# Surplus Template

Use this template to add multiple assets to a Surplus Transfer by creating and uploading a csv file with your asset data. Follow the instructions below to create the import file.

I. Fill in the Template sheet which is the second tab in this workbook.

1. All required fields are highlighted in light yellow. Each of these fields must have a value to successfully import assets.
   a.) Vehicle assets must also have the fields highlighted in **green** completed. A list of available values for each of these fields can be found in the vehicles tab of this workbook.
   b.) Trailer assets must also have the section highlighted in **blue** completed. All of the Trailer fields are free text fields.
2. The Category and Condition values must match the list of available options. The available Categories and Conditions can be found in the 3rd and 4th tabs of this workbook.
3. Please add the Serial Number for electronics and similar assets which have a serial number available. All Vehicles must have a VIN number.

II. Prepare your file for import.

1. After all asset details have been added to the template, copy the data over to a new file and save this file as a comma delimited (csv) file. Ther are further instructions and screenshots regarding this process in the written documentation.
2. Ensure the Header Row (top row containing the field names) has been removed from your file. Save the file using any name you would like and verify the file type is set to csv. The file is ready to import.

III. Import the Assets.

1. Drag and drop your file into the File Upload grid within the Surplus transfer detail.
2. Click the **Import Assets** button.
3. The import will begin running. The screen will refresh and you will be notified if there are any errors with your file. If no errors occured, then the assets will display in the **Assets** region at the bottom of the Surplus Transfer Detail.
4. If there are issues with your file, click on the number in the **Number Of Errors** column within the **Import Run Log**.
5. Review the issues in the **Error Report** and update your file accordingly. Once all updates have been made, save the file and attempt the import again.

| |
|---|
| Agency Number |
| Agency Asset Number |
| Description |
| Category |
| Make |
| Model |
| Model Year |
| Serial Num/VIN |
| Condition |
| Quantity |
| Estimated Asset Value (Notes 1) |
| Notes 2 |
| Wipe Hard Drive And Sell/Donate |
| Destroy Hard Drive Due To Sensitive Date |
| Odometer |
| Odometer UoM |
| Fuel Type |
| Operational |
| Transmission |
| Pickup Type |
| Seats |
| Blows Cold |
| Seat Damage |
| Dash Damage |
| Windshield Damage |
| Floor Damage |
| Power Steering |
| Power Windows |
| Power Locks |
| Power Seats |
| Cruise Control |
| Towing Package |
| Hitch |

| |
|---|
| 5th Wheel |
| Bedliner |
| Air Conditioning |
| Special Equipment And Tags Removed |
| Deck Dimensions Overall |
| Deck Dimensions Deck |
| Ramp Length |
| Deck Type |
| Hitch Type |
| Landing Gear |
| Suspension |
| Brakes |
| Axels |
| Tire Size |

**Available Categories**

Agriculture Equip/Commodities
Air handling
Aircraft
Aircraft Engines
Aircraft Parts and Components
Alarm and Fire Protection Systems
All Terrain Vehicles
All Vehicles (Restricted)
Ambulance/Rescue
Animal Equipment, Cages and Feed
Arcade Cabinet & Accessories
Arcade Equipment
Arcade Games
Archery and Crossbows
Articulated Dump Trucks
Arts & Crafts
Arts, Crafts, and Collectibles
Aviation
Aviation Ground Support Equipment
Backhoes
Bags, All Types
Bakery Equipment
Barber & Beauty Shop Equipment
Barrels & Drums
Batteries, All Types
BB Guns and Air Rifles
Beverage Packaging Equipment
Beverage Process Equipment
Bicycles
Biscuits and Cakes
Boats, Marine Vessels and Supplies
Books/Manuals
Brewery Equipment
Builders Supplies
Building Maintenance
Buses, Transit and School
Cell Phones
Chemicals, All Types
Chocolate and Confectionery Equipment
Clocks
Clothing/Linens
Coin Collections
Collectibles

Commercial Food Service & Cafeteria Equipment
Commercial Furnaces
Commodities / General Merchandise
Communication / Electronic Equipment
Compactors
Compressor Parts and Accessories
Compressors
Computer Accessories
Computer Hardware
Computer Monitors
Computer Printers, Scanners and Copiers
Computer Softwate
Computers, Parts and Supplies
Computers: Desktops and All-In-Ones
Computers: Laptops
Confiscated/Forfeited/Personal Property
Consumer Kitchen
Consumer Packaged Goods Equipment
Containers - Storage/Shipping
Converting Equipment
Cranes
Currency and Financial Products
Dairy
Dairy Equipment
Dental Equipment and Supplies
Displays and Exhibit Stands
Distillery Equipment
Dozers
Educational
Election Equipment
Electric Motors
Electric/Hybrid Vehicle
Electrical Supplies
Electronics, Personal
Elevators, Parts and Equipment
Engineering Equipment and Supplies
Excavators
Exercise Equipment
Factory Support Equipment
Fine Art
Fire and Police Equipent
Fire Trucks
Firearm Accessories
Firearms and Live Ammunition

First Aid
Flooring
Flood
Food and Beverage Process and Production Equipment
Food Packaging Equipment
Food Prep
Food Process Equipment
Food Service Vehicles
Food Storage
Forklifts
Fueling Equipment
Furniture/Furnishings
Gambling Machines and Equipment
Garbage
Garbage and Refuse Containers
Garbage Trucks
General Packaging Equipment
Generators
Glass
Golf Carts
Colf Course Equipment
Grandstands and Bleachers
Health and Beauty
Heating and Ventilation
Heavy Equipment and Construction
Heavy Equipment Components and Accessories
Highway Equipment
Holiday/Seasonal Items
Household Phones
HVAC Equipment
Industrial Compressors
Industrial Equipment, General
Industrial Process and Production Equipment
Industrial Pumps
Industrial Pumps and Compressors
Internal Transport
iPads, Tablets, and eReaders
Janitorial Equipment
Jewelry and Watches
Kitchen Equipment
Knives/Multi-Tools
Laboratory Equipment
Laboratory Pumps and Tubing
Laundry Equipment

Library Equipment
License/Permits
Lighting/Fixtures
Liquor Licenses
Loaders
Lost/Abandoned Property
Lumber
Machinery
Mailing Equipment
Material Handling Equipment
Meat, Poultry and Seafood Processing
Medical Equipment and Supplies
Medication Dispensing and Measuring
Metal, Scrap
Metals, Precious
Miscellaneous Construction Equipment
Miscellaneous Vehicles
Mortuary Items
Motor Graders
Motor Homes/Travel Trailers
Motor Vehicles
Motorcycles
Mowing Equipment
Music/Musical Equipment
Networking and Wireless Devices
Nursery/Horticulture/Landscaping
Office Equipment/Supplies
Oils, Waste
Outdoor Living
Overhead Cranes
Packaging, Bottling and Converting
Paper and Paper Products
Parking Meters
Passenger Vehicle
Permanent Buildings
Pet Food Production Equipment
Phones
Photographic Equipment
Pipe, Valves and Fittings, Industrial
Playground/Amusement Park Equipment
Plumbing Equipment and Supplies
Pool Supplies and Equipment
Portable Buildings and Structures
Power Generation, Transmission, and Distribution Equipment

Printing and Binding Equipment
Process and Production Support Equipment
Public Safety and Control
Public Utility Equipment
Pulp, Paper, Paperboard Production
Pump
Pump Parts and Accessories
Rags
Rail Equipment and Accessories
Ready Meals and Frozen Food
Real Estate - Bid & Assume
Real Estate / Land Parcels
Real Estate Tax Liquidiations - Illinois
Real Estate Tax Liquidations - Pennsylvania
Recovered Items
Recyclable Materials
Remediation Equipment
Road/Highway/Bridge Supplies
Scales and Weighing Apparatus
School Equipment
Scrapers
Security Equipment
Simulators
Skid Steers
Snow Removal Equipment
Soft Drink Production Equipment
Sponsorships/Promotions
Sporting Equipment
Survey Equipment
SUV
Sweeper - Parking Lot/Warehouse
Sweeper - Street
Switchgear
Tables, Counters, Serving Bars
Tanks
Televisions
Tires and Tubes
Tools, All Types
Towers - Water/Fire/Transmission
Tractor - Farm
Traffic Signals and Controls
Trailers
Transformers and Power Distribution
Trucks, Heavy Duty 1 ton and Over

Trucks, Light Duty under 1 ton
Turbines
Vans
Vehicle Equipment/Parts
Vending Equipment
Welding Equipment
Wind and Solar Energy Generation
Wine Making Equipment
Woodworking Equipment

**Available Conditions**

New
Needs Parts
Good
Fair
Damaged

| Odometer | Odometer UoM | Fuel Type | Operational | Transmission |
|---|---|---|---|---|
| This is a free text field. Enter the odometer reading here. | MILES | CNG | Dead battery | 4x4 |
| | HOURS | DIESEL | Doesn't run | Automatic |
| | | GAS | Runs | Manual |
| | | | Runs with problems | |

| Pickup Type | Seats | Blows Cold | Seat Damage | Dash Damage | Windshield Damage | Floor Damage |
|---|---|---|---|---|---|---|
| Flat bed | Fabric/cloth | NO | NO | NO | NO | NO |
| Long bed | Leather | YES | YES | YES | YES | YES |
| Short bed | Vinyl | | | | | |
| Work bed | | | | | | |
| NA | | | | | | |

| Power Steering | Power Windows | Power Locks | Power Seats | Cruise Control | Towing Package | Hitch | 5th Wheel |
|---|---|---|---|---|---|---|---|
| NO | NO | NO | NO | NO | NO | NO | NO |
| YES | YES | YES | YES | YES | YES | YES | YES |

| Bedliner | Air Conditioning | Special Equipment And Tags Removed |
|---|---|---|
| NO | NO | NA |
| YES | YES | NO |
| | | YES |