Electronic Asset Disposal Report

Contents

Electronic Asset Disposal Report

Logging In

Logging in to the new AIR Asset Disposal Report will require an IDIR ID for ministry clients and a BCeID for all Broader Public Sector Clients. Go to https://assetdisposal.gov.bc.ca/

BPS Customers can acquire a BCeID here: www.bceid.ca

Electronic Asset Disposal Report

Logging In

Once you have logged in, you will be presented with the first "Prepare ADR" screen.

Customer Number is displayed in the top right corner.

Click the "Switch Customer" icon and select the customer for whom you are declaring surplus assets.

The default customer information will be displayed on the left.

Electronic Asset Disposal Report

The Switch Customer button will open up a popup box that will display all of the customers you are responsible for, simply select the correct customer and click "Submit"

■ Choose a customer

> ℹ **Note:** Changing the active customer will reset the form being created and update the draft and submitted form lists. Be sure to save the current form as a draft if necessary.

○ ((Address not available))
◉ 1937 (Current customer, 1001 DOUGLAS ST 7TH FLR)
○ 6483 (800-4720 KINGSWAY)
○ 38679 (742 VANALMAN AVE)

☐ Set as default customer

[Submit] [Cancel]

You can set the account to be the default account.

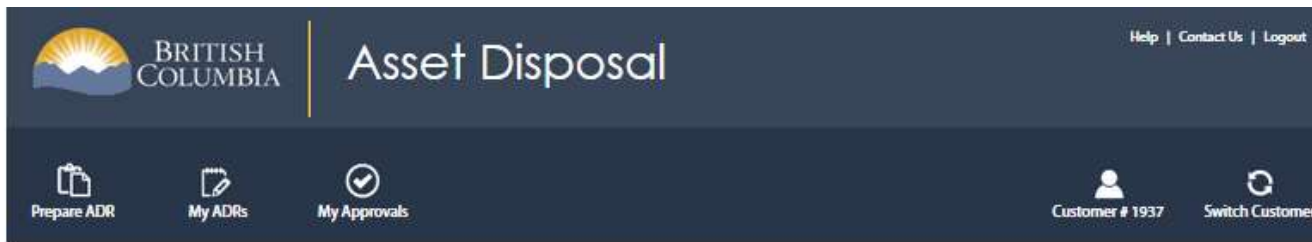# Electronic Asset Disposal Report

Preparing an Asset Disposal Report

Once you are satisfied that you are using the correct customer number, enter your details in the "Originator Contact Information" fields, and then click "Next".

Electronic Asset Disposal Report

The "Originator Information " page contains important information about the Owner of the assets, the location of the assets, and whether or not they will be shipped to AIR for disposal

Electronic Asset Disposal Report

Once you have determined the shipping requirements, you will need to fill in the "Custodian Contact Information" form.

If you are the custodian, as well as the Originator, click on the "Same as Originator" check box. The fields will populate and you can click "Next"

TIP: If you select, the check box, then un-select the check box, the information in the form becomes editable. This is handy when the custodian has similar information to the originator and only a few fields will need to be modified.

If the custodian information is completely different than the originator, fill out the required fields, then click next.

Electronic Asset Disposal Report

Declaring Surplus Assets

From the Asset List field, click the dropdown menu and select the asset type from the list.

This list is based on the drop down selection on the previous screen, whether you selected Surplus Assets, Forfeiture, or Demolition.

Once you have selected the Asset Type, click the "Add" button. This will open a pop-up menu.

Electronic Asset Disposal Report

The Add and Asset form contains all of the fields required to declare an item surplus.

First select an asset category, then select the asset type from the next menu. The commodity code will be populated automatically, based on your choice.

Next, add the quantity of items being declared and finally, a detailed description of the item.

The client Asset number is an optional field that is used in the event of an asset having an internal ID number, useful in the case of IT assets and vehicles.

To add pictures and attachments, click the "Browse button. You can

Electronic Asset Disposal Report

navigate to the folder on your computer where you have saved your files and add them to the ADR

Browse to any folder on your computer and select files to attach to the ADR

Successful uploads are shown in a list at the bottom of the form.

Attach any photos, appraisals, and documentation available for the asset.

Click "Save"

Electronic Asset Disposal Report

The asset is now shown in a list along with any attachments.

There is an Edit and a Delete icon to the left if you need to make any changes.

To add more items, click the add button again. When you are done, click "Next"

Electronic Asset Disposal Report

Entering in ACK Coding

After clicking the next button you will then enter in the ACK coding for your department.

Then hit the next button to continue your ADR and start entering in your assets.

Electronic Asset Disposal Report

If you are not an expense authority the system will automatically present you with the Expense Authority Information fields together with the ACK Coding.

After an ADR is submitted to the EA, the EA will receive an email with a link to the ADR details page link. By clicking the link, EA can log into ADR details page, and approve or reject the ADR. After ADR is approved or rejected, the originator will receive an automated confirmation email.

Electronic Asset Disposal Report

Confirming ADR

Then confirm all the information is correct and hit the Submit button.

Electronic Asset Disposal Report

Confirming ADR

After hitting the submit button a confirmation of the ADR will be presented and it will show that it has now been completed. The ADR number is located in the top left corner.