EBlock

EBLOCK SELF CAPTURE REFERENCE GUIDE

Contact your **Territory Sales Manager** for full training.

See the **Self Capture PDF** for full details.

*Click the icon to view the visual reference for full details.

1 Creating the Condition Report

- Scan or manually enter the **VIN#.**
- Confirm that the Public VIN matches the dash and App.
- Validate the **Year, Make, Model and Trim.**
- Complete the vehicle details and confirm that all are accurate.

2 Photograph the Vehicle - Exterior, Interior and Damages

- **Exterior Photos**
  Include a wheel picture, **Manufacturer Label** – located on the driver side door or pillar.
- **Interior Photos**
  Always take a **full cluster picture** of the vehicle fully turned on with the odometer displayed. Take photos of any item that will **add value.**
- **Damage Photos**
  - **Ask yourself:** "As a professional buyer, would you be dissatisfied if the damage was not listed?"
  - Failure to list damages or list a vehicle with 0 damage photos can be subject to **arbitration.**
  - If the picture doesn't do justice – we highly recommend using the **seller note section.**

3 Vehicle Condition Scores

Condition Scores are 0 to 100 and can range from:

- Very Clean 86 - 100
- Clean 71 - 85
- Average 56 - 70
- Rough 41 - 55
- Very Rough 21 - 40
- Salvage 1 - 20

4 CARFAX

- Enabling **"Attach CARFAX"** toggle will pull the CARFAX report.
- Once the report is pulled, the **"View CARFAX Summary"** button will become available and tapping on this button will open the CARFAX Summary page.
- Dealers must manually add any additional claim amounts on the vehicle that are not yet noted in the **CARFAX report.** These manually entered claim amounts will be displayed as line items in the **CARFAX summary.**
- EBlock will set declarations automatically that are available within **CARFAX's MVDA.**
- Always ensure that the CARFAX report does not show **"VIN DID NOT DECODE"** under **year/make/model.**
- Review the entire report and disclose all items as per **Motor Vehicle Dealers Act and Provincial requirements.**

5 Listing a Vehicle

Once an inspection is 100% completed, you will be able to submit the vehicle to one of our auction events:

- **Live Auction -** Grounded Units
- **Timed Auction -** Grounded Units
- **Appraisal -** Non Grounded Units
- **Buy Now**

When ready to list your vehicle, select **"Submit to Auction"**

Once the vehicle is listed into an auction, the inspection cannot be edited. If you require assistance changing a listing, you have 2 options: **Contact your sales rep** or **Remove the vehicle from the auction, edit and repost.**

All definitions are available on **EBlock.ca under our **Terms and Conditions.** Please refer to our policies for full details.*