

It's fast and easy to get started using eBay





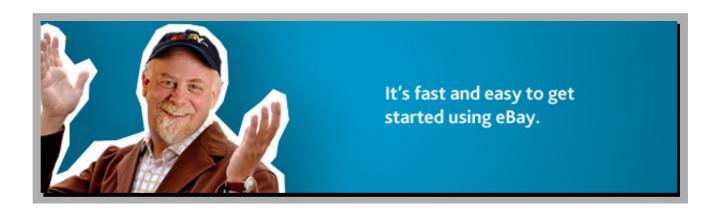
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# First time bidding and buying Find an item: Introduction

## First Time Bidding and Buying



Bidding and buying on eBay is easy and safe. Here, learn to do it step by step.

#### Here you'll learn...

- How to find an item
- How to view and evaluate listings
- How to easily bid and buy
- How to complete a purchase



Find an item: Searching

## Find what you want



#### To find an item...

Use the Search box at the top of any eBay page. To find a digital camera, for example, use the search phrase "digital camera." Narrow your search by adding brand names or features like "HP Photosmart" or "5 megapixel digital camera."

#### To browse by category...

Click the "Buy" tab at the top of any eBay page or click a category link directly from the home page. Continue refining until you find exactly what you're looking for.

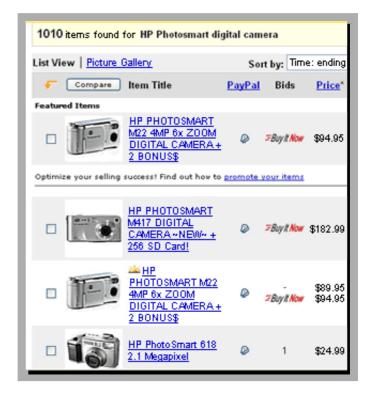


Find an item: Searching

## **Explore the listings**

When you browse categories or use the Search box, a menu of listings appears. In this view, all listings have a title, and many have photos to help you find what you want.

To view a listing in detail, simply click on the title.





Find an item: Viewing the listing

#### Viewing the listing

The **Item Page** has all the information you need to bid or buy.

- Look at the Item Description first. Is it really what you want?
- Check the Meet the seller box to learn more about the seller.
- See if you can **Buy It Now** instead of bidding for the item.
- If it is an auction-style listing, check Current bid and Time left.

Submit a bid or Buy It Now only after you are satisfied with all the details! By bidding or buying you are entering into a legal contract to purchase the item.





Find an item: Item description

## The Item Description

#### Description

#### HP PhotoSmart M415 5.2 Megapixel



Item Specifics - Digital Cameras

Digital Camera Type: Point & Shoot
Digital Camera Brand: Hewlett-Packard
Product Line: HP PhotoSmart

Model: M415
Resolution: 5.2
Manufacturer Part Number: Multiple
Bundled Kits: --

Sellers explain important product information in the Item Description.

Check detailed information, such as technical data, dimensions, age and condition.

**Photos** offer more clues to the quality and condition of an item, although some listings may incorporate stock photos.



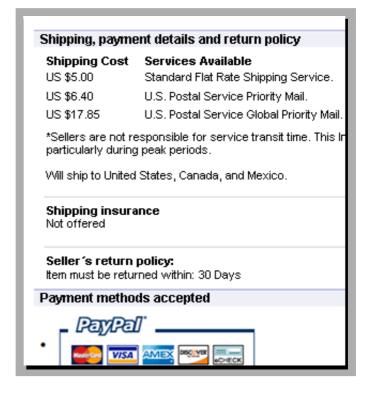
Find an item: Item description

#### Shipping and payment details

Look at the bottom of the Item Description to find the section on **Shipping**, payment details and return policy.

#### Here, pay attention to:

- Shipping and handling costs (some listings have a shipping calculator)
- Method of shipment (USPS, UPS, FedEx, etc.)
- Seller's guarantee and/or return policies
- Methods of payment (PayPal, money orders, personal checks, etc.)





Find an item: Questions about an item

## More questions? Ask the seller!

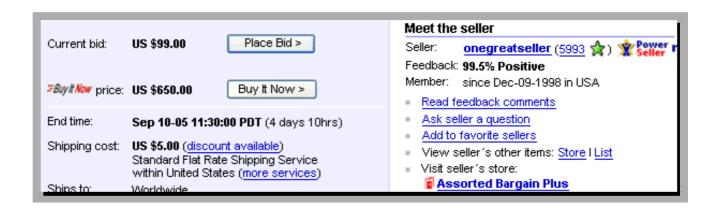
Still need more information? Click on "Ask Seller a Question" to email your question to the seller. The seller will send you a reply by email. A prompt and helpful answer is a sign of good customer service.





Find an item: Evaluating a seller

#### **Evaluating a seller**



The **Meet the seller** box provides data about the eBay member's buying and selling activities. Look at the number after the seller's ID. After every transaction, the user should leave **Feedback** about the transaction. Each positive rating earns one point.

The **Feedback Score** is next to the seller's ID. A high feedback score means a high number of successful transactions. The higher the percentage of positive ratings, the better. Click on the feedback score or the "Read feedback comments" link to read comments left by other eBay members.



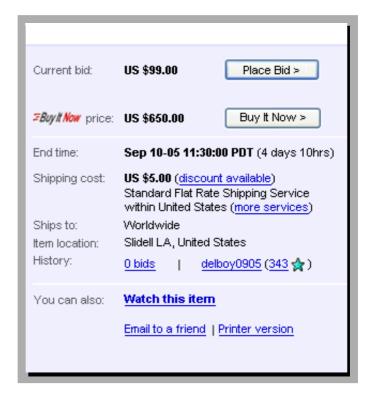
Bid or buy: Introduction

#### How do I bid for or buy an item?

In Chapter 1, you learned how to evaluate a listing and a seller to decide if a particular item is what you want to purchase.

On the next few pages, we use a sample listing to show you how to buy an item.

Important: To buy or place a bid, you must be a Registered User on eBay.





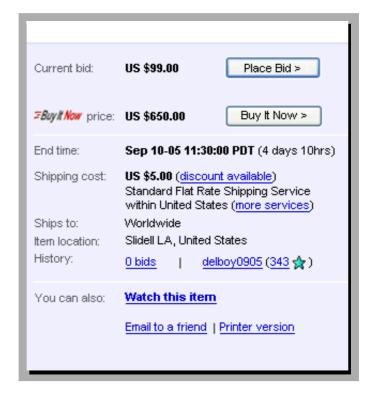
Bid or buy: Auction-style listings

#### How long does a listing last?

Auction-style listings run for 1, 3, 5, 7 or 10 days. During this time, eBay members can submit bids or purchase the item using Buy It Now (when available).

End time tells when the listing will end. Current bid displays the highest bid at the moment. You must outbid this amount. To bid, click on Place Bid.

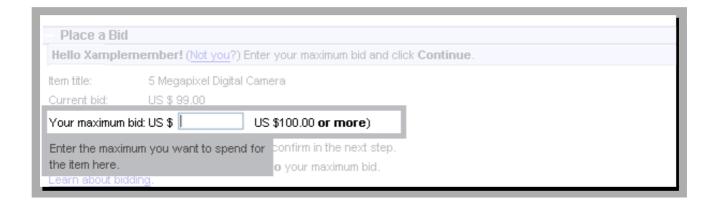
Remember: Place a bid only if you really intend to buy the item. Once you have placed a bid, it is a binding contract.





Bid or buy: Bidding and being outbid

#### How much should I bid?



When you're ready to make a purchase, click **Place Bid** on the listing page, then enter the maximum you want to spend.



Bid or buy: Bidding and being outbid

## Bidding for the first time

Before you can bid you must sign in.





Bid or buy: Bidding and being outbid

## Confirming your bid

You've entered your bid amount. Now submit it.

When - and only when - you click on "Confirm Bid" will your bid be placed. Once the bid is placed, remember you have entered into a binding contract with the seller to buy the item should you win.





Bid or buy: Bidding and being outbid

## Outbid immediately?

#### What happened?

The outbid notice means another bidder has placed a higher maximum bid than you. But why were you outbid so quickly?

Whenever another bidder has placed a higher maximum bid than you, you will be outbid immediately. On the next few pages, learn how eBay's automatic bidding system works and how you can use it.





Bid or buy: Maximum bid

#### Every bid is a maximum bid!

Decide on the maximum amount you want to pay for the item before you bid. Then enter that amount as your maximum bid. A maximum bid must be higher than the current minimum bid for the listing.

eBay automatically bids on your behalf, based on pre-set increments, but only up to your maximum bid.

When others bid, your bid is **increased** automatically until you are the **current high bidder** once again. You will be **outbid** only if another bidder places a **higher maximum bid** than you.





Bid or buy: Maximum bid

## You don't want to spend more than \$250?



Enter your spending limit as your maximum bid. eBay will automatically bid on your behalf up to that amount. If no other member submits a higher maximum bid, you will win the item at the close of the auction-style listing.

- 1. Let's assume that Uncle Griff has bid \$150 for the digital camera.
- 2. Your maximum bid is \$250. The bid increment is \$2.50.
- 3. Since Uncle Griff's maximum bid is \$150, your bid will stop at \$152.50. You are the current high bidder and have still paid \$97.50 less than you would have been willing to pay.



Bid or buy: Buy It Now

#### **Buy It Now listings**

Items listed with the **Buy It Now** symbol can be purchased for the seller's fixed price with no bidding and no waiting.

Auction-style listings with a Buy It Now option give you the choice to bid for the item or simply buy it immediately at a fixed price.

However, as soon as a first bid is placed for the item, **Buy It Now** is no longer possible unless there is a **reserve** (a seller's minimum price) that hasn't been met. The symbol disappears, and the item goes to the highest bidder in the usual way.

Important: Remember that when you choose Buy It Now you are entering into a legal contract to purchase the item.





Bid or buy: Using My eBay

#### Using My eBay to keep track

How are you doing? Did you win your item? Keep track of all your bidding and buying activity in My eBay, including watching items that are of interest, whether you have bid or not.





Complete a purchase: Transaction process

#### You won the item or used Buy It Now! What happens next?



Whether you bid or buy it takes just four quick steps to complete the purchase. First are **Notification** and **Checkout**.

- 1. **Notification:** Buyer and seller receive an email from eBay with final details of the transaction or check My eBay for reminders to guide you through subsequent steps. Pay Now buttons make it even easier.
- 2. **Checkout:** Click on the **Pay Now** button on the closed Item page or in My eBay, then follow the instructions. This provides the total price of the item (including shipping and handling).



Complete a purchase: Transaction process

#### After Notification and Checkout, just two more steps!



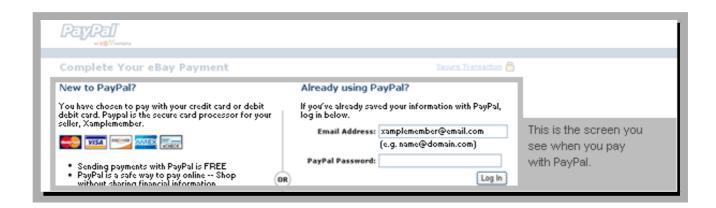
Whether you bid or buy it takes just four quick steps to complete the purchase. After **Notification** and **Checkout** come **Payment** and **Shipping**.

- 3. **Payment:** Following the seller's instructions, the buyer sends payment. Most sellers accept PayPal, which allows the buyer to pay online instantly with a credit card or bank account.
- 4. Shipping: The seller ships the goods to the buyer.



Complete a purchase: Paying with PayPal

## The fastest way to make a payment is by using PayPal



Most eBay sellers accept PayPal, which allows you to pay online instantly with a credit card or bank account.

If you choose to pay with PayPal, you'll see a screen that let's you log in to an existing PayPal account or register to use PayPal for the first time.



Complete a purchase: Leaving feedback

#### Your feedback counts!

#### Be sure to leave feedback for your seller.

Your feedback helps other eBay users evaluate this member. Rate users fairly. You, as the buyer, want to be rated fairly too. If you are dissatisfied in any way, first contact the seller. In most cases, it's a simple misunderstanding the seller would be happy to clear up.

If an item is not received or is significantly not as described, before filing negative feedback first contact the seller. If that is unsatisfactory, go to the eBay Security and Resolution Center, available by clicking on the link at the bottom of any eBay page, to report it. Use the tools available there to try to resolve the situation.





Complete a purchase: Leaving feedback

## Now leave your feedback!



#### This is how it works:

- Log in and go to My eBay.
  There, you can manage all your bidding and buying activities and leave feedback.
- Click on "Feedback" in the navigation bar to go to see feedback you still have to leave, and feedback you recently received.
- To rate a transaction, click on "Leave Feedback."



At a glance: Feedback

# First time bidding and buying At a glance!

Here, you've learned everything you need to know about bidding and buying on eBay for the first time:

- Viewing an item description, seller information and the current status of a listing
- Clarifying questions about the listing
- Evaluating the seller
- Bidding for an item or using Buy It Now
- Correctly applying the maximum bid
- Completing the purchase in four steps
- Leaving feedback

