Walker Singleton

Online Auction Bidding Guide

Chartered Surveyors | Machinery & Business Assets

ONLINE AUCTION BIDDING GUIDE

A step-by-step guide to registering, browsing and bidding on onlinesales.walkersingleton.co.uk/auctions

HOW TO USE THIS GUIDE

Each step below matches an actual screen on the Walker Singleton online auction site, in the order a bidder moves through them, illustrated with real screenshots.

Guide Overview

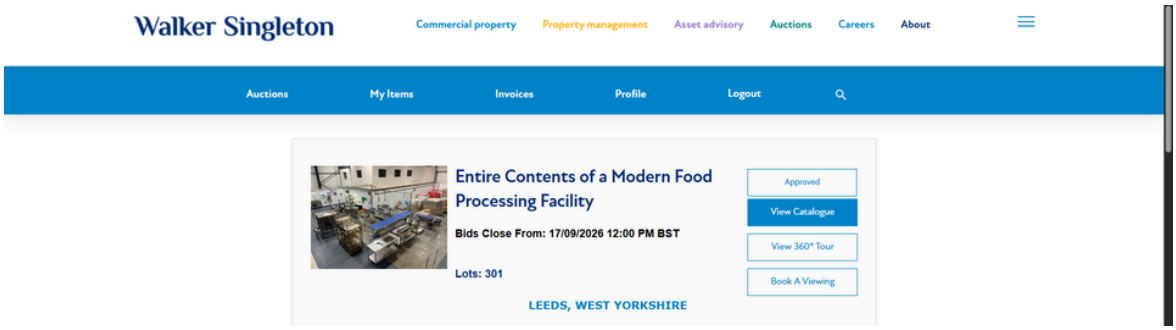
This guide walks a new bidder through the full lifecycle of an online auction on the Walker Singleton website — from finding a sale through to collecting purchased lots.

THE 12 STEPS

Step 1:	Find an auction
Step 2:	Register for a bidding account
Step 3:	Browsing & Understanding Lots
Step 4:	View A Lot's Full Details
Step 5:	Booking a Viewing
Step 6:	Understanding the Cost of Buying Buyer's Premium & VAT
Step 7:	Log In to Your Account
Step 8:	Place a Bid
Step 9:	Understand the Auto-Bid Extension Rule
Step 10:	Managing Your Bidding
Step 11:	Pay Your Invoice
Step 12:	Arrange collection of your lots

Step 1: Finding An Auction

Our auctions can be found at: https://onlinesales.walkersingleton.co.uk/



Auctions listing page, logged in — an approved auction card with View Catalogue, View 360° Tour and Book A Viewing

Click View Catalogue on the auction you're interested in, or click Auction Info first for full sale terms.

Step 2: Registering for an account

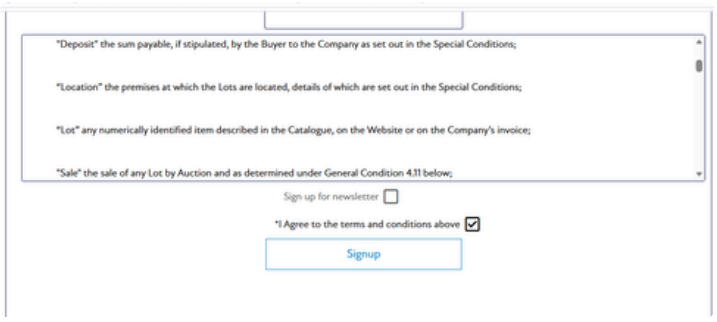
You must have a registered account to place a bid. Click Signup in the top navigation bar (or Login To Bid on any lot if you're not yet signed in — this redirects you to sign up).

Complete the registration form:

First name, last name, email address (entered twice to confirm)
Password (entered twice to confirm)
Full postal address, including country, city, county and postcode
Mobile number, with country code selector
Security seal (CAPTCHA) — type the distorted text shown in the image

Tick to confirm you agree to the Terms and Conditions of Sale (scroll the box to read them in full)
Optional: tick to sign up for the newsletter

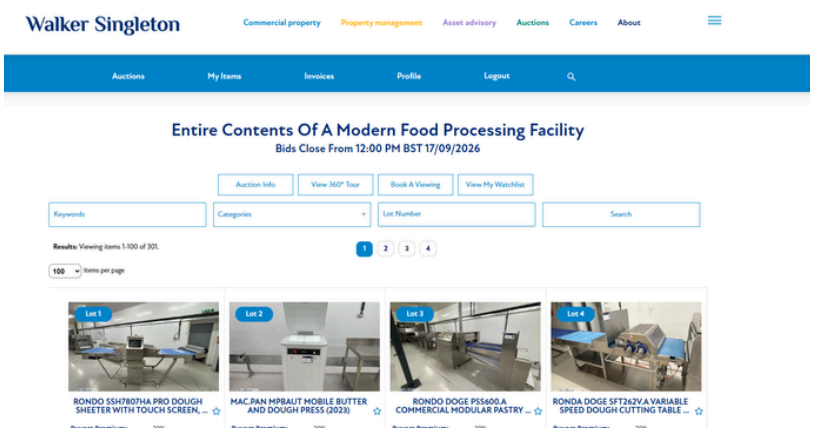




Step 3: Browsing & Understanding Lots

Browse the Lot Catalogue

The catalogue page (reached via View Catalogue) lists every lot in the sale as a grid of image tiles, each labelled with its lot number. Use the tools above the grid to find what you're looking for:



Catalogue page, logged in — search/filter bar, View My Watchlist button, and the first row of lot tiles

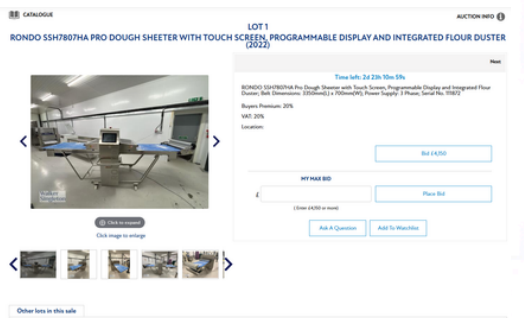
- **Keywords** — free-text search across lot descriptions
- **Categories** — filter by equipment/asset category
- **Lot Number** — jump straight to a specific lot
- **Items per page** — change how many lots are shown at once (default 100)
- **Page numbers** — move between pages of results

Once you are logged in, each lot tile in the catalogue also shows its Current bid, Time left, a star icon to add it to your Watchlist, and the bidding controls themselves — you can bid straight from this grid without opening the full lot page. See Step 7 for how to use them.

Click a lot's title or image to open its full lot page (Step 4) for photos, full description and Ask A Question.

Step 4: View A Lot's Full Details

The lot page is where you review everything about an item before bidding. It shows:

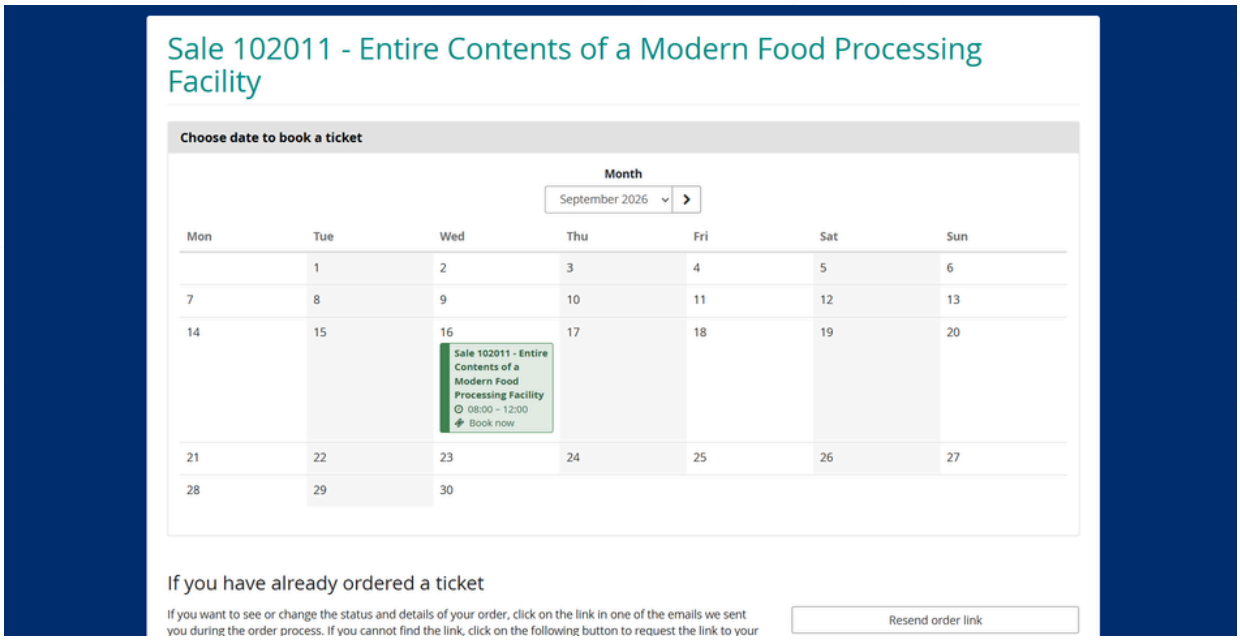


- Lot number and full title/description
- Time left — a live countdown when bidding on this lot closes
- A photo gallery — click an image to enlarge, use the arrows or thumbnail strip to browse all photos, or "Click to expand" for a full-screen view
- Key details — dimensions, power supply, serial number, condition notes, etc.
- Buyer's Premium and VAT percentages that will be added to your bid.
- Login — a Bid button (once logged in, this becomes the bidding panel itself — see Step 7)
- Ask A Question and Add To Watchlist buttons — for queries on condition/viewing information, or to save the lot without bidding
- Other lots in this sale — quick links to browse nearby lots without going back to the catalogue

From the auction's main info page you can also click Auction Info to read the full sale-specific terms — viewing arrangements, payment deadlines, collection information and the complete Terms and Conditions of Sale.

Step 5: Booking a Viewing

To book a viewing for the auction, subject to availability, please navigate to the 'Book A Viewing Button on the auction tab that you are interested in.



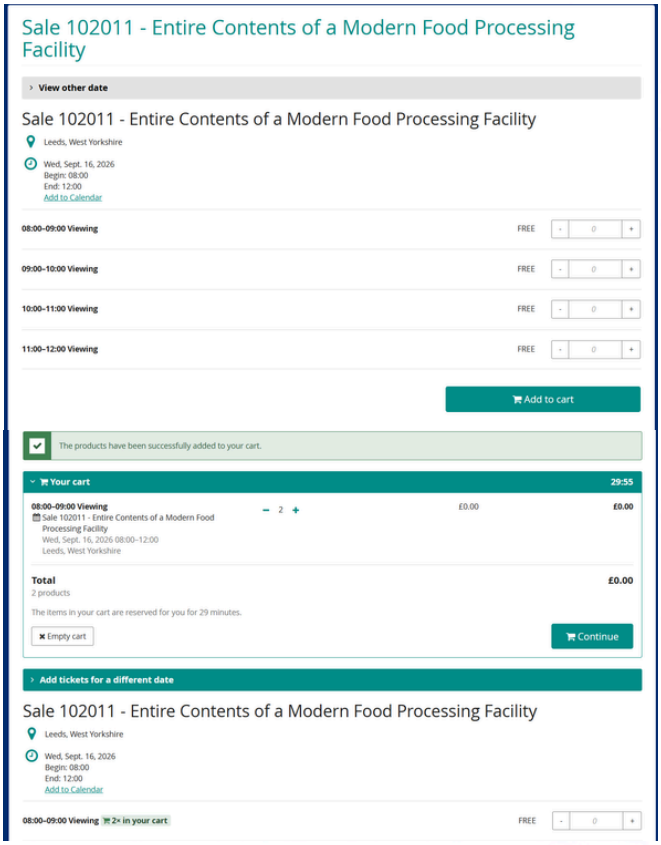
Upon clicking the 'Book A Viewing' Button, you will automatically be directed to our booking system.

First select the date for the auction that we are offering.

Second choose the time slot and the number of people that will be attending the viewing.

Once this information has been confirmed, push the add to cart button which will take you through to the confirmation page.

A confirmation email will be sent to your registered email address.



Please read the email carefully as that has the information regarding the access requirements as well as the PPE that might be required for entry.

If you have any questions please email: **assets@walkersingleton.co.uk**

Step 6: Understanding the Cost of Buying Buyer's Premium & VAT

The price you see is not the final price. Every lot has two additions shown on its page:

• **Buyer's Premium —** a percentage commission added to your winning ("hammer") bid. This is typically 20%, but always check the figure shown on the specific lot and auction.

• **VAT —** charged at the appropriate rate on top of the hammer price and the buyer's premium.

WORKED EXAMPLE

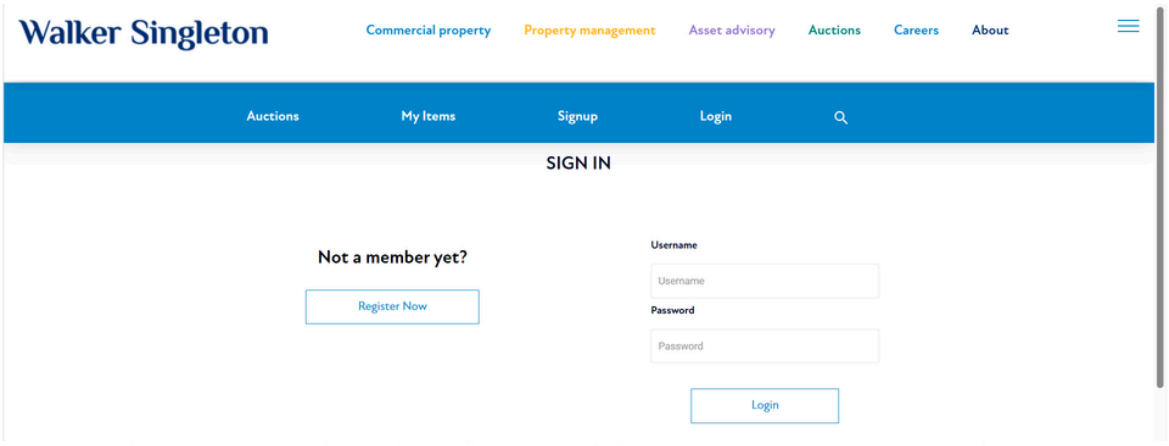
Hammer price: £1,000
Buyer's Premium (20%): £200
Subtotal: £1,200
VAT (20%) on the subtotal: £240

Total payable: £1,440

Always check the specific auction's Auction info page for the exact premium and VAT rate, plus any deposit requirements — these can vary between sales.

Step 7: Log In to Your Account

Click login in the top navigation bar. Enter the username and password you registered with.



Sign in page — Username and Password fields, with a Register Now link for anyone not yet a member

Once logged in, the Login To Bid buttons throughout the site are replaced with bidding controls, and My Items becomes your personal dashboard of bids, watched lots and invoices.

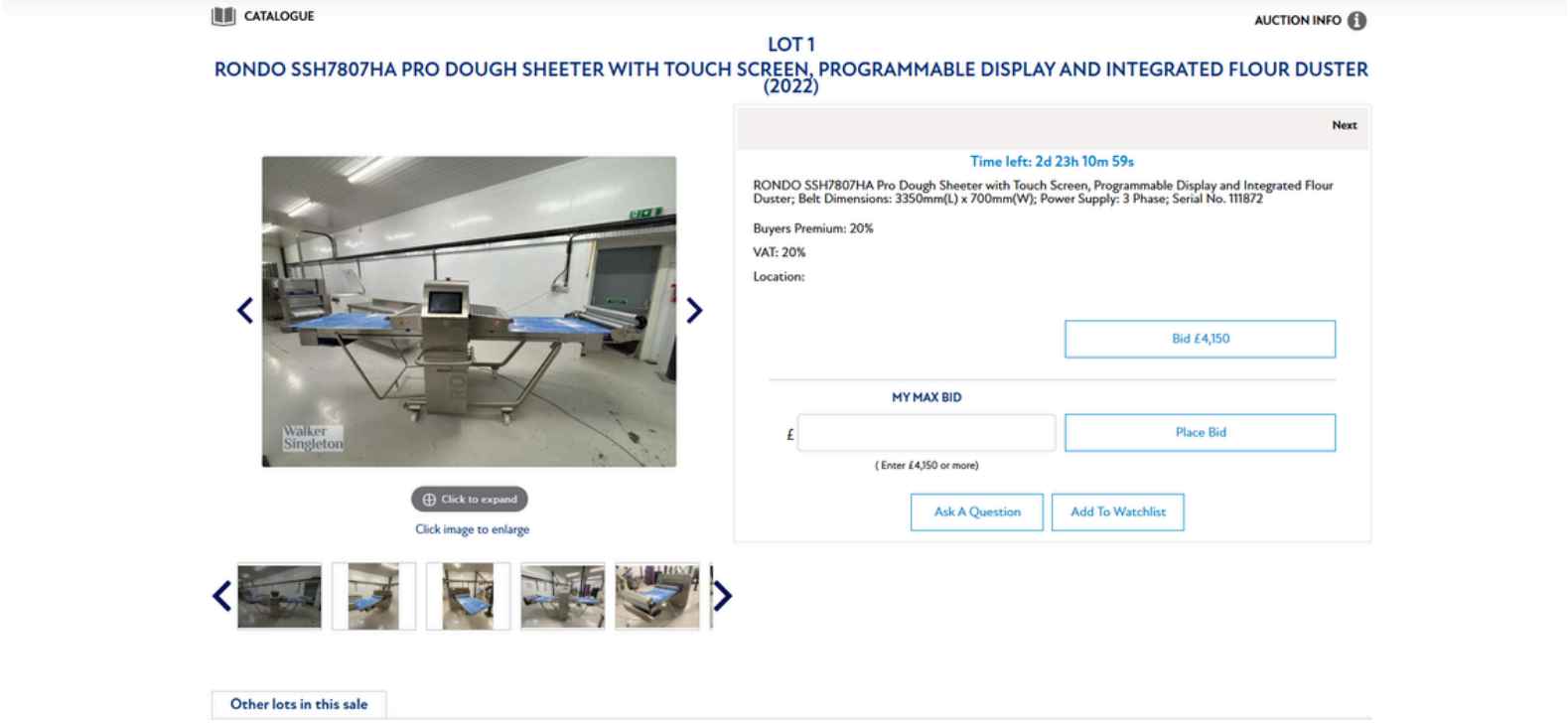
If you don't have an account please sign up, by clicking the "Register Now" button.

If you have forgotten your password, please email: **assets@walkersingleton.co.uk** with your user-name and we will send you a temporary password.

Step 8: Place a Bid

Once logged in, every lot — in the catalogue grid or on its own lot page — shows two ways to bid:

- Bid button — labelled with the next minimum increment above the current bid (e.g. if the current bid is £4,100, the button reads "Bid £4,150"). One click places that bid immediately.
- MY MAX BID — a proxy/maximum bid field. Enter the highest amount you're willing to pay, the hint below it shows the minimum accepted ("Enter £4,150 or more"). The system then bids on your behalf in increments, only as high as needed to keep you winning, up to your maximum.
- Current bid and Time left are shown live wherever a lot appears, and update as bidding continues.
- Add To Watchlist (on the lot page) or the star icon next to a lot's title (on a catalogue title) saves the lot without placing a bid — see Step 9.



Lot page bidding panel, logged in — the one-click Bid button and the MY MAX BID proxy-bid field, with Ask A Question and Add To Watchlist below

WHY USE MY MAX BID?

With many lots closing in quick succession, entering a max bid means you don't have to watch every lot manually and re-bid each time you're outbid.

You will only ever pay one bidding increment above the next highest bid — never your full maximum — unless another bidder matches or exceeds it.

The auction's own Terms and Conditions specifically recommend this for sales with a large number of lots.

Step 9 Understand the Auto-Bid Extension Rule

All lots are subject to an auto-bid extension rule (sometimes called anti-sniping protection), set out in the Terms and Conditions of Sale.

- If a bid is placed in the closing moments of a lot, the closing time automatically extends.
- This continues, lot by lot, for as long as competing bids keep coming in.
- The lot is only truly closed once a period passes with no further bids.



Auction Info → Terms and conditions tab — the auto bid extension rule and the recommendation to use MY MAX BID for sales with a large number of lots

WHAT THIS MEANS FOR YOU

You cannot guarantee winning a lot by waiting until the last second to bid — a late bid simply extends the clock.

For lots you really want, bid early and keep an eye on Time left and Current bid (Step 7) as the close approaches — or set a MY MAX BID in advance so you don't have to watch the clock at all.

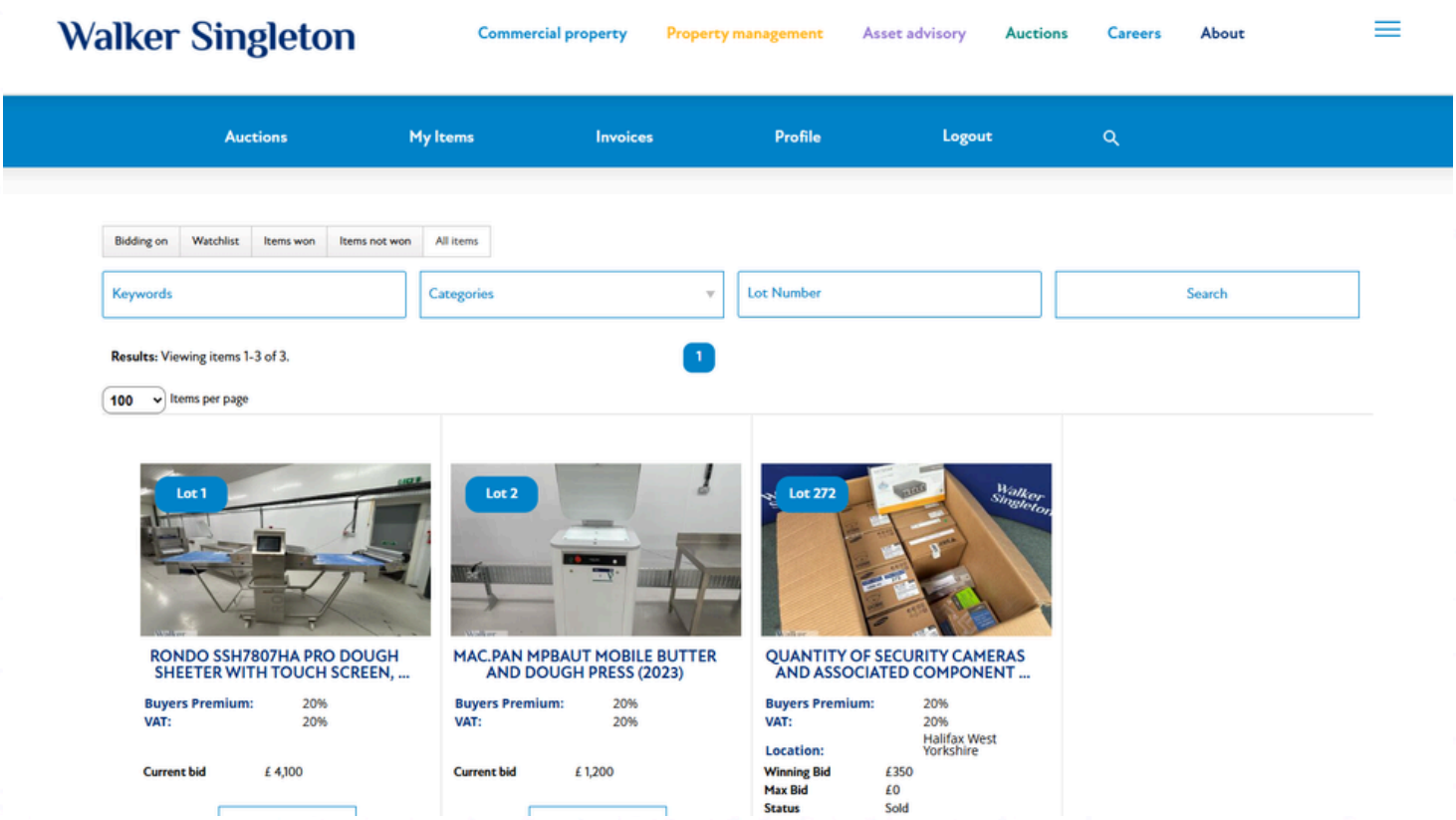
Step 10: Managing Your Bidding

Use the Watchlist and "My Items"

There are two ways to save a lot to your Watchlist without bidding on it:

- Click Add To Watchlist on a lot's own page (see the Step 7 screenshot).
- Or click View My Watchlist on an auction's main page (see the Step 3 and Step 8 screenshots) to see everything you've listed in that sale.

Click My Items in the top navigation bar to see your personal dashboard. It has five tabs — Bidding on, Watchlist, Items won, Items not won and All items — and each lot shown there carries its Buyer's Premium, VAT and Current bid, plus (once a lot has closed) its Winning Bid, your Max Bid and its Status (e.g. Sold):



Step 11: Pay Your Invoice

Invoices must be settled by the deadline stated on the auction (commonly by 12 noon the day after bidding closes — always check the specific auction's Auction Info page).

- Payment is by BACS/CHAPS bank transfer — **credit and debit cards are not accepted**.
- Use the bank details on your invoice, and always quote your bidder name, invoice number and sale number as the payment reference.
- Cash payments are **not** accepted.

Step 12: Arrange Collection of Your Lots

Once your invoice is paid in full and the health and safety disclaimer on your invoice is acknowledged in writing, you can arrange collection.

1. Collection/clearance is strictly by appointment only — To arrange this, please email assets@walkersingleton.co.uk or call 0113 848 0101
2. It is the buyer's responsibility to arrange their own manpower, transport and lifting equipment.
3. Goods must be cleared by the stated deadline — late collection may incur daily storage charges.
4. Full health & safety, insurance and removal obligations are set out in the Terms and Conditions of Sale (Auction info page) — read these before attending site.



Auction Info → Collection Information tab — clearance and access terms for this sale

QUICK REFERENCE — THE BIDDING JOURNEY

1. Find auction → 2. Register — 3. Browse catalogue — 4. Check lot details & costs • 5. Log in • 6. Bid (one-click or MY MAX BID) • 7. Watch for auto-extensions • 8. Check My Items after close • 9. Pay invoice • 10. Book collection