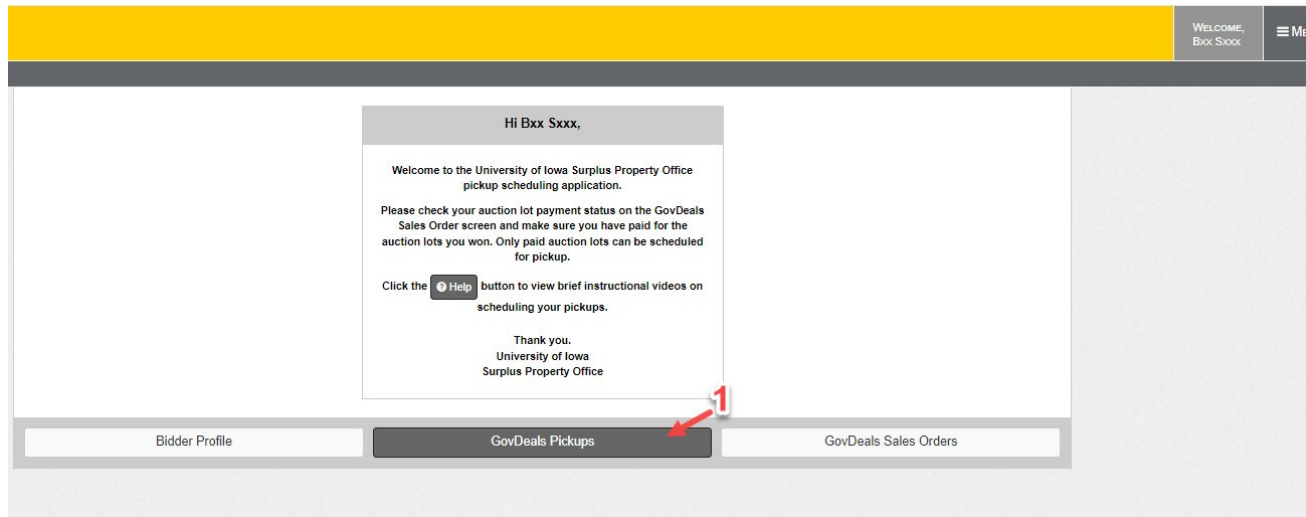


SPS - BIDDER SCHEDULE PICKUP

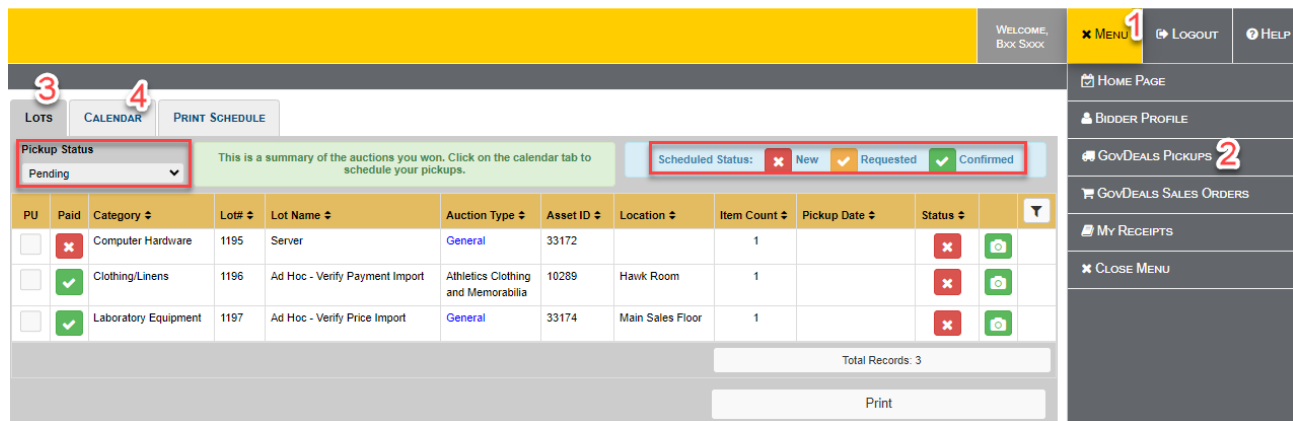
Training videos: <https://surpluspropertysoftware.com/SPSV2Help/UIPublic/Index.html>

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.



Second Option: Click on the **GovDeals Pickups** in the Menu toolbar to access the pickup screens.



#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

PICKUP SCHEDULE 6

Pickup Date	Time	Duration	Pickup By
07/17/2024	12:30 PM	0.5 hr	Self

Please select the items for this pickup.

Auction Lots (Paid)	New:	Requested:	Confirmed:
<input type="checkbox"/> Asset ID#: 10289 Auction Type: Athletics Clothing and Memorabilia Category: Clothing/Linens Location: Hawk Room Item Count: 1 Status: New	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Asset ID#: 3174 Auction Type: General Category: Laboratory Equipment Location: Main Sales Floor Item Count: 1 Status: New	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Save 8 Close

5

GovDEALS PICKUPS

Click in an available timeslot to start scheduling your pickups.

Scheduled Status: Requested Confirmed

	Mo 07/15/2024	Tu 07/16/2024	We 07/17/2024	Th 07/18/2024	Fr 07/19/2024
8 AM					
9 AM	Bbox Sxxxx - 1 Lot(s)				
10 AM		Not Available			
11 AM			Bbox Sxxxx - 3 Lot(s)		
12 PM	Not Available		Bbox Sxxx - 1 Lot(s) 9		
1 PM					

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

Lots:

IOWA SURPLUS PROPERTY BIDDER PORTAL WELCOME, Box Sxxx MENU LOGOUT HELP

GovDEALS PICKUPS

1 LOTS CALENDAR PRINT SCHEDULE

Pickup Status: Pending This is a summary of the auctions you won. Click on the calendar tab to schedule your pickups. Scheduled Status: New Requested Confirmed

PU	Paid	Category	Lot#	Lot Name	Auction Type	Asset ID	Location	Item Count	Pickup Date	Status	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Computer Hardware	1195	Server	General	33172		1		<input checked="" type="checkbox"/>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Clothing/Linens	1196	Ad Hoc - Verify Payment Import	Athletics Clothing and Memorabilia	10289	Hawk Room	1		<input checked="" type="checkbox"/>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Laboratory Equipment	1197	Ad Hoc - Verify Price Import	General	33174	Main Sales Floor	1	07/17/2024 12:30 PM	<input checked="" type="checkbox"/>	

Total Records: 3

Print

Print Schedules:

IOWA SURPLUS PROPERTY BIDDER PORTAL WELCOME, Box Sxxx MENU LOGOUT HELP

GovDEALS PICKUPS

LOTS CALENDAR PRINT SCHEDULE 2

Start Date: 07/15/2024 End Date: 07/17/2024 Search

07/17/2024

12:30

Bidder	Asset ID	Auction Type	Location	Description
Box Sxxx	33174	General	Main Sales Floor	Laboratory Equipment

Print

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

The screenshot displays the 'PICKUP SCHEDULE' form in the IOWA Surplus Property Bidder Portal. The form is titled 'PICKUP SCHEDULE' and includes the following fields and sections:

- Pickup Date:** 07/19/2024
- Time:** 12:30 PM
- Duration:** 0.5 hr
- Pickup By:** Other Person
- AUTHORIZATION OF RELEASE:** Selling Agency: University of Iowa Surplus. I (buyer) Bxx Sxxx, hereby authorize the release of the following listed items to: Other pickup person/agent and phone number.
- Please select the items for this pickup.**
- Auction Lots (Paid):** New: [X], Requested: [X], Confirmed: [X].
- Asset ID#:** 10289 Auction Type: Athletics Clothing and Memorabilia Category: Clothing/Linens Location: Hawk Room Item Count: 1 Status: New
- Asset ID#:** 33174 Auction Type: General Category: Laboratory Equipment Location: Main Sales Floor Item Count: 1 Status: Requested
- Disclaimer:** I understand that all items are sold "As Is, Where Is" and without warranty. I acknowledge that once my authorized agent has removed items from the seller's premises, the sale is considered final and there will be no refund of monies previously paid.
- Buyer Signature:** [Signature field]
- Buyer Name:** Bxx Sxxx
- Title:** [Text field]
- Buyer's Phone Number:** [Text field]
- Date:** 07/16/2024
- Buttons:** Save, Close, Delete, Print Authorization Form.

Numbered callouts (4-12) highlight specific elements: 4 points to the 'CALENDAR' tab; 5 points to a status indicator; 6 points to the form title; 7 points to the 'Pickup By' dropdown; 8 points to the authorization text; 9 points to the 'Auction Lots' section; 10 points to the signature field; 11 points to the 'Print Authorization Form' button; and 12 points to the 'Save' button.

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

4 CALENDAR

6 PICKUP SCHEDULE

Pickup Date: 07/18/2024 | Time: 11:30 AM | Duration: 0.5 hr | Pickup By: Shipper **7**

AUTHORIZATION OF RELEASE
Selling Agency: University of Iowa Surplus

I (buyer) Bxx Sxxx, hereby authorize the release of the following listed items to:

8 Other pickup person/agent and phone number

Please select the items for this pickup.

9 Auction Lots (Paid) | New: Requested: Confirmed:

5 select a time slot

10 I agree to the shipping terms

11 Buyer Signature

Buyer Name: Bxx Sxxx

Title: _____

Buyer's Phone Number: _____

Date: 07/16/2024

13 Save | Close

12. print the form for the pickup shipper