

Supplier Quick Tutorial Reverse Auctions

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Springfield, Missouri

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Welcome to Sourcing!

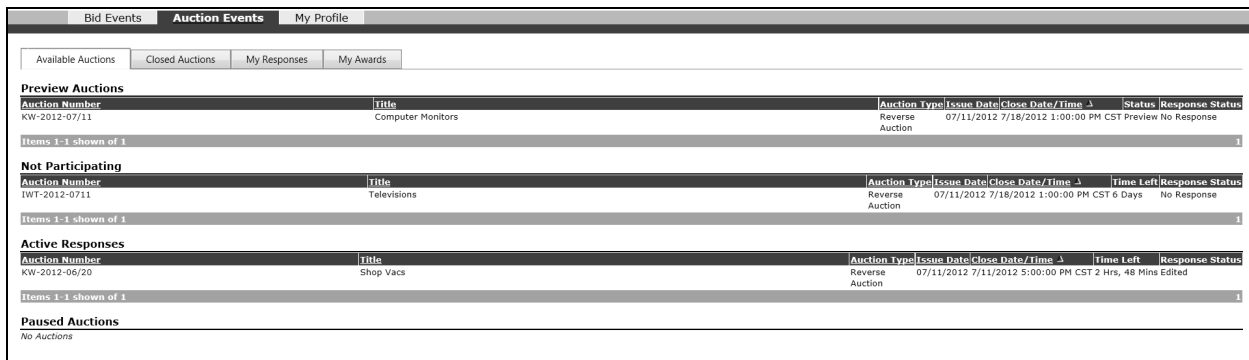
This Quick Tutorial provides instructions to suppliers on how to locate and respond to Reverse Auctions.

System Requirements

- A standard web browser that **must have JavaScript enabled**.
 - IWT recommends Internet Explorer 9.x or greater for the best system performance.
 - Mozilla Firefox – current version recommended is 9.0+
 - Safari – current version recommended
- The browser must also allow pop-up windows when accessing the system.
- Establish <this site> as a Trusted Site in your browser’s Internet Options, Security settings.
https://customer.ionwave.net
- Configure your screen resolution to a minimum of 1280 x 768 pixels (Display Properties).

Responding to Auction Requests – Quick Tutorial

- Login
- Click the Auction Events Tab
- Click the Auction Number located under ‘**Not Participating**’ to view the auction. If the auction is not displayed check the **Participating Section** to view or edit an auction you have previously accessed.
- Preview Auctions – Lists auctions to be released in the near future.



The screenshot shows the 'Auction Events' tab selected in the top navigation bar. Below it are sub-tabs for 'Available Auctions', 'Closed Auctions', 'My Responses', and 'My Awards'. The main content area is divided into three sections: 'Preview Auctions', 'Not Participating', and 'Active Responses'. Each section contains a table with columns for Auction Number, Title, Auction Type, Issue Date, Close Date/Time, Time Left, and Response Status. The 'Preview Auctions' section shows one auction for 'Computer Monitors'. The 'Not Participating' section shows one auction for 'Televisions'. The 'Active Responses' section shows one auction for 'Shop Vacs'. There is also a 'Paused Auctions' section which is currently empty.

Auction Number	Title	Auction Type	Issue Date	Close Date/Time	Time Left	Response Status
Preview Auctions						
KW-2012-0711	Computer Monitors	Reverse Auction	07/11/2012	7/18/2012 1:00:00 PM CST	Preview	No Response
Items 1-1 shown of 1						
Not Participating						
IWT-2012-0711	Televisions	Reverse Auction	07/11/2012	7/18/2012 1:00:00 PM CST	6 Days	No Response
Items 1-1 shown of 1						
Active Responses						
KW-2012-06/20	Shop Vacs	Reverse Auction	07/11/2012	7/11/2012 5:00:00 PM CST	2 Hrs, 48 Mins	Edited
Items 1-1 shown of 1						
Paused Auctions						
No Auctions						

The Supplier Home Page.

Auction Detail – View

View the auction request information to determine level of interest in submitting a bid response. The auction detail screen is broken into sections that may include but are not limited to Event Details, Attachments, Attributes and Line Items. Be sure to read and understand each section/tab of the bid prior to bidding.

Responding to an Auction

- Click the **Auction Number**
- If there is no interest in submitting a bid response, logout or **'Return'** to another event or function.

Edit Auction Response – Screen

- Click 'Edit'
- Enter desired bid response information in the fields located under each tab.
- Click **'Save'** to retain bid response information (located on each Tab).

The following tabs will be present if the auction contains Attachments or Attributes. If there are no Attachments or Attributes, the tabs will not be present.

- **Auction Attachments** – Click **'View'** to access the downloadable files pertaining to the auction request.
- **Auction Attributes** – Answer questions, complete checklists, and review additional terms and notes.

Reminder to click 'Save' to record and store your attribute responses before moving to another tab.

Auction Messages and Response Attachments Tabs will display only if there are messages or if Response Attachments are applicable to the auction.

- **Auction Messages** – View messages specific to the bid request.
- **Response Attachments** – If requested, upload a file to be associated with the bid response.
 - **'New'** – Add a new Bid Response attachment.
 - **Title** – Enter attachment name.
 - **Description** – Explain attachment
 - **File Path - 'Browse'** to locate and select the desired file. *<Maximum 25MB per file>*.
 - **'Save'** to attach the file
 - **'Edit'** – Edit an existing attachment file or description.
 - **'Delete'** – Delete an attachment.
- **Auction Line Items** – Enter unit pricing (or requested values) in the fields provided under **Unit Price, Price, or Percentage**.
 - **Extended Pricing** (= Quantity X Unit Price) – will display after clicking **'Save'**.
 - **Supplier Notes** - Enter comments for buyer review. (Field may not be present).
 - **Item Attributes** - Answer questions, complete checklists, and review additional terms and notes specific to the line item. (Field may not be present)
 - **Item Attachments** - Click **'View'** to access the downloadable field(s) pertaining to this line item. (Item level attachments may not be present)
 - **Multiple Pages of Bid Line Items – Pagination** – If displayed, click to the next page to continue responding to bid line items.

Items 1-15 shown of 31 • Page 1 of 3 shown

1 2 3 ▶▶

Pagination bar example.

Reminder to click 'Save' to record and store your current pricing before moving to another tab.

Submit the Bid Response

- Click the **'Response Submission'** Tab
- Enter Supplier Note to Buyer (If applicable)
- Enter your Name
- Enter your E-mail Address
- Click **'Submit Response'**

Event Details	Attachments	Attributes	Line Items	Response Submission
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Supplier Response Summary

Save

When you have completed your response, click the 'Submit Response' button below.

Your Supplier Profile		Your User Profile	
Supplier Name	Walls Inc.	Name	Karen Walls
Address	3045 S. Scenic Springfield, AL 65807	Title	owner/operator
Contact Name		Phone	1
Phone	1 (111) 1111111	Fax	1
Fax	1	Email	wallskrn@aol.com
Email			

Supplier Note to Buyer

Digital Signature

By submitting your response, you certify that you are authorized to represent and bind your company.

* Your Full Name: * Your Email Address:

Submit Auction Response – First Response

- The Auction Status screen will display **'Bid Submitted'** when the bid is successfully received by the system. The bidder's time stamp is displayed next to the **"Response Submitted"** field.

Bid Events	Auction Events	My Profile
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Auction Requests Auction Awards Auction Responses

Auction Status

Bid Submitted

Return Edit View Response Documents Response History Auction History

Auction Information

Organization	Ion Wave Technologies (Demo)
Buyer Name	Karen Walls
Buyer Email	
Buyer Phone	
Buyer Fax	
Auction Number	IWT-2012-04-13
Auction Title	Copy Paper
Auction Type	Reverse Auction
Issue Date & Time	4/13/2012 1:53:39 PM CST
Close Date & Time	4/20/2012 3:30:00 PM CST
Auction Notes	Auction extensions limited to 30 minutes.
Attachments Allowed	No
Response Status	Submitted
Response Submitted	4/13/2012 2:00:03 PM Central

Response Submission Display.

IMPORTANT NOTE – Competitive Status Update

Click your browser's **Refresh Button** (function) to view competitive information such as Best Bid and/or Rank. It is recommended that bidders periodically click Refresh to receive updated Best Bid and Rank information.

Auction Status
Bid Submitted

Return Edit View Response Documents Response History Auction History

Auction Information

Organization Ion Wave Technologies (Demo)
Buyer Name Karen Walls
Buyer Email
Buyer Phone
Buyer Fax

Auction Number IWT-2012-04-13
Auction Title Copy Paper
Auction Type Reverse Auction
Issue Date & Time 4/13/2012 1:53:39 PM CST
Close Date & Time 4/20/2012 3:30:00 PM CST
Auction Notes Auction extensions limited to 30 minutes.
Attachments Allowed No
Response Status Submitted
Response Submitted 4/13/2012 2:00:03 PM Central

Auction Messages
No Auction Messages

Auction Items

Line	Type	Description	Your Bid	Rank	Start
1	Commodity Line	Cases - Multi-Purpose Copy Paper (white) - 12 reams per case	\$25.00	Best Bid	\$25.00
2	Commodity Line	Cases - Bright White Copy Paper - 12 reams per case	\$30.00	Best Bid	\$30.00

Items 1-2 shown of 2

Edit an Auction Response.

- Click **'Edit'** to make changes to the submitted bid response.
- Click the Line Items Tab to make changes to the pricing.
- Enter your pricing response edits
- Click the **'Re-Submit' Button** (Located on the Line Items Tab).

Event Details Attachments Attributes Line Items Response Submission

Auction Line Items - All Items Required

Save Validate Lines Re-Submit Response

Line Specification

1 Commodity

Qty	UOM	Description	Unit Price	Extended
100000	EA	Cases Multi-Purpose Copy Paper - 12 reams per case	\$25.00	\$2,500,000.00 (Best Bid)

Item Notes:
Supplier Notes:

Active: 25.00
Decrement: \$1.00

Response Submission Display following Re-Submit

The Auction Status screen will display 'Bid Submitted' when the bid is successfully submitted following your first submission.

Auction Status	
<i>Bid Submitted</i>	
Return Edit View Response Documents Response History Auction History	
Auction Information	
Organization	Ion Wave Technologies (Demo)
Buyer Name	Mr. Darren Henderson Buyer
Buyer Email	
Buyer Phone	1 (417) 823-7773 4
Buyer Fax	1 (417) 823-7778
Auction Number	KW-RA-042012
Auction Title	Copy Paper
Auction Type	Reverse Auction
Issue Date & Time	4/20/2012 3:05:00 PM CST
Close Date & Time	4/27/2012 1:00:00 PM CST
Auction Notes	
Attachments Allowed	No
Response Status	Submitted
Response Submitted	4/20/2012 3:15:14 PM Central

NOTE: An Edited bid response is not considered "submitted" until the Response Status indicator displays "Submitted" and the Response submitted time stamp displays the date and time.

REMINDER: To view competitive information bidders must use the browser's Refresh function periodically. Competitive information is not automatically displayed.