

ADG/ILMS Integration

The ADG Online Auction tool will be an additional way for the Department of State to auction assets that are no longer being used by Posts. This auction method provides a user-friendly way to auction assets while improving data quality of these assets.

- **Type** in the URL (<http://ilms.state.sbu>) to access the ILMS portal.
- You will be taken directly into your ILMS account.
- Click the **Property & Warehouse** tile and then the Asset Management tile.
- Click the **DS-132 Disposal** link in the Forms & Reports box.
- Click the **Add New DS-132** tab, enter Business Unit value, and click **Add**.

1. Select any **Exchange/Sale** Disposal Code, the Send to ADG Online Auction? Link will then display. Select the **Send to ADG's Online Auction?** checkbox, and enter a circumstance in comment box.

1

Property Disposal | App

Business Unit: BEIJ

DS-132 Document: NEXT

Asset Disposal Status: Pending

Approval Flow Status:

Report Request Parameters

Disposal Code: Sale - Replacement

Disposal Authority: Exchange/Sale

Send to ADG's Online Auction? ?

Submit

2. In one of the **Option** boxes, populate the fields with assets that should be included in the DS-132 document. **Click ADD**. When all assets are added, they will display in the Results table.

2

Building #:

Agency Code:

ADD

Option 3

Tag Number From: To:

From Serial ID: To:

VIN:

Option 4

Nonexpendable Shortage Assets Report Fiscal Year:

ADD

Select All Unselect All

Clear

3

Results

	Tag Number	Serial ID	VIN	Description
1	<input checked="" type="checkbox"/> AH8455W			MATTRESS, TWIN
2	<input checked="" type="checkbox"/> AH8455V			MATTRESS, TWIN
3	<input checked="" type="checkbox"/> AH8455U			MATTRESS, TWIN
4	<input checked="" type="checkbox"/> AH8455T			MATTRESS, TWIN
5	<input checked="" type="checkbox"/> AH8455S			MATTRESS, TWIN

Save Return to Search

3. Select the checkboxes to the left of each Tag Number in the Results table and **click Submit** at the top of the page.

4. When Submit is clicked, the **Auction Status** tab will display, the DS-132 will enter the Approval flow, and the Send to ADG's Online Auction? Checkbox will lock down to prevent sending Integration 1 again.

4

Property Disposal | Approvals | **Auction Status**

Report Manager | Process Monitor | Submit

Status: Queued

Business Unit: BEJI

DS-132 Document: BEJI200192

Status: Pending

Report Request Parameters

Disposal Code: Sale - Replacement

Disposal Authority: Exchange/Sale

Send to ADG's Online Auction? ?

5. Assets on the Auction Status tab will reflect either the "Sent" or "Failed" status. Assets in the "Failed" status will have a description of why the integration failed and have the ability to be removed from the DS-132 Document by unselecting the checkbox to the left of each asset.

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Datetime Sent	Tag Number	VIN	Description	Date Received	ADG Status	Status Details
<input checked="" type="checkbox"/>	08/11/2020 2:42PM	AH8455W	MATTRESS, TWIN	03/25/2018	Failed	TagNumber already uploaded in DS132 #BEJI200192
<input checked="" type="checkbox"/>	08/11/2020 2:42PM	AH8456D	RUG, OTHER, OVER 3 X 4 M	03/28/2018	Sent	
<input checked="" type="checkbox"/>	08/11/2020 2:42PM	AH8455X	RUG, OTHER, OVER 3 X 4 M	03/28/2018	Sent	

6. To initiate the second integration, click the **Request Online Auction Data** button. Assets will then be put into either "Auction Held Sold", "Auction Held Not Sold", or "Auction Not Held" status. Assets in the "Auction Held Not Sold" status can be removed from the DS-132 and added to another for entry into next auction.

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Property Disposal | Approvals | Auction Status

Report Manager | Process Monitor | Run

Status: Queued

Business Unit: BEJI

DS-132 Document: BEJI200193

Status: Pending

Request Online Auction Data

Select All | Unselect All

Results

	Datetime Sent	Tag Number	VIN	Description	Date Received	ADG Status
1	<input checked="" type="checkbox"/> 08/11/2020 2:42PM	AH8455X		RUG, OTHER, OVER 3 X 4 M	03/28/2018	Auction Held Not Sold
2	<input checked="" type="checkbox"/> 08/11/2020 2:42PM	AH8455Y		RUG, OTHER, OVER 3 X 4 M	03/28/2018	Auction Not Held
3	<input checked="" type="checkbox"/> 08/11/2020 2:42PM	AH8456A		RUG, OTHER, OVER 3 X 4 M	03/28/2018	Auction Held Sold

Helpful Tips

- ✓ A DS-132 cannot be complete until all Failed assets are removed from the document.
- ✓ In order to get an asset out of the "Auction Not Held" status the Request Online Auction Data button must be clicked again when auction has been held.
- ✓ Integration is complete once all assets are in the Auction Held Sold status, at this point, the user continues their typical Disposal process of the Sold assets.
- ✓ If your Business Unit is not part of the DS-132 Pilot module, the document will have a slightly different layout. Choose any Sale or Exchange Disposal Reason option to generate the Send to ADG's Online Auction? Field.

- For any ADG Online Auction support or questions please email adgsupport@fan.gov
- ILMS Helpdesk Support: 1-888-313-4567 or by visiting their Self Service in OpenNet at: <https://afsism.servicenow.com/ilms>