



CONSIGNING WITH BASSANI'S

Our 7-step auction process

From the first photo to final payment, here is exactly what happens when you consign with Bassani's.

1

Submit pictures

Send clear pictures of the coins or notes you wish to consign for our team to review via WhatsApp +27 (65) 501-3199 or email sales@bassanis.co.za.

2

Consignment form

Should we be interested in consigning your item(s), our team will send you a consignment form to complete. Carefully read and return the form to sales@bassanis.co.za.

3

Courier collection details

Once we receive your fully completed consignment form, our team will request the following details to arrange a courier collection via The Courier Guy:

- Full name
- Phone number
- Email address
- Street address
- Suburb
- City
- Province
- Postal code

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Courier service via The Courier Guy

After receiving your address, we'll book a courier and send you the waybill slip to print and attach to your package.

- Collection times: bookings before 2pm are collected the same day; after 2pm, the next day. Let us know if you need a specific date.
- Unable to print? Write the waybill number and your name visibly on the package.
- Packaging: use a flyer (40cm x 30cm x 8cm, 2kg limit) and request one from the driver if needed. For larger items, use a box and email us the dimensions and weight before booking.
- Ensure your parcel is securely packaged, with the waybill number written on the flyer and the slip placed in the sleeve.

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Receipt, cataloguing and your portal invitation

Parcels typically reach our premises 2 to 3 days after collection. Once your parcel arrives, we promptly send back your fully executed consignment agreement, formalising receipt of your items, and begin thorough cataloguing for our upcoming auction(s).

At this point we also create your Bassani Client Portal account and email you an invitation. The step-by-step access guide below walks you through it.

6

Track your consignment in the Client Portal

It may take up to two weeks to prepare your items for auction. From cataloguing onwards, the Bassani Client Portal sends you updates on your items and gives you a full breakdown of your consignment: the auction name and date, item descriptions, lot numbers, and the current status of every item.

If your items are spread across multiple auctions, the portal reflects updates as each new auction is uploaded. There may be up to a one-month gap between auctions. You can also view upcoming lots in our app or on auctions.bassanis.co.za.

7

Auction reconciliation and payment

Within 48 hours of an auction closing, your reconciliation with the sale prices and the amount owed to you is available in the Client Portal. Payments are processed about two weeks after the auction.

If you also win lots as a buyer, owed and owing amounts are handled as separate transactions for accurate tracking.

We ensure your coins are presented in top condition, and all lots start at a R1 reserve.

BASSANI CLIENT PORTAL

Accessing your Client Portal

Every consignor gets a Bassani Client Portal account: one place to see your consignments, item updates, auction results, and statements.

1. Once your parcel has been received and catalogued, we send a portal invitation to the email address on your consignment form.
2. Open the invitation email and click the activation link. Can't find it? Check your spam or promotions folder.
3. Set your own password when prompted.
4. Sign in at ims-bassanis.co.za/clientportal and bookmark it for next time.
5. You'll now see live updates on your items, the full breakdown of your consignment, and statements after each auction.

ims-bassanis.co.za/clientportal

Didn't receive an invitation? Email sales@bassanis.co.za or message us on WhatsApp +27 (65) 501-3199 and we'll resend it.