Department of Administrative Services Empowering. Accountable. Ethical. Collaborative. Innovative. Customer-Focused.

Surplus Property Division

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AssetWorks User Guide

Geo Sign-In	rgia° As		
Sign-II	Username Password Sign In		
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			2



DOAS Help Desk Phone: 770-651-0250 Select "#2" Email:<u>surplushelp@doas.ga.gov</u>

Reduce, Reuse, Recycle Revised March 2024

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Introduction

The DOAS Surplus Division implemented the AssetWorks program statewide in 2013 to manage the "virtual" disposal process. The online program streamlines the disposal process and provides state entities greater control and transparency in the disposal process.

The AssetWorks programs allows users to:

- Create Surplus Disposal Requests to specific entities.
- Add assets enters individual assets to the form.
- Add photos and supporting documents.
- Save the transaction(s).
- Managers will review the request. They can contact the user to make corrections. Managers will also approve or deny requests.
- Approved transactions will be available to DOAS Surplus for processing, denied will go back to the users for re-entry.
- Users will be notified by email as the assets move through the disposal process.
- View transaction reports as needed.

In addition to the program on-line help screens, there are three levels of support:

- Tier 1 DOAS Help Desk password reset and other access issues.
- Tier 2 DOAS Surplus questions regarding data entry and disposal process.
- Tier 3 Technical Support program technical issues.

System Tips:

- Ensure that web browsers are set to allow pop-ups for the site. Some reports run as pop-ups.
- Clicking on any (\bigtriangledown) arrow will expand and close any table.
- Any field with an asterisk (*) is required.
- Fields with a magnifying glass have auto search capability.
- Fields with drop down arrows have selection menus.
- "Surplus Number" refers to the transaction.
- "Asset Number" refers to the line items on the surplus transaction (actual property).

Special Note: When creating transfers and adding assets, there is some redundant data entry. It is necessary to enter the information as described in this guide so that it presents properly in other functions. We understand this is not optimal and will continue to work with the vendor to reduce/eliminate these issues.

Property Disposal

The fundamental disposal processes and requirements can be found in the <u>Georgia Surplus Property</u> <u>Manual</u>. All applicable laws and regulations apply.

- Agencies request disposal authorization from DOAS Surplus.
- Generally, property will be made available to other GA state agencies, local governments, and eligible nonprofits for five business days.
- Place only one disposal type on a transaction request (ex. put all ADs on one request)
- Create individual Surplus transfers for each vehicle request. The system "batches" assets in the transfer and this makes it difficult to track individual vehicles.

Since the disposal process is virtual, DOAS will assume the transaction is complete as submitted. If property is not picked up in the designated time, or not all the property is removed, the agency must notify DOAS Surplus. This ensures the agency reimbursement is processed in a timely manner. Agency must return a copy of the signed bill of sale to <u>public.surplussales@doas.ga.gov</u> for the transaction to be complete.

Agencies are strongly encouraged to maintain copies of the signed bill of sales, and Affidavit of Disposal for audit purposes.

There are required fields. These are critical to processing taxes and reimbursements and must be entered at the asset level. Attention to detail and accuracy is extremely important in these fields.

System Access Profiles

There are three different system access profiles: User, Manager, Director. The profiles define functionality within the system and are assigned by the entity. Functionality cannot be interchanged. For instance, if a director wants to receive email notifications, then they must carry the "manager" profile.

User profiles definition:	User	Manager	Director
Creates transfers, add assets, access reports	Yes	Yes	No
Approves/denies transfers	No	Yes	No
Access reports	Yes	Yes	Yes
Standard email notification:	· · ·		
Transfer Approval Reminder Sent to all site managers.		agers.	
Transfer Rejected Reminder	Sent to the user that created the transfer.		
Transfer Received Reminder	Sent to all users for	that site.	
Surplus Received Email	Sent to user that cr	eated the Surplus	
Surplus Sold email with subject of "Disposal Processed"	Sent to any contact	that is a site manage	r.
Transaction Closed email	Sent to any contact	that is a site manage	r.

Logging In

- **Step 1)** Click<u>here</u> to access the login screen. If the link does not work, please visit the Surplus website (doas.ga.gov/surplus-property) for access. Click on State Surplus Page.
- Step 2) Enter your username and password provided by DOAS Surplus. Then click on sign-in.

Sign-In	
Username ttrainer	0
Password	?
Sign In	
Forgot your username or pa	ssword?

Step 3) The first time you log in, you will be asked to change your password and verify your contact information. You must also add a security question for password reset assistance.

	Change Temporary Pa		1	
Special Note: Every 90 days you will be prompted to change	You must change your temporary Pa			
your password. The system will send an email reminder. Failure	Username ttrainer	Contact Info		
to update will result in your account being locked. To unlock, select password	Old Password *	Please verify your contact informatio Then click the "Review and Save" but		
reset and answer the security questions provided. You may	New Password *	Last Reviewed On	Security Question an	nd Answer
also contact the Surplus Help Desk by phone at 770-651-	Confirm New Password *	First Name SURPLUS Last Name	Password Rules	
0250-Option 2 or by email at		TRAINER Phone Number	Must be at least 8 character Must have at least one capi	2
<u>surplushelp@doas.ga.gov</u> to reset.		Email	Must have at least one digit Must have at least one lowe	it.
		SURPLUS.PROPERTY@DOAS.GA.GOV Back Change Password Review And Save	Must include a special char Must not be any of the prev	evious three passwords.
				an two consecutive repeated characters. ne, initials, username, or their reverse. es.

Tab Functions

Home tab is the default view and provides users the ability to quick search by Asset Number (surplus # and line item #) or Transfer Number (fiscal year with surplus number), see system reminders, view user information, and change your password. You may also review and update your contact information under the sub-tab Accounts Settings.

ය Home	~	Quick Search		
Welcome				
Account Settings		Asset Number 123456-001		
Analytics	>			
Assets	>	Transfer Number ST-23-123456		
💭 Surplus	> .			
Reports	>	Reminders		
		You have 36 Surplus Transfer(s) to Receive.	Contact In	nfo
		You have 62 Surplus Transfer(s) to Approve		
			Last Reviewed On	
		User Info		
			First Name	
		User	SURPLUS	
			Last Name	
		Name SURPLUS TRAINER	TRAINER	
		·····	Phone Number	
		Customer GASASP	(404) 657-8544	
		Version	Email	
		8.23.3.3.408	QA@INCIRCUIT.C	IOM
			Back Chang	e Password Review And Save
		Change Password		

Analytics tab gives you the ability to graphically see what's going on in the system. The sub-tab **"Sales"** shows charts on total revenue per month, total asset value, and assets reused. The **"Donations**" sub-tab allows you to view charts on total revenue per month for donations since last year and total returned donations amount per month. The **"Validation"** sub-tab allows you to view charts on validation patterns for the current & previous four (4) years by Site. The **"Assets"** sub-tab allows you to view charts showing the total net changes for all accounting transactions by Site and Month. The **"Transactions"** sub-tab displays an overview of surplus transactions by status and shows the top 10 Site(s) from which assets were received into Surplus for each month.

☆ Home	>		
Analytics	~	Sales Analytics	
Sales	~	The chart below shows the total revenue per	
Revenue By Month		Site	Special Note: the site
Redistribution/Reuse		ALL	field will default to
Donations	>		"All" however, you will only be able to see
Validation	>	Revenue - By Type/Month	graphics for sites in
Assets	>		which you have access.
Transactions	>		

Assets tab allows users to search for property already entered in AssetWorks. The search fields are Asset Number, Status, Site, Description, Serial Number, and Asset Type.

 G Home G Analytics 	>	Search Assets				
Assets	*	Q~	Go 1. Primary Report ~ Actions ~			
Quick Search Advanced Search		Status != 'Inactive'	×			
			Site	Description	Serial Number	Asset Typ
C Surplus	2	All Columns	00000000-000 - SURPLUS - GA DEPT OF ADMIN SERVICES	1ea Rotary Motor	NA	ASSET
Reports	×.	Asset Number	00000000-000 - SURPLUS - GA DEPT OF ADMIN SERVICES	chairs	NA	ASSET
		Asset Number	00000000-000 - SURPLUS - GA DEPT OF ADMIN SERVICES	Quickie wheelchair with laptray	NA	ASSET
		Status				
		Site	Note: Th	e Asset tab is for viev	ving only.	
		Description	Manaaer w	ill not be able to appi	ove. nor will	
		Serial Number	-	s be able to input pro		
		Asset Type				

Users can further customize their search by clicking on the "actions" drown drop.

The Advance Search sub-tab navigates to the Reports tab. Customize your report using the reports sidebar and the edit report section. Select "Run Report" when done.

 ᢙ Home > O Analytics > 	Search Asset	5					
Assets	Q~		Go 1. Primary Report 🗸	Actions ~			
Quick Search Advanced Search		Status != 'Inactive'	×	E Select Columns			
€ Surplu >	Asset Number ↑=	Status	Site	Filter Rows Per Page	> ption	Serial Number	Asset Type
Report >	ST-14-10784-001 ST-14-12435-004	Pending Receipt Pending Receipt	00000000-000 - SURPLUS - GA DEPT OF ADMIN SER 00000000-000 - SURPLUS - GA DEPT OF ADMIN SER	Pormat	>	NA NA	ASSET
	ST-14-13555-003 ST-14-13561-002	Pending Receipt Pending Receipt	00000000-000 - SURPLUS - GA DEPT OF ADMIN SER 00000000-000 - SURPLUS - GA DEPT OF ADMIN SER	 Help Download 	with laptray	NA NA	ASSET
分 Hom ? 分 Analytics 目 Asset IJ Surplus	Edit Report Report Display		Asset Report Filter Edit Save Add Row				
Reports	✓ Sort		Filter Column	Filter Opera	tor	Filte	r Expression
View Reports Create New Report	Group		I rows selected				
Historical Custom Adhoc Reports History Reports	> Filter		Run Report				
	Page						
	View						
	Total						

Surplus tab allows users to search for previously entered surplus transfers, site managers to search for requests awaiting approval and users to create a surplus transfer.

tics s	
3	Creation Start Date 01/01/1900 Creation End Date 03/01/2023
us	
	Submit
	Q v Go 1. Primary Report v Actions v
te	to in primary report
rts	🔎 🔽 🔽 Close Out Date is null 🛛 🕹 🖉 🔽 Received Date is null 👋
	From Person Method
	Create Surplus Transfer
	From Site * 40300000-001 - ADMINISTRATIVE SERVICES, DEPARTMENT OF - 200 PIEDMOI
	Method * Transfer (T)
	Property Location and Contact Information
	Address 1 *
	Address 2
	City *
	State *
	County *
	Zip *
	Contact Name *
	Contact Phone *
	Contact Email *
	Receiving Agency
	Agency Name
	Receiving Address
	Receiving Contact
	Receiving Phone

Reports tab allows users to view pre-generated surplus reports by clicking on the red arrow next to the report. **Note** that some reports can only be run by DOAS Surplus staff.

ଜ	Home	Categories	Re Re	ports	
Ø	Analytics	All Reports	Ne Ke	ports	
١	Assets	> 3040 Reports Account Ledger	Run ∱≞	Report Name	Report Desc
4	Surplus	> Assets Contacts by authorized		Contact List by Site	List of contacts grouped by Site Number
•	Reports	Counter Sales		Contact List by Last Name	List of contacts sorted by last name
		Federal		User Access List	List of all users that have access to the system
	Create New Report	Historical Data		User Access Audit	List of users that have access to a specified agency
	Historical	Miscellaneous		Open Transfers	List of open transfers, including assets on each transfer
	Custom Adhoc Reports	Transfers Utilization/Compliance		Purchase History by Donee	List of donations made to donees (filter by dates, donee, asset type, memo, type, account,
	History Reports			Counter Sales Buyers Report	List of registered counter sale buyers
		System Categories		State Active Inventory	State Active Inventory
		Personal Reports		Disposal Authorizations	ADs by Site Number
		Scheduled Reports		Surplus Transfer Line Items	Search Results
			. •	Disposal Transaction Report	Disposal Transaction Report
				Agency Transfers Report	This report provides a status overview of surplus transfers for an agency or site within a spe
				Agency Transactions Report	This report includes all transactions for an agency where a payment or credit was processe
				User Access Audit	List of users that have access to a specified agency
			Dow	mload	1
		only have access to sites th they are assigned			dix B for instructions on how to run the ansaction and Agency Transfer report

Create a Surplus Request

Step 1) Click on the Surplus tab located in the left-hand column on the screen. Then select Create under the Surplus tab drop-down.

	>
Analytics	>
Assets	>
🞝 Surplus	~
Surplus	\sim

Step 2) Complete the following fields:

	This de	faults to your a	agency assigned PeopleSoft number and location.				
From Site	Our of the second se						
	Select the appropriate surplus disposal method from the dropdown list.						
	See Surplus Property Manual for full description of each method.						
	Disect Manufacture (DMC) To local according to a distribution (1)						
	Direct Negotiated	i Sale (DNS)	To local government or eligible nonprofit.				
			* Must have active account with Surplus				
Method		Authorized Disposal (AD) Disposal via Trash or disposal vendor.					
	Electronics Dispo	sal (ELC)	Electronics recycling.				
	Internet Sale (IS)		Online auction sale to the public.				
	Public Sale Other	(PS)	Do NOT select. DOAS Surplus staff use only.				
	Retail Sale (RS)		Fixed price sale to individual or authorized vendor.				
	Transfer (T)	To a GA state agency or to vehicle disposal vendor.					
		*Choose as a default method if unsure.					
	Vendor Return (V)	Asset trade in, discount, or removal for install.				
			*Choose for vehicles with insurance claim.				
	Where the property is physically located and who is the designed person to contact regrading						
	questions, inspections, or pickups for the request.						
	Address 1	Enter physical	location of property				
Property Location	Address 2	Sub address if	applicable (Ex. Building 200)				
and	City	Enter city of w	here property is physically located				
Contact Information	State:	Enter state of	where property is physically located				
	County		of where property is physically located				
	Zip	Enter zip code	of where property is physically located				
	Contact Name	Name of conta	act person for property				
	Contact Phone	Enter phone n	umber for contact person				
	Contact Email	Enter email ad	Idress for contact person				
		Multiple email	s can be entered into this field by using a semi colon ;.				
Receiving Agency	Required for metho	ds DNS, T to st	ate agency, RS, & V				
	Complete fields: Age	ency/Company	name, address, contact number, phone number, and email.				

Step 3) Once the fields are complete, review for accuracy and click **"Create"**. This saves the information you entered and creates the surplus number. The screen will then navigate to the Surplus Detail Page.

From Site *	40300000-001 - ADMINISTRATIVE SERVICES, DEPARTMENT	OF - 200 PIEDMOI
Method *	Transfer (T)	
Property Locati	ion and Contact Information	
Address 1 *	200 Piedmont Ave	
Address 2		
City *	Atlanta	
State *	GEORGIA 🗸	
County *	Fulton 🗸	
Zip *	30334	
Contact Name *	Surplus Trainer	
Contact Phone *	404-657-8544	
Contact Email *	surplus.trainer@doas.ga.gov: Jan.reed@doas.ga.gov	
Receiving Agen	icy	Only complete
Agency Name	Department of State	Only completed method
Receiving Address	222 Capital Hill	T to State, D
Receiving Contact	Wanda Mathis	RS, or V
Receiving Phone	404-555-6767	
Receiving Email	wanda.mathis@dos.ga.gov	

Entry Example: Create Surplus Transfer

Step 4) A message at the top of the screen will appear, "successfully created surplus header. Please add your asset". The **Surplus Number** has populated and will be used to reference this request. **Write it down.**

		Successfully created Surplus Header. Please add your assets.
		Strainer Home Help Support Sign Out
Surplus Det	ail	
Surplus Number	ST-23-162619	
Creation Date	03/10/2023	
From Site	40300000-001 - ADMINISTRATIVE SERVICES, DEPARTMENT OF - 200 PIEDMOI	
From Person	TRAINER, SURPLUS	
Method	т	
Property Loca	tion and Contact Information	
Address 1	200 Pledmont Ave	
Address 2		
City	Atlanta	
State	GEORGIA	Review for accuracy.
Zip	30334	
County	Fulton	Select "edit" button to make abonges
Contact Name	Surplus Trainer	Select "edit" button to make changes.
Contact Phone	404-657-8544	
Contact Email	surplus.trainer@doas.ga.gov; jan.reed@doas.ga.gov	Once you add an asset, this section
Receiving Age		locks and cannot be changed.
Agency Name	Department of State	looks and cannot be changed.
Receiving Address		
Receiving Contact		
Receiving Phone		
Edit Pickup La	wanda.mathis@dos.ga.gov	
cun Piccup Li		

.

Adding Assets

*For entry examples of commonly submitted surplus assets see appendix section C-G.

	ST-23-162619
Creation Date	03/10/2023
From Site	40300000-001 - ADMINISTRATIVE SERVICES, DEPARTMENT C
From Person	TRAINER, SURPLUS
Method	т
Property Locat	ion and Contact Information
Address 1	200 Pledmont Ave
Address 2	
City	Atlanta
State	GEORGIA
Zip	30334
County	Fulton
Contact Name	Surplus Trainer
Contact Phone	404-657-8544
Contact Email	surplus.trainer@doas.ga.gov; jan.reed@doas.ga.gov
Receiving Ager	ncy
Agency Name	Department of State
Receiving Address	222 Capital Hill
Receiving Contact	Wanda Mathis
Receiving Phone	404-555-6767
Receiving Email	wanda.mathis@dos.ga.gov
Edit Pickup Lak	bets

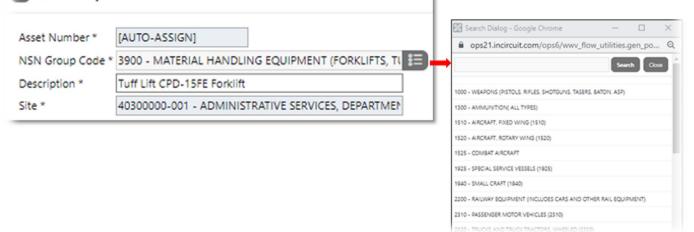
Step 1) Click on Create New Asset under Add Assets section.

Step 2) "Insert Surplus Asset" page will appear. Complete the following fields with the asset information. *! All fields with an asterisk (*) are required and must be completed to save.*

Asset Number *	[AUTO-ASSIGN]	Acquisition
NSN Group Code *	r	E Accounting Date *
Description *		Accounting Method * T
Site *	40300000-001 - ADMINISTRATIVE SERVICES, DEPAR	TMEN Accounting Description
Summary		Accounting Cost *
Condition *	~	Web Surplus Notes
VIN *		Notes 1
Make *		Notes 2
Model *		Internal Notes
Model Year		Notes 3
Serial Number		Quantity *
Odometer		UoM * EA 💙
Odometer UoM	~	Date Available * 11/04/2022
Claim Number		

Asset Number	Will display "auto-assign" and be automatically assigned upon save.
NSN Group Code Required Field	National Stock Number-A list of categories used to identity assets. Click the list icon and choose the category that best describes the asset being entered. A copy of this list can be found in appendix A.
Description Required Field	 Enter a detailed description of the asset. Assets that are the same can be combined (Ex: Assorted rolling office chairs). For assets that have make. model, & serial number/VIN include it in the description. Ex: 2007 Ford Explorer 5ABMCHS387XS.
Site	Defaults to your agency's name and site number.

Insert Surplus Asset



Summary Fields				
Condition Click on the drop-down arrow and select the word best describes the asset. Required Field Selections: New, Good, Fair, Poor, Scrap(do not select the word best describes the asset.				
VIN Required Field	If applicable, enter the asset identification number (vehicles, trucks, vans, etc.), or hull number (boats). If not applicable, enter the words "NA".			
Make Required Field	Enter asset make. If asset has none, enter "NA" or UNK (unknown).			
Model Required Field	Enter asset model. If asset has none, enter "NA" or UNK (unknown).			
Model Year	Enter asset year. If asset has none, leave blank.			
Serial Number	Enter asset serial number. If asset has none, enter "NA" or UNK (unknown). Enter the agency tag number if no serial number.			
Odometer	Enter vehicle or equipment odometer number.			
Odometer UoM	Select the dropdown and choose between hours or miles. If not applicable, leave this field blank.			

	•••••••
Summary	
Condition *	Fair 🗙
VIN *	NA
Make *	Tuff Lift
Model *	CPD-15FE
Model Year	2010
Serial Number	548695712
Odometer	5000
Odometer UoM	HOURS 🗸
Claim Number	

Summary Fields Example

Acquisition Fields				
Accounting Date Required Field	Click on the calendar icon and select current date.			
Accounting Method Required Field	Defaults to method selected on Surplus details page.			
Accounting Description	Leave this field blank.			
Accounting Cost Required Field	Enter asset original acquisition cost. If unknown, enter 0.00			

Acquisition									
Accounting Date *	03/13/2023			i					
Accounting Method *	T	Г	<	+	<u> </u>				
Accounting Description			ς		M	larch 20	23		>
Accounting Cost *	0.00		S	м	т	w	т	F	s
						1	2	3	4
			5	6	7	8	9	10	11
			12	13	14	15	16	17	18
			19	20	21	22	23	24	25
			26	27	28	29	30	31	

Internal Notes Fields				
Notes 3 Leave blank. DOAS Surplus staff use only.				
Quantity Required Field	Enter exact quantity of asset/s.			
UoM	Click on the drown drop arrow and select the unit of measure EA (each).			
Required Field	EA should always be used unless pre-approved by DOAS Surplus.			
Date Available f	This field will default to the current day. If the method Transfer (T) was selected, change the date to the following year. EX:1/15/2022 change to 1/15/2023			
	This field becomes visible on donee site once received by DOAS Surplus.			

Internal Notes		
Notes 3	Notes 3 is for Surplus use only. Please do not enter notes in this field.	
Quantity *	1	
UoM *	EA 🗸	
Date Available *	03/13/2023	Ē

Web Surplus Notes Fields								
Notes 1	Enter additional information about the asset.							
120-character limit	Ex: measurements, color, material, etc.							
	This field shows on Donee website.							
	Enter agency notes.							
Notes 2	Ex: Inspection times & date, remove by date							
120-character limit	(relocations/renovations), asset reserve price, special remova instructions, confirmation of vehicle title and keys, etc.							
	This field shows on Donee website.							

Web Surplus Notes	;
Notes 1	4-wheel -electric load -weight 3300lbs
Notes 2	Building has loading dock. Inspect M-F 9am-4pm

Step 3) Once fields are completed, click one of the following actions located at the bottom of the screen.

Back	Closes window without saving and returns to surplus details page.
Save & Same	Saves entry and duplicate asset information for additional entry.
Save & New	Saves entry and populates a blank insert surplus asset to enter additional assets.
Save & Done	Saves entry and closes window.
Save & Add Images	Saves entry and populates attachment insert screen to upload photos & docs.

Insert Surplu	ıs Asset				
Asset Number *	[AUTO-ASSIGN]		Acquisition		
NSN Group Code *	3900 - MATERIAL HANDLI	NG EQUIPMENT (FORKLIFTS, TI	Accounting Date *	03/13/2023	
Description *	Tuff Lift CPD-15FE Forklift		Accounting Method *	Т	
Site *	40300000-001 - ADMINIST	TRATIVE SERVICES, DEPARTMEN	Accounting Description	n	
Summary			Accounting Cost *	0.00	
Condition *	Fair 🗙		Web Surplus Notes		
VIN *	NA		Notes 1	4-wheel -electric load -weight 3300lbs	
Make *	Tuff		Notes 2	Building has loading dock. Inspect M-F 9am-4pm	
Model *	CPD-15FE		Internal Notes		
Model Year	2010		Notes 3		
Serial Number	548695712		Quantity *	1	
Odometer	5000		UoM *	EA 🗸	
Odometer UoM	HOURS ¥		Date Available *	03/13/2023	i
Claim Number					
Back Save & Sa	ime Save & New Save &	& Done Save & Add Images			

Step 4) Click "save and done" when there are no more assets to add to the request. The window will close, and the screen will navigate back to the surplus details page displaying the entered assets. The message "Successfully saved asset(ST-2X-XXXX-XX-NT)" will appear at the top of the request.

Meth	bd	Т										
Pro	operty Locat	tion and C	ontact Information			Q 5.	corr	fully care	od accel	(ST 22 1	162619-001	NT
Addre	ess 1	200 Piedr	nont Ave			U 31	recess	iuny sav	eu asse	(31-23-)	102013-001	-141).
Addre	155 2											
City		Atlanta										
State		GEORGIA										
Zip		30334										
Count	tv .	Fulton										
Conta	ict Name	Surplus Ti	rainer									
Conta	ct Phone	404-657-	8544									
Conta	ect Email	surplus.tra	ainer@doas.ga.gov; jan.ree	d@doas.ga	gov							
	ceiving Age	-										
	cy Name		ent of State									
Recei	ving Address	222 Capit	al Hill									
	ving Contact											
	ving Phone											
Receiv	ving Email	wanda.ma	this@dos.ga.gov									
Edit	Pickup La	bels										
A	dd Assets											
			Assets								His	itory
/iew	Asset N	umber	Description	Qty Sent	Qty Rovd	Service Charge	Scrap	Status	Receiver	Recv Date	Approve Date	Docs/Images
R.	ST-23-1626	19-001-NT	Tuff Lift CPD-15FE Forklift	1		*	-	In Transfer				0
Down	load											
ow(s) 1	- 1 of 1											
_	Contraction of the local division of the loc											
ack	Remove Ass	et Appr	ove Print Labels Print	Detail								

! If an entry error occurred in the fields NSN code, description, summary, notes 1 & 2, or date available, click on the pencil icon under the view column. The page will navigate to surplus asset line detail. From there, click on the asset number hyperlink. Make the necessary edits and press "save asset".

View	Asset Number	Description	Qty Sent	Qty Rcvd	Service Charge	Scrap	Status	Receiver	Recv Date	Approve Date	Docs/Images
	ST-23-162619-001-NT	Tuff Lift CPD-15FE Forklift	1	-		-	In Transfer	-	-	-	0

Surplus Number	st-23-162	619		
Asset Number	ST-23-162	519-001-NT	-	
From Site	40300000-	001 - ADMIN	ISTRATIVE SE	ERVICES, DEPARTME
Qty Sent	1			
Qty Rovd				
Cost	\$0.00			
Service Charge				

! Note errors in quantity (QTY) cannot be edited. Please click on "create new asset" and reenter the asset information with the corrected quantity (QTY). If you are a site manager, reject incorrect asset line at approval stage. If not, notify the site manager and request for that asset line to be rejected upon approval stage.

• A	Add Assets													
Crea	Create New Asset													
	Assets History													
View	View Asset Number Description Qty Sent Qty Rxvd Service Charge Scrap Status Receiver Recv Date Approve Date Docs/Im													
Ø	ST-23-162619-001-NT	Tuff Lift CPD-15FE Forklift	1	-	-	-	In Transfer	-	-	-	0			

Removing Asset Line

Site users can only remove asset lines **prior to the site manager approval**. Site Managers can only remove asset line **before DOAS Surplus receipt**. After received, users will need to contact DOAS Surplus.

Surplus N	umber ST-23-15	2957									
Creation I	Date 08/17/20	122									
From Site	4030000	0-001 - ADMINISTRATIVE SER	VICES, DEPA	RTMENT OF	- 200 PIEDMOT						
From Pers	ton TRAINER	SURPLUS									
Method	T										
Proper	ty Location and C	ontact Information									
Address 1	200 Pied	mont Ave		- 2							
Address 2	West Tov	ver Suite 18									
City	Atlanta										
State	GEORGU										
Zip	30334	3									
County	Fulton										
Contact N	ame Lauren T	ainer									
Contact P	hone 404-656	-8544									
Contact E	mail lauren.tra	iner@does.ga.govjan.deer@d	oas.ga.gov								
Receiv	ing Agency										
Agency N	ame Departm	ent of State		- 3							
Receiving	Address 222 Capi	tal Ave. GA, 30334									
Receiving	Contact Wanda h	fathis									
Receiving	Phone 555-657	8895									
	Email wandami Pickip Labels	this⊗dosgagov									
Acc	455615										
			Assets								
/iew	Asset Number	Description	Qty Sent	Qty Rovd	Service Charge	Scrap	Status	Receiver	Recy Date	Approve Date	Docs/Image
S 21	23-152957-001-NT	Assorted Rolling Office Chains	10				in Transfer				5
Downloa	đ										
nywisi 1 - 1 a	r 1 move Acaet App	rowe Print Labels Print De	24								

Step 1) Scroll down to the bottom of the Surplus Detail page and click "Remove Asset" button.

Step 2) Asset to Remove will appear. Click on the drop-down arrow in the field and select the asset line to remove. Then click "Remove Asset" button.

R	emove Assets											1	
Attet	To Remove											_	Remove Asset
ST-23	-152957-001-NT	Assets								Histor	y	_	
View	Asset Number	Description	Qty Sent	Qty Rovd	Service Charge	Scrap	Status	Receiver	Recy Date	Approve Date	Docs/Images		
ø	ST-23-152957-001-NT	Assorted Rolling Office Chairs	10				In Transfer			•	5		

Step 3) The selected asset will be deleted. Repeat steps as needed. When done, select "Add Assets" button to exit.

Assets											
View	Asset Number	Description	Qty Sent	Qty Rcvd	Service Charge	Scrap	Status	Receiver	Recv Date	Approve Date	Docs/Images
R	ST-23-152957-001-NT	Assorted Rolling Office Chairs	10		-	-	In Transfer	-	-	-	<u>0</u>
Downloa row(s) 1 Canc	- 1 of 1	Approve Print Labels	Print Deta	ail							

Adding Documents & Images

Step 1)

From Surplus Details Page

Click the hyperlink 0 under "Docs/Images" column located on the asset line. Go to step 2.

Assets	History										
View	Asset Number	Description	Qty Sent	Qty Rovd	Service Charge	Scrap	Status	Receiver	Recv Date	Approve Date	Docs/Images
Ø	ST-23-153949-001-NT	Chairs	5	-	-	-	In Transfer	-		•	o 🛑

From Insert Surplus Asset page

Attachments can also be added while entering your asset. After entering all asset information, click the button "Save & Add Images" located at the bottom of the screen. Go to step 2.

Asset Number *	[AUTO-ASSIGN]		Acquisition		
NSN Group Code *	7110 - OFFICE FURNITURE (7110)	1E	Accounting Date *	10/12/2022	
Description *	Chairs		Accounting Method *	т	
Site *	40300000-001 - ADMINISTRATIVE SERVICES,	DEPARTMENT	Accounting Description	1	
Summary			Accounting Cost *	\$0.00	
Condition *	Good 🛩		Web Surplus Notes		
VIN *	NA		Notes 1		
Make *	UNK		Notes 2		
Model *	UNK		Internal Notes		
Model Year			Notes 3		
Serial Number	NA		Quantity *	5	
Odometer			UoM *	EA 🗸	
Odometer UoM	~		Date Available *	10/12/2022	8

Step 2) Select "Choose File" or "Drag and Drop" the attachment from your computer/device. Once the attachment has been uploaded, choose a "save option".

Note: Always attach photos of asset first, then documents (title, forms, spreadsheets).

Back	Returns to previous page without saving.
Save and New	Saves attachment and allows for additional attachments.
Save and Done	Saves attachment and closes window.

File*	
~	All photos must
	be in .jpg or
Drag and Drop	.jpeg format.
Or Select a file or drop one here.	Attachment size
Choose File	limit is 1200KB.
	If size error:
Comments	resize photos to
Vette file human and ten a life and stiff bit has any solid size, size, size, and, and, size, stift and size with a serve file.	600x400 pixels
Valid file types are jpg, jpeg, gif, png, tiff, tif, txt, csv, pdf, doc, docx, xls, xlsx, ppt, pptx, rtf and zip with a max file size of 1200 KB. Images will be resized if possible.	and documents
And Court & New Court & Deven	to smaller size.
Back Save & New Save & Done	

Adding Additional Documents & Images

There is a limit of 5 attachments per asset line. To attach additional photos or documents to the request, an additional asset line must be created. Follow the instructions below.

Step 1) Click on the hyperlink "Create New Asset".

dd Ass	ets										
reate N	New Asset										
Assets											
ssets											
ssets View	Asset Number	Description	Qty Sent	Qty Rcvd	Service Charge	Scrap	Status	Receiver	Recv Date	Approve Date	Docs/Image

Step 2) Inset Surplus Asset page will open. Fill in the following:

- > NSN Group Code: Enter 9900 MISCELLANEOUS.
- **Description:** Write "Additional Photos or Documents". If vehicle, write Title/ Inspection form.
- > Summary section:
 - Condition: Select fair or same as original asset entered.
 - VIN, make, model, and serial number field input "NA".
- Acquisition Section
 - Accounting Date: Enter Today's date.
 - Accounting Cost: Enter 0.00.
- **Web surplus notes** Leave blank.
- Internal Notes: Enter 1 as quantity. Leave date available as is. If transfer (T), push date out one year.
- Step 3) Click "Save & Add Images" and upload the additional photos or documents. When complete, click "save and done" button. The screen will return back to the Surplus Detail Page.

Insert Surplu	s Asset			
Asset Number *	[AUTO-ASSIGN]	Acquisition		
NSN Group Code *	9900 - MISCELLANEOUS	Accounting Date *	03/13/2023	
Description *	Additional Photos	Accounting Method *	Т	
Site *	40300000-001 - ADMINISTRATIVE SERVICES, DEPARTME►	Accounting Description		
Summary		Accounting Cost *	0.00	
Condition *	Fair 🗸	Web Surplus Notes	-	
VIN *	NA	Notes 1]
Make *	NA	Notes 2]
Model *	NA	Internal Notes		
Model Year		Notes 3]
Serial Number	NA	Quantity *	1	
Odometer		UoM *	EA 🗸	
Odometer UoM	~	Date Available *	03/13/2023	
Claim Number				
Back Save & Sar	ne 🔰 Save & New 🔰 Save & Done 🛛 Save & Add Images			

Congratulations, you have successfully created a Surplus Request! The Status will show "in transfer" until Surplus receives the assets.

View	Asset Number	Description	Qty Sent	Qty Rovd	Service Charge	Scrap	Status	Receiver	Recv Date	Approve Date	Docs/Images
R	ST-23-152957-001-NT	Assorted Rolling Office Chairs	10				In Transfer	-			5
R	ST-23-152957-002-NT	Additional Photos	1			2	In Transfer		2		3

Site Manager Approval

The agency designated Site Manager must approve Surplus transfer requests before DOAS can review and process. Site Managers should ensure the information and required docs/photos are correct and attached **prior to approving**.

Step 1) Click on the **Surplus Tab** and scroll down to Search Surplus Transfer. Click the arrow to open the field. Complete the following fields:

- From Site: Enter the agency's site number. You can also use the drop-down to search by name.
 If multiple sites/locations managers must approve one site at a time.
- Status: Click the drop-down arrow and select "waiting for approval".
- > Click Search. Results show at the bottom of the screen under "Surplus Transfer" section.
- > Click the pencil icon under View Colum to open the request.

1	2				
Surplus	Search Surplus Transfers				
Surplus	Surplus Transfer Number				
Create	From Site				~
_	Q				
3	- Select -				
	00000000-000 - SURPLUS - GA DEPT OF	ADMIN SERVICES			Ê
	00000097-001 - NORTHWEST GEORGIA R	EGIONAL COMMISSION-MOU			
	Status WAITING FOR APPROVAL				×
	4 CLOSED OPEN				
	PENDING PICKUP WAITING FOR APPROVAL				
	WAITING FOR RECEIPT				
	Creation Date To				
	From Person				
	Choose -Select- to clear				
	Search				
5					
_	ch Surplus Transfers Ius Transfers				
View	Surplus Transfer Number	Creation Date ↓ F	From Site	From Person	Method
	ST-23-162354	03/07/2023	40300000-001 - ADMINISTRATIVE SERVICES, DEPARTMENT OF	RHONDA FLETCHER	RS
Downl	oad				
			Tips		

"Go" button.

Step 2) Click the "*approve*" button located under the assets on the Surplus Details page. "Approve Asset" section will open. Click the drop-down arrow next to the words "pending". Then select "Approved" to send for DOAS Surplus review or select "rejected" to void asset line. Click the "save" button once all asset lines have been selected.

View	Asset Number	Description	Qty Sent	Qty Rcvd	Service Charge	Scrap	Status	Receiver	Recv Date	Approve Date	Docs/Images
Ø	ST-23-153949-001-NT	Chairs	5			-	In Transfer				0
Down row(s) 1 Back	Aload 1 - 1 of 1 Remove Asset Appro Approve Asset		els Print I	Detail					appr	ck blue icon to	_
	Asset Num	ber		Descrip	tion	Qt	y Sent	Appro	si ved *	multaneously	
S	T-23-153949-001-	NT	Chairs			5		Pending	· • ·		
в	ack Save	3						Pending Approve Rejected	ed 🚽	2	

Congratulations, you have successfully approved a request!

To confirm, this message "Successfully approved assets" will appear at the top of the screen. Also, a date will appear under the "Approve Date" section.

Ac	id Assets										🔗 Succe	ssfully appro	ved
Create	New Asset												
Assets	History												
View	Asset Number	Description	Qty Sent	Qty Rovd	Service Charge	Scrap	Status	Receiver	Recv Date	Approve Date	Docs/Images		
Ø	ST-23-153949-001-NT	Chairs	5				In Transfer	2		11/07/2022	0		

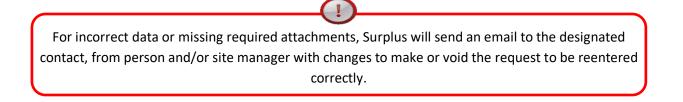
What happens next?

Once the request has been approved by the site manager, it will appear in DOAS "Waiting for Receipt" queue. The system will send an auto generated email to the site user and site manager with the subject line **"Transfer Reminder- assets have not been received"**. Note: No further action is required on user's end.

NO_REPLY@assetworks.com From: Monday, November 12, 2018 7:00 PM Sent: To: no_reply@assetworks.com Cc: Surplus.proprty@doas.ga.gov Subject: Transfer Reminder - ST-19-93929 This is an automated e-mail to inform you that transfer ST-19-93929 has assets that have not been received. Transfer Creation Date: 11/06/2018 Sending Site: 40300000-001 - ADMINISTRATIVE SERVICES, DEPARTMENT OF Sending Person: Lauren Traniner Receiving Site: 00000000-000 - Surplus - Ga Dept Of Admin Services Receiving Person: NOTICE: This e-mail was sent from an automated system that cannot accept incoming e-mail. Please do not reply.

DOAS Surplus Specialist will review the request. **If the request is complete and correct**, it will be virtually "received". The DOAS Surplus Specialist name will appear under the "Receiver" section and a date will appear under "Receive Date" section. The designated contact for the Surplus transaction should look out for an email notification from a Surplus Specialist regarding the status of the request. Example: Donee posting information, public auction posting, authorization letter for AD, ELC vendor scheduling instructions, etc.

		-									
te Docs/Images	Approve Date	Recv Date	Receiver	Status	Scrap	Service Charge	Qty Rcvd	Qty Sent	Description	Asset Number	View
1	11/27/2018	11/27/2018	TRAINER, LAUREN	Received	NO	\$6.00	6	6	BlackBerry Phones	ST-19-93929-001-NT	Ø
	11/27/2018	11/27/2018	TRAINER, LAUREN	Received	NO	\$6.00	6	6	BlackBerry Phones		Downloa



Appendix A- National Stock Number (NSN) List

1000 - WEAPONS (PISTOLS, RIFLES, SHOTGUNS, TASERS, BATON, ASP) 1300 - AMMUNITION (ALL TYPES) 1510 - AIRCRAFT, FIXED WING 1520 - AIRCRAFT, ROTARY WING 1525 - COMBAT AIRCRAFT 1925 - SPECIAL SERVICE VESSELS (BOATS) 1940 - SMALL CRAFT (BOATS) 2200 - RAILWAY EQUIPMENT (INCLUDES CARS AND OTHER RAIL EQUIPMENT) 2310 - PASSENGER MOTOR VEHICLES 2320 - TRUCKS AND TRUCK TRACTORS, WHEELED 2325 - VANS, BUSES, SEMI (BOX, PANEL, BUSES, PASSENGER VANS) 2330 - TRAILERS 2400 - TRACTORS (WHEELED) 2800 - ENGINES (NON-ELECTRIC) 3470 - MACHINE SHOP SETS, KITS, AND OUTFITS **3700 - AGRICULTURAL EQUIPMENT** 3800 - CONSTRUCTION, MINING, EXCAVATING EQUIPMENT (HEAVY EQUIPMENT (DOT YELLOW GEAR)) 3900 - MATERIAL HANDLING EQUIPMENT (FORKLIFTS, TUGS, WAREHOUSE EQUIPMENT) 4100 - REFRIGERATION & AIR CONDITIONING (HVAC EQUIPMENT, WALK-IN REFRIGERATOR) 4300 - PUMPS & COMPRESSORS (AIR & WATER) 5410 - PREFABRICATED AND PORTABLE BUILDINGS 5800 - COMMUNICATIONS EQUIPMENT (RADIOS, TELEPHONES, CELL) 6115 - GENERATORS AND GENERATOR SETS, ELECTRICAL 6500 - MEDICAL/DENTAL (EQUIPMENT AND SUPPLIES) 7021 - ADP CENTRAL PROCESSING UNIT (CPU, COMPUTER), DIGITAL) 7023 - MONITORS (ALL, CRT OR FLAT) 7025 - ADP INPUT/OUTPUT AND STORAGE DEVICES 7110 - OFFICE FURNITURE 7210 - HOUSEHOLD FURNISHINGS 7300 - FOOD SERVICE EQUIPMENT 7400 - OFFICE MACHINES 7500 - OFFICE SUPPLIES (CONSUMABLES) 7600 - BOOKS, MAPS, OTHER PUBLICATIONS (BOOKS, MAPS, OTHER PUBLICATIONS) 7700 - MUSICAL INSTRUMENTS 7800 - RECREATIONAL & ATHLETIC EQUIPMENT 7900 - CLEANING EQUIPMENT & SUPPLIES 8400 - CLOTHING, INDIVIDUAL EQUIPMENT (INCLUDES HELMETS, GOGGLES, RIOT SHIELDS, WEB GEAR) 8800 - LIVE ANIMALS 9500 - METAL, BARS, SHEETS, SHAPES 9900 – MISCELLANEOUS

Appendix B- Agency Transfers & Transactions Report Instructions

! If you are assigned to a site and are still having trouble accessing the report, try adjusting your internet pop up blocker by adding AssetWorks (<u>https://ops21.incircuit.com/ops6/f?p=1031:101</u>) as an allowed site to Google Chrome or Microsoft Edge.

Agency Transfers Report- provides a status overview of surplus transfers for an agency or site within a specified date range. NOTE: you will only have access to sites for which you are assigned.

Step 1) Click on the Reports Tab and locate the Agency Transfers report from the reports list. Next, click on the arrow located to the left of the report.

Reports	Rep	orts		
	-			
Create New Report Historical	Run	Edit	Report Name ↑=	Report Desc
Custom Adhoc Reports History Reports		Ø	Account Eligibility	List of donee customers requiring re-certification
matory reports		Ø	Account Ledger Statement	All account ledger transactions for a date range.
		Ø	Account Receivable Summary by Filter	Account Receivable Summary by Filter
		${\mathbb R}^{\!\!\!\!}$	Account Report	List of donees and their suspension statuses
		\mathbb{Z}	Accounts by County	List of donees in a specific county
		Ø	Active State Assets with NOTES 3	Active state assets report: use for processing and closing transactions
		${\mathbb Z}$	Agency Transactions Report	This report includes all transactions for an agency where a payment or credit was processed and exported.
	0	Ø	Agency Transfers Report	This report provides a status overview of surplus transfers for an agency or site within a specified date rang

Step 2) Fill in the following:

- Start Date: Input a two-digit month, two-digit day, and four-digit year (Ex:03/15/2023)
- > End Date: Input a two-digit month, two-digit day, and four-digit year
- Site: Click the list icon and select the site number or site name.
- **Status:** Select an option from the dropdown arrow or leave blank to populate all.
- Click the "Run" button.
- > View the report in AssetWorks, Excel format by clicking "Download" or PDF by click "Print to PDF".

		Agency	Transfers Repor	t		
Start Date * 01/15/2023	Report Results					
End Date * 03/15/2023 🗎				QTY		
5ite 40300000-001 - ADMINISTRATIVE SE 📒 🗉	Search Dialog - Google Chrome	ASSET NUMBER	DESCRIPTION	SENT	METHOD	
tatus 🗸 🗸	ops21.incircuit.com/ops6/wwv_flow_utiliti RECEIVED (2)	ST-23-160242-001-NT	Printers	16	Electronics Disposal (Elc)	
Back Run RECEIVED		ST-23-160242-002-NT	Monitors	21	Dectronics Disposal (Elc)	
VOIDED	Next >					
WAITING FOR APPROVAL WAITING FOR RECEIPT	0000000-000 - SURPLUS - GA DEFT OF ADMIN SERVICES 0000000F-001 - NORTHWEST GEORGIA REGIONAL COMINISSION-MOL	ST-23-161306-001-NT	Docking station	1	Retail Sale (Rs)	
	00000112-001 - CLAYTON CEVTER COMMUNITY SERVICE BOARD	ST-23-161306-002-NT	Monitors	4	Retail Sale (Rs)	
	00000113-001 - OCONEE COMMUNITY SERVICE BOARD- ADMINISTRAT 00000113-002 - OCONEE COMMUNITY SERVICE BOARD- SUPPORT SER	ST-23-161340-001-NT	20" Monitors	2	Retail Sale (Rs)	
	00000113-003 - OCONEE COMMUNITY SERVICE BOARD- FAMILY DIREC					
	WW/TING FOR APPROVA	(1) ST-23-162619-001-NT	Tuff Lift CPD-15FE Forkilit	1	Transfer (T)	
	WAITING FOR RECEIPT () ST-23-162354-001-NT	20" Dell monitors	2	Retail Sale (Rs)	
	Download					
	row(s) 1 - 10 of 12 N	et.*				
	rows 1 - 10 m 12					

Agency Transactions Report (Bill of Sale /Agency Reimbursement)- This report includes all transactions for an agency where a payment or credit was processed and exported. Note: you will only have access to sites for which you are assigned.

Step 1) Go to the Reports Tab and locate the Agency Transaction report from the reports list. Next, click on the arrow located to the left of the report.

🖻 Reports 🗸 🗸	R	eports		
View Reports Create New Report	\odot	Ø	Agency Transactions Report	This report includes all transactions for an agency where a payment or credit was processed and exported.
Historical Custom Adhoc Reports	•	Ø	Agency Transfers Report	This report provides a status overview of surplus transfers for an agency or site within a specified date range.
History Reports				

Step 2) Select and fill in the following:

- **Report format:** Select either PDF, Excel, or Excel with no format.
- Start Date: Input a two-digit month, two-digit day, and four-digit year (Ex:03/15/2023)
- **End Date:** Input a two-digit month, two-digit day, and four-digit year
- Site: Click the list icon and select the site number or site name.
- **Bill of Sale Number:** Input the Bill of Sale Number/ Transaction No or leave blank to populate all.
- Click the "Run" button. A new window will open and populate the report.

Agency Tran	sactions Report	🖾 Search Dialog - Google Chrome — 🔲 🗙
••••	•	ops21.incircuit.com/ops6/wwv_flow_utilities.gen_po
Channel Brannel Frances		Search Close
Choose Report Format O PDF O EXCEL	EXCEL WITH NO FORMAT	Next +
Start Date *	01/01/2022	00000000-000 - SURPLUS - GA DEPT OF ADMIN SERVICES
End Date *	03/15/2023	00000097-001 - NORTHWEST GEORGIA REGIONAL COMMISSION-MOU
Site	40300000-001 - ADMINISTRATIVE SE	00000112-001 - CLAYTON CENTER COMMUNITY SERVICE BOARD
		00000113-001 - OCONEE COMMUNITY SERVICE BOARD- ADMINISTRATION
Bill Of Sale Numbe	r	00000113-002 - OCONEE COMMUNITY SERVICE BOARD- SUPPORT SERVICES
Back Run		00000113-003 - OCONEE COMMUNITY SERVICE BOARD- FAMILY DIRECTIONS
		00000114-002 - RIVER EDGE BEHAVIORAL HEALTH CENTER

1963 22-WR-13 04/18/2022 50.0 50.0 Asset Number 517: 22-146035: 001 Description 50.0 50.0 Transaction Nic Payment ID: Accounting Date: Amount: Reinbursement 72009 22-WR-149 05/17/2022 \$101.00 \$0.5 Asset Number 517: 22-146085: 002 Stationary Blue Chairs S10.00 \$0.5 Transaction Nic: Payment ID: Accounting Date: Amount: Beinbursemen 7970 23-WR-05 06/29/2022 \$24.00 \$87.0 Asset Number 517: 23-151699-001 U-shaped desk with hutch 517: 23-151699-004 Description S17.0 S17: 23-151699-004 504 Sofa Beinbursemen Transaction Nic: Payment ID: Accounting Date: Amount: Beinbursemen S17: 23-151699-004 504 504	Agency Transa	actions Repo	rt		
Start Date: 001/2022 End Date: 001/52023 Sile: Transaction Namber: Transaction Namber:	This second in charles of the second			PDF	Format
End Date 00152003 Sile: Transaction Number: <u>Transaction Number:</u> <u>Transaction Number:</u> <u>Transaction Number:</u> <u>Transaction Number:</u> <u>22:WR-173</u> 04/18/2022 <u>50:00</u> 50:00 <u>51:22:146280:001</u> Elocks <u>Transaction Number:</u> <u>2000</u> 22:WR-100 <u>51:22:146085:001</u> Elocks <u>Transaction Number:</u> <u>22:WR-100</u> 05/17/2022 <u>510:1.00</u> 50:5 <u>51:22:146085:001</u> Elocks <u>S1:22:146085:001</u> Elocks <u>51:22:146085:001</u> Elocks <u>51:22:146085:001</u> Elocks <u>51:22:146085:001</u> Elocks <u>51:22:146085:001</u> Elocks <u>51:22:146085:001</u> Elocks <u>51:23:15169:002</u> U: Unaped desk with hatch and storage <u>51:23:15169:002</u> U: Unaped desk with hatch <u>51:23:15169:002</u> U: U: Unaped desk with hatch <u>51:23:151705:001</u> Elocks <u>51:23:151705:001</u> Chairs <u>51:23:151705:001</u> Chairs <u>51:23:151705:001</u> Chairs		ions for an agency where a	a payment or creat was processes and export	u.	
Transaction Number: Transaction Number: Transaction No: Parment ID: Accounting Date: Amount: Beimburgemen 71983 22-WF1-133 04/18/2022 \$50.00 \$0.0 Asset Marther Description 517-22-146280-001 Books Transaction No: Parment ID: Accounting Date: Amount: Beimburgemen 2006 a2:2WF1-149 00/17/2022 \$101.00 \$0.5 Asset Marther Description 517-22-146085-001 Externary Flue Chairs 517-22-146085-001 Externary Flue Chairs 517-22-146085-001 Externary Flue Chairs 517-22-146085-001 Externary Flue Chairs 517-22-15169-002 U-Staped desk with http: 517-23-15169-002 U-Staped desk with http: 517-23-151705-001 Filing cabiners 517-23-151705-001 Filing cabiners 517-23-151705-001 Chairs TOTAL ASSETS: 8 TOTAL ASSETS: 8					
Transaction No: Parment ID: Accounting Date: Amount: Beimburstemen 71983 22-WR-133 04/16/2022 \$50.00 \$0.00 Asset Number: Description Stocks Stocks Stocks Transaction No: Parment ID: Accounting Date: Amount: Beimburstemen 7006 22-WR-149 05/17/2022 \$101.00 \$50.5 Asset Number: Description Stationary Bite Chairs Stationary Chairs Amount: Beimburstemen Transaction No: Parment ID: Accounting Date: Amount: Beimburstemen Tansaction No: Parment ID: Accounting Date: Amount: Beimburstemen 7307 22-WR-035 08/29/2022 \$245.00 \$87.0 Strationary Bite Chairs Strationary Bite Chairs Strationary Bite Chairs \$7.23.151699-002 U-shaped desk with hatch storage \$7.3.151699-003 Sofa Transaction No: Parment ID: Accounting Date: Amount: Beimburstemen 517.23.151699-001 U-shaped desk with hatch storage \$13.5					
7/963 22-WR-133 04/16/2022 \$50.00 \$0.0 Asset Number Description S17-22-16/203-001 Biolinking Beinshummer 7/063 22-WR-149 05/17/2022 \$101.00 \$0.5 Asset Number Description S17-22-16/03-001 Stationary Biol Chairs Amount: Beinshummer 7/063 22-WR-149 05/17/2022 \$101.00 \$0.5 Asset Number Description Stationary Biol Chairs Amount: Beinshummer Tamachion No: RummerLD: Accounting Date: Amount: Beinshummer 73070 23-WR-005 06/29/2022 \$245.00 \$87.0 S17-23-151699-001 L-Shaped desk with hutch S17-23-151699-001 L-Shaped desk with hutch S17-23-151699-001 L-Shaped desk with hutch S17-23-151699-001 L-Shaped desk with hutch S17-23-151699-001 L-Shaped desk with hutch S102.00 \$102.50 \$1.5 Tamasetion No: Paramet ID; Accounting Date: Amount: Beinburnemer 110169 S162 S102.	Transaction Number:				
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ST-22-146280-001 Books Transaction No. Restriction 20/06-146280-001 Beinzburnemen 20/06-146280-001 Beinzburnemen 20/06-146280-001 Stationary Bail: Ansat Number Beinzburnemen ST-22-146685-001 Stationary Bail: Ansat Number ST-22-146685-001 Stationary Chairs Transaction No: Burnnet ID: Accounting Date: Amount: Beinzburnemen 7877 23-WK-035 OPEN:2022 \$245.00 \$87.0 ST-23-151699-002 L'shaped desk with hatch and torage ST-23-151699-003 Filling cabinets ST-23-151705-001 Colspan="2" TOTAL ASSETS: 8	71983 22-WR-13	3	04/18/2022	\$50.00	\$0.00
72080 22.4W8-149 05/17/2022 \$101.00 \$0.5 Asset Number Description \$17.22-146035-001 \$146035-001 \$1601.00 \$0.5 Tansaction No. Participation Accounting Date: S245.00 \$87.0 73970 23.4WR-035 08/29/2022 \$245.00 \$87.0 \$87.0 73970 23.4WR-035 08/29/2022 \$245.00 \$87.0 \$87.0 517-23-151699-020 Ustaged desk with hatch str.2-3-151699-020 Valued desk with hatch \$17.2-3-151699-020 \$100 docs 517-23-151699-020 Sofa S1.9 Acceuting Date: Acceuting Date: Acceuting Date: 11169-020 Filing cabinets S1.9 Acceuting Date: Acceuting Date: Acceuting Date: Acceuting Date: 12010 23.4WR-029 08/15/2022 \$102.50 \$1.5 Acceuting Date: Acceuting Date: Acceuting Date: Acceuting Date: 14108 <td< th=""><th></th><th></th><th></th><th></th><th></th></td<>					
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ST-22-146085-002 Stationary Blue Chairs ST-22-146085-002 Stationary Blue Chairs Transaction No. Parameter ID Accounting Date: Amount Beinbursemen 73970 23-WR-035 08/29/2022 \$245.00 \$87.0 Asset Number Description 57.2 \$1569-001 U-shaped desk with hutch and storage \$7.7 57.23-151699-001 U-shaped desk with hutch 57.23-151699-001 U-shaped desk with hutch 57.23-151699-001 Sofia 23-WR-020 \$102.50 \$1.5 57.23-151699-001 Sofia 23-WR-020 \$102.50 \$1.5 57.23-151699-002 U-shaped desk with hutch \$102.50 \$1.5 57.23-151699-003 Description 08/15/2022 \$102.50 \$1.5 4aset Number Description 08/15/2022 \$102.50 \$1.5 57.23-151705-001 Chairs TOTAL ASSETS: 8 TOTAL ASSETS: 8	72080 22-WR-14	9	05/17/2022	\$101.00	\$0.55
Transaction No. Parment ID. Accounting Date: Amount. Beindoursemen 73970 23-WR-035 08/29/2022 \$245.00 \$87.0 Asset Number Description Ser.2 \$245.00 \$87.0 517.23-151699-001 U-shaped desk with hutch and storage Str.23-151699-001 U-shaped desk with hutch 517.23-151699-004 Sofa Ser.2 Str.23-151699-001 U-shaped desk with hutch 517.23-151699-004 Sofa Ser.2 Str.23-151699-004 Sofa Transaction No: Parment ID: Accounting Date: Amount: Reinbursemen 74:00 23-WR-029 08/15/2022 \$102.50 \$1.5 Asset Number Description Str.23-151705-001 Chairs TOTAL ASSETS: 8 TOTAL ASLES PRICE: \$498.50 \$498.50					
7970 23-WR-035 08/39/2022 \$245.00 \$87.0 Asset Number Description Description \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$1,000 \$1,000 \$100,000 \$1,00	ST- 22-146085-002	Stationary Chairs			
Asset Number Description 517: 23: 151699-002 U-shaped desk with hutch 517: 23: 151699-002 U-shaped desk with hutch 517: 23: 151699-002 U-shaped desk with hutch 517: 23: 151699-004 Sofa Transaction No. Parment ID: Accounting Date; Arnount; Reinbursemen 08/15/2022 \$102:50 \$1.5 Asset Number Description ONI'S TOTAL ASSETS: 8 TOTAL ASSETS: 8 TOTAL SALES PRICE: \$498.50 \$498.50	Transaction No: Payment I	<u>D:</u>	Accounting Date:	Amount	Reimbursement,
ST-23-15169-002 L-shaped desk with hutch and torage ST-23-15169-002 L-shaped desk with hutch ST-23-15169-003 Filing cabinets ST-23-15169-004 Sofa Zinnsaction No: Parmet ID: Accounting Date: Accounting Date: Accounting Date: Accounting Date: Asset Number Description ST-23-151705-001 Chairs	73970 23-WR-03	5	08/29/2022	\$245.00	\$87.00
57: 23- 151699-003 Filing cabinets 57: 23- 151699-004 Sofa Transaction No: Bayment ID: Accounting Date: Accounting Date: Beinbursemen 74:08 23-WR-029 06/15/2022 \$102.50 \$15.5 Asset Number Description 57: 23- 151705-001 Chairs TOTAL ASSETS: 8 TOTAL SALES PRICE: \$498.50			h and storage		
ST-23-151699-004 Sofa Tansaction No: Parment ID: Accounting Date: Amount: Beinbursemen 74:08 23-WHX-029 08/15/2022 \$102:50 \$1.5 Asset Number ST-23-151705-001 Chairs Ob/15/2022 \$102:50 \$1.9 TOTAL ASSETS: 8 TOTAL SALES PRICE: \$498.50 S49.50 S49.50 S49.50	ST- 23- 151699- 002		h		
Transaction Nor. Pagment ID: Accounting Date: Amount: Beinbursemen 74:08 23-WR-029 06/15/2022 \$102.50 \$1.5 Asset Number Description 51:23-151/205-001 \$102.50 \$1.5 TOTAL ASSETS: 8 TOTAL SALES PRICE: \$498.50 \$498.50 \$102.50 \$1.5					
74108 23-WR-029 08/15/2022 \$102.50 \$1.5 Asset Number 57: 23-151/205-001 Description Chairs \$102.50 \$1.5 TOTAL ASSETS: 8 TOTAL SALES PRICE: \$498.50	ST-23-151699-004	Sofa			
Asset Number ST-23-151705-001 Chairs TOTAL ASSETS: 8 TOTAL SALES PRICE: \$498.50	Transaction No: Payment I	<u>D:</u>	Accounting Date:	Amount	Reimbursement;
TOTAL ASSETS: 8 TOTAL SALES PRICE: \$498.50			08/15/2022	\$102.50	\$1.50
TOTAL SALES PRICE: \$498.50					
	TOTAL ASSETS: 8				
TOTAL REIMBURSEMENT : \$89.05	TOTAL SALES PRICE	E: \$498.50			
	TOTAL REIMBURSE	MENT: \$89.05			

Appendix C - Special Transfers: Vehicles

See chart below for vehicle methods and required attachments.

All vehicles, heavy equipment, aircraft, or trailer (2000 pounds +) **must be entered one per Surplus Number.** (I) Surplus **must have** either a title, certificate of origin, or a legal document showing State ownership

to process your request. **Titles must be** in disposing agency name.

Transfer (T)	GA State Agency to GA State Agency. (DOAS Fleet approval required)
	Required Attachment: Title front & back (signed by the custodian agency).
Vendor Disposal (T)	Vehicles sold at State contracted auctioneer facility. Input if vehicles need to be picked
	up or dropped off In Agency Name under Receiving Agency section. Agency responsible
	for towing and other fees.
	Required Attachment: Title front & back(signed by the custodian agency).
	Title & key must be at location.
Direct Negotiated Sale	Sell to Local Government or eligible Non-Profit. DOAS sets price. Must have an active
(DNS)	account with Surplus before submission into AW. Contact our office to check.
	Required Attachment: Title front & back (signed by the custodian agency).
	5 required photos of vehicle for pricing. Remember to remove all logos/decals and tag
	prior to taking photos.
Vendor Return (V)	Insurance removal. Input claims # in Agency Name under Receiving Agency.
	Required Attachment: Title front & back (signed by the custodian agency). Claims
	document stating pickup.
	(Must have Surplus authorization before removal).
Internet Sale (IS)	Sell to public on online auction site. (Vehicle remains at location until sold)
Transfer (T)-no receiving	Required Attachment: Title front & back(signed by the custodian agency). Vehicle
	Inspection form.
	Required Photos: Remember to remove all logos/decals and tag prior to taking photos.
	Front Corner, shows front & driver side
	Back Corner, shows rear & passenger side
	Engine compartment
	Interior (front & back)
	Other photos with defects/damage

Step 1) Click on the Surplus tab and select "Create" from the drop-down. Select a method then compete the property location and contact information section. Only complete receiving agency if T, DNS, or V.

Step 2) On the Surplus Detail page, scroll down page and click on "create new asset". Fill in the following:

•NSN Groups Code restricted to:

Vehicles

- 2310- Passenger Motor Vehicle
- 2320 TRUCKS AND TRUCK TRACTORS, WHEELED
- 2325 VANS, BUSES, SEMI (BOX, PANEL, BUSES, PASSENGER VANS)

Trailers

- 2330 TRAILERS
- 2400- TRACTORS (WHEELED)
- 5410 PREFABRICATED AND PORTABLE BUILDINGS

Heavy Equipment

- 3700 AGRICULTURAL EQUIPMENT
- 3800 CONSTRUCTION, MINING, EXCAVATING EQUIPMENT (HEAVY EQUIPMENT (DOT YELLOW GEAR)

Aircraft

- 1510 AIRCRAFT, FIXED WING
- 1520 AIRCRAFT, ROTARY WING
- 1525 COMBAT AIRCRAFT

- •Description: Enter four-digit year, make, model, & VIN/SN/Hull. Include agency # for easy lookup . EX: 2010 Ford 350 XVN1234CBD (2252)
- •Summary: Select the condition. Then enter the VIN/Hull, make, model, year, odometer and odometer UOM. Enter the serial number if given or input the agency number.
- •Accounting: Enter Today's date for accounting date and 0.00 in accounting cost field if unknown.
- •Web Surplus Notes 1 & 2: Let DOAS know if title & keys are on location. All other info should be on the Inspection form.
- •Internal Notes: Leave note 3 blank. Enter Quantity as 1 with UOM as EA. Leave date available as is unless method is transfer.
- •Save option: Select Save and Done if method T/vendor disposal or V. If method is T, IS, or DNS, select Save & Same. Change description field to Additional documents and select Save and done.
- Step 3) On the Surplus details page click on (0) under Docs and Images column to add attachments. If there are two asset line, add photos to asset line 1 and additional photos like a title or inspection form to asset line 2. Note: Photos should be in .jpg or .jpeg format and smaller than 1200KB. Photos 600x400 pixels.

Insert Surple	us Asset				
Asset Number *	[AUTO-ASSIGN]		Acquisition		
NSN Group Code	* 2325 - VANS, BUSES, SEMI (BO	X, PANEL, BUSES, PASSENGE	Accounting Date *	03/16/2023	
Description *	2017 Ford Super Wagon Van 1	FBJKL1G17859LKJ (4848)	Accounting Method *	Т	
Site *	40300000-001 - ADMINISTRAT	IVE SERVICES, DEPARTMENT	Accounting Description		
Summary			Accounting Cost *	0.00	
Condition *	Poor 🖌		Web Surplus Notes		
VIN *	1FBJKL1G17859LKJ		Notes 1	Title and key on location	
Make *	Ford		Notes 2		
Model *	Super Wagon		Internal Notes		
Model Year	2017		Notes 3		
Serial Number	4848		Quantity *	1	
Odometer	50,000	Complete if method	UoM *	EA 🗸	
Odometer UoM	MILES 🗸	V was selected	Date Available *	03/16/2023	ė
Claim Number					
Back Save & Sa	ame Save & New Save & Do	ne Save & Add Images			
Asset Number *	[AUTO-ASSIGN]		Acquisition		
NSN Group Code ³	* 3700 - AGRICULTURAL EQUIPM	IENT 📒	Accounting Date *	03/16/2023	Ħ
Description *	2005 John Deer 4310 tractor		Accounting Method *	Т	
Site *	40300000-001 - ADMINISTRAT	IVE SERVICES, DEPARTMENT	Accounting Description		
Summary			Accounting Cost *	0.00	
Condition *	Fair 🗸		Web Surplus Notes	-	
VIN *	2324		Notes 1	key on location	
Make *	John Deer		Notes 2		
Model *	4310		Internal Notes		
Model Year					
	2005		Notes 3		
Serial Number	2005		Notes 3 Quantity *	1	
Serial Number Odometer				1 EA V	
	2627589		Quantity *		
Odometer	2627589 680		Quantity * UoM *	EA 🗸	ti di seconda di secon

Insert Surplus Asset Example

Completed Surplus Detail Page Example

Sur	plus Detail			- 1							
Surplus	Number ST-23-15	3949									
Creation	Date 11/04/20	22									
From Sit	4030000	-001 - ADMINISTRATIVE SERVICES, DEPARTMENT (DF - 200 PIEDMO	1							
From Pe	rson TRAINER	SURPLUS		-							
Method	Choo	e a method									
Prope	erty Location and (ontact Information									
Address	1 200 Pied	nont Ave									
Address	2										
City	Atlanta										
State	GEORGI										
Zip	30334										
County	Fulton										
Contact	Name Surplus I	emo									
Contact	Phone 404-657	3544									
Contact		no@doas.ga.gov									
		plete if method is T, DNS, V, or Vendor Dispos	al (T)								
Agency											
Receivin	g Address										
Receivin	g Contact										
	g Phone										
Receivin										Attach requ	ired
Edit	Pickup Labels									documen	
View	Asset Number	Description	Qty Sent	Qty Rcvd	Service Charge	Scrap	Status	Receiver	Recv Date	Approve Date	Docs/Images
Ø	ST-23-152957-001-P	2017 Ford Super Wagon Van 1FBJKL1G17859LKJ (48	348) 1	•	-	-	In Transfer	-	•	-	5
Z	ST-23-152957-002-1	T Additional Photos & Documents	1		-		In Transfer	-		-	2

Required Photos Sample



Front Corner, shows front & drivers side





Back Corner, shows rear & passenger side



Interior



Other phots to show major damage or defect



Engine compartment

Note: The photos display the ENTIRE vehicle-no cropped/cut corners. Please remove any decals prior to taking the pictures.

Appendix D- Special Transfers: Electronic Disposal

Electronics may be submitted to Surplus as a Transfer, Direct Negotiated Sale, Internet Sale, Vendor Return, or Electronic Recycling. See below for entry examples and required attachments.

Transfer (T)	GA State Agency to GA State Agency.						
Electronic Recycling (ELC)	To DOAS Surplus contracted recycling vendor. *Must have a minimum of 10 pieces.						
	Required Attachment: Inventory with make, model, serial number, agency #.						
	Note: hard drives or data can be wiped and do not require removal.						
Vendor Return (VR)	To contracted electronics vendor.						
	Required Attachments: Contract or quote detailing exchange & inventory with make,						
	model, serial number, agency #.						
	Note: hard drives or data must be wiped.						
Direct Negotiated Sale (DNS)	To local government or eligible non-profit.						
Internet Sale (IS)	To public through online auctions sites. Note: <i>No more than 50 computers or monitors per</i>						
	request and must be same make and model. Do not wrap.						
	Required Attachments: Photos, inventory with make, model, serial number, agency #, &						
	Agency CIO verification of data removal by:						
	• Agency Head or CIO (IT Manager only if there is no CIO) approves request in AW.						
	 Attach a signed email from CIO certifying the data storage devices has been 						
	removed.						
	 Attach a copy of the surplus detail page sign by CIO certifying data storage 						
	devices have been removed.						
	Note: hard drives or data must be removed.						

Step 1) Click on the Surplus tab and select "Create" in the drop-down. On the form, select either Transfer, Direct Negotiated Sale, Internet Sale, Electronic Disposal or Vendor Return as the method. Then fill in property location and contact information. Leave *Receiving Agency* section blank unless T, DNS, or V.

- **Step 2)** On the Surplus Detail page, scroll down and click on "create new asset". Fill in the following. Note: For requests with the method of ELC, there should no more than 6 or 7 asset lines on the request.
 - NSN Groups Code restricted to:
 - (5800) COMMUNICATIONS EQUIPMENT (RADIOS, TELEPHONES, CELL)
 - (7021) ADP CENTRAL PROCESSING UNIT (CPU, COMPUTER, DIGITAL)
 - (7023) MONITORS (ALL, CRT OR FLAT)
 - (7025) ADP INPUT/OUTPUT AND STORAGE DEVICES (hard drives & servers)
 - (7400) OFFICE MACHINES (printers, fax, copier, etc.)
 - (9900) Miscellaneous
 - Description: Enter item pertaining to NSN code. (ex: Dell desktop computers).

If method ELC: type in all assets that correspond to the NSN code. (Ex: Code 7400:Printers, Typewriter, Fax)

- **Summary:** Select the condition(do not use scrap). Enter "NA" for VIN. Enter "see attached" in make, model, serial number. You will attach this information to the request later.
- Accounting: Enter Today's date for accounting date and 0.00 in accounting cost field if unknown.
- Web Surplus Notes 1 & 2: Enter need to know information about assets.
- **Internal Notes**: Leave note 3 blank. Quantity: enter total of all items in description field. UOM is EA. Leave date available as is unless method is Transfer(change to next year).
- Click Save & Same to add more asset(Change description & Qty) or Save & Done when complete.

Step 3) Screen will return to Surplus Detail Page. Click the (0) under Docs/images. The page will open to attachment insert screen. Upload required attachments for method selected. *Note: Photos should be attached 1st then attach documents 2nd.*

Create Surplus & Insert Surplus Asset Entry Example

Create Surph	us Transfer			1
From Site *	0000000-000 - SURPLUS - GA DEPT OF	ADMIN SERVICES - SU	RPLUS DIVISION, A	
Method *	Electronics Disposal (Elc)			
Property Locat	tion and Contact Information			
Address 1 *	200 Piedmont Ave			
Address 2	West Tower Loading Dock			
City *	Atlanta			
State *	GEORGIA 🗸			
County *	Fulton 🗸			
Zip *	30334			
Contact Name *	Lauren Trainer			
Contact Phone *	404-657-8544			
Contact Email *	lauren.trainer@doas.ga.gov			
Receiving Age	ncy			
Agency Name				
Receiving Address	3			
Receiving Contact	1			
Receiving Phone				
Receiving Email				
Create				
Insert Surplus Asset				
Asset Number * [AUTO-ASSIGN]		Acquisition		
Asset Number * [AUTO-ASSIGN] NSN Group Code * 7400 - OFFICE MAC	HINES	Acquisition Accounting Date *	03/17/2023	
NSN Group Code * 7400 - OFFICE MAC Description * Printer, Scanners, Sh	nredders			
NSN Group Code * 7400 - OFFICE MAC Description * Printer, Scanners, Sh		Accounting Date *	ELC	(
NSN Group Code * 7400 - OFFICE MAC Description * Printer, Scanners, Sh	nredders	Accounting Date * Accounting Method *	ELC	
NSN Group Code * 7400 - OFFICE MAC Description * Printer, Scanners, Sh Site * 40300000-001 - AD	nredders	Accounting Date * Accounting Method * Accounting Descriptio	е.c 0.00	
NSN Group Code * 7400 - OFFICE MAC Description * Printer, Scanners, Sh Site * 40300000-001 - AD Summary	MINISTRATIN SERVICES, DEPARTMENT	Accounting Date * Accounting Method * Accounting Descriptio Accounting Cost *	е.c 0.00	
NSN Group Code * 7400 - OFFICE MAC Description * Printer, Scanners, Sh Site * 40300000-001 - AD Summary Condition * Fair V	MINISTRATIV SERVICES, DEPARTMENT	Accounting Date * Accounting Method * Accounting Descriptio Accounting Cost * Web Surplus Note	е.c 0.00	
NSN Group Code * 7400 - OFFICE MAC Description * Printer, Scanners, Sh Site * 40300000-001 - AD Summary Condition * Fair V VIN * NA	Input all assets that correspond with NSN	Accounting Date * Accounting Method * Accounting Descriptio Accounting Cost * Web Surplus Note Notes 1	е.c 0.00	
NSN Group Code * 7400 - OFFICE MAC Description * Printer, Scanners, Sh Site * 40300000-001 - AD Summary Condition * Fair V VIN * NA Make * See attached	Input all assets that correspond with NSN	Accounting Date * Accounting Method * Accounting Description Accounting Cost * Web Surplus Notes Notes 1 Notes 2	е.c 0.00	
NSN Group Code * 7400 - OFFICE MAC Description * Printer, Scanners, Sh Site * 4030000-001 - AD Summary Condition * Fair ▼ VIN * NA Make * See attached Model * see attached	Input all assets that correspond with NSN	Accounting Date * Accounting Method * Accounting Description Accounting Cost * Web Surplus Notes Notes 1 Notes 2 Internal Notes	е.c 0.00	
NSN Group Code * 7400 - OFFICE MAC Description * Printer, Scanners, Sh Site * 40300000-001 - AD Summary Condition * Fair V VIN * NA Make * See attached Model * see attached Model Year	Input all assets that correspond with NSN	Accounting Date * Accounting Method * Accounting Descriptio Accounting Cost * Web Surplus Note Notes 1 Notes 2 Internal Notes Notes 3	ELC 0.00 55	Total of all in description
NSN Group Code * 7400 - OFFICE MAC Description * Printer, Scanners, Sh Site * 40300000-001 - AD Summary Condition * Fair V VIN * NA Make * See attached Model * see attached Model Year Serial Number See attached	Input all assets that correspond with NSN	Accounting Date * Accounting Method * Accounting Descriptio Accounting Cost * Web Surplus Note Notes 1 Notes 2 Internal Notes Notes 3 Quantity *	ELC 0.00 5 20	
NSN Group Code * 7400 - OFFICE MAC Description * Printer, Scanners, Sh Site * 4030000-001 - AD Summary Condition * Fair ▼ VIN * NA Make * See attached Model * See attached Model Year Serial Number See attached Odometer	Input all assets that correspond with NSN	Accounting Date * Accounting Method * Accounting Description Accounting Cost * Web Surplus Notes Notes 1 Notes 2 Internal Notes Notes 3 Quantity * UoM *	ELC 0.00 5 20 EA V	Total of all in description
NSN Group Code * 7400 - OFFICE MAC Description * Printer, Scanners, Sh Site * 40300000-001 - AD Summary Condition * Fair V VIN * NA Make * See attached Model * See attached Model Year Serial Number See attached Odometer Odometer UoM	Input all assets that correspond with NSN	Accounting Date * Accounting Method * Accounting Description Accounting Cost * Web Surplus Notes Notes 1 Notes 2 Internal Notes Notes 3 Quantity * UoM *	ELC 0.00 5 20 EA V	Total of all in description

Electronic Scrap (ELC)

Attach inventory on line 1

Assets										$\smallsetminus \nabla$	-
View	Asset Number	Description	Qty Sent	Qty Rcvd	Service Charge	Scrap	Status	Receiver	Recv Date	Approve Date	Docs/Images
Ø	ST-22-139856-001-NT	Desktop Computers & laptops	25	-	-	-	In Transfer	-	-	-	1
R	ST-22-139856-002-NT	Monitors (assorted sizes)	20	-	-	-	In Transfer	-	-	-	<u>0</u>
R	ST-22-139856-003-NT	Printers, Scanners, Shredders	15	-	-	-	In Transfer	-	-	-	<u>0</u>
R	ST-22-139856-004-NT	Hard drives	25	-	-	-	In Transfer	-	-	-	<u>0</u>
R	ST-22-139856-005-NT	Apple iPhone 6	13	-	-	-	In Transfer	-	-	-	۵
R	ST-22-139856-006-NT	keyboards, mouse, laptop docking stations, ethernet cords	10	-	-	-	In Transfer	-	-	-	<u>0</u>

Metho			×			+	Select a m		1	
	perty Location and Contact					Dire		d Sale (DNS)		
Addre	[======					-	Internet Sa Vendor Retu			
Addre	ss 2 West Tower L	oading Dock					vendor kett	ini (vit)	4	
City *	Atlanta									
State	GEORGIA		~							
Count	y * Fulton	~								
Zip *	30334									
Conta	ct Name * Lauren Traine	er								
Conta	ct Phone * 404-657-854	4								
Conta	ct Email * lauren.trainer	@doas.ga.go	v							
Rec	eiving Agency Complete S	ection if T, DNS,	or VR						1	
Agenc	cy Name								1	
Recei	ving Address								1	
Receiv	ving Contact									
Receiv	ving Phone									
Receiv	ving Email			=						
(eate									
Asset Number *	AUTO-ASSIGN]			Acquisi	tion					
•	023 - MONITORS (ALL, CRT OF	R FLAT)		Accountin		03/17	/2023			Ħ
	ell 720 Monitors	(12)()		Accountin	-		2025			-
	0300000-001 - ADMINISTRATI	VE SERVICES D	EPARTMENT	Accountin	-				1	
Summary		, -		Accountin		0.00				
	air 🗸			Web Su	-					
VIN*				Notes 1			ords include	d.		
Make *	ell			Notes 2		inspect I	Mon-Fri 9am	n-4pm		
Model * 72	20			Interna	Notes					
Model Year				Notes 3						
Serial Number Se	ee attached			Quantity *	r	20				
Odometer				UoM *		EA	~			
Odometer UoM	~			Date Avail	able *	03/17	/2023			Ē
Claim Number										
Back Save & Same	Save & New Save & Dor	e Save & Add	d Images							
							Atta	ch photos	1 st then inve	ntory
Asset Number	Description	Qty Sent	Qty Rcvd	Service Charge	Scrap	Status	Receiver	Recv Date	Approve Date	Docs/Imag

Transfer, Direct Negotiated Sale, Internet Sale, & Vendor Return

View

Ø

Appendix E- Special Transfers: Books

Step 1) Click on Surplus tab and select "Create" from the drop-down. On the form, select a method. Then fill in property location and contact information. leave Receiving Agency section blank unless T, DNS, RS, or V.

- Step 2) On the Surplus Detail page, scroll down and click on "create new asset". Fill in the following.
 - NSN Groups Code: 7600 BOOKS, MAPS, OTHER PUBLICATIONS
 - **Description**: Can be listed as textbook, workbooks, library book, etc.
 - **Summary**: Select the condition. Enter "NA" for VIN. Enter "see attached" make, model, serial number (you will attach this information to the request later).
 - Accounting: Enter Today's date for accounting date and 0.00 in accounting cost field.
 - Web Surplus Notes 1 & 2: Enter detailed info about books. (in boxes, inspection times, etc.)
 - Internal Notes: Leave note 3 blank. Quantity: enter total of all items in description field. UOM is EA. Leave date available as is unless method is Transfer(change to next year).
 - Select Save & Same to add more asset(change description & Qty) or Save & Done when complete.
- Step 3) Screen will return to Surplus Detail Page. Click the (0) under Docs/images. The page will open to attachment insert screen. Upload photos of the books and then the inventory sheet. The inventory sheet should include titles, authors, ISBNs, copyrights, and other important information. Photos should display a variety of books. If books are in boxes, please take some out and take pictures.



Insert Surplus Asset Example for Books

sset Number	Description	Qty Sent	Qty Rcvd	Service Charge	Scrap	Status	Receiver	Recv Date	Approve Date	Docs/I
							Attach pl	hotos 1 st	then inven	tory
Back Save & Sa	me Save & New Save & Don	save & Add Images								
Claim Number										
Odometer UoM	~		Date Availa	ble *	03/17/2	023			Ē	
Odometer			UoM*	ĺ	EA 🔹	•	of eac	h book		
Serial Number	See attached		Quantity *	Ĩ	36		Total	count		
Model Year			Notes 3	ſ						
Model *	See attached		Internal	Notes						
Make *	See attached		Notes 2	Ì						
VIN *	NA		Notes 1]						
Condition *	Fair 🗸			rplus Notes						
Summary			Accounting	· · ·	0.00					
Site *	40300000-001 - ADMINISTRATI	VE SERVICES, DEPARTMENT		Description						
Description *	Textbooks		-		т				-	
NSN Group Code *		UBLICATIONS (BOOKS, MAF			03/17/2	023			Ē	
Asset Number *	[AUTO-ASSIGN]		Acquisit	ion						

Asset

View

Appendix F- Special Transfers: Boats

Surplus **must have** either a registration, certificate of origin, purchase order/receipt, or a legal document showing State ownership for all mechanically propelled vessels, sailboats more than 12 feet in length, or trailer over 2000 pounds. These types of boats & trailers must be entered **one per Surplus Number**.

- Step 1) Click on the Surplus tab and select "Create" from the drop-down. On the form, select a method. Then fill in property location and contact information. Leave Receiving Agency section blank unless T, DNS, RS, or V.
- **Step 2)** Scroll down the Surplus Detail page and click on "create new asset". Fill in the following: *Note:* Boats that include the motor and trailer must be listed on separate asset lines.
 - NSN Group Codes are restricted to the following:
 - 1925- Special Service Vessels (boat over 66 feet)
 - 1940 SMALL CRAFT (boat under 66 feet)
 - 2330 -TRAILERS
 - 2800 ENGINES (NON-ELECTRIC)- Motors
 - ^o 7800- Recreational & Athletic Equipment (pedal, kayak, canoe, or inflatable)
 - **Description:** Enter item pertaining to NSN code by 4-Digit Year, Make, Model, HIN/Serial Number.
 - (HIN Hull Identification Number) EX:1999 War Eagle Boat MTW077745662.
 - **Summary:** Select the condition. For VIN, enter HIN (if none enter agency tag #). Enter boat make, model, serial number(if none put NA).
 - Accounting: Enter Today's date for accounting date and 0.00 in accounting cost field if unknown.
 - Web Surplus Notes1 & 2: Enter detailed information about the boats.(Ex. has holes. Paddles included). For service vessels & small craft fill out inspection form for condition.
 - Internal Notes: Leave note 3 blank. Quantity: enter total of all items in description field (if service vessels & small craft QTY should be 1). UOM is EA. Leave date available as is unless method is transfer (change to next year).
 - Click Save & Same to add more asset(change description & Qty) or Save & Done when complete.
- Step 3) Click the (0) under Docs/images on the Surplus Detail Page. Upload photos, inspection form, boat registration(if apply). Note: photos of boat to include the inside and outside of the boat, showing all sides, floorboard, control panel(if apply), extra accessories/equipment, and any visible damages. Photos of the motor should include manufactures' tag/data plate, all sides, and any visible damages. Photos of the trailer should include all sides, tow hitch, wheels/tires, and any visible damages. Remember to remove all logos/decals & tag prior to taking photos. Inspection form should include dimensions, all pertinent information, wheel/tire size, tow hitch size, and explain the overall condition for boat, motor, and trailer.

Insert Surple	us Asset		Entry	Example	e: Recrea	ational/Athl	etic Bo	oats				
Asset Number *	[AUTO-AS	SIGN]				Acquisition						
NSN Group Code	7800 - REC	REATIONAL & AT	HLETIC EQUIP	MENT	Ħ	Accounting Da	ste *	03/17/2	023			Ē
Description *	Sportsman	Solo 119 Canoe B	Boats			Accounting M	ethod *	Т				
Site *	40300000-	001 - ADMINISTR	MENT	Accounting D	escription	1						
Summary				Accounting Co	ost *	0.00						
Condition *	Fair 🗸					Web Surple	us Notes					
VIN *	NA			Notes 1		No visible holes. Paddles included						
Make *	Sportsman	n Solo		Notes 2		Inspect Mo	on-Fri 9Am-	3PM				
Model *	119					Internal No	tes					
Model Year						Notes 3						
Serial Number	See attach	ed				Quantity * 5						
Odometer						UoM* EA 🗸						
Odometer UoM	~	·				Date Available	Date Available * 03/17/2023				Ē	
Claim Number												
Back Save & S	me Save	& New Save & I	Done Save	& Add Image	s							
View Asset	Number	Descript	tion	Qty Sent	Qty Rcvd	Service Charge	Scrap	Status	Receiver	Recv Date	Approve Date	Docs/Images
Ø 5T-23-152	2957-001-NT	Sportsman Solo 11	9 Canoe Boats	5				In Transfer				5

Insert Surplu	is Asset	Entry Example: Special Serviced Vessel/Small Craft Boats						
		with Trailer & Motor						
Asset Number *	[AUTO-ASSIGN]		Acquisition					
NSN Group Code *	1940 - SMALL CRAFT (1940) 📘	Accounting Date *	03/17/2023				
Description *	1999 War Eagle Jon Boat M	ITW07748G899(122467)	Accounting Method *	Т				
Site *	40300000-001 - ADMINIST	RATIVE SERVICES, DEPARTMENT	Accounting Description					
Summary			Accounting Cost *	0.00				
Condition *	Fair 🗸		Web Surplus Notes					
VIN *	MTW07748G899		Notes 1	Inspect Mon-Fri 9Am-3PM				
Make *	War Eagle		Notes 2					
Model *	Jon		Internal Notes					
Model Year	1999		Notes 3					
Serial Number	122467		Quantity *	1				
Odometer			UoM *	EA 🗸				
Odometer UoM	~		Date Available *	03/17/2023				
Claim Number								
Back Save & Sa	me Save & New Save &	Done Save & Add Images						
1	ST- 19-93609 -001-NT	1999 War Eagle River Bo	at MTW07748G89	99 (122467)	1			
1	ST-19-93609 -002-NT 2006 Trailstar Tracker Marine Boat Trailer 4TM19BD196B00132				1			
Z .	ST-19-93609 -003-NT	2006 Mercury F25EH Ou	tboard Motor OR1	50821	1			

Appendix G- Special Transfers: Furniture

Step 1) Click on the Surplus tab and select "Create" from the drop-down. Select a method. Then fill in property location and contact information. leave Receiving Agency section blank unless T, DNS, RS, or V.

Step 2) Scroll down and click on "create new asset" on the Surplus Detail page. Fill in the following:

- NSN Group Codes are restricted to the following:
 - 7110-Office Furniture
 - 7210-HouseHold Furnishing
 - 9900-Miscellaneous
- **Description**: Enter the type of furniture. This would include the furniture characteristics such as shape, color, material, or function. EX: Black Folding Tables.
- **Summary**: Select the condition. Enter "NA" for VIN. Enter the make, model, & serial number(input UNK if unknown).
- Accounting: Enter Today's date for accounting date and 0.00 in accounting cost field.
- Web Surplus Notes 1 & 2: Enter information about items. Note: Measurements are required for desks, tables, file cabinets, credenza, bookshelf/cases, & cubicle panels when T or IS is selected.
- Internal Notes: Leave note 3 blank. Quantity: enter total of all items in description field. UOM is EA. Leave date available as is unless method is transfer(change to next year).
- Select Save & Same to add more asset(change description & Qty) or Save & Done when complete.

Step 3) Screen will return to Surplus Detail Page. Click the (0) under Docs/images. The page will open to attachment insert screen. Upload photos of the furniture. Photos should clearly show the entire item without any clutter on it. If similar items, take a photo of the group and 1 to 2 close individual photos.

Insert Surplus Asset														
Asset Nu	mber *	[AUTO-A	SSIGN]				Acquisition -							
NSN Gro	up Code *	7110 - OFFICE FURNITURE (7110)			Accounting Dat	e*	03/06/2023							
Descripti	on *	Assorted Rolling Office Chairs			Accounting Met	thod *	Т							
Site *		40300000-001 - ADMINISTRATINE SERVICES, DEPARTMENT			Accounting Des	cription	ion							
Summ	ary			Combi	a furnitur	a itams	Accounting Cos	t*	0.00					
Conditio	n *	Poor 🗸	·		Combine furniture items that are the same		Web Surplus Notes							
VIN *		NA					Notes 1	[5 Blue Cloth r	material/ 5 P	Red Cloth Ma	terial		
Make *		UNK					Notes 2	[Inspect M-F 9	AM-3PM				
Model *		UNK					Internal Not	Internal Notes						
Model Ye	tar				measurem		Notes 3	[
Serial Nu	mber	UNK		r	equired ite	ems	Quantity *	[10		T-t-LC-		٦	
Odomete	er						UoM *		EA 🗸		l otal Co	mbined QTY		
Odomete	er UoM		~				Date Available *	•	03/17/202	4			Ē	
Claim Nu	imber													
Back Save & Same Save & Done Save & Add Images Attach Photos 1 st then documents														
View	Asset Nun	nber	Descript	tion	Qty Sent	Qty Rcvd	Service Charge	Scrap	Status	Receiver	Recv Date	Approve Dat	Docs/Image	es
🖉 s1	-23-152957-	003-NT	Assorted Rolling Of	ffice Chairs	10	-		-	In Transfer				3	

Appendix H- Required Information

Certain documents and photos are required to submit a surplus request. Agencies should check all photos and documents for accuracy and clarity before submission. *Requests with missing or unviewable items will not be processed.* Surplus will reach out to contact listed and property coordinator for missing info or clarification prior to void. See below chart for required items per disposal method.

Note: Proof of State ownership is always required regardless of disposal type for vehicles, tailers over 2,000 pounds, non-recreational boats and other on road items. Vehicles with confidential status titles must be removed prior to surplus request submission.

Method	Required Items				
Retail Sale (RS)	Photos of items				
Internet Sale (IS)	Make, Model, Serial number, etc. If multiple				
	items: attach a spreadsheet with Make, Model,				
	Serial number, etc.				
	Include If vehicles/heavy equipment/boats				
	Proof of State ownership				
	Inspection Form				
Transfer (T)	Photos				
Direct Negotiated Sale (DNS)	Make, Model, Serial number, etc. If multiple				
	items: attach a spreadsheet with Make, Model,				
	Serial number, etc.				
	Proof of State ownership (vehicles/heavy equipment/boats)				
Vendor Return (VR)	Quote/Contract				
	Insurance/ DOAS Risk authorization letter/email				
Live Auction (T)	Proof of State ownership				
	 Photos (See Surplus Manual Chapter 13.6). 				
	Vehicle Inspection Form.				
	Keys verification by note.				
Authorized Disposal (AD)	 Photos showing damage or item condition. 				
	Note explaining damage or condition if not visible				
	on photos.				
Electronic Disposal (ELC)	Spreadsheet with items serial number, make, model,				
	agency tag #. *optional.				

Additional Help

For additional help or surplus training, please visit our website: <u>http://doas.ga.gov/surplus-</u> <u>property/education-and-training</u> and click on Education & Training. There you will find videos about surplus property and the link to Team Georgia Learning where you can review the AssetWorks training.

