

# MANHEIM DIGITAL MARKETPLACE

## ➤ QUICK START GUIDE TO SELLING



# YOU'RE IN CONTROL OF HOW YOU SELL

The ever-changing automotive marketplace requires businesses like yours to change right along with it. Manheim is here to offer tools and solutions that make it easier to move inventory in innovative ways.



## HOW WOULD YOU LIKE TO SELL?

➤ **Simulcast Remote Seller** pages 3-4

➤ **Manheim Express**

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# MANHEIM SIMULCAST REMOTE SELLER



Our easy-to-use, free **Simulcast Remote Seller** tool lets you represent your inventory in an auction from anywhere.

## ➤ STEP 1

### COMPLETE REGISTRATION

- Contact sales rep to confirm your Auction Access information and Manheim registration
- Provide list of the cars for sale to get run numbers
- Make sure cars arrive at least one day before the sale

## ➤ STEP 2

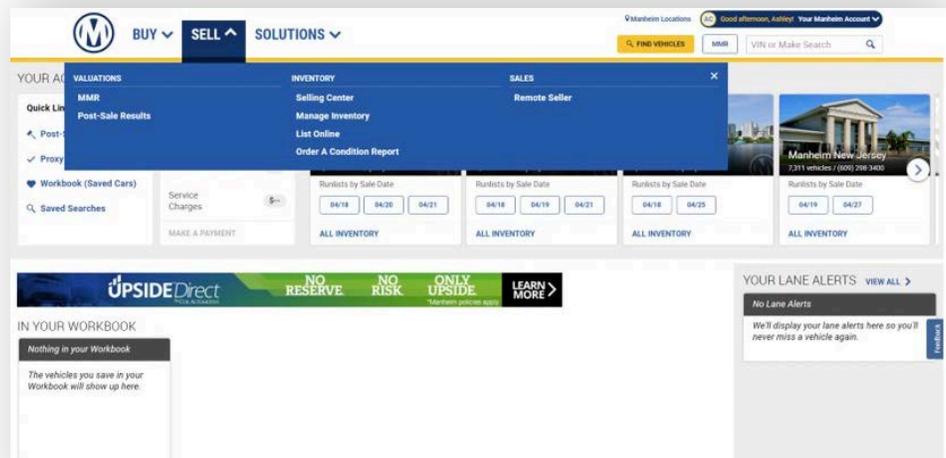
### CHECK TECHNICAL REQUIREMENTS

- Update your preferred browser to latest version (IE must be V11 or higher)
- Disable pop-up blocker

## ➤ STEP 3

### START SELLING

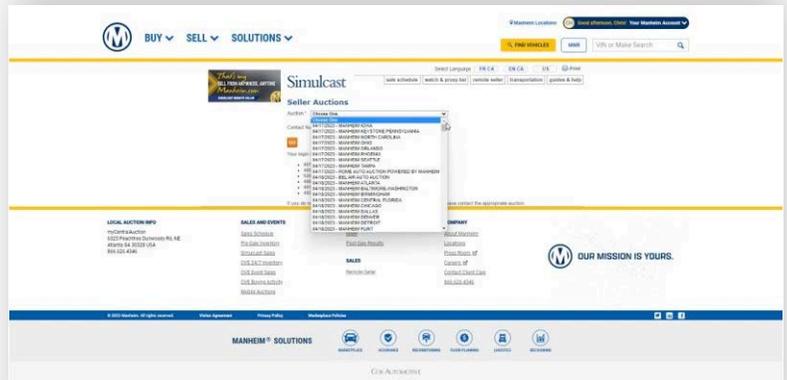
- Log in to Manheim.com
- Go to **Sell** tab
- Select **Remote Seller** in dropdown menu



## STEP 4

### SELECT LOCATION

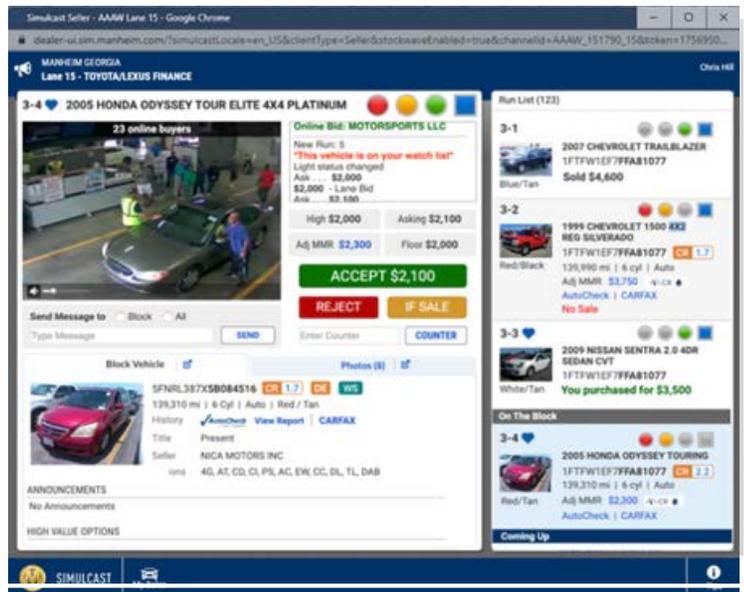
- Select your sale date and operating location
- Click on lane number to enter
- Once entered, the block knows you're online and in control



## STEP 5

### REP YOUR VEHICLE

- Click **OK to Sell** to accept the highest bid
- **Reject** offers at any time
- For counteroffers, enter the amount and click **Counter**.
- Send **instant messages** in real time to all participants or just the block.



Our tutorial on How to Sell Remotely Using Simulcast can be accessed [here](#).

If you are experiencing any Firewall restrictions, you may need to whitelist our IP addresses to allow access to Simulcast and Remote Seller. Please contact Client Care for a full list of IP addresses to whitelist.

# MANHEIM EXPRESS APP



If you want to self-list inventory for vehicles not at-auction using your mobile device, the **Manheim Express app** is your go-to tool.

## ➤ STEP 1

### GET APP

- Download and install Manheim Express from Apple or Google Play.



## ➤ STEP 2

### LOG IN

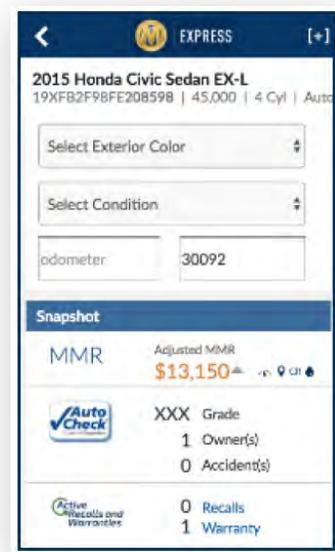
- Tap **Log In** and enter your Manheim.com credentials to access your account.



## ➤ STEP 3

### SCAN OR ENTER THE VIN

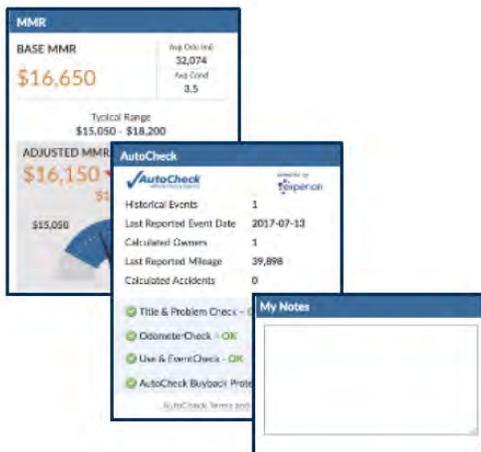
- Confirm make/model, color and odometer.



## ➤ STEP 4

### REVIEW VEHICLE INFO

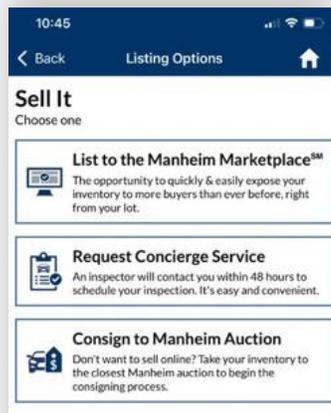
- Review valuation and Vehicle History Report info.
- Add any notes desired – these remain private to you.
- Tap “Next Steps” to continue.



## ➤ STEP 5

### CHOOSE HOW TO SELL

- Tap “Get a Guaranteed First Bid” or “List to the Manheim Marketplace”.
- Take photos with your phone.
- Complete the disclosure questionnaire, including any announcements and/or remarks.
- Review and accept the Guaranteed First Bid Offer™, or set your own pricing.



## ➤ STEP 6

### LIST YOUR VEHICLE

- Tap **Activate in Manheim Express** when you're ready!

Video tutorials are available to guide you through Manheim Express via the links below.

- [How to Sell on Manheim Express](#)
- [Manheim Express 360° Imaging Guide](#)
- [Manheim Express Overview \(Spanish\)](#)

Note that listings priced above the Manheim Express pricing guidelines will appear as standard OVE listings in the Open Daily Sale.

# MANHEIM EXPRESS VIA MANHEIM.COM

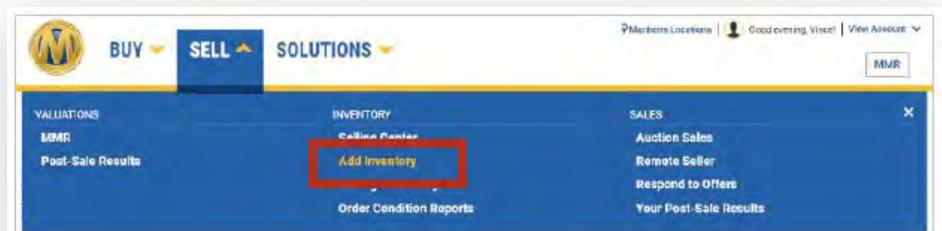


If you prefer the familiarity of using a web browser, you can self-list vehicles not at-auction on **Manheim.com**.

## ➤ STEP 1

### LOG IN TO MANHEIM.COM

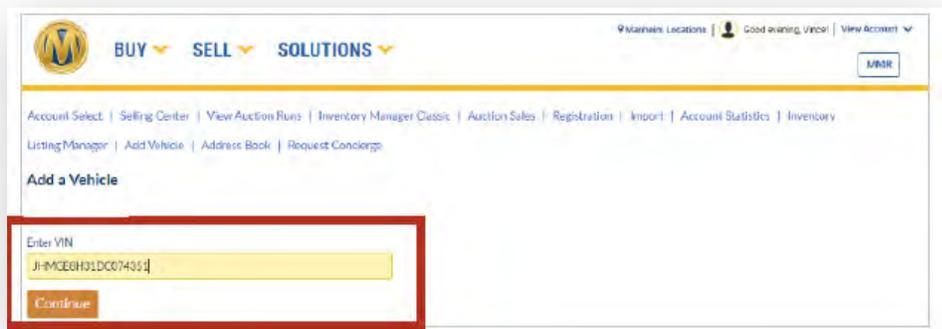
- Click Sell > Add Inventory
- Confirm Seller Number



## ➤ STEP 2

### ENTER VEHICLE DETAILS

- Enter VIN number
- Confirm make/model, color and odometer.
- Click/Tap add vehicle.



## ➤ STEP 3

### CREATE INSPECTION DISCLOSURE

- Upload images from your computer
- Complete the Seller Disclosure questionnaire, including announcements & remarks

**Prepare to Sell It**  
2013 HONDA FIT 4D HATCHBACK  
JHMGE8H31DC074351 | 4 Cylinder | Automatic

Choose One

 **Create Inspection Disclosure**  
Answer questions about the condition of the vehicle and create a disclosure that can be included in the digital listing

 **Register Vehicle for Physical Sale**  
Don't want to sell online? Take your inventory to the closest Manheim auction to begin the consigning process

[View Vehicle in Inventory](#)

[Add Another Vehicle](#)

## ➤ STEP 4

### CHOOSE HOW TO LIST

- Select Guaranteed First Bid if your vehicle qualifies and you're interested in viewing the offer.
- Or select "List to the Manheim Marketplace" to set your own pricing.

Note that listings priced above the Manheim Express pricing guidelines will appear as standard OVE listings in the Open Daily Sale.

# MANHEIM EXPRESS CONCIERGE\*

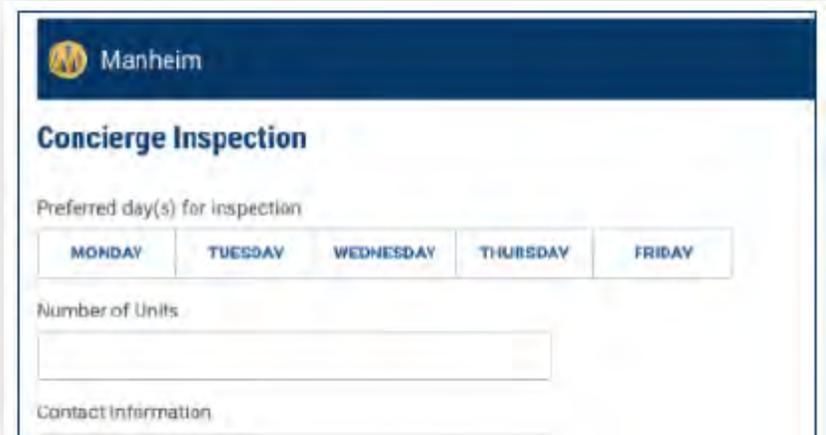
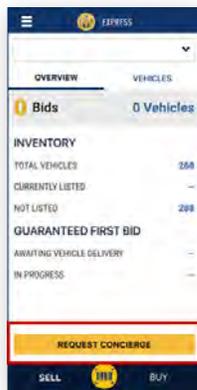


If you want someone else to take care of the details and list a lot of inventory on your behalf with a one-time fee, this option is for you.

## ➤ STEP 1

### LOG IN TO MANHEIM.COM

- Click **Sell** and then **Request Concierge**.
- You can also Request Concierge Service from the Overview Tab in the app
- Complete the form and submit.



## ➤ STEP 2

### CONFIRM APPOINTMENT

- A Manheim Express Concierge Specialist will contact you to confirm the appointment, usually within 48 hours

## ➤ STEP 3

### CONCIERGE DOES IT ALL

- The Specialist will inspect and photograph your vehicles.
- They'll consult with you on listing options and pricing, then list for you.
- There are no out-of-pocket costs and just a one-time \$100 Sell Fee.

NOTE: Concierge-inspected listings include interior & exterior 360° images, ODB2 readings, audio/video tags and a graded condition report

\*Availability may be affected by COVID-19 restrictions from Federal, State or Local authorities

# ALLIANCE INSPECTION MANAGEMENT (AIM)\*



If you want someone else to list inventory on your behalf with a per-vehicle fee, **AiM** is a great option.

## STEP 1

### LOG IN TO MANHEIM.COM

- Click **Sell** and then **Order Condition Reports**.
- Confirm your dealership name/info as needed.
- Complete the request form and **submit**.

MANHEIM.COM navigation: BUY, SELL, SOLUTIONS. User: MMR. Search: /in or /bike Search. Navigation menu: INVENTORY (Selling Center, Add Inventory, Order Condition Reports), SALES (Auction Sales, Remote Seller, Respond to Offers, Your Post-Sale Results). Form fields: Account Number: 123456, Account Name: Your Dealership Name, City: [input], State: [dropdown], Zipcode: [input]. Buttons: SEARCH, CANCEL.

## STEP 2

### CONFIRM APPOINTMENT

- An AiM Inspector will contact you directly to confirm.
- Usually occurs within 48 hours.

## STEP 3

### INSPECTOR COMPLETES LISTING

- AiM offsite inspections are \$35/vehicle with a three-vehicle minimum.
- Inspections are generally uploaded nightly.
- Once AiM uploads the listing to OVE, it will go live automatically if all required listing info was provided. Clients may also update their listings using OVE Inventory Manager or Manheim.com Selling Center as needed.

**AiM Inspection Request Form**  
Request a Manheim-certified company to complete an inspection and create your listings. We'll schedule your inspections and respond within two business days. Have questions? Contact us at 1-866-826-4346 or learn more.  
Available in the U.S. and for passenger vehicles only. \* Indicates required information.  
**Dealer Information**  
Ordering on Behalf Of: DRIVE CENTER TEST TWO Search for Account  
DRIVE CENTER TEST TWO Auction ACCESS 5M Number  
3000 WALTER WAY 5150812  
STOCKBRIDGE GA 30281 (800) 865-2132  
 Inspection address is different than dealership address  
**Onsite Contact Information**  
Contact name\* [input] Contact phone\* [input] Contact email\* [input]  
**Preferred contact method\***  
 Email  
 Phone and email  
We'll send a response to this contact within two business days.

Note: listings will appear in OVE Inventory Manager and/or Manheim.com Selling Center and may be updated from either platform.

\*Availability may be affected by COVID-19 restrictions from Federal, State or Local authorities

# AGGREGATORS AND THE AUTO-OVE PROGRAM



If you want to list inventory through an **aggregator** such as Liquid Motors, good news! It's business as usual with no changes required to your existing processes.

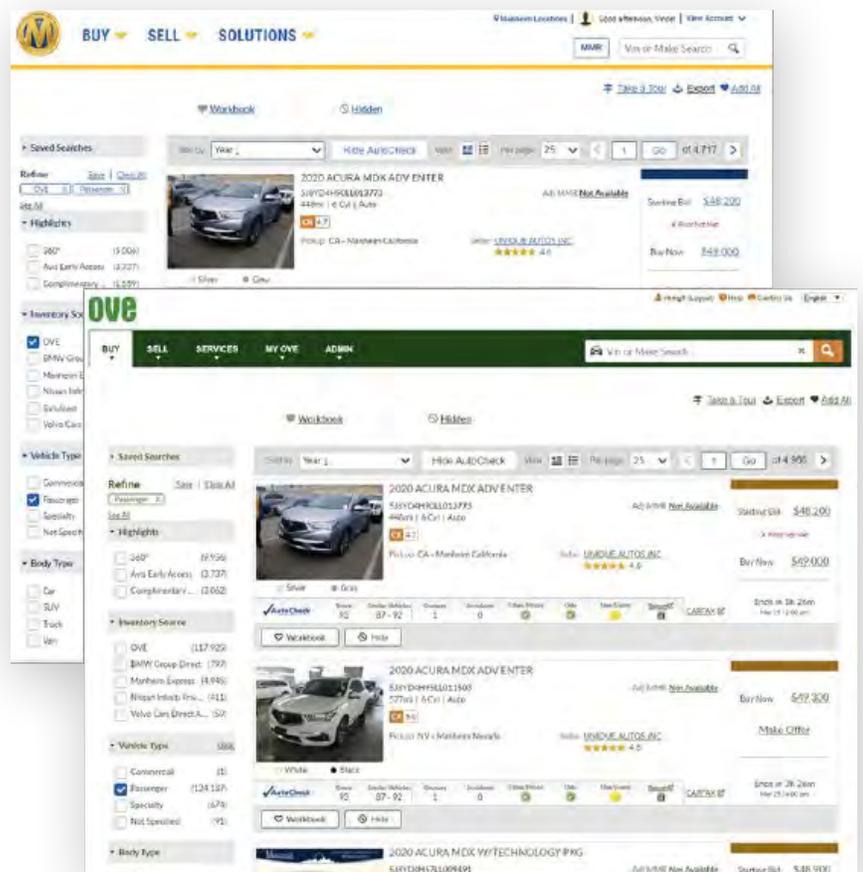
## AUTO-ONLINE VEHICLE EXCHANGE (AUTO-OVE)

Are you're looking to put your listings on autopilot? Our Auto-OVE program automatically sweeps lane no-sale inventory into the OVE Open Daily Sale.

- Qualification, OVE pricing and sale formats (bid/buy-now/offer) are set by the Dealer Services Team at each location.
- Unless you have specifically opted out of this program, your qualifying lane no-sale inventory is automatically listed onto OVE.

## WANT TO OPT BACK IN?

- Simply email [DigitalListing@manheim.com](mailto:DigitalListing@manheim.com)
- Include 5M, dealership name, contact name and phone



# TAKE ADVANTAGE OF ➤ **SO MANY WAYS TO SELL**

Leverage the **Manheim Digital Marketplace** to move your inventory.

For additional information or assistance, contact Manheim Client Care at **866-MANHEIM (626-4346)**

