



SOURCING AUCTION USER MANUAL

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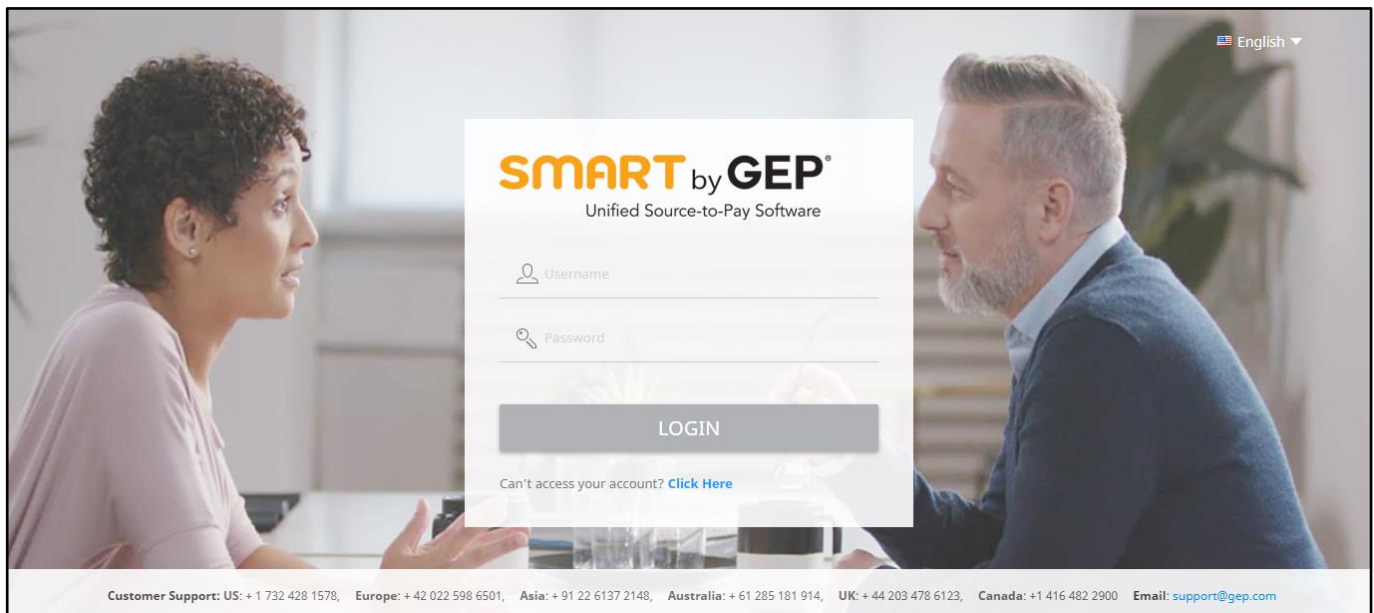
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Chapter 1: Getting Started

The SMART by GEP® e-procurement software platform enables you to automate and manage your sourcing and procurement tasks. You can access SMART by GEP® on any device such as a PC, laptop, tablet, or mobile phone.

1.1 Logging in to SMART by GEP®

- 1) To log into SMART by GEP®, in your browser, open the following URL: <https://smart.gep.com>.



- 2) In **Username** and **Password**, type your username and password.
- 3) Click **Login**.

1.1.1 Recovering Username and Password

If you are facing any trouble accessing your account, click the **Click Here** link below the **Login** button. The options to recover your password and username are displayed, as follows:

To recover your password, under the **Forgot Password** tab, specify your username and click **Submit**. A link to reset the password is then sent to your registered Email address.

To recover your username, under the **Forgot UserName** tab, specify your Email and click **Submit**. Your username is then sent to your registered Email address.



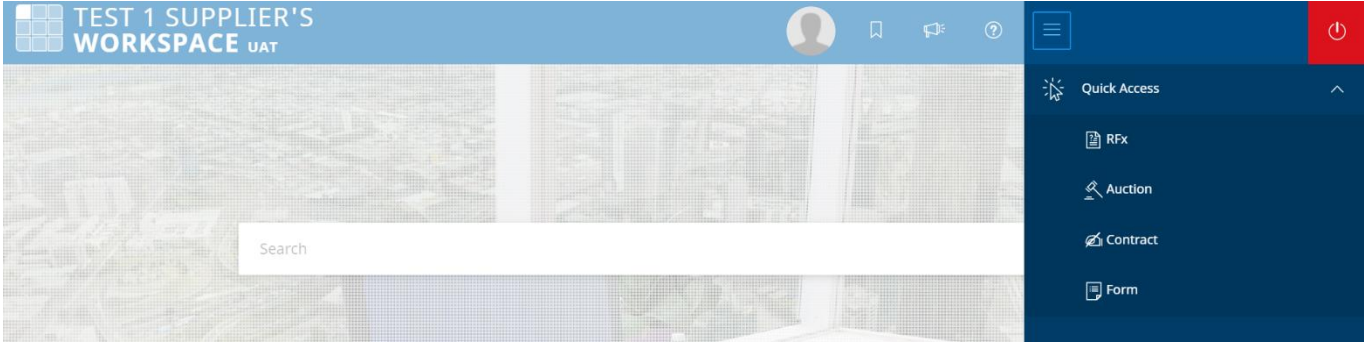
If your account is locked, please contact your administrator to unlock your account.

Note

1.2 Logging out of SMART by GEP[®]

- 1) On the Home page, in the upper-right corner of the page, click .

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2) Click  .

Chapter 2: Introduction

SMART by GEP Auction enables you, as suppliers, to take part in auction events that are set up by buyers. The end-to-end communication between suppliers and the buyer helps simplify the process of an auction by maintaining discretion on the supplier bids, and achieve the best results for both suppliers and buyers.

In other words, Auction is a simple, easy, and effective platform, which gives you the opportunity to work with and negotiate with the buyer organization. Auctions allows you to meet the buyer's requirements while also meeting your budget, in a real-time scenario.

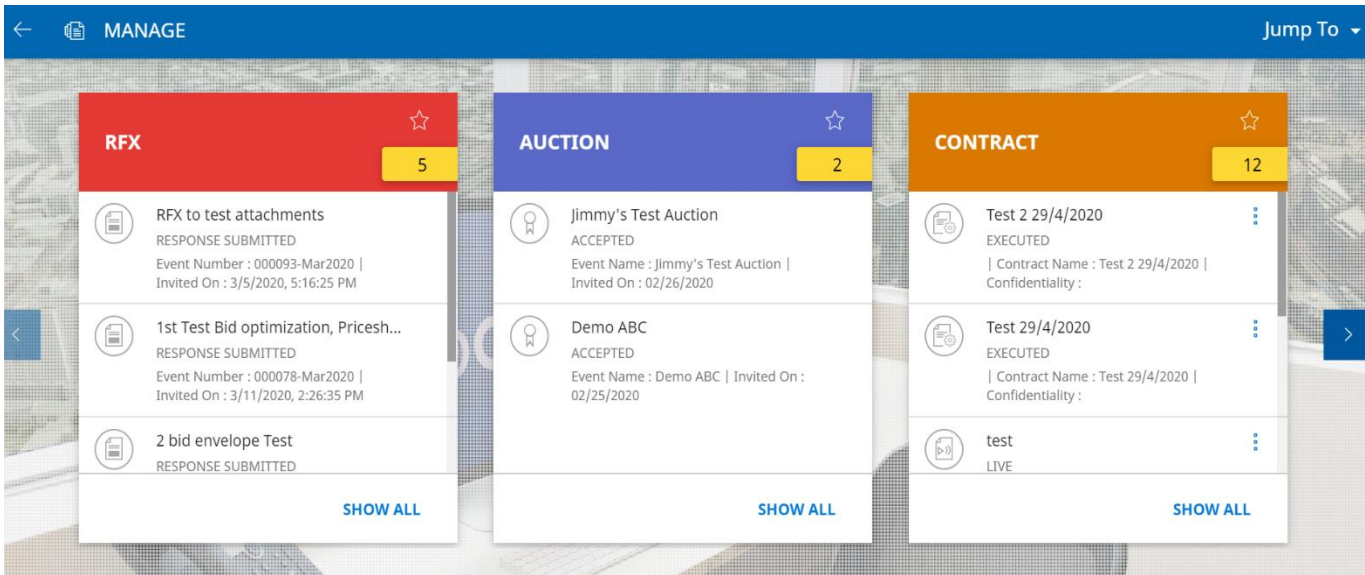
The following guide will help you navigate through the application and make effective use of its various features and capabilities.

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Chapter 3: Overview

Once you are invited by a buyer, you can take part in different type of auctions.

To access the Auctions landing page, click on **Manage**, and then click **Auctions** (**Show All** to view all auctions).



On the Auction landing page, you can view all the auctions that you have been invited for and the auctions that you have been a part of, earlier.

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← MANAGE - AUCTION	
Jimmy's Test Auction ACCEPTED Event Name : Jimmy's Test Auction Invited On : 02/26/2020 Event Number : 0014-Feb/2020 Auction Type : Regular Event Status : Completed	
Demo ABC ACCEPTED Event Name : Demo ABC Invited On : 02/25/2020 Event Number : 0011-Feb/2020 Auction Type : Regular Event Status : Completed	

3.1 Types of Auctions

Auctions are of four different types: Regular, Dutch, Japanese, and Sealed.

3.1.1 Regular Auction

Also known as an English auction. In this type of auction, you participate in a real time environment and continuously decrease/increase the bid based on real time competition feedback.

For more information on how to bid in a Regular auction, see [Bidding in a Regular Auction](#).

3.1.2 Dutch Auction

A Dutch auction starts with a high or low price depending on reverse or forward method. For more information, see [Forward](#) and [Reverse](#).

The Price goes on decrementing/incrementing at regular intervals, until you or one of the bidder accepts the price. Whoever bids first/accepts the bid is awarded the auction.

Basically, you can place only one bid in a Dutch auction and the bidding for a Dutch auction comes to an end as soon as the winning bid is received. So the basic concept of the auction is to not wait too long to bid, as another supplier might beat you to it.

For more information on how to bid in a Dutch auction, see [Bidding in a Dutch Auction](#).

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3.1.3 Japanese Auction

A Japanese auction starts with a high or low price depending on reverse or forward method. For more information, see [Forward](#) and [Reverse](#).

The Price goes on decrementing/incrementing at regular intervals. You must accept the bid amount specified in each of incrementing/decrementing range to stay in the competition. Unlike the Dutch auction, a Japanese auction continues until there are no more participants left to bid.

For more information on how to bid in a Japanese auction, see [Bidding in a Japanese Auction](#).

3.1.4 Sealed Auction

A Sealed auction is a type of auction in which you place only one bid, during the auction event. Unlike the other auction types in which you can continually place bids with each passing interval, in a sealed auction, there are no multiple interval bids.

The major feature of a sealed auction is that the bid placed by you is not visible to the other suppliers or even the buyer, until the event is complete.

For more information on how to bid in a Sealed auction, see [Bidding in a Sealed Auction](#).

3.2 Event Method

Auction events can be conducted in either forward or reverse. These methods are dependent on the details and type of the auction that your meets your requirements.

3.2.1 Reverse

In the reverse method, bidding starts with the highest possible price and the bid value decreases gradually. The winner of the auction event is the supplier having the lowest bid.

This is a descending-price auction, also known as a Procurement or Buy Offer. In this format, bids must be lower in price than the previous bids in order to win an auction. This is the most commonly used auction format in Sourcing, where the bidders compete by lowering their prices.

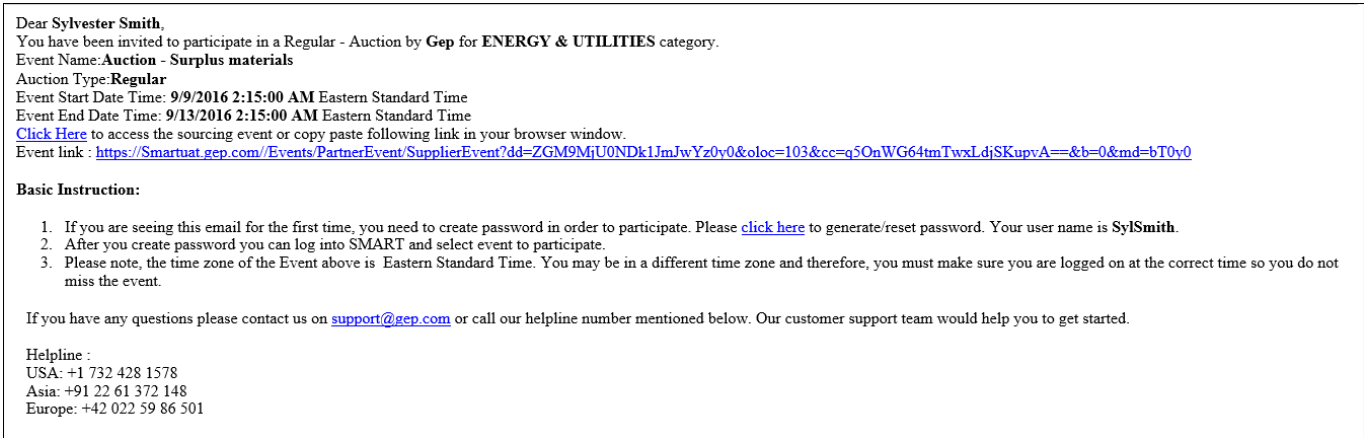
3.2.2 Forward

In the forward method, bidding starts with the lowest possible price and the bid value increases gradually. The winner of the auction event is the bidder having the highest bid.

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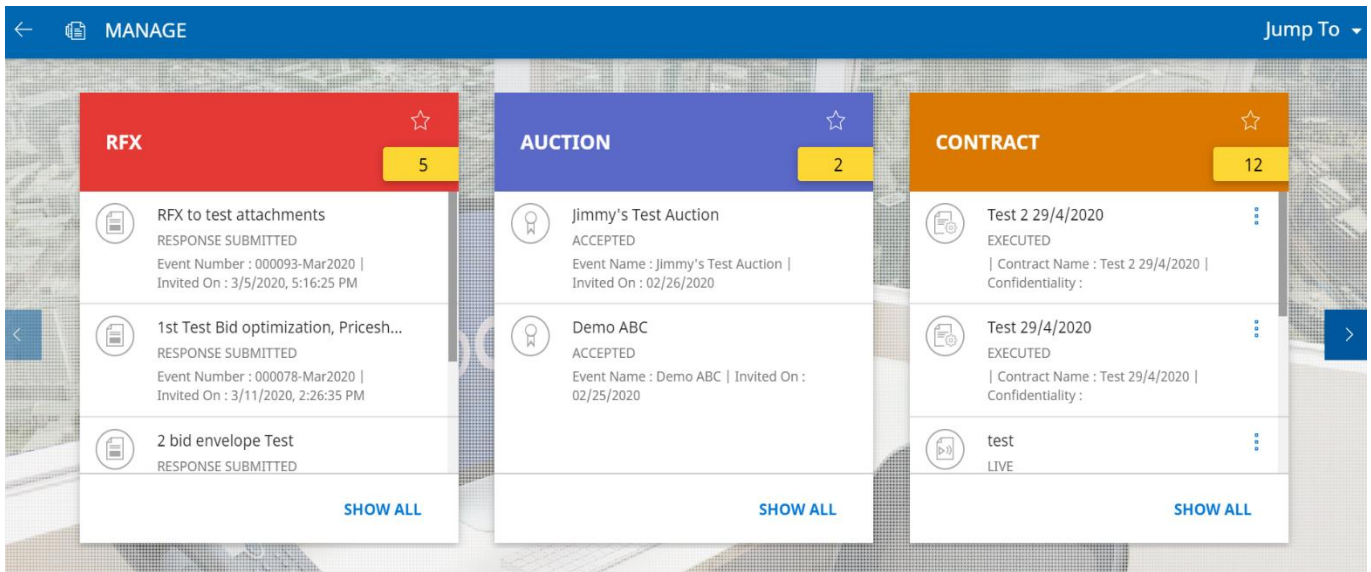
Chapter 4: Viewing the Auction Event

Once the buyer organization has invited and has published the auction event, you get an invitation in the email. You can access the auction event by using the link provided in the email, as shown:



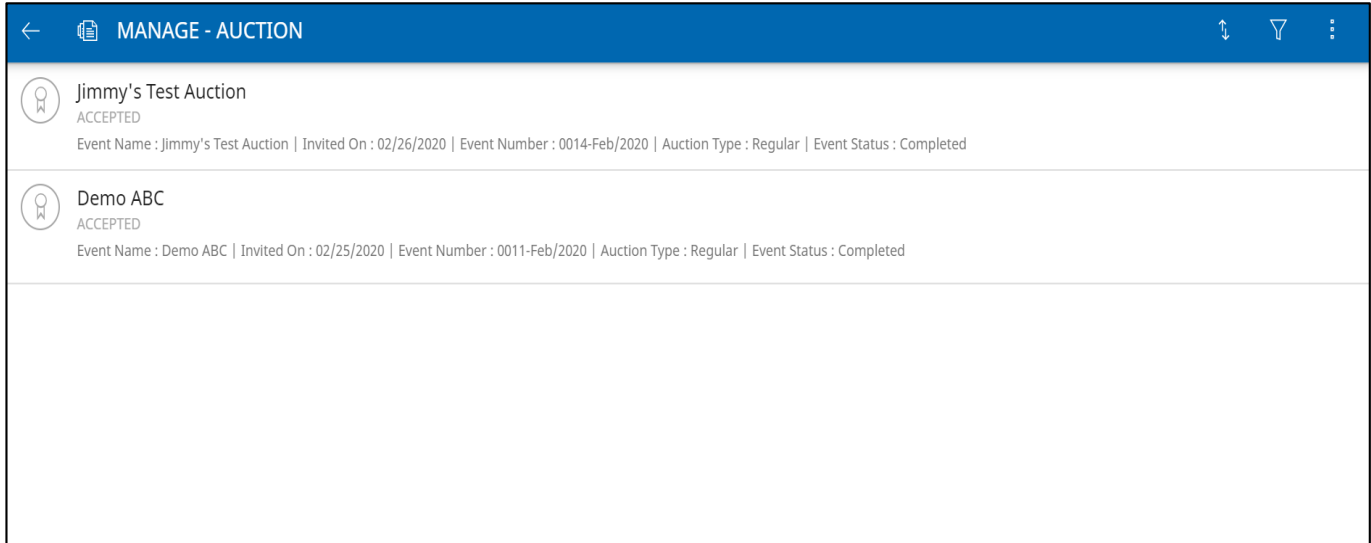
Alternatively, you can access an auction event as follows:

- 1) To access the event from your SMART by GEP home page:
 - a) Locate the required auction event in the **Tasks** section.
 - b) Click the event to **View Event**.
- 2) To access the event from the Auction landing page:
 - a) On the SMART by GEP home page, click on **Manage**, and then click **Auctions** (**Show All** to view all auctions)..

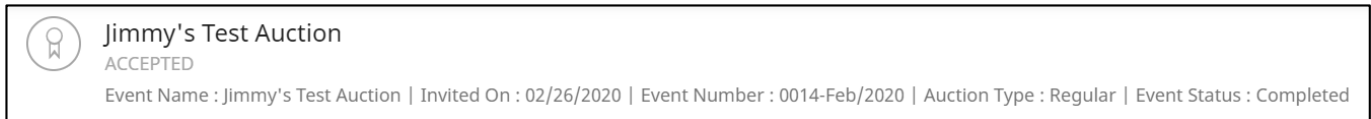


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b) On the Auction landing page, locate and click the required auction event.



On the Auctions landing page, each auction is displayed in the form of a card, as shown below:



The Card displays the name of the event, the status of the event, auction number, date and time created on, name of the owner of the event

An auction event has the following tabs:

- [Non-Disclosure Agreement \(NDA\) / Acknowledgement](#)
- [Basic Details](#)
- [Guidelines](#)
- [Lots](#)
- [Attachments](#)



Note

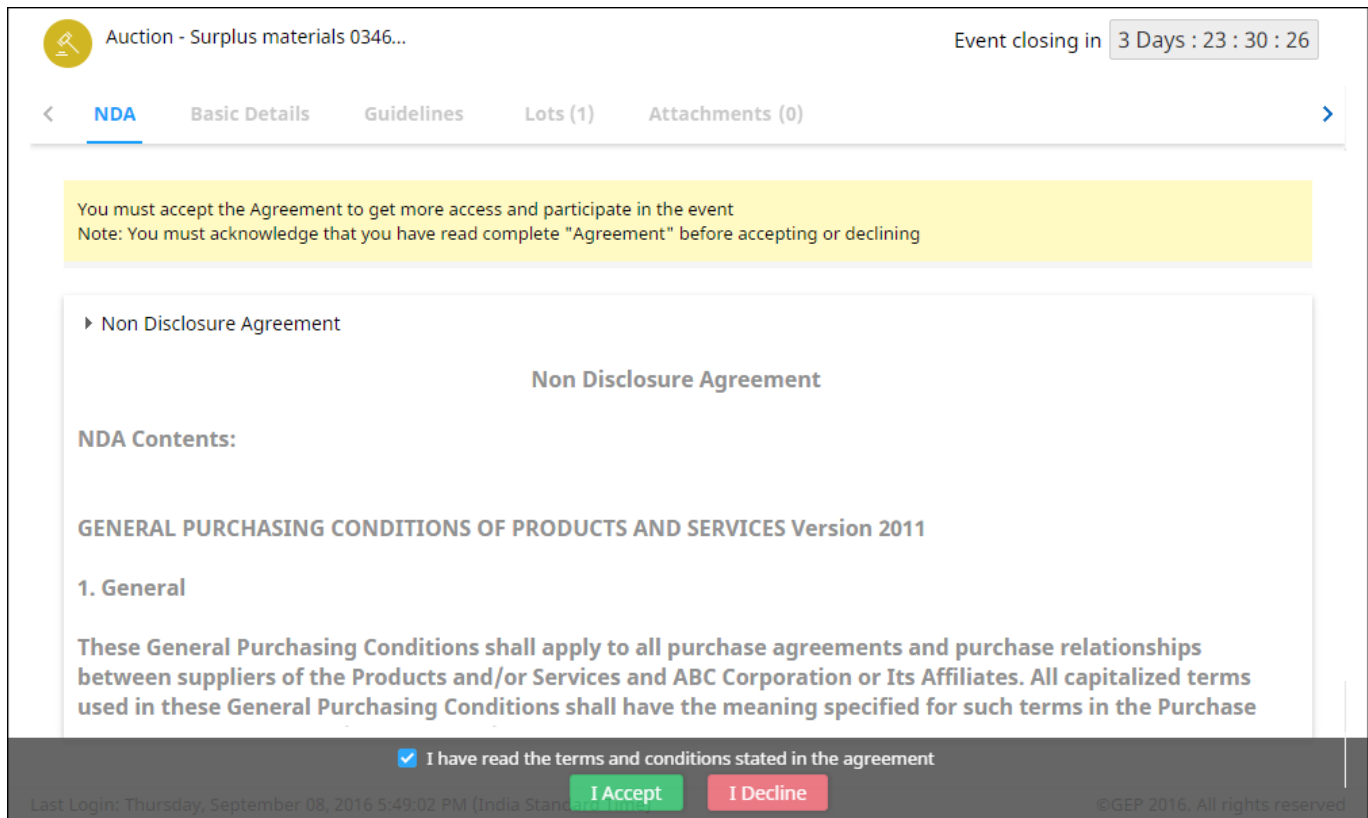
On first access to the Auction page, you are directed to the NDA and/or the Acknowledgement tab, depending upon the configuration set by the buyer. Initially only this tab is active and you are required to read through the NDA and/or Acknowledgement and accept it to gain access to the remaining tabs in the auction event.

4.1 Non-Disclosure Agreement (NDA) / Acknowledgement

Once you follow the link provided in the email notification or after you click to open the event from the SMART by GEP home page, the auction event page is displayed. Based on the configuration selected by the buyer, initially you can only see either NDA with an acknowledgement or just the Acknowledgement tab. It is only after you accept the Acknowledgement, that you can access the rest of the auction event.

4.1.1 NDA

The information in the NDA tab is displayed as follows:



You need to read through the NDA and then accept the acknowledgement below. Select the **I have read the terms and conditions stated in the agreement** checkbox and then click **I Accept**.

Once you accept the NDA, you will be directly taken to the **Lots** tab, to take part in the auction.

4.1.2 Acknowledgement

The information in the acknowledgement tab is displayed as follows:

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Click **Accept** to accept the acknowledgement.

Once you accept the acknowledgement, you will be directly taken to the **Lots** tab, to take part in the auction.

4.1.3 Declining a Non-Disclosure Agreement (NDA) / Acknowledgement

If you wish to decline the NDA:

- 1) Click **I Decline**.

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- 2) Provide a comment stating the reason for declining and click **Done**.

Comments

We have already procured the goods up for auction.

- 3) Similarly, if you wish to decline the acknowledgement, you can do so by clicking the **Decline** button, and then provide a reason for the same.

Auction for Surplus Goods and ... Event Closing In for Initial Bid 00 : 20 : 54

[Acknowledgement](#) [Basic Details](#) [Guidelines](#) [Lots \(2\)](#) [Attachments \(0\)](#)

Accept the Invitation to view details of event.

Name of Event	Category
Auction for Surplus Goods and materials_2016	ENERGY & UTILITIES
Description	
A sample auction for documentation purposes.	

4.2 Basic Details

The Basic Details tab displays the basic information regarding the auction event such as the auction type, name, description, category etc.

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To view the basic details, click the **Basic Details** tab.

Auction - Surplus materials 0346...

Event closing in 3 Days : 23 : 23 : 13

< NDA **Basic Details** Guidelines Lots (1) Attachments (0) >

<p>Event Type Auction</p> <p>Name of Event Auction - Surplus materials</p> <p>Description An auction to sell surplus materials, electronics.</p>	<p>Auction Type Regular</p> <p>Category ENERGY & UTILITIES</p>	<p>Auction Method Reverse</p>
---	--	--

Buyer Contact Detail

Buyer Contact Detail

Name	Email ID	Contact Number

4.3 Guidelines

Based on the configuration selected by the buyer, there will be certain guidelines set for the auction event.

To view the guidelines, click the **Guidelines** tab.

Auction - Surplus materials 0346... Event closing in 3 Days : 23 : 18 : 42

< NDA Basic Details **Guidelines** Lots (1) Attachments (0) >

▼ General Information

1.1 Proposal Overview

As part of an effort to enhance its competitive position and better understand the supplier market dynamics, *{Enter Client Organization Name}* is seeking proposals from competitive and quality Suppliers through this Request for Proposal (RFP) for its *{Enter Category Name}* requirements. The aim of this initiative is to establish long-term Supplier relationships with best-in-class *{Enter Category Name}* providers measured on total cost, quality, service and innovation.

{Enter Client Organization Name} annually spends approximately *{Enter Category Spend}* on *{Enter Category Name}* services/products and requires them for its *{Enter Client Region}* operations or locations at *{Enter Client Locations}*. This document describes in detail, *{Enter Client Organization Name}*'s Scope of work, RFP process and Terms & Conditions.

1.2 Client Overview

{Please provide introductory overview of the Client Organization, to include: Primary line of business, Key Product Lines/Service offerings, Headquarters, Sales/Revenues, Operation (Regional/Global), web site}

4.4 Lots

The Lots tab is where the auction takes place, in an event. To view the lots information, click the **Lots** tab.

Details such as the best bid, your best bid, your rank is displayed.

Auction - Surplus materials 0346... | Event closing in 3 Days : 22 : 03 : 46

< NDA Basic Details Guidelines **Lots (1)** Attachments (0) >

LEDs and Batteries | 3 Days : 22 : 03 : 46

LEDs and Batteries | Number of extensions : 0 | Lot closing in 3 Days : 22 : 03 : 46

Best Bid: USD 0.00 | Your Best Bid: USD 0.00

Overall Starting Price: USD 140,000.00 | Currency: USD

Items	Volume	Unit	Start Price (USD)	Decrement (USD)	Last Bid (USD)	Price (USD)
Energy Saver LEDs ...	1,000.00	each	100.00	5.00	0.00	10
Batteries	2,000.00	each	20.00	1.00	0.00	2

Overall Price (USD) 140,000.00 |

Bid Details | Live Graph

Lowest Bids	Supplier Name	Time Placed
-------------	---------------	-------------

There can be multiple lots up for an auction during the event. To understand how to switch between different lots, see [Switching Between Lots](#).

Depending on the configuration set by the buyer, you can view real-time information regarding the Bid Details and the Live Graph, while taking part in the auction event, as shown below:

Auction for Surplus Goods_2016...
Event closing in 00 : 53 : 30

< Acknowledgement Basic Details Guidelines **Lots (2)** Attachments (0) >

Energy Saver LEDs
00 : 53 : 30

Batteries
00 : 53 : 30

Energy Saver LEDs

Number of extensions : 0
Lot closing in 00 : 53 : 30

Best Bid: USD 900.00 Your Best Bid: USD 1,000.00 Rank: 2

Overall Starting Price: USD 1,000.00 Currency: USD

Items	Volume	Unit	Start Price (USD)	Decrement (USD)	Last Bid (USD)	Price (USD)
LEDs (20 W)	100.00	each	10.00	1.00	10.00	10.00

Overall Price (USD) 1,000.00 Reset Place Bid "Rank me" 1st

Bid Details

Lowest Bids	Supplier Name	Time Placed
USD 900.00	Bidder 2	7:30:54 AM
USD 1,000.00	0012 Jackson	7:30:36 AM


Live Graph


A lot can have multiple line items, each capturing information for a specific item type. As a supplier, during an auction event, you will be entering the bid amount for each line item, under the **Price** column. For more information, see [Bidding in an Auction](#).

4.5 Attachments

The Attachments tab displays all the attachments and support documents that are uploaded by you and the buyer. The attachments uploaded by the buyer are displayed under the By Buyer section, and the attachments uploaded by you are displayed under the By Me section.


To upload an attachment, click the **Upload Document(s)** button, under the **By Me** section.

To view any comments that the buyer may have added for the attachment, click the  icon for the respective attachment.

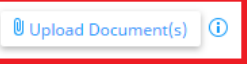

 Dutch Auction (Range) - Surplus ... Not Yet Open

[<](#) [NDA](#) [Basic Details](#) [Guidelines](#) [Lots \(1\)](#) [Attachments \(1\)](#) [>](#)

By Buyer(1)

Attachment Name	Uploaded Date	Uploaded By	Attachment Size	
IMPROVING YOUR EXPERIENCE OF SM...	9/15/2016 11:37 AM	SibinUAT SibinUAT	4788 KB	

By Me

No Attachments Added

Chapter 5: Bidding in an Auction

The bidding activity in an auction event takes place in the Lots tab. You can start bidding once the auction event is live. For example, once an auction event for a regular auction is live, the Lots tab is displayed as shown below:

Auction - Surplus materials 0346... Event closing in 00 : 30 : 17

< NDA Basic Details Guidelines **Lots (1)** Attachments (0) >

LEDs and Batteries 00 : 30 : 15

LEDs and Batteries Number of extensions : 0 Lot closing in 00 : 30 : 15

Best Bid: Your Best Bid: USD 140,000.00 Rank:

Overall Starting Price: USD 140,000.00 Currency: USD

Items	Volume	Unit	Start Price (USD)	Decrement (USD)	Last Bid (USD)	Price (USD)
Energy Saver LEDs ...	1,000.00	each	100.00	5.00	0.00	10
Batteries	2,000.00	each	20.00	1.00	0.00	2
Overall Price (USD)					140,000.00	<input type="button" value="Place Bid"/>

Bid Details Live Graph

To know more about navigating the **Lots** tab, see [Viewing Lots](#).

5.1 Switching Between Lots

In an auction event, all the available lots are displayed on the left pane in the Lots tab, as shown below:

The screenshot shows the 'Auction for Surplus Goods_2016...' interface. At the top, there are navigation tabs: Acknowledgement, Basic Details, Guidelines, **Lots (2)**, and Attachments (0). A dropdown menu is open under 'Lots (2)', showing two options: 'Batteries' with a timer of 00:07:33 and 'Energy Saver LEDs' with a timer of 00:09:33. The 'Batteries' lot is selected, and its details are shown below. The lot name is 'Batteries', with 'Number of extensions : 2' and 'Lot closing in 00:07:33'. The current bid status is 'Best Bid: USD 0.00' and 'Your Best Bid: USD 0.00'. The overall starting price is 'USD 10,000.00' in 'USD' currency. A table lists the items for sale:

Items	Volume	Unit	Start Price (USD)	Decrement (USD)	Last Bid (USD)	Price (USD)
Batteries	1,000.00	each	10.00	1.00	0.00	10.00

Below the table, the overall price is set to '10,000.00' with 'Reset' and 'Place Bid' buttons. At the bottom, there are tabs for 'Bid Details' and 'Live Graph'. The 'Bid Details' tab is active, showing columns for 'Lowest Bids', 'Supplier Name', and 'Time Placed'.

To switch between the available lots, you can click the required lot to open it.

5.2 Bidding in a Regular Auction

For an overview on regular auctions, see [Regular Auction](#).

For a Regular auction, the timer is displayed at both the event level and the lot level, as shown below:

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The screenshot displays the auction interface for 'Auction for Surplus Goods_2016 ...'. The main navigation pane on the left includes 'Acknowledgement', 'Basic Details', 'Guidelines', 'Lots (2)', and 'Attachments (0)'. The 'Lots (2)' pane is active, showing a list of items: 'Energy Saver LEDs' and 'Batteries', both with a remaining time of 00:54:40. The main content area shows details for the 'Energy Saver LEDs' lot, including a 'Lot closing in' timer of 00:54:40, 'Number of extensions: 0', and 'Best Bid: USD 0.00'. Below this is a table with columns: Items, Volume, Unit, Start Price (USD), Decrement (USD), Last Bid (USD), and Price (USD). The table contains one row for 'LEDs (20 W)' with a volume of 100.00, unit of 'each', start price of 10.00, and a price of 10.00. At the bottom of the table, there is an 'Overall Price (USD)' field set to 1,000.00, with 'Reset' and 'Place Bid' buttons. The interface also includes sections for 'Bid Details' and 'Live Graph'.

To bid in a regular auction:

- 1) On the navigation pane on the left, click the required lot.
- 2) For each line item, under the **Price** column, enter a bid amount, and click **Place Bid**.

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Regular Auction - Surplus Goods... | Event closing in 1 Days : 03 : 10 : 47

Circuit boards and ICs | Number of extensions : 0 | Lot closing in 1 Days : 03 : 10 : 47

Best Bid: USD 0.00 | Your Best Bid: USD 0.00

Overall Starting Price: USD 5,000.00 | Currency: USD

Items	Volume	Unit	Start Price (USD)	Decrement (USD)	Last Bid (USD)	Price (USD)
Circuit boards	10.00	each	100.00	5.00	0.00	5.00
Integrated Circuit	200.00	each	20.00	1.00	0.00	19.00

Overall Price (USD) 4,750.00 | [Reset](#) | [Place Bid](#)

Bid Details | Live Graph

Lowest Bids	Supplier Name	Time Placed
-------------	---------------	-------------

3) To place another bid, enter the new bid amount under the **Price** column, for the line items, and click **Place Bid**.



Note

- The new bid should meet the minimum increment or decrement requirement specified under the **Increment** or **Decrement** column.
- Increment amount is applicable for a forward regular auction.
- Decrement amount is applicable for a reverse regular auction.

During the auction, if and when you are outbid by another supplier, a notification message will be displayed, as shown below:

Regular Auction - Surplus Goods... Event closing in 1 Days : 01 : 42 : 46

NDA Basic Details Guidelines **Lots (1)** Attachments (0)

Circuit boards and ICs
1 Days : 01 : 42 : 46

Circuit boards and ICs
Number of extensions : 0
Lot closing in 1 Days : 01 : 42 : 46

Best Bid: USD 1,180.00 Your Best Bid: USD 1,980.00 Rank: 2 **You have been outbid.**

Overall Starting Price: USD 5,000.00 Currency: USD

Items	Volume	Unit	Start Price (USD)	Decrement (USD)	Last Bid (USD)	Price (USD)
Circuit boards	10.00	each	100.00	5.00	78.00	78.00
Integrated Circuit	200.00	each	20.00	1.00	6.00	6.00

Overall Price (USD) 1,980.00 [Reset](#) [Place Bid](#)

5.2.1 Ranking yourself as 1st

This is an additional feature available only for Regular auctions and is available only if the buyer has configured it for the auction event.

During a Regular auction event, when you are outbid, you can make use of the “Rank me” 1st feature, which will auto-calculate and auto-submit a bid for you to make you the first ranked bidder again.

Click “Rank me” 1st, to perform this action.

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Auction for Surplus Goods_2016... Event closing in 00 : 53 : 30

[Acknowledgement](#)
[Basic Details](#)
[Guidelines](#)
[Lots \(2\)](#)
[Attachments \(0\)](#)

Energy Saver LEDs
00 : 53 : 30

Batteries
00 : 53 : 30

Energy Saver LEDs Number of extensions : 0

Lot closing in 00 : 53 : 30

Best Bid: USD 900.00 Your Best Bid: USD 1,000.00 Rank: 2

Overall Starting Price: USD 1,000.00 Currency: USD

Items	Volume	Unit	Start Price (USD)	Decrement (USD)	Last Bid (USD)	Price (USD)
LEDs (20 W)	100.00	each	10.00	1.00	10.00	10.00

Overall Price (USD) 1,000.00 [Reset](#) [Place Bid](#) ["Rank me" 1st](#)

The bid is auto-calculated and auto-submitted as shown below:

Auction for Surplus Goods_2016... Event closing in 00 : 51 : 38

[Acknowledgement](#)
[Basic Details](#)
[Guidelines](#)
[Lots \(2\)](#)
[Attachments \(0\)](#)

Energy Saver LEDs
00 : 51 : 38

Batteries
00 : 51 : 38

Energy Saver LEDs Number of extensions : 0

Lot closing in 00 : 51 : 38

Best Bid: USD 755.00 Your Best Bid: USD 755.00 Rank: 1

Overall Starting Price: USD 1,000.00 Currency: USD

Items	Volume	Unit	Start Price (USD)	Decrement (USD)	Last Bid (USD)	Price (USD)
LEDs (20 W)	100.00	each	10.00	1.00	7.55	7.55

Successfully placed bid of USD 755.00

Overall Price (USD) 755.00 [Reset](#) [Place Bid](#) ["Rank me" 1st](#)

5.2.2 Reserve Price

This is an additional feature available only for Regular auctions. The buyer has the ability to set a reserve price for each lot, as shown below:

Auction for Surplus Goods_2016... Event closing in 01 : 12 : 34

[Acknowledgement](#)
[Basic Details](#)
[Guidelines](#)
[Lots \(2\)](#)
[Attachments \(0\)](#)

ⓘ Buyer Organization has enabled reserve price for this Lot. As per your placed bid you will be notified if you have met reserve price or not

Energy Saver LEDs Number of extensions : 0
 01 : 12 : 34 Lot closing in 01 : 12 : 34

Best Bid: USD 0.00 Your Best Bid: USD 0.00 Reserve Price : 5.00 USD
 Reserve Price Status : **Not Met**

Overall Starting Price: USD 1,000.00 Currency: USD

Items	Volume	Unit	Start Price (USD)	Decrement (USD)	Last Bid (USD)	Price (USD)
LEDs (20 W)	100.00	each	10.00	1.00	0.00	10.00

Overall Price (USD) 1,000.00 Reset Place Bid

Depending on the configuration, the reserve price will be displayed to you and / or you will be notified if and when you meet the reserve price.

5.3 Bidding in a Dutch Auction

For an overview on Dutch auctions, see [Dutch Auction](#).

For a Dutch auction (both single and range value), the timer is displayed at the lot level only. The timer is displayed for each step within each lot, during the auction event, as shown below:

Dutch Auction - Surplus Goods...
Live

< Acknowledgement Basic Details Guidelines **Lots (2)** Attachments (0) >

Energy Saver LEDs
Step Closing in 00 : 01 : 13

Batteries
Step Closing in 00 : 00 : 13

Energy Saver LEDs

Step Closing in
00 : 01 : 13

ⓘ This is Dutch Auction hence you can place only one bid

Your Best Bid: USD 0.00 Unit: each Currency: USD

Items	Volume
LEDs (20 W)	100.00

Overall Price (USD)
1,004.00
Place Bid

Bid Details

Lowest Bids	Supplier Name	Time Placed



Note

The **Step Closing in** timer for the Dutch auction indicates the amount of time left in the current step.

To bid in a Dutch auction:

- 1) On the navigation pane on the left, click the required lot.
- 2) For a single value Dutch auction:
 - a) For each line item, if you agree with the specified bid amount, click **Place Bid**.

SOUSCING AUCTION USER MANUAL

Dutch Auction - Surplus Goods 0...
Live

< Acknowledgement Basic Details Guidelines **Lots (2)** Attachments (0) >

Energy Saver LEDs
 Step Closing in 00 : 03 : 13

Batteries
 Opens in: 00 : 03 : 11

Energy Saver LEDs

Step Closing in 00 : 03 : 13

ⓘ This is Dutch Auction hence you can place only one bid

Unit: each Currency: USD

Items	Volume
LEDs (20 W)	100.00

Overall Price (USD)
1,000.00
Place Bid

Bid Details

Lowest Bids	Supplier Name	Time Placed

Live Graph

- b) The bid value is updated with each new step. If you agree with the new, incremented or decremented, bid amount, click **Place Bid**.



Note

In Dutch auction, you are allowed to place only one bid. The auction comes to an end when there is single bid placed in Lot

SOURCING AUCTION USER MANUAL

Dutch Auction - Surplus Goods 0... Live

[< Acknowledgement](#) [Basic Details](#) [Guidelines](#) [Lots \(2\)](#) [Attachments \(0\)](#) [>](#)

Energy Saver LEDs
Step Closing in 00 : 03 : 56

Batteries
Step Closing in 00 : 03 : 56

Energy Saver LEDs Step Closing in

This is Dutch Auction hence you can place only one bid

Unit: each Currency: USD

Items	Volume
LEDs (20 W)	100.00

Overall Price (USD)
Place Bid

Bid Details

Lowest Bids	Supplier Name	Time Placed

Live Graph

3) For a range value Dutch auction:

- a) For a line item, specify a bid amount in the range provided, and click **Bid**.

Dutch Auction (Range) - Surplus ... Live

[< Acknowledgement](#) [Basic Details](#) [Guidelines](#) [Lots \(2\)](#) [Attachments \(0\)](#) [>](#)

Energy Saver LEDs
Step Closing in 00 : 01 : 39

Batteries
Step Closing in 00 : 00 : 39

Energy Saver LEDs Step Closing in

This is Dutch Auction hence you can place only one bid

Your Best Bid: USD 0.00 Currency: USD

Items	Volume	Unit	Range From (USD)	Range To (USD)	Last Bid (USD)	Price (USD)
LEDs (20 W)	100.00	each	11.00	21.00	0.00	<input style="width: 80%;" type="text" value="15.00"/>

Overall Price (USD)

Place Bid

Bid Details

Lowest Bids	Supplier Name	Time Placed

Live Graph

- b) The bid range value is updated with each new step. If you wish to proceed, specify a new bid amount in the new incremented or decremented range, and click **Place Bid**.

Dutch Auction (Range) - Surplus ... Live

< Acknowledgement Basic Details Guidelines **Lots (2)** Attachments (0) >

Energy Saver LEDs
Step Closing in 00 : 01 : 47

Batteries
Step Closing in 00 : 00 : 47

Energy Saver LEDs Step Closing in 00 : 01 : 47 ⓘ

ⓘ This is Dutch Auction hence you can place only one bid

Your Best Bid: USD 0.00 Currency: USD

Items	Volume	Unit	Range From (USD)	Range To (USD)	Last Bid (USD)	Price (USD)
LEDs (20 W)	100.00	each	12.00	22.00	0.00	19.00

Overall Price (USD) 0.00 Reset Place Bid

Bid Details Live Graph

Lowest Bids	Supplier Name	Time Placed

5.4 Bidding in a Japanese Auction

For an overview on Japanese auctions, see [Japanese Auction](#).

For a Japanese auction, the timer is displayed at the lot level only. The timer is displayed for each step within each lot, during the auction event, as shown below:

Japanese Auction - Surplus Goo...
Live

< Acknowledgement Basic Details **Lots (2)** Attachments (0) >

Energy Saver LEDs
 Step 1 Closing in 00 : 02 : 40

Batteries
 Step 1 Closing in 00 : 01 : 36

This is Japanese Auction, you must place your bid in each step change to remain in competition. ×

Energy Saver LEDs
Step 1 Closing in 00 : 02 : 35

Currency: USD
Unit: each

Items	Start Price (USD)	Volume
LEDs (20 W)	10.00	100.00

Last Bid (USD)
0.00

Overall Price (USD)
1,000.00

Reject
Accept



*The **Step Closing in** timer for the Japanese auction indicates the amount of time left in the current step.*

Note

To bid in a Japanese auction:

- 1) On the navigation pane on the left, click the required lot.
- 2) During the first step, if you agree with the bid amount specified, click **Accept**.

Japanese Auction - Surplus Goo... Live

< **NDA** **Basic Details** **Guidelines** **Lots (1)** **Attachments (0)** >

LEDs and Batteries
Step 1 Closing in 00 : 01 : 08

This is Japanese Auction, you must place your bid in each step change to remain in competition. ×

LEDs and Batteries Step 1 Closing in 00 : 01 : 08

Currency: USD Unit: each

Items	Start Price (USD)	Volume
Energy Saver LEDs	100.00	100.00
Batteries	10.00	1,000.00

Last Bid (USD)
0.00

Overall Price (USD)
20,000.00

Reject
Accept

3) During the next step of the auction, if you agree with the new incremented/decremented bid amount, click **Accept**.

SOURCING AUCTION USER MANUAL

Japanese Auction - Surplus Goo... Live

< **NDA** Basic Details Guidelines **Lots (1)** Attachments (0) >

LEDs and Batteries
Step 2 Closing in **00 : 01 : 50**

This is Japanese Auction, you must place your bid in each step change to remain in competition. ×

LEDs and Batteries Step 2 Closing in 00 : 01 : 50

Currency: USD Unit: each

Items	Start Price (USD)	Volume
Energy Saver LEDs	100.00	100.00
Batteries	10.00	1,000.00

Last Bid (USD) Overall Price (USD)
20,000.00 19,999.00

Reject Accept

Bid Details

Step	Price (USD)	Time Placed	Status
1	USD 20,000.00	8:17:13 PM	Accepted

- 4) If at any point of time during the auction, you do not agree with the specified bid amount, either click **Reject** or wait till the timer runs out for the step. The auction event will end for you, as shown below:

Japanese Auction - Surplus Goo... Completed

< **NDA** Basic Details Guidelines **Lots (1)** Attachments (0) >

LEDs and Batteries
Completed

This is Japanese Auction, you must place your bid in each step change to remain in competition. ×

LEDs and Batteries Completed

ⓘ You cannot participate further in auction as you have not accepted bid in one of the step

Currency: USD Unit: each

Items	Start Price (USD)	Volume
Energy Saver LEDs	100.00	100.00
Batteries	10.00	1,000.00

5.5 Bidding in a Sealed Auction

For an overview on Sealed auctions, see [Sealed Auction](#).

Similar to the Regular auction, for a Sealed auction, the timer is displayed both at the event level and at the lot level, as shown below:

The screenshot shows a web interface for a Sealed Auction. At the top right, a red box highlights the 'Event closing in' timer showing 00 : 55 : 46. Below the navigation tabs (Acknowledgement, Basic Details, Guidelines, Lots (2), Attachments (0)), a left sidebar lists 'Energy Saver LEDs' and 'Batteries', both with their own closing timers (00 : 55 : 46) highlighted in red boxes. The main content area displays 'Energy Saver LEDs' with a 'Lot closing in' timer of 00 : 55 : 46, also highlighted in red. Below this is a table for bidding with columns for Items, Volume, Unit, Last Bid (USD), Price (USD), and Subtotal (USD). The table shows one item: LEDs (20 W) with a volume of 100.00 and a last bid of 0.00. The overall price is 0.00, with 'Reset' and 'Place Bid' buttons. At the bottom, there are sections for 'Bid Details' and 'Live Graph'.

To bid in a sealed auction:

- 1) On the navigation pane on the left, click the required lot.
- 2) Specify a bid amount under the **Price** column and click **Place Bid**.

Sealed Auction - Surplus Materia... Event closing in 01 : 17 : 09

[NDA](#) [Basic Details](#) [Guidelines](#) [Lots \(1\)](#) [Attachments \(0\)](#)

LEDs and Batteries This is Sealed Auction and hence only one bid can be placed

LEDs and Batteries Number of extensions : 0
Lot closing in 01 : 17 : 09

Currency: USD

Items	Volume	Unit	Last Bid (USD)	Price (USD)	Subtotal (USD)
Energy Saver LEDs	100.00	each	0.00	9.00	900.00
Batteries	200.00	each	0.00	6.00	1,200.00
Overall Price (USD)				2,100.00	

[Reset](#) [Place Bid](#)

Bid Details Live Graph

Lowest Bids	Supplier Name	Time Placed
-------------	---------------	-------------

5.6 Using Chat

During an auction event, you have the ability to chat with the buyer, if required. This chat functionality provides a one-to-one communication between you and the buyer.

Hovering over the chat icon will indicate if the buyer is online or not, as shown below:

SOUSRCING AUCTION USER MANUAL

Auction for Surplus Goods_2016... Event closing in 00 : 02 : 01

Batteries Number of extensions : 2
Lot closing in 00 : 00 : 01

Best Bid: USD 0.00 Your Best Bid: USD 0.00

Overall Starting Price: USD 10,000.00 Currency: USD


Items	Volume	Unit	Start Price (USD)	Decrement (USD)	Last Bid (USD)	Price (USD)
Batteries	1,000.00	each	10.00	1.00	0.00	10.00

Overall Price (USD) 10,000.00

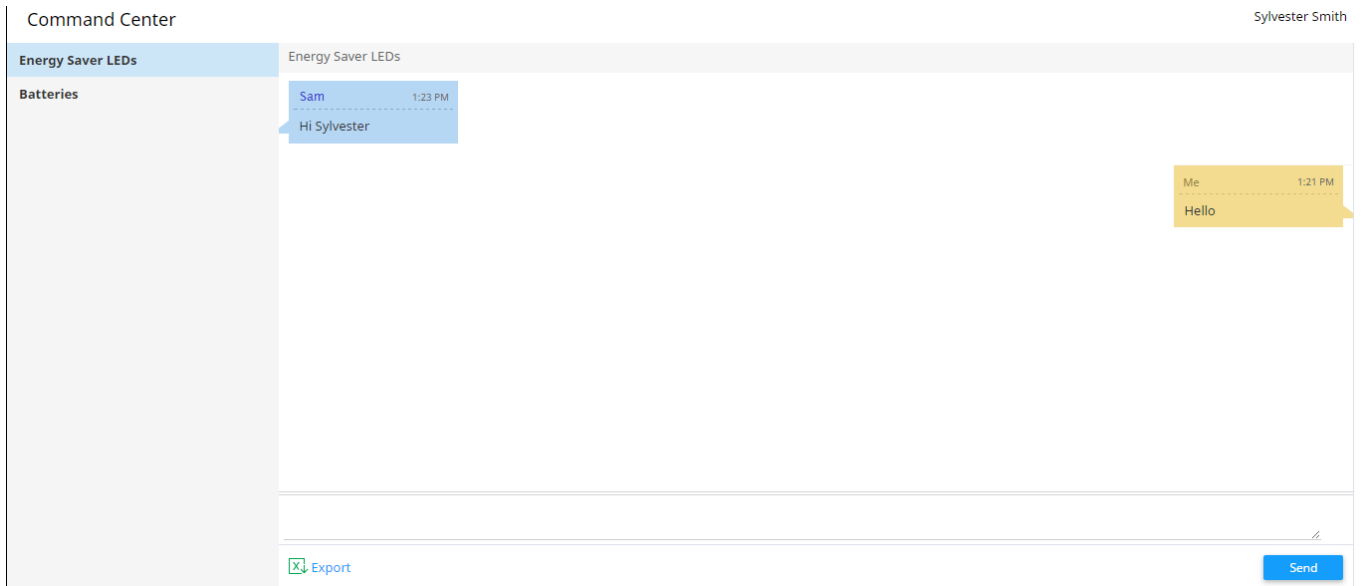
Bid Details Live Graph

Lowest Bids	Supplier Name	Time Placed
-------------	---------------	-------------

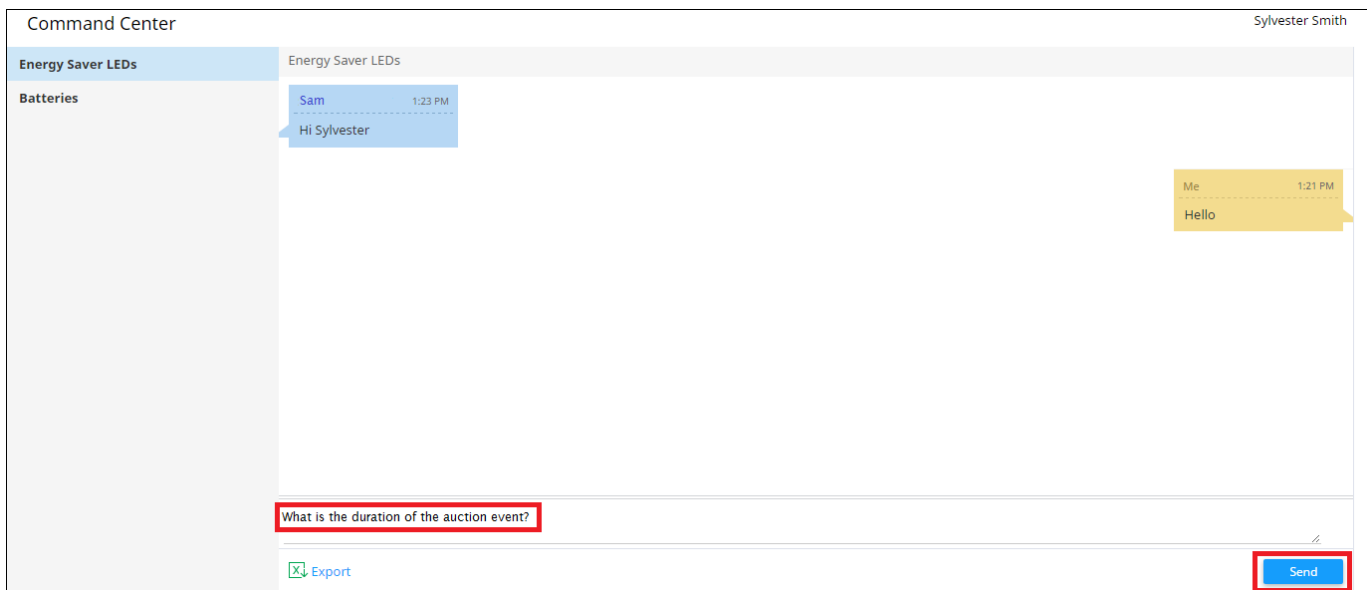
To use the chat functionality:

- 1) Click the **Chat** icon .
- 2) The chat window is displayed as follows:

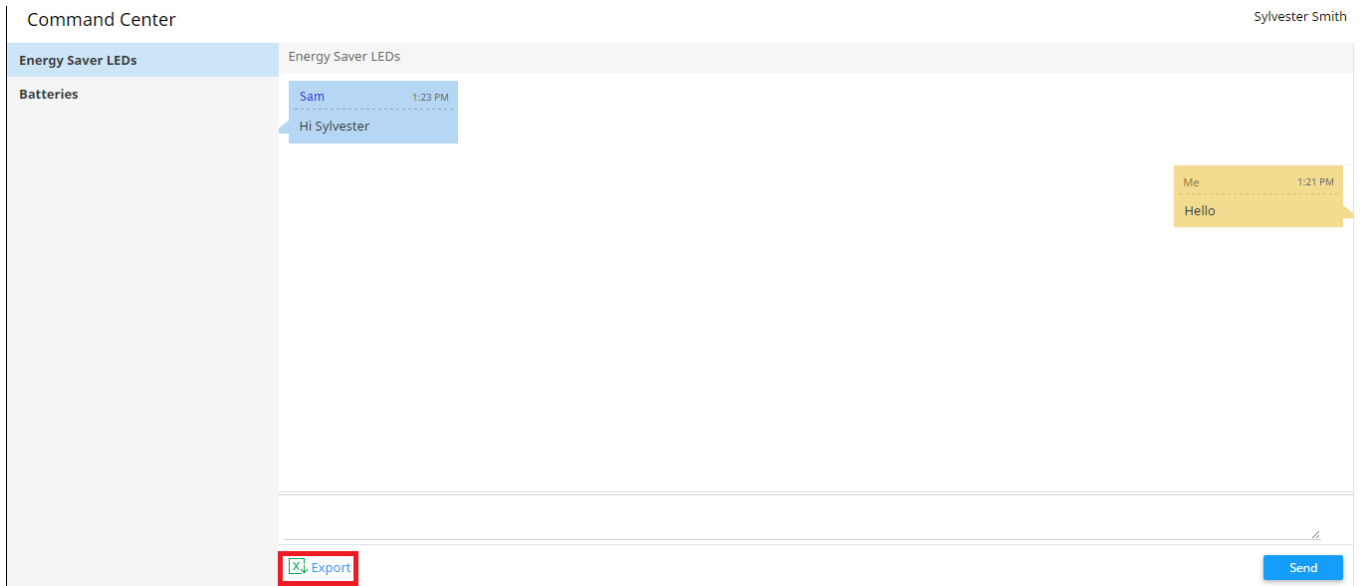
SOURCING AUCTION USER MANUAL



- 3) On the left pane, the different lots available in the event are displayed.
- 4) Click the required lot, to open the chat associated with it.
- 5) Enter the required message in the field provided below and click **Send**, as shown below:



- 6) You can download a copy of the chat log, by clicking the **Export** button.

**Note**

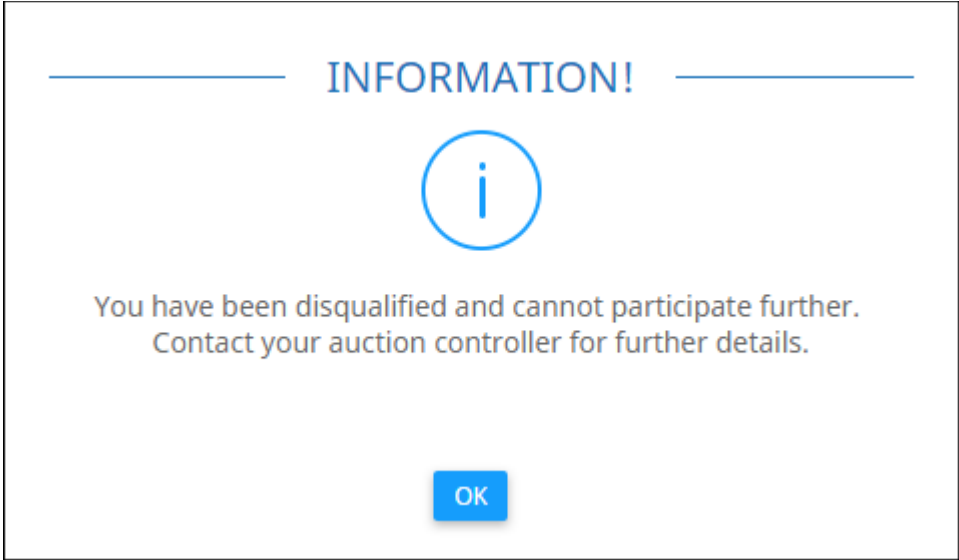
The messages that you send to the buyer are not visible to any of the other suppliers taking part in the event.

5.7 Live Auction Updates

Following are the activities that can occur during the time the auction event is live.

5.7.1 Disqualifications

The buyer has the ability to disqualify you from a lot, in the event. If the buyer decides to disqualify you, an information pop-up is displayed as follows:



Once you are disqualified from a lot, you cannot take part in the bidding anymore for that lot and the following message is displayed on that lot page:

Auction for Surplus Goods_2015 ...
Event closing in 21 : 01 : 45

< Acknowledgement Basic Details Guidelines **Lots (2)** Attachments (0) >

Energy Saver LEDs
21 : 01 : 47

Batteries
21 : 01 : 47

Energy Saver LEDs

Number of extensions : 0
Lot closing in 21 : 01 : 47

Best Bid: USD 0.00 Your Best Bid: USD 0.00 **You are disqualified**

Overall Starting Price: USD 1,000.00 Currency: USD

Items	Volume	Unit	Start Price (USD)	Decrement (USD)	Last Bid (USD)	Price (USD)
LEDs (20 W)	100.00	each	10.00	1.00	10.00	10.00

Overall Price (USD) **1,000.00** Place Bid

Bid Details

Lowest Bids	Supplier Name	Time Placed

Live Graph

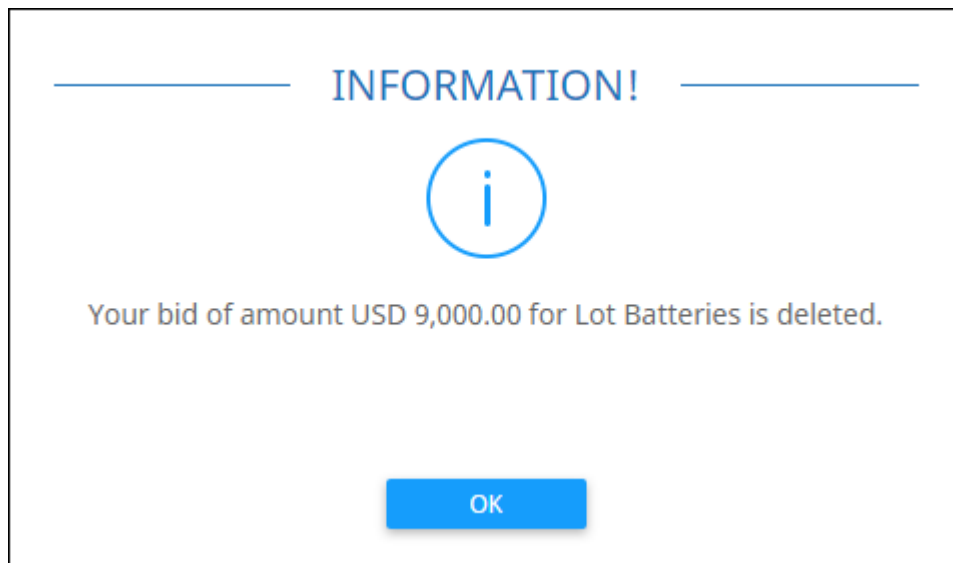


You can, however, take part in the bidding process once the buyer adds you again to the lot you were disqualified from.

Note

5.7.2 Deletion of a Bid

The buyer has the ability to delete a bid placed during the event, as per his requirement. If the buyer deletes a bid that was placed by you, then you get an information pop-up as shown below:



5.7.3 Pausing and Resuming of an Event

When an auction event is paused by the buyer, the timer freezes at the value at which the buyer decided to pause. Also, you get a notification email as shown below:

Event Sealed Auction - Surplus Goods_2016 is paused for some time. You will be informed once event is resumed.

Once the buyer resumes the auction, the timer will continue to count down. You will also get an email notification as shown below:

Event Sealed Auction - Surplus Goods_2016 is resumed and will now be closing on **9/27/2016** at **7:47 PM**.

5.7.4 Timer Extensions

The buyer has the ability to extend the timer at the lot level or at the event level, as per his requirement. If the buyer extends the timer, you get a notification as shown below:

The screenshot shows an auction page for 'Energy Saver LEDs'. At the top right, there is a notification box with a red border that reads 'Auction Notification' and 'Lot : is extended by 1 minutes'. Below this, the page shows the lot details, including a table of items and a 'Place Bid' button.

Items	Volume	Unit	Start Price (USD)	Decrement (USD)	Last Bid (USD)	Price (USD)
LEDs (20 W)	100.00	each	10.00	1.00	0.00	10.00



Note

In case of timer extension at a lot level, the timer extension notification is displayed irrespective of which lot you are viewing in the auction event.

Also, the number of timer extensions for each lot is displayed as follows:

SOURCING AUCTION USER MANUAL

Auction for Surplus Goods_2016... Event closing in 00 : 55 : 33

[Acknowledgement](#)
[Basic Details](#)
[Guidelines](#)
[Lots \(2\)](#)
[Attachments \(0\)](#)

Energy Saver LEDs
00 : 55 : 33

Batteries
00 : 55 : 33

Energy Saver LEDs

Number of extensions : 2

Lot closing in 00 : 55 : 33

Best Bid: USD 0.00 Your Best Bid: USD 0.00

Overall Starting Price: USD 1,000.00 Currency: USD

Items	Volume	Unit	Start Price (USD)	Decrement (USD)	Last Bid (USD)	Price (USD)
LEDs (20 W)	100.00	each	10.00	1.00	0.00	10.00

Overall Price (USD) [Reset](#) [Place Bid](#)

Auction Notification

Lot : is extended by 1 minutes

Bid Details

Lowest Bids	Supplier Name	Time Placed

Live Graph

Chapter 6: Getting Awarded

After the auction event is complete, if the buyer decides to award you the auction, you receive an email notification as shown below:

Dear Sylvester,
Congratulations! The review of the bid responses is complete for the **Regular Auction - Surplus Goods** and you have been selected to supply the items for the same. [Click Here](#) to view details of this event. The purchase and supply of the items shall be governed by Standard Terms and Conditions, which were included in the event documentation. Please acknowledge your acceptance of this award letter with Terms and Condition and send confirmation email within 1 week.
Thanks,
James Smith

Also, if the buyer decides to inform you in case you are not awarded the auction, you will receive an email notification as shown below:

Dear Sylvester,

Luminous org would like to sincerely thank you for your interest and participation in the **Dutch Auction (Range) - Surplus Goods** event. We have completed a detailed analysis of the responses submitted by all participating suppliers for the event.

Although we regret to inform you that **Luminous org** has decided at this time, to award their business for following Lots to an alternate supplier.

- LEDs and Batteries

The team was however impressed with your professionalism and preparedness, and would like to acknowledge the time and effort that you put in to this event. **Luminous Org** would like to work with you in future and build a mutually beneficial relationship. Thank you again.

Regards,
Luminous org

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