

## Quick Start Guide

### 1. Log In

Visit [plus.BidMed.com](https://plus.bidmed.com) and log in with your username and password. If you need assistance, please contact [developers@bidmed.com](mailto:developers@bidmed.com).

### 2. Begin Asset Disposition Form

Choose “Blank Asset Disposition Form” from the home screen, or “Blank Form” under “Disposition” in the main navigation sidebar.

### 3. Complete Disposition Details

**Choose the method of disposition** at the top of the form and fill in all required details. Entering the correct Biomed or Finance ID number will autocomplete item details for any asset in the system.

**Trade-in requests** require a trade-in credit be submitted with the form. Completion of this disposition form is mandatory for purchase approval of the new asset.

**Donation & scrap requests** require an FMV, so be sure to request this on the form. Specific details regarding the donation recipient, scrap vendor, or cost of removal can be added after the request is approved.

If you need help completing the form, watch the [Request Disposition video](#) in the Resource Library.

### 4. Check Request Status

Click “Search Disposition Forms” from your home screen, or “Dashboard” under “Disposition” in the main navigation sidebar.

You will also receive an email notification when your request is approved.

### 5. Are you an approver?

View pending requests on your Disposition Dashboard, or access approvals when you receive an email notification.

To learn more, watch the [Approve Disposition Requests video](#) in the Resource Library.

### 6. List on the Exchange

Once your request is approved for transfer or resale methods, you can list the item on BidMed’s Private or Public Exchange.

This can be completed through the approval email notification you receive, or directly through the Disposition Dashboard.

To learn more, watch the [Listing on the Exchange video](#) in the Resource Library.

### 7. Complete Removal

As soon as your request is approved for trade-in, donation, or scrap methods, you may proceed with disposing of the item.

For donation and scrap removals, you can return to the form and make updates regarding the donation recipient, scrap vendor, or cost of removal from your Disposition Dashboard.