

# The manual for submitting the participant's bid into the eAuction hall in the PROEBIZ eAuction software interface

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The abridged manual will guide you through the process of filling in and sending the application, logging in, and submitting the bid into the eAuction hall. Should you have further questions, feel free to contact our Houston PROEBIZ:

Telephone:

**EN:** +420 597 587 171

E-mail: [houston@proebiz.com](mailto:houston@proebiz.com)

Web: <http://proebiz.com/en/support>

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## I. Invitation to the eAuction



You have received the Invitation to the participation in the eAuction in the eAuction system PROEBIZ. As the first step, please, read the Invitation text (Terms and conditions and Subject of the eAuction) carefully. That will appear after clicking on the relevant link in the e-mail. In order to obtain the access key and log in to the eAuction, it is necessary to fill in the application. The application form can be found in the section "Registration", under the button "Here". All the fields that are marked in red - the so-called mandatory data must be filled in the application.

Dear Mr/Ms,  
 This is an invitation to take part in the eAuction which was announced by PROEBIZ.  
 You can find the content, terms and conditions of the eAuction here:  
<http://edu.proebiz.com/pozvanka.php?idx=6710b07bc121f2329a966589c2626bc2&jazyk=en>

Administrator of eAuction:  
 Igor Miota  
 PROEBIZ  
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 Phone:  
 E-mail: [miota@proebiz.com](mailto:miota@proebiz.com)

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 Add your company to BASE - THE SHARED CATALOG OF SUPPLIERS connected with PROebiz eAuction system!  
 More information at: <https://base.proebiz.com/>

	<b>Invitation to take part in the eAuction for PROEBIZ</b>
INVITATION	<b>Office supplies</b>
CONTENT OF E-AUCTION	<p><b>REGISTRATION</b></p> <p>To take part in the eAuction it is necessary to fill in a registration form, which can be found <a href="#">HERE</a>.</p> <p>The access key will be sent to registered participants in accordance with the time schedule.</p> <p><b>Before filling in the registration, please check if your browser settings are correct.</b> You can see more information in <b>Instructions for use</b>.</p> <p>The general procedure for completing registration and information on how to work with the eAuction hall will be displayed after clicking on <a href="#">this link</a>.</p>
CRITERIA	
MULTICRITERIA EVALUATION	
SCHEDULE	
CONTACTS	
<b>REGISTRATION</b>	
RULES	
INSTRUCTION FOR USE	
Houston PROEBIZ +420 597 587 171 <a href="http://proebiz.com/en/support">proebiz.com/en/support</a> <a href="mailto:houston@proebiz.com">houston@proebiz.com</a>	

 	
<b>eAuction registration for Office supplies</b>	
<b>Name of company or individual* :</b>	<input type="text"/>
Street :	<input type="text"/>
City :	<input type="text"/>
Post Code :	<input type="text"/>
<b>Country* :</b>	<input type="text" value="▼"/>
<b>VAT Identification Number* :</b>	<input type="text"/>
Company ID :	<input type="text"/>
Bank account number :	<input type="text"/>
Website :	<input type="text"/>
<b>*please enter this information.</b>	
<b>Contact person responsible for communication with administrator</b>	
<b>Contact person responsible for communication with administrator* :</b>	<input type="text"/>
Position :	<input type="text"/>
Phone number for communication with administrator during the eAuction. (format +000 123 456 789) :	<input type="text"/>
Fax number for communication with administrator during the eAuction. (format +000 123 456 789) :	<input type="text"/>
<b>Mobile number for communication with administrator during the eAuction. (format +000 123 456 789)* :</b>	<input type="text"/>
<b>Email contact details for sending the key* :</b>	<input type="text"/>
<b>*please enter this information.</b>	
<b>Access data</b>	
<b>Login** :</b>	<input type="text"/> (minimum 8 characters)
<b>Password** :</b>	<input type="text"/> (min. 8 characters)
<b>Password confirmation** :</b>	<input type="text"/>
<b>**please enter this information. Acceptable characters: letters, numbers, ~*~_</b>	
<input type="button" value="Send"/> <input type="button" value="Delete"/>	

After the successful sending of the completed application, the promoter's administrator will receive an e-mail confirming the acceptance of the application. The participant will subsequently obtain an access key

consisting of ten characters. That is necessary for logging in to the eAuction hall along with the access name and password that the participant chose while filling in the application.

## II. Logging in to the eAuction Hall

eAuction hall can be found on the Internet address mentioned in the Invitation or the e-mail containing the access key (commonly - <http://nameofcompany.proebiz.com>). Please, open the address in your Internet browser. Enter the access name, password and access key into the fields in the lower right corner and click on OK.



## III. eAuction Hall

After the successful login, the eAuction hall will appear. The eAuction usually starts with the Entry round in which you submit your initial bid, after that a Verification round or directly the Auction round follows. The information about the ongoing round can be found in the upper left section of the eAuction hall along with the time indicator showing the number of days-hours-minutes-seconds remaining to the end of the individual round. Below there is the image of the eAuction hall with the ongoing Auction round along with the description of the eAuction hall and the manual for submitting a bid.

PROebiz		Office supplies Auction round / id: 4396 Start: 10.04.18 13:54 End: 10.04.18 14:04			ERMMA ERMMA			
current time (CEST/CET): 10.04.2018 13:55:00 time to end of round: <b>00:09:05</b> hrs / min / sec		<b>total bid (EUR)</b> <b>1 338.58</b>		 OPTIONS	 ATTACHMENTS	 COMMENTS	 CHAT Igor Miota	PRO KANC 4. 1.
CONTENT		REPORT		INVITATION		HISTORY		best total (EUR) total (EUR) 1 338.58
no.	code	name of item	Quantity	Units	↕	total (EUR)	best bid (EUR)	bid (EUR)
001.		<u>Original Toners HP</u>						
002.		<u>HP C3906A</u>	86.00	pcs	↓	88.58	5.	1.03
003.		<u>HP C9700A</u>	250.00	pcs	↓	1 250.00		5.00
OPTIONAL CONDITIONS					↕	best value		value
001.		<u>Invoice due (days)</u>			↑			30
002.		<u>Warranty period (month)</u>			↑			24
003.		<u>Delivery time from the date of the order (days)</u>			↓			7

For the sake of the description clarity, the eAuction hall is divided into parts. The description of the individual parts is mentioned below.

#### 1. Items List

On the left side, there is the list of the items that are the subjects of the eAuction. If the text of the item is underlined, it is possible to click on it to display the specification of the item or the files attached can be downloaded (PDF documents, JPG pictures etc.). The demanded amount of the item can be found the "Quantity" column.

#### 2. Submitting a Bid

The bid can be submitted to the item very easily, namely by typing the sum and confirming it with the Enter key. Now your bid is uploaded in the system. Submit the bid in line to the individual items in the right column. The system will automatically add up all the items of your bid, creating the overall bid price.

#### 3. Optional Conditions

Aside of the items the eAuction can contain the Optional Conditions (Invoice due, Warranty etc.). The optional conditions can usually be found in the items list. Remember to fill in the field with Optional conditions while submitting your bid. The submitting takes place similarly as in the items, i.e. by typing in the bid and confirming it with the Enter key. It is possible that the values of the Optional conditions have been pre-defined. In such a case, click on the "Select" button, choose the relevant value and confirm with the "Change" button again.

#### 4. Ranking

The promoter of the eAuction will help you in the process of the Auction round to display your current rank. The display of the current rank is an optional function that depends on the promoter's strategy or valid legislation.

#### 5. The Best Bid

The promoter of the eAuction can also display the best bid in the items for you which will allow you to find out in which item you have the best bid (it is highlighted in yellow). The display of the best bid in the items is usually active in the Auction round, however, similarly as in the ranking display, it does not necessarily have to be enabled by the promoter.

The completion of your bid is indicated by the alert exclamation mark icon. Further information is displayed after placing the cursor on the icon.



PROebiz		Office supplies Auction round / id: 4396 Start: 10.04.18 13:54 End: 10.04.18 14:04			ERMMA ERMMA					
current time (CEST/CET): 10.04.2018 13:56:21 time to end of round: <b>00:07:44</b> hrs / min / sec		<b>total bid (EUR)</b> <b>88.58</b>		 OPTIONS	 ATTACHMENTS	 COMMENTS	 CHAT Igor Miota			
		 REPORT	 INVITATION	 HISTORY	best total (EUR)		PRO KANC 			
						total (EUR)		total (EUR)		
						bid (EUR)		88.58		
CONTENT		no.	code	name of item	Quantity	Units	↕	total (EUR)	best bid (EUR)	bid (EUR)
		001.		Original Toners HP						
		002.		<a href="#">HP_C3906A</a>	86.00	pcs	↓	88.58	1.03	1.03
		003.		<a href="#">HP_C9700A</a>	250.00	pcs	↓		4.00	Enter a value
OPTIONAL CONDITIONS							↕		best value	value
		001.		Invoice due (days)			↑		30	30
		002.		Warranty period (month)			↑		24	24
		003.		Delivery time from the date of the order (days)			↓		7	7

Please, remember that your bids submitted in the eAuction are binding. Because of this, we recommend reading the text of the Invitation (or its attachment) of the eAuction carefully. The questions concerning the subject of the eAuction should be directed at the promoter of the eAuction. The contacts can be found in the Invitation. The members of our user's support Houston PROEBIZ will be happy to help you with the technical problems (failure to log in, or submit a bid etc.).