



e-Sourcing Supplier Guide

Contents

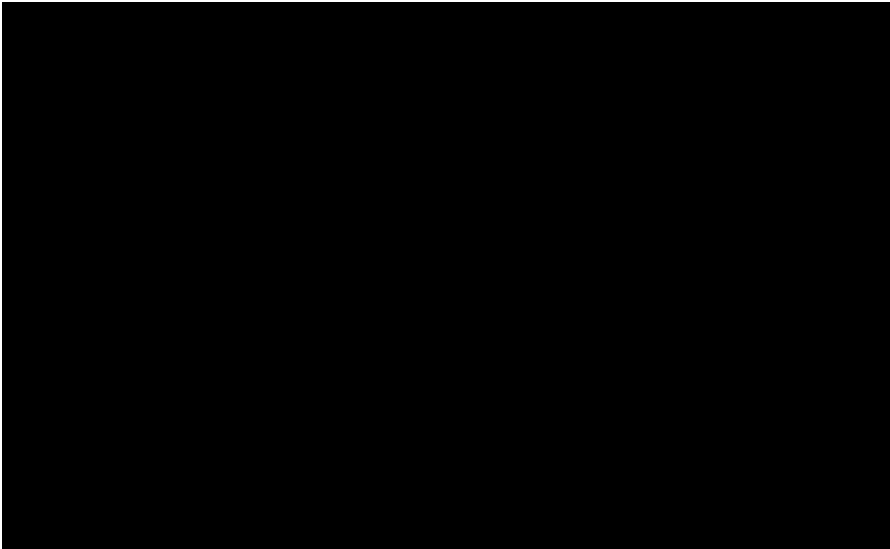
depending on the scope. If something is not clear, please use the “Messaging” at the bottom of the event to post a question to the Event organizer.

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.

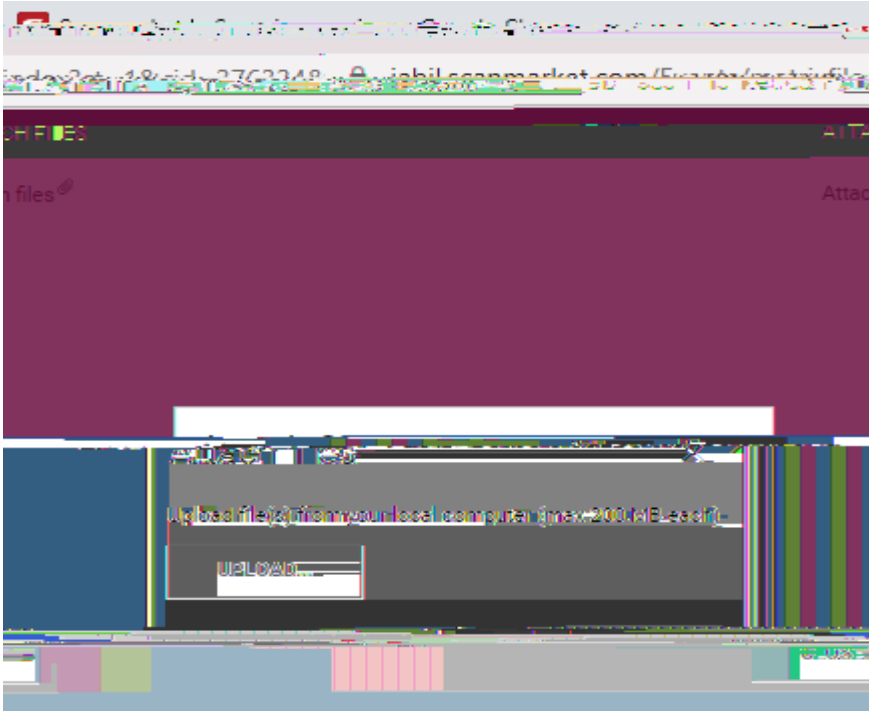


Attachment

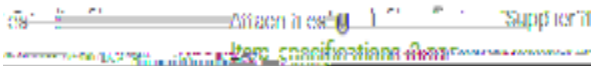
“Supplier files”, this allow you to upload your attachment. You may click at “Attach Files” paperclip icon:



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



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



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.

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

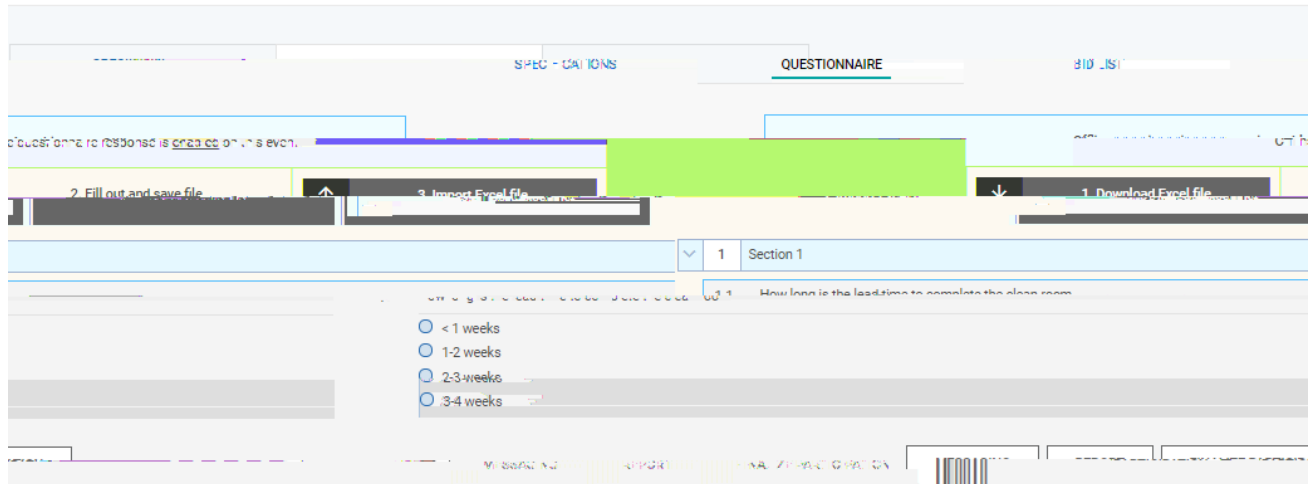
➤ leading, you will see green light and position at #1. As long your proxy bid "P" icon still with green color, and system will continue to manage your proxy bidding on behalf.

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

Questionnaire

For the RFQ, if we add additional information other than price, there will be a questionnaire to collect more information from you. You may answer on the screen or download the excel file or make an update then, import the excel file again.

RFQ for CLEANROOM - KLM

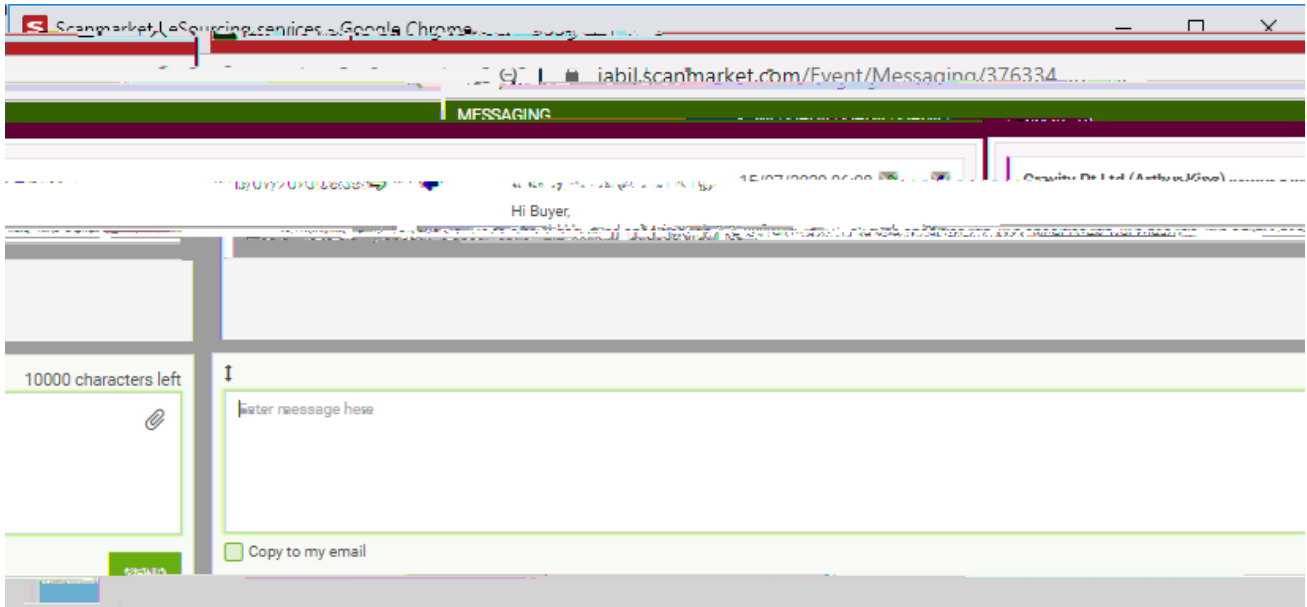


Communication

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”.



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:

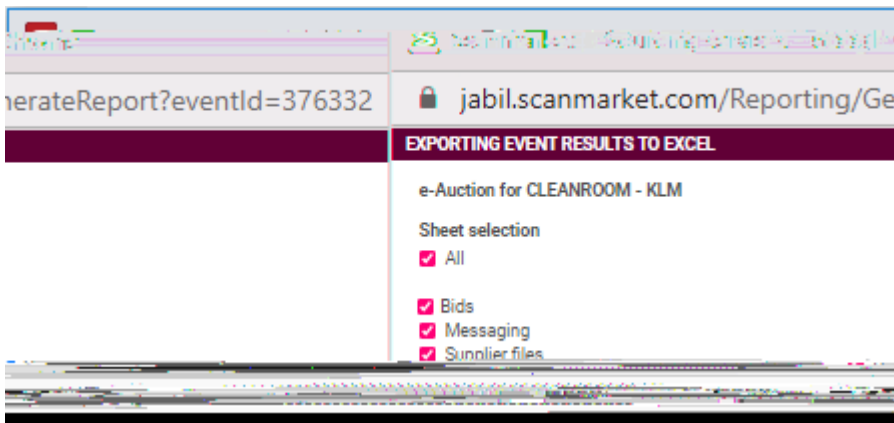


History Report

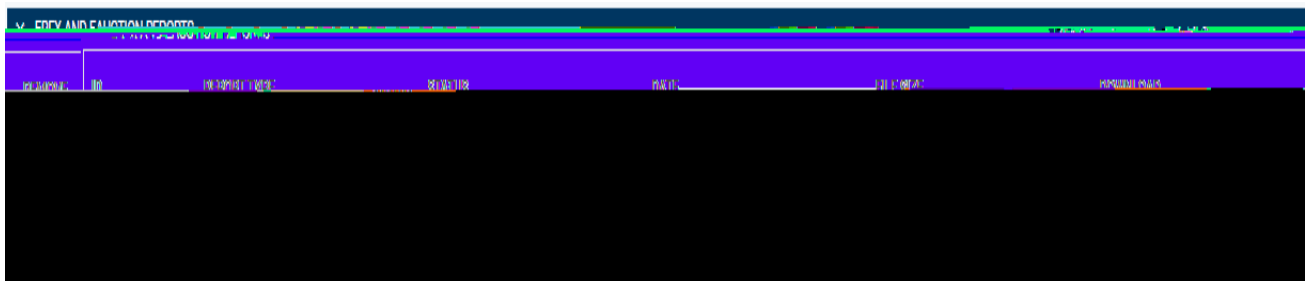
Scanmarket allow you to export history report, the “report” button is at the bottom of the event page:



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.

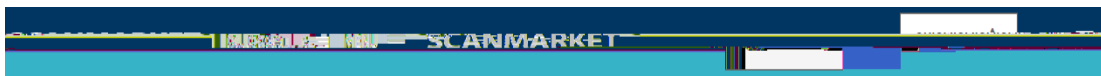


You will find the historical report in 3 worksheet, “Bids”, “Messaging” and “Supplier files”

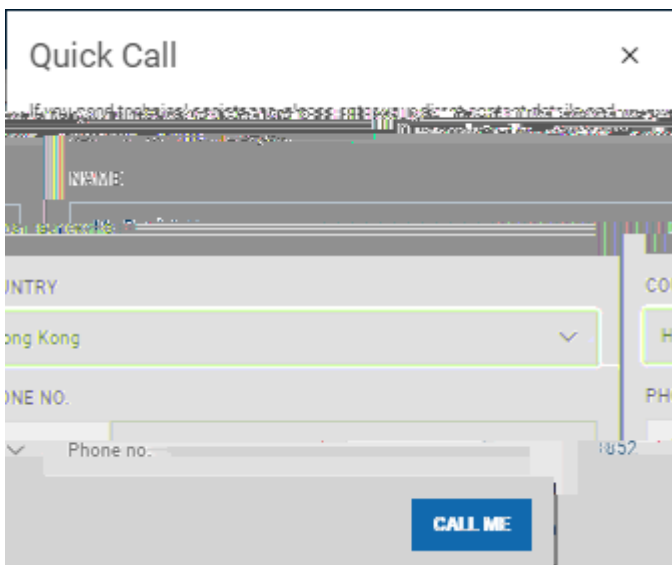
e-Auction for CLEANROOM - KLM			
Lot/Product Line	Unit	Quantity	Pandan (Mr Patrick)
1. Clean Room- KLM	lot	1.00	49,000.00
	49,000.00	Total all products	

Technical Support

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



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



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

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

