

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

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:

CZ:	+420 597 587 111	E-mail:	houston@proebiz.com
SK:	+421 220 255 999	Web:	http://proebiz.com/en/houston
PL:	+48 222 139 900		
EN (GSM):	+420 724 081 932		

### 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:						
<pre>https://manualy.proebiz.com/pozvanka.php?idx=a99420d9ef6e801d7f246df71468d730&amp;jazyk=en</pre>						
Administrator of countier.						
Administrator of eAuction:						
JICI Spalek						
PRUED1Z						
Dhana						
Findle:						
E-mail, <u>sparekwproebiz,com</u>						
Add your company to BASE - THE SHARED CATALOG OF SUPPLIERS connected with PROebiz eAuction system! More information at: <u>https://base.proebiz.com/</u>						

<b>PRO</b> ebiz	Invitation to take part in the e-auction for PROebiz
	Office supplies
Invitation	
Subject of e-auction	Registration
Criteria	To take part in e-auction it is necessary to fill in a registration form, which you can find
Multicriteria evaluation	HERE.
Matchella evaluation	The key will be sent to registered participants according to the schedule.
Schedule	
	Before you fill in the Application, please check if your browser settings are
Contacts	correct. You can see more information in the partification for use.
Registration	<b>4</b>
Rules	
Instruction for use	
Houston PROebiz	
+420 597 587 111	
+421 220 255 999	
+48 222 139 900	
houston@proebiz.com	

<b>PRO</b> ediz		# <b>b a b t</b>					
E-Auction registration for Office supplies, which takes place on 05/23/2014							
Со	mpany name/Physical person's name* :	Office depot	]				
	Street :	Florianova 2461	]				
	City :	Hostivice	]				
	Post Code :	253 01	]				
	Country* :	Czech Republic	•				
	ID/VATIN*:	123456789					
	Company ID :						
	Bank account number :		]				
	www :	www.	]				
		* ple	ase enter this information.				

# Contact person responsible for communication with administrator

Contact person responsible for communication with administrator* :	Miroslav Holec
Position :	
Phone number for communication with administrator during the e-auction. (form +000 123 456 789) :	+420 800 771 772
Fax number for communication with administrator during the e-auction. (form +000 123 456 789) :	+420 800 154 321
Mobil number for communication with administrator during the e-auction. (form +000 123 456 789)* :	+420 777 178 848
E-mail contact details for sending the key* :	info@officedepot.com
	* please enter this information.

Acces	s data
Login** :	office01 (min. 8 characters long)
Password** :	(min. 8 characters long)
Password confirmation** :	•••••
	** please enter this information. Acceptable characters: alphabet letters (without diacritical marks), numbers and special characters,
Send	Delete

NAR marketing s.r.o., Masarykovo náměstí 52/33, 702 00 Ostrava - Moravská Ostrava, **www.proebiz.com** ID: 64616398, TAX ID: CZ64616398, registered in Commercial Register at Ostrava Regional Court, section C, entry 9176 HOUSTON PROebiz - tel.: +420 597 587 111 - mobile: +420 724 081 932 - email: houston@proebiz.com 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.

# 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 - <u>http://nameofcompany.proebiz.com</u>). Please, open the address in your Internet browser. Enter the access name, password and access key into the blue field in the lower right corner and click on OK.



## 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.

logged in: Office depot / Promoter : PROebiz / provided by NAR marketing s.r.o / proebiz.com ver. 3.4 / © na							.4 / © nar			
PRO	ebiz	Office supplies Auction round / ID: 140		ЕКММА						
current time (CE 12.08.2015 1 time to end of	ST/CET): 1:21:35 round:	total bid (EUR) <b>1 338.58</b>	ද်္ဂာန် OPTIONS	한		() CHAT <u>Jiří Špa</u> l	lek	Office dep	<sup>oot</sup> 4	
00:07	7:25					best total (EUR)		total (EU	R)	
hrs / min /	/ sec				TION	HISTORY			1	338.58
rank co	de nameo	f item	Quantity Units 🗤		• ↓↑	total (EUR)	best bid (EUR)		bid (EUR)	
001. Original Toners HP 1										
002.	HP C390	16A	86.00	ks	$\checkmark$	88.58	5	1.03	2	1.03
003.	HP C970	<u>00</u>	250.00	ks	$\checkmark$	1 250.00		4.00		5.00
OPTIONAL CONDITIONS		<b>↓</b> ↑			best va	lue	value			
001. Inv	voice due (day	s) <b>3</b>	<b>^</b>				30		30	
002. Wa	arranty period	(month)	^		↑ 24		24		24	
003. Del	livery time fro	m the date of the order (days)	$\checkmark$				7		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.

logged in: Office depot / Promoter : PROebiz / provided by NAR marketing s.r.o / proebiz.com ver. 3.4 / © nar							
<b>PRO</b> ebiz	Office supplies Auction round / ID: 140	ERMMA					
current time (CEST/CET): 12.08.2015 11:26:10 time to end of round:	total bid (EUR) <b>88.58</b>	ర్ట్రక్ OPTIONS	<i>()</i> аттасн	2 Ments	COMMENTS	 CHAT <u>Jiří Špalek</u>	Office depot
00:07:50					ß	best total (EUR)	total (EUR)
hrs / min / sec CONTENT					HISTORY		88.58
rank code name	of item	Quantity	/ Unit	s √^	total (EUR)	best bid (EUR)	bid (EUR)
001. Origina	al Toners HP						
002. <u>HP C39</u>	<u>06A</u>	86.00	ks	$\checkmark$	88.58	1.03	1.03
003. <u>HP C97</u>	00A	250.00	ks	$\checkmark$		4.00	Enter a value
OPTIONAL CONDITIONS			<b>↓</b> ↑			best value	value
001. Invoice due (day	vs)		$\mathbf{\Lambda}$			30	30
002. Warranty period	002. Warranty period (month)			^			24
003. Delivery time fro	om the date of the order (days)		$\checkmark$			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.).