

# Participate in events

**TOPICS OVERVIEW** 

2. Participate in events



2.1 Open an Event

2.2 Select items/lots to bid on

2.3 Enter your proposal

2.4 Submit your proposal

2.5 Adjust your proposal



## 2.1 Open an Event



#### 2.1 Open an Event How to open an event and start bid preparation

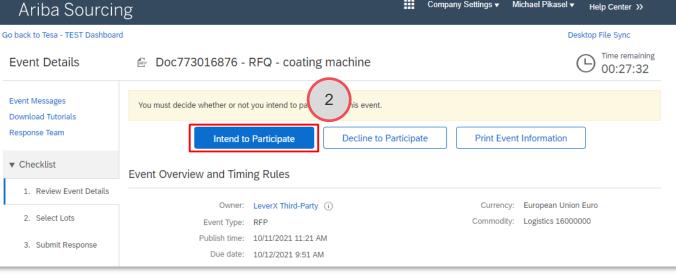
1. Find an event (RFP, RFI, e-Auction) you were invited to and **click on its name** to open it.

**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.

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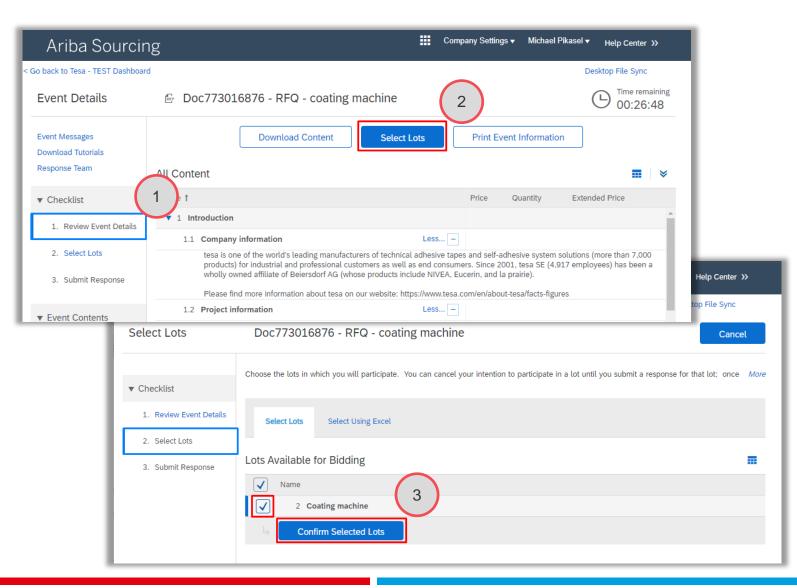




### 2.2 Select items/lots to bid on

#### 2.2 Select items/lots to bid on Select items or lots to bid on

- Once you are navigated to event details you will be able to review company information and project details: highlighted section "1. Review Event Details"
- 2. Click on **Select Lots** button to check lots and items available for bidding
- 3. Select items which you want to bid on and click on **Confirm Selected Lots**





## 2.3 Enter your proposal



#### 2.3 Enter your proposal How to provide your proposal

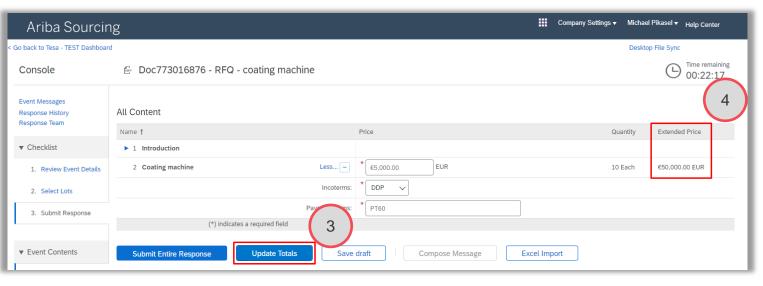
- 1. Provide a price using **Price** field
- 2. Provide additional information for each item (it can be incoterms, payment terms, etc.)

**NOTE:** Required information is marked with re start sign near the field name

- 3. Click on **Update** Totals button to have final price calculated
- Make sure that **Extended price contains** 4. your total proposal price

**NOTE:** Total cost will be calculated based on the Price and Quantity: most of the times you will need to provide price per 1 quantity unit. Means that total cost formula is **Price** \* **Quantity** 

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### 2.4 Submit your proposal

#### 2.4 Submit your proposal How to submit your proposal

 Once you are ready to submit your proposal click on Submit Entire Response button

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NOTE: Unless you click on the Submit Entire Response button, your response will not be received by the customer
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- Confirm bid submission via clicking **OK** button in appeared pop up
- 3. If you want to continue proposal preparation later without submitting your proposal to tesa you can click on **Save draft** button to save your progress and adjust it later

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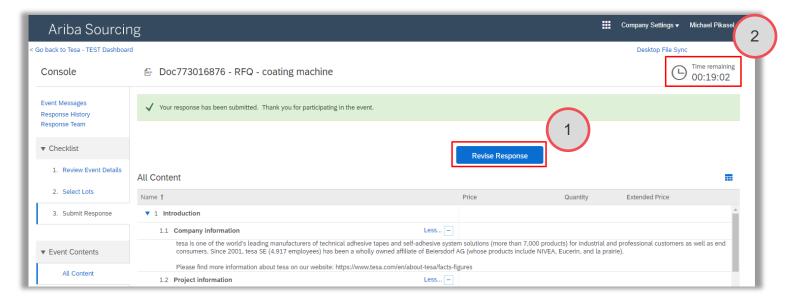


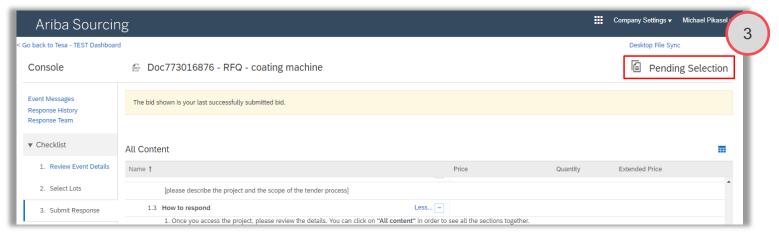
### 2.5 Adjust your proposal

#### 2.5 Adjust your proposal How to adjust your proposal after submission

- If you need to change your response you can click on **Revise Response** button to open your bid in edit mode
- 2. Time remaining on the right side shows you how long an event will be open for bidding and response adjustments
- Once event bidding is closed you will see that time is over and event is in **Pending Selection** state (means that responses will be evaluated by tesa purchaser)

**NOTE:** Once tesa purchaser decide and award one of suppliers an even state will be changed to **Completed** (not shown)









Thank you for your attention!

