**SPS - Bidder Schedule Pickup**

Training videos: <https://surpluspropertysoftware.com/SPSV2Help/UIPublic/Index.html>

Bidder Portal:<https://surplus.bo.uiowa.edu/GovDeals/>

First Option: After logging in to the bidder portal, select the **GovDeals Pickups** button from the Home Page to access the pickup screens.

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Second Option: Click on the **GovDeals Pickups** in the Menu toolbar to access the pickup screens.A screenshot of a computer

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#3 (Lots tab): The lots report will list all the lots based on the Pickup Status. Current report is listing all three pending lots that are waiting for scheduling.

#4(Calendar tab): Schedule your pickup by selecting a time slot from the calendar tab.

#4(Calendar tab): **Schedule your pickup by Self**

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Upon confirmation of the Surplus, you can check all confirmed pickup schedules in the Lots tab and the Print Schedules screens.

**Lots:**

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**Print Schedules:**

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#4(Calendar tab): **Schedule your pickup by Other Person**

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#4(Calendar tab): **Schedule your pickup by Shipper**

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