



# MANUAL FOR THE AUCTIONING SYSTEM PKO LEASING

# Manual for the Auctioning System

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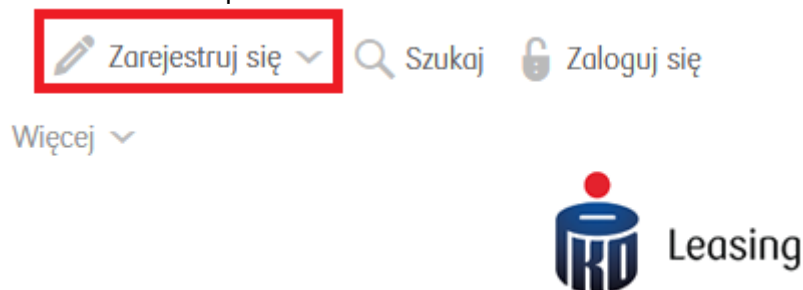
## 1. Bidder's registration

The registration at poleasingowe.pl is required for the purpose of participation in auctioning.

**IMPORTANT:** registration at aukcje.pkoleasing.pl website is for bidding the items that are at ours services.

**Step 1** – Select the “Registration” button at right upper corner, then select one available option:

- **Registration of new Bidder - Individual:** This option should be selected only in the case when you do not run the business activity or do not represent any company.
- **Registration of new Bidder – Business activity.** When you run the company or work in the company on behalf of which you act, you should select this option.



**Step 2** – Fill in all fields in the registration form.

**IMPORTANT:** All fields marked with tag \* are required fields, necessary for filling in.

**IMPORTANT:** E-mail address is used only as user's login and for the reception of information from the system. Pay caution to any mistakes when filling such address.

**IMPORTANT:** Password should contain at least 6 marks, at least one lowercase and one uppercase, at least one digit and at least one symbol (!@#\$%^&\*?()- =+{};:;<.>)

**IMPORTANT:** System will impose on you the change of password once in a month.

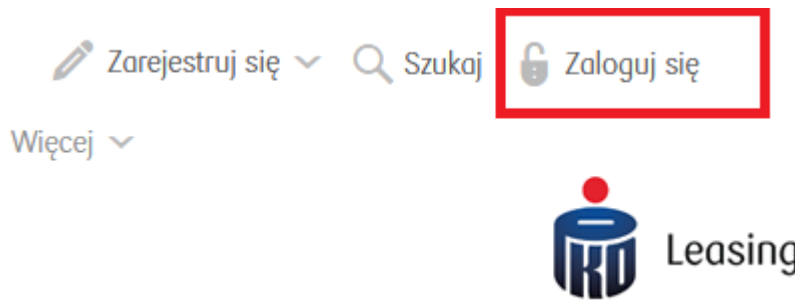
**Step 3** – After filling in all fields in the form and clicking on the „Register the Bidder's account” button, the activating link will be send to e-mail address provided at time of registration. You should click on it or copy it to the web browser. After activating the account you can participate in the auctioning.

**IMPORTANT:** If you do not receive return e-mail with code, you should check the spam box, because it can be placed there.

## 2. Recovering the password

You may forget the password. Do not worry, you can reset it in the easy and quick way.

**Step 1** – Click the „login” button, then select „Forgotten password?” option.



**Step 2** – Enter the e-mail address provided at time of registration, rewrite the verification code and click the “send e-mail with password change”

**Step 3** – You should receive the e-mail with link at e-mail address for resetting the password. After clicking it the website with password change form will open; you should fill in and click “password change” button.

## 3. Auctioning

### 3.1. Auctioning types

#### 3.1.1. Auctioning with agent

This is auctioning type, in which you stipulate yours maximum amount in the “Your bid” field, which you can pay for particular item, and system will outbid the following bids on your behalf with minimum outbidding value, but maximally to the maximum amount stipulated by you. The winner is marked next to the field “Your bid”. When your bid is the highest, your login will be displayed with green.

#### 3.1.2. Manual auctioning

In this auctioning type, your observation of situation and manual auctioning is required. Each placed bid is you actually proposed price, and at time of outbidding by another Bidder you should individually place the bid selected by you and it will be displayed at the list of placed bids.

#### 3.1.3. BUY NOW

It is fixed price, at which you can buy particular item without the obligatory auctioning. Clicking the “BUY NOW” button is enough.

**IMPORTANT:** The BUY NOW price is available only for registered auctioneers.

#### 3.1.4. Asking price

This is the auction with the bid collection mode. Bids placed by other auctioneers are not visible for you. This is the only auctioning type in which you can place bids lower than the sales price and the only limitation is that the minimum value cannot be lower than 1 PLN.

### 3.2. Auctioning methods

You should have active Bidder’s account (with restriction to item 3), when you want to participate in auctioning.

There are two auctioning methods:

- a. **Auctioning from the auction details level** – when you want to participate in the auction, placing the amount in the field “Your bid” or clicking the “BUY NOW” button is enough, obviously when it is available.  
**IMPORTANT:** Remember that your amount should be at least the starting price or higher, with reservation of compliance with outbidding value (each outbidding should be at least in the amount stipulated in the position “Outbidding amount” or multiplication of such value). The exception is auction in “Asking price” mode, where you can give any value, that is equal with or higher than 1 PLN.

Aktualna cena (netto)  
**105 000,00 PLN**  
25 372,00 EUR 129 150,00 PLN BRUTTO

Twoja oferta  
nie mniej niż 105100 PLN

Dodaj do multilicytacji

Licytujących: 4  
Wygrywa: **JBCAR**

Kwota postąpienia: **100 PLN**  
Włącz licytację w czasie rzeczywistym >

Pozostało:  
0 dni 0 godz.  
52 min. 50 sek.  
(2018-01-11 13:00:00) **Licytuj**

- b. **Multi-auctioning** – When you want to auction several items at one time, use multi-auctioning option. First, you should add all items interesting for you to the multi-auctioning panel with means of “ADD TO MULTI-AUCTIONING” button.

Aktualna cena (netto)  
**105 000,00 PLN**  
25 372,00 EUR 129 150,00 PLN BRUTTO

Twoja oferta  
nie mniej niż 105100 PLN

**Dodaj do multilicytacji**

Licytujących: 4  
Wygrywa: **JBCAR**

Kwota postąpienia: **100 PLN**  
Włącz licytację w czasie rzeczywistym >

Pozostało:  
0 dni 0 godz.  
52 min. 50 sek.  
(2018-01-11 13:00:00) **Licytuj**

When all items are added, go to the Bidder’s panel, select the “Multi-auctioning” option and auction all interesting items for you at one time.

[Szukaj](#) [Panel Oferenta](#) [Wyloguj](#)

[Pojazdy](#) [Sprzęt budowlany](#) [Maszyny rolnicze](#) [Maszyny przemysłowe](#) [Sprzęt Medyczny](#) [Więcej](#)


# Panel Oferenta

Strona główna / Panel oferenta / Panel multi licytacji - aukcje trwające

## Panel multi licytacji - aukcje trwające

[Mój profil](#) [Moje aukcje](#) [Obserwowane](#) [Zaplanowane aukcje](#) [Multilicytacja](#)

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**SCANIA R480 (XPI) LA 4X2 MNA/HNA HIGHLINE / HYDRAULIKA**  
**AUKCJA Z PROWIZJĄ**

Numer aukcji: **85/PK/AU/2018**

Pozostało: 0 dni 0 godz. 47 min. 37 sek.


Wygrywa: -

Aktualna cena netto  
**67 200,00 PLN**

nie mniej niż 67 200 PLN, kwota postąpienia: 100 PLN

[Licytuj](#)

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**NISSAN QASHQAI 1.2 DIG-T VISIA EU6**  
**AUKCJA Z PROWIZJĄ**

Numer aukcji: **168/AU/2018**

Pozostało: 0 dni 0 godz. 47 min. 37 sek.

Wygrywa: -

Aktualna cena netto  
**46 500,00 PLN**

nie mniej niż 46500 PLN, kwota postąpienia: 100 PLN

[Licytuj](#)

**IMPORTANT:** Auctions in which you win will be labelled with your login in green, whereas in the case of winning by other Bidder, the login of such person will be displayed in red.

**Twoja oferta**  
nie mniej niż 105100 PLN

[Dodaj do multilicytacji](#)

Licytujących: 4

**Wygrywa: JBC.**



**Twoja oferta**  
nie mniej niż 67300 PLN

[Usuń z multilicytacji](#)

Licytujących: 1

**Wygrywa: gwanako**

Login presentation method from the Auction Details level

	<p><b>SCANIA R480 (XPI) LA 4X2 MNA/HNA HIGHLINE / HYDRAULIKA</b></p> <p><b>AUKCJA Z PROWIZJĄ</b></p> <p>Numer aukcji: <b>85/PK/AU/2018</b></p> <p>Pozostało: 0 dni 0 godz. 38 min. 11 sek.</p> <p>Wygrywa <b>gwanako</b></p>	<p>Aktualna cena netto: <b>67 200,00 PLN</b></p> <p>67300</p> <p>nie mniej niż <b>67300 PLN</b>, kwota postąpienia: <b>100 PLN</b></p> <p>Licytuj</p>
	<p><b>NISSAN QASHQAI 1.2 DIG-T VISIA EU6</b></p> <p><b>AUKCJA Z PROWIZJĄ</b></p> <p>Numer aukcji: <b>168/AU/2018</b></p> <p>Pozostało: 0 dni 0 godz. 38 min. 11 sek.</p> <p>Wygrywa <b>JBC</b></p>	<p>Aktualna cena netto: <b>46 500,00 PLN</b></p> <p>46500</p> <p>nie mniej niż <b>46500 PLN</b>, kwota postąpienia: <b>100 PLN</b></p> <p>Licytuj</p>

Login presentation method from MULTI-AUCTIONING level.

### 3.3. Auction with commission

When you see such button **AUKCJA Z PROWIZJĄ** next to the auction, it means that you should add the commission to the auctioned price, that can be recounted in auction details by clicking the “count the commission” button. The amount of commission is generally dependant from the auctioned price and comprises the stipulated percentage of auctioned price.

### 3.4. Auction with deposit

Paying the deposit is required for participation in auctions marked with this button

**AUKCJA Z WADIUM**. After booking the deposit at account, the access to such auction is unlocked.

## 4. Bidder's panel


### 4.1. Yours profile

This is the place, where all information provided by you in the registration process is stored. You can also edit own data here, as well as change the password or remove own account from the system.

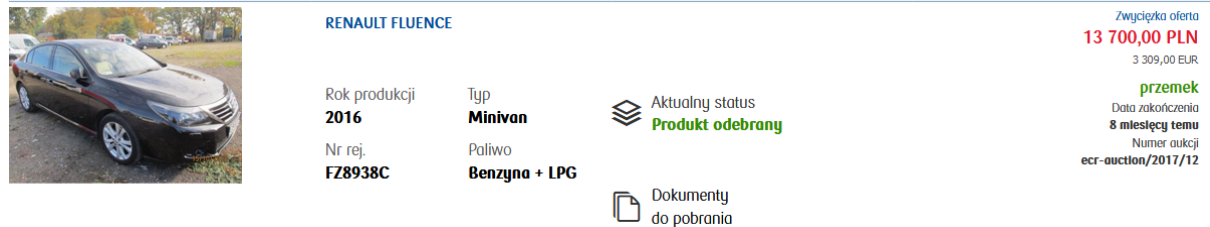
### 4.2. My auctions

In the scope of „My auctions” menu, 4 options are available.

- Auctioned** – This is the list of all auctions in which you participate. From this level, you can also quickly check in which auctions your offer is the highest, because all auctions in which you win will be marked with green.

	<p><b>BUGATTI VEYRON</b></p> <p><b>TWOJA OFERTA WYGRYWA</b></p> <p>Rok produkcji: <b>2017</b></p> <p>Nr rej.: <b>D2BANKOWY</b></p> <p>Typ: <b>Minivan</b></p> <p>Paliwo: <b>Elektryczny</b></p>	<p>Najwyższa oferta: <b>90 000,00 PLN</b></p> <p>21 739,00 EUR</p> <p>Wygrywa: <b>przemek</b></p> <p>W aukcji uczestniczy 1 licytujących</p> <p>Pozostało: <b>3 tygodnie od teraz</b></p> <p>Numer aukcji: <b>1 /BN/AU/2018</b></p>
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- b. **Winning** – This is the list of all auctions won. Here you can track online the current status for item won and receive all documents that are required at time of reception and also bank transfer details.



- c. **Verification** – Here the auctions are displayed that require manual verification of all placed bids. When system operator accepts the winning bid, the auction is finalized and the item is transferred to the list of won or lost auctions, dependant from the auctioning result.
- d. **Lost** – it is the list of all auctions in which you participated, but did not win.

### 4.3. Observed auctions

Under followed auctions you have access to all itmes follow by you. Under this option you can see which auction is ongoing or ocpleted.

### 4.4. Planned auctions

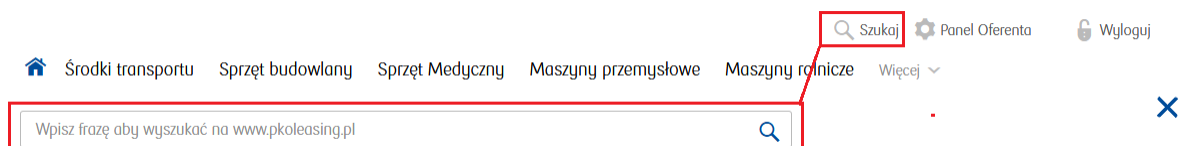
This tab displays all auctions that have been scheduled and will open in a while. With this option the bidders have the insight to auctions that will start in the near future.

### 4.5. Multibidding panel

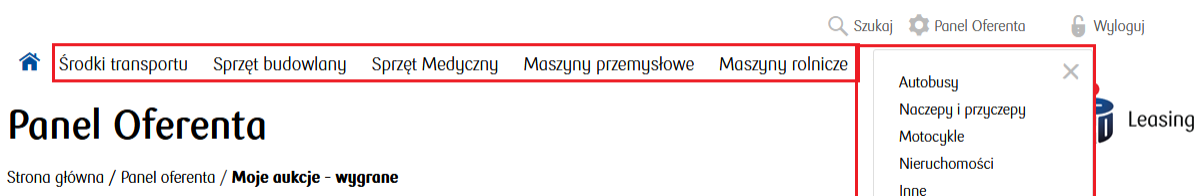
Multiauction is described under section 4.2 subpoint b.

## 5. Searching

When you are interested in particular item, use our searching engine. You can use the context searching for such purpose located at main site and provide any phrase describing the item searched by you (i.e. BMW), select the category in which it can be located and click the search button.



You can also select the category interesting for you and then select the parameters at the displayed list, according to which you want to filter the results.





Opcje wyszukiwania



Kategoria

Podkategoria

Parking

Szukaj