



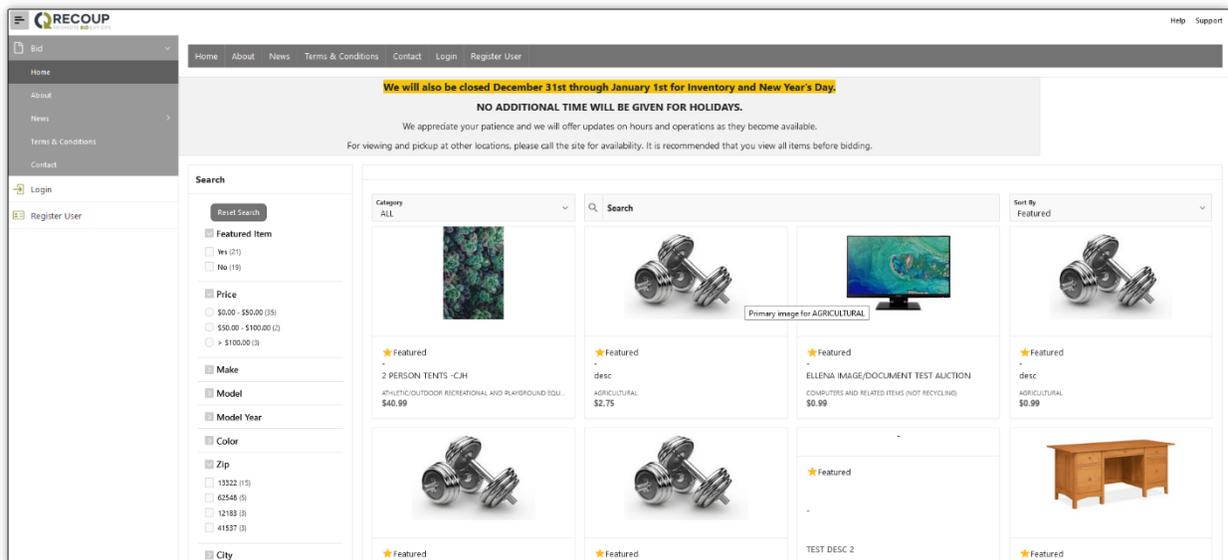
NORTH CAROLINA  
DIVISION OF SURPLUS PROPERTY  
**BID USER GUIDE**

## How to Access the Public Bid Site

You can access our public bid site by going to

<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

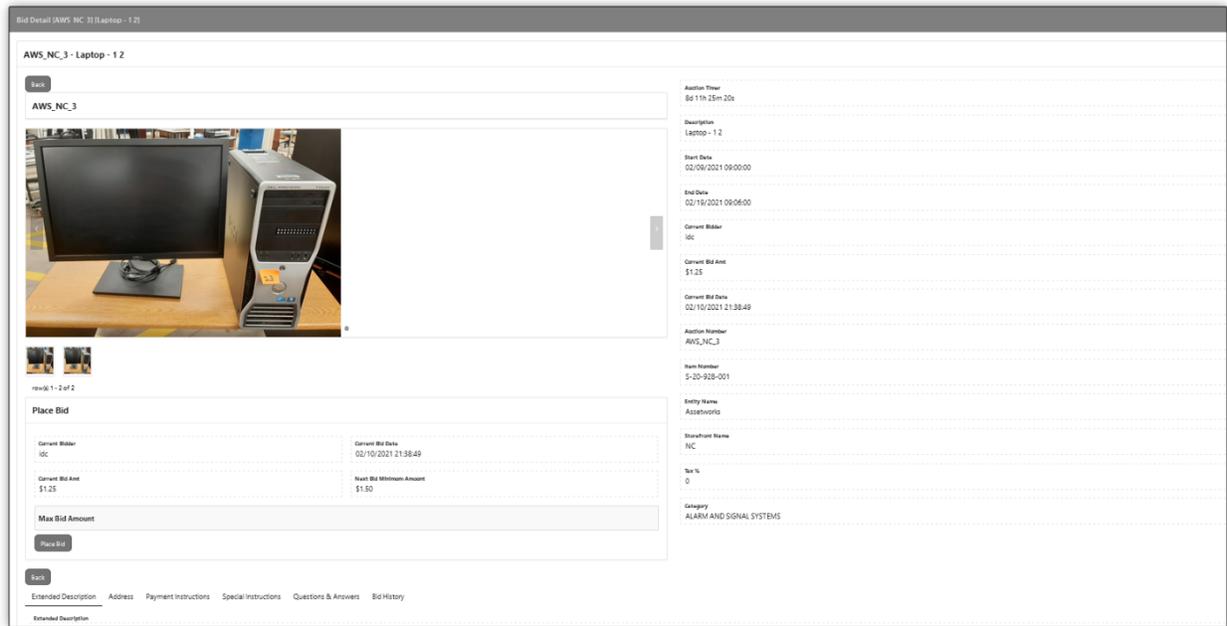
Search

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.

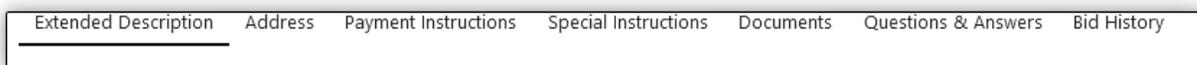


## Place Bid

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.

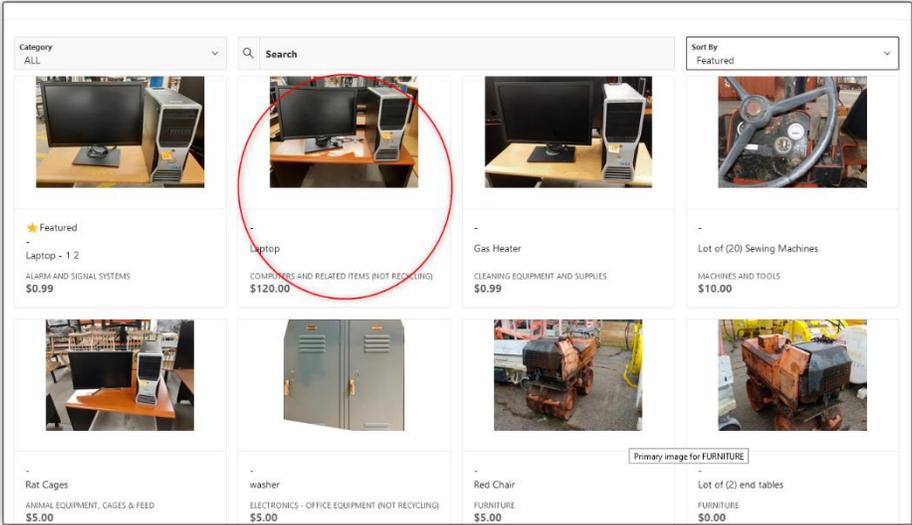
View File	Mime Type	Created Date	Size Bytes
ITEM_145Wear End FS Template.pdf	application/pdf	02/03/2021 14:00:49	2786168

**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

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.

Back Place Bid

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.

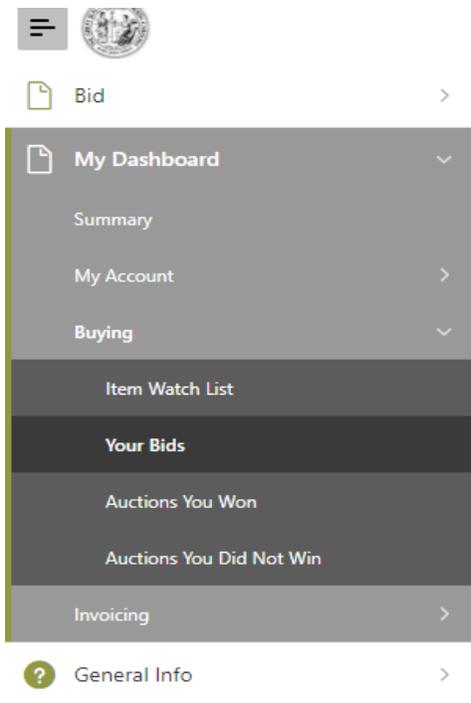
Note: The current bid increment are defined below:

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	\$1,000,000.00	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.

## 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.

Your Bids

Auction Number	Item Number	Item Description	Current Bid	Ends On
02090210009	S-21-1186-011	Miscellaneous Items	\$100.00	02/10/2021 08:32:00
02100210005	S-21-1186-003	Miscellaneous Items	\$28.35	02/10/2021 12:10:00

1 - 2 of 2

### Auction You Won

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

### Auction You Did Not Win

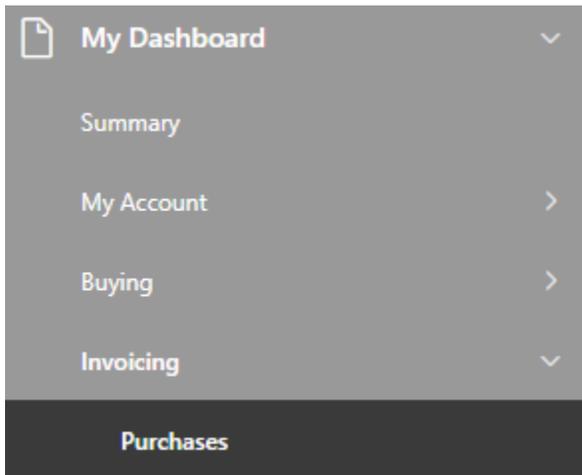
This shows a list of all auctions the buyer bid on but did not win.

Auctions You Did Not Win

No data exists for Auctions you did not win

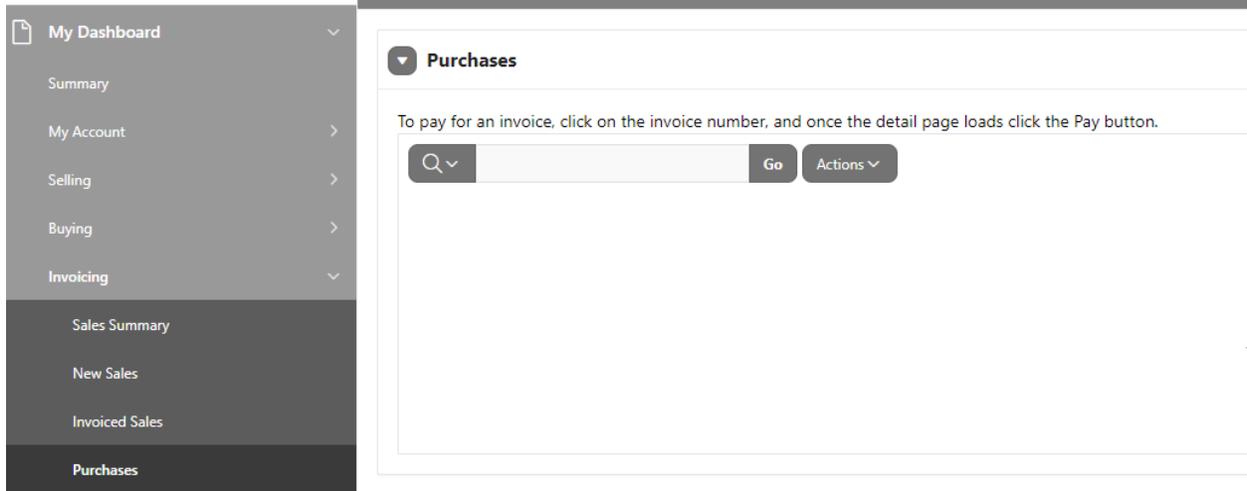
## Invoicing

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.