

## Bidders Quick Guide

Access the Eskom eaction system on [eauction.eskom.co.za](http://eauction.eskom.co.za)

1. You will receive an email notifying them of the registration and to request for account activation. Use the Link on email to activate account within 72hour of receiving the email. If link does not work, kindly alert your contact person for the auction you were invited to.  
**Note: if you do not find emails from [eauction@eskom.co.za](mailto:eauction@eskom.co.za), please check the spam/junk mail folder as they may have been identified as such.**
2. Link will only request for you to create a new password following a set guideline.
3. For returning users, please login with your registered email address and the password you used on first registration.  
If you forgot your password, use the **forgot your password?** Link to reset your password.
4. Once logged in, you will be able to see the list of active auctions you have been invited to. Click the **“view”** button to access the auction you want to participate in. This will give you a list of items that form part of that auction.
5. Note: you can only bid for one (1) item at a time. Each item must have will have it's own price. Click **“Select”** on each item to access the bid section.
6. When bidding, the system will suggest the next bid amount, you can enter your own amount to bid. However, ensure that the system accepts your bid with a green pop-up message notifying you that the Bid has been accepted successfully.
7. You will receive a notification on the system and via email if you have been out-bid. And when the auction has close.
8. Note: Auction end-time may be extended if a last-minute bid has been placed. Extension time is pre-configured per auction to allow last minute counter bids.  
**e.g. A bid at 13:58 on an auction closing at 14:00 may trigger an extension for the auction to close at 14:05.**
9. Previous auctions can be viewed by changing the dates on the date selector and selecting **“All”** on the status filter.