Searching for or requesting property for your agency

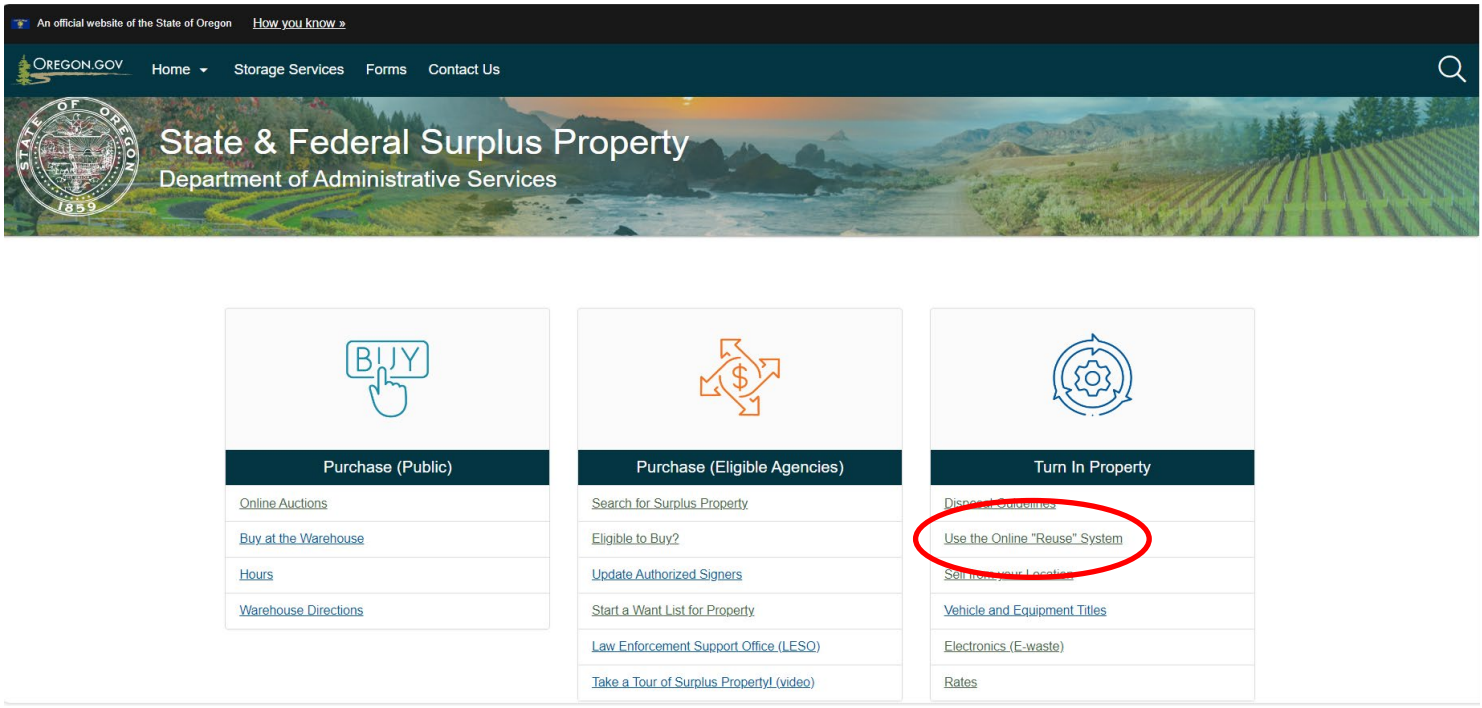
This tutorial details the steps to searching for property through the state of Oregon's State and Federal Surplus Property program. Besides a step-by-step instruction on how to search, there are explanatory paragraphs regarding the rationale involved when deciding to request certain items through these 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 section.

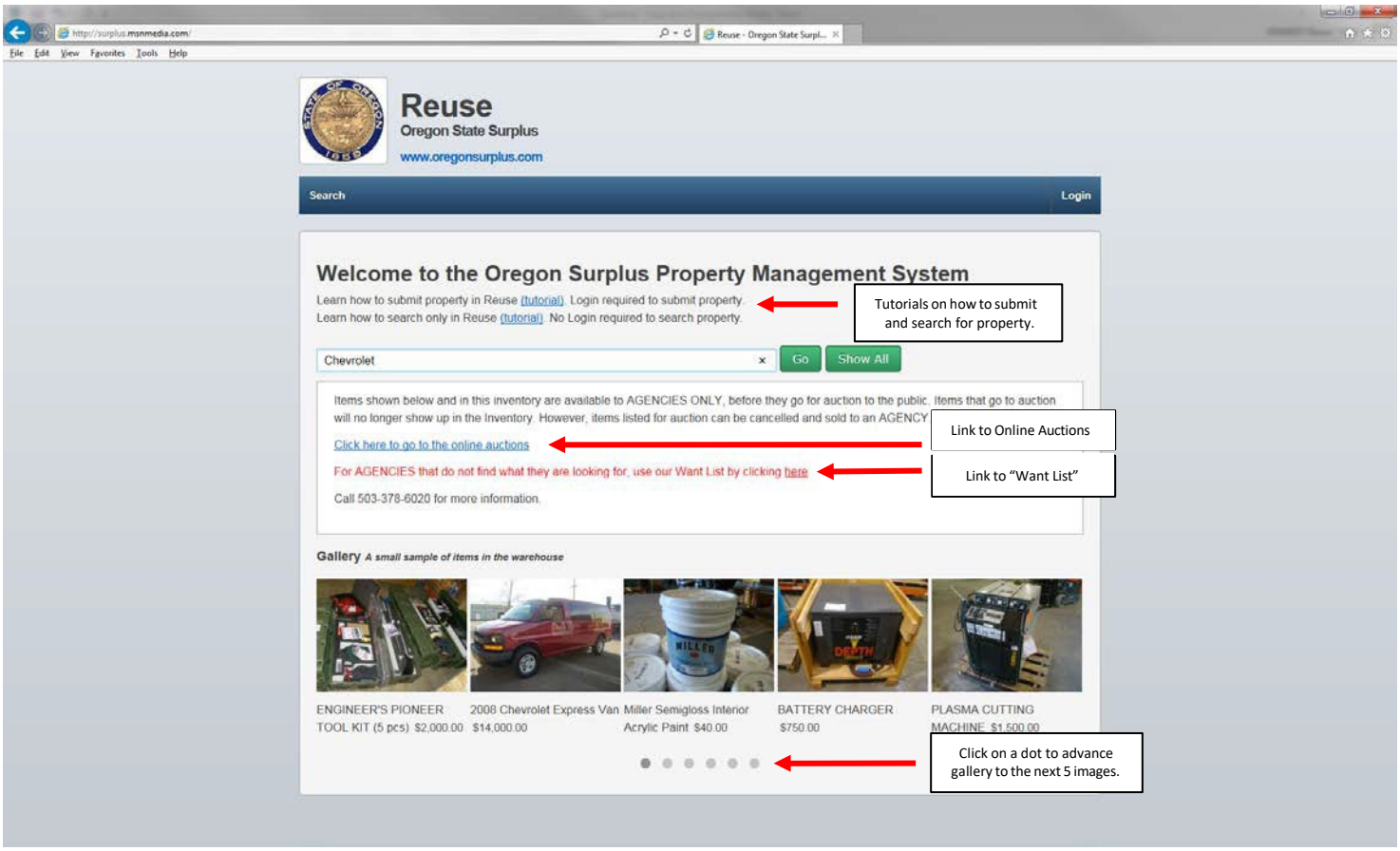
There are three ways an agency can search for property for their agencies; A) they can search property located at the State and Federal Surplus property facility in Salem using "**Reuse**", B) they can search the federal government website "**Person Property Management System (PPMS)**", or C) they can 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

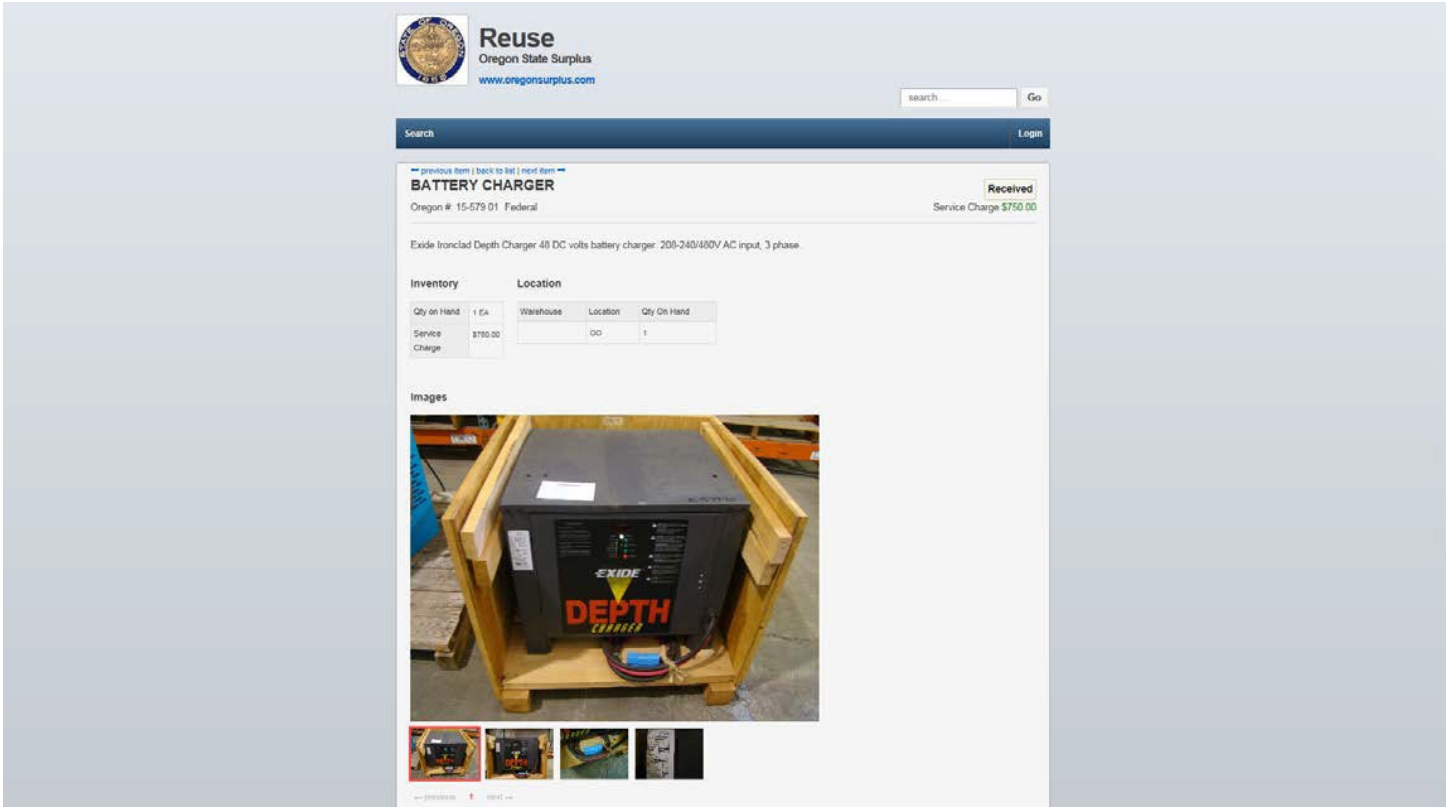
Agencies can access the Reuse search function to search for property that is currently available at the facility located in Salem, OR. One can access this feature by going to the Surplus Property website www.oregonsurplus.com, and clicking on the "Use the online "Reuse" system" link in the right-hand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



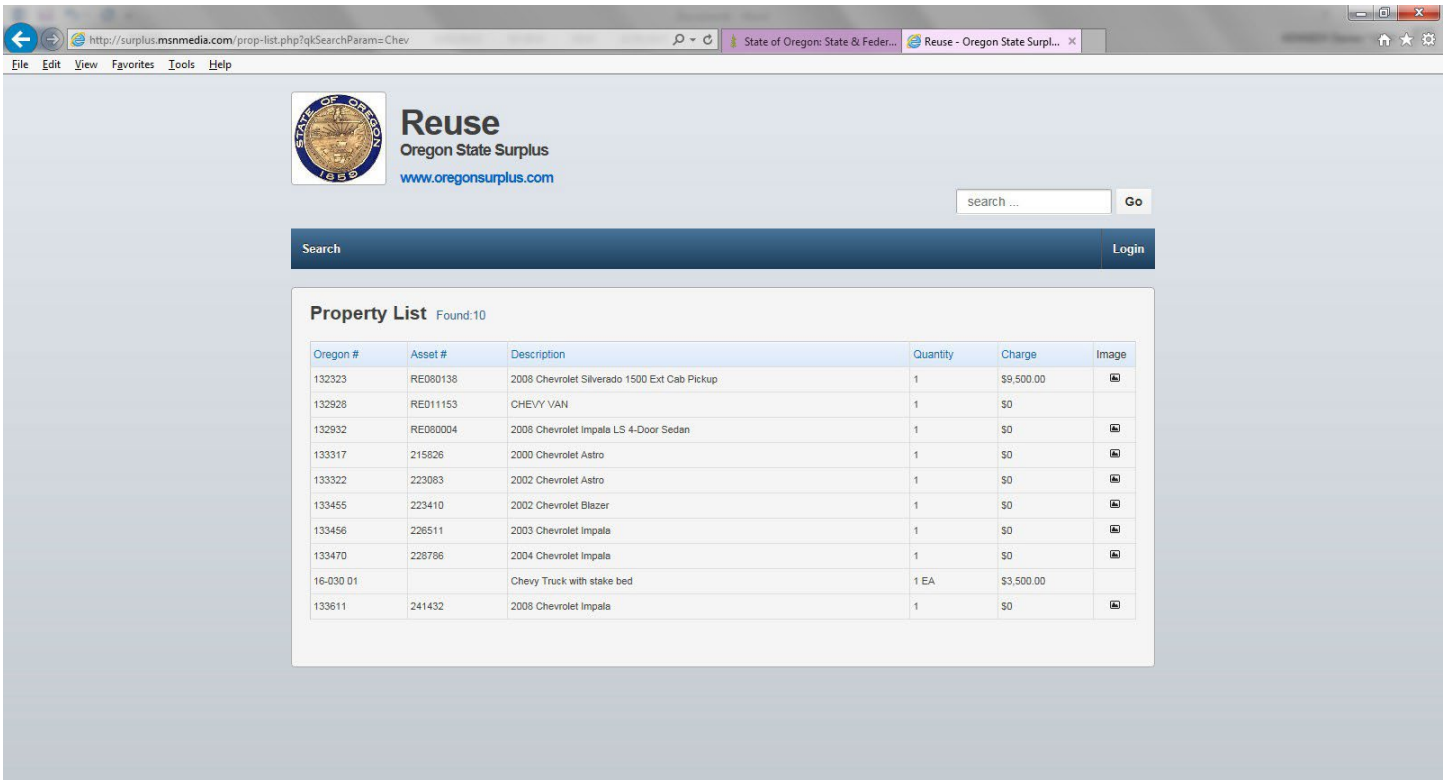
This will take the user to the main search page, where they can type in a short descriptor of the type of item they are looking for (then press "Go"), or "Show All", which will bring up the entire inventory of Surplus Property. Note: no "Login" is required to use this function. If "Show All" is pressed,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



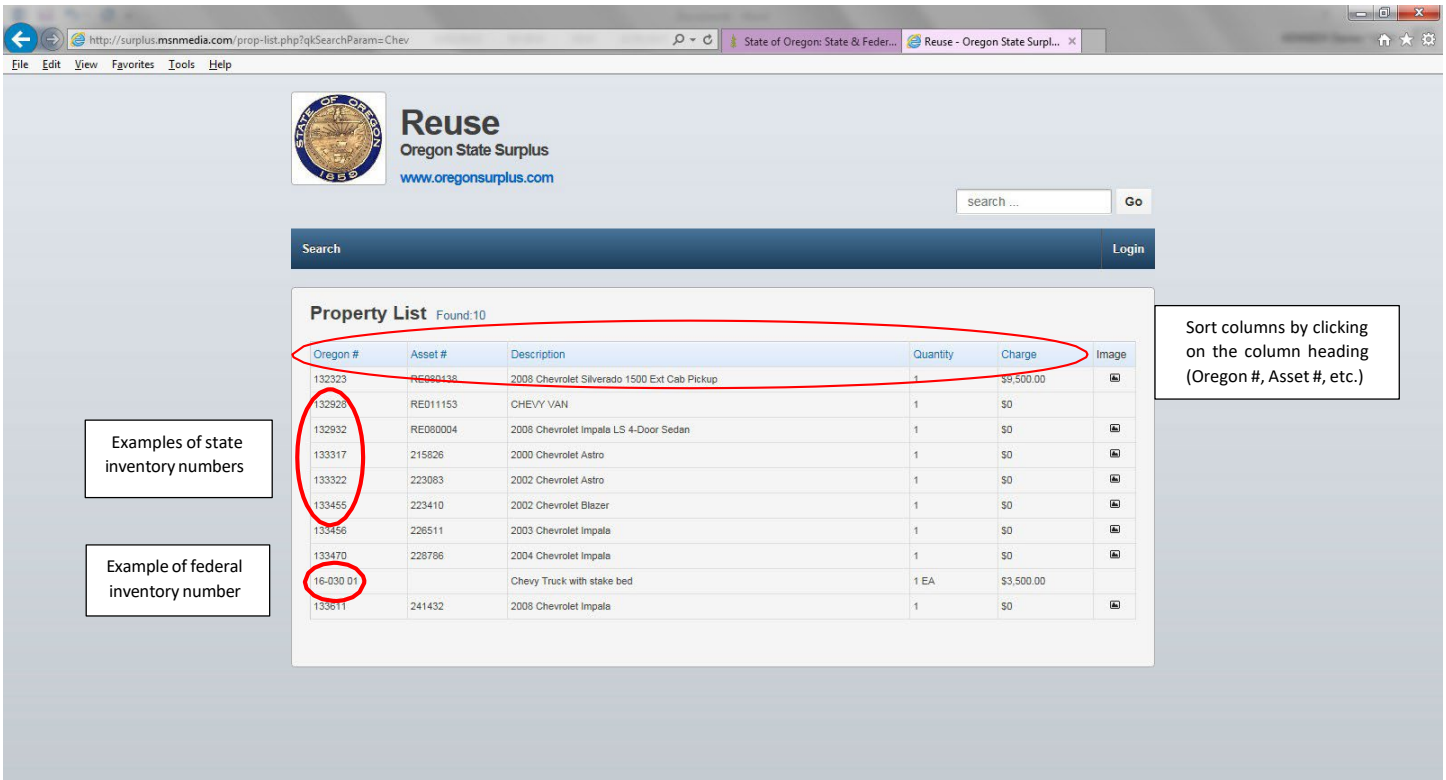
If you see an image in the gallery, and would like more information about that item, the user can click on the image to open all the details regarding that item.



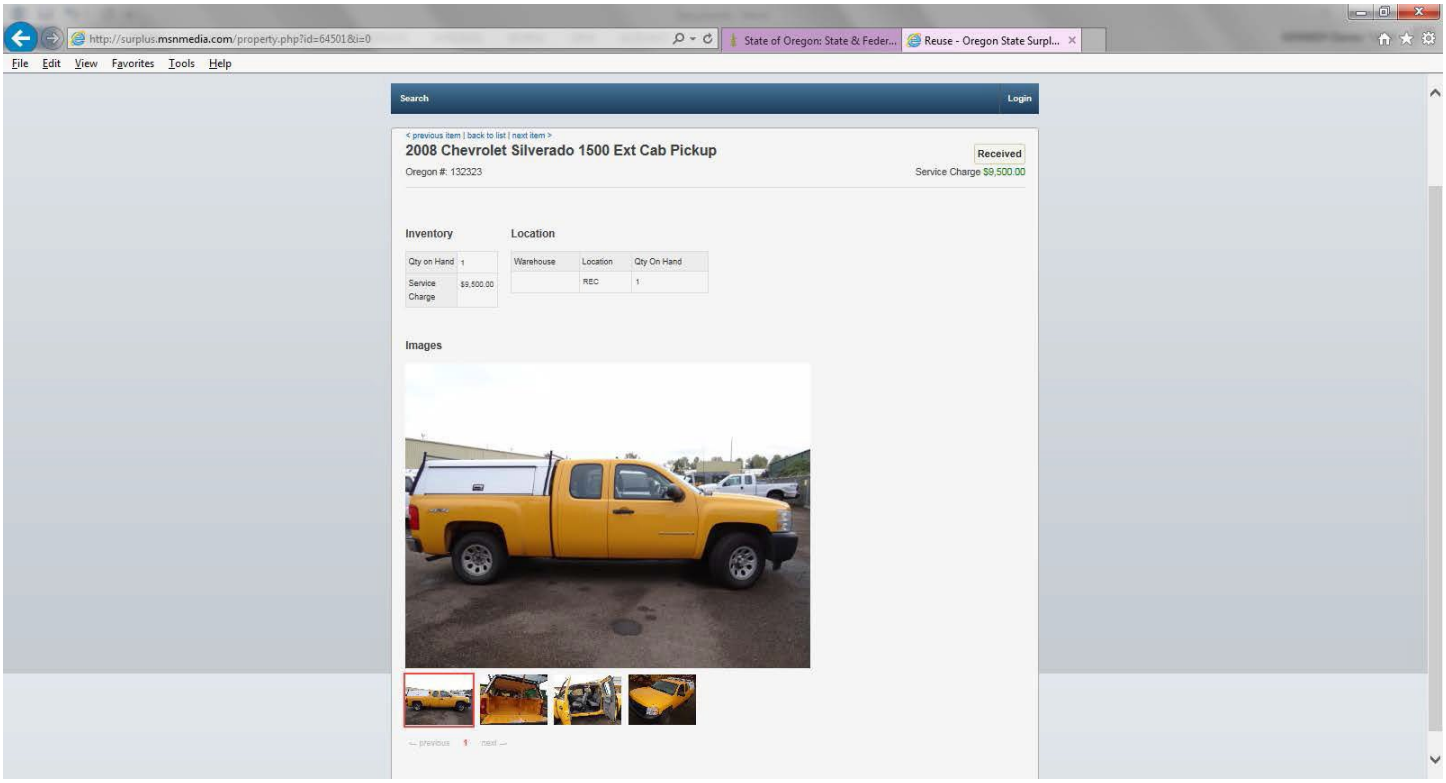
To do a generalized search, simply type a descriptor into the search field. As an example, the word “Chevrolet” is typed into the search field, which yields the following results:



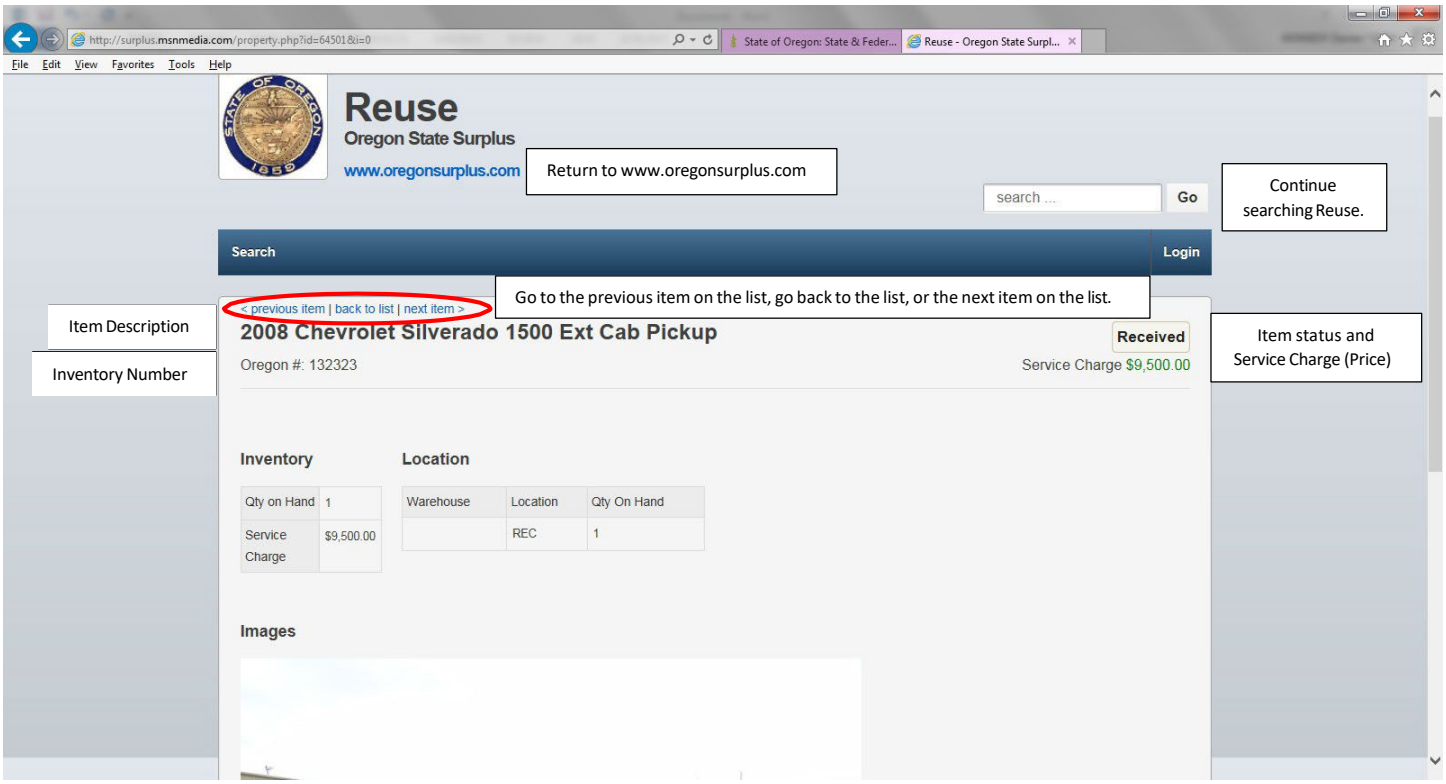
The system searches state and federal property currently in inventory. To identify which is which, note the “Oregon #” in the left-hand column. A state item will be a series of 6-7 numbers, while a federal item will be 2 numbers, followed by a dash, followed by 5 numbers. The list can be sorted by clicking 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.



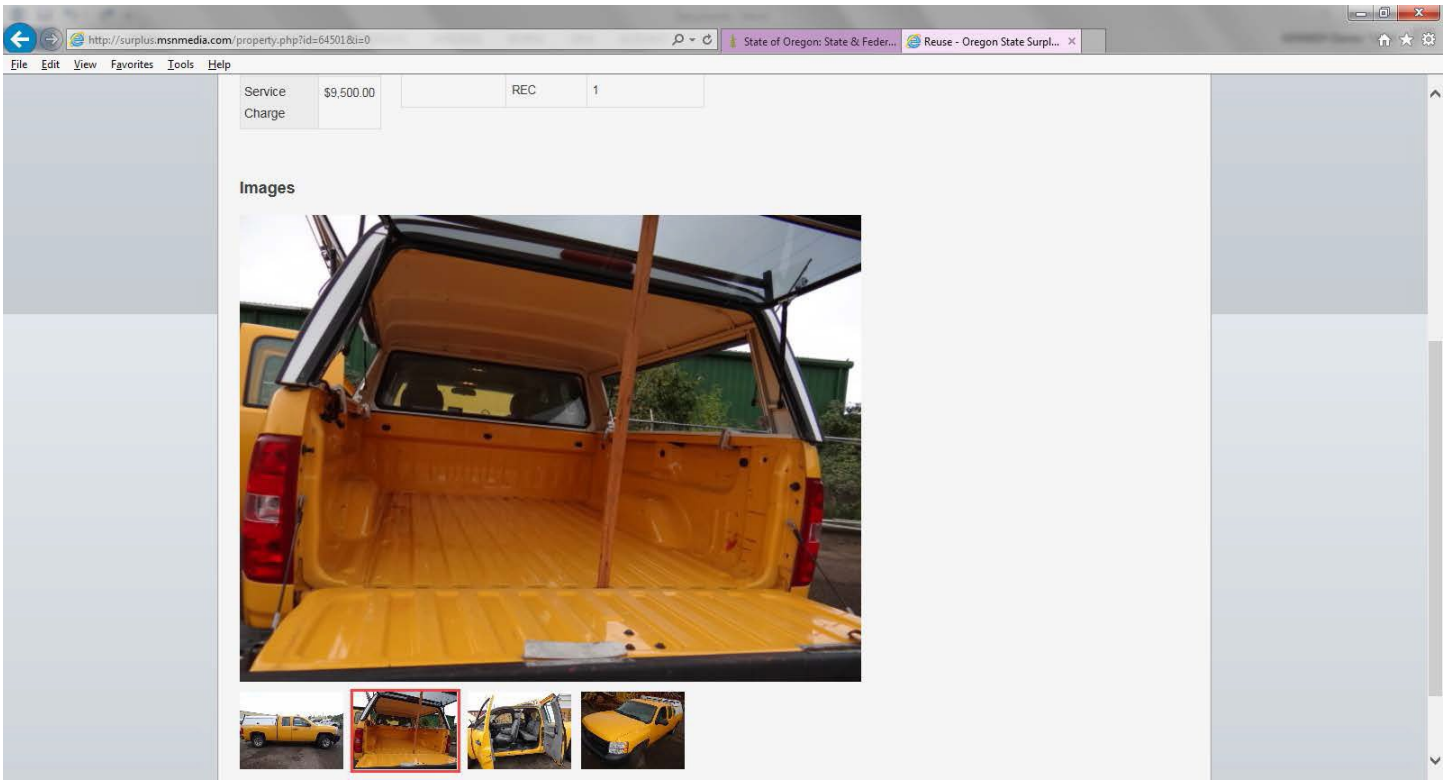
To view the item in its entirety, click on the items row.



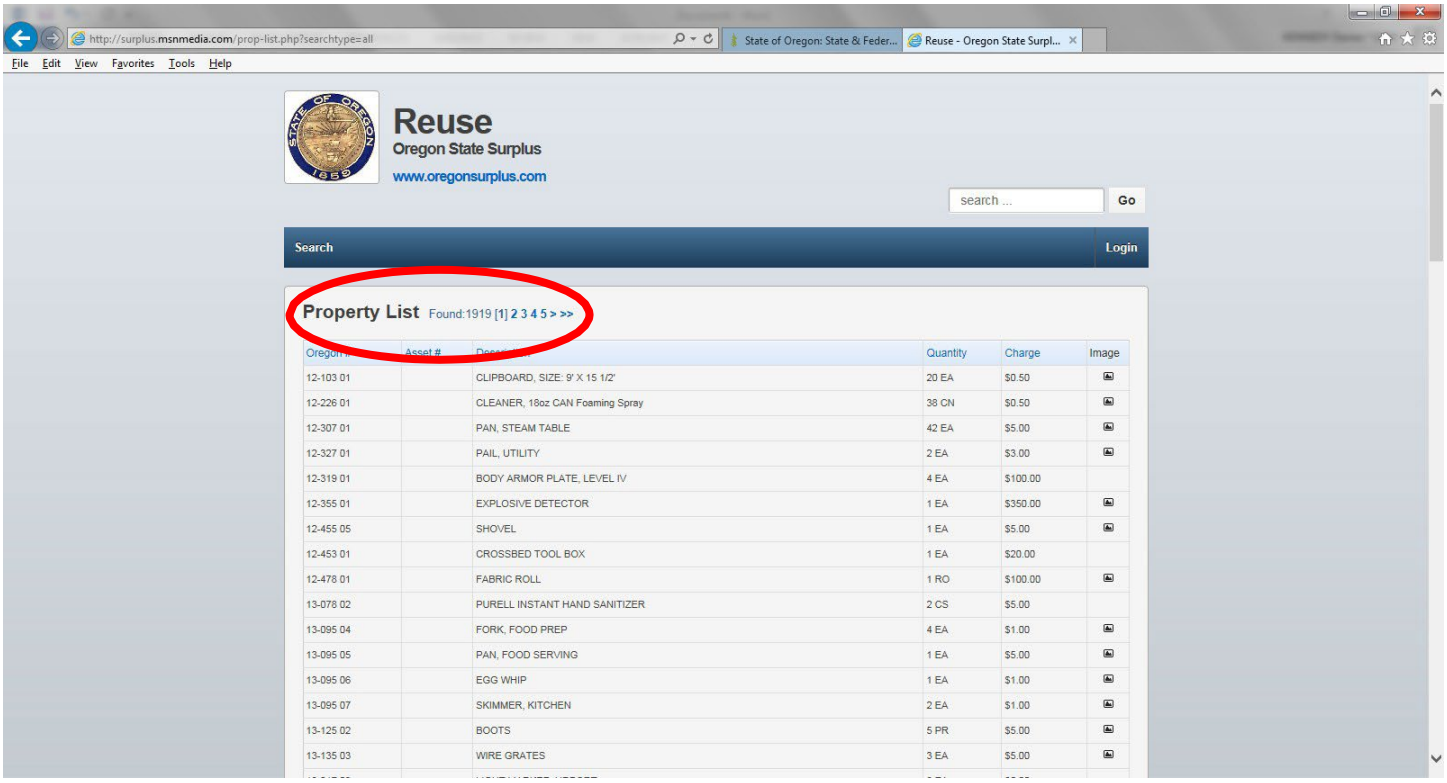
This will take the user to the description of the item, with images and price (if any). Note: if there is no price or images, you can request this information, and it will be added to the page. This gives all the basic information about an asset. For more information, please contact us at 503-378-6020.



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 "PPMS"

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A brief explanation of PPMS (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 PPMS 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 PPMS 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 agency's 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.

Searching For Property

To search for property being made available from the Federal Government, the user will need a login. Please call 503-378-6051 to obtain login credentials. Next, go to PPMS. Using the credentials provided, sign in. The system will ask which of 2-Factor Authentications the user would like to use when logging in. Choose one method, and this will be the method for subsequent logins. In this example, the "Email Authentication" is used. On the next screen, a button will appear "Send me the code". The code will show up in the email inbox of the email used to register with PPMS. Copy the code, and paste it in the field in PPMS.

GSA Personal Property Management System℠

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About PPMS | User Guides/Training | Contact Links | PPMS HelpDesk | FAQs

Home | Login | Register

This is a **U.S. General Services Administration Federal Government** computer system that is **FOR OFFICIAL USE ONLY**. This system is subject to monitoring. Individuals found performing unauthorized activities are subject to disciplinary action including criminal prosecution.

Your company requires multifactor authentication to add an additional layer of security when signing in to your account

Okta Verify
Enter single-use code from the mobile app.
Setup

Google Authenticator
Enter single-use code from the mobile app.
Setup

SMS Authentication
Enter a single-use code sent to your mobile phone.
Setup

Voice Call Authentication
Use a phone to authenticate by following voice instructions.
Setup

Email Authentication
Enter a verification code sent to your email.
Setup

Forgot Password

Welcome to PPMS

- SecureAuth Login (for GSA users only)
- Registration Information
- About PPMS
- Help

GSA Personal Property Management System℠

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This is a **U.S. General Services Administration Federal Government** computer system that is **FOR OFFICIAL USE ONLY**. This system is subject to monitoring. Individuals found performing unauthorized activities are subject to disciplinary action including criminal prosecution.

Send a verification code to your registered email.

Send me the code

Back to factor list

Forgot Password

Need help signing in?

Welcome to PPMS

- SecureAuth Login (for GSA users only)
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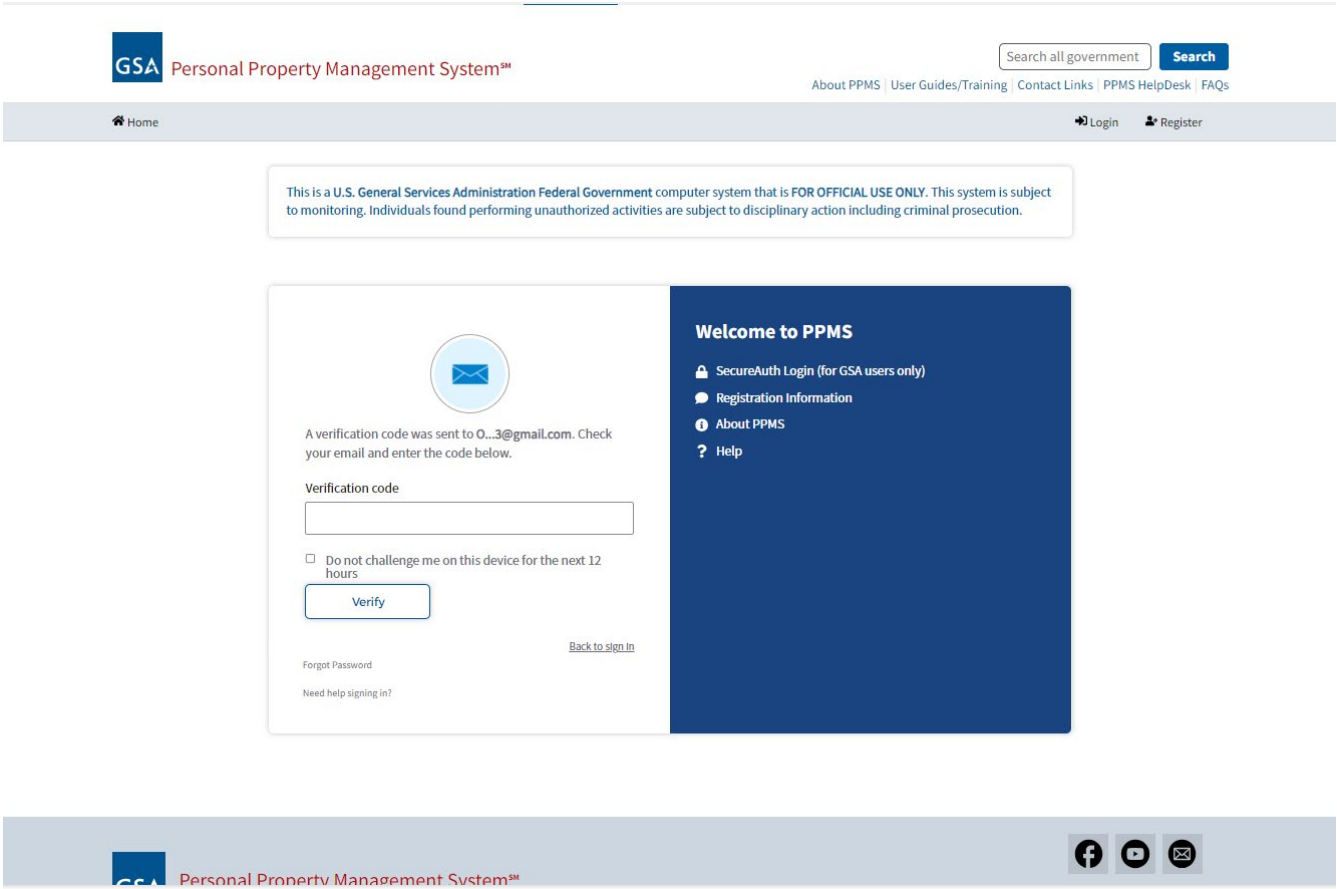
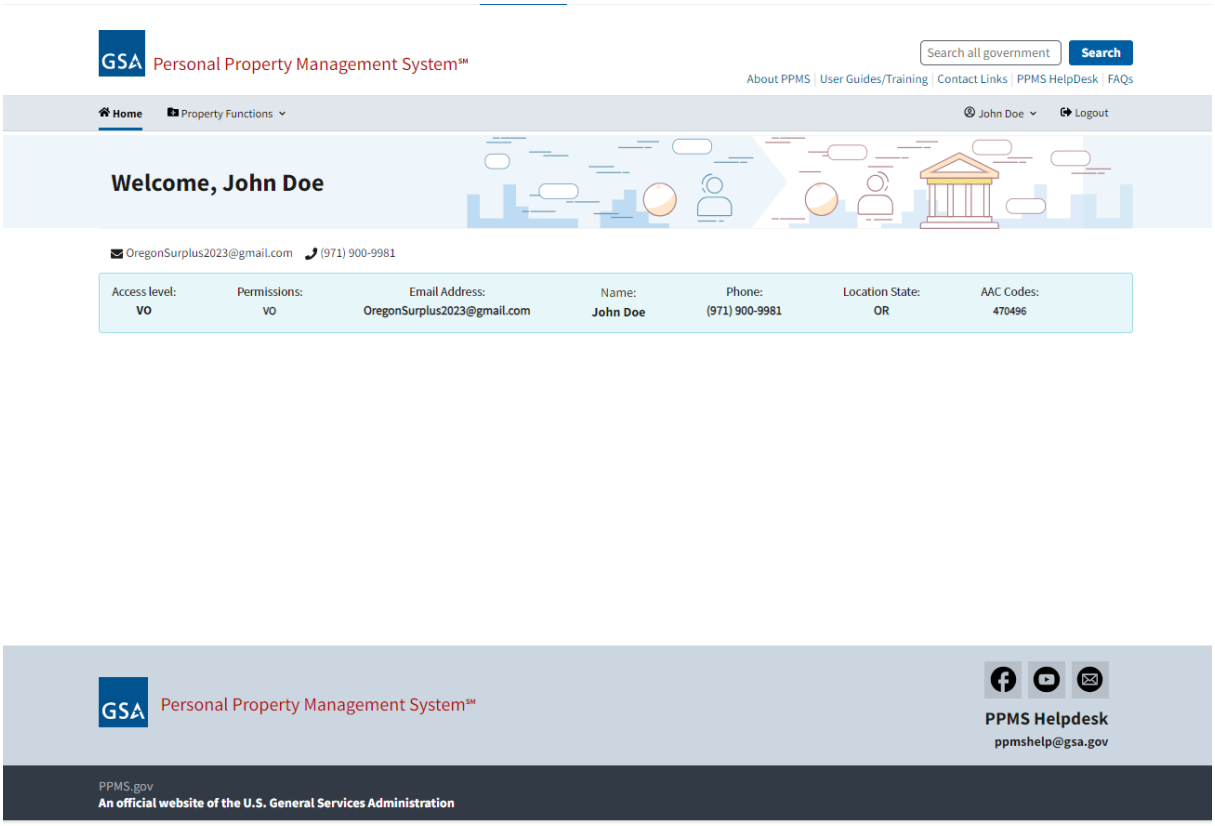
GSA Personal Property Management System℠

PPMS Helpdesk
ppmshelp@gsa.gov

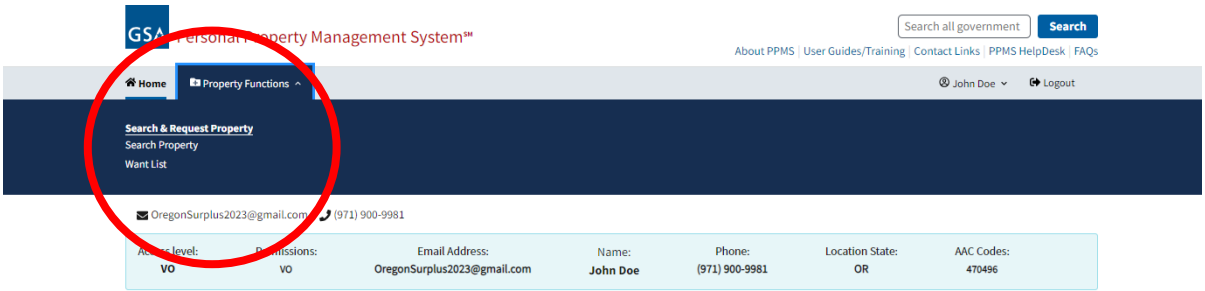
PPMS.gov



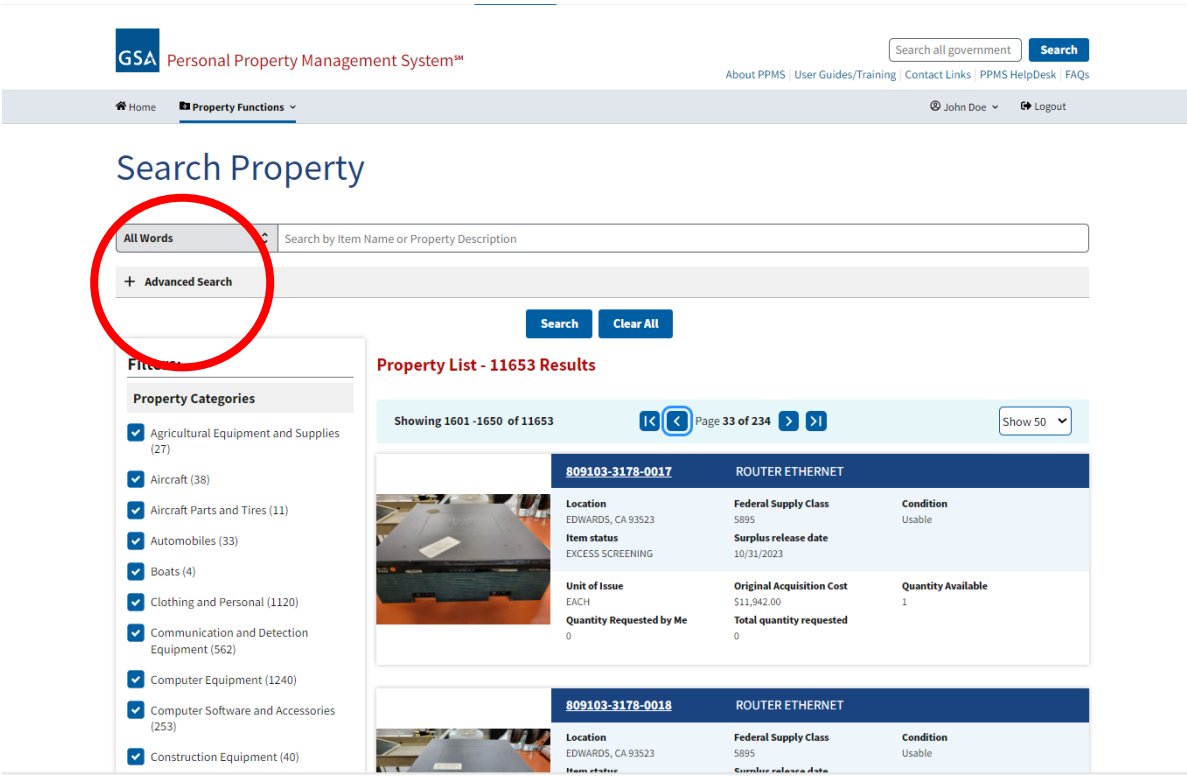
Also, when you login for the first time, you will be directed to change the temporary password to a permanent one. Go to the acceptance email sent and copy the temporary password. Paste it in the field and enter the new password as directed following prescribed password protocols (a message will appear if one of the protocols is not met). Then you will be taken to the home page.



All pertinent information regarding the user is displayed, including the role “VO”, or “View Only”. In the upper left corner, find the “Property Functions” tab, and open to reveal “Search Property” link.

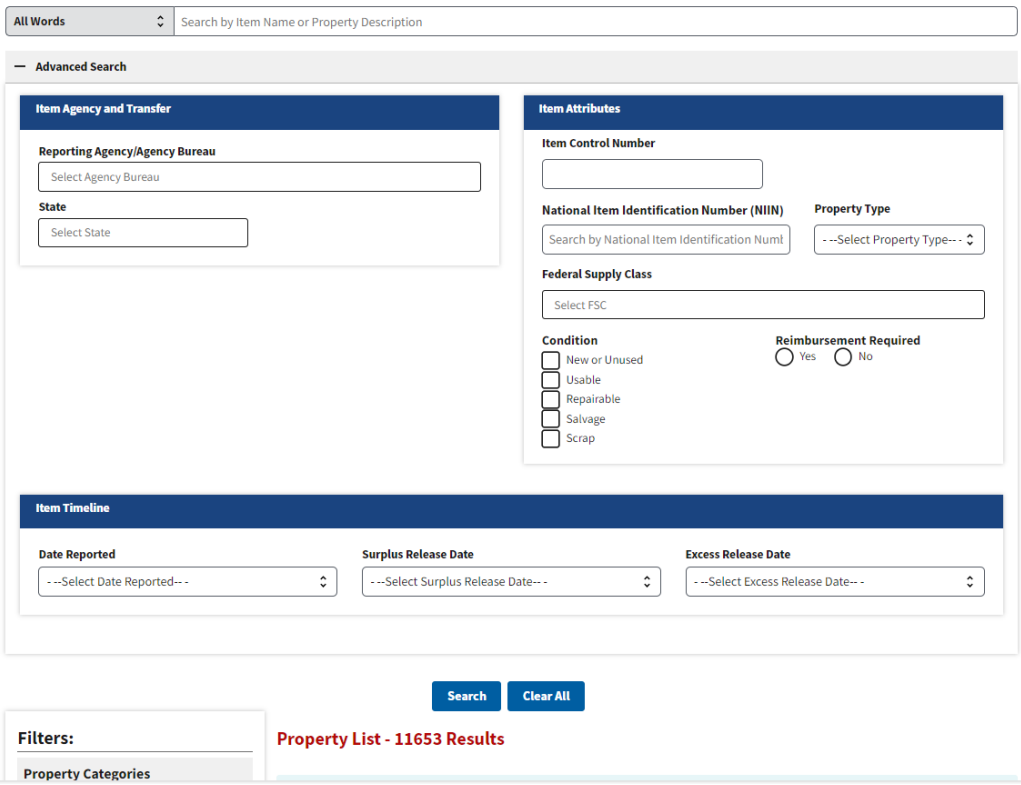


Click on “Search Property”, and it will take the user to the next screen:

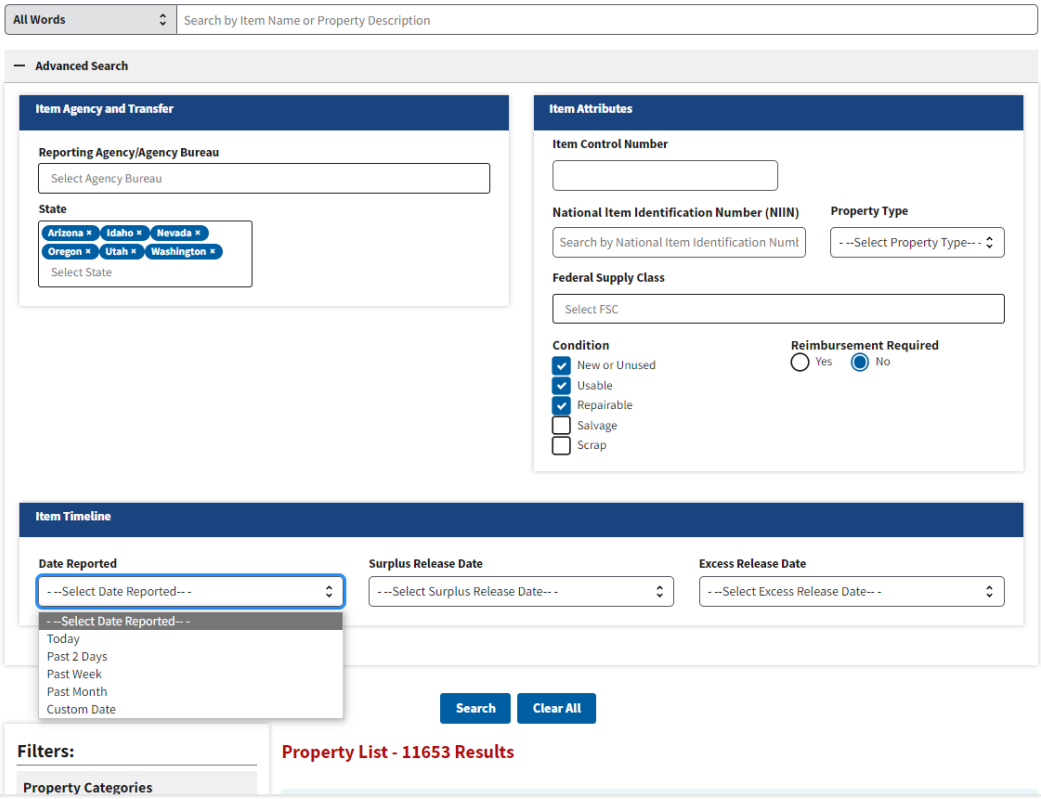


From this screen, the user can search by entering a word in the field at the very top, or filter by selecting or deselecting category boxes on the left. The user can also do a page-by-page general search (in this case, 234 pages/11,653 items). Searches can be narrowed down significantly by selecting the “Advanced Search”.

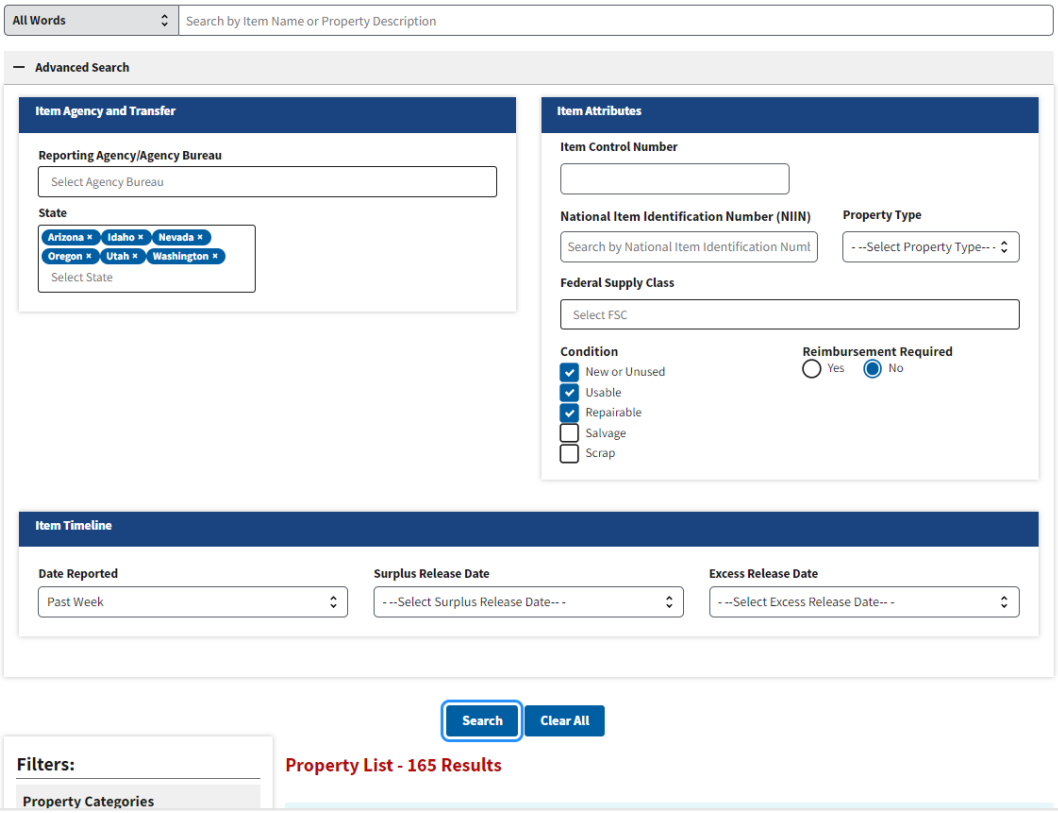
View with the Advanced Search open



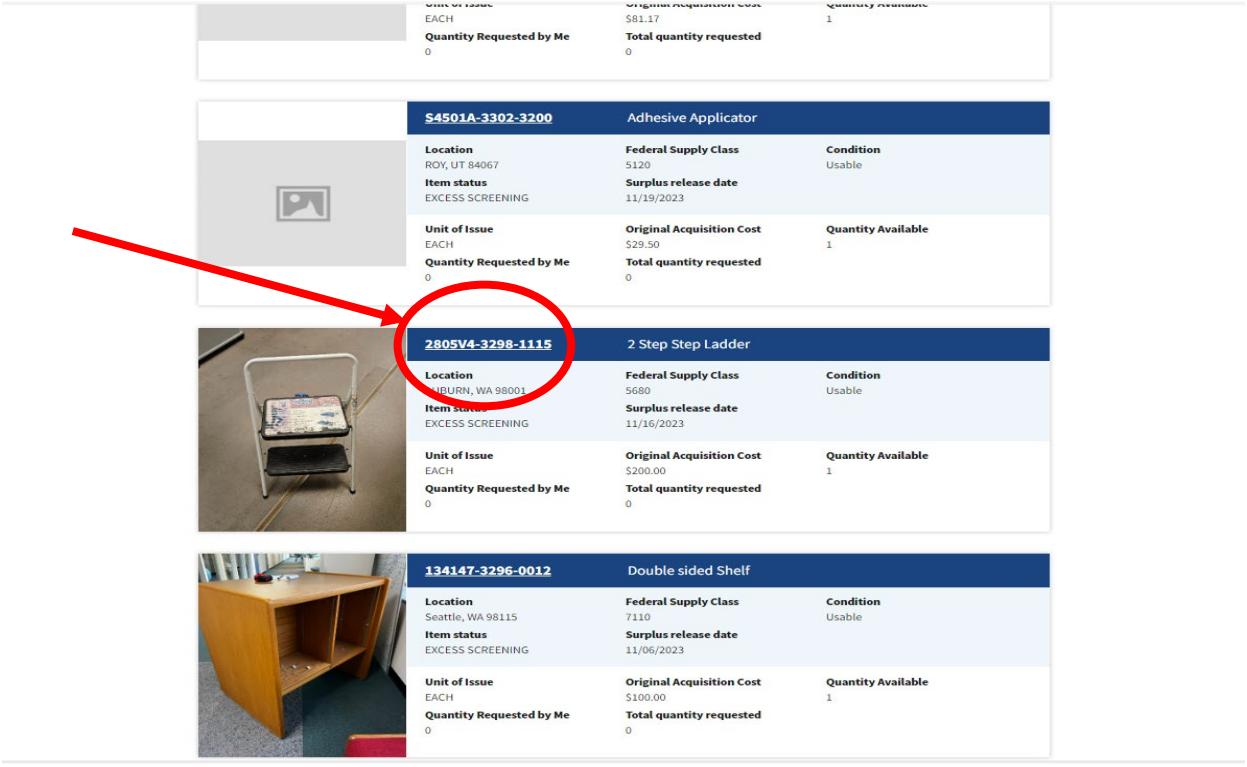
The user can select from a dropdown of states to choose from, a dropdown of time frames of when property was posted to the site, they can select condition, Reimbursement Required (whether or not the holding agency expects to be reimbursed for their item), and other criteria. Then press the “Search” button, and the search will be narrowed down.



With the above search criteria, searching 6 states for New/Usable/Repairable, no Reimbursement Required, posted within the past week, netted 165 results.

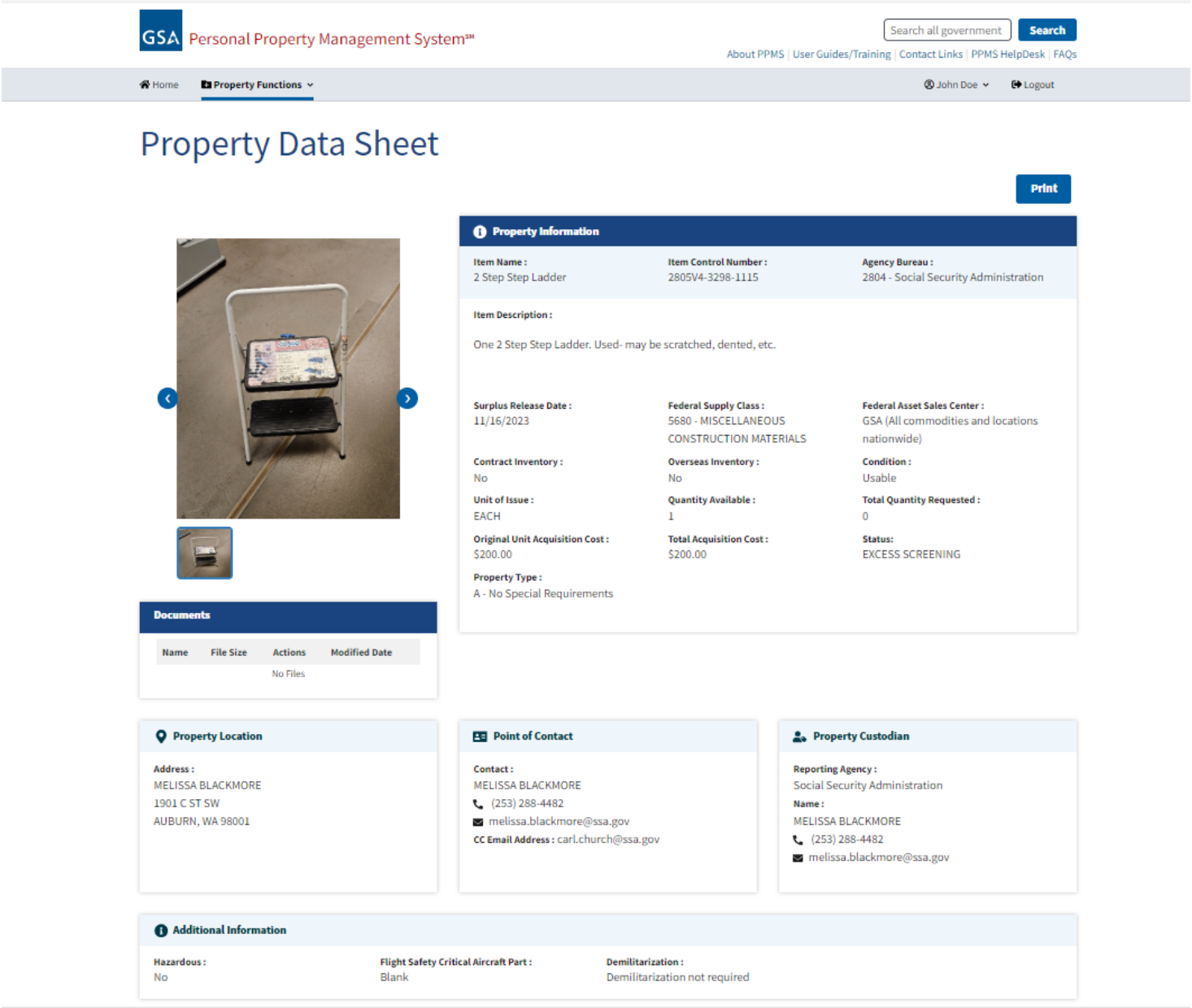


The user can scroll down through the list of property items until they see something they would like more information about. Please note that at the time of this writing, PPMS is still very new, and most items do not have pictures associated with them. If you would like to see a photo of the item you're looking at, contact the property custodian mentioned in the search result.



To open an item and view all the details, click on the underlined Item Control Number (ICN) on the left side of the blue bar (See above). This will open the item up to the Property Data Sheet, which contains all the information regarding that item, the location, the property custodian, the original acquisition, etc. Two things to take note of are the Surplus Release Date (SRD) and the Item Control Number (ICN). The SRD is the last

day the item can be requested. The ICN will be needed if you want someone (a State Surplus Property employee) to request an item on your behalf). To return to the previous list view, simply press the “Back” button on your browser. Then, simply click on the “Search” button to go to your original search criteria.



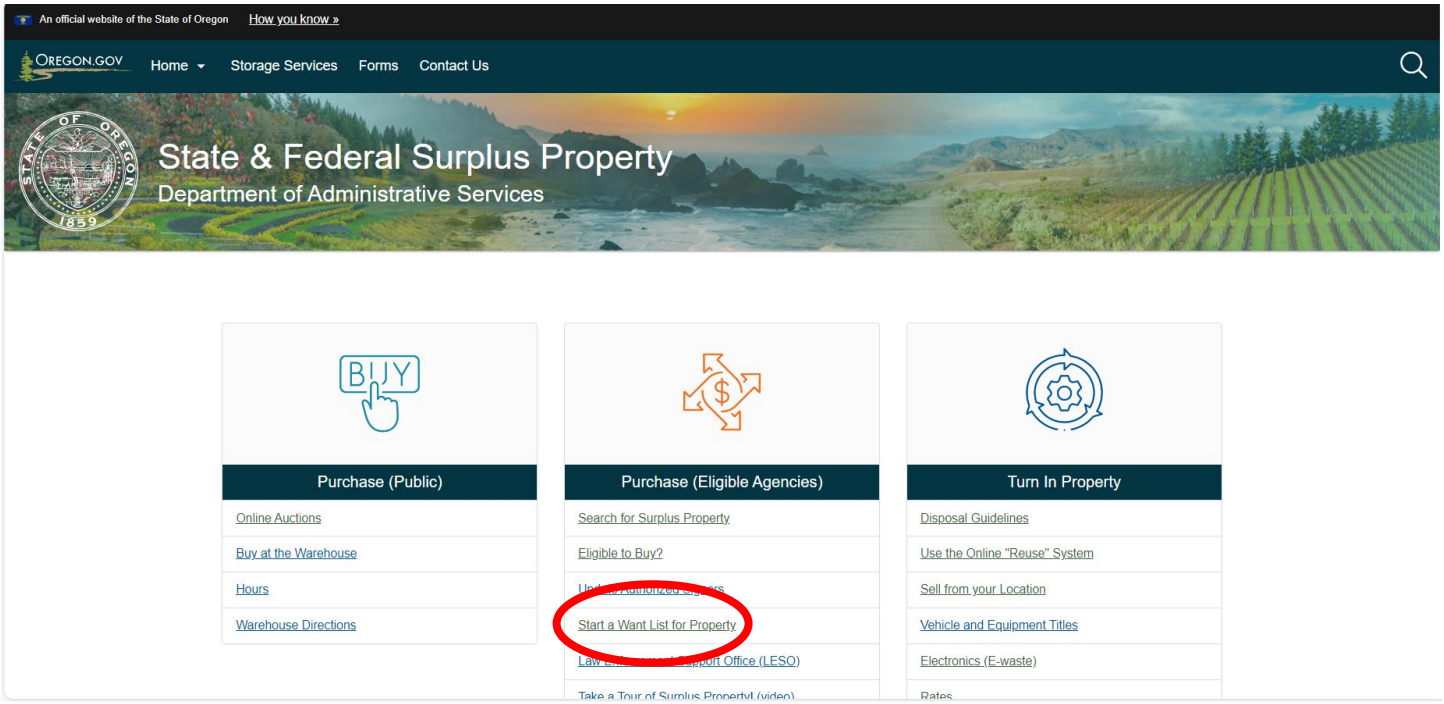
As previously stated, if you would like to request items, contact the property screener at 503-378-6051 or don.tesdal@das.oregon.gov, provide him with Item Control Numbers, and he will request those items for your agency/organization. If it is an urgent request, please be sure to specify this, as sometimes this will increase the likelihood of your being allocated the property (such as in the case of an emergency or dire need). If this is the case, a letter penned on your agency/organization’s letterhead will increase the chances of your being allocated items.

The “Want List” Go back to the top of the tutorial

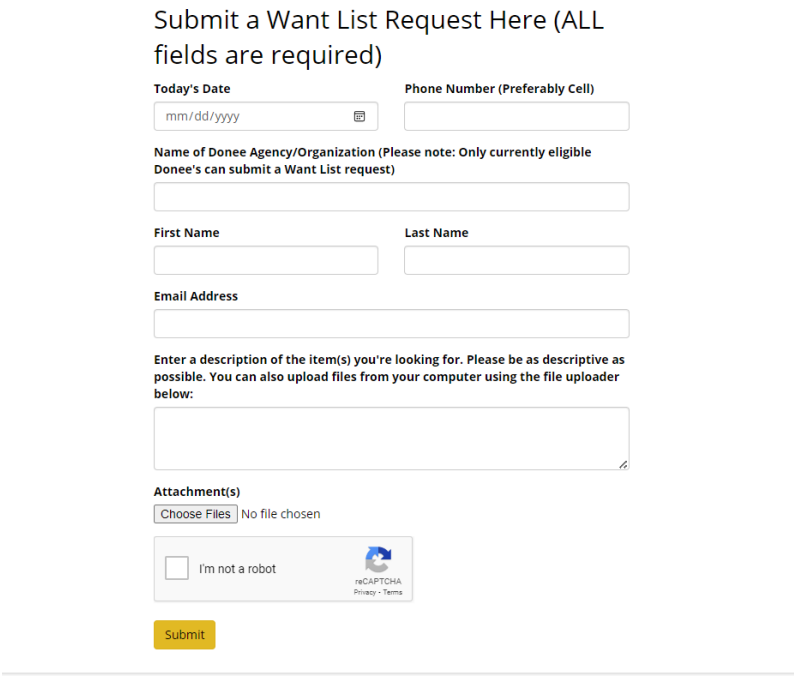
The Want List submission form is a fillable online form. A Want List is usually completed when a search of property yields no results, and after Surplus Staff has determined that the property being sought isn’t in inventory. This list helps Federal Screeners to locate and identify property, either through PPMS 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 items.

To begin, navigate to www.oregonsurplus.com, and locate the “Start a want list for property” link in the center task box.



Click on the link on the Surplus home page, and the user will be taken to the page below. On this page are several related topics, with the Want List submission form at the bottom. Fill this form out as completely as possible, then press "Submit" at the end.



When submitted 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 that details special buy opportunities occurring at Surplus Property. These buy opportunities include such opportunities as overstock items at Surplus, unique items, new items or announcements for sales of special events. To request to be placed on the Donee Notification listserv, 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.