

## **Carplaza: User's manual**



<b><u>1.</u></b>	<b><u>ACCESS TO CARPLAZA</u></b>	<b><u>2</u></b>
<b>1.1</b>	<b>LOG IN</b>	<b>2</b>
<b>1.2</b>	<b>REQUEST A NEW PASSWORD</b>	<b>2</b>
<b>1.3</b>	<b>CONFIRM YOUR PASSWORD</b>	<b>3</b>
<b>1.4</b>	<b>DID YOU FORGET YOUR PASSWORD?</b>	<b>3</b>
<b><u>2.</u></b>	<b><u>VEHICLE OVERVIEW</u></b>	<b><u>3</u></b>
<b>2.1</b>	<b>SHOWROOM</b>	<b>3</b>
<b>2.2</b>	<b>CAR OVERVIEW</b>	<b>3</b>
<b>2.3</b>	<b>QUICK LIST</b>	<b>4</b>
<b>2.4</b>	<b>MAKING A BID</b>	<b>5</b>
<b><u>3.</u></b>	<b><u>OVERVIEW OF THE OFFERS</u></b>	<b><u>6</u></b>
<b>3.1</b>	<b>OPEN OFFERS</b>	<b>6</b>
<b>3.2</b>	<b>STATUS OF SENT OFFERS</b>	<b>6</b>

## 1. Access to carplaza

### 1.1 LOG IN

Please go to [www.carplaza.be](http://www.carplaza.be)

Click on "Dealers" and then on "Acces for professionals" which you find above the Home Page

As you do not have a password yet, click on "You are not registered yet?".



The image shows a login form with two input fields: "E-mail address" and "Password". Below these fields is a "Sign in" button. Underneath the button are two links: "Forgot your password? Click here" and "You are not yet registered? Click here". A white arrow points to the "Sign in" button, and another white arrow points to the "Password" field.

If you already have a password, enter the email address of your choice and your password.

### 1.2 REQUEST A NEW PASSWORD

Please fill in the screen with the information requested.

Businesses within the European Community must enter a VAT number.

Enter a password of your choice in the "Password" box.

This must consist of 6 to 10 characters - only use letters and number (other characters will not be accepted).

Before your request can be processed, you must accept the general conditions.



The image shows a "Register" form with the following fields: Name, Street, Zip code, City, Country, Telephone, Mobile phone, Fax, Language (dropdown menu set to English), VAT number, Bank Account, IBAN, SWIFT, E-mail (with a note "(This is also your login)"), Password (with a note "(6 to 10 characters, letters and numerals only)"), and Password confirmation. A note at the top states "The fields marked with [red square] are mandatory." Below the fields is a checkbox for "I accept these terms and conditions." and "Terms and Conditions" text. At the bottom are "Send" and "Cancel" buttons.

### 1.3 CONFIRM YOUR PASSWORD

If the information entered is correct, you will receive an e-mail confirming your password.

If any of the information entered is incorrect, our sales department will notify you as soon as possible.

### 1.4 DID YOU FORGET YOUR PASSWORD?

If you have forgotten your password, click "Forgotten your password?" and enter your e-mail address in the box. Then click "OK" and in a few seconds you will receive an e-mail with a new password.

Please enter your e-mail address to immediately obtain your password by e-mail.

You can then try to sign in again.

E-mail address

←

## 2. Vehicle overview

### 2.1 SHOWROOM

This part is subdivided into:

### 2.2 CAR OVERVIEW

Here you can view the vehicles available (description as well as various photos of each vehicle and even any bodywork damage) and make bids for the vehicles that interest you.

#### Showroom Overview

Showroom open from 23/10 until 26/10

Number of bids : 2 Total : €31,000

	Unit n° ↑	Type	Make	Model	Description	Year	Kilometers	Cat. Price ex VAT	Your bid
	1006119	Car	Chrysler	Voyager	Grand Voyager 2.5 CRD	2/2002	101290	€25,700	€18,000
	1019989	Car	Mercedes	A-Klasse	A 170 1.7 L CDI Class	2/2004	94998	€14,800	
	1023004	Car	Mercedes	E-Klasse	E 270 2.7 CDI Classic	4/2003	135023	€31,400	€13,000
	1023007	Van	Volkswagen	Golf	GOLF VARIANT VAN 1.9 SDI 50	9/2001	130853	€12,300	

Show:   1 page

## 2.3 QUICK LIST

This allows you to quickly scroll through all available vehicles instead of going to the "Showroom" section. You can still consult the details of each vehicle using this method by clicking the photo and making a bid if you wish.

### QuickList

Number of bids : 2 Total : €19,000

<p><b>Car Chrysler Voyager</b></p>  <p>Year 2/2002 Kilometers 101290            Fuel Diesel            Fiscal HP 13 Kilowatt 104</p> <p>Trim TUTH CLOTE            Gearbox Manual 5-gears            Cat. Price ex VAT €25,700</p> <p><b>Latest bid : €7,000 on 06/10/2006</b></p>	<p><b>Car Mercedes A-Klasse</b></p>  <p>Year 2/2004 Kilometers 94998            Fuel Diesel            Fiscal HP 9 Kilowatt 70</p> <p>Trim Sto<sup>2</sup>-leder-spa            Gearbox Manual 5-gears            Cat. Price ex VAT €14,800</p> <p><b>Latest bid :</b></p>
<p><b>Car Mercedes E-Klasse</b></p>  <p>Year 4/2003 Kilometers 135023            Fuel Diesel            Fiscal HP 14 Kilowatt 120</p> <p>Trim 738 STERAGGRAU            Gearbox Manual gearbox 6 gears            Cat. Price ex VAT €31,400</p> <p><b>Latest bid : €12,000 on 16/10/2006</b></p>	<p><b>Van Volkswagen Golf</b></p>  <p>Year 9/2001 Kilometers 130653            Fuel Diesel            Fiscal HP Kilowatt 50</p> <p>Trim BIJPASSEND            Gearbox Manual gearbox 5 gears            Cat. Price ex VAT €12,300</p> <p><b>Latest bid :</b></p>
<p>Show: 6 Vehicles Order: Unit n° 1 page</p>	

You can sort this quicklist by the following criteria:

- by number of lines per screen
- by unit, vehicle type (passenger cars and delivery vehicles), make, year, number of kilometres on the clock.

## 2.4 MAKING A BID

Car Mercedes E 270 2.7 CDI Classic



Your bid  €

**Add this bid**

Unit n°	1023004
Year	4/2003
Kilometers	135023
Registered as	Car
Cyl. capacity	2685
Fiscal HP	14
Kilowatt	120
Fuel	Diesel
Emission	Euronorm 3
Color	353 Tealittblau
Trim color	738 Sieraggrau
Trim	Textile
Gearbox	Manual gearbox 6 gears
Doors	5
Cat. Price ex VAT	€31,400.00
Chassis n°	WDB2112161A314046

**Specs**  
Electronic airconditioning  
Metallic paint  
GPS system Blaupunkt  
Xenon lights

**Pictures of damages**



≤ 1 2 3 4 ≥

Number of bids : 2  
Total : €19,000

### Ongoing bids

Car 1006119 Chrysler Grand Voyager 2.5 CRD	€7,000	06/10/2006 New
Car 1023004 Mercedes E 270 2.7 CDI Classic	€12,000	17/10/2006 New
<b>Total</b>	<b>€19,000</b>	
<b>Number of bids</b>	<b>2</b>	

When you have made an offer, you can easily cancel or change it:

#### Cancel

Enter the amount 0 in the bid box for the vehicle concerned then click "Add this bid".

#### Change

Enter the amount X in the bid box for the vehicle concerned then click "Add this bid". The most recently changed bid is considered to be the valid bid.

**NOTE: THESE CHANGES CAN ONLY BE PROCESSED DURING BIDDING DAYS AND BIDDING HOURS.**

### 3. Overview of the offers

#### 3.1 OPEN OFFERS

Here you will find a list of the vehicles for which you have made a bid on the day of sale.

#### Ongoing Bids

**Number of bids : 2**  
**Total : €19,000**

Car 1006119 Chrysler Grand Voyager 2.5 CRD	€7,000	06/10/2006 New
Car 1023004 Mercedes E 270 2.7 CDI Classic	€12,000	17/10/2006 New
<b>Total</b>	<b>€19,000</b>	
<b>Number of bids</b>	<b>2</b>	

#### 3.2 STATUS OF SENT OFFERS

Here you will find the results of you bids after the allocation.

**Number of bids : 5**  
**Total : €43,300**

Car 1002439 Alfa Romeo 156 1,8 4D/P 106KWat	€2,000	29/09/2006 Refused
Car 1006119 Chrysler Grand Voyager 2.5 CRD	€7,000	06/10/2006 New
Car 1022711 Mercedes E 220 2.7 CDI Avantgarde	€20,000	17/10/2006 Allocated
Car 1023004 Mercedes E 270 2.7 CDI Classic	€12,000	17/10/2006 New
Car 1000238 Opel Astra 1.7 TD Elegance 5D/	€2,300	17/10/2006 Allocated
<b>Total</b>	<b>€43,300</b>	
<b>Number of bids</b>	<b>5</b>	