

INTRODUCTION TO THE APPLICATION



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1. Toolbar

1.1. Tenders

In the menu bar »**Tenders/Reverse auction**« users are reviewing advertised tenders.

Present UTC time: 4/10/2013 11:13 AM Welcome Portal razpisov d.o.o. [Settings Log Off]

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[REVERSE AUCTIONS](#) [ADVERTISE TENDER \(RFQ/ITB\)](#)

Reverse Auction in Progress: Bidding

TENDER NO.	AUCTION CLOSING DATE	TIME LEFT TO BID	THE LOWEST BID AT PRESENT	CURRENCY	NO. OF BIDDERS	ITEM
WP/2013/4c60f	7/3/2013 12:00:00 PM	84d 0h 45m 41s	182,600.00	Euro	2	Scrapers [erasers] for offices

Anticipated Reverse Auction: Sign in to bid

TENDER NO.	AUCTION STARTING DATE	TIME LEFT TO SIGN IN	THE LOWEST BID AT PRESENT	CURRENCY	ITEM
WP/2013/be8ff	4/17/2013 12:00:00 PM	7d 0h 40m 8s	99,997.00	Euro	Calculating disks
WP/2013/f84e4	4/18/2013 12:00:00 PM	8d 0h 40m 8s	100,000.00	Euro	Fire extinguishing compositions
WP/2013/c65d0	4/21/2013 12:00:00 PM	11d 0h 40m 8s	120,000.00	Euro	Collodion [™]
WP/2013/415f3	4/22/2013 12:00:00 PM	12d 0h 40m 8s	100,000.00	Euro	Hot plates
WP/2013/d545c	4/23/2013 12:00:00 PM	13d 0h 40m 8s	1,000,000.00	Euro	Charcoal pencils
WP/2013/cdc27	4/23/2013 12:00:00 PM	13d 0h 40m 8s	100,900.00	Euro	Theatre productions
WP/2013/16dac	4/23/2013 12:00:00 PM	13d 0h 40m 8s	1,000.00	Euro	Engine-decarbonising chemicals
WP/2013/f0b5b	4/23/2013 12:00:00 PM	13d 0h 40m 8s	109,900.00	Euro	Glazing apparatus for photographic...
WP/2013/096cb	4/24/2013 12:00:00 PM	14d 0h 40m 8s	37,800.00	Euro	Skating rinks [structures of...



Users can sign in for the tenders, which are advertised in the section »**Anticipated reverse auctions: Sign in to bid**«. Clicking the number of the advertised tender opens the section where the subject matter of the tender is displayed.

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Anticipated Reverse Auction: Sign in to bid

TENDER NO.	AUCTION STARTING DATE	TIME LEFT TO SIGN IN	THE LOWEST BID AT PRESENT	CURRENCY	ITEM
WP/2013/be8ff	4/17/2013 12:00:00 PM	7d 0h 38m 4s	99,997.00	Euro	Calculating disks
WP/2013/f84e4	4/18/2013 12:00:00 PM	8d 0h 38m 4s	100,000.00	Euro	Fire extinguishing compositions
WP/2013/c65d0	4/21/2013 12:00:00 PM	11d 0h 38m 4s	120,000.00	Euro	Colloidion "
WP/2013/415f3	4/22/2013 12:00:00 PM	12d 0h 38m 4s	100,000.00	Euro	Hot plates
WP/2013/d545c	4/23/2013 12:00:00 PM	13d 0h 38m 4s	1,000,000.00	Euro	Charcoal pencils
WP/2013/cdc27	4/23/2013 12:00:00 PM	13d 0h 38m 4s	100,900.00	Euro	Theatre productions
WP/2013/16dac	4/23/2013 12:00:00 PM	13d 0h 38m 4s	1,000.00	Euro	Engine-decarbonising chemicals
WP/2013/f0b5b	4/23/2013 12:00:00 PM	13d 0h 38m 4s	109,900.00	Euro	Glazing apparatus for photographic...
WP/2013/096cb	4/24/2013 12:00:00 PM	14d 0h 38m 4s	37,800.00	Euro	Skating rinks [structures of...



Clicking the command »**Sign in to Bid**«, at the bottom of the tender's subject matter, opens the section where a user can develop its bid. The command »**Sign in to Bid**« is displayed only to registered users.

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Request for Quotation/Invitation to Bid: WP/2013/D545C

+ TENDER'S BASIC DATA ?

+ PRICE BROKEN DOWN PER ITEMS ?

Sign in to Bid

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In the menu bar »**Tenders/Advertise tender (RFQ/ITB)**« a user advertises a tender i.e. invitation to tender (Request for Quotation/Invitation to Bid). A user develops the tender and selects the language of the tender in the same menu bar. At present, a user can select between English and Slovene language. The tender documentation can be bilingual.

The screenshot shows the user interface for advertising a tender. At the top, a dark grey header bar displays the current UTC time (4/10/2013 12:01 PM) and a welcome message for 'Portal razpisov d.o.o.' with links for 'Settings' and 'Log Off'. Below this is a navigation menu with items: Home, Tenders, Inbox, My Tenders, My Bids, Tasks, Help, and About Us. A secondary menu highlights 'REVERSE AUCTIONS' and 'ADVERTISE TENDER (RFQ/ITB)'. The main heading is 'Advertise Tender (RFQ/ITB)'. A grey bar below the heading contains a minus sign icon, the text 'TENDER'S BASIC DATA', and a question mark icon. The form fields are as follows:

- Tender No.: WP/2013/26be2
- Auction Starting Date - Deadline for Signing In (12:00 UTC time): 4/24/2013
- Auction Closing Date (12:00 UTC time): 7/10/2013
- Currency: Euro (selected from a dropdown menu)
- Goods or Services, Item of the Tender (NICE): (empty text input field)

1.2. Inbox

In the menu bar »**Inbox**« a user, via e-mail, communicates with the administrator of the web page concerning registration process, advertising a tender or signing in to tender. In addition, a user receives notices about every change related to the bid associated with the tender a user is participating at as a bidder.

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[RECEIVED MESSAGES](#) [SEND MESSAGES](#) [ARCHIVED MESSAGES](#)

Inbox - Received

[New message to Administrator](#)

No message selected.
No messages

1.3. My tenders

In the menu bar »**My tenders**« a user examines its advertised tenders (and »status« of tenders). Clicking the tender number opens the section where all data can be reviewed, including the e-mail addresses of the bidders the user sent to an invitation to tender. The status »**Approved**« means that the tender is approved by the administrator, the status »**Active**« means that the auction is in progress, the status »**Being reviewed**« means that the tender awaits to be reviewed and approved by the administrator, the status »**Rejected**« means that the administrator refused to advertise the tender and that the tender data have to be rectified. When the tender data violate the general conditions of the web page no need to rectify them since the tender is disqualified.

Present UTC time: 12/4/2013 1:45 PM Welcome test2 d.o.o. [[Settings](#) [Log Off](#)]

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My Tenders

TENDER NO.	AUCTION STARTING DATE	AUCTION CLOSING DATE	INITIAL PRICE	CURRENCY	NO. OF BIDDERS	TIME LEFT TO BID	STATUS	COMMANDS
WP/2013/be3a4	5/22/2013 2:00:00 PM	8/8/2013 2:00:00 PM	1,000,000.00	Euro	0	0d 0h 0m 0s	Being Reviewed	[Preview] [Remove]
WP/2013/d23e5	12/2/2013 1:00:00 PM	12/18/2013 1:00:00 PM	174,561.20	Euro	1	13d 22h 14m 12s	Active	[Preview]

In the menu bar »**My Tenders/Reverse auction**« a user is reviewing all advertised tenders. In the menu bar »**My tenders/Advertise tender (RFQ/ITB)**« a user advertises a tender i.e. an invitation to bid.

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1.4. My Bids

In the menu bar »My bids« a user is reviewing its bids for the tenders it is signed in (and »status« of bids).

TENDER NO.	THE LOWEST BID AT PRESENT	MY BID AT PRESENT	PRICE DATE	AUCTION CLOSING DATE	TIME LEFT TO BID	STATUS	THE MOST COMPETITIVE BID	COMMANDS
WP/2013/be8ff	99,997.00 EUR	99,998.00 EUR	4/3/2013 10:11:49 AM	7/3/2013 2:00:00 PM	0d 0h 0m 0s	Approved	No	[Update Bid]
WP/2013/4c60f	162,600.00 EUR	181,000.00 EUR	6/6/2013 6:58:53 AM	7/3/2013 2:00:00 PM	0d 0h 0m 0s	Approved	No	[Update Bid]
WP/2013/c65d0	120,000.00 EUR	119,000.00 EUR	4/7/2013 8:38:42 PM	7/7/2013 2:00:00 PM	0d 0h 0m 0s	Being Reviewed	No	[Update Bid]

This menu is the most important one for a user as a bidder, since in this menu a bidder is bidding at the auction at which a bidders competing to get a business. The most competitive bid is the offer (»My bid at present«) which is equal to »The lowest bid at present«, and has in the window »The most competitive bid« the mark »Yes« (status »Approved«).

If the tender in the window »The most competitive bid« is marked »No« and has the status »Approved«, it means a bidder has to lower the offer wishing to get a business. With the command »Update bid« and entering lower price than »The lowest bid at present« a bidder is lowering its offer to get a business as the most competitive bidder.

The status »Approved« means that signing in to bid is approved by the administrator of the web page, the status »Being reviewed« means that the request to bid is waiting to be reviewed and approved by the administrator, the status »Rejected« means that the administrator rejected the request to bid and that the bid data have to be rectified. If the bid was rejected because the conditions from the tender or the general conditions of the web page were not met, it is no need to rectify the bid since it is removed from tendering.

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1.5. Tasks



Tasks

You have no active tasks.

When the data entered by a user are incomplete and/or incorrect the administrator of the web page advises a user, through the menu bar »**Tasks**«, which data have to be corrected to register successfully, to advertise a tender or to sign in to bid. It is the responsibility of a user that in the menu bar »**Tasks**« there is no task which is requested by the administrator of the web page (in the brackets it is displayed the number of requested tasks). Contrary, the tasks requested from a user (to register, to advertise a tender or to sign in to bid) will not be completed successfully. All requested tasks which have to be carried out by a user are displayed in the menu bar »**Tasks**« with the status »**Rejected**«.

If the section »**Tasks to arrange company's business data**« is displayed, than a user has to arrange the business data by clicking displayed data.



Tasks

DATA	INFO/VALUE	STATUS	LAST CHANGED
Revenue/2012/Mio EUR	5	Rejected	4/10/2013 12:13:34 PM

If the section »**Tasks to arrange tender**« is displayed, than a user, by clicking tender's number, has to correct the tender data. If the tender data violet the general conditions of the web page no need to rectify them since the tender is disqualified.

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Tasks

← TASKS TO ARRANGE TENDER ?

TENDER NO.	AUCTION STARTING DATE	TIME LEFT TO SIGN IN	AUCTION CLOSING DATE	TIME LEFT TO BID	STATUS	LAST CHANGED
WP/2013/85559	3/31/2013 12:00:00 PM	13d 13h 53m 52s	6/17/2013 12:00:00 PM	91d 13h 53m 52s	Rejected	3/17/2013 10:53:04 PM

If the section »**Tasks to arrange bid/Sign in to bid**« is displayed than a user has to correct the tender data by clicking »**Bid**« which is shown next to the tender number, the number of the tender for which the bid was submitted. When the bid is rejected because the tender conditions or the general conditions of the web page were not met, it is no need to correct the bid since the bid is removed from tendering.

Present UTC time: 3/17/2013 11:15 PM Welcome Portal razpisov d.o.o. [Settings Log Off]

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Tasks

← TASKS TO ARRANGE BID/SIGN IN TO BID ?

BID	TENDER NO.	MY BID AT PRESENT	TIME LEFT TO SIGN IN	TIME LEFT TO BID	STATUS	LAST CHANGED
Bid	WP/2013/9075a	380,000.00 EUR	13d 13h 43m 48s	91d 13h 43m 48s	Rejected	3/17/2013 11:11:42 PM

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2. Application notifications by the administrator of the web page

2.1. Status »Approved«

The status »**Approved**« means that requested task is successfully completed by a user. The administrator of the web page reviewed the task, and approved that entered data by a user correspond to the general conditions of the web page or meet the conditions from the tender documentation.

2.2. Status »Being Reviewed«

The status »**Being reviewed**« means that the requested task, which a user completed, is waiting to be reviewed and approved by the administrator of the web page.

2.3. Status »Creating«

The status »**Creating**« means that a user can still arrange data of a particular task. Requested task is not yet submitted to be previewed by the administrator of the web page.

2.4. Status »Rejected«

The status »**Rejected**« is linked to the menu bar »**Tasks**«. It means that the administrator of the web page established incorrect and/or incomplete data. A user has to correct or to amend data. When data are arranged by a user the status »**Rejected**« turns into the status »**Being reviewed**« and is awaiting to be checked again by the administrator of the web page.

2.5. Status »Active«

The status »**Active**« in the section »**My tenders**« means that the auction is in progress for listed tender.

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3. User settings

In the menu bar »**Settings**« a user can change the time zone inside which it wants to follow the auction, the password, the company's business data, and the commodity codes of the advertised tenders for which a user wants to receive e-invitations to participate at tendering.



3.1. Time zone

In the menu bar »**Settings/Time zone**« a user sets up the time zone inside which it wants to follow the auction. Assigned time of the auction is set to the time zone GMT therefore, to Slovenia users it is suggested to set up the time zone to GMT +1.

3.2. Change password

In the menu bar »**Settings/Change password**« a user can change the password.

3.3. Change company's business data

In the menu bar »**Settings/Change company's business data**« a user can change existing company's data or add new data. Existing data are changed with the command »**Submit**«, new data are generated with the command »**Add Data**«. A user also attaches relevant document in electronic form (doc., pdf.,...) which can be a bookkeeping extract, an annual report, public records, a statement, a certificate,...

3.4. e-Invitations to bid

In the menu bar »**Settings/e-Invitations to bid**« a user can specify the commodity codes of the tenders for which it wants to receive invitations to tender.