

September 2022



OPEN E-AUCTION AND START BID PREPARATION

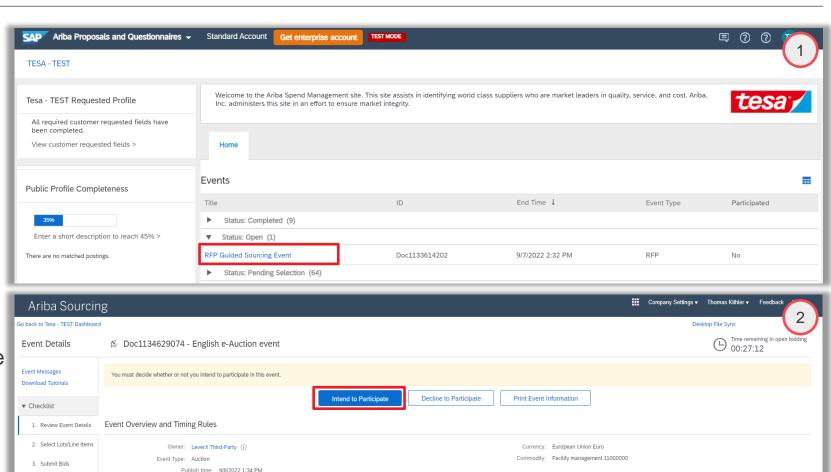


1. Find an event (RFP, RFI, e-Auction) you were invited to and **click on its name** to open it.

NOTE: Events where you can bid will be shown in **Status: Open** section.

2. Click on **Intend to Participate** button to start your bid preparation.

NOTE: If you don't want to participate in the event you can click **Decline to**Participate button to notify responsible purchaser.



Response end time: 9/8/2022 2:04 PM

Specify how lot bidding will begin and end: Parallel (i)

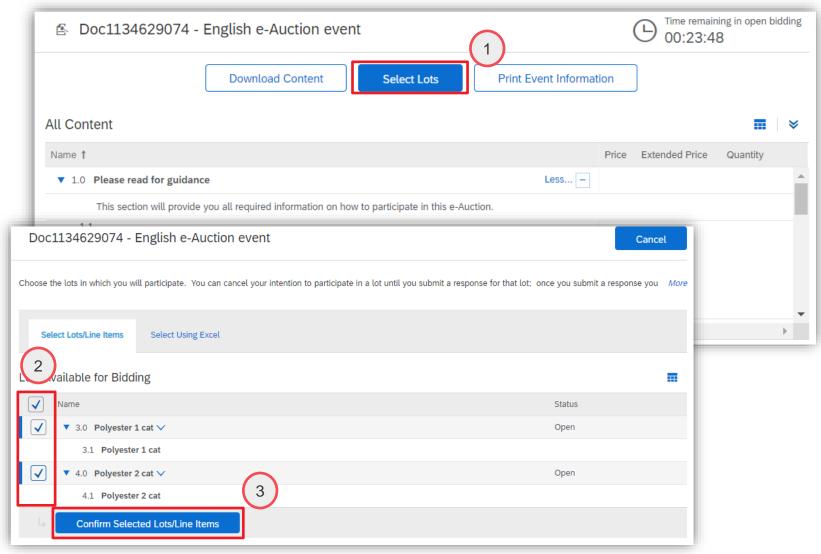
Allow bidding overtime: No (i)

Bidding Rules

SELECT LOTS YOU WANT TO BID ON



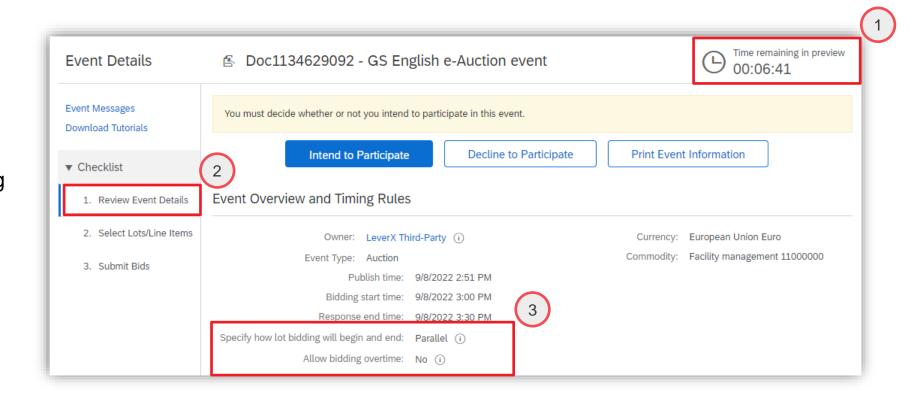
- In order to select item(s) for which you intend to bid, click Select Lots
- New window will open, tick the respective box for the relevant item(s)
- 3. Select Confirm Selected Lots/Line Items



REVIEW E-AUCTION RULES BEFORE BIDDING



- In the upper right corner you can see Time remaining in preview, which indicates the time remaining before the auction bidding is opened
- To see specific auction bidding rules, select Review Event Details from the navigation menu on the left side
- To see more detailed explanation about specific auction settings, click on the icon behind the term

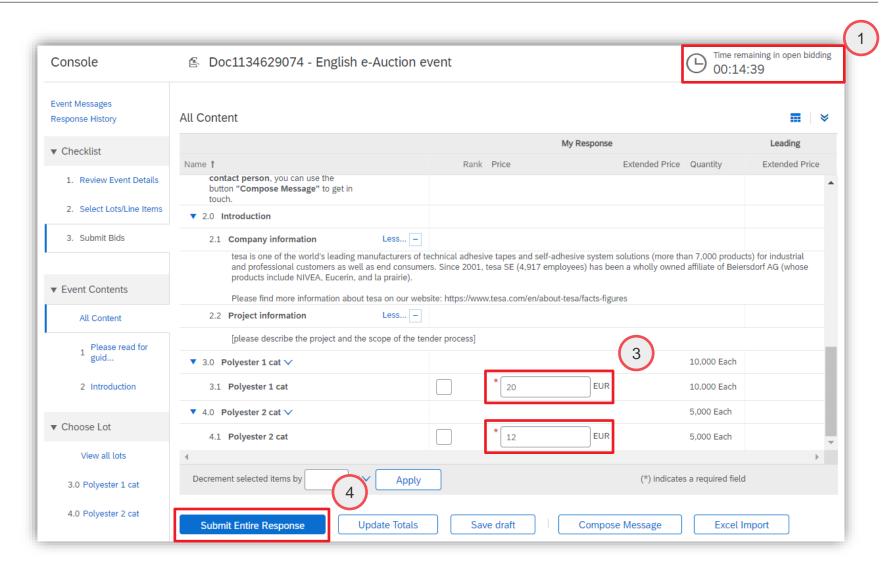


SUBMITTING A BID: OPTION 1



Once the auction bidding starts, the **Submit entire response** button is activated

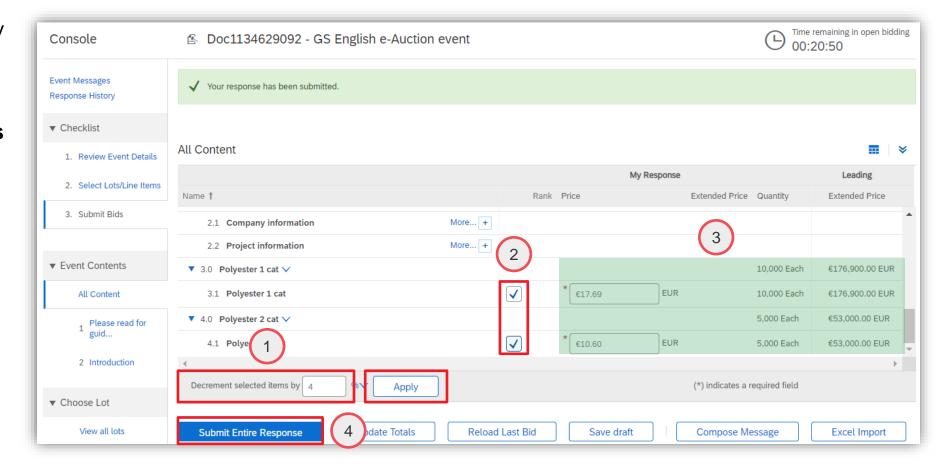
- Time remaining in open bidding is counting down in the upper right corner
- Enter new price directly into the field **Price**
- Select Submit Entire Response button
- Select **OK** in the confirmation popup (not shown)



SUBMITTING A BID: OPTION 2



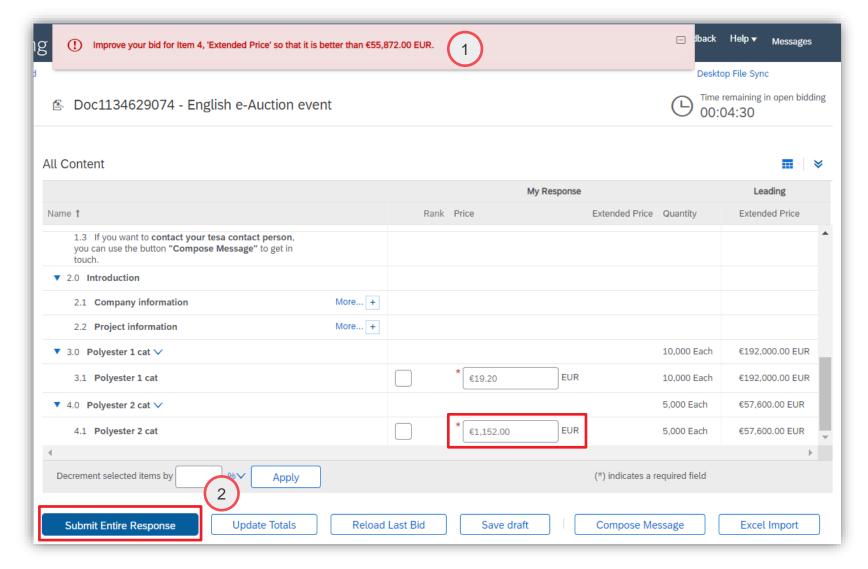
- Enter decrement amount by which the overall price should be decreased into field Decrement bid by / Decrement selected items by
- Tick the box in bidding line and press **Apply**
- The price is automatically adjusted
- 4. To confirm the price, select **Submit Entire Response**
- Select **OK** in the confirmation popup (not shown)



BID VALIDATION MESSAGE



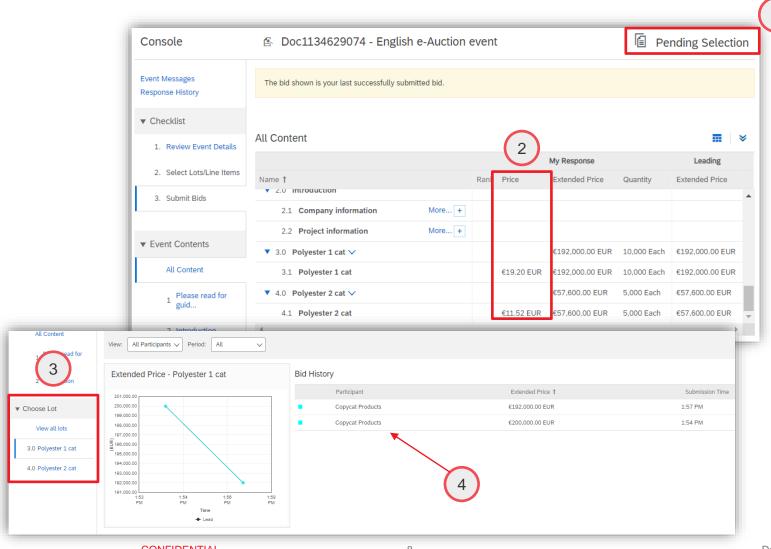
- In case a bid doesn't meet predefined requirements, an error message pops up and bid cannot be submitted
- Correct your bid and submit via Submit Entire Response button again



REVIEW EVENT WHEN BIDDING IS CLOSED



- Once the auction ends, the event status is **Pending selection** and no further bids can be posted
- 2. The bid shown under field **Price** is your last successfully submitted bid
- To see a history of all submitted bids, select bidding portfolio under Choose lot from the panel on the left side
- History of all submitted bids and graphical visualization of your bids are displayed under **Bid History**

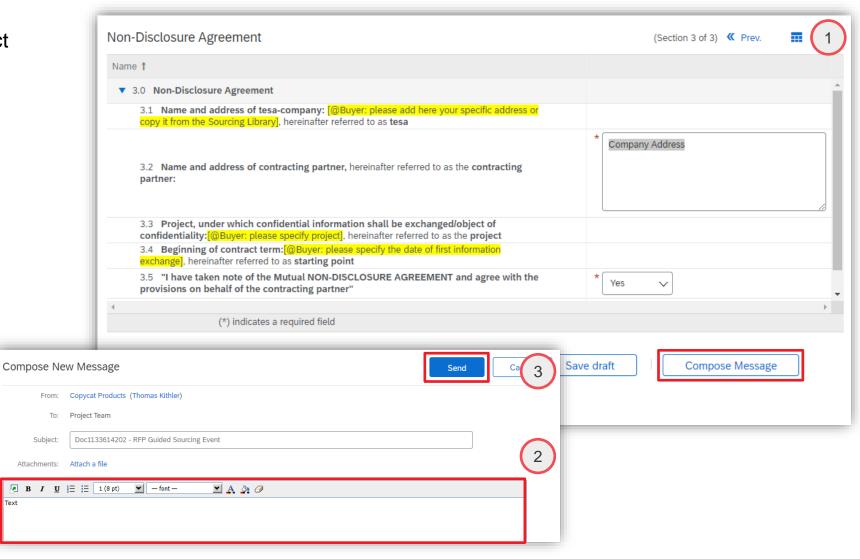


SEND & RECEIVE MESSAGE



- To compose a new message, select Compose message
- 2. Type the message text
- 3. Select Send

Important: Please note that once the event is closed you will not be able to compose any messages.



SEND & RECEIVE MESSAGE



- To see all messages, select Event messages from the panel on the left side
- 2. The list of messages exchanged during the event is shown. To return to the bidding part, select **Back to Console**

Messages

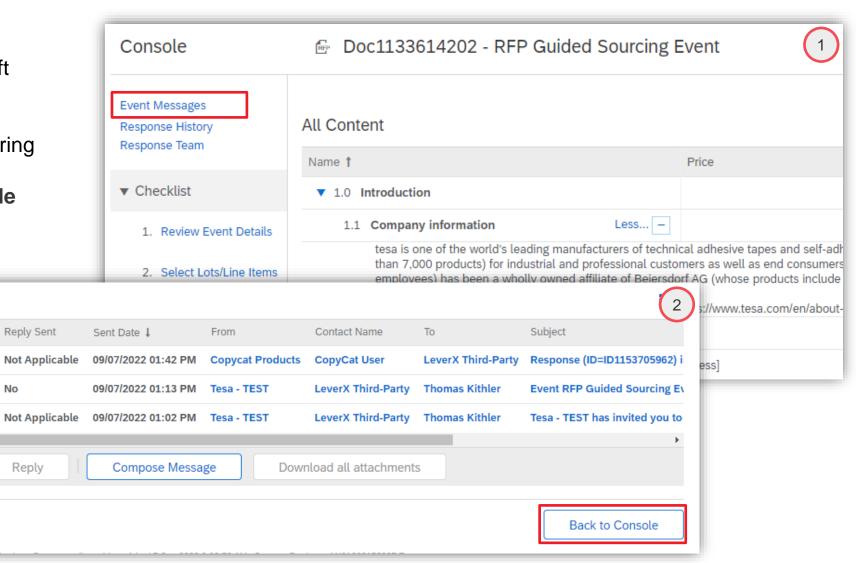
Id

MSG121411029

MSG121352953

MSG121352951

View







tesa® products prove their impressive quality day in, day out in demanding conditions and are regularly subjected to strict controls. All technical information and data mentioned above are provided to the best of our knowledge on the basis of our practical experience. They shall be considered as average values and are not appropriate for a specification. Therefore tesa SE can make no warranties, express or implied, including, but not limited to any implied warranty of merchantability or fitness for a particular purpose. The user is responsible for determining whether the tesa® product is fit for a particular purpose and suitable for the user's method of application. If you are in any doubt, our technical support staff will be glad to support you.