

Bidder on line payment instructions

(GovDeals)

When a bidder wins an item or items on “GovDeals, they have the option of paying for those items through the state of Oregon’s payment portal, after submitting information through GovDeals. This tutorial details that payment process.

This process has been designed to be easily navigated and user friendly. If you have any questions or concerns regarding the following steps, please call our cashier’s office at 503-378-6037.

When a bidder wins an item or items on GovDeals, their respective “won” items will be automatically placed into a queue, so that those items can be paid for on line. If you win the bid while still logged in to Govdeals, you will be automatically taken to the “My Bids” section. If you are not logged in at the time of winning the bid, you will need to navigate to the “My Bids” section to view items won (see below).

The screenshot shows the GovDeals website interface. The browser address bar displays 'http://www.govdeals.com/index.cfm'. The website header includes the GovDeals logo, navigation links (Searches, FAQ, Contact Us, About Us), and a search bar. A user is logged in, and a dropdown menu is open, showing options: My Account, My Bids (highlighted), Bid Watch, Favorites, and Tiers. Below the header, there is a section titled 'GovDeals provides services to various government agencies...' with images of various vehicles and equipment. The main content area is titled 'CATEGORIES' and lists various auction categories with item counts. A search bar is also present on the right side of the categories section.

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GovDeals provides services to various government agencies...

CATEGORIES

search auctions Search for: [] QAL# Search

- A** Agriculture Equip/Commodities - 17 items
Aircraft and Aviation Parts, Equipment - 3 items
All Terrain Vehicles - 20 items
Ambulance - 12 items
Animal Equipment, Cages and Feed - 3 items
Arts and Crafts - 16 items
Asphalt Equipment - 12 items
Audio/Visual Equipment - 224 items
Automobiles - 319 items
Automobiles (Classic/Custom) - 5 items
Automobiles (Restricted Vehicles) - 4 items
- B** Bags, All Types - 4 items
Barber and Beauty Shop Equipment - 36 items
Barrels and Drums - 4 items
Batteries, All Types - 4 items
Bicycles - 25 items
Boats and Marine Supplies - 24 items
Books/Manuals - 36 items
Builders Supplies - 43 items
Buildings - 23 items
Buses, Transit and School - 124 items
- C** Cafeteria and Kitchen Equipment - 240 items
Chemicals, All Types - 8 items
Clothing/Linens - 15 items
Collectibles - 14 items
Commercial Furnaces - 2 items
Commodities - 8 items
Communication/Electronic Equipment - 118 items
Compressors - 17 items
Computers, Parts and Supplies - 574 items
Confiscated/Personal Property - 121 items
- F** Fine Art - 15 items
Fire and Police Equipment - 175 items
Fire Trucks - 25 items
Firearm Accessories - 6 items
Firearms and Live Ammunition - 7 items
Forklifts - 13 items
Fueling Equipment - 4 items
Furniture/Furnishings - 525 items
- G** Gambling Machines and Equipment - 2 items
Garbage and Refuse Containers - 14 items
Garbage Trucks - 21 items
Generators - 30 items
Golf Course Equipment - 19 items
- H** Hardware - 4 items
Health and Beauty - 2 items
Highway Equipment - 13 items
Holiday/Seasonal Items - 4 items
HVAC Equipment - 35 items
- I** Industrial Equipment - 89 items
- J** Janitorial Equipment - 72 items
Jewelry - 14 items
- L** Laboratory Equipment - 148 items
Laundry Equipment - 4 items
Library Equipment - 15 items
Lighting/Fixtures - 31 items
Lost/Abandoned Property - 11 items
Lumber - 8 items
- P** Paper and Paper Products - 2 items
Parking Meters - 3 items
Photographic Equipment - 32 items
Pipe, Valves, and Fittings - 11 items
Playground Equipment - 12 items
Plumbing Equipment and Supplies - 9 items
Pool Supplies and Equipment - 8 items
Printing and Binding Equipment - 24 items
Public Utility Equipment - 37 items
Pumps - Fuel, Water, Etc. - 14 items
- R** Real Estate - 22 items
Recovered Items - 204 items
Recyclable Materials - 8 items
Road/Highway/Bridge - 6 items
- S** Scales and Weighing Apparatus - 11 items
School Equipment - 82 items
Security Equipment - 37 items
Snow Removal Equipment - 22 items
Sporting Equipment - 24 items
Survey Equipment - 12 items
SUV - 91 items
Sweeper - Parking Lot/Warehouse - 2 items
Sweeper - Street - 8 items
- T** Tanks - Water, Fuel, Oil, etc. - 14 items
Tires and Tubes - 15 items
Tools, All Types - 179 items
Towers -- Water/Fire/Transmission - 2 items
Tractor - Farm - 21 items
Traffic Signals and Controls - 10 items
Trailers - 35 items
Trucks, Heavy Duty 1 ton & over - 99 items
Trucks, Light Duty under 1 ton - 171 items

When you arrive at the “My Bids” page, it will show a bidders bid history. The second area down is the “Auctions Won” space. This will list the payment status of all auctions won. This area also includes the Asset Description, Auction End Date/Time, a link to view the award certificate, the Sold Amount, additional fees

(Buyer's Premium), and the "Total" amount for that line item. To proceed to pay for an item, mark the "Pay" check box to the far left, and click on the "Continue to Checkout" button.

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My Bids

Open Auctions
No bids on open auctions.

Auctions Won

Pay	Status	Asset Description	Auction End Date/Time	Certificate	Sold Amount	Tax	Additional Fees	Total
<input type="checkbox"/>	Not paid	Test Asset	10/10/2014 2:17 PM	View	\$5.00	\$0.00	\$0.60	\$5.60

[Payment Methods](#)

[Continue to Checkout](#)

Completed Auctions - Last 14 Days
No auctions within the last 14 days.

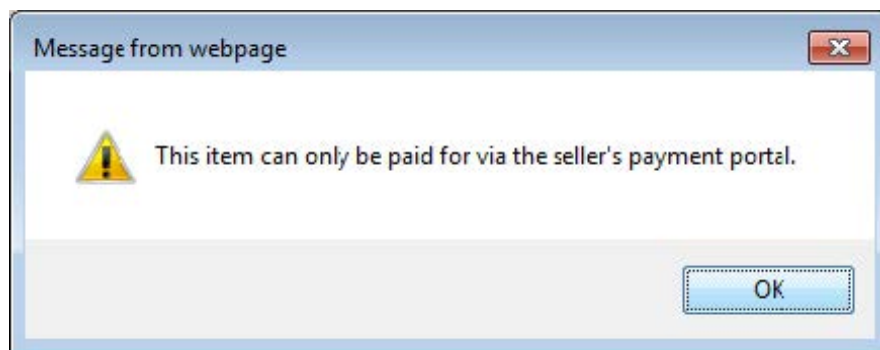
Auctions Not Won - Last 14 Days
No auctions within the last 14 days.

Help Desk Hours: Monday - Friday, 8 am - 7 pm ET.
[Contact us](#) with any questions, comments or concerns.
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A pop up box will appear, stating "This item can only be paid for via the seller's payment portal". This indicates that the bidder will eventually be redirected to the state of Oregon payment portal, rather than the GovDeals payment portal.



You will proceed to an "Invoice Review" screen that details the item(s) to be paid for. There are also options for deleting the invoice, or simply cancelling it. To proceed, press the "Checkout" button. At this point, you will be redirected to the state of Oregon payment portal.

GovDeals.com Invoice Review

Description	End Date	Price	Tax	Buyer's Premium	Additional Fees	Total
Test Asset	10/10/14 2:17 PM	\$5.00	\$0.00	\$0.00	\$0.60	\$5.60
Total Amount Due:						\$5.60

You will be sent to the seller's checkout site for payment processing.
Please complete your payment there and you will be returned to GovDeals with your auction winnings updated.

[Checkout](#) [Cancel](#)


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This is what the state of Oregon payment portal looks like. All information from the previous GovDeals screens should appear in this area. Complete this form in its entirety, especially those marked by an asterisk (*). You will not be able to proceed if these fields are not complete. If needed, you can confirm the security of this page by looking for the “[https](#)” in the address browser. This indicates that this is a “Secure Socket Layer” portal.

https://securecheckout.cdc.nicusa.com/CommonCheckPage/Payment/FrmCapture

Payment Process

 **OREGON.gov**

Payment Process

You have selected to pay by credit card. Complete Customer Billing Information and enter Credit Card Information.

Transaction Summary

Description	Amount
State and Federal Surplus Property Online Store Payment	\$5.60
TOTAL	\$5.60

Transaction Detail

SKU	Description	Unit Price	Quantity	Amount
	Test Asset	\$5.60	1	\$5.60

Account Holder

Complete all required fields [*]

Name *

Company Name

Address *

Address 2

City *

Country *

State *

ZIP/Postal Code *

Shipping Address

Complete all required fields [*]

Again, please fill this form out as completely as possible. If you would like to have a copy of the receipt emailed to you, please include a valid email address. Complete the credit card information (all fields are required), and press "Continue".

Address *

Address 2

City *

Country * United States

State * Oregon

ZIP/Postal Code *

Phone Number *
###-###-#### or #####

Email Address
Please enter your email address.

Receipt Email Addresses
Enter the email addresses you want
copies of the confirmation receipt sent
to.

Credit Card Information

Complete all required fields [*]

Credit Card Type * Select a Card

Credit Card Number *

Expiration Date * Select a Month Select a Year

Name on Credit Card *
exactly as it appears on the card

Continue Cancel Payment

You will then be taken to the “Payment Verification” page. This is where you will review all of the information entered on the previous page. If you are satisfied that all of the information is correct and accurate, enter the verification code at the bottom of the page (you also have the option to “refresh” this image, or listen to the contents of the verification code). You can also edit the information submitted, or cancel the payment process all together. Press the “Make Payment” button.

https://securecheckout.cdc.nicusa.com/CommonCheckPage/Payment/FrmConfirm

Payment Verification

File Edit View Favorites Tools Help

ZIP/Postal Code

Shipping Address

Name

Address

Address 2

City

Country

State

ZIP/Postal Code

Phone Number

Email Address

Receipt Email Addresses

Payment Method

Credit Card Type

Credit Card Number

Expiration Date

Name on Credit Card

Verification

BBDRAA

Enter the characters from the above image:

Make Payment Cancel Payment Edit


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tpe The Transaction Processing Engine

You will then be taken to the "Payment Receipt Confirmation" page. Please review that all the information submitted is correct. This document will serve as your receipt for payment. At this time, you can print a copy (Print button in the upper right hand corner), and you will receive a copy to the email address previously entered. If you are satisfied with the invoice, press the "Continue" button in the lower right hand corner.

https://securecheckout.cdc.nicusa.com/CommonCheckPage/Receipt/FrmReceipt Payment Receipt Confirma... x

File Edit View Favorites Tools Help



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Payment Receipt Confirmation

Your payment was successfully processed.

Transaction Summary

Description	Amount
State and Federal Surplus Property Online Store Payment	
Total Amount Paid	\$5.60

Transaction Detail

SKU	Description	Unit Price	Quantity	Amount
	Test Asset	\$5.60	1	\$5.60
TOTAL				\$5.60

Customer Information

Customer Name: [blurred]

Local Reference ID: [blurred]

Receipt Date: [blurred]

Receipt Time: [blurred]

Payment Information

Payment Type: [blurred]

Credit Card Type: [blurred]

Credit Card Number: [blurred]

Order ID: [blurred]

Billing Name: [blurred]

Account Holder Information

Billing Address: [blurred]

Billing City, State: [blurred]

ZIP/Postal Code: [blurred]

Country: [blurred]

Phone Number: [blurred]

This receipt has been emailed to the address below:
Email Address: [blurred]

You will then be taken back to GovDeals. The “Completed Auctions” area should show that your item(s) have been paid for, as well as the date and all other pertinent information. You can now bring your copy of the invoice to the item location, and retrieve your item.

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My Bids

Your transaction is complete, and your receipt has been emailed to you. You may now go pick up your winnings from the seller.

Open Auctions
No bids on open auctions.

Completed Auctions - Last 14 Days ▾

Asset Description	Auction Ended ▾	Certificate	Sold Amount	Tax	Additional Fees	Total	Paid On	Picked Up
Test Asset	10/10/2014 2:17 PM	View	\$5.00	\$0.00	\$0.60	\$5.60	10/13/2014	

Auctions Not Won - Last 14 Days ▾
No auctions within the last 14 days.

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If your item is located at the Salem Oregon Surplus warehouse, the hours for pickup are 1:00-4:00 Monday-Friday, excluding holidays. If the item won is **not** at the Salem warehouse, please contact the property custodian mentioned in the item listing, and arrange a time to retrieve your items. Again, if any problems or questions, please call the Salem Surplus warehouse at 503-378-6020, or the cashier's office direct at 503-378-6037.

-End-