Prerequisite

1. Please ensure you are using latest version of Google Chrome, Internet Explorer, Mozilla Firefox or Safari. (Recommended: Google Chrome latest version).
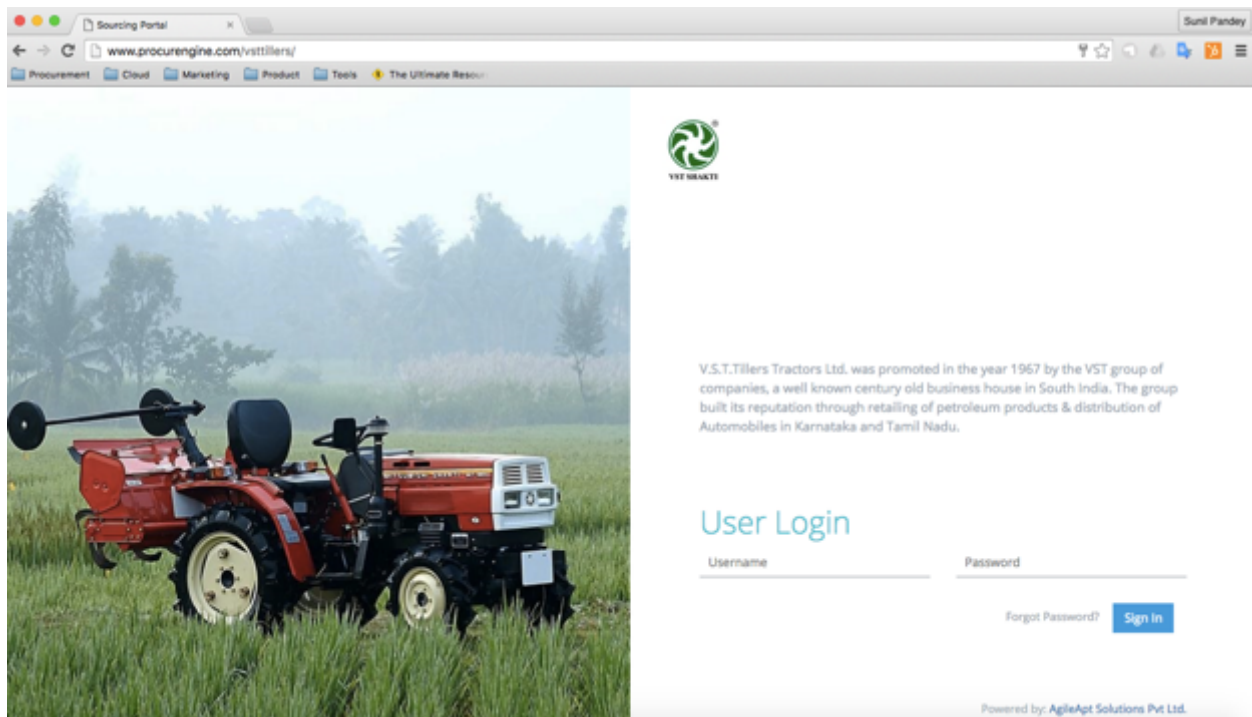
OR

Download 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.

Step by Step process how to participate

1. Visit http://www.procurengine.com/vsttillers/ to access your sourcing portal.

Check you email for bid participation password. Sample of email is given below

ProcurEngine Mail   Today at 6:58 AM

To: rj@gmail.com

PS- 2: 06/06/2016: Bids are invited for Tractor Engine Front Cover

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

Dear Rajan Juneja,

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

Bid Subject	Bids are invited for Tractor Engine Front Cover
Bid Details	The Tractor Engine Front Cover is also known as gear housing cover that is made with premium grade cast iron, as per laid industrial norms. Tractor Engine Front Cover must be tested stringently for quality and performance. The product should be finely finished to deliver flawless performance over period of time. Please quote your best price as no manual negotiations will be done on price once bid is over.
Bid Date	06/06/2016
Bid Time	07:00 AM
Bid Duration	20 mins

Please make sure that you are entering landed unit price
Your User ID for this bid is rj@gmail.com
Your Password for this bid is **78UK4M**

Please participate by using link **Sourcing Portal** on scheduled date and time.

Please Click **How to participate** to read user manual.

Regards

Procurement Team

procurement@vsttillers.com

Use User ID and password to login and participate in bid.

2. Once you are logged in accept terms and conditions

3. Read bid details, refer attached terms & conditions documents. Check Participation to enable pre-requisite information like VAT, CST etc. enter relevant values and click on proceed to start bidding.

4. In this screen quote your best price and click on submit to start bidding. Based on quoted price your bid status would be shown as per screen shot given below.

Status becomes "L1" if your quote is lowest.

Status becomes "Not L1" if your quote is higher than lowest quoted price

Important Note:

- You can bid multiple times.
- If you quote your best price at last moment the bid time will increase by 2 minutes (refer screen shot given below) to give fair chance to other participant, hence avoid quoting your best price at last moment.

5. Once bid is over you will automatically logged-off from the system and password provided for this bid will automatically expire.