



Auction User Training Guide
Marketplace Selling

Version 4.2

AUCTION USER TRAINING GUIDE: MARKETPLACE SELLING

Version 4.2

TransportMAX, LLC

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Chapter 1: Getting Started

LESSON 1: REGISTRATION

A user account is required to participate in TransportMAX auctions. Upon completing the registration process, you will be able to bid on auctions. This example illustrates how to register your company with TransportMAX and how to log in.

ACCESSING REGISTRATION

1. Using an Internet browser (such as Internet Explorer) go to the TransportMAX auction site at <https://www.transportmax.com/publicAuctionList.do>.
2. Click on the Register link located at the top of the page.

STEP 1: ACCEPT THE TRANSPORTMAX USER AGREEMENT

To register your company, you must accept the TransportMAX user agreement as defined on the screen.

To accept the User Agreement and continue with registration, place a check in the box “I have read and accept the terms and conditions set forth in this user agreement“. You may also select to receive an email notification of updates to the user agreement by selecting the checkbox next to “Please email me when a change is made to the user agreement“

Click NEXT to proceed to Step 2.

STEP 2: COMPANY & ADMINISTRATOR INFORMATION

Various pieces of information, such as name, address, phone numbers, etc, are captured on this page. Enter the information into the fields provided. If your company is already registered with TransportMAX Auctions, you may select your company’s name from the drop-down menu and add yourself as an additional user.

Note: All fields marked with a red asterisk are required.



TMAX Helpful Hints:

- Address Nickname – example, Headquarters
- The challenge question and response are used to aid the TransportMAX System Administrator in validating identity in case of a forgotten password.

Once you have completed entering this information, click NEXT to proceed to Step 3.

STEP 3: REVIEW AND SUBMIT


The information you entered on the previous page will be displayed for your review. Carefully review the information for accuracy.

If you wish to make any changes, click on BACK to navigate to the previous page and then make your changes.

If all information is correct, click on SUBMIT. A confirmation page will appear and your company's registration information and you will be logged in automatically. Click on HOME to start using TransportMAX auctions.

LESSON 2: LOGIN

To use the TransportMAX auctions and participate in the bidding process, you must first log in. This example illustrates how to log in to the TransportMAX site.

- Go to the TransportMAX site at <https://www.transportmax.com/publicAuctionList.do>.
- Enter your email address and Password as set up during registration.
- Click on the  button. The Welcome page will appear.

LESSON 3: FORGOT PASSWORD

This example illustrates how to obtain a new password for your TransportMAX account if you have forgotten your current password.

1. Go to the TransportMAX site at <https://www.transportmax.com/publicAuctionList.do>.
2. Click on the forgot your password? link under the email address and Password fields.
3. The Password Assistance page will appear prompting you to enter your Email address. Once you have entered the information, click on the NEXT button.
4. The Challenge/Response page will appear prompting you to enter the response to the challenge question set up during registration. This page appears for your security in obtaining a new password. Enter your Challenge Response as determined during registration then click on the SUBMIT button.
5. The data will be sent to the TransportMAX system.
 - a. If the data you entered is correct, the system will automatically change your password and email the new password to you at the email address set up during registration.
 - b. If the response is not correct, you will receive an error message directing you to enter the correct response. If you cannot remember your response to the Challenge Question, contact the TransportMAX administrator by clicking on the support link in the Contact Us section located at the bottom, right side of the page.

Chapter 2: Administration

LESSON 1: EDITING PERSONAL INFORMATION

This example illustrates how to edit and save your personal information -- such as your name, phone number, fax number, and email address -- and how to personalize TransportMAX.

PERSONAL INFORMATION

1. Log in to TransportMAX.
2. Click on the [admin](#) link located in the top, right corner of the page.
3. Click on the [Personal Information Options](#) link under the User Preferences heading.
4. Edit your personal information as necessary.
 - a. Title
 - b. First Name
 - c. Last Name
5. Edit your contact information as necessary.
 - a. Address
 - b. Phone
 - c. Email Address

Note: All fields marked with a red asterisk are required.

6. To save your information, click on the SUBMIT button located at the bottom of the form.

LESSON 2: EDITING PRESENTATION OPTIONS

This example illustrates how to edit and save your user preferences such as your time zone, page size and default sorts.

PRESENTATION OPTIONS

1. Log in to TransportMAX.
2. Click on the [admin](#) link located in the top right corner of the page.
3. Click on the [Presentation Options](#) link under the My Profile heading.
4. Edit your preferences:
 - a. Time Zone
 - b. Page size
5. To save your information, click on the SUBMIT button.

LESSON 3: RESETTING TRANSPORTMAX PASSWORD

This example illustrates how to reset and save your TransportMAX password.

PASSWORD

- Log in to TransportMAX.
- Click on the [admin](#) link located in the top, right corner of the page.
- Click on the [Reset password](#) link under the User Preferences heading.
- Reset your TransportMAX password:
 - a. Old Password
 - b. New Password
 - c. Retype Password

Note: All fields marked with a red asterisk are required.

- To save your information, click on the SUBMIT button.

LESSON 4: RESETTING TRANSPORTMAX CHALLENGE QUESTION/RESPONSE

This example illustrates how to reset and save your challenge question and response.

CHALLENGE QUESTION/RESPONSE

- Log in to TransportMAX.
- Click on the [admin](#) link located in the top right corner of the page.
- Click on the [Change Challenge Questions](#) link under the User Preferences heading.
- Change your Challenge Question and Response
- To save your information, click on the SUBMIT button.

LESSON 5: EMAIL CONTROLS

The email component affords you tremendous flexibility in controlling your inbox.

EMAIL OPT IN/OUT

- Log into TransportMAX.
- Click on the [admin](#) link located in the top right corner of the page.
- Click on the [Email Opt In/Out](#) link under the User Preferences heading.
- Make your selections:
 - a. TransportMAX Newsletter: TransportMAX sends out a monthly newsletter that includes headline news about TransportMAX, new suppliers, promotions, tips to buyers and suppliers and links to help files.
 - b. User agreement change notification: From time to time we may amend our user agreement.
- To save your information, click on the SUBMIT button.

LESSON 6: REPORTS

This example illustrates how to run reports for various information.

REPORTS

- Log in to TransportMAX.
- Click on the [admin](#) link located in the top right corner of the page.
- Click on the [Reports](#) link under the Administration heading.
- Buyer Auction Awards Detail Report: This report provides buyer specific auction purchase history information
 - Click on [Buyer Auction Awards Detail Report](#)
 - Specify a date range and click [Submit](#)
 - Click on [Download](#)

LESSON 7: COMPANY INFORMATION

This example illustrates how to edit your company information.

COMPANY INFORMATION

- Log in to TransportMAX.
- Click on the [admin](#) link located in the top right corner of the page.
- Click on the [Company Information](#) link under the Administration heading.
- Edit the information as needed and click SUBMIT or hit CANCEL to discard your changes.

LESSON 8: USER MANAGEMENT

This example illustrates how to edit, activate and deactivate users.

USER MANAGEMENT

- Log in to TransportMAX.
- Click on the [admin](#) link located in the top right corner of the page.
- Click on the [User Management](#) link under the Administration heading.
- Manage your users:
 - To edit an existing user:
 - Click on the EDIT button next to the user that you wish to edit.
 - Update the information as needed. Fields marked by a red asterisk are required.
 - To save your information, click on the SUBMIT button.
 - To activate/deactivate an existing user:
 - Select the user that you would like to activate or deactivate by putting a check in the box next to their name. Then click on either the ACTIVATE or the DEACTIVATE button.

Chapter 3: Auctions

VIEWING AND BIDDING ON AUCTIONS

LESSON 1: AUCTIONS SEARCH

You are able to search auctions based on many factors, such as name, agency and date.

TO SEARCH AUCTIONS, FOLLOW THESE STEPS:

- Login to TransportMAX
- Click on AUCTIONS
- Click on SEARCH
- Define your search criteria
 - If the search fields are left blank the system will return all items
- Click SEARCH
- To view a particular item, click on its name
- Click DONE to return

LESSON 2: BIDDING ON AN ITEM

- To view a particular item, click on its name
- To place a bid, click on the PLACE BID button
- Enter your Maximum bid.
 - The system will automatically place the lowest possible bid for you
 - The lowest possible bid on an auction without any other bids and without a reserve price is \$1.00
 - The lowest possible bid on an auction without any other bids and with a reserve price is the reserve price
 - The lowest possible bid on an auction with other bids and a reserve price is the current high bid plus the bid increment amount
 - You may increase your maximum bid at any time
 - Two users from the same company may bid on the same item, but only the higher bid is accepted
 - You may request that the auction owner void one of your bids, however doing this will void your companies' rights to bid on that particular auction again.