

# e-Sourcing Supplier Guide

## Contents

depending on the scope. If something is not clear, please use the "Messaging" at the bottom of the event to post a question to the Event organizer.

## Invitation and access to the event

Suppliers do not need to register any account or access to Scanmarket to take part in sourcing events.

## Acceptance Prior to Event

We would like to invite supplier to review and accept the T&C prior to enter the event.



#### Attachment

"Supplier files", this allow you to upload your attachment. You may click at "Attach Files" paperclip icon:

And it will prompt a window for you to upload your file, there is a reminder that max of file size is 200MB each.

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Once complete, the file name will appear below the "Attach files" as below:

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### Partial Quantity Support

There could be situation you not able to supply required quantity. And if you find "Bid List" provide "My Quantity" column for update, it means event organizer allow you to support partially. Then, you can update it accordingly.

#### **Error Message**

If supplier manual update the price which is not align to event organizer predefine rules, there will be error message prompt that your input price "cannot exceed" the predefine rules. And you need to resubmit a lower bid than the stated price.

#### **Proxy Bidding**

Proxy bidding is an option of solution for the live auction event, mainly overcome the unstable internet connection problem. You can click on "P" to activate this function, and update "My Proxy Bid", which mean your very best price, then the system will automatically place bids for you and ensure you are number 1 until the system has reached the proxy bid price.

ter "My Proxy Bid" as USD45,000, and click on "P", there will be a "Bid Confirmation" as r your proxy bid:

Heading, you will see green light and position at #1. As long your proxy bid "P" icon still with green color, and system will continue to manage your proxy bidding on behalf.

If don't want to use proxy bid, you can click on "P" and turn off "P" and enter the price as norma

## Questionnaire

For the RFQ, if weadditional information oher than pice, thee will be questionnaire to collect more information from yo You may answer on the screen o downloadhe excel file o make update then, import thecel file again.

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	< 1 weeks		
	1-2 weeks		
	2-3-weeks		
	O 3-4 weeks		

## Communication

#### Messaging

This feature available at the bottom of the page, you can use this as a tool to contact the event organizer to inquire relate to the event specific matters.

You may key in your message as normal, and hit "send". If you like to copy yourself for a mail, you may select "Copy to my email".

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#### Language

If you have preference on other language than what been used in current event, you may use Messaging to inform event organizer to switch to your prefer language.

#### **Delete Bid**

If you submit wrong bid for e-auction event, you can inform event organizer via "Messaging". Event organizer can help to delete your latest bid, and you may update a new one after the correction.

If you request event organizer to notify you for the bid deletion acceptance, you may see a message in Scanmarket prompt for your acceptance as below:

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	KLM is	deleted?
Cancel		I.

## **History Report**

Scanmarket allow you to export history report, the "report" button is at the bottom of the event page:

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There are sheet selections for you to choose, "All" or "Bids", "Messaging" and "supplier Files".



After you hit generate, it will bring you to "eRFX and eAuction reports" as below, you may click download for the detail.

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You will find the historical report in 3 worksheet, "Bids", "Messaging" and "Supplier files"

e-Auction for CLEANROOM - KL	_M		
Lot/Product Line	Unit	Quantity	Pandan (Mr Patrick)
1. Clean Room- KLM	lot	1.00	49,000.00
國加克計算####################################	49,000.00 Tot	al all products	<u>, 10, 19, 19</u> 0001
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## Technical Support

If you encounter technical issue, you may inform Scanmarket via Quick Call, it's at the top right of your event page.

SCANMARKET II"

Fill up your name, country, and phone no. for Scanmarket representative to approach you for solution.

Quick Call		×
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CALL ME		

Please standby with below information which may require by Scanmarket technical support:

- 1) Customer name-Jabil
- 2) Event #
- 3) Problem description

