



NORTH CAROLINA
DIVISION OF SURPLUS PROPERTY
BID USER GUIDE

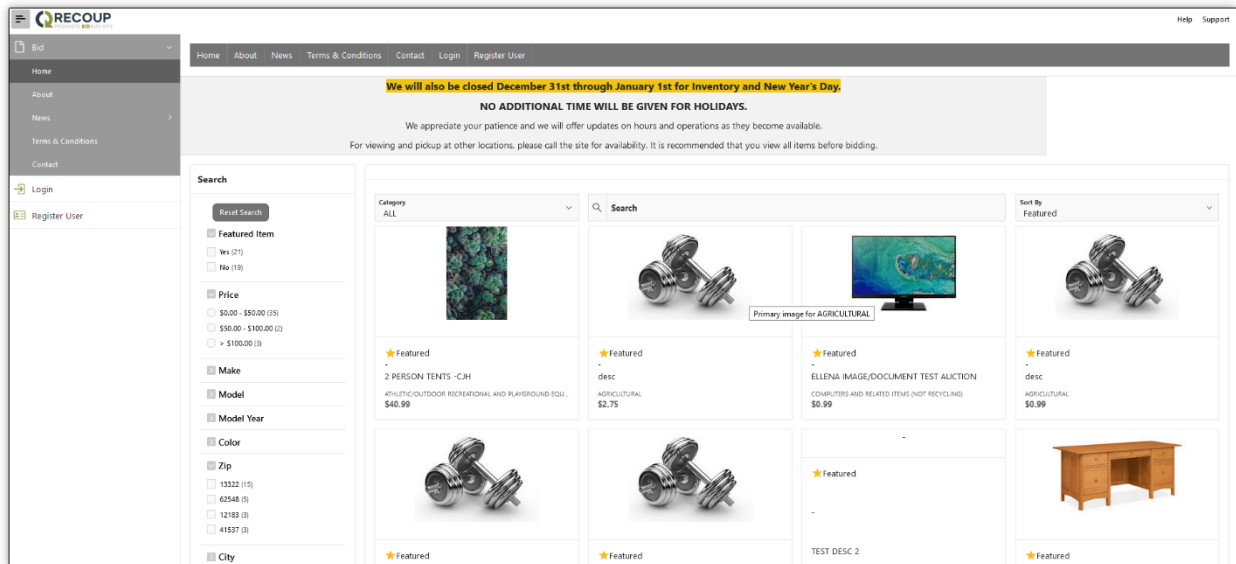
Updated 9/16/21 (LH)

How to Access the Public Bid Site

You can access our public bid site by going to

<https://recoup.bid.assetworks.com/bid/f?p=2501:4000:::>

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.

RECOUP
PROPERTY BID BUY OFF

Home About News Terms & Conditions Contact Login Register User

Bid
Login
Register User

Register User

Display Name Username/Email

First Name Last Name

Phone Company

Country
UNITED STATES

Address 1 Address 2

City State/Province

Postal Code County

Receive Newsletter?
Yes

Submit

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.

YOU HAVE 10 CALENDAR DAYS FROM INVOICE DATE TO PAY AND PICKUP BID ITEMS.
Invoices should be available for payment within 60 minutes of bid ending

WE WILL BE CLOSED December 24th through 28th, 2020 in observance of the Christmas Holiday.
We will also be closed December 31st through January 1st for Inventory and New Year's Day.
NO ADDITIONAL TIME WILL BE GIVEN FOR HOLIDAYS.

We appreciate your patience and we will offer updates on hours and operations as they become available.
 For viewing and pickup at other locations please call the site for availability. It is recommended that you visit the site before bidding.

Search

Reset Search

Featured Item

Price(\$)

Make

Model

Model Year

Color

City

County

Advanced Auction Search

Category: All

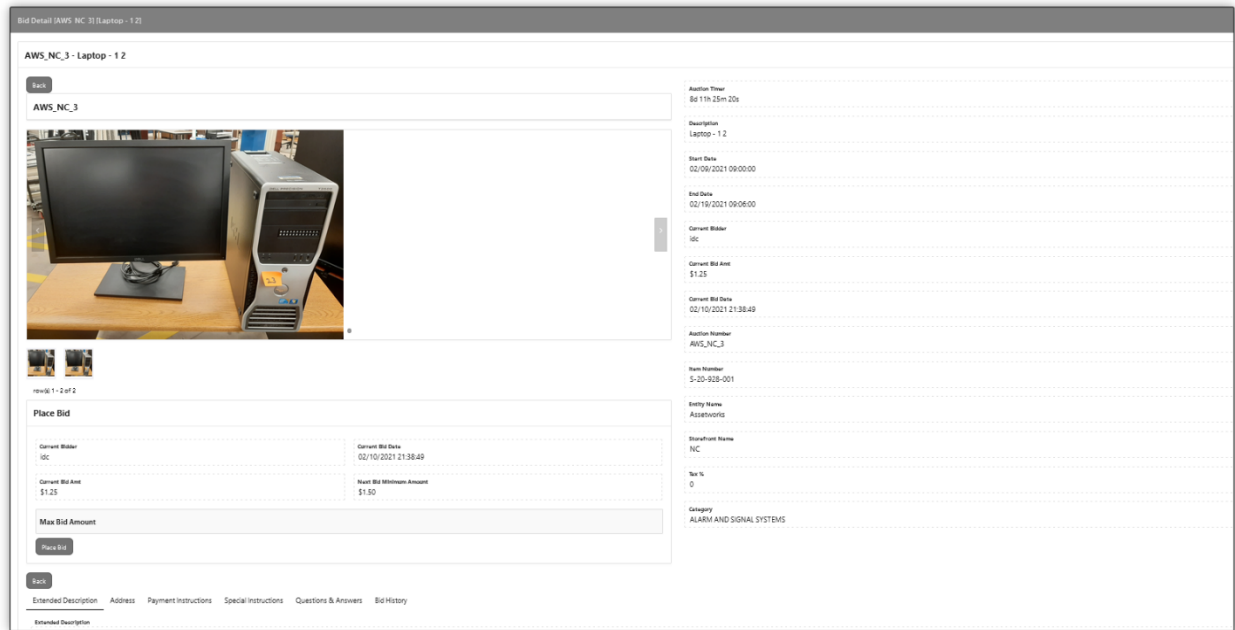
Search

Sort By: Featured

<p>356002_LOT Title DISPOSABLE/WHITE EQUIPMENT AND FOOD RELATED ITEMS \$100.00</p>	<p>356004_LOT Title COMPUTERS AND RELATED ITEMS (NOT RECYCLING) \$100.00</p>	<p>Freezer DISPOSABLE/WHITE EQUIPMENT AND FOOD RELATED ITEMS \$100.00</p>	<p>356003_LOT Title COMPUTERS AND RELATED ITEMS (NOT RECYCLING) \$100.00</p>
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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.

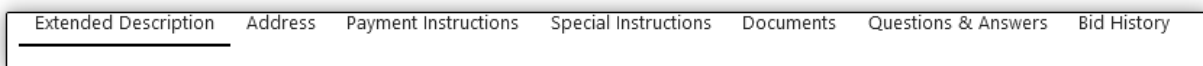


Place Bid

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 additional information under each of the following tabs.



Extended Description

Displays a detailed description for this auction.

Extended Description

Bid Lot w/ multiple assets

(1) COOLERS - CJ - QTY 10

(1) COOLERS - CJ - QTY 10

(1) HEATERS - CJ - QTY 10

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.

View File	Mime Type	Created Date	Size Bytes
ITEM_145Wear End FS Template.pdf	application/pdf	02/03/2021 14:00:49	2786168

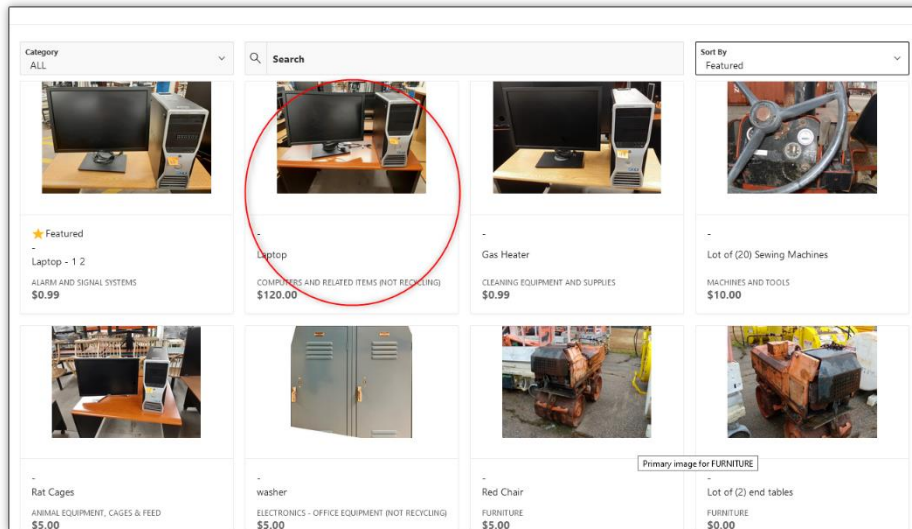
1 - 1 of 1

Bid History

Displays the bid history for all bids place 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.

Place Bid

Current Bidder	Current Bid Date
Current Bid Amt \$0.00	Next Bid Minimum Amount \$0.99
Max Bid Amount	
<input type="button" value="Place Bid"/>	

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

Confirm Bid

Auction Timer 73d 16h 31m 29s	End Date 05/01/2021 04:50:00
Current Bidder Amos	Current Bid Date 02/12/2021 16:33:55
Current Bid Amt \$4.77	Next Bid Minimum Amount \$5.02
Max Bid Amount 15.00	

Note:
Online auctions will bid incrementally for you up to your maximum bid.
Your maximum bid is kept a secret from other users.
Your bid is a contract between you and the item seller.
If you win the auction you will enter into a legally binding contract.
The seller's goal is to maximize the return on Taxpayer funded assets.
Recoup Bid will extend the auction closing time on this asset in 1,200 second increments until there is one clear, uncontested winner.

By clicking the button below, you commit to pay up to the full \$15.00 thus buying the item from the seller if you are the winning bidder.

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:

Bid From	Bid To	Bid Increment
\$0.00	\$9.99	0.25
\$10.00	\$24.99	0.50
\$25.00	\$99.99	1.00
\$100.00	\$299.99	2.50
\$300.00	\$499.99	5.00
\$500.00	\$999.99	10.00
\$1,000.00	\$2,999.99	25.00
\$3,000.00	\$1,000,000,000.00	50.00

The system will update the Current Bidder and Current Bid Amount on the bid detail screen as bids are placed on the auction.

Placing a Bid: Additional Information

The **Bid Detail** page will display information regarding the Auction associated with the bid, along the **Current Bid Amount** and the **Next Bid Minimum Amount**. To successfully outbid another user, enter a **Max Bid Amount** and click **Place Bid**.

The value entered in the **Max Bid Amount** field must be equal to or greater than the value displayed in the **Next Minimum Bid Amount** field. Once you have entered your **Max Bid Amount** and a bid has been placed, a notification will display in the top-right corner of the screen. Upon a successful bid, you will be notified that you are currently the highest bidder or that your bid was successful, but you have been outbid by an existing proxy bid.

If you are the new highest bidder, then no further action is required until you have been outbid. If you receive a notification that you have been outbid by an existing **proxy bid**, this means that another user has entered a dollar value in the **Max Bid Amount** field that is higher than your **Current Bid Amt**.

If you have been outbid and wish to continue pursuing an item, you may enter a higher value in the **Max Bid Amount** field.

My Dashboard

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

Profile

The Profile screen is where all information regarding a user account is maintained. The **My Profile** region contains basic user information, followed by various regions with more details about the account, as well as Auction and Bid activity.

The screenshot shows the 'My Profile' page. At the top, there is a 'Change Password' button. Below it, the user information is displayed in a grid-like format:

Display Name IOC	User Name / Email IOC	Profile Developer
First Name iFCircuit	Last Name iFCircuit	
Phone Number 5555555	Company	
Number of Bids 1	Balance 100.00	
Status ACTIVE	Resurrection Request	Creation Date 09/25/2020 14:30:55

Below the user information, there is a 'Change Password' button and a list of navigation options:

- Addresses
- Auctions
- Bids
- Account Ledger
- Suspensions
- Item Watch List
- History

Changing a Password

Upon navigating to the **My Profile** menu click the **Change Password** button, pictured below.

The screenshot shows the 'My Profile' page with a navigation menu on the left. The 'Profile' option in the menu is circled in red and labeled with a red '2'. The 'Change Password' button on the profile page is also circled in red and labeled with a red '3'. A red '1' is placed next to the 'My Account' menu item, and a red '3' is placed next to the 'Change Password' button.

The navigation menu on the left includes:

- Bid
- My Dashboard
- Summary
- My Account
- Profile** (circled in red)
- Buying
- Invoicing
- General Info

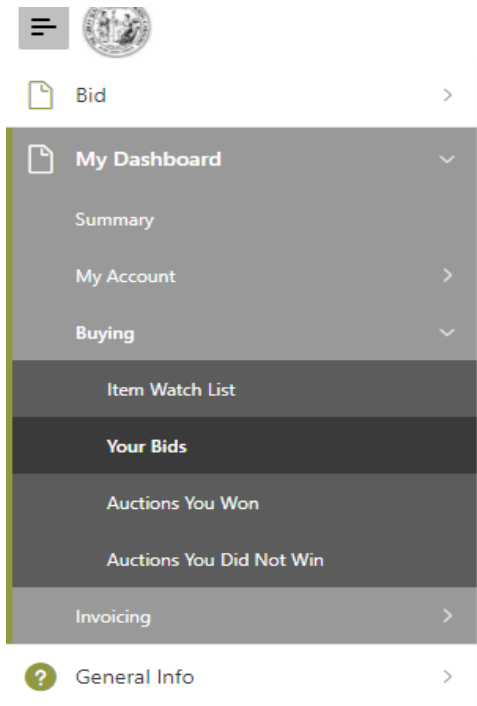
The 'My Profile' section on the right shows the 'Change Password' button circled in red. Below it, the user information is displayed:

Public Display Name Ryan Castleberry
First Name Ryan

This will direct you to the **Change Password** screen. To change your password, enter the **New Password**, **Confirm**, and click **Save**.

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.



A screenshot of the 'Your Bids' page. It features a search bar with a magnifying glass icon, a 'Go' button, and an 'Actions' dropdown menu. Below the search bar is a table with the following data:

Auction Number	Item Number	Item Description	Current Bid	Ends On
020902010009	S-21-1186-011	Miscellaneous Items	\$100.00	02/10/2021 08:32:00
021020210005	S-21-1186-003	Miscellaneous Items	\$26.35	02/10/2021 12:10:00

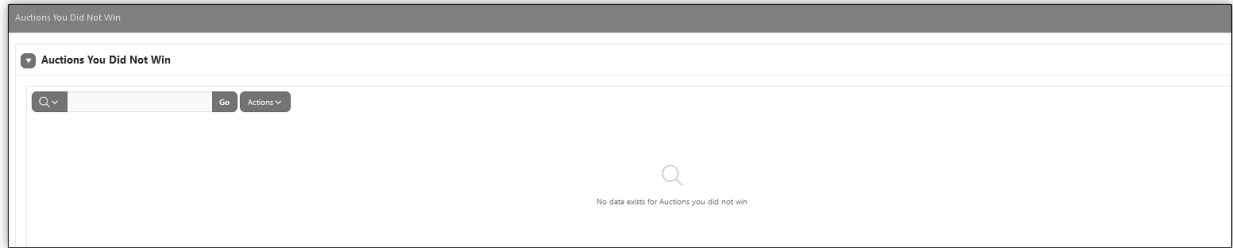
At the bottom left of the table, it says '1 - 2 of 2'.

Auction You Won

This shows a list of all auctions the buyer has won.

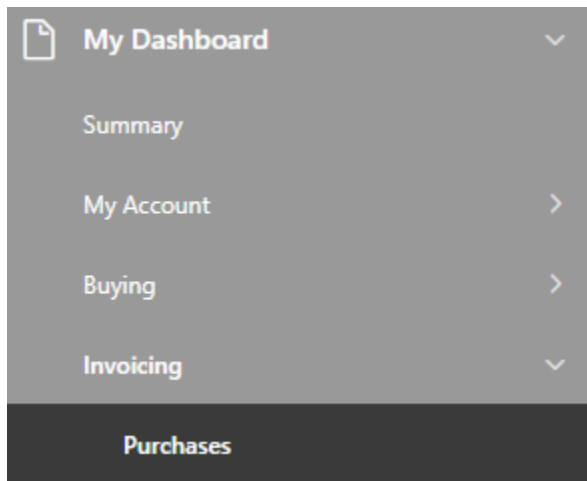
Auction You Did Not Win

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

Purchases can be accessed by navigating to **Invoicing > Purchases**. This is a list of all auctions successfully won by the buyer logged in. Clicking on the Invoice Number will display the **Invoice Detail** menu. This menu is

where buyers can make payments on invoices, pictured below. Payments on an invoice will display in the **Invoice Payments** section

Auctions

Auction Number ↑	Description	Winning Bidder	Winning Bid Amount	End Date	Storefront Name
AWS_NC_8	BARIATRIC WHEELCHAIR DIGITAL SCALE	AW Developer	\$10.50	01/21/2021 03:50PM	NC

row(s) 1 - 1 of 1

Invoice Payments

[Pay](#)

When you are on the payment screen, do not click the submit button multiple times. If you do, you will be charged multiple times.

No payments have been made for this invoice.