

# User guide supplier

Version 2.1.0

## Obsah

1 Introduction.....	3
2 System design.....	3
2.1 Key advantages of system.....	3
2.2 Features.....	3
2.3 aSourcing.....	5
2.4 Life cycle of event.....	6
2.5 Event preparation.....	7
2.6 Buyer.....	7
2.7 Supplier.....	8
2.8 Event work-flow.....	9
2.9 End time extension.....	9
2.10 Chat.....	10
3 Supplier's view.....	11
3.1.1 Set-up of supplier's user account.....	11
3.1.2 Start of the event.....	12
3.2 Supplier's new event.....	15
3.2.1 Description.....	15
3.2.2 Timing.....	16
3.2.3 Items.....	17
3.2.4 Attachments.....	18
3.2.5 Documents.....	19
3.2.6 Questions.....	20
3.2.7 Bids - bidding process.....	22
4 Chat.....	25


## 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 rectangle 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

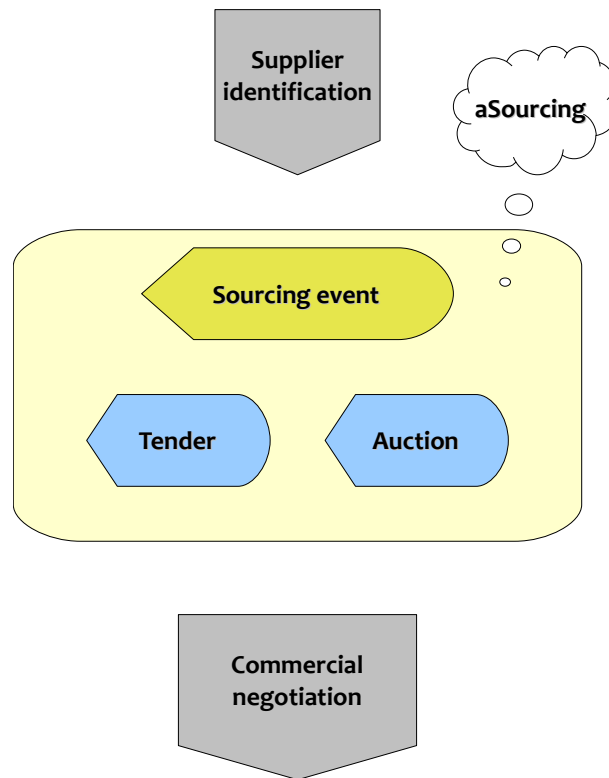
- Questioners
- Attachments and documents
- Store offers on item level

- 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.



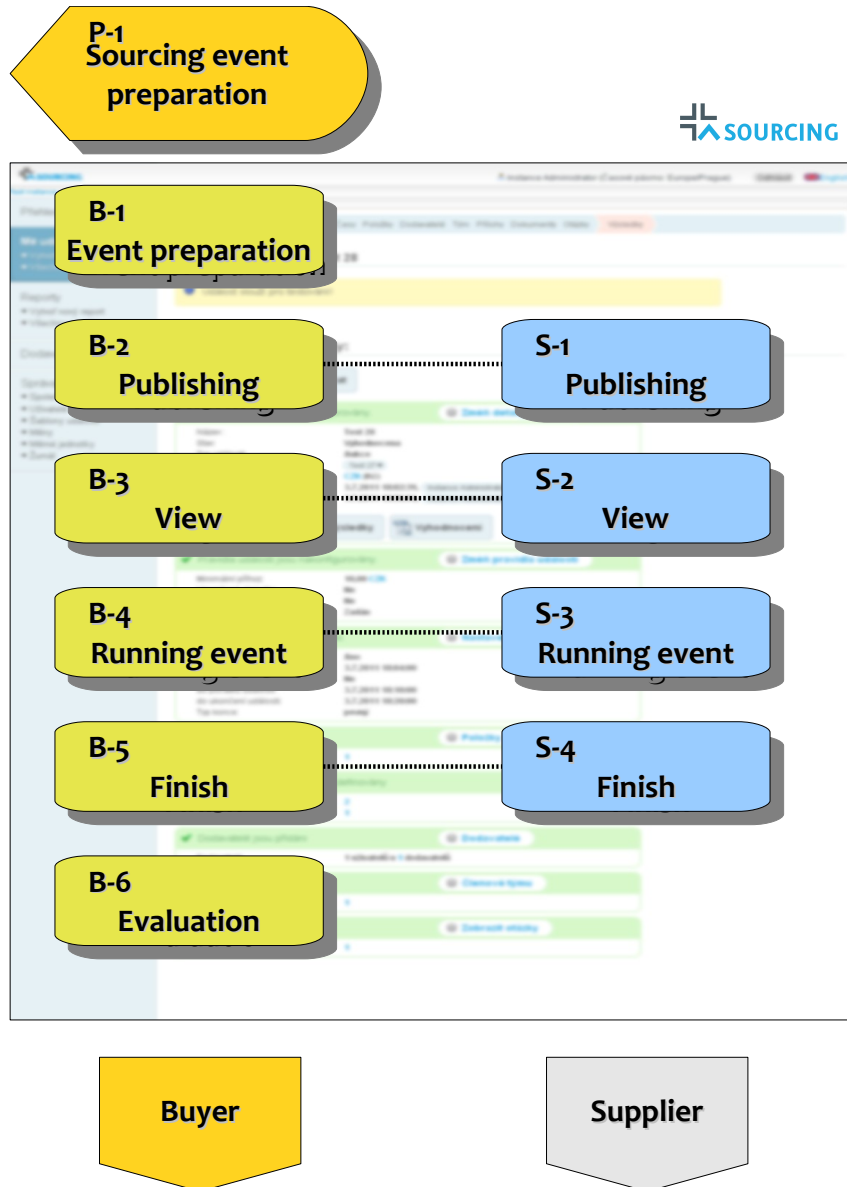
Pic 1: System concept

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 bids 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**

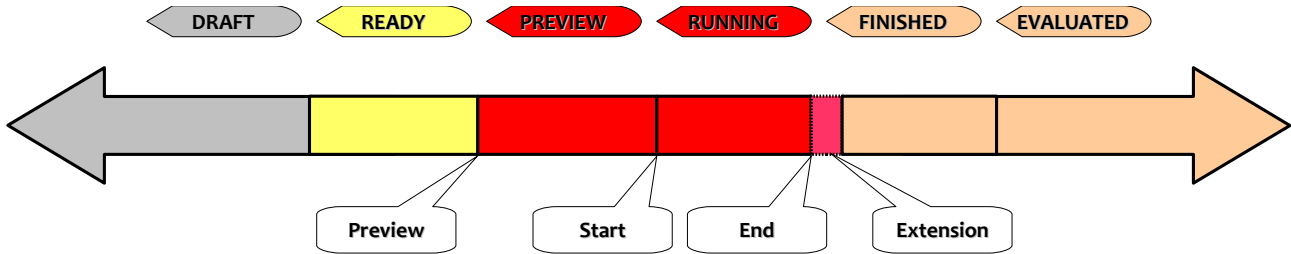
The event is ended by a given time frame. The type of ending can be fixed or with an extension. This is defined by the buyer. When the event finishes an email message is sent to all supplier



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.

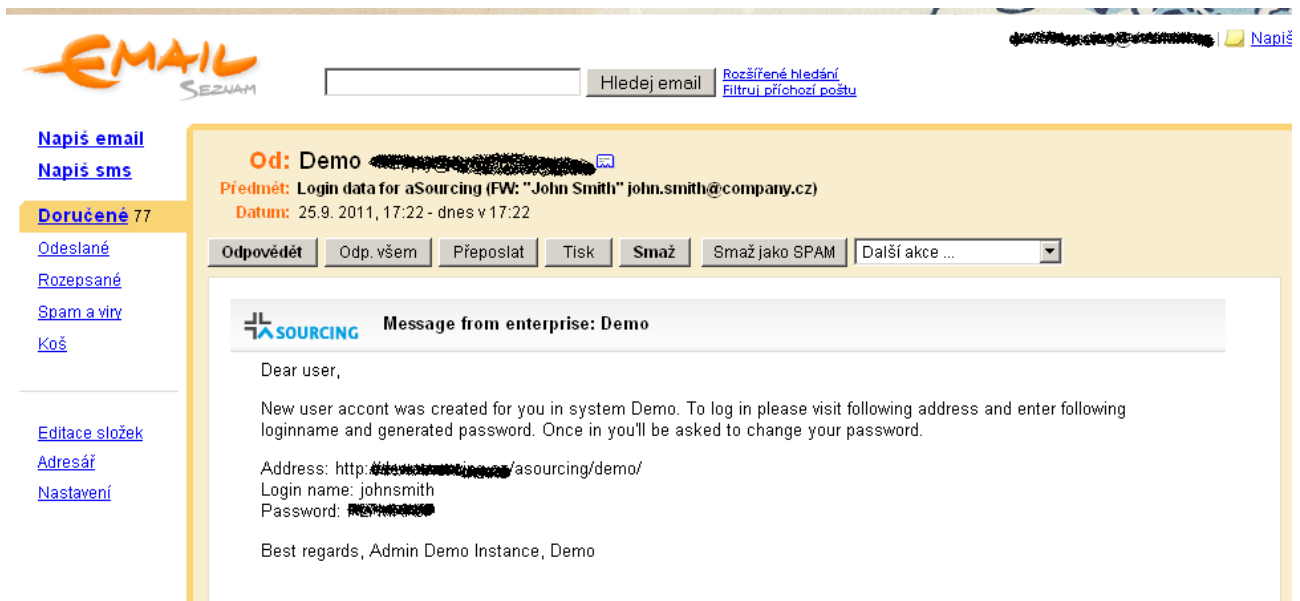
### 3 Supplier's view

#### 3.1.1 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.

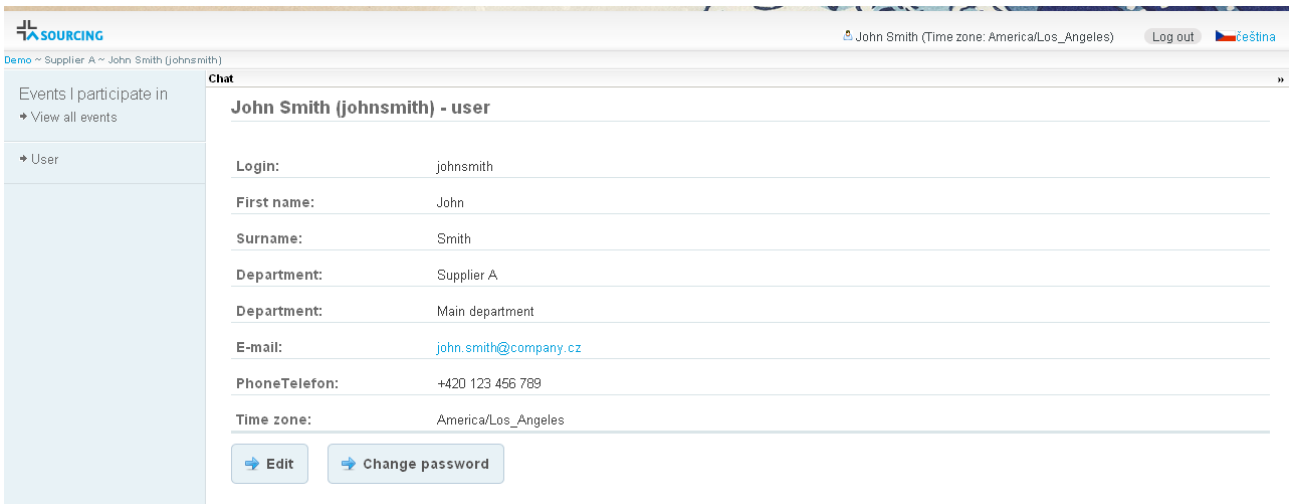


The following needs to be checked after first login of supplier's user:

- 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):

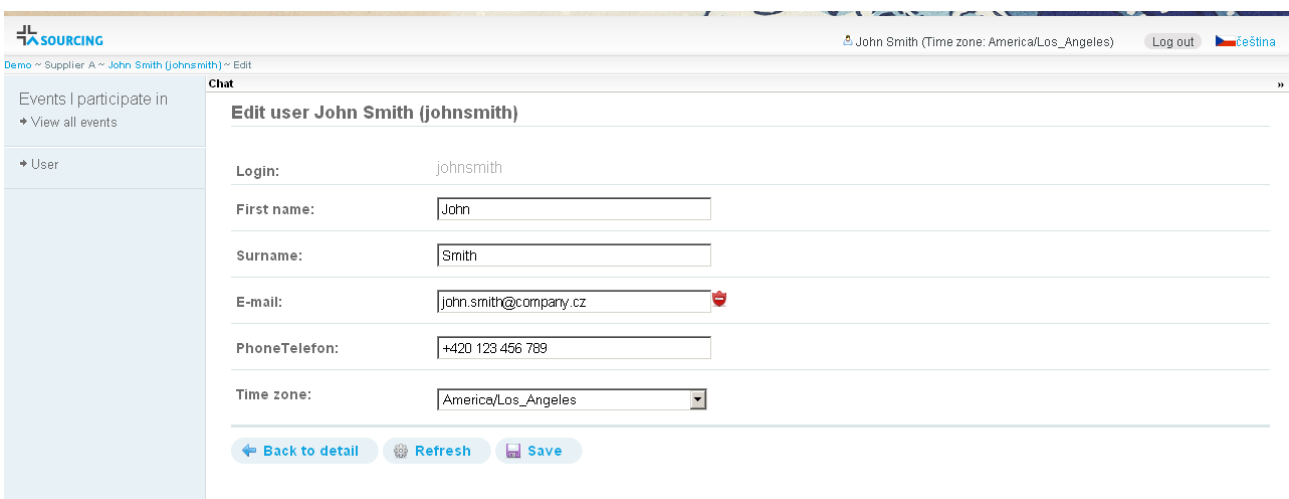
Change user profile:



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'.

### 3.1.2 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](#)

[Koší](#)

[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

<b>Preview start time:</b>	2011-09-25 18:05:00 Central European Summer Time
<b>Event start time:</b>	2011-09-25 18:40:00 Central European Summer Time
<b>Event end time:</b>	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](#)

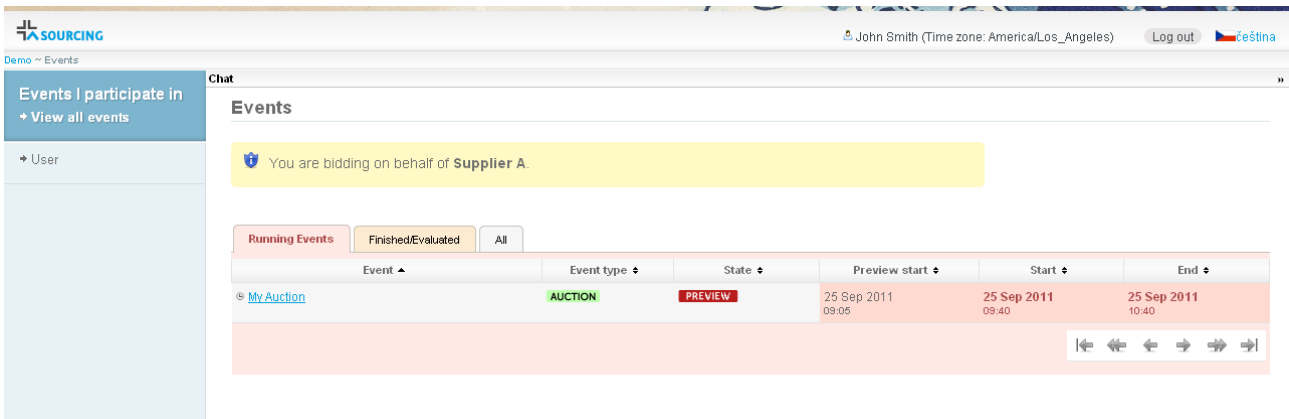


Event - 278 PUBLISHED\_PARTICIPANT - My Auction.pdf - 30,74 kB

[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:



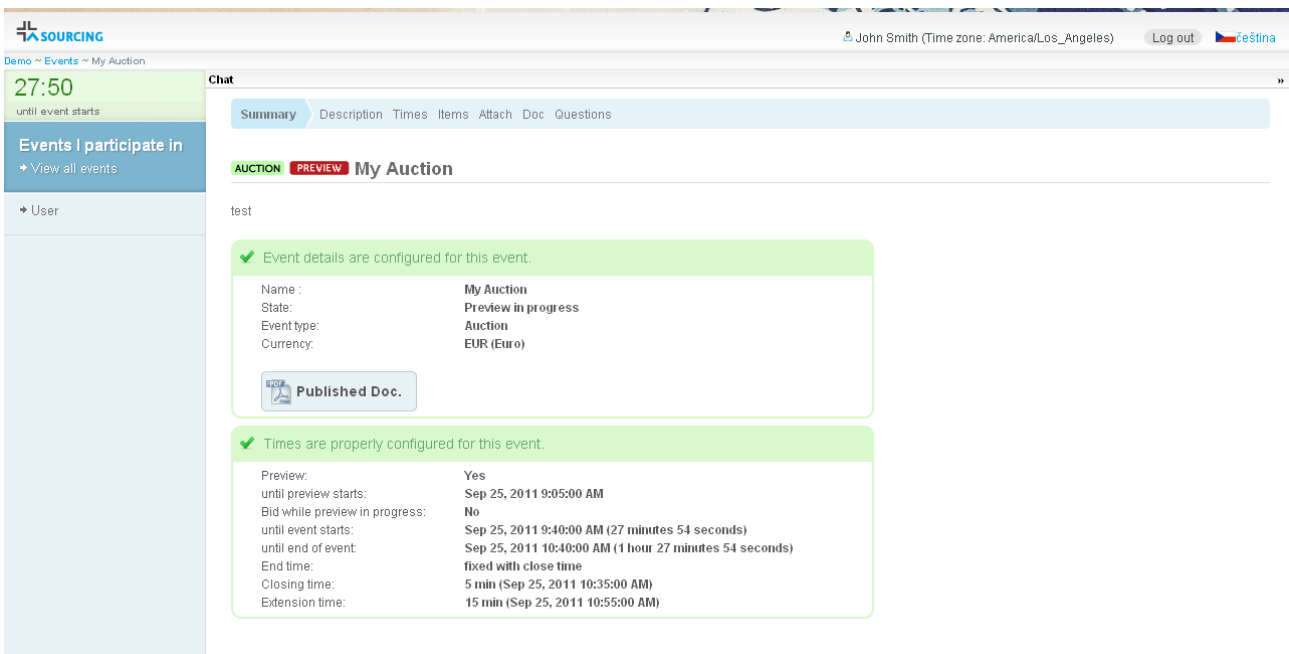
The screenshot shows the ASOURCING application interface. At the top, there is a navigation bar with the ASOURCING logo on the left, the user name "John Smith (Time zone: America/Los\_Angeles)" and a "Log out" button on the right. Below the navigation bar, there is a sidebar on the left with the text "Events I participate in" and "View all events". The main content area is titled "Events" and contains a yellow notification bar that says "You are bidding on behalf of Supplier A." Below this, there are three tabs: "Running Events", "Finished/Evaluated", and "All". The "Running Events" tab is selected, and it displays a table of events. The table has columns for "Event", "Event type", "State", "Preview start", "Start", and "End". The first row shows an event named "My Auction" with an event type of "AUCTION" and a state of "PREVIEW". The preview start time is "25 Sep 2011 09:05", the start time is "25 Sep 2011 09:40", and the end time is "25 Sep 2011 10:40".

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

### 3.2 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 displays event details and timing configurations.

**Event details:**

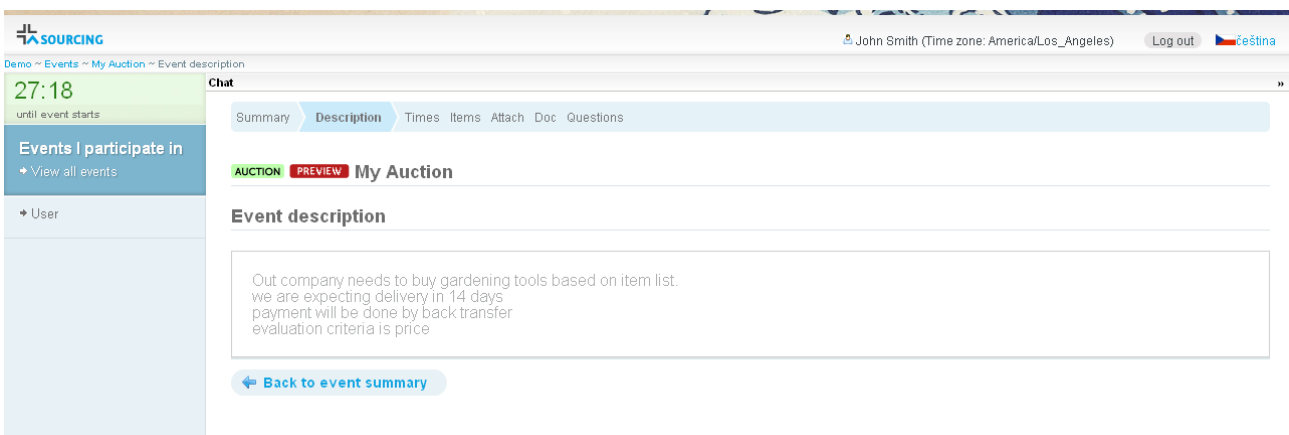
- Name: My Auction
- State: Preview in progress
- Event type: Auction
- Currency: EUR (Euro)

**Timing configurations:**

- 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)

#### 3.2.1 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 event description provided by the buyer.

**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](#)

### 3.2.2 Timing

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

**Allow preview** – if set, than 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 publish to the suppliers.

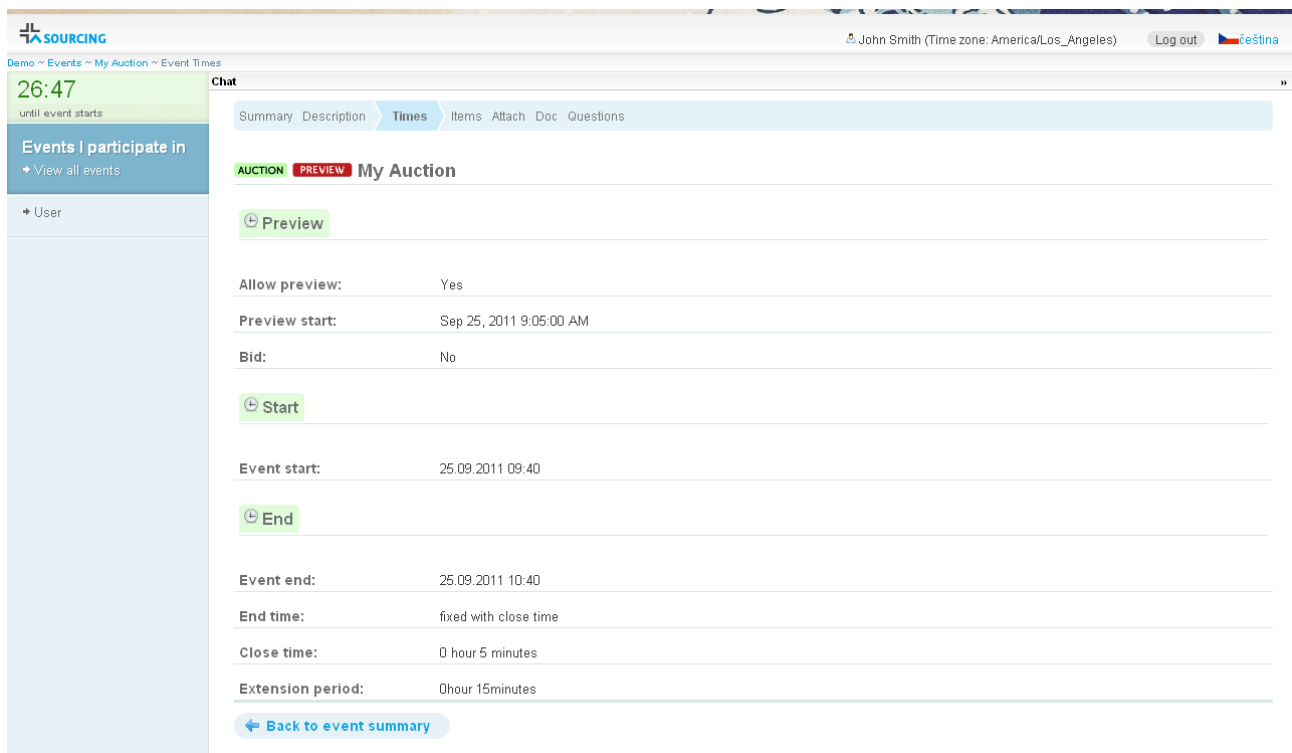
**Bidding** – if set, then the supplier can start the bidding event during the preview phase.

**Start of event** – time when the event starts if preview is not enabled, than it is is also th 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.



ASOURCING Demo ~ Events ~ My Auction ~ Event Times

John Smith (Time zone: America/Los\_Angeles) Log out

26:47

until event starts

Events I participate in

View all events

User

Summary Description **Times** Items Attach Doc Questions

**AUCTION** **PREVIEW** My Auction

Preview

Allow preview: Yes

Preview start: Sep 25, 2011 9:05:00 AM

Bid: No

Start

Event start: 25.09.2011 09:40

End

Event end: 25.09.2011 10:40

End time: fixed with close time

Close time: 0 hour 5 minutes

Extension period: 0hour 15minutes

Back to event summary

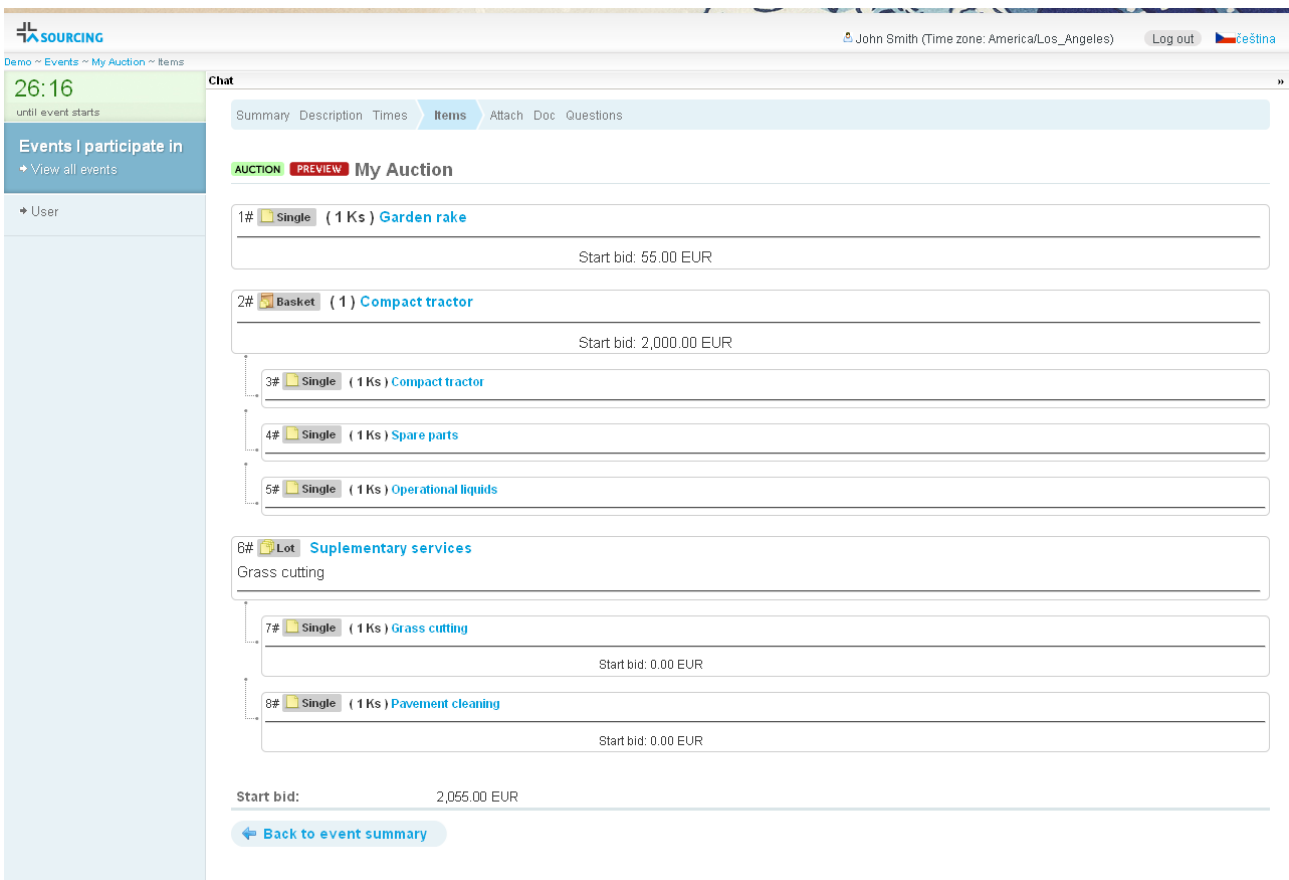


### 3.2.3 Items

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.



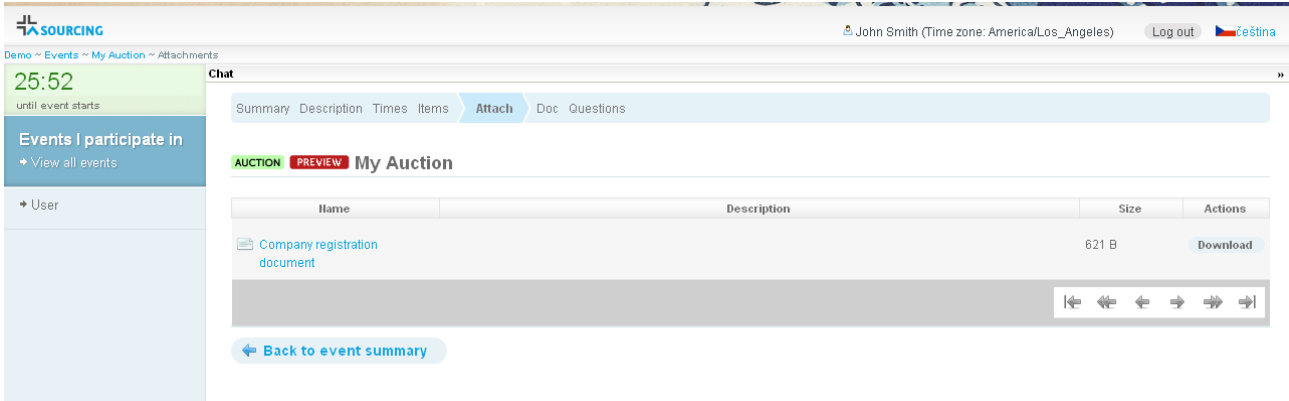
The screenshot displays the 'My Auction' page in the ASOURCING system. The page is titled 'AUCTION PREVIEW My Auction' and shows a list of items under the 'Items' tab. The items are as follows:

Item ID	Type	Description	Start Bid
1#	Single (1 Ks)	Garden rake	55.00 EUR
2#	Basket (1)	Compact tractor	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	0.00 EUR
8#	Single (1 Ks)	Pavement cleaning	0.00 EUR

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

### 3.2.4 Attachments

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



ASOURCING | John Smith (Time zone: America/Los\_Angeles) | Log out | čeština

Demo > Events > My Auction > Attachments

Chat


25:52  
until event starts

Events I participate in  
+ View all events

+ User

Summary Description Times Items **Attach** Doc Questions

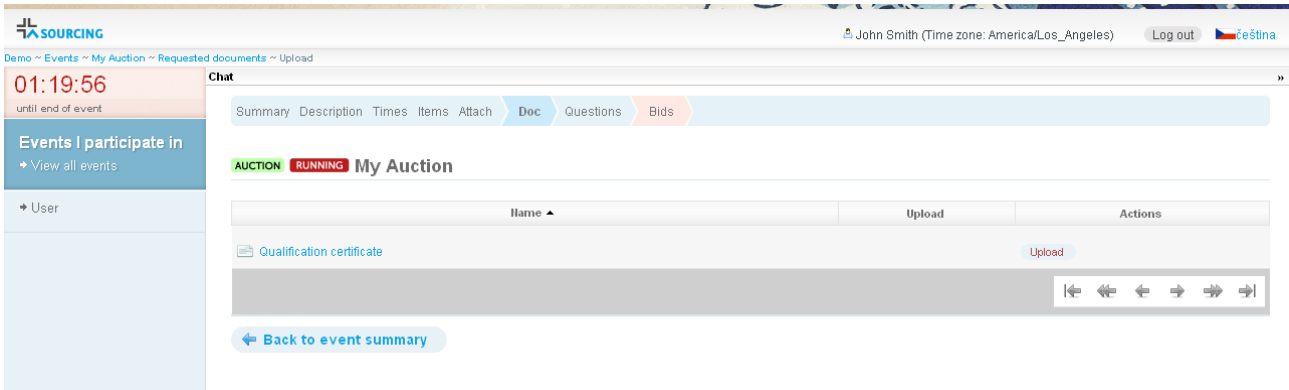
**AUCTION** **PREVIEW** My Auction

Name	Description	Size	Actions
 Company registration document		621 B	<a href="#">Download</a>

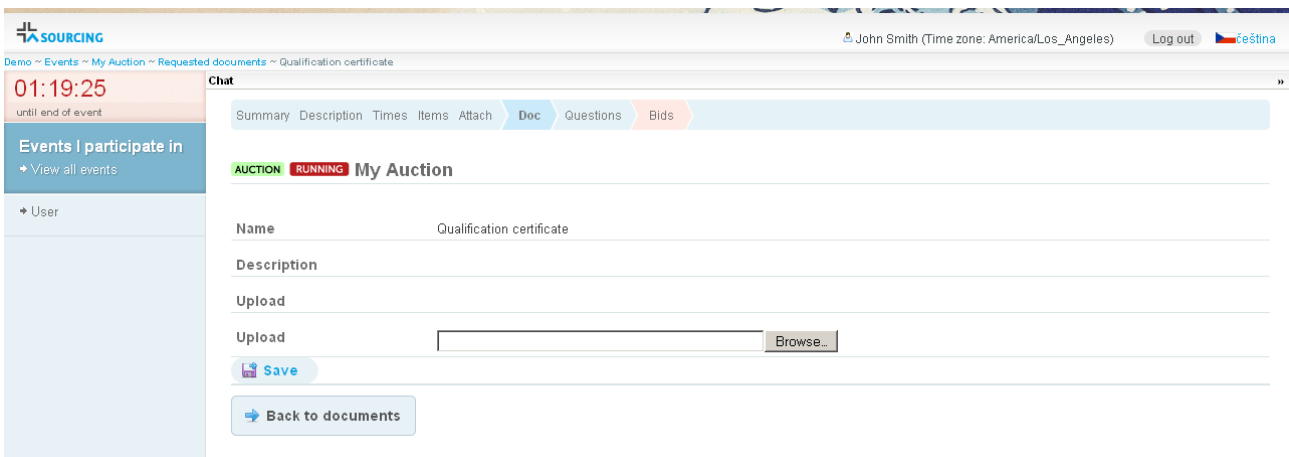
← Back to event summary

### 3.2.5 Documents

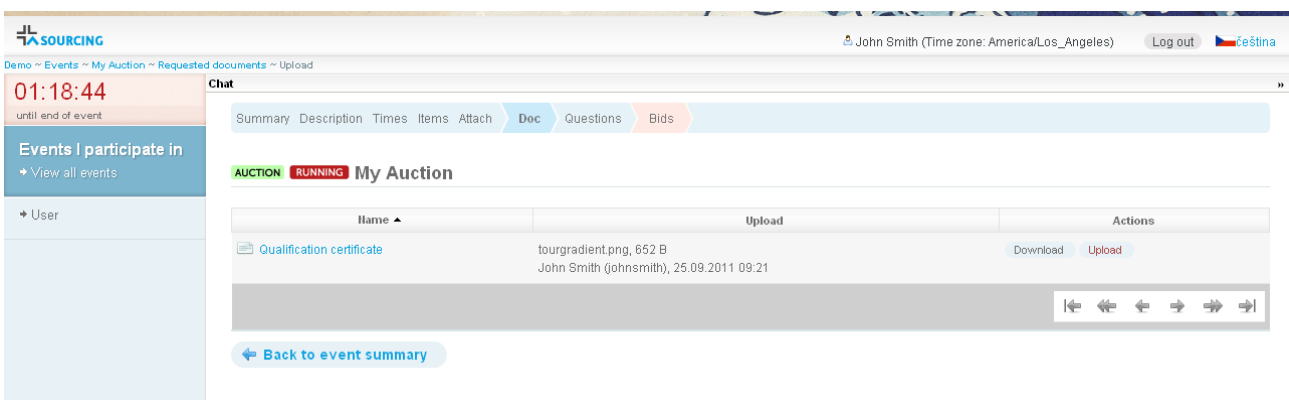
Tab "Doc" is containing the list of all documents which are requested by the buyer. Suppliers must upload at least those documents which are required or he will not be able to start the bidding process.



Document upload:



Uploaded document:

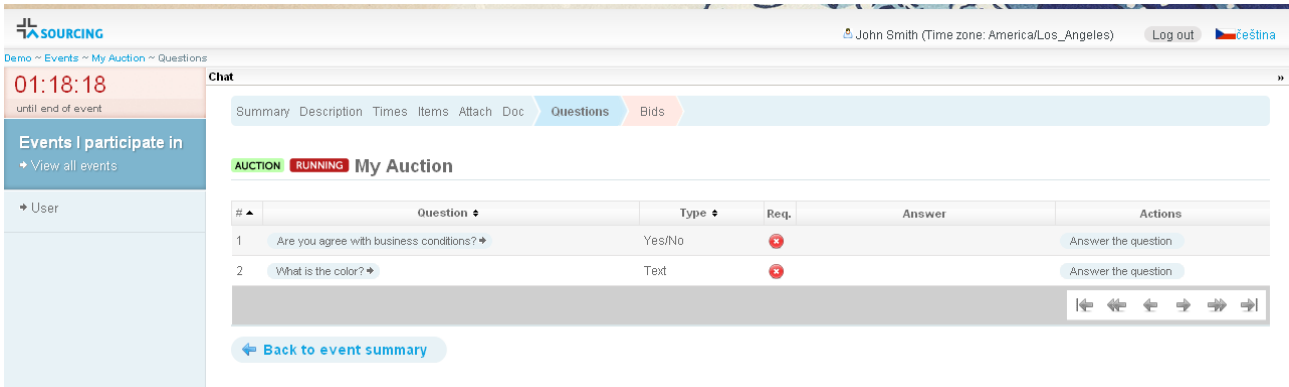


### 3.2.6 Questions

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

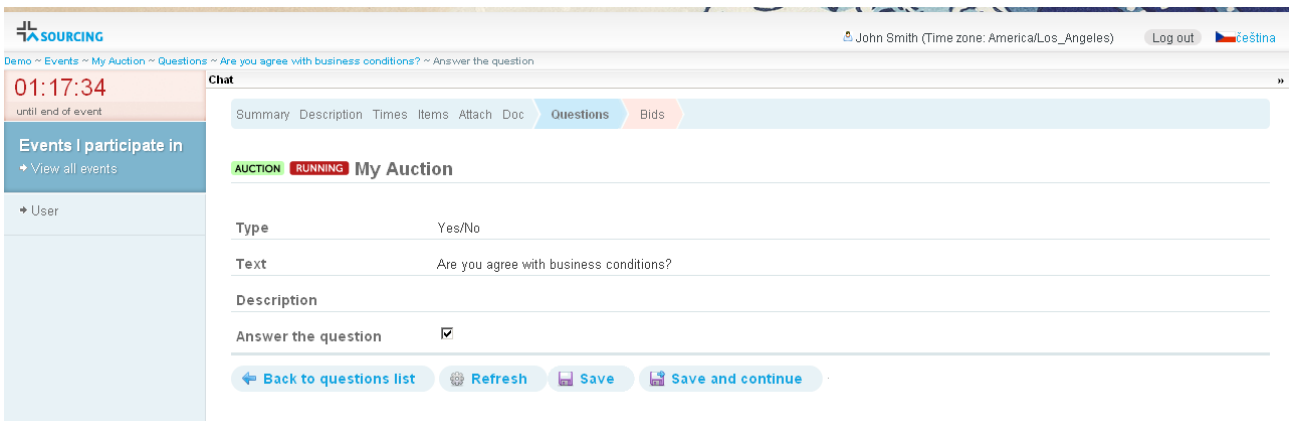


The screenshot shows the 'Questions' tab in the ASOURCING interface. The breadcrumb trail is 'Demo ~ Events ~ My Auction ~ Questions'. The time is 01:18:18. The page title is 'My Auction'. Below the title is a table of questions:

#	Question	Type	Req.	Answer	Actions
1	Are you agree with business conditions?*	Yes/No	<span style="color: red;">*</span>		Answer the question
2	What is the color?*	Text	<span style="color: red;">*</span>		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:

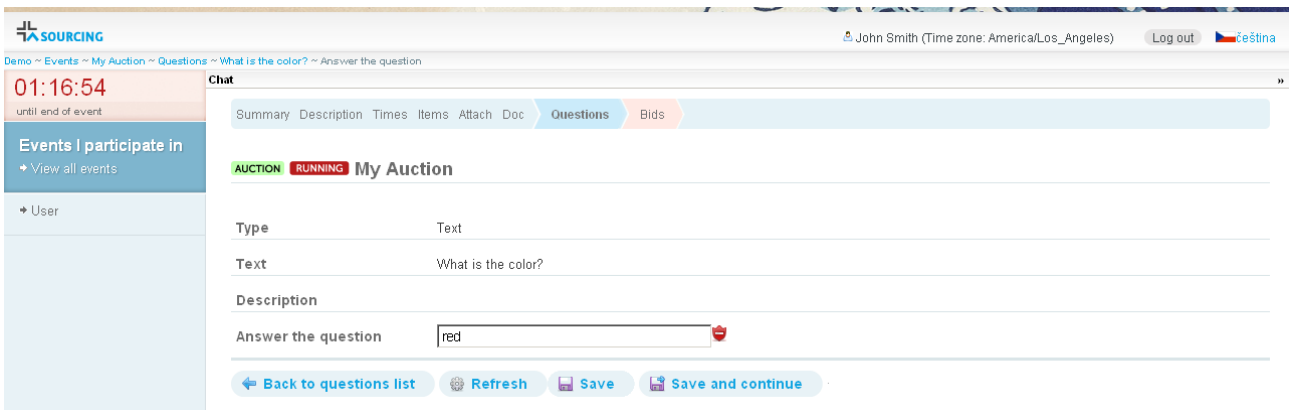


The screenshot shows the 'Answer the question' form for the first question. The breadcrumb trail is 'Demo ~ Events ~ My Auction ~ Questions ~ Are you agree with business conditions? ~ Answer the question'. The time is 01:17:34. The page title is 'My Auction'. The form fields are:

- Type: Yes/No
- Text: Are you agree with business conditions?
- Description:
- 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:

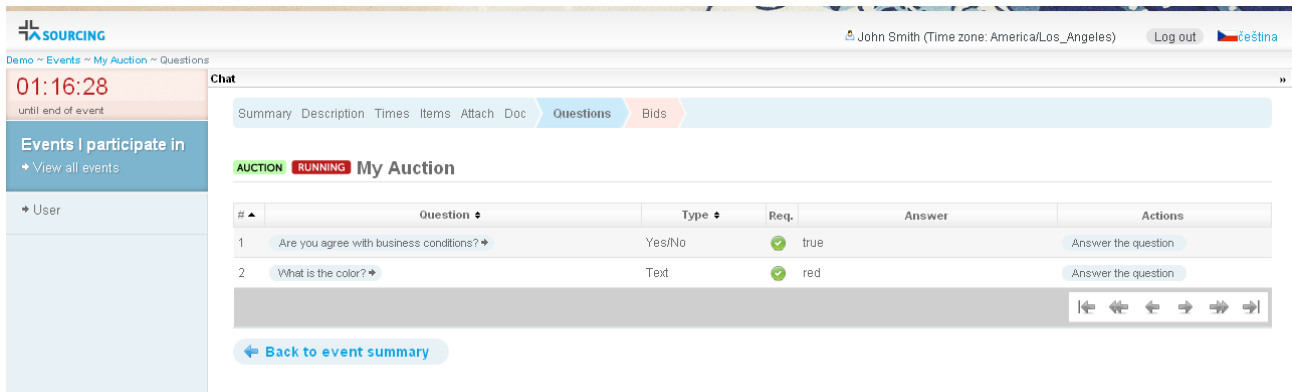


The screenshot shows the 'Answer the question' form for the second question. The breadcrumb trail is 'Demo ~ Events ~ My Auction ~ Questions ~ What is the color? ~ Answer the question'. The time is 01:16:54. The page title is 'My Auction'. The form fields are:

- Type: Text
- Text: What is the color?
- Description:
- 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

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

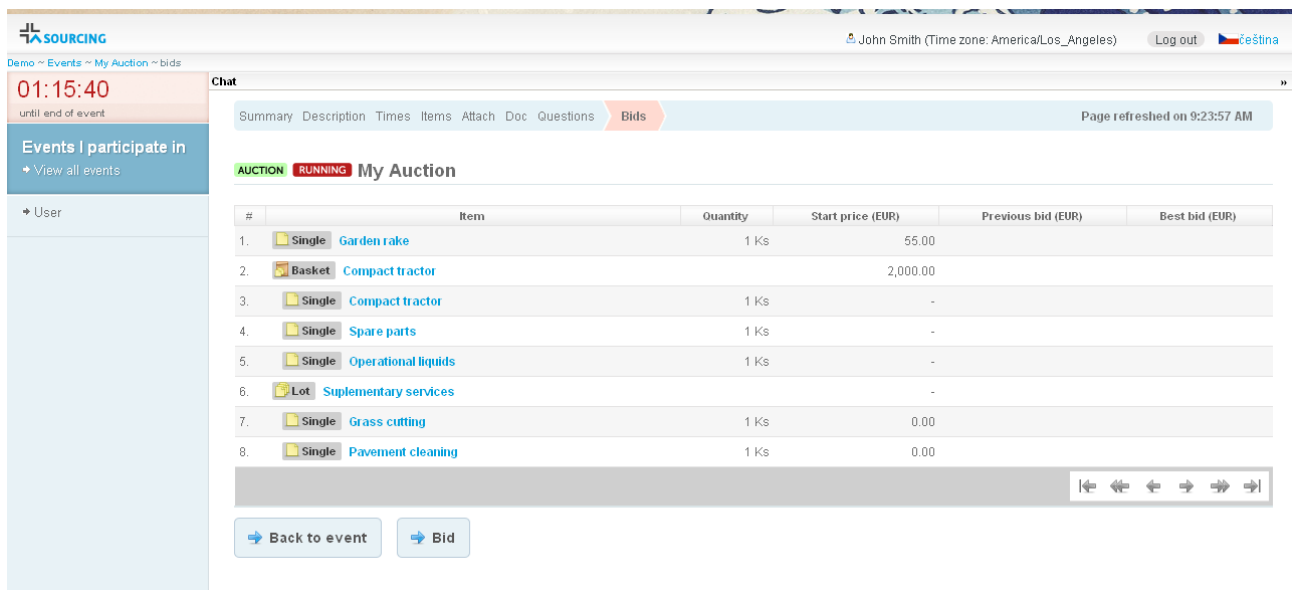
### 3.2.7 Bids - bidding process

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 bidding interface. At the top, there's a navigation bar with the ASOURCING logo, user information (John Smith, Time zone: America/Los\_Angeles), and a 'Log out' button. Below the navigation bar, there's a chat area and a sidebar with 'Events I participate in' and 'User' sections. The main content area is titled 'My Auction' and shows a table of items for auction. The table has columns for '#', 'Item', 'Quantity', 'Start price (EUR)', 'Previous bid (EUR)', and 'Best bid (EUR)'. The items listed are:

#	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'. There are also pagination controls at the bottom right of the table area.

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 what ever 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.	<b>Single</b> Garden rake	1 Ks	55.00	<b>1</b>	48.00	48.00
2.	<b>Basket</b> Compact tractor		2,000.00	<b>1</b>	1,850.00	1,850.00
3.	<b>Single</b> Compact tractor	1 Ks	-			
4.	<b>Single</b> Spare parts	1 Ks	-			
5.	<b>Single</b> Operational liquids	1 Ks	-			
6.	<b>Lot</b> Supplementary services		-			
7.	<b>Single</b> Grass cutting	1 Ks	0.00	<b>1</b>	500.00	500.00
8.	<b>Single</b> Pavement cleaning	1 Ks	0.00	<b>1</b>	750.00	750.00

⏪ ⏩ ⏴ ⏵ ↻

[➔ Back to event](#)
[➔ Bid](#)

aSourcing s.r.o

-24-

www.asourcing.eu



## 4 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 'Chat' interface for 'Admin Demo Instance'. The left sidebar contains navigation menus for Overview, My Events, Reports, Suppliers, and Management. The main chat area has a 'Message filter' set to '- All events -', a 'Message text' input field containing 'In everything all right?', and an 'Event (recipient)' dropdown set to 'My Auction'. A 'Send message' button is visible. 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). At the bottom, there are 'Most used actions' buttons for Events, Users, Suppliers, and Changelog, along with a tip: '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 'Chat' interface for 'John Smith (Time zone: America/Los\_Angeles)'. The left sidebar shows 'Events I participate in' and 'User'. The main chat area shows a message received from 'Admin Demo Instance' at '25.09.2011 09:30' with the text 'Is everything all right?'. The 'Event (recipient)' dropdown is set to 'My Auction'. Below the chat area is an 'Events' section with a notification: 'You are bidding on behalf of Supplier A.' and a table of events.

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

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 running events:

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 a buyer's 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 menus for 'Overview', 'My Events', 'Reports', 'Suppliers', and 'Management'. The main chat area is yellow and contains the same message history and input fields as the previous screenshot. Below the chat area is an 'Event Overview' section with three cards: 'Running events' (showing 'My Auction' started 25 Sep 2011 18:18:17), 'Coming events' (No Data), and 'Recent events' (showing 'Mā aukce II' finished 23 Aug 2011 14:19:00 and 'Mā 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', followed by a notification: 'Use the most used actions to quickly get access to the most important features of your current role.'