Using this page user can configure bids related to Sea export shipments and invite vendors to participate on specified date and time.

There are four steps to complete this process. You may complete one step at a time by using “Save & Continue” feature and fill other details later by clicking activity displayed as “Saved as Draft” in pending activities. All the mandatory information is marked with \* sign.

Details required at every step are given below:

**Step -1: "Bid Details"–**In this step user needs to fill all generic information related to product & services Bid. Individual columns with their relevance are given below

* **Bid Subject:** Meaningful short subject for the bid. This is used as a subject for all related email notifications & reports.
* **Bid Description:**Detailed information about the bid.
* **Bid Date:**Date when the bid will be started.
* **Bid Start Time:**Time when the bid will start and vendors may start participating.
* **Currency:** Currency in which amount should be quoted. e.g. INR (Indian rupees).
* **Conversion Rate:**Conversion rate of currency at the time of bid configuration.
* **Terms and conditions:**PDF file which includes all terms and conditions for the bid.
* **Attachments:**You can upload supporting document related to bid (This field is optional).
* **Bid Closing Type:** Depending on requirements youcan select one of the Stagger: At item level or all item in one go.
* **Bid Duration (In minutes):**Minutes given to vendors for participating/quoting price.
* **Approvers:** Select name of approvers who will approve bid.

Once all mandatory details are filled click on Save and Continue to move to next step.

**Step-2: "Setup Bid Parameters"–**In this step user needs to fill destination port details against which vendors will be quoting prices/rates. Individual columns with their relevance are given below.

* **Port Name:**Specify short name of product/services which would be visible at the time of bid participation.
* **Remarks:** Details if any.
* **Quantity:**Specify number of containers required.
* **Target Price:**which we expect to reach as a result of bidding process.
* **Last Invoice Rate:** Unit rate from recent order.
* **Ceiling/MAX. Price:**Enter the MAX price for bid above which vendors will not be able to quote. You may select whether ceiling price would be visible to participant or not.
* **Minimum Decrement:**You can define the minimum decrement in price during bid and whether the decrement would be calculated on quoted price or percentage of quoted price.
* **Bid Duration (In Minute):** This column appears only when bid closing type is “Stagger: At item level” selected and should be filled with bid time allotted to particular item.

**Step-3: "Invite Participants"–**User can select participants whom he wants to send invite to participate in bid. User can search from the list by typing participants name in search text box or he can check select all in case he wants to invite all available vendors.

**Step-4: Review & Submit -** When clicked on “Submit” button in previous step system will show summary of all entered information for review before inviting vendors to participate. Clicking submit on this page, sends email alert having login id, password and bid specific details to selected vendors, their companies and approvers involved post bid closer.