ELECTRONIC AUCTION

VORTAL Manual - Suppliers

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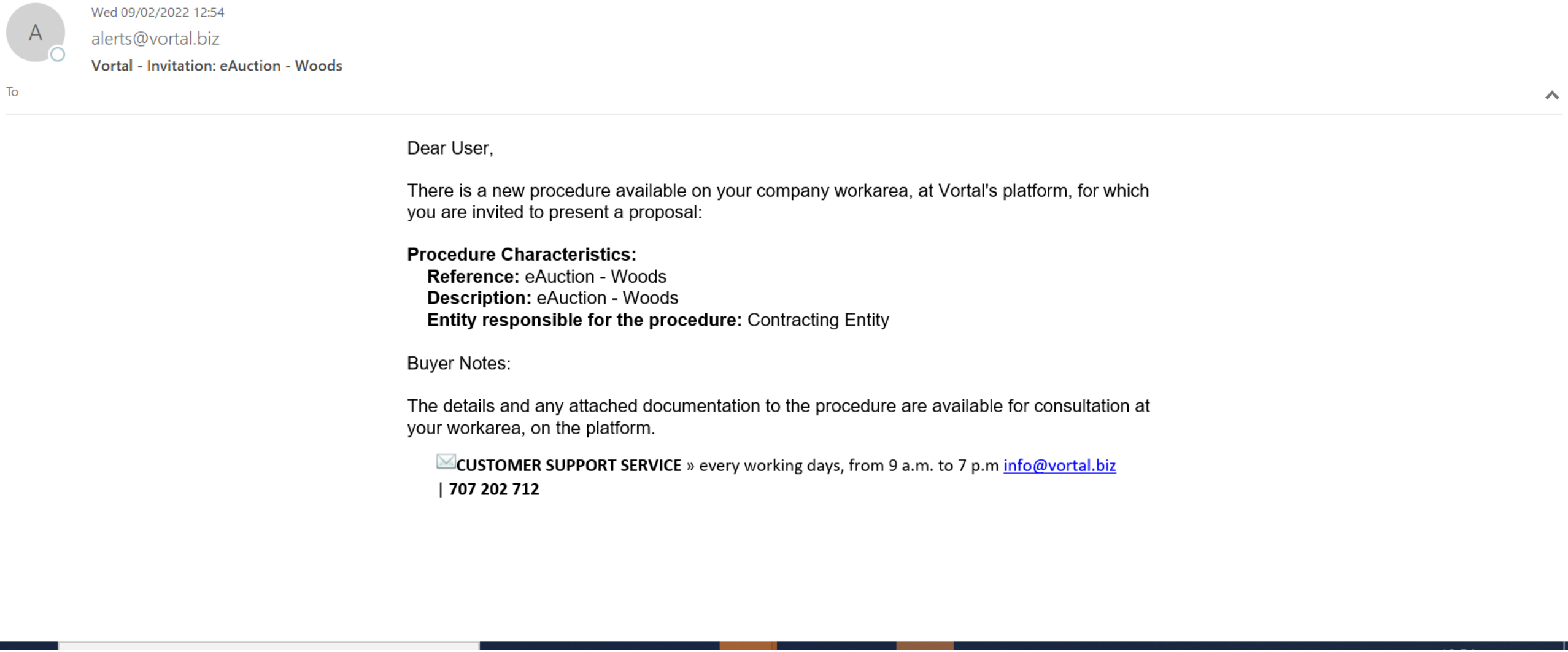
1. When the auction is published you will receive an email notification.



Wed 09/02/2022 12:54

alerts@vortal.biz

Vortal - Invitation: eAuction - Woods

To

Dear User,

There is a new procedure available on your company workarea, at Vortal's platform, for which you are invited to present a proposal:

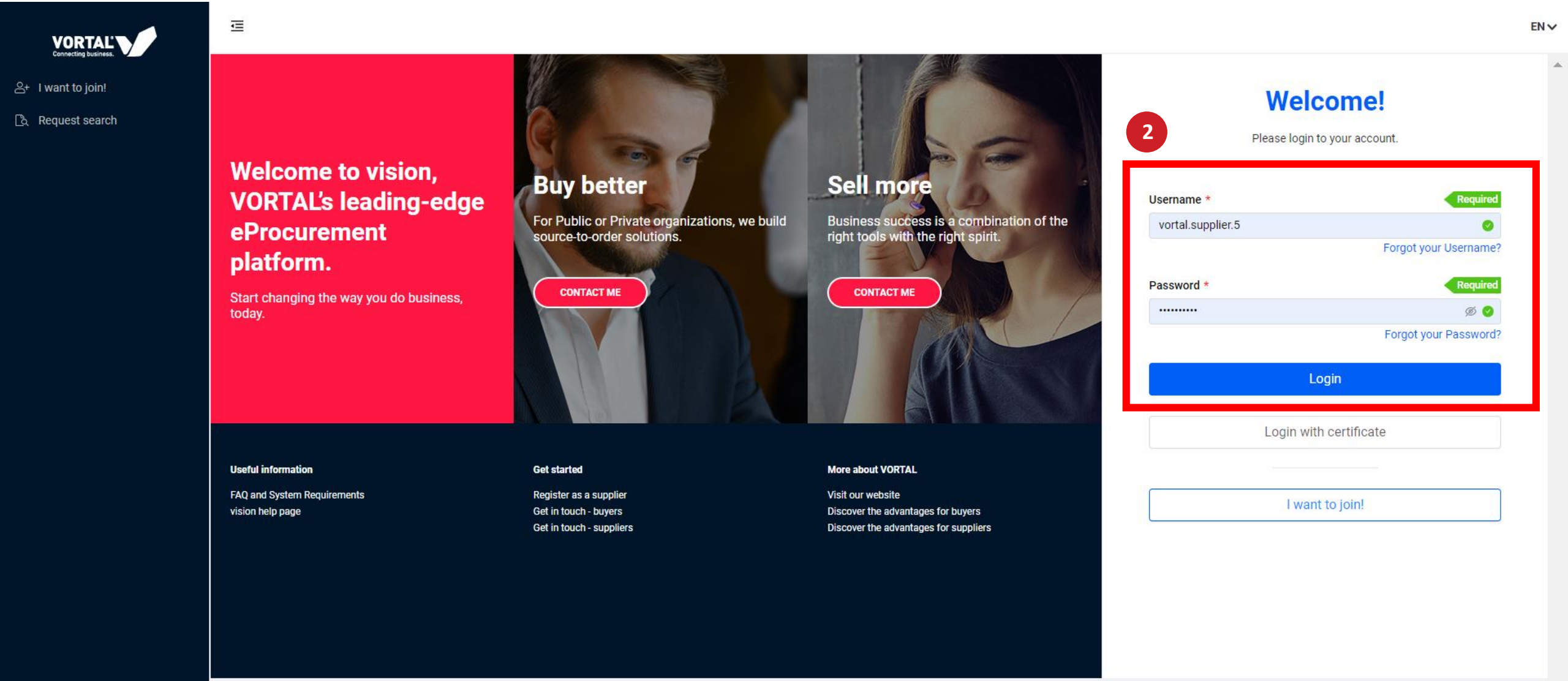
Procedure Characteristics:
Reference: eAuction - Woods
Description: eAuction - Woods
Entity responsible for the procedure: Contracting Entity

Buyer Notes:

The details and any attached documentation to the procedure are available for consultation at your workarea, on the platform.

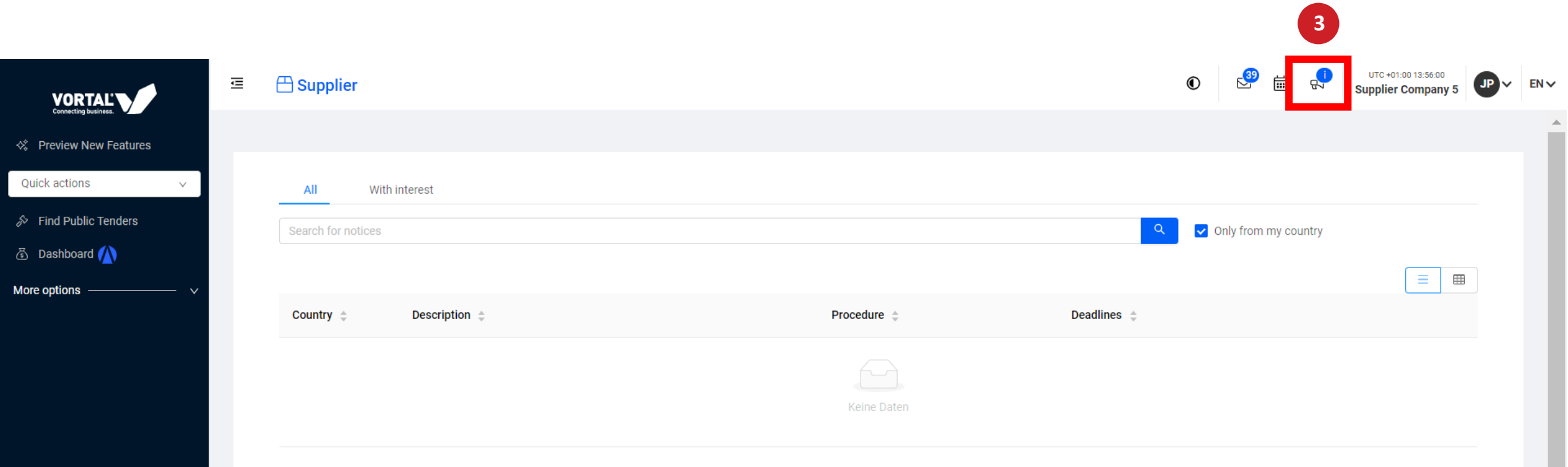
CUSTOMER SUPPORT SERVICE » every working days, from 9 a.m. to 7 p.m info@vortal.biz | **707 202 712**

2. Login to platform with your “username” and “password”

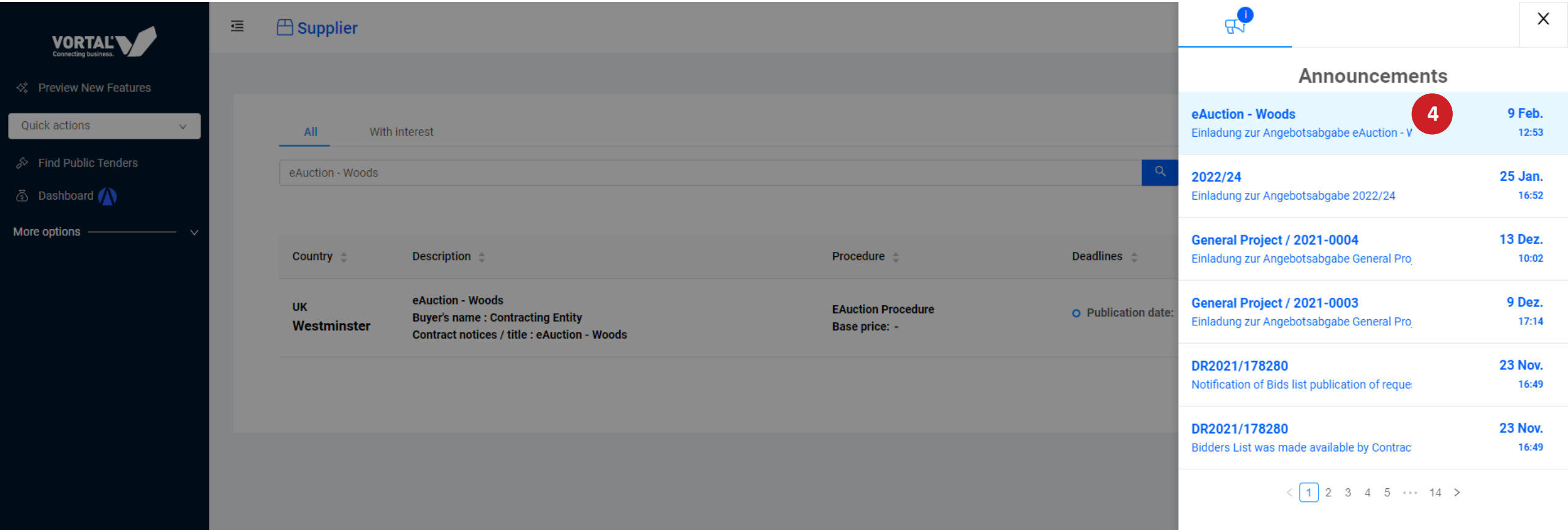


3. After accessing the platform with username and password, within the platform you will find the reference number of the auction in the menu bar, under the icon of “Announcements”.

Click on this icon



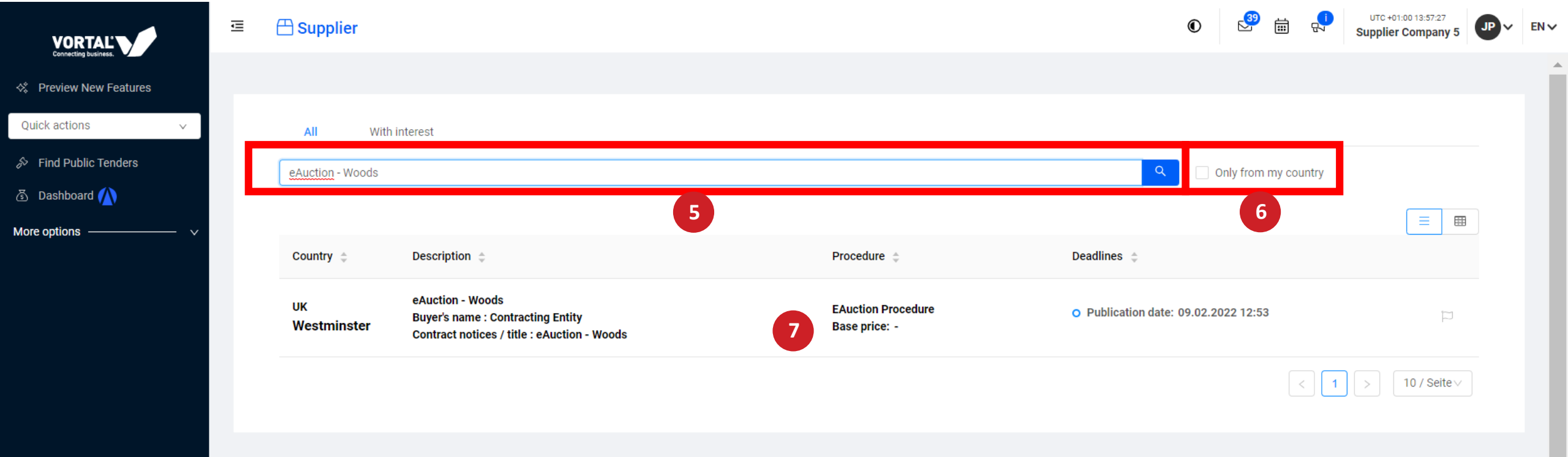
4. “Announcements” panel will be displayed on the right side. By clicking on the announcement of the auction to which you have been invited, you will be directed to the auction procedure.



5. Alternatively, you can search the auction using the auction reference or description received by email.

6. If you are foreign supplier, do not forget to uncheck the “Only from my country box”

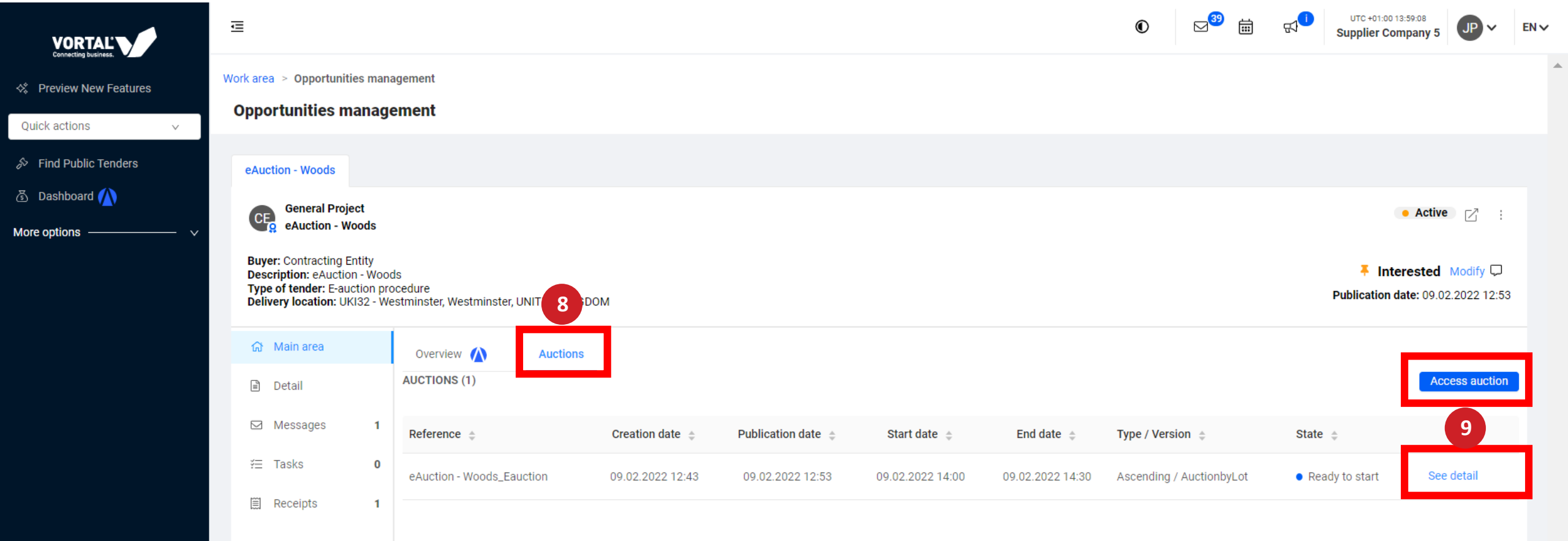
7.After the search, you can click on the result to access the auction procedure



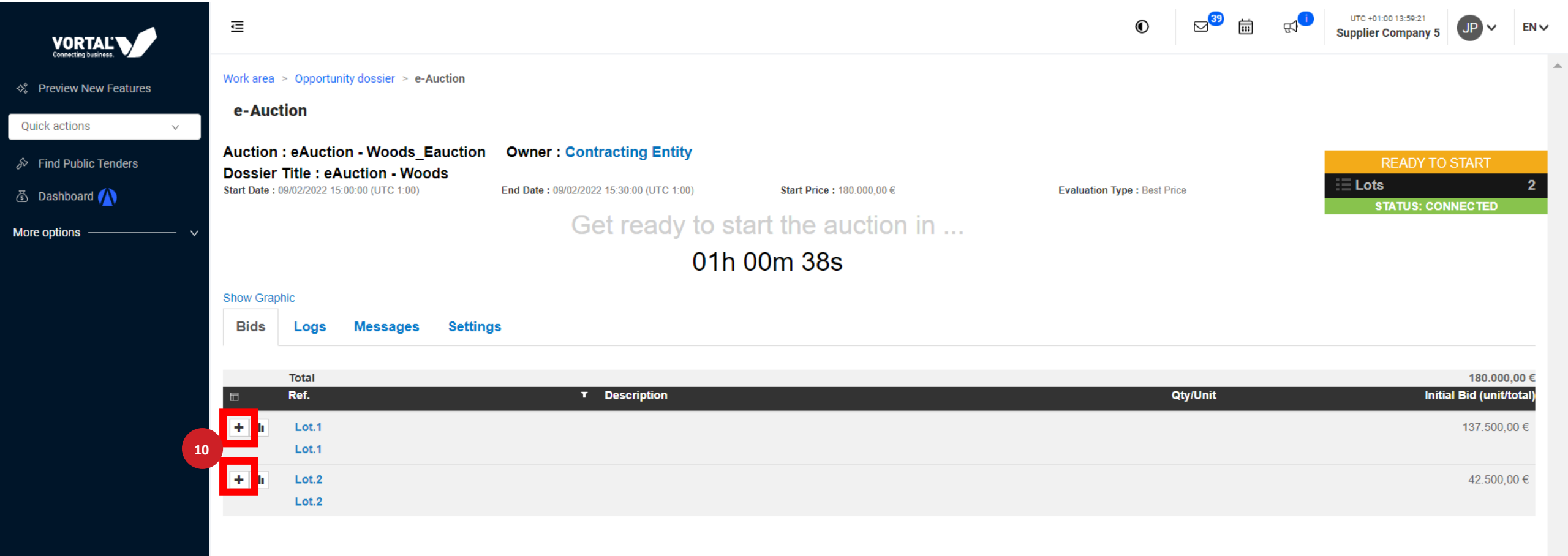
If you are accessing the Auction before the start time:

8. Once you access the Auction Folder click on “Auctions” tab

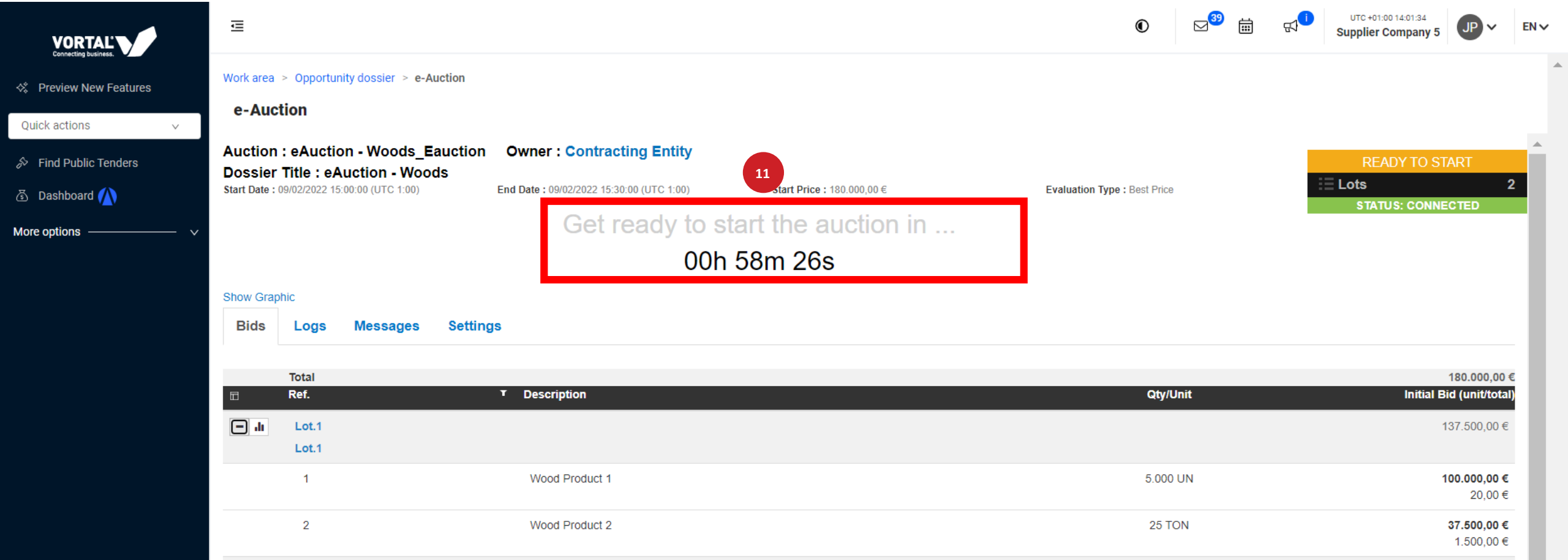
9. and then “Access auction” or “See detail”



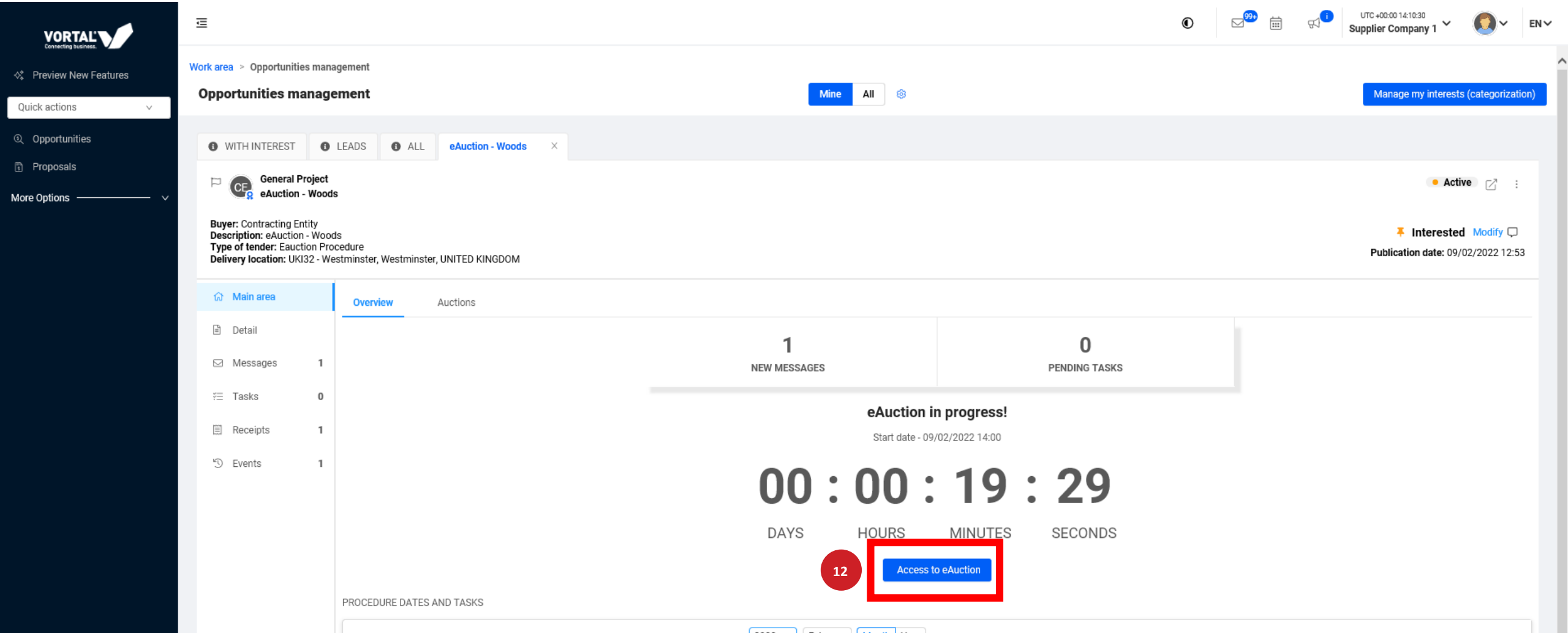
10. You can click on the “+”sign to expand the lot and items being auctioned.



11. If you enter before the auction start date, you will find a live countdown for the auction start time. Auction will automatically start when the countdown ends.



12. If you enter after the auction start date, you can enter the auction by clicking “Access to eAuction”



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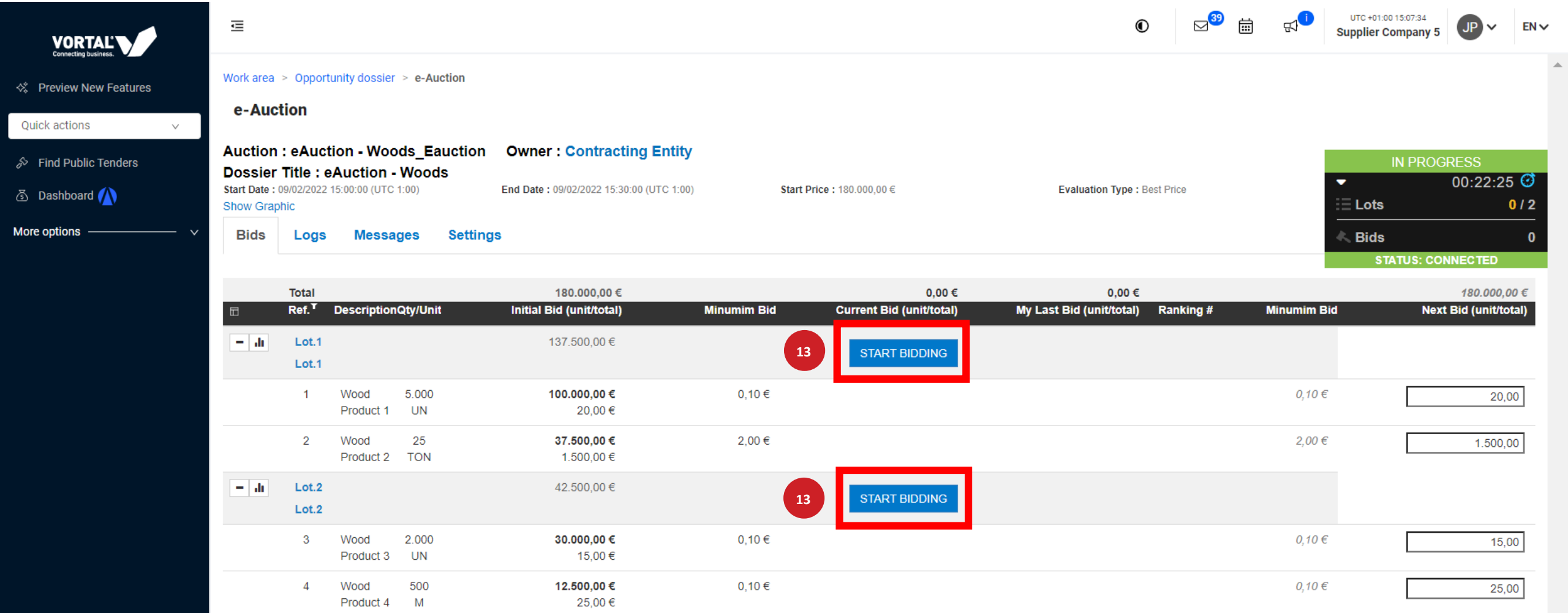
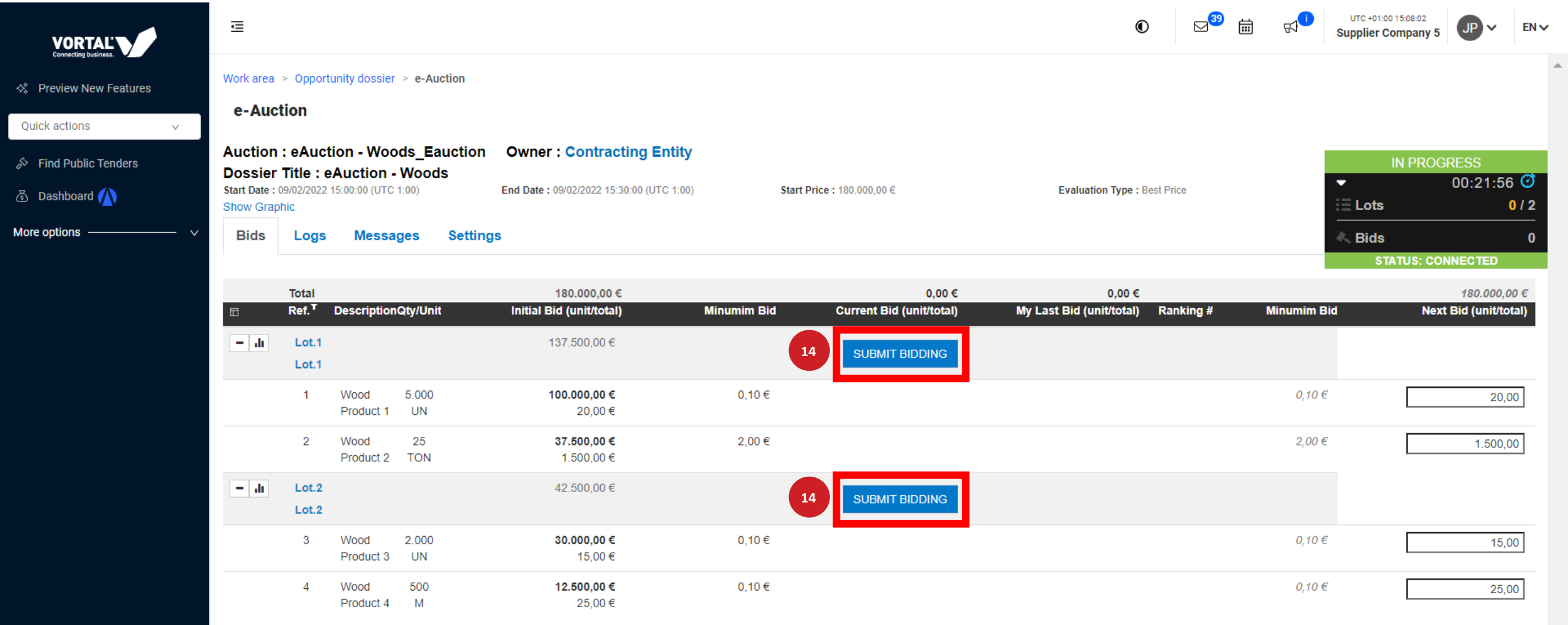
13. To start an auction by lot, you should click "Start Biding" in each lot, always confirming the base amount for each lot. Clicking this button is not bidding but to accept the displayed value.



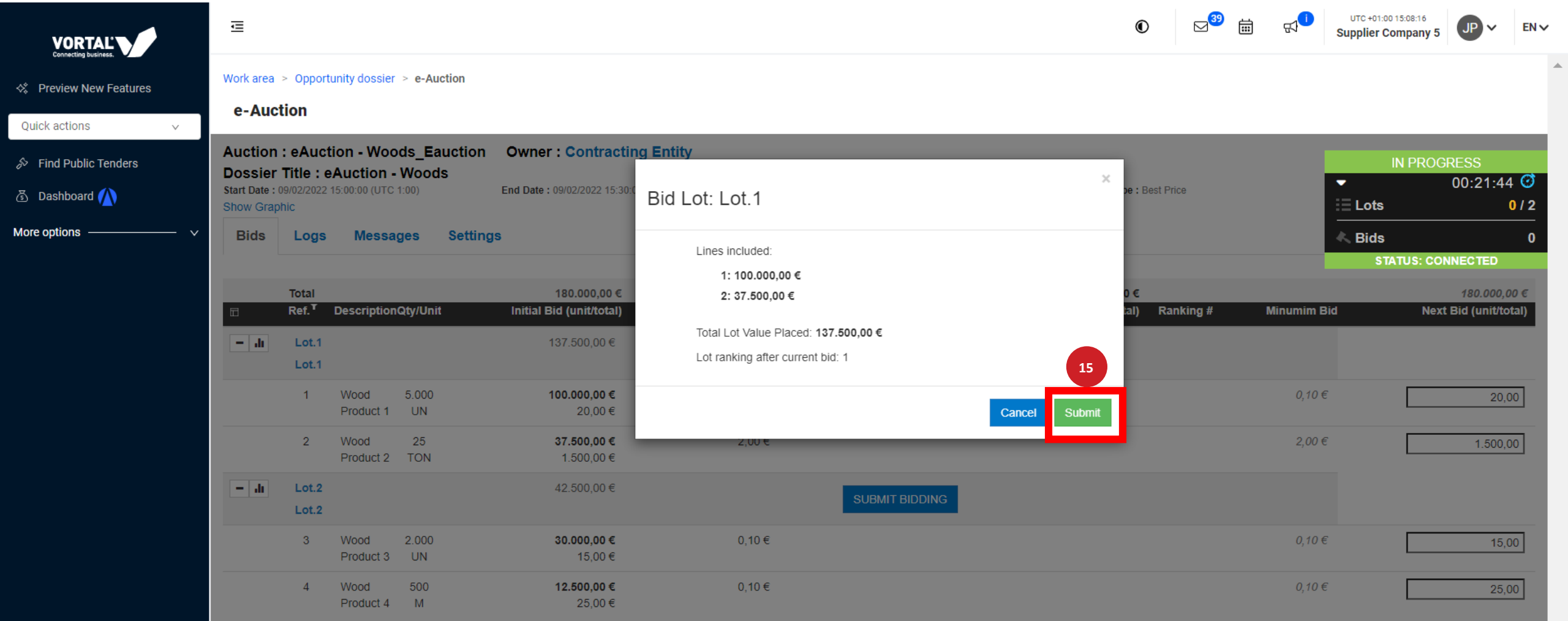
14. Click on “Submit Bidding” to bid on a lot to start bidding. The first bid will always consider the overall value of the whole lot.



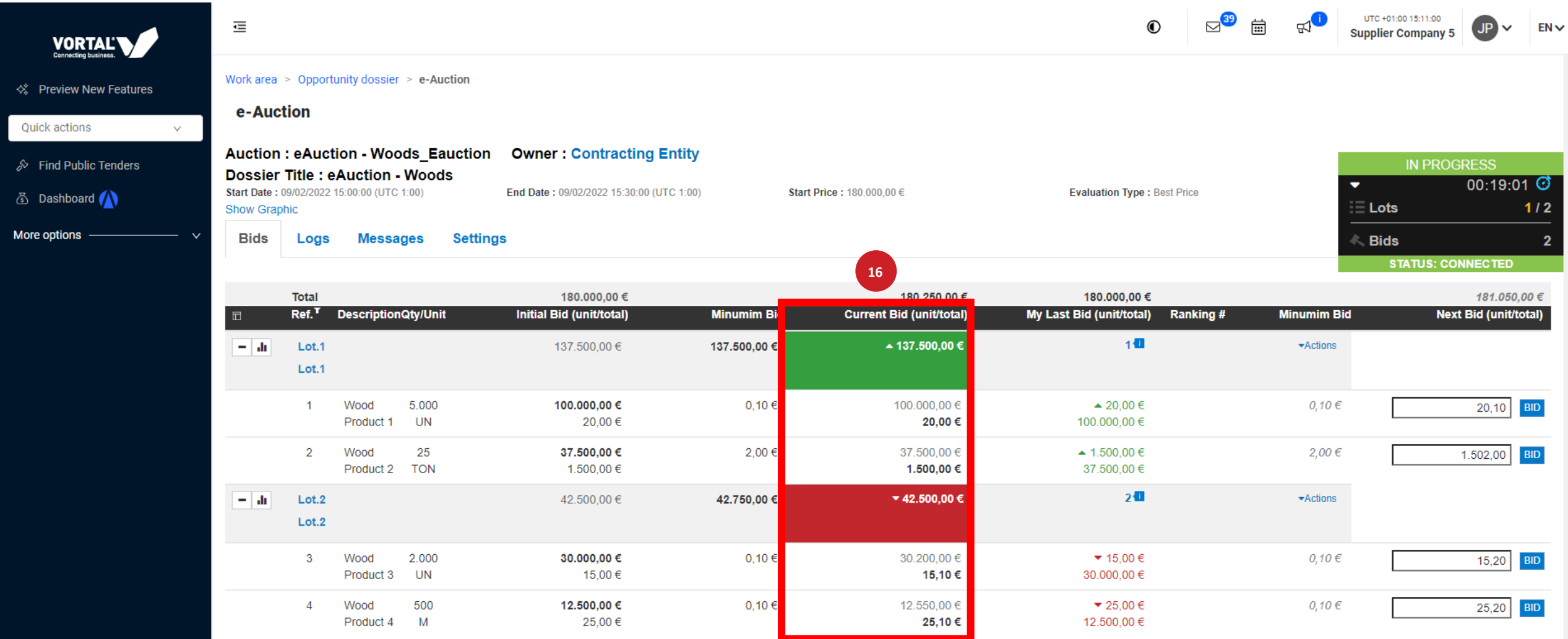
15. You will see a bidding confirmation window showing the rank in which you will be placed after bid submission. Confirm your bid and click on submit

Your position will be calculated taking into account the overall value of your bid, meaning, you may not be ranking first on some of the items and still be in the first position in overall auction ranking.

Important note: Once submitted, bids cannot be withdrawn or eliminated.

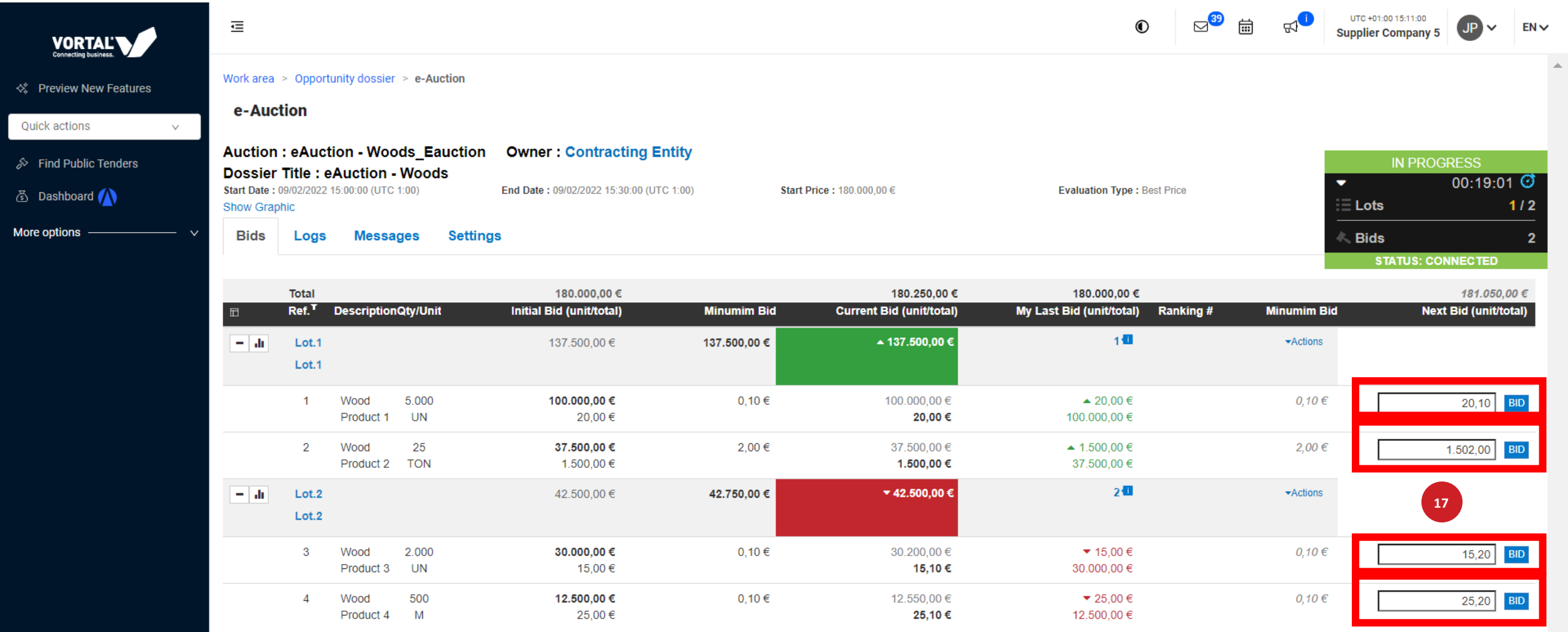


16. You will also be able to see if your bid on an a lot determined is the best (green color) or not (red color)



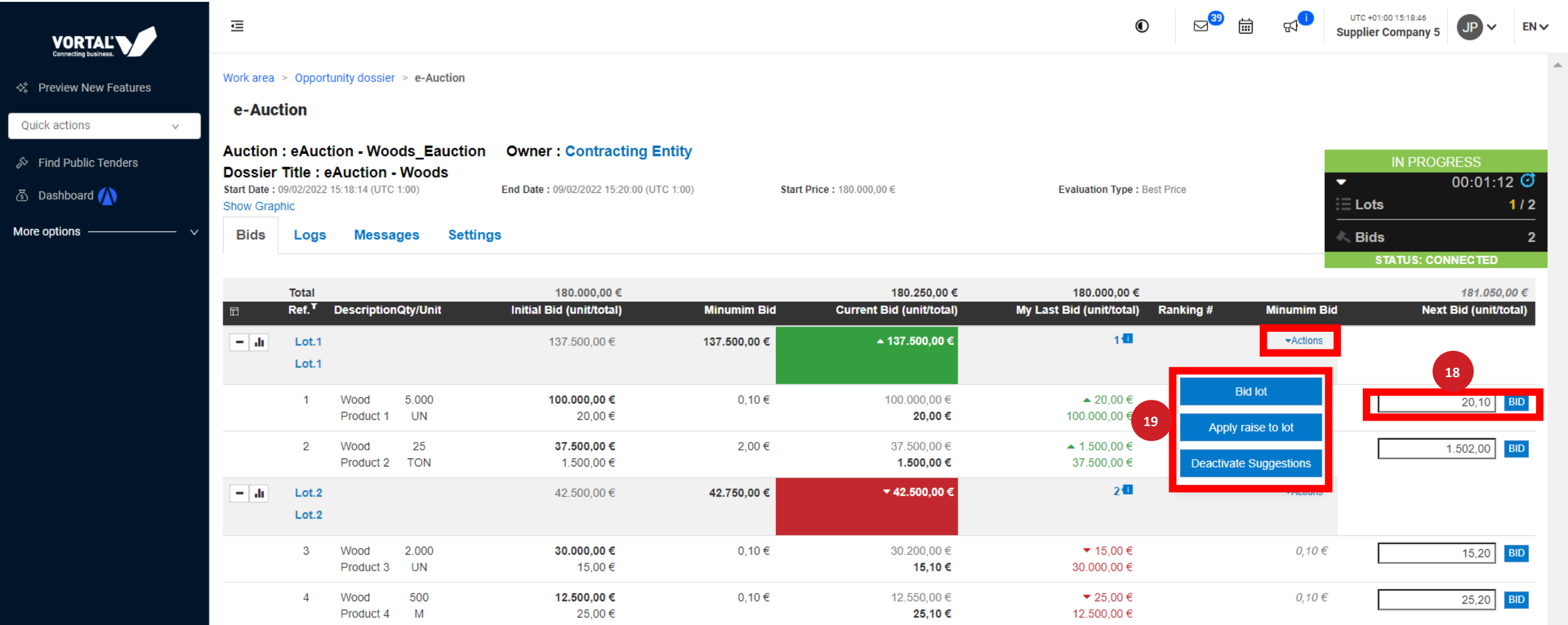
17. Upon submitting the first bid for the total value of the lot, the remaining bids can now be made by item. Enter the bid value for each item and click on the "Bid" button

Only the sum of the total value of the lot will influence your position in the auction ranking.



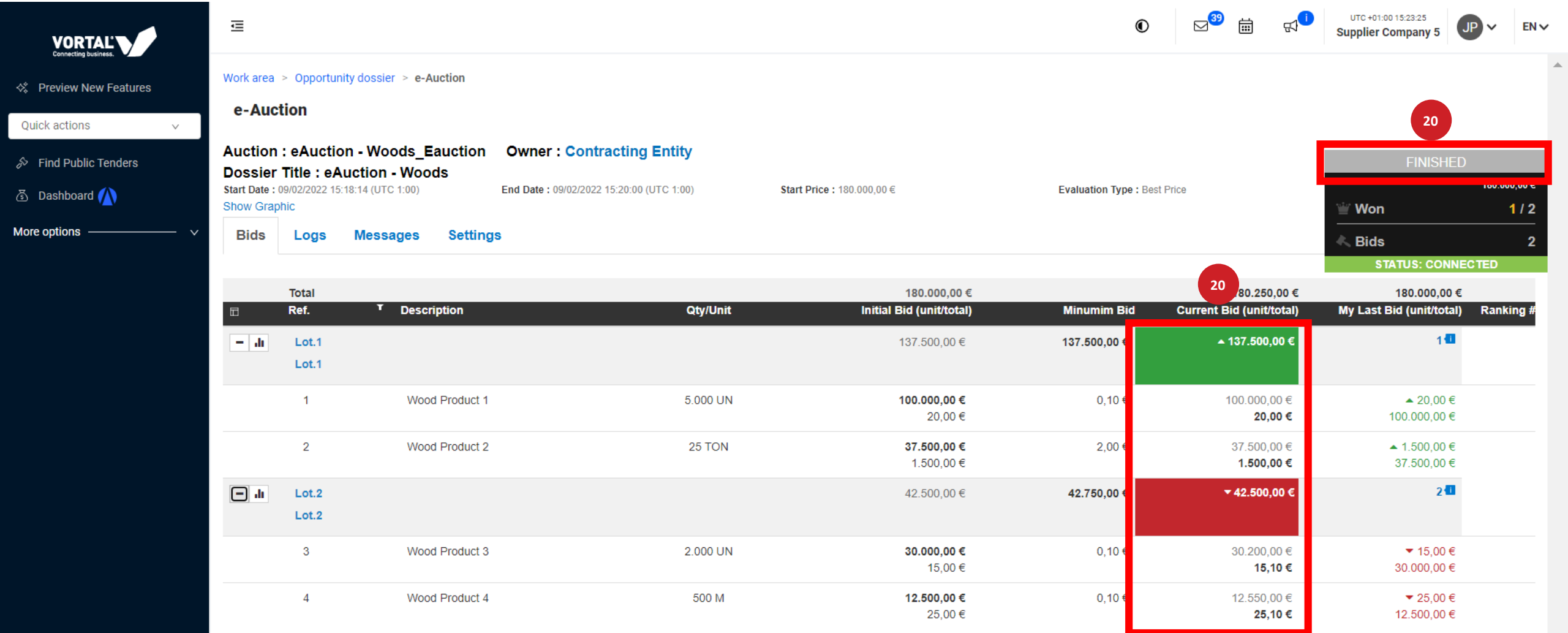
18. By default, the platform will calculate an auto-suggested bid for each item in real time, taking into account the current best bid for each item and its corresponding minimum bid. You can deactivate auto-suggested bids on the “Actions” button.

19. In any case, the platform will allow you to bid on the entire lot through of the “Bid Lot” button in the “Actions” dropdown. You can also make a percentage raise to the entire lot through the “Apply raise to lot” button in the same menu.



20. When the auction finishes, the status will be automatically changed to “Finished” and you will no longer be able to bid for any items or lots.

The lots won will be green color and the lost lots will be in red color.



OTHER FUNCTIONALITIES

Chat, Logs, Messages, Settings

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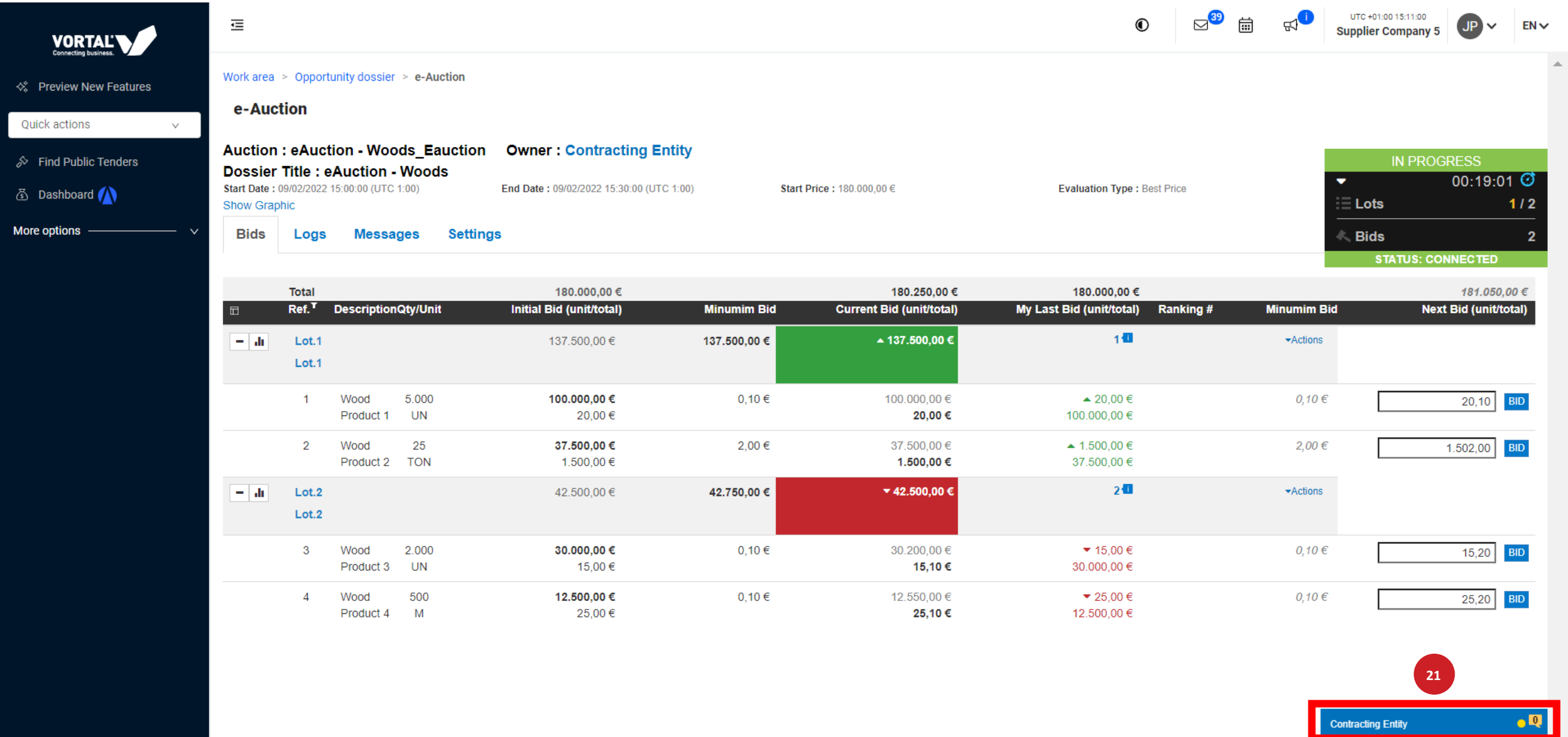
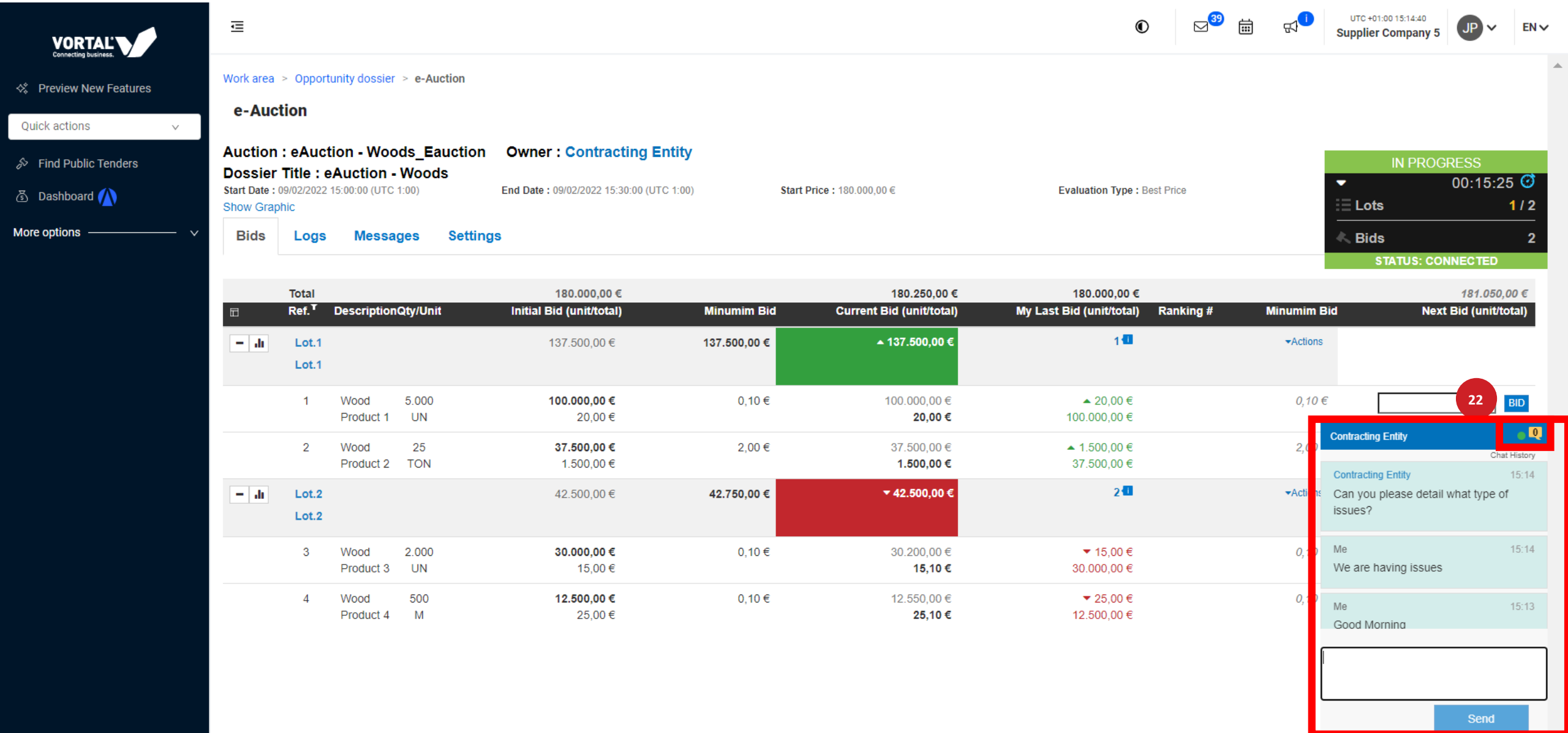
21. Chat can be accessed on any section of the auction to exchange messages during auction event.

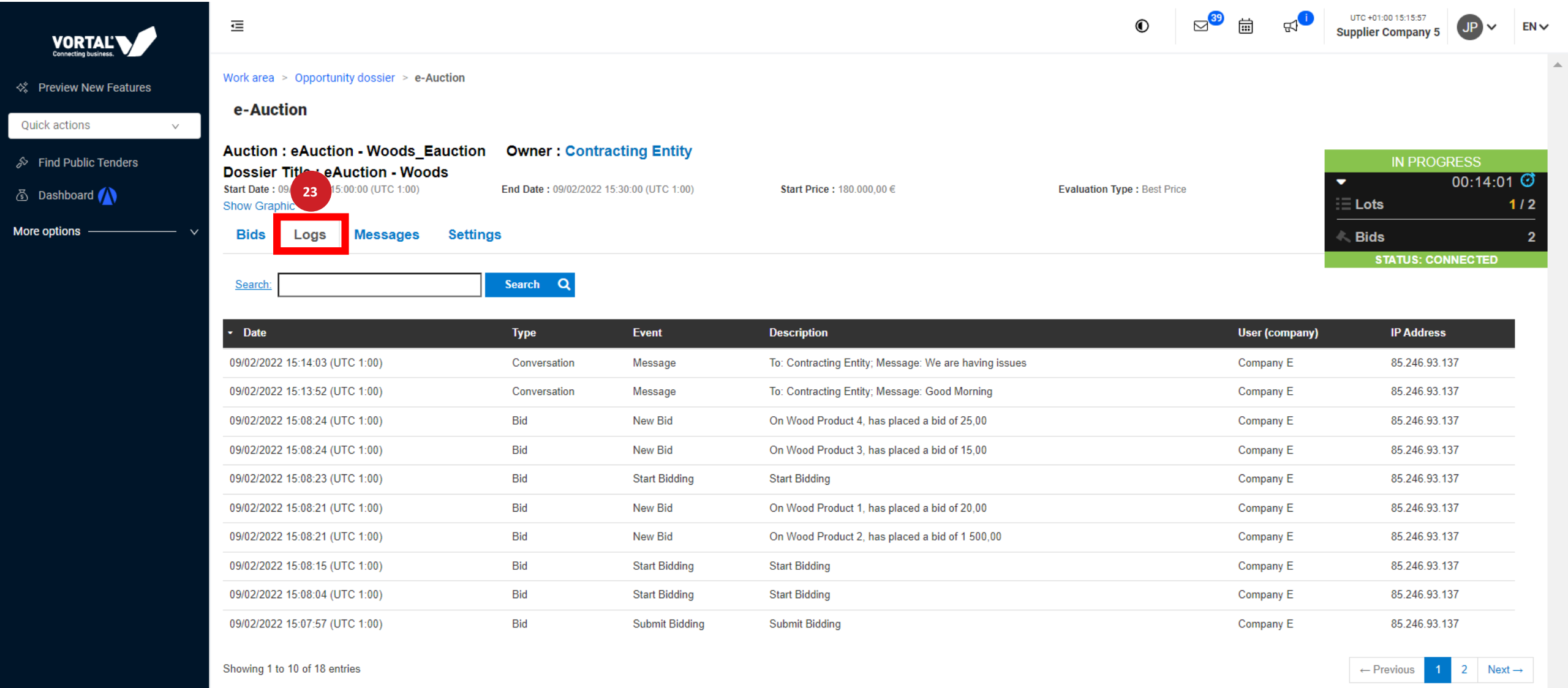


22. When the entity is connected (online), it will be marked with Green color

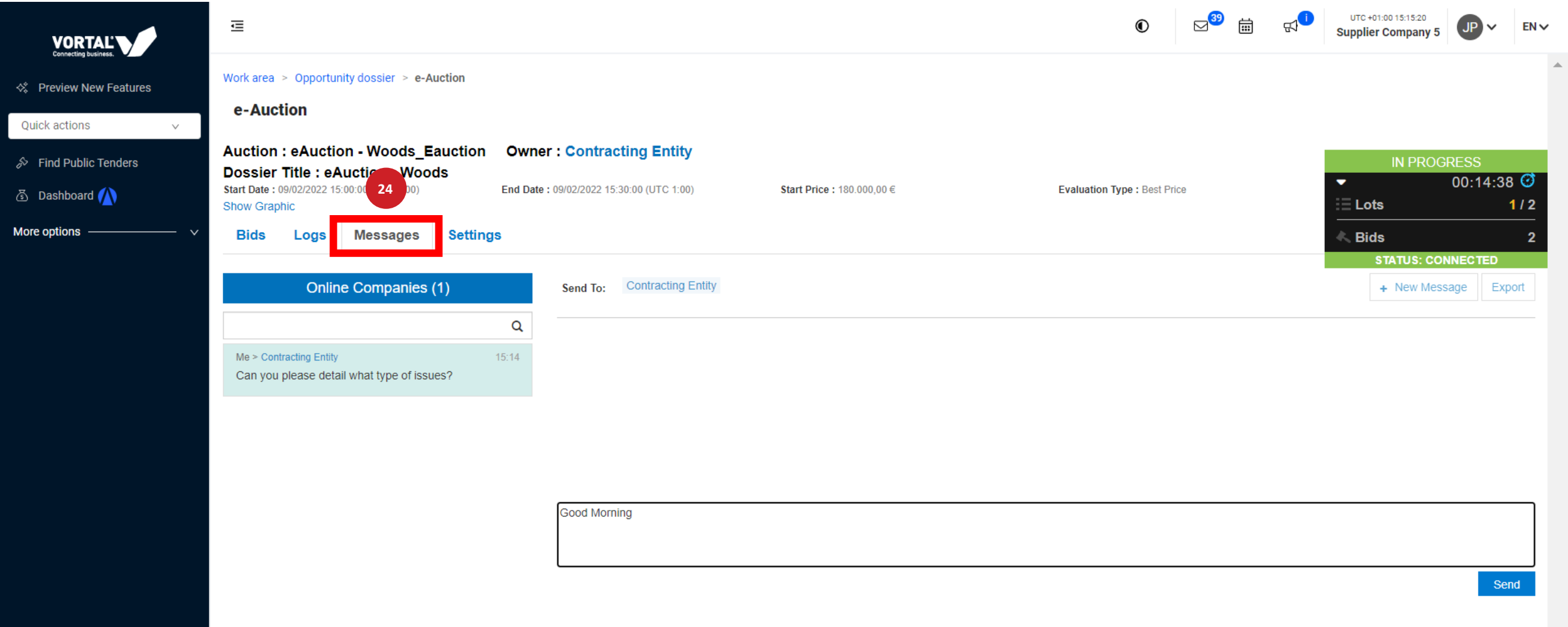


VORTAL
Connecting business.

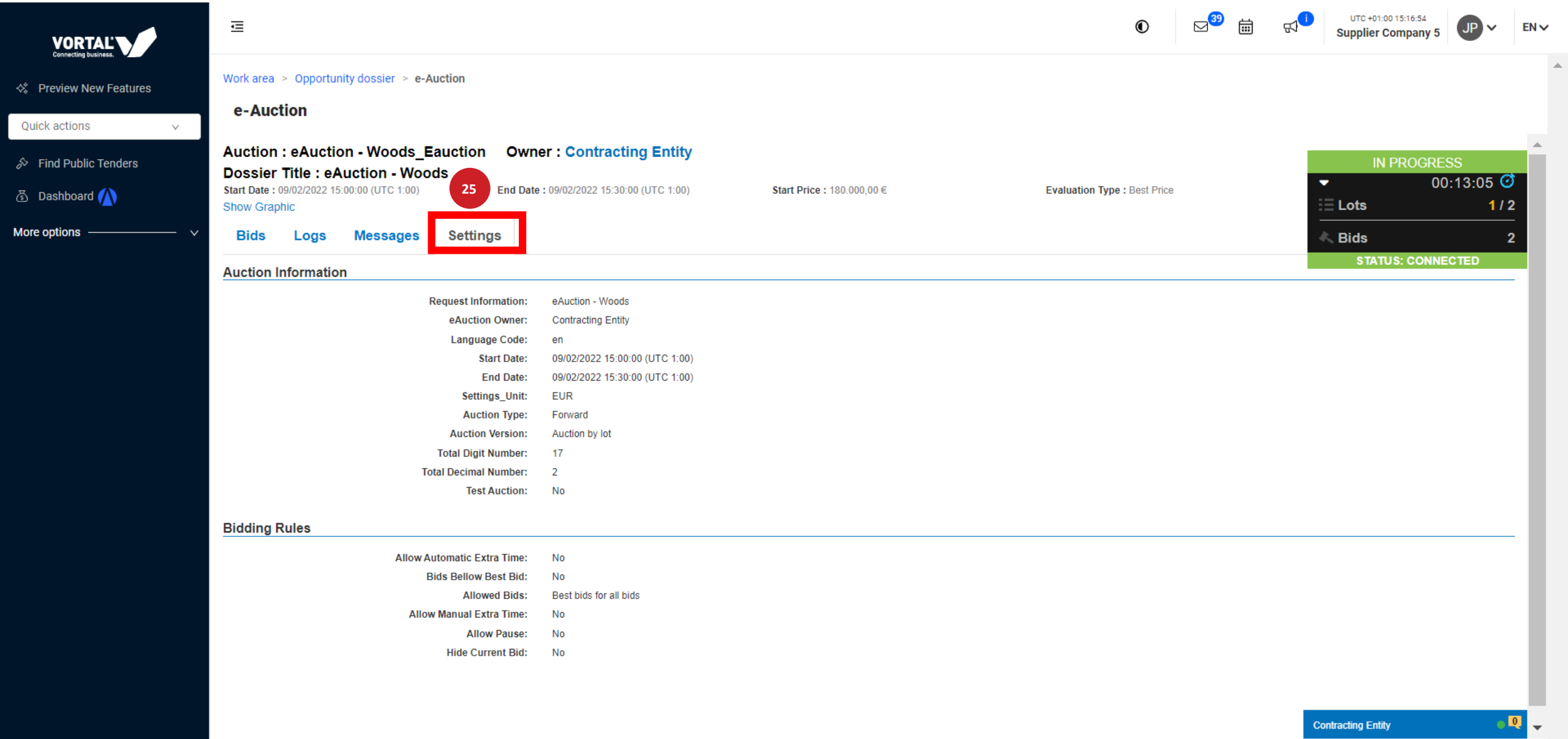
23. Logs: In the “Logs" tab, you can see all the actions made during the auction

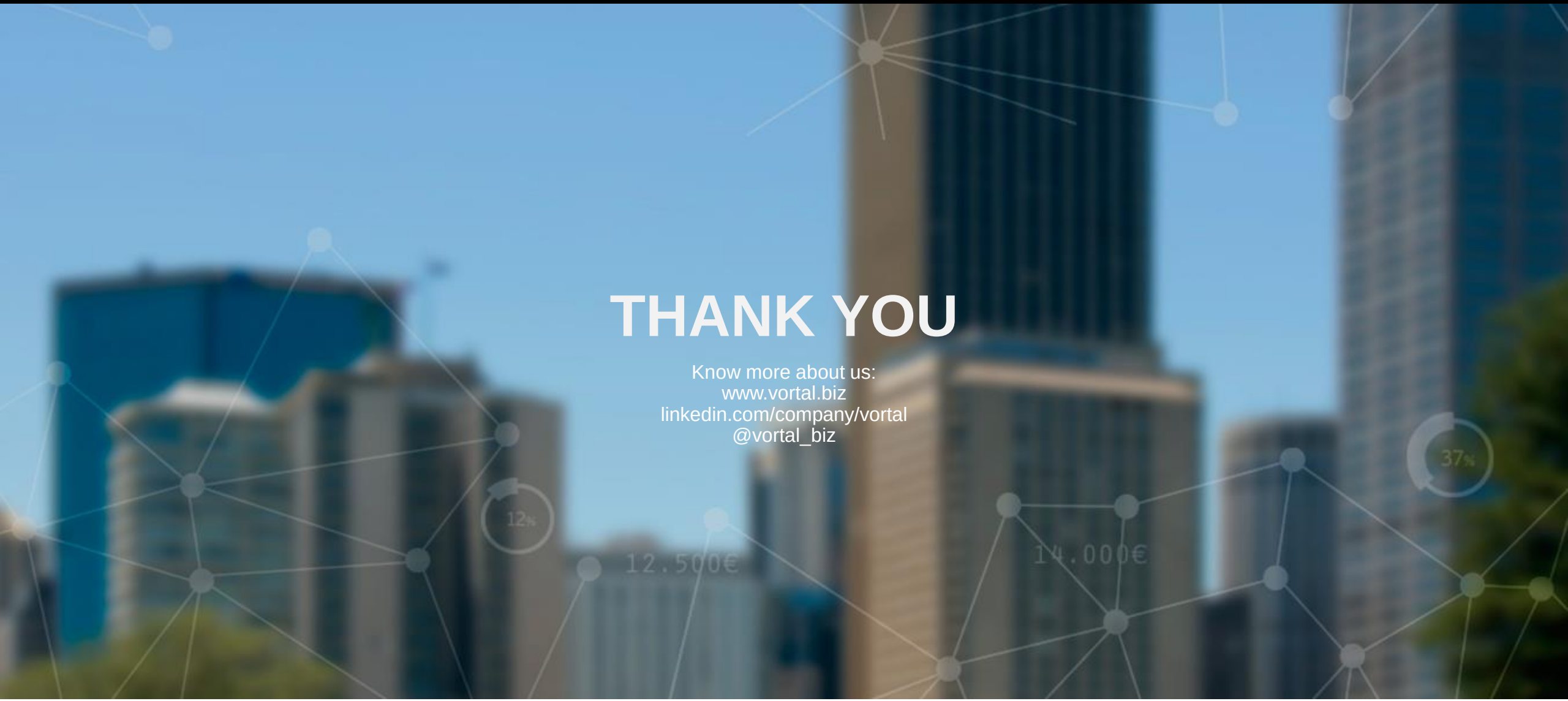


24. Messages: You can exchange messages with the client in the "Messages" tab



25. In the “Settings” tab”, you can visualize all settings of the auction.





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