



## Withdrawing Lots or Items

# User guide

Published date: 1 July 2023



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# 1.1 WITHDRAWING LOTS/ITEMS FROM AN AUCTION

## ITEM WITHOUT LOT NUMBER ASSIGNED

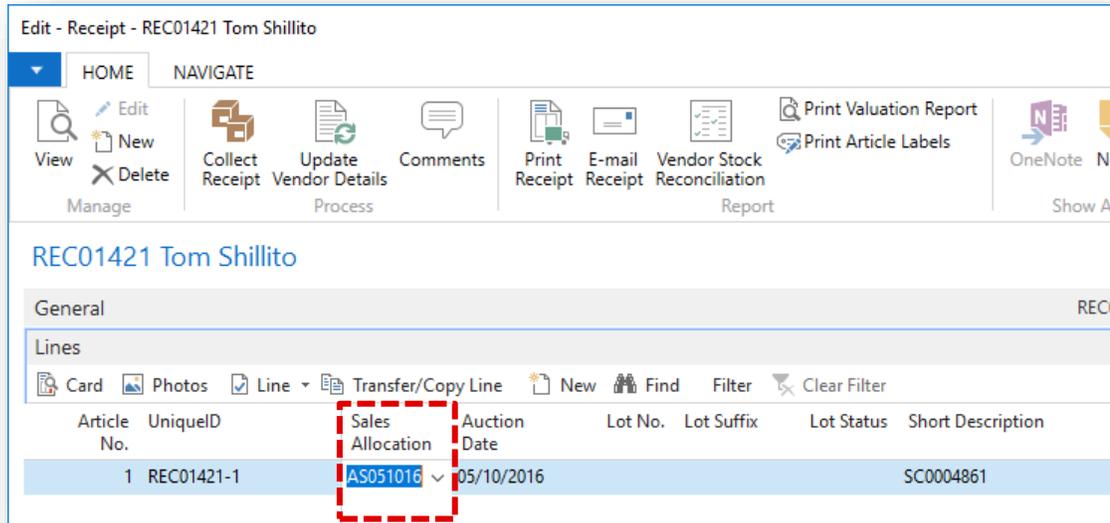
In order to remove unlotted article from an auction, and stop it from being brought back in each time the auction is created:

1. Open an auction, and then navigate to the **Lines FastTab**.  
Select a line with an article you want to withdraw, and from the **Lines** menu select **Functions** and then choose **Goto Receipt**.

The screenshot shows the 'Lines' interface with a table of items. The 'Functions' menu is open, and 'Goto Receipt' is selected. A red dashed box highlights a row in the table (Lot No. 5) and the 'Functions' menu.

Lot No.	Lot Suffix	Receipt No.	Article No.	Short Des
1		66796	1	Coteaux c
2		67516	5	Meursaul
3		67792	10	Assorted
4		68410	13	Mac For
5		68410	15	Schloss G
6		68410	17	Pouilly F
7		68410	20	Bienvenu
8		68410	21	Bienvenu
9		68410	22	Bourgogr

- Relevant receipt opens.  
Navigate to the article line and then change or remove value in the **Sale Allocation** field.

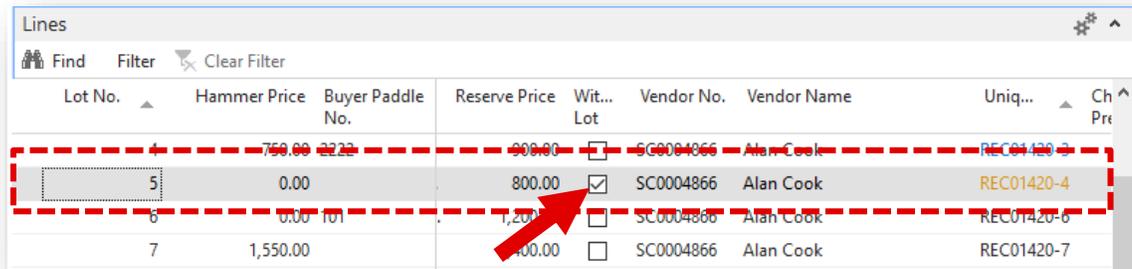


Next time you create an auction (Import Lots), the item will not be brought back in.

### ITEM WITH LOT NUMBER ASSIGNED

When an article with lot number assigned is withdrawn from a sale, all information related to the lot are updated in the system. This means that reports such as Pre-sale advice or catalogue text will show that the lot has been withdrawn.

- Open an auction and then navigate to the **Lines FastTab**.  
Select a line with an article you want to withdraw, navigate to the **Withdrawn Lot** column and select the checkbox.



2. Enter the **Withdrawal Reason** and select **OK**.

3. Select **Yes** if you want to apply charge for withdrawn lot.

Withdrawn lot is marked in orange colour in the **UniqueID** column on the **Auction Day** page.

Description	Reserve Price	Wit... Lot	Vendor No.	Vendor Name	Uniq...	Ch... Pr...
silver sugar v...	500.00	<input type="checkbox"/>	SC0004866	Alan Cook	REC01420-5	
silver teapot...	600.00	<input type="checkbox"/>	SC0004866	Alan Cook	REC01420-1	
y pair of Ed...	800.00	<input type="checkbox"/>	SC0004866	Alan Cook	REC01420-2	
ctorian silve...	900.00	<input type="checkbox"/>	SC0004866	Alan Cook	REC01420-3	
silver Argyle...	800.00	<input checked="" type="checkbox"/>	SC0004866	Alan Cook	REC01420-4	
yellow meta...	1,200.00	<input type="checkbox"/>	SC0004866	Alan Cook	REC01420-6	
abochon ga...	1 400.00	<input type="checkbox"/>	SC0004866	Alan Cook	RFC01420-7	

On the **Salebook**, withdrawn lot is marked as Withdrawn in the **Reserve**, the **Buyer Paddle No.** and the **Hammer Price** columns.

<b>3</b>	Fine quality pair of Edwardian two-branch three-light batwing candelabra, with slender tapering colu... <b>Vendor Name: Alan Cook</b>	€800- €1,200	<b>800</b> No Reserve			
<b>4</b>	Unusual Victorian silver pepper pot in the form of a 'knight' chess piece with screw-on base. Regist... <b>Vendor Name: Alan Cook</b>	€1,000- €1,500	<b>900</b> No Reserve			
<b>5</b>	William IV silver Argyle of baluster form, with side-mounted silver handle with ivory insulators and... <b>Vendor Name: Alan Cook</b>	WITHDRAWN €800- €1,200 WITHDRAWN	<b>800</b> No Reserve		WITHDRAWN WITHDRAWN	WITHDRAWN WITHDRAWN
<b>6</b>	Edwardian yellow metal hollow curb link bracelet with padlock clasp CONDITION REPORT Link marked wit... <b>Vendor Name: Alan Cook</b>	€1,200- €1,500	<b>1200</b> No Reserve	1400 Chris Cuninghem (5009)		
<b>7</b>	Victorian cabochon garnet brooch, three Edwardian lockets and antique and other jewellery ... <b>Vendor Name: Alan Cook</b>	€1,500- €1,800	<b>1400</b> No Reserve			

**NOTE**

If you try to input hammer price against withdrawn lot **Error** message appears.

AS051016 Architectural Sale (05/10/16)

**✖ Withdraw Lot must be equal to 'No' in Auction Line: Auction No.=AS051016, Auction Line No.=40000. Current value is 'Yes'.**

Auction Details

Lines

Find Filter Clear Filter

Lot No.	Hammer Price	Buyer Paddle No.	Reserve Price	Wit... Lot	Vendor No.	Vendor Name	Uniq...	Ch Pre
1	500.00	101	500.00	<input type="checkbox"/>	SC0004866	Alan Cook	REC01420-5	
2	700.00		600.00	<input type="checkbox"/>	SC0004866	Alan Cook	REC01420-1	
3	900.00	4456	800.00	<input type="checkbox"/>	SC0004866	Alan Cook	REC01420-2	
4	750.00	2222	900.00	<input type="checkbox"/>	SC0004866	Alan Cook	REC01420-3	
<b>✖</b> 5 <b>✖</b>	800.00		800.00	<input checked="" type="checkbox"/>	SC0004866	Alan Cook	REC01420-4	
6	0.00	101	1,200.00	<input type="checkbox"/>	SC0004866	Alan Cook	REC01420-6	

Refresh the page to remove the error.

Edit - Auction Day - AS051016 Architectural Sale (05/10/16)

HOME ACTIONS

WEB Registrations New View Edit Check Payments Process Refresh Clear Filter Page Go to Previous Next

AS051016 Architectural Sale (05/10/16)

**✖ Withdraw Lot must be equal to 'No' in Auction Line: Auction No.=AS051016, Auction Line No.=40000. Current value is 'Yes'.**

Auction Details

Lines

Find Filter Clear Filter

Lot No.	Hammer Price	Buyer Paddle No.	Reserve Price	Wit... Lot	Vendor No.	Vendor Name	Uniq...	Ch Pre
4	750.00	2222	900.00	<input type="checkbox"/>	SC0004866	Alan Cook	REC01420-3	
<b>✖</b> 5 <b>✖</b>	800.00		800.00	<input checked="" type="checkbox"/>	SC0004866	Alan Cook	REC01420-4	
6	0.00	101	1,200.00	<input type="checkbox"/>	SC0004866	Alan Cook	REC01420-6	

**NOTE**

You are not allowed to withdrawn lot which is sold, error message appears.

AS051016 Architectural Sale (05/10/16)

 Hammer Price must be equal to '0' in Auction Line: Auction No.=AS051016, Auction Line No.=50000. Current value is '500'.

Auction Details

Lines 

 Find  Filter  Clear Filter

Lot No.	Hammer Price	Buyer Paddle No.	Reserve Price	Wit... Lot	Vendor No.	Vendor Name	Uniq...
 1	500.00	101	500.00	<input checked="" type="checkbox"/>	SC0004866	Alan Cook	REC01420-5
2	700.00		600.00	<input type="checkbox"/>	SC0004866	Alan Cook	REC01420-1
3	900.00	4456	800.00	<input type="checkbox"/>	SC0004866	Alan Cook	REC01420-2

Refresh page to remove the error.

**IMPORTANT**

Before you assign withdrawn lot to another sale, you must go to the **Receipt** and remove withdrawn status from the article.

The screenshot shows a software interface for editing a receipt. At the top, there is a title bar 'Edit - Receipt - 10407 David Brown' and a ribbon menu with various actions like 'View', 'Edit', 'New', 'Delete', 'Collect Receipt', 'Update Vendor Details', 'Comments', 'Commission Agreement', 'Print Receipt', 'E-mail Receipt', 'Print Valuation Report', 'OneNote', 'Notes', 'Links', 'Refresh', 'Clear Filter', and 'Page'. Below the ribbon, the main content area is titled '10407 David Brown' and contains a 'General' section with fields for '10407', 'V000798', and 'David Brown'. The primary section is a table titled 'Lines' with columns: 'Article No.', 'UniqueID', 'Hammer Price', 'Withdraw Lot', 'Unsold Article...', 'Sales History', 'Lot Lookup', 'Export Issue', and 'Export Iss'. A red arrow points to the 'Withdraw Lot' checkbox for the row with Article No. 5 and UniqueID 10407-4, which has a Hammer Price of 0.

Article No.	UniqueID	Hammer Price	Withdraw Lot	Unsold Article...	Sales History	Lot Lookup	Export Issue	Export Iss
3	10407-3	300	<input type="checkbox"/>		1 100		<input type="checkbox"/>	
5	10407-4	0	<input checked="" type="checkbox"/>		2 19		<input type="checkbox"/>	
6	10407-5	300	<input type="checkbox"/>		1 249		<input type="checkbox"/>	
6	10407-6	0	<input type="checkbox"/>		1 91		<input type="checkbox"/>	
7	10407-7	320	<input type="checkbox"/>		1 99		<input type="checkbox"/>	

