

Bidder on line payment instructions (Public Surplus)

When a bidder wins an item or items on Public Surplus, they have the option of paying for those items through the state of Oregon's payment portal, after first submitting information through Public Surplus. This tutorial details that payment process, and 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 Public Surplus, their respective "won" items will be automatically placed into a queue, so that those items can be paid for on line. You will need to be logged in to Public Surplus to start the payment process. Once logged in, find the "My Stuff" tab, and click on it.

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Current Auctions
[Closed Auctions](#)

Current Auctions for State of Oregon Surplus Property Program

▶ Auction	▶ Title		▼ Time Left	▶ Bids	▶ Current Price
1273890	Table Saw		19 hours 32 min	5	\$300.00
1273916	Ford Truck Tailgate		20 hours 2 min	7	\$228.00
1273918	Canopy		20 hours 32 min	2	\$5.50
1273947	2002 Chevrolet Malibu Base 4 Door Sedan		20 hours 32 min	25	\$1,055.00
1274161	Metal Shelf Units		1 day 0 hours	5	\$81.00
1274163	Miscellaneous Office		1 day 0 hours	1	\$0.99
1274165	2008 Dodge Charger SE - Retired Police		1 day 0 hours	8	\$4,050.00
1274167	Compressor		1 day 0 hours	8	\$52.99

<http://www.publicsurplus.com/sms/state,or/mys/bids?tm=m>

Next, you will be taken to this page view. Click on the “Past Bids” tab to open all the items that you have won. Click on the red “Pay” button to the far right of the description pane.

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Bids | **Past Bids** | Watch List | Profile | Messages

Past Bids

Auctions Ended between 12/12/2014 and 12/22/2014
(Please enter dates as April 23, 2004 or 04/23/2004)

Search

Auction	Title	End Date	Bids	Final Price	Bid	Proxy Bid	Qty.	Payment
1278016	Piano - Test Auction for Payment Gateway	Dec 22, 2014 1:27:54 PM PST	0	\$0.99	\$0.99	\$0.99		PAY

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You will then be taken to the payment confirmation page. This is where the user will be redirected away from the Public Surplus interface to the state of Oregon's payment portal. Click on the “Pay with Nic Payments” button at the bottom of the page.

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Auction #1278016 - Piano - Test Auction for Payment Gateway

Bid Amount:	\$0.99
Buyer Premium:	\$0.10 (10.00%)
Total:	\$1.09 (This is the amount you will be charged)

NOTE: Credit card payments greater than \$50,000.00 cannot be processed through the Public Surplus PayOnline system. Payments over \$50,000.00 should be made by Wire Transfer. Payments cannot be split between two (2) or more cards. Payment in full must be able to be processed on one card.

Pay with 'Nic Payments' Back

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A dialog box will appear, advising the user that they are navigating away from Public Surplus, and going to the NIC (state of Oregon's) payment portal. This is normal, *and secure*.

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Auction #1278016 - Piano - Test Auction for Payment Gateway

Bid Amount:	\$0.99
Buyer Premium:	\$0.10 (10.00%)
Total:	\$1.09 (This is the amount you will be charged)

NOTE: Credit card payments greater than \$50,000.00 cannot be processed through the Public Surplus PayOnline system. Payments over \$50,000.00 should be made by Wire Transfer. Payments cannot be split between two (2) or more cards. Payment in full must be able to be processed on one card.

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Continue with Payment Processing?

By clicking on this payment link you are leaving **Public Surplus** and will be going to a third party.
Public Surplus does not support this third part software and is not responsible for the safety and reliability of their site.
Click **OK** to continue.

OK

Cancel

To help insure the safety and integrity of this payment portal, please notice that the web address in the browser bar at the top of the page begins with "https", which indicates that this is a Secure Socket Layer site. At the top of the submission form is Payment Process Transaction Summary and Transaction Detail, which shows the items you are paying for. Please fill in all of the information as completely as possible.

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".

Browser window: <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.

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, which is the final step with the state of Oregon's payment portal. 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.

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Payment Receipt Confirmation

Your payment was successfully processed.

Transaction Summary

Description	Amount
State and Federal Surplus Property Online Store Payment	\$5.60
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: [Redacted]
Local Reference ID: [Redacted]
Receipt Date: [Redacted]
Receipt Time: [Redacted]

Payment Information

Payment Type: [Redacted]
Credit Card Type: [Redacted]
Credit Card Number: [Redacted]
Order ID: [Redacted]
Billing Name: [Redacted]

Account Holder Information

Billing Address: [Redacted]
Billing City, State: [Redacted]
ZIP/Postal Code: [Redacted]
Country: [Redacted]
Phone Number: [Redacted]
Email Address: [Redacted]

This receipt has been emailed to the address below.

Continue

You will then be taken back to Public Surplus. 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.

Meanwhile, back at Public Surplus, your receipt for the on line payment looks like this. You should also receive a confirmation email from Public Surplus, if you entered your email address in the payment details.

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Online Payment Receipt

Username

sur lus

Auction Number

1278016

Auction Title

Piano - Gateway

Auction for Payment

Credit Card

\$1.09

Card Type

VISA

Card Number

*52

Exp. Date

Name

Order Number:

87 514

Auth Number:

03 519

Comments

Transaction Date:

Dec 22, 2014

Order Number:

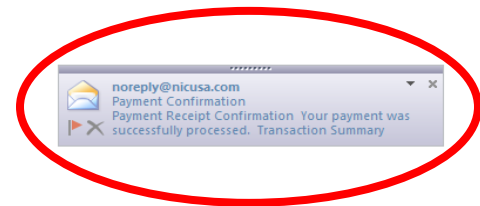
87 5148

Auth Number:

03 519

Close

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Your "Past Bids" panel shows the item has been paid

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Past Bids

Auctions Ended between 12/12/2014 and 12/22/2014
(Please enter dates as April 23, 2004 or 04/23/2004)
Search

Auction	Title		End Date	Bids	Final Price	Bid	Proxy Bid	Qt.	Payment
1278016	Piano - Test Auction for Payment Gateway		Dec 22, 2014 1:27:54 PM PST	0	\$0.99	\$0.99	\$0.99		PAID

And the auction page shows paid as well.



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Auction #1278016 - Piano - Test Auction for Payment Gateway

Final Price \$0.99 Time Left Closed <i>This auction ended early.</i> High Bidder surplus44 # of Bids No Bids Auction Started Dec 22, 2014 1:27:36 PM PST Auction Ended Dec 22, 2014 1:27:54 PM PST Seller State of Oregon Surplus Property Program [View seller's auctions]	Bidding History Pay Online [Review Receipt] PAID
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Note: Bids are listed from highest to lowest bid amount.
A star (★) indicates the current winner(s) of the auction.

Bidder		Bid Date	Bid Amount
surplus44	★	Dec 22, 2014 1:29:34 PM PST	\$0.99

Return to Auction

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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-