## Step 1: Creating a Transfer Shell

Although you will be on the home tab when you sign in you will do 99.9% of your work from the **Transfers** tab. Best practice is to click there as soon as you log in!



*\* Denotes a* ***required field***

Defaults to view of fields required to create a new transfer, update as needed & click **Create.**

* **From Department\*:** Auto populates to your department unless you are set up to process transfers for more than one ORG/Department
* **Notes:** Free form - for your use, Surplus Property does not automatically see this field
* **Debit Speed Type\*:** Select a speed type to charge cost of fridge pick up or specialized pick up costs to.
*Note: We don’t normally charge for surplus property pickups however, fridges we do recoup cost to dispose of a fridge based on freon reclamation charges.*
	+ *Cost for rental of specialized equipment may result in an extra cost however the surplus property supervisor will contact you regarding any additional cost outside of a fridge pick-up.*
	+ *We do auto bill fridge costs via a JE when the fridge is dropped off.*
* **Building\*:** Select your building from list associated with department, contact us to add/update buildings.
* **Room\*:** Freeform – enter room/office where the contact person is located
* **Contact Name\*:** Auto populates based on login, update as needed. This should be the best person to contact with questions regarding the assets on the transfer.
* **Contact Phone\*:** Auto populates based on login, update as needed
* **Contact Email\*:** Auto populates based on login, update as needed
* **Campus Box\*:** Freeform - where the asset labels will be mailed. (e.g. 39 UCB)
* **Location Notes:** Freeform - any additional Location notes