



easyRFX – first steps

Users manual for suppliers

Version 1.4, March 2018

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## Introduction

Even though you are already experienced in e-Sourcing it is advisable to read this manual because it makes it simplifies the handling.

This is exactly what easyRFX means: an easy system to work with. It should be possible to work with it without a thick manual. So this is just a tool – and no extensive manual is necessary for a screwdriver.

For buyers during the last few years professional e-Sourcing has become a serious instrument they wouldn't like to do without.

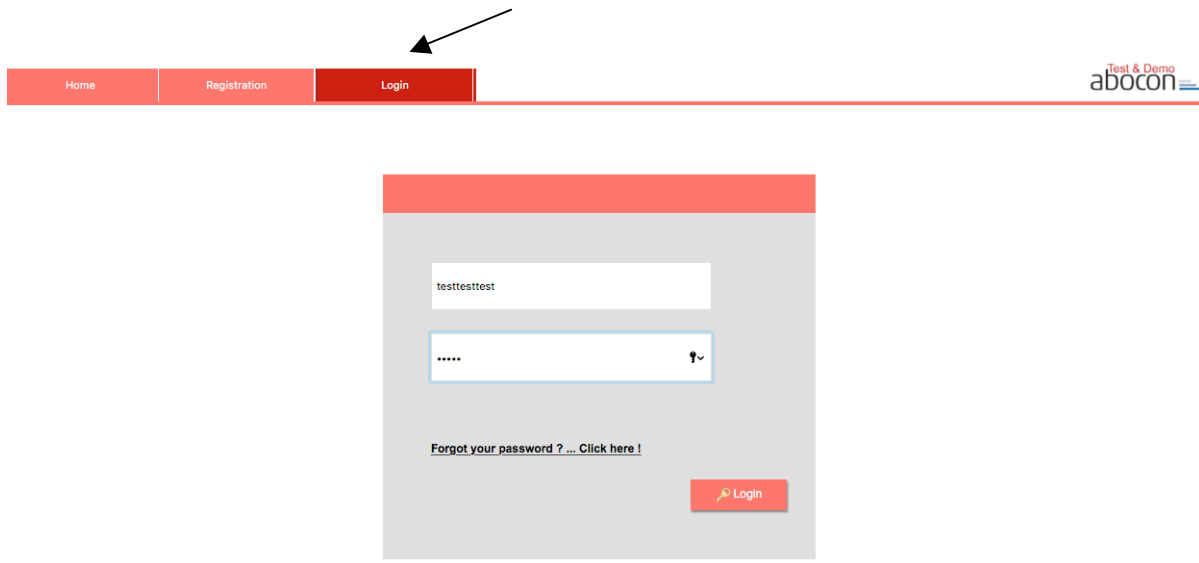
For bidders in an RFP (Request for proposal) or auction, this tool can be an enormous advantage. The chance to win a contract increases because of the simplicity of this platform.

Within easyRFX, every kind of request (RFI, RFP, RFQ etc.) is called an “event”. The buyer decides whether the event becomes an auction, a tender or just a request for information.

This guide is designed to show the basic steps. Please read now how simple it is to take part in an event.

## Login

If you received an e-mail with an invitation, you'll find a password of numbers and letters. Simply follow the instructions! As an invited user you are active directly – that means you don't have to wait for activation by an administrator.



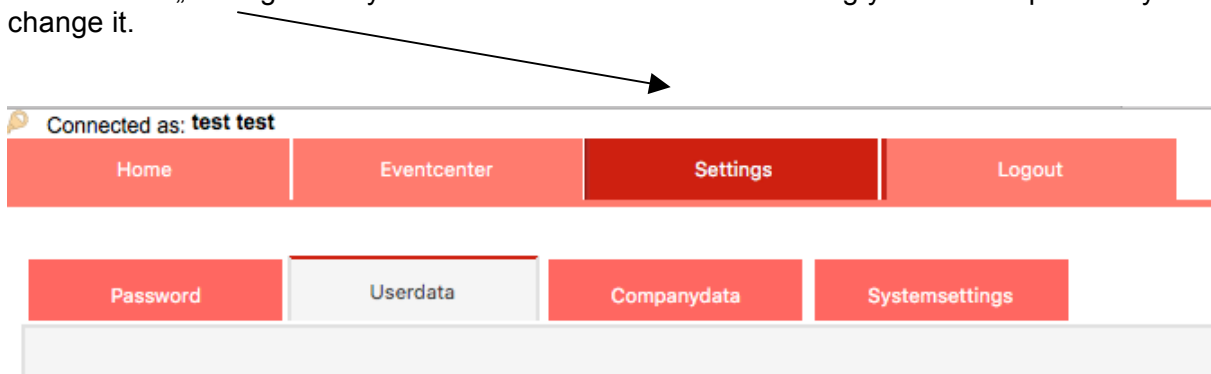
Please click on the Button "Login" and follow the instructions on the following page. After you typed all necessary data (there is an asterisk \* for mandatory fields), click on "save and go on". The following welcome page will be displayed:

By the way: your data is absolutely safe! Do you want to know more about it? Just send a mail to: [service@easyRFX.com](mailto:service@easyRFX.com) .

## Change data

After you have logged in now, you can administrate your own data and change settings.

Just click on „Settings“ and you'll find all relevant data concerning you and the possibility to change it.



## Participation in events

“Event” means every kind of request – no matter if auction, tender or anything else. Usually the event-owner will inform you about special modalities of the event.

If you are assigned to an event, it is shown in a list on your „Home“-page in the easyRFX-portal (the first page after login).

Please click on the event name to open the event  
Active events that you are assigned to: 1 events found

Event-id	Name	Role	Start	End
6930	Demo Büroartikel	Bidder	19.03.2018 - 12:40 (UTC:11:40)	19.03.2018 - 14:55 (UTC:13:55)


If you click on the name of the event, you will be lead directly to the event-screen.

Here's an example:

Kurzbezeichnung	Menge 2017 (ca.)	aktuelle VPE	Verpackungseinheit	Preis pro Stück / pro Verpackungseinheit
Abheftreifen Durabie 8062 transp. 25St	8	1 VE	<input type="text" value="0,0"/>	<input type="text" value="0,0"/>
Additionsrollen 57/AD/12,7 5St	32	1 VE	<input type="text" value="0,0"/>	<input type="text" value="0,0"/>
Akku Varta Micro HR03/AAA Longlife 4St	18	1 VE	<input type="text" value="0,0"/>	<input type="text" value="0,0"/>
Batterie Varta Baby LR14/C 2St	114	1 VE	<input type="text" value="0,0"/>	<input type="text" value="0,0"/>
Briefblock Eigenmarke Budget A5 kariert 50Bl	66	1 Stück	<input type="text" value="0,0"/>	<input type="text" value="0,0"/>
Briefklammerspender Ariac 211 schwarz	46	1 Stück	<input type="text" value="0,0"/>	<input type="text" value="0,0"/>
Doppelklebeband Tesa 5338 19mmx10m	42	1 Stück	<input type="text" value="0,0"/>	<input type="text" value="0,0"/>
Hängetasche A4 gelb 5St	6	1 VE	<input type="text" value="0,0"/>	<input type="text" value="0,0"/>
Heftgerät Novus B 4 blau	94	1 Stück	<input type="text" value="0,0"/>	<input type="text" value="0,0"/>

Calculate Your bid: 0 EUR

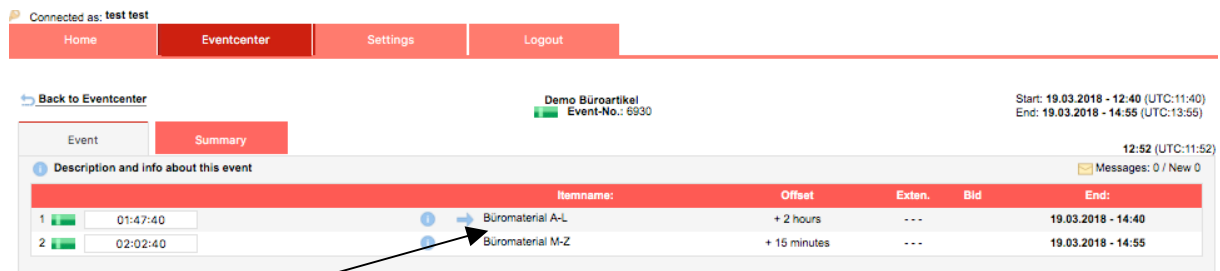
## Bidding

Placing a bid is usually done quickly. Please always have in mind that your bid may be legally binding. Often you are asked to accept special terms and conditions by clicking a button or a checkbox. Please always read these conditions carefully to avoid misunderstandings. If you click on this sign , you will find additional information.

To place a bid:

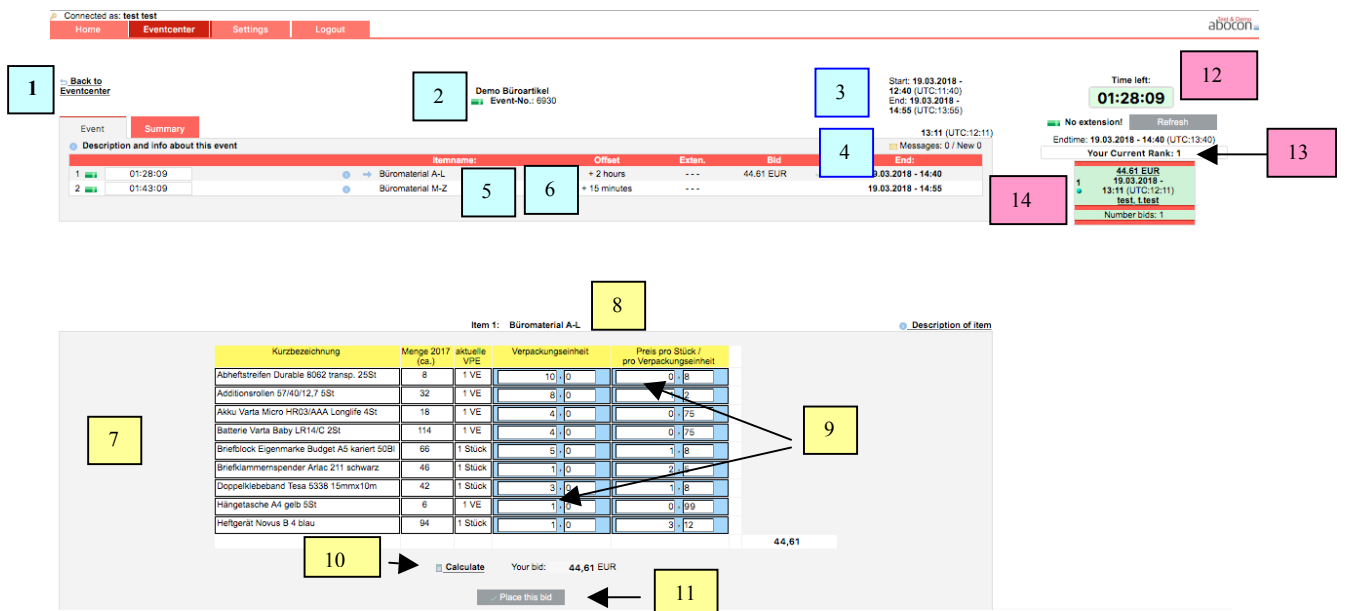
Type the recommended value into the input field. If there is more than one input field, please fill them all and click on “Calculate” to see the total value. Sometimes you have to select values from a menu, click a checkbox or enter text as well.

## More than one item: choose item



Just click on the name of the item and you will be directed to the eventscreen of this item.

The eventscreen (example):

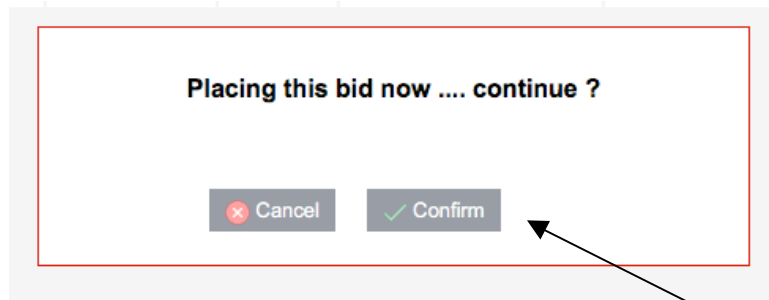


## Explanation

- |  |  |
|--|--|
| <p>Bidscreen top left<br/>Time and status – display, navigation</p> <p>Bidscreen bottom left<br/>Placing bids (and further information)</p> <p>Bidscreen right:<br/>Bidchart and bid-related information</p> | <p>1 "Back to Eventcenter" – leave the event and go back to overview</p> <p>2 Name and number of event, status display</p> <p>3 Display of Start- and ending time</p> <p>4 Messages in the event</p> <p>5 Name of item</p> <p>6 As well displayed: Offset, prolongations, end of position</p> <p>7 show Graphic (optional only)</p> <p>8 Name (left) and information (right)</p> <p>9 Input fields (depends on event settings)</p> <p>10 "Calculate": calculate input to bid (optional)</p> <p>11 Place bid</p> <p>12 Display of ending time and next page refresh</p> <p>13 Display next possible bid, ranking (depends on event settings)</p> <p>14 Ranking (Number) and event-symbol for bidder</p> |
|--|--|


## Confirm your bid

After clicking on „Place Bid“, you are asked for confirmation:



Your bid is valid after this confirmation. In the [bidchart](#) (on the right side) you can check your bid details. This depends on event settings (see also: "check bid details").

If there is more than one input field, just click on „Calculate“ to see the complete bid before confirmation.

If there is more than one item, you can select an item by clicking on the item name. Information concerning the event or the items will be displayed by clicking on the related  symbol.

## Bidchart: Display of your position

Display of bids

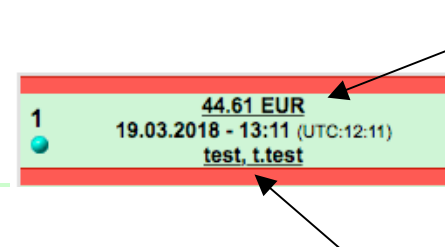


### Your Position (with colored symbol)

Each bidder gets a colored symbol per event. The number shows the current position

Own bids are displayed in green. Depending on the event settings it may be that bidders see other bids as well, but often everybody sees only his own bids.

“Check bid details“: click on the bid (depends on event settings)



## „Check own data“: click on the name

By checking the bid details you can always reproduce how your bid was generated.

„Check bid details“ (example):

The screenshot shows a web browser window with the URL 'test.abocon.com'. The page title is 'Eventname: Demo Büroartikel, Item: 1: Büromaterial A-L'. Below the title is a table with the following columns: 'Kurzbezeichnung', 'Menge 2017 (ca.)', 'aktuelle VPE', 'Verpackungseinheit', and 'Preis pro Stück / pro Verpackungseinheit'. The table contains 10 rows of bid data. Below the table, the 'Bidvalue' is displayed as '44.61 EUR'. At the bottom, it states 'Bid was placed by: test test', 'Company: test', and 'Timestamp: 19.03.2018 - 13:11 (UTC:12:11)'. A 'Print' button is located at the bottom left of the screenshot.

Kurzbezeichnung	Menge 2017 (ca.)	aktuelle VPE	Verpackungseinheit	Preis pro Stück / pro Verpackungseinheit
Abheftstreifen Durable 8062 transp. 25St	8	1 VE	10 · 0	0 · 8
Additionsrollen 57/40/12,7 5St	32	1 VE	8 · 0	1 · 2
Akku Varta Micro HR03/AAA Longlife 4St	18	1 VE	4 · 0	0 · 75
Batterie Varta Baby LR14/C 2St	114	1 VE	4 · 0	0 · 75
Briefblock Eigenmarke Budget A5 kariert 50Bl	66	1 Stück	5 · 0	1 · 8
Briefklammerspender Arlac 211 schwarz	46	1 Stück	1 · 0	2 · 5
Doppelklebeband Tesa 5338 15mmx10m	42	1 Stück	3 · 0	1 · 8
Hängetasche A4 gelb 5St	6	1 VE	1 · 0	0 · 99
Heftgerät Novus B 4 blau	94	1 Stück	1 · 0	3 · 12

Bidvalue: 44.61 EUR

Bid was placed by: test test  
Company: test  
Timestamp: 19.03.2018 - 13:11 (UTC:12:11)

Print

If you are asked by the buyer to upload a data file, you will see a symbol on the bidscreen. Click on “Attach a File” and follow the instructions.



## Dutch Auction

The „Dutch Auction“ is a special kind of event in which the bid size changes time-dependent. The bidder sees the current bid value and can confirm the displayed bid by clicking on „place a bid“. Usually a dutch auction ends with the first bid. You can only win if you are the first to confirm the displayed bid, which becomes more attractive over the time. If you wait too long, somebody else will win.

## Bidscreen Dutch Auction (example):

Item 1: Dutch auction 1 Description of item

This Item is configured as Dutch Auction

Startprice: 5000,0 EUR  
Pricing rule: Price changes every 20 seconds for 20,0 EUR  
Next step:

---

Your bid:

## Sealed Bid

Sealed Bid means that bidder and owner are not able to see any bids (not even the own bids) before the event has ended. This is similar to public tenders (i.e. by the government). For you and the other bidders there is no big change – you place your bid and see your position (depending on event settings)

The screenshot shows the abocon website interface for a sealed bid event. The top navigation bar includes 'Home', 'Eventcenter', 'Einstellungen', and 'Logout'. The main content area displays event details for 'Hardware-Einkauf' (Event No. 5887) starting on 12.04.2017 at 13:24. A table lists items for auction:

Position	Positionenname	Offert	Wert	Gebot	Ende
1	MacBook Pro	...	...	100 EUR	Manuell
2	iPhone 7	...	...	...	Manuell
3	iPad	+ 15 Minuten	...	...	wird berechnet

Below the table, the 'Position 3: iPad' section shows a bid entry form with a value of 2.000 EUR and a 'Berechnen' button. The calculated bid is shown as 2.000 EUR. A 'Gebot abgeben' button is at the bottom.

Sealed Bid: nearly no difference for the bidder. It's not possible to view bid details again.


## Important notes

- Pop ups  
Many legitimate advertisers on the Internet use windows that pop up on your screen to display a message. They might also open when you click a link or button on a Web site, and they might open either over or under the window you wish to view. Unfortunately, some pop-up windows can contain inappropriate content or can be a way for you to accidentally download dangerous software (called spyware or adware)



onto your computer. EasyRFX works with pop ups on some pages. If you are not sure how to allow special pop ups please ask your system administrator.

- Reload

To reload a page in easyRFX use the „Reload“-symbol   
Please do not use the refresh button in your browser toolbar.

- Messages

If you see a pop up “There are new messages for you” on the event, you have to read the message first before you are able to place your bid.

## **Miscellaneous**

This manual is meant to be a general instruction. Colors, bidscreens, bidding rules, view options and more can be different, but the principle of logging in and placing bids or information is always the same.

The event – owner is responsible for the event. If there are questions concerning an event, please contact the owner. For each event there is a contact person – ask your event owner!

## **Setup of events**

If you want to create events by yourself to simplify your procurement processes, please contact easyRFX directly. We will send you all the necessary information and give you all the support that you need.

Please mail to:

[service@easyrfx.com](mailto:service@easyrfx.com)

Thanks for your attention!

Your easyRFX-Team