

## 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 <b>FABweb</b> at <a href="https://apps.obfs.uillinois.edu/fixedassets/index.cfm">https://apps.obfs.uillinois.edu/fixedassets/index.cfm</a> .
2.	Click <b>Process a Surplus/Disposal</b> to go to the <i>Submit a Record for Surplus/Disposal</i> screen.
3.	Select <i>Scrap/Surplus</i> in the <b>Designation Category</b> field.
4.	Click the <b>Submit</b> button.
5.	Add active <b>Banner</b> assets, if any. If there are no <b>Banner</b> assets, skip to step 9.
6.	Type the active 9-digit PTag number in the <b>PTag</b> field.
7.	Click the <b>Add a Banner Asset</b> button. <b>NOTE:</b> The asset appears at the bottom of the screen.
8.	Repeat steps 6-7 until all active PTags are entered.
9.	Add non- <b>Banner</b> assets, if any. If there are no non- <b>Banner</b> assets, skip to step 15.
10.	Type the serial number or non-active PTag number in the <b>Serial Number</b> field. <b>NOTE:</b> Type <i>N/A</i> for furniture.
11.	Type a description of the asset in the <b>Description</b> field.
12.	Select the Chart and Organization (if you have more than one) from the <b>Chart and Orgs</b> field. <b>NOTE:</b> Only required when all items are non- <b>Banner</b> assets.
13.	Click the <b>Add a Non-Banner Asset</b> button. <b>NOTE:</b> The asset appears at the bottom of the screen.
14.	Repeat steps 10-13 until all non- <b>Banner</b> assets are entered.
15.	Select the asset's status in the <b>Designate a Scrap/Surplus Status</b> field: <ul style="list-style-type: none"> <li>• <i>Scrap Electronic</i>: Asset is scrap with a hard drive.</li> <li>• <i>Scrap Non-Electronic</i>: Asset is scrap without a hard drive.</li> <li>• <i>Surplus Electronic</i>: Asset is surplus with a hard drive.</li> <li>• <i>Surplus Non-Electronic</i>: Asset is surplus without a hard drive.</li> </ul>
16.	Repeat step 15 for all assets on the form.
17.	Type the pick-up location in the <b>Pick up Location</b> field for all non- <b>Banner</b> assets. This should be the building name and room number where the item can be picked up. <b>NOTE:</b> You can use copy/paste functionality.
18.	Click the <b>Next</b> button.
19.	Select the appropriate campus in the <b>Warehouse Chart To:</b> 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: <ul style="list-style-type: none"> <li>• <b>Pick up Location</b> – type the location (building and room number) of the item</li> <li>• <b>Condition</b> – choose <i>Usable</i> or <i>Not Usable</i></li> <li>• <b>CPU Speed</b> – select the most appropriate choice (electronic devices only)</li> <li>• <b>Data Elimination</b> – select the most appropriate choice (electronic devices only)</li> <li>• <b>Scrub Tag</b> – choose <i>Yes</i> or <i>No</i> (electronic devices only)</li> </ul>
21.	Click the <b>Forward</b> tab at the top of the screen.
22.	Review the <b>Contact Person</b> , <b>Phone</b> , and <b>E-mail</b> fields. Update with correct information if needed.
23.	Enter any comments, if needed, in the <b>Comments/Notes</b> field.
24.	Click the <b>Save to Excel</b> button.
25.	Click the <b>Submit</b> button. This forwards the request to the Originating Unit Department Approver(s). <b>NOTE: FABweb</b> 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 <b>FABweb</b> at <a href="https://apps.obfs.uillinois.edu/fixedassets/index.cfm">https://apps.obfs.uillinois.edu/fixedassets/index.cfm</a> or click the link in your notification e-mail.
2.	Claim the disposal from the <b>Unclaimed Transfer/Surplus/Disposals</b> queue by clicking the SD number. <b>NOTE:</b> The disposal will move to the <b>Transfers/Surplus/Disposals that I am working on</b> queue after you claim it.
3.	Click the disposal in the <b>Transfers/Surplus/Disposals that I am working on</b> queue.
4.	Verify the information on the <b>Summary</b> tab.
5.	Click the <b>Forward</b> tab at the top of the screen.
6.	Verify that the <b>Contact Person</b> , <b>Phone</b> , and <b>E-mail</b> fields are correct.
7.	Enter comments, if any.
8.	Approve or decline the disposal: <ol style="list-style-type: none"> <li>To <i>approve</i> the disposal, click the <b>Approve</b> button. This forwards the disposal request to the University Property Accounting and Reporting.  <b>NOTE: FABweb</b> will send e-mail notification to University Property Accounting and Reporting.</li> <li>To <i>decline</i> the disposal, click the <b>Decline</b> button. This sends the disposal back to the Originating Unit Department Representative.  <b>NOTE: FABweb</b> will send e-mail notification to the Originating Unit Department Representative.</li> </ol>