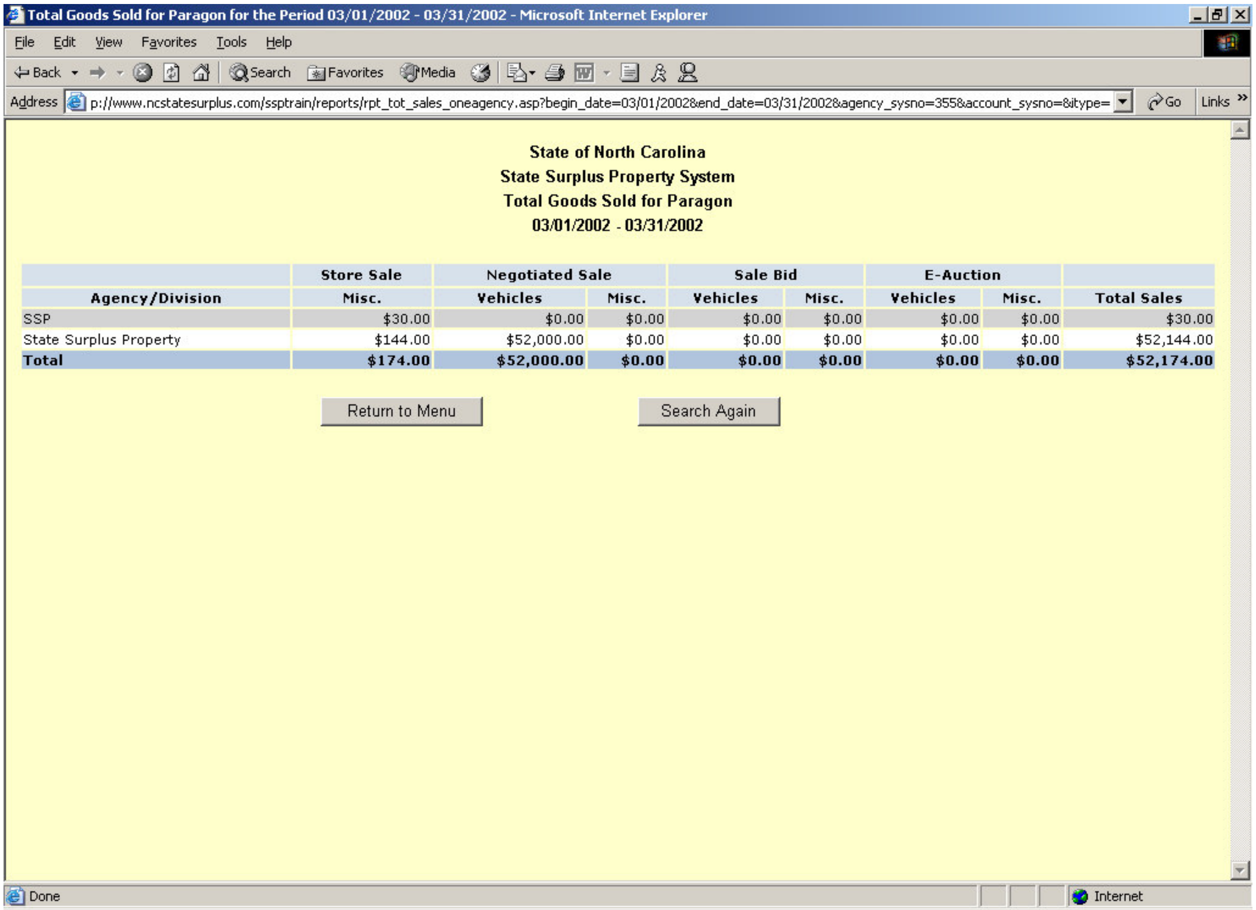
To view Total Sales for an Agency

The Total Sales for an Agency Report lists the agency/division and the subtotaled amount of sales for the time period for each method of sale, ie. Store Sale (sold at retail store, negotiated sale, bids or e-auctions. The last column displays the total sales for all types of methods used.

1. Choose Reports – Total Inventory from the Main Menu or the Locator Menu
2. You will then be presented with the Reports – Total Inventory Menu.
3. Choose Total Sales for an Agency.
4. You will then be presented with an Inventory Reports Criteria Screen for Total Sales

5. Enter the Begin Date and End Date. Remember all dates must be in mm/dd/yyyy format. Example: 03/25/2002..
6. Click "Submit"
7. You will then be presented with a Total Sales for an Agency/Division Report (see below) for your agency.

Figure 30 - Total Sales for an Agency/Division



State of North Carolina
State Surplus Property System
Total Goods Sold for Paragon
03/01/2002 - 03/31/2002

	Store Sale	Negotiated Sale		Sale Bid		E-Auction		
Agency/Division	Misc.	Vehicles	Misc.	Vehicles	Misc.	Vehicles	Misc.	Total Sales
SSP	$30.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$30.00
State Surplus Property	$144.00	$52,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$52,144.00
Total	**$174.00**	**$52,000.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$52,174.00**

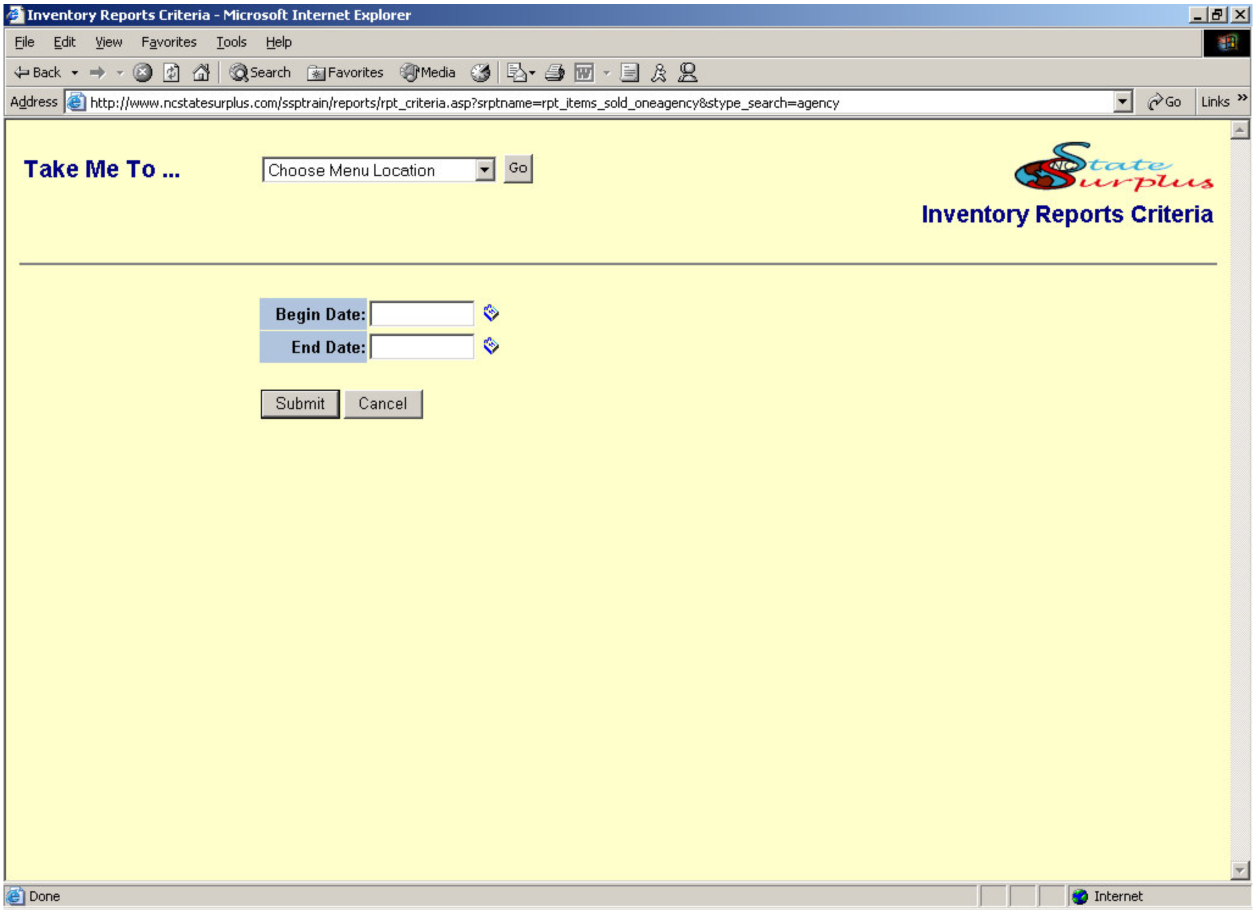
To view Total Sales for a Division

1. Choose Reports – Total Inventory from the Main Menu or the Locator Menu
2. You will then be presented with the Reports – Total Inventory Menu.
3. Choose Total Sales for a Division.
4. You will then be presented with an Inventory Reports Criteria Screen for Total Sales
5. Enter the Begin Date and End Date. Remember all dates must be in mm/dd/yyyy format. Example: 03/25/2002.
6. Enter the exact name of the Division or the first few characters as it was originally entered when adding the Inventory
7. Click "Submit"
8. You will then be presented with a Total Sales for an Agency/Division Report. This report is identical to the agency report (see above) but only shows information for a division.)

Inventory Reports Criteria – Total Sales

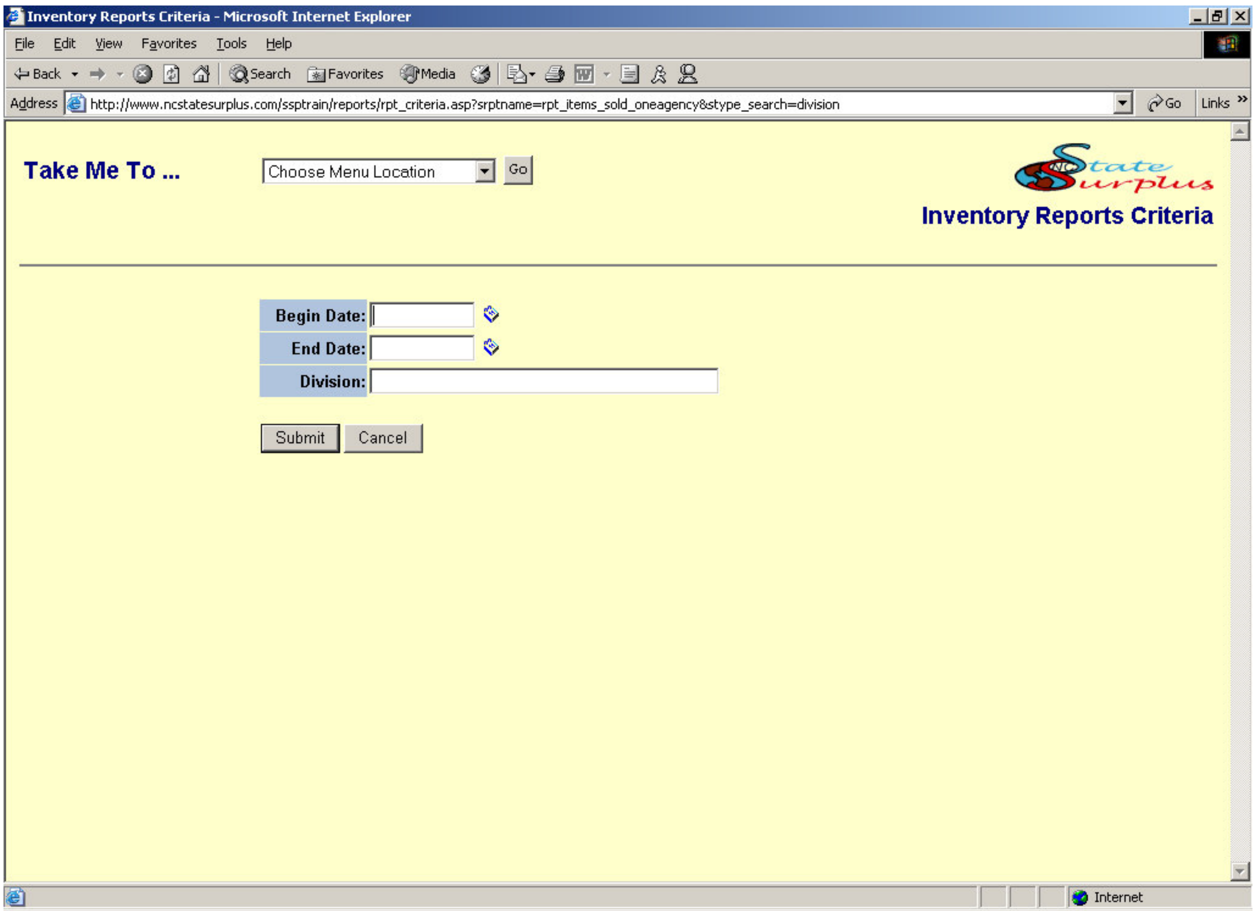
Reports for total inventory use date specific time periods. Enter the Begin Date and End Date. Remember all dates must be in mm/dd/yyyy format. Example: 03/25/2002. You can also click the small calendar icon to view an online calendar to assist with the entry of dates.

Figure 31 - Inventory Reports Criteria Screen



Inventory Reports Criteria – Total Sales for a Division

Reports for total inventory use date specific time periods. Enter the Begin Date and End Date. Remember all dates must be in mm/dd/yyyy format. Example: 03/25/2002. You can also click the small calendar icon to view an online calendar to assist with the entry of dates. Enter the exact name of the Division as it was originally entered when adding the Inventory and click "Submit



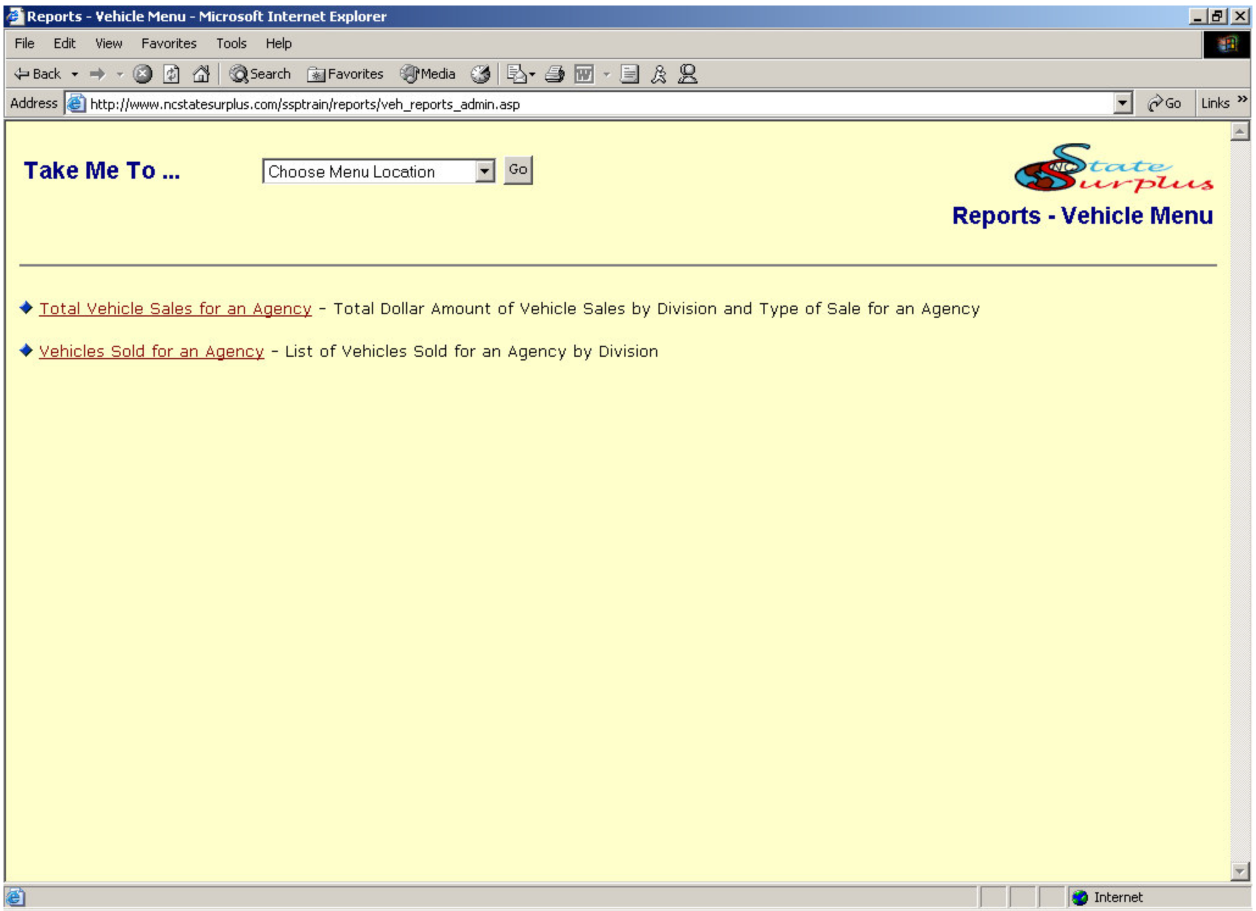
Reports –Vehicles

The Reports – Vehicle Menu allows you to view the total dollar amount of sales for an agency/division and lists the vehicles sold for an agency/division.

To view Vehicles Sales for An Agency

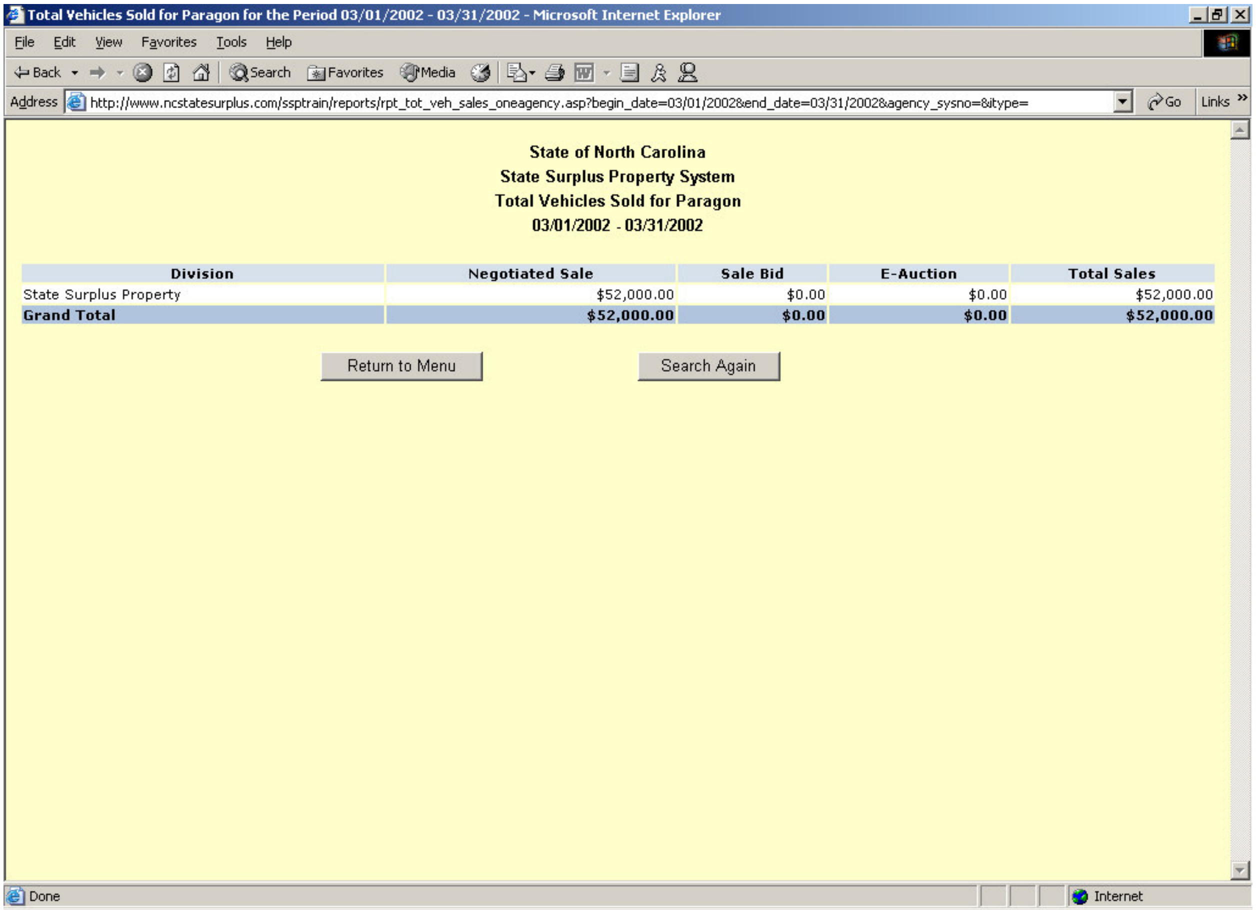
1. Choose Reports – Vehicles from the Main Menu or the Locator Menu
2. You will then be prompted with the Reports – Vehicle Menu.

Figure 32 – Reports - Vehicle Menu



3. Choose Total Vehicle Sales for an Agency.
4. You will then be presented with the Vehicle Reports Criteria Screen.
5. Enter the Begin Date and End Date. Remember all dates must be in mm/dd/yyyy format. Example: 03/25/2002.
6. You will then be presented with the Total Vehicles Sold Report for your agency.

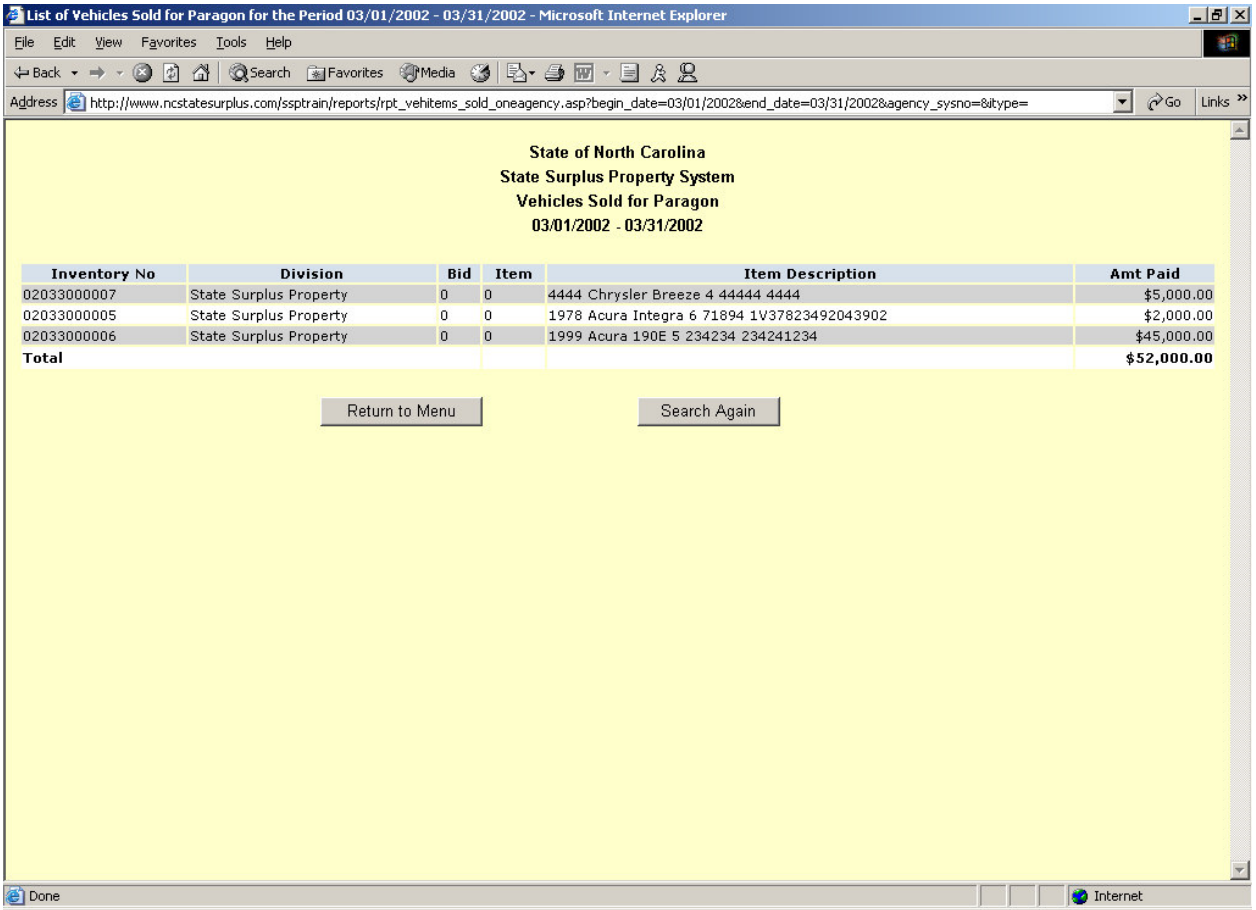
Figure 33 - Total Vehicles Sold Report



To view Vehicles Sold for An Agency

1. Choose Reports – Vehicles from the Main Menu or the Locator Menu
2. You will then be prompted with the Reports – Vehicle Menu.
3. Choose Vehicles Sold for an Agency.
4. You will then be presented with the Vehicle Reports Criteria Screen.
5. Enter the Begin Date and End Date. Remember all dates must be in mm/dd/yyyy format. Example: 03/25/2002.
6. You will then be presented with the Vehicles Sold Report for your agency.

Figure 34 - Vehicles Sold Report



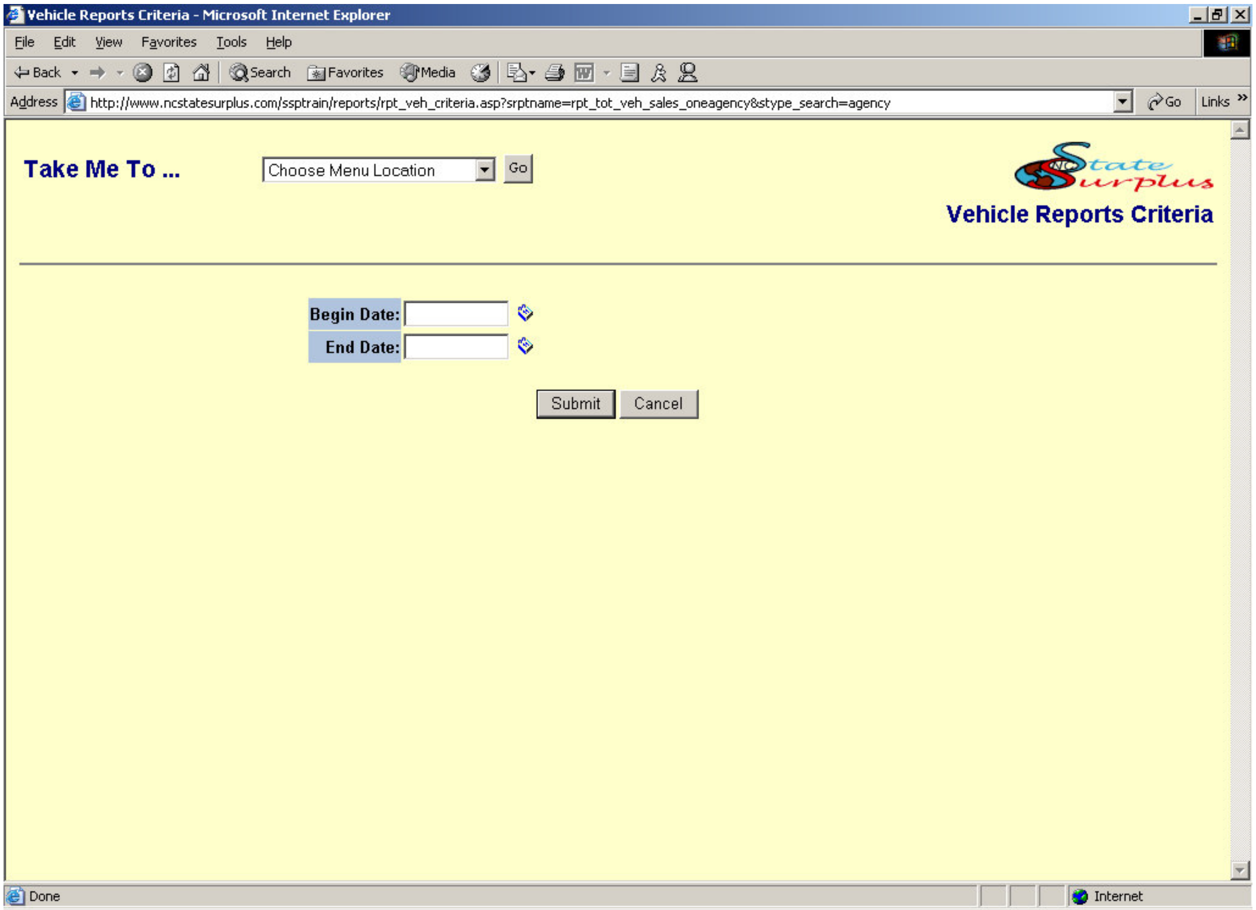
State of North Carolina
State Surplus Property System
Vehicles Sold for Paragon
03/01/2002 - 03/31/2002

Inventory No	Division	Bid	Item	Item Description	Amt Paid
02033000007	State Surplus Property	0	0	4444 Chrysler Breeze 4 44444 4444	$5,000.00
02033000005	State Surplus Property	0	0	1978 Acura Integra 6 71894 1V37823492043902	$2,000.00
02033000006	State Surplus Property	0	0	1999 Acura 190E 5 234234 234241234	$45,000.00
Total					**$52,000.00**

Vehicle Reports Criteria

Reports for vehicles sold use date specific time periods. Enter the Begin Date and End Date. Remember all dates must be in mm/dd/yyyy format. Example: 03/25/2002. You can also click the small calendar icon to view an online calendar to assist with the entry of dates.

Figure 35 - Vehicle Reports Criteria Screen



State Surplus Property System

Custodian Operations

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Custodian Responsibilities

The custodian of property at remote sites is an integral part of the "surplus" process. As a custodian in the State Surplus Property system you will receive various notifications via e-mail and your inbox when certain events occur. All items sent via e-mail will have attachments with a PDF format (Adobe Acrobat Reader is required to open these documents) and will be duplicates of the copies generated at State Surplus Property as well as those items that are sent to the person who is purchasing the item.

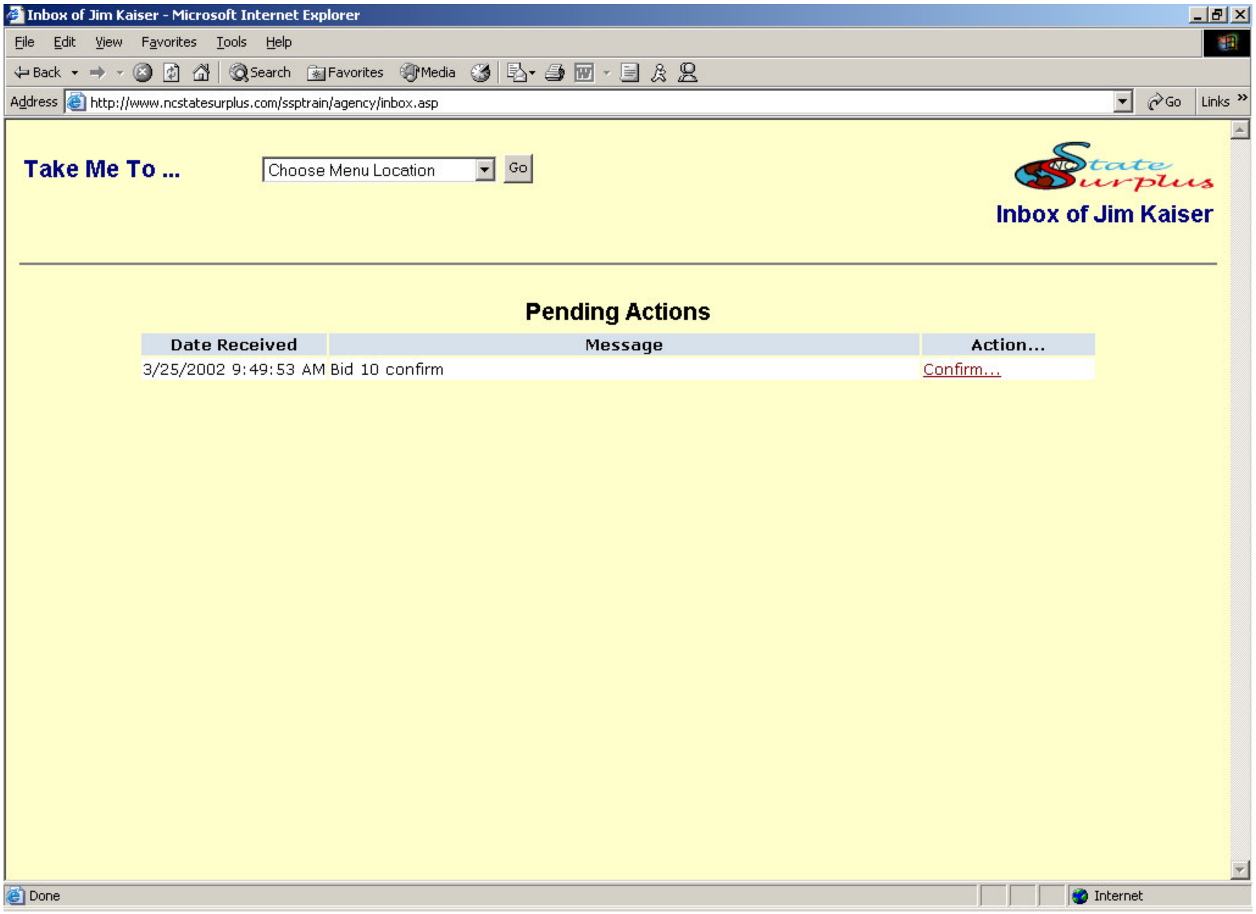
Bid Confirmation

If you are the custodian of the property and your inventory is processed under a bid at State Surplus Property, you will receive a confirmation notice in your Inbox and on your email system. The purpose of the confirmation is to ensure that all property is on-site and still available for the bid. Before any inventory is sold on bid it must be confirmed.

To confirm bid items:

1. Choose Inbox the Main Menu or the Locator Menu. If you have an item in "pending" status you will automatically be brought to your inbox every time that you log in to the system.
2. Click the "Confirm" option next to the bid items that you wish to confirm.
3. You will then be presented with the Confirm Bid Items screen.
4. Next to each inventory item, choose Available if the item is still at your site, choose "Not Here" if the item is not longer available and make sure to list the reason why the items is not available. Choose Unselect if you made a mistake and need to restart your choices.

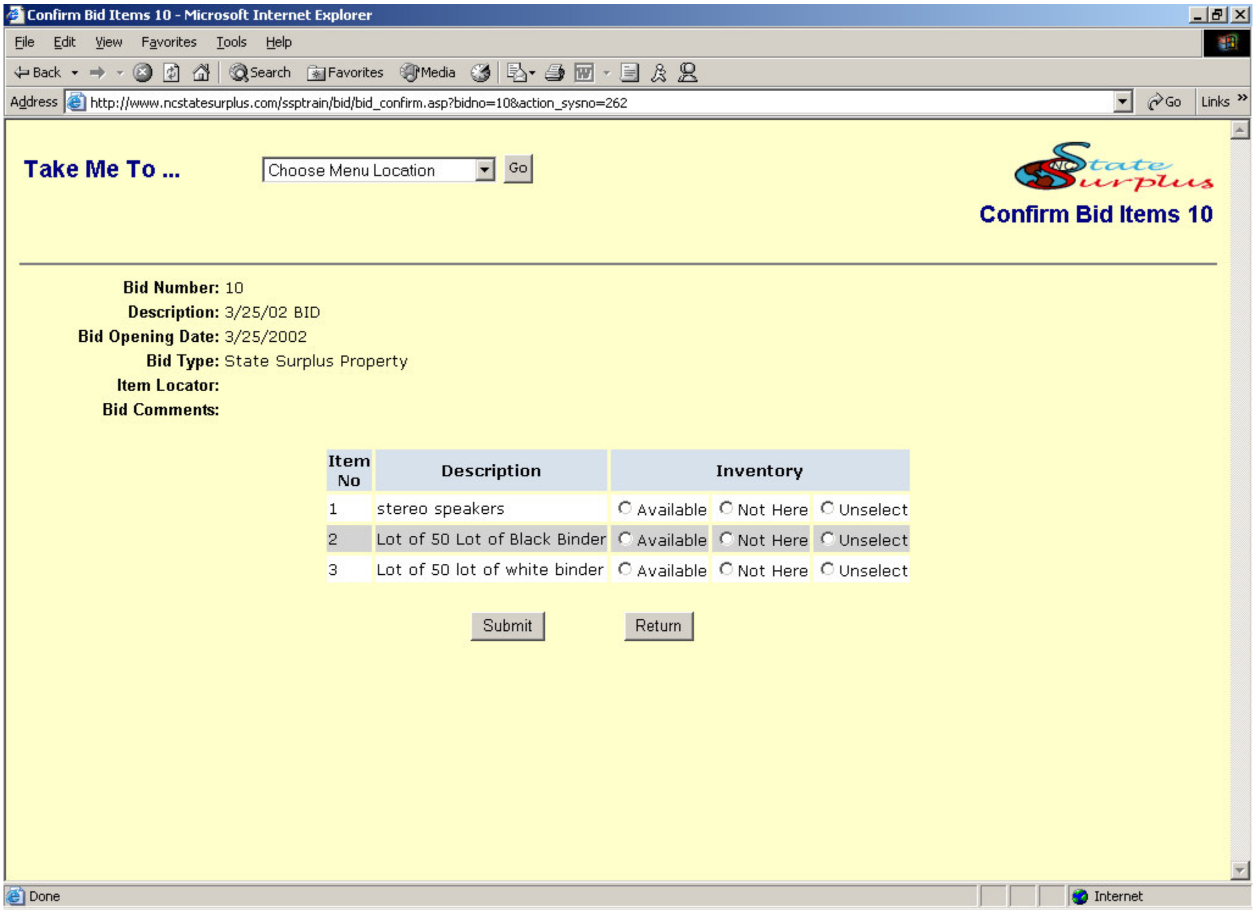
Figure 36 - Confirm Item in Inbox



Confirm Bid Items Screen

Each time that inventory is sold as a bid item, State Surplus Property will send a notification to your e-mail inbox and system inbox to confirm bid items.

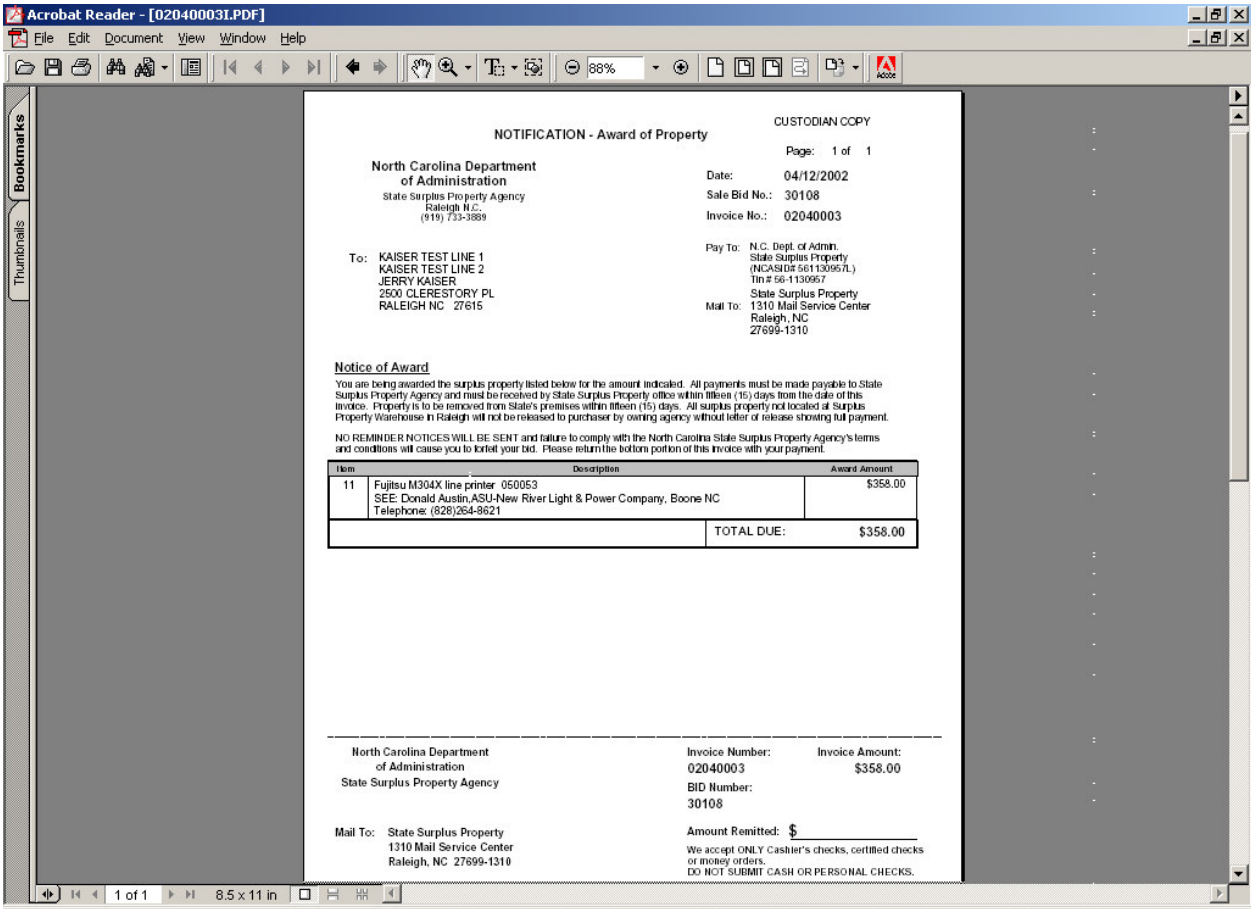
Figure 37 - Confirm Bid Items Screen



Bid Award Invoice

As soon as a bid item located at your site has been awarded to the highest bidder, a “Bid Award Invoice” will be sent to your e-mail address. (in Adobe Acrobat format). Copies of this invoice are also sent to the purchaser. If the purchaser arrives at your location without this copy you can print a copy so that they can pay for the item at your site. Note: In many cases, the purchaser should have a copy of the paid invoice if payment was sent directly to State Surplus Property.

Figure 38 - Custodian Copy - Bid Award Invoice



CUSTODIAN COPY

NOTIFICATION - Award of Property

Page: 1 of 1

North Carolina Department
of Administration
State Surplus Property Agency
Raleigh N.C.
(919) 733-3889

Date: 04/12/2002
Sale Bid No.: 30108
Invoice No.: 02040003

To: KAISER TEST LINE 1
KAISER TEST LINE 2
JERRY KAISER
2500 CLERESTORY PL
RALEIGH NC 27615

Pay To: N.C. Dept. of Admin.
State Surplus Property
(NCASID# 561130957L)
Tin # 56-1130957
State Surplus Property
Mail To: 1310 Mail Service Center
Raleigh, NC
27699-1310

Notice of Award

You are being awarded the surplus property listed below for the amount indicated. All payments must be made payable to State Surplus Property Agency and must be received by State Surplus Property office within fifteen (15) days from the date of this invoice. Property is to be removed from State's premises within fifteen (15) days. All surplus property not located at Surplus Property Warehouse in Raleigh will not be released to purchaser by owning agency without letter of release showing full payment.

NO REMINDER NOTICES WILL BE SENT and failure to comply with the North Carolina State Surplus Property Agency's terms and conditions will cause you to forfeit your bid. Please return the bottom portion of this invoice with your payment.

Item	Description	Award Amount
11	Fujitsu M304X line printer 050053 SEE: Donald Austin,ASU-New River Light & Power Company, Boone NC Telephone: (828)264-8621	$358.00
	TOTAL DUE:	$358.00

North Carolina Department
of Administration
State Surplus Property Agency

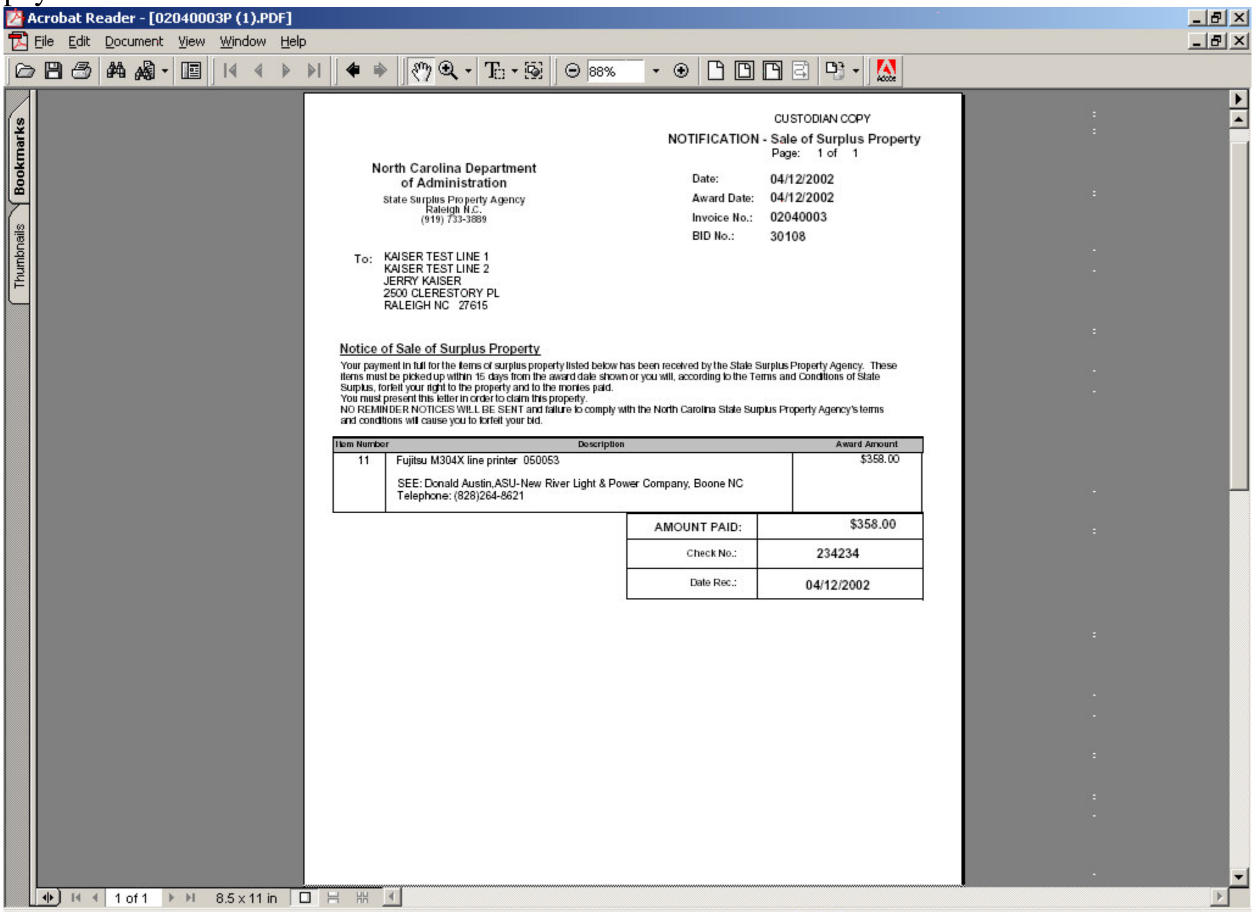
Invoice Number: 02040003
Invoice Amount: $358.00
BID Number: 30108

Mail To: State Surplus Property
1310 Mail Service Center
Raleigh, NC 27699-1310

Amount Remitted: $ ______
We accept ONLY Cashier's checks, certified checks or money orders.
DO NOT SUBMIT CASH OR PERSONAL CHECKS.

Notice of Sales Invoice

As soon as State Surplus Property receives and processes a purchasers payment you will receive a copy of the sales invoice which denotes the amount paid, check number and the date it was received at State Surplus Property. The purchaser should always arrive with a copy of this invoice at your site before they can pick up their items. This will match the copy that is e-mailed to you. In the case that the purchaser lost their invoice you can use this copy as proof of payment.



CUSTODIAN COPY

NOTIFICATION - Sale of Surplus Property
Page: 1 of 1

North Carolina Department
of Administration
State Surplus Property Agency
Raleigh N.C.
(919) 733-3889

Date: 04/12/2002
Award Date: 04/12/2002
Invoice No.: 02040003
BID No.: 30108

To: KAISER TEST LINE 1
KAISER TEST LINE 2
JERRY KAISER
2500 CLERESTORY PL
RALEIGH NC 27615

Notice of Sale of Surplus Property

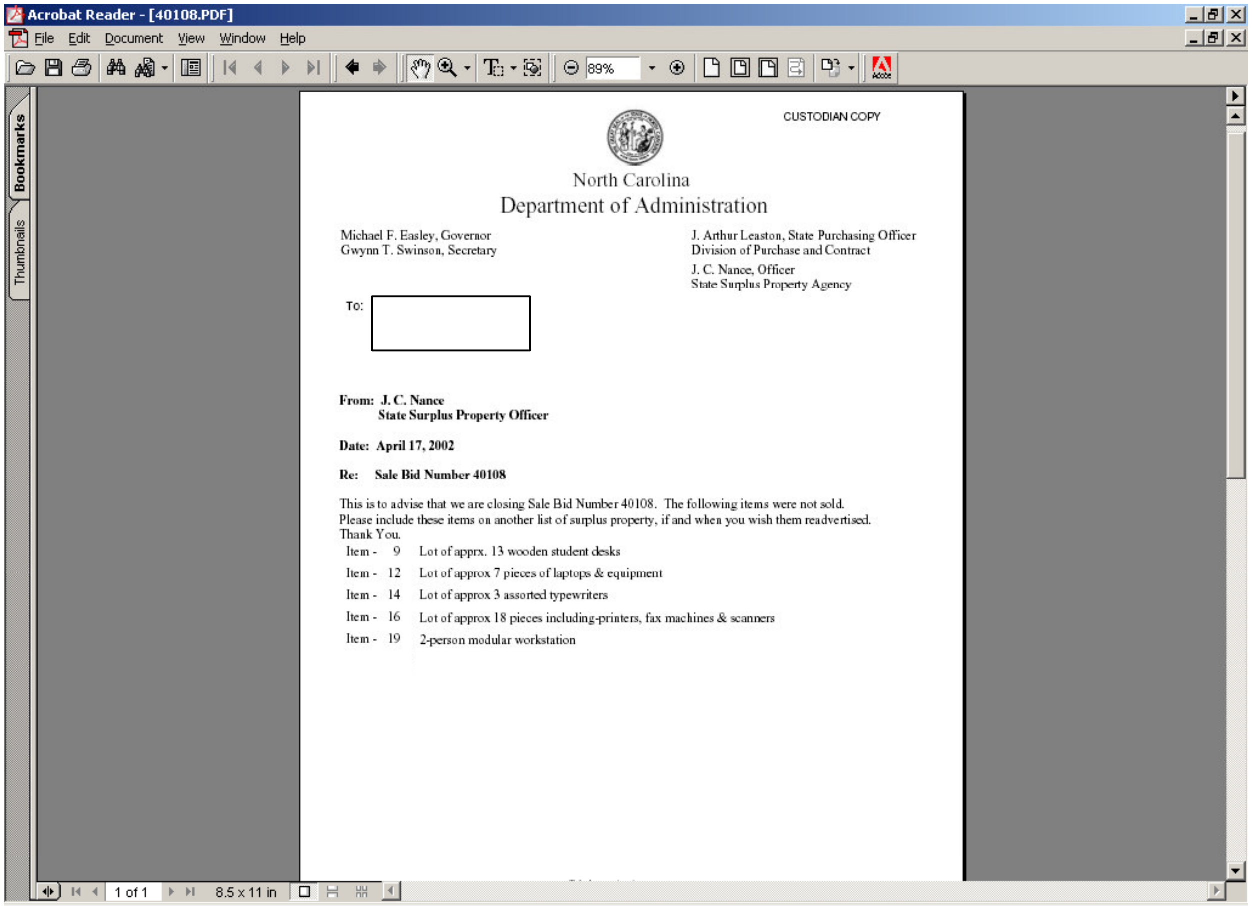
Your payment in full for the items of surplus property listed below has been received by the State Surplus Property Agency. These items must be picked up within 15 days from the award date shown or you will, according to the Terms and Conditions of State Surplus, forfeit your right to the property and to the monies paid.
You must present this letter in order to claim this property.
NO REMINDER NOTICES WILL BE SENT and failure to comply with the North Carolina State Surplus Property Agency's terms and conditions will cause you to forfeit your bid.

Item Number	Description	Award Amount
11	Fujitsu M304X line printer 050053 SEE: Donald Austin,ASU-New River Light & Power Company, Boone NC Telephone: (828)264-8621	$358.00

AMOUNT PAID:	$358.00
Check No.:	234234
Date Rec.:	04/12/2002

Notice of Close of Bid

If an item at a custodian location was not purchased during a bid, a notice is sent to the custodian that provides a description of the item, the bid number item number (line number on the original bid). Note: Once a bid is closed and the item is not sold, it is deleted from the active inventory on the system. To re-bid or re-sell the item the custodian must re-enter it in the system.



CUSTODIAN COPY

North Carolina
Department of Administration

Michael F. Easley, Governor
Gwynn T. Swinson, Secretary

J. Arthur Leaston, State Purchasing Officer
Division of Purchase and Contract
J. C. Nance, Officer
State Surplus Property Agency

To:

From: J. C. Nance
State Surplus Property Officer

Date: April 17, 2002

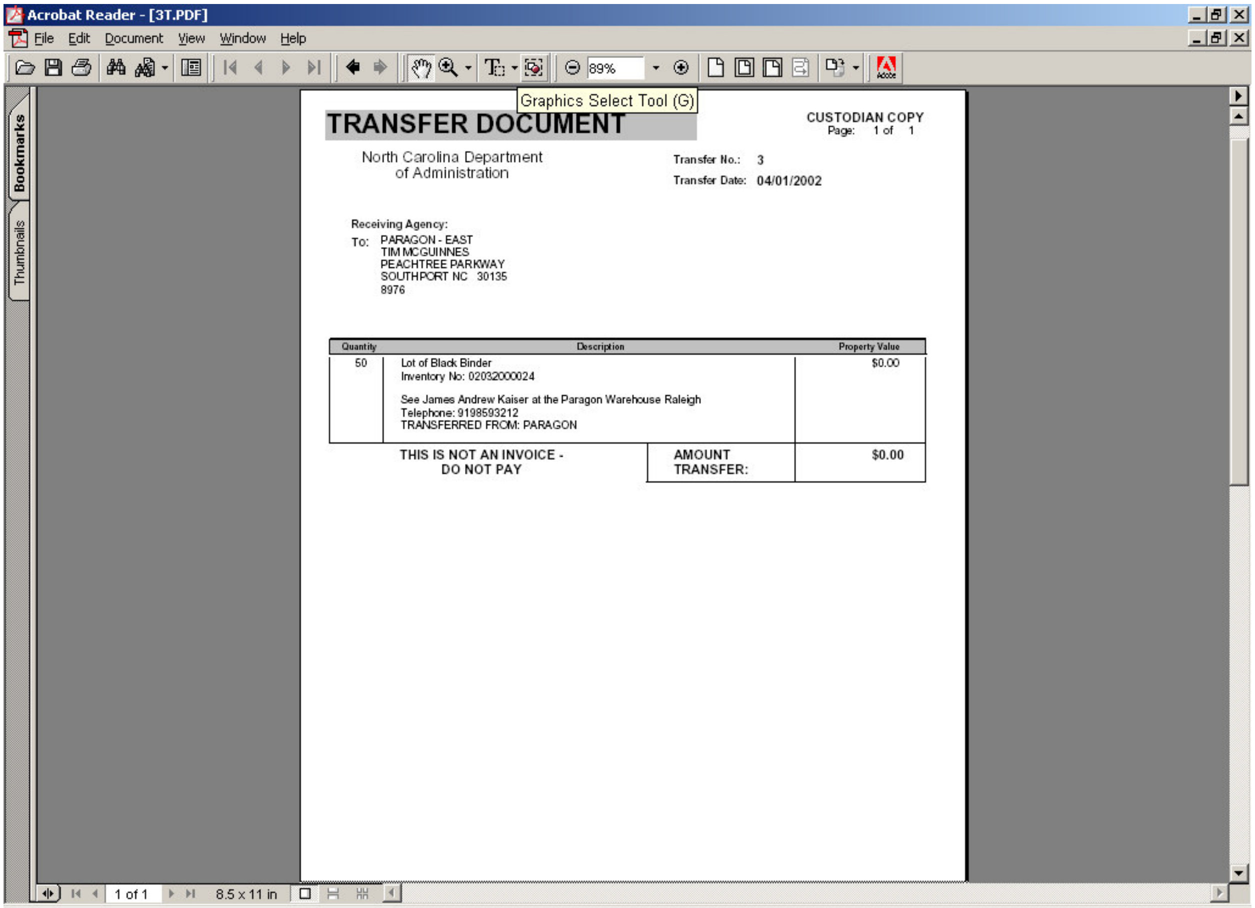
Re: Sale Bid Number 40108

This is to advise that we are closing Sale Bid Number 40108. The following items were not sold.
Please include these items on another list of surplus property, if and when you wish them readvertised.
Thank You.

Item -	9	Lot of apprx. 13 wooden student desks
Item -	12	Lot of approx 7 pieces of laptops & equipment
Item -	14	Lot of approx 3 assorted typewriters
Item -	16	Lot of approx 18 pieces including-printers, fax machines & scanners
Item -	19	2-person modular workstation

Notice of Transfer

Each time property is transferred from one agency to another, the custodian will receive a copy of the “Transfer Document”. This document provides a description of the items transferred and the value of each item.



TRANSFER DOCUMENT

CUSTODIAN COPY
Page: 1 of 1

North Carolina Department
of Administration

Transfer No.: 3
Transfer Date: 04/01/2002

Receiving Agency:
To: PARAGON - EAST
TIM MCGUINNES
PEACHTREE PARKWAY
SOUTHPORT NC 30135
8976

Quantity	Description	Property Value
50	Lot of Black Binder Inventory No: 02032000024 See James Andrew Kaiser at the Paragon Warehouse Raleigh Telephone: 9198593212 TRANSFERRED FROM: PARAGON	$0.00
THIS IS NOT AN INVOICE - DO NOT PAY	AMOUNT TRANSFER:	$0.00

State Surplus Property System

Classifieds

TABLE OF CONTENTS

Classifieds

Before property is put on bid or sold to the public it is put in a "hold" status and is advertised to all State Agencies and Non-Profit organizations for 4 days. During this 4-day time frame agencies may purchase the property. It is very important for the agency listing the property to ensure that all information is correct when adding inventory in to the system.

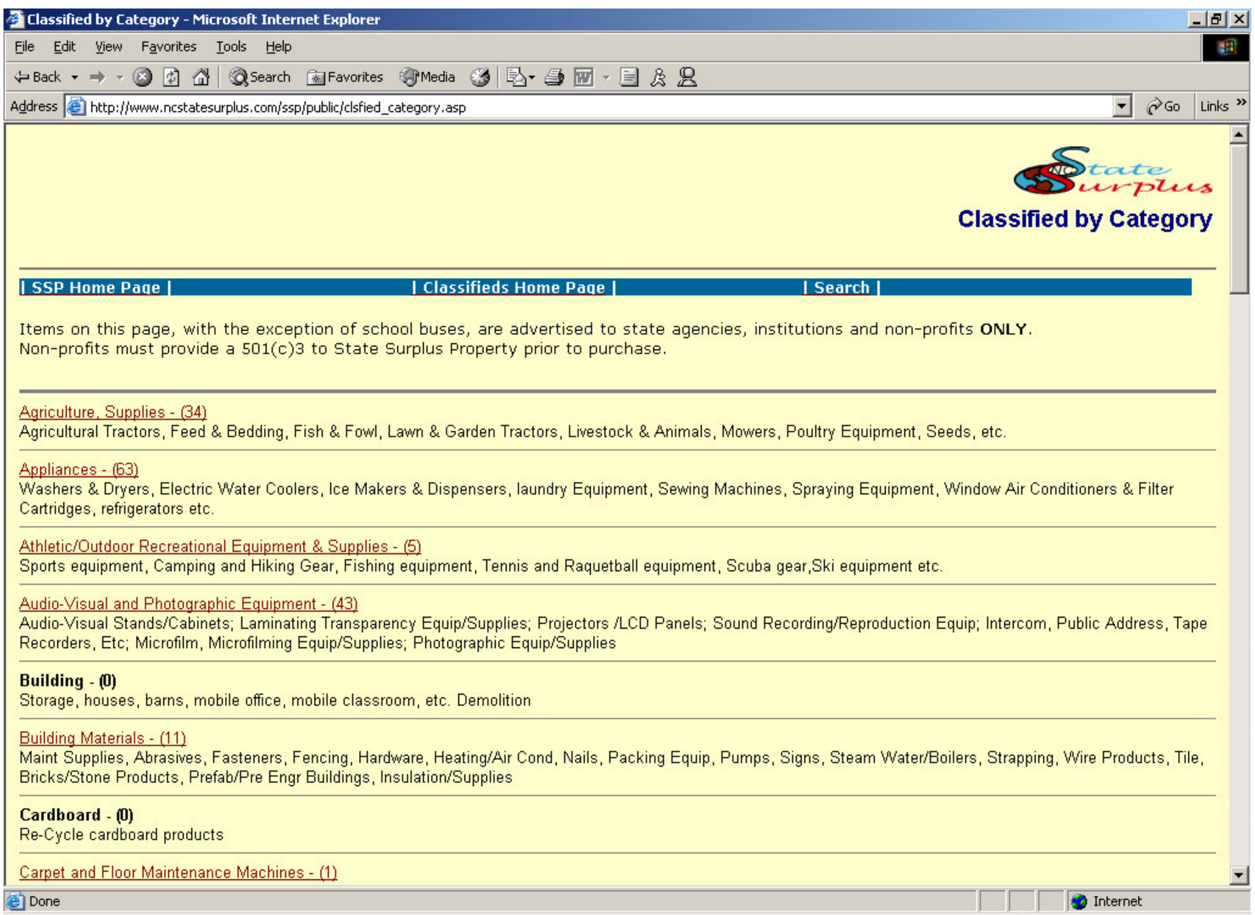
There are two options to search the Classifieds. The first method is by Category and the second method is by searching.

1. Logon to the State Surplus Property Agency Home Page: www.ncstatesurplus.com
2. Choose "Classifieds for State Agencies and Non-Profits.

Search by Category

1. To search by Category, click on "Classifieds by Category" on the Classifieds Home Page.
2. You will be presented with the Classified by Category Screen.

Figure 39 - Classifieds by Category



3. Click on one of the categories that you wish to view.
4. You will then be presented with Classifieds Search Results Screen see Figure 41 - Classifieds Search Results. You can Click the Inventory Item number to be presented with the Search Inventory Display Screen. See Figure 42 - Search Inventory Display

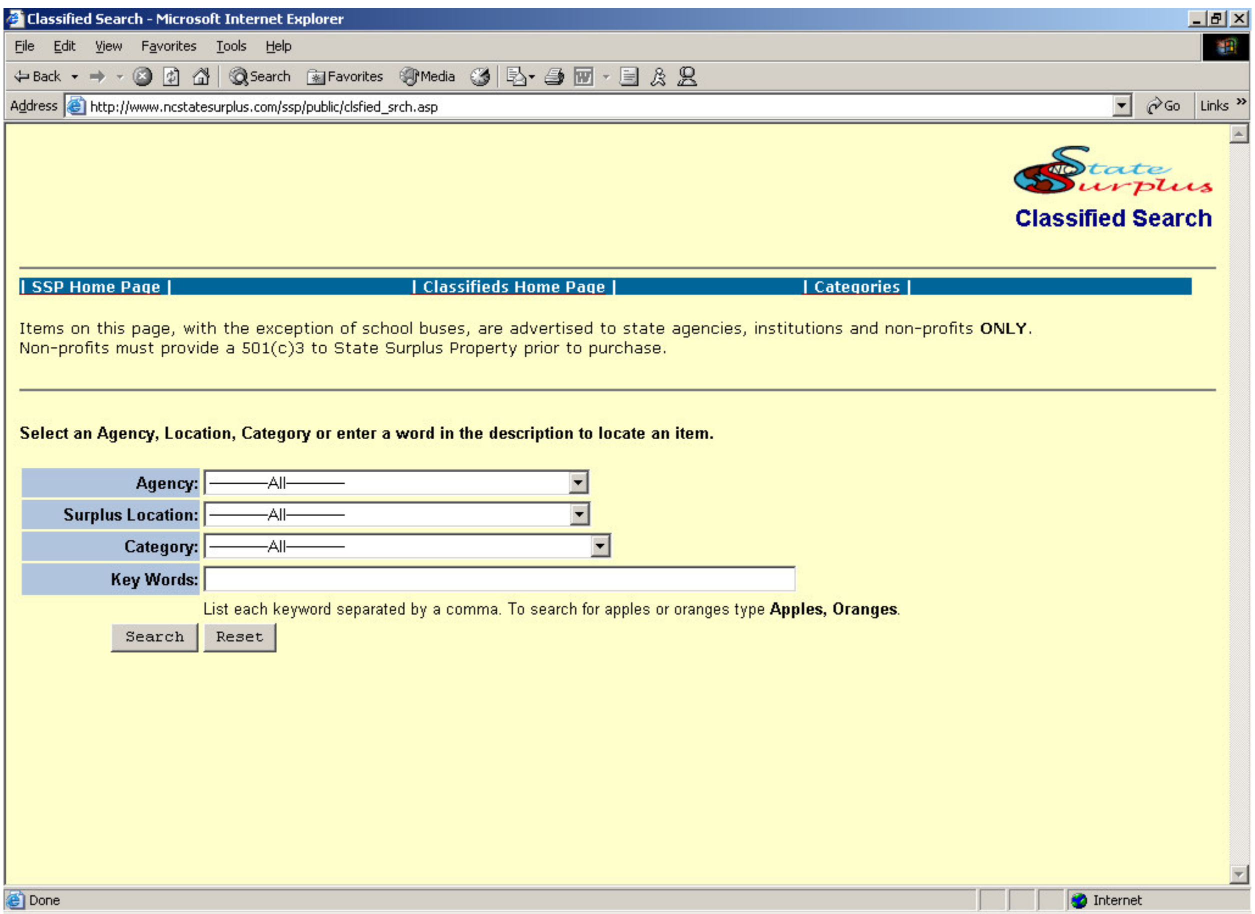
Search the Classifieds

1. To search by Category, click on "Search the Classifieds" on the Classifieds Home Page.
2. You will be presented with the Classifieds Search Screen.
3. Choose the appropriate option from the drop down fields that you wish to search or enter a key word by which you want to search
4. Click "Search" after you enter the appropriate criteria. Note you can enter multiple criteria, i.e. You can enter the location and specify that you want to search for items containing the key word "book".
5. You will then be presented with Classifieds Search Results Screen. See Figure 41 - Classifieds Search Results
6. Click the Inventory Item number to be presented with the Search Inventory Display Screen. See Figure 42 - Search Inventory Display

Classified Search Screen

The Classifieds Search Screen allows you to search by multiple criteria. You can search by the selling Agency, Surplus Location, Category, or by a key word.

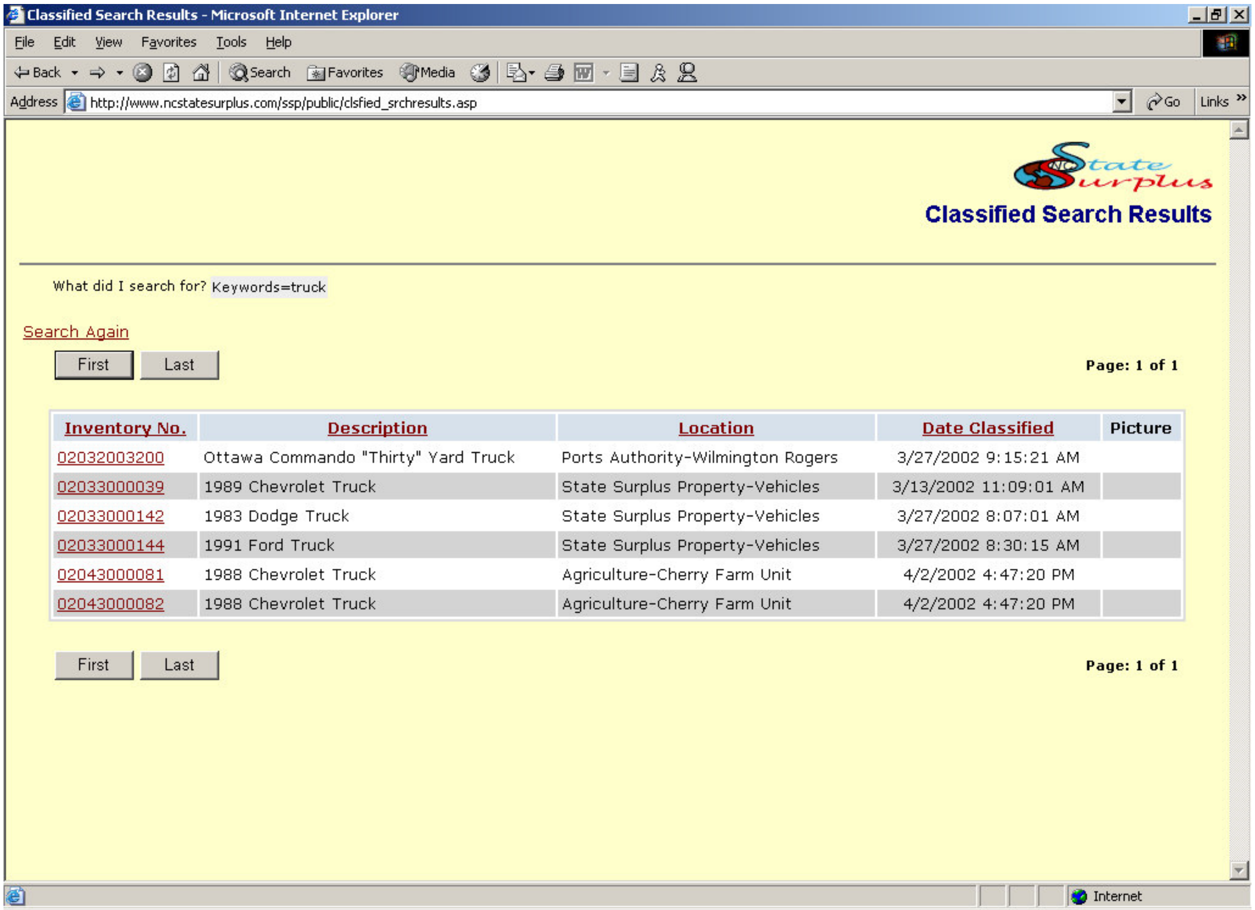
Figure 40 - Classifieds Search Results Criteria Screen



Classified Search Results Screen

The Classified Search Results Screen presents all inventory items sorted by Inventory number that are available for sale to agencies. You can sort by any column by simply clicking on the column heading.

Figure 41 - Classifieds Search Results



Search Inventory Display Screen

The Search Inventory Display Screen displays information about a particular inventory item. Note: It is very important to put an adequate description in the "short description field" when adding inventory. This field will be displayed in the Classifieds.

Figure 42 - Search Inventory Display