



## **Registration and identification**

**How do I submit bidding instructions  
in catalogued auctions ?**

**How do I take part in web 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

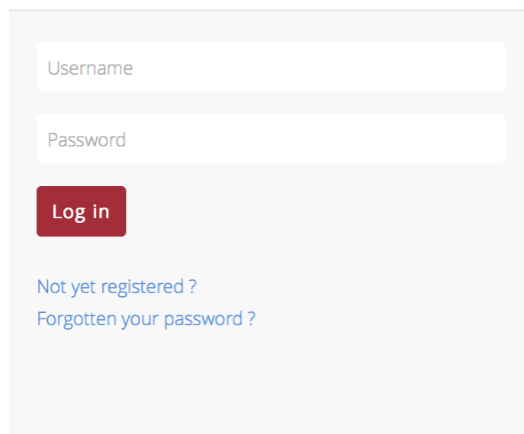
### ➤ **You have never taken part in either our catalogued or web auctions**

If you have never taken part in any of Millon Belgique'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 FR NL EN

#### 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.



Passport n° \*

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

Copy of your ID card

aucun fichier sél.

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.

 **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 FR NL EN

## How do I submit bidding instructions in catalogued auctions

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 DEPARTMENT 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:



**BANDES DESSINEES**  
— Catalogued auction : 11h  
dimanche 12 mars 2017  
Catalog available  
Deadline for submitting bidding instructions :  
11 mars à 22h

Auction details Drouot Live

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









LOT N°008  
Appraisal : 1500/1800 €  
**Girls :**  
Leloup : LETTRA-PLAQ : Yoko Tsuno, **exemplaire rose unique** jamais commercialisé, H.C. n°1, C signé Leloup. Dimensions : 100 x 70.

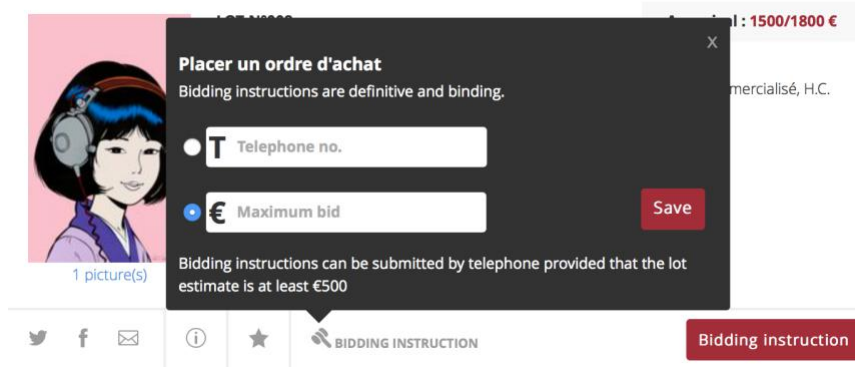
1 picture(s)

Twitter Facebook Email Info Star BIDDING INSTRUCTION Bidding instruction

By clicking on:

-  : you can contact us directly, by e-mail, to request more detailed information about the lot concerned.
-  : 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. You can print your Favourites in pdf auctions by auctions.

-  BIDDING INSTRUCTION **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:



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!**

## How do I take part in web auctions ?

### ➤ What you need to know about web auction

- No catalogues are produced for web auctions, either on paper or as a pdf
- Web auctions take place over the course of one week
- Lots are visible on our website as soon as the auction opens
- There are one opportunity to view items entered in the auction
- You have to have a validated account with us to be able to bid online
- Purchasers pay a total premium of **22%** (including all taxes) on all lots
- Purchases can be collected by appointment

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:

Hello Charles-Frédéric Focquet My account My favorites Bidding instructions Log off FR NL EN

This takes you to a page showing both previous and future “Auctions”. Active web auctions, which are open for bidding, contain the button “**Auction details**”. To access the items being auctioned, click on that button.



The screenshot shows an online auction listing. On the left is a book cover for 'L'HERITIER' by Philippe Francq and Jean Van Hamme, featuring a man in a red shirt sitting in a chair. To the right of the cover, the text reads: 'BANDES DESSINEES' in bold, followed by '— Online auction'. Below this, the start and end dates are listed: 'Begins : 01.04.17' and 'Ends : 09.04.17 from 21 h 00 min'. At the bottom right of the listing area, there is a red button with the text 'Auction details'.

If you are logged in to your account, your bidding number will be displayed towards the right of the screen:

**YOUR BIDDING NUMBER IS : 176**

The same box also contains:

- “**Auction details**”: when the auction opens and closes
- “**My bids**”: lists the lots on which you have bid and the amounts that you have bid
- “**My bidding instructions**”: lists the lots for which you have submitted bidding instructions (see below) and your maximum bids

This information appears if you click on the relevant headings. The table expands to reveal details of your bids and bidding instructions :

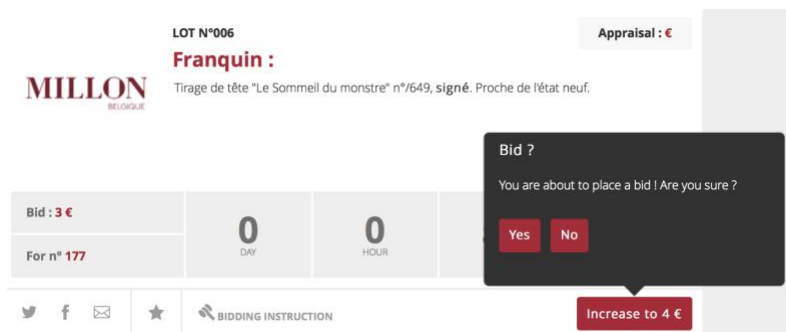


Once the auction has opened, you will see a red button marked “**Increase to ...**”.



To place a bid, all you need to do is click on that button :

- If you are the highest bidder, the red background turns green and displays the message “**For you**”. The “**Bid**” and “**For no.**” fields also turn green:



- If the button and the “**Bid**” and “**For no.**” fields remain red, it means that you are not the highest bidder.
- If your bid is lower than the reserve price, a red warning message is displayed



LOT N°004 Appraisal : 150/200 €

**Blueberry :**

**MILLON**  
BRUXELLES

Tirage de luxe "Le Bout de la piste" n°72050, signé (avec tiré-à-part). Etat neuf (cachet sec en page de garde).

The reserve price has not yet been reached !

Bid: 2 €	0	0	51	27
For n° 182				SECONDS

BIDDING INSTRUCTION
 
Increase to 3 €

### ✓ Reserve price

The reserve price is the price below which the lot will not be sold :

- If the reserve price has not been reached, a message to that effect appears on the lot. It remains until bidding is greater than or equal to the reserve price.
- As soon as the reserve price has been reached, the message disappears.

**Note :** It is always possible to increase your bid manually until it is equal to or greater than the reserve. Once the reserve price has been exceeded the message disappears and, if you are the highest bidder, the button turns green.

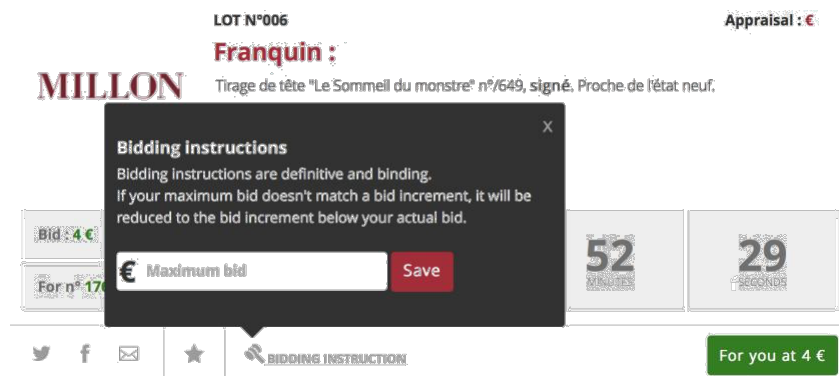
### ➤ Submitting bidding instructions

It is also possible to submit **bidding instructions** for the lots which you are interested in.

The bidding instructions icon appears when the web auction starts :



To submit a bidding instruction, all you have to do is click on the icon, enter the maximum amount which you are prepared to bid (not including charges) and press “**Save**”.



Once your instructions have been saved, the icon turns red and a confirmation e-mail is sent to you. Your bidding instructions have been accepted.

### ➤ How does the system of bidding instructions work in the web auctions?

- 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.*

- It is possible to increase your maximum bid, but it is not possible to reduce it.
- Bids are automatically placed on your behalf to outbid manual bids and other clients' bidding instructions until your maximum bid is reached:

#### Examples:

*If you place a maximum bid of €35 on a lot when bidding stands at €10, you become the highest bidder with a bid of €15. If another bidder places a higher bid of €20, a bid of €25 is immediately placed on your behalf (because your maximum bid is greater than €20) and you remain the highest bidder. The next possible bid will therefore be €30. If someone does bid €30, a bid of €35 is immediately placed on your behalf (because your maximum bid is greater than €30) and you remain the highest bidder.*

*If three clients have submitted bidding instructions, the three automatically bid against each other. If one has placed a maximum bid of €100, the second €150 and the third €200, the bidding will immediately go up to €160 in favour of the third bidder (in line with bid increments).*

- If the maximum bid in the bidding instruction is below the reserve price, the bid placed is

the maximum offered.

- If the maximum bid in the bidding instruction is above the reserve price, the bid placed is equal to the reserve price.

#### ✓ **Reserve price**

The reserve price is the price below which the lot will not be sold:

- If the reserve price has not been reached, a message to that effect appears on the lot. It remains until bidding is greater than or equal to the reserve price.
- As soon as the reserve price has been reached, the message disappears.

**Note :** It is always possible to increase your bid manually until it is equal to or greater than the reserve. Once the reserve price has been exceeded the message disappears and, if you are the highest bidder, the button turns green.

- If two clients submit bidding instructions with the same maximum amount, the instructions that were submitted first take precedence and the bid placed is the maximum instructed.
- Maximum bids must **respect bid increments**. If your maximum bid does not match a bid increment, it will automatically be reduced to the bid increment below your actual bid.

#### Examples:

*If bidding currently stands at €500 you cannot submit a bidding instruction for a maximum of €512. The minimum accepted will be €520.*

*If you submit a bidding instruction for a maximum of €530, it will automatically be reduced to €520.*

#### ✓ **bid increment**

0	to	10€	= 1€
10€	to	100€	= 5€
100€	to	300€	= 10€
300€	to	800€	= 20€
800€	to	1.500€	= 50€
1.500€	to	3.000€	= 100€
3.000€	to	10.000€	= 200€
10.000€	to	...	= 500€


#### ➤ **End of the auction**

Bidding on the first lot closes on the date and at the time indicated under “Auction details” towards the right of the screen.

As of that time, bidding will close on each lot in succession at 30 seconds intervals.

The countdown timer turns red for the last 30 seconds of bidding.

Bidding on the lot closes when the countdown timer shows 0 hours 0 minutes 0 seconds and a button labelled “Bidding has closed on this lot” appears.

 However, if bids are placed on a lot during the final 30 seconds of bidding, an additional 30 seconds are added to the timer for each new bid which is placed in the final minute without the timer on the other lots being affected. This is signalled by the appearance of the sentence, **“Please note that the closing time for bidding on this lot has been changed”** in the lot box.


Example:


*If there are 15 seconds before bidding on lot no. 1 closes and I place a bid on that lot, 30 seconds are added to the countdown timer on lot no. 1. The time on the clock therefore increases to 45 seconds.*

*The countdown timers on the other lots are unaffected by this 30-second extension to bidding on lot no. 1. The timers on the other lots continue to count down normally.*

*It is therefore quite possible for bidding on lot no. 1 to close after bidding on lot no. 2. It all depends on the number of bids placed in the final minute of the countdown.*

The auction ends when all the lots are closed for bidding, and you will be informed by e-mail of the lots that you have won. The e-mail you are sent will contain a list of the lots that you have won and the total amount that you have spent.

 **Finally, we would like to draw your attention to the fact that purchasers pay a total premium of 22% (including all taxes) on purchases made in web auctions.**

 **In case of dispute, the winning bid is determined using the timer on the computer server, and not the one on your computer.**

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

- E-mail: [info@millon-belgique.com](mailto:info@millon-belgique.com)
- Telephone: + 32 (0)2 646 91 38

Happy bidding!  
The Millon Belgique team