Excess Process for Barcoded Items
In SPARC
sparc.stanford.edu

Property Management Office
Revised April 1, 2013
From the main SPARC homepage, select the Excess Request module.

Enter your SUNet ID and password, and then click Login:
You are now at your personal dashboard. When you first begin using this module, the page will be blank, but will fill with data as you draft and submit requests, and as those requests are scheduled and completed. At the right of the dashboard are the primary navigation links.

By clicking on Create New Tagged Excess Request, you will be taken to the request information page. If you have created a request before, this page will auto-populate with the data entered in the previous request you created. At the top is the contact information (2 are required):

NOTE: You must enter the SUNet ID, Name, and phone number for both the primary and backup contact – you can enter the SUNet ID and use “Autofill” (the data is from the public view of Stanford Who), or enter all elements manually. Use the magnifying glass icon to search on a name. The Stanford view of StanfordWho includes SUNet ID information.
As you scroll down, the collection information fields appear. This section differs slightly from the non-tagged excess module in that you do not enter an org code (that will be determined by the tag numbers selected in a moment). This section also auto-populates from the previous request you generated. Change information as needed (particularly pickup location!)

If the item is too large for the Surplus crew to collect (floor-size copy machines, floor-size centrifuges, etc.) please first generate an Event and Labor Services (ELS) labor work request (found on the Building and Grounds Maintenance web site – type BGM into your address bar to go there), and enter the request number in the Labor SR # field. If the item is a freezer, refrigerator or other chilling device (with Freon and oils to be removed) generate a customer-funded work request with PSSI and enter that request number in the PSSI BOM # field. Rarely do tagged items require both, but if you have such a situation, create both requests and enter both request numbers in the proper fields. When PMO approves the excess request, the appropriate contacts at ELS and PSSI will receive the approval to perform the work – they will not do so until the request is approved.

Now you are ready to enter the tagged items for collection.
To Begin, click on the up arrow icon to the right of the Tag No. field, and open the search LOV:

Enter the tag number you want to excess in the search box, and click Search.

NOTE: The list of values is extremely long, as it contains every tag number that has ever been recorded in Sunflower, whether currently active or not, so you can dispose of tagged items even in the event it has already had a retirement processed. You can also search on a partial tag number, by entering a string of characters as available.
Once you enter the tag number (or string of leading characters), the list will narrow down, and show one or more tags. Select the one you want by clicking on it:

When you click on the tag number, the screen will populate with the tag, description, the org code to which the item ‘belongs’, the model, mfr, serial #, and owner:

Take a moment to verify that this does match the tag you wanted, then click Add Tagged Item
The screen will refresh and you should see a message block at the top of the screen indicating that the tagged item was successfully added to the request.

Now, if you have more tags, scroll down and click on the up arrow icon again, to open the list of values. This time, the LOV will ONLY CONTAIN TAGS THAT ARE IN THE SAME ORG CODE AS THE FIRST ONE:

Note: If the tag you have is not on this list, it is from a different org code and will need to be on a separate request.
If you inadvertently add an item and want to remove it, simply click in the checkbox to the left of that item line, and click on Remove Selected:

Once you have entered all of the tag numbers desired, click on Review Prior To Submit:

NOTE: You can also terminate a request by clicking on Revoke, or you can save the request as a draft, and return to complete and submit it at a later time by clicking Save.
Once you click Review Prior to Submit, you have one last opportunity to double-check the pickup location, the contact information, and the tags to be collected as excess. There is also a Notes field now available for any additional information that may be pertinent for PMO or the Surplus collection crew (access issues, more specific location info, or similar):

If you notice any changes needed, click Edit Tagged Request. If all is as you want it, just click on Submit to route to the DPA for approval. The request number has also been assigned.

**IF YOU ARE THE PRIMARY DPA FOR THE ORG ON THE REQUEST, YOU STILL NEED TO APPROVE THE REQUEST.** To do that you simply click on the Excess Approvals tab at the top of the page:
When in the Excess Approvals area, you will see any requests for your department code(s) that are waiting for your approval. To open a request for review and approval, click on the request number (ER) at the right of the request line. (Note: You will not see the PMO Approval information shown above).

Simply click Approve if you want the request to continue to PMO for review and scheduling.
If someone from another department (or your own backup DPA) submits a request for one of your department’s assets, you will receive an email notification:

**SPARC: ACTION NEEDED: Excess Request Submitted ER 9247**
Stan Dunn [standunn@stanford.edu]

From: property-sparc@mailman.stanford.edu
To: Stan Dunn

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The email contains the basic information regarding the item and the requesting contacts. To approve the request, enter SPARC Excess Requests, and click on the Excess Approvals tab. Click on the request number you are asked to approve, to open the details for review and to take action on the request.

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The email contains the basic information regarding the item and the requesting contacts. To approve the request, enter SPARC Excess Requests, and click on the Excess Approvals tab. Click on the request number you are asked to approve, to open the details for review and to take action on the request.
Review the item(s) being excessed, and either approve or reject the request as you deem appropriate.

By clicking **Approve**, you authorize the disposal of the item via Surplus, where it will be either scrapped or sold, after evaluation by the Surplus Property department.

If you do not want the item(s) disposed of, you should click **Send Back to DPA**. This action requires that a note be added with an explanation for the rejection. If you reject the request, it is incumbent on you to contact the originator and make arrangements to have the item returned to your department.

You also have an opportunity to add a note to the request, whether approving or rejecting the request.

**Terminate** is for PMO use only, and may soon not be a visible option to DPAs. Please do not terminate a request – always return it to the originator if rejecting it.