



# SATS-APC AUCTION EXCHANGE

Supplier's Guide



Supplier's Onboarding 2108F Excel.zip  
Supplier's Onboarding 2108F pdf.zip



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# Supplier's Guide

**1** Signup Form



**3** Product Information  
Sale Price / Sale Method

**5** Selling / Auctioning  
in process

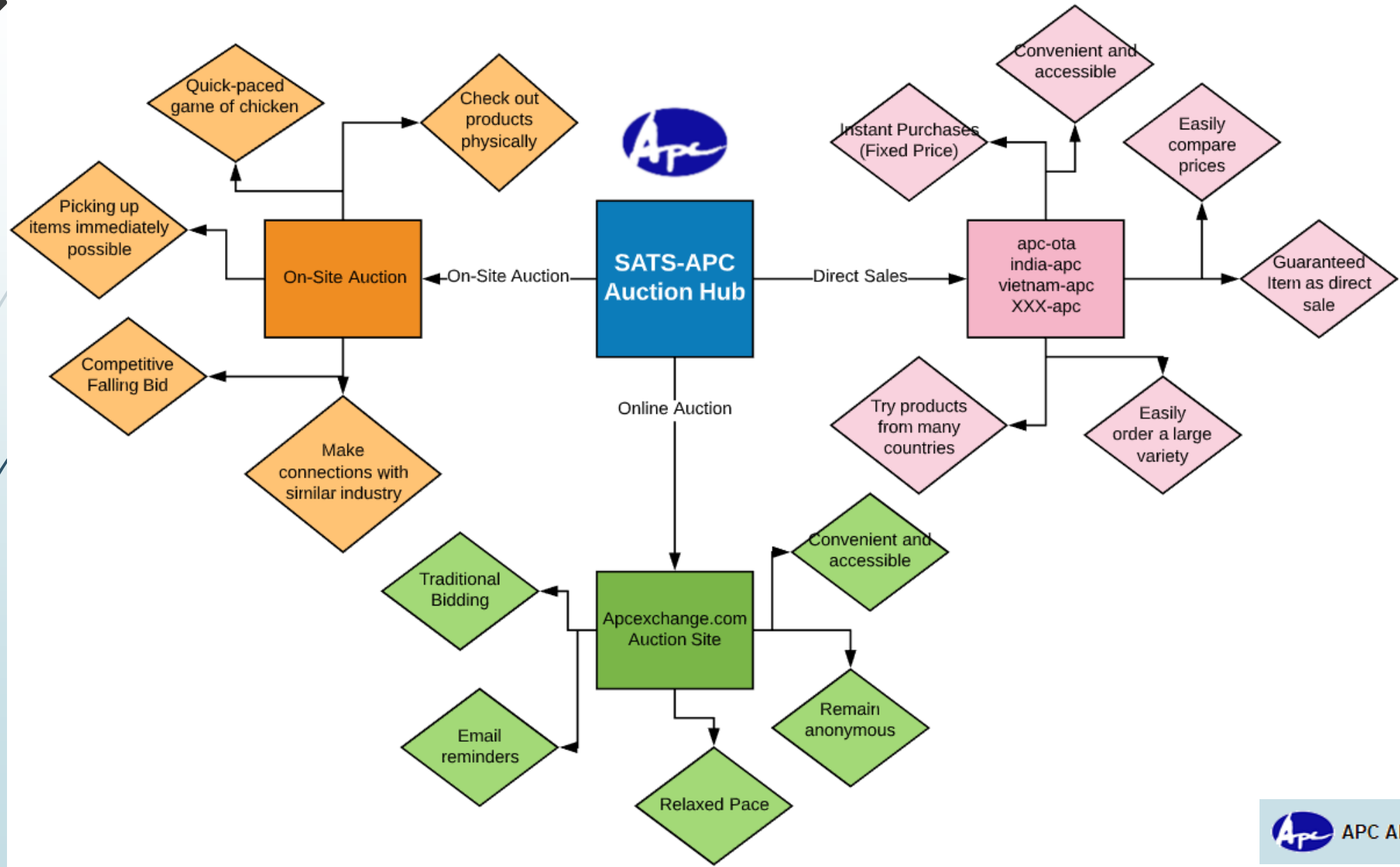
**7** Delivery / Payment

**2** Overview, T&C

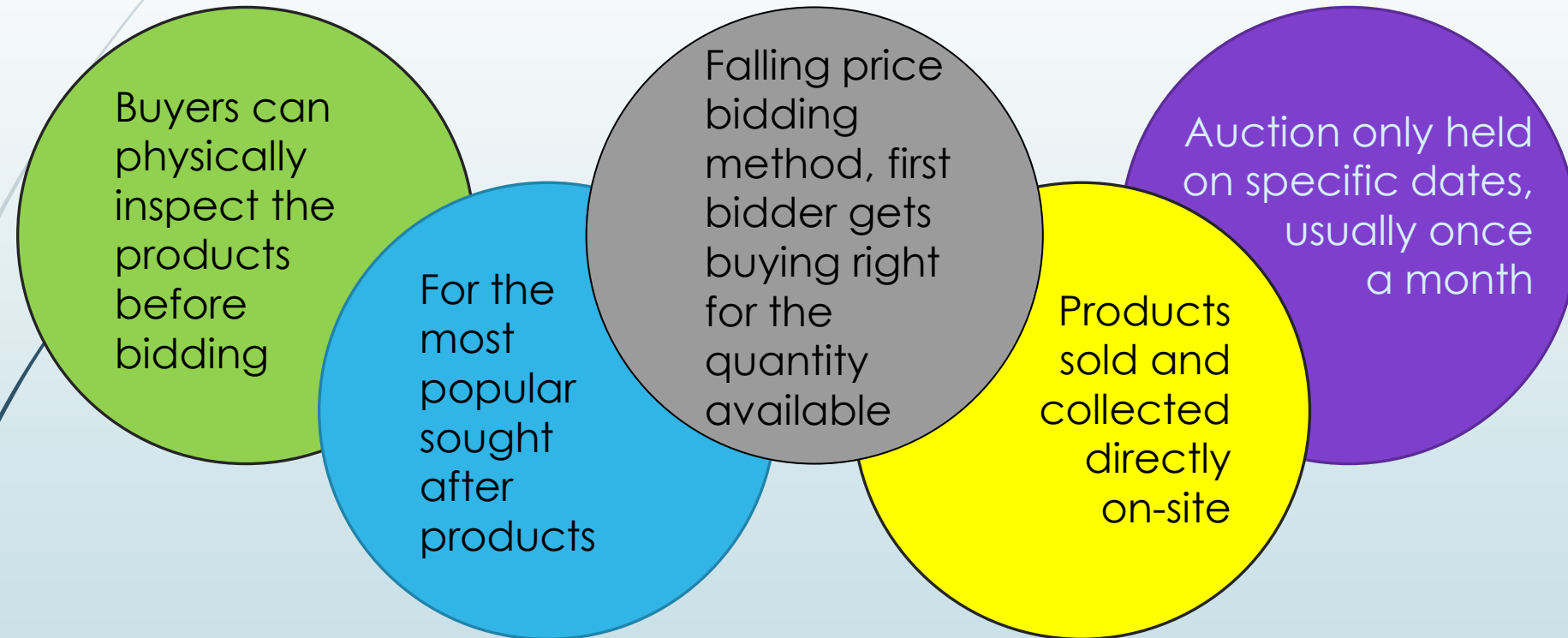
**4** Confirmation of  
product listing

**6** Product Arrival: Product  
Quality Assessment

# The 3 sales methods in a glance



# On-Site Auction



# Online Auction

- Rising Price bidding method
- Available 24/7, bidding takes place during a specific time frame, highest bid at end wins
- Buyers that successfully win their bids will receive a purchase confirmation email after the auction ends.

### **Sub-Transactions (If enabled)**

Pick as many units as you'd like to buy (various quantities possible)

- Highest bidder always takes priority, followed by earlier bidder if on same bid price
- If insufficient lots to fulfil all the next winning bidder, a call will be made to enquire on buying the remainder of the lots at their bid price. Else moves on to the next in priority.




## B.3



# C

## Sending Product Listings

Within the info pack you received, you'll find the folders containing a form each for the 3 different type of sales

-  Direct Sales Order
-  On-Site Auction Order
-  Online Auction Order

Fill in the form with your preferred method of sale, then attach it to the reply email.

### Please include

- 1:** Individual photos (in folders if required) with product label as an email attachment
- 2:** Label photos (or folders) with the appropriate product name / variety
- 3:** Individual photos to be at least 256x256 pixel dimensions (Higher Res)
- 4:** Images to feature partially packaged products if possible



# Product Arrival: Product Quality Assessment

After sending in your product listings, our sales team will get in contact with you on the following:



When your product arrives, it will undergo a Product Quality Assessment before it is considered received

# Delivery / Payment



After the products have arrived at our side, you can rest assured;  
**We will arrange delivery to the buyers**

If there are multiple transactions within a certain period of time, we will compound the amount and make a consolidated payment

Payment will be sent to your account **within 7 working days** after the sale if there are no issues.

Commission chargeable to suppliers between **5 – 10%** on transacted price (based on product type) will be deducted from the total sales.  
**Please refer to article 6 in T&C**

# T&C




You can find the T&C documents in the folder highlighted below.

- Direct Sales Order
- Online Auction Order
- On-Site Auction Order
- T&C**

 VIEW THIS FIRST



## Name

-  APC Disclaimer
-  General Conditions of Sale
-  General T&C APC



# End of guide 😊

Remember to send us the product information!