

## **SPS - BIDDER SCHEDULE PICKUP**

Training videos: <u>https://surpluspropertysoftware.com/SPSV2Help/UIPublic/Index.html</u> Bidder Portal: <u>https://surplus.bo.uiowa.edu/GovDeals/</u>

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

	Welcome, Bxx Sxxx	≡Me
Hi Bxx Sxxx,		
Welcome to the University of Iowa Surplus Property Office pickup scheduling application.         Please check your auction lot payment status on the GovDeals Sales Order screen and make sur you have paid for the auction lots you won. Only paid auction lots can be scheduled for pickup.         Click the Ories button to view brief instructional videos on scheduling your pickups.         Thank you.         University of Iowa Surplus Property Office		
Bidder Profile GovDeals Pickups GovDeals Sales Orders		

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

											Welcom Bxx Sxx	e, 🗙 Mei	ul 🗈 Logout	1 Help
3	}	4	-	_								🔁 Ho	me Page	
Lots	. (	CALENDAR PRINT	SCHEDULE									📥 Вір	DER PROFILE	
Pickup Status This is a summary of the auctions you won. Click on the calendar tab to Scheduled Status: X New Requested Confirmed													vDeals Pickups	2
		_										T≓ Go	vDeals Sales Ori	DERS
PU	Paid	Category \$	Lot# ≎	Lot Name \$	Auction Type \$	Asset ID \$	Location \$	Item Count \$	Pickup Date \$	Status \$			RECEIPTS	
	×	Computer Hardware	1195	Server	General	33172		1		×				
	<b>~</b>	Clothing/Linens	1196	Ad Hoc - Verify Payment Import	Athletics Clothing and Memorabilia	10289	Hawk Room	1		×		× CLO	SE MENU	
	<ul> <li>Image: A start of the start of</li></ul>	Laboratory Equipment	1197	Ad Hoc - Verify Price Import	General	33174	Main Sales Floor	1		×				
									Total Records	: 3				
									Print			1		

#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

IOWA	Surplus Property Bidder Portal					1 Help
GOVDEALS	PICKUPS	<b>U</b>				
Lots		Pickup Date         Time         Duration         Pickup By           07/17/2024         12:30 PM         ♥         0.5 hr         ♥         Self	~			
< 🖯	C	Please select the items for this pickup.	ed	Status: Request	ed Confirmed	
8 <sup>AM</sup>	Mo 07/15/2024	Auction Lots (Paid) New: Requested: Confirmed	:	Fr	07/19/2024	<b>^</b>
9 <sup>am</sup>	Bxx Sxxxx - 1 Lot(s)	Clothing/Linens Location: Hawk Room Item Country 5 tatus: New Status: New 1174 Auction Type: General Category: Laboratory Equipment Location	: Main			
10 <sup>AM</sup>		Item Count: 1 Status: New				
11 AM		Close	_			
12 PM	Not Available	5				

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G	ovDeals	s Pickups								
	Lots	CALENDAR	PRINT SCHE	DULE						
	< 🖄	>		Click in an available timeslot	to start scheduling your pickups.		Scheduled Statu	s: Request	ed Confirmed	
		Mo 07	7/15/2024	Tu 07/16/2024	We 07/17/2024	Th 07/1	8/2024	Fr	07/19/2024	
	8 <sup>am</sup>									-
	9 м	Bxx Sxxxx - 1 Lc	ot(s)							
	10 <sup>AM</sup>			Not Available						
	11 <sup>AM</sup>				Bxxx Sxxxx - 3 Lot(s)					
	12 <sup>PM</sup>	Net Aveileble			Pro Corre 11 at/a	9				
	1 <sup>pm</sup>	NOT AVAIIADIE								

# IOWA

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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Deal	s Pici	KUPS										
Lots	1,	CALENDAR PRIN	T SCHEDULE	E								
Picku Pen	ıp Statu ding	is V	This is a	summary of the auctions you wo schedule your pic	n. Click on the caler kups.	ndar tab to	Scheduled	l Status: 🗙	New 🔽 Requeste	ed 🔽 Co	onfirmed	
PU	Paid	Category ¢	Lot# ¢	Lot Name 🗢	Auction Type 🗢	Asset ID 🗢	Location \$	Item Count 🖨	Pickup Date ≑	Status 🗢		۲
	×	Computer Hardware	1195	Server	General	33172		1		×		
	~	Clothing/Linens	1196	Ad Hoc - Verify Payment Import	Athletics Clothing and Memorabilia	10289	Hawk Room	1		×		
	<b>~</b>	Laboratory Equipmen	t 1197	Ad Hoc - Verify Price Import	General	33174	Main Sales Floor	1	07/17/2024 12:30 PM	<ul> <li>Image: A second s</li></ul>		
									Total Records	: 3		
									Print			

#### **Print Schedules:**

	RPLUS OPERTY DER PORTAL					Welcome, Bxx Sxxx	C Logout	1 HEL
GOVDEALS PICK	UPS							
	LOTS CALENDAR PR	RINT SCHEDULE 2						
	Start Date	End Date						
	07/15/2024	07/17/20	24		Search			
				07/17/20	)24			
	12:30 🔽							
	Bidder	Asset ID	Auction Type	Location	Description			
	Bior Sicor	33174	General	Main Sales Floor	Laboratory Equipment			
						Print		





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

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GovDeals	PICKUPS	Pickup Dat 07/19/2024	e Tim	ie 2:30 PM	Duration • 0.5 hr	Pickup By	~7			
Lots	CALENDAR PRINT SCHEDUL Mo 07/15/2024	AUTHC Selling A I (buyer) ( following I	DRIZATION OF gency: University of Box Soox listed items to:	F RELEASE of Iowa Surplus	, hereby autho	rize the release of the	sled S	tatus: Request	ed Confirmed	
9 <sup>am</sup>	Bxx Sxxxx - 1 Lot(s)		Oti	her pickup perso	n/agent and phone num	iber				
10 <sup>-AM</sup>		× Au	ction Lots (Paid)	Please select th	New: Reques	ted: 🗸 Confirmed				
11 <sup>AM</sup>	9	× As Clo Ite	set ID#: 10289 Au othing/Linens Loca m Count: 1 Status	iction Type: Athle tion: Hawk Room s: New	tics Clothing and Memora	ibilia Category:				
12 <sup>™</sup>	Not Available	As Sa Ite	set ID#: 33174 Au les Floor m Count: 1 Status	ction Type: Gene	ral Category: Laboratory	Equipment Location	: Main		5	
1 <sup>PM</sup>		I understa my author there will	and that all items ar rized agent has ren be no refund of mo	re sold "As Is, Whe noved items from i nies previously pa	ere Is" and without warrar the seller's premises, the iid.	nty. I acknowledge that sale is considered fina	once al and	10		
3 <sup>pm</sup>		Buyer S Buyer N	ignature ame		Bxx Sxxx					-
		Title Buver's	Phone Number							
		Date		12	07/16/2024					
			Save	Print Aut	Close horization Form	Delete	9 (h	<b>l. printti</b> e pickup	<b>te form fo</b> person	or



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

LOTS CALENDAR Pr	Pickup Date         Time           RINT SCHEDULE         07/18/2024         11:30 Al	M V 0.5 hr V Shipper	
< 🗇 >	CI AUTHORIZATION OF RE	ELEASE ed Status: Reque	sted Confirmed
Mo 07/15/2	024 Selling Agency: University of low	va Surplus	Fr 07/19/2024
8 <sup>AM</sup>	I (buyer) Box Soox following listed items to:	, hereby authorize the release of the	
9 AM Bxx Sxxxx - 1 Lot(s)	Other pi	ickup person/agent and phone number	
10 <sup>AM</sup>	Plea	ase select the items for this pickup.	
11 AM	9 Auction Lots (Paid)	New: 🗙 Requested: 💽 Confirmed: 💽	ct a time
12 PM Not Available	Asset ID#: 10289 Auction Clothing/Linens Location: Item Count: 1 Status: New	n Type: Athletics Clothing and Memorabilia Category: Hawk Room W	
1 PM	I understand that all items are sold my authorized agent has removed there will be no refund of monies of	d "As Is, Where Is" and without warranty. I acknowledge that once d items from the seller's premises, the sale is considered final and previously paid.	
2 <sup>PM</sup>	View Shipping Term	Is I agree to the shipping terms	
0.04	Buyer Signature	<b>II</b> 11	
3''''	Buyer Name	Box Soox	
	Title		
	Buyer's Phone Number		
	Date	07/16/2024	
		40	