Searching for or requesting property for your agency

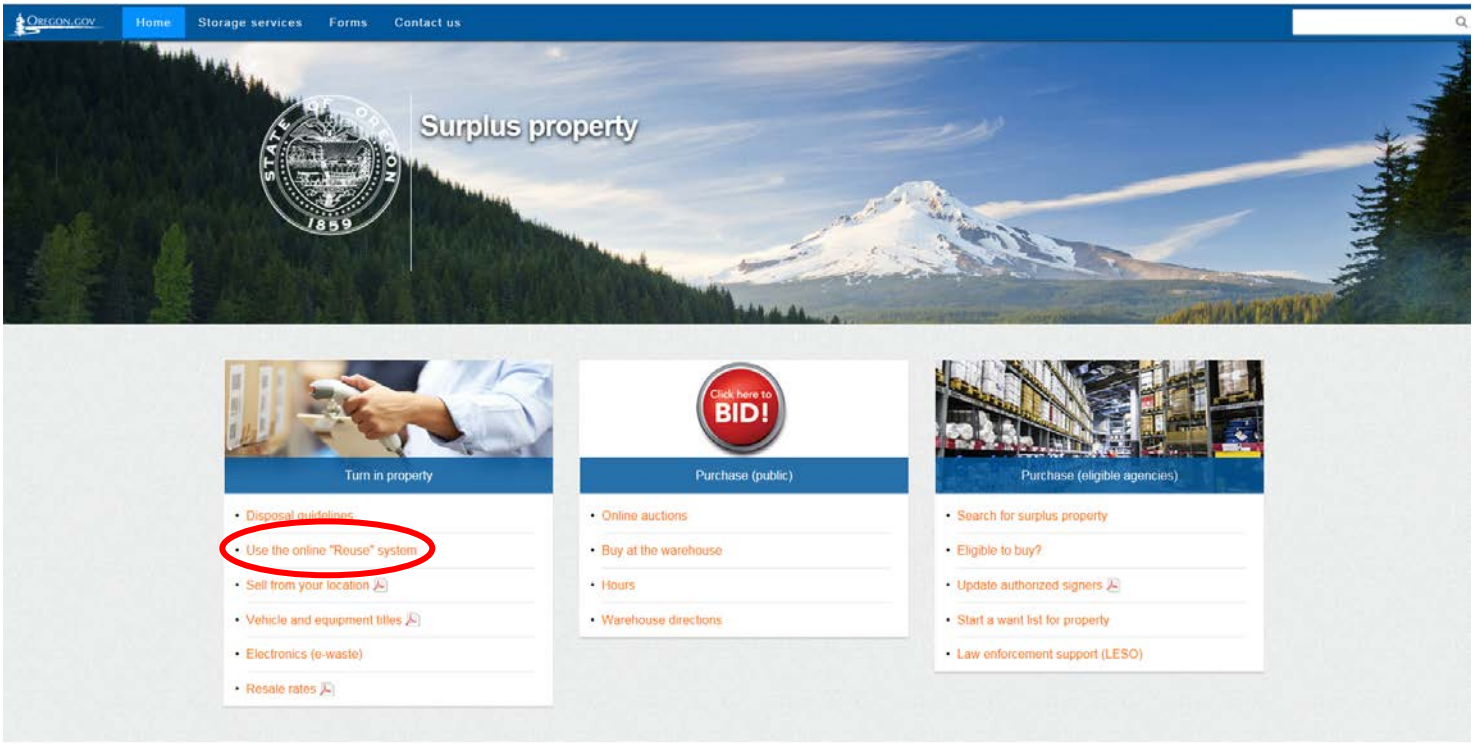
This tutorial details the steps to searching for property through the state of Oregon's State and Federal Surplus Property program. Besides a step by step instruction on how to search, there are explanatory paragraphs regarding the rationale involved when deciding to request certain items through these searches. Some are informational only, and not necessarily required to perform the individual searches.

Click on the **blue highlighted Bookmarks in the paragraph below** to jump to that particular section.

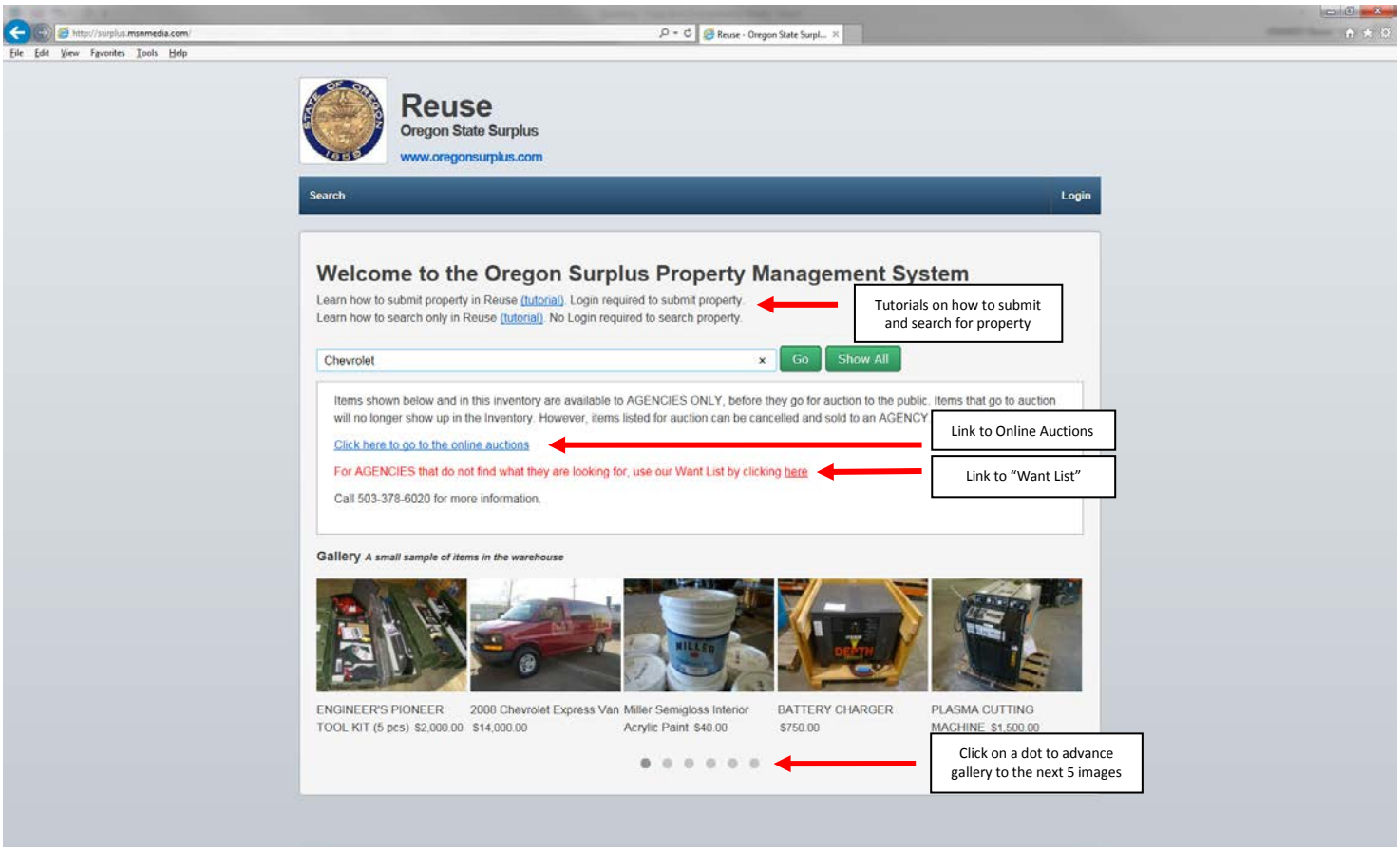
There are three ways an agency can search for property for their agencies; A) they can search property located at the State and Federal Surplus property facility in Salem using "**Reuse**", B) they can search the federal government website "**GSAXcess**", or C) they can request that Surplus Property staff search for property as it comes available, using the "**Want List**" request form. In addition to these search tools, a representative of an agency can receive periodic email notifications regarding special buy opportunities or specials occurring at Surplus Property. This email list (via a "Listserv"), is known as "**Donee Notifications**".

A) Utilizing the Reuse inventory search function

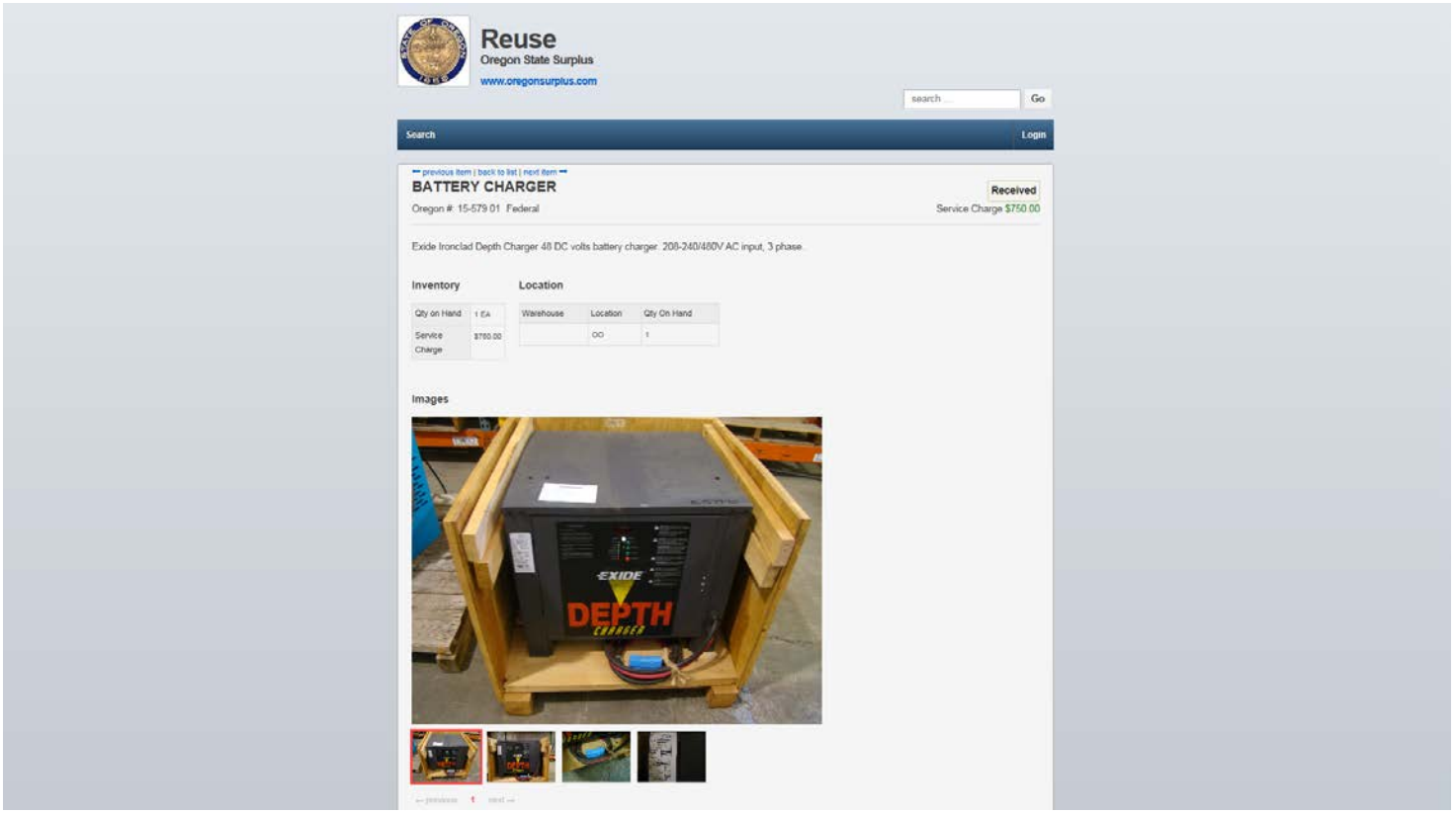
Agencies can access the Reuse search function to search for property that is currently available at the facility located in Salem, OR. One can access this feature by going to the Surplus Property website www.oregonsurplus.com, and clicking on the "Use the online "Reuse" system" link in the left hand task box.



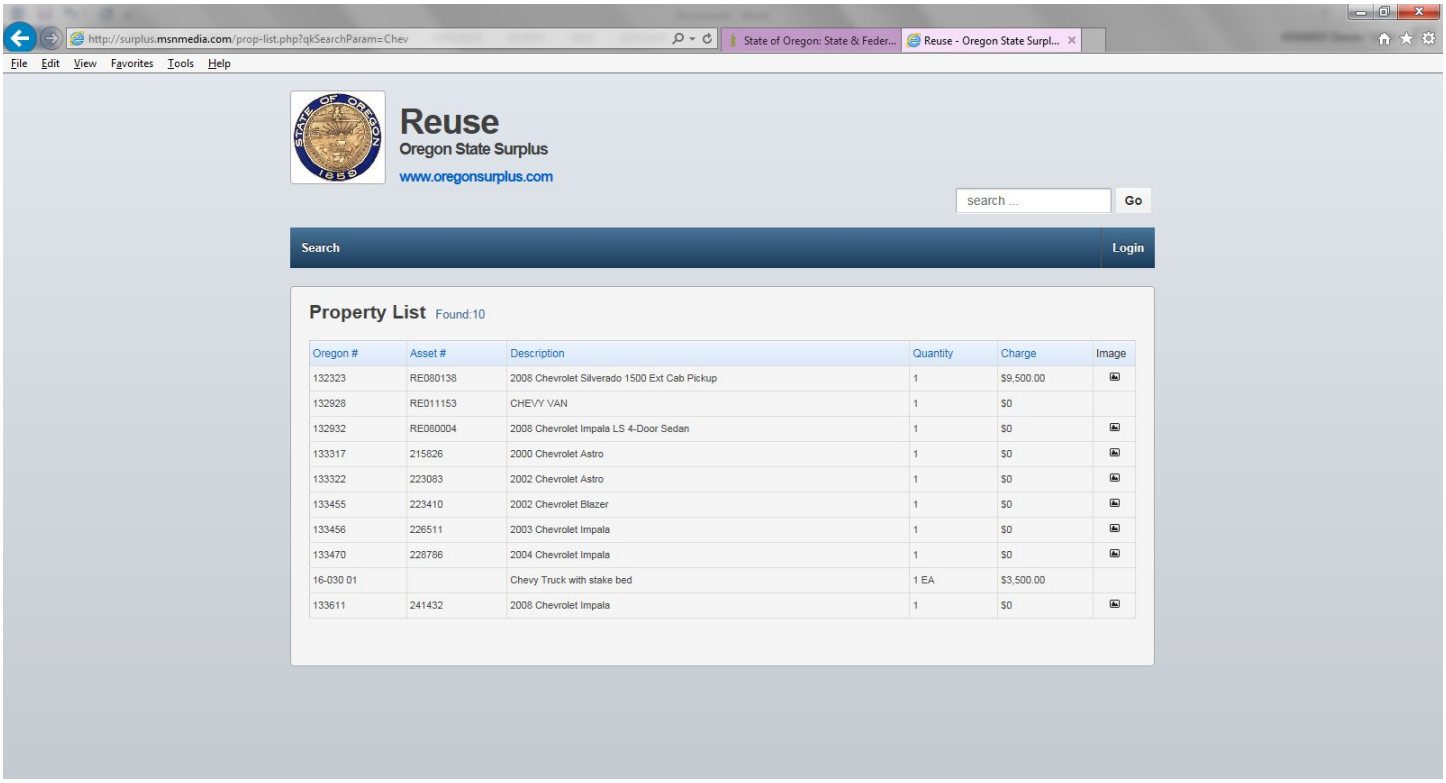
This will take the user to the main search page, where they can type in a short descriptor of the type of item they are looking for (then press "Go"), or "Show All", which will bring up the entire inventory of Surplus Property. Note: no "Login" is required to use this function. If "Show All" is pressed, be aware that it may take a few moments for the entire inventory to download.



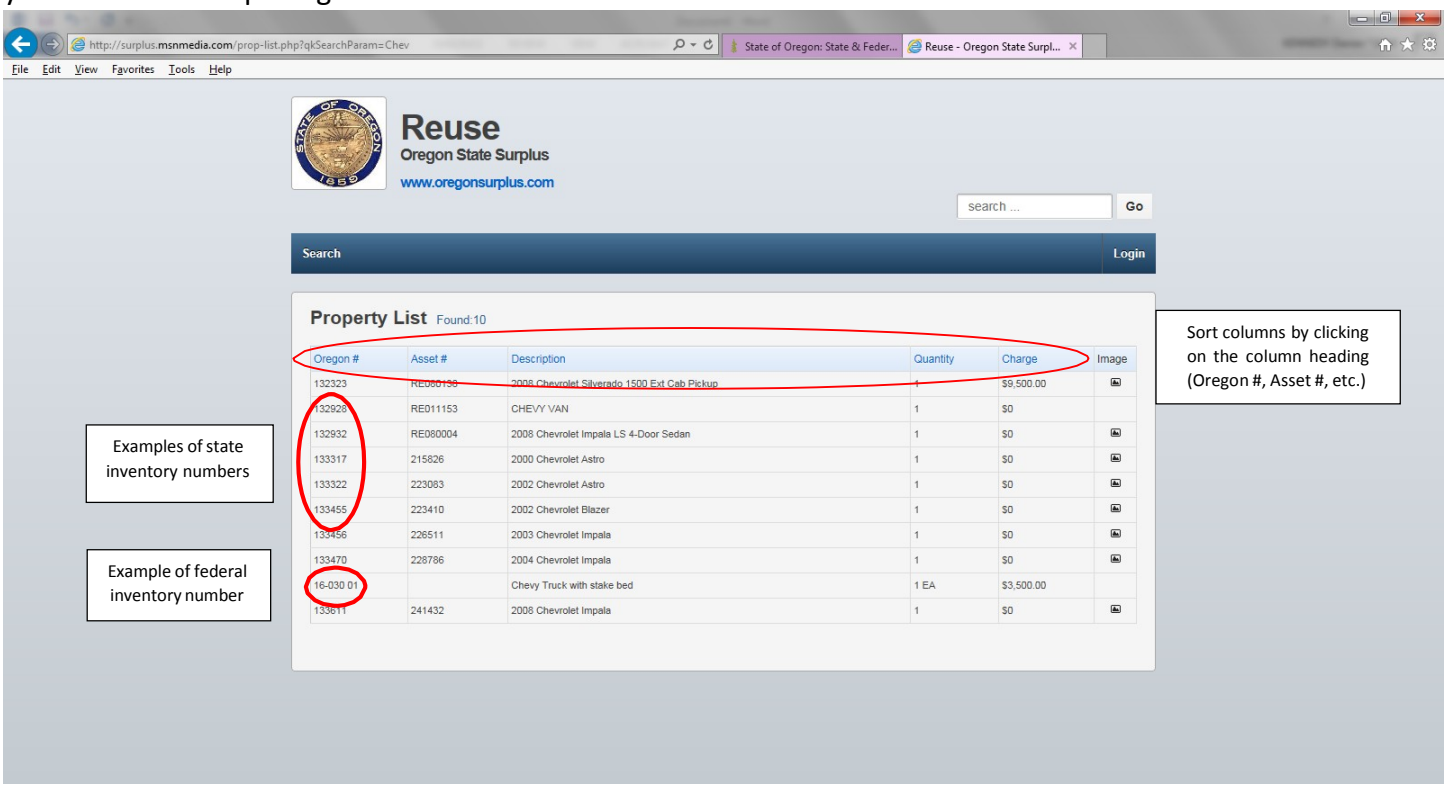
If you see an image in the gallery, and would like more information about that particular item, the user can click on the image to open all of the details regarding that item.



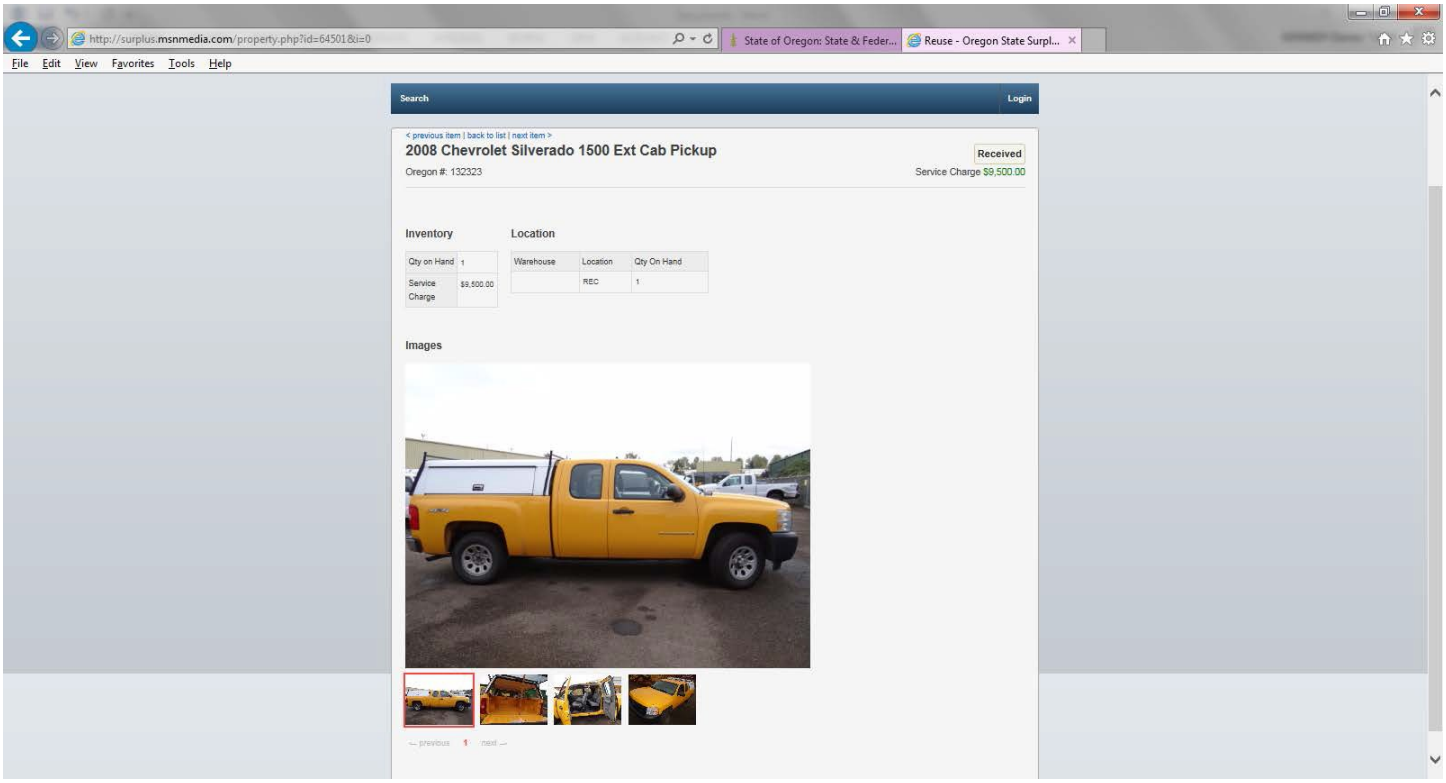
To do a generalized search, simply type a descriptor into the search field. As an example, the word “Chevrolet” is typed into the search field, which yields the following results:



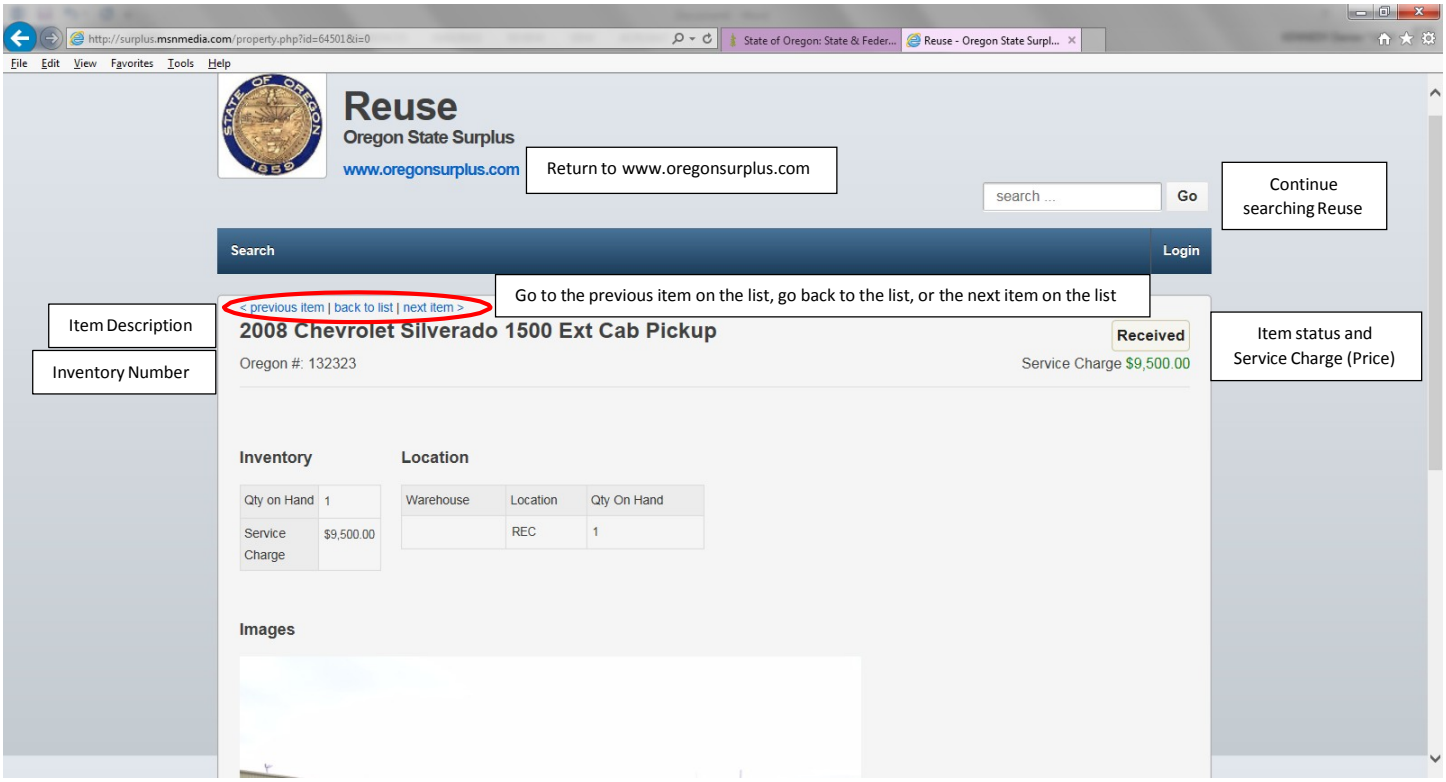
The system searches state and federal property currently in inventory. To identify which is which, note the “Oregon #” in the left hand column. A state item will be a series of 6-7 numbers, while a federal item will be 2 numbers, followed by a dash, followed by 5 numbers. The list can be sorted by clicking on the column heading, and defaults to the Oregon #. The sixth column indicates that there is an image(s) attached to that item, but this column is not sortable. Please note that a Charge of “$0” simply means that an item has not been priced yet. Please call for pricing.



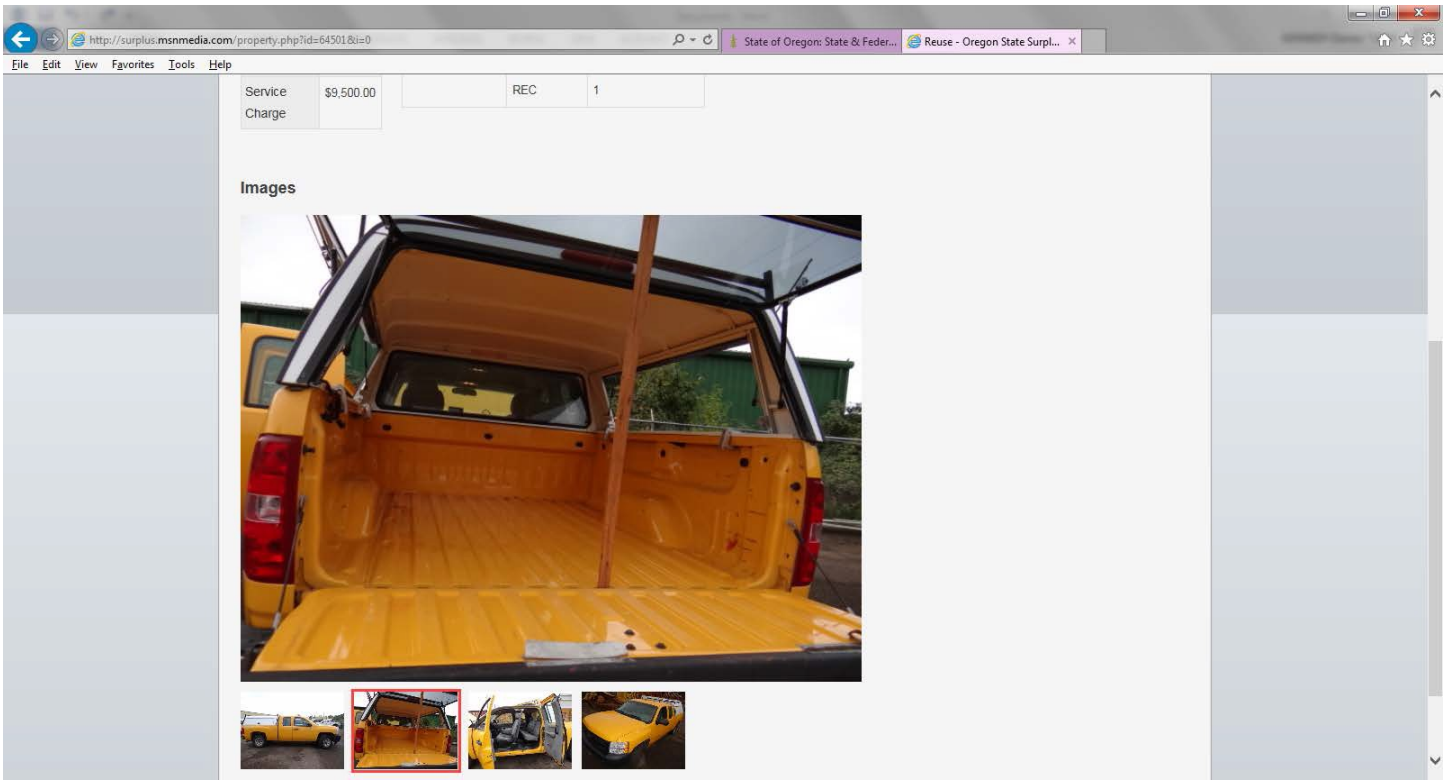
To view the item in its entirety, click on the items row.



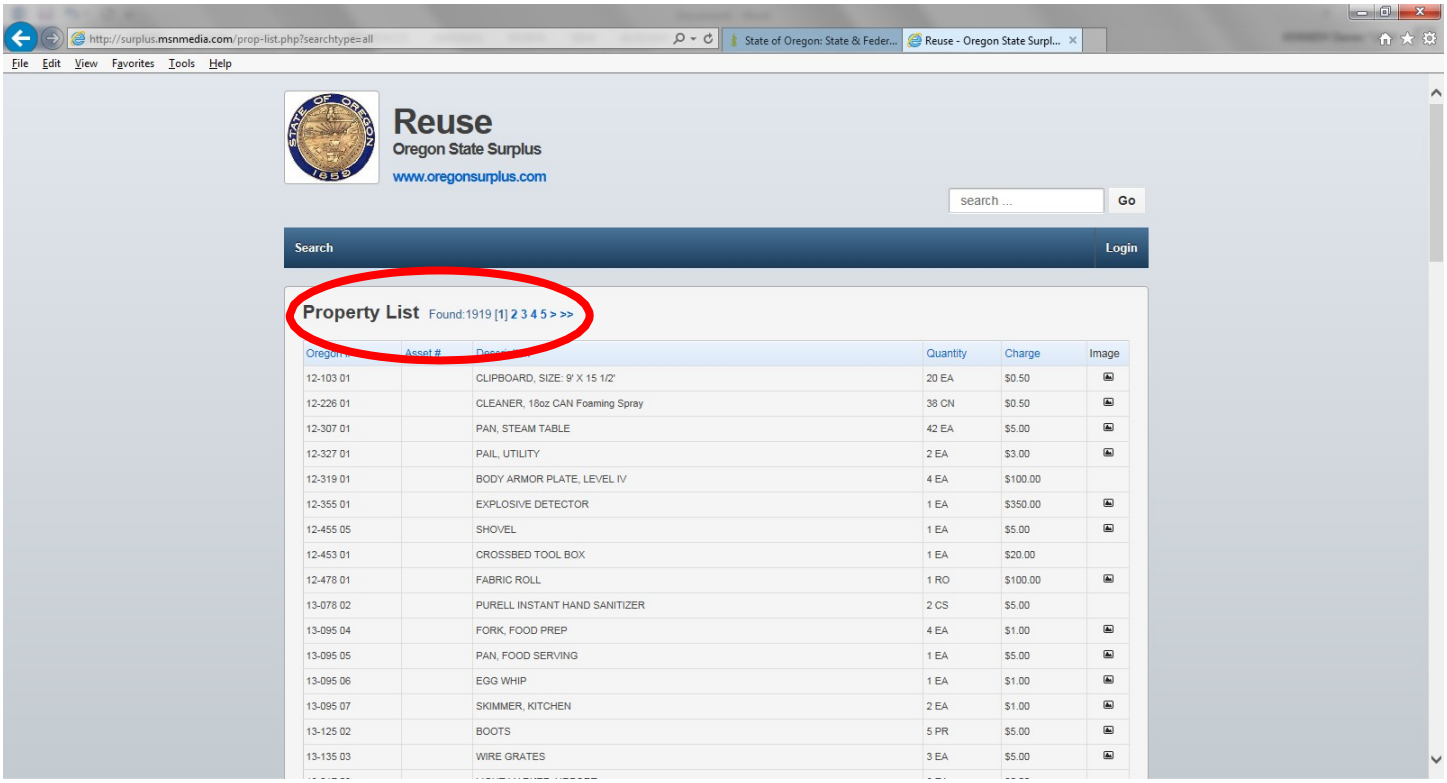
This will take the user to the description of the item, with images and price (if any). Note: if there is no price or images, you can request this information, and it will be added to the page. This gives all the basic information about an asset. For more information, please contact us at 503-378-6020.



To view images of the item, click on the thumbnail images at the bottom of the page to open them in the viewing pane above. A red band around the thumbnail image shows which image is open in the viewing pane.



To show everything currently in stock, click the “Show All” button from the main search page. Again, the columns are sortable (except for the “Images” column). In this example, the search yielded 1,919 individual descriptions.



B) Search the Federal Government "GSAXcess"

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Please note: When in GSAXcess, use the "Back" button on the screen to go back a page rather than your browsers Back button. Your browsers Back button *will not work*.

A brief explanation of GSAXcess (If you want to skip this explanation, scroll down to the first screen shot below).

The Federal Government makes surplus items available to State Agencies for Surplus Property (or "SASP's). The State and Federal Surplus Property program is the SASP for Oregon, and most every state has one. Property being made available on this site is made available to federal agencies for a time. When that time expires, the SASP's may request items. If no SASP's request an item, it goes to auction on GSAAuctions, the Federal Governments auction site. Likewise, items at the Surplus Property warehouse that go unsold for approximately 1 year get placed into an online auction through GSAAuctions.

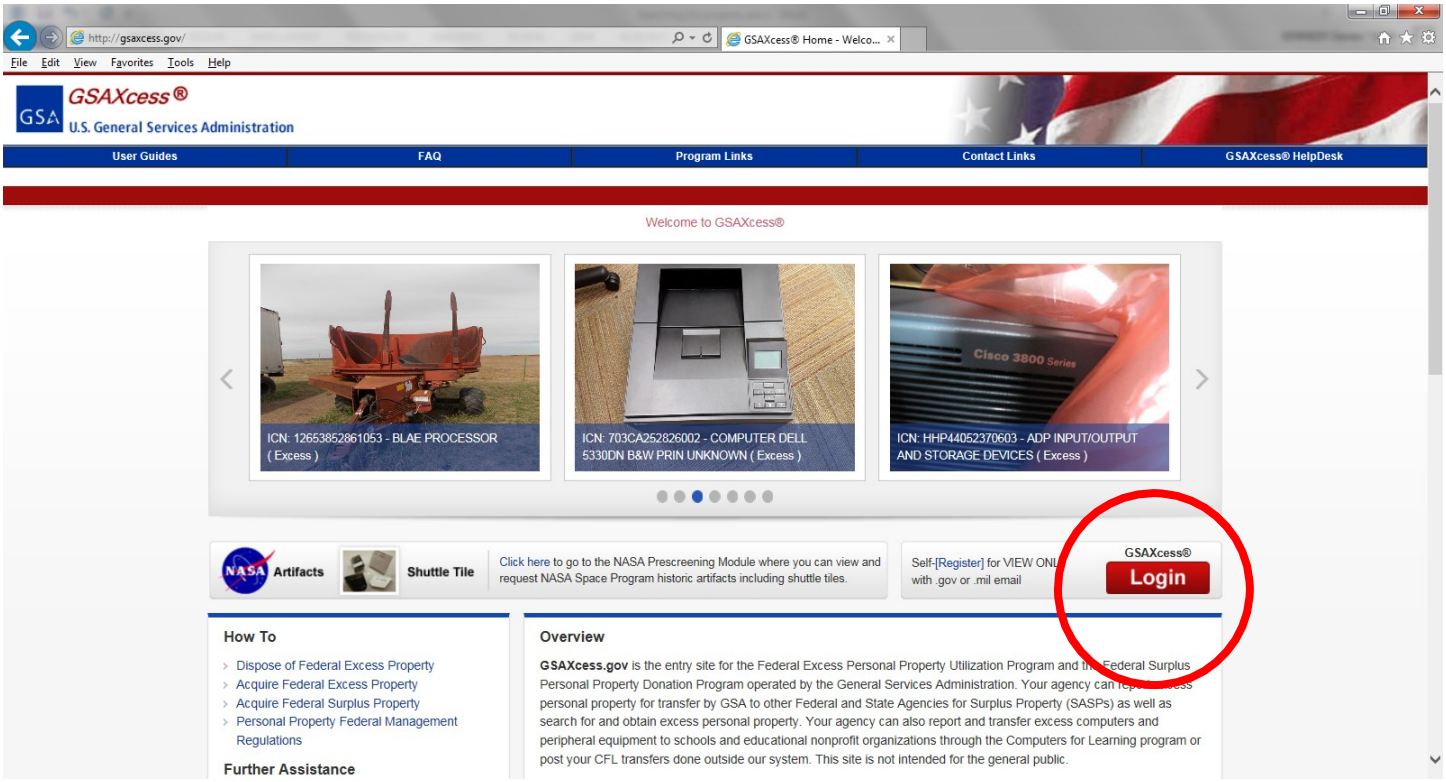
Surplus staff constantly search (or "Screen") property on GSAXcess to bring to the facility in Salem. There are several determining factors when deciding to screen property, such as:

- Is it an item that agencies have routinely requested or purchased in the past?
- Is it economically viable to have the item(s) shipped from its current location to Oregon?
- Is it, on a speculative basis, something that agencies would purchase?
- Is it something an agency has specifically requested?

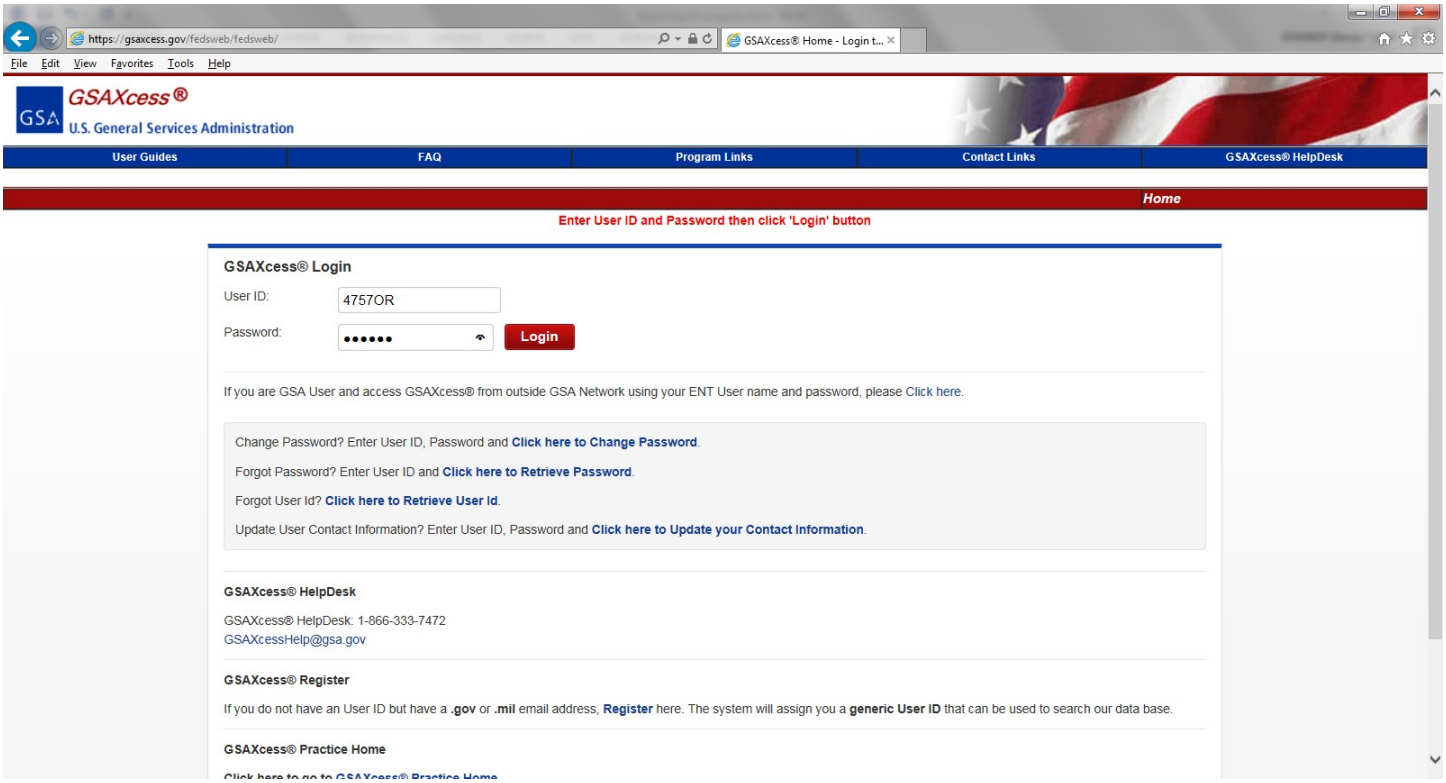
Given the last factor, Surplus Property has enabled agencies to go into GSAXcess and search for property their agency can use. If an agency determines that they would like an item, they would contact Surplus staff, and request that item. However, other states may be requesting the same property. In an emergency or dire need situation, an agency can supply a "Letter of Intent" on their agencies letterhead, describing why they need that particular item. This will place a "Priority" status on that item. Also, items screened and allocated (when GSA determines a SASP is awarded that property for an agency) can opt to have that item handled as a "Direct". This means that the agency can make their own shipping arrangements, or pick the item up themselves for direct transfer to their agency. This can greatly influence the Service Charge (or price) an agency pays for that item.

There are varying factors when determining a Service Charge, such as original acquisition (what the Federal Government paid for the item), condition (New, used, etc.), condition code (Unused, useable, scrap, etc.), market value, and so on. Typically, given these factors, an item that is screened, allocated and shipped to the facility in Salem has a Service Charge of anywhere between 10-20 percent of original acquisition. An item that is a "Direct" sale is typically 5-7 percent of original acquisition value.

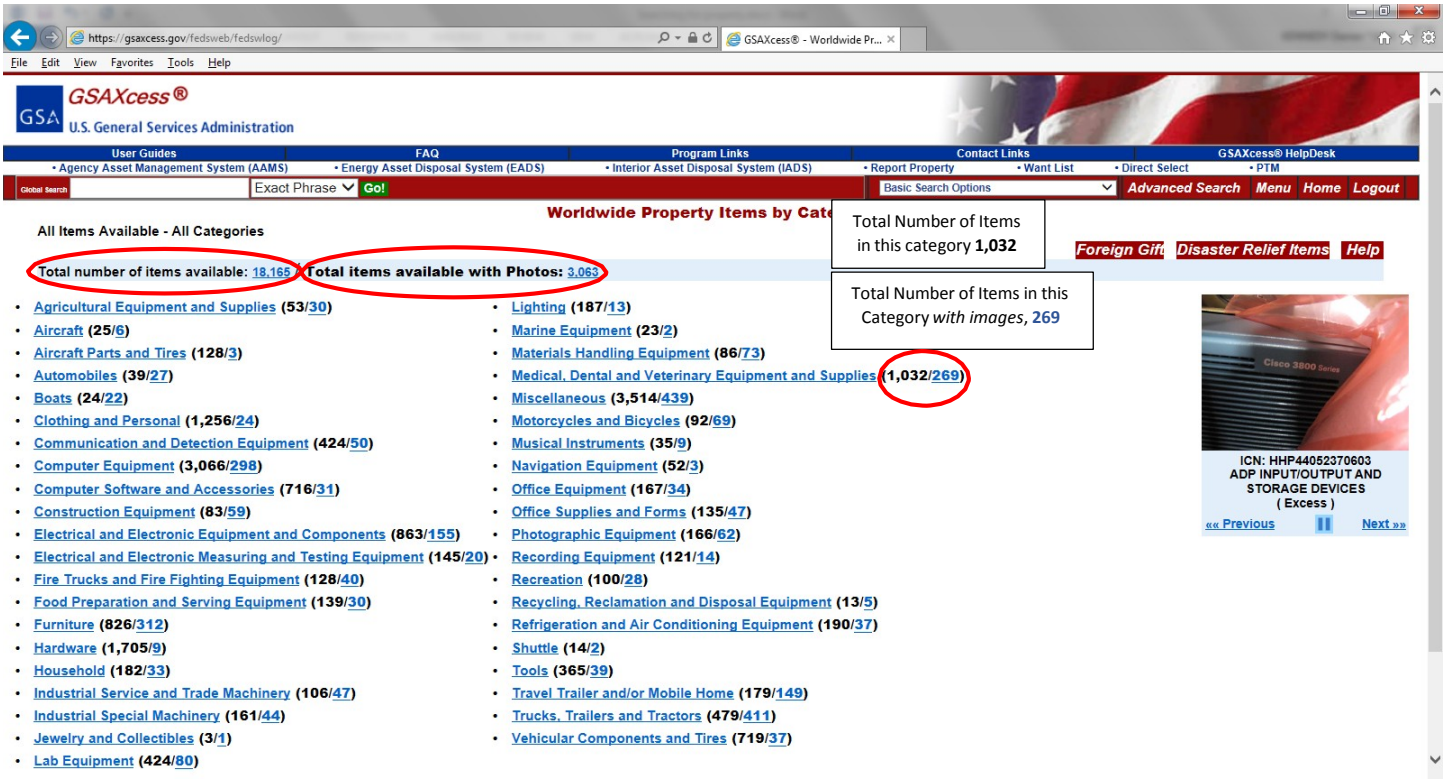
To search for property being made available from the Federal Government, go to GSAXcess. This will take the user to the main login screen. Click on the large red login button.



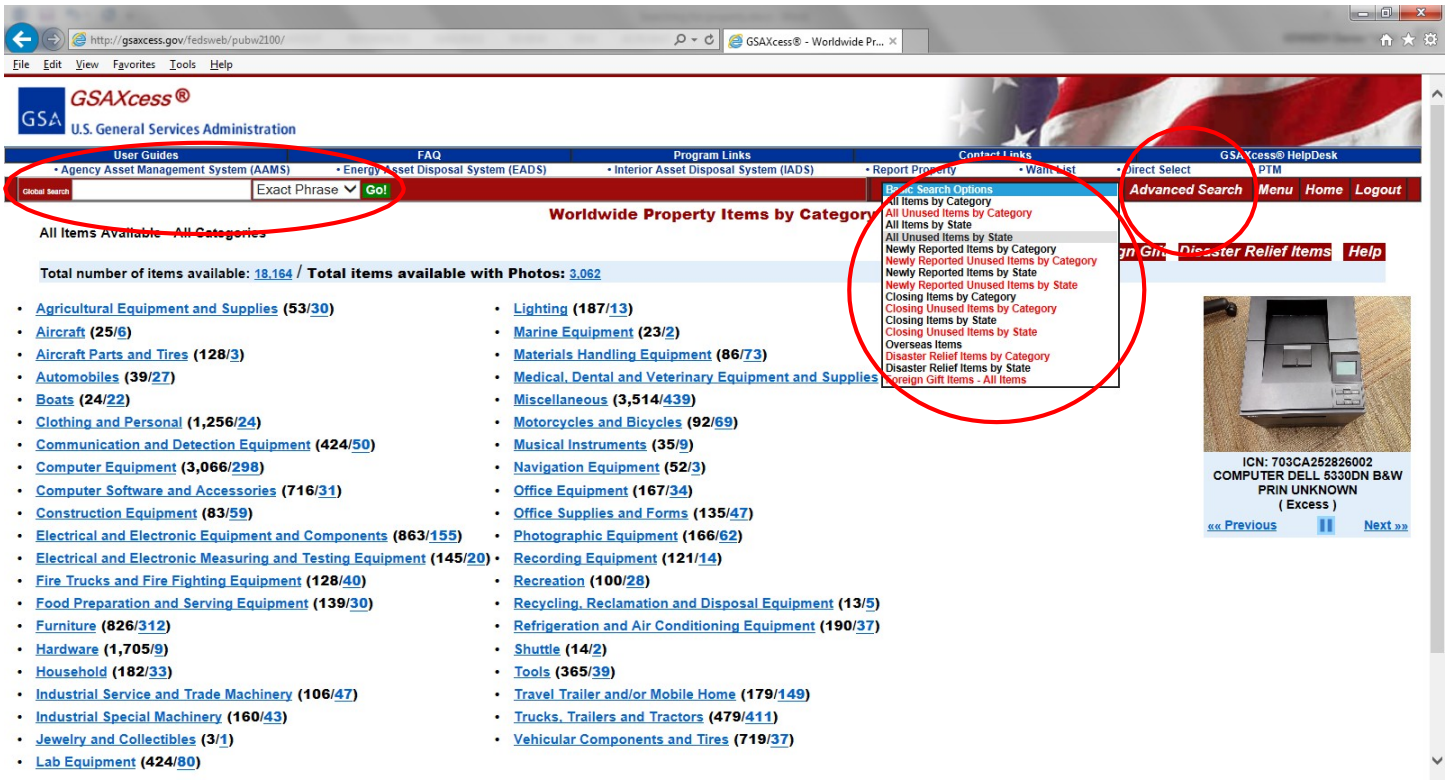
From the login screen, type in “4757OR” for a User ID, password “horses”. This is a “view only” login. The user will be able to browse and view property, but not be able to request property.



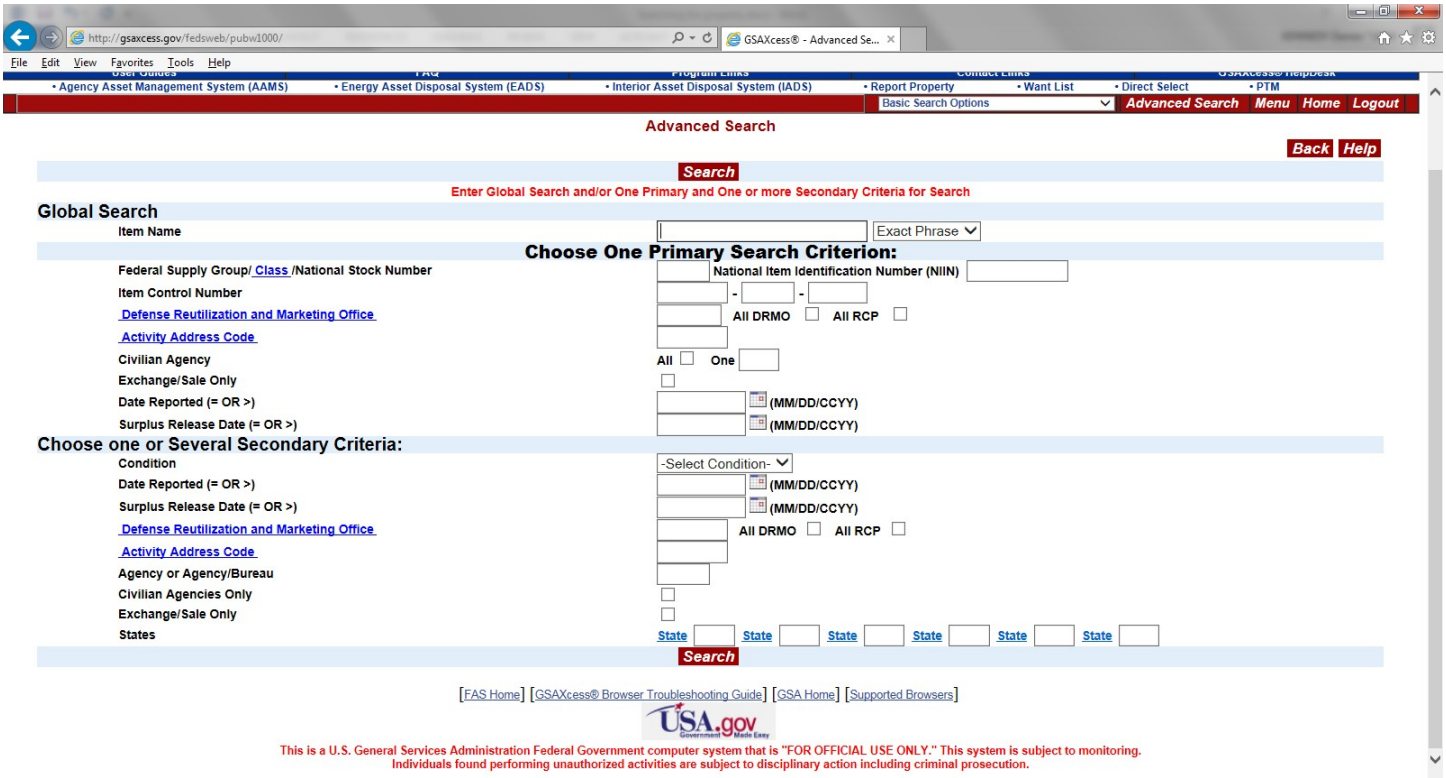
Once logged in, the user will be taken to the categories page. Here they can browse property by several different means. In any given category, there are numbers after each. These numbers show the total amount of items in that category, and the amount of those items that have images.



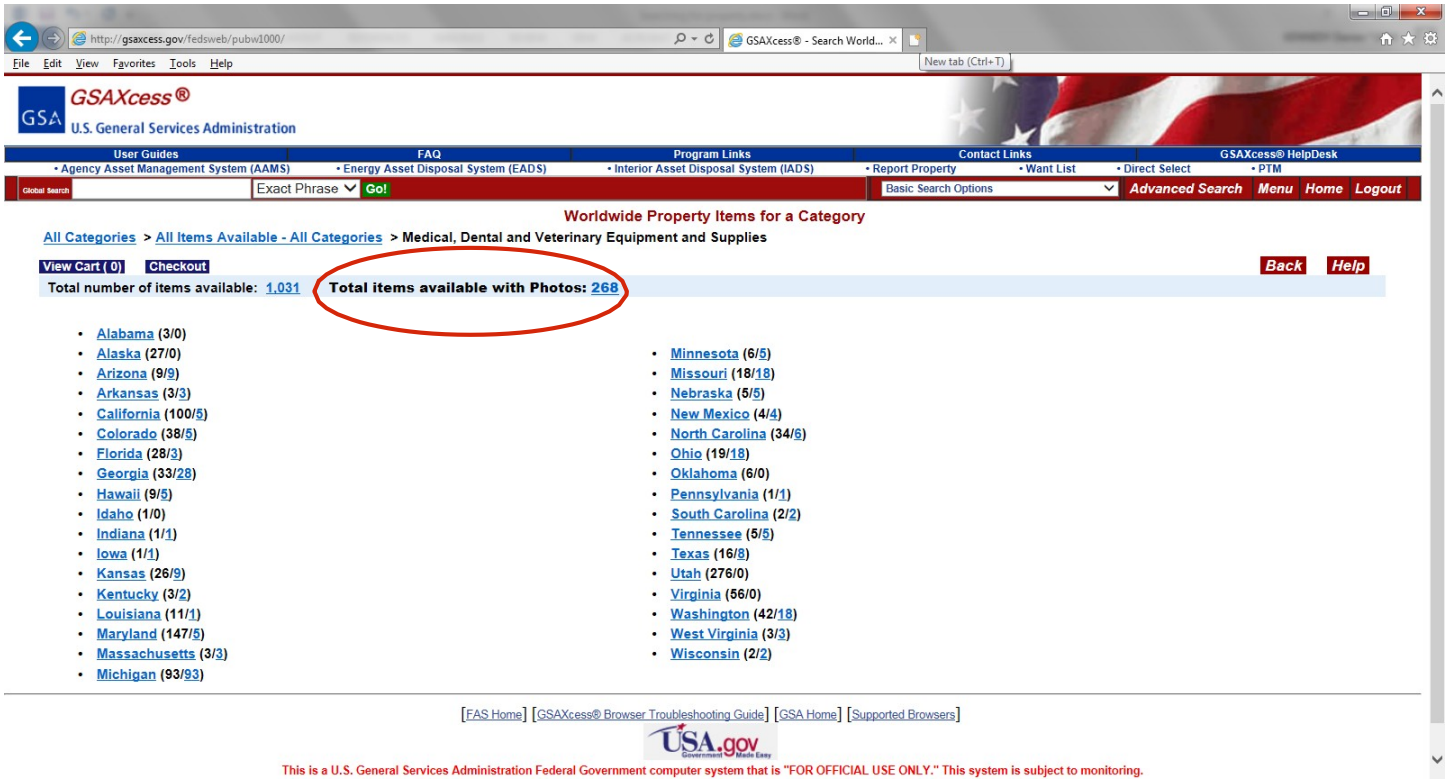
There is also a “Global Search” that searches all of GSAXcess, or one can narrow down their search to certain parameters (such as “All Unused Items by State”). See below. There is also an “Advanced Search”, which requires very specific information.



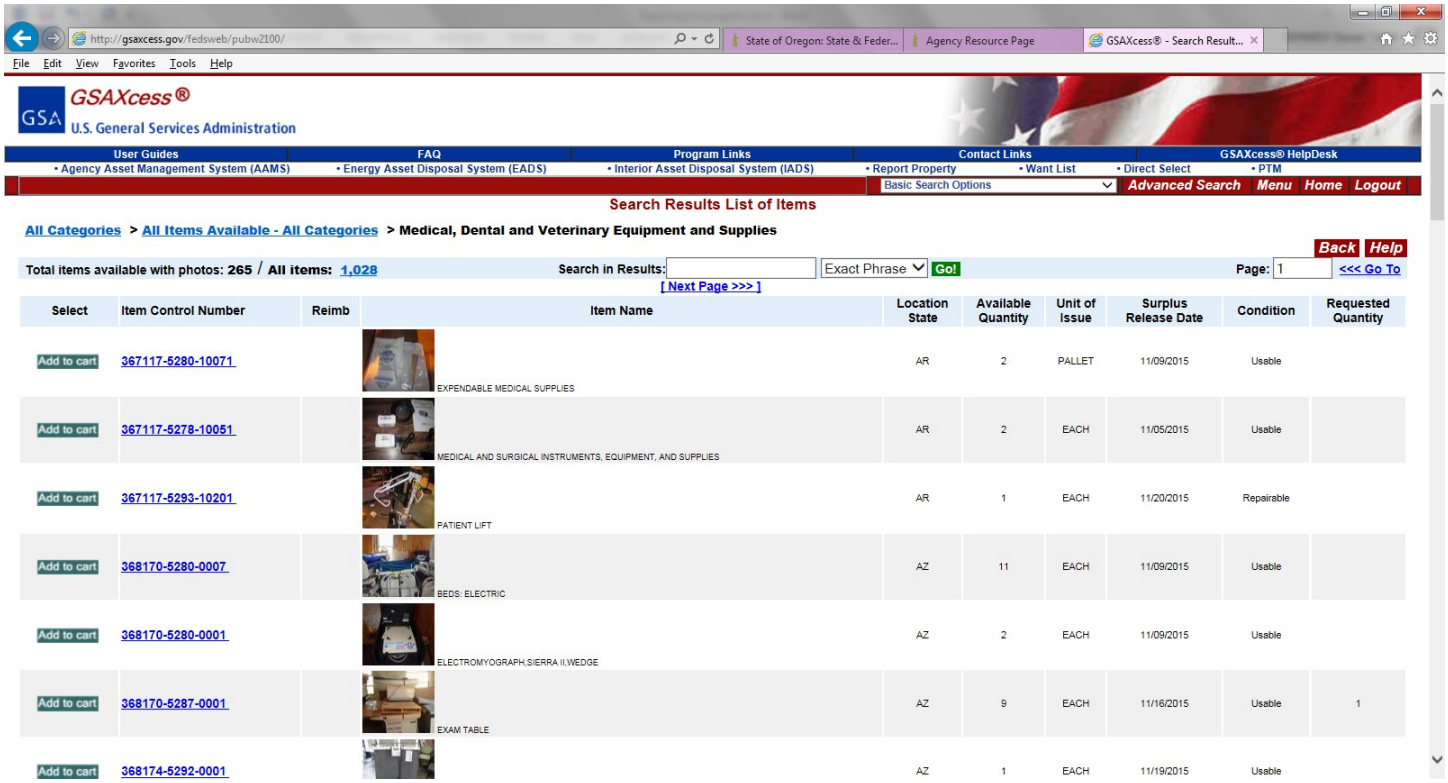
The “Advanced Search” screen.



To begin, the user can either click on the category, or the small blue number at the end of the category; either will take the user to the states listing, which details which states have property, and how much, like the categories do. One can search by state, or view all items available in every state listed by clicking the blue number next to “Total items available with Photos”. For purposes of this tutorial, this will be the latter. Please note: the difference between this option and “Total number of items available” is only the availability of images.

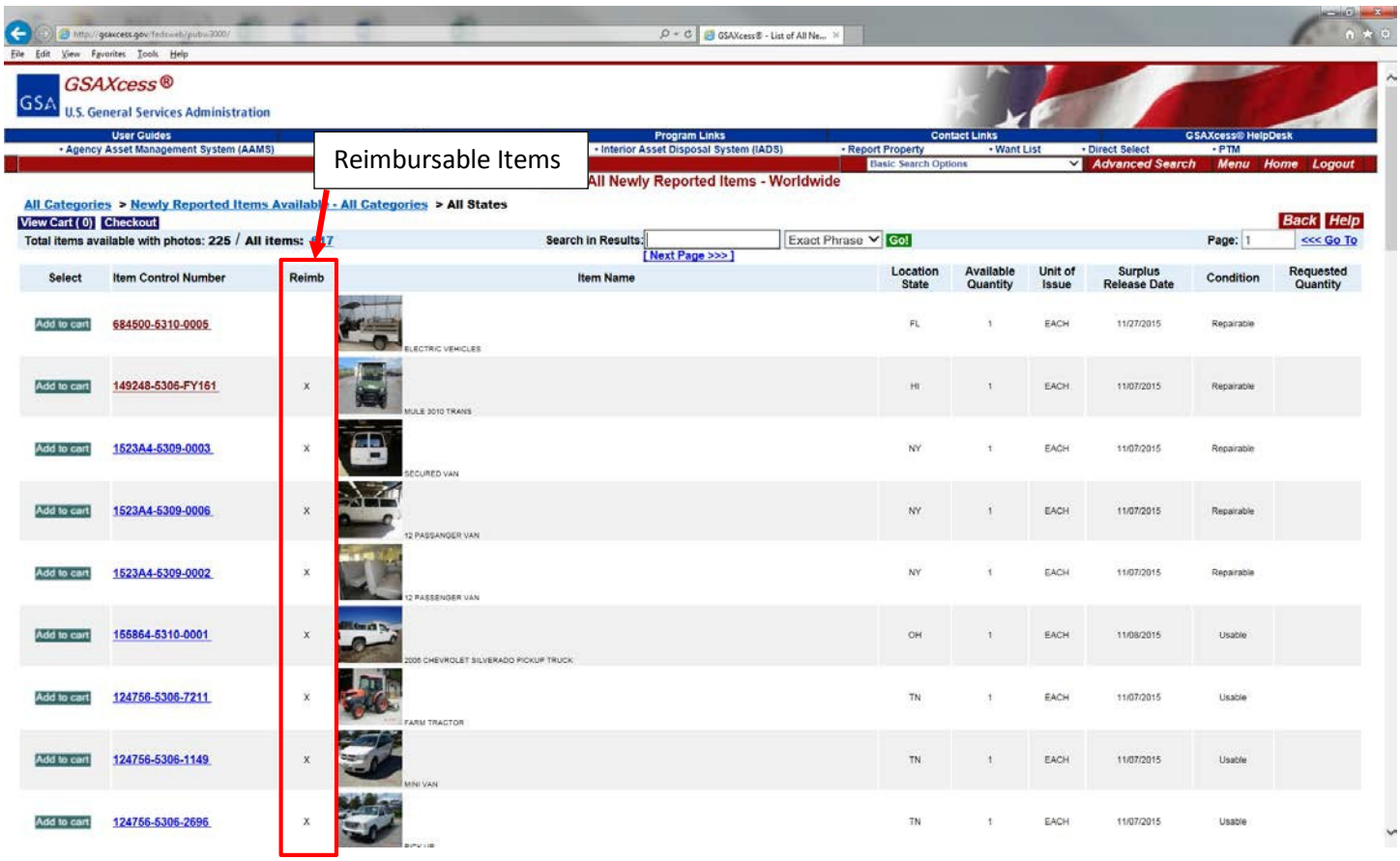


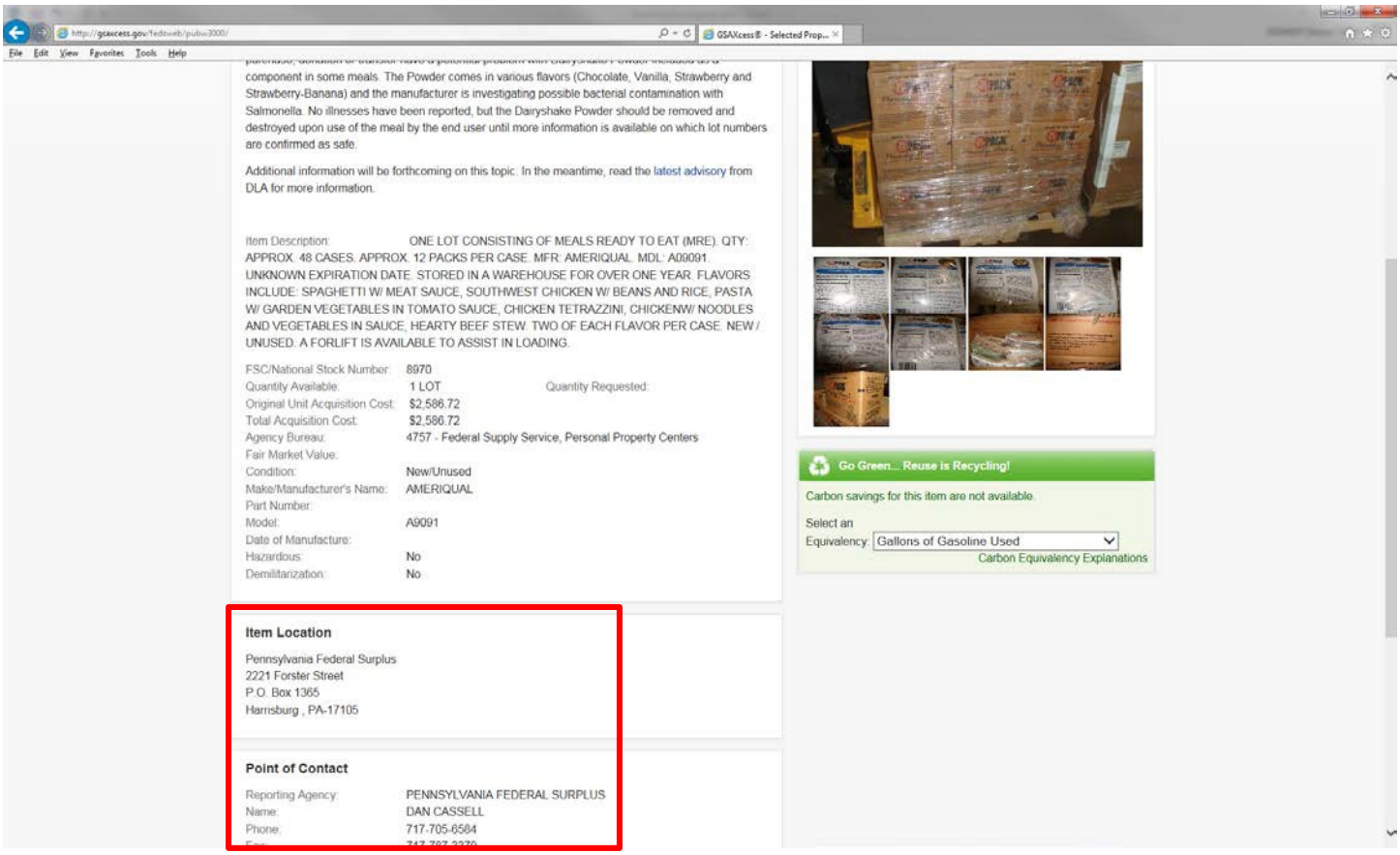
This is what the search yields. For purposes of a quick search, the user can browse a cursory description of the item, the Location State, Available Quantity, Unit of Issue, etc. The “Surplus Release Date” is the date that a particular item falls off this report. The user can click on the thumbnail only to open that image into a larger one, or they can click on the blue highlighted “Item Control Number” to open the detailed information about an item.



Note that there are buttons (Add to Cart, View Cart and Checkout) visible. *These buttons are locked out for anyone searching under this login.* If a person needs more information about an item, it's advised to either print the page, or take a screen shot for future reference.

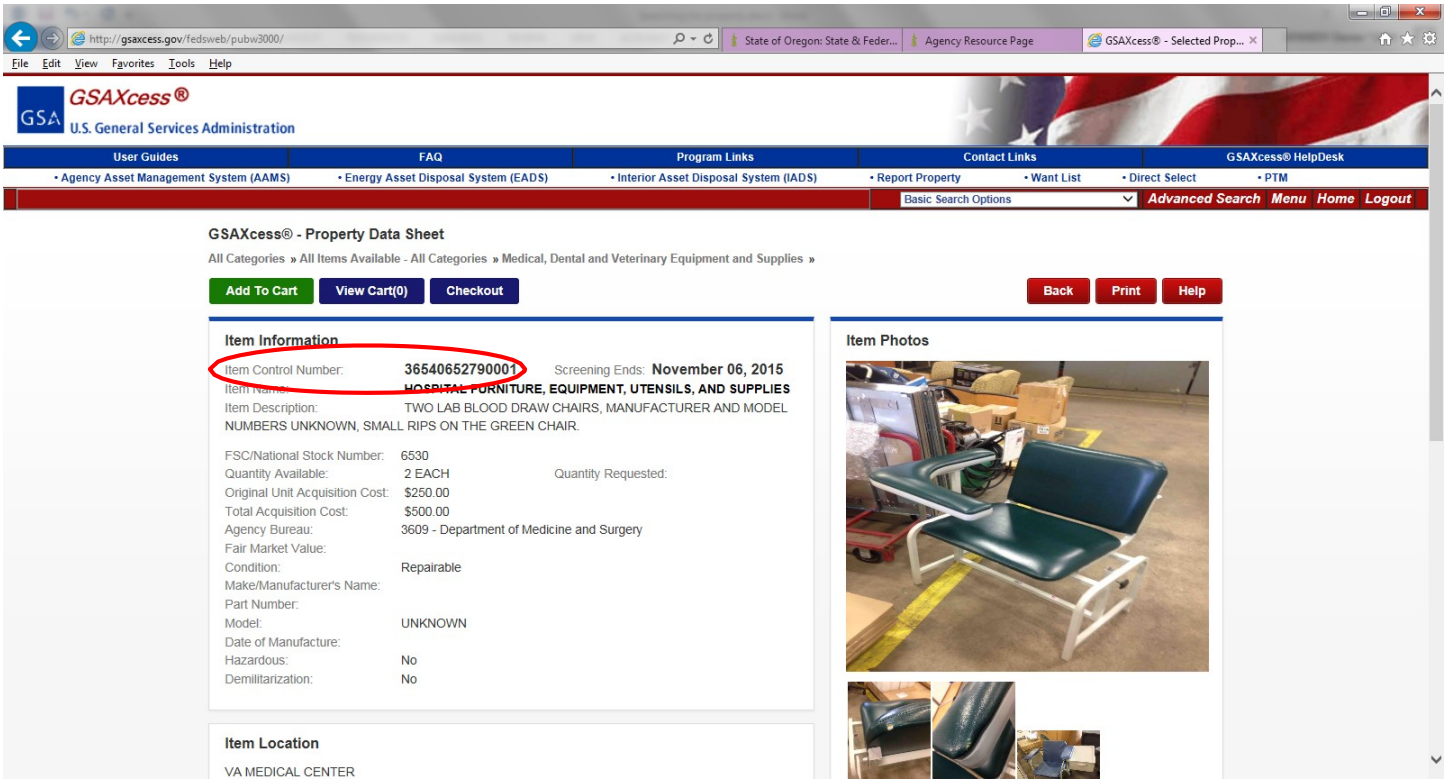
There are two types of property that are generally not screened: Those items with an "X" next to the thumbnail images ("Reimb" column), or items located at another SASP. These are items where the agency expects to be reimbursed. See examples below.

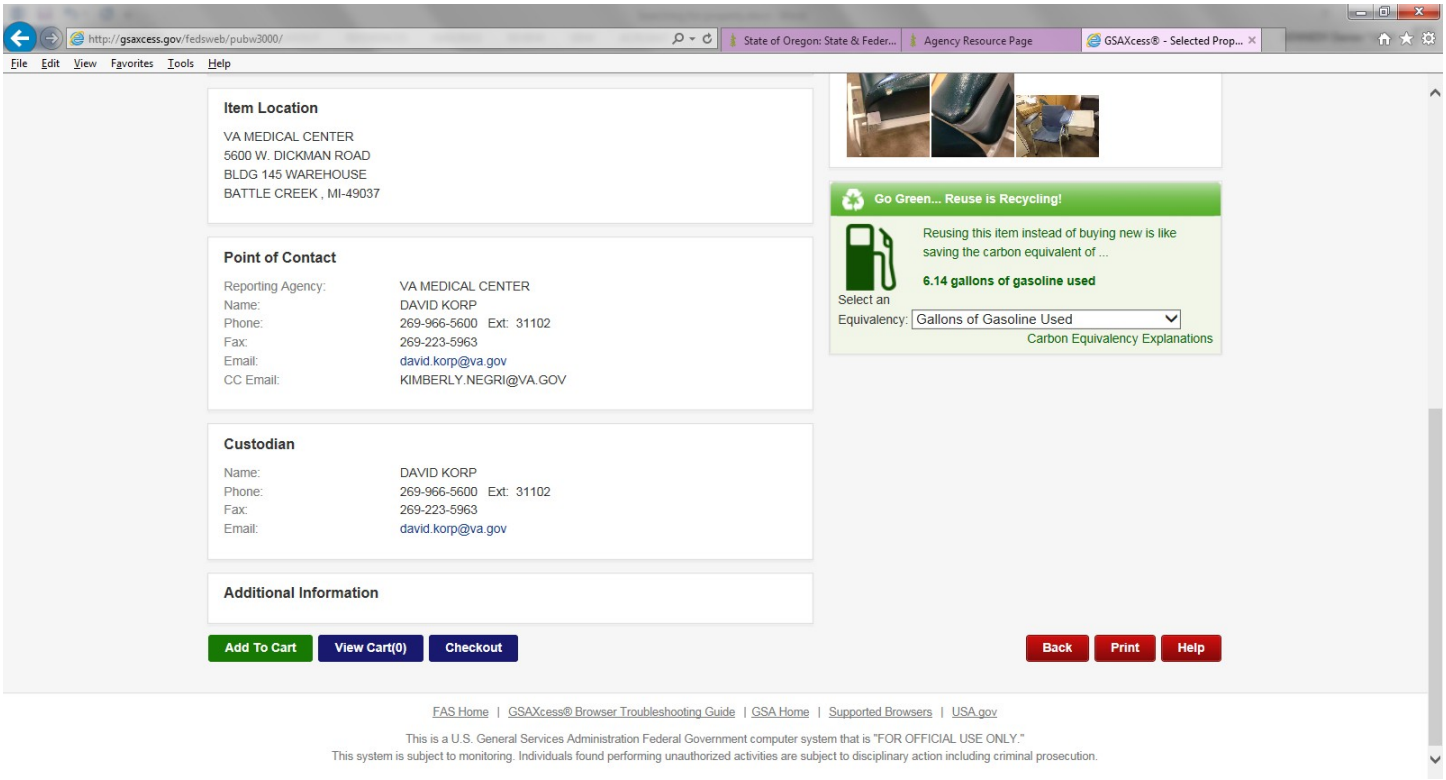




This page contains a lot of information, such as the Item Control Number, Description of the item, National Stock Number, Original and Total acquisition costs (what the Federal Government paid for the item), and so on. Further down this page are the details of exactly where the item is located, who the property custodian is, their phone number, email address, and so on. An agency having questions about items can contact the property custodian for more information if needed.

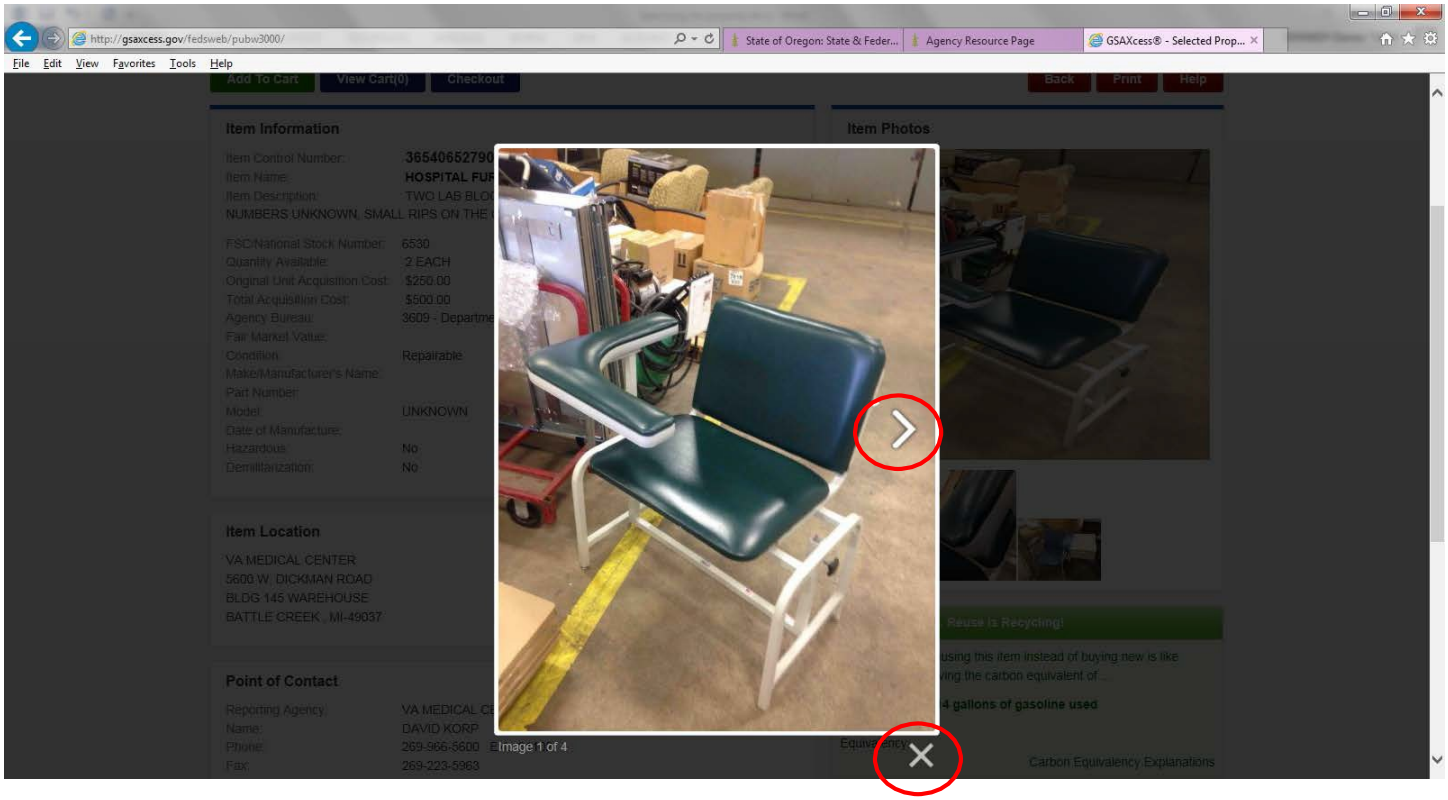
When it comes to communicating to Surplus Staff about property located here, the Item Control Number is the best method for them to access property in question.





The user can click on any picture to expand and open that picture in another window. Simply click on the "X" to exit this screen, or use the arrow > to scroll through the images.

As always, contact Surplus Property at 503-378-6020 if questions, pricing on items, etc.



C) The "Want List"

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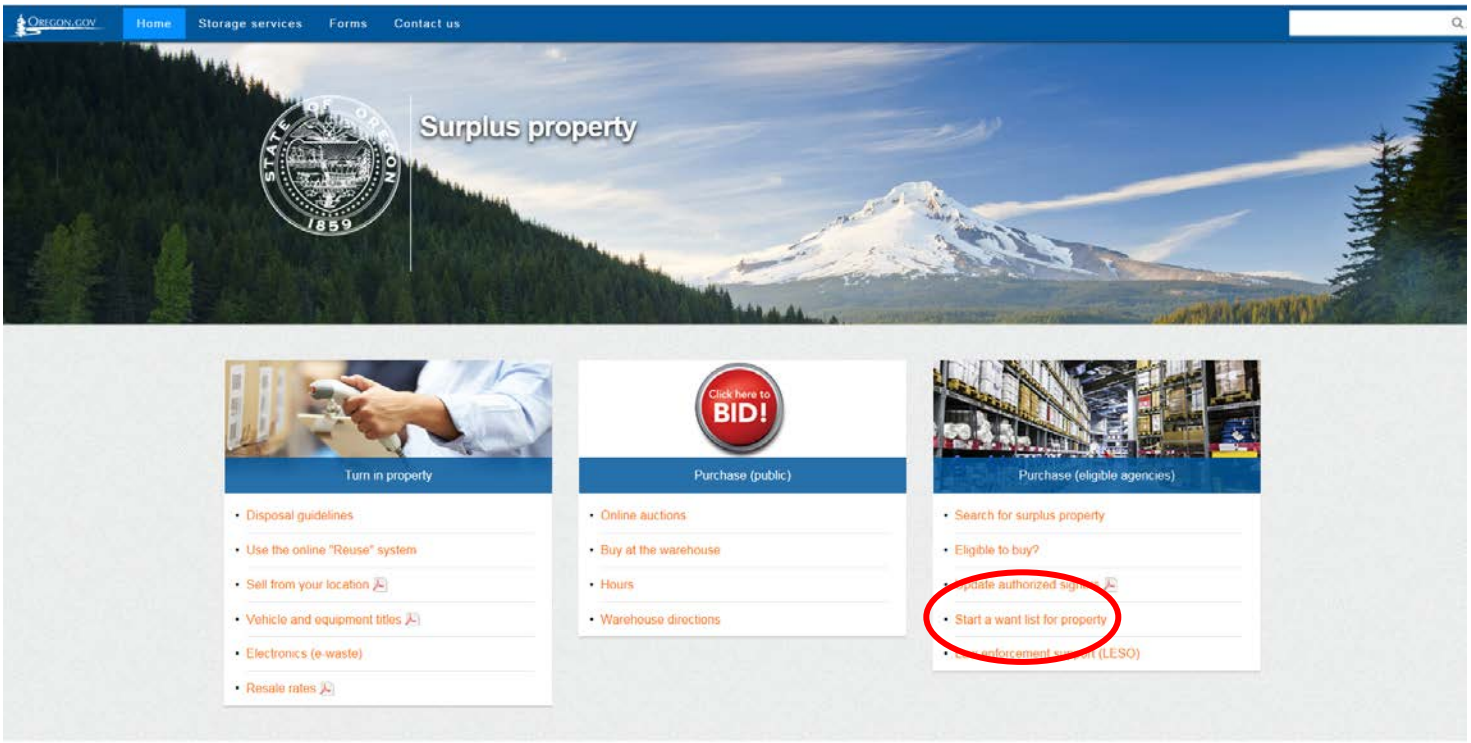
The Want List submission form is a fillable .PDF, internal to Surplus Property. A Want List is usually completed when a

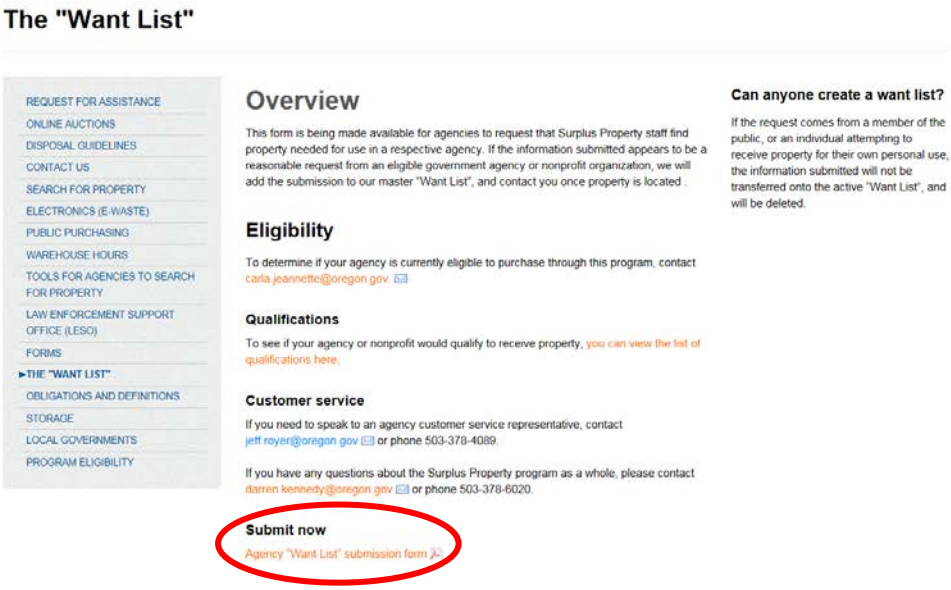
search of property yields no results, and after Surplus Staff has determined that the property being sought isn't in inventory. This list helps Federal Screeners to locate and identify property, either through GSAXcess or coming in from another agency through the state side of the warehouse. There is no obligation to buy; Surplus staff identifies the property, notifies the agency that property has been located, then it is up to the agency as to whether they would like to proceed with purchasing it or not.

When a Want List item or items are submitted, it is circulated to several Surplus staff members involved with both state and federal property. If an item is located immediately, an agency salesperson will contact the person who submitted the request. Otherwise, the information will be put onto an Excel spreadsheet, so that screeners can look for those particular items.

To begin, navigate to www.oregonsurplus.com, and locate the "Start a want list for property" link in the right hand task box.



Click on the link, and the user will be taken to the page below. On this page are several related topics, with the link to the want list submission form at the bottom.



Department of Administrative Services

State and Federal Surplus Property Program

Want List Request Form

Date November 3, 2015

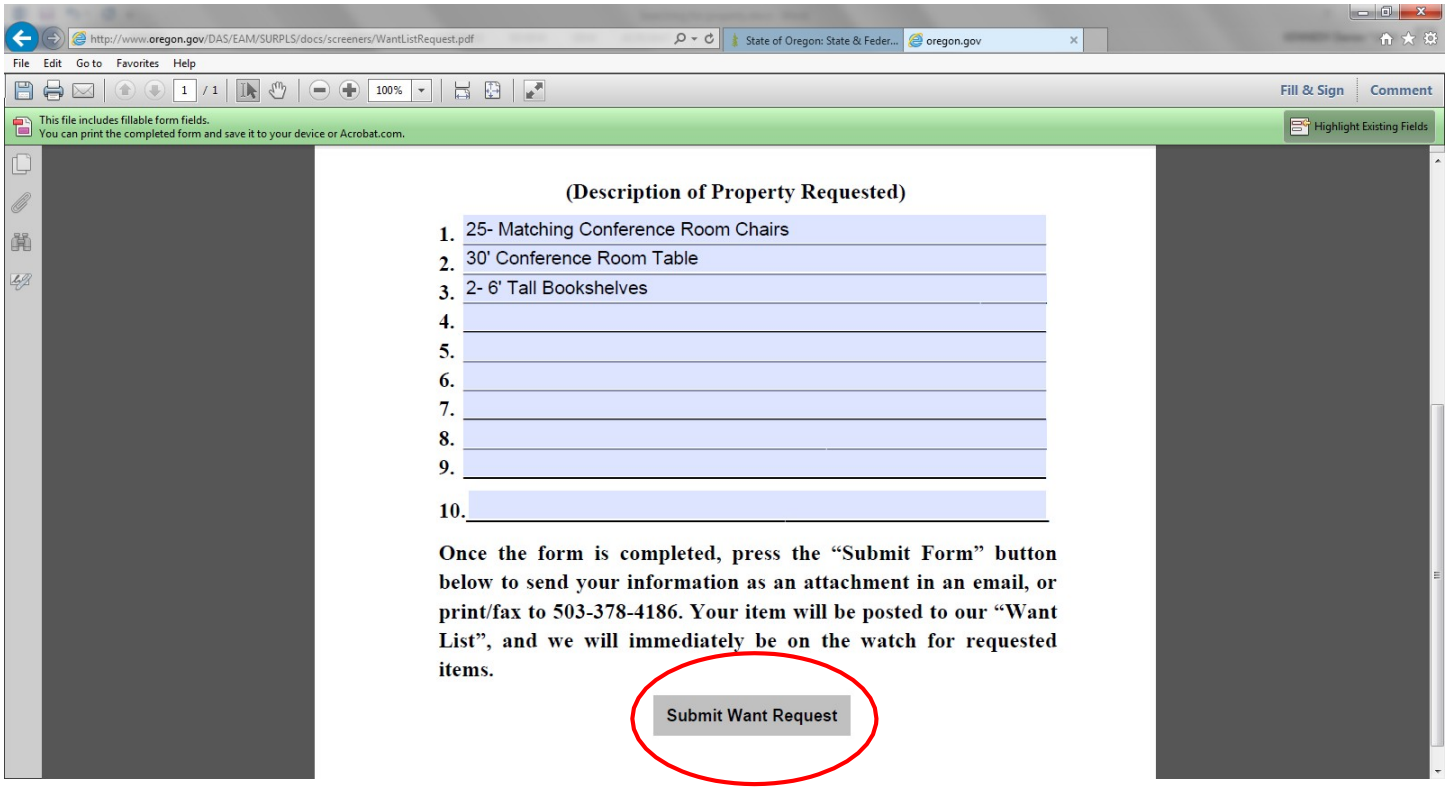
Agency Department of Human Services

Contact Person John Doe

Telephone 503-999-1212

Email Address john.doe@oregon.gov

(Description of Property Requested)



(Description of Property Requested)

1. 25- Matching Conference Room Chairs
2. 30' Conference Room Table
3. 2- 6' Tall Bookshelves
4.
5.
6.
7.
8.
9.
10.

Once the form is completed, press the "Submit Form" button below to send your information as an attachment in an email, or print/fax to 503-378-4186. Your item will be posted to our "Want List", and we will immediately be on the watch for requested items.

Submit Want Request

When finished, press the "Submit Want Request" at the bottom of the page. The request will be processed, and a Surplus staff member will contact the submitter with any questions, or results from the request.

Subscription to the Surplus Property Listserv, Donee Notifications.

Agency representatives can request to be added to the Surplus Property Listserv, Donee Notifications. This is a periodic message, usually 3-4 times per month that details special buy opportunities happening at Surplus Property. These buy opportunities include such opportunities as free or little cost property available from other agencies, overstock items at Surplus, unique items, or announcements for sales of special events that occur quarterly.

Also, if an agency needs to announce items they need to get rid of, Donee Notifications can be used to broadcast this, placing the request in front of thousands of government agencies and non-profit organizations. This is typically done with lower valued assets, and is a very effective means to transfer unwanted property.

To request to be placed on the Donee Notification Listserv, or to request a message be sent out to agencies and non-profit organizations, please contact the list administrator.

If questions on this or any Surplus Property activities, please call 503-378-6020.

Return to the top of the tutorial now.