USER GUIDE

How to Respond to an SRF, Tender or eAuction

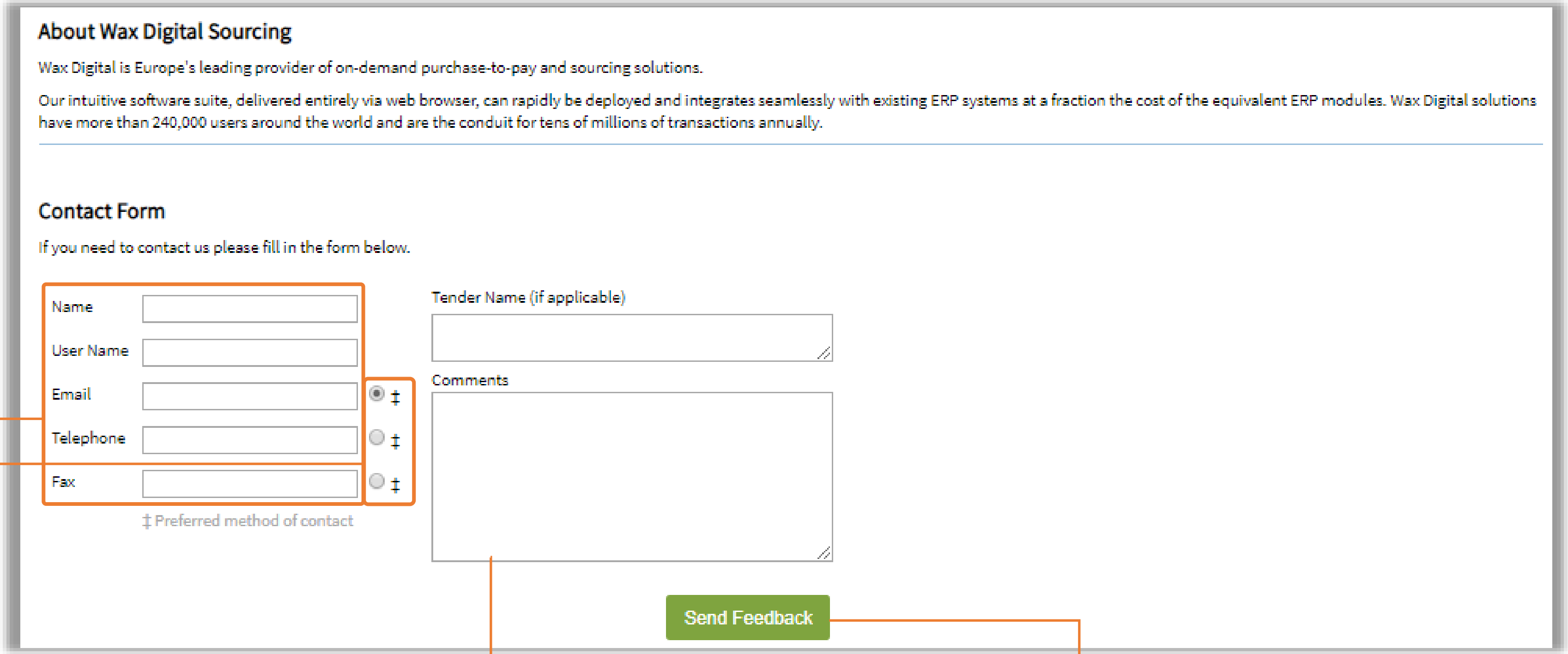
As a supplier or potential supplier of a company using **web3 eSourcing**, you will be required to log on to the system to:

- Contact Wax Digital
- Use the Supplier Registration Form (SRF)
- Respond to a tender
- Participate in an eAuction

How to use the Contact Us page

The **Contact Us** form is a way to send a message to the system administrator and/or the Wax Digital helpdesk. **Note:** This is not a messaging system and therefore should not be used for event-related communication.

1 Enter your **Contact Details** into the available fields.



3 Type your message or request in the **Comments** text box.

4 Click **Send Feedback** to submit the message.

2 Select your **Preferred Method of Contact** by clicking the relevant button.

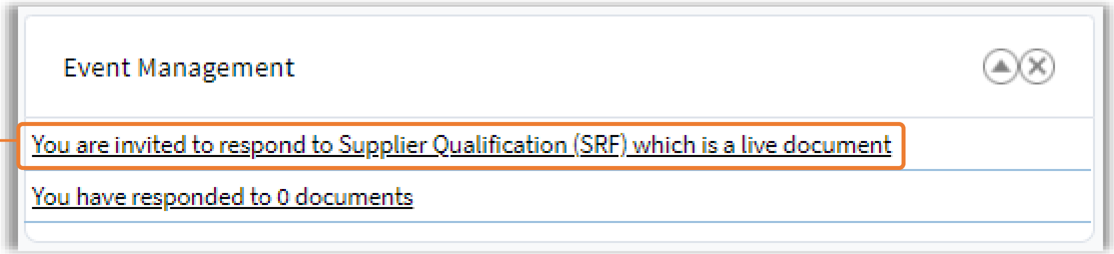
How to Use the Supplier Registration Form (SRF)

Once you have registered your account on **web3**, you will be invited to respond to the **Supplier Registration Form (SRF)**.

This form is where you will give the required information about your company, beyond the basic information you provided when registering your account. This might include safety certificates, insurance information and other valuable information you will need to supply your client. To access the SRF, use the following instructions:

1

On your dashboard, the **Event Management** widget will display that you have been invited to complete the SRF. Click this link to access the SRF form.



Note: The Supplier Registration Form is a configurable form, the content of which is to be decided by the client.

Completing the SRF Form

As mentioned, the **Supplier Registration Form** will alter depending on the client who has built it. However, it will always compromise of the same tabs and building blocks. The SRF will be split into the following 3 tabs: Header, Messaging and Questions.

How to Use the Header Tab

The **Header Tab** contains high level details about SRF such as name, description and any attachments pertinent to the SRF. As a supplier completing the SRF, this tab simply contains information for you to view and does not require any input from you.

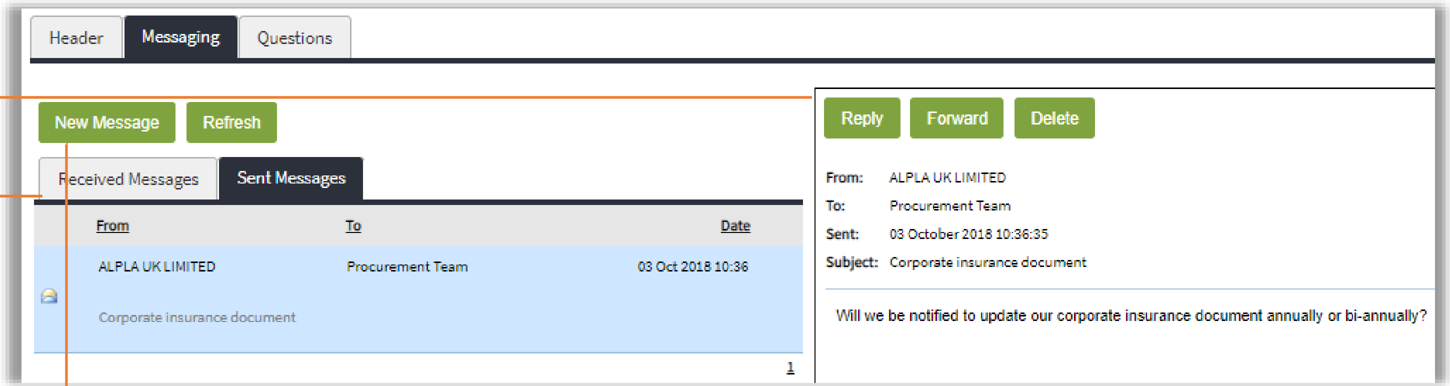
1

As with all events in web3, you have the option to decline. However, declining to respond to an SRF will prevent you from being able to respond to any other tenders within the web3 system that you are accessing.

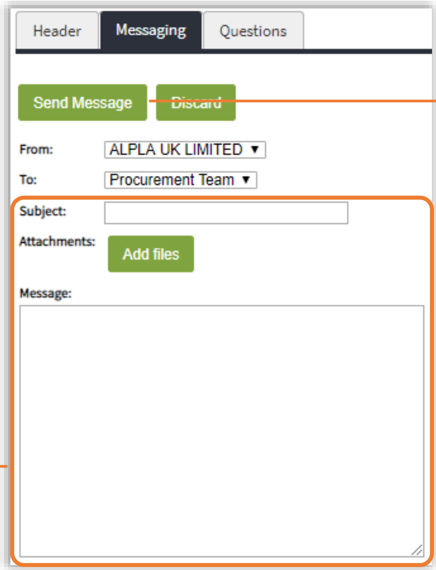
How to Use the Messaging Tab

The **Messaging Tab** allows you to message to and from the client whose system you are accessing. This can be particularly helpful for dealing with any issues you may have when completing the SRF form.

1 To view your messages, click the either tab. You can then select a message to appear to the right-hand side.



2 Click the **New Message** button to create a new message that you wish to send to the client.

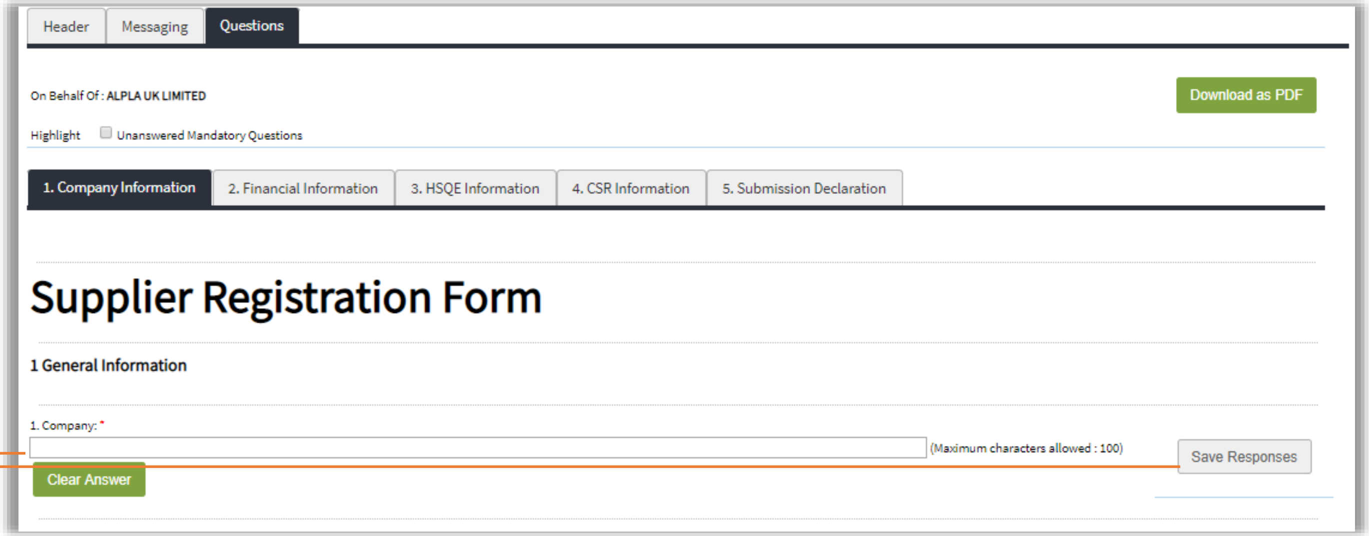


3 Enter the **Subject**, **Attachments** and the text **Message** for your message.

4 Click the **Send Message** button. Your message will now appear in the Sent Messages tab within the Messaging tab.

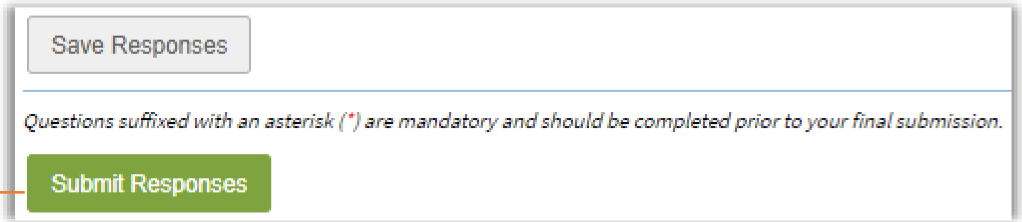
How to Use the Questions Tab

The **Questions Tab** is the most important tab on the SRF and is where you are required to input the information that your client or potential client would like to know about your company before you can be invited to tenders. To complete the SRF questions, use the following instructions:



1 Answer the questions as required. Questions with an * are mandatory.

2 At any point, you can click **Save Responses** and return to the SRF at a later date.



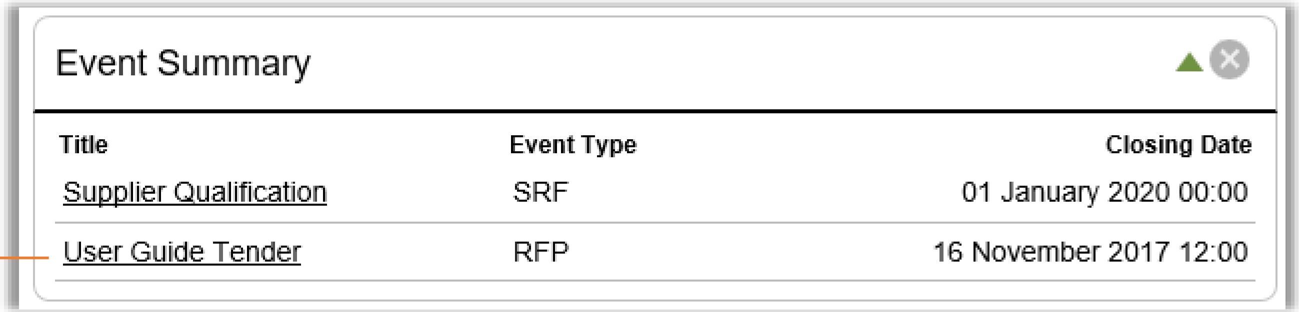
3 Once all questions have been completed, click the **Submit Responses** button on the **Submission Declaration** page to submit the form for approval.

Note: The Supplier Registration Form is a configurable form and so the content will depend on the organisation who the system belongs to.

How to Respond to a Tender

The most common reason you will need to log on to **web3** is to **respond to a tender**. To do so, use the following instructions:

1. On your **Event Summary** widget on your dashboard, you will see all events you have been invited to respond to. Click the name of the **Tender** to access the event and respond.



2. Once into the tender, you will be presented with the **Header Tab**. This tab will present all the top-level information about the tender, as well as links to necessary attachments.

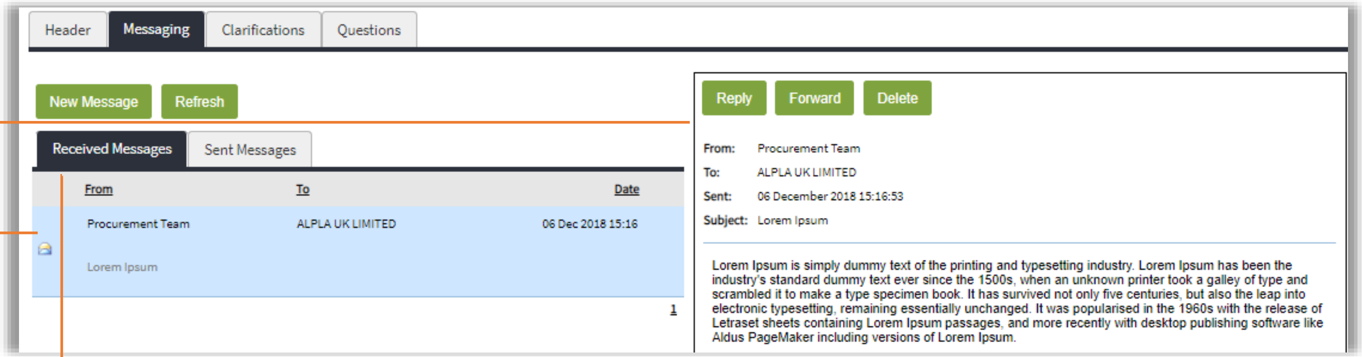
3. From the **Header Tab**, you can navigate to the other tabs for the tender: **Messaging, Clarifications** and **Questions**. To use these tabs, follow the instructions below.

4. If you don't wish to take part in a tender, select **Decline**. This lets the client know that you are actively not responding and prevents them chasing you for a response.

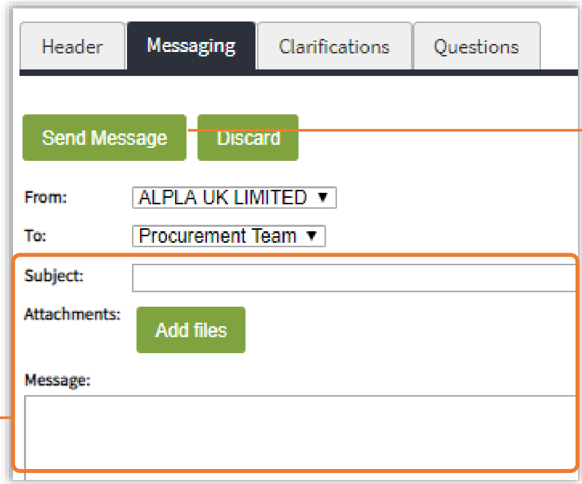
How to Use the Messaging Tab

The **Messaging Tab** allows you to message to and from the client whose system you are accessing. This can be particularly useful to avoid any issues with your tender response.

1 To view your received messages, click the **Received Messages** tab. You can then select a message to appear to the right-hand side.



2 Click the **New Message** button to create a new message that you wish to send to the client.



3 Enter the **Subject**, **Attachments** and the text **Message** for your message.

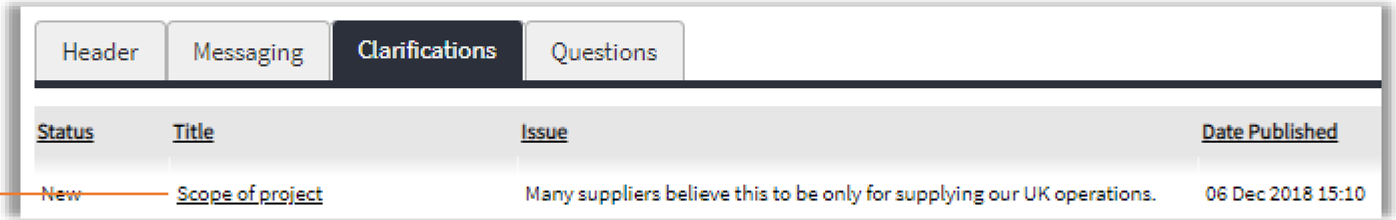
4 Click the **Send Message** button. Your message will now appear in the Sent Messages tab within the Messaging tab.

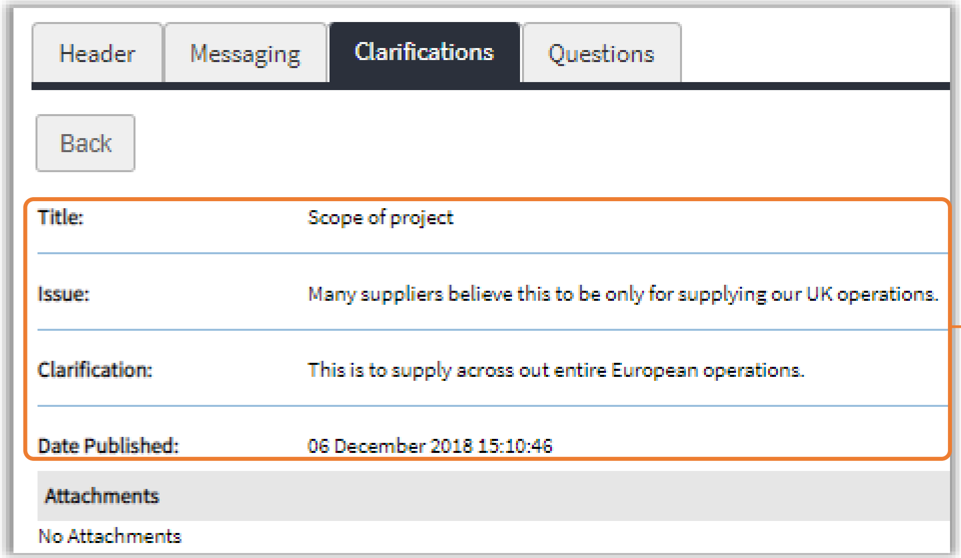
How to Use the Clarifications Tab

Tenders can be incredibly complex with a vast amount of information required from the buyer's side to make it clear what they are after. Subsequently, errors can be made. To clean up any errors within **web3**, clarifications can be made. To use the **Clarifications tab**, use the following instructions:

1

Once onto the **Clarifications Tab**, to view a clarification, click the **Title**.



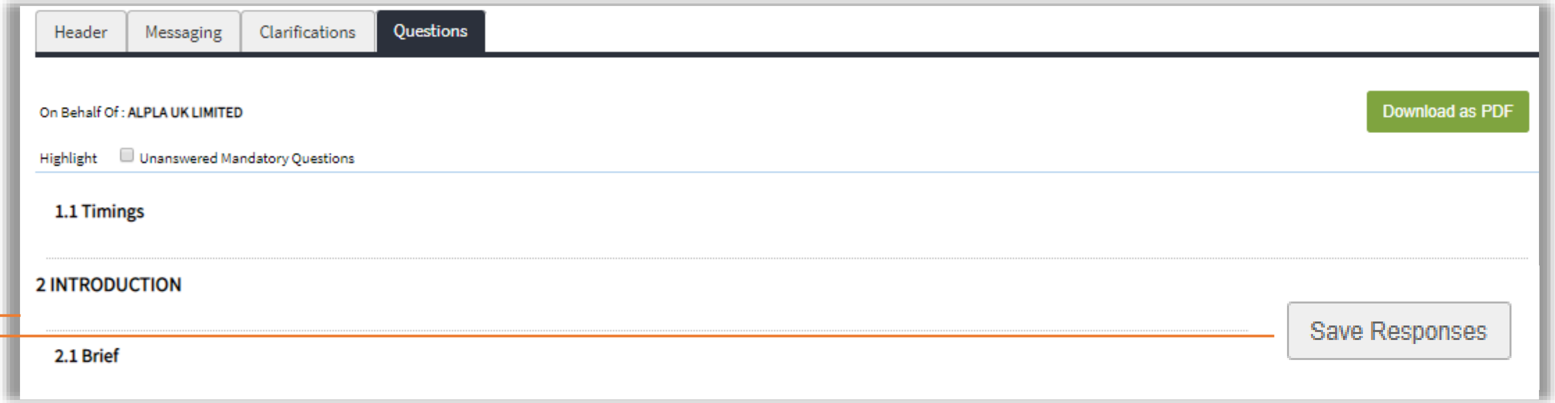


2

The clarification will be split into 4 parts:
The **Title** giving an overview of what the clarification relates to,
The **Issue** highlighting the problem that needs clarifying,
The **Clarification** that clears up the issues,
The **Date** that the clarification was published.

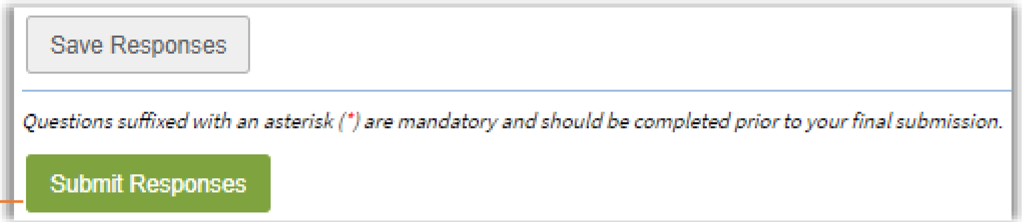
How to Use the Questions Tab

The **Questions Tab** is the most important tab on the tender and is where you are required to input the information that your client or potential client would like to know in order to supply them with their required products or services. To complete the questions, use the following instructions:



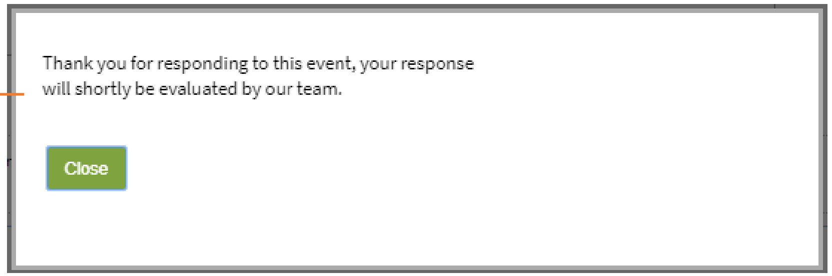
1 Answer the questions as required. Questions with an * are mandatory.

2 At any point, you can click **Save Responses** and return to the tender at a later date.



3 Once all questions have been completed, click the **Submit Responses** button to submit your tender response.

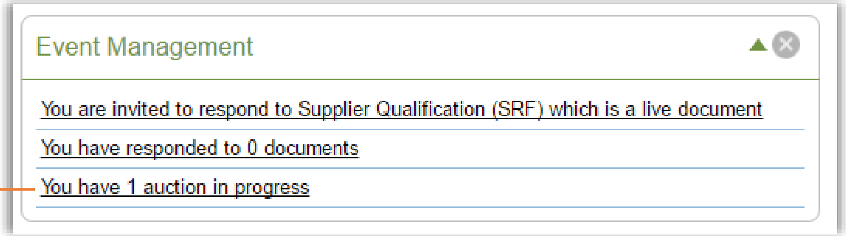
4 Once you submit your tender response you will receive a pop up notifying you that your response will soon be evaluated.



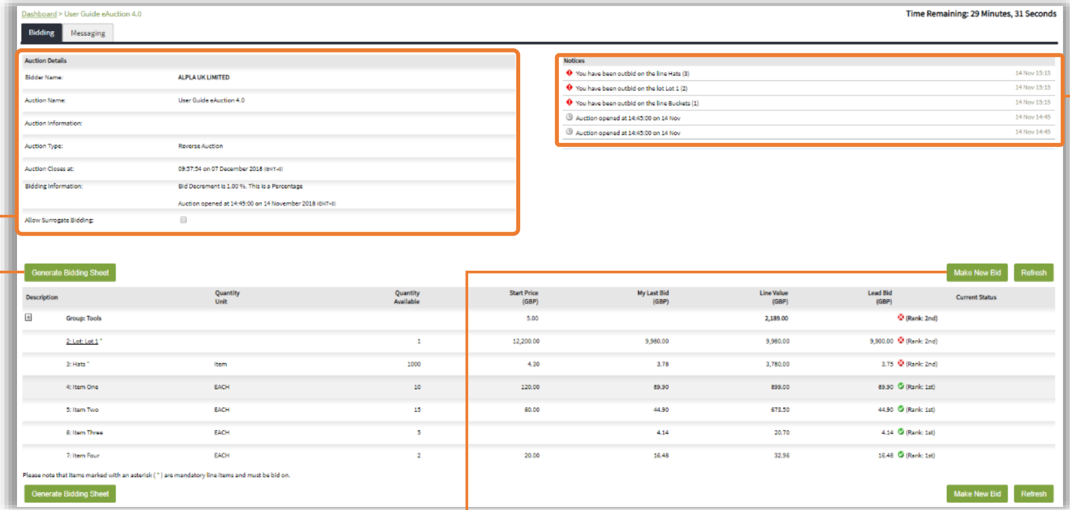
How to Respond to an eAuction

eAuctions are often run by organisations to create a competitive space for suppliers such as yourself to compete for business. If you are ever invited to **participate in an eAuction** in **web3**, follow the instructions below:

1 On your **Event Summary** widget on your dashboard, you will see all events you have been invited to respond to. Click the link to the in-progress auction.



Once you have entered the eAuction section, the following details and options will be available:



1 The **Auction Details** provide a short description and any necessary bidding information.

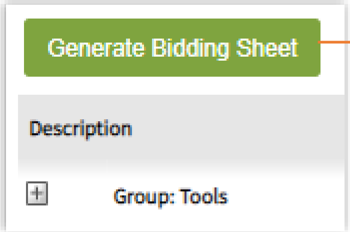
2 The **Generate Bidding Sheet** button allows you to download a bidding template, complete your bids in Excel and upload the filled-out template back into the system to populate bids online.

3 The **Make New Bid** button allows you to enter your bids online.

4 The **Auction Notices** show live activity logs during the auction.

Hot to Bid by Template

In some instances, you may wish to download the bidding sheet, enter your proposed bid into this sheet and reupload the sheet to submit your **bids by template**, as opposed to entering your bids on **web3**. To do so, follow the below instructions:



1. Click the **Generate Bidding Sheet** button to download the excel template for the auction.

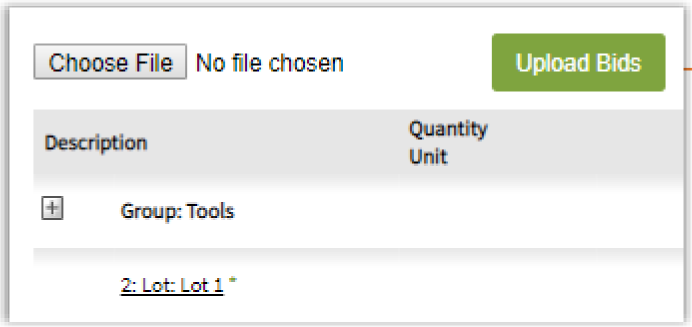
2. Enter your bid into the **Bid** column on the sheet and then save the document.

Bid spreadsheet for auction User Guide eAuction on behalf of ALPLA UK LIMITED

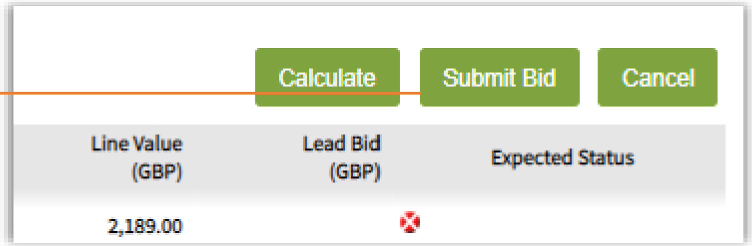
To place a new bid please enter your figures in the green 'Bid' column. The Total will be calculated automatically by the system. When you have entered all your bids save on your local machine, close Excel. Go back to the e-Sourcing application click on "Make New Bid", click "Browse" and select the

Group	Line No	Description	Product Code	Quantity	Bid	Total	Lead Bid
	1	PDF Guides	12414	35	375	0	
	2	Video Guides	15125	24	375	0	
						0	

3 Once you have completed the bid template, go back to the auction page and click the **Upload Bids** button to upload your template of bids.



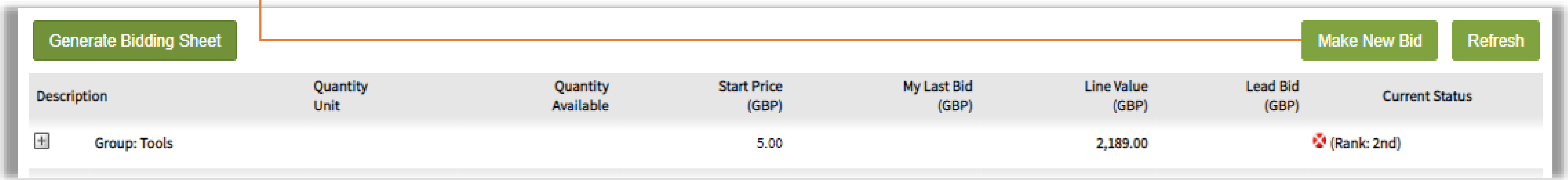
4 Once you have uploaded your bids, click the **Submit Bid** button to finalise your bid.



How to enter bids on **web3**

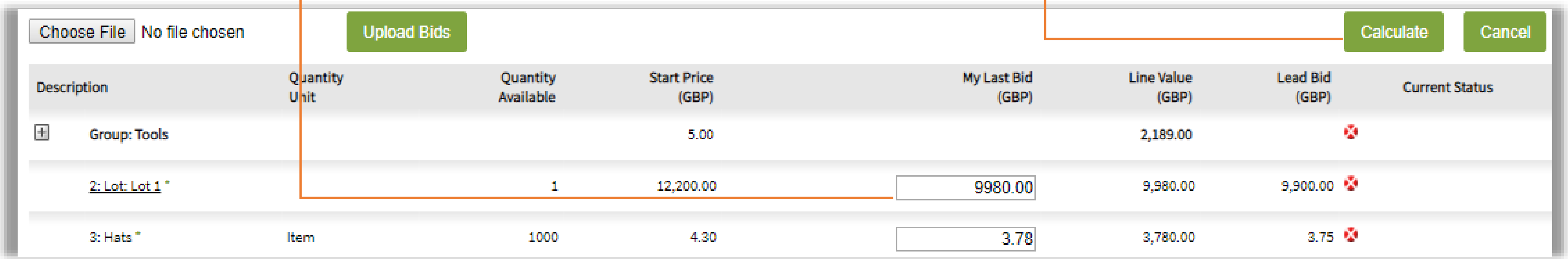
The easiest way to bid in an eAuction is to do it via the auction page within **web3**. To do so, use the following instructions:

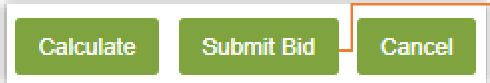
1. Select the **Make New Bid** button above the auction lines. This will make the **My Last Bid** column active.



2. Enter your **Bid** in the **My Last Bid** boxes.

3. Click the **Calculate** button to work out the **Line Value** amounts before you submit your bid.





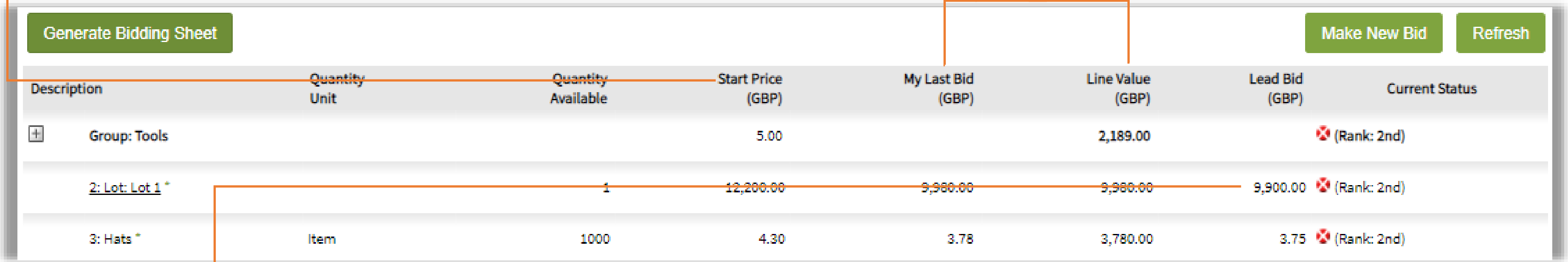
4. Once happy with your bid, click the **Submit Bid** button to finalist the bid.

How to View your Bids and Rank in the Auction

As the auction goes on, you will be constantly reviewing your bids along with your competitors. To help you monitor your progress in the bid, the auction page has the following information for you:

1 The **Start Price** shows the price the auction was started at and the amount that the organisation is trying to make savings from.

2 The **My Last Bid** and **Line Value** columns show you the amount that you last submitted and what currently stands as your bid.



Generate Bidding Sheet | Make New Bid | Refresh

Description	Quantity Unit	Quantity Available	Start Price (GBP)	My Last Bid (GBP)	Line Value (GBP)	Lead Bid (GBP)	Current Status
Group: Tools			5.00		2,189.00		(Rank: 2nd)
2: Lot: Lot 1 *		1	12,200.00	9,980.00	9,980.00	9,900.00	(Rank: 2nd)
3: Hats *	Item	1000	4.30	3.78	3,780.00	3.75	(Rank: 2nd)

3 The **Lead Bid** column shows the current leading bid and also shows your rank amongst the competitors who are also bidding.

Note: The ranking for the bids will be ordered based on monetary value. So, for example, in a reverse auction the supplier proposing the least amount will be ranked first and so on.

What to do When the Auction has Ended

Once the **auction has ended**, it is up to the organisations to decide which supplier they wish to award the business to. Whilst you are waiting to hear about this decision, you can carry out the following action:

1. Click the **Generate Bidding Sheet** button to download an excel sheet summarising your final bid in the auction. This will be a replication of the data stored on **web3**, but can be useful for sharing the information internally with those who do not have access to the system.