

procur[E]ngin

HOW TO PARTICIPATE IN A DUTCH AUCTION

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ABSTRACT

A Step-by-Step Approach on How to Participate in a Dutch Auction Bid invited by your customer.

Procur[E]ngine Team

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Prerequisites

1. Please ensure you are using latest version of Google Chrome, Internet Explorer, Mozilla Firefox or Safari.

(Recommended: Google Chrome latest version). You may download the latest version of Google Chrome by visiting <https://www.google.co.in/intl/en/chrome>

2. Please check your internet connectivity. Good internet connection is required for best user experience.

Start Participation Dutch Auction Bid

Step 1:

You would have received an email on your registered email id from the customer from the email id: aptagile@gmail.com (please check your spam folder if you are not able to locate it and mark the email id as safe.

The person who is registered to run the Dutch Auction will get an email alert, which will have the **complete details of the Dutch Auction, with login id, password** and other details.

The email will look like as under:

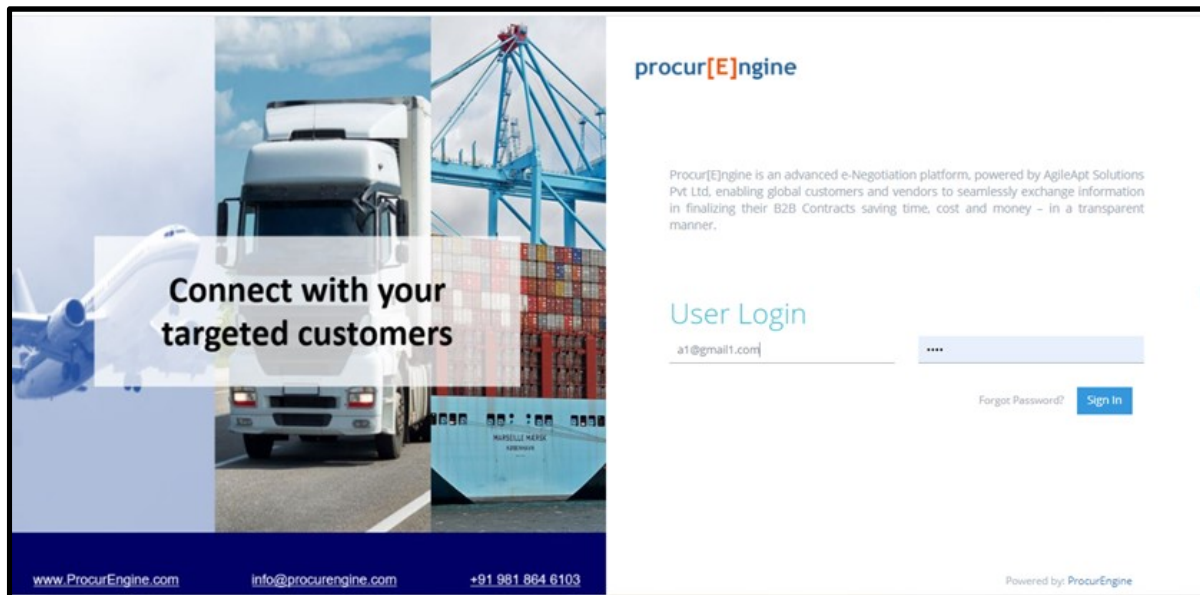
NOTE : THIS IS AN AUTO-GENERATED MAIL . PLEASE DO NOT REPLY.	
Dear Person A, Vendor A	
There are some modifications in the subject Bid. Kindly note the same for your bid participation as per the following revised Bid Details:	
Bid Subject	Testing Dutch Auction 123
Bid Details	Testing Dutch Auction 123
Bid Date	03/04/2021
Bid Time	01:35 PM
Bid Duration	8 mins
Event ID	PEFA-3273
Your User ID for this bid is a1@gmail1.com	
Your Password for this bid is 1234	

Please provide your responses by using link Sourcing Portal .	

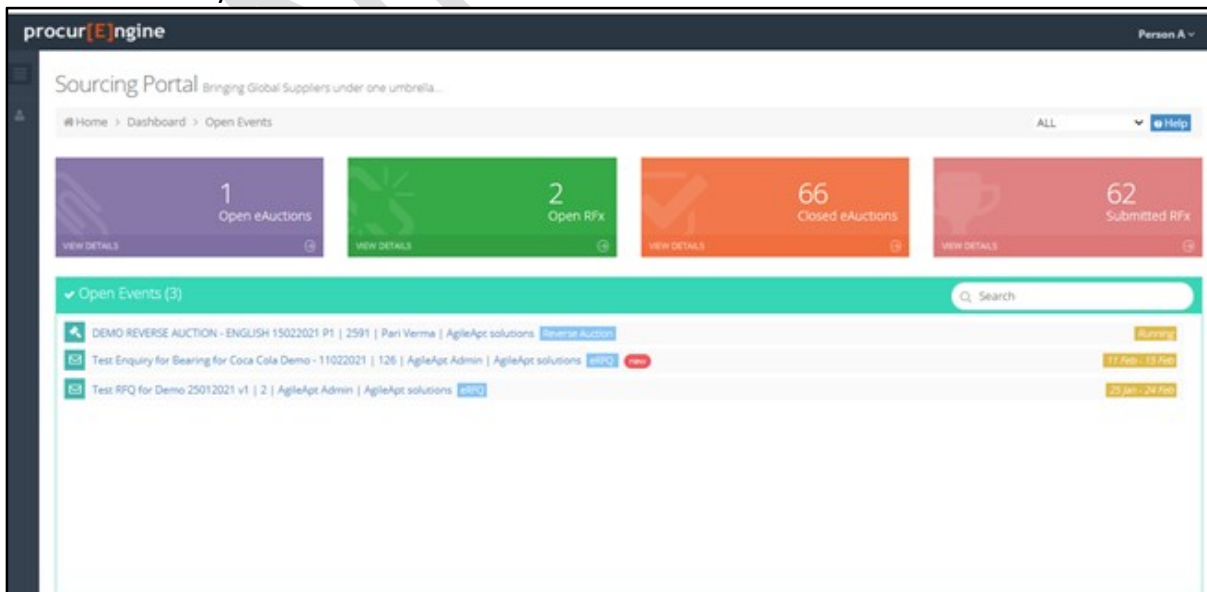
Step 2:

Click on the **Sourcing Portal** link given in your invitation email sent to the registered user which says “Please participate by using link [Sourcing Portal](https://www.procurengine.com/vendor) on scheduled date and time” (it is <https://www.procurengine.com/vendor>) to access our sourcing portal. We recommend visiting portal with provided user id and password well in advance to read terms & conditions, documents (if applicable).

Upon clicking the [Sourcing Portal](#) the following login screen will appear:



Once you login the following home screen will appear, highlighting **new** against the new event for which you are invited.



Step 3:

Once you click on this new event you will be directed to accept “Bid Terms and Conditions” of the Dutch Auction event.

The screenshot shows the 'procur[E]ngine Sourcing Portal' interface. A modal window titled 'Bid Terms & Conditions' is displayed over the portal content. The modal includes the following details:

- Event ID:** 2291
- Bid Subject:** TEST REVERSE Auction AB
- Bid Details:** YOUR ACCEPTANCE TO PARTICIPATE IN THE AUCTION IS AUTOMATIC ACCEPTANCE TO THE PRE BID AGREEMENT/SPECIAL CONDITIONS OF THE CONTRACT ATTACHED HERewith
- Bid Date:** 16/01/2021
- Bid Time:** 04:05 PM
- Bid Type:** Reverse Auction
- Bid For:** Price
- Bid Duration:** 30
- Currency:** INR

Below the details, there is a checkbox for 'I accept the above Bid Details and agree to participate in this bid as per above terms.' and a 'Continue' button.

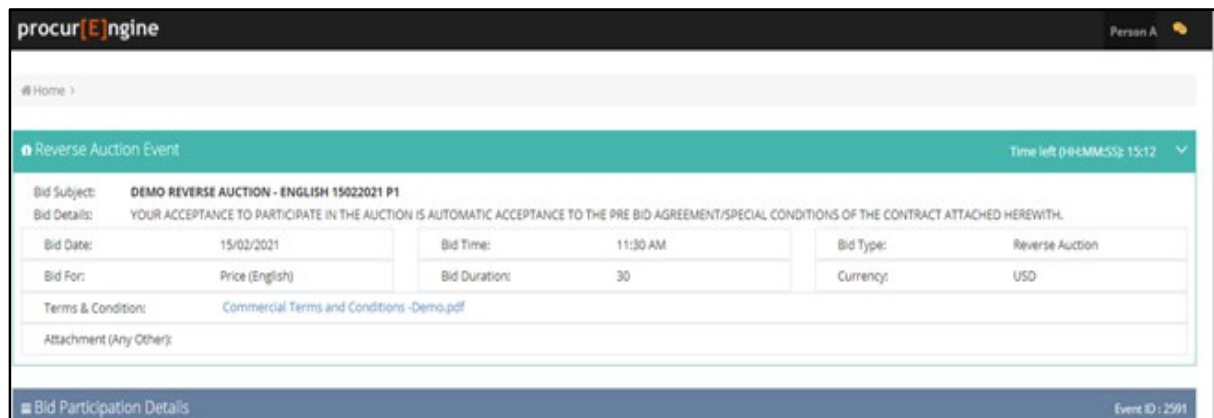
Please study the same and give your acceptance by checking the box and press **Continue**.

This is a close-up view of the 'Bid Terms & Conditions' modal. Red circles highlight the 'Continue' button and the checkbox for accepting the terms. A red arrow points from the 'Continue' button to the checkbox, indicating the sequence of actions.

Step 4:

It is important that you log in well in advance of the specified time of the dutch auction. This will enable you getting complete details of the auction well in advance for better participation.

Upon accepting bid conditions, your home screen dash board will appear as under (if Dutch Auction has not started):



The screenshot shows the procur[E]ngine dashboard for a user named 'Person A'. The main section is titled 'Reverse Auction Event' with a 'Time left (09:55:53): 15:12' indicator. Below this, the 'Bid Subject' is 'DEMO REVERSE AUCTION - ENGLISH 15022021 P1'. The 'Bid Details' state: 'YOUR ACCEPTANCE TO PARTICIPATE IN THE AUCTION IS AUTOMATIC ACCEPTANCE TO THE PRE BID AGREEMENT/SPECIAL CONDITIONS OF THE CONTRACT ATTACHED HEREWITH.' A table provides further details:

Bid Date:	15/02/2021	Bid Time:	11:30 AM	Bid Type:	Reverse Auction
Bid For:	Price (English)	Bid Duration:	30	Currency:	USD
Terms & Conditions:	Commercial Terms and Conditions -Demo.pdf				
Attachment (Any Other):					

At the bottom, there is a 'Bid Participation Details' section and an 'Event ID : 2591'.

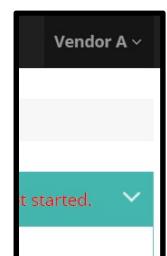
Step 5:

Please download and study the attachments given in the bid. One attachment gives the complete **terms and conditions** of bid. The customer may have attached (optional) other details as may be required for the bid like product specifications etc.

Please carefully study the attachments.

Step 6:

You may also check if your company details are correctly filled in the in the sourcing portal by clicking right hand top panel. You can also **change your password from here**.



The following screen will appear. You can update your mobile number, Company phone, Address and City yourself. For rest of the corrections, please contact your customer RA administrator or send an email at info@agileapt.com.

procur[E]ngine Person A

Home > My Profile

My Profile

Company Name: Vendor A Mobile No: 9977334455

Email ID: a1@gmail1.com Company Phone: 9988776655

Address: ABC, Haryana, India City: Gurugram

PAN No: ASDE4556Y GST No: ASDFGTRERT5678T

* If your PAN Number or GST Number are incorrect, please send correction request at: info@agileapt.com with copy of PAN/GST or both, as applicable.

[Update](#)

Step 7:

Please login at the specified time of the bid. In case the bid is not started, you will be indicated that.

Please refresh your screen upon start of the time. The following screen will appear upon start of bidding:

procur[E]ngine Vendor B

Home >

Bid Participation (Forward Auction) Event ID: 3273

Bid Subject: Testing Dutch Auction 123

Bid Details: Testing Dutch Auction 123

Bid Date: 03/04/2021 Bid Time: 01:35 PM Bid Type: Forward Auction

Bid For: Dutch Bid Duration: 8 Currency: INR

Terms & Condition: Distinct Advantages of ProcurEngine 0520.pdf Attachment (Any Other):

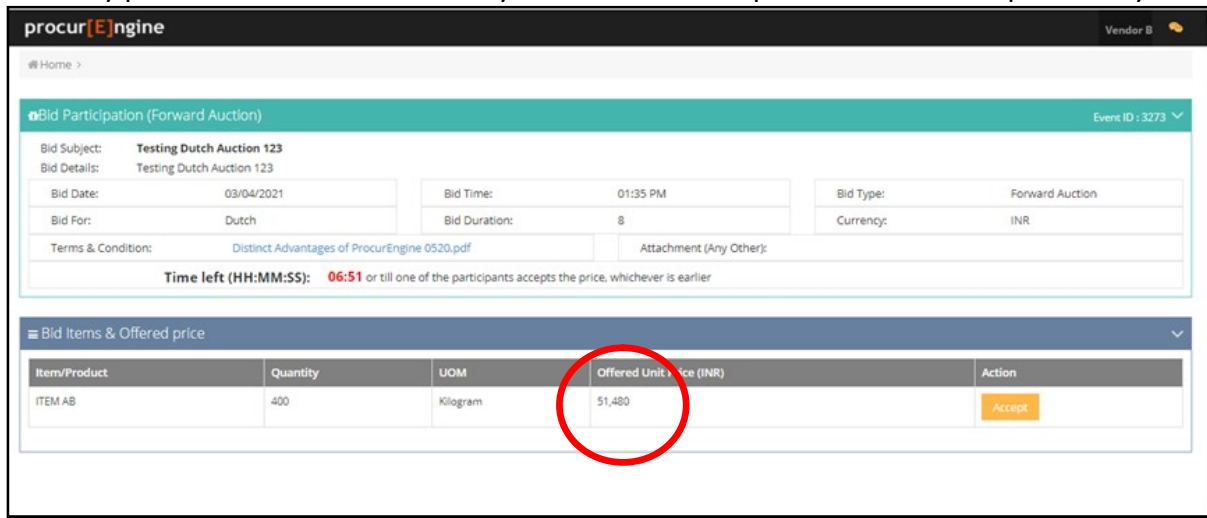
Time left (HH:MM:SS): 07:51 or till one of the participants accepts the price, whichever is earlier

Bid Items & Offered price

Item/Product	Quantity	UOM	Offered Unit Price (INR)	Action
ITEM AB	400	Kilogram	50,060	Accept

The Offer Price will get revised after the certain interval (e.g.- 1 min, 2 min etc.) by an incremental value.

You may press the **ACCEPT** button only when the offered price becomes acceptable to you.



procur[E]ngine Vendor B

Home >

Bid Participation (Forward Auction) Event ID : 3273

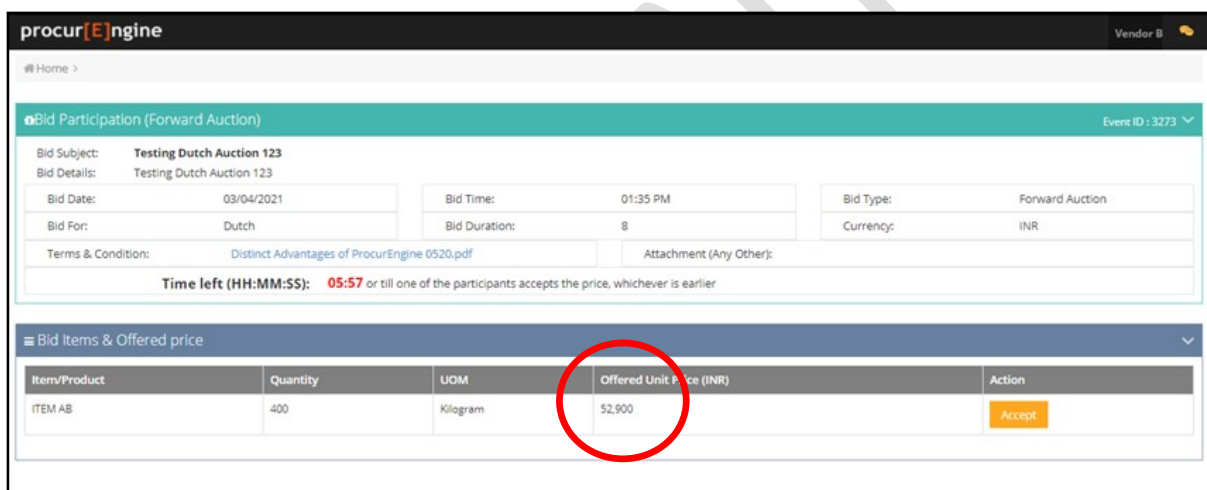
Bid Subject: Testing Dutch Auction 123
 Bid Details: Testing Dutch Auction 123

Bid Date: 03/04/2021 Bid Time: 01:35 PM Bid Type: Forward Auction
 Bid For: Dutch Bid Duration: 8 Currency: INR
 Terms & Condition: [Distinct Advantages of ProcuEngine 0520.pdf](#) Attachment (Any Other):

Time left (HH:MM:SS): 06:51 or till one of the participants accepts the price, whichever is earlier

Bid Items & Offered price

Item/Product	Quantity	UOM	Offered Unit Price (INR)	Action
ITEM AB	400	Kilogram	51,480	Accept



procur[E]ngine Vendor B

Home >

Bid Participation (Forward Auction) Event ID : 3273

Bid Subject: Testing Dutch Auction 123
 Bid Details: Testing Dutch Auction 123

Bid Date: 03/04/2021 Bid Time: 01:35 PM Bid Type: Forward Auction
 Bid For: Dutch Bid Duration: 8 Currency: INR
 Terms & Condition: [Distinct Advantages of ProcuEngine 0520.pdf](#) Attachment (Any Other):

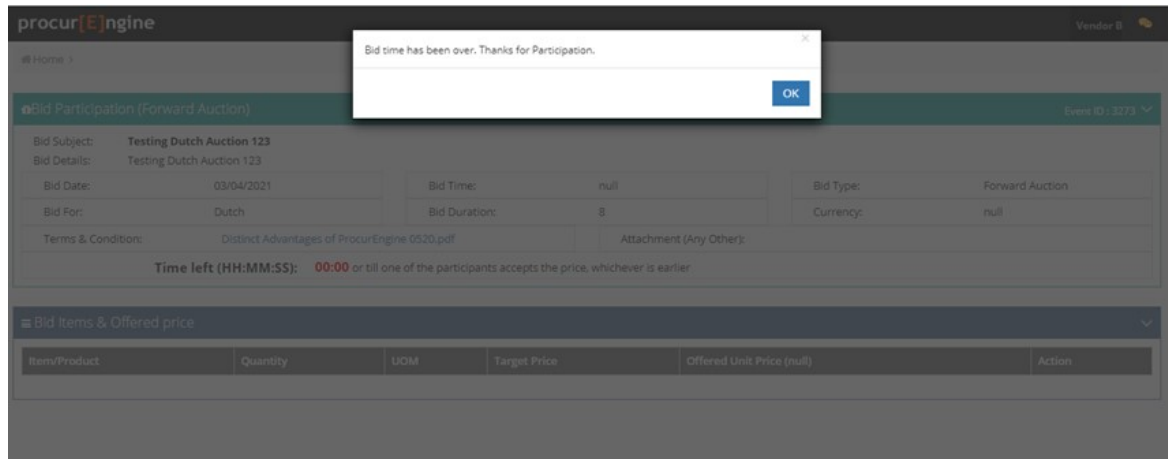
Time left (HH:MM:SS): 05:57 or till one of the participants accepts the price, whichever is earlier

Bid Items & Offered price

Item/Product	Quantity	UOM	Offered Unit Price (INR)	Action
ITEM AB	400	Kilogram	52,900	Accept

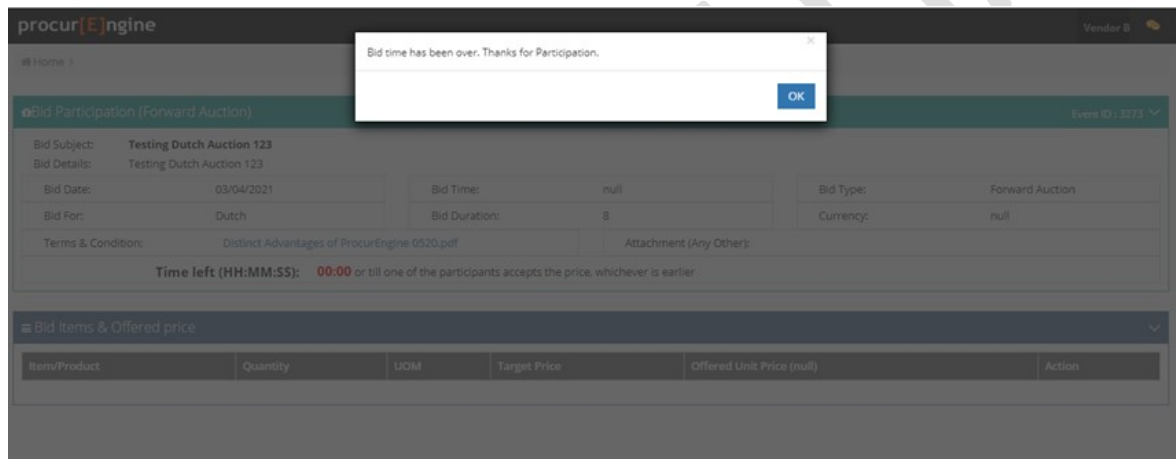
Step 8:

As soon as you or any other participating vendor accepts the quoted price, the bid will get over. Therefore it is important to remain alert and press **ACCEPT** as soon as the offered price is acceptable to you else some other participant may win the bid.



Step 9:

Once bid time is over you will be automatically logged off from event. Your customer will contact you for further process.



Upon logging out, you will be able to see previously bid e-Auctions in the section **Closed e-Auctions**. In Dutch Auction your accepted price will be visible only if you have accepted the offered price.

End of Document

**Please contact with ProcurEngine Team at
+91 98186 46103 for any assistance**