

procur[E]ngine

HOW TO PARTICIPATE IN A FORWARD AUCTION

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ABSTRACT

A Step by Step Approach on How to Participate in a Forward 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.

3. 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/comanyname) on scheduled date and time" (it will similar to <https://www.procurengine.com/comanyname>) to access our sourcing portal. We recommend visiting portal with provided user id and password in advance to read terms & conditions, documents (if applicable) and fill related prerequisite information.

Start Participation Forward Auction Bid

Step 1:

You would have received emails on your 2 registered email ids from the customer. One is the main email id, which is used for running the Forward auction and second one is for notifications only.

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

The email will look like as under:

PEFA- 11291: ASP Ltd: 27 Aug 2022 22:15:00: Forward Auction Demo Inbox x

ProcurEngine <info@procurengine.com>
to me ▾

NOTE : THIS IS AN AUTO-GENERATED MAIL . PLEASE DO NOT REPLY.

Dear Person A,
Vendor A

A new bid is invited against subject mentioned below and reference documents are available on Sourcing Portal.

Event Subject	Forward Auction Demo
Event Details	Forward Auction Demo
Event Date	27 Aug 2022 22:15:00
Event Duration	40 mins
Event ID	PEFA-11291

Your User ID for this bid is avendor1121@gmail.com
Your Password for this bid is **v@1234**

Please participate by using link [Sourcing Portal](#) on scheduled date and time.
Click [How to participate](#) link to see user manual.

Please [Click to see Terms and Conditions](#).

The alternative email will get a **notification only** of the event as under:

ProcurEngine Mail <aptagile@gmail.com>
to a ▾

12:43 PM (1 hour ago)

NOTE : THIS IS AN AUTO-GENERATED MAIL . PLEASE DO NOT REPLY.

Dear Vendor A,

A new bid is invited against subject mentioned below and reference documents are available on Sourcing Portal.

Bid Subject	Reverse Auction for Procurement of Office Chairs
Bid Details	The Bid is invited for procurement of Office Chairs for this financial year as per attached specifications
Bid Date	12/02/2019
Bid Time	12:15 PM
Bid Duration	30 mins

Please click [How to participate](#) link to see user manual.

Please [Click to see Terms and Conditions](#).

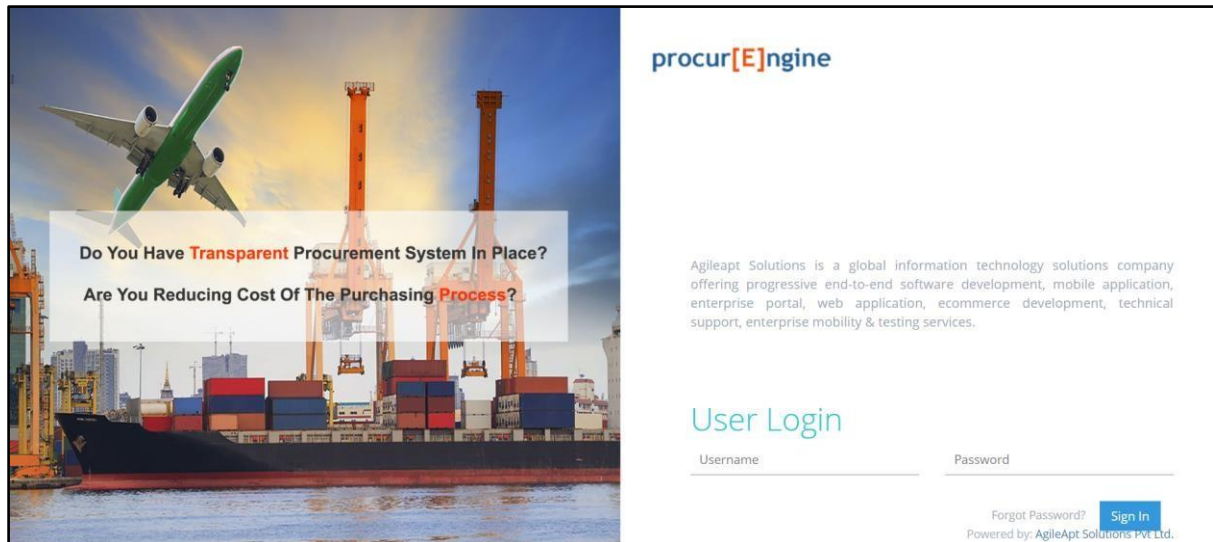
Please [Click to see other details](#).

User ID and Password for this bid has been sent to a@gmail.com

This email alert **will not get username and password** and will only give email id on which these details have been sent.

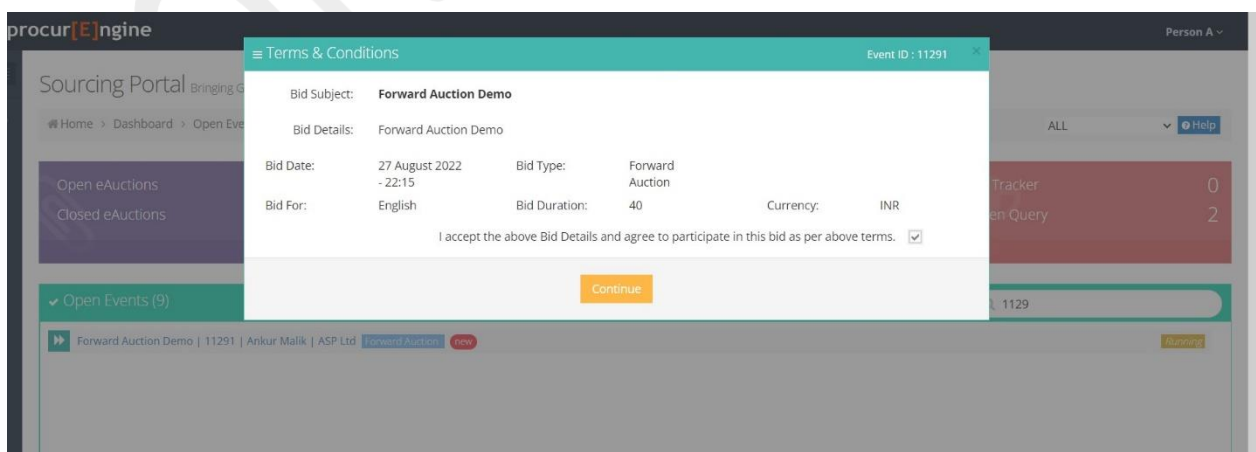
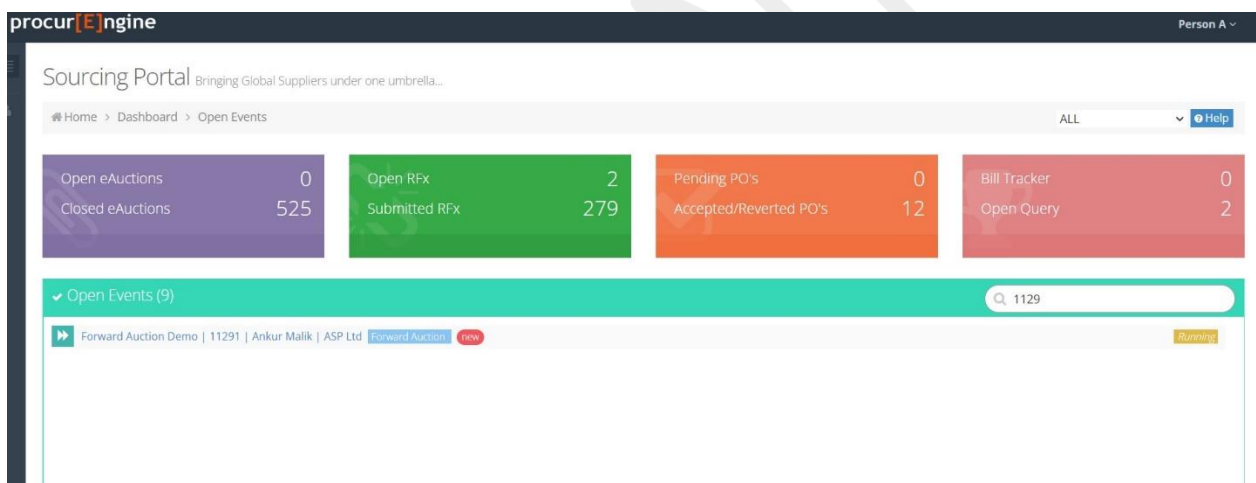
Step 2:

Please login using the credentials given on the email sent to the main registered id. The following home screen will appear (note: Home Screen may vary based on the customization for your customer):



Step 3:

Once vendor login, they will be able to see the open events on their dashboard



Once vendor clicks on Auction subject, they will accept the terms in order to participate in the auction

Step 4:

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

Upon logging, your home screen dash board will appear as under:

procur[E]ngine

Person A

Home >

Bid Participation (Forward Auction)

Event ID : 11291

Bid Subject: Forward Auction Demo

Bid Details: Forward Auction Demo

Bid Date: 27 August 2022 - 22:15

Bid Type: Forward Auction

Bid For: English

Bid Duration: 40 mins

Currency: INR

Terms & Condition: Demo Terms and Conditions.docx

Attachment (Any Other):

Time left (HH:MM:SS): 23:48

H1 indicates you have entered best buying price

S No	Item/Product	Quantity	UOM	Bid start price	Minimum Increment	Last Quote	H1 Price	Status	Enter_Quote*	Action
1	Demo A	10	Number	20,000 INR	20 INR		Not Disclosed	Not Participated	<input type="text"/>	<button>Submit</button>
2	Demo B	20	Ton	10,000 INR	10 INR		Not Disclosed	Not Participated	<input type="text"/>	<button>Submit</button>

Step 5:

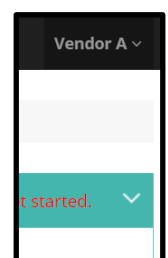
Please download and study the attachments given in the bid. One attachment gives the complete **terms and conditions** of bid. The customer may have attached (optional) other details as may be required for the bid like product specifications etc.

Please carefully study the attachments.

Step 6:

You may also check if your details are correctly filled in the at your customer portal by clicking right hand top panel

The following screen will appear. You can update your mobile number yourself. For rest of the corrections, please contact your customer RA administrator.



Home > My Profile

My Profile

Please complete your profile to unlock your registration with other companies

97%

100%

Contact details

Primary Contact Detail

Alternate Contact Detail

Name	Person B	Name	Person B2
Mobile No	9988774455	Mobile No	9988774456
Email ID	bvendor1121@gmail.com	Email ID	bvendor1121@gmail.com

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:

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Person A

Home >

Bid Participation (Forward Auction)

Event ID : 11291

Bid Subject: Forward Auction Demo

Bid Details: Forward Auction Demo

Bid Date:	27 August 2022 - 22:15	Bid Type:	Forward Auction	Currency:	INR
Bid For:	English	Bid Duration:	40 mins		
Terms & Condition:	Demo Terms and Conditions.docx	Attachment (Any Other):			

Time left (HH:MM:SS): 23:48

H1 indicates you have entered best buying price

S No	Item/Product	Quantity	UOM	Bid start price	Minimum Increment	Last Quote	H1 Price	Status	Enter_Quote*	Action
1	Demo A	10	Number	20,000 INR	20 INR		Not Disclosed	Not Participated		Submit
2	Demo B	20	Ton	10,000 INR	10 INR		Not Disclosed	Not Participated		Submit

Once you submit your initial price, the dash board will show your ranking in the bid. The rank may change as other bidders start quoting their prices.

Home >

Bid Participation (Forward Auction)

Event ID : 11291

Bid Subject: **Forward Auction Demo**

Bid Details: Forward Auction Demo

Bid Date: 27 August 2022 - 22:15

Bid Type: Forward Auction

Bid For: English

Bid Duration: 40 mins

Currency: INR

Terms & Condition: [Demo Terms and Conditions.docx](#)

Attachment (Any Other):

Time left (HH:MM:SS): 20:15

H1 indicates you have entered best buying price

S No	Item/Product	Quantity	UOM	Bid start price	Minimum Increment	Last Quote	H1 Price	Status	Enter_Quote*	Action
1	Demo A	10	Number	20,000 INR	20 INR	20,000	Not Disclosed	H1		<button>Submit</button>
2	Demo B	20	Ton	10,000 INR	10 INR	10,000	Not Disclosed	H1		<button>Submit</button>

Home >

Bid Participation (Forward Auction)

Event ID : 11291

Bid Subject: **Forward Auction Demo**

Bid Details: Forward Auction Demo

Bid Date: 27 August 2022 - 22:15

Bid Type: Forward Auction

Bid For: English

Bid Duration: 40 mins

Currency: INR

Terms & Condition: [Demo Terms and Conditions.docx](#)

Attachment (Any Other):

Time left (HH:MM:SS): 17:31

H1 indicates you have entered best buying price

S No	Item/Product	Quantity	UOM	Bid start price	Minimum Increment	Last Quote	H1 Price	Status	Enter_Quote*	Action
1	Demo A	10	Number	20,000 INR	20 INR	20,000	Not Disclosed	H2		<button>Submit</button>
2	Demo B	20	Ton	10,000 INR	10 INR	10,000	Not Disclosed	H1		<button>Submit</button>

Please Quote price in given text box and click on submit to bid. If your quote is Highest the status will be shown as H1" else " H2".

Bid Participation (Forward Auction) Event ID : 11291

Bid Subject: Forward Auction Demo	
Bid Details: Forward Auction Demo	

Bid Date:	27 August 2022 - 22:15	Bid Type:	Forward Auction
Bid For:	English	Bid Duration:	29 mins
		Currency:	INR

Terms & Condition:	Demo Terms and Conditions.docx	Attachment (Any Other):	
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Time left (HH:MM:SS): 02:52 Bid Time Extended.

You can increase your bid in steps. Your next allowed next step should be higher than the current bid by **minimum increment as indicated in your dash board**. The bid increment can be price or in percentage. Please do check this carefully at the time of bidding.

Bid Participation (Forward Auction)

Event ID : 11291

Bid Subject:

Forward Auction Demo

Bid Details:

Forward Auction Demo

Bid Date:

27 August 2022 - 22:15

Bid Type:

Forward Auction

Bid For:

English

Bid Duration:

29 mins

Terms & Condition:

Demo Terms and Conditions.docx

Currency:

INR

Attachment (Any Other):

Time left (HH:MM:SS):

02:52 Bid Time Extended.

H1 indicates you have entered best buying price

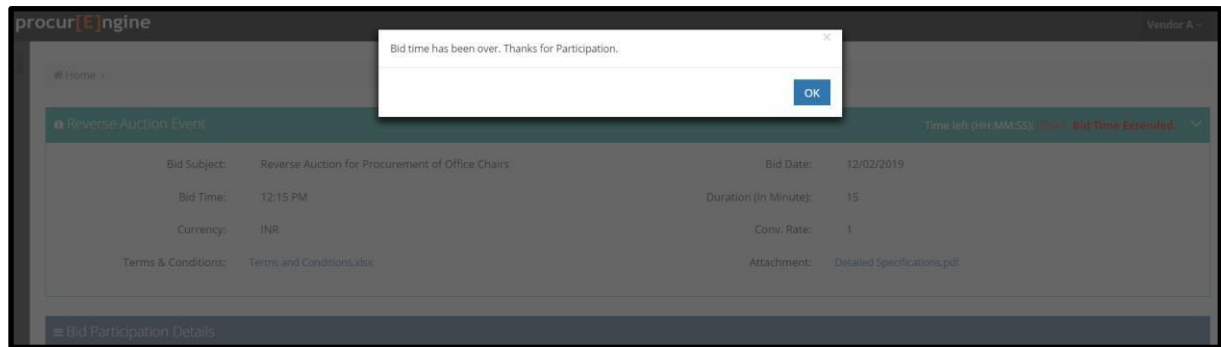
S No	Item/Product	Quantity	UOM	Bid start price	Minimum Increment	Last Quote	H1 Price	Status	Enter_Quote*	Action
1	Demo A	10	Number	20,000 INR	20 INR	21,000	Not Disclosed	H2	<input type="text"/>	<button>Submit</button>
2	Demo B	20	Ton	10,000 INR	10 INR	10,000	Not Disclosed	H1	<input type="text"/>	<button>Submit</button>

Step 8:

Please note that if you quote in last one minute the bid time will automatically get extended by 2 minutes to give fair opportunity to all. Hence avoid quoting your best price at last moment.

Step 9:

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



End of Document

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