Surplus Request Entry

In the MyPack Portal select "Main Menu"

♦ Financial System

♦ Assets and Surplus

♦ Surplus Request

    ♦ Select Add

♦ If you are going back to a saved Surplus Request select the "Find Existing" enter the number including all leading zeros

♦ When you have all the items you want on the surplus request 1)Save then 2) Submit

♦ Save to add more submit to complete the SR

♦ Surplus now is notified of your request

Pick Up Location

Building number and room number

♦ Guides the Surplus Team where to pick up your surplus

♦ Select the building number and room number where the surplus is located.

♦ It is recommended to use the magnify glass once you select the tool the second line down "Description" change to "contains" and enter a portion of building name and select "Look Up"

Surplus Actions

Four Types

♦ **As-Is-Where-Is** which is just as it sounds the item will remain at the location and disposition from there.

♦ **Delivered** The department delivers the items or hires a third party provider from campus or private sector to deliver surplus to the Central Receiving Warehouse or DoA State Surplus

Surplus Actions

♦ **Pick Up** The surplus team comes to your site to pick up the surplus items.

♦ **Vehicle** titled and tagged items only

Comments

♦ Comments are the Surplus Teams best friend. They are used to provide contact information (prefer two POC's) Include any special instructions i.e. where to get keys or who to see for a door combination or card entry. Also if the surplus is in more than one room which rooms it is in.

Lot Exists

♦ The lot exist is only to be used when the items are **low cost high volume** items such as keyboards, mice, cords that connect to a PC or Laptop

Computers / Storable Devices

♦ Any device PC, Laptop, Cell Phone, PDA, Tablet, Fax Machine, Copier/Printers etc that contain a hard drive must follow the OIT process of erasing of removal. Instructions for how to do this per OIT can be found by **clicking the Data Security Warning** link just above the submit button.

Save / Submit

Save: your surplus request and go back and add to it. To do this **click "save"** then write down the Surplus Request number. When ready to add more to your request go back to Surplus Request and then click **"Find Existing Value"** type in your request # and then hit enter. You can now begin entering additional line items and then save it again.

Save / Submit

Submit: once you are complete with your entering all you want in your request you will then click on the **"Submit "** button. Now the request is sent to Surplus. We service using the first in first served method.

*** Mark sure to click the box for the Data Security Warning. *** The surplussing departments is responsible to be in <u>compliance</u> with the University Rules and Regulations pertaining to **Data Security**.

Important Contact Info
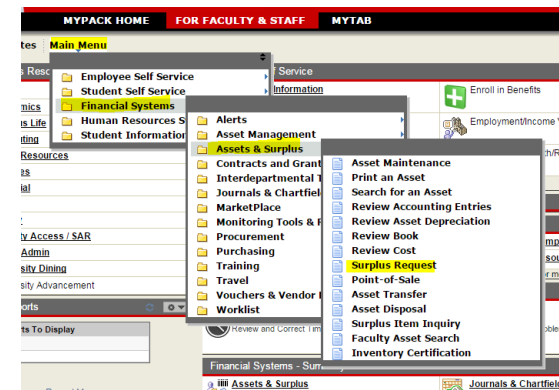
NCSU Surplus Warehouse

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https://materialsmgmt.ofa.ncsu.edu/our-services/surplus/disposal/