

Liv-ex User Guide part 2: trade and manage

Creating live bids and offers

[Liv-ex > Trading > Exchange](#)

Anything on the Liv-ex Exchange which is blue or green represents a **live, firm** bid to buy or a **live, firm** offer to sell. The Exchange is open online 24/7, meaning you could trade at any time of the day.

1) To create an offer (to sell)

Wine	Liv-ex markets			Market overview
Wine, Vin, C	Bid	Offer	Last	Market
Lafite Rothschild, 2009 6x150, SIB	5,846 1	10,112 1	6,038 05/11/15	6,000

- Click on a **bid (in green)**
- Enter the price, quantity, contract details
- Processing the offer:
 - If you want to process it immediately, click 'Process'.
 - If you want to create multiple bids or offers, click Add. It will appear in the left hand order panel on your screen.
- Remember that Liv-ex will charge you 2% commission and there is a Vine charge of £3.50 or €4.90 per case
- If you are offering stock under an SIB contract you need to ensure that [it abides to the terms and conditions](#).
- Confirm your offer by entering your password
- If you don't alter your position this will expire after 90 days
- Ref field is a space for your notes, e.g. client name (these will not be seen by others).
- If you are adding a Special, you only need to highlight what makes it Special – if it is in good condition you do not need to reference this. Email photos to your Exchange Manager for these to be added to the site.

2) To create a bid (to buy)

- Click on an **offer (in blue)**
- As above, enter the price, quantity, contract details and confirm.

Viewing your position in the market and your past trades

[Liv-ex > Trading > Your exposure](#)

1) [Your exposure](#)

- If you have the best bid or offer, red lines around a box highlights that this is your position.
- Click the 'Sel' (select) column to edit or process orders

Your exposure	Last list	Opportunities									
Process selected 70 results, page 1 of 3 Select all Export Suspend all Reactivate all For selected orders... Go											
Wine	Your exposure						Liv-ex markets				
Wine / Vin / Reg	B/O	GBP	Qty	Ref	State	Sel	Unit / C	Bid	Offer	Last	Market
Gruaud Larose, 2009 bdxr	Offer	575	10		Live	<input checked="" type="checkbox"/>	12x75 Special	-	575 10	500 08/04/16	680

- Ref field refers back to any reference you may have included for yourself when creating your order. This can be edited.

2) [Last list](#)

- a. Last list shows your list versus the market: email the Liv-ex data team to arrange how to send your list or get one of the team to access it.
- 3) Opportunities**
- a. Selling opportunities = from bids that are within 10% of your list price
 - b. Buying opportunities = from offers that are >10% below your list price
 - c. Interest = recent transactions that are within 10% of you list price

Liv-ex > Trading > Your trades

- a)** View your historical trades
- b)** If your position disappears soon after going live, check 'Your Trades' – it may have already sold.