

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

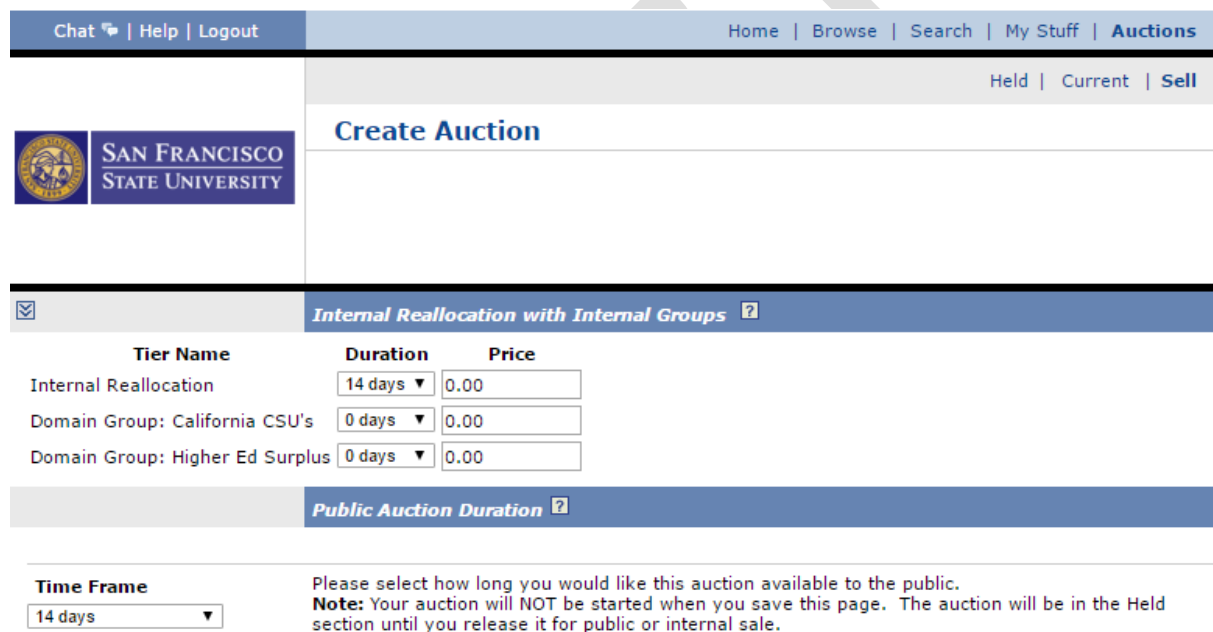
Looking for a specific item?

Browse auctions within area

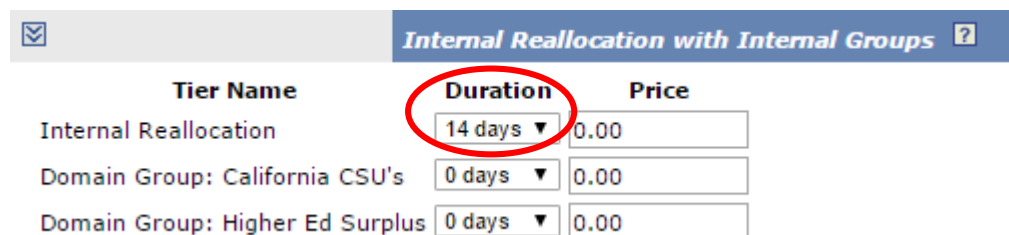
3. Once you are in Auctions, click on Sell in the top right corner.



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 must 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.

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
 - The **location where the item may be picked up.**
 - 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. The Pick-up Location and Contact Information are generated automatically – please make sure to include the specific location information in the General Description above.

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.

1

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.

16. After the item has been saved, you should see the screen below. If you would like to correct any information on the posting, click on the Revise Item link. If you are satisfied with the information you have provided, click on Release Item to make the item available on the Digital Swap Shop. You will be prompted to enter your password in order to release the item.

Home | Browse | Search | My Stuff | **Auctions**

Held | Current | Sell

Auction #1886884 - Small Post-it notes

<p>Opening Price \$0.00</p> <p>Time Left Held Auction</p> <p>High Bidder</p> <p># of Bids</p> <p>Seller San Francisco State University (CSU) [View seller's auctions]</p> <p>Terms and Cond. [View Terms and Conditions]</p> <p>Pick-up Location San Francisco State University [Map It] 1600 Holloway Avenue San Francisco, CA 94132</p> <p>Auction Contact Andrea Whipple-Samuel (415) 405-7339 [Send Email]</p> <p>Payment</p> <p>Shipping Buyer must pickup item(s)</p>	<p>Revise Item Modify this item before releasing the auction. [Revise] [Auction Videos]</p> <p>Copy Item Copy Auction Copy the auction information to create a new one. [Copy Auction]</p> <p>Release Item Release this auction. [Release]</p>
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17. You will receive a confirmation email once your item has been bid on, which will have the winning bidder's contact information. Coordinate with the campus user you are swapping with to arrange for pickup of the item. For smaller items, the campus user who is receiving the item should come pick it up. For larger items, contact the Procurement office at (415) 338-1833 to determine a moving solution for the item. The department receiving the item will be responsible for any expenses associated with moving the item.
- a. **For items with asset tags, the campus members participating in the swap must fill out the [Property Relocation or Transfer Form](#).** The campus member who is auctioning the item away is responsible for submitting the form to the Property Office.

18. If your item is not bid on in the allotted time frame, you will receive an email notification from Public Surplus, which will provide a link with the option of posting the item again.

You can also relist your auction item by visiting the Auctions section, going to the Closed page and searching for your auction. Check the box to copy your item and click on the Copy Item icon or select "Copy Selected Auctions."

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

Held | Current **Closed** Sell

Closed Auctions for: San Francisco State University (CSU)

Keyword

Ended between and
(Please enter dates as April 23, 2009 or 04/23/2009)

Category

Auction	Title	Price	Status	Notes	Date Ended	Copy
1773414	Samsung 21.5" NC221 Zero Client Cloud Displays	\$1,900.00			Jun 22, 2017 5:00:00 PM PDT	<input type="checkbox"/>
1863399	SHOPBOT PRT 48" x 96" CNC	\$5,725.00			Jun 22, 2017 5:00:00 PM PDT	<input type="checkbox"/>
1878002	Bruker AVANCE DRX 300 MHz wide-bore NMR spectrometer	\$382.00			Jun 25, 2017 5:00:00 PM PDT	<input type="checkbox"/>
1885933	15-inch Ruler	\$0.00			Jun 28, 2017 2:14:48 PM PDT	<input type="checkbox"/>
1886884	Small Post-it notes	\$0.00			Jul 1, 2017 3:00:00 PM PDT	<input checked="" type="checkbox"/>

19. The system will use the information from the old auction for the new auction you are creating. At the bottom of the page, select the Copy icon.

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.

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.)

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.)

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.)

20. The item will be given a new auction number. To start the new auction, select Release Item, enter your password when prompted to do so, and the auction will begin.

Held Current Sell	
Auction #1891007 - Small Post-it notes	
<p>Opening Price \$0.00 Time Left Held Auction High Bidder # of Bids</p> <p>Seller San Francisco State University (CSU) [View seller's auctions]</p> <p>Terms and Cond. [View Terms and Conditions]</p> <p>Pick-up Location San Francisco State University [Map It] 1600 Holloway Avenue San Francisco, CA 94132</p> <p>Auction Contact Andrea Whipple-Samuel (415) 405-7339 [Send Email]</p> <p>Payment Shipping Buyer must pickup item(s)</p>	<p>Revise Item Modify this item before releasing the auction. [Revise] [Auction Videos]</p> <p>Copy Item Copy Auction Copy the auction information to create a new one. [Copy Auction]</p> <p>Release Item Release this auction. [Release]</p>

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