Instructions for Use of Online Auction Console Filatelie Klim

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Introduction

Dear Collectors and Friends.

We would like to introduce you to a new way of auctioning collectibles at the Filatelie Klim auction. Existing indoor and written auctions, which allow the possibility of sending written limits as well as auctioning by telephone, have been supplemented by a new method of online auctioning on the day of the auction. With the help of the auction console, you have the opportunity to join the auction in the hall live and bid against other interested parties.

What's needed?

- 1. To be a registered customer of Filatelie Klim
- 2. Have filled in all mandatory data for participation in the auction
- 3. Have an approved account for the auction
- 4. Have the auction console running
- 5. The desire to auction something ©

1. Registering on the Filatelie Klim website

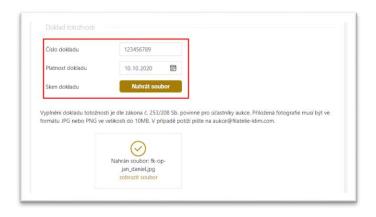
a) Visit www.filatelie-klim.com and click on the "Registration" link at the top



- b) Complete the registration form.
- c) After successful completion, the system will notify you that you have been registered and will log you into the system.
- d) For each subsequent visit, you can log in from the "Log In" link at the top.
- e) You can manage your personal data yourself under the <u>personal account account settings</u> section
- f) In case of a forgotten password, visit the "Send Forgotten Password" page the link is in the "Login" section, or click on the link here

2. Mandatory information about the auctioneer

For legislative reasons, we have an obligation to identify the participants in the auction – a regulation against the legalisation of income from criminal activities. We ask for an identity document (ID card, passport) - photo, number, validity - in the <u>user account settings</u> on the website <u>www.filatelie-klim.com</u>.



www.filatelie-klim.com > personal account > account settings > proof of identity

If necessary, it is possible to carry out the verification process in person at one of our branches.

In case of technical problems with uploading an image to the system, you can send it to our email aukce@filatelie-klim.com and our team will help you.

3. Auction Account Approval

To accept written orders for the auction (limits) or for online auctions using the auction console, you must be an approved client. The Filatelie Klim team is in charge of all approvals.

a) How do I know that I am an approved client?

- Login to the personal account section on www.filatelie-klim.com, which is on the left of the screen the "Hall Auction" section and do I have the following information "(no) I have proof of identity" + "(no) Am I approved for the auction?
- In the case of non approval, the system will warn you (display an error message) that you cannot auction or turn on the auction console for an online auction.

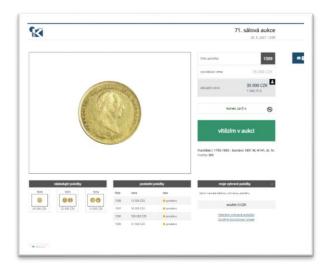


b) How can I apply for auction approval?

- Send an email with a request to aukce@filatelie-klim.com

4. Auction Console

The auction console is a web application through which it is possible to connect online (live) to the hall and simultaneously auction individual items together with other participants in the hall, as well as both written and telephone auctioneers.



a) What are the start-up requirements?

- a. Equipment computer, phone, tablet; Tested on Microsoft Windows 10 in the current version with Internet browsers Microsoft Edge, Google Chrome, Firefox and Opera in the current versions. Tested on Apple iOS + Safari, Google Android + Chrome in the current versions.
- b. Internet connection
- c. Approved user account Filatelie Klim for auction

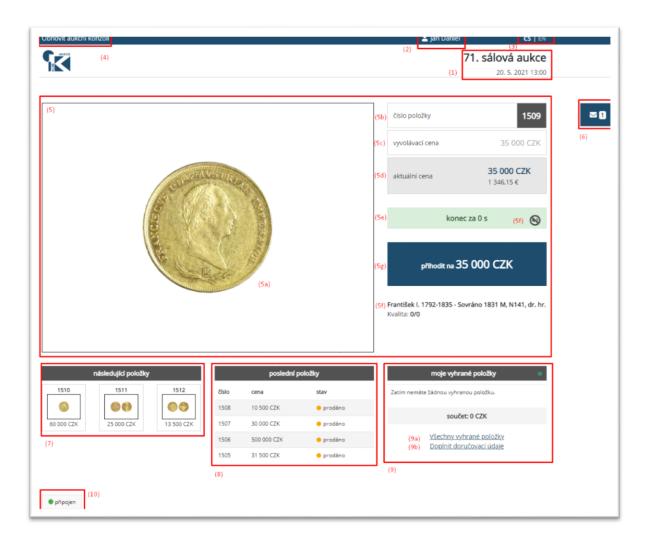
b) Where can I run it?

- a. Visit www.filatelie-klim.com
- b. Log in to your user account
- c. Visit the "Hall Auctions" section
- d. At the bottom you will find a list of current auctions link "LIVE Auction entry for bidders" Note: The console is available live no earlier than a few hours before the auction and after the auction it is turned off again.



c) How do you use it?

- a. Follow the progress of the auction, if interested in an item for a given price, click on the button "Bid on XXX CZK". The system automatically accepts the offer.
- b. If your bid is the highest, then the "Bid On" button will change to "Auction Winner"
- c. If you entered a written limit before the start of the hall auction and it was approved, the auction system bids for you up to the amount of your maximum limit regardless of whether you have / or do not have the auction console turned on and you are / are not present at the computer. The amount must be submitted in advance (until midnight before the auction) and the user must have a user account enabled for the auction.
- d. You can see a list of your winning items on the bottom right (preview + link to view all)
- e. You are obliged to complete your payment and delivery details. You can add them at any time during the auction. If you are successful in the auction, it is necessary to tell the auction house Filatelie Klim how you will pay for the items (bank transfer, cash on delivery, in person) and how you will take over the items (have them sent, in person at the branch, etc.).
- f. You can disconnect (leave) at any time and return to the live auction. When you return, the system displays the currently auctioned item.



Auction console screen description:

- (1) Name and date of the auction
- (2) User Login
- (3) Language selection
- (4) Console Reset

When not communicating with the server, you can reset the Internet browser window or use this feature for the same effect.

- (5) Auctioned item
 - a. Photo of the auctioned item
 - b. Auctioned item number
 - c. Opening bid
 - d. Current price in CZK and EUR
 - e. Waiting time information for other bidders
 - f. Auction end termination sound (on / off)
 - g. Button to instruct the auction console "I want to auction an item" for this price
 - h. Description of the auctioned item
- (6) News from the auction house

Short text information messages. If the message is unread, the number of unread messages is displayed here.

- (7) Next auction items
- (8) Previous (past) auction items
- (9) Information about the current state of the console connection to the auction server
 - a. All won items an overview of your items
 - b. Complete the delivery details how you want to pay and send the won items

Preview of the mobile version of the auction console:



