Stanford University Reuse Site

A brief User Guide for Accessing the site, posting ads, claiming items and associated communications.
Accessing the reuse site:

Two options: https://reuse.stanford.edu or https://sparc.stanford.edu

If accessing via SPARC, from the home page, click on ReUse Request:

PLEASE NOTE: THIS SITE IS FOR THE REUTILIZATION OF MATERIAL ON THE STANFORD CAMPUS, AND IS NOT FOR PERSONAL USE, INCLUDING HOME OFFICE SETTINGS.

FURTHER, THE SITE IS RESTRICTED TO PERMANENT UNIVERSITY STAFF ONLY – STUDENTS, AFFILIATES, AND TEMPORARY STAFF DO NOT HAVE ACCESS.
When you first log into the ReUse application, you’ll be on your ‘dashboard’ page:

Note the navigation pane to the left. This is where you select your desired action – to view current ads, post an ad, subscribe to email alerts, etc. (reports are limited to select internal office staff in PMO).

There are also collapsible categories of your own activity on the site, that will show your current drafts of postings not yet submitted, your current postings (outstanding requests), and your postings that have been completed.

For Department Property Administrators, there is also an Approval Tab, used to approve the posting of tagged equipment or to funnel the ad to an internal department email address list prior to releasing the ad to the campus at large. (Note: if no action taken for non-tagged items within three business days, the ad will be pushed to the campus at large).

To view current ads, click the small down arrow next to “View Ad”, and select which type of ads you wish to see – posted items (ReUse Ad) or want ads (Wanted Ad).
ReUse Ad viewing:

Ads will appear sorted by most recent postings. Any of the data column headers can be used to sort and filter as desired:

If there is an item you wish to claim for your department, and there is a quantity greater than zero, simply click the ‘claim’ link to the right.

Clicking “Claim” will cause the application to send an email notification to the poster of the ad with your contact information. They will reach out to you to arrange for collecting the item from their department.
POSTING AN AD

BEFORE YOU BEGIN – The application will need to know the organization you are in – select organization codes (org codes) have been selected from the Org Hierarchy to be used in property activities. A full searchable list of these codes, along with the name or your local Department Property Administrator (DPA) can be found in the DPA Registry in the SPARC platform (https://sparc.stanford.edu). Search with three or more characters against a department name, DPA name or org code. You will need the org code when posting your ad.

To post an ad to have something taken from your department for reuse elsewhere, from your dashboard screen click the down arrow next to Post Ad, then select ReUse Ad:

The entry screen for your ad will appear. Your name and information will automatically populate:

Enter your phone number (this information will not appear in the ad – if someone claims your item(s), you will receive an email notification with their contact info).

Next, add the org code that you found in the DPA Directory. Use the pull-down menu to enter this information. Next, select the DPA SUnet from the pull down menu for DPA. Once selected,
their contact info will also appear. Finally, enter the Contact information for the person who will respond to claimants. If this is also you, just click the “Same as Originator” button.

All of this information will be stored for future postings as well, so you don’t need to repeat these steps (other than to update if needed).

Now you are ready to add the item(s) you want to post! Click on the “Add Items” button. A dialog box will appear. If your item has a Stanford Property barcode tag, click the “Tagged” button. If not, click “Non-Tagged”. The box will populate with the appropriate fields to be entered. (Note: this step is repeated for each item being posted – you can mix tagged and non-tagged items in a single posting action, however, all tagged items must belong to the organization code selected earlier – contact your DPA for assistance as needed).

Fields with an asterix (*) are required. If there is a tag number, enter the last seven digits of that number, and the item’s recorded information will auto-populate. Location information is primarily for internal use, and will not appear in the posting. The Comments section is essentially your “ad copy”, so be sure to enter any specifics here, such as dimensions, functionality or other details to help viewers decide if the item is right for them.

This is also where you can choose if there is a monetary ‘cost’ for the item – if you click “With a Fee”, a field will appear into which you can enter a price. This defaults to Free. See “payments” later in this guide if you are seeking compensation – there are some rules around doing this.

Finally, if you have photos (VERY encouraged, they help a lot!), click the “Browse” button to select and upload them from your computer files.

Once this post is complete, click “Save & Add” to continue posting more items, or “Save & Close” if you’re done. (You will still have a chance to review before the ad posts).
Once you’ve clicked “Save & Close” you will see a summary page of your postings. You must declare if the items are or contain hazardous material (contamination, radiation, etc.). Here is also where you enter the number of days you want the ad to appear (1-99).

You can also edit any information in the contacts section, or add to the posting if you have more items. You can even open individual items to add photos or edit information by clicking on the Item# (in blue). If you wish to remove any of the posts, check the box to the left of the Item# and click “Delete”.

Once satisfied, click on the button “Review Prior to Submit” – this action will alert you to any errors (missed required fields, etc.). If there are no errors, a final review page will appear.
This is the last opportunity to make changes, if needed. You can also add a note for approvers. To do so, click “Edit Request”. Otherwise, if everything seems in order, click “Submit”. Your ad will route to your DPA for approval. The DPA has the ability and authority to route your ad to an internal department email list prior to releasing it campus-wide, or simply approve it to post to the campus community. The DPA may also reject the posting if necessary.

Note: Tagged equipment items also require an approval from the Property Management Office (PMO).

If the items are not tagged, and no action is taken by the DPA within three business days, the ad will be pushed to campus-wide view. Tagged items require DPA approval prior to posting campus-wide. PMO will contact the DPA if no action is taken, requesting a decision.

PLEASE NOTE!

Once you post an ad, someone will hopefully ‘claim’ the item – at which point you will receive an email notification with that individual’s contact information – you should contact them at your earliest convenience to let them know how to arrange to pick up their new treasure.

Check your email, especially any ‘spam’ folder(s) in case it gets misdirected.
Posting a Wanted Ad

Log onto the application, and from the pull down menu next to ‘Post Ad’, select ‘Wanted Ad’. The data entry screen will appear. Your information will populate in the Originator fields. Enter the Contact person’s information (you will need their SUnet ID), or if it is you, simply click ‘Same as Originator’.

Next, click Add Items, and enter the information about what you are looking for. Be specific in the description. Make and Model fields are available if you know that information. Click ‘Save Changes’, then click ‘Review Prior to Submit’. Review the ad – if you want to make changes, click ‘Edit Request’. If satisfied, click ‘Submit’.

Note: For Want Ads, the poster’s contact information is visible to others.

Subscriptions

To subscribe to receive email alerts of postings to the site, simply click on the ‘Subscriptions’ link in the left navigation pane, and check the boxes of the categories for which you want to be notified, then click ‘Submit’.

Check/uncheck as needed – checked categories are those for which you want notification
Interdepartment ‘Sales’

For reused items for which there is monetary compensation, e.g. one department ‘selling’ an item to another, there are some specific policies that exist:

- Financial transfers must be done via iJournal
- ET 58510 is used for BOTH the credit and the debit (Charges To/From Other Dept)
- ONLY unrestricted university accounts allowed – NO SPONSOR FUNDS
  - Note: To have a sponsor fund CREDITED for a sale, contact PMO, there may be certain exceptions for active awards in specific cases
  - Sponsor funds can never be debited for this activity under any circumstances
- These are NOT acquisition cost reallocations
- These are NOT sales (which implies a third party, external to Stanford University), and
- Proceeds are NOT considered revenue.

For any questions please contact the Property Management Office:

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