

**THE E-BIDDING SYSTEMS USER MANUAL FOR SUPPLIERS**

**• General System Requirements**

**HARDWARE REQUIREMENTS**

MINIMUM	RECOMMENDED
PENTIUM 4 512 MB RAM MOUSE KEYBOARD MONITOR	PENTIUM 4 OR ABOVE 512 MB RAM OR ABOVE MOUSE KEYBOARD MONITOR

**BROWSER REQUIREMENTS**

	MINIMUM	RECOMMENDED
INTERNET EXPLORER	8.0	LATEST
GOOGLE CHROME	10.0	LATEST
MOZILLA FIREFOX	3.6	LATEST

**INTERNET REQUIREMENTS**

MINIMUM	RECOMMENDED
512 Kbytes/sec	512 Kbytes/sec OR ABOVE

**OPERATING SYSTEM REQUIREMENTS**

MINIMUM	RECOMMENDED
MICROSOFT WINDOWS XP	MICROSOFT WINDOWS VISTA OR 7

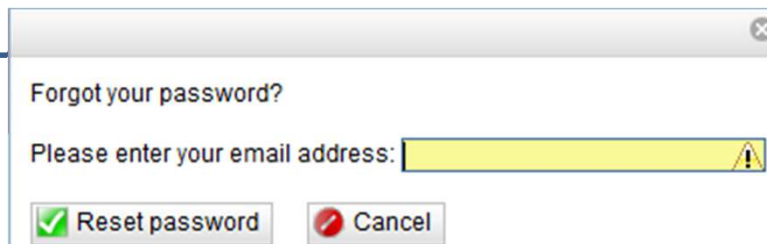
- **Login to the system by using one of the next links related to same company as the link name that you want to participate into tenders for or the one you have received in the Registration / Invitation email:**

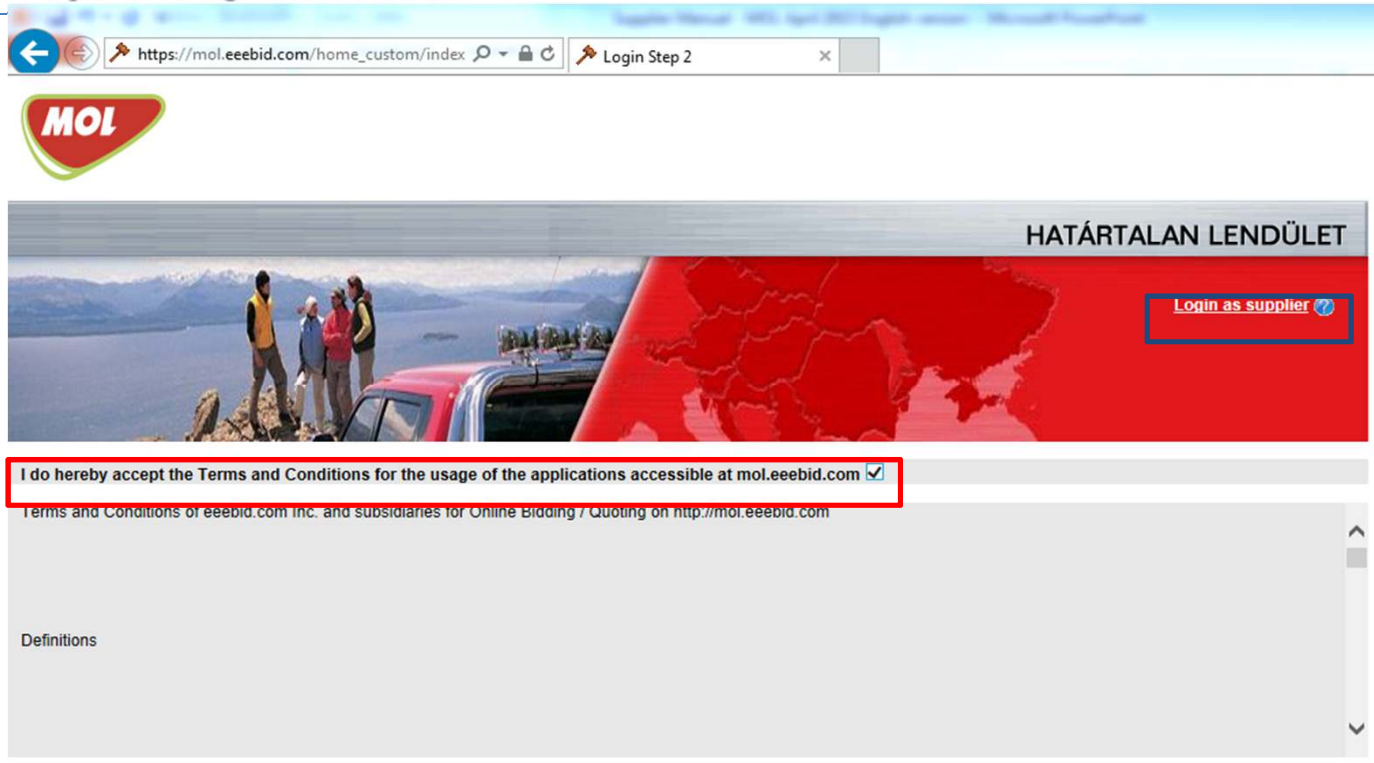
- [molgroup.eeebid.com](http://molgroup.eeebid.com)    [mol.eeebid.com](http://mol.eeebid.com)    [ina.eeebid.com](http://ina.eeebid.com)    [slovnaft.eeebid.com](http://slovnaft.eeebid.com)

• **Insert one of the above links into your browser and confirm -> the entry page of the corresponding company will open. Please observe the below example about Mol Hungary entry page. Each entry page of each company has the same structure just the company logo is different.**



1. Login by using the username and password received by email -> insert them in the corresponding fields then click on **Login**.
2. If you don't have a username and password yet - you can contact the buying company Suppliers Administrator and require access into the system. If you know for sure you are not yet part of the Suppliers Database (never received any notification email from the buying company about this) - you can register yourself by using the “New supplier Registration” link and fill in the registration forms. Please select your favorite language from the “Language” dropdown.
3. If you had a username and password but you forgot them - you can use the “Forgot my password” link that appears after you have inserted them wrong 2 times. Insert the email address you have registered into the system and you will receive a link for resetting password by email..






4. Accept the **Terms and Conditions**

by click in the .

5. Final step for login is click on the

**Login as supplier**






6. This supplier manual can be downloaded by click on the 

icon.

**Main Recommendations during your activity inside the system:**

- **Do not open the system in two tabs/windows in the same time!**
- If you register yourself try not to spend more then 30 minutes for filling in the registration forms as the browser session expires after this time !
- Maximum size for uploaded documents is 500 MB/upload but this requires a very good internet connection, if you don't have a very good connection then please try to upload documents with smaller size , if you have a document with a big size try to split in many documents with smaller size !
- It is recommended to have another internet connection as backup just in case something happens with your current connection. Mobil internet if it's possible.

**Icons from the system – What do they do?**

- This is the **Mail** icon  where you can read unread messages from events, etc.
- This is the **Contact** icon  where you can find contact information of technical support.
- This is the **Refresh** icon  where you can refresh the. If the  icon appears this way then there is a problem with the internet connection. The refresh icon animates in every 30 seconds. The page can also be refreshed manually.
- The language selection is also possible on this page and the menu of the system will be shown in the selected language  but the default language that the supplier will see when he first enters the page is set in the *Company information page*.
- For accessing a page you first need to click on the upper main menu( for eg. *Company*) then on one of the below displayed pages (*Company information*)

**Updating your Company/User Data for your account inside the system**

1.\* fields having this mark next to them are mandatory to be filled in (system will not allow any change with these fields being empty)

2. You need to fill in also at least a Material classification, Certificates and your Company Documents which are required by the buying company.

### Finding the tender/Auction you are invited in:

- The Tenders/Auctions you are involved in are displayed in the [ITB-eAuction / Events](#) page.
- If you do not have this menu yet it means your company is still under approval process.
- If you see this page but no events in list it means you are not yet invited to any tenders.
- In case you have participated into many events, have a long list of them, but want to organize/display/search only some of them, you can use the filters section -> “Show filters” and “Hide filters” button to open/close this section.

The screenshot shows the MOL ITB-eAuction / Events page. At the top, the user's name is 'Test Suppliers' and the time is '13:58:02 GMT+1'. The 'Event' is 'Demo Tender / Request for Offer/Quotation' with a 'Remaining time' of '06 19:01:58'. The main content area displays a table of events with columns for Name, Subevent Name, Progress, Start date, End date, Status, Buying Organization, Material classification, and Buyer Event ID. The first row shows 'Demo Tender' with subevent 'Request for Offer/Quotation' at 0% progress. Navigation buttons like 'Bid', 'Questionnaire List', 'Attachments', 'Logs', and 'I will not quote' are visible at the bottom.

Name	Subevent Name	Progress	Start date	End date	Status	Buying Organization	Material classification	Buyer Event ID
Demo Tender	Request for Offer/Quotation	0 %	10/04/2015 09:00	17/04/2015 09:00	Open Event	MOL Group	Live Plant and Animal Material Accessories and Supplies	


1. Select the event by click exactly on the name from the list -> Event Name will appear under your User Name on the top section of the page. The countdown for Remaining time till Bid submission ends will appear in the same top section .
2. Also after selecting the event name you can choose to *Bid*, check the *Questionnaires List*, *Attachments* , *Logs* (activity) and Not to Quote by using the according buttons from below the events list.

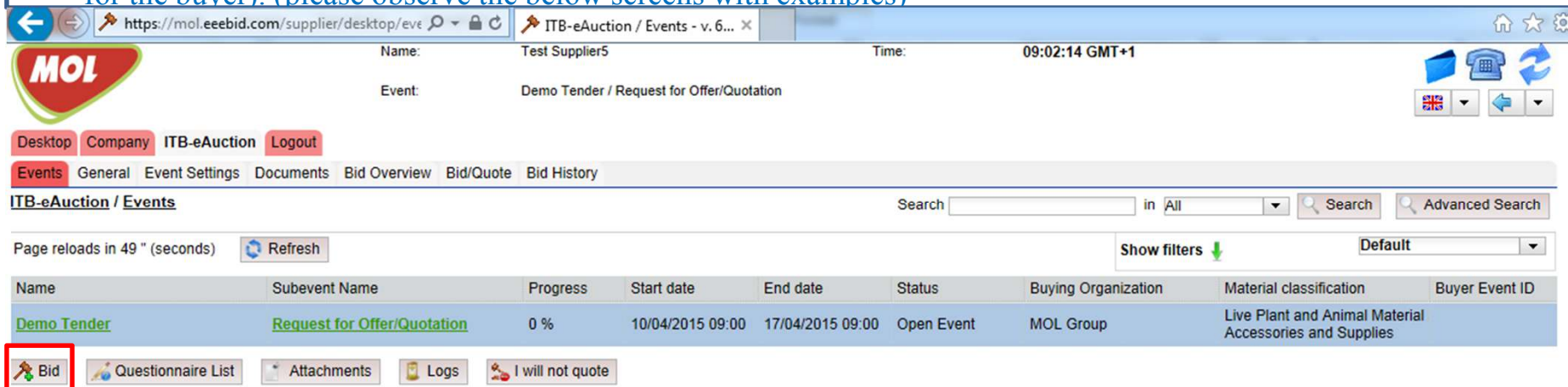


- Placing your offers into the eBidding system – Requests for Offers/Quotations/Informations

The Tenders/auctions you are involved in are displayed in the ITB/eAuction – Events page.

Depending on each tender’s requirements you will need to:

1. Fill in forms (Questionnaires) directly inside the system -> Select the event then click on the  button -> Bid/Quote page will open where you need to fill in all required fields then click on Save button (only saves current filled in data but is not published for the buyer) or Save&Publish button (saves your current inserted data and publishes them for the buyer). (please observe the below screens with examples)



Browser: https://mol.eebid.com/supplier/desktop/eve

Name: Test Supplier5 Time: 09:02:14 GMT+1

Event: Demo Tender / Request for Offer/Quotation


Desktop Company ITB-eAuction Logout

Events General Event Settings Documents Bid Overview Bid/Quote Bid History

ITB-eAuction / Events Search [ ] in All [ ] Search Advanced Search

Page reloads in 49" (seconds) Refresh Show filters Default

Name	Subevent Name	Progress	Start date	End date	Status	Buying Organization	Material classification	Buyer Event ID
<a href="#">Demo Tender</a>	<a href="#">Request for Offer/Quotation</a>	0 %	10/04/2015 09:00	17/04/2015 09:00	Open Event	MOL Group	Live Plant and Animal Material Accessories and Supplies	

 Questionnaire List Attachments Logs I will not quote

These buttons are always active in this page during the *Bid submission* time, when this period is over both buttons will become inactive.

The confirmation of these last two actions will appear as a message inside a window like: **“Bid saved. To place the current bid press the SAVE/PLACE button!”** or **“The Bid was placed”**.

Browser: https://mol.eeebid.com/modules/events/bid/ ITB-eAuction / Bid/Quote -... x  
 Name: Test Supplier5 Time: 09:32:27 GMT+1  
 Remaining time: 02 23:27:33  
 Event: Demo Tender / Request for Offer/Quotation

Desktop Company ITB-eAuction Logout  
 Events General Event Settings Documents Bid Overview Bid/Quote Bid History

ITB-eAuction / Bid/Quote  
 Export data Import Restore last valid offer  
 Progress 0% Total positions 2 Total mandatory fields 11 Supplier currency euro EUR

Nr	Questionnaire name	Status	Current End Time	Remaining Time
	Overall Auction	Bidding	17 Apr 2015 09:00:00	02:23:27:33
1.	Technical Questionnaire	Bidding	17 Apr 2015 09:00:00	02:23:27:33
2.	Price Questionnaire	Bidding	17 Apr 2015 09:00:00	02:23:27:33

During the save/place some errors occurred(bid not placed):  
 You have to fill out all of the mandatory fields with the correct values to be able to save and place your bid!

1. Technical Questionnaire Questionnaire type Mandatory

Signed Confidentiality statement was uploaded to the Documents section (PDF form).  yes  no \*

Filled Prequalification questionnaire (both in EXCEL and signed PDF form) was uploaded to the Documents section.  yes  no \*

The offered Price part calculates with all costs related to required services.  yes  no \*

We confirm the acceptance of draft contract. Scanned signed first and last page of contract was uploaded to the Documents section (PDF form).  yes  no \*

We confirm Bid validity at least 90 days.  yes  no \*

We confirm acceptance of 60 days payments terms from the date of receiving of invoice.  yes  no \*

We confirm the acceptance of no advance payments.  yes  no \*

Statement of the proper performance of your contributions to social funds was uploaded to the Documents section (PDF form).  yes  no \*

Statement that our company is not in liquidation and does not lead proceedings against her bankruptcy was uploaded to the Documents section (PDF form).  yes  no \*

We confirm the acceptance of Buying Company Group Code of Ethics.  yes  no \*

We confirm the acceptance of Generally binding HSE requirements for Contractors.  yes  no \*

2. Price Questionnaire Questionnaire type Mandatory

	A	C	D
1	Item	Unit price	
2			
3	Price for Product1	10,000.00	
4	Price for Product2	20,000.00	

Bid saved. To place the current bid press the SAVE/PLACE button!

The bid was placed!

Bid Overview Save Save and Publish Bid History

Fields with “ \* “ mark are mandatory to be filled in with data. The system will not place your offer until you fill in all of these fields and warns you with a message.

- You can also work offline by exporting the forms in an excel file using the Export data button, fill them in, then Import inside the system by using the Import button.

- Placing your offers into the eBidding system – Requests for Offers/Quotations/Informations
- 2. Upload required Documents -> Select the Event then click on Attachments button -> Documents page will open – you see the documents that the buyer uploaded for you to have, like for ex. the “Suppliers Manual”, Agreements, Statements, Declarations, Technical requirements ...etc. Use the “Show filters” button for choosing what documents to be displayed in list.

The screenshot shows the user interface for a demo tender. At the top, the MOL logo is on the left, and the user's name 'Test Supplier5' and time '10:10:01 GMT+1' are on the right. Below this, the event name 'Demo Tender / Request for Offer/Quotation' is displayed. A navigation bar includes 'Desktop', 'Company', 'ITB-eAuction', and 'Logout'. Underneath, there are tabs for 'Events', 'General', 'Event Settings', 'Documents', 'Bid Overview', 'Bid/Quote', and 'Bid History'. The 'ITB-eAuction / Events' section features a search bar and a 'Show filters' button. A table lists the event details: Name (Demo Tender), Subevent Name (Request for Offer/Quotation), Progress (100%), Start date (10/04/2015 09:00), End date (17/04/2015 09:00), Status (Open Event), Buying Organization (MOL Group), Material classification (Live Plant and Animal Material Accessories and Supplies), and Buyer Event ID. Below the table, there are buttons for 'Bid', 'Questionnaire List', 'Attachments' (highlighted with a red box), 'Logs', and 'I will not quote'.

The screenshot shows the 'Documents' page in the eBidding system. The MOL logo is on the left, and the user's name 'Test Supplier5' and time '10:26:11 GMT+1' are on the right. The event name 'Demo Tender / Request for Offer/Quotation' is displayed. The navigation bar includes 'Desktop', 'Company', 'ITB-eAuction', and 'Logout'. Underneath, there are tabs for 'Events', 'General', 'Event Settings', 'Documents', 'Bid Overview', 'Bid/Quote', and 'Bid History'. The 'ITB-eAuction / Documents' section features a search bar and a 'View All attachments of buyer and suppliers' dropdown. Below this, there are radio buttons for 'Attachments General', 'Attachments General & for Questionnaires' (selected), and 'Attachments only questionnaires (no questionnaire selected)'. A 'New filter' dropdown is set to 'Default'. A table lists the attachments:

Type	File / Link / Template	Document name	By	Document owner	Questionnaire Reference	Buyer comment	Supplier comment
File	Supplier Manual - MOL April 2015 English versi...	Supplier Manual - MOL A...	MOL Group (Mol Buyer1)	Buyer(w) Supplier(r)	None		
File	MOL Group standard contracting conditions.doc	MOL Group standard con...	MOL Group (Mol Buyer1)	Buyer(w) Supplier(r)	None		
File	Statement sheet.doc	Statement sheet	MOL Group (Mol Buyer1)	Buyer(w) Supplier(r)	None		
File	Technical content.doc	Technical content	MOL Group (Mol Buyer1)	Buyer(w) Supplier(r)	Technical Questionnaire		

At the bottom, there are buttons for 'Upload/Save', 'Preview of attachment', 'Download', 'Download in zip archive', and 'Delete attachments'.



- Usually you will have to download, read and for some, like statements, agreements or declarations, you will need to sign then scan and upload them back in this format if this is required by the buyer that organized the tender.

Beside these types of documents the buyer can also require for you to upload some **Technical** and/or **Price documents**.

Please observe in the below screen an example for the Documents Download/Upload mechanism.

**1. Downloading Documents :**

- One or More Documents by just selecting the corresponding line from the list then click on **Download** or **Download in Zip** buttons.
- All Documents by click on the **Download in zip archive** button without having anything selected in list.
- Preview of attachment function is available only for jpg, png and pdf type files.

The screenshot shows the 'Documents' section of the ITB-eAuction interface. At the top, it displays the user's name 'Test Supplier5', the event 'Demo Tender / Request for Offer/Quotation', and the time '10:47:24 GMT+1'. Below this, there are navigation tabs for 'Desktop', 'Company', 'ITB-eAuction', and 'Logout'. The 'Documents' tab is active, showing a list of attachments. The table below lists several documents, with the first one selected. Below the table, there are buttons for 'Upload/Save', 'Preview of attachment', 'Download', 'Download in zip archive', and 'Delete attachments'. The 'Download' and 'Download in zip archive' buttons are highlighted with red boxes. At the bottom, there are two dialog boxes asking to open or save files: 'Supplier\_Manual\_-\_MOL\_April\_2015\_English\_version.pptx' and 'docs20150414.zip'.

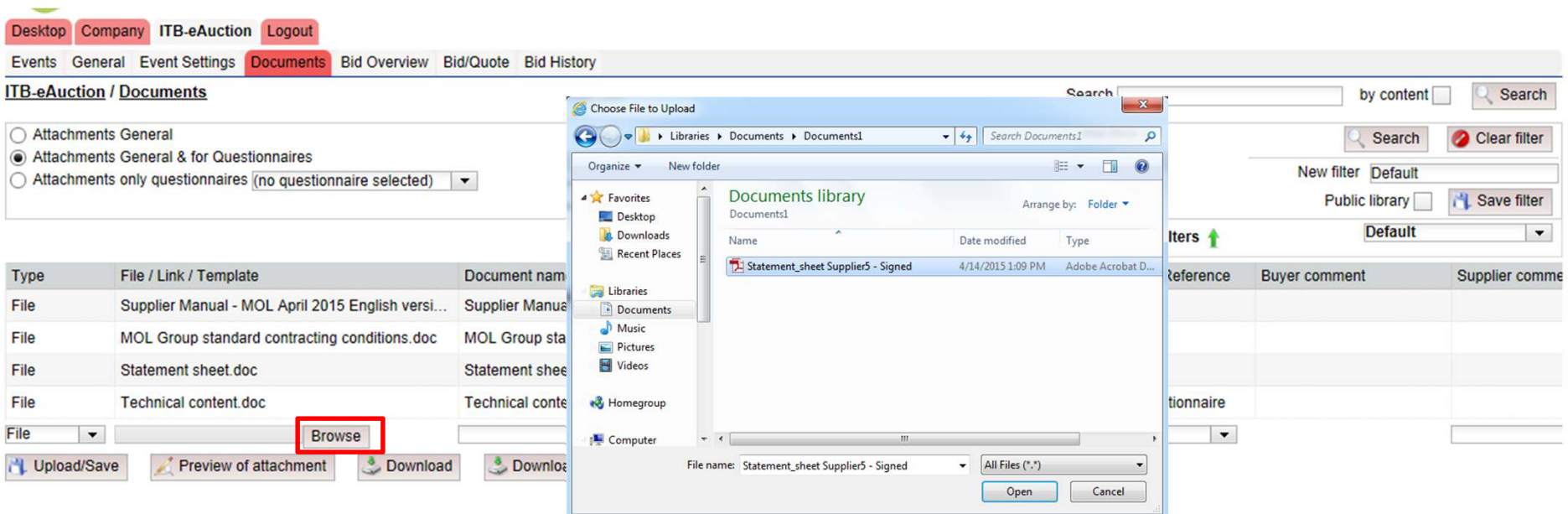
Type	File / Link / Template	Document name	By	Document owner	Questionnaire Reference	Buyer comment	Supplier comment
File	Supplier Manual - MOL April 2015 English versi...	Supplier Manual - MOL A...	MOL Group (Mol Buyer1)	Buyer(w) Supplier(r)	None		
File	MOL Group standard contracting conditions.doc	MOL Group standard con...	MOL Group (Mol Buyer1)	Buyer(w) Supplier(r)	None		
File	Statement sheet.doc	Statement sheet	MOL Group (Mol Buyer1)	Buyer(w) Supplier(r)	None		
File	Technical content.doc	Technical content	MOL Group (Mol Buyer1)	Buyer(w) Supplier(r)	Technical Questionnaire		

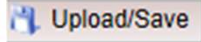
**2. Uploading Documents :**

**This function is available for Single Upload or Mass Uploading . The Mass Uploading mechanism is the same as the Single Upload described below just that the user will have to select more then one documents from Choose File window by keeping Ctrl tab pressed while selecting. (Mass Uploading is not available for IE8 Browser version!)**

**-> Click on Browse button**

**-> “Choose File to Upload” window will open - Choose the file you want to upload then click on “Open”**



- > After the previous step the Document appears in the ITB/eAuction – Documents page fields
- > Choose a document Reference from Questionnaire Reference column
- > Confirm the uploading also inside the system by click on the  Upload/Save button -> confirmation message window will appear. It is mandatory for this message to appear in order for the supplier to be sure that the doc was successfully uploaded.
- > Theoretically after this process the uploaded document is now available for the buyer to see, but in case of 2 Envelope tenders the buyer will be able to open and see the content only after the Bid submission ends, so in case the buyer will give you this permission you will be able to modify or even delete an uploaded document until Bid submission ends. In case you want to modify or delete an uploaded document but don't have permission you need to contact the buyer user ->in General page you can find the buyer's Email and Phone Nr.

Desktop Company ITB-eAuction Logout

Events General Event Settings Documents Bid Overview Bid/Quote Bid History

ITB-eAuction / Documents Search  by content  Search

Attachments General  
 Attachments General & for Questionnaires  
 Attachments only questionnaires (no questionnaire selected)

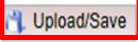
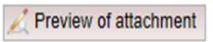
View All attachments of buyer and suppliers Search  Clear filter

New filter Default Public library  Save filter

Hide filters Default

Type	File / Link / Template	Document name	By	Document owner	Questionnaire Reference	Buyer comment	Supp
File	Supplier Manual - MOL April 2015 English versi...	Supplier Manual - MOL April 2015 E...	MOL Group (Mol Buyer1)	Buyer(w) Supplier(r)	None		
File	MOL Group standard contracting conditions.doc	MOL Group standard contracting con...	MOL Group (Mol Buyer1)	Buyer(w) Supplier(r)	None		
File	Statement sheet.doc	Statement sheet	MOL Group (Mol Buyer1)	Buyer(w) Supplier(r)	None		
File	Technical content.doc	Technical content	MOL Group (Mol Buyer1)	Buyer(w) Supplier(r)	Technical Questionnaire		

File  Browse

You have successfully uploaded the following 1 document(s):  
Statement\_sheet Supplier5 - Signed.pdf - 73 KB

(no questionnaire selected)

1. Technical Questionnaire
2. Price Questionnaire

• **Placing your offers into the eBidding system – eAuctions**

I. In case of eAuctions, usually, there are no Documents required, but only a live competition between the suppliers that need to insert prices according to the auction rules set by the buyer (rule, steps, overtimes, etc.).

The eAuction can be an independent event or the next stage of a previous RFQ/RFI.

The actual bidding will happen in the bidding page -> ***Bid/Quote*** page inside the system. The way for accessing this page is the same as described previously in this manual in case of RFQ/RFI (Select Event name then click on **Bid** button)

The screenshot shows the 'ITB-eAuction / Events' page. At the top, there are navigation tabs: Desktop, Company, ITB-eAuction (selected), and Logout. Below that are sub-tabs: Events, General, Event Settings, Documents, Bid Overview, Bid/Quote, and Bid History. A search bar is present with a dropdown menu set to 'All' and buttons for 'Search' and 'Advanced Search'. Below the search bar, there's a 'Page reloads in 34" (seconds)' indicator and a 'Refresh' button. To the right, there's a 'Show filters' dropdown and a 'Default' dropdown. The main content is a table with the following data:

Name	Subevent Name	Progress	Start date	End date	Status	Buying Organization	Material classification	Buyer Event ID
<a href="#">Demo Tender</a>	<a href="#">eAuction</a>	0 %	14/04/2015 12:45	14/04/2015 13:30	Open Event	MOL Group	Live Plant and Animal Material Accessories and Supplies	
<a href="#">Demo Tender</a>	<a href="#">Request for Offer/Quotation</a>	100 %	10/04/2015 09:00	17/04/2015 09:00	Open Event	MOL Group	Live Plant and Animal Material Accessories and Supplies	

At the bottom of the page, there is a navigation bar with buttons: Bid (highlighted with a red box), Questionnaire List, Attachments, Logs, and I will not quote.

II. Because of the more strict regulations of the eAuction you will have to fit in the rules, steps and order that the buyer has set.

Details of these can be found above the Questionnaire Details table or by click on the  button .

**Starting values** could also be set or not depending on each eAuction requirements.

The placing mechanism is the same as previously described in case of RFQ/RFI – after inserting all mandatory fields – click on **Save** or **Save&Place** button.

**In case your bid does not fulfill the auction rules setup by the buyer the system will not place your bid and display the according error messages detailing the issue and the limits that your bid must fit in to.**

Please follow the ***Remaining Time*** as this countdown is showing how much time you have till the Bid Submission ends.



Desktop Company ITB-eAuction Logout

Events General Event Settings Documents Bid Overview Bid/Quote Bid History

ITB-eAuction / Bid/Quote

Export data Import Questionnaire information Restore last valid offer

Progress 100% Total positions 1 Total mandatory fields 0 Total TCO 0.00 Supplier currency euro EUR

Follow selected questionnaire

Nr	Questionnaire name	Status	My Best Bid	Best Bid	Rank	Smiley	Nr. of Ext.	Current End Time	Remaining Time
	Overall Auction	Bidding	...	30,500.00	...	...	0	14 Apr 2015 14:30:00	00:00:27:52
1.	Price Questionnaire	Bidding	...	30,500.00	...	...	0	14 Apr 2015 14:30:00	00:00:27:52

1. Price Questionnaire	Questionnaire type	Mandatory	Downward	Quantity	1	Questionnaire TCO	Best Bid
1	Item	Unit price					
2							
3	Price for Product1		10,000.00				
4	Price for Product2		20,000.00				

Are you really sure you want to place this bid?  
 OK  Cancel

The bid was placed!  
 OK

← Bid Overview Save **Save and Publish** Bid History →

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**Error message example for the case when the supplier did not decreased his bid according to the minimum step of the auction:**

Desktop Company ITB-eAuction Logout

Events General Event Settings Documents Bid Overview Bid/Quote Bid History

ITB-eAuction / Bid/Quote

During the save/place some errors occurred(bid not placed)

Export data Import Questionnaire information Restore last valid offer

Progress 100% Total positions 1 Total mandatory fields 0 Total TCO 29,999.00 Supplier currency euro EUR

Follow selected questionnaire

Nr	Questionnaire name	Status	My Best Bid	Best Bid	Rank	Smiley	Nr. of Ext.	Current End Time	Remaining Time
	Overall Auction	Bidding	30,000.00	30,000.00	1	☹	0	14 Apr 2015 14:30:00	00:00:19:04
1.	Price Questionnaire	Bidding	30,000.00	30,000.00	1	☹	0	14 Apr 2015 14:30:00	00:00:19:04

1. Price Questionnaire	Questionnaire type	Mandatory	Downward	Quantity	1	Questionnaire TCO	Best Bid
1	Item	Unit price					
2							
3	Price for Product1		9,999.00				
4	Price for Product2						

Price Questionnaire - According to the bidding step definition, your bid that is 29,999.00 should be smaller than 29,990.00, according to the position definition minimum step is 10!

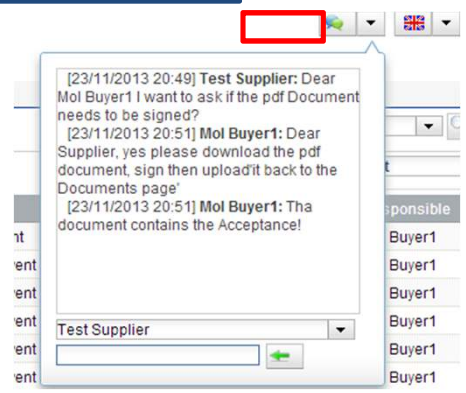
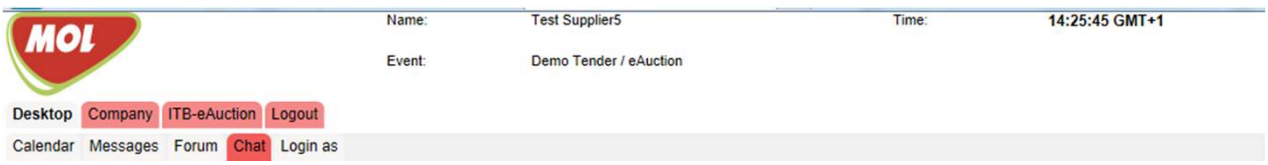
During the save/place some errors occurred(bid not placed)  
 OK

• Communicating within the eBidding system -> Event based only

• Forum - accessing this page-> after selecting the event from list -> click on Desktop- Forum



The Chat function is available only in Bid Submission Time, if the event is selected and if the buyer allows it. There are two ways in accessing the Chat – the fast chat which is available from the icon on the top of the screen and the Desktop - Chat page.



Desktop-Messages -> click on the Desktop - Messages page

