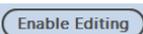


## Interactive Bid Form

If you wish to lodge a bid by email complete the **Interactive Bid Form** using the following steps

- a) Whichever search engine you use you need to open and download the  interactive bid form from the Philas website and save the form to your own computer prior to entering any data – *you will need a copy for your own records anyway*
- b) Open the form that you saved on your computer using Adobe Acrobat Reader DC and you will see a  form with “fields” already highlighted but the “fields” will not be accessible, you will need to select  at the top right of the Adobe document for you to be able to enter data into the form. (*A pop-up menu will appear stating that the document will no longer comply with PDF/A, just select OK*)
- c) Place your cursor on the first box  in the LOT column
- d) Enter the Lot number required and then “Tab” to the next field and enter the amount which you wish to bid, **please only enter whole \$ values as a number** (the dollar sign will automatically appear)
- e) Continuing using the “Tab” key to continue entering LOT and Bid\$ details as required.
- f) Enter the **Collection/Delivery** details as to whether you will collect your successful bids and the date or if you wish the items to be posted  
(To use the date “field”  use the arrow on the right side to select the appropriate date)
- g) Tab to continue to enter your personal details, address etc and then select either Mastercard or Visa and the card numbers, expiry date and security number on the reverse of the card
- h) To enter the “expiry date” use the arrow on the right of the “field”  double click the year at the top of the screen to select the correct year. After selecting the year you will then be able to select the month
- i) Enter your full name in the signature space to acknowledge your acceptance of the **“Declaration”**

### **On Completing the form**

1. On completing all information on the form resave the form, *this is now your record of what you are intending to bid so you will need to keep this record.*
2. On the Philas Auction page where you originally downloaded the bid form from select the email address [auction@philas.org.au](mailto:auction@philas.org.au) and a new email will open

3. On the “subject” line enter AUCTION and the auction number you are bidding on
4. In the body of the email attach the bid form file using the insert tab and 
5. Find and select the completed bid form that you had previously saved and the file will then be attached to the email
6. Ensure that you enter your full name and contact phone number on the email
7. Philas office will reply to your email confirming the receipt of your bid