

Frequently Asked Questions for Powersports Auctions

How does my dealership sign up to purchase at auction?

You can register your dealership to participate in both online and in-person bids by following these steps:

STEP 1

- Log on to Auctionaccess.com.
- Click “Enroll Dealership.”
- Enter your information into the required fields. *Note: The “Lot Address” must match what’s on the state-issued dealer’s license.*
- Next, you’ll come to the Authorized Signer page. *Note: Only an officer/owner of the company can be an approved authorized signer.*
- Fill in all required fields and digitally sign the necessary forms.
- Click “Finish” when you’re done.

You will receive two automatically generated emails:

- The first will contain your username and password.
- The second will contain the company and individual Auction Access ID numbers you’ll need in STEP 2.

FORMS

You are required to submit each of the following documents:

- State dealer’s license;
- State bond (*if applicable*);
- Sales tax certificate;
- Voided business check;
- Salesperson’s license (*if applicable*); and
- Photo ID (A valid driver’s license or passport for the registering owner/officer.)

You can either upload electronic versions of these documents online or click “Skip” to send them by mail or fax.

Documents can be faxed to 888-819-5994 or mailed to:

AutoTec

CSR Department

2200 Woodcrest Place

Birmingham, AL 35209

Call 800-665-2133 if you need help or have questions about the STEP 1 process.

Frequently Asked Questions (continued)

STEP 2

To complete your registration:

- Log in at ADESA.com.
- Click “Register.”
- Fill in the indicated fields.
- Choose the location nearest to your dealership for your “Home Auction.”
- Key in your Auction Access ID Numbers where indicated.
 - The “5 million” number = company number.
 - The “1 million” number = rep number.
- Once you’ve filled in the indicated fields, go back to the ADESA homepage.
- Go to “Help.”
- Click on “Dealer Registration Forms” and download the following:
 - IRS W-9
 - Personal Guarantee
 - Power of Attorney
- Fill out, sign and send the original documents to AutoTec at the address above.

Call 888-526-7326 if you need help or have questions about the STEP 2 process.

How do I control who has authorization to purchase units at auction?

You’ll receive an authorized representative document to fill out when you register. This allows you to designate only specific persons to make purchases.

What happens if I receive the unit and it is not as described?

Contact the auction where you purchased the unit and ask for the arbitration department. This department will determine if the unit qualifies for a return based on the arbitration rules and guidelines provided to you at registration. They are also posted on NAAA.com. If the unit qualifies, the auction will take back the unit and reimburse you.

How long do I have to pick up a purchased unit?

Units can be picked up immediately. However, units left longer than 14 days may be subjected to storage fees.

When can purchased units be picked up?

Purchased units can be picked up any day of the year, 24-hours a day. Gate pass arrangements must be made prior to any pickup. *Note: Your gate pass is proof that payment has been received for the unit. Units cannot be released without a gate pass.*

How do I arrange transportation on my purchases?

Dealers are welcome to transport their own units, make arrangements with a third-party transporter or ask the auction to help coordinate transportation.

Are supporting materials such as books and owner’s manuals included? If so, how do I know if they are present or not?

Units generally do not come with supporting materials. When they do, the information is included with the unit. Supporting materials are not disclosed.

Are dyno test performed on operating units? If so, where are results posted?

Units are not dyno tested. However, each unit is checked for mechanical issues and receives a full condition report.

Are there more than one set of keys available for operational units?

All units have one set of keys. Dealers can request that another set be made for a fee.

Frequently Asked Questions (continued)

LIVE AUCTION QUESTIONS

I've never attended a live auction before. How does it work?

Previously owned units are lined up at least one day prior to sale. Units are offered in consecutive order. An inventory listing will be available to view online up to a week before the auction begins. During the live auction, units are run across the block as dealers place their bids. The bid process for each unit is usually over in 45–60 seconds.

How do I place a bid?

Make some sort of understood gesture to the auctioneer or ring man signaling your intention to bid. The most common is to put your hand in the air.

What if I accidentally raise my hand and it's counted as a bid? How can I cancel it?

If you raise your hand in error, notify the auctioneer immediately. If you fail to do so before bidding is closed, you will be required to purchase the unit.

Who is allowed to attend the live auction?

Only registered dealers are allowed to attend live auctions. However, if there are repossessed Ohio units for sale, registered members of the public may attend as well. (*Ohio state law requires all repossessions be offered to the public.*)

How do I know who is bidding online?

The registered names of online bidders can be seen on the TV monitor.

How do I know if I won?

The auctioneer will state the price and ask the winning dealer for his or her bid badge number.

How do I pay for the unit?

You can pay by check (*if approved*), cash, wire or floorplan in the office at the time of the sale. Payment must be made prior to removal of the unit.

How do I find out when upcoming live auctions are being held?

Along with direct mailing pieces, ads and telesales, auction information can be found at ADESA.com. Go to ADESA.com/nationalsalescalendar and/or ADESA.com/specialtycalendar to view the most up to date listings.

What if I buy a unit and I change my mind?

Once bidding has ended, as long as the unit is accurately represented, the dealer owns the unit and cannot give it back. ADESA will help the dealer resell the unit at a future date; however, dealers are solely responsible for any fees and/or resale loss.

Frequently Asked Questions (continued)

ONLINE AUCTION QUESTIONS

How do I place a bid?

Log on to ADESA.com on the day of the bid. Navigate to the auction you want to attend. Find the unit you wish to bid on and click the bid button.

How can I view the inventory that's being sold?

Inventory lists are generally available to view online one week prior to the sale.

How do I know if I've won?

The auctioneer will state the closing price as well as the name and number of the winning dealer.

How do I get the unit delivered to my dealership?

Dealers are welcome to transport their own units, make arrangements with a third-party transporter or ask the auction to help coordinate transportation.

How do I pay for the unit?

Online buyers can pay by check (*if approved*), cash, wire or floorplan at the time of the sale. Payment must be made prior to removal of the unit.

Can anyone at my dealership participate in the online bids?

No. Only those listed on your authorized representative document are allowed to bid.

