



How do I submit bidding instructions
in catalogued auctions ?

Registration and identification

To take part in web auctions we first need to verify your identity and validate your account.

There are two possibilities here:

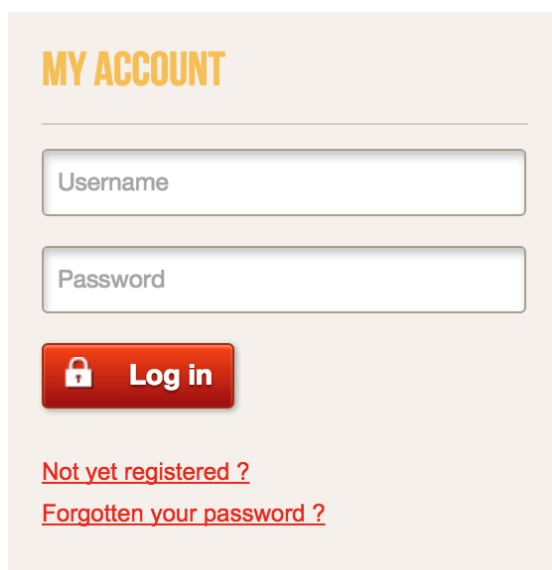
- 1) You have never taken part in either our catalogued or web auctions
- 2) You have already taken part in one of our catalogued or web auctions

➤ You have never taken part in either our catalogued or web auctions

If you have never taken part in any of Banque Dessinée's auctions, be they catalogued auctions or web auctions, you will need to complete a registration form.

You can access the registration form either by clicking on "[Create an account](#)" at the top of the home page, or by going to the "My account" box at the bottom of the page and clicking on "[Not yet registered ?](#)"


Log in · Create an account · Newsletter



MY ACCOUNT

Username

Password

 **Log in**

[Not yet registered ?](#)

[Forgotten your password ?](#)

To validate your account, and enable you to bid on our website, we ask you to supply proof of your identity. You have the possibility of uploading a copy of your identity document during the registration process, enabling your registration to be validated immediately. Once your registration has been saved, you will receive an e-mail asking you to confirm your data. After doing so, you will be able to activate your account. A site administrator will verify the copy of your identity document, after which it will be deleted from the server.

If you do not upload your identity document, you will be asked to e-mail us a copy of your passport or other proof of identity. Your registration will be validated manually as soon as we

receive it.

Passport n° *

*Must be provided to take part in web auctions and/or submit bidding instructions online

Copy of your ID card

Choisissez un fichier Aucun fichier choisi

⚠ It is impossible to bid online unless you have sent us a copy of your identity document, enabling your account to be validated ⚠

Once you have completed and saved the registration form, you will receive an e-mail asking you to confirm your data.

⚠ It is essential to confirm your data in order to have access to your user account.

➤ [You have already taken part in one of our catalogued or web auctions](#)

If you have already taken part in an auction, you can log in either by clicking on “**Log in**” at the top right of the home page, or by going to the “**My account**” box and entering your username and password.

⚠ Note ⚠

1. If you have already taken part in one of our catalogued auctions, you will already have an account with us. However, that account may not necessarily have been validated for bidding via our website. If that is the case (if you have already taken part in an auction on our premises) all you have to do is send us an [e-mail](#), and we will activate your account by e-mailing you the login details for your user space.
2. If you have forgotten your login details, go to the “My account” box and click on [“Forgotten your password?”](#) A reminder will be sent to you by e-mail.

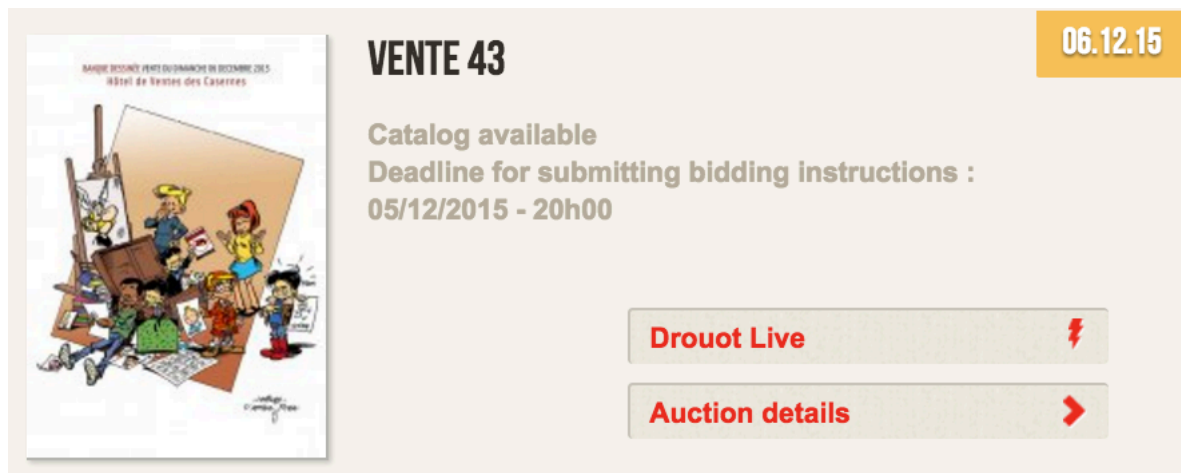
Once your identity has been verified, the menu across the top of the screen will display your full name and some additional menu options:

Hello Charles-Frédéric Focquet · [My account](#) · [My favorites](#) · [Bidding instructions](#) · [Log off](#) · [Newsletter](#)

Once you have logged in to your user space, it only remains for you to browse the lots available. To do so, click on the “Auctions” tab at the top of the page:

[HOME](#) [NEWS](#) [AUCTIONS](#) [SELL / BUY](#) [CONTACT](#)

This takes you to a page showing both previous and future “Auctions”. Auctions for which bidding instructions may be submitted contain the button “Auction details”. To access the items being auctioned, click on that button:







The screenshot shows an auction listing for 'VENTE 43'. On the left is a cartoon illustration of a group of people around a table. To the right, the text reads 'Catalog available' and 'Deadline for submitting bidding instructions : 05/12/2015 - 20h00'. A date badge in the top right corner says '06.12.15'. At the bottom right, there are two buttons: 'Drouot Live' with a lightning bolt icon and 'Auction details' with a right-pointing arrow icon.


This takes you to a page showing the items in the auction:

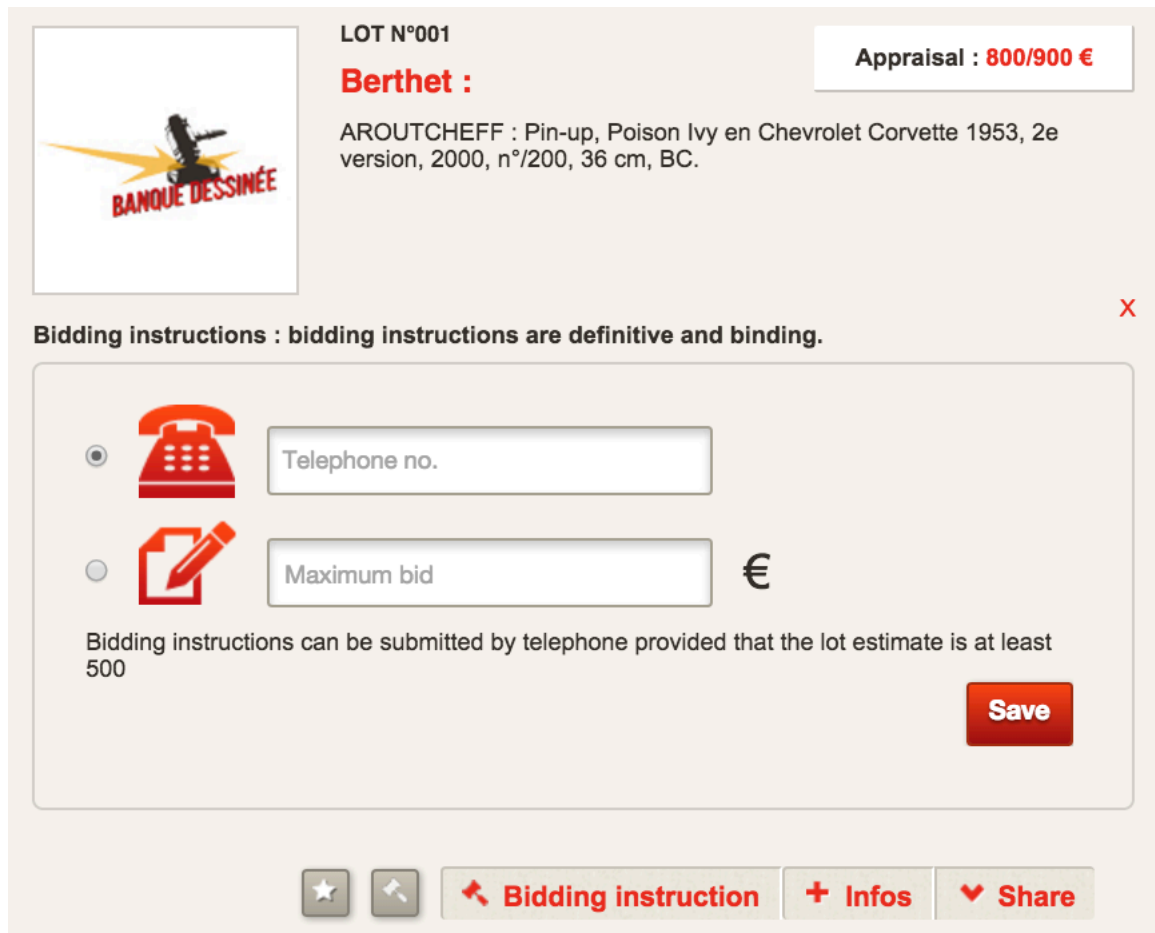


The screenshot shows a detailed view of an auction lot. On the left is a pin-up illustration of a person on a motorcycle with the text 'BANQUE DESSINÉE'. To the right, the text reads 'LOT N°001' and 'Berthet :'. A box on the right indicates 'Appraisal : 800/900 €'. Below this, the description reads 'AROUTCHEFF : Pin-up, Poison Ivy en Chevrolet Corvette 1953, 2e version, 2000, n°/200, 36 cm, BC.'. At the bottom, there are three buttons: a star icon, a left-pointing arrow icon, and a button labeled 'Bidding instruction' with a left-pointing arrow icon, followed by '+ Infos' and 'Share' with a heart icon.

By clicking on:

- **Information**: you can contact us directly, by e-mail, to request more detailed information about the lot concerned.
- **Share**: you can share the item on Facebook, Twitter or by -mail with your fellow collectors.
- : you can add the item to your favourites. You can easily return to it by clicking on “Favourites” in the menu across the top of the screen. If the icon is red  it means that the item is already in your favourites.
-   **bidding instruction**: you can submit bidding instructions online or by telephone (a minimum

estimate of €500 is required for telephone bidding). If the icon is red  it means that you have already submitted bidding instructions for that item online or have already made a request to issue bidding instructions by telephone. When you click on the icon a new box appears:



The screenshot shows a web interface for a bidding process. At the top left is a logo for 'BANQUE DESSINÉE' featuring a stylized figure. To the right, the lot is identified as 'LOT N°001 Berthet :'. An appraisal box indicates a value of '800/900 €'. Below this, the lot description reads: 'AROUTCHEFF : Pin-up, Poison Ivy en Chevrolet Corvette 1953, 2e version, 2000, n°/200, 36 cm, BC.' A red 'X' icon is visible in the top right corner of the form area. The main section is titled 'Bidding instructions : bidding instructions are definitive and binding.' It contains two radio button options: 'Telephone no.' with a telephone icon, and 'Maximum bid' with a document icon and a Euro symbol (€). A note states: 'Bidding instructions can be submitted by telephone provided that the lot estimate is at least 500'. A red 'Save' button is located at the bottom right of the form. At the very bottom of the page, there are navigation buttons: a star, a back arrow, a red arrow pointing to 'Bidding instruction', a plus sign for 'Infos', and a heart for 'Share'.

All that remains is for you to decide whether to place a maximum bid online, in which case you select that option and enter the maximum amount (not including charges) which you are prepared to bid during the auction, or whether to issue your instructions by telephone, in which case all you have to do is enter the telephone number on which you would like us to call you during the auction.

- Your maximum bid is the maximum amount which you are prepared to pay for the lot (not including charges). So it is not necessarily the price that you will actually pay for it.

Examples:

If you place a maximum bid of €500 and no one else bids more while you have the highest bid €300, the lot will be awarded to you for €300.

If you place a maximum bid of €500 and no one bids against you, but the lot has a reserve price of €250, the lot will be auctioned to you for the reserve price.

- You cannot both request telephone bidding *and* enter an amount. You have to choose one of the two options.

To save your bid, click on “**Save**”.

Your bid is accepted and will be sent to us. You will also receive an e-mail from us confirming the item and the amount (or the telephone number).

PLEASE NOTE :
All your bidding instructions are definitive!

Should you require any further information please do not hesitate to contact us:

- E-mail: info@banquedessinee.be
- Telephone: + 32 (0)2 646 91 38

Happy bidding!
The Banque Dessinée team