

# Procedure for Creating Internal Auctions on Public Surplus

## Intent

This procedure is intended to provide instructions for faculty and staff on how to create auctions on their Public Surplus account. Through the Public Surplus website, SF State will launch an online platform for faculty and staff to exchange unwanted or surplus items at no cost. This initiative will support cost savings, efficiency, and sustainability. This procedure supports the Digital Swap Shop Practice Directive.

## Scope

This procedure applies to faculty and staff who wish to use the Digital Swap Shop. This procedure does not apply to students.

## Definitions

**Digital Swap Shop** is the initiative SF State's Procurement department is launching to allow faculty and staff to exchange surplus items. Campus users will not have to pay anything to participate in the Digital Swap Shop, nor will they be allowed to charge for items they put up for auction internally.

**Public Surplus** is an online government surplus auction system. See <http://www.publicsurplus.com/>

## Procedure

1. First, go to the Public Surplus login page and enter your login information at:

<https://www.publicsurplus.com/sms/login/login?&dst=/browse/home>

Public | Surplus®

Chat | Help | **Login** Home | Browse | Search | About

Username:  Password:  Login

Not already a buyer?  
[+ Register here.](#)

Did you forget your password?  
[i Get help with your password here.](#)

**Watch out for Phishing Sites!** Always check the address bar before you login to Public Surplus. The page should be secure (https) and should always say in green "The Public Group LLC" as the example below shows.

Customer Support: support@publicsurplus.com | Copyright 1999-2017 The Public Group, LLC. | All rights reserved.

2. After you have logged in, click on Auctions in the top right corner.

Public | Surplus®

Chat | Help | Logout Home | Browse | Search | My Stuff | **Auctions**

**Categories**  
Airport  
Animals and Livestock  
Aviation  
Building

**Register to become part of Public Surplus**

**Looking for a specific item?**

**Browse auctions within area**

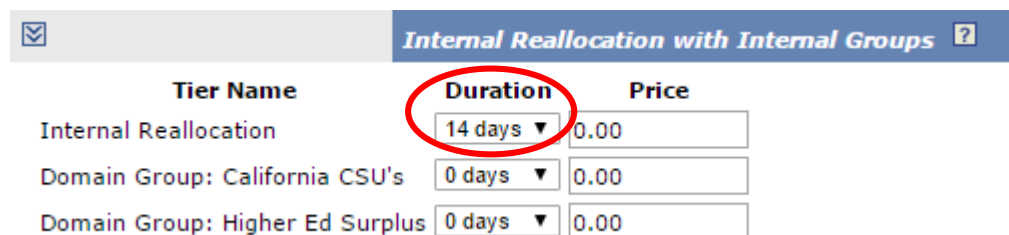
3. Once you are in Auctions, click on Sell in the top right corner.



4. You will see a page entitled Create Auction, as shown below.



5. Next, determine the Duration of the auction by selecting how long you would like the item to be up for Internal Reallocation. The values for both Domain Group: California CSU's and for Domain Group: Higher Ed Surplus should remain at 0. All Price fields must remain at 0.00.



6. Under the header entitled Public Auction Duration, select “not for public auction” from the dropdown menu under Time Frame. Under End Time, select any time you choose (this time does not matter, as the item will not be released for public auction regardless).

**Public Auction Duration** ?

**Time Frame**  
Not for public auction ▼

Please select how long you would like this auction available to the public.  
**Note:** Your auction will NOT be started when you save this page. The auction will be in the Held section until you release it for public or internal sale.

**End Time**  
5:00 PM ▼ US/Pacific

7. From the Category dropdown menu, select the category that best describes your item.

**Category** ?

Select a category ▼

Please select the category that best matches your item.

8. Under the header entitled Content, you should describe your auction item to the best of your knowledge and ability.
- Create a Title for your auction item.
  - In the General Description section, please list:
    - A brief description of the item;
    - Whether the item is ergonomically correct (for any questions, please contact Victoria Ramos at (415) 338-1545 or vramos@sfsu.edu); and
    - An estimated value of the item.
  - You should also upload at least one photo. For instructions on how to upload photos, please see the screenshot below or follow the directions on the Public Surplus website.
  - Also select the condition of the item. Items must be in fair, good, or excellent condition to be listed on SF State’s Digital Swap Shop.
  - If the auction item has an asset tag, be sure to include it in the field entitled Item Code/Tag.

**Content** ?

**Title**

Template  
None

**General Description**

You can use HTML tags in here to create a specific layout for the item description.

**Pictures**

[Upload Images and Documents]

To upload pictures click on "Upload Images and Documents" on the left. You can upload multiple pictures at the same time by pressing Ctrl (or Cmd on the Mac) while you click on the files you want to upload. You can upload *jpeg* (or *jpg*), *gif* and *png* images, and *pdf*, *xls* or *doc* files. If you are using Firefox, Safari or Chrome you can also drag a set of images from your local computer into the Upload Images and Documents button and the system will automatically start your upload. It is easy to rearrange images! Just drag the images to order them the way you want. The first image is always the main image for the auction.

**Condition** Please select the condition of the item.  
Fair

**Item Code/Tag** (Optional) This field is for agency use only.

9. Next, ensure the Pick-up Location and Contact Information are correct.

**Pick-up Location and Contact** ?

**Pickup Location**  
San Francisco State University  
San Francisco State University

San Francisco State University  
1600 Holloway Avenue  
San Francisco, CA. 94132 - US

**Main Contact**  
[Change Contact]

Andrea Whipple-Samuel  
(415) 405-7339  
whipplea@sfsu.edu

[Add Email Contact]

10. Under Payment Details, select Tax Exempt.

**Payment Details** ?

**Sales Tax** Please select if this auction is tax exempt or if a sales tax applies to it.

Tax Exempt

8.5%

11. Select a Quantity for your auction item(s).

**Quantity** ?

**Quantity**

If you are selling more than one item, you will be creating a Dutch Auction. For dutch auctions there is no reserve price per item.

12. Leave the field for Minimum Bid Amount blank.

**Minimum Bid Amount** ?

**Minimum**

This is the price where bidding starts. For dutch auctions, this is the minimum amount per item. (Amount in dollars and cents.)

13. Leave the field for Reserve Price blank.

**Reserve Price (optional)** ?

**Reserve**

This is the lowest amount you are willing to accept for your item. The reserve price per item does not apply for dutch auctions. (Amount in dollars and cents.)

14. Leave the field for Bid Deposit blank.

**Bid Deposit (optional)** ?

**Deposit**

Bid deposits are suggested to ensure that only serious bidders participate in your auctions. A suggested deposit amount would be 5% of the value anticipated for your item - less on larger ticket items. Please use this feature carefully as the amount cannot be changed once an auction has received bids. (Amount in dollars and cents.)

15. Next, click the Save icon at the bottom of the screen.

## **Related policy instruments**

Digital Swap Shop Practice Directive

Public Auction Practice Directive

Public Auction Procedure

Procedure for Viewing and Bidding on Auctions on Public Surplus

Procedure for Administration of Public Surplus Account

Reporting Procedure

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