Requesting a Salvage Pickup

The below step by step directions are provided to help you use our automated process for Salvage Property pickups and Salvage cage requests.

You can go directly to the subject listed in the table of contents by holding your keyboard's CTRL key while clicking on the name of the desired section.

Contents

To request a Salvage pickup, follow the guidelines below

1. Log on to BETS via the Internet or by clicking on the following link:
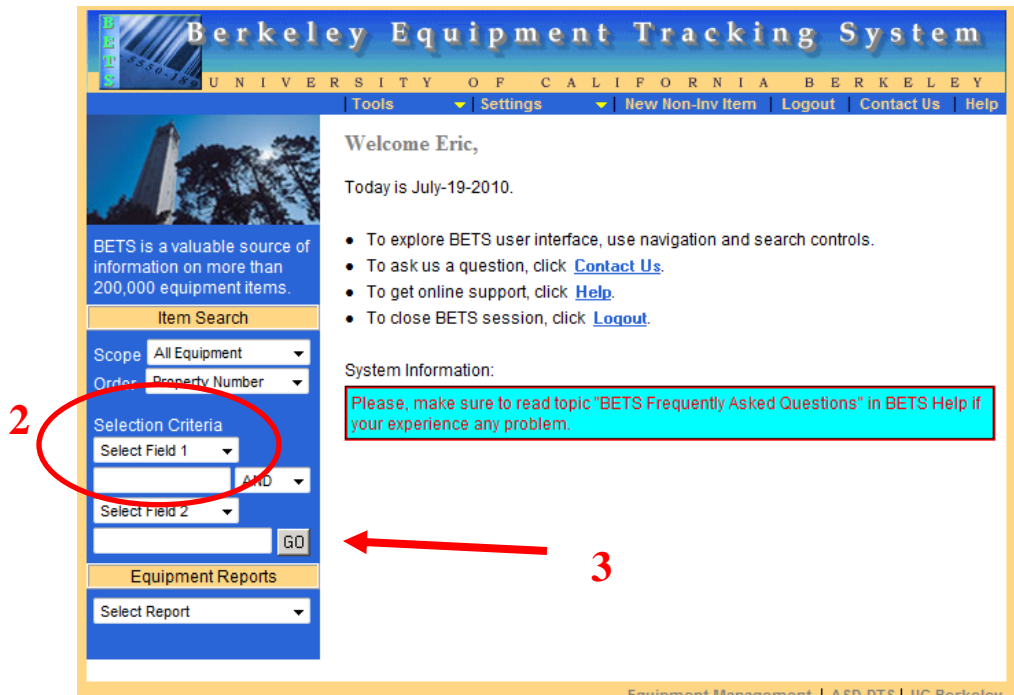http://bets.berkeley.edu/BETS/home/BetsHome.cfm

2. In BETS, the process differs depending on whether the item(s) desired for salvage pickup are inventorial or not.

Inventorial Assets

While in BETS:

1. Select Field 1 by clicking on the drop down menu

2. Then select the ***Property Number*** option from the drop down menu.
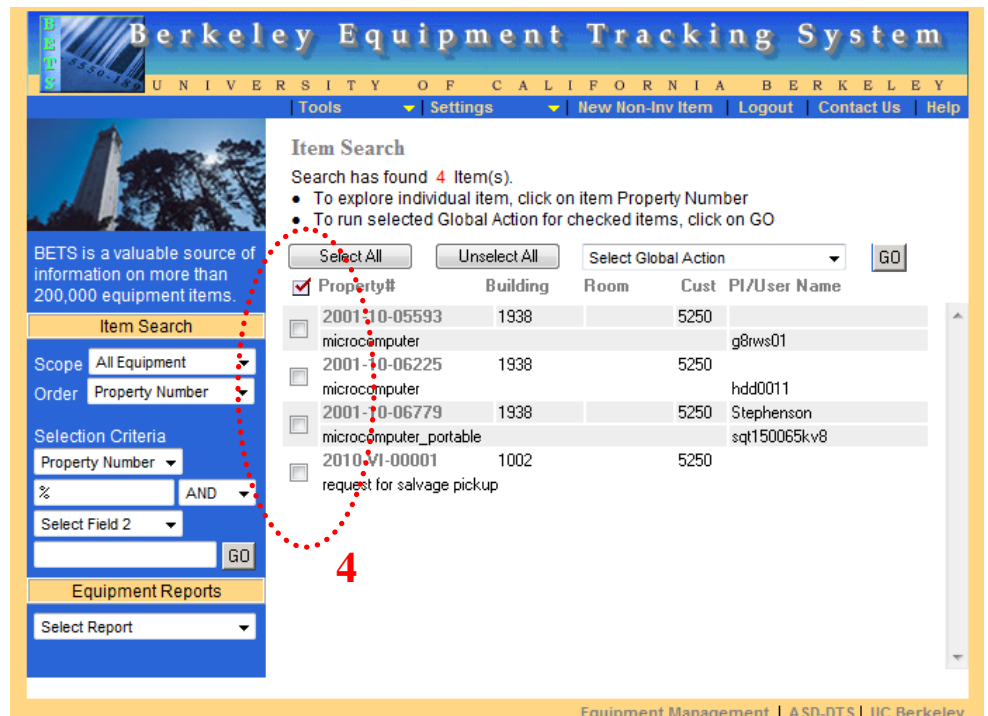
3. Enter the item's property number in the open field below what will now be titled Property Number (and to the left of the box titled AND) and click on the "GO" button

> Note that entering the "%" key serves as the wildcard key

Successfully completing steps 1 through 3 results in your seeing the following screen.

4. Click the box or boxes to the left of the item or items you desire to dispose of.

5. Click on drop down arrow to the right of the *Select Global Action box*

6. Click on the Overstock & Surplus Den Transfer option in the drop down box and then click on the "GO" button.

7. A transfer box will open up as follows:

8. In the Pickup Information box, enter in:
   - Contact Information of the person where items are to be picked up from (name and telephone number)

- Description of item(s) to be picked up in addition to the inventorial items if applicable (number, type, weight, i.e., 4 Steel Case desks; 1 blue chair)
- Requested pickup date

9. Click on the "Submit" button and then log off.

10. Just prior to salvage pickup, line out the property number printing on the property tag.

Non-Inventorial Assets with a UC Property Number

Follow the same procedure as Inventorial Assets

Non-Inventorial Assets

Request a Salvage Cage

1. Log on to BETS via the Internet or by clicking on the following link: http://bets.berkeley.edu/BETS/home/BetsHome.cfm

2. In BETS, click on New Non-Inv Item from the horizontal menu bar just below the BETS banner (do not click on the down arrow to the left of the name).

3. Clicking on the New Non-Inv Item opens up the following menu:

We have purposely highlighted the boxes you need to populate to show them for you, but they won't automatically highlight.

4. You must fill in the following boxes:
   Value (enter in $1)
   Model No (enter in NOR, which equals Not On Record)
   Manufact (enter in NOR)
   Description (enter in Request for Salvage Cage)

5. Next, click on the "Save" button on the lower right)

6. You will be asked to confirm, click "Yes."

7. Click on the drop down arrow next to the Select Action box (see below) and choose Overstock and Surplus Den transfer option
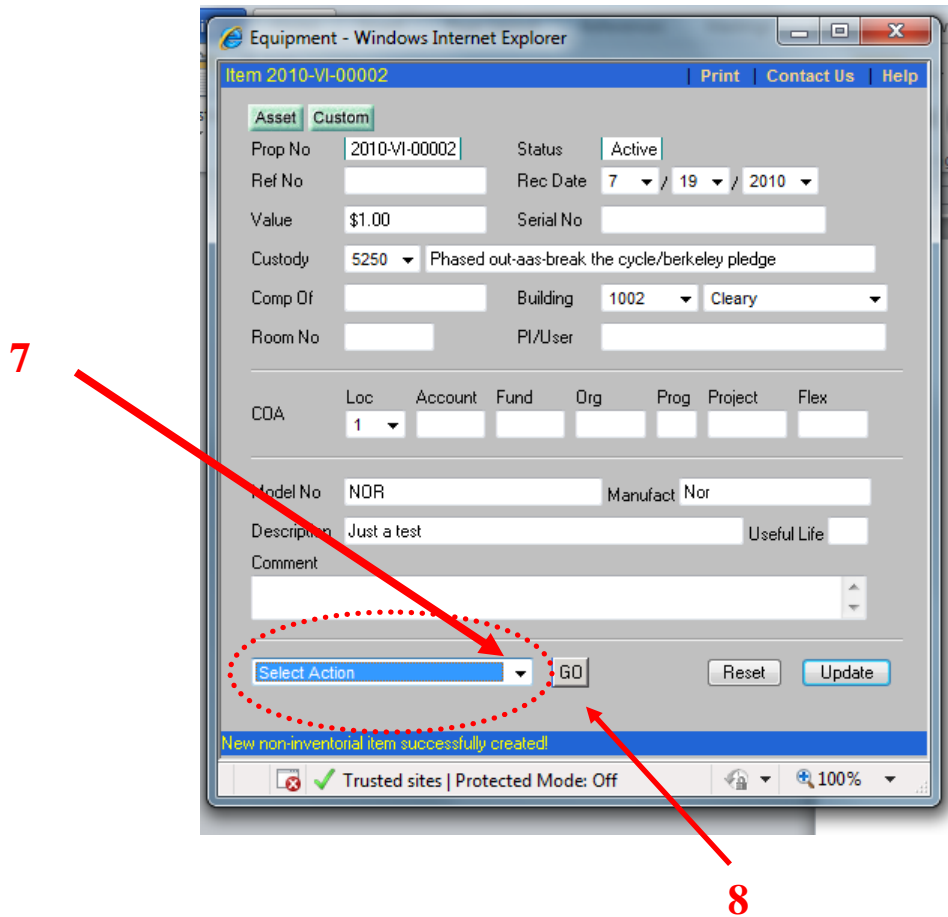
8. Click on the "GO" button next to the Select Action box. This opens up the dialogue box.
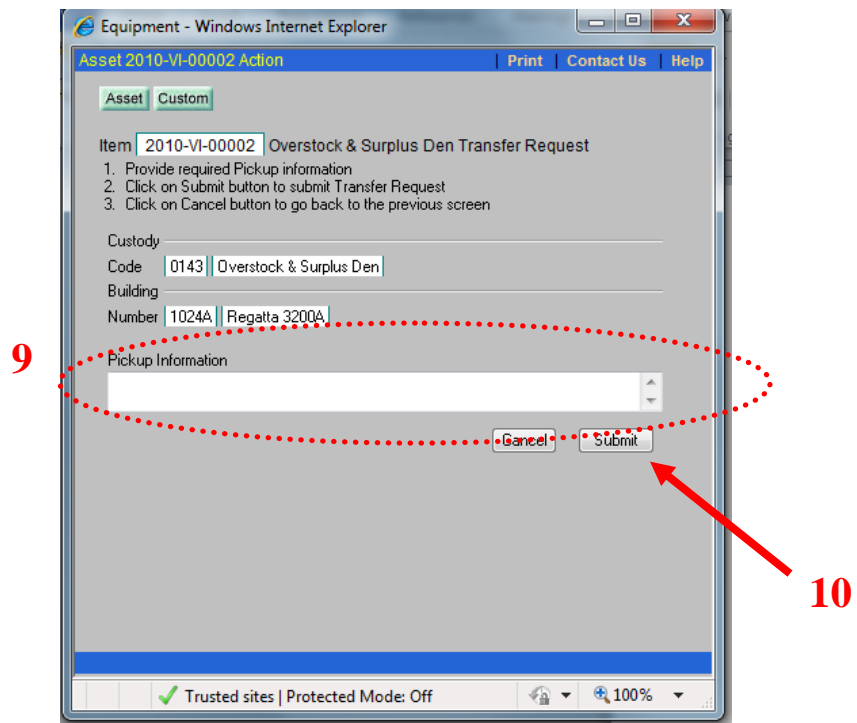
9. In the Pickup Information box, enter in:
   - Contact Information of the person where the cage is to be delivered
   - Description of item(s) that will be put into the cage (number, type, weight, i.e., 4 Steel Case desks; 1 blue chair). This will help us determine how many cages you need.
   - Requested delivery date.

10. Click on the "Submit" button and then log off.

11. We will automatically schedule the pick-up of the cage for one week later unless Email us at CENTDIST@berkeley.edu, asking for a different pick-up date.

Request for Free Standing Item(s) (non-inventorial) Pick-up

Follow the same process as requesting a Salvage Cage, except the pickup information should be specific to the item(s) to be picked up.

NOTE: Central Distribution will not complete the pickup if it cannot be accomplished by one man in 20 minutes and/or if there is no direct access to the building egress via elevator (where items are on upper/lower floors). Central Distribution cannot move items up/down stairs.

In these cases, departments may contact Moving Services at 643-6262 for fee based service.

Request for Refrigerator Pickup

See the immediately preceding process, and departments must include their chart string in the request as there is a $55 Freon removal charge.

Criteria for Pickup

Central Distribution will pick your items up and take them to salvage at no cost to you if they can complete the pickup with one man in 20 minutes and/or if there is direct access to the building egress via elevator (where items are on upper/lower floors). Central Distribution cannot move items up/down stairs.

If the above conditions cannot be achieved, departments may contact Moving Services at 643-6262 for fee based salvage pickup.