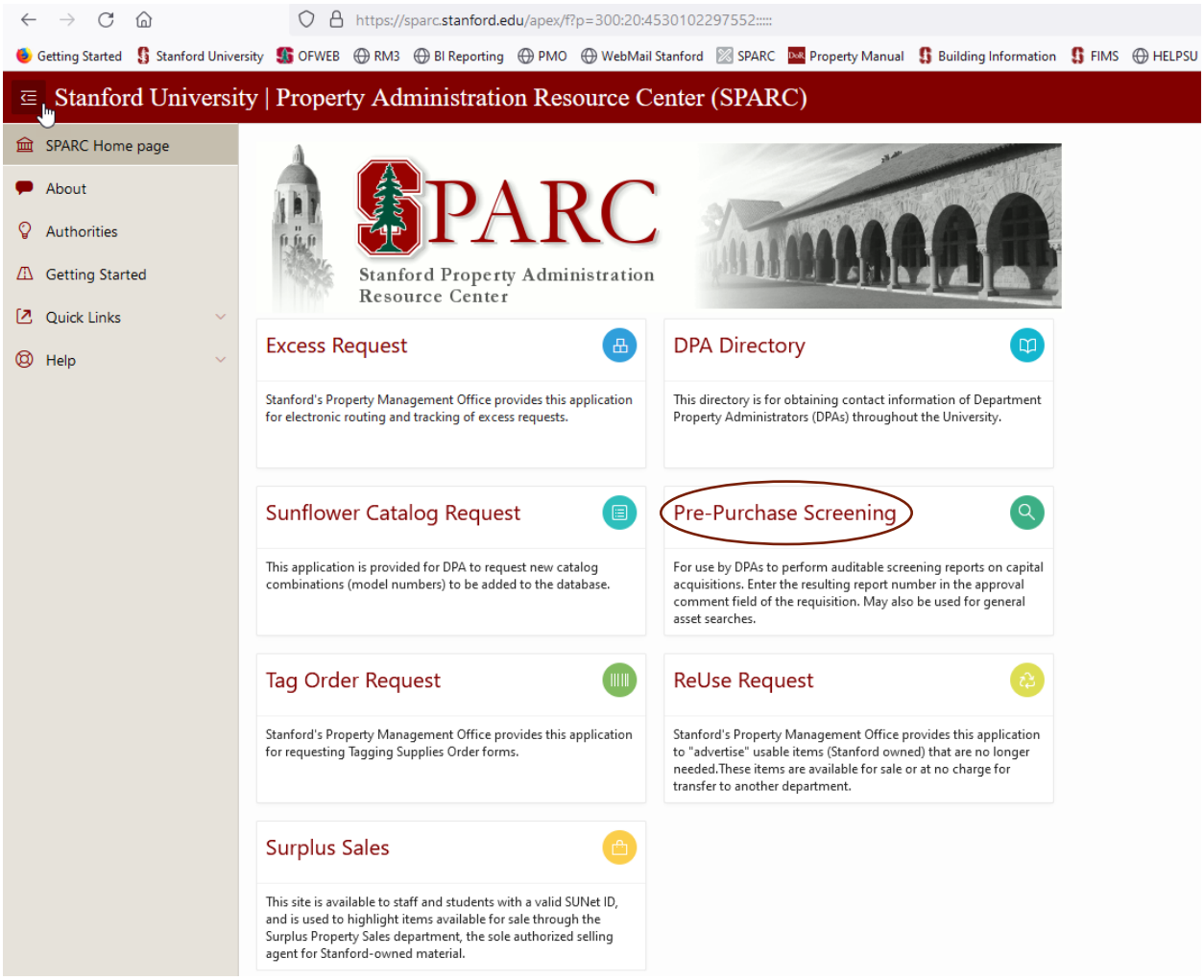
SPARC USER GUIDE

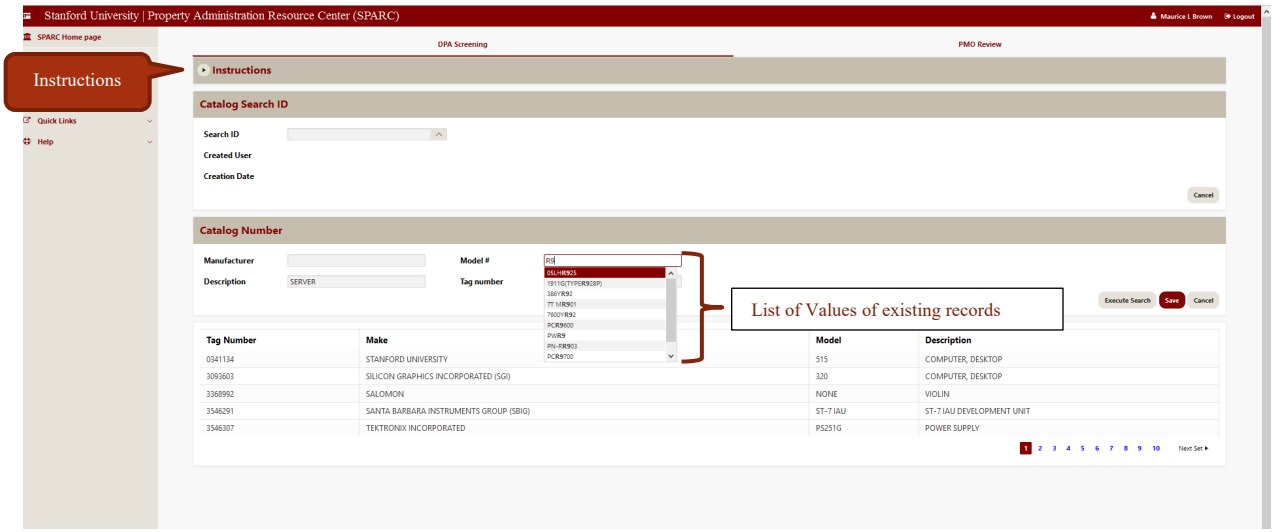
Pre-Purchase Screening

For use with Stanford property only.

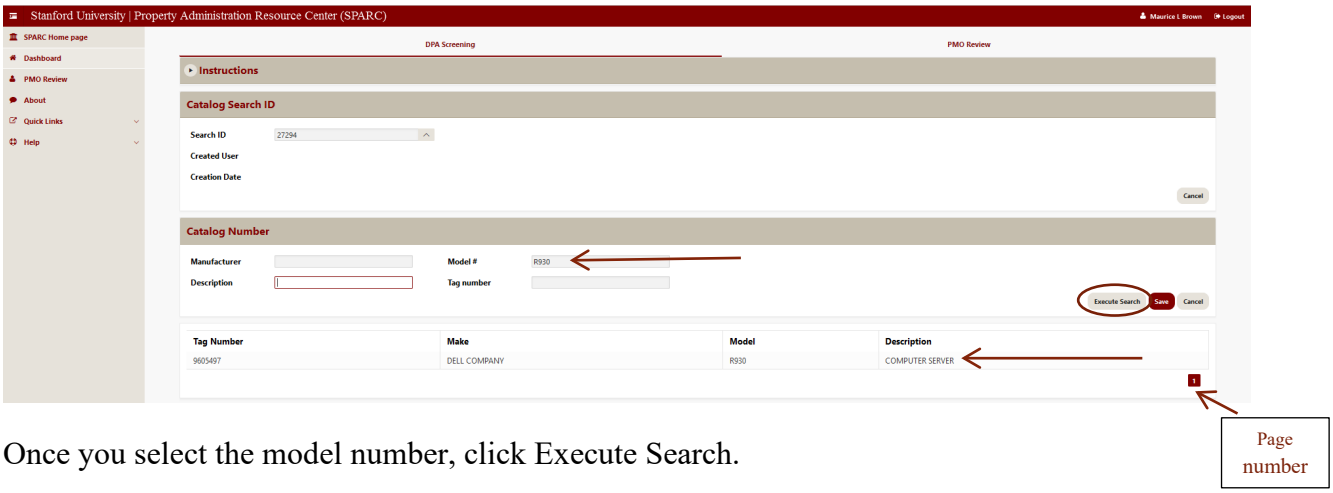
Log into https://sparc.stanford.edu

Select Pre-Purchase Screening to open the portal



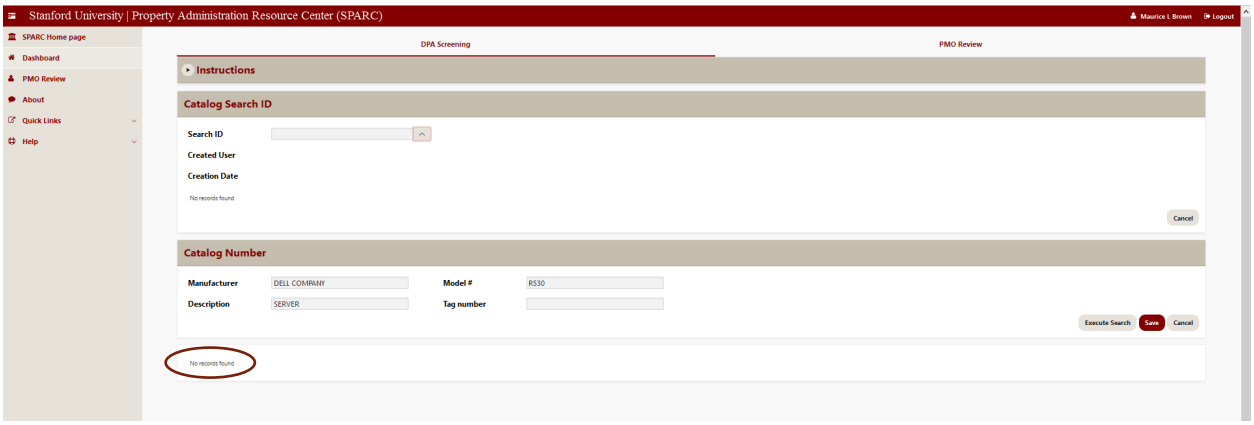


Begin entering the model number in the model number field under Catalog Number heading. As you type, the list of values will become smaller. Once you the model number you are seeking, click on it (or just keep typing it if there are no matches).

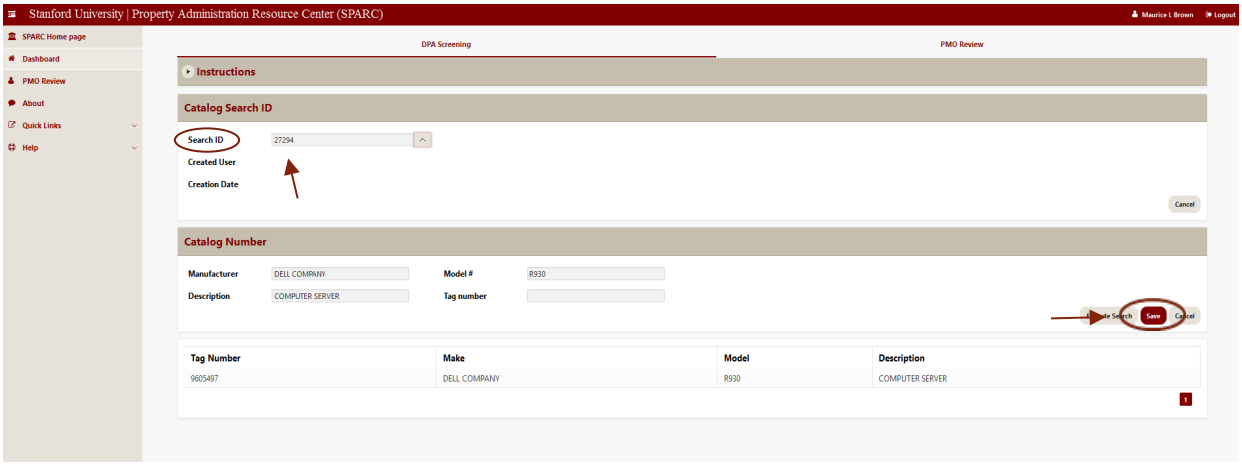


Once you select the model number, click Execute Search.

The search will result in a list of record with that model number. In this case, there is just one result. If there are a large number of results there may be multiple pages, indicated at the lower right. These results constitute your screening search.



Here is an example of an asset search with zero results. This result is also acceptable for the screening search and you continue in the same way.



After the asset search is completed; to obtain the screening report number click SAVE. The screening report number appears in the Search ID box. This number is unique and auditable, and can be used to re-run the same report in the future, with fresh results. Enter this number in the notes/comments field of the requisition prior to approving.