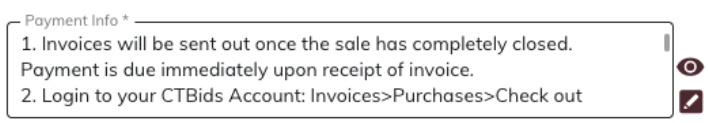
Sale Fields

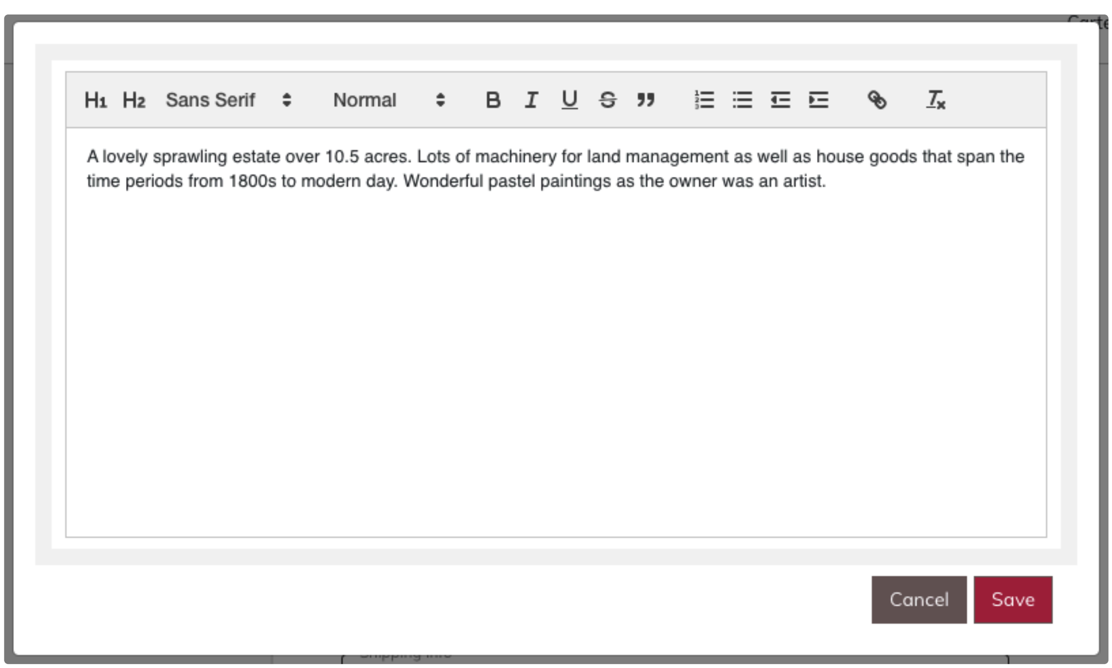
Field: Sale Payment Message

The required, rich text field Payment Message is where we add payment information to our items and invoices. The contents of this field are provided to users of CTBIDS.

Rich text fields, such as Payment Message, are not editable directly. You can edit the contents of this field by selecting the pencil-in-a-box icon.



Upon selecting the pencil icon, an editor will pop up allowing you to edit the contents of this field. Supported formatting elements include font size, font styles such s bold, italics, underline, and strike through. You can also create bullet and numbered lists and indent or outdent sections of your text.



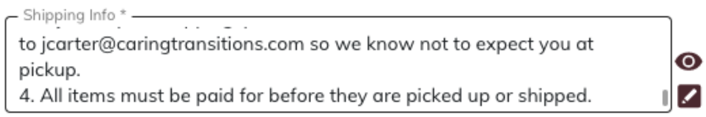
When you have created your sale Payment Message just select the “Save” button to save the text.

To view the text as it appears in a web page, just select the eye icon.

Field: Sale Shipping Message

The required, rich text field Shipping Message is where we add shipping information to our items and invoices. The contents of this field are provided to users of CTBIDS.

Rich text fields, such as Shipping Message, are not editable directly. You can edit the contents of this field by selecting the pencil-in-a-box icon.



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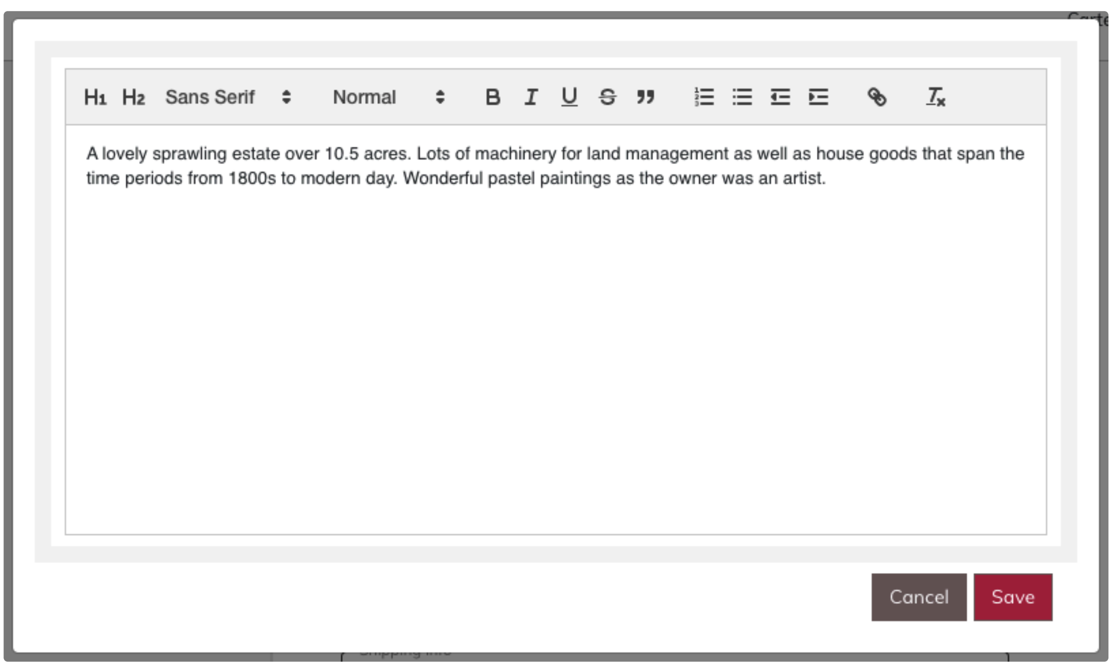

When you have created your sale Shipping Message just select the “Save” button to save the text.

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Field: Sale Location

The Sale Location field is a dropdown that allows you to select the location that is managing this sale. If you have only one location assigned, this dropdown field will default to that one location.

Field: Sale Contact Phone Number

This required field is where we enter the sale contact phone number that is displayed to users within CTBIDS for this sale. You can enter a phone number as (XXX) XXX-XXXX or just type the 10 digits.

Field: Sale Contact Email

The required field Contact Email is where we specify the email address that is presented to users of CTBIDS for a given sale.

> ⚠ This email address is where any ‘Ask Seller a Question’ customer-questions will be sent to.

> ℹ The email address that you have entered in your CTBIDS Location Details is what will be seen in other contact information areas for your location on CTBIDS: Under the Locations tab, on a sale in the top right side that says ‘Caring Transitions Location’, and at the bottom of every item listing titled 'Seller Details’.

Field: Sale Contact Name

The required field Contact Name is to identify the contact person, department, or group who will receive contact from users of CTBIDS for this sale.

Field: Sale Title

This required field is the title of your sale as displayed to users through CTBIDS.

Field: Sale Address 1 and Sale Address 2

The required field Sale Address 1 and the optional field Sale Address 2 is where we put the address where the sale is conducted. Neither Sale Address 1 or Sale Address 2 are displayed to the users of CTBIDS.

Field: Sale Zip

The required field Zip is where we enter the zip code for the sale. This zip code is used in CTBIDS search and is also displayed for a sale.

> Tip: Seller CTBIDS recognizes zip codes and will attempt to autofill the state and city for you. If the zip code spans multiple cities, you will have the ability to select the correct city for the zip code in the sale City edit field.

Field: Sale State

The required dropdown field State is where we identify the sate of the sale. We can select from a listing of states (or provinces) or this field can be automatically selected when a zip code has been entered.

Field: Sale City

This required dropdown selection, City, is where we select the city for our sale. The list of cities is dependent on the selected sale state or is automatically populated once we enter a sale zip code. If the zip code spans multiple cities then a manual city selection will be required if the correct city is not displayed.

Field: Sale Client Name

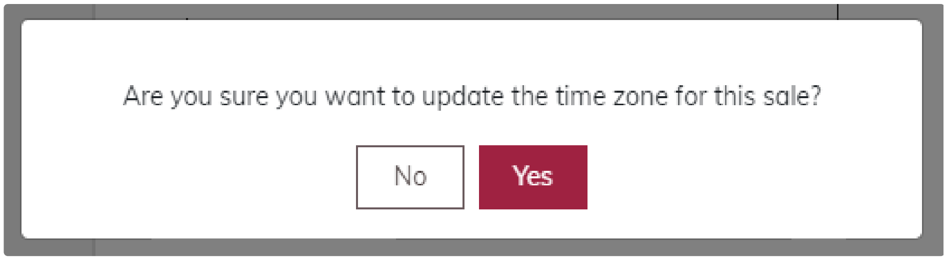
This optional field allows you to provide a client name for the sale. The client name is for record keeping and can be used to search for sales.

Field: Sale Time Zone

The required dropdown selection Time Zone is where we specify the time zone for our sale start and end times. Daylight saving time, if applicable, will be managed by the system.

The default dropdown selection time zone will be set from the location time zone but can be changed using this dropdown selection. In most cases you will not need to change the time zone, however if your sale is across time zone boundaries and you want to represent your sale start and end in the sale location time zone then you can can change that using this field.

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



Note: Users of CTBIDS applications will see times in their time zone as identified by the computer or device they are using. Time zone selections are used to save the time in that time zone. For example, a sale scheduled to start at 1:00pm EDT will show to users in the Mountain time zone of 11:00am MDT and will show to users in Arizona as 10:00am MST.

Field: Sale Start Time

The required field Start Time is a pop-up calendar field where we can select the date and the time that we expect our sale to start. The time selected in the pop-up calendar is in the time zone defined in the field above it.

Note: The start date and time of a sale is very important as CTBIDS will display the sale if there is 1 or more items that are in the “ready” state.

Note: A sale cannot start in the past and the start date and time cannot be updated once a sale has started.

Field: Sale End Time

The required field End Time is a pop-up calendar field where we can select the date and the time that we expect our sale to end or start closing. The time selected in the pop-up calendar is in the time zone defined in the field above it.

Note: The end date and time of a sale is very important. For sales with auction items, the end time selected is the start of sale closing which is a time period between the sale end date and time and the last item closing based on duration, item closing time, and soft closing behavior.

Warning: Do not change the end date and time of an ongoing sale (i.e. a sale has already started) without serious consideration. Active bidding on items whose closing time shifts is not considered good business practice.

Field: Sale Close Duration

The required dropdown selection Close Duration allows us to identify the number of minutes AFTER the sale End Time to distribute all sale items to close.

> Example 1: Sally has a sale that consists of 95 items. Her sale end time is 5:00pm and her Close Duration is 90 minutes. As a result, Sally's items in her sale will have closing times spread out over the duration after the sale has started closing. Sally will have 2 items closing at 5:00, 2 items closing at 5:01, 2 items closing at 5:03, 2 items closing at 5:04, 2 items closing at 5:05, 1 item closing at 5:06, and 1 item closing every minute from 5:07 to 6:29pm.

> Example 2: John has a sale that consists of 4 items. His sale end time is 4:30pm and his Close Duration is 120 minutes. As a result, John's items in his sale will have closing times spread out over the duration after the sale has started closing. John will have 1 item closing at 4:30, 1 item closing at 4:31, 1 item closing at 4:32, 1 item closing at 4:33, and 1 item closing at 4:34.

1. Your items will now close in the order that you selected for the sale
   a. Please note that items will close in the same increment of minutes of the 'Close Duration' that you selected when you created your sale. These will go in blocks of the amount of items vs the amount of minutes selected.
      i. Example: If you have a 90 minute Close Duration set for your sale, they will go in blocks of 90 items/lots.
      ii. Example #2: If you have a 90 minute Close Duration for your sale and you have 180 items/lots, you will have two items close per minute. These items will go in blocks of 90 with each block closing two items/lots per minute (ex: item 1 and item 91, item 2 and item 92 will be closing at the same time).
   b. The number that you order your items/lots will affect the order that they appear in in your sale based on the block that they are in. For example: If there are 270 items/lots in your sale and you selected a 90 minute Close Duration period then you will have 3 blocks of 90 items. (Items numbered with the order of 1, 91, 181 will appear next to each other in your sale).
2. If you did not save to Sync Items, or the items are not showing in the correct order for your sale, you will need to re-sync the items.
   a. To re-sync the items, you will need to change one item to zero, and then back to the original number you had it set at. Once that is completed, you will need to click the green Sync Item Closing Time

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Field: Sale Tax (%)

The required sale Tax (%) field requires a tax percentage for items sold. If you operate in an area where tax is not collected on sold items, just enter 0 in this field.

3/22/24 Release provide an implied decimal:

Implied Decimal on Sale, Item, and Buyer Premium sale settings:

Implied decimal has been added to Sale tax setting,individual item sale tax setting, buyers premium percentage setting

- Seller.com users will now see an implied decimal to help reduce tax percentage and Buyer Premium percentage entry mistakes.

> ⚠ Warning: Make sure you are aware of the tax laws in your area and the area of a sale.

> ℹ Note: In some areas certain items are not taxed while other items are taxed. To account for this, each item has a checkbox that allows to remove the tax on that item even if you have a tax percentage listed for the sale.

Field: Sale Buyers Premium

The required field Buyers premium (%) allows you to specify the buyers premium for the sale overall.

According to Wikipedia:

> In auctions, the **buyer's premium** is a charge in addition to the hammer price (i.e. the winning bid announced) of an auction item, or lot. The winning customer is required to pay both the hammer price and the percentage of that price called for by the **buyer's premium**.

Caring Transitions encourages a buyers premium of 15% for auction centric sales.

The sale Buyer’s Premium value is universal to the sale’s auction items but can be overridden on an item by item basis using the field “Item Buyers Premium”.

> ℹ Buyer’s premium is only applied to auction items. Direct Buy and Onsite items do not compute buyer’s premium.

Field: Sale Pickup Information

The sale Pickup Information text area is where you can write pick up details to be displayed on customer invoices. This information is not visible on the CTBIDS web site EXCEPT for invoices.

> Tip: A well crafted pick up information includes the date, time, and location for pickup. If sale location is difficult to find, provide your customers easy to understand navigation instructions.

Field: Sale Provenance

The required, rich text field Sale Provenance is where we provide a description of the sale. This description is provided to users of CTBIDS.

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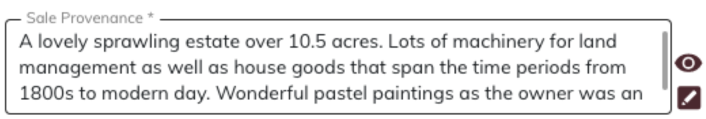

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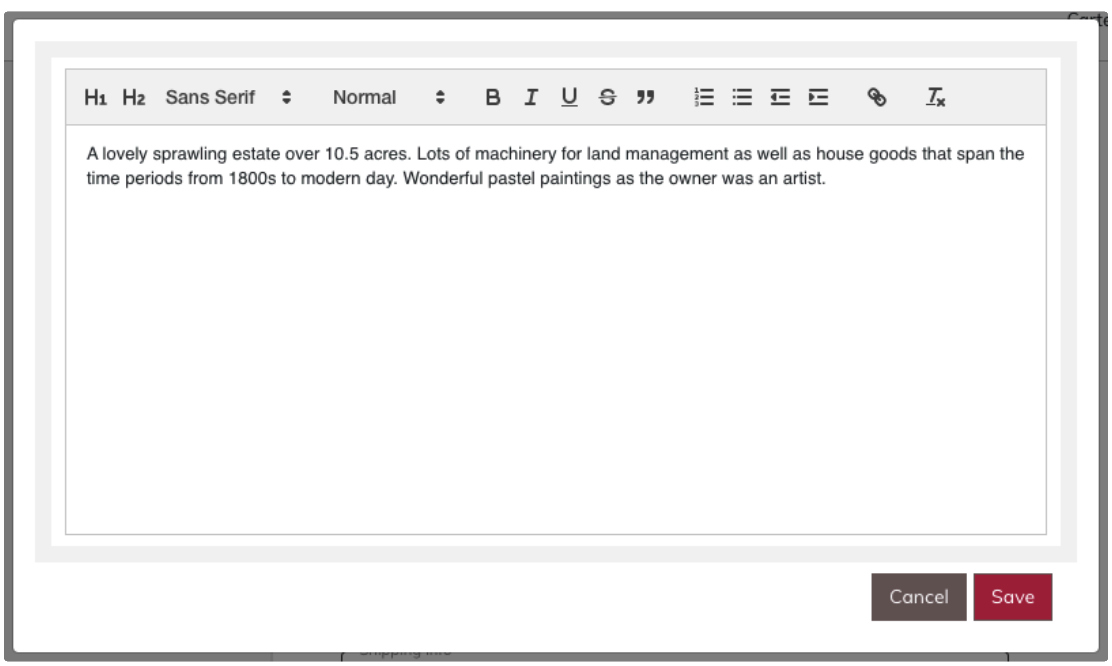


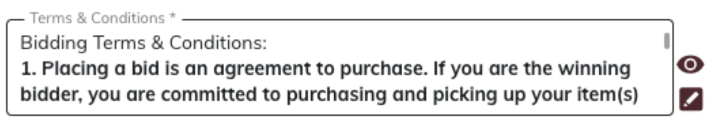
When you have created your sale provenance just select the “Save” button to save the text.

To view the text as it appears in a web page, select the eye icon.

Field: Sale Terms & Conditions

The required, rich text field Terms & Conditions is where we provide the terms and conditions of the sale. The contents of this field are provided to users of CTBIDS.

Rich text fields, such as Terms & Conditions, are not editable directly. You can edit the contents of this field by selecting the pencil-in-a-box icon.



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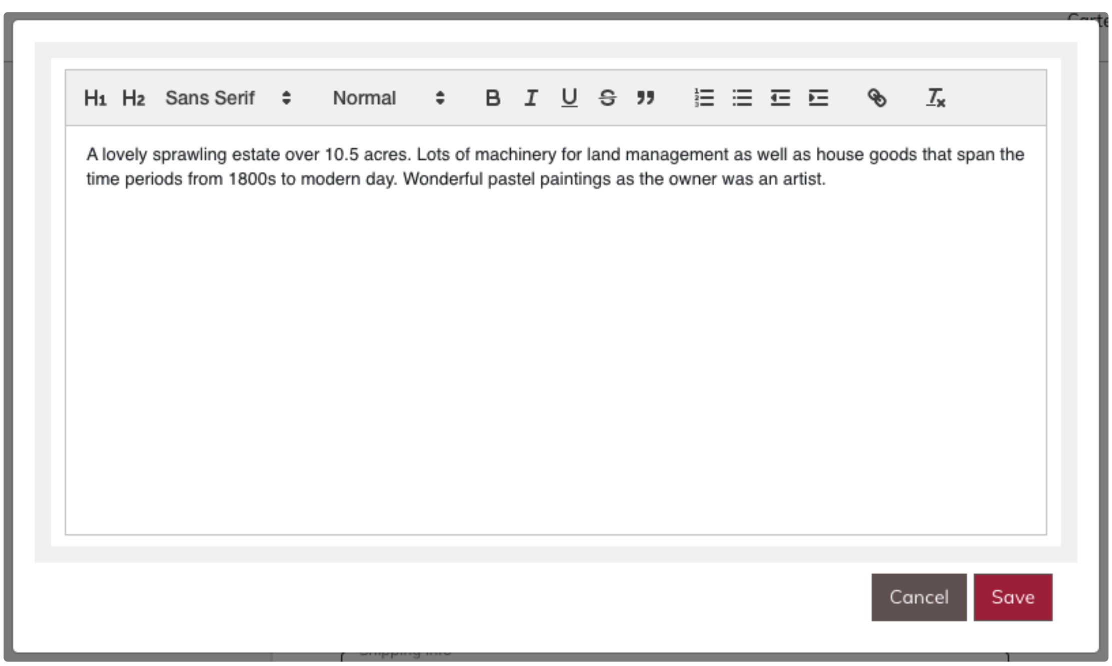

When you have created your sale Terms & Conditions just select the “Save” button to save the text.

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