AuctionsPlus
The Digital Ag Market

Listing Portal Machinery Manual

www.auctionsplus.com.au

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About this Manual

The Listings Portal (LP) is a new feature of the AuctionsPlus website which allows users to take ownership of data entry and manage their own (described) listings. Following the instructions of this manual will ensure a seamless transition to managing your own auctions and listings.

Listings Portal – what is it?

The Listings Portal is the depository for listing information of "described" lots, as opposed to "assessed lots". Think of Assessment Entry being designed for and dedicated to anything which is assessed by an accredited assessor. By contrast, Listings Portal has been designed for and dedicated to machinery brokers, agents and administration staff of commodities which don't require assessments.

Listings Portal – why did we build it?

1 We have created a new product in the form of 'other' sales and expanded beyond assessed livestock.

2 To meet the needs of these customers who have asked for greater control and ownership over their data entry and sale builds.

Our 'described' or other lots have grown enormously in the last 12 months, with growth exceeding 152% across sales such a machinery, equine and dog sales. Special sales are an enormous part of our business and our goal is to provide efficient and easy to use data entry solutions to all users who list, not only livestock assessors. assessments.

Before you commence

The following serves to ensure you are able to enter your information as efficiently as possible

1 Google chrome is the preferred internet browser

2 Save any/all excel documents to your desktop for ease of access

3 Appropriately name your photographs in one of two ways & save to your desktop

- Via 'order number' eg. 1.1, 1.2, 1.3
- Via 'Lot Identifier' eg Lot 1.1, Lot 1.2, Lot 1.3

4 Videos require a URL link, so have these available in an excel

5 PDF any supporting files

Who is this manual designed for?

Machinery brokers, agents, support staff or nominated and approved vendors will benefit from this User Manual.

Who should I contact if I have issues with uploading information?

Your nominated Market Operator will happily assist you with any enquiries. There contact details can be found on the introductory email contact the AuctionsPlus Office on (02) 9262 4222.

FAQ – key summary of troubleshooting points, machinery specific

Your nominated Market Operator will happily assist you with any enquiries. There contact details can be found on the introductory email contact the AuctionsPlus Office on (02) 9262 4222.

- Mandatory fields are indicated by bold text in the template

- Blue fields indicate a drop down box with a list of values (you must select from the list)

- If the cell is both blue and bold, it is both mandatory and the field must be selected from a drop down

- If a lot is withdrawn, enter 'Withdrawn' as the lot title and description

- If you have to update a single listing, Withdraw the sale, unpublish the individual listing, save and re-publish.

- If you have to make mass changes to the catalogue, withdraw the catalogue, unpublish all lots. Make amendments to the CSV, reupload, re-publish and save.

- To delete all photos/media, select the garbage bin when in the dashboard (screenshot)

- To reorder the listings or add a new lot into a particular spot within the sale order:

1 Select all lots

2 Download

3 From the downloaded CSV, re-order the lots and bulk update them

- Links may be uploaded even after the auction is catalogued, using bulk upload. Ensure it is in is formatted as the following: Lot Identifier/Title/URL or Order #/ Title/URL

Guide: How to Enter a Listing

Creating your CSV

You can enter your sale information either individually, or via a bulk upload, whereby an excel spreadsheet is uploaded.

1 Go to your Dashboard – if no listings have been added to your sale yet, your sale will not appear here yet.

2 Click the green 'Add new listing'. This will show all auctions; those with and without listings allocated will all be listed

3 Click on 'Add new listing'

4 Select from 'Add new listing' or 'Bulk upload tool' – the latter to be selected if a CSV has been provided.

5 Add New Listing - adding a lot 1 by 1, fields with an * are mandatory

Title & Description

- Lot Identifier* - eg, Lot 1
- Title* - eg, Allbulk Cattle Feeder
- Summary* - details about the lot

Details

- New/ Used* - select from the drop down
- Category* - select from the drop down
- Type* - Type the first 3 letters to find your selections, this will be based on the Category you selected.
- Sub Type - Type the first 3 letters to find your selections, this will be based on the Type you have selected
- State* - select from the drop down
- Town* - you can search via town name or postcode, this will be based on the State you have selected.
- Make - Type the first 3 letters to find your selections, this will be the brand of the item eg, John Deere
- Model - Type the first 3 letters to find your selections, this will be based on the "make" you choose.
- Year - the year the item was produced
- Hours - the number of hours registered on the item
- VIN - Vehicle Identification Number
- Registration - the registration number of the vehicle (anything that can be registered / roadworthy)
- Odometer – how many kms have been registered

Comments

- Full Description
- Inspection

Delivery

- GST Registered* - Are you GST registered as a company? Yes or No.

- Earliest Delivery Date

- Latest Delivery Date

- Delivery Points & Notes – Add your preferred delivery point and any associated comments, by which all bidders are bound.

  For example: eg, Collection of items will be available once payment has been made in full and appears in the nominated bank account, by appointment only.

- Trading Terms* - Add your preferred trading terms, by which all bidders are bound.

  For example: 2% + GST Buyers Premium on all Lots. Successful bidders will be invoiced by email on the next day after sale conclusion. Please ensure full trading details are supplied. Payment must be finalised within 5 days of the date of the invoice.

- Vendor Disclaimer / Warranty

Contact Details

- Agent Usercode – This is where the invoice will be sent.

- Entry Usercode – This will be the usercode of the best agent contact for the sale.

Prices

- Bid Type* - will always be "Each"

- Starting Bid

- Bid Increment - typically a minimum of $5 for items valued <$100,

- Reserve Price – if a SEQ (sequential sale) sale this will be $0, but if SIM (simulatenous) the reserve must be greater than the Starting bid and 'land on'

Click Save - this will then enable Media to be uploaded for your lot.

- Photos - drag and drop the photos or select them through your computer. They do not have to named in a certain way. Once the photos are uploaded you can drag an drop them into order.

- Videos - Grab the URL from Youtube and the Title will be the lot title

- Documents – drag and drop files here, they can only be .pdf files
  **Note: the name of the file will be shown, if you need to edit this you can once the file has been uploaded.

- Links – Title would be title of the lot then grab the URL you wish to link to.

- Logo – will be the logo of the vendor or selling agent.

6 Select from Preview, Save or Publish

Bulk Upload - Machinery

1 Ensure sale is booked in correctly: the 'Other' Commodity is selected, auction managers (Selling Agent, Vendor, Market Operator building sale) are nominated, FLT enabled and the Machinery commodity schema is ticked.

2 If CSV has been provided by the customer or the catalogue is available for download online, click Bulk upload tool.

- Click "Bulk upload tool"

- Click "Download Template" – top right hand corner of the pop up

- Enable Editing

- Enable Content

- Any bold column headings are the mandatory fields.

  - ○ Listing Id – leave this blank.

  - ○ Lot Identifier* – eg, Lot 1.

  - ○ Title* - Allbulk Cattle Feeder.

  - ○ Summary* – comments on the lot.

  - ○ New/ Used* - select from the drop down.

  - ○ Category* - select from the drop down.

  - ○ Type* – options available will be based on what category you select.

  - ○ Sub Type – options available will be based on what category you select.

  - ○ State* – select from the drop down.

  - ○ Town* – to be select from the drop down, searchable by typing 3 letters. NB you can grab & drag the cell to fill in multiple cells. Please take note that postcode doesn't culminate (you may have to fill in the drop down for 3 cells, highlight all three and then drag).

  - ○ Make - Type the first 3 letters to find your selections, this will be the brand of the item. eg, John Deere.

  - ○ Model - Type the first 3 letters to find your selections, this will be based on the Make you select.

  - ○ Year – the production year of the item.

  - ○ Hours – the number of hours registered on the item.

  - ○ VIN – Vehicle Identification Number.

  - ○ Registration - the registration number of the vehicle (anything that can be registered / roadworthy).

  - ○ Odometer - how many kms have been registered.

  - ○ Full Description

  - ○ Inspection

  - ○ GST Registered - you will need to contact the vendor or the selling agent will know. This is if GST will be added to the purchase price of the item.

  - ○ Earliest Delivery

  - ○ Latest Delivery

- ○ Delivery Point & Notes – eg, Collection of items will be available once payment has been made in full and appears in the nominated bank account, by appointment only.
- ○ Trading Terms - 2% + GST Buyers Premium on all Lots. Successful bidders will be invoiced by email on the next day after sale conclusion. Please ensure full trading details are supplied. Payment must be finalised within 5 days of the date of the invoice.
- ○ Vendor Disclaimer / Warranty
- ○ Agent Usercode – This is where the invoice will be sent.
- ○ Entry Usercode – This will be the usercode of the best agent contact for the sale.
- ○ Bid Type – will always be "each"
- ○ Starting Bid – for a SEQ sale this will be the reserve price
- ○ Bid Increment
- ○ Reserve Price – if a SEQ sale this will be $0
- ○ Youtube Links - URL links
- ● Once all the mandatory fields have been completed, you can now upload your file.
- ● Uploading Photos – photos can be named by "Order Number" or "Lot Identifier"
  - ○ Order No – eg 1.1, 1.2, 1.3
  - ○ Lot Identifier – eg Lot 1.1, Lot 1.2, Lot 1.3
- ● Uploading Documents- documents can be named by "Order Number or "Lot Identifier"
  - ○ Order No – eg 1.1, 1.2, 1.3
  - ○ Lot Identifier – eg Lot 1.1, Lot 1.2, Lot 1.3
- ● Uploading Videos - video can be uploaded by their "Order Number" or "Lot Identifier"
  - ○ Order
    - ● Download the template
    - ● Complete the order column, 1 2 3 and so on
    - ● Title of the lot
    - ● URL of the Youtube link
    - ● If there are multiple videos, link will need to be separated by a ||
  - ○ Lot Identifier
    - ● Download the template
    - ● Enter in the Lot Identifier eg Lot 1
    - ● Title of the lot
    - ● URL of the Youtube link
    - ● If there are multiple videos, link will need to be separated by a ||
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    - ● URL of the Youtube link
    - ● If there are multiple videos, link will need to be separated by a ||

Building the Sale

1   Before starting the sale build you will need to ensure that all listing for the sale have been published.

     ● This can be easily done through "Publish All"   `⇗ Publish All`

2   Once you have added and published all of your lots to the sale click "View Catalogue"

3   Click "Admin"   `👁 View Catalogue`

4   Click "Build Auction" – this will take you through to Assessment Entry

5   Click "Start Build Auction"

     ● Once you start the build – no further changes can be made to the listings

     ● You will notice that there is now a new button "Auction Listings"   `Auctions Listings (1)`

6   Click "Auction Listings"

7   Select the first listing – hold shift & scroll to the bottom – select the last listing.

8   Right Click and Click "Add to this Auction"

     ● All lots will transfer to the bottom section

9   Put a 1 as the 1st lot #

10   Ensure all of your lots are in order.

11   Click the green "Pre Release Build" button.

12   Click the green "View Catalogue" button.

13   Click the "Admin" button.

14   Release Auction.

Understanding Error Codes During the Schema Upload

When uploading the CSV, an error will flag if there's an issue. The below explains what each error means and what needs to be rectified in order to fix it and upload the CSV

<i> - the Row number where the error occurred in validation. The row number will always be +1 of the csv row as it will not include the Row Header

<ColumnName> - the column header name where the error occurred in validation.

Error Messages:

"No valid auction listings found." **>** The uploaded file does not contain the specific worksheet to be uploaded. Please make sure the uploaded csv is up to date.

"Row <i>: Details Required: <ColumnName>" **>** The cell in the said row i and column is required/mandatory

"Row <i>: Number cannot be zero: <ColumnName>" **>** The cell in the said row i and column must have a value of more than zero.

"Row <i>: Lot identifier is not provided." **>** Lot identifier of the said row i is mandatory/required.

"Row <i>: Lot identifier duplicate in uploaded auction listings." **>** Lot identifier of the said row i is already in used on other lots added in csv.

"Row <i>: Lot identifier already used in the auction." **>** Lot identifier of the said row i is already in used on existing lots of the auction.

"Row <i>: Invalid Youtube Url provided." **>** Youtube link provided is invalid for the said row i.

"Row <i>: <ColumnName>: Input string was not in correct format." **>** Invalid value entered on the said row i and column.

End