



# **U.S. General Services Administration**

**Federal Acquisition Service (FAS)  
Office of Personal Property  
Management**

**User Guide For GSAXcess®  
Energy Asset Disposal System (EADS)  
Department of Energy**

**GSAXcess-EADS-UG-01.00**

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## About GSAXcess®/EADS

### *What is GSAXcess®/EADS?*

The Federal Disposal System (GSAXcess®) is the General Services Administration (GSA) computer system for recording, tracking and controlling the nationwide inventory of excess and surplus property of the Federal government. The Energy Asset Disposal System (EADS) is a module contained within GSAXcess®. EADS provides automated data systems support for the Department of Energy's (DOE) nation-wide personal property needs. EADS primary goals are to simplify and improve internal screening. We have achieved this by eliminating duplicate data entry, reducing paperwork, increasing Federal agency reutilization and eliminating the need for new DOE personal property system development.

DOE personnel can use GSAXcess®/EADS to report property for internal screening, excess screening and to compete for internal/excess/surplus property. GSAXcess®/EADS tracks the progress of the property as it moves from the internal screening process, redistribution and excess stage of disposal to the donation or surplus stage. At the Internal Screening level, DOE determines the length of time property will be screened and whether or not the property being internally screened proceeds to the Federal excess and surplus cycle. EADS provides the necessary tools and automated transfer document to each respective DOE activity to make informed, intelligent determinations by reviewing requests for the property and allocating the property to qualified DOE entities, e.g., DOE Headquarters/field offices, DOE contractors, the Energy-Related Laboratory Equipment Grant Program (ERLE), or other programs.

GSA personnel control property as it moves through the normal Federal utilization and donation cycle. GSAXcess® allows each of the respective GSA regional offices to make a final determination by reviewing requests for the property and allocating the property to qualified Federal, State, or other organizations. After allocation, GSAXcess® creates the appropriate transfer order documents required to complete transfer of the property. GSAXcess® is designed as a real-time system with an on-line data base

## **Who can use GSAXcess®/EADS?**

GSAXcess®/EADS is not provided to the general public.

GSAXcess® is available to three groups of users: Federal agencies, authorized non-Federal recipients, and State Agencies for Surplus Property (SASP). Non-Federal recipients are activities which receive excess property through a Federal sponsor but are themselves neither Federal agencies nor donees. Examples of sponsoring organizations include the Department of Interior, Bureau of Indian Affairs; the US Department of Agriculture, State Extension Service; the National Science Foundation; the Department of Labor, Employment/Training Administration; and the Department of Justice, US Marshals Service or eligible recipients of Federal Property e.g. 1890 Land Grant Schools, Historical Black Colleges and Universities. **EADS is exclusive to DOE.** EADS provides DOE users the capability to screen DOE personal property in real time. Under EADS, DOE personnel and contractors can screen DOE property before it proceeds into the normal (Federal) disposal cycle.

## How to Print and/or Download this Document

### *To Print a Section (recommended)*

To print a section, simply click on the section name from the Table of Contents on the left side, and click the browser print button.

### *To Download the Entire Document*

To download the entire document (183 pages, 9 MB in size), click here:

[EADS Users Guide Download](#)

**Be advised that this file can take 5 minutes or longer to download, depending on the speed of your computer.**

## Hardware and Software Requirements

### *What do I need?*

To run GSAXcess® you will need a computer, modem, and communications software. You will need Internet service to communicate with GSAXcess®. If your subscription does not include a browser, then you should also purchase browser software. Consult your Internet subscription company for further information.

### **GSAXcess® Browser Trouble Shooting Guide?**

Should a user have difficulty accessing [GSAXcess®](#), it may be a browser problem. Listed below are some troubleshooting questions and solutions:

#### **Why doesn't the GSAXcess® login screen open when clicking on the GSAXcess® login hyperlink?**

This may be a browser memory problem. If the browser's cache memory and history files are not cleared, it can prevent the GSAXcess® login screen from opening and can also generate problems and error messages.

#### **Which browsers does GSAXcess® support?**

This website supports Netscape Version 4.79 or higher and Microsoft Internet Explorer 5.5 or higher. Using other browsers or an older version of Netscape or Internet Explorer may prevent web pages from functioning or being displayed properly.

#### **How does a user identify which browser and browser version is being used?**

**Step 1.** On the "Help" menu, click on "Help About Communicator" or "Help About Internet Explorer."

**Step 2.** A separate window will display browser type and browser version.

**For Microsoft Internet Explorer and Netscape Navigator browsers' detailed information, view the following:**

- [Netscape Navigator Browser's Frequently Asked Questions](#)
- [Microsoft Internet Explorer Browser's Frequently Asked Questions](#)

If none of the above solutions work, call the Property Management Division of the GSA Federal Acquisition Service at 703-605-2907 between the hours of 8:00 a.m. and 4:30 p.m. Eastern Time, Mondays through Fridays.

## Gaining Access

### *How do I gain access to GSAXcess®?*

Logging into the GSAXcess® personal property disposal system requires a User ID and a Password to connect users to the system. Requests for User IDs must be made in writing by letter or email to the appropriate Department of Energy Organizational Property Management [National Utilization Officer \(NUO\)](#).

The application should provide the name, telephone number, User ID, Password and Activity Address Code for each user. The User ID will be six characters while the personal Password determined by the applicant can be up to eight characters long. (alphabetic, numeric, or a mix of alphabetic and numeric). The application should also specify by user the level of access required. There are several levels of access:

Search only      Search and freeze      Report      Transfer

Users who report property to GSAXcess®/EADS who represent more than one Activity Address Code do not need to have multiple User IDs. The GSAXcess®/EADS system allows users with more than one Activity Address Code to change the code when necessary while reporting property. If you represent multiple Activity Address Codes, choose the most active code as your default when you apply for permission to use the system. This will become your default Activity Address Code which you may change as necessary.

### *What is the GSAXcess® website address?*

**The GSAXcess® Web Page is found at <http://GSAXcess.gov/>**



## **Navigating in GSAXcess®:**

Software packages differ in the techniques deployed in navigation of a screen. Various screen movements and software techniques are discussed below.

### ***How do I navigate from field to field?***

Use the mouse to click on the first field on each screen to enter data. The Internet software automatically places the cursor in the first column of the field. Use the tab key or the mouse to move from field to field. Shift and Tab can also be used simultaneously to move from a lower field to a field higher on the screen.

To move from the bottom of the screen to the top of the screen and from function to function within GSAXcess®, hold down the shift key and press the tab key. Also, most of the screens are seamless, that is, pressing tab after the last field on the screen moves the cursor directly to the top of the same screen while using shift and tab from the top of the screen moves the cursor directly to the last field on the same screen.

### ***How do I delete an entry?***

- Highlight the entry by placing the cursor at the beginning or ending of the entry. Click the left button on the mouse and drag over the entry to be replaced and type over with the new entry.
- Highlight the entry and depress the Delete button.
- Highlight the entry and depress the Backspace button.
- Depress the Backspace button the appropriate number of times to delete the entry.

## ***How do I print a GSAXcess® page?***

Saving a GSAXcess® page to a word document.

Press the "Print Screen" button on your keyboard. This will place the GSAXCESS® page in a temporary work space called "Clipboard"

Open a new document in Microsoft Word or similar word processing software.

Click on the Clipboard icon on the Word Toolbar, or use a similar paste command if you are using different word processing software, or use edit and paste for WordPad. The GSAXCESS® page will appear.

Click on the Printer icon to print the page or use other print commands found in your word processing software.

Print a Screen Directly From GSAXcess®

Click the print button on your browser to send the entire screen to the printer.

Some screens in GSAXcess® have a print button.

## Log On Screens and Main Menu

### *How can I get to GSAXcess® quickly?*

Set up a desktop shortcut to GSAXcess® by entering <http://GSAXcess.gov/> in your browser address bar, and click Go.

You will be directed to the GSAXcess® Homepage.

Right click your mouse and select Create Shortcut from the menu selection.

## How do I connect with GSAXcess®? How do I logon?

Select the GSA Web Site Address at: <http://GSAXcess.gov/> or click your desktop shortcut icon.

Click the GSAXcess® Login Button for live production in the top right-hand corner of the GSAXcess® homepage, or for GSAXcess® Practice, click the GSAXcess® Practice Home hyperlink located on the bottom right-hand corner of the GSAXcess® homepage.

The screenshot shows the GSAXcess® homepage with the following elements:

- Header:** GSA GSAXcess® U.S. General Services Administration
- Navigation Menu:** User Guides, FAQ, Program Links, Contact Links, GSAXcess® HelpDesk
- Main Content:**
  - Welcome to GSAXcess®:** Click Login Button to Login
  - Left Column (Navigation):**
    - Excess Personal Property Transfers to Federal Agencies
    - Property Donations Through State Agencies for Surplus Property
    - Area Property Officers
    - National Utilization Officer Contacts
    - Personal Property Management Offices
    - GSAXcess® Browser Troubleshooting Guide
    - GSAXcess® Training Presentations
    - CFL Training Presentations
    - What's New
  - Center Column:**
    - Image of a military vehicle (Harlan).
    - Text: Welcome to GSAXcess.gov, the entry site for the Federal Excess Property Utilization Program and the Federal Surplus Property Donation Program operated by the General Services Administration. You must login to use GSAXcess® to search for available property or report property. This site is not intended for the general public.
    - Text: If you are interested in public sales of Government property, please visit [GSA Auctions®](#).
    - Text: If you are interested in screening property located at the Defense Reutilization and Marketing Offices (DRMOs) prior to it rolling over to sales, please visit the [DRMS RTD2](#) site. RTD2 is the 2-day screening period that takes place after the GSA Allocation period is completed and the item is no longer visible in GSAXcess®. To request RTD2 property, you must contact the GSA Allocating Office where the property is located and provide the applicable Item Control Numbers (ICNs) for the property.
    - Text: Recipient of 2004 [Miles Romney Achievement Award](#) for Innovation in Personal Property Management.
  - Right Column (Action Items):**
    - GSAXcess® Login:** Login (indicated by a red arrow)
    - GSAXcess® HelpDesk:** GSAXcess® HelpDesk 1-866-333-7472.
    - CFL HelpDesk:** CFL Helpdesk 1-866-472-9161
    - GSAXcess® Register:** If you do not have an Access code but have a .gov or .mil email address, [Register](#) here. The system will assign you a **generic access code** that can be used to search our data base.
    - GSAXcess® Practice Home:** Click here to go to [GSAXcess® Practice Home](#). (indicated by a red arrow)
    - GSAXcess® Ask the Expert:** If you have procedural questions about Property Disposal, email them to [Ask The Expert](#).
    - CFL Ask the Expert:** If you have procedural questions about the Computers for Learning program, email them to [Ask The Expert](#).

You will be directed to the GSAXcess® Production or Practice Login Screen.

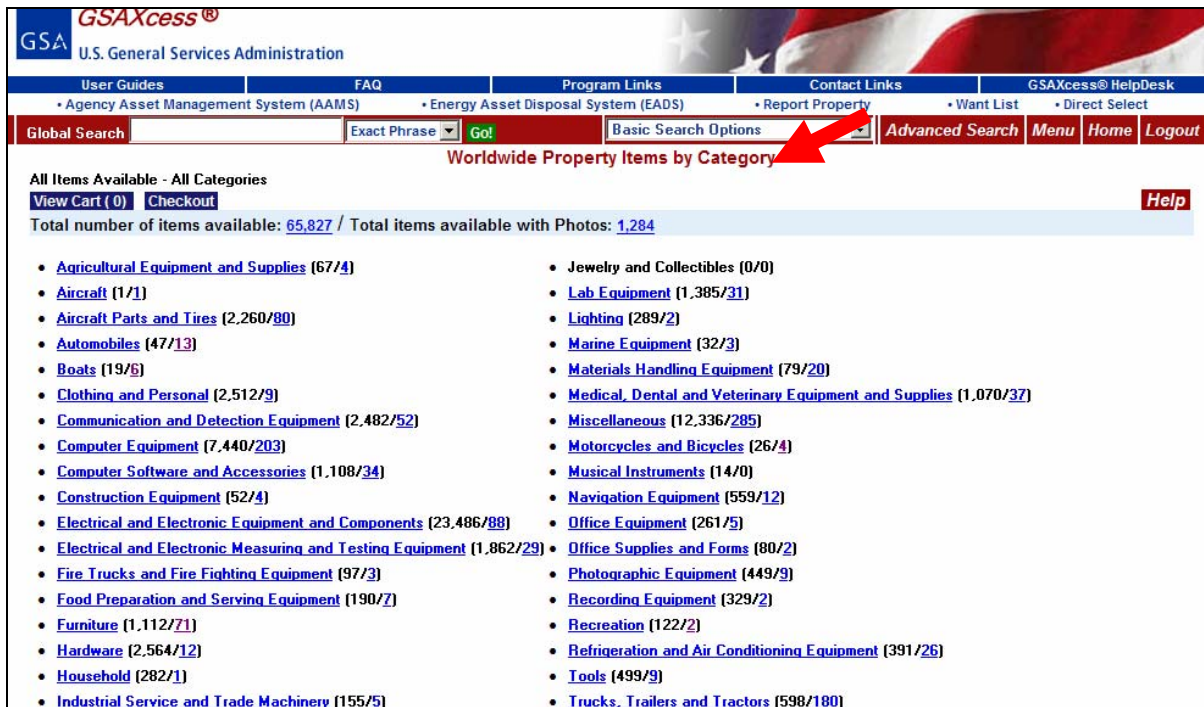


Enter your User ID and Password.

After entering the correct information, click the LOGIN button.

### After I log-on, what happens next?

The System displays the Search Worldwide Property by Category search screen in both the Production and Practice environment. The Search Worldwide Property by Category is always the first page you see after log-on. A detailed explanation of what the Search Worldwide Property by Category page is and how it functions is located in the Search Functions section under “[Search Worldwide Property by Category](#)”.



NOTE: When you are in the Practice module, all screens have Practice in the upper left-hand corner next to the GSA logo to distinguish between Production (live data) and Practice (test data).



## Live Production GSAXcess®

The GSAXcess® Production module contains live data of real time transactions.

### **GSAXcess® Practice Module**

One of the many user-friendly features of the system is the ability of all users to "practice" with real information. GSAXcess® users can practice without the fear that an unnecessary transaction might occur. If you are interested in "test-driving" without the fear of crashing, click the GSAXcess® Practice Home hyperlink to Log into the GSAXcess® Practice Module. The practice system is identical to the GSAXcess® production system. If you encounter any difficulty, use the Help Screens. The Help Screens will lead you through the entire process. Remember! Practice makes perfect!



## How do I access the Main Menu screen?

Click the Menu box in the Red Banner at the top of the GSAXcess® screen.

The screenshot shows the GSAXcess® website interface. At the top, there is a blue navigation bar with links for User Guides, FAQ, Program Links, Contact Links, and GSAXcess® HelpDesk. Below this is a red banner containing a search bar, a 'Go!' button, and a 'Menu' button. A red arrow points to the 'Menu' button. The main content area displays 'Worldwide Property Items by Category' and a list of various equipment categories with their respective item counts.

**Worldwide Property Items by Category**

All Items Available - All Categories  
[View Cart \(0\)](#) [Checkout](#) [Help](#)

Total number of items available: [65,827](#) / Total items available with Photos: [1,284](#)

- [Agricultural Equipment and Supplies \(67/4\)](#)
- [Aircraft \(1/1\)](#)
- [Aircraft Parts and Tires \(2,260/80\)](#)
- [Automobiles \(47/13\)](#)
- [Boats \(19/6\)](#)
- [Clothing and Personal \(2,512/9\)](#)
- [Communication and Detection Equipment \(2,482/52\)](#)
- [Computer Equipment \(7,440/203\)](#)
- [Computer Software and Accessories \(1,108/34\)](#)
- [Construction Equipment \(52/4\)](#)
- [Electrical and Electronic Equipment and Components \(23,486/88\)](#)
- [Electrical and Electronic Measuring and Testing Equipment \(1,862/29\)](#)
- [Fire Trucks and Fire Fighting Equipment \(97/3\)](#)
- [Food Preparation and Serving Equipment \(190/7\)](#)
- [Furniture \(1,112/71\)](#)
- [Hardware \(2,564/12\)](#)
- [Household \(282/1\)](#)
- [Industrial Service and Trade Machinery \(155/5\)](#)
- [Jewelry and Collectibles \(0/0\)](#)
- [Lab Equipment \(1,385/31\)](#)
- [Lighting \(289/2\)](#)
- [Marine Equipment \(32/3\)](#)
- [Materials Handling Equipment \(79/20\)](#)
- [Medical, Dental and Veterinary Equipment and Supplies \(1,070/37\)](#)
- [Miscellaneous \(12,336/285\)](#)
- [Motorcycles and Bicycles \(26/4\)](#)
- [Musical Instruments \(14/0\)](#)
- [Navigation Equipment \(559/12\)](#)
- [Office Equipment \(261/5\)](#)
- [Office Supplies and Forms \(80/2\)](#)
- [Photographic Equipment \(449/9\)](#)
- [Recording Equipment \(329/2\)](#)
- [Recreation \(122/2\)](#)
- [Refrigeration and Air Conditioning Equipment \(391/26\)](#)
- [Tools \(499/9\)](#)
- [Trucks, Trailers and Tractors \(598/180\)](#)

[FSS Home] [GSAXcess® Browser Troubleshooting Guide] [GSA Home] [Supported Browsers]

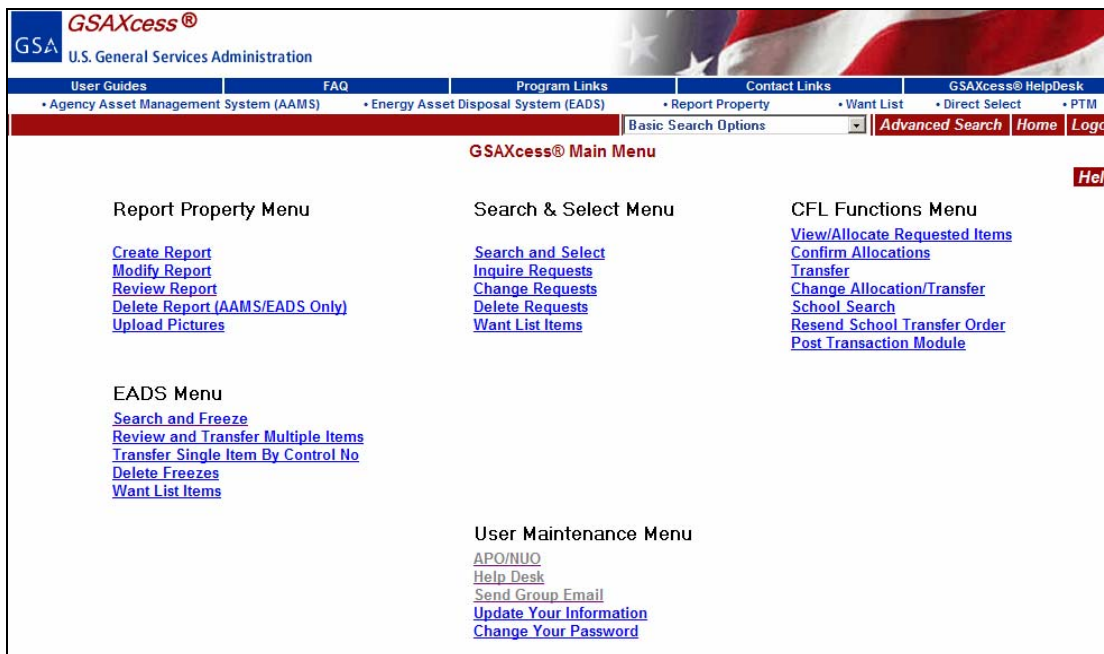
**FIRSTGOV.gov**  
 The U.S. Government's Official Web Portal



The system displays the Main Menu items based upon your permission. For example, the Main Menu screen displayed below is a user with all permissions available. Menu options that are grayed out indicate the user doesn't have permission to view those functions. If you think you should have certain permissions, contact your National Utilization Officer (NUO) for access. This guide provides detailed instructions for each menu option.



Displayed below is a typical GSAXcess® Main Menu for an EADS user.



### **Report Property Menu**

This menu option provides you with methods of reporting property in GSAXcess®. For more details, see [Reporting Property in GSAXcess®](#).

### **Search & Select Menu**

This menu option contains property that has been reported to GSAXcess® as excess and is being processed through the normal utilization [excess] and donation [surplus] cycle. You may search and select this property, subject to GSA's final approval. This menu provides options to change and/or delete select requests and to create a “Want List” of items as they become available. For more details, see [Search Functions](#) and [Freezing Property in GSAXcess®](#).

### **EADS Menu**

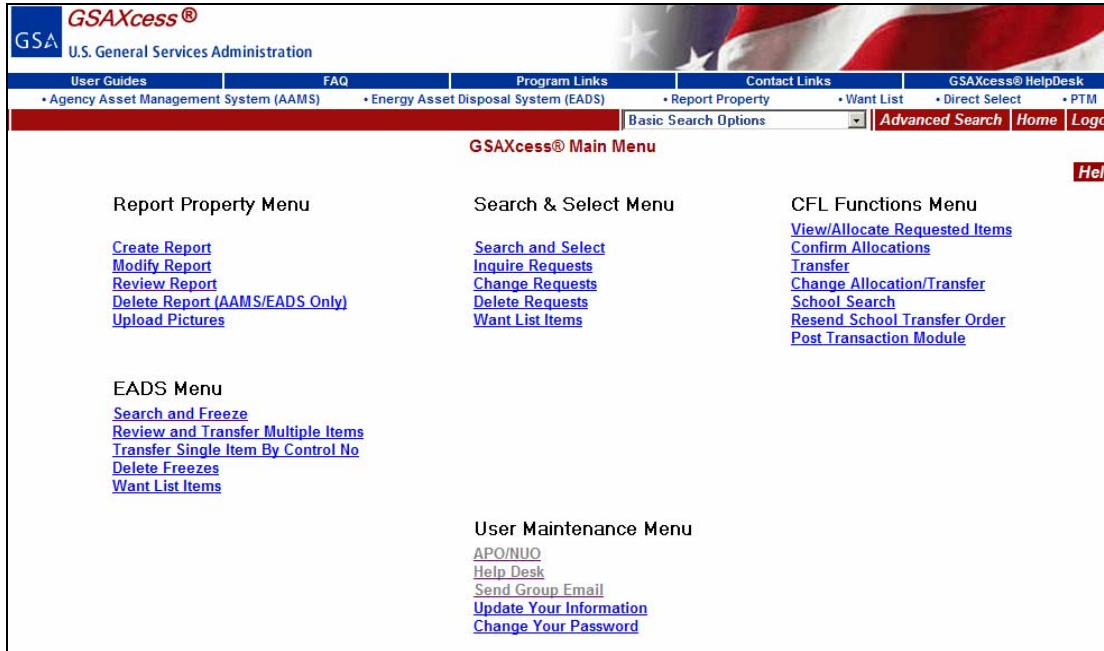
This menu option contains property under the jurisdiction and control of those agencies who subscribe to the Agency Asset Management System or Energy Asset Disposal System. This property is undergoing internal Agency screening and has not yet been reported to GSA as excess. Contact your National Utilization Officer for more information about this optional service from GSA.

### **User Maintenance Menu**

This menu option contains user profile, password, and communication maintenance.

## How do the Help Screens work?

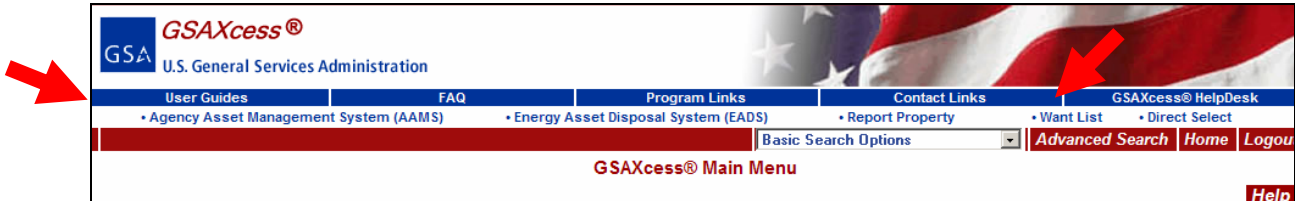
There are HELP screens for most screens in GSAXcess®. These HELP Screens can be viewed by clicking on the HELP button in the right-hand corner of each screen.



Whenever you have a question about the screen display, you will find it helpful to look at the Help screen first. If you cannot find the answer to your question, consult this guide for the answer. If all else fails, you can contact the GSAXcess® HelpDesk by Phone (Toll free) (1-866-333-7472) or By Email [GSAXcess@help@gsa.gov](mailto:GSAXcess@help@gsa.gov).

## How do I navigate from screen to screen?

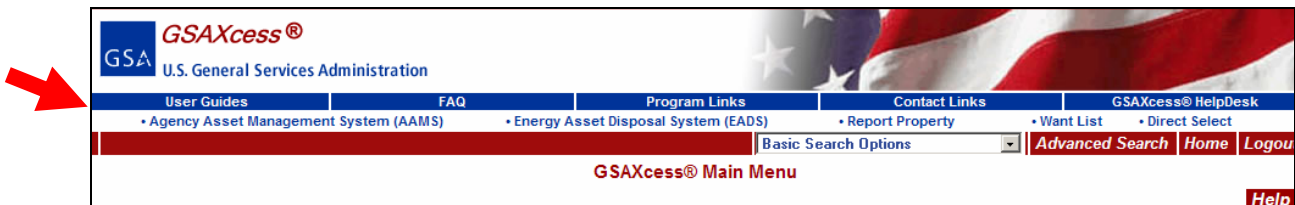
GSAXcess® provides several methods for you to navigate from screen to screen. GSAXcess® has common option buttons that display on all screens for navigation and special function buttons that are only displayed for that specific function. Special function buttons will be described within that function. By clicking the desired button you can travel from screen to screen.



Common Option Buttons located in the Top Blue Bar at the Top of each GSAXcess® page:

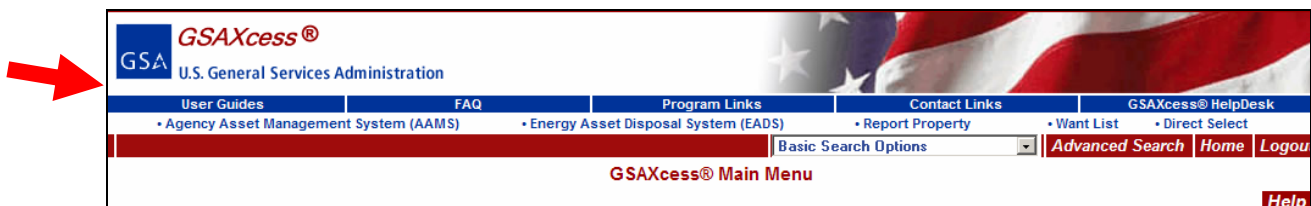
User Guides – Links to all available GSAXcess® user guides.

- FAQ - GSAXcess® Frequently Asked Questions.
- Program Links – Links to other programs of interest.
- Contact Links – Links to GSAXcess® contacts.
- GSAXcess® HelpDesk – Link to GSAXcess® contact and hours of operation information.



Common Hypertext Links highlighted in blue text located in the white bar at the Top of each GSAXcess® page:

- Agency Asset Management System (AAMS) – Link to AAMS module.
- Energy Asset Disposal System (EADS) – Link to EADS module.
- Report Property – Link to Property Report Data Creation input screen.
- Want List – Link to create a “Want List” for property items of interest.
- Direct Select – Link to select property when you already know the Item Control Number.



Option Buttons located in the Red Banner Bar at the Top of each GSAXcess® page:

**Basic Search Options:** The "Basic Search Options" drop down window is located on the red banner. This feature offers the following search options:

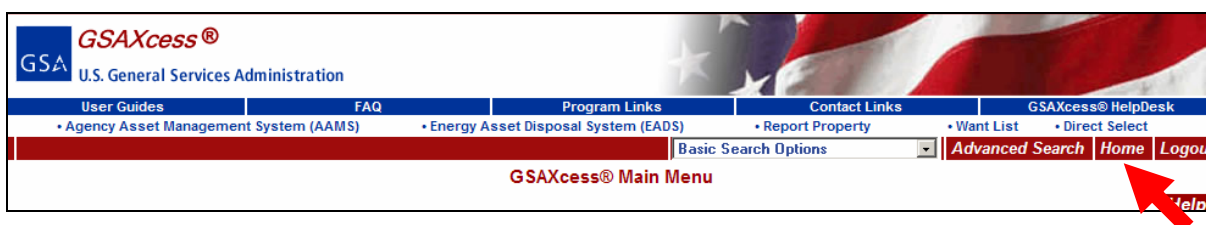
- All Items by Category (all available GSAXcess® property)
- All Unused Items by Category (all unused available GSAXcess® property)
- All Items by State (same as All Items by Category except the locality search is first)
- All Unused Items by State (same as All Unused Items by Category except that the locality search is first)
- New Items by Category (reported after COB the previous night)
- New Unused Items by Category (reported after COB the previous night)
- New Items by State (reported after COB the previous night)
- New Unused Items by State (reported after COB the previous night)
- Closing Items by Category (not available after COB tonight)
- Closing Unused Items by Category (not available after COB tonight)
- Closing Items by State (not available after COB tonight)
- Closing Unused Items by State (not available after COB tonight)
- Overseas Items (Asia/Japan/Pacific, Caribbean, Europe, Panama/S America & Other)



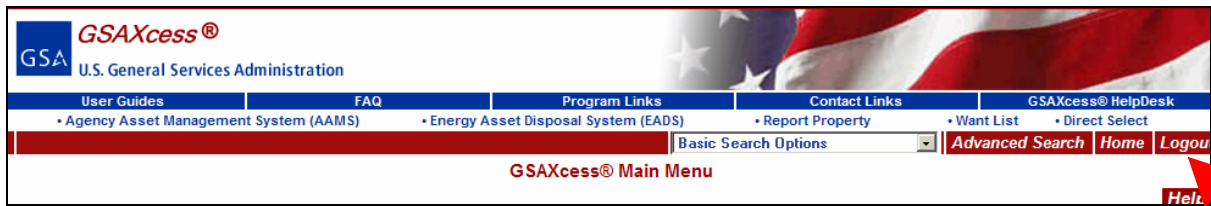
**Advanced Search:** This button takes you to an **Advanced Search** Screen where you may further refine your property search.



**Home:** Clicking the **Home** button takes you to the appropriate GSAXcess® login page.



**Logout:** Clicking the **Logout** button closes your GSAXcess® session and takes you to the GSAXcess® homepage.



Common Buttons displayed on all screens:

**Help:** Displays the help screen associated with that screen or function.

**Back:** Returns you to the previous screen. This button is not on the Main Menu Screen.

## Internal Screening Basics

### *What is Internal Screening?*

Internal Screening is the process that controls the flow of excess property within a single Federal agency. The process begins when a unit within a Federal agency declares property as excess to the needs of the owning unit. The agency must try to first redistribute the property within the same agency. All units within the agency may compete for the property for a period of time set by the owning agency. No other Federal agency may compete for this property at this time.

During the Internal Screening period, the owning unit may transfer the property to a worthy unit within the agency. If no other unit wants the property, then the agency may allow screening for special interests within the agency in accordance with agency procedures. If the property is still available after the special interest screening, the agency will report the property to GSA to be screened by other Federal agencies via the Federal Excess Screening process.

### *What are the time frames for Internal Screening?*

The time frames used for Internal Screening are established by the owning agency. The Department of Energy has identified four types of property to be controlled via the Internal Screening Process: Normal items, High Risk items (HR), Economic Development items (ED), and Energy Related Laboratory Equipment items (ERLE). When you report property to GSAXcess®/EADS, you will use the Agency Control Number to indicate the type of property and the system will generate the Excess Release Date to signify the end of the Internal Screening Period. You will also use the Drop After Internal Screening Flag to enable or disable the process that controls Excess Screening. The chart below illustrates the value you should use for the Agency Control number for each type of property. The chart also shows the number of days that you should allow for Internal Screening and the value you should use for the Drop After Internal Screening Flag.

Property Type	Agency Control Number	Local Days	Internal Days	DropFlag
Normal	NA	5	7	Y or N
High Risk	HR	5	7	Y
Economic Development	ED	5	7	Y
ERLE	ERLE	5	7	Y

## ***How do I format the Excess Release Date and Drop After Internal Screening?***

After you determine the type of property, compute the Excess Release Date as follows:

<b>Property Type</b>	<b>Excess Release Date</b>
Normal	Today's Date plus 12 days
High Risk	Today's Date plus 12 days
Economic Development	Today's Date plus 12 days
ERLE	Today's Date plus 12 days

While the system may compute the Excess Release Date for you, the system also allows you to change the Internal Screening time frame when approved by your National Utilization Officer (NUO). You may reduce the time frame whenever you need to employ expedited Internal Screening. However, under no circumstances may you exceed the 12 days for ERLE items or the 12 days for all other items.

You should check the “Yes” radio button for the Drop After Internal Screening Flag if your property is a High Risk, Economic Development, or ERLE item. For Normal items you should check the “No” radio button for the Drop After Internal Screening Flag. This allows the property to automatically move to government-wide Excess Screening immediately after the Internal Screening period ends. If you do not want a Normal item to advance to Excess Screening, set the flag to “Yes”.



### ***What happens after Internal Screening?***

If you set the Drop After Internal Screening Flag to "Yes", the system will drop the property from the GSAXcess®/EADS data base and return control of the property record to the owning DOE activity via the Drop File. See the section of this user guide concerning Batch Property Reporting for further information about the Drop file. Items coded with "No" in the Drop After Internal Screening Flag will proceed automatically to the Excess Screening process. See the GSAXcess® system user guide for further information concerning Excess and Surplus property transfers.

## High Risk Items

After internal Screening, follow Department of Energy procedures to dispose of these items in accordance with DOE Personal Property Letter (PPL) 970-3, High Risk Personal Property.

**Do not re-report these items to GSAXcess®/EADS once the Internal Screening period is complete.**

## Economic Development Items

After Internal Screening, follow Department of Energy procedures to dispose of these items in accordance with Section 3155 of Public Law 103-160, the National Defense Authorization Act of 1994. Items identified for economic development which are not accepted when offered to the Community Reuse Organization (CRO) will be re-reported to GSAXcess® for Excess Screening as follows:

- Set the Excess Release Date to the date you are sending the property report back to GSAXcess®/EADS.
- Set the Drop After Internal Screening Flag to "No". This will ensure that the record will automatically proceed to Federal Excess Screening.

## ERLE Items

- After Internal Screening, follow Department of Energy procedures to dispose of these items in accordance with the Used Energy-Related Laboratory Equipment Grant Program, authorized by the Atomic Energy Act of 1954, as amended; the Energy Reorganization Act of 1974; the Department of Energy Organization Act; and Title 10, Part 600, DOE Assistance Regulations, Financial Assistance Rules. Organizations authorized to compete for ERLE items have 30 days to acquire the item. If the item is still available after the ERLE screening period, the ERLE system will re-report the item to GSAXcess® for Federal Screening.

## Normal Items

These items usually proceed automatically to Federal Excess Screening. However, if you choose to drop the item from GSAXcess®/EADS after Internal Screening, you should dispose of the property in accordance with Department of Energy procedures. If the item is still available after you complete the procedures, you may re-report the item to GSAXcess® as follows:

- Set the Excess Release Date to the date you are sending the second property report to GSAXcess®/EADS.
- Set the Drop After Internal Screening Flag to "No" if you report the property via the on line reporting property method. Set the flag to space if you use the batch method to report property. Both methods are discussed in the next section of this guide. This will ensure that the record will automatically proceed to Excess Screening

## Reporting Property

### On Line Property Reporting

#### *Where do I start?*

Before you attempt to report your property to GSAXcess®/EADS, follow your agency's procedures for identifying eligible property. You should also have an authorized Access Code that allows you to use GSAXcess®/EADS to report property. (See the Gaining Access section of this user guide for further information). Once you determine that property is excess, examine the property and any documentation (manual or electronic) provided with the property. You will need this information so that you can provide adequate information to potential transferees

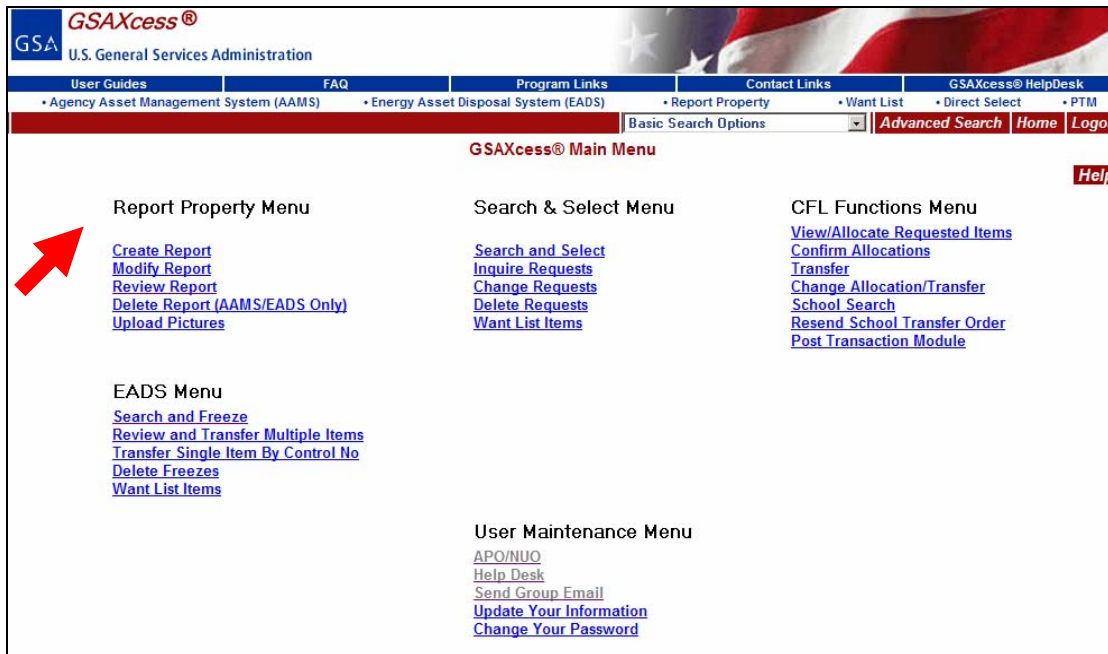
## How do I get to the Property Reporting Function in GSAXcess®?

If you are responsible for reporting property and you have proper access to GSAXcess®/EADS, follow the procedures described in the Gaining Access section of this user guide. The first screen you see is the GSAXcess®/EADS Search Worldwide Property by Category screen. Select the Report Property Hyperlink Option in the header section of the homepage highlighted in blue to go directly into a Property Report Data Creation screen or Select the Menu button from the Red Banner Bar to go to the Main Menu and the Report Property Menu Module.

The screenshot shows the GSAXcess® website interface. At the top, there is a navigation bar with links for User Guides, FAQ, Program Links, Contact Us, and GSAXcess® HelpDesk. Below this is a secondary navigation bar with links for Agency Asset Management System (AAMS), Energy Asset Disposal System (EADS), Report Property, Want List, and Direct Select. The 'Report Property' link is highlighted in blue. A red arrow points to this link. Below the navigation bars is a search bar with a 'Global Search' input field, a dropdown menu for 'Exact Phrase', a 'Go!' button, and a 'Basic Search Options' dropdown menu. To the right of the search bar are buttons for 'Advanced Search', 'Menu', 'Home', and 'Logout'. A red arrow points to the 'Menu' button. Below the search bar is a section titled 'Worldwide Property Items by Category'. This section includes a 'View Cart (0)' button, a 'Checkout' button, and a 'Help' button. Below this is a summary of items available: 'Total number of items available: 65,827 / Total items available with Photos: 1,284'. Below the summary is a list of categories with their respective item counts in parentheses:

- [Agricultural Equipment and Supplies](#) (67/4)
- [Aircraft](#) (1/1)
- [Aircraft Parts and Tires](#) (2,260/80)
- [Automobiles](#) (47/13)
- [Boats](#) (19/5)
- [Clothing and Personal](#) (2,512/9)
- [Communication and Detection Equipment](#) (2,482/52)
- [Computer Equipment](#) (7,440/203)
- [Computer Software and Accessories](#) (1,108/34)
- [Construction Equipment](#) (52/4)
- [Electrical and Electronic Equipment and Components](#) (23,486/88)
- [Electrical and Electronic Measuring and Testing Equipment](#) (1,862/29)
- [Fire Trucks and Fire Fighting Equipment](#) (97/3)
- [Food Preparation and Servicing Equipment](#) (190/7)
- [Furniture](#) (1,112/71)
- [Hardware](#) (2,564/12)
- [Household](#) (282/1)
- [Industrial Service and Trade Machinery](#) (155/5)
- [Jewelry and Collectibles](#) (0/0)
- [Lab Equipment](#) (1,385/31)
- [Lighting](#) (289/2)
- [Marine Equipment](#) (32/3)
- [Materials Handling Equipment](#) (79/20)
- [Medical, Dental and Veterinary Equipment and Supplies](#) (1,070/37)
- [Miscellaneous](#) (12,336/285)
- [Motorcycles and Bicycles](#) (26/4)
- [Musical Instruments](#) (14/0)
- [Navigation Equipment](#) (559/12)
- [Office Equipment](#) (261/5)
- [Office Supplies and Forms](#) (80/2)
- [Photographic Equipment](#) (449/9)
- [Recording Equipment](#) (329/2)
- [Recreation](#) (122/2)
- [Refrigeration and Air Conditioning Equipment](#) (391/26)
- [Tools](#) (499/9)
- [Trucks, Trailers and Tractors](#) (598/180)

Clicking the red Menu button displays the Main Menu screen with the Report Property Menu Module.





Clicking the blue hyperlink Report Property displays the Property Report Data Creation screen below.

**U.S. General Services Administration**

User Guides | FAQ | Program Links | Contact Links | GSAXcess® HelpDesk  
• Agency Asset Management System (AAMS) • Energy Asset Disposal System (EADS) • Report Property • Want List • Direct Select • PTM

Basic Search Options | [Advanced Search](#) | [Menu](#) | [Home](#) | [Logout](#)

**Property Report Data Creation** | [Save and Menu](#) | [Save and Quit](#) | [Back](#) | [Help](#)

[Report](#) | [More Items & Retain Common](#) | [Only](#) | [More Items & Redisplay all Data](#) | [Submit](#)

Fields marked with an asterisk \* are required.

**No Property Save Record Found**

**Item Control Number \*** 894777 - 7352 - [ ] - [ ] [Upload Pictures](#)

**Agency Bureau \*** 8915 Southeastern Power Administration

**Reporting Agency Address \***  
 Check if Reporting Agency Address and Property Location information are the same  
City [ ] State [ ] ZIP [ ] - [ ]

**Point of Contact \***  
 Check if Point of Contact and Property Custodian information are the same  
First Name [ ] Last Name [ ]  
Phone [ ] - [ ] - [ ] Extension [ ]  
Fax [ ] - [ ] - [ ]  
Email Address [ ]  
 Notify Point of Contact when Available for Sale

**Property Location \***  
City [ ] State [ ] ZIP [ ] - [ ]

**Property Custodian \***  
First Name [ ] Last Name [ ]  
Phone [ ] - [ ] - [ ] Extension [ ]  
Fax [ ] - [ ] - [ ]  
Email Address [ ]  
 Notify Property Custodian when Available for Sale

**Property Type: \***  
If you need assistance, contact your [NUO](#) or [APD](#)

- Regular Utilization and Donation Screening
  - No special requirements
  - Surplus sale proceeds retention
  - [Property was purchased with working capital or revolving funds](#)
  - Exceptions

Agency Location Code (Station Deposit Symbol) [ ]

Appropriation or Fund To Be Reimbursed [ ]

Agency Control Number [ ]

**Federal Supply Class/National Stock Number \*** [ ] National Item Identification Number (NIIN) [ ]

**Special Instructions:**  
 Contractor Inventory  
 OverSeas Inventory

**Federal Asset Sales Center:**  
 GSA  
 [USDA - CEPO](#) (reported property must be located within the Washington, D.C. metropolitan area)  
 [APPROVED WAIVER](#)

**Make** [ ]

**Model \*** [ ]

**Item Name \*** [ ]

**Special Description Code and Text** [ ] - [ ]

**Quantity \*** [ ]

**Unit of Issue \*** [ ]

**Original Acquisition Cost (per Unit) \*** [ ]

**Fair Market Value (per Unit)** [ ]

**Condition \*** New/Unused  Usable  Repairable  Salvage  Scrap

**Hazardous \***  No  Hazardous Material  Hazardous Waste

**Flight Safety Critical Aircraft Part \***  Blank  E  F

## ***Report Property Navigation?***

The system provides several methods for you to travel from screen to screen. By clicking the desired button you can travel from screen to screen. Common buttons are described in Log In Screens and Main Menu - #7 – “How Do I Navigate From Screen to Screen?”

**Report** – Clicking this button takes you to a printable "Personal Property Report". This report displays the data you submitted for your property item. Printing a copy gives you a record of your work. Note that clicking the "Report" button simultaneously "Submits" your property record. Upon returning from the "Personal Property Report" screen to the "Property Report Data Creation" you will see a message to this effect: "Master Record Added - - Serial Number = 9999".

**More Items & Retain Common Data Only** – By clicking this button you are submitting the property record just completed and you are beginning a new record that contains the "Common" data of the record just completed. The cursor will bring you to a point mid-way through the screen, where the AAC & Julian Date portions of the Item Control Number are displayed. From here you will enter a new serial number and proceed down the screen, entering the data for your next item. You will not have to re-enter any of the (common) data that appears before the cursor.

**More Items & Redisplay All Data** – This feature also submits the completed property record. It begins a new record containing all of the data from the previous record. The cursor will bring you to the same point as above, mid-way through the screen, where the AAC & Julian Date portions of the Item Control Number are displayed. From here you will enter a new serial number. You may then type over any data that needs changing.

**Submit** - Click this button to submit a completed property record when none of the above options are needed.

## Create property report

### How to Create A Property Report?

Click on Report Property from the listings displayed in Blue Hypertext at the top of any screen in the GSAXcess® system to go directly to the Property Report Data Creation screen which allows you to begin reporting property items.

The first screen displayed to create your property report is the Property Report Data Creation screen. The first line displayed on the screen is the Item Control Number (ICN) which has separate blocks for the Activity Address Code and today's Julian Date which make up the first ten characters of the Item Control Number. The next block is a four position serial number of your choice to help you further identify the property item. The system pre-fills the Activity Address Code for most users and validates the Activity Address Code against the user Agency Bureau Code.

**Property Report Data Creation**

Fields marked with an asterisk, \* are required.

**No Property Save Record Found**

**Item Control Number \*** 894777 - 7352 - - - [Upload Pictures](#)

**Agency Bureau \*** 8915 Southeastern Power Administration

**Reporting Agency Address \***

Check if Reporting Agency Address and Property Location information are the same

City [ ] [ ] State [ ] ZIP [ ] - [ ]

**Point of Contact \***

Check if Point of Contact and Property Custodian information are the same

First Name [ ] Last Name [ ]

Phone [ ] - [ ] - [ ] Extension [ ]

Fax [ ] - [ ] - [ ]

Email Address [ ]

Notify Point of Contact when Available for Sale

**Property Location \***

City [ ] [ ] State [ ] ZIP [ ] - [ ]

**Property Custodian \***

First Name [ ] Last Name [ ]

Phone [ ] - [ ] - [ ] Extension [ ]

Fax [ ] - [ ] - [ ]

Email Address [ ]

Notify Property Custodian when Available for Sale

The next field is a hypertext field that allows you to upload pictures of your property. GSA highly encourages the submission of photographs.

The next field is your Agency Bureau Code and Agency Bureau Name which the system pre-fills for you in read only text.

The next four sections are the Reporting Agency Address, Point of Contact Information, Property Location, and Property Custodian. These fields can be stored fields for ease of retrieval ([see 2. How do I create new addresses in my personal address file?](#))

The remainder of the screen contains additional information about your terms for transfer. Several fields require a Yes, No, or checkbox selection. GSAXcess® pre-fills some of these fields for you, so be sure to review all fields and change them as appropriate.

Next, select the appropriate Property Type by clicking on the appropriate radio button as described below:

**Property Type:** \*

If you need assistance, contact your [NUO](#) or [APO](#)

- **Regular Utilization and Donation Screening**
  - No special requirements
  - Surplus sale proceeds retention
  - [Property was purchased with working capital or revolving funds](#)
- **Exceptions**
  - [Exchange Sale \(Replacement Authority\)](#)
  - [Special legislative authority](#)
  - [Purchased with non-appropriated funds](#)
  - [Reported by a wholly owned or mixed-ownership Government corporation](#)

Agency Location Code (Station Deposit Symbol)

Appropriation or Fund To Be Reimbursed

Agency Control Number

Property Type is intended to assist you in identifying the property being reported as Exchange/Sale or Excess, in terms of the property’s reimbursability, and in terms of the user's intent to retain sales proceeds.

You must select either the Regular Utilization and Donation Screening options or Exceptions radio button.

Selecting **Regular Utilization and Donation Screening** means the property is non-reimbursable and is to be screened under regular utilization and donation guidelines.

**NON-REIMBURSABLE EXCESS means that the:**

- Property does not have special reimbursable authority
  - Surplus Sale Proceeds Retention  
(Check this box if you require proceeds after the item is sold, for Property that does not have special reimbursable authority.)
- Property was purchased with working capital or revolving funds
  - Surplus Sale Proceeds Retention  
(Check this box if you require proceeds after the item is sold, for Property that was purchased with working capital or revolving funds.)

Although, the property is not reimbursable, the Agency may opt to retain sales proceeds if the item is sold to cover their costs of sale. If Surplus Sales Retention is checked and To Be Sold by GSA is also checked, the user must enter an Appropriation Code or Fund To Be Reimbursed and Agency Location Code (Station Deposit Symbol).

The Appropriation Code or Fund To Be Reimbursed and Agency Location Code (Station Deposit Symbol) are not required when GSA **IS NOT** selected to sell the property or when the User selects not to retain sales proceeds.

Selecting **Exceptions** means the property is reimbursable excess and one of the following options must be selected.

- Ⓔ Exceptions
  - Ⓔ [Exchange Sale \(Replacement Authority\)](#)
  - Ⓔ [Special legislative authority](#)
  - Ⓔ [Purchased with non-appropriated funds](#)
  - Ⓔ [Reported by a wholly owned or mixed-ownership Government corporation](#)

**REIMBURSABLE EXCESS means that the:**

- Property is Exchange/Sale (Exchange/Sale property items are screened for two (2) days in GSAXcess® before going to Sales. Exchange/Sale means that your Agency is allowed to sell this item in exchange for a like item.
- Property is reimbursable when transferred/sold under special legislative authority
- Property was purchased with non-appropriated funds
- Property is reported by a wholly owned or mixed-ownership Government corporation

NOTE: For further detailed explanations of all listed Exceptions and Working Capital, click on the blue hyperlinked options in GSAXcess®.

When selecting any one of the Exceptions options, you are required to fill in the Appropriation Code or Fund To Be Reimbursed and Agency Location Code (Station Deposit Symbol). You are also encouraged to report the Fair Market Value in the event the property is selected for transfer by a Federal agency.

Agency Control Number is for EADS internal use to set the type of property you are reporting. (see the section of this user guide concerning Internal Screening Basics, above):

Property Type	Agency Control Number
Normal	NA
High Risk	HR
Economic Development	ED
ERLE	ERLE

Special Instruction Fields are as follows:

Special Instructions:  Contractor Inventory  
 OverSeas Inventory

Click the “Contractor Inventory” checkbox under Special Instructions to indicate that the property belongs to a contractor that serves your agency.

Click on the “Overseas” checkbox under Special Instructions to indicate that the property is personal property assets that are not located in any of the 50 states comprising the United States (U.S.A), its five territories, or the District of Columbia. U.S. territories include: Puerto Rico, Virgin Islands, American Samoa, Guam, and the Commonwealth of Northern Marianas.

eFAS Sales Center Fields are as follows:

Federal Asset Sales Center:  GSA  
 [USDA - CEPO](#) (reported property must be located within the Washington, D.C. metropolitan area)  
 [APPROVED WAIVER](#)

Click GSA, so that when the property item completes GSAXcess® screening and if no Federal Agency or State selects the property, it will be sold through the GSA Sales Center. The system automatically presets to be sold by GSA. The Agency Location Code is a mandatory field if you select GSA.

Click USDA – CEPO if you want USDA to sell the property. **NOTE:** the property must be located in the District of Columbia metropolitan area.

If you select Approved Waiver, this designates that your Agency has an approved Waiver from the Office of Governmentwide Policy to be an Approved eFas Sales Center. By selecting Approved Waiver, control of the item will be returned to the Agency for disposal or sale. If you have any questions about obtaining a waiver, please email the Federal Asset Sales Central Planning Office at [fasplanningoffice@gsa.gov](mailto:fasplanningoffice@gsa.gov).

## How do I create new addresses in my personal address file?

When creating a Property Report, GSAXcess® requires that you define the four types of address data needed to complete your property report. You will need to type the address for your Reporting Agency and for your Property Location. You will also need the name, phone number and email Address for the Point of Contact and for the person who will receive the Purchase Order or Disposition Instructions to transfer the property. You will need to type all this data for your first property report, however, GSAXcess® can save this data for you so that you can select it for subsequent reports. You may add new addresses as needed.

The first input box required is the Reporting Agency Address. Click on the hyperlink “[Reporting Agency Address](#)” to the right of the Reporting Agency Address information boxes to permanently add this address and store for future use. This will display the “Select Reporting Agency Address” screen. In the example below, the user clicked on the blue hypertext “Reporting Agency Address” and the following “Select Reporting Agency Address” screen is displayed.

To locate your personal address file, type the Reporting Agency Zip Code and press the red Submit button. The first time you do this, there may be no addresses found. In that case, type the new address so that the system can assign the address to your property report and save the address for any property reports you create in the future. In the example below, you type Zip Code 22221. The system displays a message, “No Addresses Found – Enter a New One”. This indicates that this is the first time for this Zip Code.

The screen contains fields where you can type a new Reporting Agency Address titled, “Add New Reporting Agency Address”. Asterisks to the left of any field indicate the field is mandatory. In the example below you type the Reporting Agency Address. Note that the Agency Name, City, and State are all mandatory fields.

**Select Reporting Agency Address**

[Back](#) [Help](#)

**Submit**

Page No: 1

Fields marked with an asterisk \* are required.

No Addresses Found -- Enter a New One

Search for: Reporting Agency ZIP: 22221 - [ ] And Agency/Bureau: [ ]

Previously Entered Reporting Agency Addresses

---

**Add New Reporting Agency Address**

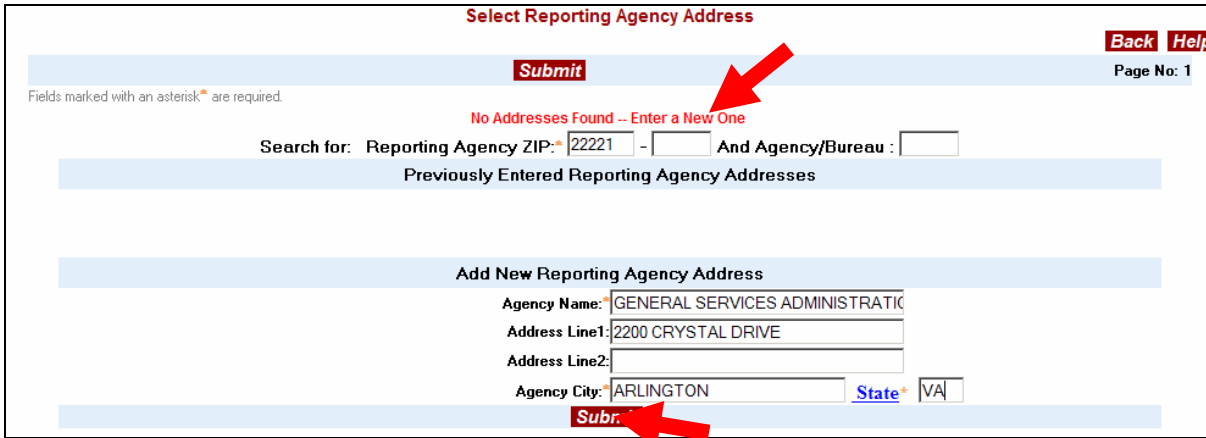
Agency Name: GENERAL SERVICES ADMINISTRATIO

Address Line1: 2200 CRYSTAL DRIVE

Address Line2: [ ]

Agency City: ARLINGTON State VA

**Subr**



After you click Submit, the system saves this new address in the personal address file and automatically displays the property report with the new address inserted in the property report.

**Property Report Data Creation**

[Save and Menu](#) [Save and Quit](#) [Back](#) [Help](#)

[Report](#) [More Items & Retain Common Data Only](#) [More Items & Redisplay all Data](#) [Submit](#)

Fields marked with an asterisk \* are required.

**GENERAL SERVICES ADMINISTRATION**

Item Control Number \* [ ] - 7204 - [ ] - [ ] [Upload Pictures](#)

Agency Bureau \* 4709 Federal Supply Service, All Other

[Reporting Agency Address \\*](#)

Check if Reporting Agency Address and Property Location information are the same

GENERAL SERVICES ADMINISTRATION

2200 CRYSTAL DRIVE

City ARLINGTON State VA ZIP 22221 - [ ]

[Point of Contact \\*](#)

Check if Point of Contact and Property Custodian information are the same

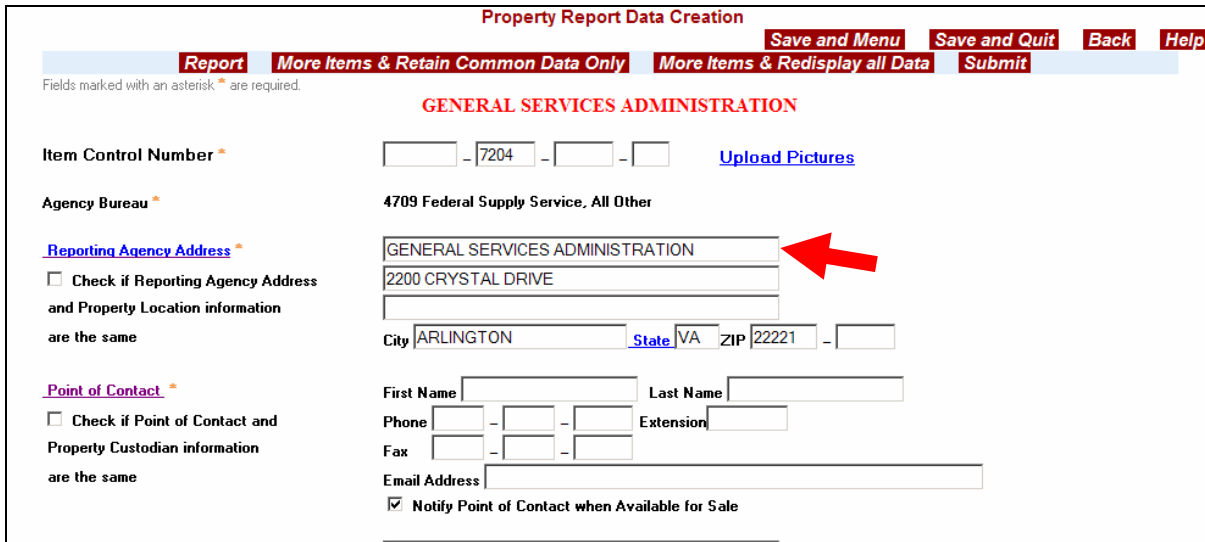
First Name [ ] Last Name [ ]

Phone [ ] - [ ] - [ ] Extension [ ]

Fax [ ] - [ ] - [ ]

Email Address [ ]

Notify Point of Contact when Available for Sale





The next time you search in the Select Reporting Agency Address screen by this zip code, the address will appear on the screen. In the example below, you type in “22221” for Reporting Agency Zip Code. The listed addresses are displayed. Click the red Select button next to the appropriate address to pre-fill in Property Data Creation Report.

The address you select is automatically pre-filled in the Report Property Data Creation Screen.

If the Reporting Agency Address and the Property Location Address are the same, click the checkbox located under the “Reporting Agency Address” hyperlink on the Property Data Creation Report screen to automatically pre-fill the Property Location Address with the Reporting Agency Address information.

Next, click the “[Point of Contact](#)” hyperlink to the right of the Point of Contact information boxes to permanently add the Point of Contact information and store for future use. This will display the “Select Point of Contact Information” screen. In the example below, you click the blue hypertext “Point of Contact”.

The Point of Contact is the person who fields questions from prospective customers concerning the reported property. Your Points of Contact are maintained by the system like a personal phone directory. You may search the directory by phone number. In the example below, you enter a phone number for the first time and you click on the red Submit button. The system displays a message, “No Points of Contact Found – Enter a New One”. This indicates that this is the first time for this Phone Number.

The screen contains fields where you can type a new Point of Contact titled, “Add New Point of Contact Information”. An asterisk to the left of a field indicates the field is mandatory. In the example below type the Point of Contact Information. Note that the Phone Number, First Name, and Last Name are all mandatory fields.

Click the red Submit button to add your Point of Contact Information. The Point of Contact Information is pre-filled on the Report Data Creation Screen as shown in the example below.

If the Point of Contact and the Property Custodian are the same, clicking the checkbox located under the Point of Contact hyperlink on the Property Data Creation Report screen will automatically pre-fill the Property Custodian with the Point of Contact information.

The screenshot displays a web form with three main sections: **Point of Contact**, **Property Location**, and **Property Custodian**. Each section contains input fields for personal and contact information. A red arrow points to a checkbox in the Point of Contact section labeled "Check if Point of Contact and Property Custodian information are the same".

**Point of Contact \***

Check if Point of Contact and Property Custodian information are the same

First Name: NANCY Last Name: JONES

Phone: 703 - 605 - 9999 Extension: [ ]

Fax: [ ] - [ ] - [ ]

Email Address: nancy.jones@gsa.gov

Notify Point of Contact when Available for Sale

**Property Location \***

GENERAL SERVICES ADMINISTRATION

2200 CRYSTAL DRIVE

City: ARLINGTON State: VA ZIP: 22221 - [ ]

**Property Custodian \***

First Name: NANCY Last Name: JONES

Phone: 703 - 605 - 9999 Extension: [ ]

Fax: [ ] - [ ] - [ ]

Email Address: nancy.jones@gsa.gov

Notify Property Custodian when Available for Sale

## ***How do I retrieve previously entered addresses for my property report?***

As you create new address data, the system saves this data for you in an address file. When you create another property report, you will be able to browse through previously entered address records and select them for your property report. The following examples illustrate how each of the two types of address data can be selected from previously created addresses.

From the Property Report Data Creation screen, after you have entered the appropriate Item Control Number, click on the hypertext **Reporting Agency Address**. The system displays the “Select Reporting Agency Address” screen.

In the Select Reporting Agency Address example #1 below, you enter the Zip Code “22202” for the Reporting Agency and click the red Submit button. The system displays all the Reporting Agency Addresses entered for that zip code. In this example, a total of ten Reporting Agency Addresses are shown on the first page. The Next Button indicates that there is another page of available Reporting Agency Addresses for that zip code. Of course, if you don't find the Reporting Agency address that you need, you can always create a new one as demonstrated in the previous section of this user guide.

To **Select** a Reporting Agency Address, click on the Select button above the appropriate Reporting Agency Address. The system assigns the chosen Reporting Agency address to the property report.

To **Change** a Reporting Agency Address, click on the Change button above the appropriate Reporting Agency Address. The system enters the Reporting Agency Address you selected in the Add New Reporting Agency Address input box. The system displays a message stating, “Make Changes and Press Submit”. Make your changes and click the Submit button. The system makes the changes in the appropriate Reporting Agency Address and displays the message “Selected Address Record Changed Successfully”.

To **Delete** a Reporting Agency Address, click the Delete button above the appropriate Reporting Agency Address. The system deletes the selected Reporting Agency Address and displays the message “Selected Address Record Deleted Successfully”.

**EXAMPLE #1**

From the Property Report Data Creation screen, after you have entered the appropriate Item Control Number, click on the hypertext **Property Location**. The system displays the “Select Property Location Address” screen.

In the Select Property Location Address example #2 below, you enter the Zip Code “22202” for the Property Agency and click the red Submit button. The system displays all the Property Location Addresses entered for that zip code. In this example, a total of ten Property Location Addresses are shown on the first page. The Next Button indicates that there is another page of available Property Location Addresses for that zip code. Of course, if you don't find the Property Location Address that you need, you can always create a new one as demonstrated in the previous section of this user guide.

To **Select** a Property Location Address, click on the Select button above the appropriate Property Location Address. The system assigns the chosen Property Location Address to the property report.

To **Change** a Property Location Address, click on the Change button above the appropriate Property Location Address. The system enters the Property Location Address you selected in the Add New Location Address input box. The system displays a message stating, “Make Changes and Press Submit”. Make your changes and click the Submit button. The system makes the changes in the appropriate Property Location Address and displays a message stating, “Selected Address Record Changed Successfully”.

To **Delete** a Property Location Address, click on the Delete button above the appropriate Property

Location Address. The system deletes the Property Location Address you selected and displays a message stating, “Selected Address Record Deleted Successfully”.

**EXAMPLE #2**

**Property Location Address**

[Back](#) [Help](#)

[Next](#) [Submit](#)

Fields marked with an asterisk\* are required.

**Property Location Addresses Found**

Search\* for: Property Location ZIP:\*  -  And Agency/Bureau:

**Previously Entered Location Addresses**

DEPARTMENT OF JUSTICE DRUG ENFORCEMENT ADMINISTRATION 700 ARMY-NAVY DRIVE ARLINGTON, VA	<a href="#">Select</a> <a href="#">Change</a> <a href="#">Delete</a>	DEPARTMENT OF JUSTICE UNITED STATES MARSHALS SERVICE 600 ARMY NAVY DRIVE, CS3 SUITE 402 ARLINGTON, VA	<a href="#">Select</a> <a href="#">Change</a> <a href="#">Delete</a>
GSA/FSS/FIA CRYSTAL MALL 4, RM. 802 1941 JEFFERSON DAVIS HIGHWAY ARLINGTON, VA	<a href="#">Select</a> <a href="#">Change</a> <a href="#">Delete</a>	GENERAL SERVICES ADMINISTRATION CRYSTAL MALL 3, RM. C-11 1931 JEFFERSON DAVIS HIGHWAY ARLINGTON, VA	<a href="#">Select</a> <a href="#">Change</a> <a href="#">Delete</a>
DEPT OF JUSTICE DRUG ENFORCEMENT ADMIN/SAOP 700 ARMY NAVY DRIVE ARLINGTON, VA	<a href="#">Select</a> <a href="#">Change</a> <a href="#">Delete</a>	DEA/SAFP 600-700 ARMY NAVY DRIVE ARLINGTON, VA	<a href="#">Select</a> <a href="#">Change</a> <a href="#">Delete</a>
DRUG ENFORCEMENT ADMINISTRATION 10160 TECHNOLOGY BLVD., EAST DALLAS, TX	<a href="#">Select</a> <a href="#">Change</a> <a href="#">Delete</a>	DRUG ENFORCEMENT ADMINISTRATION MANAGEMENT UNIT/SAOP 700 ARMY-NAVY DRIVE. ARLINGTON, VA	<a href="#">Select</a> <a href="#">Change</a> <a href="#">Delete</a>
TRANSPORTATION SECURITY ADMIN (TSA) ATTN: OFC OF PROPERTY MANAGEMENT 601 S 12TH ST., 11TH FL, WEST TOWER ARLINGTON, VA	<a href="#">Select</a> <a href="#">Change</a> <a href="#">Delete</a>	COMMITTEE FOR PURCHASE FROM THE BLIND OR SEVERELY DISABLED 1421 JEFFERSON DAVIS HWY, STE 10800 ARLINGTON, VA	<a href="#">Select</a> <a href="#">Change</a> <a href="#">Delete</a>

**Add New Location Address**

Agency Name:

Address Line1:

Address Line2:

Agency City:  [State\\*](#)

[Next](#) [Submit](#)

## ***How do I retrieve previously entered Contact Information for my property report?***

As you create new contact data, the system saves this data for you in a contact address file. When you create another property report, you will be able to browse through previously entered contact address records and select them for your property report. The following examples illustrate how each of the two types of contact address data can be selected from previously created contact information.

From the Property Report Data Creation screen, after you have entered the appropriate Item Control Number, click on the hypertext **Point of Contact**. The system displays the “Select Point of Contact Information” screen.

In the Select Point of Contact Information example #1 below, you enter the telephone number “703-605-2885” for the Point of Contact Phone Number and click the red Submit button. The system displays all the previously entered Point of Contact Information entered for that telephone number. In this example, one Point of Contact Information is shown. Of course, if you don't find the Point of Contact Information that you need, you can always create a new one as demonstrated in the previous section of this user guide.

To **Select** a Point of Contact Information, click on the Select button located to the right of the appropriate Point of Contact Information. The system assigns the chosen Point of Contact Information to the property report.

To **Change** a Point of Contact Information, click on the Change button located to the right of the appropriate Point of Contact Information. The system enters the Point of Contact Information you selected in the Add New Point of Contact Information input box. The system displays a message stating, “Make Changes and Press Submit”. Make your changes and click the Submit button. The system makes the changes in the appropriate Point of Contact Information and displays the message “Selected Information Changed Successfully”.

To **Delete** a Point of Contact Information, click on the Delete button above the appropriate Point of Contact Information. The system deletes the Point of Contact Information you selected and displays the message “Selected Point of Contact Information Deleted Successfully”.

## EXAMPLE #1

**Select Point of Contact Information**

[Back](#) [Help](#)

**Submit** Page No: 1

Fields marked with an asterisk\* are required.

Listed Information displayed

Search for: Point of Contact Phone Number: \*  -  -

**Previously Entered Point of Contact Informations**

First Name	Last Name	Extension	Fax Number	Email Address	Select Options
NANCY	BROTHERTON			nancy.brotherton@gsa.gov	<b>Select</b> <b>Change</b> <b>Delete</b>

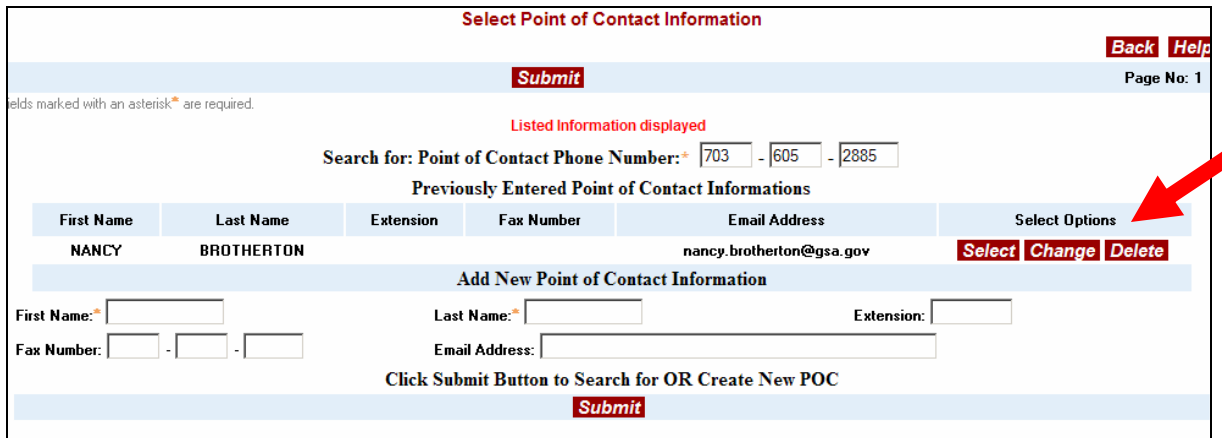
**Add New Point of Contact Information**

First Name: \*  Last Name: \*  Extension:

Fax Number:  -  -  Email Address:

Click Submit Button to Search for OR Create New POC

**Submit**



From the Property Report Data Creation screen, after you have entered the appropriate Item Control Number, click on the hypertext **Property Custodian**. The system displays the “Select Property Custodian” screen.

In the Select Property Custodian Example #2 below, you enter the telephone number “703-605-2885” for the Custodian Phone Number and click the red Submit button. The system displays all the previously entered Custodian Information entered for that telephone number. In this example, one Custodian Information is shown. Of course, if you don’t find the Custodian Information that you need, you can always create a new one as demonstrated in the previous section of this user guide.

To **Select** a Custodian Information, click on the Select button located to the right of the appropriate Custodian Information. The system assigns the chosen Custodian Information to the property report.

To **Change** a Custodian Information, click on the Change button located to the right of the appropriate Custodian Information. The system enters the Custodian Information you selected in the Add New Custodian Information input box. The system displays a message stating, “Make Changes and Press Submit”. Make your changes and click the Submit button. The system makes the changes in the appropriate Custodian Information and displays a message stating, “Selected Information Changed Successfully”.

To **Delete** a Point of Contact Information, click on the Delete button above the appropriate Custodian Information. The system deletes the Custodian Information you selected and displays a message stating, “Custodian Information Deleted Successfully”.



EXAMPLE #2

**Select Property Custodian**

[Back](#) [Help](#)

[Submit](#)

Fields marked with an asterisk\* are required.

Listed Information displayed

Search for: Custodian Phone Number: \*  -  -

**Previously Entered Custodians**

First Name	Last Name	Extension	Fax Number	Email Address	Select Options
NANCY	BROTHERTON			nancy.brotherton@gsa.gov	<a href="#">Select</a> <a href="#">Change</a> <a href="#">Delete</a>


**Add New Custodian Information**

First Name: \*  Last Name: \*  Extension:

Fax Number:  -  -  Email Address:

Click Submit Button to Search for OR Create New Custodian

[Submit](#)



## Property Data Screen Options

The system provides several Option buttons to help you with your data entry

### *Item Control Number*

The system displays your Item Control Number for your first item. You may enter subsequent items by changing the last four characters of the Item Control Number, also known as the Serial Number. The Serial Number may contain letters or numbers. Each item you report must have a unique Item Control Number.

### *Uploading Pictures*

GSA encourages the submission of photos to aid in the reutilization and donation of federal excess/surplus personal property. For more specific instructions see the Picture Upload section in later chapters. Click on the Uploading Photos hypertext to submit pictures and follow the naming conventions below:

- All filenames must begin with the Item Control Number (consists of a six position Activity Address Code + four position Julian Date + four position Serial Number and/or an optional Serial Number Suffix) of the reported item; followed by a letter "A through M" with the exception of "I" for each picture submitted for that particular item; ending with the type of file ".jpg" (no dashes, slash marks, or spaces). For example, the first picture (main photo) for Item Control Number 89022342240001, the filename is "89022342240001A.jpg", the next picture filename for that item is "89022342240001B.jpg", and so on, excluding the letter "I". Up to 12 pictures can be submitted per item).

Follow the directions and click upload to post your picture directly online. The picture will be viewable to all users the following day after approval.

Digital or scanned photos of federal excess personal property that have been reported as excess can be also submitted by the reporting activity by email or courier to be displayed in GSAXcess®. Once you have reported the item as excess, photos should be sent to GSA as soon as possible. For further assistance, contact [GSAXcess@pictures@gsa.gov](mailto:GSAXcess@pictures@gsa.gov)

All pictures regardless of submission method, must comply with [Picture Taking](#), and [Photo Naming Conventions](#), prior to [Transmission](#). Incorrect formats or naming will delay the posting of photographs.

## FSC/NSN

The National Stock Number (NSN) identifies an item as a unique item of supply. If you know the complete thirteen character National Stock Number, (four digit FSC plus nine digit National Item Identification Number (NIIN)) type it in the two fields provided. If you do not know the NSN then you must provide the Federal Supply Class (FSC). The FSC is the first four characters of the NSN and it identifies broad classes of commodities. The Defense Logistics Agency (DLA) publishes a Cataloging Handbook, SB 708-21 also known as "H2", Federal Supply Classification Groups and Classes. You can obtain this handbook from DLA or from the GSA Property Management Division. However, you can also obtain the FSC from GSAXcess® by clicking on the Federal Supply Class hypertext.

In the following example, the user is not sure what the proper FSC should be for the item, a group of rail cars that are no longer required by his/her facility. The user clicks on the Federal Supply Class Underlined Blue Hypertext to see a list of FSCs.

The screenshot shows a web form with the following fields and options:

- [Federal Supply Class/National Stock Number](#) \*
- National Item Identification Number (NIIN)
- Item Name/[Weapons List](#) \*
- Special Description Code and Text
- Quantity \*
- [Unit of Issue](#) \*
- Original Acquisition Cost (per Unit) \*
- Fair Market Value (per Unit)
- Condition: New/Unused  Usable  Repairable  Salvage  Scrap
- Hazardous: No  Hazardous Material  Hazardous Waste
- Flight Safety Critical Aircraft Part: Blank  E  F

The system displays the Federal Supply Class List. You can search FSCs by FSC Code or FSC description.

The screenshot shows the 'Federal Supply Class List' search interface with the following elements:

- Buttons: [Submit](#), [Previous Page](#), [Next Page](#), [Back](#), [Help](#)
- Search Fields:
  - FSC Code: Enter All 4 or First 2 digits of FSC
  - FSC Description: Enter 1-10 Search Characters
- Table of FSCs:
 

FSC	FSC Description
<a href="#">5350</a>	ABRASIVE MATERIALS
<a href="#">3461</a>	ACCESSORIES FOR SECONDARY METALWORKING MACHINERY
<a href="#">7420</a>	ACCOUNTING AND CALCULATING MACHINES
<a href="#">9630</a>	ADDITIVE METAL MATERIALS
<a href="#">8040</a>	ADHESIVES
<a href="#">7020</a>	ADP CENTRAL PROCESSING UNIT (CPU, COMPUTER), ANALOG
<a href="#">7021</a>	ADP CENTRAL PROCESSING UNIT (CPU, COMPUTER), DIGITAL
<a href="#">7022</a>	ADP CENTRAL PROCESSING UNIT (CPU, COMPUTER), HYBRID
<a href="#">7050</a>	ADP COMPONENTS
<a href="#">7025</a>	ADP INPUT/OUTPUT AND STORAGE DEVICES
<a href="#">7030</a>	ADP SOFTWARE
<a href="#">7045</a>	ADP SUPPLIES
<a href="#">7035</a>	ADP SUPPORT EQUIPMENT
<a href="#">7440</a>	ADP SYSTEMS; INDUSTRIAL, SCIENTIFIC, AND OFFICE TYPES
<a href="#">7010</a>	ADPE SYSTEM CONFIGURATION

You can search the FSC list by typing in one or more characters in the search box at the top of the screen or by entering an FSC. In the example below, the user typed in the word "RAIL" in the FSC description box and clicked the Submit button to find the FSC for rail cars. This will return any description that contains the characters "RAIL", in that order, anywhere within a word.

**Federal Supply Class List**

[Back](#) [Help](#)

[Submit](#) [Previous Page](#) [Next Page](#)

FSC Code  Enter All 4 or First 2 digits of FSC  
 FSC Description  Enter 1-10 Search Characters

FSC	FSC Description
<a href="#">5350</a>	ABRASIVE MATERIALS
<a href="#">3461</a>	ACCESSORIES FOR SECONDARY METALWORKING MACHINERY
<a href="#">7420</a>	ACCOUNTING AND CALCULATING MACHINES
<a href="#">9630</a>	ADDITIVE METAL MATERIALS
<a href="#">8040</a>	ADHESIVES
<a href="#">7020</a>	ADP CENTRAL PROCESSING UNIT (CPU, COMPUTER), ANALOG
<a href="#">7021</a>	ADP CENTRAL PROCESSING UNIT (CPU, COMPUTER), DIGITAL
<a href="#">7022</a>	ADP CENTRAL PROCESSING UNIT (CPU, COMPUTER), HYBRID
<a href="#">7050</a>	ADP COMPONENTS
<a href="#">7025</a>	ADP INPUT/OUTPUT AND STORAGE DEVICES

Clicking Submit displays the same screen but with the first record showing the word "RAIL" in the description. When you find the FSC you need, you can select it by clicking on the FSC hypertext to the left of it.

**Federal Supply Class List**

[Back](#) [Help](#)

[Submit](#) [Previous Page](#) [Next Page](#)

No more FSC records available

FSC Code  Enter All 4 or First 2 digits of FSC  
 FSC Description  Enter 1-10 Search Characters

FSC	FSC Description
<a href="#">1740</a>	AIRFIELD SPECIALIZED TRUCKS AND TRAILERS
<a href="#">3760</a>	ANIMAL DRAWN VEHICLES AND FARM TRAILERS
<a href="#">4730</a>	HOSE, PIPE, TUBE, LUBRICATION, AND RAILING FITTINGS
<a href="#">2240</a>	LOCOMOTIVE AND RAIL CAR ACCESSORIES AND COMPONENTS
<a href="#">2220</a>	RAIL CARS
<a href="#">6330</a>	RAILROAD SIGNAL AND WARNING DEVICES
<a href="#">2230</a>	RIGHT-OF-WAY CONSTRUCTION AND MAINTENANCE EQUIPMENT, RAILROAD
<a href="#">2250</a>	TRACK MATERIAL, RAILROAD
<a href="#">2330</a>	TRAILERS

[Submit](#) [Previous Page](#) [Next Page](#)

If you want to print this list for further reference, press the Print Screen button and then use the Paste option in your Word Processing or Notepad software to copy the screen to a document or you can use the print button on your browser to print this screen.

In the above example, FSC for 2220 was selected by clicking on the blue hypertext to the left of the FSC description, Rail Cars. The FSC and FSC description is automatically inserted into the Property Report Data Creation screen in the FSC input box and the Item Name input box. You are encouraged to leave the item name as described for future search and reporting purposes.

**Federal Supply Class/National Stock Number**  **National Item Identification Number (NIIN)**

**Item Name/Weapons List**

**Special Description Code and Text**

**Quantity**

**Unit of Issue**

**Original Acquisition Cost (per Unit)**

**Fair Market Value (per Unit)**

**Condition**  New/Unused  Usable  Repairable  Salvage  Scrap

**Hazardous**  No  Hazardous Material  Hazardous Waste

**Flight Safety Critical Aircraft Part**  Blank  E  F

### Vehicle Information

Reporting a vehicle with the Federal Supply Class codes of 2310 or 2320, results in a request for mandatory information that must be filled in before you can report your property. The information required is the Number of Cylinders, Model Year, Fuel Type, Body Style, Vehicle Identification Number (VIN), Make, Model, and Estimated Mileage.

The screenshot shows a web form titled "GSAXcess® - Vehicle Information" in a Microsoft Internet Explorer browser window. The form is divided into two main sections. The left section contains various administrative and identification fields, including "Federal Supply Class/National Stock Number" (set to 2310), "National Item Identification Number (NIIN)", "Item Name/Weapons List", "Special Description Code and Text", "Quantity", "Unit of Issue", "Original Acquisition Cost (per Unit)", "Fair Market Value (per Unit)", "Condition", "Hazardous" (with radio buttons for "No" and "Yes"), "Flight Safety Critical Aircraft Part" (with radio buttons for "Blank", "E", and "Yes/No"), "Drop After Internal Screening", "Demilitarization", "Manufacturer", "Date Manufactured", "Make", "Acquisition Date", and "Model". The right section is dedicated to vehicle-specific information, featuring fields for "Number of Cylinders", "Model Year", "Fuel Type" (a dropdown menu currently showing "-Select Fuel Type-"), "Body Style" (a dropdown menu currently showing "-Select Body Style-"), "Vehicle Identification Number", "Make", "Model", and "Estimated Mileage". A "Submit" button is positioned at the bottom right of this section. A red arrow points to the "Number of Cylinders" input field.

## Weapons List

Clicking on the hypertext [Weapons List](#) will display a “Commonly Reported Weapons List” where you can select the weapon being reported. The “Commonly Reported Weapons List” screen is used to select the Item Name when reporting weapons. If the weapon being reported is an FSC 1005 or 1010; (i.e., weapons up to 75 mm), and the Condition is either New/Unused or Usable it is mandatory to select the Item Name from the “Commonly Reported Weapons List” screen.

In the following example, the user clicked on the blue hypertext Weapons List.

Agency Location Code (Station Deposit Symbol)

Appropriation or Fund To Be Reimbursed

Agency Control Number

Federal Supply Class/National Stock Number \*  National Item Identification Number (NIIN)

Item Name/[Weapons List](#)

Special Description Code and Text

Quantity \*

The following screen displays.

**Commonly Reported Weapons List**

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These are the last Weapon Items

Page No: 1

Type	Size	Make	Model	Options
GRENADA LAUNCHER	40 MM	ACTION ARMS	MODEL M79, SER:	<a href="#">Select</a>
GRENADA LAUNCHER	40 MM	ACTION ARMS	MODEL M80, SER:	<a href="#">Select</a>
GRENADA LAUNCHER	40 MM	TRW	MODEL M49, SER:	<a href="#">Select</a>
GRENADA LAUNCHER	40 MM	TRW	MODEL M79, SER:	<a href="#">Select</a>
MACHINE GUN	9 MM	H & K	MODEL MP5, SER:	<a href="#">Select</a>
MACHINE GUN	9 MM	UZI	SER:	<a href="#">Select</a>
MOUNT GUN	40 MILLI	MX	MX 475, SER:	<a href="#">Select</a>
PISTOL	9 MM	BERETTA	MODEL 92F, SER:	<a href="#">Select</a>
PISTOL	9 MM	GLOCK	MODEL 17, SER:	<a href="#">Select</a>
PISTOL	9 MM	GLOCK	MODEL 19, SER:	<a href="#">Select</a>
PISTOL	9 MM	SIG SAUER	MODEL P226	<a href="#">Select</a>
PISTOL	9 MM	SIG SAUER	MODEL P228, SER:	<a href="#">Select</a>
REVOLVER	.357 CAL.	S & W	MODEL 65, SER:	<a href="#">Select</a>
REVOLVER	.357 CAL.	S & W	MODEL 66, SER:	<a href="#">Select</a>

## Computer Equipment

Reporting computer equipment with the Federal Supply Class codes of 7010, 7020, 7021, 7022, 7025, 7030, 7035, 7040, 7045, or 7050 the system will display additional reporting fields for computer equipment as shown in the example below:

<a href="#">Federal Supply Class/National Stock Number</a> *	7010	<a href="#">National Item Identification Number (NIIN)</a>	<input type="text"/>
<a href="#">Hardware Type</a> *	<input type="text"/>		
<a href="#">Equipment Type</a> *	<input type="text"/>		
<a href="#">Processor</a> *	<input type="text"/>		
<a href="#">Processing Speed</a>	<input type="text"/>		
<a href="#">RAM</a>	<input type="text"/>		
<a href="#">Hard Disk Size</a>	<input type="text"/>		
<a href="#">Hard Disk Status</a> *	<input type="radio"/> Sanitized <input type="radio"/> Not Sanitized <input type="radio"/> Removed <input type="radio"/> Degaussed		
<a href="#">Is Equipment for Computers for Learning (CFL)?</a> *	<input checked="" type="radio"/> Yes <input type="radio"/> No		
<a href="#">Special Instructions:</a>	<input type="checkbox"/> Contractor Inventory <input type="checkbox"/> OverSeas Inventory <input checked="" type="checkbox"/> To be sold by GSA		
<a href="#">Make</a> *	<input type="text"/>		
<a href="#">Model</a> *	<input type="text"/>		
<a href="#">Item Name</a> *	COMPUTER		

If you enter FSC's 7010, 7021, 7025, or 7035, it is required that you select input information for Hardware Type, Equipment Type, and Make fields from a drop down menu. When you enter any of the above listed FSC's, the system will automatically direct you to the master computer equipment dropdown screen to make the appropriate self explanatory selections that will pre-fill in the Report Property Screen. The Model and Processor fields are required fields for FSC's 7010, 7021, and 7035.

**Computer Equipment Screen**

[GSA Menu](#)   [Back](#)   [Help](#)

No More Hardware Items Available

Select Applicable Information from Each Drop-down List

<a href="#">Hardware Type</a>	<input type="text" value="CPUs"/>	<a href="#">Equipment Type</a>	<input type="text" value="--Select--"/>	<a href="#">Make</a>
Note: You have space to include information about this item on the "Property Description" section when you are taken back to the previous screen.				
<b>List of Items Available</b>				
Options	Hardware Type	Equipment Type	Make	
<a href="#">Select</a>	Desktop Systems			
<a href="#">Select</a>	Laptops			
<a href="#">Select</a>	Servers			
<a href="#">Select</a>	Other Computers			
<a href="#">Select</a>	CPUs	Apple	Apple	
<a href="#">Select</a>	CPUs	Apple	Other	
<a href="#">Select</a>	CPUs	Windows	Acer	
<a href="#">Select</a>	CPUs	Windows	Compaq	

If you enter FSC's 7020, 7022, 7030, 7040, 7045, or 7050, the system pre-fills Hardware Type, Equipment Type, and Make fields with the word "Other". Processing Speed, RAM, and Hard Disk Size fields are optional.

Hard Disk Status is a required entry for 7010, 7021, and 7035. The choices are: Sanitized; Not Sanitized; Removed; or Degaussed. You must choose one of these choices. Sanitization removes sensitive information from storage media in a manner that gives assurance that the information cannot be recovered by keyboard or laboratory attack. Not Sanitized means that the hard drive contents could be compromised. Removed means that the equipment has no hard drive. Degaussing renders any previously stored data on magnetic media unreadable by keyboard or laboratory attack.

Is Equipment For Computers For Learning (CFL)? If you check "Yes", this means that the equipment will be made visible to registered schools and non-profit educational organizations for seven (7) days before transferring to the GSAXcess® system for regular excess screening to Federal agencies. If you don't want your computer equipment to undergo Computers For Learning screening and want the computer equipment to go directly to GSAXcess® screening, click the "No" radio button.



## Trailer Information

If the FSC is 2330 and the Agency code is 58 (FEMA), then a pop-up box will appear with mandatory fields requesting specific information listed below:

**Body Style:** A required field, select appropriate Body Style from the dropdown box. The choices are Travel Trailer, Mobile Home or Other. If Travel Trailer is selected an additional choice must be selected: Awning and/or Slide Out or Neither.

**Make, Model, Model Year, and VIN.**

**Length (in feet):** The length of the travel trailer or mobile home in feet to include the tongue.

**Bar Code:** FEMA assigned bar code.

**For Mobile Homes, these additional fields are required:** Number of Axles, Number of Bedrooms, Number of Bathrooms and Wind Zone.

**Wind Zone :** the Wind Zone code choices are 1, 2, 3. A wind zone code is the code that is given at manufacture that designates the miles per hour wind speed that your unit can withstand. Zone 1 is 90% of the United States. Zone 3 is all the states along the Eastern and Gulf Coast. See [http://www.manufacturedhousing.org/lib/showtemp\\_detail.asp?id=203&cat=technical](http://www.manufacturedhousing.org/lib/showtemp_detail.asp?id=203&cat=technical) for a United States wind zone map and descriptions.

## Vessel Information

Is this vessel 50 feet or over?

The screenshot shows a web form for reporting vessel information. The form includes the following fields and options:

- Federal Supply Class/National Stock Number**: 1901
- National Item Identification Number (NIIN)**: [Empty field]
- Special Instructions:**
  - Contractor Inventory
  - OverSeas Inventory
  - To be sold by GSA
- Make**: [Empty field]
- Model**: [Empty field]
- Item Name**: [Empty field]
- Special Description Code and Text**: [Empty field]
- Quantity**: [Empty field]
- Unit of Issue**: [Empty field]

A pop-up dialog box is overlaid on the form, titled "http://gsaxcess.gov - GSAXcess® - Boat Information - Microsoft Internet ...". The dialog box contains the text: "You are reporting a vessel. Is this vessel 50 feet or over?" with radio buttons for "Yes" and "No" (selected). A "Submit" button is located at the bottom of the dialog box. The status bar at the bottom of the browser window shows "Done" and "Internet".

If you enter a FSC with a Federal Supply Group of 19, the system displays a pop-up that asks, "Is this vessel 50 feet or over?" Note that when you select Yes or No in the pop-up, you must click the Submit button on the pop-up for the data to be input. The answer to this question directs the transfer order to the proper recipient.

### Special Description Code and Text (Optional)

These fields are used primarily by the Department of Defense, but they may be used by any agency. Special Description Code is an industry code that supplements the property description. Special Description Text is the clear text of industry code. Supply this field if the item has a special designation recognized by industry. Some examples include the Cage Code and Dunn's Number. These are optional fields. Along with the code value, you can also supply the text associated with the code.

One example of a special description code is a required serial number box that appears whenever Weapons FSC codes 1005 or 1010 or Aircraft FSC codes 1510 or 1520 are entered as shown below. Enter the serial number in the first block and add additional information as necessary.

Federal Supply Class/National Stock Number *	1005	National Item Identification Number (NIIN)	
Item Name/Weapons List *	GUNS, THROUGH 30 MM		
Special Description Code and Text	SER:		
Quantity *			
Unit of Issue *			

Federal Supply Class/National Stock Number *	1520	National Item Identification Number (NIIN)	
Item Name/Weapons List *	AIRCRAFT, ROTARY WING		
Special Description Code and Text	SER:		
Quantity *	1		
Unit of Issue *	EA		

## Quantity

Quantity is the number of units of issue of property available. Be sure that the Quantity and the Original Acquisition Cost are based upon one (1) Unit of Issue.

## Unit of Issue

The Unit of Issue describes the way that the property quantity is measured. This is normally the way that the product is sold or counted in an inventory.



Click on the Unit of Issue hypertext link to view a list of current Unit of Issue Codes. Be sure that the Quantity and the Original Acquisition Cost are based upon one (1) Unit of Issue.

UI	Description	UI	Description
<a href="#">AM</a>	AMPUL	<a href="#">DW</a>	PENNYWEIGHT
<a href="#">AT</a>	ASSORTMENT	<a href="#">DZ</a>	DOZEN
<a href="#">AY</a>	ASSEMBLY	<a href="#">EA</a>	EACH
<a href="#">BA</a>	BALL	<a href="#">EC</a>	ENGINE CONTAINER
<a href="#">BC</a>	BLOCK	<a href="#">ED</a>	ENGINE CRADLE
<a href="#">BD</a>	BUNDLE	<a href="#">EN</a>	ENVELOPE
<a href="#">BE</a>	BALE	<a href="#">EX</a>	EXPOSURE
<a href="#">BF</a>	BOARD FOOT	<a href="#">FD</a>	FOLD
<a href="#">BG</a>	BAG	<a href="#">FK</a>	FOOTLOCKER
<a href="#">BI</a>	BRICK	<a href="#">FL</a>	FLASH
<a href="#">BK</a>	BOOK	<a href="#">FR</a>	FRAME
<a href="#">BL</a>	BARREL	<a href="#">ET</a>	FOOT
<a href="#">BO</a>	BOLT	<a href="#">FV</a>	FIVE
<a href="#">BP</a>	BROKEN PARTS	<a href="#">FY</a>	FIFTY
<a href="#">BQ</a>	BRIQUET	<a href="#">GB</a>	GALLON IMPERIAL
<a href="#">BR</a>	BAR	<a href="#">GG</a>	GREAT GROSS
<a href="#">BS</a>	BASKET	<a href="#">GL</a>	GALLON
<a href="#">BT</a>	BOTTLE	<a href="#">GM</a>	GRAM
<a href="#">BU</a>	BUSHEL	<a href="#">GP</a>	GROUP
<a href="#">BX</a>	BOX	<a href="#">GR</a>	GROSS
<a href="#">CA</a>	CARTRIDGE	<a href="#">HA</a>	HAMPER
<a href="#">CB</a>	CARBOY	<a href="#">HD</a>	ONE HUNDRED
<a href="#">CC</a>	CUBIC CENTIMETER	<a href="#">HF</a>	HUNDRED FEET
<a href="#">CD</a>	CUBIC YARD	<a href="#">HH</a>	HOGSHEAD
<a href="#">CE</a>	CONE	<a href="#">HK</a>	HANK

## Original Acquisition Cost

A required field, the original or estimated price for one (1) Unit of Issue. Be sure that the Quantity and the Original Acquisition Cost are based upon one (1) Unit of Issue. Do not use a dollar sign for this field but always use a decimal point and two digits to show the cents part of the price. **Prices over \$999.99 should be entered without any commas.**

Original Acquisition Cost (per Unit) \*

## Fair Market Value

An optional field, but it is recommended if the property is Reimbursable or Exchange/Sale. Provide your estimate of the property's value.

Fair Market Value (per Unit)

## Condition Code

The condition code shows the current condition or usability of your property. Be sure to provide an accurate account of the condition of your property by selecting one of the listed condition code radio buttons. Customers will not accept transferred property that does not match the advertised condition. Condition Codes are: New or Unused; Usable; Repairable; Salvage; and Scrap.

Condition \*

New/Unused  Usable  Repairable  Salvage  Scrap

## Hazardous

This field is preset to "No". If your property is Hazardous Material or Hazardous Waste you should indicate this designation by clicking on the appropriate radio button.

Hazardous \*

No  Hazardous Material  Hazardous Waste

## Demilitarization Code

Click the hypertext Demilitarization link to view the demilitarization code selections or to see Appendix C.

This code specifies the level of demilitarization required in order to render an item harmless for civilian use. The Property Data help screens provide definitions for each code. **It is important that you provide the correct Demilitarization Code when reporting property to GSAXcess®. This code is used by GSA and other oversight agencies to ensure that Federal property is demilitarized properly to protect the public and to safeguard national interests.** The Demilitarization Code is a mandatory field.

[Demilitarization](#) \*



## Manufacturer, Make, and Model (Optional/Required)

These fields describe the name of the company that made the property as well as the Make and Model names or numbers used by the manufacturer to identify the item. These fields are optional but they do provide an extra level of information desired by your prospective customers. Customers may search for property by make and model during Internal Screening. These fields are mandatory for Vehicles and Aircraft and Aircraft Parts.

## Date Manufactured and Acquisition Date (Optional)

These fields provide the date your property was manufactured as well as the date your agency first acquired the property. If you provide this information, be sure to use a valid Gregorian date in the format MMDDYYYY.

## Flight Safety Critical Aircraft Parts (FSCAP Code)

This code determines whether your property is a critical aircraft part. See the Property Data help screens for definitions. This field is preset to "Blank". Click on the radio button next to "E" if the item is a FSCAP hardened for nuclear warfare or "F" if it is a FSCAP.

[Flight Safety Critical Aircraft Part](#) \*

Blank  E  F



## Drop After Internal Screening

The system displays this field as a question. Select the YES radio button if you want this property to drop from the EADS system after internal screening. Select the NO radio button if you want the property to proceed to the normal GSAXcess® Excess or Surplus screening. Dropped items are returned to your agency for further processing. GSAXcess® will perform no additional processing for dropped records unless you send the property back to GSAXcess® a second time.

### ***Excess Release Date***

The Excess Release Date controls when the system removes your property from Internal Screening. For EADS subscribers the system will fill this field for you or gives you the option to select from a range of dates. If you change this date, be sure to use the Gregorian Date format, MMDDYYYY.

### ***Surplus Release Date (Optional)***

The date used by GSAXcess® to determine when Excess Screening ends. On this date, State agencies become eligible for available property during the Surplus Screening cycle.

### ***Property Description***

This field provides you with up to 5280 characters of text for description of your property. As you enter more than ten lines of text, the Property Description lines will scroll down as you type. It is mandatory to provide at least one line of Property description data. The more description you provide, the better the likelihood that a prospective customer will find your property, select it, and remove it from your premises quickly. Descriptive information might include: physical attributes including more information about the condition of the property; product capacities; type of material used; part numbers or other descriptive codes; product uses; and product quality.

### ***What if I have more than one item for this property report?***

You can use Report Property Option Buttons “More Items and Retain Common Data Only” or “More Items and Redisplay All Items” on the property data screen to describe additional items on your property report.

By clicking the “**More Items and Retain Common Data Only**” button, you are submitting the property record and are beginning a new record containing the "Common" data of the record just completed. The cursor takes you to a point mid-way through the screen, where the AAC & Julian Date portions of the Item Control Number are displayed. Enter a new serial number and proceed down the screen, entering the data for your next item. You will not have to re-enter any of the (common) data that appears before the cursor.

By clicking the “**More Items and Redisplay All Items**” button, you are submitting the property record and are beginning a new record containing all of the data from the previous record. The cursor takes you to a point, mid-way through the screen, where the AAC & Julian Date portions of the Item Control Number are displayed. Enter a new serial number. You may then type over any data that needs changing.

### ***How can I get a copy of my completed property report?***

Clicking on the “Report” button takes you to a printable "Personal Property Report". This report displays the data you submitted for your property item. Printing a copy gives you a record of your work. Note that clicking the "Report" button simultaneously "Submits" your property record. Upon returning from the "Personal Property Report" screen to the "Property Report Data Creation" you will see a message to this effect: "Master Record Added - - Serial Number = 9999".


You can also click the browser’s print button to print the Property Report.



## Modify Property Reports in GSAXcess®

### *What if I need to change some of the data on my property report?*

The Report Property Menu allows you to change any of the data on your active property reports. If you do not know the Item Control Number for the property report that you are changing, use the Review Property Reports Option discussed in the next section of the User Guide.

GSAXcess® Main Menu		
	<p><b>Report Property Menu</b></p> <ul style="list-style-type: none"> <li><a href="#">Create Report</a></li> <li><a href="#">Modify Report</a></li> <li><a href="#">Review Report</a></li> <li><a href="#">Delete Report (AAMS/EADS Only)</a></li> <li><a href="#">Upload Pictures</a></li> </ul>	<p><b>Search &amp; Select Menu</b></p> <ul style="list-style-type: none"> <li><a href="#">Search and Select</a></li> <li><a href="#">Inquire Requests</a></li> <li><a href="#">Change Requests</a></li> <li><a href="#">Delete Requests</a></li> <li><a href="#">Want List Items</a></li> </ul>
<p><b>AAMS Menu</b></p> <ul style="list-style-type: none"> <li><a href="#">Search and Freeze</a></li> <li><a href="#">Review and Transfer Multiple Items</a></li> <li><a href="#">Transfer Single Item By Control No</a></li> <li><a href="#">Delete Freezes</a></li> <li><a href="#">Want List Items</a></li> </ul>	<p><b>State 3040 Menu</b></p> <ul style="list-style-type: none"> <li><a href="#">Create Data Report</a></li> <li><a href="#">Delinquent Report</a></li> <li><a href="#">Data Report Status</a></li> </ul>	<p><b>CFL Functions Menu</b></p> <ul style="list-style-type: none"> <li><a href="#">View/Allocate Requested Items</a></li> <li><a href="#">Confirm Allocations</a></li> <li><a href="#">Transfer</a></li> <li><a href="#">Change Allocation/Transfer</a></li> </ul>
<p><b>GSA Internal Menu</b></p> <ul style="list-style-type: none"> <li><a href="#">GSA Internal Functions</a></li> </ul>	<p><b>User Maintenance Menu</b></p> <ul style="list-style-type: none"> <li><a href="#">APO/NUO</a></li> <li><a href="#">Help Desk</a></li> <li><a href="#">Send Group Email</a></li> <li><a href="#">Update Your Information</a></li> <li><a href="#">Change Your Password</a></li> </ul>	<p><b>CFL User Maintenance Menu</b></p> <ul style="list-style-type: none"> <li><a href="#">CFL User Maintenance</a></li> </ul>

**Help**

## How do I change property item information?

Click on the **Modify Report** hypertext from the Report Property Menu. The system displays the Property Data Update screen with a message stating, “Enter Item Control Number and Click Submit”.

The screenshot shows the 'Property Data Update' screen. At the top, there is a navigation menu with 'User Guides' highlighted by a red arrow. Below the menu, the page title is 'Property Data Update'. A message in red text says 'Enter Item Control Number and Click Submit'. The form contains several fields: 'Item Control Number' (894777 - 7352 - 0001), 'Reporting Agency Address' (empty), 'City' (empty), 'State' (dropdown), 'ZIP' (empty), 'First Name' (empty), 'Last Name' (empty), 'Phone' (empty), 'Extension' (empty), 'Fax' (empty), and 'Email Address' (empty). There are also checkboxes for 'Check if Reporting Agency Address and Property Location information are the same', 'Check if Point of Contact and Property Custodian information are the same', and 'Notify Point of Contact when Available for Sale'. Navigation buttons 'Report', 'Previous', 'Next', and 'Submit' are visible at the top of the form area.

You enter the appropriate Item Control Number for the property item you wish to modify and click the red Submit button. The following screen displays:

The screenshot shows the 'Property Data Update' screen with the form populated. A message in red text says 'Property Item Record found -- Make Changes and Click Submit'. The 'Item Control Number' field is filled with '894777 - 7352 - 0001'. The 'Reporting Agency Address' field is filled with 'US DEPT OF ENERGY'. The 'City' field is filled with 'ELBERTON', 'State' is 'GA', and 'ZIP' is '30635'. The 'First Name' field is filled with 'CONNIE' and the 'Last Name' field is filled with 'DAGLEY'. The 'Phone' field is filled with '865 - 241 - 3699', 'Extension' is empty. The 'Fax' field is filled with '865 - 574 - 8483'. The 'Email Address' field is filled with 'dagleycl@ornl.gov'. The 'Notify Point of Contact when Available for Sale' checkbox is checked. Navigation buttons 'Report', 'Previous', 'Next', and 'Submit' are visible at the top of the form area.

NOTE: Changes on the Property Report Screen affect the property report but does not affect the address or contact information files. If you describe a new address or person of any kind with this screen, that address or person will also need to be added the next time you create a property report for the new address or person.

After you click the red Submit button, the system displays the property data for the property item on the property report. The system also displays a message at the top of the screen stating “Property Master Record Found – Make Changes and Click Submit”.

In the example above, you make changes to the item quantity, and property description. By clicking and dragging the right-hand scroll bar you can scroll up or down to find the property information you want to change. You make the changes and click the red Submit button.

After you click the red submit button, the system confirms the changes with the message "Property Record Master Updated -- Serial No. = XXXX". This message lets you know that your changes are complete.

To modify another Personal Property Report while in the Property Data Update screen, type the appropriate Item Control Number and click the Submit Button. The previous Property Data Report data will be replaced with the appropriate record.

To return to the GSAXcess® Main Menu, click the Back Button.

Clicking on the red “Report” button displays a printable view of the entire Personal Property Report.

**U.S. General Services Administration**

User Guides    FAQ    Program Links    Contact Links    GSAXcess® HelpDesk

• Agency Asset Management System (AAMS)    • Energy Asset Disposal System (EADS)    • Report Property    • Want List    • Direct Select    • PTM

Basic Search Options    **Advanced Search**    Home    Logout

**Personal Property Report**

**Property Item record displayed**

Property Report Number	894777352 0001
Date Created	12/18/2007
Surplus Release Date	
Excess Release Date	01/02/2008
Condition	New/Unused
Original Quantity Reported	150
Quantity Available	150 EACH
Original Unit Acquisition Cost	18,900.00
Fair Market Value	3,512.00
Total Acquisition Cost	2,835,000.00
FSC/NIIN	8040
GSA Control No.	
Internal Drop Flag	Yes
FAS Center	GSA Sales
Exchange/Sale Item	No
Make	
Manufacturer	3M
Item Name	ADHESIVES
Agency Control Number	NA

**TO (Name and address of agency which report is made through)**  
 DEPARTMENT OF ENERGY  
 ENERGY ASSET DISPOSAL SYSTEM (EADS)

**FROM (Name and address of Reporting Agency)**  
 US DEPT OF ENERGY  
 SOUTHEASTERN POWER ADMINISTRATION  
 2 SOUTH PUBLIC SQUARE  
 ELBERTON , GA:306350000

**For further information contact(Name, Telephone, Extension and Fax No.)**

<b>POC First and Last Name:</b>	CONNIE DAGLEY	<b>Phone:</b>	865 241 3699 Ext:	<b>Fax:</b>	865 574 8483
<b>EMAIL Address</b>	dagleycl@ornl.gov				

**Send Purchase Orders or Disposal Instructions to (Name, Telephone, Extension and Fax No)**

<b>Custodian Name:</b>	CONNIE DAGLEY	<b>Phone:</b>	865 241 3699 Ext:	<b>Fax:</b>	865 574 8483
<b>EMAIL Address</b>	dagleycl@ornl.gov				

Back    Print    Help

To print this page, click the Print Button in the upper right-hand corner or use your browser's print button.

To receive assistance in understanding the information and what the fields indicate, click on the Help Button in the upper right-hand corner.

To return to the Property Data Update screen, click the Back Button.

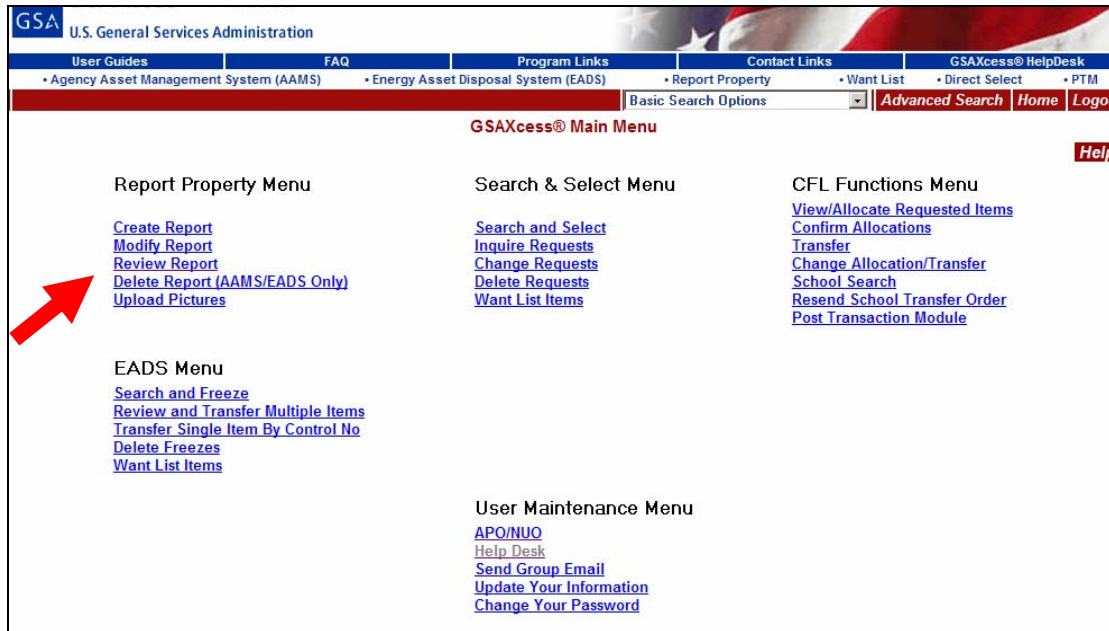
***What if I need to add more items to my property report?***

You cannot add more items to a previously-created property report. If you need to add more items, first exit from the Modify Property screens. Then choose Create Property Report on the Report Property Menu. From there you can create new property reports as described in the sections above.

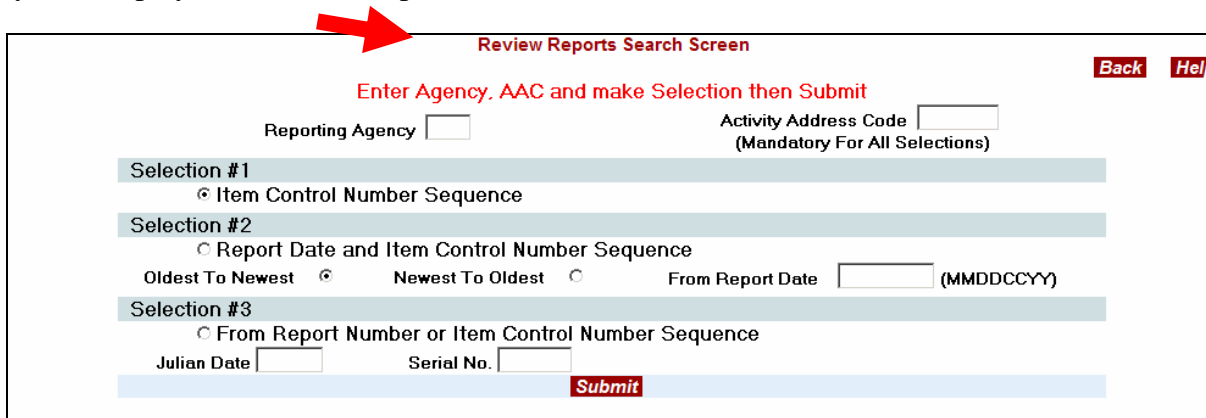
## Review Property Reports

### How can I review my active property reports?

The Report Property Menu provides an option that allows you to review your current, active property reports. You click on the [Review Report](#) hypertext from the Report Property Menu.



The system displays the Review Reports Search Screen.



The Review Reports Search Screen allows you to search for your property reports in any one of three ways. When the Review Reports Search Screen initially displays, **Selection #1, Item Control Number Sequence** is set as a default selection.

If you choose **Selection #1, Item Control Number Sequence**, you will see all your property reports from oldest to newest in Item Control Number order. This is a good choice if you have a small number of property reports to review.

If you choose **Report Date and Item Control Number Sequence**, you can choose property from a specific date, and have the system sort the results of this search by age: either oldest to newest or newest to oldest. This choice is better if you have a large number of property reports and wish to review a portion of your reports at a time. **Note:** Only one of the two date sort fields may be chosen for each search. Be sure to type a valid date (MMDDCCYY) in the From Date field or leave it blank to see all records.

If you choose **From Report Number or Item Control Number** you will see all property reports starting from a particular property report number or item control number. This is a good choice if you want to limit your search to a particular report or item. This option works best if you report property for multiple property generators. The system provides the Activity Address Code of your Report Number or Item Control Number automatically. You can type the Julian Date (YDDD) to see all items from that Report Number onward, or you can type both the Julian Date and the Serial Number if you want to see from that line item onward.



## How can I review my property reports by Item Control Number sequence?

The first example shows a search by Item Control Number Sequence.

You enter the Agency Code and Activity Address Code. You then select Item Control Number Sequence by clicking on the radio button to the left of the selection. You click the red Submit Button.

**Review Reports Search Screen**

Reporting Agency:  Activity Address Code:   
 (Mandatory For All Selections)

Selection #1  
 Item Control Number Sequence

Selection #2  
 Report Date and Item Control Number Sequence  
 Oldest To Newest  Newest To Oldest  From Report Date:  (MMDDCCYY)

Selection #3  
 From Report Number or Item Control Number Sequence  
 Julian Date:  Serial No.:

**Submit**

After clicking the red Submit button, the system displays the first page of the Property Report Status Screen which displays the Item Control Number, Noun Nomenclature, and the current Status for each item. Appendix F contains the Current Status definitions.

**Property Report Status Screen**

ITEM CONTROL NUMBER SEQUENCE Page: 1

Item Control Number	Noun Nomenclature	Status
<a href="#">895141 7344 0005</a>	MICROMETER, (CABLE & PIPE LOCATOR)	INTERNAL
<a href="#">895141 7344 0008</a>	MODULE PLUG IN, TIMING AMPLIFIER	INTERNAL
<a href="#">895141 7344 0009</a>	OSCILLOSCOPE	INTERNAL
<a href="#">895141 7344 0010</a>	MODULE PLUG IN, TIMING SCALER	INTERNAL
<a href="#">895141 7344 0011</a>	METER, POTENTIAL	INTERNAL
<a href="#">895141 7344 0001</a>	COMPUTER LAPTOP DELL COMPUTER CORP LATITUDE X300 INTEL PENTIUM M	CFL
<a href="#">895141 7344 0002</a>	COMPUTER LAPTOP DELL COMPUTER CORP LATITUDE LS INTEL PENTIUM III	CFL
<a href="#">895141 7344 0003</a>	COMPUTER LAPTOP DELL COMPUTER CORP LATITUDE LS INTEL PENTIUM III	CFL
<a href="#">895141 7344 0004</a>	COMPUTER LAPTOP APPLE COMP INC M4510LL/A OTHER	CFL
<a href="#">895141 7302 0011</a>	POWER SUPPLY	EXCESS
<a href="#">895141 7312 0012</a>	PRESS, RADIAL DRILL	TRANSFERRED
<a href="#">895141 7326 0002</a>	COMPUTER DESKTOP SYSTEMS DELL COMPUTER CORP DIMENSION 2300 INTEL CELE	EXCESS
<a href="#">895141 7326 0005</a>	COMPUTER SERVER POLYWELL 865DS2 INTEL PENTIUM III	EXCESS
<a href="#">895141 7326 0006</a>	COMPUTER SERVER POLYWELL 865DS2 INTEL PENTIUM III	EXCESS
<a href="#">895141 7326 0008</a>	COMPUTER SERVER POLYWELL 865DS2 INTEL PENTIUM III	EXCESS
<a href="#">895141 7326 0009</a>	COMPUTER SERVER POLYWELL 865DS2 INTEL PENTIUM III	EXCESS
<a href="#">895141 7326 0010</a>	COMPUTER SERVER POLYWELL 865DS2 INTEL PENTIUM III	EXCESS
<a href="#">895141 7326 0011</a>	COMPUTER SERVER POLYWELL 865DS2 INTEL PENTIUM III	EXCESS
<a href="#">895141 7326 0012</a>	COMPUTER SERVER POLYWELL 865DS2 INTEL PENTIUM III	EXCESS
<a href="#">895141 7337 0001</a>	COMPUTER DESKTOP SYSTEMS MICRON ELECTRONICS I SE440BX-ATX INTEL PENTI	EXCESS
<a href="#">895141 7337 0002</a>	COMPUTER DESKTOP SYSTEMS MICRON ELECTRONICS I MILLENNIA 400MAX INTEL	EXCESS

**Next**



To view the next page of property items, click the red Next Button. The red Next Button only displays when you have 50 or more property items to display (The example above has been shortened for space constraints).

You can view the Personal Property Report by clicking on the blue hypertext Item Control Number. By clicking on 895141 7344 0005, the system displays the Personal Property Report below.

Personal Property Report
[Back](#)
[Print](#)
[Help](#)

<b>Property Report Number</b>	8951417344 0005	Property Item record changed
<b>Date Created</b>	12/10/2007	
<b>Surplus Release Date</b>		
<b>Excess Release Date</b>	12/29/2007	
<b>Condition</b>	Usable	
<b>Original Quantity Reported</b>	1	
<b>Quantity Available</b>	1 EACH	
<b>Original Unit Acquisition Cost</b>	1,300.00	
<b>Fair Market Value</b>	0.00	
<b>Total Acquisition Cost</b>	1,300.00	
<b>FSC/NIIN</b>	6625	
<b>GSA Control No.</b>		
<b>Internal Drop Flag</b>	Yes	
<b>FAS Center</b>	Waiver	
<b>Exchange/Sale Item</b>	No	
<b>Make</b>	ASSOCIATED RESEARCH	
<b>Manufacturer</b>	ASSOCIATED RESEARCH	
<b>Date Manufactured:</b>	10/01/1991	
<b>Date Acquisition:</b>	10/01/1991	
<b>Item Name</b>	MICROMETER, (CABLE & PIPE LOCATOR)	
<b>Contractor's Inventory</b>	Yes	
<b>Agency Control Number</b>	ERLE	
<b>Model</b>	8700	

<b>TO (Name and address of agency which report is made through)</b>		
DEPARTMENT OF ENERGY ENERGY ASSET DISPOSAL SYSTEM (EADS)		
<b>FROM (Name and address of Reporting Agency)</b>		
Fermi Natl Accelerator Laboratory P.O. Box 500 Attn: Chris Himer (630)840-3585 Batavia, IL-60510		
<b>For further information contact(Name, Telephone, Extension and Fax No.)</b>		
<b>POC First and Last Name:</b>	Chris Himer	<b>Phone:</b> 630 840 3585 Ext: none <b>Fax:</b> 630 840 3246
<b>EMAIL Address</b>	chimer@fnal.gov	
<b>Send Purchase Orders or Disposal Instructions to (Name, Telephone, Extension and Fax No)</b>		
<b>Custodian Name:</b>	Chris Himer	<b>Phone:</b> 630 840 3585 Ext: none <b>Fax:</b> 630 840 3246
<b>EMAIL Address</b>	chimer@fnal.gov	
<b>Location of Property</b>		
Fermi Natl Accelerator Laboratory P.O. Box 500 Attn: Chris Himer (630)840-3585 Batavia, IL-60510		
<b>Property Description</b>		
ASSOCIATED RESEARCH MICROMETER, (CABLE & PIPE LOCATOR)		

## How can I review my property reports by Report Date and Item Control Sequence Number?

In the next example, you choose Report Date and Item Control Sequence Number from the month of July, 2007 with sort results from oldest to newest.

The screenshot shows the 'Review Reports Search Screen' in the GSAXcess system. At the top, there is a navigation bar with links for 'User Guides', 'FAQ', 'Program Links', 'Contact Links', and 'GSAXcess® HelpDesk'. Below this, there are links for 'Agency Asset Management System (AAMS)', 'Energy Asset Disposal System (EADS)', 'Report Property', 'Want List', 'Direct Select', and 'PTM'. A search dropdown menu is set to 'Basic Search Options', with buttons for 'Advanced Search', 'Menu', 'Home', and 'Logout'. The main form area is titled 'Review Reports Search Screen' and includes a 'Back' and 'Help' button. The form contains the following fields and options:

- Reporting Agency:** A text box containing '89'.
- Activity Address Code:** A text box containing '895141', with the note '(Mandatory For All Selections)' below it.
- Selection #1:** A radio button for 'Item Control Number Sequence'.
- Selection #2:** A radio button for 'Report Date and Item Control Number Sequence'.
- Sort Order:** Two radio buttons: 'Oldest To Newest' (selected) and 'Newest To Oldest'.
- From Report Date:** A text box containing '07012007' with '(MMDDCCYY)' to its right. Two red arrows point to this field.
- Selection #3:** A radio button for 'From Report Number or Item Control Number Sequence'.
- Julian Date:** A text box.
- Serial No.:** A text box.
- Submit:** A red button at the bottom of the form.

**Note:** You can see all outstanding property reports in date sequence including those prior to the current month by leaving the From Report Date field blank.

By clicking the red Submit Button, the system displays the first page of selected property reports that meet the required criteria.

Property Report Status Screen		
OLDEST TO NEWEST FROM DATE 20070701		
Item Control Number	Noun Nomenclature	Status
<a href="#">895141 7344 0005</a>	MICROMETER, (CABLE & PIPE LOCATOR)	INTERNAL
<a href="#">895141 7344 0008</a>	MODULE PLUG IN, TIMING AMPLIFIER	INTERNAL
<a href="#">895141 7344 0009</a>	OSCILLOSCOPE	INTERNAL
<a href="#">895141 7344 0010</a>	MODULE PLUG IN, TIMING SCALER	INTERNAL
<a href="#">895141 7344 0011</a>	METER, POTENTIAL	INTERNAL
<a href="#">895141 7344 0012</a>	MODULE PLUG IN, TIMING SCALER	INTERNAL
<a href="#">895141 7344 0013</a>	OSCILLOSCOPE	INTERNAL
<a href="#">895141 7344 0014</a>	OSCILLOSCOPE	INTERNAL
<a href="#">895141 7351 0001</a>	COMPUTER, PERSONAL	INTERNAL
<a href="#">895141 7351 0002</a>	COMPUTER, PERSONAL	INTERNAL
<a href="#">895141 7351 0003</a>	DATA TERMINAL	INTERNAL
<a href="#">895141 7351 0004</a>	DESK, OFFICE	INTERNAL
<a href="#">895141 7351 0005</a>	CABINET, HANGING FILE	INTERNAL
<a href="#">895141 7351 0006</a>	BOARD, WHITE	INTERNAL
<a href="#">895141 7351 0007</a>	CABINET, 4-DRAWER FILE	INTERNAL
<a href="#">895141 7351 0008</a>	CABINET, 5-DRAWER FILE	INTERNAL
<a href="#">895141 7351 0009</a>	TABLE, DRAFTING	INTERNAL
<a href="#">895141 7351 0010</a>	BOOKCASES, VARIOUS	INTERNAL
<a href="#">895141 7351 0011</a>	CABINET, 2-DOOR STORAGE	INTERNAL
<a href="#">895141 7351 0012</a>	CABINET, LATERAL FILE	INTERNAL
<a href="#">895141 7351 0013</a>	CLEANER, ULTRASONIC	INTERNAL
<a href="#">895141 7351 0014</a>	LIFT, ELECTRIC	INTERNAL
<a href="#">895141 7361 0001</a>	COMPUTER, PERSONAL	INTERNAL
<a href="#">895141 7361 0002</a>	COMPUTER, PERSONAL	INTERNAL
<a href="#">895141 7361 0003</a>	LATHE, METAL	INTERNAL
<a href="#">895141 7361 0004</a>	SAW, DROP	INTERNAL
<a href="#">895141 7361 0005</a>	ANALYZER, LOGIC	INTERNAL
<a href="#">895141 7361 0006</a>	SPRAYER, WEED	INTERNAL
<a href="#">895141 7197 0023</a>	COMPUTER DESKTOP SYSTEM SYSPROCESSOR INTEL PENTIUM III	CFL

Status

- CFL
- Internal
- Excess
- Transferred

Status Description

- Property is in the Computers for Learning Screening for 7 days
- Property is in DOE Internal Screening
- Property is in GSAXcess® Screening
- Property has been transferred and will display for 7 days after the transfer date

## How can I review my property reports by Report Number or Item Control Number Sequence?

In the next example, you choose Report Number or Item Control Number Sequence. Report Number or Item Control Number option works best if you report property for multiple property generators. You can type the Julian Date to see all items from that Report Number onward, or you can type both the Julian Date and the Serial Number if you want to see from that line item onward. Be sure that the Julian Date is in the proper format (YDDD).

The screenshot shows the 'Review Reports Search Screen' in the GSAXcess application. At the top, there is a navigation bar with links for 'User Guides', 'FAQ', 'Program Links', 'Contact Links', and 'GSAXcess® HelpDesk'. Below this, there are links for 'Agency Asset Management System (AAMS)', 'Energy Asset Disposal System (EADS)', 'Report Property', 'Want List', 'Direct Select', and 'PTM'. A search dropdown menu is set to 'Basic Search Options', with buttons for 'Advanced Search', 'Menu', 'Home', and 'Logout'. The main form area is titled 'Review Reports Search Screen' and includes a 'Back' and 'Help' button. The form contains the following fields and options:

- Reporting Agency:
- Activity Address Code:  (Mandatory For All Selections)
- Selection #1:  Item Control Number Sequence
- Selection #2:  Report Date and Item Control Number Sequence
  - Oldest To Newest:
  - Newest To Oldest:
  - From Report Date:  (MMDDCCYY)
- Selection #3:  From Report Number or Item Control Number Sequence
  - Julian Date:
  - Serial No.:

A red 'Submit' button is located at the bottom right of the form.

By clicking the red Submit Button, the system displays the Property Report Status Screen with the selected search criteria. The Julian Date criteria requests Property Reports from the 344<sup>th</sup> day of 2007 with Serial Number beginning with 0001 (in this example, there are no property records lower than serial number 0005).

**Property Report Status Screen**

ITEM CONTROL NUMBER JDATE/SER: 7344/0001 Page : 1

No more Property records available

Item Control Number	Noun Nomenclature	Status
<a href="#">895141 7344 0005</a>	MICROMETER, (CABLE & PIPE LOCATOR)	INTERNAL
<a href="#">895141 7344 0008</a>	MODULE PLUG IN, TIMING AMPLIFIER	INTERNAL
<a href="#">895141 7344 0009</a>	OSCILLOSCOPE	INTERNAL
<a href="#">895141 7344 0010</a>	MODULE PLUG IN, TIMING SCALER	INTERNAL
<a href="#">895141 7344 0011</a>	METER, POTENTIAL	INTERNAL
<a href="#">895141 7344 0012</a>	MODULE PLUG IN, TIMING SCALER	INTERNAL
<a href="#">895141 7344 0013</a>	OSCILLOSCOPE	INTERNAL
<a href="#">895141 7344 0014</a>	OSCILLOSCOPE	INTERNAL
<a href="#">895141 7351 0001</a>	COMPUTER, PERSONAL	INTERNAL
<a href="#">895141 7351 0002</a>	COMPUTER, PERSONAL	INTERNAL
<a href="#">895141 7351 0003</a>	DATA TERMINAL	INTERNAL
<a href="#">895141 7351 0004</a>	DESK, OFFICE	INTERNAL
<a href="#">895141 7351 0005</a>	CABINET, HANGING FILE	INTERNAL
<a href="#">895141 7351 0006</a>	BOARD, WHITE	INTERNAL
<a href="#">895141 7351 0007</a>	CABINET, 4-DRAWER FILE	INTERNAL
<a href="#">895141 7351 0008</a>	CABINET, 5-DRAWER FILE	INTERNAL
<a href="#">895141 7351 0009</a>	TABLE, DRAFTING	INTERNAL
<a href="#">895141 7351 0010</a>	BOOKCASES, VARIOUS	INTERNAL
<a href="#">895141 7351 0011</a>	CABINET, 2-DOOR STORAGE	INTERNAL
<a href="#">895141 7351 0012</a>	CABINET, LATERAL FILE	INTERNAL
<a href="#">895141 7351 0013</a>	CLEANER, ULTRASONIC	INTERNAL
<a href="#">895141 7351 0014</a>	LIFT, ELECTRIC	INTERNAL
<a href="#">895141 7361 0001</a>	COMPUTER, PERSONAL	INTERNAL
<a href="#">895141 7361 0002</a>	COMPUTER, PERSONAL	INTERNAL
<a href="#">895141 7361 0003</a>	LATHE, METAL	INTERNAL
<a href="#">895141 7361 0004</a>	SAW, DROP	INTERNAL
<a href="#">895141 7361 0005</a>	ANALYZER, LOGIC	INTERNAL
<a href="#">895141 7361 0006</a>	SPRAYER, WEED	INTERNAL

## Delete Property Reports

### What if I need to delete my property report in Internal Screening?

To delete your Property Report, click on Delete Report (AAMS/EADS Only) under the Report Property Menu.



The following Delete Property Report screen displays.



To delete the property record, click on the Option checkbox and click the red Delete button.



After you delete a property item, that item will no longer be available to customers trying to acquire property. You should take care before you delete an item. Once you delete an item, you re-report the item using the Create Property Report Option discussed earlier in this section.

The system will display a confirmation message that says, “Delete successful – X Records Deleted”.



### What if I need to delete my property report in GSAXcess® ?

To delete your Property Report, contact your Area Property Officer.





## Uploading Pictures

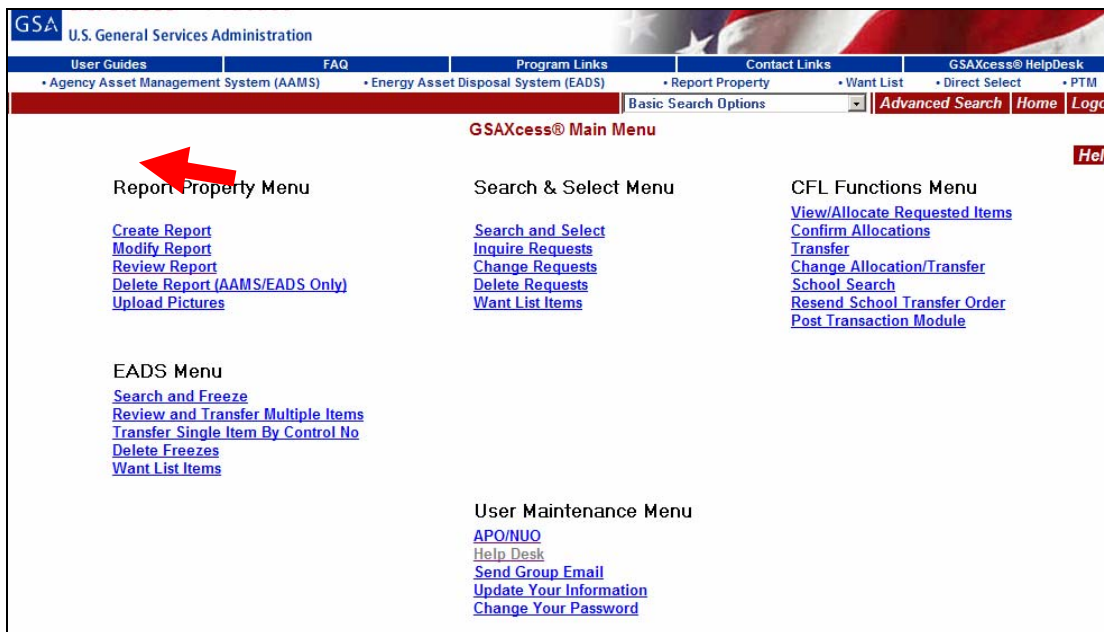
### How do I upload pictures?

There are two methods to upload pictures in GSAXcess®. One method is performed from the GSAXcess® Main Menu and the other is performed from the Report Property Module.

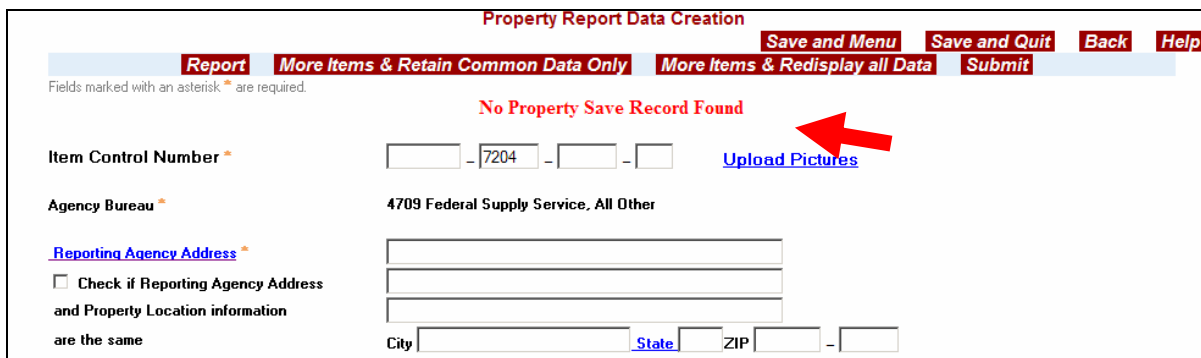
You can upload pictures from the Property Report Data Creation, the Property Data Update, or the GSAXcess® Main Menu by clicking **Upload Pictures**.

Click the **Upload Pictures** link on the Property Report Data Creation, the Property Data Update or from the GSAXcess® Main Menu.

### GSAXcess® Main Menu

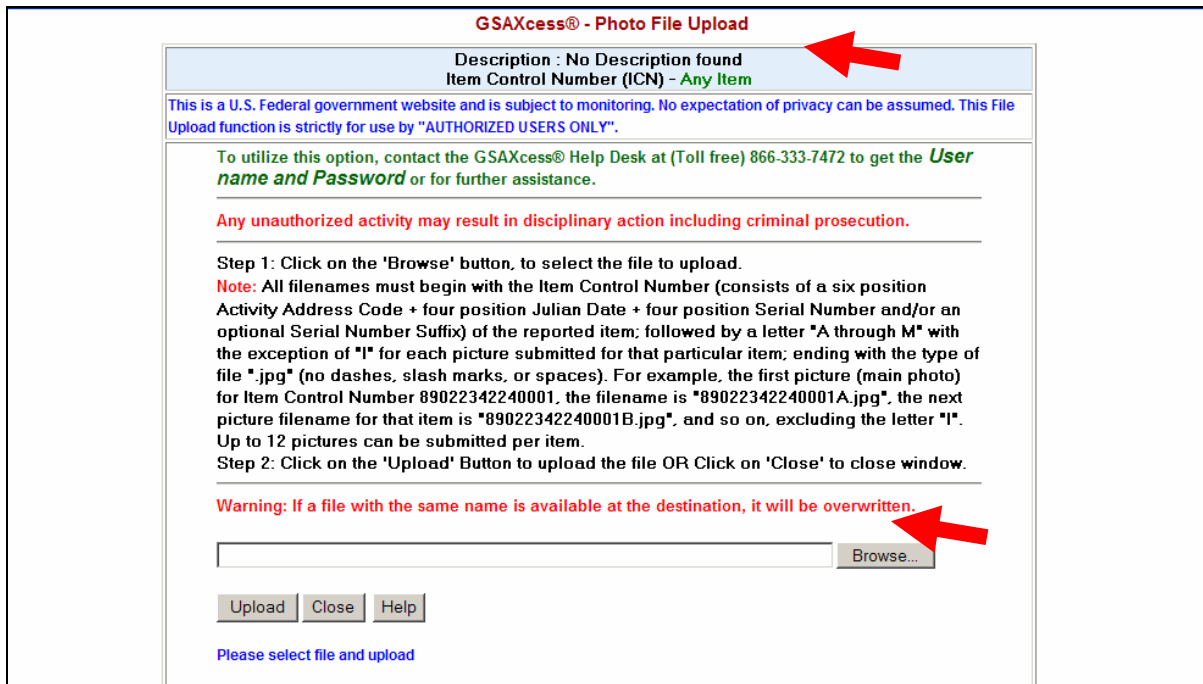


### From Property Report Data Creation and Update



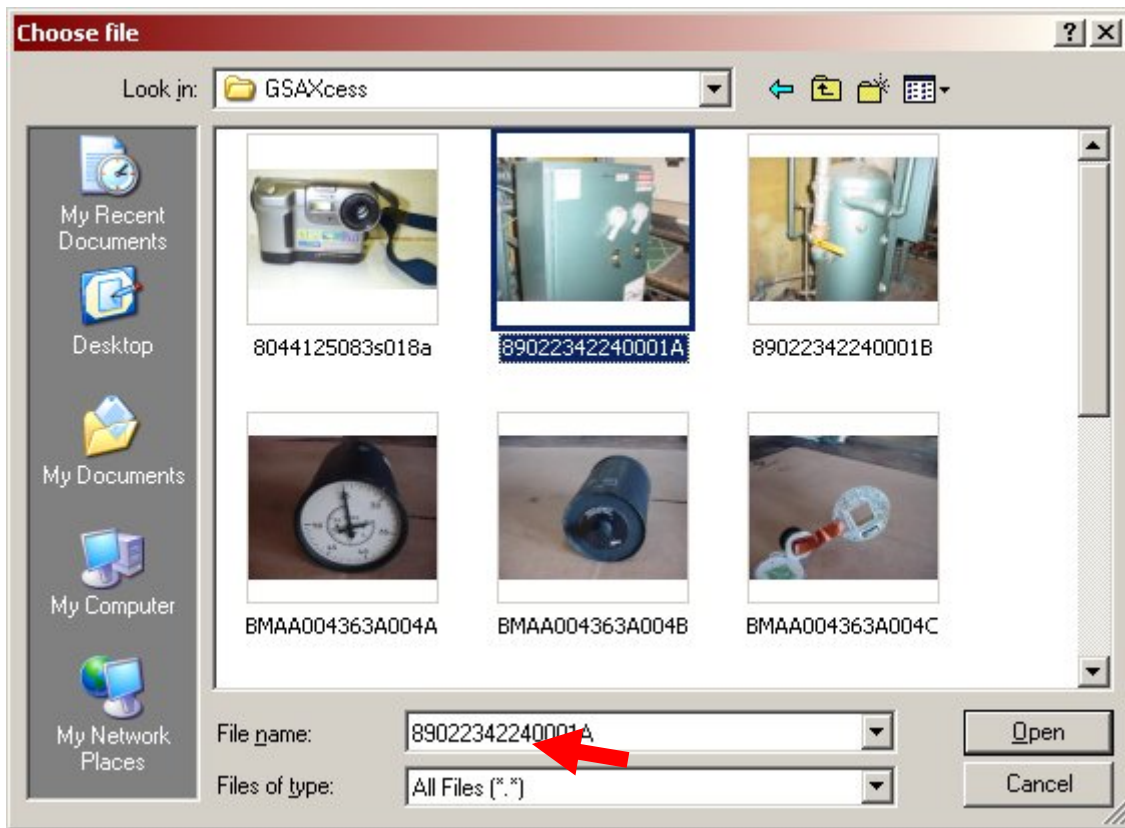
The GSAXcess® Photo File Upload application begins to open, and a security box displays. Click **Yes**

to accept the certificate, then **Yes** to display the non-secure items. The **GSAXcess® Photo File Upload** application will appear.

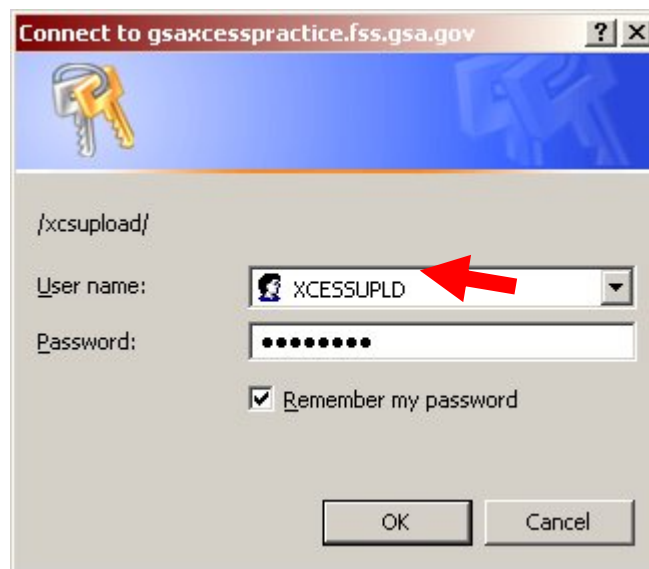


**Note:** All uploaded photos must be named using the Item Control Number for the item, which is found at the top of the GSAXcess® Photo File Upload application. This requires you to navigate to the images on your system and manually change the file names of the photos to reflect the Item Control Number. Steps 4-6 explain the steps required for doing this.

1. Select the Item Control Number with your mouse, then press CTRL+C to copy the Item Control Number to the clipboard (the clipboard is the place that copied text or images get temporarily stored).
2. Paste the Item Control Number into the existing item image filename to rename it by pressing CTRL+V.
3. All filenames must begin with the Item Control Number of the reported item; followed by a letter "A through M" with the exception of "I" for each picture submitted for that particular item; ending with the type of file ".jpg". For example, the first picture (main photo) for Item Control Number 89022342240001, the filename is "89022342240001A.jpg", the next picture filename for that item is "89022342240001B.jpg", and so on, excluding the letter "I". Up to 12 pictures can be submitted per item.
4. To upload a photo, click Browse and navigate to the photo's location in your file system. Each photo must be uploaded individually, so while browsing your file system, only select one photo.
5. Select the photo you wish to upload, then Click Open. The file path and name will appear in the GSAXcess® Photo File Upload application next to the Browse button.



6. On the GSAXcess® Photo File Upload application, Click Upload to upload the photo to GSAXcess®. The network authentication dialog box appears:




7. Enter your photo upload username and password. Click the **Remember my password** check box (this will save you some time during future uploads), then click **OK**.

**Note:** You will be required to authenticate every time you open the photo upload application. You may upload all of the item's photos in one session.

- 8. Repeat the process to upload all of the photos for the item you are working on. You will receive a confirmation message after each successful file upload (see Example below).

**GSAXcess® - Photo File Upload**

**Description : No Description found**   
**Item Control Number (ICN) - 89022342240001**

**This is a U.S. Federal government website and is subject to monitoring. No expectation of privacy can be assumed. This File Upload function is strictly for use by "AUTHORIZED USERS ONLY".**

**To utilize this option, contact the GSAXcess® Help Desk at (Toll free) 866-333-7472 to get the User name and Password or for further assistance.**

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**Any unauthorized activity may result in disciplinary action including criminal prosecution.**

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**Step 1: Click on the 'Browse' button, to select the file to upload.**  
**Note: All filenames must begin with the Item Control Number (consists of a six position Activity Address Code + four position Julian Date + four position Serial Number and/or an optional Serial Number Suffix) of the reported item; followed by a letter "A through M" with the exception of "I" for each picture submitted for that particular item; ending with the type of file ".jpg" (no dashes, slash marks, or spaces). For example, the first picture (main photo) for Item Control Number 89022342240001, the filename is "89022342240001A.jpg", the next picture filename for that item is "89022342240001B.jpg", and so on, excluding the letter "I". Up to 12 pictures can be submitted per item.**  
**Step 2: Click on the 'Upload' Button to upload the file OR Click on 'Close' to close window.**

---

**Warning: If a file with the same name is available at the destination, it will be overwritten.**

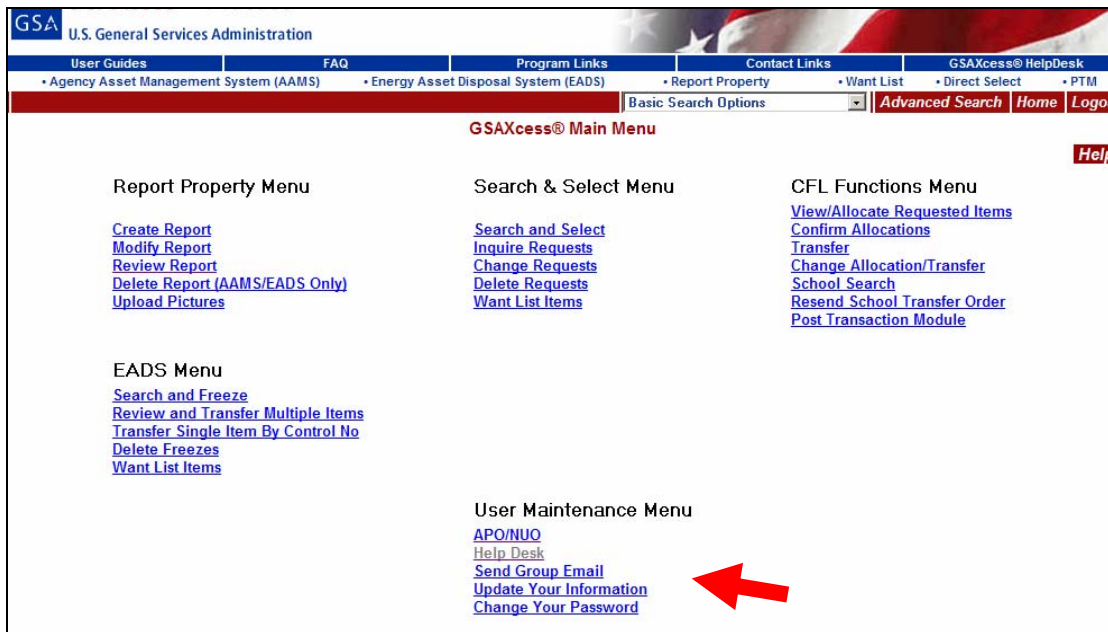
**File "89022342240001A.JPG" uploaded Successfully** 

## User Maintenance

### How do I update my user information?

To update your user profile information, you click on the [Update Your Information](#) blue hypertext from the User Maintenance Menu on the GSAXcess® Main Menu or from the [Update User Contact Information](#) link located on the GSAXcess® login page (as shown in the Examples below).

### GSAXcess® Main Menu Screen



### GSAXcess® Login Screen





Clicking on the [Update Your Information](#) or [Update User Contact Information](#) displays the following “Update User Contact Information” screen:

**Update User Contact Information**

[Back](#) [Help](#)

[Exit](#) [Cancel](#) [Return](#) [Update](#)

Please update your User Contact Information

Fields marked with an asterisk \* are required.

**User Information**

Access Code	NANCY
First Name	NANCY
Middle Initial	
Last Name	BROTHERTON1
Phone Number*	703 - 308 - 1640 Extension: <input type="text"/>
Email Address*	NANCY.BROTHERTON@GSA.GOV
Confirm Email Address*	NANCY.BROTHERTON@GSA.GOV
Receive Group Message*	Yes <input checked="" type="radio"/> No <input type="radio"/>

**Choose a question in case you forget your password**

Select your personal clue question\*

Enter the answer to your clue question\*  Must be 3 to 20 characters

**Approval Official Information**

First Name*	<input type="text" value="NANCY"/>
Middle Initial	<input type="text" value="J"/>
Last Name*	<input type="text" value="BROTHERTON"/>
Fax Number*	<input type="text"/> - <input type="text"/> - <input type="text"/>
Room Number	<input type="text"/>
Email Address*	<input type="text" value="NANCY.BROTHERTON@GSA.GOV"/>
Confirm Email Address*	<input type="text" value="NANCY.BROTHERTON@GSA.GOV"/>
CC Email Address	<input type="text"/>
Confirm CC Email Address	<input type="text"/>

[Exit](#) [Cancel](#) [Return](#) [Update](#)

You update your user information on this screen. Your User ID (access code) and first and last name are read only. You can update your phone number and email address.

You may also indicate that you want to receive system messages letting you know if the system is down or other items of interest by selecting Yes or No radio buttons next to Receive Group Message.

You may change your clue question from this screen. Your clue question is a safeguard to unlock your password should you forget it.

You may also change the approving official’s information from this screen. GSAXcess® will send a copy of the Transfer Order to the fax number (if Agency Approval Email address is not provided) or to the Email address when Allocation or Requisition without Allocation was done on any of your requests on Property.

## How do I change my password?

To change your password from the GSAXcess® Main Menu, you click on the [Change Your Password](#) blue hypertext from the User Maintenance Menu or the [Change Password](#) link from the GSAXcess® Login Page (as shown in the Examples below).



By clicking on the [Change Your Password](#) blue hypertext or [Change Password](#) link the following “Password Change” screen displays:

The screenshot shows the Password Change form. It includes fields for 'Enter Current Password', 'Enter New Password', and 'Confirm New Password'. A red arrow points to the 'Enter New Password' field, which has a note '(Must be 3 to 10 Characters)'. Below these fields, there is a section for 'Please Choose a question in case you forget your password' with a dropdown menu and an 'Enter the answer to your clue question' field. At the bottom, there are 'Exit', 'Cancel', and 'Submit' buttons.

To change your password, enter your current GSAXcess® Login and Password. Click on the “Click Here” hypertext to the right of Change Password.

Enter Current Password; Enter new Password; confirm new Password and then click the red **Submit** button. Your new Password can be 3 to 10 characters and will last indefinitely. If your password is less than 10 characters, you will need to depress the tab key so that the cursor navigates to the next field.



### What if I forgot my password?

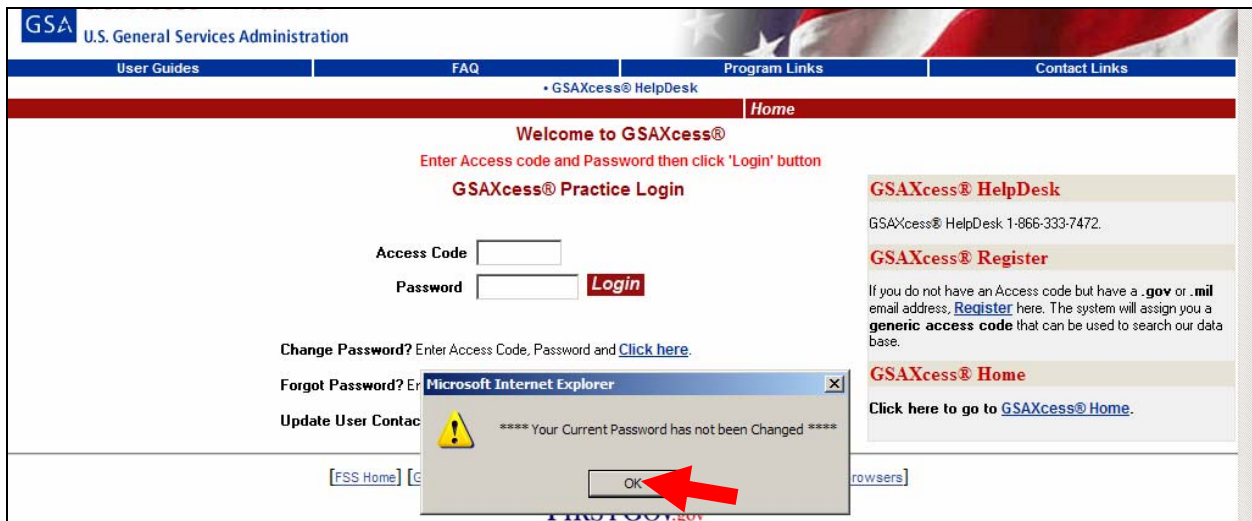
If you have forgotten your password, you can change it yourself by clicking on the [Forgot Password](#) link from the GSAXcess® Login Page (as shown in the Example below).

Enter your access code and click on [Click Here](#) next to Forgot Password?

The following GSAXcess® Login screen displays:

GSAXcess® prompts you to answer your clue question. Enter your clue question answer, then enter new Password and confirm new Password. Click the red submit button to complete the password change. The system displays a confirmation message stating, “Your Password has been Changed Successfully ...Click Submit to Continue”. When you click submit you are logged into GSAXcess®.

If you remember your password while in this screen, click the red cancel button. The system displays a message stating, “Your Current Password has not been Changed”. Click OK. You are returned to the Login page where you can enter your Access Code and Current Password.



### Electronic Batch Method

This method is for DOE activities that have a high volume of property to report or for DOE activities that already have a computer system to capture excess property data. This method requires that you use your own system to create electronic records that can be transmitted to GSAXcess®/EADS. If you do not have a system to capture property record data and you have a high volume of property to report, then you should consider creating such a system so that you can use the Electronic Batch Method to report your property electronically to GSAXcess®/EADS.

In the past, GSAXcess® required seven types of records for each item reported. However, the current version of GSAXcess®/EADS requires two types of records: a description record that contains up to sixty six lines of description for each item; and a common data record that includes the address data and all other data pertaining to the item.

You may transmit your file when needed or as often as five times per week. GSAXcess®/EADS will process your file and create three files for your review: an Audit Trail File, an Exception File, and a Drop File. The Audit Trail File can be used to compare your record count with the record count processed by GSAXcess®/EADS. If any of your records fail an edit, you can review the Exception File to determine the problem, correct the data, and retransmit the record to GSAXcess®/EADS. The Drop File contains records that have been dropped or deleted from the GSAXcess®/EADS data base. These items have completed Internal Screening and are now being returned to you for further processing.

## **Batch Property Reporting**

### ***How do I report my property to GSAXcess®/EADS via the Electronic Batch Method?***

Use your local computer system to enter data that describes your property. Your local system will allow you to create new property reports or to modify or delete old property reports. GSAXcess®/EADS will know if your record is for a new report or if it is a modification or deletion based upon the Report Type Flags that your local system sends in the record to GSAXcess®/EADS. The Report Type Flags are a 3 character field that your local system sets to "YNN" for new reports, "NYN" for modifications, and "NNY" for deletions. After you have completed the data entry for all property to be reported, use your local system to create the appropriate property report records and transmit them to the GSAXcess®/EADS system.

### ***What method do I use to transmit my files to GSAXcess®/EADS?***

You will need a communications software product commonly known as File Transfer Protocol (FTP). This software allows you to name the source and destination for your file. You will also need an Internet connection in order to send the files via FTP. Follow the directions in the manual provided with your FTP software for further information.

### ***How do I set up the process for my first transmission?***

When you are ready to send your first file, contact the appropriate Organizational Property Management Officer who will provide you with a point of contact at the GSA. You will also receive the Destination IP Address for the GSA computer as well as the Destination User Code and Password. Once you have clearance, you may contact the GSA point of contact to make an appointment for your first test. The GSA point of contact will give you the destination drive and directory names as well as the destination file names for your activity.

Before you transmit your first file, you must make a copy of the file and store it in a safe place. Keep the copy of this file for fourteen days before removal. If re-transmission is necessary, you can copy the file from the safe place and re-send it to GSAXcess®/EADS. Be sure to keep your copy of the file for an additional fourteen days whenever you re-send a file.

After you transmit your file, the system will edit the file for errors. Those records that fail the edits will be placed on the Exception File. The records on this file are an exact copy of the records you sent plus an eighty character error message at the end of the record. The error message explains the problem with the record. The second file created is the Audit Trail File. This file contains the date your file was processed and the record count.

After the Audit Trail and Exception Files are created, you will need to use FTP to get them from the GSA computer. Once the files are down-loaded to your computer, you should review them. Make sure that the record count on the Audit Trail File matches the count of the records that you sent for the test. Also, check to make sure the date of the file processed is correct. You should review the Exceptions and correct the data via your local computer system. Then re-send the corrected records along with any new property reports to the GSAXcess®/EADS system. Continue this process until both you and your point of contact at the GSA agree that the interface is working correctly.

### ***How does the process work after the initial test?***

Once the test is complete, you may transmit property records up to five times per week. The GSAXcess®/EADS system will process your files each week night. Be sure to save a copy of your file to a safe place and keep the copy for fourteen days. The morning after you send your file, you will contact the GSA computer and run FTP to pick up your Audit Trail and Exception Files. Review the Audit Trail and Exception files as you did during the first test run. Correct any exceptions and re-send them to GSAXcess®/EADS. You may also receive a third file called the Drop File. After you download the three files, store them in a safe place for fourteen days prior to removal.

### ***What is the Drop File and when should I look for it?***

The Drop File contains property records that have completed the Internal Screening process. See the section, above, on Internal Screening Basics for further information. Since the Drop File is unrelated to the Property reporting process, you must check the GSA computer every morning to see if there is a Drop File there for your activity. **It is important that you check every week day since the GSAXcess®/EADS system could create dropped records for you at any time. When the system creates a Drop File for you, it will remove the previous day's file and replace it with the current day's drop file.**

When you find a Drop File for your activity, down-load it to your PC and follow your local procedures to process these records. Most of the time, these records will represent items that are for Economic Development, or records that are High Risk items, or records that are ERLE items. Each of these items will follow a special process defined by the Department of Energy. You may also find Normal items that require a local review before they are eligible for Excess Screening. Contact the appropriate Organizational Property Management Officer for further information.

## Searching for property

### *Who can search for property?*

Generally, only Department of Energy (DOE) employees and DOE contractors who are provided logon codes by GSA can use GSAXcess®/EADS to search for property undergoing internal screening within DOE.

### *What is searched?*

When you conduct a search using GSAXcess®/EADS, you are screening the Department of Energy's nationwide inventory of property undergoing internal screening. This complements the regular GSAXcess® search feature which allows you to search the excess property of all Federal agencies during the Excess Screening Cycle.

### *When can I search for property?*

The GSAXcess®/EADS database can be accessed 24 hours, 7 days a week, with the exception of 9:00 p.m. to 10:00 p.m. Eastern Standard Time daily, when the system is down due to cycle maintenance.

### *Why is property searched?*

Most often GSAXcess®/EADS will be searched to determine the availability of excess personal property and to fill requirements to initiate a request for its transfer. However, Department of Energy activities can also search GSAXcess®/EADS to determine the disposal status of property undergoing internal screening.

## How do I search for property on GSAXcess®/EADS?

When you first logon to GSAXcess® with your User ID and Password, the system displays the GSAXcess® Basic Search page. This page shows only property items currently screening in GSAXcess®. You will need to click on either the EADS hyperlink in the menu bar or the Menu button to access the EADS main menu.

The screenshot displays the GSAXcess® Basic Search page. At the top, there is a navigation bar with links for User Guides, FAQ, Program Links, Contact Links, and GSAXcess® HelpDesk. Below this is a search bar with a 'Global Search' field, a dropdown menu for 'Exact Phrase', a 'Go!' button, and a 'Basic Search Options' dropdown. To the right of the search bar are buttons for 'Advanced Search', 'Menu', 'Home', and 'Logout'. The main content area is titled 'Worldwide Property Items by Category' and shows a list of categories with their respective item counts. A 'Help' button is located in the top right corner of the main content area.

**Worldwide Property Items by Category**

All Items Available - All Categories  
[View Cart \( 0 \)](#) [Checkout](#) [Help](#)

Total number of items available: **33,295** / Total items available with Photos: **1,190**

- [Agricultural Equipment and Supplies](#) (68/11)
- [Aircraft](#) (1/0)
- [Aircraft Parts and Tires](#) (1,362/13)
- [Automobiles](#) (37/17)
- [Boats](#) (22/11)
- [Clothing and Personal](#) (1,687/2)
- [Communication and Detection Equipment](#) (875/20)
- [Computer Equipment](#) (4,294/108)
- [Computer Software and Accessories](#) (589/5)
- [Construction Equipment](#) (69/25)
- [Electrical and Electronic Equipment and Components](#) (2,590/22)
- [Electrical and Electronic Measuring and Testing Equipment](#) (972/13)
- [Fire Trucks and Fire Fighting Equipment](#) (108/20)
- [Food Preparation and Serving Equipment](#) (241/16)
- [Furniture](#) (1,643/98)
- [Hardware](#) (5,188/20)
- [Household](#) (295/5)
- [Industrial Service and Trade Machinery](#) (153/9)
- [Industrial Special Machinery](#) (261/19)
- [Jewelry and Collectibles](#) (2/0)
- [Lab Equipment](#) (742/48)
- [Lighting](#) (276/5)
- [Marine Equipment](#) (39/1)
- [Materials Handling Equipment](#) (115/45)
- [Medical, Dental and Veterinary Equipment and Supplies](#) (1,055/109)
- [Miscellaneous](#) (7,610/127)
- [Motorcycles and Bicycles](#) (21/6)
- [Musical Instruments](#) (10/0)
- [Navigation Equipment](#) (72/1)
- [Office Equipment](#) (162/11)
- [Office Supplies and Forms](#) (91/2)
- [Photographic Equipment](#) (336/37)
- [Recording Equipment](#) (255/1)
- [Recreation](#) (183/0)
- [Refrigeration and Air Conditioning Equipment](#) (270/10)
- [Tools](#) (382/9)
- [Travel Trailer and/or Mobile Home](#) (337/132)
- [Trucks, Trailers and Tractors](#) (443/209)
- [Vehicular Components and Tires](#) (439/3)



By clicking on either the EADS hyperlink or Menu button, the system will display the GSAXcess® Main Menu Screen where you can access the EADS Menu options.


To Search for internal EADS property click on the Search and Freeze hypertext under the EADS Menu. The system will display the EADS Property Search screen shown below.




To do a property search, you must first choose criteria to conduct the search. The EADS Property Search Screen lists a Global Search, 7 Primary Search Criteria, and 8 Secondary Search Criteria. GSAXcess®/EADS restricts your choice to only one Global Search Criterion and/or one Primary Search criterion. However, you may choose as many Secondary Search Criteria as you wish along with a Global Search and/or one Primary Search criterion.

After search criteria are entered and submitted, GSAXcess®/EADS will redisplay the Internal Property Search Screen with a message in the Status Bar at the bottom of the screen indicating how many matching records it found. You enter Computer in the Global Search input box and select a Condition Code of Usable. A Global Search searches the fields in the report property screen of make, manufacturer, noun name, and model. When using the Global Search feature, the system searches for characters in that exact order. You can choose from “Exact Phrase”, “Any of the Words” or “All of the Words”. Using the word “Computer” and “Exact Phrase” specifies you want only records with the entire word “Computer” in one of the fields described above. By selecting the secondary criteria of “usable” you are requesting that all property items with a condition code of usable or above be displayed.

GSAXcess®/EADS displays the EADS Property Search Results Screen with a count of matching records at the top of the screen on the Message Line if there are less than 50 records. If there are more than 50 records, the system will display a message stating, “More than 50 records match your search criteria”. Notice that the Global Search criterion of “Computer” is displayed in the upper right hand corner entitled Global Search. In the following example there are more than fifty records that match your criteria.



**GSAXcess®**  
U.S. General Services Administration



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User Guides
FAQ
Program Links
Contact Links
GSAXcess® HelpDesk

• Agency Asset Management System (AAMS)
• Energy Asset Disposal System (EADS)
• Report Property
• Want List
• Direct Select
• PTM

Global Search  Exact Phrase Go!

Basic Search Options
Advanced Search
Menu
Home
Logout

EADS Property Search Results

Back Help  
Page: 1

[ Next Page >>> ]  
More than 50 records match your search criteria

Noun Name	Picture	Reimb	State	Condition	Available Quantity	Unit of Issue	Freeze Quantity
<a href="#">COMPUTER HP C4385 CD WRITER</a>			NV	Usable	1	EACH	
<a href="#">COMPUTER PLEXTOR PX-W124T SE CDRW DRIVE</a>			NV	Usable	1	EACH	
<a href="#">COMPUTER SONY DVD WRITER DRX-530UL</a>			NV	Usable	1	EACH	
<a href="#">COMPUTER CPU OMNI-TECH STRATA 850, PENTIUM 4</a>			CO	Usable	5	EACH	
<a href="#">COMPUTER CPU COMPAQ PROLIANT 800 INTEL PENTIUM II</a>			NV	Repairable	1	EACH	
<a href="#">COMPUTER CPU DELL DIMENSION 4100</a>			CO	Usable	1	EACH	
<a href="#">COMPUTER CPU DELL DIMENSION 4400</a>			CO	Usable	2	EACH	
<a href="#">COMPUTER CPU DELL GS400 MINITOWER</a>			CO	Scrap	2	EACH	
<a href="#">COMPUTER CPU DELL GX400 MINITOWER</a>			CO	Scrap	2	EACH	
<a href="#">COMPUTER CPU DELL GX400 MINITOWER</a>			CO	Usable	17	EACH	
<a href="#">COMPUTER CPU DELL OPTIPLEX GX260 INTEL PENTIUM 4</a>			NV	Repairable	1	EACH	
<a href="#">COMPUTER CPU DELL OPTIPLEX GX400</a>			CO	Scrap	1	EACH	
<a href="#">COMPUTER CPU DELL OPTIPLEX GX400</a>			CO	Usable	1	EACH	
<a href="#">COMPUTER CPU DELL OPTIPLEX GX400</a>			CO	Usable	6	EACH	
<a href="#">COMPUTER CPU DELL OPTIPLEX GX400 INTEL PENTIUM 4</a>			NV	Repairable	1	EACH	
<a href="#">COMPUTER CPU DELL PRECISION 330</a>			CO	Usable	1	EACH	
<a href="#">COMPUTER CPU DELL PRECISION 340 INTEL PENTIUM 4</a>			NV	Usable	1	EACH	
<a href="#">COMPUTER CPU DELL PRECISION 620 INTEL PENTIUM III</a>			NV	Usable	1	EACH	
<a href="#">COMPUTER CPU DELL PRECISION 620 WORKSTATION</a>			CO	Scrap	1	EACH	
<a href="#">COMPUTER CPU GATEWAY E-3600</a>			CO	Usable	3	EACH	
<a href="#">COMPUTER DESKTOP</a>			NV	Usable	1	EACH	
<a href="#">COMPUTER DESKTOP</a>			NV	Usable	1	EACH	
<a href="#">COMPUTER DESKTOP SYSTEM APPLE POWERMAC G3 G3</a>			CO	Scrap	1	EACH	
<a href="#">COMPUTER DESKTOP SYSTEM APPLE POWERMAC G4 G4</a>			CO	Salvage	1	EACH	
<a href="#">COMPUTER DESKTOP SYSTEM APPLE POWERMAC G4 G4</a>			CO	Repairable	1	EACH	
<a href="#">COMPUTER DESKTOP SYSTEM APPLE POWERMAC G4 G4</a>			CO	Repairable	1	EACH	
<a href="#">COMPUTER DESKTOP SYSTEM APPLE POWERMAC G5 G5</a>			CO	Repairable	2	EACH	

By clicking on a Noun Name the system displays the EADS item data sheet, as shown below where you can find more information about the property item.




U.S. General Services Administration
User Guides    FAQ    Program Links    Contact Links    GSAXcess® HelpDesk

Agency Asset Management System (AAMS)    Energy Asset Disposal System (EADS)    Report Property    Want List    Direct Select    PTM

Global Search

Exact Phrase

Go!

Basic Search Options

Advanced Search

Menu

Home

Logout

### EADS Item Data Sheet

Freeze
Back
Help

<b>Item Control Number:</b>	899342-8004-0004		
<b>FSC/National Stock Number:</b>	7025		
<b>Noun Name:</b>	COMPUTER HP C4385 CD WRITER		
<b>Quantity Available:</b>	1 EACH	<b>Freeze Quantity:</b>	
<b>Unit Price:</b>	\$ 441.00	<b>Acquisition Cost:</b>	\$ 441.00
<b>Reporting Agency Name:</b>	BECHTEL SAIC CO. LLC		
<b>POC:</b>	HARVEY WAITE		
<b>POC Phone:</b>	702-821-8196 Ext:		
<b>POC Fax:</b>	702-295-0336		
<b>POC Email:</b>	HARVEY_WAITE@YMP.GOV		
<b>Property Location:</b>	BECHTEL SAIC CO. LLC 4460 ARVILLE STREET SUITE 6 LAS VEGAS , NV-89103		
<b>Property Custodian:</b>	HARVEY WAITE		
<b>Custodian Phone:</b>	702-821-8196 Ext:		
<b>Custodian Fax:</b>	702-295-0336		
<b>Custodian Email:</b>	HARVEY_WAITE@YMP.GOV		
<b>Reimbursable:</b>	Yes	<b>Exchange/Sale:</b>	No
<b>Acct to be reimbursed:</b>	NUCLEAR WASTE FUND	<b>Fair Market Value:</b>	0.00
<b>Condition:</b>	Usable	<b>Make/Mfg:</b>	OTHER
<b>Hazardous:</b>	No	<b>Part Number:</b>	
<b>Demilitarization:</b>	No	<b>Model:</b>	HP C4385 CD WRITER
<b>Agency Control Number:</b>	NA	<b>Internal Screen Only:</b>	No
<b>Date Reported:</b>	January 04, 2008	<b>Agency Location Code:</b>	00000000
<b>Acquisition Date:</b>		<b>Excess Release Date:</b>	January 19, 2008
<b>Flight Safety Critical Aircraft Part:</b>	No		
<b>Item Description</b>			
HP C4358 CD WRITER, EXTERNAL, NO CABLES. B/C: 115648			

Picture Not Available

You can return to the EADS Property Search Results by clicking the red “Back” button. As shown below, the system changes the color and bolds the items that you have already viewed.

**EADS Property Search Results**

Global Search: COMPUTER    Exact Phrase    Go!    Basic Search Options    Advanced Search    Menu    Home    Logout

Page: 1

Noun Name	Picture	Reimb	State	Condition	Available Quantity	Unit of Issue	Freeze Quantity
<b>COMPUTER HP C4385 CD WRITER</b>			NV	Usable	1	EACH	
COMPUTER PLEXTOR PX-W124TSE CDRW DRIVE			NV	Usable	1	EACH	
COMPUTER SONY DVD WRITER DRX-530UL			NV	Usable	1	EACH	
COMPUTER CPU OMNI-TECH STRATA 850, PENTIUM 4			CO	Usable	5	EACH	
COMPUTER CPU COMPAQ PROLIANT 800 INTEL PENTIUM II			NV	Repairable	1	EACH	
COMPUTER CPU DELL DIMENSION 4100			CO	Usable	1	EACH	
COMPUTER CPU DELL DIMENSION 4400			CO	Usable	2	EACH	
COMPUTER CPU DELL GS400 MINITOWER			CO	Scrap	2	EACH	
COMPUTER CPU DELL GX400 MINITOWER			CO	Scrap	2	EACH	
COMPUTER CPU DELL GX400 MINITOWER			CO	Usable	17	EACH	13
COMPUTER CPU DELL OPTIPLEX GX260 INTEL PENTIUM 4			NV	Repairable	1	EACH	
COMPUTER CPU DELL OPTIPLEX GX400			CO	Scrap	1	EACH	
COMPUTER CPU DELL OPTIPLEX GX400			CO	Usable	1	EACH	
COMPUTER CPU DELL OPTIPLEX GX400			CO	Usable	6	EACH	
COMPUTER CPU DELL OPTIPLEX GX400 INTEL PENTIUM 4			NV	Repairable	1	EACH	
COMPUTER CPU DELL PRECISION 330			CO	Usable	1	EACH	
COMPUTER CPU DELL PRECISION 340 INTEL PENTIUM 4			NV	Usable	1	EACH	
COMPUTER CPU DELL PRECISION 620 INTEL PENTIUM III			NV	Usable	1	EACH	
COMPUTER CPU DELL PRECISION 620 WORKSTATION			CO	Scrap	1	EACH	
COMPUTER CPU GATEWAY E-3600			CO	Usable	3	EACH	
COMPUTER DESKTOP			NV	Usable	1	EACH	
COMPUTER DESKTOP			NV	Usable	1	EACH	
COMPUTER DESKTOP SYSTEM APPLE POWERMAC G3 G3			CO	Scrap	1	EACH	
COMPUTER DESKTOP SYSTEM APPLE POWERMAC G4 G4			CO	Salvage	1	EACH	
COMPUTER DESKTOP SYSTEM APPLE POWERMAC G4 G4			CO	Repairable	1	EACH	
COMPUTER DESKTOP SYSTEM APPLE POWERMAC G4 G4			CO	Repairable	1	EACH	
COMPUTER DESKTOP SYSTEM APPLE POWERMAC G5 G5			CO	Repairable	2	EACH	
COMPUTER DESKTOP SYSTEM DELL OPTIPLEX GX 270 PENTIUM 4			CO	Repairable	1	EACH	

## What screens will I see after I transmit my search criteria?

There are numerous screens which can be generated from a search. Which screens are actually generated depend on the type of search initiated.

There are two types of search that can be done from the EADS Property Search Screen: (1) Single Line Freeze (This is the same as Search Only), and (2) Multiple Freeze.

### Single Line Freeze

A Single Line Freeze search is initiated from the EADS Property Search Screen by entering your search criteria and clicking the red Submit button (see Searching for Property).

### Multiple Freeze

A Multiple Freeze search is initiated from the EADS Property Search Screen by entering your specific search criteria and clicking on the red Multiple Freeze button. GSAXcess®/EADS displays the EADS User Data Screen. The EADS User Data Screen is displayed to enable the user to make any changes to their contact and shipping information.

The screenshot displays the 'EADS User Data Screen' interface. At the top, there is a navigation bar with links for 'User Guides', 'FAQ', 'Program Links', 'Contact Links', and 'GSAXcess® HelpDesk'. Below this, a secondary bar contains links for 'Agency Asset Management System (AAMS)', 'Energy Asset Disposal System (EADS)', 'Report Property', 'Want List', 'Direct Select', and 'PTM'. The main content area is titled 'EADS User Data Screen' and includes a 'Freeze' button. The form contains the following fields:

- Activity Address Code:** 895141
- Name:** USER,DOE
- Phone Number & Extension:** 703 605 2885
- Approving Official Data:**
  - First Name:** NANCY
  - Middle Initial:** [ ]
  - Last Name:** BROTHERTON
  - Room Number:** 300
  - Email Address:** NANCY.BROTHERTON@GSA.GOV
  - Fax Number:** 703 605 2885
  - ATTENTION LINE:** [ ]
  - Ship To Address:** FERMI NATIONAL ACCELERATOR LABORATORY, WILSON & KIRK ROADS, BATAVIA IL 60510

At the bottom of the form, there is another 'Freeze' button.



By clicking the red Freeze button, GSAXcess® displays the EADS Multiple Line Freeze List screen listing all the search results from the search for Item Keyword Name “Computer” as shown below.

**GSAXcess®**  
 U.S. General Services Administration

User Guides    FAQ    Program Links    Contact Links    GSAXcess® HelpDesk  
 • Agency Asset Management System (AAMS)    • Energy Asset Disposal System (EADS)    • Report Property    • Want List    • Direct Select    • PTM

Basic Search Options    [Advanced Search](#)    [Menu](#)    [Home](#)    [Logout](#)

**EADS Multiple Line Freeze List**    [Back](#)    [Help](#)

NOUN : COMPUTER    [Freeze](#)    [Next](#)    Page: 1

Error Message/Item description	Picture	State	Reimbursable	Quantity Available	Quantity Frozen	Quantity To Freeze
<a href="#">COMPUTER HP C4385 CD WRITER</a>		NV	X	1		<input type="text"/>
<a href="#">COMPUTER PLEXTOR PX-W124TSE CDRW DRIVE</a>		NV	X	1		<input type="text"/>
<a href="#">COMPUTER SONY DVD WRITER DRX-530UL</a>		NV	X	1		<input type="text"/>
<a href="#">COMPUTER CPU OMNI-TECH STRATA 850, PENTIUM 4</a>		CO		5		<input type="text"/>
<a href="#">COMPUTER CPU COMPAQ PROLIANT 800 INTEL PENTIUM II</a>		NV	X	1		<input type="text"/>
<a href="#">COMPUTER CPU DELL DIMENSION 4100</a>		CO		1		<input type="text"/>
<a href="#">COMPUTER CPU DELL DIMENSION 4400</a>		CO		2		<input type="text"/>
<a href="#">COMPUTER CPU DELL G5400 MINITOWER</a>		CO		2		<input type="text"/>
<a href="#">COMPUTER CPU DELL GX400 MINITOWER</a>		CO		2		<input type="text"/>
<a href="#">COMPUTER CPU DELL GX400 MINITOWER</a>		CO		17		<input type="text"/>
<a href="#">COMPUTER CPU DELL OPTIPLEX GX260 INTEL PENTIUM 4</a>		NV	X	1		<input type="text"/>
<a href="#">COMPUTER CPU DELL OPTIPLEX GX400</a>		CO		1		<input type="text"/>
<a href="#">COMPUTER CPU DELL OPTIPLEX GX400</a>		CO		1		<input type="text"/>
<a href="#">COMPUTER CPU DELL OPTIPLEX GX400</a>		CO		6		<input type="text"/>
<a href="#">COMPUTER CPU DELL OPTIPLEX GX400 INTEL PENTIUM 4</a>		NV	X	1		<input type="text"/>
<a href="#">COMPUTER CPU DELL PRECISION 330</a>		CO		1		<input type="text"/>
<a href="#">COMPUTER CPU DELL PRECISION 340 INTEL PENTIUM 4</a>		NV	X	1		<input type="text"/>

### Should I search by the Federal Supply Class?

The Federal Supply Class (FSC) is the first four positions of the National Stock Number (NSN). To do a search by Federal Supply Group/Class, the user must enter the four digit FSC. Clicking on the Class hypertext link will take you to a GSAXcess® alphabetical directory where you can enter the type of property you are searching for to determine its Federal Supply class. Selecting from this directory will automatically fill the box on the Search screen.

You can search by a specific Federal Supply Class (FSC) by entering the four digit FSC in the appropriate input box. In the following example, an FSC of 7025 is entered and the red

The screenshot displays the 'EADS Property Search' interface. At the top, there is a navigation bar with links for 'User Guides', 'FAQ', 'Program Links', 'Contact Links', and 'GSAXcess® HelpDesk'. Below this, a secondary navigation bar includes 'Agency Asset Management System (AAMS)', 'Energy Asset Disposal System (EADS)', 'Report Property', 'Want List', 'Direct Select', and 'PTM'. The main search area is titled 'EADS Property Search' and contains several sections:

- Global Search:** Includes a search bar with buttons for 'Search', 'Single Freeze', and 'Multiple Freeze'. A prompt reads 'Enter Item Name Keyword and/or Primary and/or Secondary search Criteria'.
- Choose One Primary Search Criterion:**
  - 'Item Name Keyword' with an 'Exact Phrase' dropdown.
  - 'Federal Supply Group/Class' with the value '7025' entered.
  - 'National Item Identification Number (NIIN)' with an empty input field.
  - 'Item Control Number' with a three-part input field.
  - 'Internal Item Only' with a dropdown set to 'No'.
  - 'Date Reported (MM/DD/CCYY)(= OR >)' with a date input field.
  - 'Activity Address Code' with an input field.
  - 'State' with a dropdown menu.
  - 'Region' with a dropdown menu set to '-Select Region-'.
- Choose one or Several Secondary Criteria:**
  - 'Date Reported (= OR >)' with a date input field and '(MM/DD/CCYY)' label.
  - 'Activity Address Code' with an input field.
  - 'State' with a dropdown menu.
  - 'Region' with a dropdown menu set to '-----Select Region-----'.
  - 'Condition Code' with a dropdown menu set to '-Select Code-'.
  - 'Make/Manufacturer' with an input field.
  - 'Model' with an input field.
  - 'Acquisition Date (= OR >)' with a date input field and '(MM/DD/CCYY)' label.

At the bottom of the form, there are buttons for 'Search', 'Single Freeze', and 'Multiple Freeze'. A 'Back' button is also visible in the top right corner of the search area.

Click the red Submit button and the following search list of results display with less than 50 items:

**EADS Property Search Results**

FSC/NSN : 7025 Back Help  
Page: 1

41 records match your search criteria

Noun Name	Picture	Reimb	State	Condition	Available Quantity	Unit of Issue	Freeze Quantity
<a href="#">COMPUTER HP C4385 CD WRITER</a>			NV	Usable	1	EACH	
<a href="#">COMPUTER PLEXTOR PX-W124T SE CDRW DRIVE</a>			NV	Usable	1	EACH	
<a href="#">COMPUTER SONY DVD WRITER DRX-530UL</a>			NV	Usable	1	EACH	
<a href="#">COMPUTER DISK DRIVES HARD DISK DRIVES MICRODISK LT</a>			CO	Scrap	1	EACH	
<a href="#">COMPUTER DISK DRIVES HARD DISK DRIVES N/A</a>			CO	Scrap	1	EACH	
<a href="#">COMPUTER MONITORS CRT STANDARD SM-72A1CN</a>			CO	Usable	1	EACH	
<a href="#">COMPUTER MONITORS CRT STANDARD DELL D825HT</a>			NV	Usable	1	EACH	
<a href="#">COMPUTER MONITORS CRT STANDARD DELL TRINITRON D1025HT</a>			NV	Usable	1	EACH	
<a href="#">COMPUTER MONITORS CRT STANDARD GATEWAY VITITRON 2000</a>			NV	Usable	1	EACH	
<a href="#">COMPUTER OPTICAL DRIVES CD-ROM SONY PRD150</a>			CO	Repairable	1	EACH	
<a href="#">COMPUTER OPTICAL DRIVES CD-RW NOT AVAILABLE</a>			CO	Usable	1	EACH	
<a href="#">COMPUTER PRINTERS LASERWRITER SELECT</a>			CO	Usable	1	EACH	
<a href="#">COMPUTER PRINTERS INKJET BLACK E322</a>			CO	Repairable	3	EACH	
<a href="#">COMPUTER PRINTERS INKJET BLACK HP DESK JET 855 CXI</a>			CO	Usable	1	EACH	
<a href="#">COMPUTER PRINTERS INKJET BLACK HP DESKJET 500C</a>			CO	Usable	1	EACH	
<a href="#">COMPUTER PRINTERS INKJET BLACK HP DESKJET 995C</a>			CO	Repairable	1	EACH	
<a href="#">COMPUTER PRINTERS INKJET COLOR EPSON SK7 PLUS</a>			CO	Usable	1	EACH	
<a href="#">COMPUTER PRINTERS INKJET COLOR EPSON SXK7</a>			CO	Usable	1	EACH	
<a href="#">COMPUTER PRINTERS LASER BLACK SUPERSCRIPT 870</a>			CO	Repairable	4	EACH	
<a href="#">COMPUTER PRINTERS LASER BLACK HP LASERJET 1150</a>			CO	Repairable	2	EACH	
<a href="#">COMPUTER PRINTERS LASER BLACK HP LASERJET 1200</a>			CO	Repairable	8	EACH	
<a href="#">COMPUTER PRINTERS LASER BLACK HP LASERJET 2100M</a>			CO	Repairable	1	EACH	
<a href="#">COMPUTER PRINTERS LASER BLACK HP LASERJET 2200D</a>			CO	Usable	1	EACH	
<a href="#">COMPUTER PRINTERS LASER BLACK HP LASERJET 4L</a>			CO	Usable	1	EACH	
<a href="#">COMPUTER PRINTERS LASER BLACK HP LASERJET 4M</a>			CO	Repairable	1	EACH	
<a href="#">COMPUTER PRINTERS LASER BLACK HP LASERJET 4V</a>			NV	Usable	1	EACH	
<a href="#">COMPUTER PRINTERS LASER BLACK HP LASERJET 5P</a>			CO	Repairable	1	EACH	

In the illustration above, the user searched for FSC “7025”. The system found 41 records with this FSC.



## Global Search - How accurate must the noun name be?

GSAXcess®/EADS checks the Global Search item noun name character by character and looks for a match in the Noun Name, Make, Model, and Manufacturer field of the GSAXcess®/EADS database. The Global Search also allows you to select searches by “Exact Match”, “Any Word” and “All of the Words”. The Global Search feature in EADS only searches within the EADS database. This same Global Search function is also available in GSAXcess® but it does not search in DOE Internal property items.

For example, to search for all records with the words “Kodak Camera” by “Exact Match” means that the exact phrase and spacing must be found in one of the search fields. In the example below, you entered “Kodak Camera” and the “Exact Phrase” and clicked the red Search button.

The screenshot shows the 'EADS Property Search' interface. At the top, there is a navigation bar with links for 'User Guides', 'FAQ', 'Program Links', 'Contact Links', and 'GSAXcess® HelpDesk'. Below this is a search bar with 'Basic Search Options' selected. The main search area is titled 'EADS Property Search' and includes a 'Search' button and options for 'Single Freeze' and 'Multiple Freeze'. The search criteria are as follows:

- Global Search:** Item Name Keyword: KODAK CAMERA, Exact Phrase selected.
- Choose One Primary Search Criterion:**
  - Federal Supply Group/Class: [ ]
  - National Item Identification Number (NIIN): [ ]
  - Item Control Number: [ ] - [ ] - [ ]
  - Internal Item Only: No
  - Date Reported (MM/DD/CCYY)(= OR >): [ ]
  - Activity Address Code: [ ]
  - State: [ ]
  - Region: -Select Region-
- Choose one or Several Secondary Criteria:**
  - Date Reported (= OR >): [ ] (MM/DD/CCYY)
  - Activity Address Code: [ ]
  - State: [ ]
  - Region: -----Select Region-----
  - Condition Code: -Select Code-
  - Make/Manufacturer: [ ]
  - Model: [ ]
  - Acquisition Date (= OR >): [ ] (MM/DD/CCYY)

The search results are limited because the exact phrase must be in one of the search fields. The system displays a system message of “No Records Found”.

The screenshot shows the GSAXcess® EADS Property Search interface. At the top, there is a navigation bar with links for User Guides, FAQ, Program Links, Contact Links, and GSAXcess® HelpDesk. Below this is a secondary navigation bar with links for Agency Asset Management System (AAMS), Energy Asset Disposal System (EADS), Report Property, Want List, Direct Select, and PTM. The main search area is titled "EADS Property Search" and includes a search bar with "KODAK CAMERA" entered. A dropdown menu is set to "Basic Search Options", and there are buttons for "Advanced Search", "Menu", "Home", and "Logout". The search results section shows "No records found" and buttons for "Search", "Single Freeze", and "Multiple Freeze". Below the search bar, there are sections for "Global Search:" and "Choose One Primary Search Criterion:". The "Choose One Primary Search Criterion:" section includes fields for "Federal Supply Group/Class", "National Item Identification Number (NIIN)", "Item Control Number", "Internal Item Only" (set to "No"), "Date Reported (MM/DD/CCYY)(= OR >)", "Activity Address Code", "State", and "Region" (set to "-Select Region-"). Below this is a section for "Choose one or Several Secondary Criteria:" which includes fields for "Date Reported (= OR >)", "Activity Address Code", "State", "Region" (set to "-----Select Region-----"), "Condition Code" (set to "-Select Code-"), "Make/Manufacturer", "Model", and "Acquisition Date (= OR >)". At the bottom of the search area, there are buttons for "Search", "Single Freeze", and "Multiple Freeze".

To search for all records with the words “Kodak Camera” by “Any Word” means that the any of the words have to be found in any order in one of the search fields. In the example below, you entered “Kodak Camera” and “Any Word” and clicked the red Search button.

**EADS Property Search**

Global Search:

Enter Item Name Keyword and/or Primary and/or Secondary search Criteria

Choose One Primary Search Criterion:

Item Name Keyword:

Federal Supply Group/Class:  National Item Identification Number (NIIN):

Item Control Number:  -  -

Internal Item Only:

Date Reported (MM/DD/CCYY)[= OR >]:

Activity Address Code:

State:

Region:

Choose one or Several Secondary Criteria:

Date Reported (= OR >):  (MM/DD/CCYY)

Activity Address Code:

State:

Region:

Condition Code:

Make/Manufacturer:

Model:

Acquisition Date (= OR >):  (MM/DD/CCYY)

The search returns 12 records that contain one of the words “Kodak Camera” in one of the search fields.

**EADS Property Search Results**

12 records match your search criteria

Page: 1

Noun Name	Picture	Reimb	State	Condition	Available Quantity	Unit of Issue	Freeze Quantity
<a href="#">CAMERA DIGITAL</a>			NV	Usable	1	EACH	
<a href="#">CAMERA DIGITAL</a>			NV	Usable	1	EACH	
<a href="#">CAMERA DIGITAL</a>			NV	Usable	1	EACH	
<a href="#">CAMERA DIGITAL</a>			NV	Usable	1	EACH	
<a href="#">CAMERA HIGH FRAME RATE</a>			NV	Usable	1	EACH	
<a href="#">CAMERA STILL 35MM</a>			NV	Usable	1	EACH	
<a href="#">CAMERA TELEVISION SYSTEM</a>			NV	Usable	1	EACH	
<a href="#">CAMERA.TV</a>			NM	Usable	1	EACH	
<a href="#">DIGITAL CAMERA</a>			CO	Usable	1	EACH	
<a href="#">DIGITAL CAMERA</a>			CO	Repairable	1	EACH	
<a href="#">NETWORK CAMERA EVI-D30</a>			CO	Usable	1	EACH	
<a href="#">35MM CAMERA BODY</a>			CO	Scrap	1	EACH	

To search for all records with the words “Kodak Camera” by “All Words” means that a combination of all of the words have to be found in the search fields. In the example below, you entered “Kodak Camera” and “All Words” and clicked the red Search button.

**EADS Property Search**

Global Search:

Choose One Primary Search Criterion:

Federal Supply Group/ Class:  National Item Identification Number (NIIN):

Item Control Number:  -  -

Internal Item Only:

Date Reported (MM/DD/CCYY)[= OR >]:

Activity Address Code:

State:

Region:

Choose one or Several Secondary Criteria:

Date Reported (= OR >):  (MM/DD/CCYY)

Activity Address Code:

State:

Region:

Condition Code:

Make/Manufacturer:

Model:

Acquisition Date (= OR >):  (MM/DD/CCYY)

The search returns 1 record that contains a combination of all of the words “Kodak Camera” in the search fields. By searching with “All Words” you can refine your search to only cameras that are Kodak.

**EADS Property Search Results**

1 records match your search criteria

Noun Name	Picture	Reimb	State	Condition	Available Quantity	Unit of Issue	Freeze Quantity
<a href="#">DIGITAL CAMERA</a>			CO	Usable	1	EACH	

Page: 1

To further illustrate how the system searches, by clicking in the Noun Name column “Digital Camera” you can see in the example below the words Kodak and Camera are in the fields that are searched.

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U.S. General Services Administration

User Guides    FAQ    Program Links    Contact Links    GSAXcess® HelpDesk  
 • Agency Asset Management System (AAMS)    • Energy Asset Disposal System (EADS)    • Report Property    • Want List    • Direct Select    • PTM

Global Search    Exact Phrase        Basic Search Options               

**EADS Item Data Sheet**

<b>Item Control Number:</b>	888299-8003-0022		
<b>FSC/National Stock Number:</b>	6720		
<b>Noun Name:</b>	DIGITAL CAMERA		
<b>Quantity Available:</b>	1 EACH	<b>Freeze Quantity:</b>	
<b>Unit Price:</b>	\$ 978.00	<b>Acquisition Cost:</b>	\$ 978.00
<b>Reporting Agency Name:</b>	NATIONAL RENEWABLE ENERGY LAB		
<b>POC:</b>	ANDREW KOHM		
<b>POC Phone:</b>	303-384-6249 Ext:		
<b>POC Fax:</b>	303-384-6308		
<b>POC Email:</b>	ANDREW_KOHM@NREL.GOV		
<b>Property Location:</b>	NATIONAL RENEWABLE ENERGY LAB 16253 DENVER W. PARKWAY GOLDEN , CO-804010000-0000		
<b>Property Custodian:</b>	ANDREW KOHM		
<b>Custodian Phone:</b>	303-384-6249 Ext:		
<b>Custodian Fax:</b>	303-384-6308		
<b>Custodian Email:</b>	ANDREW_KOHM@NREL.GOV		
<b>Contractor Inv:</b>	Yes	<b>Plant CI Case #:</b>	
<b>CL Ref #:</b>		<b>Plant CI Line:</b>	
<b>Condition:</b>	Usable	<b>Make/Mfg:</b>	KODAK
<b>Hazardous:</b>	No	<b>Part Number:</b>	
<b>Demilitarization:</b>	No	<b>Model:</b>	DC260
<b>Agency Control Number:</b>	NA	<b>Internal Screen Only:</b>	No
<b>Date Reported:</b>	January 03, 2008	<b>Agency Location Code:</b>	
<b>Acquisition Date:</b>	October 09, 1998	<b>Excess Release Date:</b>	January 18, 2008
<b>Flight Safety Critical Aircraft Part:</b>	No		

**Item Description**  
PLEASE NOTE THAT THIS CAMERA WAS PURCHASED IN 1998 AND IS 10 YEARS OLD. IT HAS BEEN IN STORAGE FOR THE PAST 2-3 YEARS. AS A RESULT THE CONDITON CODE PROVIDED BY THE PREVIOUS USER MAY BE INCORRECT. IT MAY/MAY NOT REQUIRE REPAIRS AND IT MAY/MAY NOT FUNCTION. BY APPLYING FOR THIS ITEM TEH APPLICANT ACKNOWLEDGES THIS POSSIBILITY.

Picture Not Available



### Item Control No-- When should I use this search criterion?

An Item Control Number (ICN) is a 14-position field consisting of a 6-position activity address code, a 4-position Julian date, and a 4-position serial number. This number is assigned by the reporting activity and identifies the reporting document. This search is useful if you already know the ICN and want to go to it directly for selection or review. When you enter an ICN and the item is found in the system, it means that the property item is still in EADS internal screening. The user entered ICN 899342-8004-0003 and clicked the red “Search” button.

The screenshot shows the 'EADS Property Search' interface. At the top, there is a navigation bar with links for 'User Guides', 'FAQ', 'Program Links', 'Contact Links', and 'GSAXcess® HelpDesk'. Below this, there are links for 'Agency Asset Management System (AAMS)', 'Energy Asset Disposal System (EADS)', 'Report Property', 'Want List', 'Direct Select', and 'PTM'. A dropdown menu is set to 'Basic Search Options', with links for 'Advanced Search', 'Menu', 'Home', and 'Logout'. The main heading is 'EADS Property Search' with 'Back' and 'Help' buttons on the right. Below the heading, there are three buttons: 'Search', 'Single Freeze', and 'Multiple Freeze'. A red instruction bar says 'Enter Item Name Keyword and/or Primary and/or Secondary search Criteria'. The 'Global Search:' section has an 'Item Name Keyword' field and an 'Exact Phrase' dropdown. The 'Choose One Primary Search Criterion:' section includes: 'Federal Supply Group/Class' (empty), 'National Item Identification Number (NIIN)' (empty), 'Item Control Number' (899342 - 8004 - 0003), 'Internal Item Only' (No), 'Date Reported (MM/DD/CCYY)(= OR >)' (empty), 'Activity Address Code' (empty), 'State' (empty), and 'Region' (-Select Region-). The 'Choose one or Several Secondary Criteria:' section includes: 'Date Reported (= OR >)' (empty), 'Activity Address Code' (empty), 'State' (empty), 'Region' (-----Select Region-----), 'Condition Code' (-Select Code-), 'Make/Manufacturer' (empty), 'Model' (empty), and 'Acquisition Date (= OR >)' (empty). At the bottom, there are three buttons: 'Search', 'Single Freeze', and 'Multiple Freeze'.

The following EADS Item Data Sheet displays confirming that it is still in Internal Screening with an Excess Release Date of January 19, 2008.



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Global Search

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Basic Search Options
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EADS Item Data Sheet

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<b>Item Control Number:</b>	899342-8004-0003		
<b>FSC/National Stock Number:</b>	7025		
<b>Noun Name:</b>	COMPUTER SONY DVD WRITER DRX-530UL		
<b>Quantity Available:</b>	1 EACH	<b>Freeze Quantity:</b>	
<b>Unit Price:</b>	\$ 202.00	<b>Acquisition Cost:</b>	\$ 202.00
<b>Reporting Agency Name:</b>	BECHTEL SAIC CO. LLC		
<b>PDC:</b>	HARVEY WAITE		
<b>PDC Phone:</b>	702-821-8198 Ext:		
<b>PDC Fax:</b>	702-295-0336		
<b>PDC Email:</b>	HARVEY_WAITE@YMP.GOV		
<b>Property Location:</b>	BECHTEL SAIC CO. LLC 4460 ARVILLE STREET SUITE 6 LAS VEGAS , NV-89103		
<b>Property Custodian:</b>	HARVEY WAITE		
<b>Custodian Phone:</b>	702-821-8198 Ext:		
<b>Custodian Fax:</b>	702-295-0336		
<b>Custodian Email:</b>	HARVEY_WAITE@YMP.GOV		
<b>Reimbursable:</b>	Yes	<b>Exchange/Sale:</b>	No
<b>Acct to be reimbursed:</b>	NUCLEAR WASTE FUND	<b>Fair Market Value:</b>	0.00
<b>Condition:</b>	Usable	<b>Make/Mfg:</b>	OTHER
<b>Hazardous:</b>	No	<b>Part Number:</b>	
<b>Demilitarization:</b>	No	<b>Model:</b>	SONY DVD WRITER DRX-
<b>Agency Control Number:</b>	NA	<b>Internal Screen Only:</b>	No
<b>Date Reported:</b>	January 04, 2008	<b>Agency Location Code:</b>	00000000
<b>Acquisition Date:</b>		<b>Excess Release Date:</b>	January 19, 2008
<b>Flight Safety Critical Aircraft Part:</b>	No		
<b>Item Description</b>	SONY DRX-530UL DVD +-RW +R, EXTERNAL, NO CABLES. B/C: YMP001595		

Picture Not Available

### ***Internal Screen Only – what is this and how do I know if an item is an Internal Screen Only?***

“Internal Screen Only” EADS property items may only be screened by DOE personnel and DOE contractors. These items will not proceed to the normal Federal excess and surplus property cycle. Upon conclusion of the internal screening cycle, this property will be disposed of under separate Department of Energy authority. Economic Development Items, High Risk Items, and items eligible for the DOE Energy-Research Laboratory Equipment Grant Program are examples of Internal Screen Only. The system determines if your property item is Internal Screen Only by specific reporting criteria.



**Date Reported (= OR >)- How can this search help me?**

Excess property is reported by DOE activities to GSAXcess®/EADS for internal screening on a daily basis. Thus, if you are searching everyday for a particular type of property item, you will want to restrict your search to only those items that were reported into GSAXcess®/EADS the previous day. In doing so, you probably would not want to review the property you reviewed in previous sessions.

To do the search by DATE REPORTED (=OR>), the date must be entered in MMDDYYYY format. Date Reported will search for dates that are equal to or greater than the date entered. The screen has a calendar to the right of the Date Reported field that you can click on and select the date. In addition, unlike previous searches, the search criteria must be identified as either Primary or Secondary as illustrated below:

In the example above, “01032008” (January 3, 2008) was entered as the DATE REPORTED (=OR>). DATE REPORTED (=OR>) is a system-edited field. As such, it will only accept a date equal to or greater than the current date.

### ***Activity Address Code – Why use this code, and can I enter any AAC?***

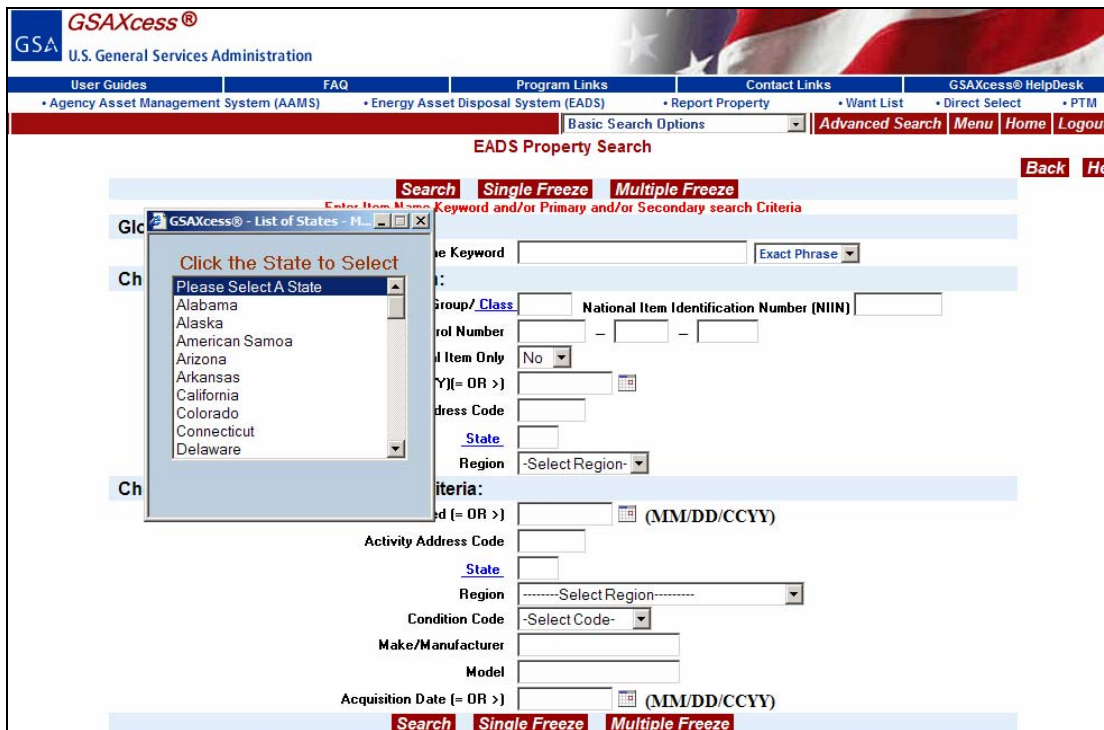
An Activity Address Code (AAC) is a six-character code that identifies a particular government activity. Activity Address Code can be used as a search criterion by DOE activities that know specific DOE activities have desirable property. Like the Date Reported field, Activity Address Code must be identified by the user as either a Primary or Secondary Search Criteria.

The first two characters of the AAC are the Agency Code of the government agency. In the case of DOE, "89" is the Agency Code.

### State - What advantages are there in using this search criterion?

State can be used as a search criterion by DOE activities desiring to minimize transportation costs in obtaining property. This can be done by searching only those states that are contiguous to that of the user.

Like the Date Reported field, State must be identified by the user as either a Primary or Secondary Search criterion. Also like Date Reported, State is a system-edited field. As such, GSAXcess®/EADS will not allow the user to enter a 2-digit State Code that does not conform to the United States Postal Service standard abbreviations. By clicking on the State hyperlink to the left of the State field, a list of valid state codes appears. By selecting the State code, the system pre-fills the State field.



### Region – Why use this search criterion?

The Region field can be used as a search criterion by DOE activities desiring to minimize transportation costs in transferring property. This can be done by searching only those regions that are contiguous to that of the user. The region can also be used as a search criterion if a certain region is known to generate the type of property desired by the user.

Like the Date Reported field, Region must be identified by the user as either a Primary or Secondary Search criterion. You must select the appropriate Region from a system drop-down list.

The screenshot displays the 'EADS Property Search' web interface. At the top, there is a navigation bar with 'GSA U.S. General Services Administration' and various links like 'User Guides', 'FAQ', 'Program Links', 'Contact Links', and 'GSAXcess® HelpDesk'. Below this is a search bar with 'Basic Search Options' selected and buttons for 'Advanced Search', 'Menu', 'Home', and 'Logout'. The main search area is titled 'EADS Property Search' and includes a 'Back' and 'Hel' button. There are three search modes: 'Search', 'Single Freeze', and 'Multiple Freeze'. A 'Global Search' section prompts the user to 'Enter Item Name Keyword and/or Primary and/or Secondary search Criteria' with an 'Item Name Keyword' field and an 'Exact Phrase' dropdown. The 'Choose One Primary Search Criterion:' section includes fields for 'Federal Supply Group/Class', 'National Item Identification Number (NIIN)', 'Item Control Number', 'Internal Item Only' (set to 'No'), 'Date Reported (MM/DD/CCYY)(= OR >)', 'Activity Address Code', 'State', and 'Region'. The 'Region' dropdown is open, showing options from '-Select Region-' to '10 - Region 10', with '7 - Region 7' selected. The 'Choose one or Several Secondary Criteria:' section includes fields for 'Date Reported (= OR >)', 'Activity Address Code', 'State', 'Region', 'Condition Code', 'Make/Manufacturer', 'Model', and 'Acquisition Date (= OR >)' (with a date format '(MM/DD/CCYY)'). At the bottom, there are 'Search', 'Single Freeze', and 'Multiple Freeze' buttons.

### Condition Code – What is it and how can I use it?


Condition codes are assessments by the reporting agency of the property’s usefulness. The condition code must be selected from a system drop-down list that provides a description of the condition code.

Unlike the Primary search criteria, Condition Code is a Secondary Search Criterion only. As such, it cannot be used by itself to do a search. Condition Code must be used together with a Primary Search Criterion or Global Search.


In the illustration below, “7010” was entered as the value for a primary search by FSC and “4-Usable” was selected as the value for a secondary search by Condition Code.

The screenshot shows the 'EADS Property Search' interface. At the top, there are navigation links for 'User Guides', 'FAQ', 'Program Links', 'Contact Links', and 'GSAXcess® HelpDesk'. Below these are system-specific links for 'Agency Asset Management System (AAMS)', 'Energy Asset Disposal System (EADS)', and 'Report Property'. The main search area is titled 'EADS Property Search' and includes a 'Search' button and options for 'Single Freeze' and 'Multiple Freeze'. The 'Global Search' section has an 'Item Name Keyword' field and an 'Exact Phrase' dropdown. The 'Choose One Primary Search Criterion:' section includes 'Federal Supply Group/Class' (7010), 'National Item Identification Number (NIIN)', 'Item Control Number', 'Internal Item Only' (No), 'Date Reported (MM/DD/CCYY)[= OR >]', 'Activity Address Code', 'State', and 'Region' (-Select Region-). The 'Choose one or Several Secondary Criteria:' section includes 'Date Reported [= OR >]', 'Activity Address Code', 'State', 'Region' (-----Select Region-----), 'Condition Code' (-Select Code-), 'Make/Manufacturer' (-Select Code-), 'Model' (4- Usable), and 'Acquisition Date [= OR >]'. The 'Condition Code' dropdown is open, showing the following options: '-Select Code-', '1- New/Unused', '4- Usable', '7- Repairable', 'X- Salvage', and 'S- Scrap'. The '4- Usable' option is highlighted.

Matching records are displayed below in the EADS Property Search Results in summary form with the condition described in text as “New/Unused”, “Usable”, “Repairable”, “Salvage”, and “Scrap”.



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FSC/NSN : 7010 Page: 1

11 records match your search criteria

Noun Name	Picture	Reimb	State	Condition	Available Quantity	Unit of Issue	Freeze Quantity
<a href="#">COMPUTER LAPTOP DELL LATITUDE C610 INTEL PENTIUM III</a>			NV	Usable	1	EACH	
<a href="#">COMPUTER LAPTOP DELL LATITUDE C640 INTEL PENTIUM 4</a>			NV	Usable	1	EACH	
<a href="#">COMPUTER LAPTOP DELL LATITUDE C640 INTEL PENTIUM 4</a>			NV	Usable	1	EACH	
<a href="#">COMPUTER LAPTOP DELL LATITUDE C640 INTEL PENTIUM 4</a>			NV	Usable	1	EACH	
<a href="#">COMPUTER LAPTOP DELL LATITUDE C640 INTEL PENTIUM 4</a>			NV	Usable	1	EACH	
<a href="#">COMPUTER LAPTOP DELL LATITUDE C640 INTEL PENTIUM 4</a>			NV	Usable	1	EACH	
<a href="#">COMPUTER LAPTOP DELL LATITUDE C640 INTEL PENTIUM 4</a>			NV	Usable	1	EACH	
<a href="#">COMPUTER LAPTOP DELL LATITUDE C640 INTEL PENTIUM 4</a>			NV	Usable	1	EACH	
<a href="#">COMPUTER LAPTOP DELL LATITUDE C640 INTEL PENTIUM 4</a>			NV	Usable	1	EACH	
<a href="#">COMPUTER LAPTOP DELL LATITUDE C640 INTEL PENTIUM 4</a>			NV	Usable	1	EACH	
<a href="#">COMPUTER LAPTOP DELL LATITUDE C640 INTEL PENTIUM 4</a>			NV	Usable	1	EACH	

Back
Help

***Make/Manufacturer - What is it and what restrictions are there?***

Make/Manufacturer is the brand name of the property as described by the activity reporting the property.

Like Condition Code, Make is a secondary search criterion only. It cannot be used by itself to do a search. Make must be used together with a Primary Search Criterion. It is not a system-edited field. As such, GSAXcess®/EADS will allow the user to enter any Make desired. However, no records will be selected unless the Make entered by the user matches a Make entered by the reporting activity at the time the record was created.

***Model – Is this an edited field?***

Like Condition Code, Model is a secondary search criterion only. It cannot be used by itself to do a search. Model must be used together with a Primary Search Criterion.

Model is not a system-edited field. As such, GSAXcess®/EADS will allow the user to enter any Model desired. However, no records will be selected unless the Model entered by the user matches a Model entered by the reporting activity at the time the record was created.



## Acquisition Date (= OR >) - What is this and how must it be entered?

Acquisition Date is the date the property was purchased when it was new.

A search by Acquisition Date will search for dates which are equal to or greater than the date entered. Acquisition Date must be entered in MMDDYY format and is system-edited to ensure the date entered is a valid Gregorian date. The system provides a calendar icon to the right of the Acquisition Date field. By clicking on the icon, a calendar will appear that you can select the appropriate date as shown below.

The screenshot displays the GSAXcess® EADS Property Search interface. At the top, there is a navigation bar with links for User Guides, FAQ, Program Links, Contact Links, and GSAXcess® HelpDesk. Below this is a search bar with options for Basic Search Options, Advanced Search, Menu, Home, and Logout. The main search area is titled "EADS Property Search" and includes a "Search" button and options for "Single Freeze" and "Multiple Freeze".

The search criteria are divided into two sections:

- Global Search:** Includes a text input for "Item Name Keyword" and a dropdown for "Exact Phrase".
- Choose One Primary Search Criterion:** Includes fields for "Federal Supply Group/Class", "National Item Identification Number (NIIN)", "Item Control Number", "Internal Item Only" (set to "No"), "Date Reported (MM/DD/CCYY)(= OR >)", "Activity Address Code", "State", and "Region" (set to "-Select Region-").
- Choose one or Several Secondary Criteria:** Includes fields for "Date Reported (= OR >)" (set to "01/10/2008"), "Activity Address Code", "State", "Region" (set to "-----Select Region-"), "Condition Code" (set to "-Select Code-"), "Make/Manufacturer", "Model", and "Acquisition Date (= OR >)" (set to "01/10/2008").

A calendar pop-up window is open over the "Acquisition Date" field, showing the month of January 2008. The date 01/10/2008 is highlighted in red. The calendar includes navigation arrows, a "Close" button, and "Today" and "Reset" options.

## **GSAXcess®/EADS Want List**

### ***What is the “GSAXcess®/EADS Want List” function?***

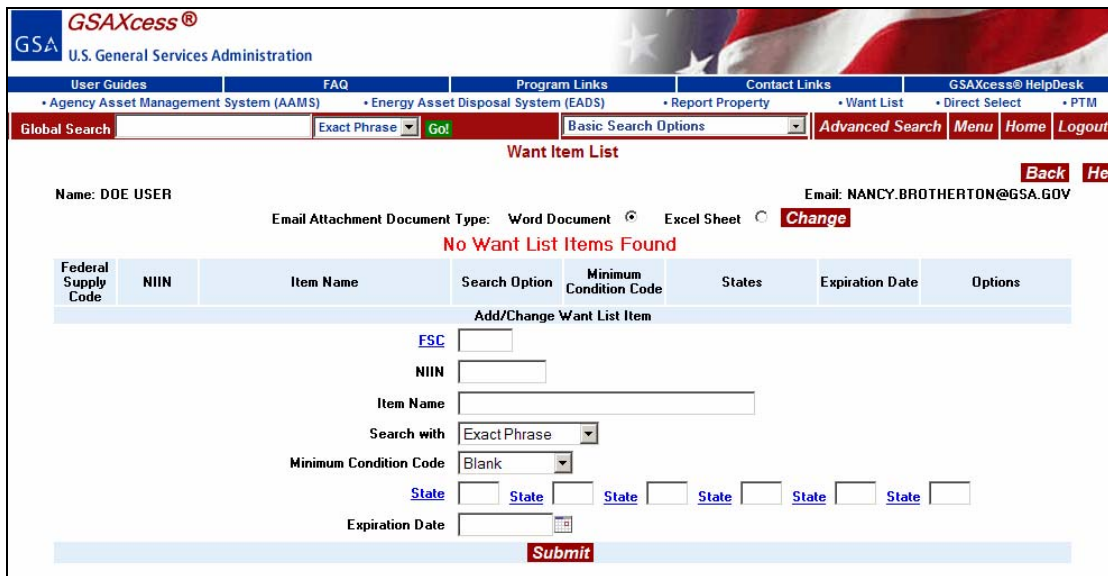
In GSAXcess®/EADS system there is a function entitled “Want List”. The Want list is a function that allows you to submit your 'Wants', by Item Name, FSC and NIIN, FSC and Item Name and the system will search each day's receipts to determine matches. Any day there is a match (in either GSAXcess® or EADS database), the system will generate an email to you notifying you of the item's availability. Your 'Want' will stay active for up to 180 days. The Want List will return results for GSAXcess® property items and EADS property items.

### How do I get to the EADS Want List” function?

From the GSAXcess® Main Menu, click on the blue Want List Items hypertext located under the EADS Menu function.



The following Want Item List screen is displayed as shown below:



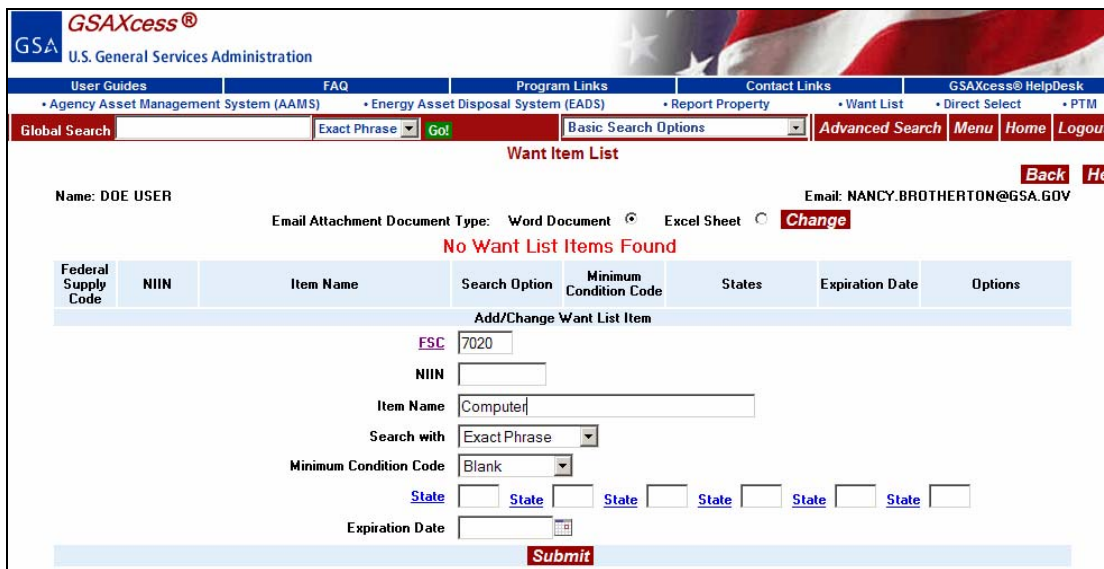
### How do I use the EADS Want List” function?

The EADS Want List function allows you to receive searches daily by entering your specified criteria. The system sends the email notifications to the email address in your User Data screen which is displayed in the upper right-hand corner of the Want Item List screen.

The system allows you to request how you would like the results of your search notifications by selecting either a Word Document or an Excel Spreadsheet. Click on the radio button to the right of the selections. In this example, a Word Document was selected.



You can enter the Federal Supply Classification by clicking on the blue FSC hypertext and selecting the appropriate FSC to receive notifications for that specific FSC. If you search by FSC you must also enter the Item Name.



You can enter Item Name and search like the Global Search with “Exact Phrase”, “Any Words”, or “All Words” as described in Section Searching for Property.

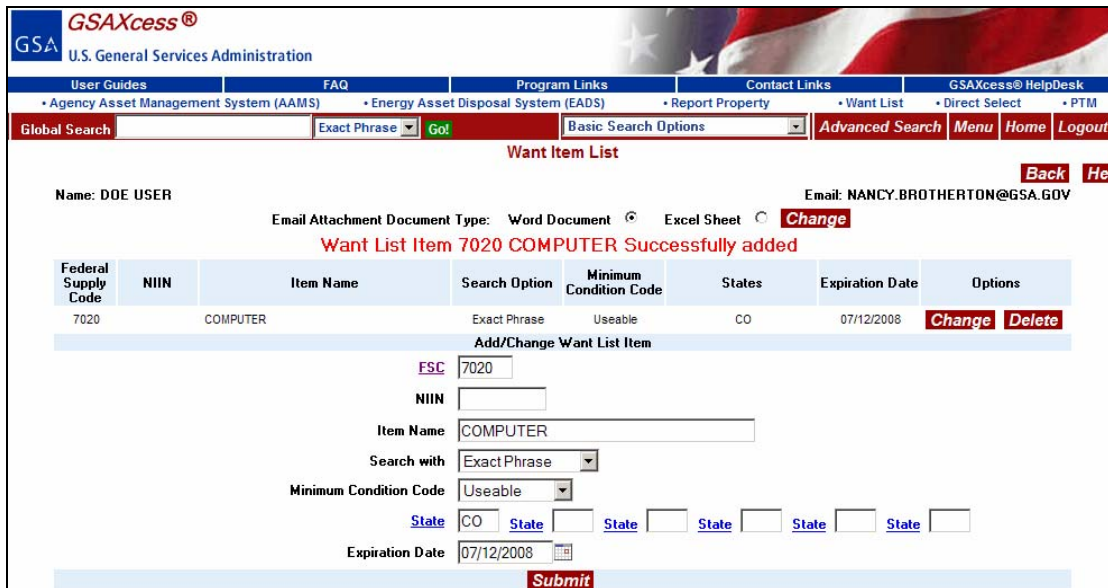
You can select a condition code by selecting the condition code from the drop down menu Minimum Condition Code.

You can limit your results by entering the State abbreviation for up to 6 states.

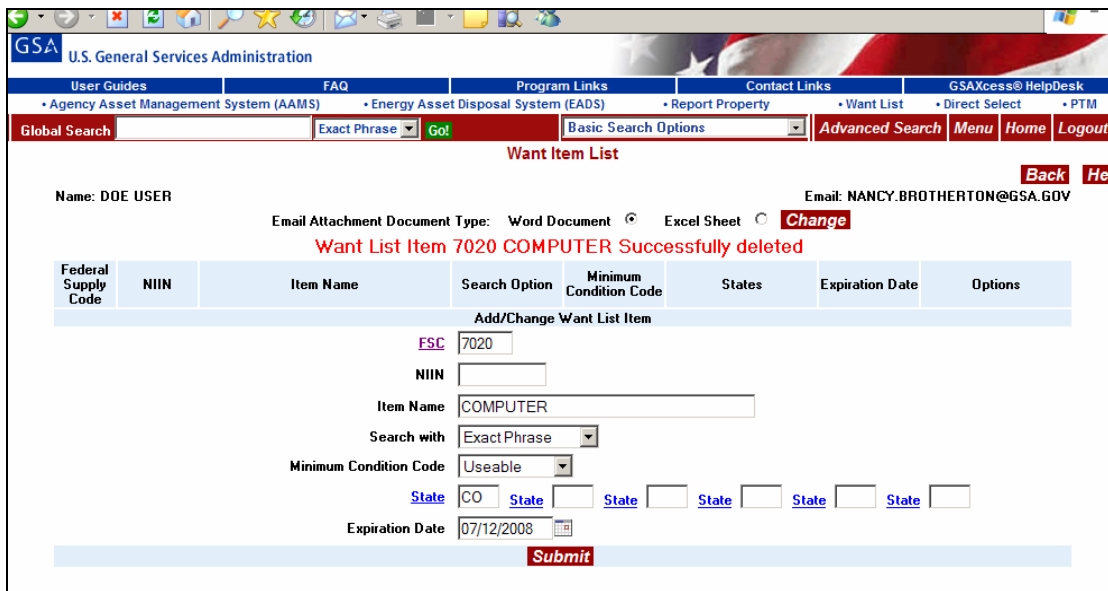
The system automatically enters the 180 expiration date. If you want to receive your notices for less than 180 days, enter the date by clicking on the calendar icon to the right of the Expiration Date field.

You have entered a FSC of 7020, Item Name of Computer, Minimum Condition Code of Usable, State

of Colorado (CO) and clicked on the red “Submit” button. The system displays the following confirmation screen:



The system displays a message stating, “Want List Item 7020 COMPUTER Successfully added”. To delete this request, click the red “Delete” button next to the Want List Item request. The following confirmation screen displays:



The following rules apply to the Want List:

1. A maximum of 10 items are allowed on the Want List.
2. If there is a match for your Want List item, the system email will include a maximum of only the first 50 items found for each match.
3. If your name or email address at the top of the screen needs correcting, go to "Update User Contact Information?" on the GSAXcess® Homepage. If you are unauthorized to make changes to this information contact your National Utilization Officer.

## Freezing property

### *What does “freeze” mean?*

In GSAXcess®/EADS, “freeze” means an indication of interest. It does not mean that the quantity frozen is promised to the person placing the freeze. As such, an unlimited number of freezes may be transacted against an item that has an Available Quantity in GSAXcess®/EADS is equal to or greater than 1.

### *Why freeze an item?*

Freezing an item in GSAXcess®/EADS is the initial step required to obtain excess personal property to fill a valid requirement. GSAXcess®/EADS will generate an automated transfer order, SF-122, Transfer Order Excess Personal Property for the item.

### *What is the overall freeze process?*

- A DOE requester freezes the item in GSAXcess®/EADS.
- GSAXcess®/EADS generates a transfer order and either E-mails or faxes it with a cover sheet, to the Approving Official for the person placing the freeze.
- The Approving Official reviews the freeze request and signs the transfer order.
- The Approving Official sends the signed transfer order to the holding agency’s Point of Contact listed on both the cover sheet and the transfer order.
- The holding agency approves the signed transfer order and notifies the requester and the property custodian.
- The holding agency’s Point of Contact updates the transfer transaction in GSAXcess®/EADS.

### *How long will GSAXcess®/EADS retain my freeze?*

A freeze will remain until the property is transferred and the record in GSAXcess®/EADS is closed by the holding agency's Point of Contact.

### *How many ways can I freeze property in GSAXcess®/EADS?*

There are two ways to freeze property: Single-Line Freeze and Multiple-Line Freeze. Each of these types of freezes is discussed in the next two sections of this guide.



## Single-Line Freeze

### What is a Single-Line Freeze?

A Single-Line Freeze is a transaction in which only a single line item can be frozen. Single-Line Freezes can be transacted from the EADS Item Data Sheet screen.

### How do I do a Single-Line Freeze?

A Single-Line Freeze is initiated from the EADS Item Data Sheet. To get to the EADS Item Data sheet, you conduct a search for the type of property item you want to freeze. In the following example, you want to freeze a computer, so you enter the noun name of "Computer" in the Global Search Item Name Keyword field, the State of Colorado (CO) and a Condition Code of "Usable" and click the red Search or Single Freeze button.

The screenshot displays the 'EADS Property Search' interface. At the top, there is a navigation bar with links for 'User Guides', 'FAQ', 'Program Links', 'Contact Links', and 'GSAXcess® HelpDesk'. Below this is a secondary navigation bar with links for 'Agency Asset Management System (AAMS)', 'Energy Asset Disposal System (EADS)', 'Report Property', 'Want List', 'Direct Select', and 'PTM'. The main search area is titled 'EADS Property Search' and includes a 'Back' and 'Hel' button. The search criteria are as follows:

- Global Search:** Item Name Keyword: COMPUTER, Exact Phrase dropdown.
- Choose One Primary Search Criterion:**
  - Federal Supply Group/ Class: [ ]
  - National Item Identification Number (NIIN): [ ]
  - Item Control Number: [ ] - [ ] - [ ]
  - Internal Item Only: No (dropdown)
  - Date Reported (MM/DD/CCYY)[= OR >]: [ ]
  - Activity Address Code: [ ]
  - State: CO
  - Region: -Select Region- (dropdown)
- Choose one or Several Secondary Criteria:**
  - Date Reported (= OR >): [ ] (MM/DD/CCYY)
  - Activity Address Code: [ ]
  - State: [ ]
  - Region: -----Select Region----- (dropdown)
  - Condition Code: 4 - Usable (dropdown)
  - Make/Manufacturer: [ ]
  - Model: [ ]
  - Acquisition Date (= OR >): [ ] (MM/DD/CCYY)

At the bottom of the search area, there are three buttons: 'Search', 'Single Freeze', and 'Multiple Freeze'.



The system displays the EADS Property Search Results screen with a system message stating that 21 records that matched your search criteria.

**EADS Property Search Results**

State Code : CO

21 records match your search criteria

Noun Name	Picture	Reimb	State	Condition	Available Quantity	Unit of Issue	Freeze Quantity
<a href="#">COMPUTER CPU OMNI-TECH STRATA 850, PENTIUM 4</a>			CO	Usable	5	EACH	
<a href="#">COMPUTER CPU DELL DIMENSION 4100</a>			CO	Usable	1	EACH	
<a href="#">COMPUTER CPU DELL DIMENSION 4400</a>			CO	Usable	2	EACH	
<a href="#">COMPUTER CPU DELL GX400 MINITOWER</a>			CO	Usable	17	EACH	
<a href="#">COMPUTER CPU DELL OPTIPLEX GX400</a>			CO	Usable	1	EACH	
<a href="#">COMPUTER CPU DELL OPTIPLEX GX400</a>			CO	Usable	6	EACH	
<a href="#">COMPUTER CPU DELL PRECISION 330</a>			CO	Usable	1	EACH	
<a href="#">COMPUTER CPU GATEWAY E-3600</a>			CO	Usable	3	EACH	
<a href="#">COMPUTER MONITORS CRT STANDARD SM-72A1CN</a>			CO	Usable	1	EACH	
<a href="#">COMPUTER OPTICAL DRIVES CD-RW NOT AVAILABLE</a>			CO	Usable	1	EACH	
<a href="#">COMPUTER PRINTERS LASERWRITER SELECT</a>			CO	Usable	1	EACH	
<a href="#">COMPUTER PRINTERS INKJET BLACK HP DESK JET 855 CXI</a>			CO	Usable	1	EACH	
<a href="#">COMPUTER PRINTERS INKJET BLACK HP DESKJET 500C</a>			CO	Usable	1	EACH	
<a href="#">COMPUTER PRINTERS INKJET COLOR EPSON SK7 PLUS</a>			CO	Usable	1	EACH	
<a href="#">COMPUTER PRINTERS INKJET COLOR EPSON SXK7</a>			CO	Usable	1	EACH	
<a href="#">COMPUTER PRINTERS LASER BLACK HP LASERJET 2200D</a>			CO	Usable	1	EACH	
<a href="#">COMPUTER PRINTERS LASER BLACK HP LASERJET 4L</a>			CO	Usable	1	EACH	
<a href="#">COMPUTER PRINTERS LASER BLACK HP LASERJET 5000H</a>			CO	Usable	1	EACH	
<a href="#">COMPUTER PRINTERS LASER COLOR HP LASERJET 2100</a>			CO	Usable	1	EACH	
<a href="#">COMPUTER SCANNER FLATBED HP SCANJET 4C</a>			CO	Usable	1	EACH	
<a href="#">COMPUTER TAPE DRIVES 8MM IOMEGA</a>			CO	Usable	1	EACH	

This screen displays a list of the items responding to the search, with summary information about each item. In the previous illustration, the EADS Property Search Results screen lists summary information for each of the computers that match your search criteria. It also shows that there are 17 computers for “computer CPU Dell GX400 Minitower” that are available for freezing. No competing freezes have been placed for that property item. The EADS Property Search Results screen also shows you the State the property is located in, if there are pictures available of the item, and if the property is reimbursable.

If the search results in more than 50 items, only the first 50 will be shown on the first page. To see more items, you would click on the blue “Next Page” hypertext. The Page number is displayed on the upper right corner of the screen.

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More than 50 records match your search criteria

Noun Name	Picture	Reimb	State	Condition	Available Quantity	Unit of Issue	Freeze Quantity
<a href="#">COMPUTER HP C4385 CD WRITER</a>			NV	Usable	1	EACH	
<a href="#">COMPUTER PLEXTOR PX-W124T SE CDRW DRIVE</a>			NV	Usable	1	EACH	
<a href="#">COMPUTER SONY DVD WRITER DRX-530UL</a>			NV	Usable	1	EACH	
<a href="#">COMPUTER CPU OMNI-TECH STRATA 850, PENTIUM 4</a>			CO	Usable	5	EACH	
<a href="#">COMPUTER CPU DELL DIMENSION 4100</a>			CO	Usable	1	EACH	
<a href="#">COMPUTER CPU DELL DIMENSION 4400</a>			CO	Usable	2	EACH	
<a href="#">COMPUTER CPU DELL GX400 MINITOWER</a>			CO	Usable	17	EACH	
<a href="#">COMPUTER CPU DELL OPTIPLEX GX400</a>			CO	Usable	1	EACH	
<a href="#">COMPUTER CPU DELL OPTIPLEX GX400</a>			CO	Usable	6	EACH	
<a href="#">COMPUTER CPU DELL PRECISION 330</a>			CO	Usable	1	EACH	
<a href="#">COMPUTER CPU DELL PRECISION 340 INTEL PENTIUM 4</a>			NV	Usable	1	EACH	
<a href="#">COMPUTER CPU DELL PRECISION 620 INTEL PENTIUM III</a>			NV	Usable	1	EACH	
<a href="#">COMPUTER CPU GATEWAY E-3600</a>			CO	Usable	3	EACH	
<a href="#">COMPUTER DESKTOP</a>			NV	Usable	1	EACH	
<a href="#">COMPUTER DESKTOP</a>			NV	Usable	1	EACH	
<a href="#">COMPUTER LAPTOP DELL LATITUDE C610 INTEL PENTIUM III</a>			NV	Usable	1	EACH	
<a href="#">COMPUTER LAPTOP DELL LATITUDE C640 INTEL PENTIUM 4</a>			NV	Usable	1	EACH	
<a href="#">COMPUTER LAPTOP DELL LATITUDE C640 INTEL PENTIUM 4</a>			NV	Usable	1	EACH	
<a href="#">COMPUTER LAPTOP DELL LATITUDE C640 INTEL PENTIUM 4</a>			NV	Usable	1	EACH	
<a href="#">COMPUTER LAPTOP DELL LATITUDE C640 INTEL PENTIUM 4</a>			NV	Usable	1	EACH	
<a href="#">COMPUTER LAPTOP DELL LATITUDE C640 INTEL PENTIUM 4</a>			NV	Usable	1	EACH	
<a href="#">COMPUTER LAPTOP DELL LATITUDE C640 INTEL PENTIUM 4</a>			NV	Usable	1	EACH	
<a href="#">COMPUTER LAPTOP DELL LATITUDE C640 INTEL PENTIUM 4</a>			NV	Usable	1	EACH	
<a href="#">COMPUTER LAPTOP DELL LATITUDE C640 INTEL PENTIUM 4</a>			NV	Usable	1	EACH	
<a href="#">COMPUTER LAPTOP DELL LATITUDE C640 INTEL PENTIUM 4</a>			NV	Usable	1	EACH	
<a href="#">COMPUTER LAPTOP DELL LATITUDE C640 INTEL PENTIUM 4</a>			NV	Usable	1	EACH	
<a href="#">COMPUTER LAPTOP DELL LATITUDE C640 INTEL PENTIUM 4</a>			NV	Usable	1	EACH	

By clicking on the blue “Next Page” hypertext, the next page is displayed. When you are at the last page of records, the system displays a message stating, “No More Records” and a blue “Previous Page” hypertext as shown below:

**EADS Property Search Results**

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No more records

Noun Name	Picture	Reimb	State	Condition	Available Quantity	Unit of Issue	Freeze Quantity
<a href="#">DAA200701526-2 COMPUTER, LAPTOP (*S*);CPU, NOTEBOOK;DELL CORPORATION;</a>			SC	Usable	1	EACH	
<a href="#">DAA200701526-3 COMPUTER, LAPTOP (*S*);CPU, NOTEBOOK;DELL CORPORATION;</a>			SC	Usable	1	EACH	
<a href="#">DAA200702172-1 COMPUTER, LAPTOP (*S*);CPU;DELL CORPORATION;LATITUDE C</a>			SC	Usable	1	EACH	
<a href="#">DAA200702203-10 COMPUTER, PERSONAL (*S*);CPU;WORKSTATION;PREMIO;;2001</a>			SC	Usable	1	EACH	
<a href="#">DAA200702203-11 COMPUTER, PERSONAL (*S*);CPU;WORKSTATION;DELL CORPORA</a>			SC	Usable	1	EACH	
<a href="#">DAA200702203-12 COMPUTER, PALMTOP (*S*);CPU;HANDHELD,ELECTR ROUND PUR</a>			SC	Usable	1	EACH	
<a href="#">DAA200702203-13 COMPUTER, PALMTOP (*S*);CPU;HANDHELD,ELECTR ROUND PUR</a>			SC	Usable	1	EACH	
<a href="#">DAA200702203-14 COMPUTER, PALMTOP (*S*);CPU;HANDHELD,ELECTR ROUND PUR</a>			SC	Usable	1	EACH	
<a href="#">DAA200702203-2 COMPUTER, LAPTOP (*S*);CPU;DELL CORPORATION;LATITUDE C</a>			SC	Usable	1	EACH	
<a href="#">DAA200702203-3 COMPUTER, LAPTOP (*S*);CPU;DELL CORPORATION;LATITUDE C</a>			SC	Usable	1	EACH	
<a href="#">DAA200702203-4 COMPUTER, PERSONAL (*S*);CPU, PENTIUM II;GATEWAY;GP6-4</a>			SC	Usable	1	EACH	
<a href="#">DAA200702203-8 COMPUTER, PERSONAL (*S*);CPU;MICRON CORP.;MILLENNIA XKU</a>			SC	Usable	1	EACH	
<a href="#">DAA200702203-9 COMPUTER, PERSONAL (*S*);CPU;WORKSTATION;DELL CORPORAT</a>			SC	Usable	1	EACH	
<a href="#">DAA200702226-1 COMPUTER, PERSONAL (*S*);CPU;WORKSTATION;INTERGRAPH;ZX</a>			SC	Usable	1	EACH	
<a href="#">DAA200702254-1 COMPUTER, PERSONAL (*S*);CPU;INTERGRAPH;PENTIUM;H1ZW8G</a>			SC	Usable	1	EACH	
<a href="#">DAA200702254-10 COMPUTER, PERSONAL (*S*);CPU;WORKSTATION, HIGH END EN</a>			SC	Usable	1	EACH	
<a href="#">DAA200702254-11 COMPUTER, PERSONAL (*S*);CPU;WORKSTATION;INTERGRAPH;Z</a>			SC	Usable	1	EACH	
<a href="#">DAA200702254-2 COMPUTER, PERSONAL (*S*);CPU;INTERGRAPH;PENTIUM;H1ZW9G</a>			SC	Usable	1	EACH	
<a href="#">DAA200702254-3 COMPUTER, PERSONAL (*S*);CPU;INTERGRAPH;PENTIUM;H1ZW8E</a>			SC	Usable	1	EACH	
<a href="#">DAA200702254-4 COMPUTER, PERSONAL (*S*);CPU;INTERGRAPH;TD200 PENTIUM;</a>			SC	Usable	1	EACH	
<a href="#">DAA200702254-5 COMPUTER, PERSONAL (*S*);WORKSTATION, VIZUAL;INTERGRAP</a>			SC	Usable	1	EACH	
<a href="#">DAA200702254-6 COMPUTER, PERSONAL (*S*);CPU;WORKSTATION;INTERGRAPH;TD</a>			SC	Usable	1	EACH	
<a href="#">DAA200702254-7 COMPUTER, PERSONAL (*S*);CPU;WORKSTATION;INTERGRAPH;TD</a>			SC	Usable	1	EACH	
<a href="#">DAA200702254-8 COMPUTER, PERSONAL (*S*);WORKSTATION, VIZUAL;INTERGRAP</a>			SC	Usable	1	EACH	
<a href="#">DAA200702254-9 COMPUTER, CPU, MINI (*S*);WORKSTATION, VIZUAL;INTERGRA</a>			SC	Usable	1	EACH	
<a href="#">SERVER, COMPUTER</a>			IL	Usable	1	EACH	

In order to select your property to freeze, click on a Noun Name to see the EADS Item Data Sheet.

**EADS Item Data Sheet**

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**Item Control Number:** 894609-8008-0053  
**FSC/National Stock Number:** 7025  
**Noun Name:** DAA200701526-2 COMPUTER, LAPTOP (\*S\*);CPU, NOTEBOOK;DELL CORPORATION;  
**Quantity Available:** 1 EACH **Freeze Quantity:**  
**Unit Price:** \$ 2914.00 **Acquisition Cost:** \$ 2914.00  
**Reporting Agency Name:** WASHINGTON SAVANNAH RIVER SITE  
**POC:** ROBERT RINDER  
**POC Phone:** 803-557-4913 Ext:  
**POC Fax:** 000-000-0000  
**POC Email:** robert.rinder@srs.gov  
**Property Location:** WASHINGTON SAVANNAH RIVER SITE  
 BUILDING 731-4N  
 AIKEN , SC-29808  
**Property Custodian:** ROBERT RINDER  
**Custodian Phone:** 803-557-4913 Ext:  
**Custodian Fax:** 000-000-0000  
**Custodian Email:** robert.rinder@srs.gov  
**Condition:** Usable **Make/Mfg:** DELL-CORP  
**Hazardous:** No **Part Number:** LATITUDE CPI PPL  
**Demilitarization:** No **Model:**  
**Agency Control Number:** NA **Internal Screen Only:** No  
**Date Reported:** January 11, 2008 **Agency Location Code:**  
**Acquisition Date:** August 27, 1998 **Excess Release Date:** January 18, 2008  
**Flight Safety Critical Aircraft Part:** No  
**Item Description**  
 COMPUTER, LAPTOP (\*S\*);CPU, NOTEBOOK;DELL CORPORATION;LATITUDE CPI PPL;Z6VCQ

**Picture Not Available**  
[Click here to get the original picture image](#)

The EADS Item Data Sheet screen provides a detailed profile of the item that includes point of contact, property location, current interest from other freezes, and descriptive information about the property itself. It provides the user with information necessary to make a freeze determination. The user may choose to freeze the item from this screen by clicking on the red “Freeze” button in the upper right hand or click the red “Back” button to return to the EADS Search Results screen.

In the following example, you have chosen to freeze 13 out of a possible 17 computer items. You click the red “Freeze” button.

**EADS Item Data Sheet**

[Freeze](#) [Back](#) [Help](#)

**Item Control Number:** 898271-8009-0011  
**FSC/National Stock Number:** 7021  
**Noun Name:** COMPUTER CPU DELL GX400 MINTOWER  
**Quantity Available:** 17 EACH **Freeze Quantity:**  
**Unit Price:** \$ 1285.00 **Acquisition Cost:** \$ 21845.00

**Reporting Agency Name:** WESTERN AREA POWER ADMINISTRATION  
**POC:** MARY Carney  
**POC Phone:** 720-962-7168 Ext:  
**POC Fax:** 720-962-7494  
**POC Email:** carney@wapa.gov

**Property Location:** WESTERN AREA POWER ADMINISTRATION  
 12155 W. Alameda Parkway  
 Lakewood , CO-802280000-0000

**Property Custodian:** MARY Carney  
**Custodian Phone:** 720-962-7168 Ext:  
**Custodian Fax:** 720-962-7494  
**Custodian Email:** carney@wapa.gov

**Condition:** Usable **Make/Mfg:** DELL  
**Hazardous:** No **Part Number:**  
**Demilitarization:** No **Model:** GX400 MINTOWER  
**Agency Control Number:** NA **Internal Screen Only:** No  
**Date Reported:** January 09, 2008 **Agency Location Code:**  
**Acquisition Date:** September 10, 2001 **Excess Release Date:** January 16, 2008

**Flight Safety Critical Aircraft Part:** No

**Item Description**  
 REF: REPORT #898271-8009 ITEM #011 AA0012178, AA0012200, AA0012205, AA0012209, AA0012211, AA0012213, AA0012214, AA0012215, AA0012216, AA0012220, AA0012229, AA0012236, AA0012248, AA0012250, AA0012251, AA0012254, AA0012259 HARD DRIVE WIPED



The system displays the EADS User Data Screen where you enter your freeze quantity and update any user identification information as shown below.

Notice that the user has decided to freeze "13" out of the "17" available computers. If this freeze transaction is successful, the system updates the Freeze Quantity fields of the EADS Search Results and the EADS Item Data Sheet screens to "4", but the quantity available for freezing will still be "17". In other words, the system tallies the total quantities already frozen by all users, while the original available quantity reported by the owner of the property remains the same. Users are invited to freeze as much of the property as they need as long as they do not try to freeze a quantity greater than the quantity available.

If a freeze is successful, the system will display the notice, “Freeze Successful” in the message line at the bottom of the screen.

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**EADS Item Data Sheet**

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**Freeze Successful**

<b>Item Control Number:</b>	898271-8009-0011		
<b>FSC/National Stock Number:</b>	7021		
<b>Noun Name:</b>	COMPUTER CPU DELL GX400 MINITOWER		
<b>Quantity Available:</b>	17 EACH	<b>Freeze Quantity:</b>	13
<b>Unit Price:</b>	\$ 1285.00	<b>Acquisition Cost:</b>	\$ 21845.00
<b>Reporting Agency Name:</b>	WESTERN AREA POWER ADMINISTRATION		
<b>PDC:</b>	MARY Carney		
<b>PDC Phone:</b>	720-962-7168 Ext:		
<b>PDC Fax:</b>	720-962-7494		
<b>PDC Email:</b>	carney@wapa.gov		
<b>Property Location:</b>	WESTERN AREA POWER ADMINISTRATION		
	12155 W. Alameda Parkway		
	Lakewood , CO-802280000-0000		
<b>Property Custodian:</b>	MARY Carney		
<b>Custodian Phone:</b>	720-962-7168 Ext:		
<b>Custodian Fax:</b>	720-962-7494		
<b>Custodian Email:</b>	carney@wapa.gov		
<b>Condition:</b>	Usable	<b>Make/Mfg:</b>	DELL
<b>Hazardous:</b>	No	<b>Part Number:</b>	
<b>Demilitarization:</b>	No	<b>Model:</b>	GX400 MINITOWER
<b>Agency Control Number:</b>	NA	<b>Internal Screen Only:</b>	No
<b>Date Reported:</b>	January 09, 2008	<b>Agency Location Code:</b>	
<b>Acquisition Date:</b>	September 10, 2001	<b>Excess Release Date:</b>	January 16, 2008
<b>Flight Safety Critical Aircraft Part:</b>	No		

**Item Description**  
 REF: REPORT #898271-8009 ITEM #011 AA0012178, AA0012200, AA0012205, AA0012209, AA0012211, AA0012213, AA0012214, AA0012215, AA0012216, AA0012220, AA0012229, AA0012236, AA0012248, AA0012250, AA0012251, AA0012254, AA0012259 HARD DRIVE WIPED

**Picture Not Available**  
[Click here to get the original picture](#)

As can be seen above, the freeze was successful and the value of the Freeze Quantity field on the EADS Item Data Sheet is now equal to 13.

As shown below on the EADS Property Search Results screen, the value of the Freeze Quantity is 13. Note that the item viewed has been bolded and the color has changed indicating that you have viewed this property in this session.

**EADS Property Search Results**

More than 50 records match your search criteria

Noun Name	Picture	Reimb	State	Condition	Available Quantity	Unit of Issue	Freeze Quantity
<a href="#">COMPUTER HP C4385 CD WRITER</a>			NV	Usable	1	EACH	
<a href="#">COMPUTER PLEXTOR PX-W124T SE CDRW DRIVE</a>			NV	Usable	1	EACH	
<a href="#">COMPUTER SONY DVD WRITER DRX-530UL</a>			NV	Usable	1	EACH	
<a href="#">COMPUTER CPU OMNI-TECH STRATA 850, PENTIUM 4</a>			CO	Usable	5	EACH	
<a href="#">COMPUTER CPU COMPAQ PROLIANT 800 INTEL PENTIUM II</a>			NV	Repairable	1	EACH	
<a href="#">COMPUTER CPU DELL DIMENSION 4100</a>			CO	Usable	1	EACH	
<a href="#">COMPUTER CPU DELL DIMENSION 4400</a>			CO	Usable	2	EACH	
<a href="#">COMPUTER CPU DELL GS400 MINITOWER</a>			CO	Scrap	2	EACH	
<a href="#">COMPUTER CPU DELL GX400 MINITOWER</a>			CO	Scrap	2	EACH	
<b><a href="#">COMPUTER CPU DELL GX400 MINITOWER</a></b>			CO	Usable	17	EACH	13
<a href="#">COMPUTER CPU DELL OPTIPLEX GX260 INTEL PENTIUM 4</a>			NV	Repairable	1	EACH	
<a href="#">COMPUTER CPU DELL OPTIPLEX GX400</a>			CO	Scrap	1	EACH	
<a href="#">COMPUTER CPU DELL OPTIPLEX GX400</a>			CO	Usable	1	EACH	
<a href="#">COMPUTER CPU DELL OPTIPLEX GX400</a>			CO	Usable	6	EACH	
<a href="#">COMPUTER CPU DELL OPTIPLEX GX400 INTEL PENTIUM 4</a>			NV	Repairable	1	EACH	
<a href="#">COMPUTER CPU DELL PRECISION 330</a>			CO	Usable	1	EACH	
<a href="#">COMPUTER CPU DELL PRECISION 340 INTEL PENTIUM 4</a>			NV	Usable	1	EACH	
<a href="#">COMPUTER CPU DELL PRECISION 620 INTEL PENTIUM III</a>			NV	Usable	1	EACH	
<a href="#">COMPUTER CPU DELL PRECISION 620 WORKSTATION</a>			CO	Scrap	1	EACH	
<a href="#">COMPUTER CPU GATEWAY E-3600</a>			CO	Usable	3	EACH	
<a href="#">COMPUTER DESKTOP</a>			NV	Usable	1	EACH	
<a href="#">COMPUTER DESKTOP</a>			NV	Usable	1	EACH	
<a href="#">COMPUTER DESKTOP SYSTEM APPLE POWERMAC G3 G3</a>			CO	Scrap	1	EACH	
<a href="#">COMPUTER DESKTOP SYSTEM APPLE POWERMAC G4 G4</a>			CO	Salvage	1	EACH	
<a href="#">COMPUTER DESKTOP SYSTEM APPLE POWERMAC G4 G4</a>			CO	Repairable	1	EACH	
<a href="#">COMPUTER DESKTOP SYSTEM APPLE POWERMAC G4 G4</a>			CO	Repairable	1	EACH	

It should be noted that even when you have successfully completed a freeze, an incorrect E-mail address or a wrong Fax Number (if fax was the choice) would prevent the transmission of the freeze cover sheet and the transfer order to the approving official.

When a freeze is completed, the system will attempt to transfer the freeze cover sheet and the transfer order form to the approving official. After the system makes three unsuccessful attempts, it will send the transfer order to a default E-mail address or Fax machine. The person located at the default station should review the order and send it to the Approving Official.



### ***How do I initiate another Single-Line Freeze?***

To initiate another freeze in the same session, you must return to the EADS Property Search Results screen to choose another item from the previous search result, or to the EADS Property Search Screen to start a new search. As explained earlier, you may return to any of these screens by clicking the red “Back” button.

### ***How do I correct an unsuccessful transmission?***

There are many reasons that may prevent you from smoothly sailing through a freeze process. Most of these reasons result from typing wrong information, while some of them result from not entering information in a required field. Fortunately GSAXcess®/EADS is user-friendly and intuitive. Every possible field is edited and each screen displays error messages when a wrong step is taken, or when an important omission is made. These error messages are self-explanatory and will be displayed in the upper center of the screen.

If you create a freeze by mistake, you can delete the freeze from the Delete Freeze Transactions screen. See the section of this guide below concerning the Delete Freeze function.

## Multiple-Line Freeze

### *What is a Multiple Line Freeze?*

A Multiple Freeze is a single freeze transaction of more than one line item. Like a Single-Line Freeze it is a single transaction. However, unlike a Single-Line Freeze, more than one line item can be frozen at a time.

A line item can be thought of as a system data record corresponding to an Item Control Number reported for internal screening. It is different from a single unit of an item. Although a line item refers to only one item commodity (e.g., “Truck”), there may be any number of that commodity (e.g., 3 Trucks) reported for that line item.

**How do I do a Multiple Line Freeze (Federal agency or non-Federal recipient)?**

A Multiple Freeze is initiated from the EADS Item Data Sheet. To get to the EADS Item Data sheet, you conduct a search for the type of property item you want to freeze. In the following example, you want to freeze a computer, so you enter the noun name of "Computer" in the Global Search Item Name Keyword field, the State of Colorado (CO) and a Condition Code of "Usable" and click the red Multiple Freeze button.

The user may freeze multiple line items per freeze transaction regardless of the property location. This is possible in the EADS Screening Module because each line item frozen generates its own transfer document.

After you click the red "Multiple Freeze" button, the system displays the EADS User Data Screen where you enter your freeze quantity and update any user identification information as shown below.

The screenshot shows the 'EADS User Data Screen' interface. At the top, there is a navigation bar with links for 'User Guides', 'FAQ', 'Program Links', 'Contact Links', and 'GSAXcess® HelpDesk'. Below this is a search bar with 'Basic Search Options' and buttons for 'Advanced Search', 'Menu', 'Home', and 'Logout'. The main content area is titled 'EADS User Data Screen' and features a 'Freeze' button at the top right. The form contains several sections: 'Activity Address Code' with a field containing '895141'; 'Name' with 'USER.DOE'; 'Phone Number & Extension' with fields for '703', '605', and '2885'. The 'Approving Official Data' section includes 'First Name: NANCY', 'Middle Initial: [empty]', and 'Last Name: BROTHERTON'. Other fields include 'Room Number: 300', 'Email Address: NANCY.BROTHERTON@GSA.GOV', and 'Fax Number: 703 605 2885'. The 'ATTENTION LINE:' and 'Ship To Address:' sections contain text: 'FERMI NATIONAL ACCELERATOR LABORATORY', 'WILSON & KIRK ROADS', and 'BATAVIA IL 60510'. A second 'Freeze' button is located at the bottom of the form.

Once you have reviewed your EADS User Data Screen, click on the red “Freeze” button. The system displays the EADS Multiple Line Freeze List listing all property items found for your search criteria with a Quantity to Freeze input box beside each line item.

The screenshot displays the 'EADS Multiple Line Freeze List' interface. At the top, there are navigation links for 'User Guides', 'FAQ', 'Program Links', 'Contact Links', and 'GSAXcess® HelpDesk'. Below these are links for 'Agency Asset Management System (AAMS)', 'Energy Asset Disposal System (EADS)', and 'Report Property'. A search dropdown menu is set to 'Basic Search Options', with buttons for 'Advanced Search', 'Menu', 'Home', and 'Logout'. The page title is 'EADS Multiple Line Freeze List' with 'Back' and 'Help' buttons. The state is 'STATE : CO 4'. A 'Freeze' button is located above the table. A message indicates 'No more records available'. The table lists various computer and printer items with their respective quantities and input boxes for freezing.

Error Message/Item description	Picture	State	Reimbursable	Quantity Available	Quantity Frozen	Quantity To Freeze
<a href="#">COMPUTER CPU OMNI-TECH STRATA 850, PENTIUM 4</a>		CO		5		<input type="text"/>
<a href="#">COMPUTER CPU DELL DIMENSION 4100</a>		CO		1		<input type="text"/>
<a href="#">COMPUTER CPU DELL DIMENSION 4400</a>		CO		2		<input type="text"/>
<a href="#">COMPUTER CPU DELL GX400 MINITOWER</a>		CO		17		<input type="text"/>
<a href="#">COMPUTER CPU DELL OPTIPLEX GX400</a>		CO		1		<input type="text"/>
<a href="#">COMPUTER CPU DELL OPTIPLEX GX400</a>		CO		6		<input type="text"/>
<a href="#">COMPUTER CPU DELL PRECISION 330</a>		CO		1		<input type="text"/>
<a href="#">COMPUTER CPU GATEWAY E-3600</a>		CO		3		<input type="text"/>
<a href="#">COMPUTER MONITORS CRT STANDARD SM-72A1CN</a>		CO		1		<input type="text"/>
<a href="#">COMPUTER OPTICAL DRIVES CD-RW NOT AVAILABLE</a>		CO		1		<input type="text"/>
<a href="#">COMPUTER PRINTERS LASERWRITER SELECT</a>		CO		1		<input type="text"/>
<a href="#">COMPUTER PRINTERS INKJET BLACK HP DESK JET 855 CXI</a>		CO		1		<input type="text"/>
<a href="#">COMPUTER PRINTERS INKJET BLACK HP DESKJET 500C</a>		CO		1		<input type="text"/>
<a href="#">COMPUTER PRINTERS INKJET COLOR EPSON SK7 PLUS</a>		CO		1		<input type="text"/>
<a href="#">COMPUTER PRINTERS INKJET COLOR EPSON SXX7</a>		CO		1		<input type="text"/>
<a href="#">COMPUTER PRINTERS LASER BLACK HP LASERJET 2200D</a>		CO		1		<input type="text"/>
<a href="#">COMPUTER PRINTERS LASER BLACK HP LASERJET 4L</a>		CO		1		<input type="text"/>
<a href="#">COMPUTER PRINTERS LASER BLACK HP LASERJET 2200D</a>		CO		1		<input type="text"/>
<a href="#">COMPUTER PRINTERS LASER BLACK HP LASERJET 4L</a>		CO		1		<input type="text"/>
<a href="#">COMPUTER PRINTERS LASER BLACK HP LASERJET 5000N</a>		CO		1		<input type="text"/>
<a href="#">COMPUTER PRINTERS LASER COLOR HP LASERJET 2100</a>		CO		1		<input type="text"/>
<a href="#">COMPUTER SCANNER FLATBED HP SCAN JET 4C</a>		CO		1		<input type="text"/>
<a href="#">COMPUTER TAPE DRIVES 8MM IOMEGA</a>		CO		1		<input type="text"/>

In the above illustration, the Global Search Field Name is “Computer,” the Primary Search Field Value is “State (CO), ” and the Secondary Search Field selected if Usable (4). If you had asked for more than one secondary search field then the system would have displayed each of the secondary field values requested. The message line lets you know that this is all the records found for your search criteria by displaying, “No more records available”.

You can see the EADS Item Data Sheet for each of the property items by clicking on the blue Item Description hypertext. To identify the items to be frozen you type the amount to be frozen for each item in the Quantity To Freeze field. After all of the items to be frozen on the screen page are identified with freeze quantities, you click on the red “Freeze” button located on the top and bottom center of the screen. In the illustration below, the user froze two items with a quantity of 3 and 12 respectively.

User Guides		FAQ		Program Links		Contact Links		GSAXcess® HelpDesk	
• Agency Asset Management System (AAMS)		• Energy Asset Disposal System (EADS)		• Report Property		• Want List		• Direct Select	
								• PTM	
				Basic Search Options		Advanced Search		Menu Home Logout	
<b>EADS Multiple Line Freeze List</b>								<b>Back Help</b>	
STATE : CO 4								Page: 1	
<b>Freeze</b>									
No more records available									
Error Message/Item description	Picture	State	Reimbursable	Quantity Available	Quantity Frozen	Quantity To Freeze			
<a href="#">COMPUTER CPU OMNI-TECH STRATA 850, PENTIUM 4</a>		CO		5		3			
<a href="#">COMPUTER CPU DELL DIMENSION 4100</a>		CO		1					
<a href="#">COMPUTER CPU DELL DIMENSION 4400</a>		CO		2					
<a href="#">COMPUTER CPU DELL GX400 MINITOWER</a>		CO		17		12			
<a href="#">COMPUTER CPU DELL OPTIPLEX GX400</a>		CO		1					
<a href="#">COMPUTER CPU DELL OPTIPLEX GX400</a>		CO		6					
<a href="#">COMPUTER CPU DELL PRECISION 330</a>		CO		1					
<a href="#">COMPUTER CPU GATEWAY E-3600</a>		CO		3					
<a href="#">COMPUTER MONITORS CRT STANDARD SM-72A1CN</a>		CO		1					
<a href="#">COMPUTER OPTICAL DRIVES CD-RW NOT AVAILABLE</a>		CO		1					
<a href="#">COMPUTER PRINTERS LASERWRITER SELECT</a>		CO		1					
<a href="#">COMPUTER PRINTERS INKJET BLACK HP DESK JET 855 CXI</a>		CO		1					
<a href="#">COMPUTER PRINTERS INKJET BLACK HP DESKJET 500C</a>		CO		1					
<a href="#">COMPUTER PRINTERS INKJET COLOR EPSON SK7 PLUS</a>		CO		1					
<a href="#">COMPUTER PRINTERS INKJET COLOR EPSON SXX7</a>		CO		1					
<a href="#">COMPUTER PRINTERS LASER BLACK HP LASERJET 2200D</a>		CO		1					
<a href="#">COMPUTER PRINTERS LASER BLACK HP LASERJET 4L</a>		CO		1					

After you click the red “Freeze” button, the system redisplay the same screen with the status of the freeze transaction. If the transaction was successful, the item Description will be overlaid with the message, “Freeze Successful.” In the illustration below, Line Item 1 and Line Item 4 were successfully frozen.

STATE : CO 4

**Freeze**

Select 'FREEZE' to freeze items with quantity > zero

Error Message/Item description	Picture	State	Reimbursable	Quantity Available	Quantity Frozen	Quantity To Freeze
<b>Freeze Successful</b>		CO		5	3	<input type="checkbox"/>
<a href="#">COMPUTER CPU DELL DIMENSION 4100</a>		CO		1		<input type="checkbox"/>
<a href="#">COMPUTER CPU DELL DIMENSION 4400</a>		CO		2		<input type="checkbox"/>
<b>Freeze Successful</b>		CO		17	12	<input type="checkbox"/>
<a href="#">COMPUTER CPU DELL OPTIPLEX GX400</a>		CO		1		<input type="checkbox"/>
<a href="#">COMPUTER CPU DELL OPTIPLEX GX400</a>		CO		6		<input type="checkbox"/>
<a href="#">COMPUTER CPU DELL PRECISION 330</a>		CO		1		<input type="checkbox"/>
<a href="#">COMPUTER CPU GATEWAY E-3600</a>		CO		3		<input type="checkbox"/>
<a href="#">COMPUTER MONITORS CRT STANDARD SM-72A1CN</a>		CO		1		<input type="checkbox"/>
<a href="#">COMPUTER OPTICAL DRIVES CD-RW NOT AVAILABLE</a>		CO		1		<input type="checkbox"/>
<a href="#">COMPUTER PRINTERS LASERWRITER SELECT</a>		CO		1		<input type="checkbox"/>
<a href="#">COMPUTER PRINTERS INKJET BLACK HP DESK JET 855 CXI</a>		CO		1		<input type="checkbox"/>
<a href="#">COMPUTER PRINTERS INKJET BLACK HP DESKJET 500C</a>		CO		1		<input type="checkbox"/>
<a href="#">COMPUTER PRINTERS INKJET COLOR EPSON SK7 PLUS</a>		CO		1		<input type="checkbox"/>
<a href="#">COMPUTER PRINTERS INKJET COLOR EPSON SXK7</a>		CO		1		<input type="checkbox"/>
<a href="#">COMPUTER PRINTERS LASER BLACK HP LASERJET 2200D</a>		CO		1		<input type="checkbox"/>

You may now freeze additional items on the same or subsequent pages by repeating the procedure detailed in this paragraph.

The message, “Select “Freeze” to freeze items with quantity > zero” is a procedural message advising you that you may perform additional freezes of the same or other items on the same page. The message does not indicate an error.

### How do I correct an unsuccessful Freeze?

An unsuccessful freeze occurs when the quantity entered as the freeze quantity (Qty to Freeze) on the EADS Multiple Line Freeze List is greater than the quantity available (Quantity Avail). The conditions for an unsuccessful freeze are shown in the illustration below where the freeze quantity of “2” for the second line item (Computer CPU, Dell Dimension 4100) is greater than the quantity available of “1.”

The screenshot displays the 'EADS Multiple Line Freeze List' for state CO. A red banner at the top of the list area reads 'Freeze' and 'Your Freeze Quantity exceeds the Quantity Available for issue'. The table below shows various items with their respective quantities available and frozen. The second item, 'COMPUTER CPU DELL DIMENSION 4400', has a quantity available of 1 and a quantity frozen of 4, which is highlighted in red to indicate the error.

Error Message/Item description	Picture	State	Reimbursable	Quantity Available	Quantity Frozen	Quantity To Freeze
<a href="#">COMPUTER CPU OMNI-TECH STRATA 850, PENTIUM 4</a>		CO		5		<input type="text"/>
<b>Freeze quantity &gt; Available quantity</b>		CO		1		4
<a href="#">COMPUTER CPU DELL DIMENSION 4400</a>		CO		2		<input type="text"/>
<a href="#">COMPUTER CPU DELL GX400 MINITOWER</a>		CO		17		<input type="text"/>
<a href="#">COMPUTER CPU DELL OPTIPLEX GX400</a>		CO		1		<input type="text"/>
<a href="#">COMPUTER CPU DELL OPTIPLEX GX400</a>		CO		6		<input type="text"/>
<a href="#">COMPUTER CPU DELL PRECISION 330</a>		CO		1		<input type="text"/>
<a href="#">COMPUTER CPU GATEWAY E-3600</a>		CO		3		<input type="text"/>
<a href="#">COMPUTER MONITORS CRT STANDARD SM-72A1CN</a>		CO		1		<input type="text"/>
<a href="#">COMPUTER OPTICAL DRIVES CD-RW NOT AVAILABLE</a>		CO		1		<input type="text"/>
<a href="#">COMPUTER PRINTERS LASERWRITER SELECT</a>		CO		1		<input type="text"/>
<a href="#">COMPUTER PRINTERS INKJET BLACK HP DESK JET 855 CXI</a>		CO		1		<input type="text"/>
<a href="#">COMPUTER PRINTERS INKJET BLACK HP DESKJET 500C</a>		CO		1		<input type="text"/>
<a href="#">COMPUTER PRINTERS INKJET COLOR EPSON SK7 PLUS</a>		CO		1		<input type="text"/>
<a href="#">COMPUTER PRINTERS INKJET COLOR EPSON SXX7</a>		CO		1		<input type="text"/>
<a href="#">COMPUTER PRINTERS LASER BLACK HP LASERJET 2200D</a>		CO		1		<input type="text"/>

The above illustration shows that the freeze was not successful. The error message is displayed at the top center of the screen on the Message Line and also on the Item Line where it overlays the Item Description.



To correct an input error, the user overtypes the error with the correct quantity. In the illustration below, the correction is made by overtyping the “4” with a quantity of “1.”

**EADS Multiple Line Freeze List**

STATE : CO 4

**Freeze** Page: 1

Select 'FREEZE' to freeze items with quantity > zero

Error Message/Item description	Picture	State	Reimbursable	Quantity Available	Quantity Frozen	Quantity To Freeze
<a href="#">COMPUTER CPU OMNI-TECH STRATA 850, PENTIUM 4</a>		CO		5		<input type="text"/>
<b>Freeze Successful</b>		CO		1	1	<input type="text"/>
<a href="#">COMPUTER CPU DELL DIMENSION 4400</a>		CO		2		<input type="text"/>
<a href="#">COMPUTER CPU DELL GX400 MINITOWER</a>		CO		17		<input type="text"/>
<a href="#">COMPUTER CPU DELL OPTIPLEX GX400</a>		CO		1		<input type="text"/>
<a href="#">COMPUTER CPU DELL OPTIPLEX GX400</a>		CO		6		<input type="text"/>
<a href="#">COMPUTER CPU DELL PRECISION 330</a>		CO		1		<input type="text"/>
<a href="#">COMPUTER CPU GATEWAY E-3600</a>		CO		3		<input type="text"/>
<a href="#">COMPUTER MONITORS CRT STANDARD SM-72A1CN</a>		CO		1		<input type="text"/>
<a href="#">COMPUTER OPTICAL DRIVES CD-RW NOT AVAILABLE</a>		CO		1		<input type="text"/>
<a href="#">COMPUTER PRINTERS LASERWRITER SELECT</a>		CO		1		<input type="text"/>
<a href="#">COMPUTER PRINTERS INKJET BLACK HP DESK JET 855 CXI</a>		CO		1		<input type="text"/>
<a href="#">COMPUTER PRINTERS INKJET BLACK HP DESKJET 500C</a>		CO		1		<input type="text"/>
<a href="#">COMPUTER PRINTERS INKJET COLOR EPSON SK7 PLUS</a>		CO		1		<input type="text"/>
<a href="#">COMPUTER PRINTERS INKJET COLOR EPSON SXX7</a>		CO		1		<input type="text"/>
<a href="#">COMPUTER PRINTERS LASER BLACK HP LASERJET 2200D</a>		CO		1		<input type="text"/>

After clicking the red “Freeze” button, the system redisplay the same screen with the status of the freeze transaction. If the transaction was successful, the Item Description will be overwritten with the message, “Freeze Successful.”



### How do I inquire an item that I am freezing?

The EADS Multiple Line Freeze List is designed to allow the user to obtain more detailed information about the item before freezing it. Click on the blue Item Description hypertext of the property item that you want to freeze.

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NOUN : COMPUTER CO 4

**Freeze**    Page: 1

No more records available

Error Message/Item description	Picture	State	Reimbursable	Quantity Available	Quantity Frozen	Quantity To Freeze
<a href="#">COMPUTER CPU OMNI-TECH S TRATA 850, PENTIUM 4</a>		CO		5		<input type="text"/>
<a href="#">COMPUTER CPU DELL DIMENSION 4100</a>		CO		1		<input type="text"/>
<a href="#">COMPUTER CPU DELL DIMENSION 4400</a>		CO		2		<input type="text"/>
<a href="#">COMPUTER CPU DELL GX400 MINITOWER</a>		CO		17		<input type="text"/>
<a href="#">COMPUTER CPU DELL OPTIPLEX GX400</a>		CO		1		<input type="text"/>
<a href="#">COMPUTER CPU DELL OPTIPLEX GX400</a>		CO		6		<input type="text"/>
<a href="#">COMPUTER CPU DELL PRECISION 330</a>		CO		1		<input type="text"/>
<a href="#">COMPUTER CPU GATEWAY E-3600</a>		CO		3		<input type="text"/>
<a href="#">COMPUTER MONITORS CRT STANDARD SM-72A1CN</a>		CO		1		<input type="text"/>
<a href="#">COMPUTER OPTICAL DRIVES CD-RW NOT AVAILABLE</a>		CO		1		<input type="text"/>
<a href="#">COMPUTER PRINTERS LASERWRITER SELECT</a>		CO		1		<input type="text"/>
<a href="#">COMPUTER PRINTERS INKJET BLACK HP DESK JET 855 CXI</a>		CO		1		<input type="text"/>
<a href="#">COMPUTER PRINTERS INKJET BLACK HP DESKJET 500C</a>		CO		1		<input type="text"/>
<a href="#">COMPUTER PRINTERS INKJET COLOR EPSON SK7 PLUS</a>		CO		1		<input type="text"/>
<a href="#">COMPUTER PRINTERS INKJET COLOR EPSON SXX7</a>		CO		1		<input type="text"/>
<a href="#">COMPUTER PRINTERS LASER BLACK HP LASERJET 2200D</a>		CO		1		<input type="text"/>

After you clicked on the first line item for your search criteria, the system displays the EADS Item Data Sheet for that property as illustrated below:

**EADS Item Data Sheet**

[Back](#) [Help](#)

**Item Control Number:** 898271-8009-0013  
**FSC/National Stock Number:** 7021  
**Noun Name:** COMPUTER CPU OMNI-TECH STRATA 850, PENTIUM 4  
**Quantity Available:** 5 EACH **Freeze Quantity:**  
**Unit Price:** \$ 1399.00 **Acquisition Cost:** \$ 6995.00

**Reporting Agency Name:** WESTERN AREA POWER ADMINISTRATION  
**POC:** MARY Carney  
**POC Phone:** 720-962-7168 Ext:  
**POC Fax:** 720-962-7494  
**POC Email:** carney@wapa.gov

**Property Location:** WESTERN AREA POWER ADMINISTRATION  
 12155 W. Alameda Parkway  
 Lakewood , CO-802280000-0000

**Property Custodian:** MARY Carney  
**Custodian Phone:** 720-962-7168 Ext:  
**Custodian Fax:** 720-962-7494  
**Custodian Email:** carney@wapa.gov

**Condition:** Usable **Make/Mfg:** OTHER  
**Hazardous:** No **Part Number:**  
**Demilitarization:** No **Model:** OMNI-TECH STRATA 850  
**Agency Control Number:** NA **Internal Screen Only:** No  
**Date Reported:** January 09, 2008 **Agency Location Code:**  
**Acquisition Date:** September 19, 2001 **Excess Release Date:** January 16, 2008

**Flight Safety Critical Aircraft Part:** No

**Item Description**  
 REF: REPORT #898271-8009 ITEM #013 AA0012291, AA0012294, AA0012300, AA0012304, AA0012305  
 HARD DRIVE WIPED

The illustration above shows the EADS Item Data Sheet for Line Item 1 - “COMPUTER CPU OMNI-TECH STRATA 850, PENTIUM 4.” Like all item data sheets, the above example provides a profile of the item inquired. It consists of contact information, the location of property address, and various data to allow identification of the property, such as Federal Supply Class, National Stock Number, Item Control Number, Make and Model. In addition, four lines of description are displayed at the bottom of the screen.

Although detailed and comprehensive description records are encouraged, the amount and quality of the description is ultimately the responsibility of the property owner reporting the property. Pictures are strongly encouraged when reporting property to further enhance a transfer transaction.

After reviewing the data sheet and description of the item being considered for freeze action, you can return to the EADS Multiple Line Freeze List screen by clicking on the red “Back” button located in the upper right-hand corner.

## Freeze Documentation

### *What kind of documentation is generated by Single and Multiple Line Freezes?*

As illustrated in the sections above, you may freeze items one line at a time with an EADS Single Freeze or you may simultaneously freeze several line items on a single computer screen page when doing an EADS Multiple Freeze. Each freeze of either type will generate a separate transfer order. For example, if you freeze 5 line items on a particular screen, the system will generate 5 different transfer orders just as though the items were frozen individually as a Single Line Freeze. The transfer order includes a cover sheet that lists instructions concerning the approval procedure.

It should be noted that E-mail is the default method of transmitting the freeze cover sheet and transfer order if both the E-mail Address and Fax Tel No fields are completed on the Internal User screen. If the user wishes to send a Fax only, the Fax Tel No field should be completed and the E-mail Address should be left blank.

After you create a freeze, the system will attempt to send the transfer order via E-mail or FAX to the Approving Official's E-mail address or Fax machine. The system attempts the transmission up to three times. If the transmission is unsuccessful after three tries, the system will send the transfer order to a default E-mail address or Fax machine. The transfer order will be defaulted to the responsible DOE Organizational Property Management Officer (OPMO) who will review the order and send it to the approving official.

The illustration below shows an E-mail message of a computer generated transfer order and corresponding cover sheet.

#### E-mail Cover Sheet

```
TO:  BROTHERTON, NANCY
      Room No:      300
      FAX No:       703-605-2885
      EMAIL Address: NANCY.BROTHERTON@GSA.GOV

FROM: DEPARTMENT OF ENERGY
      ENERGY ASSET DISPOSAL SYSTEM (EADS)

Dear Approving Official:

Attached is a computer generated Transfer Order for property which
is being internally screened within the Department of Energy. The
order was initiated as a freeze transaction by USER,
DOE within your organization.

To complete the request for transfer, sign and date the transfer
order, then send it to the Property Custodian official listed below.

CUSTODIAN   :   MARY Carney
              720-962-7168
FAX:        720-962-7494

The property being requested is located at the following address:

Property Location: WESTERN AREA POWER ADMINISTRATION
                  12155 W. Alameda Parkway
                  Lakewood, CO 80228-0000
```

If you have questions regarding the property, direct them to the Point of Contact listed below:

Point of Contact: MARY Carney  
 FAX: 720-962-7494  
 EMAIL Address: carney@wapa.gov

To make arrangements for transfer of the property, contact the Property Custodian official above.

If you wish to make changes to the Transfer Order, line out the data you wish to change and annotate the change directly on the hardcopy of the order.

If this request is an emergency, please annotate this and the nature of the emergency on the hardcopy of the Transfer Order in the Shipping Instructions block (e.g., Emergency - Flood).

No action will be taken on this order unless Custodian receives a signed copy. If the Transfer Order is not approved within 30 days of the freeze transaction you must delete the freeze in EADS.

TRANSFER ORDER  
 EXCESS PERSONAL PROPERTY

TO: MARY Carney 720-962-7168 720-962-7494 (FAX)	Ordering Activity:  FERMI NATIONAL ACCELERATOR LABORATORY WILSON & KIRK ROADS BATAVIA IL 60510
Reporting Activity:  WESTERN AREA POWER ADMINISTRATION 12155 W. Alameda Parkway  Lakewood, CO 80228-0000	Freeze Activity:  USER,DOE 703-605-2885
Location of Property: WESTERN AREA POWER ADMINISTRATION 12155 W. Alameda Parkway  Lakewood, CO 80228-0000	Ship To:  FERMI NATIONAL ACCELERATOR LABORATORY WILSON & KIRK ROADS BATAVIA IL 60510
Appropriation Symbol and Title:  _____	Shipping Instructions:  _____ _____ _____

Ordering Activity Approval:

SIGNATURE: \_\_\_\_\_ TITLE: \_\_\_\_\_  
 DATE: \_\_\_\_\_

Item Control No.	UI	Quantity	Unit Cost	Total Cost
898271 8009 0011	EA	12	1,285.00	15,420.00

Condition:Used Excess Release Date: 01/16/2008

Noun Name:  
COMPUTER CPU DELL GX400 MINITOWER

Reporting Activity Approval:

SIGNATURE: \_\_\_\_\_ TITLE: \_\_\_\_\_  
 DATE: \_\_\_\_\_

The illustration below shows an electronic mail message resulting from a transmission failure. If you receive one of these messages then you are the designated default address for transmission failures. The electronic message will include a copy of the failed transmission similar to the examples listed above.

If the person placing the freeze requests that transfer orders be sent via electronic mail and their mail box is out of order, then the system will send the transfer order to the default electronic mail address. Otherwise, the system sends the transfer order to the default FAX address.

If you receive one of these messages, please contact the person requesting the freeze immediately and make arrangements to forward the transfer order. The requester will need to get the transfer order approved before the order can be sent to the property owner for transfer.

---

message id: <199804071554.LAA16700@gsauns1.gsa.gov> subject: SF122 PROPERTY APPROVAL

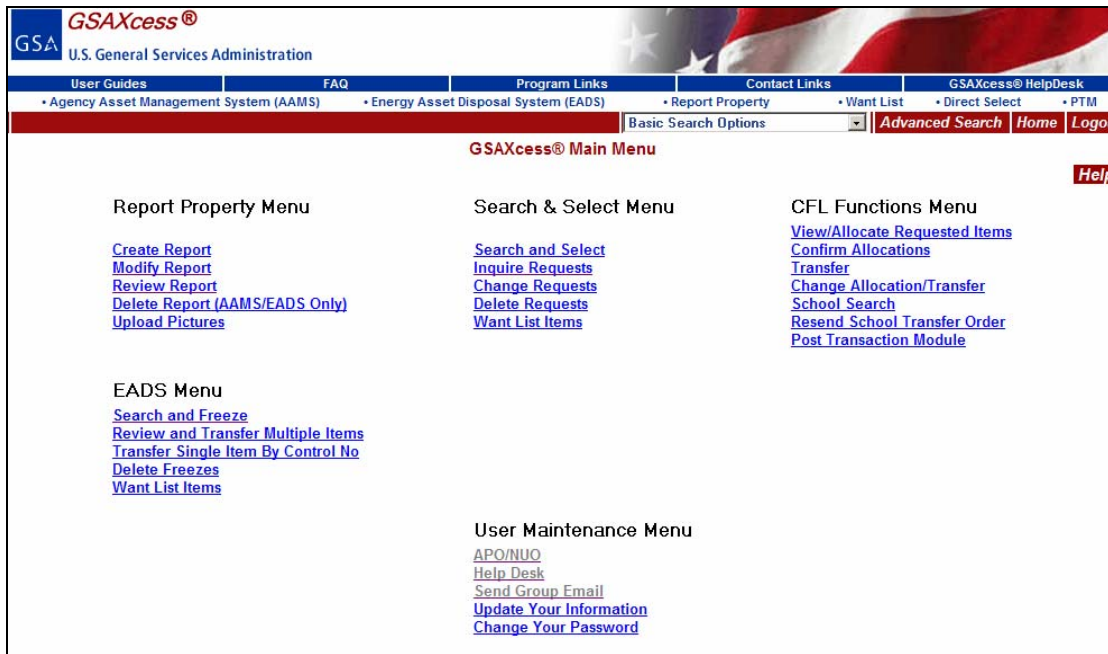
Delivery failed to pat.lapella@doe.gov

reason: INVALID DESTINATION ADDRESS

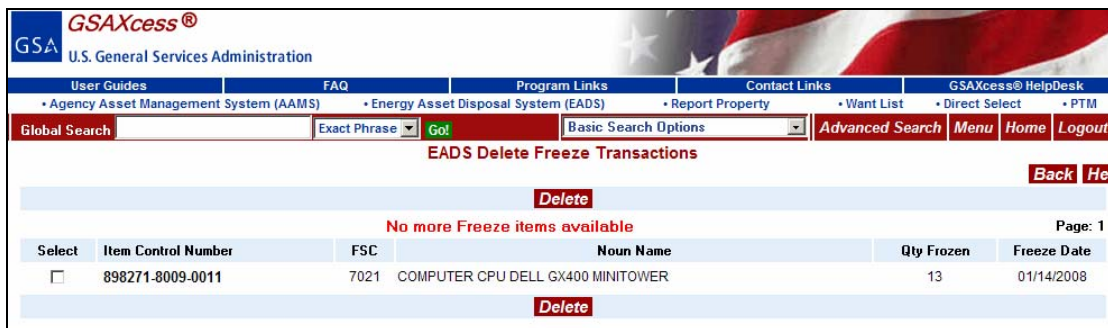
## Delete Freeze Transactions

### How do I delete “freeze” transactions?

If you created a freeze and later decide that you do not need the item, you can use GSAXcess®/EADS to delete the freeze. To delete an existing freeze, go to the GSAXcess®/ Main Menu under the EADS Menu and click on the blue “Delete Freezes” hypertext.

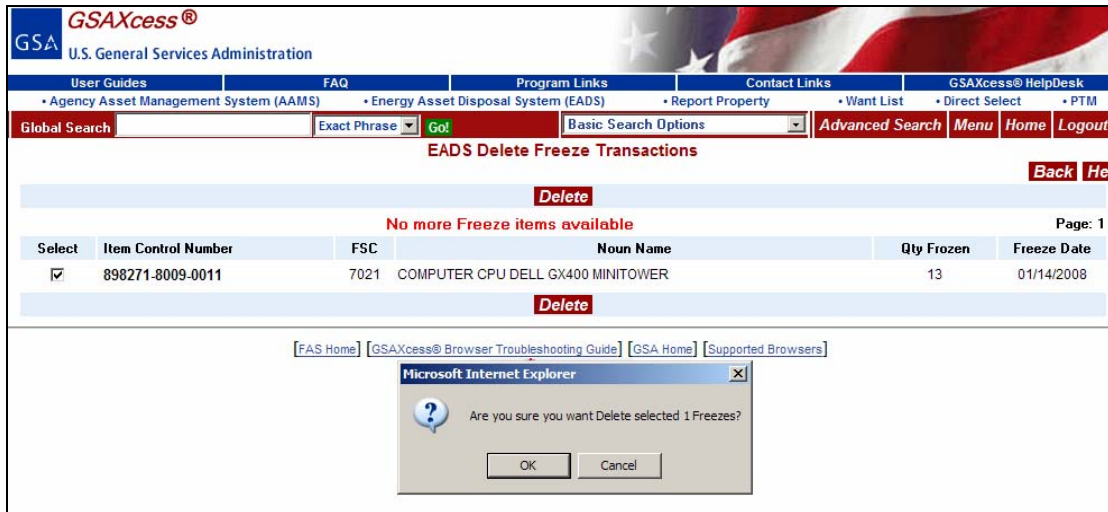


The EADS Delete Freeze Transactions screen is shown in the example below. This screen shows the items that you froze during previous EADS Search and Freeze sessions. An example of this screen is displayed below:

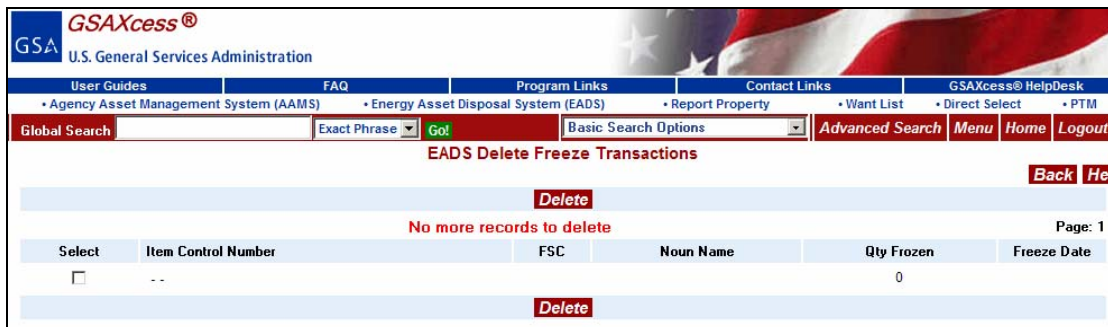




To delete a freeze against any Item Control Number displayed, click on the “Select” column checkbox field to the left of the freeze to be deleted and click the red “Delete” button. You can select any or all items found on the screen. In the example below, you clicked on Item Control Number 898271-8009-0011 checkbox for deletion and clicked the red “Delete” button. The following pop-up message is display asking you, “Are you sure you want Delete selected 1 Freezes?”

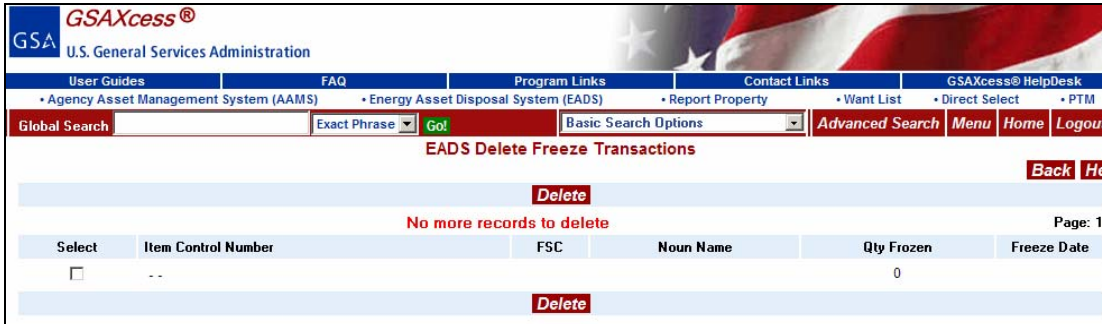


You click “OK” and the system deletes the item and responds with a message stating, “No More Records to Delete” as shown below.



### How do I know if my delete freeze was successful?

You click “OK” and the system deletes the item and responds with a message stating, “No More Records to Delete” as shown below.



### How do I review freezes on additional pages of freeze items?

You can review up to fifty pending freeze transactions at a time. To advance to the Next page or to display the Previous page of frozen items, click on the blue “Next Page” or “Previous Page” hypertext, respectively, in the upper middle of the page above the message line on the EADS Delete Freeze Transactions.

### What happens to your deleted freezes once you exit the system?

Item Control Numbers selected for deletion are dropped automatically once you exit the system. When you return to the Delete Freeze Transactions Screen, the dropped items are no longer displayed on the screen.

### Can I re-freeze a deleted freeze?

If you need to re-freeze an item, repeat the usual search and freeze method beginning at the EADS Menu. Click on [Searching for Property](#).



## Transfer Property

### *What is the Transfer Property function?*

The Transfer Property function allows you to transfer your excess property to another DOE activity during the EADS Internal Screening cycle. The process includes the following steps:

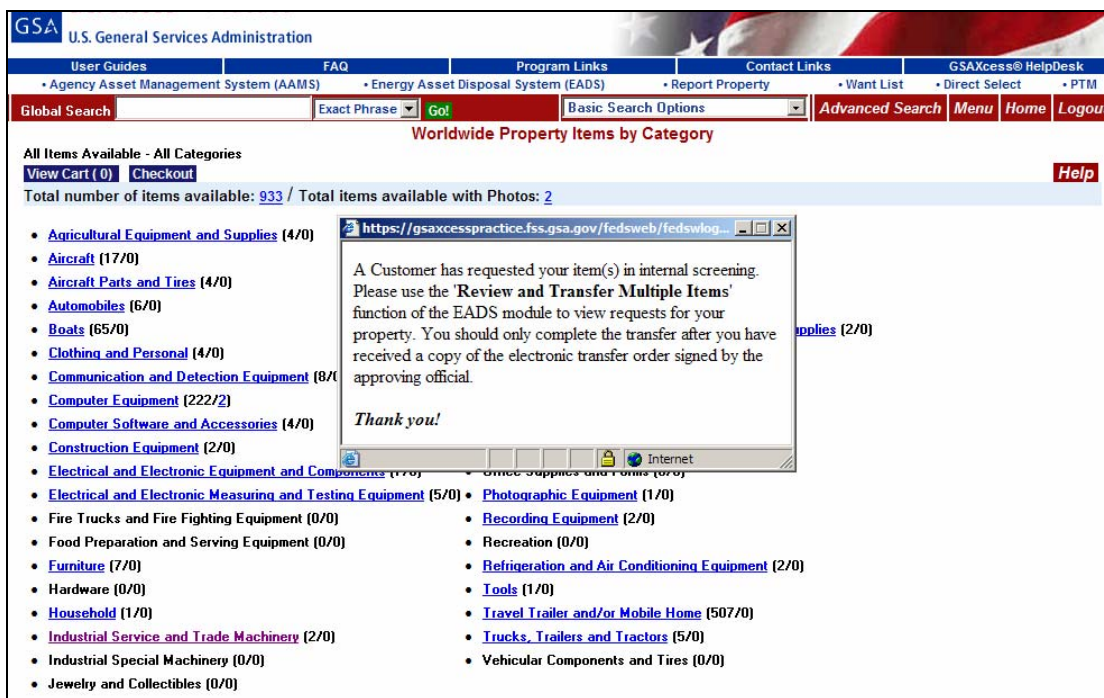
1. · Review your transfer orders
2. · Review the freezes against your property in GSAXcess®/EADS
3. · Evaluate competing freezes for your property
4. · Award the property

You can review all your property at once, evaluating competing freezes as you go, or you can review freezes for your property one line item at a time. The sections below discuss both these options.

## How do I review my transfer orders?

DOE activities who freeze property will receive transfer orders via electronic mail or fax. The system sends the transfer order to the approving official at the unit that created the freeze. The approving official forwards the transfer order via electronic mail if acceptable or signs the transfer order and sends it to the point of contact for the property. If you are the point of contact then you will receive the approved transfer order via electronic mail, fax or mail from the approving official. Before you transfer the property, make sure you have an approved transfer order from the activity that froze the property. Check to see that the information is accurate and note the quantity frozen.

When you sign in to the GSAXcess®/EADS system, if there are any freezes against your property, the system displays a pop-up message as shown below:



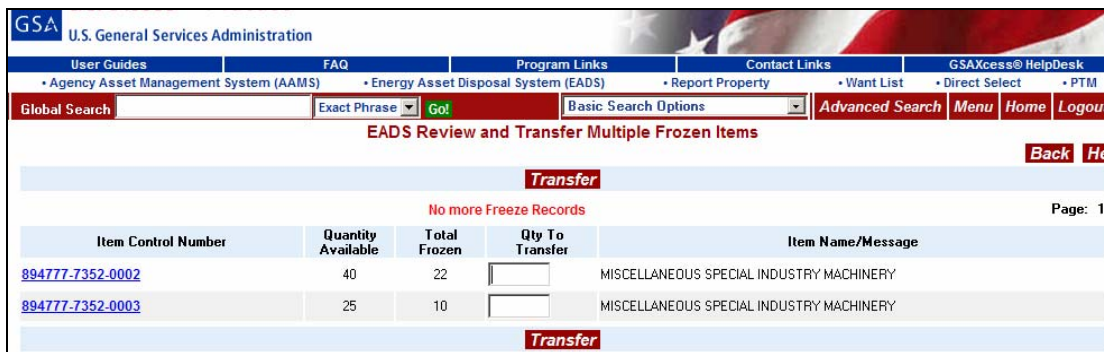
### How do I review and transfer multiple frozen items?

To review and transfer multiple frozen items, go to the GSAXcess®/EADS Main Menu under the EADS Menu and click on the blue Review and Transfer Multiple Items hypertext. The GSAXcess®/EADS Main Menu is shown in the example below:



After you click on the blue Review and Transfer Multiple Items hypertext, the system displays the EADS Review and Transfer Multiple Frozen Items screen. This screen displays only your items that have been frozen during the EADS Internal Screening cycle. Note that you may have other property available that is not yet frozen by any prospective customers. The system will not list this property unless a customer creates a freeze.

The screen includes the Item Control Number, Item Name, and the Quantity Available for transfer. The Total Frozen is the total of all freezes to date. You may type the Quantity to Transfer if you wish to transfer the property at this time. The example below shows the first page of frozen items for review.



You can review up to 50 Item Control Numbers at a time. If there are multiple pages of frozen items,

you can click on the blue Next Page or Previous Page hypertext to navigate between pages.

Before you transfer property from this screen, make sure you have an approved transfer order from the DOE activity that froze the property. Check that the information is accurate and note the quantity frozen.

Next, compare the Total Frozen to the Quantity Available. If the Quantity Available is greater than or equal to the Quantity Frozen, it is safe to transfer all the property. Type the quantity you wish to transfer in the Quantity to Transfer (Qty To Transfer) field and click on the red “Transfer” button either on the top and bottom middle of the screen.

If the freeze quantity on the transfer order plus the total of previous freezes placed is greater than the Quantity Available, you must go to the next screen by clicking the Item Control Number to evaluate competing freezes. There can be no quantity typed into the Qty to Transfer field to view competing requests. This screen is discussed in the following section.

If there are competing requests, you can click on the blue Item Control Number hypertext to review competing requests on the EADS Evaluate Competing Requests screen. You can transfer from the EADS Evaluate Competing Requests screen or click on the blue Name hypertext to see who the Agency is that is requesting.

**EADS Evaluate Competing Freezes**

Item Control Number: 894777 - 7352 - 0002 Page: 1  
 Noun Name: MISCELLANEOUS SPECIAL IND Quantity Available: 40

[Transfer](#) [Delete](#)

No more Freeze records

Name	Freeze		Quantity to Transfer	Transfer Status	
	Date	Quantity		Date	Quantity
<a href="#">BROTHERTON NANCY</a>	12/18/2007	22	<input type="text"/>		

[Transfer](#) [Delete](#)

By clicking on the blue name hypertext the following EADS User Transfer Data displays:

**EADS User Transfer Data**

Item Control Number: 894777 - 7352 - 0002 Available Quantity: 40  
 Freeze Activity Address Code: 893127 Freeze Quantity : 22  
 Name: BROTHERTON NANCY Transfer Quantity :  
 Telephone Number: 703 605 2885 Phone Extension :  
**Approving Official's Data**  
 Name: BROTHERTON NANCY Room Number:  
 Email Address: NANCY.BROTHERTON@GSA.GOV Fax Number : 000 000 0000  
 Attention Line:  
 Ship to Address: DEPT OF ENERGY  
 OFC PROCUREMENT OPERATIONS MA-452 2  
 1000 INDEPENDENCE AVENUE SW  
 WASHINGTON DC 20585

In the example below, after evaluating competing requests (for this item control number, there were no competing request) you click the red “Transfer” button to transfer the property item from the EADS Evaluate Competing Freezes. The system redisplay the screen with a “Transferred” confirmation message in the Name field.

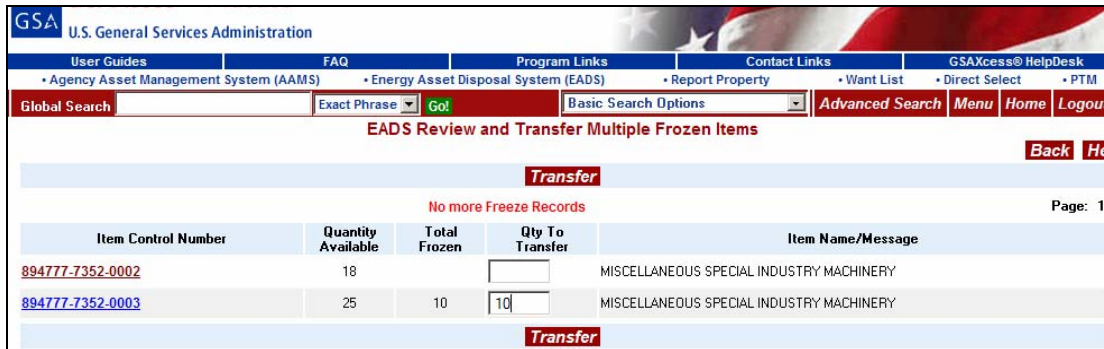
**EADS Evaluate Competing Freezes**

Item Control Number: 894777 - 7352 - 0002 Page: 1  
 Noun Name: MISCELLANEOUS SPECIAL IND Quantity Available: 18  
**Transfer Delete**  
 Press the required button for further action

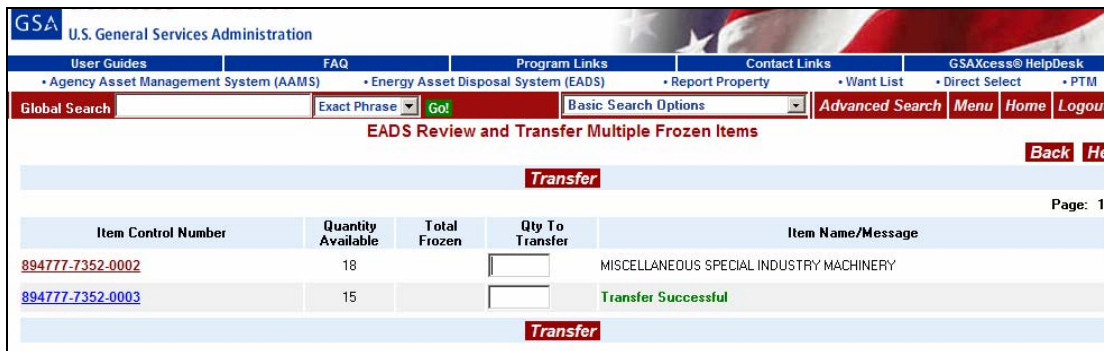
Name	Freeze		Quantity to Transfer	Transfer Status	
	Date	Quantity		Date	Quantity
<b>TRANSFERRED</b>	12/18/2007		22	12/18/2007	22

**Transfer Delete**

You click the red “Back” button to return to the EADS Review and Transfer Multiple Frozen Items and the quantity is adjusted on the item you just transferred. You can complete your transfer action by entering the requested quantity and clicking the red “Transfer” button.



The system redisplay the screen with a confirmation message of “Transfer Successful”.





From the Main Menu, if you click on the blue Review and Transfer Multiple Items hypertext, the system message will state, “No Freeze records for your AAC”.

The screenshot shows the GSAXcess Main Menu interface. At the top, there is a navigation bar with links for User Guides, FAQ, Program Links, Contact Links, and GSAXcess HelpDesk. Below this, there are links for Agency Asset Management System (AAMS), Energy Asset Disposal System (EADS), Report Property, Want List, Direct Select, and PTM. A search bar is present with 'Basic Search Options' and buttons for 'Advanced Search', 'Home', and 'Logout'. The main content area is titled 'GSAXcess® Main Menu' and features a red banner with the message 'No Freeze records for your AAC'. The menu is organized into several sections: Report Property Menu, EADS Menu, Search & Select Menu, User Maintenance Menu, CFL Functions Menu, and CFL Reports. Each section contains a list of blue hyperlinks for various actions.

**GSAXcess® Main Menu**

**Report Property Menu**

- [Create Report](#)
- [Modify Report](#)
- [Review Report](#)
- [Delete Report \(AAMS/EADS Only\)](#)
- [Upload Pictures](#)

**EADS Menu**

- [Search and Freeze](#)
- [Review and Transfer Multiple Items](#)
- [Transfer Single Item By Control No](#)
- [Delete Freezes](#)
- [Want List Items](#)

**Search & Select Menu**

- [Search and Select](#)
- [Inquire Requests](#)
- [Change Requests](#)
- [Delete Requests](#)
- [Want List Items](#)

**User Maintenance Menu**

- [APO/NUO](#)
- [Help Desk](#)
- [Send Group Email](#)
- [Update Your Information](#)
- [Change Your Password](#)

**CFL Functions Menu**

- [View/Allocate Requested Items](#)
- [Confirm Allocations](#)
- [Transfer](#)
- [Change Allocation/Transfer](#)
- [School Search](#)
- [Resend School Transfer Order](#)
- [Post Transaction Module](#)

**CFL Reports**

- [Transfers to Schools & Non-Profits](#)
- [Transfers by Agency to Schools & Non-Profits](#)

**No Freeze records for your AAC**

[Help](#)

### What happens when you can't satisfy all freezes?

If you have an item that does not have enough Quantity Available to satisfy all freezes then you will need to evaluate each freeze to determine who will receive the property. First, make sure you have a signed transfer order from each competitor. Competitors with signed transfer orders usually have preference over other competitors. Next, review the competing freezes.

In the next example, the point of contact notices that there are more freezes for the property items than there are available.

**EADS Review and Transfer Multiple Frozen Items**

Back Hel

**Transfer**

No more Freeze Records Page: 1

Item Control Number	Quantity Available	Total Frozen	Qty To Transfer	Item Name/Message
<a href="#">894777-7352-0001</a>	14	24	<input type="text"/>	MISCELLANEOUS SPECIAL INDUSTRY MACHINERY
<a href="#">894777-7352-0002</a>	18	14	<input type="text"/>	MISCELLANEOUS SPECIAL INDUSTRY MACHINERY
<a href="#">894777-7352-0003</a>	15	22	<input type="text"/>	MISCELLANEOUS SPECIAL INDUSTRY MACHINERY

**Transfer**

In this example, the point of contact had all of the required signed transfer orders so all of the freezes could be considered. Note that the screen displays the freezes in the order that they were created. In this case, you could award the property in several ways. You could award the property based on the creation time for the freeze or based on the arrival time of the signed transfer orders. You could also call the competitors to ask about the justification for the property. The point of contact reviews the competing requests by clicking on the blue Item Control Number (ICN) hypertext of the first ICN. The system displays the following:

**EADS Evaluate Competing Freezes**

Back Hel

Item Control Number: 894777 - 7352 - 0001  
Noun Name: MISCELLANEOUS SPECIAL IND Quantity Available: 14

**Transfer Delete**

No more Freeze records

Name	Freeze		Quantity to Transfer	Transfer Status	
	Date	Quantity		Date	Quantity
<a href="#">BROTHERTON NANCY</a>	12/18/2007		<input type="text"/>	12/18/2007	1
<a href="#">BROTHERTON NANCY</a>	12/18/2007	10	<input type="text"/>		
<a href="#">BROTHERTON NANCY</a>	12/18/2007	14	<input type="text"/>		

**Transfer Delete**



In this case, the point of contact decided to fulfill the freezes of the first two competitors and awarded the remaining property to the third competitor. The quantity to be transferred was typed next to each competitor and the red “Transfer” button was clicked.

**EADS Evaluate Competing Freezes**

Item Control Number: 894777 - 7352 - 0001  
 Noun Name: MISCELLANEOUS SPECIAL IND  
 Quantity Available: 14

[Transfer](#) [Delete](#)

No more Freeze records

Name	Freeze		Quantity to Transfer	Transfer Status	
	Date	Quantity		Date	Quantity
<a href="#">BROTHERTON NANCY</a>	12/18/2007		<input type="text" value="1"/>	12/18/2007	1
<a href="#">BROTHERTON NANCY</a>	12/18/2007	10	<input type="text" value="8"/>		
<a href="#">BROTHERTON NANCY</a>	12/18/2007	14	<input type="text" value="6"/>		

[Transfer](#) [Delete](#)

After you click the red “Transfer” button, the system redisplay the EADS Evaluate Competing Freezes screen with the message "Transferred" in the Name column of each transferred item. Note that the Quantity Available is adjusted to zero if you transferred all amounts and the Transfer Status shows the Transfer Date and the Quantity Transferred.

**EADS Evaluate Competing Freezes**

Item Control Number: 894777 - 7352 - 0001  
 Noun Name: MISCELLANEOUS SPECIAL IND  
 Quantity Available:

[Transfer](#) [Delete](#)

Press the required button for further action

Name	Freeze		Quantity to Transfer	Transfer Status	
	Date	Quantity		Date	Quantity
<a href="#">BROTHERTON NANCY</a>	12/18/2007		<input type="text" value="1"/>	12/18/2007	1
<a href="#">TRANSFERRED</a>	12/18/2007		<input type="text" value="8"/>	12/18/2007	8
<a href="#">TRANSFERRED</a>	12/18/2007		<input type="text" value="6"/>	12/18/2007	6

[Transfer](#) [Delete](#)

### What if I need to change the quantity I transferred?

If you make a mistake or your customer wants to change the quantity to be transferred, you may use the Evaluate Competing Internal Freezes screen to adjust the Transfer Quantity. In the example below you awarded a quantity of 8 property items to line #2. You really only wanted to award 7 to line #2 and 7 to line #3.

**EADS Evaluate Competing Freezes**

Item Control Number: 894777 - 7352 - 0001  
 Noun Name: MISCELLANEOUS SPECIAL IND  
 Quantity Available:

[Transfer](#) [Delete](#)

Press the required button for further action

Name	Freeze		Quantity to Transfer	Transfer Status	
	Date	Quantity		Date	Quantity
<a href="#">BROTHERTON NANCY</a>	12/18/2007		<input type="text" value="1"/>	12/18/2007	1
<a href="#">TRANSFERRED</a>	12/18/2007		<input type="text" value="8"/>	12/18/2007	8
<a href="#">TRANSFERRED</a>	12/18/2007		<input type="text" value="6"/>	12/18/2007	6

[Transfer](#) [Delete](#)

You must deny the transfer by entering a zero in the quantity to transfer and then click on the red “Transfer” button. The screen will indicate that the transfer quantity has changed and the Quantity Available will be adjusted.

**EADS Evaluate Competing Freezes**

Item Control Number: 894777 - 7352 - 0001  
 Noun Name: MISCELLANEOUS SPECIAL IND  
 Quantity Available: 15

[Transfer](#) [Delete](#)

Press the required button for further action

Name	Freeze		Quantity to Transfer	Transfer Status	
	Date	Quantity		Date	Quantity
<a href="#">BROTHERTON NANCY</a>	12/18/2007		<input type="text"/>	12/18/2007	
<a href="#">TRANSFER QTY CHANGED</a>	12/18/2007		<input type="text"/>	12/18/2007	
<a href="#">TRANSFER QTY CHANGED</a>	12/18/2007		<input type="text"/>	12/18/2007	

[Transfer](#) [Delete](#)

Enter the corrected Quantity, then click on the red “Transfer” button.

**EADS Evaluate Competing Freezes**

Item Control Number: 894777 - 7352 - 0001  
 Noun Name: MISCELLANEOUS SPECIAL IND

Quantity Available: Page: 1

[Transfer](#) [Delete](#)

Press the required button for further action

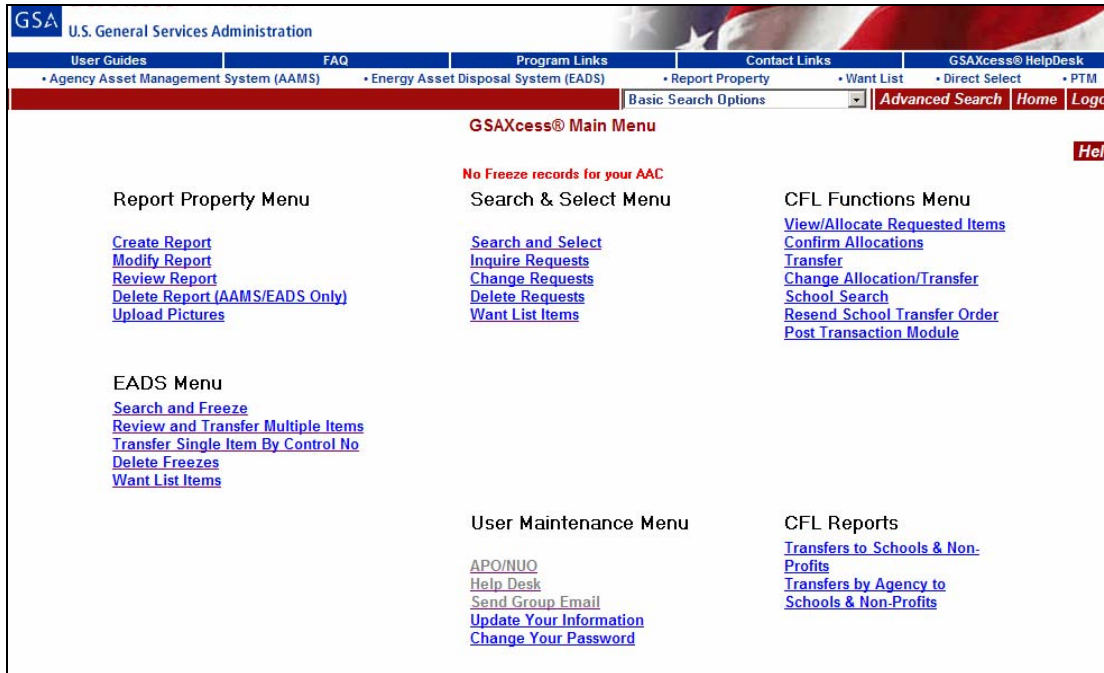
Name	Freeze		Quantity to Transfer	Transfer Status	
	Date	Quantity		Date	Quantity
<a href="#">TRANSFER QTY CHANGED</a>	12/18/2007		<input type="text" value="1"/>	12/18/2007	1
<a href="#">TRANSFER QTY CHANGED</a>	12/18/2007		<input type="text" value="7"/>	12/18/2007	7
<a href="#">TRANSFER QTY CHANGED</a>	12/18/2007		<input type="text" value="7"/>	12/18/2007	7

[Transfer](#) [Delete](#)

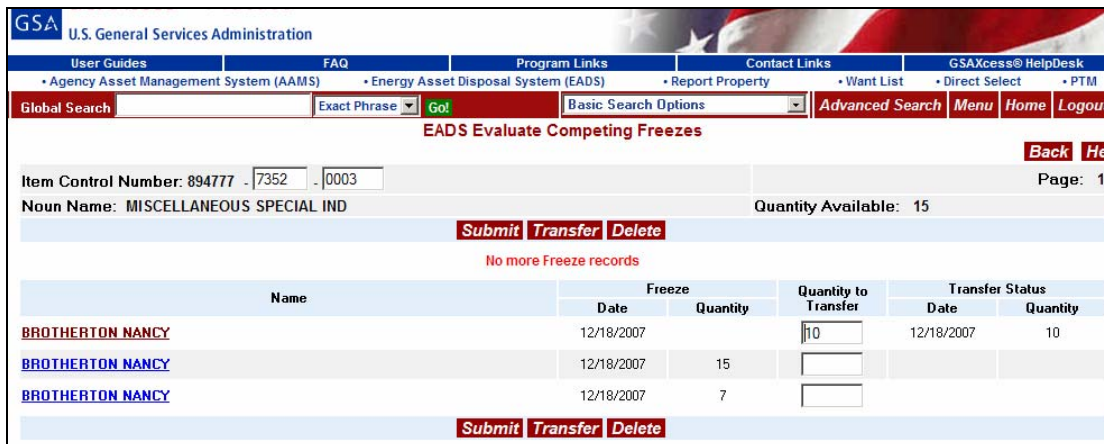
After you click the red “Transfer” button, the system redisplay the screen with the corrected Transfer Quantity. The Quantity Available was also adjusted.

## How can I transfer a single item control number?

If you receive a signed transfer order for one of your items and you want to transfer that item requested on the transfer order, use the following option. First, click on the blue Transfer Single Internal Item by Control Number hypertext, from the GSAXcess® Main Menu under the EADS Menu as shown.



The system will display the EADS Evaluate Competing Freezes screen. Type the Item Control Number found on the transfer order in the fields provided at the top of the screen and click the red “Submit” button.



In the above example, the system redisplay the screen with the competing freezes for this item. You may then award the property to the person who placed the freeze using the same method described in the section above.

## Can I review the Ship To Address data before I transfer property?

When you evaluate competing freezes, you can also review the Ship To Address data for each freeze. You review the Ship To Address Data from the EADS Evaluate Competing Freezes screen by clicking on the blue Name hypertext.

**EADS Evaluate Competing Freezes**

Item Control Number: 894777 - 7352 - 0002  
 Noun Name: MISCELLANEOUS SPECIAL IND  
 Quantity Available: 18

Name	Freeze		Quantity to Transfer	Transfer Status	
	Date	Quantity		Date	Quantity
<a href="#">BROTHERTON NANCY</a>	12/18/2007		22	12/18/2007	22
<a href="#">BROTHERTON NANCY</a>	12/18/2007	12			
<a href="#">BROTHERTON NANCY</a>	12/18/2007	2			

After you click on the blue Name hypertext, the system redisplay the EADS User Transfer Data screen. This screen identifies the name and phone number of the person who placed the freeze, the name, Email Address, and Fax Number of the person who approved the freeze, and the Ship To Address data.

**EADS User Transfer Data**

Item Control Number: 894777 - 7352 - 0002  
 Freeze Activity Address Code: 893127  
 Name: BROTHERTON NANCY  
 Telephone Number: 703 605 2885  
 Available Quantity: 18  
 Freeze Quantity :  
 Transfer Quantity : 22  
 Phone Extension :

**Approving Official's Data**

Name: BROTHERTON NANCY  
 Email Address: NANCY.BROTHERTON@GSA.GOV  
 Attention Line:  
 Room Number:  
 Fax Number : 000 000 0000

Ship to Address: DEPT OF ENERGY  
 OFC PROCUREMENT OPERATIONS MA-452 2  
 1000 INDEPENDENCE AVENUE SW  
 WASHINGTON DC 20585

You can return to the Evaluate Competing Freezes screen by clicking on the red “Back” button at the upper right hand corner of the screen.



## Appendix A: Disposal Condition Code

<i>Disposal Condition Code</i>	<i>Definition</i>	<i>Explanation</i>
1	New/Unused	Unused property that is usable without repairs and identical or interchangeable with new items from normal supply sources.
4	Usable	Used property that is usable without repairs and most of its useful life remains.
7	Repairable	Required repairs are minor and should not exceed 15 percent of original acquisition cost.
X	Salvage	Property has some value in excess of its basic material content, but repair or rehabilitation to use for the originally intended purpose is clearly impractical.
S	Scrap	Material that has no value except for its basic material content.

## Appendix B: Demilitarization Code Table

A	Demilitarization not required
B	Demilitarization not required, Trade Security Controls required
C	Remove and/or demilitarize installed key point(s), or lethal parts, components, and accessories
D	Demilitarize by mutilation to preclude restoration or repair or, if authorized, by burial or deep water dumping
E	Demilitarize based on instructions furnished by DOD Demilitarization Program Office
F	Demilitarize based on instructions furnished by Item/Technical Manager
G	Demilitarize and declassify or remove any sensitive markings
P	Same as Code G, above, but for Security classified items
Q	Demilitarization not required, Strategic List item controlled by the Dept. of Commerce, subject to Export Administration regulations



## Appendix C: State Code Table

STATE CODE	STATE NAME	STATE CODE	STATE NAME
AJ	O-Asia/Japan/Pacific	MS	Mississippi
AK	Alaska	MT	Montana
AL	Alabama	NC	North Carolina
AR	Arkansas	ND	North Dakota
AS	American Samoa	NE	Nebraska
AZ	Arizona	NH	New Hampshire
CA	California	NJ	New Jersey
CB	O-Caribbean	NM	New Mexico
CO	Colorado	NV	Nevada
CT	Connecticut	NY	New York
DC	District of Columbia	OH	Ohio
DE	Delaware	OK	Oklahoma
EU	O-Europe	OR	Oregon
FL	Florida	OS	O-Others
GA	Georgia	PA	Pennsylvania
GU	Guam	PR	Puerto Rico
HI	Hawaii	PS	O-Panama/S America
IA	Iowa	RI	Rhode Island
ID	Idaho	SC	South Carolina
IL	Illinois	SD	South Dakota
IN	Indiana	TN	Tennessee
KS	Kansas	TX	Texas
KY	Kentucky	UT	Utah
LA	Louisiana	VA	Virginia
MA	Massachusetts	VI	Virgin Islands
MD	Maryland	VT	Vermont
ME	Maine	WA	Washington
MI	Michigan	WI	Wisconsin
MN	Minnesota	WV	West Virginia
MO	Missouri	WY	Wyoming
MP	Northern Marianas		

## Appendix D: Flight Safety Critical Aircraft Parts Table (FSCAP)

Code	Definition
Blank	Not a FSCAP item
E	FSCAP item, designed to "nuclear hard"
F	Normal FSCAP item

## Appendix E: Federal Supply Classes

<b><u>FSC</u></b>	<b><u>FSC Description</u></b>
1005	Guns, through 30 mm
1010	Guns, over 30 mm up to 75 mm
1015	Guns, 75 mm through 125 mm
1020	Guns, over 125 mm through 150 mm
1025	Guns, over 150 mm through 200 mm
1030	Guns, over 200 mm through 300 mm
1035	Guns, over 300 mm
1040	Chemical weapons and equipment
1045	Launchers, torpedo and depth charge
1055	Launchers, rocket and pyrotechnic
1070	Nets and booms, ordinance
1075	Degaussing and mine sweeping equipment
1080	Camouflage and deception equipment
1090	Assemblies interchangeable between weapons in two or more cl
1095	Miscellaneous weapons
1105	Nuclear bombs
1110	Nuclear projectiles
1115	Nuclear warheads and warhead sections
1120	Nuclear depth charges
1125	Nuclear demolition charges
1127	Nuclear rockets
1130	Conversion kits, nuclear ordnance
1135	Fusing and firing devices, nuclear ordnance
1140	Nuclear components
1145	Explosive and pyrotechnic components, nuclear ordnance
1190	Specialized test and handling equipment, nuclear ordnance
1195	Miscellaneous nuclear ordnance
1210	Fire control directors
1220	Fire control computing sights and devices
1230	Fire control systems, complete
1240	Optical sighting and ranging equipment
1250	Fire control stabilizing mechanisms
1260	Fire control designating and indicating equipment
1265	Fire control transmitting and receiving equipment, except ai
1270	Aircraft gunnery fire control components
1280	Aircraft bombing fire control components
1285	Fire control radar equipment, except airborne
1287	Fire control sonar equipment
1290	Miscellaneous fire control equipment
1305	Ammunition, through 30 mm

<b><u>FSC</u></b>	<b><u>FSC Description</u></b>
1310	Ammunition, over 30 mm up to 75 mm
1315	Ammunition, 75 mm through 125 mm
1320	Ammunition, over 125 mm
1325	Bombs
1330	Grenades
1336	Guided missile warheads and explosive components
1337	Guided missile and space vehicle explosive propulsion units, solid f
1338	Guided missile and space vehicle, inert propulsion units, solid fuel
1340	Rockets, rocket ammunition and rocket components
1345	Land mines
1350	Underwater mine inert components
1351	Underwater mine explosive components
1355	Torpedo inert components
1356	Torpedo explosive components
1360	Depth charge inert components
1361	Depth charge explosive components
1365	Military chemical agents
1370	Pyrotechnics
1375	Demolition materials
1376	Bulk explosives
1377	Cartridge and propellant actuated devices and components
1380	Military biological agents
1385	Surface use explosive ordnance disposal tools and equipment
1386	Underwater use explosive ordnance disposal and swimmer weapons system
1390	Fuses and primers
1395	Miscellaneous ammunition
1398	Specialized ammunition handling and servicing equipment
1410	Guided missiles
1420	Guided missile components
1425	Guided missile systems, complete
1427	Guided missile subsystems
1430	Guided missile remote control systems
1440	Launchers, guided missile
1450	Guided missile handling and servicing equipment
1510	Aircraft, fixed wing
1520	Aircraft, rotary wing
1540	Gliders
1550	Drones
1560	Airframe structural components
1610	Aircraft propellers and components
1615	Helicopter rotor blades, drive mechanisms and components
1620	Aircraft landing gear components
1630	Aircraft wheel and brake systems
1640	Aircraft control cable products

<b><u>FSC</u></b>	<b><u>FSC Description</u></b>
1650	Aircraft hydraulic, vacuum, and de-icing system components
1660	Aircraft air conditioning, heating, and pressurizing equipment
1670	Parachutes; aerial pick up, delivery, recovery system; and c
1680	Miscellaneous aircraft accessories and components
1710	Aircraft landing equipment.
1720	Aircraft launching equipment
1730	Aircraft ground servicing equipment
1740	Airfield specialized trucks and trailers
1810	Space vehicles
1820	Space vehicle components
1830	Space vehicle remote control systems
1840	Space vehicle launchers
1850	Space vehicle handling and servicing equipment
1860	Space survival equipment
1905	Combat ships and landing vessels
1910	Transport vessels, passenger and troop
1915	Cargo and tanker vessels
1920	Fishing vessels
1925	Special service vessels
1930	Barges and lighters, cargo
1935	Barges and lighters, special purpose
1940	Small craft
1945	Pontoons and floating docks
1950	Floating dry docks
1955	Dredges
1990	Miscellaneous vessels
2010	Ship and boat propulsion components
2020	Rigging and rigging gear
2030	Deck machinery
2040	Marine hardware and hull items
2050	Buoys
2060	Commercial fishing equipment
2090	Miscellaneous ship and marine equipment
2210	Locomotives
2220	Rail cars
2230	Right-of-way construction and maintenance equipment, railroad
2240	Locomotive and rail car accessories and components
2250	Track material, railroad
2305	Ground effect vehicles
2310	Passenger motor vehicles
2311	Crashed test vehicles
2312	Salvage/scrap vehicles
2320	Trucks and track tractors, wheeled
2330	Trailers
2340	Motorcycles, motor scooters, and bicycles

<b><u>FSC</u></b>	<b><u>FSC Description</u></b>
2350	Combat, assault, and tactical vehicles, tracked
2410	Tractor, full tracked, low speed
2420	Tractors, wheeled
2430	Tractors, full tracked, high speed
2510	Vehicular cab, body, and frame structural components
2520	Vehicular power transmission components
2530	Vehicular brake, steering, axle, wheel, and track components
2540	Vehicular furniture and accessories
2541	Weapons system specific vehicular accessories
2590	Miscellaneous vehicular components
2610	Tires and tubes pneumatic, except aircraft
2620	Tires and tubes, pneumatic, aircraft
2630	Tires, solid and cushion
2640	Tire rebuilding and tire and tube repair materials
2805	Gasoline reciprocating engines, except aircraft; and components
2810	Gasoline reciprocating engines, aircraft prime mover; and components
2815	Diesel engines and components
2820	Steam engines, reciprocating; and components
2825	Steam turbines and components
2830	Water turbines and water wheels; and components
2835	Gas turbines and jet engines, non-aircraft; and components
2840	Gas turbines and jet engines, aircraft, prime moving; and components
2845	Rocket engines and components
2850	Gasoline rotary engines and components
2895	Miscellaneous engines and components
2910	Engine fuel system components, nonaircraft
2915	Engine fuel system components, aircraft and missile prime movers
2920	Engine electrical system components, nonaircraft
2925	Engine electrical system components, aircraft prime moving
2930	Engine cooling system components, nonaircraft
2935	Engine system cooling components, aircraft prime moving
2940	Engine air and oil filters, strainers, and cleaners, nonaircraft
2945	Engine air and oil filters, cleaners, aircraft prime moving
2950	Turbo supercharger and components
2990	Miscellaneous engine accessories, nonaircraft
2995	Miscellaneous engine accessories, aircraft
3010	Torque converters and speed changers
3020	Gears, pulleys, sprockets, and transmission chain
3030	Belting, drive belts, fan belts, and accessories
3040	Miscellaneous power transmission equipment
3110	Bearings, antifriction, unmounted
3120	Bearings, plain, unmounted
3130	Bearings, mounted
3210	Sawmill and planing mill machinery
3220	Woodworking machines

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<b><u>FSC</u></b>	<b><u>FSC Description</u></b>
3230	Tools and attachments for woodworking machinery
3405	Saws and filing machines
3408	Machining centers and way-type machines
3410	Electrical and ultrasonic erosion machines
3411	Boring machines
3412	Broaching machines
3413	Drilling and tapping machines
3414	Gear cutting and finishing machines.
3415	Grinding machines
3416	Lathes
3417	Milling machines
3418	Planers and shapers
3419	Miscellaneous machine tools
3422	Rolling mills and drawing machines
3424	Metal heat treating and non-thermal treating equipment
3426	Metal finishing equipment
3431	Electric arc welding equipment
3432	Electric resistance welding equipment
3433	Gas welding, heat cutting, and metalizing equipment
3436	Welding positioners and manipulators
3438	Miscellaneous welding equipment
3439	Miscellaneous welding, soldering, and brazing supplies and accessories
3441	Bending and forming machines
3442	Hydraulic and pneumatic presses, power driven
3443	Mechanical presses, power driven
3444	Manual presses
3445	Punching and shearing machines
3446	Forging machinery and hammers
3447	Wire and metal ribbon forming machines
3448	Riveting machines
3449	Miscellaneous secondary metal forming and cutting machines
3450	Machine tools, portable
3455	Cutting tools for machine tools
3456	Cutting and forming tools for secondary metalworking machinery
3460	Machine tool accessories
3461	Accessories for secondary metalworking machinery
3465	Production jigs, fixtures, and templates
3470	Machine shop sets, kits, and outfits
3510	Laundry and dry cleaning equipment
3520	Shoe repairing equipment
3530	Industrial sewing machines and mobile textile repair shops
3540	Wrapping and packaging machinery
3550	Vending and coin operated machines
3590	Miscellaneous service and trade equipment
3605	Food products machinery and equipment



<b><u>FSC</u></b>	<b><u>FSC Description</u></b>
3610	Printing, duplicating, and bookbinding equipment
3611	Industrial marking machines
3615	Pulp and paper industries machinery
3620	Rubber and plastics working machinery
3625	Textile industries machinery
3630	Clay and concrete products industries machinery
3635	Crystal and glass industries machinery
3640	Tobacco manufacturing machinery
3645	Leather tanning and leather working industries machinery
3650	Chemical and pharmaceutical products manufacturing machinery
3655	Gas generating and dispensing systems, fixed or mobile
3660	Industrial size reduction machinery
3670	Specialized semiconductor, microcircuit, and printed circuit board m
3680	Foundry machinery, related equipment and supplies
3685	Specialized metal container manufacturing machinery and related equipment
3690	Special ammunition and ordnance machinery and related equipment
3693	Industrial assembly machines
3694	Clean work stations, controlled environment, and related equipment
3695	Miscellaneous special industry machinery
3710	Soil preparation equipment
3720	Harvesting equipment
3730	Dairy, poultry, and livestock equipment
3740	Pest, disease, and frost control equipment
3750	Gardening implements and tools
3760	Animal drawn vehicles and farm trailers
3770	Saddlery, harness, whips, and related animal furnishings
3805	Earth moving and excavating equipment
3810	Cranes and crane-shovels
3815	Crane and crane-shovel attachments
3820	Mining, rock drilling, earth boring, and related equipment
3825	Road clearing, cleaning, and marking equipment
3830	Truck and tractor attachments
3835	Petroleum production and distribution equipment
3895	Miscellaneous construction equipment
3910	Conveyors
3915	Materials feeders
3920	Material handling equipment, nonself-propelled
3930	Warehouse trucks and tractors, self-propelled
3940	Blocks, tackle, rigging, and slings
3950	Winches, hoists, cranes, and derricks
3960	Freight elevators
3990	Miscellaneous materials handling equipment
4010	Chain and wire rope
4020	Fiber rope, cordage, and twine

<b><u>FSC</u></b>	<b><u>FSC Description</u></b>
4030	Fittings for rope, cable, and chain
4110	Refrigeration equipment
4120	Air conditioning equipment
4130	Refrigeration and air conditioning components
4140	Fans, air circulators, and blower equipment
4150	Vortex tubes and other related cooling tubes
4210	Fire fighting equipment
4220	Marine, lifesaving and diving equipment
4230	Decontaminating and impregnating equipment
4235	Hazardous material spill containment and clean-up equipment and mate
4240	Safety and rescue equipment
4250	Recycling and reclamation equipment
4310	Compressors and vacuum pumps
4320	Power and hand pumps
4330	Centrifugals, separators, and pressure and vacuum filters
4410	Industrial boilers
4420	Heat exchangers and steam condensers
4430	Industrial furnaces, kilns, lehrs, and ovens
4440	Driers, dehydrators, and anhydrators
4460	Air purification equipment
4470	Nuclear reactors
4510	Plumbing fixtures and accessories
4520	Space and water heating equipment
4530	Fuel burning equipment units
4540	Waste disposal equipment
4610	Water purification equipment
4620	Water distillation equipment, marine and industrial
4630	Sewage treatment equipment
4710	Pipe, tube and rigid tubing
4720	Hose and flexible tubing
4730	Hose, pipe, tube, lubrication, and railing fittings
4810	Valves, powered
4820	Valves, nonpowered
4910	Motor vehicle maintenance and repair shop specialized equipment
4920	Aircraft maintenance and repair shop specialized equipment
4921	Torpedo maintenance, repair, and checkout specialized equipment
4923	Depth charges and underwater mines maintenance, repair, and checkout
4925	Ammunition maintenance, repair, and checkout specialized equipment
4927	Rocket maintenance, repair and checkout specialized equipment
4930	Lubrication and fuel dispensing equipment
4931	Fire control maintenance and repair shop specialized equipment
4933	Weapons maintenance and repair shop specialized equipment
4935	Guided missile maintenance, repair, and checkout specialized equipment
4940	Miscellaneous maintenance and repair shop specialized equipment
4960	Space vehicle maintenance, repair, and checkout specialized equipment

<b><u>FSC</u></b>	<b><u>FSC Description</u></b>
4970	Multiple guided weapons specialized maintenance and repair
5110	Hand tools, edged, nonpowered
5120	Hand tools, nonedged, nonpowered
5130	Hand tools, power driven
5133	Drill bits, counter bores, and countersinks: hand and machine
5136	Taps, dies, and collets; hand and machine
5140	Tool and hardware boxes
5180	Sets, kits, and outfits of hand tools
5210	Measuring tools, craftsmen's
5220	Inspection gages and precision layout tools
5280	Sets, kits, and outfits of measuring tools
5305	Screws
5306	Bolts
5307	Studs
5310	Nuts and washers
5315	Nails, machine keys, and pins
5320	Rivets
5325	Fastening devices
5330	Packing and gasket materials
5331	O-ring
5335	Metal screening
5340	Hardware
5341	Brackets
5342	Hardware, weapon system
5345	Disks and stones, abrasive
5350	Abrasive materials
5355	Knobs and pointers
5360	Coil, flat, leaf, and wire springs
5365	Bushings, rings, shims, and spacers
5410	Prefabricated and portable buildings
5411	Rigid wall shelters
5419	Collective modular support system
5420	Bridges, fixed and floating
5430	Storage tanks
5440	Scaffolding equipment and concrete forms
5445	Prefabricated tower structures
5450	Miscellaneous prefabricated structures
5510	Lumber and related basic wood materials
5520	Millwork
5530	Plywood and veneer
5610	Mineral construction materials, bulk
5620	Tile, brick and block
5630	Pipe and conduit, nonmetallic
5640	Wallboard, building paper, and thermal insulation materials
5650	Roofing and siding materials

<b><u>FSC</u></b>	<b><u>FSC Description</u></b>
5660	Fencing, fences, gates and components
5670	Building components, prefabricated
5675	Nonwood construction lumber and related materials
5680	Miscellaneous construction materials
5805	Telephone and telegraph equipment
5810	Communications security equipment and components
5811	Other cryptologic equipment and components
5815	Teletype and facsimile equipment
5820	Radio and television communication equipment, except airborne
5821	Radio and television communication equipment, airborne
5825	Radio navigation equipment, except airborne
5826	Radio navigation equipment, airborne
5830	Intercommunication and public address systems, except airborne
5831	Intercommunication and public address systems, airborne
5835	Sound recording and reproducing equipment
5836	Video recording and reproducing equipment
5840	Radar equipment, except airborne
5841	Radar equipment, airborne
5845	Underwater sound equipment
5850	Visible and invisible light communication equipment
5855	Night vision equipment, emitted and reflected radiation
5860	Stimulated coherent radiation devices, components, and accessories
5865	Electronic countermeasures, counter-countermeasures and quick reaction
5895	Miscellaneous communication equipment
5905	Resistors
5910	Capacitors
5915	Filters and networks
5920	Fuses, arrestors, absorbers, and protectors
5925	Circuit breakers
5930	Switches
5935	Connectors, electrical
5940	Lugs, terminals, and terminal strips
5945	Relays and solenoids
5950	Coils and transformers
5955	Oscillators and piezoelectric crystals
5960	Electron tubes and associated hardware
5961	Semiconductor devices and associated hardware
5962	Microcircuits, electronic
5963	Electronic modules
5965	Headsets, handsets, microphones and speakers
5970	Electrical insulators and insulating materials
5975	Electrical hardware and supplies
5977	Electrical contact brushes and electrodes
5980	Optoelectronic devices and associated hardware

<b><u>FSC</u></b>	<b><u>FSC Description</u></b>
5985	Antennas, waveguides, and related equipment
5990	Synchros and resolvers
5995	Cable, cord, and wire assemblies: communication equipment
5996	Amplifiers
5998	Electrical and electronic assemblies, boards, cards, and associated
5999	Miscellaneous electrical and electronic components
6004	Rotary joints - fiber optics
6005	Couplers, splitters, and mixers
6006	Attenuator variable, light signals
6007	Filters - fiber optics 150 mm
6008	Optical multiplexers/demultiplexers
6010	Fiber optic conductors
6015	Fiber optic cables
6020	Fiber optic cable assemblies and harnesses
6021	Fiber optic switches
6025	Fiber optic transmitter
6026	Fiber optic receivers
6029	Optical repeaters
6030	Fiber optic devices
6031	Integrated optical circuits
6032	Fiber optic light sources and photo detectors
6033	Fiber optic photo detectors
6034	Fiber optic modulators/demodulators
6035	Fiber optic light transfer and image transfer devices
6040	Fiber optic sensors
6050	Fiber optic passive devices
6060	Fiber optic interconnectors
6070	Fiber optic accessories and supplies
6080	Fiber optic kits and sets
6099	Miscellaneous fiber optic components
6105	Motors, electrical
6110	Electrical control equipment
6115	Generators and generator sets, electrical
6116	Fuel cell power units, components, and accessories
6117	Solar electric power systems
6120	Transformers: distribution and power station
6125	Converters, electrical, rotating
6130	Converters, electrical, nonrotating
6135	Batteries, nonrechargeable
6140	Batteries, rechargeable
6145	Wire and cable, electrical
6150	Miscellaneous electric power and distribution equipment
6160	Miscellaneous battery retaining fixtures, liners/ancillary items
6210	Indoor and outdoor electric lighting fixtures
6220	Electric vehicular lights and fixtures

<b><u>FSC</u></b>	<b><u>FSC Description</u></b>
6230	Electric portable and hand lighting equipment
6240	Electric lamps
6250	Ballasts, lamp holders, and starters
6260	Nonelectrical lighting fixtures
6310	Traffic and transit signal systems
6320	Shipboard alarm and signal systems
6330	Railroad signal and warning devices
6340	Aircraft alarm and signal systems
6350	Miscellaneous alarm, signal, and security detection systems
6505	Drugs and biologicals
6508	Medicated cosmetics and toiletries
6509	Drugs and biologicals, veterinary use
6510	Surgical dressing materials
6515	Medical and surgical instruments, equipment, and supplies
6520	Dental instruments, equipment, and supplies
6525	X-ray equipment and supplies: medical, dental, veterinary
6530	Hospital furniture, equipment, utensils, and supplies
6532	Hospital and surgical clothing and related special purpose items
6540	Ophthalmic instruments, equipment, and supplies
6545	Replenishable field medical sets, kits, and outfits
6550	In vitro diagnostic substances, reagents, test kits and sets
6605	Navigational instruments
6610	Flight instruments
6615	Automatic pilot mechanisms and airborne gyro components
6620	Engine instruments
6625	Electrical and electronic properties measuring and testing instruments
6630	Chemical analysis instruments
6635	Physical properties testing equipment
6636	Environmental chambers and related equipment
6640	Laboratory equipment and supplies
6645	Time measuring instruments
6650	Optical instruments, test equipment, components and accessories
6655	Geophysical instruments
6660	Meteorological instruments and apparatus
6665	Hazard-detecting instruments and apparatus
6670	Scales and balances
6675	Drafting, surveying, and mapping instruments
6680	Liquid and gas flow, liquid level and mechanical motion measuring in
6685	Pressure, temperature, and humidity measuring and controlling instruments
6695	Combination and miscellaneous instruments
6710	Cameras, motion picture
6720	Cameras, still picture
6730	Photographic projection equipment
6740	Photographic developing and finishing equipment

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<b><u>FSC</u></b>	<b><u>FSC Description</u></b>
6750	Photographic supplies
6760	Photographic equipment and accessories
6770	Film, processed
6780	Photographic sets, kits, and outfits
6810	Chemicals
6820	Dyes
6830	Gases: compressed and liquefied
6840	Pest control agents and disinfectants
6850	Miscellaneous chemical specialties
6910	Training aids
6920	Armament training devices
6930	Operation training devices
6940	Communication training devices
7010	Adpe system configuration
7020	Adp central processing unit (cpu, computer), analog
7021	Adp central processing unit (cpu, computer), digital
7022	Adp central processing unit (cpu, computer), hybrid
7025	Adp input/output and storage devices
7030	Adp software
7035	Adp support equipment
7040	Punched card equipment
7042	Mini and micro computer control devices
7045	Adp supplies
7050	Adp components
7105	Household furniture
7110	Office furniture
7125	Cabinets, lockers, bins, and shelving
7195	Miscellaneous furniture and fixtures
7210	Household furnishings
7220	Floor coverings
7230	Draperies, awnings, and shades
7240	Household and commercial utility containers
7290	Miscellaneous household and commercial furnishings and appliances
7310	Food cooking, baking, and serving equipment
7320	Kitchen equipment and appliances
7330	Kitchen hand tools and utensils
7340	Cutlery and flatware
7350	Tableware
7360	Sets, kits, outfits and modules, food preparation and serving
7410	Punched card systems machines
7420	Accounting and calculating machines
7430	Typewriters and office type composing machines
7435	Office information system equipment
7440	Adp systems; industrial, scientific, and office types
7450	Office type sound recording and reproducing machines



<b><u>FSC</u></b>	<b><u>FSC Description</u></b>
7460	Visible record equipment
7490	Miscellaneous office machines
7510	Office supplies
7520	Office devices and accessories
7530	Stationery and record forms
7540	Standard forms
7610	Books and pamphlets
7630	Newspapers and periodicals
7640	Maps, atlases, charts, and globes
7641	Aeronautical maps, charts and geodetic products
7642	Hydrographic maps, charts and geodetic products
7643	Topographic maps, charts and geodetic products
7644	Digital maps, charts and geodetic products
7650	Drawings and specifications
7660	Sheet and book music
7670	Microfilm, processed
7690	Miscellaneous printed matter
7710	Musical instruments
7720	Musical instrument parts and accessories
7730	Phonographs, radios, and television sets: home type
7735	Parts and accessories of phonographs, radios, and television set
7740	Phonograph records
7810	Athletic and sporting equipment
7820	Games, toys, and wheeled goods
7830	Recreational and gymnastic equipment
7910	Floor polishers and vacuum cleaning equipment
7920	Brooms, brushes, mops, and sponges
7930	Cleaning and polishing compounds and preparations
8010	Paints, dopes, varnishes, and related products
8020	Paint and artists' brushes
8030	Preservative and sealing compounds
8040	Adhesives
8105	Bags and sacks
8110	Drums and cans
8115	Boxes, cartons, and crates
8120	Commercial and industrial gas cylinders
8125	Bottles and jars
8130	Reels and spools
8135	Packaging and packing bulk materials
8140	Ammunition and nuclear ordnance boxes, packages and special containers
8145	Specialized shipping and storage containers
8305	Textile fabrics
8310	Yarn and thread
8315	Notions and apparel findings

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<b><u>FSC</u></b>	<b><u>FSC Description</u></b>
8320	Padding and stuffing materials
8325	Ur materials
8330	Leather
8335	Shoe findings and soling materials
8340	Tents and tarpaulins
8345	Flags and pennants
8405	Outerwear, men's
8410	Outerwear, women's
8415	Clothing, special purpose
8420	Underwear and nightwear, men's
8425	Underwear and nightwear, women's
8430	Footwear, men's
8435	Footwear, women's
8440	Hosiery, hand wear, and clothing accessories, men's
8445	Hosiery, hand wear, and clothing accessories, women's
8450	Children's and infants' apparel and accessories
8455	Badges and insignia
8460	Luggage
8465	Individual equipment
8470	Armor, personal
8475	Specialized flight clothing and accessories
8510	Perfumes, toilet preparations, and powders
8520	Toilet soap, shaving preparations, and dentifrices
8530	Personal toiletry articles
8540	Toiletry paper products
8710	Forage and feed
8720	Fertilizers
8730	Seeds and nursery stock
8810	Live animal, raised for food
8820	Live animal, not raised for food
8905	Meat poultry, and fish
8910	Dairy foods and eggs
8915	Fruits and vegetables
8920	Bakery and cereal products
8925	Sugar, confectionery, and nuts
8930	Jams, jellies, and preserves
8935	Soups and bouillons
8940	Special dietary foods and food specialty preparations
8945	Food, oils and fats
8950	Condiments and related products
8955	Coffee, tea, and cocoa
8960	Beverages, nonalcoholic
8965	Beverages, alcoholic
8970	Composite food packages
8975	Tobacco products

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<b><u>FSC</u></b>	<b><u>FSC Description</u></b>
9110	Fuels, solid
9130	Liquid propellants and fuels, petroleum base
9135	Liquid propellant fuels and oxidizers, chemical base
9140	Fuel oils
9150	Oils and greases cutting, lubricating, and hydraulic
9160	Miscellaneous waxes, oils, and fats
9310	Paper and paperboard
9320	Rubber fabricated materials
9330	Plastics fabricated materials
9340	Glass fabricated materials
9350	Refractories and fire surfacing materials
9390	Miscellaneous fabricated nonmetallic materials
9410	Crude grades of plant materials
9420	Fibers: vegetable, animal, and synthetic
9430	Miscellaneous crude animal products, inedible
9440	Miscellaneous crude agricultural and forestry products
9450	Nonmetallic scrap, except textile
9505	Wire, nonelectrical
9510	Bars and rods
9515	Plate, sheet strip, foil, and leaf
9520	Structural shapes
9525	Wire, nonelectrical, nonferrous base metal
9530	Bars and rods, nonferrous base metal
9535	Plate, sheet, strip, and foil; nonferrous base metal
9540	Structural shapes, nonferrous base metal
9545	Plate, sheet, strip, foil, and wire: precious metal
9610	Ores
9620	Minerals, natural and synthetic
9630	Additive metal materials
9640	Iron and steel primary and semi finished products
9650	Nonferrous base metal refinery and intermediate forms
9660	Precious metals primary forms
9670	Iron and steel scrap
9680	Nonferrous scrap
9905	Signs, advertising displays, and identification plates
9910	Jewelry
9915	Collectors' and/or historical items
9920	Smokers' articles and matches
9925	Ecclesiastical equipment, furnishings, and supplies
9930	Memorials, cemeterial and mortuary equipment and supplies
9999	Miscellaneous items

## Appendix F: Report Status Definitions

<b>STATUS</b>	<b>DEFINITION</b>
<b>INTERNAL</b>	Your Item is within the Internal Screening Cycle.
<b>TRANSFERRED</b>	The Item was redistributed to an approved GSAXcess® customer during the Internal Screening Cycle.
<b>EXCESS</b>	Your Item is within the Excess Screening Cycle.
<b>REUTIL</b>	The item was re-utilized by an approved GSAXcess® customer during the Excess Screening Cycle.
<b>DONATION</b>	Your Item is within the Donation Screening Cycle.
<b>DONATED</b>	Your Item was donated to an authorized GSAXcess® customer during the Donation Screening Cycle.
<b>SALE</b>	Your Item is in the Sales Cycle to be sold by GSA.