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**GovDeals.com**  
*A Liquidity Services Marketplace*

## **Mississippi Qualified Donee State Property Program**

Tier Users will receive two emails from GovDeals. First, an email will be sent to the user with their Tier Login Username. The second email will contain a temporary Password to log in to the [www.govdeals.com](http://www.govdeals.com) site. When the user logs in with the temporary password, they will be prompted to create a new password for the Bidder Account.

Please fill out and email the application on the last page.

### **MOSP Program Administrator**

Alan Crawford

601-939-2050

[Alan.Crawford@dfa.ms.gov](mailto:Alan.Crawford@dfa.ms.gov)

### **MOSP GovDeals Client Services Representative**

Neal Roddy

334-645-0823

[nroddy@govdeals.com](mailto:nroddy@govdeals.com)

## **Message from Mississippi Office of Surplus Property**

The Mississippi Office of Surplus Property (MOSP) is very excited to join in partnership with GovDeals. GovDeals provides services to various government agencies that allow them to buy state surplus and confiscated items via the Internet. This partnership will enhance the accessibility of property quicker and reduce the need for travel time. MOSP donees will be able to search, make inquiries, request a hold, and buy available assets from their individual offices. The donee will also be able to create a wish list and receive an email if a product that matches that wish list comes into MOSP inventory. Our donees will be classified as TIER 1 customers day period, the property will roll over into public auction. Federal property is not included in this program.

We hope that this guide will answer most of your questions about this new program. Should you have any questions about accessing MOSP/GovDeals or navigating through the site, please give Alan Crawford a call at 601-939-2050. The staff at MOSP will be glad to help you as you walk through this process.

## **Definitions of GovDeals Terms**

**Assets-** Items that are available in the MOSP Qualified Donee Program.

**Bidder-** The GovDeals system uses the term “Bidder” for all of its users. For the purposes of the MOSP Qualified Donee Program, “Bidder” and “Donee” can be considered the same. Bidder Account is a reference to the username that MOSP has assigned to the Donee to be able to log in and claim items listed on the MOSP Qualified Donee Program.

**Bid/Bidding-** Terms such as bidding and bid are GovDeals terms. For the MOSP Qualified Donee Program, a bid will be placed on item but there is no competition for items. The first and only “bid” placed by a Donee will result in the award of that item to that Donee.

**Buyer’s Certificate-** This is the initial automated email that will be sent to the Donee when they purchase something in the MOSP Qualified Donee Program. Once a Donee receives this email, they should contact John Fuller to arrange for removal and payment. John can be reached at the MOSP main number at 601-939-2050.

**Favorites-** This is the name of the GovDeals system that will allow automatic notifications to be sent to the Donee if they choose to set up one or more favorites. Favorites can be any search done by the user.

**Strike Price-** Strike Price is a single price that the item will be sold for. As soon as a Donee places a bid in that amount, the item will be awarded to the Donee.

**Tier-** The name of the system GovDeals uses to create the private section of their Auction website to allow MOSP Qualified Donee Program to offer assets to the Donees prior to being sent to live auction.

## Tier User Email Examples

### Username Notification Email

**Subject:** GovDeals.com New Registration Notification

Congratulations, Scott Starcher, for registering with GovDeals.com.

Your username is jsmith.2942 and your password will be sent to you in a separate email.

Please note that your account is restricted to only auctions within State of Mississippi. You have been automatically subscribed to all Tiers and will be automatically subscribed to any Tiers that are added in the future. You can neither view nor bid on general public items with this account.

Thank you for choosing GovDeals.com for your auction site needs.

### Temporary Password Notification

**Subject:** Welcome to GovDeals

Hello, Scott Starcher, and welcome to GovDeals!

Your password is ABCDEFGH

To Login & Start Bidding:

Step 1) Log on to [www.govdeals.com](http://www.govdeals.com)

Step 2) Click "Login"

Step 3) Enter in your Username and Password, Click "Sign In"

Step 4) After reviewing the Bidder's Agreement, Click "I agree," and Click "Submit"

Step 5) Click on "Home" to Start Bidding

To Change Your Password:

Step 1) Click the "My Account" link

Step 2) Click "Change Password"

Step 3) Enter in the Old and New Passwords & Click "Continue"

If you encounter problems with the login, follow these steps:

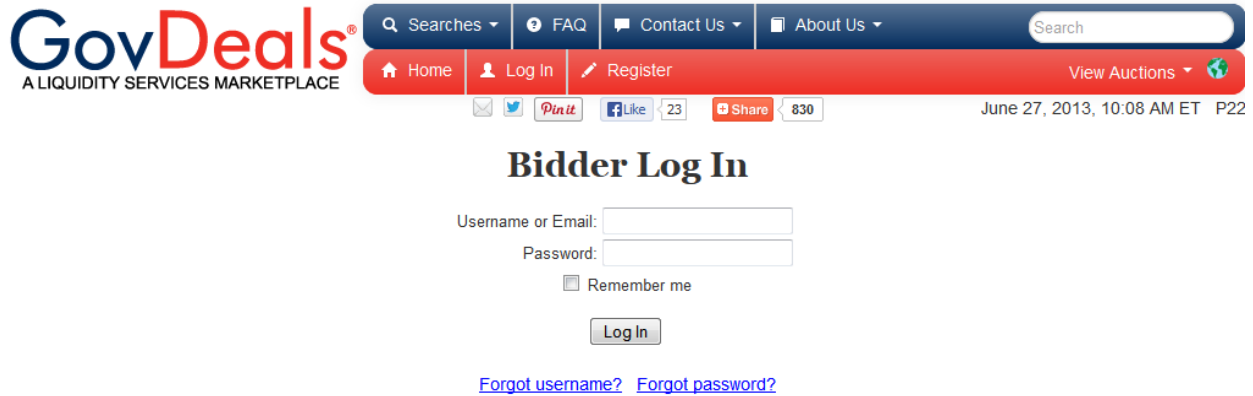
1) Please ensure you are using the username in your GovDeals.com New Registration Notification email.

2) Please ensure you are entering ABCDEFGH for password.

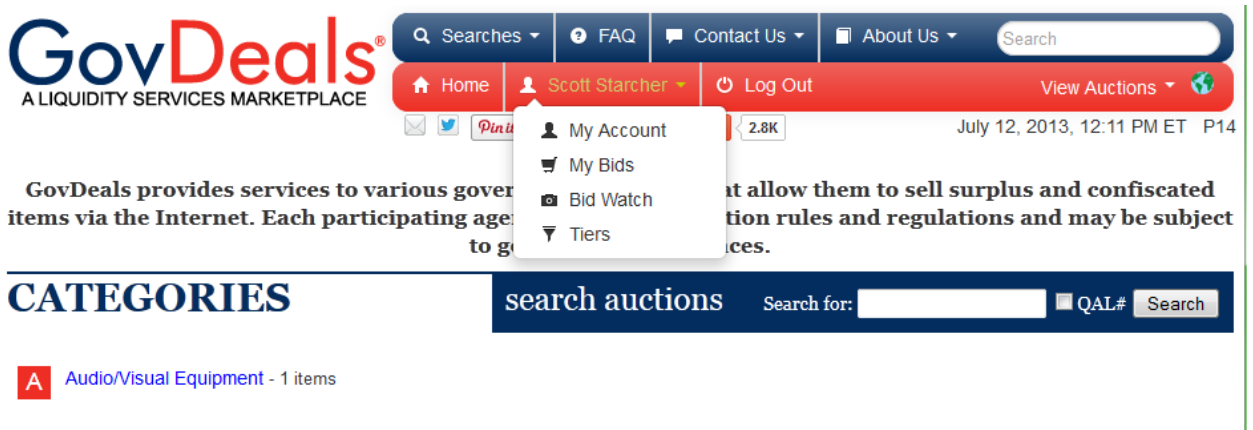
If you have questions or problems, please call 1-800-613-0156 or click "Contact Us" to start a live chat with a Bidder Services Representative.

## Editing & Updating your MOSP Donee Account Information

- 1) Logon to www.govdeals.com, Select “Log In”
- 2) Enter in your Username & Password & Select “Log In”



- 3) To update your information, Click on your Name in the Read bar & Select “My Account”

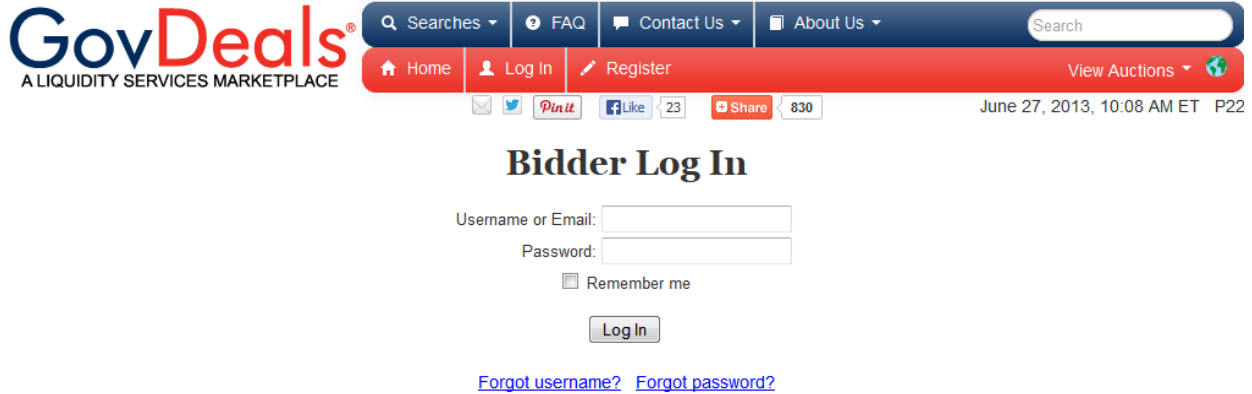


- 4) Select “Edit” to update/edit your user information. Once completed, click in the checkbox to accept the Bidder’s agreement and select “Update”

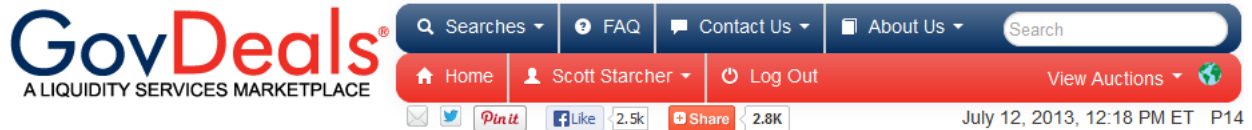
**NOTE: Please verify that your Company/Organization and Position are correct and update if needed.**

## Accessing the Mississippi Qualified Donee State Property Program

- 1) Logon to www.govdeals.com, Select “Log In”
- 2) Enter in your Username & Password & Select “Log In”



- 3) Once logged in, only the MOSP Donee available items become available to the user. If no items are listed, then there are no current items live in the Mississippi Qualified Donee State Property Program.



**GovDeals provides services to various government agencies that allow them to sell surplus and confiscated items via the Internet. Each participating agency has its own auction rules and regulations and may be subject to government ordinances.**




- 4) Select a Category or perform a Keyword Search to locate an Asset. Donees can also use the “Searches” menu for additional search tools to locate items.

5) From the search page, select the Description to view the Asset Page.

## Search Results for Audio/Visual Equipment

[Save as Favorite](#)

Item 1 of 1							
Description	Make/Brand	Model	Year	Location	End Date/Time	Current Bid	Shortcuts
 <p><a href="#">TIERS TEST ITEM</a> ID: TIERS TEST ASST <b>New Listing!</b></p>				Pearl, MS	7/12/2013 2:00 PM ET	\$100.00	<a href="#">View by same:</a> ▾

Item 1 of 1

6) On the auction page, you will have the ability to purchase this item. The Starting Bid and Strike Price is the price of the item being offered to the Donees.

### TIERS TEST ITEM



Condition	Category	Inventory ID
<a href="#">See Description</a>	<a href="#">Audio/Visual Equipment</a>	TIERS TEST ASST

TIERS TEST ITEM

#### » Seller Information

[Ask a question](#)



Seller Name: [State of Mississippi](#)  
Asset Contact: [Kent Adams](#) (Phone: 601-939-2050)

Auction Ends: 7/12/13 2:00 PM ET  
Remaining: 1 Hr 37 Mins

**This item is subject to an auto extension of the auction end time.**

[Refresh Bid & Time](#)

Starting Bid: \$100.00  
Strike Price: \$100.00  
Bid Increment: \$1.00  
Minimum Bid: \$100.00

[Terms and Conditions](#)

Bid:

Email if outbid:

[Add to Bid Watch](#)

7) To purchase this asset, enter in a “Bid” amount equal to the Starting Price, and click “Place Bid”. The Donee will be asked to confirm this purchase, by clicking “Agree”. Once the Donee clicks “Agree”, the item will be awarded to them.

8) Once the Donee has agreed to purchase an item, a Buyer’s Certificate will be issued to the Donee as their notice of award. Once the Donee receives this notification, they should contact John Fuller to arrange for removal and payment. John can be reached at the MOSP main number at 601-939-2050.

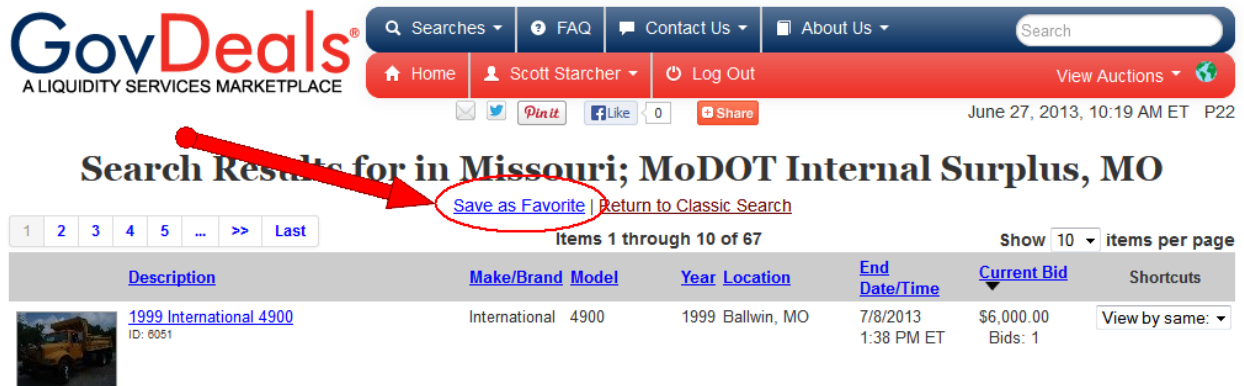
Donees can review their purchases by click on the “My Bids” link.

## Internal Re-Distribution Tier Notifications

GovDeals can notify each tier user via email when new assets are sent to the tier or when assets are about to close. These email notifications provide a list of the assets based any selection criteria (Any search in GovDeals can become a notification criteria). Users only need to login to GovDeals when they see an asset that they are interested in claiming.

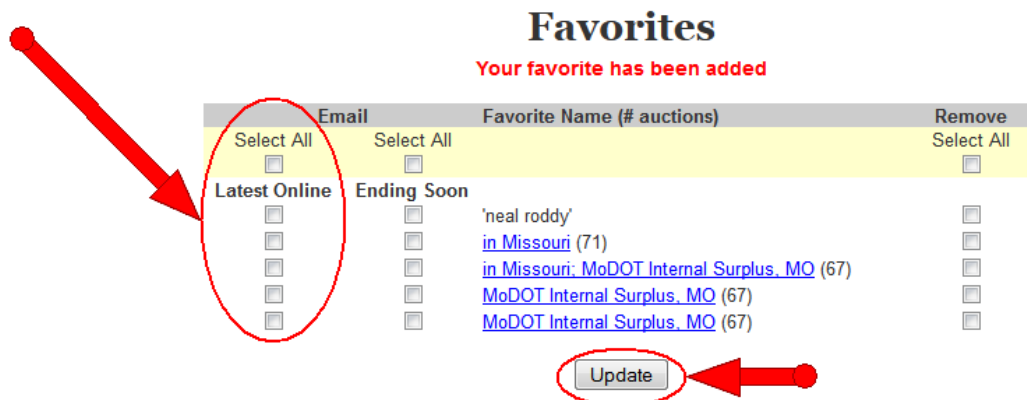
Each user must login and select to be notified about these new items.

- 1) Logon to www.govdeals.com or www.govdeals.ca , Select “Log In”.
- 2) Enter in your Username & Password & Select “Log In”.
- 3) Once logged in, use the “Searches” menu to search for the items on which the user would like to be notified about. Once on the search page, select “Save as Favorite”.



4) A “Save as Favorite” Pop Up will appear asking the user to name the Favorites search. Type in a name and select “Save”

5) Users will be taken to the Favorites management screen.



6) Select the checkbox in the “Latest Online” column to be notified via email when new items are sent to auction in their search criteria. Select the checkbox in the “Ending Soon” column to be notified via email when items meeting the search criteria reach 24 hours left in their auction.

**Example Tier Notification Email**

**GovDeals Favorites Notification**

noreply@govdeals.com

Sent: Fri 7/12/2013 2:45 AM

To: Scott Starcher

Dear Scott Starcher,

This is an automated email from GovDeals.com

The results below are based on the time this email was generated. Results could change when using your favorites from GovDeals.com at a later time.

**Below are your favorites that opened at auction from 07/11/2013 3:45 AM to 07/12/2013 3:45 AM.**

**Automobiles (Classic/Custom)**

Description	Make/Brand	Model	Year	Asset Location	End Date/Time ET	Start/Current Bid
 <a href="#">1958 Ford Fairlane Two Door, Oldie But a Goodie, Rat Rod Project</a>	Ford	Fairlane	1958	Knoxville, TN	07/25/13 09:00 PM	1051.00

You can log into GovDeals.com to bid on these items.

Thank you.

The GovDeals Team





**Mississippi Qualified Donee State Property Program**  
**via GovDeals**

**Sign Up Sheet**

Name:	
Agency Name:	
MOSP Account #	(assigned by MOSP)
Email:	
Phone:	
Address:	
City:	
State:	Mississippi
Zip Code:	

Please fax or email this page to Alan Crawford at 1-601-939-4505  
or [Alan.Crawford@dfa.ms.gov](mailto:Alan.Crawford@dfa.ms.gov)