

LIVE BIDDING INSTRUCTIONS / 1

There is a 15% BUYERS PREMIUM + GST (on premium only) on the hammer price. This will add 17.25% to your final bid.



LOGGING IN

To bid at an auction you will need to register on the Cordys website.

Click on the blue **LOGIN** button to create your account which can be used for all future auctions.



REGISTERING

Once you are logged in, **YOUR NAME** will appear at the top right of the screen.

Select the auction you would like to bid on and click **REGISTER NOW.**



JOINING THE AUCTION

The auction will not be shown as **LIVE** until just before it is about to start.

Once it is, you will see the yellow **LIVE NOW** button. Click to join.



CONNECTING

You will see the **CONNECTED** button; if you don't, try refreshing the page. Wait for the Auction to begin.

The **BLUE BOX** will give you updated information throughout the auction once it is underway.

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Bid of \$120.00 accepted from online bidder Pending bid of \$120.00 from online bidder	
Lot 0009	Connected
A vintage brass school bell	
Estimate: \$120.00	
Current Bid \$150	Bid \$160
Buyer premium and GST is additional to your bid. All bids are subject to our buyer terms and conditions	
Bidding Activity	
Pending bid of \$160.00 from online bidder Bid of \$150.00 from floor bidder	
Bid of \$140.00 from floor bidder	
Bid of \$130.00 accepted from online bidder	
Pending bid of \$130.00 from online bidder Bid of \$120.00 accepted from online bidder)

DURING THE AUCTION

CURRENT BID: what the bids are at.

GREEN BOX/PENDING BID: What the next bid will be.

BIDDING ACTIVITY: shows where the bids are coming from (Floor or Online), both pending & previous. Also what the bids are increasing by.

BIDDING

To bid, click on **GREEN/BID BOX** this shows what the bid amount will be.

The auctioneer may accept your bid or someone else's bid of the same amount.

PRESET INCREMENTS	
BIDS BETWEEN	INCREMENTS
BELOW \$100	\$5
\$100 - \$199	\$10
\$200 - \$499	\$20
\$500 - \$999	\$50
\$1000 - \$2000	\$100
\$2000 - \$4999	\$200
\$5000 - \$9999	\$500
\$10,000 - \$19,999	\$1000
\$20,000 - \$49,999	\$2000
\$50,000 - \$999,999	\$5000
\$100,000 - \$200,000	\$10,000

INCREMENTS

The bidding increases by increments depending on the estimate of the item.

The increments are preset, but the auctioneer is able to change them during the auction.



LAST CALL

When bidding slows down, as in a live auction room, the auctioneer will indicate **LAST CALL.**

If no further bids are placed, the item will be sold, sold subject to approval or passed in.

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CLOSING THE BIDDING

The auctioneer will close bidding and you will no longer be able see the lot.

You will see a message in the **BLUE BOX** letting you know that bidding on the next lot will begin shortly.



SUCCESS

If you are successful on a lot, this notice will pop up, click **CLOSE** to bid on next lot.



SUBJECT

SUBJECT TO APPROVAL means that the bidding did not reach the reserve set & the buyer needs to give approval before it can be sold.

If you win a lot **SUBJECT TO APPROVAL**, you will see this message. You will be contacted once approval is given, or there if there is a need for negotiation.



PREVIOUS LOT

You can view what the last lot sold at the bottom of a current lot and also see if it sold **SUBJECT TO VENDOR'S APPROVAL**