Go to ECU’s home page [https://www.ecu.edu/](https://www.ecu.edu/)

Select on search

Select on PiratePort

Enter your information

Select LOGIN
Select on PETS-Surplus Processing

Select Departments

Select Surplus Pickup Requests

Select New Surplus Pickup Request
Read and then Select Close

Select the Contact Person for this Surplus Pickup Request

Select the Who will authorize this Surplus Pickup Request

Select yourself if you are the admin and if you aren’t then select the person that is your admin......
Select Add New Item

Enter in your Building and Room #
Select Item Category

Type in item you are needing, if can't find put in the closest thing to it
For items such as mice, cords, keyboards, speakers these can be put in a box and select box of computer accessories and for items such as 3 ring binders, manila folders, hanging file folders these can be put in a box and select box of office supplies.

Select box beside correct item then Select save.
Quantity field is always defaulted to 1

Select the condition of the item

Do NOT enter anything in this field unless it is a FIXED ASSET. If it is a Fixed Asset make sure to enter in this field as this is the ONLY way it is pulled on the report and sent over to the Fixed Assets office to get out of your Fixed Assets Inventory.
Make sure to fill in for any Serial#, Model and Manufacturer (enter at least first letter in first small box so that when you Select the drop down you can select manufacturer that matches the one needed) in info you have on each item. Especially important for CPU’s, laptops, monitors and tablets. If item doesn’t have one of these fields then leave that field blank.

Make sure to enter brief description for each item, this example was about the box of computer accessories

Please do NOT enter other information such as directions needed for Moving Services as they are a separate department from us. You can enter that information on the moving services pick up request through the AIMS system that the Moving Services department uses.
Select Save

This is where your line item shows up

Select Add New Item when entering in next item if you have one and continue for each item following steps from above
When entering in multiple like items such as chairs, monitors, cpu’s, tables etc. You do what was done before all the way to this stage. Follow the example on next few pages....

Here I entered in all info all the way to description then you Select Save.

As before you see it added your item below to your previous item you entered... Now Select Clone Last Item.
As you see it populated everything except your Serial and Model for the CPU... Add and change to anything needed for next item.

Here shows I updated info on this item such as Condition, Serial#, Model and Description. Select Save.

It will only Clone the last item you have entered in your current active order. If you save your order it will not work any further. Once you edit the order to keep adding items and enter a new item that needs cloning then will work again or if you create a new DR. Continue entering as long as there are items that need cloning. This will save you time when needing to enter multiple items of the same thing such as examples listed above.
Once all items are entered and you are ready to submit it to either your Admin or if you are Admin then over to Surplus. See next page

If you are the admin then Select the Authorized box here

Read and then Select Authorize

Authorization:
The following conditions have been met:
- Locks: Items containing locks of any nature, such as filing cabinets and desks, must be unlocked and cleared of all contents. All keys should be taped to the top of filing cabinets or inside the top drawer of the desk.
- Hazardous materials: All items or equipment that are associated with hazardous materials, labs or clinics must be approved and signed off by Environmental Health and Safety (East campus) or Prospective Health (West campus) prior to being moved to surplus. Signed or initial verification tags by Environmental Health and Safety or Prospective Health must be issued for each item and attached to the item. Departments are required to obtain and attach the tags to the item.
- Questions: Please call 252-328-9041 with questions concerning the surplus process.

Note:
- After authorization the Surplus Pickup Request will not be editable.
Select OK

If you are NOT an administrator, then Select Save
This shows an email was sent to the administrator (you selected in the beginning of your order) and they will authorize your order if it is correct. If not, they will let you know, and you can go in and edit the order and correct. Repeat steps from above to get it back to the administrator so it can be authorized.

Once Surplus has received the authorized order from the department they will process (24-48 hr turnaround). Then Mail services will pick up from us and deliver your envelope which will include your Disposal Request page and Labels. Place the labels on each item that it matches to. Once you have done so then you will need to go to Facilities Services page and Submit a Work Request (Keep in mind Moving Services is a separate department from Surplus).