

# **ATTACHMENT B**

## **MAGIC Reverse Auction Bidders Guide**



# MAGIC Reverse Auction Bidders Guide

The MAGIC Reverse Auction Bidders Guide provides instructions for vendors to participate in Reverse Auctions. Vendors have the ability to submit bids electronically and view real time bid ranking. The identity of participating bidders will not be displayed to other bidders throughout the online auction process. However, bidders will be able to see the current best bid.

## Contents

|                                           |           |
|-------------------------------------------|-----------|
| <b>Technical Requirements</b>             | <b>2</b>  |
| <b>Login Procedure</b>                    | <b>2</b>  |
| <b>View Available Reverse Auctions</b>    | <b>3</b>  |
| <b>Search for Auction(s)</b>              | <b>3</b>  |
| <b>Display Auction Details</b>            | <b>5</b>  |
| <b>Display Line Items</b>                 | <b>6</b>  |
| <b>Display Notes and Attachments</b>      | <b>8</b>  |
| <b>Participating in a Live Auction</b>    | <b>8</b>  |
| <b>Live Auction Cockpit</b>               | <b>9</b>  |
| <b>Chat and System Messages</b>           | <b>12</b> |
| <b>Pausing and/or Resuming an Auction</b> | <b>13</b> |



## MAGIC Reverse Auction Bidders Guide

### Technical Requirements

Bidders are responsible for ensuring technical requirements are met.

#### Acceptable Internet Browser(s)

- Microsoft Internet Explorer (IE) version 11
- Firefox versions 51 or lower
- Google Chrome versions 49 and above (will need to download and install a Chrome Extension called "IE Tab Extension")

#### Unsupported Internet Browser(s)

- Microsoft Internet Explorer (IE) version 10 or below
- Microsoft Edge
- Google Chrome
- Safari
- Firefox version 52 and above

Note: Pop-up blocker must be turned off.

#### Java

- Reverse Auction requires Java version 6.30 or higher. Java can be downloaded from following Web site.  
<https://www.java.com/en/download/>

### Login Procedure

Vendors must be registered in MAGIC in order to receive a User ID and password to log in. Vendors who are new to MAGIC may visit the [Vendor Information page](#) on DFA's Web Site, or register online, [Vendor Registration](#).

To Log into MAGIC, open the following URL: <https://portal.magic.ms.gov/iri/portal>. Enter User ID and Password. The password is case sensitive.

MAGIC is the Mississippi Accountability System for Government Information and Collaboration.

Having password problems? Please click on this [link](#) for help...

User \*

Password \*

If you need access or additional information please go to the below website.  
<http://www.dfa.ms.gov/dfa-offices/mmrs>

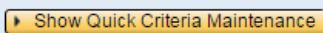


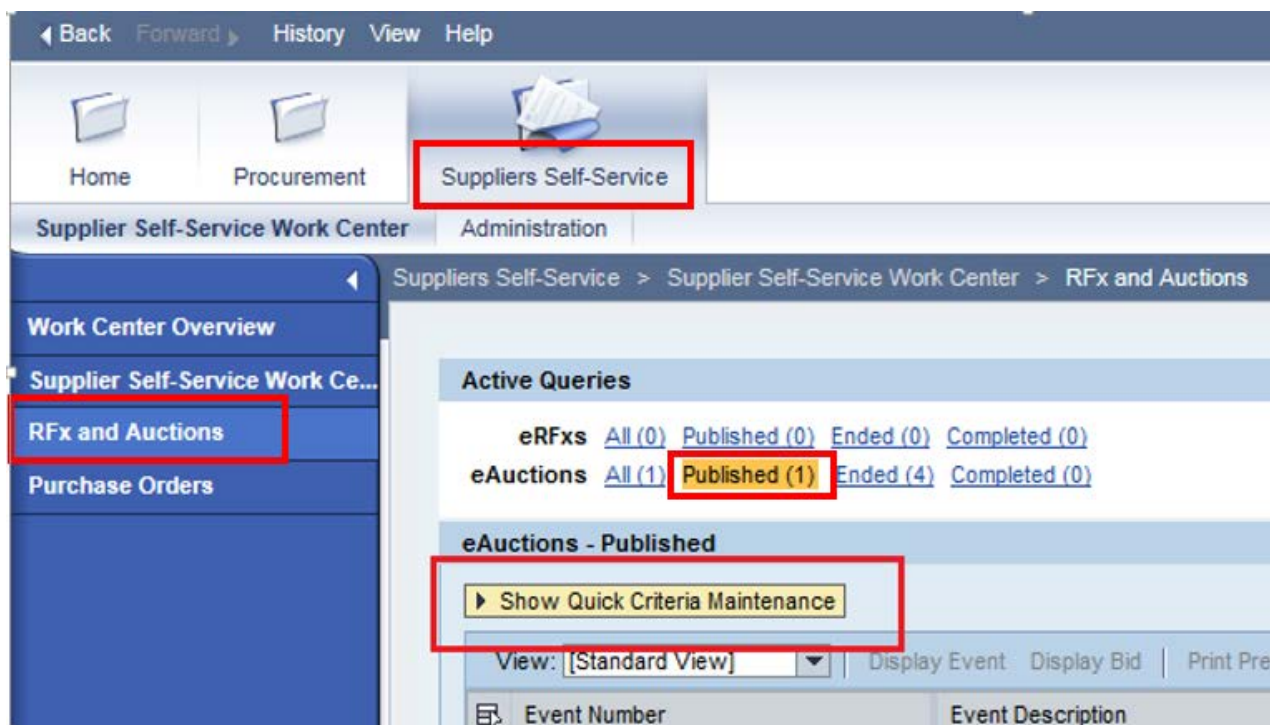
## View Available Reverse Auctions

### Search for Auction(s)

Listed below are the steps to search for a bid response.

- 1.) **Bidders must first respond to the RFx (RFQF) to be able to participate in the Reverse Auction.** Instructions for creating a response to an RFx are available here, [RFx Response -Supplier Self Service](#).
  - The RFx (RFQF)– Bid Specifications will provide details for qualifying criteria. Only bidders qualified through the RFx (RFOF) will be invited to participate in Reverse Auctions.
- 2.) To search for auctions, click on the **Suppliers Self-Service** tab.
- 3.) Select **RFx and Auctions** in the navigation menu on the left of the screen.
- 4.) Select the **Published** link on the eAuctions line of the Active Queries section.

Note: If the search fields are not visible, click the  button to expand the search criteria.





## MAGIC Reverse Auction Bidders Guide

- 5.) Enter the search criteria. To find all available bid opportunities, skip to step (f).
  - a) Select **All** or **Published** to search for available Events (eAuctions).
  - b) Enter the appropriate *Quick Criteria Maintenance* fields: **Event Number** (Auction number) or complete any optional relevant search criteria.
  - c) Click on **Apply** to view all Auctions based on your search criteria.
  - d) To generate an updated search using the same selection criteria, click **Refresh** or skip to step (7).
- 6.) Click **Apply** to find available bid opportunities.
- 7.) In the results list, click on the **Event Number** to open the Auction details in a separate window. (Pop-up blocker must be turned off.)

The screenshot displays the MAGIC (Mississippi Accountability System for Government Information and Collaboration) web application. The interface includes a top navigation bar with links like Home, Employee Self-Service, Suppliers Self-Service, General Applications, System Administration, Content Management, and User Administration. The main content area is titled "Suppliers Self-Service Work Center" and "RFx and Auctions".

Under "Active Queries", the "eAuctions" section is highlighted, showing counts for All (1), Published (1), Ended (0), and Completed (0). Below this, the "eAuctions - All" section contains a "Quick Criteria Maintenance" form. The form fields include:

- Event Number: 3300000092
- Event Status: (dropdown menu)
- Creation Date: (calendar icon)
- Deadline Date Flag: (dropdown menu)
- Status: (dropdown menu)
- My RFx Responses From: (dropdown menu)
- Smart Number: (text field)

Buttons for "Apply" and "Clear" are visible. Below the form, there is a "View: [Standard View]" dropdown and a "Refresh" button. The results table below shows one entry:

| Event Number               | Event Description    | Event Type      | Event Status | Start Date | End Date   | Bid Number | Bid Status     |
|----------------------------|----------------------|-----------------|--------------|------------|------------|------------|----------------|
| <a href="#">3300000092</a> | 1130-18-R-RAEX-00002 | English Auction | Active       | 10/20/2017 | 10/27/2017 |            | No Bid Created |



## MAGIC Reverse Auction Bidders Guide

### Display Auction Details

Listed below are the steps view the auction details and information regarding the auction.

- 1.) The Auction Details screen will be displayed. It is important to review the details prior to the Auction begin time. Bidding will not be available prior to the Auction Start Date / Time.

The table below list the fields and a brief description of the information available on the Auction Parameters sub-tab of the Auction Information tab.

**Display Auction: 3300000092**

Print Preview
Close
Live Auction

3 Days 11:41:05 Remaining Time
Number 3300000092
Name 1130-18-R-RAEX-00002
Owner First Last
Status Active
Currency USD
Start Date 20.10.2017 13:58:45 CST
End Date 27.10.2017 01:00:00 CST

Auction Information
Items
Notes and Attachments

Auction Parameters
Notes and Attachments

**Identification**  
Name: 1130-18-R-RAEX-00002  
Type: English Auction  
Product Category:  
Currency: USD

**Dates**  
Start Date: 10/20/2017 01:58:45 pm  
End Date: 10/27/2017 01:00:00 am  
Time Zone: CST

**Event Parameters**  
Bid Decrement: Absolute  
Bid Validation: New bid must beat overall best bid  
Follow On Document: Contract  
Sequential Line Items: ☐  
Sequential Initial Duration: 0  
Sequential End-Time Gap: 0

**Automatic Extensions:**  
Remaining Time Trigger: 0  
Extension Period: 0  
Number of Extensions: 0

**Status and Statistics**  
Creation Date: 10/03/2017 04:27:46 pm  
Created By: SRMBUYER04

| Section          | Field Name                  | Description                                                                                   |
|------------------|-----------------------------|-----------------------------------------------------------------------------------------------|
| Identification   | Name                        | Smart Number with details related to the RFx                                                  |
|                  | Type                        | English Auction is the standard for State of Mississippi                                      |
|                  | Product Category            | The 5 digit NIGP code (optional)                                                              |
|                  | Currency                    | US Dollar (USD)                                                                               |
| Dates            | Start Date                  | Begin Date and Time for the Live Auction                                                      |
|                  | End Date                    | Date and Time of Live Auction completion                                                      |
|                  | Time Zone                   | Central Standard Time (CST)                                                                   |
| Event Parameters | Bid Decrement               | The amount/percentage by which the next bid must decrease relevant to the current lowest bid. |
|                  | Bid Validation              | Logic used to determine if the bid is valid.                                                  |
|                  | Follow On Document          | Contract or Purchase Order                                                                    |
|                  | Sequential Line Items       | Enables sequential line item functionality to stagger end times.                              |
|                  | Sequential Initial Duration | The amount of time in between each line item end time.                                        |
|                  | Sequential End-Time Gap     | The time between item end times.                                                              |
| Automatic        | Remaining Time Trigger      | The time period before the end of the auction where an                                        |



## MAGIC Reverse Auction Bidders Guide

|                       |                      |                                                                                                                                  |
|-----------------------|----------------------|----------------------------------------------------------------------------------------------------------------------------------|
| Extensions            |                      | extension can be triggered due to bid activity.                                                                                  |
|                       | Extension Period     | Number of minutes, for which the auction will be extended if a bidder submits an offer within the Remaining Time Trigger period. |
|                       | Number of Extensions | The number of times an auction can be extended by bid activity within the Remaining Time Trigger.                                |
| Status and Statistics | Creation Date        | The date and time the auction was created.                                                                                       |
|                       | Created By           | The UserID of the Agency Buyer who created the auction.                                                                          |

### Display Line Items

Listed below is information regarding the line items associated with the auction.

- 1.) Click the **Items** tab to view the line items.

**Display Auction: 3300000092**

Print Preview | Close | Live Auction

3 Days 11:41:05 Remaining Time | Number 3300000092 | Name 1130-18-R-RAEX-00002 | Owner First Last | Status Active | Currency USD

Start Date 20.10.2017 13:58:45 CST | End Date 27.10.2017 01:00:00 CST

Auction Information | **Items** | Notes and Attachments

▼ Item Overview

Details | Copy | Paste | Expand All | Collapse All | Filter Settings

| Line Number | Item Type | Product ID | Description | Lot | Quantity | Unit | Start Price | Bid Decrement Amount | Delivery Date | Notes | Attachments |
|-------------|-----------|------------|-------------|-----|----------|------|-------------|----------------------|---------------|-------|-------------|
| 1           | Material  |            | TEST 01     |     | 1,000 AU |      | 10,000,00   | 10,00                |               | 0 / 0 | 0 / 0       |
| 2           | Material  |            | TEST 02     |     | 1,000 AU |      | 10,000,00   | 10,00                |               | 0 / 0 | 0 / 0       |
| 3           | Material  |            | TEST 03     |     | 1,000 EA |      | 10,000,00   | 10,00                |               | 0 / 0 | 0 / 0       |
| 4           | Material  |            | TEST 04     |     | 1,000 EA |      | 10,000,00   | 10,00                |               | 0 / 0 | 0 / 0       |

If the items are in **Lots**, the main items will be listed with individual lot items below.

Number 3300000165 | Name 1130-18-R-RFQ-00037 | Type English Auction | Status Saved | Number of Bidders 11

Auction Information | Bidders | **Items** | Notes and Attachments | Bidder View | Tracking

▼ Item Overview

Details | Add Item | Copy | Paste | Duplicate | Delete

| Line Number | Item Type | Product ID | Description   | Lot | Product Category | Quantity | Unit | Start Price | Reference Price | Reserve Price | Price Unit | Bid Decrement |
|-------------|-----------|------------|---------------|-----|------------------|----------|------|-------------|-----------------|---------------|------------|---------------|
| 1           |           |            | APRONS        |     |                  |          |      | 0.00        | 0.00            | 0.00          |            |               |
| 1.1         | Material  |            | Big           |     | 10004            | 300      | EA   |             |                 | 0.00          |            | 1             |
| 1.2         | Material  |            | Small         |     | 10004            | 400      | EA   |             |                 | 0.00          |            | 1             |
| 1.3         | Material  |            | Medium        |     | 10004            | 300      | EA   |             |                 | 0.00          |            | 1             |
| 2           |           |            | UNIFORM       |     |                  |          |      | 0.00        | 0.00            | 0.00          |            |               |
| 2.1         | Material  |            | Big           |     | 10004            | 300      | EA   |             |                 | 0.00          |            | 1             |
| 2.2         | Material  |            | Small         |     | 10004            | 400      | EA   |             |                 | 0.00          |            | 1             |
| 2.3         | Material  |            | Medium        |     | 10004            | 300      | EA   |             |                 | 0.00          |            | 1             |
| 3           |           |            | HATS          |     |                  |          |      | 0.00        | 0.00            | 0.00          |            |               |
| 3.1         | Material  |            | top hats      |     | 10004            | 1,000    | EA   |             |                 | 0.00          |            | 1             |
| 3.2         | Material  |            | cowboy hats   |     | 10004            | 5,000    | EA   |             |                 | 0.00          |            | 1             |
| 3.3         | Material  |            | baseball caps |     | 10004            | 10,000   | EA   |             |                 | 0.00          |            | 1             |

- 2.) To view additional details for a line item, select the desired line and click the **Details** button.



## MAGIC Reverse Auction Bidders Guide

**Display Auction: 3300000092**

Print Preview | Close | Live Auction

3 Days 11:41:05 Remaining Time | Number 3300000092 | Name 1130-18-R-RAEX-00002 | Owner First Last | Status Active | Currency USD

Start Date 20.10.2017 13:58:45 CST | End Date 27.10.2017 01:00:00 CST

Auction Information | **Items** | Notes and Attachments

▼ Item Overview

Details | Copy | Paste | Expand All Collapse All Filter Settings

| Line Number | Item Type | Product ID | Description | Lot | Quantity | Unit | Start Price | Bid Decrement Amount | Delivery Date | Notes | Attachments |
|-------------|-----------|------------|-------------|-----|----------|------|-------------|----------------------|---------------|-------|-------------|
| 1           | Material  | TEST 01    |             |     | 1,000    | AU   | 10,000.00   | 10.00                |               | 0 / 0 | 0 / 0       |
| 2           | Material  | TEST 02    |             |     | 1,000    | AU   | 10,000.00   | 10.00                |               | 0 / 0 | 0 / 0       |
| 3           | Material  | TEST 03    |             |     | 1,000    | EA   | 10,000.00   | 10.00                |               | 0 / 0 | 0 / 0       |
| 4           | Material  | TEST 04    |             |     | 1,000    | EA   | 10,000.00   | 10.00                |               | 0 / 0 | 0 / 0       |

3.) The details for the line item will be displayed.

Item 1 : TEST 01

Item Data | Notes and Attachments

Identification

Item Type: Material

Product ID:

Description: TEST 01

Product Category: 86300

Currency, Values and Pricing

Quantity / Unit: 1,000 AU

Price Per Unit: 1 Activity unit

Start Price: 10,000.00 USD

Ceiling Price: 0.00 USD

Bid Decrement Percent: 0.00

The table below list the fields and a brief description of the information available for each line item.

| Section                       | Field Name            | Description                                                                             |
|-------------------------------|-----------------------|-----------------------------------------------------------------------------------------|
| Identification                | Item Name             | Type of item (Material)                                                                 |
|                               | Product ID            | 11 digit material number                                                                |
|                               | Description           | Detailed description of the item                                                        |
|                               | Product Category      | The 5 digit NIGP code                                                                   |
| Currency, Values, and Pricing | Quantity /Unit        | The number of items / the Unit of Measure (i.e. EA for each)                            |
|                               | Price Per Unit        | The individual price based on the Unit of Measure indicated.                            |
|                               | Start Price           | Starting bid price of the item (Bids higher than the start price will not be accepted.) |
|                               | Ceiling Price         | Ceiling Price is not used.                                                              |
|                               | Bid Decrement Percent | Bid decrement amount if percentage option is selected.                                  |
|                               | Bid Decrement         | Bid decrement amount if dollar amount option is selected.                               |



## MAGIC Reverse Auction Bidders Guide

### Display Notes and Attachments

Click the **Notes and Attachments** tab to view supporting documents and/or notes associated with the auction.

**Display Auction: 3300000092**

Print Preview | Close | Live Auction

3 Days 11:31:45 Remaining Time

Number 3300000092   Name 1130-18-R-RAEX-00002   Owner First Last   Status Active   Currency USD  
Start Date 20.10.2017 13:58:45 CST   End Date 27.10.2017 01:00:00 CST

Auction Information   Items   **Notes and Attachments**

▼ Notes

Add Clear

| Assigned To | Category | Text Preview |
|-------------|----------|--------------|
|             |          |              |

▼ Attachments

Add Attachment   Edit Description   Versioning   Delete   Create Qualification Profile

| Assigned To     | Category            | Description          | File Name        | Version | Processor | Checked Out              | Type  | Size (KB) | Changed by |
|-----------------|---------------------|----------------------|------------------|---------|-----------|--------------------------|-------|-----------|------------|
| Document Header | Standard Attachment | <a href="#">test</a> | 3160000714.MHTML | 1       |           | <input type="checkbox"/> | MHTML | 55        | SRMBUYER04 |

### Participating in a Live Auction

After completing the steps above to find a desired auction, the steps below can be used to participate in the Live Auction process.

- 1.) With the Auction displayed, click the **Live Auction** button.

**Display Auction: 3300000092**

Print Preview | Close | **Live Auction**

3 Days 11:25:52 Remaining Time

Number 3300000092   Name 1130-18-R-RAEX-00002   Owner First Last   Status Active   Currency USD  
Start Date 20.10.2017 13:58:45 CST   End Date 27.10.2017 01:00:00 CST

Auction Information   Items   Notes and Attachments

- 2.) A pop-up window will appear containing Terms and Conditions to participate in the Live Auction. Review all terms and conditions. If you agree, click **Accept**. If you click **Decline** you will not be allowed to participate in the Live Auction.

If the agency did not establish Terms and Conditions this screen will not be displayed.

Terms and Conditions

These are the conditions of participation. Do you Accept?



## MAGIC Reverse Auction Bidders Guide

- 3.) If any pop-ups appear asking for a confirmation to run the JAVA application, click **Run**.



- 4.) The Live Auction bidding screen will be displayed. If you receive any error messages, please ask your company's system administrator to verify your computer's technical requirements.

### Live Auction Cockpit

The Live Auction Cockpit will be displayed when the JAVA application has run.

Listed below is information regarding key items for the Live Auction Cockpit. The steps for submitting a response are located on the next page.

#### Live Auction Cockpit

Name: 1130-18-R-RFQI-00030

Number: 3300000163

Rule Profile: Reverse auction with broken lot, full quantity, anonymous bidding

Description:

Currency: USD

Requester: 1130\_SRGBOS1

Start Date: 08/23/2017 10:38:30 AM CDT

End Date: 08/23/2017 10:50:00 AM CDT

Time Remaining: 00:08:06 (Active)

| Item | Description | Quantity | Unit | Price Unit | Start Price | Decrement | Rank | My Bid | My Bid Value | Best Bid | Next Valid Bid | Bid Price |
|------|-------------|----------|------|------------|-------------|-----------|------|--------|--------------|----------|----------------|-----------|
| 1    | Pencils     | 100      | each | 1          | 19.00       | -         | -    | -      | -            | 10.00    | 10.00          |           |
| 2    | Pens        | 200      | Case | 1          | 20.00       | -         | -    | -      | -            | 11.00    | 11.00          |           |
| 3    | Folders     | 300      | Pail | 1          | 29.00       | -         | -    | -      | -            | 22.00    | 22.00          |           |
| 4    | Books       | 400      | Drum | 1          | 34.00       | -         | -    | -      | -            | 28.00    | 28.00          |           |

Total Value of M

Details

History

Charts

Calculation

Item 1

Description Pencils

Quantity 100

Unit each

Price Unit 1

Currency USD

Start Price 19.00

Decrement 0.00

Revision Level

Supplier Text



## MAGIC Reverse Auction Bidders Guide

| Field Name     | Description                                                                                                                                                       |
|----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Start Date     | Date and Time the Live Auction starts                                                                                                                             |
| End Date       | Date and Time the Live Auction ends                                                                                                                               |
| Time Remaining | The time remaining for the Live Auction                                                                                                                           |
| Description    | Line item description                                                                                                                                             |
| Quantity       | Line item quantity                                                                                                                                                |
| Unit           | Line item unit                                                                                                                                                    |
| Price Unit     | Line item price per unit                                                                                                                                          |
| Start Price    | The initial price for the line item.                                                                                                                              |
| Best Bid       | The lowest bid that has been submitted, to date, for that line item. This field will be blank until the first bid has been submitted.                             |
| Next Valid Bid | The next price that is allowed to be bid for that line item. It is determined by subtracting the decrement amount from the best bid amount.                       |
| Bid Price      | Your bid for the item. Your bid should be equal or less than the next valid bid field.<br><br>For instructions on how to enter your bid price, see the next page. |

### Submitting a Bid Response

The steps below must be completed for each separate line item you wish to bid on.

1. Click desired line item.
2. Enter the price in the **Bid Price** field(s) for the items you wish to bid on.

**Live Auction Cockpit**

Name: 1130-18-R-RFQF-00025  
Number: 3300000120  
Rule Profile: Reverse auction with broken lot, full quantity, anonymous bidding  
Description:

Requester: 1130\_SRMBO51  
Start Date: 10/16/2017 10:06:00 AM CDT  
End Date: 10/19/2017 9:59:00 AM CDT  
Time Remaining: 00:00:00 (Ended)

| Item | Description      | Quantity | Unit | Price Unit | Start Price | Decrement | Rank | My Bid | My Bid Value | Best Bid | Next Valid Bid | Bid Price |
|------|------------------|----------|------|------------|-------------|-----------|------|--------|--------------|----------|----------------|-----------|
| 1    | Test Material 01 | 10       | each | 1          | 1,000.00    | 10.00     | 1    | 660.00 | 6,600.00     | 660.00   | 650.00         |           |
| 2    | Test Material 02 | 12       | each | 1          | 1,000.00    | 10.00     | 1    | 660.00 | 7,920.00     | 660.00   | 650.00         |           |
| 3    | Test Material 03 | 15       | each | 1          | 1,500.00    | 10.00     | 1    | 870.00 | 13,050.00    | 870.00   | 860.00         |           |
| 4    | Test Material 04 | 20       | each | 1          | 2,000.00    | 10.00     | 1    | 872.00 | 17,440.00    | 872.00   | 862.00         |           |

Total Value of My Bids: 45,010.00
Total Bid Value:



## MAGIC Reverse Auction Bidders Guide

- Click the **Submit** button. The submit button may be submitted after each line item price is entered or after you enter the price for all line items you wish to bid on.

**Live Auction Cockpit**

Name: 1130-18-R-RFQF-00025  
Number: 3300000120  
Rule Profile: Reverse auction with broken lot, full quantity, anonymous bidding  
Description:

Currency: USD

Requester: 1130\_SRGBOS1  
Start Date: 10/16/2017 10:06:00 AM CDT  
End Date: 10/19/2017 9:59:00 AM CDT  
Time Remaining: 00:00:00 (Ended)

| Item | Description      | Quantity | Unit | Price Unit | Start Price | Decrement | Rank | My Bid | My Bid Value | Best Bid | Next Valid Bid | Bid Price |
|------|------------------|----------|------|------------|-------------|-----------|------|--------|--------------|----------|----------------|-----------|
| 1    | Test Material 01 | 10       | each | 1          | 1,000.00    | 10.00     | 1    | 660.00 | 6,600.00     | 660.00   | 650.00         |           |
| 2    | Test Material 02 | 12       | each | 1          | 1,000.00    | 10.00     | 1    | 660.00 | 7,920.00     | 660.00   | 650.00         |           |
| 3    | Test Material 03 | 15       | each | 1          | 1,500.00    | 10.00     | 1    | 870.00 | 13,050.00    | 870.00   | 860.00         |           |
| 4    | Test Material 04 | 20       | each | 1          | 2,000.00    | 10.00     | 1    | 872.00 | 17,440.00    | 872.00   | 862.00         |           |

Total Value of My Bids 45,010.00Total Bid Value:

Submit

- A confirmation pop-up window will be displayed. The bid value (by line item) will be display the total of the Unit Price times the Quantity for that item. If the bid amount(s) are correct, click **Yes**. If the bid amount(s) are incorrect, click **No** and repeat the steps above to enter the correct bid amounts.



- A confirmation of a successful bid submission will be displayed in the Chat Window.  
Note: Erroneous bids may be deleted by the agency during the live auction.

### Chat and System Messages

06/07/2017 10:27:40 AM CDT [System]: Your bid for line item 1 has been successfully submitted  
06/07/2017 10:27:40 AM CDT [System]: Your bid for line item 2 has been successfully submitted  
06/07/2017 10:27:40 AM CDT [System]: Your bid for line item 3 has been successfully submitted

- Repeat steps 1 – 5 for each desired line item.



## MAGIC Reverse Auction Bidders Guide

### Chat and System Messages

The Chat and System Messages area is used for viewing chat messages from an agency buyer and information messages automatically generated by MAGIC.

Below are helpful hints in using the chat feature:

|                         |                                                                                                   |
|-------------------------|---------------------------------------------------------------------------------------------------|
| <b>A bidder CAN:</b>    | Send a message to an agency buyer.<br>Type the message in the message box and click <b>Send</b> . |
|                         | See broadcast messages from the agency buyer to ALL bidders.                                      |
|                         | See messages regarding the status of the auction (e.g. paused, resumed, or extended)              |
| <b>A bidder CANNOT:</b> | Send a message to other bidders of the auction.                                                   |
|                         | See messages sent to an agency by other bidders.                                                  |
|                         | See messages sent to other bidders from the agency buyer.                                         |

Chat and System Messages

Participating Bidders 5

Purchaser Status Offline

☒ Display Time Stamp

All Messages ▾

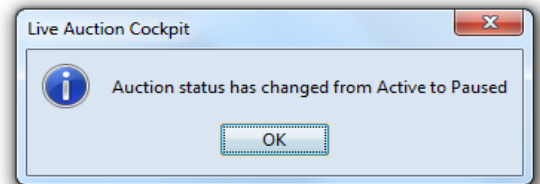
Please send me.....

Send



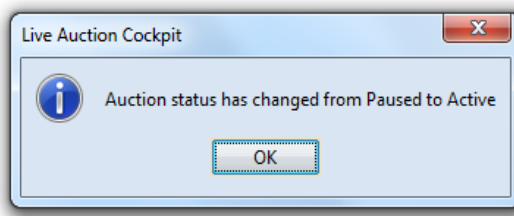
### Pausing and/or Resuming an Auction

If necessary, the agency buyer can pause the Live Auction bidding. In such cases, the auction status will be changed from “Active” to “Paused”. A system alert will appear on the screen.



**The countdown clock will not stop running while the auction is paused. The time remaining and end date / time are not affected or extended automatically.**

When the agency buyer resumes the auction the auction status will be changed from “Paused” to “Active”. A system alert will appear on the screen.



Once the auction has ended, a notification will display.

