NORTH CAROLINA
DIVISION OF SURPLUS PROPERTY
BID USER GUIDE
How to Access the Public Bid Site
You can access our public bid site by going to


You will be able to view available items but will not be able to place a bid unless you are a registered and approved user in the system.

How to Register for a User Account
You can register for a user account by going to the public bid site and clicking the Bid>Register User menu. You must fill in all required fields and click on the Submit button. You will receive a verification email with a link to validate Your email address. Once this is clicked your request will be sent to the North Carolina Division of Surplus Property Administration Staff to review. We will review account requests in the order received by date.

Please do not attempt to register repeatedly, doing so may invalidate your verification code. You may only have one account and your request will need to be reviewed by our staff before it can be approved. There may be times when additional information is requested before an account is approved.
Search Options
You have the option to search based on the Category, specific Keywords in the Search Box, Featured, Newest, Oldest, High Price, Low Price, Specific Price ranges, as well as an Advanced Search option which will allow you to view auctions that have already closed. To use the Advanced Search, you must be logged in to your account. Advanced Search is not visible unless you are an approved user.
Bid Detail
You can review the auction by going to the bid detail screen. This screen will have detailed information about the Item. The right side contains the main description and start and end dates and current bidder.

Place Bid
You must be a registered user and logged into the Bid application to place an item on bid.

Additional Information
The bottom of the screen includes addition information under each the following tabs.

Extended Description
Displays a detailed description for this auction.
Address
Displays the address where this auction is located.

Address

Address 1
6501 CHAPEL HILL ROAD

City
RALEIGH

State
NC

Zip
27607

Payment Instructions
Displays specific payment information for this auction.

Payment Instructions

Payment Instructions
Cash or Credit on Purchase

Special Instructions
Displays any special instructions for this auction.
**Documents**
Displays and allows a user to download any files for this auction. This does not include image files.

**Bid History**
Displays the bid history for all bids placed on the auction.

**How to place a Bid**
You must be a registered user and logged into the Bid application to place an item on bid. First, click on the auction you are interested in placing a Bid.

This will take you to the bid detail screen within the Bid site.
In the **Place Bid** region, enter your Max Bid Amount and click on the **Place Bid** button.

This will produce a bid confirmation page to confirm the bid amount.

The system uses proxy bidding, which allows a user to set a maximum price they would be willing to pay for an item. The software then bids for them by the bid increment until someone places a higher bid than their maximum.

**Note:** The current bid increment are defined below:
The system will update the Current Bidder and Current Bid Amount on the bid detail screen as bids are placed on the auction.

**My Dashboard**

You must be a registered user and logged into the Bid application to view the My Dashboard menu.

**Your Bids**

Your Bids shows the buyer a running list of every bid they have ever made. This may show the same Auction and/or Item numbers of multiple times.
Auction You Won
This shows a list of all auctions the buyer has won.

Auction You Did Not Win
This shows a list of all auctions the buyer bid on but did not win.

Invoicing
There are several sub menus under the main Invoicing menu.

Purchases
This is a list of all auctions successfully won by the buyer.
To pay for your invoice click on the invoice number and once the detail page loads, click the Pay button.