

## How to List in AuctionsPlus Multi-Vendor Machinery Auction

The AuctionsPlus Multi-Vendor Machinery Auction is a fortnightly Auction which will run from the Monday 12pm – Thursday 4pm.

Head to the AuctionsPlus Multi-Vendor Machinery Auction which you wish to list an Item in.

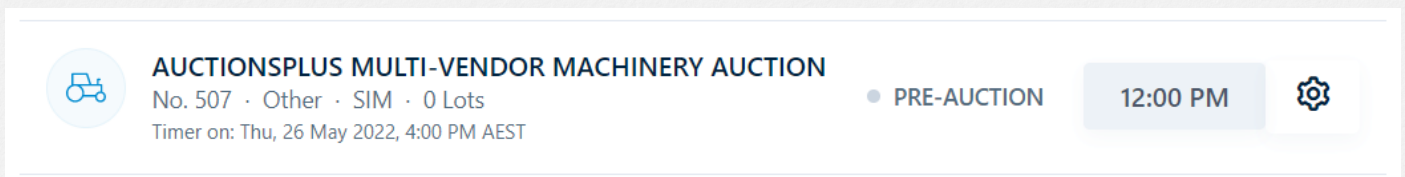
Click on the Sale to open the sale Catalogue. See example below;



A screenshot of the AuctionsPlus Multi-Vendor Machinery Auction interface. On the left, there is a circular icon containing a tractor. To its right, the text reads: "AUCTIONSPLUS MULTI-VENDOR MACHINERY AUCTION", "No. 507 · Other · SIM · 0 Lots", and "Timer on: Thu, 26 May 2022, 4:00 PM AEST". Further right, there is a "PRE-AUCTION" status indicator, a "12:00 PM" time display, and a gear icon for settings.

### Account not as a Field Manager

If you are not logged in, or do not have access to List items in the Auction, your webpage will present as below:



A screenshot of the AuctionsPlus Multi-Vendor Machinery Auction interface, identical to the one above. It shows the auction title, details, timer, and navigation options.

- If your Account appears the same as above, please contact AuctionsPlus on (02) 9262 4222 where a Market Operations Team Member will be able to check / upgrade your account to a Field Manager.
- To be upgraded to a Field Manager you are required to be one of the following;
  - o Livestock Agent
  - o Real Estate Agent
  - o Machinery Dealership

If you are not one of the above, you will need to get in contact with your nearest livestock or real estate agent, or machinery dealership. You can find a local livestock agent [here](#).


## Account as a Field Manager

If your Account has access as a Field Manager - to List in the Auction, your Catalogue of the Auction will present as below – Click on the blue tab ‘ADD NEW LISTING’ to Open the Listings Portal.



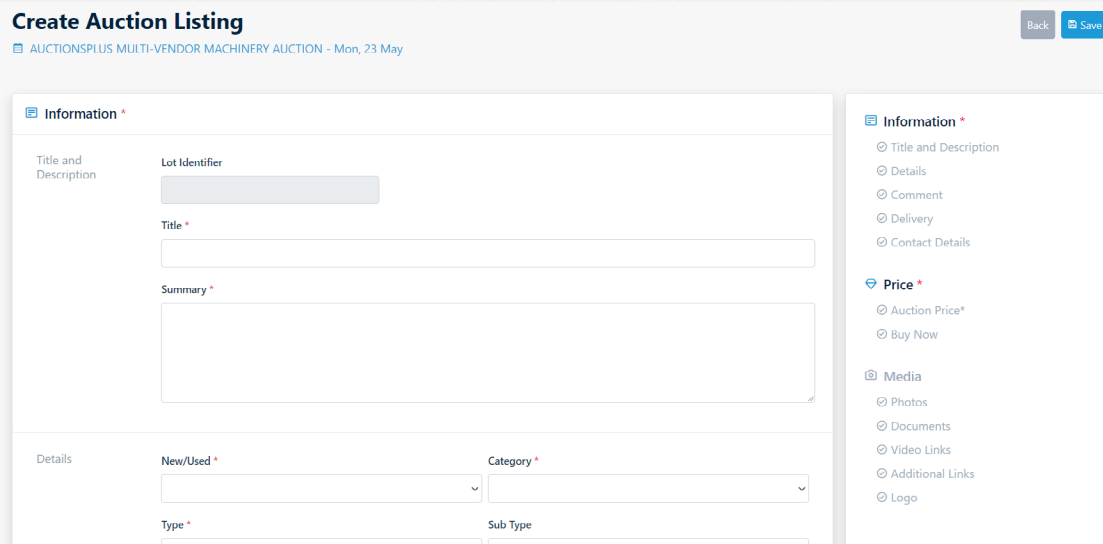
The screenshot shows a header for an auction. On the left is a circular icon with a tractor. The main text reads: "AUCTIONSPLUS MULTI-VENDOR MACHINERY AUCTION", "No. 507 · Other · SIM · 0 Lots", and "Timer on: Thu, 26 May 2022, 4:00 PM AEST". To the right, there is a "PRE-AUCTION" status indicator, a "12:00 PM" time indicator, and a gear icon for settings.

You will be redirected to the AuctionsPlus Listing Portal which will look as below;



The screenshot shows a breadcrumb trail: "Home > Auctions > Machinery > Auctionsplus Multi-Vendor Machinery Auction". Below this is the title "AUCTIONSPLUS MULTI-VENDOR MACHINERY AUCTION" and a "18 days" timer. The auction details are: "No. 507 · Machinery · SIM · 0 lots". A date and time selector shows "Mon, 23 May 2022, 12:00 PM (SYD, NSW) AEST" with a "Timer on: Thu, 26 May 2022, 4:00 PM AEST". Other time zones listed are: "WA 10:00 AM · NT 11:30 AM · QLD 12:00 PM · SA 11:30 AM" and "WA 2:00 PM · NT 3:30 PM · QLD 4:00 PM · SA 3:30 PM".

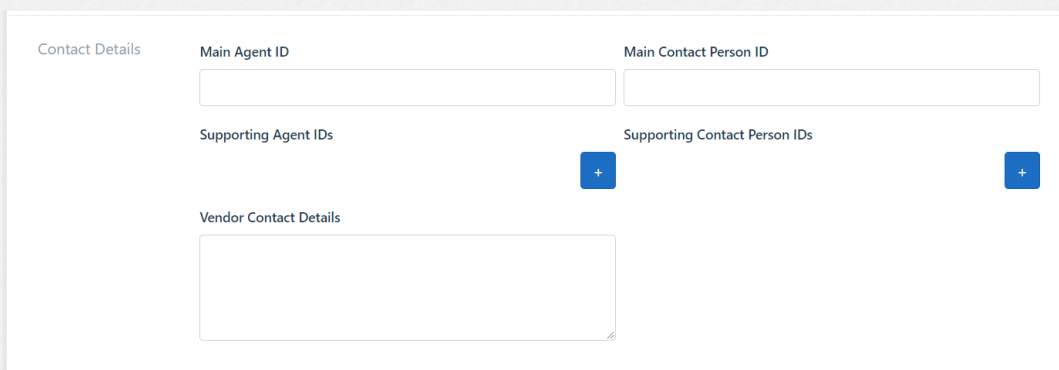
To add a new Listing in the Auction, Press ‘Add New Listing’ – the below page will appear:



Please make sure you have information in the fields where red asterisks \* appear, otherwise you will not be able to save your Listing. There are additional fields you are welcome to fill out if you would like to add extra detail to your Listing.

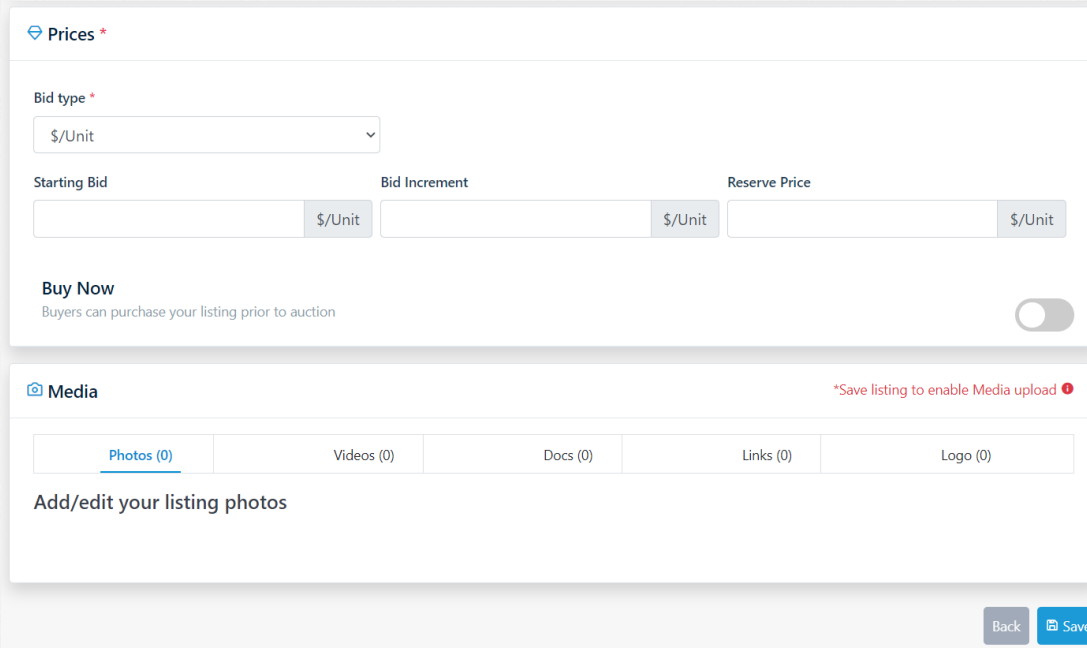
**PLEASE NOTE:** You will also be required to add in the Contact Details – Main Agent ID and the Main Contact Person ID if you are not the main selling contact for the lot. If you do not complete these fields, the listing will auto-generate your contact details – name and phone number and email address.

- o Your Main Agent ID will be the ID number of your Agency Branch & the Contact Person ID will be your AuctionsPlus ID number.
- o If you would like there to be more than one Agent as the Contact for the Listing, you will also require their ID number as well as their Agency Branch ID number.



If you have questions about this section, please contact the Office. They will be able to provide you with any ID numbers.

Once you have completed all Fields in the Listing Entry – the bottom of your screen will appear as show below;

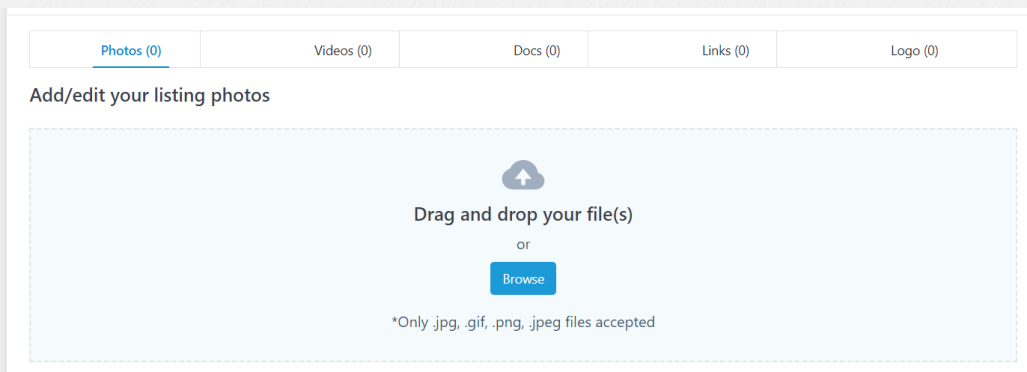


The screenshot shows the 'Prices' section with a 'Bid type' dropdown set to '\$/Unit'. Below it are three input fields for 'Starting Bid', 'Bid Increment', and 'Reserve Price', each with a '\$/Unit' unit selector. A 'Buy Now' toggle is currently off. The 'Media' section below has a red warning message: '\*Save listing to enable Media upload'. It contains five tabs: 'Photos (0)', 'Videos (0)', 'Docs (0)', 'Links (0)', and 'Logo (0)'. Below the tabs is the text 'Add/edit your listing photos'. At the bottom right of the form are 'Back' and 'Save' buttons.

**PLEASE NOTE:** *If you are selecting multiple items in the one listing, select the bid type as '\$/Unit' rather than '\$/Lot'. For added clarity, it is a good idea to include in description as well. For example, If you are selling Sheep Panels, the description could state 'Will be Sold individually' OR 'Will be sold all together'*

Once you have Saved the Listing, scroll to the bottom of your page to Add Media into the Listing.

If you have Multiple Photos to add into the listing, you will be able to bulk upload straight into the listing by browsing your saved files on your computer, as shown below;



The screenshot shows the 'Media' section with the 'Photos (0)' tab selected. Below the tabs is the text 'Add/edit your listing photos'. A large dashed box contains a cloud upload icon, the text 'Drag and drop your file(s)', 'or', and a blue 'Browse' button. At the bottom of the dashed box is the text '\*Only .jpg, .gif, .png, .jpeg files accepted'.

Once you press save your listing will appear as shown in the example below;

No. 507 **AUCTIONSPLUS MULTI-VENDOR MACHINERY AUCTION** 1 [View Catalogue](#) [Publish All](#)

Mon, 23 May 2022, 12:00 PM (SYD) (QLD 12:00 PM . SA 11:30 AM . WA 10:00 AM . NT 11:30 AM) [Add New Listing](#) [Bulk Upload](#) [Import External Data](#) [Delete all Media](#)

<input type="checkbox"/>	Order#	Lot Identifier	Listing Id	Title	Price	Details	Attachments	Status
<input type="checkbox"/>	1	298733	298733	New Holland T5.115 tractor		Agriculture Tractor ALLORA, QLD 4362		Unpublished <a href="#">Actions</a>

Once you are happy with your Listing, you can publish the Listing so it will appear in the Auction Catalogue.

To publish lots individually, press 'Actions', the below will appear where you press 'Publish':

Unpublished [Actions](#)

- [Edit](#)
- [Preview](#)
- [Publish](#)
- [Copy](#)
- [Move](#)
- [Download](#)

If you have multiple lots to add into the Auction and would like to publish them all together, In the top right hand corner of the Listings Portal Press 'Publish All', as shown below:

No. 507 **AUCTIONSPLUS MULTI-VENDOR MACHINERY AUCTION** 1 [View Catalogue](#) [Publish All](#)

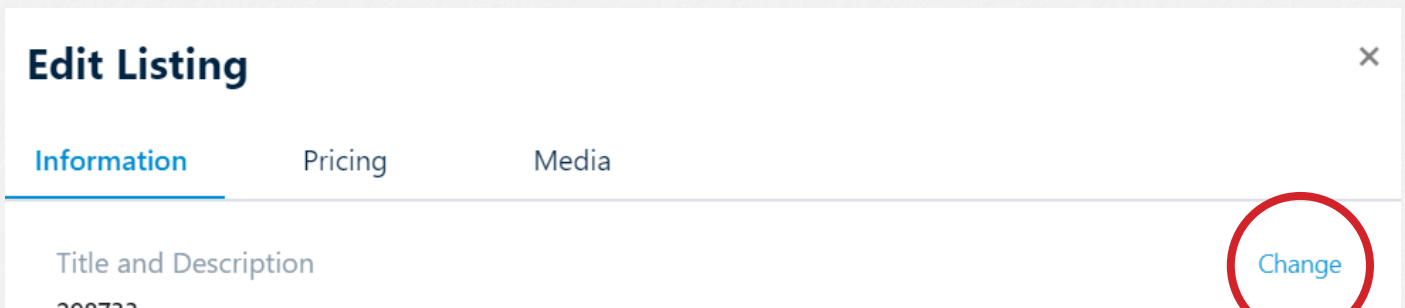
Mon, 23 May 2022, 12:00 PM (SYD) (QLD 12:00 PM . SA 11:30 AM . WA 10:00 AM . NT 11:30 AM) [Add New Listing](#) [Bulk Upload](#) [Import External Data](#) [Delete all Media](#)

This will publish all your listings that you have added into the Catalogue which you are able to view by pressing 'View Catalogue'.

## MAKING EDITS TO THE CATALOGUE

You can make individual edits to the catalogue before the sale has been loaded, at which point it is too late. Once the sale is catalogued by the AuctionsPlus Rep in charge of your sale, you will no longer be able to make any edits until they can withdraw the catalogue for you.

Until then, in order to make edits you need to go to the individual lot and hit the red unpublish button. You will then be given the option to change details using the change button.



**Edit Listing** ×

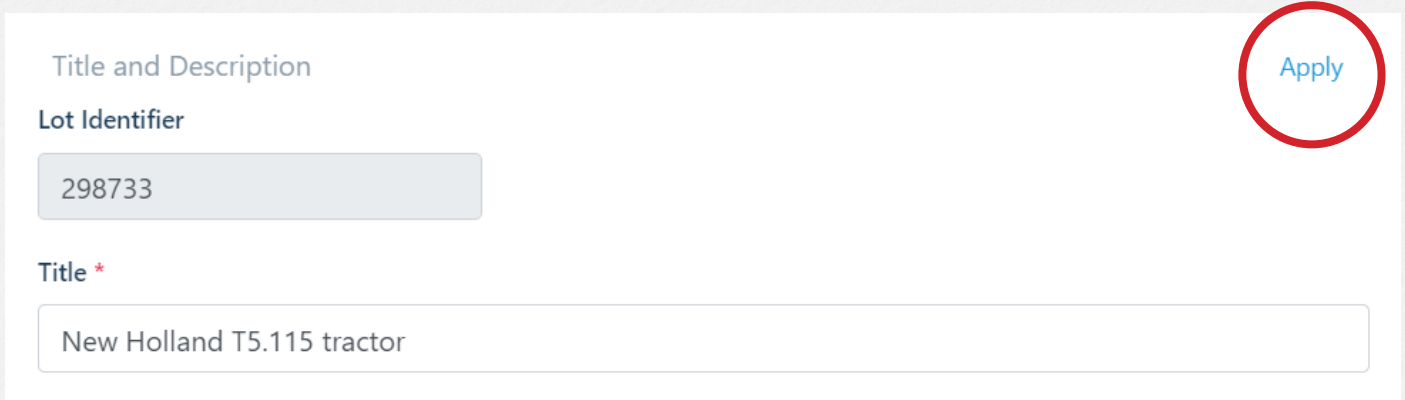
Information Pricing Media

Title and Description

298733

Change

Once you have made the required edits, you will need to hit apply.



Title and Description

Lot Identifier

298733

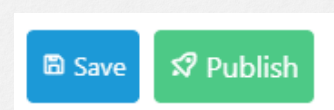
Title \*

New Holland T5.115 tractor

Apply

Once your changes have been applied, you will then need to press 'save' followed by 'publish'. It is a good process to then check that the edit has been saved properly.

If you do not publish your lot, it will not be seen in the catalogue and may not be included in the sale when it is catalogued.





**Please Note:** *you will not receive a catalogue lot number until the sale is built the Friday before the sale commences.*

*There will be no more edits made from Friday 12pm – please ensure you are happy with your listings by this time. After this point if you aren't happy with the details we can either add a lot message or withdraw the lot and list in the following weeks sale.*

*Once the sale has been catalogued you will receive a lot number within the catalogue.*

**If you have any questions please email  
[machinery@auctionsplus.com.au](mailto:machinery@auctionsplus.com.au)**

**OR**

**Call the Office - (02) 9262 4222**