

Surplus Request eForm

Follow these steps to request a pick-up of your declared surplus items.

- 1 On your pc web browser type in:
<https://ventura.sclintra.com/surplus>
- 2 If you have an account, select **“Log In”**, enter your Username and Password. Then click on the **“Surplus Request”** icon. Then skip to Step 6.
- 3 If you do not have an account, click on the **“Create User”** box.
- 4 Fill in **“User Creation Request”** and click **“Submit”**.

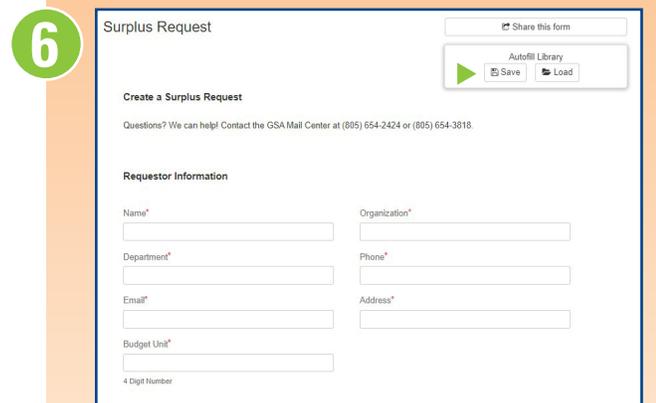
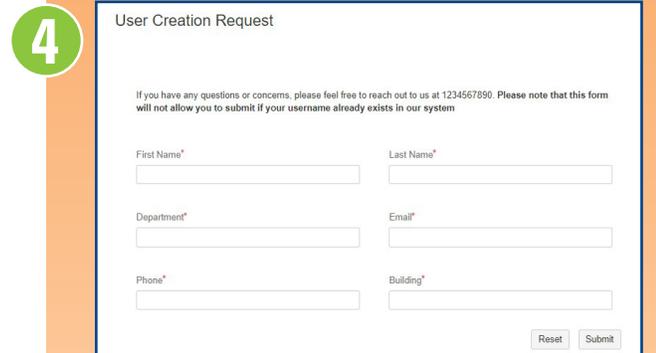
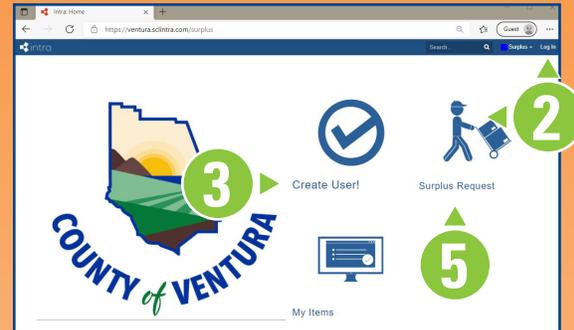
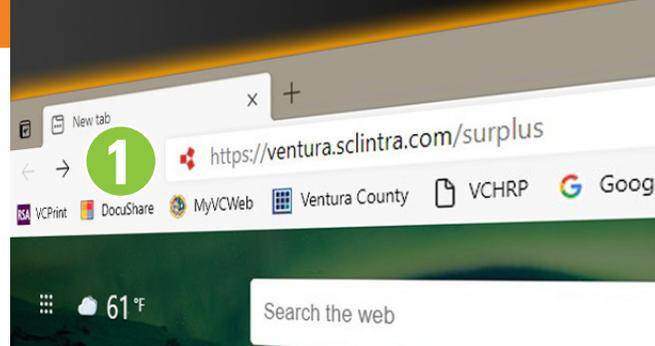
The Surplus staff will review and approve your user request. Please allow until the next business day for approval.

You will receive a confirmation e-mail notice when your user request has been approved. If you do not receive an e-mail by the next business day, please call the Surplus office at (805) 645-1311.

The notification will provide you with a temporary password which you will need to update to proceed.

- 5 For new users, once you’ve received your approval, logged in with your temporary password and updated it, click on the **“Surplus Request”** icon.
- 6 Fill out the information in the **“Requester Information”**. If you want to save your template, click **“Save”** under **“Autofill Library”** and name your form. When you’re filling out a future request, click **“Load”** to have your information auto-populate the requestor fields.

Continued On Other Side



7 Use the drop-down tab under “Request Details” for a Surplus “Pick-Up” or “Drop-Off”. Use the “Comments” box for any pertinent information for the surplus staff.

8 Under “Request Items” information, make sure to include if the item is a “Fixed Asset”. If Yes, you will need to fill out an IC-1 form and have it approved by the GSA Procurement Manager.

9 A link to the IC-1 form will appear. Please follow the IC-1 form directions, including obtaining the GSA Procurement Manager’s signature to dispose of the item. *Please note: A Surplus pick-up WILL NOT occur until the IC-1 process is completed. The form needs to be presented to the GSA staff when the item is transferred to surplus.*

Fill in all fields under “Request Items”. *Item Description, Quantity, and Disposition* (usable/unusable) are mandatory fields and must be filled out.

10 Once you’ve completed your first item, click the “Add to Manifest” box and keep adding items the same way until your order is complete.

12 Click “Submit” and your request will be routed to the Surplus staff for approval. You will receive an e-mail notification when the order is approved. The Surplus staff will also contact the submitter to schedule a pickup date.

Once your request is submitted, the Surplus staff will review and either “Accept” or “Reject” the request. If “Accepted”, the request will be scheduled for pick up. You will receive an email notifying you of the pick up date. If your request is “Rejected”, you will need to modify the information and re-submit it until it is accepted (reason for rejecting request will be noted). Rejected requests will be deleted if not modified in a reasonable time period and/or if no communication has been received by surplus staff.

Once accepted, the process is complete. All pick up requests will be scheduled in the order they are received. If your request is time sensitive, please contact the surplus staff directly. Drop-offs should be scheduled with the surplus staff who can be reached at (805) 645-1311 or email GSASore.Surplus@ventura.org.

Request Details

Request Type*

Pick-Up

Drop-Off

Exceptions

Request Details

Request Type*

Comments

Exceptions

Request Items

Is Fixed Asset*

Item Model Number

VC Asset Number

Condition

Disposition*

Quantity*

Add to Manifest

Scanned assets

Item Model Number

Add Clear

No items have been added yet

Fill in the Asset ID field to begin adding assets to this form.

Reset Submit

11

Your Surplus Request Form has been successfully submitted.

Download Receipt

Return to Request Form

Go to Home

Please feel free to call or email any of the Surplus staff with any questions.