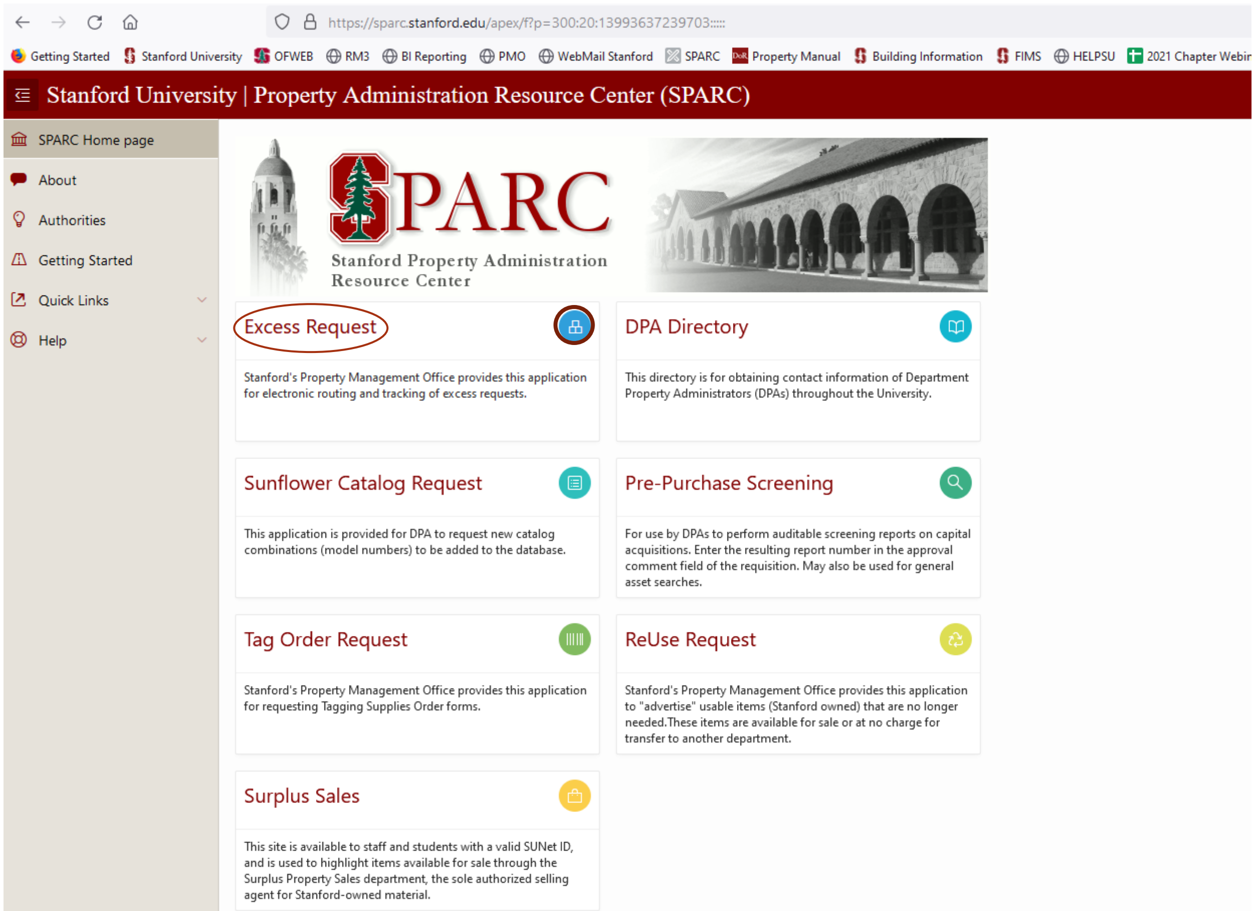
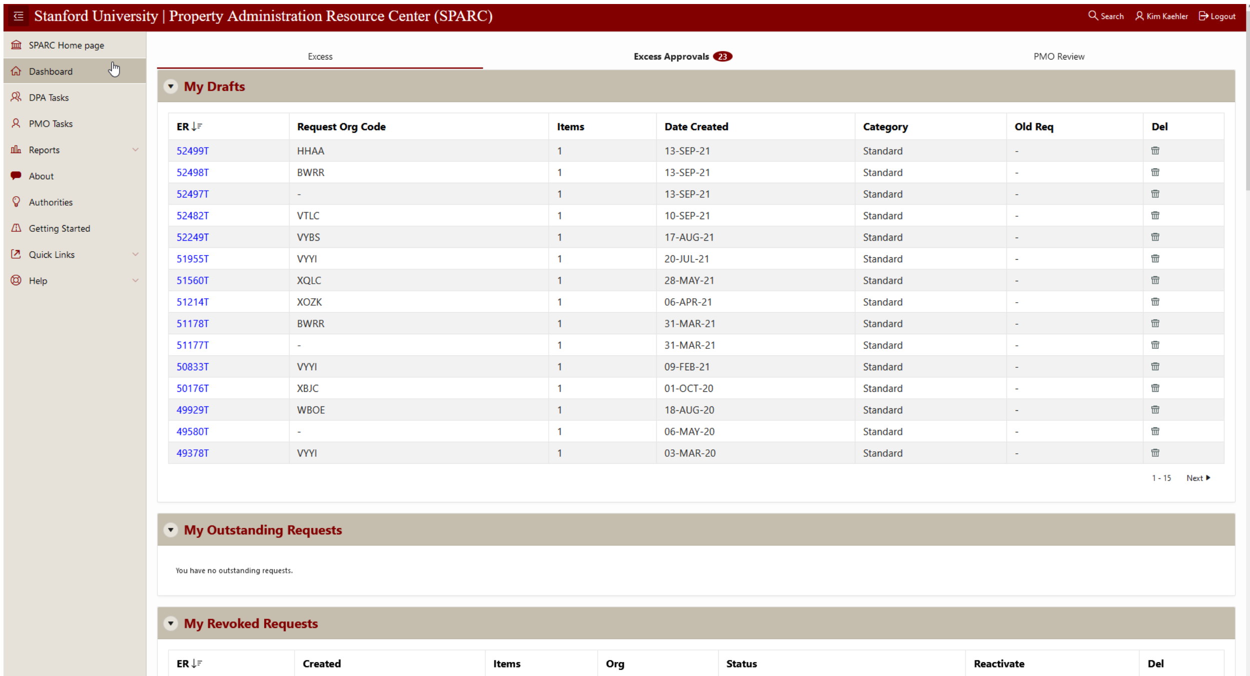
SPARC EXCESS REQUEST USER GUIDE

Excess Request for Stanford University Property

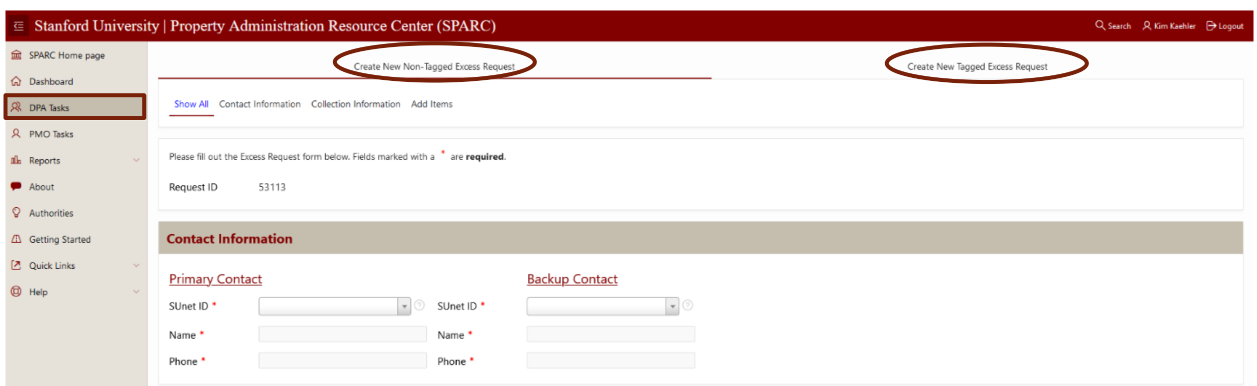
For use with Stanford property only

Log into the Stanford Property Administration Resource Center website by typing SPARC.stanford.edu into the address bar. Select Excess Request or the blue icon to open the Excess Request portal.



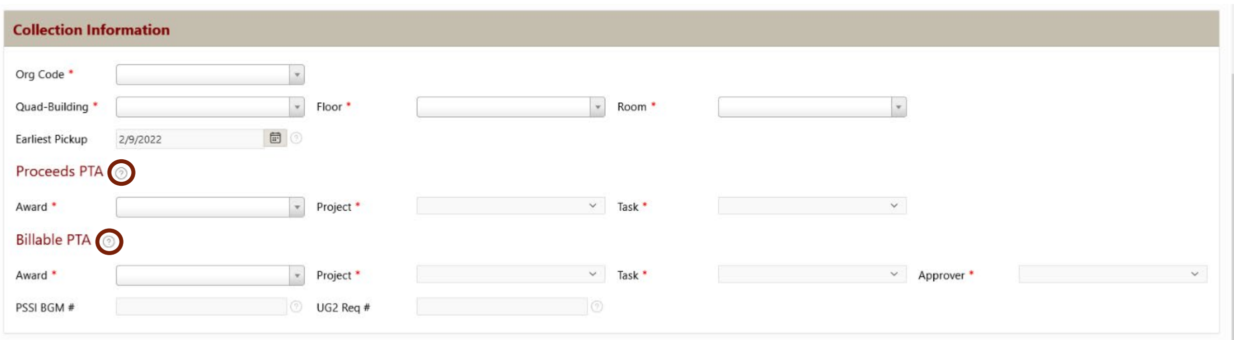


The first page to open is the DPA dashboard containing: My Drafts, My Outstanding Requests, My Completed Requests, My Statistics, My Scheduled Requests, and Scheduled Requests, these tables will contain all Requests previously created.



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.

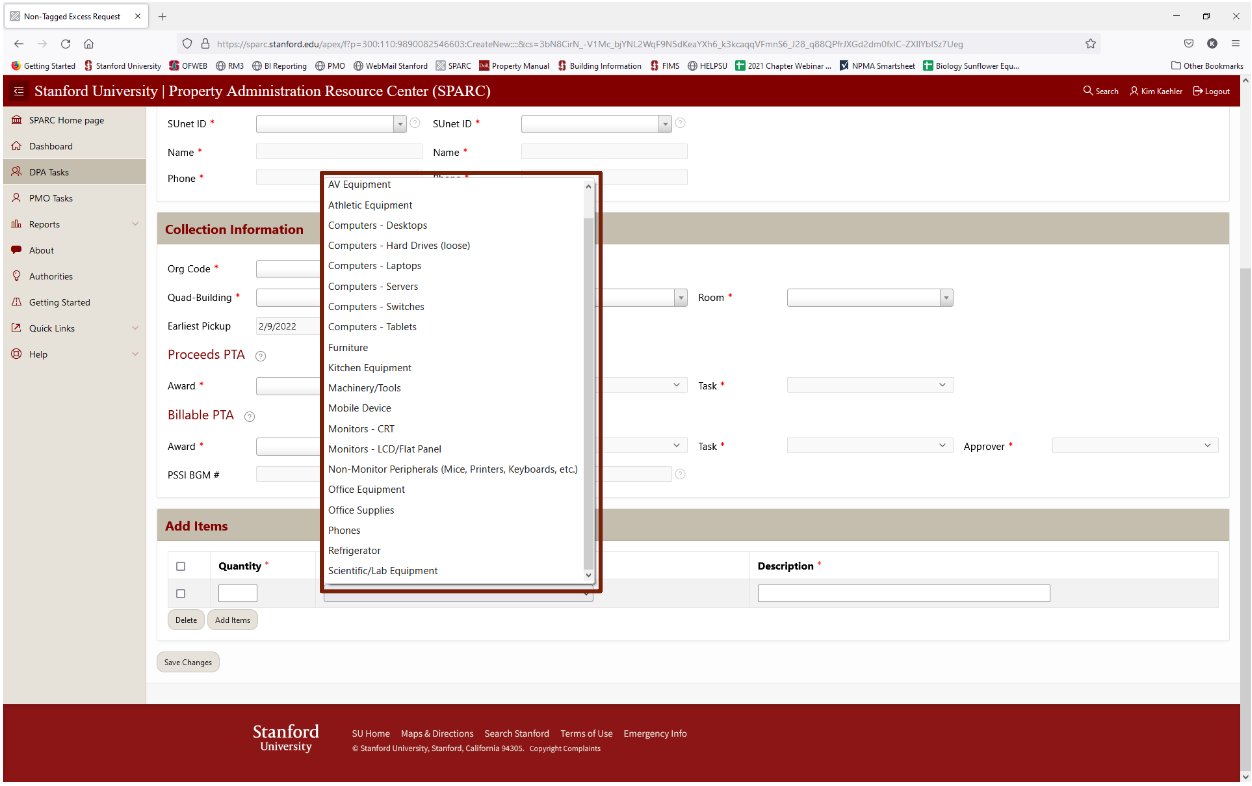
The next section of both the Non-Tagged and Tagged Requests is the Collection Information. Enter the department org code for the items to be picked up. As you enter each letter of an org code, a list



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 PSSI or UG2 workorder has been created by the DPA enter that number into those fields below.

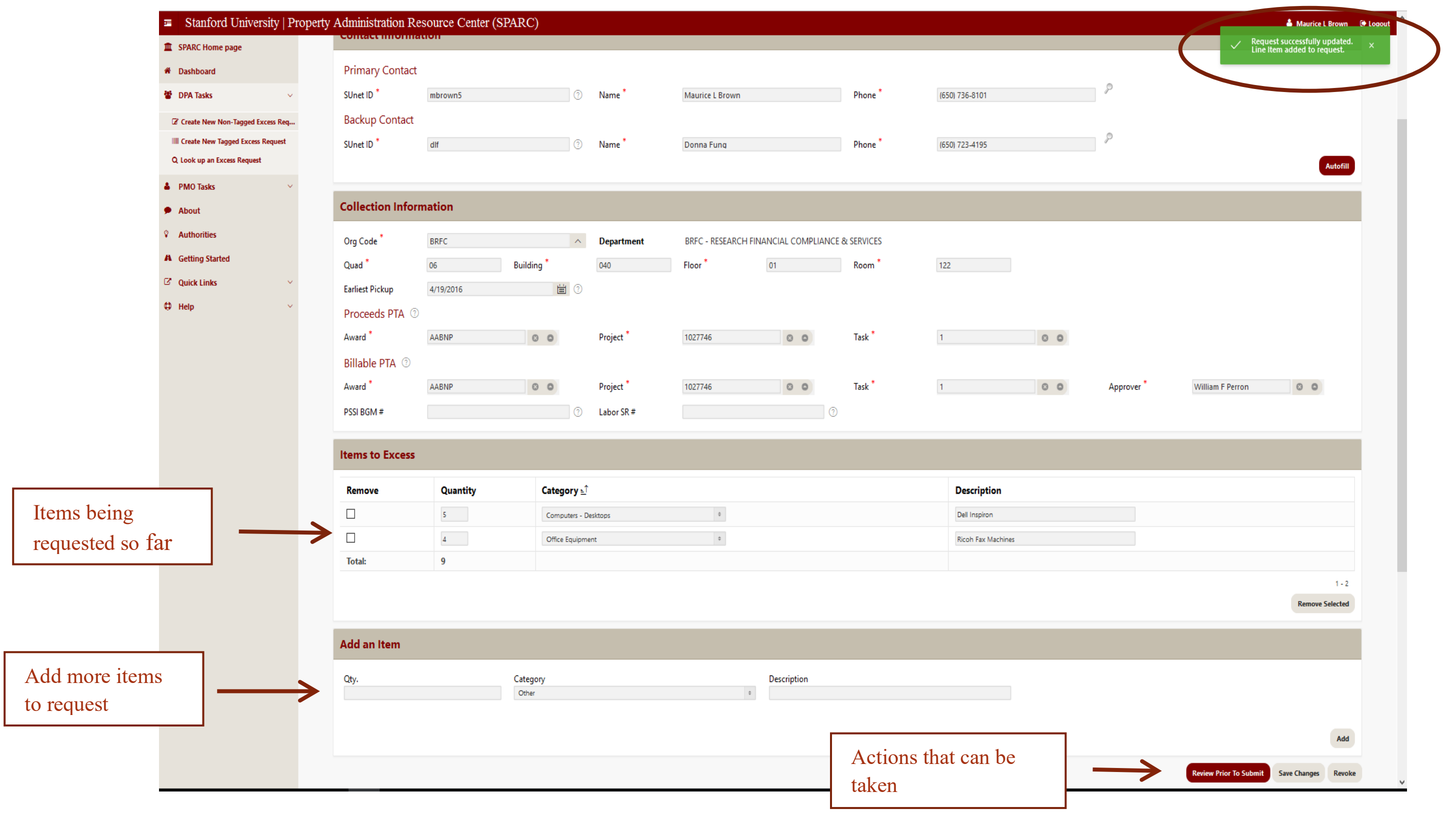


Now you can start entering the items to be collected for a non-tagged excess request. Click Add Items and enter the quantity for each line item. There is a maximum of 20 like items per line, and a total of 100 items per request. Cables, cords, mice and keyboards can be placed in a box and listed as a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

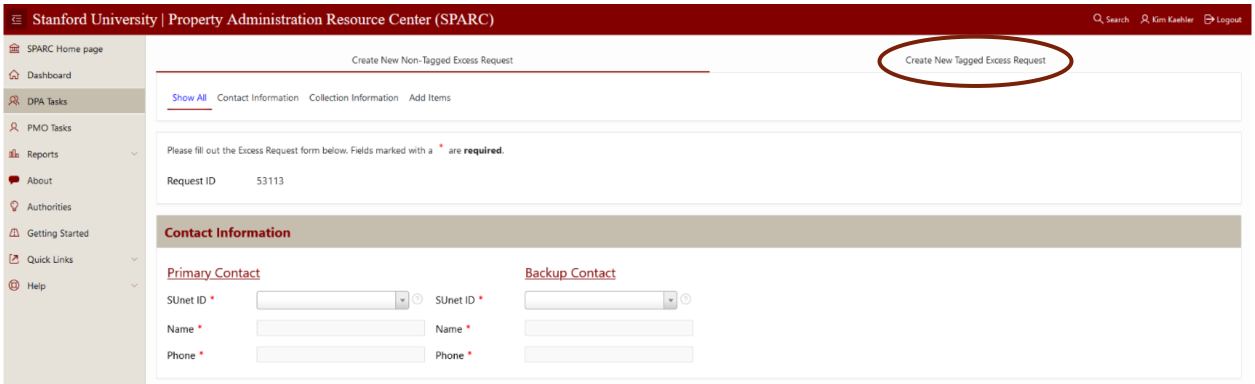
Once you have entered the quantity, category and description, click Add Items to list more items to be picked up. When all items have been listed click Save Changes to review and submit your excess request.



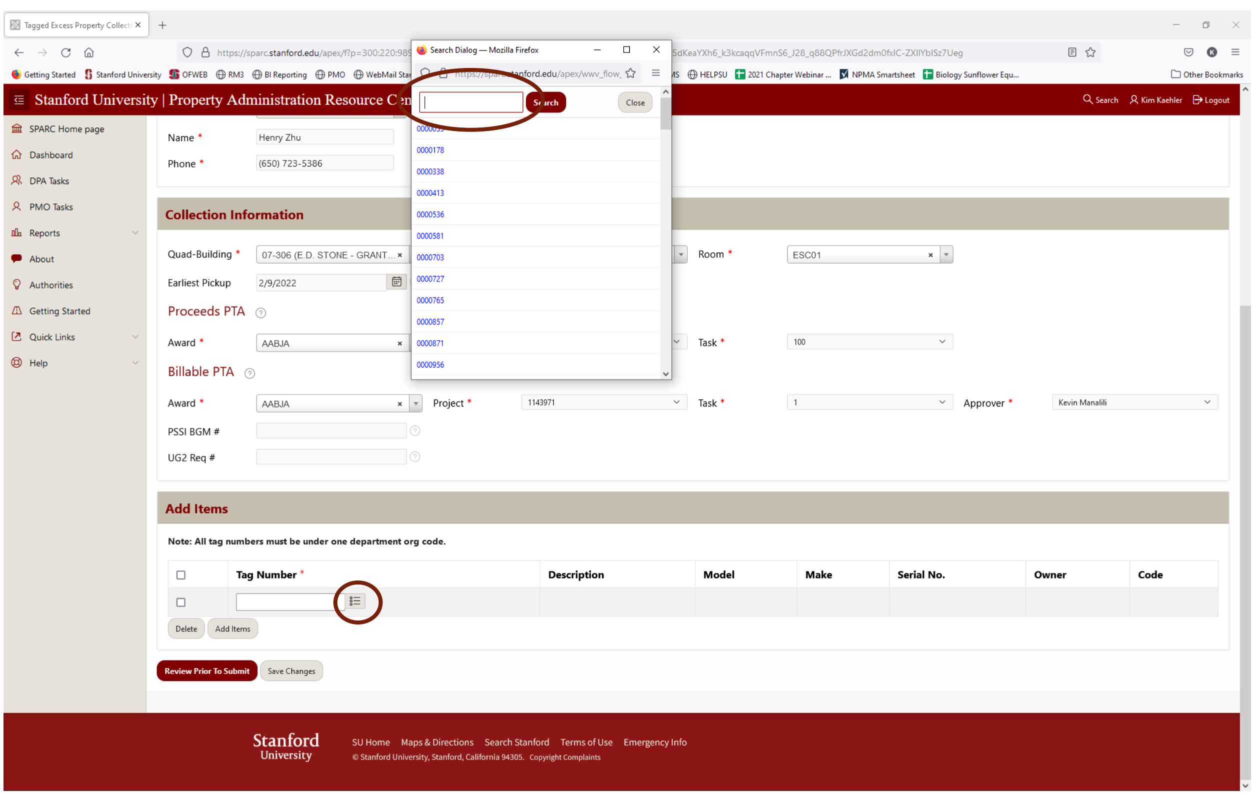
When you click Save Changes without an error the **green** success box appears in the upper right. You may now save the request for later completion, revoke the request (to cancel it altogether) continue to add additional items, or if complete, click review prior to submit to continue with the submission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

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.

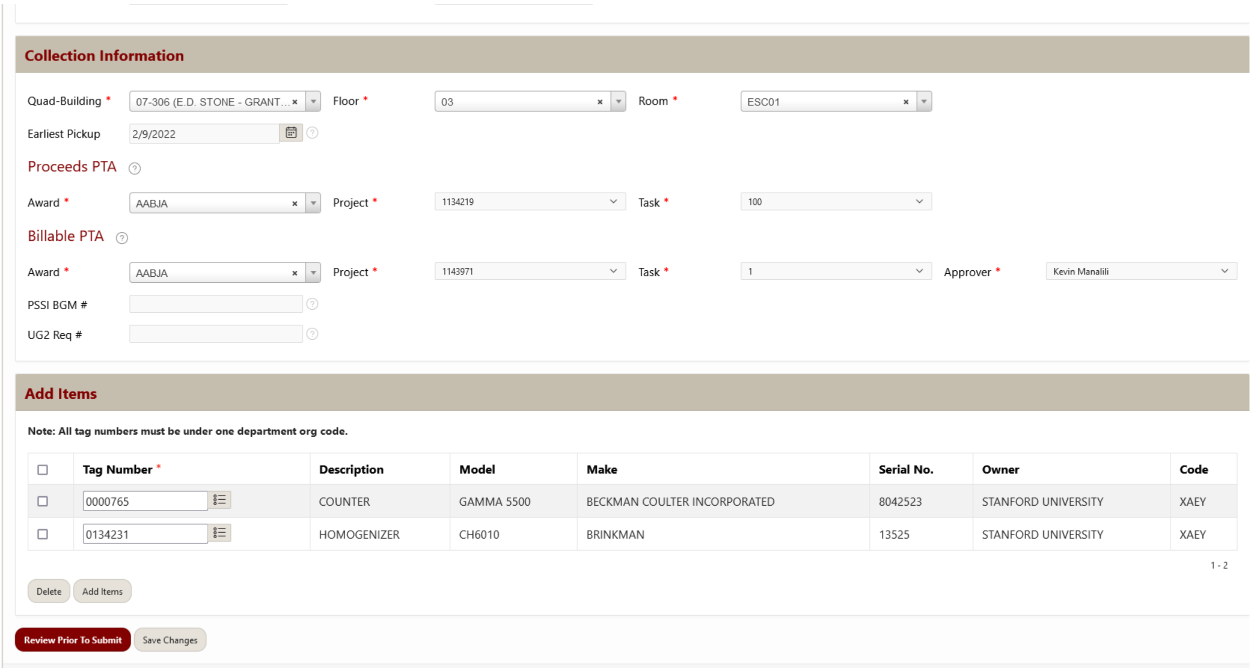
Enter all the information in the Contact and Collection Information blocks as before (contacts,



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.



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.


Collection Information

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

Earliest Pickup 2/9/2022

Proceeds PTA

Award * AABJA Project * 1134219 Task * 100

Billable PTA

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

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
☐	0000765	COUNTER	GAMMA 5500	BECKMAN COULTER INCORPORATED	8042523	STANFORD UNIVERSITY	XAEY
☐	0134231	HOMOGENIZER	CH6010	BRINKMAN	13525	STANFORD UNIVERSITY	XAEY

1 - 2

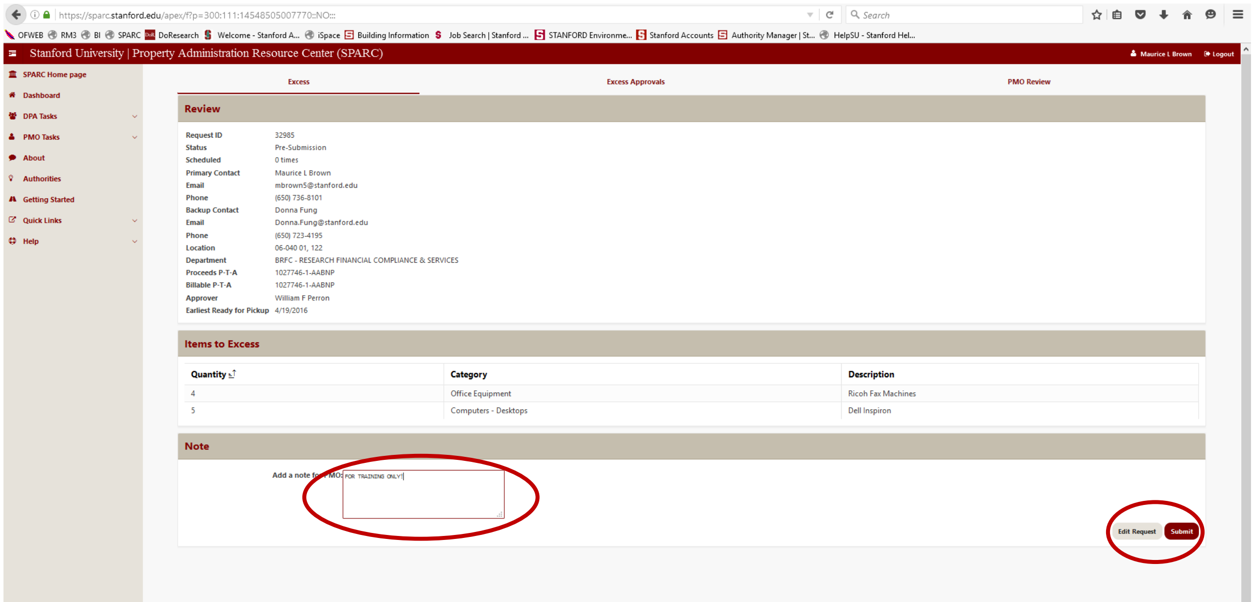
Delete Add Items

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.

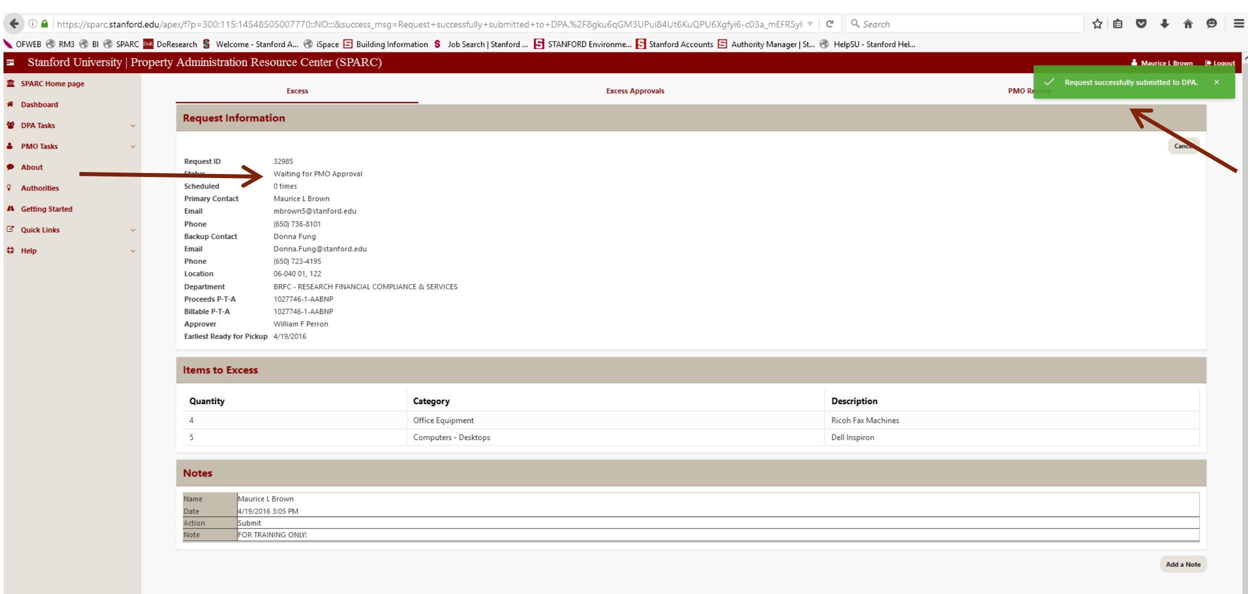
If the request is now complete and you wish to continue with the submission, click red Review Prior To Submit button in the bottom right corner of the form.

NOTE: There is still one more step!



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.



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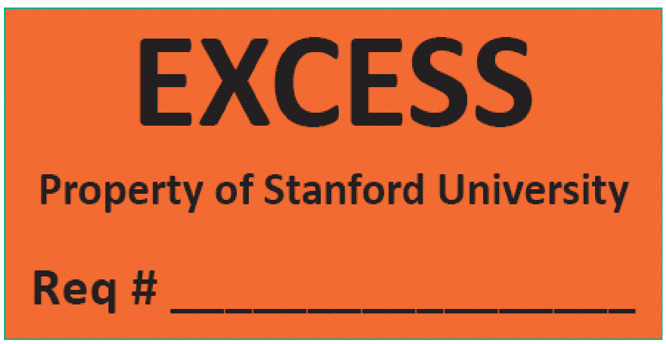
THE EXCESS LABEL

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.

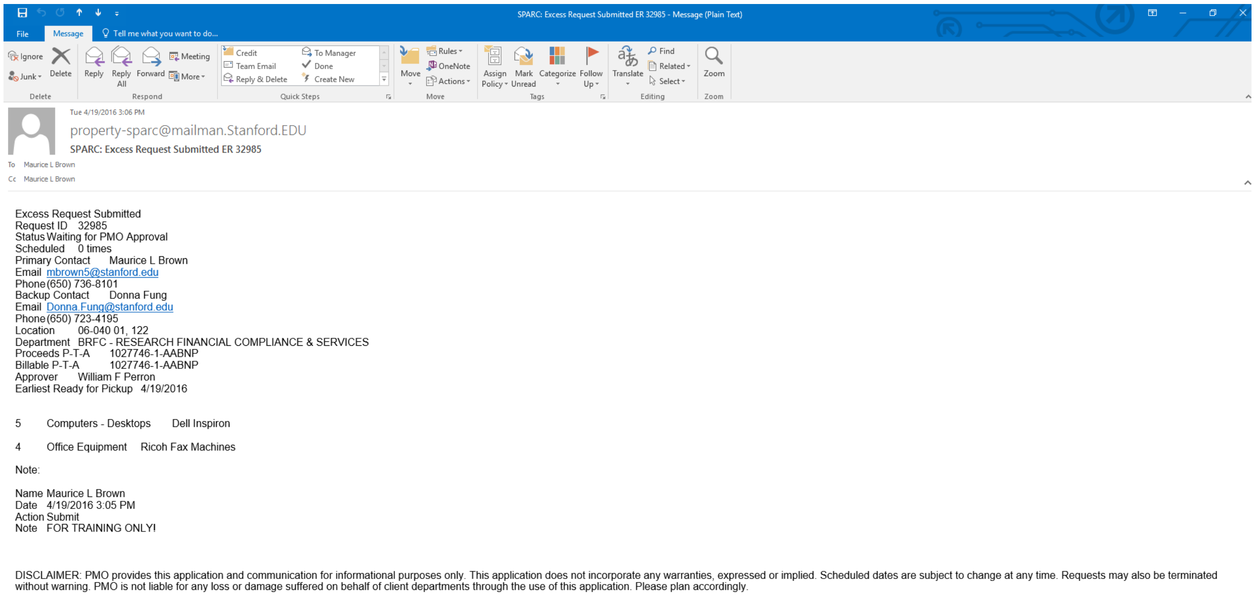


Failure to label the excess items may result in the items being left behind. The request may be rescheduled, or it may be terminated entirely by PMO. The volume of excess requests makes the labeling very important, please ensure you have an adequate supply on hand prior to generating your requests.

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 Submitted ER 32985 - Message (Plain Text)

Tue 4/19/2016 3:06 PM
property-sparc@mailman.Stanford.EDU
SPARC: Excess Request Submitted ER 32985
To Maurice L Brown
Cc Maurice L Brown

Excess Request Submitted
Request ID 32985
Status Waiting for PMO Approval
Scheduled 0 times
Primary Contact Maurice L Brown
Email mbrown5@stanford.edu
Phone (650) 736-8101
Backup Contact Donna Fung
Email Donna.Fung@stanford.edu
Phone (650) 723-4195
Location 06-040 01, 122
Department BRFC - RESEARCH FINANCIAL COMPLIANCE & SERVICES
Proceeds P-T-A 1027746-1-AABNP
Billable P-T-A 1027746-1-AABNP
Approver William F Perron
Earliest Ready for Pickup 4/19/2016

5 Computers - Desktops Dell Inspiron

4 Office Equipment Ricoh Fax Machines

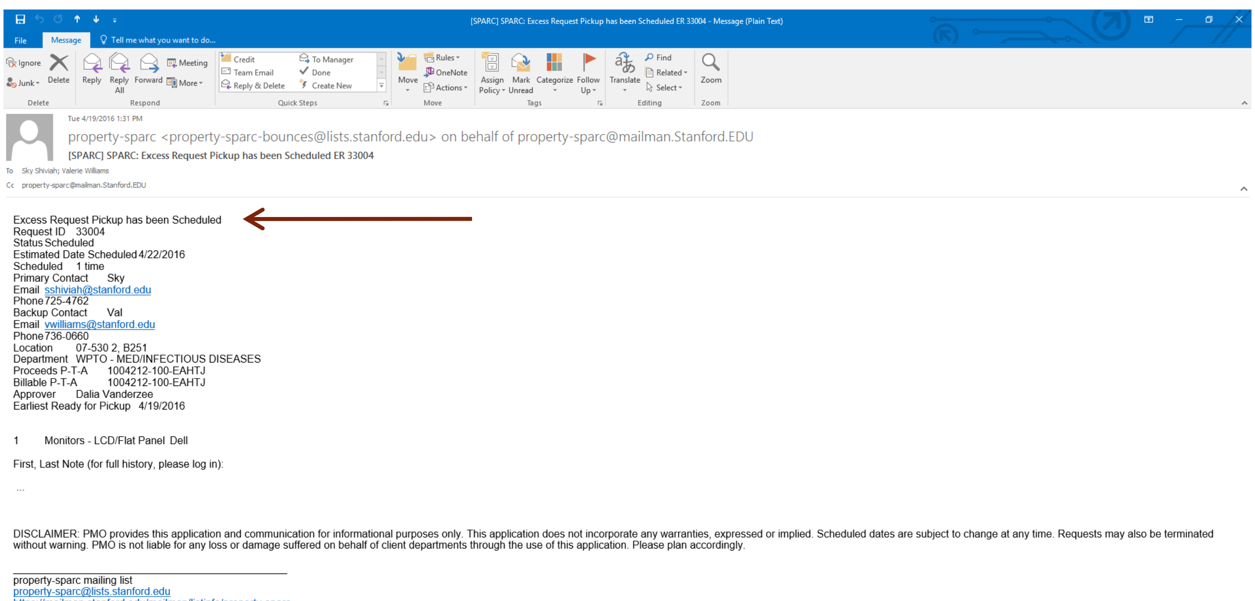
Note:

Name Maurice L Brown
Date 4/19/2016 3:05 PM
Action Submit
Note FOR TRAINING ONLY!

DISCLAIMER: PMO provides this application and communication for informational purposes only. This application does not incorporate any warranties, expressed or implied. Scheduled dates are subject to change at any time. Requests may also be terminated without warning. PMO is not liable for any loss or damage suffered on behalf of client departments through the use of this application. Please plan accordingly.

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:


[SPARC] SPARC: Excess Request Pickup has been Scheduled ER 33004 - Message (Plain Text)

Tue 4/19/2016 1:31 PM
property-sparc <property-sparc-bounces@lists.stanford.edu> on behalf of property-sparc@mailman.Stanford.EDU
[SPARC] SPARC: Excess Request Pickup has been Scheduled ER 33004
To Sky Shiviah; Valerie Williams
Cc property-sparc@mailman.Stanford.EDU

Excess Request Pickup has been Scheduled
Request ID 33004
Status Scheduled
Estimated Date Scheduled 4/22/2016
Scheduled 1 time
Primary Contact Sky
Email sshiviah@stanford.edu
Phone 725-4762
Backup Contact Val
Email vwilliams@stanford.edu
Phone 736-0660
Location 07-530 2, B251
Department WPTO - MED/INFECTIOUS DISEASES
Proceeds P-T-A 1004212-100-EAHTJ
Billable P-T-A 1004212-100-EAHTJ
Approver Dalia Vanderzee
Earliest Ready for Pickup 4/19/2016

1 Monitors - LCD/Flat Panel Dell

First, Last Note (for full history, please log in):

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property-sparc mailing list
property-sparc@lists.stanford.edu
https://mailman.stanford.edu/mailman/listinfo/property-sparc

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.