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## **About GSAXcess®**

### **1. What is GSAXcess®?**

GSAXcess® is the customer interface to the Federal Disposal System. GSAXcess® is a totally web enabled platform that eligible customers use to access all customer functions of the Federal Disposal System: reporting, searching and selecting property. GSAXcess® provides agencies a means of electronically reporting their unneeded personal property to GSA. GSAXcess® is also used as a source of supply for customers seeking property that has been reported and is available for transfer. Agencies may search GSA's inventory through a process known as screening, and they may request property for transfer by selecting specific property items and placing these property items in a virtual shopping cart.

### **2. Who can use GSAXcess®?**

**GSAXcess® is not provided to the general public.**

The property system is available to three groups of users: (1) Federal Agencies, (2) authorized non-federal recipients, and (3) surplus customers. Non-federal recipients are activities which

receive excess property through a federal sponsor but are themselves neither a federal agency nor a donee, for example, a federally recognized Indian tribe sponsored by the Department of Interior's Bureau of Indian Affairs. Surplus customers include State and Local government agencies, nonprofit educational and public health activities, including programs for the homeless, etc. The State Agencies for Surplus Property (SASP) advise applicants of eligibility requirements and procedures to be followed in acquiring federal surplus personal property.

## Hardware and Software Requirements

### 1. 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.

### 2. 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?

	IE 6	IE 7	IE 8	IE 9	Firefox 3.0	Firefox 3.6	Firefox 4.0	Chrome 9	Chrome 10	Safari 4	Safari 5	Opera 10	Opera 11
Windows XP	n/a	Yes	Yes	n/a	Yes	Yes	n/a	Yes	Yes	Yes	Yes	Yes	Yes
Windows Vista	n/a	Yes	Yes	n/a	Yes	Yes	n/a	Yes	Yes	Yes	Yes	Yes	Yes
Windows 7	n/a	Yes	Yes	n/a	Yes	Yes	n/a	Yes	Yes	Yes	Yes	Yes	Yes
Mac OS X	n/a	n/a	n/a	n/a	Yes	Yes	n/a	Yes	Yes	Yes	Yes	Yes	Yes

The browsers marked as "Yes" have been certified for use with the associated operating system in GSAXcess® . If you choose to use a configuration other than the ones listed, you may encounter problems in GSAXcess® that GSA Support may not be able to resolve. On a regular basis, we will evaluate new browser versions and certify them for use with GSAXcess® on the Web.

To download an updated browser, please choose from one of the links below and follow the download instructions.

- [Mozilla Firefox](#)
- [Google Chrome](#)
- [Microsoft Internet Explorer](#)
- [Apple Safari](#)

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

**Step 1.** On the "Help" menu and then select "About Internet Explorer."

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

## **Obtaining Entry to GSAXcess®**

### ***1. How do I obtain entry to GSAXcess®?***

Logging into the GSAXcess® personal property disposal system requires a User ID and a Password to connect to the system. Requests for User ID's must be in writing. Military, DoD Civilian, and DoD Contractors' written requests must be submitted on activity letterhead and e-mail requests must be from a ".mil" address.

Federal employees can gain access to the "Search Only" feature by self registering online at [GSAXcess®](#). Federal employees who wish to report or acquire Federal Excess Personal Property should contact their agency's [National Utilization Officer \(NUO\)](#). If your Agency doesn't have a dedicated NUO, then contact your [GSA Area Property Officer \(APO\)](#) to request access. The following agencies can only process their User ID requests through their [National Utilization Officer \(NUO\)](#):

- U.S. Air Force's Civil Air Patrol;
- U.S. Bureau of Prisons;
- U.S. Coast Guard;
- U.S. Department of Agriculture;
- U.S. Department of Commerce;
- U.S. Department of Energy;
- U.S. Department of Homeland Security
- U.S. Department of Interior, Fish and Wildlife Services (FWS);
- U.S. Department of Interior, Bureau of Indian Affairs (BIA);
- U.S. Department of Interior, Bureau of Land Management (BLM);
- U.S. Department of Interior, National Parks Service (NPS);
- U.S. Department of Interior, Bureau of Reclamation (BOR);
- U.S. Department of Justice;
- U.S. Department of Veterans Affairs;
- U.S. Department of Treasury;
- U.S. Fish and Wildlife Services;
- U.S. National Park Service;
- U.S. Marshals Service
- NASA

Contractor employees or non-federal recipients who wish to report or acquire Federal Excess Personal Property must process their access requests through their NUO. Please contact the GSAXcess® Help Desk listed under "Contacts" for assistance.

### **Military or DOD civilian employees**

Members of the military or DOD civilian employees who wish to report or acquire federal excess personal property should contact their local [GSA Area Property Officer \(APO\)](#) to gain access to the system.

The following guidelines must be met:

- Request must come from the activity's DoD accountable property officer or supply officer to GSA.
- Letter or email to GSA must state that the author is the accountable property officer or supply officer requesting access of (listed) individuals within their organization.
- If the accountable property officer is not an officer, then the letter or email must come from the officer who made the appointment.

**DoD contractors** who wish to report or acquire federal excess personal property must submit their request to GSA by a DoD contracting officer.

### **National Guard Units**

National Guard Units who wish to report or acquire federal excess personal property should contact their local [GSA Area Property Officer \(APO\)](#) to obtain a User ID. The request must be submitted to GSA by the National Guard Bureau or the U.S. Property and Fiscal Officer (USP&FO), or their authorized representative, for the state in which the National Guard unit is located. The letter or email to GSA must state that the author is one of the individuals mentioned above and to grant access to the (listed) individuals within their organization. All requests must include the bulleted information above.

Minimum information required for a User ID and password is:

- Name of individual requiring a User ID;
- Type of permissions needed; (e.g., "Report Excess Property" or "Select Property" or "CFL Maintenance," etc.);
- Mailing address;
- Commercial phone number and fax number if available;
- Email address;
- Activity Address Code (AAC) or Department of Defense Activity Address Code (DoDAAC); and
- Approving official's e-mail address and fax number. Approving officials can be requestor's supervisor, the Agency's supply officer or a [National Utilization Officer \(NUO\)](#).

Requests for a user ID and password, when the NUO or APO cannot assist, can be sent by email to [gsaccess@gsa.gov](mailto:gsaccess@gsa.gov) (Personal Property Central Office) and must come from an approving official's ".gov" or ".mil" address. Requests submitted by standard mail must be on activity letterhead and sent to:

Office of Personal Property Management  
 User ID Coordinator  
 2200 Crystal Drive, Room 700  
 Arlington, VA 22202

## 2. What is the GSAXcess® website address?

The GSAXcess® Web Page is found at <http://gsaccess.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.

### 1. 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.

### 2. 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.

### 3. 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.

You can normally place your cursor on the screen, depress Control and C (for copy) and then go to the document or email you want to place the image in and depress Control and V (for paste).

## Log On Screens and Main Menu

### 1. How can I get to GSAXcess® quickly?

Set up a desktop shortcut to GSAXcess® by entering the url: <http://gsaxcess.gov/> in your browser address bar and hitting the enter button or the right arrow button for Go. The GSAXcess® homepage will display. Right click your mouse on the homepage and select Create Shortcut from the menu selection.

The screenshot shows the GSAXcess® homepage. At the top left is the logo for GSAXcess® and the U.S. General Services Administration. Below the logo is a navigation bar with links for User Guides, FAQ, Program Links, Contact Links, and GSAXcess® HelpDesk. The main content area features a carousel of images with captions: "ICN: W9046W2256126X - SLEEPING BAG ( Excess )", "ICN: W904CF30383006 - BAG,DUFFEL ( Excess )", and "ICN: W904CF30383006 - BAG,DUFFEL ( Excess )". Below the carousel are sections for "NASA Artifacts" and "Shuttle Tile". A "Login" button is visible on the right. A right-click context menu is open over the "Create Shortcut" option, which is highlighted in blue. A red arrow points to the "Create Shortcut" option. The menu also includes options like "Back", "Forward", "Save Background As...", "Set as Background", "Copy Background", "Select All", "Paste", "Blog with Windows Live", "E-mail with Windows Live", "Translate with Live Search", "All Accelerators", "Encoding", "Print...", "Print Preview...", "Refresh", "Append to existing PDF file", "Create PDF file", and "Export to Microsoft Excel".

You will receive a message that states, “A shortcut to the current page will be placed on your

desktop.” At this time you can select Okay or Cancel.

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

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

The screenshot shows the GSAXcess® homepage. At the top left is the GSAXcess® logo and "U.S. General Services Administration". A navigation bar contains links for "User Guides", "FAQ", "Program Links", "Contact Links", and "GSAXcess® HelpDesk". Below this is a "Welcome to GSAXcess®" message. A carousel of three items is displayed: a freezer (ICN: 1091KW30730004 - FREEZER, UNDERCOUNTER 4 CU. FT. ( Excess )), an exerciser leg (ICN: 36420230630012 - EXERCISER-LEG ( Excess )), and red infectious bags (ICN: 36610830630005 - RED INFECTIOUS BAGS 40" X 47" ( Excess )). Below the carousel are links for "NASA Artifacts", "Shuttle Tile", and a "Login" button. The main content area includes sections for "GSA Publications", "Overview", and "Processing Change for Federal Electronics".

Click on the GSAXcess® Login Button for live production on the top right-hand corner of the GSAXcess® homepage.

The GSAXcess® Production or Practice Login Screen will display.

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

User Guides    FAQ    Program Links    Contact Links    GSAXcess® HelpDesk

Home

Welcome to GSAXcess®  
Enter User ID and Password then click 'Login' button

**GSAXcess® Login**

User ID   
Password  **Login**

Change Password? Enter User ID, Password and [Click here](#).  
Forgot Password? Enter User ID and [Click here](#).  
Update User Contact Information? Enter User ID, Password and [Click here](#).

**GSAXcess® HelpDesk**  
GSAXcess® HelpDesk  
1-866-333-7472  
[GSAXcessHelp@gsa.gov](mailto:GSAXcessHelp@gsa.gov)

**GSAXcess® Register**  
If you do not have an User ID but have a .gov or .mil email address, [Register](#) here. The system will assign you a **generic User ID** that can be used to search our data base.

**GSAXcess® Practice Home**  
[Click here to go to GSAXcess® Practice Home](#)

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

**USA.gov**  
Government Made Easy

This is a U.S. General Services Administration Federal Government computer system that is "FOR OFFICIAL USE ONLY." This system is subject to monitoring. Individuals found performing unauthorized activities are subject to disciplinary action including criminal prosecution.

Enter your User ID and Password. After entering the correct information, click the LOGIN button.

You can also enter the GSAXcess® Practice system where you can practice reporting, selecting and searching for property without affecting any live data by clicking on the GSAXcess® Practice Home hyperlink in the right-hand lower corner of the screen.

### 3. 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](#)".

**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

Global Search | Exact Phrase | Go! | Approve TO | Basic Search Options | Advanced Search | Menu | Home | Logout

Worldwide Property Items by Category

All Items Available - All Categories  
[View Cart \(0\)](#)    [Checkout](#)    [Foreign Gift](#)    [NASA Prescreening](#)    [Disaster Relief Items](#)    [Help](#)

Total number of items available: 34,333 / Total items available with Photos: 2,359

- [Agricultural Equipment and Supplies](#) (59/11)
- [Aircraft](#) (23/0)
- [Aircraft Parts and Tires](#) (482/4)
- [Automobiles](#) (64/21)
- [Boats](#) (27/12)
- [Clothing and Personal](#) (2,057/8)
- [Communication and Detection Equipment](#) (883/47)
- [Computer Equipment](#) (3,075/110)
- [Computer Software and Accessories](#) (658/27)
- [Construction Equipment](#) (128/77)
- [Electrical and Electronic Equipment and Components](#) (4,313/142)
- [Electrical and Electronic Measuring and Testing Equipment](#) (487/23)
- [Fire Trucks and Fire Fighting Equipment](#) (133/31)
- [Food Preparation and Serving Equipment](#) (211/63)
- [Furniture](#) (684/231)
- [Hardware](#) (3,351/10)
- [Household](#) (214/43)
- [Industrial Service and Trade Machinery](#) (113/22)
- [Industrial Special Machinery](#) (323/41)
- [Jewelry and Collectibles](#) (2/0)
- [Lab Equipment](#) (786/132)
- [Lighting](#) (225/14)
- [Marine Equipment](#) (29/5)
- [Materials Handling Equipment](#) (98/50)
- [Medical, Dental and Veterinary Equipment and Supplies](#) (1,264/142)
- [Miscellaneous](#) (10,621/354)
- [Motorcycles and Bicycles](#) (59/20)
- [Musical Instruments](#) (94/0)
- [Navigation Equipment](#) (84/1)
- [Office Equipment](#) (119/28)
- [Office Supplies and Forms](#) (155/23)
- [Photographic Equipment](#) (309/46)
- [Recording Equipment](#) (137/11)
- [Recreation](#) (120/23)
- [Refrigeration and Air Conditioning Equipment](#) (221/14)
- [Shuttle](#) (591/31)
- [Tools](#) (557/10)
- [Travel Trailer and/or Mobile Home](#) (336/198)
- [Trucks, Trailers and Tractors](#) (540/320)
- [Vehicular Components and Tires](#) (701/8)

ICN: 36340321990003  
MISCELLANEOUS FIRE CONTROL EQUIPMENT  
( Excess )

« Previous    Next »

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).

## 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 nearly 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!

### 4. How do I access the Main Menu screen?

Click the Menu button in the Red Banner at the top right-hand corner of the GSAXcess® screen.

The system displays the Main Menu items based upon your permission levels and Agency. 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 [Area Property Officer \(APO\)](#) for access. This guide provides detailed instructions for each menu option.

**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 Multiple ICN Pictures</a></li> <li><a href="#">Property Inquiry</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> <li><a href="#">Approve Transfer Orders</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> <li><a href="#">School Search</a></li> <li><a href="#">Resend School Transfer Order</a></li> <li><a href="#">Post Transaction Module</a></li> <li><a href="#">CFL Equipment Inquiry/Recall</a></li> </ul>
<p><b>AAMS Menu</b></p> <ul style="list-style-type: none"> <li><a href="#">Search Items By Category</a></li> <li><a href="#">Search and Select</a></li> <li><a href="#">Change Requests</a></li> <li><a href="#">Delete Requests</a></li> <li><a href="#">Want List Items</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="#">Inquiry/Recall</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 User Maintenance Menu</b></p> <ul style="list-style-type: none"> <li><a href="#">CFL User Maintenance</a></li> <li><a href="#">NCES Maintenance</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 Reports</b></p> <ul style="list-style-type: none"> <li><a href="#">Transfers to Schools &amp; Non-Profits</a></li> <li><a href="#">Transfers by Agency to Schools &amp; Non-Profits</a></li> </ul>
<p><b>NASA Pre-screening</b></p> <ul style="list-style-type: none"> <li><a href="#">NASA Pre-screening Menu</a></li> </ul>		

### Report Property Menu

This menu option provides you with methods of reporting, modifying reports, and viewing previously reported 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®](#).

### AAMS/EADS/IADS 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 \(NUO\)](#) for more information about this optional service from GSA.

### User Maintenance Menu

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

### State 3040 Menu

This menu option contains reporting modules for State Users that enable them to meet their quarterly 3040 reporting requirements to GSA.

## GSA Internal Menu

This is a secure maintenance module for GSA Property Management staff only, which houses the GSA Internal Functions.

## NASA Pre-screening Menu

This menu option contains items that are NASA shuttle discontinuation items that require special screening and permission to obtain.

## CFL Functions Menu

This menu option allows Agency customers to view, allocate and transfer Computer for Learning computer equipment to qualified Schools and Educational Non-Profits.

## CFL User Maintenance Menu

This menu option is a secured GSA Agency maintenance module for user ids for CFL.

## CFL Reports Menu

This menu option contains reports that are available to users by Agency by Activity Address Code and by School for specific Fiscal Year periods of time.

## 5. 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. There is a HELP button on every screen in GSAXcess®.

**GSAXcess® Main Menu**

<b>Report Property Menu</b> <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 Multiple ICN Pictures</a></li><li><a href="#">Property Inquiry</a></li></ul>	<b>Search &amp; Select Menu</b> <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><li><a href="#">Approve Transfer Orders</a></li></ul>	<b>CFL Functions Menu</b> <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><li><a href="#">School Search</a></li><li><a href="#">Resend School Transfer Order</a></li><li><a href="#">Post Transaction Module</a></li><li><a href="#">CFL Equipment Inquiry/Recall</a></li></ul>
<b>AAMS Menu</b> <ul style="list-style-type: none"><li><a href="#">Search Items By Category</a></li><li><a href="#">Search and Select</a></li><li><a href="#">Change Requests</a></li><li><a href="#">Delete Requests</a></li><li><a href="#">Want List Items</a></li><li><a href="#">Review and Transfer Multiple Items</a></li><li><a href="#">Transfer Single Item By Control No Inquiry/Recall</a></li></ul>	<b>State 3040 Menu</b> <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>	<b>CFL User Maintenance Menu</b> <ul style="list-style-type: none"><li><a href="#">CFL User Maintenance</a></li><li><a href="#">NCES Maintenance</a></li></ul>
<b>GSA Internal Menu</b> <ul style="list-style-type: none"><li><a href="#">GSA Internal Functions</a></li></ul>	<b>User Maintenance Menu</b> <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>	<b>CFL Reports</b> <ul style="list-style-type: none"><li><a href="#">Transfers to Schools &amp; Non-Profits</a></li><li><a href="#">Transfers by Agency to Schools &amp; Non-Profits</a></li></ul>
<b>NASA Pre-screening</b> <ul style="list-style-type: none"><li><a href="#">NASA Pre-screening Menu</a></li></ul>		

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 you have any further questions, you can contact the GSAXcess® HelpDesk by Phone (Toll free) (1-866-333-7472) or By Email [gsaxcesshelp@gsa.gov](mailto:gsaxcesshelp@gsa.gov).

## 6. 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.
- PTM – Post Transaction Module – enter Computers for Learning (CFL) transactions when the transfer is performed outside of the system CFL.



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 the locality search is first)**
- **Newly Reported Items by Category (reported after COB the previous night)**
- **Newly Reported Unused Items by Category (reported after COB the previous night)**
- **Newly Reported Items by State (reported after COB the previous night)**
- **Newly Reported 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)**
- **Disaster Relief Items By Category**
- **Disaster Relief Items By State**
- **Foreign Gift Items – All Items**



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



**Home:** Clicking the **Home** button takes you to the appropriate GSAXcess® login page and closes your GSAXcess® session.



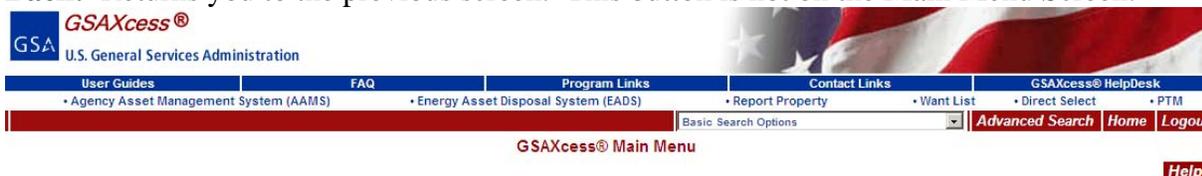
**Logout:** Clicking the **Logout** button closes your GSAXcess® session and takes you to the GSAXcess® homepage.



Common Buttons displayed on all screens:

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

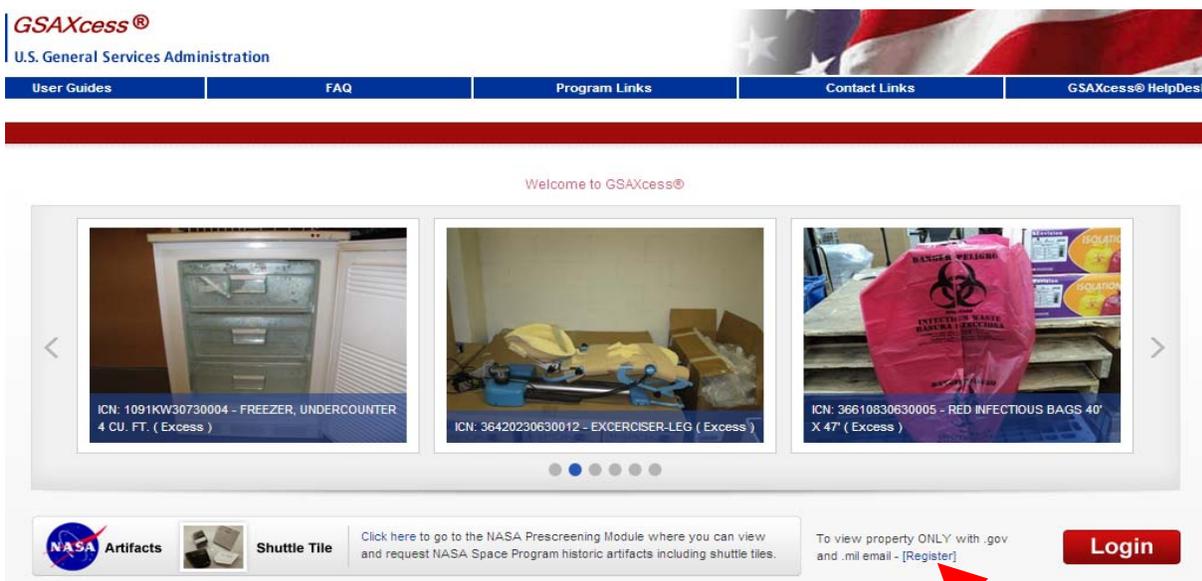
**Back:** Returns you to the previous screen. This button is not on the Main Menu Screen.



## Search Functions

### 1. Who Can Search for Property?

Generally, any Federal Agency, authorized non-Federal recipient, State Agency for Surplus Property (SASP) and their authorized donees that are provided User IDs by GSA can search for property (see the section, [Obtaining Access](#)). If you want to Search the database to view property items and do not need any other database functionality and have a .gov or .mil email address, you can self register. By clicking on the Register hypertext under GSAXcess® register, the system will automatically assign you a generic User ID that allows you “Search Only” capability.



### 2. What is searched?

Federal agencies who have reported property available for transfer can use GSAXcess® to track the status of their property. GSAXcess® will indicate whether the property is in internal screening, utilization screening, donation screening or if it the property is eligible for sale. Eligible agencies seeking to acquire property use GSAXcess® to search for property and to request that the property be transferred to them.

When you conduct a search using GSAXcess®, you are screening GSA’s nationwide inventory of excess and surplus property. This inventory consists of property reported to GSAXcess® by

Federal agencies. Even though some of these agencies, such as the Department of Defense (DOD) and the Department of Agriculture (USDA) have their own searchable database on the Internet's World Wide Web, the property on the individual agency's data base is also on GSAXcess®. Thus, GSAXcess® offers one-stop shopping by offering a centralized data base for searching excess and surplus property records of all Federal agencies.

All property reported to GSAXcess® is made visible to anyone using GSAXcess® to search for property. There is one exception: property reported to GSAXcess® for internal agency screening is visible only to the reporting agency until the time that internal agency screening is complete and GSAXcess® utilization screening begins. Internal screening is entitled AAMS/EADS or IADS. Contact your [National Utilization Officer \(NUO\)](#) if you are interested in acquiring the optional internal screening GSAXcess® module.

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

The GSAXcess® database can be accessed 24 hours a day, seven days a week.

### ***4. Why is property searched?***

Most often GSAXcess® is searched to determine the availability of property for transfer. However, Federal agencies also search GSAXcess® to determine the disposal status of their reported property.

### ***5. How do I search for property on GSAXcess®?***

There are several methods for searching for property in GSAXcess®. All of these methods can be accessed by clicking the appropriate option button from the Red Menu Bar.

#### **Search Worldwide Property Items By Category**

The first method described is called the Search Worldwide Property Items by Category screen. This is the first screen you see upon successful login to the GSAXcess® system.

**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

Global Search [Exact Phrase] Go [Approve TO] Basic Search Options [Advanced Search] Menu Home Logout

Worldwide Property Items by Category

All Items Available - All Categories  
 View Cart (0) Checkout Foreign Gift NASA Prescreening Disaster Relief Items Help

Total number of items available: [34,333](#) / Total items available with Photos: [2,359](#)

- [Agricultural Equipment and Supplies \(59/11\)](#)
- [Aircraft \(23/0\)](#)
- [Aircraft Parts and Tires \(482/4\)](#)
- [Automobiles \(64/21\)](#)
- [Boats \(27/12\)](#)
- [Clothing and Personal \(2,057/8\)](#)
- [Communication and Detection Equipment \(883/47\)](#)
- [Computer Equipment \(3,075/110\)](#)
- [Computer Software and Accessories \(658/27\)](#)
- [Construction Equipment \(128/77\)](#)
- [Electrical and Electronic Equipment and Components \(4,313/142\)](#)
- [Electrical and Electronic Measuring and Testing Equipment \(487/29\)](#)
- [Fire Trucks and Fire Fighting Equipment \(133/31\)](#)
- [Food Preparation and Serving Equipment \(211/63\)](#)
- [Furniture \(684/231\)](#)
- [Hardware \(3,351/10\)](#)
- [Household \(214/43\)](#)
- [Industrial Service and Trade Machinery \(113/22\)](#)
- [Industrial Special Machinery \(323/41\)](#)
- [Jewelry and Collectibles \(2/0\)](#)
- [Lab Equipment \(786/132\)](#)
- [Lighting \(225/14\)](#)
- [Marine Equipment \(29/5\)](#)
- [Materials Handling Equipment \(98/50\)](#)
- [Medical, Dental and Veterinary Equipment and Supplies \(1,264/142\)](#)
- [Miscellaneous \(10,621/354\)](#)
- [Motorcycles and Bicycles \(59/20\)](#)
- [Musical Instruments \(94/0\)](#)
- [Navigation Equipment \(84/1\)](#)
- [Office Equipment \(119/28\)](#)
- [Office Supplies and Forms \(155/23\)](#)
- [Photographic Equipment \(309/46\)](#)
- [Recording Equipment \(137/11\)](#)
- [Recreation \(120/23\)](#)
- [Refrigeration and Air Conditioning Equipment \(221/14\)](#)
- [Shuttle \(591/31\)](#)
- [Tools \(557/10\)](#)
- [Travel Trailer and/or Mobile Home \(336/198\)](#)
- [Trucks, Trailers and Tractors \(540/320\)](#)
- [Vehicular Components and Tires \(701/8\)](#)

ICN: 36340321990003  
 MISCELLANEOUS FIRE CONTROL EQUIPMENT  
 [ Excess ]  
 << Previous || Next >>

The above screen shows all of the property items available in GSAXcess® and assigns the property items to categories based on Federal Supply Group/Class. See Federal Supply Group/Class Guide to GSAXcess® Commodity Categories.

There are many categories of property appearing under All Items Available - All Categories. These categories appear as clickable hypertext. The total number of items available for a category and the total number of items with pictures for a category appear in parentheses following the category name. If there are no items presently available for a category, the category will appear in plain text followed by a zero in parentheses (0). The "Total Number of Items Available" is the figure that appears as clickable hypertext above the list of categories representing the sum of all of the category totals followed by the "Total Items Available with Photos" in clickable hypertext.

**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

Global Search [Exact Phrase] Go [Approve TO] Basic Search Options [Advanced Search] Menu Home Logout

Worldwide Property Items by Category

All Items Available - All Categories  
 View Cart (0) Checkout Foreign Gift NASA Prescreening Disaster Relief Items Help

Total number of items available: [34,335](#) / Total items available with Photos: [2,352](#)

- [Agricultural Equipment and Supplies \(59/11\)](#)
- [Aircraft \(23/0\)](#)
- [Aircraft Parts and Tires \(482/4\)](#)
- [Automobiles \(64/21\)](#)
- [Lab Equipment \(788/132\)](#)
- [Lighting \(225/14\)](#)
- [Marine Equipment \(29/5\)](#)
- [Materials Handling Equipment \(98/50\)](#)

Clicking on the hypertext "Total Number of Items Available" takes you to the **List of All Items Worldwide** with all property items available for all States. Clicking on the hypertext "Total Number of Items with Photos" will take you to the **List of All Items Worldwide** with all property items available with photos for all States.

List of All Items - Worldwide

[All Categories](#) > [All Items Available - All Categories](#) > [All States](#)

[View Cart \(0\)](#)   [Checkout](#)

[Back](#)   [Help](#)

Total items available: 34,336 / Items with photos: [2,352](#)    Search in Results:     Exact Phrase    [Go!](#)    Page: 1    <<< Go To

[\[ Next Page >>> \]](#)

Select	Item Control Number	Reimb	Item Name	Location State	Available Quantity	Unit of Issue	Surplus Release Date	Condition	Requested Quantity
<a href="#">Add to cart</a>	<a href="#">W91F46-2191-7001</a>		MOWER ATTACHMENT GARDEN TRACT F0S010334A1	AK	1	EACH	08/17/2012	Repairable	
<a href="#">Add to cart</a>	<a href="#">W91EKJ-2082-9015</a>		HAY FORK A0A021048C0	CA	1	EACH	08/17/2012	Usable	
<a href="#">Add to cart</a>	<a href="#">W81T4F-2136-3005</a>		LAWN MOWER A0A020846A0	CA	1	EACH	08/03/2012	Repairable	
<a href="#">Add to cart</a>	<a href="#">W81T4F-2095-1072</a>		 LEAF BLOWER SOLD 441 A0A020923A0	CA	1	EACH	08/03/2012	Repairable	
<a href="#">Add to cart</a>	<a href="#">S1002A-2200-0008</a>		MOWER <a href="#">Click to here to enlarge</a>	FL	1	EACH	08/08/2012	Salvage	
<a href="#">Add to cart</a>	<a href="#">W35KUA-2167-7003A</a>		MOWER LAWN MOWER PROP E0M010819A1	FL	1	EACH	08/17/2012	Repairable	
<a href="#">Add to cart</a>	<a href="#">W35KUA-2167-7001A</a>		MOWER LAWN PROP E0M010823A1	FL	1	EACH	08/17/2012	Repairable	
<a href="#">Add to cart</a>	<a href="#">W81019-2165-7001A</a>		MOWER LAWN PUSH E0M010819A1	FL	1	EACH	08/17/2012	Repairable	
<a href="#">Add to cart</a>	<a href="#">FB3010-2167-D001</a>		MOWER, BATWING E0V010202A1	FL	1	EACH	08/03/2012	Repairable	
<a href="#">Add to cart</a>	<a href="#">S1002A-2200-0001</a>		MOWER, DIESEL, Z MASTER 60"	FL	1	EACH	08/08/2012	Salvage	
<a href="#">Add to cart</a>	<a href="#">W35KUA-2167-7002A</a>		MOWER, LAWN, POWER E0M010823A1	FL	1	EACH	08/17/2012	Repairable	
<a href="#">Add to cart</a>	<a href="#">W81YWP-2173-0006A</a>		 BUSH HOG AHYARD002A0	GA	2	EACH	08/03/2012	Repairable	

Clicking on a hypertext category will take you to either the **Search Results List of Items** (if there are 50 or less property items available in the category as shown below)

Search Results List of Items

[All Categories](#) > [All Items Available - All Categories](#) > [Boats](#)

[View Cart \(0\)](#)   [Checkout](#)

[Back](#)   [Help](#)

Total items available: 27 / Items with photos: [12](#)    Search in Results:     Exact Phrase    [Go!](#)    Page: 1    <<< Go To

No more records

Select	Item Control Number	Reimb	Item Name	Location State	Available Quantity	Unit of Issue	Surplus Release Date	Condition	Requested Quantity
<a href="#">Add to cart</a>	<a href="#">1305E8-2193-0001</a>		BOAT, SMALL CRAFT, POWER	AK	1	EACH	08/16/2012	Usable	
<a href="#">Add to cart</a>	<a href="#">Z70098-2199-L002</a>		 CG-163583 WITH OUTBOARD MOTOR	AL	1	EACH	08/07/2012	Repairable	
<a href="#">Add to cart</a>	<a href="#">SZ3199-2072-U251</a>		LIGHTER, AMPHIBIOUS SYPO20116A0	CA	1	EACH	06/29/2012	Repairable	1
<a href="#">Add to cart</a>	<a href="#">SZ3199-2072-U252</a>		LIGHTER, AMPHIBIOUS SYPO20116A0	CA	1	EACH	06/29/2012	Repairable	1
<a href="#">Add to cart</a>	<a href="#">Z70098-2198-L003</a>		CG-162535 WITH OUTBOARD	FL	1	EACH	08/06/2012	Usable	1
<a href="#">Add to cart</a>	<a href="#">Z70098-2198-L002</a>		CG-192525 WITH OUTBOARD	FL	1	EACH	08/06/2012	Usable	1

or to the **Worldwide Property Items for a Category State** list (if there are more than 50 property items available in the category). Each State is followed by a number in parentheses; e.g. Idaho, (2/2). The number that is hyperlinked in the parenthesis shows the number of photos available for that Category in that State.



Worldwide Property Items for a Category

[All Categories](#) > [All Items Available - All Categories](#) > Aircraft Parts and Tires

[View Cart \(0\)](#)    [Checkout](#)

[Back](#)    [Help](#)

Total number of items available: [482](#) / Total items available with Photos: [4](#)

- [Arizona](#) (18/0)
- [California](#) (167/0)
- [Florida](#) (4/0)
- [Georgia](#) (18/0)
- [Idaho](#) (2/2)
- [Indiana](#) (24/0)
- [Kansas](#) (1/0)
- [Maine](#) (5/0)
- [Maryland](#) (8/0)
- [New Hampshire](#) (23/0)
- [New York](#) (11/0)
- [North Carolina](#) (1/0)
- [North Dakota](#) (1/0)
- [Ohio](#) (64/0)
- [Oklahoma](#) (24/0)
- [Pennsylvania](#) (9/0)
- [Texas](#) (78/2)
- [Utah](#) (5/0)
- [Virginia](#) (6/0)
- [Washington](#) (13/0)



Clicking on the State hypertext will list all items available for that State. Clicking on the hypertext in the parenthesis will yield the **Search Results List of Items** for all property items with photos located in that Category in that State.



Search Results List of Items

[All Categories](#) > [All Items Available - All Categories](#) > [Aircraft Parts and Tires](#) > [Texas](#)

[View Cart \(0\)](#)    [Checkout](#)

[Back](#)    [Help](#)

Total items available: [78](#) / Items with photos: [2](#)

Search in Results:

Exact Phrase    Go!

Page: 1

[<<< Go To](#)

[\[ Next Page >>> \]](#)

Select	Item Control Number	Reimb	Item Name	Location State	Available Quantity	Unit of Issue	Surplus Release Date	Condition	Requested Quantity
<a href="#">Add to cart</a>	<a href="#">S4402A-2213-00A5</a>		ADAPTER	TX	2	EACH	08/21/2012	Repairable	
<a href="#">Add to cart</a>	<a href="#">7074FS-2205-0001E</a>		 AIR COMPRESSOR	TX	1	EACH	08/13/2012	Usable	2
<a href="#">Add to cart</a>	<a href="#">S4402A-2197-0004</a>		BLADE, MAIN ROTORCTI-BL-120020	TX	1	EACH	08/06/2012	Scrap	
<a href="#">Add to cart</a>	<a href="#">S4402A-2197-0001</a>		BLADE, MAIN ROTORCTI-BL-120021	TX	1	EACH	08/06/2012	Scrap	1
<a href="#">Add to cart</a>	<a href="#">S4402A-2197-0003</a>		BLADE, MAIN ROTORCTI-BL-120022	TX	1	EACH	08/06/2012	Scrap	1
<a href="#">Add to cart</a>	<a href="#">S4402A-2197-0002</a>		BLADE, MAIN ROTORCTI-BL-120023	TX	1	EACH	08/06/2012	Scrap	
<a href="#">Add to cart</a>	<a href="#">S4402A-2213-0022</a>		CAP	TX	1	EACH	08/21/2012	Repairable	
<a href="#">Add to cart</a>	<a href="#">S4402A-2213-009A</a>		CAP	TX	1	EACH	08/21/2012	Repairable	
<a href="#">Add to cart</a>	<a href="#">S4402A-2213-0063</a>		CAP,RELAY VALVE	TX	3	EACH	08/21/2012	Repairable	
<a href="#">Add to cart</a>	<a href="#">S4402A-2213-003B</a>		CARRIER ASSY SN:P8A-037,8B081,DL-032,1844,4099,2917	TX	6	EACH	08/21/2012	Repairable	
<a href="#">Add to cart</a>	<a href="#">S4402A-2213-0047</a>		CARRIER,PLANETARY REDUCTION GEAR,TURBINE ENGINE	TX	1	EACH	08/21/2012	Repairable	
<a href="#">Add to cart</a>	<a href="#">S4402A-2213-0092</a>		CARRIER,PLANETARY REDUCTION GEAR,TURBINE ENGINE	TX	1	EACH	08/21/2012	Repairable	
<a href="#">Add to cart</a>	<a href="#">S4402A-2213-002D</a>		CLAMP,PLATE ASSEMBLY	TX	24	EACH	08/21/2012	Repairable	
<a href="#">Add to cart</a>	<a href="#">S4402A-2213-008C</a>		COMPRESSOR HOUSING	TX	1	EACH	08/21/2012	Repairable	
<a href="#">Add to cart</a>	<a href="#">S4402A-2213-0054</a>		CONNECTOR,BEARING	TX	5	EACH	08/21/2012	Repairable	
<a href="#">Add to cart</a>	<a href="#">SC4402-2172-0054</a>		COUPLING,FLANGED BO A#W562RMBR4	TX	324	EACH	08/03/2012	New/Unused	
<a href="#">Add to cart</a>	<a href="#">S4402A-2213-0069</a>		COVER	TX	1	EACH	08/21/2012	Repairable	
<a href="#">Add to cart</a>	<a href="#">S4402A-2213-0083</a>		COVER	TX	1	EACH	08/21/2012	Repairable	
<a href="#">Add to cart</a>	<a href="#">S4402A-2213-007B</a>		COVER SN:XR8842,6490-4	TX	3	EACH	08/21/2012	Repairable	
<a href="#">Add to cart</a>	<a href="#">S4402A-2213-001F</a>		COVER STARTER	TX	3	EACH	08/21/2012	Repairable	
<a href="#">Add to cart</a>	<a href="#">S4402A-2213-0088</a>		COVER,ACTUATOR	TX	1	EACH	08/21/2012	Repairable	
<a href="#">Add to cart</a>	<a href="#">SC4402-2179-00FM</a>		COVER,END AHW45H08852	TX	10	EACH	08/10/2012	New/Unused	
<a href="#">Add to cart</a>	<a href="#">S4402A-2213-001C</a>		COVER,PORT,BLEED AIR	TX	1	EACH	08/21/2012	Repairable	
<a href="#">Add to cart</a>	<a href="#">S4402A-2213-0035</a>		COVER,STRAINER RETAINER	TX	4	EACH	08/21/2012	Repairable	

You can perform a search within a search by using the “Search in Results” feature. The Search in Results input box is located below the red banner on various screens. When you see the Search in Results input box, enter the noun name or phrase associated with the property item you are searching. The Search in Results function will search the specific list of items you have displayed for the noun name or phrase you have selected. By using the dropdown feature to the

right of the Search in Results box you can limit your search to phrases with the exact words, any of the words, or all of the words in the phrase. In the example below, the word “Cover” was entered with Exact Phrase and the green Go! button was clicked.

The screenshot shows the GSAXcess search interface. The search term 'COVER' is entered in the search box, and the 'Exact Phrase' dropdown is selected. A red arrow points to the green 'Go!' button. Below the search bar, a table lists search results for 'COVER' items.

Select	Item Control Number	Reimb	Item Name	Location State	Available Quantity	Unit of Issue	Surplus Release Date	Condition	Requested Quantity
<a href="#">Add to cart</a>	<a href="#">S4402A-2213-0069</a>		COVER	TX	1	EACH	08/21/2012	Repairable	
<a href="#">Add to cart</a>	<a href="#">S4402A-2213-0083</a>		COVER	TX	1	EACH	08/21/2012	Repairable	
<a href="#">Add to cart</a>	<a href="#">S4402A-2213-007B</a>		COVER SN>R8842,6490-4	TX	3	EACH	08/21/2012	Repairable	
<a href="#">Add to cart</a>	<a href="#">S4402A-2213-001F</a>		COVER STARTER	TX	3	EACH	08/21/2012	Repairable	
<a href="#">Add to cart</a>	<a href="#">S4402A-2213-0088</a>		COVER,ACTUATOR	TX	1	EACH	08/21/2012	Repairable	
<a href="#">Add to cart</a>	<a href="#">SC4402-2179-00FM</a>		COVER,END ARW45H08B52	TX	10	EACH	08/10/2012	New/Unused	
<a href="#">Add to cart</a>	<a href="#">S4402A-2213-001C</a>		COVER,PORT,BLEED AIR	TX	1	EACH	08/21/2012	Repairable	
<a href="#">Add to cart</a>	<a href="#">S4402A-2213-0035</a>		COVER,STRAINER RETAINER	TX	4	EACH	08/21/2012	Repairable	

## Global Search

Another search method is a Global Search. You can perform a Global Search by entering an item descriptor in the Global Search box and clicking on the Green **Go!** Button. The system performs a worldwide search of all property records that reside in GSAXcess® except AAMS/EADS records, and displays the search results. The AAMS/EADS items will not be displayed from this window for a Global Search. (To do a Global Search on AAMS/EADS items you must be in the AAMS/EADS menu.)

A Global Search is a good search method if you are confident that most users enter the property item by the same item name. The Global Search allows you to enter partial item descriptors to find an item. For example, "KODAK" will display all property items in GSAXcess® that have the letters "KODAK" in the description, make, model or manufacturer.

The screenshot shows the GSAXcess Global Search interface. The search term 'KODAK' is entered in the Global Search box, and the 'Exact Phrase' dropdown is selected. A red arrow points to the green 'Go!' button. Below the search bar, a list of search results is displayed, categorized by item type.

- [Agricultural Equipment and Supplies](#) (59/11)
- [Aircraft](#) (23/0)
- [Aircraft Parts and Tires](#) (482/4)
- [Automobiles](#) (64/21)
- [Lab Equipment](#) (788/132)
- [Lighting](#) (225/14)
- [Marine Equipment](#) (29/5)
- [Materials Handling Equipment](#) (98/50)

In the example below, the user has typed in the word “KODAK” and the system returns the following fourteen (14) results on the Search Results List of Items screen:



Search Results List of Items

14 Records match your search

Select	Item Control Number	Reimb	Item Name	Fed. Supply Class	Location State	Available Quantity	Unit of Issue	Surplus Release Date	Condition Code	Requested Quantity
<a href="#">Add to cart</a>	<a href="#">363403-2199-0003</a>		 ALUMINUM DIGITAL CAMERA TRIPOD	5836	WV	2	EACH	08/17/2012	New/Unused	2
<a href="#">Add to cart</a>	<a href="#">140408-2194-0021</a>		AUDIO VIEWER PROJECTOR	6730	WA	1	EACH	08/03/2012	Usable	
<a href="#">Add to cart</a>	<a href="#">1264KY-2192-0002</a>		 CAMERA	6720	MD	1	EACH	08/15/2012	Usable	
<a href="#">Add to cart</a>	<a href="#">140408-2194-0018</a>		CHEMISTRY ANALYZER	6695	WA	1	EACH	08/03/2012	Usable	
<a href="#">Add to cart</a>	<a href="#">759105-2179-0003</a>		 COMPUTER SCANNER I260	7025	CA	1	EACH	07/11/2012	Usable	1
<a href="#">Add to cart</a>	<a href="#">140408-2194-0017</a>		INSTANT CAMERA	6720	WA	1	EACH	08/03/2012	Usable	
<a href="#">Add to cart</a>	<a href="#">123AEH-2207-L006</a>		PHOTOGRAPHIC PROJECTION EQUIPMENT	6730	MD	5	EACH	08/20/2012	Repairable	
<a href="#">Add to cart</a>	<a href="#">148319-2205-G001</a>		 PHOTOGRAPHIC PROJECTION EQUIPMENT	6730	NM	1	LOT	08/13/2012	Usable	
<a href="#">Add to cart</a>	<a href="#">140408-2194-0020</a>		PROJECTOR	6730	WA	1	EACH	08/03/2012	Usable	
<a href="#">Add to cart</a>	<a href="#">895141-2195-0033</a>		PROJECTOR, SLIDE	6730	IL	1	EACH	08/15/2012	Usable	
<a href="#">Add to cart</a>	<a href="#">895141-2195-0034</a>		PROJECTOR, SLIDE	6730	IL	1	EACH	08/15/2012	Usable	
<a href="#">Add to cart</a>	<a href="#">W914PD-2136-0011</a>		SCAN STATION KODAK 100 A1A021108C1	5836	GA	6	EACH	08/17/2012	Repairable	
<a href="#">Add to cart</a>	<a href="#">803301-2199-0005</a>		SLIDE PROJECTOR	5820	VA	1	EACH	08/10/2012	Usable	
<a href="#">Add to cart</a>	<a href="#">140408-2194-0019</a>		TRAVELAB MODULE	6720	WA	1	EACH	08/03/2012	Usable	

To perform another Global Search, type in a new item descriptor in the Global Search input box and click on the green **GO!** button

### Basic Search Options

Another method is called the "Basic Search Options" drop down window and 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 the locality search is first)**
- Newly Reported Items by Category (reported after COB the previous night)
- **Newly Reported Unused Items by Category (reported after COB the previous night)**
- Newly Reported Items by State (reported after COB the previous night)
- **Newly Reported 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)
- **Disaster Relief Items By Category**
- **Disaster Relief Items By State**
- **Foreign Gift Items – All Items**

The first screen you see when you log into GSAXcess® is the All Items by Category which displays the Search Worldwide Property by Category search screen. You can use the Basic Search Options from **any** screen in the GSAXcess® system. Place your cursor on the arrow on the drop down box entitled "Basic Search Option" in the red banner and select from the list displayed.



[User Guides](#) | [FAQ](#) | [Program Links](#) | [Contact Links](#) | [GSAXcess<sup>®</sup> HelpDesk](#)  
[Agency Asset Management System \(AAMS\)](#) | [Energy Asset Disposal System \(EADS\)](#) | [Report Property](#) | [Want List](#) | [Direct Select](#) | [PTM](#)

**Worldwide Property**

All Items Available - All Categories  
[View Cart \(0\)](#) [Checkout](#)  
 Total number of items available: [34,346](#) / Total items available with Photos: [2,352](#)

- [Agricultural Equipment and Supplies \(59/11\)](#)
- [Lab Equipment \(788/132\)](#)
- [Aircraft \(23/0\)](#)
- [Lighting \(225/14\)](#)
- [Aircraft Parts and Tires \(482/4\)](#)
- [Marine Equipment \(29/5\)](#)
- [Automobiles \(64/21\)](#)
- [Materials Handling Equipment \(128/77\)](#)
- [Boats \(27/12\)](#)
- [Medical, Dental and Veterinary Equipment \(119/28\)](#)
- [Clothing and Personal \(2,053/8\)](#)
- [Miscellaneous \(10,621/39\)](#)
- [Communication and Detection Equipment \(892/47\)](#)
- [Motorcycles and Bicycles \(557/10\)](#)
- [Computer Equipment \(3,077/110\)](#)
- [Musical Instruments \(94/0\)](#)
- [Computer Software and Accessories \(658/27\)](#)
- [Navigation Equipment \(84/1\)](#)
- [Construction Equipment \(128/77\)](#)
- [Office Equipment \(119/28\)](#)
- [Electrical and Electronic Equipment and Components \(4,313/142\)](#)
- [Office Supplies and Forms \(154/22\)](#)
- [Electrical and Electronic Measuring and Testing Equipment \(490/29\)](#)
- [Photographic Equipment \(310/46\)](#)
- [Fire Trucks and Fire Fighting Equipment \(133/31\)](#)
- [Recording Equipment \(137/11\)](#)
- [Food Preparation and Serving Equipment \(211/63\)](#)
- [Recreation \(120/23\)](#)
- [Furniture \(691/230\)](#)
- [Refrigeration and Air Conditioning Equipment \(220/14\)](#)
- [Hardware \(3,351/10\)](#)
- [Shuttle \(591/31\)](#)
- [Household \(213/43\)](#)
- [Tools \(557/10\)](#)
- [Industrial Service and Trade Machinery \(113/22\)](#)
- [Travel Trailer and/or Mobile Home \(335/197\)](#)
- [Industrial Special Machinery \(321/41\)](#)
- [Trucks, Trailers and Tractors \(541/320\)](#)
- [Jewelry and Collectibles \(2/0\)](#)
- [Vehicular Components and Tires \(701/8\)](#)

Basic Search Options

- All Items by Category
- All Unused Items by Category
- All Items by State
- All Unused Items by State
- Newly Reported Items by Category
- Newly Reported Unused Items by Category
- Newly Reported Items by State
- Newly Reported Unused Items by State
- Closing Items by Category
- Closing Unused Items by Category
- Closing Items by State
- Closing Unused Items by State
- Overseas Items
- Disaster Relief Items by Category
- Disaster Relief Items by State
- NASA Prescreening - All Items
- Foreign Gift Items - All Items

[Prescreening](#) | [Disaster Relief Items](#) | [Help](#)



ICN: 36570321920003  
 PLATE, WHITE ROLLED EDGE 9  
 [ Excess ]

[<< Previous](#)  [Next >>](#)

[\[FAS Home\]](#) | [\[GSAXcess<sup>®</sup> Browser Troubleshooting Guide\]](#) | [\[GSA Home\]](#) | [\[Supported Browsers\]](#)

In the example above, “All Unused Items by State” was selected.

The example below displays the search screen results. Unused Items generally mean new items that have never been used.

[User Guides](#) | [FAQ](#) | [Program Links](#) | [Contact Links](#) | [GSAXcess<sup>®</sup> HelpDesk](#)  
[Agency Asset Management System \(AAMS\)](#) | [Energy Asset Disposal System \(EADS\)](#) | [Report Property](#) | [Want List](#) | [Direct Select](#) | [PTM](#)

**Worldwide Unused Property Items by State**

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

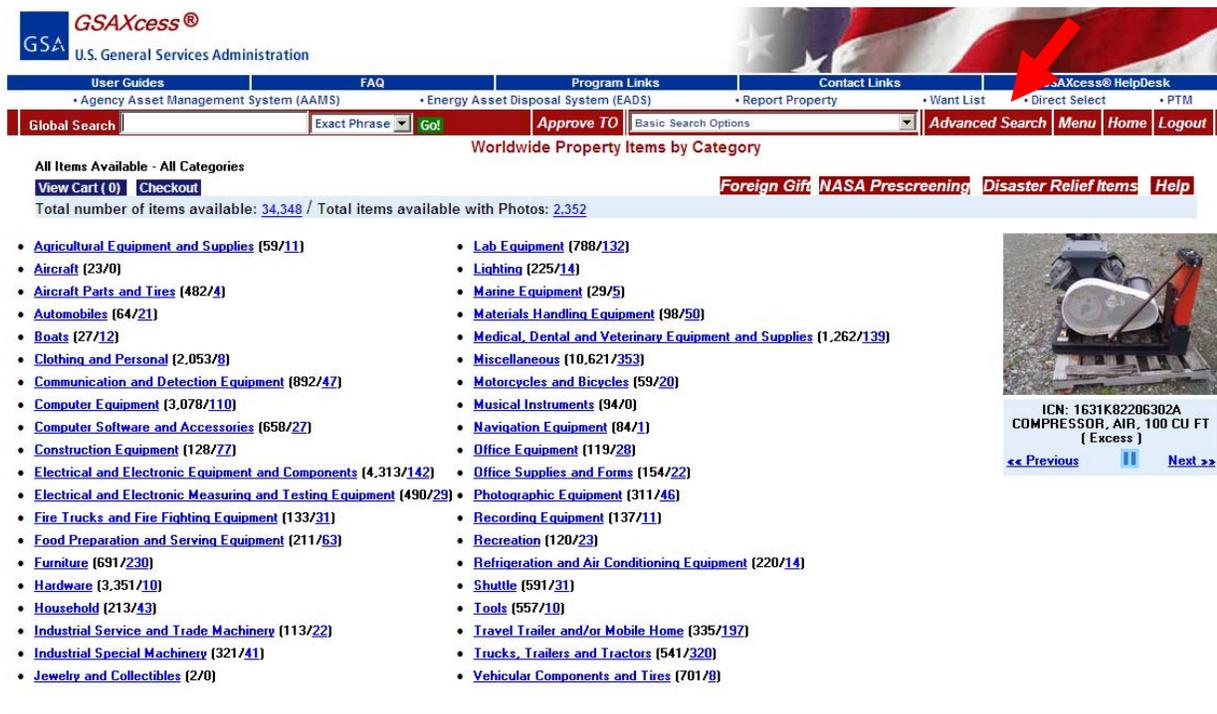
Total number of items available: [11,657](#) / Total items available with Photos: [132](#)

- [Alabama \(37/5\)](#)
- [Alaska \(15/0\)](#)
- [American Samoa \(0/0\)](#)
- [Arizona \(55/3\)](#)
- [Arkansas \(118/0\)](#)
- [California \(3,616/11\)](#)
- [Colorado \(36/7\)](#)
- [Connecticut \(148/0\)](#)
- [Delaware \(0/0\)](#)
- [District of Columbia \(0/0\)](#)
- [Florida \(115/5\)](#)
- [Georgia \(60/0\)](#)
- [Guam \(132/0\)](#)
- [Hawaii \(131/0\)](#)
- [Idaho \(65/4\)](#)
- [Illinois \(9/0\)](#)
- [Indiana \(30/1\)](#)
- [Iowa \(2/1\)](#)
- [Kansas \(99/1\)](#)
- [Kentucky \(0/0\)](#)
- [Louisiana \(19/1\)](#)
- [Maine \(0/0\)](#)
- [Maryland \(1,486/14\)](#)
- [Massachusetts \(432/0\)](#)
- [Michigan \(2/2\)](#)
- [Minnesota \(193/18\)](#)
- [Mississippi \(3/1\)](#)
- [Missouri \(3/0\)](#)
- [Montana \(0/0\)](#)
- [Nebraska \(1/1\)](#)
- [Nevada \(0/0\)](#)

- [New Hampshire \(31/0\)](#)
- [New Jersey \(6/0\)](#)
- [New Mexico \(0/0\)](#)
- [New York \(13/2\)](#)
- [North Carolina \(48/1\)](#)
- [North Dakota \(71/15\)](#)
- [Northern Marianas \(0/0\)](#)
- [Overseas-Asia/Japan/Pacific \(0/0\)](#)
- [Overseas-Caribbean \(0/0\)](#)
- [Overseas-Europe \(0/0\)](#)
- [Overseas-Others \(0/0\)](#)
- [Overseas-Panama/5 America \(0/0\)](#)
- [Ohio \(147/1\)](#)
- [Oklahoma \(113/1\)](#)
- [Oregon \(55/2\)](#)
- [Pennsylvania \(958/0\)](#)
- [Puerto Rico \(0/0\)](#)
- [Rhode Island \(56/0\)](#)
- [South Carolina \(3/3\)](#)
- [South Dakota \(0/0\)](#)
- [Tennessee \(5/5\)](#)
- [Texas \(509/8\)](#)
- [Utah \(1,992/1\)](#)
- [Vermont \(0/0\)](#)
- [Virgin Islands \(0/0\)](#)
- [Virginia \(161/2\)](#)
- [Washington \(652/4\)](#)
- [West Virginia \(4/3\)](#)
- [Wisconsin \(26/4\)](#)
- [Wyoming \(0/0\)](#)

## Advanced Search

Another search method is the **Advanced Search** screen which is used to search by more than one criterion. The Advanced Search screen can be accessed by clicking on the Advanced Search button in the Red Banner.



The screenshot shows the GSAXcess website 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 a dropdown menu set to 'Exact Phrase' and a 'Go!' button. A red arrow points to the 'Advanced Search' button in the search bar. The main content area displays 'Worldwide Property Items by Category' and a list of categories with item counts. A small image of a compressor is shown on the right side of the page.

**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

Global Search [ ] Exact Phrase Go! Approve TO Basic Search Options Advanced Search Menu Home Logout

All Items Available - All Categories  
View Cart (0) Checkout Foreign Gift NASA Prescreening Disaster Relief Items Help

Total number of items available: 34,348 / Total items available with Photos: 2,352

- [Agricultural Equipment and Supplies](#) (59/11)
- [Aircraft](#) (23/0)
- [Aircraft Parts and Tires](#) (482/4)
- [Automobiles](#) (64/21)
- [Boats](#) (27/12)
- [Clothing and Personal](#) (2,053/8)
- [Communication and Detection Equipment](#) (892/47)
- [Computer Equipment](#) (3,078/110)
- [Computer Software and Accessories](#) (658/27)
- [Construction Equipment](#) (128/77)
- [Electrical and Electronic Equipment and Components](#) (4,313/142)
- [Electrical and Electronic Measuring and Testing Equipment](#) (490/29)
- [Fire Trucks and Fire Fighting Equipment](#) (133/31)
- [Food Preparation and Serving Equipment](#) (211/63)
- [Furniture](#) (691/230)
- [Hardware](#) (3,351/10)
- [Household](#) (213/43)
- [Industrial Service and Trade Machinery](#) (113/22)
- [Industrial Special Machinery](#) (321/41)
- [Jewelry and Collectibles](#) (2/0)
- [Lab Equipment](#) (788/132)
- [Lighting](#) (225/14)
- [Marine Equipment](#) (29/5)
- [Materials Handling Equipment](#) (98/50)
- [Medical, Dental and Veterinary Equipment and Supplies](#) (1,262/139)
- [Miscellaneous](#) (10,621/353)
- [Motorcycles and Bicycles](#) (59/20)
- [Musical Instruments](#) (94/0)
- [Navigation Equipment](#) (84/1)
- [Office Equipment](#) (119/28)
- [Office Supplies and Forms](#) (154/22)
- [Photographic Equipment](#) (311/46)
- [Recording Equipment](#) (137/11)
- [Recreation](#) (120/23)
- [Refrigeration and Air Conditioning Equipment](#) (220/14)
- [Shuttle](#) (591/31)
- [Tools](#) (557/10)
- [Travel Trailer and/or Mobile Home](#) (335/197)
- [Trucks, Trailers and Tractors](#) (541/320)
- [Vehicular Components and Tires](#) (701/8)

ICN: 1631K82206302A  
COMPRESSOR, AIR, 100 CU FT  
[ Excess ]  
<< Previous || Next >>

By clicking on the Advanced Search button, the system displays the Advanced Search screen displayed below.

**Advanced Search**

View Cart (0)    Checkout    Back    Help

**Search**  
Enter Global Search and/or One Primary and One or more Secondary Criteria for Search

**Global Search**  
Item Name     Exact Phrase ▾

**Choose One Primary Search Criterion:**

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

Item Control Number  -  -

[Defense Reutilization and Marketing Office](#)

[Activity Address Code](#)

Civilian Agency    All     One

Exchange/Sale Only

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

Surplus Release Date (= OR >)  (MM/DD/CCYY)

**Choose one or Several Secondary Criteria:**

Condition    -Select Condition- ▾

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

Surplus Release Date (= OR >)  (MM/DD/CCYY)

[Defense Reutilization and Marketing Office](#)

[Activity Address Code](#)

Agency or Agency/Bureau

Civilian Agencies Only

Exchange/Sale Only

States    State     State     State     State     State     State     State

**Search**

You can search by a Global Item Descriptor and/or One Primary Search Criterion and One or more Secondary Criteria to get only the results you want. For example, you want to search for a Fire Truck that is in usable condition but are not sure if property is reported under automobiles or fire equipment. You enter “FIRE” in the Global Search input box and select a Condition Code of Usable.

**Advanced Search**

View Cart (0)    Checkout    Back    Help

**Search**  
Enter Global Search and/or One Primary and One or more Secondary Criteria for Search

**Global Search**  
Item Name     Exact Phrase ▾

**Choose One Primary Search Criterion:**

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

Item Control Number  -  -

[Defense Reutilization and Marketing Office](#)

[Activity Address Code](#)

Civilian Agency    All     One

Exchange/Sale Only

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

Surplus Release Date (= OR >)  (MM/DD/CCYY)

**Choose one or Several Secondary Criteria:**

Condition    Usable ▾

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

Surplus Release Date (= OR >)  (MM/DD/CCYY)

[Defense Reutilization and Marketing Office](#)

[Activity Address Code](#)

Agency or Agency/Bureau

Civilian Agencies Only

Exchange/Sale Only

States    State     State     State     State     State     State     State

**Search**

You click the red Search button to submit your search and the following screen displays. There are thirty-two (32) property items that have a condition code of usable or above. All property that is usable and any property that has a higher condition code displays. The condition code hierarchy is as follows: New/Unused; Usable; Repairable; Salvage; and Scrap.

The screenshot shows the GSAXcess search results for 'FIRE'. A red arrow points to the 'Go!' button in the search bar. Below the search bar, it says 'Search Results List of Items' and '32 Records match your search'. A table lists various fire-related items with columns for Item Control Number, Reimb, Item Name, Federal Supply Class, Location State, Available Quantity, Unit of Issue, Surplus Release Date, Condition Code, and Requested Quantity. The table includes items like 'BRICK, FIRE JM-26 IFB 9x4.5x2.5 STRAIGHT', 'BRICK, FIRE K-20 IFB 13.5x4.5x2.5 STRGT', 'BASE ENGINE FIRE FIX KIT', 'BLUEFIRE FOR FATS MACHINE', 'BOTTLE, FIRE EXTINGU Z#1806039A', 'BRACKET, FIRE EXTING', 'COMPLIANCE RING, FIRED', 'COMPLIANCE RING, UNFIRED', 'CPCVX HOOD, ANTIFLASH FIRE ADA031010B1', 'FIRE ALARM CONTROL AWA030335C0', 'FIRE EXTINGUISHER HOLDER', 'FIRE EXTINGUISHER, 2.5 GAL WATER TYPE', and 'FIRE FIGHTING EQUIPMENT'.

## 6. Want List

The Want List feature is used when you want to be notified when certain property items become available based upon criteria you select. The Want List results will be emailed to your email that is entered into your User Contact Information.

The screenshot shows the 'Worldwide Property Items by Category' page on GSAXcess. A red arrow points to the 'Want List' button in the top navigation bar. Below the navigation bar, there are links for 'Foreign Gift', 'NASA Prescreening', 'Disaster Relief Items', and 'Help'. The page title is 'Worldwide Property Items by Category' and it shows 'All Items Available - All Categories'.

The following screen is displayed when you select the want list option by clicking on the Want List button from the blue menu bar.

You may submit your 'Wants', by item name and the system will search each day's receipts to determine matches. Any day there is a match, the system will send an email to you notifying you of the item availability. Your 'Want' will stay active for up to 180 days. Item name is a required field and all requests must have an item name. You may narrow the results by adding the Federal Supply Classification (FSC), a specific condition code, and/or particular states.

**Want List Hints:**

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. To see additional items, search in GSAXcess®.
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 \(NUO\)](#)
4. Because of the abundance of furniture in GSAXcess® you may not submit such requests on the Want List; i.e., FSCs 7105, 7110, 7125, and 7195 will be rejected.

In the following example, you enter the Item Name of “Microscope” and the system returns the following results with a system message stating, “Want List Item MICROSCOPE Successfully added”:

**GSA 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

Global Search  Exact Phrase  Basic Search Options  Menu Home Logout

**Want Item List**

Name: NANCY BROTHERTON Email: NANCY.BROTHERTON@GSA.GOV

Email Attachment Document Type: Word Document  Excel Sheet  [Change](#)

Want List Item MICROSCOPE Successfully added

Federal Supply Code	NIIN	Item Name	Search Option	Minimum Condition Code	States	Expiration Date	Options
		MICROSCOPE	Exact Phrase			02/18/2007	<a href="#">Change</a> <a href="#">Delete</a>

**Add/Change Want List Item**

FSC

NIIN

Item Name

Search with

Minimum Condition Code

State  State  State  State  State  State

Expiration Date

[Submit](#)

The Item Name of “Microscope” is added to your “Want List”. The system automatically enters the expiration date of 180 days. If you want the Want List to send you emails for less than 180 days, enter the required expiration date that is less than 180 days before you hit the red Submit button.

You can change any item in your Want List by clicking on the Change button to the right of the entry. If you are making changes to the FSC or description, another item will be added when you click submit.

In the example below, you type in “Micro” in the item name field in order to capture more items with the word “Micro” in their description. You click the red Submit button and the following system message displays, “Want List Item MICRO Successfully added”. The Want List item of “Micro” was added in addition to the existing Want List Item of “Microscope”. If you don’t want to receive emails regarding “Microscope”, delete that item. The system will not change FSC or item name descriptions, but adds a new entry.

Want Item List

Name: NANCY BROTHERTON

Email: NANCY.BROTHERTON@GSA.GOV

Email Attachment Document Type: Word Document  Excel Sheet  [Change](#)

Want List Item MICRO Successfully added

Federal Supply Code	NIIN	Item Name	Search Option	Minimum Condition Code	States	Expiration Date	Options
		MICRO	Exact Phrase			02/18/2007	<a href="#">Change</a> <a href="#">Delete</a>
		MICROSCOPE	Exact Phrase			02/18/2007	<a href="#">Change</a> <a href="#">Delete</a>

Add/Change Want List Item

FSC

NIIN

Item Name

Search with

Minimum Condition Code

State  State  State  State  State  State

Expiration Date

[Submit](#)

If you are making changes to add states, search with criteria, condition codes, or expiration date, the entry will be changed without creating a new “want”.

Want Item List

Name: NANCY BROTHERTON

Email: NANCY.BROTHERTON@GSA.GOV

Email Attachment Document Type: Word Document  Excel Sheet  [Change](#)

Please Change and Submit

Federal Supply Code	NIIN	Item Name	Search Option	Minimum Condition Code	States	Expiration Date	Options
		MICRO	Exact Phrase			02/18/2007	<a href="#">Change</a> <a href="#">Delete</a>
		MICROSCOPE	Exact Phrase			02/18/2007	<a href="#">Change</a> <a href="#">Delete</a>

Add/Change Want List Item

FSC

NIIN

Item Name

Search with

Minimum Condition Code

State  State  State  State  State  State

Expiration Date

[Submit](#)

You click submit and the following confirmation displays stating, “Want List Item MICROSCOPE Successfully added.”

GSA **GSAXcess**<sup>®</sup>  
U.S. General Services Administration

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

Global Search  Exact Phrase  Basic Search Options

**Want Item List**

Name: NANCY BROTHERTON    Email: NANCY.BROTHERTON@GSA.GOV   

Email Attachment Document Type: Word Document     Excel Sheet    

**Want List Item MICROSCOPE Successfully added**

Federal Supply Code	NIIN	Item Name	Search Option	Minimum Condition Code	States	Expiration Date	Options
		MICRO	Exact Phrase			02/18/2007	<input type="button" value="Change"/> <input type="button" value="Delete"/>
		MICROSCOPE	Any of the Words	Repairable	OH FL	02/18/2007	<input type="button" value="Change"/> <input type="button" value="Delete"/>

**Add/Change Want List Item**

FSC

NIIN

Item Name

Search with

Minimum Condition Code

State

Expiration Date

You can delete any entry by clicking on the delete button to the right of the entry.

You select the “Delete” button to the right of the Micro entry. By clicking the “Delete” button, the following system message appears “Want List Item Micro successfully deleted”. The entry is deleted and no longer appears on the Want List Screen. You will no longer receive emails for this item.

GSA **GSAXcess**<sup>®</sup>  
U.S. General Services Administration

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

Global Search  Exact Phrase  Basic Search Options

**Want Item List**

Name: NANCY BROTHERTON    Email: NANCY.BROTHERTON@GSA.GOV   

Email Attachment Document Type: Word Document     Excel Sheet    

**Want List Item MICRO Successfully deleted**

Federal Supply Code	NIIN	Item Name	Search Option	Minimum Condition Code	States	Expiration Date	Options
		MICROSCOPE	Any of the Words	Repairable	OH FL	02/18/2007	<input type="button" value="Change"/> <input type="button" value="Delete"/>

**Add/Change Want List Item**

FSC

NIIN

Item Name

Search with

Minimum Condition Code

State

Expiration Date

## Requesting Property in GSAXcess®

### 1. What does “Select” mean?

In GSAXcess®, “select” means an indication of interest. It does not mean that the quantity you selected is promised to you. As such, an unlimited number of requests may be transacted against an item in GSAXcess® whose quantity available for transfer is one (1).

### 2. What does “Allocation” mean?

In GSAXcess®, “allocation” means assigning property among competing requests based on pre-established criteria. Such criteria include the priority of Federal agencies over SASPs, the priority of national defense and emergency requirements over routine requests, and such factors as a State’s history of receipts of similar surplus equipment.

### 3. Why select an item?

Selecting an item in GSAXcess® is the initial step required to generate an automated transfer order for the item. It is easier than manually completing an SF 122, a Transfer Order for Excess Personal Property. Because GSAXcess® is in real time, it is also faster than sending an SF 122 to GSA for entry into GSAXcess®.

The overall procedure is as follows:

- Customer selects the item in GSAXcess®;
- GSAXcess® generates an electronic allocation report to the appropriate GSA activity (Area Utilization Officer (AUO) for a request by a Federal agency or non-Federal recipient; Allocating Official (AO) for a request by a State Agency for Surplus Property);
- A GSA representative allocates the property in GSAXcess®;
- GSAXcess® generates a transfer order and places in an electronic transfer order cue for the customer’s approving official in GSAXcess® and also emails the transfer order to the customer’s approving official;
- Customer Approving Official reviews and electronically approves the transfer order or reviews and signs the transfer order and faxes it back to the GSA representative for final approval; GSAXcess® automatically sends an email or fax to the GSA representative for final approval if the transaction is performed electronically;
- GSA representative updates GSAXcess® for the transfer transaction.

The day of allocation will vary by region. However, the allocation report will show that an allocation for property selected by a Federal agency or non-Federal recipient is due the day after the request. For a request by a SASP for civilian agency property, the allocation report will show that an allocation is due on the surplus release date plus 6 days. For a request by a SASP for military property, the allocation report will show that an allocation is due on the surplus release date plus 11 days.

### 4. How do I know if my selection was successful?

When you successfully select a property item in GSAXcess®, the system displays a message stating, “You have successfully checked out this Transfer Order: XXXXXXXXXX”.

## 5. Can you do multi-line selections?

You can perform multi-line selections in GSAXcess®, by clicking on the Direct Select option button from the red menu bar.

## 6. When would you do multi-line selections?

You would perform multi-line selections when you already have specific Item Control Numbers, for example, you may have already located GSAXcess® property at the Defense Reutilization and Marketing Office website. Direct Select is a means of entering specific property to the Cart without having to "Search" in the system for it.

# How To Request Property

## How do I select an item (Federal agency or non-Federal recipient)?

To select a property item, you must first identify the property. This can be done by doing a search on Search Worldwide Property by Category or related search screens. The search will produce the Search Results List of Items from which you can select an item from this screen or view the item description before selection on the Property Data Sheet.

In the following example, you are searching in Search Worldwide Property by Category for an “Electrical Equipment”. You select the property category, “Electrical and Electronic Equipment and Components” which has 15,813 property items and zero (0) photos. When you click on “Electrical and Electronic Equipment and Components” a state selection screen will display because there are over 50+ available items. If there were less than 50 items, only the property items would display.

**Worldwide Property Items by Category**

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

Total number of items available: [47,670](#) / Total items available with Photos: [0](#)

<ul style="list-style-type: none"><li>• <a href="#">Agricultural Equipment and Supplies</a> (18/0)</li><li>• <a href="#">Aircraft</a> (0/0)</li><li>• <a href="#">Aircraft Parts and Tires</a> (370/0)</li><li>• <a href="#">Automobiles</a> (14/0)</li><li>• <a href="#">Boats</a> (8/0)</li><li>• <a href="#">Clothing and Personal</a> (869/0)</li><li>• <a href="#">Communication and Detection Equipment</a> (1,128/0)</li><li>• <a href="#">Computer Equipment</a> (3,348/0)</li><li>• <a href="#">Computer Software and Accessories</a> (718/0)</li><li>• <a href="#">Construction Equipment</a> (52/0)</li><li>• <a href="#">Electrical and Electronic Equipment and Components</a> (15,813/0)</li><li>• <a href="#">Electrical and Electronic Measuring and Testing Equipment</a> (1,295/0)</li><li>• <a href="#">Fire Trucks and Fire Fighting Equipment</a> (38/0)</li><li>• <a href="#">Food Preparation and Serving Equipment</a> (94/0)</li><li>• <a href="#">Furniture</a> (684/0)</li><li>• <a href="#">Hardware</a> (5,646/0)</li><li>• <a href="#">Household</a> (163/0)</li><li>• <a href="#">Industrial Service and Trade Machinery</a> (35/0)</li><li>• <a href="#">Industrial Special Machinery</a> (780/0)</li></ul>	<ul style="list-style-type: none"><li>• <a href="#">Jewelry and Collectibles</a> (0/0)</li><li>• <a href="#">Lab Equipment</a> (790/0)</li><li>• <a href="#">Lighting</a> (140/0)</li><li>• <a href="#">Marine Equipment</a> (15/0)</li><li>• <a href="#">Materials Handling Equipment</a> (32/0)</li><li>• <a href="#">Medical, Dental and Veterinary Equipment and Supplies</a> (606/0)</li><li>• <a href="#">Miscellaneous</a> (12,549/0)</li><li>• <a href="#">Motorcycles and Bicycles</a> (13/0)</li><li>• <a href="#">Musical Instruments</a> (6/0)</li><li>• <a href="#">Navigation Equipment</a> (136/0)</li><li>• <a href="#">Office Equipment</a> (47/0)</li><li>• <a href="#">Office Supplies and Forms</a> (69/0)</li><li>• <a href="#">Photographic Equipment</a> (275/0)</li><li>• <a href="#">Recording Equipment</a> (155/0)</li><li>• <a href="#">Recreation</a> (70/0)</li><li>• <a href="#">Refrigeration and Air Conditioning Equipment</a> (127/0)</li><li>• <a href="#">Tools</a> (1,086/0)</li><li>• <a href="#">Trucks, Trailers and Tractors</a> (282/0)</li><li>• <a href="#">Vehicular Components and Tires</a> (199/0)</li></ul>
---	---



You then select the state of Georgia by clicking on the Georgia hypertext.

**Worldwide Property Items for a Category**

[All Categories](#) > [All Items Available - All Categories](#) > [Electrical and Electronic Equipment and Components](#)

[View Cart \(0\)](#) [Checkout](#) [Back](#) [Help](#)

Total number of items available: [15,813](#) / Total items available with Photos: [0](#)

- [Alabama](#) (81/0)
- [Alaska](#) (13/0)
- [Arizona](#) (666/0)
- [California](#) (8,006/0)
- [Colorado](#) (7/0)
- [Connecticut](#) (32/0)
- [Florida](#) (271/0)
- [Georgia](#) (12/0) 
- [Guam](#) (59/0)
- [Hawaii](#) (20/0)
- [Illinois](#) (253/0)
- [Indiana](#) (3/0)
- [Kansas](#) (14/0)
- [Kentucky](#) (57/0)
- [Louisiana](#) (2/0)
- [Maryland](#) (60/0)
- [Massachusetts](#) (1,568/0)
- [Minnesota](#) (145/0)
- [New Jersey](#) (7/0)
- [New Mexico](#) (192/0)
- [New York](#) (328/0)
- [North Carolina](#) (23/0)
- [Ohio](#) (83/0)
- [Pennsylvania](#) (190/0)
- [Texas](#) (8/0)
- [Utah](#) (101/0)
- [Virginia](#) (52/0)

The following screen displays when you click on the Georgia hypertext.

**Search Results List of Items**

[All Categories](#) > [All Items Available - All Categories](#) > [Electrical and Electronic Equipment and Components](#) > [Georgia](#)

[View Cart \(0\)](#) [Checkout](#) [Back](#) [Help](#)

Total items available: [12](#) / Items with photos: [0](#) Search in Results:    Page: [1](#) [<<< Go To](#)

No more records

Select	Item Control Number	Picture	Reimb	Item Name	Location State	Available Quantity	Unit of Issue	Surplus Release Date	Condition	Requested Quantity
<a href="#">Add to cart</a>	<a href="#">SY2164-6335-F220</a>			BACKSHELL,ELECTRICA A1A020410B1	GA	24	EACH	01/05/2007	New/Unused	
<a href="#">Add to cart</a>	<a href="#">SY2164-6335-F218</a>			BOX CONNECTOR,ELECT A1A020410B1	GA	24	EACH	01/05/2007	New/Unused	
<a href="#">Add to cart</a>	<a href="#">SY2164-6334-F217</a>			CIRCUIT CARD ASSEMB A1A010928A1	GA	1	EACH	01/05/2007	New/Unused	
<a href="#">Add to cart</a>	<a href="#">SY2164-6335-F228</a>			CONNECTOR BODY,RECE A1A020410B1	GA	20	EACH	01/05/2007	New/Unused	
<a href="#">Add to cart</a>	<a href="#">SY2164-6335-F226</a>			CONNECTOR,RECEPTACL A1A020410B1	GA	5	EACH	01/05/2007	New/Unused	
<a href="#">Add to cart</a>	<a href="#">SY2164-6335-F221</a>			DB15 BACKSHELL A1A020410B1	GA	46	EACH	01/05/2007	Usable	
<a href="#">Add to cart</a>	<a href="#">SY2164-6335-F222</a>			ELECTRICAL SHIELD C A1A020410B1	GA	14	EACH	01/05/2007	New/Unused	
<a href="#">Add to cart</a>	<a href="#">FB2067-6263-0142</a>			ELECTRONIC COMPONEN A1A020210A1	GA	1	EACH	12/15/2006	Usable	
<a href="#">Add to cart</a>	<a href="#">FB2067-6263-0169</a>			MICROCIRCUIT,DIGITA A1A020210A1	GA	2	EACH	12/15/2006	Usable	
<a href="#">Add to cart</a>	<a href="#">SY2164-6335-F219</a>			SHIELD,ELECTRICAL C A1A020410B1	GA	82	EACH	01/05/2007	New/Unused	
<a href="#">Add to cart</a>	<a href="#">SY2164-6335-F234</a>			SQUARE D DISCONNECT 15 AMP A1A020410B1	GA	1	EACH	01/05/2007	Usable	
<a href="#">Add to cart</a>	<a href="#">SC4402-6108-30TI</a>			SWITCH,MERCURY A1A020404B1	GA	70	EACH	01/05/2007	New/Unused	

[View Cart \(0\)](#) [Checkout](#) [Back](#) [Help](#)

You can select the property from this screen by clicking on the Add to Cart button to the left of the property Item Control Number or you can view the property description first by clicking on the hypertext Item Control Number. In this case, you chose "[SC4402-6108-30TI](#)" to view the description.

The system displays the Property Data Sheet for Item Control Number SC4402-6108-30TI. The quantity available to select is seventy (70). You only need twenty (20).

Property Data Sheet

[All Categories](#) > [All Items Available - All Categories](#) > [Electrical and Electronic Equipment and Components](#) > [Georgia](#)

[Add To Cart](#) [View Cart \(0\)](#) [Checkout](#)

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

Item Control Number: SC4402610830TI  
Item Name: SWITCH,MERCURY A1A020404B1  
Screening Ends: January 05, 2007  
FSC/National Stock Number: 5930 006363917  
Quantity Available: 70 EACH  
Orig Unit Acq Cost: \$ 162.67  
Quantity Requested:   
Total Acq Cost: \$ 11386.90  
Agency Bureau: Defense Logistics Agency  
Reporting Agency: DRMO Warner Robins  
POC: DANNY SNOW  
POC Phone: 478-926-3437 Ext:  
POC Fax: 478-926-1983  
POC Email:  
Property Location: DRMO Warner Robins  
1200 MACON ST  
ROBINS AFB , GA-31098-2502  
Property Custodian: DANNY SNOW  
Custodian Phone: 478-926-3437 Ext:  
Custodian Fax: 478-926-1983  
Custodian Email:  
Condition: New/Unused Make/Mfg:  
Hazardous: No Part Number:  
Demilitarization: No Model:

Picture Not Available

Item Description

FLIS Description: ITEM NAME: SWITCH,MERCURY; NONPILE-UP CONTACT ARRANGEMENT: 1 POLE, DOUBLE THROW, BOTH POSITIONS MAINTAINED SINGLE SWITCH UNIT; CONTACT LOAD CURRENT RATING AT MAXIMUM RATED VOLTAGE: 250.000 MILLIAMPERES RESISTIVE AC; BODY STYLE: 13J UNCASED; BODY DIAMETER: 0.395 INCHES NOMINAL; BODY LENGTH: 1.060 INCHES NOMINAL; TERMINAL TYPE AND QUANTITY: 3 WIRE LEAD; SWITCH ACTUATION DIFFERENTIAL ANGLE: 5.0 DEGREES NOMINAL; OVERALL LENGTH: 1.060 INCHES NOMINAL; OVERALL WIDTH: 0.395 INCHES NOMINAL; OVERALL HEIGHT: 0.395 INCHES NOMINAL;

You then click on the Add to Cart button on the Property Data Sheet to “select” the property item. Note that the View Cart button has (0) zero quantity in the shopping cart. A pop-up displays asking you to enter the Selected Quantity that you want to request. Enter the Selected Quantity and click Submit.

Property Data Sheet

[All Categories](#) > [All Items Available - All Categories](#) > [Electrical and Electronic Equipment and Components](#) > [Georgia](#)

[Add To Cart](#) [View Cart \(0\)](#) [Checkout](#)

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

Item Control Number: SC4402610830TI  
Item Name: SWITCH,MERCURY A1A020404B1  
Screening Ends: January 05, 2007  
FSC/National Stock Number: 5930 006363917  
Quantity Available: 70 EACH  
Orig Unit Acq Cost: \$ 162.67  
Quantity Requested:   
Total Acq Cost: \$ 11386.90  
Agency Bureau: Defense Logistics Agency  
Reporting Agency: DRMO Warner Robins  
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POC Phone: 478-926-3437 Ext:  
POC Fax: 478-926-1983  
POC Email:  
Property Location: DRMO Warner Robins  
1200 MACON ST  
ROBINS AFB , GA-31098-2502  
Property Custodian: DANNY SNOW  
Custodian Phone: 478-926-3437 Ext:  
Custodian Fax: 478-926-1983  
Custodian Email:  
Condition: New/Unused Make/Mfg:  
Hazardous: No Part Number:  
Demilitarization: No Model:

GSA\Access@ - Select Quantity - Microso...  
Available Quantity: 70  
Selected Quantity: 20  
Submit

Not Available

Item Description

FLIS Description: ITEM NAME: SWITCH,MERCURY; NONPILE-UP CONTACT ARRANGEMENT: 1 POLE, DOUBLE THROW, BOTH POSITIONS MAINTAINED SINGLE SWITCH UNIT; CONTACT LOAD CURRENT RATING AT MAXIMUM RATED VOLTAGE: 250.000 MILLIAMPERES RESISTIVE AC; BODY STYLE: 13J UNCASED; BODY DIAMETER: 0.395 INCHES NOMINAL; BODY LENGTH: 1.060 INCHES NOMINAL; TERMINAL TYPE AND QUANTITY: 3 WIRE LEAD; SWITCH ACTUATION DIFFERENTIAL ANGLE: 5.0 DEGREES NOMINAL; OVERALL LENGTH: 1.060 INCHES NOMINAL; OVERALL WIDTH: 0.395 INCHES NOMINAL; OVERALL HEIGHT: 0.395 INCHES NOMINAL;

The following system message displays, “Selected Quantity added to your cart”. Note that the View Cart quantity is now one (1). You have the choice to change the quantity, view your items in your cart, or checkout your items. You choose to view your cart.

**Property Data Sheet**

[All Categories](#) > [All Items Available - All Categories](#) > [Electrical and Electronic Equipment and Components](#) > [Georgia](#)

[Change Qty](#) [View Cart \(1\)](#) [Checkout](#) [Back](#) [Help](#)

Selected Quantity added to your cart

Item Control Number: SC4402610830TI  
 Item Name: SWITCH.MERCURY A1A020404B1  
 Screening Ends: January 05, 2007  
 FSC/National Stock Number: 5930 006363917  
 Quantity Available: 70 EACH      Quantity Requested:  
 Orig Unit Acq Cost: \$ 162.67      Total Acq Cost: \$ 11386.90  
 Agency Bureau: Defense Logistics Agency  
 Reporting Agency: DRMO Warner Robins  
 POC: DANNY SNOW  
 POC Phone: 478-926-3437 Ext:  
 POC Fax: 478-926-1983  
 POC Email:  
 Property Location: DRMO Warner Robins  
 1200 MACON ST  
 ROBINS AFB , GA-31098-2502  
 Property Custodian: DANNY SNOW  
 Custodian Phone: 478-926-3437 Ext:  
 Custodian Fax: 478-926-1983  
 Custodian Email:  
 Condition: New/Unused      Make/Mfg:  
 Hazardous: No      Part Number:  
 Demilitarization: No      Model:

**Item Description**  
 FLIS Description: ITEM NAME: SWITCH.MERCURY; NONPILE-UP CONTACT ARRANGEMENT: 1 POLE, DOUBLE THROW, BOTH POSITIONS MAINTAINED SINGLE SWITCH UNIT; CONTACT LOAD CURRENT RATING AT MAXIMUM RATED VOLTAGE: 250.000 MILLIAMPERES RESISTIVE AC; BODY STYLE: 13J UNCASED; BODY DIAMETER: 0.395 INCHES NOMINAL; BODY LENGTH: 1.060 INCHES NOMINAL; TERMINAL TYPE AND QUANTITY: 3 WIRE LEAD; SWITCH ACTUATION DIFFERENTIAL ANGLE: 5.0 DEGREES NOMINAL; OVERALL LENGTH: 1.060 INCHES NOMINAL; OVERALL WIDTH: 0.395 INCHES NOMINAL; OVERALL HEIGHT: 0.395 INCHES NOMINAL;

Picture Not Available

You click on the View Cart button and the following View and Update Selection Cart screen displays:

**View and Update Selection Cart**

[Continue Selecting](#) [Checkout](#) [Back](#) [Help](#)

There are 1 items (ICNs) in your cart

[Update Cart](#)

You may update your cart, checkout or continue selecting Page: 1

Select	Item Control Number	Activity	Surplus Release Date	Quantity Available	Quantity Requested by others	Quantity Selected	Priority Situation	Item Name or Error Message
<a href="#">Delete</a>	<a href="#">SC4402-6108-30TI</a>	SY2164	01/05/2007	70		<input type="text" value="20"/>	--Select Priority--	SWITCH.MERCURY

[Update Cart](#)

From the View and Update Selection Cart screen; you can view all your items that are in your cart, view the property data sheet, change the quantity selected, select a priority situation, delete your items, checkout your items, or continue selecting items.

If you decide to Continue Selecting items, click on the Continue Selecting button. The following screen will display by clicking on the Continue Selecting button.

**Search Results List of Items**

[All Categories](#) > [All Items Available - All Categories](#) > [Electrical and Electronic Equipment and Components](#) > [Georgia](#)

[View Cart \(1\)](#) [Checkout](#) [Back](#) [Help](#)

Total items available: 12 / Items with photos: 0      Search in Results:         Page: 1 <<< Go To

No more records

Select	Item Control Number	Picture	Reimb	Item Name	Location State	Available Quantity	Unit of Issue	Surplus Release Date	Condition	Requested Quantity
<a href="#">Add to cart</a>	<a href="#">SY2164-6335-F220</a>			BACKSHELL,ELECTRICA A1A020410B1	GA	24	EACH	01/05/2007	New/Unused	
<a href="#">Add to cart</a>	<a href="#">SY2164-6335-F218</a>			BOX CONNECTOR,ELECT A1A020410B1	GA	24	EACH	01/05/2007	New/Unused	
<a href="#">Add to cart</a>	<a href="#">SY2164-6334-F217</a>			CIRCUIT CARD ASSEMB A1A010328A1	GA	1	EACH	01/05/2007	New/Unused	
<a href="#">Add to cart</a>	<a href="#">SY2164-6335-F228</a>			CONNECTOR BODY.RECE A1A020410B1	GA	20	EACH	01/05/2007	New/Unused	
<a href="#">Add to cart</a>	<a href="#">SY2164-6335-F226</a>			CONNECTOR.RECEPTACL A1A020410B1	GA	5	EACH	01/05/2007	New/Unused	
<a href="#">Add to cart</a>	<a href="#">SY2164-6335-F221</a>			DB15 BACKSHELL A1A020410B1	GA	46	EACH	01/05/2007	Usable	
<a href="#">Add to cart</a>	<a href="#">SY2164-6335-F222</a>			ELECTRICAL SHIELD C A1A020410B1	GA	14	EACH	01/05/2007	New/Unused	
<a href="#">Add to cart</a>	<a href="#">FB2067-6263-0142</a>			ELECTRONIC COMPONENT A1A020210A1	GA	1	EACH	12/15/2006	Usable	
<a href="#">Add to cart</a>	<a href="#">FB2067-6263-0169</a>			MICROCIRCUIT.DIGITA A1A020210A1	GA	2	EACH	12/15/2006	Usable	
<a href="#">Add to cart</a>	<a href="#">SY2164-6335-F219</a>			SHIELD,ELECTRICAL C A1A020410B1	GA	82	EACH	01/05/2007	New/Unused	
<a href="#">Add to cart</a>	<a href="#">SY2164-6335-F234</a>			SQUARE D DISCONNECT 15 AMP A1A020410B1	GA	1	EACH	01/05/2007	Usable	
<a href="#">Change Qty</a>	<a href="#">SC4402-6108-30TI</a>			SWITCH.MERCURY A1A020404B1	GA	70	EACH	01/05/2007	New/Unused	

[View Cart \(1\)](#) [Checkout](#) [Back](#) [Help](#)

Notice the Add to Cart button changes to blue and says Change Qty. The View Cart has one (1) item in it. You decide to check out your items from your cart. The same screen below will be displayed when you click on the Checkout button from the Search Results List of Items or from the View and Update Selection Cart. You click on the Checkout button. The following pop-up box displays asking you, “Do you have any Priority Situation items in your shopping cart?” A Priority Situation is any situation that gets Disaster or Emergency system handling. If you click No, you will be directed to the User Profile screen which is the usual step in Checkout.

**Search Results List of Items**

[All Categories](#) > [All Items Available - All Categories](#) > [Electrical and Electronic Equipment and Components](#) > [Georgia](#)

[View Cart \(1\)](#) [Checkout](#) [Back](#) [Help](#)

Total items available: 12 / Items with photos: 0 Page: 1 <<< Go To

**Alert!**

**Do you have any Priority Situation items in your shopping cart?**

[Yes](#) [No](#)

Select	Item Control Number	Picture	R	Unit of Issue	Surplus Release Date	Condition	Requested Quantity
<a href="#">Add to cart</a>	<a href="#">SY2164-6335-F220</a>			EACH	01/05/2007	New/Unused	
<a href="#">Add to cart</a>	<a href="#">SY2164-6335-F218</a>			EACH	01/05/2007	New/Unused	
<a href="#">Add to cart</a>	<a href="#">SY2164-6334-F217</a>			EACH	01/05/2007	New/Unused	
<a href="#">Add to cart</a>	<a href="#">SY2164-6335-F228</a>			EACH	01/05/2007	New/Unused	
<a href="#">Add to cart</a>	<a href="#">SY2164-6335-F226</a>			EACH	01/05/2007	New/Unused	
<a href="#">Add to cart</a>	<a href="#">SY2164-6335-F221</a>			EACH	01/05/2007	Usable	
<a href="#">Add to cart</a>	<a href="#">SY2164-6335-F222</a>			EACH	01/05/2007	New/Unused	
<a href="#">Add to cart</a>	<a href="#">FB2067-6263-0142</a>			EACH	12/15/2006	Usable	
<a href="#">Add to cart</a>	<a href="#">FB2067-6263-0169</a>			EACH	12/15/2006	Usable	
<a href="#">Add to cart</a>	<a href="#">SY2164-6335-F219</a>			EACH	01/05/2007	New/Unused	
<a href="#">Add to cart</a>	<a href="#">SY2164-6335-F234</a>			EACH	01/05/2007	Usable	
<a href="#">Change Qty</a>	<a href="#">SC4402-6108-30TI</a>			EACH	01/05/2007	New/Unused	

[View Cart \(1\)](#) [Checkout](#) [Back](#) [Help](#)

You click yes for Priority Situation. You are taken to the View and Update Selection Cart to designate the priority situation for each property item selected. The following View and Update Selection Cart screen appears.

**View and Update Selection Cart**

[Continue Selecting](#) [Checkout](#) [Back](#) [Help](#)

There are 1 items (ICNs) in your cart

[Update Cart](#)

You may update your cart, checkout or continue selecting Page: 1

Select	Item Control Number	Activity	Surplus Release Date	Quantity Available	Quantity Requested by others	Quantity Selected	Priority Situation	Item Name or Error Message
<a href="#">Delete</a>	<a href="#">SC4402-6108-30TI</a>	SY2164	01/05/2007	70	<input type="text" value="20"/>	<input type="text" value="20"/>	--Select Priority--	SWITCH,MERCURY

[Update Cart](#)

Priority Situation selection dropdown choices will be Cannibalization or Disaster Relief choices such as Disaster - Katrina, Disaster - Ernesto, etc. State Users will see an additional choice of "Special Donee Request". If a Disaster Name is not visible, choose "Declared Disaster Not Listed" for further instructions. **NOTE:** You must click Update Cart to make these "Priority Situations" effective before clicking Checkout.

You have selected a Priority Situation of Disaster – Katrina from the dropdown listing. All other information is correct and you want to checkout. Click Update Cart to ensure the Declared Disaster has been recorded. The following Message will display, “Selected Priority Updated”:

**View and Update Selection Cart**

[Continue Selecting](#) [Checkout](#) [Back](#) [Help](#)

There are 1 items (ICNs) in your cart

[Update Cart](#)

Update successful Page: 1

Select	Item Control Number	Activity	Surplus Release Date	Quantity Available	Quantity Requested by others	Quantity Selected	Priority Situation	Item Name or Error Message
<a href="#">Delete</a>	<a href="#">SC4402-6108-30TI</a>	SY2164	01/05/2007	70	<input type="text" value="20"/>	<input type="text" value="20"/>	Disaster - Katrina	Selected Priority Updated

[Update Cart](#)

Once you have confirmed that the Priority Situation was successful, Click the Checkout button.

The following User Profile Screen appears, just as in the Non-priority situation process:

**User Profile Screen**

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

**Submit**

Screen Refreshed.. Please enter Confirm Email

Activity Address Code: 473082

First Name: QUINCY Middle Initial: Last Name: ADAMS

Phone No: 703 - 605 - 2885 Extn:

\*\*\*\*\* AGENCY APPROVAL \*\*\*\*\*

First Name: NANCY Middle Initial: Last Name: BROTHERS

Room No: 300

Fax No: 703 - 308 - 1611

Email: NANCY.BROTHERTON@GSA.GOV

Confirm Email: NANCY.BROTHERTON@GSA.GOV

Agency Bureau:

Shipping Address Attention:

Address Line 1: GSA FEDERAL SUPPLY SERVICES

Address Line 2: RECEIVING 2200 CRYSTAL DRIVE RM 300

Address Line 3: ARLINGTON, VIRGINIA 22202

Address Line 4:

**Submit** 

If the data is correct, click on the red Submit button to continue your transfer or if the data needs revised or changed, place your cursor on the box that needs revised and type over the incorrect information. Then click the red Submit button. You will get a screen message asking you to confirm the data, click Submit again.

The system directs you to the Update and Checkout Your Cart screen to complete your transfer order. The Update and Checkout Your Cart screen allows you to update your User Profile, your quantity selected, or to submit your transfer order. If you need to update your User Profile, click on the Edit User Profile hypertext.

The red message line directly underneath “Update and Checkout Your Cart” provides your status in the checkout process. The blue message line located underneath the red message line provides the number of items and transfer order numbers in your Update and Checkout Cart. Click on the “Submit This Transfer Order” button to submit this transfer order and complete your transaction.

**Update and Checkout Your Cart**

Requestor Information Completed - Submit this Transfer Control No

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

There are 1 items (ICNs) and 1 Transfer Orders in your cart

[View Cart](#) [Continue Selection](#)

**USER PROFILE** [<< Edit User Profile >>](#)

Name: QUINCY ADAMS Phone: 703-605-2885 Activity Address Code: 473082

Approving Official Name: NANCY BROTHERTON Fax: 000-000-0000 Email: NANCY.BROTHERTON@GSA.GOV

Ship To Address: GSA RECEIVING 1931 JEFFERSON DAVIS HWY ARLINGTON VA

Generated Transfer Control Number: 99-0-1574-10 **Submit This Transfer Order Request** Page No: 1

[Review Completed Transfer Order Requests](#)

Item Control Number	Item Name	Activity	Surplus Release Date	Reimbursable	Quantity Available	Quantity Requested by Others	Quantity Selected	Option	Priority
SC4402 6108 30TI	SWITCH,MERCURY	SY2164	01/05/2007		70		<input type="text" value="20"/>	<a href="#">Change Qty</a>	Disaster - Katrina

Generated Transfer Control Number: 99-0-1574-10 **Submit This Transfer Order Request** Page No: 1

[Review Completed Transfer Order Requests](#)

The system displays a confirmation message stating, “You have successfully checked out this Transfer Order 99XXXXXXX.” Note that your cart shows one (1) item as decremented.



Select 'More Items' to clear and continue else Enter Data and 'Submit'

Item Control Number			Quantity Selected	Quantity Available	Quantity Requested by Others	Error Message / Item Description
N00421	6240	0065	1	2		Item Added to Cart
N00421	6289	0014	1	1		Item Added to Cart
H98231	6265	0010	2	3		Item Added to Cart

The system displays a message stating that the Item was Added or Updated to the cart. Note that the View Cart button shows (4) items in the cart. Three (3) new items are added to the one (1) item already in the cart. To select more items, click select more items and enter the additional items as described above.

## Competing Requests for Property

### 1. What is a competing request?

A competing request means that other Agencies have requested the property that you have selected and are competing for the right to acquire that property.

### 2. How do I determine if there are competing requests?

The “Search Results List of Items” screen shows the requested quantity of the property item you want to select in the Request Quantity column. In the example below, the Requested Quantity is two (2). The available quantity is one (1), which tells you that there are two (2) requests for this item.

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**Search Results List of Items**

[All Categories](#) > [All Items Available - All Categories](#) > [Automobiles](#)

View Cart (0) [Checkout](#) [Back](#) [Help](#)

Total number of items available: 9      Search in Results:  [Go!](#)      Page: 1 [<<< Go To](#)

No more records

Select	Item Control Number	Picture	Item Name	Location State	Available Quantity	Unit of Issue	Surplus Release Date	Condition	Requested Quantity
<a href="#">Add to cart</a>	<a href="#">FE5000-5354-0121</a>		AUTOMOBILE,SEDAN A0N010623A1	AK	1	EACH	02/03/2006	Repairable	
<a href="#">Add to cart</a>	<a href="#">N00196-5286-1012</a>		CAMPER TRAILER A1N082251A1	GA	1	EACH	02/03/2006	Repairable	2
<a href="#">Add to cart</a>	<a href="#">FE6656-5347-0579</a>		BUS,MOTOR A0N010122AA	OH	1	EACH	01/27/2006	Usable	
<a href="#">Add to cart</a>	<a href="#">W91371-5339-0009</a>		BUS,MOTOR JHFJSCEAGLE	SC	1	EACH	02/03/2006	Repairable	
<a href="#">Add to cart</a>	<a href="#">W91371-5339-0016</a>		BUS,MOTOR JHFJSCEAGLE	SC	1	EACH	02/03/2006	Repairable	
<a href="#">Add to cart</a>	<a href="#">W91371-5339-0018</a>		BUS,MOTOR JHFJSCEAGLE	SC	1	EACH	02/03/2006	Repairable	
<a href="#">Add to cart</a>	<a href="#">W91371-5339-0021</a>		BUS,MOTOR JHFJSCEAGLE	SC	1	EACH	02/03/2006	Repairable	
<a href="#">Add to cart</a>	<a href="#">890223-5243-A001</a>		ITEM NAME	VA	20	EACH	01/10/2006	New/Unused	
<a href="#">Add to cart</a>	<a href="#">893223-5243-A002</a>		TEST	VA	30	EACH	01/31/2006	Usable	

### 3. How do I view competing requests?

You can view the requests on the property item by clicking the red View Requests button on the

Property Data Sheet as shown in the example below. The View Requests button will not be visible if there are no competing requests for the property item. By clicking on the View Requests button you are directed to “Current Actions for An Item Control Number” screen which lists the current request information.

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**Property Data Sheet**

All Categories > All Items Available - All Categories > Aircraft Parts and Tires > California

Add To Cart | View Cart (0) | Checkout | **View Requests** | Back | Help

Item Control Number: S0303A7199003B  
 Item Name: ADAPTER, RF, SMA,1601-0107  
 Screening Ends: August 08, 2007

FSC/National Stock Number: 1680  
 Quantity Available: 16 EACH  
 Quantity Requested: 16  
 Orig Unit Acq Cost: \$ 152.00  
 Total Acq Cost: \$ 2432.00

Agency Bureau: Defense Contract Management Agency - Local  
 Reporting Agency: GOLIGHTLYSHIRLEY  
 PDC: SHIRLEY GOLIGHTLY  
 PDC Phone: 310-331-1036 Ext:  
 PDC Fax: 310-331-4012  
 PDC Email: shirley.golightly@dcma.mil

Property Location: LMAERO  
 1011 LOCKHEED WAY  
 PALMDALE, CA-93599

Property Custodian: SHIRLEY GOLIGHTLY  
 Custodian Phone: 310-331-1036 Ext:  
 Custodian Fax: 310-331-4012  
 Custodian Email: shirley.golightly@dcma.mil

Contractor Inv: Yes  
 CL Ref #: 0L1E5-AB-LM2006-0017  
 Plant CI Case #: S0303A0067  
 Plant CI Line: 3

Condition: New/Unused  
 Hazardous: No  
 Demilitarization: No  
 Flight Safety Critical Aircraft Part: No

Make/Mfg: Part Number: 1601-0107  
 Model:

Picture Not Available

The Current Actions for An Item Control Number screen lists the Quantity Available, Quantity Requested, Name of the Requestor, State, Requested Date, Transfer Control Number, Status, and Status Date. The Name of the Requestor is in hypertext, but is only viewable with a special permission code for GSA personnel.

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**Current Actions For An Item Control No**

S0303A7199003B Quantity Available: 16 Page : 1

No more records available

Serial No	Quantity	Name	State	Requested Date	Transfer Control #	Status	Status Date
1	16	<a href="#">Geological Survey MCCLEARN</a>		07/20/2007	990167754		

## Property Request Inquiry

### 1. What can I inquire?

In GSAXcess®, you can inquire only those items that are selected in GSAXcess®. You cannot inquire the status of an item requested for transfer on a manually completed form which was later requisitioned by GSA without first selecting the item.

## 2. How do I inquire on the status of a selected item (Federal agency or non-Federal recipient)?

You perform a status inquiry of a selected item by clicking on the blue hypertext [Inquire Requests](#) from the GSAXcess® Main Menu.

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By clicking on Inquire Requests, the system displays the Requested Items Inquiry by Document Control No screen. You enter the Document Control Number (transfer control number) 99-0-1671-49 without the dashes. You click on the red Submit button. The following screen displays:

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Global Search        Exact Phrase    Go!    Basic Search Options    [Advanced Search](#)    [Menu](#)    [Home](#)    [Logout](#)

**Requested Items Inquiry by Document Control No**    [Back](#)    [Help](#)

Document Control Number

Status Date: 07/19/2007    AAC: 7042K3    Surplus Release Date: 07/01/2007    Page: 1

[Submit](#)

**No more records available**

Serial No	Item Control Number	Item Name	Quantity	Selected Date	Allocation Date	Requisition Date	Status
1	7042K3 7178 8330	W4193M #184162 GSA SALE BP 6-07	1	06/29/2007	07/19/2007		D

[Submit](#)

The Selected Date, Allocation Date, Requisition Date, and Status apply only to the Document Control Number requested. They do not apply to the same Item Control Number listed under a different Document Control Number. Items which are selected, but allocated and/or requisitioned to someone else, will be displayed on the Requested Items Inquiry by Document Control No with a select Date only. Only the Document Control Number receiving the allocation and requisitioned will have the Allocation Date filled in.

The Status Code reflects the latest information stored in GSAXcess® and will contain one of the following values:

Status Code	Description
Blank	Select Transaction Done. If first two digits of Document Control No is 99", then it is Federal else State.
F	Select Transaction Record "YSE" was created.
A	Allocation Done.
X	Fax sent after allocation.
R	Requisition Done.
T	Transfer Done.
D	Transaction Dropped.

**HINT:** If you forget the Document Control Number for an item that you requested, do a Delete Requests selection from the GSAXcess® Main Menu to display a list of your outstanding requests (items which are not requisitioned or deleted). If the Document Control Number was requisitioned or deleted, neither the Document Control Number nor the Item Control Number will appear on the Delete Requests screen.

### ***3. How do I inquire on the status of a selected item (SASP)?***

Inquiries of items selected by a State Agency for Surplus Property (SASP) are performed in the same manner as items selected by a Federal agency or non-Federal recipient.

## **Changing Requests for a Property Item**

### ***1. Can I change a selection request?***

Once you have selected property items by checking out your shopping cart, you can change your requests by clicking on the hypertext link "Change Requests". You may make changes on the day the request was made or until allocation has taken place -- whichever comes first.

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- [NASA Pre-screening Menu](#)

## 2. How do I change a property request?

By clicking on the “Change Requests” hyperlink from the GSAXcess® Main Menu you are taken to the “Change Existing Requests” screen where you can change the quantity that you requested. The example below shows that you have two (2) checked out Transfer Orders with three (3) ICN’s. The “Change Existing Requests” screen displays the Transfer Control Number, the Item Control Number(s) associated with the checked out property, Quantity Available, Total Quantity Requested, Quantity Requested (selected), and Item Name.

To change the quantity of the request, type the preferred quantity in the Quantity Requested box and click on the Update Quantity button.

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**Change Existing Requests**

View Cart (0) | [Checkout](#) | [Update Quantity](#) | Checked out Transfer Orders : 2 ( 3 ICNs) | [Back](#) | [Help](#)

You may Update Quantity Requested or Delete Requests

Select	Transfer Control Number	Item Control Number	Quantity Available	Total Quantity Requested	Quantity Requested	Item Name or Error Message
<a href="#">Delete</a>	99-0-0033-94	<a href="#">SC4402-5355-01R3</a>	410	10	<input type="text" value="10"/>	BADGE,QUALIFICATION
<a href="#">Delete</a>	99-0-0033-95	<a href="#">W33BQ9-5362-B841</a>	10	8	<input type="text" value="8"/>	MISC CLOTHING
<a href="#">Delete</a>	99-0-0033-95	<a href="#">W33BTH-5355-3001</a>	8	5	<input type="text" value="5"/>	PARKA,COLD WEATHER

[Update Quantity](#)

In the example below, you change the Quantity Requested to eight (8) by typing over the ten (10) and click the red Update Quantity button. The following screen is displayed with a system message “1 Request(s) updated successfully”. In the Item Name or Error Message column, the system confirms the update with the message, “Requested Qty Updated.”

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Global Search   Basic Search Options

**Change Existing Requests**  
 Checked out Transfer Orders : 2 ( 3 ICNs)

1 Requests updated successfully Page: 1

Select	Transfer Control Number	Item Control Number	Quantity Available	Total Quantity Requested	Quantity Requested	Item Name or Error Message
<input type="button" value="Delete"/>	99-0-0033-94	<a href="#">SC4402-5355-01R3</a>	410	8	<input type="text" value="8"/>	Requested Qty Updated 
<input type="button" value="Delete"/>	99-0-0033-95	<a href="#">W33BQ9-5362-B841</a>	10	8	<input type="text" value="8"/>	MISC CLOTHING
<input type="button" value="Delete"/>	99-0-0033-95	<a href="#">W33BTH-5355-3001</a>	8	5	<input type="text" value="5"/>	PARKA,COLD WEATHER

### 3. How do I delete a property request?

GSAXcess® retains request information until it is requisitioned (updated to the system) or deleted from the system. By clicking on the “Delete Requests” hyperlink from the GSAXcess® Main Menu you will be taken to the “Delete Requests” screen where you can delete your request.

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<p><b>AAMS Menu</b></p> <ul style="list-style-type: none"> <li><a href="#">Search Items By Category</a></li> <li><a href="#">Search and Select</a></li> <li><a href="#">Change Requests</a></li> <li><a href="#">Delete Requests</a></li> <li><a href="#">Want List Items</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="#">Inquiry/Recall</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 User Maintenance Menu</b></p> <ul style="list-style-type: none"> <li><a href="#">CFL User Maintenance</a></li> <li><a href="#">NCES Maintenance</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 Reports</b></p> <ul style="list-style-type: none"> <li><a href="#">Transfers to Schools &amp; Non-Profits</a></li> <li><a href="#">Transfers by Agency to Schools &amp; Non-Profits</a></li> </ul>
<p><b>NASA Pre-screening</b></p> <ul style="list-style-type: none"> <li><a href="#">NASA Pre-screening Menu</a></li> </ul>		

The example below shows that you have two (2) property requests. The “Delete Requests” screen displays the Transfer Control Number (Document Number), the Item Control Number(s) associated with the checked out property, Requested AAC, Requested Quantity, and Requested Date.

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**Delete Requests**    **Back**    **Help**

**Delete**

Page: 1

No more Requests available

Select	Document Number	Item Control Number	Requested AAC	Requested Quantity	Requested Date
<input type="checkbox"/>	99-0-0033-69	W33ML4-5290-7034	473082	1	01/12/2006
<input type="checkbox"/>	99-0-0033-68	W32RY2-5342-D001	473082	1	01/12/2006

**Delete**

To delete a request, click on the checkbox under the Select column to designate which property item is to be deleted. You will only see the requests you have permission levels to view and change. To delete this property item, click on the red Delete button.

GSA U.S. General Services Administration

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

Global Search  **Go!**    Basic Search Options    **Advanced Search**    **Want List**    **Direct Select**    **Home**    **Menu**    **Logout**

**Delete Requests**    **Back**    **Help**

**Delete**

Page: 1

No more Requests available

Select	Document Number	Item Control Number	Requested AAC	Requested Quantity	Requested Date
<input checked="" type="checkbox"/>	99-0-0033-69	W33ML4-5290-7034	473082	1	01/12/2006
<input type="checkbox"/>	99-0-0033-68	W32RY2-5342-D001	473082	1	01/12/2006

**Delete**

The following screen is displayed with the system prompt, “Are you sure you want to Delete selected 1 Requests?”

GSA U.S. General Services Administration

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

Global Search  **Go!**    Basic Search Options    **Advanced Search**    **Want List**    **Direct Select**    **Home**    **Menu**    **Logout**

**Delete Requests**    **Back**    **Help**

**Delete**

Page: 1

No more Requests available

Select	Document Number	Item Control Number	Requested AAC	Requested Quantity	Requested Date
<input checked="" type="checkbox"/>	99-0-0033-69	W33ML4-5290-7034	473082	1	01/12/2006
<input type="checkbox"/>	99-0-0033-68	W32RY2-5342-D001	473082	1	01/12/2006

**Delete**

Microsoft Internet Explorer

Are you sure you want Delete selected 1 Requests?

If you want to delete this request, click “OK” and. The system displays the following screen with the confirmation delete message that stating, “1 Request(s) deleted.”

Global Search  **Go!** Basic Search Options  **Advanced Search** **Want List** **Direct Select** **Home** **Menu** **Logout**

**Delete Requests** **Back** **Help**

**Delete**

1 Request(s) deleted

Select	Document Number	Item Control Number	Requested AAC	Requested Quantity	Requested Date
<input type="checkbox"/>	99-0-0033-68	W32RY2-5342-D001	473082	1	01/12/2006

**Delete**

Another method to delete your request is from the Change Existing Requests menu. Simply click on the red Delete button to the left of the Transfer Control Number. In the example below, you click on the red Delete button to the right of Transfer Control Number 99-0-003394 and click Update Quantity. The following screen displays with a system message the “Selected Request SC4402-5355-01R3 has been deleted:

Global Search  **Go!** Basic Search Options  **Advanced Search** **Want List** **Direct Select** **Home** **Menu** **Logout**

**Change Existing Requests** **Back** **Help**

Checked out Transfer Orders : 1 ( 2 ICNs)

**Update Quantity**

Selected Request SC4402-5355-01R3 has been deleted

Select	Transfer Control Number	Item Control Number	Quantity Available	Total Quantity Requested	Quantity Requested	Item Name or Error Message
<b>Delete</b>	99-0-0033-95	<a href="#">W33BQ9-5362-B841</a>	10	8	<input type="text" value="8"/>	MISC CLOTHING
<b>Delete</b>	99-0-0033-95	<a href="#">W33BTH-5355-3001</a>	8	5	<input type="text" value="5"/>	PARKA,COLD WEATHER

**Update Quantity**

## Reporting Property in GSAXcess®

### 1. What is the Report Property Function in GSAXcess®?

The Report Property Function in GSAXcess® allows you to report your excess property for either Internal Agency Screening or for Federal Screening.

### 2. What happens to my property after I report it?

- Your property will follow one of two possible paths after you report it. If your agency uses GSA's Agency Asset Management System (AAMS), only activities within your agency can search, select, and transfer the property. You determine when the property will pass to the Federal Screening process.
- If your agency does not use AAMS for Internal Screening, your property proceeds directly to Federal Screening. When your property is eligible for Federal Screening, all Federal agencies and authorized non-Federal Recipients may search for and select your property. GSA then allocates and transfers your property to an eligible activity. If any of your property remains available after Excess Screening, then State Agencies for Surplus Property become eligible for transfers.

### 3. How many ways can I report property to GSA?

There are two methods to report property to GSA.

## **Electronic Batch Method**

This method is for activities that have a high volume of property to report or for 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®. 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®.

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

You may transmit your file when needed or as often as five times per week. GSAXcess® 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®. 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®. The Drop File only applies to Internal Screening. It contains records that have been dropped or deleted from the GSAXcess®/AAMS data base. These items have completed Internal Screening and are now being returned to you for further processing.

## **GSAXcess® Property Reporting Method**

This method is for activities that have a lower volume of property to report. This method employs data entry screens to allow you to build a personal directory of addresses for property reports and to report property one item at a time. The method includes help screens and error messages to guide you through the Property Reporting Function. Once you complete your entry for a given item, the system immediately builds a record for your item. From that moment on, any authorized customer can search for and select your property. This method also provides you with the means to review, change, or withdraw your property report.

## **Batch Property Reporting**

### ***1. How do I report my property to GSAXcess® 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® 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®. 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® system.

### ***2. What method do I use to transmit my files to GSAXCESS®?***

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.

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

When you are ready to send your first file, contact the appropriate official at your agency 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®. 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® system. Continue this process until both you and your point of contact at the GSA agree that the interface is working correctly.

### ***4. 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® system will process your files each week night. Be sure to have your records transmitted to the system by no later than 7:00 PM, Eastern time. Also, 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®. You may also automatically receive a third file called the Drop File. Whether you receive files via FTP or automatically from GSAXcess®, store them in a safe place for fourteen days prior to removal.

### ***5. 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 for it 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®/AAMS system could create dropped records for you at any time. You will receive the Drop File via E-mail or Fax depending on what address you provided at the time the property was reported.**

When you find a Drop File for your activity, follow your local procedures to process these records. Most of the time, these records will represent items that are not eligible for excess or donation screening but are rather disposed via your agency's procedures. Each of these items will follow a special process defined by your agency. You may also find records that were

dropped because the Drop Flag, discussed below, was set wrong. If the Drop Flag was set wrong then you can correct the Drop Flag and re-send the record to GSAXcess® for further processing. Contact the appropriate official at your agency for further information.

## On Line Property Reporting

### 1. Where do I start?

Before you attempt to report your property to GSAXcess®, follow your agency's procedures for identifying eligible property. You should also have an authorized User ID that allows you to use GSAXcess® 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. **Remember, the better accuracy and quality of your property description means a better chance of a potential gaining activity finding your property, selecting it, and removing it from your premises. Be especially careful to provide the correct point of contact, property location, email addresses, and telephone numbers where potential transferees can obtain further information about your property. Pictures are highly encouraged to further provide an accurate description of the property.**

### 2. 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®, follow the procedures described in the Gaining Access section of this user guide. The first screen you see is the GSAXcess® 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

The screenshot shows the GSAXcess® homepage. At the top, there is a navigation bar with the following links: User Guides, FAQ, Program Links, Contact Us, and GSAXcess® HelpDesk. Below this, there are 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. Below the navigation bar is a search bar with a 'Global Search' input field, 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'. Below the search bar is a section titled 'Worldwide Property Items by Category' with a 'Help' button. The main content area displays a list of property categories with their respective counts, such as 'Agricultural Equipment and Supplies (49/2)', 'Aircraft (2/2)', 'Automobiles (119/6)', 'Boats (23/10)', 'Clothing and Personal (2,248/6)', 'Communication and Detection Equipment (1,116/28)', 'Computer Equipment (6,158/90)', 'Computer Software and Accessories (778/2)', 'Construction Equipment (98/25)', 'Electrical and Electronic Equipment and Components (6,895/31)', 'Electrical and Electronic Measuring and Testing Equipment (794/14)', 'Fire Trucks and Fire Fighting Equipment (100/12)', 'Food Preparation and Servicing Equipment (168/3)', 'Furniture (782/57)', 'Hardware (1,955/9)', 'Household (251/13)', 'Industrial Service and Trade Machinery (163/14)', 'Jewelry and Collectibles (4/2)', 'Lab Equipment (778/23)', 'Lighting (182/2)', 'Marine Equipment (70/0)', 'Materials Handling Equipment (86/13)', 'Medical, Dental and Veterinary Equipment and Supplies (1,171/53)', 'Miscellaneous (7,756/144)', 'Motorcycles and Bicycles (37/4)', 'Musical Instruments (23/2)', 'Navigation Equipment (55/1)', 'Office Equipment (220/21)', 'Office Supplies and Forms (162/10)', 'Photographic Equipment (391/21)', 'Recording Equipment (209/19)', 'Recreation (97/4)', 'Refrigeration and Air Conditioning Equipment (241/4)', 'Tools (479/7)', and 'Trucks, Trailers and Tractors (749/307)'. Red arrows in the image point to the 'Report Property' link in the top navigation bar and the 'Menu' button in the search bar area.

or Select the Menu button from the Red Banner Bar to go to the Main Menu and the Report Property Menu Module.

**GSA** **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](#)    [Home](#)    [Logout](#)

**GSAXcess® Main Menu**    [Help](#)

<p><b>Report Property Menu</b></p> <p><a href="#">Create Report</a>  <a href="#">Modify Report</a>  <a href="#">Review Report</a>  <a href="#">Delete Report (AAMS/EADS Only)</a>  <a href="#">Upload Multiple ICN Pictures</a>  <a href="#">Property Inquiry</a></p>	<p><b>Search &amp; Select Menu</b></p> <p><a href="#">Search and Select</a>  <a href="#">Inquire Requests</a>  <a href="#">Change Requests</a>  <a href="#">Delete Requests</a>  <a href="#">Want List Items</a>  <a href="#">Approve Transfer Orders</a></p>	<p><b>CFL Functions Menu</b></p> <p><a href="#">View/Allocate Requested Items</a>  <a href="#">Confirm Allocations</a>  <a href="#">Transfer</a>  <a href="#">Change Allocation/Transfer</a>  <a href="#">School Search</a>  <a href="#">Resend School Transfer Order</a>  <a href="#">Post Transaction Module</a>  <a href="#">CFL Equipment Inquiry/Recall</a></p>
<p><b>AAMS Menu</b></p> <p><a href="#">Search Items By Category</a>  <a href="#">Search and Select</a>  <a href="#">Change Requests</a>  <a href="#">Delete Requests</a>  <a href="#">Want List Items</a>  <a href="#">Review and Transfer Multiple Items</a>  <a href="#">Transfer Single Item By Control No</a>  <a href="#">Inquiry/Recall</a></p>	<p><b>State 3040 Menu</b></p> <p><a href="#">Create Data Report</a>  <a href="#">Delinquent Report</a>  <a href="#">Data Report Status</a></p>	<p><b>CFL User Maintenance Menu</b></p> <p><a href="#">CFL User Maintenance</a>  <a href="#">NCES Maintenance</a></p>
<p><b>GSA Internal Menu</b></p> <p><a href="#">GSA Internal Functions</a></p>	<p><b>User Maintenance Menu</b></p> <p><a href="#">APO/NUO</a>  <a href="#">Help Desk</a>  <a href="#">Send Group Email</a>  <a href="#">Update Your Information</a>  <a href="#">Change Your Password</a></p>	<p><b>CFL Reports</b></p> <p><a href="#">Transfers to Schools &amp; Non-Profits</a>  <a href="#">Transfers by Agency to Schools &amp; Non-Profits</a></p>
<p><b>NASA Pre-screening</b></p> <p><a href="#">NASA Pre-screening Menu</a></p>		

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

**GSA** **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

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

**Property Report Data Creation**

[Report](#)    [More Items](#)    [Retain Common Data Only](#)    [More Items & Redisplay all Data](#)    [Submit](#)    [Save and Menu](#)    [Save and Quit](#)    [Back](#)    [Help](#)

Fields marked with an asterisk \* are required.

**No Property Save Record Found**

**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

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

### 3. 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**

### ***1. 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. NOTE: In most instances, the system pre-fills the Activity Address Code for most users and validates the Activity Address Code against the user Agency Bureau Code.

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

The next field is your Agency Bureau Code and Agency Bureau Name.

The next four sections are the Reporting Agency Address, Point of Contact Information, Property Location, and Property Custodian. GSAXcess® does a lot of the typing for you by pre-filling the reporting and property locations for you. 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.

Property Report Data Creation

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

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

Fields marked with an asterisk \* are required.

No Property Save Record Found

**Item Control Number \***     [Upload Multiple ICN Pictures](#)

**Agency Bureau \*** 1223 Forest Service

**Agency Address Contact\***    
 # 121681-TATRO - USDA FOREST SERVICE, GREEN MOUNTAIN AND FINGER LAKES NF, RUTLAND, VT, 05701  
 GREEN MOUNTAIN AND FINGER LAKES NF  
 Check if Reporting Agency Address and Property Location information are the same

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

**Property Location \***

**Property Custodian \***

First Name  Last Name   
 Phone    Extension   
 Fax     
 Email Address   
 CC Email Address   
 Notify Point of Contact when Available for Sale

USDA FOREST SERVICE  
 GREEN MOUNTAIN AND FINGER LAKES NF  
 231 N MAIN STREET  
 City  State  ZIP    
 Select City:  CLEMENTWOOD  EAST PITTSFORD  GLEN  HEARTWELL  MENDON  MILL VILLAGE  RUTLAND  RUTLAND TOWN  S CHITTENDEN  SOUTH CHITTENDEN

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.
- 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.

**Special Instruction Fields** are as follows:

Special Instructions:

- Contractor Inventory
- OverSeas Inventory

Click on 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.

## Federal Asset Sales Center Fields are as follows:

### Federal Asset Sales Center:

- [GSA](#) (All commodities and locations nationwide)
- [USDA - CEPO](#) (Limited to property located within the Washington, D.C. metropolitan area)
- [DOI/AMD](#) (Limited to aircraft and aircraft parts only. FSG 15 )
- [Dept of Treasury/IRS Vehicle Sales](#) (Limited to passenger vehicles)
- [Approved Waiver](#) (This item is covered by a waiver from GSA OGP and is not required to be sold via a Sales Center)
- [Legislative and Judicial Branches](#) (Not required to use eFas Sales Centers)

Click on 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. GSA has been selling property for Federal agencies for decades and are experts in their field.

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

Click on DOI/AMD if you have aircraft or aircraft parts with a Federal Supply Group code of 15 and you want the Department of Interior to sell these items.

Click on Dept. of Treasury/IRS Vehicle Sales if you have passenger vehicles you want Dept. of Treasury to sell.

Click on Approved Waiver if your Agency has an approved Waiver from the Office of Governmentwide Policy to be an Approved Federal Asset 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).

Click on Legislative and Judicial Branches if you are a Legislative or Judicial Agency and do not want to use a Sales Center listed.

## ***2. 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. GSAXcess® pre-fills all this data for you each time you create a property report by using data from your user profile. If the fields are not pre-filled, simply type in your information and the system will store this information and display the next time you enter property reports. You may add new addresses as needed by typing over the existing information in the fields, or by clicking on the selections in the dropdown box or by storing in the Reporting Address Information hypertext field described below.

Property Report Data Creation

[Print Report](#) [More Items & Retain Common Data Only](#) [More Items & Redisplay all Data](#) [Submit](#) [Save and Menu](#) [Save and Quit](#) [Back](#) [Help](#)

Fields marked with an asterisk \* are required.

No Property Save Record Found

**Item Control Number \*** 121681 | 1262 | | | [Upload Multiple ICN Pictures](#)

**Agency Bureau \*** 1223 Forest Service

**Agency Address Contact \***  [Reporting Agency Address \\*](#)

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

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

**Property Location \***   
  
  
City   VT ZIP    
Select City:  CLEMENTWOOD  EAST PITTSFORD  GLEN  HEARTWELL  MENDON  MILL VILLAGE  RUTLAND  RUTLAND TOWN  S CHITTENDEN  SOUTH CHITTENDEN

**Property Custodian \***    
Phone    Extension   
Fax

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.

Select Reporting Agency Address

[Back](#) [Hel](#)

[Submit](#)

Fields marked with an asterisk \* are required.

Enter ZIP Code or ZIP Code and Agency/Bureau then Press Submit Button

Search for: Reporting Agency ZIP:  -  And Agency/Bureau :

Previously Entered Reporting Agency Addresses

Add New Reporting Agency Address

**Agency Name:**

**Address Line1:**

**Address Line2:**

**Agency City:**

[Submit](#)

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**

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]

**Submit**

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

[Point of Contact\\*](#)

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

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

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. You click on the red Select button next to the appropriate address to pre-fill in Property Data Creation Report.

**Select Reporting Agency Address**

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

**Submit** Page No: 1

Fields marked with an asterisk\* are required.

Listed [Click here to Submit](#)  
 Addresses are pre-filled

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

Previously Entered Reporting Agency Addresses

<a href="#">Select</a> <a href="#">Change</a> <a href="#">Delete</a>	GENERAL SERVICES ADMINISTRATION 2200 CRYSTAL DRIVE  ARLINGTON, VA
--	--

Add New Reporting Agency Address

Agency Name: [ ]  
 Address Line1: [ ]  
 Address Line2: [ ]  
 Agency City: [ ] State\* [ ]

**Submit**

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 on 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.

**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

[Point of Contact \\*](#)

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

[Property Location \\*](#)

GENERAL SERVICES ADMINISTRATION  
 2200 CRYSTAL DRIVE  
 City ARLINGTON State VA ZIP 22221 - [ ]

GENERAL SERVICES ADMINISTRATION  
 2200 CRYSTAL DRIVE  
 City ARLINGTON State VA ZIP 22221 - [ ]

Next, Click on 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 on 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”. Asterisks to the left of any field indicate the field is mandatory. In the example below you type the Point of Contact Information. Note that the Phone Number, First Name, and Last Name are all mandatory fields.

**Select Point of Contact Information**

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

**Submit**

Fields marked with an asterisk\* are required.

Make a Selection or Add a New Telephone Number

Search for: Point of Contact Phone Number:\* 703 - 605 - 9999

First Name	Last Name	Extension	Fax Number	Email Address	Select Options
<b>Add New Point of Contact Information</b>					
First Name:* NANCY	Last Name:* JONES	Extension:		Email Address: nancy.jones@gsa.gov	
Fax Number: - -					

Click Submit Button to Search for OR Create New POC

**Submit**

You click on 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.

[Point of Contact](#) \*

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

[Property Location](#) \*

[Property Custodian](#) \*

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

GENERAL SERVICES ADMINISTRATION

2200 CRYSTAL DRIVE

City ARLINGTON State VA ZIP 22221 -

First Name Last Name

Phone - - Extension

Fax - -

Email Address

Notify Property Custodian when Available for Sale

If the Point of Contact and the Property Custodian are the same, clicking on 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.

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

### 3. 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 a message stating, “Selected Address Record Changed Successfully”.

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

## EXAMPLE #1

**Select Reporting Agency Address**

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

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

Fields marked with an asterisk\* are required.

Reporting Agency Addresses Found

Search for: Reporting Agency ZIP:\*  -  And Agency/Bureau:

Previously Entered Reporting Agency Addresses

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

Add New Reporting Agency Address

Agency Name:

Address Line1:

Address Line2:

Agency City:  [State](#)

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

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**

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Fields marked with an asterisk\* are required.

Property Location ZIP:  -  And Agency/Bureau:

Previously Entered Location Addresses

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

Add New Location Address

Agency Name:

Address Line1:

Address Line2:

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

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

#### 4. 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 a message stating, “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 a message stating, “Selected Point of Contact Information Deleted Successfully”.

#### EXAMPLE #1

Select Point of Contact Information

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Submit Page No: 1

Fields marked with an asterisk\* are required.

Listed Information displayed

Search for: Point of Contact Phone Number: \* 703 - 605 - 2885

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

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 several input fields and radio button options. A red arrow points to the 'Federal Supply Class/National Stock Number' field, which is currently empty. Other fields include 'National Item Identification Number (NIIN)', 'Item Name/Weapons List', 'Special Description Code and Text', 'Quantity', 'Unit of Issue', 'Original Acquisition Cost (per Unit)', and 'Fair Market Value (per Unit)'. Below these are radio button options for 'Condition' (New/Unused, Usable, Repairable, Salvage, Scrap), 'Hazardous' (No, Hazardous Material, Hazardous Waste), and '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.

**Federal Supply Class List**

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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
<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**

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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**

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[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, RAILROA
<a href="#">2250</a>	TRACK MATERIAL, RAILROAD
<a href="#">2330</a>	TRAILERS

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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** \* 2220 **National Item Identification Number (NIIN)** [ ]

**Item Name/Weapons List** \* RAIL CARS

**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.

**Federal Supply Class/National Stock Number** \* 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** \*  New/Unused  Usable  Repairable  Salvage  Scrap

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

**Flight Safety Critical Aircraft Part** \*  Yes  No

**Demilitarization** \* [ ]

**Manufacturer** [ ]

**Date Manufactured** [ ] [ ] [ ] [ ] (P)

**Make** [ ]

**Acquisition Date** [ ] [ ] [ ] [ ] (MM/DD/CCYY)

**Model** [ ]

**GSAXcess® - Vehicle Information - Microsoft Internet Ex...**

**Number of Cylinders:** [ ]

**Model Year:** [ ]

**Fuel Type:** [-Select Fuel Type-]

**Body Style:** [-Select Body Style-]

**Vehicle Identification Number:** [ ]

**Make:** [ ]

**Model:** [ ]

**Estimated Mileage:** [ ]

### 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

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

These are the last Weapon Items

Page No: 1

Type	Size	Make	Model	Options
GRENADE LAUNCHER	40 MM	ACTION ARMS	MODEL M79, SER:	<a href="#">Select</a>
GRENADE LAUNCHER	40 MM	ACTION ARMS	MODEL M80, SER:	<a href="#">Select</a>
GRENADE LAUNCHER	40 MM	TRW	MODEL M49, SER:	<a href="#">Select</a>
GRENADE 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:

[Federal Supply Class](#)/National Stock Number \* 7010 National Item Identification Number (NIIN)

[Hardware Type](#) \*

[Equipment Type](#) \*

[Processor](#) \*

[Processing Speed](#)

[RAM](#)

[Hard Disk Size](#)

Hard Disk Status \*  Sanitized  Not Sanitized  Removed  Degauessed

Is Equipment for Computers for Learning (CFL)? \*  Yes  No

Special Instructions:  Contractor Inventory  Overseas Inventory  To be sold by GSA

[Make](#) \*

[Model](#) \*

[Item Name](#) \* 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 prefill 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

Hardware Type  Equipment Type  Make

Note: You have space to include information about this item on the "Property Description" section when you are taken back to the previous screen.

List of Items Available

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)? This question is automatically selected to the "Yes" radio button. 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 with the following fields: Federal Supply Class/National Stock Number (1901), National Item Identification Number (NIIN), Special Instructions (Contractor Inventory, OverSeas Inventory, To be sold by GSA), Make, Model, Item Name, Special Description Code and Text, Quantity, and Unit of Issue. A pop-up dialog box titled "http://gsaccess.gov - GSAXcess@ - Boat Information - Microsoft Internet ..." asks "You are reporting a vessel. Is this vessel 50 feet or over?" with radio buttons for "Yes" and "No", and a "Submit" button.

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.

The screenshot shows a web form with the following fields: 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, and Unit of Issue. A red arrow points to the "SER:" field.

The screenshot shows a web form with the following fields: 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), and Unit of Issue (EA). A red arrow points to the "SER:" field.

## 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.

[Unit of Issue](#) \*

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.

### Unit of Issue List

<a href="#">Next Page</a>		Page : 1	
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="#">FT</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 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**

This field is only used if your agency subscribes to GSA's Internal Screening Systems, AAMS or EADS. The system displays this field as a question. Select the YES radio button if you want this property to drop from the AAMS or 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***

This date is only used if your agency subscribes to GSA's Internal Screening System, AAMS. The Excess Release Date controls when the system removes your property from Internal Screening. If your agency subscribes to AAMS, the system will fill this field for you or give you the option to select from a range of dates. If you change this date, be sure to use the Gregorian Date format, MMDDYYYY. Note: **If your agency does not subscribe to AAMS, leave this field blank.**

#### ***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. You may specify the Surplus Release Date, however, GSAXCESS® will provide one for you based on current policy if you leave this field blank. If you do provide this date, make sure to use the Gregorian Date format, MMDDYYYY.

#### ***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.

#### ***5. 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.

#### ***6. 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®

### 1. 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** **Help**

<p><b>Report Property Menu</b></p> <p><a href="#">Create Report</a>  <a href="#">Modify Report</a>  <a href="#">Review Report</a>  <a href="#">Delete Report (AAMS/EADS Only)</a>  <a href="#">Upload Pictures</a></p>	<p><b>Search &amp; Select Menu</b></p> <p><a href="#">Search and Select</a>  <a href="#">Inquire Requests</a>  <a href="#">Change Requests</a>  <a href="#">Delete Requests</a>  <a href="#">Want List Items</a></p>	<p><b>CFL Functions Menu</b></p> <p><a href="#">View/Allocate Requested Items</a>  <a href="#">Confirm Allocations</a>  <a href="#">Transfer</a>  <a href="#">Change Allocation/Transfer</a></p>
<p><b>AAMS Menu</b></p> <p><a href="#">Search and Freeze</a>  <a href="#">Review and Transfer Multiple Items</a>  <a href="#">Transfer Single Item By Control No</a>  <a href="#">Delete Freezes</a>  <a href="#">Want List Items</a></p>	<p><b>State 3040 Menu</b></p> <p><a href="#">Create Data Report</a>  <a href="#">Delinquent Report</a>  <a href="#">Data Report Status</a></p>	<p><b>CFL User Maintenance Menu</b></p> <p><a href="#">CFL User Maintenance</a></p>
<p><b>GSA Internal Menu</b></p> <p><a href="#">GSA Internal Functions</a></p>	<p><b>User Maintenance Menu</b></p> <p><a href="#">APO/NUO</a>  <a href="#">Help Desk</a>  <a href="#">Send Group Email</a>  <a href="#">Update Your Information</a>  <a href="#">Change Your Password</a></p>	

### 2. 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".

**Property Data Update** **Back** **Help**

**Report** **Submit**

\*Fields marked with an asterisk\* are required.

Enter Item Control Number and Click Submit

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

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:

Property Data Update

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

[Report](#) [Submit](#)

Fields marked with an asterisk\* are required.

**Property Master Record found -- Make Changes and Click Submit**

Item Control Number\*  -  -  -  [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  
  
  
  
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.  
 Regular Utilization and Donation Screening  
 No special requirements

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.

**Property Data Update**

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

---

**Report** **Submit**

\*Fields marked with an asterisk\* are required.

Property Master Record found -- Make Changes and Click Submit

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

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

**Property Data Update**

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

---

**Report** **Submit**

\*Fields marked with an asterisk\* are required.

Property Master Record found -- Make Changes and Click Submit

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

You click on the red Report Button and the system displays a printable view of the entire Personal Property Report, as shown in the example below.

**Personal Property Report**

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

Property Master record displayed

Property Report Number	4730827204 9090
Date Created	07/23/2007
Surplus Release Date	08/13/2007
Excess Release Date	07/23/2007
Condition	Usable
Original Quantity Reported	1
Quantity Available	0 EACH
Original Unit Acquisition Cost	500.00
Fair Market Value	0.00
Total Acquisition Cost	0.00
FSC/NIIN	6550
GSA Control No.	w7642766
Internal Drop Flag	No
Sold By GSA	Yes
Exchange/Sale Item	No
Make	
Manufacturer	
Item Name	TEST

---

**TO (Name and address of agency which report is made through)**

GSA/FSS (3FPU-w)  
SUITE 8100  
470 L'ENFANT PLAZA E., SW  
WASHINGTON DC 20407

---

**FROM (Name and address of Reporting Agency)**

GENERAL SERVICES ADMINISTRATION  
CRYSTAL MALL 3, RM. C-11  
1931 JEFFERSON DAVIS HIGHWAY  
ARLINGTON, VA-22202

---

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

<b>POC First and Last Name:</b>	NANCY BROTHERTON	<b>Phone:</b>	703 605 2885	<b>Ext:</b>		<b>Fax:</b>	
<b>EMAIL Address</b>	nancy.brotherton@gsa.gov						

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<b>Send Purchase Orders or Disposal Instructions to (Name, Telephone, Extension and Fax No)</b>	NANCY BROTHERTON	<b>Phone:</b>	703 605 2885	<b>Ext:</b>		<b>Fax:</b>	
<b>Custodian Name:</b>	NANCY BROTHERTON						
<b>EMAIL Address</b>	nancy.brotherton@gsa.gov						

---

**Location of Property**

GENERAL SERVICES ADMINISTRATION  
CRYSTAL MALL 3, RM. C-11  
1931 JEFFERSON DAVIS HIGHWAY  
ARLINGTON, VA-22202

---

**Property Description**

XXXXXXXX

To print this page, click on 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, press the Back Button.

### 3. 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

### 1. 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 screenshot shows the GSAXcess Main Menu with the following sections:

- Report Property Menu** (highlighted with a red arrow):
  - [Create Report](#)
  - [Modify Report](#)
  - [Review Report](#)
  - [Delete Report \(AAMS/EADS/IADS Only\)](#)
  - [Property Inquiry](#)
  - [Upload Multiple ICN Pictures/Documents](#)
- Search & Select Menu**:
  - [Search and Select](#)
  - [Inquire Requests](#)
  - [Change Requests](#)
  - [Delete Requests](#)
  - [Want List Items](#)
  - [Approve Transfer Orders](#)
- CFL Functions Menu**:
  - [View/Allocate Requested Items](#)
  - [Confirm Allocations](#)
  - [Transfer](#)
  - [Change Allocation/Transfer](#)
  - [School Search](#)
  - [Resend School Transfer Order](#)
  - [Post Transaction Module](#)
  - [CFL Equipment Inquiry/Recall](#)
- AAMS Menu**:
  - [Search Items By Category](#)
  - [Search and Select](#)
  - [Change Requests](#)
  - [Delete Requests](#)
  - [Want List Items](#)
  - [Review and Transfer Multiple Items](#)
  - [Transfer Single Item By Control No](#)
  - [Inquiry/Recall](#)
- State 3040 Menu**:
  - [Create Data Report](#)
  - [Delinquent Report](#)
  - [Data Report Status](#)
- CFL User Maintenance Menu**:
  - [CFL User Maintenance](#)
  - [NCES Maintenance](#)

The system displays the Review Reports Search Screen.

The screenshot shows the Review Reports Search Screen with the following fields and options:

- Review Reports Search Screen** (Title)
- Enter Agency, AAC and make Selection then Submit** (Instruction)
- Reporting Agency** (Text input field)
- Activity Address Code** (Text input field, Mandatory For All Selections)
- Selection #1** (Radio button selected):
  - Item Control Number Sequence
- Selection #2** (Radio button):
  - Report Date and Item Control Number Sequence
- Oldest To Newest** (Radio button selected):
  - Oldest To Newest
  - Newest To Oldest
- From Report Date** (Text input field, MMDDCCYY)
- Selection #3** (Radio button):
  - From Report Number or Item Control Number Sequence
- Julian Date** (Text input field)
- Serial No.** (Text input field)
- Submit** (Button)

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.

## 2. 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**

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

Enter Agency, AAC and make Selection then Submit

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  
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 G contains the Current Status definitions.

Property Report Status Screen

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

ITEM CONTROL NUMBER SEQUENCE			Page : 1
			<a href="#">Next</a>
Item Control Number	Noun Nomenclature	Status	
<a href="#">S0305A 6024 000C</a>	INTEGRATED CIRCUIT USED ON EKV	EXCESS	
<a href="#">S0305A 6024 000D</a>	CAPACITOR USED ON EKV	EXCESS	
<a href="#">S0305A 6024 000E</a>	CAPACITOR USED ON EKV	EXCESS	
<a href="#">S0305A 6024 000F</a>	CAPACITOR USED ON EKV	EXCESS	
<a href="#">S0305A 6024 000G</a>	CHIP CAPACITOR USED ON EKV	EXCESS	
<a href="#">S0305A 6024 000H</a>	CAPACITOR USED ON EKV	EXCESS	
<a href="#">S0305A 6024 000I</a>	CAPACITOR USED ON EKV	EXCESS	
<a href="#">S0305A 6024 0010</a>	RESISTOR USED ON EKV	EXCESS	
<a href="#">S0305A 6024 0011</a>	DAL USED ON EKV	EXCESS	
<a href="#">S0305A 6024 0012</a>	RESISTOR USED ON EKV	EXCESS	
<a href="#">S0305A 6024 0013</a>	RESISTOR CHIP USED ON EKV	EXCESS	
<a href="#">S0305A 6024 0014</a>	RESISTOR USED ON EKV	EXCESS	
<a href="#">S0305A 6024 0015</a>	RESISTOR USED ON EKV	EXCESS	
<a href="#">S0305A 6024 0016</a>	RESISTOR USED ON EKV	EXCESS	
<a href="#">S0305A 6024 0017</a>	RESISTOR USED ON EKV	EXCESS	
			<a href="#">Next</a>

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.

ITEM CONTROL NUMBER SEQUENCE			Page : 1
			<a href="#">Next</a>
Item Control Number	Noun Nomenclature	Status	
<a href="#">S0305A 6024 000C</a>	INTEGRATED CIRCUIT USED ON EKV	EXCESS	
<a href="#">S0305A 6024 000D</a>	CAPACITOR USED ON EKV	EXCESS	
<a href="#">S0305A 6024 000E</a>	CAPACITOR USED ON EKV	EXCESS	
<a href="#">S0305A 6024 000F</a>	CAPACITOR USED ON EKV	EXCESS	

By clicking on S0305A 6024 000C, the system displays the Personal Property Report below.

**Personal Property Report**

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

**Property Report Number** S0305A6024 000C **Property Master record displayed**

**Date Created** 01/24/2006

**Surplus Release Date** 02/14/2006

**Condition** New/Unused

**Original Quantity Reported** 49

**Quantity Available** 49 EACH

**Original Unit Acquisition Cost** 0.05

**Fair Market Value** 0.49

**Total Acquisition Cost** 2.45

**FSC/NIIN** 5962

**GSA Control No.** 96895097

**Internal Drop Flag** No

**Sold By GSA** No

**Exchange/Sale Item** No

**Make**

**Manufacturer**

**Item Name** INTEGRATED CIRCUIT USED ON EKV

**Contractor's Inventory** Yes

**Agency Control Number** S0305A0016

---

**TO (Name and address of agency which report is made through)**

GSA/FSS (9FBP)  
450 GOLDEN GATE AVENUE  
4TH FLOOR WEST  
SAN FRANCISCO, CA. 941CA-394102

---

**FROM (Name and address of Reporting Agency)**

FREEMANMARGERY J.  
DCMA RAYTHEON TUCSON  
2300 LAKE PARK DR, SUITE 300  
TUCSON ,AZ-85734-1337

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

**PDC First and Last Name:** MARGERY J. FREEMAN **Phone:** 520 794 7148 **Ext:** **Fax:** 520 794 2023  
**EMAIL Address** margery.freeman@dcma.mil

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

**Custodian Name:** MARGERY J. FREEMAN **Phone:** 520 794 7148 **Ext:** **Fax:** 520 794 2023  
**EMAIL Address** margery.freeman@dcma.mil

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**Location of Property**

RAYTHEON MISSILE SYSTEMS  
1151 E. HERMANS RD., POB 11337  
TUCSON ,AZ-85734

### 3. 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 with sort results from oldest to newest.

**Review Reports Search Screen**

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

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**

**Note:** You can see all outstanding property reports in date sequence including those prior to the month of July 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.

GSA U.S. General Services Administration

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

Basic Search Options    [Advanced Search](#)    [Want List](#)    [Direct Select](#)    [Home](#)    [Menu](#)    [Logout](#)

**Property Report Status Screen**

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

OLDEST TO NEWEST FROM DATE 20050701		Page : 1
Item Control Number	Noun Nomenclature	Status
<a href="#">S0305A 6024 000C</a>	INTEGRATED CIRCUIT USED ON EKV	EXCESS
<a href="#">S0305A 6024 000D</a>	CAPACITOR USED ON EKV	EXCESS
<a href="#">S0305A 6024 000E</a>	CAPACITOR USED ON EKV	EXCESS
<a href="#">S0305A 6024 000F</a>	CAPACITOR USED ON EKV	EXCESS
<a href="#">S0305A 6024 000G</a>	CHIP CAPACITOR USED ON EKV	EXCESS
<a href="#">S0305A 6024 000H</a>	CAPACITOR USED ON EKV	EXCESS
<a href="#">S0305A 6024 000I</a>	CAPACITOR USED ON EKV	EXCESS
<a href="#">S0305A 6024 000J</a>	CAPACITOR USED ON EKV	EXCESS
<a href="#">S0305A 6024 000K</a>	CAPACITOR USED ON EKV	EXCESS
<a href="#">S0305A 6024 000L</a>	CAPACITOR USED ON EKV	EXCESS
<a href="#">S0305A 6024 001P</a>	INDUCTOR USED ON EKV	EXCESS
<a href="#">S0305A 6024 001Q</a>	INDUCTOR USED ON EKV	EXCESS
<a href="#">S0305A 6024 001R</a>	TRANSISTOR USED ON EKV	EXCESS
<a href="#">S0305A 6024 001S</a>	MM-252-025-000-4100 USED ON EKV MISC ELECTRONICS	EXCESS
<a href="#">S0305A 6024 001T</a>	CONNECTOR USED ON EKV	EXCESS
<a href="#">S0305A 6024 001U</a>	MM-252-009-000-4100 USED ON EKV MISC ELECTRONIC	EXCESS
<a href="#">S0305A 6024 001V</a>	MM-252-037-000-4100 USED ON EKV MISC ELECTRONIC	EXCESS
<a href="#">S0305A 6024 001W</a>	PLATE USED ON EKV	EXCESS
<a href="#">S0305A 6024 001X</a>	PORT HEAT EXCHANGE USED ON EKV	EXCESS
<a href="#">S0305A 6024 001Y</a>	WASHER USED ON EKV	EXCESS
<a href="#">S0305A 6024 001Z</a>	WASHER INSULATING USED ON EKV	EXCESS
<a href="#">S0305A 6024 0010</a>	RESISTOR USED ON EKV	EXCESS

### 4. 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).

Review Reports Search Screen

Back Help

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.

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 32<sup>nd</sup> day of 2005 with Serial Number beginning with 0001.

Property Report Status Screen

Back Help

ITEM CONTROL NUMBER JDATE/SER: 5032/0001 Page : 1

[Next](#)

Item Control Number	Noun Nomenclature	Status
<a href="#">S0305A 6024 000C</a>	INTEGRATED CIRCUIT USED ON EKV	EXCESS
<a href="#">S0305A 6024 000D</a>	CAPACITOR USED ON EKV	EXCESS
<a href="#">S0305A 6024 000E</a>	CAPACITOR USED ON EKV	EXCESS
<a href="#">S0305A 6024 000F</a>	CAPACITOR USED ON EKV	EXCESS
<a href="#">S0305A 6024 000G</a>	CHIP CAPACITOR USED ON EKV	EXCESS
<a href="#">S0305A 6024 000H</a>	CAPACITOR USED ON EKV	EXCESS
<a href="#">S0305A 6024 000I</a>	CAPACITOR USED ON EKV	EXCESS
<a href="#">S0305A 6024 000J</a>	CAPACITOR USED ON EKV	EXCESS
<a href="#">S0305A 6024 000K</a>	CAPACITOR USED ON EKV	EXCESS
<a href="#">S0305A 6024 000L</a>	CAPACITOR USED ON EKV	EXCESS
<a href="#">S0305A 6024 000M</a>	CAPACITOR USED ON EKV	EXCESS
<a href="#">S0305A 6024 000N</a>	CAPACITOR USED ON EKV	EXCESS
<a href="#">S0305A 6024 000O</a>	CAPACITOR USED ON EKV	EXCESS
<a href="#">S0305A 6024 000P</a>	TRANSFORMER USED ON EKV	EXCESS
<a href="#">S0305A 6024 000Q</a>	PRINTER WIRI USED ON EKV	EXCESS
<a href="#">S0305A 6024 000R</a>	INDUCTOR IN USED ON EKV	EXCESS
<a href="#">S0305A 6024 000S</a>	INDUCTOR USED ON EKV	EXCESS
<a href="#">S0305A 6024 000T</a>	INDUCTOR USED ON EKV	EXCESS

## Current and Historical Property Reports

### 1. How can I review my active and/or historical property reports?

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



**GSAXcess® Main Menu**

**Help**

**Report Property Menu**

- [Create Report](#)
- [Modify Report](#)
- [Review Report](#)
- [Delete Report \(AAMS/EADS/IADS Only\)](#)
- [Property Inquiry](#)
- [Upload Multiple ICN Pictures/Documents](#)

**Search & Select Menu**

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

**CFL Functions Menu**

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

**AAMS Menu**

- [Search Items By Category](#)
- [Search and Select](#)
- [Change Requests](#)
- [Delete Requests](#)
- [Want List Items](#)
- [Review and Transfer Multiple Items](#)
- [Transfer Single Item By Control No Inquiry/Recall](#)

**State 3040 Menu**

- [Create Data Report](#)
- [Delinquent Report](#)
- [Data Report Status](#)

**CFL User Maintenance Menu**

- [CFL User Maintenance](#)
- [NCES Maintenance](#)

The system displays the Property Inquiry Screen. You can search by Item Control Number, Transfer Control Number or see all items currently screening or historical items up to one year's data for your Activity Address Code.

The customer enters their Activity Address Code of 205122 and selects Master Dataset, which is currently screening items. The following displays:

**Property Inquiry**

**Back Help**

**Search**

No more Master records available

Item Control Number: [ ] - [ ] - [ ]

Transfer Control Number: [ ]

Activity Address Code:

History Dataset Including Related Master  
  Master Dataset Including Related History  
 Internal Property  
  CFL Items  
  Excess Property  
  Search All

**Search Results** Page 1

Sl. No.	Data Set	Item Control Number	Transfer Control Number	Requisition Document Number	Quantity	Requested Quantity	Date Reported	Surplus Release Date	Date Added	Item Status
1	Xcess Master	<a href="#">205122-3061-0005</a>			1		03/01/2013	03/15/2013	03/01/2013	Excess
2	Xcess Master	<a href="#">205122-3061-0004</a>			1		03/01/2013	03/15/2013	03/01/2013	Excess
3	Xcess Master	<a href="#">205122-3061-0003</a>			1		03/01/2013	03/15/2013	03/01/2013	Excess
4	Xcess Master	<a href="#">205122-3061-0002</a>			1		03/01/2013	03/15/2013	03/01/2013	Excess
5	Xcess Master	<a href="#">205122-3061-0001</a>			1		03/01/2013	03/15/2013	03/01/2013	Excess
6	Xcess Master	<a href="#">205122-3060-0013</a>			1		03/01/2013	03/15/2013	03/01/2013	Excess
7	Xcess Master	<a href="#">205122-3060-0012</a>			1		03/01/2013	03/15/2013	03/01/2013	Excess
8	Xcess Master	<a href="#">205122-3060-0011</a>			1		03/01/2013	03/15/2013	03/01/2013	Excess
9	Xcess Master	<a href="#">205122-3060-0010</a>			1		03/01/2013	03/15/2013	03/01/2013	Excess
10	Xcess Master	<a href="#">205122-3060-0009</a>			1		03/01/2013	03/15/2013	03/01/2013	Excess
11	Xcess Master	<a href="#">205122-3060-0008</a>			1		03/01/2013	03/15/2013	03/01/2013	Excess
12	Xcess Master	<a href="#">205122-3060-0007</a>			1		03/01/2013	03/15/2013	03/01/2013	Excess
13	Xcess Master	<a href="#">205122-3060-0006</a>			1		03/01/2013	03/15/2013	03/01/2013	Excess
14	Xcess Master	<a href="#">205122-3060-0005</a>			1		03/01/2013	03/15/2013	03/01/2013	Excess
15	Xcess Master	<a href="#">205122-3060-0004</a>			1		03/01/2013	03/15/2013	03/01/2013	Excess
16	Xcess Master	<a href="#">205122-3060-0003</a>			1		03/01/2013	03/15/2013	03/01/2013	Excess
17	Xcess Master	<a href="#">205122-3060-0002</a>			1		03/01/2013	03/15/2013	03/01/2013	Excess
18	Xcess Master	<a href="#">205122-3060-0001</a>			1		03/01/2013	03/15/2013	03/01/2013	Excess

**Search**

The customer then decides they want to see historical items up to one year. They select the radio button next to History Dataset, select One Year, all databases, and click Search. The following

search results display.

**Property Inquiry**

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

**Search**

Item Control Number: [ ] - [ ] - [ ]  
 Transfer Control Number: [ ]  
 Activity Address Code: 205122

History Dataset Including Related Master  
  Master Dataset Including Related History  
 Last 30 Days  
  Last 60 Days  
  Last 90 Days  
  Last 120 Days  
 Last One Year  
 Internal Property  
 CFL Items  
 Excess Property  
 Search All

**Search Results** Page 1

[\[ Next Page >>> \]](#)

Sl. No.	Data Set	Item Control Number	Transfer Control Number	Requisition Document Number	Quantity	Requested Quantity	Date Reported	Surplus Release Date	Date Added	Item Status
1	Xcess History	<a href="#">205122-2328-0017</a>			1		11/23/2012	12/03/2012	12/03/2012	Sent to SASy
2	Xcess History	<a href="#">205122-2328-0016</a>			1		11/23/2012	12/03/2012	12/03/2012	Sent to SASy
3	Xcess History	<a href="#">205122-2328-0015</a>			1		11/23/2012	12/03/2012	12/03/2012	Sent to SASy
4	Xcess History	<a href="#">205122-2328-0014</a>			1		11/23/2012	12/03/2012	12/03/2012	Sent to SASy
5	Xcess History	<a href="#">205122-2328-0013</a>			1		11/23/2012	12/03/2012	12/03/2012	Sent to SASy
6	Xcess History	<a href="#">205122-2328-0012</a>			1		11/23/2012	12/03/2012	12/03/2012	Sent to SASy
7	Xcess History	<a href="#">205122-2328-0011</a>			1		11/23/2012	12/03/2012	12/03/2012	Sent to SASy
8	Xcess History	<a href="#">205122-2328-0010</a>			1		11/23/2012	12/03/2012	12/03/2012	Sent to SASy
9	Xcess History	<a href="#">205122-2328-0009</a>			1		11/23/2012	12/03/2012	12/03/2012	Sent to SASy
10	Xcess History	<a href="#">205122-2328-0008</a>			1		11/23/2012	12/03/2012	12/03/2012	Sent to SASy
11	Xcess History	<a href="#">205122-2328-0007</a>			1		11/23/2012	12/03/2012	12/03/2012	Sent to SASy
12	Xcess History	<a href="#">205122-2328-0006</a>			1		11/23/2012	12/03/2012	12/03/2012	Sent to SASy
13	Xcess History	<a href="#">205122-2328-0005</a>			1		11/23/2012	12/03/2012	12/03/2012	Sent to SASy
14	Xcess History	<a href="#">205122-2328-0004</a>			1		11/23/2012	12/03/2012	12/03/2012	Sent to SASy
15	Xcess History	<a href="#">205122-2328-0003</a>			1		11/23/2012	12/03/2012	12/03/2012	Sent to SASy
16	Xcess History	<a href="#">205122-2328-0002</a>			1		11/23/2012	12/03/2012	12/03/2012	Sent to SASy
17	Xcess History	<a href="#">205122-2328-0001</a>			1		11/23/2012	12/03/2012	12/03/2012	Sent to SASy
18	Xcess History	<a href="#">205122-2277-0011</a>			1		10/03/2012	10/17/2012	10/17/2012	Sent to SASy
19	Xcess History	<a href="#">205122-2277-0010</a>			1		10/03/2012	10/17/2012	10/17/2012	Sent to SASy
20	Xcess History	<a href="#">205122-2277-0009</a>			1		10/03/2012	10/17/2012	10/17/2012	Sent to SASy
21	Xcess History	<a href="#">205122-2277-0008</a>			1		10/03/2012	10/17/2012	10/17/2012	Sent to SASy
22	Xcess History	<a href="#">205122-2277-0007</a>			1		10/03/2012	10/17/2012	10/17/2012	Sent to SASy
23	Xcess History	<a href="#">205122-2277-0006</a>	<a href="#">173100517</a>		1		10/03/2012	10/17/2012	10/18/2012	Donation Completed

You can limit your items by selecting particular databases, such as Computers for Learning (CFL), Internal Property (AAMS/EADS/IADS), Excess (GSAXcess) or select all. The Item Status column indicates the status of the item, Sent to SASy (Sales), Donation, Transferred, Withdrawn, Xcess, CFL, AAMS, etc.

## Delete Property Reports

*What if I need to delete my property report?*

To delete your Property Report, contact your Area Property Officer (APO).

## Uploading Pictures/Documents

*How do I upload pictures or documents?*

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 or documents from the Property Report Data Creation, the Property Data Update, or the GSAXcess® Main Menu by clicking **Upload Multiple ICN Pictures/Documents**.

## GSAXcess® Main Menu

**Report Property Menu**

- [Create Report](#)
- [Modify Report](#)
- [Review Report](#)
- [Delete Report \(AAMS/EADS/IADS Only\)](#)
- [Property Inquiry](#)
- [Upload Multiple ICN Pictures/Documents](#)

**Search & Select Menu**

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

**CFL Functions Menu**

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

**AAMS Menu**

- [Search Items By Category](#)
- [Search and Select](#)
- [Change Requests](#)
- [Delete Requests](#)
- [Want List Items](#)
- [Review and Transfer Multiple Items](#)
- [Transfer Single Item By Control No](#)
- [Inquiry/Recall](#)

**State 3040 Menu**

- [Create Data Report](#)
- [Delinquent Report](#)
- [Data Report Status](#)

**CFL User Maintenance Menu**

- [CFL User Maintenance](#)
- [NCES Maintenance](#)

## From Property Report Data Creation and Update

**Property Report Data Creation**

Fields marked with an asterisk\* are required.

**No Property Save Record Found**

Item Control Number\*

Agency Bureau\* 4709 Federal Supply Service, All Other

[Upload Multiple ICN Pictures](#)

Click on the hypertext “Upload Multiple ICN Pictures/Documents” and the GSAXcess® File Upload application. When you click from the Main Menu, the Item Control Number (ICN) is not entered. When you click from Create Report, the ICN is pre-entered based on what you entered in your Create Report or Modify Report. All else is the same. To upload documents, you use this screen but click on “Click to Upload Documents”. The steps are all numbered starting with #1. Click 1. Select Picture Files.



Login Successful Click to upload documents Close

If the "Select Picture Files" button does not open a browse files window, please [click here](#)

Show Pictures

Existing Images

ICN

3. Rename Pictures

**1. Select Picture Files.**

Start by clicking #1. "Select Picture Files" button on the left of the screen which opens a file selector window shown below. On the File selector window, browse through folders and select the pictures for upload. Customers can upload a maximum of 100 pictures total for all property reports, with the limitation of 12 pictures for each Item Control Number. Customers can rename and upload all pictures from this one screen (12 pictures per ICN). The file **must** be a **.jpg** extension for the system to locate it in your directory. Select required pictures to upload from customer folders and **Click the 'Open' button**.

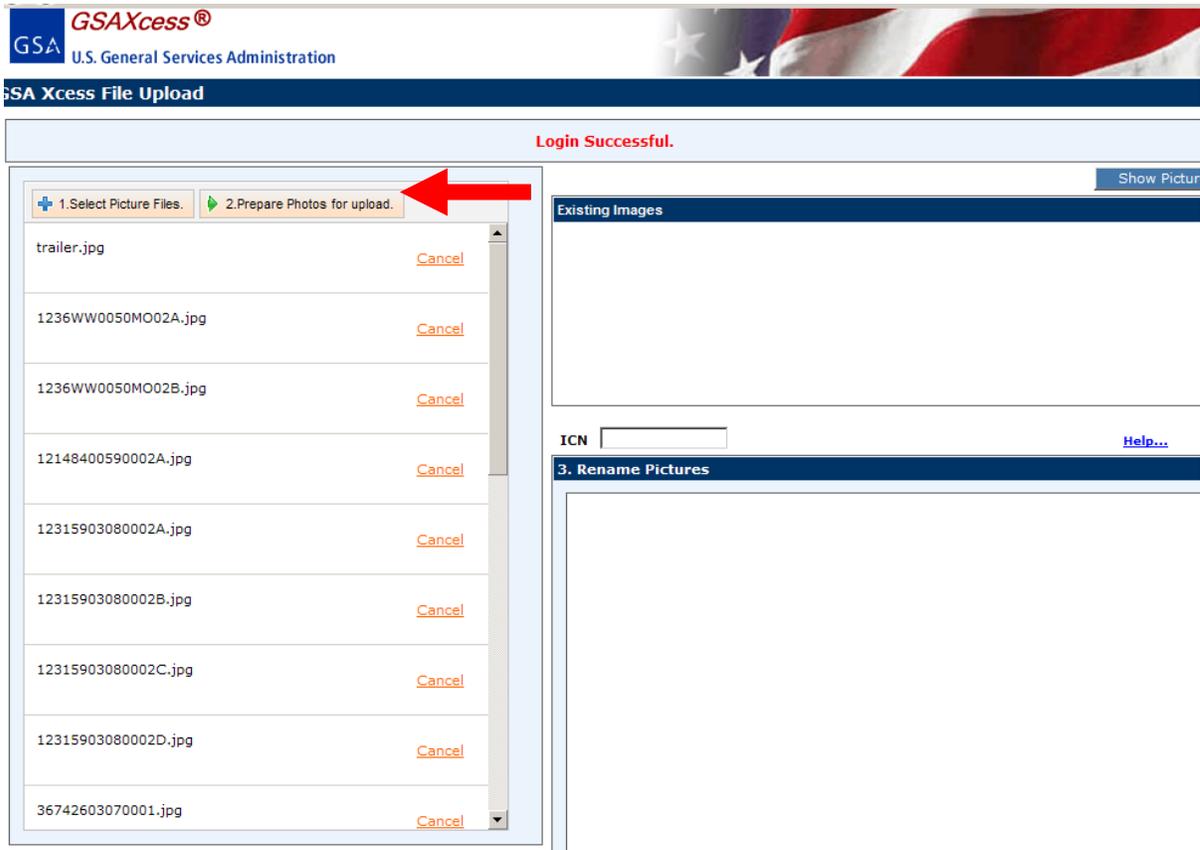
Look in: My Pictures

12148400590002A	36817401550001A	auto
blackberry	mobilehome	WC1JYM83300002A

File name: "WC1JYM83300002J.jpg" "12148400590002A"  
Files of type: \*.jpg;\*.jpeg;

Open Cancel

The selected pictures are shown in the left panel on the Picture Upload screen with their current file name, as shown below. The larger the picture, the longer the system takes to resize and upload. When the files are listed, a new button named “2. Prepare Photos for Upload” is displayed on the screen, which is next to the “1. Select Picture Files” button.



Clicking the #2. “Prepare Photos for Upload” selects all selected pictures for renaming and uploading as shown below. Depending on the size of the .jpg, this may take a minute. To cancel any files from being selected to upload click on “Cancel” next to picture.

The system displays all selected pictures in the “Rename Pictures” panel as shown below.

Login Successful.

Show Pictures

Existing Images

ICN  Assign Check All UnCheck All Upload Initialize Help...

**3. Rename Pictures**

#3-Check box by photos to rename or upload. Enter ICN, click assign, click upload. If ICN already entered, check box, click assign, click upload.

 trailer.jpg <input type="checkbox"/>	 1236WW0050MO02A.jpg <input type="checkbox"/>	 1236WW0050MO02B.jpg <input type="checkbox"/>	 12148400590002A.jpg <input type="checkbox"/>	 12315903080002A.jpg <input type="checkbox"/>	 36742603070001.jpg <input type="checkbox"/>
<input type="text" value="trailer"/>	<input type="text" value="1236WW0050MO02A"/>	<input type="text" value="1236WW0050MO02B"/>	<input type="text" value="12148400590002A"/>	<input type="text" value="12315903080002A"/>	<input type="text" value="36742603070001"/>
 36742603080001.jpg <input type="checkbox"/>	 147131016871503A.jpg <input type="checkbox"/>	 147131016871503B.jpg <input type="checkbox"/>	 147131016871503C.jpg <input type="checkbox"/>	 147131016871503D.jpg <input type="checkbox"/>	 auto.jpg <input type="checkbox"/>
<input type="text" value="36742603080001"/>	<input type="text" value="147131016871503A"/>	<input type="text" value="147131016871503B"/>	<input type="text" value="147131016871503C"/>	<input type="text" value="147131016871503D"/>	<input type="text" value="auto"/>

Selecting the photos that have already been named by clicking on the checkbox to the right of the ICN clicking Assign, and then clicking “Upload” will load these pictures to the correct ICN. After selecting the pictures that have already been renamed, Click Assign, then Click on the Upload button. The system will display a confirmation message that states “Success: Images have been copied. A background job has been scheduled to process and resize them.” All of the pictures that you have selected and processed are now grayed out to show that you have processed them. You can continue on and rename any other photos as needed.

Success: Image(s) have been copied. A background job has been scheduled to process and resize them.

Show Pictures

Existing Images

ICN  Assign Check All UnCheck All Upload

**3. Rename Pictures**

#3-Check box by photos to rename or upload. Enter ICN, click assign, click upload. If ICN already entered, check box, click assign, click upload.

 trailer.jpg <input type="checkbox"/>	 1236WW0050MO02A.jpg <input checked="" type="checkbox"/>	 1236WW0050MO02B.jpg <input type="checkbox"/>	 12148400590002A.jpg <input type="checkbox"/>	 12315903080002A.jpg <input type="checkbox"/>
<input type="text" value="trailer"/>	<input type="text" value="1236WW0050MO02A"/>	<input type="text" value="1236WW0050MO02B"/>	<input type="text" value="12148400590002A"/>	<input type="text" value="12315903080002A"/>
 36742603080001.jpg <input type="checkbox"/>	 147131016871503A.jpg <input type="checkbox"/>	 147131016871503B.jpg <input type="checkbox"/>	 147131016871503C.jpg <input type="checkbox"/>	 147131016871503D.jpg <input type="checkbox"/>
<input type="text" value="36742603080001"/>	<input type="text" value="147131016871503A"/>	<input type="text" value="147131016871503B"/>	<input type="text" value="147131016871503C"/>	<input type="text" value="147131016871503D"/>

The pictures can be renamed with a different Item Control Number by clicking the checkbox next to the picture(s) and entering the Item Control Number in the ICN input box. The picture that is named auto.jpg was selected. The ICN of 12315983300001 was entered in the ICN input box.

I. A background job has been scheduled to process and resize them.

[Show Pictures](#)

---

Existing Images

---

ICN  [Assign](#) [Check All](#) [UnCheck All](#) [Upload](#) [Initialize](#) [Help...](#)

**3. Rename Pictures**

#3-Check box by photos to rename or upload. Enter ICN, click assign, click upload. If ICN already entered, check box, click assign, click upload.

 trailer.jpg trailer	<input checked="" type="checkbox"/>	 1236WW0050MO02A.jpg 1236WW0050MO02A	 1236WW0050MO02B.jpg 1236WW0050MO02B	 12148400590002A.jpg 12148400590002A	 12315903080002A.jpg 12315903080002A	 36742603070001.jpg 36742603070001
 36742603080001.jpg 36742603080001	<input type="checkbox"/>	 147131016871503A.jpg 147131016871503A	 147131016871503B.jpg 147131016871503B	 147131016871503C.jpg 147131016871503C	 147131016871503D.jpg 147131016871503D	 auto.jpg auto

Clicking on the “Assign” button will complete the renaming of pictures to the Item Control Number you have entered as shown below. Notice that the picture(s) that have a checkbox by them will be renamed with an Alpha suffix after you click Assign. The picture named trailer.jpg has been reassigned the ICN 47308210110001A. Click upload to complete the upload of this picture.

[Show Pictures](#)

---

Existing Images

---

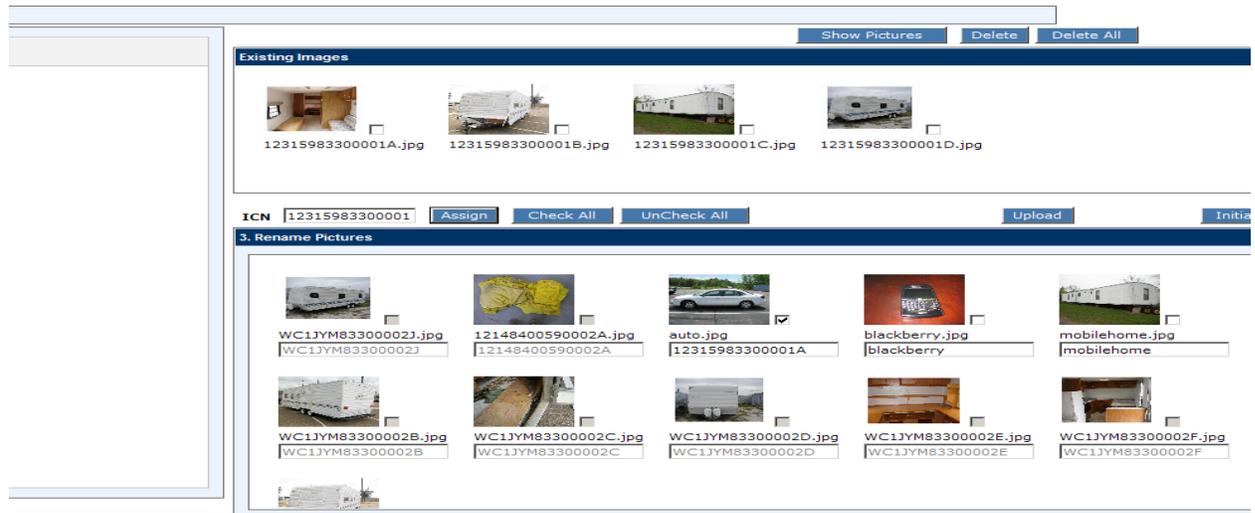
ICN  [Assign](#) [Check All](#) [UnCheck All](#) [Upload](#) [Initialize](#) [Help...](#)

**3. Rename Pictures**

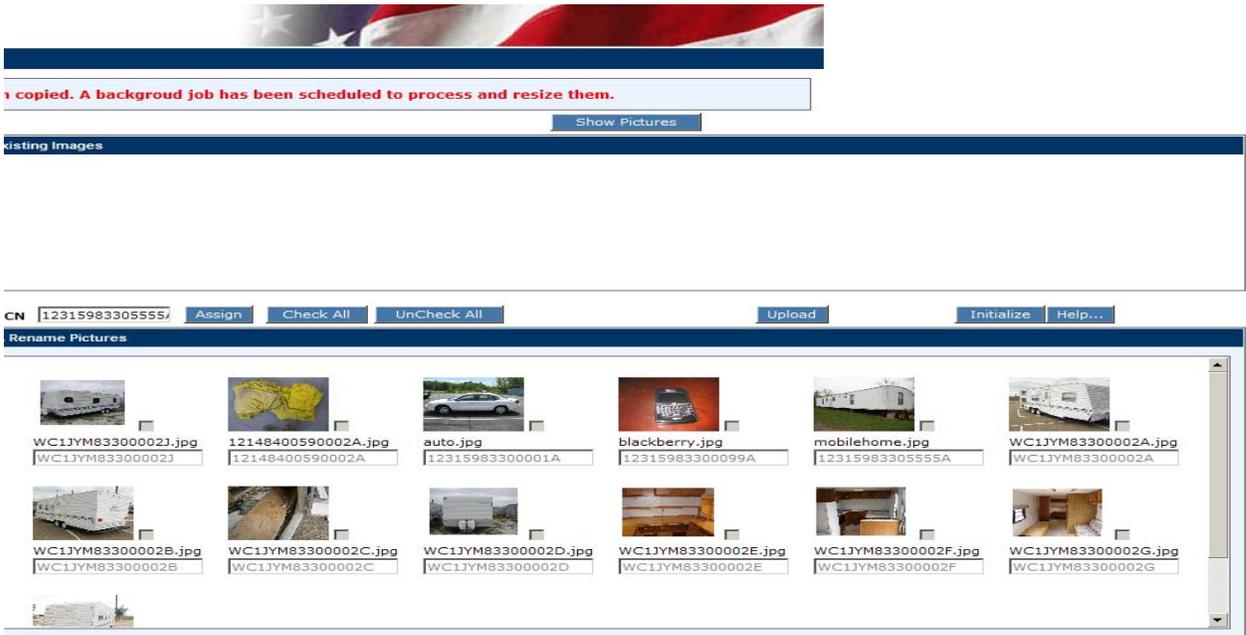
#3-Check box by photos to rename or upload. Enter ICN, click assign, click upload. If ICN already entered, check box, click assign, click upload.

 trailer.jpg 47308210110001A	<input checked="" type="checkbox"/>	 1236WW0050MO02A.jpg 1236WW0050MO02A	 1236WW0050MO02B.jpg 1236WW0050MO02B	 12148400590002A.jpg 12148400590002A	 12315903080002A.jpg 12315903080002A	 36742603070001.jpg 36742603070001
 36742603080001.jpg 36742603080001	<input type="checkbox"/>	 147131016871503A.jpg 147131016871503A	 147131016871503B.jpg 147131016871503B	 147131016871503C.jpg 147131016871503C	 147131016871503D.jpg 147131016871503D	 auto.jpg auto

You can continue renaming pictures by selecting the next picture to be renamed and input the new ICN in the ICN input box. Remember to uncheck the previous renaming. You can assign all pictures an ICN and then upload all at once or assign and upload per ICN. If you are uploading up to 100 pictures, you may want to assign all new names and then click upload. NOTE: Remember to select the checkboxes, enter the ICN, click assign and uncheck the previous pictures to assign new names for other pictures.



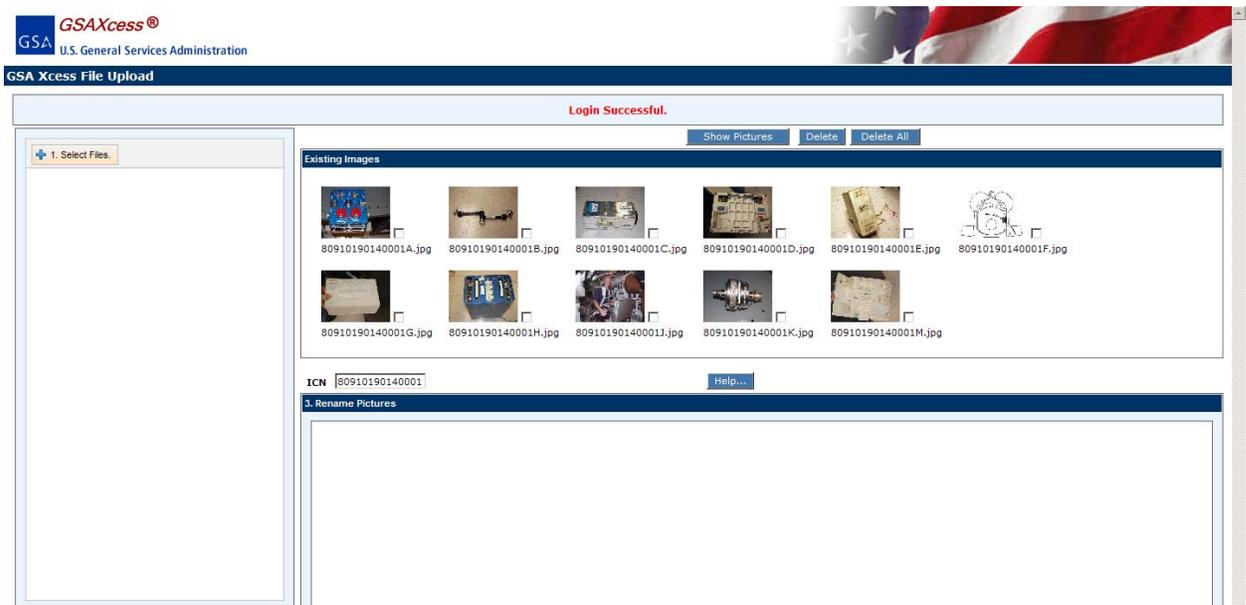
Once the pictures are renamed they are ready to be uploaded. Customers can click on the “Check All” button to select all pictures for uploading for that Item Control Number (a maximum of 12 pictures per ICN). If user intends to upload selected pictures from the list, user needs to select pictures individually by checking the check box next to each picture as shown below. Once all pictures are renamed, click Upload to load the pictures. A system message will display stating: **“Success: Image(s) have been copied. A background job has been scheduled to process and resize them.”** All the picture checkboxes will be grayed out if successful.



To upload additional pictures, click on the “Initialize” button and start over by selecting files from the directory. Otherwise, close the picture upload session by closing the browser window.

To Add, Delete or Replace pictures, click Upload Multiple ICN Pictures. Enter the ICN of the pictures you want to modify. Click Show Pictures.

The Upload Multiple Pictures screen will display with current pictures listed.



To delete current pictures, click the checkbox to the right of the picture you want deleted, then click Delete. You will receive a confirmation message asking if you are sure you want to delete the picture. To delete all pictures, click Delete All.

To add a picture, go to Select Files, select your picture(s), click Select Files for Renaming.



Message: Error deleting images.

1. Select Files. 2. Select Files for Renaming.

147131016871503C.jpg [Cancel](#)

Existing Images [Show Pictures](#) [Delete](#) [Delete All](#)

80910190140001A.jpg	80910190140001B.jpg	80910190140001C.jpg	80910190140001D.jpg	80910190140001E.jpg	80910190140001F.jpg
80910190140001G.jpg	80910190140001H.jpg	80910190140001J.jpg	80910190140001M.jpg		

ICN  [Help...](#)

3. Rename Pictures



Message: Error deleting images.

1. Select Files.

Existing Images [Show Pictures](#) [Delete](#) [Delete All](#)

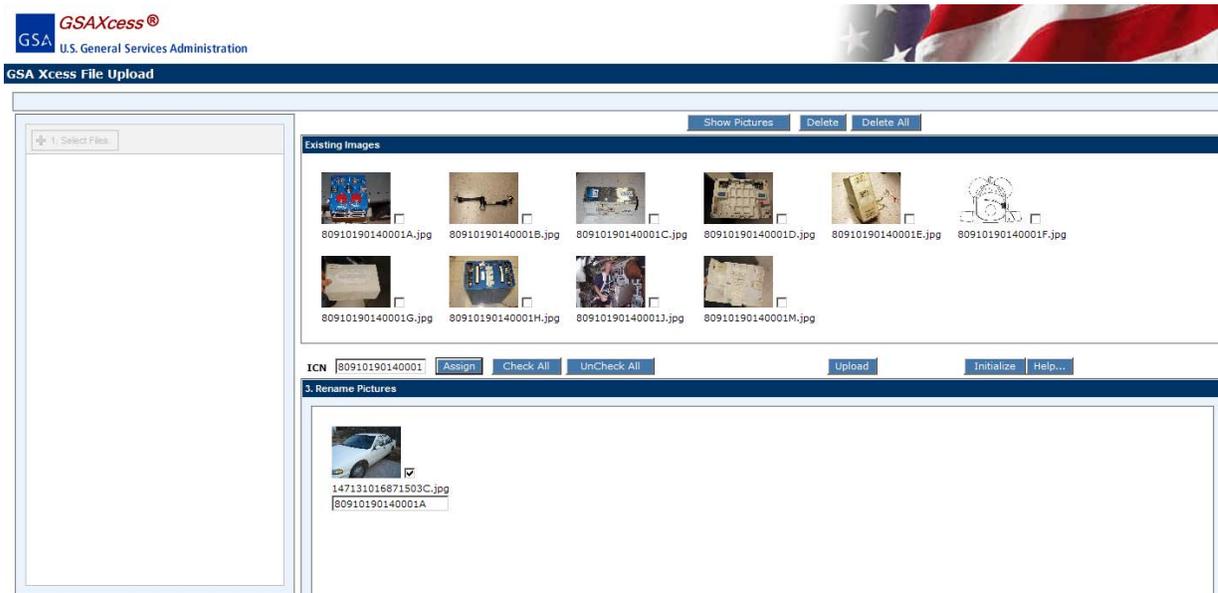
80910190140001A.jpg	80910190140001B.jpg	80910190140001C.jpg	80910190140001D.jpg	80910190140001E.jpg	80910190140001F.jpg
80910190140001G.jpg	80910190140001H.jpg	80910190140001J.jpg	80910190140001M.jpg		

ICN  [Assign](#) [Check All](#) [UnCheck All](#) [Upload](#) [Initialize](#) [Help...](#)

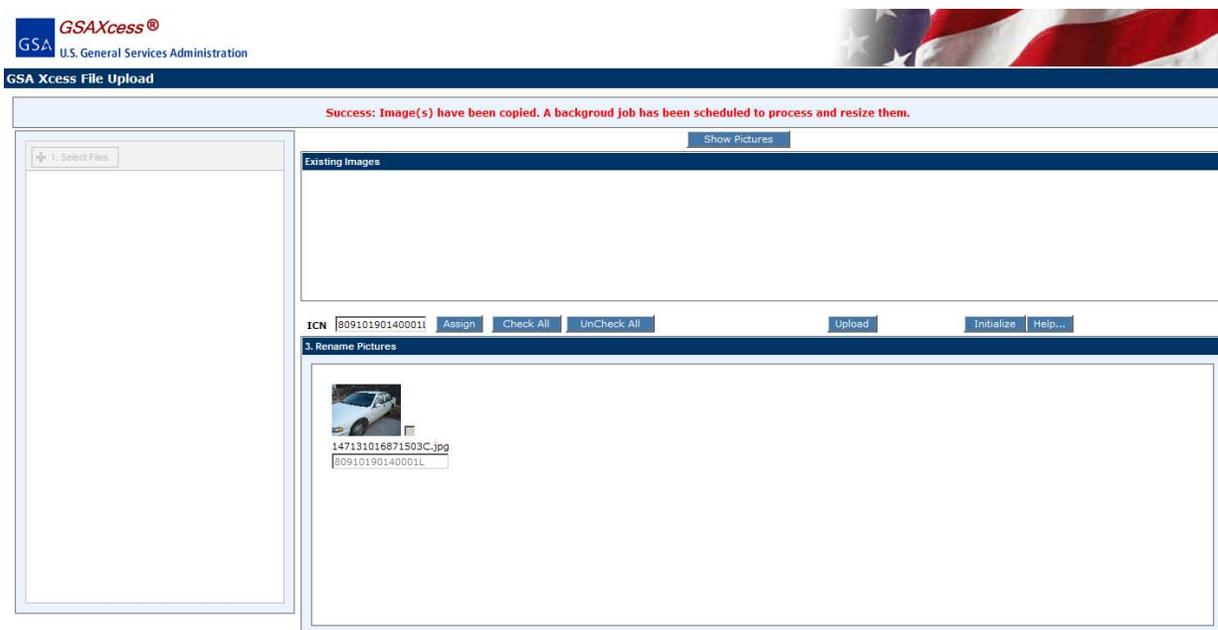
3. Rename Pictures

	<input type="checkbox"/>
147131016871503C.jpg	<input type="checkbox"/>
<input type="text" value="147131016871503C"/>	<input type="checkbox"/>

The picture will display in the Renaming Picture screen. Click the checkbox to the right of the picture you want to add or replace. Click Assign.



The picture will be renamed. The suffix will need to be changed if you don't want to replace the first picture with an "A" suffix. In this case, we are adding, so we will add a suffix that hasn't been used. We change the suffix to an "L" and click upload.



When it is grayed out and you get the successful confirmation message, you can exit. The picture has been added.

To check, you can go back to the record and it will display the new picture or you can click on Upload Multiple Pictures from modify report and you can see the picture that has been added.

Document uploads works exactly the same way except you click on the Upload Documents button and go through the steps 1-3.

## Photograph Naming Conventions for Batch Pictures) ONLY for uploads of multiple photos already named)

- Each photograph must be identified by a separate photograph filename; no more than 12 photographs can be submitted for a single Item Control Number (ICN).
- The photograph filename begins with the ICN (a 15 position field with the 15<sup>th</sup> space blank or with a suffix) identifying the item being reported for excess by the reporting agency.
- The photograph suffix (consisting of an Alpha character) is added to the end of the ICN for each separate photograph for that item. The large photograph (full view) will end with the photograph suffix 'A', and thumbnails (sectional view) photographs will be from suffix "B through M, excluding the letter I." For example, if an ICN has 12 different photographs, each separate photograph will have a different suffix, **W31G3G4329B408A**, **W31G3G4329B408B**, etc. Please note that all alphabetical letters are capitalized. Therefore, a photograph filename will be either 15 or 16 positions depending on the size of the ICN.

## User Maintenance

### How do I update my user information?

To update your user profile information, you click on the Update Your Information [Click here](#) 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® Main Menu** **Help**

<b>Report Property Menu</b> <a href="#">Create Report</a> <a href="#">Modify Report</a> <a href="#">Review Report</a> <a href="#">Delete Report (AAMS/EADS Only)</a> <a href="#">Upload Multiple ICN Pictures</a> <a href="#">Property Inquiry</a>	<b>Search &amp; Select Menu</b> <a href="#">Search and Select</a> <a href="#">Inquire Requests</a> <a href="#">Change Requests</a> <a href="#">Delete Requests</a> <a href="#">Want List Items</a> <a href="#">Approve Transfer Orders</a>	<b>CFL Functions Menu</b> <a href="#">View/Allocate Requested Items</a> <a href="#">Confirm Allocations</a> <a href="#">Transfer</a> <a href="#">Change Allocation/Transfer</a> <a href="#">School Search</a> <a href="#">Resend School Transfer Order</a> <a href="#">Post Transaction Module</a> <a href="#">CFL Equipment Inquiry/Recall</a>
<b>AAMS Menu</b> <a href="#">Search Items By Category</a> <a href="#">Search and Select</a> <a href="#">Change Requests</a> <a href="#">Delete Requests</a> <a href="#">Want List Items</a> <a href="#">Review and Transfer Multiple Items</a> <a href="#">Transfer Single Item By Control No Inquiry/Recall</a>	<b>State 3040 Menu</b> <a href="#">Create Data Report</a> <a href="#">Delinquent Report</a> <a href="#">Data Report Status</a>	<b>CFL User Maintenance Menu</b>  <a href="#">CFL User Maintenance</a> <a href="#">NCES Maintenance</a>
<b>GSA Internal Menu</b> <a href="#">GSA Internal Functions</a>	<b>User Maintenance Menu</b> <a href="#">APO/NUO</a> <a href="#">Help Desk</a> <a href="#">Send Group Email</a> <a href="#">Update Your Information</a>  <a href="#">Change Your Password</a>	<b>CFL Reports</b> <a href="#">Transfers to Schools &amp; Non-Profits</a> <a href="#">Transfers by Agency to Schools &amp; Non-Profits</a>
<b>NASA Pre-screening</b> <a href="#">NASA Pre-screening Menu</a>		

# GSAXcess® Login Screen

Welcome to GSAXcess®  
Enter User ID and Password then click 'Login' button  
**GSAXcess® Login**

User ID   
Password  **Login**

Change Password? Enter User ID, Password and [Click here](#).  
Forgot Password? Enter User ID and [Click here](#).  
Update User Contact Information? Enter User ID, Password and [Click here](#)

**GSAXcess® HelpDesk**  
GSAXcess® HelpDesk  
1-866-333-7472  
[GSAXcessHelp@gsa.gov](mailto:GSAXcessHelp@gsa.gov)

**GSAXcess® Register**  
If you do not have an User ID but have a .gov or .mil email address, [Register](#) here. The system will assign you a **generic User ID** that can be used to search our data base.

**GSAXcess® Practice Home**  
[Click here to go to GSAXcess® Practice Home.](#)

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

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

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**

User ID	AAMNUO
First Name	NANCY
Middle Initial	
Last Name	BROTHERTON2
Phone Number*	571 - 289 - 0452 Extension: <input type="text"/>
Email Address*	<input type="text" value="NANCY.BROTHERTON@GSA.GOV"/>
Confirm Email Address*	<input type="text" value="NANCY.BROTHERTON@GSA.GOV"/>
Receive Group Message*	Yes <input type="radio"/> No <input checked="" 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	NANCY
Middle Initial	
Last Name	BROTHERTON
Fax Number	- -
Room Number	
Email Address	NANCY.BROTHERTON@GSA.GOV
Confirm Email Address	NANCY.BROTHERTON@GSA.GOV
CC Email Address	
Confirm CC Email Address	

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

You update your user information on this screen. Your User ID 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.

Only your Agency’s National Utilization Officer (NUO) or GSA Area Property Officer can change the approving official’s information from this screen. Any change in Approving Official will generate an email to your Agency’s NUO. 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).

## **GSAXcess® Main Menu Screen**

The screenshot displays the GSAXcess® Main Menu with the following sections:

- Report Property Menu**
  - [Create Report](#)
  - [Modify Report](#)
  - [Review Report](#)
  - [Delete Report \(AAMS/EADS Only\)](#)
  - [Upload Multiple ICN Pictures](#)
  - [Property Inquiry](#)
- AAMS Menu**
  - [Search Items By Category](#)
  - [Search and Select](#)
  - [Change Requests](#)
  - [Delete Requests](#)
  - [Want List Items](#)
  - [Review and Transfer Multiple Items](#)
  - [Transfer Single Item By Control No Inquiry/Recall](#)
- GSA Internal Menu**
  - [GSA Internal Functions](#)
- NASA Pre-screening**
  - [NASA Pre-screening Menu](#)
- Search & Select Menu**
  - [Search and Select](#)
  - [Inquire Requests](#)
  - [Change Requests](#)
  - [Delete Requests](#)
  - [Want List Items](#)
  - [Approve Transfer Orders](#)
- State 3040 Menu**
  - [Create Data Report](#)
  - [Delinquent Report](#)
  - [Data Report Status](#)
- User Maintenance Menu**
  - [APO/NUO](#)
  - [Help Desk](#)
  - [Send Group Email](#)
  - [Update Your Information](#)
  - [Change Your Password](#) (indicated by a red arrow)
- CFL Functions Menu**
  - [View/Allocate Requested Items](#)
  - [Confirm Allocations](#)
  - [Transfer](#)
  - [Change Allocation/Transfer](#)
  - [School Search](#)
  - [Resend School Transfer Order](#)
  - [Post Transaction Module](#)
  - [CFL Equipment Inquiry/Recall](#)
- CFL User Maintenance Menu**
  - [CFL User Maintenance](#)
  - [NCES Maintenance](#)
- CFL Reports**
  - [Transfers to Schools & Non-Profits](#)
  - [Transfers by Agency to Schools & Non-Profits](#)

A red **Help** button is located in the top right corner.

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

## Password Change

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

Please enter current password, new password and confirm password and click **Submit**

Access Code : AAMS

User Name : NANCY BRETHERTON

Fields marked with an asterisk \* are required.

Enter Current Password\*

Enter New Password\*  (Must be 3 to 10 Characters)

Confirm New Password\*

Please Choose a question in case you forget your password

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

[Exit](#) [Cancel](#) [Submit](#)

## GSAXcess® Login Screen



U.S. General Services Administration

[User Guides](#)

[FAQ](#)

[Program Links](#)

[Contact Links](#)

[GSAXcess® HelpDesk](#)

[Home](#)

Welcome to GSAXcess®

Enter User ID and Password then click 'Login' button

GSAXcess® Login

User ID

Password  [Login](#)

[Change Password?](#) Enter User ID, Password and [Click here](#).

[Forgot Password?](#) Enter User ID and [Click here](#).

[Update User Contact Information?](#) Enter User ID, Password and [Click here](#).

GSAXcess® HelpDesk

GSAXcess® HelpDesk  
1-866-333-7472  
[GSAXcessHelp@gsa.gov](mailto:GSAXcessHelp@gsa.gov)

GSAXcess® Register

If you do not have an User ID but have a .gov or .mil email address, [Register](#) here. The system will assign you a generic User ID that can be used to search our data base.

GSAXcess® Practice Home

[Click here to go to GSAXcess® Practice Home.](#)

To change your password, enter your current GSAXcess® User ID and Password. Click on the “[Click Here](#)” hypertext to the right of Change Password.

## Password Change

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

Please enter current password, new password and confirm password and click **Submit**

Access Code : AAMS

User Name : NANCY BRETHERTON

Fields marked with an asterisk \* are required.

Enter Current Password\*

Enter New Password\*  (Must be 3 to 10 Characters)

Confirm New Password\*

Please Choose a question in case you forget your password

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

[Exit](#) [Cancel](#) [Submit](#)

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).

## GSAXcess® Login Screen

Enter your User ID 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 User ID and Current Password.

## **Appendix A - Disposal Condition Code**

<b><i>Disposal Condition Code</i></b>	<b><i>Definition</i></b>	<b><i>Explanation</i></b>
N	New/Unused	Unused property that is usable without repairs and identical or interchangeable with new items from normal supply sources.
U	Usable	Used property that is usable without repairs and most of its useful life remains.
R	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.

**NOTE: Beginning October 1, 2012, the condition codes 1=new, 4=usable, and 7=repairable have been changed to N=new, U=usable, and R=repairable.**

## **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)**

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

## **Appendix E - Common 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  
 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  
 Underwater use explosive ordnance disposal and swimmer weapons  
 1386 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  
 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  
 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  
 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  
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  
Specialized metal container manufacturing machinery and related  
3685 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  
 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  
 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  
 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  
 Electronic countermeasures, counter-countermeasures and quick  
 reaction  
 5865  
 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  
 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
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  
 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 Adp 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  
 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  
 Ammunition and nuclear ordnance boxes, packages and special  
 8140 containers  
 8145 Specialized shipping and storage containers  
 8305 Textile fabrics  
 8310 Yam and thread  
 8315 Notions and apparel findings  
 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  
 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 – Property Inquiry Item Status Definitions**

<b>STATUS</b>	<b>DEFINITION</b>
AAMS/EADS Master	Item in Agency internal screening cycle
Xcess	Item in Excess screening cycle, can be allocated to Federal Agency
Surplus	Item in Surplus screening cycle, can be allocated to SASP/Public Airport
Sent to SASy	Screening completed in GSAXcess® and sent to GSA Sales
Sales	Screening completed and moved to History and the Reporting Agency sells property (Note: Sales can be Sent to Sales, DOI/AMD, IRS, USDA)
Transfer Completed	Item has been transferred in GSAXcess® to a Federal Agency
Donation Completed	Item has been donated to a State Agency/Airport
CFL Transfer	Item has been transferred to a School or educational non-profit
Pending AAMS Transfer	Item has been selected in AAMS internal screening and needs to be transferred
Withdrawn	Item has been withdrawn from GSAXcess® by the reporting agency
CFL Item	Item is a Computers for Learning item and is in CFL screening
AAMS History	Item has completed AAMS internal screening and is now in the AAMS history file. Item may have been returned to the Agency Control or rolled into GSAXcess®
CFL History	Item has not been selected and is now in CFL History; it normally rolls into GSAXcess®