Surplus Support Staff

(Brent)

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Section 1: Vehicle Control

Make sure vehicles run and drive with no apparent problems. If problems with vehicles arise, make sure they are addressed properly.
Section 2: Vehicle Receiving

Receive Vehicles using proper receiving procedures using SP1 documentation and software. Using Fleet Focus to run and manage maintenance reports. Make sure pictures accurately assess vehicle condition and add additional photos as necessary.

Preparation - Physically inspect vehicle and validate information on SP-1 for items such as; year, make, model, VIN, mileage, condition and description. Verify each title to SP-1 and vehicle.

Maintenance History can be completed in FLEET FOCUS website at “insert website here” you will need the Asset Number. The vehicle will need to be received into surplus inventory prior to running the maintenance history report in the FLEET Focus system which is updated daily at 2:00 pm. To captured the Surplus inventory number.

Processing -- Prepare key tag, price schedule, properly mark vehicle and file title and maintenance history then place vehicle in sales area for display.

Receiving -- complete the receiving of the vehicle(s) on the SP-1 within (3) working days, this includes attaching a minimum of five pictures and the maintenance history when available. Determine if a thirty day hold is warranted if so reflect that date in the SPO inventory system.

“Show how hold is done internal use date “
Section 3: Vehicle Pricing

Price Vehicles accurately using J.D. Power Values

After completing section 2 “Vehicle Receiving”, pricing would be completed by using the available online pricing guide (Currently NADA Western Region). Based off the physical inspection of the vehicle price according and note any components/upgrades not annotated on the pricing guide.

Website for pricing guide may be reached at: “INSERT WEBSITE HERE”

The VIN will be needed “Complete this section on what screens to navigate through, screen shots may be added for clarification”

Validate - Check Surplus website to confirm vehicle is available for on-line viewing and all information is correct for the listed vehicle. “Describe about the active flag and attaching components”
Section 4: Heavy Equipment Receiving

Heavy Equipment Receiving
Section 5: Heavy Equipment Pricing

Heavy Equipment Pricing

Receive Heavy Equipment using proper receiving procedures using SP1 Documentation.

Price Heavy Equipment accurately with components
Section 6: Sales Verification

Verify Sales of all Surplus Property.
Section 7: Property Support

Help other Surplus Employees with anything needed