

User guide buyer

Version 2.1.0

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1 Introduction

User guide is describing system architecture, features and usage of application aSourcing. The system is designed to support negotiation between buyer and supplier using internet auction or tender approach.

2 System design

aSourcing solution covers sourcing process where buyer is choosing preferred supplier. The idea is to allow to run internet auction or tender with selected set of suppliers. This approach is having many advantages for buyer as it allows to clearly define the selection criteria but it enable competition approach between suppliers in a form of auction. This approach is a proven way to savings. It would be hard to achieve by using a different way.

By using competition approach you can achieve significant savings:

A blue rounded rectangular box with a gradient and a subtle pattern, containing the text '22% - 30% savings based on category' in white, bold, sans-serif font.

**22% - 30% savings
based on category**

2.1 Key advantages of system

- Automate full sourcing process independently on event type (RFI, RFP, RFQ, English reverse auction a complex multilevel negotiation)
- Easy to create multi line request by using forms, templates and wizards
- Easy to monitor time dependent information like order, the best price, next bid, remaining time and etc.
- Make shorter time for saving analysis

2.2 Features

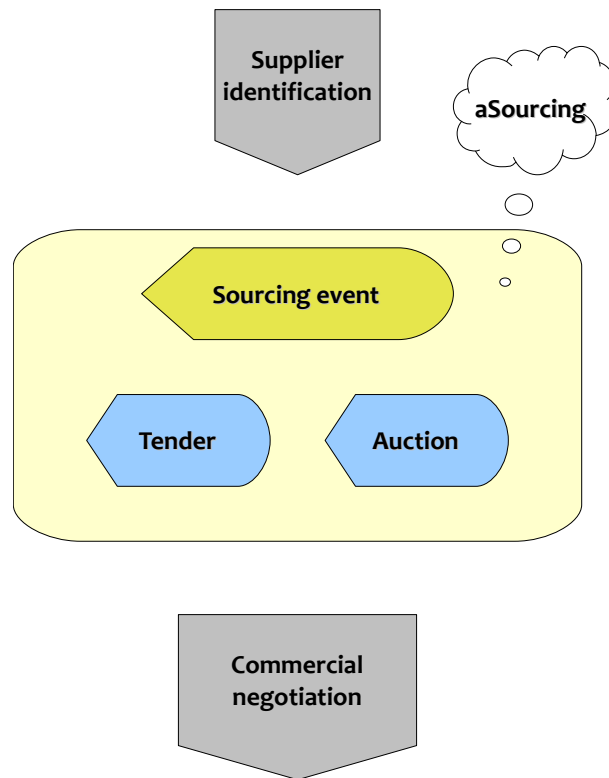
- Questioners
- Attachments and documents
- Store offers on item level

- Support of complex item hierarchy (group, subgroup, basket)
- Creating events and it's templates
- Online (chat) communication between buyer and suppliers
- Overview of running events
- Administration and reporting
- Auditing

2.3 aSourcing

Platform aSourcing is designed to support advanced sourcing negotiation and auction. The main advantage is online feedback and communication in real time. As result of auction or tender is event report. It is finally fully up to the buyer how he will interpret results and use it in following business negotiations with suppliers. It is common practise that buyers clarify this approach and accept the criteria as part of common property of event, like: “We will invite only the first, of the three best suppliers” and etc.

The sourcing process typically starts by selecting appropriate list of suppliers. Than those suppliers are running through selection by using tender or auction (event). After evaluation, it is the starting point for commercial negotiations with a selected supplier. aSourcing system fully covers processes of supplier selection by auction or tender.



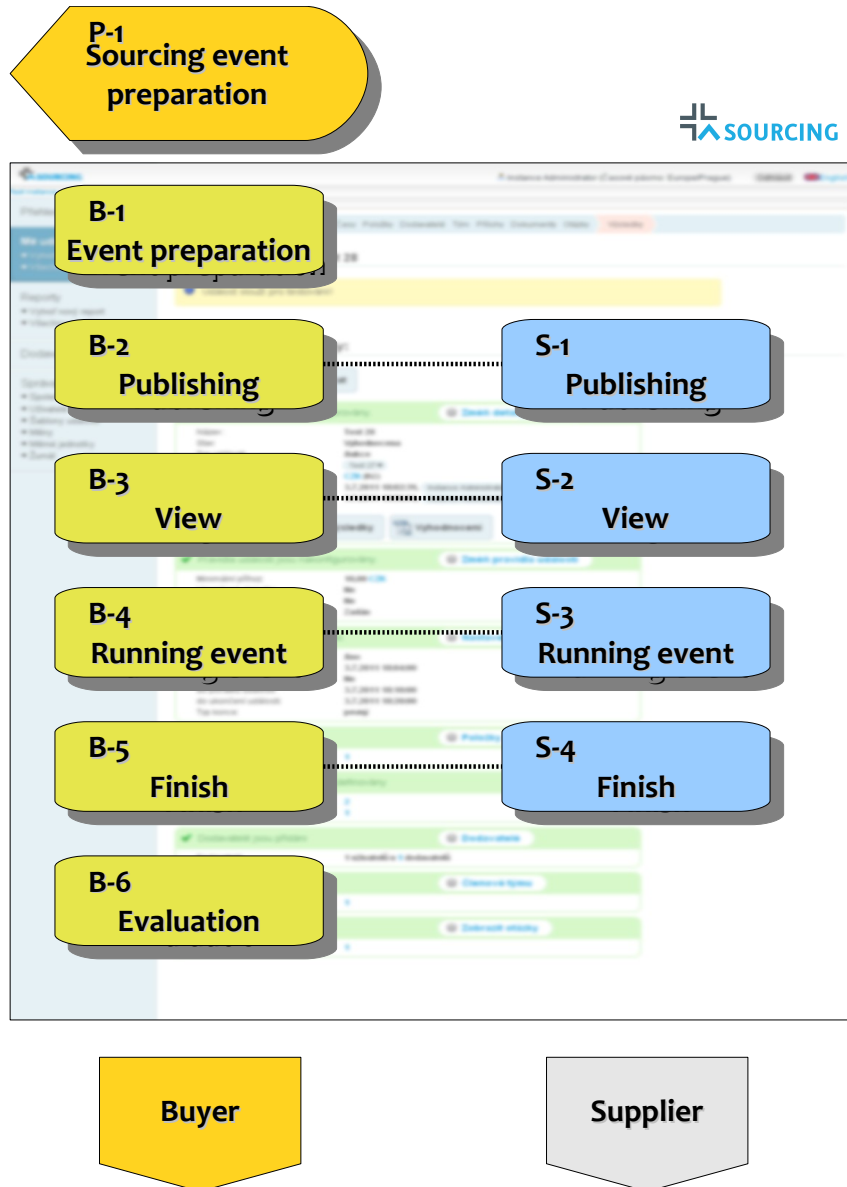
Pic 1: System concept

Results are:

- Detailed understanding of spending and to find better opportunities for savings
- Better usage of internal resources and it's coordination
- Keeping history of events for analysis purposes
- Measurement of success and improvement

2.4 Life cycle of event

Application aSourcing is divided into two independent views. One is a view from the buyer and the second is a view from the supplier’s perspective. Each user is logged into its own part of the application and is based on his role. The user sees only the allowed part. Instances of sourcing events are registered as object “event”. It can have an auction or tender and many other attributes based on its settings. The next diagram is showing an event's work-flow steps. The left column is representing steps executed by buyers and the right column is representing steps executed by the supplier.



Pic 2: Event work-flow

2.5 Event preparation

- **P-1 Sourcing event preparation**

By the sourcing event preparation we mean the execution of steps which will identify new or existing potential suppliers. This process is not covered by aSourcing application, but after you identify new potential customers, you enter it into the application and then it becomes available for the Rfx process. As part of event preparation you need to prepare and well formulate the requirements and evaluation criteria, which will become part of the event inputs.

2.6 Buyer

- **B-1 Event preparation**

Event preparation is the initial step where you enter required data inputs into the newly created event instance. You may consider the following areas:

- Put requirements for supplier
- Set timing of event
- Define items
- Create list of suppliers and create user accounts
- Set team member for buyer's team
- Attachments
- Required documents
- Questioner

Note: If you need to test your sourcing process, you can set event as “testing”. This is a remark for all participants that the running event is for testing purposes only.

- **B-2 Publishing**

Publishing of event is an operation which is executed when all information is entered. Then this event is published to all suppliers and all of them are notified by email message. It will contain a PDF document which is containing all information related to the event.

- **B-3 View**

When the event is published than it can become in the state, “view” (if set-up this way). In this state, all suppliers can see event attributes, but the event has not started yet.

- **B-4 Running event**

If the event is running, than all suppliers can submit their offers. All suppliers and team members are informed about new bits by email. Suppliers are or are not informed about prices

of competitors based on set-up by the buyer.

- **B-5 Finish**

The event is finished when time expires. The type of ending can be fixed or with an extension. This is defined by the buyer. After the event finishes, the system sends an information email to all suppliers and team members with a PDF attachment. It is containing a summary of results from the event. This information is subsequently used for the event evaluation.

- **B-6 Evaluation**

Buyers can set the event to an “evaluated” state to mark that the event has been evaluated.

2.7 Supplier

- **S-1 Publishing**

The supplier can see the event after it is published. He is notified by email about it and it has a PDF document attached which is containing the event content. In this moment, the supplier can login to aSourcing application, where he can see all details about the event.

- **S-2 View**

View state is designed for suppliers to be able to see published events. Suppliers can see event descriptions and attached documents which had been provided by the buyer. On the other side, the buyer can request some documents to be supplied by the supplier or request to fill a questioner. The view step can be fully omitted if the buyer didn't require it. In view stage it can be possible to put bids if the buyer would allow it.

- **S-3 Running event**

In this moment all suppliers can enter their bids. But before it, the supplier must upload required documents and answer required questions, if this has not been already done during the “view” stage. If this is not done, then the supplier cannot submit a bid.

Supplier and buyer's team are informed about any new bids by email message. The supplier is informed about order of his new offer based on each line item. If it is allowed by the buyer, than suppliers are also informed about the best offered price (for each line item).

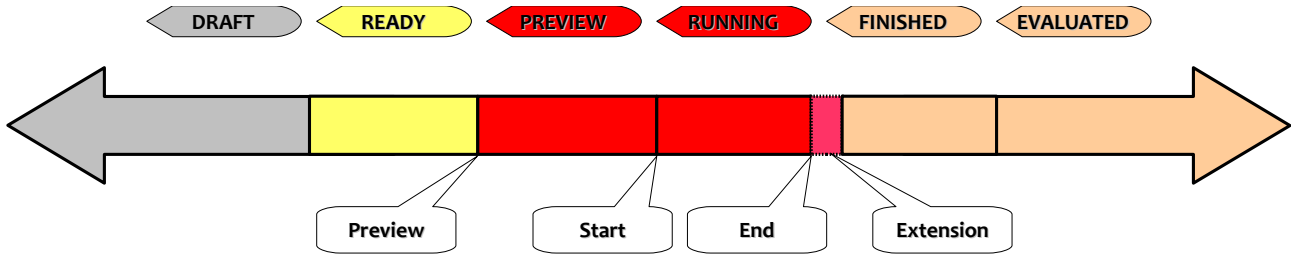
- **S-4 Finish**

The event is ended by a given time frame. The type of ending can be fixed or with an extension. This is defined by the buyer. When the event finishes an email message is sent to all supplier

and buyer's teams. It is containing a PDF attachment with the event results.

2.8 Event work-flow

Events can run through following stages:



- DRAFT – Phase of event preparation, when the buyer is putting all required information to the system. Last step is the event publishing, when event change to next stage
- READY – Event is published. Event is not possible to change any more. The event is waiting until start time of the event.
- PREVIEW – (optional) If this phase is allowed, then the event becomes visible for suppliers. They can submit a bid if it is allowed by the buyer.
- RUNNING – The event is running and all suppliers can submit bids. The event ends after given time frame. The type of the end can be fixed or with time extension.
- FINISHED – The event is finished and emails with the event results are sent to all suppliers and buyer's team.
- EVALUATED – Event is evaluated by buyer.

2.9 End time extension

The end time extension is designed to prevent “kill in last second” situation, when a supplier will submit the best offer in the last moment and other suppliers would not be able to react. If end time extension is enabled, then the event end time is extended by a defined value, so other suppliers can add new bid if needed.

If a new bid is supplied in closing time period, then the event end time is extended by the extension time. The closing time period is applied again for the new event end time. This means that if a new bid is supplied again then the event end time is again extended. In this case it makes sense to set a minimum bid difference to reasonable value, so it effectively prevents endless bidding with a small difference value by each supplier.

2.10 Chat

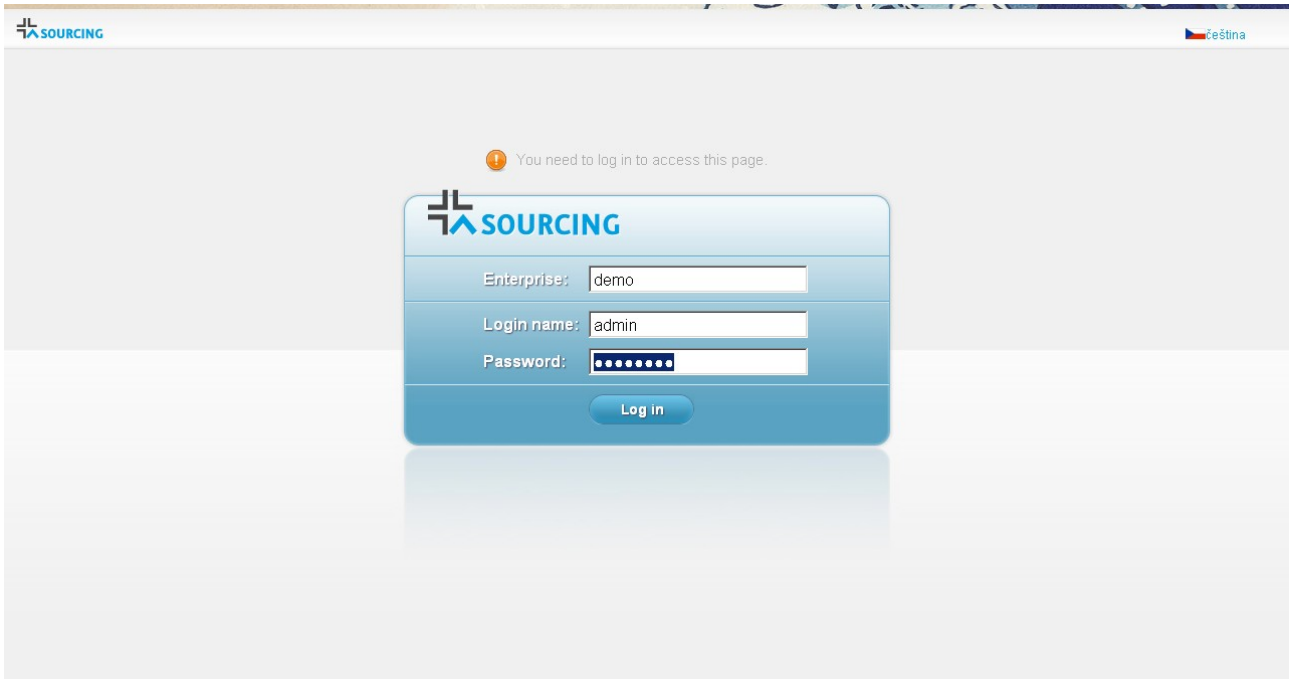
aSourcing application is allowing to realize chat between buyer's team and all suppliers. This is designed to send clarification questions to buyers or request more clarification about event details. Chat message is always belong to given event and all messages are distributed to all event participants independently to who sent the message. These messages are visible only to give event participants. Chat message is display in chat screen as well as being sent by email to all participants. All messages are recorded and become part of the PDF result report. If the author of the message is a supplier who's name is anonymous to prevent supplier recognition.

3 Work with aSourcing

This chapter is showing common operations and full event life cycle and it's set-up.

3.1 Login to aSourcing

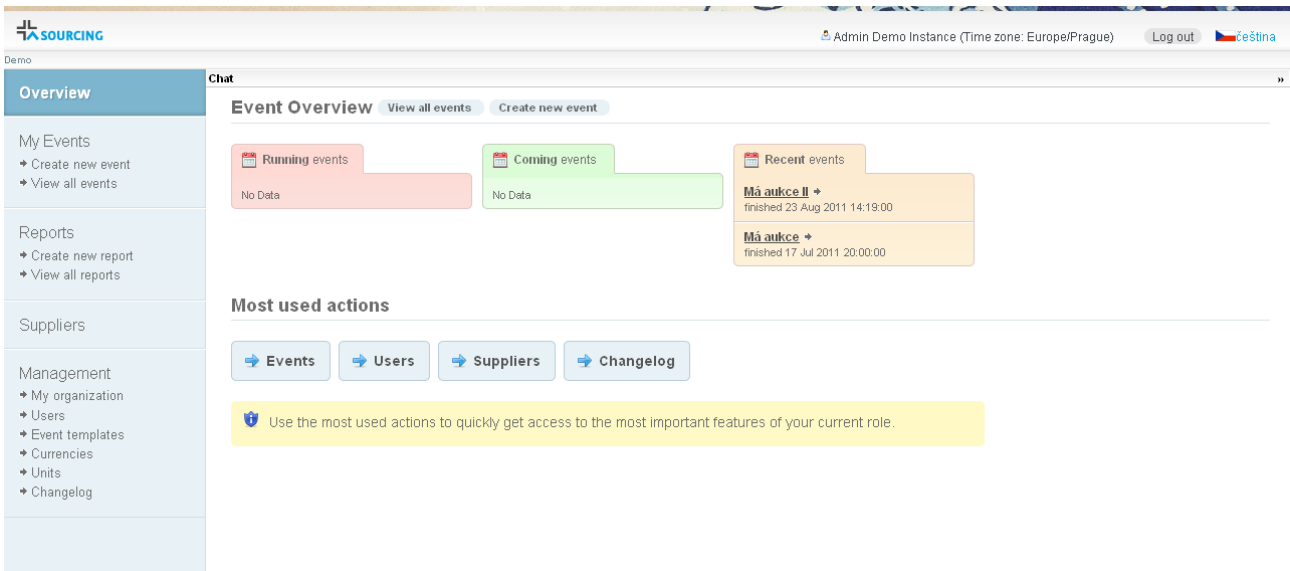
Application aSourcing is designed in a way to allow the sharing of applications by multiple logical subjects. So as part of the login information you need to provide the name of instance where you want to login. This is important mainly for suppliers, because each supplier can access multiple buyer's instances. Each instance is representing one company or individual.



3.2 User properties

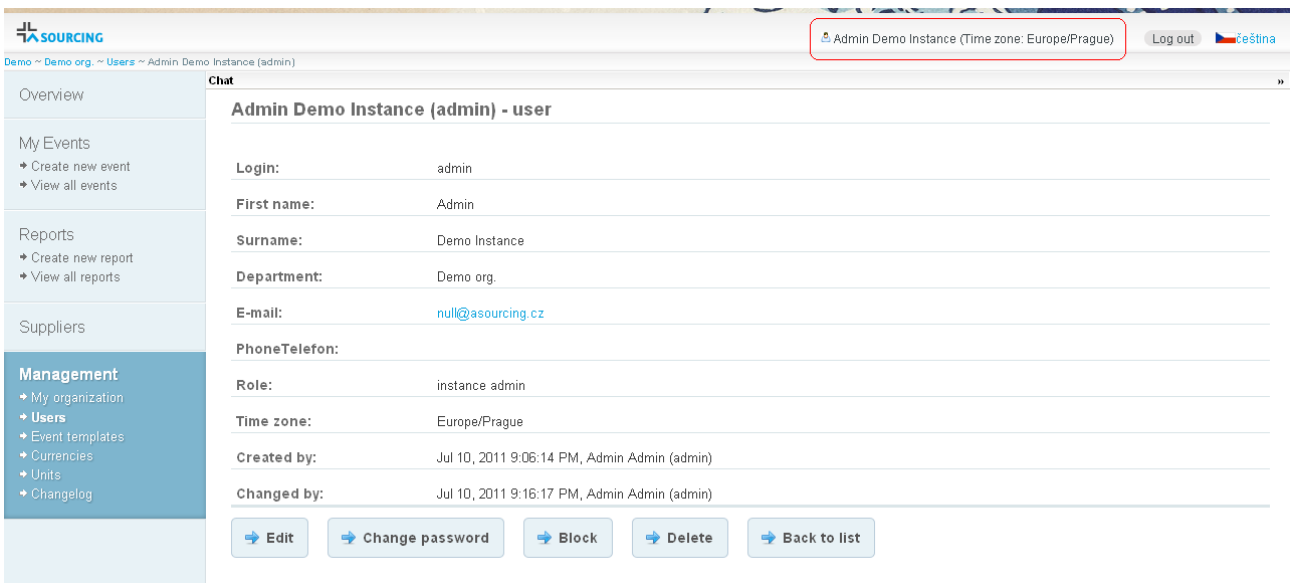
For any user, before you start work with aSourcing application you need to review the set-up of your account. Each user is notified about it's creation by email message. The message is containing login name, password and URL for login. After first login you should review:

- Change user name
- Check contact details
- Set-up time zone, where user is operating

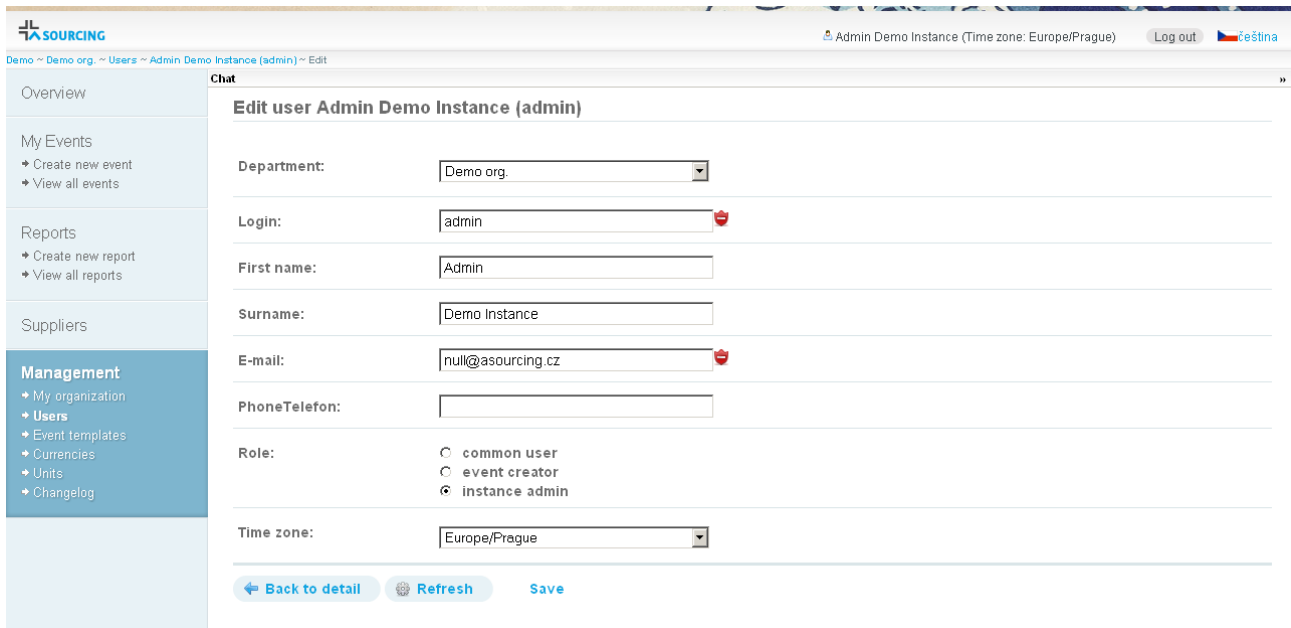


3.2.1 Contact details

User's contact details are accessible in right top corner of page.



Modification is possible by clicking the "Edit" button.



ASOURCING Admin Demo Instance (Time zone: Europe/Prague) Log out čeština

Demo ~ Demo org. ~ Users ~ Admin Demo Instance (admin) ~ Edit

Chat

Edit user Admin Demo Instance (admin)

Department:

Login:

First name:

Surname:

E-mail:

PhoneTelefon:

Role: common user event creator instance admin

Time zone:

[Back to detail](#) [Refresh](#) [Save](#)

Check settings:

- First name and surname
- Email address
- Time zone

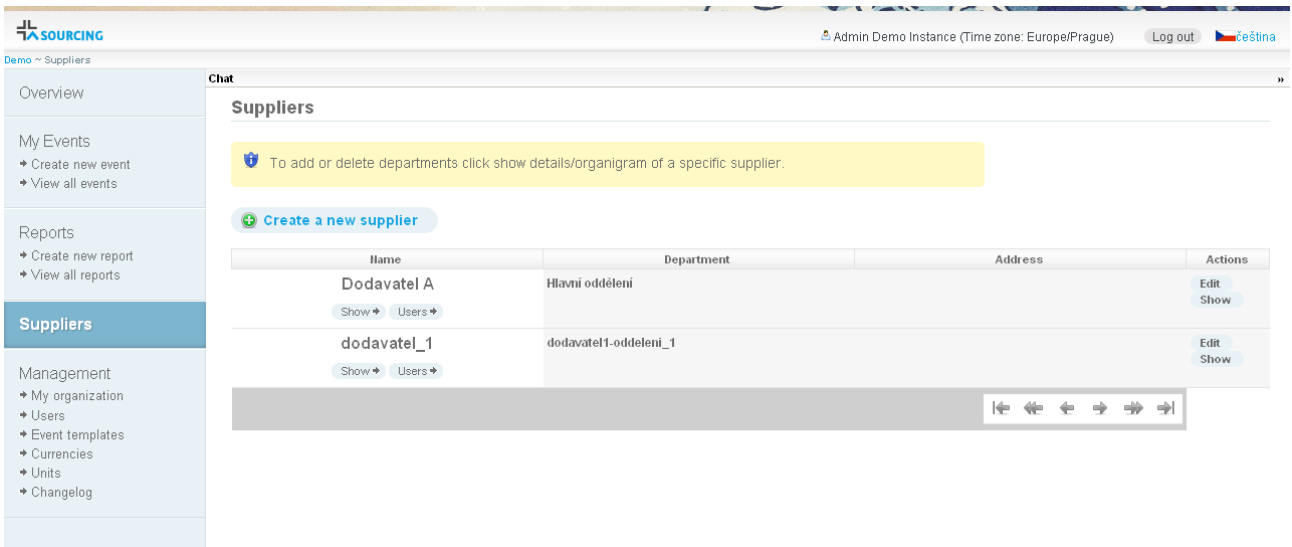
Note: **Time zone setting** is important as all time related information is displayed by using this time zone. You can check your time zone settings any time in the right top corner of the application page.

3.3 Add new supplier

Front of new event creation, you need to have entered all supplies which you want to add to the event and create user accounts for them.

3.3.1 New supplier

Choose menu "Suppliers" to get list of existing suppliers.

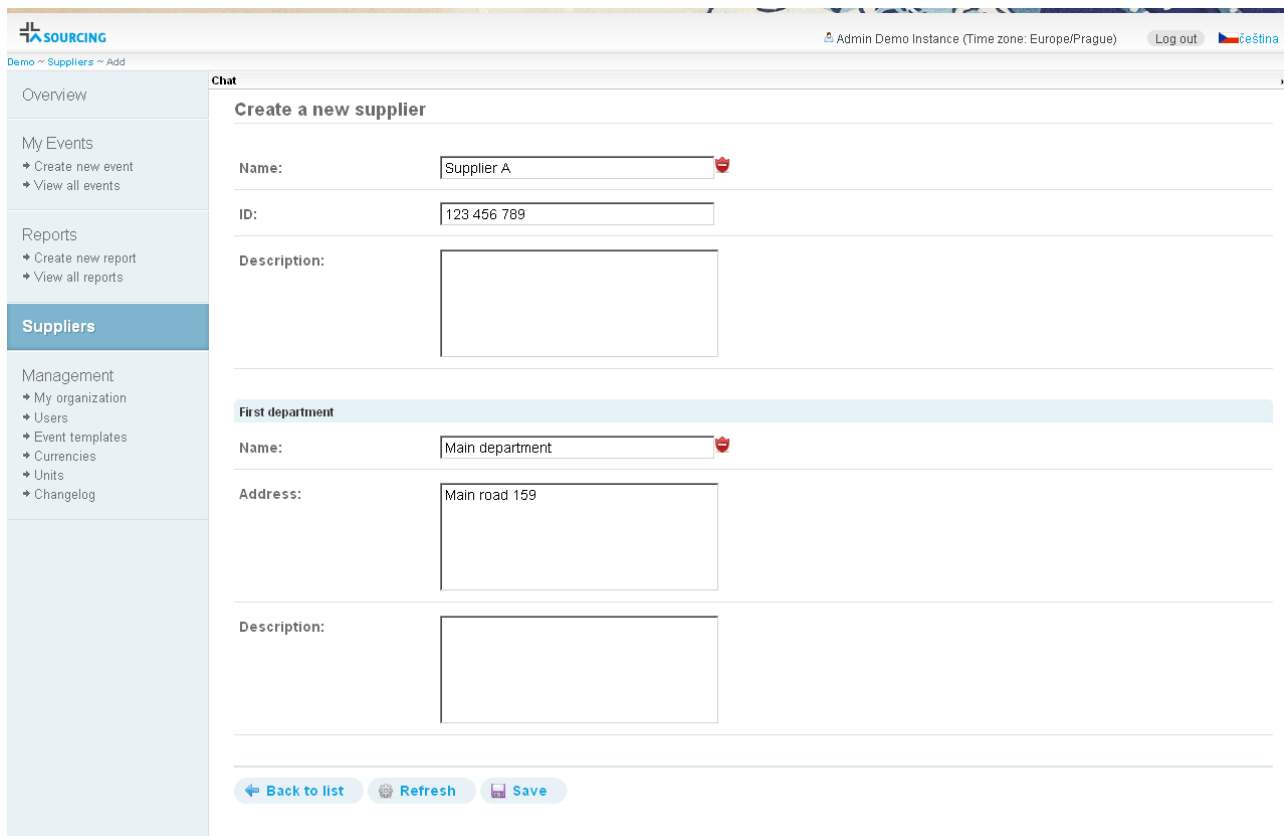


The screenshot shows the ASOURCING web application interface. At the top, there is a navigation bar with the ASOURCING logo, the text "Admin Demo Instance (Time zone: Europe/Prague)", a "Log out" button, and a language selector for "čeština". Below the navigation bar, a sidebar on the left contains menu items: "Overview", "My Events" (with sub-items "Create new event" and "View all events"), "Reports" (with sub-items "Create new report" and "View all reports"), "Suppliers" (highlighted in blue), and "Management" (with sub-items "My organization", "Users", "Event templates", "Currencies", "Units", and "Changelog"). The main content area is titled "Suppliers" and features a yellow notification box with a shield icon stating "To add or delete departments click show details/organigram of a specific supplier." Below this is a blue button labeled "Create a new supplier". A table lists two suppliers:

Name	Department	Address	Actions
Dodavatel A Show Users	Hlavní oddělení		Edit Show
dodavatel_1 Show Users	dodavatel1-oddeleni_1		Edit Show

At the bottom of the table, there is a pagination control with arrows and a page number "1".

By selecting "Add supplier" you can create a new supplier.



ASOURCING Admin Demo Instance (Time zone: Europe/Prague) Log out čeština

Demo ~ Suppliers ~ Add

Overview Chat

Create a new supplier

Name:

ID:

Description:

First department

Name:

Address:

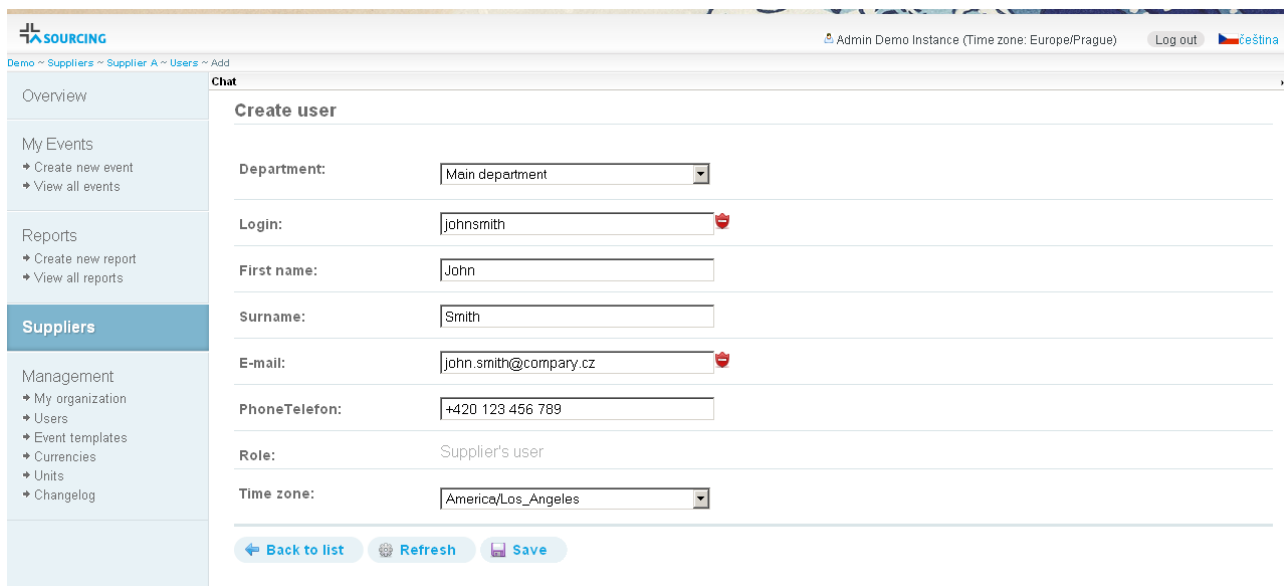
Description:

[← Back to list](#) [Refresh](#) [Save](#)

When you save a newly created supplier, than it's structure is shown. You can then add more departments and users. Each supplier must have at least one user to be able to assign it to an event.

3.3.2 Add new supplier user

Choose "Add user" on detail of supplier to add a new user to a given department. By doing it, the application is sending an email with login information to his email address. The password is randomly generated.



ASOURCING Admin Demo Instance (Time zone: Europe/Prague) Log out čeština

Demo ~ Suppliers ~ Supplier A ~ Users ~ Add

Overview Chat

Create user

Department:

Login:

First name:

Surname:

E-mail:

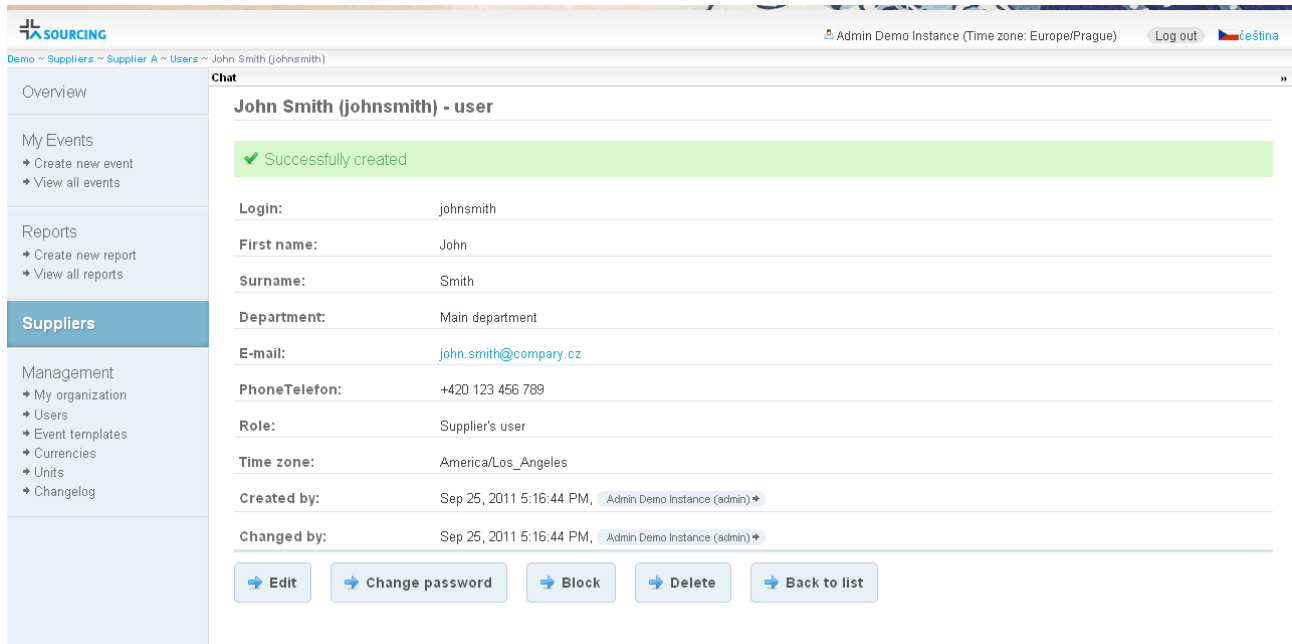
PhoneTelefon:

Role: Supplier's user

Time zone:

[← Back to list](#) [Refresh](#) [Save](#)

Save new user.



The screenshot shows the ASOURCING user management interface. The main content area displays the profile for 'John Smith (johnsmith) - user'. A green notification banner at the top indicates 'Successfully created'. Below this, the user's details are listed in a table-like format:

Login:	johnsmith
First name:	John
Surname:	Smith
Department:	Main department
E-mail:	john.smith@compary.cz
PhoneTelefon:	+420 123 456 789
Role:	Supplier's user
Time zone:	America/Los_Angeles
Created by:	Sep 25, 2011 5:16:44 PM, Admin Demo Instance (admin) ↕
Changed by:	Sep 25, 2011 5:16:44 PM, Admin Demo Instance (admin) ↕

At the bottom of the user details section, there are five action buttons: [Edit](#), [Change password](#), [Block](#), [Delete](#), and [Back to list](#).


You can change the following attributes:

- change password
- change contact information
- block / unblock – this operation prevent user to login
- delete

User receives email with login information:



Hledej email

[Rozšířené hledání](#)
[Filtruj příchozí poštu](#) [Napiš](#)[Napiš email](#)[Napiš sms](#)**Doručené** 77[Odeslané](#)[Rozepsané](#)[Spam a viry](#)[Košík](#)[Editace složek](#)[Adresář](#)[Nastavení](#)**Od:** Demo **Předmět:** Login data for aSourcing (FW: "John Smith" john.smith@company.cz)**Datum:** 25.9. 2011, 17:22 - dnes v 17:22

Odpovědět

Odp. všem

Přeposlat

Tisk

Smaž

Smaž jako SPAM

Další akce ...



Message from enterprise: Demo

Dear user,

New user account was created for you in system Demo. To log in please visit following address and enter following loginname and generated password. Once in you'll be asked to change your password.

Address: [http://\[redacted\].com/asourcing/demo/](http://[redacted].com/asourcing/demo/)

Login name: johnsmith

Password: [redacted]

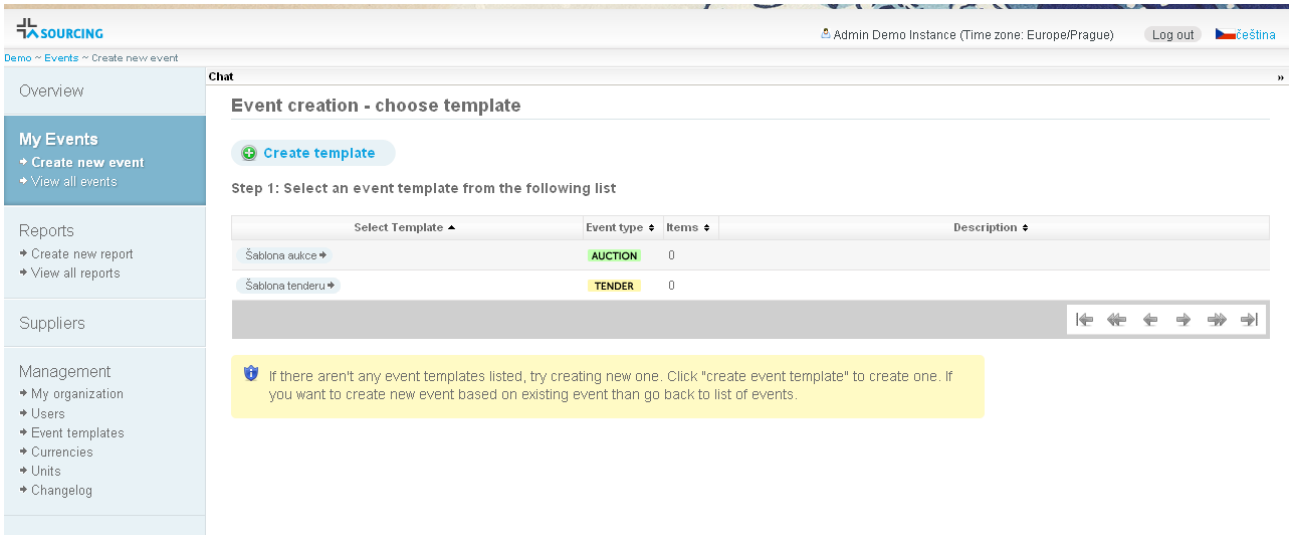
Best regards, Admin Demo Instance, Demo

4 Event – Auction/Tender

The event is a core object of the application which is representing the auction or tender based on user settings.

4.1 Create new event

An event can be created based on a predefined template or as a copy of an existing event. In both cases we copy all settings, team members, suppliers, questions, line items, attachments and required documents.

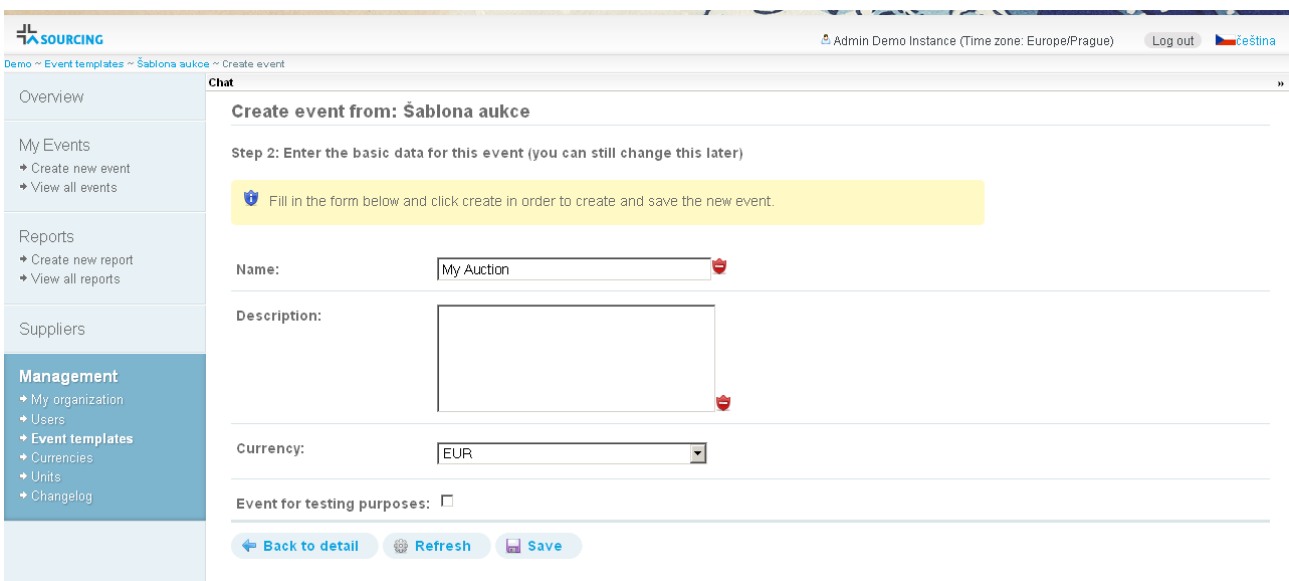


The screenshot shows the 'Event creation - choose template' screen. It features a sidebar with navigation options like 'My Events', 'Reports', 'Suppliers', and 'Management'. The main content area has a 'Create template' button and a table for selecting a template. The table has columns for 'Select Template', 'Event type', 'Items', and 'Description'. Two templates are listed: 'Šablona aukce' (Auction) and 'Šablona tenderu' (Tender). A yellow tooltip provides instructions on how to create a new template if none are listed.

Select Template	Event type	Items	Description
Šablona aukce	AUCTION	0	
Šablona tenderu	TENDER	0	

When you choose a wanted template:

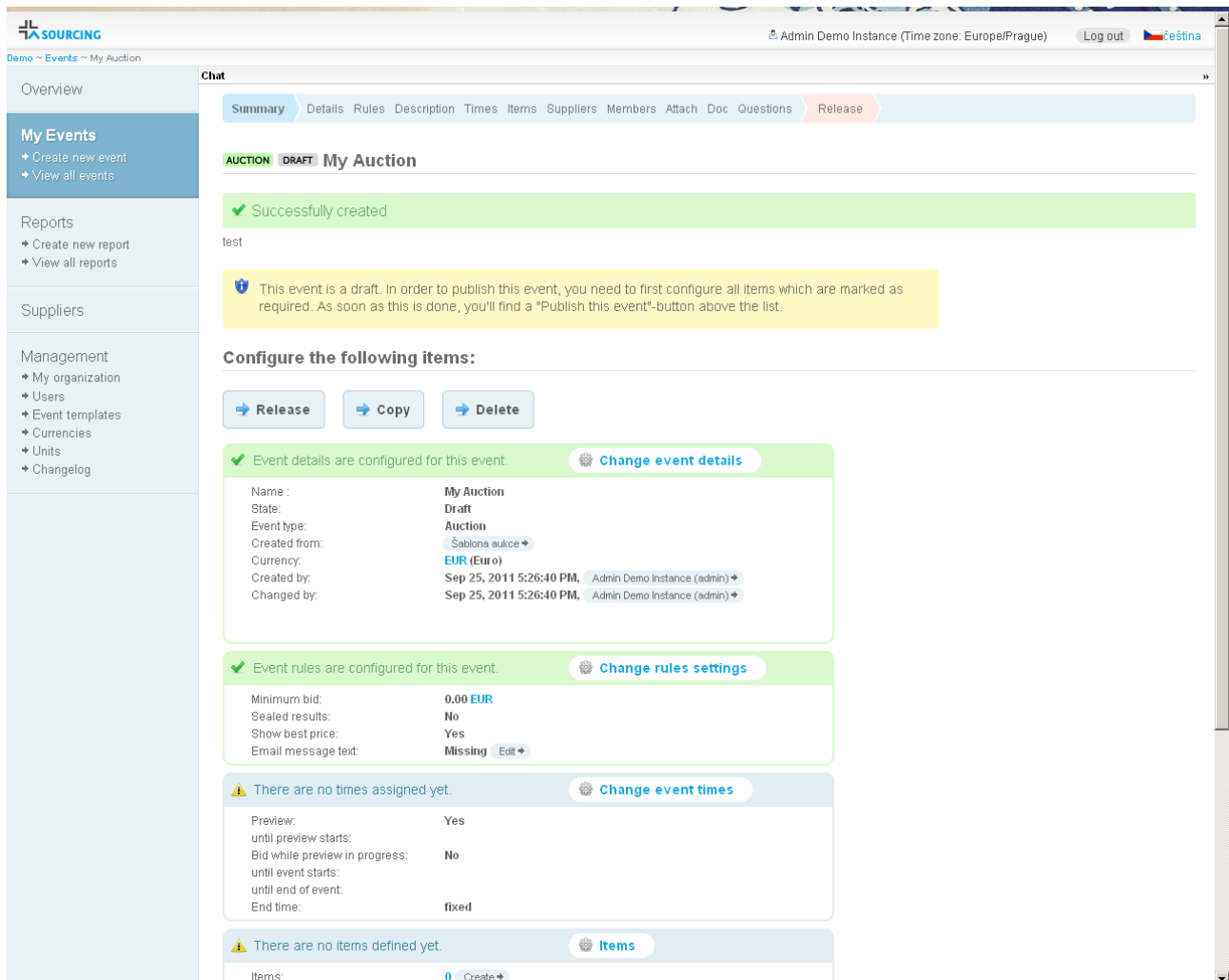
- Choose appropriate name of event
- Event description (short)
- Choose currency, which will apply to all prices



The screenshot shows the 'Create event from: Šablona aukce' screen. It features a sidebar with navigation options like 'My Events', 'Reports', 'Suppliers', and 'Management'. The main content area has a 'Create event from: Šablona aukce' header and a 'Step 2: Enter the basic data for this event (you can still change this later)' section. A yellow tooltip instructs the user to fill in the form and click create. The form includes fields for 'Name' (My Auction), 'Description' (empty text area), 'Currency' (EUR), and 'Event for testing purposes' (checkbox). At the bottom, there are buttons for 'Back to detail', 'Refresh', and 'Save'.

4.1.1 Overview

First page of an event is containing an overview of attributes, event timing and user actions. Newly created events need to be reviewed and enter missing information. Such as, the event timing.



The screenshot displays the 'My Auction' event overview page in the ASOURCING system. The page is titled 'My Auction' and is currently in 'DRAFT' status. A green banner at the top indicates 'Successfully created'. Below this, a yellow warning box states: 'This event is a draft. In order to publish this event, you need to first configure all items which are marked as required. As soon as this is done, you'll find a "Publish this event"-button above the list.' The main content area is divided into several configuration sections, each with a 'Change' button:

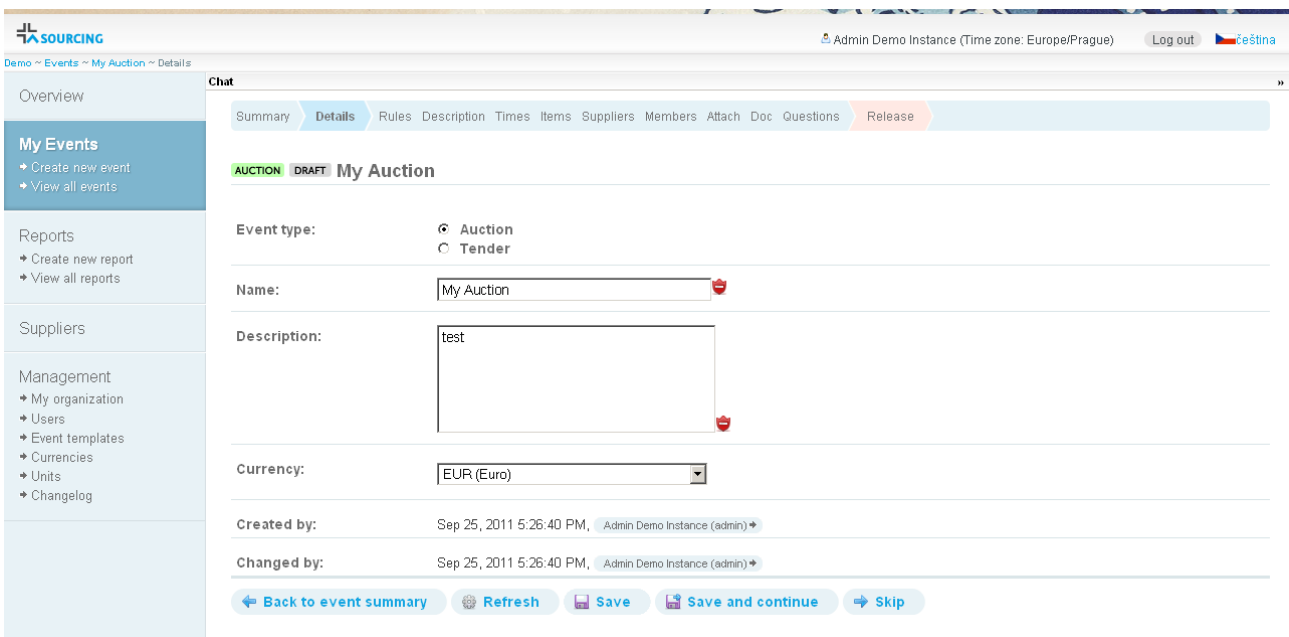
- Event details:** Name: My Auction; State: Draft; Event type: Auction; Created from: Sablona aukce; Currency: EUR (Euro); Created by: Sep 25, 2011 5:26:40 PM; Changed by: Sep 25, 2011 5:26:40 PM.
- Event rules:** Minimum bid: 0.00 EUR; Sealed results: No; Show best price: Yes; Email message text: Missing.
- Event times:** There are no times assigned yet. Preview: until preview starts: Yes; Bid while preview in progress: until event starts: No; until end of event: End time: fixed.
- Items:** There are no items defined yet. Items: 0 Create.

4.1.2 Details

Tab details contain settings for key attributes. You can modify them as well as change if you want to run an auction or tender.

Auction – this setting is for internet auctions where suppliers must always decrease its offer. System, as well, do not allow you to enter a new bid if it is not smaller than the last bid decreased by the minimal bid value.

Tender – this setting is designed basically for bid collection from each supplier. Suppliers can change their offers up and down as they are needed.



4.1.3 Rules

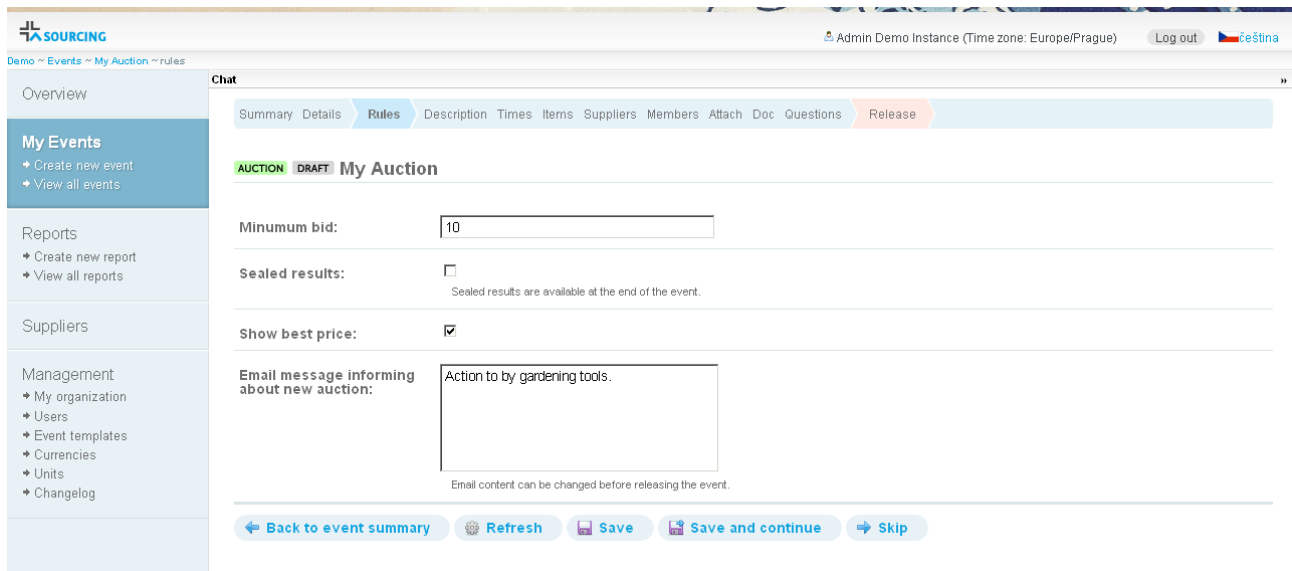
Tab rules are controlling behaviour of an event:

Minimal bid – supplier can change it's offer only by this minimal value.

Sealed results – neither buyer nor supplier can see results during running event. They can see only the order of each offer. Prices are become available only after the event ends.

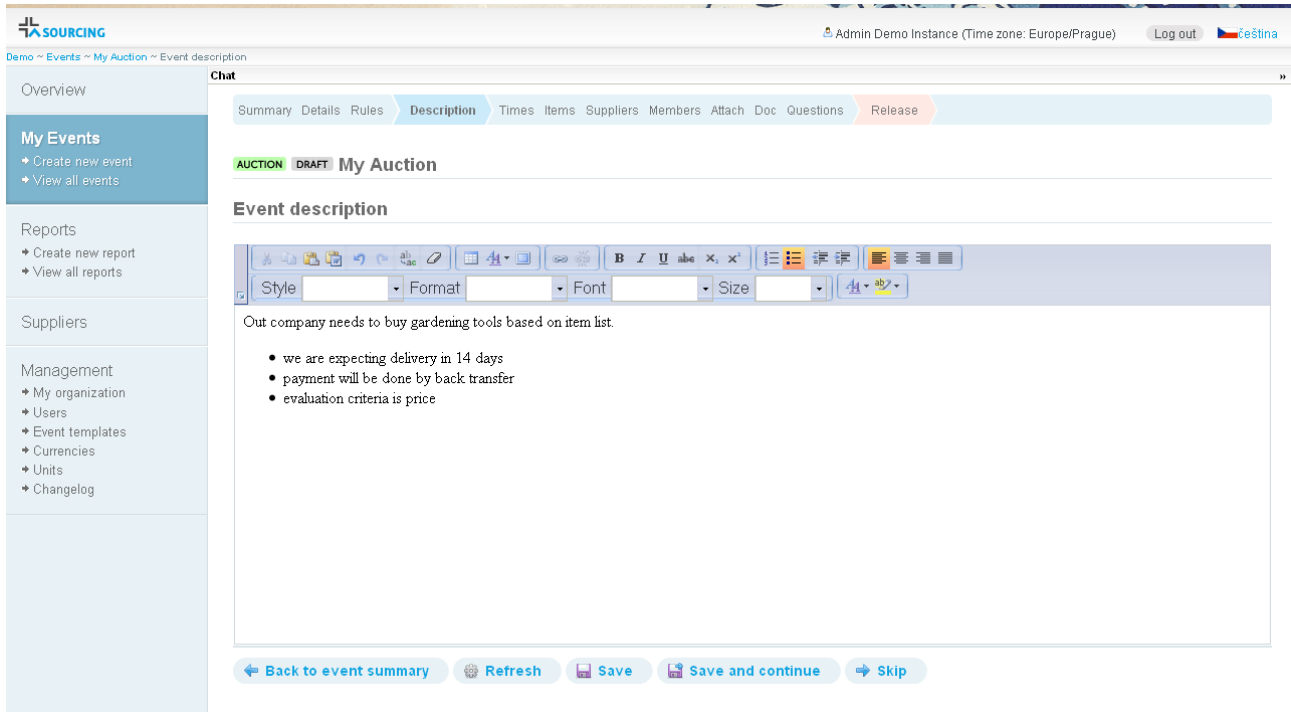
Show the best price – supplier can see the best offered price for each line item.

Text of email xxxxxxxxxxxx – This text becomes part of email which is sent to all suppliers when event starts.



4.1.4 Description

Tab description is allows one to enter detailed descriptions of requirements of the buyer. Text of description is possible to "copy/paste" from other text editors like MS Word.



ASOURCING Admin Demo Instance (Time zone: Europe/Prague) Log out čeština

Chat

Overview

My Events

- Create new event
- View all events

Reports

- Create new report
- View all reports

Suppliers

Management

- My organization
- Users
- Event templates
- Currencies
- Units
- Changelog

Summary Details Rules **Description** Times Items Suppliers Members Attach Doc Questions Release

AUCTION DRAFT My Auction

Event description

Out company needs to buy gardening tools based on item list.

- we are expecting delivery in 14 days
- payment will be done by back transfer
- evaluation criteria is price

Back to event summary Refresh Save Save and continue Skip

4.1.5 Times

Tab times is containing settings related to the timing of the event. It is set when the view of the event is starting, when the event starts and it's end.

Allow preview – it allows "view" of the event

View start – defining time when the view of the event is starting and it is as well the time when the event is published and emails are sent to the suppliers.

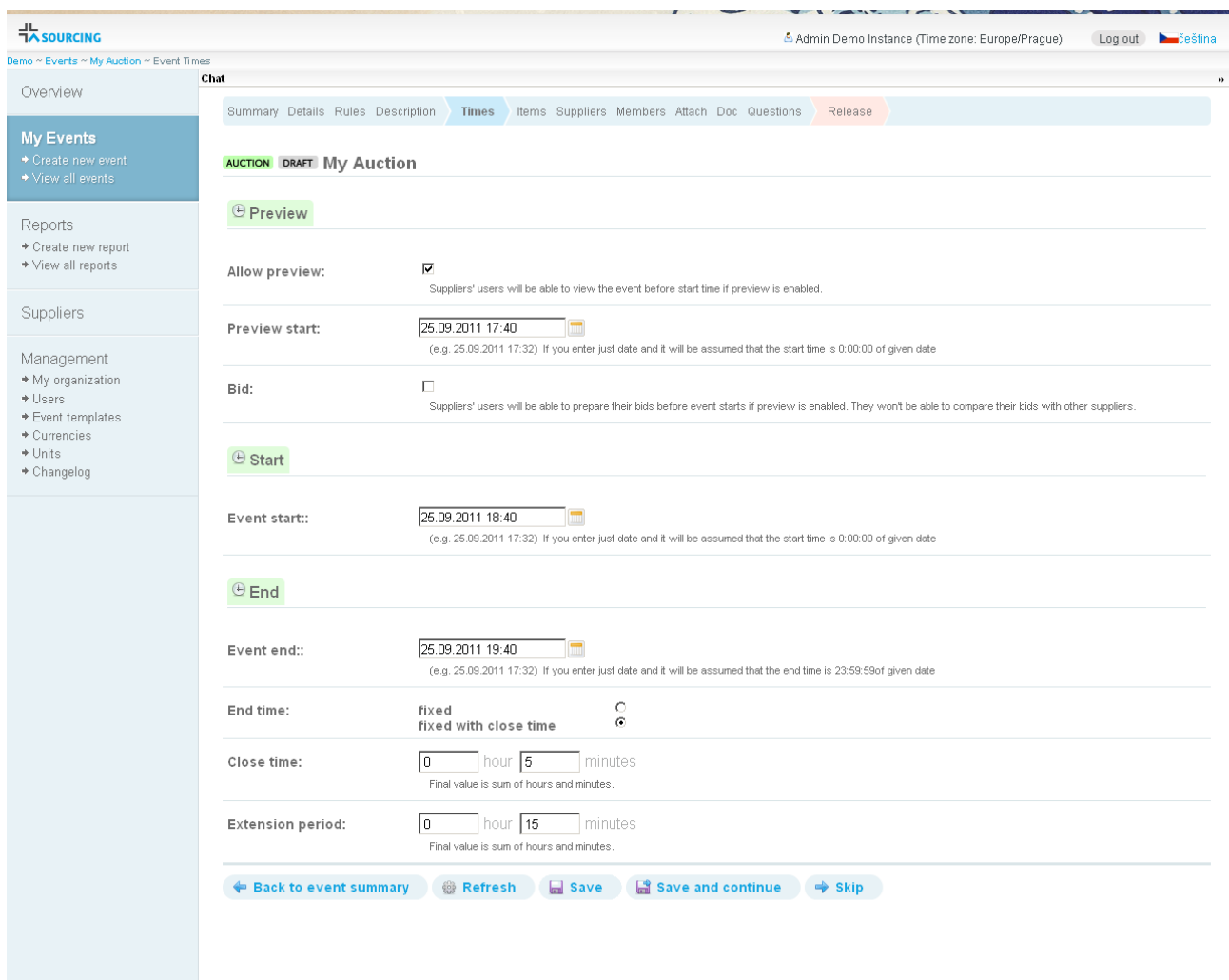
Bidding – allows the entering of bids during view of the event.

Start of the event – time when the event is starting. If preview is not allowed then it is as well the time when the event is published and emails are sent to the suppliers.

End of the event – time when the event ends. This time can be extended if the end type of the event is "the end with the extension"

End type

- **fixed** – the event ends at exactly defined end type
- **fixed with closing time period** – end of the event occurs only if no supplier submits new bids during the closing time period before the end of the event. If this happened, than the end of the event is extended by extension time period.



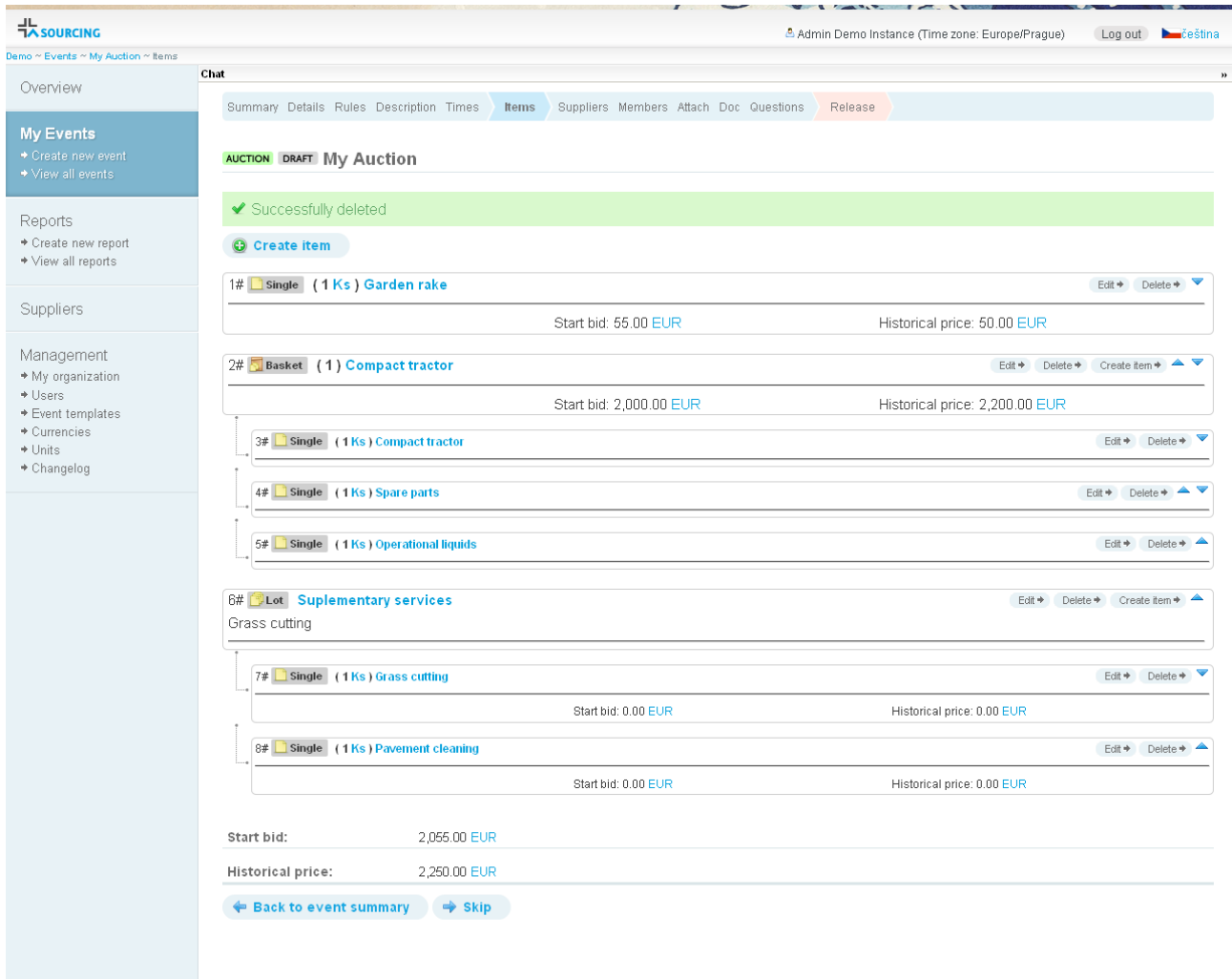
The screenshot shows the 'Times' configuration page for an auction event. The page is part of the ASOURCING system, as indicated by the logo in the top left. The breadcrumb trail is 'Demo ~ Events ~ My Auction ~ Event Times'. The page title is 'My Auction' and it is currently in 'DRAFT' status. The configuration is divided into three main sections: 'Preview', 'Start', and 'End'.

- Preview Section:**
 - Allow preview:** A checked checkbox. Below it, a note states: "Suppliers' users will be able to view the event before start time if preview is enabled."
 - Preview start:** A date-time picker set to '25.09.2011 17:40'. A note below reads: "(e.g. 25.09.2011 17:32) If you enter just date and it will be assumed that the start time is 0:00:00 of given date".
 - Bid:** An unchecked checkbox. Below it, a note states: "Suppliers' users will be able to prepare their bids before event starts if preview is enabled. They won't be able to compare their bids with other suppliers."
- Start Section:**
 - Event start:** A date-time picker set to '25.09.2011 18:40'. A note below reads: "(e.g. 25.09.2011 17:32) If you enter just date and it will be assumed that the start time is 0:00:00 of given date".
- End Section:**
 - Event end:** A date-time picker set to '25.09.2011 19:40'. A note below reads: "(e.g. 25.09.2011 17:32) If you enter just date and it will be assumed that the end time is 23:59:59 of given date".
 - End time:** Radio buttons for 'fixed' (selected) and 'fixed with close time'.
 - Close time:** Input fields for '0' hours and '5' minutes. A note below reads: "Final value is sum of hours and minutes."
 - Extension period:** Input fields for '0' hours and '15' minutes. A note below reads: "Final value is sum of hours and minutes."

At the bottom of the page, there are navigation buttons: 'Back to event summary', 'Refresh', 'Save', 'Save and continue', and 'Skip'.

4.1.6 Items

Tab "Items" allows the creation of a list of line items which become object of the event (auction or tender).



The screenshot displays the 'My Auction' interface in the ASOURCING system. The 'Items' tab is active, showing a list of auction items. A green notification bar at the top indicates 'Successfully deleted'. Below this, there is a 'Create item' button. The items are listed as follows:

- 1# Single (1 Ks) Garden rake: Start bid: 55.00 EUR, Historical price: 50.00 EUR
- 2# Basket (1) Compact tractor: Start bid: 2,000.00 EUR, Historical price: 2,200.00 EUR
- 3# Single (1 Ks) Compact tractor
- 4# Single (1 Ks) Spare parts
- 5# Single (1 Ks) Operational liquids
- 6# Lot Supplementary services (Grass cutting)
- 7# Single (1 Ks) Grass cutting: Start bid: 0.00 EUR, Historical price: 0.00 EUR
- 8# Single (1 Ks) Pavement cleaning: Start bid: 0.00 EUR, Historical price: 0.00 EUR

Summary statistics at the bottom of the list:

- Start bid: 2,055.00 EUR
- Historical price: 2,250.00 EUR

Navigation buttons include 'Back to event summary' and 'Skip'.

Line items can be one of three types:

- **Single item**
- **Group** – It is designed to group items which are somehow related. The price is calculated on line item level.
- **Lot** – Lot is designed to group items where it is not important price of each items but price for all sub items.

4.1.7 Single item

Single item is representing one single request for goods or services.

Name, Description – Identification of item

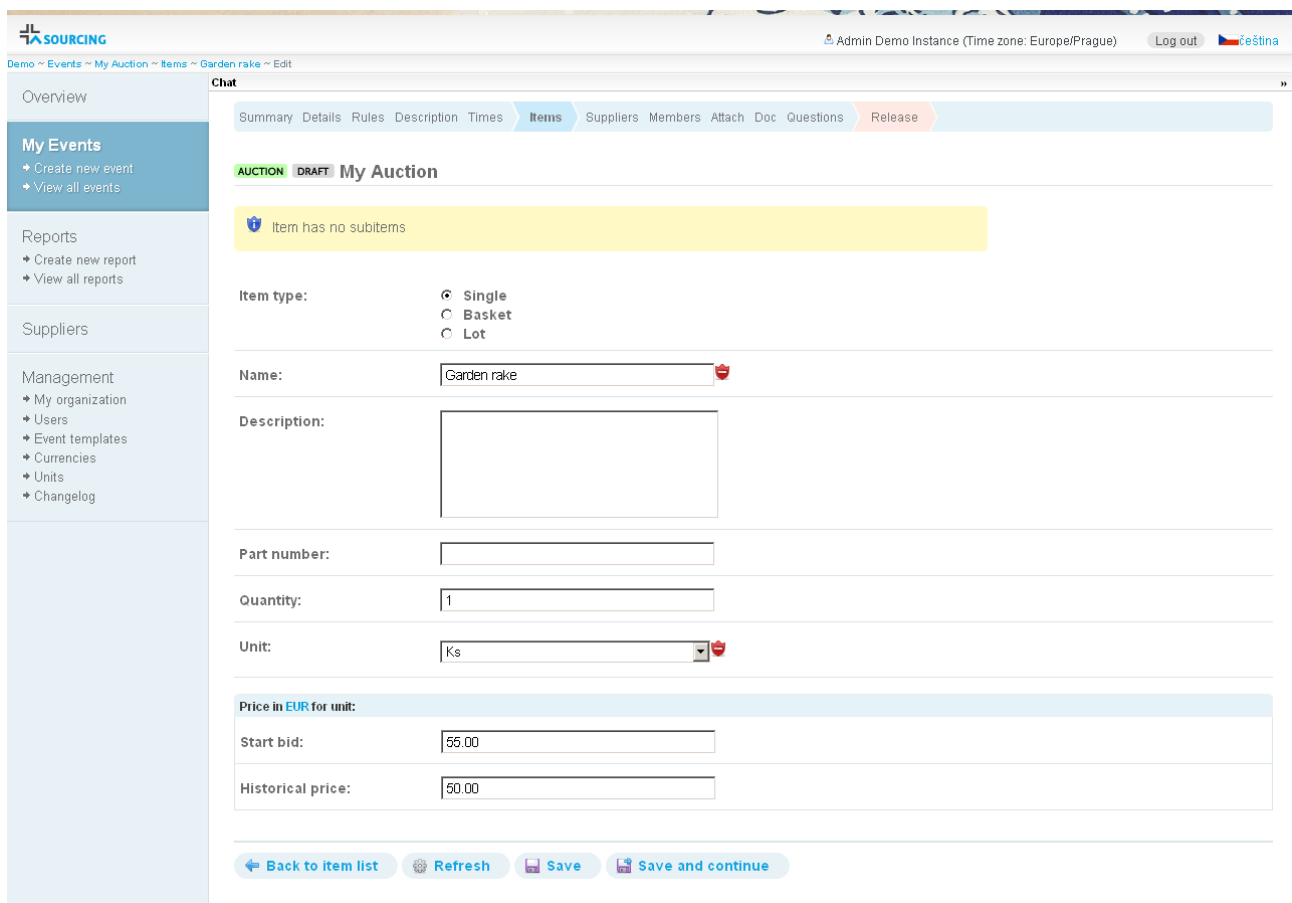
Item ID – you can use it as a unique item identifier, if anything like that exists. Like an item from a supplier catalogue and etc.

Expected volume – expected volume in units of measure.

Unit of measure – UOM

Starting price – the price which is entered by a buyer as an expected starting price. This price is visible to suppliers. This is designed to somehow inform suppliers about the buyer's expectation but the supplier doesn't necessarily need to follow it. This is an optional field, it can be missing if the buyer does not need it.

Historical price – this is information only for buyers, it is not shown to suppliers. This is designed to give buyers information about the price from the last contract to be able to compare it with newly submitted bids.



ASOURCING Admin Demo Instance (Time zone: Europe/Prague) Log out

Demo ~ Events ~ My Auction ~ Items ~ Garden rake ~ Edit

Chat

Summary Details Rules Description Times **Items** Suppliers Members Attach Doc Questions Release

AUCTION DRAFT My Auction

Item has no subitems

Item type: Single Basket Lot

Name: Garden rake

Description:

Part number:

Quantity: 1

Unit: Ks

Price in EUR for unit:

Start bid: 55.00

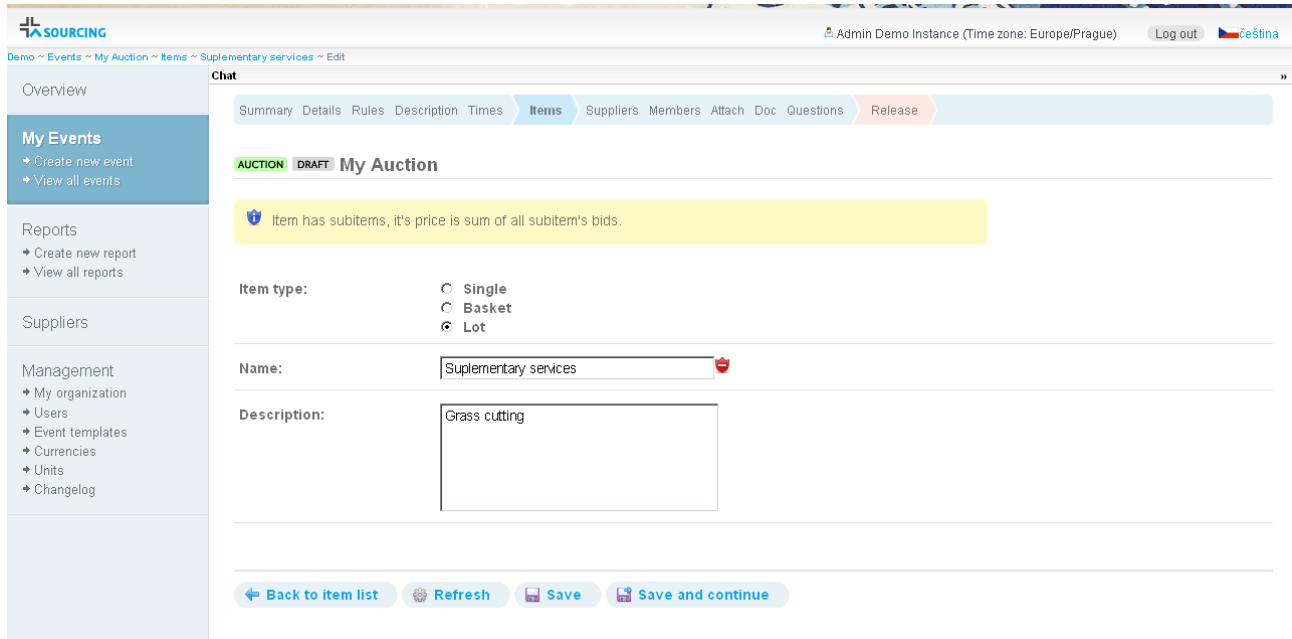
Historical price: 50.00

Back to item list Refresh Save Save and continue

4.1.8 Lot

Item with type lot is grouping sub items where is not important price of each items but the price of all sub items together.

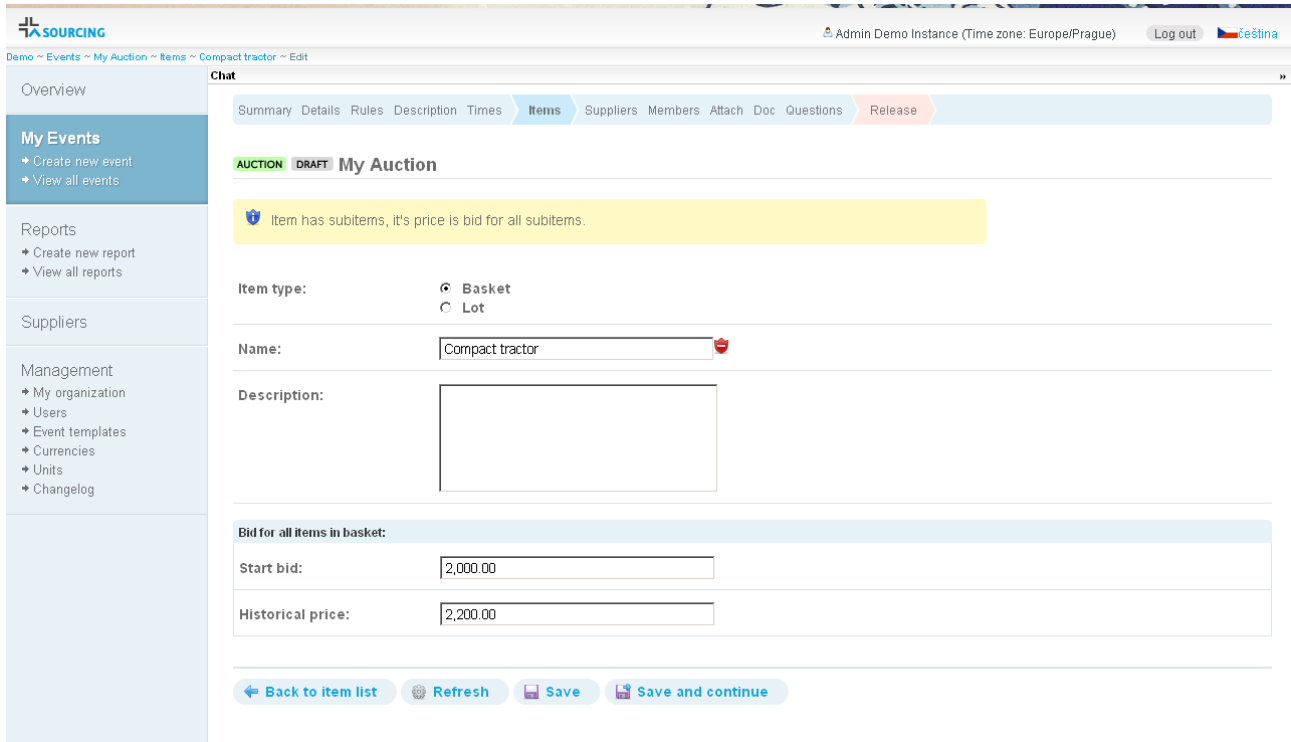
In this case you need to enter only the name and description. Any lot item must have at least one sub item.



The screenshot shows the 'My Auction' configuration page in the ASOURCING system. The page is titled 'My Auction' and is in 'DRAFT' status. The item type is set to 'Lot'. The name is 'Supplementary services' and the description is 'Grass cutting'. A yellow warning message states: 'Item has subitems, it's price is sum of all subitem's bids.' The left sidebar contains navigation menus for 'My Events', 'Reports', 'Suppliers', and 'Management'. The top navigation bar includes 'Summary', 'Details', 'Rules', 'Description', 'Times', 'Items', 'Suppliers', 'Members', 'Attach', 'Doc', 'Questions', and 'Release'.

4.1.9 Group

Items with the type group is grouping items which are logically belong together. Time is remaining on item level. You need to define at least one sub item.



ASOURCING Admin Demo Instance (Time zone: Europe/Prague) Log out čeština

Demo ~ Events ~ My Auction ~ Items ~ Compact tractor ~ Edit

Chat

Overview

My Events

- Create new event
- View all events

Reports

- Create new report
- View all reports

Suppliers

Management

- My organization
- Users
- Event templates
- Currencies
- Units
- Changelog

Summary Details Rules Description Times **Items** Suppliers Members Attach Doc Questions Release

AUCTION **DRAFT** My Auction

Item has subitems, it's price is bid for all subitems.

Item type: Basket Lot

Name: Compact tractor

Description:

Bid for all items in basket:

Start bid: 2,000.00

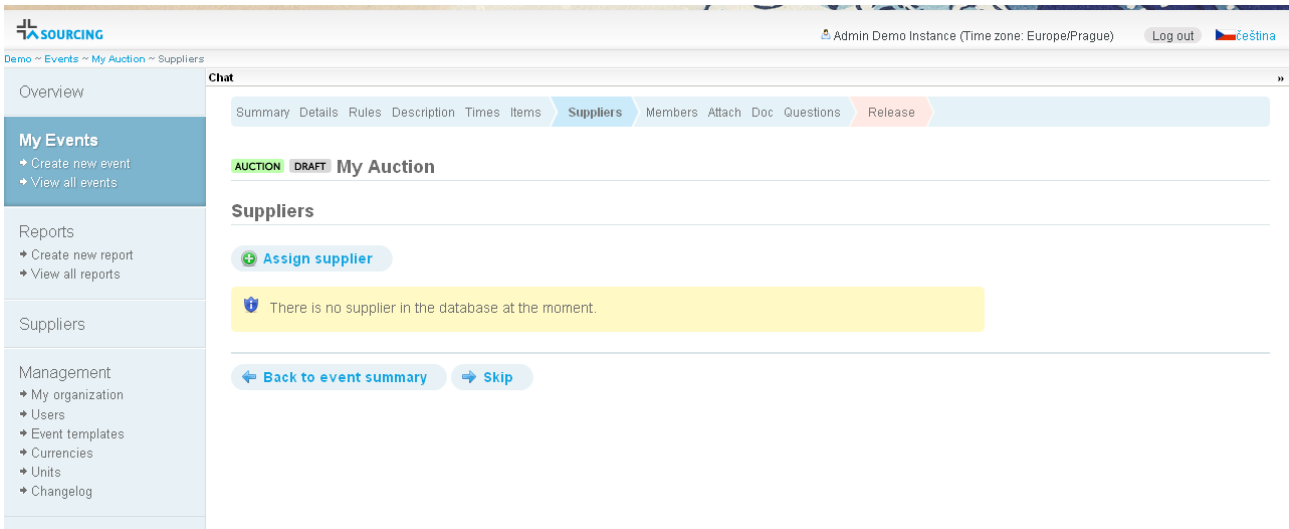
Historical price: 2,200.00

Back to item list Refresh Save Save and continue

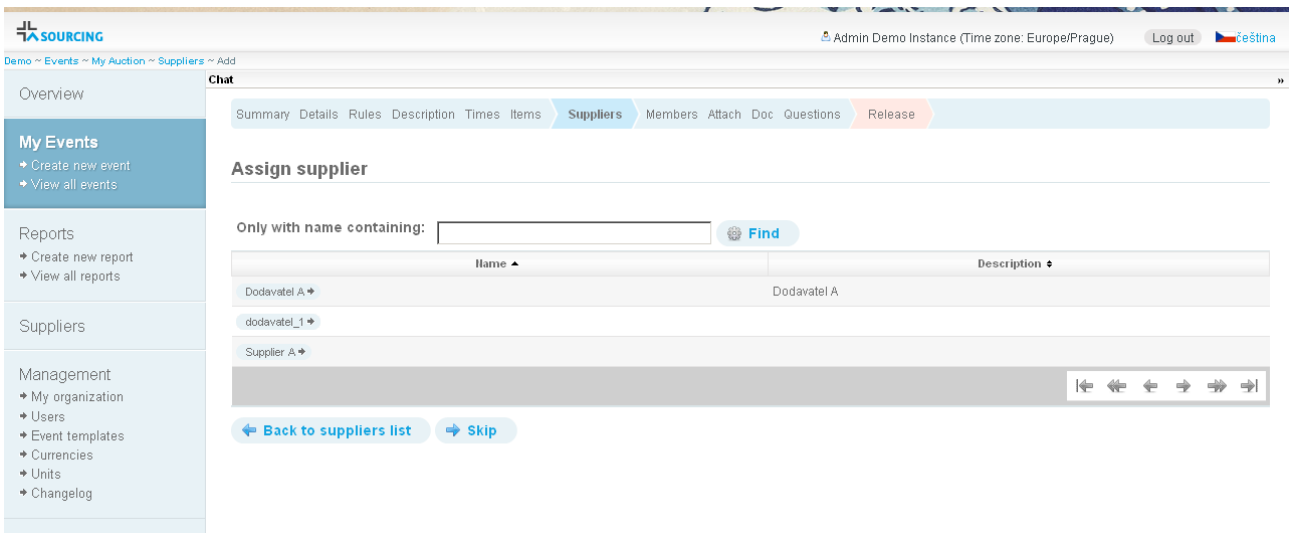
4.1.10 Suppliers

Tab "suppliers" containing list of all suppliers which will be invited to the event. Each supplier has a list of users. As part of adding new suppliers to the event is to specify which users of the suppliers will be invited. All those users will be notified by email about the event start and all other events.

Add supplier:



Supplier selection:



Name	Description
Dodavatel A	Dodavatel A
dodavatel_1	
Supplier A	

Choose supplier's user:

List of selected suppliers:

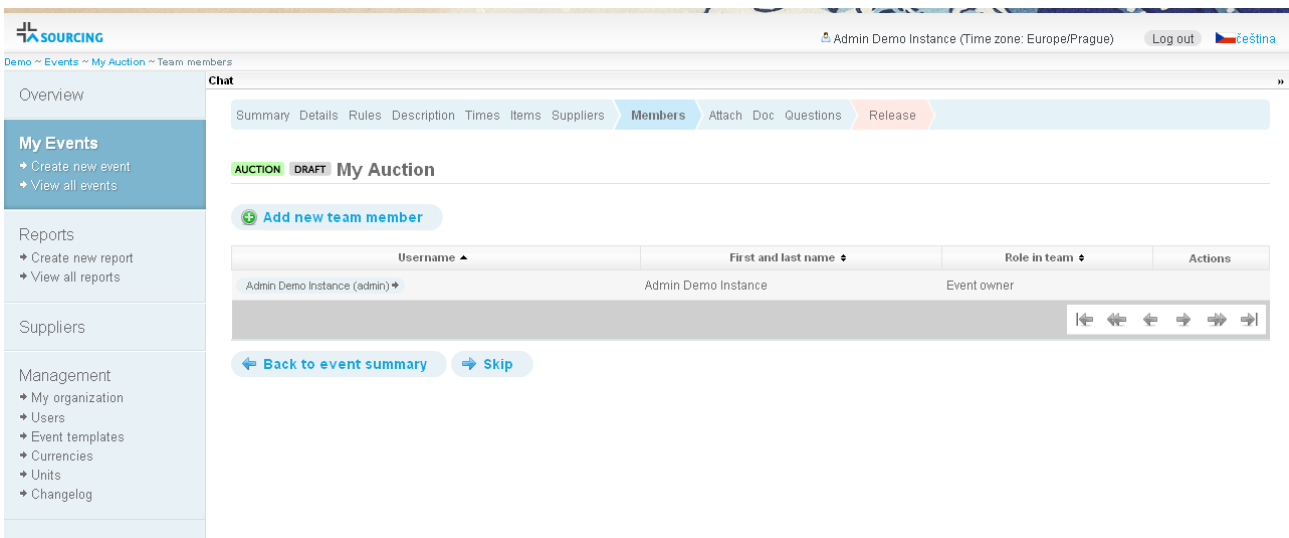
Name	user	Actions
Supplier A	Main department John Smith (johnsmith) +	Remove
Dodavatel A	Hlavní oddělení Jan Hovák (jannovak) +	Remove

4.1.11 Members

Tab "Members" allows the defining of a list of users on a buyer's side which will be able to see or edit the event. The event will not be visible to any other user, except administrators of buyer's instance (system administrator of company instance).

User can act as:

- Watcher
- Editor



To add team member:

ASOURCING
Admin Demo Instance (Time zone: Europe/Prague) [Log out](#)

Demo ~ Events ~ My Auction ~ Team members ~ Add

Chat

Summary Details Rules Description Times Items Suppliers **Members** Attach Doc Questions Release

AUCTION DRAFT My Auction

Add new team member

Only with first or last name containing: [search](#)

Role in team: View only Editor

Demo org.

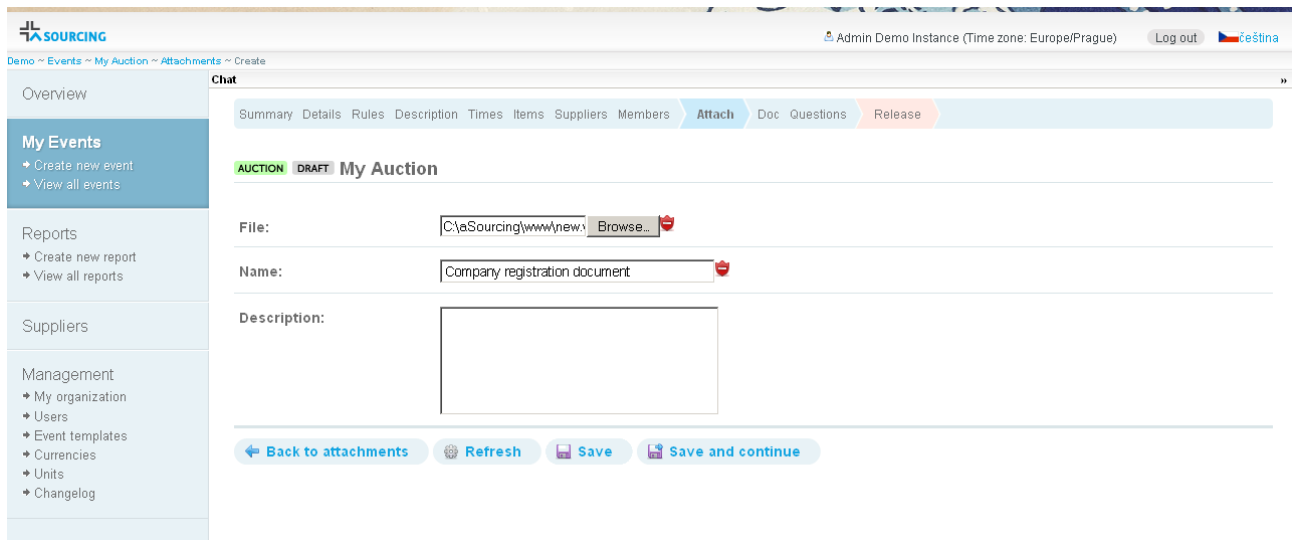
Users:	sablona event creator (sablona-event-creator13) <input type="checkbox"/> sablona user (sablona-user14) <input checked="" type="checkbox"/>
--------	---

[Back to list](#)
[Refresh](#)
[Save](#)

4.1.12 Attachments

Tab "Attach" allows the buyer to upload a set of documents which will become available for all suppliers and they will be able to download them. The size of each attachment is limited up to 10MB. The list of events is fully in competence of the buyer and it is up to the buyer to make a decision as to which documents should be attached.


To add new attachment:



The screenshot shows the ASOURCING web interface for adding an attachment to an auction. The breadcrumb trail is: Demo ~ Events ~ My Auction ~ Attachments ~ Create. The page title is "My Auction" and the status is "DRAFT". The "Attach" tab is active, with other tabs including Summary, Details, Rules, Description, Times, Items, Suppliers, Members, Doc, Questions, and Release. The form fields are:

- File:** C:\aSourcing\www\new\ Browse...
- Name:** Company registration document
- Description:** (Empty text area)

At the bottom of the form, there are four buttons: "Back to attachments", "Refresh", "Save", and "Save and continue".

ASOURCING Admin Demo Instance (Time zone: Europe/Prague) Log out  čeština


Demo ~ Events ~ My Auction ~ Attachments


Chat







Summary Details Rules Description Times Items Suppliers Members **Attach** Doc Questions Release



AUCTION DRAFT **My Auction**

✓ Successfully created

 Create attachment

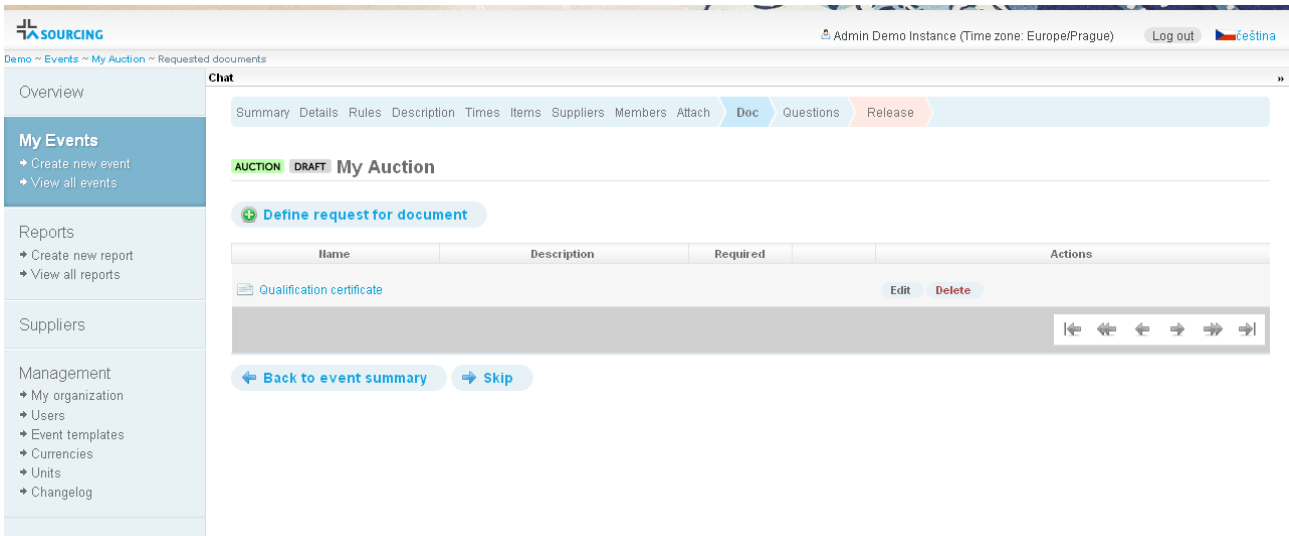
Name	Description	Size	Order	Actions
 Company registration document		621 B		Download Edit Delete

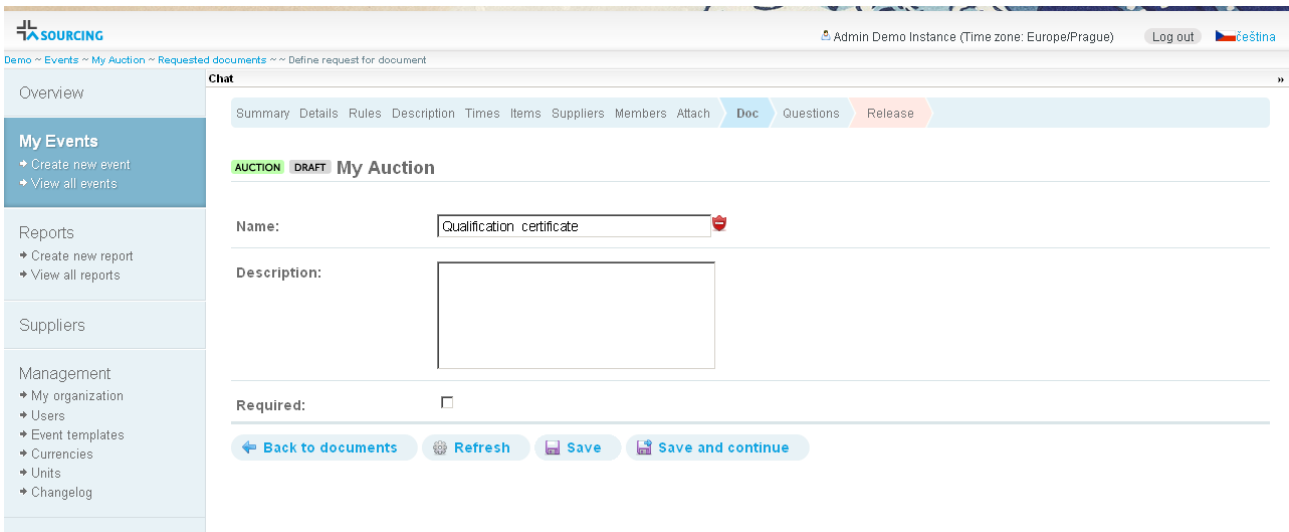
 Back to event summary  Skip

4.1.13 Documents

Tab "Doc" is designed to define the list of documents which the buyer requires to buy uploaded by each supplier. The document can be optional or mandatory. It means that each supplier must upload at least all required documents before he would be able to submit first bid. Typically the buyer can request supplier registration documents, authorisation and etc.



Add new document:

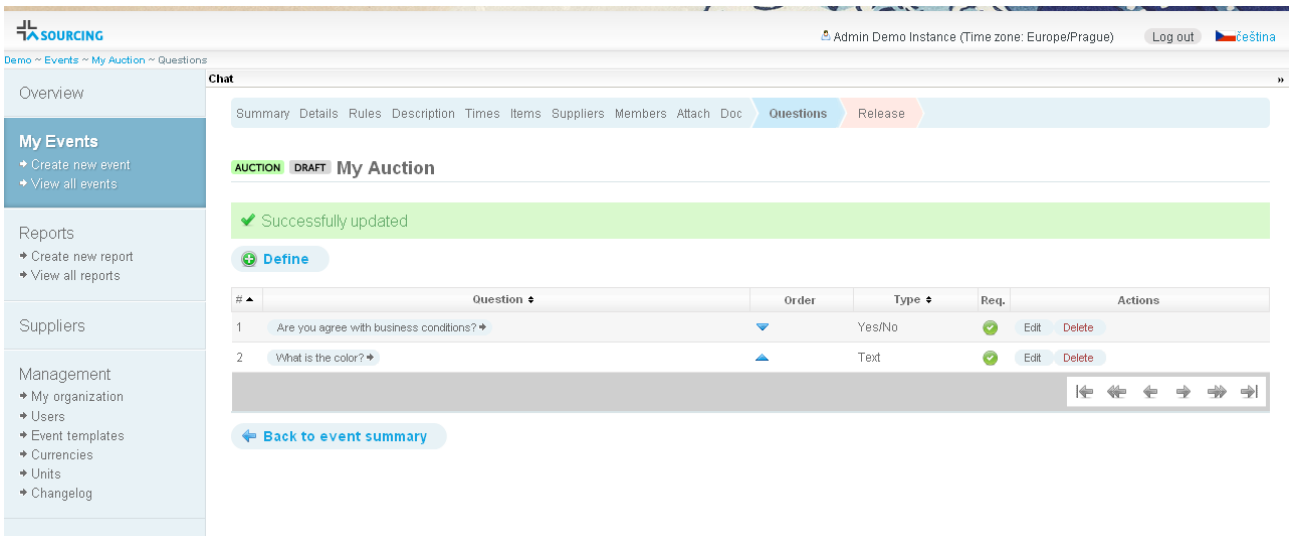


4.1.14 Questions

Tab "Questions" is basically allowing you to create a kind of questionnaire, which will be filled by each supplier before he can enter a first bid. Each question can be mandatory or optional. Each supplier must answer at least all mandatory question to be able to enter the first bid.

Type of questions:

- Yes/No
- Text field



Admin Demo Instance (Time zone: Europe/Prague) Log out čeština

Chat

Summary Details Rules Description Times Items Suppliers Members Attach Doc **Questions** Release

My Auction

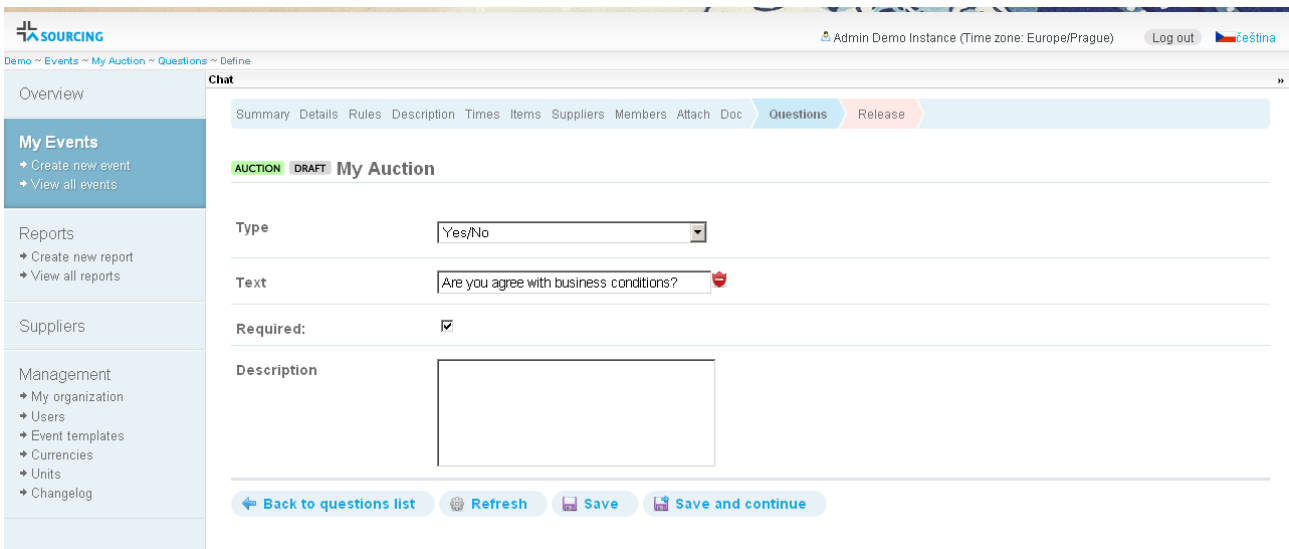
✓ Successfully updated

Define

#	Question	Order	Type	Req.	Actions
1	Are you agree with business conditions? ↕	▼	Yes/No	✓	Edit Delete
2	What is the color? ↕	▲	Text	✓	Edit Delete

Back to event summary

Create Yes/No question:



Admin Demo Instance (Time zone: Europe/Prague) Log out čeština

Chat

Summary Details Rules Description Times Items Suppliers Members Attach Doc **Questions** Release

My Auction

Type: Yes/No

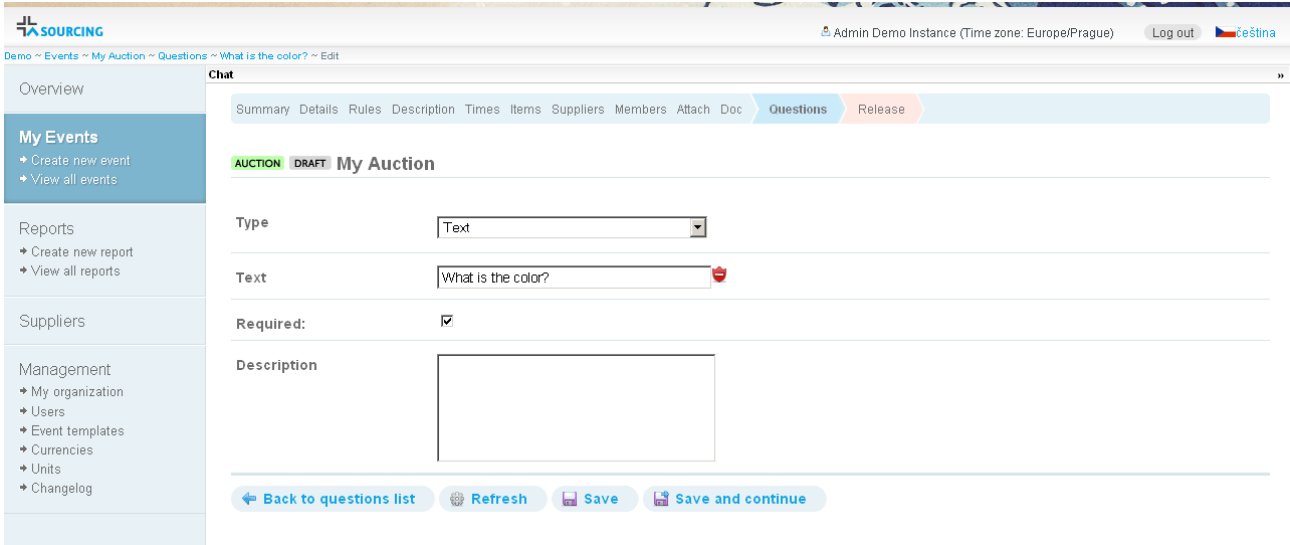
Text: Are you agree with business conditions? 🚫

Required:


Description:

Back to questions list Refresh Save Save and continue

Create "text field" question:



The screenshot shows the ASOURCING interface for creating a question. The breadcrumb trail is: Demo ~ Events ~ My Auction ~ Questions ~ What is the color? ~ Edit. The page title is "My Auction" and it is currently in "DRAFT" mode. The question type is set to "Text" and the question text is "What is the color?". The "Required" checkbox is checked. The description field is empty. At the bottom, there are buttons for "Back to questions list", "Refresh", "Save", and "Save and continue".

ASOURCING Admin Demo Instance (Time zone: Europe/Prague) Log out 

Demo ~ Events ~ My Auction ~ Questions ~ What is the color? ~ Edit

Chat

Summary Details Rules Description Times Items Suppliers Members Attach Doc **Questions** Release

AUCTION **DRAFT** My Auction

Type

Text

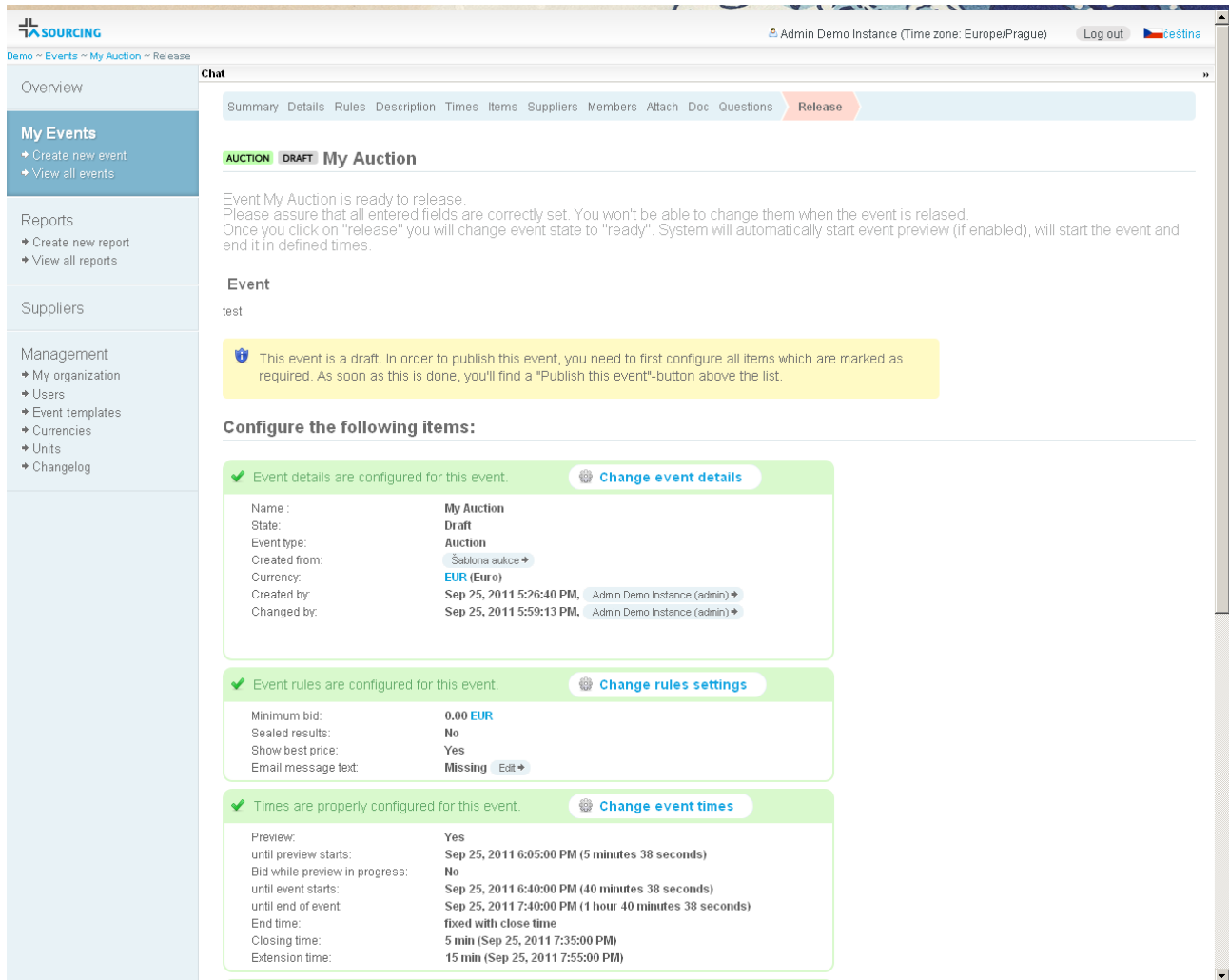
Required:

Description

[Back to questions list](#) [Refresh](#) [Save](#) [Save and continue](#)

4.1.15 Publishing the event

Publishing of the event is the last step after its creation. After the event is published, the event is no longer allowed to be edited. In this operation, the buyer should review all settings and he must confirm the acceptance of the sending of emails to all suppliers. Emails will be sent, not immediately, but when the event start time occurs. If it is needed, the buyer can cancel the event and if it happens before the events end time, than suppliers are simply even not informed about it.



ASOURCING Admin Demo Instance (Time zone: Europe/Prague) Log out Čeština

Demo ~ Events ~ My Auction ~ Release

Chat

Overview

Summary Details Rules Description Times Items Suppliers Members Attach Doc Questions **Release**

AUCTION **DRAFT** My Auction

Event My Auction is ready to release. Please assure that all entered fields are correctly set. You won't be able to change them when the event is released. Once you click on "release" you will change event state to "ready". System will automatically start event preview (if enabled), will start the event and end it in defined times.

Event
test

Configure the following items:

- ✓ Event details are configured for this event. [Change event details](#)

Name :	My Auction
State:	Draft
Event type:	Auction
Created from:	Sablona aukce ↕
Currency:	EUR (Euro)
Created by:	Sep 25, 2011 5:26:40 PM, Admin Demo Instance (admin) ↕
Changed by:	Sep 25, 2011 5:59:13 PM, Admin Demo Instance (admin) ↕
- ✓ Event rules are configured for this event. [Change rules settings](#)

Minimum bid:	0.00 EUR
Sealed results:	No
Show best price:	Yes
Email message text:	Missing Edit ↕
- ✓ Times are properly configured for this event. [Change event times](#)

Preview:	Yes
until preview starts:	Sep 25, 2011 6:05:00 PM (5 minutes 38 seconds)
Bid while preview in progress:	No
until event starts:	Sep 25, 2011 6:40:00 PM (40 minutes 38 seconds)
until end of event:	Sep 25, 2011 7:40:00 PM (1 hour 40 minutes 38 seconds)
End time:	fixed with close time
Closing time:	5 min (Sep 25, 2011 7:35:00 PM)
Extension time:	15 min (Sep 25, 2011 7:55:00 PM)

Confirmation with notification email text:

Created by: Sep 25, 2011 5:26:40 PM, Admin Demo Instance (admin) →
 Changed by: Sep 25, 2011 5:59:13 PM, Admin Demo Instance (admin) →

✓ Event rules are configured for this event. [Change rules settings](#)

Minimum bid: 0.00 EUR
 Sealed results: No
 Show best price: Yes
 Email message text: Missing [Edit](#)

✓ Times are properly configured for this event. [Change event times](#)

Preview: Yes
 until preview starts: Sep 25, 2011 6:05:00 PM (5 minutes 38 seconds)
 Bid while preview in progress: No
 until event starts: Sep 25, 2011 6:40:00 PM (40 minutes 38 seconds)
 until end of event: Sep 25, 2011 7:40:00 PM (1 hour 40 minutes 38 seconds)
 End time: fixed with close time
 Closing time: 5 min (Sep 25, 2011 7:35:00 PM)
 Extension time: 15 min (Sep 25, 2011 7:55:00 PM)

✓ Items are defined [Items](#)

Items: 8 [Create](#)

✓ Attachments or Documents are defined

Attachments: 1 [Create attachment](#)
 Requested documents: 1 [Define request for document](#)

✓ Suppliers are defined [Suppliers](#)

Suppliers: 2 users in 2 suppliers [Assign supplier](#)

✓ Team members are defined [Team members](#)

Team members: 1 [Add new team member](#)

✓ Questions are defined [Show questions](#)

Show questions: 2 [Define](#)

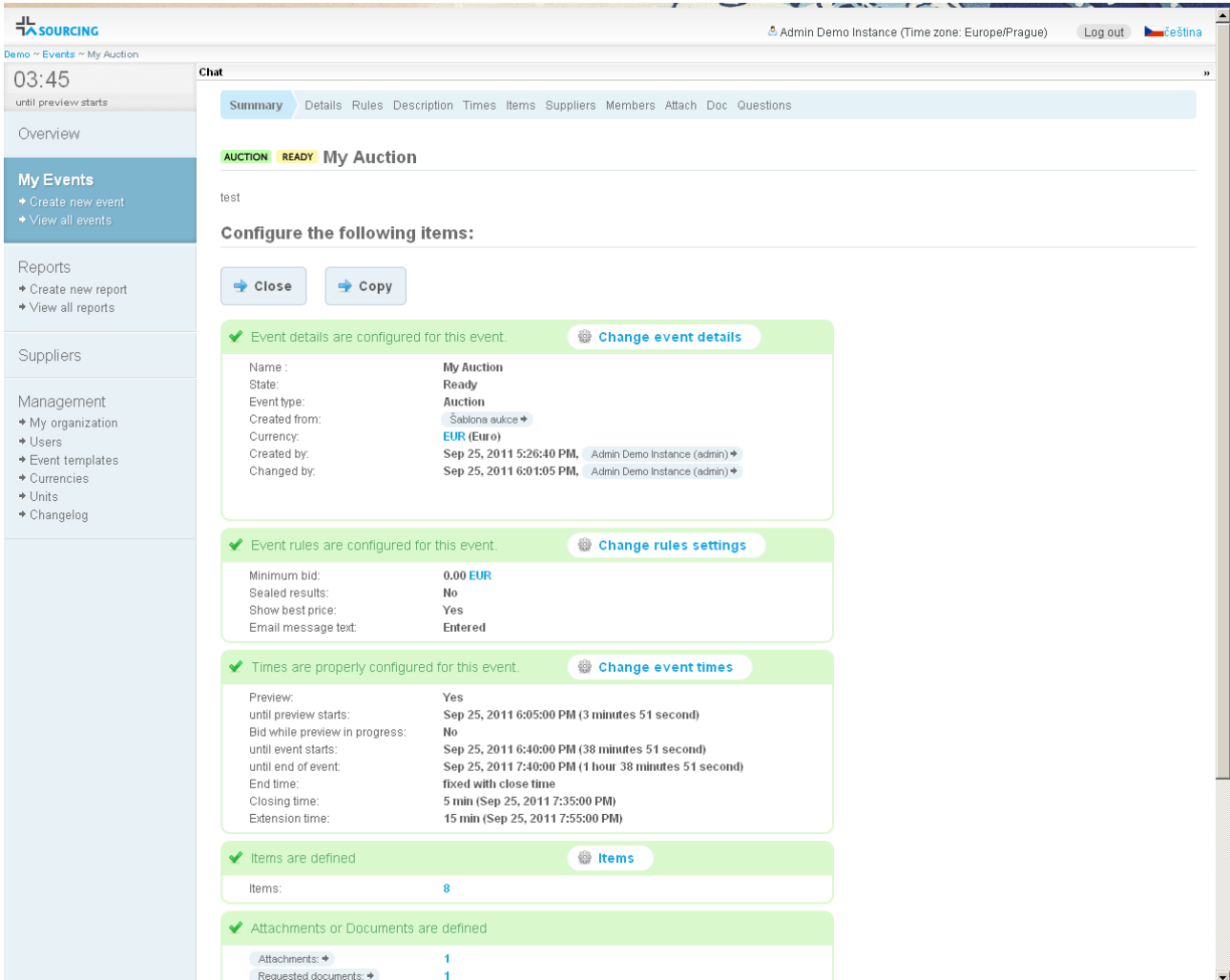
Text to include int the email message sent when event preview starts to all assigned suppliers.
 Action for the gardening tool is starting

Agree with sending email messages to suppliers assigned to this event

[← Back to event summary](#) [Release event](#)

4.1.16 The event in state "READY"

After the event publishing, the event state is set to "READY" and the event is waiting for its start.



The screenshot shows the ASOURCING web interface for an event configuration. The event is titled "My Auction" and is in the "READY" state. The interface includes a sidebar with navigation options like "My Events", "Reports", "Suppliers", and "Management". The main content area shows configuration details for the event, including name, state, event type, currency, and timing. The event is currently in the "READY" state, and the configuration is complete for all required fields.

Event Configuration Summary:

- Name:** My Auction
- State:** Ready
- Event type:** Auction
- Currency:** EUR (Euro)
- Created by:** Admin Demo Instance (admin)
- Created on:** Sep 25, 2011 5:26:40 PM
- Changed by:** Admin Demo Instance (admin)

Event Rules:

- Minimum bid:** 0.00 EUR
- Sealed results:** No
- Show best price:** Yes
- Email message text:** Entered

Event Times:

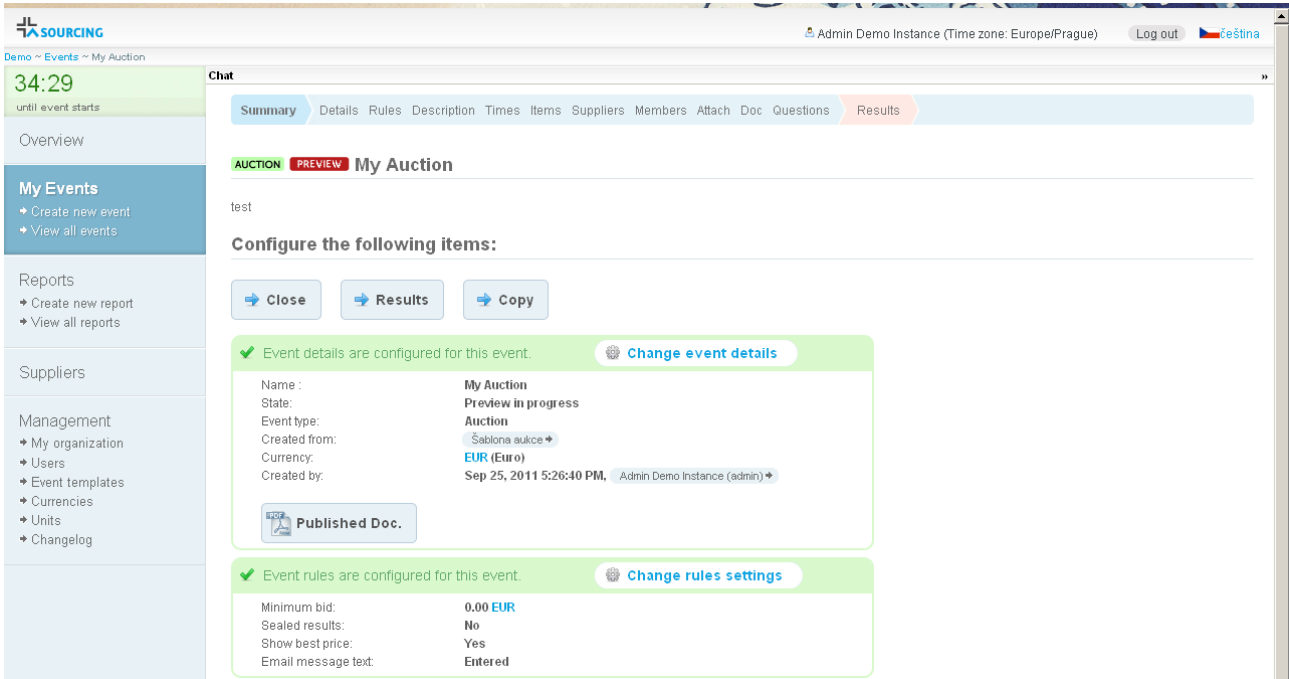
- Preview:** Yes
- until preview starts:** Sep 25, 2011 6:05:00 PM (3 minutes 51 second)
- Bid while preview in progress:** No
- until event starts:** Sep 25, 2011 6:40:00 PM (38 minutes 51 second)
- until end of event:** Sep 25, 2011 7:40:00 PM (1 hour 38 minutes 51 second)
- End time:** fixed with close time
- Closing time:** 5 min (Sep 25, 2011 7:35:00 PM)
- Extension time:** 15 min (Sep 25, 2011 7:55:00 PM)

Items: 8

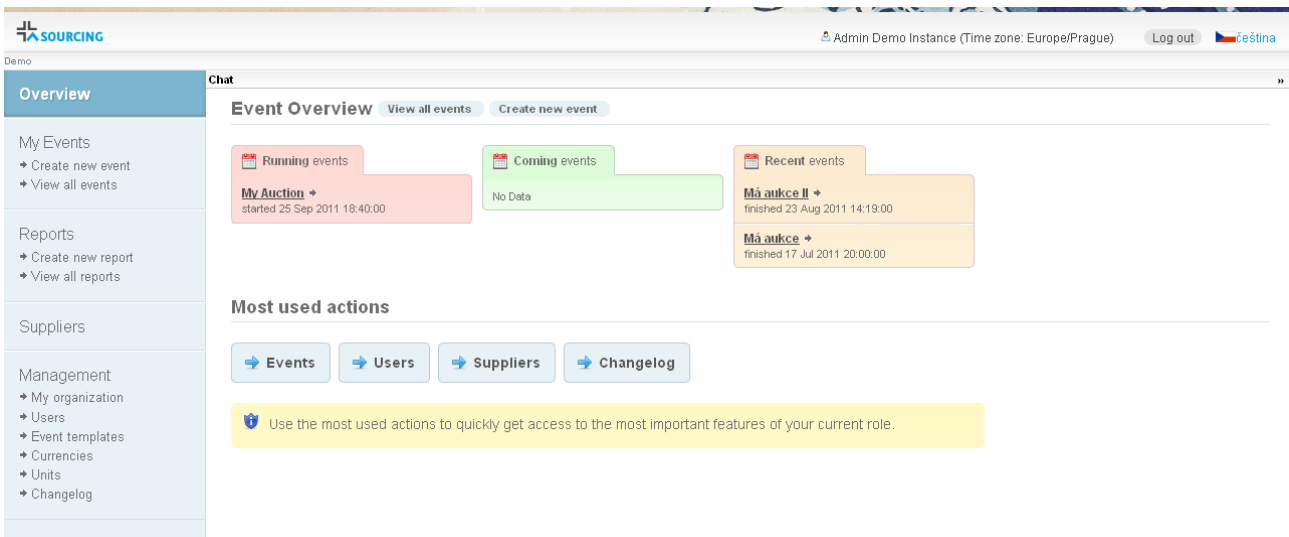
Attachments or Documents: 1

4.1.17 The event in state "PREVIEW"

The event changes its state to "PREVIEW" based on the event timing. This state may be omitted if the buyer does not need it.



In "Overview" page you can now see the event in the running list:



5 The event results

The buyer and his team can on-line check results during the event run. In case that the buyer set sealed results option, than the results will be accessible only when the event ends. You can check following attributes on the main result overview page:

- Overview of the best offers for each supplier and it's order
- Graph with time profile of each item bids
- List of all supplier's bids

5.1 Results overview

Admin Demo Instance (Time zone: Europe/Prague) [Log out](#)

Demo ~ Events ~ My Auction ~ Results

Overview

My Events

- Create new event
- View all events

Reports

- Create new report
- View all reports

Suppliers

Management

- My organization
- Users
- Event templates
- Currencies
- Units
- Changelog

Chat

Summary Details Rules Description Times Items Suppliers Members Attach Doc Questions **Results**

AUCTION FINISHED My Auction

[→ Results](#)

Bid results

#	Item	Quantity	Historical price (EUR)	Best bid (EUR)	Suppliers	Last bid
1. <input type="checkbox"/>	Garden rake	1	50.00	Supplier A → 42.00	Supplier A → (1.)	42.00
2. <input type="checkbox"/>	Compact tractor		2,200.00	Supplier A → 1,650.00	Supplier A → (1.)	1,650.00
3. <input type="checkbox"/>	Compact tractor	1	0.00	-	Supplier A →	-
4. <input type="checkbox"/>	Spare parts	1	0.00	-	Supplier A →	-
5. <input type="checkbox"/>	Operational liquids	1	0.00	-	Supplier A →	-
6. <input type="checkbox"/>	Supplementary services		0.00	-	Supplier A →	1,250.00
7. <input type="checkbox"/>	Grass cutting	1	0.00	Supplier A → 500.00	Supplier A → (1.)	500.00
8. <input type="checkbox"/>	Pavement cleaning	1	0.00	Supplier A → 750.00	Supplier A → (1.)	750.00

|< << < > >> >|

Bid profile

Time frame: All From: To: [Update](#)

■ Supplier A - Pavement cleaning
 ● Supplier A - Grass cutting
 ▲ Supplier A - Compact tractor
 ◆ Supplier A - Garden rake

Bid results

Submitted	Organization	Item	Price
Sep 25, 2011 6:33:29 PM	Supplier A	Garden rake	42.00
Sep 25, 2011 6:33:29 PM	Supplier A	Compact tractor	1650.00
Sep 25, 2011 6:24:54 PM	Supplier A	Garden rake	48.00
Sep 25, 2011 6:24:54 PM	Supplier A	Compact tractor	1850.00
Sep 25, 2011 6:24:54 PM	Supplier A	Grass cutting	500.00
Sep 25, 2011 6:24:54 PM	Supplier A	Pavement cleaning	750.00

|< << < > >> >|

[← Back to event](#)

5.2 Filtering results by item

By selecting an item and click "Submit" button, you can show only chosen items in the graph. You can also change the time frame of the graph by using time period listbox or specify from/to time.

Admin Demo Instance (Time zone: Europe/Prague) [Log out](#)

Demo ~ Events ~ My Auction ~ Results

Overview

My Events

- Create new event
- View all events

Reports

- Create new report
- View all reports

Suppliers

Management

- My organization
- Users
- Event templates
- Currencies
- Units
- Changelog

Chat

Summary Details Rules Description Times Items Suppliers Members Attach Doc Questions
Results

AUCTION
FINISHED
My Auction

→ Results

Bid results

#	Item	Quantity	Historical price (EUR)	Best bid (EUR)	Suppliers	Last bid
1. <input type="checkbox"/>	Single Garden rake	1	50.00	Supplier A → 42.00	Supplier A → (1.)	42.00
2. <input checked="" type="checkbox"/>	Basket Compact tractor		2,200.00	Supplier A → 1,650.00	Supplier A → (1.)	1,650.00
3. <input type="checkbox"/>	Single Compact tractor	1	0.00	-	Supplier A →	-
4. <input type="checkbox"/>	Single Spare parts	1	0.00	-	Supplier A →	-
5. <input type="checkbox"/>	Single Operational liquids	1	0.00	-	Supplier A →	-
6. <input type="checkbox"/>	Lot Supplementary services		0.00	-	Supplier A →	1,250.00
7. <input type="checkbox"/>	Single Grass cutting	1	0.00	Supplier A → 500.00	Supplier A → (1.)	500.00
8. <input type="checkbox"/>	Single Pavement cleaning	1	0.00	Supplier A → 750.00	Supplier A → (1.)	750.00

Bid profile

Time frame: All From: To: Update

Time

Supplier A - Compact tractor

Bid results

Submitted	Organization	Item	Price
Sep 25, 2011 6:33:29 PM	Supplier A	Garden rake	42.00
Sep 25, 2011 6:33:29 PM	Supplier A	Compact tractor	1650.00
Sep 25, 2011 6:24:54 PM	Supplier A	Garden rake	48.00
Sep 25, 2011 6:24:54 PM	Supplier A	Compact tractor	1850.00
Sep 25, 2011 6:24:54 PM	Supplier A	Grass cutting	500.00
Sep 25, 2011 6:24:54 PM	Supplier A	Pavement cleaning	750.00

← Back to event

5.3 Detailed results of each supplier

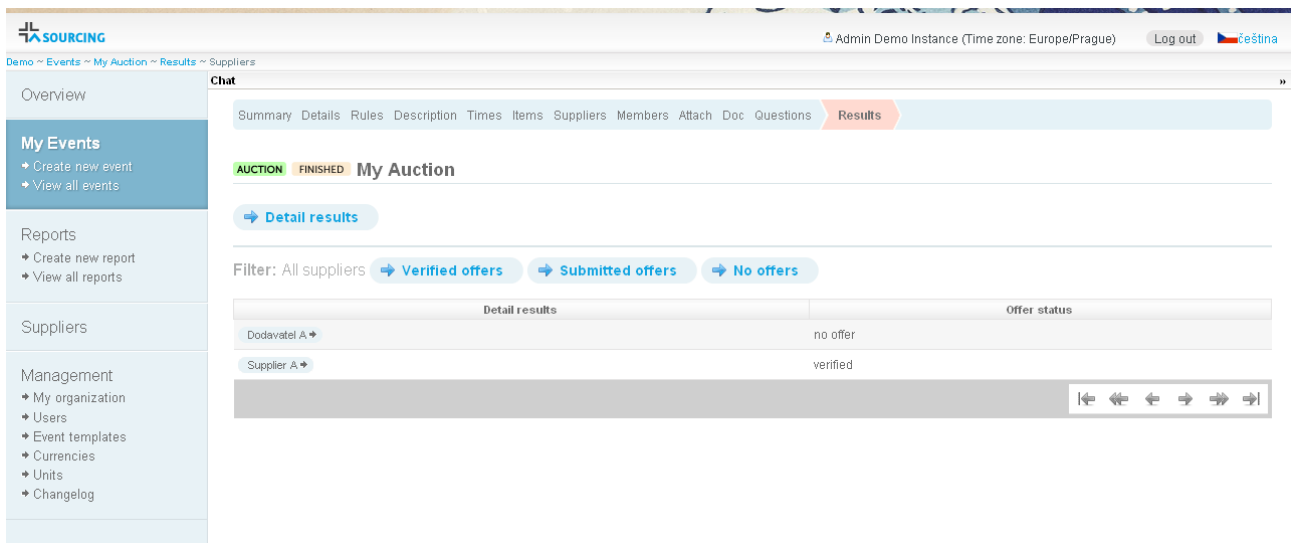
By choosing "Results of event suppliers" you can see detailed information of results from each supplier's perspective. The first page is showing different lists of suppliers by different categories:

All suppliers – all invited suppliers

Verified offers – suppliers which meet all requirements of buyer (uploaded required documents and answered all required questions)

Send offers – suppliers which sent at least one bid

xxxxxxxxxx – suppliers which did not participate in the event

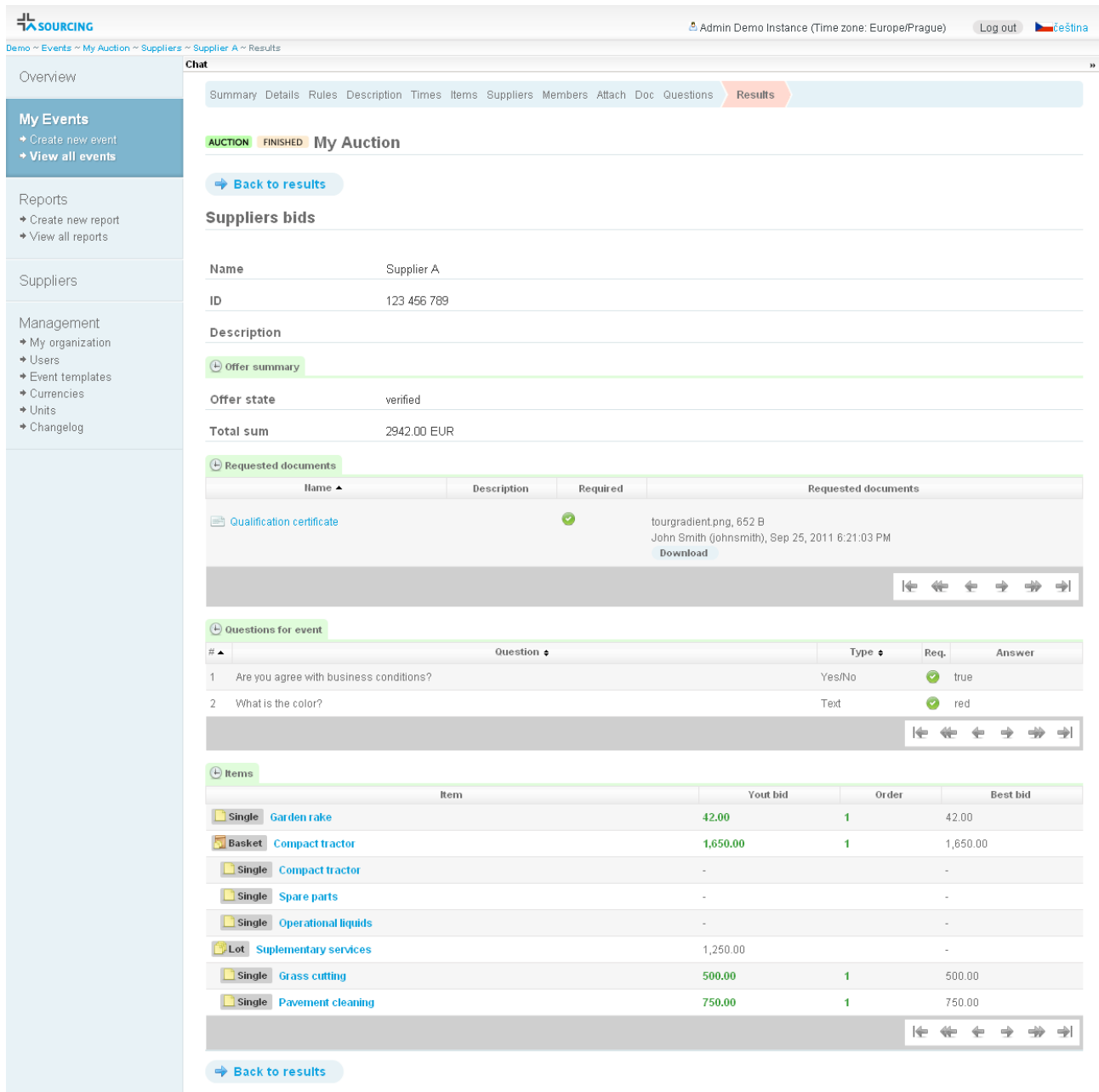


The screenshot shows the ASOURCING interface for the 'Results' section of an auction. The breadcrumb trail is 'Demo > Events > My Auction > Results > Suppliers'. The main navigation bar includes 'Summary', 'Details', 'Rules', 'Description', 'Times', 'Items', 'Suppliers', 'Members', 'Attach', 'Doc', 'Questions', and 'Results' (which is highlighted). Below this, there are tabs for 'AUCTION' (green), 'FINISHED' (yellow), and 'My Auction' (blue). A 'Detail results' button is visible. A filter section shows 'All suppliers' selected, with options for 'Verified offers', 'Submitted offers', and 'No offers'. A table displays the results:

Detail results	Offer status
Dodavatel A	no offer
Supplier A	verified

At the bottom right of the table, there are navigation arrows: |← ← ← → → →|.

By selecting one customer, you get all results belonging to a selected supplier. You get a list of bids, list of documents and list of answered questions. You can download documents previously uploaded by the supplier, check answers to the questions and see a list of all the supplier's bids.



The screenshot displays the 'Results' page for a supplier's bids. The interface includes a navigation menu on the left, a top header with user information, and a main content area with several sections:

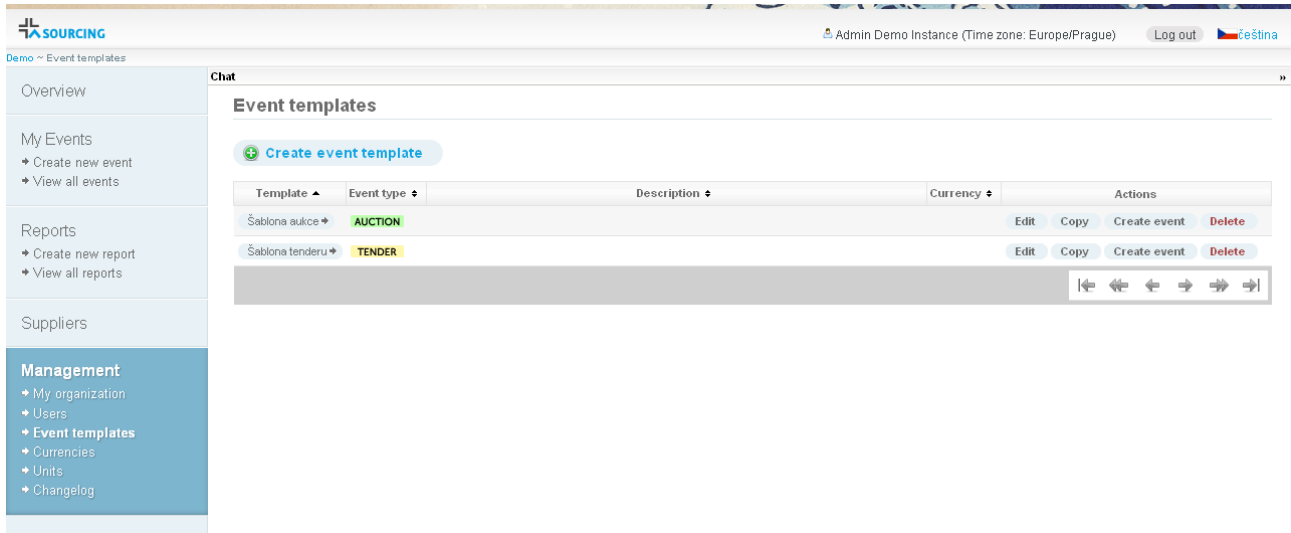
- Summary:** Shows 'AUCTION FINISHED My Auction' and a 'Back to results' button.
- Suppliers bids:** Displays details for 'Supplier A' with ID 123 456 789.
- Offer summary:** Shows 'Offer state: verified' and 'Total sum: 2942.00 EUR'.
- Requested documents:** A table listing documents, including a 'Qualification certificate' with a 'Download' button.
- Questions for event:** A table with 2 questions and their answers.
- Items:** A table listing various items with their respective bids.

#	Question	Type	Req.	Answer
1	Are you agree with business conditions?	Yes/No	✓	true
2	What is the color?	Text	✓	red

Item	Your bid	Order	Best bid
Single Garden rake	42.00	1	42.00
Basket Compact tractor	1,650.00	1	1,650.00
Single Compact tractor	-	-	-
Single Spare parts	-	-	-
Single Operational liquids	-	-	-
Lot Supplementary services	1,250.00	-	-
Single Grass cutting	500.00	1	500.00
Single Pavement cleaning	750.00	1	750.00

6 Event templates



Event templates are helping to minimize work during new event creation as well as it allows typical event set-up. New events can be also created as a copy of an existing event, but this is allowing the buyer to prepare some typical scenarios.



The event template is possible to create as:

- new template, where users need to fill in all required information.
- copy of existing event and modify content as needed.

The event template is possible to modify regardless, to add or remove existing attributes. The event template is possibly recognized by the icon .

 **aSOURCING**
Admin Demo Instance (Time zone: Europe/Prague) [Log out](#) 

Demo ~ Event templates ~ Šablona aukce

Overview

My Events

- Create new event
- View all events

Reports

- Create new report
- View all reports



Suppliers


Management

- My organization
- Users
- **Event templates**
- Currencies
- Units
- Changelog



Chat



Summary Details Rules Description Times Items Suppliers Members Attach Doc Questions

 **AUCTION**  **Šablona aukce**



 This event is a draft. In order to publish this event, you need to first configure all items which are marked as required. As soon as this is done, you'll find a "Publish this event"-button above the list.

Configure the following items:



 Copy
 Delete



 Event details are configured for this event.  [Change event details](#)

Name :	Šablona aukce
Event type:	Auction
Created from:	Šablona aukce
Currency:	()
Created by:	Jul 10, 2011 9:07:16 PM, Admin Admin (admin)
Changed by:	Jul 10, 2011 9:07:17 PM, Admin Admin (admin)


 Event rules are configured for this event.  [Change rules settings](#)

Minimum bid:	0.00
Sealed results:	No
Show best price:	Yes
Email message text:	Missing Edit



 There are no times assigned yet.  [Change event times](#)

 There are no items defined yet.  [Items](#)



Items: 0 [Create](#)

 There are no Attachment or Document defined yet.

Attachments: +	0 Create attachment
Requested documents: +	0 Define request for document

 Team members are defined  [Team members](#)

Team members: 0 [Add new team member](#)

 There are no Question defined yet.  [Show questions](#)

Show questions: 0 [Define](#)

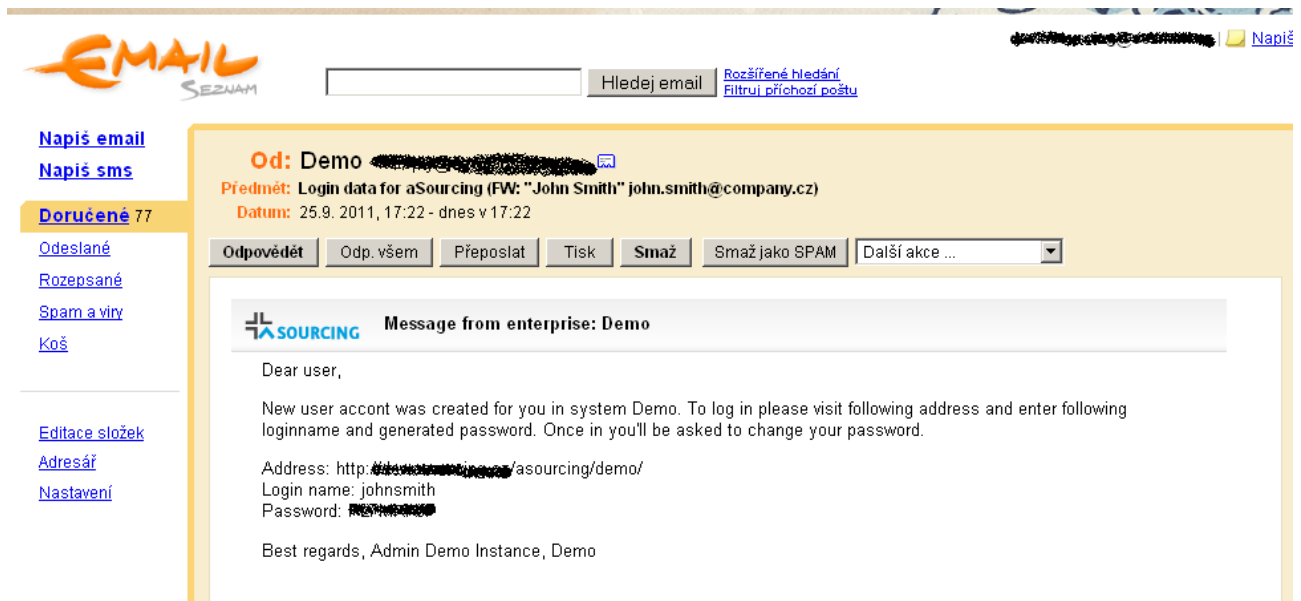
7 Supplier's view

7.1.1 Set-up of supplier's user account

When a buyer adds a new supplier's user into the system, it sends an email to the email address of a newly created user with login details.

Email content:

- URL address, which needs to be used to login to the system.
- User name.
- User password – we are recommending to change password after first login.



The screenshot shows an email client interface. At the top left, there is a search bar with the text "Hledej email" and a "Napiš" button. Below the search bar, there are several navigation links: "Napiš email", "Napiš sms", "Doručeno 77", "Odeslané", "Rozeepsané", "Spam a viry", "Koš", "Editace složek", "Adresář", and "Nastavení". The main content area displays an email from "Demo" with the subject "Login data for aSourcing (FW: 'John Smith' john.smith@company.cz)" and the date "25.9. 2011, 17:22 - dnes v 17:22". The email body contains the following text:

Message from enterprise: Demo

Dear user,

New user account was created for you in system Demo. To log in please visit following address and enter following loginname and generated password. Once in you'll be asked to change your password.

Address: <http://demo.asourcing/demo/>
 Login name: johnsmith
 Password: [REDACTED]

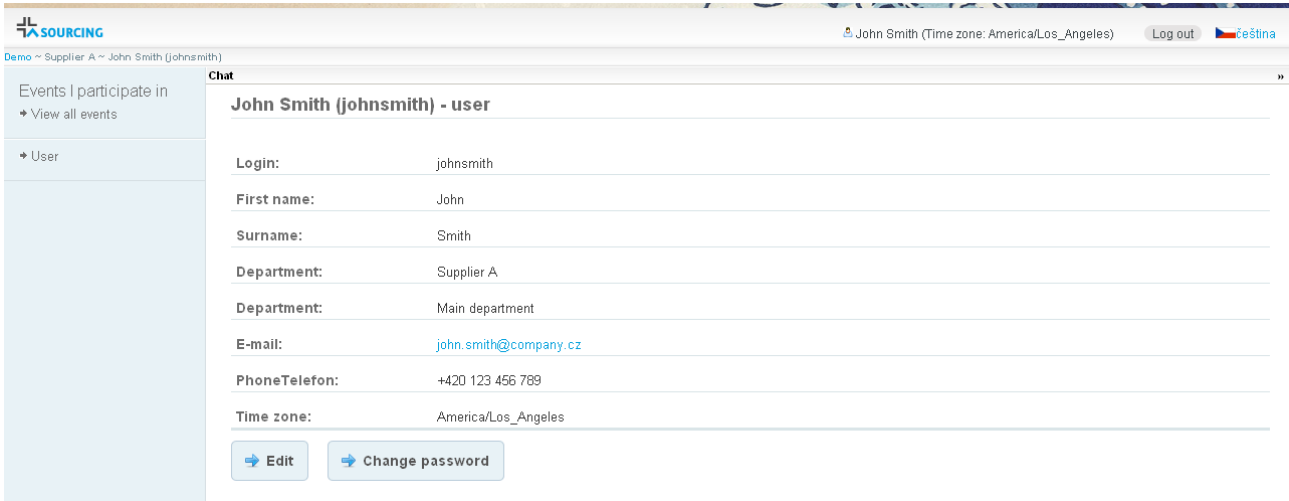
Best regards, Admin Demo Instance, Demo

The following needs to be checked after first login of supplier's user:

- contact information (was filled in by buyer)
- **Set correct time zone of supplier's user.** This is mandatory settings as all the time information, which is displayed by application, is converted to this time zone.
- Change user password

Details of user profile (accessible by clicking on user name in top right corner):

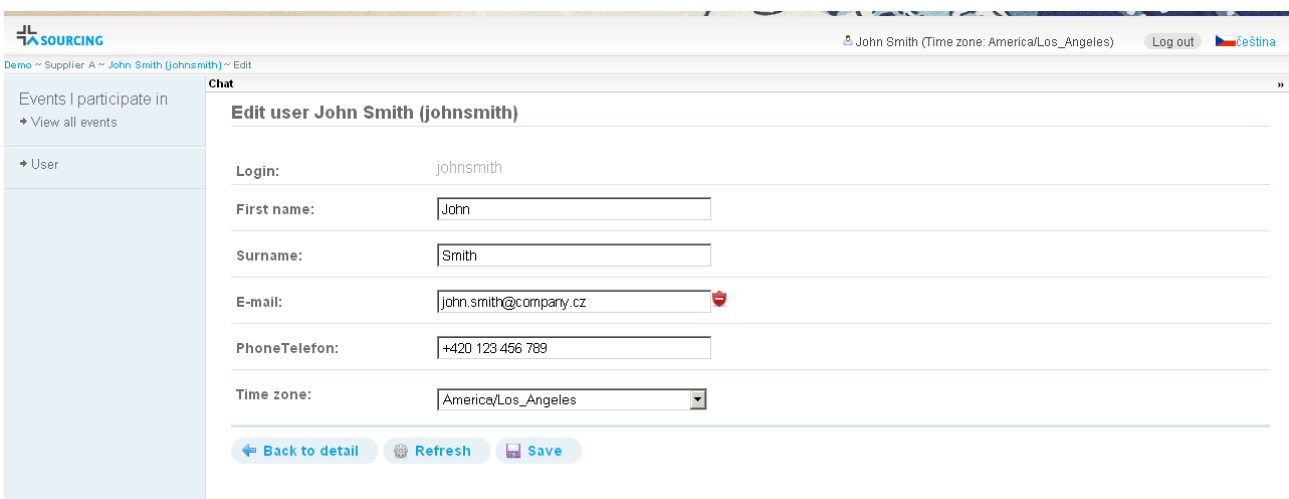
Change user profile:



This screenshot shows the user profile page for John Smith (johnsmith). The page includes a navigation sidebar on the left with options for 'Events I participate in' and 'User'. The main content area displays the following user details:

- Login:** johnsmith
- First name:** John
- Surname:** Smith
- Department:** Supplier A
- Department:** Main department
- E-mail:** john.smith@company.cz
- PhoneTelefon:** +420 123 456 789
- Time zone:** America/Los_Angeles

At the bottom of the profile, there are two buttons: 'Edit' and 'Change password'.



This screenshot shows the 'Edit user' form for John Smith (johnsmith). The form fields are as follows:

- Login:** johnsmith
- First name:** John
- Surname:** Smith
- E-mail:** john.smith@company.cz
- PhoneTelefon:** +420 123 456 789
- Time zone:** America/Los_Angeles

At the bottom of the form, there are three buttons: 'Back to detail', 'Refresh', and 'Save'.

7.1.2 Start of the event

The supplier is informed about the event start by email message. It is containing:

- The event name
- Description
- Event information
- Information related to publishing of event
- Timing of event
- PDF document with all buyer's input
- URL where to access application



Hledej email [Rozšířené hledání](#)
[Filtruj příchozí poštu](#)

 [Napiš](#)

[Napiš email](#)

[Napiš sms](#)

Doručené 79

[Odeslané](#)

[Rozepsané](#)

[Spam a viry](#)

[Košík](#)

[Editace složek](#)

[Adresář](#)

[Nastavení](#)

Od: Admin Demo Instance Demo org. <null@asourcing.cz> 
Předmět: Start of event My Auction (FW: "John Smith" john.smith@company.cz)
Datum: 25.9. 2011, 18:05 - dnes v 18:05

[Odpovědět](#) [Odp. všem](#) [Přeposlat](#) [Tisk](#) [Smaž](#) [Smaž jako SPAM](#) [Další akce ...](#)



Message from enterprise: Demo

Dear users,

We would like to inform you about start of preview of event "My Auction".

Action for the gardening tool is starting

Event description

test

Preview start time:	2011-09-25 18:05:00 Central European Summer Time
Event start time:	2011-09-25 18:40:00 Central European Summer Time
Event end time:	2011-09-25 19:40:00 Central European Summer Time

[For more info please visit](#)

Admin Demo Instance

Demo org.

1 **příložený soubor** - [Uložit všechny soubory naednou](#)

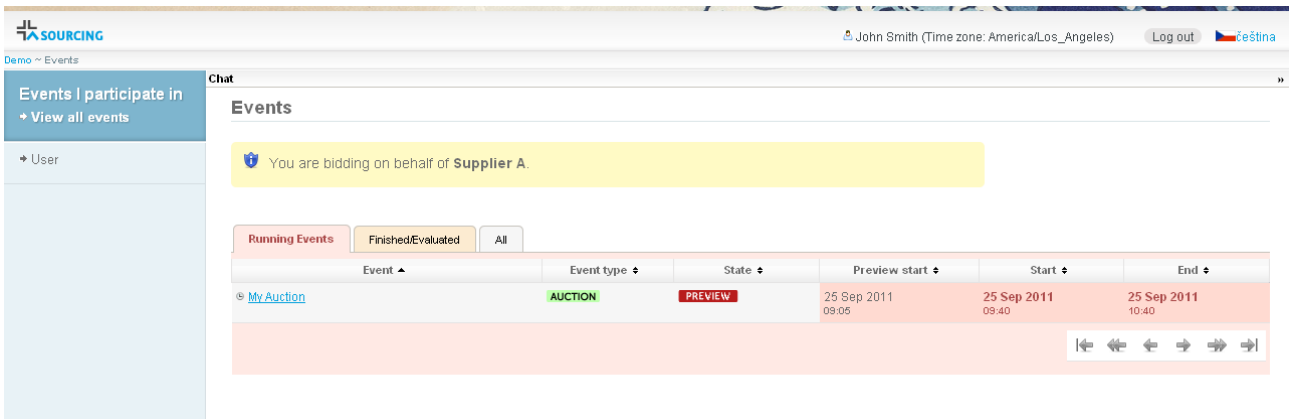


Event - 278 PUBLISHED_PARTICIPANT - My Auction.pdf - 30,74 kB

[Otevřít](#) | [Uložit](#)

All this information is for the supplier's need to understand the published event. It is possible to find details in an aSourcing application, where a user can login by using its own login information.

After a user login to the application, it can see list of all events which are currently running and he has been invited in:



The screenshot shows the ASOURCING application interface. At the top, the user is logged in as John Smith (Time zone: America/Los_Angeles) with a 'Log out' button. The main content area is titled 'Events' and features a yellow notification banner: 'You are bidding on behalf of Supplier A.' Below this, there are three tabs: 'Running Events' (selected), 'Finished/Evaluated', and 'All'. A table lists the events:

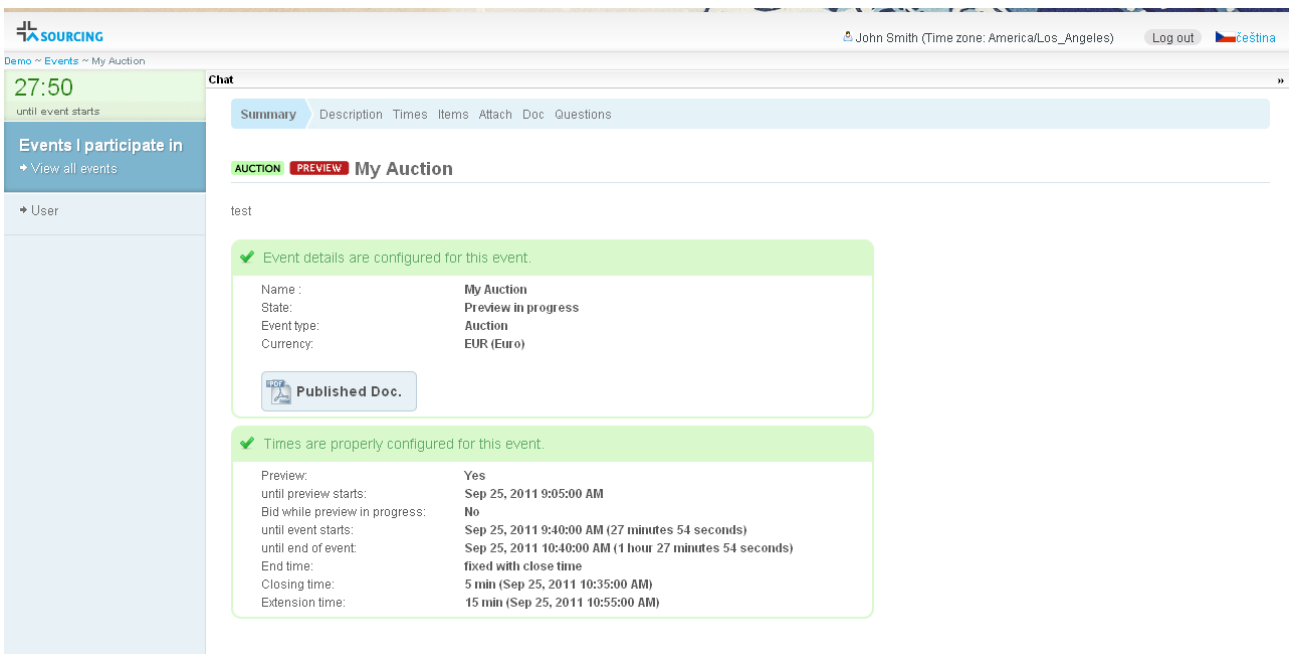
Event	Event type	State	Preview start	Start	End
My Auction	AUCTION	PREVIEW	25 Sep 2011 09:05	25 Sep 2011 09:40	25 Sep 2011 10:40

Navigation arrows are visible at the bottom right of the table.

7.2 Supplier's new event

For a supplier it is important to get familiar with the settings of the published event. Mainly check:

- Timing of the event – to properly understand when the event starts and ends
- type of the event end – to understand if the end of the event is fixed or with an extension
- what documents needs to be uploaded
- what questions needs to be answered

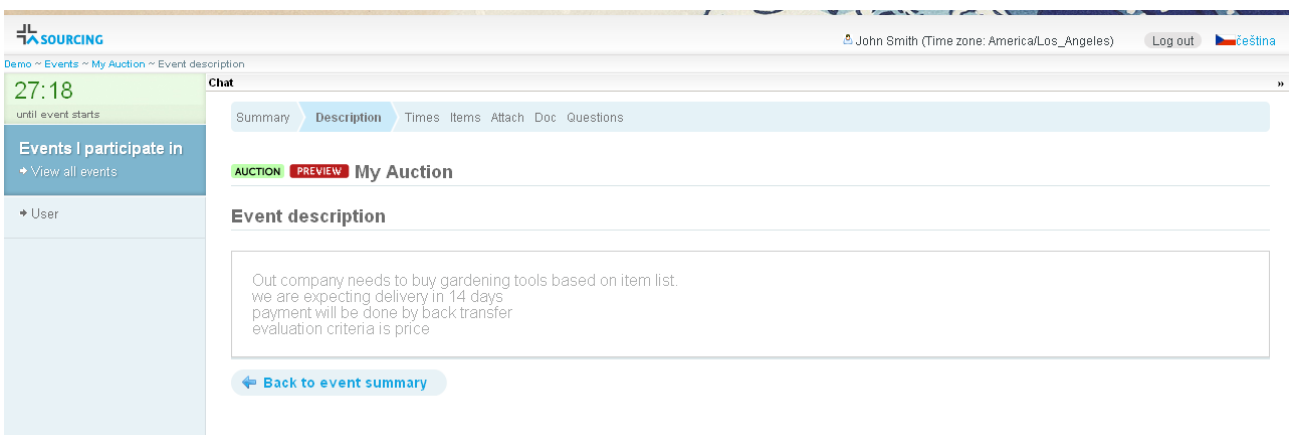


The screenshot shows the 'My Auction' configuration page in the ASOURCING system. The interface includes a sidebar with navigation options like 'Events I participate in' and 'User'. The main content area is titled 'My Auction' and contains two green confirmation boxes:

- Event details are configured for this event.**
 - Name: My Auction
 - State: Preview in progress
 - Event type: Auction
 - Currency: EUR (Euro)
 - Published Doc. button
- Times are properly configured for this event.**
 - Preview: Yes
 - until preview starts: Sep 25, 2011 9:05:00 AM
 - Bid while preview in progress: No
 - until event starts: Sep 25, 2011 9:40:00 AM (27 minutes 54 seconds)
 - until end of event: Sep 25, 2011 10:40:00 AM (1 hour 27 minutes 54 seconds)
 - End time: fixed with close time
 - Closing time: 5 min (Sep 25, 2011 10:35:00 AM)
 - Extension time: 15 min (Sep 25, 2011 10:55:00 AM)

7.2.1 Description

On tab "Description" we can see detailed information provided by buyer.



The screenshot shows the 'Description' tab selected for the 'My Auction' event. The main content area displays the following text:

Out company needs to buy gardening tools based on item list.
we are expecting delivery in 14 days
payment will be done by back transfer
evaluation criteria is price

Below the text is a blue button labeled 'Back to event summary'.

7.2.2 Timing

Tab "Timing" is showing the event timing information. You can verify when the event starts and ends.

Allow preview – if set, then the event is starting with preview phase

Start of preview – the time when the event preview is starting and it is time when the event is published to the suppliers.

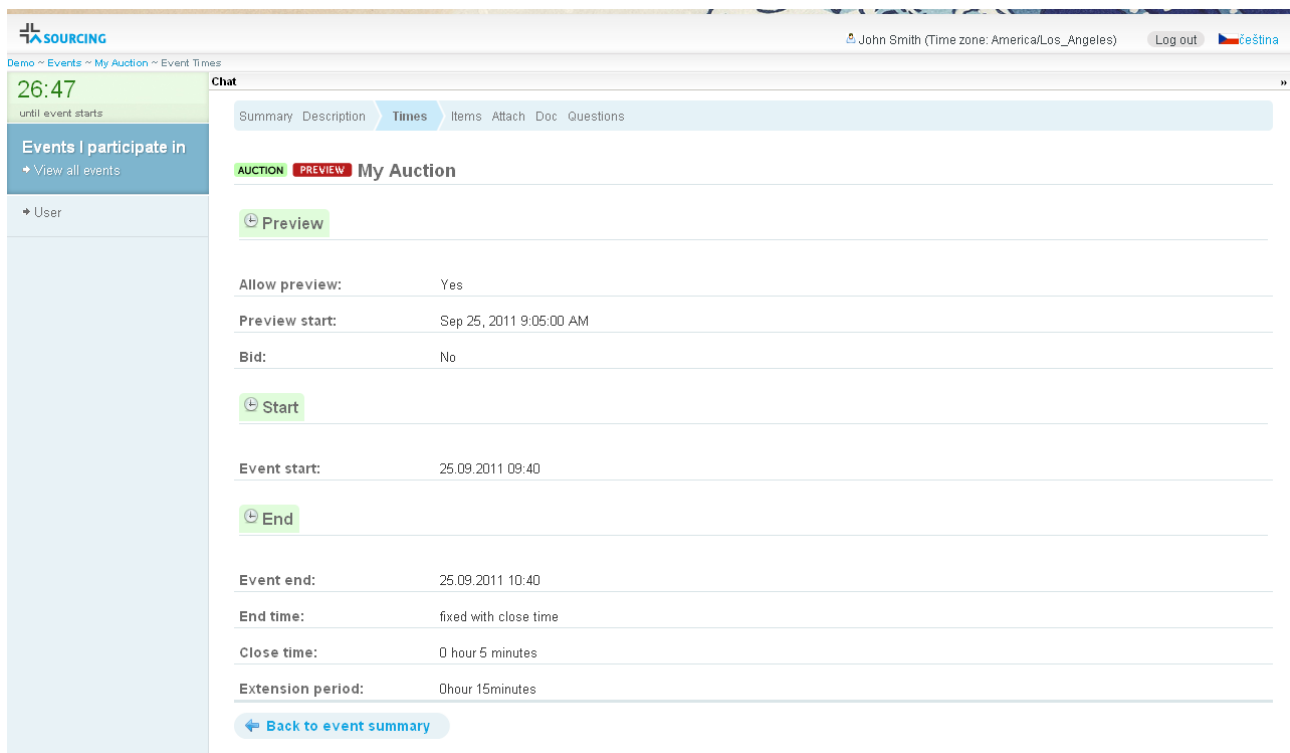
Bidding – if set, then the supplier can start the bidding event during the preview phase.

Start of event – time when the event starts if preview is not enabled, then it is also the time when the event is published to suppliers.

End of event – time when the event is ending. This time can be extended if the event type is the end with extension.

The end type

- **fixed** – The event is ending when the end time is over
- **fixed with extension** – The end of the event occurs if none of the suppliers submit offers on the closing time period before the end time. If the supplier submits a new bid in this period, then the end time of the event is extended by extension time period.



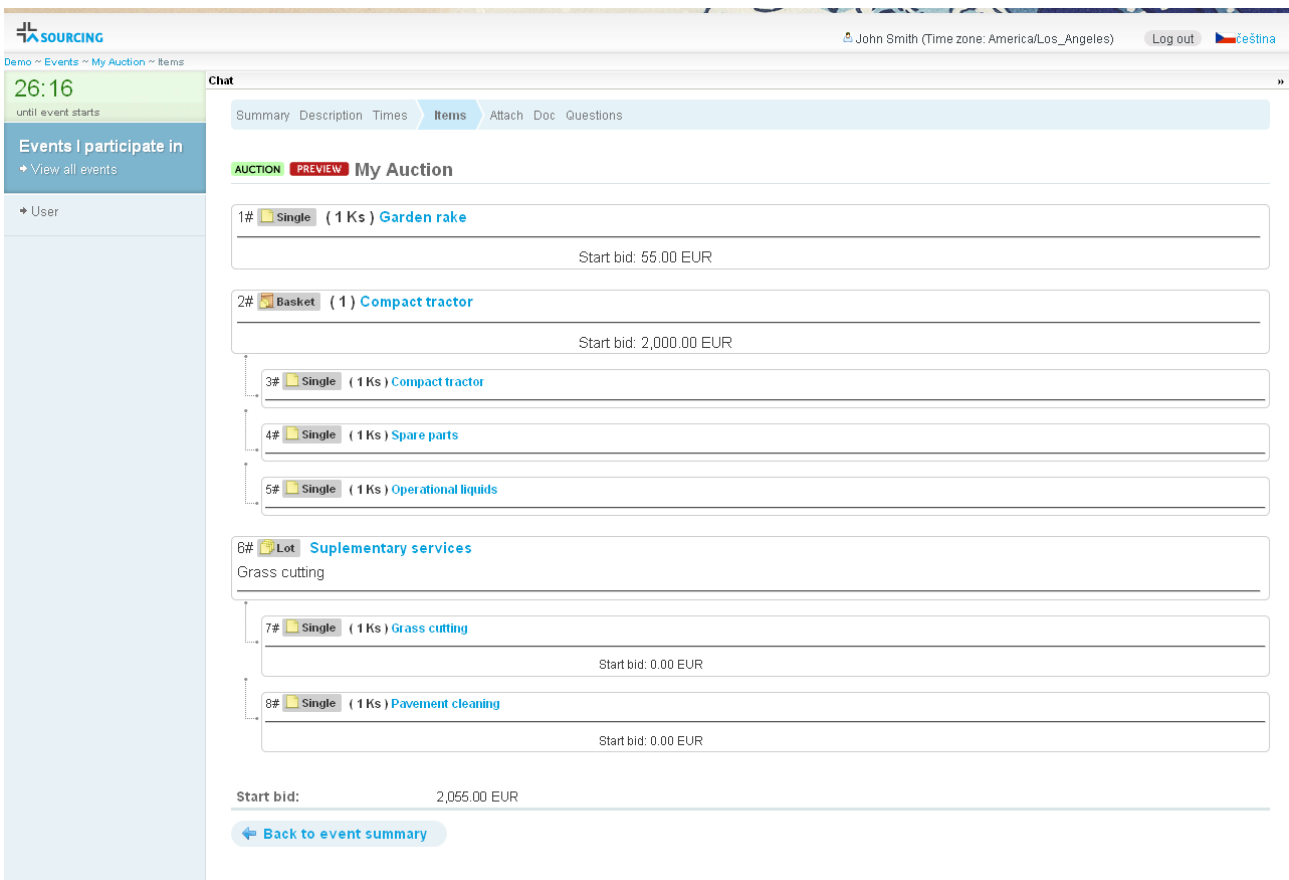
The screenshot displays the 'Timing' tab for an auction event. It is divided into three sections: Preview, Start, and End. The 'Preview' section indicates that preview is allowed, starting on September 25, 2011, at 9:05:00 AM, and that bidding is not enabled. The 'Start' section shows the event begins on September 25, 2011, at 09:40. The 'End' section shows the event ends on September 25, 2011, at 10:40, with a fixed close time, a 5-minute close time, and a 15-minute extension period. A 'Back to event summary' button is located at the bottom of the page.

7.2.3 Items

Tab "Items" is showing all line items which is the object of the event (auction or tender)

Line items can be one of three types:

- **Single item**
- **Group** – It is designed to group items which are somehow related. The price is calculated on line item level.
- **Lot** – Lot is designed to group items where the price of each item isn't important, but the price for all sub items.



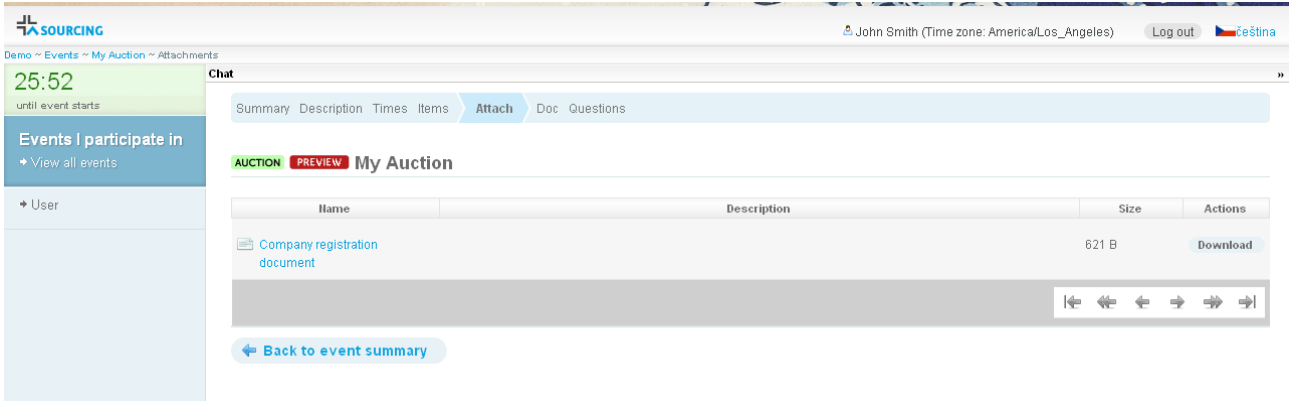
The screenshot shows the 'ASOURCING' interface for an auction titled 'My Auction'. The user is logged in as John Smith. The page displays a list of items under the 'Items' tab:

- 1# Single (1 Ks) Garden rake**: Start bid: 55.00 EUR
- 2# Basket (1) Compact tractor**: Start bid: 2,000.00 EUR
- 3# Single (1 Ks) Compact tractor**
- 4# Single (1 Ks) Spare parts**
- 5# Single (1 Ks) Operational liquids**
- 6# Lot Supplementary services**: Grass cutting
- 7# Single (1 Ks) Grass cutting**: Start bid: 0.00 EUR
- 8# Single (1 Ks) Pavement cleaning**: Start bid: 0.00 EUR


The total start bid is 2,055.00 EUR. A 'Back to event summary' button is located at the bottom of the list.

7.2.4 Attachments

Tab "Attachments" is listing all attachments which have been added by the buyer. Supplier can download them.



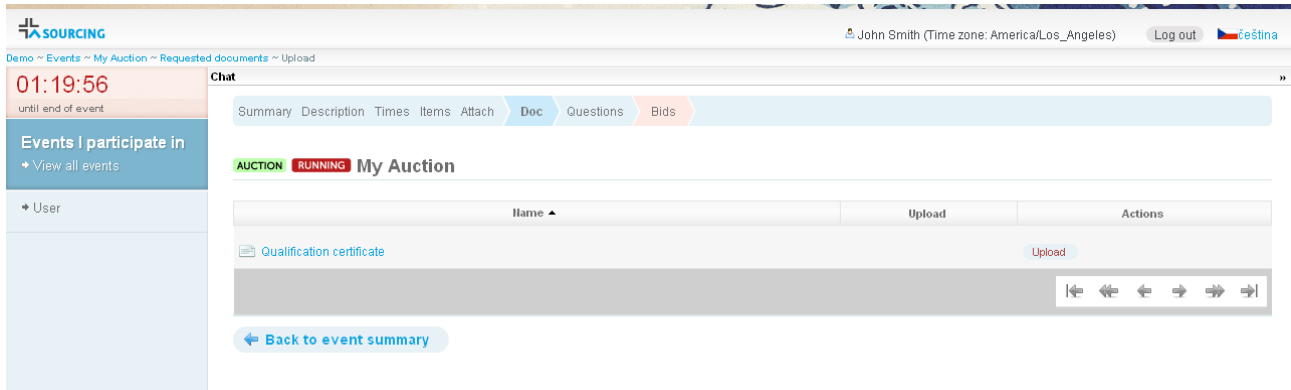
The screenshot shows the ASOURCING interface for an auction. The top navigation bar includes the ASOURCING logo, the user name 'John Smith (Time zone: America/Los_Angeles)', and a 'Log out' button. The breadcrumb trail is 'Demo ~ Events ~ My Auction ~ Attachments'. A 'Chat' window is visible on the left with a timer '25:52' and the text 'until event starts'. Below the chat is a sidebar with 'Events I participate in' and 'User'. The main content area has tabs for 'Summary', 'Description', 'Times', 'Items', 'Attach', 'Doc', and 'Questions'. The 'Attach' tab is active, showing 'AUCTION PREVIEW My Auction'. A table lists attachments:

Name	Description	Size	Actions
 Company registration document		621 B	Download


At the bottom of the table, there is a 'Back to event summary' button and a set of navigation arrows.

7.2.5 Documents

Tab "Doc" is containing the list of all documents which are requested by the buyer. Suppliers must upload at least those documents which are required or he will not be able to start the bidding process.



Document upload:

ASOURCING John Smith (Time zone: America/Los_Angeles) [Log out](#) 

Demo ~ Events ~ My Auction ~ Requested documents ~ Qualification certificate

01:19:25
until end of event

Events I participate in
→ View all events

→ User

Chat

Summary Description Times Items Attach **Doc** Questions Bids

AUCTION **RUNNING** My Auction


Name Qualification certificate

Description

Upload

Upload

Uploaded document:

ASOURCING John Smith (Time zone: America/Los_Angeles) [Log out](#) 

Demo ~ Events ~ My Auction ~ Requested documents ~ Upload

01:18:44
until end of event


Events I participate in
→ View all events

→ User

Chat

Summary Description Times Items Attach **Doc** Questions Bids

AUCTION **RUNNING** My Auction

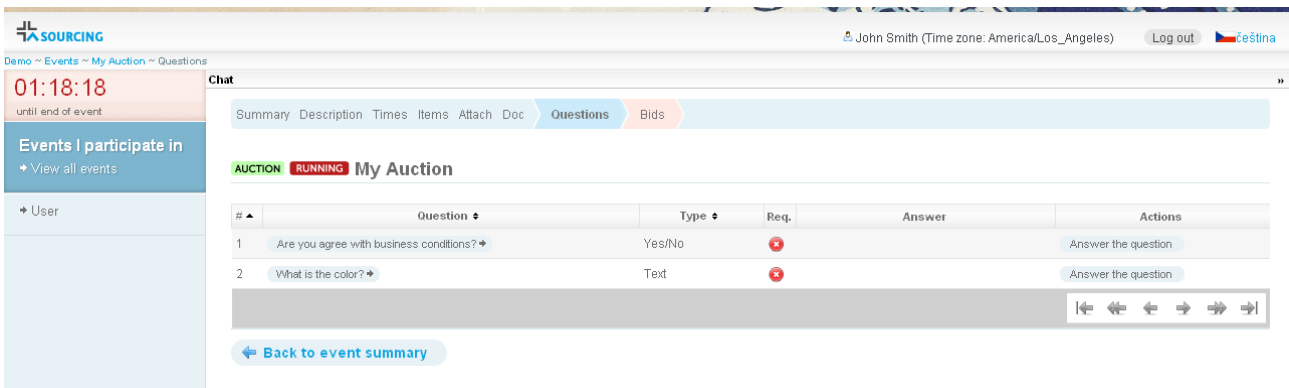
Name	Upload	Actions
 Qualification certificate	tourgradient.png, 652 B John Smith (johnsmith), 25.09.2011 09:21	<input type="button" value="Download"/> <input type="button" value="Upload"/>

7.2.6 Questions

Tab "Questions" is containing list of questions which had been define by the buyer, this list of questions should be answered by the supplier. At least he needs to answer those questions which are marked as mandatory, or the supplier will not be able to start bidding process.

Type of questions:

- Yes/No
- Text field

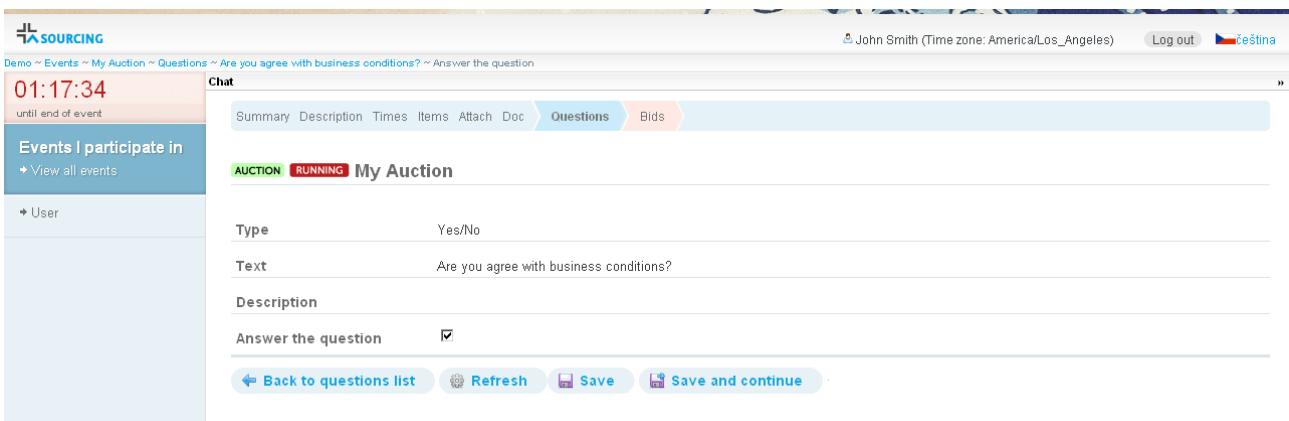


The screenshot shows the 'Questions' tab in the ASOURCING interface. The breadcrumb trail is 'Demo ~ Events ~ My Auction ~ Questions'. The time is 01:18:18. The page title is 'My Auction'. Below the title is a table of questions:

#	Question	Type	Req.	Answer	Actions
1	Are you agree with business conditions? *	Yes/No	*		Answer the question
2	What is the color? *	Text	*		Answer the question

At the bottom of the table, there are navigation arrows and a 'Back to event summary' button.

Answer of the Yes/No question:

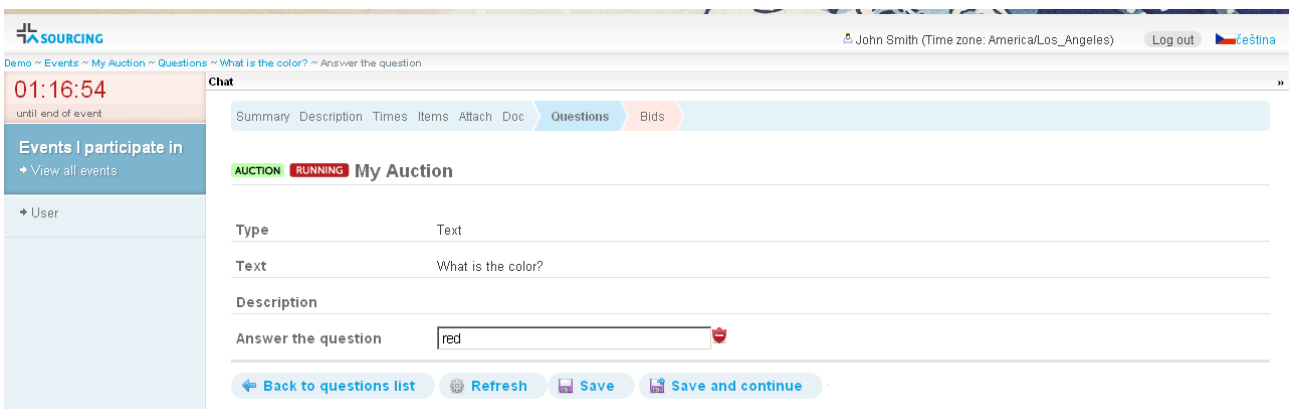


The screenshot shows the 'Answer the question' form for the Yes/No question. The breadcrumb trail is 'Demo ~ Events ~ My Auction ~ Questions ~ Are you agree with business conditions? ~ Answer the question'. The time is 01:17:34. The page title is 'My Auction'. The form fields are:

- Type: Yes/No
- Text: Are you agree with business conditions?
- Description: (empty)
- Answer the question:

At the bottom, there are buttons: 'Back to questions list', 'Refresh', 'Save', and 'Save and continue'.

Answer of the text field question:

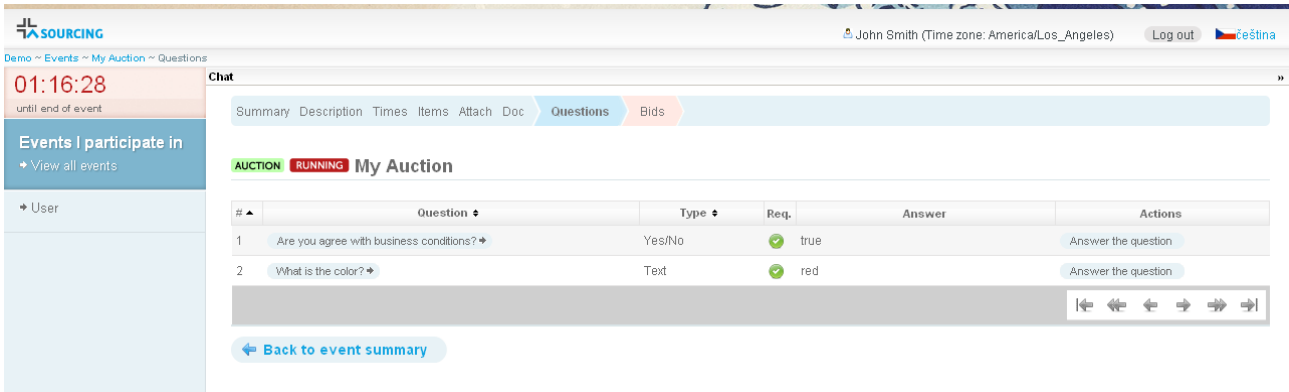


The screenshot shows the 'Answer the question' form for the text field question. The breadcrumb trail is 'Demo ~ Events ~ My Auction ~ Questions ~ What is the color? ~ Answer the question'. The time is 01:16:54. The page title is 'My Auction'. The form fields are:

- Type: Text
- Text: What is the color?
- Description: (empty)
- Answer the question:

At the bottom, there are buttons: 'Back to questions list', 'Refresh', 'Save', and 'Save and continue'.

Answered questions:



The screenshot shows the 'My Auction' page in the ASOURCING system. The page is titled 'AUCTION RUNNING My Auction'. It features a navigation bar with 'Summary', 'Description', 'Times', 'Items', 'Attach', 'Doc', 'Questions', and 'Bids'. The 'Questions' tab is active. Below the navigation bar, there is a table of questions with the following data:

#	Question	Type	Req.	Answer	Actions
1	Are you agree with business conditions? *	Yes/No	✓ true		Answer the question
2	What is the color? *	Text	✓ red		Answer the question

At the bottom of the table, there is a 'Back to event summary' button and a set of navigation arrows.

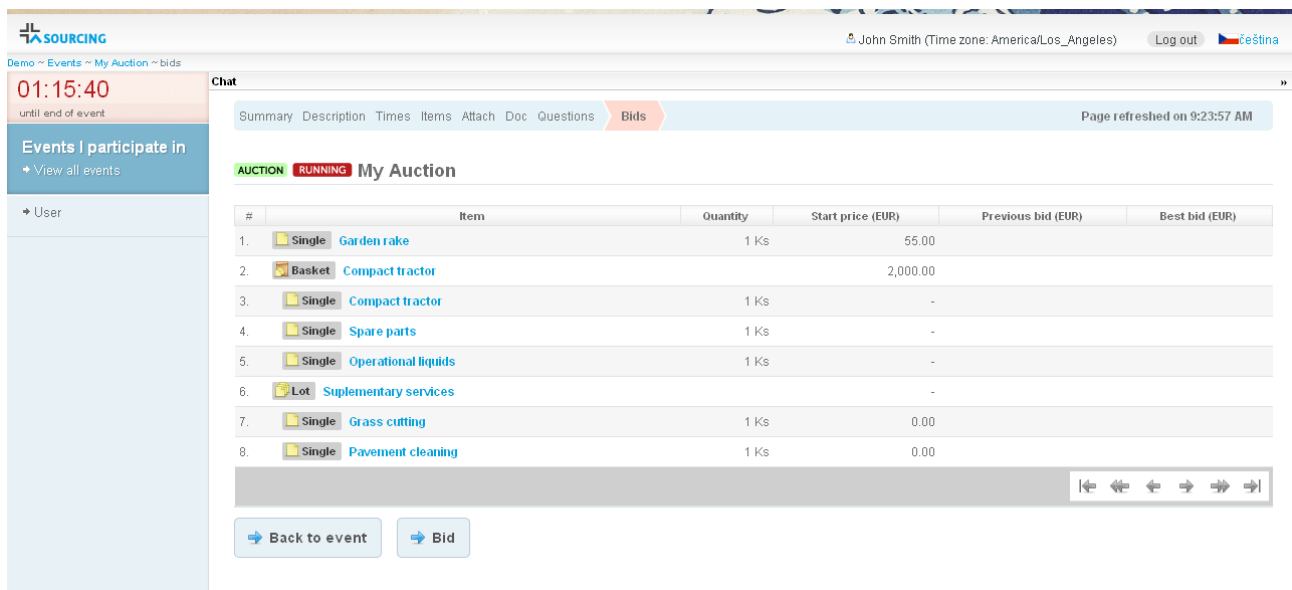
7.2.7 Bids - bidding process

Tab "Bids" is allowing to the supplier to start the bidding process for each item. Base page is showing the list of all items, it's price attributes and order offer of the supplier.

Starting price – price which had been entered by the buyer. This is the information attribute for the supplier to inform him about the expected price. This entry can be missing if the buyer does not want it.

Last price – last bit price from the supplier

The best price – the best price of all suppliers



The screenshot shows the ASOURCING interface for a bidding process. The top navigation bar includes the ASOURCING logo, user information (John Smith, Time zone: America/Los_Angeles), and a 'Log out' button. The main content area is titled 'My Auction' and is currently in 'AUCTION RUNNING' status. A table lists the items being auctioned:

#	Item	Quantity	Start price (EUR)	Previous bid (EUR)	Best bid (EUR)
1.	Single Garden rake	1 Ks	55.00		
2.	Basket Compact tractor		2,000.00		
3.	Single Compact tractor	1 Ks	-		
4.	Single Spare parts	1 Ks	-		
5.	Single Operational liquids	1 Ks	-		
6.	Lot Supplementary services		-		
7.	Single Grass cutting	1 Ks	0.00		
8.	Single Pavement cleaning	1 Ks	0.00		


Below the table, there are navigation buttons: 'Back to event' and 'Bid'. The interface also shows a chat window and a sidebar with event details.

By choosing "Bid", it shows the form where the supplier can enter a new bid offer for each item. If the supplier is entering the first offer, it can choose whatever price he wants, but next, if the event is an auction, it only allows to enter a new bid with a price which is at least lowered by the minimal bid (if it has been set by the buyer). If the event is the tender type, then the price can be changed, as needed by the supplier.

When the supplier enters the prices (he does not need to enter them all), it shows the next screen with an overview of entered values and the supplier is asked for bid confirmation. After this, the offer is committed. All suppliers and buyer's team are informed about each new bid by email message. The suppliers are not informed as to who has submitted new bid, but it can see the price (if allowed by the buyer) and the new order.

By entering a new bid, the system updates new prices and orders of the supplier. New bids can be again submitted by choosing "Set prices". The supplier can submit new bids until the event

ends.


John Smith (Time zone: America/Los_Angeles) [Log out](#)

Demo ~ Events ~ My Auction ~ bids
Chat

01:13:11
until end of event

Events I participate in
+ View all events

+ User

Summary Description Times Items Attach Doc Questions
Bids
Page refreshed on 9:26:44 AM

AUCTION
RUNNING
My Auction

#	Item	Quantity	Start price (EUR)	Order	Previous bid (EUR)	Best bid (EUR)
1.	Single Garden rake	1 Ks	55.00	1	48.00	48.00
2.	Basket Compact tractor		2,000.00	1	1,850.00	1,850.00
3.	Single Compact tractor	1 Ks	-			
4.	Single Spare parts	1 Ks	-			
5.	Single Operational liquids	1 Ks	-			
6.	Lot Supplementary services		-			
7.	Single Grass cutting	1 Ks	0.00	1	500.00	500.00
8.	Single Pavement cleaning	1 Ks	0.00	1	750.00	750.00

⏪ ⏩ ⏴ ⏵ ↻

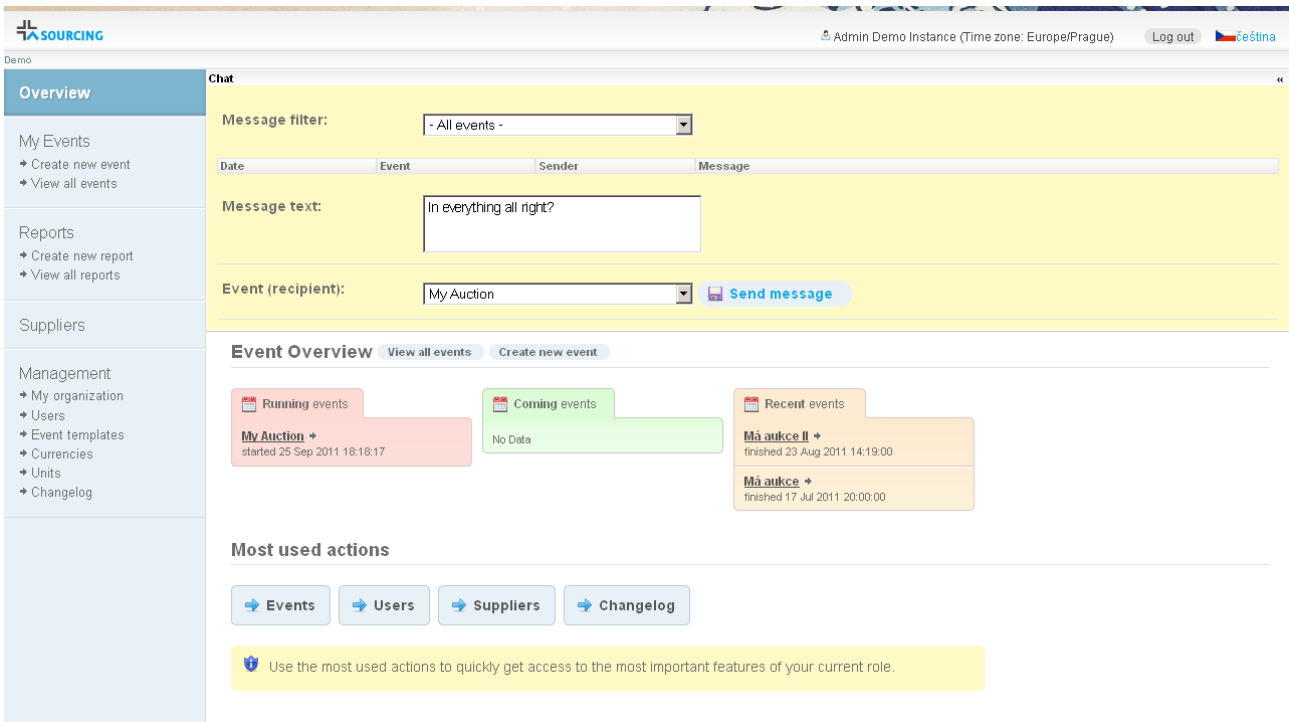
➔ Back to event
➔ Bid

8 Chat

The aSourcing application is allowing the opportunity for chat relations between all participants, meaning the buyer's team and all suppliers. The suppliers are anonymous in the chat to prevent their identification. The user interface is informing the user about new messages by red flashing text "Chat" as well as by sending email message.

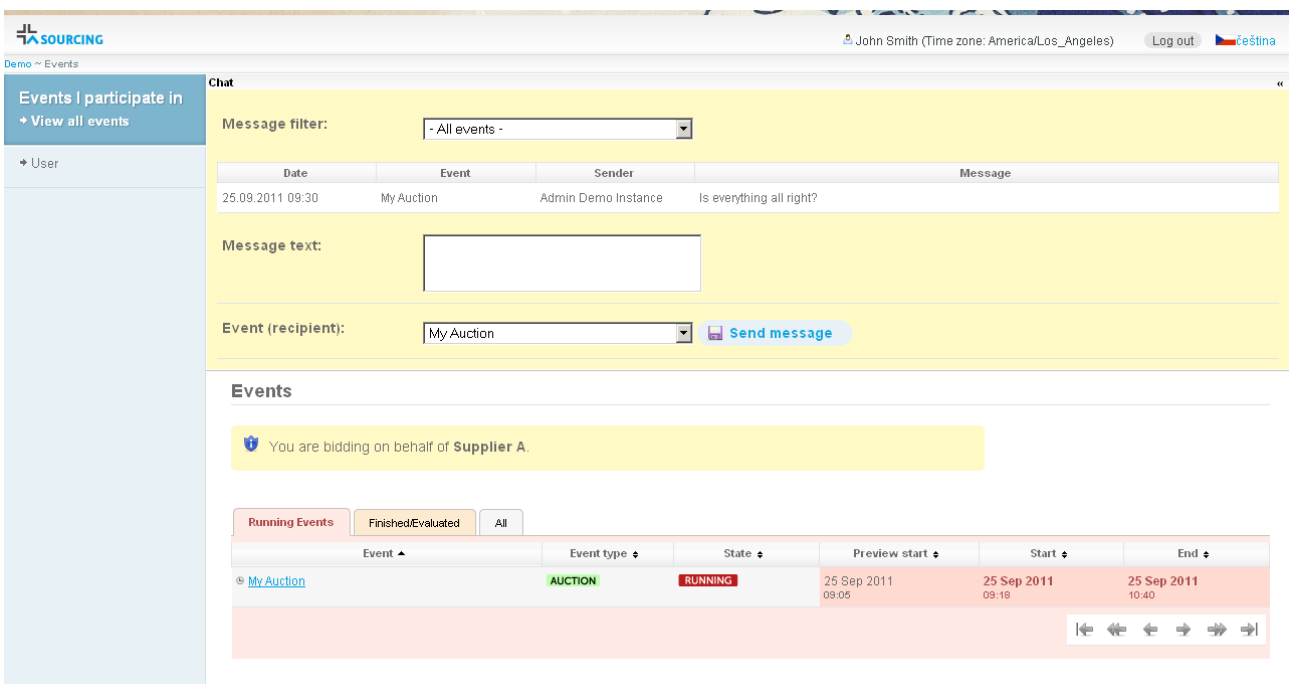
The chat screen is accessible by clicking on the row with the text "Chat"

Message sent by the Buyer:



The screenshot shows the aSourcing application interface. At the top, there is a navigation bar with the aSOURCING logo, the text "Admin Demo Instance (Time zone: Europe/Prague)", and a "Log out" button. Below this is a "Demo" header. The main content area is divided into a left sidebar and a main chat area. The sidebar contains sections for "Overview", "My Events" (with links for "Create new event" and "View all events"), "Reports" (with links for "Create new report" and "View all reports"), "Suppliers", and "Management" (with links for "My organization", "Users", "Event templates", "Currencies", "Units", and "Changelog"). The main chat area has a "Chat" header and a "Message filter" dropdown set to "- All events -". Below this is a table with columns "Date", "Event", "Sender", and "Message". A message is shown: "25.09.2011 09:30 My Auction Admin Demo Instance Is everything all right?". Below the table is a "Message text" input field containing "In everything all right?". At the bottom of the chat area, there is an "Event (recipient)" dropdown set to "My Auction" and a "Send message" button. Below the chat area is an "Event Overview" section with tabs for "View all events" and "Create new event". It displays three event cards: "Running events" (My Auction, started 25 Sep 2011 18:18:17), "Coming events" (No Data), and "Recent events" (Ma aukce II, finished 23 Aug 2011 14:19:00; Ma aukce, finished 17 Jul 2011 20:00:00). Below the event overview is a "Most used actions" section with buttons for "Events", "Users", "Suppliers", and "Changelog". A yellow banner at the bottom of this section says "Use the most used actions to quickly get access to the most important features of your current role."

How it is showed to the suppliers and the buyer's team:



The screenshot shows the aSourcing application interface from the supplier's perspective. At the top, there is a navigation bar with the aSOURCING logo, the text "John Smith (Time zone: America/Los_Angeles)", and a "Log out" button. Below this is a "Demo ~ Events" header. The main content area is divided into a left sidebar and a main chat area. The sidebar contains sections for "Events I participate in" (with a link for "View all events") and "User". The main chat area has a "Chat" header and a "Message filter" dropdown set to "- All events -". Below this is a table with columns "Date", "Event", "Sender", and "Message". A message is shown: "25.09.2011 09:30 My Auction Admin Demo Instance Is everything all right?". Below the table is a "Message text" input field. At the bottom of the chat area, there is an "Event (recipient)" dropdown set to "My Auction" and a "Send message" button. Below the chat area is an "Events" section with a yellow banner that says "You are bidding on behalf of Supplier A." Below this banner are tabs for "Running Events", "Finished/Evaluated", and "All". Below the tabs is a table with columns "Event", "Event type", "State", "Preview start", "Start", and "End". A row is shown for "My Auction" with event type "AUCTION", state "RUNNING", preview start "25 Sep 2011 09:05", start "25 Sep 2011 09:18", and end "25 Sep 2011 10:40". Below the table are navigation arrows.

To see current conversation:

The screenshot shows the ASOURCING chat interface. At the top, the user is identified as John Smith (Time zone: America/Los Angeles) with a 'Log out' button and a 'čeština' language selector. The main chat area has a yellow background and includes a 'Message filter' dropdown set to '- All events -'. Below this is a message history table:

Date	Event	Sender	Message
25.09.2011 09:30	My Auction	Admin Demo Instance	Is everything all right?
25.09.2011 09:31	My Auction	Event participant	It is OK!

Below the history is a 'Message text' input field and an 'Event (recipient):' dropdown set to 'My Auction', with a 'Send message' button. Underneath is an 'Events' section with a notification: 'You are bidding on behalf of Supplier A.' and a table of event statuses:

Event	Event type	State	Preview start	Start	End
My Auction	AUCTION	RUNNING	25 Sep 2011 09:05	25 Sep 2011 09:18	25 Sep 2011 10:40

Chat from the buyer view:

The screenshot shows the ASOURCING chat interface from the buyer view. The user is identified as Admin Demo Instance (Time zone: Europe/Prague) with a 'Log out' button and a 'čeština' language selector. The left sidebar contains navigation options: Overview, My Events (Create new event, View all events), Reports (Create new report, View all reports), Suppliers, and Management (My organization, Users, Event templates, Currencies, Units, Changelog). The main chat area is identical to the previous screenshot. Below the chat area is an 'Event Overview' section with three cards: 'Running events' (My Auction, started 25 Sep 2011 18:18:17), 'Coming events' (No Data), and 'Recent events' (Má aukce II, finished 23 Aug 2011 14:19:00; Má aukce, finished 17 Jul 2011 20:00:00). At the bottom, there is a 'Most used actions' section with buttons for Events, Users, Suppliers, and Changelog, and a notification: 'Use the most used actions to quickly get access to the most important features of your current role.'