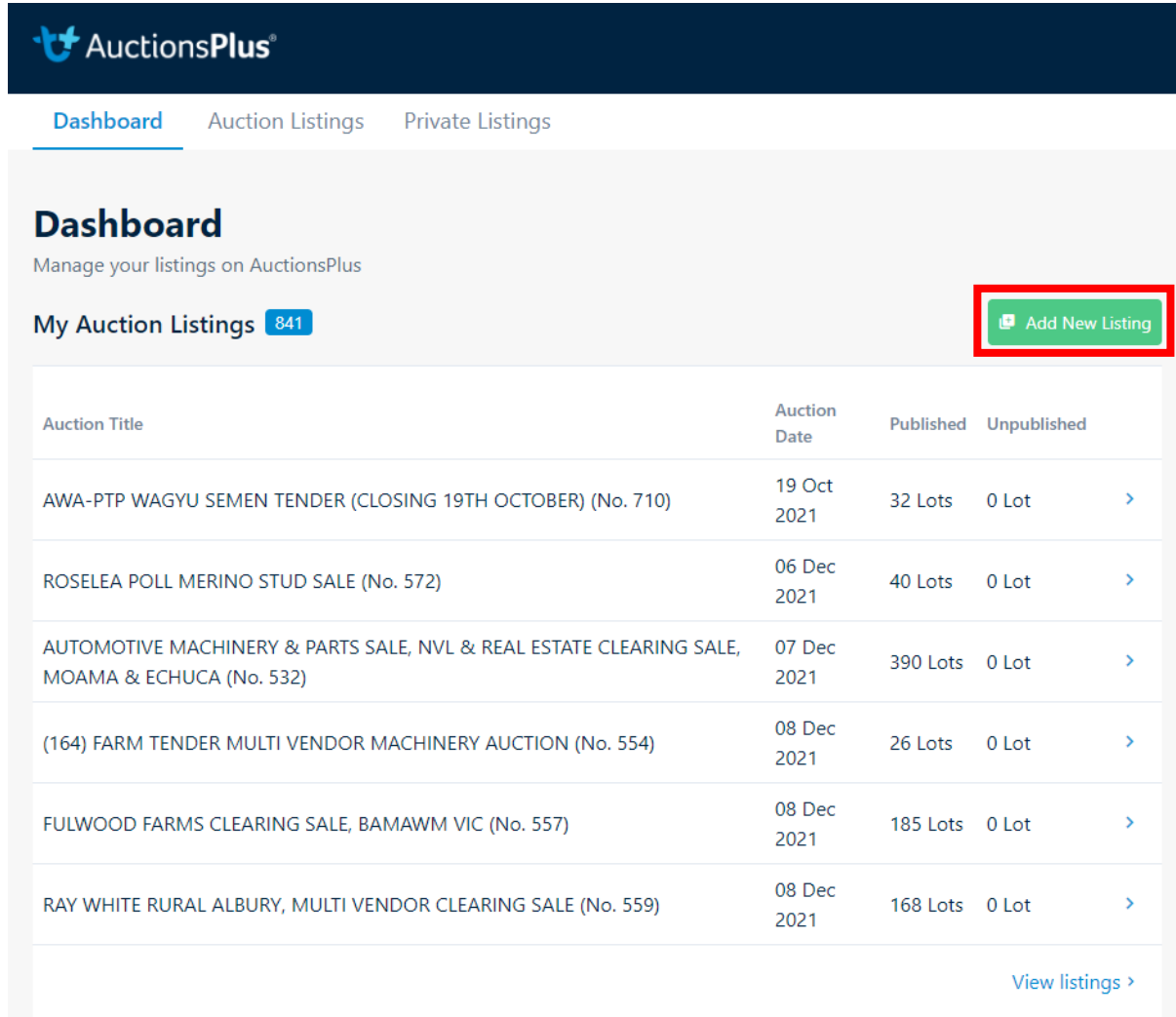


Head to listings.auctionsplus.com.au to access the Listings Portal. If you do not have access, please contact AuctionsPlus on (02) 9262 4222 to ensure that you are set up to use the Listings Portal. Once there, press the green “Add New Listing” button.



The screenshot shows the AuctionsPlus dashboard. At the top, there is a navigation bar with 'Dashboard', 'Auction Listings', and 'Private Listings'. Below this, the 'Dashboard' section is titled 'Manage your listings on AuctionsPlus'. Underneath, there is a section for 'My Auction Listings' with a count of 841. A green button with a plus icon and the text 'Add New Listing' is highlighted with a red border. Below this is a table of auction listings with columns for 'Auction Title', 'Auction Date', 'Published', and 'Unpublished'. The table contains several rows of listing information, each with a right-pointing chevron icon. At the bottom right of the table, there is a link that says 'View listings >'.

Auction Title	Auction Date	Published	Unpublished
AWA-PTP WAGYU SEMEN TENDER (CLOSING 19TH OCTOBER) (No. 710)	19 Oct 2021	32 Lots	0 Lot >
ROSELEA POLL MERINO STUD SALE (No. 572)	06 Dec 2021	40 Lots	0 Lot >
AUTOMOTIVE MACHINERY & PARTS SALE, NVL & REAL ESTATE CLEARING SALE, MOAMA & ECHUCA (No. 532)	07 Dec 2021	390 Lots	0 Lot >
(164) FARM TENDER MULTI VENDOR MACHINERY AUCTION (No. 554)	08 Dec 2021	26 Lots	0 Lot >
FULWOOD FARMS CLEARING SALE, BAMAWM VIC (No. 557)	08 Dec 2021	185 Lots	0 Lot >
RAY WHITE RURAL ALBURY, MULTI VENDOR CLEARING SALE (No. 559)	08 Dec 2021	168 Lots	0 Lot >

[View listings >](#)

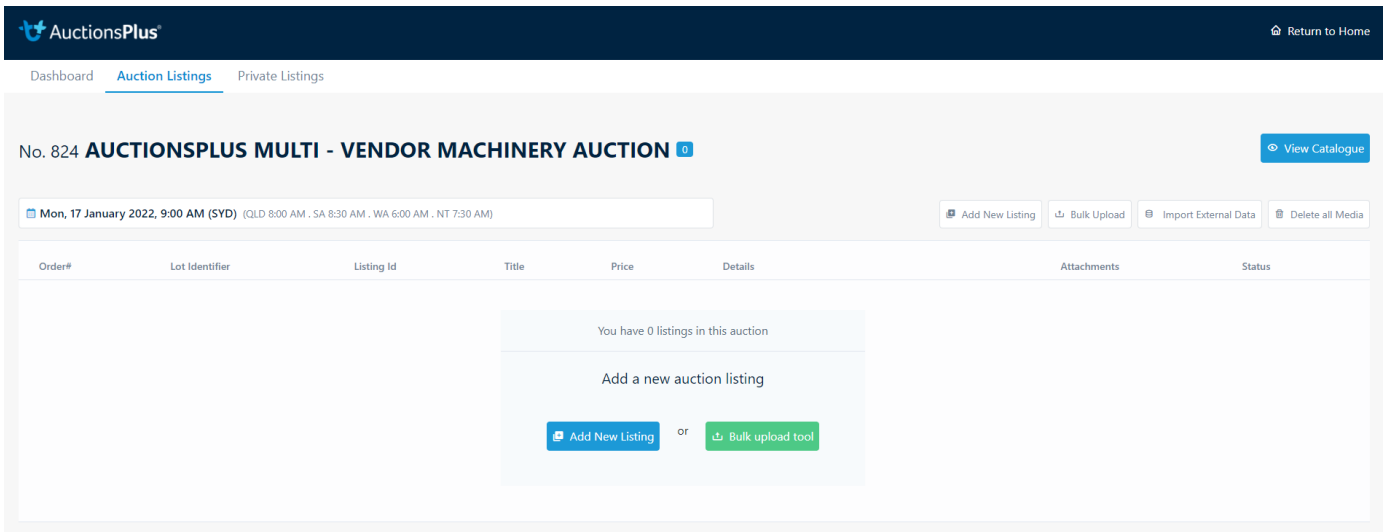
Once you have clicked on that, search for your sale in the list that appears.

- 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 “Add New Listing” button next to the title of your auction.



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



BULK UPLOADING

Press the green “Bulk upload tool” button and then press on “Download Template” to download an excel file.

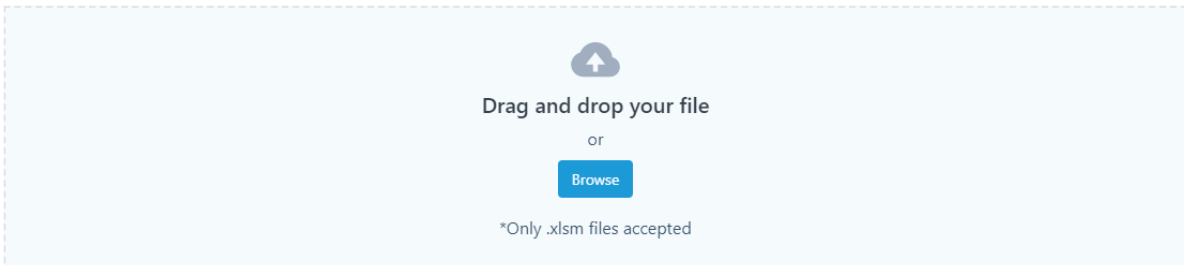
Upload bulk Listings

Information Photos Documents Videos Links Logo Agent Logo

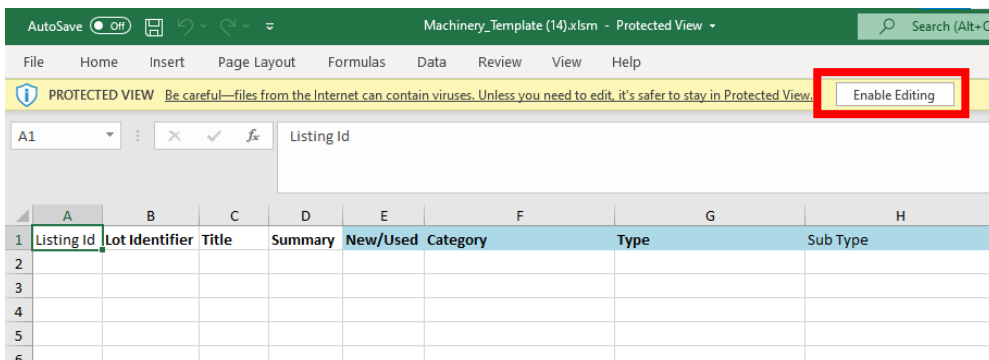
Upload listing information by Excel file

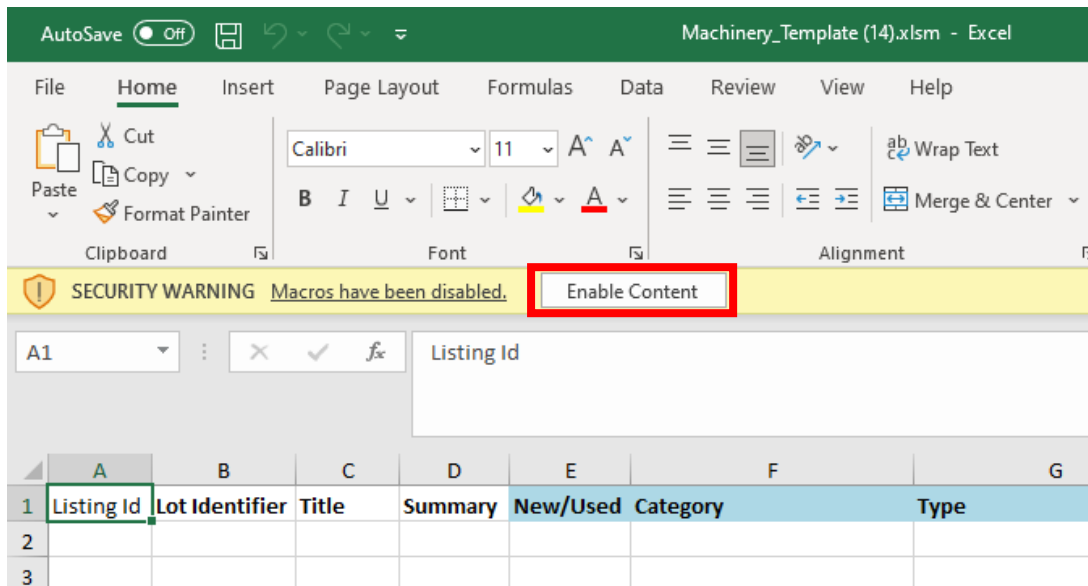
Download Template

Commodity: **Machinery**



Open the excel file once downloaded and press “Enable Editing” and then “Enable Content”





Once you have done that, you will be able to start entering your information!

In the excel you will see there are 34 columns. Any column that is in **bold** requires information, anything that is **highlighted blue** has a drop-down list.

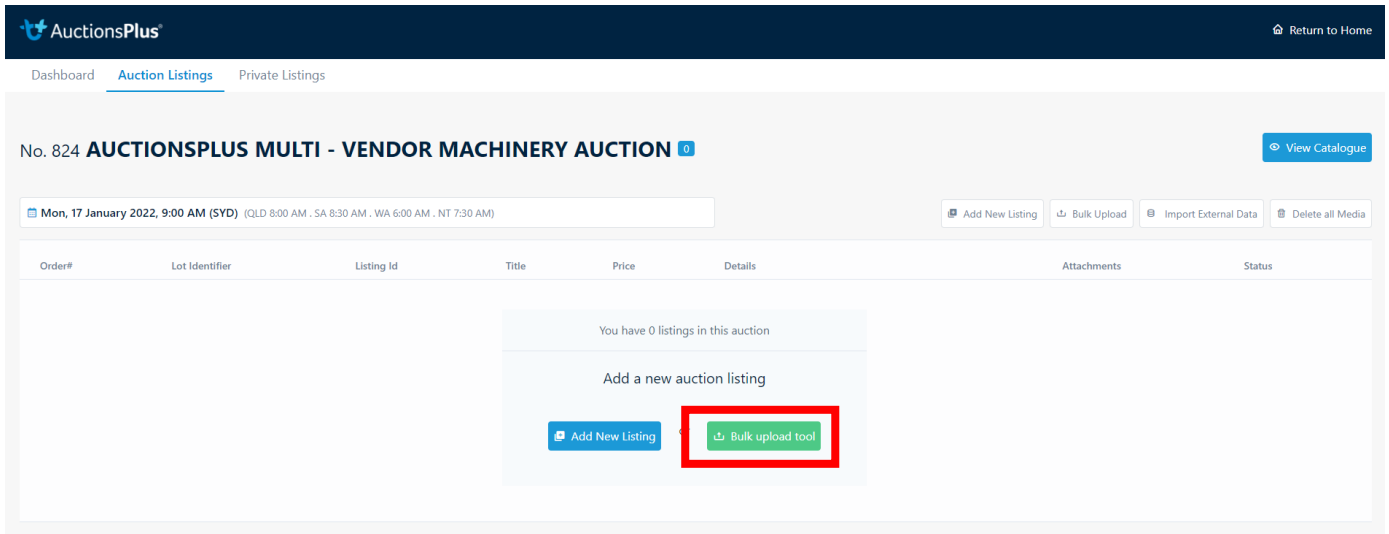
The column titles are as follows:

- Listing Id – a unique number that gets assigned to each lot once uploaded to listings portal. Don't worry about it when doing the first upload.
- Lot Identifier – the lot number of the item
 - Must have Lot before the number i.e. Lot 1, Lot 2 etc. not just 1, 2, etc.
- Title – The title of the item
 - Generally, not too long, just the brand and what the item is and model number i.e. John Deer 4480 Tractor
- Summary – a detailed description of the item.
 - Try to give as much information about the item as possible to help the customers who won't have a chance to look at the item.
- New/Used – a drop-down of if the item is used or brand new.
- Category – a drop-down list of what category the item falls under e.g., Agriculture, Earth Moving etc.
 - Please ensure you select a category that is in the drop-down list. If you type in a word that isn't part of the drop-down, the excel file won't upload.
- Type – a drop-down list of the type of item it is e.g. Tillage Equip, Livestock Equip etc.
 - This will change depending on what category you select. Please ensure you select a type that is in the drop-down list. If you type in a word that isn't part of the drop-down, the excel file won't upload.
- Sub-type – a drop-down list for a sub-type of the item (not required) e.g. Square baler, scarifier etc.
- State – State the item is located.
- Town – town the item is located (drop-down appears after the State column is filled in)
- Make – a drop-down to put the brand of the item (doesn't need to be filled out so don't stress if the item's brand isn't there!)
- Model – a drop-down to put the model of the item (Again, doesn't need to be filled out)

- Year – the year the item was made (not required)
- Hours – how many hours the item has been used for (not required)
- VIN – VIN of the item (not required)
- Registration – if the item is registered or not (not required)
- Odometer – the kms on the odometer (not required)
- Full description – any additional details you want to put in but don't want in the summary (not required)
- Inspection – details about if the item can be inspected or not (not required)
- GST Registered – if the vendor is GST registered or not, drop-down for yes or no (REQUIRED)
- Earliest Delivery – earliest the item can be picked-up/delivered (not required)
- Latest Delivery – latest the item can be picked-up/delivered (not required)
- Delivery Point & Notes – any additional notes to make regarding pick-up/delivery (not required)
- Trading Terms – what trading terms you need the purchaser to adhere by (REQUIRED)
- Vendor Disclaimer / Warranty – Any disclaimer you want to put there about the item (not required)
- Agent ID – the AuctionsPlus ID of the agency.
 - If you do not know this, please contact either your sale contact or AuctionsPlus on (02) 9262 4222.
- Contact Person ID – the AuctionsPlus ID of the contact person for the sale
 - If you do not know this, please contact either your sale contact or AuctionsPlus on (02) 9262 4222.
- Bid Type – drop-down for the type of bidding that will be available to customers
 - “Each” means per lot not per item in the lot. Please make a note in the Summary if the price listed will be for a single item
- Starting Bid – the price that the item will start at when bidding commences
 - Note: this CANNOT be 0, it must be a number larger than 0
- Bid Increment – the set bid price that customers can bid
- Reserve Price – the minimum value that the agent will allow the item to sell for
 - Note: there must be a value in this field. If no reserve price is entered, it will be put at one bid above the start price.
 - The start price MUST land on the reserve price when bidding commences i.e. if the start is \$10 and the bid increment is \$10, the reserve MUST be in multiples of 10, it cannot be \$15 or \$25.
- Image Links – Not Applicable
- Youtube Links – Not Applicable
- Other Links – Not Applicable

Once all the required information has been inserted, it is time to upload the excel onto the Listings Portal!

Back on the listings portal page, hit the green “Bulk upload tool” button.



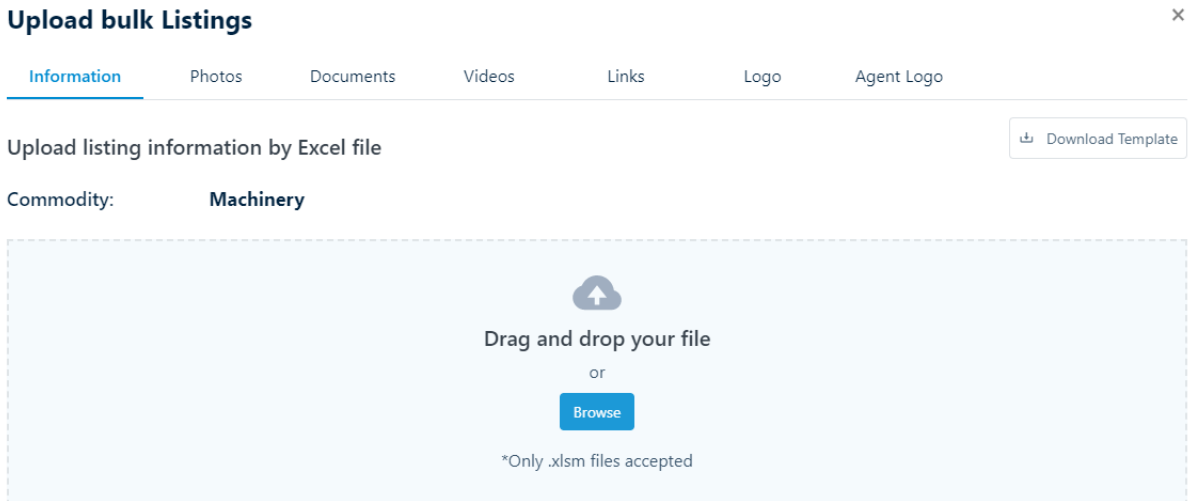
Dashboard **Auction Listings** Private Listings Return to Home

No. 824 **AUCTIONSPLUS MULTI - VENDOR MACHINERY AUCTION** View Catalogue

Mon, 17 January 2022, 9:00 AM (SYD) (QLD 8:00 AM . SA 8:30 AM . WA 6:00 AM . NT 7:30 AM) Add New Listing Bulk Upload Import External Data Delete all Media

Order#	Lot Identifier	Listing Id	Title	Price	Details	Attachments	Status
<p>You have 0 listings in this auction</p> <p>Add a new auction listing</p> <p>Add New Listing Bulk upload tool</p>							

You should see the below screen:




Upload bulk Listings ×

Information Photos Documents Videos Links Logo Agent Logo

Upload listing information by Excel file Download Template

Commodity: **Machinery**


Drag and drop your file
or
Browse

*Only .xslm files accepted

You can then either drag the file into the light blue box or search for the file using the blue “Browse” button.

If you get any errors you are unsure about, please call your sale contact or get in contact with AuctionsPlus on (02) 9262 4222.

Once your items are uploaded, it is time to add 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

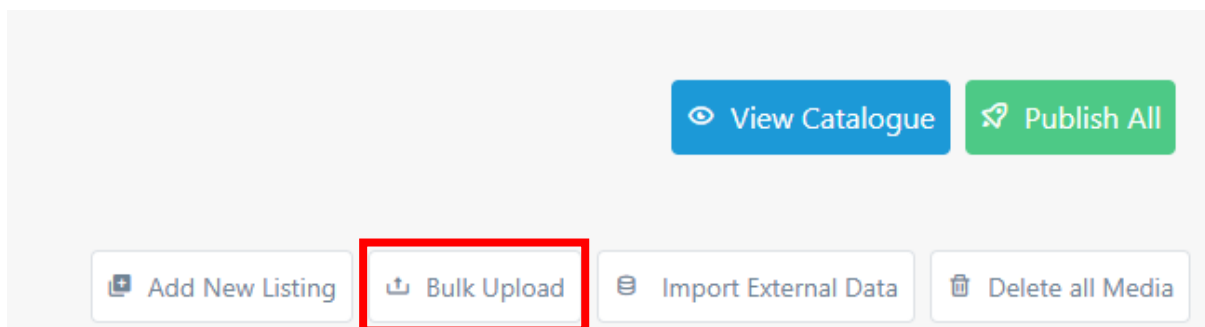


Lot 1.3.JPEG

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”.



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.

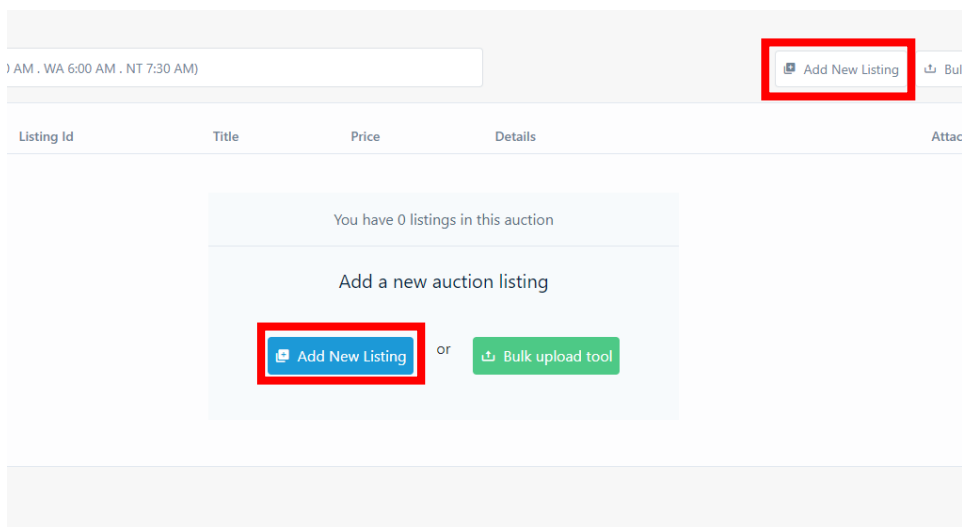
Upload images by JPG file

File naming options: Order No Lot Identifier

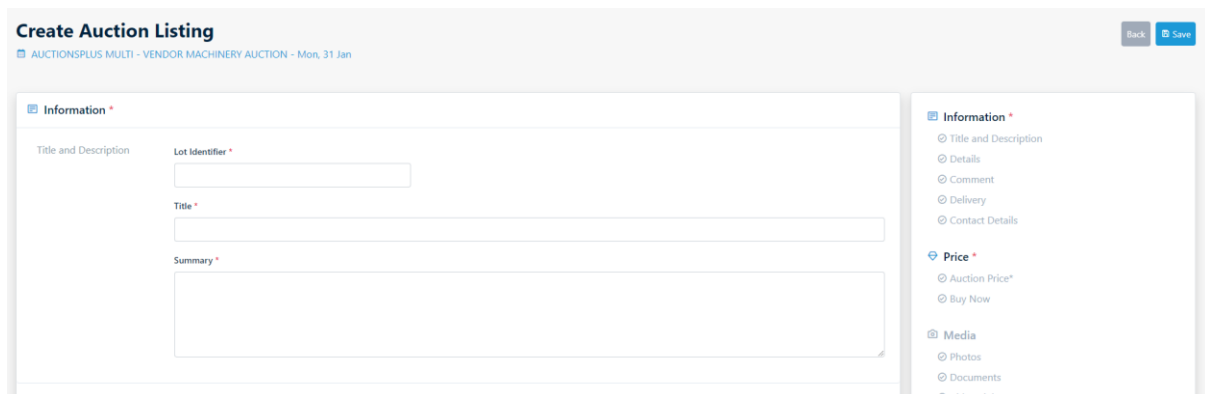
If you would like to upload videos to your items, you will need to upload the file to YouTube first, and then copy and paste the link into the videos tab under each lot.

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

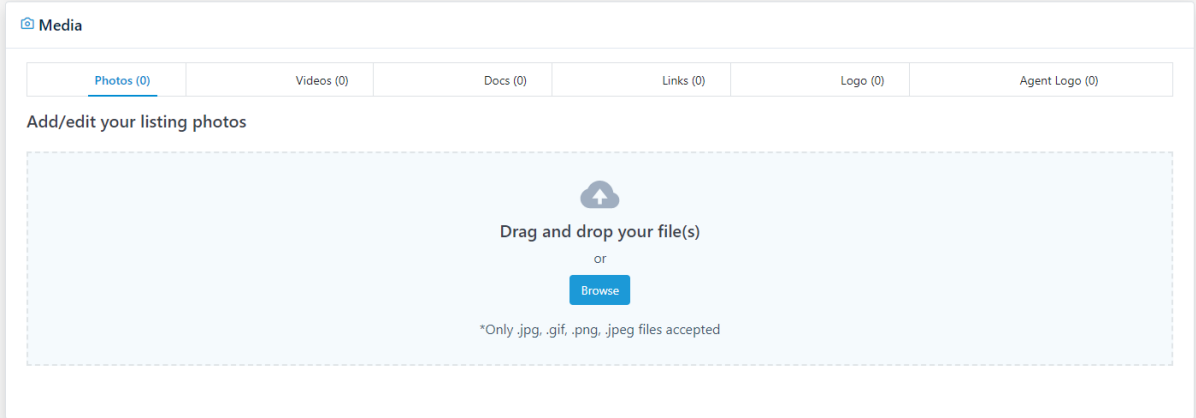


Once you do that you should see the following page appear.



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.



The screenshot shows a 'Media' section with a navigation bar containing: Photos (0), Videos (0), Docs (0), Links (0), Logo (0), and Agent Logo (0). Below this is the heading 'Add/edit your listing photos' and a large dashed box for file upload. Inside the box, there is a cloud icon with an upward arrow, the text 'Drag and drop your file(s)', the word 'or', a blue 'Browse' button, and a note: '*Only .jpg, .gif, .png, .jpeg files accepted'.

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.