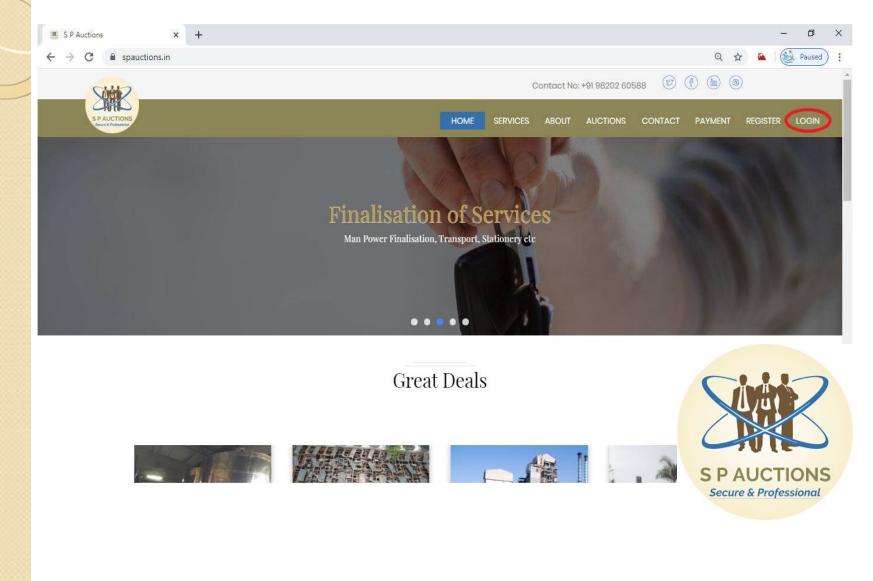
#### Auction Login & Bidding Procedure S P Auctions LLP

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### On any browser open <u>www.spauctions.in</u> & Click on "LOGIN".



### Input your email id (User Id) followed by password created by you & Click on "LOGIN".

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# Post successful login you will get to see this screen as the Auction Starts. Here you click on "GOTOAUCTION".

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#### On this POP UP Click on "ACCEPT" of Terms & Conditions. OTP is sent to Registered Email id & Mobile Number.

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#### Click "OK" on this POP UP.

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# Input the received OTP & Click on "VALIDATE OTP".

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#### Once OTP is validated this POP UP appears. Kindly click on "OK" to enter Auction Room.

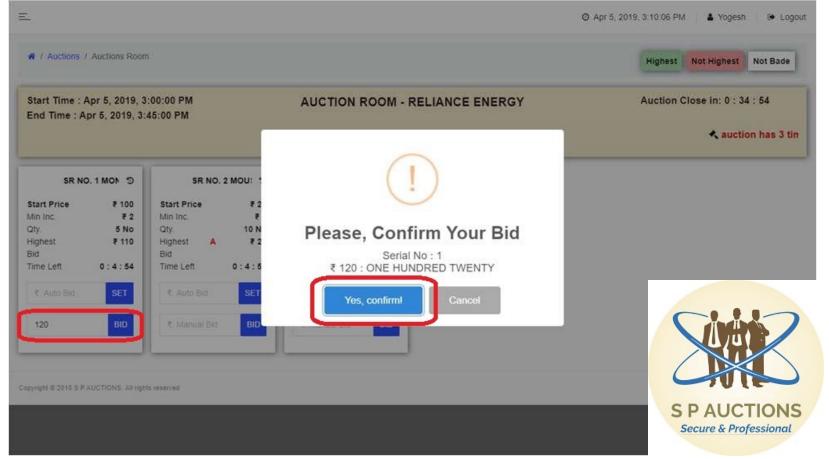
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Welcome to the "Auction Room". Here cards are present as per Serial Numbers given in the Auction Catalog. Auction Room displays – Auction Time, Announcement. Each card displays – Sr. No., Material Name, Start Price, Increment/ Decrement, Quantity – UOM, Highest Bid/Lowest Bid & Time Left to Close.

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For Bidding in auction you have 2 options i.e. Auto Bid & Manual Bid. > Auto Bid - You can enter any value that you wish above/below the Start Price or current Highest/Lowest Bid in the Auto Bid window. This saves your effort to keep on placing manual bids as Server would bid on your behalf.

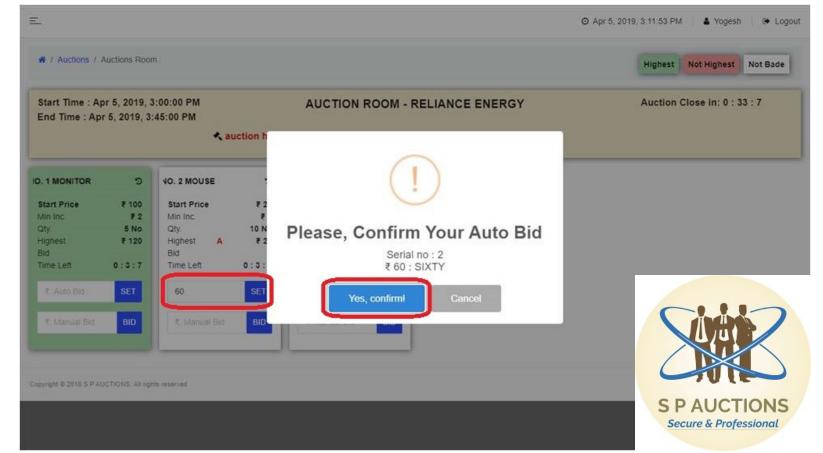
Manual Bid - You can enter value with Minimum Increment/Decrement & Maximum of 5 times of Minimum Increment/ Decrement. For placing Manual bid, kindly input your bid in Manual Bid window & click on "BID". Before accepting bids, system will confirm your bids in words. Check it & once you click on "YES, CONFIRM" system will accept your bid.



# If your bid is accepted by system, below POP UP appears. Click on "OK".

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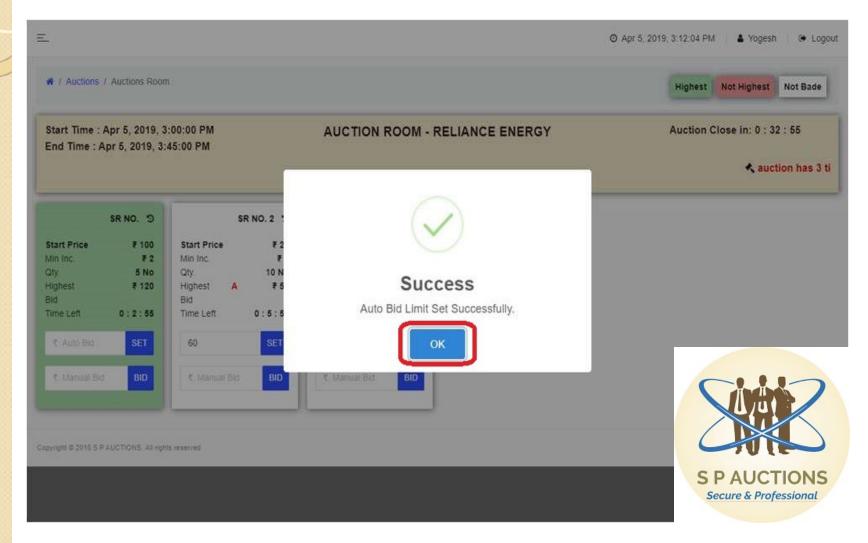
For placing Auto bid, kindly enter any value that you wish above/below the Start Price or current Highest/ Lowest Bid in the Auto Bid window & click on "SET". Before accepting bids, system will confirm your bids in words. Check it. Once you click on "YES, CONFIRM" the system Registers it.



#### Before placing any bid the card has WHITE Colour. At any given time if your bid is HIGHEST/LOWEST the card colour of the that Serial Number would be GREEN.

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### If your bid is accepted by the system, below POP UP appears. Click on "OK".



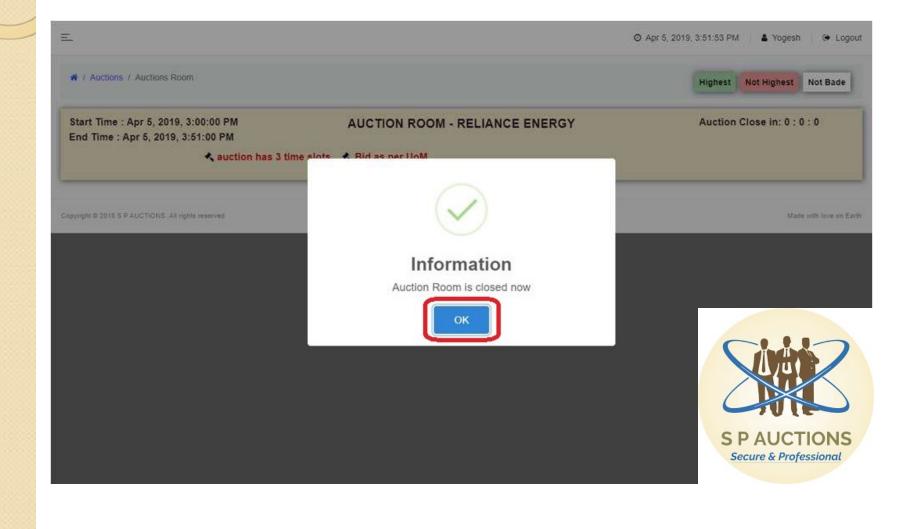
If your BID is equal/ less/ Higher than Start/ Highest/ Lowest Price or not in multiples of Increment/ Decrement you would get an ERROR POP UP alert on screen.



#### At any given time if Bid Placed by you is not Highest/Lowest then that Serial No. Card colour would be RED.

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#### Once all the listed Serial Nos. close, below POP UP appears. Click on "OK".



#### **!!!THANK YOU!!!**

With Regards, Team S P Auctions. (ISO 9001:2015 & 27001:2013)

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