Routing forms to Surplus

Below is the procedure for routing carts with attached Equipment Screening Forms to Surplus:

1. Populate a cart with your item(s) of interest (from the Marketplace or as a text item) and attach the completed Equipment Screening Form in the Details section.

2. To route the cart to Surplus for review, an ‘ad-hoc’ approver must be entered into the approval workflow. To add an approver, click Display/Edit Agents in the General Data region of the cart:

   ![Image of cart screenshot]

3. In the Header Approval Status box, click Add Approver, followed by Add Approver Below Selected Line. This will require the cart route to the ad-hoc approver after departmental approvals have been completed.

   ![Image of approval status screenshot]
4. The contact in Surplus for these orders is Craig Parker. To add Mr. Parker as an ad-hoc approver, his NetID (parkerec) needs to be added to the Approver ID file. Click OK when finished.

5. The Approval Process Overview shows the ad-hoc approver has been added to the approval workflow. Click OK to close this screen.
6. Addition of the ad-hoc reviewer can also be verified in the line item Details section on the Approval Process Overview tab: