# Secure Source to Pay (SS2P)

## Sourcing – Supplier Login SRF Tender and eAuction

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# Contents



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This training guide is designed to be used by Suppliers who are invited to use the Web3 Sourcing solution to respond to supplier registration form (SRF), Tender or eAuction. The purpose of this document is to describe an overview of the Sourcing Database with reference to its operation from an end supplier's perspective.

## Supplier Login

When first accessing the website, Suppliers are required to create an account. Follow the steps below to create an account:

1. Click the **Register Here** button. The Account Registration page displays.
2. Fill in the basic information about your company and provide contact details.
3. Complete your **Login Details**.

Once the supplier successfully completes the **Account Registration Form**, the login details are sent via email to the stored email address.

## Log In

To log in to the system, the supplier must follow these steps:

1. Enter your **Username** and **Password**.
2. Click the **Sign In** button.
3. Click the **Retrieve Password** link if you wish to receive the password again.
4. Click the **Contact Us** button to send a message to your system administrator or the Wax Digital help desk.
5. Click the **Register Here** button if you have not yet registered.

**Note**: It is possible select another **Language** before or after the login.

### Retrieve Password

If you have forgotten your password, follow the steps below:

1. Click the Retrieve Password link.
2. Enter your **Username**. Click **Next**.
3. A confirmation screen displays. Click **OK**.

**Note**: Your password will be sent to your stored email address.

### Contact Us

The **Contact Us** form is a quick way to send a message to your system administrator or the Wax Digital help desk.

1. Click the Contact Us link on the login screen.
2. Fill in the Name, User Name, Email, Telephone, and/or Fax number fields.
3. Select preferred method of contact via the check boxes.
4. Type you message or request in the **Comments** text box.
5. Click the **Send Feedback** button.

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## Log Out

Regardless of where you navigate in the system, the **Sign Out** link is always located in the top right corner of your screen.

## Supplier Registration Form (SRF)

Once the basic set of supplier account details have been provided, the system automatically generates an invitation to the supplier to complete the **Supplier Registration Form** (SRF). Upon the initial log in to the system, the supplier dashboard displays an alert in the **Event Management** widget, stating they have been invited to complete the SRF. Click the **Supplier Registration** event and complete the requested details.

**Note**: The SRF is a configurable form, the content of which is to be decided by the client.

There are three tabs in the form:

- **Header**: High level details about SRF such as name, description and any attachments pertinent to the SRF.
- **Messaging**: Allows the exchange of instant messages between the company and suppliers.
- **Questions**: The supplier must answer a set of questions, which may be organized in sections or presented as a single form.
    - You can save responses at any point by clicking the **Save Responses** button and finish at a later time.
    - Once you complete and review your responses, confirm your submission by selecting the **Submit Responses** button.

**Note**: The system will display the questionnaire submission confirmation and will also send a system-generated email to the supplier confirming the successful submission of the SRF.

## Tender Access

To respond to a **Tender**, click the tender name from the **Event Summary** widget on the dashboard.

**Note**: You will only see tenders you have been invited to participate in.

- The **Header** tab provides a short description of the tender.
    - The **Attachment** section holds relevant attachments, and any terms and conditions you may be required to accept before accessing the tender.
- The **Messaging** tab allows you to send and receive messages to the tender team.
    - You can also view all **Sent Messages** and **Received Messages** by clicking on the relevant sub-tab.
- The **Clarifications** tab shows any clarifications or frequently asked questions relating to the tender you are responding to.

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- The **Questions** tab contains details about the tender you are required to respond to. You have to provide your answers in this section of the tender.
    - You can save your responses and return to the tender at a later time by clicking the **Save Responses** button.
    - It is possible to save your responses in PDF format by clicking the **Download as PDF** button.
    - Click the **Submit Responses** button to submit the Tender.

Once you submit the tender, the system will display a submission confirmation message. Click the **Close** button to exit the tender.

## eAuction

To enter an eAuction, click the name of the eAuction displayed in the **Event Management** widget on your dashboard.

**Note**: You will only see the eAuction events you have been invited to participate in.

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

- **Auction Details** provide a short eAuction description and bidding information.
- **Auction Notices** show live activity log during the auction.
- The **Make New Bid** button allows you to enter your bids online.
- 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.

**To enter a bid by template:**

1. Click the **Generate Bidding Sheet** button to bid by an Excel template.
2. Enter bids in the Excel template. Save the file on your computer.
3. Browse to select the completed file. Click the **Upload Bids** button.
4. Click **Calculate** and the **Submit Bid** button to populate the bids online.

**To enter bids online:**

1. Click **Make New Bid** to bid on the bidding tab.
2. Type the bid values into **My Last Bid** column.
3. Click the **Calculate** button to calculate your bids.
4. Click the **Submit Bid** button to submit your bids.

**To view the bid on screen:**

1. Click view **My Last Bid** and **Line Value**.
2. **Current Status** and **Lead Bid** feedback columns are optional and controlled by the buying team.

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**Close of Auction:**

1. When the auction is shown as closed, no further bids can be made.
2. Click the **Generate Bid Sheet** button to see a summary of your final bids.
3. Attach the Excel bid sheet to a message, and send to the buyer team to confirm your final bids.

**Note**: The **Messaging** tab allows suppliers and buyers to send and receive instant messages during a live eAuction.

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