

NCS eAUCTION APPLICATION USER MANUAL (Public and Registered Bidders)

Document Name	NCS e-Auction Application User Manual_Bidders
Document number	WFN-EXT-NCSEA00-02-EN-1.8
General Description	This documented procedure describes on registered users can register as a bidder and join the NCS Auction bidding process.
Target Audience	Public and Registered Bidder

Security Notice: The information contained within this document is CONFIDENTIAL. Unauthorized disclosure is prohibited. Failure to observe Webb Fontaine guidelines regarding proprietary information can result in disciplinary action, including dismissal, and can subject you and/or third parties to legal liability.

Handling Guidelines: (Tick all that apply)

- ☒ Do not forward or copy data in part or full without explicit permission of Webb Fontaine
 - ☐ Limit access to individuals on Access List / Lock in a Drawer / Cabinet
 - ☐ Password-protect when emailed outside WF Network / Send password separately
-

Table of Contents

1	PURPOSE.....	3
2	UNIFORM RESOURCE LOCATOR (URL)	4
3	NCS AUCTION PROCESSFLOW	6
4	REGISTRATION PROCESS	7
4.1	REGISTER AS A BIDDER	7
5	LOGIN	13
5.1	LOGIN	13
6	AUCTION EWALLET	14
6.1	eWALLET BALANCE RECHARGING	14
7	EAUCTION PAGES	16
7.1	ALL AUCTIONS	16
7.2	CURRENT AUCTIONS	16
7.3	FUTURE AUCTIONS	17
7.4	PREVIOUS AUCTIONS	17
8	EAUCTION OPERATIONS	17
8.1	SEARCH AN AUCTION	17
8.2	AUCTION DETAILS	19
8.3	AUCTION STATUSES.....	19
8.4	AUCTION UPDATES (CLOSED)	20
8.5	AUCTION ACCESS / RIGHTS	20
8.6	BIDDING PROCESS.....	20
9	AUCTION TERMS AND CONDITION	26
9.1	AUCTION TERMS AND CONDITION	26
10	PASSWORD RESET	27
10.1	PASSWORD RESET	27
11	LOGOUT	28
11.1	LOGOUT	28
12	ROLES AND ACCESS RIGHTS.....	29
12.1	ROLES AND OPERATIONS	29



1 PURPOSE

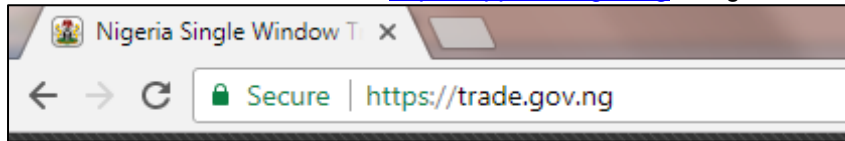
This documented procedure describes on how Public Viewers and Registered Bidders will use NCS e-Auction Application module for the following:

- a. Registration process
- b. eWallet balance recharging
- c. Viewing all the Auction pages
- d. Joining the auction
- e. Auction Payment
- f. Reset Password

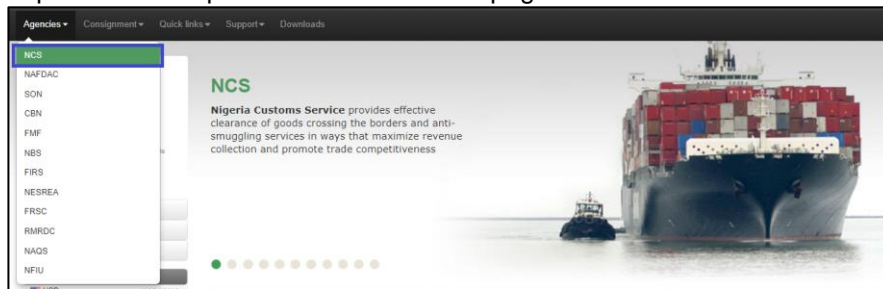


2 UNIFORM RESOURCE LOCATOR (URL)

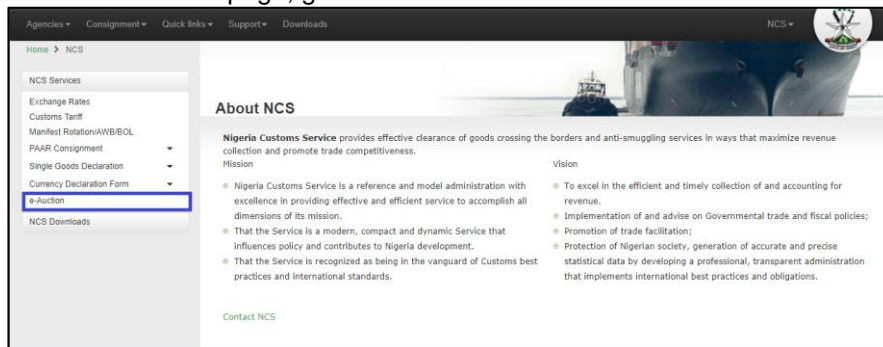
It can be accessed via the URL: <https://app.trade.gov.ng> using the Trade Portal.



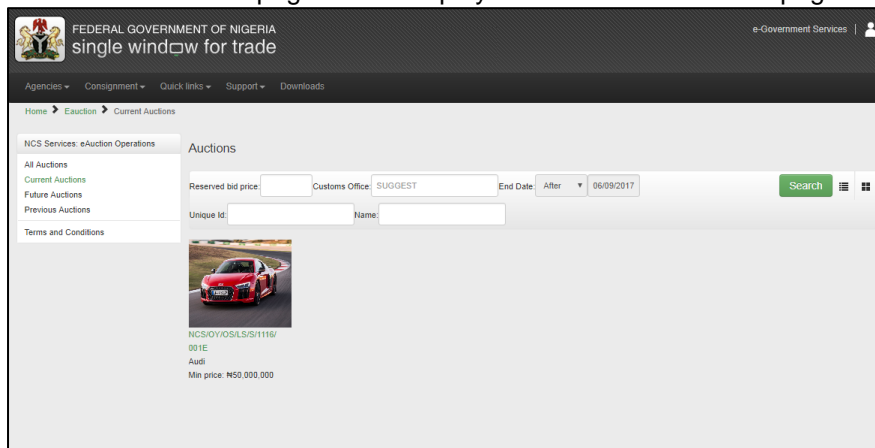
When Trade portal homepage is displayed, click on **Agencies** menu then select **NCS** from dropdown list to open the NCS dedicated page.



On **NCS** dedicated page, go to NCS services then click on “**e-Auction**” link to open its page.



The eAuction default page will be displayed at **Current Auctions** page.



eAuction login page has two features:

1. Login – A registered User enters his TIN as username and password then clicks on **Login** button to login to the application. When logged in, he will be able to view items for auctions and join bidding.



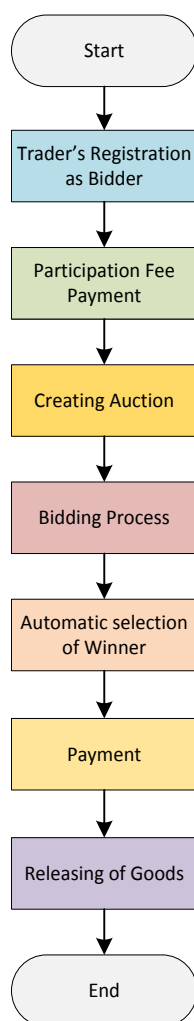
2. **Register New user** – This operation is available to any public users or private entity/company who wishes to be a registered bidder of NCS e-Auction. Tax Identification Number issued by FIRS is key element to be used during registration. Click on **Register New User** button to start the registration process.

Note: A registered TIN from FIRS must be registered first to Nigeria Trader Portal: <https://trade.gov.ng/firs/registration/ShowValidationPage.do> before proceeding to Auction registration process.

3. **Password reset** – This feature allows all registered users to reset their password when necessary.



3 NCS AUCTION PROCESSFLOW

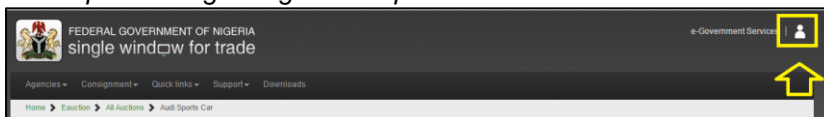


4 REGISTRATION PROCESS

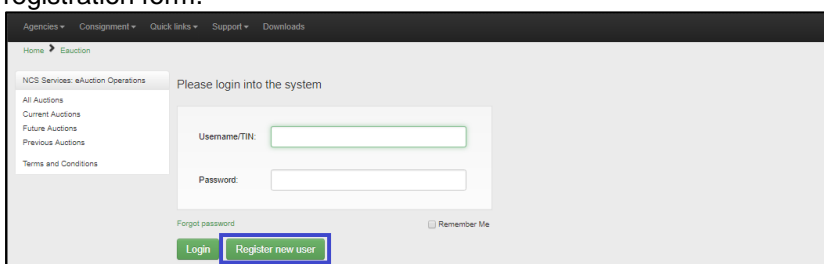
4.1 Register as a Bidder

4.1.1 To register as Auction Bidder, click on login icon to open login page.

Note: It is important that you have acquired a Tax Identification Number (TIN) from FIRS before proceeding to registration process.

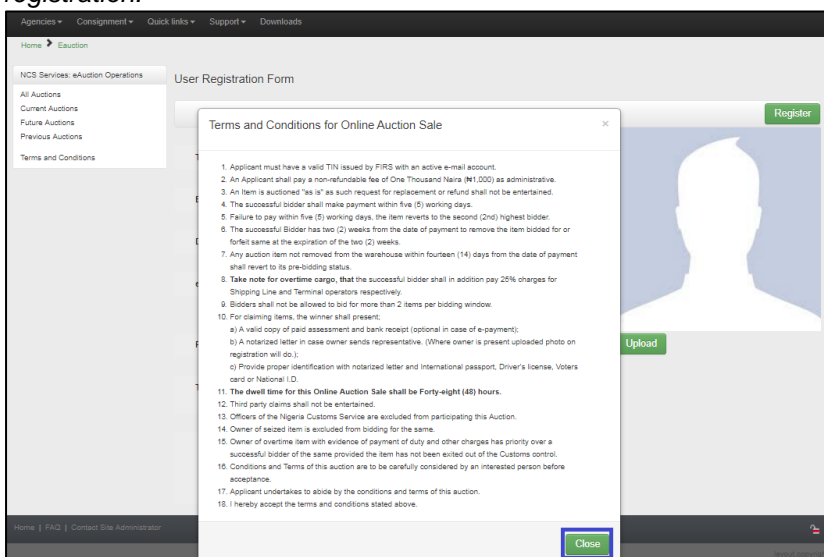


4.1.2 Login page will be displayed, click on **Register new user** button to open a blank registration form.



4.1.3 A pop-up Terms and Condition for Online Auction Sale window will be displayed when blank registration form open. Start reading the Terms and Condition before you proceeds to registration process. Click on **Close** button after reading the details.

Note: Tax Identification Number and its email address are required as key elements for registration.



4.1.4 Fill-out the required data entries.

1. TIN Number – enter your TIN Number (issued by FIRS). When entered TIN has been validated, other information will be auto-populated (Company / Name, Address, Phone number and Email Address); otherwise error message will be displayed.
2. Email Address – enter your TIN's email address used in your TIN.



Agencies • Commission • Quick links • Support • Downloads

Home > Auction

NCS Services: eAuction Operations

All Auctions
Current Auctions
Future Auctions
Previous Auctions
Terms and Conditions

User Registration Form

Tin number 0000000001

Email acush@webfontaine.com

Designated Bank SUGGEST

e-Auction Password

Password must contain atleast 6 alpha characters(combination of lower and Upper case), 1 numeric, 1 symbol/special character and should not contain space/tab. e.g "aucTion1#"

Retype e-Auction Password

Terms and Conditions

You must accept the eAuction Terms and Conditions in order to register.
☐ I hereby accept the terms and conditions stated above.

BSBGU1

Type the letters above in the box below:

Register **Upload**

Note: The email address entered will be validated against the TIN's email address, if it is matching with TIN's email address other information auto-populates otherwise, error message will be displayed.

Company Name	PETROLINK NIGERIA LIMITED
Address 1	2ND FLOOR EKITI HOUSE PLOT 1042 KUR
Address 2	MOHAMMED STREET CENTRE BUSINESS
Address 3	DISTRICT ABUJA ABUJA ABUJA
Address 4	MUNICIPAL PCT
Phone	08000000000

3. Designated Bank – select the designated bank where Auction payment will be made. Any auction payment will be restricted to the selected designated Bank.

User Registration Form

Tin number 0000000001

Email acustodio@webfontaine.com

Designated Bank SUGGEST

e-Auction Password

Password must contain atleast 6 alpha characters(combination of lower and Upper case), 1 numeric, 1 symbol/special character and should not contain space/tab. e.g "aucTion1#"

Retype e-Auction Password

Terms and Conditions

☐ I hereby accept the terms and conditions stated above.

Register **Upload**

Designated Bank Dropdown:

- 011 First Bank Plc Group
- 014 Mainstreet Bank Plc
- 023 CITIBANK NIGERIA LIMITED
- 030 Heritage Bank
- 032 Union Group
- 033 USA Group
- 035 Wema Bank Group
- 040 ETB Group
- 044 Access Group
- 050 Ecobank
- 056 Oceanic Bank Group
- 057 Zenith Bank
- 058 Guaranty Trust Bank Plc

Note: System will restrict any auction payment to your chosen designated bank.

4. e-Auction Password – enter your preferred password for e-Auction Application only. A password format must be followed as indicated in the page “*Password must contain at least 6 alpha characters (combination of lower and Upper case), 1 numeric, 1 symbol/special character and should not contain space/tab. e.g. "aucTion1#"*”.
5. Retype e-Auction Password - re-enter your e-Auction password.
6. Terms and Condition – you are required to accept the Auction terms and condition by clicking on its tick box. Click on **Terms and Conditions** hyperlink to view the terms and condition for online auction sale.



Terms and Conditions	<p>You must accept the eAuction Terms and Conditions in order to register.</p> <p><input checked="" type="checkbox"/> I hereby accept the terms and conditions stated above.</p>
----------------------	---

User Registration Form

Terms and Conditions for Online Auction Sale

1. Applicant must have a valid TIN issued by FIRS with an active e-mail account.
2. An Applicant shall pay a non-refundable fee of One Thousand Naira (₦1,000) as administrative.
3. An Item is auctioned "as is" as such request for replacement or refund shall not be entertained.
4. The successful bidder shall make payment within five (5) working days.
5. Failure to pay within five (5) working days, the item reverts to the second (2nd) highest bidder.
6. The successful Bidder has two (2) weeks from the date of payment to remove the item bidded for or forfeit same at the expiration of the two (2) weeks.
7. Any auction item not removed from the warehouse within fourteen (14) days from the date of payment shall revert to its pre-bidding status.
8. **Take note for overtime cargo, that the successful bidder shall in addition pay 25% charges for Shipping Line and Terminal operators respectively.**
9. Bidders shall not be allowed to bid for more than 2 items per bidding window.
10. For claiming items, the winner shall present:
 - a) A valid copy of paid assessment and bank receipt (optional in case of e-payment);
 - b) A notarized letter in case owner sends representative. (Where owner is present uploaded photo on registration will do.);
 - c) Provide proper identification with notarized letter and International passport, Driver's license, Voters card or National I.D.
11. **The dwell time for this Online Auction Sale shall be Forty-eight (48) hours.**
12. Third party claims shall not be entertained.
13. Officers of the Nigeria Customs Service are excluded from participating this Auction.
14. Owner of seized item is excluded from bidding for the same.
15. Owner of overtime item with evidence of payment of duty and other charges has priority over a successful bidder of the same provided the item has not been exited out of the Customs control.
16. Conditions and Terms of this auction are to be carefully considered by an interested person before acceptance.
17. Applicant undertakes to abide by the conditions and terms of this auction.
18. I hereby accept the terms and conditions stated above.

Close


Note: You must READ the Terms and Conditions carefully before you tick and accept it.

7. Captcha Security - enter the Captcha letters as displayed.

Terms and Conditions	<p>You must accept the eAuction Terms and Conditions in order to register.</p> <p><input checked="" type="checkbox"/> I hereby accept the terms and conditions stated above.</p>
<p>OHZGAF</p> <p>Type the letters above in the box below:</p> <p>OHZGAF</p>	

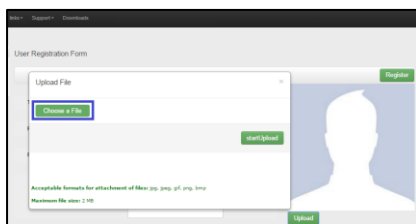
4.1.5 Uploading image. User is required to upload his personal image.

1. To start uploading your personal image or company's representative, click on **Upload** button.

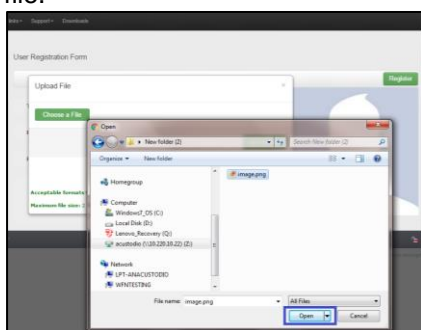


2. A pop-up window will be displayed, click on **Choose a File** button to browse the file to be uploaded.

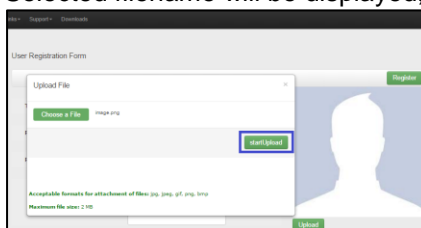




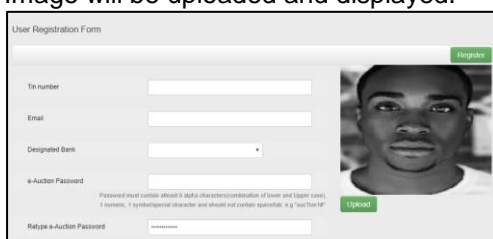
3. Browse the local drive then click on filename then click on **Open** button to select the file.



4. Selected filename will be displayed, click on **StartUpload** button to upload the image.



5. Image will be uploaded and displayed.



- 4.1.6 When all required information have been captured, click on **Register** button to continue the registration process.



4.1.7 A message notification will be displayed that your registration has been submitted and it requires an email address validation to complete the registration process.

Note: Status of User after submission of registration will be "WAIT FOR EMAIL CONFIRM".

The screenshot shows an email client window titled "E-auction registration Email confirmation - Message (HTML)". The email header indicates it was received on Sat 6/10/2017 at 2:48 PM. The subject line is "DO NOT REPLY. AUTOMATED EMAIL SENT BY THE NIGERIA E-AUCTION PORTAL. <support@trade.gov.ng>".

The body of the email contains the following text:

E-auction registration Email confirmation

To : <info@nibfif.com>

Dear 00000000001(WFN company),

- If you have received your request for registration into NCS e-Auction system, please click on following link in order to verify your email address <https://api-1.trade.gov.ng/auction/your/request/status?auth=Confirmed&id=e090cfe-937b-4904-a334-bce4729d46d>

Should you experience issues with the NCS e-Auction system, please contact the support at support@trade.gov.ng

NSW Trade Portal team

Information in this email intended solely for the use of the individual(s) to whom it is addressed or otherwise directed. This message should check this email for the presence of viruses.

This message and any attachments are intended for the named recipient(s) only. Any disclosure to other parties is unauthorized. If you are not the addressee or have received this message in error, please delete it and all copies from your system.

Agencies

Consignment

Quick links

Support

Downloads

Home > Education

NCIS Services: eAuction Operations

All Auctions

Current Auctions

Future Auctions

Previous Auctions

Terms and Conditions

Please login into the system

Username/TIN

Password

Forgot password

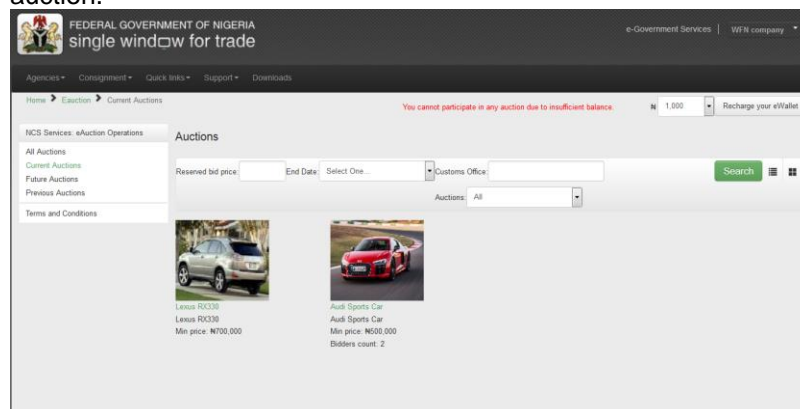
☐ Remember Me

Login

Register new user

Note: eWallet serves an account where the system automatic deducts the ~~N1,000~~ administrative fee after you have had participated in an auction.

- 4.1.11 To recharge your eWallet, log into the application then print your Participation Fee Assessment Notice. Administrative fee of ₦1,000 is required when participating an auction.



Note: eWallet balance recharging detailed information is available on Bidder's User Manual.

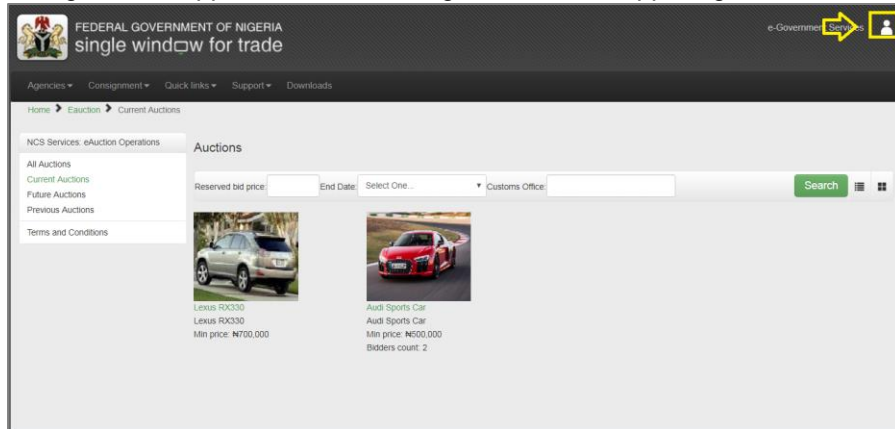
- 4.1.12 Go to your designated bank to recharge your eWallet.



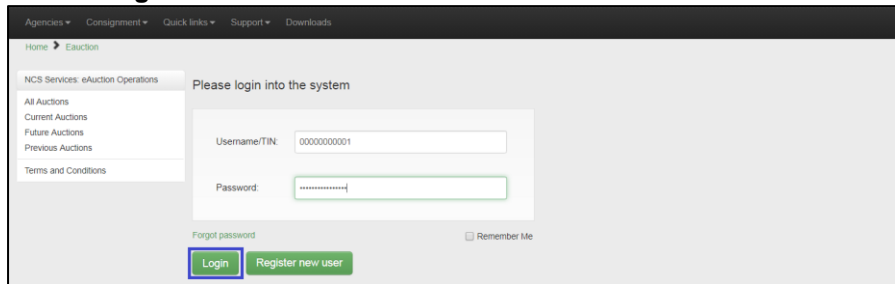
5 LOGIN

5.1 Login

5.1.1 To log into the application, click on login icon on the upper right corner of the window.



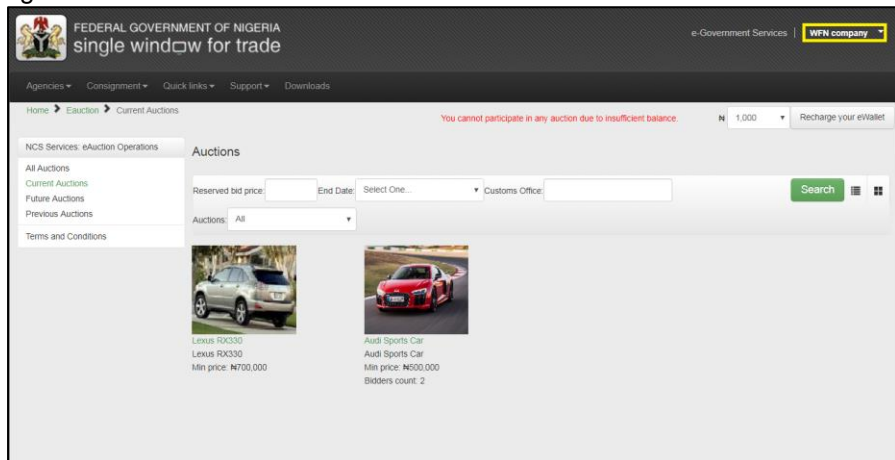
5.1.2 Login page will be displayed, enter your registered TIN as username and password then click on **Login** button.



Note:

- TIN number must be registered first as NCS Auction bidder in order to login to the application.
- Your account will be disabled after 3 consecutive invalid attempts using incorrect username and password.

5.1.3 When successfully logged into the application, your name will be displayed in the upper right corner of the window.

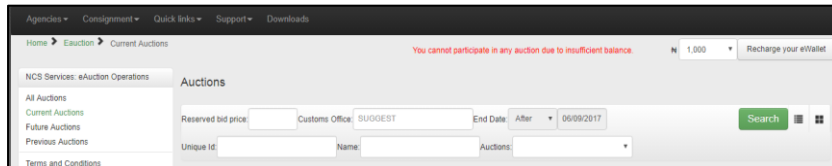


6 AUCTION eWALLET

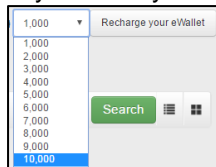
The administrative fee of **₦1,000** will be debited automatically from your eWallet after you have had participated in an auction. eWallet must have sufficient balance in order to join the auction.

6.1 eWallet balance recharging

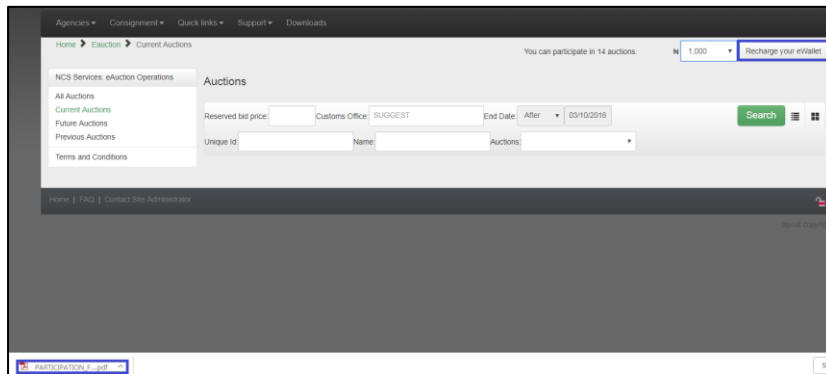
6.1.1 After completing the registration process and logged into the application, the system prompts you a message on eWallet balance status “*You cannot participate in any auction due to insufficient balance*” as shown below:



6.1.2 To recharge your eWallet balance, Participation Fee Assessment Notice must be generated first. To generate the Participation Fee Assessment Notice, click on amount entry field besides the message to display different amount you can chose from. Select any amount you would like to put to your eWallet.



6.1.3 After amount has been selected, click on ‘**Recharge your eWallet**’ button to generate a pdf file of Participation Fee Assessment Notice. Click on generated pdf file to open its details.

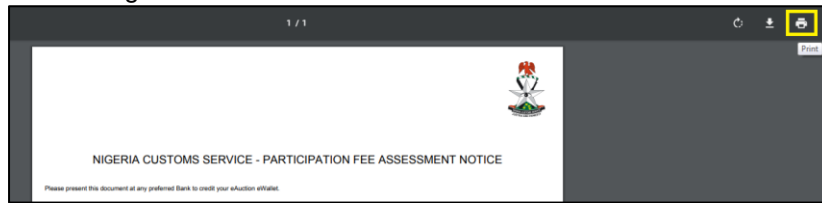


Note:

- Note: The latest selected amount when you clicked on **Recharge your ewallet** button will be stored in the system and will be used to validate your Participation Fee payment.



6.1.4 On generated Participation Fee Assessment Notice, click on the **Print** icon to open the Print dialogue box.

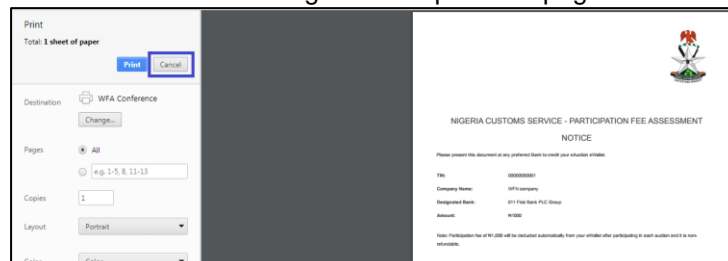


6.1.5 Define the printing parameter then click on **Print** button to start printing. Note that this Participation Fee Assessment notice will display your TIN Number, Company Name and the selected amount to be credited to your eWallet.

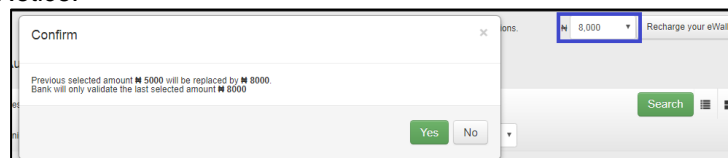


Note:

- Click on **Cancel** button to go back to previous page.



- After generating your Participation Fee Assessment Notice and you have selected another amount then click on **Recharge your eWallet** button, a confirmation message will be displayed before generating another Participation Fee Assessment Notice.



6.1.6 After Participation Fee Assessment Notice has been printed, go to your designated bank to recharge your eWallet account. It is recommended to put sufficient amount in order to bid for several auctions.

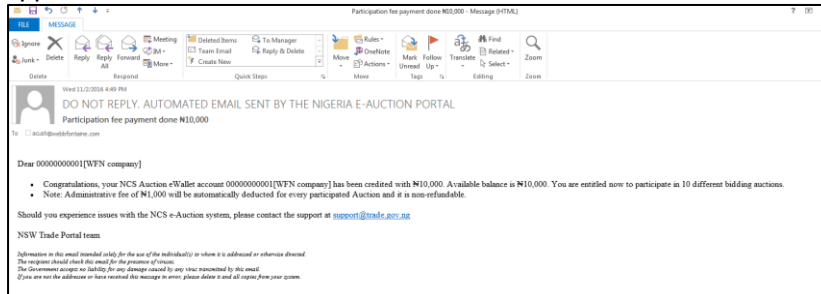
Note:

- System will restrict any auction payment to your chosen designated bank during registration process.
- During payment, the amount to be paid will be checked against the last selected amount when Participation Fee Assessment Notice was generated otherwise there will

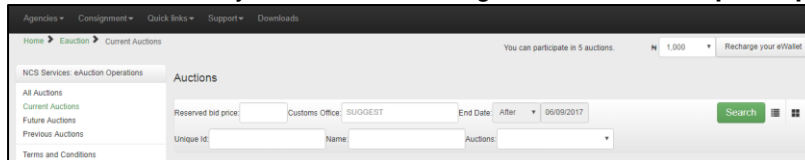


be payment error and your designated Bank would not be able to process your Participation Fee payment.

6.1.7 After payment has been made, you will receive an electronic mail payment notification and ewallet account will be activated and converted amount will be reflected on Auction application.



6.1.8 On the Application, message to be displayed will be changed to “**You can participate in [X] auctions**”. [X] varies on how much you have credited your eWallet e.g. you have credited ₦5,000 to your eWallet, message will be “**You can participate in 5 auctions**.”



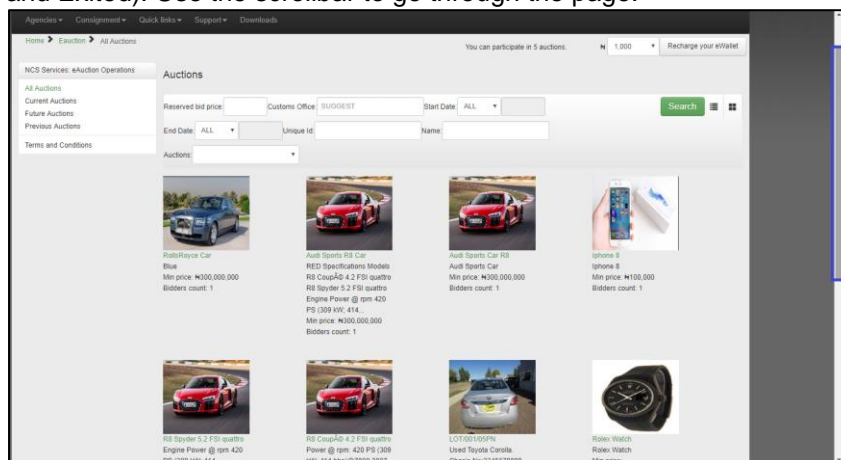
Note:

1. When you add credit to your eWallet and its current amount is not yet exhausted, it will add up to your available amount and its corresponding number of auction that can be participated will be added.
2. Participation fee is non-refundable.

7 eAUCTION PAGES

7.1 All Auctions

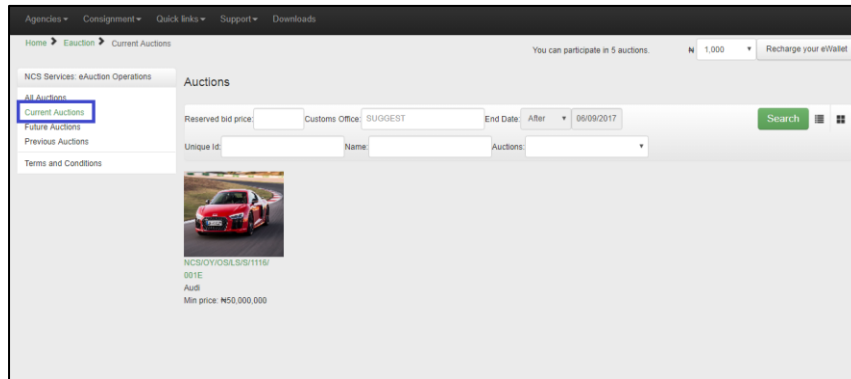
All Auctions page displays all auctions with different statuses (Open, Closed, Canceled, Paid and Exited). Use the scrollbar to go through the page.



7.2 Current Auctions

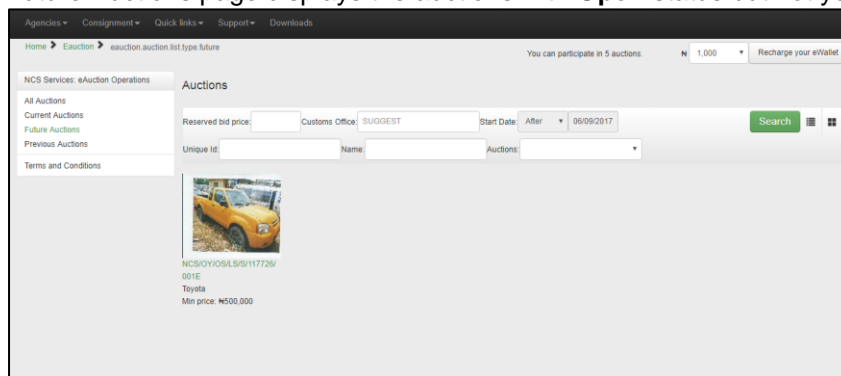
Current Auctions page displays the auctions with **Open** status and bidding time has started.





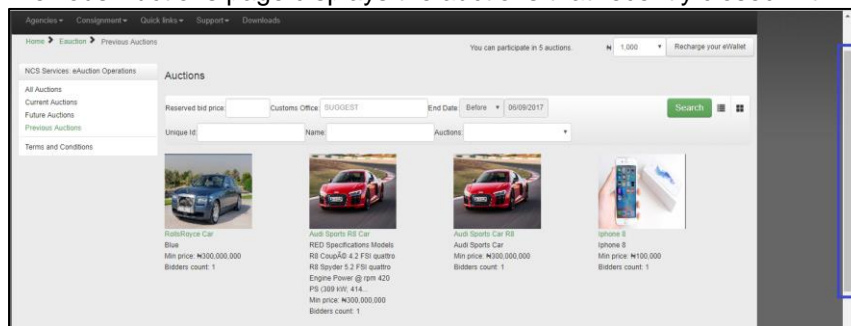
7.3 Future Auctions

Future Auctions page displays the auctions with **Open** status but not yet open for bidding.



7.4 Previous Auctions

Previous Auctions page displays the auctions that recently closed within a week.



8 eAUCTION OPERATIONS

8.1 Search an Auction

8.1.1 Search operation is available in all auction pages, it allows the user to filter or narrow down the search results. Define the search parameter(s) then click on **Search** button to start the search operation.

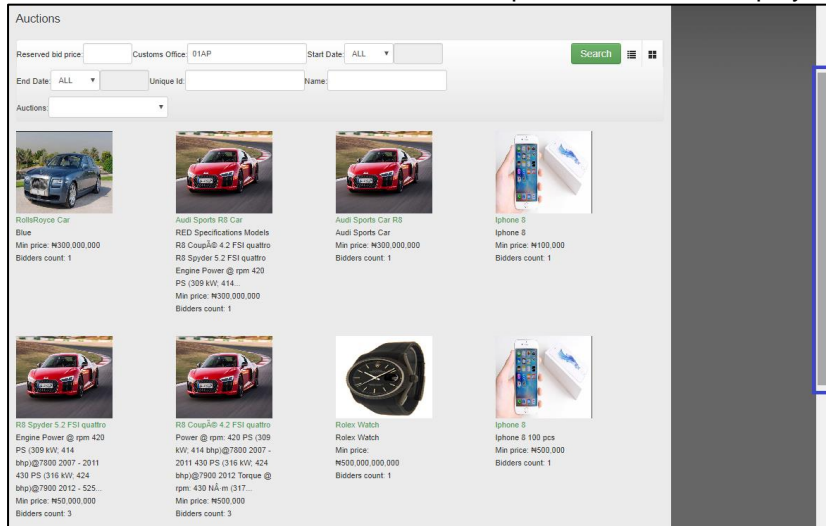
- Reserved price – enter the reserved price of an Auction
- Customs Office – select the Customs office where the auctioned item is located
- Status – select the status of the auction (Open, Closed, Canceled, Paid or Exited)



- d. Auction Start Date – select the start date option from dropdown list
- e. Auction End Date - select the end date option from dropdown list
- f. Unique ID – enter the auction unique
- g. Name – enter auction name.
- h. Auctions – allows the registered Bidder to filter the search results to show all the auctions he participated in. “**My Bids**” option allows you to filter the auction(s) that you participated in.

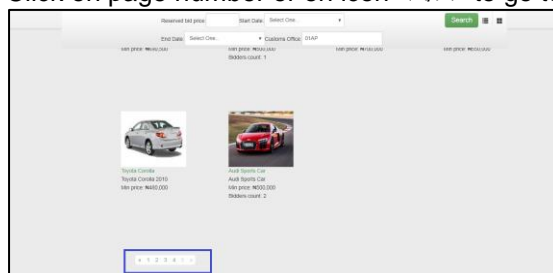
Note: Search parameters to be displayed will depend to your role and access rights.

8.1.2 The auction records that match the search parameter will be displayed.



Note:

- Click on page number or on icon </> to go to the next and previous results page.

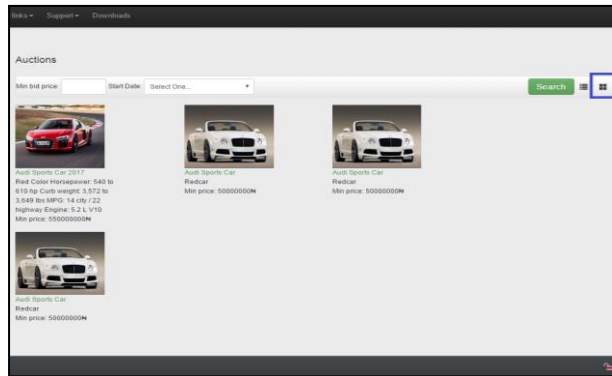


- To display the auctions in detailed list, click on **Detailed List** icon. Listed auctions can be sorted by clicking on its column header name.





- To display the auction back to using its image, click on **Image** icon.



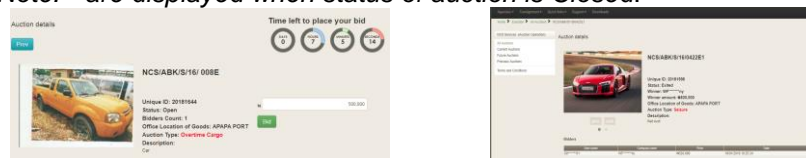




8.2 Auction details

8.2.1 The auction has the following details:

- a. Default Timer – shows the remaining time when the auction will start, remaining time you can place your bid or when payment will be expired
- b. Auction Name – Auction's consignment's lot number or seizure number
- c. Auction Unique Identification number – is a number series assigned automatically by the system after auction has been created
- d. Status – is the current status of the auction (Open, Closed, Canceled, Paid and Exited)
- e. Name of the Highest Bidder/Amount – the name of the highest Bidder / amount of the ongoing auction.
- f. *Winner – is auto-populates and automatically selected by the system when auction ends. The highest offered bid amount shall be the Winner.
- g. *Amount – is the amount offered by highest bidder or the winner
- h. Reserved Bid Price – is the initial reserved bid price displayed on entry box. An offset value of ₦10,000 will be added on reserved price for every bid.
- i. Auction Type – Auction type (**Seizure** or **Overtime Cargo**).
- j. Office Location of Goods – is the Customs Office site where the auctioned item is located.
- k. Description – is the detailed description of the auctioned item (specifications, product model, color, quantity, Serial number, Vehicle Identification number, etc.)
- l. Auction's Image – is the auction image and it is optional. When there are more images available, these   buttons will be displayed to view the images.

*Note: * are displayed when status of auction is Closed.*



Note:   - click on these buttons to go back on previous auction page or go to the next auction page.

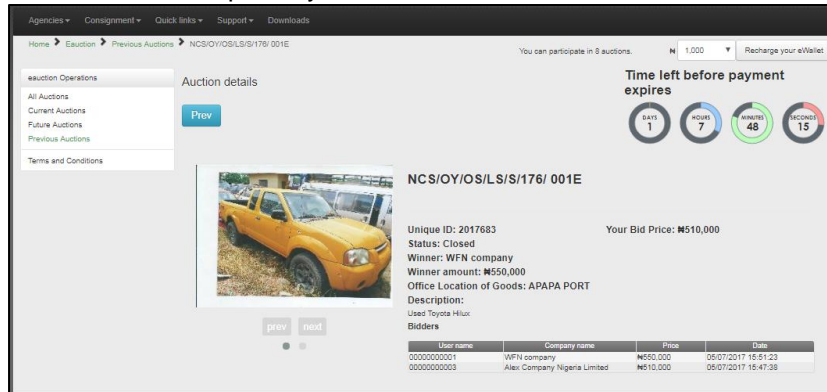
8.3 Auction statuses

- 8.3.1 Open – status of newly created auction. Note: Default timer indicates the start of bidding of opened auction.
- 8.3.2 Closed – status is closed when auction duration ends.
- 8.3.3 Paid – status is paid after the winner has made his auction payment.
- 8.3.4 Exited – status is exited when auction item is released from the Customs office of location.
- 8.3.5 Canceled – status is when the auction processing is terminated due to valid reason.



8.4 Auction Updates (Closed)

- 8.4.1 Winner– Name of the Winner and his offered amount will be available to Public viewers when auction has been closed.
- 8.4.2 Amount - is the amount offered by highest bidder or the winner
- 8.4.3 List of Bidders – list of Bidders joined the auction will be available to all user including the Public viewers but partially hidden when auction has been closed.

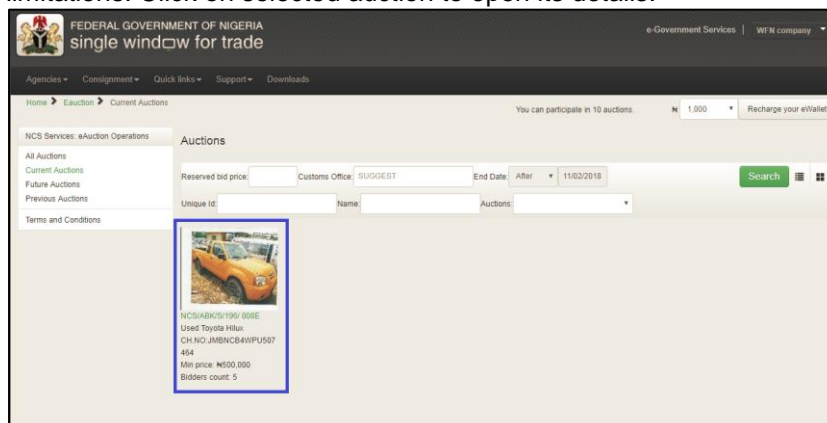


8.5 Auction Access / Rights

- 8.5.1 Registered Bidder has the following Auction operations:
 - a. Generate Participation Fee Assessment Notice
 - b. Search an Auction
 - c. View auction details
 - d. Join Bidding
 - e. Generate Auction Assessment Notice

8.6 Bidding process

- 8.6.1 To view the list of auctions open for bidding, go to **Current Auctions** page. It is highly recommended to check all items for auction before placing your bid due to bidding limitations. Click on selected auction to open its details.



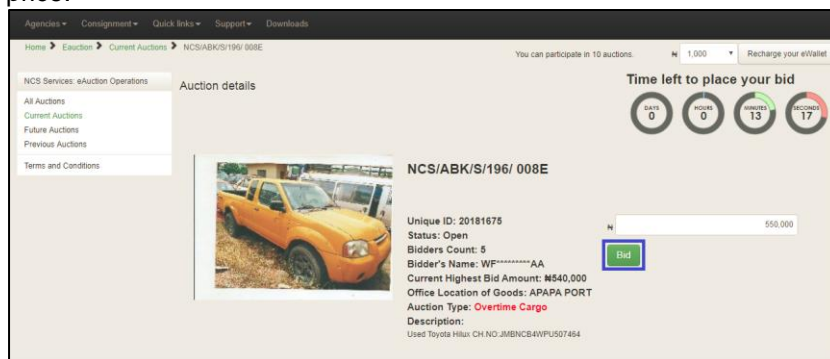
Note: Bidders count are the total number of participants who joined the ongoing bidding.

- 8.6.2 Reserved price will be shown in the entry box.

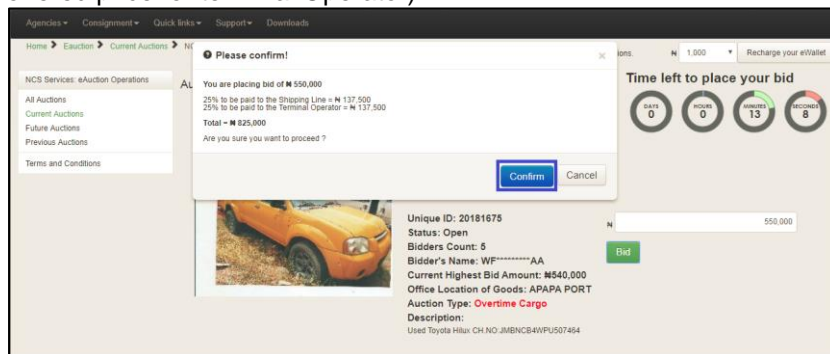




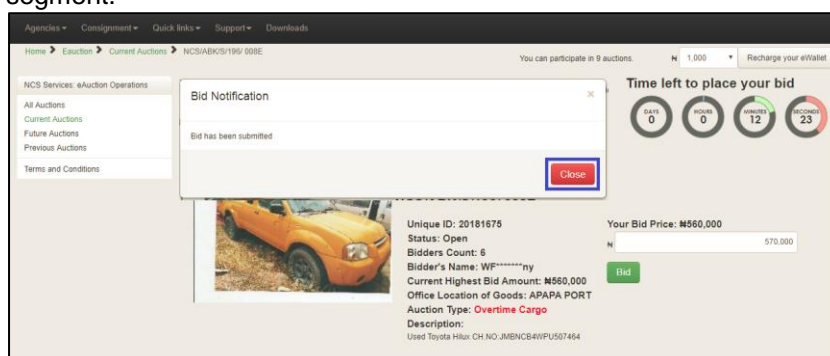
8.6.3 Adjust the price that you would like to offer then click on **Bid** button to submit your offered price.



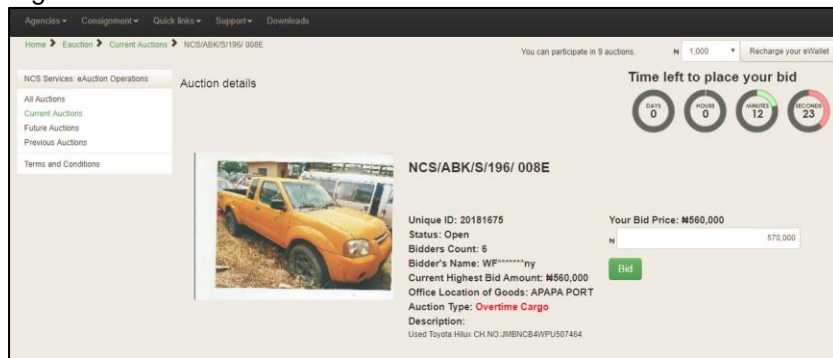
8.6.4 Confirmation message will be displayed, click on **Confirm** button to confirm the offered bid price. When auction is for **Overtime Cargo**, confirmation dialogue box includes the payment breakdown (Your offered price, 25% of offered price for Shipping Line and 25% of offered price for terminal Operator).



8.6.5 Notification message will be displayed that your bid has been submitted successfully, click on **Close** button to continue. Your bid price will be displayed above the reserved Bid Price segment.

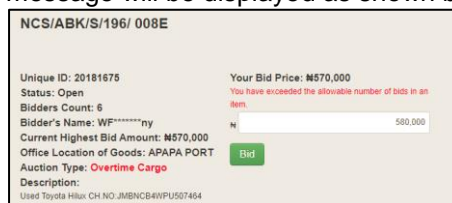


8.6.6 When you are the highest bidder, your name will be partially hidden and displayed as Highest Bidder.



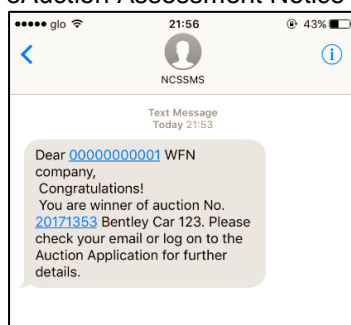
Note:

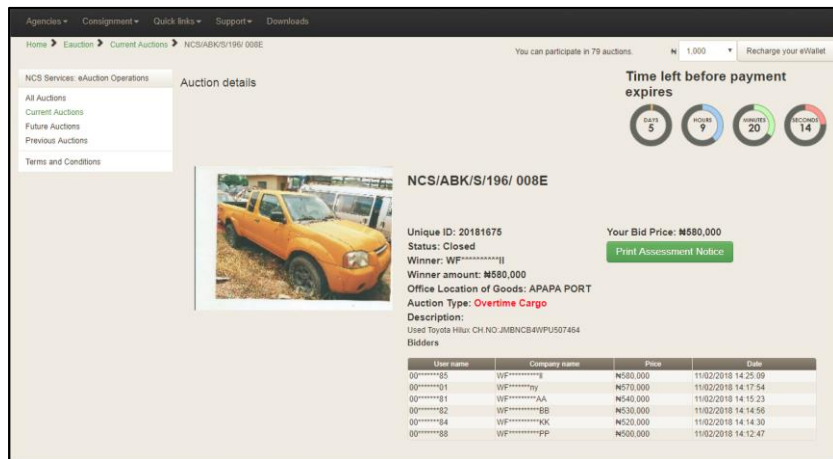
1. For the first Bidder, the acceptable bid amount must be less than or equal to 50% of the reserved price.
2. For the succeeding bidders, the acceptable bid amount must be less than or equal to 50% of the current highest bid.
3. After placing your bid, participation Fee of N\$1,000 is automatically deducted from your eWallet and Number of auction that can be participated will be decreased by 1. When your eWallet has insufficient balance, system will prompt you a message.
4. Name and amount of the highest bidder will be partially hidden and displayed as auction progresses and will be available to all logged in bidders only.
5. Bidder can bid only 3 times on the same item as long as the auction status is Open; your previous bid price will be overwritten with the new offered price otherwise error message will be displayed as shown below:



6. Bidding offset value is N\$10,000 after every bid.
7. When bidding timer is over, auction status will be **Closed** and its bid entry field will be disabled.
8. The bidding duration is 5 (five) working days.
9. Bidder limitations - A bidder can only bid for two active auctions. An error message to be displayed when you bid and exceeded the bidding limitations.

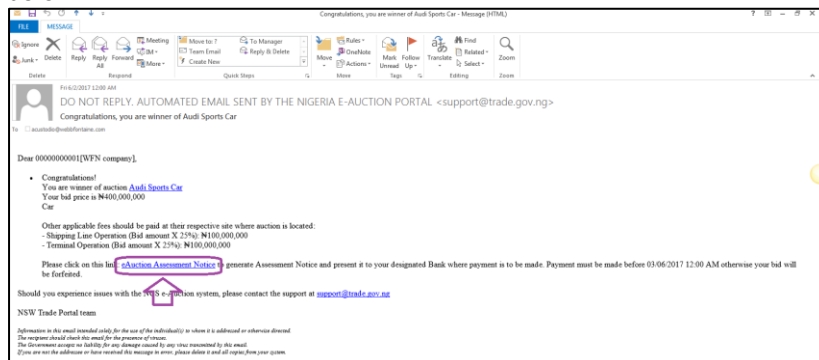
8.6.7 When the auction closes, eAuction system automatically selects the winner with the highest bid price and will be notified by SMS along with email notification which includes eAuction Assessment Notice link and payment duration Date/Time information.



**Note:**

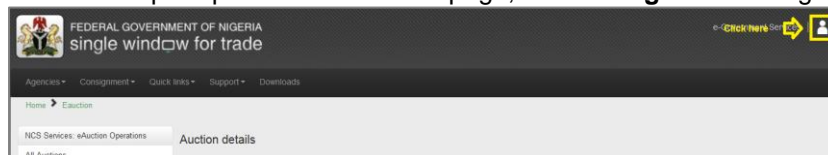
1. Winner details (name and amount) and Bidders table will be partially hidden and displayed when auction status is Closed. These details will be available too to public viewers.
2. A default timer starts showing the time left before payment expires will be available for the winner. Timer automatically adjust its duration when there is the non-working day.
3. Winner has only 5 working day to settle the payment.
4. Print Assessment button will be available to the Winner.

8.6.8 Winner to retrieve the email notification then clicks on **eAuction Assessment Notice** link to generate the Auction Assessment Notice. Click on provided assessment link as shown below.



Note: When you are currently logged onto the application, refresh the page and open the e-auction then you can directly print the Assessment Notice from the auction page.

8.6.9 User will be prompt to auction details page, click on **login** icon to log into the application.



8.6.10 Login page to be displayed. Enter your **TIN** and password then click on **Login** button.



8.6.11 When logged in, retrieve the auction. When auction details is opened, click on **Print Assessment Notice** button to generate its assessment notice.

User name	Company name	Price	Date
00*****S5	WF*****J	₦580,000	11/02/2018 14:25:09
00*****D1	WF*****ny	₦570,000	11/02/2018 14:17:54
00*****S1	WF*****AA	₦540,000	11/02/2018 14:15:23
00*****S2	WF*****BB	₦530,000	11/02/2018 14:14:56
00*****S4	WF*****KK	₦520,000	11/02/2018 14:14:30
00*****S8	WF*****PP	₦500,000	11/02/2018 14:12:47

8.6.12 Generated Auction Assessment Notice in pdf file will be displayed. Define the printing parameters then click on **Print** button to start printing the assessment notice.

Note:

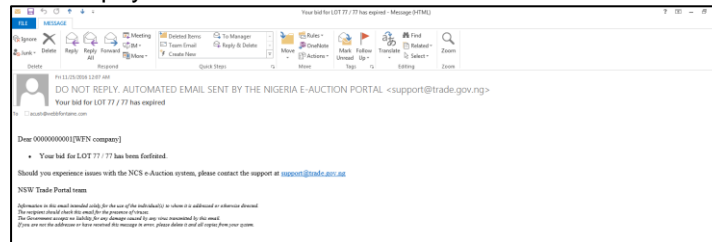
➤ Click on **Cancel** button to go back to previous page.



8.6.13 When eAuction Assessment Notice has been printed, proceed to your designated Bank where payment is to be made. Payment should be done within 5 working days. Bidder must present the printed eAuction Assessment Notice to the Bank and necessary documents. Secure payment receipt.

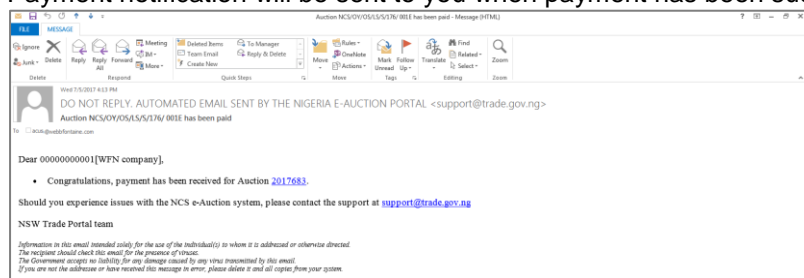
Note:

1. Payment conditions can be accessed on Detailed Terms of Conditions available on Registration page.
2. Payment must be made within 5 working days, otherwise, system automatically sends an alert notification message to the Bidder's email address who failed to settle his auction payment on time.

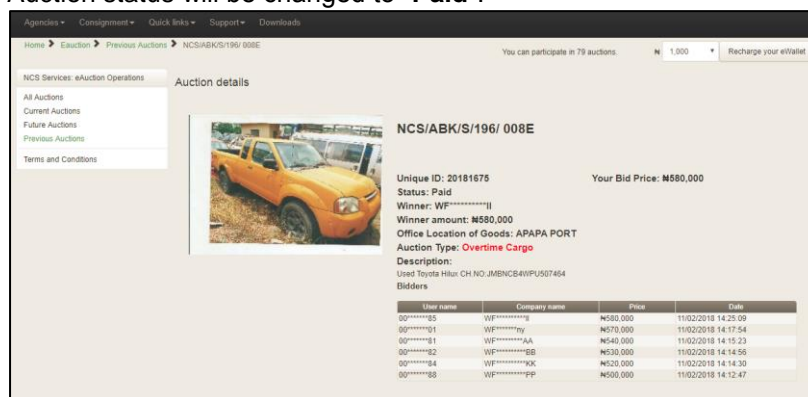


3. If the winner fails to pay within five (5) working days, the auction will be closed and the Winner will be deactivated.

8.6.14 Payment notification will be sent to you when payment has been successful.



8.6.15 Auction status will be changed to "Paid".



8.6.16 After all payment have been settled, you can now claim the item and shall present the following:

- a. A valid copy of paid assessment and bank receipt (optional in case of e-payment);
- b. A notarized letter in case owner sends representative. (Where owner is present uploaded photo on registration will do.);
- c. Provide proper identification with notarized letter as International passport, Driver's license, Voters card or National I.D.

8.6.17 NCS Officer verifies the receipts, documents presented and the Trader's image against the actual person claiming the goods.




Auction details

Prev

NCS/OY/O/S/L/S/176/ 001E

User Info




Tin Number: 0000000001
Company Name: WFN company
Address 1: Plot 1234 Bello Way, Adeniyi Plaza
Address 2: Abuja Nigeria
Fax: 123456789
Phone: 1234 56789
Applicant Email: acou@webfontaine.com

Exit Note
Auction

Close

05/07/2017 15:51:23
05/07/2017 15:47:38

8.6.18 When verification results is okay, onsite NCS Officer generates auction **Exit Note**; performs **Exit Auction** operation then issue the item(s) to the winner together with signed Auction Goods Exit Note.



Customs Administration

AUCTION GOODS EXIT NOTE: 2018

Customs office: 01AP APAPA PORT Issued on: 20/09/2018 13:06:20


Company Information

TIN: 0000000001
Company name: WFN company
Email: acou@webfontaine.com
Phone: 08052087173
Address: Plot 1234 Bello Way, Adeniyi Plaza


Auction Information

Auction title	Unique ID	Location	Description	Date of bidding	Status	Bank
NCS/ABK/01172208E	20181884	01AP	Black	2018/09/20 12:44:07	Paid	First Bank PLC Group

Exit Authorization Officer: NCS23456 / Babacar Ndoye

 Stamp

Note : Additional payment to be paid:
25 % to be paid to the Shipping Line = ₦5,750,000
25 % to be paid to the Terminal Operator = ₦5,750,000



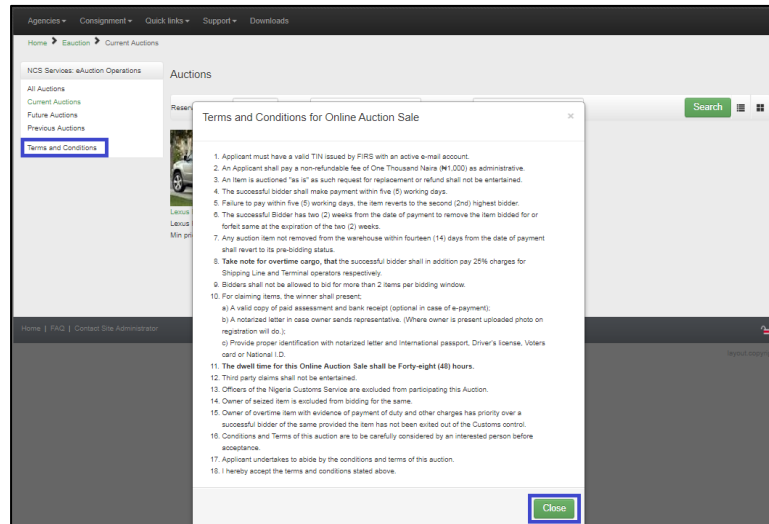
8.6.19 Present the **Exit Note** to NCS Gate Officer to exit the goods from their premises.

9 AUCTION TERMS AND CONDITION

9.1 Auction Terms and Condition

9.1.1 To view the detailed Auction Terms and Condition, click on **Terms and Condition** link as show below:

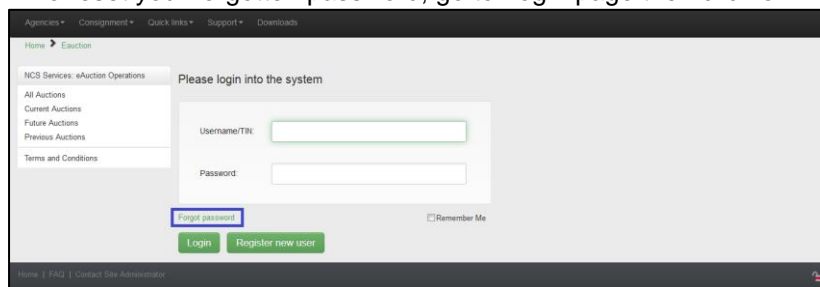




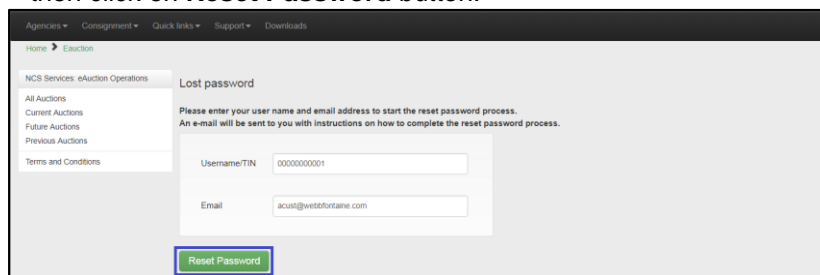
10 PASSWORD RESET

10.1 Password reset

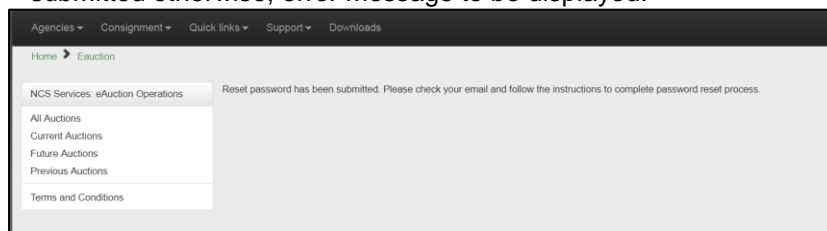
10.1.1 To reset your forgotten password, go to Login page then click on **Forgot Password** link.



10.1.2 Loss password page will be displayed, enter your TIN and email address used in TIN then click on **Reset Password** button.

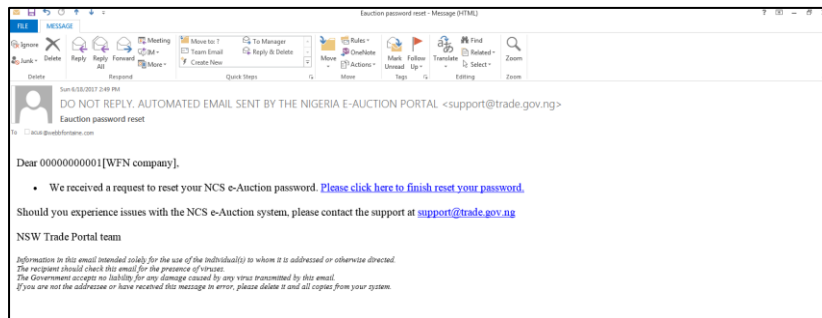


10.1.3 System validates the entered TIN and email address. When the email address is matching with the TIN's email address, you will be notified that reset password has been submitted otherwise, error message to be displayed.

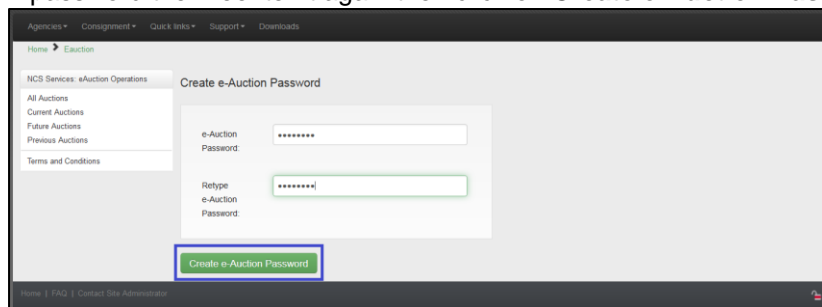


10.1.4 Log on to your email provider then retrieve the email sent by Auction system. When email is opened, click on **Reset password** link.

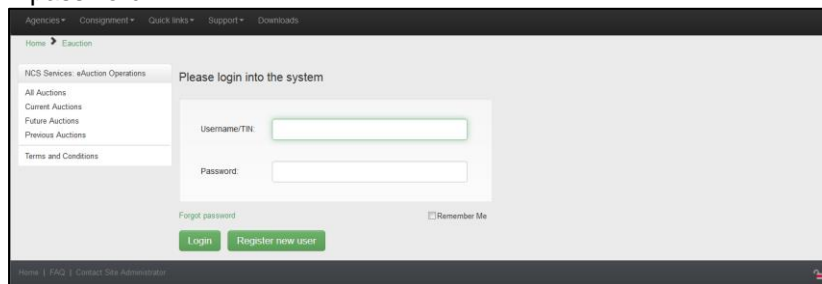




10.1.5 Create e-Auction Password page will be displayed, enter your preferred e-Auction password then reenter it again then click on **Create e-Auction Password** button.



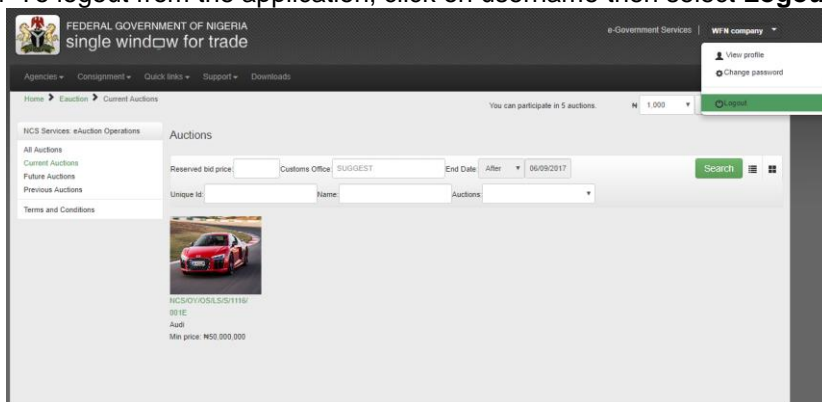
10.1.6 When entered values in e-Auction Password and Retype Password entry fields are matching, you will be prompted on Login page. You have successfully reset your password.



11 LOGOUT

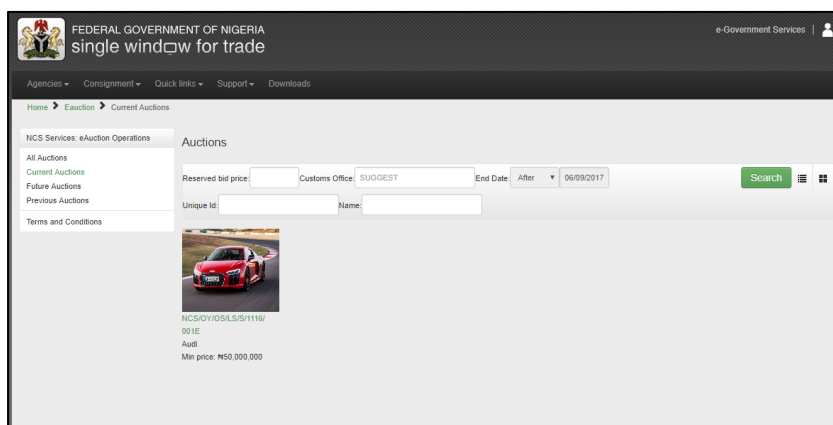
11.1 Logout

11.1.1 To logout from the application, click on username then select **Logout** from dropdown list.



11.1.2 System will display the Current Auctions page.





12 ROLES AND ACCESS RIGHTS

12.1 Roles and Operations

Operations Name	Public Viewer	Registered Bidder
Register	YES	NO
Print Participation Fee Assessment Notice	NO	YES
Bid	NO	YES
Print Auction Assessment Notice	NO	YES

