

Bidding Instructions for Surplus Auction

Bidders must register or log in to place bids (Registration is free).

Click on any item of interest to view the details and pictures.

Note the item's location and terms before placing a bid.

Many sites do not ship and only accept cash or certified checks for payment.

Enter a bid in the box provided.

A bid may be the minimum bid as displayed below the bid box or it may be your maximum bid. The system will bid only as much of your maximum bid as is needed (see Maximum/Proxy Bid Rules below).

| | | |
|---|---|---|
| Bids: | 0 | Time Left: 28 day(s) 13 hour(s) 4 Minute(s) |
| Current Highest Bidder: | -- | Your Current Bid: -- |
| Current Bid: | -- | Your Maximum Bid: -- |
| Bid Increment: | \$1.00 | <i>You have not bid on this item.</i> |
| Enter the Minimum Bid or a Maximum/Proxy Bid. (Maximum/Proxy Bid Rules) | | <input type="button" value="Refresh Page"/> |
| \$ | <input type="text"/> | |
| | Minimum Bid: \$1.00 | |
| | <input type="button" value="Submit Bid"/> | |

Note the time remaining for the item auction and specific details of your last bid placed. You will see the user name of the Highest Bidder and the Bid Amount unless it is a silent auction.

Maximum/Proxy Bidding Rules

This feature automatically bids up to the maximum amount on the behalf of the buyer. By entering the maximum amount you are willing to pay for an item, the system will bid incrementally for you; until you are the highest bidder or your maximum amount has been reached. This means you don't have to continually check to see if you have been outbid.

How it works

1. When you place a bid, you may enter the maximum amount you are willing to pay for the item.
2. During the bidding process, your maximum/proxy amount is kept confidential from the seller and the other bidders.
3. The system will compare your bid to those of the other bidders.
4. The system places bids on your behalf, using only as much of your bid as is necessary to maintain your high bid position. This means you could pay significantly less than your maximum/proxy bid.
5. The system will bid up to your maximum amount.
6. If another bidder has a higher maximum/proxy bid, you are outbid. If no other bidder placed or places a higher bid, you will win the item.
7. If you and another bidder place the exact same maximum/proxy bid, the winner will be determined by whoever placed that bid first.
8. You may increase your maximum/proxy bid at anytime, even if you are already the highest bidder.

Note: A maximum/proxy bid is any bid that meets the minimum bid requirement and is equal to or higher than the next bid increment. Otherwise it will be treated as a straight bid. For example:

Minimum required bid = \$100.00
Bid increment = \$5.00

Any bid between \$100.00 and \$104.99 will result in a straight bid of that amount. Any bid of \$105.00 or higher will result in a bid of \$100.00 with the remainder held in reserve in the event you are outbid.

My Bids (Bid History)

Selecting 'Bid History' (also labeled 'My Bids' for some sites) from the Surplus Auction menu on the left side of the web page allows users to review and monitor all items they have bid on.



The Bid History screen below can be updated by clicking the Refresh button at any time. Use the Time Frame drop down to select only recent auctions or select 'All' auctions.

| Surplus Items I've Bid On | | | | | | | Time Frame: All |
|---------------------------|----------------|-----------------------------|-----------------------|---------|----------|--------|---------------------------------|
| Refresh | | | | | | | |
| Item ID | Item Reference | Item Name | End Date | My Bids | Top Bids | Detail | |
| 20766 | ESC020 | Trailer, Mobile Classroom | 11/18/2008 4:00:00 PM | | | | OUTBID Time Remaining |
| 20762 | ESC016 | Pentium IV Computer | 11/18/2008 4:00:00 PM | | | | Currently Top Bidder |
| 20765 | ESC019 | Stop Sign, Hand Held | 8/18/2008 4:00:00 PM | | | | OUTBID Auction Closed |
| 20764 | ESC018 | Balance Beam | 8/18/2008 4:00:00 PM | | | | WINNER! |
| 20763 | ESC017 | Lawnmower, Commercial grade | 8/18/2008 4:00:00 PM | | | | OUTBID Auction Closed |
| 20761 | ESC015 | DNA Sequencer | 8/18/2008 4:00:00 PM | | | | OUTBID Auction Closed |

The last column displays the auction status. There are four possibilities:

WINNER!

- Indicates you have won this specific auction. Click the green Detail button to review pickup and payment instructions and obtain the contact person information for this item.

NOTE: Although winners are notified automatically by email and every attempt is made to ensure the emails are delivered, occasionally they are not received or get accidentally misplaced by bidders. To ensure you receive your items and you are not accidentally defaulting on items, you should always check this screen for auctions you have won.

Currently Top Bidder

- Indicates the specific auction is still open and you have the highest bid at this moment. You may click the green Detail button to see the time remaining or increase your maximum bid for this item.

OUT BID
Time Remaining

- Indicates you have been outbid on this specific auction, but the auction has not yet closed. Click the green Detail button if you wish to review the bid details or place another bid.

OUT BID
Auction Closed

- Indicates the specific auction has closed and you were not the winner for this item.

Clicking on the green button in the 'My Bids' column displays all the bids you have placed for a specific auction. In the example below, the bidder placed five bids:

My Bids For Surplus Item: 400 Cafeteria Chairs

| Date Placed | Bid Amount | Proxy Amount |
|----------------------|------------|--------------|
| 7/22/2008 6:01:39 PM | \$45.00 | N/A |
| 7/22/2008 6:01:17 PM | \$35.00 | N/A |
| 7/22/2008 6:01:03 PM | \$30.00 | N/A |
| 7/22/2008 5:56:44 PM | \$15.00 | N/A |
| 7/22/2008 5:56:26 PM | \$10.00 | N/A |

Click on the green button in the 'Top Bids' column to display a list of the highest bids for an auction. The user names and bid amounts are also displayed. Note: For Silent Auctions, the Bid Amount field is left blank until the auction ends.

Top Bids: Water Fountain

| Date Placed | User Name | Bid Amount |
|----------------------|------------|------------|
| 7/25/2008 3:47:03 PM | jbaronek | \$9.00 |
| 7/25/2008 3:46:52 PM | lbidderman | \$6.00 |
| 7/25/2008 3:46:39 PM | jbaronek | \$5.00 |
| 7/25/2008 3:46:32 PM | lbidderman | \$4.00 |
| 7/25/2008 3:46:31 PM | jbaronek | \$4.00 |
| 7/25/2008 3:46:19 PM | lbidderman | \$3.00 |
| 7/25/2008 3:46:06 PM | jbaronek | \$2.00 |
| 7/25/2008 3:45:49 PM | lbidderman | \$1.00 |

Clicking on the green button in the 'Detail' column allows the bidder to go directly back to the auction for that item where they can view the current details and place additional bids if they desire.

Surplus Item: Water Fountain

Name: Water Fountain
End Date: 8/23/2008 2:00:00 PM EST
DB ItemID: 20358
Item Reference: S008

Bids: **8**
Current Highest Bidder: **jbaronek**
Current Bid: **\$9.00**
Bid Increment: **\$1.00**

Time Left: **28** day(s) **22** hour(s) **12** Minute(s)

Your Current Bid: **\$9.00**
Your Maximum Bid: **\$10.00**
You currently have the highest bid.

**Enter the Minimum Bid or
a Maximum/Proxy Bid.
(Maximum/Proxy Bid Rules)**

\$
Minimum Bid: \$10.00