

Affiliate Procedures - K-BID Providing Dealer Services

Auction Set up

- Auction must be complete and ready to publish and saved as **Draft**. This includes all dates, location, contact number, lot descriptions, photos, etc.
- Titled/registered (T/R) assets must be listed in **the first 25 lots**.
- Auction Close date must be Sunday-Thursday.
- Removal must be scheduled M-Th between 10a – 4p or Fri. 10a – noon.
- There must be **one business day** between the close date and the removal date.
- K-BID's dealer number must be listed under the auctions term tab: Dealer services provided by K-BID: DLR24714

Lot Description Notes:

1. Must contain all the information listed on the AKB Title Overview for the asset type: <https://k-bid.zendesk.com/hc/en-us/articles/215146838-Overview>-
2. In addition, the description should contain information relevant for bidders to determine condition and value.

Lot Photo Notes:

In addition to photos of the t/r asset, make sure you take photos of:
License plate or permanent sticker (non-plated trailer) – must be able to see tab expiration dates.
Pictures specifically of any damage or features that do not work.

Lot Category Notes:

T/R assets must be accurately categorized as the Vehicle Registration Form (the form winning bidders must complete after the auction closes) is linked to the auction category.

- Cars/Trucks/Motorcycles
- Commercial Vehicles
- Collector Vehicles
- RV/Campers
- Boats/Boat Trailers
- Trailers

After the auction is completely set up and saved as a **Draft**.....

Forward title work to K-BID Dealer Services

- Complete title work for every T/R asset must be scanned and sent to titles@k-bid.com
- The subject line on the email must state **the Auction ID# & Lot #s**.
- All the title work for a lot must be sent together in the same email. Typical documents for a T/R asset lot include:
 - a. Vehicle Consignment Form – Completely filled out and signed/dated by the vehicle owner.
 - b. Title/Registration Card – Both front and back.
 - c. Lien Release (if applicable) – Both front and back if in card form.
 - d. Other documents as required.

Before forwarding to K-BID – make sure the VIN on all documents match.

Title Work/Auction Review

1. K-BID will review the submitted documents and contact the affiliate if additional documents are required.
2. Lot descriptions and photos will be reviewed, and vehicle fees will be added.
3. K-BID notifies the affiliate the auction is OK to Post.
4. Affiliate is sent a customized checklist for each T/R asset, detailing what and when the original title documents will need to be returned to K-BID for processing post-auction.
5. **Affiliate must make sure they have enough special permit paper for the T/R assets on the sale. If not, a request for more permit paper must be made in a timeframe that allows the paper to be received before the removal.**

After Auction Closes – Prior to Removal Day/Time

1. Winning bidder invoices and Vehicle Registration Forms (VRF) appear on the bidder's dashboard. Bidders are informed the VRF must be completed and submitted by noon.
2. K-BID adjusts the vehicle fees on the winning bidder invoice based on the information provided in the VRF.
3. Affiliate needs to monitor the completion of the VRF (on the List Invoices page of the auction. Invoices with T/R assets have a link 'Bidder Supplied Information', that allows the affiliate to see if the bidder has submitted the VRF yet.)
4. If the winning bidder fails to complete and submit the VRF by noon, the affiliate needs to contact the bidder and tell them to submit the form ASAP.

5. Affiliate prepares for the removal day, making sure they have printed off the customized checklist and all the forms required for each lot. Tip: Highlight all the places on the forms the winning bidder is required to sign.

Auction Removal Day

1. Using the completed VRF form, K-BID completes the PS2000/Vehicle Title Application (VTAP) & Permit in MN Drive.
2. The PS2000/VTAP and 60-day (if applicable) is emailed to the affiliate prior to the start of the removal.
3. The affiliate prints the PS2000/VTAP on regular copy paper and prepares the PS2000/VTAP for winning bidder's signature.
4. **BEFORE**, any of the title work is signed & permit is printed, make sure the person picking up the vehicle is the same person listed on the PS2000/VTAP (driver's license must also match). The signature on the PS2000/VTAP and the copy of the driver's license. Only a signature should be completed by the buyer(s) on the title & PS2000/VTAP.
5. If applicable, the affiliate prints the 60-day permit on special permit paper that is weather/tear resistant. K-BID provides affiliate with permit paper. **Permits must be printed on special paper using a laser printer.**

Post Auction Removal

1. Affiliate must closely review the title work for each lot, making sure all the documents on the checklist has been completed and signed appropriately.
2. K-BID must **receive** all the originally signed documents and the vehicle fees for each lot within 8 days of the auction removal. If an alternate removal for any of the lots occurs, all other paperwork must still be received by K-BID within the original 8 days.
3. Vehicles Fees must be paid through Bill & Pay; **invoices are not sent out for vehicle fees.** (This needs to be completed within 8 days of the auction removal.)
4. When submitting vehicle fees through Bill & Pay, make sure the auction ID and lot #'s of the T/R assets are listed in the notes section, showing how much is being paid for each lot.

Please ask questions! Do not assume if you do not know for sure. Incorrectly or incomplete title documents take a lot of time and energy to fix!!