

procur[E]ngine

# HOW TO PARTICIPATE IN A REVERSE AUCTION

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## ABSTRACT

A Step by Step Approach on How to Participate in a Reverse 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. Visit <http://procurengine.com/xxx> 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 Reverse 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 reverse auction and second one is for notifications only.

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

The email will look like as under:

RA- 484: 12/02/2019: Reverse Auction for Procurement of Office Chairs

Inbox

ProcurEngine Mail <aptagile@gmail.com>

to a

12:43 PM

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

Your User ID for this bid is [a@gmail.com](#)

Your Password for this bid is **P4R34A**

Please participate by using link [Sourcing Portal](#) on scheduled date and time.

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

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.

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



Do You Have **Transparent** Procurement System In Place?

Are You Reducing Cost Of The Purchasing **Process**?

**procur[E]ngine**

Agileapt Solutions is a global information technology solutions company offering progressive end-to-end software development, mobile application, enterprise portal, web application, ecommerce development, technical support, enterprise mobility & testing services.

### User Login

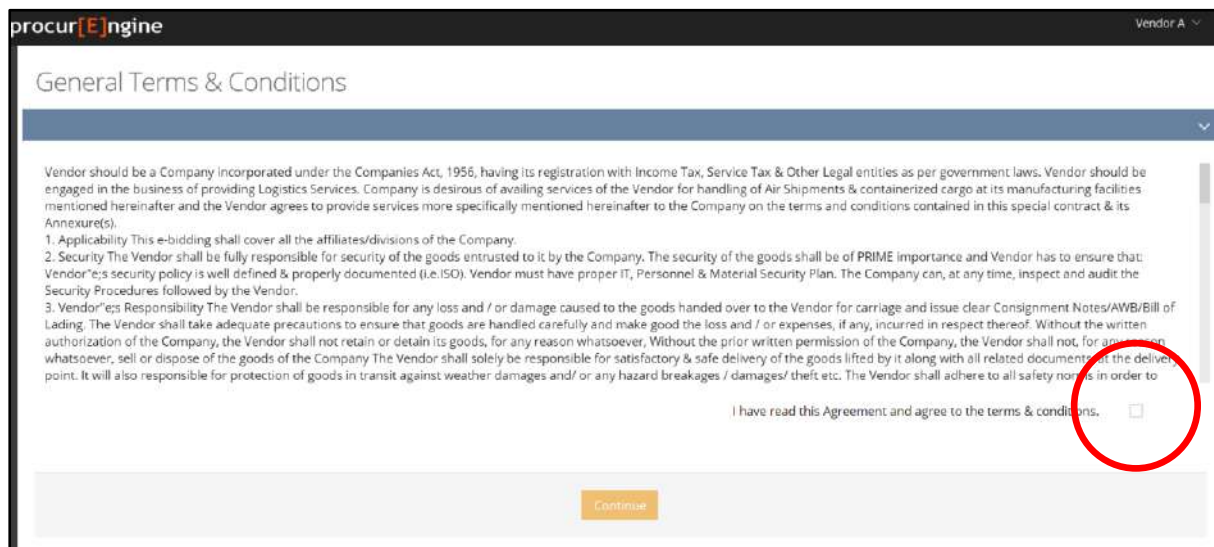
Username  Password

[Forgot Password?](#) [Sign In](#)

Powered by: AgileApt Solutions Pvt Ltd.

### Step 3:

Upon logging, you will be directed to accept “General Terms and Conditions” of the procurement policies of the customer.



procur[E]ngine Vendor A

### General Terms & Conditions

Vendor should be a Company incorporated under the Companies Act, 1956, having its registration with Income Tax, Service Tax & Other Legal entities as per government laws. Vendor should be engaged in the business of providing Logistics Services. Company is desirous of availing services of the Vendor for handling of Air Shipments & containerized cargo at its manufacturing facilities mentioned hereinafter and the Vendor agrees to provide services more specifically mentioned hereinafter to the Company on the terms and conditions contained in this special contract & its Annexure(s).

1. Applicability This e-bidding shall cover all the affiliates/divisions of the Company.
2. Security The Vendor shall be fully responsible for security of the goods entrusted to it by the Company. The security of the goods shall be of PRIME importance and Vendor has to ensure that Vendor's security policy is well defined & properly documented (i.e.ISD). Vendor must have proper IT, Personnel & Material Security Plan. The Company can, at any time, inspect and audit the Security Procedures followed by the Vendor.
3. Vendor's Responsibility The Vendor shall be responsible for any loss and / or damage caused to the goods handed over to the Vendor for carriage and issue clear Consignment Notes/AWB/Bill of Lading. The Vendor shall take adequate precautions to ensure that goods are handled carefully and make good the loss and / or expenses, if any, incurred in respect thereof. Without the written authorization of the Company, the Vendor shall not retain or detain its goods, for any reason whatsoever, Without the prior written permission of the Company, the Vendor shall not, for any reason whatsoever, sell or dispose of the goods of the Company. The Vendor shall solely be responsible for satisfactory & safe delivery of the goods lifted by it along with all related documents at the delivery point. It will also responsible for protection of goods in transit against weather damages and/ or any hazard breakages / damages/ theft etc. The Vendor shall adhere to all safety norms in order to

I have read this Agreement and agree to the terms & conditions. ☐

Continue

You please study the same and give your acceptance and press **Continue**.



ason whatsoever, Without the prior written permission of the Company, the Vendor shall not, for any reason  
ponsible for satisfactory & safe delivery of the goods lifted by it along with all related documents, at the delivery  
and/ or any hazard breakages / damages/ theft etc. The Vendor shall adhere to all safety norms in order to

I have read this Agreement and agree to the terms & conditions. ☒

Continue

### Step 4:

It is important that you log in well in advance of the specified time of the reverse 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 Vendor A

Home >

Reverse Auction Event Time left (HH:MM:SS): Bid is now started.

Bid Subject: Reverse Auction for Procurement of Office Chairs Bid Date: 12/02/2019

Bid Time: 12:15 PM Duration (In Minute): 30

Currency: INR Conv. Rate: 1

Terms & Conditions: Terms and Conditions.xlsx Attachment: Detailed Specifications.pdf

Bid Participation Details

### 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.

procur[E]ngine Vendor A

Home > My Profile

My Profile

Name: Vendor A Mobile No:

Email ID: ae@gmail.com Address: Bangalore bangalore

Phone: 01928798 Address:

PAN No: AHGHLK Service Tax No: AJNK

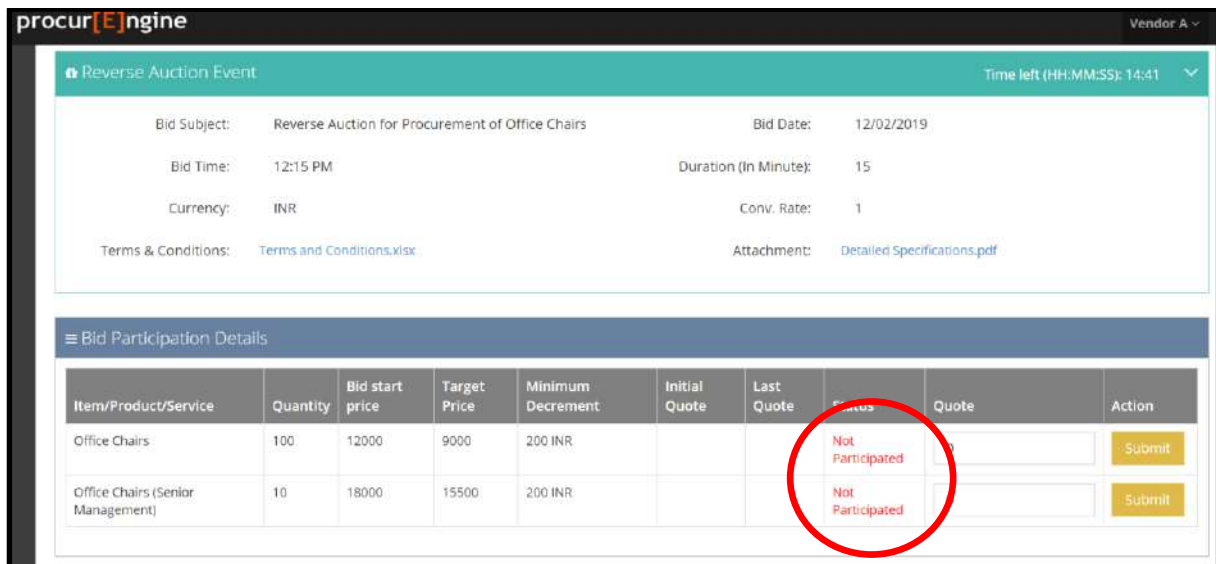
Contact Person Details

Bid Type	Person Name	Phone	EmailID	AlternateEmail ID	is Authorized?
Forward Auction	Vendor A	01928798	ae@gmail.com	a1@gmail.com	Yes
Reverse Auction	Vendor A	01928798	ae@gmail.com	ae@gmail.com	Yes

### 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:



The screenshot shows the 'Reverse Auction Event' page for 'Reverse Auction for Procurement of Office Chairs'. The event details are as follows:

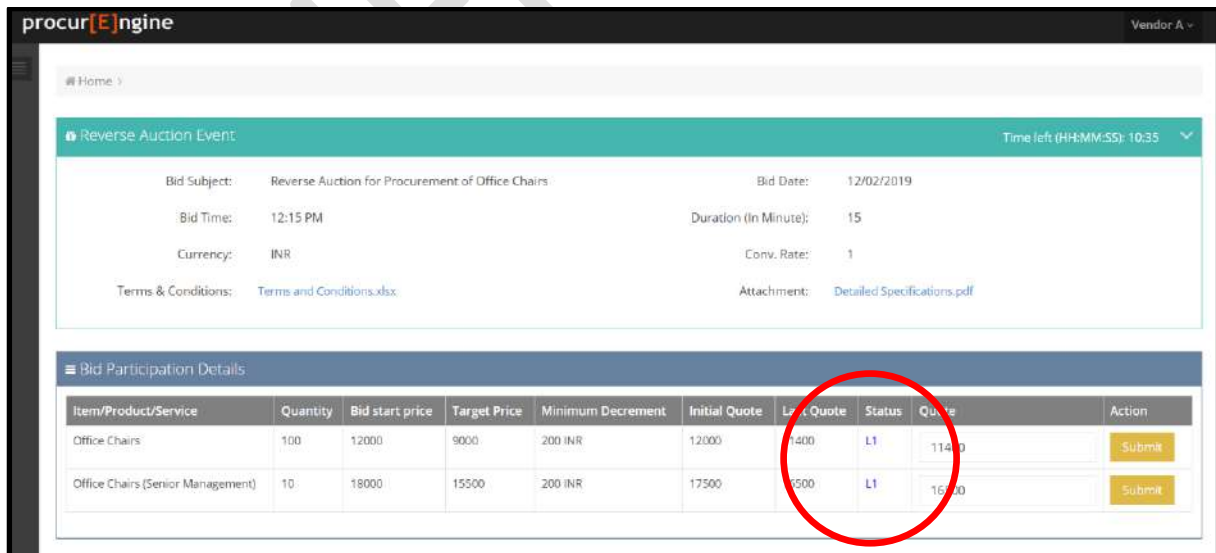
Field	Value
Bid Subject	Reverse Auction for Procurement of Office Chairs
Bid Date	12/02/2019
Bid Time	12:15 PM
Duration (In Minute)	15
Currency	INR
Conv. Rate	1
Terms & Conditions	<a href="#">Terms and Conditions.xlsx</a>
Attachment	<a href="#">Detailed Specifications.pdf</a>

Below the event details is the 'Bid Participation Details' table:

Item/Product/Service	Quantity	Bid start price	Target Price	Minimum Decrement	Initial Quote	Last Quote	Status	Quote	Action
Office Chairs	100	12000	9000	200 INR			Not Participated		<a href="#">Submit</a>
Office Chairs (Senior Management)	10	18000	15500	200 INR			Not Participated		<a href="#">Submit</a>

The 'Status' column for both items is circled in red, indicating 'Not Participated'.

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.



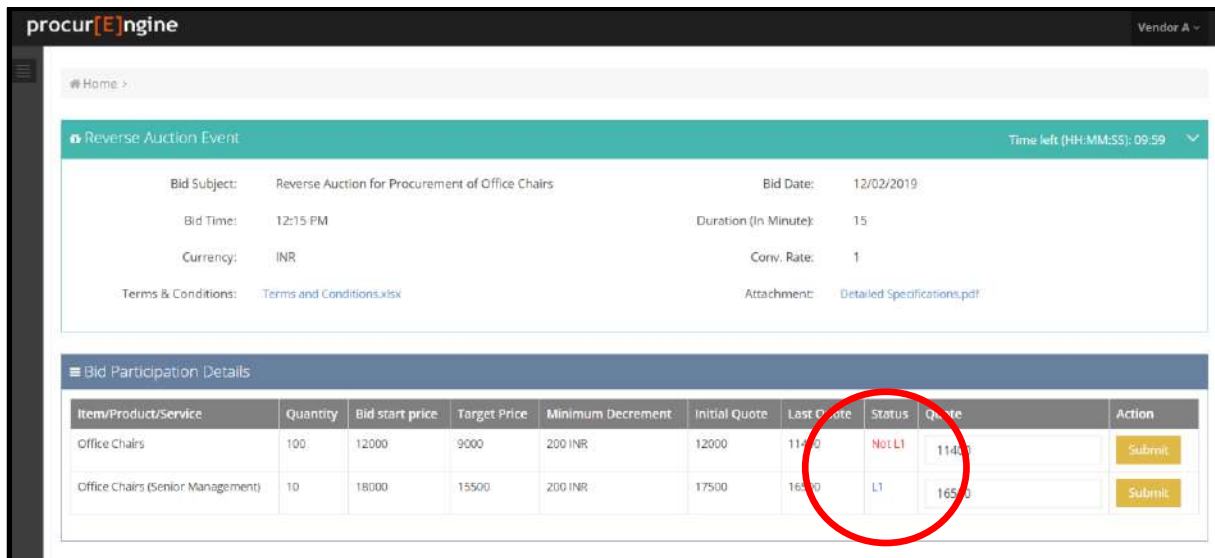
The screenshot shows the 'Reverse Auction Event' page for 'Reverse Auction for Procurement of Office Chairs'. The event details are as follows:

Field	Value
Bid Subject	Reverse Auction for Procurement of Office Chairs
Bid Date	12/02/2019
Bid Time	12:15 PM
Duration (In Minute)	15
Currency	INR
Conv. Rate	1
Terms & Conditions	<a href="#">Terms and Conditions.xlsx</a>
Attachment	<a href="#">Detailed Specifications.pdf</a>

Below the event details is the 'Bid Participation Details' table:

Item/Product/Service	Quantity	Bid start price	Target Price	Minimum Decrement	Initial Quote	Last Quote	Status	Quote	Action
Office Chairs	100	12000	9000	200 INR	12000	11400	L1	11400	<a href="#">Submit</a>
Office Chairs (Senior Management)	10	18000	15500	200 INR	17500	16500	L1	16500	<a href="#">Submit</a>

The 'Status' column for both items is circled in red, indicating 'L1' (Lowest Price Bidder).



**Reverse Auction Event** Time left (HH:MM:SS): 09:59

Bid Subject: Reverse Auction for Procurement of Office Chairs Bid Date: 12/02/2019

Bid Time: 12:15 PM Duration (In Minute): 15

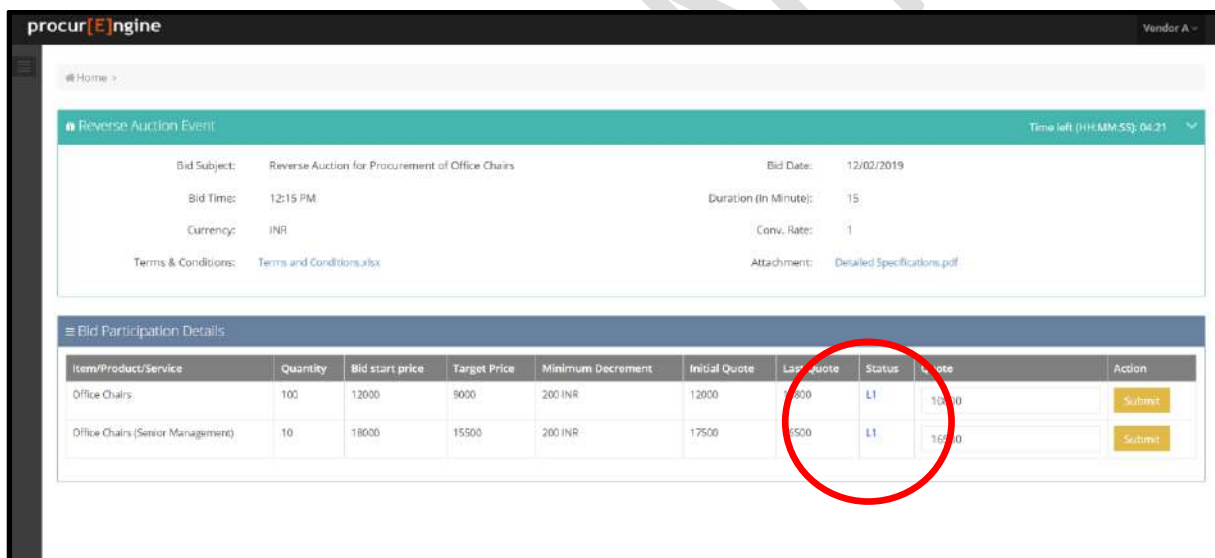
Currency: INR Conv. Rate: 1

Terms & Conditions: [Terms and Conditions.xlsx](#) Attachment: [Detailed Specifications.pdf](#)

**Bid Participation Details**

Item/Product/Service	Quantity	Bid start price	Target Price	Minimum Decrement	Initial Quote	Last Quote	Status	Quote	Action
Office Chairs	100	12000	9000	200 INR	12000	11400	Not L1	11400	<a href="#">Submit</a>
Office Chairs (Senior Management)	10	18000	15500	200 INR	17500	16500	L1	16500	<a href="#">Submit</a>

Please Quote price in given text box and click on submit to bid. **If your quote is lowest the status will be shown as "L1" else "Not L1".**



**Reverse Auction Event** Time left (HH:MM:SS): 04:21

Bid Subject: Reverse Auction for Procurement of Office Chairs Bid Date: 12/02/2019

Bid Time: 12:15 PM Duration (In Minute): 15

Currency: INR Conv. Rate: 1

Terms & Conditions: [Terms and Conditions.xlsx](#) Attachment: [Detailed Specifications.pdf](#)

**Bid Participation Details**

Item/Product/Service	Quantity	Bid start price	Target Price	Minimum Decrement	Initial Quote	Last Quote	Status	Quote	Action
Office Chairs	100	12000	9000	200 INR	12000	10800	L1	10800	<a href="#">Submit</a>
Office Chairs (Senior Management)	10	18000	15500	200 INR	17500	16500	L1	16500	<a href="#">Submit</a>

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



**Reverse Auction Event** Time left (HH:MM:SS): 00:10 **Bid Time Extended**

Bid Subject: Reverse Auction for Procurement of Office Chairs  
 Bid Date: 12/02/2019  
 Bid Time: 12:15 PM  
 Duration (In Minute): 15  
 Currency: INR  
 Conv. Rate: 1  
 Terms & Conditions: [Terms and Conditions.xlsx](#)  
 Attachment: [Detailed Specifications.pdf](#)

**Bid Participation Details:**

Item/Product/Service	Quantity	Bid start price	Target Price	Minimum Decrement	Initial Quote	Last Quote	Status	Quote	Action
Office Chairs	100	12000	9000	200 INR	12000	10800	<b>Not L1</b>	10800	<a href="#">Submit</a>
Office Chairs (Senior Management)	10	18000	15500	200 INR	17500	16500	<b>L1</b>	16500	<a href="#">Submit</a>

### 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.

**Reverse Auction Event** Time left (HH:MM:SS): 01:36

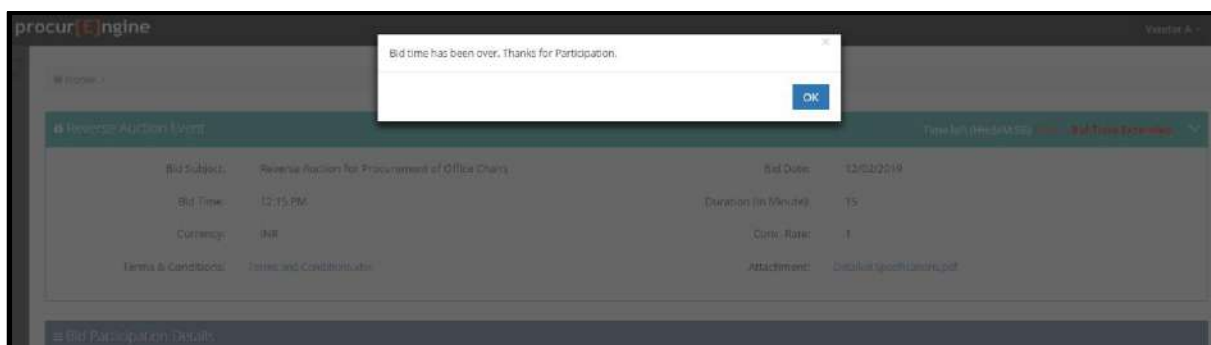
Bid Date: 12/02/2019  
 Duration (In Minute): 15  
 Conv. Rate: 1  
 Attachment: [Detailed Specifications.pdf](#)

Initial Quote	Last Quote	Status	Quote	Action
12000	10800	<b>L1</b>	10800	<a href="#">Submit</a>

### 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  
**+91 844 844 9750** for any assistance

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