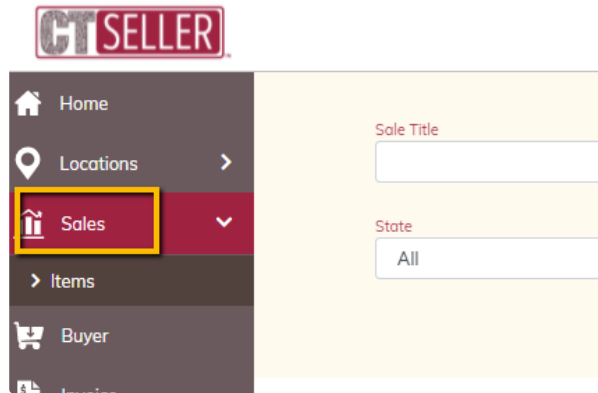


How to Create a Sale

Application: **Seller CTBIDS**

Creating a sale is easy in Seller CTBIDS. Watch the [video](#) for a complete step by step overview or follow the steps below.

1. Sign in to Seller CTBIDS
2. Select the left-side menu item “Sales”



3. Select the button “+ Create” in the upper left-hand corner of the sale listing table

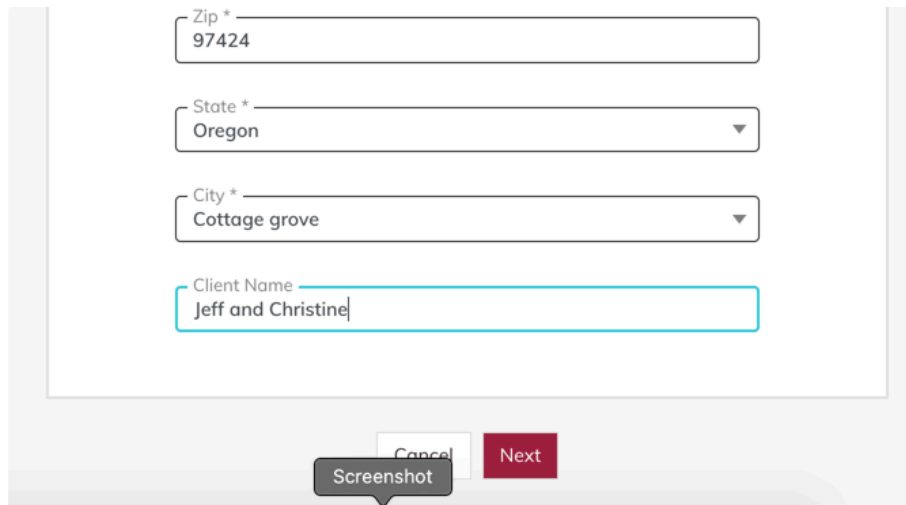


4. Creating a sale has two tabs required to complete, Detail and Settings, and one tab optional, Media. You will start creating your sale using the “Detail” tab. Enter in all required field information - only the address 2 field is optional in this tab but the address is the address that will show on invoices as the pickup address - and select the button “Next” to go to the Settings tab.

⚠ Please note, filling out the first tab “Detail” and selecting the Next button does not save your sale. It is only when you complete filling out the second tab “Settings” and selecting “Save” on that tab will the sale actually be created.

i Tip: On the sale “Detail” tab, if you enter a zip code into the Zip Code field the state and city will attempt to auto-populate for you. If the zip code spans multiple cities, you will

need to select the correct city from the drop down selection.



A screenshot of a web form with the following fields:

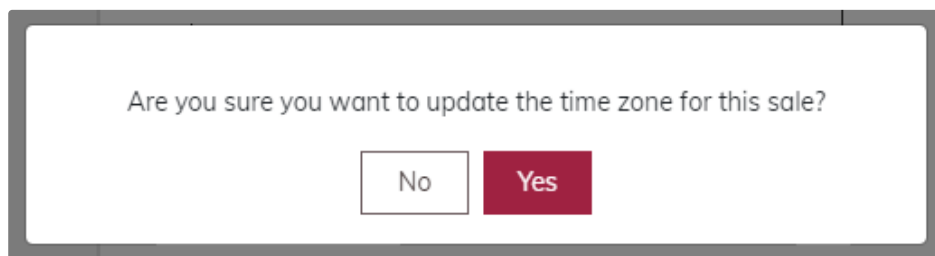
- Zip *: 97424
- State *: Oregon
- City *: Cottage grove
- Client Name: Jeff and Christine

At the bottom of the form, there are two buttons: "Cancel" and "Next". A "Screenshot" label is overlaid on the "Cancel" button.

5. After selecting the Next button from the sale “Detail” tab you will be presented with the sale “Settings” tab.

6. Select the time zone for the sale. This selection corresponds to the date and time selectors below this field and will store the sale start and end times based on the time zone selected.

a. Please note, if you select a time zone different from the location setup there will be a popup - Are you sure you want to update the time zone for this sale?



A confirmation dialog box with the text: "Are you sure you want to update the time zone for this sale?"

Below the text are two buttons: "No" and "Yes".

7. Select the sale start and end date and time by using the date and time selector. You can open these date and time selectors by clicking on the corresponding start time or end time fields.

⚠ When entering a sale start date/time consider setting the date out further into the future when you do not yet know the exact start date/time.

Once a sale start date/time has been achieved, you will no longer be able to edit the start date/time.

If the start date/time is now in the past and you are unable to edit this, you can still make your sale ‘live’ by moving all items from Pending to Ready and the sale will immediately go live. This may require added planning to be available at the exact start date/time for moving the items.

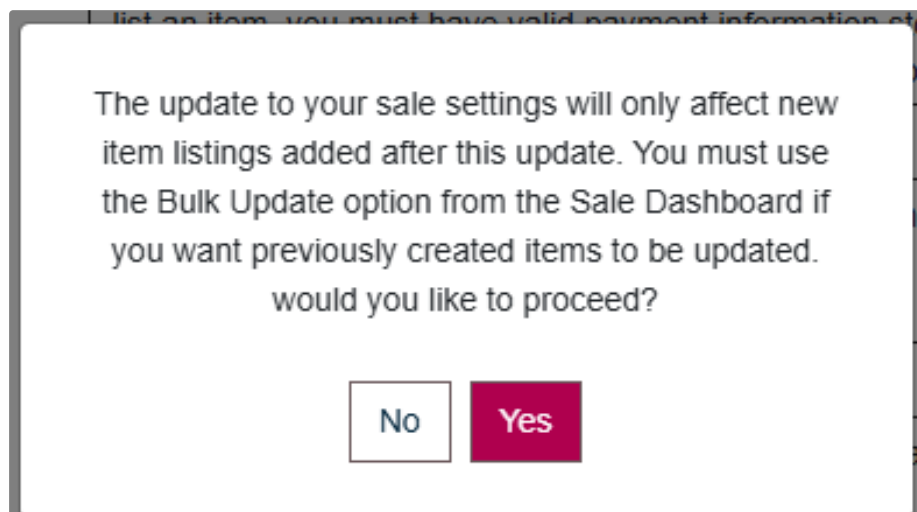
This is why we encourage you to extend the sale start date/time to avoid this limitation. You are able to adjust the start date/time if the date/time has not yet been achieved.

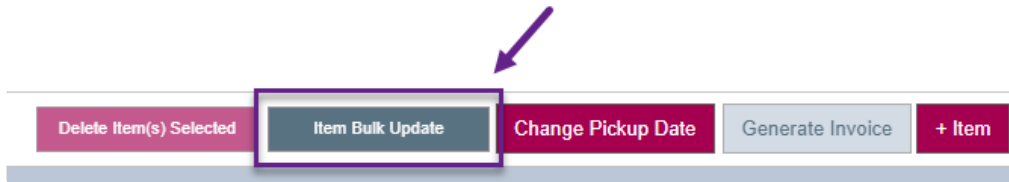
8. Select the desired closing duration that you wish your item closings to be distributed. Your available selections are 90, 120, 150, and 180 minutes. Starting with the sale close date and time, your items will be distributed to close every minute over the duration of time selected after the time of sale closing.
9. Enter the tax percentage in accordance with your tax laws. "0" is a valid value for this field.
10. The buyer's premium defaults to 15% but can be changed in this form. This can also be marked as "0".
11. Select if you want to Apply Tax on Buyers Premium

⚠ If you edit your sale settings after item creation, this will not apply to any previously created items, it will only apply to new items moving forward. To update the item settings (Tax, Tax %, BP %, IRM, etc.) you will need to use the Item Bulk Update. Please see information below.

To help with reminding all Seller Site users that changing the Sale Setting after items have already been created for BP, Tax, and IRM and this action will NOT update already created items; you will now see an alert message for those fields when you go to update them on your sale settings.

This is a reminder that to update BP, TAX, or IRMs on items already created and in your sale, you must use the Item Bulk Update feature on your sale dashboard.





12. Select the Item Receipt Methods you want available at the Sale Level

Tax (%) *

Buyers Premium (%) *

Apply Tax On Buyers Premium

Item Receipt Methods *

Pickup Delivery Shipping

13. Item Receipt Methods - this is the option given to customers when they place their initial bid on an item.

a. The IRM enhancement is removing the action to select an IRM after a sale is closed.

b. A sale will not save until at least one IRM is selected



When you are creating items in a sale, they will automatically render the IRMs that were selected at the sale level. If you go back to the Sale level settings and edit/change the IRMs offered after some items have already been created, the update will NOT affect items that were previously created in the sale but only the items moving forward.

Example:

I created items on the app when the sale settings were set to pickup and shipping and some items had both shipping and pickup checked, then later I updated the sale settings to pickup only (deselected shipping). New items I create will only show pickup selected, but the previous items, that were created while both were an option, still retained it's shipping and pickup IRM status.

In the screenshot below you will see that on the item created when shipping and pickup was initially set at the sale level but the sale IRM settings were later changed to only Pickup, shipping is still selected but is now 'grayed out'.

*If you change your mind and want to now deselect shipping from this item, it will need to be done on the CTBids Seller Site and cannot be done on the seller app. *

← Edit Item

Description >

Item Type *
Auction

Capture Photo Capture Video Gallery

You can upload a maximum of 39 Images/Videos per Item

Display Image

Item is Featured Item Not Taxable

Item receipt method *
 Pickup Delivery Shipping

Starting Price (\$) *
1.00

Reserve Price (\$)

14. Enter pick up information for this sale in the Pick Up Information text field. This field accepts plain text only as it is presented to the customers through the CTBIDS website.

15. When selecting the Scheduled Pickup date, the system will not allow you to select a date prior to the sale end date. You will need to adjust the sale end date first and then update the scheduled pickup date when editing these fields on your sale. You do not need to enter a the scheduled pickup date at sale creation, but if you go to move all items into Ready and have not selected the pickup date, the system will give you an alert on your sale dashboard that this needs to be done prior to items being moved into Ready.

16. Enter the sale provenance (description) in the Sale Provenance text field. This field accepts plain text only as it is presented to the customers through the CTBIDS website.

17. The Terms & Conditions, Invoice Message, Shipping Info, and Payment Info fields are editable only by using the “pencil” icon next to the field. These fields contain formatted text for

display in invoicing and are also displayed within CTBIDS to customers. You can review the formatted text in these fields by selecting the “eye” icon next to the field.

18. Invoice Message- This is what will display on your invoice that goes out to all customers, and is where you will want to enter all payment and pickup information (payment due date, pickup dates, time and address)

1 Detail2 Settings3 Media

Sale Settings

Time Zone * ▼

US/Eastern

Start Time * 📅

02/25/2022 02:00 PM

End Time * 📅

04/28/2032 03:00 PM

Close Duration (minutes) * ▼

90 minutes

Tax (%) * 👁

8.880

Buyers Premium (%) * 👁

15.000

Apply Tax On Buyers Premium

Item Receipt Methods *

Pickup Delivery Shipping

Pickup Information 488/500

testing save

Scheduled Pickup Date 📅

05/01/2032

746/750

Sale Provenance *
test

Terms & Conditions *
1. Placing a bid is an agreement to purchase. If you are the winning bidder, you are committed to purchasing and picking up your item(s) or making shipping arrangements. Please do not bid if you

Invoice Message *
Thank you for supporting a family in transition.
Payment is due immediately and must be paid by **noon, month/day**. The pickup address is **1223 Main St, City, State, Zip**

Shipping Info *
1. Local pick up is preferred. Shipping is available for some items at the buyer's expense. We use USPS Mail for all items that fit in a flat rate ship envelope or box. If the item does not fit in a flat rate ship box or is fragile,

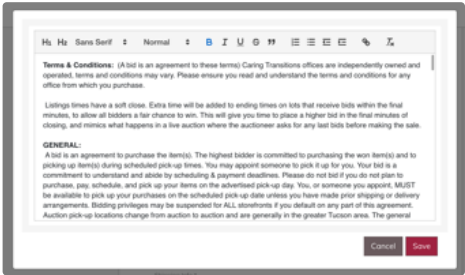
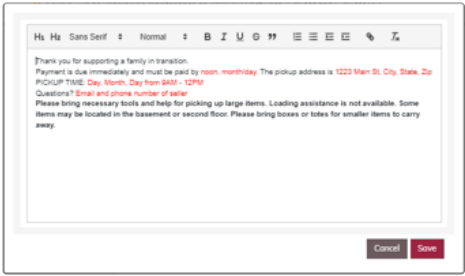
Payment Info *
1. Invoices will be sent out once the sale has completely closed. Payment is due immediately upon receipt of invoice.
2. Login to your CTBids Account: Invoices>Purchases>Check out

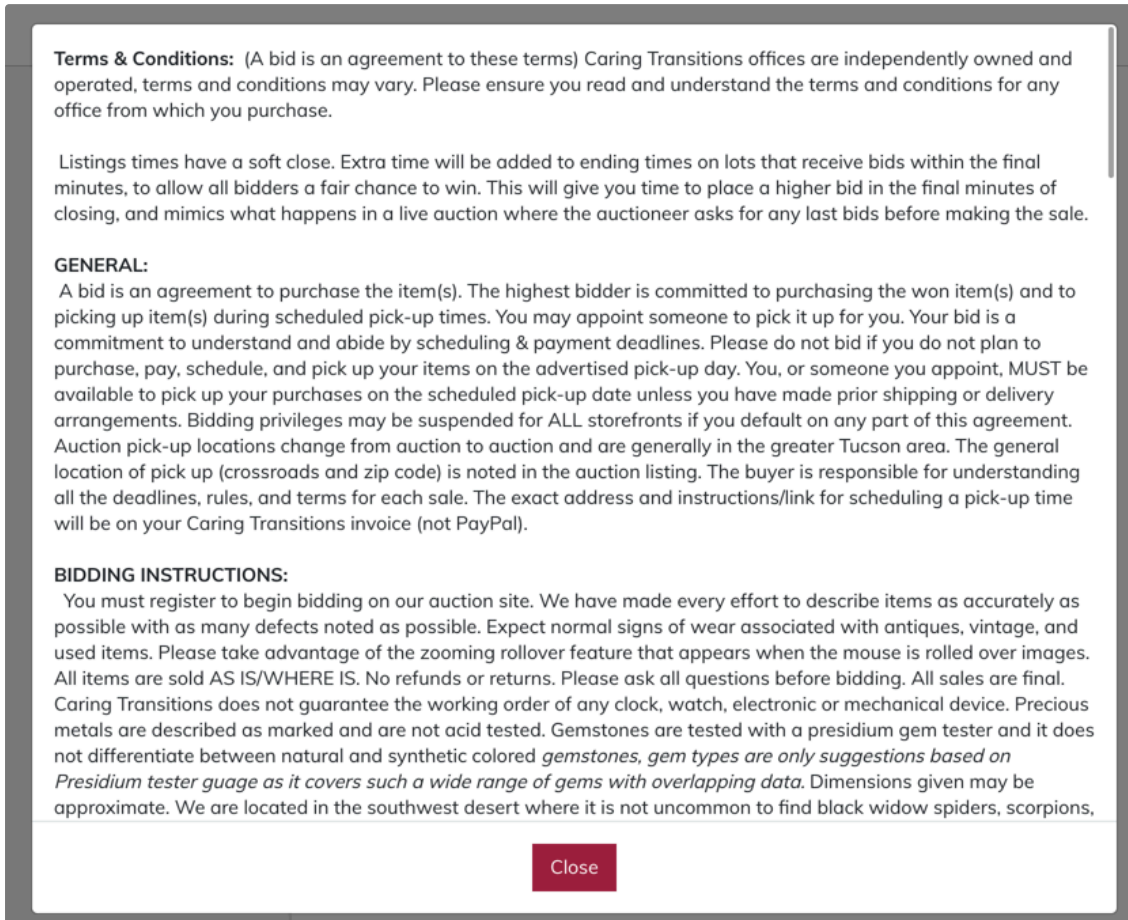
Staff Checkpoint
Select Staff Checkpoint

Previous

Cancel

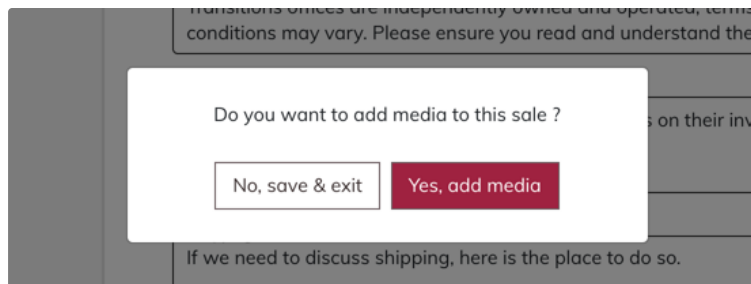
Update





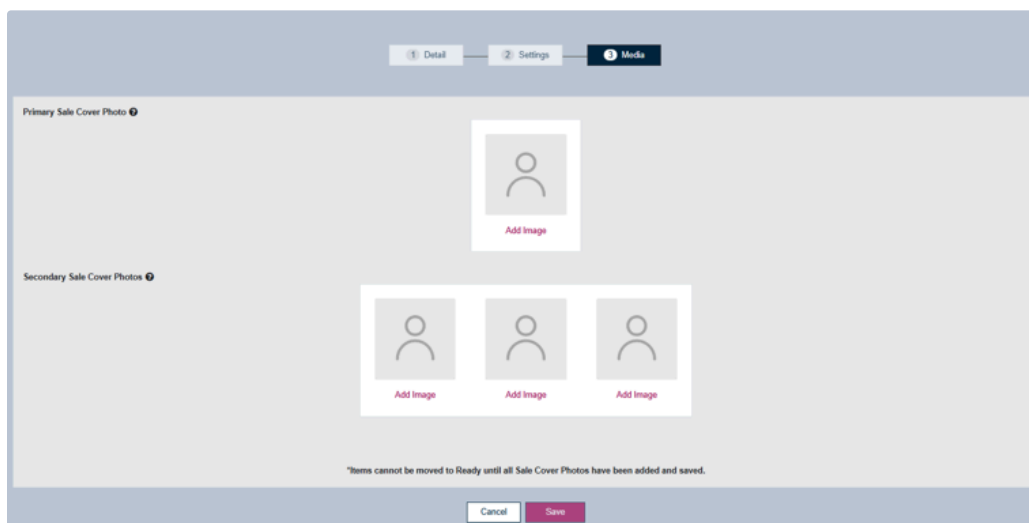
The formatted text viewer

19. When you have entered all required information, select the “Save” button at the bottom of the “Settings” tab. When selected, you will receive a small pop-up dialog asking if you would like to add media. Select Yes or No depending on if you would like to add sale cover images now or if you would like to add them later before the sale items are moved to Ready.

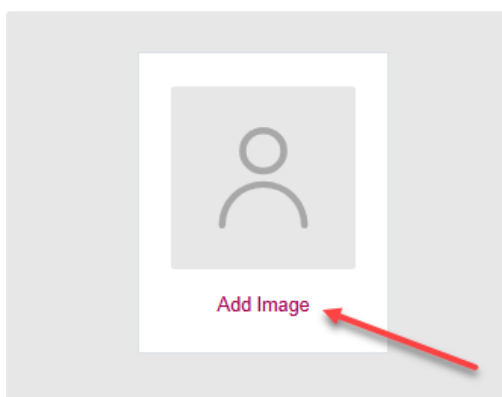


20. Sale media can be added at a later date but must be added prior to your sale items being moved from pending to Ready. You can always edit these images, even if the sale is live, as needed.

21. If you select “Yes, add media” you will need to have 4 images ready to add as your cover images for your sale, please see below for image sizing:




Select the Add Image link on each template to add or change an image.



The Primary Photo is the largest image to display and works almost like a “background” on your sale display. The recommended size for the Primary Photo is 600W x 400H or larger. The Secondary Photos are the three smaller images that display in the front of the Primary Sale image. The recommended size for the Secondary Photo is 400W x 400H or larger.

Please note that you can still create items and put them in Pending if you do not have any Primary or Secondary images selected yet. **However, you cannot move items from Pending to Ready without these images uploaded to your media tab.**

You can change these images at any time whether or not your sale is live and bids are placed.

-  Please use images of items in your sale. Do not use premade collages or portraits of yourself, staff, or clients. CT Marketing has the right to go in and edit your sale display if they choose to.



You will not find this feature on the Seller app. It is only available on the Seller . com. If you upload a Sale Cover Photo from the Seller app, it will render as the Primary Cover Photo. You will still need t