

NPA CONSIGNMENT GUIDE - MULTIPLE UNITS

Using your designated username and password login to **www.npauctions.com**. Scroll over the **Sell** link on the grey menu bar and click “**Consign Now**”.

A battery page will show. Choose **Yes** if you would like NPA to supply a battery if battery is dead (fees apply) or **No** if you decline. Note that running bikes will receive a higher Condition Report score.

If you are consigning more than 50 vehicles choose the Download the Excel Template Option. First click **Download Excel Template**.

1 Upload Vehicle Information

Open the Excel file and fill in **VIN and Miles/Hours** into the given columns for each vehicle.

Next fill in **Mileage/Hours Type** by selecting one of the below

- Actual** - Actual Mileage
- TMU** - True Mileage Unknown
- OHV** - Off Highway Vehicle
- EXP** – Exempt; Some states title units over 10 years old with exempt mileage
- Miles/ Hours Unknown** - Unable to view odometer due to vehicle currently being out of your possession

Input the **Reserve** - Utilize NPA Value Guide™ to price vehicles

Then choose one of the following **Reserve Types**:

- Average** - This only applies when consigning multiple vehicles. Vehicles will be sold if the average sale price is greater than average reserves of all offered vehicles.
- Close** - Your vehicle will be sold if the high bid is within \$200 of the reserve. Vehicles with a high bid within \$1500 of reserve will go Subject To
- No Reserve** – Unit sells for high bid on the auction block
- Firm** - Your vehicle will be sold only if the high bid has meet or exceed your reserve. Vehicles with a high bid within \$1000 of reserve will go Subject To.

Select which **NPA Location** these units will be sold in

Next, go to the **Doc Type** column and choose either MSO, Legal Docs, Bill of Sale or Title for documents you possess for each vehicle.

Has the vehicle been reconstructed, seized, salvaged or wrecked? If so please fill out the corresponding columns.

Next fill in the **Notes Column**: If there are any mechanical issues that NPA or purchasing dealers need to be aware of please add to this cell. Any title issues can also be placed here.

Save this file to your computer’s desktop.

The screenshot shows the 'Sell Pre-Owned Powersports' interface. At the top, there are navigation links: LENDERS, ADJUSTERS, TRANSPORTERS, CLASSIC VIEW, LOGOUT, and the NPA logo. Below that is a main menu with ACCOUNT, BUY, SELL, SEARCH, VALUE GUIDE, COMPANY, HELP, and CONTACT. The main content area is titled 'Sell Pre-Owned Powersports' and includes an 'Upload' button and a 'Download Excel Template' link. A dropdown menu asks 'How many vehicles would you like to consign?' with '1' selected. The 'Vehicle Info #1' section has a 'Remove' button and fields for VIN, Y/M/M, Mls/Hrs, Reserve, and NPA. There are also checkboxes for Reconstructed, Seized, Salvaged, and Wrecked. The 'Dealer & Payment Info' section includes a 'Payment Shipping Method' dropdown, 'Check Payable To' (VERTX), 'Shipping Address' (Main), and fields for Street 1, Street 2, City, State (CA), and Zip (92064). It also has a 'Phone' field (619-871-5469), a 'Contact Name' dropdown (JIM WOODRUFF), and a 'Cell Phone #' field. At the bottom, there are checkboxes for 'I certify the above information and its accuracy' and 'I accept the Terms and Conditions', along with 'Submit' and 'Reset' buttons.

2 Payment Information

Choose Payment Shipping Method for payment check. \$25 fee applies for 2nd Day Air
Confirm shipping address and select contact name and number

Certify information accuracy, accept terms and conditions, and click submit

For vehicles to be numbered in the auction, vehicles must be dropped off two days prior to auction by 5:00pm local time

3 Send Paperwork

After submitting online consignments, please make copies of vehicle documents and fax them immediately to the NPA location where your vehicle will be consigned. Immediately after faxing, send the physical paperwork to the titling department of the NPA Facility the vehicles are going to.

NPA does not sell units title coming. If you need an exception, please contact your sales manager on a case by case basis. If title is not received by auction day there will be a \$10 Title Coming Fee (per title). This includes floored titles, with the exception of NPA Dealer Flooring titles.

4 Regional Sales Managers

5 Associated Fees

- 7% Sale Fee
- \$35 Processing Fee
- \$25 Re-run fee for each auction after first run
- \$100 Redemption Fee - Unsold units picked up from NPA
- Any item that does not sell on or before the third live auction offering will be automatically redeemed and charged all applicable no-sale and redemption fees.
- \$10 Title Coming Fee if title not received by auction day (per title)
- (Optional) – Additional Detail Fee
- (Optional) – Key fee on case-by-case basis
- (Optional) – Battery fee on case-by-case
- Transportation Fee – Only if using NPA