

- Log into the ACE website
- Through the main navigation, go Auctions > Enter Auction
- You'll then be led to a landing page, choose the auction you want to bid in and click "Bid Now"
- Once you're on the auction page, you'll need to accept the Terms & Conditions

## Bidding Example COE Auction

**Bidding agreement**  
 I accept the [bidding agreement](#).  
 Accept Bidding Agreement

I accept the

Accept Bidding Agreement

- Check the small box and click Accept Bidding Agreement button
- To place a bid, click Bid and enter the amount you'd like to bid in the left-hand box that appears below
- Click Bid to move on

Rank	Score	Size	Weight	Increment	Bid
1	91.06	7	368.92lbs	\$0.01	\$0.00/lb

[Close](#)

\$5.50 [Confirm](#) [Cancel](#) Current asking price \$5.50/lb \$

**Bid** \$5.50/lb

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**Packing Cost** \$0.15/lb

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**Weight** 368.92lbs

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**Total liability** \$2,084.40

- Review your bid then click Confirm
  - Note: Once you click Confirm all bids are final!
- As long as you have the highest bid, the lot will appear highlighted in green
- If you know that you're willing to spend a certain amount of money on a lot you can do what's called an auto bid
  - If you place an auto bid at \$10 and the current high bid is \$6, then it will set you as the winning bidder at \$6.10, then whenever someone else bids you up on that lot, you'll automatically up there bid by \$0.10 until that bid goes above \$10
- To place an auto bid, click Bid
- Enter the amount you're willing to bid up to in the right-hand box that appears

2	87.62	9	631.21lbs	\$0.01	\$0.00/lb	\$0.00	<a href="#">Example Lot 2 - Alliance for Coffee Excellence</a>
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[Close](#)

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\$ 0.01 [Bid](#) Current asking price \$5.50/lb \$ 10.00 [Autobid](#)

- Review your bid, then click Confirm
- If you'd like to remove your auto bid, click remove
  - Since all bids are final, when you remove an auto bid you are bound to the current going price

★2	87.62	9	631.21lbs	\$0.01	\$0.01/lb	Close	\$6.31
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\$	<input type="text" value="0.02"/>	Bid	Current asking price \$5.50/lb
\$	<input type="text"/>	Autobid	(Current autobid is \$10.00/lb <a href="#">remove</a> )

- Once all the lots in the auction have bids, we will begin the 3 minute timer
- A clock will begin to count down in the right-hand column
- Every time a new bid is placed, that clock will reset to 3 minutes
- The auction will end when that clock gets down to zero
- Once the auction has ended, if you placed the highest bid on a lot it will show your name and say Won
- You'll then receive an email from [support@cupofexcellence.org](mailto:support@cupofexcellence.org) with information on billing, shipping, and next steps
- In this email will also be a link to digital stickers to use in your marketing
- To download these materials, follow the link to a landing page where you'll see the stickers in different sizes and click on the ones you'd like to download

If you have any questions during the auction, you can reach out to us at [support@cupofexcellence.org](mailto:support@cupofexcellence.org)