

SPARC EXCESS REQUEST USER GUIDE

Excess Request for Stanford University Property

For use with Stanford
property only

SPARC Excess Request User Guide

Log into the Stanford Property Administration Resource Center website by typing [SPARC.stanford.edu](https://sparc.stanford.edu) into the address bar. Select Excess Request or the blue icon to open the Excess Request portal.

The screenshot shows the Stanford University Property Administration Resource Center (SPARC) website. The browser address bar displays <https://sparc.stanford.edu/apex/f?p=300:20:13993637239703:::>. The page header includes navigation links for Getting Started, Stanford University, OFWEB, RM3, BI Reporting, PMO, WebMail Stanford, SPARC, Property Manual, Building Information, FIMS, HELPSU, and 2021 Chapter Webir. The main navigation bar reads "Stanford University | Property Administration Resource Center (SPARC)".

The left sidebar contains a menu with the following items: SPARC Home page, About, Authorities, Getting Started, Quick Links, and Help. The main content area features the SPARC logo and the text "Stanford Property Administration Resource Center". Below this, there are several service tiles, each with a title, a description, and a corresponding icon:

- Excess Request** (blue icon): Stanford's Property Management Office provides this application for electronic routing and tracking of excess requests.
- DPA Directory** (blue icon): This directory is for obtaining contact information of Department Property Administrators (DPAs) throughout the University.
- Sunflower Catalog Request** (teal icon): This application is provided for DPA to request new catalog combinations (model numbers) to be added to the database.
- Pre-Purchase Screening** (green icon): For use by DPAs to perform auditable screening reports on capital acquisitions. Enter the resulting report number in the approval comment field of the requisition. May also be used for general asset searches.
- Tag Order Request** (green icon): Stanford's Property Management Office provides this application for requesting Tagging Supplies Order forms.
- ReUse Request** (yellow icon): Stanford's Property Management Office provides this application to "advertise" usable items (Stanford owned) that are no longer needed. These items are available for sale or at no charge for transfer to another department.
- Surplus Sales** (yellow icon): This site is available to staff and students with a valid SUNet ID, and is used to highlight items available for sale through the Surplus Property Sales department, the sole authorized selling agent for Stanford-owned material.

SPARC Excess Request User Guide

The screenshot shows the SPARC Excess Request User Guide dashboard. The top navigation bar includes 'Stanford University | Property Administration Resource Center (SPARC)' and a search bar. The left sidebar contains navigation links: 'SPARC Home page', 'Dashboard', 'DPA Tasks', 'PMO Tasks', 'Reports', 'About', 'Authorities', 'Getting Started', 'Quick Links', and 'Help'. The main content area is titled 'Excess Approvals' and features three sections: 'My Drafts', 'My Outstanding Requests', and 'My Revoked Requests'. The 'My Drafts' section contains a table with the following data:

ER ID	Request Org Code	Items	Date Created	Category	Old Req	Del
52499T	HHAA	1	13-SEP-21	Standard	-	
52498T	BWRR	1	13-SEP-21	Standard	-	
52497T	-	1	13-SEP-21	Standard	-	
52482T	VTLC	1	10-SEP-21	Standard	-	
52249T	VVBS	1	17-AUG-21	Standard	-	
51955T	VVYI	1	20-JUL-21	Standard	-	
51560T	XQLC	1	28-MAY-21	Standard	-	
51214T	XOZK	1	06-APR-21	Standard	-	
51178T	BWRR	1	31-MAR-21	Standard	-	
51177T	-	1	31-MAR-21	Standard	-	
50833T	VVYI	1	09-FEB-21	Standard	-	
50176T	XBIC	1	01-OCT-20	Standard	-	
49929T	WBOE	1	18-AUG-20	Standard	-	
49580T	-	1	06-MAY-20	Standard	-	
49378T	VVYI	1	03-MAR-20	Standard	-	

The 'My Outstanding Requests' section displays the message: 'You have no outstanding requests.'

The 'My Revoked Requests' section contains a table with the following headers: ER ID, Created, Items, Org, Status, Reactivate, and Del.

The first page to open is the DPA dashboard containing: My Drafts, My Outstanding Requests, My Completed Requests, My Statistics, My Scheduled Requests, and Scheduled Requests, these tables will contain all Requests previously created.

The screenshot shows the 'DPA Tasks' page in the SPARC Excess Request User Guide. The top navigation bar includes 'Stanford University | Property Administration Resource Center (SPARC)' and a search bar. The left sidebar contains navigation links: 'SPARC Home page', 'Dashboard', 'DPA Tasks', 'PMO Tasks', 'Reports', 'About', 'Authorities', 'Getting Started', 'Quick Links', and 'Help'. The main content area is titled 'DPA Tasks' and features two links: 'Create New Non-Tagged Excess Request' and 'Create New Tagged Excess Request'. Below the links is a form for creating a new excess request. The form includes a 'Request ID' field with the value '53113'. The 'Contact Information' section contains two columns: 'Primary Contact' and 'Backup Contact'. Each column has fields for 'SUNet ID', 'Name', and 'Phone'. The 'SUNet ID' and 'Name' fields are marked with an asterisk, indicating they are required.

To create a new excess request, click on the link “DPA Tasks”. From this page you can create either a Non-Tagged Excess Request for all non-capital equipment or a Tagged Excess Request for the excess of tagged, Capital Equipment. The Primary and Backup Contact information will auto populate from the last request created, which can be edited as necessary. Fields marked with an asterisk are required. The primary contact and backup contact names must be different. The primary contact person will receive all email notifications (successful submission of request, scheduled date when assigned, and completion, plus any additional notifications pertaining to the request). The backup contact will receive only the notification of when the request is scheduled for collection.

SPARC Excess Request User Guide

The next section of both the Non-Tagged and Tagged Requests is the Collection Information. Enter the department org code for the items to be picked up. As you enter each letter of an org code, a list

The screenshot shows the 'Collection Information' section of the SPARC Excess Request form. It contains the following fields:

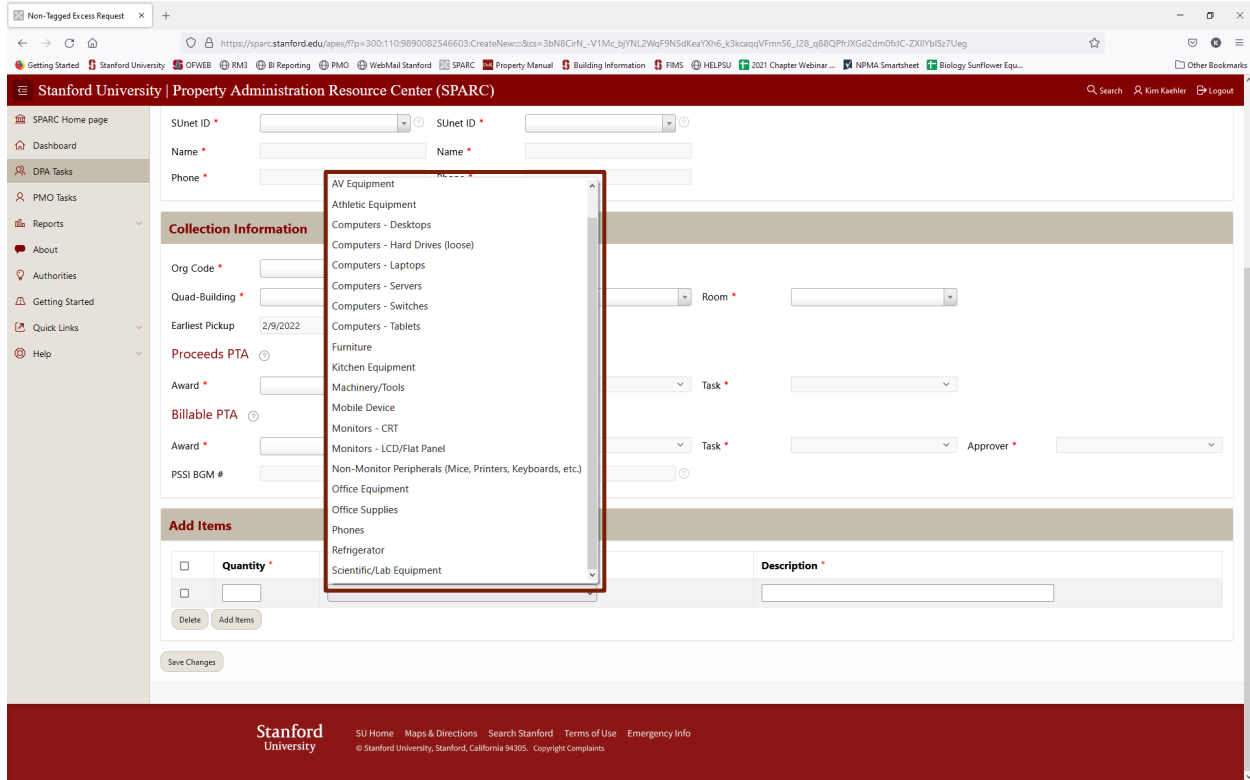
- Org Code *
- Quad-Building *
- Floor *
- Room *
- Earliest Pickup (2/9/2022)
- Proceeds PTA (with a question mark icon)
- Award *
- Project *
- Task *
- Billable PTA (with a question mark icon)
- Award *
- Project *
- Task *
- Approver *
- PSSI BGM #
- UG2 Req #

will appear of departments that match the letters entered and will continue to narrow as each letter is entered. This step is not required for barcoded items because the SUID barcodes are linked to an org code in Sunflower. Next enter the location of pick up in the Quad-Building-Floor Room format from iSpace. These values are “nested”, the options will be limited according to what you have already entered.

Please enter the earliest pickup date for which the items will be available. The application defaults to the following day, but if you do not want the items collected until after a specific date, change that using the calendar function.

The Proceeds PTA will be credited if the equipment is sold by Surplus Sales, please note that the Award is listed first, then Project and Task. The Billable PTA is used if there are any work orders created by Surplus Sales which are required for your request. The three PTA fields are ‘nested’ as well, so you can select the Award you want to use, then the Project list of values will be limited to those under that Award, and the Task list will limit to those under that Project. For further explanation there are question icons at the end of the Proceeds PTA and Billable PTA headers. If a PSSSI or UG2 workorder has been created by the DPA enter that number into those fields below.

SPARC Excess Request User Guide



Now you can start entering the items to be collected for a non-tagged excess request. Click Add Items and enter the quantity for each line item. There is a maximum of 20 like items per line, and a total of 100 items per request. Cables, cords, mice and keyboards can be placed in a box and listed as a single line item.

Once you enter the quantity, please use the pull-down menu to select the appropriate category. Please note that furniture, refrigerators, and other chilling units follow a different pathway than other equipment and supplies, so the two cannot be combined on a single request, and the application will prevent this.

The more granularity you provide for description, the better. For example, manufacturer is helpful, or type of chair, or size of table or bookcase – this helps us understand the time and labor required for the pickup and helps quickly identify the items at point of collection. While requests will not be rejected for lack of specifics, they may be returned for adjustment if unlike items are mixed on one line.

Once you have entered the quantity, category and description, click Add Items to list more items to be picked up. When all items have been listed click Save Changes to review and submit your excess request.

SPARC Excess Request User Guide

The screenshot shows the SPARC Excess Request User Guide interface. A green success box in the upper right corner indicates that the request was successfully updated. The interface includes a sidebar with navigation options, a main content area with contact information, collection information, and items to excess. Callouts highlight specific features: 'Items being requested so far' points to the 'Items to Excess' table; 'Add more items to request' points to the 'Add an Item' form; and 'Actions that can be taken' points to the 'Review Prior to Submit', 'Save Changes', and 'Revoke' buttons.

Items being requested so far

Add more items to request

Actions that can be taken

When you click Save Changes without an error the **green** success box appears in the upper right. You may now save the request for later completion, revoke the request (to cancel it altogether) continue to add additional items, or if complete, click review prior to submit to continue with the submission of the request.

SPARC Excess Request User Guide

The previous page was a non-barcoded excess to create a New Tagged Excess Request click on that title at the very top of the page.

Enter all the information in the Contact and Collection Information blocks as before (contacts,

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SPARC Home page Dashboard DPA Tasks PMO Tasks Reports About Authorities Getting Started Quick Links Help

Create New Non-Tagged Excess Request **Create New Tagged Excess Request**

Show All Contact Information Collection Information Add Items

Please fill out the Excess Request form below. Fields marked with a * are required.

Request ID 53113

Contact Information

Primary Contact **Backup Contact**

SUnet ID * SUnet ID *
Name * Name *
Phone * Phone *

location and PTA etc.). Next the Add Items block, notice there isn't an org code search function, but a Tag Number search box at the end of the field. Enter the SUID to be disposed and click on the search button and the single barcode you want to dispose will show, select the number and it will populate all information in the Add Items line. Note: Ownership is very important. Never dispose of an item that Stanford does not have title of without approval from the Owner organization.

Tagged Excess Property Collec... +

Getting Started Stanford University OFWEB RMI BI Reporting PMO WebMail Stu... HELPSU 2021 Chapter Webinar... NPMA Smartsheet Biology Sunflower Equ...

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Name * Henry Zhu
Phone * (650) 723-5386

Collection Information

Quad-Building * 07-306 (E.D. STONE - GRANT... Room * ESC01
Earliest Pickup 2/9/2022
Proceeds PTA
Award * AABJA
Billable PTA
Award * AABJA Project * 114971 Task * 1 Approver * Kevin Manali
PSSI BGM #
UG2 Req #

Add Items

Note: All tag numbers must be under one department org code.

Tag Number *	Description	Model	Make	Serial No.	Owner	Code
<input type="text"/>						

Delete Add Items

Review Prior To Submit Save Changes

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SPARC Excess Request User Guide

To add another tagged item, click Add Items and repeat the SUID Tag search until you have entered all of the items to be picked up.

The screenshot displays the SPARC Excess Request form. The top section, 'Collection Information', contains several dropdown menus and text input fields for details like Quad-Building, Floor, Room, Earliest Pickup, Proceeds PTA, and Billable PTA. The bottom section, 'Add Items', includes a table with columns for Tag Number, Description, Model, Make, Serial No., Owner, and Code. Two items are listed in the table: a counter and a homogenizer. Below the table are buttons for 'Delete', 'Add Items', 'Review Prior To Submit', and 'Save Changes'.

Collection Information

Quad-Building * 07-306 (E.D. STONE - GRANT... x Floor * 03 Room * ESC01 x

Earliest Pickup 2/9/2022

Proceeds PTA

Award * AABJA Project * 1134219 Task * 100

Billable PTA

Award * AABJA Project * 1143971 Task * 1 Approver * Kevin Manali

PSSI BGM #

UG2 Req #

Add Items

Note: All tag numbers must be under one department org code.

<input type="checkbox"/>	Tag Number *	Description	Model	Make	Serial No.	Owner	Code
<input type="checkbox"/>	0000765	COUNTER	GAMMA 5500	BECKMAN COULTER INCORPORATED	8042523	STANFORD UNIVERSITY	XAEY
<input type="checkbox"/>	0134231	HOMOGENIZER	CH6010	BRINKMAN	13525	STANFORD UNIVERSITY	XAEY

Delete Add Items

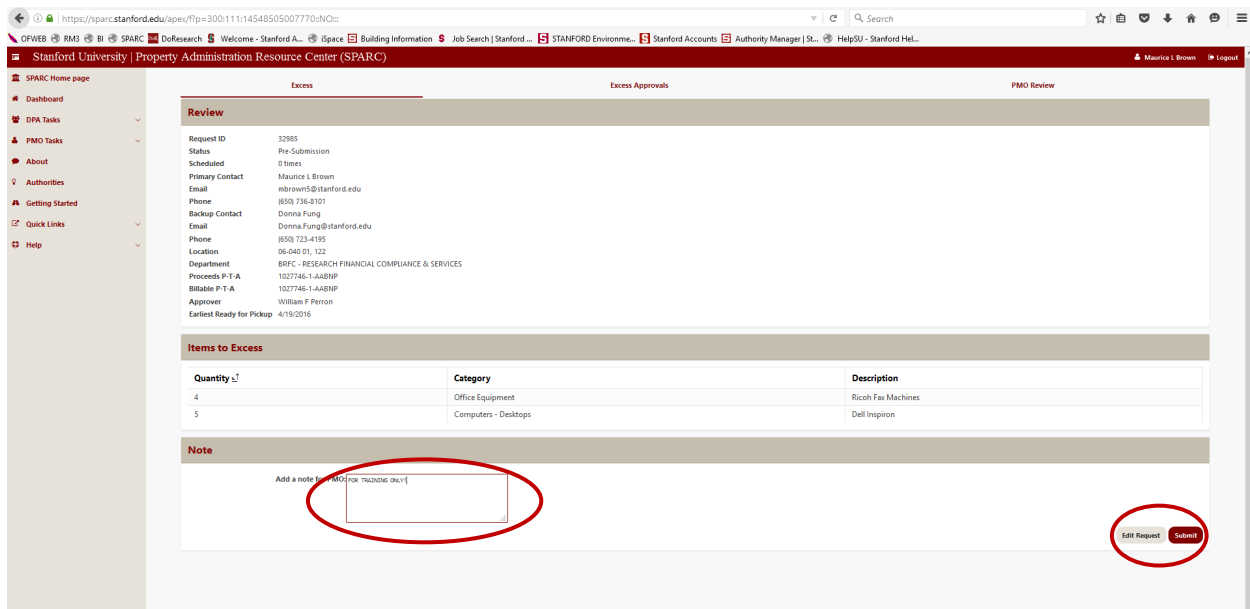
Review Prior To Submit Save Changes

Once you have added all the items for disposal on your request, review it for accuracy. You can change quantities or categories, descriptions, on a non-tagged request or remove entire lines as needed on both types of requests. To remove a line, simply check the box to the left of the line to be deleted and click Delete.

If the request is now complete and you wish to continue with the submission, click red Review Prior To Submit button in the bottom right corner of the form.

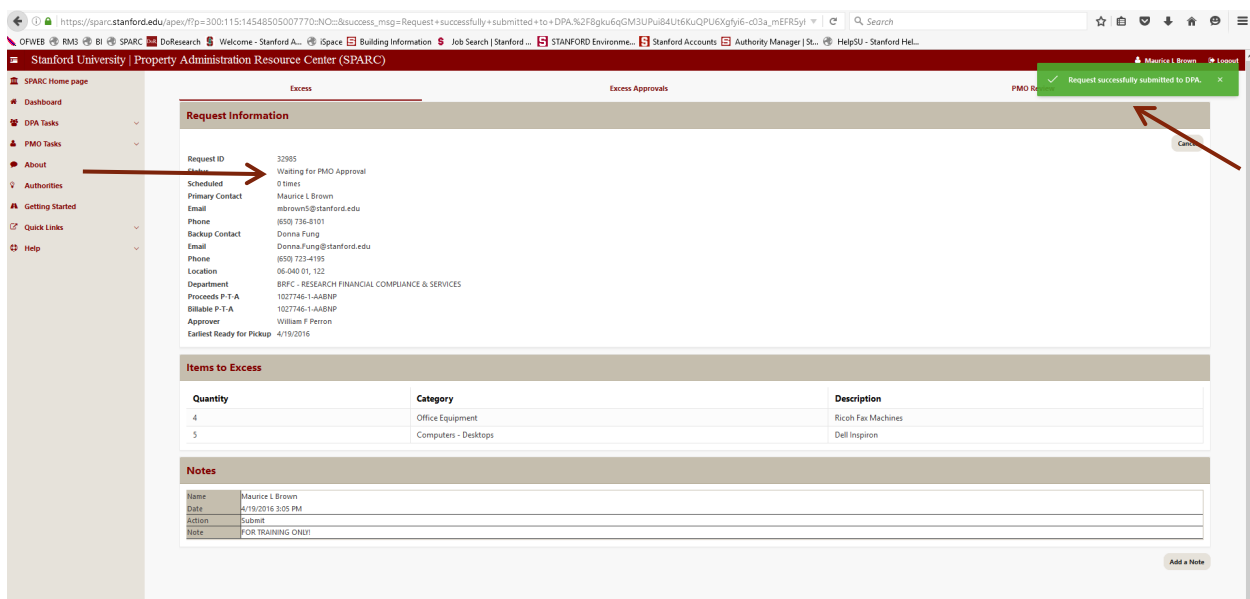
NOTE: There is still one more step!

SPARC Excess Request User Guide



You can now review the completed request to ensure all information is correct. This is also where you can add notes for PMO – such as to call ahead to gain access to the room, provide more specific location or other information necessary for collection takes place efficiently.

To make changes now, click on Edit Request. Once satisfied that you have completed the request as desired, click Submit. A Non-Tagged request will now route to PMO for approval and scheduling, and you will see that you have made a successful request. If the request is a Tagged Excess Request the approval of the DPA associated with that equipment is need before it routes to PMO. To approve, click Excess Approvals at the top of the page then select the ER number in the Request For DPA Approval list.



THE EXCESS LABEL

The final step for preparing your items for collection is to affix the Excess label to the items. Each item (or box of miscellaneous small items) must have the label affixed to it, and the request number written in. Please use a black marker to write in the Excess Request number

The labels are 2' x 4' and bright orange, designed to be visible to the collection crew at a glance when entering a location. Please make sure they are facing forward.

The label is self-adhesive and easily removed, so as not to damage the surface of the items to which it is affixed. It also identifies the item as Stanford Property – excess items are NOT available for students or staff to take.



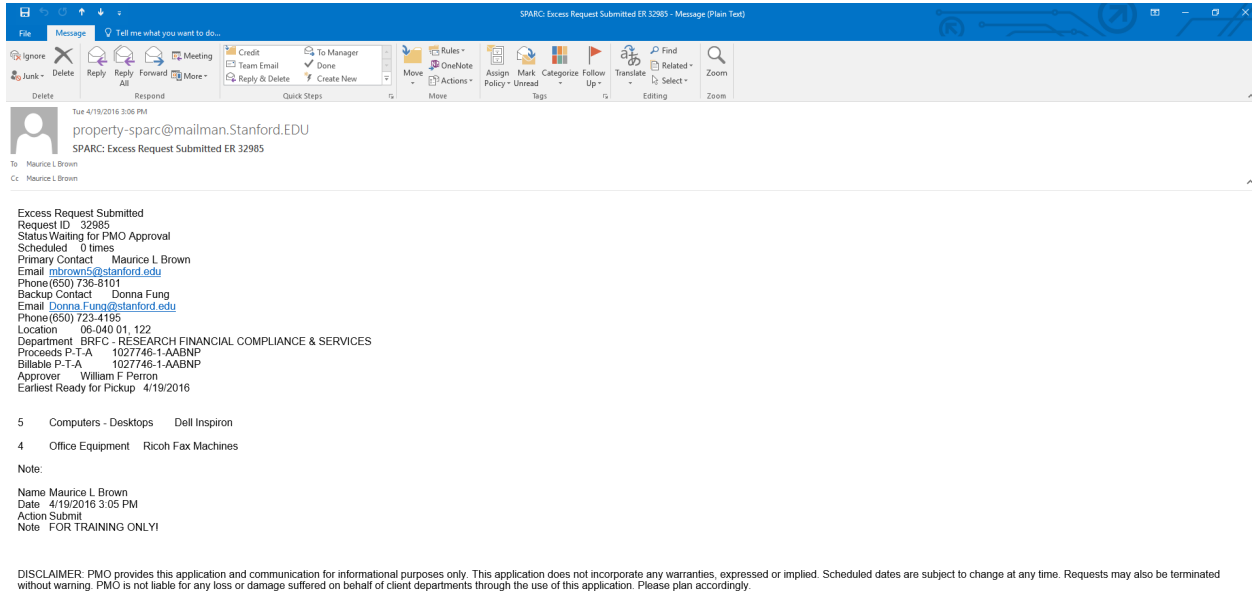
Failure to label the excess items may result in the items being left behind. The request may be rescheduled, or it may be terminated entirely by PMO. The volume of excess requests makes the labeling very important, please ensure you have an adequate supply on hand prior to generating your requests.

Labels can be ordered from PMO free of charge using the Tag Order Request in SPARC.

EMAIL NOTIFICATIONS

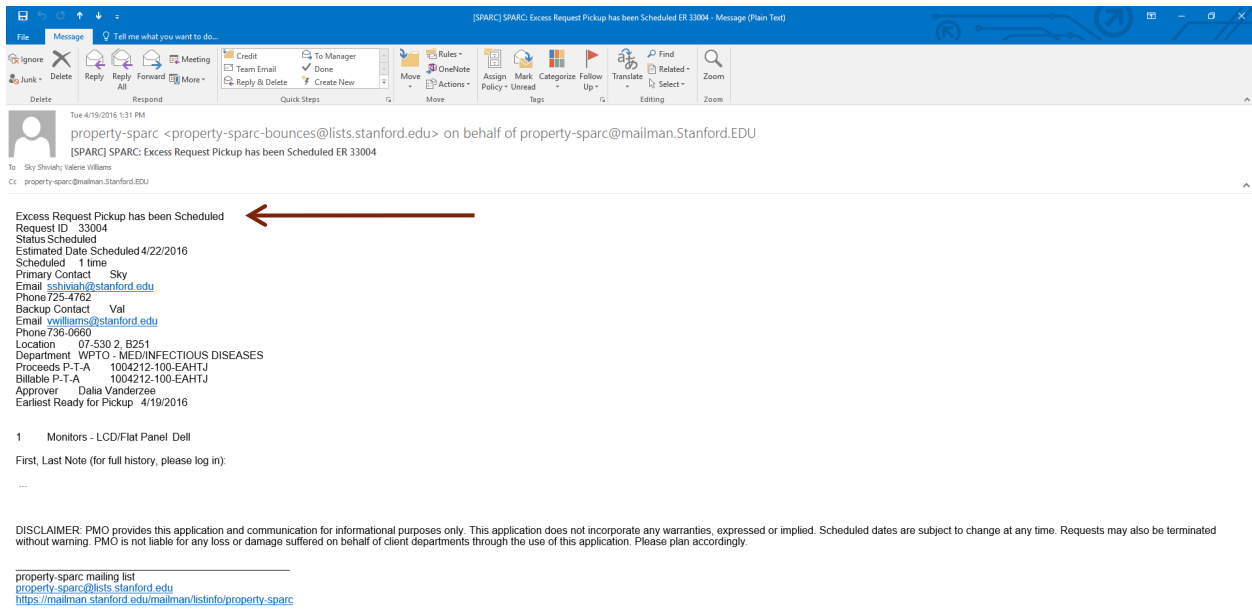
When you successfully submit a request, the Primary Contact will receive an email notification to that effect. (As a result, you may want to either list yourself as the Primary Contact, or communicate with that person so they know what you are doing)

SPARC Excess Request User Guide



The email will list the request information, including request ID number, the contacts, location and items submitted for collection. It will also include any notes you have added to the request.

Likewise, when PMO schedules the request for pickup, an email notification will be sent to both the Primary and Backup Contacts indicating the date scheduled:



Contact PMO immediately if there are significant conflicts with the date. We cannot provide exact times. Please ensure that one or both of the contacts will be available, especially if there are access issues with the location.

