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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. 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](#) 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 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 x

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

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.

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](#).

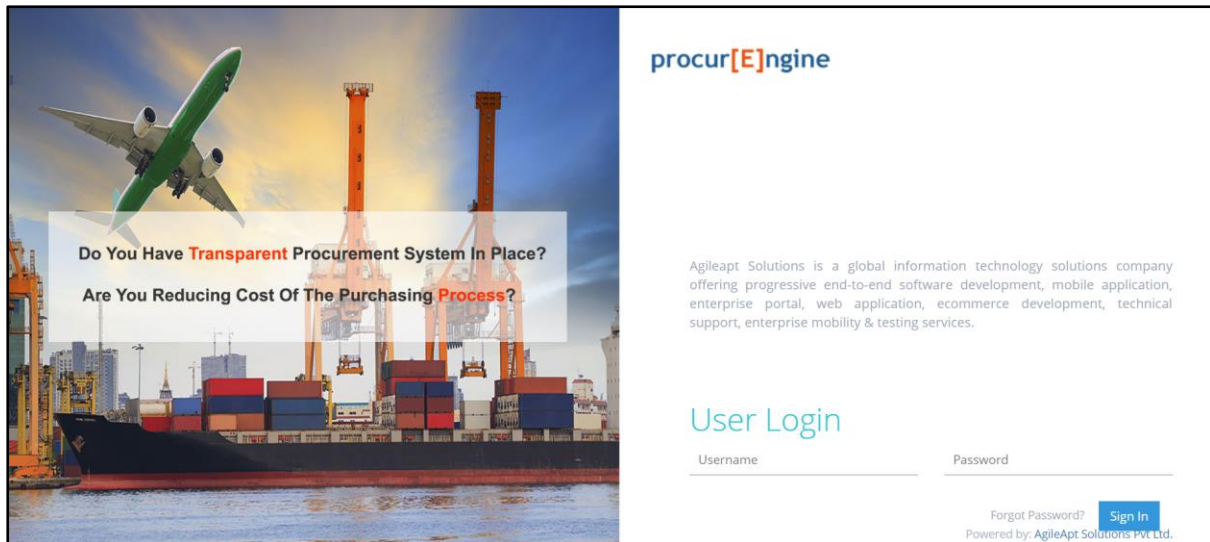
Please [Click to see other details](#).

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.

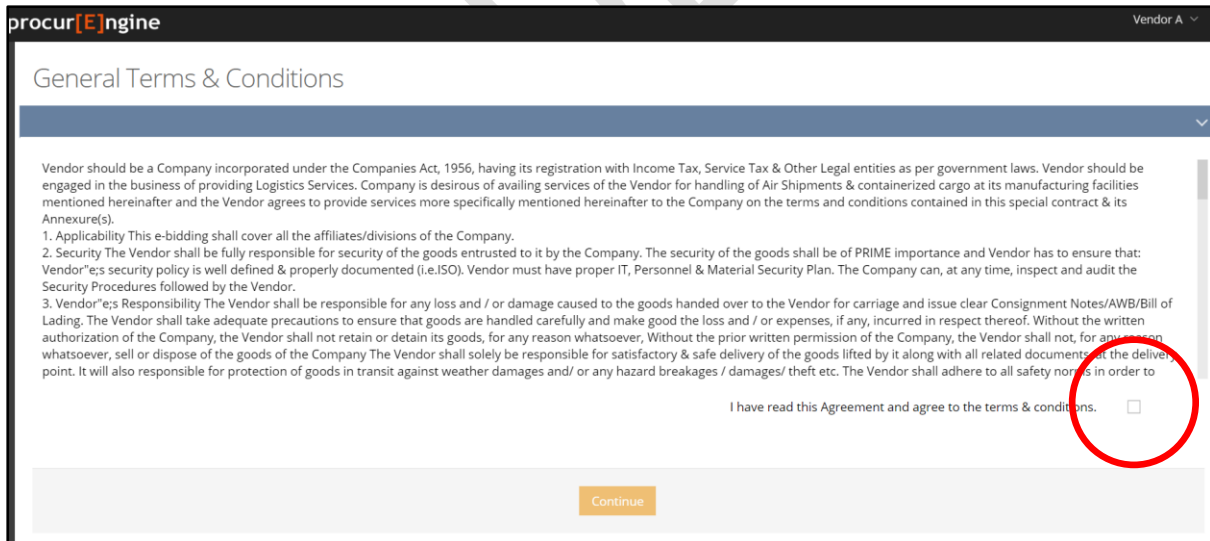
Step 2:

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:

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



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

Jason whatsoever, Without the prior written permission of the Company, the Vendor shall not, for any reason possible 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 not 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.

Vendor A ▾

it started. ▾

procur[E]ngine Vendor A

Home > My Profile

My Profile

Name: Vendor A Mobile No:

Email ID: a@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	a@gmail.com	a1@gmail.com	Yes
Reverse Auction	Vendor A	01928798	a@gmail.com	a@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:

procur[E]ngine Vendor A

Reverse Auction Event Time left (HH:MM:SS): 14:41

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			Not Participated	<input type="text"/>	<input type="button" value="Submit"/>
Office Chairs (Senior Management)	10	18000	15500	200 INR			Not Participated	<input type="text"/>	<input type="button" value="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.

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Vendor A

Home

Reverse Auction Event

Time left (HH:MM:SS): 10:35

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	L1	11400	Submit
Office Chairs (Senior Management)	10	18000	15500	200 INR	17500	16500	L1	16500	Submit

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Vendor A

Home

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

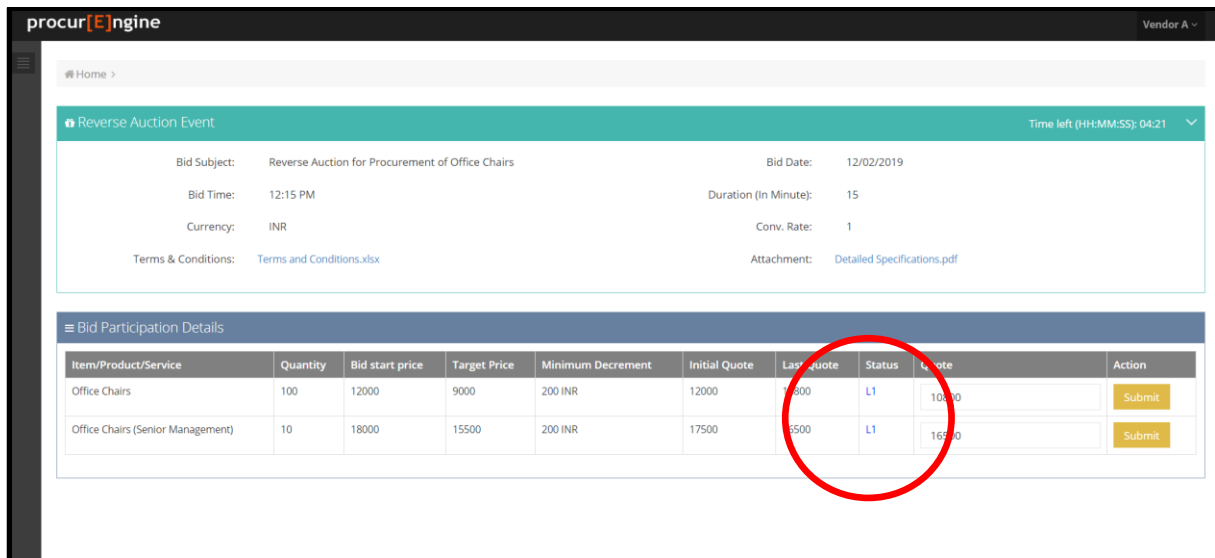
Attachment:

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	Submit
Office Chairs (Senior Management)	10	18000	15500	200 INR	17500	16500	L1	16500	Submit

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".**



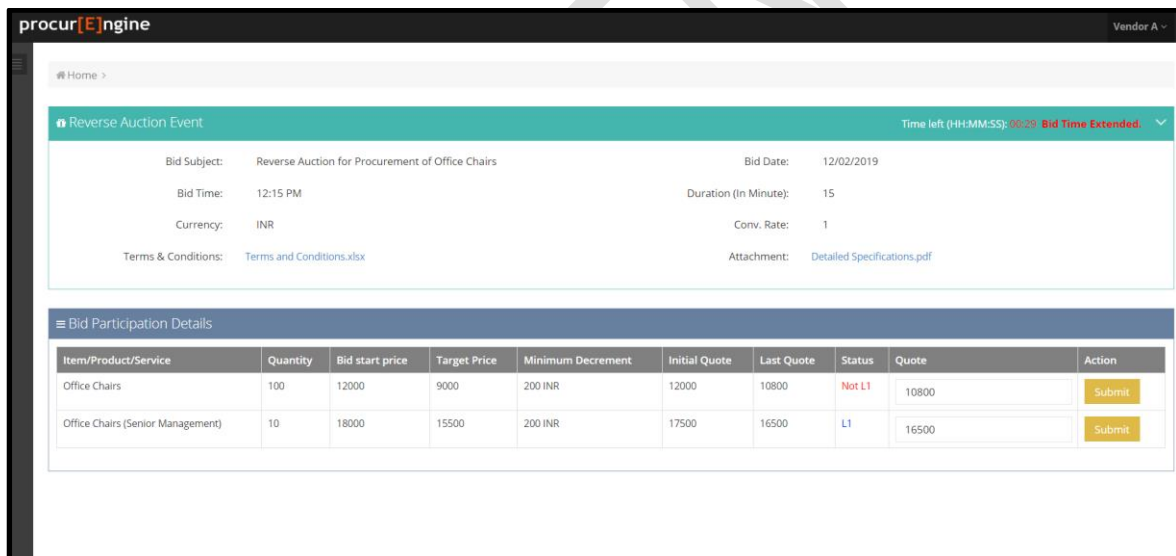
Reverse Auction Event Time left (HH:MM:SS): 04:21

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	Submit
Office Chairs (Senior Management)	10	18000	15500	200 INR	17500	16500	L1	16500	Submit

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): 00:29 **Bid Time Extended.**

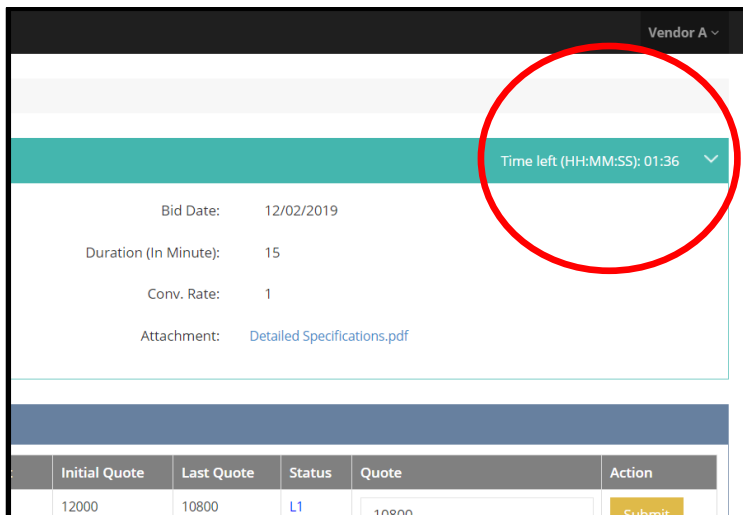
Bid Subject: Reverse Auction for Procurement of Office Chairs
 Bid Date: 12/02/2019
 Bid Time: 12:15 PM
 Duration (In Minute): 15
 Currency: INR
 Conv. Rate: 1
 Terms & Conditions: [Terms and Conditions.xlsx](#)
 Attachment: [Detailed Specifications.pdf](#)

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	Not L1	10800	Submit
Office Chairs (Senior Management)	10	18000	15500	200 INR	17500	16500	L1	16500	Submit

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.



Vendor A ▾

Time left (HH:MM:SS): 01:36 ▾

Bid Date: 12/02/2019

Duration (In Minute): 15

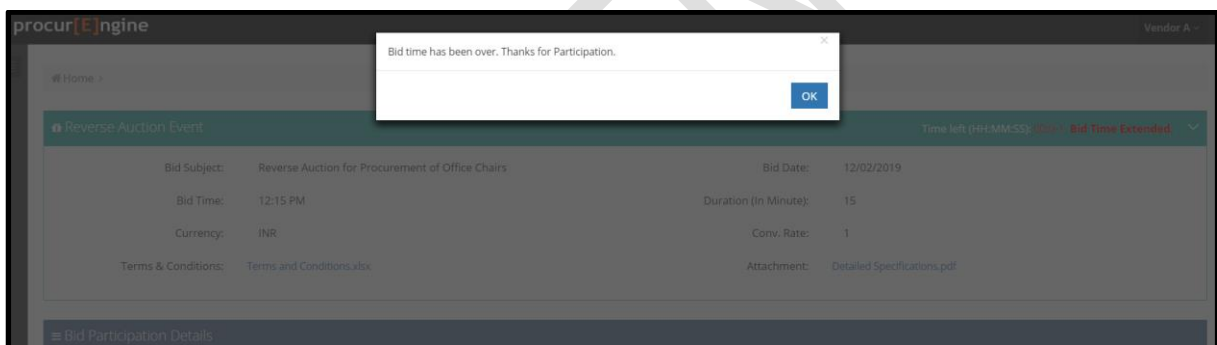
Conv. Rate: 1

Attachment: [Detailed Specifications.pdf](#)

Initial Quote	Last Quote	Status	Quote	Action
12000	10800	L1	10800	Submit

Step 9:

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



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Bid time has been over. Thanks for Participation. [OK](#)

Reverse Auction Event

Time left (HH:MM:SS): 00:00 ▾ 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

End of Document

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