

# **Online Auction Bidding Guide**

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### Site Navigation

- The Home Page lists all of The Branford Group's upcoming Auctions, as well as any open Private Treaty offerings.
- Upcoming Auctions are listed on the right-hand side of the page. Prior auctions are listed on the left.
- At the top-right of The Branford Group's website, you will see one of two options:
- Logged On You must be logged on to bid!
  - The "My Auctions" page offers information about auctions you are currently Registered for. It also allows access to your Watch List and Bidding History.
  - My Profile allows you to update your account information, including Address, Contact Information, and Password.
- Logged Off
  - New Users may click "Create Account" to get started.
  - Returning users can click Login.
  - Returning users can have a **Password reset link** sent to their e-mail address on file from the **Login** screen.
- Each Auction will have its own **Details** page as soon as it is listed. **Registration** and **Lot Catalog** will be posted as soon as they are available. The **Details** page is covered on the next slide.



#### Today! Monday, November 28, 2016 9:00 AM (Eastern)



#### GE Appliances [Online]

COMPLETE CLOSURE OF A ONE MILLION Sq. Ft. REFRIGERATOR MANUFACTURER Injection Molding, Extrusion, Stamping Press Lines, Roll Forming Lines, Powder Coating, Tool Rooms, Maintenance and Support Equipment; Over 2000 Lots! Bloomington, IN

#### DETAILS CATALOG REGISTER

### **Pre-Auction Check-List**

- Review Sale Details
  - Sales Tax Rates and Exemptions
  - Removal Contacts and Deadlines
    - BUYERS MUST REMOVE THEIR OWN ITEMS
    - Bidders may pick up their items personally or through third party
    - Bidders may request a firm provide an estimate prior to bidding
    - Riggers who have provided TBG with their Insurance Certificates may be listed under Tax/Removal, please see our website for more information.
  - Auctioneer's Terms and Conditions
  - Buyers' Premium
  - Contacts
  - Documents Credit Card Authorization, Agent Release, Rigger Insurance Form, and More
- **Register** to Bid
  - Please Register early. While there is not a deadline to register, bidders cannot place bids before being approved.
  - Auctioneer may require a deposit in order to bid.
  - Approval may take up to one business day.
- Inspection
  - All items are sold on an As-Is, Where-Is basis, and all Sales are Final, so please be sure you're satisfied with the item before you bid.



Removal begins Monday, Dec. 5th, ending Tuesday, Dec. 20th, 8am to 4pm Monday through Friday, No exceptions



## **Auction Catalog Browsing**

- You may reach the Lot Catalog by clicking "Catalog" on the front page next to an upcoming Auction, or "Lot Catalog" from within the Auction Details page.
- You will see each item, sorted by Lot Number (by default), alongside a picture, a Description, and the Location (City) the item is located at.
- A bidder may filter the Lot Catalog to only show lots that meet a certain criteria within the interface above the Catalog.
- A bidder may change the way the Lot Catalog is sorted by clicking on the header of the Lot Catalog.
- By clicking on a Lot's photo, you may find several additional photos for that lot, including alternate angles *\** and additional components, depending on the piece.
- A Registered and Approved Bidder may add items to a Watch List. This will allow you to easily find these items later.





# Auction Bidding

- Once the Auction opens, from the Sale Details page, click "Bid Now" to reach the Bidding System.
- First, Enter your Bid Amount within the bidding box Once your bid has been entered, simply click "Submit Bids", then follow the confirmation screen to confirm your bid.
- Tips:
  - The Browsing, Sorting, and Filtering features within the Lot Catalog are available here.
  - You may bid on multiple items at once.
  - The Bidding Text Box is pictured within a green circle. Enter your Bid Amount in this empty field.
  - Bids must be higher than the "Next Required Bid" and must be placed before the timer hits 0:00:00.
  - Please enter whole currency amounts only- no change.





### Auction Bidding (Advanced)

#### • Max Bid:

- Bidder may place a bid higher than the minimum required bid.
- Maximum Bids allow a bidder to automatically bid against future bidders, up to the Max bid.
- The recognized bid is the minimum bid against the next-highest bidder, up to the Max Bid.
- Re-Bid
  - If a bid is placed on an item, and the leading bidder has a Max Bid, a message will be displayed at the confirmation screen.
  - Buyers have the ability to increase their bid if desired.
- Updated Bids
  - New bids are reflected on bidders' web browsers as they come in.
  - Bidders are notified by e-mail when outbid on a lot.
  - Bidders who are experiencing difficulty with this feature may need to refresh their screen every 2-3 minutes for the latest information.
- Item Closing
  - Each item in the auction is scheduled to close individually.
  - If a bid is placed with five minutes of an items' closing, the timer is reset to five minutes. This will repeat until no new bids have been placed for five minutes.

Filter and	Sort Auction Ite	ems							
Show Only Show Only Show Only Show Only Filter With S	Items I'm Bidding On Items I'm Watching Lots With Bids Lots Without Bids elected Options	Filter By Selected Loca Show Only Completed Hide All Completed Ite	tion Items ms	Search Lots					1 2 3 4 Next F
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Lot •	Photo	Description Honda Model FL6555 Woodhaven, MI 4818	Tractor, Located at 2075	55 West Road,	Location Woodhaven, MI	17	Current Price \$1,706.00	Make Bid Next Requirec \$1,806.00	I Bid: 00:01:14 Refresh Extended it Bids
								Add to W	atchlist
33		1990 Vessel #318 - N Located: 965 N. Cour	at'l. Board Num. 3223 A ty Rd. 610 E. Tuscola, I	ctual Size Unknown, L 61953	Tuscola, IL	0	\$250.00	Bidding for th ended.	is lot has
34		FMC Technologies, T Located: 965 N. Cour	TS 700 MicroLoad Mode ty Rd. 610 E. Tuscola, I	I # ML-XP-STD-1, L 61953	Tuscola, IL	0	\$100.00	Bidding for th ended.	is lot has
35		John Deere Tractor, N Hours, Located at 860	1odel 950, VIN# W00423 10 W, 71st Street, Bedfor	IX012009, 2735 rd Park, IL	Bedford Park, IL	13	\$3,750.00	Next Required \$3,850.00 Subm Add to W	l Bid: 00:00:47 Refresh it Bids atchlist
36		John Deere, Model 5( 71st Street, Bedford P	16 Brush Hog Attachmen Park, IL	it, Located at 8600 W,	Bedford Park, IL	2	\$250.00	Next Required \$275.00	Bid: 00:01:40 Refresh Extended it Bids atchlist
37		2013 A.R.E. CX Bed	Cap. For 6.5' Bed, was i	used for 2013 Chevy	Bedford Park, IL	0	\$25.00		



### Following the Auction

- Successful Bidders will receive an e-mail with instructions and the invoice shortly after the final lot has closed.
  - All Instructions for Payment and Removal are enclosed within the e-mail.
  - Please check your junk mail folder if you have trouble finding your invoice.
- For reference, bidders may review any previously placed bids in the My Bids section at the top of the screen.