eB2B Procurement Platform – Bidders' manual

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1. Introduction

This manual is intended for bidders participating in awarding procedures on eB2B Platform available at https://platforma.eb2b.com.pl.

eB2B Procurement Platform provides communication between the sponsor and the bidder, enabling:

- Downloading and attaching awarding procedure documentation

- Application for participation in proceedings

- Sending inquiries to the sponsor of the awarding procedure, receiving sponsor's information

- Submission of offers/bids in the awarding procedure

- Supplementing the offer, responding sponsor's information

1.1. Technical requirements

Participating in electronic bidding requires having access to a computer with the following minimum parameters:
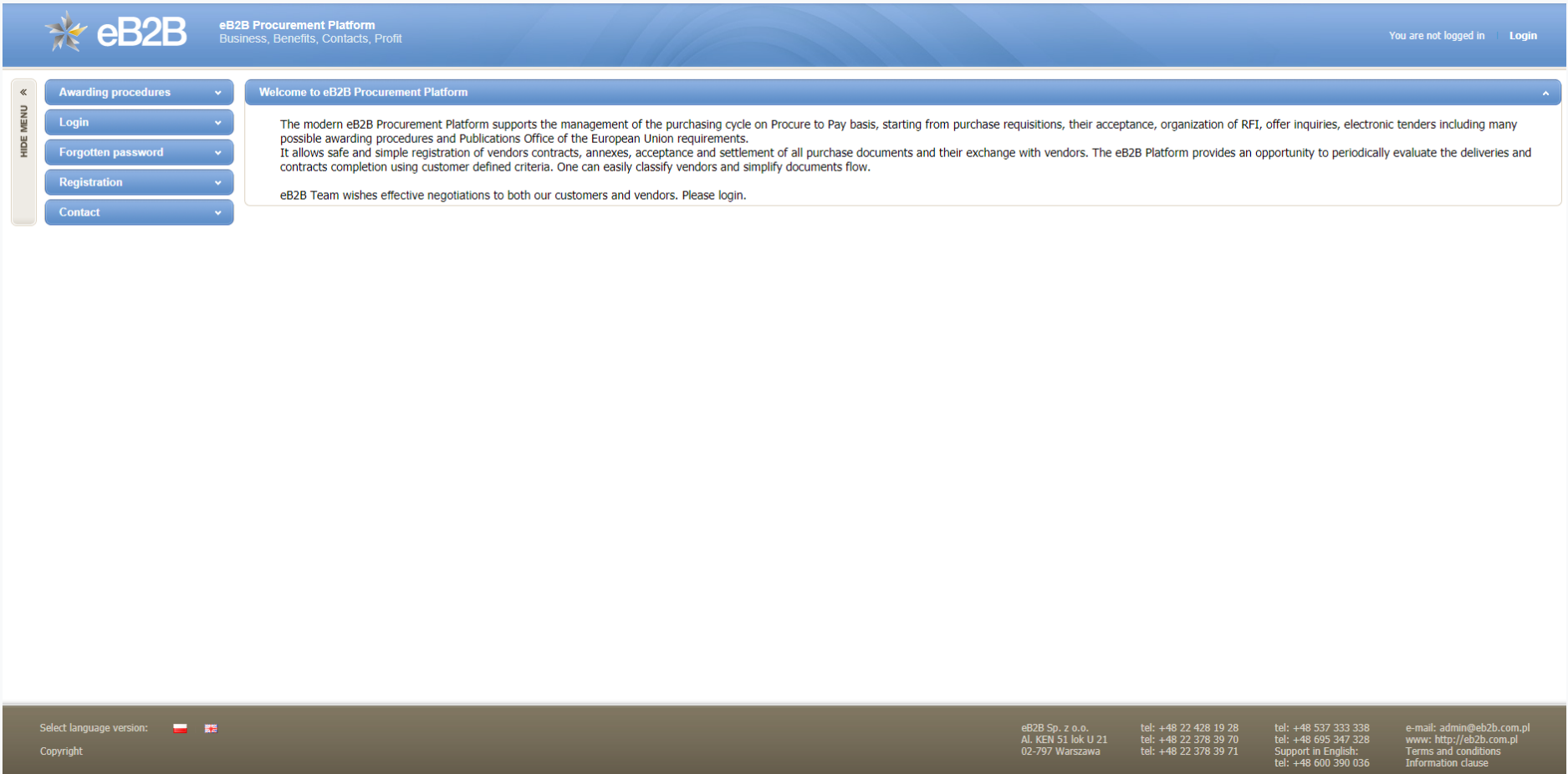
• access to the Internet,

• JavaScript enabled,

• recommended internet connection speed over 500 KB/s,

• Acrobat Reader installed,

• Internet Explorer, Opera, FireFox, Chrome browser installed – we recommend the latest versions of browsers.

2. Public area

The system is available to users via a web browser. The eB2B procurement platform is available at https://platforma.eb2b.com.pl

Figure 1 Public area of the system

The menu interface has been designed in a clear and intuitive way, making it easy to navigate through the application. Moving to the appropriate

tabs of the menu, individual links allow users to view open awarding procedures, view published results of awarding procedures, log in to the system, self-reset of the passwords, registration in the supplier database and obtainment of the contact details of the platform administrator.

Figure 2 System public area – user's menu overview

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2.1. Awarding procedures

In the "Awarding procedures" tab, the user can go to: "open awarding procedures" and "awarding procedure notices".

Figure 3 *View* of the Awarding procedures tab

In the "open awarding procedures" each, individual commands of the toolbar allow: "go to awarding procedure" - preview of the indicated procedure, "Apply for participation in awarding procedure" - registration of participation in the proceedings (activates access to questions, offer and in a specific configuration of attachments tabs) " Download awarding procedure settings "- generates a pdf document with a summary of the configuration of the contract awarding procedure.

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Figure 4 Preview of the "Open awarding procedures" screen in the "Awarding procedures" menu - an overview of the commands available on the toolbar

2.2. Login

Logging into the system requires having user account. User accounts are created by eB2B Clients or by self-registration in the Suppliers database by filling the registration form available in the "Registration" menu. In the login panel, enter your e-mail address and password.

eB2B Sp. z o. o.

Figure 5 Login panel on the eB2B platform

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2.3. Password recovery

In case of forgetting the password, please use the "forgotten password" form before logging into the system. After entering the e-mail address in the required field, click the "send" button.

Figure 6 Location of the password recovery form

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2.4. Registration

In the event that the Bidder does not have an account on the platform, registration is required by completing the registration form. The registration form consists of 4 elements:

1. Form with basic data. Required fields have been marked with a "*" sign.

2. Indication of the industry specifying the type of activity

3. Getting acquainted with the regulations and acceptance of the regulations.

eB2B Sp. z o. o.

Figure 7 Registration form

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The last step is to save the form using the "Save" button. By saving, the form will be sent to the Platform's Administrator. After receiving the form and verifying the data, the application is accepted or rejected (in case of incorrectly entered data). After accepting, the bidder will be able to log into the platform by receiving a previously generated e-mail from the system. The e-mail contains basic data about the system.

Figure 8 Content of the e-mail

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2.5. Communication

Platform users are provided with eB2B support from 08:00 to 16:00 (UTC +1: 00) on working days. If you have any questions about the eB2B Purchase Platform or to report any errors in translation or operation, please contact us by phone at

+48 22 378 39 70, +48 222584861, +48 537333338, +48 695347328 or by writing to the following address: admin@eb2b.com.pl

For support in English, please call: +48 600 390 036, support@eb2b.com.pl

For substantive issues concerning the organization of awarding procedures, contact the relevant sponsor using the Inquiries / Information tab in the details of the awarding procedures.

3. User's interface

After logging in, the user sees the interface available to him, which consists of three elements: the header (see 1 figure 9), the user menu (see 2 fig. 9) and the work area (see 3 fig. 9).

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Figure 9 View of interface elements

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In the header area there are:

- Name of the logged in user

- Notification function

- Log out function

Figure 10 Private system zone - an overview of the header elements

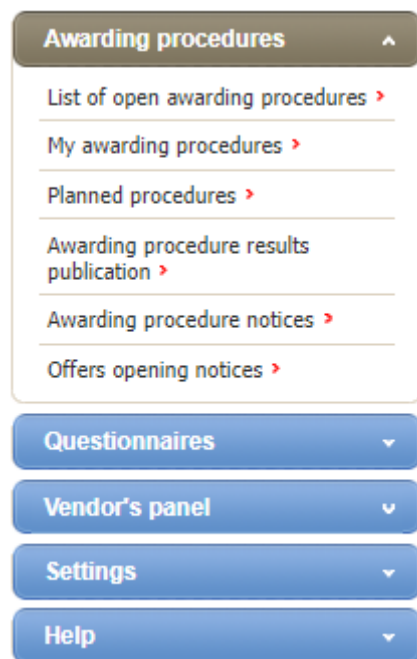While working in the system, the user uses the menu tabs available to him. Each of the menu tabs links to specific system functions. The number of tabs and links of the user's menu depends on the rights assigned to him by the administrator.

Figure 11 Private system zone – user's menu overview

In the work area, the system screens of individual menu links are displayed. The work area can be enlarged by rolling the user menu (see 2 Fig. 12).

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Figure 12 Private system zone - work area

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3.1. Awarding procedures

After logging in the system, in the menu tab in "My awarding procedures" there are all the contract awarding procedures to which the Bidder received the invitation / access. Individual commands of the toolbar allow: "go to proceedings" - preview of the indicated procedure, "download procedure settings" - generate a pdf document with a summary of the procedure configuration, "resignation from participation" - removal from the proceedings, "report another participant of your company" - sharing access to the awarding procedure with another user.

Figure 13 View of the "My awarding procedures" menu tab

The user can decide what columns to display, in what order. By clicking on the table heading (for example, the Name field), click on the small triangle, then select the Columns menu and select / deselect selected columns. The browser will remember the settings on your computer.

In "My awarding procedures" submenu, press Introduction to watch a video showing how you can navigate in the eB2B Procurement system. The film is available in Polish and English.

„Introduction" button – displays video presentation panel

	Id	Awarding procedure no	Record number	Name	Sponsor's company	Ordering party	Sponsor	Test	Public
	53909		AU-000009	test japanese	TEST BSH SUBSIDIARY		TEST SPONSOR CHINA	No	
	53890		AU-000008	test japońska różne strefy czasowe.	TEST BSH SUBSIDIARY		ADMIN BSH	No	
	53840	123 Test	AUTEST-000012	Postepowanie testowe - test procedure	TEST BSH SUBSIDIARY	TEST BSH SUBSIDIARY	ADMIN BSH	Yes	
	53523	**123 Test JG**	**AUTEST-000011**	**Test aukcja japońska - Test Japanese auction**	**TEST BSH SUBSIDIARY**	**TEST BSH SUBSIDIARY**	**ADMIN BSH**	**Yes**	
	53521		AU-000005	test	TEST BSH SUBSIDIARY		ADMIN BSH	No	
	53516	123 Test JG	AUTEST-000010	Test aukcja japońska - Test Japanese auction	TEST BSH SUBSIDIARY	TEST BSH SUBSIDIARY	ADMIN BSH	Yes	
	53479	123 Test	AUTEST-000009	Test aukcja japońska - Test Japanese auction	TEST BSH SUBSIDIARY	TEST BSH SUBSIDIARY	ADMIN BSH	Yes	
	53207	123 Test	AUTEST-000008	Postepowanie testowe - test procedure	TEST BSH SUBSIDIARY	TEST BSH SUBSIDIARY	ADMIN BSH	Yes	
	52116		**AU-000003**	**test ch2**	**TEST BSH SUBSIDIARY**		**TEST SPONSOR ENGLAND**	**No**	

Sponsor's view – display of selected columns

By clicking on the table header (e.g. the Name field) and holding down the left mouse button you can move the column to another place (drag and drop), the user can also define the width of the columns by catching the edge of the column and holding the left mouse button move the column edge to the right or left . You can also sort and filter the displayed data.

Sponsor's view – moving the column to the left

Certain columns can be hidden / invisible to the user in the default view.

To search for specific awarding procedure, knowing its name, type in the Name column for the appropriate phrase, e.g. "test" The system will display the procedure containing the word "test" in the Column Name.

Filters can be combined - by typing in another column awarding procedure number, e.g. 123. the system will display procedures containing the word "test" in the column name and 123 in the column number.

Bidder's view – filtering in columns

To remove the selected filter, hover the mouse over the filter field and click on the cross (the field with active filter is displayed in green italic)

To remove all filters at the same time, click on the icon

Removal of all filters from the list of procedures

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3.2. Settings module

There are 4 links in the "Settings" tab. In the "my settings", the system allows user to edit personal data, "My companies" - allows user to view the company data to which he/she is assigned, "Users" - allows editing and adding company users, "Digital signature test" enables electronic signature test.

Figure 14 View of the "Settings" tab

3.2.1. My Settings

In the "My Settings" tab, the user has the ability to edit his/her data, change the password, time zone, configure a replacement, and change the font and contrast of an application that is useful to people with disabilities. The user can also specify whether he/she wants to receive new information about new open awarding procedures.

Settings/My settings

My settings		▲
⚙ Reset column settings ⟳ Activate one-time codes	**Active sessions**	

Awarding procedures ⌄
Questionnaires ⌄
Vendor's panel ⌄
Settings ⌃
- **My settings**
- My companies ›
- My attachments ›
- Users ›
- VIP employees ›
- Digital signature test ›

Help ⌄

Current password: *
Name and surname: * KONTRAHENT MARCIN
e-mail: * kontrachent1@eb2b.com.pl
Telephone: +48 11 111 11 12
Mobile phone:
Deputy:
Time zone: * Europe/Warsaw

☑ Send notifications of new open awarding procedures
☐ change font and contrast

☐ Password change

Save

» Notification history

Active sessions

▬ Close the session

IP address	Logged as	Browser	Log in date
148.81.172.190	*directly*	Chrome	2019-06-18 12:52:35
83.144.64.158	*directly*	Chrome	2019-06-18 13:14:18

The user can choose the option of additional authorization i.e. activation of the login code. Then, when you log in, you will have to enter your password and additionally the code from the application.

Additional verification is included in the Settings / My Settings menu. Click on the "Activate code logging" button, then click Activate code and follow the instructions on the screen. Activation requires the installation of the Free OTP application on your mobile phone. From now on, the login will require additional authentication by the code displayed by the application on your phone.

Activation of login with additional safety code

Activation of authentication using one-time codes

Authentication using one-time codes is a convenient and secure way of authorization in the eB2B platform. However, before you activate this function, make sure that you have an iOS (Apple iPhone) or Android. The eB2B platform uses the FreeOTP application available on the AppStore and Google Play for generating one-time codes.

After correctly installing the application on your phone or tablet, click the **Activate code** button to start authentication using one-time codes

| CANCEL | ACTIVATE CODE |

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To deactivate code logging, select "Deactivate logging with a code" in the Settings / My Settings menu. If you have any problems, please contact the administrator.

Login panel with a safety code

3.2.2. My companies

The "My companies" tab provides the ability to view and edit company data and assign your company to one of the 250 industries. Select your own company and click the Edit button, than either change your company data or assign it to the relevant industry. Save changes when ready.

Editing company data.

3.2.3. My attachments

A tab allowing vendors to add attachments to vendor's profile.

3.2.4. Users

"Users" tab provides the ability to view your own company users and edit their data, as well as to add a new user. It also allows you to check the login history of the given user. To do so, select from the list the user you are interested in and click the "Login history" button.

View of Users tab

4. Help module

In the "Help" tab, there are links to: the system administrator's helpdesk and user manuals, where you can find the latest version of posted manual.

Figure 15 View of the "Help" tab

5. Submitting an offer in the contract awarding procedure

In "My awarding procedures" menu tab you can find all the proceedings to which the Bidder received the invitation / access. To access the details of the contract awarding procedure, double click on its name or mark it and use the command "go to awarding procedure". After displaying the details, individual tabs "Awarding procedure settings", "Attachments", "Questionnaire" (optional if defined by the sponsor) "Bidding", "Detailed offer" (optional if defined by the sponsor), "Inquiries / information. "

Figure 16 View of the details of the awarding procedure

5.1. Awarding procedure setting

The awarding procedure settings tab presents procedure details, dates, stages, terms of bid submission, awarding procedure items and their evaluation criteria. All this information may be printed in pdf file. Information in this tab is divided into sections:

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Figure 17 View of the "Awarding procedure settings" tab

The "General information" section contains information on:

• The sponsor of the proceedings - company and personal data

• Awarding procedure number - internal number of proceedings assigned by the Sponsor

• Name - defines the subject of the proceedings (purchase / delivery / sale / service)

• Description of awarding procedure - a brief description of the proceedings

• Assortment group - defined by the Sponsor

Figure 18 View of the "General information" section

"Stages and dates" section contains information on the defined stages in the awarding procedure and their dates.

Figure 19 View of the "Stages and dates" section

• Commencement date - specifies the date when the bidder will be able to submit an offer in the awarding procedure.

 • Completion date - defines the date on which the system will block the possibility of submitting offers in the awarding procedure.

The system allows you to configure the procedure containing the following stages:

RFI/submission of applications, submitting offers stage (RFQ), bidding stage, offline negotiations/final negotiations stage.

Section " Terms of offer and bids submission" contains information determining the requirement to submit an offer in the awarding procedure.

Figure 20 Section "Terms of offer and bids submission"

Terms of offer and bids submission

Bids submitted in:	Unit price
Price type:	Net price
Offer requirements:	All items
Offer valid:	not defined
Form of placing bids:	electronic
Bidder sees the number of points:	No
Bidders determine the quantity of items:	Yes
Default currency:	PLN

• Bids submitted in - determines whether bids are submitted in unit prices or in relation to the value of the subject of the awarding procedure.

• Price type - determines whether offers will be submitted in net or gross prices.

• Offer requirements - determines whether it is possible to submit an offer for selected items (partial offers) or all in the awarding procedure.

• Multicurrency - multi-currency included, determines in which currencies the Sponsor allows submitting bids in the proceedings. Reference rates are determined by the Sponsor or collected from the National Bank of Poland.

• Default currency - defines the default currency used in the proceedings.

In the "e-auction settings options" section, you can see the settings regarding the view during the bidding stage, while in the "Bidding extra time" section, you can see information about the time and number of extra times in the course of the bidding.

Figure 21 View of the "e-auction setting options" and "Bidding extra time" sections

```
┌─ e-auction settings options ──────────────────────────────────────────────┐
│                                                                            │
│  Requirement to outbid the leading bid:              No                    │
│  Bidder sees values of the leading offer:            Yes                   │
│  Bidder sees points of the leading bid:              Yes                   │
│  Bidder sees the ranking of the item:                Yes                   │
│  Bidder sees the ranking of the evaluation criteria: Yes                   │
│  Bidder sees the overall position:                   No                    │
│  Bidder sees the number of competitors:              Yes                   │
│  Copy bidder's offer to the bidding stage:           Yes                   │
│  Automatic bidding mode:                             none                  │
│                                                                            │
└────────────────────────────────────────────────────────────────────────────┘


┌─ Bidding extra time ──────────────────────────────────────────────────────┐
│                                                                            │
│  Launch bidding extra time:                                    Yes         │
│  Number of seconds between last bid and closing of an awarding             │
│  procedure:                                                    120         │
│  Length of extra time (in seconds):                            120         │
│  Number of extra times:                                        999         │
│  After the n-th extra time, the length of extra time is changed: Yes       │
│  Number of extra time after which its duration changes:        3           │
│  Length of extra time after the change (in seconds):           60          │
│                                                                            │
└────────────────────────────────────────────────────────────────────────────┘
```

In the " Awarding procedure item " section, there are items that can be submitted in the awarding procedure and defined parameters to be assessed by the Sponsor. For each item and parameter, depending on the method chosen, points or percentages may be assigned.

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Figure 22 View of the section "Subject matter of the proceedings"

Awarding procedure item							
Description of an awarding procedure item and evaluation criteria	Initial value	It is require	It is require	Minimum bid change	Maximum bid change	Unit	Trend
⊟ Przedmiot 1: 1 szt.							
⊞ Net price	hidden	Yes	No	20.00	not defined	PLN/szt.	
⊟ Przedmiot 2: 1 szt.							
⊞ Net price	hidden	No	No	10.00	not defined	PLN/szt.	
⊞ Warranty	hidden	No	No	1.00	not defined	miesiące	

5.2. "Attachments" tab

In the "Attachments" tab, Sponsor's attachments attached to the awarding procedure are available to download. The attachment is downloaded after clicking on the selected attachment and pressing the "Download" button. In order to download all attachments at the same time, click on the command "Download all sponsor's attachments". They are downloaded in the form of a zipped file. To start the process of adding attachments to the awarding procedure, click "Add attachment". A window will appear, where you can choose between two tabs: "Upload a new attachment to the contract awarding procedure" (upload the attachment from the computer) and "Upload attachment from your vendor's profile" (upload the

document in Settings -> My attachments), describe it by entering the name, select the target file to be uploaded, and choose whether **the attachment is a business secret or contains personal data.**

Then click "Save". The system allows you to add files up to 50 MB in the formats: .doc, .docx, .txt, .xls, .xlsx, .ppt, .pptx, .csv, .pdf, .jpg, .gif, .png, .tif , .dwg, .ath, .kst, .zip, .rar.

Electronic signature settings for offers submitted on the platform

In the case of users using applications delivered in sets or downloaded from qualified certification centres' websites, it is recommended to update the software to the latest versions. From July 1, 2018, the use of SHA-2 hash function is recommended for submitting advanced electronic signatures or advanced electronic seals.

Below we present how to properly set the SHA-256 hash function on the example of the most frequently used applications of qualified signature issuers.

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Figure 23 View of the "Attachments" tab - the process of adding a file

After saving the file is visible in the system as encrypted (the possibility of opening the file will be available only after the sponsor decrypts the offers). By selecting the file and clicking on the "Delete" command, the file will be deleted. By clicking "Add comment", you can add a comment to the individual attachment.

Figure 24 View of the "Attachments" tab - adding a comment to the file

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Note – if the Add attachment button is not active it means the sponsor defined a deadline by which bidders can upload their file and it already expired.

5.3. "Questionnaire" tab

In the "Questionnaire" tab, the qualification forms defined by the Sponsor are available. The various toolbar commands allow you to: "fill in the form" - fill in the indicated form, "show" - preview the form, "download as PDF" - generate a form for a pdf document, "refresh list" - refresh the list of available forms. In order to complete the form:

1. Go to the tab " Questionnaire "

2. Select a specific form

3. Click "fill form"

4. Complete the form

5. Save the form

5.4. "Participants" tab

In the Participants tab the bidder may see other employees form bidder's own company who were invited to the contract awarding procedure by the sponsor. Every invited bidder has the same rights e.g. each bidder may place an offer during the procedure. To avoid duplication of work it is recommended to contact your colleague before the bidding stage starts.

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5.5. "Bidding" tab

In the awarding procedure, the offer may be submitted in the default or other currency by selecting the currency from the drop-down list, if the Sponsor has enabled such an option. The value of the offer is converted according to the exchange rate set by the Sponsor or the NBP exchange rate. Failure to submit an offer, if it is due, may result in exclusion from the further process. Depending on the settings, the system may require an offer to be submitted for all or selected items.

Figure 25 "Bidding" tab view - submission of the offer

During the offer submitting stage you can enter as many values (offers) as you want. The last properly validated offer is the binding one.

Note – if your offer is incomplete of incorrect the system will display an error message.

Figure 26 View of the "Bidding" tab - submission of the offer including the detailed offer

After entering the value of the offer, click "Save offer" and confirm the submission by clicking "Yes" or cancel by clicking "No".

Depending on the server load (number of items), the offer can be loaded for several seconds. The time of submitting the offer is determined by the time of full transaction processing.

Figure 27 View of the "Bidding" tab - confirmation of making a bid

Confirmation of a correctly submitted offer is the system message "The offer has been saved". The value of submitted offers is not visible in the column "Your offer" because the offers are saved immediately encrypted and access to them will be possible only after decrypting the offers by the sponsor. The submitted offer can be freely overwritten (increased or decreased) during the bid submission stage. The last correctly submitted offer will be taken into consideration.

5.5.1. "Detailed offer" tab

If the Sponsor has defined a detailed offer, after the bidding stage the Bidder is obliged to update the detailed offer form. Complete the unit price fields so that the value of all items corresponds to the value of the last bid from the auction. Sometimes it is difficult to write down unit prices so that the value agrees with the auctioned value. In such case, the "Adjustment of offer value" function is helpful.

The correction of the offer value is the difference between the offer placed during the bidding phase and the actual value of the detailed offer. For example: the user in the bidding phase placed an offer on a basket of items in the amount of PLN 10,000. After completing the stage, it completes the detailed offer form, giving the exact value of its offer, which is PLN 9,993.12. In this case, the value adjustment will amount to PLN 6.88.

Note: The system will not accept a detailed offer if its value is worse than the value placed during the bidding stage.

Figure 28 View of the Detailed offer tab after the bidding stage.

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5.5.2. Offer to be submitted as an attachment

The Sponsor has the option of setting the "Offer to be submitted as an attachment", which means that the "Bidding" tab is invisible and the Bidder can add only attachments.

Figure 29 View of the price offer submitted only in the form of an attachment in the Attachments tab

Confirmation of submission of an offer in the form of an attachment is its appearance on the list of attachments under the Sponsor's attachments. It is possible to download an additional confirmation by clicking the "Download awarding procedure settings (PDF)" which includes a list of added attachments:

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5.6. "Inquiries" tab

In the "Inquiries" tab, you can ask a question to the Sponsor or answer the question.

Figure 30 View of the "Inquiries" tab

The question / answer sent to the Sponsor is not available to other bidders. The Sponsor is notified about the question by e-mail sent from the system. You can attach an attachment to the question / answer provided. The process of adding a file is analogous to uploading attachments in the "attachments" tab. To send a question / answer, click the "Save" button.

Attention!!! In PPL proceedings, if the Contracting Party calls for supplementing the offer after opening offers, attachments should be added to the answer given by checking the "Attach files" checkbox instead of adding them in the attachments tab!

The Sponsor may provide answers to all invited bidders or only to the asking bidder. The bidder is notified about the reply by e-mail sent from the system.

Figure 31 View of the "Inquiries" tab - Sponsor's answer

5.7. "Opening offer information" tab

In the "Opening offer information" tab, the user can see information about submitted offers in the awarding procedure in accordance with the Sponsor's settings. If the vendor's attachments are set as non-business secrets, they may be visible in the "Information from the opening of offers" tab (if the sponsor sets this option). Attachments constituting business secrets will never be shown in the "Information from the opening of offers" tab.

Figure 32 View of the attachments tab - contains business secrets

In the "Opening offer information" tab, attachments that do not contain a company secret are visible for download.

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Figure 33 View of the Information tab from the opening of offers

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6. Electronic auction

The stage of the auction may be an independent stage or be the next stage in an ongoing procedure. The method of conducting the auction is defined by the Sponsor. The eB2B system enables conducting electronic bidding in the following formulas:

1. English Auction - Bidding rule means that the Bidder, wanting to submit an offer, must pass the currently leading offer. The auction may start with the starting value defined by the Sponsor or the best offer submitted during the bid submission stage. Bidding can be multi-objective and multi-criteria. The Bidding Rule can be up (sale) or down (purchase). The auction ends with the expiry of the base time or the time / number of extra time.

2. Dynamic Auction - Bidding rule is that the Bidder places further bids in relation to his previous offer during the Auction. The auction may start with the starting value defined by the Sponsor or bids submitted during the offer submission stage. Bidding can be multi-objective and multi-criteria. The Bidding Rule can be up (sale) or down (purchase). The auction ends with the expiry of the base time or the time / number of extra time. During the Auction, the offers are ranked in terms of the value of the offers and the date of their submission.

3. Japanese Auction - Bidding rule is that the Bidder accepts the offer proposed by the system during the Auction. The Bidder participates in the Bidding until he accepts offers proposed by the system. Non-acceptance of the offer results in the termination of the Auction for a specific Bidder. The auction ends when none of the bidders accept the offer proposed by the system. The auction may start with the starting value defined by the Sponsor or bids submitted during the offer submission stage. Bidding can be multi-objective and multi-criteria. The Bidding Rule can be up (sale) or down (purchase).

The Bid Form formula defines the settings defined by the Sponsor in the "Bidding stage options" section available in the "General settings" tab. The English Auction configuration is defined by the following options, value is defined as "YES":

- Requirement to outbid the leading bid - "yes" means that the system will accept the offer, which will be better at least the value of the minimum bid change from the currently best offer in the system.
- Bidder sees values of the leading offer - "yes" means that the value of the leading offer will be visible.

The dynamic bidding configuration is defined by combinations of the following options, whose value is defined as "YES":

- Bidder sees the ranking of the item – "yes" means that the place of the item of the proceedings will be visible in the ranking.

- Bidder sees the ranking of the evaluation criteria - "yes" means that the parameter's ranking will be visible (price, payment date, warranty, etc.). The place of each parameter will be automatically refreshed during the bidding phase.
- Bidder sees the overall position - "yes" means that there is going to be displayed the overall place for all items.
- The bidder can see the number of competitors in the proceedings - "yes" means that the number of participants invited to the awarding procedure will be visible.

Other possible options:

- Bidder sees the initial value - "yes" means that the starting values will be visible.

- It is required to outbid the initial value during bidding stage –"yes" means that during the bidding stage the system will make it impossible to submit an offer worse than the starting value.

- Bidder sees the number of points - "yes" means that the number of scored points will be visible.

In each of the auction formulas, there is a different combination of specific options that the Sponsor may define.

6.1. English and Dynamic Auctions

The bidding panel is available in the "Bidding" tab. The bidding panel consists of the following elements:

1. Time remaining until the commencement / end of the stage - when the extra time is activated, the system automatically recalculates the moment of ending the auction, taking into account the length of the extra time.

2. "general information" section - contains information on the number of bidders, your position in the proceedings, the total value, total points.

3. "submit a bid" - contains information about the subject name and evaluation criteria, initial value, minimum bid change, maximum bid change, your offer from the previous stage, item position and evaluation criterion, trend - determines the direction of the offer value change, offer - place for entering the value of the offer, unit.

4. Commands "display bids history" and "submit a bid"

5. "The best bid" section - contains information on the current best offer.

Figure 34 View of the "Bidding" tab - bidding panel (English and Dynamic auction)

The bidding is based on entering the offer value in each parameter field for the given item. Depending on the settings, the Sponsor may require bidding on all or selected items of the awarding procedure. In the case of English and Dynamic auction, the manner of submitting the offer looks the same and consists in entering the value for each parameter field for the given item. Steps to be taken:

1. Go to the "Bidding" tab

2. Enter values of the offers into the active fields of the form

3. Save the offer with the "Save your bid" command

4. Confirmation of the correctness of all parameters of the bid

Sending a bid to the server takes place after confirming the submission of the offer by clicking the "Yes" command in the dialog. In case of a validation error, the system will promptly return a message informing about errors. Information about the error is displayed below with the items affected by the error.

6.2. Japanese auction

The bidding panel is available in the "Bidding" tab. The bidding panel consists of the following elements:

1. Time remaining until the commencement / termination of the stage - when the extra time is activated, the system automatically recalculates the moment of ending the auction, taking into account the length of the extra time.

2. "general information" section - contains information on the number of bidders, total value, currency.

3. "submit a bid" section - contains information about the subject name and evaluation criteria, your offer from the previous stage, item position and evaluation criterion, trend - defines the direction of the offer value change, trend, unit, proposed offer, accept the bid - fields " checkbox "allowing to check / uncheck the price acceptance for a given criterion.

4. Commands " display bids history " and " I accept proposed bid".

Figure 35 View of the "Bidding" tab - submission of an offer (Japanese auction)

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If the offer for all or selected items is accepted before the base time expires, the system will automatically start extra time. Non-acceptance of the proposed offer for the selected item will prevent the Bidder from changing the offer at a later stage of the proceedings. During extra time, the system offers another offer that is better than the previous one by the amount of the minimum bid change, the Bidder wanting to move on must accept the offer at least for one item. The auction ends for the Bidder if within the specified time he does not accept the proposed price for any of the items.

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