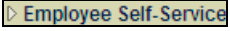

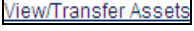
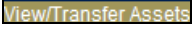

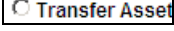

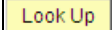
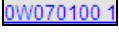

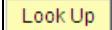
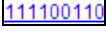


Employee Self Service (ESS)- Surplusing an Asset

1.	Click the Employee Self- Service link. 
2.	Click the Assets link. 
3.	Click the View/Transfer Assets link. 
4.	Click the View/Transfer Assets link. 
5.	Click the Transfer button. 
6.	Click the Transfer Asset option. 
7.	Enter the desired information into the Date of Transfer field. Enter a valid value e.g. " 04/21/2009 ".
8.	Click the Look up Location (Alt+5) button. 
9.	Use 0W070100 1 for all assets to be surplused. Enter the desired information into the begins with field. Enter a valid value e.g. " 0w070100 1 ".
10.	Click the Look Up button. 
11.	Click an entry in the Location Code column. 
12.	Click the Look up Department (Alt+5) button. 
13.	You can use a partial department number to look up Surplus Warehouse. Enter the desired information into the begins with field. Enter a valid value e.g. " 111100 ".
14.	Click the Look Up button. 
15.	Click an entry in the Department column. 
16.	Click in the Comments field.
17.	Enter the desired information into the Comments field. Enter a valid value e.g. " Surplus: water damage ".

18.	Click the Send Email to Approval Manager option. <input type="checkbox"/> Send Email to Approval Manager
19.	Click the Submit button. Submit
20.	Click the OK button. OK
21.	Click the Home link. Home
22.	Congratulations. You have successfully completed requesting an asset to be surplus. End of Procedure.