



Tejari Transact

User Guide to quick bidding

Version 1.0

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1 Introduction

The purpose of this User Guide is to provide you with clear instructions on how to submit a bid on a Tender or Auction through Tejari Transact.

The User Guide is aimed at system users that are not very familiar with Tejari Transact and system users that wish to learn more about:

- Navigating to a specific Tender / Auction
- Bidding on a Tender / Auction

More complex bidding functionalities will not be discussed in this User Guide.

Please feel free to contact Tejari Customer Service on +971 800 835274 if you require further information or more comprehensive bidding assistance.

We look forward to your participation on Tejari Transact.

Tejari Team.

2 Bidding on Tejari Transact

2.1 Accessing Tejari Transact

- Visit www.Tejari.com.
- Click on “Transact Login” (orange) button

Transact Login

Clicking on “Transact Login” button will direct you to Tejari Transact where you can bid on auctions/tenders.

The screenshot shows the Tejari website homepage. At the top right, there are links for "Log in" and "Forgot password?". The main header features the Tejari logo and the slogan "Get Your Business eREADY". Below this is a navigation bar with links for "Home", "About Us", "Trading Floor", "Contact Us", "Search", and "Join Now". The "Transact Login" button is highlighted with a red circle. To the right of the button is a dropdown menu for "All Countries" and an "RSS" icon. Below the navigation bar, there is a "Marketplace Statistics" section with a table:

| Tenders | Products | Buy Leads |
|---------|----------|-----------|
| 381 | 9238 | 23 |

Below the table is a search bar with a "Search" button and an "Advanced Search" link. The main content area features a banner for "The Middle East Online Marketplace" and several product listings under "Products & Services", "Buy Leads", and "Tenders / Auctions".

2.2 Login to Tejari Transact

- Enter your registered **Username** and **Password**
- Click on the '**Login**' button



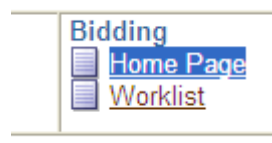
2.3 View Tender / Auction information

When you have logged in you will be directed to the E-Business suite page.

- Click on the '**Sourcing Supplier**' link (on the left of the screen)



- Click on "**Home Page**" link



The 'Sourcing Page' will be shown from where you may access your preferred Tender / Auction.

- o Select "Number" from the drop down menu
- o Enter the 'Tender / Auction number' that you are interested in



- o Click on "Go" button



The **Tender / Auction** that you have entered will be displayed



- Click on the auction **'Number'** link



You will now be directed to the **'Negotiations Page'** which contains more detailed information on the selected Tender / Auction.

Tejari
TRANSACT
Sourcing

Home Logout Preferences Help

Negotiations

Negotiations > Active Negotiations >

Auction: 9929921

Actions Create Bid Go

| | | | |
|-----------|---------------------|------------|----------------------|
| Title | Power Regulator | Open Date | 04-Sep-2010 15:02:17 |
| Status | Active | Close Date | 06-Sep-2010 14:11:55 |
| Time Left | 21 hours 39 minutes | | |

Header Lines Controls

| | | | |
|--------------|-------------------------|-------------------|-------------------------|
| Buyer | Mr. Anwar | Publish in Portal | Yes |
| Style | Open | Category 1 | Plant-growth regulators |
| Organization | Pattal Kan | Category 2 | |
| Outcome | Standard Purchase Order | Category 3 | |
| Event | | | |
| Description | | | |

Terms

| | | |
|-----------------|---------------|--------|
| Bill-To Address | Payment Terms | Net 45 |
| Ship-To Address | Carrier | |
| FOB | Freight Terms | |

Currency

| | | | |
|------------------|-----|-----------------|---|
| Auction Currency | PKR | Price Precision | 2 |
|------------------|-----|-----------------|---|

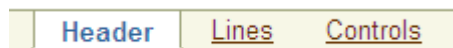
Attributes

| Details | Attribute Group | Weight |
|-----------------|-----------------|--------|
| No data exists. | | |

Notes and Attachments

Note to Suppliers Kindly contact Purchase Department if you have any queries during office hours. Above item's

Tender / Auction information can be viewed in the following tabs (pages):



- Headers
- Lines
- Controls

2.3.1 Headers

Headers provide general information on the nature of the Tender / Auction, as well as the buying organization, open and close dates, terms, attributes etc.

Note that the '**Headers**' tab will shown by default and that you will be required to click on a 'Lines' or 'Controls' link if you which to access further information.

Information shown in the header tab includes the following:



2.3.1.1 General Tender / Auction information (Buyer Organization, Auction title, Auction Status, Categories assigned to the Tender / Auction, Open & Close date and time, etc.)

2.3.1.2 Terms (Payment Terms, Billing Address, Currency, etc.)

2.3.1.3 Attributes usually ask for general information relating to your organization (A 'Buyer' might ask you to provide more information on your organization's experience in a particular field or perhaps request a copy of your ISO certification / trade license etc.)

2.3.1.4 Notes and Attachments (buyer comments, supporting documentation that can be downloaded)

Note that you can click on the '**links**' in the '**Notes and Attachments**' section if you wish to view or download further information.

2.3.2 Lines

The 'Lines' tab provide detailed information on every product or service that is required by the buyer. It is important to review the specifications of every 'line item' (required product / service) carefully before you continue to submit a bid.

- Click on the 'Lines' tab to view further information concerning the required Line items (Products or Services).



A page detailing various 'Lines' will be shown.

Tejari Sourcing

Auction: 12530009

Title: Condenser For Refrigeration Plant
Status: Active
Time Left: 2 days 23 hours

Open Date: 05-Sep-2010 14:41:38
Close Date: 09-Sep-2010 14:00:00

Header | **Lines** | Controls

Display Rank As: No indicator displayed
Ranking: Price Only

Price Factors: Buyer & Supplier
Price Tiers: None

Suppliers see their bid price transformed

| Line | Category | Category Description | Unit | Quantity | Need-By From | Need-By To | Best Price (AED) | Active Responses | Time Left |
|------|---------------|----------------------|------|----------|--------------|------------|------------------|------------------|-----------------|
| 1 | 9001.99990001 | Miscellaneous | Each | 1 | | | Blind | Blind | 2 days 23 hours |

1 Evaporative Condenser Model VXMC 1240 or Equivalent Model VXC 620 for Refrigerant - NH3 (Ammonia) - Condensing Temp: +42 deg C. Entering wet bulb: +29 deg C.

Remember to pay special attention to the quantity 'Unit' (e.g. each, dozen, day, carton, pack, centimeter, kilometer etc.)

- Click on a 'Line item' link if you wish to view more.

1 Evaporative Condenser Model VXMC 1240 or Equivalent Model VXC 620 for Refrigerant - NH3 (Ammonia) - Condensing Temp: +42 deg C. Entering wet bulb: +29 deg C.

Clicking on a 'Line Item' will direct you to a page that details further information.

Tejari Sourcing

Auction: 12530009 >

Line: 1 (Auction 12530009)

Item Rev: Evaporative Condenser Model VXMC 1240 or Equivalent Model VXC 620 for Refrigerant - NH3 (Ammonia) - Condensing Temp: +42 deg C. Entering wet bulb: +29 deg C.

Description: Evaporative Condenser Model VXMC 1240 or Equivalent Model VXC 620 for Refrigerant - NH3 (Ammonia) - Condensing Temp: +42 deg C. Entering wet bulb: +29 deg C.

Category: 9001.99990001

Unit of Measure: Each

Quantity: 1

Ship-To Address:

Currency: AED
Price Precision: Any

Start Price
Target Price
Need-By From
Need-By To

Notes and Attachments

Note to Suppliers

| File Name | Type | Description | Category | Last Updated | Update | Delete |
|-----------------|------|-------------|----------|--------------|--------|--------|
| No data exists. | | | | | | |

2.3.3 Controls

The 'Controls' tab details 'Rules' (regulations) that were setup by the Buyer Organization. These 'Rules' (regulations) must be followed if you intend to participate in the Tender / Auction.

The screenshot shows the Tejari Sourcing interface. At the top, there are tabs for 'Header', 'Lines', and 'Controls', with 'Controls' circled in red. Below the tabs, the auction details are displayed: Title 'Condenser For Refrigeration Plant', Status 'Active', Time Left '2 days 23 hours', Open Date '05-Sep-2010 14:41:38', and Close Date '09-Sep-2010 14:00:00'. There are also 'Header', 'Lines', and 'Controls' tabs below the details. The 'Schedule' section shows Preview Date '05-Sep-2010 14:41:38', Close Date '09-Sep-2010 14:00:00', Open Date '05-Sep-2010 14:41:38', and Award Date. The 'Response Rules' section contains a list of rules with checkboxes:

- Negotiation is restricted to invited suppliers
- Suppliers are allowed to respond to selected lines
- Suppliers are required to respond with full quantity on each line
- Suppliers are allowed to provide multiple responses
- Buyer may create multiple rounds of negotiations
- Suppliers are required to lower the line price when submitting a revised response
- Buyer may close the negotiation before the Close Date
- Buyer may manually extend the negotiation while it is open
- Negotiation is allowed to AutoExtend

You will notice that checkboxes are aligned to the rules of the 'Response Rules' section.

Response Rules

- Negotiation is restricted to invited suppliers
- Suppliers are allowed to respond to selected lines
- Suppliers are required to respond with full quantity on each line
- Suppliers are allowed to provide multiple responses
- Buyer may create multiple rounds of negotiations
- Suppliers are required to lower the line price when submitting a revised response
- Buyer may close the negotiation before the Close Date
- Buyer may manually extend the negotiation while it is open
- Negotiation is allowed to AutoExtend

If a 'Checkbox' is ticked it means that the corresponding 'Rule' is applicable and that it must be adhered to.




2.4 Bid on a Tender / Auction

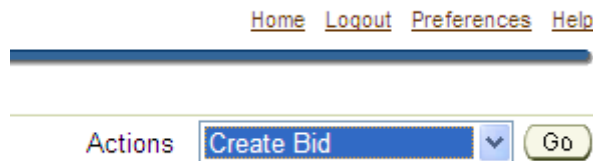
In section 2.1 to 2.3 you learned how to login to Tejari Transact, find a particular Tender / Auction and how to review the Tender / Auction requirements.

Section 2.4 will not conclude the bidding process by showing you how to submit a bid in Tejari Transact.

2.4.1 Access the bidding screen

Remember to make sure that you are viewing the '**Negotiations Page**' (refer to section 2.3 for more information on accessing the Negotiations page)

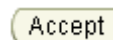
- o Select '**Create Bid**' from the dropdown menu
- o Click on "**Go**" button 



Clicking on the 'Go' button will direct you to the Terms and Conditions page.



- o Click on "**Accept**" button (if you wish to proceed)



Accepting the Terms and Conditions will direct you to the 'Create Bid' screen.

This screen lets you submit bids on 'Line' items and allows you to attach documents (images, catalogs, product specifications, certifications, etc.) to support your bid.

Tejari
TRANSACTION
Sourcing

Home Logout Preferences Help

Auction: 10000009 >
Create Bid: 10000001 (Auction 10000009)

Cancel View Auction Monitor Auction Bid By Spreadsheet Save Draft Continue

Header

Title: Condenser For Refrigeration Plant
 Auction Currency: AED
 Bid Currency: AED
 Price Precision: Any

Time Left: 2 days 2 hours
 Close Date: 09-Sep-2010 14:00:00
 Bid Valid Until:
(example: 23-Aug-2010)

Reference Number:
 Note to Buyer:

Attachments

Add Attachments

| File Name | Type | Description | Category | Last Updated | Update | Delete | Last Updated By |
|-----------------|------|-------------|----------|--------------|--------|--------|-----------------|
| No data exists. | | | | | | | |

Lines


Proxy Bid Decrement: AED

Indicates more information requested. Click on the Update icon.

| Line | Update To | Ship-Price | Start Price | Target Price | Bid Price | Proxy Minimum | Unit | Target Quantity | Bid Quantity | Promise Date |
|--|-----------|------------|-------------|--------------|----------------------|----------------------|------|-----------------|--------------|----------------------|
| 1 Evaporative Condenser Model VXMC 1240 or | | | | | <input type="text"/> | <input type="text"/> | Each | 1 | 1 | <input type="text"/> |
| 1 Evaporative Condenser Model VXC 12000 or | | | | | <input type="text"/> | <input type="text"/> | Each | 1 | 1 | <input type="text"/> |
| 1 Evaporative Condenser Model VXM 1040 or | | | | | <input type="text"/> | <input type="text"/> | Each | 1 | 1 | <input type="text"/> |
| 1 Evaporative Condenser Model VX 1000 or | | | | | <input type="text"/> | <input type="text"/> | Each | 1 | 1 | <input type="text"/> |

Cancel View Auction Monitor Auction Bid By Spreadsheet Save Draft Continue

Remember to pay special attention to the 'Auction Currency' and 'Bid Currency' before continuing with the bidding process.



2.4.2 Creating a Bid


Bidding on a Tender / Auction is relatively straightforward and simply requires you to complete the **'Input fields'** with your bidding information.


'Response rules' in **'Controls'** (see section 2.3.3) will determine whether you are required to submit a bid on every 'Line' or whether you may bid on selected lines.

Remember to pay special attention to the **'Auction Currency'** and **'Bid Currency'** before you continue with the bidding process.

- Type the product / service price in the **'Bid Price'** field

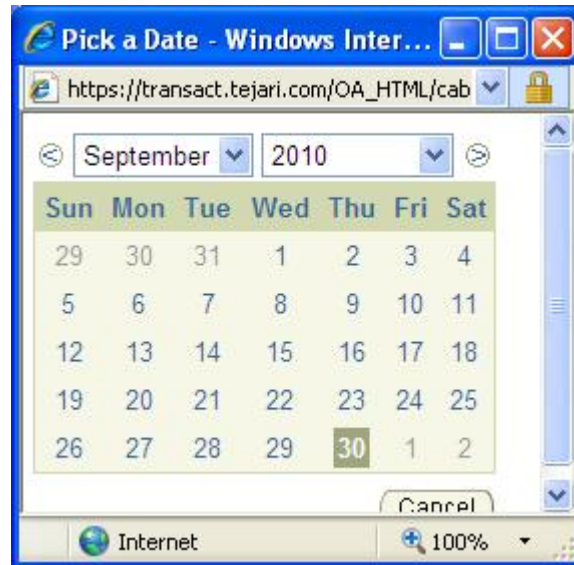
ⓘ Indicates more information requested. Click on the Update icon.

| Line | Update | Ship-To | Start Price | Target Price | Bid Price | P |
|--|--|---------|-------------|--------------|-----------|---|
| 1 Evaporative Condenser Model VXMC 1240 or |  | | | | 12345 | |

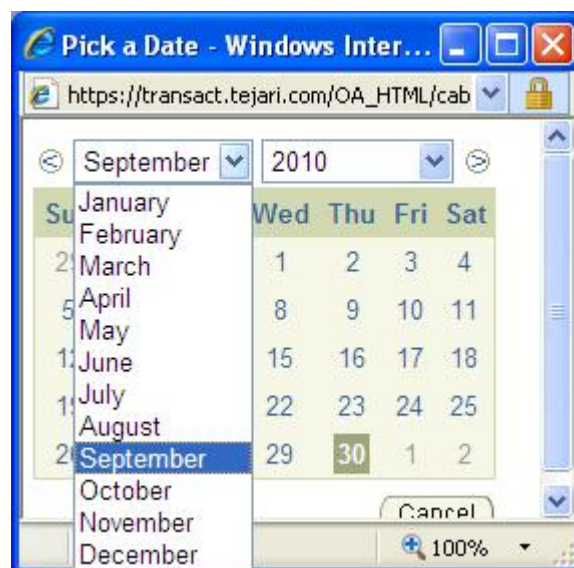
- Click on the **'Calendar Icon'** next to the **'Promise Date'** field 

| Quantity | Promise Date |
|----------|---|
| | <input type="text"/>  |

- Select a **'Promise Date'** (date of delivery) from the **'Calendar'** by clicking on an appropriate date.



- o Click on the Month or Year '**Dropdown Menu**' if you need to change one of these values.



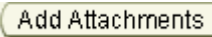
- o Select a new month or year

2.4.2.1 Attach supporting documentation to your bid

During the bidding process you can attach complimentary information to support your bid. Files that can be attached include images, catalogues, product specifications, certificates, drawings, etc.

Files that exceed 10 MB cannot be uploaded to Tejari Transact.

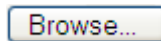
- o Click on the 'Add Attachments' button



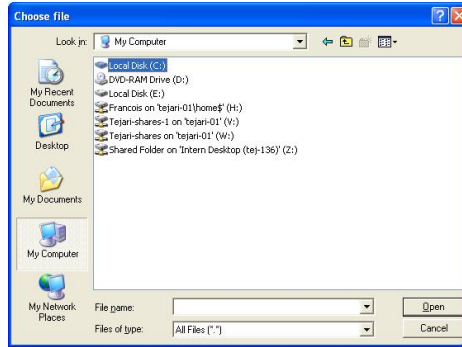
Clicking on this button will direct you to a screen from where you may upload an attachment.

- o Type a description in the 'Description Field'

- o Click on the 'Browse' button



A Pop-up screen will ask you to locate the attachment on your computer



- Find the file on your computer
- Click on the 'Apply' button when you are done



2.4.2.2 Concluding the bid

Now that you have submitted prices, delivery dates and attachments to support your bids, it is time to conclude the bid process.

- o Click on the '**Continue**' button  (bottom right of screen)

Clicking on the '**Continue**' button will direct you to the '**Bid Submission Page**'.

- o Review your bid and make sure that information is accurate and complete.



The screenshot shows the 'Create Bid' interface for auction 10000009. The bid title is 'Condenser For Refrigeration Plant'. Key details include: Auction Currency: AED, Bid Currency: AED, Price Precision: Any, Time Left: 2 days 1 hour, Close Date: 09-Sep-2010 14:00:00, Bid Valid Until: Reference Number, and Note to Buyer. There are two tables: 'Attachments' (empty) and 'Lines' (one line item for 'Evaporative Conde...'). A second 'Attachments' table is also empty. The 'Submit' button at the bottom right is circled in red.

- o Click on the '**Submit**' button

Congratulations, your bid has been loaded successfully.

3 Customer Support

Please feel free to contact Tejari Customer Service on +971 800 835274 or by email at customerservices@tejari.com if you require any further assistance (24 hours per day).

We trust that you found this User Guide useful and welcome any suggestions or areas for improvement that you may wish to share.

Feel free to email your comments to customerservices@tejari.com.

Kind regards,
Team Tejari