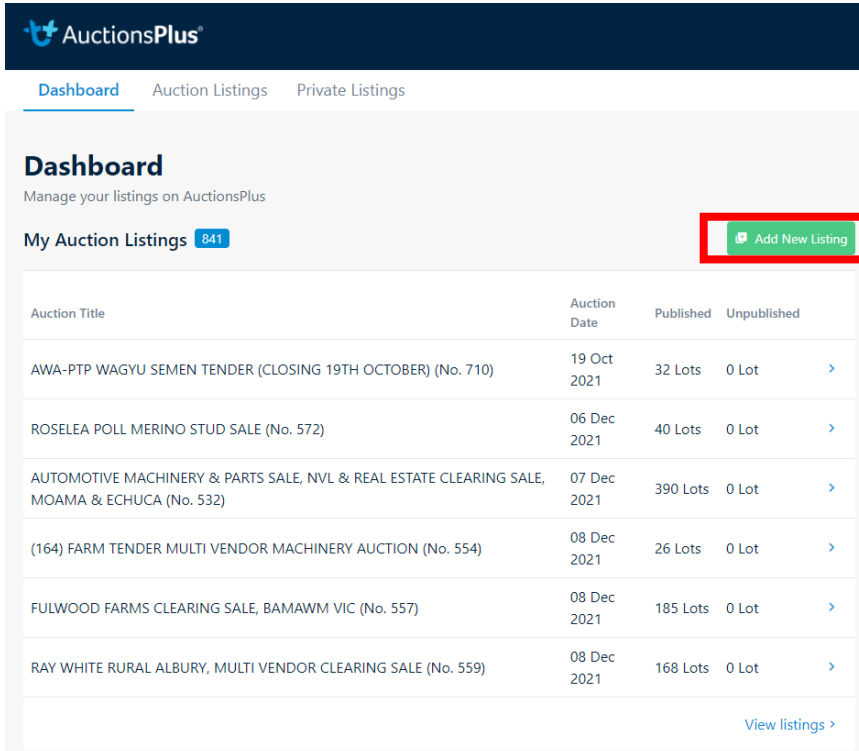


Head to listings.auctionsplus.com.au to access the Listings Portal. If you do not have access, please contact AuctionsPlus on (02) 9262 4222 to ensure that you are set up to use the Listings Portal. Once there, press the green “Add New Listing” button.



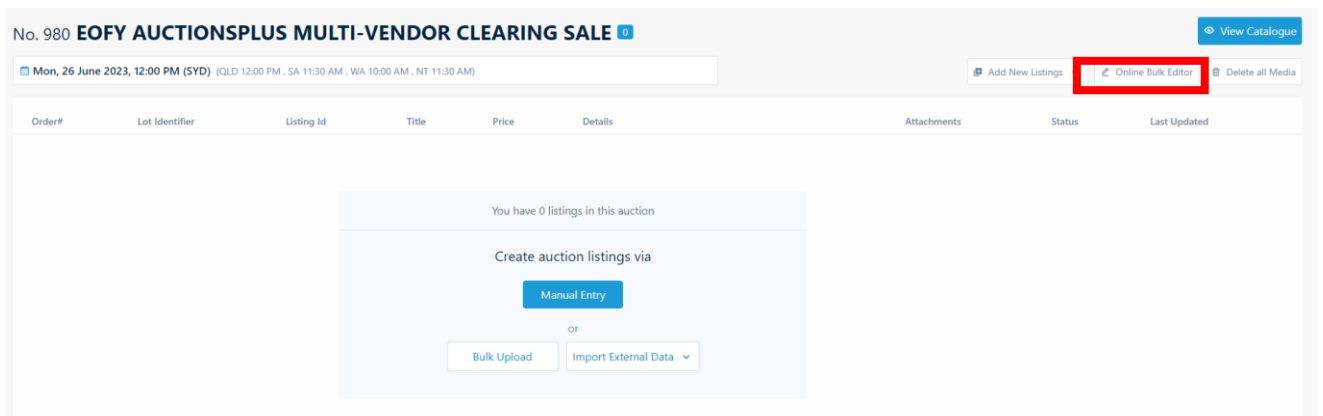
The screenshot shows the AuctionsPlus Dashboard. At the top, there are navigation links for 'Dashboard', 'Auction Listings', and 'Private Listings'. Below this, the 'Dashboard' title is followed by the text 'Manage your listings on AuctionsPlus'. A section titled 'My Auction Listings' shows a count of 841 listings. A green button labeled 'Add New Listing' is highlighted with a red box. Below this is a table of auction listings with columns for 'Auction Title', 'Auction Date', 'Published', and 'Unpublished'. The table contains several rows of auction data, including 'AWA-PTP WAGYU SEMEN TENDER (CLOSING 19TH OCTOBER) (No. 710)', 'ROSELEA POLL MERINO STUD SALE (No. 572)', 'AUTOMOTIVE MACHINERY & PARTS SALE, NVL & REAL ESTATE CLEARING SALE, MOAMA & ECHUCA (No. 532)', '(164) FARM TENDER MULTI VENDOR MACHINERY AUCTION (No. 554)', 'FULWOOD FARMS CLEARING SALE, BAMAWM VIC (No. 557)', and 'RAY WHITE RURAL ALBURY, MULTI VENDOR CLEARING SALE (No. 559)'. A 'View listings >' link is located at the bottom right of the table.

Once you have clicked on that, search for your sale in the list that appears.

- If your sale doesn't pop up, please contact AuctionsPlus on (02) 9262 4222 to ensure that you are set up to upload information to your sale.

Press on the white “Online Bulk Editor” button next to the title of your auction.

When you press that button, you should see the below screen;



The screenshot shows the AuctionsPlus interface for a specific auction titled 'No. 980 EOFY AUCTIONSPLUS MULTI-VENDOR CLEARING SALE'. The interface includes a 'View Catalogue' button in the top right corner. Below the title, there is a date and time selector for 'Mon, 26 June 2023, 12:00 PM (SYD)'. A navigation bar contains three buttons: 'Add New Listings', 'Online Bulk Editor' (highlighted with a red box), and 'Delete all Media'. Below this is a table with columns for 'Order#', 'Lot Identifier', 'Listing Id', 'Title', 'Price', 'Details', 'Attachments', 'Status', and 'Last Updated'. The table is currently empty, and a message states 'You have 0 listings in this auction'. Below the message, there is a section titled 'Create auction listings via' with three options: 'Manual Entry', 'Bulk Upload', and 'Import External Data'.

Once all the required information has been inserted, Press Save. Anything that is missing from a required field will pop up as red with 'errors' and will show what needs to be fixed for the listings to be saved. **Please Note: Any Title with a red * are REQUIRED fields.**

"Lot Identifier" must also be filled in.

Bulk Editor 10 Successfully saved Back Save Publish All

No. 152 MACHINERY TEST AUCTION - Fri, 10 Mar 2023

Category: Machinery ↕ Refresh ↻ Add New Listings Tools Search 1 - 10 of 38

Listing Id	Lot Identifier	Title *	Summary *	New/Used *	Category *	Type *	Sub Type	State *	Town *
2	45277	Fencing Posts	50 x Fencing Posts	Used	Agriculture	Fencing	Post	New South Wales	DUBBO, NSW 2830
3	45278	Auger	Auger 40ft	Used	Agriculture	Handling/Storage	Grain Auger	New South Wales	FORBES, NSW 2871
4	45279	Cultivator	Cultivator, hydraulic f...	Used	Agriculture	Tillage Equip	Cultivators	New South Wales	FORBES, NSW 2871
5	45280	Field Bins	2 x 30T Field Bins	Used	Agriculture	Handling/Storage		New South Wales	TRANGIE, NSW 2823
6	45281	Slasher	5ft Slasher	Used					
7	45282	Sheep Yard Panels	5 x Sheep Yard Panels	Used	Agriculture	Livestock Equip		New South Wales	NYNGAN, NSW 28...
8	45283	Motorbike	2015 Honda Motorbike	Used	Automotive	Off Road Bike		New South Wales	ORANGE, NSW 2800
9	45284	Lawn Mower	Ride on Lawn Mower,...	Used	Agriculture	Lawn Equipment		New South Wales	BROKEN HILL, NS...
10	45285	Boat	Boat & Boat Trailer	Used	Marine	Boat - Power		New South Wales	BROKEN HILL, NS...

7 Errors found while saving

- 1 Errors in Row(3) GST Registered
- 5 Errors in Row(6) Category,Type,State,Town,GST Registered
- 1 Errors in Row(7) GST Registered

Once you have your items uploaded successfully, you are able to now add in media.

In order to add photos, you can upload the photos under individual listings, or you can bulk upload them.

To bulk upload photos, you can either label them based on Order Number or Lot Identifier.



1.1.JPEG



1.2.JPEG



1.3.JPEG

Label photos as above to upload via Order Number.



Lot 1.1.JPEG



Lot 1.2.JPEG



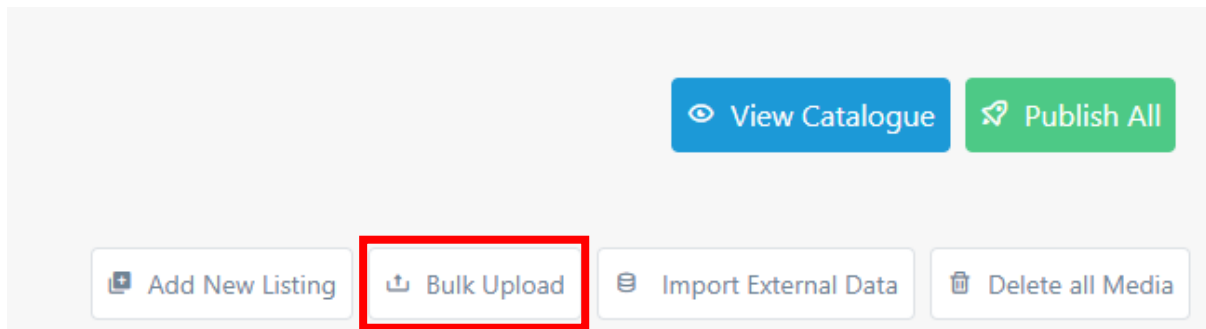
Lot 1.3.JPEG

Label photos as above to upload via Lot Identifier.

For items with multiple photos, you will need to label the photo you want first as either "1.1" or "Lot 1.1", and then each photo after that sequentially.

To upload them, go to the "Bulk Upload" button on the top right, and then click on the "Photos Tab".

OR – you are able to drag the relevant photos into each lot individually.



Upload bulk Listings

Information

Photos

Documents

Videos

Links

When in the photos tab, select to upload photos by either “Order No” or “Lot Identifier”, based on how you have labelled your photos.

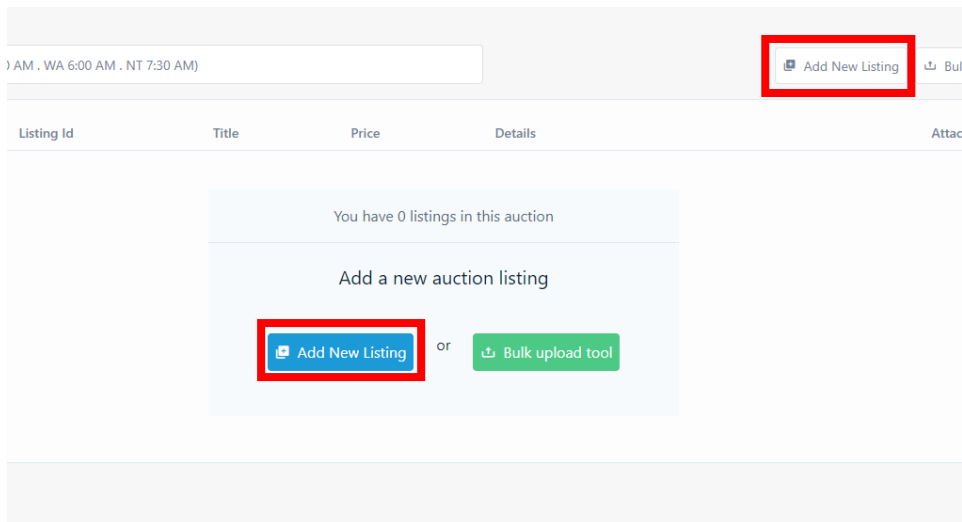
Upload images by JPG file

File naming options: Order No Lot Identifier

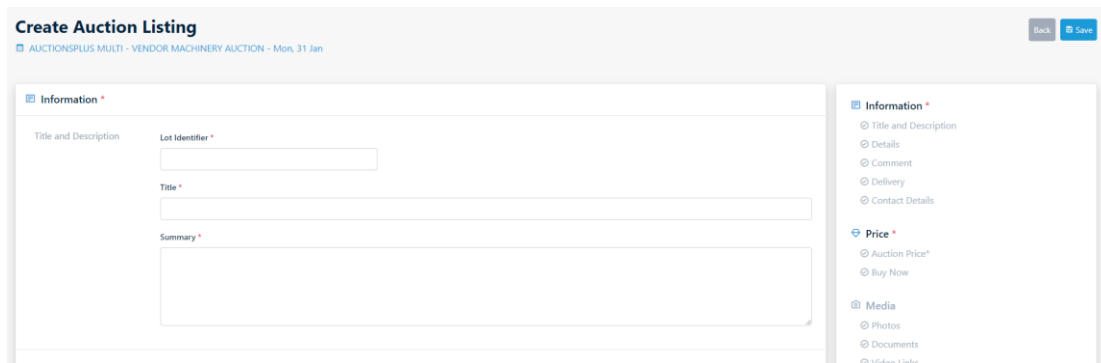
If you would like to upload videos to your items, you will need to upload the file to YouTube first, and then copy and paste the link into the videos tab under each lot.

ADDING INDIVIDUAL LOTS

To add an individual lot to a sale, press the blue “Add New Listing” in the middle of the page, or if you already have lots in the sale, you will need to press the white “Add New Listing” button in the top right

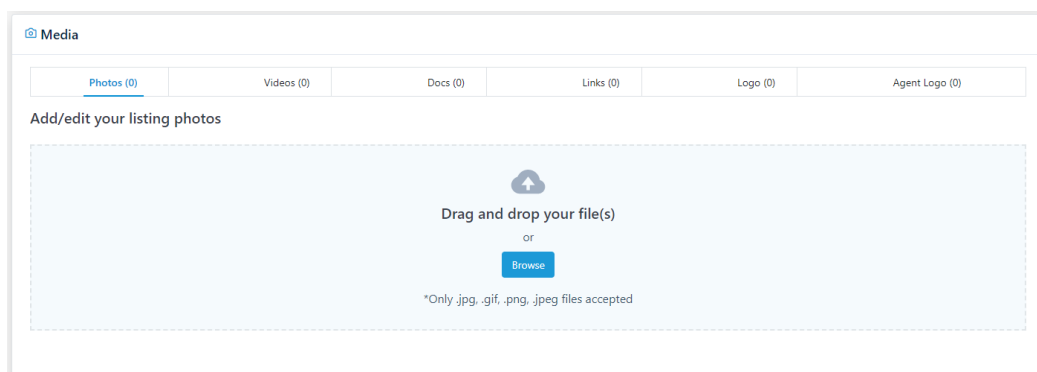


Once you do that you should see the following page appear.



All fields that have a red * next to the heading needs to have information in it. Please note: "Lot Identifier" must have the word Lot before the number.

Once you have entered all the required information and hit save down the bottom, you'll be able to insert media.



Please note: to insert videos, they need to first be uploaded to YouTube.

Once you have uploaded media, or if you want to add media later, just hit the green "Publish" button and the item will be live on the website!

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.

Title and Description

Lot 3

International 885XL Tractor

International 885XL 2WD tractor, frontend loader, hay forks, carryall, hay spike, offset disc 3PL, bucket, 3PL jib



Change

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

Title and Description

Lot Identifier *

Title *



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.