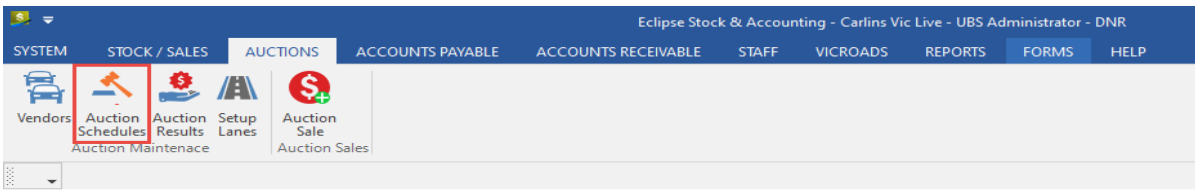




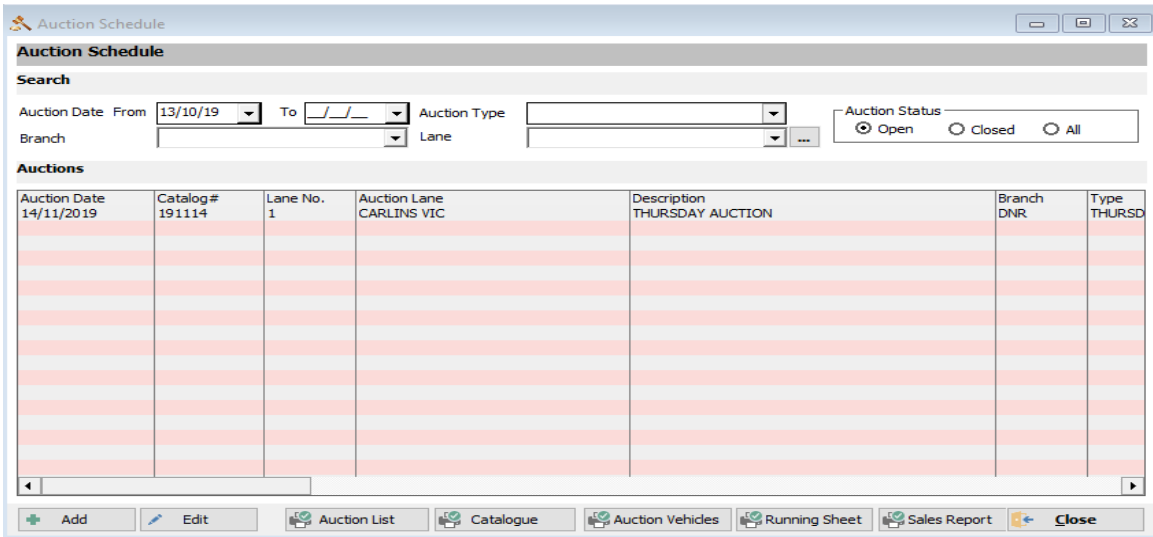
Carlins Auction Process

Creating an Auction

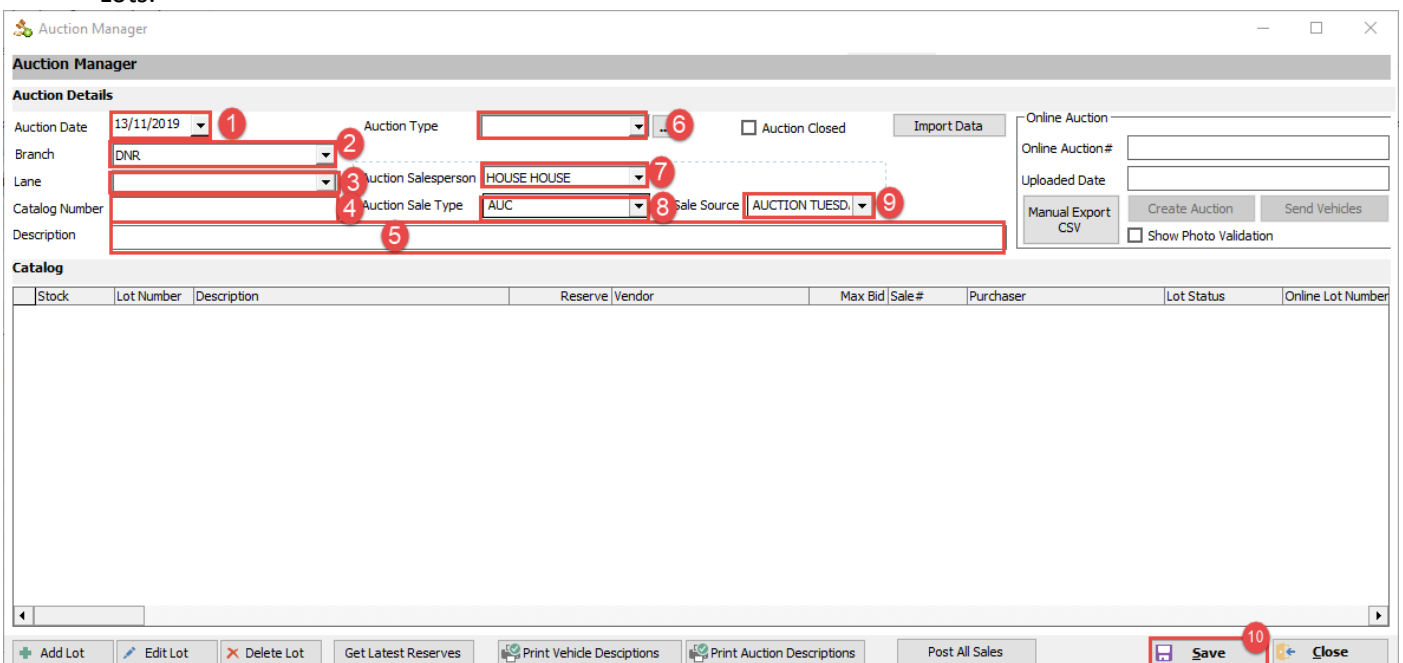
Click on Auction Schedules under Auctions tab



Select Add to create a new Auction Schedule



1. Select the Auction date you wish to schedule in.
2. Select the branch in which you are creating the Auction for.
3. Select the Lane from the drop down.
4. Enter in the Catalogue number (date backwards -yymmdd)
5. Enter the Description of the Auction.
6. Select the Auction Type from the drop down which will be the Auction Day that you are doing.
7. Select the Salesperson House House which will default when adding in a sale on the day.
8. Select Auction Online as the type of Sale which will default when adding in a sale on the day.
9. Select the Auction Day as the Sales Source.
10. Click save and you are now able to go to Eclipse Stocktake App and select the Auction Schedule and scan in Lots.



All data used in this document is for testing purposes only

Scanning in Lots via Stocktake App

Log into Eclipse Stocktake app.

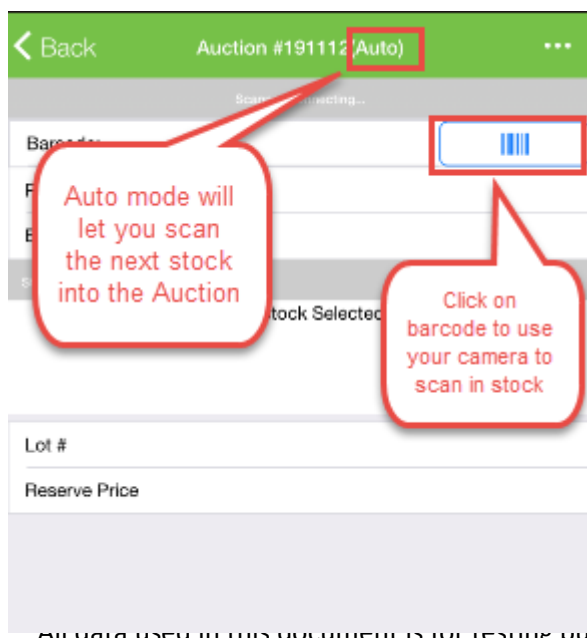
1. Select Auctions on your device



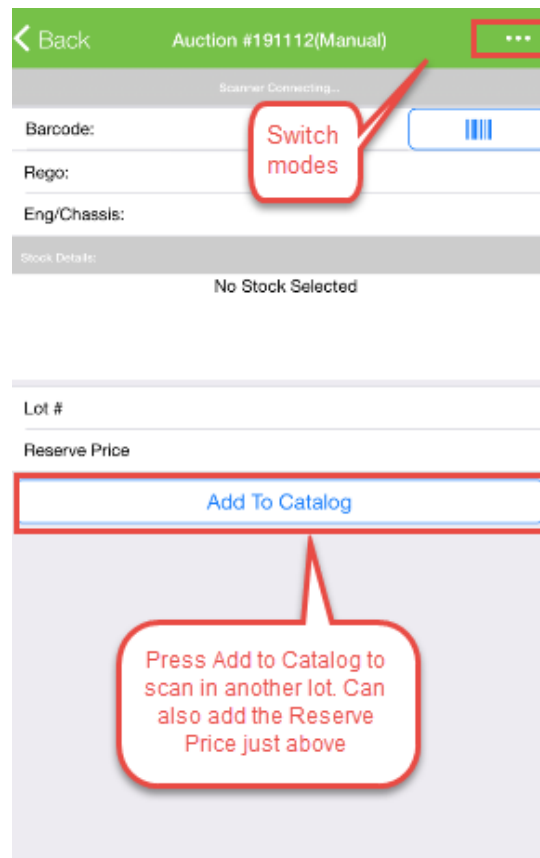
2. Select the Auction you wish to scan Lots into.



3. Click on the Barcode to scan the stock into the Auction or use the scanning device to bring Stock into the Auction. You can also manually type in the barcode or enter the rego number in to add the stock into the Auction.



4. If you wish to switch to Manual mode click on the 3 dots you must then scan in stock and press Add to Catalogue before adding next lot in .

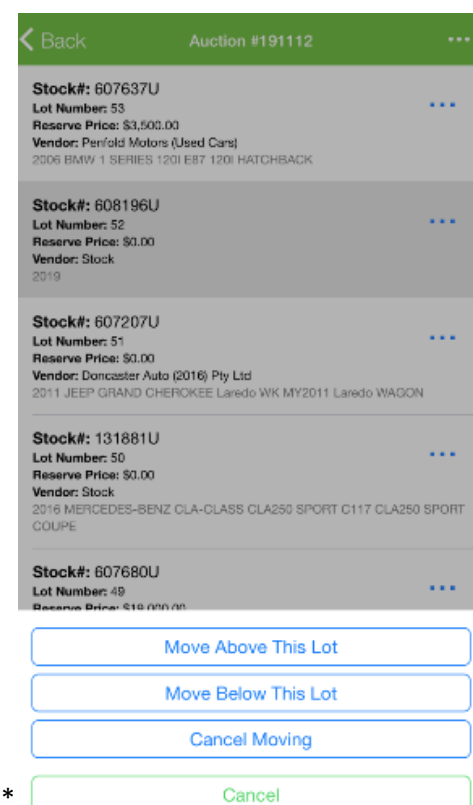


5. Moving Lots in the list.

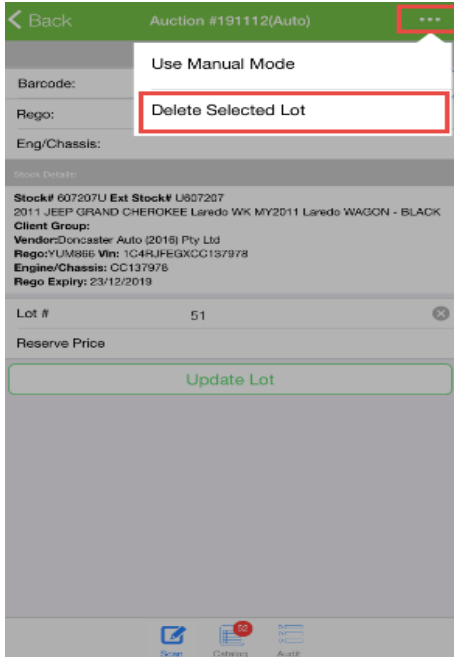
Click on the Catalogue in the below menu



Highlight the stock unit and click on the 3 dots to move the Lot above or below the line.



- How to delete a Lot
Click on the Catalogue list and select stock, then click on the 3 dots to delete the Lot.



Editing Auction Schedule and sending to Webtron

Under Auction Schedule, highlight the Auction you wish to edit.

The below screenshot is where you are able to edit the Lot order and add in any Admin fees before the auction. By clicking on Create Auction this will send the Auction to Webtron you can then log into the portal which you will then be able to modify the Auction draft and add in any headers, logos, dates, locations etc. Once that is completed you can then go back to Auction Details in Eclipse and Send Vehicles this will upload vehicle photos and descriptions to Webtron. Review Draft in Webtron and if happy Approve Auction which will go onto the Public Website.

The screenshot shows the 'Auction Manager' interface. At the top, there is an 'Auction Details' section with fields for 'Auction Date' (14/11/2019), 'Auction Type' (THURSDAY AUCTION), 'Branch' (DNR), 'Lane' (LANE 1: CARLINS VIC), 'Catalog Number' (191114), and 'Description' (THURSDAY AUCTION). There are also buttons for 'Import Data', 'Online Auction', 'Create Auction', and 'Send Vehicles'. A callout bubble points to the 'Create Auction' button, stating: 'You must click Create Auction first before you can Send Vehicles'. Below this is a 'Catalog' table with columns: Stock, Lot Number, Description, Reserve, Vendor, Max Bid, Sale #, Lot Status, Online Lot Number, Photo Count, and Sale Status. A callout bubble points to the 'Create Auction' button, stating: 'Click Create Auction to send to Webtron, where you still need to edit the Header etc.'. Another callout bubble points to the 'Send Vehicles' button, stating: 'Once last changes have been made and you have edited the Auction in Webtron, you can then upload photos and description by clicking Send Vehicles'. A third callout bubble points to the 'Photo Count' column, stating: 'Photo count appears here. Can add photos via Eclipse Online app or Carlins Corporate'. A fourth callout bubble points to the 'Lot Number' column, stating: 'Able to edit the Lot Number order'. A fifth callout bubble points to the 'Add Lot' button, stating: 'Can also add a Lot from the'. At the bottom of the interface, there are buttons for 'Add Lot', 'Edit Lot', 'Delete Lot', 'Get Latest Reserves', 'Print Vehicle Descriptions', 'Print Auction Descriptions', 'Post All Sales', 'Save', and 'Close'.

If Missing Links error occurs when sending Vehicles

Check to see if there are photos against the Stock, check to see if stock is not missing a validation that is a requirement for stock upload options in Vehicle Export.

To re-upload the stock with the error links.

Click Send Vehicles, select Show Missing Links and re-upload.

How to add in an Admin Fee

Select the Stock unit you wish to add an Admin Fee to and select Edit Lot. You are therefore able to review the Lot Details and add in an Admin Fee.

Auction Lot Editor

Auction Lot Details

Auction Details

Auction Date	12/11/2019	Auction Type	TUESDAY AUCTION - OPEN
Branch	DNR		
Lane	1: CARLINS VIC		
Catalog Number	191112		
Description	TUESDAY AUCTION		

Vehicle Details

Vehicle	608101U	2013 VOLKSWAGEN GOLF, 1AB4DD, SILVER	Select
Owner/Vendor	Subaru Docklands		Edit

Auction Details | Purchase/Costs | Recovery/Expenses | Notes

Lot Number	5
Reserve Price \$	\$8,000.00
Lot Status	

Result / Sale Details

Max Bid Client		Select		
Max Bid \$		Sale Invoice No	Add/Edit Sale	
Buyers Premium \$		Sale Status	View Sale	
Auction/Sale Total \$	\$0.00	Print/Email		
- Purchase Costs	-\$5.00	Sale Invoice	Gate Release	RCTI
- Recovery/Expenses	\$0.00			
Difference (Inc GST) \$	\$5.00			

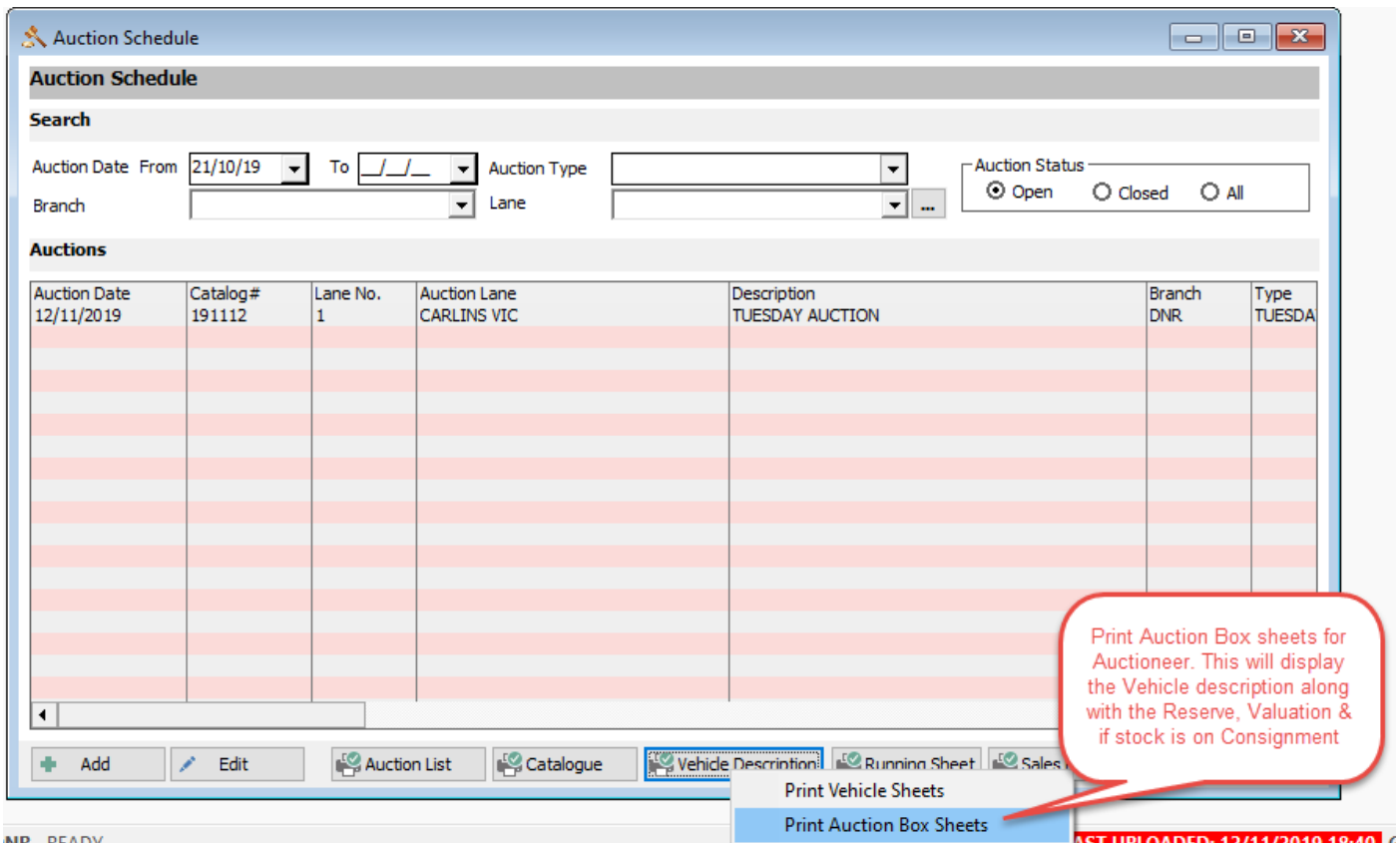
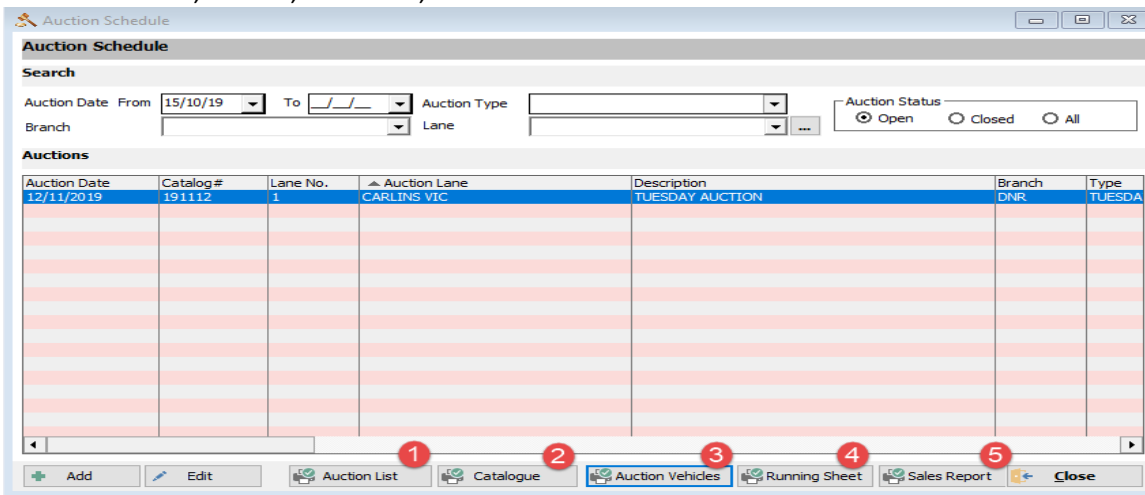
Prev Next Save Close

Add in an Admin Fee to be displayed on Catalogue

How to print/view Auction List, Catalogues, Auction Vehicles, Auction Box sheets & Running Sheet

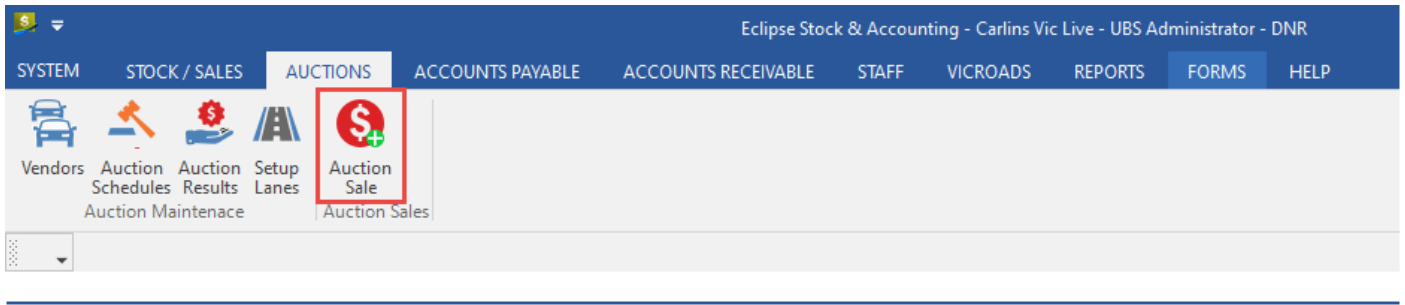
Click on Auction Schedules under Auctions Tab and highlight the Auction.

1. Click on Auction List to display the Lot list in order with stock details and reserves.
2. Click Catalogue which will bring you to the print preview of the Auction Catalogue. This will display the Lot number, Rego number, year, description of Lot and display any Admin fees. When printing the catalogue ensure it is in booklet format and double sided. You will still need to print the Cover Sheet for the Catalogue separately.
3. Click on Auction Vehicles to display the Vehicle Description for each stock that can be displayed on each car. You can also print the Auction Box Sheet which will also display the Reserve & Valuation price along with if stock is on Consignment (See second image)
4. The Running Sheet will display a brief overview of what was sold in that Auction.
5. The Sales Report will display more detail of the lots that were sold including stock description, invoice number, Sold to, Sale Price, Admin fee and status.



Adding in a sale from an Auction

Click on Auction Sale under Auctions Tab to enter in a new sale at an Auction.



When adding in a new sale at an Auction follow the below steps.

1. Select the Auction number.
2. Enter in the Lot number sold. This will pre-populate information highlighted in yellow.
3. Select the client in the drop down or double click on client in the Client Information section. This will pre-populate the information highlighted in purple.
4. Select the dropdown to mark the Lot Status as Sold, Sold Online etc.
5. Enter in the Sale Price and any fees applicable if they have not already been added in.
6. Select Sell and Invoice. After this step this will let you enter in the next sale starting from step 2.

Auction Details

Branch: DNR
 Auction: 191112 (1)

Vehicle Details

Lot Number: 4 (2)
 Stock No/Rego: 607557U
 Date: 19/11/2019 (3)
 Salesperson: BERWICK NISSAN (3)
 Lot Status: SOLD ONLINE (4)
 Type of Sale: AUCTION SALE
 Source of Sale: AUCTION TUESDAY
 \$ Sale Price: (5) \$ Reserve: \$8,000.00
 \$ Buyers Fee: \$ Seller Fee:
 \$ Sale Total: \$0.00
 \$ GST:

Vehicle Information

1QN90J - CCVS

DETAILS: 2015 ALFA ROMEO GIULIETTA, 1QN90J, WHITE
 STATUS: CONSIGN (PUCH. ON SALE)
 ACQUIRED FROM: CITY MAZDA
 REGO: 1QN90J (EXPIRY: 23/10/2019)
 ENG/CHASS#: 940870001916823
 VIN #: ZAR94000007363024
 LABEL #: U607557
 MILEAGE: 70587

Client Information

NAME: Berwick Nissan
 ADDRESS: 6-10 KANGAN DRIVE BERWICK VIC 3806
 PHONE: (03) 9796-1777

Past Auction Sales

BRANCH	STOCK NO	VEHICLE	SALE PRICE
CCVS	608111	1QD7XZ 2011 MERCEDES-BENZ VIANO SILVER	\$23,750.00
EDM MOTORS PTY LTD			
94876			
BERWICK NISSAN (14229)			
AUTO MEGA WAREHOUSE (7427)			
EDM MOTORS PTY LTD (15317)			
WERRIBEE RENAULT (15536)			
CAR NATION AUTOS (3067)			
AMI GROUP (AUS) P/L (8252)			
MORNINGTON MAZDA P/L (9153)			
WESTERN MOTORS (INC) PTY LTD (9504)			
EARLY EIGHTS (13464)			
DUTTON GARAGE WHOLESALE AUSTRALIA (7427)			

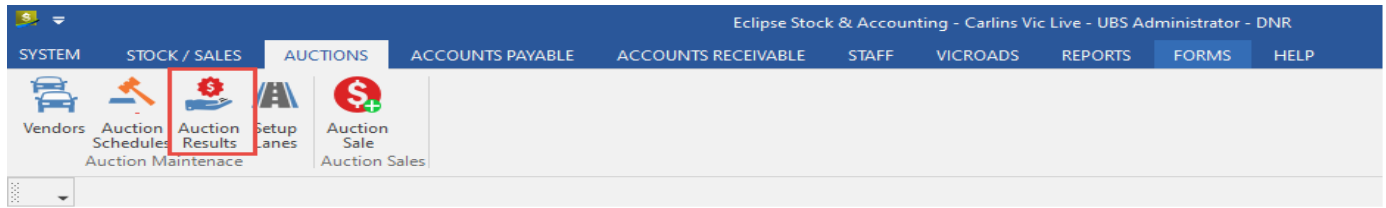
Buttons: Sell & Invoice (6), Save as Un-Sold, Close

Callouts:

- 1: Auction number dropdown
- 2: Lot number field
- 3: Client dropdown
- 4: Lot Status dropdown
- 5: Sale Price field
- 6: Sell & Invoice button

Receipting in Payments from an Auction Sale

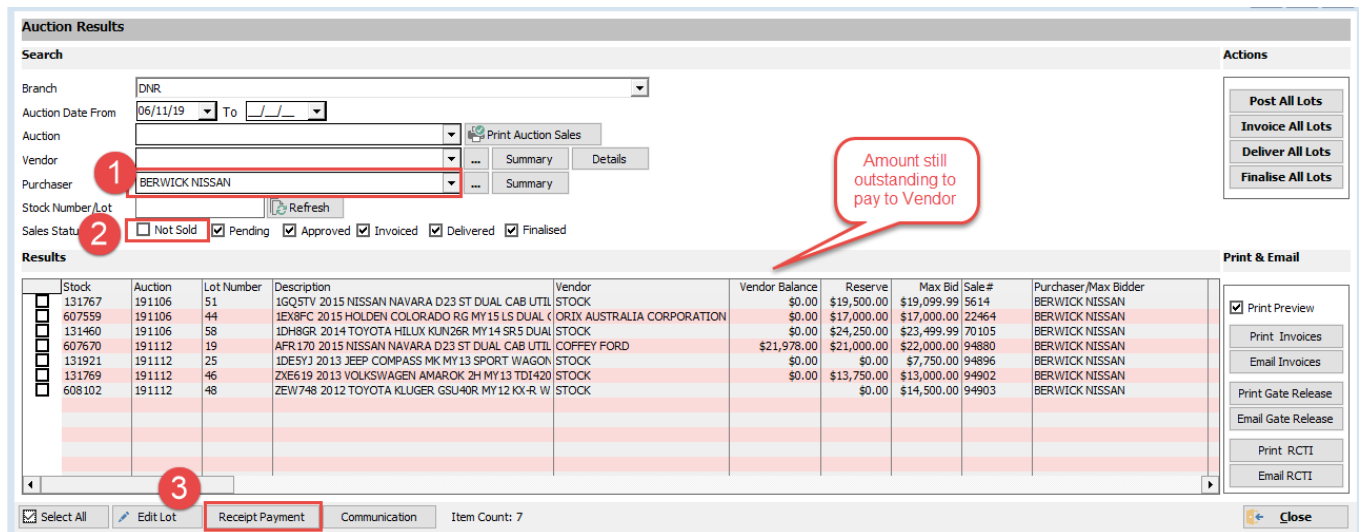
Click on Auction Results from under Auctions Tab



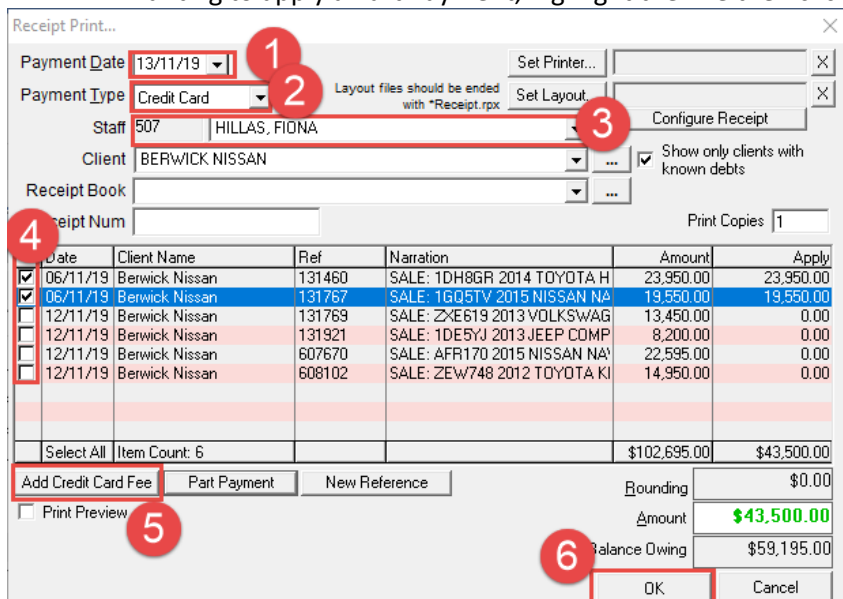
When Receipting in Payment from a Purchaser

1. Select or free type the Purchaser's name
2. Untick Not Sold
3. Click on Receipt Payment

Below is a list of units sold to the Purchaser



1. Payment date will default to today's date. You can change the date via the drop-down if need be.
2. Select the Payment Type through the drop-down, Cash, EFT, Cheque etc
3. Select the staff member who is processing the payment
4. Select which units they wish to pay for.
5. If there is a Credit Card fee, then you can add it at the time of receipting in payment and use appropriate G/L code (See below screen shot)
6. Click OK, which will print the Receipt. (2 copies on 1 page)
7. If wanting to apply a Part Payment, highlight the line then click Part Payment and free type dollar amount



Adding in a Credit Card Fee

1. Add in your credit card fee percentage or dollar amount
2. Select the G/L code.
3. Then press record

Record Account Fees / Interest Earned

Credit Card Fees

Payment Total

Fee % 1

Fee / Charge (incl. GST) GST

Invoice No

Date

Acct # 2 BANK CHARGES

Client Atiomi Car Sales

Narration

How to close an Auction

Select Auction Schedules under Auctions Tab

1. Tick Auction Closed
2. Select Save, this will mark the Auction as closed.

Auction Manager

Auction Manager

Auction Details

Auction Date Auction Type 1 Auction Closed

Branch Auction Salesperson

Lane Auction Sale Type Sale Source

Catalog Number Online Auction

Description Online Auction#

Manual Export CSV Show Photo Validation

Uploaded Date

Catalog

Stock	Lot Number	Description	Reserve	Vendor	Max Bid	Sale#	Purchaser	Lot Status	Online Lot Num
607673	1	1N16PE 2014 JEEP GRAND CHEROKEE WK MY2014 SR1	\$34,000.00	Coffey Ford		94910	Werribee Renault		61147
608103	2	1AN5AB 2014 TOYOTA 86 ZN6 GT COUPE	\$10,000.00	Subaru Docklands					61148
608100	3	1QP3RM 2014 HOLDEN COMMODORE VF SV6 SEDAN	\$12,500.00	Subaru Docklands	\$13,850.00	94876	Cars Of Melbourne	SOLD_ONLINE	61149
607557	4	1QN9OJ 2015 ALFA ROMEO GIULIETTA SERIES 1 PRO	\$8,000.00	City Mazda					61150
608101	5	1ab4dd 2013 VOLKSWAGEN GOLF VI MY13.5 118TSI C	\$8,000.00	Subaru Docklands					61151
607691	6	1IG7ND 2013 HOLDEN MALIBU V300 MY13 CDX SEDAN	\$7,500.00	Subaru Docklands	\$9,200.00	94878	Paceway Autos	SOLD_ONLINE	61152
607667	7	1EL7WZ 2014 HYUNDAI ILOAD TQ2-V MY15 DUAL CAB	\$0.00	Jeff Wignall Ford - Mornington	\$15,000.00	94881	Eastern Car Zone	SOLD	61153
608111	8	1QD7XZ 2011 MERCEDES-BENZ VIANO 639 MY12 BLUE	\$23,000.00	Essendon Jaguar	\$23,750.00	94877	Edm Motors Pty Ltd	SOLD	61154
607626	9	1IL2KF 2015 MITSUBISHI PAJERO SPORT QE MY16 GL	\$29,000.00	Penfold Motors (Used Cars)					61155
607669	10	1EO1TH 2010 NISSAN NAVARA D40 ST DUAL CAB UTIL	\$8,000.00	Coffey Ford	\$8,250.00	94879	East Motors	SOLD	61156
607692	11	2GC807 2011 SKODA YETI 5L 77TSI WAGON	\$6,000.00	Subaru Docklands	\$5,250.00	94886	Car Nation Autos	SOLD	61157
607269	12	1JW7NW 2014 ALFA ROMEO GIULIETTA SERIES 0 MY1	\$12,000.00	Penfold Motors (Used Cars)					61158
607450	13	1BD1WG 2014 BMW X5 F15 sDrive25d WAGON	\$34,000.00	Penfold Motors (Used Cars)	\$33,500.00	94905	Werribee Renault	SOLD	61159
607571	14	1UG56Z 2007 PORSCHE BOXSTER 987 MY07 CONVERT	\$17,500.00	Subaru Docklands	\$11,250.00	94908	Awesome Autos Prestige	SOLD	61160
608114	15	1DF8ZE 2009 BMW 7 SERIES F01 740I SEDAN	\$15,000.00	Essendon Jaguar					61161
608105	16	1YCC548 2010 MERCEDES-BENZ GL-CLASS X164 MY10 C	\$18,000.00	Subaru Docklands					61162
608099	17	1Zcv879 2012 VOLKSWAGEN POLO 6R MY12.5 77TSI C	\$8,000.00	Subaru Docklands	\$7,400.00	94884	Auto Mega Warehouse	SOLD	61163

2

How to add the Reserve and Valuation Price

Option 1. (Eclipse Program)

Click Stock List under Stock/Sales tab

Highlight the stock unit and select edit.

Click on Auction Detail and then enter the Reserve and Valuation and save.

Stock Details - Stock ID: 101281

Identifiers: Stock# 608100, External Stock#, Branch CCVS, Type Used, Classification Vehicle, Status Consign (Puch. on S), Rego 1QP3RM, Rego Due 27/02/2020, Year 1st Regd. 2015, VIN 6G1FB5E31EL004354, Engine # LFX142250

Description: Code AUVHOLD2014AEBI, Year 2014, Std. Colour GREEN, Make HOLDEN, Model COMMODORE, Variant SV6, Series VF, Body SEDAN, Trans 6S, Fuel Petrol, Seats 5, Doors 4, Size (cc) 3564, Direct Injection, Rear, Direct Injected

Purchase Details: Invoice Date 11/11/2015, Valuer MUTO, FEDERICO

Agreed Purchase Price \$13,850.00, Allowances \$0.00, Actual Purchase Cost \$13,850.00, Total Cost \$13,845.00

THIS VEHICLE IS SOLD

Fields shown in RED must be entered before the data can be saved.

Option 2. (Portal site) **You are also able to edit the Valuation & Reserve through the portal if you have access.

1. Click on the Vendor Stock List.
2. Find the stock unit and select edit

Photo	Status	Branch	Valuation	Vendor	Stock #	Stock Description	Edit
	In Stock	VIC		Carlin Auction Services (Nsw) P/L	608817U	2018 TOYOTA COROLLA ZWE211R HATCHBACK BLUE	Edit
	In Stock	VIC		Orix - Wa	608803U	2017 HYUNDAI I30 PD MY18 HATCHBACK SILVER	Edit
	In Stock	VIC		Orix - Wa	608802U	2017 HYUNDAI I30 PD MY18 HATCHBACK RED	Edit
	In Stock	VIC		Orix - Wa	608801U	2017 HYUNDAI I30 PD MY18 HATCHBACK SILVER	Edit
	In Stock	VIC		Orix - Wa	608800U	2018 KIA SORENTO UM MY18 WAGON SILVER	Edit

The fields highlighted in yellow is where you can edit or add in a Valuation or Reserve.

2018 TOYOTA COROLLA ZWE211R ZR HYBRID FWD HATCHBACK BLUE

Purchased From: Carlin Auction Services (Nsw) P/L

Rego: 1OH7NW, Vendor #: N/A, Acquired On: 05/12/19, Day In Stock: 1, Location: N/A, Day Since Release: N/A

VALUATION \$0.00, RESERVE \$0.00, FIXED PRICE \$0.00, COST \$0.00, DAMAGE \$0.00

Valuation: Enter to change Va...
Reserve: Enter to change R...
Fix Price: Enter to change Fl...
Release Status: [Dropdown]

Info | Photos | Damage | Costs | Sales History | Notes | Audit Log

VIN: JTJK93BE903003045
Engine #: 2ZR2C19027
External Stock #: 28/02/20
Rego Expiry: 2018
Year First Registered: 7,310
Odometer (Kms): 10/2018
Build Date: 11/2018
Compliance Date: 11/2018
Transmission:
Engine Size/Type: 4cyl 1.8L Multi-point injected Hybrid

All data used in this document is for testing purposes only

How to add and edit a Vendor

Select Vendors under Auctions tab

1. If the Vendor is not in the list, you will need to add the Vendor in as a Client first.
2. Highlight Vendor and select Edit Vendor Config.

SYSTEM STOCK / SALES AUCTIONS ACCOUNTS PAYABLE ACCOUNTS RECEIVABLE STAFF VICROADS REPORTS FORMS HELP Theme

Vendors Auction Schedules Auction Results Setup Lanes Auction Sale Auction Sales

Vendor Lookup

Search Field for Clear filters Add Vendor Config Edit Vendor Config Delete Vendor Config

Client ID	Client Nbr	Type	Surname	ABN	Bus Phone	Mobile	Cons Fee	Cons Sale %	Total Cons	2018 Cons	2019 Cons	Pending
2112	8254	Private	BARRY DUNHAM				\$495.00	0.00%	1	0	0	0
2114	9005	Private	RITA MATIC				\$242.00	0.00%	0	0	0	0
2120	7503	Private	JOANNA KRUSZONA				\$0.00	0.00%	1	0	0	0
2131	6002	Dealer	GILLETTE AUSTRALIA PTY	25 000 011 914	(03) 9757-4500		\$275.00	0.00%	0	0	0	0
2150	1496	Dealer	PAKENHAM AUTO SALES	30 005 014 577	(03) 5940-2222		\$0.00	0.00%	7	0	0	0
2151	17156	Dealer	RIGHT ROAD FINANCE	21 165 915 864	(03) 8843-0493		\$330.00	0.00%	27	8	8	0
2158	5252	Private	CON SPYROU				\$248.00	0.00%	3	0	0	0
2174	682	Dealer	FINE CHOICE AUTO SALES	14 007 000 188	(03) 9557-3244	(0402) 075-623	\$0.00	0.00%	1	0	0	0
2176	17908	Private	WAYNE SHAND			(0411) 262-544	\$0.00	0.00%	1	0	0	0
2188	13403	Dealer	BRANCATISANO FRUIT BA	58 114 626 792			\$0.00	0.00%	1	0	0	0
2231	5255	Private	FRANK VINCI				\$385.00	0.00%	1	0	0	0
2253	6758	Private	SENIOR MASTER SURPEME		(03) 9603-9346		\$495.00	0.00%	0	0	0	0
2262	12655	Dealer	TOX FREE SOLUTIONS P/L	27 058 596 124	(03) 9541-4700		\$341.00	0.00%	3	0	0	0
2267	3003	Dealer	CLASSIC CAR SALES	62 258 367 580	(03) 9873-4335		\$385.00	0.00%	8	0	0	0
2275	11905	Private	JAMES ALI				\$0.00	0.00%	1	0	0	0
2276	2253	Dealer	INTER FLEET	40 106 738 569	(03) 9699-8227		\$0.00	0.00%	1	0	0	0
2278	3004	Dealer	GIO FINANCE LTD	62 002 812 704	(02) 9240-4691		\$385.00	0.00%	0	0	0	0
2283	9012	Private	MICHAEL FERN			(0438) 811-150	\$0.00	0.00%	1	0	0	0
2286	13407	Dealer	CAPALDO MANAGEMENT P	13 109 331 188			\$0.00	0.00%	1	0	0	0
2290	14909	Dealer	COMPASS GROUP AUSTRALIA	41 000 683 125	(08) 9223-4581		\$341.00	0.00%	1	0	0	0
2299	6760	Private	MIRIAM RAMAGE				\$495.00	0.00%	1	0	0	0
2303	9013	Dealer	FLEETPLUS P/L	59 099 217 320	(02) 9911-3000		\$275.00	0.00%	0	0	0	0
2308	7511	Private	ROCCO NICOLACI				\$0.00	0.00%	1	0	0	0
2312	14910	Private	VITO DAVID GALLO			(04) 023-1122	\$0.00	0.00%	1	0	0	0

By editing the Vendor you are able to set consignment fees to be applied automatically as well as recovery costs.

Vendor Configuration

Vendor: RIGHT ROAD FINANCE (ID: 2151)

Consignment Fee: \$330.00

Override Sale %: []

Consignor Code: []

Tender Only:

Contract Client:

Pays if not collected:

Costs Recovered

Code	Desc	Amount
DETAIL	Detailing	-\$88.00
REPORT	Reporting	-\$110.00
TRANSPORT	Transport	-\$71.50
*		\$0.00

Use drop down to select Vendor's preferred Transport company

Set dollar amount consignment fee per sale

or set percentage rate for consignment fees

Select drop down to add Recovery costs for each unit automatically

Undo Save Close