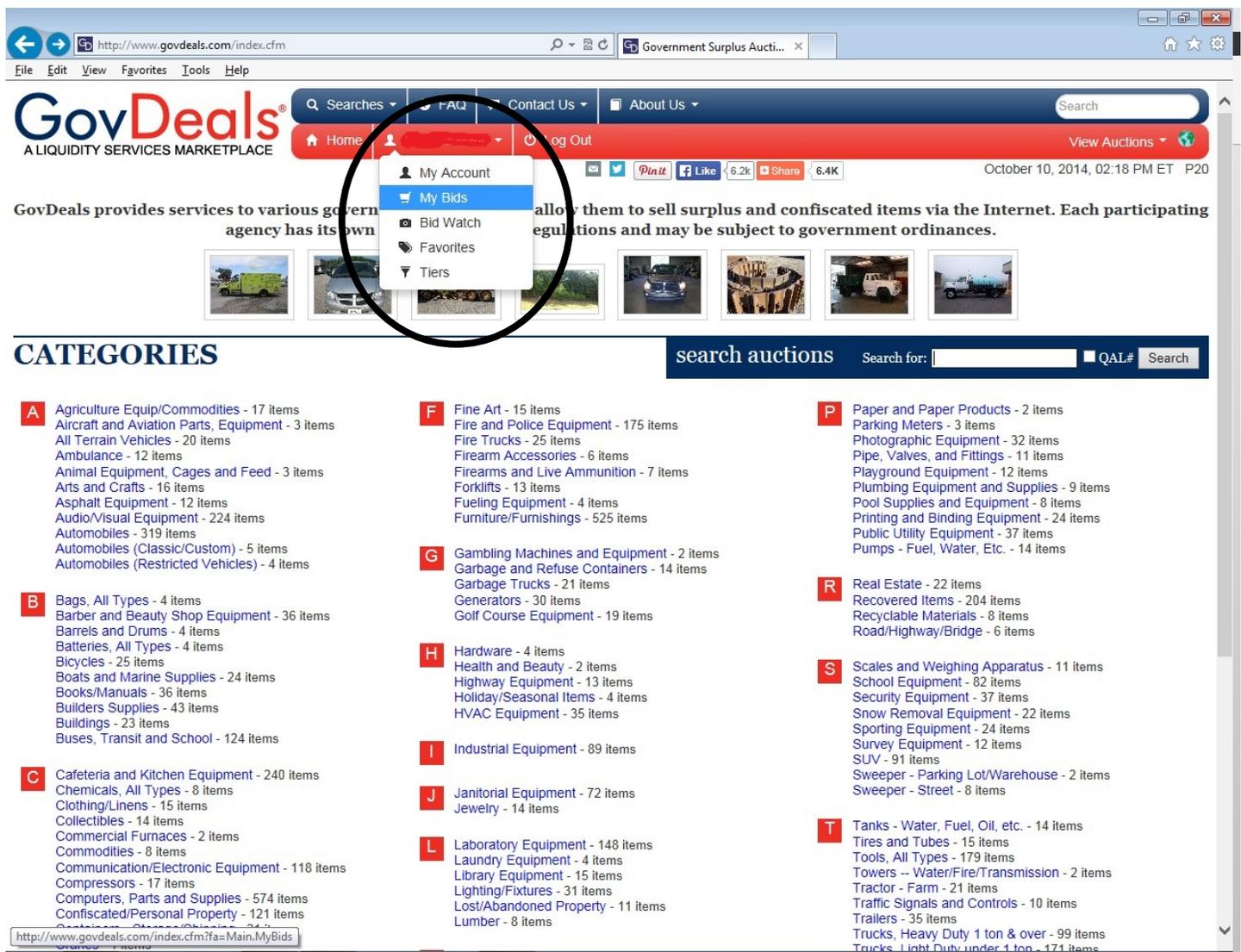


# Bidder on line payment instructions (GovDeals)

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 navigation menu includes "Searches", "FAQ", "Contact Us", and "About Us". A search bar is located in the top right corner. The main navigation bar features "Home", "My Account", "My Bids", "Bid Watch", "Favorites", and "Tiers". The "My Bids" option is highlighted with a blue background and a black circle. Below the navigation bar, there is a section titled "GovDeals provides services to various government agencies..." followed by a grid of images showing various items for sale. The "CATEGORIES" section is visible, listing various items for sale, such as Agriculture Equip/Commodities, Fine Art, Paper and Paper Products, Real Estate, Scales and Weighing Apparatus, and Tanks. The URL in the address bar is "http://www.govdeals.com/index.cfm?fa=Main.MyBids".

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

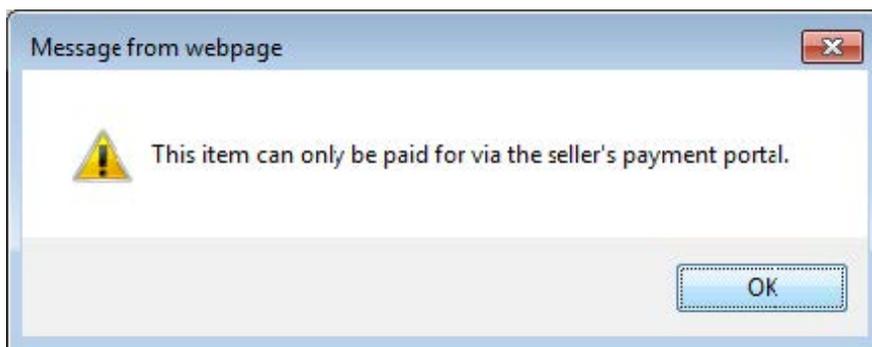
(Buyer's Premium), and the "Total" amount for that line item. To proceed to pay for an item, mark the "Pay" check box to the far left, and click on the "Continue to Checkout" button.

The screenshot shows the GovDeals website interface. At the top, there is a navigation bar with the GovDeals logo and a search bar. Below the navigation bar, the page title "My Bids" is centered. The main content area is divided into several sections: "Open Auctions" (No bids on open auctions), "Auctions Won" (highlighted with a red circle around the "Pay" checkbox and "Continue to Checkout" button), "Completed Auctions - Last 14 Days" (No auctions within the last 14 days), and "Auctions Not Won - Last 14 Days" (No auctions within the last 14 days). The "Auctions Won" table has the following data:

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

Below the table, there is a "Continue to Checkout" button. At the bottom of the page, there are social media icons, a help desk hours section, and logos for various partners including Government Liquidation, Liquidation.com, Network International, TruckCenter.com, and GoIndustry DoveBid.

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.

https://www.govdeals.com/index.cfm?fa=Main.InvoicePaymentMethod

Government Surplus Auction...

File Edit View Favorites Tools Help

GovDeals<sup>®</sup>  
A LIQUIDITY SERVICES MARKETPLACE

Searches ▾ FAQ Contact Us ▾ About Us ▾ Search

Home Log Out View Auctions ▾

PinIt Like 658 Share 3

October 10, 2014, 02:29 PM ET P20

### 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
						Delete Invoice

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






Help Desk Hours: Monday - Friday, 8 am - 7 pm ET.  
[Contact us](#) with any questions, comments or concerns.  
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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.

Browser address bar: <https://securecheckout.cdc.nicusa.com/CommonCheckPage/Payment/FrmCapture>

**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
<b>TOTAL</b>	<b>\$5.60</b>

### 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".

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

File Edit View Favorites Tools Help

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.

Browser address bar: <https://securecheckout.cdc.nicusa.com/CommonCheckPage/Payment/FrmConfirm>

Page Title: Payment Verification

Menu: 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



Enter the characters from the above image:

2010 NIC Services, LLC. All Rights Reserved. [security statement](#) [faq](#) [contact us](#)

 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



## 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

### Payment Information

Customer Name	Payment Type
Local Reference ID	Credit Card Type
Receipt Date	Credit Card Number
Receipt Time	Order ID
	Billing Name

### Account Holder Information

Billing Address	Phone Number
Billing City, State	
ZIP/Postal Code	This receipt has been emailed to the address below.
Country	Email Address

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.

https://www.govdeals.com/index.cfm?fa=Main.MyBids&token=c8afafa4-2507-4be5-884 Government Surplus Auctions

File Edit View Favorites Tools Help

GovDeals® A LIQUIDITY SERVICES MARKETPLACE

Searches - FAQ - Contact Us - About Us - Search

Home - Log Out - View Auctions

October 10, 2014, 02:39 PM ET P20

## 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
<a href="#">Test Asset</a>	10/10/2014 2:17 PM	<a href="#">View</a>	\$5.00	\$0.00	\$0.60	\$5.60	10/13/2014	

**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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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-