



Bhutan Post



Bidders User Manual For E-Auction



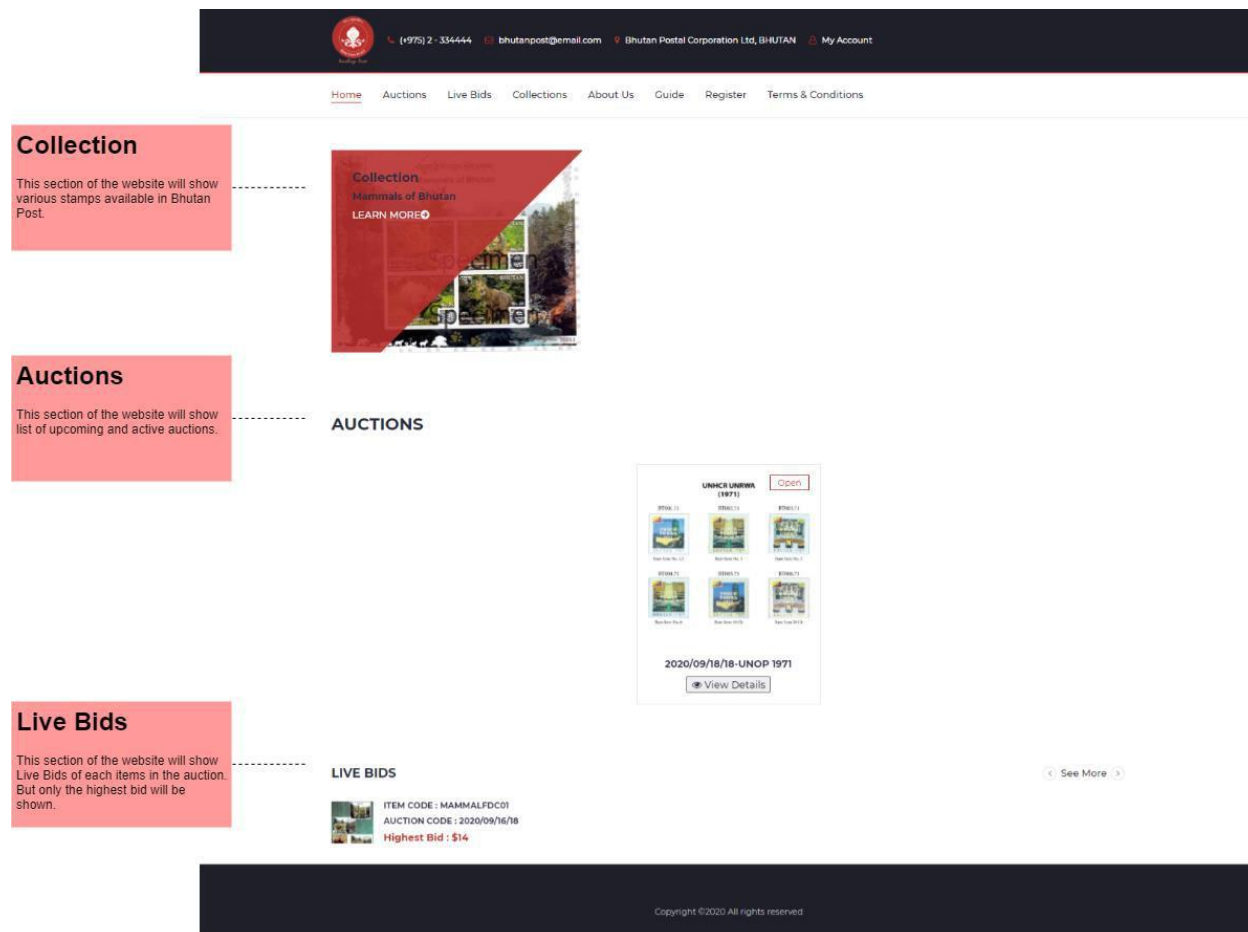
Contents

1. Overview of the portal	3
2. Registration	4
3. Exploring the portal	5

1. Overview of the portal

The following image gives description of various sections of the website. The site can be accessed via the following URL;

<https://www.bhutanstampeauction.bt/>



The screenshot shows the website's interface with three red callout boxes on the left side, each connected to a specific section of the page by a dashed line:

- Collection:** This section of the website will show various stamps available in Bhutan Post. It points to a banner for "Collection Mammals of Bhutan" with a "LEARN MORE" button.
- Auctions:** This section of the website will show list of upcoming and active auctions. It points to the "AUCTIONS" heading.
- Live Bids:** This section of the website will show Live Bids of each items in the auction. But only the highest bid will be shown. It points to the "LIVE BIDS" section, which displays a specific item with details: ITEM CODE : MAMMALFDC01, AUCTION CODE : 2020/09/16/76, and Highest Bid : \$14.

At the top of the page, there is a dark navigation bar with the Bhutan Post logo, contact information (+975) 2 - 334444, bhutanpost@gmail.com, Bhutan Postal Corporation Ltd, BHUTAN, and My Account. Below this is a horizontal menu with links: Home, Auctions, Live Bids, Collections, About Us, Guide, Register, and Terms & Conditions.

At the bottom of the page, a dark footer contains the text: Copyright ©2020 All rights reserved.

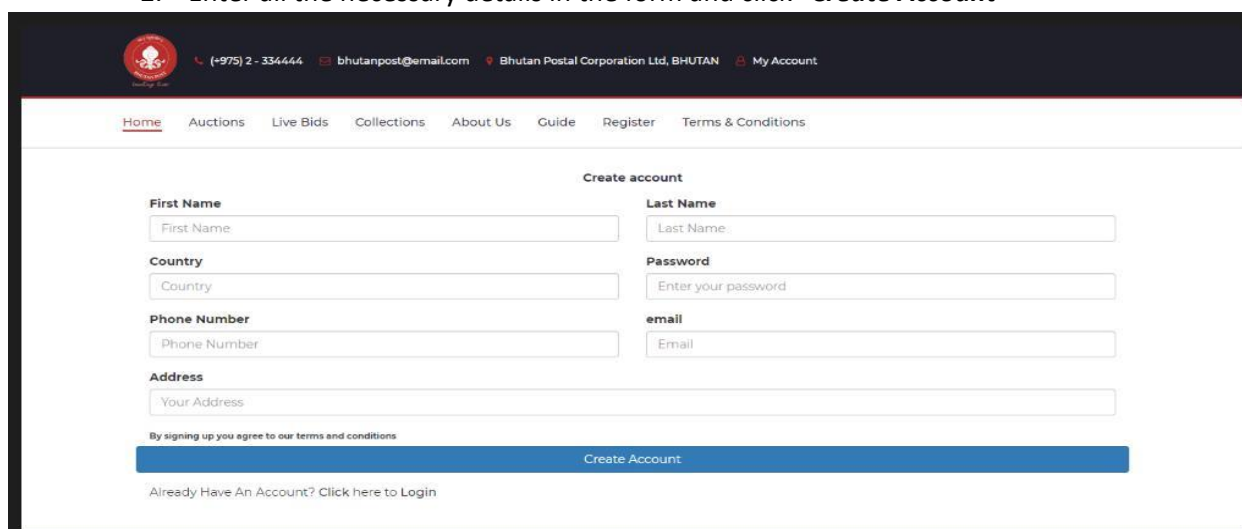
2. Registration

Any potential bidders willing to participate in auction needs to register and open an account in the portal.

1. Click on **“Register”**



2. Enter all the necessary details in the form and click **“Create Account”**



First Name
Last Name
Country
Password
Phone Number
email
Address

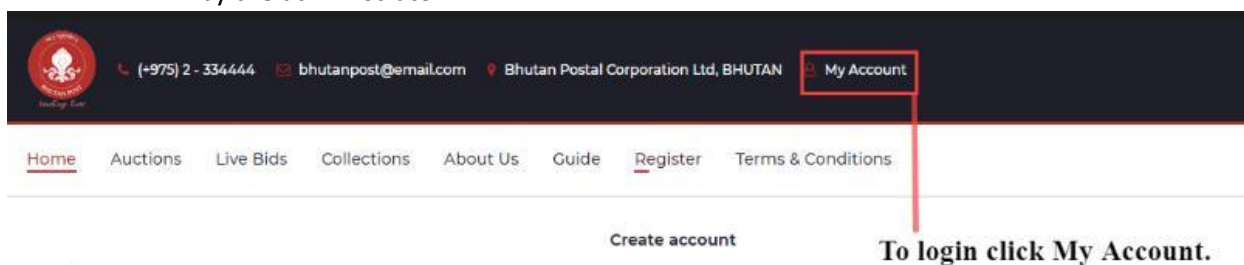
By signing up you agree to our terms and conditions

Create Account

Already Have An Account? Click here to Login

3. An activation link will be sent to your email address, click the link to activate and access the account.

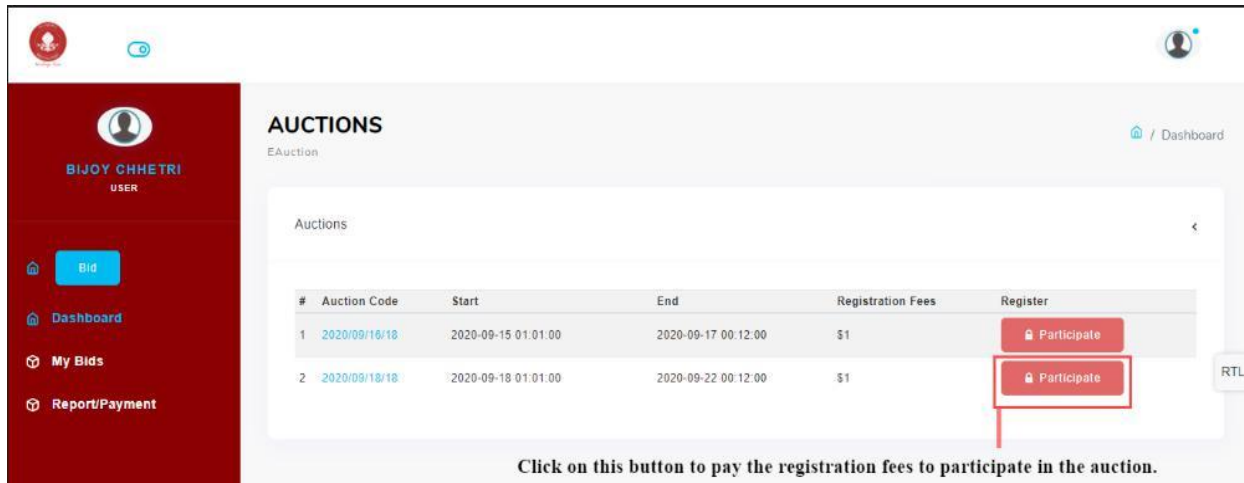
4. Once you activate, to login, click **“My Account”**. There is one more step, the bidder needs to upload identity verification document which will be verified and approved by the administrator.



5. Once all the above steps are completed, bidder will be able to access all the functionality of the portal.

3. Exploring the portal

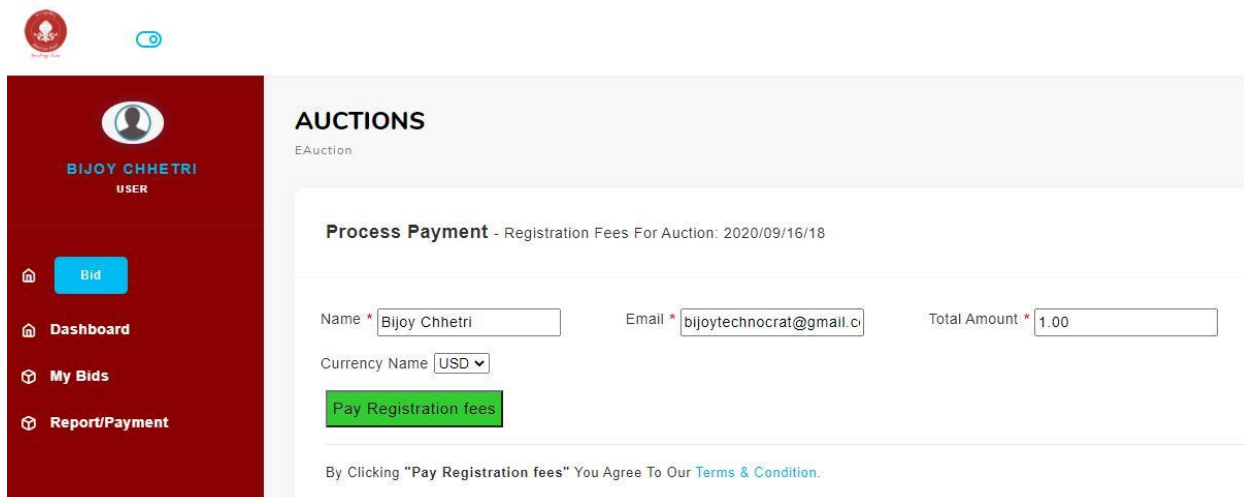
After successful login, the dashboard will show you the list of all upcoming and active auctions. To be allowed to bid for all the items in any auction, click **“Participate”** and proceed in paying the registration fees.



The screenshot shows the 'AUCTIONS' dashboard for user BIJOY CHHETRI. A table lists two auctions with their respective codes, start/end times, and registration fees. The 'Participate' buttons for both auctions are highlighted with red boxes. A red arrow points from the text below to the highlighted buttons.

#	Auction Code	Start	End	Registration Fees	Register
1	2020/09/16/18	2020-09-15 01:01:00	2020-09-17 00:12:00	\$1	Participate
2	2020/09/18/18	2020-09-18 01:01:00	2020-09-22 00:12:00	\$1	Participate

Click on this button to pay the registration fees to participate in the auction.



The screenshot shows the 'Process Payment' form for auction registration fees. The form includes fields for Name, Email, and Total Amount, along with a dropdown for Currency Name. A green 'Pay Registration fees' button is visible. A note at the bottom states: 'By Clicking “Pay Registration fees” You Agree To Our Terms & Condition.'

Process Payment - Registration Fees For Auction: 2020/09/16/18

Name * Email * Total Amount *

Currency Name

By Clicking “Pay Registration fees” You Agree To Our [Terms & Condition](#).

My Bids – This section will list all the bids the bidders have entered. The bidder can update the bid from this section

Report/Payment – If the bidder’s bid wins, the list of all the winning bids will be shown here.

The winning bidder will receive an email confirming the winning of the bid. The bidder will login and go to **“Report/Payment”** to make the payment for the bid. Once the payment is completed, Bhutan Post will proceed with shipping formalities.



The bidder can also see the official contract with item/items won during the bidding.

REPORT/PAYMENT
EAuction

Dashboard

BIJOY CHHETRI
USER

Home Bid

Home Dashboard

Home My Bids

Home Report/Payment

Auctions

#	Item Code	Your Bid	Allocated Date	Pay	Load
1	mammalfdc01	13.0000	2020-09-18 15:17:28	Make Payment	Load Contract

RTL

Copyright 2020 © RSEB All rights reserved. Developed by RSEB