

Register Bidders

Adding a Bidder

To add or register a new bidder, click the [Add Bidder] button on the bottom of the form. This will open the "Get Party" form.

Removing a Bidder

To remove a bidder, click the underlined, blue "Remove" text that appears on a bidder record. After reading the prompt that appears, select "Yes." **Note:** *if a bidder has associated owners, the deletion prompt will provide the number of associated owners that are being removed with the main bidder. ===== Set Bidder Details and Associated Owners ===== Double-click on a bidder record to open the "Bidder Registration" form to: * Set Bidding Limit * Render bidder as eligible or ineligible * Add associated owners - Act 33 of 2021*

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