

GC Surplus

GC Surplus Client Interface

November 2023



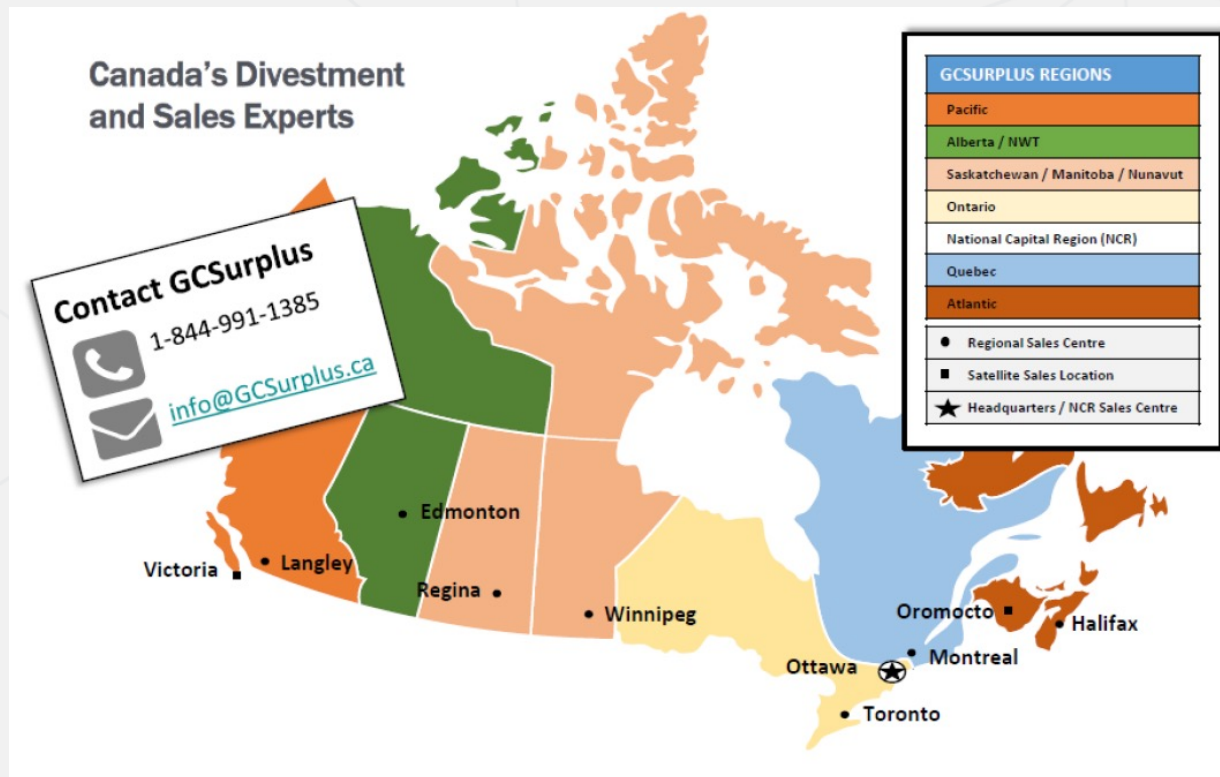
Public Services and
Procurement Canada

Services publics et
Approvisionnement Canada

Canada

What Is GCSurplus?

- ◆ GCSurplus is a program within Public Services and Procurement Canada that provides resources, tools and advice to federal departments, agencies and Crown corporations.
- ◆ With 9 sales centres all across Canada, GCSurplus is optimal to assist government organizations with revenue generation and divestment.



Why Is GCSurplus Important?



Effective
Resource
Management



Financial
Stewardship



Transparency
and
Accountability



Environmental
Responsibility



Access to
Affordable
Assets



Reduction of
Waste



Customer
Service and
Engagement

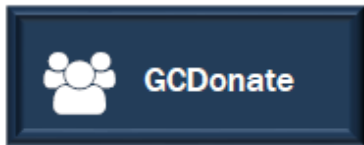
What Services Does GCSurplus Provide?



Internal platform where federal departments offer surplus material to other federal departments.



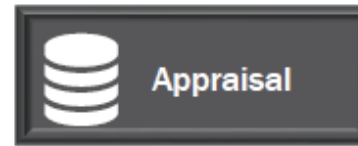
Online auction accessible to the public and businesses.



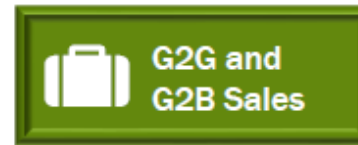
Online platform connecting departments with charities, non-profits, and public institutions.



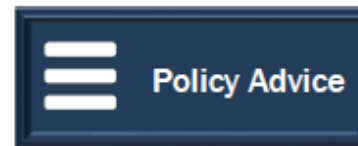
Restricted marketplace for divestment of surplus controlled goods and sensitive assets.



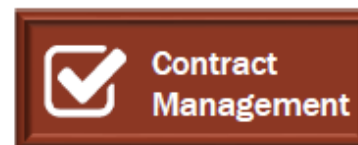
Value assessment to ensure maximum cost recovery.



Sale of high value assets for government and public institutions.



Policy advice on cost recovery, waste reduction, and greening government.




Contract administration for marketable waste products like scrap metal and batteries.

....and more!

Where Do I Sign Up for GCSci?

To create a new account, please visit: <https://www.gcsurplus.ca/ic-ci/>

GCSurplus Client Interface

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GCS interface client / client interface

My Account ▾ GCSi Help ▾

Login

[Click here to view GCSurplus assets / Cliquer ici pour voir les biens de GCSurplus](#)

* Email: (required)

* Password: (required)

[Forgot your password?](#)

Date Modified: 12/04/23 9:43:15 AM

What Do I Need to Sign Up?

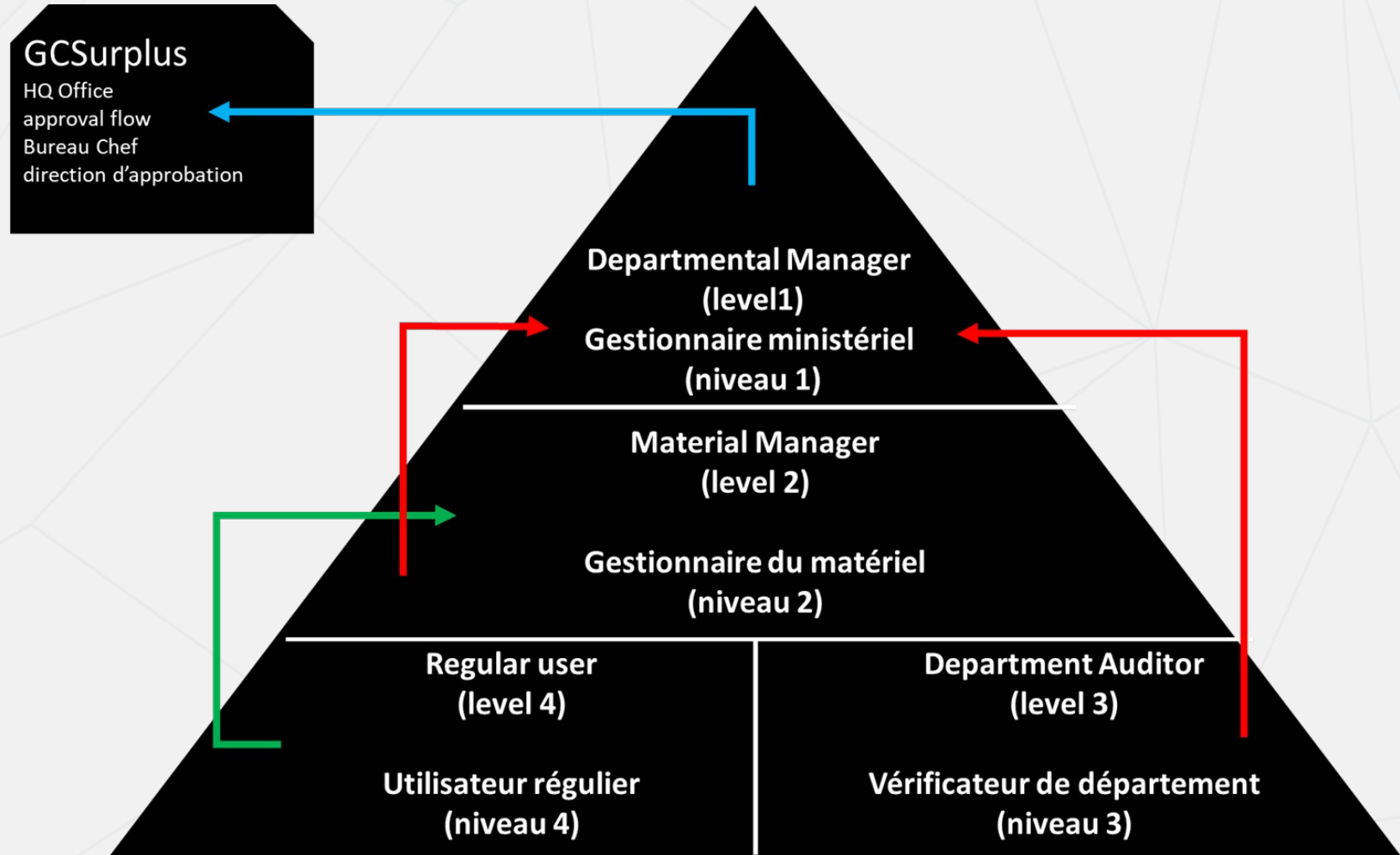
Your Consignee Code

Name and email address of your materiel manager or departmental manager


Access to your Government of Canada email

Identify your Level of Authority

Levels of Authority



Registration

 Government of Canada / Gouvernement du Canada [Français](#)

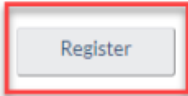
GCS interface client / client interface

My Account ▾ GCSci Help ▾

GCSci Registration - User Type Selection

Please enter your consignee code and then click on next.

Consignee:



New Registration - Federal Government Disposal Agent

You agree that you will provide true and accurate information about yourself at the registration stage, such as your name, your address, phone number(s), email address and password. Your personal information is protected under the Privacy Act.

At the registration stage, when you click "I agree", you acknowledge that you have read, understood and accepted the [Terms and Conditions of Use](#) for the GCSurplus Client Interface (GCSi).

You also certify that you will abide by your departmental authorities regarding the disposal of surplus federal assets.

My Profile

* = required field

* GC Email: (Example: prefix@domain.ca)

* Re-enter email:

* Password:

* Retype Password:

Consignee:EQ584

* Default Asset Region:

Language Preference:

- English
- French

Email Format:

- HTML/Enhanced
- Text/Plain

Show Cancelled Reports of Surplus

Show Cancelled Sales

Contact Information

* = required field

* First Name:

* Last Name:

Phone

* Phone: (111) 222-3333

Ext.:

Fax

Fax: (000) 300-3000

Address Information

* = required field

* Address 1:

Address 2:

Address 3:

* City:

* Province:

* Postal Code:

[Click here to view the Terms and Conditions.](#)

* I accept the Terms and Conditions and certify that I have departmental authority for disposal of surplus Crown Assets.

Departmental Material Manager Information

* = required field

All new GCSi registration applications must be approved by a level higher than the person requesting access, unless you are registering as a Department Manager (level 1). Department Manager accounts will be authorized by the GCSurplus System Administrator.

If you are registering as a Material Manager (level 2) the Department Manager (level 1) will need to approve your account.

If you are registering as a Department Auditor (level 3) the Department Manager (level 1) will need to approve your account.

If you are registering as a GCSi regular user (level 4) the Material Manager (level 2) will need to approve your account.

Please register me as a Department Manager (level 1) ?

Please register me as a Material Manager (level 2) ?

Please register me as a Department Auditor (level 3) ?

Select a Department Manager if you are registering as an Department Auditor or a Material Manager

Please register me as a regular user (level 4) ?

Select a Material Manager if you are registering as a Regular User

Submit

Date Modified: 12/04/23 9:43:15 AM

Benefits of GCSci

Efficient Surplus Asset Management

Cost Savings

Access to a Broad Audience

Revenue Generation

Transparent Process

Compliance with Government Procedures

Sustainability and Responsible Asset Divestment

Expertise and Support

Clear Reporting and Tracking

GCSi Dashboard

Home

Home

[Unsubmitted](#) [GCTransfer](#) [GCDonate](#) [Submitted](#) [Amendments](#) [Scrapped](#) [Live](#) [Closed](#) [Sold](#) [All](#)

[In Progress](#) [Posted](#) [Closed](#) [Pending](#) [Finalized](#) [Released](#)

Show entries

Search:

Asset	VIN	Ref. #1	ROS #	Submitted	Closing	Requests	Status	Action
No matching records found								

Showing 0 to 0 of 0 entries

Closed: After the closing date, assets can be either transferred or released to GCSurplus for sale. Assets will continue to be displayed on the GCSurplus website even after the closing date and will be available for transfer until the item is either transferred or released to GCSurplus.

[Report](#)

Submitting a Report of Surplus

Government of Canada / Gouvernement du Canada [Français](#)

GCS interface client / client interface Signed in as My Profile Logout

Reports of Surplus | GCTransfer ▾ | Reports ▾ | My Account ▾ | GCSci Help ▾

Regular
Vehicle

Home

Unsubmitted | **GCTransfer** | GCDonate | Submitted | Amendments | Scrapped | Live | Closed | Sold | All

In Progress | Posted | **Closed** | Pending | Finalized | Released

Show 15 ▾ entries Search:

Asset ▾	VIN ▾	Ref. #1 ▾	ROS # ▾	Submitted ▾	Closing ▾	Requests ▾	Status ▾	Action ▾
No matching records found								

Showing 0 to 0 of 0 entries

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Report

Best Practices

- ✓ Include product specifications: make, model, VIN, serial number, dimensions, etc.
- ✓ Describe the asset in its current condition. Does it work? Is it missing parts?
- ✓ Disclose all known issues.
- ✓ For vehicular items, indicate whether the engine runs.
- ✓ For electrical items, indicate whether it powers up.
- ✓ Take amazing photographs (5-6 for regular commodities, 20 for vehicles).
- ✓ Never submit photographs that are blurry or have people in them.
- ✓ Photograph key data sources like the manufacturer's information plate (usually on the rear of a device), VIN plate (on the driver-side door), and odometer.
- ✓ If the item is sold on-site, remove decals and asset tags *before* taking photographs.
- ✓ Use effective lot sizes.
- ✓ Ask, if I were a prospective buyer, what would I want to know? Include this information.
- ✓ Most assets depreciate over time. Don't delay!

Guides

The screenshot displays the GCSurplus application interface. At the top, a dark navigation bar contains several menu items: "Reports of Surplus", "GCTransfer", "Reports", "My Account", and "GCSci Help". The "GCSci Help" item is highlighted with a red rectangular box, and a mouse cursor is positioned over it. A dropdown menu is visible below "GCSci Help", listing "FAQ", "Guides", "Terms & Conditions", and "Contact GCSurplus". A green arrow points from the right side of the screen to the "Guides" option in the dropdown menu.

Below the navigation bar, the main content area is divided into two sections: "Home" and "Guides". The "Home" section on the left includes a filter for "Unsubmitted" items, a status indicator for "In Progress", a "Show 15" dropdown, and an "Asset" filter. The "Guides" section on the right lists several helpful links:

- [Register in GCSurplus](#)
- [Change Your Manager in GCSurplus](#)
- [Create a Contact List or Address Book](#)
- [Create a Report of Surplus](#)
- [Create a Vehicle Report of Surplus](#)
- [Create a Vehicle Report of Surplus for Transfer](#)
- [How to Initiate a Transfer Request](#)
- [How to Accept and Finalize a Transfer Request](#)
- [GCTransfer Flowchart](#)
- [How to Add Buyer Pick Up Date to a Sold Asset](#)
- [Viewable Department Accounts for Managers](#)
- [How to Divest Surplus Material Assets](#)
- [GCSurplus At Your Disposal](#)

On the right side of the interface, there is a table with columns for "Closing", "Requests", "Status", and "Action". The "Status" column contains three colored buttons: "ding" (green), "Finalized" (red), and "Released" (blue). Below the table is a search bar labeled "Search:" and a table header with columns for "Closing", "Requests", "Status", and "Action".

Conclusion and Contact Information



info@gcsurplus.ca



1-844-991-1385



www.gcsurplus.ca



[Facebook](#) and [Twitter](#)

Questions?

A decorative horizontal line consisting of a thin black line on top and a thicker yellow line below it, extending across the width of the slide.

Thank You from the GCSurplus Team!

Phone:

1-844-991-1385

email address:

TPSGC.GCSurplusISD-GCSurplusDSI.PWGSC@tpsgc-pwgsc.gc.ca