UNIVERSITY OF ILLINOIS
URBANA-CHAMPAIGN · CHICAGO · SPRINGFIELD

Processing a Scrap/Surplus Request

Use these steps to process a scrap/surplus request in *FABweb*.

NOTE: You can process both *Banner* and non-*Banner* assets on the same form.

Originating Unit – Department Representative

Step	Task
1.	Login to *FABweb* at https://fabweb.uillinois.edu/.
2.	Click **Process a Surplus/Disposal** to go to the *Submit a Record for Surplus/Disposal* screen.
3.	Select *Scrap/Surplus* in the **Designation Category** field.
4.	Click the **Submit** button.
5.	Add active *Banner* assets, if any. If there are no *Banner* assets, skip to step 9.
6.	Type the active 9-digit PTag number in the **PTag** field.
7.	Click the **Add a Banner Asset** button. **NOTE:** The asset appears at the bottom of the screen.
8.	Repeat steps 6-7 until all active PTags are entered.
9.	Add non-*Banner* assets, if any. If there are no non-*Banner* assets, skip to step 15.
10.	Type the serial number or non-active PTag number in the **Serial Number** field. **NOTE:** Type *N/A* for furniture.
11.	Type a description of the asset in the **Description** field.
12.	Select the Chart and Organization (if you have more than one) from the **Chart and Orgs** field. **NOTE:** Only required when all items are non-*Banner* assets.
13.	Click the **Add a Non-Banner Asset** button. **NOTE:** The asset appears at the bottom of the screen.
14.	Repeat steps 10-13 until all non-*Banner* assets are entered.
15.	Select the asset's status in the **Designate a Scrap/Surplus Status** field: • *Scrap Electronic*: Asset is scrap with a hard drive. • *Scrap Non-Electronic*: Asset is scrap without a hard drive. • *Surplus Electronic*: Asset is surplus with a hard drive. • *Surplus Non-Electronic*: Asset is surplus without a hard drive.
16.	Repeat step 15 for all assets on the form.
17.	Type the pick-up location in the **Pick up Location** field for all non-*Banner* assets. This should be the building name and room number where the item can be picked up. **NOTE:** You can use copy/paste functionality.
18.	Click the **Next** button.
19.	Select the appropriate campus in the **Warehouse Chart To:** field.

Step	Task
20.	Depending on the disposal status you have chosen for each item in step 15, you must provide some or all of the following information: • **Pick up Location** – type the location (building and room number) of the item • **Condition** – choose *Usable* or *Not Usable* • **CPU Speed** – select the most appropriate choice (electronic devices only) • **Data Elimination** – select the most appropriate choice (electronic devices only) • **Scrub Tag** – choose *Yes* or *No* (electronic devices only)
21.	Click the **Forward** tab at the top of the screen.
22.	Review the **Contact Person**, **Phone**, and **E-mail** fields. Update with correct information if needed.
23.	Enter any comments, if needed, in the **Comments/Notes** field.
24.	Click the **Save to Excel** button.
25.	Click the **Submit** button. This forwards the request to the Originating Unit Department Approver(s). **NOTE:** *FABweb* will send e-mail notification to the Originating Unit Department Approver(s). Steps for the Approver are listed below.

Originating Unit – Department Approver

Step	Task
1.	Login to *FABweb* at https://fabweb.uillinois.edu/ or click the link in your notification e-mail.
2.	Claim the disposal from the **Unclaimed Transfer/Surplus/Disposals** queue by clicking the SD number. **NOTE:** The disposal will move to the **Transfers/Surplus/Disposals that I am working on** queue after you claim it.
3.	Click the disposal in the **Transfers/Surplus/Disposals that I am working on** queue.
4.	Verify the information on the **Summary** tab.
5.	Click the **Forward** tab at the top of the screen.
6.	Verify that the **Contact Person**, **Phone**, and **E-mail** fields are correct.
7.	Enter comments, if any.
8.	Approve or decline the disposal: a. To *approve* the disposal, click the **Approve** button. This forwards the disposal request to the University Property Accounting and Reporting. **NOTE:** *FABweb* will send e-mail notification to University Property Accounting and Reporting. b. To *decline* the disposal, click the **Decline** button. This sends the disposal back to the Originating Unit Department Representative. **NOTE:** *FABweb* will send e-mail notification to the Originating Unit Department Representative.