

PIB 26
Issue 8

BIDDER'S MANUAL

For

Electronic Auctions Using The Internet

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Ministry of Economic
Development 
Manatū Ōhanga

Ministry of Economic Development
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Prepared by the
MINISTRY OF ECONOMIC DEVELOPMENT
New Zealand

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The software used to conduct the auction is the property of iMC2 Limited.

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1.0 Introduction

1.1 Purpose

This manual has been prepared to assist bidders participating in an “Electronic Auction” held by the Ministry of Economic Development via the Internet.

1.2 Equipment

To participate in an “Electronic Auction” held by the Ministry you will need to have the following:

a. Hardware A reasonably modern PC, **or** MAC equivalent, **and**

b. Software with a connection to the Internet, and a “Browser” -

Mozilla Firefox 1.5 or later for either PCs or MACs,
Firefox 2.0 is available from <http://www.mozilla.com/firefox/>

or

Microsoft Explorer version 6.0 or later for PC's. Explorer 7 is
available from
<http://www.microsoft.com/downloads/Search.aspx?displaylang=en> and

Adobe Acrobat Reader This software is available as freeware from
<http://www.adobe.com/products/acrobat/readstep2.html> It is required
to read files providing information on the auction

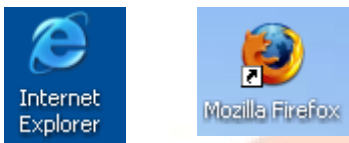
2.0 Getting Started

2.1 Browser Software

The Ministry's auction software has been developed to be compatible with the two mainstream "Web" browser software packages: Microsoft Explorer and Mozilla Firefox. Some minor differences existing the wording of "standard messages" generated by each of these packages for the auction software and some screens may differ slightly from those shown in this manual, but they should not affect overall functionality in any way.

2.2 Open Browser

Select the **Internet Explorer**, **Mozilla Firefox** icon to open your PC/MAC's browser software.



2.3 Enter Web Address for Auction



This should result in the Auction Entry Page (below) being displayed.

2.4 Auction Entry Page

The screen shown indicates that the auction is in progress and the time at which the round will finish.

The screenshot shows a Mozilla Firefox browser window displaying the Spectrum Auctions website. The browser's address bar shows a URL ending in /home2.dbm. The website header includes the Ministry of Economic Development logo and navigation links for Radio Spectrum, Licensing & Registration, Radio Frequency Interference, Standards & Compliance, Spectrum Auctions, and Strategic Policy & Planning. The main content area is titled "Radio Spectrum Auctions" and displays "Round-1 - Auction 9- Lot List: [File](#)". Below this, it states "Finishing at: Monday, 26 November 2007, 1:30 PM". Two yellow callout boxes with black text are overlaid on the page: one pointing to the "File" link with the text "Select to download bidding file", and another pointing to the "Round-1 - Auction 9-" text with the text "Select to enter auction round". A "top" link is visible on the right side of the page. The footer contains a navigation menu with links for Home, Licensing & Registration, Radio Frequency Interference, Standards & Compliance, Spectrum Auctions, Strategic Policy & Planning, Information Library, What's New, Website Help, Site Map, Search, Vacancies, Contact Us, Copyright, Disclaimer, Ministers, and gov.tz.

2.5 Registered Bidder Authentication

When the “**Select to enter auction round**” option is selected (from screen shown in section 2.4) a bidder will be required to complete the following screen using material supplied in the “Registered Bidders Pack”.

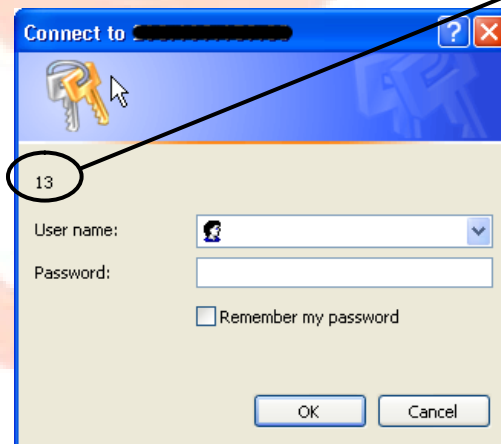
Bidders should enter their “user name” then “**Tab down**” to enter their password. The auction manager issues user names and passwords and any further information on entry procedures to bidders (“Registered Bidders Pack”) after bidder registration.

For **Mozilla Firefox** users, the access screen appears as follows:



This number advises the user which password number is to be entered.

For **Microsoft Explorer** users, the access screen appears as follows:



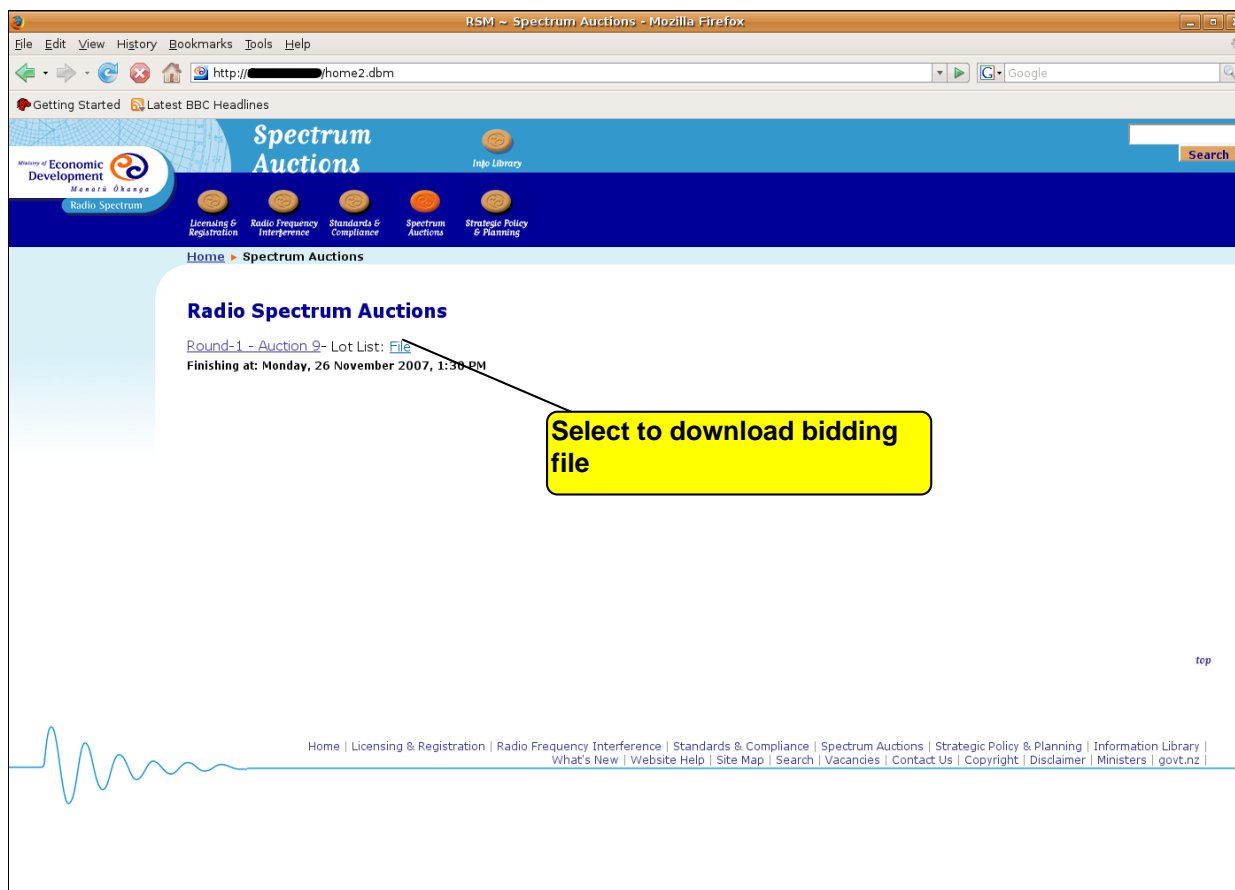
When the necessary information has been entered and verified by the auction computer the main bidding screen will be displayed. (See section 2.7)

2.6 Download File For “File Bid”

This option is provided to download a file of all lots and the reserve price for each lot in an auction, which can be saved into a spreadsheet such as "Excel". This spreadsheet can then, at the bidders discretion, be utilised to generate a file which will later be selected from the auction bidding screen to place a "File" bid on lots and prices as selected by the bidder (see section 5.3).

It is also possible for bidders to analyse bidding patterns by updating this file on a round by round basis, which could assist them in their bidding strategies.

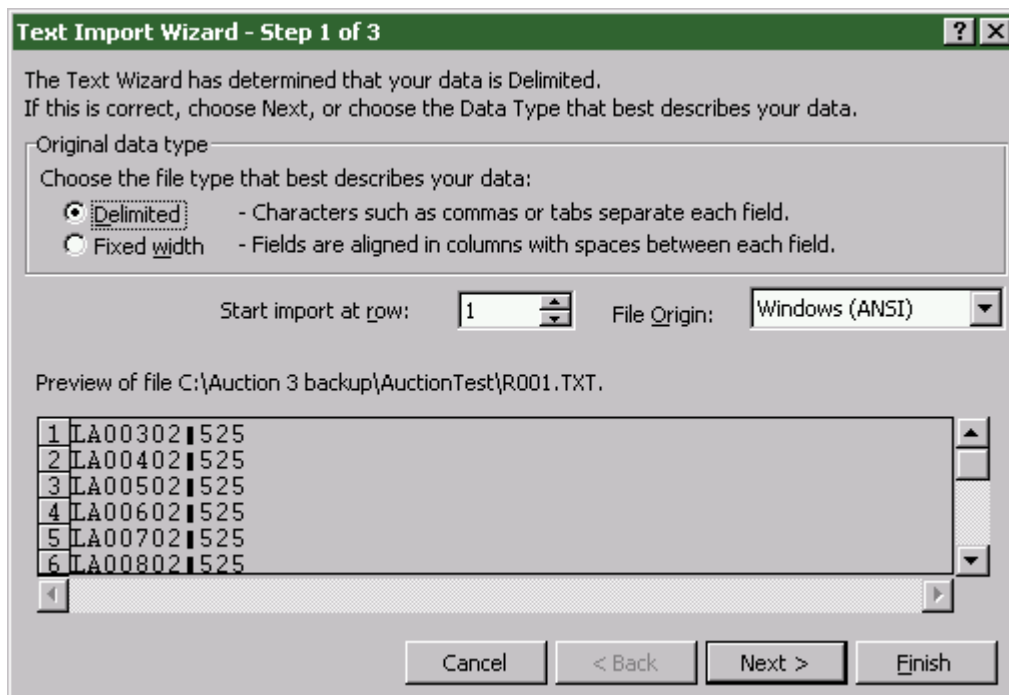
To download the file, hold down the "Shift" key and then select the "File" link (or alternatively right-click the "File" link and select "Save Link As..."). By following the prompts the file can then be saved to the folder/directory of your choice. If required, the file name can be changed to a name that is more suitable to the bidder. The file should be saved as a (tab-delimited) *.txt file.



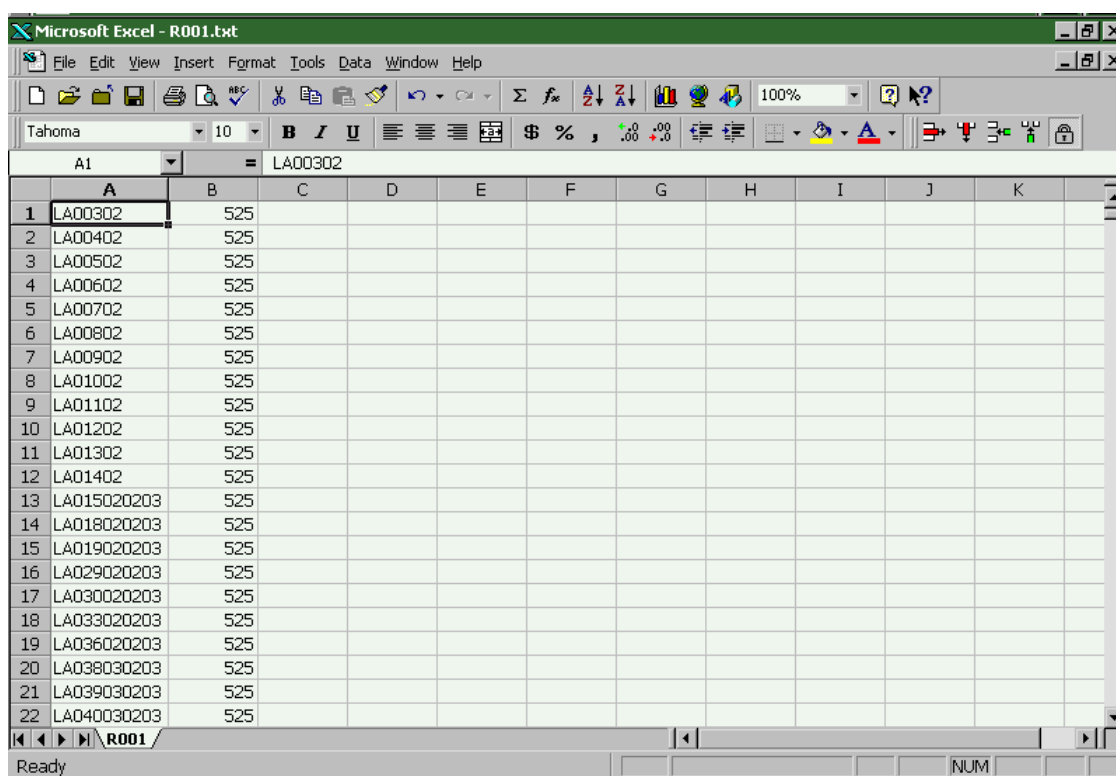
The text file can then be opened in an application like "Excel".

Open Excel.

Select File - Open and then navigate to the folder where the *.txt file was previously saved. If the following dialog box appears select "Finish".



The resulting file should look similar to this:



	A	B	C	D	E	F	G	H	I	J	K
1	LA00302	525									
2	LA00402	525									
3	LA00502	525									
4	LA00602	525									
5	LA00702	525									
6	LA00802	525									
7	LA00902	525									
8	LA01002	525									
9	LA01102	525									
10	LA01202	525									
11	LA01302	525									
12	LA01402	525									
13	LA015020203	525									
14	LA018020203	525									
15	LA019020203	525									
16	LA029020203	525									
17	LA030020203	525									
18	LA033020203	525									
19	LA036020203	525									
20	LA038030203	525									
21	LA039030203	525									
22	LA040030203	525									

Remember to:

- remove the lot numbers (see notes below) of the lots on which no bids are intended to be made and
- enter a new bid amount for the remaining lots on which bids are intended to be made.

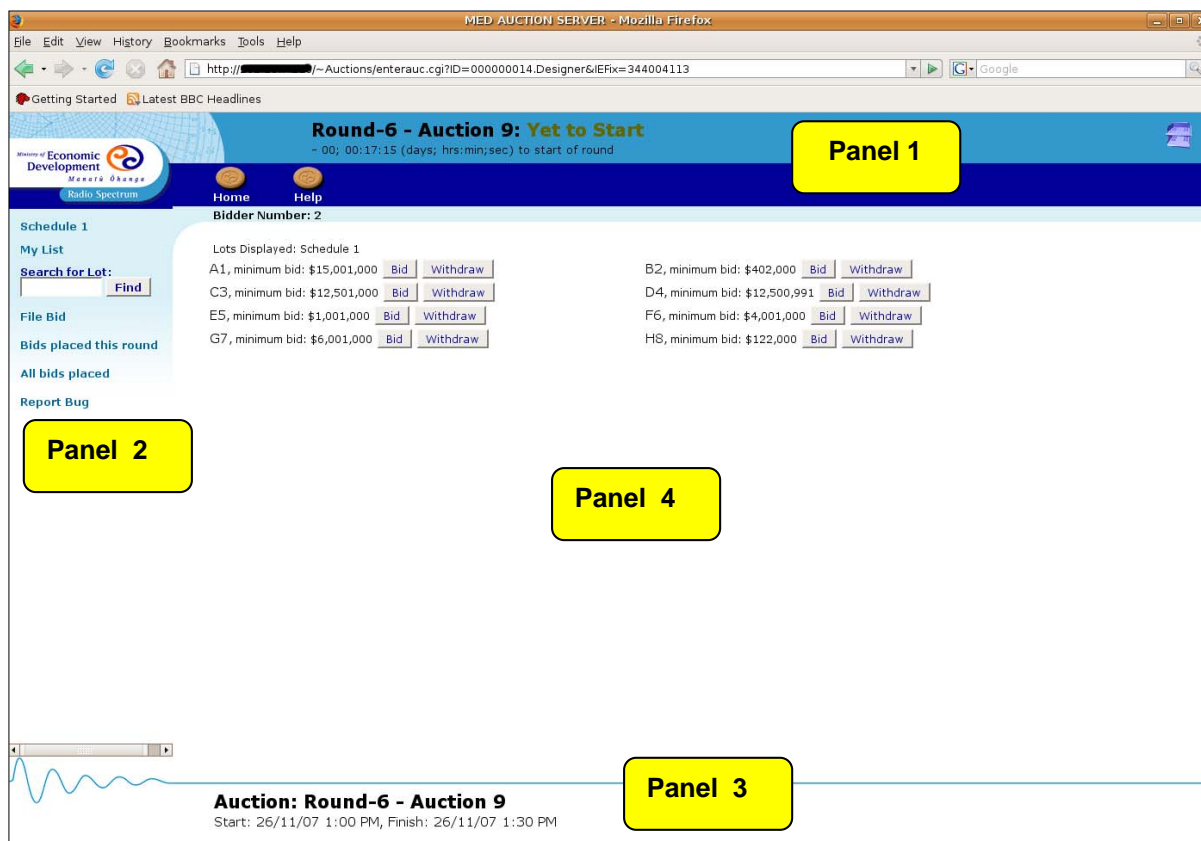
Important

Once the spreadsheet has been created and a bidding file prepared, it should be saved in “Excel” as a **Text, Tab delimited** file (.txt). This file will be accessed later from the bidding screen.

- Notes:
1. The first column contains the lot reference (lot numbers) and the second column the start price for the next round.
 2. Having downloaded the File bidders are responsible for its conversion into a Text “Bidding File” reflecting their bidding intentions.
 3. It is the bidders responsibility to ensure the accuracy of data contained in bidding Text Files and that they adequately reflect bidding intentions.

2.7 The Main Bidding Screen

This is the main working screen for participating in an auction.



The screen is divided into four panels. Starting from the top left hand corner of the active screen and proceeding anti-clockwise, the following is a summary of the function of each panel. A detailed description of each panel is given in section 2.8 of this manual. **(Note: This is an overview, individual panel content may vary slightly from auction to auction.)**

Panel 1 This panel provides several important pieces of information.

- The **auction number, round number and current status**
- The time remaining in a round
- The mail icon
- Your bidder number
- “Home” and “Help” buttons

Panel 2 This panel gives access to information on the lots in each schedule, file bids and your bidding history.

Panel 3 This panel permits the placing of bids and withdrawals. It also gives feedback on their status.

Panel 4 This panel is the main display panel. It displays the lots (by lot reference) available in the auction and it also displays any messages received from the auction manager.

Note: **Panels 3 and 4 are multifunctional as explained later in this manual.**

2.8 Detailed Description Of Bidding Screen Panel Functions

Panel 1



This panel has four main functions:

- The **auction number** and **round number**.


At any time the Ministry may have more than one auction in progress. This screen advises the actual auction and round the bidder is currently viewing.

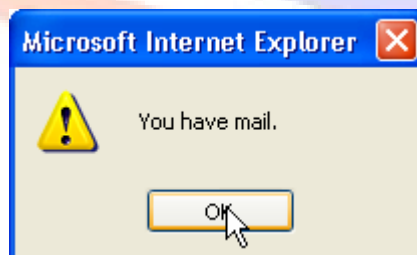
- The **current status** of the auction round – one of:
 - Yet to Start
 - In Progress
 - Completed
- Displays the **time remaining** in a round.

In addition, this sub-panel will advise when an auction round is over, and before a round starts the clock will count down to the auction start time with a minus (-) sign in front of the display in this mode.

- A **mail** icon.

This button permits “email” communication with the auction manager.

When mail is received from the auction manager the mail in tray fills with paper  and a message announcing “You have mail” will be displayed in panel 4.



Reading mail

To read the mail, select the **mail button** and the message will be displayed in panel 4.



Select the relevant message to display the message contents in panel 4.

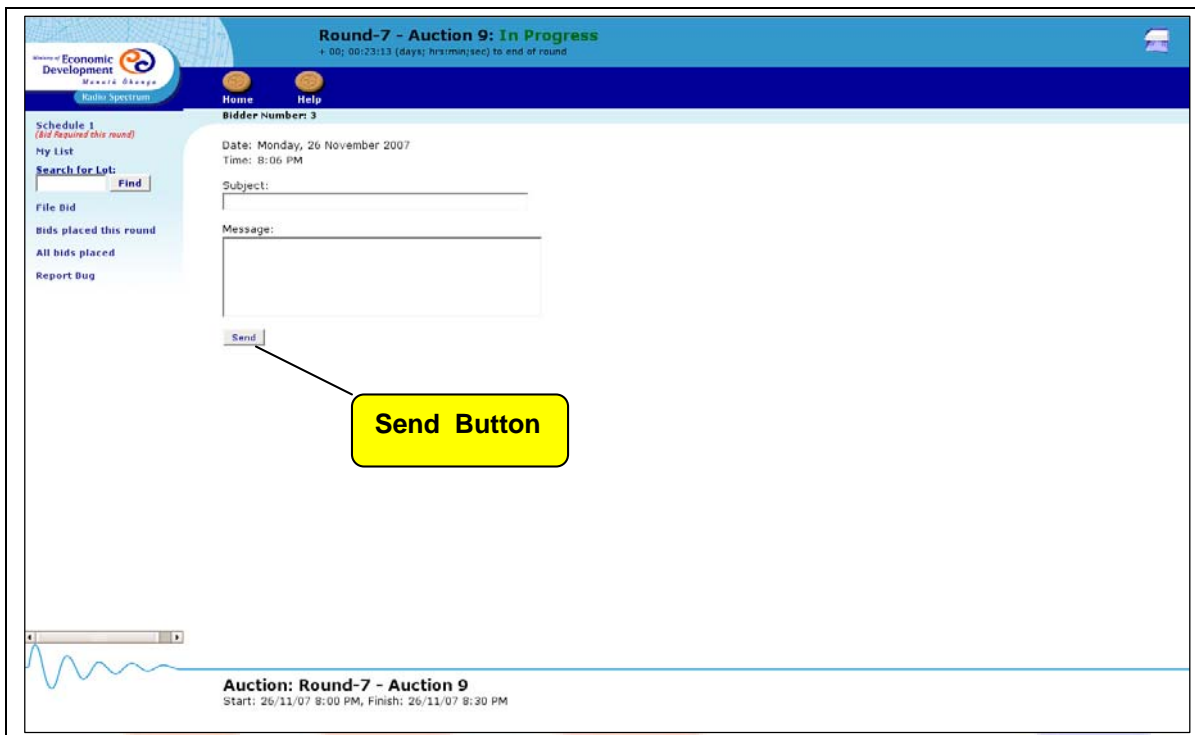
Sending mail

To send mail, select the **mail button** to obtain the following screen:



Then select the **Send Message button** to obtain the following screen:

Send Message Screen Enter message details then select **Send**.



Note: Messages can only be sent to, or received from, the auction manager using the auction “email” system.

Panel 2



This panel gives access to information on lots in each schedule.

For a list of lots, by schedule, select the **Schedule** you require. The lot list for all lots in the selected schedule will be displayed in panel 4.

To find a particular lot, use the scroll bar to search for the lot. Alternatively, enter the required **Lot reference** in the "Search for lot:" entry box and select **Find**, to display it in panel 4.

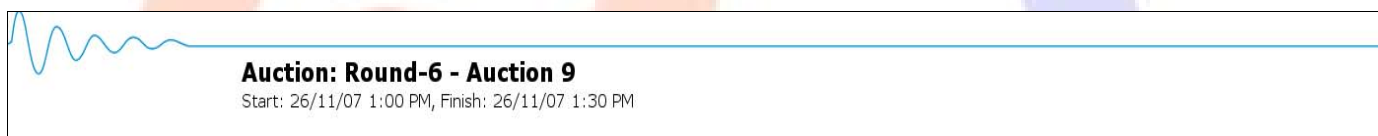
Selecting **Bids placed this round** will display a list of all bids made in this round, including valid, invalid and withdrawals.

Selecting **All bids placed** will show a list of all bids that you have placed since the start of the auction, including valid, invalid and withdrawals.

Selecting **Report Bug** will generate an automatic email to the auction manager for you to complete.

Panel 3

This panel has multiple functions and displays different information dependent upon whether an auction round is running or not.



This panel permits the placing of bids and withdrawals; it also gives feedback on their status. The above panel shows the standard display when a round is over.

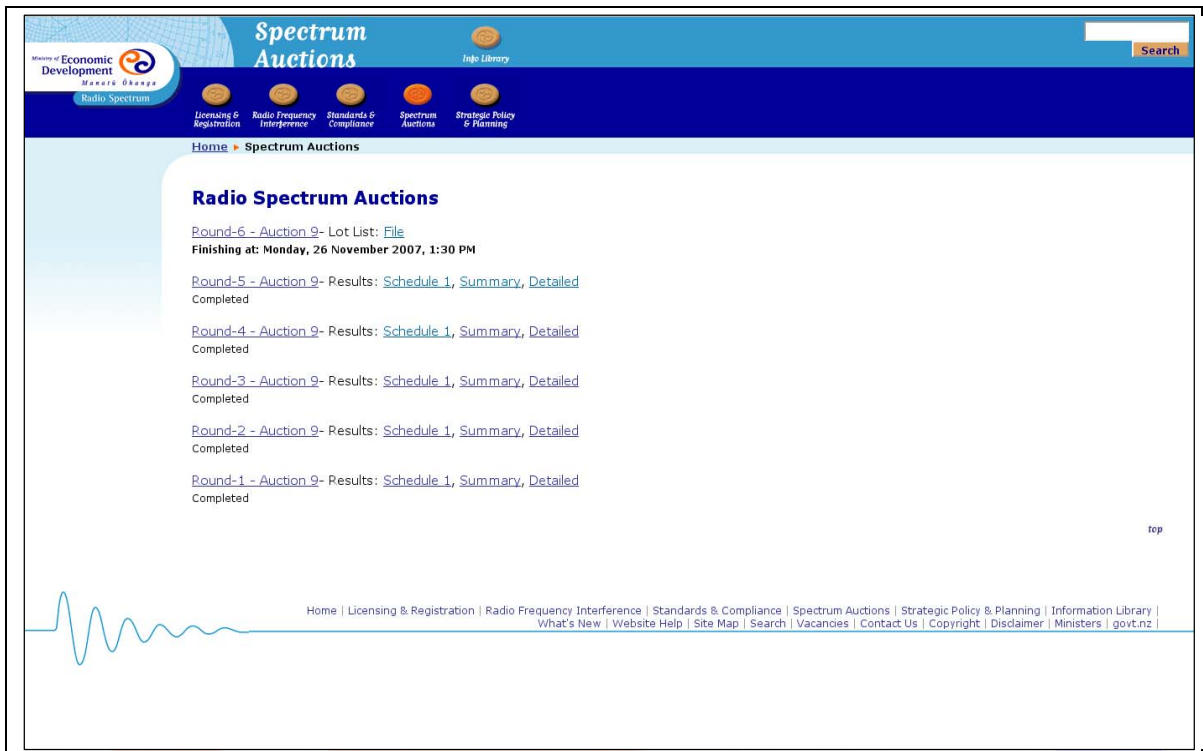
Panel 4 This panel is multifunctional.



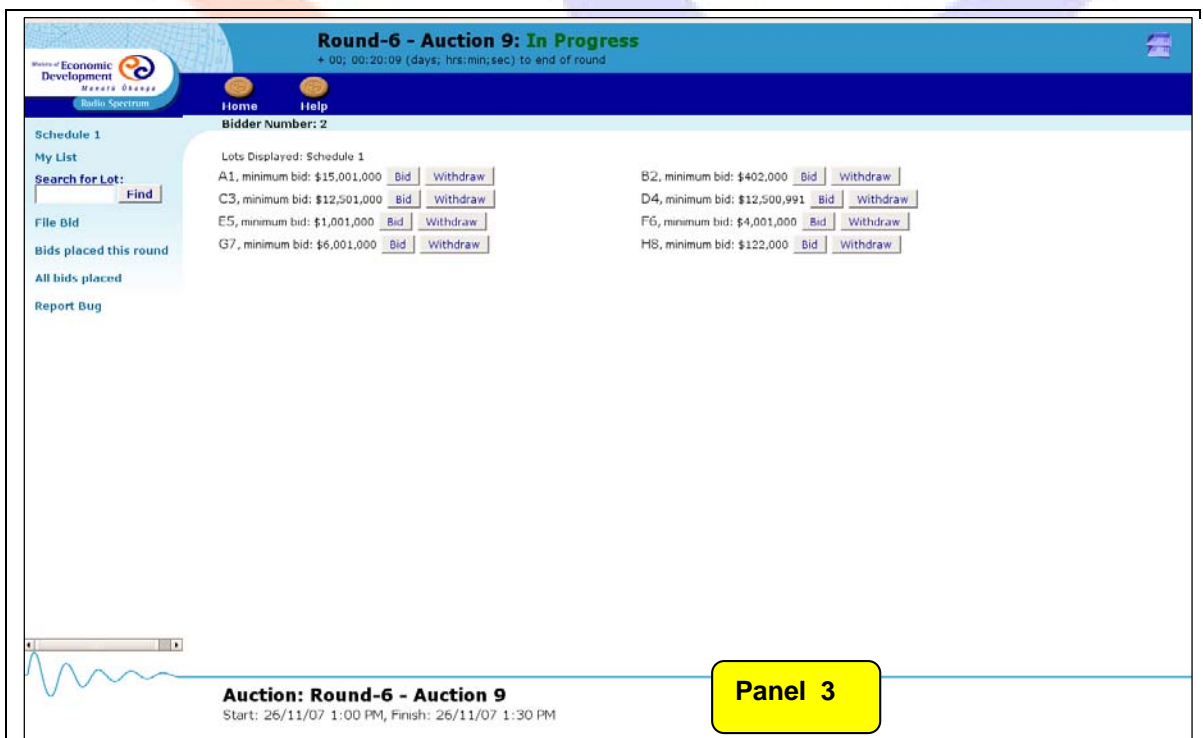
- This panel displays the lots (by lot reference) available in the auction.
- It also displays any messages (see pages 12 - 14) received from the auction manager.
- It permits the bidder to undertake a single bid or withdrawal by selecting the bid or withdraw button against a lot number.

3.0 Changes To Screens When A Round Is Running

When an auction round is running the following changes to standard screens will be observed.



The current round together with any previous rounds will be displayed. The finish time of the current round will also be displayed. It is necessary to refresh this screen using your internet browser's Refresh Button to display the latest details.



The start and finish time of the current round is displayed in panel 3 of the Main Bidding Screen (shown above). Once logged on, your screen is refreshed automatically.



4.0 Placing A Bid

4.1 One Lot At A Time

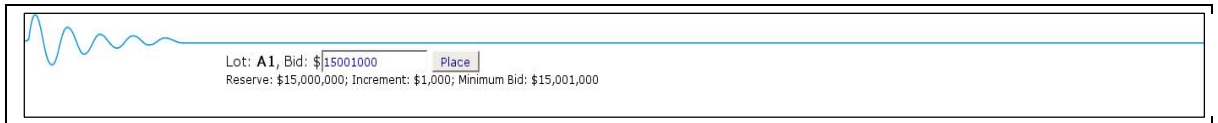
- Place a bid on an individual lot by selecting the **bid button** for that lot reference in panel 4.

The screenshot shows the 'Round-6 - Auction 9: In Progress' interface. The header includes the Economic Development logo and the text 'Radio Spectrum'. Below the header, there are 'Home' and 'Help' buttons. The main content area displays 'Bidder Number: 2' and 'Lots Displayed: Schedule 1'. A list of lots is shown, each with a 'Bid' and 'Withdraw' button. A yellow box labeled 'Lot Reference' points to the lot reference 'G7'. Another yellow box labeled 'Bid Button' points to the 'Bid' button for lot G7. A third yellow box labeled 'Withdraw Button' points to the 'Withdraw' button for lot G7. The bottom of the screenshot shows the auction details: 'Auction: Round-6 - Auction 9', 'Start: 26/11/07 1:00 PM, Finish: 26/11/07 1:30 PM'.

- Selecting a **bid button** will cause a bidding block to be displayed in panel 4, as below

The screenshot shows the same auction interface as above, but with a bidding block displayed for lot A1. The bidding block is located at the bottom of the page and contains the text: 'Lot: A1, Bid: \$', a text input field, and a 'Place' button. Below this, it shows 'Reserve: \$15,000,000; Increment: \$1,000; Minimum Bid: \$15,001,000'. A yellow box labeled 'Bidding block' points to this area.

Enter the **Bid** you wish to make into the bidding block.



The screenshot shows a bidding interface with a blue line graph on the left. The main area contains a text input field with the value '\$15001000' and a 'Place' button to its right. Below the input field, the text reads: 'Lot: A1, Bid: \$15001000', 'Reserve: \$15,000,000; Increment: \$1,000; Minimum Bid: \$15,001,000'.

Select **Place**.

When your bid is entered into the auction database the message “Your bid was received” will be displayed in panel 3 as below.



The screenshot shows the same bidding interface as above, but now the 'Place' button is highlighted in green and the text 'Your bid was received' is displayed in green to its right. The text below the input field remains the same: 'Lot: H8, Bid: \$', 'Reserve: \$15,000,000; Increment: \$1,000; Minimum Bid: \$15,001,000'.

Important:

- If the above message (“Your bid was received”) is not displayed your bid **has not** been received in the auction!
- If your current bid is not higher than the minimum bid required then a message to that effect will be displayed and your bid will be rejected!
- If your current bid would exceed the acquisition limit a message to that effect will be displayed and your bid will be rejected!
- If your current bid would exceed your credit limit a message to that effect will be displayed and your bid will be rejected!

4.2 File Bid

The use of the “File” bid option permits bidders to place bids from a spreadsheet or database created by them prior to any round commencing in the auction.

Before making a “File” bid, it is necessary to first create and save a bid “Text file” as described in section 2.6 of this manual.

To make a “File” bid **Select** the “**File Bid link**” in “Panel 2” (shown below) of the bidding screen. A series of prompts and “fields” will appear in “panel 4” allowing the bid “Text File” to be identified and sent to the auction computer.

The following screens show the prompts and “fields” that will be displayed. Click the Browse Button to select the file you have prepared for bidding.

Economic Development
Bids Spectrum

Round-6 - Auction 9: In Progress
+ 00: 00:17:59 (days; hrs;min;sec) to end of round

Home Help

Bidder Number: 2

1. Click browse to select the bid file from your hard drive
Browse...

2. Click Send Bids to forward the bid file to the server
NB You will be asked to confirm your bids before they are placed.
Send Bids

Schedule 1
My List
Search for Lot: Find
File Bid
Bids placed this round
All bids placed
Report Bug

File Bid link

Auction: Round-6 - Auction 9
Start: 26/11/07 1:00 PM, Finish: 26/11/07 1:30 PM

Economic Development
Bids Spectrum

Round-6 - Auction 9: In Progress
+ 00: 00:17:59 (days; hrs;min;sec) to end of round

Home Help

Bidder Number: 2

1. Click browse to select the bid file from your hard drive
Browse...

2. Click Send Bids to forward the bid file to the server
NB You will be asked to confirm your bids before they are placed.
Send Bids

Schedule 1
My List
Search for Lot: Find
File Bid
Bids placed this round
All bids placed
Report Bug

Choose file

Look in: Temp

My Recent Documents
Desktop
My Documents
My Computer
My Network Places

File name:

Files of type: All Files (*.*)

Open Cancel

Auction: Round-6 - Auction 9
Start: 26/11/07 1:00 PM, Finish: 26/11/07 1:30 PM

Round-6 - Auction 9: In Progress
+ 00; 00:17:59 (days; hrs:min;sec) to end of round

Home Help

Bidder Number: 2

1. Click browse to select the bid file from your hard drive
C:\Documents and Settings\All Users\Documents\Te [Browse](#)

2. Click Send Bids to forward the bid file to the server
NB You will be asked to confirm your bids before they are placed.
[Send Bids](#)

Auction: Round-6 - Auction 9
Start: 26/11/07 1:00 PM, Finish: 26/11/07 1:30 PM

To acknowledge receipt of a File Bid the auction computer will display a copy of the “Text File“ it has entered into the Auction database. Bidders should advise the Auction Manager as soon as possible of any discrepancies that may occur between the two sets of “Text Files”.

Round-6 - Auction 9: In Progress
+ 00; 00:17:59 (days; hrs:min;sec) to end of round

Home Help


Bidder Number: 2

The Bids received in your file C:\Documents and Settings\All Users\Documents\Temp\filebid.txt are listed below.
If the file is correct you can confirm and place these bids by clicking the Place Bids button at the bottom of the list. Or you can click the Cancel button to cancel these bids and select a new bidding file.

Lot Number	Bid
1AA	\$10,101
1AB	\$5,002
1AC	\$5,002
1AD	\$5,002
1AE	\$5,002
Total: Lots 5 Bids \$30,109	


[Cancel](#) [Place Bids](#)

Auction: Round-6 - Auction 9
Start: 26/11/07 1:00 PM, Finish: 26/11/07 1:30 PM



Round-6 - Auction 9: In Progress

+ 00; 00:17:59 (days; hrs:min;sec) to end of round



Home
Help

Schedule 1

My List

Search for Lot:

[File Bid](#)

Bids placed this round

All bids placed

[Report Bug](#)

Bidder Number: 2

These are the results of your bids:

1AA bid received


1AB bid received

1AC bid received

1AD bid received

1AE bid received

Processing complete



Auction: Round-6 - Auction 9

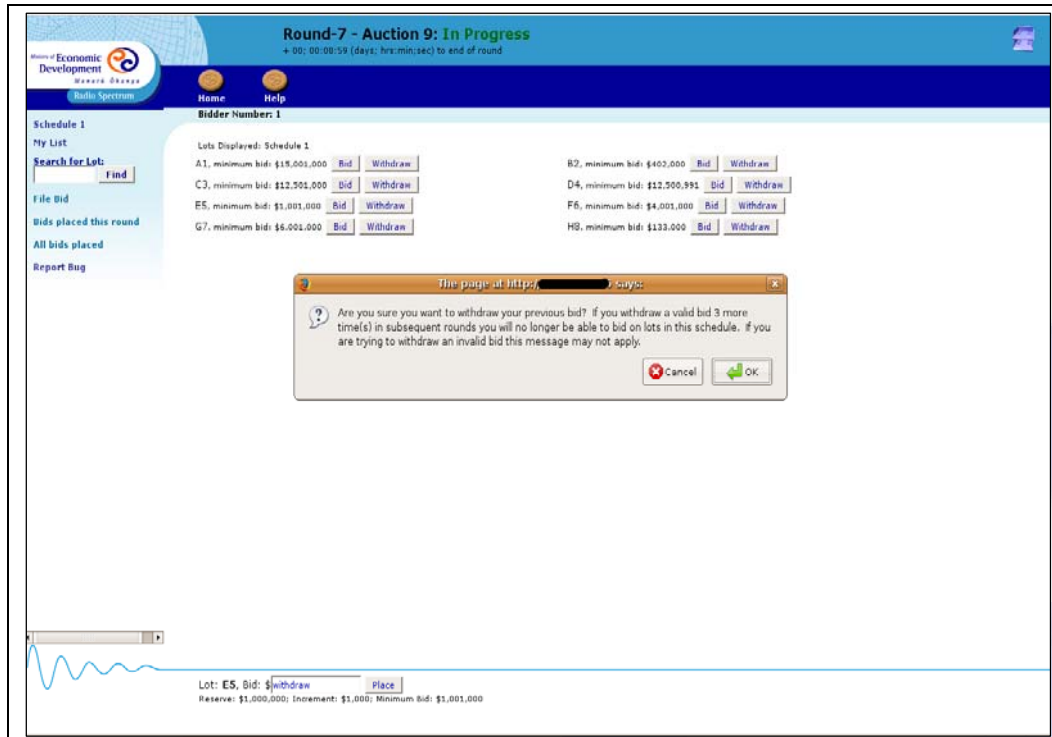
Start: 26/11/07 1:00 PM, Finish: 26/11/07 1:30 PM



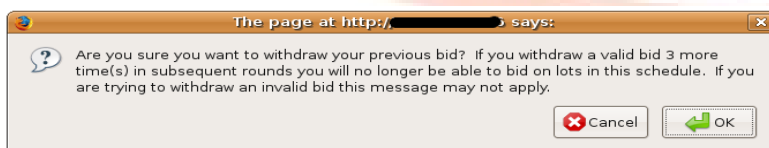
5.0 Bid Withdrawal

A bid may be withdrawn at any time during a round by clicking the Withdraw button alongside the lot reference. This places the word **withdraw** (NB: Not Case Sensitive) in the field where a dollar (\$) value would normally be entered against any given lot in the main bidding screen or in a “File Bid” “Text file”.

Where a bid or bids have been withdrawn and there are rules limiting the number of withdrawals that can be made, messages will be displayed as outlined below.



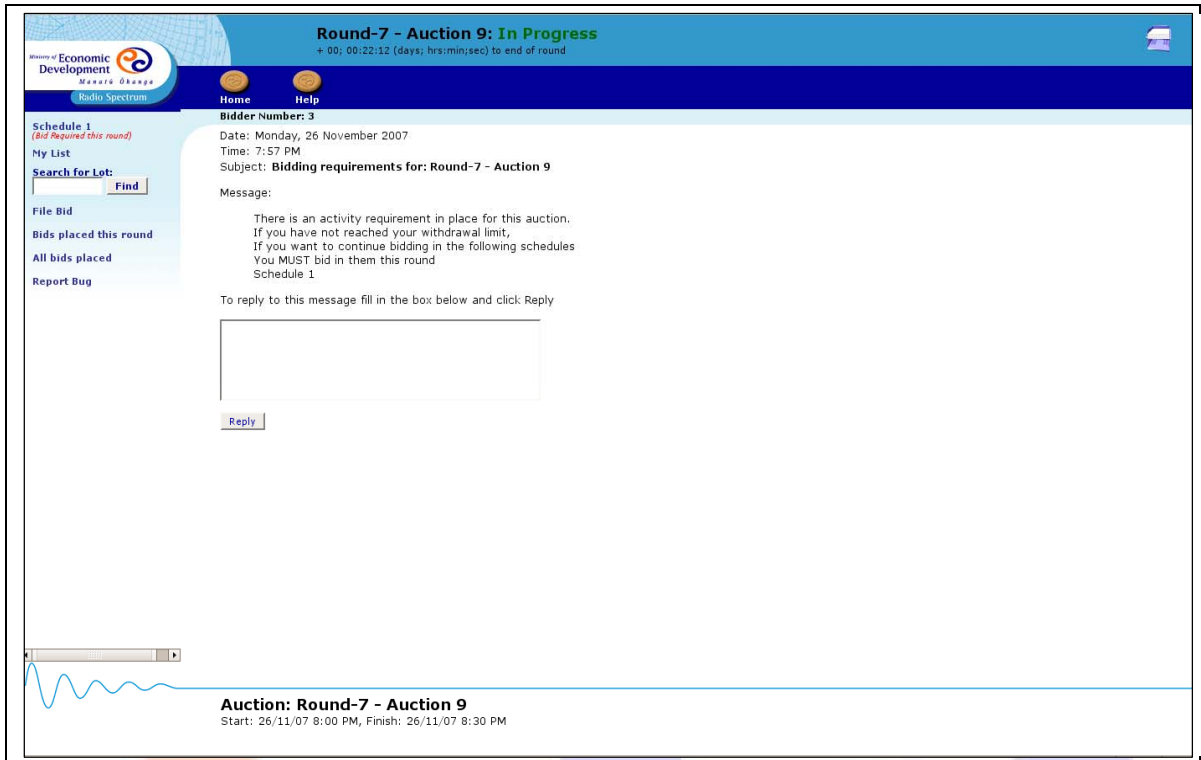
The Auction Catalogue sets out how bid withdrawals will apply.



6.0 Activity Requirements

In some auctions activity requirements may apply whereby bidders must continue to bid on lots when they are not the current highest bidder.

Bidders will automatically be advised through the Auction Message System when there is a requirement to bid to remain in the auction, or in that schedule of the auction.



The screenshot displays the 'Round-7 - Auction 9: In Progress' interface. The header includes the Ministry of Economic Development logo and the text 'Radio Spectrum'. The main content area shows a message titled 'Bidding requirements for: Round-7 - Auction 9' with the following details:

- Bidder Number:** 3
- Date:** Monday, 26 November 2007
- Time:** 7:57 PM
- Subject:** Bidding requirements for: Round-7 - Auction 9

The message text states: 'There is an activity requirement in place for this auction. If you have not reached your withdrawal limit, If you want to continue bidding in the following schedules You MUST bid in them this round Schedule 1'. Below the message is a text input field and a 'Reply' button. The footer of the interface shows 'Auction: Round-7 - Auction 9' with start and finish times: 'Start: 26/11/07 8:00 PM, Finish: 26/11/07 8:30 PM'.

This will also be displayed on Panel 2 as shown below in red.



This image shows a close-up of the left sidebar of the auction system interface. It features the Ministry of Economic Development logo and the text 'Radio Spectrum'. The sidebar contains the following elements:

- Schedule 1** (Bid Required this round)
- My List**
- Search for Lot:** with an input field and a **Find** button
- File Bid**
- Bids placed this round**
- All bids placed**
- Report Bug**

The Auction Catalogue sets out how activity requirements will apply.

Important

Where a withdrawal limit has been reached, or an activity requirement not met and a bidder is no longer able to bid in one or more schedules of an auction, the information will be displayed in Panel 2 as shown in the diagram below.



7.0 Bidding Tips

- To overcome the delays that can be experienced on the Internet, **place your bids as soon as possible** in a given auction round.
- **Do not** place a bid, or select any function, if all the components of panel 1 are not displayed. This panel is blanked while data for the auction is updated or “refreshed”, and selecting a function during this time may result in the selected function or bid not being recognised by the auction software.
- Use of a proxy server with your Internet browser may affect your ability to view updated information on the auction website. If you experience difficulties with accessing updated information, the proxy servers should be disconnected if possible.
- Please ensure all popup-blocking software is disabled in your browser.
- Work out your **bidding strategy** in advance of the auction. Later rounds of an auction may be of reduced round length and be run in close succession.
- If you experience problems during an auction, call the auction manager on the **HOTLINE** number as published in the “Registered Bidders Pack”.
- Allow time for auction files to download, the size of some files together with the normal delays that can be experienced on the Internet can make it appear at times that nothing is happening when a function is selected. Check the cues given by Explorer/Firefox such as the moving icon or activity bar when downloading is occurring. Be patient and allow the system to work! **Avoid last minute panic.** Place your bids as soon as possible in each auction round.