



How to Create a Regular Auction Guide

(Updated April 2025)

Follow instructions and notes for each auction section.

Definition of Regular Auction: Items in usable condition which may be transferred to agencies/ municipalities/ nonprofits for use or sold to the public.

1.	Auction Type Defaulted to Open Auction. No change or update.
2.	Internal Reallocation with Internal Groups Set each tier's duration and price to 4 days and \$0.00 for internal reallocation and municipalities. Set non-profits tier to 0 days and \$0.00. • Internal Reallocation 4 Days and \$0.00 • Municipalities 4 Days and \$0.00 • Non-Profits 0 Days and \$0.00 ***Computers, laptops, hard drives, and cellphones are set to be offered to agencies, municipalities, and non-profits only. Set the Non-profits tier to 4 Days.
3.	Public Auction Duration • Access to Auction Everyone can View and Bid • Time Frame 4 days • End Time 8:00pm The setting above for Internal Reallocation and Public Auction Duration is established following C.G.S. 4a-57a. DAS Surplus will relist the auction for nonprofits after original auction closes (agencies, municipalities, the public) and will note the original auction number in the title of the relisted auction. ***Computers, laptops, hard drives, and cellphones are set to be offered to agencies, municipalities, and non-profits only. Set the Time Frame to 0 days.
4.	Category Section From the drop down box, select the category the best matches your auction. If you do not see something specific, you can find the main category and choose GENERAL as your sub-category.
5.	Content Section a) Title - Type what the item is, followed by limited details and an approximate sign ~ to establish what type of auction is created. There are two types, Lot and Dutch

450 Columbus Boulevard | Hartford, CT 06103

Affirmative Action/Equal Opportunity Employer

auction. A Lot auction is the intent to sell multiple items to one buyer. A Dutch auction is the intent to sell available quantities of the same exact item in the same condition to multiple buyers.

See examples below.

- Example: Desk - Corner
- Example: Desks - Corner ~ Lot of 2
- Example: Desks – L-shaped ~ 5 ~ Dutch Auction

*Information provided in title is searchable

- b) **Template** – Use when posting heavy equipment/machinery (forklifts, riding mowers, vehicles, etc) or vehicles (when approved to go on this site)
- c) **General Description** - Information providing a clear description of the item including:
 - asset/tag #s (This helps when running reports for inventory or audit purposes.)
 - make, model
 - serial #
 - measurements and dimensions
 - any known defects/errors, if it works/locks, keys/no keys included
 - anything you, as a buyer, would like to know before purchasing anything.
 - All auctions must include State of CT’s disclaimer paragraph

*Information provided in the description is searchable if needed to
- d) **Pictures** – A photo is required for auction to be approved by DAS Surplus. An unlimited number of pictures and documents can be uploaded to the auction. Documents are also uploaded in this section. Do not save photos in a document and upload the document for your pictures. Photos will not show in auction if uploaded this way.
 - Click on "Upload Images and Documents".
 - Select the picture or document from your computer and click "save".
 - Photos can be rearranged as needed
 - Be sure to include close-ups of any defects on the item and clear close-ups of any informational or manufacturer labels, if there are any.
- e) **Videos** - If you have items that run (forklift, mower, etc), it is helpful to include a video of the item running.
- f) **Condition** - From the drop-down box, select the “Condition” of the item. Undersell as opposed to oversell the items.
- g) **Item Code/Tag**

	- If applicable, type your inventory number in this field. This is an internal number created by your agency. You should always list your inventory tag numbers. This helps when running reports for inventory or audit purposes. - If you have multiple tag numbers, enter the first number and use a comma followed by a space and type the next number (ex. 1234, 1235). If the total number of characters exceeds the field (75 characters), note 'See Description' in the Item Code/Tag field and list the tag numbers in the description. Do not put anything else in this field. - Leave blank if not tagged. *Information in item code/tag is searchable if needed to
6.	Pickup Location and Contact Section a) Department – Required to be selected. <u>If not selected, auction will not be available for your agency to see.</u> b) Pickup Location - Select the "Pickup Location". If your pickup location is not listed, send request to DAS.State.Surplus@ct.gov with the pickup location to be added. c) Main Contact - The "Main Contact" is automatically populated with your information and can be changed by clicking "Change Contact". An "Email Contact" can also be added (they must also be registered on the site) if there is another person you need to keep informed about the auction creation, end of auction and payment information. *Buyers will be contacting Main Contact information unless directed otherwise in Description.
7.	Tax Defaulted to 6.35%. Do not change it.
8.	Quantity Based on your title, determine your quantity. A Lot auction is the intent to sell multiple items to one buyer. The quantity is set to 1; selling 1 whole lot to 1 buyer. A Dutch auction is the intent to sell available quantities of the same exact item in the same condition to multiple buyers. The quantity is set to the amount of the item available. • Example 1 – Single Item only: Desk, Corner = Quantity 1 • Example 2 – Lot Auction: Desks, Corner ~ Lot of 2 = Quantity 1 • Example 3 – Dutch Auction: Desks, Corner ~ 5 ~ Dutch Auction = Quantity 5
9.	Minimum Bid Amount

	All items start at \$1.00 and the market drives the price. If you feel a higher starting amount is needed, please contact DAS State Surplus Program staff to discuss.
10.	Reserve Price Not applicable – Do not enter anything here. If there is an item your agency would like to set a reserve for, please contact DAS State Surplus Program staff to discuss.
11.	Save Click Save at bottom of page. If a required field has not been completed, a red star will appear next to the field. When the auction has been saved, you will see a preview of the auction page and can revise or copy from the preview page located on the left-hand side.
12.	'Held' Section The auction will be saved in the "Held" auction section until the auction is released by the DAS Surplus Team. DAS Surplus Program staff will review the auction. If there is missing or incomplete information, DAS Surplus staff will make a note in the auction title or send an email to the main contact to revise the auction with the additional information. When all information is complete, DAS Surplus staff will release the auction and it will show up in the 'Current' auction section. When the auction is released you will not receive notification. We ask that you check the CURRENT auctions page and when your auction is there, print it (2-sided) and attach it to your auction surplus property so anyone looking at the property has the auction details available (when the auction started and closed, as well as the auction number). This makes it easier to identify when a buyer arrives, as well as to let other agency staff know this item is no longer available for agency use.
13.	BEST OPTION to creating multiple auctions: Copying an Auction Using an existing auction that the DAS Surplus Program staff has approved and released, you can 'Copy' the auction to save you and the DAS Surplus staff time and reduce errors, and it means your auctions should be released much quicker. Instructions follow: - Locate the auction you want to copy (either in Current or Closed auctions – which means that the DAS Surplus staff has reviewed them and made any corrections). - Open the auction by clicking the auction title. - On the left hand side there is an option for COPY ITEM. - Click on [Copy Item] and the same auction will populate. - Go through the auction and make the minor changes you need to turn this into your new auction.



	f) When all changes are made, click 'Copy'.
	g) A new auction number will be generated.